



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA WEDNESDAY, MAY 6, 2020 AT 7:30 PM VIA TELECONFERENCE

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 Staff Name here at alfkjakldfj@norwalkct.org to provide written public comment prior to the meeting.

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

March 4, 2020

IV. NEW BUSINESS

A. Early Childhood

1. Review proposed lease amendment with early childhood providers at Nathaniel Ely Center and Ben Franklin Center and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute a Third Amendment to the Management Agreement with Odyssey Learning Inc. for the operation of early childhood programs at Nathaniel Ely Center to extend the terms of the Agreement from July 1, 2020 to June 30, 2022. All remaining agreement terms to remain unchanged.

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

B. Board of Education

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

a. Authorize the Mayor, Harry W. Rilling, to execute a Sole Source Agreement with Gabrielli Truck Sales of Milford for the a propane fueled Box Truck replacement for a total not exceed \$71,832.00. Funds are available in Acct. #09195010 5777 C0523.

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

VIA TELECONFERENCE

C. School Construction Projects

1. General update
2. Presentation of the Jefferson Elementary School Renovation-as-New project.
3. Review recommendation to retain Commissioning Agent for the Jefferson Elementary School renovation project and refer the following to the Common Council for action:
 - “a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Innovative Engineering Services, LLC. to provide building commissioning services for the Jefferson Elementary School – Renovate as New Project for a total not to exceed of \$58,300. Funds are available in Account # 0919/205010 5777 C0619**
 - b. Authorize a contingency for additional services as may be required for a total not to exceed \$5,000.”**
4. Review IT equipment proposals for Ponus School project and refer the following to the Common Council for action:
 - “a. Authorize the Purchasing Agent to issue a Purchase Order with Omni Data for wireless access points for the Ponus Ridge School Addition and Alterations project for a total sum of \$91,368.44. Funds are available in Acct. #09185010 5777 C0608**
Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$4,568.00.
 - b. Authorize the Purchasing Agent to issue a Purchase Order with CDW-G, LLC for charging carts for the Ponus Ridge School Addition and Alterations project for a total sum of \$27,300.00. Funds are available in Acct. #09185010 5777 C0608**
Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$1,365.00.
 - c. Authorize the Purchasing Agent to issue a Purchase Order with Raptor Technologies for the visitor management system for the Ponus Ridge School Addition and Alterations project for a total sum of \$1,408.00. Funds are available in Acct. #09185010 5777 C0608**

VIA TELECONFERENCE

Authorize the Purchasing Agent to issue a Change Order's on Purchase Orders for a total not to exceed \$140.00."

5. Review request to submit a grant application to the State for Norwalk High School, a new school construction project and refer the following to the Common Council for approval:
 - "a. RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is hereby established as the building committee with regard to the New Norwalk High School, new school construction project.**
 - b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Norwalk High School, new school construction project.**
 - c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Norwalk High School project, new school construction project."**
6. Review request to submit a grant application to the State for Cranbury Elementary School, a new school construction project and refer the following to the Common Council for approval:
 - "a. RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is hereby established as the building committee with regard to the New Cranbury Elementary School, new school construction project.**
 - b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Cranbury Elementary School, new school construction project.**

VIA TELECONFERENCE

- c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Cranbury Elementary School, new school construction project.”**
7. Review request to submit a grant application to the State for the Naramake Elementary School Kitchen Addition and Cafeteria alteration project and refer the following to the Common Council for approval:
- “a. RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is hereby established as the building committee with regard to the Naramake Elementary School Kitchen Addition and Cafeteria alteration project.**
- b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Naramake Elementary School Kitchen Addition and Cafeteria alteration project.**
- c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Naramake Elementary School Kitchen Addition and Cafeteria alteration project.”**
8. Review and recommend to increase contingency allowance with Insalco Corporation for FF&E for Ponus School and refer the following to the Common Council for approval:
- “Authorize the Purchasing Agent to increase Change Orders allowance to Insalco Corporation for the purchase of various furniture items for the Ponus School Addition and Alternations Project from \$11,648.00 to \$20,000.00. Acct. #09185010 5777 C0608”**

VIA TELECONFERENCE

D. Building Management

1. Review recommendation for the hiring of security guard services for City Hall and Health Department and refer recommendation to the Common Council for action:
“Authorize the Mayor, Harry W. Rilling, to execute an agreement with Orion Security Services, Inc. to provide security services at:
 - a. **City Hall day time and night time security guard services. Base contract services for FY 2020 - 2021 shall not exceed \$101,836.80; FY 2021 - 2022- \$103,500.80; FY 2022 - 2023 - \$105,580.80; with two (2) one year options for 2023 -24 and 2024 - 2025, account number 014075-5296.**
 - b. **Norwalk Health Department day time security guard services. Base contract services for FY 2020 - 2021 shall not exceed \$32,730.88; FY 2021 - 2022- \$33,313.28; FY 2022 - 2023 - \$34,041.28; with two (2) one year options for 2023 -24 and 2024 - 2025, account number 012012-5296.”**
2. Review proposed amendment to the building management services agreement with Guardian Services Industries, Inc. and refer the following to the Common Council for approval:
“Authorize the Mayor, Harry W. Rilling, to execute an amendment to Guardian Service Industries Inc.’s contract to provide Building Management Services to extend the agreement period from July 1, 2020 to December 31, 2020 for a total not to exceed \$945,590.19. All remaining terms of the agreement to remain unchanged. Funds are available from various 2020-2021 operating budget accounts.”
3. Review recommendation to retain Commissioning Agent for the Maritime Aquarium Functional replacement project and refer the following to the Common Council for action:
“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Innovative Engineering Services, LLC to provide building commissioning services for the Norwalk Maritime Aquarium Functional Replacement Project for a total not to exceed \$37,150.00. Funds are available from the State’s Maritime Aquarium Functional Replacement project account #09194031 5799 C0635

VIA TELECONFERENCE

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

V. MISCELLANEOUS/DISCUSSION ITEMS

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

Prepared by Alan Lo,
Dated: April 30, 2020

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
MARCH 4, 2020**

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

STAFF: Alan Lo, Building Management

OTHERS: Diane Lauricella; Asst. Fire Chief Chris King

CALL TO ORDER

Mr. Livingston called the meeting to order at 7:00 p.m.

ROLL CALL

A quorum was present.

PUBLIC PARTICIPATION

Ms. Lauricella said that she was requesting a correction to the minutes and said that under her remarks, it should read "Net Zero Energy School Conference". She also had a question about a particular word that Mr. Lo had used and asked for clarification.

Ms. Lauricella said she would be speaking about the inner controls of the buildings in the near future. She then mentioned one of the City buildings that was ripe for solar, batteries, fuel cells and microgrids, which other cities are utilizing.

Under Agenda Item 2 for Building Management regarding the air handler at Police Headquarters. She said that that Mr. Lo had been patch work quilting the number of energy needs at Police Headquarters. She said that they should consider solar, a fuel cell or microgrid in the event of no power. There are grants for this. She encouraged them also to consider the Fire Department along with other nearby buildings. Bridgeport now has a microgrid. She said that it would be good to have a plan and not do this piecemeal. She said that it would be good to have professionals to move forward with a comprehensive view in this area.

She added that she was looking forward to the discuss of the presentation of the Building Management under Miscellaneous Items A&C. She suggested that under 30-15.1, that the Committee consider including green energy design professionals and renewable energy as members of the Committee. She said that they should have these professionals involved as part of the three members of the public for future projects.

MINUTES OF PREVIOUS MEETINGS

February 5, 2020

The following corrections were noted:

Page 1, under Public Participation, paragraph 1, line 3: please change "Net Energy Conference" to "Net Zero Energy School Conference"

**** MR. SACCHINELLI MOVED TO APPROVE THE MINUTES OF FEBRUARY 5, 2020 AS CORRECTED.**

**** THE MOTION PASSED WITH (KEEGAN, SMYTH, ROBERTS, HEUVELMAN AND SACCHINELLI) AND TWO (2) ABSTENTION (BURNETT AND LIVINGSTON)**

NEW BUSINESS

A. Fire Department

Review bids for improvements at the New Canaan Avenue Firehouse and refer the following to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Champion Maintenance Contractor for New Canaan Avenue Fire Station Improvement Project for a total not to exceed \$191,250.00. Account # 09153110 5777 C0557.

b. Authorize the Fire Department to issue change orders on the contract for a total not take seed \$19,125.00.

**** MR. HEUVELMAN MOVED THE ITEM.**

Asst. Chief King said that the New Canaan Avenue building was 42 years old and they would be renovating the kitchen and also do some work on the bathrooms. There are now some female firefighters and some of the work will involve providing gender neutral bathrooms for the firefighters. Asst. Chief King said that Cpt. Hines was not able to attend the meeting.

Asst. Chief King said that there were 13 bids and the contractor was the low bidder. The work is expected to start in May and projected to last 45 days.

Mr. Livingston said that there had been other work done on the building. Asst. Chief King agreed and said that they had done work on the AC units, the apparatus floor and the exterior of the building.

Mr. Heuvelman asked if Champion had done work for the City before. Mr. Lo said that they had not.

Mr. Keegan asked if there would be a locker room for the female fire fighters. Asst. Chief King said that they would be improving the accommodations. The discussion moved to the ADA accommodations requirements and potential changes.

**** THE MOTION PASSED UNANIMOUSLY.**

BUILDING MANAGEMENT

1. Consider request from Norwalk Symphony to name portion of the Norwalk Concert Hall after Ms. Anita Behnken and schedule a Public Hearing.

Ms. Smyth said that there was no one present from the Norwalk Symphony to clarify what portion of the Concert Hall would be involved. Mr. Livingston said that he would like to table the matter until someone was present to answer questions.

**** MR. HEUVELMAN MOVED TO TABLE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. Review bids for the replacement of roof top air handler unit at Police Headquarters and refer the following to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute a contract with All State Construction, LLC for the Norwalk Police Headquarters – Roof Top Mechanical Equipment Replacement Project for a total not to exceed \$30,112.00. Account #09207100 5777 C0137.

b. Authorize the Office Of Building Management to issue change orders on the contract for a total not to exceed \$3,011.00

**** MR. BURNETT MOVED THE ITEMS.**

Mr. Lo said that the Police Station was built in 2005 and now needs to replace one of the HVAC unit. Mr. Lo said that Building Management was very careful to choose energy efficient units.

**** THE MOTION PASSED UNANIMOUSLY.**

SCHOOL CONSTRUCTION PROJECTS

Mr. Lo said that they would discuss this later in the meeting.

MISCELLANEOUS/DISCUSSION ITEMS

A. Presentation on Office of Building Management structure and responsibility.

Mr. Livingston said that many people do not understand what Mr. Lo oversees in his role as Building Manager. He pointed out that while they consider the energy efficiency of items they are replacing, such as doors, they are not energy specialists, but a building management team. Mr. Livingston distributed a handout with a flow chart showing the various roles that his department fills.

Mr. Lo gave an overview of the janitorial services, and the component services as outlined in his memo to the Committee members. Building Management oversees 13 buildings along with the South Norwalk Community Center, Roosevelt Center and Ben Franklin Center and another miscellaneous City properties.

Mr. Burnett asked who the BOE uses for janitorial services. Mr. Lo said that he did not know. He did explain that the BOE has been gradually shifting from in-house janitorial services to private services. As BOE custodian staff retires, the Bd of Ed will consolidate remaining staff to another school that still has the BOE staff and begin to privatize another school.

Mr. Burnett asked if there would be savings by having the City and the BOE use the same contractor. Mr. Lo said that he did not think so since the union wages were fairly uniform. The City does not have a painter or an electrician on staff. There are 5 staff members to cover 13 plus city buildings.

Mr. Lo said that the Land Use Committee used to handle the interviews of the architects for major construction projects. He then gave a summary of the history of how the Norwalk Facility Construction Committee was created.

Mr. Lo went on to give an overview of the status of the Ponus Ridge project and reminded Jefferson staff will need to pack so that they can move to Ponus for the fall 2020 semester. He said that the State had not yet approved the Ponus Ridge furniture package. Discussion followed about the details of what the State will consider reimbursable.

Mr. Lo said that the architect would be coming to the Committee to present the Jefferson School project. As part of this, they are required to present an energy evaluation cost report including geothermal, solar and other energy efficiencies.

Subject to Council approval of Capital Budget funds, there will be upcoming projects at Norwalk High, Naramake and Cranbury.

