



LAND USE AND BUILDING MANAGEMENT COMMITTEE

SPECIAL MEETING AGENDA WEDNESDAY, MARCH 20, 2019 7:30 PM IN NORWALK CITY HALL, ROOM #123

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

January 14, 2019

February 6, 2019

IV. OLD BUSINESS (NONE)

V. NEW BUSINESS

A. Human Relations

1. Review proposal for ADA compliance evaluation services and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling to enter into an agreement with Melissa Marshall Disability Policy Consulting (MMDPC) LLC for Americans with Disabilities Act compliance evaluation of ten schools for an amount not to exceed \$40,000.00. Acct. #0918-1000-5777-C0536”

B. Building Management

1. Review bids for furniture moving relating to carpet replacement at City Hall and refer the following to the Common Council for action:

“a. Authorize the Purchasing Agent to issue a Purchase Order to Red Thread Spaces, LLC. for the moving of furniture and equipment in City

Hall as part of a warranty carpet replacement project, for a total not to exceed \$42,924.00. Account #09197100 5777 C0439.

b. Authorize the Office of Building Management to issue change orders on Purchase Order for a total not to exceed \$4,292.00.”

C. School Construction

1. Review recommendation for Construction Manager for Norwalk High School Improvement Project and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School Toilet Room ADA upgrades, Culinary Arts Expansion project and Wood Doors & Paneling Replacement. Terms of the agreement shall include the following:

Preconstruction Phase Services (including reimbursable allowance)	\$35,000
CM Fees (% of total trade bids)	2.50%
CM Contingency (% of total trade bids)	3.00%

Following bidding process, final contract price (GMP) will be submitted to the Common Council for approval. Acct. #0918/195010 5777 C0610 & Acct. #09195010 5777 C0619”

2. Review recommendation for material testing services for Ponus School and refer the following to the Common Council for action:

“Authorize the Purchasing Agent to issue a Purchase Order to Connecticut Materials Testing Lab, Inc. for material testing services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$77,000.00. Funds are available in Acct. #09185010 5777 C0608”

3. Review recommendation for moving services for Ponus School and refer the following to the Common Council for action:

“Authorize the Purchasing Agent to issue a Purchase Order to William B. Meyer, Inc. for moving services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$125,000.00. Funds are available in Acct. #09185010 5777 C0608”

4. School construction project update

D. Maritime Aquarium Functional Replacement Project

1. Review proposal for architectural redesign services and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Beyer Blinder Belle Architects and Planners LLP for the Maritime Aquarium at Norwalk Functional Replacement Project to provide architectural design services for a total not to exceed \$1,514,033.16. Funds available from the State’s Maritime Aquarium Functional Replacement Grant.

b. Authorize to establish an allowance for project related reimbursable expenses and additional services in the amount of \$150,000.”

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Dated: March 14, 2019

**CITY OF NORWALK
LAND USE AND
BUILDING MANAGEMENT COMMITTEE
SPECIAL MEETING
JANUARY 14, 2019**

ATTENDANCE: Thomas Livingston, Chair; Gregory Burnett; Beth Siegelbaum;
Barbara Smyth; Chris Yerinides

STAFF: Alan Lo, Building and Facilities Manager

OTHERS: Jim Giuliano; Attorney Liz Suchy; Melissa Matuska, Norwalk Arts
Commission

ROLL CALL

Mr. Livingston called the meeting to order at 7:30 p.m. and called the Roll.

PUBLIC PARTICIPATION

There were no members of the public present this evening.

MINUTES OF PREVIOUS MEETING

December 5, 2018

The following corrections were made to the minutes:

Page 2:
Sixth paragraph – delete “between”

Page 8:
Correct the spelling of Mr. Dumas’ name

**** MR. YERINIDES MOVED TO ACCEPT THE MINUTES AS AMENDED
** MOTION PASSED UNANIMOUSLY**

OLD BUSINESS

A. City owned parking lot on West Avenue located adjacent to the old Norwalk YMCA

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE MAYOR, HARRY W.
RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR
THE DISPOSITION OF WEST AVENUE PARKING LOT (DISTRICT 1,**

BLOCK 8, LOT 15 & 39- 340 AND 350 WEST AVENUE) TO NORWALK HOSPITAL ASSOCIATION WHICH MAY INCLUDE, BUT NOT LIMITED TO, RELATED LEASES AND EASEMENTS. TERMS AND CONDITIONS SHALL BE AS OUTLINED IN ALAN LO'S MEMO DATED DECEMBER 5, 2018

Mr. Lo explained that although the previous meeting agenda was sent to the City Clerk's office in compliance with FOI, he forgot to put the agenda on the City website. In the interest of transparency, he put this item on this month's agenda. This item went before the Planning Commission where it was approved without conditions. The Common Council voted on the Freeholder's report and the final Common Council approval will take place in February.

Mr. Livingston said that coming before the Ordinance Committee is a tax abatement ordinance. It does not address the condition of the West Avenue/Wall Street area. He asked Attorney Suchy if Norwalk Hospital will be seeking abatement.

Attorney Suchy said she was not familiar with the proposed ordinance. She said she understood that Norwalk Hospital/Maplewood has not had any discussions about this ordinance ; however, if the ordinance is passed said she is sure they will ask if it applies to them.

**** MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

A. Historical Commission

**** MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH A.V. TUCHY, INC. FOR THE MILL HILL JAIL AND BARN SITE ACCESSIBILITY ALTERATIONS – PHASE 1 FOR A TOTAL AMOUNT NOT TO EXCEED \$414,600.00 FUNDING FROM DEEP ADMINISTERED OPM GRANT ACCT. NO TO BE ASSIGNED**

AND TO AUTHORIZE THE HISTORICAL COMMISSION TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$41,000.00

Mr. Lo briefly explained the item.

**** MOTION PASSED UNANIMOUSLY**

B. School Construction Projects

1. Review recommendation for architectural design services for Norwalk High School improvement projects and refer the following to the Common Council for action:

**** MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH ANTINOZZI ASSOCIATES TO PROVIDE ARCHITECTURAL SERVICES FOR THE MISCELLANEOUS PROJECTS AT NORWALK HIGH SCHOOL FOR A TOTAL NOT TO EXCEED \$449,000.
ACCT. # 09185010 5777 C0610 .**

AND TO AUTHORIZE TO ESTABLISH A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED \$44,000.

Mr. Giuliano described the RFP process for hiring the architectural firm.

Mr. Burnett asked how much has been spent already. He was told that to date, \$775,361 was spent. Mr. Giuliano said they will stay within the \$11.5 million budget, but will have to make some decisions. Mr. Livingston explained that anything they do will have to come back to the Land Use and Building Management Committee for approval. Anything over \$25,000 will have to have Common Council approval.

Mr. Burnett said he was struggling with spending \$1.3 million on updating the courtyard. Mr. Giuliano explained the updates are ADA requirements. He said Norwalk High School wants to make the courtyard ADA compliant for program use.

