



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

WEDNESDAY, JUNE 6, 2018

7:30 PM at NORWALK CITY HALL, ROOM #333

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

May 2, 2018

IV. OLD BUSINESS (none)

- A. Review proposal for the City to acquire South Norwalk Community Center's half ownership interest of 98 South Main Street and refer the following to the Common Council for action: (please note that Norwalk Planning Commission, in accordance with CT General Statutes – Section 8-24, has recommended the approval of the acquisition)

“Authorize the Mayor, Harry W. Rilling, to execute the purchase and sales agreement with the South Norwalk Community Center, Inc. to purchase a one half interest in the property located at 98 South Main Street in Norwalk.”

V. NEW BUSINESS

A. Building Management

1. Review proposed lease terms with CIFIC for the operation of Norwalk Headstart programs at Ben Franklin Center and Nathaniel Ely Center and refer the following to the Common Council for approval:

“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connecticut Institute for Communities, Inc. (CIFIC) for the use and

management of the Head Start programs at Ben Franklin Center from July 1, 2018 to June 30, 2023. Terms of the agreement shall be as outlined in Alan Lo's memo dated May 31, 2018 with utility payment at \$2.50/sf/yr.

b. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connecticut Institute for Communities, Inc. (CIFIC) for the use and management of the Head Start programs at Nathaniel Ely Center from July 1, 2018 to June 30, 2023. Terms of the agreement shall be as outlined in Alan Lo's memo dated May 31, 2018 with utility payment at \$2.50/sf/yr."

2. Review request for technical correction of the early childhood provider's name and refer the following to the Council for action:

"**Technical Correction** of Common Council action of April 10, 2018, VII, B, 2 and 3 by replacing "Community Development Institute Headstart, Inc." with "Connecticut Institute for Communities, Inc.". New action to read as follows:

"2. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, Connecticut Institute of Communities, Inc. (CIFIC) and, Odyssey Learning Inc. for the use of the Nathaniel Ely Center for the operation of a 2018 summer child care programming for Head Start children from July 5, 2018 to August 3, 2018.

3. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, Connecticut Institute of Communities, Inc. (CIFIC) and Stepping Stones Museum for Children, Inc. for the use of the Ben Franklin Center for the operation of a 2018 summer child care programming for Head Start children from July 5, 2018 to August 3, 2018."

B. School Construction Project

1. Presentation by Craig Cruller, Interim Chief Academic Officer regarding Board of Education's enrollment strategies relating to the occupancy of the proposed new and renovated school facilities.

2. Review bids for the Cranbury School boiler replacement project and refer the following to the Common Council for action:
 - “a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Southport Contracting, Inc. for the installation of new boilers at Cranbury Elementary School for a total not to exceed \$240,000.00. Capital Budget Acct. #09185010 5777 C0610 and Norwalk Public Schools – State Alliance II Grant Acct. #28355200-430-25**
 - b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$24,000.”**
3. Review bids for Cranbury School asbestos floor tile remediation project and refer the following to the Common Council for action:
 - “a. Authorize the Mayor, Harry W. Rilling to execute a contract with HAZ-PROS, Inc. for the Cranbury Elementary School Asbestos Removal Project for a total not to exceed \$79,200.00. Acct. #09175010 5777 CO595.**
 - b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$7,920.00.**
 - c. Authorize the Mayor, Harry W. Rilling to execute a contract with Reliable Flooring Contractor LLC., for the Cranbury Elementary School Asbestos Removal / Flooring Replacement Project for a total not to exceed \$36,025.00. Funding for this project is available from account #09175010 5777 CO595.**
 - d. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$3,600.00.”**
4. Review request to implement retro-commissioning energy efficiency improvements and refer the following to the Common Council:
 - “a. Authorize the City’s Purchasing Agent to issue a purchase order to Automated Building Systems, Inc., for the Norwalk High School and Brien McMahon High School Retro-Commissioning Energy Conservation Project for a total not to exceed \$50,819.00. Acct. # 09195010 5777 C0621.**

- b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$5,081.00.**
 - c. Authorize the City's Purchasing Agent to issue a purchase order to Colliers International for the Norwalk High School and Brien McMahon High School Retro-Commissioning Energy Conservation Project for a total not to exceed \$35,420.00. Acct. # 09195010 5777 C0621.**
- 5. Review bid for Kendall School cafeteria improvement project and refer the following to the Common Council for action:
 - "a. Authorize the Mayor, Harry W. Rilling to execute a contract with A. V. Tuchy, Inc., for the Kendall Elementary School Cafeteria & Kitchen Upgrades Project for a total not to exceed \$194,800.00. Funding for this project is available from account # 09175010 5777 C0585.**
 - b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$19,480.00."**
- 6. Review bids for the Norwalk High School Exterior Painting project and refer the following to the Common Council for action:
 - "a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with M. Brett Painting Co., Inc. for the Norwalk High School Exterior Painting Project for a total not to exceed \$258,480.00. Funds are available in Acct. #09185010 5777 C0610**
 - b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$25,848.00"**
- 7. Review request to amend JCJ Architects' contract for New Columbus School to incorporate upcoming design phases and refer the following to the Common Council for action:
 - "Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement with JCJ Architecture, PC for architectural design services (Tasks C, D & E) for the new South Norwalk School at Ely Site (a.k.a. New Columbus School) for a total not to exceed of \$1,110,000.00. Acct. #09185010 5777 C0607"**
- 8. Review request to accept bids for parking lot improvement at NECC and refer the following to the Common Council for action:

- “a. Authorize the Mayor, Harry W. Rilling, to execute a Contract with (lowest responsible bidder) for the Roosevelt Center Parking Lot Improvement Project for a total not to exceed (amount to be determined). Acct. #09165010 5777 C0555**
- b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed (amount to be determined).”**
9. Review request to accept bids for the Norwalk High School stage ragging safety improvement project and refer the following to the Common Council for action:
- “a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with (lowest responsible bidder) for the Norwalk High School Theater Rigging Replacement project for a total not to exceed (\$ amount to be determined). Funds are available in Acct. #09185010 5777 C0610**
- b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed (amount to be determined)”**
10. Review request to accept quotes for the Norwalk High School walk-in refrigerator/freezer energy efficient upgrade project and refer the following to the Common Council for action:
- “a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with (lowest responsible bidder) for the Norwalk High School Kitchen Walk-in Refrigerator and Freezer energy efficient equipment upgrade project for a total not to exceed (\$ amount to be determined). Funds are available in Acct. #09185010 5777 C0610**
- b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed (amount to be determined).”**

VI. MISCELLANEOUS/DISCUSSION ITEMS

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
MAY 2, 2018**

ATTENDANCE: Thomas Livingston, Chairman; Barbara Smyth; Beth Siegelbaum; Chris Yerinides;
Greg Burnett; Nicholas Sacchinelli

STAFF: Alan Lo, Building and Facilities Manager

I. ROLL CALL

Mr. Livingston called the roll at 7:00 p. m. A quorum was present.

II. PUBLIC HEARING:

“Proposal to remove the Open Space restriction on approximately 3.28 acres of Springwood Ely Park on Ingalls Avenue (District 5, Block 83, Lot 52) for the construction of the new Columbus School and designate approximately 10.04 acres of City owned underdeveloped property on Richards Avenue (District 5, Block 68, Lot 220) behind Norwalk Community College as open space.”

Mr. Lo stated that since the new Columbus School will be constructed in Springwood Ely Park, replacement of open space will be required. He stated that the total footprint of the building with its associated parking and bus loop will occupy approximately 4.21 acres. As part of the proposed plan, the City is proceeding with the approval process to acquire two Tito Court properties for a total of approximately 0.93 acres. These properties will be designated as new open space. The net area required for open space land swap will be reduced to 3.28 acres.

Mr. Lo stated that the proposed open space replacement land is located behind Norwalk Community College. This property currently serves as a buffer zone between Norwalk Community College and the residential neighborhood. It is 10.04 acres in size. This property was never designated or deeded as open space. Mr. Lo stated that the proposed open space land swap will result in the amendment of the property deed to include an open space deed restriction. He stated that based on real estate appraisals, the two areas of the open space land swap have similar land values.

Mr. Tom Hamilton came forward in support of the item. He stated that the District has a 900 seat deficit and make improvements to the schools. There are many portable classes in use at our schools. He stated that during the planning process to improve our facilities, we have engaged a wide range of stakeholders. He stated that the land swap increases recreational space.

Dr. Steven Adamowski came forward in support of the item. He stated that it has been 41 years since we built a school in Norwalk. We are at 107% capacity and are using 15 portable classrooms. We are 900 seats short of what we need.

Mr. Medard Thomas came forward in support of the item. He stated that he is the principal of the Columbus Magnet School. He stated that the school is in need of upgrades. We need to build a school for Norwalk. Our children deserve it and it will be our legacy.

Ms. Maron Gilcrist came forward in support of the item. She stated that the school building is old. It is too small. The heating and electrical units in the building are antiquated. The technology in the building needs to be upgraded. She stated that there is not enough parking spaces to handle demand, especially during special events.

Ms. Diane Lauricella came forward in opposition to the item. She stated that the open space is precious. She stated that the land near Norwalk Community College is too far away from the school to be an adequate replacement.

Mr. Richard Bonenfant came forward in opposition to the item. He stated that we have already established a commitment to keeping the land near Norwalk Community College as open space. He stated that, tonight, the Committee plans on changing the designation and making it a tradable commodity. He stated that this action will pit neighbors from different parts of the City against each other.

Mr. Colin Hostin came forward in support of the item. He stated that the plan increases the amount of usable space. He stated that many children currently spend two hours each day on the bus. This plan will allow them to go to school in their own neighborhood.

Ms. Debora Goldstein came forward in opposition to the item. She stated that removing an open space designation allows a land swap. Open space gives biodiversity and ecological benefits to the area. The community of South Norwalk is hurt by this land swap. Ms. Goldstein stated that she objects to school construction funds being used for changes to the tennis courts.

