

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
MAY 3, 2023**

ATTENDANCE: Tom Livingston, Chairman; Greg Burnett; David Heuvelman; Barbara Smyth; Nicol Ayers
Bryan Meek (7:18)

STAFF: Alan Lo

OTHER: Jim Giuliano; Steve Adelman; Amar Shamas; Michael Faenza; JoAnn Acquarulo; Mary
Oster; Dan Phillips

CALL TO ORDER

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

ROLL CALL

A roll call of those present was performed.

PUBLIC PARTICIPATION

There was no Public Participation at this time.

MINUTES OF PREVIOUS MEETING(S)

APRIL 5, 2023

**** MR. HEUVELMAN MOVED TO APPROVE THE MINUTES OF APRIL 5, 2023 AS SUBMITTED.
** MR. BURNETT SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

OLD 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, STAFF WILL PROCEED WITH THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR THE
DISPOSITION OF THIS PROPERTY THROUGH THE PURCHASING DEPARTMENT.**

Chairman Livingston recounted the history of the property for those present. He said they had some options including paying for an appraisal or putting out a request for a RFP. He felt that the RFP was the better choice. Mr. Burnett requested an explanation of the differences between the two options. Mr. Lo provided an explanation for those present. Ms. Ayers asked if there was a minimum value amount that was needed to be used. Mr. Lo said there was not. Further discussion followed regarding the following:

- If the property had been assessed for tax purposes. Mr. Lo said he thought it had been assessed at around \$50,000.00 and provided further tax information.
- The results of the attempt to sell the property and if it had been valued properly.
- How to get a fair assessment of the property.

Chairman Livingston said they would be going forward with the RFP and seeing what happens. There will be a public hearing afterwards.

NEW BUSINESS

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."

**** MR. BURNETT MOVED TO APPROVE ITEM 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."

**** MR. HEUVELMAN SECONDED THE MOTION.**

Ms. Oster came forward to discuss this item. She provided an overview of the Headstart program for those present. They are looking to renew the contract in two buildings for another five years. She provided further information regarding this.

Mr. Meek joined the meeting at 7:18 P.M.

**** THE MOTION PASSED UNANIMOUSLY.**

SCHOOL CONSTRUCTION PROJECTS

MONTHLY UPDATE OF SCHOOL CONSTRUCTION PROJECTS

Mr. Faenza and Mr. Phillips came forward to discuss this item. He provided slides for those present. He provided updates including the following:

- Cranbury Elementary School.
 - o The building is completely closed in, and all the brick has been installed on the outside.
 - o Flooring is being installed in classrooms.
 - o The majority of the bathrooms in the building are completed.
 - o Final lights are being installed.
 - o Status of the playground for the children.
 - o Progress on the first move co-ordination meeting.
 - o First delivery of packing materials will happen on May 15th .
 - o Status on moving and furniture.
 - o Status on supply chain delays.
 - o Information regarding the demolition of the old building and moving into the new building.
 - o Photos of the ongoing work.
- Norwalk High School
 - o The design team is currently in the middle of the construction document phase of the project. The documents are expected to be issued in late July.
 - o The project is currently out to be for the structural threshold peer review consultant.
- South Norwalk Elementary School
 - o Information regarding the traffic study.
 - o Feedback from TMP.
 - o They have met with Police, Fire, and Building departments as well as Recreation and Parks to introduce them to the project.
 - o Updates on Hatch & Bailey and Courville Nurseries.
- The Norwalk Public School Website.

Mr. Heuvelman asked if the website would be accessible from both the City site and Board of Education site. Mr. Faenza said he didn't know but would ask. Further discussion followed regarding the website.

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
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,"

**** MR. HEUVELMAN MOVED TO APPROVE ITEM 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**
- **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,"**

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

Mr. Giuliano came forward to discuss this item. He provided an overview of the project for those present including the results of their choice of options. As a result there was an additional cost for their time that was not anticipated. He noted that there was an error with the envelope review services and it was actually '\$38,000.00'.

**** CHAIRMAN LIVINGSTON MOVED TO AMEND THE MOTION FROM 'ENVELOPE REVIEW SERVICES IN THE AMOUNT OF \$34,000' TO 'ENVELOPE REVIEW SERVICES IN THE AMOUNT OF \$38,000'.**

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

Further discussion followed regarding the Envelope Review Services. They also reviewed information regarding the interdisciplinary document co-ordination. Discussion followed as to if they will be using these types of approaches with Cranbury and South Norwalk. Mr. Giuliano provided information regarding the contractor-controlled insurance program. He noted that there were no financial risks with the insurance. There will be an EMT on-site and they will provide \$300,000 of savings to be deducted during the GMP. Further discussion followed regarding insurance policies. The incorporation of a PLA was discussed.

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

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."

**** MR. HEUVELMAN MOVED TO APPROVE 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."

Mr. Meek left the meeting at 7:53 P.M.

Mr. Philips came forward to discuss this item. He noted that they had to follow the Connecticut high performance building standards, which includes hiring a commissioning agent for the project. He reviewed what this meant for the project. They went out to bid on April 5th and received two proposals for the project. He reviewed both proposals for those present.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS

There were no miscellaneous/discussion items at this time.

ADJOURNMENT

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:57 P.M.

Respectfully Submitted

Ian A. Soltes

Telesco Secretarial Services