**** MOTION PASSED UNANIMOUSLY**

Review bids results for the Ponus School Addition and Renovation Project and refer the following to the Common Council for action:

**** MS. SIEGELBAUM MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH NEWFIELD CONSTRUCTION INC. AS THE CONSTRUCTION MANAGER (CM) FOR THE PONUS RIDGE SCHOOL (NEW PK – 8 STEM SCHOOL) RENOVATION AND ADDITION PROJECT, TO ACCEPT THE**

**GUARANTEED MAXIMUM PRICE (GMP) IN THE AMOUNT OF
\$36,473,862.
ACCT. #09185010 5777 C0608**

**AND TO AUTHORIZE THE NFCC TO ISSUE CHANGE ORDERS ON
CONTRACT FOR A TOTAL NOT TO EXCEED \$1,823,000.**

Mr. Giuliano reported that Newfield Construction was hired and construction documents were created. The bids are close to the original budget. They are seeking funding to replace the heating pipes in the tunnel. Newfield Construction was asked to provide an estimate to replace the heating loop. They plan to remove the asbestos and do a test on the existing pipes to see the extent of the issue. Mr. Giuliano said they thought it was prudent to replace the heating pipes for \$1.4 million.

Mr. Lo explained there is enough funding to do everything except for the heating pipe replacement. Over the next few months, they will test the pipes to see what has to be replaced and then will seek a special appropriation of less than \$2 million. In response to Mr. Burnett's question, Mr. Lo said the original amount in the application to the State was \$43,348,333.

**** MOTION PASSED UNANIMOUSLY**

C. Surplus Property

Consider the possible sale of two surplus properties located on Bouton Street and authorize to proceed with advertisement of the properties for sale

Mr. Lo explained that there are two small properties at the end of Bouton Street. The City sewer line does not reach those properties. The surplus properties were advertised for sale many years ago, but no one wanted them; however, recently the City was approached by someone who was interested in the properties. The resident owns the property between both properties.

Mr. Lo said the property holds no value to the City. The size, steep topography with ledge outcropping plus the need to install septic system significantly impact the value and buildability of these properties.

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE STAFF TO PROCEED
WITH ADVERTISEMENT OF THE PROPERTIES FOR SALE
** MOTION PASSED UNANIMOUSLY**

MISCELLANEOUS/DISCUSSION ITEMS

1. Discussion on the Arts Commission's possible involvement with managing art display in Norwalk City Hall

Ms. Melissa Matuska, Vice Chair, Arts Commission said they would like to become involved in what to put in the bookcases in City Hall Community Room. They want to be sure everything is maintained and inventoried in the Community room. Mr. Lo said that Mr. Hempstead wanted to bring the Community Room back to its original character.

Ms. Matuska described upcoming projects. Mr. Burnett asked who as the final say in what goes into the Community Room. Mr. Lo said that currently he does. Mr. Burnett asked about the cost associated with maintaining the space. Ms. Matuska said they pay someone to curate the spaces. She said there may or may not be a cost to maintain the Community Room. She said this could be an opportunity to do something with artists residing in Norwalk. Mr. Livingston said the Chair of the Historical Commission suggested having shared responsibility.

Ms. Siegelbaum said that on the surface, it sounds like a great idea and shared responsibility sounds fantastic. Ms. Smyth said she likes the idea of supporting Norwalk artists.

Mr. Livingston asked Ms. Matuska to come back to this Committee with a joint proposal.

2. Update on various school construction projects

Mr. Giuliano reviewed the projects monthly update. He gave a brief overview of the four phases of the Ponus project. The project is currently \$2 million over budget due to a problem with the heating pipes.

Mr. Burnett said he is still waiting for the student population numbers. He said this request was made a long time ago. At the last meeting, Mr. Hempstead asked for updated numbers. He said they are doing these projects on a leap of faith.

Mr. Giuliano said they had to do a land swap for the new Columbus School. They submitted the package to DEEP in November. There was special legislation that affected Columbus and the conversion process. As a result, they will re-submit the grant application this coming June with an increased amount to match the current budget. When they first met with the State last year, they said they would not pay the City for all of the site work. Currently, they do not have an approval from the State to build a school on that site.

Mr. Burnett said that was very concerning. He asked Mr. Giuliano if he has a level of confidence that this will work out. Mr. Giuliano said that they will be in better shape once they hear from the State.

Mr. Lo said this project will not start for two years. There is no simple answer. This is the best chance to build a school in South Norwalk because there are no other properties in South Norwalk that could accommodate a school.

Mr. Giuliano said there are miscellaneous projects that need to be completed at Norwalk High School. They plan to separate the cafeteria and gym at Columbus and Cranbury schools. They also plan to install new windows at Cranbury and a building management system.

**** MS. SMYTH MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:00 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
FEBRUARY 6, 2019**

ATTENDANCE: Tom Livingston, Chair; Gregory Burnett, Douglas Hempstead, Beth Siegelbaum and Chris Yerinides

STAFF: Alan Lo, Building and Facilities Manager

OTHERS: Jim Giuliano; Christine Bradley, Norwalk Public Library; Laoise King, Assistant to the Mayor

CALL TO ORDER.

Mr. Livingston called the meeting to order at 7:30 p.m.

I. ROLL CALL

Mr. Livingston called the roll. A quorum was present.

II. PUBLIC PARTICIPATION

There was no one present who wished to address the Committee at this time.

III. MINUTES OF PREVIOUS MEETING(S)

January 14, 2019

Due to a mailing delay in the arrival of the Committee's information packets, it was decided to table the minutes of January 14, 2019.

IV. OLD BUSINESS

1. Discussion on the Arts Commission's possible involvement with managing art display in Norwalk City Hall Community Room.

Mr. Livingston said that the Arts Commission had been using the space. He said that he had spoken with Ms. Wallerstein about the Community Room and she had agreed to send a letter to the Committee about this. To date, that letter has not been received.

Mr. Hempstead said that he would like to have some clarification on this issue. Mr. Burnett said that there was a memo from October that mentioned "shared responsibility"

for the Community Room. Mr. Livingston said that they use the Community Room for the Student Art show.

It was agreed that the Committee would wait to receive the letter from the Arts Commission.

V. NEW BUSINESS

A. Norwalk Public Library

1. Review proposed café vendor for Belden Main Library and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute a License Agreement with Blue Teapot LLC to provide café services at the Belden Main Library for one year with an one-year extension option. Terms for the Agreement shall be as outlined in Christine Bradley’s memo dated January 18, 2019.”

**** MR. YERINIDES MOVED THE ITEM.**

Ms. Bradley came forward and gave a brief overview of the proposed project to install a café at the Main Library at Belden Avenue. She said that there was a survey done and out of the 2,000 responses, the number one request was for a cafe. The build out would be all on the vendor. Ms. Bradley said that the vendor has been working with the Library Book Sale for over 10 years. She has insurance and has arranged for the use of a commercial kitchen to do the baking. The initial lease is only for a year.

