



Wednesday, February 7, 2024

5:00 p.m.

By Zoom Virtual Video Conference and Tele Conference

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Bryan Lutz blutz@norwalkct.gov to provide written public comment prior to the meeting.

AGENDA

1. Old Business
 - a. Discuss & Vote -YDG Exterior Repairs & Improvement Bid
 - b. Discuss & Vote -Dixon Supplemental Proposal RFP -Operator
2. Motion to Adjourn

Next Parking Authority meeting: Wednesday, February 28, 2024 at 6:00pm

BID FORM

EXTERIOR REPAIRS AND IMPROVEMENTS
AT THE
YANKEE DOODLE PARKING GARAGE

NORWALK, CONNECTICUT

G.L. Capasso, Inc.
BIDDER'S NAME

11/9/24
DATE

TO: **TRANSPORTATION, MOBILITY & PARKING
CITY OF NORWALK**
125 East Avenue
Norwalk, CT 06851

The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and the Bid Documents dated August 2023 as prepared by DESMAN and on file with MACERICH, hereby propose to provide all labor, materials, tools, equipment and transportation necessary to complete the **Exterior Repairs and Improvements at the Yankee Doodle Parking Garage**, as defined in the Bid Documents for the Bid Price of:

Two Hundred Ninety Six Thousand Two Hundred Thirty Six
DOLLARS

(\$ 296,236.00).

This Bid Price shall include all charges such as overhead, profit, insurance, permits, taxes, etc.

Submitted herewith is the Bid Price Itemization including an amount for all project components required by the Bid Documents. The sum of all listed components shall equal the Bid Price.

Submitted herewith are all the forms as listed in the Instructions to Bidders, in accordance with these Instructions to Bidders.

We/I acknowledge that should conditions make it necessary to revise the scope of the project, the Bid Price Itemization shall serve as the basis for adjustments to the Bid Price.

Note: Reference Technical Specification Section 013200, Measurement and Payment, Paragraph 1.03.D: No payment shall be made for stored materials or equipment. Payment shall be made only for materials and equipment in-place and accepted by Owner, less applicable retainage.

EXTERIOR REPAIRS AND IMPROVEMENTS
AT THE
YANKEE DOODLE PARKING GARAGE

NORWALK, CONNECTICUT

BID PRICE ITEMIZATION

Bid Item 1 - General Provisions:

Bid Item 1.A - General Mobilization/Demobilization:

This line item shall consist of all labor, materials, tools and equipment required for setting-up general plant, storage/staging areas and facilities required to facilitate construction or as otherwise required by applicable Federal, State and Local laws; and the general mobilization of equipment required for the completion of the work as shown within the Bid Documents and all expenses for de-mobilization off the site upon completion of all work as shown within the Bid Documents.

Electricity (power) and water required for the completion of the work shall be furnished by the Owner at existing fixtures or outlets (The Owner will not provide any temporary pipes, cables, etc.). If the capacity of existing utilities is insufficient for the contractor's use, the Contractor shall be responsible for supplementing this capacity as required at no cost to the Owner. The contractor shall provide temporary lighting within designated work areas, as required.

The Contractor shall furnish, install, maintain, relocate and remove all signs, barricades, cones, warning lights, and other safety control devices and temporary signage required for the proper execution of the project. The Engineer and the Owner shall review the safety control device placement before work begins and prior to the beginning of work on any subsequent construction stages. Any deficiencies in the location or arrangement of devices shall be corrected by the contractor before starting work or as the work progresses towards completion.

The Contractor shall provide and maintain adequate protection of all preexisting architectural, structural mechanical, electrical, plumbing components and/or features within the confines of in the work areas that are to remain in-place. The work shall include the dismantling of any preexisting architectural, structural, mechanical, electrical, plumbing components and/or features within the confines of in the work areas which might be required in order to perform the work specified. The temporarily dismantled installations shall be reinstalled as soon as possible to a condition equal to or better than the condition existing prior to the commencement of construction.

Work shall also include the provision of an effective ventilation system to safely remove all dust and hazardous fumes generated from demolition and any surface treatment applications. Contractor shall be required to remove any and all loose/spalled overhead or vertical concrete from the structure (concrete framing elements or deck) prior to the start of any demolition activities to prevent any deteriorated concrete from being jarred loose in an uncontrolled fashion. Contractor shall be required to coordinate all aspects of his work with management and operations staff as well as facility security personal throughout construction.

The contractor shall submit to the Owner/Engineer documentation of all pre-existing non-functioning electrical/mechanical systems within the entire work area. This documentation should be based on the contractor's condition survey performed immediately prior to the scheduled mobilization. The contractor shall not start the mobilization until the Owner approves of this submittal.

Contractor shall note that payment for this item shall be distributed in proportion to the total amount of all contract work complete in place unless otherwise approved in writing by the Owner.

Lump Sum = \$ 37,250.00

Thirty Seven Thousand Two Hundred Fifty Dollars

Bid Item 1.B - Provision of Bonds, Permits, and Insurance.

Work shall consist of the costs associated with the procurement of all bonds, permits, and insurance necessary for this project. Provision of bonds shall include, but not be limited to, Labor & Material Bonds, Performance Bonds, etc. It shall be the contractor's sole responsibility to obtain all necessary permits to perform the work.

Lump Sum = \$ 11,776.00

SUB-TOTAL BID ITEM 1: = \$ 49,026.00

Forty Nine Thousand Twenty Six Dollars

Bid Item 2 - Concrete Repair Work:

A. Cutting of Bottoms of Precast Concrete Fins:

Work shall consist of the careful cutting of the bottoms of designated concrete fins at elevations coordinated with the Owner/Engineer. Work shall include verification of the finished elevations (finished elevations vary), careful cutting of the fins; Contractor shall note that the intent of the cutting of the concrete is to leave certain steel intact and exposed (for use in the repair), cleaning and cold-galvanizing of the exposed steel, placement of the repair material to the new finished elevation, finishing and curing along with all other work required for the satisfactory performance of this work item.

Contractor shall note that the repair of the fin shall match the existing cross-section of the fin with texture and shape. Should the resultant work not be acceptable, Contractor shall replace the work at no additional cost to the Owner.

