



**LAND USE AND BUILDING MANAGEMENT COMMITTEE
MEETING AGENDA
WEDNESDAY, DECEMBER 6, 2023 @ 7:00 PM**

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Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Alan Lo at alo@norwalkct.gov to provide written public comment prior to the meeting.

- I. ROLL CALL**
- II. PUBLIC PARTICIPATION**
- III. MINUTES OF PREVIOUS MEETING(S)**

Approve minutes of October 4, 2023

IV. OLD BUSINESS (NONE)

V. NEW BUSINESS

- A. Request for the naming of the tennis facilities at Oak Hill Park in honor of Mr. Arthur Goldblatt, local attorney, long-time Norwalk resident and dedicated supporter of tennis in the community with special interest in promoting tennis and education with urban kids. Subject to Committee's review and support, scheduling of a Public Hearing is required per Ordinance.
- B. School construction project update
 - 1. Land Use and Building Management Committee, acting at the State recognized Norwalk School Building Committee, to review and approve construction documents for the new South Norwalk School project to be submitted to the State for approval to proceed with public bidding. (Common Council action is not required). Said action shall be as follows:
"Authorize the Chairperson of Norwalk Land Use & Building Management Committee, acting in their capacity as the City of Norwalk's designated School Building Committee, to certify the Land Use & Building Management Committee's approval of the final plans, specifications and cost estimate for the New South Norwalk Elementary School Project - State Project: 103-0264 N."
 - 2. Review and recommend requests to apply for State School HVAC grants for Brien McMahon High School, Brookside School, Marvin School, Silvermine School, Naramake School and Rowayton School and refer recommendation to the Common Council for approval:
"a. RESOLVED that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Brien McMahon High School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Brien McMahon High School.

VIA TELECONFERENCE

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Brien McMahon High School.

b. RESOLVED that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Brookside Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Brookside Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Brookside Elementary School.

c. RESOLVED that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Marvin Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Marvin Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Marvin Elementary School.

d. RESOLVED that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Silvermine Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Silvermine Elementary School.

VIA TELECONFERENCE

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Silvermine Elementary School.

e. RESOLVED that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Naramake Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Naramake Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Naramake Elementary School.

f. RESOLVED that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Rowayton Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Rowayton Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Rowayton Elementary School.”

- C. Review actions required for the DECD grant for the proposed Norwalk Community Recreation Center at 98 South Main Street and refer the following Resolution to the Common Council for action:

“**WHEREAS**, the State of Connecticut through the Department of Economic and Community Development is authorized to extend financial assistance to the City of Norwalk for the development of the proposed Norwalk Community Recreation Center at 98 South Main Street: and

VIA TELECONFERENCE

WHEREAS, it is desirable and in the public interest that the City of Norwalk makes an application to the State for \$1,200,000 in order to undertake the Norwalk Community Recreation Center development project.

NOW, THEREFORE, be it resolved by the Common Council of the City of Norwalk:

1. That it is cognizant of the condition and prerequisites for the State financial assistance imposed by the State of Connecticut, Department of Economic and Community Development (DECD); and
 2. That the filing of an application for State financial assistance by the City of Norwalk in an amount not to exceed \$1,200,000.00 is approved; and
 3. That Harry W. Rilling, Mayor, City of Norwalk is authorized to execute and file such application with the Connecticut Department of Economic Development (DECD), to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for financial assistance if such as agreement is offered, to execute any amendments, decision, and revisions thereto, and to act as the authorized representative of the City of Norwalk, including all documents relating to the implementation of the project.”
- D. Review Construction Management (CM) proposal for the Cranbury Park/Gallaher Mansion Improvement Project and refer the following to the Common Council for approval:
- “Authorize the Mayor, Harry W. Rilling, to execute an agreement with Downes Construction Company, LLC as the Construction Manager (CM) for the Cranbury Park/Gallaher Mansion Improvement Project. Terms of the agreement shall include:**
- **Preconstruction Services - \$49,300**
 - **CM Fixed Fees – 2.5%**
 - **CM Contingency – 5% (balance revert to the City at project completion)**
 - **General Conditions fee - \$581,539 (actual amount to be determined at the time of GMP)**

VIA TELECONFERENCE

Subsequent to trade contractors' bidding, final GMP amendment will be submitted to the Common Council for approval. Funds for this agreement are available from the State DECD grant. Acct #09236030 5782 C0831"

- E. Review bid summary for the Animal Control Facilities Improvement Projects and refer recommendation to the Common Council for action:
- "a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with VAD Construction Corp, for the Animal Control Facilities Improvement Project for a total not to exceed \$248,892.50. Funds are available from account #430000 5765**
 - b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$24,889.25. Funds are available from account #430000 5765"**

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Date: December 1, 2023

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
OCTOBER 4, 2023**

ATTENDANCE: Barbara Smyth, Interim-Chair; Nicole Ayers, Greg Burnett, Jim Frayer,
Brian

Meek

OTHERS: Alan Lo, Building Management Director; JoAnn Acquarulo, Robert
Cavello, Westview Group; Patsy Brescia, Lockwood Mathews
Mansion Board Vice Chair; Vanessa Valadares, Chief of Operations
and Public Works

CALL TO ORDER

Ms. Smyth called the meeting to order at 7:03 p.m. She introduced the members of the Committee. A quorum was present.

PUBLIC PARTICIPATION

There was no one from the public who wished to address the Committee at this time.

MINUTES OF THE PREVIOUS MEETING

• **September 6, 2023**

**** MR. BURNETT MOVED THE MINUTES OF THE SEPTEMBER 6, 2023 MEETING.
** THE MOTION TO ACCEPT THE MINUTES OF THE SEPTEMBER 6, 2023
MEETING AS SUBMITTED PASSED WITH THREE (3) IN FAVOR (BURNETT,
FRAYER AND MEEK) AND ONE (1) ABSTENTION (AYERS).**

Ms. Smyth said that the next Land Use and Building Management Committee meeting was scheduled for November 1st, which is also when the Norwalk Public Schools would be holding a major kick off meeting about "The Right to Read". Due to this, the meeting date will be changed to Monday, October 30th. Notices will be posted.

OLD BUSINESS

A. Review request for technical correction of previously approval for security enhancements at various schools and refer the following to the Common Council for approval:

“Authorize the Technical Correction of Common Council action on August 8, 2023 Item VII. D. 3 to include the missing costs for Ponus, Roton, Rowayton and West Rocks Schools for an amount of \$148,897.25 in addition to the approved amount of \$196,581.00 for a revised total of \$345,478.25. The revised action shall be as follows:

“Authorize the Purchasing Agent to issue a purchase order to Integrated Systems Services, LLC for the Enhancement to School Security – Access Control Improvements at Fox Run, Marvin, Naramake, Nathan Hale, NECC, Ponus, Roton, Rowayton and West Rocks Schools for a total not to exceed \$345,478.25. Account #0921/23/245010 5777 C0537”

**** MR. FRAYER MOVED THE FOLLOWING ITEM:**

“AUTHORIZE THE TECHNICAL CORRECTION OF COMMON COUNCIL ACTION ON AUGUST 8, 2023 ITEM VII. D. 3 TO INCLUDE THE MISSING COSTS FOR PONUS, ROTON, ROWAYTON AND WEST ROCKS SCHOOLS FOR AN AMOUNT OF \$148,897.25 IN ADDITION TO THE APPROVED AMOUNT OF \$196,581.00 FOR A REVISED TOTAL OF \$345,478.25. THE REVISED ACTION SHALL BE AS FOLLOWS:

“AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO INTEGRATED SYSTEMS SERVICES, LLC FOR THE ENHANCEMENT TO SCHOOL SECURITY – ACCESS CONTROL IMPROVEMENTS AT FOX RUN, MARVIN, NARAMAKE, NATHAN HALE, NECC, PONUS, ROTON, ROWAYTON AND WEST ROCKS SCHOOLS FOR A TOTAL NOT TO EXCEED \$345,478.25. ACCOUNT #0921/23/245010 5777 C0537”

Mr. Lo recognized another speaker who explained that the quotes were included and the pricing was listed. However, the last four schools were accidentally omitted from the Excel tabulation.

**** THE MOTION TO APPROVE THE ITEM PASSED WITH FOUR (4) IN FAVOR (AYERS, BURNETT, FRAYER AND SMYTH) AND ONE (1) OPPOSED (MEEK).**

NEW BUSINESS

A. Lockwood Mathews Mansion Museum improvement project update.

Mr. Lo said that the Lockwood Mathew Mansion was currently closed because it was under construction. The project total is approximately \$14 million dollars and the State is contributing approximately \$8.8 million to the project. Mr. Lo said that he was the financial fiduciary for the project. The project is very complex for a National Historic Registered Building and includes the fire suppression system. It should take about a year and a half and be finished up by December of 2024.

Ms. Brescia said that Mr. Doug Hempstead is now Chairman of the Board and she was Vice Chairman and also overseeing the project. Mr. Cavello is the project administrator on behalf of LMMM for the project. There is \$14,750,000 in funding currently available. The project is strictly mechanical. She reviewed the details with the Committee members.

All of the items including some building fragments have been removed from the mansion and have been placed in storage.

A number of photographs were then displayed on screen. Mr. Cavello then provided narration about the various scenes and the costs associated with the various stages.

Ms. Brescia then spoke about the potential use of the basement area for programming, storage and a second ADA compliant egress. There have been some moisture challenges in this area.

Mr. Meek noted that Ms. Brescia's name was included on the current Norwalk High School plaque as a member of the Construction Committee. He thanked her for her five plus decades of service to the City. Ms. Smyth thanked Ms. Brescia. (no action was required for this item) Discussion followed.

Ms. Smyth said that Ms. Vanessa Valadares was present at the meeting, so she requested that the Committee consider Item G next. This was agreeable to all.

G. Review bids for improvement of fuel dispensing island at DPW Center and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with ETT Environmental Services Inc., for DPW Center – Fuel Island Improvement Project For a total not to exceed \$346,600.00. Acct. #09247100 5777 C0119.

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$34,600.00. Acct. #09247100 5777 C0119.”

**** MR. FRAYER MOVED THE FOLLOWING ITEM:**

“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ETT ENVIRONMENTAL SERVICES INC., FOR DPW CENTER – FUEL ISLAND IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$346,600.00. ACCT. #09247100 5777 C0119.

B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$34,600.00. ACCT. #09247100 5777 C0119.”

**** MS. SMYTH MOVED TO AMEND THE ITEM TO INCLUDE THE UPDATED FIGURES AS FOLLOWS:**

“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ETT ENVIRONMENTAL SERVICES INC. FOR DPW CENTER – FUEL ISLAND IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$423,000.00. ACCT. #09247100 5777 C0119.

B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$84,600.00. ACCT. #09247100 5777 C0119.”

**** THE MOTION TO AMEND PASSED UNANIMOUSLY.**

Ms. Valadares explained that they need to replace the fuel pumps at the DPW Center. There has been some soil settlement in the area since the pumps were installed. This resulted in the pumps not working properly all the time. Also, the funding allocations did not include the fire suppression system for the pumps. The additional funding for the fire suppression system has been identified and the resolution has been updated.

The diesel fuel pump has not been working well and a temporary pump had to be installed. If the pumps continue to fail, the fleet will have to use a regular gas station and that will result in higher fuel costs.

Mr. Frayer had some questions about the original estimates and the increase of the contingent amount from 10% to 20%. Ms. Valadares reviewed the details with him. Due to the way the pumps are connected, if the primary pump goes down, the successive pumps become inoperable. Discussion followed about the base contract and the use of contingency funding.

The discussion then moved to the inclusion of the fire suppression system. Ms. Valadares said that while it was not an OSHA requirement, it is a safety issue.

Mr. Meek asked how old the canopy was. Ms. Valadares said that she believed that Mr. Meek was correct that the canopy was done in the 1990's. It has been inspected and is in good condition. The soil settlement also interrupted the electrical power to the area. She said that they would like to have cameras on the fuel pumps so that they can tie the license plate readers to them. Theft is not a problem, but the new technologies include a license plate reader.

**** THE MOTION AS AMENDED PASSED UNANIMOUSLY.**

B. School Construction Project Update

Mr. Lo gave an update on the projects that were underway.

- Cranbury School is now open. There are still some punch list items that need to be addressed and the heavy rainstorm last week revealed a few roof leaks. The building construction team is working on this and the work is being done after hours. The old school is gone and the site development has begun. Landscaping will happen in the spring.

The project is on schedule and also within budget. No Grand Opening has been scheduled.

- Norwalk High School – There was a meeting with the State earlier in the day for presenting the project. The school construction documents have been well received. Once the State approves the package with any of their suggested changes, the City will have to go out to bid. Due to the size of the project and the location in Fairfield County, the bids will be high. The total construction period is five years and there is much still to be done before the project goes out for bids. He gave a tentative timeline for the bid release, and contractor selection. He said that there might be a special meeting needed and noted that there would be an election held in November which complicated the scheduling of meetings.

