



LAND USE AND BUILDING MANAGEMENT COMMITTEE

**MEETING AGENDA
WEDNESDAY, JULY 1 2020 AT 7:30 PM**

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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)**

May 6, 2020 and June 3, 2020

IV. NEW BUSINESS

A. City Property

1. Review request from Mr. Gino Mattera to purchase City property located at the corner of West Cedar and Scribner Avenue. Suggested action:
Schedule public hearing

B. Norwalk Public Schools

1. **Authorized the Mayor, Harry W. Rilling to enter into a contact with Board of Education and Durham School Services L.P. to sublease 334 Wilson Avenue for purpose of student transportation.**
2. Review bids for the Roton Middle School Portable Air Conditioning and Electrical Upgrades project and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreements with Stewart Mechanical Services, Inc. for the Roton Middle School Portable Air Conditioning and Electrical Upgrade – Phase 2 Project for a total not exceed \$394,000. Funds are available in Acct. #09205010 5777 C0652.
b. Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$39,400. Funds are available in Acct. #09205010 5777 C0652.”
3. Review bids for the district wide oil tank replacement project and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreements with Salamone & Associates, P.C. for the Norwalk Public Schools Oil Tank Replacement Project for a total not exceed \$106,670. Funds are available in Acct. #0921 5010 5777 C0789.
b. Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$10,700. Funds are available in Acct. #0921 5010 5777 C0789.”

C. School Construction Projects

1. Projects update

2. Review bid results for moving services for Jefferson School and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Precision Placement LLC. for the Jefferson Elementary School renovation and improvement project for a total not to exceed \$55,230. Funds are available in Acct. #09195010 5777 C0619.
b. Authorize the Land Use & Building Management Committee to issue Change Orders on Contract for a total not to exceed \$5,500.”
3. Review request to increase contract allowance with Meyer to provide moving services for Ponus School and refer the following to the Common Council for action:
“Authorize the Office of Building Management to issue Change Orders on Contract with William B. Meyer, Inc. for moving services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$20,000.00. Acct. #09185010 5777 C0608.”
4. Designate representatives from Land Use and Building Management Committee to participate in School Advisory Committees for Cranbury School and Naramake School improvement projects

D. Maritime Aquarium

1. Review recommendation for the amendment of O&G/AP Construction's agreement for the Maritime Aquarium Functional Replacement Project and refer the following to the Common Council for approval:
“Authorize the Mayor, Harry W. Rilling, to execute an amendment to the O&G Industries/AP Construction TMA, A Joint Venture agreement for the Norwalk Maritime Aquarium Functional Replacement Project to provide additional staff support for a total not to exceed \$100,000 and to extend the completion date for the 4D Theater to January 15, 2021 and the Seal Tank to March 19, 2021. Funds are available from the Maritime Aquarium State Functional Replacement account #09194031 5799 C0635”

V. MISCELLANEOUS ITEMS

Prepared by Alan Lo,
Dated: June 25, 2020

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
MAY 6, 2020**

ATTENDANCE: Tom Livingston, Chair; Greg Burnett, David Heuvelman, Tom Keegan, Kadeem Roberts, Nick Sacchinelli, Barbara Smyth

STAFF: Alan Lo, Building Management

OTHERS: Diane Lauricella, Mary Oster, William Hodel, Michael Faenza, Michael Losasso, Lisa Yates, Eric Gebrian, Jim Giuliano, Jeremy Oskandy, Phil Katz

CALL TO ORDER

Mr. Livingston called the meeting to order at 7:34 p.m.

ROLL CALL

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

PUBLIC PARTICIPATION

Mr. Livingston read the below email from Ms. Diane Lauricella into record.

Tom Livingston
Chairman
Land Use and Building Management

Council Members and Staff

I hope that this email finds you all well and your family coping with this stressful time.

Please enter the following comments into the record of this Committee and thank you for the opportunity to comment and submit the links below which offer free, professional advice concerning energy and air quality in schools, as well as any public building.

I would like to address this Committee in the near future in order to have it consider employing several across-the-board policies about green building design and renewable energy generation and storage when considering ANY public building construction or renovation project. As such, I would love to speak to the Chair in order to arrange for a discussion item on the Agenda.

All of my comments relate to the need to DECREASE the amount of money spent to construct and operate public buildings.

B #1 BOE Propane Trucks: Please review and send back for estimate for an electric vehicle to compare prices and carbon footprint.

C School Construction: Please review the links below to highlight two worthy programs: **Net Zero Energy School Design** and **better Indoor Air Quality Operation Design**. I believe that none of the schools listed below and on this agenda have optimized the green building design and solar energy design opportunities that many other towns and cities in CT have employed for almost the last ten years.

I ask that the following four school project votes be tabled unless and until the City begins to incorporate solar energy generation, both passively (with building orientation considerations) and actively (with rooftop, carport, and/or ground-mounted design) and seeks a second opinion about whether our current consulting firms have optimized sustainable energy generation and green design opportunities.

#2 Jefferson	Renovation-as-new	Rooftop and Carport/parking lot Solar?
#5 Norwalk High School	b. Schematic drawings as new	" " " "
#6 Cranbury	b. Schematic drawings as new	Passive and active solar generation?

#7 Naramake Kitchen and Cafeteria renovation Incorporation of food recovery and recycling areas in kitchen and cafeteria itself?

Tonight you will be told that my concerns are being addressed later, however I respectfully disagree because I have been told the same thing about previous school building projects where next to nothing has been done to implement solar/renewable energy measures.

D. Building Management:

I. Security Guard Contract: Before you sign off on this request, please ensure that the Guard services found in City Hall and the Health Department are nearly as good as what you find in Stamford City Hall, where people have to sign in and sign out right at the entrance. The current Norwalk system lets just about anyone in the main entrance without review therefore increasing the risk to the employees and visitors alike of future problems.

Please scroll down to the PowerPoint Links below.

Sincerely
Diane Lauricella
203-858-1537

----- Forwarded Message -----

From: Diane Lauricella <dlauricella21@yahoo.com>
To: Tom Livingston <tplivingston@norwalket.org>; Lisa Shanahan <lshanahan@norwalket.org>
Cc: Lisa Shanahan <lisanahan@msn.com>; Tom Livingston <tomlivingston1@gmail.com>
Sent: Wednesday, May 6, 2020, 04:30:09 PM EDT
Subject: Followup: Net Zero Schools Workshop PowerPoint Slides: Benefits of Net Zero Energy Schools Design and Indoor Air Quality Operations

Tom and Lisa

I hope that this email finds you and your family well and safe during this continuing crisis.

I was reviewing my notes in preparation of the Land Use and Building Management meeting tonight and realized that the links below that I sent you after our last face-to-face meeting (remember those?) had not successfully been sent. The information below is still timely and necessary.

I would like to followup on our conversation at 101 because the City needs to embrace the following topics.

I attended a valuable workshop on Net Zero Energy Schools on February 1st in Middletown. Unfortunately, there were no members of the BOE that could attend and no staff or select Council members who have influence over school building management that were there, although I did send an invite.

I do believe that much of the information below is relevant and timely related to the FY 2020-2021 Budget negotiations.

