



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA WEDNESDAY, OCTOBER 2, 2019 AT 7:30 PM IN NORWALK CITY HALL, ROOM #333

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

September 4, 2019

IV. NEW BUSINESS

A. Review request for the City to accept donation of property located at 24 James Street.

B. Maritime Aquarium Functional Replacement Project

1. Review proposed Guaranteed Maximum Price (GMP) for the Maritime Aquarium Functional Replacement Project and refer the following recommendation to the Common Council for action:

- a. **Authorize the Mayor, Harry W. Rilling, to execute a GMP Amendment to AP/O&G's Construction Management Agreement for the Norwalk Maritime Aquarium Functional Replacement Project for a total not to exceed (amount to be determined). Funds are available in the Maritime Aquarium Functional Replacement Project Acct. #09194031 5799 C0635**
- b. **Approve a construction contingency in the amount of (amount to be determined) and authorize the Office of Building Management to issue Change Orders on Contract.**

2. Review Tighe & Bond's environmental engineering services proposal and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to enter into an Agreement with Tighe & Bond, Inc. for environmental engineering services for the Maritime Aquarium Functional Replacement Project to include soil monitoring services (not to exceed \$98,000) and hazardous building material abatement monitoring services (not to exceed \$20,000) for a total not to exceed \$118,000. Funds are available in the Maritime Aquarium Functional Replacement Project. Acct. #0919 4031 5799 C0635”

3. Review recommendation for material testing and inspection services and refer recommendation to the Common Council for action:

“Authorize the Purchasing Agent to issue Purchase Order(s) with (Name of testing lab to be determined) for the Maritime Aquarium Functional Replacement Project for a total not to exceed \$125,270.00. Funds are available in Maritime Aquarium Functional Replacement Acct. #09194031 5799 C0635”

C. School Construction Projects

1. Jefferson School – Review request to redirect Construction Solutions Group, LLC's program management fee for Jefferson School to the Jefferson School Improvement Project and refer the following to the Common Council for action:

“Authorized the Mayor, Harry W. Rilling, to execute an Amendment to Construction Solutions Group, LLC's contract for Program Management Services for school construction projects to allocate Jefferson School services to the Jefferson School capital budget account for a total not to exceed \$418,553.00 Acct. #09205010 5777 C0619”

2. Norwalk High School - Review bid results for the Norwalk High School wood paneling and wood door replacement project and refer the following to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the agreement with Newfield Construction, Inc. as the Construction

Manager (CM) for the Norwalk High School wood paneling and wood door replacement project, to accept the Guaranteed Maximum Price (GMP) in the amount of (\$ amount to be determined). Funds are available in Acct. #0918/195010 5777 C0610.

b. Authorize the NFCC to issue Change Orders on contract for a total not to exceed (amount to be determined).

3. **EXECUTIVE SESSION** : Discussion on the status of the New Columbus School at Ely DEEP's open space land conversion approval process and latest replacement land requirements.

4. School Construction Projects - update

V. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo,
Dated: September 27, 2019

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
SEPTEMBER 4, 2019**

ATTENDANCE: Thomas Livingston, Chair; Nicholas Sacchinelli, Beth Siegelbaum, Barbara Smyth, Chris Yerinides, Gregg Burnett (7:35 p.m.)

STAFF: Alan Lo, Buildings and Facilities Manager; Jim Giuliano, Construction Solutions Group;

OTHERS: Robert F. Cashel, Family & Children's Agency President and CEO; Thomas Hamilton, Board of Education CFO; Dr. Frank Costanzo, Board of Education

CALL TO ORDER

Mr. Livingston called the meeting to order at 7:32 p.m.

ROLL CALL.

Mr. Livingston called the roll. A quorum was present.

PUBLIC PARTICIPATION

There was no one from the public present.

MINUTES OF THE PREVIOUS MEETING(S)

June 24, 2019

**** MS. SMYTH MOVED THE JUNE 24, 2019 MINUTES.**

The following correction was noted:

Page 2, paragraph 3, line 2 and line 6: please change "Mr. Reynolds" to "Mr. Roberts"

**** THE MOTION TO APPROVE THE MINUTES OF JUNE 24, 2019 AS CORRECTED PASSED WITH THREE (3) IN FAVOR (SIEGELBAUM, SMYTH, AND YERINIDES) AND TWO (2) ABSTENTIONS (LIVINGSTON AND SACCHINELLI).**

July 17, 2019

**** MR. YERINIDES MOVED THE MINUTES OF JULY 17, 2019.**

**** THE MOTION TO APPROVE THE MINUTES OF JULY 17, 2019 AS SUBMITTED PASSED WITH THREE (3) IN FAVOR (LIVINGSTON, SMYTH, AND YERINIDES) AND TWO (2) ABSTENTIONS (SIEGELBAUM, AND SACCHINELLI).**

NEW BUSINESS.

A. Building Management.

1. Review proposal to renew Family And Children's Agency's lease for portions of Ben Franklin Center and refer the following to the Common Council:

Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with Family And Children's Agency for the use of portions of the second floor and third floor of Ben Franklin Center for its children's afterschool programs and administrative offices for a period of 5 years, beginning on September 1, 2019 to August 31, 2024. Annual utility payment shall be increased from \$2.50 per sq. ft. to \$2.75 per sq. ft.

**** MR. YERINIDES MOVED THE ITEM.**

Mr. Cashel, the Family & Children's Agency President and CEO, came forward and introduced himself. He spoke about the programs the organization operates on the third floor of Ben Franklin Center and the various space on the second floor. One of the large rooms has allowed the program to have training programs and also bring in families for programs.

Mr. Burnett joined the meeting at 7:35 p.m.

Mr. Lo said that one of the leases expired last week and the other one will expire in February. He recommended that the Committee approve the proposed 5 year lease. Mr. Cashel said that one of the issues with non-profits is the funding and due to this type of lease, the Family & Children's Agency (FCA) is able to use 90 per dollar on programming rather than administration.

Mr. Burnett asked why there were two different contracts. Mr. Lo explained that when the first lease was done, the second floor was not available. Mr. Burnett asked why the lease term was five years instead of two years. Mr. Lo said that he had thought it would give FCA the ability to manage their business planning. Mr. Burnett asked what would happen if the City decided to use the building for something else. Mr. Livingston explained that there are termination clauses in the leases.

