



**LAND USE AND BUILDING MANAGEMENT COMMITTEE
MEETING AGENDA
WEDNESDAY, MAY 3, 2023 @ 7:00 PM**

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



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



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



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



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

- I. ROLL CALL**
- II. PUBLIC PARTICIPATION**
- III. MINUTES OF PREVIOUS MEETING(S)**
April 5, 2023

IV. OLD BUSINESS

- A. Review request from Mr. & Ms. Adelman at 8 Sheffield Road to acquire City owned wetland property abutting their property (District 6, Block 28C, Lot 7, approximately 0.23 acres). In the event that the Committee is supportive of the disposition of this property, staff will proceed with the issuance of a Request for Proposals for the disposition of this property through the Purchasing Department.

V. NEW BUSINESS

- A. Review request to extend Headstart early childhood services management agreement with CIFIC at Nathaniel Ely Center and Ben Franklin Center and refer the following to the Common Council for action:

“1. Authorize the Mayor, Harry W. Rilling, to execute a First Amendment to the Management Agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. (CIFIC) to provide early childhood programs at Nathaniel Ely Center to extend the term of the Agreement from July 1, 2023 to June 30, 2028.

b. Authorize the Mayor, Harry W. Rilling, to execute a First Amendment to the Management Agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. (CIFIC) to provide early childhood programs at Benjamin Franklin Center to extend the term of the Agreement from July 1, 2023 to June 30, 2028.”

- B. School Construction Projects:

1. Monthly update of school construction projects
2. Review request to amend Gilbane’s construction management contract for Norwalk High School and refer the following to the Council for approval:
“Authorize the Mayor, Harry W. Rilling, to execute an amendment to the agreement with Gilbane Building Company for Norwalk High School to provide:
 - **Additional Pre-Construction Services in the amount of \$90,761**
 - **Envelope Review Services in the amount of \$34,000**
 - **Interdisciplinary Document Coordination in the amount of \$134,524**

VIA TELECONFERENCE

- **Contractor Controlled Insurance Program services savings in the amount of (\$300,000.00) to be taken at the time of GMP Amendment**
 - **Incorporation of a Project Labor Agreement (PLA) no fee required Acct. #09215010 5777 C0787.”**
3. Review proposals for building commissioning services for South Norwalk School and refer recommendation to the Common Council for action:
- “a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with van Zelm Heywood & Shadford, Inc. to provide Building Commissioning Services for the South Norwalk School project for a total not to exceed \$102,905 Acct. #09225010 5777 C0808.**
- b. Authorize Office of Building Management to issue change orders on contract for additional services as may be required for a total not to exceed \$10,000 Acct. #09225010 5777 C0808.”**

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Date: April 27, 2023

**CITY OF NORWALK
LAND USE & BUILDING MANAGEMENT
REGULAR MEETING
APRIL 5, 2023**

ATTENDANCE: Tom Livingston, Chairman; Greg Burnett, Council Member; Barbara Smyth, Council Member; David Heuvelman, Council Member; Nichole Ayers, Council Member; Heidi Alterman, Council Member

STAFF: Alan Lo, Building and Facilities Manager;

OTHER: Katie Shelton, Steve Adelman; Sally Adelman; Bill Hodel; JoAnn Acquarulo; Dan Phillips

CALL TO ORDER

Chairman Livingston called the meeting to order at 7:00 P.M. There was a quorum present.

PUBLIC PARTICIPATION

Ms. Lauricella came forward for Public Comment. She wished to comment on the Norwalk Public School's commitment to alternative fuels. She felt they could try harder, and they should consider electric trucks. She also wished to comment on Norwalk High School related to PPA and the solar panels and wished to know if the Northeast energy partnership had been contacted to help with solar optimization. She also wished to know the percentage of the demand for electricity for the energy make in Cranbury school. She also wished to know how much of a net zero energy school each school was and why they weren't all trying to be.

No other members of the public wished to speak at this time.

ROLL CALL

MINUTES OF PREVIOUS MEETING(S)

MARCH 1, 2023

Please make the following changes:

- Please note that Mr. Heuvelman joined the meeting at 7:55 P.M.

**** MR. HEUVELMAN MOVED TO APPROVE THE MINUTES OF MARCH 1, 2023 AS AMENDED.**

**** THE MOTION PASSED WITH FIVE (5) IN FAVOR (LIVINGSTON, SMYTH, HEUVELMAN, AYERS, ALTERMAN) AND ONE (1) ABSTENTION (BURNETT).**

OLD BUSINESS

There was no Old Business at this time.

Ms. Acquarulo introduced herself to those present and provided information about herself.

NEW BUSINESS

REVIEW REQUEST FROM MR. & MS. ADELMAN AT 8 SHEFFIELD ROAD TO ACQUIRE CITY OWNED WETLAND PROPERTY ABUTTING THEIR PROPERTY (DISTRICT 6, BLOCK 28C, LOT 7, APPROXIMATELY 0.23 ACRES). IN THE EVENT THAT THE COMMITTEE IS SUPPORTIVE OF THE DISPOSITION OF THIS PROPERTY, THE COMMITTEE SHALL PROCEED WITH THE SCHEDULING OF A PUBLIC HEARING.

Mr. Lo provided the site plan for the property and an overview of it for those present.

Mr. and Ms. Adelman came forward to discuss this item. He said that the neighboring lot was a non-buildable lot as they understood it. He felt that the lot needed some care. It was not being tended and trash had been left in it. There were issues with storm water clogging. They wished to become custodians of the land.

Chairman Livingston said he had visited the lot and it was in need of care. He felt it was a burden on the City to maintain it. He felt this would be a great solution for all involved. Mr. Lo noted that there was no resale or market value to the property. He voiced his support for the request as well. He outlined what would need to be done to complete the acquisition. Ms. Ayers asked if there was precedent for this was raised. Mr. Lo said that there was not. Ms. Ayers expressed discomfort with the process. Chairman Livingston said they had sold properties to abutting homeowners before. Mr. Heuvelman said that they had done similar things in the past. Further discussion followed regarding the value of the wetlands property. Ms. Smyth suggested that they try to determine a value from the tax assessor before taking it to a public hearing. It was decided that they would need to assess the value of the property before they held a public hearing.

REVIEW BID(S) FOR THE REPLACEMENT OF A NORWALK PUBLIC SCHOOLS' TRUCK AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:

"A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GABRIELLI TRUCK SALES OF MILFORD, CT FOR THE PURCHASE OF A RACK BODY TRUCK TO REPLACE A DECOMMISSIONED NORWALK PUBLIC SCHOOLS' TRUCK FOR A TOTAL NOT EXCEED \$95,991.00. FUNDS ARE AVAILABLE IN ACCT. # 09235010 5777 C0814.

B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE ADDITIONAL CHARGES FOR THE RACK BODY TRUCK FOR A TOTAL NOT TO EXCEED \$9,599.00. FUNDS ARE AVAILABLE IN ACCT. #09235010 5777 C0814."

**** MR. BURNETT MOVED TO APPROVE ITEM REVIEW BID(S) FOR THE REPLACEMENT OF A NORWALK PUBLIC SCHOOLS' TRUCK AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:**

"A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GABRIELLI TRUCK SALES OF MILFORD, CT FOR THE PURCHASE OF A RACK BODY TRUCK TO REPLACE A DECOMMISSIONED NORWALK PUBLIC SCHOOLS' TRUCK FOR A TOTAL NOT EXCEED \$95,991.00. FUNDS ARE AVAILABLE IN ACCT. # 09235010 5777 C0814.

