



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA WEDNESDAY, SEPTEMBER 4, 2019 AT 7:30 PM IN NORWALK CITY HALL, ROOM #333

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

June 24, 2019 and July 17, 2019

IV. NEW BUSINESS

A. Building Management

1. Review proposal to renew Family & 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 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.”

2. Review bids for the 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 \$6,043.00.”

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 an amount up to \$320,805.00.”

- 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 Doors & Paneling Replacement Project State Project No. 103-0250 A/CV. Terms of the agreement shall include the following:

Preconstruction Phase Services (including reimbursable allowance)	\$15,000
CM Fees (% of total trade bids)	2.50%
CM Contingency (% of total trade bids)	2.00%

Following bidding process, final contract price (GMP) will be submitted to the Common Council for approval. Acct. #09195010 5777 C0619 & Acct. #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 reimbursable allowance)	\$25,000
CM Fees (% of total trade bids)	2.50%
CM Contingency (% of total trade bids)	2.00%

Following bidding process, final contract price (GMP) will be submitted to the Common Council for approval. Acct. #09195010 5777 C0619 & Acct. #09205010 5777 C0619”

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 Acct. #09195010 5777 C0619

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

4. Update on school construction project. Information to be available at the meeting.
5. Presentation on latest student enrollment information

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 (lowest responsible bidder) for the Norwalk Maritime Aquarium underground heating oil storage tank removal project for a total not to exceed (amount to be determined). Acct # 09177100 5777 C0543 and #0919/207100 5777 C0476

b. Authorize the Office of Building Management to issue change orders on contract for a total not-to-exceed (amount to be determined).”

V. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo,
Dated: August 28, 2019

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
JUNE 24th, 2019**

ATTENDANCE: Barbara Smyth, Chair; Chris Yerinides, Beth Siegelbaum, Greg Burnett

STAFF: Alan Lo, Building and Facilities Manager

OTHERS: Reginald Roberts, Principal of Norwalk High School; Jim Giuliano, Construction Solutions Group

CALL TO ORDER

Ms. Smyth called the meeting to order at 6:04 p.m. A quorum was present.

I. ROLL CALL.

Four of the committee members were present, Ms. Symth, Mr. Yerinides, Ms. Siegelbaum, and Mr. Burnett.

II. PUBLIC PARTICIPATION.

There was no public participation.

III. MINUTES OF THE PREVIOUS MEETING.

There were no previous minutes.

IV. NEW BUSINESS.

A. School Construction.

1. Review proposed action for the Norwalk High School Culinary Program Expansion and Toilet Rooms Renovation 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 Culinary Program Expansion and Toilet Rooms Renovation Project, to accept the Guaranteed Maximum Price (GMP) for a total not to exceed \$4,968,695.000. 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 \$248,435.000.”

Mr. Giuliano informed the committee that this project is part of the 11.5 million dollars appropriated for improvements at Norwalk High School. The toilet rooms would be made ADA (Americans with Disabilities Act) compliant as well as adding a new culinary arts kitchen and classrooms to accommodate the wait list of over 200 students for the culinary arts program. Mr. Giuliano continued that the bid for the project was extended since the last meeting. He also said that the project would take place over two summers, with work to start ASAP as per committee approval of this item. The culinary arts project would have the classroom space ready first for the start of the 2019-20 school year, with the kitchen portion starting October 2019. Mr. Lo said the timely estimated length of the project was due to the fact that the kitchen space was being custom designed.

Mr. Yerinides asked Mr. Giuliano if the classroom would be able to be used even if the project was not yet finished. Mr. Giuliano replied affirmatively and that a temporary partition would be put in place to separate the kitchen from the classroom space in order for work to continue during class time. Mr. Burnett asked if the grease separator was being replaced, and Mr. Lo informed him that it was fixed in 2007, and that it wasn't temporary, but a smaller scale separator. Mr. Giuliano continued that it was recently cleaned out and inspected to make sure it could handle the grease capacity for the new kitchen. Mr. Burnett also asked how far into the 11.5 million allotted for this project the construction was into so far, and Mr. Giuliano replied about 8 million for all state reimbursable projects, including the projects being submitted this year (the new main entrance, the learning common, the media pathway and a new black box theatre). He replied that at the beginning of the following week he would submit the exact cost so far to the committee and that a discussion with the school governance council would take place in order to determine if more funds were needed for these projects as it was expected to be a little over budget.

Ms. Smyth asked if the kitchen would be ready within about a month of the start of the school year and how much a problem it might cause for the school curriculum. Mr. Reynolds answered that the culinary arts program was part of the hospitality management pathway at Norwalk High School and that hundreds of student were turned away due to limited teachers and space. He continued that if the space wasn't ready that it may negatively impact classwork. Mr. Giuliano said he could only inform Mr. Reynolds and the committee of what the contractors told him the previous week and that he would follow up with them and ask them to follow up right away regarding the timeline of the project.

***MS. SIEGELBAUM MOVED TO APPROVE THIS ITEM.**

**** MOTION PASSED WITH ONE ABSTENSION (BURNETT).**

2. Review bid results for the Norwalk High School Scoreboard Replacement Project and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute a contract with Hampden Engineer, Corp. for the Norwalk High School Scoreboard Replacement Project for a total not to exceed \$106,250,000. Funds are available in Acct. #09/18195010 5777 C0610.

b. Authorize the NFCC to issue Change Orders on contract for a total exceed \$10,625,000.”

Mr. Burnett commented on the equity issue between Brien McMahon and Norwalk High, seeing as NHS was getting a new scoreboard and McMahon was not. He asked if it was possible to lower the cost of the scoreboard bid for NHS if McMahon could also have a new board built at a later date, as a '2 for 1' deal. Mr. Giuliano replied that the funding appropriated was for the NHS scoreboard only and that he did not have the authorization to make a deal for a McMahon scoreboard as well. He explained that in order to do this the entire project would have to go back out to bid with the McMahon scoreboard included. Mr. Lo seconded his response and added that they could not speculate the costs of potential projects until they were authorized. Ms. Smyth commented that the NHS scoreboard was in direr need of repair.

***MR. YERINIDES MOVED TO APPROVE THIS ITEM.**

****MOTION PASSED UNANIMOUSLY.**

3. Review request to increase contingency for Norwalk High School freight elevator improvement project and refer the following to the Common Council for action:

“Authorize to increase the contract contingency with J.A. Rosa Construction, LLC for the Norwalk High School freight elevator improvement project for an additional \$24,800. 09185010 5777 C00610.”

Mr. Giuliano informed the committee that in order to replace the freight elevator the pistons needed to be replaced first. However, there were some issues getting the pistons out of that particular elevator, so a specialty contractor was brought in to remove them for about \$25,000 dollars, so the replacement value of the contingency that was used to get the piston removed. Mr. Burnett asked Mr. Giuliano if this was also included in the 11.5 million allocated for NHS repairs, and Mr. Giuliano replied affirmatively.

*** MS. SIEGELBAUM MOVED TO APPROVE THIS ITEM.**

****MOTION PASSED UNANIMOUSLY.**

4. Review request to place the following Norwalk High School action on the July 9th, 2019 Common Council agenda subject to the receipt of pricing for the work:

“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 Door/Paneling Replacement Project, to accept the Guaranteed Maximum Price (GMP) for a total not to exceed (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).”

Mr. Giuliano informed the committee that there were issues with the state regarding the grant application for this item, as it was first rejected, and was resubmitted and finally approved at the beginning of June 2019. He continued that the project would be going out to bid after the state

reviews the final plans, and that the removal of the doors and paneling would be done by a state approved contractor, while the replacement doors and paneling would be competitively bid. Once the state approved and finalized plans, a dollar amount could be given to the council for their agenda. Ms. Smyth asked for an approximate timeline, and Mr. Giuliano said that it should be completed before school starts, but could also be done while school was in session if needed because there was no asbestos being removed, only low level PCBs, which are not airborne. Mr. Burnett asked for an approximate price range, and Mr. Giuliano said it would be under budget at a cost of about 2.3 million dollars. He also informed the committee that 100 percent of the project was state reimbursable up to 600,000 dollars, and that 33 percent of the cost would be reimbursable above that amount.

***MR. YERINIDES MOVED TO APPROVE THIS ITEM.**
****MOTION PASSED UNANIMOUSLY.**

V. MISCELLANEOUS/DISCUSSION ITEMS.

There was no action on this item.

VI. ADJOURNMENT.

*** MS. SIEGELBAUM MOVED TO ADJOURN.**
*** MR. BURNETT SECONDED THE MOTION**
**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:38 P.M.

Respectfully submitted,

Danielle Kral
Telesco Secretarial Services

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
SPECIAL MEETING
JULY 17, 2019**

ATTENDANCE: Thomas Livingston, Chair; Barbara Smyth, Douglas Hempstead, Chris Yerinides; Greg Burnett (6:26 p.m.)

STAFF: Alan Lo, Building and Facilities Manager, Thomas Hamilton, BOE Chief Financial Officer; Bill Hodel, BOE Facilities and Maintenance Manager

OTHERS: Rob Pennington, Rowayton Elementary School Principal

CALL TO ORDER

Mr. Livingston called the meeting to order at 6:05 p.m.

ROLL CALL.

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

PUBLIC PARTICIPATION

There was no one present who wished to comment at this time.

