



ARPA COMMITTEE

CITY COUNCIL PRESENTATION No. 1

Contents of Communication Packet:

- David T. Grudberg, Attorney for ARPA Committee
- Revised RFQ for Design Services
- SCRCOG On-Call Services
- ARPA Accounting Firm RFQ

INFORMATION
PACKET FOR
MARCH 28, 2022
REGULAR MEETING
CITY COUNCIL

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CITY OF WEST HAVEN, CT

Request for Qualifications (RFQ)

Solicitation # 2021-XX

On-Call Architectural Services

PROJECT BACKGROUND

The City of West Haven, and West Haven Public Schools are seeking both small and large architectural firms to provide on-call services for a 2-year term, with an optional one (1) year extension. Firms should be prepared to perform general renovations and repairs to various existing facilities to promote healthy indoor and outdoor environments. Types of projects may include, although not limited to, the following: Selection will be based on the most qualified firms in the best interest of the City and Board of Education.

SCOPE OF WORK

The City of West Haven, CT and Board of Education is seeking to perform upgrades and/or replacement of systems to various existing facilities to promote healthy indoor environments. The scope of work includes, but is not limited to, the following categories:

- Building code and ADA compliance
- Educational Programming
- Safety and Security
- Technology
- Furniture, fixtures and equipment
- Restrooms'
- Windows, doors and hardware
- Roofing
- Food Service facilities
- Site Circulation and parking
- Play areas and play-scapes
- Athletic facilities
- MEP and Fire Systems
- Boilers
- Building Envelopes
- Pre-fabricated buildings

MINIMUM QUALIFICATIONS REQUIRED

To be considered, the architectural firm shall meet the minimum criteria:

- A. Have experience with providing on-call Architectural/Engineering services for similar size municipalities.
- B. Demonstrated experience with renovating existing facilities incorporating features which promote a healthy indoor environment such as air and water quality, anti-infection precautions, building envelope, safety and security, etc.

- C. Be a registered architectural firm in the State of Connecticut.
- D. Have experience with obtaining local and State of CT permitting and approvals with respect to public PreK-12 educational and municipal facilities.
- E. Have experience designing 21st century teaching and learning environments for public PreK-12 educational facilities.
- F. Have experience with Construction Manager at Risk and General Contractor project delivery methods.
- G. Demonstrate sufficient staff and capacity to deliver several projects simultaneously.
- H. Demonstrate the ability to deliver projects on schedule and on budget.

The Owner shall provide consultants for the following design disciplines:

- 1. Site/Surveying
- 2. Geotechnical Engineering
- 3. Hazardous Materials
- 4. Geoenvironmental Engineering
- 5. Traffic Engineering

SUBMISSION REQUIREMENTS

The Architectural Firm shall be required to submit one original, (XX) hard copies, and one electronic copy of their qualifications for these services to XXXX by the time and date specified

All interested architectural firms shall submit the information listed below in the order presented with a Table of Contents to facilitate the qualifications review.

- A. A concise letter of interest, maximum two (2) pages.
- B. Your firm overview.
- C. A project understanding narrative.
- D. Names and brief resumes of Principals of the firm.
- E. Number of years the firm has been in business under present name.
- F. Provide three (3) professional client references.

