



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA WEDNESDAY, FEBRUARY 6, 2019 7:30 PM IN NORWALK CITY HALL, ROOM A333

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

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

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.”

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.”

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.”**

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.”**

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”

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.”

VI. MISCELLANEOUS/DISCUSSION ITEMS

1. Update on various school construction projects.

**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

Lo, Alan

Subject: FW: City Hall Aesthetics etc.

On Fri, Oct 5, 2018 at 11:01 AM Susan Wallerstein <susanwallerstein@gmail.com> wrote:

All,

I'd like to informally suggest the Council's Land Use & Building Management Committee set aside some time to talk about efforts made in recent years to preserve/promote the overall aesthetics of City Hall. By way of background, the Mayor's Advisory Commission on the Arts secured funding in 2013 to engage Norwalk resident, Jim Sylvester, to assess current aesthetic/functional situation in City Hall public spaces and make some suggestions about ways to improve. The overall driver at the time was the WPA mural collection and the report served as the basis for relocating some murals as well as the sports trophy cases from atrium to outside Parks & Rec., new signage, etc. Attached is a relevant section of his report. Besides the Historical Commission, Alan Lo and others @ City Hall were involved in this effort and I think at one point (per Alan's suggestion) we briefed the Land Use & Bldg. Mgmt. Committee then chaired by Rich Bonenfant. Together we drafted the attached procedures and form informed by the Sylvester report but no idea whether they're currently used. (Another factor in our efforts was the expansion of other exhibits at City Hall in the absence of any guidelines, standards, etc.).

With this background I'd like to suggest the benefits of revisiting this issue considering several recent developments and now that the Arts Commission is official. Specifically we've now identified the Community Room corridor as "The People's Gallery" and assumed responsibility for using our public art policy to inform use of this space. (This includes responding to issues raised when a WPA mural was removed and relocated to the museum.) We're currently partnering with the Norwalk Symphony on an exhibit planned for next spring/summer celebrating their milestone anniversary. A second major reason for revisiting these issues relates to a decision to remove some of the Community Room panels and reveal/replace with glass display cases. I'd like to propose that the Arts and Historical Commission assume shared, official responsibility for co-curating/stewarding this new exhibit space. Since the Arts Commission already partners with the BOE on the Ralph Sloan Gallery (3rd floor) and student art show, they would be part of the effort as well. What I think we wouldn't want to see is some other appropriation of this display space for permanent/temporary items not subject to some guidelines/standards. (Creep happens)

Thanks for letting me know if this makes sense, how best to proceed, and if you have any questions.

-Susan

203-970-4400 (mobile/text)

TO: Alan Lo

FROM: Christine Bradley

DATE: January 18, 2019

RE: Blue Teapot Café at the Norwalk Public Library

The Norwalk Public Library Board of Directors has accepted a proposal for the operation of a Café at the Main Library.

The café would have similar offerings to the Friends café that the Friends of the library operate twice a year during their book sales. All food except coffee and tea will be prepared offsite and delivered to the café.

The café area will be on the main floor of the library near the copy machines.

Café service hours will be posted by the vendor during most of the library's open hours, which are 9 am – 8:30 pm Monday, Wednesday, and Thursday, 9 am to 5:30 pm Tuesday, Friday and Saturday, and 1-5 pm on Sundays.

Libraries and Food, Perfect Together

Food concessions have become more common in public libraries serving communities like Boston, New York, Darien, Westport, and Stamford.

The library's location in the Wall Street area offers many opportunities for visitors to take advantage of other local eateries and cafes but there is a strong customer base that responds positively to the convenience of having food service available in the library. In fact, in the library planning survey which was just completed by 1800 citizens, a café was the number one answer to the question, "If the Main Library Building is updated, what would you like to see?" We expect the library café to complement the current array of Wall Street eateries.

Library Café Specifications

General Description

Library management envisions a library cafe that provides a comfortable, cozy atmosphere serving great coffee accompanied by beverages and pastries that can be served throughout the day and evening.

Examples of menu items might include muffins, coffee, espresso, tea, bottled water and juices, cookies, homemade cake and pie and specialty desserts. In addition, components of a high tea will be offered providing fresh brewed tea, scones, and tea sandwiches. As the café matures, light foods such as sandwiches and salad can be provided. Pastry will be made fresh daily in the Blue Teapot's commercial kitchen at 314 Wilson Avenue in Norwalk.

The decor of the cafe will be planned in conjunction with the library's staff and will fit with the general decor of the library. The Library reserves the final decision on the design of the cafe and the signage associated with the cafe. Decorative elements and furnishings will reinforce the comfortable relaxed setting.

The Norwalk Public Library is a customer-driven institution with a reputation for attentive, friendly interaction with library patrons, and an instinctive desire to help people find what they need. We expect the same level of service to be available in the cafe. The cafe management should possess two major qualities: a passion for food and zeal for customer service.

Estimated Space:

Approximately 9' X 11', about 100 sq. ft. Sketch attached.

The Cafe Vendor will provide:

- Hand wash sink
- Two basin sink
- Full size refrigerator and small refrigerator for bottled water and beverages
- Coffee urns
- Espresso machine
- Bakery display case
- Counters
- Dishwasher
- Utility drawer for storage
- Flooring and any other changes required by Norwalk Health department
- Plumbing to access water from janitorial closet and to drain waste water
- Basic design plans for the construction of the counter, cabinets and work area
- List of all vendor-supplied countertop equipment proposed. All food service equipment is manufactured and fabricated to meet the standards of the Norwalk Health Department.

The Library will provide:

- Space adjacent to janitorial closet including glassed-in typing room
- Wall space for counter outside library office
- Trash receptacles and trash hauling
- Utilities, including water, electricity.

Business Terms for Café Vendor/Operator

The following general terms will apply to the Library's lease with the café vendor. Specific details will be negotiated as part of the formal lease agreement.

1. Rent

Given the cost of the buildout, which is all on the vendor, the Blue Teapot will pay a rent of \$1/year.

2. Terms

The initial lease will be for a period of one year with an option to renew. The vendor is responsible to obtain all licenses and permits.

3. Insurance

The library will provide the risk management insurance language, including the provision for the operator to carry liability insurance. The insurance will stipulate that the library is not responsible for any theft, damage, or loss of property.

Operating Standards**7. Maintenance:**

The vendor will be responsible for keeping the cafe neat, clean and in good repair. The vendor is responsible for meeting health inspection standards and for obtaining all required Health Department approvals prior to the café opening.

9. Employee Standards:

The vendor/operator will recruit, train, supervise, direct and schedule the optimum number of employees to match the work requirements. Public rest rooms will be available for use by cafe employees.

10. Food Quality:

The operator will make efforts to ensure that only the highest quality of food is sold at the library, including but not limited to:

- Coffees of high quality and flavor
- Butter, milk, and milk products shall be USDA Grade A
- Pastries and breads fresh daily
- Best practices in food preparation, handling, storage and removal.

11. Deliveries:

Deliveries will be made through the designated delivery entrance. Deliveries will be carried or hand trucked into the cafe. The Library will not accept deliveries or assume responsibility for any products left in the delivery area.

13. Non-Compliance

Failure to comply with any of the operating standards may result in a fine of \$50 per day, if problems are not addressed within seven days of receiving a formal complaint letter from the library. Termination of the lease agreement may result if the problems persist beyond 15 days of notification.

14. Commercial Vendors

Bank: Peoples Bank, New Canaan branch: Rebecca Reed, Sales & Service supervisor. 203-966-3215