Ms. Bradley gave the details of where the cafe would be located on the Library’s main floor. The discussion moved to the cost of doing a project like this. Ms. Bradley said that the vendor has sold desserts at the Library Book Sale and many customers would purchase a slice of cake and then return shortly afterwards to purchase the entire cake.

Mr. Hempstead asked if they had gone out to bid. Ms. Bradley said that they had handled this through Purchasing.

Mr. Burnett said that he was curious about the rent of \$1.00/yr. Ms. Bradley said that it was because of the build out. If there is a need to change this in the future, the Library can work out an agreement for a percentage of a sale or another term.

Mr. Yerinides asked for details on where it would be. Ms. Bradley described where their typing room was located on the first floor.

Mr. Burnett asked if the patrons could take the coffee and food anywhere in the library. Ms. Bradley explained that the use of the library has changed and that people bring their

computers and spend longer periods of time in the library. This is why this was such a major request.

Mr. Livingston asked when the café would be opening. Ms. Bradley said that the Friends Book Sale was scheduled for May 4th and that they would like to have it open for that.

**** THE MOTION PASSED UNANIMOUSLY.**

B. Building Management

1. Review request to lease portion of street level of the Health Department for a DMV Express Center and refer the following to the Common Council for approval:

“Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with The WorkPlace Inc. to operate a Department of Motor Vehicles Express Center to process driver’s licenses in the street level of the Health Department Building. Terms of the agreement shall be as outlined in Alan Lo’s memo dated January 31, 2019.”

Mr. Livingston said that the request for lease had been withdrawn.

C. Maritime Aquarium Functional Replacement Project

Review request to restructure the current relationship for the Maritime Aquarium Functional Replacement Project and refer the following to the Common Council for action:

1. **“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Administrative Settlement Agreement between the State of Connecticut and the City of Norwalk for the Maritime Aquarium at Norwalk Functional Replacement Project in order for the State to provide funding directly to the City and the City to have full responsibility in the management of the funds and project related contracts necessary to implement the Project.”**
2. **“Authorize the Mayor, Harry W. Rilling, to amend the Finance Agreement with Maritime Aquarium at Norwalk dated August 20, 2018 for the Functional Replacement Project in order for the City to receive the State’s Functional Replacement funds directly and to have full project management responsibilities necessary to implement the Project.”**
3. **“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to Amended and Restated Lease Agreement with the Maritime Aquarium at Norwalk in order to terminate Amendment #1 and to incorporate new terms for the City to receive the State’s Functional Replacement funds directly and**

to have full project management responsibilities necessary to implement the Project”

4. **“Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Beyer Blinder Belle Architects and Planners LLP for the Maritime Aquarium at Norwalk Functional Replacement Project to provide schematic redesign services and allowance for design development and construction document phases for a total not to exceed \$225,000.00. Funds available from the State’s Maritime Aquarium Functional Replacement Grant.”**
5. **“Authorize the Mayor, Harry W. Rilling, to execute a Contract with A.P. Construction /O&G Industries as a Joint Venture for the Maritime Aquarium at Norwalk Functional Replacement Project. Terms of the agreement shall include the following:**

- Preconstruction Services Fee- \$118,760**
- CM Fee – 2.45%**
- CM Contingency – 3.00%**

Funds available from the State’s Maritime Aquarium Functional Replacement Grant.”

**** MS. SIEGELBAUM MOVED AGENDA ITEMS C 1-5.**

Ms. King then reviewed the details of memo about these issues. One of the changes is having the City as the fiduciary agent for the project. Another is the amendment to the contract. Ms. King said that the City is planning on retaining the same contractors and architect.

Mr. Burnett said that while the State was guaranteeing that they would pay for the project, it has never been done before. Ms. King said that because the City was now working with the State, the City was willing to act as the fiduciary agent for the project.

Mr. Burnett asked if there was a letter stating that the State would cover the costs. Ms. King said that when the Aquarium was in charge, the Aquarium could have added items in and the State might have disagreed. If that had happened, the Aquarium would have been responsible for paying for non-eligible items. Now the City will be working directly with State and the administration will know exactly what the State will approve. Now there will be a contract between the City and the Aquarium about any item that might be ineligible.

Mr. Yerinides asked what would happen if during the construction, they discovered something unexpected like asbestos. Mr. Lo said that the issue would have to be resolved between the Aquarium and the State.

Ms. King said that because no one has ever done a "functional replacement", the definition is somewhat fuzzy. An example of this could be the replacement of the seal tank. Since the tank was built the standards may have changed and there would be discussion between the State and the Aquarium regarding this.

Mr. Hempstead said that he would like to have a letter from the Aquarium stating that they would cover the cost of ineligible items.

Mr. Lo said that right now, the State has two staff members assigned to the project. He added that he would like to have a signoff form any changes over \$20,000. This would give the City a document that showed that someone from the DOT signed off on it. Ms. King said that there was an accounting process underway to insure that everything was accounted for and the City has a clean slate for the start of this phase of the project.

Mr. Burnett asked if the term "functional replacement" covered the difference between technology that is still available such as the IMAX theater technology, as opposed to the new, cutting edge technology, which is now 4D. Ms. King said that the IMAX technology was obsolete and that the State had already agreed to a 4D replacement. Mr. Lo agreed and pointed out that when they are upgrading, they have to consider moving the Go Fish exhibit, identifying the new exhibit location, but that may include moving another exhibit to a different location. Ms. King said that it would be very important to have the Aquarium signing off on each phase of the project.

Mr. Hempstead pointed out that the City was taking over the project. Mr. Lo said that the Aquarium had already gone through the pre-construction phase with A.P. Construction /O&G Industries. One of the contracts was for the architect and the other is for the construction manager. Since the City will now be involved, they need to start with a clean slate. Mr. Lo reviewed the process.

Mr. Burnett asked if this was a reimbursement project. Mr. Lo said that it was not. The City is acting as a fiduciary agent for the Aquarium.

**** THE MOTION TO APPROVE AGENDA ITEMS C 1-5 PASSED UNANIMOUSLY.**

D. School Construction Projects

1. Review recommendation to replace the Commissioning Agent for Ponus Ridge School addition and renovation project and refer the following to the Common Council for action:

“a. Rescind Common Council Action of August 14, 2018 item VII.D.2. which

authorized the following:

“Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Strategic Building Solutions, LLC d/b/a Colliers International to provide commissioning services for the Ponus Ridge School additions and renovations project for a total not to exceed of \$80,350. Account # 09185010 5777 C0608”

b. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Horizon Engineering Associates LLP to provide building mechanical equipment commissioning services for the Ponus Ridge School additions and renovations project for a total not to exceed of \$76,800. Acct. #09185010 5777 C0608

c. Authorize the NFCC to issue Change Orders on Contract for a total not to exceed \$7,680.”

