



DEPARTMENT OF
RECREATION & PARKS

Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06851-5125
203-854-7806

**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, FEBRUARY 14, 2024
7:00 PM**

<https://www.norwalkct.gov/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.



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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 Dilene Byrd at dbyrd@norwalkct.gov to provide written public comment prior to the meeting.

- I Roll Call
- II Minutes of December 13, 2023.
- III Public Participation
- IV **Old Business**
- V **New Business**

The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. Approve the use of Silvermine Elementary School Parking Lot and immediate surrounding grounds by Boston Buildup for their Boston Buildup 25 K event to be held on Sunday, March 3, 2024. Approximately 150 people.
2. Approve the use of Veterans Memorial Park and immediate surrounding grounds by Norwalk Police Emerald Society for their Norwalk Police Emerald Society St. Patrick's Day Parade event to be held on Saturday, March 9, 2024 from 9:30 AM to 12:00 PM. Set-up time by 8:00 AM with tear-down by 12:30 PM. Approximately 50 people.
3. Approve the use of Veterans Memorial Park and immediate surrounding grounds by Vox Church for their Local City-Wide Easter Egg Hunt event to be held on Saturday, March 23, 2024 from 7:30 AM to 1:30 PM. Set-up time at 7:30 AM with tear-down by 2:00 PM. Approximately 700 people.
4. Approve the use of Calf Pasture Beach and immediate surrounding grounds by Whittingham Cancer Center of Norwalk for their Whittingham Cancer Center Walk event to be held on Saturday, May 11, 2024 from 9:00 AM to 3:00 PM. Set-up time Friday, May 10, 2024 from 12:00 PM to 2:00 PM with tear-down on Saturday, May 11, 2024 by 3:30 PM. Approximately 750 people.
5. Approve the use of Veterans Memorial Park and immediate surrounding grounds by Triangle Community for their Pride in the Park event to be held on Saturday, June 8, 2024 from 12:00 PM to 8:00 PM. Set-up time Friday, June 7, 2024 from 8:00 AM to 12:00 PM with tear-down on Saturday, June 8, 2024 by 9:00 PM. Rain date Sunday, June 9, 2024. Approximately 8,000 people.
6. Approve the use of Veterans Memorial Park and immediate surrounding grounds by Norwalk Seaport Association for their Norwalk Seaport Oyster Festival event to be held from Friday, September 6, 2024 to Sunday, September 8, 2024. Set-up time from Friday, August 16, 2024 at 8:45 AM with tear-down by Monday, September 30, 2024 at 1:30 PM. Approximately 40,000 people.
7. Approve the use of Calf Pasture Beach – Taylor Farm and immediate surrounding grounds by NMMA for their Norwalk Boat Show event to be held from Thursday, September 26, 2024 to Sunday, September 29, 2024 from 7:00 AM to 10:00 PM every day. Set-up time by Monday, September 23, 2024 with tear-down on September 29, 2024 by 10:00 PM. Approximately 10,000 people.
8. Approve the use of Mathews Park and immediate surrounding grounds by Stepping Stones Museum for their Stepping Stones Museum Kaleidoscope Circus Ball event to be held from Wednesday, March 26 to Sunday, March 30, 2025 from 10:00 AM to 5:30 PM. Set-up time from Friday, March 21, 2025 through Tuesday, March 25, 2025. With tear-down from Monday, March 31 through Wednesday, April 2, 2025. Approximately 400 people.
9. Authorize the purchasing agent to issue a purchase order to Intelligent Marking USA Inc, dba Turf Tank, in the amount of \$59,700.00 for the purchase of an autonomous field marking robot, project # 4331, from account # 0923-6030-5777-C0486.

(No subject)

Hughes, Ken <khughes@norwalkct.gov>

Fri 2/9/2024 8:08 AM

To: Terrones, Isabel <ITerrones@norwalkct.gov>

1. Authorize the Mayor, Harry W. Rilling to enter into a 5-year operating License Agreement with a 5-year renewal option with Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) to operate recreation programs within approximately 2,000 square feet of designated space at the proposed Norwalk Community Recreation Center at 98 South Main Street. Terms of the Agreement shall be as recommended by the Land Use and Building Management Committee.

Ken Hughes

**Superintendent of Parks and Public Property
CPRP, Arborist**



City of Norwalk, Connecticut
City Hall
125 East Ave. Room 225
06851
203.505.5681 Cell
203.854.7814 Office
203.899.2779 Fax

10. Authorize the Mayor, Harry W. Rilling, to enter into a contract with ID Signsystems, Inc for project # 4325, Recreation and Parks Signage Project, in an amount not to exceed \$63,936.00, from account # 0923-6030-5799-C0832.

10a Authorize the Director of Recreation and Parks to issue change orders to ID Signsystems, Inc. for project # 4325, Recreation and Parks Signage Project, in an amount not to exceed \$9,590.00 from account # 0923-6030-5799-C0832.