Mr. Lo gave a very brief overview of the Account numbers and the Acquisition of property process.

- **Update on City Hall office improvement project and office relocation.**

Mr. Lo then displayed the floor plans for City Hall and indicated where all the various departments were being relocated.

Mr. Sacchinelli asked if these changes would improve Customer Service. Mr. Lo said that the departments would be close together, allow better public access and improve the permitting process. He added that they were painting the offices as they relocate the departments.

Mr. Sacchinelli asked if the Department was auditing the space in the other buildings for efficiency. Mr. Lo said that buildings such as the Police Department and Fire Department have specialized needs. The other buildings have not been audited.

Mr. Burnett asked whether the next administration would come in and re-arrange the various departments. Mr. Lo said that he had been with the City for many years and that this was the first re-arrangement that had happened. He said that the new changes were improvements, the building would be better balanced and that the flow would be better.

Mr. Sacchinelli asked if the City was digitalizing the documents. Mr. Lo said that while he likes things that are digitalized, it is good to have the paper drawings for back up.

- **Discussion on the responsibility of the Norwalk Facilities Construction Commission (NFCC)**

Mr. Livingston said that he had noticed that the NFCC repeats most of the information the Land Use Committee does. There has been a problem with assembling a quorum for the NFCC. He said that he was proposing that the City just have a special sub-committee for particular projects.

Mr. Lo said that with the Ponus Ridge School project, the staff frequently talked to the principal and staff as the construction progressed. He also spoke about the authorization process for Contingency funding.

Mr. Livingston said that he did not think anything would change in terms of the approval process if the NFCC was no longer functional. Mr. Heuvelman pointed out that the fiduciary responsibility falls on the Council rather than the NFCC.

Mr. Burnett explained that the NFCC had been created by former Mayor Knopp to oversee \$70 million in school project funding in addition to the \$72 million had been spent on Brien McMahon. Over time, the role of NFCC has diminished. Mr. Burnett

said that over the years that he had been involved in the NFCC, there have been members who spotted contractor errors and brought up valid points, while other members did not say anything. Discussion followed.

ADJOURNMENT

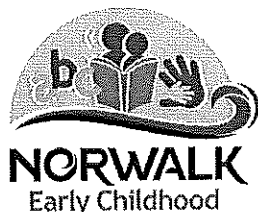
**** MR. SACCHINELLI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:11 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services



City of Norwalk
Early Childhood Office
203-854-4148
Norwalk City Hall
125 East Avenue
Norwalk, CT 06851

DATE: April 9, 2020
TO: Alan Lo
FROM: Mary Oster
SUBJECT: Renewal of contracts at Nathaniel Ely and Ben Franklin Centers for Child Daycare Contract funded childcare programs

A. Land Use and Building Management Committee for Lease

1. Authorize the Mayor, Harry W. Rilling, to execute a Third Amendment to the Management Agreement between the City of Norwalk and, Odyssey Learning Inc. for the operation of the Nathaniel Ely Center to extend the term of the Agreement from July 1, 2020 to June 30, 2022.
2. Authorize the Mayor, Harry W. Rilling, to execute a Third Amendment to the Management Agreement between the City of Norwalk and Growing Seeds Too Child Development Center, LLC for the operation of the Benjamin Franklin Center to extend the term of the Agreement from July 1, 2020 to June 30, 2022.

Norwalk Child Daycare Contract Funding

Child Day Care programs provide early care and education to infants, toddlers, and preschoolers who meet certain eligibility requirements, including falling below 75% of the state median income. These programs are located in various towns and cities across Connecticut. Section 8-210 of the Connecticut General Statutes (C.G.S.) specifies that the purpose of this funding is for the development and operation of child day care centers for children disadvantaged by reasons of economic, social or environmental conditions pursuant.

The services provided through the Child Day Care Contracts are supported through state funds. Enrollment is conducted at individual programs.

The Child Daycare Contract funds full day, full year toddler and preschool care in these city buildings:

Site	# children	type
Ben Franklin Center	16	Toddler
	43	Preschool
Nathaniel Ely Center	52	Toddler

Child Daycare Contract funded programs:

- Must be National Association for the Education of Young Children (NAEYC) accredited within 3 years of funding and remain accredited throughout funding.
- Must be licensed by the Connecticut Office of Early Childhood (OEC)
- Follow all OEC requirements and policies.
- Submit monthly program status reports to the Norwalk Early Childhood Office. These are reviewed and a consolidated report is forwarded to the OEC.
- Receive twice-yearly monitoring visits to check child records for family eligibility by the City's Early Childhood Coordinator.
- Each funded classroom teacher is observed by the City's Early Childhood Coordinator using the CLASS monitoring tool.
- Receives periodic walk-through visits by City's Early Childhood Coordinator

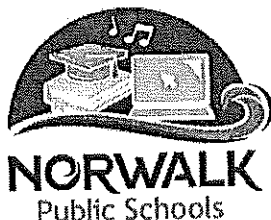
Contract Summary Growing Seeds at Ben Franklin Center:

- The Child Care Program will be conducted every Monday through Friday, excluding holidays, for a total of 10 hours each day. Growing Seeds will be permitted to use the first floor of the Center consisting of 5 class rooms designated by the CITY at the Ben Franklin Center. There will be up to 8 children, ages 15 months to 3 years with no less than 2 teachers assigned to each toddler classroom and up to 20 children ages 2.9 to 5 years with no less than 2 teachers assigned to each preschool classroom.
- Growing Seeds has the use of a designated portion of the Center consisting of 3,874 square feet. In addition Growing Seeds will be permitted shared use, in common with other occupants of the Center of the surrounding grounds and the adjacent parking lot.
- Growing Seeds will pay the CITY for the use of the Center an annual user fee of \$2.50 per square foot of space used (3,874 sq. ft.), which totals \$9,685.00 per year, and includes its proportionate share of all common utility charges, with the exception of cable and telephone costs.
- Growing Seeds will be responsible for all maintenance and operational costs in connection with its use of the Center. Its responsibilities shall include custodial/janitorial services, maintenance of light bulbs, payment of security system charges, maintenance of playgrounds and play equipment, the cost of cable and telephone charges incurred at the Center, clearing of snow and ice from all accessways and walkways used as means of ingress and egress for the Center, garbage/trash removal, all of which shall not be provided by the CITY. The CITY will plow the parking lot serving the Center, remove snow from public sidewalk and perform all capital repairs and improvements necessitated as a result of normal wear and tear including, specifically maintenance and repairs of the building systems. Growing Seeds will be responsible for all repairs, improvements and replacements necessitated as a result of Growing Seeds' negligence, misuse or intentional acts, such as vandalism. Additionally, Growing Seeds shall be responsible for maintaining its

dedicated accessways and means of ingress and egress to its premises, free from all obstructions, including ice and snow.

Contract Summary Odyssey at Nathaniel Ely Center:

- The Child Care Program will be conducted every Monday through Friday, excluding holidays, for a total 10 hours each day. Odyssey will be permitted to use the first and second floors of the Center consisting of 13 class rooms designated by the CITY at the Nathaniel Ely Center. There will be up to 8 children, ages 15 months to 3 years with no less than 2 teachers assigned to each toddler classroom and up to 20 children ages 2.9 to 5 years with no less than 2 teachers assigned to each preschool classroom.
- Odyssey has the use of a designated portion of the Center consisting of 11,303 square feet. In addition Odyssey will be permitted shared use, in common with other occupants of the Center of the surrounding grounds and the adjacent parking lot.
- Odyssey will pay the CITY for the use of the Center an annual user fee of \$2.50 per square foot of space used (11,303 sq. ft.), which totals \$28,257.50 per year, and includes its proportionate share of all common utility charges, with the exception of cable and telephone costs.
- Odyssey will be responsible for all maintenance and operational costs in connection with its use of the Center. Its responsibilities shall include custodial/janitorial services, maintenance of light bulbs, payment of security system charges, maintenance of playgrounds and play equipment, the cost of cable and telephone charges incurred at the Center, clearing of snow and ice from all accessways and walkways used as means of ingress and egress for the Center, garbage/trash removal, all of which shall not be provided by the CITY. The CITY will plow the parking lot serving the Center, remove snow from public sidewalk and perform all capital repairs and improvements necessitated as a result of normal wear and tear including, specifically maintenance and repairs of the building systems. Odyssey will be responsible for all repairs, improvements and replacements necessitated as a result of Odyssey's negligence, misuse or intentional acts, such as vandalism. Additionally, Odyssey will be responsible for maintaining its dedicated accessways and means of ingress and egress to its premises, free from all obstructions, including ice and snow.



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: NPS – PURCHASE OF PROPANE FUELED BOX TRUCK

DATE: APRIL 20, 2020

NPS is outfitted with an end of useful life high mileage 2004 gasoline fueled box truck to meet the heavy demands of the district. The Superintendent has requested that all replacement vehicles must utilize alternative fuels.

The request for the replacement of an industrial grade propane fueled box truck was originally approved in the capital budget. The City Purchasing Agent sent out a request for bids, and only one response was received. The bid package was re-issued, and no bidders responded. Contact was made with the original bidder who provided a revised cost. It was determined that this purchase should be considered a sole source item due to lack of response from other providers. Please see attached sole source procurement request approved by the City Purchasing Agent and proposal from Gabrielli Truck Sales of Milford.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute a Sole Source Agreement with Gabrielli Truck Sales of Milford for the a propane fueled Box Truck replacement for a total not exceed \$71,832.00. Funds are available in Acct. #09195010 5777 C0523.**
- b. **Authorize the NPS Facilities Dept. to issue additional charges for truck body lettering for a total not to exceed \$1,700.00. Funds are available in Acct. #09195010 5777 C0523.**

cc: Thomas Hamilton
 Frank Costanzo Ed.D.
 Nina Laria
 George Sevc
 Alan Lo
 Sharon Connors

SOLE SOURCE PROCUREMENT REQUEST

Date - ~~XXXX~~

4/16/20

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain -

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

On 11/15/19, the City's Purchasing Dept. advertised bid #3978 to replace an aging 2004 box truck assigned to the BOE. This box truck is very much needed to address various needs for the school district and has been placed out of service due to safety concerns. The bid closed on 11/19/19, and one bid was received but it was eliminated because it didn't comply with the guidelines and terms listed in the bid package. As a result, public bid #3978R was rebid on 11/25/19, and closed on 12/17/19, and no bid responses were received. On behalf of the BOE, we hereby request to entertain the one bid received from Gabrielli Truck Sales of Milford, in the revised amount of \$71,832.00, from the approved district vehicles capital account #09195010 5777 c0523.

The Purchasing Agent

Corporation Council

☒ Supports

☐ Does not support

☐ Supports

☐ Does not support

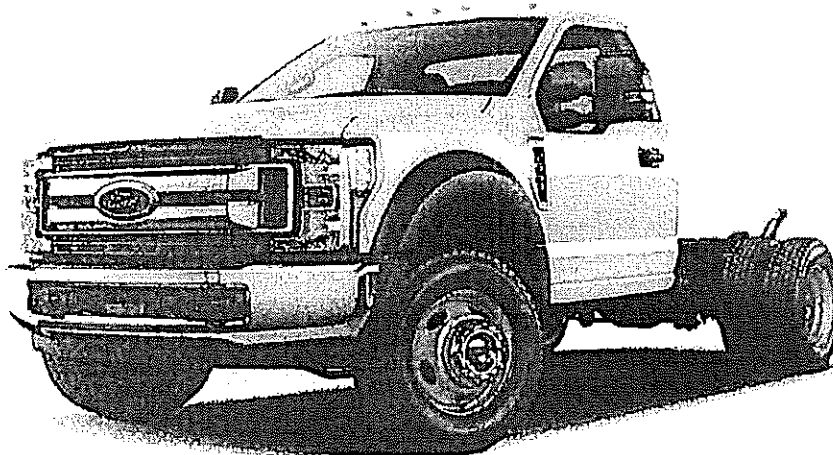
This request for a sole source purchase

Signature

Signature

Prepared for: George Sevc, Mechanical and Maintenance Supervisor, Norwalk Public Schools
10 Nottingham Place
Norwalk, CT 06851
Office: 203-515-9883

2020 F-550 Chassis 4x2 SD Regular Cab 205" WB DRW XL (F5G)
Price Level: 40



Client Proposal

Prepared by:
Rich Mocarski
Office: 203-877-3281
Email: rmocarski@gabriellitruck.com
Quote ID: 101519NBOE
Date: 03/12/2020



Gabrielli Truck Sales of Milford | 401 Old Gate Lane, Milford, Connecticut, 064608625
Office: 203-877-3281

Prepared for: George Sevc

Mechanical and Maintenance Supervisor, Norwalk Public Schools

Prepared by: Rich Mocarski

03/12/2020

Gabrielli Truck Sales of Milford | 401 Old Gate Lane Milford Connecticut | 064608625

2020 F-550 Chassis 4x2 SD Regular Cab 205" WB DRW XL (F5G)

Price Level: 40 | Quote ID: 101519NBOE



As Configured Vehicle

Description

MSRP

Base Vehicle

Base Vehicle Price (F5G)

\$41,220.00

Packages

N/C

Order Code 660A

Includes:
- Engine: 7.3L 2V DEVCT NA PFI V8 Gas
- Transmission: TorqShift 10-Speed Automatic
Includes selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.
- Tires: 225/70R19.5G BSW A/P
- Wheels: 19.5" x 6" Argent Painted Steel
Hub covers/center ornaments not included
- HD Vinyl 40/20/40 Split Bench Seat
Includes center armrest, cupholder, storage and driver's side manual lumbar.
- Radio: AM/FM Stereo w/MP3 Player
Includes 4 speakers.
- SYNC Communications & Entertainment System
Includes enhanced voice recognition, 911 Assist, 4" LCD center stack screen, Applink, 1 smart-charging USB-C port and steering wheel audio controls.