Lump Sum = \$ 96,300.00

Ninety Six Thousand Three Hundred Dollars

B. Miscellaneous Concrete Repair at Kneewall Pocket Connections for Fins.

Work shall include miscellaneous repair of the pockets where the fins connect to the kneewalls, throughout the garage. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, removal of all delaminated/spalled concrete by approved methods, debris removal, preparation of concrete substrate, cleaning all exposed reinforcing steel and application of a cold-galvanizing coating, placement of polymer-modified concrete repair mortar,

finishing and curing, tooling and sealing of all applicable control/construction/cove joints, along with all other work required for the satisfactory performance of this work item.

325 SF @ \$50.00 /SF = \$16,250.00

Sixteen Thousand Two Hundred Fifty Dollars

C. Miscellaneous Vertical Concrete Repair related to the Precast Concrete Fins.

Work shall include repair of miscellaneous vertical concrete areas throughout the fins; Contractor shall note that repairs consist of the interior and the exterior surfaces and shall include all levels of the garage. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, removal of all delaminated/spalled concrete by approved methods, debris removal, preparation of concrete substrate, cleaning all exposed reinforcing steel and application of a cold-galvanizing coating, placement of polymer-modified concrete repair mortar, finishing and curing, along with all other work required for the satisfactory performance of this work item.

100 SF @ \$50.00 /SF = \$5,000.00

Five Thousand Dollars

D. Miscellaneous Vertical Concrete Repair throughout the Exterior of the Garage.

Work shall include repair of miscellaneous vertical concrete areas throughout the exterior of the garage. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, removal of all delaminated/spalled concrete by approved methods, debris removal, preparation of concrete substrate, cleaning all exposed reinforcing steel and application of a cold-galvanizing coating, placement of polymer-modified concrete repair mortar, finishing and curing, along with all other work required for the satisfactory performance of this work item. Contractor shall note that repair associated with the fins is included in Bid Item 2.C.

750 SF @ \$50.00 /SF = \$37,500.00

Thirty Seven Thousand Five Hundred Dollars

E. Miscellaneous Overhead and Vertical Concrete Repair throughout the Interior of the Garage.

Work shall include repair of miscellaneous vertical and overhead concrete areas throughout the interior of the garage, typically associated with locations in close proximity to the Fins, inclusive of, but not limited to, surfaces of adjacent columns, tee flanges and other miscellaneous areas. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, removal of all delaminated/spalled concrete by approved methods, debris removal, preparation of concrete substrate, cleaning all exposed reinforcing steel and application of a cold-galvanizing coating, placement of polymer-modified concrete repair mortar, finishing and curing, along with all other work required for the satisfactory performance of this work item.

150 SF @ \$50.00 /SF = \$7,500.00

Seven Thousand Five Hundred Dollars

SUB-TOTAL BID ITEM 2: = \$ 162,550.00

one Hundred Sixty Two Thousand Five Hundred Fifty Dollars

Bid Item 3 – Waterproofing:

A. Installation of Joint Sealant associated with the Kneewalls:

Work shall include installation of new non-sag polyurethane sealant at designated locations; typically locations include the tops of the kneewalls where the fins touch the kneewall, the joint openings between the kneewall and columns (including careful cutting to relieve the opening where a proper opening does not currently exist), as well as the base of the railings where they are installed on the kneewalls. Work shall include the removal of all preexisting damaged or deteriorated material, as directed by the Engineer and the installation of new non-sag, two-component polyurethane sealant material in strict accordance with manufacturer's recommendations as approved by the Engineer, along with all other work required for the satisfactory performance of this work item.

Lump Sum = \$ 25,450.00

Twenty Five Thousand Four Hundred Fifty Dollars

B. Installation of Elastomeric Traffic Bearing Membrane.

Work shall consist of the provision of all labor, material and equipment required for the installation of a new waterproofing membrane system, typically along the perimeter kneewalls of the garage and the tops of the precast fins, in accordance with the drawings and specifications.

Traffic bearing waterproofing membrane installation shall be performed by a manufacturer-certified waterproof membrane installation contractor and shall be installed in strict accordance with manufacturer's installation instructions as approved by the Engineer.

Contractor shall note that application of the new traffic bearing membrane shall be based upon the horizontal projection of the work; all vertical surfaces shall be incidental to the work, and therefore, included in the Contract Price. Contractor shall coordinate all terminations in the field with the Engineer.

Lump Sum = \$ 43,710.00

Forty Three Thousand Seven Hundred Ten Dollars

SUB-TOTAL BID ITEM 3: = \$ 69,160.00

Sixty Nine Thousand one Hundred Sixty Dollars

Bid Item 4 – Repair of Flagpole and Provision of New Rope:

Work shall consist of the cleaning and re-securement of the flagpole, followed by the provision and installation of a new rope for future use. Work shall include the replacement of existing mounting hardware with new stainless steel hardware (with epoxy adhesive), repair of the block wall as required, cleaning of the flagpole system, along with all other work required for the satisfactory performance of this work item. Upon completion of Work, Contractor shall provide and install a new rope on the flagpole for future use by the Owner..

Lump Sum = \$ 5,500.00

Five Thousand Five Hundred Dollars

Bid Item 5 - Miscellaneous Contingency Allowance:

This contingency allowance shall pertain to any and all necessary repairs that may arise due to unforeseen conditions not covered by the Bid Documents and performed at the direction of the Engineer. Payment for this item of work shall be made on a time and material basis at cost plus 15% verified by appropriate documentation or by acceptable lump sum proposal at Owner's option. If the work is to be performed by a subcontractor, the General Contractor will be allowed to add an additional 5% to the time and material costs of the subcontractor. Work shall be performed as a draw on the specified allowance indicated.

Allowance = \$10,000.00

SUB-TOTAL BID ITEM 1: = \$ 49,026.00

SUB-TOTAL BID ITEM 2: = \$ 162,550.00

SUB-TOTAL BID ITEM 3: = \$ 69,160.00

SUB-TOTAL BID ITEM 4: = \$ 5,500.00

SUB-TOTAL BID ITEM 5: = \$ \$10,000.00

TOTAL BID ITEMS 1 THROUGH 5 (THE "BID PRICE") = \$ 296,236.00

BID GUARANTEE

The information in this Bid is correct to the best information, knowledge and belief of the undersigned. It is submitted without collusion with any person, individual or corporation.