11. Authorize the purchasing agent to issue a purchase order to Turf Products of the Sourcewell Purchasing contract # 0131121-TTC, for the solo source purchase of 3 Toro Workman GTX electric utility carts, in an amount not to exceed \$52,042.80 from account # 0924-6030-5799-C0846.

11a Authorize the Director of Recreation and Parks to issue a change order to Turf Products off the Sourcewell Purchasing contract # 031121-TTC, for the purchase of 3 Toro Workman GTX electric utility carts, in an amount not to exceed \$5,200.00 from account # 0924-6030-5799-C0846.

12. Authorize the purchasing agent to issue a purchase order to Bobcat of Connecticut (Stratford) for the sole source purchase of a Bobcat UW53 Toolcat, in an amount not to exceed \$87,992.49 from account # 0924-6030-5799-C0846.

13. Authorize the Mayor, Harry W. Rilling, to enter into a 5-year operating License Agreement with a 5-year renewal option with Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) to operate recreation programs within approximately 2,000 square feet of designated space at the proposed Norwalk Community Recreation Center at 98 South Main Street. Terms of the Agreement shall be as recommended by the Land Use and Building Management Committee.

VI Discussion



CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, DECEMBER 13, 2023.
REGULAR MEETING
7:00PM.

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Members of the public who wish to provide public comment are encouraged to submit those via e-mail 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 Dilene Byrd at dburd@norwalkct.gov to provide written comment prior to the meeting.

ATTENDANCE: Darlene Young, Chair, Doug Sutton; Lisa Shanahan; Johan Lopez; Heather Dunn; Nicol Ayers

ABSENT: Jenn McMurrer

STAFF: Robert Stowers, Director of Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks

OTHERS: James Whipple, Shannon Whipple

I. ROLL CALL

At roll call there were six (6) committee members present, one (1) absent (Ms. McMurrer). A quorum was present.

Ms. Young called the meeting to order at 7:00PM.

II. MINUTES OF OCTOBER 11, 2023

**** MS. SHANAHAN MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** THE MOTION PASSED WITH (6) SIX IN FAVOR AND (1) ONE ABSTENTION- MS. DUNN.**

III. PUBLIC PARTICIPATION

There was no public participation this evening.

IV. OLD BUSINESS

There was no new business discussed this evening.

V. NEW BUSINESS

The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

- 1. APPROVE THE USE OF VETERANS MEMORIAL PARK AND IMMEDIATE SURROUNDING GROUNDS BY TRIBALL CHAMPIONSHIP USA, LLC FOR THEIR TWO ROADS TRIBALL CHAMPIONSHIP EVENT TO BE HELD ON SATURDAY, JULY 27, 2024, FROM 10:00 AM TO 6:30 PM. SET-UP TIME FROM FRIDAY, JULY 26, 2024 AT 3:00 PM WITH TEAR-DOWN ON SUNDAY, JULY 28, 2024 BY 12:00 PM. APPROXIMATELY 1000 + PEOPLE.**

Ms. Dunn noted that that the rain date is scheduled for August 3, 2024, but that is typically the weekend of the SONO Arts Festival and suggested if possible that the rain date be changed.

**** THE ITEM WAS TABLED.**

2. APPROVE THE USE OF VETERANS MEMORIAL PARK AND IMMEDIATE SURROUNDING GROUNDS BY JS ENDURANCE FOR THEIR GARAVEL SONO HALF MARATHON 5K & KIDS FUN RUN EVENT TO BE HELD ON SUNDAY, OCTOBER 6, 2024, FROM 8:30 AM TO 12:45 PM. SET-TIME AT 7:00 AM WITH TEAR-DOWN BY 2:00 PM. APPROXIMATELY 1500 PEOPLE.

Mr. Whipple provided an overview of the event and said this will be the 10th year the event will be held, and he had received very good feedback from the last race that was held and there were very few issues. Ms. Shanahan said that she has participated in the event three times, and it was a very well-run event, and she is excited that it will be held again. Ms. Young asked how many people participated in this year's event. Mr. Whipple said between the half marathon and the 5K there were approximately 1,500 participants. Ms. Dunn asked with all the activity from the Walk Bridget project if there is an alternate route or backup plan in case the area gets congested at that time. Mr. Hughes said the event organizers work with the Traffic Commission so any of those kinds of issues will be addressed by them.

**** MS. SHANAHAN MOVED TO APPROVE THE USE OF VETERANS MEMORIAL PARK AND IMMEDIATE SURROUNDING GROUNDS BY JS ENDURANCE FOR THEIR GARAVEL SONO HALF MARATHON 5K & KIDS FUN RUN EVENT TO BE HELD ON SUNDAY, OCTOBER 6, 2024, FROM 8:30 AM TO 12:45 PM. SET-TIME AT 7:00 AM WITH TEAR-DOWN BY 2:00 PM. APPROXIMATELY 1500 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. APPROVE THE RECREATION AND PARKS COUNCIL MEETING DATES FOR 2024.