Mr. Sacchinelli asked who maintains the building. Mr. Cashel pointed out that the Family and Children's agency had made some significant improvements. Mr. Lo reviewed the general maintenance agreement.

**** THE MOTION PASSED UNANIMOUSLY.**

2. Review bids for replacement of mechanical unit at Nathaniel Ely Center and refer the following to the Common Council:

a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with All State Construction Inc. for the Nathaniel Ely Roof Top Units Replacement Project for a total not to exceed \$60,433.00. Funds are available from account 0920 7100 5777 C0266.

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$6043.00.

**** MR. SACCHINELLI MOVED THE ITEMS.**

Mr. Lo said that there were two units on the roof and this would combine them into one unit.

**** THE MOTION PASSED UNANIMOUSLY.**

B. School Construction Projects.

1. Review Eversource energy efficiency incentive agreement for Ponus School and refer the following to the Common Council:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Eversource to receive Energy Efficiency Incentive Payment for the Ponus School Addition And Renovation Project for the amount up to \$320,805.00.

**** MS. SMYTH MOVED THE ITEM.**

Mr. Lo gave an overview of the project and explained that the project exceeded energy efficiency requirements. There is a benefit to the City, but the incentive funding will not be paid until they finish the project.

**** THE MOTION PASSED UNANIMOUSLY.**

2. Review Norwalk High School Construction Management Proposal and refer the following to the Common Council:

a. Authorize the Mayor, Harry W. Rilling to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School Wood Door And Paneling Replacement Project State Project No. 103-0250 A/CV. Terms of the agreement shall include the following:

Preconstruction Phase Services (including Reimbursement allowance)	\$15,000.00
CM Fees (%of total trade bids)	2.50%
CM Contingency (% of total trade bids)	2.00%

Following bidding proceed process, final contact price (GMP) will be submitted to the Common Council for approval. Account # 09195010 5777 C0619 and Account #09205010 5777 C0619.

b. Authorize the Mayor, Harry W. Rilling to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School Black Box Theater/Media Pathway, Learning Commons, Main Entrance Project State Project No. 103-0252. Terms of the agreement shall include the following:

Preconstruction Phase Services (including Reimbursement allowance)	\$25,000.00
CM Fees (%of total trade bids)	2.50%
CM Contingency (% of total trade bids)	2.00%

**** MS. SIEGELBAUM MOVED THE ITEMS.**

Mr. Giuliano gave a brief overview of the two separate projects.

The wood panels were removed at Norwalk High School (NHS). Due to late approval by the State, the bids for a Construction Manager for the replacement materials and wooden door replacements were delayed. The doors can be replaced while school is in session.

Mr. Livingston asked if the new doors will have improved security. Mr. Giuliano said that they would match as the security measures were already in place.

The second project, No. 102-0252, was submitted to the State in June. Both project need to go out to bid, but it is expected that the wood replacement project will come in under projection. Mr. Giuliano explained that the reimbursement projects were all bundled together and then the scope of the projects were reduced to \$11.5 million with a variance of \$282,314. These figures will be submitted on the grant application. Mr. Giuliano distributed copies of the CSG project plans to those present.

Mr. Giuliano said that he had to reduce the scope of some of the work to \$11.5 million.

Mr. Burnett asked about the letter dated May 31st. Mr. Giuliano explained that the code violation was a category listing. The reimbursement rate will be 32.5%.

**** THE MOTION PASSED UNANIMOUSLY.**

3. Review recommendation for architects for Jefferson School Improvement Project and refer the following to the Common Council:

a. Authorize the Mayor, Harry W. Rilling to execute an agreement with Antinozzi Associates to provide architectural services for the Jefferson Elementary School-Renovate-As-New Project State Project No. 103-0251 for a total amount not to exceed \$1,565,500. Account # 09195010 5777C0619.

b. Approved a contingency for reimbursable expenses and additional services as may be required for a total not to exceed \$50,000.

**** MS. SMYTH MOVED THE ITEMS.**

Mr. Giuliano reviewed the schedule for renovating Jefferson as new. He explained that because the school has three floors, the building must be vacated. He reviewed the term of "renovate-as-new" as opposed to an "alternation". The "renovate-as-new" option requires that all the new materials must last 20 years.

Mr. Sacchinelli asked why they did not go with Silver Petrucelli. Mr. Giuliano explained that Antinozzi Associates was familiar with the buildings, the school construction projects and past history for renovation status. Mr. Lo added that there was also a rating sheet that the review committee uses. The submitted amounts were very close.

Ms. Smyth asked about the variations in the fees. Mr. Giuliano explained that Antinozzi Associates had a higher fee for the renovation fee which indicated to him that they were well acquainted with the amount of work involved in the process.

Mr. Burnett asked if Antinozzi Associates had worked in Norwalk. Mr. Giuliano said that they were working at NHS right now.

Mr. Giuliano was asked how long the Jefferson students would be at Ponus. Mr. Giuliano said that they expected the Jefferson student to be at Ponus for a year and a half. He listed the break out of the various approval time lines for the Committee.

**** THE MOTION PASSED UNANIMOUSLY.**

4. Update on School construction Project.

Mr. Giuliano said that there was a successful summer but that some of the classrooms only had sealed concrete floors. There was more abatement done than expected. Those teachers in more unfinished areas on the first floor will be moving into completed classroom in the new addition.

Mr. Giuliano then reviewed all the updates in the Construction Solutions Group (CSG) information packet with the Committee.

Mr. Giuliano explained that there was a programmatic change by the BOE which resulted in the elimination of a math lab. This space about the size of two classrooms will be left as flexible space. When the program change was being discussed, the construction crew was able to leave the space in a condition where walls could be installed easily in the future. Mr. Lo said that there were some savings due to this.

The Ponus tunnel pipe replacement has been moving forward and has come in under projected cost. Mr. Lo explained that one must remove the asbestos coating first before assessing the pipe conditions.

Mr. Burnett noted that the budget shortfall was incorrect. Mr. Giuliano agreed and said that the (375,000) should be changed to (1,000,000).

Ms. Smyth said that the day that the staff returned to NHS, they were upset with the condition of the bathrooms and the walls. She reached out to Mr. Giuliano about the staff's concerns.

