



**LAND USE AND BUILDING MANAGEMENT COMMITTEE
MEETING AGENDA
WEDNESDAY, AUGUST 2, 2023 @ 7:00 PM**

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



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

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

Approve minutes of July 5, 2023

IV. OLD BUSINESS (None)

V. NEW BUSINESS

- A. Review request for security camera enhancements at various schools and refer the following action to the Common Council for action:

“a. Authorize the Purchasing Agent to issue a Purchase Order with Omni Data, LLC for security camera enhancements at BROOKSIDE, FOX RUN, KENDALL, MARVIN, NARAMAKE, ROWAYTON, SILVERMINE, SONO, WOLFPIT, BMHS schools for a total not to exceed \$261,451.70.

b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$24,864.46. Account #0924 5010 5777 C0537”

- B. Review request for school emergency response system and refer the following action to the Common Council for action:

“Authorize the Purchasing Agent to issue a Purchase Order with Mutualink, Inc for emergency response system at all Norwalk Public Schools for a total not to exceed \$723,800.00. Account #0924 5010 5777 C0537”

- C. Review request for land acquisitions relating to South Norwalk School and Belden Main Library and refer recommendation as required below:

“1.a. AUTHORIZATION: The City of Norwalk is hereby authorized to purchase, acquire and/or take the properties listed below, and further, that the Mayor, Harry W. Rilling, or his designee, is authorized to execute and deliver any and all agreements, documents and other instruments necessary to purchase, acquire and/or take such properties. Account: [<<Pending Assignment and Approval of an Account Number by the Finance Department at its September 14, 2023 Finance & Claims Committee Meeting>>].

(1) 28 Oxford Street, Norwalk, CT

(2) 32 Oxford Street, Norwalk, CT

(3) 36 Oxford Street, Norwalk, CT

VIA TELECONFERENCE

- (4) 38 Oxford Street, Norwalk, CT
- (5) 16 Meadow Street Ext., Norwalk, CT
- (6) A portion of real property identified as (survey map information to be available at/or prior to the Committee meeting) on and as shown in a certain map entitled _____ Scale 1" = __' dated _____, 2023 prepared by _____, on file in Building Management Department of the City of Norwalk.
- (7) A portion of real property known as 11 Belden Avenue, Norwalk identified as Parcel "X" Area: 11,227.63 Sq. Ft. or 0.258 acres (To Be Conveyed To City of Norwalk) on and as shown in a certain map entitled Map of Property 587, LLC Showing Land to be conveyed to City of Norwalk, #11 Belden Avenue, Norwalk, CT" Scale 1" = 20' dated July 19, 2023 prepared by Advanced Surveying Land Surveyors, on file in Building Management Department of the City of Norwalk.

1.b. AUTHORIZATION: Proceed with funding process (including Special Capital Appropriation process) as necessary for the acquisition of properties herein referenced.

1.c REFERRAL: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City's purchase, acquisition and/or taking of the properties listed below:

- (1) 28 Oxford Street, Norwalk, CT
- (2) 32 Oxford Street, Norwalk, CT
- (3) 36 Oxford Street, Norwalk, CT
- (4) 38 Oxford Street, Norwalk, CT
- (5) 16 Meadow Street Ext., Norwalk, CT
- (6) A portion of real property identified as (survey map information to be available at/or prior to the Committee meeting) on and as shown in a certain map entitled _____ Scale 1" = __' dated _____

VIA TELECONFERENCE

_____, 2023 prepared by _____, on file in Building Management Department of the City of Norwalk.

(7) A portion of real property known as 11 Belden Avenue, Norwalk identified as Parcel "X" Area: 11,227.63 Sq. Ft. or 0.258 acres (To Be Conveyed To City of Norwalk) on and as shown in a certain map entitled Map of Property 587, LLC Showing Land to be conveyed to City of Norwalk, #11 Belden Avenue, Norwalk, CT" Scale 1" = 20' dated July 19, 2023 prepared by Advanced Surveying Land Surveyors, on file in Building Management Department of the City of Norwalk."

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Date: July 27, 2023

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
SPECIAL MEETING
VIA TELECONFERENCE
JULY 5, 2023**

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ATTENDANCE: Barbara Smyth, Interim Chair; Gregory Burnett; James Frayer;
David Heuvelman; Bryan Meek

STAFF: Alan Lo, Building and Facilities Manager; Sherelle Harris, Library Director

OTHERS: Sally and Steve Adelman

Ms. Smyth called the meeting to order at 6:49 p.m.

I. ROLL CALL

Ms. Smyth called the Roll as indicated above.

II. PUBLIC PARTICIPATION

There were no members of the public who wished to comment this evening.