Mr. Burnett noted that there was a BOE ribbon cutting at Cranbury School scheduled for October 12th.

Mr. Meek said that the solar carport was not included in the NHS drawings that the press was releasing. Mr. Lo said that they had to get a Special Permit for this project and the Planning and Zoning strongly encouraged the inclusion of carport solar as part of the Special Permit, however it is challenging to design. Mr. Lo said that he had compromised by including two or three rows leaving the first row without carport solar. The actual incorporation of carport solar will be subject to cost and financial limitations which will be determined about two years from now. The carports involve cantilever arms and large foundations. Eversource has also decreased their incentives for these types of projects.

Discussion followed about details for maintenance of the carport. Mr. Lo said that the vendor must do the maintenance or they don't get paid. Today's solar panels supposedly can last 25 to 35 years, but there is no one who knows what kind of technology will be available in 25 years. He outlined the differences between rooftop systems and carport systems. The system's cost will not be evident for two more years because of the various changes over time.

Mr. Meek said that he would like to see the renderings for the carport. Mr. Lo said that he would send them along. He cautioned people that the Federal Tax Credit reimbursement limits the amount of aesthetics. Having the carports in front of the building is more challenging in terms of design appeal than if the carports are in the back of a building. A discussion followed about the number of potential charging stations for EVs.

C. Review school HVAC improvement needs in response to the current State HVAC grant application process and provide recommendation to initiate Special Appropriation process to allocate the City's share (40%) of these projects in order to comply with grant application requirements.

**** MR. FRAYER MOVED THE FOLLOWING ITEM:**

REVIEW SCHOOL HVAC IMPROVEMENT NEEDS IN RESPONSE TO THE CURRENT STATE HVAC GRANT APPLICATION PROCESS AND PROVIDE RECOMMENDATION TO INITIATE SPECIAL APPROPRIATION PROCESS TO ALLOCATE THE CITY'S SHARE (40%) OF THESE PROJECTS IN ORDER TO COMPLY WITH GRANT APPLICATION REQUIREMENTS.

Mr. Lo then presented the item to the Committee. He outlined the differences in financing categories for projects NHS and Cranbury and smaller projects between \$1.5 million or \$2 million dollars. It is important to estimate how often the City can afford to undertake a \$50 million dollar project because it affects the City's bonding ability. He said that each year, he expected some mid-range projects and the State will not provide reimbursement for repair or replacement of some items. Replacing HVAC systems or chillers are not reimbursable.

Mr. Lo then gave an overview of a grant application that had very strict requirements. Due to this, there were few applications and since then, the government reissued a new round of applications. The requirements include that the City have a design, professional estimates, and a 40% City funding allocation.

The City has designs for Brien McMahon, Brookside, Marvin and Silvermine as HVAC upgrade projects and Naramake and Rowayton as new air conditioning projects. These would be considered mid-sized projects. The cost estimate is approximately \$35 million dollars. Mr. Lo said that the City needs to have 40% allocated funding approved. He will go for a Special Appropriation request and noted that this would be happening around the upcoming election and potential of Special Meetings may be required. Discussion followed.

Mr. Burnett said that while it sounds like a great idea, he had some concerns about the bonding amounts and tying up capital funding, so he would be abstaining from the vote at this time.

Mr. Lo said that this was a BOE issue and that they were looking at future expenditures. He said that his strategy was they would be reducing the potential BOE annual capital budget requests and allocations.

Mr. Frayer said that they were not actually allocating funding because Mr. Dachowitz would be determining what the financial implications would be. Mr. Burnett said that it would be a Special Allocation request and not part of the Capital Budget discussion.

Mr. Lo said that this Committee presentation was for information rather than approval. He then outlined the steps that the request would be required to follow for approval. Additional discussion followed about the details.

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (AYERS, FRAYER AND SMYTH), ONE (1) OPPOSED (MEEK) AND ONE (1) ABSTENTION (BURNETT).**

D. Review request to adjust property lines between Norwalk High School and Naramake School and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute the Boundary Line Agreement and all other documents necessary to effectuate the adjustment of the property lines between Norwalk High School and Naramake School.”

**** MS. AYERS MOVED THE FOLLOWING ITEM:**

“AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE BOUNDARY LINE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THE ADJUSTMENT OF THE PROPERTY LINES BETWEEN NORWALK HIGH SCHOOL AND NARAMAKE SCHOOL.”

Mr. Lo presented the details. He said they had been working on both Norwalk High School and Naramake. Currently, the property line cuts right through the football field. There are setback requirement for Naramake and the need to maximize the reimbursement eligibility area. The new line will capture all of NHS property and the line will go through the little softball field next to Naramake. He said this proposal would be the best zoning and financial opportunity they have. Both properties are owned by the City but the State requires the land records reflect this and the Mayor will be executing a land agreement. This is why they are bringing it to the Council for approval.

Mr. Meek had some questions about the exact location of the line. Mr. Lo said that they had rotated the field for maximum usage.

Mr. Meek said that they had allocated funding for a school in South Norwalk but it was denied by the State because the parcel was a half-acre short of the requirement. This is moving a property line that would reduce the Naramake property to less than the Ely School site.

Ms. Ayers asked who was requiring the adjustment of the property lines. Mr. Lo said that when the City acquired the land for NHS, the property line wasn't an issue, but now the location of the property line has become an issue. The State is not requiring it, but this is needed to make everything align properly to clearly identify the NHS property.

Ms. Ayers asked if they could reclaim any acreage towards Strawberry Hill Avenue. Mr. Lo said that Naramake will continue to use the areas that they currently using. Ms. Ayers said her concern was for the students having room for recess. Mr. Lo said that having the half-court basketball area was important for the Naramake students. The parents wanted a paved area, hence the half basketball court. Additionally, working with Naramake principal, a small paved area was installed by the Naramake School playground in August of this year. Discussion followed.

**** THE MOTION TO APPROVE THE ITEM PASSED WITH FOUR (4) IN FAVOR (AYERS, BURNETT, FRAYER AND SMYTH) AND ONE (1) OPPOSED (MEEK).**

E. Review bids for roof replacement at Roosevelt Center and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silktown Roofing Inc, for the partial roof replacement at Roosevelt Center for a total not to exceed \$370,700.00 Account 390247100 5777 C0683.”

b. Authorize Building Management to execute change orders on Contract for a total not to exceed \$37,070.00. Acct. #09247100 5777 C0683.”

**** MR. BURNETT MOVED THE FOLLOWING ITEM:**

“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SILKTOWN ROOFING INC, FOR THE PARTIAL ROOF REPLACEMENT AT ROOSEVELT CENTER FOR A TOTAL NOT TO EXCEED \$370,700.00 ACCOUNT 390247100 5777 C0683.”

B. AUTHORIZE BUILDING MANAGEMENT TO EXECUTE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$37,070.00. ACCT. #09247100 5777 C0683.”

Mr. Lo said that the Roosevelt Center was on Allen Road and the home of the Norwalk Senior Center and the Early Childhood Education Center along with some of the Recreational programing. The roof has been leaking for the last three years. The Council approved funding recently and they are moving forward with the repairs. There are multiple roofs on this building.

Mr. Meek asked for clarification on the overall property. He asked about a proposed playground that he had heard about. Mr. Lo said that it was on the right outfield of the Little League field. Mr. Lo reminded everyone that the younger children grow out of the smaller equipment too quickly. Now they work on designing the playgrounds for a wider age range.

Mr. Meek said that he would like to see a comprehensive plan. He noted that the fence by Allen Road was in need of replacement. Mr. Lo said that he had recent discussion regarding the removal of the old fencing and whether there is a need for this fence. He said that he would follow up the following day.

**** THE MOTION PASSED UNANIMOUSLY.**

Review the needs for security monitoring services contract for the Belden Main Library and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute a three year agreement with one – two renewal option with Security Solutions Incorporation to provide security monitoring services for Belden Main Library for a total not to exceed \$990.00 per year (annual increases no more than 3% per year). Funds are available from operating account # 016210 5296”.

**** MS. AYERS MOVED THE FOLLOWING ITEM:**

“AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A THREE YEAR AGREEMENT WITH ONE – TWO RENEWAL OPTION WITH SECURITY SOLUTIONS INCORPORATION TO PROVIDE SECURITY MONITORING SERVICES FOR BELDEN MAIN LIBRARY FOR A TOTAL NOT TO EXCEED \$990.00 PER YEAR (ANNUAL INCREASES NO MORE THAN 3% PER YEAR). FUNDS ARE AVAILABLE FROM OPERATING ACCOUNT # 016210 5296”.

Mr. Lo said that while this item rarely comes to the Common Council, the security alarm company is requiring a contract in lieu of a Purchase Order. The Law Department will work out the terms.

Ms. Smyth said that they were a reputable company.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS.

There were no items to consider at this time.

ADJOURNMENT

**** MS. AYERS MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Telesco Secretarial Services.

To: Land Use and Building Management Committee of the Common Council
Recreation, Parks, and Cultural Affairs
From: Oak Hills Park Authority
Friends of Oak Hills Tennis

The Oak Hills Park Authority and Friends of Oak Hills Tennis, in accordance with Chapter 27 of the Norwalk City Ordinances, are requesting approval to name a recently built outdoor patio space at the Oak Hills Park Tennis Facility in honor of Arthur Goldblatt, through the placement and dedication of a memorial plaque.

Arthur "Art" Goldblatt was an attorney and long-time resident of Norwalk who served as corporation council under Mayor Bill Collins and served on the Oak Hills Park Authority. He loved the game of tennis and wanted to create opportunities for young people to discover the game and learn to play. Art is probably best known for founding the Norwalk Grassroots Tennis program in 1995, which allowed him to focus on two things he loved: helping others and playing tennis.

Through the years, one of Art's favorite places to play was at Oak Hills Tennis Center. He formed the Friends of Oak Hills Tennis group in 2019 to help improve the facility and bring more players to the courts, appreciating that the courts at Oak Hills were the only Har Tru courts in Norwalk. He helped organize informal weekend tennis drop-ins, a yearly Labor Day Tournament open to the public, and several other tennis events. Art was the first chair of "Tennis Friends" and through the years we have grown to over 175 members.

Having a place to gather and socialize at Oak Hills was always a focal point for Art. Since his passing in October of 2021, and with the help of the Tennis Friends and the 501(c)(3) Supporters of Oak Hills, the Tennis Friends donated and funded building a new stone patio at the OHP Tennis Center, which was completed in the summer of 2022.

We would like to dedicate and name this patio "Arthur's Court" in Art's memory, with a plaque placement ceremony to be held in the summer 2023, at the expense of OHPA and the Tennis Friends of Oak Hills.

Thank you for your consideration.

Denise Brown,
OHPA Member & Tennis Committee Chair
Friends of Oak Hills Tennis

Joseph Andrasko,
OHPA Chair

Arthur's Court

This patio is dedicated to Arthur Goldblatt, founder of the Tennis Friends of Oak Hills Park. Art was a true tennis lover. As a passionate player and advocate for the sport, his enthusiasm was inspirational. In his memory, the Friends will continue to bring together players of all ages, skill levels and experience to enjoy this beautiful game.

The Tennis Friends of Oak Hills Park - 2023

[¹]HISTORY: Adopted by the City of Norwalk Common Council as indicated in article histories. Amendments noted where applicable.]

[1] *Editor's Note: Former Ch. 27, Building Management, Department of, adopted 6-12-1979, was repealed 7-27-1982. For current provisions regarding building management, see § 74-23A.*

Article I Naming

[Adopted 9-27-2011]

§ 27-1 Purpose.

The purpose of this article is to establish guidelines and formalize procedures when considering the naming or renaming of a City-owned or -controlled building and facility, or sections thereof, administered under the responsibility charged to the Land Use and Building Management Committee of the Common Council.

§ 27-2 Policy and considerations.

- A. The primary consideration when naming a building or facility, or section thereof, should be to clearly identify the location and function for ease of access and to avoid confusion. A geographical description is preferred in the name. A public facility or part of a facility may be identified by naming in honor of an individual or group through use of a memorial plaque or similar commemorative inscription.
- B. If a facility is to be named in honor of an individual, it is generally required that such individual has made a significant contribution to the community through public service and deeds and was respected for his or her accomplishments and good conduct. An individual shall be deceased at least one year prior to the naming. Groups should not be in a position to influence the process by funding of past or future operations of the building or facility, and it is ultimately important for the City to avoid any perception of improper manipulation, special favor, vested interest, or endorsement of businesses, products or services.

§ 27-3 Procedure.

Naming of City buildings and facilities shall proceed as follows.

