



COMMON COUNCIL

LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

WEDNESDAY, FEBRUARY 7, 2018

7:30 PM at WEST ROCKS MIDDLE SCHOOL LIBRARY

I. BUILDING TOUR

II. ROLL CALL

III. PUBLIC PARTICIPATION

IV. MINUTES OF PREVIOUS MEETING(S)

January 3, 2018

V. OLD BUSINESS (none)

VI. NEW BUSINESS

A. NFCC Referral

1. Review bids for West Rocks Middle School windows and doors replacement project – 2018 and refer the following to the Common Council for action:
“a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. for the West Rocks Middle School Windows and Doors Replacement Project-2018 for a total not to exceed \$2,146,088.00. Funds are available in Acct. #09185010 5777 C0610 and #09175010 5777 585**
b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$100,000”**
2. Review architectural design services proposal for Norwalk High School 2018 improvements and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli + Associates for the Norwalk High School improvements project 2018 for a total not to exceed \$97,500.00, which includes an allowance of \$25,000 for design services relating to the submission of a State grant application. Acct. # 09185010 5777 C0610”

3. Update on various school improvement projects
4. **Executive Session** – proposed acquisition of adjacent properties for the proposed new Columbus School at Ely site.

B. Building Management

1. Review proposal for the lease of second floor of Ben Franklin Center and refer the following to the Common Council for action:
“Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children’s Agency for the second floor of Ben Franklin Center based on a total of approximately 5,732 square feet at \$2.50/sf/year for utility related expenses for a total of \$14,330.00 per year. Lease period shall be from March 1, 2018 to February 29, 2020 with 3 – one year renewal option. Remaining terms shall be as outlined in Alan Lo’s memo dated February 1, 2018”
2. Review bids for HVAC, fire suppression and safety improvements in the old IT equipment rooms in City Hall and refer the following to the Common Council for action:
**“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Sav-Mor Cooling & Heating Inc. for the City Hall cooling and fire suppression improvement project for a total not to exceed \$149,300.00. Funds are available from the following accounts:
0905 7100 5777 C0323
0912 7100 5777 C0439
0914 4071 5777 C0439
0917/18 7100 5777 C0476**
b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,930.00”

VII. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo Dated: February 2, 2018

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
JOINT MEETING WITH NFCC
JANUARY 3, 2018**

ATTENDANCE: Land Use And Building Management Committee:

Thomas Livingston, Chairman; Greg Burnett, Beth Siegelbaum,
Barbara Smyth, Chris Yerinides, Douglas Hempstead (6:47 p.m.)

Norwalk Facilities Construction Commission (NFCC):

Mayor Harry W. Rilling, Chair; Michael Barbis, Michael
Byrne, Stan Remson

STAFF: Alan Lo, Building and Facilities Manager

OTHERS: James Gilulian, Consultant, Bill Hodel, NPS Director of Facilities;
Medard Thomas, Columbus Magnet School Principal; James
LaPosta, JCJ Architecture; Bruce Kellogg, JCJ Architecture;
Jeffrey O'Keefe, JCJ Architecture; Joseph Costa, Perkins Eastman;
Tina Grecco, Perkins Eastman; Michael Burge, Perkins Eastman

CALL TO ORDER

Mr. Livingston called the joint meeting to order at 6:36 p.m. He introduced the members of both committees that were present.

Mr. Lo said that the South Norwalk School at the Ely Site that would most likely be named Columbus School. He gave a brief overview of the project meeting that had occurred earlier in the day.

Mr. Lo explained that this was a joint meeting. Two presentations were scheduled – Ponus School and the new Columbus School and each will be about a half hour. After the conclusion of the two presentations, NFCC members have the option of leaving if they wished to do so.

**JOINT MEETING WITH NORWALK FACILITIES CONSTRUCTION
COMMISSION (NFCC) FOR UPDATE ON BUILDING PROGRAM PHASE AND
SCHEMATIC DESIGN PHASE FOR:**

- **New Columbus School (aka South Norwalk School on Ely Site)
6:30 p.m. to 7:00 p.m.**

- **Ponus Ridge School.**
7:00 p.m. to 7:30 p.m.
- **Various school improvement projects.**

The New Columbus School

Mr. LaPosta from JCJ Architecture came forward and introduced Mr. Bruce Kellogg and Mr. Jeffrey O'Keefe.

Mr. O'Keefe then narrated a PowerPoint presentation showing the information on the statistics regarding the amount of square footage for the proposed new school site plans and the other associated information regarding the 17 acre parcel. There are wetlands which are located in the northern portion of the property. Mr. O'Keefe indicated where two potential parcels bordering that northern portion may be acquired to allow for the playing field options. If both properties are acquired, it will allow the school to have a standard sized soccer field. Mr. Lo had additional information on the potential land acquisition.

Mr. Hempstead joined the meeting at 6:47 p.m.

Mr. O'Keefe also spoke about the alternate options and displayed a number of Site Plan options. The first one will totally utilize the site. He mentioned the possibility of having a pedestrian bridge between the school area and the southern portion and the playing fields.

The floor plans include a learning commons, which was formerly called a library; a maker space and a Special Education classroom. The internal space would be divided so that the community rooms could be used without public access to the classrooms.

Another option has the building built into the steep slope on the south east border. There would be a separate a parent drop off loop and a bus loop. The second floor also has an option for a green roof or a deck off of the second floor classrooms for the 6th, 7th and 8th grades.

Mayor Rilling asked about the current Grass Roots building being removed. Mr. O'Keefe said that their designs have been focused on a school first policy. Mr. Lo said that there was funding set aside for a separate modular building for Grass Roots but would not be included as part of the school project due to State reimbursement constraints.

Mayor Rilling asked that status of the land swap. Mr. Lo explained that the first decision that needs to be made is which design will be used. Then an application can be made to the State. If the two potential parcels are acquired, it will increase the amount of recreational space and reduce the amount of land that has to be swapped.

Mr. Hempstead had several questions about the tennis courts and their retention on the site. Mr. Lo reviewed the details of the previous agreement with Grass Roots Tennis and possible solutions.

Mr. Burnett asked about the existing building that may come down. Mr. O'Keefe explained that only the old modular building that was originally put on by NEON will be demolished.

Ponus Ridge School.

Mr. Joe Costa of Perkins Eastman came forward and introduced himself. He then explained that his team would be giving a Power Point presentation about transforming the current middle school into a Pre-K through 8.

Ms. Grecco came forward and said that they have been working on this project for about two and a half months. This will be a STEM school. The capacity will increase to 1,050 students.

Mr. Burge, the project designer came forward and displayed an aerial photo of the site. He added that the school would be occupied during construction and rerouting the traffic into parental drop offs and bus drop off areas.

Mr. Burge then displayed six potential plans for the renovations. The most flexible plan includes three courtyards and has a second story for the middle school students.

Mr. Hempstead asked if the tennis courts and ball fields were able to be utilized, if the design would be different. Mr. Burge said that they did not want to build in front of the existing building.

Mr. Livingston asked whether there was a maker space. Mr. Burge said that the technology lab would also have maker space capabilities.

Mr. Hempstead asked for the reasoning behind creating the courtyard in the southeast sections. Mr. Burge said that the reason was to allow the students to have natural light. It will also allow the younger children to be outside in a controlled space. Mr. Hempstead had a number of concerns regarding the corridors that were placed along the outer walls by the courtyard. Discussion followed.

Update on various school improvement projects.

Mr. Giuliano said that the architecture team had met with the State recently regarding West Rocks School window replacement project and the staff had received approval to go out to bid on Friday.

Electrical evaluations of Cranbury and Fox Run Schools are underway and an RFP has been released for Norwalk High School for painting the exterior, replacing interior doors and the walk-in refrigerators among other improvement work. The theater rigging system will be inspected and there will be repair recommendations made. Work that are subject to State reimbursement are schedule for 2019. .

Mr. Burnett asked if there were any plans to cover "re-skin" the exterior of the building. Mr. Giuliano said that they are looking at painting the exterior rather than installing metal cladding. Mr. Lo gave a brief overview of the issues involved with each solution. Discussion followed.

Mayor Rilling asked for an update on the pool. Mr. Hodel said that the two dehumidifier units have been overhauled and are working at maximum efficiency. The air quality has improved but the dehumidifier units were never designed to handle the large crowds that attend swim meets.