**** MR. BURNETT MOVED AGENDA ITEMS D 1 A-C.**

Mr. Livingston asked if the City had made a payment to Colliers. Mr. Giuliano said that they had not made a payment to them at this time.

Mr. Giuliano said that they have to abide by the High Building Standards for Schools. After the RFP process was completed, the selected contractor had some disagreements with the contract, which was part of the RFP. When Corporation Counsel and Colliers were unable to agree on the terms, Colliers had agreed to part ways with the City. Thereafter, the City reached out to the second lowest bidder.

Mr. Livingston asked where the \$8,000 payment to Colliers was coming from. Mr. Lo said that the staff has the authority to issue a payment under \$10,000. The money will be drawn from the School Construction Account.

**** THE MOTION PASSED UNANIMOUSLY.**

2. Review request for Eversource to install new gas service to Ponus Ridge School and refer the following to the Common Council:

“Authorize the Mayor, Harry W. Rilling, to execute any and all documents with Eversource for the installation of a new gas service to Ponus Ridge School for a total not to exceed \$30,000. Acct. #09185010 5777 C0608”

**** MR. YERINIDES MOVED THE ITEM.**

Mr. Lo said that gas was cleaner and more efficient. The boiler will not have to be changed right now, but when that time comes, the new boiler will be more efficient. There is now a gas line closer to the building. DPW was scheduled to pave Hunters Lane and they have been asked to delay that until after the gas line and the construction is completed.

Mr. Burnett asked about the cost savings. Mr. Lo said that gas was less expensive and the City was moving completely to gas for all the City buildings. Mr. Giuliano said that there would be savings in terms of delivery. Mr. Burnett said that it was important to have the figures available when they have to speak with the constituents about why these projects were being done.

**** THE MOTION PASSED UNANIMOUSLY.**

E. Building Management

1. Review bid results for the new fresh air intake system at DPW Garage and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with All State Construction Inc. for the installation of new fresh air intake equipment at DPW Garage Administration Offices for a total not to exceed \$31,971.00. Accounts #09197100 5777 C0119.

b. Authorize the Office of Building Management to issue change orders on contract for a total not to exceed \$3,200.00.”

**** MR. BURNETT MOVED AGENDA ITEMS E 1 A&B**

Mr. Lo said that currently the garage has a heating and cooling system, but there are times during the shoulder seasons when if they have a fresh air intake, they don't have to turn on the air conditioning when the building heats up due to solar gain.

Mr. Livingston asked if they were keeping track of all of the efficiencies. Mr. Lo said that the goal was to keep people comfortable and costs down.

**** THE MOTION PASSED UNANIMOUSLY.**

VI. MISCELLANEOUS/DISCUSSION ITEMS

1. **Update on various school construction projects.**

Mr. Giuliano said that at Ponus trees were being removed, fences were being removed. The portables are in the process of being removed. Construction fencing will be installed soon. The project is moving forward. Mr. Lo said that there was a small amount of ledge on the property and there will be some controlled blasting. The nearby property owners have been notified. The property owners will be offered a free inspection of their homes to document any potential damage. The amount of material to be removed is relatively minor. The other option is using a tool similar to a jack hammer. Mr. Lo pointed out that since the school is located to the blast zone, the school would be the first to sustain any damage from the blasting long before any residence would.

The Columbus project is still on hold.

The NHS projects are moving along. There is a meeting on Monday to review the Culinary Arts project with the architects. There are some issues with some of the bathrooms becoming ADA compliant due to lack of space. The elevator is on order. There are other miscellaneous projects that are under discussion at this time.

Study packages for Jefferson, Columbus and IB schools have been received. These will be reviewed. Cranbury has come in significantly higher than expected. Mr. Livingston asked how the BOE could move forward if the project is over budget. Mr. Lo reminded everyone that when Silver Petrucelli developed the budget two years ago, the figures were preliminary. That was before everyone knew what the full scope of the project was known. Discussion followed.

Mr. Burnett said that the budgeted amounts was running over by \$1.3 million dollars. Mr. Lo agreed and said that he could not do anything more than \$11 million dollars because that was all that was authorized. Mr. Giuliano said that the BOE would have to make the decision regarding what was more valuable to them. Discussion followed about who would make that choice.

The discussion then moved to whether the former Briggs Alternative School building was in use. Mr. Lo said that there were still some programs there that were being used by the Board of Education. Mr. Burnett said that he believed that the Special Education program was being held there. He said that one room is dedicated to auditory testing.

Mr. Burnett said that the numbers that the BOE shared at a recent meeting were not the figures that the Committee was looking for. Mr. Hempstead said that the Committee was looking for the information on how many seats were currently filled and how many seats will it take before the current attendance overage balances out.

Mr. Burnett asked about the status of the IB school training and pointed out that it would take three years to train the staff.

ADJOURNMENT.

**** MR. HEMPSTEAD MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

MEMORANDUM

TO: Alan Lo, Building and Facilities Manager

FROM: Anna Keegan, Interim Director of Human Relations & Fair Rent

RE: Americans with Disabilities Act Compliance and Transition Plan for Review by the Land Use and Building Management Committee

DATE: March 12, 2019

In 1990, the Americans with Disabilities Act ("ADA") was signed into law by President Bush. One of the requirements of that law is that each municipality perform a "Self-Evaluation" and then create a "Transition Plan" to transition the municipality into compliance with the ADA.

In 2013, after significant other work in assessing City Buildings and properties, the City contracted with Independent Living Resources ("ILR") to develop the current ADA Compliance and Transition Plan. This Plan identified accessibility barriers at municipal buildings and in 9 of the 19 Norwalk Public School buildings (which buildings were surveyed at that time were determined by where certain programs were being offered). To date, the Human Relations & Fair Rent Department, working with the ADA Committee to determine priorities, has made considerable strides in removing those barriers identified in the 2013 Compliance and Transition Plan to ensure that City programs and services are accessible to all residents.

After considerable review and discussion with the City's Building and Facilities Manager and the Board of Education Facilities & Maintenance Director concerning the 10 school facilities that were not included in the Plan, non-compliant conditions were informally identified in some areas and thought to exist at those schools given the age of the buildings and the lack of any specific ADA compliance work done. To continue with the city's efforts to comply with the federal mandate of the ADA, the Human Relations & Fair Rent Department seeks to enlist the services of Melissa Marshall Disability Policy Consulting, LLC ("MMDPC, LLC") to conduct ADA access assessments at the identified school facilities.

On March 2, 2018 the City's Purchasing Department solicited an RFP for the creation of an ADA Evaluation and Transition Plan for Norwalk Public Schools. The Purchasing Department received one response, however, it did not include a dollar amount for the proposed project. With no acceptable interest generated from the RFP process, the Purchasing Director approved the use of the Sole Source Procurement process. Independent Living Resources, the consultants who crafted the 2013 ADA Compliance & Transition Plan, were contacted and recommended MMDPC, LLC, who also worked on that Plan.