- A. The proposed naming of a facility shall be placed on a Land Use and Building Management Committee regular meeting agenda for discussion and review. In the event that the facility or part thereof to be named is located at a City Park, the proposed naming shall be placed on the Recreation, Parks and Cultural Affairs agenda for discussion and review.
- B. A public hearing is required prior to forwarding the naming request to the full Common Council for approval. The hearing shall be held at a regular meeting of the Land Use and Building Management Committee, and the scheduling of said hearing shall have been approved at a previous regular meeting by a majority vote of the Committee.
- C. A two-thirds majority (10 votes) of the Common Council is required for the approval of the naming or renaming of a facility which falls under the responsibility of the Land Use and Building Management Committee of the Common Council.

V.B.



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
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Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : **SOUTH NORWALK ELEMENTARY SCHOOL PROJECT-
REVIEW AND APPROVE CONSTRUCTION DOCUMENTS**

DATE: NOVEMBER 29, 2023

For more the 50 years, the City of Norwalk through Norwalk Board of Education has provided public school busing for South Norwalk students with access to schools throughout the City. Columbus School became a magnet school in meeting student enrollment demographics of the City. With changes in the demographics in the Norwalk community through the years, there is significant need to provide a South Norwalk neighborhood elementary school.

Recently, the City acquired the old Hatch and Bailey Lumber Company's property at 1 Meadow Street Extension for a new South Norwalk Elementary School. The property is 11.7 acres. The new pre-kindergarten to fifth grade school will have a maximum capacity of 682 students with the intended occupancy at approximately 85% of capacity. The proposed building will be two stories for a total of approximately 86,000 square feet. The City has allocated \$76,000,000 for land acquisition and development of the new school. This project will benefit from the 2022 State's Special Legislative Action which granted the City of Norwalk a new reimbursable rate of 60% in lieu of 33% for renovation work and 22% for new construction. We are scheduled to go out for bid by the end of 2023, start construction beginning late winter with anticipated completion by August of 2025.

At this time, we have completed the preparation of Construction Documents and Local Review for various code compliance. We are requesting the Land Use and Building Management Committee (acting as the State recognized Norwalk School Building Committee and designated under City Ordinance) approval of the construction documents for submission to the State Office of School Construction

Grants and Review (OSCG&R) for their approval for the City to proceed with public bidding.

ACTION REQUESTED:

Authorize the Chairperson of Norwalk Land Use & Building Management Committee, acting in their capacity as the City of Norwalk's designated School Building Committee, to certify the Land Use & Building Management Committee's approval of the final plans, specifications and cost estimate for the New South Norwalk Elementary School Project - State Project: 103-0264 N.



CITY OF NORWALK
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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*

RE : STATE HVAC SCHOOL GRANT APPLICATION –

DATE: NOVEMBER 30, 2023

In 2022, the State put in place a school HVAC (Heating, Ventilation and Air Conditioning) grant program. Generally, facility repairs and replacement are not reimbursable by the State. This program offers an opportunity for communities to receive State reimbursement at their normal reimbursement rate. With the recent State Special Legislative action, the City's current reimbursement rate is 60%.

This HVAC grant application has four basic submission requirements. The local school district/the City is required to approve Education Specifications for the specific improvements, complete a conceptual design, prepare professional cost estimates and authorize local share of the costs for each project. The grant application process provides four months between availability of the grant application to submission deadline. However, the required tasks typically would take 4 to 6 months to complete. For last year's grant process, the State was able to approve limited projects. In early September 2023, they issued grant application for a second round of this grant program.

In anticipation of the current grant funding cycle, the City, in collaboration with Norwalk Public Schools, has identified 6 priority projects. These HVAC projects include Brien McMahon, Brookside, Marvin, Silvermine, Naramake and Rowayton Schools. The City issued a RFP for mechanical consultants in May 2023 and the mechanical consultant has since completed the conceptual design and the estimator has completed estimates for each project. The estimated total cost is approximately \$36 million. A detailed scope of work is herein attached.

On October 4, 2023, Land Use and Building Management Committee considered and was supportive of the City's intent to submit grant applications for these projects. Based on the Committee's recommendation, I, on behalf of the Committee, have initiated a Special Capital Appropriation request for the City's shares of these projects. It is important to note that:

- under this special HVAC grant program, subject to State approvals, said projects will be reimbursed at 60%.
- we are confirming with the State whether Rowayton and Naramake schools installation of new central air conditioning projects would be eligible as indoor air quality improvement projects under normal grant process. If so, we may consider the deletion of these two projects from this HVAC grant application process.
- from the City's capital budget allocation perspective, it is anticipated that these projects would be on the Board of Education's priority list for Capital Budget funds for the next 3 to 5 years and these projects would probably not be reimbursable by the State at such time.

The estimated costs for these projects are as follows with the City eligible for 60% reimbursement:

School Name	Project Cost	City Share at 40%
Brien McMahon High School	\$ 8,302,296	\$ 3,320,918
Brookside Elementary School	\$ 3,327,252	\$ 1,330,900
Marvin Elementary School	\$ 4,125,212	\$ 1,650,085
Silvermine Elementary School	\$ 3,025,516	\$ 1,210,206
Rowayton Elementary School	\$10,658,618	\$ 4,263,447
Naramake Elementary School	\$ 6,461,876	\$ 2,584,750

The above projects as listed is our general order of priorities, however, it is our understanding that the State will evaluate each grant application independently from other projects. The Special Appropriation request includes funding for the City's share with the understanding that actual expenditure of these Special Appropriation funds will be subject to the City receiving grant for said specific project. The grant submission deadline is December 31, 2023. A detailed schedule has been developed with the anticipation of the needs for special meetings in order for the Common Council to approve the Special Appropriation and to approve the application for the grant on December 12, 2023.

At this time, I would like to request the Land Use and Building Management Committee and thereafter the Common Council approval of the following actions per requirements of the grant application.

ACTION REQUESTED:

1. **RESOLVED** that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Brien McMahon High School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Brien McMahon High School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Brien McMahon High School.

2. **RESOLVED** that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Brookside Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Brookside Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Brookside Elementary School.

3. **RESOLVED** that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Marvin Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Marvin Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Marvin Elementary School.

4. **RESOLVED** that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Silvermine Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Silvermine Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Silvermine Elementary School.

5. **RESOLVED** that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Naramake Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Naramake Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Naramake Elementary School.

6. **RESOLVED** that the Norwalk Common Council authorizes the Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at the Rowayton Elementary School.

RESOLVED that the Land Use and Building Management Committee of Norwalk Common Council is hereby established as the building committee about the HVAC IAQ Grant at the Rowayton Elementary School.

RESOLVED that the Norwalk Common Council authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Rowayton Elementary School.

Thank you for your consideration of this matter. If additional information is required, please advise. Thanks

Cc: Sandra Faioes, Assistant School Superintendent
Lunda Asmani, CFO, NPS
Bill Hodel, Facility Director, NPS
JoAnn Acquarulo, Assistant Buildings and Facilities Manager

NORWALK PUBLIC SCHOOLS

HVAC & ELECTRICAL IMPROVEMENT PROJECT

Brien McMahon High School

\$8,302,296 (includes 20% soft costs)

Chilled Water System

- Provide two (2) 500 ton air cooled chillers to be located outside on grade. Provide each with an integral pump package and all associated accessories (VFDs, disconnects). Provide two vibration isolation curbs. Provide new pipe connections and valves to both chillers. Assume 200 feet of 10" supply and return piping. Basis of design is Trane Ascend, Daikin Pathfinder, or approved equal. Chillers will be located next to school, no buried piping is expected.
- Provide (3) 40 horsepower floor mounted vertical inline pumps. Provide with a VFD, associated valves and new pipe connections. (Chilled Water Pumps)
- Provide one (1) 100 gallon glycol makeup tank and all associated pipe connections, valves, control devices, and appurtenances. Basis of design is Wessels or approved equal.
- Provide one (1) 9,000 MBH plate and frame heat exchanger and all associated pipe connections, valves, control devices, and appurtenances. Basis of design is Xylem Bell & Gossett or approved equal.
- Provide one (1) 185 gallon replaceable bladder type expansion tank and all associated pipe connections, valves, control devices, and appurtenances. Basis of design is Wessels or approved equal.

Rooftop

- Provide four (4) new 12,000 cfm roof mounted heating, ventilating, and cooling air handling units. The unit shall include a 2-pipe heating and cooling coil, energy wheel, and fan VFDs. The unit shall be mounted on the existing roof steel dunnage with new steel dunnage as required and connect to the existing supply and exhaust ductwork on the roof. Basis of design is Trane Performance Climate Changer, Daikin Skyline, or approved equal.
- Provide one (1) new 16,000 cfm roof mounted heating, ventilating, and cooling air handling units. The unit shall include a 2-pipe heating and cooling coil, energy wheel, and fan VFDs. The unit shall be mounted on the existing roof steel dunnage with new steel dunnage as required and connect to the existing supply and exhaust ductwork on the roof. Basis of design is Trane Performance Climate Changer, Daikin Skyline, or approved equal.

Classrooms

- Remove, clean, and re-attach (15) unit ventilator exterior wall louvers.
- Provide new control valves, piping accessories and BMS controls for all 15 unit ventilators.

BAS

- Provide new controls wiring and points to all new pieces of mechanical equipment. Provide all controls to be monitored by the existing BAS system.

Electric Service and Distribution

- The existing electric service provided at 480/277 volt, 3 phase, 4 wire rated for 2500 amperes will be insufficient to support the additional air conditioning equipment promoted by the HVAC improvements outlined herein. To support the additional equipment an additional 2,000 amperes of capacity will be required. A new service switchboard and electric service feeder rated for 2,500 amperes shall be installed. The existing service will remain in use and the new service will be a second service to the building.
- Provide a new service entrance switchboard at 480/277 volt, 3 phase 4, rated for 3000 amperes. Equipment shall be a freestanding pad mounted NEMA 3R dead front enclosure arranged in switch-fuse-meter cold sequence configuration. Provide a distribution section (MSB3) containing the following branch circuit breakers based on the selected chiller option being quoted:

- A new pad mounted transformer will be required for the new service, approximately 2500 kVA. The new transformer shall be provided with grounding, subbase and all appurtenances.
- Two (2) 4" conduits for extension of the primary electric utility feed from the existing Primary Switch Pad to the new transformer pad shall be provided and installed.
- Electrical distribution will need to be provided to satisfy all feeders to new equipment that is an upgrade or provided new for the outlined system improvements. Refer to the following paragraphs for specific electrical requirements.
- Provide new electrical connections for two (2) 500-ton air cooled chiller systems consisting of the following:
- Provide electrical connections to four (4) new 30-ton HVAC Rooftop units that are fit up for hot water and chilled water. Provide (4) 60 ampere circuit breakers in local 480-volt panelboards that currently serve existing to be replaced units. Feeder assemblies shall be 1 1/4" conduit with 3#4 plus ground to a single point power connection for each. Assume feeder length to be 150 feet for each.
- Provide electrical connection to one (1) new 40-ton HVAC Rooftop unit that will be fit up for hot water and chilled water. Provide (1) 80 ampere circuit breakers in a local 480 volt panelboard that currently serves the existing to be replaced unit. Feeder assemblies shall be 1 1/4" conduit with 3#3 plus ground to a single point power connection. Assume feeder length to be 150 feet.

Miscellaneous Fans

- Provide electrical connections to five (5) 1,000 cfm exhaust fans. Provide 1" conduit with 3#12 plus ground from a 20 ampere, 3 pole circuit breaker in panel MH-1 to a fusible disconnect switch at the fan location with final connection in weatherproof flex conduit. Provide a minimum of 100 feet of feeder length.
- Provide electrical connections to two (2) 750 cfm exhaust fans. Provide 1" conduit with 3#12 plus ground from a 20 ampere, 3 pole circuit breaker in panel MH-1 to a fusible disconnect switch at the fan location with final connection in weatherproof flex conduit. Provide a minimum of 100 feet of feeder length.

BAS

- Provide electrical equipment connections for a partial new BAS system. A minimum of (15) 120 volt hardwired connections shall be provided throughout the building footprint to provide power for new BMS control panels.

BROOKSIDE ELEMENTARY -

\$3,327,252 (includes 20% soft costs)

Rooftop

- Provide new:
 - one (1) new 6,500 cfm nominal packaged rooftop unit,
 - one (1) new 12-ton nominal packaged rooftop unit,
 - one (1) new 15-ton nominal packaged rooftop unit.
 - one (1) new 18-ton nominal packaged rooftop unit.
 - 4) new 25-ton nominal packaged rooftop unit

Gymnasium

- Provide one (1) new 20 ton nominal packaged rooftop unit.
- Provide new double wall galvanized steel ductwork to the gymnasium. Ductwork shall be 32" round and approximately 75' long. Provide new duct mounted supply and return grilles to serve the gymnasium.

Electrical and Fire Alarm Scope

- The existing electric service provided at 480/277 volt, 3 phase, 4 wire rated for 2000 amperes will be sufficient to support the HVAC replacements and the addition of cooling to the gymnasium based on CES experience with schools of comparable size (58,335 SF). Further equipment selection and a year's worth of utility electric bills will be needed to confirm no additional capacity will be required. The existing electric service and distribution equipment appears be approximately 15-20 years old and in good condition. The equipment has approximately 15-20 years left of useful life.