III. PUBLIC PARTICIPATION

Ms. Diane Lauricella came forward. She stated that she is happy to help the Committee locate other open space in the City that can be used as open space. She stated that benchmarking of energy costs should be done at Cranbury School. She stated that the City should consider not agreeing to easement requests from the State to improve our negotiating position.

Ms. Debora Goldstein came forward. She stated that the Walk Bridge design may become obsolete if the high speed rail is constructed. She stated that the Maritime Aquarium is the only entity getting compensation and in kind replacement.

IV. MINUTES OF PREVIOUS MEETING

April 4, 2018

Page 1 Add "The Committee took a tour of the proposed site of the new Columbus School at the Ely site. The Committee walked the grounds and the entire area."

**** MR. YERINIDES MOVED TO APPROVE THE APRIL 4, 2018 MINUTES AS AMENDED.
** THE MOTION PASSED WITH 6 VOTES IN FAVOR AND ONE ABSTENTION (MR. SACCHINELLI).**

V. OLD BUSINESS

No items were brought forward.

VI. NEW BUSINESS

A. School Construction Project

1. Review proposal to proceed with open space land swap as necessary to construction of the new Columbus School at Ely site and refer the following to the Common Council for action:

"Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to submit to applicable regulatory agencies and to implement the open space land swap necessary for the construction of the new Columbus School at Ely site. Proposed land swap will remove the federal and State Open Space restrictions on approximately 3.28 acres of Springwood Ely Park situated on Ingalls Avenue (District 5, Block 83, Lot 52) for the construction of the new Columbus School and encumber approximately 10.04 acres of City owned undeveloped property on Richards Avenue (District 5, Block 68, Lot 220) behind Norwalk Community College as Open Space land subject to federal and State use restrictions."

**** MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SUBMIT TO APPLICABLE REGULATORY AGENCIES AND TO IMPLEMENT THE OPEN SPACE LAND SWAP NECESSARY FOR THE CONSTRUCTION OF THE NEW COLUMBUS SCHOOL AT ELY SITE. PROPOSED LAND SWAP WILL REMOVE THE FEDERAL AND STATE OPEN SPACE RESTRICTIONS ON APPROXIMATELY 3.28 ACRES OF SPRINGWOOD ELY PARK SITUATED ON INGALLS**

AVENUE (DISTRICT 5, BLOCK 83, LOT 52) FOR THE CONSTRUCTION OF THE NEW COLUMBUS SCHOOL AND ENCUMBER APPROXIMATELY 10.04 ACRES OF CITY OWNED UNDEVELOPED PROPERTY ON RICHARDS AVENUE (DISTRICT 5, BLOCK 68, LOT 220) BEHIND NORWALK COMMUNITY COLLEGE AS OPEN SPACE LAND SUBJECT TO FEDERAL AND STATE USE RESTRICTIONS.

Mr. Livingston stated that we conducted a search for other open space and did not find any suitable locations. He stated that the land swap is necessary. The school needs to be built. Ms. Smyth stated that the property around the school is in disrepair and is not usable by children. Ms. Siegelbaum stated that she would like the search to continue for other land that could be used for a land swap.

**** THE MOTION PASSED WITH 6 VOTES IN FAVOR AND ONE ABSTENTION (MS. SEIGELBAUM).**

D. Maritime Aquarium – Walk Bridge

1. Review request from Corporation Counsel relating to the Maritime Aquarium and the Walk Bridge replacement project and refer the following to the Common Council for action. Discussion on certain aspect of this real estate agreement will be conducted in Executive Session:

“a. Approval for Mayor Harry W. Rilling to execute on behalf of the City of Norwalk the document titled, Administrative Settlement Agreement, between the City of Norwalk and the State of Connecticut for the State to obtain certain property rights from the City’s property at 10 North Water Street, Norwalk, CT where the Maritime Aquarium is located, and for the functional replacement of the IMAX Theatre and other improvements at the Maritime Aquarium.

b. This item is to be referred to the Planning Commission for a review pursuant to Connecticut General Statute Sect. 8-24”

**** MR SACCHINELLI MOVED TO APPROVE MAYOR HARRY W. RILLING TO EXECUTE ON BEHALF OF THE CITY OF NORWALK THE DOCUMENT TITLED, ADMINISTRATIVE SETTLEMENT AGREEMENT, BETWEEN THE CITY OF NORWALK AND THE STATE OF CONNECTICUT FOR THE STATE TO OBTAIN CERTAIN PROPERTY RIGHTS FROM THE CITY’S PROPERTY AT 10 NORTH WATER STREET, NORWALK, CT WHERE THE MARITIME AQUARIUM IS LOCATED, AND FOR THE FUNCTIONAL REPLACEMENT OF THE IMAX THEATRE AND OTHER IMPROVEMENTS AT THE MARITIME AQUARIUM AND MOVED THAT THIS ITEM IS TO BE REFERRED TO THE PLANNING COMMISSION FOR A REVIEW PURSUANT TO CONNECTICUT GENERAL STATUTE SECT. 8-24.**

Attorney Mario Coppola came forward in support of the item. He stated that the State needs to retain temporary and permanent easements. He stated that the DOT has confirmed in writing that they will not have a never ending construction site in order to retain the temporary easements.

Atty. Coppola stated that the State is mandated to functionally replace the IMAX Theater because it is on city owned property and is used by the public for educational purposes. He stated that all funds will flow through the Aquarium. The City will not be a middleman.

Atty. Coppola stated that the costs of a fire escape and replacement of the docks are not yet known. They will be covered by the State but not included in this functional replacement.

Mr. Mike Widland stated that the State is contractually committed to functional replacement and is obligated to live up to the terms of the contract.

- ** MR. BURNETT MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS THE MARITIME AQUARIUM- WALK BRIDGE AND 98 SOUTH MAIN STREET – SOUTH NORWALK COMMUNITY CENTER.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting entered Executive Session at 8:30 and returned at 9:12 p. m.

Mr. Sacchinelli exited the meeting at 9:12 p. m.

- ** MR. SACCHINELLI'S MOTION TO APPROVE MAYOR HARRY W. RILLING TO EXECUTE ON BEHALF OF THE CITY OF NORWALK THE DOCUMENT TITLED, ADMINISTRATIVE SETTLEMENT AGREEMENT, BETWEEN THE CITY OF NORWALK AND THE STATE OF CONNECTICUT FOR THE STATE TO OBTAIN CERTAIN PROPERTY RIGHTS FROM THE CITY'S PROPERTY AT 10 NORTH WATER STREET, NORWALK, CT WHERE THE MARITIME AQUARIUM IS LOCATED, AND FOR THE FUNCTIONAL REPLACEMENT OF THE IMAX THEATRE AND OTHER IMPROVEMENTS AT THE MARITIME AQUARIUM AND MOVED THAT THIS ITEM IS TO BE REFERRED TO THE PLANNING COMMISSION FOR A REVIEW PURSUANT TO CONNECTICUT GENERAL STATUTE SECT. 8-24 PASSED WITH FOUR VOTES IN FAVOR AND ONE ABSTENTION (MS. SEIGELBAUM).**

E. 98 South Main Street – South Norwalk Community Center

“Refer proposal for the City to purchase South Norwalk Community Center’s one half interest in the property at 98 South Main Street pursuant to Connecticut General Statute Section 8-24.”

- ** MR. LIVINGSTON MOVED TO REFER PROPOSAL FOR THE CITY TO PURCHASE SOUTH NORWALK COMMUNITY CENTER'S ONE HALF INTEREST IN THE PROPERTY AT 98 SOUTH MAIN STREET PURSUANT TO CONNECTICUT GENERAL STATUTE SECTION 8-24.**
- ** THE MOTION PASSED UNANIMOUSLY.**

C. Building Management

3. Review recommendation for the supply of audio/visual equipment for the Community Room and refer the following to the Common Council

- a. **Authorize the Purchase Agent, to issue a Purchase Order to Valley Communication Systems, Inc., for audio and visual equipment for the City Hall Community Room for a total not to exceed \$49,399.24. Acct # 0916 7100 5777 C0439**
- b. **Authorize the Office of Building Management to issue change orders on contract for a total not to exceed \$1,000.00**

- ** MR. YERINIDES MOVED TO AUTHORIZE THE PURCHASE AGENT, TO ISSUE A PURCHASE ORDER TO VALLEY COMMUNICATION SYSTEMS, INC, FOR AUDIO AND VISUAL EQUIPMENT FOR THE CITY HALL COMMUNITY ROOM FOR A TOTAL NOT TO EXCEED \$49,399.24. ACCT # 0916 7100 5777 C0439 AND AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$1,000.00.**

Mr. Larry Manzi came forward in support of the item. He stated that the community room currently has no video recording capability and has no presentation capability. He stated that this new system will allow us to record public meetings and events for broadcast on channel 79 public access.

Mr. Manzi stated that we have acquired most of the hardware for the community room audio visual system over the past 18 months through several Area Nine Cable Council Grants.

- ** THE MOTION PASSED UNANIMOUSLY.**

2. Review rebid for the City Hall Community Room wall refinishing and refer the following to the Common Council for action:

- a. **Rescind Common Council Action of January 9, 2018, VII., D., 1a&1b. which authorized the following:**

1a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Transfer Enterprises for the City Hall Community Room Improvement Project for a total not to exceed \$47,000.00 Acct# 09167100 5777 C0439

1b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$4,700.

b. New Action:

i. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Re-Tech, LLC for the Community Room upgrade project for a total not to exceed \$88,400.00. Acct # 09167100 5777 C0439

ii. Authorize the Office of Building Management to issue Change Order on Contract for a total not to exceed \$8,840.