Commercial Kitchen Landlord: Joseph Grasso 203-857-1515

Vendor: Restaurant Equipment Paradise Rick Singer General Manager 203-282-8733

General contractor: Tom Lee Lee's General Contracting Norwalk 203-515-0385

Insurance Agent: Shoff Darby 488 Main Avenue Norwalk 203-354-6200

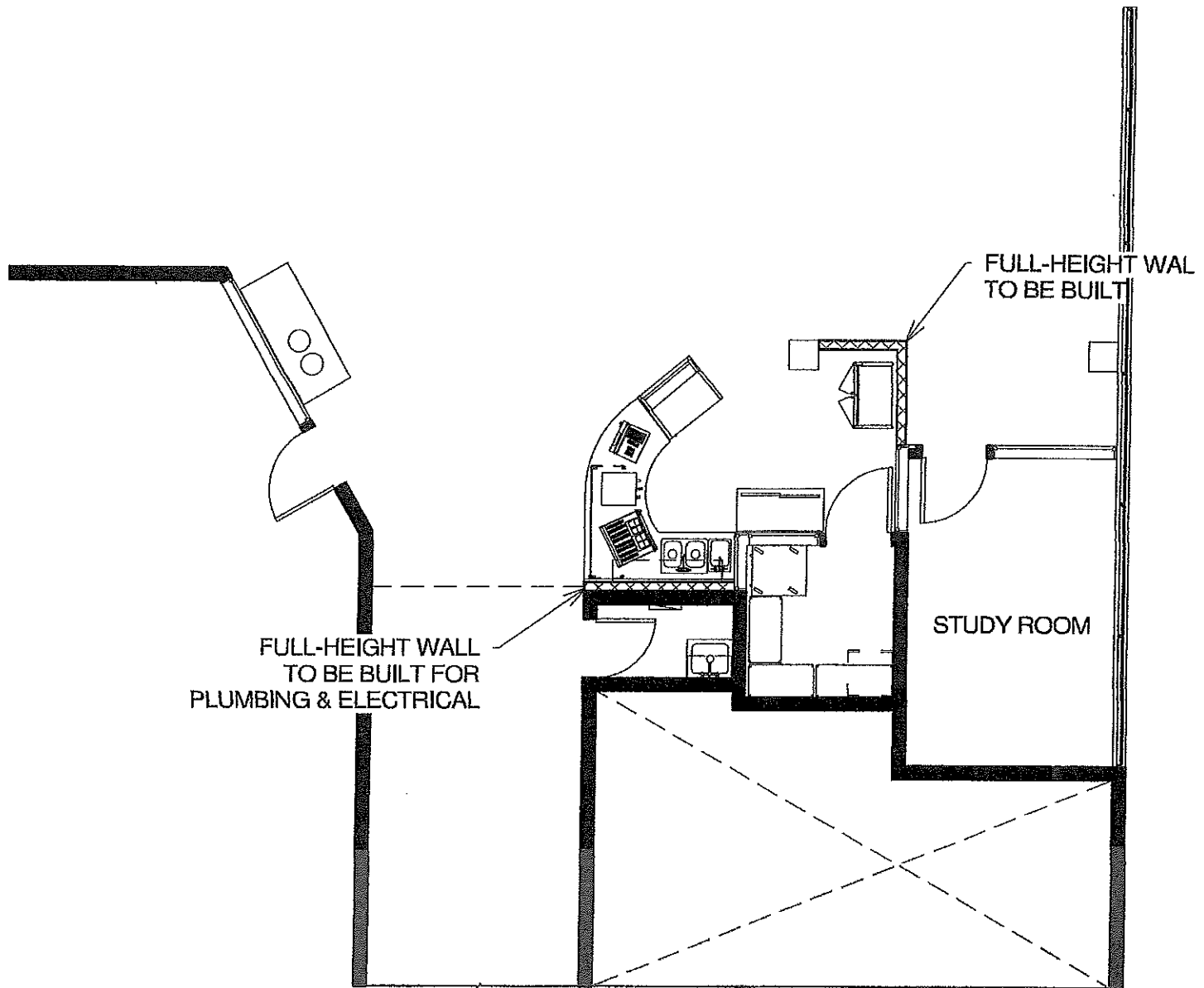
Blue Teapot Café Price list

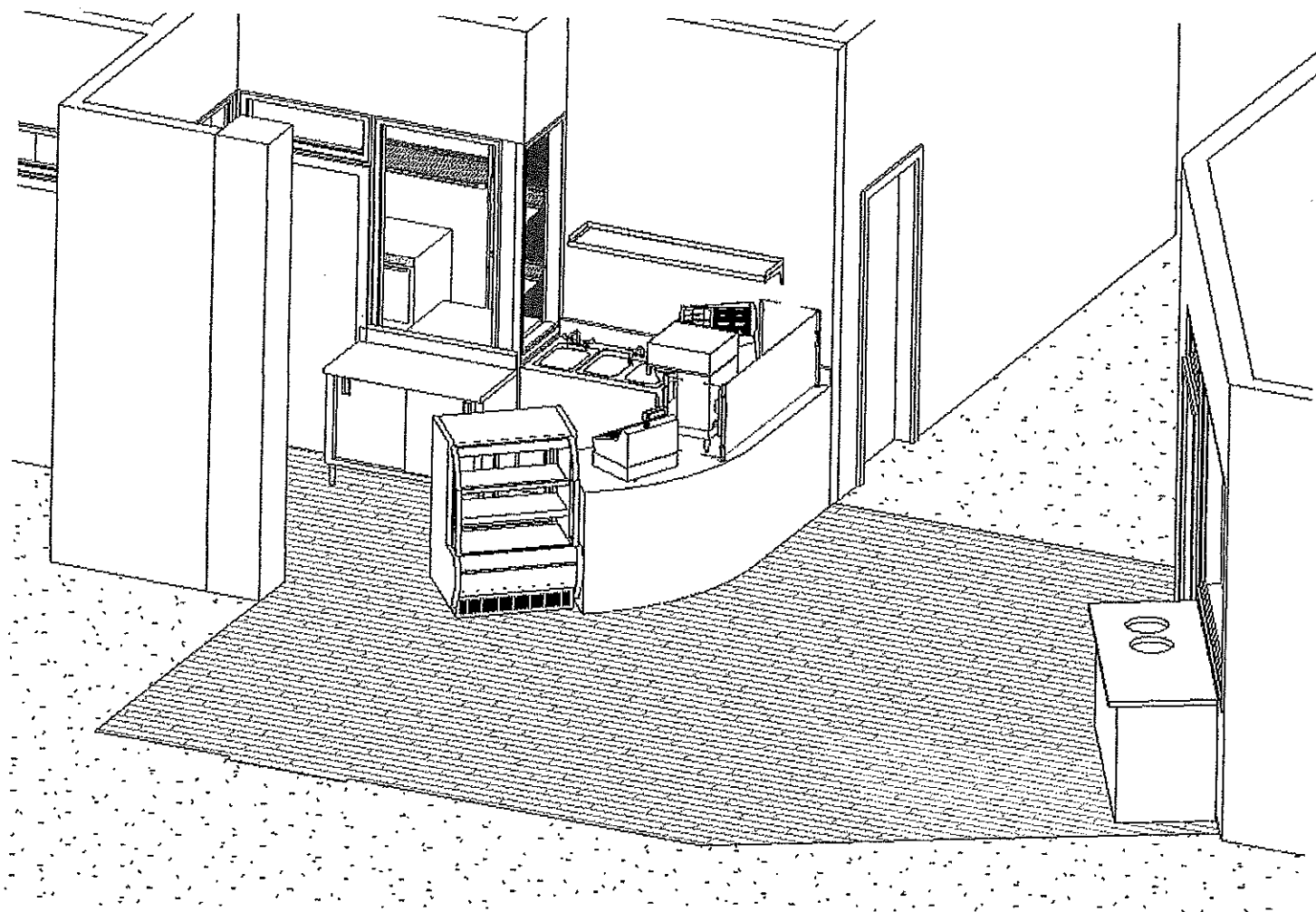
Beverages

Coffee / Decaf	8 oz \$1.00	12 oz \$1.50
Tea	8 oz \$1.00	12 oz \$1.50
Espresso	\$2.00	
Cappuccino	\$2.50	
Water bottle (12oz) (individual bottle)	\$1.00	
Sports beverage (individual bottle)	\$1.50	
Soda (individual bottle)	\$1.25	
Juice (individual bottle)	\$1.50	

Pastry

Slice of Frosted Cake	\$3.50
Slice of Unfrosted cake (coffee cake)	\$2.00
Slice of Pie	\$3.00
Brownies / blondies	\$1.00
Muffins	\$1.00
Scones served with choice of clotted cream, lemon curd, or jam	\$2.50
Small individual tartlets / eclairs	\$1.25 each
Cookies each	Varied prices (.25 to .50 each)
Cookie plate (12 assorted cookies)	\$3.00
Jello	\$1.00





RESTAURANT EQUIPMENT


NORWALK PUB. LIBRARY CAFE'

PERSPECTIVE

Project number	...	FS101.2
Date	1/14/2019	
Drawn by	ML	
Checked by	ML	
		Scale



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 : DMV EXPRESS CENTER
 DATE: JANUARY 31, 2019

The WorkPlace, Inc., on behalf of the Department of Motor Vehicles, approached the City recently for our consideration to utilize available City facilities to establish a DMV Express Center for driver's license renewal services. The Center will be a small office, approximately 650 square feet, and will operate under an appointment system. These services were previously available through AAA offices.

Working with the Mayor's Office, we considered location options and decided that the ground floor of the Health Department building would be most desirable. This area has a separate entrance on the side of the building. The space is currently used by Historical Commission for storage. Attached is a copy of the proposal. Some of the lease terms are as follows:

- Three years with one - three year renewal option;
- WorkPlace will compensate the City for utility cost at \$2.50 per sq. ft. per year;
- Leased Premises will be a portion of the ground floor of the Health Department Building with separate exterior entrance for a total of approximately 650 square feet;
- WorkPlace will provide required insurance;
- WorkPlace will be responsible for tenant fit-up;
- Termination by either party will be via 90-day written notice.

In the event that the Committee is supportive of this proposal, the following action is required:

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 ground floor of the Health Department Building. Terms of the agreement shall be as outlined in Alan Lo's memo dated January 31, 2019.

Proposal to the City of Norwalk to Operate a DMV Express Center

January 29, 2019

IDENTIFYING THE REQUESTING PARTY

The WorkPlace, Inc. in partnership with the Connecticut Department of Motor Vehicles (DMV), requests space to operate a DMV Express Center located in Norwalk.