III. MINUTES OF PREVIOUS MEETING(S)

June 7, 2023 – Joint meeting with Recreation, Parks and Cultural Affairs Committee

**** MR. HEUVELMAN MOVED TO APPROVE THE MINUTES AS PRESENTED**

**** MOTION PASSED UNANIMOUSLY**

June 7, 2023 – Regular meeting of Land Use and Building Management Committee

The following corrections were made to the minutes:

Add Ms. Ayers' name under attendance.

Page 3: Chairman Smyth asked if it was possible to utilize just two rooms. Ms. Harris said that she believed so – should read: Chairman Smyth asked if it was possible to utilize just two rooms. Ms. Harris said that she did not believe two rooms would suffice.

Page 4: Mr. Meek said that he felt this should come out of the MPS operating budget should read: Mr. Meek said that he felt this should come out of the NPS operating budget.

City of Norwalk
Land Use and Building Management Committee
Special Meeting
Via Teleconference
July 5, 2023
Page 2

**** MR. BURNETT MOVED TO APPROVE THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY**

IV. OLD BUSINESS

- A. Review offer for the disposition of City surplus property located on Sheffield Road (D-6, B-28C, L-7). In the event the Committee would like to move forward, the Committee is required to schedule a Public Hearing.

Mr. Lo reviewed the request that was included in the back up materials. He noted they were required to advertise the property, but the only interest was from the Adelman's. Their bid was \$1,000.

Mr. Meek said he is typically against selling land and asked the Adelman's why they want to buy the property. Mr. Lo said the property is not buildable because about $\frac{3}{4}$ of the property is wetland. In a meeting with the Adelman's, Ms. Shanahan and Mr. Livingston it was established that the Adelman's are dedicated to protecting the wetlands. Mr. Lo said he approached the Land Trust, but this property is too small. Mr. Meek said he commended the Adelman's.

Ms. Smyth said the City has been losing money on this property because the taxes were not being paid. She recommended moving forward and scheduling a public hearing.

Mr. Burnett asked for clarification on the value of the property. Mr. Lo said in 2023 the property was assessed at \$95,550 because as City property, the City has no need to question/challenge the assessment. Recently, at the request of the Adelman's, the property was re-evaluated by the Tax Assessor for \$3,820.

**** MR. HEUVELMAN MOVED TO HOLD A PUBLIC HEARING ON**
AUGUST 2, 2023
**** MOTION PASSED UNANIMOUSLY**

V. NEW BUSINESS

- A. Review bids for Norwalk High School and Brien McMahon High School Band Instruments Replacement Project and refer the following to the Common Council for approval:

Ms. Smyth reviewed the request for band instruments.

**** MR. BURNETT MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO AAA BAND RENTALS, LLC. FOR NORWALK HIGH SCHOOL AND BRIEN MCMAHON HIGH SCHOOL BAND INSTRUMENTS REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$290,193.00. ACCT #09245010-5777-C0685"**

**** MOTION PASSED UNANIMOUSLY**

- B. Review bids for the Norwalk Concert Hall Terrace and Stair Improvement Project and refer the following recommendation to the Common Council for action:

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RELIABLE EXCAVATING CO., INC. FOR THE NORWALK CONCERT HALL TERRACE AND STAIRS IMPROVEMENT PROJECT A TOTAL NOT TO EXCEED \$148,000.00. FUNDS ARE AVAILABLE FROM ACCOUNT # 0923/247100 5777 C0439**

AND TO AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$14,800.00. ACCOUNT # 0923/247100 5777 C0439"

Mr. Lo reviewed the item and explained that when the old Norwalk High School was renovated in 1986 for City Hall, minimal work was done to this area. He said they went out to bid three times. This space is in the back of the Concert Hall and is used for holiday events.

Recently, the ADA Officer raised a concern about the patio being raised and they are looking into adding a handicap ramp. Ms. Smyth noted that an ADA ramp is important and expressed hope that this gets resolved. Mr. Meek asked if they were allowed to do this work without including the ADA issue. Mr. Lo said that the Concert Hall has the required means of egress and any ADA work would be enhance our compliance. He is working with ADA staff to see how best to incorporate their recommendation for a ramp. When they do this work, it should be an extension to the landing and will modify the proposed patio renovation scope so that there will be little to impact on the proposed work.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

C. Review request for Technical Correction of Common Council action for Literacy Office improvements and refer the following to the Common Council for action:

“TECHNICAL CORRECTION: of Common Council action of June 13, 2023, Item VII.E.2a & 2b with account numbers corrected to read as follows:

Mr. Lo reviewed the items and said these are corrections to the account numbers.

