



**LAND USE AND BUILDING MANAGEMENT COMMITTEE
MEETING AGENDA (Revised 3/28/24)
WEDNESDAY, APRIL 3, 2024 @ 7:00 PM**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel.

Specific instructions and links can be found at norwalkct.gov/meetings



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Alan Lo, Buildings and Facilities Manager at alo@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

Approve minutes of March 6, 2024

VI. OLD BUSINESS (None)

V. NEW BUSINESS

- A. Review request to increase Purchase Order for material testing and field inspection services for Cranbury School Improvement Project and refer the following to the Common Council for action:
“Authorize the Purchasing Agent to increase the Purchase Order for Special Testing Laboratories, Inc. for materials testing and field inspection services for the new Cranbury Elementary School Project for a total not to exceed \$45,000. Funds are available in account #0921 5010 5777 C0786.”
- B. Review request to apply for State reimbursement for Fox Run School floor tile remediation project and refer the following to the Common Council for approval:
- a. **RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Fox Run Elementary School, Flooring Removal and Replacement project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Fox Run Elementary School, Flooring Removal and Replacement 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 Fox Run Elementary School, Flooring Removal and Replacement project.”**
- C. Review request to apply for State reimbursement for Brookside School underground tank removal project and refer the following to the Common Council for action:
“a. RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Brookside Elementary School, Underground Storage Tank Removal project.

- b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Brookside Elementary School, Underground Storage Tank Removal 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 Brookside Elementary School, Underground Storage Tank Removal project.”**
- D. Review request to apply for State reimbursement for Tracey School underground fuel tank removal project and refer the following to the Common Council for action:
 - “a. RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.**
 - b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement 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 Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.”**
- E. Review design for the proposed Norwalk Community Recreation Center, and Alternative Energy/Energy Conservation evaluation and recommendations. Design and presentation to be available at the meeting.
- F. Update on the Norwalk High School and South Norwalk High School construction projects.

VIA TELECONFERENCE

- G. Review request to increase allowance for additional architectural design services with Tecton for South Norwalk School and refer the following to the Common Council for approval:
“Authorize to increase the contingency allowance for Architectural Services with Tecton Architects for the South Norwalk Elementary School project for an additional amount not to exceed \$50,000. Funds are available in account Acct. #09225010 5777 C0808.”
- H. Review request for the leasing of 20 parking spaces from Beth Israel for Norwalk High School project for staff parking and refer the following to the Common Council for action:
“Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with Beth Israel Synagogue on King Street for the City’s use of 20 parking spaces relating to Norwalk High School project. Lease payment shall be \$40 per space per month. Start date to be established at the time of agreement execution to June 30, 2028. Remaining terms of the agreement shall be per Alan Lo’s memo dated March 27, 2024. Acct. #0918/195010 5777 C0610”

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Date: March 28, 2024

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
MARCH 6, 2024**

ATTENDANCE: Barbara Smyth, Chair; Greg Burnett, Heather Dunn, Jim Frayer, Jenn McMurrer, Dajuan Wiggins, Nicol Ayers (7:04 p.m.)

OTHERS: Alan Lo, Building Management Director

CALL TO ORDER

Council Member Smyth called the meeting to order at 7:03 p.m.

ROLL CALL

Council Member Smyth announced the members of the Committee in attendance. A quorum was present.

PUBLIC HEARING

Proposed equal exchange of land swap (approximately 2,000 square feet) at City owned Fodor Farm on Flax Hill Road with adjacent property owner at 25 Pogany Street.

Council Member Smyth opened the Public Hearing on the proposed equal exchange of land swap (approximately 2,000 square feet) at City owned Fodor Farm on Flax Hill Road with adjacent property owner at 25 Pogany Street at 7:04 p.m.

She asked if there was anyone present who wished to speak on the item. There was no response.

Council Member Ayers joined the meeting at 7:04 p.m.

Council Member Smyth closed the public hearing at 7:05 p.m.

PUBLIC PARTICIPATION

Council Member Smyth reviewed the rules for public participation. She asked if there was anyone present who wished to address the Committee at this time.

Mr. Brian Meek of Cranbury Ridge Road, Norwalk, greeted the Committee. He said that he felt that they were overpaying for the land in South Norwalk. He said that Curries' Tire had just sold and that property was twice the size of some of the parcels in South Norwalk.

APPROVAL OF MINUTES

• February 7, 2024

**** COUNCIL MEMBER MCMURRER MOVED THE MINUTES OF THE FEBRUARY 7, 2024 MEETING.**

**** THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 7, 2024 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

OLD BUSINESS

Review request for land swap (approximately 2,000 square feet) at City owned Fodor Farm on Flax Hill Road with adjacent property owner at 25 Pogany Street. Subject to recommendation of the Committee, this item will be forwarded to the Planning and Zoning Commission for Section 8-24 Review in accordance with State Statutes and be forwarded to the full Common Council for final action thereafter.

**** COUNCIL MEMBER DUNN MOVED THE ITEM.**

Council Member Smyth said that the Committee had discussed this particular item several times. Mr. Lo said that it was an equal swap of land. He said that the property previously was abandoned and inhabited by wildlife. The City hoped to have the building renovated. Mr. Peoples would like to swap the bordering property for some open land rather than his property, which would require the cutting down a number of trees on it. There is no wetlands on the parcel and it is of equal value. Mr. Lo said that there had been a survey done, but the report was not yet completed.

**** THE MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS

A. Review recommendation for Construction Manager for the Norwalk Community Recreation Center and refer recommendation to the Common Council for action:

“1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction Group LLC as the Construction Manager for the Norwalk Community Recreation Center at 98 South Main Street. Terms of the agreement shall include:

- Preconstruction Services - \$17,000**
- CM Fixed Fees – 1.95%**
- CM Contingency-1.5% (balance revert to the City at project completion)**
- General Conditions fee - \$519,785 (actual amount to be determined at the time of Guaranteed Maximum Price GMP)**

Subsequent to trade contractors' bidding, final GMP amendment will be submitted to the Common Council for approval. Funds for the Preconstruction Phase for this agreement are available from ARPA funds – Acct. #134030-5796-ABL01

2. Authorize Building Management to issue Change Orders on Contract (example destructive testing) for a total not to exceed \$10,000.00 Acct. #134030-5796-ABL01”.