Specializations Check List

SCRCOG RFQ #022-01
On-Call Architectural
Services

	O'Riordan Migan Architects	Andrade Architects LLC	Antinozzi Associates, P.C.	BBS Architects + Engineers	De Carlo & Doll, Inc.	Friar Architecture	H2M Architects + Engineers	Joseph Sept Architects	Kenneth Borason Architects	Northeast Collaborative Architects	QA+M Architecture	Russell and Dawson LLC	Silver/ Petrucelli+Associates	Tecton Architects	To Design, LLC	
Categories of Architecture:																
Athletic Facilities	X	X	X	X		X	X			X	X		X		X	10
Construction/Project Management	X		X			X	X			X		X				6
Daycare	X		X			X		X	X	X	X	X	X		X	10
Design Build	X		X			X		X		X	X	X	X			8
Educational Facilities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	15
Theaters			X		X	X	X			X	X		X	X		8
Fire/Police Stations	X		X		X	X	X			X			X	X		8
Fueling Stations- Biodiesel																0
Fueling Stations- Diesel													X			1
Fueling Stations- Electronic							X						X			2
Fueling Stations- Gasoline													X			1
Fueling Stations- Natural Gas													X			1
Garage	X		X			X	X			X	X	X	X	X	X	9
Health Care/Labs/Research						X	X	X	X	X	X	X	X	X	X	9
Historic Preservation/Renovation	X		X	X	X	X	X	X	X	X	X	X	X	X	X	14
Interior Preservation/Renovation	X		X	X	X	X	X	X	X	X	X	X	X	X	X	13
Libraries	X		X	X	X	X	X		X	X	X	X	X	X	X	13
Mixed-Use Buildings	X		X		X	X	X	X	X	X	X	X	X	X	X	12
Municipal Buildings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	14
Remodel/Addition	X	X	X	X	X	X	X		X	X	X	X	X	X	X	13
Residential	X				X	X	X	X	X	X	X	X	X	X		9
Roofing	X	X	X	X		X	X			X	X	X	X	X		11
Sustainable Design	X		X	X		X	X	X	X	X	X	X	X	X	X	13
Warehouse/Distribution Centers			X		X	X	X			X	X	X	X			8
Other (See RFQ Response)						X	X									2
Architectural Services:																
Adaptive Reuse	X	X	X	X	X	X	X	X	X	X	X	X	X		X	14
Consulting - Arbitration/Mediation	X									X						2
Consulting - Codes	X		X		X	X	X			X		X	X	X		9
Consulting - Expert Witness	X				X	X	X					X	X	X		4
Environmental & Site Utilization	X						X									2
Economic Feasibility & Cost Estimating	X	X	X	X		X	X			X		X				8
Energy Analysis & Design	X			X			X									3
Facilities Management	X					X	X			X						4
Forensics	X	X				X	X			X						5
Independent Reviews	X	X	X	X	X	X	X			X	X					9
Indoor Air Quality Consultation	X		X			X						X	X			5
Landscape/Site Design			X	X		X	X			X			X	X		6
Master Planning	X		X	X	X	X	X			X	X	X	X	X	X	13
Materials Research & Specification	X	X		X		X				X	X					6
Model Making & Renderings	X		X	X		X	X	X		X	X	X		X		10
Planning/Urban Design	X				X	X	X	X		X		X			X	8
Project Management	X	X	X	X	X	X	X			X	X			X	X	11
Submittal Services			X	X		X	X			X						5
Testing & Inspection Administration	X					X										2
Universal Design/Accessibility	X		X	X	X	X	X			X	X	X	X	X	X	13
Zoning Process Assistance	X		X		X		X			X				X	X	8
Other (See RFQ Response)									X	X						2
	35	11	29	20	20	36	37	16	13	35	25	24	26	19	13	

REQUEST FOR QUALIFICATIONS (RFQ)
for
A Licensed Accounting Firm

The West Haven ARPA Committee is requesting consulting and accounting services for compliance with the requirements of the American Rescue Plan Act of 2021 for the spending of approximately 29,000,000

Issue date: **Week of March 28, 2022**

Written Qualifications Due: **April 5, 2021, at 2:00 pm**

QUESTIONS: Contact Purchasing Agent Richard Spreyer, in writing by email at RSpreyer@westhaven-ct.gov. No questions will be accepted after **April 4, 2022, at 2:00 pm**.

INVITATION TO SUBMIT

The West Haven ARPA Committee is accepting proposals (RFQ) from licensed accounting firms to provide all services in compliance with the legal requirements outlined in the American Rescue plan Act of 2021.

Qualification packages must be addressed to The West Haven ARPA Committee, and delivered to:

Richard Spreyer, Purchasing Agent (RSpreyer@westhaven-ct.gov)
City of West Haven, City Hall
355 Main Street
Finance Dept., 3rd Floor
West Haven, CT 06516

Do not rely on a package delivery service to deliver your submission by April 4, 2022, at 2:00 pm.

All RFQ Proposals shall be delivered to West Haven City Hall, 355 Main St., West Haven, CT 06516 by: 2:00 p.m. on April 4, 2022.

TIMELINE OF THE RFQ/RFP PROCESS:

The following timeline will be followed:

RFQ issue date	Week of March 28, 2022
Deadline for questions	April 4th, 2022 at 2:00 pm
Qualifications due	April 5 th , 2021 at 2:00 pm
Review of submissions	April 5 th 2021 6:00 pm
Firm selection	Month of April 2021

Bidders must include the following minimum requirements in their response as organized below.

- 1. Cover letter not to exceed one (1) page.**
Bidders shall indicate their commitment to the project and how the Bidder will meet or exceed expectations. Specifically, the Bidder shall describe how it will consistently service the committee from engagement to close out.
- 2. Organization and employee experience not to exceed three (3) pages.**
Bidders shall indicate how they will staff the Project and provide the resumes for each member of the Bidder's team that will be assigned to the Project. Indicate what each team member's role and responsibility will be for the Project and describe each team member's experience.
- 3. Project reporting not to exceed two (2) pages.**
Please provide examples of reporting information from projects previously completed. Include sample project reporting documents. Describe any software platforms that the bidder intends to use for the project.
- 4. References not to exceed two (2) pages.**
Provide contact information for other clients that have utilized your services.
- 5. Pricing methods not to exceed one (1) page.**
Explain the pricing structure for this project. Is it lump sum or hourly or both? Do not present a price with your submission.
- 6. Bidders must provide fourteen (14) hard copies of their submission and one (1) USB.**