**** MS. SHANAHAN MOVED TO APPROVE RECREATION AND PARKS COUNCIL MEETING DATES FOR 2024.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M. E. O'BRIEN & SONS, FOR THE SOLE SOURCE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND AT BROOKSIDE SCHOOL, PRICING FROM STATE CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$187,425.15 FROM THE STATE OF CT DEEP PARKS BEAUTIFICATION GRANT, 0923-6030-5796-C0832.

Mr. Hughes said this is another program that will be done through the DEEP state grant, and they have been working closely with the Principal and PTA of Brookside School to come up with playground design which has now been finalized.

MS. SHANAHAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M. E. O'BRIEN & SONS, FOR THE SOLE SOURCE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND AT BROOKSIDE SCHOOL, PRICING FROM STATE CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$187,425.15 FROM THE STATE OF CT DEEP PARKS BEAUTIFICATION GRANT, 0923-6030-5796-C0832.

**** THE MOTION PASSED UNANIMOUSLY.**

**4.A AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO
ISSUE CHANGE ORDERS TO M. E. O'BRIEN & SONS FOR THE
PURCHASE AND INSTALLATION OF A NEW PLAYGROUND AT
BROOKSIDE SCHOOL, IN AN AMOUNT NOT TO EXCEED \$18,425.00
FROM THE STATE OF CT DEEP PARKS BEAUTIFICATION GRANT, 0923-
6030-5796-C0832.**

****MR. SUTTON MOVED TO AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE CHANGE ORDERS TO M. E. O'BRIEN & SONS FOR THE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND AT BROOKSIDE SCHOOL, IN AN AMOUNT NOT TO EXCEED \$18,425.00 FROM THE STATE OF CT DEEP PARKS BEAUTIFICATION GRANT, 0923-6030-5796-C0832.**

**** THE MOTION PASSED UNANIMOUSLY.**

VI. DISCUSSION

Ms. Young thanked the staff for all their support, and said she loves what is being done at Recreation and Parks and it feels great and there is a lot more to be done. She also thanked the previous and new council members and said that she hopes they enjoy this committee as much as she does. Mr. Stowers said there are a lot of great things to come in the next couple of years.

ADJOURNMENT

**** MS. SHANAHAN MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:16PM.

Respectfully submitted,

Dilene Byrd

Permit



City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE:(203) 854-7806

Permit # R318

Status Tentative

Date Feb 2, 2024 11:21 AM

Expiration Date Mar 3, 2024

Customer Name Jim Gerweck - 3284
Customer Type General Public
Mailing Address 156 FILLLOW ST
NORWALK, CT 06850

Home Phone Number (203) 838-2748
Cell Phone Number (203) 858-5449
Email Address jimrg156@gmail.com

System User Internet User

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Boston Buildup 25K

1 resource(s) 1 booking(s) Subtotal: \$0.00

Booking Summary

Silvermine Elementary School - Field 1 (Field Rental)

Center: Silvermine Elementary School

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Mar 3, 2024 8:00 AM	Mar 3, 2024 12:00 PM	150	\$0.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Field Requested- pick your location from the dropdown menu:	West Rocks
Is there a rain date?	Yes
Is there an alternate date or location?	Weather date March 10
Will you be bringing anything else on-site?	No
Will you require lights?	No

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
FIELD PERMIT APPLICATION	Mar 3, 2024	Jim Gerweck	Waiver Signed by: Jim

Permit

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R286

Status Tentative

Date Jan 25, 2024 3:47 PM

Expiration Date Feb 24, 2024

Customer Name John Bell - 3504
Customer Type General Public
Mailing Address 1 Monroe St
Norwalk, CT 06851

Work Phone Number (203) 854-3000
Home Phone Number (203) 394-7424
Cell Phone Number (203) 394-7424
Email Address jbell@norwalkct.gov

System User Internet User

Rental Fee	\$385.00
Discounts	\$0.00
Subtotal	\$385.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$385.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$385.00

Setup: 8am

Norwalk Police Emerald Society St. Patrick's Day Parade

1 resource(s) 1 booking(s) Subtotal: \$385.00

Booking Summary

Veterans Memorial Park (Event)

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Mar 9, 2024 9:30 AM	Mar 9, 2024 12:00 PM	50	\$0.00
Resource level fees			\$385.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	no
Is there an alternate date or location?	no

Permit

**I ♥ NORWALK**DEPARTMENT OF
RECREATION & PARKSCity of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R280

Status Tentative

Date Jan 22, 2024 4:05 PM

Expiration Date Feb 21, 2024

Customer Name Daniel Kromidas - 3445
Customer Type General Public
Mailing Address 8 Fullin Ct
Norwalk, CT 06851Home Phone Number (860) 218-4699
Email Address danielkromidas@gmail.com

System User Internet User

VOX CHURCH

Rental Fee	\$1,040.00
Discounts	\$0.00
Subtotal	\$1,040.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$1,040.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,040.00

