

LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

WEDNESDAY, JUNE 3 2020 AT 7:30 PM

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



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



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



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



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

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

None

IV. NEW BUSINESS

A. Building Management

1. Review request to increase contingency allowance for the Norwalk Concert Hall Sound System Improvement Project and refer the following to the Common Council:
“Authorize to increase contingency allowance for the Norwalk Concert Hall Sound System Replacement Project with WC McBride Electrical Contractor LLC from \$3,914.00 to \$9,692.66. Funds are available from account 0919 7100 5777 C0439.”

B. City Property

1. Review request from Mr. Gino Mattera to purchase City property located at the corner of West Cedar and Scribner Avenue. Suggested actions:
 - a. Refer to City departments for input
 - b. Schedule public hearing
 - c. Refer to Purchasing Department to determine if advertisement for bids is required.

C. Norwalk Library

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

D. School Construction Projects

1. General update

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

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

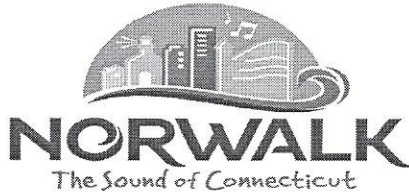
Norwalk High School - \$493,336 Acct. Number to be determined

Cranbury School - \$266,274 Acct. Number to be determined

Naramake School - \$175,000 Acct. Number to be determined”

V. MISCELLANEOUS DISCUSSION ITEMS

Prepared by Alan Lo,
Dated: May 29, 2020



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

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDING & FACILITIES MANAGER 
RE: CONCERT HALL - SOUND SYSTEM REPLACEMENT

DATE: MAY 27, 2020

On January 14, 2020 the Common Council approved the replacement of the Concert Hall sound system which is approximately 30 years old. The project consisted of replacing the current sound system, speakers, amplifiers and electrical wiring. The original plan was designed by our local acoustics design consultant, Jaffe Holden, free of charge. Funds were allocated in the 2020-2021 Capital Budget.

Through a public bidding process, the City received one (1) bid submission from WC McBride Electrical Contractor LLC and subsequently a contract was approved and Purchase Order was issued in the amount of \$39,140 with a contingency of \$3,914.

Upon commencement of the project, the project team identified that due to the weight of the new speakers, the speaker brackets would need to be design and certified by a structural. Additionally, with the updated system, it was determined that the existing storage racks were unable to accommodate the new sound equipment due to their age and sizing. The amplifiers that were specified were to upgrade the system to the current needs of the Concert Hall user groups.

The additional work that was needed for the structural engineer, modified hanging brackets and equipment racks came to a total change order of \$9,692.66. A Structural Engineer cost was \$3,270.30. The brackets that were specified were additional cost of \$1,060.00. The new equipment rack and accessories had to be purchased in the amount of \$3,314.10. Additional labor to install the rack system and low/high voltage power for the amount of \$784.00.

At this time, Building Management would like to request the following:

ACTION REQUESTED:

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

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

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

3-2-2020

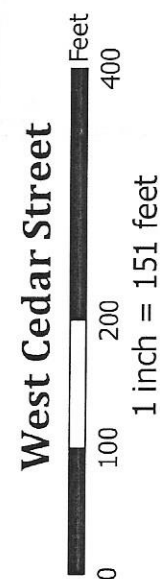
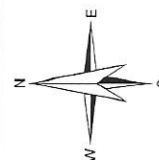
Attn: Alan Lo

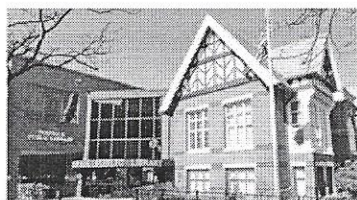
Mr Lo,
I would like to purchase the city owned property at the intersection of my property at 175 West Cedar Street and Scribner Ave in Norwalk.
I would like to purchase this property to get access from West Cedar Street to my property at 175 West Cedar Street in Norwalk.

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

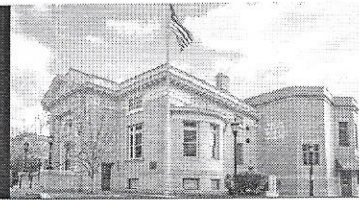
Thank You

Gino Mattera
3 Color LLC
203-856-9074





NORWALK PUBLIC LIBRARY



TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE
FROM: SHERELLE HARRIS, ASSISTANT DIRECTOR
DATE: MAY 18, 2020
RE: SECURITY GUARD SERVICES FOR THE NORWALK PUBLIC LIBRARY

On **December 20, 2019** the City of Norwalk's Purchasing Department solicited proposals for security guard services for both of the Norwalk Public Library locations. Five (5) contractors submitted proposals expressing interest in providing security guard services. One contractor, Blue Flame Protection Services, LLC, withdrew their proposal from this project.