**** MR. BURNETT MOVED TO RESCIND COMMON COUNCIL ACTION OF JANUARY 9, 2018, VII.,D.,1A&1B. WHICH AUTHORIZED THE FOLLOWING: 1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TRANSFER ENTERPRISES FOR THE CITY HALL COMMUNITY ROOM IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$47,000.00 ACCT# 09167100 5777 C0439 1B AND AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$4,700 AND AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RE-TECH, LLC FOR THE COMMUNITY ROOM UPGRADE PROJECT FOR A TOTAL NOT TO EXCEED \$88,400.00. ACCT # 09167100 5777 C0439 AND AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED \$8,840.**

Mr. Lo stated that Transfer Enterprises and the apparent second lowest bidder have both withdrawn their bids. Instead of considering the third lowest bidder whose bid was in excess of \$100,000, Building Management and the Purchasing Department decided to advertise the project for rebid.

Mr. Lo stated that the City received one bid after it was advertised, and recommended that it the contract be awarded to Re-Tech, LLC.

**** THE MOTION PASSED UNANIMOUSLY.**

6. School construction project update

The item was not brought forward.

A. School Construction Project

2. Review recommendation for Commissioning Agent for new Columbus School 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 commissioning services for the new Columbus School at Ely Site for a total not to exceed \$51,400. Acct# 09185010 5777 C0607
- b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$5,000.

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH INNOVATIVE ENGINEERING SERVICES, LLC TO PROVIDE COMMISSIONING SERVICES FOR THE NEW COLUMBUS SCHOOL AT ELY SITE FOR A TOTAL NOT TO EXCEED \$51,400. ACCT# 09185010 5777 C0607 AND AUTHORIZE TO ESTABLISH A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED \$5,000.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. Review recommendation for Commissioning Agent for Ponus School and refer the following to the Common Council for action:

- a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colliers International to provide commissioning services for the Ponus Ridge Middle School additions and renovations for a total not to exceed \$80,350. Acct# 09185010 5777 C0608
- b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$8,000.

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH COLLIERS INTERNATIONAL TO PROVIDE COMMISSIONING SERVICES FOR THE PONUS RIDGE MIDDLE SCHOOL ADDITIONS AND RENOVATIONS FOR A TOTAL NOT TO EXCEED \$80,350. ACCT# 09185010 5777 C0608 AND AUTHORIZE TO ESTABLISH A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED \$8,000.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. Review request to purchase boilers for Cranbury School and refer the following to the Common Council for action:

- a. Authorize the Purchasing Agent to issue a Purchase Order to (lowest responsible bidder) for the purchase of boilers for the Cranbury School boilers replacement project for a

total not to exceed (\$ amount to be determined) Capital Budget Acct. #09185010 5777 C0610 and Norwalk Public Schools – State Alliance II Grant Acct.# 28355200-430-25 (\$150,000)

b. Authorize an allowance for change order for an amount not to exceed \$10,000.

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO (LOWEST RESPONSIBLE BIDDER) FOR THE PURCHASE OF BOILERS FOR THE CRANBURY SCHOOL BOILERS REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED (\$ AMOUNT TO BE DETERMINED) CAPITAL BUDGET ACCT. #09185010 5777 C0610 AND NORWALK PUBLIC SCHOOLS – STATE ALLIANCE II GRANT ACCT. # 28355200-430-25 (\$150,000) AND AUTHORIZE AN ALLOWANCE FOR CHANGE ORDER FOR AN AMOUNT NOT TO EXCEED \$10,000.**

Mr. Lo stated that we recently completed an electrical system evaluation as well as prepared technical specifications for the replacement of two HB Smith oil fired hot water boilers. The boilers were installed in 1958.

Mr. Lo stated that timely delivery of the boilers is a significant issue. In an effort to improve the schedule, we would like to solicit separate bids from boiler manufacturers for the supply of the boilers and separate bids from mechanical contractors for the installation of the boilers. Our goal is to expedite the delivery of the boilers and burners for the end of July.

Mr. Lo stated that we would like to advertise for the supply of the boilers on May 1 with the bid opening on May 15. The estimated cost is approximately \$150,000 to \$180,000.

**** THE MOTION PASSED UNANIMOUSLY.**

5. Review request to apply for State grant for Norwalk High School improvements and refer the following to the Common Council for action:

a. Approve Norwalk Facilities Construction Commission (NFCC) acting in accordance with Norwalk Ordinances, as the Norwalk School Building Committee for the Norwalk High School Improvement Projects.

b. Authorize the preparation of schematic drawings and outline specifications for the Norwalk High School Improvement Projects.

c. Authorize the filing of a school grant application to the State Department of Administrative Services for the Norwalk High School Improvement Projects project. CT General Assembly defined project type is: (A) Alteration aka improvements or renovation /CV (Code Violation, aka ADA).

**** MR. LIVINGSTON MOVED TO APPROVE NORWALK FACILITIES CONSTRUCTION COMMISSION (NFCC)N ACTING IN ACCORDANCE WITH NORWALK ORDINANCES, AS THE NORWALK SCHOOL BUILDING COMMITTEE FOR THE NORWALK HIGH SCHOOL IMPROVEMENT PROJECTS, AUTHORIZE THE PREPARATION OF SCHEMATIC DRAWINGS AND OUTLINE SPECIFICATIONS FOR THE NORWALK HIGH SCHOOL IMPROVEMENT PROJECTS AND AUTHORIZE THE FILING OF A SCHOOL GRANT APPLICATION TO THE STATE DEPARTMENT OF ADMINISTRATIVE SERVICES FOR THE NORWALK HIGH SCHOOL IMPROVEMENT PROJECTS PROJECT. CT GENERAL ASSEMBLY DEFINED PROJECT TYPE IS: (A) ALTERATION AKA IMPROVEMENTS OR RENOVATION /CV (CODE VIOLATION, AKA ADA).**

**** THE MOTION PASSED UNANIMOUSLY.**

B. Oak Hills Park

1. Review request to increase the contingency allowance for Turco Golf, Inc.'s golf course improvement contract and refer the following to the Common Council for action:

Authorize to increase contingency allowance for Turco Golf Inc.'s contract for Oak Hill Park Improvement Project for an additional \$6,252.74 (total \$56,252.74) and authorize Office of Building Management to issue change orders on Contract. Funds are available from DEEP Grant. Account # 09151340 5777 C0558.

**** MS. SEIGELBAUM MOVED TO AUTHORIZE TO INCREASE CONTINGENCY ALLOWANCE FOR TURCO GOLF INC.'S CONTRACT FOR OAK HILL PARK IMPROVEMENT PROJECT FOR AN ADDITIONAL \$6,252.74 (TOTAL \$56,252.74) AND AUTHORIZE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT. FUNDS ARE AVAILABLE FROM DEEP GRANT. ACCOUNT # 09151340 5777 C0558.**

Mr. Lo stated that Turco is installing sod, additional drainage and final paving of the new access cart path at Hole #3 and #4. Their original contract was \$980,413.75. Mr. Lo stated that he has worked closely with OHPA and Turco to refine the scope of work and maximize the available State funds. He stated that we able to secure additional drainage improvement work, improvements to the greens and additional cart path to improve safety.

**** THE MOTION PASSED UNANIMOUSLY.**

C. Building Management

1. Review bids for the Norwalk Concert Hall stage lighting controller replacement project and refer the following to the Common Council for approval:

a. Authorize the Mayor, Harry W. Rilling to execute a Contract with Supertech, Inc. for the Norwalk Concert Hall – Stage Lighting Control System Replacement Project for a total not to exceed \$37,986.00 Acct# 0914 4071 5777 C0439

b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$3,798.00.

**** MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A CONTRACT WITH SUPERTECH, INC. FOR THE NORWALK CONCERT HALL – STAGE LIGHTING CONTROL SYSTEM REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$37,986.00 ACCT# 0914 4071 5777 C0439 AND AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$3,798.00.**

Mr. Lo stated that the Norwalk Concert Hall has a house lighting system which controls lights in the seating area and a separate system for stage lighting. The house lighting controller and associated electrical equipment were replaced about two years ago. At this time, we are prepared to proceed with Phase 2 of the project in replacing the stage lighting control system.

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. YERINIDES MOVED TO SUSPEND COMMITTEE RULES AND ADD LOCKWOOD MATHEWS MANSION MUSEUM – ADA IMPROVEMENTS PROJECT TO THE AGENDA.**

**** THE MOTION PASSED UNANIMOUSLY.**

a. Authorize to increase Change Order allowance with Domus Constructor, LLC for Mathews Mansion Museum ADA Improvement Project by \$27,115 (revised total allowance of \$60,000). \$17,115 is available from the State DECD grant Acct. # 09177100 5799 C0186 and \$10,000 from Historical Commission Capital Budget Acct. 09176310 5777 C0186.

**** MR. LIVINGSTON MOVED TO AUTHORIZE TO INCREASE CHANGE ORDER ALLOWANCE WITH DOMUS CONSTRUCTOR, LLC FOR MATHEWS MANSION MUSEUM ADA IMPROVEMENT PROJECT BY \$27,115 (REVISED TOTAL ALLOWANCE OF \$60,000). \$17,115 IS AVAILABLE FROM THE STATE DECD GRANT ACCT. # 09177100 5799 C0186 AND \$10,000 FROM HISTORICAL COMMISSION CAPITAL BUDGET ACCT. 09176310 5777 C0186.**

**** THE MOTION PASSED UNANIMOUSLY.**

VII.MISCELLANEOUS/DISCUSSION ITEMS

No items were brought forward.