A. Maritime Aquarium Functional Replacement Project

1. Authorize the Mayor, Harry W. Rilling, to execute an amendment to Construction Solutions Group, LLC's contract (CSG) to provide management program services for the Maritime Aquarium Functional Replacement Project for a total not to exceed \$347,830.00 plus an allowance of \$40,000 for reimbursable expenses. Funds are available from the State's Functional Replacement Account #09194031 5799 C0635.

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

Mr. Lo gave a brief overview of the project and said that the focus was on the 4D theater and the seal tank. The original addition designs have been adjusted and reduced in size. Mr. Livingston asked for clarification on the location of the main entrance. The theater will be located to the left of the current main entrance. There is a \$40 million dollar budget. Originally the negotiations and the contracts were done with the Aquarium, but now the City is handling the contracts and assisting the management of the project. The bid will be released in about 3 weeks with a bid closing in September. The Aquarium is

looking to start construction in November. Mr. Lo said that the Aquarium has an agreement with the State to have moved out of the IMAX by end of December 2020.

Ms. Smyth asked where the meerkats would be relocated. Mr. Lo said that the second floor had been redesigned and the meerkats will be moved there.

Mr. Yerinides asked if there was any exhibit that would no longer be included. Mr. Lo said that he thought the Go, Fish exhibit might not be continued.

Mr. Livingston asked if they had appointed a new director yet. Mr. Lo said that one of the senior staff members was the Acting Director.

**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO CONSTRUCTION SOLUTIONS GROUP, LLC'S CONTRACT (CSG) TO PROVIDE MANAGEMENT PROGRAM SERVICES FOR THE MARITIME AQUARIUM FUNCTIONAL REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$347,830.00 PLUS AN ALLOWANCE OF \$40,000 FOR REIMBURSABLE EXPENSES. FUNDS ARE AVAILABLE FROM THE STATE'S FUNCTIONAL REPLACEMENT ACCOUNT #09194031 5799 C0635 PASSED UNANIMOUSLY.**

B. School Construction Projects.

1a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with (lowest responsible bidder) for the Rowayton Elementary School Asbestos Project-Asbestos Abatement for a total not to exceed (\$ amount to be determined). Funds are available in Account # 09205010 5777 C0653.

1b. Authorize the NPS facility department to issue Change Orders on contract for a total of (\$ amount to be determined). Funds are available in Account # 09205010 5777 C0653.

Mr. Livingston asked Mr. Hamilton why there were no figures available. Mr. Hamilton said that they did not have firm numbers yet.

Mr. Rob Pennington, the new Rowayton Principal, came forward and greeted the Committee members.

Mr. Hamilton said that this project had been approved for the 2019-2020 school and involves remediation of some asbestos floor tiles. The tiles are currently secured with tape but need to be replaced. The goal is get these tiles replaced during the summer. The summer school classes and other programs were relocated to Columbus. It is a project that is eligible for state reimbursement because it is remediation.

Mr. Hamilton said that the State has changed their application process to an online submission and has a monthly submission window. He confirmed that the various local BOE approvals were done in May, but due to a computer glitch, the minutes showing approval of the ED Specs were not received by the State. This moved the project back to the July application window. It was resubmitted, but due to other issues on the State side, the application has been delayed again. The project has to move forward in order to finish the project before school opens in the fall. If they wait a year, it will cost even more. The cost of the project is expected to cost \$133,000. The State reimbursement would be \$30,000. The project has already cost about \$27,000 to break down the classrooms, painting and various other preparations required.

Discussion followed.

Mr. Burnett joined the meeting at 6:26 p.m.

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING ITEMS:**

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH (LOWEST RESPONSIBLE BIDDER) FOR THE ROWAYTON ELEMENTARY SCHOOL ASBESTOS PROJECT- ASBESTOS ABATEMENT FOR A TOTAL NOT TO EXCEED (\$ AMOUNT TO BE DETERMINED). FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0653.

1B. AUTHORIZE THE NPS FACILITY DEPARTMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL OF (\$ AMOUNT TO BE DETERMINED). FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0653.

**** THE MOTION TO APPROVE PASSED WITH THREE (3) IN FAVOR (HEMPSTEAD, SMYTH AND YERINIDES) AND ONE (1) ABSTENTION (BURNETT).**

2 a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with (lowest responsible bidder) for the Rowayton Elementary School Asbestos Project-New Flooring Installation for a total not to exceed (\$ amount to be determined). Funds are available in Account # 09205010 5777 C0653.

2b. Authorize NPS facilities department to issue change orders on this contract for a total of (\$ amount to be determined). Funds are available in account # 09205010 5777 C0653.

The details involved with this item had previously been discussed. Mr. Livingston announced that the item would be on the agenda tomorrow.

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING ITEMS:**

2 A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH (LOWEST RESPONSIBLE BIDDER) FOR THE ROWAYTON ELEMENTARY SCHOOL ASBESTOS PROJECT-NEW FLOORING INSTALLATION FOR A TOTAL NOT TO EXCEED (\$ AMOUNT TO BE DETERMINED). FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0653.

2B. AUTHORIZE NPS FACILITIES DEPARTMENT TO ISSUE CHANGE ORDERS ON THIS CONTRACT FOR A TOTAL OF (\$ AMOUNT TO BE DETERMINED). FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0653.

**** THE MOTION TO APPROVE PASSED WITH THREE (3) IN FAVOR (HEMPSTEAD, SMYTH AND YERINIDES) AND ONE (1) ABSTENTION (BURNETT).**

3 a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with HazPros Inc. in the amount of \$74,500.00, for the Brien McMahon High School Utility Tunnel Cleaning Project. Funds are available in Account # 09205010 5777 C0655, utilizing State Of Connecticut Contract Pricing per contract 16PSX0110.

b. Authorize the NPS facilities department to issue change orders on this contract for a total of \$7,450.00. Funds are available in account ## 09205010 5777 C0655

Mr. Hodel explained that there have been issues with the air quality at BMHS. Despite various adjustments that were made, the complaints continued to come from parents, facility, students, and others. He explained that the proposals were to clean the utility tunnels and ductwork, which has not been done previously.

**** MR. HEMPSTEAD MOVED THE FOLLOWING ITEMS:**

A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH HAZPROS INC. IN THE AMOUNT OF \$74,500.00, FOR THE BRIEN MCMAHON HIGH SCHOOL UTILITY TUNNEL CLEANING PROJECT. FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0655, UTILIZING STATE OF CONNECTICUT CONTRACT PRICING PER CONTRACT 16PSX0110.

B. AUTHORIZE THE NPS FACILITIES DEPARTMENT TO ISSUE CHANGE ORDERS ON THIS CONTRACT FOR A TOTAL OF \$7,450.00. FUNDS ARE AVAILABLE IN ACCOUNT ## 09205010 5777 C0655

**** THE MOTION PASSED UNANIMOUSLY.**

4. a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with EMCOR Services / New England Mechanical in the amount of \$46,345.00, for the Brien McMahon High School Ductwork Cleaning and Air Heating Cleaning serving AHU #2 and AHU #5 on the 2 fl. Funds are available in Account # 09205010 5777 C0655 utilizing State Of Connecticut Contract Pricing per contract 16PSX0110.

b. Authorize the NPS facilities department to issue change orders on this contract for a total of \$4,635.00. Funds are available in account # 09205010 5777 C0655.

The details of these projects were previously discussed.

**** MR. HEMPSTEAD MOVED THE FOLLOWING ITEMS:**

A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH EMCOR SERVICES / NEW ENGLAND MECHANICAL IN THE AMOUNT OF \$46,345.00, FOR THE BRIEN MCMAHON HIGH SCHOOL DUCTWORK CLEANING AND AIR HEATING CLEANING SERVING AHU #2 AND AHU #5 ON THE 2 FL. FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0655 UTILIZING STATE OF CONNECTICUT CONTRACT PRICING PER CONTRACT 16PSX0110.

B. AUTHORIZE THE NPS FACILITIES DEPARTMENT TO ISSUE CHANGE ORDERS ON THIS CONTRACT FOR A TOTAL OF \$4,635.00. FUNDS ARE AVAILABLE IN ACCOUNT # 09205010 5777 C0655.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/ DISCUSSION ITEMS.

Mr. Livingston said that the new tennis courts that were installed are beautiful. Mr. Burnett said that he had been told someone had poured paint on the courts. Mr. Lo said that they had repaired the court surfaces. Mr. Burnett noted that the official opening was scheduled for September 9th.

Mr. Lo said that he had scheduled a tour for the Board for Ponus sometime next week before the BOE retreat. The new addition should be finished by January 1st.

Mr. Burnett asked what the Ely school status was. Mr. Lo said that they had a conversation with the DEEP staff member that he has worked with previously. The

proposed design is not acceptable to the DEEP, so this will have to be discussed with the BOE.

Mr. Livingston said that the Mr. Hamilton would be presenting information from Malone & McBroom to the BOE. Mr. Hamilton said that he would be presenting the three year budget projections. The enrollment projection report will be presented at that time and distributed.

Mr. Lo said that there would be one item on the agenda for August regarding staffing.

ADJOURNMENT

**** MS. SMYTH MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services



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
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE : BEN FRANKLIN CENTER – RENEW FAMILY &
 CHILDREN’S AGENCY’S LEASE
 DATE: AUGUST 27, 2019

Family & Children’s Agency (FCA) is currently leasing the second and the third floor of Ben Franklin Center for its afterschool programs and administrative offices. The lease for the third floor (approximately 7,823 square feet) is due to expire on August 31, 2019 and the second floor lease (approximately 5,732 square feet) is due to expire on February 28, 2020.