**** COUNCIL MEMBER DUNN MOVED THE ITEM.**

Mr. Lo said that the City was starting the design phase. It is important to hire a construction manager at this time to handle the pre-construction details. This should be completed by September or October. ARPA funding requires the construction to start before the end of the year. A couple of Council Members have reviewed the project. The \$529,785 amount for general conditions is an estimate. After reviewing the submission, the selection committee is recommending Newfield Construction. Newfield is already involved in a number of construction projects for the City at this time.

Council Member Smyth said that Newfield had done quite a bit of work for the City and they had always done excellent work.

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (SMYTH, AYERS, BURNETT, DUNN, FRAYER, AND MCMURRER) AND ONE (1) ABSTENTION (WIGGINS).**

B. Review request to provide relocation assistance relating to the acquisition of properties abutting new South Norwalk School and refer the following to the Common Council for action:

“Authorize Building Management to process relocation payments to residential tenants, residential owners and businesses at 28, 32, 36 and 38 Oxford Street and 16 Meadow Street Extension relating to the City’s acquisition of said properties (subject to Health Department’s review and recommendation) for a total not to exceed \$75,000. Acct. #09245010 5777 C0834 and #09225010 5777C0808”

**** COUNCIL MEMBER SMYTH MOVED THE ITEM.**

Mr. Lo said that they were going to build the new school on the old Hatch and Bailey site. He described the location of the parcel and said that there were five parcels on Oxford Street that borders the new school property. The Council Members decided to acquire the Oxford Street and the Meadow Street Extension. The Law Department is working on finalizing the purchase of the properties. State statutes require the City to relocate the families in residence on those parcels. The moving expenses and relocation are included. Mr. Mooney at the Health Department oversees the relocation of residents displaced by fire and will be monitoring these moves.

Council Member Frayer asked how they arrived at the \$75,000 dollar amount. Mr. Lo reviewed the details of the process with him. They hope to have the properties closing by the end of July of this year. One of the houses is owner occupied and this will cost more. There is also a contractor's yard on one of the parcels and this will involve paying for the materials or moving it. Mr. Lo said that he could provide the Committee with more details as the project proceeds. The relocation costs are not reimbursable by the State.

Council Member McMurrer asked for confirmation that the \$75,000 was a cap. Mr. Lo confirmed this was so. She asked about the process of relocation for the current tenants and residents. Mr. Lo said that Mr. Mooney at the Health Department would have more details about the process and gave a brief overview of the various steps. Once Mr. Mooney approves a particular rental location, Mr. Mooney will forward that information to Mr. Lo.

Council Member Smyth asked if these funds were from a separate account. Mr. Lo said that it was part of the line item in Capital Project budget for the project.

Council Member Frayer asked about the funding that is held in an account for more than five years. Mr. Lo said that it is different for school projects due to State delayed auditing, but his department monitors the funding very closely.

**** THE MOTION PASSED UNANIMOUSLY.**

C. Review request to reimburse Norwalk Public Schools for Norwalk High School transportation costs for student athletes and refer the following to the Common Council for approval:

“Authorize Building Management to reimburse Norwalk Public Schools for the costs to provide transportation for Norwalk High School student athletes to offsite locations through the spring 2024 semester as a result of the Norwalk High School development project for a total not to exceed \$15,000.00. Acct. #0918/195010 5777 C0610”

**** COUNCIL MEMBER MCMURRER MOVED THE ITEM.**

Mr. Lo reminded everyone that the new school will be on the football and softball fields. The Athletic Director at NHS has been very cooperative with this whole project. The classroom instruction and indoor sports will not be impacted. Many of the outdoor sports will be moved to Nathan Hale. The Track and Field will be done at McMahon. The City Hall track is not usable because it is not paved. Most of the tennis will be moved to the Nathan Ely site with Grassroots Tennis. The City's commitment is to provide transportation to these sites. This should only be for this semester.

They will not be using the regular school buses used for the daily routes because of the timing factor, so they will be using smaller buses. The estimate is about \$12,000 and they are requesting \$15,000 with contingency.

Council Member McMurrer asked if this was just a test. Mr. Lo said that the coaches and the transportation staff had given this project a great deal of thought. The fall sports have different teams and locations. The strategy should be finalized in the summer.

Council Member McMurrer asked if the transportation issue had been included in the building budget. Mr. Lo said they have enough funding allocated for it.

Council Member McMurrer asked about Youth Sports. Council Member McMurrer said that some misinformation about Youth Sports had been given at the last meeting. Mr. Lo said that he had misunderstood the questions and he was not involved in the Recreation portion of the sports. He apologized for this.

Council Member McMurrer said that she was working with Ken Hughes on this issue. She said that it would be important to communicate the correct information to the parents when they ask questions. Mr. Lo said that he generally avoids speaking about topics when he is not directly involved in something. This project will be very challenging and maintaining positive relationship with stakeholders is essential.

Council Member Burnett asked why the Board of Education was not funding this and the City was working on the transportation of students. He asked how many of the reimbursements the City would see on things he felt were BOE course of business costs.

Mr. Lo said that these costs were not in the Operating Budget for the BOE. Mr. Lo said that he often has discussion with BOE about which costs the City will pay for and which ones that they will not. He gave several examples, such as the security guards, or utility costs during construction. Mr. Lo said that he often acts as the gatekeeper for the City side. This happens with every project. However, this is the first time he has had to relocate a sports program.

Council Member Burnett said that it would be important to have a very clearly defined process about what could potentially be reimbursed and what the BOE should have to pay for. Everyone needs to be on the same page. Discussion followed the cost of making changes after a building is completed.

