



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Frank Fanelli, Director of Project Management

Date: January 16, 2024

Re: Award of Contract 21908 to JLY Enterprises for the remodel of the southwest entry of Edgewood School the area to be remodeled consists of the nurses' suite entrance on the lower level including an accessible ramp and landing from the exterior door

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:	JLY Enterprises, LLC	
Doing Business as: (DBA)	JLY Construction Managers	
Vendor Address:	990 State St New Haven, CT 06511	
Vendor Contact Name:	Joel Yenko	
Vendor Contact Email:	Joel@jlyllc.com	
Is the contractor a minority or women owned small business?	N	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Contract	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 02/05/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$87,390.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21908	



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Key Questions:

1. What specific service will the contractor provide:

For the remodel of the southwest entry of Edgewood School the area to be remodeled consists of the nurses' suite entrance on the lower level including an accessible ramp and landing from the exterior door

2. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes
- Sealed Bid # 21908
- Sole Source # _____
- RFP# _____
- State Contract #
- Exempt Professional
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

Sealed bid

b. Who were the members of the selection committee? *(Minimum 3 members required)*

N/A – Sealed bid defaults to lowest qualified bidder



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4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

N/A - new

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

N/A - new

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

There is no fiscal comparison for a construction based project.

7. Is this a service that existing staff could provide? Why or why not?

No, this is a specialized service that will be provided by qualified contractors.



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Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>13126</u>
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p>	
Emailed Disclosures are acceptable.	



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Malinda Figueroa
Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids for the following:

INVITATION TO BID

Project Summary

Contract Name:	Edgewood ADA Ramp - Rebid							
Solicitation #:	21908		City Project #:	N/A				
Projection Description:	remodel a portion of the Edgewood Magnet School, New Haven, CT.							
Department:	BOE-Facilities							
Solicitation/Advertise Date:	October 22, 2023							
Intend to Bid Due Date	November 14, 2023							
Bid Due Date:	November 15, 2023			Bid Opening Time:	3:00	PM		
Pre-Bid Meeting Date:	NA			Pre-Bid Meeting Time:				
Pre-Bid Meeting Location:	NA							
Solicitation Type:		Construction	<input checked="" type="checkbox"/>	Service		SCD* - Construction		SCD* - Service
Contract Term:	Construction		(See Specification)	Service	1	year	<input checked="" type="checkbox"/>	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	<input checked="" type="checkbox"/>	NO		Yes	If Yes enter percent markup on your Statement of Qualifications form			
System for Award Management (Federal Requirement)		YES	<input checked="" type="checkbox"/>	NO	If marked yes, to bid and get paid you must already have a Unique Entity ID. See Statement of Qualification Form			
Insurance Requirements:	Refer to Rider		100	(This Rider is attached)				
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater							
Local Preference:	<input checked="" type="checkbox"/>	YES						NO
Bid Bond:	Yes			Percentage Amount:		5	%	
Labor, Material and Performance Bond:	Yes							
Wage Rates:		Livable Wage \$19.95 FY 23/24	<input checked="" type="checkbox"/>	Prevailing Wage State				Davis Bacon Federal

Responses must be submitted in the form and manner specified in this request.

Specifications

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified General Contracting firms with significant experience to provide the NHPS with Services to GC and remodel a portion of the Edgewood Magnet School, New Haven, CT. The NHPS expects to select and contract with one company to provide the services listed in the scope of work below.

Pricing to include:

- All labor and materials
- Travel Charges
- Mileage Charges
- Disposal Charges
- 5 Year Warranty on all labor and installations
- Permits
- Misc. Fees

Additionally, all licensing and insurance requirements listed in this RFP must be met. It is the goal of the NHPS to enter into an agreement with a vendor that will provide services efficiently, will accurately bill, and will provide high-quality, flexible customer service to the NHPS. The Vendor will be expected to maintain expert knowledge of this service to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology (See attached Construction Plans). Awarded Bidder will be responsible for holding the price (Lump Sum) through the entire duration of the project.