Powertrain

Engine: 7.3L 2V DEVCT NA PFI V8 Gas

Included

Transmission: TorqShift 10-Speed Automatic

Included

Includes selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.

Limited Slip w/4.88 Axle Ratio

\$360.00

GVWR: 19,500 lb Payload Plus Upgrade Package

\$1,155.00

Includes upgraded frame, rear-axle and low deflection/high capacity springs. Increases max RGAWR to 14,706. Note: See Order Guide Supplemental Reference for further details on GVWR.

Wheels & Tires

Tires: 225/70R19.5G BSW A/P

Included

Wheels: 19.5" x 6" Argent Painted Steel

Included

Hub covers/center ornaments not included.

Seats & Seat Trim

HD Vinyl 40/20/40 Split Bench Seat

Included

Includes center armrest, cupholder, storage and driver's side manual lumbar.

Other Options

Monotone Paint Application

STD

205" Wheelbase

STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: George Sevc

Mechanical and Maintenance Supervisor, Norwalk Public Schools

Prepared by: Rich Mocarski

03/12/2020

Gabielli Truck Sales of Milford | 401 Old Gate Lane Milford Connecticut | 064608625



2020 F-550 Chassis 4x2 SD Regular Cab 205" WB DRW XL (F5G)

Price Level: 40 | Quote ID: 101519NBOE

As Configured Vehicle (cont'd)**Description****MSRP****Included****Radio: AM/FM Stereo w/MP3 Player**

Includes 4 speakers

Includes:

- SYNC Communications & Entertainment System
- Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB-C port and steering wheel audio controls

\$915.00**Power Equipment Group**

Deletes passenger side lock cylinder Includes upgraded door-trim panel.

Includes:

- Accessory Delay
- Advanced Security Pack
- Includes SecurILock Passive Anti-Theft System (PATS) and inclination/intrusion sensors
- Trailer Tow Mirrors w/Power Heated Glass
- Includes manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals
- MyKey
- Includes owner controls feature
- Power Front Side Windows
- Includes 1-touch up/down driver/passenger window
- Power Locks
- Remote Keyless Entry

\$315.00**CNG/Propane Gaseous Engine Prep Package**

Includes hardened engine intake valves and valve seats. Note: This package does not include CNG/propane fuel tanks, lines, etc. Vehicle will be equipped with the standard factory gasoline fuel system. Additional equipment combined with certified calibration refit is required, from an external upfitter, to convert the vehicle to a CNG/propane fueled vehicle. See Alternative Fuel Buyers Guide: www.ford.com/altfuelbuyersguide. Ford Motor Company does not provide an exhaust or evaporative emissions certificate with this option when converted to use CNG or propane fuel. Ford does not represent that a vehicle converted to use CNG or propane will comply with all applicable U.S. or Canadian safety standards. It is the responsibility of the final stage manufacturer (body-builder, installer, alterer or subsequent stage manufacturer) to determine that any vehicle converted to use CNG or propane complies with U.S. federal, California or Canadian exhaust and evaporative emission requirements, federal fuel economy standards, U.S. and Canadian safety standards, labeling and any other requirements.

\$320.00**Platform Running Boards****N/C****Center High-Mounted Stop Lamp (CHMSL)****Fleet Options**

Built: Kentucky Truck Plant

N/C

Ship-Thru: Roush Industries

\$0.00**Emissions**

50-State Emissions System

STD**Interior Colors**

Medium Earth Gray

N/C**Primary Colors**

Oxford White

N/C**Upfit Options**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: George Sevc

Mechanical and Maintenance Supervisor, Norwalk Public Schools

Prepared by: Rich MocarSKI

03/12/2020

Gabrielli Truck Sales of Milford | 401 Old Gate Lane Milford Connecticut | 064608625

2020 F-550 Chassis 4x2 SD Regular Cab 205" WB DRW XL (F5G)

Price Level: 40 | Quote ID: 101519NBOE



As Configured Vehicle (cont'd)

Description	MSRP
LPG Conversion	\$16,740.00
<i>Roish Cleantech LPG Conversion. Includes Single Saddle Tank, 35 Usable Gallons Installation, Propane Autogas. Delivery to Uplifter</i>	
Model: GVSD08516FT	\$15,816.00
<i>Morgan 16 FT Dry Freight "Fast Track" Van Body</i>	
SUBTOTAL	\$76,841.00
Destination Charge	\$1,695.00
TOTAL	\$78,536.00

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Prepared for: **George Sevc**

Mechanical and Maintenance Supervisor, Norwalk Public Schools

Prepared by: **Rich MocarSKI**

03/12/2020

Gabrielli Truck Sales of Milford | 401 Old Gate Lane Milford Connecticut | 064608625



2020 F-550 Chassis 4x2 SD Regular Cab 205" WB DRW XL (F5G)

Price Level: 40 | Quote ID: 101519NBOE

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$41,220.00
Options & Colors	\$3,065.00
Upfitting	\$32,556.00
Destination Charge	\$1,695.00
<i>Discount Adjustments</i>	
Discount	-\$6,704.00
Total	\$71,832.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



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: NORWALK LAND USE

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

RE: JEFFERSON ELEMENTARY SCHOOL – RENOVATE-AS-NEW

DATE: APRIL 28, 2020

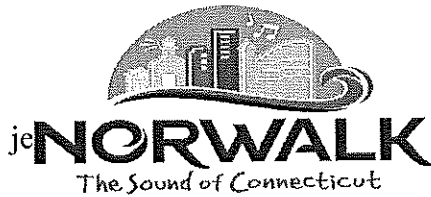
Subsequent to the Board of Education adoption of the School Facilities Improvement Plan, the City allocated approximately \$33 million for the renovation as new of the Jefferson Elementary School.

With the expansion of the Ponus Ridge School to Pre-K – 8th grade model it will allow for the relief of overcrowding at Jefferson Elementary and the ability for the District to remove portable classrooms currently housing approximately 200 students. Additionally, it allows the district to renovate the existing Jefferson Elementary School, infilling existing drive-through overhang of the structure in order to expand for Pre-K classrooms. Other improvements include the construction of a new gymnasium thereby separating their current gymnasium/cafeteria/auditorium space, replace the existing electrical heating system, upgrade safety and security measures and improve the bus and parent drop off circulation by separating them and keeping them on site.

At the present time the project is proceeding on budget and on schedule. The design team, Antinozzi Associates, has completed the Conceptual Design (CD) and Schematic Design (SD) Phases of the project. We are currently proceeding with Design Development Phase (the design phase where the drawings become more detailed and construction details begin to get developed). As is consistent with the State's Office of School Construction Grants and Review (OSCG&R) process, a SD Review meeting was completed in late February, which the State granted approval for the City to move forward with the Design Development phase of the project.

Over the coming months the project drawings will continue to be developed by the design team in conjunction with the City and Board of Education. The project team will meet with the State Office of School Construction Grants & Review (OSCG&R) for a design development review meeting in late July and a final Construction Document Review in mid-December. Following these approvals the project will be put out for contractor bids in January '21 with Construction anticipated to begin in March '21. Construction is scheduled to be completed around March '22 and ready for occupancy for 2022 fall semester.

At this time, we scheduled a presentation by the design team to the Land Use and Building Management Committee on the status of the project.



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: NORWALK LAND USE

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

RE: **JEFFERSON ELEMENTARY SCHOOL – RENOVATE-AS-NEW –
 COMMISSIONING AGENT SERVICES**

DATE: APRIL 29, 2020

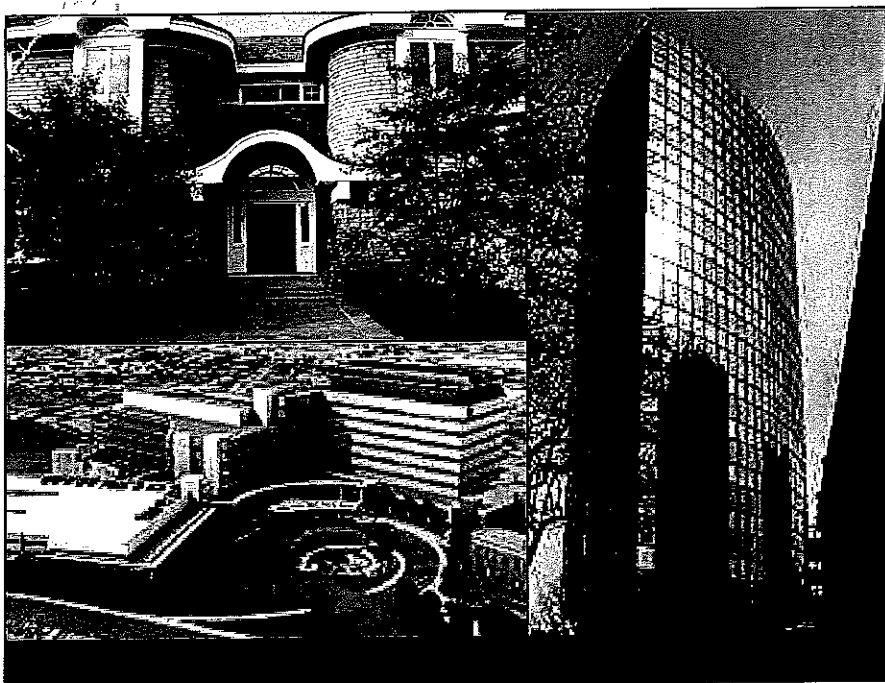
As part of the requirements for State funding for the Jefferson Elementary School Renovate-as-New Project, the City must follow the Connecticut High Performance Building Standards (CTHPBS) of which there is a requirement to hire a Commissioning Agent (CxA). A commissioning Agent provides preconstruction HVAC & Building Envelope coordination services and is an integral part of the verification of equipment installation, operation, building envelope testing and start-up/equipment programming process. Request for Qualifications / Proposals were publically advertised and the Purchasing Department received four responses.