- Fused disconnects will need to be provided to satisfy all new equipment being installed with existing feeders to remain.
- Provide fire alarm equipment to suit each new air handling system 2000 cfm and above. Standard provision shall include a supply and return duct smoke detector with shut down relay installed and programmed. Existing air-handling units that are removed shall be refit with new duct smoke detector systems.
- Provide fire alarm equipment to suit each new air handling system 2000 cfm and above. Standard provision shall include a supply and return duct smoke detector with shut down relay installed and programmed. Existing air-handling units that are removed shall be refit with new duct smoke detector systems.

Gymnasium

- Provide one (1) new 100A-3P, 480V fused disconnect switch with 70A fuses at the location of the new 20-ton nominal packaged rooftop unit. Provide 70A-3P circuit breaker in MDP. Provide 80A feeders (3#2 & 1#6G in 1-1/4" C) from main electrical room to new unit location. Provide a minimum of 200 feet of feeder length. Provide new service receptacle at unit utilizing branch circuit preserved during demolition.

MARVIN ELEMENTARY

\$4,125,212 (includes 20% soft costs)

Rooftop

- Provide one (1) new 25 ton and four (4) new 30-ton nominal packaged rooftop units with natural gas fired furnace heat. The unit shall include hot gas reheat, economizer, power exhaust, and an energy recovery wheel.

Gymnasium

- Provide one (1) new 20-ton nominal packaged rooftop unit with natural gas fired furnace heat. The unit shall include hot gas reheat, economizer, power exhaust, and an energy recovery wheel. The unit shall be mounted on the gymnasium roof with a new roof curb.
- Provide roughly 30'-0" of roof mounted therma-duct ductwork and approximately 75'-0" of internal double wall galvanized steel ductwork in the gymnasium. Ductwork shall be 40x24" on the roof and 34" for internal ductwork.

BAS

- Upgrade to a new BAS system. The system shall include control devices for all new and existing equipment as required to make a complete and fully functional system.

Electrical and Fire Alarm Scope

- Provide electrical power connections to one (1) new 20 ton nominal packaged rooftop unit. Provide (1) new 125 ampere circuit breakers in local 480 volt panelboard that currently serve existing to be replaced units. Feeder assemblies shall be 2" conduit with 3#2/0 plus ground to a single point power connection. Provide a minimum of 150 feet of feeder length.
- Provide electrical equipment connections for a new BAS system. A minimum of (40) 120 volt hardwired connections shall be provided throughout the building footprint to provide power for new BAS control panels. Provide 20 ampere circuit breaker in local 208-volt panelboards to location of new BAS panels. Feeder assemblies shall be 3/4" conduit with 2#12 plus ground.
- Provide fire alarm equipment to suit each new air handling system 2000 cfm and above. Standard provision shall include a supply and return duct smoke detector with shut down relay installed and programmed. Existing air-handling units that are removed shall be refit with new duct smoke detector systems.

SILVERMINE ELEMENTARY - \$3,025,516 (includes 20% soft costs & \$150k environmental)

- Provide two (2) A.O. Smith 119 gallon (25KW each) domestic electric water heaters, two (2) 2,000 mbh oil-fired condensing hot water boilers, two (2) centrifugal vertical inline system hot water pumps sized at 30 horsepower each, one (1) 50 gallon glycol makeup tank, two (2) 65 gallon expansion tanks, one (1) 6" air separator, one (1) duplex fuel oil transfer pump set, and all associated oil pipe connections, valves, control devices, and appurtenances.

Gymnasium

- Provide (1) new 25 ton nominal direct expansion cooling and hot water heating air handling unit. The unit shall include hot gas reheat, economizer, power exhaust, and an energy recovery wheel. The unit shall be mounted on grade with a vibration isolation curb.
- Provide roughly 30'-0" of exterior mounted therma-duct ductwork and approximately 100'-0" of internal double wall 38" galvanized steel ductwork within the gymnasium.
- Provide roughly 30'-0" of insulated exterior hot water piping sized at 2".

BAS

Provide a new BAS system. The system shall include control devices for all new and existing equipment as required to make a complete and fully functional system.

Electrical and Fire Alarm Scope

Mechanical Room

- Provide electrical connections to two (2) A.O. Smith 119 gallon (25KW each) domestic electric water heaters. Provide (2) 90 ampere circuit breakers in local 208 volt panelboards that currently serve existing to be replaced units. Feeder assemblies shall be 1-1/4" conduit with 3#2 plus ground to a single point power connection for each. Provide a minimum of 100 feet of feeder length.
- Provide electrical connections to two (2) 2,000 mbh oil-fired condensing hot water boilers. Provide (2) 20 ampere circuit breakers in local 208 volt panelboards that currently serve existing to be replaced units. Feeder assemblies shall be 3/4" conduit with 3#12 plus ground to a single point power connection for each. Provide a minimum of 100 feet of feeder length.
- Provide electrical power connections to two (2) centrifugal vertical inline system hot water pumps sized at 30 horsepower each. Provide (2) 125 ampere circuit breakers in local 208 volt panelboards that currently serve existing to be replaced units. Feeder assemblies shall be 2" conduit with 3#2/0 plus ground to a single point power connection to each. Provide a minimum of 100 feet of feeder length.
- Provide electrical power connections to one (1) 50 gallon glycol makeup tank and all associated pipe connections, valves, control devices, and appurtenances. Provide (1) 20 ampere circuit breakers in local 208 volt panelboards that currently serve existing to be replaced units. Feeder assemblies shall be 3/4" conduit with 2#12 plus ground to a single point power connection. Provide a minimum of 100 feet of feeder length.
- Provide electrical connections for one (1) duplex fuel oil transfer pump set. Provide 20 ampere circuit breaker in local 208 volt panelboards that currently serve existing to be replaced units. Feeder assemblies shall be 3/4" conduit with 2#12 plus ground to a single point power connection. Provide a minimum of 100 feet of feeder length.

Gymnasium

- Provide electrical connections for one (1) new 25 ton nominal direct expansion cooling and hot water heating air handling unit. Provide new 150 ampere circuit breaker in local MDP located in main electrical room. Feeder assemblies shall be 2-1/2" conduit with 3#3/0 plus ground to a single point power connection to each. Provide a minimum of 200 feet of feeder length.

BAS

- Provide electrical equipment connections for a new BAS system. A minimum of (40) 120 volt hardwired connections shall be provided throughout the building footprint to provide power for new BAS control panels.

Provide 20 ampere circuit breaker in local 208 volt panelboards to location of new BAS panels. Feeder assemblies shall be ¾" conduit with 2#12 plus ground.

ROWAYTON ELEMENTARY - \$10,658,618 (includes 20% soft costs & \$150k environmental)

Mechanical Room

- Provide two (2) 2,000 mbh oil-fired condensing hot water boilers, two (2) centrifugal vertical inline system hot water pumps sized at 200 gpm and 20 horsepower each, (1) 50 gallon glycol makeup tank and all associated pipe connections, valves, control devices, and appurtenances, (2) 65 gallon expansion tanks and all associated pipe connections, valves, and appurtenances, (2) 4" air separator and all associated pipe connections, valves, and appurtenances, (1) 1,000 mbh plate and frame heat exchanger for the hot water glycol loop, (1) duplex fuel oil transfer pump set and all associated oil pipe connections, valves, control devices, and appurtenances.

Learning Spaces

- Provide one (1) variable refrigerant flow (VRF) ceiling cassette 2.5 tons each per classroom and 1.0 tons per office.
- Provide one (1) variable refrigerant flow (VRF) ducted concealed unit to the Media Center and Music Room, 3.0 tons each. Provide all associated ductwork, grilles, diffusers, supports, and hangers.
- Provide seven (7) new 16 ton nominal roof mounted VRF high efficiency air source heat pump condensing units to serve all new VRF ceiling cassettes and ducted units. The condensing units shall be installed on equipment rails.
- Provide four (4) new 4,500 CFM packaged dedicated outdoor air rooftop units to ventilate the classrooms, offices and corridors. The new units shall include hot gas reheat for dehumidification purposes, an enthalpic energy recovery wheel, and a hot water heating coil. The units shall be mounted on a new roof curb or on steel dunnage as required.
- Provide ceiling mounted hot water radiant panels to provide heat to twelve classrooms. Provide all associated pipe connections, valves, hangers, control devices and appurtenances. Provide wall-to-wall installation (assume 28'-0" in length per each).

BAS

Provide a new BAS system. The system shall include control devices for all new and existing equipment as required to make a complete and fully functional system.

Electric Service and Distribution

- The existing electric service provided at 208Y/120 volt, 3 phase, 4 wire rated for 1200 amperes will be insufficient to support the additional air conditioning equipment promoted by the HVAC improvement options outlined herein. To support the additional equipment an additional 1,200 amperes of capacity will be required. A new service switchboard and electric service feeder rated for 2,500 amperes shall be provided at 208Y/120 volt, 3 phase, 4 wire. The new service shall replace the existing service.
- Provide a new service entrance switchboard at 208/120 volt, 3 phase 4, rated for 2500 amperes. Equipment shall be a freestanding pad mounted NEMA 3R deadfront enclosure arranged in switch-fuse-meter cold sequence configuration. Provide a distribution section containing a minimum of two distribution circuit breakers; (1) 1200 ampere to feed the existing 1200 ampere building distribution system (existing to remain) and (1) 1200 ampere branch device to feed a new 1200 ampere distribution switchboard (MDP2) dedicated to new mechanical equipment.
- The project will need to incorporate appropriate scope to replace the existing transformer with a new minimum size 1000 kVA transformer and pad, new service feeder and all appurtenances related to the upsized service entrance. The existing transformer pad may be retained for use as a primary voltage pullbox to extend primary electric service to a new pad mounted transformer. The new transformer shall be provided with grounding, concrete pad, required sub-base material and all appurtenances.

- New electrical distribution will need to be provided to satisfy all feeders to new equipment to support the outlined system improvements. A 1200 ampere distribution panel at 208Y/120 volt, 3 phase 4 wire (MDP) shall be provided to support new circuits for major equipment. A 225 ampere branch circuit panelboard at 208Y/120 volt, 3 phase 4 wire (MP1) shall be provided to support miscellaneous circuits for VRF cassettes, branch controllers, 120 volt BMS panel connections and receptacle power. Refer to the following paragraphs for specific electrical requirements.

Mechanical Room

- Provide electrical connections to two (2) hot water boilers, two (2) centrifugal vertical inline 20 HP hot water pumps, two (2) centrifugal vertical inline 10 HP hot water pumps, and one (1) duplex fuel oil transfer pump set.

Learning Spaces

- Provide electrical connections to (35) VRF ceiling cassette units, one per classroom and (18) VRF ceiling cassette units, one per office space.
- Provide one (1) variable refrigerant flow (VRF) ducted concealed unit to the Media Center and Music Room, 3.0 tons each. Provide all associated ductwork, grilles, diffusers, supports, and hangers. Basis of design is Mitsubishi PEFY series or equal. Assume a total of 2 units.
- Provide electrical connections to a total of (7) VRF heat pump style condensing units that will support all VRF ceiling cassette units. Provide (7) 150 ampere circuit breakers in new Panel MSB to serve this new equipment.
- Provide electrical connections to five (4) new 4,500 CFM packaged dedicated outdoor air rooftop units. Provide (4) 100 ampere circuit breakers in new Panel MSB to serve this new equipment. Feeder assemblies shall be 1 ¼" conduit with 3#2 plus ground to a single point power connection at each unit. Assume feeder length to be 150 feet for each.

BAS

- Provide electrical equipment connections for a new BAS system. A minimum of (40) 120-volt hardwired connections shall be provided through the building footprint to provide power for BMS control panels.

NARAMAKE ELEMENTARY - \$6,461,876 (includes 20% soft costs & \$150k environmental)

Gymnasium

- Provide one (1) new 30-ton nominal packaged rooftop unit. The unit shall include hot gas reheat, economizer, power exhaust, an energy recovery wheel, and a hot water heating coil. The unit shall be mounted on a new roof curb or on steel dunnage as required.
- Provide approximately 100'-0" of internal double wall 40" galvanized steel ductwork, approximately 50'-0" of insulated interior hot water piping sized at 2" to feed the rooftop unit, approximately 75'-0" of new perimeter hot water radiation mounted on the wall 10'-0" AFF. Include all associated pipe connections, valves, control devices, hangers, and supports.