G.L. Capasso, Inc.
Contractor

[Signature]
Signature

Vincenzo Capasso
Name

Vice President
Title

34 Lloyd Street, New Haven, CT 06513
Address

(203) 469-2810 / vinnie@glcapasso.com
Telephone/cell/E-mail Address

[Signature]
Witness

State of Connecticut, County of New Haven

On this 9th day of January, 2024 before me personally

came Vincenzo Capasso, to me known who did depose and say

that he is Vice President,

of G.L. Capasso, Inc.,

the Corporation/Partner/Individual described in and which executed the foregoing instrument and

that such instrument is duly submitted on behalf of

Vincenzo Capasso.

Jessica Cuevas-Delaney
Notary Public

My Commission Expires: 2/29/2028



BID BOND FORM

Herewith find a deposit in the form of a certified check, cashier's check, cash, or bid bond in the amount of \$ (*15%*) FIFTEEN PERCENT OF ATTACHED BID which amount is not less than fifteen (15) percent of the total bid.

Sign Here: *[Signature]*

BID BOND
City of Norwalk
Norwalk, CT

KNOW ALL MEN BY THESE PRESENTS:

That we, G.L. CAPASSO, INC., of NEW HAVEN
State of CONNECTICUT as Principal, hereinafter called the Principal,
a ☒ corporation ☐ partnership ☐ individual duly authorized by law to do business in the state of
Connecticut, and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, as Surety, a Corporation
duly authorized to do a surety business under the laws of the state of Connecticut, hereinafter called the
Surety, are held and firmly bound unto the City of Norwalk, Connecticut, as obligee, hereinafter called
City, in the sum of FIFTEEN PERCENT OF ATTACHED BID Dollars
(\$ (*15%*)), for the payment of which the Principal and Surety bind themselves, their
heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

WHEREAS, the Principal has submitted a bid for the project named: TMP2023-1P, EXTERIOR REPAIRS AND
IMPROVEMENTS AT THE YANKEE DOODLE PARKING GARAGE, 3 BURNELL BOULEVARD, NORWALK, CT 06851

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal, and the Principal shall duly
make and enter into a contract with City in accordance with the terms of said proposal or bid and award
and shall give bond for the faithful performance thereof, with Surety or Sureties approved by City; or if
the Principal shall, in case of failure so to do, pay and forfeit to City the penal amount of the deposit
specified in the all for bids, then this obligation shall be null and void; otherwise it shall be and remain in
full force and effect and the Surety shall forthwith pay and forfeit to City, as penalty and liquidated
damages, the amount of this bond.

Signed and sealed this 20TH day of DECEMBER, 20 23.

G.L. CAPASSO, INC.

[Signature]
Witness

[Signature]
Principal (L.S.)

Vincenzo Capasso, Vice President
Print name above Title

[Signature]
Witness

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

[Signature]
Surety (L.S.) Seal

MELANIE A BONNEVIE, ATTORNEY-IN-FACT
Print name above Title



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Melanie A Bonnevie** of **AUBURN**, **Maine**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By: _____

Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **20TH** day of **DECEMBER**, 2023



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

STATEMENT OF NON-COLLUSION

By submission of this bid each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bidder each party certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

- A.) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B.) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the bid opening, directly or indirectly, to any other bidder or to any competitor.
- C.) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

I hereby sign this document acting within my authority as a duly authorized representative of the named bidder. By signing below I certify, affirm and acknowledge that the information set forth in this document is true, accurate and complete to the best of my information and knowledge.

Signature of Bidder: 

Dated: 1/9/24

Note: The Bidders signature must be notarized to be considered a responsive Bid.


Notary Public

1/9/24
Date

My Commission Expires: 2/29/2028

Name and Addresses of Members of the Firm:

Carminc Capasso - 34 Lloyd Street, New Haven, CT 06513

Vincenzo Capasso - 34 Lloyd Street, New Haven, CT 06513

BIDDER'S QUALIFICATION STATEMENT

The Bidder is required to submit the following information at the time of bid.

Name of Project submitted for: Exterior Repairs and Improvements at the Yankee Doodle Parking Garage

1. How many years has your organization been in business as a general contractor: 35⁺
2. How many years has your organization been in business under its present name? 18⁺

a. If applicable, under what other names has your organization operated?

i. G & L Capasso Restoration, Inc. (1986-2005)

ii. _____

iii. _____

3. If a corporation, please answer the following:

a. Date of Incorporation: 6/29/2005

b. State of Incorporation: Connecticut

c. President's Name: Carmine Capasso

d. Vice-President's Name(s) Vincenzo Capasso

d. Secretary's Name: Vincenzo Capasso

e. Treasurer's Name Carmine Capasso

4. If a partnership, please answer the following: N/A

a. Date of Organization: _____

b. State type of partnership: _____

c. Name(s) of general partner(s) _____

5. If your organization is individually owned, please answer the following: N/A

a. Date of Organization: _____

b. Name of Owner: _____

6. If the form of your organization is other than those listed above, please describe and name the principals:

N/A

7. List the categories of work that your organization normally performs with its own forces:

masonry, Roofing, Concrete, Waterproofing, Power washing, Deck
coating, Caulking

8. Have you ever failed to complete any work awarded to you? If so, note when, where and why:

No

9. Are you presently involved in any litigation or arbitration over existing contracts or work? If so, note when, where and why:

No

10. Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization that has failed to complete a construction contract? If so, note when, where and why.

No

11. Attach a separate sheet, listing the major projects that your organization has completed in the past five (5) years, giving the name of project, owner, designer, contract amount, date of completion and percentage of work performed by your organization.

Please see attached Completed Projects

12. Attach a separate sheet, listing the total worth of work in progress and under contract, giving the name of project, owner, designer, contract amount, percent complete and scheduled completion date.

Please see attached Projects in Progress

13. Attach a separate sheet, listing the construction experience and present commitment of the key individuals of your organization.

Please see attached resumes

14. Trade References:

Please see attached Supplier, Architect and Bank References

15. Bank References:

Please see attached Supplier, Architect and Bank References

16. Name of Bonding Company and name and address of agent:

Traveler's Casualty & Surety Co. of America

Agent: Northeast Surety/Skillings Shaw & Associates
1 Forest Park Drive
Farmington, CT 06032

17. Is **NOT** required at the time of Bid, but must be made available upon request. Attach Statement of Financial Conditions, including Contractor's latest regular dated financial statement or balance sheet which must contain the following items:

Current Assets: (Cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits, and material and prepaid expenses), net fixed assets and other assets.