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RE-TECH LLC. FOR BELDEN AVENUE LIBRARY – LITERACY VOLUNTEERS’ OFFICE IMPROVEMENTS FOR A TOTAL NOT TO EXCEED \$89,000.00. ACCOUNT NO. 09206210 5777 C0660**

**AND TO AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT
TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL
NOT TO EXCEED \$8,900.00 FUNDS AVAILABLE FROM ACCOUNT
NO. 09206210 5777 C0660, 09237100 5777 C0476”**

Mr. Meek asked about the scope of service. Ms. Harris explained that this is a request to add two classrooms along with carpeting and furniture. Ms. Smyth said she recalled that other substantial work needs to be done. Mr. Burnett asked how the pending Library renovation will affect these rooms. Ms. Harris said the renovation will not touch this area.

**** MOTION PASSED UNANIMOUSLY**

VI. MISCELLANEOUS/DISCUSSION ITEMS

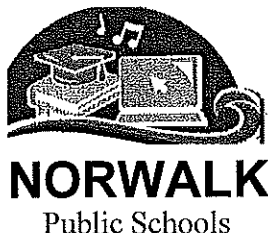
A. School construction projects - update

Mr. Lo said he would like to conduct a construction tour at Cranbury School on Thursday at 3:30 p.m. The formal opening of the school will take place in the fall.

There was no further business, and the meeting was unanimously adjourned at 7:19 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services



TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: RYAN HAROLD, DISTRICT SAFETY & SECURITY SUPERVISOR

RE: **ENHANCEMENTS TO SCHOOL SECURITY CAMERAS –
BROOKSIDE, FOX RUN, KENDALL, MARVIN, NARAMAKE,
ROWAYTON, SILVERMINE, SONO, WOLFPIT, BMHS**

DATE: JULY 26, 2023

The Enhancements to School Security program throughout the Norwalk Public Schools was established several years ago and the need for further improvements has been noted. During the life of this program, a number of security enhancements have already been incorporated at various locations within the district and include upgrades to intrusion, CCTV & PA systems, installation of protective window film & window treatments as well as the installation of a district wide high security master key system.

As a continuation of the Enhancements to School Security program, this request is to add additional cameras and re-position existing cameras to maximize visibility for optimal coverage. **BROOKSIDE, FOX RUN, KENDALL, MARVIN, NARAMAKE, ROWAYTON, SILVERMINE, SONO, WOLFPIT, BMHS** are the beneficiaries of this second round of upgrades. The pricing for this project is available through the Omnia Partners cooperative purchasing agreement (contract number - R192008). Omni Data, LLC is an authorized reseller for WESCO Distribution, Inc.

ACTION REQUESTED:

- A. **Authorize the Purchasing Agent to issue a Purchase Order with Omni Data, LLC for security camera enhancements at BROOKSIDE, FOX RUN, KENDALL, MARVIN, NARAMAKE, ROWAYTON, SILVERMINE, SONO, WOLFPIT, BMHS schools for a total not to exceed \$261,451.70.**
- B. **Authorize to establish a contingency for additional services as may be required for a total not to exceed \$24,864.46.**

Funds are available in account #0924 5010 5777 C0537



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 7.26.2023

DEPARTMENT: NPS-Security

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	Other, please explain:

TOTAL COST: \$286,316.16 MUNIS Account: 619020

VENDOR: OMNI DATA, LLC.

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Digitally signed by Sharon Conners		X	Supports		
Purchasing Agent Name			Does Not Support	Department Head Name	
Date: 2023-07-26 16:28:37 -04'00'			Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Sandra Faioes	
Date				Date 07.26.2023	

JUSTIFICATION:

To replace and upgrade security cameras at Brookside, Fox Run, Kendall, Marvin, Naramake, Rowayton, Silvermine, Sono, Wolfpit & Brien McMahon. As a continuation of the Enhancements to School Security program, this request is the second round to add additional cameras and re-position existing cameras to maximize visibility for optimal coverage

Omni Data, LLC
Omnia Partners contract no. R192008
Quotes - see attached

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

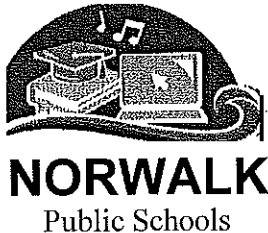
Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