As FCA’s programs at Ben Franklin Center have been very successful in providing services to children in the community, FCA would like to request the consolidation of the two leases into one lease for 5 additional years from September 1, 2019 to August 31, 2024. The utility payment per square foot per year would increase by 10% from \$2.50 to \$2.75. The remaining terms of the agreement will remain unchanged which include a termination notification clause.

Attached is a copy of FCA’s request.

ACTION REQUESTED:

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 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.



Family & Children's A G E N C Y

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Norwalk, CT 06850
Tel: (203) 855-8765
Fax: (203) 838-3325
www.FamilyandChildrensAgency.org

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Maurice Segall
Charlotte Taverna
Donna Walker
William O. Webster
Sheryl Williams

August 26, 2019

Alan Lo
Buildings and Facilities Manager
City of Norwalk
P.O. Box 5125
Norwalk, CT 06856-5125

RE: Lease at Ben Franklin Center

Dear Alan,

On behalf of Family and Children's Agency, I formally request that our two leases at Ben Franklin be put on the same lease cycle and terms. I further request that you consider a five (5) year lease beginning September 1, 2019 and running through August 31, 2024 for both of the spaces we rent on the second and third floor there. We understand that utility costs will rise during the lease period so I understand that our current charge of \$2.50/ sq. ft. may need to be increased. If this increase can remain at 10% (\$2.75) for the duration of the lease that would be of great help. As you know as a nonprofit we try to contain our costs as much as possible with a focus on the delivery of services to our clients.

Please let me know if you have any questions are in need of further information. Many thanks to you and the City of Norwalk for your strong partnership with FCA.

Best,

Robert F. Cashel
President & CEO



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: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

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

RE: NATHANIEL ELY ROOF TOP UNITS REPLACEMENT

DATE: AUGUST 28, 2019

There are two roof top units (RTU's) on the gym roof which provide cooling to the gym. They were installed in 2002 and are in need of replacement due to ongoing maintenance and repair issues.

As part of the replacement of these units, we will also dismantle one steam heating unit that provides heating to the gym. This unit was installed in 1990 and it is beyond its life cycle with replacement part nonexistence. The two new RTU's will provide heating and cooling and will improve energy efficiency.

On August 1, 2019 the City's Purchasing Department solicited bids for the replacement of the roof top units. The City received five (5) bids. As part of FY 2020 \$94,000 for this project was allocated. All State Construction is the apparent low bidder. They had successfully completed mechanical improvement projects for the City in the past.

FIRM	Lump Sum Proposal Price
All State Construction Inc.	\$60,433.00
Controlled Temperatures , Inc	\$62,450.00
Sav-Mor Cooling & Heating, Inc.	\$64,300.00
Universal Building Services, LLC	\$77,981.64
Southport Contracting Inc	\$115,000.00

ACTION REQUESTED:

- 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 \$6,043.00.



CITY OF NORWALK
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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE : PONUS SCHOOL – EVERSOURCE ENERGY REBATE
 DATE: AUGUST 27, 2019

As part of our efforts to design the Ponus Ridge School renovation and addition project in meeting and, where possible, exceeding the energy efficiency requirements, please be advised that Eversource has completed their review of the project. I am pleased to advise you that this project has exceeded the normal energy efficiency requirements and Eversource is projecting that the City may receive incentive rebate in the amount up to \$320,805. The actual amount would be subject to final audit of equipment installed. Attached is the cover letter of the agreement to be executed by the Mayor.

On a side note, beside Eversource incentives, we are executing separate lease agreement with Greenskies for the installation of photovoltaic panels on the new addition. Photovoltaic panel project is partially funded with energy credits.

ACTION REQUESTED:

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 an amount up to \$320,805.00.

July 19, 2019

Alan Lo
Building and Facilities Manager
City of Norwalk
125 East Avenue
Norwalk, CT 06856

Reference: Letter of Authorization for Energy Efficiency Project #: CT18-1167409
Ponus Ridge School - Norwalk, 21 Hunters Lane, Norwalk, CT 06850

Dear Alan Lo:

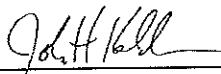
Congratulations on choosing to make your business energy efficient! Eversource is pleased to present you with the details of your energy incentive application for the upcoming project at your **Norwalk, Connecticut facility**. Should you decide to move forward with the project as submitted, you are eligible for a financial incentive of **\$320,805.00**. The energy efficiency measures (EEMs) and energy savings included in your project are outlined in the attached Exhibit A(s).

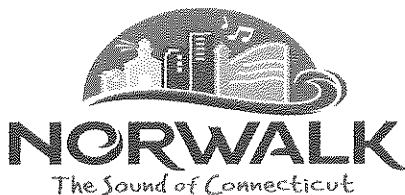
To be eligible for an incentive payment, all EEMs must be installed and accepted by both City of Norwalk and Eversource by **December 14, 2022**. Failure of City of Norwalk to install all EEMs as described in the attached Exhibit A(s) by **December 14, 2022** may disqualify City of Norwalk from receiving an incentive. Incentive payment(s) will be made to the **City of Norwalk, 125 East Avenue, Norwalk, CT 06856** following inspection and final approval by Eversource.

No payment shall be made for EEMs not listed in Exhibit A(s) or for EEMs installed before the customer receives this Letter of Authorization (LOA). City of Norwalk may propose changes to the scope of this LOA by giving written notice to Eversource prior to completion. Without prior written approval by Eversource, Eversource may not recognize any changes implemented.

Please contact Eversource upon project completion to ensure that a post inspection of the installed EEMs is scheduled in a timely manner.

If you have any questions regarding this letter or the documents contained in the packet, please contact your Energy Efficiency Consultant: Jillian Corley, 860-665-3688 or jillian.corley@eversource.com.

_____
Signature of Company OfficialJohn Kibbee_____
Name (Print)Manager - Energy Efficiency_____
Title of Company Official07/19/2019_____
Date_____
Signature of Participant Official_____
Name (Print)_____
Title of Participant Official



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 : MEMBERS OF LAND USE AND BUILDING MANAGEMENT
 COMMITTEE
 MEMBERS OF NFCC

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

RE :NORWALK HIGH SCHOOL-WOOD DOOR/PANELING REPLACEMENT
 AND BLACKBOX THEATER/MEDIA PATHWAY, LEARNING
 COMMONS, MAIN ENTRANCE APPROVAL OF A CONSTRUCTION
 MANAGER (CM)

DATE: September 4, 2019

Norwalk High School has an enrollment of 1,616 students. The building was constructed in 1971 and has approximately 310,000 square feet. In 2005, the City implemented a major improvement project which included the construction of a new science wing, a new music wing, replacement of the HVAC system, various infrastructure improvements and code updates. Most of the work was reimbursable by the State leaving substantial needed, but non-reimbursable, improvements untouched.

In November 2014, the Norwalk Board of Education initiated a district wide Facilities Improvements Study to identify system wide needs. The study consisted of three components: a) evaluate existing building physical conditions and identify improvement needs; b) assess current student enrollment statistics, develop enrollment projections and identify space deficiencies; and c) develop a building improvement strategy in response to enrollment needs.

The final Facilities Improvement Plan identified specific deficiencies in each of Norwalk's schools, including Norwalk High School, and recommendations to correct them. Parallel to this effort, in March of 2017, the Norwalk High School's School Governance Council, prepared a study of their own, identifying

programmatic and aesthetic improvements for Norwalk High School. Subsequent to the Board of Education's approval of the Facilities Improvement Plan, the City allocated \$1,500,000 as part of the City's 2017-2018 Capital Budget and \$5,000,000 as part of the City's 2018-2019 Capital budget for improvements at Norwalk High School as well as an additional \$5,000,000 as a special appropriation in September of 2018 for a total project budget of \$11,500,000.

With the approval of the budget in April of 2017, the school facilities improvement team (the Team), consisting of City staff, Norwalk Public Schools staff and members of the Norwalk High School, School Governance Council met to review both the Board of Education's Facilities plan and the Norwalk High School's Governance Council's report to identify and collate projects into specific categories; reimbursed projects and non-reimbursed projects.

The direction received from the team was to proceed with state reimbursed projects first. As a result the team identified reimbursable projects such as the replacement of the wood paneling and wood doors throughout the High School. Initially this work was going to be a simple re-finishing however it was noted by Silver Petrucelli Architects, the architectural firm for this phase of work, that the wood doors and paneling should be tested for PCB containing materials. They were tested and found to be above State of Connecticut standards for PCB containing Materials. As a result, the materials had to be removed and replaced. Other projects identified as reimbursable were the creation of a Black Box Theater/Media Pathway, Conversion of the existing Library to a Learning Commons, and Security Improvements to the Main Entrance. Knowing these projects would not be able to be completed in one summer and the extensive coordination required (field measuring doors and lead time of paneling replacement materials) it was agreed that the best delivery method would be by construction manager (CM).