We hope that you recommend the following agenda item be approved by the Common Council:

Authorize the Mayor, Harry W. Rilling to enter into an agreement with Melissa Marshall Disability Policy Consulting (MMDPC) LLC for Americans with Disabilities Act compliance evaluation for ten schools for an amount not to exceed \$40,000.00 for an amount not to exceed \$40,000.00.

Acct. #09-18-1000-5777-C0536

The consulting services will be covered by the Human Relations/Fair Rent ADA capital funds, and will cover the following schools:

MIDDLE SCHOOLS (Grades 6-8)

Roton Middle School	201 Highland Ave, Norwalk, CT 06853
West Rocks Middle School	81 W Rocks Rd, Norwalk, CT 06851

ELEMENTARY SCHOOLS (Grades K thru 5)

Brookside Elementary School	382 Highland Ave, Norwalk, CT 06854
Fox Run Elementary School	228 Fillow St, Norwalk, CT 06850
Kendall Elementary School	55 Fillow St, Norwalk, CT 06850
Marvin Elementary School	15 Calf Pasture Beach Rd, Norwalk, CT 06855
Naramake Elementary School	16 King St, Norwalk, CT 06851
Rowayton Elementary School	1 Roton Avenue, Norwalk CT 06853
Silvermine Elementary School	157 Perry Ave, Norwalk CT 06850
Tracey Elementary School	20 Camp St, Norwalk, CT 06851

I General Information - MMDPC and Project Team:

Melissa Marshall Disability Policy Consulting LLC (MMDPC) works with municipalities, schools, state agencies and other organizations to assist them in meeting obligations under the ADA and other disability rights laws. We facilitate compliance by assisting entities in conducting access surveys and developing ADA Self-Evaluations and Transition Plans and by providing training in all aspects of the ADA. MMDPC has been selected via a highly competitive process to be a vendor by the Massachusetts Division of Capital Assets Management & Maintenance (DCAMM) to provide ADA access surveys and ADA policy compliance assessment and training to entities, including colleges and universities, prison systems and other commonwealth entities. For more information about how MMDPC supports organizations in complying with the law and being welcoming to people with disabilities, please visit <http://www.mmdpconsult.com/>.

II Key Personnel

The Team

Melissa Marshall, J.D., Project Manager

Prior to establishing Melissa Marshall Disability Policy Consulting, Melissa Marshall collaborated with Independent Living Resources (ILR) for two decades. (Independent Living Resources developed the City's preliminary Self-Evaluation and Transition Plan in 2012.) She has managed numerous teams that carried out ADA Self-Evaluation and Transition Plans and has provided extensive training to school systems and municipalities on ADA compliance. As a consultant for Independent Living Resources, Ms. Marshall provided training to the City of Norwalk on its obligations under Title I, the employment provision of the ADA.

Melissa Marshall has trained diverse audiences on all Titles of the ADA and consulted on the development of the ADA Core Curriculum, the National Access For Public Schools Training Manual and ADA training materials for AmeriCorps. She has special expertise on ADA compliance planning for public school systems.

Elanah Sherman, Assistant Project Manager

Elanah Sherman has twenty-five years of deep and varied experience in the disability rights movement, with a concentration in ADA compliance. As Project Director of the Americans with Disabilities Act Coalition of Connecticut, freelance consultant, and, until the 2017 dissolution of the agency, Advocate at the State Office of Protection and Advocacy for Persons with Disabilities (P&A), she has conducted structural evaluations of both Title II and Title III entities; delivered presentations to private and public entities on ADA compliance; designed and implemented ADA training initiatives; developed written educational materials on ADA; and served on a committee that reviewed disability-related waivers to the Connecticut State Building Code. Elanah continues to serve as a long-time member of the State Natural Heritage, Open Space, and Watershed Land Acquisition Review Board, providing guidance on ADA-related issues. She is Chair of the Norwich Commission for Persons with Disabilities, which monitors, supports, and advocates for the City's compliance with Title II of the ADA.

Chris Palames (limited technical assistance as needed)

Chris Palames, Executive Director of Independent Living Resources, is the co-author of the "Title II Action Guide", funded by the National Institute on Disability and Rehabilitation Research. He has provided consultation on Self-Evaluation and Transition Planning to a wide range of public and private agencies and institutions. He has trained and provided technical assistance on all Titles of the ADA to clients and audiences regionally and nationally. His experience in barrier-free and universal design has included the development of federal and state access assessment tools and materials; consultation with the federally funded Center for Universal Design at the School of Design at North Carolina State University; and serving on an adjudicatory body - the Massachusetts Architectural Access Board - with responsibility for code analysis, interpretation and regulatory enforcement. His approach balances legal rigor with pragmatic understanding of the demands of public administration.

III MMDPC Experience and Organizational Qualifications

The following projects document Melissa Marshall's breadth of experience in ADA compliance planning and her record in assisting public and private agencies and organizations to carry out ADA planning and implementation activities. The projects listed have been selected from a much more extensive body of work. Additional information on the project team's qualifications is contained in the attached resumes and biographical summaries.

The following projects include comprehensive Self-Evaluation and Transition Plan development projects. To be considered comprehensive, each project must have addressed all four functional areas covered in the Department of Justice's regulations implementing Title II:

- Equal employment opportunity
- Non-discriminatory operation of programs and services
- Effective communication
- Program and facility accessibility

Selected Projects

Bridgeport Connecticut, Board of Education: Self Evaluation and Transition Plan

Contact person: John DiDonato, Assistant Superintendent

This ADA Title II compliance project, led by **Melissa Marshall**, was initiated to resolve a discrimination complaint brought against the Bridgeport Public Schools by the U.S. Department of Education, Office of Civil Rights. The study included completion of a comprehensive Self-Evaluation and development of a Transition Plan. The program and facility accessibility component of the project entailed access assessments for 23 schools, as well as barrier removal recommendations and multi-year phased priorities for the District's three High Schools and 18 K to 8 and magnet schools.

IV Work Plans

Work Plan A

Tasks

1. Develop and present a survey instrument that will include photographic documentation of barriers, as well as selected compliant elements in school facilities. The survey will be designed to assess accessibility of entrances and restrooms, as well as the school office; cafeteria; gymnasium; nurses' office/health clinics; locker rooms; library; offices of guidance counselors, social workers, principal and assistant principal; classrooms, including labs; and outdoor spaces, such as parking areas, curb cuts, landscapes and sports fields.
2. Meet with School ADA Coordinator and others to review checklist; develop timeline for the project, including a schedule for surveying schools; and educate administrators and other participants on the purpose of the project.
3. Conduct access surveys of the following schools:

Roton Middle School
West Rocks Middle School
Brookside Elementary School
Fox Run Elementary School
Kendall Elementary School
Marvin Elementary School
Naramake Elementary School
Rowayton Elementary School
Silvermine Elementary School
Tracey Elementary School

4. Meet with school ADA Coordinator and others to discuss findings and begin setting barrier removal priorities.
5. Write report delineating barriers found in school environment and suggesting barrier removal priorities.
6. Deliver five copies of written report.