I. Qualifications

Eligible vendors will be those individuals, businesses, and firms that meet the following qualifications:

1. Proposer must have demonstrated experience and expertise in Connecticut in the past (5) years regarding the types of or similar services as those outlined in the introduction.
2. Proposers must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
3. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.

II. Expectations

- Vendor is expected to provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS.
- The vendor is expected to provide the highest quality customer service to the NHPS, not limited to, but particularly in the areas of reliability and billing.

- The selected Company shall work with and cooperate with the Director of Project Management. Rendering services in pursuant to this RFP shall be directed to the City of New Haven Finance Department.

III. Scope of Services

This project consists of Architectural, Interior Design, Mechanical, and Electrical for a renovation of the southwest entry in Edgewood Magnet School in New Haven, CT. The area being renovated consists of approximately 750 sq. ft. of an existing nurse's suite entrance on the lower level. The renovation will provide a new interior accessible ramp and landing from the exterior door. The scope of the work shall include demolition and new construction. Demolition includes interior partitions, flooring, millwork, lighting, and electrical. New

construction will include interior partitions, exterior door hardware, ceiling, finishes, millwork, Electrical, Mechanical rework, and patching of exterior paving where needed.

In order to accommodate the clearances for the new ramps, the existing wall & door to the nurse's office will be relocated, which includes the ceiling and nurse's millwork & sink to be remodeled. The existing flooring within the project scope will be refinished. The new landing will extend into the small closet off the corridor and will retrofit the existing door. New hardware will be provided for the exterior storefront door to accommodate accessibility control & egress.

IV. MEP Scope

Plumbing:

- Remove existing sink and faucet, maintain existing hot and cold water and waste and vent piping for the new sink.
- Install new sink in location of removed sink, connect to existing hot and cold water, waste, and vent piping, and provide new P-Trap and angle stops.

Mechanical:

- Remove and relocate existing control valve, Fin Tube radiation. Clean the existing cover and reinstall. Cap existing supply and return piping for future connection.
- Remove and relocate the control valve and hydronic, and clean and reinstall the existing enclosure.
- Remove and relocate existing return grille, cap ductwork, insulate, and clean for future installation.
- Remove and relocate the existing thermostat, timer switch, and wall sensor and retain it for future installation.
- Install existing radiation approx. 3.5" AFF. Coordinate with new ramp elevation in the field. Extend piping connection as required.
- Install existing cabinet unit heater approx. 1.5" AFF. Coordinate with new ramp elevation in the field, and extend piping connections as required.
- Rebalance existing return diffuser to 235 CFM.

Electrical:

- Existing CUH to be removed and relocated. Disconnect power and make safe for reuse.
- Existing light switch, timer switch clock, and sensor to be removed and relocated. Reuse existing wiring.
- Relocated existing CUH, extend or cut back existing feeder as required and reconnect

- to CUH.
- Provide add alternative pricing for electrical connection to motorized door, coordinate all electrical requirements with Architect and provide power and control wiring as required and interconnect push plates and electric strike.
- 20A, 120V circuit from existing panel board within mechanical room (B015). Provide new 20A, 1P circuit breaker and ¾" C, 2#12, #12G feeder. (Approx. feeder length 75 ft.)
- Relocated light switch, timer switch clock and sensor extend or cut back all wiring as required and reconnect onto new wall location.

V. General Note: refer to plans and specifications for more details. Drawings will include the following:

T1.00	COVER SHEET
T1.01	DRAWING LIST, NOTES AND ABBREVIATIONS
T1.02	SPECIFICATIONS
D1.01	LOWE LEVEL DEMOLITION PLANS
A1.01	LOWER LEVEL FLOOR PLAN
A6.00	INTERIOR DETAILS & ELEVATIONS
M1.01	MECHANICAL FIRST FLOOR PLAN
M2.01	MECHANICAL NOTES, LEGENDS, DETAILS, SCHEDULES, & SPECIFICATIONS
E1.01	ELECTRICAL FIRST FLOOR PLAN
E2.01	ELECTRICAL FIRST FLOOR PLANS