Current Liabilities: (Accounts payable, notes payable, accrued interest on notes, provisions for income taxes, advances received from owners, accrued salaries, accrued payroll taxes)

Other Liabilities: (Capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings)

Name and address of firm preparing attached financial statement and date thereof:

Will provide upon request

The undersigned certifies under oath that the information is true and sufficiently complete so as not to be misleading.

Date: 1/9/24
Name of Organization: G.L. Capasso, Inc.
By: [Signature] (L.S.)
Title: Vice President

M r. Vincenzo Capasso being duly sworn
deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 9th day of January 2024.

Notary Public: Jessica Cuevas Delaney

My Commission Expires: 2/29/2028





G.L. Capasso, Inc.

34 Lloyd Street, New Haven, CT 06513 • (203) 469-2810 • Fax: (203) 234-9424

COMPLETED PROJECTS

***BELOW, PLEASE FIND A SAMPLING OF PROJECTS
WE HAVE COMPLETED OVER THE PAST SEVERAL YEARS***

Project: Piano Works Condos
Deep River, Connecticut
Owner: Piano Works Condo Association c/o Sound Real Estate Services
Contact: Josh Parsons, Sound Real Estate Services
Description: Cutting & Pointing, Waterproofing
Contract Amount: \$588,808.23
Date of Project: September 2021 – December 2023

Project: Smith Tower Penthouse Façade Repair
Hartford, Connecticut
Owner: Housing Authority of the City of Hartford
Contact: Daniel Kane, Housing Authority of the City of Hartford
Description: Flashing, Joint Sealants, Cement Plaster
Contract Amount: \$217,800.00
Date of Project: September 2023 – November 2023

Project: 424 Chapel Street Wall Grouting
New Haven, Connecticut
Owner: City of New Haven
Contact: Zachary Shapiro, City of New Haven
Description: Masonry Repairs, Steel Repairs
Contract Amount: \$243,181.56
Date of Project: August 2023 – September 2023

Project: Yale – LSF Exterior Repairs Study
Hamden, Connecticut
Owner: Yale University
Contact: John Hennessy, A/Z Corporation
Description: Caulking, Coating of Concrete
Contract Amount: \$547,191.14
Date of Project: April 2023 – September 2023



G.L. Capasso, Inc.

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Project: Bridgeport Police Parking Deck
Bridgeport, Connecticut
Owner: City of Bridgeport
Contact: Michele Otero, City of Bridgeport
Description: Waterproofing Plaza, Concrete Replacement, Rebuilding Parapets
Contract Amount: \$1,999,191.59
Date of Project: May 2022 – October 2023

Project: Southport Congregational Church
Southport, Connecticut
Owner: Southport Congregational Church
Contact: Paul DiPrato, Southport Congregational Church
Description: Stone Repointing, Masonry Repairs, Gable Reconstruction
Contract Amount: \$373,506.00
Date of Project: May 2022 – September 2023

Project: Yale – GML Exterior Improvements
New Haven, Connecticut
Owner: Yale University
Contact: Marcie Clifford, Petra Construction
Description: Concrete Repairs, Roof Repairs
Contract Amount: \$307,900.75
Date of Project: August 2022 – September 2023

Project: ECSU Low Rise Building 200 Bridge
Willimantic, Connecticut
Owner: Eastern Connecticut State University
Contact: Jim Fielding, Eastern Connecticut State University
Description: Concrete Work
Contract Amount: \$306,091.95
Date of Project: June 2023 – September 2023

Project: South Nowalk Railroad Station Garage
Norwalk, Connecticut
Owner: Norwalk Parking Authority
Contact: Ken Sugarman, Desman Design Management
Description: Caulking, Cleaning, Waterproofing
Contract Amount: \$1,152,842.73
Date of Project: October 2021 – August 2023



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Project: Klein Memorial Roof & Masonry
Bridgeport, Connecticut
Owner: City of Bridgeport
Contact: Michele Otero, City of Bridgeport
Description: Cutting & Pointing, Lintel Replacement, Remove & Replace Roof
Contract Amount: \$928,790.00
Date of Project: December 2021 – June 2023

Project: Yale – VARBLD-C Parking Garages
New Haven, Connecticut
Owner: Yale University
Contact: John Hennessy, A/Z Corporation
Description: Concrete Restoration, Caulking, Expansion Joints, Coatings
Contract Amount: \$1,597,610.84
Date of Project: February 2022 – June 2023

Project: David Pinney Brick Barn
Windsor Locks, Connecticut
Owner: Town of Windsor Locks
Contact: Michael Weissbrod, Crosskey Architects
Description: Masonry Restoration
Contract Amount: \$158,750.86
Date of Project: November 2021 – October 2022

Project: Norwalk City Hall Cupola
Norwalk, Connecticut
Owner: City of Norwalk
Contact: Neil Rennie, City of Norwalk
Description: Wood Restoration, Painting, Windows
Contract Amount: \$462,057.97
Date of Project: November 2021 – October 2022

Project: Center Court Condos Façade Restoration
New Haven, Connecticut
Owner: The Condominiums at Center Court
Contact: Scott Chamberlain, Wiss, Janney, Elstner Associates
Description: Spandrel Repairs, Lintel Repairs, Cutting & Pointing
Contract Amount: \$895,422.94
Date of Project: May 2019 – June 2022



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Project: MDC – Salt Barn Roof Repair
Hartford, Connecticut
Owner: The Metropolitan District
Contact: Jeffrey Passardi, The Metropolitan District
Description: Metal Panel Roofing
Contract Amount: \$233,138.18
Date of Project: October 2021 – May 2022

Project: Betty Knox Apartments
Hartford, Connecticut
Owner: Housing Authority of Hartford
Contact: Daniel Kane, Housing Authority of Hartford
Description: Fascia Repairs
Contract Amount: \$256,836.45
Date of Project: October 2021 – February 2022

Project: Union Church
Rockville, Connecticut
Owner: Union Church
Contact: Brian Roy, Union Church
Description: Masonry Restoration
Contract Amount: \$412,950.00
Date of Project: October 2020 – January 2022

Project: St. Mary Star of the Sea Church
New London, Connecticut
Owner: St. Mary Star of the Sea Church
Contact: Ted Olynciw, Clerk of the Works
Description: Cutting & Pointing, Stone Rebuilding
Contract Amount: \$215,030.00
Date of Project: October 2021 – November 2021