SERVICES TO BE PROVIDED AT THIS FACILITY

The WorkPlace seeks to replicate a successful DMV Express location in Norwalk based on its recent launch in Stamford. The services will remain identical and will be provided using an appointment system to ensure smooth operations and high quality services. The Center would provide the following services that are designed to be delivered in under 10 minutes per transaction. Transactions include the followings:

- Driver's licenses renewals (Both Regular renewals and Verified) for U.S. Citizens;
- Renewal of identification cards, duplicate ID cards (Non-driver, driver, learner's permits).
- Name change requests for driver's licenses, ID cards and learner's permits.

This location will not provide support to driver's seeking vehicle registration, handicap permits, out-of-state transfer (license/registration), new driver services or Driver Only (DO) licenses. Those items will continue to be offered by the full Norwalk branch.

OPERATING HOURS

The WorkPlace will operate on an appointment system that has provided successful in Stamford with occasional walk-in traffic as wait-times permit.

Hours will be Monday, Tuesday, Wednesday, and Friday from 9am to 4pm and Thursday from 9am to 5:30pm. Days of operation will follow the municipal calendar and will be closed for major holidays.

AGREEMENT PERIOD

The WorkPlace seeks a three (3) year Agreement with an option for additional 3 years.

RIGHT TO TERMINATE BY EITHER PARTY WITH 90 DAYS WRITTEN NOTICE?

The WorkPlace seeks a 90-day written notice to terminate the agreement by either party.

TOTAL LEASED AREA

Based on initial review of the identified space, the WorkPlace requests approximately 650 square feet of space in the lower level of the Health building.

LEASE PAYMENT

The WorkPlace will compensate the City for utility expenses at \$2.50 per square foot per year for a total of \$1,625 per year.

TENANT FIT-UP

The WorkPlace will assume the following tenant fit-up including: exterior signage, interior modifications to meet tenant needs (subject to City approval) including walls, door with necessary door hardware, electrical, mechanical, etc. modification to building security alarm system, construct wall separation of The WorkPlace lease area from the rest of the building (code compliance) and upgrades to exterior door (if applicable).

All IT and communication infrastructure will be the responsibility of the DMV and/or the WorkPlace.

The WorkPlace will provide all appropriate insurances to operate said DMV Express.

Janitorial services will be the responsibility of WorkPlace.

The City will be responsible for maintenance and operation of all building infrastructure systems including HVAC, electrical and plumbing. The City will assess the need and costs to upgrade the existing bathrooms to be ADA compliance.

Utilities, snow removal (except areas immediately outside of entrance(s) and egress(s) of Leased Premises), building security alarm system (except for alarm equipment installed by The WorkPlace or existing system modified specifically to serve the Leased Premises) will continued to be paid by the City of Norwalk.

The WorkPlace anticipates receiving funds from the DMV to support tenant fit-up for this site.





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 AND BUILDING MANAGEMENT COMMITTEE
 NFCC

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

RE : MARITIME AQUARIUM FUNCTIONAL REPLACEMENT
 PROJECT

DATE: FEBRUARY 1, 2019

As part of the Walk Bridge Replacement Project, the demolition of the Maritime Aquarium IMAX Theatre is required in order to realign the railroad tracks. Typically, the State would acquire the land by Eminent Domain and pay the landowner the fair market value of the property. However, when a property is owned by a municipality and contributes significantly to the public good, state and federal laws permit the DOT to “functionally replace” the municipal asset – even if the replacement cost exceeds the fair market value. Since the City of Norwalk is the property owner of the Maritime Aquarium at Norwalk (hereinafter the Aquarium), the State DOT has agreed to utilize the “Functional Replacement” program. This allows the state to replace the theatre as well as the relocation of other amenities at the Aquarium which include, but are not limited to the seal tank, Go-Fish tank and Meerkat exhibit. It should be noted that this is the first time the state has ever employed the Functional Replacement program.

In the past two years, the project team (consisting of representatives from the state, city and Aquarium) has expended substantial efforts on the planning and developing of a functional replacement project. While the functional replacement program requires the agreement to be between the State and the City, the team made efforts to allow the Aquarium to take the lead on the project. Therefore, the State, the City and the Aquarium established an implementation structure which provided initial funding directly from the State to the Aquarium. The Aquarium

had the responsibility to select and to manage the contracts with the design team and the construction team.

In the fall of 2018, the project was advertised for bids. The total hard construction costs together with all of the soft costs exceeded the project budget substantially. Subsequent to the bid opening, DOT requested the project to be temporarily put on hold in order to provide an opportunity to evaluate the project scope, design criteria, bid results, completeness of the bid package, effectiveness of the bid solicitation process and availability of redesign options to achieve significant cost savings with minimum impact on project scope.

Based on the project team's findings, we proceeded with the assessment of alternate design options in terms of constructability, building program/scope, impact on the Aquarium's operations during construction, construction phasing, project schedule and total project costs. Concurrently, the State DOT reevaluated the way the Functional Replacement program was operating. The State determined that the three party relationship was too complicated and requested the relationship be restructured with the City having full responsibility on holding and managing the expenditure of funds as well as direct responsibility over all contracts necessary for the implementation of this project. Maritime Aquarium will continue to play an integral role in finalizing the revised building program and design and to provide leadership in the coordination of construction activities and aquarium operations during construction.

The Mayor and city staff agree that a restructuring is in the best interest of the project, as the City has greater expertise and experience in completing large construction projects funded by the state. As the functional replacement agreement has always been between the City and the State with the Aquarium participating by a side agreement, the change in management of the contracts does not increase the City's exposure to any additional liability or costs. The City will manage the project in close collaboration with the Aquarium and the State. The only additional costs to the City will be in the form of staff time - particularly, in the Building Management, Engineering and Law departments.

In order to comply with the State's request to restructure the relationships the following actions by the Common Council are required as the initial steps for the project to resume.

1. The existing Administrative Settlement Agreement between the City and the State will need to be amended to include the following terms:

- Eliminate the pass through of Functional Replacement Funds directly to the Aquarium;
- The City of Norwalk shall have full management and contractual responsibilities on the implementation of the project.

Action Requested:

“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. The existing Finance Agreement between the City and the Aquarium will need to be amended in order to establish the terms for termination of the Agreement:
 - The Aquarium shall have full responsibility in resolving all outstanding matters relating to existing active contracts and to reimburse the State for all non-participating expenditures back into the Functional Replacement Fund account;
 - The Aquarium will no longer have direct management responsibility of future project related contracts;
 - The Aquarium shall continue to cooperate with the State’s auditing process and shall provide all required documents for the State and the City permanent record files;
 - Terminate direct funding to the Aquarium and transfer all unexpended advanced funds to the City per State DOT audit findings as directed by the State DOT;
 - The Aquarium will continue to be an integral partner with the project team in participation with the building design approval process and provide essential coordination functions during the construction process;
 - The City shall make every effort to maintain close relationship with the Aquarium and to take every measure available to support the continued operation of the Aquarium during construction.

Action Requested:

“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. The existing Amended and Restated Lease Agreement with the Aquarium dated December 2, 2014 shall be amended to include the following:
 - Termination of Amendment #1;
 - The Aquarium shall agree to a temporary reduction in the demised premises consistent with the updated project plans;
 - The City and the Aquarium will continue to make every effort necessary to facilitate the development and implementation of the Maritime Aquarium Functional Replacement Project.

Action Requested:

“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. With the restructuring of the responsibilities between the City and the Aquarium, the Aquarium shall resolve all open matters with its Architect, Beyer Blinder Belle Architects and Planners LLP (BBB). Moving forward, as BBB was selected through a RFP process, the City will proceed with the execution of a contract directly with BBB for future architectural design services. The scope and costs of their redesign services will depend on the required design changes as result of the ongoing schematic redesign efforts. For the current schematic redesign services, BBB has provided a proposal in the amount of \$25,000 which the State DOT has accepted. Additionally, I would like to request the approval of an interim allowance of \$200,000 for BBB to proceed with design development and construction document phases with the anticipation that upon completion of the current schematic redesign phase, the City, together with the State, will negotiate with BBB for a fee to complete the remainder of their architectural services.

Action Requested:

“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. With the restructuring of the responsibilities between the City and the Aquarium, the Aquarium shall resolve all open matters with its Construction Manager - A.P. Construction/O&G Industries as a joint venture. Moving forward, as A.P. Construction/O&G a joint venture, was selected through a RFP process, the City will proceed with the execution of a contract directly with them to provide preconstruction services in the amount of \$118,760 which includes, but not limited to, cost estimating services, value engineering services, constructability review, preparation of construction bid packages, management of bid process and development of project Guaranteed Maximum Price (GMP). Upon completion of the bid process and development of the GMP as the total construction cost, a GMP amendment will be submitted to the Common Council for final approval prior to start of construction.

Action Requested:

“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.”

Please be advised that the Maritime Aquarium Trustees are scheduled to meet on February 5, 2019 to review the proposed restructuring of the project implementation process. In the interest of time, I am forwarding the above to the Land Use and Building Management Committee and NFCC for recommendation on February 6, 2019. Subject to their approval, the Committee will forward the above to the Common Council on February 12, 2019 for approval. I will forward

any comments from the Aquarium Trustees to the Committee for consideration at its February 6, 2019 meeting.