7:30 Setup
10am event
teardown by 2pm

Local City-Wide Easter Egg Hunt

1 resource(s) 1 booking(s) Subtotal: \$1,040.00

Booking Summary

Veterans Memorial Park (Event)

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Mar 23, 2024 7:30 AM	Mar 23, 2024 1:30 PM	700	\$0.00
Resource level fees			\$1,040.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	N/A
Is there an alternate date or location?	Rain date: March 30 - same time (10am event start), set-up 7:30am

Permit



City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE:(203) 854-7806

Permit # R289

Status Tentative

Date Jan 26, 2024 4:15 PM

Expiration Date Feb 25, 2024

Organization Name	Whittingham Cancer Center Of Norwalk		
	Hospital - 35		
Customer Type	Class D1 - Non Profit		
Organization Address	34 Maple Street		
	Norwalk, CT 06856		
Agent Name	Julie Bandt	Work Phone Number	(475) 296-5898
		Home Phone Number	(213) 327-9091
		Cell Phone Number	(475) 296-5898
		Email Address	Julie.bandt@nuvancehealth.org
System User	Internet User		

Rental Fee	\$1,980.00
Discounts	\$0.00
Subtotal	\$1,980.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$1,980.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,980.00

Whittingham Cancer Center Walk		1 resource(s)	1 booking(s)	Subtotal: \$1,980.00
Booking Summary				
Calf Pasture Beach (Event)		Center: Calf Pasture Beach		
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
May 11, 2024 7:00 AM	May 11, 2024 3:00 PM	1000	\$0.00	
Resource level fees			\$1,980.00	

Custom Questions	
QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion?	No

Permit



I ♥ NORWALK

DEPARTMENT OF
RECREATION & PARKS

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R236

Status Tentative

Date Jan 22, 2024 2:05 PM

Expiration Date Apr 30, 2024

Customer Name Stephen Dixon - 3299
Customer Type General Public
Mailing Address 650 West Ave
Suite 2
Norwalk, CT 06850

Work Phone Number (203) 853-0600
Home Phone Number (203) 853-0600
Cell Phone Number (203) 570-2226
Email Address pride@ctpridecenter.org

System User Internet User

Triangle Community

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Pride in the Park

1 resource(s) 1 booking(s) Subtotal: \$0.00

Booking Summary

Veterans Memorial Park (Event)

Setup 6/7 or morning of

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Jun 8, 2024 12:00 PM	Jun 8, 2024 8:00 PM	8000	\$0.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	Yes
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	8-10
Is there an alternate date or location?	Rain date is the day after (Sunday the 9th)
Number of people attending?	8000

Permit



City of Norwalk
125 East Ave
Norwalk, CT 06851

PHONE: (203) 854-7806
EMAIL: recreation@norwalkct.gov

Permit # R285

Status Tentative

Date Jan 25, 2024 2:56 PM

Expiration Date Feb 24, 2024

Customer Name Jerry Toni - 3511
Customer Type General Public
Mailing Address 213 Liberty Square
213 Liberty Square
Norwalk, CT 06855

Work Phone Number (203) 838-9444
Home Phone Number (203) 838-9444
Email Address jerry.toni@seaport.org

System User rkovacs

Norwalk Seaport

Event Date: 9/6 - 9/8/24

Rental Fee	\$3,600.00
Discounts	\$0.00
Subtotal	\$3,600.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$3,600.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$3,600.00

Norwalk Seaport Oyster Festival

1 resource(s) 1 booking(s) Subtotal: \$3,600.00

Booking Summary

Veterans Memorial Park (Event)

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Aug 16, 2024 8:45 AM	Sep 30, 2024 1:30 PM	40000	\$0.00
Resource level fees			\$3,600.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0
Is there an alternate date or location?	No

Permit



City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R287

Status Tentative

Date Jan 26, 2024 9:30 AM

Expiration Date Feb 25, 2024

Customer Name Josh Rosales - 3433
Customer Type General Public
Mailing Address 10 S. LaSalle Street
Suite 3500
Chicago, IL 60603

Home Phone Number (646) 370-3679
Cell Phone Number (631) 944-0469
Email Address jrosales@nmma.org

NMMA

System User Internet User

Setup: 9/23/24 8:00 AM.