	Total W/O			Total		
	Hardware	Software	Prof. Services	Contingency	Contingency	Total
Brookside	\$ 23,652.04	\$ 3,590.40	\$ 9,790.00	\$ 37,032.44	10%	\$ 40,735.68
Fox Run	\$ 16,523.36	\$ 359.04	\$ 3,305.00	\$ 20,187.40	10%	\$ 22,206.14
Kendall	\$ 19,762.86	\$ 2,513.28	\$ 9,225.00	\$ 31,501.14	10%	\$ 34,651.25
Marvin	\$ 17,656.94	\$ 2,154.24	\$ 7,140.00	\$ 26,951.18	10%	\$ 29,646.30
Naramake	\$ 23,795.17	\$ 3,231.36	\$ 10,585.00	\$ 37,611.53	10%	\$ 41,372.68
Rowayton	\$ 15,945.36	\$ 718.08	\$ 4,550.00	\$ 21,213.44	10%	\$ 23,334.78
Silvermine	\$ 19,374.66	\$ 2,513.28	\$ 8,585.00	\$ 30,472.94	10%	\$ 33,520.23
Sono	\$ 11,041.09	\$ 718.08	\$ 3,760.00	\$ 15,519.17	10%	\$ 17,071.09
Wolfpit	\$ 16,963.20	\$ 1,077.12	\$ 5,015.00	\$ 23,055.32	10%	\$ 25,360.85
BMHS	\$ -	\$ -	\$ 5,100.00	\$ 5,100.00	10%	\$ 5,610.00
District Server	\$ 11,887.14	\$ 920.00	\$ -	\$ 12,807.14	0%	\$ 12,807.14
mini Data, LLC Total				\$ 261,451.70		\$ 286,316.16

\$ 24,864.46



TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: RYAN HAROLD, DISTRICT SAFETY & SECURITY SUPERVISOR

RE: **EMERGENCY RESPONSE SYSTEM FOR ALL NORWALK
PUBLIC SCHOOLS – INTEGRATE WITH NORWALK PD**

DATE: JULY 26, 2023

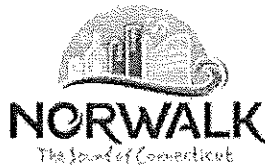
The Enhancements to School Security program throughout the Norwalk Public Schools was established several years ago and the need for further improvements has been noted. During the life of this program, a number of security enhancements have already been incorporated at various locations within the district and include upgrades to intrusion, CCTV & PA systems, installation of protective window film & window treatments as well as the installation of a district wide high security master key system.

Mutualink will work with the NORWALK PUBLIC SCHOOLS to deploy the 2-way radio gateway, floor plan video share gateway and school staff panic buttons, as quoted, at all schools in the District. A secure network gateway will also be installed that is used to instantly and securely share the encrypted multimedia from the schools with local Police and other responders. The Mutualink multimedia interoperability solution automates collaboration for police and other first responders in an active shooter or emergency situation by providing, in seconds, direct 2-way communication, voice and video, floorplans between schools and 911 centers, local and state police and other first responders in an emergency. In an emergency, with the established permission of the NORWALK PUBLIC SCHOOLS, the Norwalk Police and CT State Police will see video from the schools, school floor plans and have voice access to the school's 2-way radio system. This is critical information in a response to an active shooter or other emergency situation to help protect your 22 schools and 11,468 students and staff.

ACTION REQUESTED:

- A. Authorize the Purchasing Agent to issue a Purchase Order with Mutualink, Inc for emergency response system at all Norwalk Public Schools for a total not to exceed \$723,800.00.**

Funds are available in account #0924 5010 5777 C0537



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 7.26.2023

DEPARTMENT: NPS-Security

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☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☒	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	Other, please explain:

TOTAL COST: \$723,800.00 MUNIS Account: 620166

VENDOR: MUTUALINK, INC.

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
	Supports	
Purchasing Agent Name	Does Not Support	Department Head Name
	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Sandra Faioes
Date		Date 7.26.2023

JUSTIFICATION:

Mutualink will work with the NORWALK PUBLIC SCHOOLS to deploy the 2-way radio gateway, floor plan video share gateway and school staff panic buttons, as quoted, at all schools in the District. A secure network gateway will also be installed that is used to instantly and securely share the encrypted multimedia from the schools with local Police and other responders. The Mutualink multimedia interoperability solution automates collaboration for police and other first responders in an active shooter or emergency situation by providing, in seconds, direct 2-way communication, voice and video, floorplans between schools and 911 centers, local and state police and other first responders in an emergency. In an emergency, with the established permission of the NORWALK PUBLIC SCHOOLS, the Norwalk Police and CT State Police will see video from the schools, school floor plans and have voice access to the school's 2-way radio system. This is critical information in a response to an active shooter or other emergency situation to help protect your 22 schools and 11,468 students and staff. Norwalk PD is currently installing this system and NPS will integrate.