If there are any questions prior to the meeting, please do not hesitate to contact me.

Cc: Mayor Rilling
Laoise King, City of Norwalk
Lisa Burns, DPW
Mike Small, CSG
James Mason, ConnDOT
Mike Widland, Maritime Aquarium
Maureen Hanley, Maritime Aquarium

January 8, 2019

Mr. Mike Small, Project Manager
Construction Solutions Group
c/o
The Maritime Aquarium at Norwalk
10 North Water Street
Norwalk, CT 06854

Re: The Maritime Aquarium at Norwalk
BBB Ref# 2672.21: Program Revisions to Reduce Cost
Additional Services Proposal

Dear Mike,

Per discussions during our call yesterday morning and as requested in your letter of January 1, 2019, we have outlined the proposed tasks and associated estimated fees related to providing documents to reduce the overall cost of the project below.

TASK 1: Concept Sketches/Scope Descriptions to confirm revised Program/Design

The scope for this task includes preparation of hand sketches with annotations, related calls and virtual meetings with the 'Client Group' or representatives as requested to finalize design revisions. Note that BBB has already spent approximately 34 hours on this task to date. We have assumed that these sketches will be completed and approved by the Client Group by January 22, 2019, and they will be used by AP Construction to determine the conceptual cost savings.

Total Task 1 Estimated Fee for BBB: \$25,000

Task 1 Notes:

1. *This estimated fee does not include any Consultant or CM fees that may be required to support this task;*
2. *This fee does not include preparation for or attendance at any public meetings or presentations.*

TASK 2: Revise the Construction Documents (drawings and specifications)

The schedule and fees related to this task will be determined once Task 1 is completed and approved by the Client Group.

TASK 3: Construction Administration Fees/Schedule

Any adjustments to the fees for this phase as listed in the Contract will be determined once Task 1 is completed and approved by the Client Group, and the CM determines the CA schedule and shares with BBB and the Consultant Team.

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 and will be invoiced separately at cost. 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 also 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 me 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:

Mike Small, Construction Solutions Group, for The Maritime Aquarium at Norwalk
(sign and date above)

Cc: Frank Prial, Beyer Blinder Belle



January 10, 2019

Mr. Michael Small
Construction Solutions Group, LLC
P.O. Box 271860
West Hartford, CT 06127

RE: Proposal for Pre-Construction Services for the Maritime Aquarium at Norwalk Project

Dear Mr. Small:

On behalf of O&G Industries / A.P. Construction TMA, a Joint Venture, I am pleased to provide a proposal to perform additional preconstruction services for the Maritime Aquarium at Norwalk project for the sum of one hundred eighteen thousand seven hundred sixty dollars (\$118,760). These services are in response to needed cost reductions due to the actual subcontractor bidding exceeding the budget goals for the project. We are prepared to immediately participate with CGS, the City of Norwalk, the Connecticut Department of Transportation, Beyer Blinder Belle and the Maritime Aquarium in design evaluation, value engineering, budgeting, scheduling and logistical planning work for the project. We have based our proposal on the attached schedule and staffing plan.

Additionally, we discussed the potential impact of the project delay on the Construction Management contract in place with the Aquarium. O&G/AP will hold our Construction Management Fee and Bond Fee as stated in the contract however, the Insurance Fee and the General Conditions will need to be negotiated when the project schedule and budget are re-established.

Please contact me if you have any questions regarding this proposal.

Sincerely,

Thomas J. Walsh III
Member

Cc:
Mr. David Truedson
Mr. Aaron Mednick

112 WALL STREET
HARRINGTON, CT 06790-5464

O&G INDUSTRIES, INC. / A.P. CONSTRUCTION COMPANY
a joint venture

PHONE 860 489 9261
FAX 860 526 6447

707 SUMMER STREET
STAMFORD, CT 06901-1026

PHONE 203 359 4704
FAX 203 359 0202



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
 MEMBERS OF NFCC

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : **PONUS SCHOOL PK-8 IMPROVEMENT PROJECT –
 APPROVAL OF NEW COMMISSIONING AGENT**

DATE: JANUARY 31, 2019

Subsequent to a RFP process, the City approved Strategic Building Solutions dba, Colliers International, on May 6, 2018 (amended action on August 14, 2018) to provide building mechanical system commissioning services for the Ponus Ridge School addition and renovation project. Colliers International performed various design phase services in accordance with their proposal. Although a sample contract was included in the RFP issued for this work it was not until after Colliers had started work that both Colliers International and the City of Norwalk's legal department came to an impasse regarding language in the contract, specifically, indemnification.

As a result of the impasse, the City reached out to the next qualified commissioning agent, Horizon Engineering. The City asked Horizon to amend their original proposal to reflect work completed by Colliers International. Horizon revised their proposal to include a minimal cost for "Construction Document Review". Staff is in agreement with Horizon's revised proposal and is hereby recommending the Land Use and Building Management Committee to move forward with the approval of Horizon Engineering as the new commissioning agent for the Ponus Ridge School project.

ACTIONS REQUESTED:

- 1. 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”

- 2a. 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**
- 2b. Authorize the NFCC to issue Change Orders on Contract for a total not to exceed \$7,680.**



Horizon Engineering
Associates LLP

Demand a Higher StandardSM

COVER LETTER

April 12, 2018

City of Norwalk Purchasing Department
125 East Avenue, Room 103
Norwalk, CT 06856-5125

RE: Proposal to Provide Commissioning Services for the Ponus Ridge Middle School; State Project No. 103-0246 EA/EC/CV

Dear Purchasing Department:

Horizon Engineering Associates, LLP (HEA) is pleased to offer the following proposal to provide commissioning services for the **Ponus Ridge Middle School** project. For over 20 years, we have been dedicated to ensuring buildings operate correctly at optimum energy performance. **Expertise, collaboration, quality, innovation, sustainability and impact are just some of the values HEA will bring to your project.**

Why Choose HEA?

HEA believes that people deserve to live and work in buildings that operate correctly and are energy efficient. We feel that the following factors differentiate our firm from other providers:

- **Dedicated Service** – Commissioning represents 90% of our business, and is not an “add-on” service like it may be at design-oriented MEP firms. Commissioning is not merely part of what we do; it is what we do. Our operational experience and dedication to independent commissioning produces proactive solutions that result in functional, reliable and energy-efficient systems installed and operated in accordance with the design intent.
- **Certified Professionals** – We are one of the nation’s premier commissioning providers, having served as commissioning authority on projects comprising of more than 200 million sf and \$30 billion in construction cost. With offices across the country, we have one of the largest and most respected staffs of Certified Commissioning Professionals, Professional Engineers and LEED Accredited Professionals in the nation.
- **K-12 Facility Experience** – HEA has provided successful commissioning services for over 150 K-12 facilities around the nation. We understand the commissioning of K-12 schools takes on added importance due to the nature of occupancy. Unlike commercial or residential buildings, where occupancy may take place in a gradual fashion over the course of weeks, months and even years, schools must be ready to accept students on a specific date for spring, fall and even summer semesters. The typical inflexibility of this date demands strict adherence to the commissioning schedule and completion of work in a timely fashion.

Also to maintain the highest standards of safety and security for the students, teachers, administrators and facility staff, complex staging and phasing of construction may be required during the modernization and renovation of existing facilities. Our firm is mindful of phasing and staging requirements to avoid disruption to ongoing operations. The large number of repeat clients we have attests to the quality, timely and cost-effective service HEA offers to our academic clients.

- **Familiarity with CT High Performance Building Standard (CTHPBS)** – HEA has worked with several school systems in the state of Connecticut. Some of our clients include:
 - o East Hampton High School
 - o North Branford Intermediate School
 - o Gaffney Magnet Elementary School
 - o Park Avenue Elementary School

For additional details on our CTHPBS project experience, please refer to **Section F** of the SF 330.

HEA represents the owner, with an unbiased focus on building performance. Our role is to use a quality process to document and verify that facility performance meets clearly defined objectives and criteria based on the needs of the facility users, owners and operators. HEA has:

- Over 20 years of experience providing dedicated commissioning services.
- 90% of our business is commissioning and retro-commissioning.
- Commissioning Provider for over 150 K-12 projects.
- Key staff certified by BCxA, AEE, USGBC and other related organizations.
- Independent commissioning firm.
- Develop and execute customized checklists and system test procedures.
- Hands-on approach.
- Proven success with complex projects.
- Accountability for ensuring operational understanding of the facility.

Please do not hesitate to contact me should any questions arise at (248) 259-4693 or jfriedman@horizon-engineering.com. We look forward to working with the City of Norwalk on this important project.