ADJOURNMENT

**** MR. YERINIDES MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:52 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services



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

TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE: **BEN FRANKLIN CENTER AND NATHANIEL ELY CENTER – AGREEMENT WITH CIFC**

DATE: MAY 31, 2018

With changes to the Norwalk Headstart management entities back in July 2016, the Federal Office of Headstart assigned Community Development Institute Head Start (CDI) to provide interim Headstart childcare services at Ben Franklin Center and Nathaniel Ely Center. Recently, Headstart issued a RFP for management services and awarded the management of the Norwalk Headstart Programs to Connecticut Institute for Communities, Inc. (CIFC). Attached is a brief profile of CIFC. They are scheduled to begin occupancy and to operate summer programs beginning in July 2018. Their total Headstart enrollment starting in September for both facilities is estimated to be approximately 156 children. The terms of the Agreement shall be as follows:

- Agreement period: 5 years from July 1, 2018 to June 30, 2023.
- Leased Premises: Ben Franklin Center – 6 classrooms/offices, kitchen and common spaces on the 1st floor – total approximately 5,974 sq ft; Nathaniel Ely Center – 5 classrooms, offices, kitchen and common spaces on the 1st floor – total approximately 6,956 sq ft.
- CIFC will pay \$2.50/sq. ft. /per year beginning on July 1, 2018 to June 30, 2023 for utilities for the use of the Premises. Utility costs may be adjusted during the term of the Agreement.
- CIFC will provide the required insurance coverage and name the City of Norwalk as “additional insured”.
- Both parties have the rights to terminate within 90 days of written notice.

- The Office of Building Management may incorporate other operating requirements necessary for the proper management and operation of the building. A Memo of Understanding will be developed between the Office of Building Management and CIFIC.
- Janitorial and security services of the classrooms and common areas will be provided by CIFIC. The repair, maintenance and replacement of building systems and infrastructure (except items that is caused by misuse or vandalism by the CIFIC) shall be the responsibility of the City
- CIFIC will be responsible for trash removal.
- City will be responsible for sidewalk and parking lot snow removal. CIFIC will be responsible for keeping all building ingresses and egresses clear of snow and ice for a distance of 15 feet from the building.
- CIFIC will be responsible for obtaining and complying with all licensing requirements, including but not limited to, hazardous material testing and management plan, health department certification, playground safety and security requirements.
- CIFIC shall be responsible for all “tenant fit-up”, including but not limited to, IT/AV/Telephone equipment, furnishing, kitchen equipment and painting.
- CIFIC shall develop energy conservation measures to achieve maximize energy efficiencies.
- CIFIC shall be responsible for the kitchen gas consumption.

ACTION REQUESTED:

- Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connecticut Institute for Communities, Inc. (CIFIC) for the use and management of the Head Start programs at Ben Franklin Center from July 1, 2018 to June 30, 2023. Terms of the agreement shall be as outlined in Alan Lo’s memo dated May 31, 2018 with utility payment at \$2.50/sf/yr.**
- Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connecticut Institute for Communities, Inc. (CIFIC) for the use and management of the Head Start programs at Nathaniel Ely Center from July 1, 2018 to June 30, 2023. Terms of the agreement shall be as outlined in Alan Lo’s memo dated May 31, 2018 with utility payment at \$2.50/sf/yr.**

Greater Norwalk Head Start Program Executive Summary

Connecticut Institute For Communities, Inc's, Greater¹ Norwalk Head Start program will provide full-year Head Start (HS) and Early Head Start (EHS) services to 156 children from the Norwalk area. Of the total, 16 children (infants and toddlers) will be enrolled in Early Head Start, at least 60 children will be enrolled in full-day Head Start (preschool for 3- and 4-year-olds), 20 of which in the ordinary course will be funded by the State, and up to 80 children will be enrolled in part-day Head Start (preschool).

The program will offer a total of 9 classes. Five classrooms will be located at the Nathaniel Ely Center: 2 EHS classes and 3 full-day HS classes (including the State-funded classroom). The Benjamin Franklin Center will house 4 HS classes, all 4 part-day.

A. Head Start (Preschool)

All Head Start services will be center-based, five days a week, operating eight hours per day for full-day and 4.75 hours per day for part-day. Full-day classes will also provide an additional 2.5 hours per day of extended care, for a total of 10.5 hours (7:30 am to 6 pm) per day available to these children. The classes will operate 50 weeks of the year (see below), except for federal and state holidays.

The full-day HS program will provide 230 days of service which equates to 1840 learning hours per preschooler, exceeding the 1020-hour federal Head Start annual minimum requirement. The part-day HS program will provide 230 days of service which equates to 1093 learning hours per preschooler, which also exceeds the 1020-hour annual minimum requirement.

For both part-day and full-day, we limit, per state regulations, classrooms with a majority of three-year-olds to seventeen children per classroom, and those classrooms with a majority of four-year-olds to twenty children per classroom. We staff every classroom with a teaching team of at least two, having corresponding minimum ratios of 1:8.5 or 1:10 (also compliant with state regulations).

B. Early Head Start

Early Head Start classes will operate 8 hours per day, five days per week, from 7:30 am to 3:30 pm. The classes will operate 50 weeks of the year (see below), except for federal and state holidays. In total, GNHS Early Head Start program, offering 230 days of service, will provide 1840 of learning hours per infant/toddler, again exceeding the 1380-hour federal Head Start annual minimum requirement.

¹ The federal Head Start definition of the service area for the grant includes the City of Norwalk and the towns Weston, Westport, Wilton and New Canaan, but nearly all of the families with income-qualified children reside in Norwalk.

C. Classroom Organization and Staffing

Each Center location will have its own lead teacher. Each Head Start preschool class will be staffed by a classroom teacher, assistant teacher and classroom aide (who CIFIC Head Start refers to as CDA Specialists). Early Head Start will have a teacher for each group of 4 children, resulting in two teachers per each classroom of 8 children, plus a classroom aide. For classroom staff, candidates undergo a multi-level vetting process that includes an initial phone screening conducted by CIFIC HR, a site visit, the delivery of an observed sample lesson (either onsite or video), and an interview with the Education and Disabilities Service Specialist and an interviewing team. The interview teams will be comprised of members of the program's leadership staff. Our goal will be to identify and recruit a highly-qualified classroom team of individuals who show a willingness and ability to implement a top-tier educational curriculum that meets the Head Start Early Learning Framework and State early learning standards. [A comparable process will be used for all other staff but adapted to their specific field of work (e.g. Family Advocates)]. Staff will be employed for 52 weeks per year, with one week devoted to in-service staff development, and one week off during the end-of-the-year holidays as part of staff annual paid time off.

D. Required Classroom Staff Credentials

Our Head Start program for Greater Norwalk will require that at least 50% of teachers hold a bachelor's degree (100% strongly preferred) and all other staff to be qualified consistent with the applicable Head Start Program Performance Standards. For classroom teachers, we will require, at a minimum, a bachelor's degree or an associate's degree in early childhood education or related degree, with related experience. For pre-school assistant teachers, we will require at least a High School diploma and CDA credential (Associates Degree strongly preferred), and enrollment in a program leading to an associate or baccalaureate degree, and, if applicable, enrollment in a CDA credential program to be completed within two years. All center-based Early Head Start teachers will have specific Infant Toddler Child Development Associate credential and will have been trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development as required by Section 645A(h) of the Head Start Act.

E. A Table of Organization is attached

###

HISTORY AND OVERVIEW

Connecticut Institute For Communities, Inc. (CIFC) is an independent non-profit, organization established in 2003. CIFC was founded on a commitment to help meet basic human needs in the fields of health, education, human services, and housing for low and moderate income children, families and adults in our service area. CIFC is the only organization in Western Connecticut that combines health care, education, human services, and housing in a comprehensive, coordinated approach.

Connecticut Institute For Communities, Inc. performs two unique roles. CIFC serves both as a “safety-net provider” of human services, and also as an especially qualified “community developer” of programs and projects. As a “safety-net provider” of human services, CIFC steps forward to make sure that needed and valued human services in our service areas are properly organized, managed, and delivered to the intended recipients. As a community development organization, CIFC, unlike other non-profit organizations, works not only with human services, but also takes on projects including physical development and/or rehabilitation.

2003 – 2012

Over the course of the past ten years, CIFC has matured into a very significant agent for community good in Western Connecticut.

- ☐ In 2004, CIFC became the new sponsor of the Danbury Head Start program, maintaining a locally based operation and retaining more than \$2,000,000 per year in public funding. The Northern Fairfield County Head Start Program provides comprehensive child and family development services to low-income residents, annually providing early childhood education services to more than 300 children including supportive services to their families (over 400 adults).
- ☐ In 2005, CIFC stepped in as the Managing Agent for the Beaver Street Apartments Cooperative, keeping 300 residents out of foreclosure.
- ☐ In 2006, at the City of Danbury’s request, CIFC took on administrative, fiscal oversight and program development roles for the Harambee Youth Center, ensuring that Danbury’s inner city youth would continue to have afterschool opportunities.

Since 2007, the CIFIC School Readiness Program, which is funded through the Connecticut Department of Education, has steadily expanded to now provide school-day, school-year, child day-care and developmental services to 44 Danbury children ages 3 and 4.

In June 2010, CIFIC converted the child care component of the Even Start program into a federally funded Early Head Start program, which now serves 40 low income infants, toddlers, and teen moms.

In 2010, CIFIC opened the CIFIC Greater Danbury Community Health Center (CIFIC/GDCHC), providing comprehensive primary health care on a sliding fee basis, to people of all ages: children, adolescents, adults and seniors, especially those who are medically underserved; thereby ensuring affordable, accessible, comprehensive, high quality health care to all area residents regardless of their ability to pay or their insurance status. This past year, the Greater Danbury Community Health Center provided approximately 40,000 patient visits.

In 2012, CIFIC/GDCHC opened a satellite School Based Health Center at the Henry Abbott Technical High School (HATS) in Danbury.

Also, in 2012, CIFIC was awarded the contract to serve as the regional Women, Infants and Children (WIC) Nutrition Program sponsor. WIC provides nutrition assessment and education, breastfeeding promotion and support, and food vouchers for low-income women, infants, and children up to the age of five. WIC currently serves nearly 2,500 clients each year.

2013

In 2013, CIFIC's Greater Danbury Community Health Center became certified as a Level 3 Patient Centered Medical Home (PCMH) by the National Committee For Quality Assurance (NCQA), the highest level of certification, and one of the few in the State to receive such distinction.