Mr. Hamilton said that he thought there was a mis-communication between the GM and the staff because wood paneling was removed. Mr. Giuliano agreed and said that the replacement paneling is in the process of being bid. Drywall was put in place to cover gaps. In most of the locations, the drywall will be permanent and will be painted. Mr. Giuliano said that he hoped to have everything completed by December.

The bathrooms need replacement valves and some of the toilet carriers were cemented into the floor rather than being bolted into place.

Mr. Livingston asked if NHS would be closed next summer. Mr. Giuliano said that he would recommend that because of the bathroom renovations. There are some areas that have not been tested and so they must be treated as contaminated. Due to the valve issue, the water may have to be shut off to the entire building.

The elevator is up and running. Mr. Burnett s noted that the ladder had to be moved and wanted to know who absorbed the cost. Mr. Giuliano said that the bad module in the elevator would not be charged to the school.

Mr. Burnett asked about the \$9 million difference between the Current Budget and Projected Budget. Mr. Livingston said that the funding was moved around and so they have the funding in place.

5. Presentation on latest student enrollment information

Mr. Hamilton and Dr. Costanzo came forward and narrated a presentation that had been given to the BOE recently. (See attached)

Mr. Burnett asked if there were any plans to build additional schools beyond Nathaniel Ely. Mr. Hamilton said that there was interest in expanding the dual language program beyond the current structure by replacing it with a K-8 school or installing a separate dual language house at West Rocks.

Mr. Hamilton said that when they analyze the renovate as new option, the schools last longer. Mr. Burnett pointed out that at BMHS it cost the City \$72 million and was still in good shape some 15 years later. He said that he would rather spent \$20 million on a school and do it right than make repairs hodge-podge. Mr. Hamilton explained that when the District renovated as new, the State expects the building to last 20 years. If it doesn't, then the State may required the City to repay the funding. Discussion followed.

C. Maritime Aquarium

1. Review proposals to remove underground heating oil tank and refer items to Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Enviro Shield Inc. for the Norwalk Maritime Aquarium underground heating oil storage tank removal project for a total not to exceed \$9,250.00. Account #09177100 5777 C0543 and account # 0919/20710 5777 C0476

b. Approve a contingency in the amount of \$9000 for miscellaneous work and removal of approximately 7000 gallons of residual oil at 0.94 per gallon. Removal and disposal of contaminated soil (if any) has not been included in this contract.

**** MR. SACCHINELLI MOVED THE ITEMS.**

Mr. Lo said that the State will only reimburse for replacement. They discovered a 33 year old underground fiber glass oil tank by the bus turn around. This is by the current staff parking Lot. The Aquarium converted to gas heating sometime ago. This is City property. Mr. Lo said that he had spoken to the Mayor about this. Part of the cost could be borne by some Building Managements accounts. There are 7,000 gallons of oil in the

tanks. The tank has to be removed during low tide. Because the tank is doubled sided, there should not be any contamination issues. Mr. Sacchinelli pointed out that there would be a higher risk due to the proximity to the Norwalk River.

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. SACCHINELLI MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**

**** THE MOTION PASSED UNANIMOUSLY.**

Springwood Ely Park Tennis Courts Improvement Project.

Mr. Lo distributed a memo dated January 3, 2018 from him to the Recreation and Parks And Cultural Affairs Committee. Mr. Lo said that he might have to bring to the Council. He said that the Norwalk Grassroots Tennis and Education account # listed on page 2.

A brief discussion then took place on the following items:

a. Authorize the mayor to execute an agreement with classic turf company LLC for the Springwood Ely Park Tennis Court Development Project for a total not to exceed \$950,000. Account number 0917/186030 5777 C0321, 09175010 5777 C0585 and \$300,000 from Norwalk Grassroots Tennis and Education (account to be determined).

b. Authorize the office of building management to issue change orders on contract for a total not exceed \$95,000. Account number 091860305777C0321, 091760305777C0364, 091750105777C0585 and \$50,000 from the Norwalk Grassroots Tennis and Education (account to be determined).

MISCELLANEOUS/DISCUSSION ITEMS

There were no additional items to discuss at this time.

ADJOURNMENT

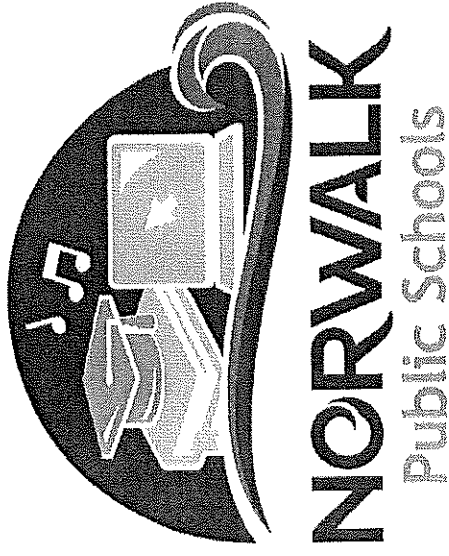
**** MR. SACCHINELLI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:21 p.m.

Respectfully submitted,
S. L. Soltes
Telesco Secretarial Services

City of Norwalk
Land Use and Building Management
Regular Meeting
September 4, 2019



NPS 10 Year Enrollment Projections

July 25, 2019

2019 Milone & MacBroom Update

- Milone & MacBroom – February 2016 Facility Utilization Plan
- Annual Updates for SBB Budget Purposes
- 2019 Long Range (10 Year) Enrollment Projection Update:
 - Incorporates Approved Facilities Master Plan
 - Construction status – As of June 2019
 - District Choice Initiatives
 - K-8 Schools
 - Separate Schools for CGS and P-Tech
 - Updated data on population, births, in/out-migration, persistency ratios, new housing construction, etc.