Rental Fee	\$2,805.00
Discounts	\$0.00
Subtotal	\$2,805.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$2,805.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$2,805.00

Norwalk Boat Show

2 resource(s) 8 booking(s) Subtotal: \$2,805.00

Booking Summary

Calf Pasture Beach - Taylor Farm (Event)

Center: Calf Pasture Beach

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sep 26, 2024 7:00 AM	Sep 26, 2024 10:00 PM	3000	\$0.00
Sep 27, 2024 7:00 AM	Sep 27, 2024 10:00 PM	2000	\$0.00
Sep 28, 2024 7:00 AM	Sep 28, 2024 10:00 PM	8000	\$0.00
Sep 29, 2024 7:00 AM	Sep 29, 2024 10:00 PM	5000	\$0.00

Shady Beach (Event)

Center: Shady Beach

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sep 26, 2024 7:00 AM	Sep 26, 2024 10:00 PM	2000	\$0.00
Sep 27, 2024 7:00 AM	Sep 27, 2024 10:00 PM	2000	\$0.00
Sep 28, 2024 7:00 AM	Sep 28, 2024 10:00 PM	2000	\$0.00
Sep 29, 2024 7:00 AM	Sep 29, 2024 10:00 PM	2000	\$0.00

Resource level fees \$2,805.00

Custom Questions

Permit



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DEPARTMENT OF
RECREATION & PARKS

City of Norwalk
125 East Ave
Norwalk, CT 06851

PHONE: (203) 854-7806
EMAIL: recreation@norwalkct.gov

Permit # R301

Status Tentative

Date Jan 31, 2024 9:51 AM

Expiration Date Mar 1, 2024

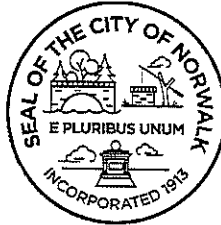
Organization Name	Stepping Stones Museum - 36	Organization Phone 1	(203) 899-0606
Customer Type	Class D1 - Non Profit	Number	
Organization Address	303 West Avenue Norwalk, CT 06850		
Agent Name	Mike Jacabacci	Work Phone Number	(203) 822-8198
		Home Phone Number	(203) 822-8198
		Cell Phone Number	(203) 822-8198
		Email Address	mike@steppingstonesmuseum.org
System User	rkovacs		

Setup: 3/21/25 - 3/25/25	Rental Fee	\$750.00
Event: 3/26 - 3/30/2025	Discounts	\$0.00
Breakdown: 3/31 - 4/2/25	Subtotal	\$750.00
	Deposits	\$0.00
	Deposit Discounts	\$0.00
	Total Permit Fee	\$750.00
	Total Payment	\$0.00
	Refunds	\$0.00
	Balance	\$750.00

Stepping Stones Museum Kaleidoscope Circus Ball		1 resource(s)	1 booking(s)	Subtotal: \$750.00
Booking Summary				
Mathews Park (Event)				Center: Mathews Park
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Mar 21, 2025 10:00 AM	Apr 2, 2025 5:30 PM	400	\$0.00	
Resource level fees				\$750.00

Custom Questions	
QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No

CITY OF NORWALK PURCHASING DEPARTMENT



**SEALED RFPs MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE NORWALK, CT 06851
BY THE DATE AND TIME OF RFP OPENING**

PROJECT NUMBER:	4331
REQUESTING DEPARTMENT:	Recreation and Parks
DATE OF RFP ISSUANCE:	11/27/2023
TITLE OF RFP:	AUTONOMOUS FIELD MARKING ROBOT
RFI/QUESTION DEADLINE:	2:00PM 12/11/2023
ELECTRONIC SUBMISSION DEADLINE:	2:00PM 12/19/2023
HARD COPY SUBMISSION DEADLINE:	2:00 PM 12/21/2023
MANDATORY WALKTHROUGH: DATE, TIME AND LOCATION OF WALKTHROUGH	YES () NO (X) N/A
TIME/DATE OF RFP OPENING:	2:00 PM 12/21/2023
RFP DEPOSIT REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: PERFORMANCE & PAYMENT BOND REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: MAINTENANCE BOND REQUIRED:	YES () NO (X)

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

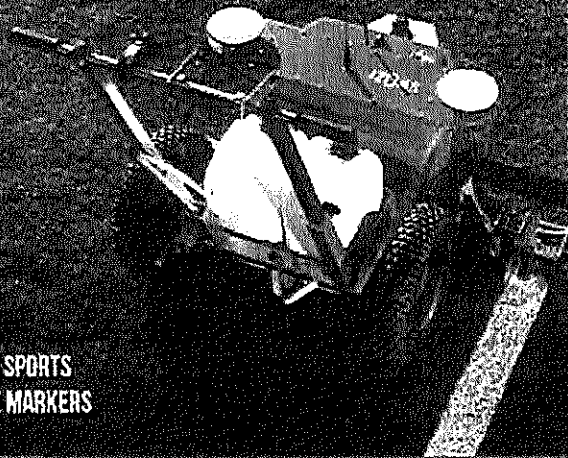
NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. RFP FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS (ONE ORIGINAL PLUS TWO (2) COPIES)
3. EXCEPTIONS (IF ANY)

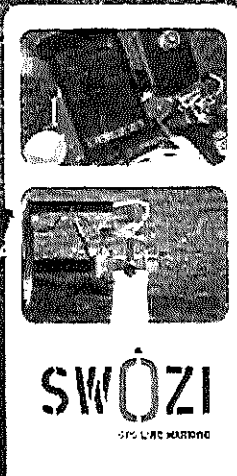
SWÖZI



TIRED OF PAINTING SPORTS FIELDS?
LET A ROBOT DO THE JOB.