Sincerely,



John Friedman, PE, CCP, LEED AP

Regional Director

Horizon Engineering Associates, LLP (HEA)



F. Example projects which best illustrate proposed team's qualifications for this contract: (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. Example project key number: 2		
21. TITLE AND LOCATION (City and State) North Branford Intermediate School (North Branford, CT)		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2010</td> <td>CONSTRUCTION (if applicable) 2010</td> </tr> </table>	PROFESSIONAL SERVICES 2010	CONSTRUCTION (if applicable) 2010
PROFESSIONAL SERVICES 2010	CONSTRUCTION (if applicable) 2010			
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER Town of North Branford	b. POINT OF CONTACT NAME Michael T. Paulhus	c. POINT OF CONTACT TELEPHONE NUMBER (203) 484-6005		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)				

Project Description: HEA was hired to provide commissioning services for North Branford Intermediate School and deliver quality assurance that maximized the building performance. The project consisted of renovation to 43,700 sf of existing space and 72,000 sf of new construction. The new three-story addition includes a café and band room. Because the project schedule was during the school year, the team focused on maintaining a comfortable atmosphere amongst students and faculty.

Scope of Services: HEA's scope of work included electrical, mechanical, plumbing, fire safety, BMS, lighting and lighting control systems within the school. Energy recovery ventilators were provided throughout the building to enhance efficiency and indoor air quality.

Services adhered to the Connecticut High Performance Building Standards (CTHPBS).



HEA identified and monitored the completion of numerous energy wasting deficiencies, including:

- The BMS serving a roof top unit did not communicate the CO2 sensor/sequence or the enthalpy sequence for the economizer.
- A secondary heating hot water pump was running on a continuous cycle, which was not required.
- A heat recovery wheel belt was damaged which resulted in the wheel to jam.

During functional testing of rooftop air handling units, HEA discovered the airflow stations were not reading accurately. Upon further investigation, HEA found the stations had not been checked, calibrated or programmed. HEA addressed the issue so all stations display proper readings and provide closer control for adequate indoor air quality and optimization of energy usage while achieving design comfort conditions.

Size: 115,700 sf

Cost: \$36 million

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Horizon Engineering Associates, LLP	(2) FIRM LOCATION (City and State) New York, NY
		(3) ROLE Commissioning Agent

F. Example projects which best illustrate proposed team's qualifications for this contract: (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. Example project key number: 4		
21. TITLE AND LOCATION (City and State) Park Avenue Elementary School (Danbury, CT)	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2015</td> <td>CONSTRUCTION (if applicable) 2015</td> </tr> </table>		PROFESSIONAL SERVICES 2015	CONSTRUCTION (if applicable) 2015
PROFESSIONAL SERVICES 2015	CONSTRUCTION (if applicable) 2015			
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER City of Danbury	b. POINT OF CONTACT NAME Tom Hughes	c. POINT OF CONTACT TELEPHONE NUMBER (203) 797-4641		

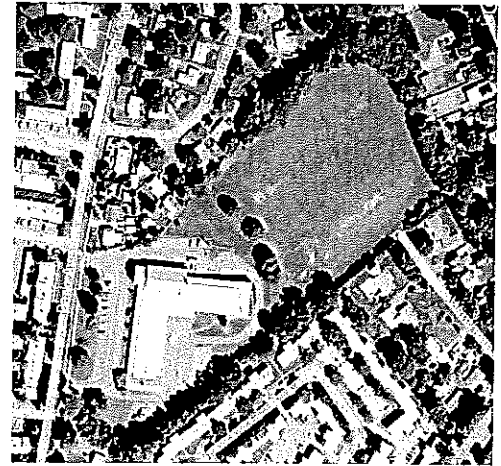
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Project Description: Park Avenue Elementary School, originally constructed in 1951, was renovated and included constructing a two-story addition with a media/computer/audiovisual center, storage room and twelve (12) new classrooms. The upgrades greatly enhanced the ability of the school to deliver educational programs.

Scope of Services: HEA is commissioned all the mechanical and building envelope systems in the school. Services adhered to the Connecticut High Performance Building Standards (CTHPBS).

Size: 39,920 sf

Cost: Not Available



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
	Horizon Engineering Associates, LLP	New York, NY
		(3) ROLE Commissioning Agent

1/22/19

The undersigned further understands and agrees that they will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Commissioning Agent and the City.

2.2.1. PROPOSED FEES: Ponus Ridge Middle School – Additions & Renovations

A. Design Phase: Lump Sum in numbers and words,	
\$ 0.00	Fee in words: Zero
B. Bid Phase: Lump sum in numbers and words,	
\$ 0.00	Fee in words: Zero
C. Construction Document Review: Lump Sum in numbers and words,	
\$ 1,000.00	Fee in words: One thousand dollars
D. Commissioning Plan: Lump Sum in numbers and words,	
\$ 1,500.00	Fee in words: One thousand, five hundred dollars
E. Mechanical and Electrical Submittal Review: Lump Sum in numbers and words,	
\$ 3,000.00	Fee in words: Three thousand dollars
F. Controls Software Review: Lump Sum in numbers and words,	
\$ 1,400.00	Fee in words: One thousand, four hundred dollars
G. Pre-Functional Test Sheets, Development & Commissioning Log Books: Lump Sum in numbers and words,	
\$ 2,600.00	Fee in words: Two thousand, six hundred dollars
H. On-Site Construction Observation/Meetings: Lump Sum in numbers and words,	
\$ 17,800.00	Fee in words: Seventeen thousand, eight hundred dollars
I. Perform Functional Test Procedures: Lump Sum in numbers and words,	
\$ 2,600.00	Fee in words: Two thousand, six hundred dollars
J. Develop Commissioning Schedule: Lump Sum in numbers and words,	
\$ 1,400.00	Fee in words: One thousand, four hundred dollars
K. Preparation for Testing, Adjusting & Balancing Work: Lump Sum in numbers and words,	



1/22/19

\$ 2,800.00	Fee in words: Two thousand, eight hundred
L. Perform Functional Test Procedures & Document Results: Lump Sum in numbers and words,	
\$ 28,500.00	Fee in words: Twenty eight thousand, five hundred dollars
M. Review Contractor's Operation & Maintenance Manuals, Warranties As-Built Documentation: Lump Sum in numbers and words,	
\$ 1,800.00	Fee in words: One thousand, eight hundred dollars
N. Provide Operation Staff Systems Training: Lump Sum in numbers and words,	
\$ 2,600.00	Fee in words: Two thousand, six hundred dollars
O. Final Commissioning Report: Lump Sum in numbers and words,	
\$ 3,200.00	Fee in words: Three thousand, two hundred dollars
P. Warranty Period Review: Lump Sum in numbers and words,	
\$ 3,600.00	Fee in words: Three thousand, six hundred dollars
Q. Reimbursable Expenses: (Not to Exceed) Lump Sum in numbers and words,	
\$ 3,000.00	Fee in words: Three thousand dollars
F. TOTAL FEE (A-Q)	
\$ 76,800.00	Total Fee in words: Seventy six thousand, eight hundred dollars

OFFICE LOCATION WHERE SERVICES ARE TO BE PERFORMED FROM
30 Broad Street, Suite 1500, New York, NY 10004





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 AND BUILDING MANAGEMENT COMMITTEE
 NFCC

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

RE : PONUS SCHOOL – NEW GAS SERVICE

DATE: JANUARY 31, 2019

As part of the Ponus Ridge School Addition and Renovation Project, we reached out to Eversource and requested a new gas service to the School. The new gas service will support the heating system for the new addition, new kitchen equipments and the replacement burners for the existing boilers. The conversion from heating oil to gas will improve fuel efficiency, will be environmentally friendlier and will generate cost savings. Additionally, although we are only replacing the burners on the 12 year old boilers, the new gas service will allow replacement of these boilers with high efficient condensing boilers in the future.

At the present time, the gas main is located at intersection of Fillow Street and Hunters Lane. Eversource has assessed the proposed gas consumption load and the costs to extend the gas main from Fillow Street to Ponus School. Because of the projected consumption, Eversource will absorb a substantial portion of the installation costs and the City's share is expected to be between \$25,000 to \$30,000. Additionally, we are coordinating with DPW on the scheduling of the Hunters Lane roadway paving project to eliminate the permanent patching costs.

At this time, I would like to request Council authorization of the following action:

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



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, BUILDING & FACILITIES MANAGER *AL*

RE: DEPARTMENT OF PUBLIC WORKS –
 FRESH AIR INTAKE SYSTEM REPLACEMENT

DATE: JANUARY 31, 2019

On December 14, 2018 the City's Purchasing Department solicited bids for the supply and installation of new fresh air intake mechanical equipment for the Administration Offices at the Public Works Center. This unit was taken out of service during renovations in the 1980's. Its removal does not have any negative impact during heating and cooling seasons. However, during the shoulder seasons, we are unable to maximize the utilization of outside air to regulate interior temperature and air quality. A functional fresh air intake system will reduce the need for heating and cooling during shoulder seasons hence reducing energy consumption and more importantly, improving human comfort.