The City issued a RFP for CM services for the projects and we received 2 responses; A.P. Construction and Newfield Construction. Both firms have previously worked with the City, successfully, therefore our selection was based upon proposed costs and fees. As a result, we are recommending Newfield Construction for this project. Newfield Construction submitted the lowest fee structure and they are currently working on the Ponus Ridge expansion as well as at Norwalk High School on the Culinary Expansion and Bathroom Renovation Project. Additionally, Newfield Construction had successfully completed Ponus Ridge School renovation project

(2006), Nathan Hale School renovation project (2006) and Norwalk Fire Headquarters (2013). CM services include preconstruction services, bid phase services and construction administration services. CM's Preconstruction phase services is an extremely valuable component of the project development phase. The CM will work closely with school administration and the architect, develop cost estimates, provide value engineering services, develop project phasing plans, and assemble the construction bid packages to manage the bid process in conjunction with the City's Purchasing Department. CM fees are broken down into the following categories:

STATE PROJECT No. 103-0250 A/CV

- A. Preconstruction Services - \$15,000
- B. CM Fee – 2.50% (Estimated at \$46,240)
- C. CM Contingency – 2.00% (free balance will revert back to the City)
- D. Total Trade Contractors' Costs – To be determined subsequent to bidding
- E. General Condition Costs – \$91,000 (estimated).

STATE PROJECT No. 103-0252

- A. Preconstruction Services - \$25,000
- B. CM Fee – 2.50% (Estimated at \$68,904)
- C. CM Contingency – 2.00% (free balance will revert back to the City)
- D. Total Trade Contractors' Costs – To be determined subsequent to bidding
- E. General Condition Costs – \$167,000 (estimated).

Of the five components of the CM's fees listed above, I would like recommend Common Council approval of Items A, B and C at this time. Upon receipt of the trade contractors' bids, City staff will work with the CM to develop a Guaranteed Maximum Price (GMP) which will include total trade bids, the general condition costs and conversion of CM Fee and CM Contingency from percentages into dollar values.

ACTIONS REQUESTED:

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 Doors & Paneling Replacement Project State Project No. 103-0250 A/CV. Terms of the agreement shall include the following:

Preconstruction Phase Services (including reimbursable allowance)	\$15,000
--	-----------------

CM Fees (% of total trade bids)	2.50%
CM Contingency (% of total trade bids)	2.00%

Following bidding process, final contract price (GMP) will be submitted to the Common Council for approval. Acct. #09195010 5777 C0619 & Acct. #09205010 5777 C0619

ACTIONS REQUESTED:

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 reimbursable allowance)	\$25,000
CM Fees (% of total trade bids)	2.50%
CM Contingency (% of total trade bids)	2.00%

Following bidding process, final contract price (GMP) will be submitted to the Common Council for approval. Acct. #09195010 5777 C0619 & Acct. #09205010 5777 C0619



DEPARTMENT OF ADMINISTRATIVE SERVICES

May 31, 2019

Dr. Steven Adamowski
Superintendent of Schools
Norwalk Public Schools
PO Box 6001
Norwalk, CT 06852-6001

Dear Dr. Adamowski:

Subject: Application and Grant Commitment for a Proposed School Building Project

You have recently submitted a school construction grant application for **Code Violation** project at **Norwalk High School**. Effective **May 31, 2019**, should **Norwalk** fully comply with all statutory and regulatory school construction procedures and policies, the State of Connecticut approves a grant commitment to reimburse the City of Norwalk **32.50 percent** of eligible final project costs as reported at the end of this project. To the extent that Norwalk's cost projection of **\$2,148,611** accurately reflects final eligible project costs, you can forecast a state grant based on 32.50 percent of that figure. Said reimbursement is based upon your funding authorization date of **June 12, 2018**.

This project has been authorized as a Code Violation only. Costs outside the scope of this authorization shall be ineligible for reimbursement

The following identification number has been assigned and must be used on all subsequent submissions relating to this particular project:

State Project No. 103-0250 CV

NOTE: This grant commitment is subject to plan approval.

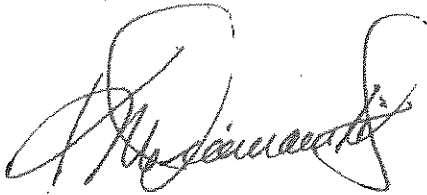
This letter does not constitute approval for bid purposes. Effective July 1, 2013, construction projects cannot go to bid until the Department of Administrative Services has approved the final plans and specifications for the projects and the district has received written notice of such approval. If the district requests state acceptance of *local plan review and approval*, the project cannot go to bid until the Department of Administrative Services has approved the local officials' certifications and you have received written notice of such approval.

Dr. Adamowski
May 31, 2019
Page 2

Connecticut General Statute, Section 10-284(b) allows the Commissioner of Administrative Services to disapprove a project if construction has not started prior to **May 31, 2021**. Start of construction is defined in Section 10-282 (9) of the Connecticut General Statutes as "the date on which the general construction contract or the first phase thereof, purchase agreement or leasing agreement is signed by the authorized agent of the town or regional school district."

If you have any questions, please contact Robert Ficeto at 860-713-6481.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kosta Diamantis', with a large, stylized initial 'K'.

Kosta Diamantis
Director
Office of School Construction Grants & Review

cc: Noel Petra
Tom Reault
Robert Ficeto
Jim Giuliano



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Contact Information:

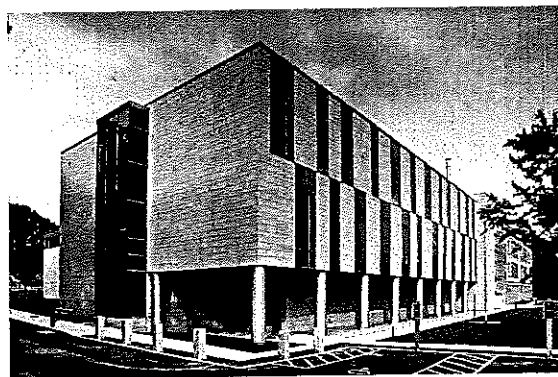
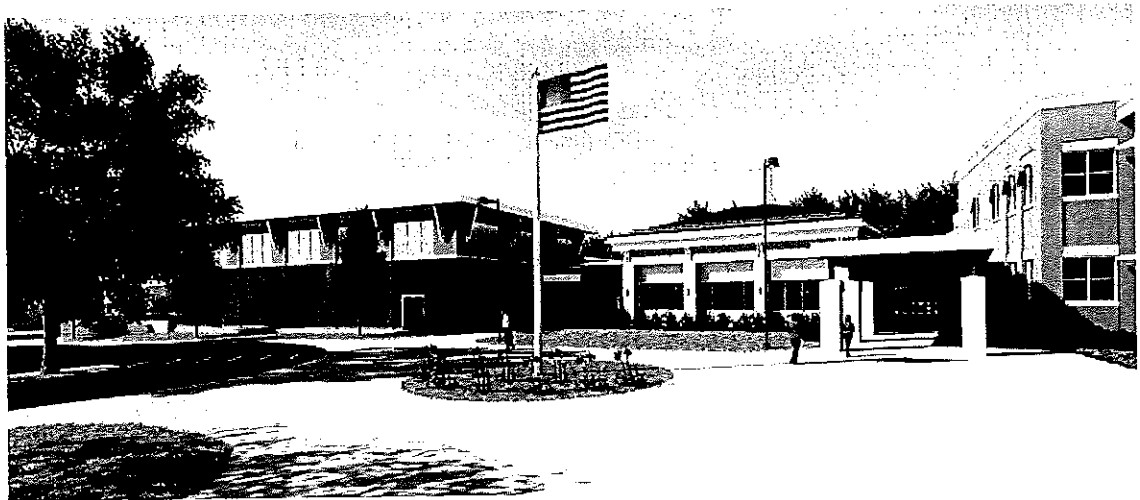
Robert Daddona, Jr.
Vice President
Business Development

225 Newfield Avenue
Hartford, CT 06106
Phone: (860) 509-3024
Fax: (860) 953-1712

RobertDaddona@
newfieldconstruction.com

Website Address:
newfieldconstruction.com

EXECUTIVE SUMMARY



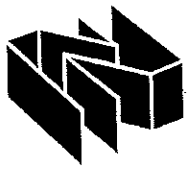
Incorporated in the State of Connecticut in 1969, Newfield Construction is a privately held business providing construction services to clients throughout Connecticut and the Northeast. The company prides itself on historical excellence, a keen attention to service, excellent communication skills and a solid reputation within the industry. The Newfield workforce is comprised of accomplished estimators, professional builders and various support staff that have successfully tackled complicated projects. We are a proactive organization that continually seeks out clients and projects that both challenge and inspire us to be the best of the best. We have been providing Preconstruction Consulting, Estimating, Construction Management, General Contracting and Design/Build services to both public and private clients throughout the region for more than 50 years.

PHILOSOPHY

Newfield Construction has successfully grown into one of the Northeast's leading construction services providers by putting the client first. We take pride in the fact that we strive to work together with our clients to develop a plan to achieve their building goals. Newfield Construction will fulfill the needs of your project by utilizing a vast variety of processes including; Value Engineering/ Value Management, development of multiple phasing plans, project specific safety plans and participation in weekly meetings to keep all vested parties up to date on all aspects of the project.

PROJECT APPROACH

We have proposed a team of knowledgeable and experienced construction experts to compliment and assist the City of Norwalk on this challenging project. Each individual brings certain strengths that will prove invaluable as the planning continues for this building program. The Newfield team is available and committed to the success of your project.