Council Member Smyth asked for clarification as to whether the City would be paying to transport the teams to away games. Mr. Lo said that the City would only pay for transporting the students to locations because the home field is impacted by the construction. The discussion moved to the possibly utilizing the public bus routes and the TMP's view point.

Council Member Frayer said that this was a good example of project creep and that the Council needs to do something positive about this before it comes before the Budget committee. Mr. Lo

said that since the transportation issued was triggered by the construction, then it was included in the budget. He added that both the BOE Finance and his department worked together to reduce the costs as much as possible.

**** THE MOTION PASSED WITH FIVE (5) IN FAVOR (SMYTH, AYERS, FRAYER, MCMURRER AND WIGGINS), ONE (1) OPPOSED (BURNETT) AND ONE (1) ABSTENTION (DUNN).**

D. Review bids for window cleaning at various City buildings and refer the following to the Common Council for action:

“Authorize the Purchasing Agent to issue a Purchase Order to Integrity Cleaning to provide annual window washing cleaning services for various city buildings for an initial term of 3 years in the amount of \$71,804.66 plus two - one (1) year options. Effective dates from 4/1/2024– 6/30/2027 and two – one (1) year options from 7/1/2027 – 6/30/2029.

**Account #s: 013055 5298 013154 5298
012012 5269 014075 5298
016210 5269 016220 5269”**

**** COUNCIL MEMBER DUNN MOVED THE ITEM.**

Mr. Lo said that it was for six buildings and the dollar amount was for three years. These are the largest buildings in the City and very visible with high public traffic.

Council Member Dunn said that she had been at the police station and noticed how dirty the windows were there. Mr. Lo said that both the Police and Fire Chiefs had requested to have the windows washed twice a year, but when the budget reductions happen, that’s one of the first things that is cut.

Council Member McMurrer said that because there was a lot of construction by the Police Department underway, she suggested that they wait until the construction finishes up before washing the windows. Mr. Lo said that he would request that the Police Department to wait until the nearby construction is completed before having the windows washed.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS

There were no additional items to consider at this time.

ADJOURNMENT

**** COUNCIL MEMBER MCMURRER MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:21 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: MICHAEL FAENZA, PROJECT MANAGER, CONSTRUCTION SOLUTIONS GROUP, LLC.

RE: CRANBURY ELEMENTARY SCHOOL — MATERIALS TESTING & SPECIAL INSPECTION SERVICES PURCHASE ORDER INCREASE

DATE: MARCH 26, 2024

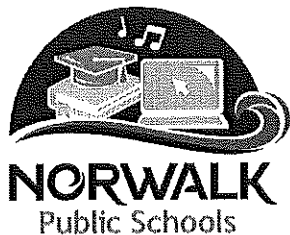
A requirement of the State of Connecticut building code is to have a Statement of Special Inspections which is completed by the structural engineering firm of record for the project. The Statement of Special Inspections identifies various inspections required of an independent materials testing laboratory as well as specific material tests to ensure materials used in the building construction are in accordance with the project specifications and building code. Specific tests include testing of concrete for compressive strength in footings walls and slabs, testing of brick masonry mortar for compressive strength, placement of reinforcing rebar, thickness of spray applied fireproofing, compaction of soils, and many others.

In June 2022, near the beginning of the Cranbury Elementary School Project, the City advertised for bids for testing materials laboratories in accordance with the statement of Special Inspections. The value of the purchase order was established by an estimated amount of testing that we felt would be required for the project. Special Testing Laboratories, Inc. was the successful bidder for the project and a not to exceed purchase order in the amount of \$90,000 was issued.

As the project progressed, it has been determined that the estimated value of the purchase order for testing was not fully representative of the actual amount of on-site testing that was required for the project. This can be accounted for by continuous masonry inspections required by the Statement of Special Inspections and the requirement to test all field installations of reinforcing utilizing epoxy. The Statement of Special Inspections dictated that every occurrence required on-site testing. Both of these items required more testing in excess of the original estimated quantities. As a result, we are requesting an increase to the purchase orders for Special Testing Laboratories, Inc.

ACTION REQUESTED:

Authorize the Purchasing Agent to increase the Purchase Order for Special Testing Laboratories, Inc. for materials testing and field inspection services for the Cranbury Elementary School New Project for a total not to exceed \$45,000. Funds are available in account #0921 5010 5777 C0786.



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TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: **FOX RUN ELEMENTARY SCHOOL FLOORING REMOVAL AND REPLACEMENT PROJECT GRANT APPLICATION RESOLUTION**

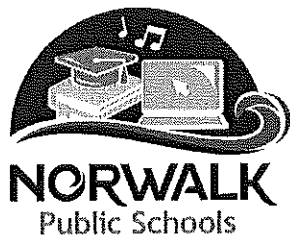
DATE: MARCH 25, 2024

Fox Run Elementary School is currently outfitted with vinyl asbestos floor tile (VAT) in a large amount of the school. The district's asbestos management plan has confirmed that this material tested positive for asbestos containing material (ACM) and highly recommends a removal and replacement. Our plan is to conduct an abatement during the summer of 2024, while school is not in session. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Fox Run Elementary School, Flooring Removal and Replacement project, and refer the following to the Common Council for approval:

- a. **RESOLVED**, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Fox Run Elementary School, Flooring Removal and Replacement project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Fox Run Elementary School, Flooring Removal and Replacement 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 Fox Run Elementary School, Flooring Removal and Replacement project.



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TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: **BROOKSIDE ELEMENTARY SCHOOL, UNDERGROUND STORAGE TANK
REMOVAL PROJECT GRANT APPLICATION RESOLUTION**

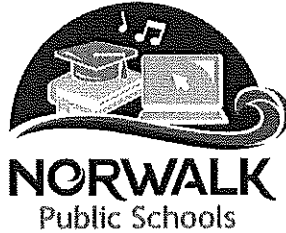
DATE: MARCH 25, 2024

Records indicate that current underground oil tank at the Brookside Elementary School has nearly reached the end of its thirty year useful life. The existing underground oil storage tank would be removed through this project. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Brookside Elementary School, Underground Storage Tank Removal project, and refer the following to the Common Council for approval:

- a. **RESOLVED**, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Brookside Elementary School, Underground Storage Tank Removal project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Brookside Elementary School, Underground Storage Tank Removal 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 Brookside Elementary School, Underground Storage Tank Removal project.