Mr. Hodel said that the co-gen plant was working. It was restored within the last year and is working. It was out of service for about 10 year and a new three way valve has been installed. Mr. Lo added that the boiler unit was replaced as part of the co-gen project.

Mr. Barbis, Mr. Byrne and Mr. Remson left the meeting at 7:45 p.m.

PUBLIC PARTICIPATION

There was no one present who wished to address the Land Use and Building Management Committee at this time.

MINUTES OF THE PREVIOUS MEETING(S)

December 6, 2017

**** MR. HEMPSTEAD MOVED THE ITEM.**

The following corrections were noted.

Page 1, under Minutes of Previous Meeting, **MOTION:** please change the following from:

**** MR. SACCHINELLI MOVED TO APPROVE THE NOVEMBER 1, 2017 MINUTES AS SUBMITTED.**

**** THE MOTION PASSED WITH TWO IN FAVOR AND FIVE ABSTENTIONS (MR. BURNETT, MR. HEMPSTEAD, MS. SIEGELBAUM, MS. SMITH, AND MR. YERINIDES).**

To:

**** MR. SACCHINELLI MOVED TO APPROVE THE NOVEMBER 1, 2017 MINUTES AS SUBMITTED.**

**** THE MOTION PASSED WITH TWO IN FAVOR AND FIVE ABSTENTIONS (MR. BURNETT, MR. HEMPSTEAD, MS. SIEGELBAUM, MS. SMYTH, AND MR. YERINIDES).**

Page 2, under Miscellaneous/Discussion Items, paragraph 2, line 1: please change the following from:

“Mr. Crowley stated that the current restaurant tenant and we are seeking a new tenant.”

To:

“Mr. Crowley stated that we are seeking a new tenant.”

Page 2, under Miscellaneous/Discussion Items, paragraph 2, line 3: please change the following from: “for a sit down restaurant.” to “for a sit down bar.”

Page 4, paragraph 1, line 1: please change the following from: “gave an overview of the responsibilities of the Committee’s responsibilities.” to “gave an overview of the Committee’s responsibilities.”

**** THE MOTION TO APPROVE THE DECEMBER 6, 2017 MINUTES AS CORRECTED PASSED UNANIMOUSLY.**

Mayor Rilling left the meeting at 7:50 p.m.

OLD BUSINESS.

There was no old business to consider at this time.

NEW BUSINESS.

A. Building Management.

Review bids for the Community Room wall restoration project and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Transfer Enterprises for City Hall Community Room Improvement Project for a total not to exceed \$47,000.00. Acct. #09167100 5777 C0439

b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$4,700.00.”

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

Mr. Lo explained that the Community Room had not been renovated since 1985 and that the wood was all original. He listed a number of reasons why they did not want to try to stain the wood, but wanted to refinish the existing wood. There is also the possibility of having cabinets installed. Mr. Livingston said that it needs an AV system. Mr. Lo said that the Council had approved \$170,000 for renovations. He said that the lights have been replaced, and curtains have been installed. There is now an audio system in the room. The IT Department has received a small grant for AV screens.

Discussion followed about using the Community room for presentations.

Mr. Hempstead pointed out that the Community Room is particularly important with the Walk Bridge project on the horizon. He added he was grateful to Ms. Nancy Chapman, who provides a great deal of public information on a variety of projects to the public.

Mr. Lo then gave a quick summary of why it was so difficult to find contractor for the smaller projects.

Mr. Burnett commented that the Community Room was a space for Norwalk citizens. He asked about the fee for public usage and whether it was generating revenue. He pointed out that the City would be renting a room comparable to a meeting room at a hotel. Mr. Lo said that the rate was controlled by the City Clerk's Office. The rental fees are adjustable, depending on the group. Mr. Lo said that he would be happy to get the information for Mr. Burnett. Mr. Livingston said that Mr. Lo would be bringing the information about Ben Franklin rental space fees to the Committee at the next meeting and added that it would be a good time to have the Community Room discussion.

**** THE MOTION PASSED UNANIMOUSLY.**

B. Oak Hills Park

Review request to increase contingency for contaminated soil remediation and refer the following to the Common Council for action:

“Authorize the Office of Building Management to issue change orders on Herbert Recovery Systems LLC’s contract for contaminated soil removal at Oak Hills Park for an additional allowance not to exceed \$4,443. Acct. # 09151340-5799-C0558.”

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

Mr. Lo reviewed the details of the soil testing results as outlined in the December 27, 2017 memo and stated that the project had been completed. The additional money is being requested to complete the final payment.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS.

Mr. Livingston said that they had tried to reschedule the meetings in an earlier time slot but some of the NFCC members won't be able to attend their meeting.

Mr. Hempstead said that he had some questions about the cost effectiveness of some of the Columbus school designs that were presented. Mr. Lo explained that there were State space requirement for hallways and stairways. He added that he felt that terracing the Columbus School against the grade could be very expensive because no one knows how big the ledge actually is. Discussion followed.

Mr. Livingston asked where the next meeting would be held. It was suggested that the Committee go to West Rocks to see the completed windows. This seemed agreeable to all.

ADJOURNMENT

**** MR. BURNETT MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:16 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services



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

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

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

RE : WEST ROCKS SCHOOL WINDOW REPLACEMENT
 PROJECT - 2018

DATE: FEBRUARY 2, 2018

The existing exterior windows and doors at West Rocks Middle School are original to the building which were installed in 1956. The windows have single pane glass. These windows are in extremely poor condition which pose a risk of falling out. In the recently completed facilities study, the consultants identified the replacement of these windows to be a high priority item. The City of Norwalk completed Phase I of the West Rocks Middle School Windows and Doors Replacement Project in the Summer of 2017 and has since received approval from the State to proceed with the next phase to begin this summer.

Recently, the Purchasing Department advertised and received 7 bids. A summary of the bids is herein attached. Subsequent to the bid opening, City staff met with Board of Education to consider the scope and funding availability. The bid format includes a base bid, add alternate #1 – creation of a secured lobby and alternate #2 – windows on the back and side portions of the school. Although the total bid is higher than the original budget amount, we feel it is important to accept both alternate items. Sufficient funding is available in another school improvement account to cover the difference.

Based on the bid results, I would like to recommend A.V. Tuchy for this project. A. V. Tuchy is a successful local general contractor and was the contractor for Phase I. They made every effort to expedite the work and completed the project in

time for opening of school. Norwalk Glass is their subcontractor and the “team” has a highly successful working relationship.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. for the West Rocks Middle School Windows and Doors Replacement Project-2018 for a total not to exceed \$2,146,088.00. Funds are available in Acct. #09185010 5777 C0610 and #09175010 5777 585**
- b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$100,000**

Firm	Total Lump Sum Base Bid	ENTRY LOBBY		PUNCHED OPENINGS		Base Bid + Alt 1	Base Bid + Alt 2	Base Bid + Alt 1 & 2
		Add Alternate 1	Add Alternate 2	Add Alternate 1	Add Alternate 2			
1 Deluca Construction Company	\$ 1,639,000.00	\$ 220,000.00	\$ 289,000.00	\$ 1,859,000.00	\$ 1,928,000.00	\$ 2,148,000.00	\$ 2,148,000.00	\$ 2,148,000.00
2 A.V. Tuchy, Inc.	\$ 1,777,768.00	\$ 168,840.00	\$ 199,480.00	\$ 1,946,608.00	\$ 1,977,248.00	\$ 2,146,088.00	\$ 2,146,088.00	\$ 2,146,088.00
3 Niram, Inc.	\$ 1,873,000.00	\$ 167,000.00	\$ 154,000.00	\$ 2,040,000.00	\$ 2,027,000.00	\$ 2,194,000.00	\$ 2,194,000.00	\$ 2,194,000.00
4 J.A. Rosa Construction, LLC	\$ 1,889,257.00	\$ 200,846.00	\$ 530,702.00	\$ 2,090,103.00	\$ 2,419,959.00	\$ 2,620,805.00	\$ 2,620,805.00	\$ 2,620,805.00
5 L. Holzner Electric Company	\$ 1,986,000.00	\$ 118,000.00	\$ 122,000.00	\$ 2,104,000.00	\$ 2,108,000.00	\$ 2,226,000.00	\$ 2,226,000.00	\$ 2,226,000.00
6 A. Secondino & Son, Inc.	\$ 2,093,000.00	\$ 143,000.00	\$ 297,000.00	\$ 2,236,000.00	\$ 2,390,000.00	\$ 2,533,000.00	\$ 2,533,000.00	\$ 2,533,000.00
7 WBCT, Inc.	\$ 3,060,313.46	\$ 189,424.80	\$ 172,869.30	\$ 3,249,738.26	\$ 3,233,182.76	\$ 3,422,607.56	\$ 3,422,607.56	\$ 3,422,607.56



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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

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

RE: NORWALK HIGH SCHOOL IMPROVEMENT PROJECT

DATE: FEBRUARY 2, 2018

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 \$1,500,000 as part of the City's 2017-2018 Capital Budget for improvements at Norwalk High School.