Also in 2013, CIFIC's Greater Danbury Community Health Center was accredited by the Accreditation Council for Graduate Medical Education (ACGME) as a Teaching Health Center sponsoring an Internal Medicine Primary Care (post-MD) Residency Program. It is the only FQHC Teaching Health Center in the State, and one of only about 60 in the country.

Moreover, in September 2013, the new Danbury Head Start Center opened its doors in CityCenter Danbury. Jointly financed by the City of Danbury and the State of Connecticut, the state-of-the-art Early Care and Learning Center has 16 classrooms designed for infants and preschoolers (ages 6 weeks up to age 5). Classes started at our new facility in July, 2013.

The organization of an additional CIFC affiliate corporation to hold title to our leasehold interest at the new Head Start Center, 37 Foster Street, Danbury.

As 2013 came to a close, CIFC/GDCHC, at the request of the City of Danbury, took on administrative, fiscal, and program management of Danbury's three School Based Health Centers located at the City's High School and two Middle Schools.

2014

Expansion of our Health Center's outreach services in support of enrollments in the Federal Patient Protection and Affordable Care Act health initiative ("Obamacare").

Successful integration of the Regional Women, Infants and Children's Health & Nutrition Program (WIC) as a service of our Greater Danbury Community Health Center, with official recognition by the USD/HHS Health Resources and Services Administration.

Consolidation of the three Danbury School Based Health Centers, previously administered by the Danbury Health Department at Danbury High School and Danbury's two Middle Schools (Broadview and Rogers Park), within our Community Health Center, also with official recognition by the USD/HHS Health Resources and Services Administration.

Further planning for the "Old Police Station Site" at 120 Main Street in Downtown Danbury (opposite St. Peter's R.C. Church), for the construction of both a new, comprehensive 36,000 +/- sq. ft. Health Center facility and a new multi-unit Elderly Housing Complex, including in 2013 the submission to the City of Danbury Planning Commission of revised site plan and permit applications for the expansion of the Elderly Housing building up to 79 units.

- Preliminary revitalization work, following our purchase from the State of Connecticut, through the City of Danbury, of the Historic Armory Building on West Street in downtown Danbury, providing a permanent home for our Harambee Youth Center Program.
- Successful turnover of the Batchelder Brownfield Project to the Town of Newtown, allowing the Town to seek environmental remediation grants to complete clean-up of the Batchelder site.
- Significant physical renovations and improvements at the Beaver Street Apartments Cooperative resulting in a very successful USD/HUD site review of the project, with a score of 97A (out of 100), the highest such score received by the Cooperative in several decades.

2015



Gov. Dannel P. Malloy (center-left) and Mayor Mark Boughton of Danbury (center-right) lead the groundbreaking celebration for CIFIC's new Greater Danbury Community Health Center building with CIFIC's Board Chair, Dr. Frank Muska, PhD. (left) and CIFIC's President/CEO, Hon. James H. Maloney, JD (right).

- Re-renewal of recognition by the National Committee for Quality of Assurance of Level 3 (the highest) Patient-Centered Medical Home standing of CIFIC's Greater Danbury Community Health Center.
- Expansion of our innovative Primary Care Adult Medicine Residency Program (post-MD), supported by major funding from USD/HHS Health Resources and Services Administration, beyond our original component at our Greater Danbury Community Health Center in cooperation with Danbury Hospital, to include a second component at Griffin Hospital, Derby, CT.

- Receipt of funding from the State of Connecticut for a fifth (5th) CIFIC/GDCHC School-Based Health Center (SBHC), to be located at the Middle School in Newtown, CT.
- Further development at 120 Main Street in Downtown Danbury (the "Old Police Station Site" opposite St. Peter's R.C. Church), of the construction of both a new, comprehensive 36,000 +/- sq. ft. Health Center facility and a new multi-unit Elderly Housing Complex, including commitments for \$15 million in financing toward the construction of the new Health Center Building, including \$5 million (net) in Federal New Market Tax Credits, plus a \$4,000,000 state grant, and \$6,000,000 in mortgage funding.
- Significant progress, including Danbury Z.B.A. variance approval, towards the development of a seven classroom pre-school facility at 29 Park Avenue, near downtown Danbury.
- Continued revitalization work, following our purchase from the State of Connecticut, through the City of Danbury, of the Historic Armory Building on West Street in downtown Danbury, providing a home for our Harambee Youth Center Program.
- Continued progressive management of the Beaver Street Apartments Cooperative resulting in a very successful USD-HUD management ("MOR") review of our work, and the 100% pay-off of the Cooperative's mortgage, the first time in 40 years that the Cooperative has been entirely free of mortgage debt!
- Receipt of a commitment from the State of Connecticut of \$3,800,000 for the "Danbury Community Facilities Collaboration," which will provide funds to modernize the facilities and equipment of the Danbury War Memorial building, help add up to 7 pre-school classrooms in Danbury, and purchase and re-open the former Danbury YMCA building as a comprehensive downtown Danbury Community Center, to include an newly organized Boys and Girls Club of Danbury.

###



2016

- CIFIC's outstanding accomplishment for 2016 was the construction and completion of our new Greater Danbury Community Health Center (GDCHC) and CIFIC Headquarters Building at 120 Main Street in downtown Danbury, diagonally across the street from St. Peter Church.

Our 36,000 square-foot, four-story, red-brick structure (see the front-piece above) houses the Health Center's –

- Pediatric and Adolescent Medical and Behavioral Health services;
- Internal (Adult) Medicine Department and Residency Program;
- Patient intake, enrollment, and insurance assistance;
- An on-site Phlebotomy (blood sample) suite;
- A full-service Pharmacy;
- Administrative offices for the Health Center; and
- Headquarters offices for the Institute.

The Greater Danbury Community Health Center, a federally qualified health center, serves all people regardless of income or insurance; no one is ever turned away.

- The new building will bring approximately 80 new jobs to downtown Danbury, with a total annual payroll of more than \$6,000,000, which, in turn, will be a substantial boost to the downtown economy.

The new building was designed by the architectural collaboration of Quicquaro Architects ("Studio Q") of Waterbury, CT and Quisenberry-Arcari Architects of Farmington, CT. The building was constructed by Verdi Construction Company of Bethel, CT, which involved approximately 100 full and part-time jobs during the construction phase. CIFIC's interests during construction were overseen by STV IDPM – Owner's Representative.

- The financing for the building involved a complex mix of public and private funding. The State of Connecticut provided a grant of \$4,000,000; private commercial mortgage financing was provided by Eastern Bank of Boston, MA, in participation with Union Savings Bank of Danbury, CT, totaling approximately \$6,000,000; and private investments through the Federal New Market Tax Credit (NMTC) program were provided in the net amount of approximately \$5,000,000, through three (3) NMTC investors –
 - The Primary Care Development Corporation (PCDC) of New York, New York;
 - The Massachusetts Housing Investment Corporation (MHIC) of Boston, MA; and
 - JPMorgan Chase, of New York, New York (Chase also has branch bank offices in Danbury, CT).

The Savings Bank of Danbury provided on-going operational financial support to CIFIC including working capital.

CIFIC was represented in this project by Steven F. Mount, Esq. of Squire Patton Boggs/USA, of Columbus, Ohio, and Christopher K. Leonard, Esq., of Collins Hannafin P.C., of Danbury, CT.

- During the month of December '16, CIFIC relocated its administrative offices into the new building from their prior locations. Pediatric & Adolescent Health and Behavioral Health services and the Internal (Adult) Medicine Department and Residency Program relocated to the

new building in early '17. (CIFC/GDCHC's facility at 70 Main Street – the former Danbury Hospital Seifert & Ford Clinic, now referred to as “GDCHC Health Center -- South” – is now dedicated primarily to Women's Health Services, and our cooperative Internal Medicine Residency Programs with Danbury Hospital).

This new building will allow CIFC's Greater Danbury Community Health Center to significantly expand our Pediatric and Internal (Adult) Medicine services, as well as add entirely new services such as Phlebotomy and a Pharmacy, on site. These expanded services will be very beneficial additions to community health care in Danbury. We are delighted to be able to place this new building into service.

- All of us at CIFC, our staff, our Board Members, and our patients are very grateful for all of the support that has brought us to this achievement. We are particularly grateful to our financial partners and also to the public officials who have been so helpful in advancing this project, most notably: **Governor Dannel P. Malloy**, who sheperded the \$4,000,000 State grant through the State Bond Commission and the State's Department of Economic and Community Development; **Danbury Mayor Mark D. Boughton** who facilitated the sale of the building site – formerly the old Danbury Police Station – to the Institute for this project; our **Federal Delegation** for their support of the Federal “New Markets Tax Credit Program”; former **State Speaker of the House Christopher Donovan** who provided key support for the State grant early in the process; and former **Danbury Mayor Gene Eriquez** who was very helpful in the initial planning of the project. We could not have achieved this milestone without their visionary leadership and assistance.

2017

- Our new 36,000 sq. ft. Greater Danbury Community Health Center and CIFC Headquarters building at 120 Main Street was completed and is now substantially occupied by:
 - Our Pediatrics and Adolescent Medical and Behavioral Health Department,
 - Our Adult Medicine Department and Internal Medicine Residency Program,
 - Our CIFC and Health Center Administrative offices, and
 - By several allied services including a Quest Diagnostics phlebotomy (blood-draw) station, and a soon to be occupied Pharmacy.
- We reached an agreement with local officials to incorporate into our other School Based Health Center operations a comprehensive reorganization and expansion of **pediatric dental services** for the children and young people attending Danbury public schools. This includes the re-equipping of our Medical Health Mobile Van for dental services and the opening of a new physical school dental suite (approved by the U.S. Health Resources and Services Administration) at Ellsworth Avenue school in Danbury. (It is expected that the re-equipped Mobile Health Van and our new school dental suite will begin seeing patients in mid-2018).
- State supported and CIFC administered revitalization work has been successfully completed at the **Danbury War Memorial Center**, including renovations to the lobby, general painting throughout, new floors and new equipment in the fitness center, safety improvements for the staircases and renovated lavatories and women's locker room.
- This past Fall CIFC opened a new **Adult Behavioral Health Center** at 152 West Street in Danbury, integrating within our GDCHC Behavioral Health Department substantial parts of the former Danbury Hospital Community Center for Behavioral Health. This new facility is already offering expanded behavioral health services for GDCHC patients, and looks to provide further expansion of Adult Behavioral

Health service for the benefit of the Greater Danbury area during 2018.