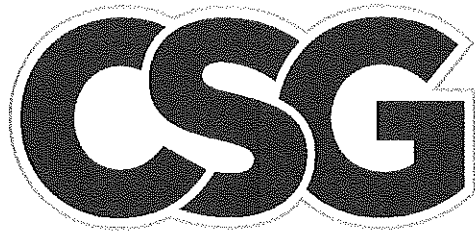
Below is a summary of bids received:

FIRM	Total Lump
All State Construction Inc.	\$31,971.00
Universal Building Service, LLC	\$32,811.86
B-G Mechanical Services, Inc.	\$52,796.00

After reviewing the bids, the Purchasing Department and the Office of Building Management is recommending the award of the project to the lowest responsible bidder, All State Construction Inc. They have successfully completed projects for City of Norwalk in recent years.

ACTION REQUESTED:

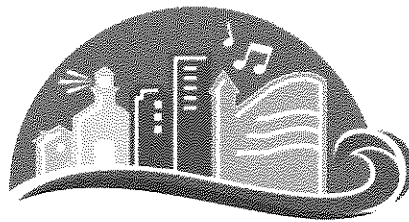
- a. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with All State Construction Inc. for the installation of new fresh air intake equipment at DPW Garage Administration Offices for a total not to exceed \$31,971.00. Accounts #09197100 5777 C0119.**
- b. **Authorize the Office of Building Management to issue change orders on contract for a total not to exceed \$3,200.00.**



CONSTRUCTION SOLUTIONS GROUP

NORWALK SCHOOL CONSTRUCTION PROGRAM

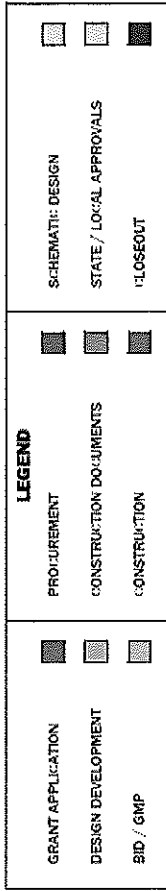
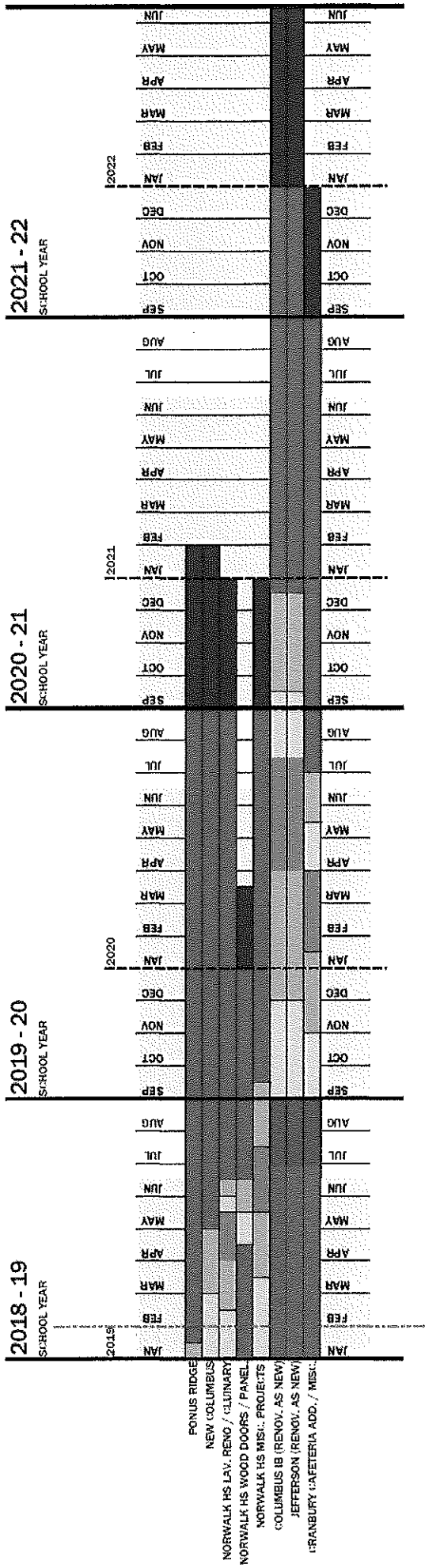
MONTHLY PROJECT UPDATE – FEBRUARY 2019



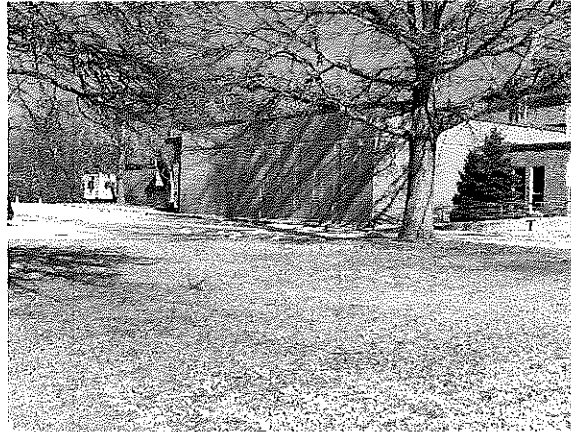
NORWALK

The Sound of Connecticut

NORWALK SCHOOL CONSTRUCTION PROGRAM - SCHEDULE



PONUS RIDGE SCHOOL - ALTERATIONS & ADDITION



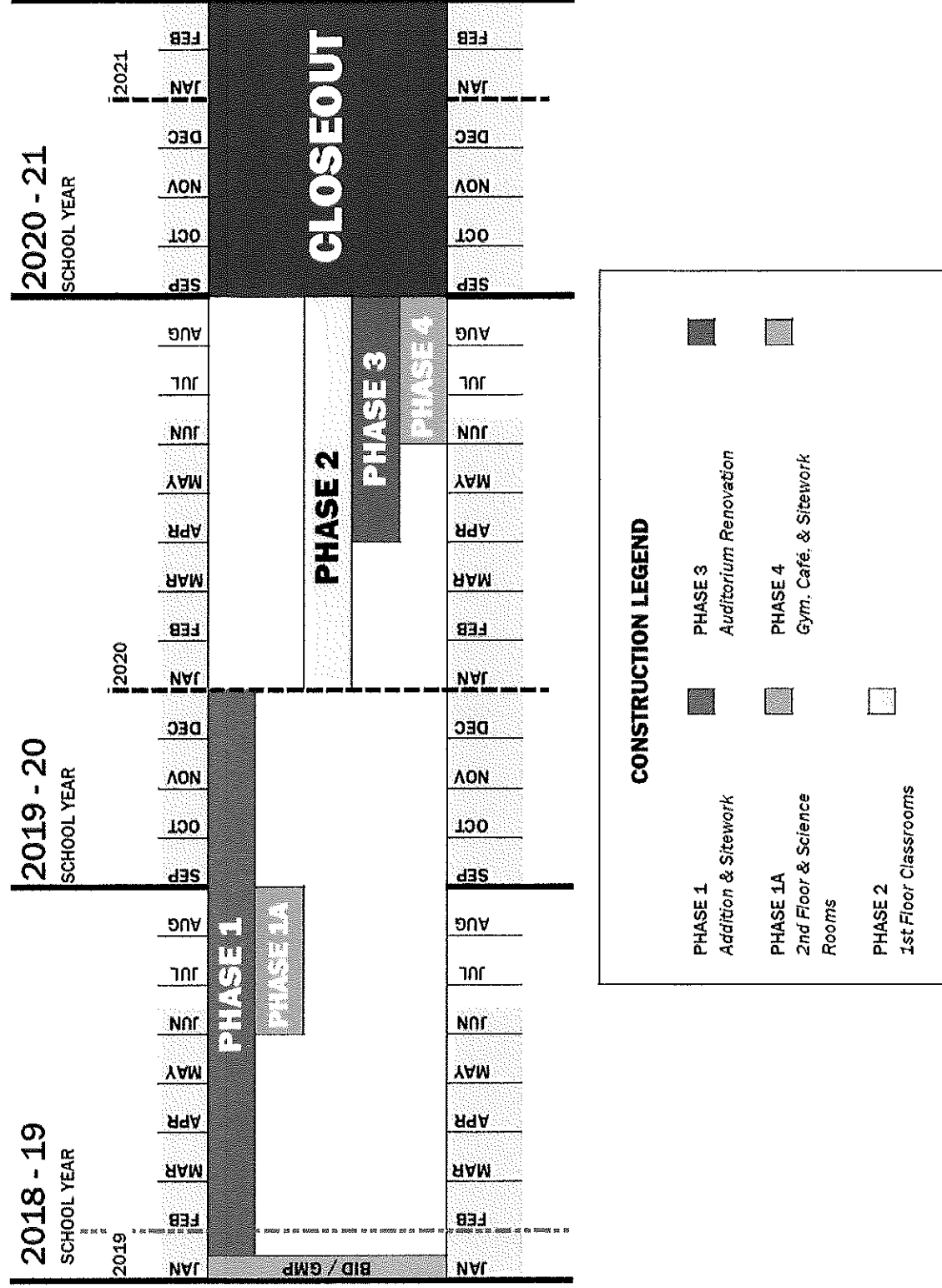
UPDATE: The Construction Manager, Newfield Construction, has delivered their construction trailer, the trees to be removed have been identified, notices have been sent to the neighbors regarding the potential of blasting, and we conducted our first on-site project meeting with the CM, Architect, Owner and school staff. The rental agency for the temporary classrooms has been contacted, and removal is scheduled for January 31st. We expect excavation to begin soon after the temporary classrooms have been removed. The City has met with the building department and the building permit process is underway. At this time, we are on schedule. We will be conducting ultrasonic testing, in various locations, of the heat piping in an attempt to understand the magnitude of the problem and reduce the estimated cost of \$1,375,221. A ground breaking ceremony will be scheduled for early spring.