I also went to the BOE's Finance and Special Facilities meetings in order to observe and comment about the Operating Budget and its relationship to the two PowerPoint slide shows that are included as links, below. I sent these slide decks to select members of the BOE, especially the Finance and Facilities Committees.

The following two companies were part of a series of discussions in February 1st about how to achieve Net Zero Energy Schools, and they can offer FREE and Professional insight about Energy Efficiency and Indoor Air Quality in school settings.

Please consider this my second official request to be placed on the Agenda at a future Land Use and Building Management meeting and advise.

Sincerely
Diane Lauricella

MINUTES OF PREVIOUS MEETINGS

March 4, 2020

**** MR. ROBERTS MOVED TO APPROVE THE MINUTES OF MARCH 4, 2020.**
**** THE MOTION TO APPROVE THE MINUTES OF MARCH 4, 2020 AS SUBMITTED PASSED UNANIMOUSLY.**

NEW BUSINESS

A. EARLY CHILDHOOD

1. Review proposed lease amendment with early childhood providers at Nathaniel Ely Center and Ben Franklin Center and refer the following to the Common Council for action:
 “a. Authorize the Mayor, Harry W. Rilling, to execute a Third Amendment to the Management Agreement with Odyssey Learning Inc. for the operation of early childhood programs at Nathaniel Ely Center to extend the terms of the Agreement from July 1, 2020 to June 30, 2022. All remaining agreement terms to remain unchanged.

b. Authorize the Mayor, Harry W. Rilling, to execute a Third Amendment to the Management Agreement with Growing Seeds Too Child Development Center, Inc. for the operation of early childhood programs at Benjamin Franklin Center to extend the terms of the Agreement from July 1, 2020 to June 30, 2022. All remaining agreement terms to remain unchanged.”

**** MR. BURNETT MOVED THE ITEM.**

Ms. Oster, the Norwalk Early Childhood Coordinator, introduced herself and stated that these two contracts should be renewed. The programs received funding from the State through the City and the programs serves a total of 111 low income toddlers and preschool children. Both programs are licensed and accredited and have operated in the two locations for a number of years.

Mr. Lo said that the programs were paying utility costs for their spaces and the department was not asking for additional costs. He confirmed with Ms. Oster that this was the fourth renewal and that the grant funding was for two years. Ms. Oster said that they were following the State grant funding cycle.

Mr. Lo said that the two companies were experiencing difficulties due to the COVID-19 virus and one program is scheduled to start in the summer. He said that there may be subsequent changes and he would bring this back to the Committee if there were any changes. He added that he had spoke with Ms. Oster about this before the meeting.

Ms. Oster said that these were small businesses and all small businesses were really struggling. In the best of times, they operate on a shoe string. She said that there may be a future request to waive the utility fee for the summer months in order to assist them. They don't know if they will be able to accommodate their full enrollment of children. The parents pay on a sliding scale and many parents are out of work. She said that she hoped that there would be some financial relief.

Mr. Livingston asked how many children were normally enrolled. Ms. Oster said that there were 111 and pointed out that while there are many pre-school program in Norwalk, these were the only toddler programs. It is difficult and expensive to get toddler care for families. Mr. Livingston said that he had also spoken with Ms. Oster about the possible financial relief.

**** THE MOTION PASSED UNANIMOUSLY**

B. BOARD OF EDUCATION

1. Review proposal for vehicle purchase and refer the following to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute a Sole Source Agreement with Gabrielli Truck Sales of Milford for the a propane fueled Box Truck replacement for a total not to exceed \$71,832.00. Funds are available in Acct.

#09195010 5777 C0523.

b. Authorize the NPS Facilities Department to issue additional charges for truck body lettering for a total not to exceed \$1,700.00. Funds are available in Acct. #09195010 5777 C0523.

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

Mr. Hodel, the Norwalk BOE Facilities Director, said that in 2018 the BOE was in dire need to replace a box truck that the District uses daily to serve all the schools with various deliveries. The former Superintendent had requested that they purchase an alternative fuel vehicle. Mr. Hodel said that they researched the vehicles and chose to purchase a propane truck. They sent out two bids and received only one response each time from the same company. The current vehicle the District has is no longer safe to drive and the District is currently renting a vehicle.

Mr. Keegan said that he thought that all the expenditures for the BOE were handled by the District itself. Mr. Hodel explained that this was a Capital expenditure. These funds were already approved and allocated by the Common Council in 2018.

Mr. Burnett asked about the electric and hybrid cars not being available and wished to know how long the wait would be for a hybrid vehicles. Mr. Hodel said that hybrid cars have less power than a truck and they are replacing a Ford 650, which is quite large with a lift gate in the back. Hybrid trucks are not available at this time.

**** THE MOTION PASSED UNANIMOUSLY.**

C. SCHOOL CONSTRUCTION PROJECTS

1. General Update

Mr. Lo asked Mr. Giuliano to update the Committee on the Ponus Ridge Project. Mr. Giuliano, the Construction Solutions Group Program Manager, said that right now the Ponus Ridge program is moving along since the students will not be returning this year.

Mr. Giuliano said that COVID-19 has not affected the project and precautions are being taken.

Mr. Lo added that there were additional expenses due to COVID-19 and the department is tracking that. These figures will be submitted to the City for potential reimbursement. He then gave a brief overview of the packing that would have done to move the students into the old building.

Mr. Burnett said that the Ponus project was on schedule, but wished to know if it was on budget. Mr. Giuliano said that it was. He said that while he hoped to come in under budget, it was not possible to know what the additional COVID-19 costs would be.

There will be three grant applications submitted on June 30th. One grant is for the Naramake kitchen addition, and the remaining two are the Cranbury Elementary School

construction and Norwalk High School project. The Construction Solutions Group is working with the Board of Education and the ed specs for Norwalk High School were completed and approved by the BOE in February, the Cranbury ed specs are being assembled and the Naramake ed specs are a simple item that will be approved by the BOE at the end of the month.

2. Presentation of the Jefferson Elementary School Renovation-as-New project

Mr. Faenza of the Construction Solutions Group and Ms. Yates of Antinozzi Associates presented a very extensive PowerPoint presentations regarding the project. The schematic design has been completed. He added that there would also be a presentation on energy efficiency options that have been considered. The \$33 million dollar project is currently on time and within budget.

Mr. Lo gave a quick overview of the timeline, which has a goal of opening the school in August of 2022 and moving the students back into the building. The Jefferson students will move into Ponus in September and return to their building two years later. Mr. Phil Katz of StanTec was also present on line to answer questions.

Mr. Losasso and Mr. Katz narrated the first two portions of the presentation, which covered Site Development and Design Progress.

Mr. Livingston noted that there was a small portion of the north parking lot that was not owned by the City. Mr. Katz said that the portion was owned by the State and they were looking into resolving the issue.

Mr. Lo said that the current enrollment at Jefferson was 520 and they were looking to have an enrollment of 450 when it returns to being a neighborhood school. Mr. Giuliano said that the design was for 427 students.

Mr. Roberts asked about the original bus route looped off of Grandview. He asked for details of how the new bus drop off pattern would work. Mr. Katz and Mr. Losasso reviewed the details with him and pointed out the additional safety issues.