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. In order to expedite the improvements on the High School it was decided by the Team to identify a number of projects that were not reimbursable

(therefore they do not have to go through the State's approval process) and could be started in the summer of 2018 if not sooner.

Once the projects were identified a Request for Proposals (RFP) was issued and publically advertised. A total of 6 proposals were received for the Norwalk High School improvement project summer 2018. An Interview Committee was created which consist of:

- Jim Giuliano, Program Manager
- Bill Hodel, Facilities Director, NPS
- Sharon Conners, Purchasing Officer
- Lori Sackowitz, Norwalk High School, School Governance Council
- myself

The interview committee shortlisted the proposals and interviewed 3 firms (Silver Petrucelli, BL Companies and Antinozzi Associates). Upon conclusion of the interviews, the Committee arrived at a recommendation and is hereby referring its recommendation of Silver Petrucelli + Associates to be the architect for the Norwalk High School improvements project summer 2018 for approval. The Committee was very impressed with Silver Petrucelli + Associates qualifications, presentation and proposal specifically their understanding of the scope of work and Norwalk High School.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli + Associates for the Norwalk High School improvements project 2018 for a total not to exceed \$97,500.00, which includes an allowance of \$25,000 for design services relating to the submission of a State grant application. Acct. # 09185010 5777 C0610

	A. Programming & Schematic Design Services	B. Design Development Phase	C. Construction Documents Phase	D. Bidding / Negotiation Phase	E. Contract Administration Phase (6 Months)	TOTAL FEE (A-E)
BL Companies Connecticut, Inc.	\$ 15,400.00	\$ 19,000.00	\$ 22,500.00	\$ 2,300.00	\$ 17,200.00	\$ 76,400.00
Silver, Petrucci & Associates, Inc.	\$ 14,700.00	\$ 12,000.00	\$ 14,300.00	\$ 3,200.00	\$ 28,300.00	\$ 72,500.00
Geddis Architects	\$ 11,640.00	\$ 7,760.00	\$ 27,160.00	\$ 7,760.00	\$ 23,280.00	\$ 77,600.00
Wiles + Architects, LLC	\$ 14,784.00	\$ 24,640.00	\$ 34,496.00	\$ 4,928.00	\$ 19,712.00	\$ 98,560.00
Antinozzi Associates PC	\$ 12,000.00	\$ 16,000.00	\$ 28,000.00	\$ 3,500.00	\$ 42,000.00	\$ 101,500.00
O'Riordan Migani Architects, LLC	\$ 7,392.00	\$ 11,088.00	\$ 33,264.00	\$ 3,696.00	\$ 18,480.00	\$ 73,920.00

EXECUTIVE SUMMARY

Silver / Petrucelli + Associates (S/P+A) is an architecture, engineering and interior design collaborative located in Hamden. We have been providing services in Connecticut for more than twenty-six years. These services include architecture, M/E/P/FP engineering, interior design, specifications writing and construction administration. We are award-winning designers and ranked #265 on *Architectural Record's* Top 300 Design Firms for 2017. The firm has been part of this distinguished list for five consecutive years.

Silver / Petrucelli & Associates has been selected by many communities, such as Norwalk, to provide leadership in the development and implementation of their educational planning. The quality and depth of our report for the City of Norwalk's 19 schools earned praise from your Superintendent, Dr. Steven Adamowski, and we are honored to be acknowledged by such a nationally recognized education reformer.

"You've done a wonderful job," Superintendent of Schools Steven Adamowski said to the consultants. "I don't think we could expect anything more thorough, insightful, thoughtful and data based than what you have presented."

- from Nancy on Norwalk



S/P+A's John Ireland, AIA and Michelle Miller, Assoc. AIA, present in Norwalk

S/P+A understands that successful educational planning is a long-term relationship. It begins with collaborative planning/design visioning where educators, citizen groups, community and district representatives have the opportunity to share and learn how the facilities can best serve the overall needs of the community. We take great care in working with school districts and building committees to guide study results, proposed solutions and preliminary cost estimates through

SCGR, town meeting, budget and/or referendum processes.

This project will be managed by John Ireland, AIA, and assisted by architect Michele Miller, designers already familiar to the City of Norwalk and this project. They will be supported by our team of 49 architects, mechanical, electrical and fire protection engineers and interior designers as well as specification writers and construction administrators.

We are joined by long-time consultants to Silver / Petrucelli + Associates to address specific projects within the scope of services. These are Sterling Elevator Consultants out of Avon and Michael Horton Associates, Structural Engineers, out of Branford.



Architecture

- Feasibility Studies and Building Assessments
- Architectural Design
- Sustainable Design
- Historic Preservation
- Adaptive Reuse
- Construction Administration
- Grant Assistance

Engineering

- Mechanical Engineering
- Electrical Engineering
- Plumbing/Fire Protection Engineering
- Geothermal System Design
- Utility Rebate Assistance
- Energy Analysis and Audit
- Life-Cycle Analysis

Interior Design

- Space Planning
- Programming
- Casework Elevations and Detailing
- Floor Pattern Planning
- Finish Selection (paint, flooring, ceilings, etc.)
- Furniture, Furnishings & Equipment (FF&E) Inventory
- FF&E Specification

Principals

William R. Silver, AIA
Dean A. Petrucelli, AIA
David A. Stein, AIA
Kenneth J. Sgorbati, P.E.
Robert R. Banning, P.E.

Associates

Paul E. Jorgensen, AIA
Christopher T. Nardi, AIA
Amanda M. Cleveland, IIDA



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Norwalk School System

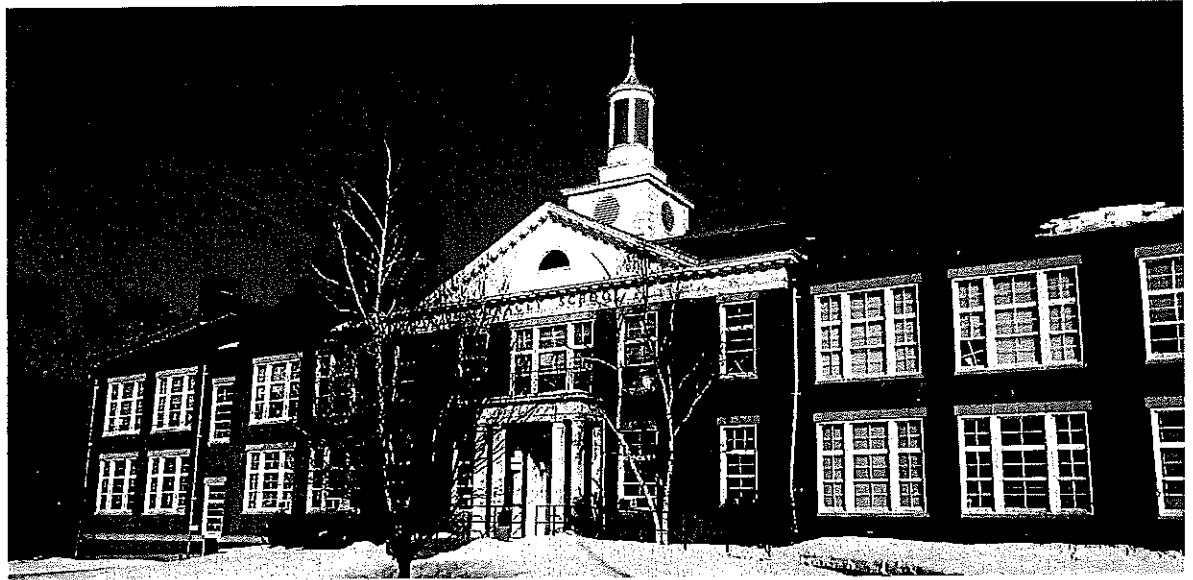
Norwalk, Connecticut

Project Scope: Facilities Feasibility Study &
Long Range Plan

Project Size: 1.6 Million SF

Construction Estimate: \$220 million

Owner: Norwalk Public Schools



As part of the City's responsibility to study the needs for school facilities and prepare a long-term building program the school system is conducting a district-wide facilities feasibility study encompassing all 19 schools and serving 11,000 students.