CT State Contract - #14PSX0178AA

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



1268 South Broad Street
 Wallingford, CT 06483
 Website: www.mutualink.net

Tel: (860) 927-5455
 Fax: (828) 288-0344
 Email: sales@mutualink.net

Quote 1007690
Date 2/10/2023

Bill To:

Norwalk Public Schools
 125 East Ave.
 Norwalk, CT 06852

Ship To:

Norwalk Public Schools
 125 East Ave.
 Norwalk, CT 06852

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms	Order #
	NORWALSCH	JDOOLEY		See Below	

Qty	Item Number	Description	Unit Price	Ext Price
22	CTR12	Mutualink Bundle for Norwalk Public Schools Includes the following: • Remote View Gateway Camera • School floor plan map layer (floor plan supplied by school) • ISG (Intelligent sensor gateway) for integration to installed hardwired panic button/soft panic buttons and school's existing IP access control system • Radio gateway • LNK360 Software v2 CommandConnect5 MxPTT • Configuration, Installation and Training • Bundle includes software license, access to IRAPP • 24x7 Customer Support • SW Maintenance and updates • No additional charges for 3 years This quote is valid for 150 days. Mutualink payment terms • 25% upfront deposit • 40% after equipment is installed and software delivered; billed monthly for schools completed • 25% after the school has been software tested; billed monthly for schools completed • 10% upon final end to end full district (project) test	32,800.00	723,800.00

Customer to supply their own:
 Windows/macOSx desktop/laptop for the LNK360 CommandConnect client
 Smartphone (Android/iOS) for LNK360 CommandConnect Mobile / MxPTT Clients
 Domo radios (licensed RF) for integration to Radio Gateway
 Floor Plans - current digital files in the appropriate format

Subtotal	723,800.00
Freight	0.00
Sales Tax	0.00
Quote Total	723,800.00



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, BUILDING AND FACILITIES MANAGER

RE : LAND ACQUISITION RELATING TO SOUTH NORWALK
 SCHOOL AND BELDEN PUBLIC LIBRARY

DATE: JULY 27, 2023

The City of Norwalk is embarking on two municipal development projects: construction of the new South Norwalk School and renovation and expansion of the Belden Main Public Library. Acquisition of additional properties are desirable to the development and operational needs of these municipal facilities in order to serve the public.

South Norwalk School

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

Recently, the City acquired the old Hatch and Bailey Lumber Company's property at 1 Meadow Street Extension for a new South Norwalk Elementary School. The property is 11.7 acres. The new pre-kindergarten to fifth grade school will have a maximum capacity of 682 students with the intended occupancy at approximately 85% of capacity. The proposed building will be two stories for a total of approximately 86,000 square feet. The City has allocated \$76,000,000 for land acquisition and development of the new school. This project will benefit from the 2022 State's Special Legislative Action which granted the City of Norwalk a new

reimbursable rate of 60% in lieu of 33% for renovation work and 22% for new construction. We are scheduled to go out for bid by the end of 2023, start construction through the winter and completion by August of 2025.

The current design provides a site design that meets the most basic vehicle traffic and parking and open space needs when the school opens, anticipating that 4th and 5th grades attendance will lag behind for two years. Acquisition of property along Oxford Street and South Main Street is desirable as it will enhance both vehicular and student access into the property, will provide additional parking and will provide open space meeting the needs of full occupancy of the school. The acquisition of property along South Main Street will allow right-of-way improvements by Traffic, Mobility and Parking Department to remove existing sightline obstruction by the modification of travel lane and reconfiguration of the intersection at the South Main Street/Meadow Street/ Wilson Avenue/Meadow Street Extension.

Attached is a site plan showing the properties as well as a survey (to be provided prior to the upcoming Land Use and Building Management Committee meeting) for the property located along South Main Street. At this time, the City has issued a letter to the property owners informing them of the City's interest. Upon Committee's action below, City staff will proceed with formal negotiation on the acquisition of the properties. The Law Department has received two set of appraisals from two independent appraisal companies establishing current appraised values.

Belden Main Public Library

The City of Norwalk is committed to updating and expanding the Main Branch Belden Public Library. As identified in the Library Board's completed strategic and building plans (2018/2019), the Belden Library requires renovation and expansion to meet the community's current and future needs. In addition to these findings, the plans also identified a need for and importance of accessible parking that is located within a close proximity to the Belden Library.