Mr. Heuvelman asked about the security issues regarding the two entrances to the building. Ms. Yates gave him a brief overview and pointed out that the bus drop off area was a secondary entrance. She said that there were more details shown on the floor plans.

Ms. Yates then displayed the floor plans and the layout of the offices and classrooms. There were several questions about the details of the plans, which Ms. Yates answered.

Mr. Eric Gebrian of Consulting Engineering Services then narrated the next portion of the presentation which gave an overview of the Sustainable System Options. He gave a brief overview of the potential energy systems including geothermal, photovoltaic, fuel cells, wind, micro-turbines, and solar hot water. He gave the reasons why fuel cells, wind, micro-turbines, and solar hot water were not feasible for the Jefferson project.

Mr. Gebrian stated that this project was renovate as new and therefore all the HVAC mechanics in the building will be replaced. There were several questions about the details of the plans, which Mr. Gebrian answered.

3. Review recommendation to retain Commissioning Agent for the Jefferson Elementary School renovation project and refer the following to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Innovative Engineering Services, LLC. to provide building commissioning services for the Jefferson Elementary School – Renovate as New Project for a total not to exceed \$58,300. Funds are available in Account #091//205010 5777 C0619

b. Authorize a contingency for additional services as may be required for a total not to exceed \$5,000.

**** MR. HEUVELMAN MOVED THE ITEMS.**

Mr. Giuliani said that they had gone through a bid process and received four bids on the project. IES was the lowest responsible bidder and was also the agent that received the bid on the new Columbus School, which is on hold right now.

**** THE MOTION PASSED UNANIMOUSLY.**

4. Review IT equipment proposals for Ponus School project and refer the following to the Common Council for action:

a. Authorize the Purchasing Agent to issue a Purchase Order with Omni Data for wireless access points for the Ponus Ridge School Addition and Alternations project for a total sum of \$91,368.44. Funds are available in Acct. #09185010 5777 C0608.

Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$4,568.00.

b. Authorize the Purchasing Agent to issue a Purchase Order with CDW-G, LLC for charging carts for the Ponus Ridge School Addition and Alternations project for a total sum of \$27,300.00. Funds are available in Acct. #09185010 5777 C0608.

Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$1,365.00.

c. Authorize the Purchasing Agent to issue a Purchase Order with Raptor Technologies for the visitor management system for the Ponus Ridge School Addition and Alternations project for a total sum of \$1,408.00. Funds are available in Acct. #09185010 5777 C0608.

Authorize the Purchasing Agent to issue a Change Order on Purchase Order

for a total not to exceed \$140.00.

**** MR. HEUVELMAN MOVED THE ITEMS.**

Mr. Lo said that last month the Council had approved the furniture but there were three items they did not have bids on. These are the three additional items, which are from the State vendor list. With the approval of these three items, there will be about \$350,000 under the project budget.

**** THE MOTION PASSED UNANIMOUSLY.**

5. Review request to submit a grant application to the State for Norwalk High School, a new school construction project and refer the following to the Common Council for approval:

a. RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is here by established as the building Committee with regard to the New Norwalk High School, new school construction project.

b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Norwalk High School, new school construction project.

c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Norwalk High School, new school construction project.

Mr. Livingston requested this item be tabled. This needs to go to the State Legislature and the session has adjourned because of the COVID-19 issue.

Mr. Burnett asked if there would be any affect on the submission of the application. Mr. Lo said that they were looking for an 80% reimbursement. He said that they were simply delaying this application and the submission date will also be delayed.

Ms. Smyth recused herself from the meeting.

**** MR. ROBERTS MADE A MOTION TO TABLE THE ITEMS.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Smyth rejoined the meeting after the conclusion of the vote for Agenda Item C-5.

6. Review request to submit a grant application to the State for Cranbury Elementary School, a new school construction project and refer the following to the Common Council for approval:

a. RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is here by established as the Building Committee with regard to the New Cranbury Elementary School, new school construction project.

b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Cranbury Elementary School, new school construction project.

c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Cranbury Elementary School, new school construction project.

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

Mr. Livingston said that there had been some questions about the Norwalk Facilities Construction Commission (NFCC) and it was correct that he had suggested the Norwalk Facilities Construction Commission (NFCC) be abolished. Until that happens, it is the official building committee for school building. If his suggestion is approved, the Land Use and Building Committee would assume the responsibilities of the NFCC.

Mr. Lo said that typically, the Council would review this and approve it in April. However, the June 30th deadline is still in effect. If the Council does not approve the funding for Cranbury, this item would not be done.

Mr. Livingston reminded everyone that the items that the Council approves are subject to funding availability.

**** THE MOTION PASSED UNANIMOUSLY.**

7. Review request to submit a grant application to the State for Naramake Elementary School Kitchen Addition and Cafeteria alternation project and refer the following to the Common Council for approval:

a. RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is here by established as the Building Committee with regard to the Naramake Elementary School Kitchen Addition and Cafeteria alternation project.

b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Naramake Elementary School Kitchen Addition and Cafeteria alternation project.

c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Naramake Elementary School Kitchen Addition and Cafeteria alternation project.

**** MR. BURNETT MOVED THESE ITEMS.**

There were no questions or comments from the Committee members at this time.

**** THE MOTION PASSED UNANIMOUSLY.**

8. Review and recommend to increase contingency allowance with Insalco

Corporation for FF&E for Ponus School and refer the following to the Common Council for approval:

“Authorize the Purchasing Agent to increase Change Orders allowance to Insalco Corporation for the purchase of various furniture items for the Ponus School Addition and Alterations Project from \$11,648.00 to \$20,000. Acct. #09185010 5777 C0608.

**** MR. KEEGAN MOVED THIS ITEM.**

Mr. Lo said the Council had approved a number of furniture items for new wing at Ponus. Since then one of the vendors had changed their quote due to a change in the order.

**** THE MOTION PASSED UNANIMOUSLY.**

D. BUILDING MANAGEMENT.

1. Review recommendation for the hiring of security guard services for City Hall and Health Department and refer recommendation to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with Orion Security Services, Inc. to provide security services at:

a. City Hall day time and night time security guard services. Base contract services for FY 2020-2021 shall not exceed \$101,836.80; FY 2021-2022 – \$103,500.80; FY 2022 – 2023 – \$105,580.80; ; with two (2) one year options for 2023-24 and 2024-25, account number 014075-5296.

b. Norwalk Health Department day time security guard services. Base contract for FY 2020-2021 – \$32,730.88; FY 2021-2022 – \$33,313.28; FT 2022-2023 – \$34,041.28; with two (2) one year options for 2023-24 and 2024-25, account number 012012-5296.

**** MR. ROBERTS MOVED THESE ITEMS**

Mr. Lo said that City Hall has had a security guard for the last seven or so years. The Health Department had not had any security guard services at all. He said that they had received five proposals. He said that after a review of the bids, the recommendation was for Orion.

Mr. Burnett asked if this was the current City Hall service provider. Mr. Lo said that the current service provider had not submitted a bid.