Project: Norwalk Community College D-Wing Structural Repairs
Norwalk, Connecticut
Owner: CT States Colleges & Universities
Contact: Yolanda Hacia, CT States Colleges & Universities
Description: Glazing System, Rebuild Masonry Piers, Cutting & Pointing
Contract Amount: \$130,057.16
Date of Project: August 2021 – October 2021



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Project: Yale – 56 Hillhouse Avenue Exterior
New Haven, Connecticut
Owner: Yale University
Contact: Glenn Stevens, Petra Construction
Description: Masonry Restoration
Contract Amount: \$336,247.36
Date of Project: June 2021 – September 2021

Project: Yale – SDQ Partial Exterior Restoration
New Haven, Connecticut
Owner: Yale University
Contact: Justin Pezzolesi, Yale University
Description: Masonry Restoration, Painting, Slate Repairs
Contract Amount: \$1,585,272.30
Date of Project: May 2021 – August 2021

Project: Scoville Memorial Library
Salisbury, Connecticut
Owner: Scoville Memorial Library
Contact: Lyn Smith, Evelyn Cole Smith Architects
Description: Roof Repairs, Painting, Historic Masonry Repairs, Cleaning
Contract Amount: \$320,766.39
Date of Project: August 2020 – April 2021

Project: Torrington Towers
Torrington, Connecticut
Owner: Torrington Housing Authority
Contact: Paul Lisi, Antinozzi Associates
Description: Façade Restoration
Contract Amount: \$536,520.00
Date of Project: September 2020 – January 2021

Project: The Ferguson Library
Stamford, Connecticut
Owner: The Ferguson Library
Contact: Michael Fisher, The Fisher Group
Description: Coating of Façade, Window Restoration, Caulking, Masonry Restoration
Contract Amount: \$766,401.81
Date of Project: April 2020 – December 2020



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Project: Yale – SDQ Partial Exterior Restoration
New Haven, Connecticut
Owner: Yale University
Contact: Justin Pezzolesi, Yale University
Description: Cutting & Pointing, Painting, Caulking, Brick Replacement, Cleaning
Contract Amount: \$1,179,747.37
Date of Project: June 2020 – November 2020

Project: Weston High School Façade Repairs
Weston, Connecticut
Owner: Town of Weston
Contact: Joseph Nevins, Howard L. Zimmerman Architects
Description: Concrete Repair, Brick Replacement, Cleaning
Contract Amount: \$298,407.18
Date of Project: August 2020 – November 2020

Project: Munson & Winchester Facades
New Haven, Connecticut
Owner: Winstanley Property Management
Contact: John Marano, Winstanley Property Management
Description: Exterior Façade Restoration
Contract Amount: \$280,520.00
Date of Project: June 2020 – September 2020

Project: Yale – Kroon Hall Exterior Repairs, Ph. 2
New Haven, Connecticut
Owner: Yale University
Contact: Justin Pezzolesi, Yale University
Description: Refinish Wood, Cleaning, Pointing, Insulation of Coping Stones
Contract Amount: \$489,452.65
Date of Project: June 2020 – August 2020

Project: Sedgwick Middle School
West Hartford, Connecticut
Owner: Town of West Hartford
Contact: W. Albert Jacunski, Jacunski Humes Architects
Description: Exterior Masonry Restoration
Contract Amount: \$213,255.00
Date of Project: June 2020 – August 2020



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Project: Ninth Square Residences
New Haven, Connecticut
Owner: BC North Square LLC c/o Beacon Communities
Contact: Bob Bradley, Keith Construction
Description: Masonry Cleaning & Restoration, Repoint & Replace Brick, Protective Coating on EIFS
Contract Amount: \$2,296,515.44
Date of Project: July 2019 – August 2020

Project: Union Baptist Church
Stamford, Connecticut
Owner: Union Baptist Church
Contact: Jim Dempsey, BPD Roof Consulting
Description: Waterproofing & Concrete Repairs
Contract Amount: \$184,964.48
Date of Project: January 2020 – May 2020

Project: Shubert Theatre
New Haven, Connecticut
Owner: Shubert Theatre
Contact: Lew Michaels, Shubert Theatre
Description: Exterior Brick Façade Restoration
Contract Amount: \$172,952.00
Date of Project: March 2020 – May 2020

Project: LoRicco Towers
New Haven, Connecticut
Owner: LoRicco Tower Condominium Association
Contact: John Coombe Jr., M.A. Caputo Associates
Description: Reconstruction of Stone Parapet, Roof Repairs, Caulking of Façade, Cast Stone Patching
Contract Amount: \$722,856.92
Date of Project: September 2019 – April 2020

Project: OLP Chapel
Warwick, Rhode Island
Owner: OLP Center, Inc.
Contact: Daniel Nowlan, Building Enclosure Science
Description: Roof Rehabilitation, Masonry Rehabilitation
Contract Amount: \$365,947.31
Date of Project: August 2019 – January 2020



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Project: BMW Parking Garage
Woodcliff Lake, New Jersey
Owner: BMW of North America
Contact: Scott Shaw, BMW of North America
Description: Concrete Stair Restoration, Parking Deck Restoration
Contract Amount: \$1,102,014.77
Date of Project: July 2017 – December 2019

Project: Fairfield Woods Middle School Wall Panels
Fairfield, Connecticut
Owner: Fairfield Board of Education
Contact: Sal Morabito, Fairfield Board of Education
Description: Modify Base of Existing Metal Wall Panel System, Install New System
Contract Amount: \$88,261.00
Date of Project: September 2019 – December 2019

Project: Stony Creek Church
Branford, Connecticut
Owner: Stony Creek Church of Christ Congregational
Contact: Tom Pfaff, Stony Creek Church
Description: Re-Roofing and Related Work of Historic Bell Tower
Contract Amount: \$202,959.52
Date of Project: August 2019 – December 2019

Project: Naugatuck High School Solar Demo
Naugatuck, Connecticut
Owner: Borough of Naugatuck
Contact: Paul Jorgensen, Silver/Petrucelli + Associates
Description: Photovoltaic Demolition
Contract Amount: \$183,540.00
Date of Project: October 2019 – November 2019

Project: Yale – Kroon Hall Exterior Repairs, Ph. 1
New Haven, Connecticut
Owner: Yale University
Contact: Justin Pezzolesi, Yale University
Description: Masonry Restoration/Rehabilitation, Wood Repairs
Contract Amount: \$153,987.31
Date of Project: August 2019 – November 2019