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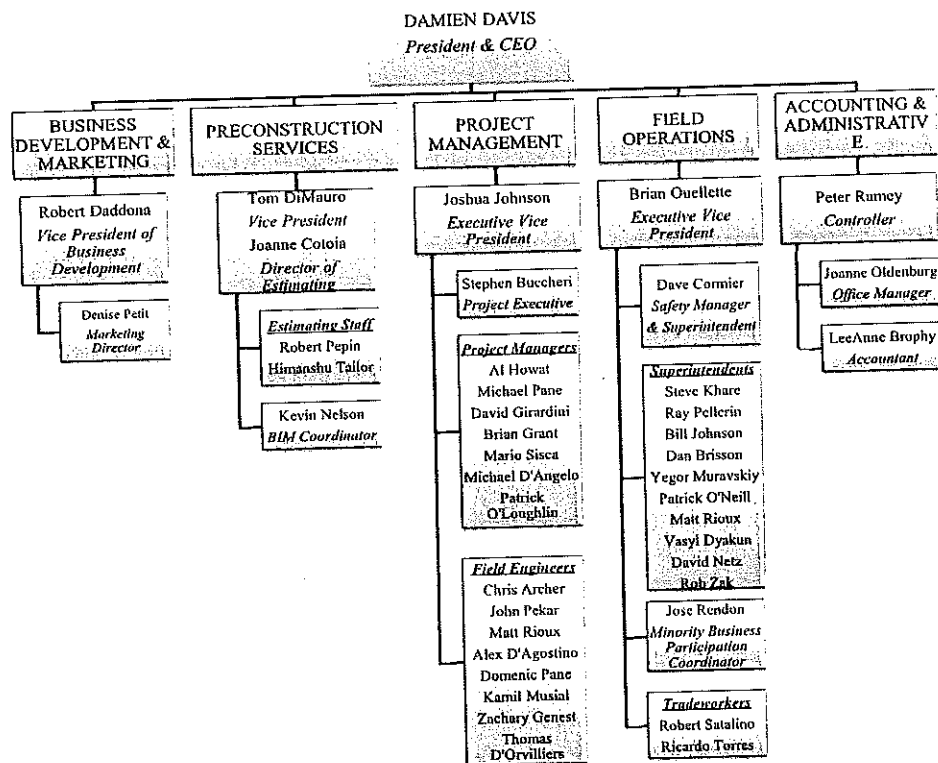
NEWFIELD CONSTRUCTION - KEY FACTS

- Brief General Description of Company: Founded in 1969, Newfield Construction provides Preconstruction Consulting, Estimating, Construction Management, General Contracting and Design/Build services to clients throughout Connecticut and the Northeast.
- 45 professional staff members comprised of Project Executives, Project Managers, Estimators and Preconstruction/Construction staff, Superintendents and various support staff.
- Long standing relationships and an understanding of the local building trade market and subcontractor's specialties

Local Municipal and Educational Clients include:

ACES Area Cooperative Educational Services	City of Norwalk Public Schools
City of Hartford Public Schools	City of Waterbury Public Schools
City of New Britain	Town of Bloomfield Public Schools
Town of Southington Public Schools	City of Bridgeport Public Schools
Town of East Haddam Public Schools	Town of Wethersfield Public Schools
Town of Canton Public Schools	Town of East Granby Public Schools
Town of Westport Public Schools	Town of Rocky Hill Public Schools

CORPORATE ORGANIZATIONAL CHART





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PRECONSTRUCTION PHASE SERVICES

Newfield Construction is accustomed to working closely with design teams during preconstruction to provide budgets, value engineering, constructability of MEP systems, and developing bid packages to maximize MWBE set aside requirements. This extra effort during preconstruction assures a highly detailed set of bid documents that significantly reduces RFI's and Change Orders. In addition, we are poised to assist our clients with the paperwork and backup necessary for federal loan closure.

MEETINGS AND MONTHLY REPORTS

Throughout the project the Project Manager will attend, at a minimum, bi-weekly meetings as required, and prepare monthly summary reports detailing the status of the budgets, the status of the schedules, major decisions required by all parties and critical events occurring in the next month.

CONSTRUCTABILITY REVIEW

Newfield is known in the industry for the depth and quality of our constructability reviews. We pay particular attention to the constructability of MEP systems and have found BIM models particularly helpful for MEP trade evaluation and coordination. Newfield reviews the drawings and specifications to make sure the mechanical and electrical roughing, fixtures and equipment are coordinated with information shown on civil, architectural, structural, equipment and furniture bid documents. We rely on clash detection during the preconstruction phase to mitigate any potential issues that may arise. By eliminating the clashes among MEP systems, the process runs smoothly and mitigates any delays based on the RFI process.

A formal report is prepared by the Newfield team with each estimate outlining areas in the design document that need to be clarified and addressed in greater detail. Newfield believes extra diligence during preconstruction pays huge dividends during construction.

PROCEDURES MANUAL

We will develop a Project Procedures Manual indicating document distribution requirements and design approval procedures and anticipated preconstruction schedule.

SCHEDULE DEVELOPMENT

Schedule Development is a critical tool required to maintain the focus and pace of the project. Newfield Construction will develop a preconstruction schedule allowing time for the various design phases and associated owner, federal, state and local approvals. The schedule will identify the various preconstruction and construction phases and responsibilities of all the vested partners so that the project advances as planned.

PROJECT MASTER SCHEDULE

We will prepare a Project Master Schedule with input from all team members and will graphically depict the interrelationships and durations for all project activities. It will be based on the most current Critical Path Method and will show the following items:

- Schedule of Approvals from all governmental bodies including City, County and State/Federal Authorities
- Schedule of Architect/Engineer activities
- Schedule of long-lead materials and equipment
- Schedule of major construction activities

This schedule will include any recommendations for potential ways to shorten the overall duration and allowing us to optimize the construction process and determine precisely the manpower requirements during all construction periods.



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SITE LOGISTICS PLAN PREPARATION

The Newfield team will meet with the building committee and City officials to fully understand the needs of the High School project as it relates to ongoing operations. We will work closely with the team to develop a specific logistics plan to minimize any and all potential disruptions. Parking and outdoor activities will be considered to ensure construction operations run smoothly and laydown areas and contractor parking do not interfere.

Site specific conditions will be reviewed and evaluated to determine existing structures and obstructions, access, potential hazards and on-going activities. A plan will be developed detailing access for equipment and materials, location of equipment, laydown for materials, lifting plans, temporary structures and elevators, safety procedures and site security.

MATERIAL/EQUIPMENT SELECTION

Materials, equipment and operational coordination will be determined early in preconstruction by communicating with the entire team in conjunction with the desires and requirements of the City while remaining in compliance with the established schedule.

If the schedule indicates long-lead material or equipment we will review the various options that could be employed to meet the required end date. If required, we will communicate with Norwalk and determine the need to approve early purchases of materials/equipment or award of contracts working closely with the Team to assure the necessary design items are accelerated to meet the schedule.

CONCEPTUAL ESTIMATE

Based on the existing documentation (i.e., most current issues of program requirements, drawings and specifications supplemented via discussion) we will prepare a detailed line item trade-by-trade estimate. This Conceptual Estimate will include:

- A list of Documents with Issue Dates
- A list of Assumptions, Qualifications and Allowances
- A list of Excluded Work (if any)

If the Conceptual Estimate exceeds the Project Target Budget we will work with the Team to look for alternates consistent with the project goals that will bring the estimate within the targeted range.

FINAL CONCEPT AND DESIGN DEVELOPMENT ESTIMATE

Throughout the Design Phase, we will continuously monitor all Design Documents to ensure their compliance with the Target Budget. At the final Concept, Schematic Design checkpoint and Design Development drawing level, we will again prepare a detailed line item estimate based on quantity takeoffs derived from drawings and specifications as they then exist.

In preparing these, and any supplemental estimates, Newfield will rely primarily on our own in-house estimating staff and data. We will provide continuous Cost Control via supplemental estimates which will be prepared as required during design. As the Architect/Engineer prepares each issue of drawings and specifications, Newfield's Project Manager will work together with the Estimating Department to develop a complete quantity takeoff and pricing to assure that the Target Budget has not been exceeded.

CONSTRUCTION MARKET ANALYSIS

We will analyze construction market factors that could impact the construction of the facility. There are three areas we will examine:

- Local labor conditions;
- Management and financial capability, quality and workload of subcontractors;
- The amount of competing work within the geographical area anticipated to be under construction during the time the facility will be built.

We will determine the anticipated area workload via the responses of the local unions and contractors supplemented by our in-house knowledge of announced construction projects gained from industry contacts and reports from various marketing services. Based on the results of these studies we will recommend strategies that best address the market conditions encountered.



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COMMUNITY RELATIONS PROGRAM

We will establish procedures for the following items:

- Traffic Control
- Noise Control
- Dust Control
- Run Off and Erosion Control
- Site Maintenance
- Site Security

BUDGET AND COST CONTROL

Cost Control begins with the project budget process in preconstruction. Cost budgets are initially broad, based on schematic design, and will become more detailed by the conclusion of the design phase. This budget will eventually become the basis for Cost Control during construction.

Newfield Construction draws upon our database of historic and current construction costs to provide accurate construction budgets. Newfield develops major milestone budgets at three important stages of design; the schematic, design development and construction document phases. The Project Team is continually provided with complete budget detail to facilitate understanding of the project cost structures. Newfield believes that clear and accurate cost feedback is the key to a successful preconstruction phase.

BID PACKAGE PROCESS & DEVELOPMENT

During the bid process the schedule will become a part of the contract documents for construction so that all bidders are aware of the required timeline. This schedule will identify the procurement and shop drawing process involved with all disciplines. Activity durations for submission, review, approval, fabrication and delivery will be indicated. The schedule will also indicate durations for installation of work.