Mr. Burnett asked about Ms. Lauricella’s comment regarding having people sign in to City Hall and the Health Department. He said that he felt this was a good idea, particularly in light of the COVID-19 issue.

Mr. Lo pointed out that the City only has one guard on duty, so that would complicate matters having people sign in because of lunch breaks, and dinner breaks. Mr. Sacchinelli said that when they had discussed this before it was pointed out that because there are

concerts and Council Meetings held in the building, they can not require people to sign in.

Mr. Heuvelman asked if the current employees would be retained by the new company. Mr. Lo said that when they asked about this, the company indicated it was a very favorable practice. Also, he commented that the lowest bidder was not always the best choice.

**** THE MOTION PASSED UNANIMOUSLY.**

2. Review proposed amendment to the building management services agreement with Guardian Services Industries, Inc. and refer the following to the Common Council for approval:

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with Guardian Services Industries, Inc.’s contract to provide Building Management Services to extend the agreement period from July 1, 2020 to December 31, 2020 for a total not to exceed \$945,590.19. All remaining terms of agreement to remain unchanged. Funds are available from various 2020-2021 operating budget accounts.”

**** MS SMYTH MOVED THIS ITEM.**

Mr. Lo said that they had discussed this previously. The company has been providing extra support since COVID-19 situation occurred. They have been working at City Hall, the Police Station and the Fire stations to sanitize the buildings. His recommendation was to extend the contract for six months to give everyone a chance to sit down and discuss the situation.

Mr. Burnett asked if they were providing the sanitizing services. Mr. Lo said that they were and gave the details. The product they use to sanitize is good for 30 days, and they are applying it every 14 days. Also wipes are being used on items that are in high traffic areas.

**** THE MOTION PASSED UNANIMOUSLY.**

3. Review recommendation to retain Commissioning Agent for the Maritime Aquarium Functional replacement project and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Innovative Engineering Services, LLC to provide building commissioning services for the Norwalk Maritime Aquarium Functional Replacement Project for a total not to exceed \$37,150.00. Fund are available from the State’s the Maritime Aquarium Functional replacement project account #09194031 5799 C0635

b. Authorize an additional professional services contingency allowance for a total not to exceed \$3,000.”

**** MR. BURNETT MOVED THESE ITEMS.**

Mr. Lo said that the company was providing services to insure that things were set up properly. There were no additional questions or comments from the Committee members at this time.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS

A. Disposition of City properties located on Bouton Street – reminder of Committee’s previously approved action to be forwarded to Common Council for final approval on May 14, 2020.

Mr. Lo said that this item had been presented to the Committee and then gone to the Planning Committee for consideration. It will now be on the Council’s agenda. The property is a single family residence.

Mr. Burnett noted that the Council meeting was on May 12th, not May 14th. Mr. Lo said that was correct and the May 14th date was a typo.

ADJOURNMENT

**** MR. HEUVELMAN MADE A MOTION TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Telesco Secretarial Services

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
SPECIAL MEETING
JUNE 3, 2020**

ATTENDANCE: Tom Livingston, Chair; David Heuvelman, Tom Keegan,
Nick Sacchinelli, Barbara Smyth

STAFF: Alan Lo, Building Management

OTHERS: Jim Giuliano, Construction Solution Group; Christine
Bradley, Norwalk Public Library; Gino Mattera

CALL TO ORDER

Mr. Livingston called the meeting to order at 7:34 p.m.

ROLL CALL

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

PUBLIC PARTICIPATION

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

A. Concert Hall

1. Review request to increase contingency allowance for Norwalk Concert Hall Sound System Replacement Project and refer the following to the Common Council:

**Authorize to increase contingency allowance for Norwalk Concert Hall
Sound System Replacement Project with WC McBride Electrical Contractor
LLC from \$3,914.00 to \$9,692.66. Funds are available from account 0919
7100 5777 C0439.**

**** MR. KEEGAN MOVED THE ITEM.**

Mr. Heuvelman pointed out that the previous discussions about this project had indicated that there would not be a cost over run for structural engineering services, but now they were seeing an increase of over \$6,000.

Mr. Lo gave the details breakdown of the tasks involved for the increase in contingency which included the cost for structural engineer, modification of the speaker supports and the purchase of a new rack with the necessary wiring.

**** THE MOTION PASSED UNANIMOUSLY.**

B. City Property.

Review request from Mr. Gino Mattera to purchase City property located at the corner of West Cedar and Scribner Avenue.

Suggested actions:

- a. Refer to City department for input.
- b. Schedule public hearing
- c. Refer to Purchasing Department to determine if advertisement for bids is required.

Mr. Mattera said that this small parcel was City owned and the configuration of the road has changed. He said that the parcel does not allow him to have access to the lower level of his mixed use property. His property is mixed use and will contain offices and apartments.

Mr. Lo described the location of the lot on the GIS map.

Ms. Smyth asked who owned the property bordering his. Mr. Mattera said that it was a contractor's yard and was owned by his uncle. He will not be using the property for any contracting materials.

A discussion followed about how much property Mr. Mattera wished to purchase. Mr. Mattera said that he had originally wished to just purchase the property that would allow him access. However, when Mr. Mattera met with Mayor Rilling and Mr. Kleppin, they suggested that he purchase the entire parcel.

Mr. Lo said that this would take more research because this would allow Mr. Mattera to have a buildable lot. If it is buildable, they need to advertise it and contract the adjacent property owner. Discussion followed about the details including a paper road on the map.

Mr. Livingston said that he would like Mr. Lo to investigate what the next steps were and to report to the Committee.

Mr. Heuvelman asked if there were any utilities on the property. Mr. Lo said he believed that there was and mentioned a sanitary drain. He said that he would gather the information for the Committee.

Mr. Mattera said that there was a sewer line underneath the parcel that runs at an angle from West Cedar to Scribner. He said that if he was allowed to purchase the property, he would grant an easement in case the City ever had to go in to work on the sewer.

Mr. Mattera thanked the Committee for their time.

C. Norwalk Library

1. Review fee proposal for security guard services at the libraries and refer to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Orion Protective Services, Inc. to provide security services at the Norwalk Public library (1 Belden Avenue and 10 Washington Street). Base contract fee shall be for FY 2020-2021 not-to-exceed \$136, 012; FY 2021-2022 \$140,344; FY 2022-2023 \$142,200; FY 2023-2024 \$149,626 and FY 2024-2025 \$152,720. Funds are available in operating budget 016200-5296.”

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

Ms. Bradley said that the library was looking forward to having security guards in the building and the new curb side service. She said that there had been some problems with the previous two security firms. She said that she was concerned about social distancing for the patrons and it will be helpful to have the guards there.

Ms. Bradley said that they were not the lowest bidder, but Orion is being used by the Health Department and for City Hall. Mr. Livingston had several questions about the cost differential between the lowest bidder and Orion. Ms. Bradley contracted Ms. Harris and related the figures. She said that the lowest bidder was one of the companies that they had difficulty with.

Mr. Keegan asked for more details about the problems with the other company. Ms. Bradley said that the guards had spoken disrespectfully to patrons and staff.