Attached is a summary of the fees for the project. After a review of the responses and fees it is our recommendation to approve Innovative Engineering Services, LLC in the amount of \$58,300.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Innovative Engineering Services, LLC. to provide commissioning services for the Jefferson Elementary School – Renovate as New Project for a total not to exceed of \$58,300. Funds are available in Account # 0919/205010 5777 C0619**
- b. **Authorize the Land Use & Building Management Committee to establish a contingency for additional services as may be required for a total not to exceed \$5,000.**

4020-Commissioning Services - Jefferson				
	Richard D. Kimball Co., Inc dba NV5	Horizon Engineering Associates, LLP (HEA)	Van Zelm Heywood & Shadford, Inc.	Innovative Engineering Services, LLC*
A. Design Phase:	n/a	\$ 11,800.00	\$ 4,750.00	\$ 6,200.00
B. Bid Phase:	n/a	\$ 2,300.00	\$ 1,300.00	\$ 750.00
C. Construction Document Review :	\$ 4,200.00	\$ 2,400.00	\$ 2,900.00	\$ 2,800.00
D. Commissioning Plan:	\$ 3,280.00	\$ 2,400.00	\$ 1,200.00	\$ 1,850.00
E. Mechanical and Electrical Submittal Review:	\$ 4,520.00	\$ 7,700.00	\$ 2,450.00	\$ 1,600.00
F. Controls Software Review:	\$ 2,000.00	\$ 800.00	\$ 1,290.00	\$ 1,950.00
G. Pre-Functional Test Sheet Development & Commissioning Log Books:	\$ 5,000.00	\$ 4,200.00	\$ 2,200.00	\$ 3,400.00
H. On-Site Construction Observation/Meetings:	\$ 12,520.00	\$ 19,700.00	\$ 5,500.00	\$ 13,400.00
I. Perform Functional Test Procedures:	\$ 12,520.00	\$ 14,800.00	\$ 23,440.00	\$ 7,550.00
J. Develop Commissioning Schedule:	\$ 1,500.00	\$ 800.00	\$ 1,100.00	\$ 500.00
K. Preparation for and Participation in Testing, Adjusting & Balancing Work:	\$ 2,500.00	\$ 2,400.00	\$ 1,955.00	\$ 1,700.00
L. Review Contractor's Operation & Maintenance Manuals, Warranties & As-Built Documentation:	\$ 2,140.00	\$ 2,200.00	\$ 2,150.00	\$ 1,150.00
M. Participate In Operations Staff Systems Training:	\$ 4,000.00	\$ 2,000.00	\$ 3,950.00	\$ 1,300.00
N. Final Commissioning Report:	\$ 4,000.00	\$ 5,700.00	\$ 3,100.00	\$ 2,100.00
O. Warranty Period Review & Seasonal Testing:	\$ 3,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,250.00
P. Reimbursable Expenses :	\$ 3,045.00	\$ 2,000.00	\$ 750.00	\$ 1,000.00
Q. TOTAL FEE (A-Q)	\$ 64,225.00	\$ 86,200.00	\$ 61,535.00	\$ 50,500.00
R. Add Alternate #1 - Building Envelope Commissioning:				
R. Add Alternate #1 - Functional Testing	\$ 4,000.00	\$ 4,800.00	\$ 5,800.00	\$ 7,800.00
				*Total fee sum does not add to individual lines



Headquarters

33 North Plains Industrial Road
 Wallingford, Connecticut 06492
 203.467.4370
 212.627.5035 New York Office
www.iesllc.biz

Firm Profile

Innovative Engineering Services, LLC (IES) is a fully integrated engineering and design firm that specializes in structural, mechanical, electrical, plumbing, fire protection, and technology engineering services along with a full line of Commissioning and Retro-commissioning services. Over the past 19 years, we have broadened our expertise to include renewable energy systems and solutions. With our combined years of hands-on experience, expanding knowledge base and established reputation, we can provide these services for a wide range of project parameters, including commercial, educational, health care, municipal, industrial and high-end residential. By closely monitoring evolving green initiatives, we offer the client the opportunity to save time and capital through implementation of energy saving emerging technologies.

IES has developed a service called Building Files. This suite of services provides a program which entails the process of electronically generating and managing building information during its life cycle. Building Files is a cloud-based Building Information Management system to organize and access all your facility documents utilizing our unique interactive technology.

The Start

In 2000 the three principals, Peter J. Pycela, Thomas E.A. Massaro and David Maurer, joined efforts to start their own business venture with a corporate office in the New Haven, Connecticut area and a satellite office in New York City. Since its inception, the firm has grown to become an award-winning organization comprised of professional engineers and highly skilled technical/design personnel, many of whom are LEED accredited professionals.

The Team

Team IES is committed to providing superior solutions using creative design approaches to today's construction process. The three principals have employed a project team approach, complete with professionals in each design discipline, contributing to the development of one cohesive and focused group. This collaborative model is reinforced in the field solving each project's unique challenges.

Services

- | | | |
|--------------|-------------------|--------------------------|
| • Structural | • Fire Protection | • Technology Integration |
| • Mechanical | • Security | • BIM |
| • Electrical | • Energy | • Building Files |
| • Plumbing | • Commissioning | • Facility Management |



INNOVATIVE ENGINEERING
 SERVICES, LLC

AN INTEGRATED ENGINEERING + DESIGN FIRM



INNOVATIVE ENGINEERING
SERVICES, LLC

AN INTEGRATED ENGINEERING + DESIGN FIRM

April 24, 2020

Sharon Conners, Purchasing Agent
City of Norwalk
Purchasing Department
125 East Avenue, Room 202
Norwalk, CT 06856-5125

RE: Commissioning Services for Jefferson Elementary School State Project 103-0251 RNV

Dear Sharon:

SCOPE OF SERVICES

Thank you for the opportunity to provide you with this proposal for our professional commissioning services. We understand that the scope of this project is as follows: The Jefferson Renovate as New Project consists of 6,056 square feet of new building additions to the existing 54,569 square feet. The new building total will be 60,625 square feet. The building will be unoccupied for duration of the project as the students will be temporarily housed in another location.

Our team will represent the Owner's interest, ensuring that the building's array of systems is installed and tested to perform per the design intent and the building owner's operational needs. Our primary goal as the Commissioning Agent (CxA) is to coordinate effective team collaboration. We will work with the Owner and the other construction professionals in determining the Facility's requirements regarding such issues as energy conservation, indoor environment, staff training, as well as "Day 2" operation and maintenance.

Our firm places considerable emphasis on functional testing that are tailored to each manufacturer and installation, verify that the building systems perform interactively in accordance with the project documents, resulting in lower operating cost. These tests are documented to clearly describe the individual systematic test procedures, as well as the expected systems response or acceptance criteria. A building can be designed with the most innovative and energy-efficient technologies available, however if those systems are not installed and functioning properly, the efforts put into the design are not effective. Our team will confirm proper installation and verify all energy-related systems comply with the Owners Project Requirements (OPR) and the designers Basis of Design (BOD); to identify any issues that may contribute to inefficiency or inadequacy of the building systems; to verify the resolution of any issues identified during the functional testing process; and to effectively communicate the commissioning activities and results to the owner.

Thank you for the opportunity to demonstrate our Commissioning expertise and look forward to working with you on this Project.

SERVICES INCLUDED

Commissioning to include the following tasks;

1. Commission the following Systems and associated equipment;
 - A. Exterior Envelope
 - B. All Direct Digital Controls (DDC) and/ or stand-alone controls shall be verified for proper operation as they relate to the above equipment.
 - C. Heating, ventilating, air conditioning, and refrigeration systems and associated controls
 - D. Lighting and occupancy sensor Lighting controls
 - E. Emergency power generator and automatic transfer switching
 - F. Alternative power sources (if applicable)
 - G. Life Safety systems (fire alarm, fire protection)
 - H. Security Systems
 - I. Electrical systems to include witness of all switch gear and circuit breaker testing
 - J. Domestic water pumping and mixing systems
 - K. Plumbing systems
 - L. Renewable Energy systems
 - M. Communication systems
2. Provide the following Commissioning process activities during design;
 - A. Work with the team to document the Owner's Project requirements for the facility.
 - B. Verify the basis of design per the Owner's Project Requirements.
 - C. Develop a Commissioning Plan encompassing the Design, Construction, Occupancy, and Operation Phases.
 - D. Determine the commissioning requirements and activities to include in the Construction documents, with review by the design team, for integration into the projects construction specification.
 - E. Perform statistically based quality design review at schematic design, 50% DD and 100% completion of the drawings and specifications.
3. Commissioning Process During Construction
 - A. Provide a commissioning plan for the construction phase for use by the construction team.
 - B. Coordinate the Commissioning work with the General Contractor to ensure that Commissioning activities are being scheduled into the primary schedule.
 - C. Coordinate and direct the Commissioning activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications, and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
 - D. Plan and conduct a Commissioning Scope/Kickoff Meeting with all involved parties.

- E. We will spot check the installation of the building systems in accordance with ASHRAE and Building Commissioning Association (BCA) Standards. Note: we will not be providing a Test and Balance Report.
 - F. We will provide Commissioning services in accordance ASHRAE Guidelines.
 - G. Request and review additional information required to perform Commissioning tasks, including an equipment checkout plan, contractor start-up and checkout procedures.
 - H. Perform construction site visits to observe component and system installations. Attend planning and job-site meetings to obtain information on construction progress.
 - I. We will oversee and conduct functional tests on selected equipment as specified in the commissioning plan, with the assistance of Mechanical contractor and controls vendor as required. Functional tests will be comprised of changing parameters, set-points or conditions and observing and documenting the actual system or equipment response through various modes and conditions (both simulated and real). Tests will be developed to ensure normal operating conditions. We have allocated one re-test per system.
 - J. Perform calibration and maintenance checks: A list of sensors and actuators for calibration will be developed following a points list review. Using the trending capability of the control system for troubleshooting, testing and data gathering. Note: We will rely on the controls contractor staff to set-up referenced trend data.
 - K. Commissioning report will include a list of all commissioned equipment is installed correctly and that all necessary safety features and controls have been installed accordingly.
4. Verify and Support the Correction of Deficiencies
- A. Execute Commissioning meetings with all parties to assist in scheduling, issue resolution and issue tracking for successful completion of commissioning tasks.
 - B. Review and enhance start-up and initial systems checkout plan submitted by the Subcontractors. Track all deficiencies and retest when corrections have been made. We have allocated one (1) re-test per system.
 - C. Verify a "Systems Manual" that shall be used by the Facility personnel for training purposes. The manual shall be used as a record of all equipment sequencing and set-points.
5. Maintenance Planning, Operations Training and Turnover
- A. Verify and oversee the training of the Owner's operating personnel as performed by the installing contractors.
 - B. We will review the As-Built drawings and operations and maintenance manuals and provide comments.
6. Warranty Phase System Performance Verification - We will return six (10) months after the warranty period to verify reliable systems operation and assist operations with any performance and/ or warranty issues.

PROJECT COMPLETION SCHEDULE

We will meet the timeline and process of the milestone dates as defined in project RFP.

FEES FOR OUR COMMISSIONING SERVICES

To complete the Commissioning services required for the project by our firm, we propose the following fees:
Fee breakdown for 'Total Lump Sum' located at adjacent TAB of submission

Jefferson Elementary School

Total Lump Sum

ADD-ALTERNATE – Building Envelope

\$49,500.00

\$7,800.00

JE
\$50,500.00

Hourly Rate Fee Schedule for additional work beyond construction schedule shown.

HOURLY RATE FEE SCHEDULE

Engineering Personnel Listings	Hourly Rates for Engineering Personnel
Member-In-Charge	\$150/hr
Senior Commissioner	\$125/hr
Commissioner	\$110/hr
Administrator/Secretary	\$50/hr

SERVICES EXCLUDED

- A. Engineering services or contract documents for the project.
- B. Commissioning services for Technology
- C. We will witness all switch gear and circuit breaker testing but not performed by IES
- D. Test and Balance Report
- E. Filing with LEED online.
- F. Estimating implementation costs for impacts of improvement
- G. Energy Modeling
- H. COM/RES check



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

TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDING & FACILITIES MANAGER *sl*
RE: PONUS RIDGE SCHOOL – REMAINING TECHNOLOGY
DATE: APRIL 30, 2020

Subsequent to the Board of Education adoption of School Facilities Improvement Plan about 4 years ago, the City allocated \$43 million for the addition and renovation of Ponus Ridge Middle School. The renovated Ponus Ridge School will be the home for a new Pre Kindergarten to 8th Grade Science Technology Engineering Arts and Math (STEAM) school program.

The existing Ponus Ridge Middle School, consisting of 6th, 7th and 8th grade classes, has a total enrollment of approximately 692 students. Each grade has a total of 9 sections. The existing building is approximately 104,000 square feet. The addition of PK to 5th Grade in 3 sections will increase student enrollment to 1,050 students. The new building addition(s) will be approximately 40,000 square feet. Overall, this project will contribute significantly to the City's efforts to increase school facilities necessary to meet enrollment needs.

At the present time the project is proceeding on budget with contingency set aside for upcoming summer work. Within the project budget, new furniture and technology was estimated for the expansion of the elementary program as well as for the re-programmed middle school classes and administration area in the amount of \$1,665,000. As is consistent with the State's Office of School Construction Grants and Review (OSCG&R) and the City of Norwalk Purchasing requirements bid documents were compiled by the design team, approved by the State and issued for public bid through Norwalk's Purchasing Department.