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TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: TRACEY ELEMENTARY SCHOOL, UNDERGROUND STORAGE TANK
REMOVAL AND BOILER IGNITER REPLACEMENT PROJECT GRANT
APPLICATION RESOLUTION

DATE: MARCH 25, 2024

Records indicate that current underground oil tank at the Tracey Elementary School has nearly reached the end of its thirty year useful life. The existing underground oil storage tank would be removed as part of this project and the oil-fueled boiler igniters would be replaced with natural gas-fueled igniters. The conversion to natural gas from oil fuel in line with other City of Norwalk buildings. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project, and refer the following to the Common Council for approval:

- a. **RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement 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 Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement 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 & BUILDING MANAGEMENT COMMITTEE
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE: **SOUTH NORWALK ELEMENTARY SCHOOL – ARCHITECTURAL
 DESIGN SERVICES CONTINGENCY ALLOWANCE INCREASE**
 DATE: MARCH 27, 2024

In September 2022, the City Common Council authorized a not to exceed contract for Tecton Architects to provide Architectural Design Services for the South Norwalk Elementary School project. This approval included two action items as noted below.

1. *Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tecton Architects to provide Architectural Design Services for the South Norwalk Elementary School project for a total not to exceed \$2,756,981 Acct. #09225010 5777 C0808.*
2. *Authorize the Office of Building Management to execute Change Orders on Contract for additional design services for a total not to exceed \$100,000 Acct. #09225010 5777 C0808.*

In September 2023, the City Common Council authorized The City of Norwalk pursue the acquisition of six (6) additional properties for the South Norwalk Elementary School project. The approval included the following action with the properties listed.

AUTHORIZATION: The City of Norwalk is hereby authorized to purchase, acquire and/or take the properties listed below, and further, that the Mayor, Harry W. Rilling, or his designee, is authorized to execute and deliver any and all agreements, documents, and other instruments necessary to purchase, acquire and/or take such properties. Account No. 0919 205010 5777 C0619

- (1) 28 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.*
- (2) 32 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.*

(3) 36 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

(4) 38 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

(5) 16 Meadow Street Ext., Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

As the City of Norwalk prepares to acquire additional properties for the South Norwalk Elementary School property, the scope of Architectural Design Services will be expanded beyond the project limits. This additional scope was not anticipated or captured in Tecton Architect's base bid. As a result, the initial estimated design costs associated with these properties will exceed the \$100,000 contingency approved in September 2022. Below is a list of the anticipated additional design services and their estimated values. The estimated values currently total \$115,000 which will exceed the initial contingency.

- | | |
|------------------------------|----------|
| • Additional Survey Services | \$15,000 |
| • Parking and Site Redesign | \$85,000 |
| • Environmental Monitoring | \$15,000 |

In order to accommodate additional Architectural Design Services as the result of property acquisitions, as well as future contingency items, the South Norwalk Elementary School project is requesting a contingency increase of \$50,000. With this increase the revised Architectural Design Services contingency will be \$150,000.

ACTION REQUESTED:

- 1. Authorize to increase the contingency allowance for Architectural Services for Tecton Architects for the South Norwalk Elementary School project for an additional not to exceed \$50,000. Funds are available in account Acct. #09225010 5777 C0808.**



CITY OF NORWALK
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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER

RE : NORWALK HIGH SCHOOL – LEASE OF PARKING SPACES

DATE: MARCH 27, 2024

As part of the phased construction plan for the Norwalk High School project, site limitation requires the relocation of student parking to Andrews Field. Additional parking areas are being constructed to provide additional staff parking and separately for construction vehicle parking. We are able to provide approximately 260 parking spaces on school grounds with the school having staff parking need of approximately 245 spaces. However, school staff parking may change through the years and as we proceed with demolition of existing parking lot and building some 3 years from now, availability of parking will be affected.

In anticipation of known as well as unknown parking needs, staff has approached Beth Israel Synagogue on King Street to request their consideration of leasing approximately 20 parking spaces to the City. Rabbi Yehoshua Hecht was very gracious in consideration of our request and the proposed terms are as follows:

- **Lease Period** - Beginning on date to be specified at the time of lease execution to June 30, 2028.
- **Lease Terms** – A total of 20 parking spaces. Location to be designated by the Lessor. Spaces to be used by construction staff personal vehicles (not construction vehicles) and/or school staff parking, not for students.
- **Hours of Use** – Weekdays between 6:30 am to 4:00 pm except major holidays
- **Lease Payment** - \$40 per space per month. Payment will be made quarterly
- **Termination** - Both parties have the right to terminate within 30 days of written notice
- **Insurance** – The City will provide general liability insurance coverage

- **Lessor** – shall maintain the parking spaces including snow removal

During the week of April 1, 2024, on site parking and vehicular circulation (parent drop-off and pick-up) are scheduled to be altered. Having the ability to access additional parking is a significant benefit in the event there is a need.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with Beth Israel Synagogue on King Street for the City's use of 20 parking spaces relating to Norwalk High School project. Lease payment shall be \$40 per space per month. Start date to be established at the time of agreement execution to June 30, 2028. Remaining terms of the agreement shall be per Alan Lo's memo dated March 27, 2024. Acct. #0918/195010 5777 C0610



**LAND USE AND BUILDING MANAGEMENT COMMITTEE
MEETING AGENDA (Revised 4/1/24 in Italic)
WEDNESDAY, APRIL 3, 2024 @ 7:00 PM**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel.