- At the Beaver Street Apartment Cooperative, CIFIC is nearly finished with a two-year \$1,000,000 physical improvement component (with private financing from Newtown Savings Bank) that has restored many of the buildings at the Cooperative (all 12 buildings now have new roofs and new boilers/heating systems) and re-furbished many of the cooperative 70 individual apartments, with 100% occupancy at the Cooperative for the first time in many decades. (This past winter and into the spring this effort will conclude with a mayor expansion of the Cooperative's parking facilities and improvement of BSAC site amenities).

As delighted as we are with the completion of our new building in downtown Danbury, we also note with pride that every one of CIFIC's programs made progress and improvements this past year, which is fundamental to the organizational culture and the internal "DNA" of the Connecticut Institute For Communities. As of December 31, 2017, our programs and services encompassed the following:

- **Beaver Street Apartments Cooperative, Inc.**
- **Danbury Armory Historic Preservation and Adaptive Reuse Project**
- **Danbury Main Street Health Center and CIFIC Headquarter Building**
- **Greater Danbury Early Learning Programs:**
 - City of Danbury Head Start Center Project
 - Danbury CIFIC School Readiness Program
 - Early Head Start of Northern Fairfield County
 - Head Start of Northern Fairfield County Program
- **Greater Danbury Community Health Center (GDCHC):**
 - Primary Care: Infant, Pediatric, Adolescent, Adult and
 - Geriatric Medicine
 - Women's Health Center
 - Dental and Behavioral Health Care
 - GDCHC Teaching Health Center (ACGME Accredited)
 - GDCHC School-Based Health Centers:
 - Henry Abbott Technical High School (State of CT)
 - Danbury High School
 - Rogers Park Middle School (Danbury)
 - Broadview Middle School (Danbury)
 - Newtown Middle School
 - Regional Women, Infants & Children's Health & Nutrition Program (WIC)
 - SNAP (Supplemental Nutrition Assistance Program) Outreach Program
 - GDCHC Mobile Health Van
- **Danbury Community Facilities Collaboration:**
 - Modernization of the equipment and facilities of the Danbury War Memorial building.
 - The addition of 7 new pre-school classrooms in Danbury, to be located in the former "Danbury Cadillac/Oldsmobile" building at 29 Park Avenue.
 - The purchase and re-opening of the former Danbury YMCA building as a comprehensive downtown **Danbury Community Center** to include a newly organized Boys and Girls Club of Danbury.
- **Elderly Housing Building** (80 +/- units for Seniors and Veterans in Danbury).
- **Harambee Youth Center**

Subject: Square footages for lessees at Ben Franklin and Nathaniel Ely Center's

Ben Franklin Center "Growing Seeds"

Room -- 1	775 sq.ft.
Room -- 2	475 sq.ft.
General Office	736 sq.ft.
Room -- 6	588 sq.ft.
Room -- 8	630 sq.ft.
Room -- 9	<u>670 sq.ft</u>
Total square feet	3874

Ben Franklin Center "CIFC - Head Start"

Kitchen/storage	1034 sq.ft.
Room -- 3	703 sq.ft.
Room -- 4	1167 sq.ft.
Room -- 7	623 sq.ft.
Room -- 14	671 sq.ft.
Room -- 10	606 sq.ft.
Room -- 12	<u>1170 sq.ft.</u>
Total square feet	5974

Nathaniel Ely Center "Odyssey Early Learning"

Room - 106	868 sq.ft.
Room - 107	868 sq.ft.
Room - 108	868 sq.ft.
Room - 109	868 sq.ft.
Room - 7a	360 sq.ft.
Room - 111	653 sq.ft.
Room - 112	715 sq.ft.
Room - 113	827 sq.ft.
Room - 114	484 sq.ft.
Room - 115	484 sq.ft.
Room - 116	600 sq.ft.
Office - #2	150 sq.ft.
Office - #3	100 sq.ft.
Conference Room - #1	210 sq.ft.
Room - 201	812 sq.ft.
Room - 202	812 sq.ft.
Room - 203	812 sq.ft.
Room - 204	<u>812 sq.ft.</u>
Total square feet	11,303

Nathaniel Ely Center "CIFC - Head Start Program"

Room - 101	866 sq.ft.
Room - 102	819 sq.ft.
Room - 103	845 sq.ft.
Room - 104	781 sq.ft.
Room - 105	868 sq.ft.
Administration Office	468 sq.ft.
Office (next to boiler room)	345 sq.ft.
Kitchen/storage	1152sq.ft.
Office - B	<u>812 sq.ft.</u>
Total square feet	6,956

lessees

Fred G. Bretherton Assistant Property Manager, Engineering Division



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 : EARLY CHILDHOOD SUMMER CAMPS

DATE: MAY 31, 2018

Recently, the Federal Headstart selected Connecticut Institute for Communities, Inc. (CIFC) to replace the interim Headstart provider – CDI to manage Norwalk Headstart programs. In response to this recent development, previous Council actions relating to the operation of the summer camp will need to be modified to reflect CIFC as the new entity. Therefore, approval of the following action would be required:

ACTION REQUESTED:

Technical Correction of Common Council action of April 10, 2018, VII, B, 2 and 3 by replacing “Community Development Institute Headstart, Inc.” with “Connecticut Institute for Communities, Inc.”. New action to read as follows:

"2. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, **Connecticut Institute of Communities, Inc. (CIFC)** and, Odyssey Learning Inc. for the use of the Nathaniel Ely Center for the operation of a 2018 summer child care programming for Head Start children from July 5, 2018 to August 3, 2018.

3. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, **Connecticut Institute of Communities, Inc. (CIFC)** and Stepping Stones Museum for Children, Inc. for the use of the Ben Franklin Center for the operation of a 2018 summer child care programming for Head Start children from July 5, 2018 to August 3, 2018.



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

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

RE: CRANBURY ELEMENTARY SCHOOL BOILER REPLACEMENT

DATE: MAY 31, 2018

Cranbury Elementary School has an enrollment of approximately 480 students. The building was constructed in 1958 and is approximately 45,796 square feet. Subsequent to the Board of Education approval of the School Facilities Improvement Plan, the City allocated \$1,378,000 as part of the its 2017-2018 Capital Budget for improvements at Cranbury Elementary School. One of the priority items is the replacement of the original boilers.

In the Spring of 2018, we retained an engineering firm to design the boilers with the intent to implement the work in the summer with completion by October 1, 2018. Given the time constraints, we recently received bids for the purchase of the new boilers (approximately \$75,000). On May 22, 2018, Common Council approved the bid and subsequently, we initiated the pre-ordering process. Separately, on May 29, 2018, the Purchasing Department received two bids for the installation of the boilers. Summary of the bids is herein attached.

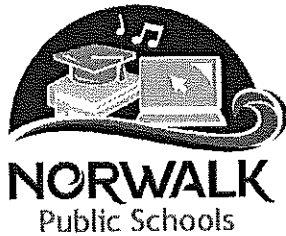
At this time, I would like to recommend the award of the installation work to Southport Contracting, Inc. for a total amount of \$240,000. As we proceed with the demolition of the boilers, we will determine if the roping contains asbestos and the need to expend funds as part of the Alternate item. Finally, please be advised that \$150,000 is available from the State Alliance Grant II for this project

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Southport Contracting, Inc. for the installation of new boilers at Cranbury Elementary School for a total not to exceed \$240,000.00. Capital Budget Acct. #09185010 5777 C0610 and Norwalk Public Schools – State Alliance II Grant Acct. #28355200-430-25**
- b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$24,000.**

3840 - Cranbury Boiler Replacement (Install)

A	Lump Sum Bid		Hunter Mechanical, Inc.		Southport Contracting, Inc.
		\$	213,740.00	\$	185,000.00
B	Add Alternate No. 1 (Boiler Roping Remediation)				
		\$	26,546.00	\$	55,000.00
C	Bid Bond		Yes		Yes
	TOTAL	\$	240,286.00	\$	240,000.00
Office Location		219 Wilson Avenue, Norwalk, CT 06854		1730 Commerce Drive, Bridgeport, CT 06605	



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

VB3

MEMORANDUM

Date: May 29, 2018

To: Members of Land Use & Building Management Committee

From: William Hodel, Director of Facilities & Maintenance

Re: NPS - Cranbury Elementary School Asbestos Removal/Flooring Replacement (Summer 2018)

Cranbury Elementary School has been approved for the removal of vinyl asbestos floor tiles (VAT) and installation of VCT flooring as part of the 2016-17, City Capital Budget in the amount of \$300,000.00. During the summer of 2017 twelve classrooms along the "B" wing and the main kitchen was completed and VCT flooring was installed. All remaining portions of the school including the administrative wing, the "C" wing and the "D" wing is scheduled to be completed during the summer months of 2018. Vinyl composite tile (VCT) will be installed in place of asbestos floor tile along with 3" wall base. Carpet squares will be installed in areas where VAT is installed under carpeted areas in the Library, Main Office and Principal's Office & Asst. Principal's Office. Asbestos floor tile has been present at Cranbury Elementary School since construction of the school in the 1957, and many areas have been compromised which allows itself to a removal process.

The Facilities Department solicited quotes from four (4) vendors all of which are registered with the State of Connecticut as licensed asbestos removal firms and on the State's approved vendor list.