Since August 2017, the City of Norwalk has supplemented the existing 38 onsite parking spots at the Belden Library with parking located on 11 Belden Avenue. In total, 28 parking spots were secured through a lease agreement with 587 CT AVE, LLC. The right to use of these parking spots under the lease will expire as of August 31, 2023. In planning for the potential loss of these spaces, at 11 Belden Avenue, the City of Norwalk entered an agreement with the Eagles Club to lease 30 parking spaces which began July 1, 2023. The agreement is a two-year agreement, with three renewal options for one-year each. The annual payment to the Eagles Club is

\$12,600, or \$35 per month per space. In addition to this agreement, the City of Norwalk and the First Taxing District came to an agreement for the city to purchase 3 Belden Avenue for \$1.4M. The sale and closing of the property are anticipated for late summer 2023. This acquisition secures an additional 31 parking spots for the use of the Belden Library.

Due to the nature of the short-term parking solution with the Eagles Club and the potential expansion project of the Library, which may require some of the footprint of the 3 Belden Avenue site, it is desirable that the city secure additional parking assets through the acquisition of a portion of 11 Belden Avenue property, sufficient to provide 28 parking spaces. The area to be acquired is identified in attached survey map. It is anticipated that a renovation and expansion project of the Belden Library will result in an increase in visitors to the site. Recent renovation and expansion projects in the area, such as New Canaan and Westport, have resulted in up to a 20 percent increase in visitors.

ACTION REQUESTED:

1.a. AUTHORIZATION: The City of Norwalk is hereby authorized to purchase, acquire and/or take the properties listed below, and further, that the Mayor, Harry W. Rilling, or his designee, is authorized to execute and deliver any and all agreements, documents and other instruments necessary to purchase, acquire and/or take such properties. Account: [<<Pending Assignment and Approval of an Account Number by the Finance Department at its September 14, 2023 Finance & Claims Committee Meeting>>].

- (1) 28 Oxford Street, Norwalk, CT
- (2) 32 Oxford Street, Norwalk, CT
- (3) 36 Oxford Street, Norwalk, CT
- (4) 38 Oxford Street, Norwalk, CT
- (5) 16 Meadow Street Ext., Norwalk, CT
- (6) A portion of real property identified as (survey map information to be available at/or prior to the Committee meeting) on and as shown in a certain map entitled _____ Scale 1" = __' dated

_____, 2023 prepared by _____, on file in Building Management Department of the City of Norwalk.

- (7) A portion of real property known as 11 Belden Avenue, Norwalk identified as Parcel "X" Area: 11,227.63 Sq. Ft. or 0.258 acres (To Be Conveyed To City of Norwalk) on and as shown in a certain map entitled Map of Property 587, LLC Showing Land to be conveyed to City of Norwalk, #11 Belden Avenue, Norwalk, CT" Scale 1" = 20' dated July 19, 2023 prepared by Advanced Surveying Land Surveyors, on file in Building Management Department of the City of Norwalk.

1.b. AUTHORIZATION: Proceed with funding process (including Special Capital Appropriation process) as necessary for the acquisition of properties herein referenced.

1.c REFERRAL: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City's purchase, acquisition and/or taking of the properties listed below:

- (1) 28 Oxford Street, Norwalk, CT
 - (2) 32 Oxford Street, Norwalk, CT
 - (3) 36 Oxford Street, Norwalk, CT
 - (4) 38 Oxford Street, Norwalk, CT
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Advanced Surveying Land Surveyors, on file in Building Management
Department of the City of Norwalk.

CC: Mayor, Harry W. Rilling
Dr. Alexandra Estrella, Superintendent of Schools
Tom Livingston, Chief-of-Staff

PROPOSED SOUTH NORWALK ELEMENTARY SCHOOL AT 11 MEADOW ST EXT
Site Size: 11.74 acres

28 OXFORD ST
Site Size: 0.11 acres
Zoning: D (Residence)
Use: Single-Family

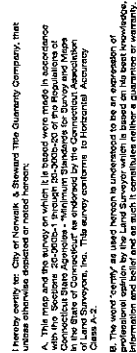
32 & 36 OXFORD ST
Site Size: 0.43 acres
Zoning: D (Residence)
Use: Multi-Family (5) / Industrial

38 OXFORD ST
Site Size: 0.12 acres
Zoning: D (Residence)
Use: Two-Family

16 MEADOW ST EXT
Site Size: 0.18 acres
Zoning: D (Residence)
Use: Residential Land

S MAIN RAIL CORRIDOR
Site Size: 1.13 acres
Zoning: D (Residence)
Use: Vacant Land

S MAIN RAIL CORRIDOR
Site Size: 1.13 acres
Zoning: D (Residence)
Use: Vacant Land



THIS MAP IS NOT VALID WITHOUT A LIVE
DOWN-TIME & SENSITIVE DEAL.

EDGE OF PAVEMENT	
CURB LINE	
LIGHT POLE	
QUIN LAMP FENCE	
UTILITY POLE	
CATCH BASIN	
SAWTOOTH SIGN MANHOLE	
DRAINAGE MANHOLE	
DATE: 10/10/01	BY: J. J. J. J.