Specific instructions and links can be found at norwalkct.gov/meetings



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Alan Lo, Buildings and Facilities Manager at alo@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

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

Approve minutes of March 6, 2024

- VI. OLD BUSINESS (None)**

V. NEW BUSINESS

- A. Review request to increase Purchase Order for material testing and field inspection services for Cranbury School Improvement Project and refer the following to the Common Council for action:
“Authorize the Purchasing Agent to increase the Purchase Order for Special Testing Laboratories, Inc. for materials testing and field inspection services for the new Cranbury Elementary School Project for a total not to exceed \$45,000. Funds are available in account #0921 5010 5777 C0786.”
- B. Review request to apply for State reimbursement for Fox Run School floor tile remediation project and refer the following to the Common Council for approval:
- a. **RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Fox Run Elementary School, Flooring Removal and Replacement project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Fox Run Elementary School, Flooring Removal and Replacement 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 Fox Run Elementary School, Flooring Removal and Replacement project.”**
- C. Review request to apply for State reimbursement for Brookside School underground tank removal project and refer the following to the Common Council for action:
“a. RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Brookside Elementary School, Underground Storage Tank Removal project.

VIA TELECONFERENCE

- b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Brookside Elementary School, Underground Storage Tank Removal 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 Brookside Elementary School, Underground Storage Tank Removal project.”**
- D. Review request to apply for State reimbursement for Tracey School underground fuel tank removal project and refer the following to the Common Council for action:
 - “a. RESOLVED, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.**
 - b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement 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 Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.”**
- E. Review design for the proposed Norwalk Community Recreation Center, and Alternative Energy/Energy Conservation evaluation and recommendations. Design and presentation to be available at the meeting.
- F. Update on the Norwalk High School and South Norwalk High School construction projects.

VIA TELECONFERENCE

- G. Review request to increase allowance for additional architectural design services with Tecton for South Norwalk School and refer the following to the Common Council for approval:
“Authorize to increase the contingency allowance for Architectural Services with Tecton Architects for the South Norwalk Elementary School project for an additional amount not to exceed \$50,000. Funds are available in account Acct. #09225010 5777 C0808.”
- H. Review request for the leasing of 20 parking spaces from Beth Israel for Norwalk High School project for staff parking and refer the following to the Common Council for action:
“Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with *Hebrew Beth Israel Society, Inc. dba Beth Israel Chabad of Westport/Norwalk* on King Street for the City’s use of 20 parking spaces relating to Norwalk High School project. Lease payment shall be \$40 per space per month. Start date to be established at the time of agreement execution to June 30, 2028. Remaining terms of the agreement shall be per Alan Lo’s memo dated March 27, 2024. Acct. #0918/195010 5777 C0610”

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo

Date: March 28, 2024 Revised April 1, 2024

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
MARCH 6, 2024**

ATTENDANCE: Barbara Smyth, Chair; Greg Burnett, Heather Dunn, Jim Frayer, Jenn McMurrer, Dajuan Wiggins, Nicol Ayers (7:04 p.m.)

OTHERS: Alan Lo, Building Management Director

CALL TO ORDER

Council Member Smyth called the meeting to order at 7:03 p.m.

ROLL CALL

Council Member Smyth announced the members of the Committee in attendance. A quorum was present.

PUBLIC HEARING

Proposed equal exchange of land swap (approximately 2,000 square feet) at City owned Fodor Farm on Flax Hill Road with adjacent property owner at 25 Pogany Street.

Council Member Smyth opened the Public Hearing on the proposed equal exchange of land swap (approximately 2,000 square feet) at City owned Fodor Farm on Flax Hill Road with adjacent property owner at 25 Pogany Street at 7:04 p.m.

She asked if there was anyone present who wished to speak on the item. There was no response.

Council Member Ayers joined the meeting at 7:04 p.m.

Council Member Smyth closed the public hearing at 7:05 p.m.

PUBLIC PARTICIPATION

Council Member Smyth reviewed the rules for public participation. She asked if there was anyone present who wished to address the Committee at this time.

Mr. Brian Meek of Cranbury Ridge Road, Norwalk, greeted the Committee. He said that he felt that they were overpaying for the land in South Norwalk. He said that Curries' Tire had just sold and that property was twice the size of some of the parcels in South Norwalk.

APPROVAL OF MINUTES

• February 7, 2024

**** COUNCIL MEMBER MCMURRER MOVED THE MINUTES OF THE FEBRUARY 7, 2024 MEETING.**

**** THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 7, 2024 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

OLD BUSINESS

Review request for land swap (approximately 2,000 square feet) at City owned Fodor Farm on Flax Hill Road with adjacent property owner at 25 Pogany Street. Subject to recommendation of the Committee, this item will be forwarded to the Planning and Zoning Commission for Section 8-24 Review in accordance with State Statutes and be forwarded to the full Common Council for final action thereafter.

**** COUNCIL MEMBER DUNN MOVED THE ITEM.**

Council Member Smyth said that the Committee had discussed this particular item several times. Mr. Lo said that it was an equal swap of land. He said that the property previously was abandoned and inhabited by wildlife. The City hoped to have the building renovated. Mr. Peoples would like to swap the bordering property for some open land rather than his property, which would require the cutting down a number of trees on it. There is no wetlands on the parcel and it is of equal value. Mr. Lo said that there had been a survey done, but the report was not yet completed.

**** THE MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS

A. Review recommendation for Construction Manager for the Norwalk Community Recreation Center and refer recommendation to the Common Council for action:

“1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction Group LLC as the Construction Manager for the Norwalk Community Recreation Center at 98 South Main Street. Terms of the agreement shall include:

- Preconstruction Services - \$17,000**
- CM Fixed Fees – 1.95%**
- CM Contingency-1.5% (balance revert to the City at project completion)**
- General Conditions fee - \$519,785 (actual amount to be determined at the time of Guaranteed Maximum Price GMP)**

Subsequent to trade contractors' bidding, final GMP amendment will be submitted to the Common Council for approval. Funds for the Preconstruction Phase for this agreement are available from ARPA funds – Acct. #134030-5796-ABL01

2. Authorize Building Management to issue Change Orders on Contract (example destructive testing) for a total not to exceed \$10,000.00 Acct. #134030-5796-ABL01”.