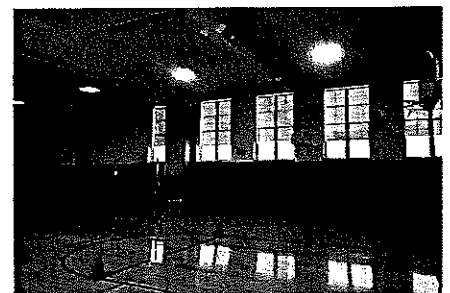
The study applies Connecticut Department of Education standards as a guide for continuous planning, changes and improvements to facilities and programs.

Aspects of the study include:

Demographic Analyses – future housing development and its impact on current and future student enrollments and school capacity requirements.

Physical Condition Assessments - condition of the school facilities, including parking lots, school grounds, and septic systems, with regard to code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement schedules for roofs, heating systems, ADA issues, and other facility issues.

Design Options – renovation/addition/consolidation alternatives to addressing space, program, facility and staffing needs.





SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Norwalk Early Childhood Center

Norwalk, Connecticut

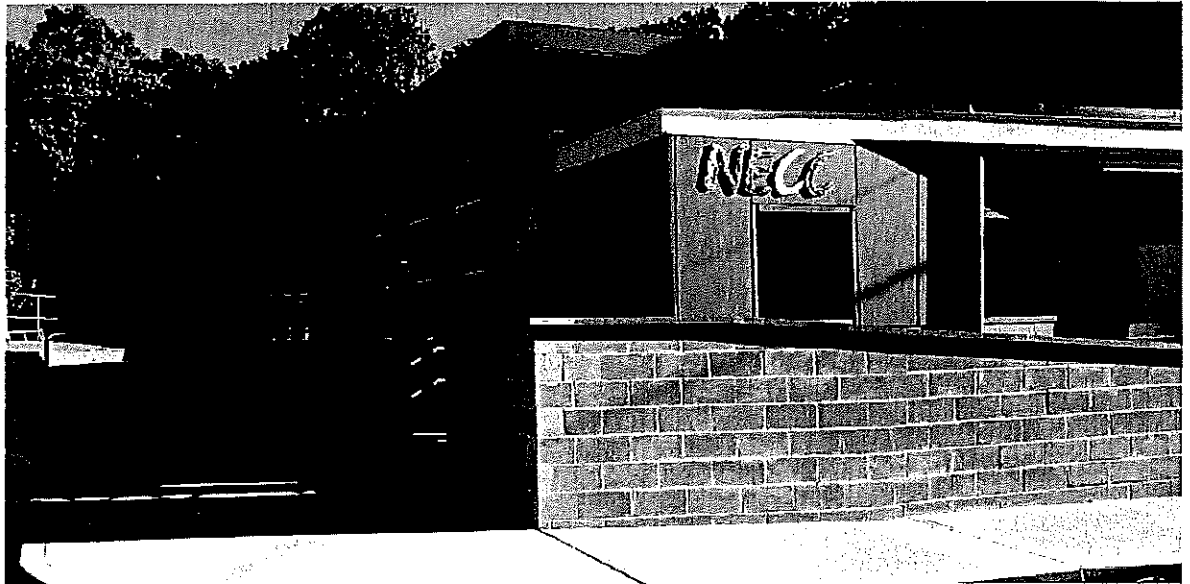
Project Scope: Renovation and Alteration

Project Size: 12,800 SF

Details: PreK; 216 students

Construction Cost: \$2.7 Million

Owner: City of Norwalk

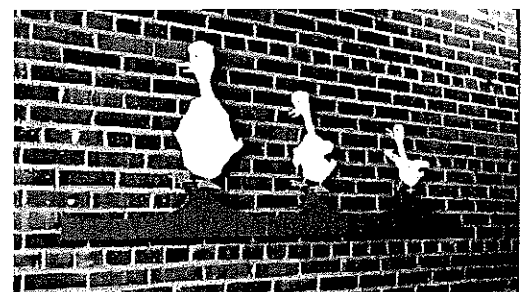
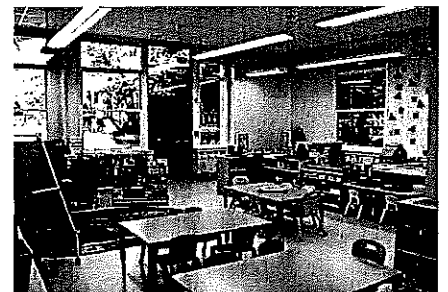


A study was completed by our firm encompassing several design options, a building evaluation, and cost estimates for a project at Roosevelt School that would consolidate early learning programs in the City of Norwalk.

Norwalk Early Childhood Center (NECC) is a special education Pre-K center at the former Roosevelt School. Previously, there were eight special education Pre-K classrooms at five schools in the district. NECC consolidates six of those classrooms to one location.

The construction included the renovation of six classrooms and hallways. Each classroom has direct access to new toilet facilities. The project also includes the construction of a main office, conference room, adult bathrooms, eight therapy rooms and a nurse's office. The existing gymnasium serves as an active play area and multi-purpose space.

The project also includes several exterior upgrades.



SCOPE OF SERVICES/PROJECT APPROACH

At the walkthrough on December 20, 2017 the City confirmed it will not be seeking reimbursement from the State Office of School Construction Grants and Reimbursement (OSCG&R) for this project. The City also eliminated the auditorium sound system and stage rigging from the architectural Scope of Work and confirmed that hazardous materials investigations would be conducted by the City not the consultant.

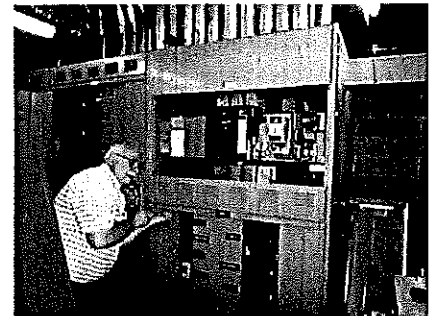
Our Project Approach below is for the following list of improvements needed at Norwalk High School.

- Rehabilitation of the existing freight elevator
- Investigate and report on the structural integrity of spalled concrete on the third floor location within the High School
- Convert the existing water-cooled refrigerator and freezer to an air-cooled refrigerator and freezer.
- Paint existing wood paneling throughout the interior
- Re-finish wood doors throughout the interior
- Painting of the entire exterior (except metal panels)

Conceptual/Schematic Design

We establish the preferred design concept during the schematic design phase which will include the following tasks:

- ▶ Perform field investigation to document existing conditions (site, structural, M/E/P/FP, ADA accessibility).
- ▶ Review available documentation of existing conditions.
- ▶ Coordinate any environmental testing with the City's consultant.
- ▶ Develop preliminary construction cost estimate.
- ▶ Meet with the City to review findings.
- ▶ Develop two, three or more concepts to bring to the City.
- ▶ Final conceptual documents, including plans, elevations and sections are developed for final owner review and comment. Accessibility details are included.



The Schematic Design submission includes the following:

- ▶ Schematic site layout.
- ▶ Schematic layouts of utility services to the proposed project.
- ▶ Architectural floor plans and interior elevations.
- ▶ Interior equipment layouts and interior elevations.
- ▶ Preliminary structural, mechanical and electrical engineering concepts and layouts.
- ▶ Schematic Design narrative, environmental findings, including agency/town approval submission requirements, and preliminary approval schedule.