Learning Spaces

- Provide one (1) variable refrigerant flow (VRF) ceiling cassette unit per classroom, 2.5 tons each. Assume a total of 30 units.
- Provide one (1) variable refrigerant flow (VRF) ceiling cassette unit per office, 1.5 tons each. Assume a total of 12 units.
- Provide six (6) new 16-ton nominal roof mounted VRF high efficiency air source heat pump condensing units to serve all new VRF ceiling cassettes. The condensing units shall be installed on equipment rails.
- Provide five (5) new 4,000 CFM packaged dedicated outdoor air rooftop units to ventilate the classrooms and corridors. The new units shall include hot gas reheat for dehumidification purposes, an enthalpic energy recovery wheel, and a hot water heating coil. The units shall be mounted on a new roof curb or on steel dunnage as required.

BAS

- Provide a new BAS system. The system shall include control devices for all new and existing equipment as required to make a complete and fully functional system.

Electric Service and Distribution

- The existing electric service provided at 208Y/120 volt, 3 phase, 4 wire rated for 1200 amperes will be insufficient to support the additional air conditioning equipment promoted by the HVAC improvement options outlined herein. To support the additional equipment an additional 1,200 amperes of capacity will be required. A new service switchboard and electric service feeder rated for 2,500 amperes shall be provided at 208Y/120 volt, 3 phase, 4 wire. The new equipment shall replace the existing service equipment.
- Provide a new service entrance switchboard at 208/120 volt, 3 phase 4, rated for 2500 amperes. Equipment shall be a freestanding NEMA 1 enclosure arranged in switch-fuse-meter cold sequence configuration. Provide a distribution section containing a minimum of two distribution circuit breakers; (1) 1200 ampere to feed the existing 1200 ampere building distribution system (existing to remain) and (1) 1200 ampere branch device to feed a new 1200 ampere distribution switchboard (MDP2) dedicated to new mechanical equipment.
- The project will need to incorporate appropriate scope to replace the existing transformer with a new minimum size 1000 kVA transformer and pad, new service feeder and all appurtenances related to the upsized service entrance. The existing transformer pad may be retained for use as a primary voltage pullbox to extend primary electric service to a new pad mounted transformer. The new transformer shall be provided with grounding, concrete pad, required sub-base material and all appurtenances.
- New electrical distribution will need to be provided to satisfy all feeders to new equipment to support the outlined system improvements. A 1200 ampere distribution panel at 208Y/120 volt, 3 phase 4 wire (MDP2) shall be provided to support new circuits for major equipment. A 225 ampere branch circuit panelboard at 208Y/120 volt, 3 phase 4 wire (MP1) shall be provided to support miscellaneous circuits for VRF cassettes, branch controllers, 120 volt BMS panel connections and receptacle power. Refer to the following paragraphs for specific electrical requirements.

Gymnasium

- Provide electrical connections for one (1) new 30 ton nominal DX / HW packaged rooftop unit. Provide one (1) 200 ampere circuit breaker in Panel MDP2 to serve this unit with a 200 ampere fusible switch located at the unit. Provide a feeder assembly with 2" conduit with 3 #3/0 plus ground. Assume feeder length to be 150 feet.

Learning Spaces

- Provide electrical connections to VRF ceiling cassette units, one per classroom, one per office.
- Provide electrical connections to a total of (6) VRF heat pump style condensing units that will support all VRF ceiling cassette units. Provide (6) 70 ampere circuit breakers in new Panel MH-1 (480 volt) to serve this new equipment.
- Provide electrical connections to five (5) new 4,000 CFM packaged dedicated outdoor air rooftop units. Provide (5) 50 ampere circuit breakers in new Panel MH-1 (480 volt) to serve this new equipment. BAS
- Provide electrical equipment connections for a new BAS system.

Fire Alarm

- Provide fire alarm equipment to suit each new air handling system 2000 cfm and above. Standard provision shall include a supply and return duct smoke detector with shut down relay installed and programmed.
- Smoke detectors for (5) air handling systems shall be included with pairs of duct detectors for each unit.

VC.



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.gov P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : **NORWALK COMMUNITY RECREATION CENTER AT
98 SOUTH MAIN STREET**

DATE: NOVEMBER 20, 2023

As you may know, subsequent to NEON Inc.'s departure from 98 South Main Street a number of years ago, the City acquired the remaining ownership shares of the building from South Norwalk Community Center. Currently, the City is the sole owner of the property. The building was constructed around 1984. It is a two-story structure totaling approximately 22,000 square feet. For over 30 years, this building served the community well and needs major renovation. Due to tenant occupancy coordination requirements and the need for the City to develop a comprehensive long-term use strategy for the building, the City has not sought out full tenancy of the building. At the present time, Americare is the only active tenant in the building which occupies approximately 10% of the building. Urban Community Action in Norwalk, Inc. is the only other tenant, but they are not active in the building.

In late 2018, the City issued a Request for Proposals (RFP) to lease the entire building for community service functions. We received one proposal from the Riverbrook Reginal Young Men's Christian Association, Inc. (YMCA) to provide family and children services which include health/wellness and community services programs. The proposal was based on a long-term lease arrangement together with a capital funding package (including private, City and State funds) necessary to implement major building renovation.

With the onset of Covid epidemic and its impact on constructions costs, the development of the project was delayed, unable to meet the planned turnover of the building which was scheduled for April 1, 2022. Following extensive efforts by the YMCA and the City, a decision was made to terminate the relationship between

the two parties. The City, thereafter, began to consider other building re-development options which lead to the concept of a Norwalk Community Recreation Center.

As the name of the facility suggests, this new facility will provide recreation and community programming opportunities for the entire City with an emphasis on youth in the South Norwalk community. The Center will be operated by the City's Recreation and Parks Department with the option to partner with a third party to operate afterschool programs. The Recreation and Parks Department has prepared a business and programming plan for consideration (Attachment A).

In response to the proposed development concept, staff have obtained pro bono services to prepare conceptual building plans (Attachment B) which include the complete renovation of the building with a new gymnasium addition. We also obtained a conceptual cost estimate (Attachment C) for the improvements. The projected cost estimate is approximately \$10,500,000, which includes hard construction costs, soft costs and some allowance for contingency. In addition, with the construction of the new gymnasium, we are anticipating the needs to remediate contaminated soil and related site work for an additional cost of \$1,500,000 for a total project cost of \$12,000,000.

In terms of budget, the approved funding package totals \$9,524,000 which includes:

- \$ 1,200,000 – GGP Funds
- \$ 1,200,000 – State DECD
- \$ 5,374,000 – ARPA (American Rescue Plan Act)
- \$ 1,750,000** – Federal HUD funds to the YMCA for 98 South Main Street project is \$2,000,000

Based on the above budget information, the Recreation and Parks Department is scheduled to seek the balance of the funding in the amount of \$2,500,000 as part of its 2024-2025 Capital Budget request.

Finally, we also prepared a project schedule which is herein attached as Attachment D.

Recently, the State Bonding Commission approved the City of Norwalk as the recipient of the DECD grant in the amount of \$1,200,000. As part of the requirements, the City through the Common Council is required to adopt the following resolution:

ACTION REQUESTED:

WHEREAS, the State of Connecticut through the Department of Economic and Community Development is authorized to extend financial assistance to the City of Norwalk for the development of the proposed Norwalk Community Recreation Center at 98 South Main Street: and

WHEREAS, it is desirable and in the public interest that the City of Norwalk makes an application to the State for \$1,200,000 in order to undertake the Norwalk Community Recreation Center development project.

NOW, THEREFORE, be it resolved by the Common Council of the City of Norwalk:

1. That it is cognizant of the condition and prerequisites for the State financial assistance imposed by the State of Connecticut, Department of Economic and Community Development (DECD); and
2. That the filing of an application for State financial assistance by the City of Norwalk in an amount not to exceed \$1,200,000.00 is approved; and
3. That Harry W. Rilling, Mayor, City of Norwalk is authorized to execute and file such application with the Connecticut Department of Economic Development (DECD), to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for financial assistance if such as agreement is offered, to execute any amendments, decision, and revisions thereto, and to act as the authorized representative of the City of Norwalk, including all documents relating to the implementation of the project.

If there are any questions or need any additional information, please do not hesitate to contact me. Thank you.

Cc: Darlene Young, Council Member
Tom Livingston, Chief-of-Staff
Robert Stowers, Director, R&P

CITY OF NORWALK RECREATION AND PARKS COMMUNITY CENTER NEEDS ASSESSMENT

EXHIBIT A



INTRODUCTION

There is interest in the City of Norwalk Recreation and Parks Department to open and operate the City Facility at 98 S. Main as a Recreation Community Center. The goal is to have a six-to-seven-day Recreation Center operations for families, children, teens, and targeted audiences for families and Youth at or below the Poverty Level.

SURVEYS AND ASSESSMENTS

The results of the top tier of the new Recreation and Parks Master Plan revealed that 21% of Norwalk residents, nearly 1 out of 5 are not satisfied that program and facility needs are not being met as compared to the National average of 16%. The need is for indoor Recreation facilities in the City of Norwalk. The Recreation activities requested by the

Norwalk Residents for indoor Recreation as outlined in the survey results was for; multi-use Space for Social gatherings and celebrations, Yoga, exercise, fitness. Even though not in the top half of the demand survey, there was a demand for Indoor sports such as basketball, volleyball, Children Gym Playgrounds racquet ball and perhaps pickle ball.

Although the top of priorities was related to the beach and outdoor activities, The survey points out a need for Indoor Facilities

Indoor Recreation Targeted Audiences – Families and adults, children, and Youth under the Poverty Level in South Norwalk.

DEMOGRAPHICS

Total population 88,755

Households 34,427

Average household Three persons

Of the Households 3029 are below the Poverty level, and an estimated 3378 single mom households are right at the Poverty level for a total of 6,407 households

Average Household Is Three in Norwalk is three (3) conservatively = 19,221 individuals at the Poverty Level or below

19,221 of the Population is at or under the Poverty Level



CITY OF NORWALK RECREATION AND PARKS COMMUNITY CENTER

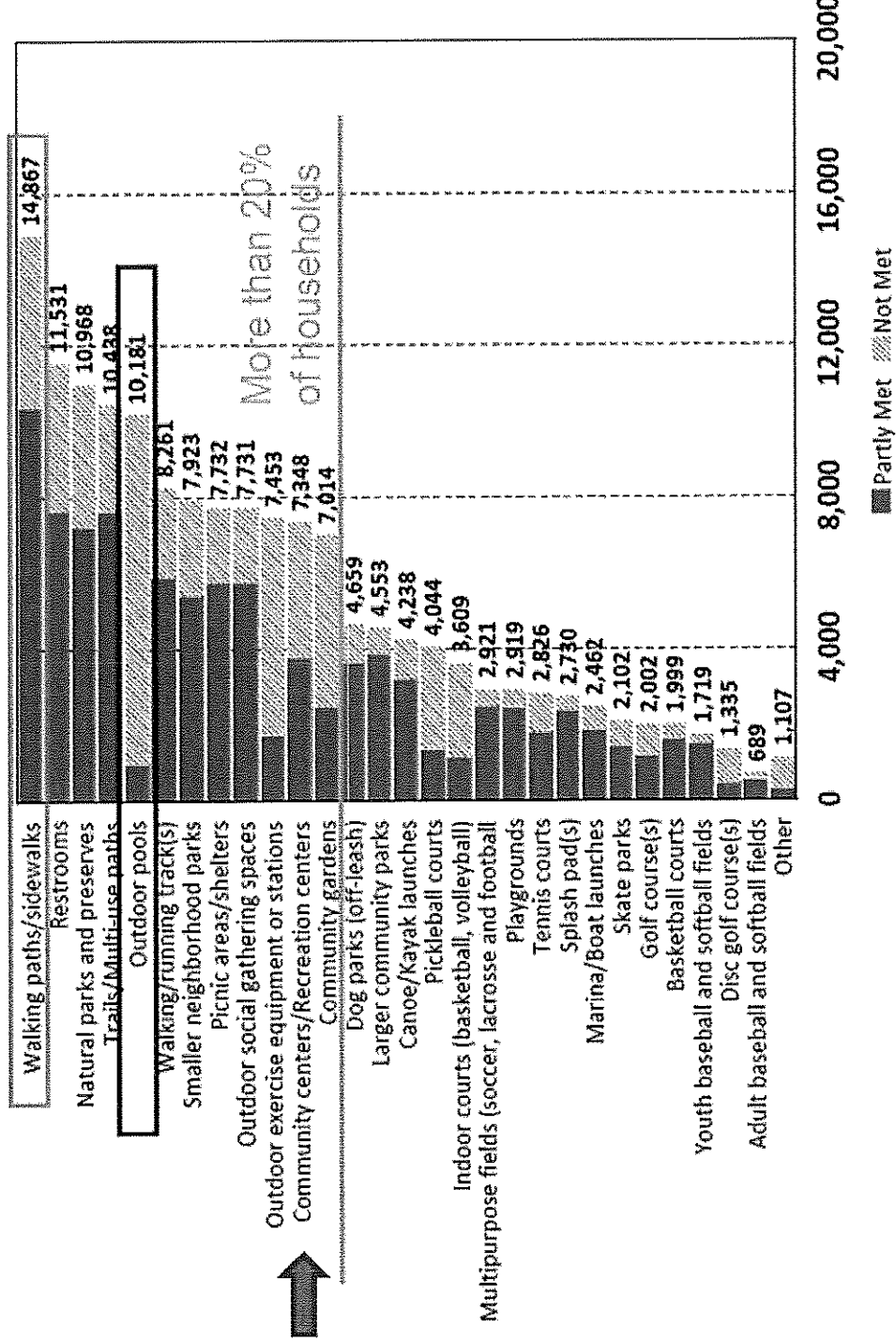
DEMOGRAPHICS

Measures	Households	Households below or at poverty Level	Number of persons per household	Total number of residents at or below Poverty level
Number	34,427	6407	3	19,221
Percentage	18.7% of total households			21.7% of the 88,537 Norwalk residents