Cohort-Survival Projection Method

- Historical Norwalk birth rates and trends
- Historical Norwalk birth to kindergarten ratio
- In-migration
- Out-migration
- Norwalk Persistency ratio
- Economic Conditions & Assumptions:
 - New housing & home sales/price
 - Housing multiplier by housing type
 - Employment/unemployment
 - Population
- Three Scenarios: Low, Medium & High. Milne & MacBroom believes the high growth scenario remains the most likely

Key Findings

- Norwalk population grew 4.6% from 2010 to 2017
- School enrollment has rebounded from lows in mid-2000's and has continued to grow
- Pre-k – 12 enrollment up 6.2% from a decade ago
- Projected Enrollment over next 10 years – 4.7% overall growth based on High Growth Scenario (deemed most accurate by Milone & MacBroom):

➤ PreK – 5	+2.8%
➤ 6 – 8	+0.7%
➤ 9 – 12	10.5%
- Individual projected school enrollments vary widely – Implications for choice programming, enrollment policy, future capital needs, feeder patterns & potentially neighborhood boundaries

Projected Enrollment Highlights

Elementary PreK – 5:

- Overall enrollment dips slightly for three years, then grows modestly by +2.8% over the 10 year period
- Magnet programs assumed to be filled at 95% of enrollment capacity
- New magnet programs at Ponus Lower STEAM school and Norwalk Global Academy draw some students who would otherwise have attended a neighborhood school
- Current over-crowding at some schools is alleviated; Naramake & Wolfpit schools drop below 300 students beginning in 2021-22, suggesting the need for some deliberate action to bolster enrollment at these two schools

Projected Enrollment Highlights

Middle School – 6 - 8:

- Overall enrollment remains steady at approximately 2,600
- Projection assumes opening of Ponus STEAM Magnet Upper School and Columbus Pre-K-8 Bank Street Magnet on original schedule
- Magnet programs assumed to be filled at 95% of enrollment capacity
- Based on current feeder pattern and other factors, widely varying enrollments are projected by 2028-29:
 - Roton MS would grow to 750 students
 - Nathan Hale MS would decline to 440 students
 - Ponus Upper School would peak at 708 students in 2024-25

Projected Enrollment Highlights

High School – 9 - 12:

- Enrollment grows at a robust 10.5% to approximately 4,000 students
- Projections separate Center for Global Studies and Norwalk P-TECH into two separate schools
- Based on current feeder pattern, by 2028-29 enrollments at the two comprehensive high schools diverge:
 - BMHS would increase to 2,132 students, plus 305 at CGS
 - Norwalk High School would decline to 1,116, plus 391 at P-TECH
- The District will need to take affirmative steps to better distribute students among the available seats

Implications of Enrollment Report

- Proposed Wolfpit Integrated Arts Magnet Program would help offset the projected enrollment decline at Wolfpit due to its small and aging attendance area
- Integrated Arts Magnet would feed to Nathan Hale and Norwalk HS, helping to partially offset the enrollment declines projected in these two schools
- Other factors may be impacting projected enrollment at these two schools; District needs to develop a plan to rebalance middle and high school enrollments among the available seats. Options include:
 - Expand choice options
 - Move toward open enrollment at high school level
 - Facility Addition at Raton MS to meet enrollment & IB Middle Years Pathway
 - Review feeder patterns
 - Review neighborhood school boundary lines

August 22, 2019

Councilman Tom Livingston
Chairman Land Use Committee
125 East Avenue
Norwalk, CT 06851

Re: 24 James Street, Norwalk, CT

Dear Councilman Livingston:

Thank you for considering the possibility of the City of Norwalk accepting title to 24 James Street as a gift.

I am offering to give the City of Norwalk title to my property at 24 James Street.

Please let me know what the next step are to follow in this process.

Thank you.