Deliverables from Workplan A:

Five copies of access survey report for 10 schools that 1.) documents structural barriers in school buildings and outdoor spaces, 2) prioritizes barriers to be removed, and 3) presents barrier removal solutions (without specific design recommendations).

Customized survey instrument that will include photographic documentation of barriers and select compliant elements in school facilities



CITY OF NORWALK
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TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING & FACILITIES MANAGER 

RE: CITY HALL INTERNAL FURNITURE MOVE

DATE: MARCH 14, 2019

Over the past 20 years carpeting has been replaced within City Hall office areas, hallways and conference rooms. Several areas have failed due to manufacturer defect and are being replaced by the manufacturer at no cost to the City. However, the warranty does not cover the expense for the moving of furniture and equipment.

On December 10, 2018 the City's Purchasing Department solicited bids for moving of furniture and equipment to allow for the re-carpeting of several areas/offices. Below is a summary of bids received:

FIRM	Total Lump
Red Thread Spaces, LLC	\$42,924.00
Crown Relocations	\$54,250.00
East Side Movers, Inc.	\$83,900.00

After reviewing the bids, the Purchasing Department and the Office of Building Management are recommending the award of the project to the apparent low bidder, Red Thread Spaces, LLC. They have successfully completed projects for City of Norwalk in recent years. Additionally, the manufacturer has retained them to replace the carpet.

ACTION REQUESTED:

- a. **Authorize the Purchasing Agent to issue a Purchase Order with Red Thread Spaces, LLC. for the moving of furniture and equipment in City Hall as part of a warranty carpet replacement project, for a total not to exceed \$42,924.00. Account #09197100 5777 C0439.**
- b. **Authorize the Office of Building Management to issue change orders on Purchase Order for a total not to exceed \$4,292.00.**



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TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT
 COMMITTEE
 MEMBERS OF NFCC

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

RE : **NORWALK HIGH SCHOOL-ADA TOILET
 RENOVATIONS/CULINARY ARTS EXPANSION
 APPROVAL OF A CONSTRUCTION MANAGER (CM)**

DATE: March 20, 2019

Norwalk High School has an enrollment of 1,616 students. The building was constructed in 1971 and has approximately 310,000 square feet. In 2005, the City implemented a major improvement project which included the construction of a new science wing, a new music wing, replacement of the HVAC system, various infrastructure improvements and code updates. Most of the work was reimbursable by the State leaving substantial needed, but non-reimbursable, improvements untouched.

In November 2014, the Norwalk Board of Education initiated a district wide Facilities Improvements Study to identify system wide needs. The study consisted of three components: a) evaluate existing building physical conditions and identify improvement needs; b) assess current student enrollment statistics, develop enrollment projections and identify space deficiencies; and c) develop a building improvement strategy in response to enrollment needs.

The final Facilities Improvement Plan identified specific deficiencies in each of Norwalk's schools, including Norwalk High School, and recommendations to correct them. Parallel to this effort, in March of 2017, the Norwalk High School's School Governance Council, prepared a study of their own, identifying programmatic and aesthetic improvements for Norwalk High School.

Subsequent to the Board of Education's approval of the Facilities Improvement Plan, the City allocated a total of \$11,500,000 as part of the City's 2017-2018 and 2019 Capital budgets for improvements at Norwalk High School. The budget for this phase of the project is \$6,134,403

With the approval of the budget in April of 2017, the school facilities improvement team (the Team), consisting of City staff, Norwalk Public Schools staff and members of the Norwalk High School, School Governance Council met to review both the Board of Education's Facilities plan and the Norwalk High School's Governance Council's report to identify and collate projects into specific categories; reimbursed projects and non-reimbursed projects.

Two projects we knew would be reimbursable were the ADA improvements to the toilet rooms throughout the High School and the expansion of the Culinary Arts Pathway. The design of these two projects started in January 2019 and will be ready for State review in April. Due to the complexity of the toilet room renovations as well as the culinary arts program we decided the best delivery method would be by construction manager (CM).

The City issued a RFP for CM services for the projects and we received 2 responses; A.V. Tuchy and Newfield Construction. Both firms have previously worked with the City, successfully, therefore our selection was based upon proposed costs and fees. As a result, we are recommending Newfield Construction for this project. Newfield Construction submitted the lowest fee structure and they are currently working on the Ponus Ridge expansion, had successfully completed Ponus Ridge School renovation project (2006), Nathan Hale School renovation project (2006) and Norwalk Fire Headquarters (2013). CM services include preconstruction services, bid phase services and construction administration services. CM's Preconstruction phase services is an extremely valuable component of the project development phase. The CM will work closely with school administration and the architect, develop cost estimates, provide value engineering services, develop project phasing plans, and assemble the construction bid packages to manage the bid process in conjunction with the City's Purchasing Department. CM fees are broken down into the following categories:

- A. Preconstruction Services - \$35,000
- B. CM Fee – 2.50% (estimated amount \$103,772)
- C. CM Contingency – 3.00% (free balance will revert back to the City)
- D. Total Trade Contractors' Costs – To be determined subsequent to bidding

- E. General Condition Costs – To be developed based on project phasing, final project schedule and input from the City.

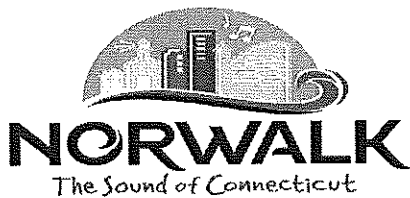
Of the five components of the CM's fees listed above, I would like recommend Common Council approval of Items A, B and C at this time. Upon receipt of the trade contractors' bids, City staff will work with the CM to develop a Guaranteed Maximum Price (GMP) which will include total trade bids, the general condition costs and conversion of CM Fee and CM Contingency from percentages into dollar values.

ACTIONS REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School Toilet Room ADA upgrades, Culinary Arts Expansion project and Wood Doors & Paneling Replacement. Terms of the agreement shall include the following:

Preconstruction Phase Services (including reimbursable allowance)	\$35,000
CM Fees (% of total trade bids)	2.50%
CM Contingency (% of total trade bids)	3.00%

Following bidding process, final contract price (GMP) will be submitted to the Common Council for approval. Acct. #0918/195010 5777 C0610 & Acct. #09195010 5777 C0619



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TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

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

RE: PONUS RIDGE SCHOOL – MATERIALS TESTING SERVICES

DATE: MARCH 20, 2019

Subsequent to the Board of Education adoption of School Facilities Improvement Plan, the City allocated \$43 million for the addition and renovation of Ponus Ridge Middle School. The renovated Ponus Ridge School will be the home for a new Pre Kindergarten to 8th Grade Science Technology Engineering Math (STEM) school program. This project is currently under construction.