ROBOTIC SPORTS
FIELD LINE MARKERS



THE SWÖZI WAY
SPORTS FIELD LINE MARKING

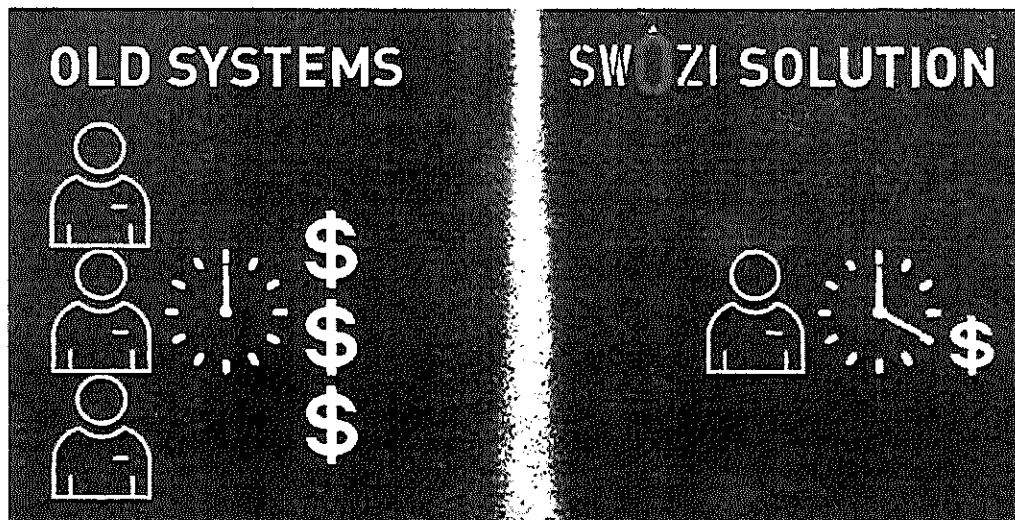
LINE MARKING WITHOUT STRINGS AND MEASURING TAPES?

Enjoy the high efficiency, flexibility and cost savings the SWOZI solution can bring you!

1

MORE THAN 75% TIME SAVING

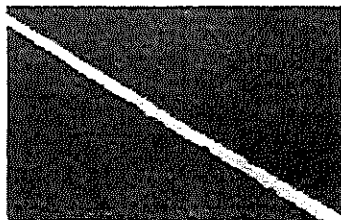
- ◉ Optimal work efficiency
- ◉ 75 % time saving
- ◉ Reduced ink consumption



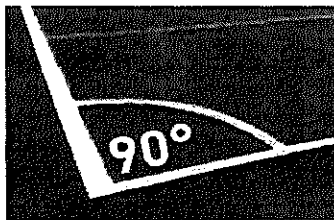
2

UNBEATABLE CENTIMETER ACCURACY

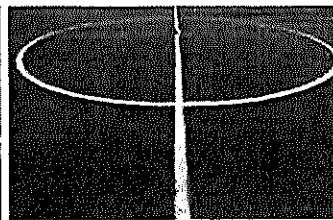
Thanks to the cutting-edge GPS and laser positioning technology, SWOZI is able to reach millimeter accuracy (laser), anywhere both outdoor and indoor.



Straight lines



Perfect angles



Perfect circles

IN ONE GO.

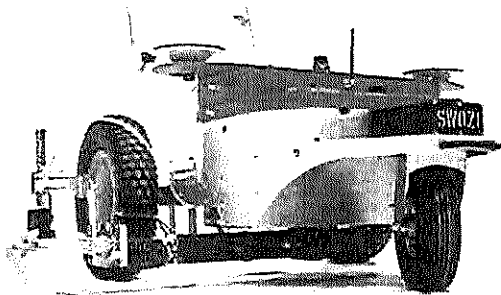
3

UTMOST FLEXIBILITY AND FREEDOM

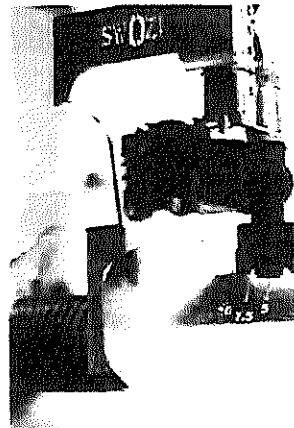
NO MORE STRINGS AND TAPES

- No more time consuming and resource-intensive work
- Over 100 sport templates with 1000s of variations
- Fully customizable, smart templates
- Can be used by anyone after 10 minutes of training
- SWOZI works with different positioning sources:
 - Laser for stadiums and areas with poor GPS reception, GPS for outdoor sports fields.