- **Development of Bid Packages** - Our bid packages are created specifically for individual project needs. Our bid packages will be tailored to the scope of work and participation requirements of the City of Norwalk. Detailed descriptions of the scope of work will be provided to ensure bidders' clear understanding of what their trade package includes to prevent overlap of scope with other bidders and reduce the likelihood of errors and omissions in their bids.
- **Trade Contractor Interest** - In addition to the normal procedures of advertising, we will publish the invitation to bid in trade notices and public media. Newfield will contact specific well-qualified trade contractors and encourage their involvement in the project.
- **Outreach** - We will hold outreach sessions for local communities so that businesses and workforce members are informed and have the opportunity to work on this project.
- **Bidding Process** - An adequate period will be allowed for bidding. Newfield will facilitate distribution of bid documents and bid addenda as required. A pre-bid meeting will be conducted and a process will be established for responding to trade contractor bid questions.
- **Review of Bids & Award** - After bids are received, Newfield will conduct scope review meetings with the low bidders. Based on these reviews, Newfield will make award recommendations to you.

**2.1 PRICING RESPONSE FORM, RFP # 3945 - C.M. Services for Norwalk High School
Miscellaneous Projects State Project No's 103-0250 A/CV & 103-0252**

Firm Name - Newfield Construction Group, LLC		
Address - 225 Newfield Avenue, Hartford, CT 06106		
Phone - 860-509-3024	Fax - 860-953-1712	Email - robertdaddona@newfieldconstruction.com
Manager - Damien Davis, President/Robert Daddona, VP Business Development		Fed ID# 47-3926484

In submitting this proposal the undersigned declares that this is made without any connection with any persons making another proposal or the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official or the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that he/she or they have carefully considered objectives of each element of this project, the desired end result, the environment in which services and / or products are to perform and are satisfied as to all the quantities and conditions, and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he / she will furnish and provide, through its construction contractors, the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Construction Manager and the City.

**1. PROPOSED FEES: Replacement of Wood Paneling/Removal & Replacement of Wood Doors
State Project No. 103-0250 A/CV**

A. Preconstruction Phase Services Fees: Lump Sum in number and words based on the schedule of services.	
\$15,000.00	Fee in words Fifteen Thousand Dollars
B. CM Fees: in numbers and words: Express as a percentage cost of construction (trade costs).	
2.5 %	Fee in words Two and One Half Percent
C. General Condition Fees: in numbers and words based on the schedule of services, and Exhibit B "CM schedule of values". Include copies of completed Exhibit. This fee is provided for general information purposes based on CM's understanding of the project. General Conditions fees shall be adjusted accordingly as part of the GMP amendment.	
\$91,000.00	Fee in words Ninety-One Thousand Dollars

D. Contingency Fees: in numbers and words, Express as a percentage cost of construction	
2.0 %	Fee in words Two Percent

2. Identify the project team members who will provide these services. Quantify their level of involvement (X %). Give a per diem and hourly rate for each member.

Replacement of Wood Paneling/Removal & Replacement of Wood Doors

Name & Title		% Involved	Hourly Rate
A Stephen Buccheri	Project Executive	10%	\$145
B Chris Archer	Project Manager	50%	\$130
C David Cormier	Superintendent	100%	\$125
D Zachary Genest	Project Engineer	100%	\$75

3. Black-box Theater/Media Pathway, Learning Commons, Main Entrance
State Project No. 103-0252

A. Preconstruction Phase Services Fees: Lump Sum in number and words based on the schedule of services.	
\$ 25,000.00	Fee in words Twenty-Five Thousand Dollars
B. CM Fees: in numbers and words: Express as a percentage cost of construction (trade costs).	
2.5 %	Fee in words Two and One Half Percent
C. General Condition Fees: in numbers and words based on the schedule of services, and Exhibit B "CM schedule of values". Include copies of completed Exhibit. This fee is provided for general information purposes based on CM's understanding of the project. General Conditions fees shall be adjusted accordingly as part of the GMP amendment.	
\$ 167,050.00	Fee in words One Hundred Sixty-Seven Thousand and Fifty Dollars
D. Contingency Fees: in numbers and words, Express as a percentage cost of construction	
2.0 %	Fee in words Two Percent



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 : MEMBERS OF LAND USE AND BUILDING MANAGEMENT
 COMMITTEE
 MEMBERS OF NFCC

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

RE : JEFFERSON ELEMENTARY SCHOOL

DATE: September 4, 2019

The Board of Education at their April 23, 2019 regular meeting voted to re-allocate previously approved funding to supplement the budget shortfall for three school construction projects: New Columbus at Ely, Jefferson Renovate-as-New, and Norwalk Global Academy. With the special appropriation in place, the City moved forward submitting a grant application to the Office of School Construction Grants and Review (OSCGR) in June of this year. Subsequently the City issued a Request for Qualifications/Proposals (RFQ/P) for architectural services for the Renovate-as-New project at Jefferson Elementary.

The Jefferson Elementary School Renovate-as-New project, part of the BOE's plan to overcome the 900 elementary seat shortage, is scheduled to include the infill of the lower area (now the driveway) to accommodate a Pre-K program, relocation of the administration suite to the lower level, the addition of a gymnasium to separate the cafeteria from the gym, mechanical upgrades for energy efficiency, bus and vehicle circulation improvements, the removal of the portables and an overall renovation to the building to bring it to a 20 year standard as required of a renovate-as-new grant application.

The City received 9 responses to the RFQ/P and conducted interviews with 3 of the firms, Silver Petrucelli + Associates, Friar Associates and Antinozzi Associates. After the interviews the sub-committee, consisting of Tom Livingston, Alan Lo,

Sharon Connors, Bill Hodel and Nick Brophy, selected Antinozzi Associates as the most responsible, responsive respondent.

Firm	Fee
Antinozzi Associates	\$1,565,500
Friar Associates	\$1,553,825
Silver Petrucelli + Associates	\$1,455,000

ACTION REQUESTED:

- 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 Acct. #09195010 5777 C0619**
- b. **Authorize the Mayor, Harry W. Rilling to establish a contingency for reimbursable expenses and additional services as may be required for a total not to exceed \$50,000.**

SCOPE OF SERVICES

Antinozzi Associates will lead all professional services associated with architecture, interior design, high performance design, and FF&E. In addition to the architectural and interior design staff assigned to the Jefferson Elementary School project, Antinozzi Associates is known for teaming with engineers and design consultants who have specific experience for the project at hand. As the prime consultant for this project, we will also lead this selective team of professionals to meet the established design goals, budget, and schedule of the project.

We have worked successfully with these consultants on many other institutional projects, including public school projects, and they all have a solid understanding of the scope of services relevant to this project. It is essential to our overall project approach that we integrate a strong communication stream with our engineers and consultants. The development of a school design does not just come from the architect - we must ensure that the plan we bring forward to you makes sense on all levels, whether related to educational specifications, demographics, financing, technology, cost estimating, or existing conditions.

For all other required design services, we have selected the consultants listed to the right who are experienced, knowledgeable, and readily available to perform on this project. We will ensure they are acceptable to the NFCC prior to the start of the project. Firm profiles and experience can be found in the pages that follow.

Consulting Engineering Services

Middletown, CT
M/E/P/FP and Energy Modeling

e2 Engineers

New London, CT
Structural Engineering

Stantec

New Haven, CT
Site/Civil/Traffic Engineering

Hygenix

Stamford, CT
Environmental Consulting

Raymond/Raymond Associates

Goshen, NY
Food Service Design

Jaffe Holden

Norwalk, CT
Acoustical Design

Theater Design, Inc

Cold Spring, NY
Theater Consulting

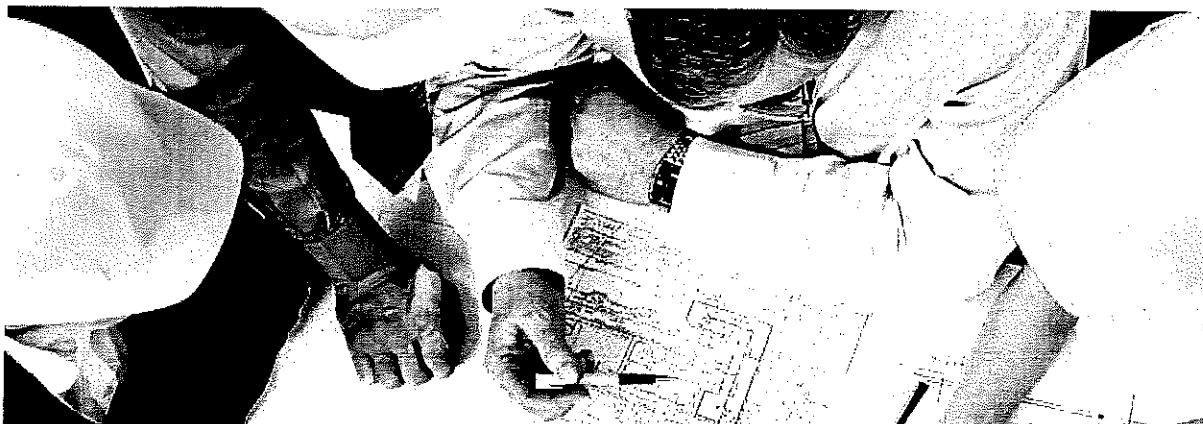
D'Agostino & Associates

Bridgeport, CT
Security/Technology

Pan American Consulting Services

Chester, CT
Cost Estimating

Design services excluded: Geotechnical Engineering (budget \$24,000 if needed), Special Inspections, and Record 'As-Built' Drawings, Life Cycle Cost Analysis, Energy Rebate Application, and Reimbursable Expenses



THE ANTINOZZI ASSOCIATES DESIGN TEAM

At Antinozzi Associates, we differentiate ourselves from larger architectural firms by possessing the ability and dedication to have personal Principal involvement throughout every phase of a school study - regardless of its size. We employ a staff large enough to do a superior job, yet take on a limited amount of projects to ensure our focus stays specifically on our client's goals.