[illegible][illegible]

2. The place is subject to other easements. If any, for overhead and/or underground power lines, easements for other telecommunications facilities, easements for water, gas, sewer, and/or drainage.
3. The underground utilities, if any, have been located from visible signs, records, or other sources. If not, the location of the utilities in the survey is based on other information, such as utility company records, street, depth, location, crossing, or location of any utilities or manholes/survey monuments. The surveyor warrants that the underground utilities are located and shown in accordance with the best available information and standards for information regarding these utilities or facilities, but does not warrant the accuracy of the information.
4. The surveyor warrants that the survey is in accordance with the best available information and standards for information regarding these utilities or facilities, but does not warrant the accuracy of the information.
5. Unlawful/authorized easements or rights to the survey, which bear the surveyor's, intended easement, or intended declaration shown herein.



**LAND USE AND BUILDING MANAGEMENT COMMITTEE
MEETING AGENDA**

WEDNESDAY, AUGUST 2, 2023 @ 7:00 PM

Amended July 31, 2023, Amended items in Italic

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



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

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

Approve minutes of July 5, 2023

IV. OLD BUSINESS (None)

V. NEW BUSINESS

- A. Review request for security camera enhancements at various schools and refer the following action to the Common Council for action:
- “a. Authorize the Purchasing Agent to issue a Purchase Order with Omni Data, LLC for security camera enhancements at BROOKSIDE, FOX RUN, KENDALL, MARVIN, NARAMAKE, ROWAYTON, SILVERMINE, SONO, WOLFPIT, BMHS schools for a total not to exceed \$261,451.70. Account #0921/23/24 5010 5777 C0537**
- b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$24,864.46. Account #0924 5010 5777 C0537”**
- B. Review request for school emergency response system and refer the following action to the Common Council:
- “Authorize the Purchasing Agent to issue a Purchase Order with Mutualink, Inc for emergency response system at all Norwalk Public Schools for a total not to exceed \$723,800.00. Account #0921/23/24 5010 5777 C0537”**
- BB. *Review request for school security enhancement and refer the following to Common Council for action:*
- “Authorize the Purchasing Agent to issue a purchase order to Integrated System Services, LLC. for the Enhancement to School Security - Access Control Improvements at FOX RUN, MARVIN, NARAMAKE, NATHAN HALE, NECC, PONUS, ROTON, ROWAYTON, WEST ROCKS schools for a total not to exceed \$196,581.00. Acct #0921/23/245010-5777-C0537”***
- C. Review request for land acquisitions relating to South Norwalk School and Belden Main Library and refer recommendation as required below:
- “1.a. AUTHORIZATION:** The City of Norwalk is hereby authorized to purchase, acquire and/or take the properties listed below, and further, that the Mayor, Harry W. Rilling, or his designee, is authorized to execute and deliver any and all agreements, documents and other instruments necessary to

VIA TELECONFERENCE

purchase, acquire and/or take such properties. Account: [<<Pending Assignment and Approval of an Account Number by the Finance Department at its September 14, 2023 Finance & Claims Committee Meeting>>].

- (1) 28 Oxford Street, Norwalk, CT
- (2) 32 Oxford Street, Norwalk, CT
- (3) 36 Oxford Street, Norwalk, CT
- (4) 38 Oxford Street, Norwalk, CT
- (5) 16 Meadow Street Ext., Norwalk, CT

(6) *A portion of real property identified as Portion of Parcel A to be Deeded to the City of Norwalk, Area = 44,338 s.f.± (1.01786 Acres), and Portion of Lots 8 & 9 to be Deeded to the City of Norwalk, Area = 4,426 s.f.± (0.10161 Acres) on and as shown in a certain map entitled "Boundary Survey (Parcel A and Lots 8 & 9)" Scale 1" = 30' dated July 27, 2023 prepared by Langan CT, Inc., on file in Building Management Department of the City of Norwalk.*

(7) A portion of real property known as 11 Belden Avenue, Norwalk identified as Parcel "X" Area: 11,227.63 Sq. Ft. or 0.258 acres (To Be Conveyed To City of Norwalk) on and as shown in a certain map entitled Map of Property 587, LLC Showing Land to be conveyed to City of Norwalk, #11 Belden Avenue, Norwalk, CT" Scale 1" = 20' dated July 19, 2023 prepared by Advanced Surveying Land Surveyors, on file in Building Management Department of the City of Norwalk.

1.b. AUTHORIZATION: Proceed with funding process (including Special Capital Appropriation process) as necessary for the acquisition of properties herein referenced.