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Project: New Haven Correctional Center Garage Repairs
New Haven, Connecticut
Owner: State of Connecticut, DAS
Contact: Carlton Grodotzke, State of CT DAS
Description: Concrete Restoration
Contract Amount: \$1,175,637.86
Date of Project: August 2019 – November 2019

Project: Sts. Cyril & Methodius Church Steeple
Bridgeport, Connecticut
Owner: Sts. Cyril & Methodius Church
Contact: Revered Canon Todd, Sts. Cyril & Methodius Church
Description: Painting of Decorative Metal, Spot Pointing, Brick Replacement, Slate Repair, Louver
Painting, Copper Hip Replacement, Cross & Finial Repairs
Contract Amount: \$155,789.88
Date of Project: August 2019 – November 2019

Project: Phelps Association Renovation
New Haven, Connecticut
Owner: The Phelps Association
Contact: Alex Babbidge, Babbidge Construction
Description: Reconstruction of Stone Masonry, Coping Reinstallation with Thru-Wall Flashing
Contract Amount: \$440,229.02
Date of Project: May 2019 – September 2019

Project: Greenwich Point Cow Barn
Greenwich, Connecticut
Owner: Town of Greenwich
Contact: Luigi Romano, Town of Greenwich
Description: Masonry Restoration, Cutting & Pointing
Contract Amount: \$76,639.00
Date of Project: June 2019 – August 2019

Project: 46 Hillhouse Avenue Exterior Repairs
New Haven, Connecticut
Owner: Yale University
Contact: Glenn Stevens, Petra Construction
Description: Masonry Restoration, Roof Replacement
Contract Amount: \$141,446.34
Date of Project: June 2019 – August 2019



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Project: ASML Parking Garage
Wilton, Connecticut
Owner: ASML US, Inc.
Contact: Tim Papps, Pavarini NE Construction
Description: Deck Coating
Contract Amount: \$183,533.98
Date of Project: February 2019 – August 2019

Project: Hampshire Courthouse
Northampton, Massachusetts
Owner: Commonwealth of Massachusetts
Contact: Jim Loney, Wesfield Construction
Description: Cleaning & Repointing of Façade, Interior Brick Repair
Contract Amount: \$422,626.21
Date of Project: February 2019 – July 2019

Project: Yale – University Theatre Roof Replacement
New Haven, Connecticut
Owner: Yale University
Contact: Sydney Colon, Yale University
Description: Roof Replacement
Contract Amount: \$325,305.00
Date of Project: February 2019 – July 2019

Project: Old Newgate Prison & Copper Mine Museum
East Granby, Connecticut
Owner: State of Connecticut, DCS
Contact: Lori Donadio, Oak Park Architects
Description: Roof Replacement, Window Restoration, Lead Abatement, Painting
Contract Amount: \$517,332.18
Date of Project: September 2018 – May 2019

Project: Stamford High School Plaza
Stamford, Connecticut
Owner: City of Stamford
Contact: Jeff Pardo, City of Stamford
Description: Plaza Roof Insulation
Contract Amount: \$462,251.09
Date of Project: November 2018 – May 2019

G.L. Capasso, Inc.
Projects in Progress

<u>Project Name</u>	<u>Owner</u>	<u>Owner, Architect or Construction Manager Contact</u>	<u>Contract Amount</u>	<u>% Complete</u>	<u>Estimated Completion Date</u>	<u>Scope of Work Description</u>
Shubert Theatre 247 College Street New Haven, CT GC: G.L. Capasso	Connecticut Association for the Performing Arts	John Wilcox Russell and Dawson, Inc. John.Wilcox@rdaep.com (860) 289-1100 ext. 111	\$887,000	48%	Aug-24	Exterior Repointing
Union Baptist Church Slate Roof 1921 Main Street Hartford, CT GC: G.L. Capasso	Union Baptist Church	Joseph Calabrese Crosskey Architects jcalabrese@crosskey.com (860) 308-2921	\$589,000	0%	Jul-24	Roof Repairs Masonry Repairs Painting
Danbury Mall Garage Refurbishment 7 Backus Avenue Danbury, CT GC: G.L. Capasso	Danbury Mall, LLC	John Urbanak Macerich john.urbanak@macerich.com (203) 830-4380	\$230,944	70%	Apr-24	Concrete Work Spandrel Repairs
UConn Health ASB Sealant Joint 110 Dowling Way Farmington, CT GC: G.L. Capasso	UConn Health	David Riggles UConn Health riggles@uchc.edu (860) 679-4953	\$103,499	0%	Feb-24	Joint Sealants
Aquarion Putnam Sedimentation Tank 10 DeKraft Road Greenwich, CT GC: G.L. Capasso	Aquarion Water Company	Dennis Fields Aquarion dfields@aquarionwater.com (203) 362-3057	\$100,451	0%	Apr-24	Concrete Repairs
UConn Wilbur Cross Cupola Repair 233 Glenbrook Road Storrs, CT GC: G.L. Capasso	University of Connecticut	Peter McClure University of Connecticut peter.mcclure@uconn.edu (860) 380-0897	\$805,300	0%	Aug-24	Roof Repairs Wood Restoration Painting

G.L. Capasso, Inc.
Projects in Progress

<u>Project Name</u>	<u>Owner</u>	<u>Owner, Architect or Construction Manager Contact</u>	<u>Contract Amount</u>	<u>% Complete</u>	<u>Estimated Completion Date</u>	<u>Scope of Work Description</u>
Sterling House Improvements & Restoration - Masonry 2283 Main Street Stratford, CT GC: Turner Construction Co.	Town of Stratford	Chris Kelly Turner Construction Co. cjkelly@tcco.com (203) 218-7050	\$214,811	0%	Jul-24	Masonry Cleaning Brick Restoration Brownstone Restoration



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Carmine Capasso

Tel: 203-469-2810

Email: carmine@glcapasso.com

KEY QUALIFICATIONS:

As President of G.L. Capasso, Inc., Carmine's primary responsibility is to manage projects from the initial bid process up to, and including, final job costing. He is also responsible for the marketing, advertising, and service expansion of the company. As an Owner, he oversees every aspect of the company.