**** COUNCIL MEMBER DUNN MOVED THE ITEM.**

Mr. Lo said that the City was starting the design phase. It is important to hire a construction manager at this time to handle the pre-construction details. This should be completed by September or October. ARPA funding requires the construction to start before the end of the year. A couple of Council Members have reviewed the project. The \$529,785 amount for general conditions is an estimate. After reviewing the submission, the selection committee is recommending Newfield Construction. Newfield is already involved in a number of construction projects for the City at this time.

Council Member Smyth said that Newfield had done quite a bit of work for the City and they had always done excellent work.

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (SMYTH, AYERS, BURNETT, DUNN, FRAYER, AND MCMURRER) AND ONE (1) ABSTENTION (WIGGINS).**

B. Review request to provide relocation assistance relating to the acquisition of properties abutting new South Norwalk School and refer the following to the Common Council for action:

“Authorize Building Management to process relocation payments to residential tenants, residential owners and businesses at 28, 32, 36 and 38 Oxford Street and 16 Meadow Street Extension relating to the City’s acquisition of said properties (subject to Health Department’s review and recommendation) for a total not to exceed \$75,000. Acct. #09245010 5777 C0834 and #09225010 5777C0808”

**** COUNCIL MEMBER SMYTH MOVED THE ITEM.**

Mr. Lo said that they were going to build the new school on the old Hatch and Bailey site. He described the location of the parcel and said that there were five parcels on Oxford Street that borders the new school property. The Council Members decided to acquire the Oxford Street and the Meadow Street Extension. The Law Department is working on finalizing the purchase of the properties. State statutes require the City to relocate the families in residence on those parcels. The moving expenses and relocation are included. Mr. Mooney at the Health Department oversees the relocation of residents displaced by fire and will be monitoring these moves.

Council Member Frayer asked how they arrived at the \$75,000 dollar amount. Mr. Lo reviewed the details of the process with him. They hope to have the properties closing by the end of July of this year. One of the houses is owner occupied and this will cost more. There is also a contractor's yard on one of the parcels and this will involve paying for the materials or moving it. Mr. Lo said that he could provide the Committee with more details as the project proceeds. The relocation costs are not reimbursable by the State.

Council Member McMurrer asked for confirmation that the \$75,000 was a cap. Mr. Lo confirmed this was so. She asked about the process of relocation for the current tenants and residents. Mr. Lo said that Mr. Mooney at the Health Department would have more details about the process and gave a brief overview of the various steps. Once Mr. Mooney approves a particular rental location, Mr. Mooney will forward that information to Mr. Lo.

Council Member Smyth asked if these funds were from a separate account. Mr. Lo said that it was part of the line item in Capital Project budget for the project.

Council Member Frayer asked about the funding that is held in an account for more than five years. Mr. Lo said that it is different for school projects due to State delayed auditing, but his department monitors the funding very closely.

**** THE MOTION PASSED UNANIMOUSLY.**

C. Review request to reimburse Norwalk Public Schools for Norwalk High School transportation costs for student athletes and refer the following to the Common Council for approval:

“Authorize Building Management to reimburse Norwalk Public Schools for the costs to provide transportation for Norwalk High School student athletes to offsite locations through the spring 2024 semester as a result of the Norwalk High School development project for a total not to exceed \$15,000.00. Acct. #0918/195010 5777 C0610”

**** COUNCIL MEMBER MCMURRER MOVED THE ITEM.**

Mr. Lo reminded everyone that the new school will be on the football and softball fields. The Athletic Director at NHS has been very cooperative with this whole project. The classroom instruction and indoor sports will not be impacted. Many of the outdoor sports will be moved to Nathan Hale. The Track and Field will be done at McMahan. The City Hall track is not usable because it is not paved. Most of the tennis will be moved to the Nathan Ely site with Grassroots Tennis. The City's commitment is to provide transportation to these sites. This should only be for this semester.

They will not be using the regular school buses used for the daily routes because of the timing factor, so they will be using smaller buses. The estimate is about \$12,000 and they are requesting \$15,000 with contingency.

Council Member McMurrer asked if this was just a test. Mr. Lo said that the coaches and the transportation staff had given this project a great deal of thought. The fall sports have different teams and locations. The strategy should be finalized in the summer.

Council Member McMurrer asked if the transportation issue had been included in the building budget. Mr. Lo said they have enough funding allocated for it.

Council Member McMurrer asked about Youth Sports. Council Member McMurrer said that some misinformation about Youth Sports had been given at the last meeting. Mr. Lo said that he had misunderstood the questions and he was not involved in the Recreation portion of the sports. He apologized for this.

Council Member McMurrer said that she was working with Ken Hughes on this issue. She said that it would be important to communicate the correct information to the parents when they ask questions. Mr. Lo said that he generally avoids speaking about topics when he is not directly involved in something. This project will be very challenging and maintaining positive relationship with stakeholders is essential.

Council Member Burnett asked why the Board of Education was not funding this and the City was working on the transportation of students. He asked how many of the reimbursements the City would see on things he felt were BOE course of business costs.

Mr. Lo said that these costs were not in the Operating Budget for the BOE. Mr. Lo said that he often has discussion with BOE about which costs the City will pay for and which ones that they will not. He gave several examples, such as the security guards, or utility costs during construction. Mr. Lo said that he often acts as the gatekeeper for the City side. This happens with every project. However, this is the first time he has had to relocate a sports program.

Council Member Burnett said that it would be important to have a very clearly defined process about what could potentially be reimbursed and what the BOE should have to pay for. Everyone needs to be on the same page. Discussion followed the cost of making changes after a building is completed.