Best regards,



Andrian Straistaru

Tel: 203 644 8651

E-mail: andriuha.85@gmail.com

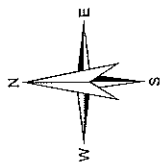


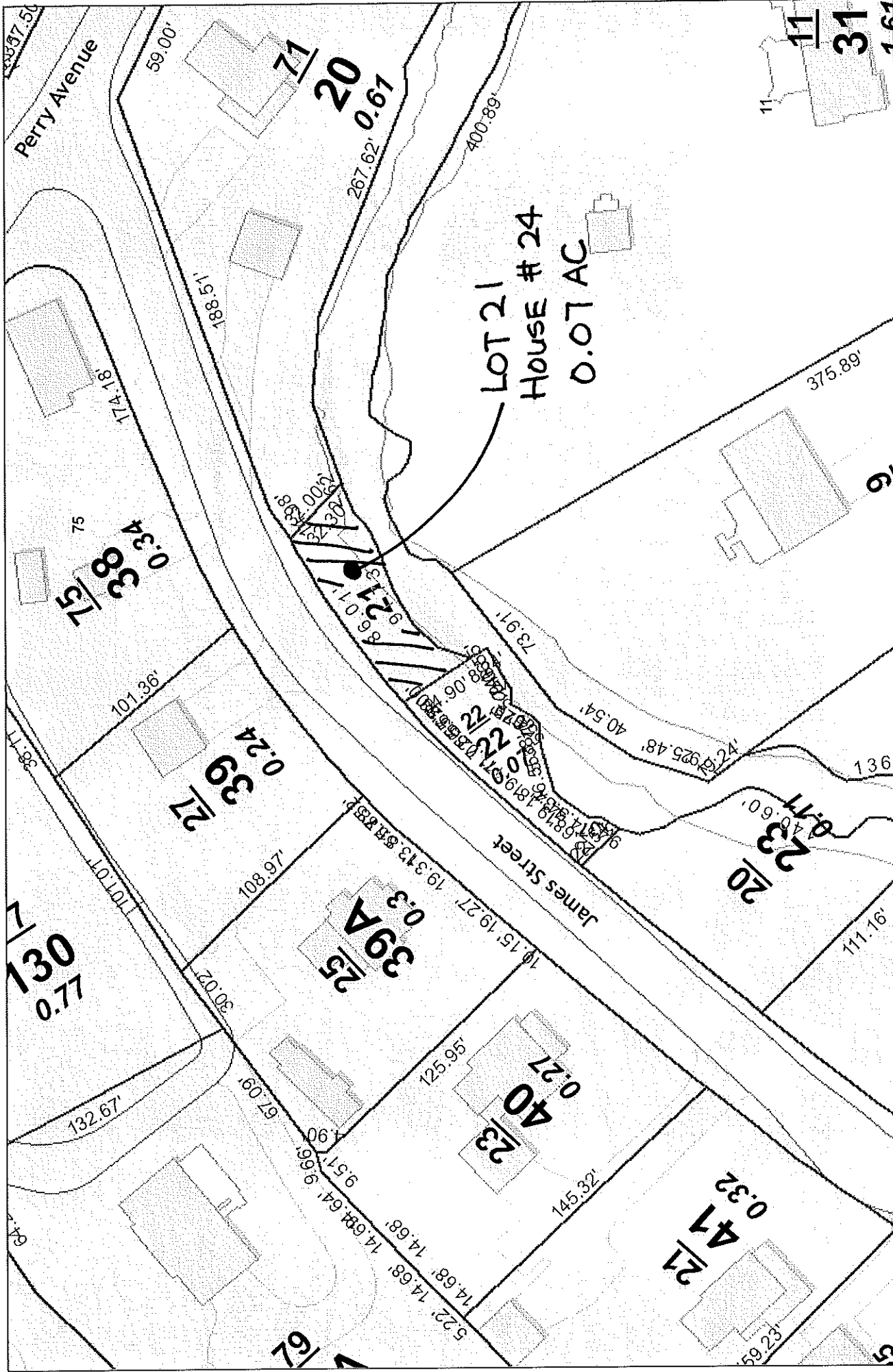
24 JAMES STREET

Norwalk, CT

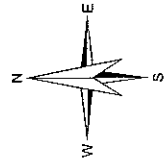


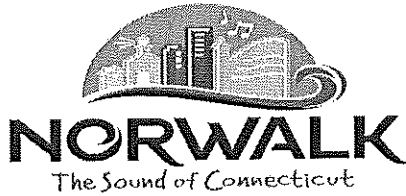
1 inch = 604 feet





Norwalk, CT





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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 MEMBERS OF NFCC

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : MARITIME AQUARIUM – AP/O&G –
 GUARANTEED MAXIMUM PRICE (GMP)

DATE: SEPTEMBER 24, 2019

As you know, the City of Norwalk, as the property owner of the Maritime Aquarium, has taken on the management responsibilities for the Maritime Aquarium Functional Replacement Project necessitated by the proposed Walk Bridge Replacement Project. The Maritime Aquarium project was designed and advertised for bids last year. The bids process was not successful and subsequently, we amended the project scope by limiting the project to the construction of a new 4D Theater and the replacement of the Seal Tank. The State DOT also revised the budget and established a cap of \$40,000,000.

On September 23, 2019, the City together with AP/O&G, our Construction Management team (CM), received bids for this amended project. The initial bid results are favorable, however, the CM requires time to conduct scope review with various trade contractors to confirm their understanding of the project scope and pricing. Thereafter, the CM has to consolidate the trade contractors' bids and incorporate all applicable CM soft costs and allowances to arrive at a Guaranteed Maximum Price (GMP).

In light of the time needed to develop the GMP, please be advised that the CM will provide me with the GMP (or partial GMP depending on the progress of the scope review) on October 2, 2019 and I will bring the GMP package to the Committee meeting for consideration. Please be advised that concurrently, the GMP will be

submitted to the State DOT – Rights of Way and the Maritime Aquarium for their consideration.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute a GMP Amendment to AP/O&G's Construction Management Agreement for the Norwalk Maritime Aquarium Functional Replacement Project for a total not to exceed (amount to be determined). Funds are available in the Maritime Aquarium Functional Replacement Project Acct. #09194031 5799 C0635**
- b. **Approve a construction contingency in the amount of (amount to be determined) and authorize the Office of Building Management to issue Change Orders on Contract.**



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 MEMBERS OF NFCC

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

RE : MARITIME AQUARIUM – TIGHE & BOND
 ENVIRONMENTAL MONITORING SERVICES

DATE: SEPTEMBER 25, 2019

As part of the Maritime Aquarium Functional Replacement Project, we have identified various environmental hazardous materials that will be impacted due to the implementation of this project. These hazardous materials include building materials and exterior subsurface polluted soils.

Tighe and Bond is the civil engineering firm for this project. Their environmental division has provided technical support in identifying the issues and has developed the remediation plan for disposal and environmental management plan to address construction activities. Environmental monitoring services during construction phase are not part of their basic services and hence, Tighe & Bond has provided the attached additional services proposals for hazardous building materials and for polluted soil. These proposals include full scope of services and we anticipate that the construction team will work to manage the actual monitoring services required.

ACTION REQUIRED:

Authorize the Mayor, Harry W. Rilling, to enter into an Agreement with Tighe & Bond, Inc. for environmental engineering services for the Maritime Aquarium Functional Replacement Project to include soil monitoring services (not to exceed \$98,000) and hazardous building material abatement monitoring services (not to exceed \$20,000) for a total not to exceed \$118,000. Funds are available in the Maritime Aquarium Functional Replacement Project. Acct. #0919 4031 5799 C0635

N-0814-P012
May 14, 2019

Mr. Alan Lo
Building and Facilities Manager
Engineering and Construction Division
City of Norwalk
125 East Ave
Norwalk, CT 06856

Re: **Proposal Request
Hazardous Building Materials Abatement Construction Administration
The Maritime Aquarium at Norwalk**

Dear Mr. Lo:

Tighe & Bond, Inc. (Tighe & Bond) is pleased to submit to the City of Norwalk (the "City") this Proposal Request for The Maritime Aquarium at Norwalk (the "site"). This Proposal Request includes Hazardous Building Materials Abatement Construction Administration for the Renovation Project (the "Project") at the site. Hazardous Building Materials Abatement Construction Administration was not included in our initial proposal dated July 24, 2017, with the Project Architect.

This Proposal Request is based on the request of Mr. Alan Lo of the City during a conference call conducted on May 1, 2019. The Proposal Request revises the Amendment Request dated August 31, 2018, which was submitted to the Project Architect at the request of Mr. Paul Stone of Karp Associates, Inc. (the "Owner's Representative") during a conference call conducted on August 24, 2018. This Proposal Request includes Construction Administration during Hazardous Building Materials Abatement and is based on the Design Development (DD) Drawings dated May 10, 2019.

Scope of Additional Services

Pre-Abatement Services -Tighe & Bond will attend one project meeting with the Norwalk Maritime Aquarium (the "Owner")-selected Abatement Contractor prior to the start of the work to review on-site required hazardous building materials abatement.