1.c REFERRAL: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City's purchase, acquisition and/or taking of the properties listed below:

- (1) 28 Oxford Street, Norwalk, CT

VIA TELECONFERENCE

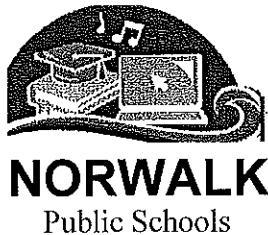
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VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Date: July 27, 2023
Amended: July 31, 2023



VBB

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: RYAN HAROLD, DISTRICT SAFETY & SECURITY SUPERVISOR

RE: **ENHANCEMENTS TO SCHOOL SECURITY RESOLUTION
ACCESS CONTROL IMPROVEMENTS FOX RUN, MARVIN,
NARAMAKE, NATHAN HALE, NECC, PONUS, ROTON,
ROWAYTON, WEST ROCKS**

DATE: JULY 26, 2023

The Enhancements to School Security program throughout the Norwalk Public Schools was established a number of years ago and the need for further improvements has been noted. During the life of this program, a number of security enhancements have already been incorporated at various locations within the district and include upgrades to intrusion, CCTV & PA systems, installation of protective window film & window treatments as well as the installation of a district wide high security master key system.

All schools are outfitted with an after-hour intrusion detection system. As a continuation of the Enhancements to School Security program, the need for a twenty-four-hour exterior door monitoring system has become a priority. The installation of Two-Point WiFi door alarms to all exterior doors will act not only as an intrusion detection system after-hours, but extend that protection during the school day which will notify schools of ajar doors and students leaving the building unauthorized. The project will start with our elementary schools that serve students with the highest risk of leaving the building unattended and unauthorized.

The Board of Education Facilities Department feels that releasing the requirements through a public bid will expose security vulnerabilities at the 5 schools that require these door alarm updates as students are currently propping doors open, this solution will prevent their ability to do so. Proposals for security contractors to provide said upgrades were requested from LDI Connect and Integrated System Services, LLC. Site walkthroughs to outline the scope of work were conducted and after much delay, LDI Connect declined to bid as it was beyond their capabilities. Integrated Systems LLC has done similar work in the district and is proficient with the Verkada door monitoring solution that is required and is the reason we are seeking to use them as a single source provider.

ACTION REQUESTED:

Authorize the Purchasing Agent to issue purchase order to Integrated System Services, LLC. for the Enhancement to School Security - Access Control Improvements at IMPROVEMENTS FOX RUN, MARVIN, NARAMAKE, NATHAN HALE, NECC, PONUS, ROTON, ROWAYTON, WEST ROCKS schools for a total not to exceed \$196,581.00. Acct #09245010-5777-C0537

<u>School</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Fox Run Elementary	\$ 42,285.00	\$ 5,786.50	\$ 48,071.50
Marvin Elementary	\$ 42,127.75	\$ 5,786.50	\$ 47,914.25
Naramake Elementary	\$ 31,374.00	\$ 4,890.00	\$ 36,264.00
Nathan Hale	\$ 35,571.25	\$ 5,297.50	\$ 40,868.75
Norwalk Early Childhood Center	\$ 20,365.50	\$ 3,097.00	\$ 23,462.50
Ponus Ridge	\$ 37,089.75	\$ 5,297.50	\$ 42,387.25
Roton	\$ 35,024.00	\$ 4,890.00	\$ 39,914.00
Rowayton Elementary	\$ 26,937.50	\$ 4,482.50	\$ 31,420.00
West Rocks	\$ 30,693.50	\$ 4,482.50	\$ 35,176.00
	\$ 171,723.50	\$ 24,857.50	\$ 196,581.00



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 7/26/23

DEPARTMENT: NPS-Facilities/Security

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☒	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☒	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	Other, please explain:

TOTAL COST: \$196,581.00 MUNIS Account: 617187

VENDOR: Integrated Systems Services LLC, d/b/a Tone Klear Sonics

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
	Supports	
Purchasing Agent Name	Does Not Support	Department Head Name
	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	<u>7/26/2023</u>
Date		Date <u>SANDRA FAIDES</u>

JUSTIFICATION:

Vendor has done similar work in the district and is proficient with the Verkada door monitoring solution required. Requesting use as single-source provider. Also, releasing the bid to the public will expose security vulnerabilities at the 5 schools (Fox Run, Marvin, Naramake, Nathan Hale, NECC, Ponus Ridge, Roton, Rowayton, West Rocks) that require these door alarm updates as students are currently propping doors open. These updates will prevent their ability to do so.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

[illegible]

MATCHLINE B (SEE SHEET VB202)