Council Member Smyth asked for clarification as to whether the City would be paying to transport the teams to away games. Mr. Lo said that the City would only pay for transporting the students to locations because the home field is impacted by the construction. The discussion moved to the possibly utilizing the public bus routes and the TMP's view point.

Council Member Frayer said that this was a good example of project creep and that the Council needs to do something positive about this before it comes before the Budget committee. Mr. Lo

said that since the transportation issued was triggered by the construction, then it was included in the budget. He added that both the BOE Finance and his department worked together to reduce the costs as much as possible.

**** THE MOTION PASSED WITH FIVE (5) IN FAVOR (SMYTH, AYERS, FRAYER, MCMURRER AND WIGGINS), ONE (1) OPPOSED (BURNETT) AND ONE (1) ABSTENTION (DUNN).**

D. Review bids for window cleaning at various City buildings and refer the following to the Common Council for action:

“Authorize the Purchasing Agent to issue a Purchase Order to Integrity Cleaning to provide annual window washing cleaning services for various city buildings for an initial term of 3 years in the amount of \$71,804.66 plus two - one (1) year options. Effective dates from 4/1/2024– 6/30/2027 and two – one (1) year options from 7/1/2027 – 6/30/2029.

**Account #s: 013055 5298 013154 5298
012012 5269 014075 5298
016210 5269 016220 5269”**

**** COUNCIL MEMBER DUNN MOVED THE ITEM.**

Mr. Lo said that it was for six buildings and the dollar amount was for three years. These are the largest buildings in the City and very visible with high public traffic.

Council Member Dunn said that she had been at the police station and noticed how dirty the windows were there. Mr. Lo said that both the Police and Fire Chiefs had requested to have the windows washed twice a year, but when the budget reductions happen, that’s one of the first things that is cut.

Council Member McMurrer said that because there was a lot of construction by the Police Department underway, she suggested that they wait until the construction finishes up before washing the windows. Mr. Lo said that he would request that the Police Department to wait until the nearby construction is completed before having the windows washed.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS

There were no additional items to consider at this time.

ADJOURNMENT

**** COUNCIL MEMBER MCMURRER MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:21 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: MICHAEL FAENZA, PROJECT MANAGER, CONSTURCTION SOLUTIONS GROUP, LLC.

RE: **CRANBURY ELEMENTARY SCHOOL — MATERIALS TESTING & SPECIAL INSPECTION SERVICES PURCHASE ORDER INCREASE**

DATE: MARCH 26, 2024

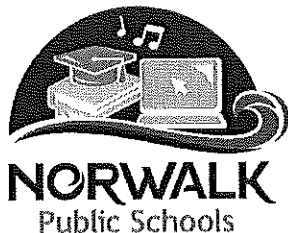
A requirement of the State of Connecticut building code is to have a Statement of Special Inspections which is completed by the structural engineering firm of record for the project. The Statement of Special Inspections identifies various inspections required of an independent materials testing laboratory as well as specific material tests to ensure materials used in the building construction are in accordance with the project specifications and building code. Specific tests include testing of concrete for compressive strength in footings walls and slabs, testing of brick masonry mortar for compressive strength, placement of reinforcing rebar, thickness of spray applied fireproofing, compaction of soils, and many others.

In June 2022, near the beginning of the Cranbury Elementary School Project, the City advertised for bids for testing materials laboratories in accordance with the statement of Special Inspections. The value of the purchase order was established by an estimated amount of testing that we felt would be required for the project. Special Testing Laboratories, Inc. was the successful bidder for the project and a not to exceed purchase order in the amount of \$90,000 was issued.

As the project progressed, it has been determined that the estimated value of the purchase order for testing was not fully representative of the actual amount of on-site testing that was required for the project. This can be accounted for by continuous masonry inspections required by the Statement of Special Inspections and the requirement to test all field installations of reinforcing utilizing epoxy. The Statement of Special Inspections dictated that every occurrence required on-site testing. Both of these items required more testing in excess of the original estimated quantities. As a result, we are requesting an increase to the purchase orders for Special Testing Laboratories, Inc.

ACTION REQUESTED:

Authorize the Purchasing Agent to increase the Purchase Order for Special Testing Laboratories, Inc. for materials testing and field inspection services for the Cranbury Elementary School New Project for a total not to exceed \$45,000. Funds are available in account #0921 5010 5777 C0786.



William Hodel
Director of Facilities & Maintenance
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TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: **FOX RUN ELEMENTARY SCHOOL FLOORING REMOVAL AND REPLACEMENT PROJECT GRANT APPLICATION RESOLUTION**

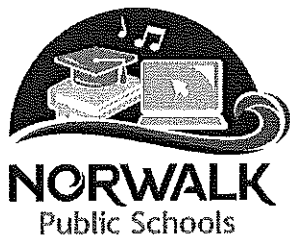
DATE: MARCH 25, 2024

Fox Run Elementary School is currently outfitted with vinyl asbestos floor tile (VAT) in a large amount of the school. The district's asbestos management plan has confirmed that this material tested positive for asbestos containing material (ACM) and highly recommends a removal and replacement. Our plan is to conduct an abatement during the summer of 2024, while school is not in session. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Fox Run Elementary School, Flooring Removal and Replacement project, and refer the following to the Common Council for approval:

- a. **RESOLVED**, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Fox Run Elementary School, Flooring Removal and Replacement project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Fox Run Elementary School, Flooring Removal and Replacement 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 Fox Run Elementary School, Flooring Removal and Replacement project.



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TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: **BROOKSIDE ELEMENTARY SCHOOL, UNDERGROUND STORAGE TANK
REMOVAL PROJECT GRANT APPLICATION RESOLUTION**

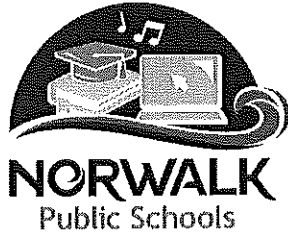
DATE: MARCH 25, 2024

Records indicate that current underground oil tank at the Brookside Elementary School has nearly reached the end of its thirty year useful life. The existing underground oil storage tank would be removed through this project. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Brookside Elementary School, Underground Storage Tank Removal project, and refer the following to the Common Council for approval:

- a. **RESOLVED**, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Brookside Elementary School, Underground Storage Tank Removal project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Brookside Elementary School, Underground Storage Tank Removal 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 Brookside Elementary School, Underground Storage Tank Removal project.