We will address specific needs to provide an overview of the Project and assist with review of required documentation for the hazardous building materials abatement work detailed in Tighe & Bond's hazardous building materials abatement specifications. Tighe & Bond will provide the necessary advice and support to the Owner and Owner's Representative to evaluate selected abatement trade contractor's submittals. To accomplish this task, we will review the abatement contractor submittals including:

- Abatement plans: These plans (including site specific site planning, loss control, protective equipment, isolation, decontamination, clean-up, etc.) will be based on the technical abatement specifications and the approved Plan, the abatement decontamination facilities drawings and their locations, the work area isolation plan with layout of engineering controls (e.g. High Efficiency Particulate Air [HEPA] filters, etc.), and will describe the contractor methods for managing project Site planning, such as a security plan, a routing plan for removal of contaminated materials from the building, and a listing of all tools, equipment and supplies proposed for use during the abatement project;
- Description of protective clothing and approved respiratory protection systems to be used;

- Explanation of decontamination sequence;
- Description of asbestos stripping, removal and disposal methods;
- Description of the final clean up procedures;
- Proposed waste disposal landfill and procedures for disposal and hauling to disposal sites;
- Emergency procedures plan in the event an injury or illness during the work;
- Regulatory agency notification regarding the abatement schedule and other pertinent information necessary to assure that the contractor has obtained all necessary permits and approvals; and
- Contractor, transporter and disposal facility licenses, operating permits, and certificates of insurance

Abatement Project Management and Meetings - We have assumed that weekly job meetings will be conducted at the site for the duration of abatement. We have estimated attendance at 5 weekly job meetings. We shall review contractor auditable cost reporting and controls, review contractor requests for payment, and provide recommendations to Owner's Representative and the Owner. We will interact with the United States Environmental Protection Agency (EPA), Connecticut Department of Public Health (CTDPH), and Connecticut Department of Energy and Environmental Protection (CTDEEP). If required, we will provide assistance to resolve disputes regarding the hazardous materials abatement work and have assumed 60 hours for this task.

Abatement Project Monitoring and Daily Documentation - Tighe & Bond will provide trained and CTDPH-licensed Asbestos Project Monitors, with experience in Polychlorinated Biphenyls (PCB) abatement, to monitor exposure levels and to document contractor work means and methods relative to EPA, CTDPH, CTDEEP regulations. Tighe & Bond will conduct 10 site visits for 10 days for a total of 60 hours (anticipated 5 site visits per building addition phase based on a conversation with Mr. Frank Fazekas of AP Construction on May 1, 2019). We will provide oversight documenting activities related to federal, state, and local regulatory compliance, reporting and abatement procedures.

If site abatement issues are observed, our Project Monitor and/or Project Manager will notify the City, the Owner's Representative, and Owner. Either the City, the Owner's Representative, the Owner will have a stop work directive authority at any time that it is determined that conditions are not within the specification, a health hazard may exist for other employees or building occupants, or the potential exists for environmental contamination.

The Project Monitor's specific duties on-site will include:

- Document the Abatement Contractor's standard procedures related to abatement, including, but not limited to, work related to protection and safeguards from asbestos exposure to workers, visitors, building occupants, and the environment;
- Periodically collect and analyze air samples on-site by Phase Contrast Microscopy (PCM) to evaluate total airborne fiber concentrations in the work area, as well as areas directly adjacent to abatement work areas, to document engineering controls in place, and/or to document total airborne fiber concentrations; and
- On a routine basis, check barriers for separation, document adherence to standard operating procedures, implementation of engineering control systems, respiratory protection system, and any other aspects of the abatement process that may impact the health and safety of the people and the pollution of the environment.

The monitoring frequency will be determined by Tighe & Bond's Project Manager and based

on professional judgment.

Post-Abatement Visual Inspection - In conjunction with the Abatement Contractor's superintendent, we will complete a visual inspection after final cleaning of the abatement work areas to document asbestos and/or PCB-containing materials scheduled for abatement have been effectively removed. After inspecting several locations, we will decide whether to complete a detailed inspection or if re-cleaning is required. Once a detailed inspection is initiated, the contractor may be required to spot cleaning may only be required.

Abatement Project Documentation Report - At project completion, Tighe & Bond will prepare a Documentation of Records. This report will include the following:

- Introduction and summary of the project;
- Methods, findings and conclusions;
- Air sample data sheets;
- Sample analysis laboratory reports;
- Daily log sheets;
- Pre-abatement, daily and final checklists and inspection reports;
- Abatement contractor certifications, licenses, medical and training records;
- Contractor abatement plan and material specifications; and
- Permits, notifications and disposal records.

Fee

Tighe & Bond will perform these services for a time and materials basis of \$20,000, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the not to exceed fee to complete the work shall be mutually revised by written amendment.

For information purposes, the below summary provides the anticipated break out of the project. The summary is presented to give BBB a better understanding of how the project budget was developed. Invoices will be submitted based on the total project fee and not individual line item budgets.

Pre-Abatement Services	\$3,000
Abatement Project Management Meetings	\$4,000
Abatement Project Monitoring, Daily Document, and Final Visual Inspection	\$9,000
Abatement Project Documentation Report	\$4,000

Construction Administration Total - \$20,000

Assumptions

It is assumed that access to the site will be granted and all areas of the site will be made accessible to conduct activities required. It is also assumed that all technical data for the site in the City's possession will be provided to Tighe & Bond.

Services Not Included

Additional sampling and/or services beyond what is specially stated in this proposal is not included in the scope of work or cost of this proposal.

22-5013-004
September 3, 2019

Mr. Alan Lo
Building and Facilities Manager
Engineering and Construction Division
City of Norwalk
125 East Ave.
Norwalk, CT 06856

Re: **Proposal Request
Environmental Bidding Support & Construction Monitoring Services
The Maritime Aquarium at Norwalk**

Dear Mr. Lo:

Tighe & Bond is pleased to submit this proposal request to the City of Norwalk for environmental bidding support and construction monitoring services associated with the proposed 4D Theater and Seal Tank Exhibit additions and other site improvements.

Scope of Services

Tighe & Bond's proposed scope of services will include environmental bidding support, environmental construction observation, and environmental sampling services associated with contaminated soil and groundwater management activities conducted by the selected contractor. Specifically, the following services are proposed:

Task 1 – Environmental Bidding Support Services

Tighe & Bond will provide environmental bidding support services associated with abatement / disposal of hazardous building materials and soil/groundwater handling and disposal. We have budget 24 hours for bidding support services, which will include the following:

- Attend one pre-bid site walk with bidding contractors.
- Review and respond to questions from bidders for purposes of clarification or interpretations of the bid documents.
- Review of bids and contractor qualifications and provide feedback to Owner.