B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE ADDITIONAL CHARGES FOR THE RACK BODY TRUCK FOR A TOTAL NOT TO EXCEED \$9,599.00. FUNDS ARE AVAILABLE IN ACCT. #09235010 5777 C0814."

Mr. Hodel came forward to discuss this item. He reviewed why the NPS vehicles and the box truck utilized propane for those present. There have been changes in EPA regulations relating propane use for the new truck necessitating the need for the truck to stay gasoline until such time the new regulations are enacted and the conversion from gasoline to propane is available. Chairman Livingston asked if the requested funds included conversion costs in them. Mr. Hodel said that the price of the vehicle includes the conversion.

**** THE MOTION PASSED UNANIMOUSLY.**

SCHOOL CONSTRUCTION PROJECTS

MONTHLY UPDATE OF SCHOOL CONSTRUCTION PROJECTS

UPDATE ON SOLAR PROJECTS AT CRANBURY SCHOOL, NORWALK HIGH SCHOOL AND SOUTH NORWALK SCHOOL AND REFER THE FOLLOWING TO THE BOARD OF EDUCATION FOR THE EXECUTION OF POWER PURCHASE AGREEMENTS (PPA'S) WITH VEROGY FOR CRANBURY SCHOOL AND NORWALK HIGH SCHOOL IN THE FUTURE:

"A. APPROVE PROPOSED PLAN FOR THE INSTALLATION OF ROOFTOP SOLAR FOR THE NEW CRANBURY SCHOOL PROJECT AND REFER THE PLAN TO BOARD OF EDUCATION FOR APPROVAL AND EXECUTION OF A POWER PURCHASE AGREEMENT (PPA) WITH VEROGY, THE CITY'S DESIGNATED SOLAR DEVELOPER. CURRENT PROJECT FINANCIAL PROFORMA IS FOR REFERENCE ONLY. FINAL PROFORMA WILL BE ADJUSTED TO REFLECT APPLICABLE ENERGY INCENTIVES, UPDATED ELECTRIC RATES AND FINAL SYSTEM DESIGN WITH CORRESPONDING CONSTRUCTION COSTS.

B. APPROVE PROPOSED PLAN FOR THE INSTALLATION OF ROOFTOP SOLAR AND CARPORT SOLAR FOR THE NEW NORWALK HIGH SCHOOL PROJECT AND REFER THE PLAN TO BOARD OF EDUCATION FOR FUTURE (IN 3 TO 4 YEARS) APPROVAL AND EXECUTION OF A POWER PURCHASE AGREEMENT (PPA) WITH VEROGY, THE CITY'S DESIGNATED SOLAR DEVELOPER. CURRENT PROJECT FINANCIAL PROFORMA IS FOR REFERENCE ONLY. FINAL PROFORMA WILL BE ADJUSTED TO REFLECT APPLICABLE ENERGY INCENTIVES, UPDATED ELECTRIC RATES AND FINAL SYSTEM DESIGN WITH CORRESPONDING CONSTRUCTION COSTS."

**** MS. SMYTH MOVED TO APPROVE ITEM: UPDATE ON SOLAR PROJECTS AT CRANBURY SCHOOL, NORWALK HIGH SCHOOL AND SOUTH NORWALK SCHOOL AND REFER THE FOLLOWING TO THE BOARD OF EDUCATION FOR THE EXECUTION OF POWER PURCHASE AGREEMENTS (PPA'S) WITH VEROGY FOR CRANBURY SCHOOL AND NORWALK HIGH SCHOOL IN THE FUTURE:**

"A. APPROVE PROPOSED PLAN FOR THE INSTALLATION OF ROOFTOP SOLAR FOR THE NEW CRANBURY SCHOOL PROJECT AND REFER THE PLAN TO BOARD OF EDUCATION FOR APPROVAL AND EXECUTION OF A POWER PURCHASE AGREEMENT (PPA) WITH VEROGY, THE CITY'S

DESIGNATED SOLAR DEVELOPER. CURRENT PROJECT FINANCIAL PROFORMA IS FOR REFERENCE ONLY. FINAL PROFORMA WILL BE ADJUSTED TO REFLECT APPLICABLE ENERGY INCENTIVES, UPDATED ELECTRIC RATES AND FINAL SYSTEM DESIGN WITH CORRESPONDING CONSTRUCTION COSTS.

B. APPROVE PROPOSED PLAN FOR THE INSTALLATION OF ROOFTOP SOLAR AND CARPORT SOLAR FOR THE NEW NORWALK HIGH SCHOOL PROJECT AND REFER THE PLAN TO BOARD OF EDUCATION FOR FUTURE (IN 3 TO 4 YEARS) APPROVAL AND EXECUTION OF A POWER PURCHASE AGREEMENT (PPA) WITH VEROGY, THE CITY'S DESIGNATED SOLAR DEVELOPER. CURRENT PROJECT FINANCIAL PROFORMA IS FOR REFERENCE ONLY. FINAL PROFORMA WILL BE ADJUSTED TO REFLECT APPLICABLE ENERGY INCENTIVES, UPDATED ELECTRIC RATES AND FINAL SYSTEM DESIGN WITH CORRESPONDING CONSTRUCTION COSTS."

Mr. Lo came forward to discuss this item. He provided slides of the project for review. He provided a review of the project including the following points:

- A review of the selection process for the projects and the schools where similar projects had been completed already.
- A review of the financial calculations provided by Verogy.
- The details of the solar panels and expected power production and expected costs/savings for both schools.
- Further information involving energy consumption rates and expected savings.

Ms. Ayers asked about rooftop classrooms and if they would remain or be removed. Mr. Lo said that it was no longer on the roof. They have been relocated to the ground level. Mr. Burnett asked if they were approving tonight or if their approval was contingent on receiving the final pro-forma and associated numbers. Mr. Lo said that the information they had was the latest but it could change as it moved forward. Further discussion followed. Mr. Lo said he desired approval now so as to continue the design process. Discussion followed regarding what the wording for the approval would need to be. Ms. Smyth asked for more details regarding the parking lot.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW BIDS FOR RESTROOM IMPROVEMENT PROJECT AT NATHAN HALE MIDDLE SCHOOL AND WEST ROCKS MIDDLE SCHOOL AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:

"A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH PAT MUNGER CONSTRUCTION COMPANY INC. FOR THE NATHAN HALE & WEST ROCKS MIDDLE SCHOOLS RESTROOM RENOVATIONS PROJECT FOR A TOTAL NOT TO EXCEED \$578,000.00. ACCT. # 09225010 5777 C0807.

B. AUTHORIZE BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$57,800.00 ACCT. #09225010 5777 C0807."

**** MR. HEUVELMAN MOVED TO APPROVE ITEM REVIEW BIDS FOR RESTROOM IMPROVEMENT PROJECT AT NATHAN HALE MIDDLE SCHOOL AND WEST ROCKS MIDDLE SCHOOL AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:**

"A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH PAT MUNGER CONSTRUCTION COMPANY INC. FOR THE NATHAN HALE & WEST ROCKS MIDDLE SCHOOLS RESTROOM RENOVATIONS PROJECT FOR A TOTAL NOT TO EXCEED \$578,000.00. ACCT. # 09225010 5777 C0807.