The key Antinozzi Associates design staff assigned to the Jefferson Elementary School project will include:

Michael LoSasso, AIA, LEED-AP BD+C
Principal-in-Charge

Lisa Yates, AIA, LEED-AP
Senior Project Manager

David R. Stone, AIA, LEED-AP, NCARB
Project Architect / High Performance Design Lead

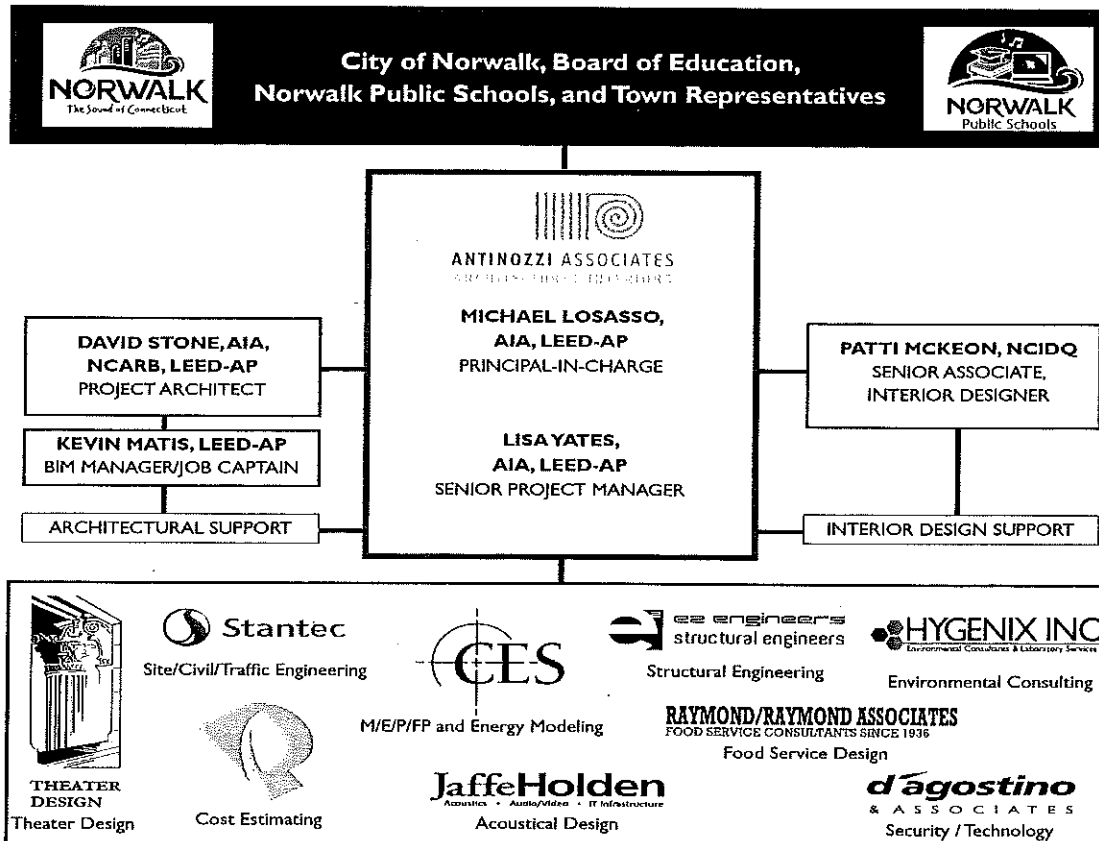
Kevin J. Matis, LEED-AP
BIM Manager / Job Captain

Patti McKeon, NCIDQ
Senior Associate, Registered Interior Designer

Resumes for each of these professionals are in the pages that follow. Please note that each of these team members will be dedicated to this project a minimum of 80% of their billable time.

To continually address project workload issues, weekly staffing meetings are conducted with the Principals, Associates, and Project Managers. All are responsible for collaborating on project staffing and scheduling, assuring the right number and caliber of staff is always placed on the project to meet the design program, technical requirements, and deliverable deadlines.

When selected, our design team will meet immediately with the major project stakeholders composed of the Norwalk Facilities Construction Commission, Norwalk Public Schools administration, Board of Education members, and other key representatives to discuss and review all currently available information including existing plans and studies, future design and sustainability goals, project schedule, and project budget prior to initiating any design work on the project.



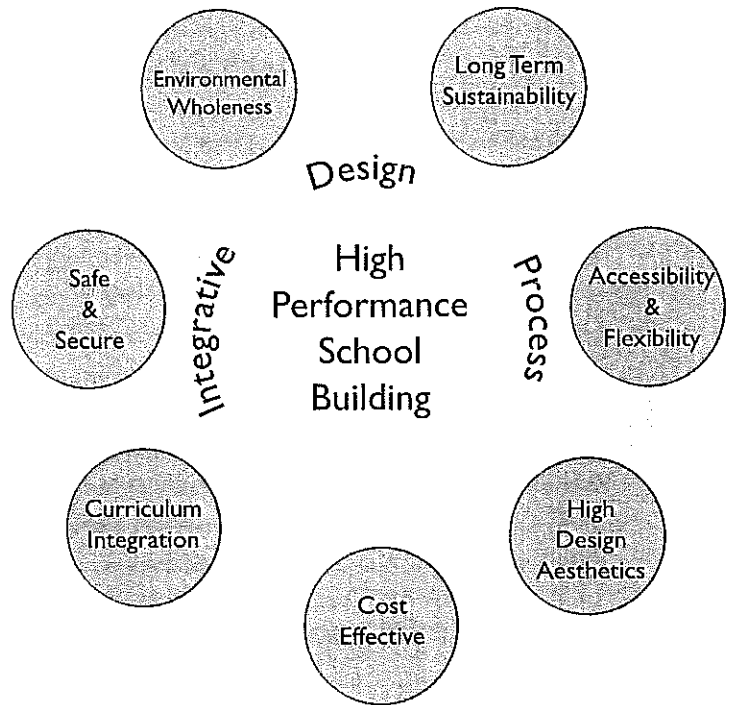
PROJECT APPROACH: INTEGRATIVE DESIGN PROCESS (IDP)

Our approach to school projects such as at Jefferson Elementary School begins with our Integrative Design Process, or IDP. Different than a conventional design process of “design first ... engineer ... budget ... value engineer ... redesign,” we will ensure that not just the Norwalk Facilities Construction Commission and Construction Manager are involved in these early design phases, but we will insist that all consultants and other key stakeholders (i.e. Superintendent, department heads, etc.) learn about the inter-relationships of the different options, systems, and materials in the school so they are addressed early.

Since high degrees of design efficiency and scheduling effectiveness are found in the relationship between the early stages of programming and the eventual building architecture, infrastructure system, technologies, surrounding site, and structural engineering solutions, several alternatives should be considered and agreed upon concurrently. IDP breaks the team out of previously used (and outdated) “last minute” value engineering patterns to realize a more cost effective, healthier school facility.

We understand that accurate, justifiable cost estimates early in the design process are critical to maintaining cost control throughout the project. By implementing an IDP approach, we efficiently and effectively manage design value early rather than have important parts of the design eliminated in later phases. Throughout the pre-construction phases of a project, we will insist on regularly maintaining IDP meetings to identify issues, monitor progress, and set goals. This process promotes early, “on-the-fly” value decisions, and initiates discussion to confirm the design, schedule, and budget by all current and future parties involved with the project.

We will analyze alternative construction methods, materials, sustainable design concepts, and other matters during the schematic design phases to eliminate budget overruns that can impact budget, schedule, or construction bid document quality.



School Project Kick-Off Meeting

Upon award of the contract, we will convene a kick-off meeting with all key stakeholders as previously mentioned to establish a management plan for all work going forward. All current information, including any previous school studies, will be collected and reviewed concurrently.

The Design Process

Our primary role as the lead architect for the Jefferson Elementary School project is the design, but we are not working alone. We will utilize all of the selected consultants (regardless of who selected them), as each will contribute specialized information and have unique concerns. As the lead architect, we are part of a larger team and our job is to listen and then synthesize information into a composite design.