Mr. Lo said that City Hall and the Health Department did not include week-end hours. He said that they had omitted the week-ends and would be coming back with an additional funding request. Ms. Bradley said that the libraries were open 7 days a week and on week-ends. They may have to check to see if the week-ends were included in the library proposal. Discussion followed about the details.

**** THE MOTION PASSED UNANIMOUSLY.**

School Construction Projects.

General update

Mr. Giuliani displayed his report on the screen and narrated the report.

Mr. Lo pointed out that Mr. Giuliani's company was currently amending their contract from July 1, 2020 to June 30, 2022. He explained that construction timeline extends beyond the Construction Solution Group and said that the Committee will most likely want to extend the Construction Solution Group's contracts in the future.

Mr. Lo then spoke about the potential dissolution of the Norwalk Facility Construction Commission because one of their major roles is to approving change orders. However, due to the time factor, often by the time the item reaches the Commission, the work has already been completed.

A discussion about the soft costs and the expended costs on the spreadsheet followed.

Mr. Lo said regarding the Naramake School Kitchen /Cafeteria Expansion has to be reviewed by the State and it is uncertain if the State will call it new construction or a renovation which would impact on reimbursement.

Mr. Keegan asked what would happen if the State did not approve the new Norwalk High School. Mr. Lo said that it would be a decision that the Common Council would have to make regarding what to do with the City's funds.

2. Review proposal from Construction Solution Group to amend their agreement for additional staffing cost from July 1, 2020 to June 30, 2022 and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the agreement with Construction Solution Group, LLC for program management services for major building construction projects to provide additional staffing from July 1, 2020 to June 30, 2022 for a total additional fee not to exceed \$934,640.00. The total fee will be charged for the following projects:

Norwalk High School –	\$493,336 –	Acct. number to be determined.
Cranbury School –	\$266,274 –	Acct. number to be determined.
Naramake School –	\$175,000 –	Acct. number to be determined.

**** MR. SACCHINELLI MOVED THE ITEM.**

Mr. Lo said that for the last 20 years, the Council has decided to hire professional staff to handle and manage construction projects. The strategy has been to hire a management company to oversee the construction projects. He said the City had hired Construction Solution Group for a five year term. He said that a year and a half ago, they hired

another staff member for three days a week and now they have to add more staff due to the number of projects coming online and the size of the project.

Mr. Livingston said that he had met with Mr. Lo and Mr. Livingston about the potential projects and said that the contracts could be terminated at will. Mr. Giuliani said that they understood that projects could fall off.

Mr. Heuvelman asked if Mr. Giuliani billed monthly. Mr. Giuliani said that he bills monthly.

Ms. Smyth asked why they were adding staff now rather than waiting. Mr. Giuliani said that the Cranbury School project along with the Jefferson School move were scheduled for the summer.

Mr. Keegan thanked Mr. Giuliani and Mr. Lo for their flexibility on staffing.

Mr. Sacchinelli asked for a break down on the Assistant Manager for three days a week. Mr. Livingston said that they had this discussion last week about overheads. Mr. Giuliano said that it worked out to \$115.76/hr. for the Assistant Manager. He said that there had been a recent Project Manager bid with the State and the rate was \$150/hr. Mr. Sacchinelli said that there was clearly a need but it was also costly. Discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS DISCUSSION ITEMS.

There were no additional items to consider at this time.

ADJOURNMENT

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

****THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:48 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

3 Color LLC
 7 Nimrod Farm Road
 Weston CT 06883
 203-856-9074

City of Norwalk
 Department of Public Works
 PO Box 5125
 125 East Ave
 Norwalk CT 06851-5125

3-2-2020

Attn: Alan Lo

Mr Lo,

I would like to purchase the city owned property at the intersection of my property at 175 West Cedar Street and Scribner Ave in Norwalk.

I would like to purchase this property to get access from West Cedar Street to my property at 175 West Cedar Street in Norwalk.

Please let me know if you would need any additional information.

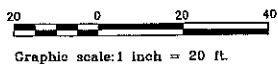
Thank You

Gino Mattera
 3 Color LLC
 203-856-9074



West Cedar Street





Memorandum

To: Alan Lo
From: Karen Bartron
Date: 6/25/2020
Re: Sub Lease Agreement for School Bus Depot at 334 Wilson Avenue

In December of 2019, Norwalk Public Schools issued a Request for Proposal for Transportation Services. Durham School Services, L.P. submitted the most attractive proposal. In conjunction with the transportation contract, the BOE provides Durham with the depot located at 334 Wilson Avenue. The City and the BOE operate under a master lease agreement for this location with Selligson Properties.

As part of the final contracts, we need to provide a sub-lease with Durham, pursuant to our master lease agreement with Selligson Properties.

We are requesting the following action:

Authorized the Mayor, Harry W. Rilling to enter into a contact with BOE and Durham School Services L.P. to sublease 334 Wilson Avenue for purpose of student transportation services.



William Hodel
 Director of Facilities & Maintenance
hodelw@norwalkps.org
 P: 203-854-4053 / F: 203-854-4005
 125 East Avenue, PO BOX 6001
 Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: BOE - ROTON MIDDLE SCHOOL PORTABLE AIR CONDITIONING AND ELECTRICAL UPGRADES - PHASE 2

DATE: JUNE 22, 2020

Many of the Norwalk Public Schools are not equipped with Air Conditioning which forces the schools to close in the late spring, summer and early fall when temperatures are too warm for the students and staff. Last year, the Norwalk Public Schools completed the air conditioning of all classrooms located along the perimeter of the building. This year as part of phase two of the project the interior classrooms will be air conditioned. The City Purchasing Department solicited requests for proposal to perform electrical upgrades and air installation installations at Roton Middle School. Three proposals for this work were received. After review of the responses it was determined that Stewart Mechanical Services, Inc. was the lowest and most responsible respondent.

NAME	COST
Stewart Mechanical Services, Inc.	\$394,500
Sal Sabia Electrical Contractors Inc.	\$465,000
Sav-Mor Cooling & Heating, Inc.	\$422,000

1. Review bids for the Roton Middle School Portable Air Conditioning and Electrical Upgrades project and refer the following to the Common Council for action:
 - a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreements with Stewart Mechanical Services, Inc. for the Roton Middle School Portable Air Conditioning and Electrical Upgrade – Phase 2 Project for a total not exceed \$394,000. Funds are available in Acct. #09205010 5777 C0652.**
 - b. **Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$39,400. Funds are available in Acct. #09205010 5777 C0652.**

William Hodel

From: William Hodel
Sent: Thursday, June 25, 2020 3:25 PM
To: Megaro, Carleen; Conners, Sharon
Cc: Faenza, Mike; Lo, Alan
Subject: RE: Bid Submissions Roton Middle School Portable Air Conditioning and Electrical Upgrades - Phase II

We are familiar with Stewart Mechanical Services and they have provided quality work for the NPS in the recent past. I recommend accepting their bid so Alan Lo can include Stewart to the resolution needed for Land Use agenda. We will perform a scope review ASAP.

June 24, 2020

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #4032

Roton Middle School Portable Air Conditioning and Electrical Upgrades – Phase II

Thank you for your response to our Request for Bid Submissions. The following is a summary of the submitted bids for this solicitation process.