B. AUTHORIZE BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$57,800.00 ACCT. #09225010 5777 C0807."

Ms. Acquarulo came forward to discuss this item. She noted that this was approved in April 2021 for the capital budget to perform improvements. Due to time constraints, the project was divided into two phases. The current Phase two addresses bathrooms requiring improvements. The project was out to bid, and Munger Construction is the apparent low bidder. Mr. Burnett asked to confirm if there were any summer school activities at the two schools. Ms. Acquarulo said they would coordinate with the schools regarding where they'd be so that there would be no issues with the restrooms.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW BIDS FOR CITY HALL FIRST FLOOR RESTROOM RENOVATIONS AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:

"A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH HV CONTRACTOR CORPORATION FOR THE CITY HALL FIRST FLOOR RESTROOMS REFURBISHMENT PROJECT FOR A TOTAL NOT TO EXCEED \$77,000.00 FUNDS ARE AVAILABLE FROM ACCOUNT # 09237100-5777-C0439.

B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$7,700.00. 09237100-5777-C0439"

**** MR. BURNETTE MOVED TO APPROVE ITEM REVIEW BIDS FOR CITY HALL FIRST FLOOR RESTROOM RENOVATIONS AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:**

"A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH HV CONTRACTOR CORPORATION FOR THE CITY HALL FIRST FLOOR RESTROOMS REFURBISHMENT PROJECT FOR A TOTAL NOT TO EXCEED \$77,000.00 FUNDS ARE AVAILABLE FROM ACCOUNT # 09237100-5777-C0439.

B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$7,700.00. 09237100-5777-C0439"

Mr. Lo came forward to discuss this item. He noted that the restrooms had not been changed since 1987. He reviewed the history of the restrooms for those present. Further discussion followed regarding the restrooms.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS

Mr. Faenza provided the master schedule for the school construction plan. He provided the following information:

- The majority of the sheet rock has been installed on the first and second floor in Cranbury School. MEP Ruffin has been completed in a lot of areas and the lighting and ceiling grid is being installed.
- The Masonry work on the exterior of the building is nearly complete.
- Flooring installation in the classrooms has begun.
- Many of the bathrooms have had their floor and wall tiles installed as well.
- Photos of the work were provided.
- The status of Norwalk High School.
- They have met with the architect regarding the project and had discussions which were reviewed.
- They are in the design/development phase for Norwalk Elementary School.
- They are looking to advertise certain 'packages' for Norwalk Elementary School.
- An update on the fields and where teams will practice/play while the schools are under construction.

ADJOURNMENT

**** MR. HEUVELMAN MOVED TO ADJOURN.**

**** MS. SMYTH SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:40 P.M.

Respectfully Submitted

Ian A. Soltes

Telesco Secretarial Services

Steven A. Adelman and Sally Arnold Adelman
8 Sheffield Road, Norwalk, CT 06853

March 27, 2023

Councilman Tom Livingston
Chairman
Land Use and Building Management Committee

Dear Councilman Livingston:

As you know, we are interested in the possibility of acquiring from the City of Norwalk the wetlands lot immediately west of our property here in Rowayton. We understand the process requires that our request be added to the agenda of the Land Use and Building Management Committee, whose next meeting is April 5, 2023.

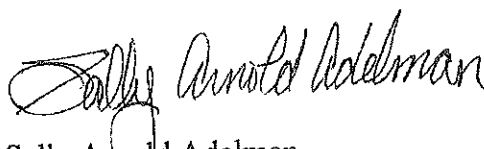
We would be grateful if you would add this issue to the Committee's agenda for that evening. We will plan to attend the meeting via Zoom. If you need any further information from us in the meantime, please contact Steve at 480-209-2426 or Sally at 602-315-0119.

Thank you for your consideration.

Sincerely,



Steven A. Adelman



Sally Arnold Adelman

Cc: Alan Lo

Lo, Alan

Subject:

FW: Wetlands lot next to 8 Sheffield Road, Rowayton

From: Steven A. Adelman <sadelman@adelmanlawgroup.com>

Sent: Monday, February 13, 2023 12:56 PM

To: Lo, Alan <ALo@norwalkct.org>

Subject: Wetlands lot next to 8 Sheffield Road, Rowayton

CAUTION: EXTERNAL Email: Don't open links or attachments from untrusted senders

Mr. Lo, as you can see from the email chain below, my wife and I have been referred to you to explore the possibility of us acquiring the wetlands lot just west of us. We understand that lot had been owned by the Ayer family, which did not pay taxes for long enough that the City acquired it in the last year or so. We moved to 8 Sheffield Road in November. Our observation is that the City's lot is untended and used as a dumping ground for leaves and other debris from neighboring properties. We have some wetlands on our property from the same source, so we have lots of incentive to be good stewards of this fragile ecosystem. If this is a possibility, we would be delighted to speak with you. Thanks. Steve and Sally Adelman

Steven A. Adelman

Adelman Law Group, PLLC

8 Sheffield Road, Norwalk, CT 06853

E: sadelman@adelmanlawgroup.com

PH: 480-209-2426

W: www.adelmanlawgroup.com

Vice President, Event Safety Alliance

www.eventsafetyalliance.org

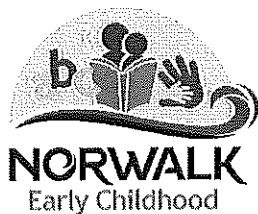
all was scanned by Bitdefender



- Watercourse
- Watercourse
- Field-Delineated Wetlands
- Wetlands
- Norwalk_GIS.GISADMIN

1 inch equals 40 feet





City of Norwalk
Early Childhood Office
203-854-4148
NPS Family Center
One Park St.
Norwalk, CT 06851

DATE: April 10, 2023

TO: Alan Lo

FROM: Mary Oster

SUBJECT: Renewal of Management Agreements at Nathaniel Ely and Ben Franklin Centers for Early Head Start and Head Start provider, Connecticut Institute for Communities, Inc. (CIFIC)

A. Land Use and Building Management Committee for Lease

1. Authorize the Mayor, Harry W. Rilling, to execute a First Amendment to the Management Agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. (CIFIC) to provide early childhood programs at Nathaniel Ely Center to extend the term of the Agreement from July 1, 2023 to June 30, 2028.
2. Authorize the Mayor, Harry W. Rilling, to execute a First Amendment to the Management Agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. (CIFIC) to provide early childhood programs at Benjamin Franklin Center to extend the term of the Agreement from July 1, 2023 to June 30, 2028.

Head Start Programs

Connecticut Institute For Communities, Inc. sponsors the Head Start of Northern Fairfield County Program, Early Head Start and the Greater Norwalk Head Start program, annually serving about 500 low-income preschool children and their families through center-based programs and services.

Head Start is a Federal program designed to advance the school readiness of low-income children by providing comprehensive early childhood care and education, as well as family development services that include health, education, social services, and parent-community involvement.

CIFIC has 16 Early Head Start (infants/toddlers) and 60 Head Start preschool slots at Nathaniel Ely Center. There are 80 Head Start preschool slots at Ben Franklin Center.