A schedule of the project has been provided below for your review.

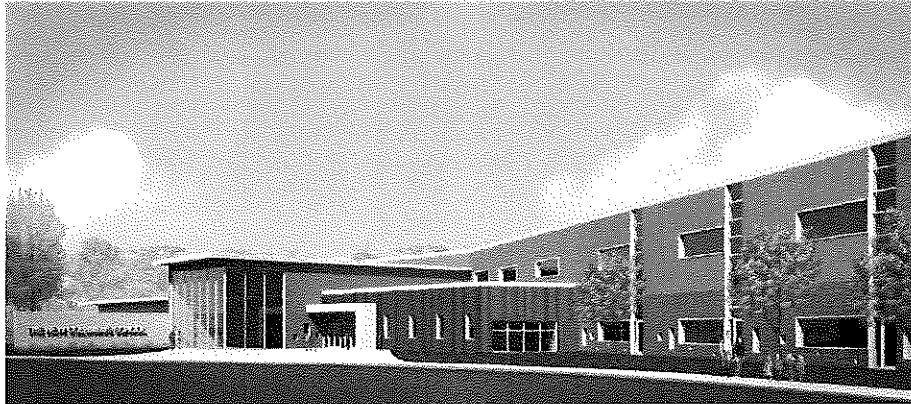
BUDGET:

Soft Costs	\$ 3,805,002
Construction Cost	\$ 36,473,862
Furniture, Fixtures, & Equipment	\$ 1,665,000
Contingency	\$ 2,167,417
Total	\$ 44,111,281
Heating Piping Replacement	\$ 1,375,221
Grand Total	\$ 45,486,502
Original Budget	\$ 43,348,333
Net Difference	\$ (2,138,169)

PONUS RIDGE SCHEDULE:



NEW COLUMBUS SCHOOL – NEW CONSTRUCTION



UPDATE: Re-submission of the grant application is scheduled for June 30, 2019. The City and BOE is attempting to schedule a meeting with the Office of School Construction Grants & Review (OSCG&R) to review all of the proposed grant applications scheduled for 2019 with the New Columbus School at the forefront. The DEEP review for the land conversion is continuing.

BUDGET:

Soft Costs	\$	3,445,090
Construction Cost	\$	34,312,621
Land Acquisition / Off-Site Improvements	\$	3,400,984
FF & E	\$	1,709,400
Contingency	\$	2,095,614
Total (Equal to Original Budget)	\$	41,912,270
Project Over Run	\$	3,051,439
Grand Total	\$	44,963,709
Net Difference	\$	(3,051,439)

NEW COLUMBUS SCHOOL SCHEDULE:

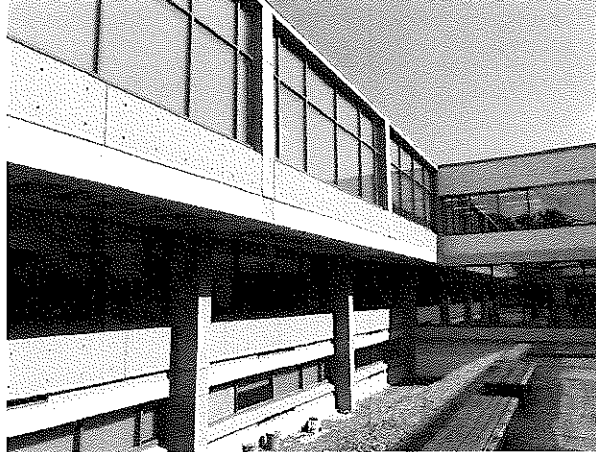
2018 - 19		2019 - 20		2020 - 21		2021 - 22	
SCHOOL YEAR		SCHOOL YEAR		SCHOOL YEAR		SCHOOL YEAR	
JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB
MAR	APR	MAR	APR	MAR	APR	MAR	APR
MAY	JUN	MAY	JUN	MAY	JUN	MAY	JUN
JUL	AUG	JUL	AUG	JUL	AUG	JUL	AUG
SEP		SEP		SEP		SEP	
OCT		OCT		OCT		OCT	
NOV		NOV		NOV		NOV	
DEC		DEC		DEC		DEC	
2019		2020		2021			
BID / GMP		NEGOTIATIONS W/ STATE		CONSTRUCTION		CLOSEOUT	
STATE / LOCAL APPROV.							
JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB
MAR	APR	MAR	APR	MAR	APR	MAR	APR
MAY	JUN	MAY	JUN	MAY	JUN	MAY	JUN
JUL	AUG	JUL	AUG	JUL	AUG	JUL	AUG
SEP		SEP		SEP		SEP	
OCT		OCT		OCT		OCT	
NOV		NOV		NOV		NOV	
DEC		DEC		DEC		DEC	
JAN	FEB	JAN	FEB	JAN	FEB	JAN	FEB
MAR	APR	MAR	APR	MAR	APR	MAR	APR
MAY	JUN	MAY	JUN	MAY	JUN	MAY	JUN
JUL	AUG	JUL	AUG	JUL	AUG	JUL	AUG
SEP		SEP		SEP		SEP	
OCT		OCT		OCT		OCT	
NOV		NOV		NOV		NOV	
DEC		DEC		DEC		DEC	



CONSTRUCTION SOLUTIONS GROUP



NORWALK HIGH SCHOOL – MISCELLANEOUS PROJECTS



UPDATE: Antinozzi Associates of Bridgeport, CT, has met with staff and BOE administration regarding the new culinary arts program as well as the toilet room revisions. The City has provided the Antinozzi with numerous drawings of previous projects as well as the original project drawings for their use in assisting with the design. The elevator replacement project submittal process is moving along and we are scheduled to receive the new elevator in May.

BUDGET:

Total Project Cost	\$ 11,500,000
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PROJECT LIST & UPDATES

Project Description	Budget	Bid	Cost to Date	Project Status
NHS - Rehab Freight Elevator	\$225,000	\$248,182		Submittals have been forwarded to the architect. The contractor is aiming for an April delivery of the elevator.
NHS - Investigate Roof Leak/Spalled Concrete	\$21,475	\$21,475	\$21,475	Completed
NHS - Water Cooled Refrigerator	\$61,275	\$61,274	\$61,274	Completed
NHS - Appearance of Exterior of Bldg. (Painting)	\$258,450	\$270,450	\$267,950	Completed
NHS - Sound System in Auditorium	\$200,000			The High School group has yet to establish a scope of work.
NHS - Interior Doors - Re-finish/Panelling - Paint	\$1,983,535			Professional cost estimate is complete and is over the estimated budget. We will now start the grant application process with the goal of completing it by the end of January.
NHS - Stage Rigging System	\$254,395	\$173,000	\$173,000	Completed - Punch-list
NHS - Electrical Evaluation - Increase Number of Outlets	\$50,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Cafeteria Re-Design Based on "College Experience"	\$1,000,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Renovate All Toilet Rooms	\$2,291,224			Antinozzi Associates, the school and admin. have met on site to review the program
NHS - Sound System - PA does not work in Audit. / Gym	\$100,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Courtyards - Not Usable at this Time	\$1,300,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Learning Commons, including Library "Maker Space"	\$500,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Expand Culinary Program	\$1,859,644			Antinozzi Associates, the school and admin. have met on site to review the program
NHS - Media Pathway - Construction build out to support program	\$518,537			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Auditorium Upgrade	\$1,000,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Safety Lighting - Stairwells & Hallways	\$100,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Entranceway Renovation / Safety Improvements	\$500,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Athletic Sound System	\$20,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Construct Blackbox Theatre	\$100,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Construct (2) new Art Computer Labs	\$80,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Improve Blended Learning Lab	\$75,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Upgrade Community Forum Room	\$75,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Upgrade ROTC Program Space	\$60,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Upgrade Paw Print Lab	\$150,000			Antinozzi Associates has been selected for the project pending the approval of NFCC and Land Use
NHS - Small Gymnasium Floor Refinishing	\$10,000	\$980		Completed
NHS - Upgrade Scoreboard	\$90,000			Writing RFP for bidding by scoreboard companies.