Design Development

This phase takes the approved schematic design and refines the plan with more specific details including:

- ▶ Energy efficient engineering systems will be designed incorporating rebates and incentives for lighting and mechanical installations.
- ▶ The one requested project estimate will be refined and developed.
- ▶ Plans will be submitted to the City and regulatory boards for approval.

Contract Documents

A comprehensive set of construction documents with finalized cost estimates and construction schedules to include:

- ▶ Cover sheet and general information
- ▶ Code sheets and code information, including existing and new code information
- ▶ Remediation plans and floor plans if any, equipment plans, reflected ceiling and roof plans
- ▶ Elevations, sections, details, miscellaneous details, enlarged floor plans
- ▶ Structural plans, details, sections and special notes.
- ▶ HVAC plans, sections, and details including equipment schedules.
- ▶ Plumbing plans, sections, details and equipment schedules.
- ▶ Fire Protection plans, sections, details and equipment schedules.
- ▶ Electrical lighting and power plans, sections, details and equipment schedules.
- ▶ Furniture equipment layouts, floor pattern plans, color boards and furniture cuts and samples
- ▶ Hazardous Materials plans and sections (if applicable) to address the removal of interior asbestos materials; exterior asbestos materials; lead based paint; PCB containing electrical equipment or sealants and mercury fluorescent lights.

Bid Phase Assistance

Bid phase services will include the following:

- ▶ Attend pre-bid walk-thru.
- ▶ Answer Contractor's questions and issue Addenda as required.
- ▶ Assist with evaluation of bids.

Contract Administration

Because Silver / Petrucelli has a full-time construction administration department, we designate a dedicated Construction Administrator during project design to act as the point person for all correspondence and documents as well as a liaison between the Owner and the contractor. Having one dedicated individual handling all correspondence allows for ease of communication, as all involved parties know whom to go to for answers. Our typical CA services include:

- ▶ Shop drawing review and approval
- ▶ Design modifications and sketch preparation
- ▶ Requisition review and approval
- ▶ Job coordination and progress meetings
- ▶ Contract interpretation and response to inquiries
- ▶ Periodic site visits to assure quality standards are being met and general conformity to the construction documents
- ▶ Change order preparation and review
- ▶ Punch list and contract closeout such as review of submittals (including Record Drawings and O&M Manuals) produced by contractor.



Project Close Out

We will respond to inquiries regarding the warranties and corrective work required by the contractor during the warranty period. We conduct a post construction evaluation of the project, determining the financial and schedule performance of the team, the responsiveness of the designs to the program and other related issues. We will assist the City in preparing and submitting the close out documentation required by the State, including final change order summaries and financial reports. We respond to any grant source audit inquiries providing information to the Town for resubmission up to two years after the project is substantially complete.



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

TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT COMMITTEE

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

RE : **BEN FRANKLIN CENTER – PROPOSAL FROM FAMILY & CHILDREN AGENCY**

DATE: FEBRUARY 1, 2018

Ben Franklin Center is located at 165 Flax Hill Road. In 1992, the building was converted from an old school to a mixed-use community services building. Total building is approximately 65,000 square feet. Current occupants include:

- Crystal Theatre which operates a children theatre program in the auditorium;
- Recreation and Parks Department which operates its basketball programs in the gymnasium;
- CDI's Headstart programs and Growing Seeds Early Childhood Preparedness programs are on the first floor;
- Spring Harvest Ministry which occupies the community room and two classrooms on the second floor; and
- Family Children Agency which operates various afterschool programs on the third floor.

Majority of spaces on the second floor have been vacant since NEON vacated the premises. Recently, a Request for Proposals was issued by the Purchasing Department for a potential tenant to occupy the remaining of the second floor. The City received one proposal from Family Children Agency. Excerpts from the proposal are herein attached.

Family Children Agency has been an excellent tenant on the third floor. Their ASPIRE afterschool program has been very successful and provides valuable

services to the community. The terms of their Proposal for the second floor consist of the following:

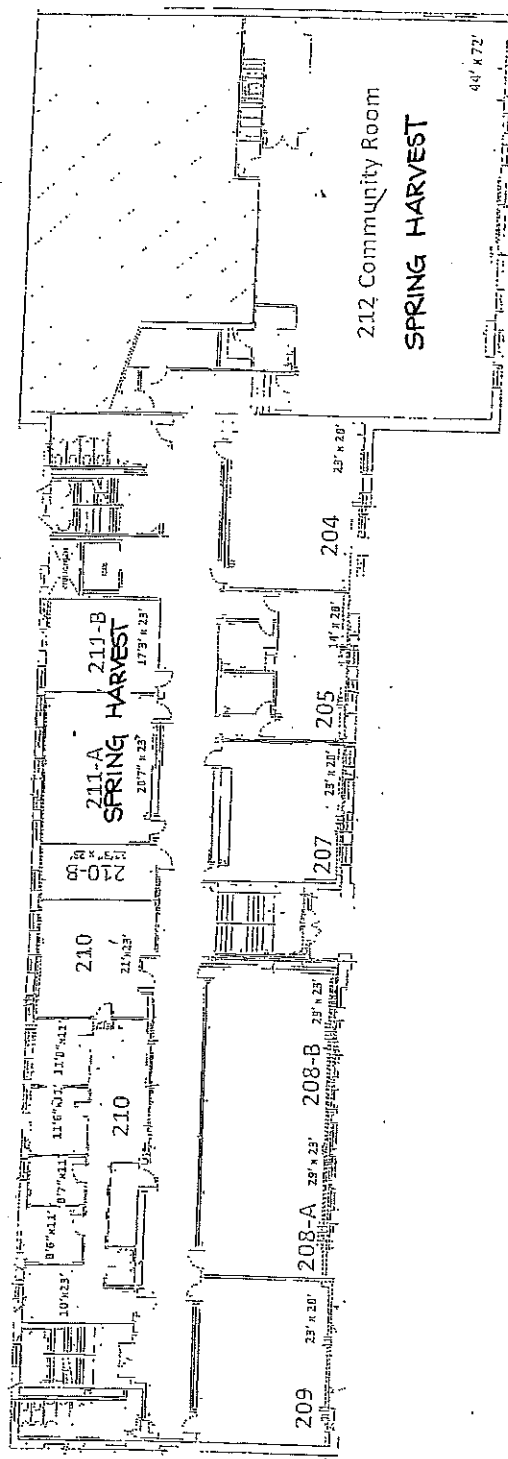
- Agreement period: Initial term from March 1, 2018 to February 29, 2020 with 3 – one year options by both parties.
- Payment shall be calculated by the City based on \$2.50 per square foot per year to cover utility costs which does not cover facility repair and maintenance costs. Total lease area is approximately 5,732 square feet (see attached floor plan). Total annual payment shall be approximately \$14,330. Payment shall be made quarterly at the beginning of each quarter. Payment for option years to be negotiated.
- Subleasing subject to City approval
- Lessee will provide general liability insurance coverage
- Both parties have the rights to terminate within 90 days of written notice
- The Office of Building Management may incorporate other operating requirements necessary for the proper management and operation of the building.
- Lessee shall obtain prior approval from Office of Building Management for all tenant fit-up and improvements, including but not limited to, painting, replacement light fixtures, door hardware, etc.
- Lessee shall be responsible for all tenant fit-up, telecommunication/IT installation and security upgrades throughout the Leased Premises.
- Lessee will be responsible for janitorial services of the Leased Premises as well as common areas (hallways, bathrooms, etc.). It is anticipated that Spring Harvest Ministry will continue to occupy spaces on the second floor and the Lessee will coordinate for shared use/access of the second floor common spaces. The repair and replacement of building systems/infrastructure (except repairs that are caused by misuse or vandalism by the Lessee) shall be the responsibility of the City
- It is the responsibility of the Lessee to secure and maintain all program required licenses for the operation of its programs.
- Lessee shall provide required general liability and property damages insurance coverage.