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: COMMON COUNCIL – LAND USE AND BUILDING MANAGEMENT COMMITTEE

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

RE: **NORWALK HIGH SCHOOL – AMENDMENT TO GILBANE’S CONSTRUCTION MANAGEMENT CONTRACT**

DATE: APRIL 26, 2023

In June of 2021, Construction Management services were awarded to Gilbane Building Company for the new Norwalk High School project. Over the past 2 years the City, the design team and Gilbane have developed and evaluated numerous design options to achieve the school program requirements within the constraints of the existing site. Currently the Architect is working on completing the Construction Documents after successfully completing both the Schematic Design and Design Development phases where the team has presented and have received approval from the State and the City to continue on with subsequent phases.

As the design progresses and construction is imminent Gilbane has proposed additional services to those services purchased in the original Request for Proposal. After conducting a number of meetings between Gilbane and the City of Norwalk which included CSG, Norwalk’s Program Manager, to further understand the services proposed, we offer the following explanation for each of the proposed additional services:

Additional pre-construction services as a result of proceeding with Option B. In the fall of 2021 as Option A was developed, it became apparent that the extensive construction phasing requirements and site constraints were expected to have an impact on project costs. Moreover, costs that would not benefit the project such as temporary walls, walkways and backfeeding utilities. Additionally, there were significant concerns of disruption to building operations and academics throughout more than four years of construction. At that time the project team began to further evaluate the feasibility of constructing the new school on Testa Field (Option B). As a result of evaluating and eventually selecting Option B it extended the pre-construction timeline as well as adding additional estimate services for the new option. Gilbane provided the additional estimate as well as attended the added design meetings, with both their Project Executive and Estimator as well as City meetings providing additional phasing and logistics plans to the ones previously completed for Option A.

Third party review of the building exterior envelope. Gilbane is recommending that a third party (a firm other than the architect) be procured to review the design details of the exterior envelope of the building. This firm would review the architects design and provide recommendations, if needed, regarding how to better detail the exterior envelope components to ensure the building performs at its optimal level. The selected firm would also provide site visits while the construction of the exterior envelope is progressing issuing field reports of their findings to Gilbane, with a copy to the City of Norwalk, of their observations and recommendations for corrections if needed. Gilbane will then be responsible for implementing and documenting the corrective actions identified in the report.

Interdisciplinary Design Coordination (IDC), also commonly known as “Redi-Check” is a process of reviewing all of the different disciplines of the project (electrical, sitework, plumbing, concrete, etc.) in conjunction with the specifications and how they relate to each other to ensure that all of the interrelationships of the different components are coordinated and complete. The process significantly reduces the amount of Request for Information (RFI’s) and change orders. Gilbane has an in-house department that provides these services for internal as well as projects for which Gilbane is not the construction manager.

Contractor Controlled Insurance Program (CCIP) is an established insurance program that can be implemented by either the Owner of a project (OCIP) or a contractor (CCIP) whereby, in this case, the contractor (Gilbane) procures the workmen compensation, general liability and professional liability insurance for the trade contractors working on the project while receiving a credit from the trade contractors for the insurance they carried in their bid. Since the “owner” or construction manager have a better position to purchase the insurance either because of the size of the project or the program, there are financial savings as well as better insurance coverage, risk/site safety management and single source claim management. In the case of a CCIP the construction manager, usually larger national/international firms, who have greater buying power due to the number and dollar value of their projects provide this product. Once the project is bid and the GMP established, the CM will then review the trade contractors bid and determine a fair value for the insurance carried. The CM then issues a credit change order to the trade contractor for their insurance costs. The CM then uses that credit to purchase the required insurance for the trade contractors through their company. As stated earlier the CM typically has better purchasing leverage and a better Experience Modification Rate (EMR) as a result, can purchase the insurance at a more competitive rate. A portion of that savings is then passed on to the owner of the project, in this case the City of Norwalk. In evaluation of Gilbane’s CCIP, we have negotiated a guaranteed savings in the amount of \$300,000. This amount would be delineated at the time when the Guaranteed Maximum Price (GMP) amendment is developed.

The table below identifies the added/deducted costs for the items identified above

Item	Amount
Additional Pre-Construction Services	\$90,761
Envelope Review	\$34,000
Interdisciplinary Document Coordination	\$134,524
Contractor Controlled Insurance Program (CCIP)	Saving of (\$300,000)

In addition to the above items, the City is considering the incorporation of a Project Labor Agreement (PLA) for the Norwalk High School project. This agreement will be executed through Gilbane as the Construction Manager on behalf of the City with the trade unions. A PLA is currently in place on the Cranbury Elementary School project. The PLA may have workforce requirement stipulations such as goals for Norwalk residents participating on the project. The PLA in place on the Cranbury project has been successful and generally provides higher quality of work, schedule maintenance and safety standards.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an amendment to the agreement with Gilbane Building Company for Norwalk High School to provide:

- **Additional Pre-Construction Services in the amount of \$90,761**
- **Envelope Review Services in the amount of \$34,000**
- **Interdisciplinary Document Coordination in the amount of \$134,524**
- **Contractor Controlled Insurance Program services savings in the amount of (\$300,000.00) to be taken at the time of GMP Amendment**
- **Incorporation of a Project Labor Agreement (PLA) no fee required**

Acct. #09215010 5777 C0787.

March 21, 2022



Mr. Alan Lo
Building and Facilities Manager – City of Norwalk
125 East Ave.
Norwalk, CT 06856

RE: Norwalk High School Project
GBCo. Project No. J09330.000
Additional Preconstruction Phase Services – Option B

Dear Mr. Lo,

Following the approval of Option B Concept (Football Field Option) for the above referenced project, Gilbane is pleased to submit the following additional Preconstruction Phase Services request for your review and approval. Please note this request includes both the Concept Estimate and the Schematic Design Phase efforts associated with Option B. The breakdown is per the following:

Option B – Concept estimate, site logistics evaluation, and schedule.	\$20,040.00
Option B – Schematic design estimate, schedule, VE session, site logistics, and constructability reviews.	\$70,721.00
Total	\$90,761.00

Please refer to the attached Staffing Matrix depicting the breakdown needed to support both efforts. This request is being submitted to the City of Norwalk for review and approval. Upon approval, please issue an amendment to the Agreement.

Please contact us should you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Amar Shamas", with a stylized flourish at the end.

Amar Shamas, PE, LEED AP.
Sr. Project Executive
Gilbane Building Company

Norwalk High School Project Staffing Matrix			DATE : 3/21/22				
							
Additional Precon Services	Option B - Concept Design Estimate	Option B - Schematic Design Estimate			Total hours	Staff Contract Hourly Rate	Total
Pre-Construction Phase Staff							
Project Executive	36	42			78	\$ 250	\$ 19,534
Scheduling Manager		8			0	\$ 150	\$ -
Chief Estimator	48	105			153	\$ 230	\$ 35,267
Arch / Civil / Structural Estimator		91			91	\$ 165	\$ 14,960
Electrical Estimator		45			45	\$ 150	\$ 6,800
Mechanical Estimator		67			67	\$ 150	\$ 10,000
Plumbing Estimator		28			28	\$ 150	\$ 4,200
Purchasing Manager					0	\$ 140	\$ -
Purchasing Assistant					0	\$ 80	\$ -
Project Accountant					0	\$ 110	\$ -
Cost Control Manager					0	\$ 200	\$ -
Project Manager					0	\$ 155	\$ -
Sr. Project Engineer					0	\$ -	\$ -
Environmental / Regulatory Support					0	\$ 195	\$ -
BIM Coordination Manager					0	\$ 120	\$ -
Total					462		\$ 90,761