Based on 34,427 Households

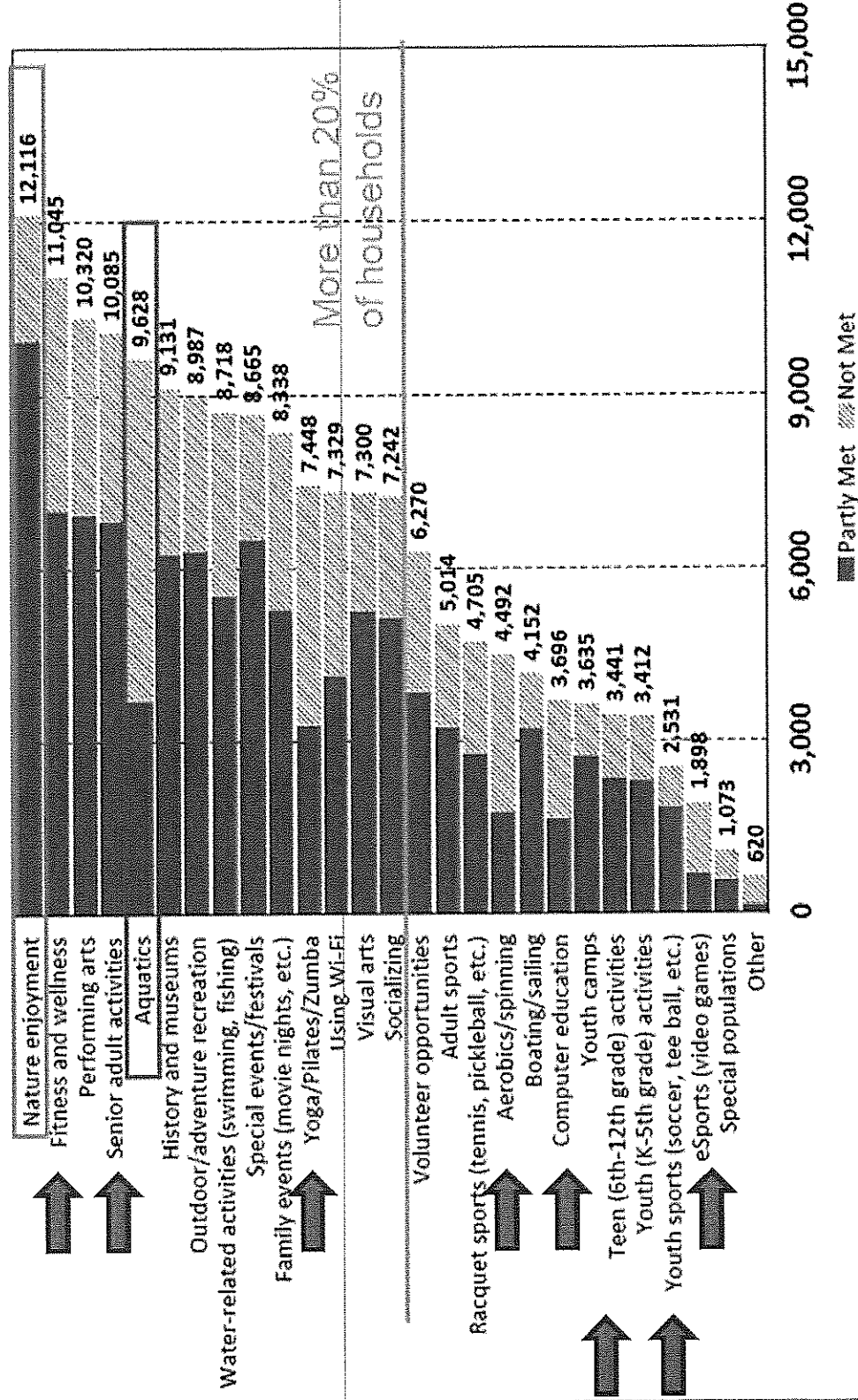
Q5[3]. Estimated Number of Households in Norwalk Whose Needs for Facilities Are Being Partly Met or Not Met

by number of households based on 34,427 households in the City of Norwalk



Q8[3]. Estimated Number of Households in Norwalk Whose Needs for Activities Are Being Partly Met or Not Met

by number of households based on 34,427 households in the City of Norwalk



Targeted Audiences For Recreation Activities and Services



- 21.7% of Norwalk Citizens live in families at or below the Poverty Level

- 9% or nearly 10% of youth 5-14, or 5th grade to 8th grade or between 1,729.89 and 1,922 at or below the Poverty Level

- 5.3% Youth from the 9th Grade to the 12th Grade, or 1,000 youth in this age Group or at or below Poverty Level

- Total number of Children and Youth at or under the Poverty level in Norwalk is 2729.89 and 2922 to be served.

CITY OF NORWALK RECREATION AND PARKS COMMUNITY CENTER

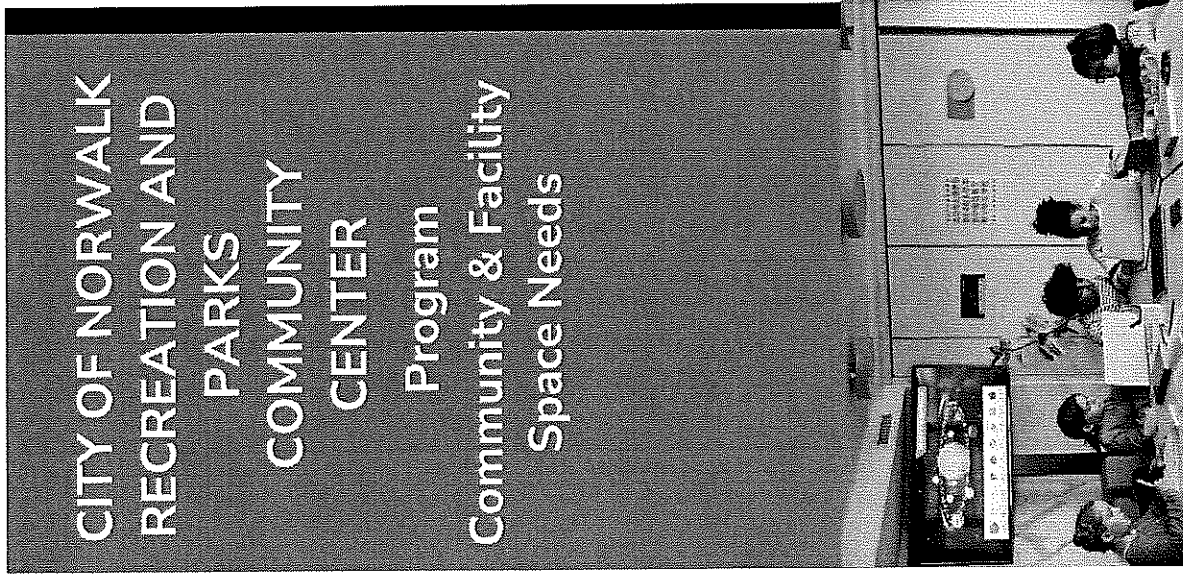
DEMOGRAPHICS

Measures	Total Population	population at or below Poverty Level	Youth 5 th to 8 th grade at or below poverty level	Youth 9 th to 12 th grade at or below poverty level	Total youth at or below Poverty Level
Numbers	88,537	19,221	1,922	1,000	2,922
Percentages	100%	21.7%	10% of population at or below poverty level	5.3% of population at or below poverty level	15.2% of Population at or below poverty level

CITY OF NORWALK RECREATION AND PARKS COMMUNITY CENTER

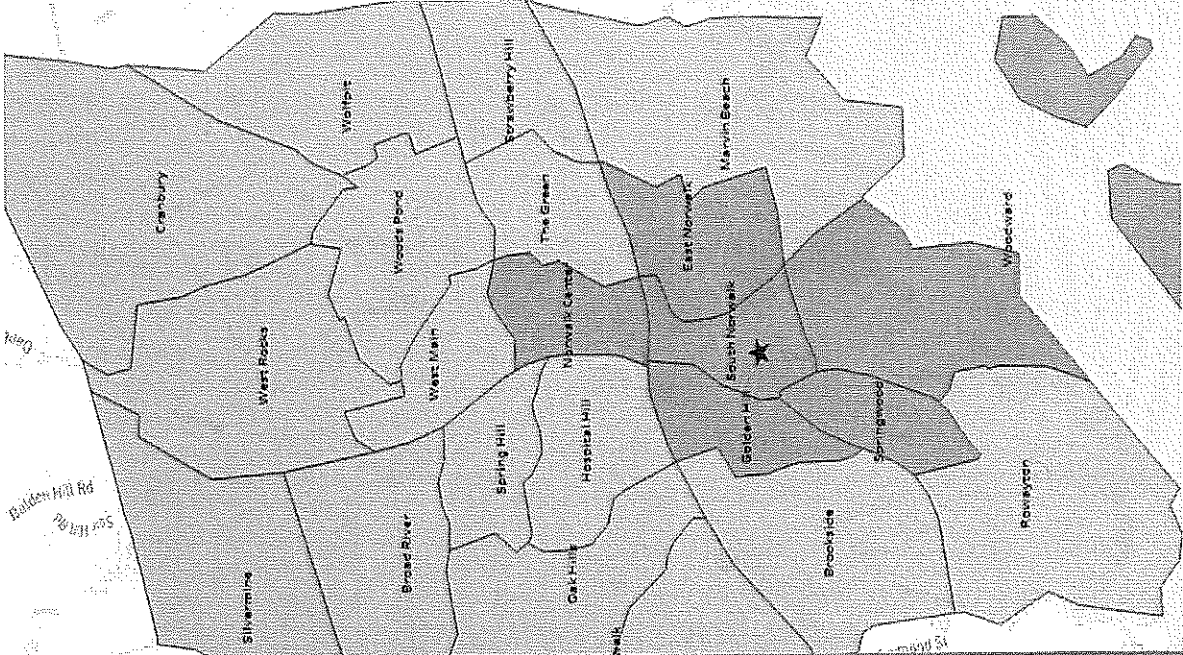
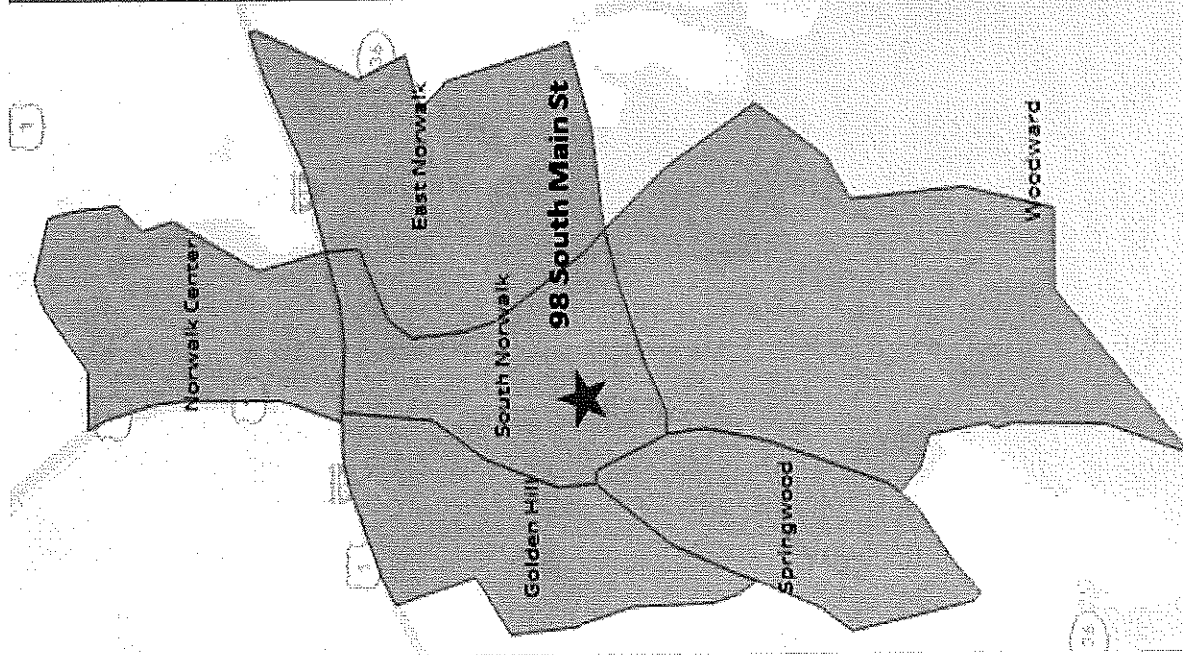
Program Community & Facility Space Needs

- **First Floor** Offices, Reception offices/ Scheduling offices on first Floor - 900 square feet
- Community meeting room # 1 – 2,000 square ft
- Community meeting #2 – 1,800 square ft
- Commercial Kitchen- 753 square ft
- Two restrooms = 400 square ft each = 800 square ft.
- Fitness Weight room = 1000
- Lounge /TV room = 700 square ft.
- Storage 1- 51 square ft
- Storage 2- 70 square ft
- New addition- Full sized Gym (High school) 8,250 square ft



Also make space for the Following second floor rooms:

- Ceramics and Art room 381 square feet
- Computer Lab – 550 square ft
- Esports-Gaming/Video 500 square feet
- Movie Room 1000 square ft
- Music room/with Piano 300 square ft
- Recording Studio/Sound room 500(300/200)
- Community room – 1718
- Kitchen 680 square ft
- Two music practice rooms 82 square ft each
- Storage room 1- 160 sq ft
- Storage room 2- 680 square ft
- Storage room 3- 301 square ft
- Storage room 4- 200 square ft
- Two small offices- 100 square ft each.