ACTION REQUESTED:

“Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children’s Agency for the second floor of Ben Franklin Center based on a total of approximately 5,732 square feet at

\$2.50/sf/year for utility related expenses for a total of \$14,330.00 per year. Lease period shall be from March 1, 2018 to February 28, 2020 with 3 – one year renewal option. Remaining terms shall be as outlined in Alan Lo’s memo dated February 1, 2018”

9/2/16



Ben Franklin Center Second Floor

Second Floor Class Rooms measurements

Room - 204	23' x 28' = 644 sq. ft.
Room - 205	14' x 28' = 392
Room - 207	23' x 28' = 644
Room - 208B	23' x 29' = 677
Room - 208A	23' x 29' = 677
Room - 209	23' x 28' = 644
Room - 210	23' x 78' = 1794 (suite)
Room - 210B	11' 3" x 23' = 260
Room - 211A	23' x 28' 7" = 660
Room - 211B	23' x 17' 3" = 398
Room - 212	44' x 72' = 3168
Total square feet for second floor = 9,958	
5,132 sq. ft.	

ATTACHMENT #1

COMMERCIAL RECREATION ESTABLISHMENT -- A business establishment engaged in providing leisure time activities and open to the public for a fee, and which may include as an accessory use the sale, rental or repair of recreation equipment and the serving of refreshments to patrons. A "commercial recreation establishment" may include, but is not limited to, tennis and paddle tennis courts, golf driving range, bowling lanes, ice skating and shooting ranges. A billiard parlor or pool hall shall not be permitted as a "commercial recreation establishment." [Added effective 12-7-1990]

COMMISSION -- The Zoning Commission of the City of Norwalk. [Added effective 12-11-1975]

COMMUNITY CENTER -- A nonprofit facility for recreation, social or cultural activities under the management and unified control of the membership or the city. [Added effective 6-12-1987]



COMMUNITY CENTER (D RESIDENCE ZONES) -- A nonprofit facility where social services are provided and recreation, social, educational, developmental or cultural activities take place under the management and unified control of the City of Norwalk, a public or nonprofit agency or the membership. Permitted programs and activities may include the following: child day-care and summer camp programs, after school and tutoring activities, social services assessment, advocacy and counseling, job training and neighborhood organization; provided that the facility continues to be available for the general public. [Added effective 5-28-1993]

COMMUNITY RESIDENCE -- A facility which houses eight (8) or fewer mentally ill adults and the staff of such facility and which is licensed by the State of Connecticut. [Added effective 6-12-1987]

CONGREGATE HOUSING -- An assisted living facility providing independent or partially independent living quarters, congregate meals, housekeeping, professional caregiving, and other supportive services to persons 60 years of age or older who, because of infirmities and other functional limitations, including those related to beginning and intermediate Alzheimer's disease, cannot live in a completely independent environment. [Added effective 7-25-1980; amended effective 9-27-1996]

CONTRACTORS OFFICE -- A structure used predominantly for offices necessary for the operation of a contracting business, which may include as an accessory use the interior storage of contractor's equipment and materials used in the construction trade. Off-street parking for contractor's vehicles, which do not exceed one-ton rated capacity nor more than two axles, shall be permitted only if all equipment and supplies are stored predominantly within the vehicle. The number of such vehicles shall not exceed the number of parking spaces designated for their use, in addition to the number of spaces required for the office use and all other on-site uses. Outside storage of contractor's equipment or vehicles exceeding one-ton rated capacity or more than two axles shall not be permitted on the premises. [Added effective 1-26-2001]

CONTRACTOR'S STORAGE YARDS -- A parcel of land, with or without structures, a minimum of 12,500 square feet in size, used for the storage of equipment and materials used in the construction, landscaping, landscape nursery, masonry or arborist trade; including, but not limited to, trucks, vans, bulldozers, backhoes and other similar equipment and/or stockpiles of construction or property improvement materials, such as concrete, gravel, woodchips, logs, plant stock, masonry, plumbing or electrical supplies, and other similar materials. All such equipment and material shall be stored in an environmentally safe manner behind the front setback line and no closer than five feet (5') to the side or rear property lines. All such stockpiles shall be limited to a maximum height of twenty feet (20') and shall be effectively screened from view from adjacent properties. [Added effective 10-25-1996; amended eff. 10-28-2011]

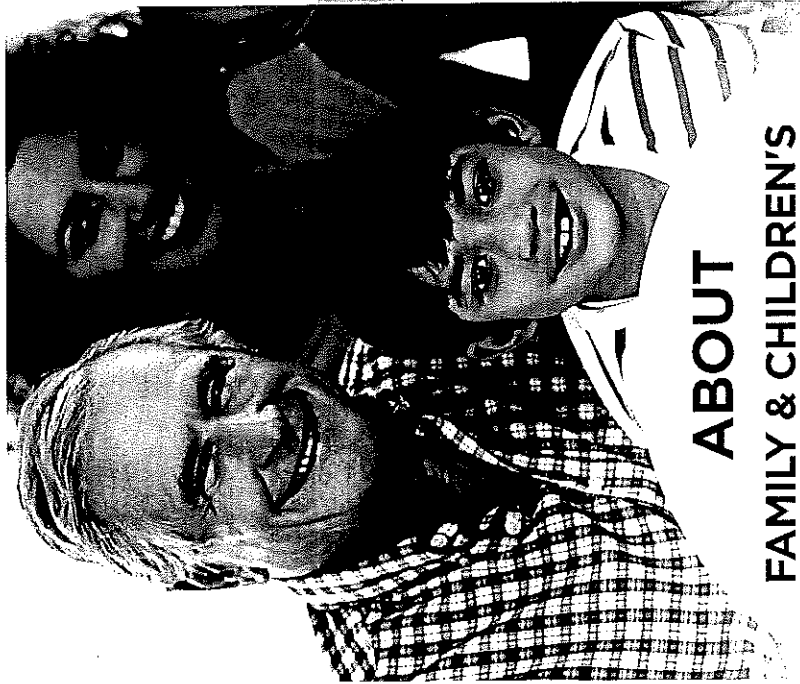
- **Name and contact information for the organization**
Family & Children's Agency
9 Mott Avenue, Norwalk, CT 06850
T: (203) 855-8765
E: RCashel@FCAgency.org
- **Name of authorized representative**
Robert Cashel, President & CEO
- **Organization's business registration – provide documentation**
Please see attached.
- **Description or business brochure of the organization's mission statement or service programs**
Please see attached.
- **Description of services to be provided at the Leased Premises**
Family & Children's Agency (FCA) will utilize the 5,732 square feet of the 2nd floor of the Ben Franklin Center as a non-profit community center in accordance with Norwalk Zoning Regulations Article 30. More specifically, the 2nd Floor of the Ben Franklin Center will be used to for FCA's Child & Family Development programs, which include:
 - Parents as Teachers
 - Nurturing Families Network
 - Minding the Baby
 - Maternal Outreach and Mentoring Services

Each of the aforementioned programs are home visiting programs that promote positive parenting skills, facilitate connections to supportive services and educate parents on child development to mitigate risk factors and strengthen families. In fact, FCA is the largest provider of home visiting services in Norwalk, positioning the Agency as a critical player in the city to turn the curve on key early childhood wellbeing indicators that impact kindergarten readiness.

In addition to working in the homes of our clients, the Child & Family Development programs offer on-site services to strengthen children and families. Operating out of this space, the Agency will provide social services (social service assessment; advocacy and counseling) and social, educational and developmental activities as per the city's definition of "Community Center [D Residence Zones]" in Article 10 of Norwalk's Zoning Regulations.

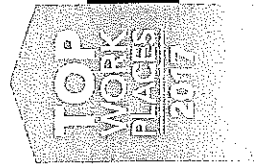
- **Proposed annual lease payment based on cost per square foot**
\$14,330 (\$2.50 per square foot)

- **The City is assuming a two (2) year lease with three (3) one-year renewal options, but the lease term is flexible**
Family & Children's Agency is seeking a two (2) year lease with the City of Norwalk, with the option to renew.
- **Identify any proposed lease terms or conditions which deviate from requirements as outlined in the Request for Proposals**
FCA is in agreement with all lease terms and/or conditions outlined in the RFP, including the City's Standard Terms and Conditions and the City's Living Wage Ordinance.
- **Projected occupancy date: March 1, 2018**



ABOUT FAMILY & CHILDREN'S AGENCY

Family & Children's Agency (FCA) is a leading, nonprofit human service organization committed to building better lives by increasing the social and emotional well-being of our clients. We provide strength-based, solution-focused services that meet the needs of our families throughout the life cycle, including children & families, youth, adults and seniors. Our acquired knowledge and skill has enabled us to be responsive to the changing needs in the communities we serve.