Norwalk High School
J09330.000
Envelope Review Bid Comparison
Updated 4/10/2023



Company Name:	Sustainable Engineering Solutions (SES)		Horizon Engineering Associates LLP		BVH Integrated Services		R.J. Kenney		Simpson Gumpertz & Herger	
Base Bid:	\$	38,000.00	\$	71,770.00	\$	74,755.00	\$	85,000.00	\$	144,700.00
\$ per Day:	\$	1,100.00	\$	2,290.00	\$	1,275.00	\$	2,600.00	\$	3,000.00
\$ per Hour:	\$	135.00	\$	185.00	\$	155.00	\$	175.00	\$	200.00
Fee Proposal	Cost	MH	Cost	MH	Cost	MH	Cost	MH	Cost	MH
100% DD Review & Report	\$ 2,500.00	20	\$ 2,590.00	14	\$ 3,565.00	23	\$ 7,100.00	45	\$ 30,400.00	141
100% CD Review & Report	\$ 2,500.00	20	\$ 2,590.00	14	\$ 3,565.00	23	\$ 7,100.00	45	\$ 22,600.00	101
Shop Drawing Review	\$ 6,000.00	45	\$ 8,980.00	48	\$ 3,875.00	25	\$ 16,600.00	80	\$ 18,400.00	96
Mockups Review and Inspections	\$ 2,500.00	20	\$ 6,180.00	28	\$ 2,550.00	16	\$ 6,000.00	27	\$ 7,200.00	37
20 Onsite Inspections & Field Report	\$ 24,500.00	180	\$ 46,730.00	240	\$ 25,500.00	160	\$ 52,000.00	260	\$ 60,400.00	314
Other			\$ 4,700.00	24	\$ 35,700.00	224			\$ 5,700.00	30



**REQUEST FOR PROPOSAL (RFP)
FOR
Norwalk High School
Norwalk, CT**

**GILBANE JOB NO. J09330.000
STATE PROJECT NO. 103-0263N
EXTERIOR ENVELOPE REVIEW**

March 20, 2023

FIRM NAME:

Sustainable Engineering Solutions, LLC, the undersigned

propose to provide Envelope Review Services all in strict accordance with this request for proposal and the contract documents in the amount of:

Thirty Eight Thousand Dollars and 00/100 , (\$ 38,000.00)
(Show amount in both words and figures, in case of discrepancy, amount shown in words will govern)

Execution and offer of this form constitutes the proposer's acceptance of all terms and conditions contained in this form and the project contract documents. The Owner and the Construction Manager reserve the right to reject any and all proposals, waive the informality in any proposal and to award to the proposing firm that is determined to be most beneficial to the Project. Proposal shall remain valid for acceptance for at least 60 days after the proposal due date.

If unable to provide a proposal, return this form with reason for declining.

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposals must be submitted to Gilbane Building Company, 208 New London Turnpike, Glastonbury, CT 06033, Attention: Stephanie Greenman, Preconstruction Manager SGreenman@Gilbaneco.com by **April 5, 2023 @ 12:00PM** (emailed RFP's will be accepted and are encouraged.)
2. Questions must be directed to Amar Shamas via email (ashamas@gilbaneco.com).
3. Gilbane Building Company reserves the right to reject any and all proposals.
4. Gilbane Building Company is an Affirmative Action Equal Opportunity Employer M/F/H/V.

DESCRIPTION

1. The objective of the Third Party building envelope review service is to ensure that the building exterior envelope components as designed are fully coordinated and detailed in order to avoid

problems and issues in the future. Comments generated from the review will be used to create dialogue amongst the Project Team members regarding the designed systems so as to ensure a sound and weather tight building enclosure long into the future.

The new Norwalk High School project is located at 23 Calvin Murphy Dr, Norwalk, Connecticut. The scope of the project includes construction a new 349,000 s.f. high school that will house both Norwalk High School and P-Tech. The new building will have a 4-story NHS classroom wing, 3-story P-Tech wing, new science labs, Cafeteria, Kitchen, Media Center, Gymnasium, locker-rooms, Auditorium, music wing, Natatorium, as well as Administration spaces. The scope also includes new HVAC, Plumbing, Electrical, Communication systems, and Architectural finishes. The building proposed exterior envelope include brick veneer, flat roofs, metal panels, curtainwalls, and storefronts.

Upon the completion of the new building, the existing Norwalk High School will be abated and demolished in order to allow to new athletic fields, including new Football Field, Multipurpose Fields, Tennis Courts, Concession Building, Field House, parking lots, driveways and landscaping. The project total estimated Construction Cost: \$214 million.

The Project schedule is per the following:

New Building Construction: Jan 2024 thru Dec 2027

Demolish Existing Building and Construction of the Site and playfields: Dec. 2027 thru July 2028

2. Included in this RFP are the project Design Development Drawings and Specifications. Reviewers can download the documents from the Gilbane File Share site via the link below:
<https://gilbaneco.sharepoint.com/:f/t/PublicBidding/EnLcejcONDBlhQ8UHCdonH4B0fAuprfCayU0EeKybYXrw?e=tfogcL>
3. The Third Party Reviewer will be responsible for a review of all building components and assemblies associated with the exterior envelope system. An emphasis must be placed on building components that intersect the building envelope system where those systems may impact the long lasting integrity of the envelope system. The review of details and materials, to include, but not limited to; exterior building materials, all flashings, bracing, anchors, weep holes and the water removal systems from with-in cavity walls, roofing systems, parapet wall cap details, caulking, top of wall details, mullion details at brick/concrete openings, intersections of sidewalks at buildings, below grade waterproofing, concrete surfaces and water infiltration concerns, comment on interaction of adjacent materials where materials may not be compatible.
4. The envelope reviewer must advise specifically on Trade Contractor Coordination issues that should be addressed before the field work and as early as the shop drawing phase as possible.
5. The envelope reviewer must review all specifications, comment on all specified materials, warranty requirements or, lack thereof, and advise on additional information that should be requested. Advise on warranty concerns, durations and documentation.
6. Provide two (2) written reports of findings including marked-up details and review/comment of specifications. The first report shall be prepared based on the Design Development Documents. The second report shall be prepared based on the Construction Documents to be incorporated into the review of the shop drawing phase. Provide specific information as to the location of concern(s) referencing the drawing(s), specification(s), and detail(s) where applicable. The report will need to

- be completed within two weeks after receipt of award. Include two meetings (one for the DD report and one for the CD report) in this proposal to present and review report findings with the design team.
7. The Third Party Envelope Reviewer will review shop drawings generated by the trade contractors as a second check against what was identified as part of the initial review process. Submittal reviews include curtainwall, windows, and roofing.
 8. Review the CDs and specifications for mock-ups and advise on specific concerns and areas to be carefully watched during the mock-up process. Advise specifically on mock-ups that may be useful to have if not specified and provide outline for mock-up.
 9. Include two (2) visits in the base bid to review mock-ups. Site observation reports of these visits shall be generated and submitted to Gilbane.
 10. Include Twenty (20) on-site quality control inspections during the exterior envelop construction. Each site visit must include field reports, recommendations and sketches, if required. A formal report to be submitted within forty-eight (48) hours of the visit, identifying any deficiencies and the recommended direction for correcting them. Meet with appropriate trade contractor(s) and Gilbane staff during these inspections. Provide a daily rate for additional on-site inspections in the space provided below
 11. Participate, witness, and document results for all building envelope testing as described in the contract documents. Include two (2) comeback retest visits as required.
 12. Review the building mechanical systems design as it relates to the integrity of the building envelope and comment accordingly.
 13. Provide punch list of completed exterior skin and submit to Gilbane accordingly upon substantial completion.
 14. The form of contract will be the Gilbane standard short form consultant agreement. Bidder shall review the sample short form consultant agreement included on the File Share link. Awarded firm shall take no exception to the agreement. The successful bidder shall supply an insurance certificate for the Project in accordance with the minimum requirements per the short form consultant agreement.