The City did not receive bids for 3 technology items and as a result solicited pricing from vendors on the States Vendor List. In addition, the technology consultant solicited pricing from other vendors that provide the same equipment. The results of those solicitations are found below.

FF&E Budget	\$1,665,000.00
Furniture bid (as approved by Council)	\$ 952,878.04

Technology Bid	\$ 218,992.80
Technology (Package to be presented for approval in May)	\$ 120,076.44
Sub-Total FF&E	\$ 1,291,947.28
Remaining balance	\$ 373,052.72

ACTION REQUESTED:

1.
 - a. **Authorize the Purchasing Agent to issue a Purchase Order with Omni Data for wireless access points for the Ponus Ridge School Addition and Alterations project for a total sum of \$91,368.44. Funds are available in Acct. #09185010 5777 C0608**
 - b. **Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$4,568.00.**
2.
 - a. **Authorize the Purchasing Agent to issue a Purchase Order with CDW-G, LLC for charging carts for the Ponus Ridge School Addition and Alterations project for a total sum of \$27,300.00. Funds are available in Acct. #09185010 5777 C0608**
 - b. **Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$1,365.00.**
3.
 - a. **Authorize the Purchasing Agent to issue a Purchase Order with Raptor Technologies for the visitor management system for the Ponus Ridge School Addition and Alterations project for a total sum of \$1,408.00. Funds are available in Acct. #09185010 5777 C0608**
 - b. **Authorize the Purchasing Agent to issue a Change Order's on Purchase Orders for a total not to exceed \$140.00.**

April 28, 2020

RE: Ponus Ridge School Alterations & Additions
21 Hunter Lane
Norwalk, CT 06850
State Project # 103-0246 EA/EC/CV
Phase 2 of 2
Technology, Security & Audio-Visual Bid Results & Recommendations

Dear Committee:

The intent of this letter is to provide an update with the Technology FFE systems.

The following items were bid as part of the publicly bid manual, as they are not included as part of the State of CT, DAS contracts. No bids were received for these items. Our office has solicited 2 separate proposals for the Wireless AP's and the Charging Carts. We have also solicited an updated quote from the manufacturer for the Visitor Management System.

The lowest qualified bids we've received are as follows:

SYSTEM	ELIGIBLE	INELIGIBLE	TOTAL	CONTRACTOR
Wireless AP's	\$91,368.44	\$ 0.00	\$91,368.44	Omni Data
Charging Carts	27,300.00	\$ 0.00	27,300.00	CDW-G, LLC
Visitor Manage System	1,308.00	\$100.00	1,408.00	Raptor Technologies
SUB-TOTAL	\$119,976.44	\$100.00	\$120,076.44	

Our office makes the following award recommendations to be considered by the Building Committee:

WIRELESS ACCESS POINTS \$ 91,368.44

Omni Data.
4 Industry Drive Ext., Bldg #2
West Haven, CT 06473
Contact: Adam Wojcik
Phone: 203-387-6664, ext.1315
Ref Quote # Q2Q10439

CHARGING CARTS \$\$27,300.00

CDW-G, LLC
75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515
Contact: Vincent Mulvihill
Phone: 866-773-7348
Ref Quote #LKDW996, Quote Ref #990035000

VISITOR MANAGEMENT SYSTEM

Raptor Technologies
Department 141



Box 4458
Houston, TX 77210-4458
Contact: Raptor Orders Department
Phone: 713-880-8902, Opt 3
Ref Proposal #19054

Note: Orders are to be executed as stated within the Quote. This security system shall be procured directly from the manufacturer.

Please contact our office should have any questions.

Best regards,

A handwritten signature in black ink, appearing to read 'Marc J. D'Agostino', is written over the printed name.

Marc J. D'Agostino

Enclosures: Omni Data Quote # Q2Q10439
CDW-G, LLC Quote #LKDW996
Raptor Technologies Proposal #19054

OMNIDATA



4 Industry Drive Ext. Building #2
West Haven CT. 06473
203-387-6664

Quote #:	Q2YQ10439
Date:	Apr 27, 2020

Prepared For:

David Hopp
Norwalk Public Schools
Phone 203-854-4039
125 East Ave
Norwalk

Your Account Manager:

Adam Wojcik
adam.wojcik@myomnidata.com
203-387-6664 ext 1315

Notes:

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
1	Aruba 7220 Wireless LAN Controller - 2 x Network (RJ-45) - Gigabit Ethernet - Rack-mountable, Desktop, Wall Mountable 	\$14,054.25	\$14,054.25
1	Aruba Power Supply	\$273.00	\$273.00
2	HPE PC-AC-NA North America AC Power Cord - For Cloud Services Controller - North America	\$2.63	\$5.26
70	Aruba AP-315 IEEE 802.11ac 1.69 Gbit/s Wireless Access Point - 5 GHz, 2.40 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Wall Mountable, Ceiling Mountable 	\$548.63	\$38,404.10
1	HPE Care Pack Foundation Care Exchange Service - 1 Year Extended Service - Service - 9 x 5 Next Business Day - Service Depot - Exchange - Physical Service	\$2,061.68	\$2,061.68
7	Aruba AP-365 IEEE 802.11ac 1.27 Gbit/s Wireless Access Point - 5 GHz, 2.40 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Wall Mountable, Pole-mountable 	\$714.00	\$4,998.00
7	HPE Care Pack Foundation Care - 1 Year Extended Service - Service - 9 x 5 Next Business Day - Service Depot - Exchange - Electronic, Physical Service	\$29.93	\$209.51
7	HPE Pole/Wall Mount for Wireless Access Point	\$70.88	\$496.16
77	HPE Software Licensing + 1 Year ArubaCare Support - License - 1 Additional License - K-12 School	\$86.63	\$6,670.51
77	Aruba AirWave - License - 1 Device - K-12 School - Electronic	\$25.73	\$1,981.21

Qty	Description	Unit Price	Ext. Price
77	HPE Care Pack Foundation Care Software Support - 3 Year - Service - 24 x 7 x 2 Hour - Technical - Electronic Service	\$7.88	\$606.76
154	Cat6A Patch Cables	\$9.50	\$1,463.00
10	Protective Covers for high impact areas	\$0.00	\$0.00
1	AP Installation / System Configuration / Active RF-Heat Map Survey	\$20,145.00	\$20,145.00

SubTotal	\$91,368.44
Tax	\$0.00
Shipping	\$0.00
TOTAL	\$91,368.44

QUOTE CONFIRMATION



DEAR YEIMY BALLESTEROS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LKDW996	4/27/2020	990035000	7814472	\$27,300.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
AVer X30i 30 Device Intelligent Charging Cart Mfg. Part#: CHRGE30I UNSPSC: 56101535 Contract: E&I CNR01439 Catalog (CNR01439)	28	5414696	\$975.00	\$27,300.00

PURCHASER BILLING INFO		SUBTOTAL	\$27,300.00
Billing Address: NORWALK PUBLIC SCHOOL ACCTS PAYABLE PO BOX 6001 NORWALK, CT 06852-6001 Phone: (203) 854-4039 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$27,300.00
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: PONUS RIDGE SCHOOL 21 HUNTERS LN NORWALK, CT 06850-2499 Shipping Method: DROP SHIP-COMMON CARRIER			

Need Assistance? CDW•G SALES CONTACT INFORMATION



Vincent Mulvihill

(866) 773-7348

vinny@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Date of Proposal 4/29/2020
Proposal No. 19054

Quote

Customer ::

Norwalk Public School
Accounts Payable
125 East Avenue
Norwalk, CT 06852

WE ARE KEEPING WATCH.

Federal Tax ID # 45-4914152

Description	Quantity	Price Each	Total
Raptor CR5400 Duplex Scanner (2 year warranty)	2	495.00	990.00
Raptor Turbo 450 Badge Printer (2 year limited warranty)	2	139.00	278.00
Raptor Visitor Badges, WHITE (10 rolls/3000 ct) (Quality guaranteed (1) year)	1	100.00	100.00
Replacement printer USB cable	2	20.00	40.00
Marc D'Agostino <marcd@da-technology.com>			
To PLACE ORDER: E-mail PO to ORDERS@RAPTORTECH.COM or Pay online with Credit Card: WWW.SHOP.RAPTORTECH.COM Remit Check Payments to: Dept 141 :: Box 4458 :: Houston, TX :: 77210-4458			Total \$1,408.00

TERMS AND CONDITIONS:

1. Only hardware and supplies purchased through Raptor Technologies, Inc. are approved for use with the Raptor System. Use of any hardware or supplies not approved by Raptor Technologies may void all warranties and guarantees.
2. Restocking fee of 25% of purchase price will apply to all returns. Shipping/handling fees are non-refundable.
3. All purchases from Raptor are subject to the terms and conditions of the Raptor Subscription Agreement, which can be found at www.raptortech.com/Agreement.html.



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

TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

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

RE: SCHOOL GRANT APPLICATION RESOLUTIONS

DATE: APRIL 28, 2020

As part of the 2020-2021 capital budget request, the Board of Education voted to recommend funding for three new projects in support of their overall school facilities capital improvement plan. These projects are: new Norwalk High School, new Cranbury Elementary School and new kitchen addition at Naramake Elementary School.

The new Norwalk High School project's rationale seeks to build a new Norwalk High School campus to include a student exchange program with students among contiguous school districts, Bridgeport Public Schools and Stamford Public Schools for a small component of the student population. The Norwalk High School Campus would include three separate but interrelated schools residing in distinct but connected/adjoining buildings. These would include P-TECH Norwalk, the Norwalk Visual and Performing Arts Academy and Norwalk High School. P-TECH Norwalk currently enrolls approximately 400 Norwalk resident students in grades 9-12. Under this plan the school would expand by another 100 students. The additional 100 students would live outside of Norwalk making the final size of the school 500. The Norwalk Visual and Performing Arts Academy would occupy a second distinct building on campus and would enroll 500 student-artists who reside in Norwalk. Norwalk High School would continue to serve as the comprehensive secondary education program for the eastern half of the City of Norwalk. The concept is for the comprehensive Norwalk High School to serve 1,000 students.

The new Cranbury Elementary School project, an addition to the BOE's capital improvement plan, will consist of a new 2 story academic addition and kitchen/cafeteria, constructed while the existing building is occupied. The existing gymnasium/auditorium will remain and will be renovated. However, the remainder of the existing building would be demolished upon completion of the new addition. The project will have separate parent and bus drop-off areas and will have a new septic system.

The Naramake Elementary School project consists of the construction of a new kitchen and server building addition of approximately 1,315 square feet. The existing library will be subdivided into a cafeteria of 1,825 square feet and a media center of 1,560 square feet. The kitchen will sized and fully functional to support the school's food service

needs as well as the removal of the server from the entrance to the gymnasium where the gym currently serves as the cafeteria. It provides for a separate cafeteria (no longer sharing with the gym) and provides a new media center.

The proposed actions below are required as per state school construction grant application requirements. In order to meet the State's submission deadline of June 30, 2020, these items are being forwarded to the Land Use and Building Management Committee and the Common Council concurrent with the City's 2020-2021 Capital Budget approval process. Approval of these actions will be contingent upon Common Council approval of the necessary capital funds.

ACTION REQUESTED:

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

- a. **"RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is hereby established as the building committee with regard to the New Norwalk High School, new school construction project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Norwalk High School, new school construction project.**
- c. **RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Norwalk High School project, new school construction project.**

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

- d. **"RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is hereby established as the building committee with regard to the New Cranbury Elementary School, new school construction project.**
- e. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Cranbury Elementary School, new school construction project.**
- f. **RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Cranbury Elementary School, new school construction project.**

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

- g. “RESOLVED, that the Norwalk Facilities Construction Commission (NFCC) is hereby established as the building committee with regard to the Naramake Elementary School Kitchen Addition and Cafeteria alteration project.**
- h. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Naramake Elementary School Kitchen Addition and Cafeteria alteration project.**
- i. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Naramake Elementary School Kitchen Addition and Cafeteria alteration project.**



CITY OF NORWALK
 Alan Lo, Buildings and Facilities Manager
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 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 : PONUS SCHOOL – LOWER SCHOOL FURNITURE

DATE: APRIL 27, 2020

On April 14, 2020, the Common Council approved actions with various vendors for the purchase of Furniture, Fixture and Equipment (FF&E) for the Ponus School renovation and addition project. These FF&E purchases are related to the creation of the lower school and modification of the school into a STEAM school and hence, these FF&E purchases were approved by the State for reimbursement.

