



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 29, 2024  
**Re:** Award of 21905 to Milestone Construction Services for the renovation of a portion of Hillhouse High School and Wilbur Cross High School for the manufacturing program

**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:	Milestone Construction Services	
Doing Business as: (DBA)		
Vendor Address:	442 Forbes Ave, New Haven CT 06512	
Vendor Contact Name:		
Vendor Contact Email:		
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Contract	
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From 2/5/2024	To 06/30/2025
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$2,059,056.00	
Funding Source Name: Acct. #:	ARP ESSER Carryover III Acct. #2553-6399-56697-0474 (\$1,359,056.00) Manufacturing Pathway Grant Acct. #2560-6440-56694-0102 (\$700,000.00)	
Contract #: <small>(Local or State)</small>	21905	



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**Key Questions:**

**1. What specific service will the contractor provide:**

For the renovation of a portion of Hillhouse High School and Wilbur Cross High School for the manufacturing program

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

- Quotes
- Sealed Bid # 21905
- 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)***

Sealed Bid – defaults to lowest qualified bidder



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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
N/A
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b>
N/A
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
N/A – Project based renovation there is no fiscal comparison
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No, this is a service that is provided by a reputable qualified company.



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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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # <u>13575</u>
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p> <p>Emailed Disclosures are acceptable.</p>	



# 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:	Manufacturing Program							
Solicitation #:	21905		City Project #:	N/A				
Projection Description:	This project consists of Architectural, Plumbing, Mechanical, and Electrical for a renovation of Hillhouse High school; located at 480 Sherman Parkway, New Haven, CT 06511 and Wilbur Cross High School; located at 181 Mitchell Dr, New Haven, CT 06511. The area being renovated consists of approximately 2,858 gross sq. ft. for Hillhouse High School and 2,596 gross sq. ft. for Wilbur Cross High School.							
Department:	BOE-Facilities							
Solicitation/Advertise Date:	October 9, 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:	October 23, 2023			Pre-Bid Meeting Time:	10:00	AM		
Pre-Bid Meeting Location:	Hillhouse 480 Sherman Pky New Haven) follow by a 1 PM Meeting (Cross 181 Mitchell Dr New Haven							
Solicitation Type:	<input checked="" type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	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	<input type="checkbox"/>	Yes	If Yes enter percent markup on your Statement of Qualifications form			
System for Award Management (Federal Requirement)	<input checked="" type="checkbox"/>	YES	<input 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		<b>100</b>	(This Rider is attached)				
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater							
Local Preference:			YES	<input checked="" type="checkbox"/>	NO			
Bid Bond:	Yes			Percentage Amount:		5	%	
Labor, Material and Performance Bond:	Yes							
Wage Rates:		Livable Wage \$19.95 FY 23/24		Prevailing Wage State	<input checked="" type="checkbox"/>	Davis Bacon Federal		

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

**PROJECT MANUAL**  
**NEW HAVEN MANUFACTURING PROGRAM**  
**HILLHOUSE HIGH SCHOOL**  
**WILBUR CROSS HIGH SCHOOL**



**NEW HAVEN PUBLIC SCHOOLS**



**Prepared By:**  
Christopher Williams Architects, LLC

85 Willow Street Building 54  
New Haven, CT 06511

Frank Fanelli III  
New Haven Public Schools Director of Project Management



**ISSUED FOR BIDDING: September, 2023**





The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified General Contracting firms with significant experience to provide the NHPS with General Contracting Services to renovate a portion of the Hillhouse High School; located at 480 Sherman Parkway, New Haven, CT 06511 and Wilbur Cross High School; located at 181 Mitchell Dr, New Haven, CT 06511. The NHPS expects to select and contract with one company to provide the services listed in the scope of work below and more particularly defined in the bid documents.

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 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 possess and 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.

Background on NHPS go to: <https://www.nhps.net/>

#### I. Qualifications

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

1. Proposer must have demonstrated experience and expertise in Connecticut in the past five (5) years regarding the types of or similar services as those outlined in the introduction.
2. Proposer 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.
- 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.
- Vendor is expected to demo within 72 of receipt of PO
- Vendor must provide a detailed construction timeline to the NHPS Director of Project Management within 48 hours of receipt of PO
- Weekly project (progress) updates must be emailed to NHPS Director of Project Management

- 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.
- Final completion of the project must be within 6 months of receipt of PO
- No Substitutions from original drawing specs. If a spec. product is unavailable final approval of an alternate can only be made by NHPS Director of Project Management

III. General Description Services

This project consists of Architectural, Plumbing, Mechanical, and Electrical for a renovation of Hillhouse High school; located at 480 Sherman Parkway, New Haven, CT 06511 and Wilbur Cross High School; located at 181 Mitchell Dr, New Haven, CT 06511. The area being renovated consists of approximately 2,858 gross sq. ft. for Hillhouse High School and 2,596 gross sq. ft. for Wilbur Cross High School. The space will provide the following program:

The scope of the work shall include demolition and renovation including but not limited to the following:

1. Selective demolition.
2. Concrete floor slab patching & polishing.
3. Masonry cutting & patching, concrete unit masonry.
4. Misc. metal and slotted channel framing.
5. Roof flashing and firestopping.
6. ACT ceilings cutting & patching.
7. Aluminum & glass store front system.
8. Doors & frames.
9. Painting.
10. Sprinkler system modifications.
11. Plumbing.
12. HVAC
13. Electrical Demolition

(See Contraction Plans attached)