VENDOR

Stewart Mechanical Services, Inc.
Sal Sabia Electrical Contractors Inc.
Sav-Mor Cooling & Heating, Inc.

**TOTAL LUMP
SUM**
\$394,500.00
\$465,000.00
\$422,000.00

Thank you

William Hodel
Director, Facilities & Maintenance



125 East Avenue
P.O. Box 6001
Norwalk, CT 06852-6001
(203) 854-4053 office
hodelw@norwalkps.org



William Hodel
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 125 East Avenue, PO BOX 6001
 Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: **BOE - DISTRICT WIDE OIL TANK REPLACEMENT**

DATE: JUNE 22, 2020

Many of the Norwalk Public Schools are heated by oil. Each location served by Oil Heat has an Under Ground Storage Tank for heating oil storage. The useful life of these tanks is 30 years. At many locations the 30 year useful life has been reached and it is now time to replace these tanks. This replacement project will seek reimbursement from the State of Connecticut Office of School Construction Grants.

The City Purchasing Department solicited requests for proposal for the design services for the Underground Storage Tank Replacement. Two proposals for this work were received. After review of the responses it was determined that Salamone & Associates P. C. was the lowest and most responsible respondent.

NAME	COST
Salamone & Associates, P. C.	\$106,670
Silver Petrucelli & Associates	\$168,866

1. Review bids for the district wide oil tank replacement project and refer the following to the Common Council for action:
 - a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreements with Salamone & Associates, P.C. for the Norwalk Public Schools Oil Tank Replacement Project for a total not exceed \$106,670. Funds are available in Acct. #0921 5010 5777 C0789.**
 - b. **Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$10,700. Funds are available in Acct. #0921 5010 5777 C0789.**



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

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

RE: JEFFERSON ELEMENTARY SCHOOL – MOVING SERVICES

DATE: JULY 1, 2020

Subsequent to the Board of Education adoption of School Facilities Improvement Plan, the City allocated \$33 million for the renovation as new of Jefferson Elementary School. The renovated Jefferson Elementary School will eliminate the portable classrooms, provide a standalone gymnasium, create a separate bus loop and parent drop area and provide a new healthy learning environment.

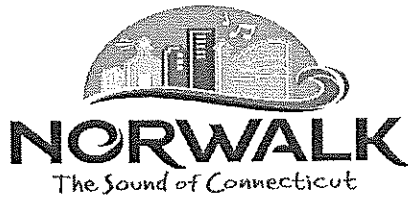
As a result of the comprehensive renovation and the temporary housing of the Jefferson Elementary School at the new Ponus Lower School, it will be necessary to move the Jefferson Elementary School materials on multiple occasions. At this time we anticipate a move for the end of the summer of 2020, a move for the fall of 2020 and a final move for the opening of the project for the 2022-23 School Year. As a result of the necessary moves it will be required to employ a moving company to assist in organizing and conducting the various moves.

A bid was publically advertised for moving services and two bids were received by the City Purchasing Department. Attached is a tabulation of various components of the bid unit pricing. After review of the bids and prequalification requirements of the bidders it is our recommendation to approve Precision Placement LLC. In the amount of \$55,230.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Precision Placement LLC. for the Jefferson Elementary School renovation and improvement project for a total not to exceed \$55,230. Funds are available in Acct. #0919 20 5010 5777 C0619.**
- b. **Authorize the Land Use & Building Management Committee to issue Change Orders on Contract for a total not to exceed \$5,500.**

	QTY	PP	WB		Pecision	W.B. Meyer
School Moving Services During Normal Working Hours - Monday - Friday 8AM - 5PM						
Cost of One (1) Vehicle and One (1) Driver - Hourly Rate	104	\$66	\$75	Per Hour	\$6,864	\$7,800
Cost of One (1) Site Supervisor - Hourly Rate	104	\$50	\$50	Per Hour	\$5,200	\$5,200
Cost of One Mover - Hourly Rate	1040	\$34	\$34	Per Hour	\$35,360	\$35,360
School Moving Services During Overtime Hours - Mon - Fri 5:01 PM to 7:59AM, Holidays and						
Cost of One (1) Vehicle and One (1) Driver - Hourly Rate	8	\$76	\$95	Per Hour	\$608	\$760
Cost of One (1) Site Supervisor - Hourly Rate	8	\$61	\$75	Per Hour	\$488	\$600
Cost of One Mover - Hourly Rate	80	\$47	\$51	Per Hour	\$3,760	\$4,080
Moving Supplies						
Legal Tote Boxes - \$Each	500	\$4	\$3	Each	\$2,000	\$1,675
Packing Tape - \$Per Roll	20	\$10	\$3	Per Roll	\$205	\$50
Computer Zip Lock Bages -\$Each	100	\$4	\$2	Each	\$400	\$200
Moving / Identification Labels (500 Per Roll) - \$Per Roll	20	\$14	\$10	Per Roll	\$270	\$200
Mileage						
Mileage	100	0.75	0.25	Per Mile	\$75	\$25
Total					\$55,230	\$55,950



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

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

RE: PONUS RIDGE SCHOOL – MOVING SERVICES

DATE: JULY 1, 2020

Subsequent to the Board of Education adoption of School Facilities Improvement Plan, the City allocated \$43 million for the addition and renovation of Ponus Ridge Middle School. The renovated Ponus Ridge School will be the home for a new Pre Kindergarten to 8th Grade Science Technology Engineering Art Math (STEAM) school program.

The existing Ponus Ridge Middle School, consisting of 6th, 7th and 8th grade classes, has a total enrollment of approximately 692 students. Each grade has a total of 9 sections. The existing building is approximately 104,000 square feet. The addition of PK to 5th Grade in 2 sections will increase student enrollment to 1,050 students. The new building addition(s) will be approximately 35,000 square feet. Overall, this project will contribute significantly to the City's efforts to increase school facilities necessary to meet enrollment needs.

As a result of working in an occupied building during construction, phasing is required to keep school operations in progress as well as provide areas for construction to continue. As a result of the phasing, it will be necessary to move existing furniture and equipment on multiple occasions. We completed a move in the summer of 2019 and a move during the Christmas break of 2019. One additional move is required for the summer of 2020.

William B. Meyer, Inc. (Meyer's) is currently under contract with the City for moving services. Meyer's conducts pre-move planning, provides instruction for the teachers and staff, and provides the equipment necessary for moves that require close coordination. Meyer's is also on the State bid list, therefore their services are reimbursable by the State. On March 26, 2019, the Common Council authorized the execution of a contract with Meyer's for \$125,000 (no contingency funds were requested or approved) for move services for which we have a remaining balance of \$13,712.00. We are requesting an additional \$20,000.00 be approved necessary to support our final move this summer.

