



NEW HAVEN PUBLIC SCHOOLS  
**AMENDMENT TO AGREEMENT**

Vendor Name: Sviga & Partners, LLC

Date: October 23, 2023

Agreement #: 2023-CON-0281  
Attach Copy Of Fully Executed Agreement

Amendment #: 1

Grant Name: ARP ESSER III Carryover

Grant # If Applicable: \_\_\_\_\_

Funding Source Acct #: 2553-6399-56697-0470

Original Amount of Agreement: \$100,000.00

Amount of Agreement Prior To This Amendment: \$100,000.00

Amount of this Amendment: \$20,000.00

\_\_\_\_\_ Actual or X Estimate

X Increase \_\_\_\_\_ Decrease \_\_\_\_\_ No Change

Amount of Agreement Including This Amendment: \$120,000.00

Funding Source & Acct # for Amendment: 3C24-2461-58101

Description and Need for Amendment Amendment 1 to Agreement 2023-CON-0281 with Sviga & Partners LLC  
to increase funding amount from \$100,000.00 by \$20,000.00 for a total amount of \$120,000.00 to cover  
additional costs incurred for architectural services for projects around the district.

**All of The Terms and Conditions of Original Agreement Remain in Full Force and Effect**

Contractor's Signature: \_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Title)

New Haven Board of Education:

\_\_\_\_\_  
President

\_\_\_\_\_  
(Date)

# On Call Architectural Services

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified firms with significant experience to provide the NHPS with On-Call Engineering Services for fiscal year 2022-2023 beginning January 1, 2023, and ending June 30, 2023, on as needed basis, complete professional architectural, planning, landscape architecture, mechanical, electrical plans and report and other related professional services to assist the NHPS with the planning, design and construction of various building projects.

The NHPS expects to select and contract with one or more firms to response should include services and pricing:

- All labor and materials
- Travel Charges
- Mileage Charges
- Misc. Fees

Additionally, all licensing and insurance requirements listed in this RFP must be met.

## Intent and Background

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 maintain expert knowledge of these services to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology.

- 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 (3) 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.
- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS .
  - Provide the highest quality customer service to the NHPS , not limited to, but particularly in the areas of reliability and billing.

The selected firm 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.

## II.SCOPE OF SERVICES

Exhibit A is the Scope of Services listing major work tasks that may be requested. The NHPS' usage of the consultants' services are on an as-needed basis so that if the demand is not there, then the

services will not be requested. For each on-call service request, the consultant and the NHPS will agree upon the specific scope of work and cost for that project. The NHPS has the right to retain other consulting firms at its sole discretion when the NHPS believes there will be an economic or other significant advantage for doing so. Services for each contract will be provided on a negotiated fee basis, per work order. No minimum amount of work is guaranteed under these agreements. Compensation will be based on time and materials with a not-to-exceed limit agreed upon by both Consultant and NHPS before work begins.

## SCOPE OF SERVICES FOR ARCHITECTURAL SERVICES

The NHPS desires to obtain the services of one or more outside organizations to assist with Architectural Services for maintenance and capital improvement projects.

The scope of work includes, but is not limited to, the following:

1. Provide staff and services on an on-call, as-needed basis.
2. Provide design services for remodeling of public buildings and parks.
3. Provide in-house personnel or subconsultants for civil, structural, mechanical, electrical, asbestos and lead abatement, landscaping architecture.
4. Provide the full range of architectural and engineering services including preliminary studies, public outreach, renderings, drawings, specifications, estimates, scopes of work and other professional services.
5. Respond to plan check comments for building permits.
6. Perform construction administration, including submittal reviews, cost estimate and schedule review. Respond to RFIs, and drafts of change orders.
7. Prepare reports that summarize observations, present recommendations, estimate costs of implementation, and make conclusions.

Typical projects may include:

1. Building renovations such as seismic upgrades, ADA upgrades, kitchen and bathroom remodeling, HVAC upgrades, “green” upgrades, and code compliance.
2. Park improvements such as play fields and courts, irrigation, pathways, buildings, and field lighting.

## IV. Selection Process

### Selection Criteria.

The NHPS will select the most qualified proposal(s) based on the following factors. Responses to the RFP should address the qualities and indicators that are listed below

#### 1. Ability of the Firm to Carry Out and Manage the Proposed Project. (30pts)

An assessment of the experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety and creativity of projects completed and a demonstration of the organization's ability to be responsive to the NHPS 's need for an on-call consultant, the general level of experience in the areas of supervision, observing and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the projects under the proposer's direction.

#### 2. Capabilities of the Consultant Team Members. (30pts)

Assessment of the capabilities of the individuals that will be engaged in the project. Qualities and indicators that will receive consideration include what professionals will be doing/working on each task; the various professional, technical, and educational achievements and registrations of each organization and individuals involved; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.

#### 3. Proximity to the Project Involved for the Proposer and/or Team. (20pts)

The application of this criteria shall include an assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the proposer's management to be on site; the perceived effect that project management location will have on price and the ability of the project to be expedited on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location.

#### 4. Willingness to Comply with the Proposed Agreement Terms. (15pts)

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed contract.

#### 5. Billing Rate (5pts)

Cost, while not determinative, may be considered in the selection process. The selected firm will be expected to maintain the proposed billing rates