Family &
Children's
AGENCY

9 Mott Avenue | Norwalk, CT 06850
203-855-8765 | Fax: 203-838-3325

FamilyandChildrensAgency.org

GET INVOLVED

As a supporter of Family & Children's Agency you're a part of our community, and your support makes everything we do possible. Your generous donations and time help us build better lives for more than 13,000 people throughout Fairfield County, spanning infancy through adulthood.

Ways to Give

- Donations online
- Donations by check
- Donations of stock
- Donations of gift cards to grocery or super stores
- Become a corporate partner
- Support an FCA event

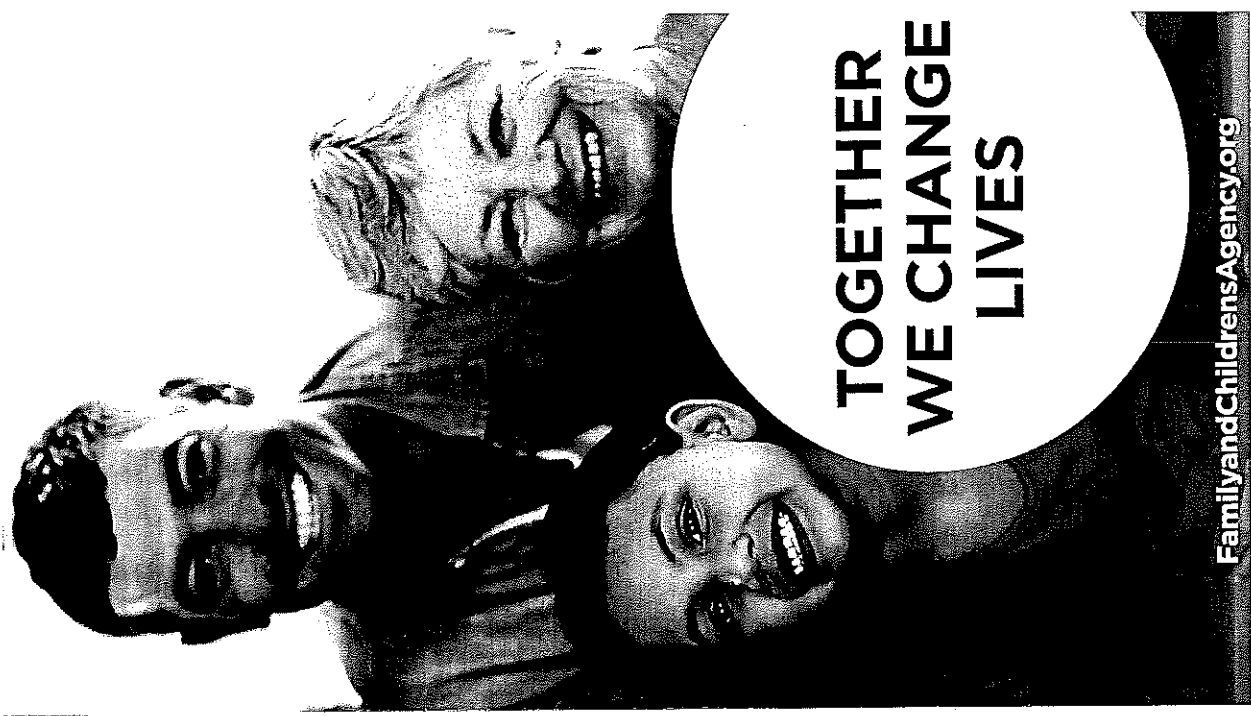
Ways to Volunteer

- Provide homework help in FCA's ASPIRE after-school program
- Offer tax assistance in FCA's Volunteer Income Tax Assistance (VITA) program
- Provide office support for an FCA program
- Purchase snacks for an FCA program
- Organize a collection or host a drive
- Sponsor an activity or field trip
- Facilitate a workshop or be a guest speaker

STAY CONNECTED



Family &
Children's
AGENCY



TOGETHER
WE CHANGE
LIVES

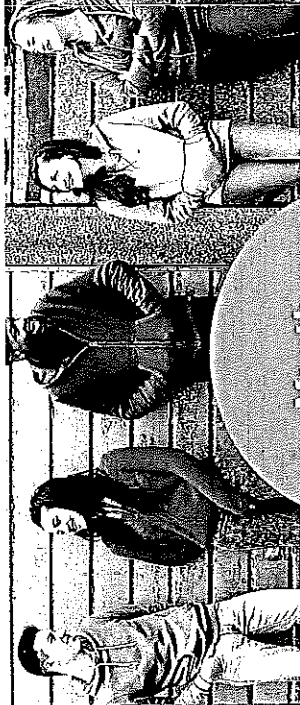
FamilyandChildrensAgency.org



Children & Families

Helping children & families thrive in safe, nurturing and strong families through:

- Specialized Foster Care services
- Behavioral Health and Counseling services
- Intensive In-home Child & Adolescent Psychiatric Services (ICAPS)
- Family Support programs
- Child & Family Development programs
- Domestic and International Adoption programs



Youth

Improving the lives of middle and high school students in Norwalk by motivating, educating and developing their ability to be productive and independent young adults through our:

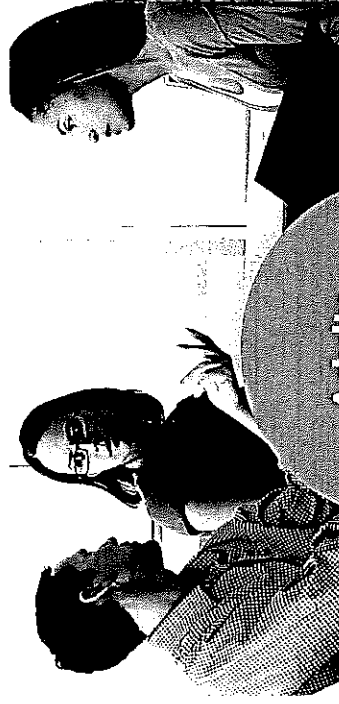
- ASPIRE, after-school programs



Adults

Supporting adults during times of crisis and transition through:

- Project REWARD, an addiction recovery program for women
- Community Connections, providing support for homeless adults
- Behavioral Health and Counseling services



Seniors

Helping seniors remain safe and independent in their homes through our Home Care services:

- Home Health Aides and 24-Hour Live-In Support
- Assisted Transportation
- Homemakers and Companions
- Personal Alert, Emergency Response System
- Social Work Services

AGENCY FAST FACTS

- Ninety cents of every dollar donated goes directly toward Agency programs and services.
- Supports children & families, youth, adults and seniors in the community during times of crisis and transition.
 - Impacts the lives of more than 13,000 people throughout Fairfield County annually.
- Voted 2017 Top Workplace by Hearst Media.
- Provides free tax preparation for local families through the Volunteer Income Tax Assistance (VITA) program (a partnership with the IRS).
- One of the largest private adoption agencies in Connecticut, with offices in CT and NY.



BOARD OF DIRECTORS FY18

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Community Volunteer

Area of expertise: Accounting

Wilton, CT

Vice-Chair

Charles Pieterse

Whitman Breed Abbott & Morgan LLC

Area of expertise: Legal

Ridgefield, CT

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Area of expertise: Philanthropy

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Community Volunteer

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Charleston, SC

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Community Volunteer

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Westport, CT

Audrey Andrew

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David Barnard

Bernstein Private Wealth

Management

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Mary-Pat Cottrell

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Area of expertise: Finance

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Cheryl DeVonish

Norwalk Community College

Area of expertise: Legal/Diversity

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Wilton, CT

Dianne Green

Community Volunteer

Area of expertise: Family Services

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Kristine Reddington Herlyn

Community Volunteer

Area of expertise: Legal

Wilton, CT

Noelle Hughes

Community Volunteer

Area of expertise: Philanthropy

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Rachel Lieberman

Synchrony Financial

Area of expertise: Legal

Ridgefield, CT

Virginia Martin

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Area of expertise: Philanthropy

Norwalk, CT

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St. Luke's School

Area of expertise: Development/Education

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Shoff Darby Companies

Area of expertise: Insurance

Norwalk, CT

Karen Scappaticci

Community Volunteer

Area of expertise: Pharmaceuticals

Wilton, CT



BOARD OF DIRECTORS FY18

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Stein | Troost architecture LLC