Subsequent to Council approvals, our architect proceeded with detailed communication with the vendors in order to finalize the Purchase Orders. The following changes were identified in their process:

Insalco previous total of \$232,962.18 is **increased** by **\$16,375.95**, bringing their new total to \$249,338.13.

RH Lord previous total of \$161,698.11 is **reduced** by **\$17,182.32**, bringing their new total to \$144,515.79.

School Furnishings previous total of 14,764.58 is **reduced** by **\$1,414.11**, bringing their new total to \$13,350.47.

As part of the Council actions, each action has a specified not to exceed total amount. Additionally, I requested 5% contingency with each vendor. For the two reduced cost items, no further action is required. However, with Insalco, the increased cost in the amount of \$16,375.95 exceeded the approved contingency amount of \$11,648.00. Therefore, I would like to request an increase of the Purchase Order contingency for a revised total of \$20,000. April 14, 2020 Council action was as follows:

“1a. Authorize the Purchasing Agent to issue a Purchase Order to Insalco Corporation for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$232,962.18. Funds are available in Acct. #09185010 5777 C0608
AUTHORIZED

1b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed \$11,648.00. AUTHORIZED”

ACTION REQUESTED:

Authorize the Purchasing Agent to increase Change Orders allowance to Insalco Corporation for the purchase of various furniture items for the Ponus School Addition and Alternations Project from \$11,648.00 to \$20,000.00 Acct. #09185010 5777 C0608



Neil Rennie
Property Manager

IVD1

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER

DATE: APRIL 29, 2020

**RE: SECURITY GUARD SERVICES AT CITY HALL AND NORWALK
HEALTH DEPARTMENT**

On December 20, 2019 the City's Purchasing Department solicited proposals for security guard services at Norwalk City Hall and the Norwalk Health Department. The City received proposals from five (5) contractors interested in providing security guard services. They were:

Aron Security Inc.
Westech Security & Investigations, Inc.
Orion Protective Services, Inc.
Blue Flame Protection Services LLC
Summit Security Services, Inc.
Andy Frain Services, Inc.

The Selection Committee comprised of representatives from Building Management, Health Department and Purchasing Department reviewed the submissions.

Each member of the Review Committee was to review and rate each proposal based on the criteria that was outlined in the City's RFP. The objective of the rating was to evaluate and examine each submission more fully. The Review Committee determined it was in the best interest of the City to interview two (2) firms. Based on the information provided in the proposals and the interviews, the Review Committee rated the two (2) short-listed firms and recommends **Orion Protective Services, Inc.** as the most qualified firm to provide security. Orion representatives provided a complete presentation. They have numerous accounts in Fairfield County and are available to provide quality supervisory and guard replacement coverage.

Under the base contract, security guard coverage for City Hall consists of two shifts beginning from 8am to 4pm and 4pm to Midnight, Monday through Friday. Weekends and holidays security services are paid for separately.

ACTION REQUESTED:

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

*Guardian Services
125 East Avenue, Room 115, Norwalk, CT 06856-5125 203.854.7709 phone 203.854.4084 fax*



Neil Rennie
Property Manager

a. City Hall day time and night time security guard services. Base contract services for FY 2020 - 2021 shall not exceed \$101,836.80; FY 2021 - 2022- \$103,500.80; FY 2022 - 2023 - \$105,580.80; with two (2) one year options for 2023 - 24 and 2024 - 2025, account number 014075-5296.

b. Norwalk Health Department day time security guard services. Base contract services for FY 2020 - 2021 shall not exceed \$32,730.88; FY 2021 - 2022- \$33,313.28; FY 2022 - 2023 - \$34,041.28; with two (2) one year options for 2023 -24 and 2024 - 2025, account number 012012-5296.

		Vendors					
		Andy Frain Services, Inc	Westech Security & Investigations, Inc	Blue Flame Protection Services LLC	Summit Security Services, Inc.	Orion Protective Services, Inc	Aron Security, Inc. DBA Arrow Security
CITY HALL - 80 HOURS A WEEK							
A	PROPOSED FEE: 07/01/2020-06/30/2021	\$ 87,360.00	\$ 94,931.20		\$ 112,320.00	\$ 101,836.80	\$ 105,456.00
B	PROPOSED FEE: 07/01/2021-06/30/2022	\$ 87,360.00	\$ 96,829.82		\$ 114,566.40	\$ 103,500.80	\$ 105,456.00
C	PROPOSED FEE: 07/01/2022-06/30/2023	\$ 89,107.20	\$ 98,766.42		\$ 118,003.39	\$ 105,580.80	\$ 107,577.60
D	PROPOSED FEE: 07/01/2023-06/30/2024	\$ 90,896.00	\$ 99,754.08		\$ 121,543.49	\$ 108,076.80	\$ 107,577.60
E	PROPOSED FEE: 07/01/2024-06/30/2025	\$ 80,896.00	\$ 101,749.16		\$ 125,189.80	\$ 110,156.80	\$ 109,740.80
TOTAL		\$ 435,619.20	\$ 492,030.68		\$ 591,623.08	\$ 529,152.00	\$ 535,808.00

		Vendors					
		Andy Frain Services, Inc	Westech Security & Investigations, Inc	Blue Flame Protection Services LLC	Summit Security Services, Inc.	Orion Protective Services, Inc	Aron Security, Inc. DBA Arrow Security
PUBLIC HEALTH DEPARTMENT- 28 HOURS A WEEK							
+	PROPOSED FEE: 07/01/2020-06/30/2021	\$ 30,576.00	\$ 33,225.16		\$ 39,312.00	\$ 32,730.88	\$ 36,909.60
B	PROPOSED FEE: 07/01/2021-06/30/2022	\$ 30,576.00	\$ 33,889.66		\$ 40,098.24	\$ 33,313.28	\$ 36,909.60
C	PROPOSED FEE: 07/01/2022-06/30/2023	\$ 31,187.52	\$ 34,567.46		\$ 41,301.19	\$ 34,041.28	\$ 37,652.16
D	PROPOSED FEE: 07/01/2023-06/30/2024	\$ 31,813.60	\$ 34,913.13		\$ 42,540.22	\$ 36,370.88	\$ 37,652.16
E	PROPOSED FEE: 07/01/2024-06/30/2025	\$ 31,813.60	\$ 35,611.40		\$ 43,816.43	\$ 37,098.88	\$ 38,409.28
TOTAL		\$ 155,966.72	\$ 172,206.81		\$ 207,068.08	\$ 173,555.20	\$ 187,532.80



January 16, 2020

Ms. Sharron Conners
Purchasing Agent
Norwalk City Hall
125 East Avenue
Norwalk, CT 06856

RE: Request for Proposal – Security Services

Dear Ms Conners:

Thank you for the opportunity to submit this pricing and technical proposal for security services for the City of Norwalk. Please see our response to the rfp's mandatory requirements:

A. Executive Summary:

- Orion Protective Services, Inc. was founded in 2010 as an S-Corp by Amanda Ramsdell, a community recognized firefighter and paramedic for the City of Utica, New York. Ms. Ramsdell is also a highly decorated Senior Non-Commissioned Officer in the United States Army Reserve who started the business after being injured in the line of duty.
- Orion Protective Services has current sales of approximately \$1.6 million annually, has over nine years of experience in the security industry and is currently operating in three states.
- The firm is licensed to operate as a security service provider in the State of Connecticut, license #AS-2670 and is proud to be the only Disabled Woman Owned Small / Minority Business Enterprise certified by the State of Connecticut Department of Administrative Services Supplier Diversity Program that performs contract security guard services within the State of Connecticut.
- Orion Protective Services was awarded a prime three-year contract by the Springfield Water and Sewer Commission United States Department of the Interior's National Park Service (NPS) to perform protective services required at their main operating facility located in Springfield, Massachusetts effective September 2018. The contract has a one-year base period of performance with two (2) one-year options.
- Orion Protective Services maintains a state of the art 24/7 command center to manage all operations and client emergency needs at all hours of the day/night.



- Current Orion Protective Services clients include prestigious clients such as the Springfield Water and Sewer, CT Housing Partners, DeMarco Management, Turner Construction, Kenny Construction Company and SMSSI to name a few.
- Orion Protective Services executive team consists of current and former government law enforcement officials who all understand the complex security associated with the protection of government and municipal properties.
- Orion Protective Services is one of the fastest growing Woman Owned Small / Minority Business Enterprises in the State of Connecticut.

Orion Protective Services, Inc. was incorporated in Connecticut on May 19th, 2010 and we are well versed in the type of security protection that we can provide the City of Norwalk. Orion Protective Services currently provides protection for multiple facilities and communities, protecting over 30 facilities total within the State of Connecticut with approximately 2,500 hours a week of security services. These security services include: standing security posts, roving security patrols, monitoring security systems, manning temporary emergency posts and carrying out such other basic tasks as required by individual properties that we service. Through our extensive experience in providing such services, Orion Protective Services is proposing to continue to provide these same services for the City of Norwalk.

B. Outline of services to be rendered and delegation of responsibilities of key personnel:

Specific to the security services provided to the City of Norwalk, Orion Protective Services will:

1. Provide the number of guards required for each post and each shift as specified.
2. Train in advance, before assignment to the premises. A substitute guard force numbering at least one-half of the total guards required by the contract will be furnished without cost to the City of Norwalk.
3. Assign trained substitute guards as replacements.
4. Avoid allowing a guard to work in excess of 12 hours per 24-hour period or 60 hours per week without written waiver from the City's representative or delegate.
5. Provide each guard with a minimum of 24 consecutive hours off each week.
6. Maintain complete hours of all hours of each guard assigned to the premises engaged in work for which payment is computed on the basis of actual hours worked.
7. Pay each guard the minimum amount specified.
8. Produce documentation and reporting as specified in this agreement.
9. Assign a properly dressed guard.
10. Schedule a nonresident agency supervisor to appear for unannounced inspections during shifts agreed to and submittal of written report to Building Management.
11. Replace any guard within two (2) hour's request.



12. Provide the training specified under the heading "Training" in this contract to guards before assignment to premises.
13. Furnish all equipment and material necessary for the performance of services included in the contract.
14. Provide all invoicing for normal and overtime hours; billed weekly and accompanied with a copy of the employee timesheet.

Key Personnel: City of Norwalk's Security Guard Services Project Management

Project Management: Baltazar Rivera

For this City of Norwalk proposal we have selected Baltazar Rivera as Project Manager. Mr. Rivera's will be responsible for administrative duties, background investigation data entry, filing, etc; maintaining company memos; recordkeeping; quality control; training certifications and accuracy; medical, training, scheduling; CPR first-aid scheduling; Payroll processing and time reporting, check distribution; data entry and distribution of work schedules; other duties as requested by management. He will ensure supervisors and assigned guards respond to emergency situations using proper tactics, techniques, and procedures within established time constraints. Baltazar's specialized experience includes: project development and implementation from inspection to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multi-task Contracts or subcontracts of various types and complexity.

Account Manager: Dennis Phang

Dennis has been selected to manage the City of Norwalk locations. Based upon Dennis' experience and position as the Fairfield County Area Manager he exceeds the qualifications for this position and will provide the daily operation oversight and management duties for the City of Norwalk locations. Per the requirements set forth within the RFP, Dennis shall be responsible for assuring that all contract requirements are fulfilled. Dennis has already proven himself to many municipalities that he can interact effectively with the City of Norwalk's management and line personnel. All Orion Protective Services higher-level managers shall support the Dennis; he will have access to company resources, such as electronic databases and other automated systems necessary to uphold the City of Norwalk's contract.

Administrative Support: Nichole Moriarty

Ms. Moriarty will coordinate all administrative support between Orion Protective Services payroll and billing department. She will be responsible for all guard licensing and human resource regulation, software scheduling, payroll and billing.



C. Names of key personnel assigned for the term of the contract; a description (resume) of the background of these personnel:

Edward Ramsdell, Chief Operating Officer:

Ed Ramsdell joined the ranks of Orion Protective Services in 2010 to expand the company's operations into the New England region. In his current role, Mr. Ramsdell is responsible for the development and overall operations for the New England Region – providing local leadership to NE Staff. Prior to joining Orion Protective Services, Mr. Ramsdell was the Chief Operating Officer for Murdoch Security, working with that firm since 2006. In the capacity of COO, he was responsible for the overall management of six branches; organization of operations by directing and coordinating sales and service activities. Prior to 2006, Mr. Ramsdell worked for Command Security Corporation for 16 years in various sales and operating capacities. In his last role as Vice President, Special Services he oversaw CSC's Merger and Acquisition, Back Office Service and MIS Programs. Mr. Ramsdell graduated Magna Cum Laude from Connecticut State University with a B.S. in Finance and has an MBA from the University of Connecticut's Business School.