Below is a summary of all quotes received for ASBSETOS REMOVAL:

FIRM	STATE CONTRACT #	LUMP SUM AMOUNT
AAIS Corp.	16PSX0110AD	\$98,800.00
BESTECH Inc. of Connecticut	16PSX0110AA	\$81,809.00
HAZ-PROS, Inc.	16PSX0110AB	\$79,200.00
Environmental Services Inc.	16PSX0110AC	No Quote Issued

Upon review of all received quotes, the City's Purchasing Department and the BOE Facilities Dept. respectively recommend the award to the apparent lowest cost firm, HAZ-PROS, Inc.

ACTION REQUESTED:

- A. Authorize the Mayor, Harry W. Rilling to execute a contract with HAZ-PROS, Inc. , for the Cranbury Elementary School Asbestos Removal Project for a total not to exceed \$79,200.00. Funding for this project is available from account #09175010 5777 CO595.
- B. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$7,920.00.

Separately, the Facilities Department solicited quotes from five (5) vendors all of which are registered with the State of Connecticut as licensed flooring installing firms and on the State's approved vendor list.

Below is a summary of all quotes received for FLOORING REPLACEMENT:

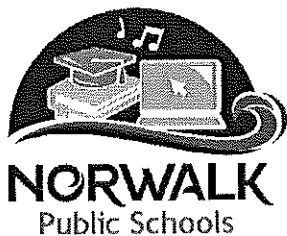
FIRM	STATE CONTRACT #	LUMP SUM AMOUNT
M. Frank Higgins & Co. Inc.	12PSX0307AJ	\$51,758.00
Sullivan & Son Carpet, Inc.	12PSX0307AU	\$39,980.00
Reliable Flooring Contractor LLC	12PSX0307AR	\$36,025.00
Commercial Flooring Concepts Inc.	12PSX0307AE	\$47,885.00
Spectrum Floors Incorporated	12PSX0307ATku	\$55,750.00

Upon review of all received quotes, the Purchasing Department and the BOE Facilities Dept. respectively recommend the award to the apparent lowest cost firm, Reliable Flooring Contractor LLC.

ACTION REQUESTED:

- A. Authorize the Mayor, Harry W. Rilling to execute a contract with Reliable Flooring Contractor LLC., for the Cranbury Elementary School Asbestos Removal / Flooring Replacement Project for a total not to exceed \$36,025.00. Funding for this project is available from account #09175010 5777 CO595.**
- B. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$3,600.00.**

cc: Thomas Hamilton
Frank Costanzo, Ed.D.
George Sevc
Alan Lo
Ben Luce



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

VB4.

MEMORANDUM

Date: May 29, 2018

To: Members of Land Use & Building Management Committee

From: William Hodel, Director of Facilities & Maintenance

Re: Norwalk Public Schools – Energy Conservation Project, Norwalk HS & Brien McMahon HS

The NPS partnered with Eversource to conduct a utility cost savings retrocommissioning service of all mechanical equipment located at Norwalk HS & Brien McMahon HS under project #CT 16-946041 and project #CT 17-1059466. Eversource engaged Colliers International to perform a study of all mechanical equipment and develop ways to maximum efficiency. They identified (12) systems between both high schools that can provide cost savings with short term paybacks if optimized more efficiently. As part of the 2018-19, City Capital Budget in the amount of \$110,000.00, we would like to optimize the efficiency of (5) systems between both high schools. Eversource estimates up to a 40% savings in energy costs once all twelve systems are fully optimized over a 3 year period.

Since this is a specialized area with proprietary systems in place, our current building management system (BMS) service provider, Automated Building Systems, Inc. and Connecticut Custom Aquatics, LLC, has been engaged to perform this work.

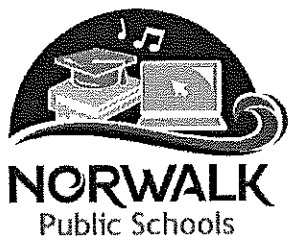
Below is a summary of the quotes received for the ENERGY CONSERVATION:

FIRM	LUMP SUM AMOUNT
Automated Building Systems, Inc.	\$50,819.00
Colliers International	\$35,420.00
Connecticut Custom Aquatics, LLC	\$1,200.00

ACTION REQUESTED:

- 1a. Authorize the City's Purchasing Agent to issue a purchase order to execute a contract with Automated Building Systems, Inc., for the Energy Conservation Project for a total not to exceed \$50,819.00. Funding for this project is available from account # 09195010 5777 C0621.
- 1b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$5,081.00.
2. Authorize the City's Purchasing Agent to issue a purchase order to execute a contract with Colliers International for the Energy Conservation Project for a total not to exceed \$35,420.00. Funding for this project is available from account # 09195010 5777 C0621.

cc: Thomas Hamilton
Frank Costanzo Ed.D
George Sevc
Alan Lo
Ben Luce



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

VB5

MEMORANDUM

Date: May 29, 2018

To: Members of Land Use & Building Management Committee

From: William Hodel, Director of Facilities & Maintenance

Re: Norwalk Public Schools - Kendall Elementary School Cafeteria & Kitchen Upgrades

Kendall Elementary School has been approved for a Cafeteria & Kitchen Upgrade as part of the 2018-19, City Capital Budget in the amount of \$276,000.00. The current cafeteria does not lend itself well to proper traffic flow on the serving line and is in need of overall kitchen equipment improvements to coincide with the strategic operating plan goal #6, to improve nutritional quality of food and the dining experience.

The City's Purchasing Department solicited sealed bid pricing under project #3841. Six firms attended the walk-thru of which one firm provided a sealed bid.

Upon review of this bid, the Purchasing Department and the BOE Facilities Dept. respectively recommend the award to A. V. Tuchy, Inc. The sealed bid was reviewed and is in line with current construction pricing in our area. In addition, A. V. Tuchy, Inc. is a well qualified and well recognized firm with its roots in Norwalk. A. V. Tuchy, Inc. most recently successfully completed the first phase of exterior window & door replacement at West Rocks Middle School and will complete the remain portions this year.

ACTION REQUESTED:

- **Authorize the Mayor, Harry W. Rilling to execute a contract with A. V. Tuchy, Inc., for the Kendall Elementary School Cafeteria & Kitchen Upgrades Project for a total not to exceed \$194,800.00. Funding for this project is available from account # 09175010 5777 C0585.**
- **Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$19,480.00.**

cc: Thomas Hamilton
Frank Costanzo Ed.D.
George Sevc
Alan Lo
Ben Luce



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: ALAN LO, BUILDINGS & FACILITIES MANAGER 

RE: NORWALK HIGH SCHOOL IMPROVEMENT PROJECT

DATE: JUNE 6, 2018

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

About two years ago, Norwalk Board of Education adopted a School Facilities Improvement Plan which identified improvements at Norwalk High School. Parallel to this effort, in March of 2017, the Norwalk High School's School Governance Council, prepared a study of their own, identifying programmatic and aesthetic improvements for Norwalk High School. In support of the Plan, the City allocated \$1,500,000 in the City's 2017-2018 Capital Budget and \$5,000,000 in the City's 2018-2019 Capital budget for improvements at Norwalk High School.

With the approval of the budget in April of 2017, the school facilities improvement team (the Team), consisting of City staff, Norwalk Public Schools staff and members of the Norwalk High School, School Governance Council met to review both the Board of Education's Facilities plan and the Norwalk High School's Governance Council's report to identify and collate projects into specific categories: reimbursable projects and non-reimbursable projects. In order to expedite the improvements at the High School, the Project Team identified a number of Summer 2018 projects that were non-reimbursable one of which is to paint the exterior of the High School with a concrete coating. Attached is information regarding the concrete paint manufacturer and the paint products to be used.

Although Norwalk High School has recently been power washed the color and aesthetics of the exterior are universally thought to be unattractive. A new cladding of the exterior was investigated but due to installation concerns that may cause damage over time and the cost, it was determined that painting was a much better alternative.

On May 30, 2018, Purchasing Department received a total of 4 bids for exterior painting. Attached is a summary of the bids. Based on the bid results, the apparent low bidder is M. Brett painting Co., Inc. in the amount of \$258,480.00. It is anticipated that weather permitting, the majority of the painting work will be completed in the summer, leaving miscellaneous work to be completed in September 2018. We are scheduling a scope review meeting with the contractor prior to the upcoming Land Use meeting to confirm their understanding of the project and schedule.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with M. Brett Painting Co., Inc. for the Norwalk High School Exterior Painting Project for a total not to exceed \$258,480.00. Funds are available in Acct. #09185010 5777 C0610**
- b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$25,848.00**

May 30, 2018

**NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT #3845
Exterior Painting – Norwalk High School**

Thank you for your response to our bid. The following pages are a summary of the responses received.

VENDOR	TOTAL LUMP SUM PRICE
M. Brett Painting Co. Inc.	\$258,480.00
Pan American Enterprises	\$284,888.00
Mackenzie Service Corporation	\$425,789.00
C & G Contracting Corporation	\$453,322.33



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

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

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

RE : NEW COLUMBUS SCHOOL AT ELY SITE

DATE: MAY 31, 2018

The adopted School Facilities Improvement Plan identified a deficiency of approximately 900 seats at the elementary school level. In order to address this need, the Plan proposes to construct a new South Norwalk School at Ely Site (hereinafter New Columbus School). Upon relocation of Columbus School students, the existing Columbus School building will be renovated to accommodate additional student enrollment. The new Columbus School will be a PreK-to-8 school and will continue to operate under the Bank Street program. The School's total enrollment will be 480 students. The new building will be approximately 66,031 square feet and will meet/exceed the latest standards in technology and building construction. Subsequent to Board of Education approval of the Facilities Improvement Plan, the City allocated \$41,912,000 as part of the City's 2017-2018 Capital Budget.