Task 2 – Environmental Construction Monitoring Services

Submittal Reviews & Project Progress Meetings – Tighe & Bond will review and comment on Contractor submittals associated with impacted soil excavation, management, and disposal and environmental aspects of contaminated groundwater management. Our project manager will also participate in project meetings via conference calls. We have budgeted 20 person hours for review of submittals and 40 hours for project progress meetings / conference calls and follow-up.

Soil Excavation & Disposal Monitoring – Tighe & Bond will conduct periodic on-site monitoring during soil excavation activities. Monitoring services will include visual observation of the contractor's activities as soils are excavated and handled to evaluate adherence to the Contract requirements.

Based on the most recent Milestone Schedule provided by AP/O&G, dated June 27, 2019, Tighe & Bond estimates that the Contractor will be excavating / handling impacted soil in

various areas throughout the project site for at least 170 days (approximately 34 weeks). We have budgeted 408 person hours for on-site monitoring visits (anticipated to be 12 hours per week over 34 weeks, approximately two visits per week).

Additional budget may be required should excavation / soil handling activities exceed 170 days and/or if more than 408 hours of field observation time is required. If necessary, we will prepare an amendment to this proposal for additional monitoring services.

We have budgeted for 136 hours of office support services by our project manager during the approximately 34 weeks of soil excavation/handling work by the Contractor (4 hours per week for 34 weeks). Office support services will include coordinating with our technician during field monitoring visits, reviewing analytical data, reviewing Contractor requests for information and progress submittals, and coordinating with the Project Team.

Tighe & Bond collected in-situ waste characterization samples in July 2019, the results of which will be included in the bid documents for Contractor's to select appropriate and permitted soil disposal facilities. Tighe & Bond analyzed the samples for laboratory testing parameters typically required by disposal facilities, however, every facility requires slightly different test parameters and soil sampling frequency (number of tests per total tonnage of material generated from a project site). Therefore, it is possible that the Contractor's-selected disposal facility could potentially require additional soil testing in order to approve the material for disposal. This proposal includes a budget of \$5,000 for additional waste disposal classification sampling and laboratory analytical testing (if required).

Contaminated Groundwater Dewatering Discharge Sampling – We will collect effluent samples from the Contractor's-selected dewatering system in accordance with the required Connecticut Department of Energy & Environmental Protection (CTDEEP) discharge general permit. At this time, we anticipate that water pumped from excavations will be treated and discharged to the sanitary sewer. As such, we propose to collect samples in accordance with the CTDEEP General Permit for the Discharge of Groundwater Remediation Wastewater as it applies to discharges to a sanitary sewer. Under this permit, sampling is required at the onset of discharge and periodically thereafter.

Sampling services will include collection and laboratory analysis of up to 8 discharge samples, which is sufficient for up to two months of dewatering.

We anticipate that groundwater discharge sampling will likely coincide with our periodic visits for monitoring of soil excavation / handling activities. Therefore, we have not budgeted for additional time or site visits specifically for collection of groundwater discharge samples.

We have budgeted 8 person hours for preparation of Discharge Monitoring Reports (DMRs) and \$2,500 for laboratory analytical testing.

Environmental Activities Summary Report – Upon receipt of all closeout documents from the Contractor, we will submit an "Environmental Activities Summary Report". This report will include a written account of the contaminated soil and groundwater management activities performed, soil shipping and disposal totals, sample results, and conclusions.

Task 3 – Project Support

Based on our experience with projects of this nature, Tighe & Bond recommends that a separate budget of \$3,500 be allocated for miscellaneous project support. This service includes a total of 20 person hours. This service is intended to allow flexibility to accommodate additional services that may be requested and that are otherwise outside the contracted scope of services, such as additional sampling; participating in conference calls and meetings; providing technical support to the Contractor, City, other stakeholders; and interfacing with CTDEEP if required and directed by the City.

In the event that out of scope services are requested that will exceed \$3,500 (individually or in total) Tighe & Bond will prepare a contract amendment detailing those services and associated fee.

Limitations and Exclusions

Tighe & Bond's on-site field personnel will observe the Contractor's work for general conformance with the contract documents and assist in design interpretation. We are on-site for Owner's benefit and will notify the Owner of deficiencies.

The means and methods the Contractor should use to complete the work will be determined by the Contractor, who will also be responsible for compliance with laws, rules, and regulations, as well as, the overall supervision of site health and safety.

In an effort to provide the City with a reasonable budget for the desired services, we have prepared our scope of services based upon our understanding of the project needs at this time. The following list includes those services that are not included in our budgetary estimate.

1. Waste soil disposal documents and shipping paperwork will be prepared by the Contractor, submitted to Tighe & Bond for review, and signed by an authorized representative from the City. Tighe & Bond will not be responsible for selecting disposal facilities or signing any waste disposal paperwork or manifests.
2. Dewatering system and/or contaminated groundwater treatment system design services are not included, as the Contractor is responsible for this work.
3. This proposal does not include any work or services associated with removal or abandonment-in-place of the 10,000-gallon heating oil underground storage tank (UST) system, should the City decide to remove or abandon the UST system. Services associated with planning, on-site observation/sampling/documenting, laboratory analysis, preparation of UST closure documents/CTDEEP UST registration forms, etc. are not included.
4. At this time, it is not anticipated that soil samples will be needed from the limits (sidewalls and bottoms) of any potential soil excavations and costs are, therefore, not included in this proposal for collection and/or laboratory analysis of any such samples. If excavation limit soil sampling becomes necessary, Tighe & Bond will prepare an amendment to this proposal to cover the associate costs.
5. Our review and comment on the Contractor's Health and Safety Plan submittal does not constitute approval of the submittal as we are not responsible for the health and safety of the Contractor.
6. Additional effort to complete the tasks included in this proposal, beyond the number of person hours and/or expenses included in the Scope of Services, if required, will be mutually agreed upon under a contract amendment.
7. All other work not specifically identified in the scope of services detailed above is excluded.