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TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: TRACEY ELEMENTARY SCHOOL, UNDERGROUND STORAGE TANK
REMOVAL AND BOILER IGNITER REPLACEMENT PROJECT GRANT
APPLICATION RESOLUTION

DATE: MARCH 25, 2024

Records indicate that current underground oil tank at the Tracey Elementary School has nearly reached the end of its thirty year useful life. The existing underground oil storage tank would be removed as part of this project and the oil-fueled boiler igniters would be replaced with natural gas-fueled igniters. The conversion to natural gas from oil fuel in line with other City of Norwalk buildings. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project, and refer the following to the Common Council for approval:

- a. **RESOLVED**, that the Norwalk Land Use & Building Management Committee of the Norwalk Common Council is hereby established as the School Building Committee with regard to the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings, cost estimate and outline specifications for the Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement 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 Tracey Elementary School, Underground Storage Tank Removal and Boiler Igniter Replacement project.

V G



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 ELEMENTARY SCHOOL – ARCHITECTURAL
DESIGN SERVICES CONTINGENCY ALLOWANCE INCREASE**
DATE: MARCH 27, 2024

In September 2022, the City Common Council authorized a not to exceed contract for Tecton Architects to provide Architectural Design Services for the South Norwalk Elementary School project. This approval included two action items as noted below.

1. *Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tecton Architects to provide Architectural Design Services for the South Norwalk Elementary School project for a total not to exceed \$2,756,981 Acct. #09225010 5777 C0808.*
2. *Authorize the Office of Building Management to execute Change Orders on Contract for additional design services for a total not to exceed \$100,000 Acct. #09225010 5777 C0808.*

In September 2023, the City Common Council authorized The City of Norwalk pursue the acquisition of six (6) additional properties for the South Norwalk Elementary School project. The approval included the following action with the properties listed.

AUTHORIZATION: The City of Norwalk is hereby authorized to purchase, acquire and/or take the properties listed below, and further, that the Mayor, Harry W. Rilling, or his designee, is authorized to execute and deliver any and all agreements, documents, and other instruments necessary to purchase, acquire and/or take such properties. Account No. 0919 205010 5777 C0619

(1) 28 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

(2) 32 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

(3) 36 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

(4) 38 Oxford Street, Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

(5) 16 Meadow Street Ext., Norwalk, CT, to provide for enhanced vehicular and student access, additional parking, and recreational and open space area for the South Norwalk School.

As the City of Norwalk prepares to acquire additional properties for the South Norwalk Elementary School property, the scope of Architectural Design Services will be expanded beyond the project limits. This additional scope was not anticipated or captured in Tecton Architect's base bid. As a result, the initial estimated design costs associated with these properties will exceed the \$100,000 contingency approved in September 2022. Below is a list of the anticipated additional design services and their estimated values. The estimated values currently total \$115,000 which will exceed the initial contingency.

- Additional Survey Services \$15,000
- Parking and Site Redesign \$85,000
- Environmental Monitoring \$15,000

In order to accommodate additional Architectural Design Services as the result of property acquisitions, as well as future contingency items, the South Norwalk Elementary School project is requesting a contingency increase of \$50,000. With this increase the revised Architectural Design Services contingency will be \$150,000.

ACTION REQUESTED:

- 1. Authorize to increase the contingency allowance for Architectural Services for Tecton Architects for the South Norwalk Elementary School project for an additional not to exceed \$50,000. Funds are available in account Acct. #09225010 5777 C0808.**

VH



CITY OF NORWALK
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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : NORWALK HIGH SCHOOL – LEASE OF PARKING SPACES

DATE: MARCH 27, 2024 (Revised April 1, 2024 with the official name of the organization)

As part of the phased construction plan for the Norwalk High School project, site limitation requires the relocation of student parking to Andrews Field. Additional parking areas are being constructed to provide additional staff parking and separately for construction vehicle parking. We are able to provide approximately 260 parking spaces on school grounds with the school having staff parking need of approximately 245 spaces. However, school staff parking may change through the years and as we proceed with demolition of existing parking lot and building some 3 years from now, availability of parking will be affected.

In anticipation of known as well as unknown parking needs, staff has approached Beth Israel Synagogue on King Street to request their consideration of leasing approximately 20 parking spaces to the City. Rabbi Yehoshua Hecht was very gracious in consideration of our request and the proposed terms are as follows:

- **Lease Period** - Beginning on date to be specified at the time of lease execution to June 30, 2028.
- **Lease Terms** – A total of 20 parking spaces. Location to be designated by the Lessor. Spaces to be used by construction staff personal vehicles (not construction vehicles) and/or school staff parking, not for students.
- **Hours of Use** – Weekdays between 6:30 am to 4:00 pm except major holidays
- **Lease Payment** - \$40 per space per month. Payment will be made quarterly
- **Termination** - Both parties have the right to terminate within 30 days of written notice

- **Insurance** – The City will provide general liability insurance coverage
- **Lessor** – shall maintain the parking spaces including snow removal

During the week of April 1, 2024, on site parking and vehicular circulation (parent drop-off and pick-up) are scheduled to be altered. Having the ability to access additional parking is a significant benefit in the event there is a need.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with Hebrew Beth Israel Society, Inc. dba Beth Israel Chabad of Westport/Norwalk on King Street for the City's use of 20 parking spaces relating to Norwalk High School project. Lease payment shall be \$40 per space per month. Start date to be established at the time of agreement execution to June 30, 2028. Remaining terms of the agreement shall be per Alan Lo's memo dated March 27, 2024 (Revised April 1, 2024). Acct. #0918/195010 5777 C0610