During the summer of 2017, the City issued an RFP for architects and subsequent to an interview process, the City selected JCJ Architecture, PC for the new Columbus School. A contract was executed to include the following design services:

Task A.	-	Programming and Schematic Design	-	\$ 370,000
Task B.	-	Design Development Phase	-	\$ 370,000
Task F.	-	Traffic Consultant Services for offsite	-	\$ 30,000
		Improvements		
Task G.	-	Surveying Services	-	\$ 20,000

Task H.	-	Environmental Consultant Services	-	\$ 30,000
Task I.	-	Additional Design Services for	-	\$ 30,000
		Energy Enhancements.		

Total	-		\$ 850,000

For the past 8 months, JCJ has been working closely with the project team to complete Schematic Design Phase and Design Development Phase. With recent Council approval of the proposed land acquisition and to proceed with application to the State for the Open Space Land Swap, I would like to request Common Council approval of the following architectural design phases in order to continue with the project:

Task C.	-	Construction Documents Phase	-	\$ 650,000
Task D.	-	Bidding/Negotiation Phase	-	\$ 35,000
Task E.	-	Contract Administration Phase	-	\$ 425,000

Total	-		\$1,110,000

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement with JCJ Architecture, PC for architectural design services (Tasks C, D & E) for the new South Norwalk School at Ely Site (New Columbus School) for a total not to exceed of \$1,110,000. Acct. #09185010 5777 C0607

8. FEE PROPOSAL

2.2.1. PROPOSED FEES: South Norwalk School @ Ely Site – New School Project

A. Programming and Schematic Design Services: Lump Sum in numbers and words,	
\$ 370,000.00	Fee in words: Three Hundred Seventy Thousand and Zero Cents
B. Design Development Phase: Lump sum in numbers and words,	
\$ 370,000.00	Fee in words: Three Hundred Seventy Thousand and Zero Cents
C. Construction Documents Phase: Lump Sum in numbers and words,	
\$ 650,000.00	Fee in words: Six Hundred Fifty Thousand and Zero Cents
D. Bidding/Negotiation Phase: Lump Sum in numbers and words,	
\$ 35,000.00	Fee in words: Thirty Five Thousand and Zero Cents
E. Contract Administration Phase (17 Months): Lump Sum in numbers and words,	
\$ 425,000.00	Fee in words: Four Hundred Twenty Five Thousand and Zero Cents
F. Traffic Consultant Services for offsite improvements (Allowance): Lump Sum in numbers and words,	
\$ 30,000.00	THIRTY THOUSAND DOLLARS AND ZERO CENTS
G. Surveying Services: Lump Sum in numbers and words,	
\$20,000.00	TWENTY THOUSAND DOLLARS AND ZERO CENTS
H. Environmental Consultant Services: Lump Sum in numbers and words,	
\$30,000.00	THIRTY THOUSAND DOLLARS AND ZERO CENTS
I. Additional Design Services for Energy Enhancements: Lump Sum in numbers and words,	
\$30,000.00	THIRTY THOUSAND DOLLARS AND ZERO CENTS
F. TOTAL FEE (A-I)	
\$ 1,960,000.00	Total Fee in words: One Million, Nine Hundred Sixty Thousand and Zero Cents

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

	South Norwalk School
A. Schematic Design Phase	2,900 hours
B. Design Development Phase	2,900 hours
C. Construction Documents Phase	5,200 hours
D. Bidding/Negotiation Phase	280 hours
E. Construction Administration	3,400 hours



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

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

RE : ROOSEVELT CENTER – PARKING IMPROVEMENTS

DATE: MAY 31, 2018

Approximately two years ago, the City completed the renovation of a portion of Roosevelt Center for the new Norwalk Early Childhood Center (NECC). This school facility has six classrooms and it provides a 50/50 Pre-K program of instruction and support services for students with “special needs” and provides an inclusive environment with “typical” peers who are tuition paid.

With the opening of NECC and together with the existing Norwalk Senior Center, traffic and parking have been an ongoing issue. The administrators of both programs are taking steps to manage and to minimize the issues, however, improvements to the parking lots are necessary. Working with the user groups and DPW, we have developed a parking lot improvement plan which includes the following improvements:

- Repaving of the existing deteriorated parking lot;
- Eliminate two of the three septic tanks and connect sanitary lines to city sanitary sewer line on Allen Road;
- Remove existing retaining wall near the backstop, excavate approximately 12 feet back and construct new modular retaining wall. This improvement will provide 13 additional parking spaces as well as converting existing exit only driveway for two-way traffic movement. Two-way traffic movement will provide some traffic relief during NECC student drop-off and pick-up process ;
- Install new crosswalks and handicap ramps;
- Install new bollards along outside of the classrooms

DPW staff recently completed the construction documents and will be releasing the construction documents for bidding immediately. The bids are scheduled to be open on or about June 20, 2018. Since it is essential that this work be substantially completed before opening of school in September, therefore, I would like to request Committee consideration on the approval of the following action at the June 6 Committee meeting in advance of the bid opening. Upon receipt of the bids, I will email the bid results to Committee members and place the item on the June 26 Common Council agenda. Thank you for your consideration of this request.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute a Contract with (lowest responsible bidder) for the Roosevelt Center Parking Lot Improvement Project for a total not to exceed (amount to be determined). Acct. #09165010 5777 C0555**
- b. **Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed (amount to be determined).**



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: ALAN LO, BUILDINGS & FACILITIES MANAGER

RE: **NORWALK HIGH SCHOOL IMPROVEMENT PROJECT –
 THEATER RIGGING**

DATE: JUNE 6, 2018

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

About two years ago, Norwalk Board of Education adopted a School Facilities Improvement Plan which identified improvements at Norwalk High School. Parallel to this effort, in March of 2017, the Norwalk High School's School Governance Council, prepared a study of their own, identifying programmatic and aesthetic improvements for Norwalk High School. In support of the Plan, the City allocated \$1,500,000 in the City's 2017-2018 Capital Budget and \$5,000,000 in the City's 2018-2019 Capital budget for improvements at Norwalk High School.

With the approval of the budget in April of 2017, the school facilities improvement team (the Team), consisting of City staff, Norwalk Public Schools staff and members of the Norwalk High School, School Governance Council met to review both the Board of Education's Facilities plan and the Norwalk High School's Governance Council's report to identify and collate projects into specific categories: reimbursable projects and non-reimbursable projects. In order to expedite the improvements at the High School, the Project Team identified a number of Summer 2018 projects that were non-reimbursable one of which is to replace the existing theater rigging system in the auditorium.

The theater rigging system is original to Norwalk High School therefore approximately 47 years old. As part of our capital improvement plan, the City commissioned an inspection of the theater rigging system in February of 2018. The report identified numerous deficiencies and categorized the system as in poor condition, in need of numerous repairs and upgrades.

As a result of the inspection report, the City then commissioned a theater consultant to develop drawings and specifications to replace the existing rigging system with a new one.

In order to meet our summer schedule we have released the documents for bidding on May 23, 2018 with bids due June 13, 2018. We've conducted a pre-bid walkthrough and with the assistance of our theater consultant expect to receive (3) bids for the project. The estimated cost is approximately \$180,000 to \$220,000. At the upcoming June 6th, Land Use and Building Management Committee meeting we would like to request the Committee to forward the recommendation herein to the Common Council. Upon receipt of the bids, I will insert the name of the apparent lowest bidder and the amount of their bid onto the proposed Common Council action.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with (lowest responsible bidder) for the Norwalk High School Theater Rigging Replacement project for a total not to exceed (\$ amount to be determined). Funds are available in Acct. #09185010 5777 C0610**
- b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed (amount to be determined)**



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 Alan Lo, Buildings and Facilities Manager
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 Norwalk City Hall
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 Norwalk, CT 06856-5125

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: ALAN LO, BUILDINGS & FACILITIES MANAGER *ll*

RE: **NORWALK HIGH SCHOOL IMPROVEMENT PROJECT –
 WALK-IN REFRIGERATOR/FREEZER**

DATE: JUNE 6, 2018

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

About two years ago, Norwalk Board of Education adopted a School Facilities Improvement Plan which identified improvements at Norwalk High School. Parallel to this effort, in March of 2017, the Norwalk High School's School Governance Council, prepared a study of their own, identifying programmatic and aesthetic improvements for Norwalk High School. In support of the Plan, the City allocated \$1,500,000 in the City's 2017-2018 Capital Budget and \$5,000,000 in the City's 2018-2019 Capital budget for improvements at Norwalk High School.

With the approval of the budget in April of 2017, the school facilities improvement team (the Team), consisting of City staff, Norwalk Public Schools staff and members of the Norwalk High School, School Governance Council met to review both the Board of Education's Facilities plan and the Norwalk High School's Governance Council's report to identify and collate projects into specific categories: reimbursable projects and non-reimbursable projects. In order to expedite the improvements at the High School, the Project Team identified a number of Summer 2018 projects that were non-reimbursable one of which is to convert the existing water cooled system for the walk-in refrigerator and freezer to an air-cooled system. This was requested of the Board of Education's Facilities Department in accordance with the Strategic Operating Plan, Goal No. 5 as a conservation effort.

Currently the water cooled system runs water constantly through the refrigeration system as a result requires constant water flow. Due to the constant water flow The Board of Education experiences significant water charges.

We had released the documents for bidding on April 16, 2018 with bids due May 8, 2018. Unfortunately we received NO bids. As a result we consulted with Purchasing and decided to solicit quotes directly from potential contractors. That effort proved to be more difficult than expected. We had reached out to (9) different refrigeration contractors and did not receive any interest. However, due to our continued efforts we had just recently received a positive response from (2) different contractors. The estimated cost is approximately \$75,000 to \$90,000. At the upcoming June 6th, Land Use and Building Management Committee meeting we would like to request the Committee to forward the recommendation herein to the Common Council. Upon receipt of the proposals I will insert the name of the lowest proposer and the amount of their price onto the proposed Common Council action.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with (lowest responsible bidder) for the Norwalk High School Kitchen Walk-in Refrigerator and Freezer energy efficient equipment upgrade project for a total not to exceed (\$ amount to be determined). Funds are available in Acct. #09185010 5777 C0610**
- b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed (amount to be determined).**