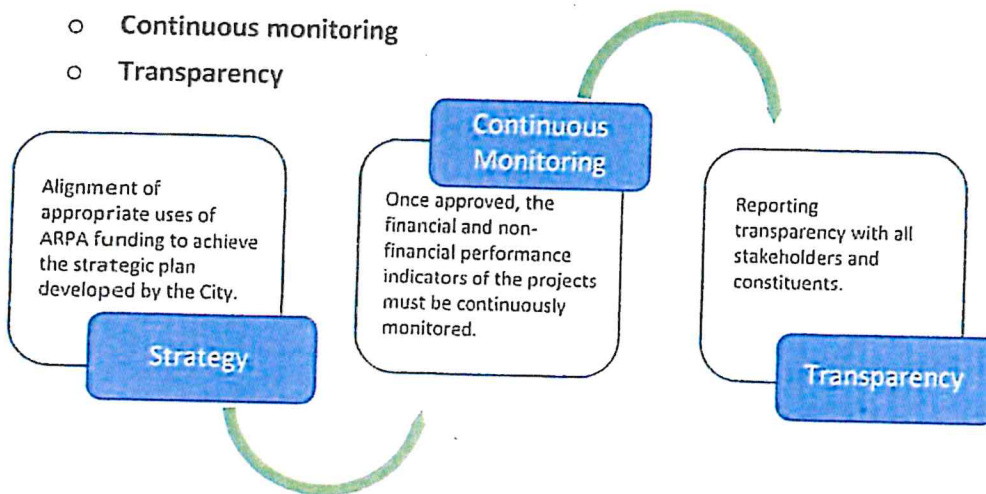
OVERVIEW

The West Haven ARPA Committee is seeking a licensed accounting firm to provide all services in compliance with the legal requirements outlined in the American Rescue Plan Act of 2021 while ensuring that the City maximizes its ARPA funding. Consultants will be required to attend monthly ARPA committee meetings as advisers to the committee members.

Specifically;

- Provide detailed monthly budget/expenditure reports to the ARPA Committee.
- Assist the city's grant manager and financial staff with the preparation of any financial reports required by the state and federal government for the grant.

- Prepare comprehensive monthly grant financial statement, activities, and reports to be uploaded on the city's ARPA website to ensure complete public transparency. This may include expenditure documentation.
- Streamline the reporting process to ensure compliance, and provide ongoing grant management and post-award administration and reporting.
- Perform your required tasks while keeping the programs strategic goals in mind.
- Leave the City well-positioned for continued effective and efficient grants administration and compliance.
- Minimize the risk of "claw back" by the federal government.
- Provide a team who has current experience with administering and reporting on ARPA funding.
- Develop a plan for the City which encompasses three main areas:
 - **Strategy**
 - **Continuous monitoring**
 - **Transparency**



Assist the ARPA Committee in navigating the rules and regulations of ARPA Funds.

Strategy

Assist the ARPA Committee with the navigation of the rules and regulations of ARPA Funds throughout the engagement. Maintain a current library of guidance containing all applicable legislation, laws, policies, and regulations related to federal recovery funds. Provide the committee with programmatic and policy advice on ARPA programs and a position paper describing the guidance and its practical impact on the City's internal control over financial reporting and on compliance. Make recommendations on policy and procedure changes that will need to be implemented (if any). Assist in the implementation of any changes

resulting from 1) Treasury's Compliance and Reporting Responsibilities guidance on the State and Local Fiscal Recovery Funds, 2) all revisions of Treasury's Frequently Asked Questions, and 3) OMB's guidance through its annual compliance supplement update.

Monitoring

Monitor transactions reported in the City's General Ledger Consultants will review the costs of all projects to ensure appropriate alignment with the required reporting requirements. Ensure that all ARPA funding is properly controlled and compliant with ARPA regulations. Review the City policies that have been established over the initiation, processing, and recording of ARPA funding transactions to identify any concerns over the design of internal control. Obtain the supporting documentation for each transaction to ensure that the transaction has been processed correctly following established policies and procedures and is allowable under ARPA regulations. Conduct a pre-audit of the ARPA programs that may be subject to the Uniform grant guidance audits.

Transparency

Consultants will continuously keep the committee appraised and aware from the beginning of the engagement. The following list of deliverables will form the basis for transparency. In addition to upfront and ongoing strategic advice and following committee requirements, the main deliverables are:

- Documented advice regarding all applicable legislation, regulations, policies, and rules related to federal recovery funds.
- Documentation and interpretations of guidance from ARPA funding entities.
- Recommendation to maximize ARPA funding in conjunction with other local entities.
- Description of scope and eligibility of each funding source before stakeholder engagement.
- Suggestions for appropriate policies and procedures for allowed use of ARPA funds.
- Document(s) explaining processes to meet federal compliance requirements.
- Project inventory containing all required ARPA data elements.
- Master electronic workbook that consolidates all individual projects.
- Regular progress report on each program's agreed-upon deliverables.
- Subrecipient risk assessment, process documentation, and training.
- Presentations and communications materials for community stakeholders and the public.
- Documentation to demonstrate compliance with ARPA guidance.
- Final close-out report to the City and to the Treasury Department.
- Reports on allowed uses of ARPA funds and eligibility of specific expenses.
- All required U.S. Treasury reporting.
- Other reports based on the committee's needs.