Baltazar Rivera, Operations Supervisor - New England Region:

Mr. Rivera has been working in the security industry for more than twelve years. He has been trained and worked in loss prevention, data breach investigations, staff training, private protection and much more. Mr. Rivera has been leading security staff as a lead officer, investigator, and area supervisor. His experience is varied with work in retail security, loss prevention, digital data security, VIP security, and forensics. He is also keeping up to date with changing social media and deep background security. Mr. Rivera is also trained and worked as a crisis response officer for various national companies. In his current role, Mr. Rivera is responsible for the training and operations for the New England Region.

Dennis Phang, Fairfield County Area Manager:

Mr. Phang is an accomplished Security Manager with over 16 years of experience in management of client security operations and employees. Mr. Phang began his security career in the late 90's and became a partner in a locally recognized firm by the name of AmJam Security. In 2001, he and his spouse created Unity Security Services, Inc. which became a very successful W/MBE provider of specialized security services. As a local W/MBE headquartered in Bridgeport, CT, Unity earned and maintained numerous clients ranging from privately held companies and The City of Bridgeport. In 2010, Unity became the preferred W/MBE subcontractor to Orion Protective Services, Inc. In 2018, Mr. Phang and his team joined the Orion Protective Services, Inc. family and with this opportunity, his clients thrived by maintaining a trusted relationship and the support of a regional security company. He is also certified in Basic & Advanced S.W.A.T., Quick Action Deployment, PATH and OCAT.



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 : **BUILDING MANAGEMENT SERVICES –
 AMENDMENT TO GUARDIAN SERVICES CONTRACT**

DATE: APRIL 30, 2020

In 1997, the City decided to secure professional building management services to manage municipal facilities in lieu of individual departments managing their own buildings. At the time, it was an unique concept to privatize municipal building management services. The City issued a Request for Proposals, engaged a Property Management company and created the Office of Building Management.

Through the years, the responsibilities of Office of Building Management have grown and at the same time, became an essential component of City operations. Guardian Service Industries Inc., our current service provider, is the City's third property management firm. Our typical contract period is 5 years with renewal options. These services include three components: facilities management, building engineering and janitorial services. It is important to note that a continued relationship with the property management firm is highly desirable as the property management team is entrenched into City operations and the building engineering staff has in-depth knowledge of building systems and equipment operation.

With Guardian's contract due to expire on July 1, 2020, I presented to the Land Use and Building Management Committee and Purchasing Department my recommendation to negotiate with Guardian for facilities management and building engineering services while advertising janitorial services through a RFP process. This concept was receptive to Land Use and Purchasing. However, as Covid-19 crisis unfolds and its impact on additional services required of building management, I would like to delay our contract negotiations as well as the RFP process to secure

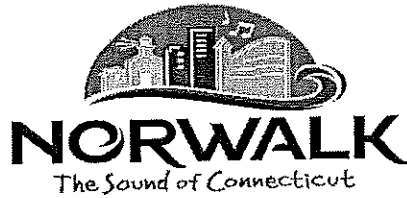
a janitorial service provider. Therefore, at this time, I would like to request the City's consideration to extend Guardian's contract for six months in order to provide staff the opportunity to negotiate a new long term contract as well as the issuance of a RFP for janitorial services. All remaining contract terms will remain the same which includes an annual 3.25% increase. The costs for six months of services shall be as follows:

Management:	\$283,707.70
Building Engineering:	\$387,683.11
Janitorial:	\$256,289.22
Overtime:	\$ 17,910.16

Total from 7/1 to 12/31	\$945,590.19

ACTION REQUESTED:

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



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

BUILDING MANAGEMENT SERVICES

In recognition of the needs to have professional management of municipal buildings, the City issued a Request for Proposals (RFP) in 1997 for private sector property management services. Prior to 1997, each department would request their own capital and operating funds, hire their own contractors and manage their own buildings. Consolidation of building management services under one professional entity resulted in the creation of the Office of Building Management. At the present time, Building Management is responsible for the following 13 buildings/properties in excess of 500,000 square feet:

- City Hall
- Health Department
- Norwalk Museum
- Police Headquarters
- Fire Headquarters
- Belden Main Library
- South Norwalk Library
- Nathaniel Ely Center
- Ben Franklin Center
- Roosevelt Center
- DPW Garage and Administration Center
- DPW Dispatch
- Animal Shelter
- South Norwalk Community Center (interim services)
- 4 and 10 Tito Court (interim services)
- 127 Fallow Street (interim services)

Office of Building Management services consist of three components:

1. Facilities Management

This division consists of 4 staff persons plus myself as the City's director. This team is responsible for the management of all activities relating to building repairs, maintenance, janitorial, capital replacement/construction (generally less than \$250,000) and security.

2. Building Engineering

Building engineering team consists of 5 staff persons who provide repair and maintenance services for all of our buildings. This team implements building preventive maintenance program, manages operation of all HVAC, electrical, plumbing and building related systems, and responds to user work order requests.

3. Janitorial Services

Janitorial services which include 19 part-time after hour cleaners and 1 supervisor for the following buildings:

- City Hall
- Health Department
- DPW Administration Center
- Police Headquarters
- Fire Headquarters – office areas only
- Ben Franklin Center – gym only
- Roosevelt Center – multipurpose rooms

Responsibilities:

- Day to day management of buildings for operations and services such as HVAC, plumbing repairs, electrical repairs and general maintenance repairs.
- Manage all contractors with regards to any projects we are overseeing including verification of service(s) and accounts payable for over 65 vendors in a wide range of disciplines.
- Manage service contracts such as elevator maintenance, burglar/ fire alarm monitoring, and emergency generator maintenance.

- Emergency response plan in place to ensure emergency response through call centers, cell phones, and home phones of service contractors such as plumbing, heating, roofing and electrical.
- Manage life safety, emergency preparedness, and emergency evacuation plans and procedures.
- Management of onsite Building Engineering and Maintenance staff.
- Management and supervision for small and medium capital building construction projects (typically projects less than \$250,000) which entails the development of project scope, technical specifications and construction.
- Manage Preventive Maintenance system through Guardian 24-7
- Manage effective janitorial and maintenance plan to include periodic and preventive maintenance schedules.
- Oversee City personnel performing records retention and disposal according to State of CT Records Retention Guidelines.
- Develop Fiscal Operating and Capital Budgets



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE : MARITIME AQUARIUM – BUILDING COMMISSIONING
 DATE: APRIL 30, 2020

With all major building construction projects with the latest building mechanical equipment and advance building control systems, it has become an industry standard to retain independent third party consultants to “commission” new buildings. Building commissioning services are provided by licensed engineering firms. Their services would typically begin during the design and construction document phases. They would provide technical specifications detailing testing procedures and inspection schedule for the duration of mechanical equipment installation. These commissioning services are essential in verifying/testing proper installation of equipment, coordinating equipment control setup and assuring equipment to be functioning in accordance with manufacturer specifications.

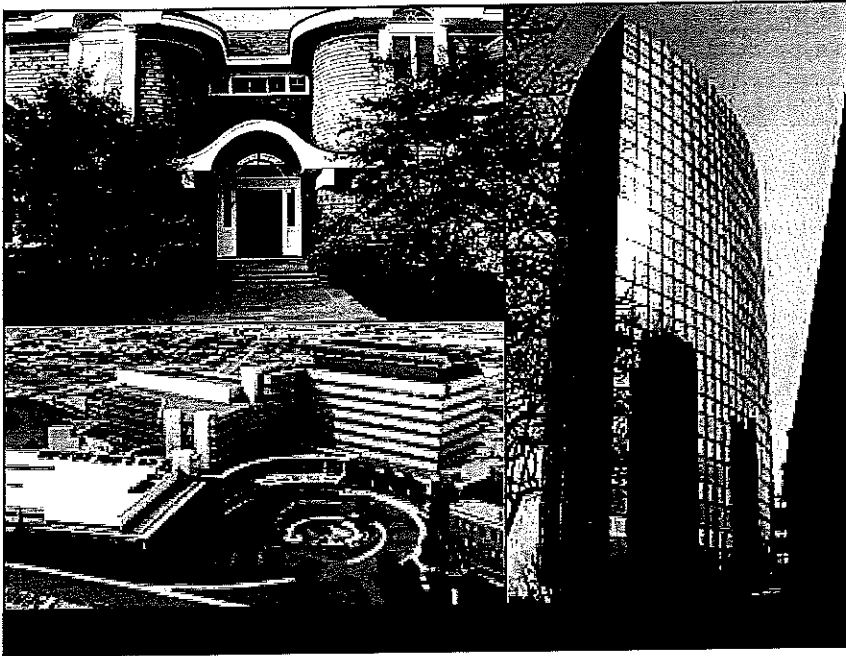
Although Maritime Aquarium did not retained the services of a commissioning agent during the design phases, nevertheless, we believe it is essential that all of the HVAC equipment and corresponding control equipment are properly installed and programmed. As we are completing foundation installation at this time, we continue to have the opportunity to secure the services of a commissioning agent.

Recently, Purchasing Department issued a Request for Proposals for building commissioning services. A total of 4 proposals were received. All four engineering firms are well recognized in the industry and therefore we did not conduct any interviews. Based on the fee proposals, Innovative Engineering Services, LLC (IES) provided the most favorable pricing. IES was the engineering consultant for 3- 4 city building construction projects in the past 10 years.

ACTION REQUESTED:

- a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Innovative Engineering Services, LLC to provide building commissioning services for the Norwalk Maritime Aquarium Functional Replacement Project for a total not to exceed \$37,150.00. Funds are available from the State's Maritime Aquarium Functional Replacement project account #09194031 5799 C0635**
- b. Authorize an additional professional services contingency allowance for a total not exceed \$3,000.**

4020 - Commissioning Services for Maritime Aquarium				
	Consulting Engineering Services, Inc.	Innovative Engineering Services, LLC	Van Zelm Heywood & Shadford, Inc.	Horizon Engineering Associates, LLP (HEA)
A. Design Phase: NOT APPLICABLE TO THIS PROJECT	N/A	N/A	N/A	N/A
B. Bid Phase: NOT APPLICABLE TO THIS PROJECT	N/A	N/A	N/A	N/A
C. Construction Document Review:	\$ 575.00	\$ 1,600.00	\$ 3,100.00	\$ 800.00
D. Commissioning Plan:	\$ 575.00	\$ 1,750.00	\$ 1,200.00	\$ 600.00
E. Mechanical and Electrical Submittal Review:	\$ 1,150.00	\$ 1,600.00	\$ 1,900.00	\$ 1,400.00
F. Controls Software Review:	\$ 865.00	\$ 1,250.00	\$ 1,290.00	\$ 1,000.00
G. Pre-Functional Test Sheet Development & Commissioning Log Books:	\$ 1,735.00	\$ 2,800.00	\$ 3,150.00	\$ 3,600.00
H. On-Site Construction Observation/Meetings:	\$ 6,645.00	\$ 9,700.00	\$ 8,500.00	\$ 7,600.00
I. Perform Functional Test Procedures:	\$ 10,395.00	\$ 4,500.00	\$ 27,650.00	\$ 9,400.00
J. Develop Commissioning Schedule:	\$ 290.00	\$ 500.00	\$ 1,050.00	\$ 600.00
K. Preparation for and Participation in Testing, Adjusting & Balancing Work:	\$ 1,150.00	\$ 1,700.00	\$ 1,400.00	\$ 2,400.00
L. Review Contractor's Operation & Maintenance Manuals, Warranties & As-Built Documentation:	\$ 580.00	\$ 750.00	\$ 1,950.00	\$ 1,200.00
M. Participate in Operations Staff Systems Training:	\$ 1,160.00	\$ 900.00	\$ 3,975.00	\$ 2,000.00
N. Final Commissioning Report:	\$ 870.00	\$ 1,700.00	\$ 3,200.00	\$ 2,400.00
O. Warranty Period Review & Seasonal Testing: L	\$ 2,890.00	\$ 2,100.00	\$ 3,700.00	\$ 2,000.00
P. Reimbursable Expenses: (Not to Exceed)	\$ -	\$ 800.00	\$ 755.00	\$ 800.00
Q. TOTAL FEE (A-Q)	\$ 28,880.00	\$ 31,650.00	\$ 62,920.00	\$ 35,800.00
R. Add Alternate #1 - Building Envelope Commissioning:	\$ 19,880.00	\$ 5,500.00	\$ 54,450.00	\$ 17,120.00



Headquarters

33 North Plains Industrial Road
 Wallingford, Connecticut 06492
 203.467.4370
 212.627.5035 New York Office
www.iesllc.biz

Firm Profile

Innovative Engineering Services, LLC (IES) is a fully integrated engineering and design firm that specializes in structural, mechanical, electrical, plumbing, fire protection, and technology engineering services along with a full line of Commissioning and Retro-commissioning services. Over the past 19 years, we have broadened our expertise to include renewable energy systems and solutions. With our combined years of hands-on experience, expanding knowledge base and established reputation, we can provide these services for a wide range of project parameters, including commercial, educational, health care, municipal, industrial and high-end residential. By closely monitoring evolving green initiatives, we offer the client the opportunity to save time and capital through implementation of energy saving emerging technologies.