Fee

Tighe & Bond will perform the scope of work noted above for a not to exceed fee of \$98,000. We will undertake this work on an hourly plus expense basis, and you will be billed in accordance with the attached rate schedule. In the event that the scope of work is increased for any reason, the limiting fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement.

For information purposes, the summary below provides the anticipated break out of the project. The summary is presented to give the City a better understanding of how the project budget was developed.

Task 1 – Environmental Bidding Support Services \$4,200

Task 2 – Environmental Construction Services \$90,300

Includes:

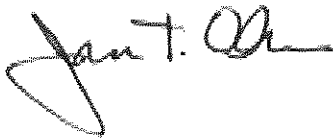
- Submittal Reviews = \$3,500
- On-site Labor (408 hrs) = \$38,760
- Office Support by Project Manager (136 hrs) & Progress Meetings (40 hrs) = \$30,895
- Laboratory Testing (Soil & Groundwater) = \$7,500
- Field Equipment, Materials (including PPE), & Mileage = \$4,845
- Summary Report & DMRs = \$4,800

Task 3 – Project Support \$3,500

Authorization:

We appreciate the opportunity to provide you with this proposal. If you find this proposal to be acceptable, please return a signed electronic copy and we will commence with the work upon receipt. The scope of services described herein will be provided in accordance with the attached terms and conditions. If you have any questions or need additional information, please feel free to contact Christopher Koelle at (860) 704-4767 or CKoelle@tighebond.com.

Sincerely,
TIGHE & BOND, INC.



James Olsen, PG, LEP
Vice President

Acceptance:

On behalf of the City of Norwalk, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

Attachment: Terms and Conditions

J:\M\MS013-Maritime-Center\001 - Building Additions\Proposal\Env. CA\Env CA - Rev 8-19-19\Env. CA Services (Rev 9-4-19 To T&M).Docx



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: ALAN LO, BUILDING & FACILITIES MANAGER *AL*

RE: MARITIME AQUARIUM – MATERIALS TESTING SERVICES

DATE: OCTOBER 2, 2019

As part of the Maritime Aquarium Functional Replacement Project; a requirement of the State of Connecticut building code is to have a Statement of Special Inspections which is completed by the structural engineering firm of record for the project. The Statement of Special Inspections identifies various inspections required of an independent materials testing laboratory as well as various inspections/reviews of the project and the test results by a licensed professional engineer.

As a result of this requirement, the City advertised for bids for testing materials laboratories in accordance with the Statement of Special Inspections. The City received five (5) responses from materials testing laboratories. Since the quantities of tests are unknown at the time of bid, the City issued a Request for Proposals based on unit pricing per tests. We are in the process of bid evaluation and will be providing a recommendation at the October meeting. In the interim, the "low bidder" is Name to be determined.

ACTION REQUESTED:

Authorize the Purchasing Agent to issue Purchase Order with Name of testing lab to be determined for the Maritime Aquarium Functional Replacement Project for a total not to exceed \$125,270.00. Funds are available in Maritime Aquarium Functional Replacement Acct. #09194031 5799 C0635



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 MEMBERS OF NFCC

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

RE : PROGRAM MANAGEMENT SERVICES FOR SCHOOL
 CONSTRUCTION PROJECTS

DATE : SEPTEMBER 26, 2019

Subsequent to the Norwalk Board of Education adoption of the School Facilities Improvement Plan in the early 2017 and the City's allocation of capital budget funds for various improvement projects within the Plan, the City issued a RFP for Program Management Services in April 2017 and selected Construction Solutions Group, LLC (CSG) as the Program Manager (Jim Giuliano) to assist the City with the implementation of the Plan.

On April 11, 2017, the Common Council authorized the execution of a contract with CSG. At the time, the scope and schedule for each project were not fully defined and the breakdown of CSG's costs for each project was not available. As part of the action I identified acct. #09175010 5777 C0585 which was available to cover project start-up costs for various school improvement projects.

At this time, we are proceeding expeditiously engage with the implementation with the proposed Jefferson School "Renovate-As-New" project, we have developed a project schedule and construction costs. Therefore, I would like to assign the Jefferson School program management costs directly to the Jefferson School project which will be eligible for State reimbursement.

ACTION REQUESTED:

Authorized the Mayor, Harry W. Rilling, to execute an Amendment to Construction Solutions Group, LLC's contract for Program Management Services for school construction projects to allocate Jefferson School services to the Jefferson School Capital Budget account for a total not to exceed \$418,553.00 Acct. #09205010 5777 C0619



CITY OF NORWALK
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 Norwalk, CT 06856-5125

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE: **NORWALK HIGH SCHOOL – WOOD DOOR/PANELING REPLACEMENT**

DATE: OCTOBER 2, 2019

The Norwalk Board of Education is committed to providing a comfortable, safe and healthy learning environment. To achieve this goal, the Board of Education authorized the development of a facilities and capital needs study for the Norwalk Public School system. One of the findings of the report was the worn appearance of the wood doors and wood paneling throughout Norwalk High School. Both the wood doors and wood paneling were original to the construction of the school in 1971.

In addition, prior to starting any work on restoring the existing wood doors and wood paneling it was recommended by the architect that the doors and paneling be tested for PCB's since wood varnish of this vintage was known to contain PCB's. The City took action on the architect's recommendation and had the materials tested. The results of the tests were that the wood doors and wood paneling contained levels of PCB's lower than federal standards but higher than State of Connecticut standards. As a result the materials had to be removed.

Prior to the summer of 2019 and through a RFP process, the City retained Newfield Construction as the Construction Manager for this project. The project consisted of two phases; the first was the removal of the wood paneling which was completed in the past summer. The second phase which includes the replacement

of the wood paneling with new wall panels and the removal and replacement of the wood doors was advertised and bid opening is scheduled for October 1, 2019. In an effort to expedite the approval process, below are the proposed actions with the expectation that a Guaranteed Maximum Price (GMP) proposal will be available at the October 2, 2019 Committee meeting.

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School wood paneling and wood door replacement project, to accept the Guaranteed Maximum Price (GMP) in the amount of (\$ amount to be determined). Funds are available in Acct. #0918/195010 5777 C0610.**
- b. **Authorize the NFCC to issue Change Orders on contract for a total not to exceed (amount to be determined).**