The remaining four were as follows:

PROSPECTIVE FIRMS		
FIRM	HEADQUARTERS	AREA COVERAGE
Aron Security, Inc. (DBA Arrow Security)	North Haven, CT	New England
Orion Protective Services, Inc.	Bridgeport, CT	New England
Summit Security Services, Inc.	Hartford, CT	National
Westech Security & Investigations, Inc.	Middlebury, CT	New England

ACTION REQUESTED:

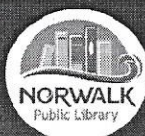
Authorize the Mayor, Harry W. Rilling, to execute an agreement with Orion Protective Services, Inc. to provide security services at the Norwalk Public Library (1 Belden Avenue and 10 Washington Street).

The fee for the Libraries base contract for FY 2020-21 shall not exceed \$136,012; FY 2021-22 \$140,344; FY 2022-23- \$142,200; FY 2023-24 \$149,626, FY 2024-25 \$152,720.

Funds for this service are available in the operating budget account 016200-5296 for the Norwalk Public Library.

MAIN LIBRARY

1 Belden Ave. • Norwalk, CT 06850 • 203.899.2780
www.norwalkpl.org



SONO BRANCH

10 Washington St. • Norwalk, CT 06854 • 203.899.2790
www.norwalkpl.org/sono



City of Norwalk, School and Municipal Building Construction
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125
C: 860-306-7134 O: 203-854-7284
email:jgiuliano@norwalkct.org



June 1, 2020

Norwalk Land Use and Building Management Committee
Norwalk City Hall
125 East Avenue
Norwalk, CT 06851

Re: Additional Staff-Capital Projects

Dear Committee Members,

I reviewed our on-going and projected workload planned to start in July 2020 with Alan Lo, Building and Facilities Manager. In the context of work performed over the past three years, the additional assignments represent a substantial increase in the volume of work that CSG has been actively managing for the City of Norwalk. For this reason, it was concluded that additional manpower would be required to continue to successfully manage the on-going school construction projects as well as those that will be proceeding to design this summer. At the present time, I am providing full time Program Management Services in the end of the three year of a 5 year contract. Additionally, we added a part time Assistant Project Manager position (3 days a week) approximately 18 months ago which is scheduled to conclude on June 30, 2020.

To summarize the short-term priorities, CSG is preparing grant applications for several new construction projects for submission to the State of Connecticut for submission by June 30, 2020, including the impending Norwalk High School project. We are coordinating the move out of Jefferson Elementary School and the concurrent delivery of new furniture to Ponus Ridge School. This summer, Newfield Construction will be completing the last phase of Ponus School. We are managing multiple school projects that are currently in the design phase – one of which will be going through the State approval process to allow for the start of construction in January 2021. We are actively providing close-out services associated with numerous projects that have been completed over the past three years. Finally, we continue to manage issues associated with the New Columbus School.

As a result of the aforementioned on-going and projected workload, CSG is hereby submitting a proposal to the City for fees associated with the continued part-time assignment of an Assistant Project Manager (3 work days per week) as well as the addition of a full-time Project Manager to assist in the oversight of the construction process as well as miscellaneous administrative duties. The fees associated with these two staff members represent an



additional cost beyond fees associated with the continued full-time Program Manager position.

The additional cost breakdown is provided on the following page.

Additional Cost Breakdown

Fiscal Year 2020/2021 Full-Time Proj. Mgr.	\$278,951.00
Fiscal Year 2020/2021 (3 Days/Wk) Asst. Proj. Mgr.	\$149,008.00
Fiscal Year 2021/2022 Full Time Proj. Mgr.	\$291,720.00
Fiscal Year 2021/2022 (3 Days/Wk) Asst. Proj. Mgr.	\$156,461.00
Reimbursables	<u>\$58,500.00</u>
Total	\$934,640.00

The costs for Program Management Services are included as part of the construction budget and are subject to State reimbursement. The total fee will be charged to the following projects:

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

This staffing level and fee proposal is based on the current City approved projects and corresponding schedules. In the event that there are changes to the project commitments, budgets and/or schedule, CSG and the City will evaluation staffing needs and adjust the above staffing, manhour requirements and monthly billings accordingly.

Please contact me directly at 860-306-7134 if you have any questions regarding this proposal.

Sincerely,

James P. Giuliano
President

cc:File