UNIT PRICES & COST BREAKDOWN

Jobsite visit inclusive of all travel costs, field reports, and a formal report within forty-eight (48) hours of the visit, identifying any deficiencies and the recommended direction for correcting them. Include in each visit meeting with appropriate trade contractor(s) and Gilbane staff.

\$ 1,100.00 / Day

\$ 135.00 / Hour

Task	Cost	Manhours
100% DD Review & Report	\$2,500.00	20
100% CD Review & Report	\$2,500.00	20
Shop Drawing Review	\$6,000.00	45
Mockups Review and Inspections	\$2,500.00	20
20 Onsite Inspections & Field Report	\$24,500.00	180
Other		

The undersigned represents that this Proposal Form is made in good faith, without fraud, collusion, or in connection of any kind with any other Bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that on other person has any interest in regard to all conditions pertaining to the Work and regard to the place where it is to be done, had made his own examination and estimates and from them makes this Proposal.

BIDDER: Walker Greeno Principal
(Legal Signature) (Title)

BIDDER: Walker Greeno
(Type/Print Name)

FIRM: Sustainable Engineering Solutions, LLC ADDRESS: 120 Willow Brook Drive

BUSINESS PH. NO.: (860) 270-0413 EMAIL: wgreeno@sustainable-eng.com

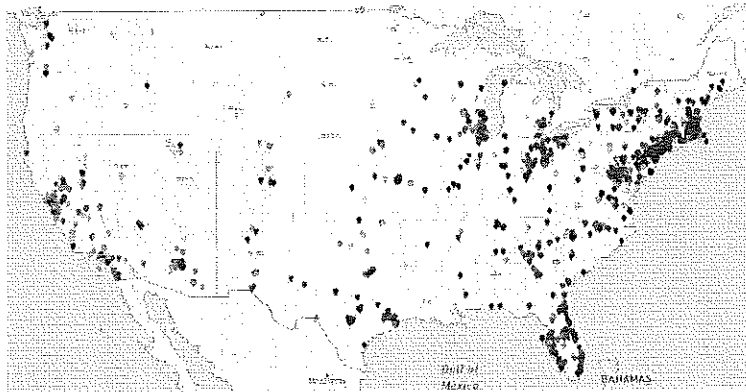
This Bidder is a (an): LLC (Individual, Partnership, Corporation)

NOTE: This Proposal must bear the written signature of the Bidder.

- If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

Leadership in Interdisciplinary Document Coordination

Interdisciplinary Document Coordination (IDC) is a preconstruction service at Gilbane Building Company that focuses on developing relationships with our design partners prior to the start of construction. Our team of in-house document coordination experts provide a thorough analysis of construction documents to ensure completeness and identify coordination issues, resulting in schedule and cost savings for our clients. By focusing on this enhanced QA/QC process we strengthen relationships with our design partners. Therefore, time and energy during the construction phase of your project can be spent on building challenges and not document clarification.



In the past 20 years

862 projects have been supported by IDC

IDC services result in a

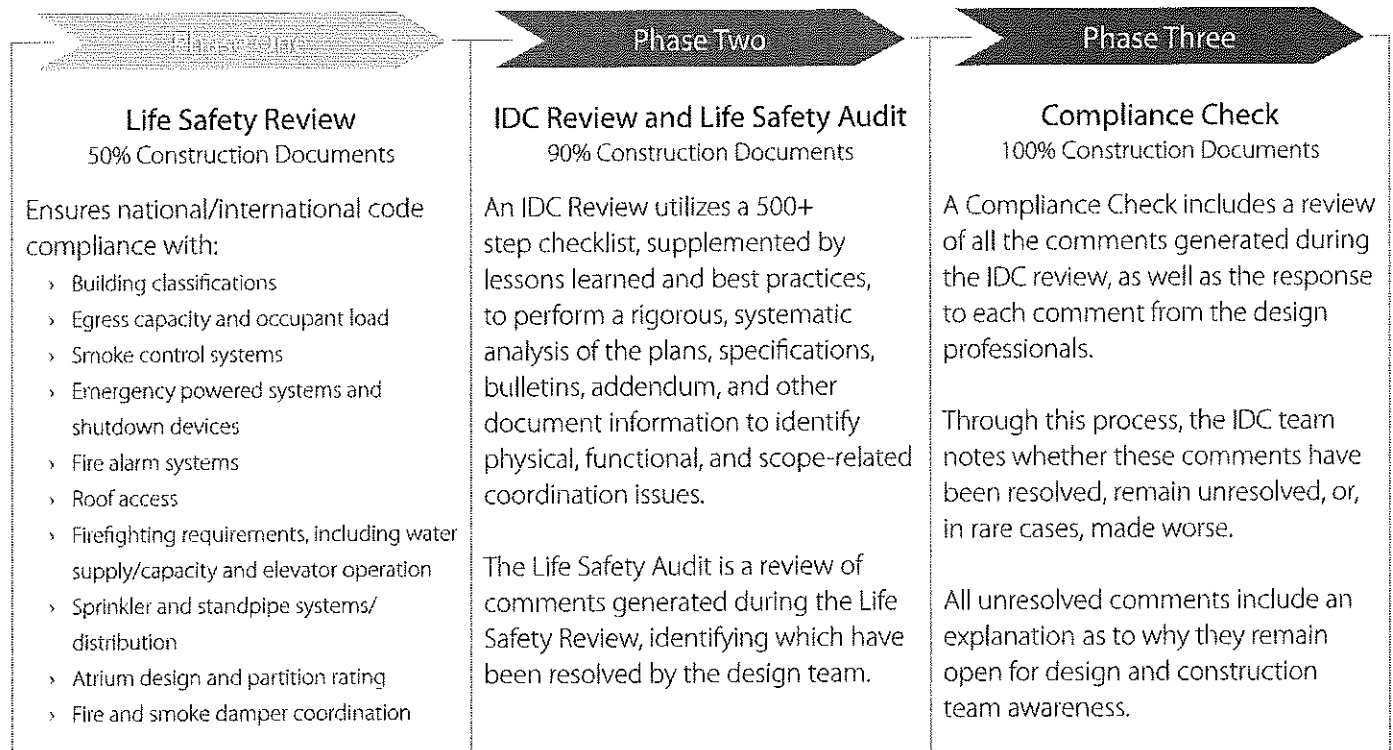
60-70% reduction in the number of construction phase RFIs

Project teams realize a

10 to 1 return on investment

Lean Process

We recommend a three-phase review at key milestones in the construction document timeline.