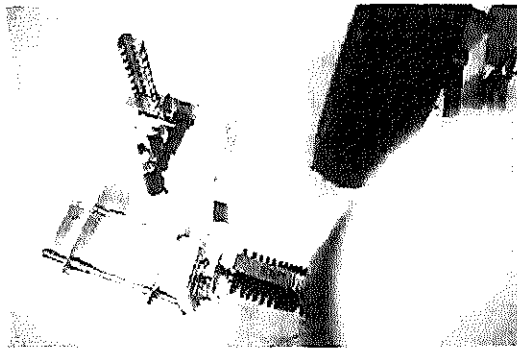
THE SWOZI CART IS DESIGNED FOR OPTIMAL WORK EFFICIENCY, ACCURACY AND MOBILITY



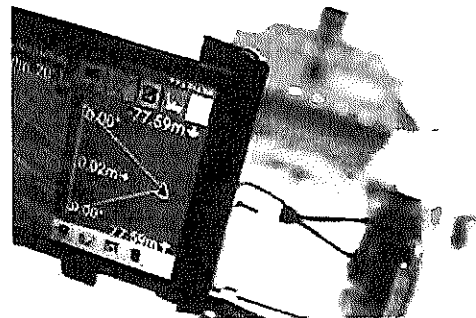
The SWOZI cart is made of lightweight aluminum with a handle bar for easy pushing.



The line width and spray rate are adjustable to your needs.



The SWOZI arm keeps the line straight even when you wander.



The SWOZI paint app is easy to handle and runs on a standard Samsung tablet.

SWOZI

GPS LINE MARKING

**ROBOTIC SPORTS FIELD LINE
MARKERS.**

SAVE UP TO 75% THE TIME AND COST
IT TAKES TO LAYOUT AND PAINT
SPORTS FIELDS.

FAST, SIMPLE AND CENTIMETER
ACCURATE.

TURF
ROBOTICS

www.turfroboticsllc.com

info@turfroboticsllc.com

Tel: 860-614-9099

SWOZI

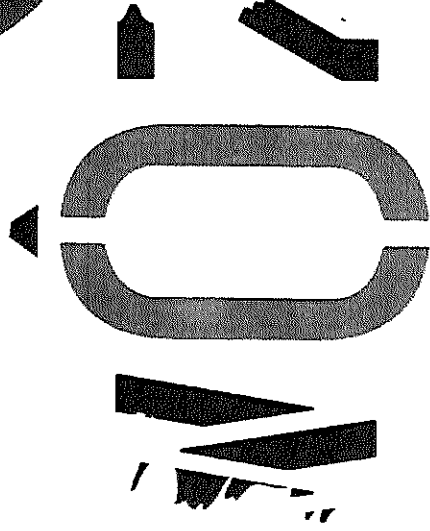
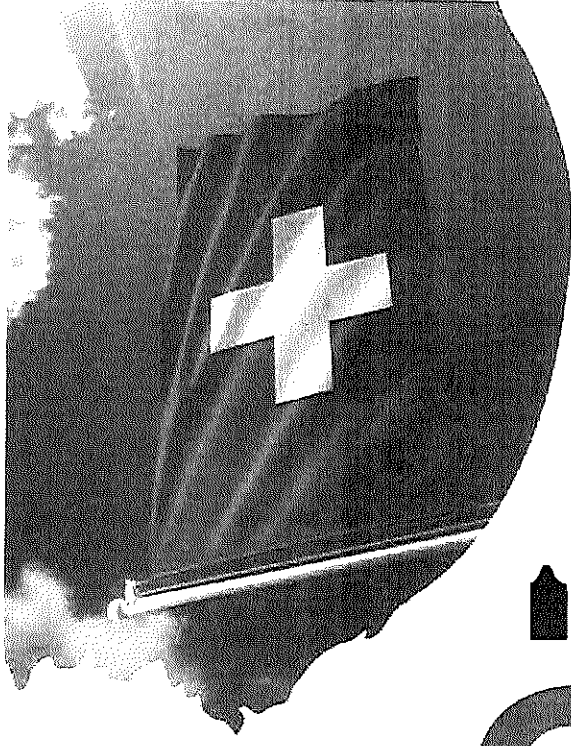
GPS LINE MARKING

SWÖZI

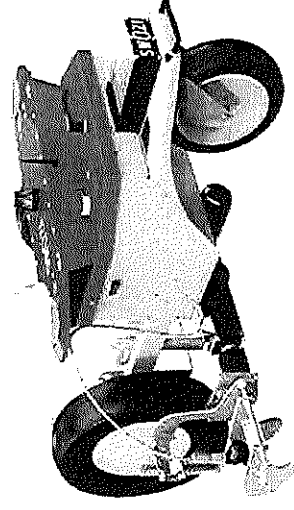
GPS LINE MARKING

Company Background:

- Manufacturer of Robotic/Autonomous Sport Field Line Marking Equipment.
- Founded in 2013.
- Headquarters Diepoldsau, Switzerland.