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 various inspections/reviews of the project and the test results by a licensed professional engineer.

As a result of this requirement, the City advertised for bids for testing materials laboratories in accordance with the Statement of Special Inspections. The City received four (4) responses from materials testing laboratories. Since the quantity of tests required are yet to be determined, the City issued a Request for Proposals based on unit pricing per test. Upon receipt of the proposals from the various testing labs the City applied projected quantities of tests per discipline to determine the “low bidder”. The “low bidder” is Connecticut Materials Testing Lab, Inc., a Norwalk based firm.

ACTION REQUESTED:

Authorize the Purchasing Agent to issue a Purchase Order to Connecticut Materials Testing Lab, Inc. for material testing services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$77,000.00. Funds are available in Acct. #09185010 5777 C0608

**CITY OF NORWALK
PURCHASING DEPARTMENT**

Unit Prices	
Field Observation to Include Unlimited Density Testing	\$ 140.00 / half day
Field Observation to Include Unlimited Density Testing	\$ 260.00 / full day
Concrete	
Test Cylinders	\$ 50.00 / set of 4
Field Inspection of Concrete Placement to Include Unlimited Slump Tests	\$ 30.00 / hour
Field Inspection of Concrete Placement to Include Unlimited Slump Tests	\$ 120.00 / half day
Field Inspection of Concrete Placement to Include Unlimited Slump Tests	\$ 220.00 / full day
Reinforcing Steel Inspection	\$ 30.00 / hour
Reinforcing Steel Inspection	\$ 105.00 / half day
Reinforcing Steel Inspection	\$ 145.00 / full day
Combined Concrete and Reinforcing Steel Inspections	\$ 42.50 / hour
Combined Concrete and Reinforcing Steel Inspections	\$ 170.00 / half day
Combined Concrete and Reinforcing Steel Inspections	\$ 275.00 / full day
Batch Plant Inspections Local	\$ 150.00 / half day
Batch Plant Inspections Local	\$ 280.00 / full day
Mix Design Review	0 /LS
Column Base Plate Grouting	\$ 30.00 / hour
Column Base Plate Grouting	\$ 110.00 / half day
Column Base Plate Grouting	\$ 210.00 / full day
Combined Inspection	
Combined Soils, Concrete and Reinforcing Steel Field Inspection	\$ 39.00 / hour
Combined Soils, Concrete and Reinforcing Steel Field Inspection	\$ 190.00 / half day
Combined Soils, Concrete and Reinforcing Steel Field Inspection	\$ 315.00 / full day
Masonry	
Compressive Strength	\$ 12.00 / cube
Field Inspection	\$ 30.00 / hour

**CITY OF NORWALK
PURCHASING DEPARTMENT**

Field Inspection		\$ 120.00	/ half day
Field Inspection		\$ 220.00	/ full day
Structural Steel			
Plant Inspection	includes 2.5 hrs travel time	\$ 420.00	/ half day
Plant Inspection	includes 2.5 hrs travel time	\$ 540.00	/ full day
Field Inspection (Visual)		\$ 55.00	/ hour
Field Inspection (Visual)		\$ 220.00	/ half day
Field Inspection (Visual)		\$ 340.00	/ full day
Field Inspection (X-ray Welds)	UT	\$ 58.50	/ hour
Field Inspection (X-ray Welds)	UT	\$ 235.00	/ half day
Field Inspection (X-ray Welds)	UT	\$ 375.00	/ full day
Spray Fireproofing			
Field Inspection		\$ 27.50	/ hour
Field Inspection		\$ 110.00	/ half day
Field Inspection		\$ 220.00	/ full day
Pull Tests		\$ 25.00	/ each
Cold Formed Steel Framing			
Field Inspection		\$ 50.00	/ hour
Field Inspection		\$ 210.00	/ half day
Field Inspection		\$ 330.00	/ full day
Architectural Systems (Wall Panels & Veneers)			
Field Inspection		\$ 50.00	/ hour
Field Inspection		\$ 210.00	/ half day
Field Inspection		\$ 330.00	/ full day
Special Cases (Post installed Anchors)			
Field Inspection		\$ 35.00	/ hour
Field Inspection		\$ 140.00	/ half day
Field Inspection		\$ 220.00	/ full day



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TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

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

RE: PONUS RIDGE SCHOOL – MOVING SERVICES

DATE: MARCH 20, 2019

Subsequent to the Board of Education adoption of School Facilities Improvement Plan, the City allocated \$43 million for the addition and renovation of Ponus Ridge Middle School. The renovated Ponus Ridge School will be the home for a new Pre Kindergarten to 8th Grade Science Technology Engineering Math (STEM) school program. This project is currently under construction.

As a result of working in an occupied building during construction, phasing is required to keep school operations in progress as well as provide areas for construction to continue. As a result of the phasing, it will be necessary to move existing furniture and equipment on multiple occasions. At this time we anticipate a move for the summer of 2019, a move for the Christmas break of 2019, a move for the summer of 2020 and a final move for the opening of the project. As a result of the necessary moves it will be required to employ a moving company to assist in organizing and conducting the various moves.

William B. Meyer, Inc. (Meyer's) has been utilized in numerous moves for schools and school construction projects. Meyer's conducts pre-move planning, provides instruction for the teachers and staff, and provides the equipment necessary for a move that needs close coordination. Meyer's is also on the State bid list, therefore their services are reimbursable by OSCG&R. We have reviewed this recommendation with Purchasing Department and Sharon Connors concurs with our recommendation. The City has budgeted for moving services in the overall project budget. .

ACTION REQUESTED:

Authorize the Purchasing Agent to issue a Purchase Order to William B. Meyer, Inc. for moving services for the Ponus Ridge School Addition and Alterations project for a total not to exceed \$125,000.00. Funds are available in Acct. #09185010 5777 C0608



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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : MARITIME AQUARIUM – ARCHITECTURAL SERVICES

DATE: MARCH 14, 2019

With the restructuring of the relationship among the City, ConnDOT and the Maritime Aquarium, we are working together to evaluate the scope of the functional replacement project and to proceed with the redesign of the project. Together, we have arrived at a new project budget that is capped at \$40,000,000. Subsequent to recent Common Council approvals, the Law Department is in the process of developing amendments to the agreements between the State and the City and between the City and Maritime Aquarium. The City will be the contracting entity for all project related services and work.

Recently, BBB Architects completed new schematic designs in an effort to capture construction cost savings as part of our efforts to meet the budget cap. Concurrently, they submitted a new fee proposal for redesign services which include design development phase, construction document phase, bidding and construction administration phase services. A copy of the proposal is herein attached with cost breakdown of each phase and subconsultant costs.