IES has developed a service called Building Files. This suite of services provides a program which entails the process of electronically generating and managing building information during its life cycle. Building Files is a cloud-based Building Information Management system to organize and access all your facility documents utilizing our unique interactive technology.

The Start

In 2000 the three principals, Peter J. Pycela, Thomas E.A. Massaro and David Maurer, joined efforts to start their own business venture with a corporate office in the New Haven, Connecticut area and a satellite office in New York City. Since its inception, the firm has grown to become an award-winning organization comprised of professional engineers and highly skilled technical/design personnel, many of whom are LEED accredited professionals.

The Team

Team IES is committed to providing superior solutions using creative design approaches to today's construction process. The three principals have employed a project team approach, complete with professionals in each design discipline, contributing to the development of one cohesive and focused group. This collaborative model is reinforced in the field solving each project's unique challenges.

Services

- Structural
- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Security
- Energy
- Commissioning
- Technology Integration
- BIM
- Building Files
- Facility Management



INNOVATIVE ENGINEERING
 SERVICES, LLC
 AN INTEGRATED ENGINEERING + DESIGN FIRM



INNOVATIVE ENGINEERING
SERVICES, LLC

AN INTEGRATED ENGINEERING + DESIGN FIRM

April 24, 2020

Sharon Conners, Purchasing Agent
City of Norwalk
Purchasing Department
125 East Avenue, Room 202
Norwalk, CT 06856-5125

RE: Commissioning Services for Maritime Aquarium

Dear Sharon:

SCOPE OF SERVICES

Thank you for the opportunity to provide you with this proposal for our professional commissioning services. We understand that the scope of this project is as follows: We understand The Maritime Aquarium at Norwalk consists of 35,005 square feet of new building additions. To include three separate additions to be built around a fully operational aquarium and includes at 12,000 sf 4-D IMAX Theater addition, a 12,000 sf Live Seal exhibit and a new egress stair. Also, The Theater addition includes a new state of the art 4D Theater, new concession stand, new offices and a gift shop.

Our team will represent the Owner's interest, ensuring that the building's array of systems is installed and tested to perform per the design intent and the building owner's operational needs. Our primary goal as the Commissioning Agent (CxA) is to coordinate effective team collaboration. We will work with the Owner and the other construction professionals in determining the Facility's requirements regarding such issues as energy conservation, indoor environment, staff training, as well as "Day 2" operation and maintenance.

Our firm places considerable emphasis on functional testing that are tailored to each manufacturer and installation, verify that the building systems perform interactively in accordance with the project documents, resulting in lower operating cost. These tests are documented to clearly describe the individual systematic test procedures, as well as the expected systems response or acceptance criteria. A building can be designed with the most innovative and energy-efficient technologies available, however if those systems are not installed and functioning properly, the efforts put into the design are not effective. Our team will confirm proper installation and verify all energy-related systems comply with the Owners Project Requirements (OPR) and the designers Basis of Design (BOD); to identify any issues that may contribute to inefficiency or inadequacy of the building systems; to verify the resolution of any issues identified during the functional testing process; and to effectively communicate the commissioning activities and results to the owner.

Thank you for the opportunity to demonstrate our Commissioning expertise and look forward to working with you on this Project.

SERVICES INCLUDED

Commissioning to include the following tasks;

1. Commission the following Systems and associated equipment;
 - A. Exterior Envelope
 - B. All Direct Digital Controls (DDC) and/ or stand-alone controls shall be verified for proper operation as they relate to the above equipment.
 - C. Heating, ventilating, air conditioning, and refrigeration systems and associated controls
 - D. Lighting and occupancy sensor Lighting controls
 - E. Emergency power generator and automatic transfer switching
 - F. Alternative power sources (if applicable)
 - G. Life Safety systems (fire alarm, fire protection)
 - H. Security Systems
 - I. Electrical systems to include witness of all switch gear and circuit breaker testing
 - J. Domestic water pumping and mixing systems
 - K. Plumbing systems
 - L. Renewable Energy systems
 - M. Communication systems
2. Provide the following Commissioning process activities during design;
 - A. Work with the team to document the Owner's Project requirements for the facility.
 - B. Verify the basis of design per the Owner's Project Requirements.
 - C. Develop a Commissioning Plan encompassing the Design, Construction, Occupancy, and Operation Phases.
 - D. Determine the commissioning requirements and activities to include in the Construction documents, with review by the design team, for integration into the projects construction specification.
 - E. Perform statistically based quality design review at schematic design, 50% DD and 100% completion of the drawings and specifications.
3. Commissioning Process During Construction
 - A. Provide a commissioning plan for the construction phase for use by the construction team.
 - B. Coordinate the Commissioning work with the General Contractor to ensure that Commissioning activities are being scheduled into the primary schedule.
 - C. Coordinate and direct the Commissioning activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications, and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
 - D. Plan and conduct a Commissioning Scope/Kickoff Meeting with all involved parties.

- E. We will spot check the installation of the building systems in accordance with ASHRAE and Building Commissioning Association (BCA) Standards. Note: we will not be providing a Test and Balance Report.
 - F. We will provide Commissioning services in accordance ASHRAE Guidelines.
 - G. Request and review additional information required to perform Commissioning tasks, including an equipment checkout plan, contractor start-up and checkout procedures.
 - H. Perform construction site visits to observe component and system installations. Attend planning and job-site meetings to obtain information on construction progress.
 - I. We will oversee and conduct functional tests on selected equipment as specified in the commissioning plan, with the assistance of Mechanical contractor and controls vendor as required. Functional tests will be comprised of changing parameters, set-points or conditions and observing and documenting the actual system or equipment response through various modes and conditions (both simulated and real). Tests will be developed to ensure normal operating conditions. We have allocated one re-test per system.
 - J. Perform calibration and maintenance checks: A list of sensors and actuators for calibration will be developed following a points list review. Using the trending capability of the control system for troubleshooting, testing and data gathering. Note: We will rely on the controls contractor staff to set-up referenced trend data.
 - K. Commissioning report will include a list of all commissioned equipment is installed correctly and that all necessary safety features and controls have been installed accordingly.
4. Verify and Support the Correction of Deficiencies
- A. Execute Commissioning meetings with all parties to assist in scheduling, issue resolution and issue tracking for successful completion of commissioning tasks.
 - B. Review and enhance start-up and initial systems checkout plan submitted by the Subcontractors. Track all deficiencies and retest when corrections have been made. We have allocated one (1) re-test per system.
 - C. Verify a "Systems Manual" that shall be used by the Facility personnel for training purposes. The manual shall be used as a record of all equipment sequencing and set-points.
5. Maintenance Planning, Operations Training and Turnover
- A. Verify and oversee the training of the Owner's operating personnel as performed by the installing contractors.
 - B. We will review the As-Built drawings and operations and maintenance manuals and provide comments.
6. Warranty Phase System Performance Verification - We will return six (10) months after the warranty period to verify reliable systems operation and assist operations with any performance and/ or warranty issues.

PROJECT COMPLETION SCHEDULE

We will meet the timeline and process of the milestone dates as defined in project RFP.

FEES FOR OUR COMMISSIONING SERVICES

To complete the Commissioning services required for the project by our firm, we propose the following fees:
Fee breakdown for 'Total Lump Sum' located at adjacent TAB of submission

Maritime Aquarium

Total Lump Sum

ADD-ALTERNATE – Building Envelope

XL
~~\$35,650.00~~ **\$ 31,650.00**
\$5,500.00

Hourly Rate Fee Schedule for additional work beyond construction schedule shown.

HOURLY RATE FEE SCHEDULE

Engineering Personnel Listings	Hourly Rates for Engineering Personnel
Member-In-Charge	\$150/hr
Senior Commissioner	\$125/hr
Commissioner	\$110/hr
Administrator/Secretary	\$50/hr

SERVICES EXCLUDED

- A. Engineering services or contract documents for the project.
- B. Commissioning services for Technology
- C. We will witness all switch gear and circuit breaker testing but not performed by IES
- D. Test and Balance Report
- E. Filing with LEED online.
- F. Estimating implementation costs for impacts of improvement
- G. Energy Modeling
- H. COM/RES check



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 : SURPLUS PROPERTIES ON BOUTON STREET

DATE: MAY 30 , 2019

The City of Norwalk is the owner of two small vacant properties located on Bouton Street (District 5, Block 81, Lots 169 & 173). Lot 169 is approximately 0.32 acre and Lot 175 is approximately .11 acre. They are located in "B" Residential Zone. These properties abut the back of the Brien McMahon High School football field. The properties slope up substantially from Bouton Street toward the football field. There are rock outcropping with difficult topography.

In the 1990's, the Land Use and Building Management Committee held a public hearing on the disposition of these two lots and also advertised these properties for sale. The City did not received any proposals due the size, topography, possible ledge and the lack of city sewer to the properties.

About three years ago, the property located between the two City surplus properties was purchased by an individual through foreclosure sale. Last year, the new property owner inquired about the possible sale of the City properties. On June 5, 2019, the Land Use and Building Management Committee held a public hearing and recommended to advertise the properties for sale and referred the sale to Planning Commission for 8-24 Review.

On June 27, 2019, the City received one bid from the adjacent property owner. The bid was withdrawn subsequent to the bid opening. However, on November 15, 2019, our neighbor Mr. Harin Jalli submitted a new proposal in the amount of \$34,000 for the two properties. Although the steps by Mr. Jalli were unusual, Sharon Conners, our Purchasing Agent and I felt that since no one else submitted

any bid for these properties and these properties alone are not marketable, I am hereby submitting to the Committee and Common Council for consideration.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary for the sale of city surplus properties located on Bouton Street (District 5, Block 81, Lots 169 & 173) to A1Z7 LLC for a total of \$34,000.

A1Z7 LLC

494 Bridgeport Avenue, suite 101-308, Shelton, CT 06484

Tel. 203 212 7143 E-mail: hbsj7@yahoo.com

November 15, 2019

To: Ms. Sharon Conners
Purchasing Agent
Norwalk, CT

Subject: Purchase of Bouton Street Lots 169 & 173

Dear Ms. Conners

Please accept A1Z7 LLC's bid of \$34,000 for these 2 lots. This bid is higher than the minimum bid set by the town in the auction.

Furthermore, this bid is ALL CASH and has absolutely no contingencies of any kind.

Attorney David Weiss will be happy to work with the town to close this transaction.

We appreciate your help in finalizing this transaction.

Best Regards

Harin Jalli

Brien
McMahon
High School

Map Number
7366

300
100
28.72

282
275
0.4

Map Number
5277
5277
6539
276
304
0.5

Map
6539
272
158
0.5

321
322
0.14

323
324
0.15

325
326
0.16

186
164
0.23

184
165
0.56
Map Number
6072

182
166
0.22

178
168
0.65
Map # 12222

169 *

171
0.34

173
0.11

172
174
0.23

155
177
0.32
Map # 5661

153
179
0.23
Map # 95

Bouton

Map # 758

162
187
3.97

Map Number
758
8889
10068
9153
6186

St

Map Number
9432
10886

Map # 8230
154
184
0.12

15
183
0.18

152
186
1.3

202
0.09

24
101A

30
44
0.28