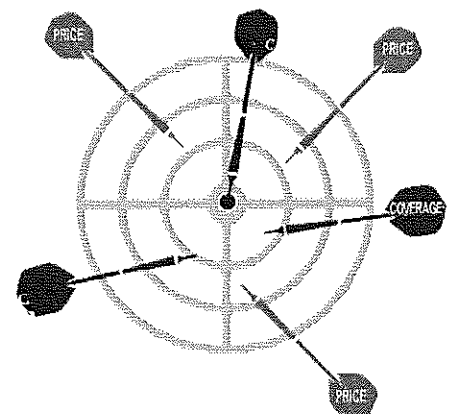
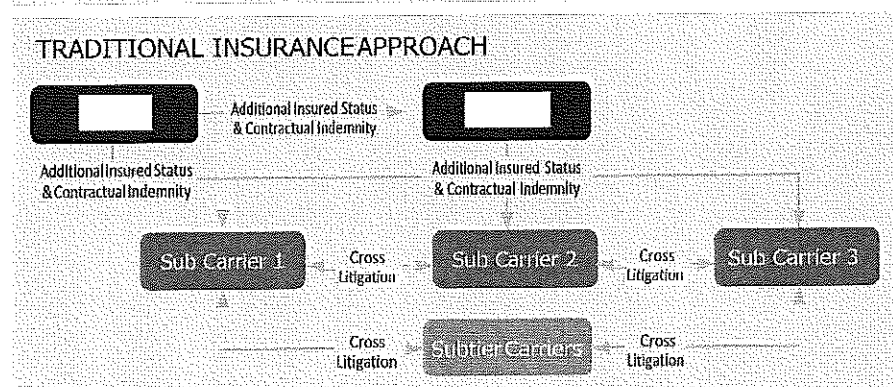
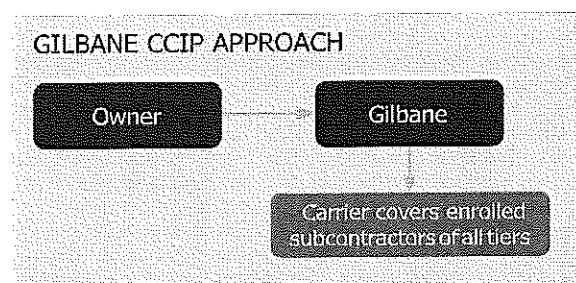


Gilbane's Contractor Controlled Insurance Program

Protecting our projects with appropriate insurance coverage is part of the service Gilbane provides our clients. Gilbane's Contractor Controlled Insurance Program (CCIP) offers comprehensive coverage at a competitive cost, and minimizes the amount of time and collateral our clients have to invest in claims. Gilbane believes that proper risk mitigation benefits all partners in a project, from our clients to each individual worker on the site.

Under a traditional insurance approach, subcontractors provide their own general liability and worker's compensation as part of their bid. Owners and Gilbane rely on contractual indemnification and additional insured status for defense in claims. Often, ineffective "additional insured" language within the subcontractor's insurance policies, which creates gaps in coverage and further complicate claims. Having multiple insurance carriers can result in finger-pointing and cross litigation that can impact how Health First and Gilbane's defense is managed, resulting in settlement delays, higher litigation costs, and time wasted for everyone involved. Gilbane's CCIP minimizes these challenges because in the event of a loss, having Gilbane and subcontractors insured under the same insurance program replaces the multiple interests previously involved in settling claims.

Gilbane has managed over \$15 billion in CCIP construction value since 2006.



With a CCIP, pricing and coverage is always clear to our clients.



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE: **SOUTH NORWALK SCHOOL - COMMISSIONING SERVICES**
 DATE: APRIL 26, 2023

In the past few years, the Board of Education and the City have been working closely to develop a new South Norwalk School in meeting the education needs of the South Norwalk Community. A total of \$76 million has been allocated for the new school which includes the costs for land acquisition and building construction. As you know, the City has acquired the old Hatch and Bailey site with a total of 11.7 acres. The design team has been working expeditiously on the project design and we are currently at Design Development Phase. We are scheduled to go out for bids in the winter of 2023.

The project has been included on the State of Connecticut – Department of Administrative Services – 2023 School Building Project Priority List and is eligible for a 60% reimbursement rate. As part of the requirements for State funding, 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. The Request for Proposals was publically advertised on April 5, 2023 and the Purchasing Department received two responses from qualified firms.

The responses were scored based on pre-determined evaluation criteria. After review, it is our recommendation to approve van Zelm Heywood & Shadford, Inc. in the amount of \$102,905. This recommendation was made based on their qualifications and total fee. Their proposal demonstrated relevant experience on public school projects and knowledge of the Connecticut High Performance Building Standards (CTHPBS) requirements.

The following is a summary of the fee proposals:

Firm	Total Fee
van Zelm Heywood & Shadford, Inc.	\$102,905
BVH Integrated Services, P.C.	\$111,820

ACTION REQUESTED:

1. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with van Zelm Heywood & Shadford, Inc. to provide Building Commissioning Services for the South Norwalk School project for a total not to exceed \$102,905 Acct. #09225010 5777 C0808.**
2. **Authorize Office of Building Management to issue change orders on contract for additional services as may be required for a total not to exceed \$10,000 Acct. #09225010 5777 C0808.**



EXECUTIVE SUMMARY

FIRM BACKGROUND

Our firm has been engaged in commissioning and system start-up efforts throughout its 93-year history in conjunction with our offering of standard mechanical and electrical systems design. These commissioning services were formally organized into an independent entity within the organization in 2002 to reflect a focused effort in this area. The Commissioning Group embodies the experience, personnel and resources of the entire van Zelm organization for the purposes of delivering highly competent, experience-based commissioning services to our clients. Our firm has been engaged in many sustainable design efforts throughout the northeastern United States, including both commissioning and retro-commissioning in conjunction with High Performance Buildings, many seeking LEED™ certification.

RELEVANT EXPERIENCE-PUBLIC AND PRIVATE SCHOOL

We have had extensive school commissioning experience in both the public and private school markets (over 37 projects completed in the last 5 years alone). Enclosed in this qualifications package is a listing of some of the projects that we have completed or are in the process of completing.

CT HIGH PERFORMANCE BUILDING EXPERIENCE

We have been involved with over 12 projects recently in which the CT High Performance Building Standards have been utilized. We have also been hired to oversee the information gathering portion related to these Standards, so we have an excellent understanding of what is required. We feel that our experience with the process will be a big asset to the Project Team. We plan to bring this experience to bear and pass forward all our "lessons learned" to minimize conflicts and/or potential project delays.

OUR COMMISSIONING TEAM

Our Commissioning team is composed of personnel dedicated exclusively to the process of commissioning. All are experienced professionals, with backgrounds in Facilities Management, Building Automation, Mechanical Engineering, Electrical Engineering, and Energy System Engineering. Several of our staff members are LEED™ accredited and all are very familiar with the USGBC LEED™ program. Our staff also includes members of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), Certified Building Commissioning Professionals (CBCP™), Existing Building Commissioning Professional by AEE (EBCP™), Building Commissioning Association certification as well as Licensed Professional Engineers (P.E.).

VAN ZELM HEYWOOD & SHADFORD, INC.

1200 CONVERSE STREET
LONGMEADOW, MA 01106
P: 617.218.9976

10 TALCOTT NOTCH
FARMINGTON, CT 06032
P: 860.284.5064
www.vanzelm.com

862 BRAWLEY SCHOOL ROAD, SUITE 207
MOORESVILLE, NC 28117
P: 704-799-7275



SCOPE OF SERVICES

van Zelm Heywood & Shadford, Inc. (van Zelm) will provide all the scope of services outlined in the request for proposal documents that we have received.