EDUCATION:

Notre Dame High School Graduate
Quinnipiac University Graduate – B.S. in Finance
Suffolk Law School – J.D.
Central Conn. State University – Estimating Courses
PDAC – Painting Estimating Course

ACCOMPLISHMENTS:

OSHA Training and Certification
Management Nucleus Participation
Material Applicator Certifications
Massachusetts Bar Association
Connecticut Bar Association

PROFESSIONAL AFFILIATIONS:

Restore Group – Masonry Conservation and Preservation Graduate
Association for Preservation Technology (Northeast Chapter)
New York Landmarks Conservancy
U.S. Heritage Group
International Masonry Institute
Associated Builders and Contractors Association



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Vincenzo Capasso

Tel: 203-469-2810

Email: vinnie@glcapasso.com

KEY QUALIFICATIONS:

Vice-President of G.L. Capasso, Inc. and a field superintendent responsible for overseeing the daily activities of a project. His hands-on experience with masonry restoration, waterproofing techniques, safety policies and estimating knowledge allows for the successful flow of work and top-quality standards to be upheld on each project.

Vincenzo is also the Safety Officer for the company. He is responsible for adopting and implementing the health and safety program. As part of this duty, he is to ensure that the H&S program complies with OSHA's regulations. Vincenzo is responsible for taking care of any jobsite concerns. He investigates any concerns brought to his attention and administers the proper procedure to correct said concern. He is also responsible for reporting any on-the-job accident or safety violations. In summary, as Safety Officer, Vincenzo ensures that the company is operating at its safest and that all employees are OSHA 10 certified.

EDUCATION:

Notre Dame High School Graduate
Quinnipiac University Graduate – B.S. in Computer Science
Central Conn. State University – Estimating Courses

ACCOMPLISHMENTS:

Certified Instructor for Aerial Lift Equipment
Lead Abatement Supervisor
Asbestos Abatement Supervisor
EMR Trained
OSHA Training and Certification
JAHN Mortar Restoration Training and Certification
Management Nucleus Participation
Material Applicator Certifications

PROFESSIONAL AFFILIATIONS:

U.S. Heritage Group
Sonnaborn Applicator
Watson & Bowmen Genii Joints – Certified Installer
Restore Group – Masonry Conservation and Preservation Graduate
Association for Preservation Technology (Northeast Chapter)
New York Landmarks Conservancy
International Masonry Institute
Associated Builders and Contractors Association



G.L. Capasso, Inc.

M. Jorge Orfao
G.L. Capasso, Inc.
jorge@glcapasso.com
Project Manager / Estimator

Project manager and estimator in the construction business for 25+ years. I work with The EDGE estimating system software, Microsoft excel and Microsoft Projects. My involvement with all projects originates at the estimating stage where I review all drawings and specifications to determine the extent of our work and pricing. This includes generating RFI's, material quotations and attending meetings for each project. Managing new projects includes constructing submittals, individual task plans, field manuals, AIA billing and scheduling charts. I attend all progress meetings and update project schedules throughout duration of projects. Review and submit project closure documentation.

Professional Experience:

2014 – Present: Project Manager / Estimator, G.L. Capasso, Inc.

- Sample of completed projects
 1. Yale University Theater, New Haven, CT
 2. Tolland Intermediate School, Tolland, CT
 3. Saint Joseph Church, New London, CT
 4. Yale University Greely Memorial Lab, New Haven, CT
 5. Old Newgate Prison & Copper Mine, East Granby, CT
 6. University of Connecticut Heating Plant Upgrades, Storrs, CT

2003 – 2014: Project Manager / Estimator, Silktown Roofing, Inc.

- Sample of completed projects
 1. US Postal Service Processing & Distribution Center, New Haven, CT
 2. IBM Buildings A, B, C & CS, Southbury, CT
 3. IBM Business Continuity & Recovery Center, Sterling Forest, NY
 4. GE Executive Headquarters, Fairfield, CT
 5. Sikorsky Aircraft, Stratford, CT
 6. ASML USA Lithography, Wilton, CT
 7. Yale University, New Haven, CT
 8. Veterans Administration Hospital, West Haven, CT
 9. Northern Westchester Hospital, Mount Kisco, NY
 10. Naugatuck High School, Naugatuck, CT
 11. Richard C. Lee Federal Courthouse, New Haven, CT

2000 – 2003: Estimator, Hartford Roofing Company

- Sample of completed projects
 1. Rochambeau Middle School, Southbury, CT
 2. Beecher Road School, Woodbridge, CT
 3. Zelnick Pavilion, Wesleyan University, Middletown, CT

1994 – 2000: Manufacturing Engineer, Northeast Electronics Corporation

- New product design and development, CAD

Education:

1989 – 1994: University of New Haven, West Haven, CT

- B.S., Civil Engineering

1985 – 1989: Eli Whitney R.V.T.S., Hamden, CT

- Drafting and CAD

An Equal Opportunity / Affirmative Action Employer

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Supplier, Architect & Bank References

Suppliers

1. Colony Hardware
269 South Lambert Road
Orange, CT 06477
Contact: Denisha Brown
Phone: (203) 672-9003
Fax: (203) 466-5240
Email: denisha.brown@colonyhardware.com
2. Garvin Construction Products
222 Universal Drive
North Haven, CT 06473
Contact: Precious Valerio
Phone: (718) 472-4700 Ext. 3024
Fax: (347) 983-6717
Email: ar@garvinproducts.com
3. New Castle Building Products
535 Old Tarrytown Road
White Plains, NY 10603
Contact: Mike Sullivan
Phone: (844) 282-7663
Fax: (914) 948-4627
Email: msullivan@ncbp.com
4. White Cap
102 Wheeler Street
New Haven, CT 06512
Contact: Craig Steuernagel
Phone: (860) 982-0232
Fax: (203) 468-9250
Email: craig.steuernagel@whitecap.com

Banking

Guilford Savings Bank
61 North Main Street
Branford, CT 06405
Contact: Amy Koch Moleski
Phone: (203) 458-5493 ext. 5493
Email: AKMoleski@mygsb.bank

Architects

David Thompson Architects LLC
1211 Chapel Street
New Haven, CT 06511
Contact: David Thompson
Phone: (203) 624-4266
Fax: (203) 624-3566
Email: david@dta-ne.com

Proposal

Parking Consultant Support Services (Revised)

City of Norwalk, CT
January 30, 2024

Proposal for Parking Consultant Support Services

To: Bryan Lutz, Assistant Director, Norwalk Parking Authority
From: Dixon Resources Unlimited
Date: January 30, 2024
Subject: Proposal for Parking Consultant Support Services - City of Norwalk, CT

Dixon Resources Unlimited (DIXON) is pleased to submit this revised proposal to provide parking consultant services to the City of Norwalk (City). Our uniquely qualified firm specializes in supporting parking and mobility programs across the country, consistently proving our ability to identify and implement operations, management, and technology recommendations to transition municipal parking operations to long-term, sustainable programs.