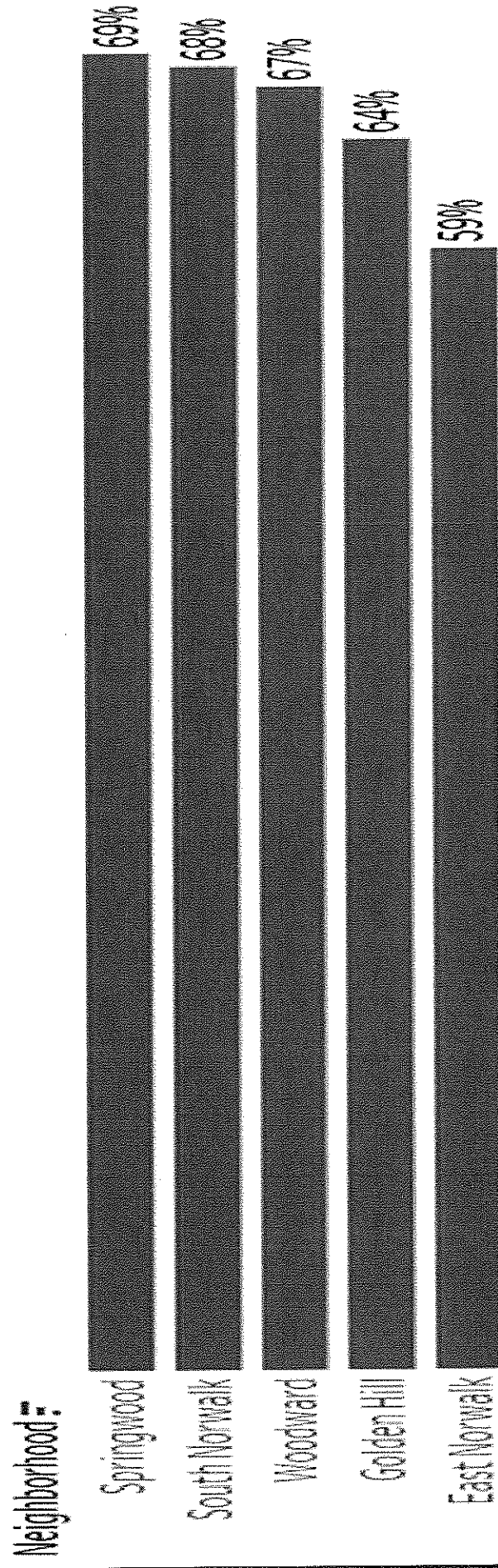
South Norwalk Neighborhoods in the vicinity of 98 South Main Street

6 Neighborhoods Adjacent to 98
South Main Highlighted

NORWALK RESIDENTIAL POPULATION DATA

	Residents by Income, % at ALICE			
	Low Income	ALICE	At ALICE Threshold	Above ALICE Threshold
				Total
S. Norwalk + 6 Surrounding Neighborhoods	4,764	13,145	17,909	13,499
% this Population	15.2%	41.9%	57.0%	43.0%
Other Norwalk Neighborhoods	3,327	16,716	20,043	37,086
% this Population	5.8%	29.3%	35.1%	64.9%
Total Norwalk	8,091	29,861	37,952	50,585
% this Population	9.1%	33.7%	42.9%	57.1%
United Way of Western CT Statistics	10%	33%	43%	57%
				100%

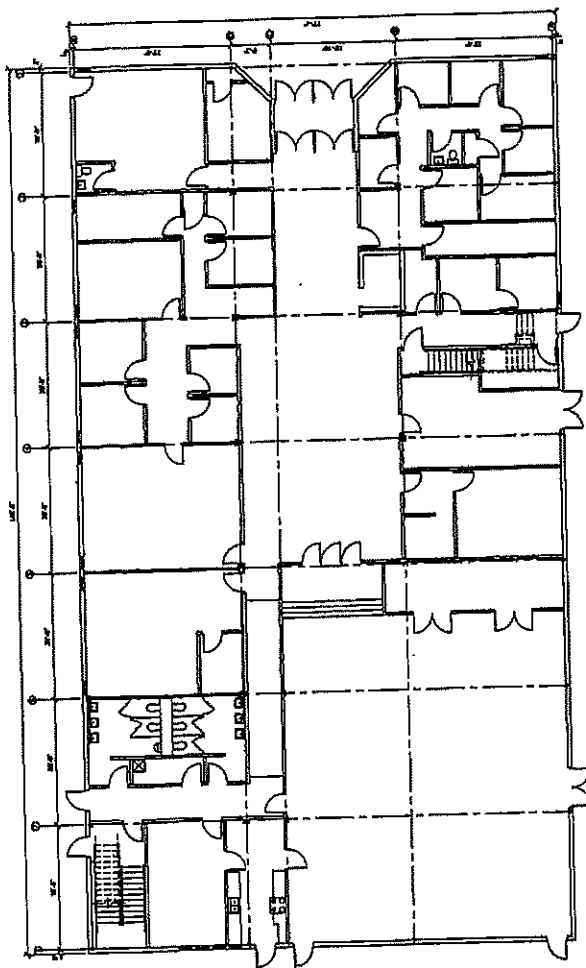
PERCENT OF STUDENTS LIVING IN EACH ADJACENT NEIGHBORHOOD
WHO ARE LOW INCOME



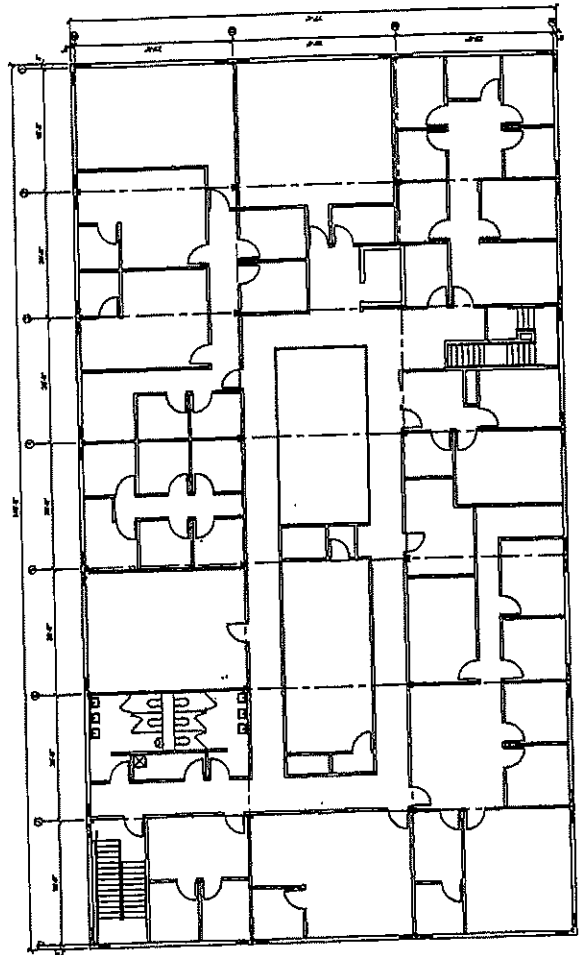
CITY OF NORWALK RECREATION AND PARKS COMMUNITY CENTER

PRO-FORMA				
Personnel	Hr. Rate	Hours	Budget	
Community Center Coordinator Mngr (1)	41.66	2080	\$ 86,652.80	Existing Budgeted Position
Recreation attendant (2)	18.56	2080	\$ 77,210.00	
Assistant Coordinator Mngr (1)	32.61	2080	\$ 67,828.80	Existing Budgeted Position
Recreation leader (2)	20.75	2080	\$ 86,320.00	
Teen leader (1)	20.75	2080	\$ 43,160.00	
Intermittent staff (3)	18.56	1040	\$ 57,907.00	Existing Budgeted Position
Personnel			\$ 419,078.60	
Benefits(38%)			\$ 159,249.87	
Total Personnel			\$ 578,328.47	
Instructors and artists Contracts			\$ 38,159.00	
Supplies			\$ 8,298.00	
Furnishings			\$ 13,500.00	
Equipment			\$ 9,000.00	
Eversource Heat			\$ 6,900.00	
SNEW Electric			\$ 27,000.00	
Insurance			\$ 8,155.00	
General Maintenance			\$ 7,650.00	
Elevator Maintenance			\$ 1,750.00	
Alarm Monitoring			\$ 2,250.00	
Janitorial/Custodial			\$ 90,000.00	
Cleaning Supplies			\$ 1,080.00	
Security System			\$ 5,000.00	
Telephones			\$ 2,200.00	
Copiers/Printing			\$ 2,500.00	
Computer/ Maintenance			\$ 20,000.00	
			\$ 243,442.00	
Total Estimated Operating costs			\$ 821,770.47	
Total Existing Budgeted Staff			\$ 221,770.00	
Total New Start-up costs			\$ 600,000.47	

