

## CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances (NOTE: If you are submitting any item to the State you must write a Resolution)
<input checked="" type="checkbox"/>	Prior Notification Form
<input checked="" type="checkbox"/>	Fiscal Impact Statement - Should include comprehensive budget
<input checked="" type="checkbox"/>	Supporting Documentation (if applicable)
<input checked="" type="checkbox"/>	E-mailed Cover letter & Order

### IN ADDITION [IF A GRANT]:

<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	Grant Summary
<input type="checkbox"/>	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: March 10<sup>TH</sup>, 2023

Meeting Submitted For: March 20<sup>TH</sup>, 2023

Regular or Suspension Agenda: Regular

Submitted By: Giovanni Zinn, City Engineer

### Title of Legislation:

ORDER AUTHORIZING THE MAYOR TO ENTER INTO A MULTIYEAR AGREEMENT WITH SUCCESSFUL REQUEST FOR PROPOSAL (RFP) RESPONDENT TO PROVIDE FACILITY MANAGEMENT SERVICES FOR THE NEW HAVEN POLICE SERVICES COMPLEX PORTFOLIO

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Comments: Legistar File ID: LM-2023-0175

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Coordinator's Signature:



Controller's Signature (if grant):

\*see second copy with wet signature

Mayor's Office Signature:

Call (203) 946-7670 or email [bmONTALVO@newhavenct.gov](mailto:bmONTALVO@newhavenct.gov) with any questions.

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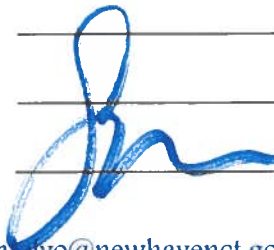
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Coordinator's Signature: \_\_\_\_\_

Controller's Signature (if grant): \_\_\_\_\_

Mayor's Office Signature: \_\_\_\_\_



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**Justin Elicker**  
Mayor

## ENGINEERING DEPARTMENT

City of New Haven  
200 Orange Street, Rm 503  
New Haven, CT 06510  
[www.newhavenct.gov](http://www.newhavenct.gov)



**Giovanni Zinn, P.E.**  
City Engineer

March 10, 2023

The Honorable Tyisha Walker-Myers, President  
New Haven Board of Alders  
165 Church Street  
New Haven, CT 06510

**Re:** Order authorizing the Mayor to enter into a multiyear agreement with successful RFP respondent to provide Facility Management Services for the New Haven Police Service Complex Portfolio

Dear President Walker-Myers:

The Engineering Department oversees the facility management of the New Haven Police Services Buildings portfolio, consisting of One Union Avenue, 9 Substations, 710 Sherman Parkway, 170-200 Wintergreen Avenue, and associated infrastructure. For many years the Police Services complex has been maintained through a private management contract structure, which has assisted the City in maintaining the buildings in good condition at a competitive rate.

As the budgetary authority of the City, the Board of Alders provides a general fund budget line item each year to the Engineering Department to cover the operation of the Police Department facilities among other things. The management contract is paid out of this line, and consists of two parts: first, a set management fee is paid to the contractor to manage the buildings and oversee all subcontracts that are part of the maintenance of the building (\$60,000 FY22-23); second, there is a budget for reimbursable expenses undertaken by the management contractor on behalf of the City (\$723,410 FY22-23). Only the management fee is set under the terms of the contract. The budget for reimbursable expenses is set each year depending on the allocation provided by the Board of Alders for that fiscal year. Please note that reimbursable expenses undertaken by the management contractor are subject to the same procurement rules as purchases made by the City directly per the contract (e.g. utilization of the Small Contractor Development Program).

To date, the contracting structure has been for 1-year contracts, each procured through an RFP that included up to four possible renewals at the same terms and conditions. This results in a new round of procurement approximately every 5 years. As the City is nearing the end of its available renewal terms in its existing contract, the Engineering Department will be conducting another RFP this spring for facility management services.

However, in an effort to secure better pricing, reduce contracting overhead, and increase transparency, the Engineering Department would like to solicit for a single 5-year agreement rather than a 1-year agreement with four renewal terms. The City would still be able to end the contract each year at no cost thanks to a termination clause, and the Board of Alders would still be able to set the yearly general fund allocation for the maintenance of the buildings. One of the primary benefits is that a 5-year agreement would allow for adjustments for inflation of the management fee over the life of the contract, whereas the current structure requires the same management fee over all the renewal periods. This can result in inflated management fees in the early years.

Also, a 5-year contract may be more appealing to respondents as it has a longer duration despite any termination clauses and can also improve pricing. Continuity in management of the buildings is desirable for the City, as more frequent turnover can result in less efficient building management.

It is certainly our belief that a single 5-year agreement both more accurately reflects the course of business and can result in more competitive pricing without sacrificing any of the options and control that the City in general and the Board of Alders in particular can exert.

This is the same arrangement the Board authorized for Government Center in 2019, which has been successful in providing continuity of property management.

Thank you for your consideration.