Proposed Scope of Services

The following work plan details the technical approach, methodology, specific tasks, and associated deliverables that our team will perform.

Task 1. Project Management

Our team will work closely with designated City staff to support a collaborative project management approach. The proposed budget includes all costs to support a project kickoff meeting and ongoing project management. Our team plans to schedule bi-weekly meetings with the designated City staff to provide project updates, collaborate, and address challenges. Additional meetings may be scheduled as required.

Task 1.1 Kick-off Meeting. The initial virtual project kick-off meeting will allow our team to refine and confirm the scope of work, prioritize objectives and tasks, finalize the schedule and timeline for milestone deliverables, and introduce key internal stakeholders to our team.

Task 1.2 Project Management and Bi-weekly Meetings. Our team will assign a Project Manager to serve as the single point of contact for overall communications and project coordination with the City. We will conduct virtual bi-weekly project meetings with designated City staff for the duration of the project. Our team will provide meeting agendas addressing the project schedule and budget status, highlighting complications and corrective measures, and presenting the project's next steps.

Task 1.3 Document Sharing and Coordination. During the kick-off meeting, our team will establish a shared project folder (such as Dropbox, Google Drive, SharePoint, or similar) so that the City staff can easily provide the relevant documentation for our review. We will maintain this folder throughout the project to keep all project files organized and accessible.

Task 1. Deliverables:

- Virtual project kickoff meeting.
- Virtual bi-weekly project meetings, including meeting agendas/minutes.

Task 2. Procurement Support

Our team has a wealth of experience in providing procurement support and assisting agencies throughout the country in reviewing proposals, developing comparison tools and matrices, and working collaboratively with our clients to establish a framework to evaluate responses fairly.

Task 2.1 Proposal Review & Evaluation Support. In collaboration with the City, DIXON will help define the proposal review and evaluation timeline, including setting the schedule for vendor interviews, demonstrations, and contract negotiations. Our team will provide support throughout the proposal evaluation process, including reviewing proposals, coordinating evaluation committee meetings, and developing Technical Compliance Matrix (TCM) and Pricing Workbook summaries that will allow City staff to consider all proposal offerings thoroughly and aid in the vendor selection process. Additionally, we will support the City by preparing and moderating vendor interviews and demonstrations as needed.

Task 2.2 Vendor Selection Support. DIXON will assist the City during the vendor selection process, including reviewing any Best and Final Offers (BAFOs), conducting additional rounds of interviews, and vendor contract negotiations, as needed.

Task 2. Deliverables:

- Develop a schedule for proposal review, evaluation, and vendor selection.
- Review proposals and coordinate evaluation committee meetings.
- Develop Technical Compliance Matrix (TCM) and Pricing Workbook summaries.
- Coordinate vendor interviews and demonstrations.
- Support vendor selection and contract negotiations as needed.

Optional Services (Revised)

Task 3. Implementation Support (Optional)

DIXON has operated as an implementation manager for many municipalities and can draw from these experiences to ensure the City has the support it requires to transition services to the selected parking operator.

Task 3.1 Vendor Transition & Implementation Support. Our team may work at the City's direction to remotely provide implementation support and ongoing project management services to address the City's evolving priorities and ongoing needs regarding the implementation and deployment of the selected parking operator. This may include developing a long-term strategy with a high-level estimate of implementation costs, potential revenue impacts, and ongoing support needs.

Our team can assist with vendor transition, including but not limited to developing a training and staffing plan, hardware and software changes, and data migration between vendor systems to provide accountability and help ensure uninterrupted service. Throughout the implementation process, we may collaborate with the City and the selected parking operator to establish a schedule of milestone deliverables with a defined timeline for progress reporting and to maintain essential communication between all parties.

Optional Task 3. Deliverables:

- Remote support for vendor transition, implementation, and project management support.

Task 4. On-site Support (Optional)

DIXON can work at the City's direction to provide on-site support for procurement and implementation project phases.

Task 4.1 In-person Site Visit. As desired, DIXON is prepared to provide on-site support for the project's procurement and implementation project phases. Per-trip costs include related labor and travel expenses for two (2) people to provide up to two (2) days of on-site support.

Optional Task 4. Deliverables:

- Includes all labor and travel expenses for two (2) people to provide up to two (2) days of on-site support.

Cost Proposal (Revised)

This cost proposal is based on a Time & Materials (T&M) approach. We are adaptive to the City's needs and will customize our solution to focus on what the City needs to achieve its objectives and to ensure that all deliverables are completed within the agreed-upon budget and timing to suit the City's evolving priorities. The following table provides the hourly rates for all DIXON classification groups, which are based on GSA standards and will be billed per City requirements.

DIXON Hourly Rates

Classification	Labor Rate Per Hour
Principal Consultant	\$245
Principal Planner	\$225
Senior Associate	\$175
Associate / Data Analyst	\$155
Junior Associate	\$115

Cost Estimate

The total estimated not-to-exceed costs per Task are detailed below:

Cost Estimate: DIXON Time & Materials Fee		
Task	Description	Estimated Cost (NTE)
1	Project Management	
	- Project kick-off meeting - Bi-weekly meetings and project management - Provide meeting agendas and minutes	\$3,845
	Procurement Support	
2	- Develop a schedule for proposal review, evaluation, and vendor selection. - Review proposals and coordinate evaluation committee meetings.	\$12,210
	- Develop Technical Compliance Matrix (TCM) and Pricing Workbook summaries. - Coordinate vendor interviews and demonstrations. - Support vendor selection and contract negotiations, as needed.	
Total Cost		\$16,055
<i>Not including Optional Services</i>		

Optional Services Pricing

We are prepared to provide optional remote implementation support services and additional on-site support. Per-month remote implementation support costs and per-trip on-site support pricing is described below:

Description		Pricing
Optional Implementation Support		
3	Remote support for vendor transition, implementation, and project management support <i>* pricing assumes all work to be completed remotely</i>	\$4,215* <i>per month</i>
Optional On-site Support		
4	Includes all labor and travel expenses for two (2) people to provide up to two (2) days of on-site support	\$9,780 <i>per trip</i>