ACTION REQUESTED:

Authorize the Office of Building Management to issue Change Orders on Contract with William B. Meyer, Inc. for moving services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$20,000.00. Acct. #09185010 5777 C0608



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 

RE : THE NORWALK MARITIME AQUARIUM

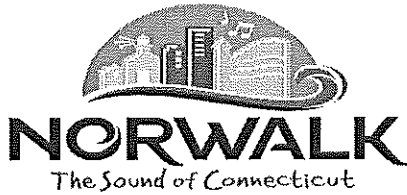
DATE: JUNE 25, 2020

The City of Norwalk is currently under contract with O&G/AP Construction for the Maritime Aquarium Functional Replacement Project on behalf of the State – DOT. As part of the Walk Bridge reconstruction project, the removal of the current IMAX Theater and reconstruction of other Aquarium facilities and exhibits are required. A budget of \$40,000,000 was approved and construction began in December of 2019. The project completion was established for December 20, 2020.

As we proceed with this project, we encountered numerous issues and delays. There has been a great deal of efforts among all parties to manage the delays. On June 10, 2020, project representatives from the Aquarium, DOT, the City and the construction team met to develop an understanding and strategy in moving forward. Attached is my detailed summary of the issues and recommended resolutions thereof.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an amendment to the O&G Industries/AP Construction TMA, A Joint Venture agreement for the Norwalk Maritime Aquarium Functional Replacement Project to provide additional staff support for a total not to exceed \$100,000 and to extend the completion date for the 4D Theater to January 15, 2021 and the Seal Tank to March 19, 2021. Funds are available from the Maritime Aquarium State Functional Replacement account #09194031 5799 C0635



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

TO : CLAY FOWLER, TMA
JASON PATLIS, TMA
DAVE TRUELSON, TMA
JAMES MASON, DOT
MIKE MENDICK, DOT
LAOISE KING, CITY OF NORWALK
JIM GIULIANO, CSG
MIKE SMALL, CSG
MARNIE LISKA, CSG
TOM WALSH, AP CONSTURCTION

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : TMA – O&G/AP CONTRACT DISCUSSION

DATE: JUNE 24, 2020

Since the execution of the Guaranteed Maximum Price (GMP) on November 8, 2019 for the Maritime Aquarium Functional Replacement Project, the project team has been working closely to expedite this project. As you know, the Maritime Aquarium building and site are unique in many ways. There are various site constraints, unknown subsurface utilities and abandoned structures, poor structural soil condition, polluted soil and ground water due to tide conditions. The 4D Theater and Seal Tank components of this project also require the support of specialty designers and trade contractors in developing solutions to problems. For the past 7 months, we have encountered a number of issues which resulted in project delays. These issues include:

- difficulty with coordination of submission and approval of submittals;
- delay in the preparation of a dewatering plan and obtaining approval from DEEP and Norwalk WPCA for site dewatering;
- establishment of polluted soil remediation and disposal procedures;

- modification of piling design to accommodate existing condition and to comply with technical requirements;
- the development of a design strategy for and the installation of soil retention around the proposed seal tank as the base of the seal tank is approximately 12 feet below the finish floor of Newman's Hall;
- modification of the structural design of the grade beams and rebar to accommodate conflict with existing building foundation;
- the need to develop alternative solution to subsurface water proofing
- design modification to animal life support equipment below seal tank to address uplift hydro pressure and at the same, prevent from settlement due to poor soil condition.

In addition to these obstacles, we encountered some trade contractor issues as well as project staffing issues. With arrival of Covid-19 and the mandated labor reduction requirements at the manufacturing plant in March, steel deck delivery was interrupted and structural steel fabrication was delayed resulting in a change of steel delivery date from April 21 to June 8.

Since the beginning of the year and with recognition of potential delays, we had various conversations with O&G/AP management them to discuss progress/process, the development of an updated detail schedule and the increase of staffing needs. Additional staffing was provided to manage the submittal process, to prepare an updated schedule and to provide additional management support.

One June 10, 2020, representatives from DOT, Maritime Aquarium and the City of Norwalk met with representatives from O&G/AP to review our current project status, to have a clear understanding of the issues and to establish our positions in moving forward. Although the project is delayed however, we are able to continue to manage this project within our budget. The summary of our understanding from our meeting is as follows:

Projected Completion Date:

The completion date under contracts is December 20, 2020. The current projected completion date is January 15, 2021 for the 4D Theater and March 19, 2021 for the Seal Tank.

Financial Responsibilities:

- additional staffing from beginning of the year is approximately \$160,000. The proposal is for the City share the additional staffing relating to submittal and

management support for \$100,000 but not for additional staffing to develop the updated schedule.

- Extend the completion of the 4D Theater to January 15, 2021 and the Seal Tank to March 19, 2021. This change of completion date will push back the liquidated damage clause of the agreement, however, the City will not have any responsibility on General Condition expenses relating to the time extension.

Expectations:

With the delivery and erection of steel at the 4D Theater, the project team continues to have the energy and commitment in expediting this project. We are focusing on upcoming critical items in order to anticipate and to develop strategies to resolve upcoming issues. The project team has a clear understanding of the financial difficulties that The Maritime Aquarium has ahead of them and that the 4D Theater and the Seal Tank have the ability to contribute significantly to the rejuvenation of attendance as a result of Covid-19. The project team is committed to bring this project in expeditiously.

Based on the presentation and discussions at the meeting, there was general agreement that the proposal will “reset the clock” and reconfirm our commitment to the completion of the project. Please be advised that I will be submitting a request to the Land Use and Building Management Committee of the Norwalk Common Council on July 1, 2020 with a recommendation to amend the GMP with O&G/AP to incorporate the above as terms for the amendment. The Norwalk Common Council is scheduled to approve this Amendment at its July 14, 2020 meeting.

In closing, I would like to thank everyone for your understanding and continued support on this project.

Cc: Mayor Harry W. Rilling
Councilman Livingston, Chairman,
Land Use and Building Management Committee



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

WEDNESDAY, JULY 1 2020 AT 7:30 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)

May 6, 2020 and June 3, 2020

IV. NEW BUSINESS

A. City Property

1. Review request from Mr. Gino Mattera to purchase City property located at the corner of West Cedar and Scribner Avenue. Suggested action:
Schedule public hearing

B. Norwalk Public Schools

1. **Authorized the Mayor, Harry W. Rilling to enter into a contact with Board of Education and Durham School Services L.P. to sublease 334 Wilson Avenue for purpose of student transportation.**
2. Review bids for the Roton Middle School Portable Air Conditioning and Electrical Upgrades project and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreements with Stewart Mechanical Services, Inc. for the Roton Middle School Portable Air Conditioning and Electrical Upgrade – Phase 2 Project for a total not exceed \$394,000. Funds are available in Acct. #09205010 5777 C0652.
b. Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$39,400. Funds are available in Acct. #09205010 5777 C0652.”
3. Review bids for the district wide oil tank replacement project and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreements with Salamone & Associates, P.C. for the Norwalk Public Schools Oil Tank Replacement Project for a total not exceed \$106,670. Funds are available in Acct. #0921 5010 5777 C0789.
b. Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$10,700. Funds are available in Acct. #0921 5010 5777 C0789.”