At this time, I would like to request Land Use and Building Management Committee and NFCC approval of the following:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Beyer Blinder Belle Architects and Planners LLP for the Maritime Aquarium at Norwalk Functional Replacement Project to provide architectural design services for a total not to exceed \$1,514,033.16. Funds available from the State's Maritime Aquarium Functional Replacement Grant.**
- b. **Authorize to establish an allowance for project related reimbursable expenses and additional services in the amount of \$150,000.**

March 4, 2019

Mr. Michael Small, Project Manager, CSG
c/o
Maritime Aquarium at Norwalk
10 North Water Street
Norwalk, CT 06854

Re: **The Maritime Aquarium at Norwalk**
BBB Ref# 2787.00: Norwalk Phase 2 Redesign Proposal
Theater & Seals Additions

Dear Mike,

We herewith submit this redesign proposal for the scope of work listed below per Client group direction (DOT, City of Norwalk & The Maritime Aquarium).

1. Project Scope:

Redesign the Theater Addition based on concept sketches dated March 4, 2019 (Attachment A) approved by the Client group. Integrate the Seals Addition drawings developed in Phase 1 into this package, with limited modifications noted in the list below. The scope description is as follows:

- 1.1. Shift the theater addition to the east to clear the existing 54" sanitary pipe as feasible.
- 1.2. Reduce the theater addition footprint by +/-1,000 gross square feet, coordinate and re-size interior spaces with consultants and Client. The 4D Theater and Projection area design will have minimal revisions per Client.
- 1.3. Coordinate and revise the theater addition envelope, details, MEP/FP/FA, Security, IT, Lighting & AV. Re-analyze for any acoustic issues.
- 1.4. Study site, civil, landscape and lighting design options for the north entrance and provide a final design approved by the Client during DD phase;

- 1.5. Revise and coordinate civil drawings with updated 54" sanitary sewer route provided on Seymour Site Survey dated 12/20/18. Study underground piping routes and connections to reduce costs as feasible.
- 1.6. Study structural Theater and Seals Additions foundation design in conjunction with Geotech Report by Tighe & Bond and their recommendations to reduce costs. Select a system with Client and Construction Manager input.
- 1.7. Limited Value Engineering time has been included for all consultants except as noted during early Design Development redesign to reduce costs were possible, with Client group approval.
- 1.8. Re-coordinate civil and landscape design at east side of site with revisions at Theater Addition. Civil and landscape design at the Seals Addition to remain as designed in Phase1.
- 1.9. Design Development documents will be provided for Client approval and CM review/pricing approximately two months after the redesign start date. Construction Document Bid Set, including Specifications, will be provided to CM for Bidding purposes. See part 3 below for further information.
- 1.10. During the Construction Administration phase, the Architect has included attendance at on-site meetings on a bi-weekly basis. The consultant team will review shop drawing submittals (maximum of two reviews for each are included), respond to RFIs, provide monthly field reports and one punchlist at the end of the project. Provision of as-built drawings is not included in the fee.
- 1.11. Refer to Consultant Proposal letters in Attachment C for additional scope detail.

2. Consultant Fees:

- 2.1. See Attachment B for Consultant Fee breakdown. Fees identified include DD and CD Redesign, Bidding, CA and Close-out.
- 2.2. The Fees listed in Attachment B for the CA phase of the project are based on a fourteen (14) month construction period. If the construction period lasts longer, the CA fees will increase.
- 2.3. Separate from the Fees in Attachment B, the Consultant Team has estimated an Allowance amount of \$45,000 for a small water service room that may need to be constructed in the vicinity of the existing West Courtyard, or possibly located in the west side of the Maritime Building if space can be found there. The water service is required for the Seals Addition. This Allowance assumes that only very minor Civil and Landscape work would be required.

3. Design Schedule

- 3.1. The overall design schedule is five to six months. The Client has advised that after they approve the Design Development set, the consultants will continue into

Construction Documents without waiting for a cost estimate to be produced. If and estimate is provided during CDs and it requires the consultants to carry out substantial re-design work, the consultants will be compensated for said re-design.

3. **Consultant Proposals**

See Attachment C

Exclusions/Clarifications

Client group has notified the design team that they will not be required to prepare presentation documents, submit or attend any public agency reviews, so fees have not been included for these tasks.

Client group has notified the Design Team that the Seals Addition LSS and Exhibit Design will remain as designed and specified during Phase 1, and will not be included in any value engineering exercise.

Tighe & Bond Proposals for HBMA Services dated 8/31/18 and Environmental Monitoring dated 10/29/18 were sent to the Client separately and are not included in these fees.

The 4D Theater Consultant, Simex-Iwerks, is under contract direct with the Norwalk Aquarium and their fees, if any, are not included.

Reimbursable Expenses

Reimbursable expenses related to the above scope of work such as: transportation, reproduction of documents and photography are not included in the fee above. If it is determined that renderings, scale models, mock-ups, samples, off-hour expenses, and the fees of Special Consultants retained by us are required, these Reimbursable Expenses shall be billed at cost. We will make every effort to minimize reimbursable expenses and avoid or eliminate printing and other costs, by using electronic transmission of documents wherever possible.

Please feel free to contact us with any questions or comments. If this proposal meets with your approval, please sign below and return a copy to my attention.

Sincerely,

Christopher Cowan AIA LEED
Associate Partner

Agreed and Accepted:

Michael Small, CSG for The Maritime Aquarium at Norwalk
(print name and title above)

PHASE 2 - Theater and Seal Additions by Design Phase	BBB Arch/Planning	Tighe & Bond Civil, Site, Geo	Kohler Ronan MEP	Sirman Structural	JaffeHolden Acoustic AV	Clevenger Frable LaVallee Food Service	Jensen Hughes Code	Renfro Design Group Lighting	Starr Whitehouse Landscape	MIG Portico Group Exhibits	PCA Group Aquatic LSS
Design Development	\$170,500.00	\$40,000.00	\$21,800.00	\$27,940.00	\$2,700.00	\$850.00	\$3,900.00	\$18,004.62	\$25,000.00	\$1,000.00	\$8,400.00
Construction Documents	\$310,000.00	\$31,000.00	\$33,200.00	\$45,960.00	\$4,300.00	\$1,500.00	\$2,800.00	\$10,176.32	\$20,500.00	\$2,000.00	\$17,000.00
Bidding	\$20,400.00	\$6,500.00	\$4,000.00	\$4,860.00	\$1,800.00	\$1,000.00	\$4,450.00	\$5,740.85	\$2,000.00	\$2,000.00	\$2,800.00
Construction Admin. & Project Closeout	\$424,960.00	\$52,000.00	\$23,500.00	\$28,440.00	\$7,800.00	\$5,000.00	\$1,800.00	\$31,051.57	\$13,500.00	\$35,000.00	\$37,800.00
PHASE 2 THEATER AND SEAL ADDITIONS SUBTOTAL	\$925,860.00	\$129,500.00	\$82,500.00	\$106,300.00	\$16,800.00	\$9,350.00	\$12,950.00	\$64,973.16	\$61,000.00	\$40,000.00	\$66,000.00