Sincerely,

Giovanni Zinn, P.E.  
City Engineer

mf  
enclosures: (1) BOA submission package

c: Regina Rush Kittle, Chief Administrative Officer  
Chief Karl Jacobson/Captain Rose Dell, Police Services

..title

ORDER AUTHORIZING THE MAYOR TO ENTER INTO A MULTIYEAR AGREEMENT  
WITH SUCCESSFUL REQUEST FOR PROPOSAL (RFP) RESPONDENT TO PROVIDE  
FACILITY MANAGEMENT SERVICES FOR THE NEW HAVEN POLICE SERVICES  
COMPLEX PORTFOLIO

..body

Whereas, The City of New Haven Police Services buildings portfolio (herein 'Complex') includes facilities located at One Union Avenue, nine substations, Wintergreen Firing Range, Police Maintenance Garage, as well as auxiliary facilities at 900 Chapel Street and the Long Wharf Pier; and,

Whereas, The Engineering Department is responsible for maintaining said Complex which requires twenty-four-hour building operations and maintenance and repair services; and,

Whereas, vendor will be solicited and selected from the Request for Proposal procurement process; and,

Whereas, The budget for New Haven Police Services Complex maintenance and repairs is set each year by the Board of Alders in the City Budget, and,

Whereas, It is necessary and desirable to enter into a multiyear agreement with said vendor to provide facility management, repair and maintenance services of the Complex and subsequent portfolio,

NOW, THEREFORE BE IT RESOLVED, THAT THE MAYOR IS AUTHORIZED TO ENTER INTO AN UP TO FIVE YEAR AGREEMENT WITH SUCCESSFUL RESPONDENT TO PROVIDE FACILITY MANAGEMENT SERVICES FOR THE NEW HAVEN POLICE SERVICES COMPLEX PORTFOLIO AND, SUBSEQUENT AMENDMENTS AND OTHER DOCUMENTS, AND WHICH MAY HAVE A TERM OF LONGER THAN ONE YEAR, THAT THE MAYOR DEEMS NECESSARY OR DESIRABLE REGARDING FACILITY MANAGEMENT SERVICES FOR THE NEW HAVEN POLICE SERVICES

# **PRIOR NOTIFICATION FORM**

## **NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS**

TO (list applicable alder(s):

ALL

DATE: **March 10, 2023**

FROM: Department  
Person

**Engineering**

**Giovanni Zinn, P.E.**

Telephone

**946-8105**

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders.

ORDER AUTHORIZING THE MAYOR TO ENTER INTO A MULTIYEAR  
AGREEMENT WITH SUCCESSFUL REQUEST FOR PROPOSAL (RFP)  
RESPONDENT TO PROVIDE FACILITY MANAGEMENT SERVICES FOR THE  
NEW HAVEN POLICE SERVICES COMPLEX PORTFOLIO

Check one if this an appointment to a commission

☐ Democrat

☐ Republican

☐ Unaffiliated/Independent/Other

### **INSTRUCTIONS TO DEPARTMENTS**

1. Departments are responsible for sending this form to the alder(s) affected by the item.
2. This form must be sent (or delivered) directly to the alder(s) **before** it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the alder(s).
4. Copies to: alder(s); sponsoring department; attached to submission to Board of Alders.

## FISCAL IMPACT STATEMENT

DATE:	February 21, 2023		
FROM (Dept.):	Engineering Department		
CONTACT:	Giovanni Zinn, City Engineer	PHONE	946-8105

**SUBMISSION ITEM (Title of Legislation):**

ORDER AUTHORIZING THE MAYOR TO ENTER INTO A MULTIYEAR AGREEMENT WITH SUCCESSFUL REQUEST FOR PROPOSAL (RFP) RESPONDENT TO PROVIDE FACILITY MANAGEMENT SERVICES FOR THE NEW HAVEN POLICE SERVICES COMPLEX PORTFOLIO

**List Cost:** Describe in as much detail as possible both personnel and non-personnel costs; general, capital or special funds; and source of funds currently budgeted for this purpose.

	GENERAL	SPECIAL	BOND	CAPITAL/LINE ITEM/DEPT/ACT/OBJ CODE
<b>A. Personnel</b>				
1. Initial start up				
2. One-time				
3. Annual				
<b>B. Non-personnel</b>				
1. Initial start up				
2. One-time				
3. Annual		TBD		15021010-56623

**List Revenues:** Will this item result in any revenues for the City? If Yes, please list amount and type.

NO	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>

1. One-time
2. Annual

**Other Comments:**

Contract variables depend on General Fund allocation per fiscal year. Vendor will receive a facility management fee and be reimbursed for expenditures made on behalf of the City of New Haven. Reimbursable expenses will be determined by facility needs and cost of living adjustments. Prior years expenses: FY 2019 – \$751,166.49, FY2020 – 763,942.82, FY2021 – \$728,079.40, FY2022 - \$731,880.50, and FY2023 (EST/Budget) – \$783,410.00