PROPOSED DESIGN SCHEDULE

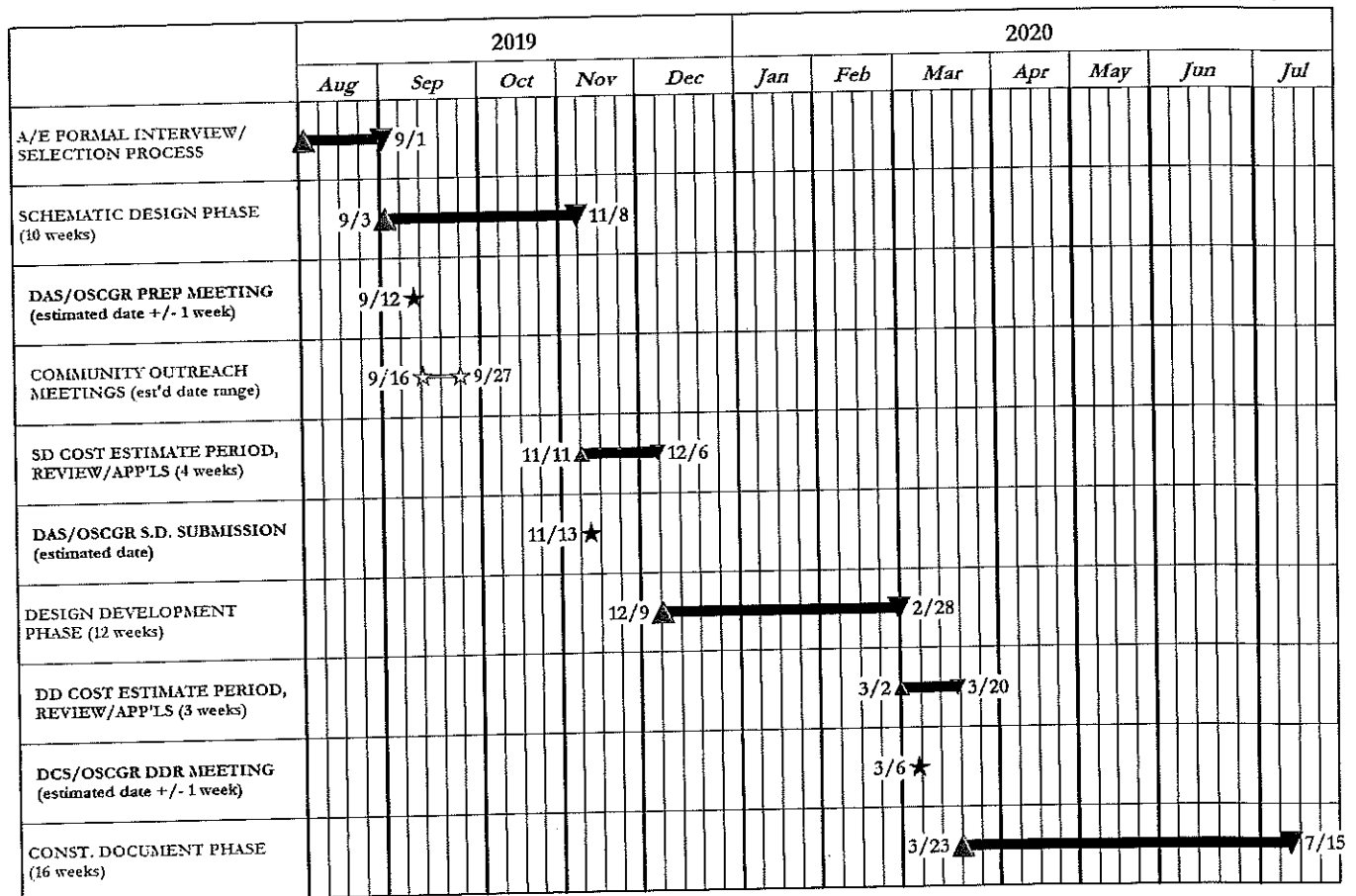
As requested in Section 1.2 E of your RFP document, Antinozzi Associates has considered a proposed design phase schedule. We have graphed below what we expect to be the critical phases required to meet the key deadline - with completion of bid documents for bidding by July 15, 2020.

Meeting this expected bid document completion date will require a strong commitment and expedited process of not just the design team, but the Norwalk Facilities Construction Commission (NFCC) as well. Though achievable, meeting the deadline will be heavily dependent on the continual review and approvals required from the NFCC, Norwalk Public School leadership (BOE) and school administrators, City representatives, and other stakeholder boards, commissions, and department heads as required.

We can assure the NFCC, City of Norwalk and the Norwalk Public School System that the key design consultant firms and individual staff assigned to the Jefferson Elementary School project will be dedicated for its duration. The team members for this project (as indicated in the resumes provided) will be able to start on this contract immediately based on the schedule of projects they are currently working on.

JEFFERSON ELEMENTARY SCHOOL RENOVATE-AS-NEW PROJECT PROPOSED DESIGN SCHEDULE (Assuming Architect Contract by September 1, 2019)

2/15/19



Addendum 1-3951 Section 2 Response Form

1. PROPOSED FEES: Jefferson Elementary School – Renovation as New/Extension

A. Renovation Status Pursuant to SCG Requirements: Lump Sum in numbers and words,	
\$ 43,800	Fee in words: Forty Three Thousand Eight Hundred Dollars
B. Programming and Schematic Design Services: Lump Sum in numbers and words,	
\$ 175,200	Fee in words: One Hundred Seventy Five Thousand Two Hundred Dollars
C. Design Development Phase: Lump sum in numbers and words,	
\$ 365,200	Fee in words: Three Hundred Sixty Five Thousand Two Hundred Dollars
D. Construction Documents Phase: Lump Sum in numbers and words,	
\$ 438,200	Fee in words: Four Hundred Thirty Eight Thousand Two Hundred Dollars
E. Bidding/Negotiation Phase: Lump Sum in numbers and words,	
\$ 73,000	Fee in words: Seventy Three Thousand Dollars
F. Contract Administration Phase: Lump Sum in numbers and words,	
\$ 365,100	Fee in words: Three Hundred Sixty Five Thousand One Hundred Dollars
G. Surveying Services: Lump Sum in numbers and words,	
\$15,000.00	FIFTEEN THOUSAND DOLLARS AND ZERO CENTS
H. Environmental Consultant Services: Lump Sum in numbers and words,	
\$35,000.00	THIRTY FIVE THOUSAND DOLLARS AND ZERO CENTS
I. Additional Design Services for Energy Enhancements: Lump Sum in numbers and words,	
\$30,000.00	THIRTY THOUSAND DOLLARS AND ZERO CENTS
J. Traffic Study including OSTA: Lump Sum in numbers and words,	
\$25,000.00	TWENTY FIVE THOUSAND DOLLARS AND ZERO CENTS
F. TOTAL FEE (A-J)	
\$ 1,565,500	Total Fee in words: One Million Five Hundred Sixty Five Thousand Five Hundred Dollars

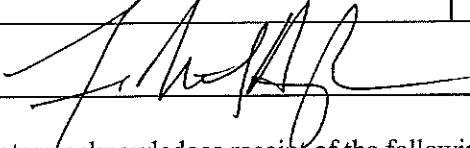
Addendum 1-3951 Section 2 Response Form

Firm Name - Antinozzi Associates PC

2. INSURANCE:

Agency Name	- People's United Insurance Agency
Agency Address	- 850 Main Street, Bridgeport, CT 06604

3. CERTIFICATION

Submitted by - F. Michael Ayles, FAIA	- Principal, Business Development
Authorized Agent of Company (name and title)	Date August 20, 2019
Signature - 	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	1	Dated	8/14/19	Addendum #		Dated	
Addendum #	2	Dated	8/16/19	Addendum #		Dated	

4. For informational purposes please identify the estimated time in working hours:

		Jefferson Elementary
A.	Schematic Design Phase	1,520
B.	Design Development Phase	3,175
C.	Construction Documents Phase	3,800
D.	Bidding/Negotiation Phase	635
E.	Contract Administration	3,175



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

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

RE : MARITIME AQUARIUM –
 REMOVAL OF UNDERGROUND HEATING OIL TANK

DATE: AUGUST 28, 2019

The City of Norwalk is the property owner of the Norwalk Maritime Aquarium. As part of the Maritime Aquarium functional replacement project with the State of Connecticut for the Walk Bridge Project, our civil engineer identified an existing underground heating oil storage tank (UST) on the property.

This UST is a 10,000 gal (31' x 8'diameter) double wall fiberglass tank located outside of the building between Maritime Aquarium and Norwalk River. This tank is beyond the scope of the functional replacement project and therefore, the State does not have any responsibility. This tank supplies oil to the boilers which have dual fuel burners, however, Maritime Aquarium has been using natural gas exclusively for a number of years. The tank was installed around 1985/6 and is rated/warranted for 30 years. Based on the age and the type of the tank, we believe the tank should not be leaking and soil contamination is not anticipated. As part of the tank removal, we will conduct soil testing to complete the closure documentation.

This tank was NOT registered with DEEP. However, since the tank is beyond its warranty life, its removal or replacement is recommended. Maritime Aquarium is agreeable to stay with gas permanently and would like to request the City, as the property owner, to remove the tank in order to minimize the risk of future leaks, which is especially sensitive due to its proximity to Norwalk River.

On behalf of the City, I reached out to our environmental consultants to assess the pros and cons for removal vs. abandon-in-place. We determined that complete removal is the preferred option and we obtained two proposals from tank removal/remediation contractors. We are soliciting a third quote in compliance with purchasing guidelines. This tank removal project is estimated to be approximately \$15,000 excluding removal of contaminated soil, if encountered. Approximately \$7,800 is available in Building Management's Capital Budget environmental remediation account and the balance from Building Management's non-site specific building improvements account.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with (lowest responsible bidder) for the Norwalk Maritime Aquarium underground heating oil storage tank removal project for a total not to exceed (amount to be determined). Acct # 09177100 5777 C0543 and #0919/207100 5777 C0476**
- b. **Authorize the Office of Building Management to issue change order on contract for a total (amount to be determined).**