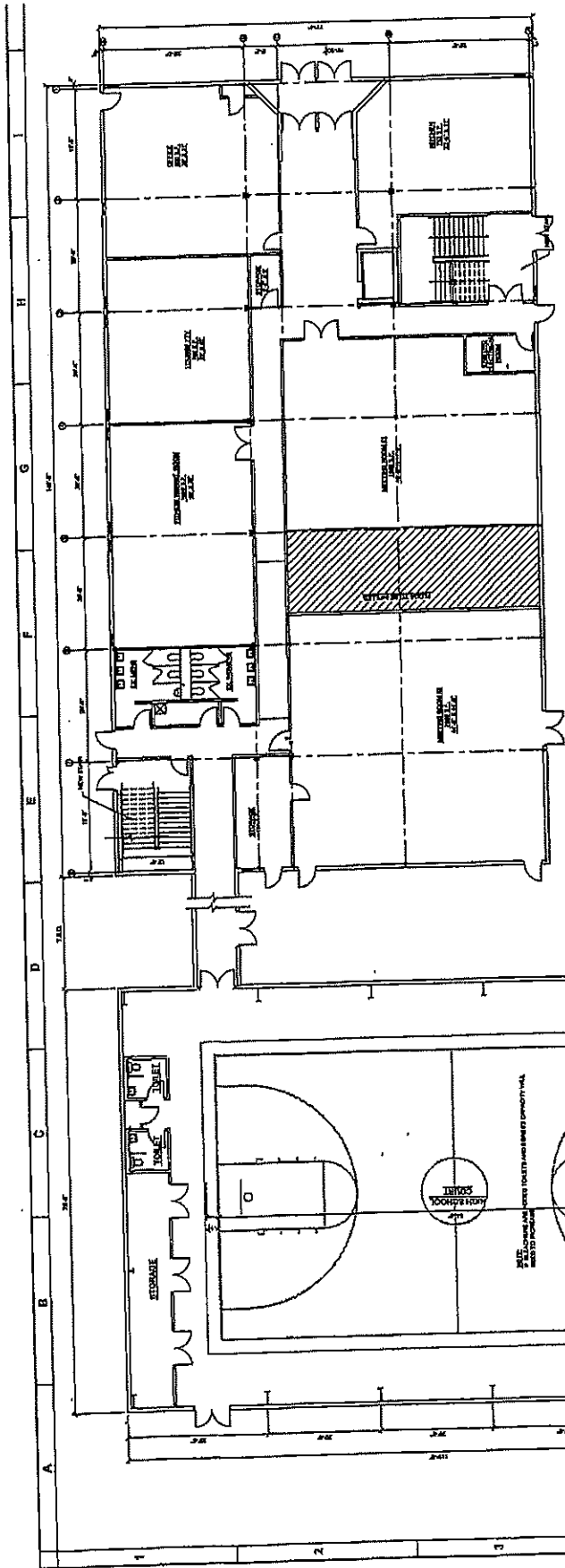
EXHIBIT B



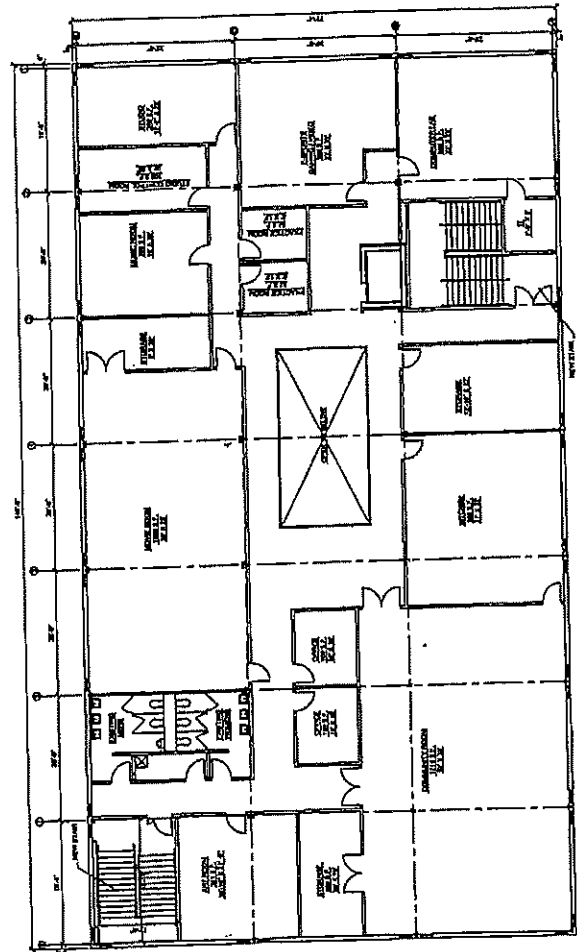
EXISTING FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"



EXISTING SECOND FLOOR PLAN
SCALE 1/4" = 1'-0"



1 MAIN LEVEL FLOOR PLAN
 1/8" = 1'-0"



2 SECOND FLOOR PLAN
 1/8" = 1'-0"

Exhibit C

11/27/2023

Norwalk Community Recreation Center

Currently Available		State Funds		YMCA		AARPA/City		Total available	
		\$		\$		\$		\$	
DIV.	Construction Costs	Projected Budget	Conceptual Design Adjusted Budget	Schematic Design Budget	Construction Document Phase Budget	Paid to date DECD	Paid to Date HUD	Paid to Date ARPA & City	Available Balance
1	Construction Trade Costs								
2	Project Requirements	\$ 162,116							\$
2	Selective Demolition	\$ 175,340							\$
2	Hazardous Material Abatement (site)	\$ 700,000							\$
3	Concrete	\$ 317,528							\$
4	Masonry	\$ 396,666							\$
5	Structural Steel	\$ 301,450							\$
5	Miscellaneous Metals	\$ 60,259							\$
6	Rough Carpentry	\$ 26,384							\$
6	Finish Carpentry	\$ 85,100							\$
7	Thermal/Moist, protect/metal panels	\$ 144,089							\$
7	Roofing	\$ 463,010							\$
8	Doors, frame and hardware	\$ 111,590							\$
8	Windows and glazing	\$ 185,440							\$
9	Drywall	\$ 156,317							\$
9	Acoustical Ceilings and panels	\$ 225,769							\$
9	Tile	\$ 11,664							\$
9	Flooring	\$ 345,985							\$
9	Painting	\$ 70,680							\$
10	Specialties	\$ 10,591							\$
11	Equipment	\$ 206,590							\$
12	Furnishings	\$ 6,784							\$
21	Fire Suppression	\$ 131,805							\$
22	Plumbing	\$ 180,937							\$
23	HVAC and Controls	\$ 1,423,982							\$
26	Electrical	\$ 862,354							\$
31	Site Preparation and Earthwork	\$ 124,861							\$
32	Site Improvements (modify parking lot-\$150k)	\$ 502,000							\$
33	Utilities	\$ 74,000							\$
	Program Manager	\$ 200,000							\$
Construction Soft Costs									
	Design Contingency	\$ 700,000							\$
	General Conditions	\$ 279,375							\$
	Professional and GL insurance	\$ 63,068							\$
	Construction Contingency	\$ 224,485							\$
	Fee	\$ 231,219							\$
	Payment and Performance Bond	\$ 67,477							\$

DIV.	Construction Costs	Projected Budget	Conceptual Design Adjusted Budget	Schematic Design Budget	Construction Document Phase Budget	Paid to date DECD	Paid to Date HUD	Paid to Date ARPA & City	Available Balance
	Escalation	\$ 749,000							\$ -
	Total GMP Cost	\$ 9,977,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Estimated Project Soft Costs								
	Furniture, Fixtures and Equipment (incl. IT)	\$ 200,000							\$ -
	Architect- Feasibility Study	\$ -							\$ -
	Architect Design Fees (including Consultants)	\$ 900,000							\$ -
	Owner's Representative	n/a							\$ -
	Commissioning	\$ 20,000							\$ -
	Testing and Inspection	\$ 20,000							\$ -
	Moving (Misc.)	\$ -							\$ -
	Builders Risk Insurance	\$ 21,639							\$ -
	Legal Services (no local fees)	\$ -							\$ -
	Bonding	\$ -							\$ -
	State Permit Fees	\$ 2,250							\$ -
	Building Permit Fees	\$ 80,000							\$ -
	Printing and Mailing	\$ 500							\$ -
	City Administrative Fees- other costs- allowance	\$ 2,500							\$ -
	Pre-Construction Fees	\$ 25,000							\$ -
	Owner Contingency (5%)	\$ 432,773							\$ -
	Total Soft Costs	\$ 1,704,662	\$ -	\$ -	\$ -			\$ -	\$ -
	Total Project Cost	\$ 11,682,577	\$ -	\$ -	\$ -			\$ -	\$ -

* Excludes \$250k reserved by YMCA for tenant fit up and FF&E

** Cost estimates for each phase to be updated as architect and CM are retained.

Norwalk Community Center Timeline (11/27/2023)**Architect Selection Process**

- November 1 Advertise for RFQ/P for architects.
- November 8 Walkthrough of building
- November 28 RFQ Submission Deadline
- December 6 Interview opportunity extended to firms.
- December 13 Interviews
- December 19 Proposals due.
- January 3 Land Use and Building Management Committee approval of architect
- January 9 Common Council approval of architect

CM Selection Process

- December 11 Advertise for CM RFP (assuming 1 step process)
- December 18 Walkthrough of building for CM's
- January 10 CM proposals due
- January 15 Interviews for CM
- February 7 Land Use and Building Management Committee approval CM
- February 13 Common Council approval of CM

Project Schedule

- February 15 Complete Conceptual Design
- March 8 Completion of Schematic Design
- April 30 Completion of Design Development
- August 15 Complete Construction Documents
- August 29 Advertise for trade bids.
- September 19 Bid Opening
- September 26 Completion of Scope Review
- October 2 Land Use and Building Management Committee approval of GMP
- October 8 Common Council approval for GMP
- October 31 Execution of GMP amendment in compliance with ARPA fund timeline requirements.

VD.



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.gov P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*

RE : **CRANBURY PARK/GALLAHER MANSION IMPROVEMENT
PROJECT – RFP FOR CONSTRUCTION MANAGER**

DATE: NOVEMBER 27, 2023

Cranbury Park/Gallagher Mansion is a valuable recreation, cultural and historic asset of the City of Norwalk.

Cranbury Park is approximately 227 acres of public parkland acquired by the City of Norwalk in 1965 from the Stevens Institute. Cranbury Park is Norwalk’s largest park. It is considered a “suburban park in an urban setting”. The Park is in the northeastern corner of the City and borders on the north and northeast side with Wilton. The Park consists of both open fields and a deciduous forest cover with specimen trees and seasonal wetlands.

The Gallagher Mansion is located within Cranbury Park. It was constructed in 1930 by Edward B. Gallagher and his wife Inez as a private residence. The Gallagher Estate is listed in the State and National Register of Historic Places. The mansion is a three-story Tudor Revival style that features oak paneling, French doors, painted murals, and stained-glass windows. The house was designed by Percy Livingston Power. The elegant house, formal garden, and tea house are popular spots for weddings, parties, and luncheons.

With all historic structures, building repairs and improvements are an integral part of preserving a valuable historic building asset. Recently, the City received a State of Connecticut grant through the Department of Economic and Community Development (DECD) in the amount of \$5,000,000 for the following improvements:

- Plumbing improvements to two bathrooms on second floor including waste and supply lines.
- Upgrade electric main panel, electric power to the kitchen and patio.
- Installation of new underground stormwater drain line for the gutter/leader system.
- Waterproofing of exterior masonry, including, but not limited to, repointing stone façade.
- Basement floor repaired once drainage system is completed.
- Upgrade interior finishes as directed.
- Demolish existing 5 cars maintenance vehicle garage and install a new structure.
- Park trails condition assessment

As part of the grant, the City has retained the architectural firm of Gisolfi Associates to implement this project. They have completed schematic design phase and they are in the design development phase. In order to finalize the scope of the project, it is essential that the City retains a Construction Manager (CM) to provide pre-construction services. These services include cost estimating, value engineering, constructability review, preparation of bid packages, bid solicitation and bid evaluation/award of the trade contractors.

Recently, the Purchasing Department issued a Request for Proposals (RFP) for CM. A total of two proposals were received. Attached is a summary of the two proposals. The City is familiar with both firms and based on the evaluation of the fee proposals, I would like to recommend Downes Construction Company for this project. This initial contract would be for Pre-construction services and at the same time, the agreement will incorporate fixed percentages for CM fee and CM contingency. Additionally, this agreement will include for reference purposes CM general conditions cost which will be adjusted based on the final project scope and schedule at the time of Guaranteed Maximum Price (GMP) amendment.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Downes Construction Company, LLC as the Construction Manager

**(CM) for the Cranbury Park/Gallaher Mansion Improvement Project.
Terms of the agreement shall include:**

- **Preconstruction Services - \$49,300**
- **CM Fixed Fees – 2.5%**
- **CM Contingency – 5% (balance revert to the City at project completion)**
- **General Conditions fee - \$581,539 (actual amount to be determined at the time of GMP)**

Subsequent to trade contractors' bidding, final GMP amendment will be submitted to the Common Council for approval. Funds for this agreement are available from the State DECD grant. Acct #09236030 5782 C0831

Thank you for your consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

CRANBURY PARK/GALLAHER MANSION IMPROVEMENT PROJECT - CM EVALUATION (11/6/23)

	Newfield		Downes	
Preconstruction Phase Services	\$	45,000	\$	49,300
CM Fees for \$3.5 million trade construction cost	4% equal	\$140,000	2.5% equal	\$87,500
General Condition fees Exhibit A	\$	124,000	\$	123,019
General Condition fees Exhibit B	\$	439,000	\$	458,520
Total	\$	748,000	\$	718,339
General Conditions Monthly	\$	35,000	\$	49,000
Current schedule has a 9 month construction period and should be sufficient to cover the project				

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER

DATE: NOVEMBER 28, 2023

RE: NORWALK ANIMAL CONTROL – IMPROVEMENT PROJECTS

On July 12, 2023 the City's Purchasing Department solicited bids for a renovation project requested by the Animal Control staff. Animal Control is the beneficiary of a private citizen donation of \$331,741.89.

The scope for the renovations project was captured by Gill & Gill Architect in a project manual and drawings.

The renovations include a new roof, gutters and accessories, door on the south side of the building, LED lighting in the dog kennel, painting of the kennel walls and floors with epoxy, kitchenette for staff, hot and cold water faucet on front and rear sides of the building, garage doors on exterior kennels, acoustic panels on kennel walls (noise reduction), and HVAC equipment (boilers and air handlers) replacement for the office space.

The City received three (3) bids. The results are as follows:

FIRM	Low Bidder
VAD Construction Corp	\$248,892.50
RE-TECH LLC	\$466,000.00
KAFA Group LLC (* Non-conforming bid)	*

After reviewing the submissions for this project, the Purchasing Department and the Office of Building Management recommend the award to the apparent lowest bidder, VAD Construction Corp.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with VAD Construction Corp, for the Animal Control Facilities Improvement Project for a total not to exceed \$248,892.50. Funds are available from account #430000 5765**
- b. **Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$24,889.25. Funds are available from account #430000 5765**