We have reviewed all the available documentation and feel we have a very good understanding of the project needs, including the scope of work related to the CT High Performance Building requirements.

This project is of considerable interest to our firm and we welcome the opportunity to demonstrate this.

Highlights of our Commissioning Services Group

- ✓ Our Commissioning group has many years of experience, along with internal technical support to handle the challenges associated with today's modern buildings.
- ✓ Our approach to the Commissioning process is very **hands-on** and will provide for the necessary site presence to see the project to a successful completion.
- ✓ We will not take a "bookkeeper" approach by just listing the issues and deficiencies; we will be actively involved in providing feedback and possible solutions to issues. Being available to the Owner and the Contractors in a proactive problem-solving role is key to a successful outcome.
- ✓ We will provide the Owner and Contractors with responsiveness throughout the Design and Construction Phases, and beyond.
- ✓ Our core Commissioning staff is comprised of individuals that have previously worked in the fields of Engineering, Building Automation, Testing and Balancing and Facilities Management. This gives us the hands-on experience to efficiently interface with the various trades in the field.
- ✓ Our staff has extensive experience working with similar School Buildings.
- ✓ We will utilize our **web-based Commissioning portal** for all Cx documentation and Issue tracking.

Closing Statements related to our Scope of Services

We have extensive experience in Building Commissioning and Retro-Commissioning and have developed very good working relationships with many of the Contractors throughout the industry. We constantly recognize the need to work together with the Trade Contractors in a collaborative effort to achieve the common goal of delivering the building in proper working order.

Most of the Contractors that we have worked with in the past have realized that the Commissioning process helped them in the end, since it has proven to reduce call-backs and warranty related issues.

With our continued relationships, good dialog, and regular coordination meetings with the subs, we are able to minimize the delays and deliver projects on-time and within budget.

VAN ZELM HEYWOOD & SHADFORD, INC.

1200 CONVERSE STREET
LONGMEADOW, MA 01106
P: 617.218.9976

10 TALCOTT NOTCH
FARMINGTON, CT 06032
P: 860.284.5064
www.vanzelm.com

862 BRAWLEY SCHOOL ROAD, SUITE 207
MOORESVILLE, NC 28117
P: 704-799-7275



PROJECT APPROACH

General Project Approach

As mentioned in previous sections, we prefer to take a hands-on approach to our Commissioning projects. We also feel that developing a strong working relationship with the Owner, Design Team, and later on with the Construction Team, is a very important component in the overall success of the commissioning process.

School projects in general typically have a challenging schedule and are subject at times to budget constraints. We have been actively involved with the commissioning of these types of spaces for many years and feel we know what it takes to successfully turnover a building to the owner in good working order. We have also been the Design Engineer for various school projects in various states for many years. We feel that this unique experience from both the design and commissioning side will be very helpful in terms of sharing our “lessons learned” from other projects.

The items listed below are not all inclusive of the scope of services that will be provided. This list is meant to convey the highlights of areas that we will focus on.

Our Commissioning Process Highlights

Our process for the systems to be commissioned will follow the Connecticut High Performance Guidelines as outlined in the RFP. Some highlights of the process include the following:

Design Phase

During the design phase the foundation will be built for project commissioning activities. We will work collaboratively with the A/E project team, assisting them to develop the Owner’s Project Requirements, a Design Intent Document, draft commissioning specifications and review design documents.

We will conduct controls integration meetings with the A/E team and the Owner where cross-discipline integration issues will be discussed. The purpose of these meetings will be to ensure that integration intent is clearly understood and then properly detailed in the contract documents. Commissioning specifications will be developed to describe responsibilities of all parties, including pre-functional and functional testing activities, documentation and training requirements.

Design reviews (CD Phase) will be performed to convey our “lessons learned” from similar school projects. These reviews will be an opportunity to identify any maintenance concerns or energy saving opportunities that may be available.

Construction Phase

During the construction phase our focus will shift to coordination of commissioning activities with contractors and Owner.

We will conduct commissioning meetings and issue related reports on a regular basis. Meeting frequency will gradually increase as the project moves toward later stages of construction. We will coordinate closely with the Contractors to ensure that commissioning activities are included in the master schedule and that sufficient time is allotted for functional testing. Independent reviews of submittals will be performed for commissioned systems.

Site visits will be conducted periodically to observe installation practices, compliance to contract documents and protection of systems in place. While on site, we will also observe and comment on moisture and dust protection. We will review contractor and vendor startup and prefunctional test reports and will observe selected tests. A database of commissioning-related issues and deficiencies will be established and regular reports will be issued.

We will assist contractors and the A/E team in resolution of deficiencies and non-conformance issues to the extent that we can add value to the process.

We will be prepared to observe air and water balancing activities as they progress, and present preliminary reports to ensure that the balancing process is proceeding according to the plan. Balancing-related issues will be discussed during commissioning meetings with the A/E team in attendance for technical support.

Acceptance Phase

The acceptance phase will verify the results of design, construction and prefunctional testing activities.

During this phase carefully executed coordination activities will be conducted by our functional performance test team. Test planning meetings will be conducted with the A/E team, Owner, contractors, CM, and Code Officials to ensure that system operational intent is clearly understood and that all parties clearly understand their roles in testing activities. Pre-testing will be required for all systems requiring Code Official approval. Only the trade contractors, CM, Owner and A/E representatives will be present at these tests. All issues will be resolved, systems will be retested, and then Code Officials will be invited for acceptance testing. This process will ensure that tests run smoothly when Code Officials are present.

For HVAC, plumbing and other general system testing, Contractors will first certify their readiness for functional testing. We will verify readiness by review of start-up and prefunctional testing reports, field observation and site interviews. We will then conduct functional performance testing and systems performance verification with the related contractors. The Owner, CM, and A/E representative will be invited to attend any of the functional performance testing sessions. Participation by the Owner is highly encouraged.

During the functional performance testing process, the BMS will be used as a dynamic analysis tool. Trend data will be collected by the BMS, analyzed by our testing team, and made part of the testing record. Among other items, we will be checking for system responsiveness, stability and repeatability. We will also spot check balancing figures and verify pressure relationships.

Issues generated from testing will be recorded in the Issues Log and brought forward to the Commissioning Team for resolution.

Post-Acceptance Phase

The Post-Acceptance Phase will concentrate on documentation, training, seasonal testing, and reporting.

During the Post-Acceptance Phase our commissioning group will work closely with the Owner's operations and maintenance supervisors to ensure that trade groups receive training suited to their level of capability and responsibility.

We will assist the CM with the training program by carefully reviewing vendor and contractor training syllabi and by helping to organize training into manageable trade-related sessions. We will review operations and maintenance manuals and comment on completeness and usefulness. These manuals will become an effective training tool for use by contractors and vendors in their training sessions.

Seasonal performance testing will be completed during the post-acceptance phase. During these tests, systems that could not previously be tested due to seasonal restrictions will be functionally tested to determine their ability to provide adequate heating or cooling and proper control.

A Commissioning Report will be compiled, including the basis of design, design intent document, building descriptions, overviews of the commissioning process, detailed records of tests performed, listing of all non-compliance items, recommendations for operational improvements, records of training activities, trend logs, etc.

At the 10-month point of the warranty period, van Zelm will return to the site and meet with the Owner, A/E team, and Contractors to review operations of the building systems. Issues uncovered during these sessions will be referred back to responsible parties for resolution.