C. School Construction Projects

1. Projects update

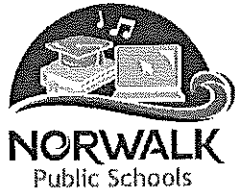
2. Review bid results for moving services for Jefferson School and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Precision Placement LLC. for the Jefferson Elementary School renovation and improvement project for a total not to exceed \$55,230. Funds are available in Acct. #09195010 5777 C0619.
b. Authorize the Land Use & Building Management Committee to issue Change Orders on Contract for a total not to exceed \$5,500.”
3. Review request to increase contract allowance with Meyer to provide moving services for Ponus School and refer the following to the Common Council for action:
“Authorize the Office of Building Management to issue Change Orders on Contract with William B. Meyer, Inc. for moving services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$20,000.00. Acct. #09185010 5777 C0608.”
4. Designate representatives from Land Use and Building Management Committee to participate in School Advisory Committees for Cranbury School and Naramake School improvement projects

D. Maritime Aquarium

1. Review recommendation for the amendment of O&G/AP Construction’s agreement for the Maritime Aquarium Functional Replacement Project and refer the following to the Common Council for approval:
“Authorize the Mayor, Harry W. Rilling, to execute an amendment to the O&G Industries/AP Construction TMA, A Joint Venture agreement for the Norwalk Maritime Aquarium Functional Replacement Project to provide additional staff support for a total not to exceed \$100,000 and to extend the completion date for the 4D Theater to January 15, 2021 and the Seal Tank to March 19, 2021. Funds are available from the Maritime Aquarium State Functional Replacement account #09194031 5799 C0635”

V. MISCELLANEOUS ITEMS

Prepared by Alan Lo,
Dated: June 25, 2020



NORWALK PUBLIC SCHOOLS

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Thomas Hamilton

Chief Financial Officer

DATE: June 25, 2020

TO: The Members of the Land Use and Building Management Committee

FROM: Thomas Hamilton, Chief Financial Officer

RE: School Bus Depot Sublease Agreement

The District's five-year transportation contract with First Student for Type I and Type II school buses expires on June 30, 2020. On December 19, 2019 the District issued an RFP for transportation services for the five-year period beginning July 1, 2020. The last time that the District issued an RFP for transportation services, contractors were required to locate and secure their own bus depot location. This was recognized as a serious impediment to fostering strong competition from interested vendors, because bus depot sites in Norwalk are difficult to find, especially in the relatively short window afforded during a bidding situation.

In December of 2017, Norwalk Public Schools and the City of Norwalk entered into a long-term lease for the current depot at 332-334 Wilson Avenue at a substantial savings from the lease costs that had been passed onto the District under the prior arrangement. Moreover, by having the District and City lease a site and make it available to any prospective bidder, we were confident that this would foster greater competition when we solicited transportation proposals. The number and competitiveness of the proposals we received this year for transportation services validates the decision made several years ago to directly lease the bus depot location.

The proposals that the District received indicated that there is strong interest among qualified transportation vendors to serve as Norwalk's transportation provider. Two of the proposers (our incumbent, First Student, and Durham School Services) proposed pricing for next year that was lower than the amount we are being charged in 2019-20 under the expiring contract. Durham School Services submitted the lowest cost proposal at a FY 2020-21 savings of \$407,603 or 7% below our current daily rate. Durham's proposal is also approximately \$200,000 less than the proposal submitted by First Student for FY 2020-21, and generates savings of \$788,000 over the next five-years. Based on the strong proposal submission from Durham, the NPS Board approved a five-year transportation contract with Durham School Services, for the period beginning July 1, 2020. As part of this contract, I would add that for the first time the District is moving to a propane-fueled bus fleet, in order to substantially reduce diesel pollution and particulates that present a known health hazard to children and adults in our community.

While the transportation contract itself falls under the purview of the Board of Education, because the lease of the property at 332-334 Wilson Avenue for the school bus depot involves real property and exceeds a five-year term, the City of Norwalk must be a party to this lease. Moreover, since we anticipated that the transportation vendor could periodically change, there is also a sublease agreement with the transportation provider, and the City is also a party to that sublease. As part of the final new contracts prepared under the auspices of the City Law Department, we need to enter into a new sublease with Durham School Services, pursuant to our master lease agreement with the property owner.

Therefore, we are requesting the following action:

Authorized the Mayor, Harry W. Rilling to enter into a contract with the Board of Education and Durham School Services L.P. to sublease 334 Wilson Avenue for purpose of student transportation services.

TERM SHEET

RE: SUBLEASE OF 334 WILSON AVENUE, NORWALK, CONNECTICUT, BY AND BETWEEN THE CITY OF NORWALK AND NORWALK BOARD OF EDUCATION, AS SUBLANDLORDS, AND DURHAM SCHOOL SERVICES, L.P., AS SUBTENANT.

.....

Parties: The Sublandlords will be the City of Norwalk and Norwalk Board of Education. Subtenant will be Durham School Services, L.P.

Subleased Premises: 334 Wilson Avenue, Norwalk, Connecticut.

Permissible Use: For performance of School Bus Contract.¹

Term: The term of this Sublease will be July 1, 2020 and be coterminous with the term of the School Bus Contract, as the School Bus Contract may be extended from time to time, unless sooner terminated pursuant to any provision of this Sublease or the Master Lease. The term of the School Bus Contract currently ends on June 30, 2025.

General: Subtenant bound to all obligations of the Sublandlords under the Master Lease except for Carve Outs set forth below. As used here, "Master Lease" means the Lease entered into by and between 332 Wilson Avenue, LLC, as landlord, and the City of Norwalk and Norwalk Board of Education, as tenants, dated December 11, 2017.

Carve-Outs: Consistent with the prior sublease with the prior subtenant, First Student, Inc., the following provisions of the Master Lease were excluded from the Sublease: Section 1.02 (establishing a lease term of 25 years), Section 1.03 (providing the City and Board with two 5 year options to extend the term of the Mater Lease), Article 3 (concerning base and additional rent obligations), Article 6 (responsibility for maintenance and monitoring of underground storage tanks and pre-existing environmental conditions pertaining the prior subtenant, First Student, Inc.), Section 8.03(a) and (b) (concerning pre-existing environmental conditions pertaining the prior subtenant, First Student, Inc.), Article 25 (relating to brokerage fees), Article 26 (concerning subordination in connection with Landlord's mortgage(s) and financing), and Article 34 (relating to Landlord representations).

Taxes and Usage Fees: Notwithstanding the Carve-Outs pertaining to Article 3, Subtenant responsible for paying all real estate taxes and sewer usage fees.

¹ Sublandlords and Subtenant have executed an Agreement For Type and Type II Student Transportation Services pursuant to which Subtenant has agreed to provide school bus transportation services on behalf of the Norwalk Public Schools and the Norwalk Board of Education (the "School Bus Contract"). In furtherance of the School Bus Contract, Sublandlord and Subtenant have agreed to enter into this Sublease for the Subleased Premises to be used and occupied exclusively by Subtenant as a school bus storage, fueling, maintenance and dispatch facility and administrative office in furtherance of the School Bus Contract.

Insurance: As required under Master Lease except Subtenant not permitted to have 1MM deductible permitted to Sublandlords under said Master Lease.

Alterations: Not permitted without written approval of Sublandlords.

Assignment: Not permitted without written approval of Sublandlords.