Area of expertise: Architecture

Norwalk, CT

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Area of expertise: Legal

Norwalk, CT

Sharon Sullivan

Community Volunteer

Area of expertise: Media/Publishing

Westport, CT

Brian Vendig

MJP Associates

Area of expertise: Finance

Fairfield, CT

Trish Weber

Community Volunteer

Area of expertise: Marketing/Development

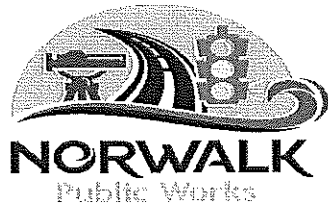
Wilton, CT

Martha Witte

FM Home Loans, LLC

Area of expertise: Finance

Westport, CT



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

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

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

DATE: FEBRUARY 2, 2018

RE: CITY HALL IT ROOMS COOLING & FIRE SUPPRESSION UPGRADES

In 1987, the City completed the renovation of the old Norwalk High School into the new Norwalk City Hall. As part of the renovation project, two IT equipment rooms were constructed that were protected by halon fire suppression system. With the advances in IT technology in the past 15 years, the City constructed two new IT equipment centers at the Police Headquarters and Fire Headquarters. The existing IT equipment rooms are no longer function as the IT equipment centers.

On December 7, 2017 the City's Purchasing Department solicited bids for upgrading the City's and Board of Education's IT Equipment Rooms HVAC & fire suppression systems. The existing halon fire suppression systems were partially abandoned some years ago. The individual cooling systems in the area are also obsolete and no longer serviceable. In addition, the buildings main HVAC system does not extend into these areas.

The following is a summary of bids received:

FIRM	TOTAL LUMP SUM BID
Sav-Mor Cooling & Heating Inc.	\$149,300.00
Stewart Mechanical Services Inc.	\$176,895.00
West State Mechanical Inc.	\$177,500.00
L. Holzner Electric Company	\$246,700.00

After reviewing the submissions for the above referenced project, the Purchasing Department and the Office of Building Management would like to recommend the award to Sav-Mor Cooling & Heating Inc. as the lowest responsible bidder. Sav-Mor Cooling & Heating Inc. has successfully completed both large and small projects for the City in the past.

ACTION REQUESTED:

a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Sav-Mor Cooling & Heating Inc. for the City Hall cooling and fire suppression improvement project for a total not to exceed \$149,300.00. Funds are available from the following accounts:

0905 7100 5777 C0323

0912 7100 5777 C0439

0914 4071 5777 C0439

0917/18 7100 5777 C0476

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,930.00



COMMON COUNCIL

LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA (*Amended in Italic – February 5, 2018*)

WEDNESDAY, FEBRUARY 7, 2018

7:30 PM at WEST ROCKS MIDDLE SCHOOL LIBRARY

I. BUILDING TOUR

II. ROLL CALL

III. PUBLIC PARTICIPATION

IV. MINUTES OF PREVIOUS MEETING(S)

January 3, 2018

V. OLD BUSINESS (none)

VI. NEW BUSINESS

A. NFCC Referral

1. Review bids for West Rocks Middle School windows and doors replacement project – 2018 and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. for the West Rocks Middle School Windows and Doors Replacement Project-2018 for a total not to exceed \$2,146,088.00. Funds are available in Acct. #09185010 5777 C0610 and #09175010 5777 585

b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$100,000”

2. Review architectural design services proposal for Norwalk High School 2018 improvements and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli + Associates for the Norwalk High School improvements project 2018 for a total not to exceed \$97,500.00, which includes an allowance of \$25,000 for design services relating to the submission of a State grant application. Acct. # 09185010 5777 C0610”

3. Update on various school improvement projects
4. **Executive Session** – proposed acquisition of adjacent properties for the proposed new Columbus School at Ely site.

B. Building Management

1. Review proposal for the lease of second floor of Ben Franklin Center and refer the following to the Common Council for action:
“Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children’s Agency for the second floor of Ben Franklin Center based on a total of approximately 5,732 square feet at \$2.50/sf/year for utility related expenses for a total of \$14,330.00 per year. Lease period shall be from March 1, 2018 to February 29, 2020 with 3 – one year renewal option. Remaining terms shall be as outlined in Alan Lo’s memo dated February 1, 2018”
2. Review bids for HVAC, fire suppression and safety improvements in the old IT equipment rooms in City Hall and refer the following to the Common Council for action:
**“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Sav-Mor Cooling & Heating Inc. for the City Hall cooling and fire suppression improvement project for a total not to exceed \$149,300.00. Funds are available from the following accounts:
0905 7100 5777 C0323
0912 7100 5777 C0439
0914 4071 5777 C0439
0917/18 7100 5777 C0476**
b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,930.00”

C. Norwalk Historical Commission

1. ***“RESOLVED, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Historic Resources Inventory.”***
2. ***“RESOLVED, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Ground Penetrating Radar Survey of Kellogg-Comstock Cemetery.”***

VII. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Dated: February 2, 2018
Amended: February 5, 2018



December 11, 2017

Planning Committee
Common Council, City of Norwalk
125 East Avenue
Norwalk, CT 06850

Dear Chairman Kydes and Common Council Members:

The City of Norwalk Historical Commission is applying for two grants from the State of Connecticut Historic Preservation Office, which is part of The Department of Economic and Community Development (DECD):

- 1) Historic Resource Inventory - \$30,000. This grant will pay for consultants to update a portion of our local historic structures inventory of 250 structures between West Avenue and Golden Hill Streets that was last done in the 1970s.
- 2) Ground Penetrating Radar Survey of Kellogg-Comstock Cemetery - \$5,820. This is a small city-owned cemetery located at the corner of Ponus and Nursery Streets. The survey will determine if there are additional unmarked burials within the cemetery for research purposes only.

We are requesting that the Planning Committee approve and refer to the full council:

Resolution 1

Resolved, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Historic Resources Inventory.

In addition, that Harry W. Rilling, Mayor is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Resolution 2

Resolved, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Ground Penetrating Radar Survey of Kellogg-Comstock Cemetery.

In addition, that Harry W. Rilling, Mayor is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Sincerely yours,

David G. Westmoreland
Chairman

Attachment

SAMPLE SIGNATORY AUTHORIZING RESOLUTION

I, Donna King, the duly qualified and acting Clerk of the
City Norwalk of Norwalk, Connecticut, do hereby certify that
(Town/city/organization)
the following resolution was adopted at a Common Council meeting of the
(regular/special)
City of Norwalk held on _____, and is on file and of record,
(Town/City/Governing body) (date)
and that said resolution has not been altered, amended or revoked and is in full force and effect.

RESOLVED:

That the Mayor is authorized and
(First Selectman, Mayor, City Manager, Town Manager, Executive Director)
directed to file an application on forms prescribed by the Department for Economic and Community Development
for financial assistance in accordance with the provisions of provisions of Public Act 03-06 of the Connecticut
General Assembly, in an amount not to exceed \$ 5,820, and upon approval said request to enter into
and execute a funding agreement with the state for such financial assistance to this municipality
for Ground Penetrating Radar Survey at Kellogg-Comst
(grant project)

(Signature of clerk or secretary)

(date)

SAMPLE SIGNATORY AUTHORIZING RESOLUTION

I, Donna King, the duly qualified and acting Clerk of the
City Norwalk of Norwalk, Connecticut, do hereby certify that
(Town/city/organization)
the following resolution was adopted at a Common Council meeting of the
(regular/special)
City of Norwalk, held on _____, and is on file and of record,
(Town/City/Governing body) (date)
and that said resolution has not been altered, amended or revoked and is in full force and effect.

RESOLVED:

That the Mayor is authorized and
(First Selectman, Mayor, City Manager, Town Manager, Executive Director)
directed to file an application on forms prescribed by the Department for Economic and Community Development
for financial assistance in accordance with the provisions of provisions of Public Act 03-06 of the Connecticut
General Assembly, in an amount not to exceed \$ 30,000, and upon approval said request to enter into
and execute a funding agreement with the state for such financial assistance to this municipality
for Historic Resource Inventory
(grant project)

(Signature of clerk or secretary)

(date)