Total	\$12,883,535	\$775,361	\$523,699
Budget	\$11,500,000	\$11,500,000	\$11,500,000
Variance	(\$1,383,535)	\$10,724,639	\$10,976,301

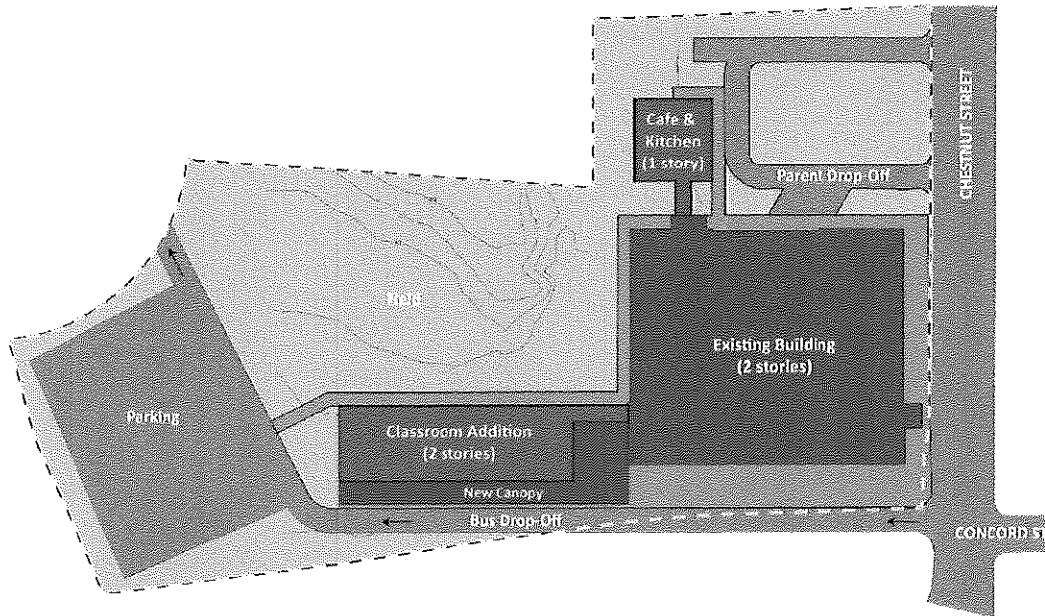


CONSTRUCTION SOLUTIONS GROUP

NORWALK HIGH SCHOOL SCHEDULE:

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COLUMBUS IB SCHOOL – RENOVATE AS NEW

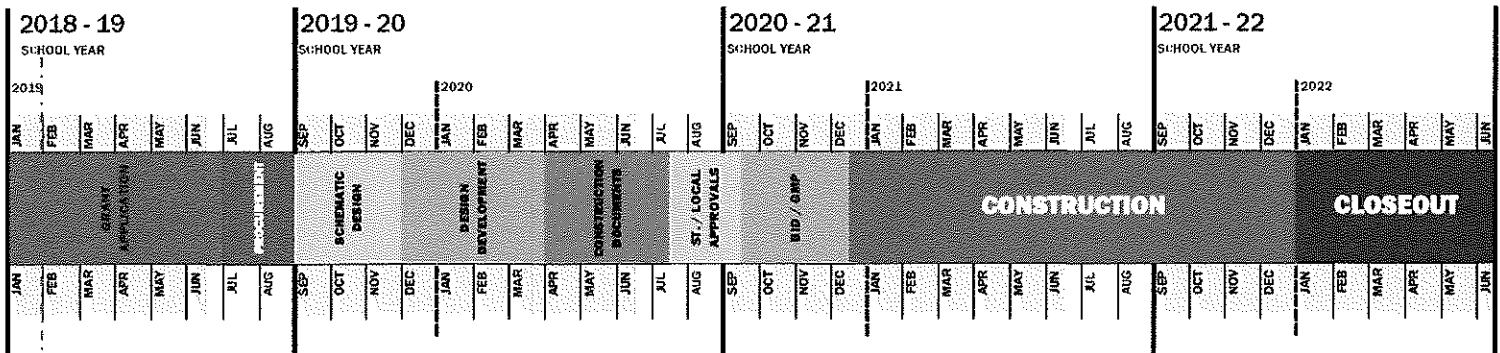


UPDATE: Friar Associates of Farmington, CT has completed their review for both a renovate-as-new and a new building scenario (the projected cost below represents renovate-as-new). The Projected Cost identified below represents total project cost (soft costs and hard costs).

BUDGET:

Current Budget	\$ 20,951,971
Projected Cost	\$ 31,828,628

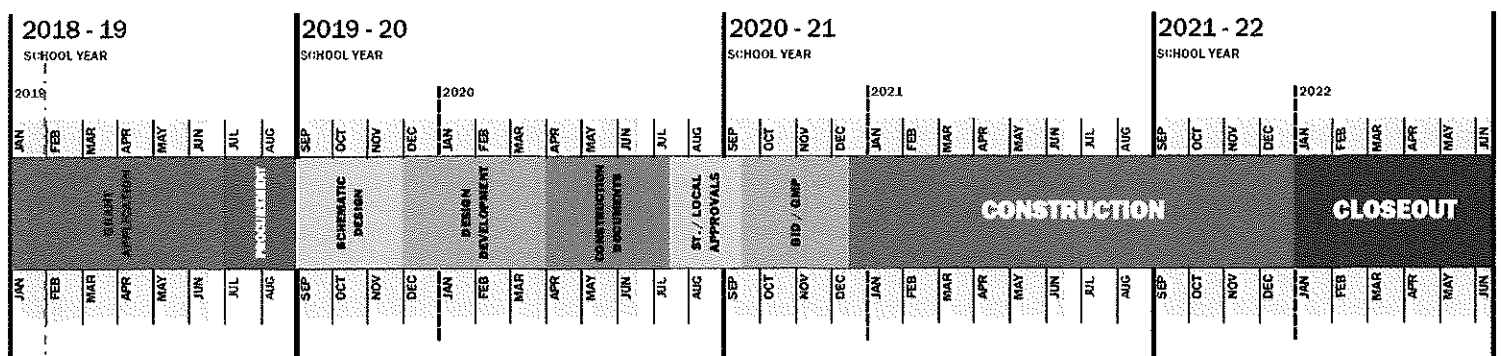
SCHEDULE:



BUDGET:

Current Budget	\$ 24,111,960
Projected Cost	\$ 33,284,688

SCHEDULE:

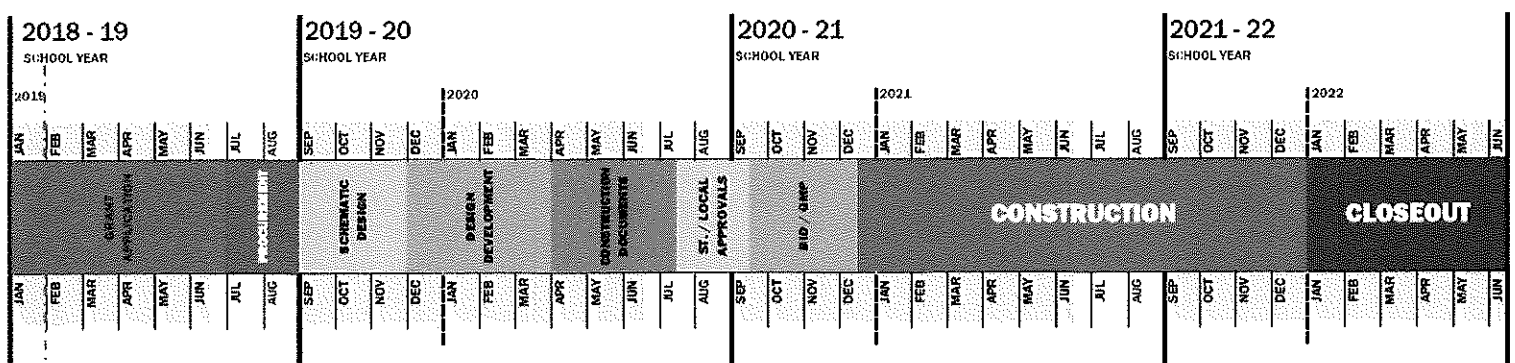


Architectural site plan of the University of North Carolina at Chapel Hill campus. The plan shows the layout of various buildings, including the Old East Building, Old South Building, and Old West Building. It also depicts the surrounding landscape, including the 'EXISTING ATHLETIC FIELD' and the 'EXISTING PARKING LOT'. The plan is oriented with North at the top.

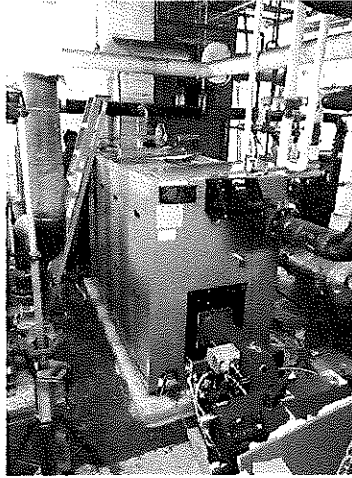
BUDGET:

Current Budget	\$ 8,918,000
Projected Cost	\$ 17,066,887

SCHEDULE:



CRANBURY ELEMENTARY SCHOOL – BOILER REPLACEMENT



UPDATE: The installation of the boilers has been completed at this time. Boiler Control installation has started and is anticipated to be completed by the end of February.

BUDGET:

Original Budget	Bid Amount	Cost to Date
\$ 339,000	\$ 315,000	\$ 316,889