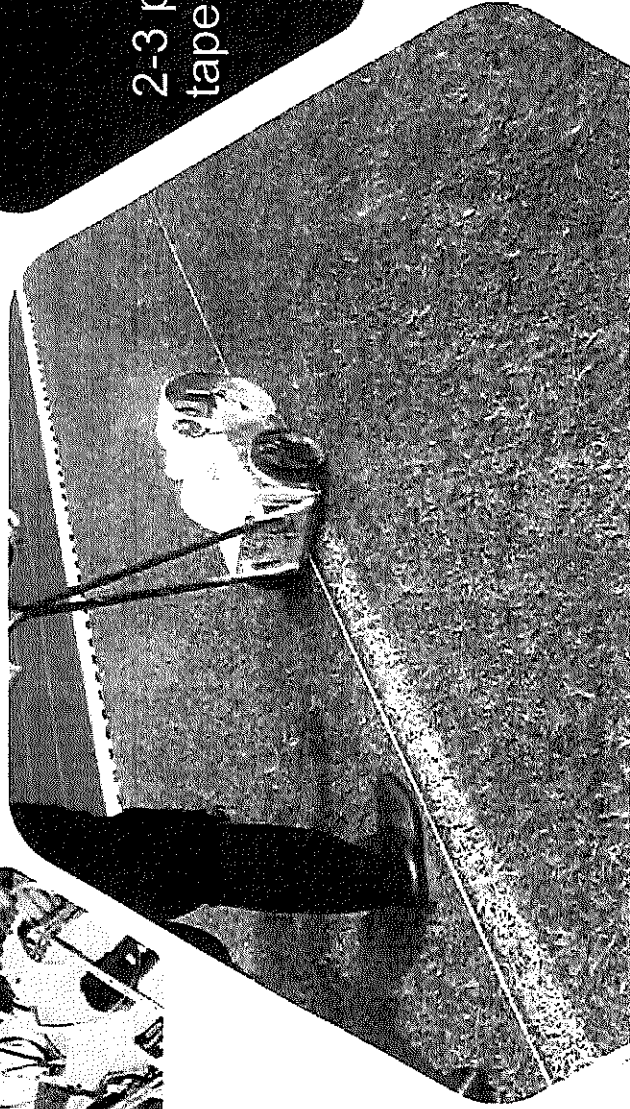
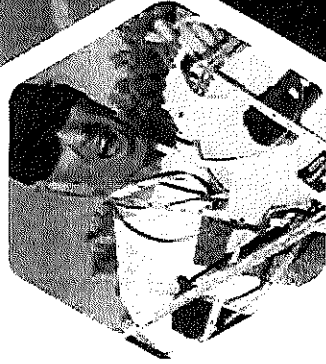


GPS LINE



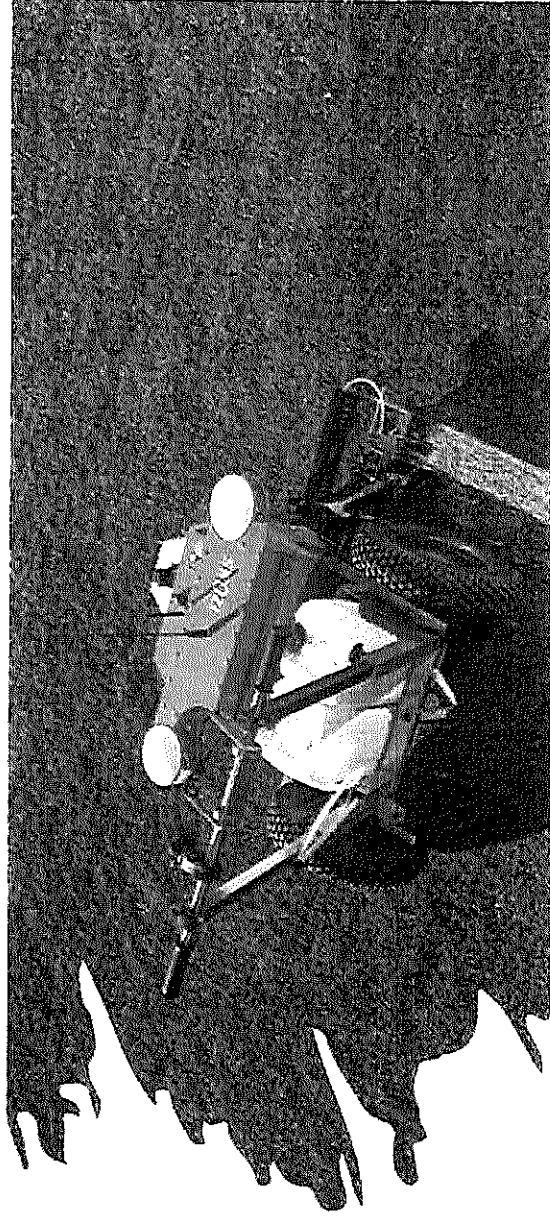
Tired of Laying Out and Painting Sports Field by Hand?

2-3 people, 2-3 hours with
tape measures and string.



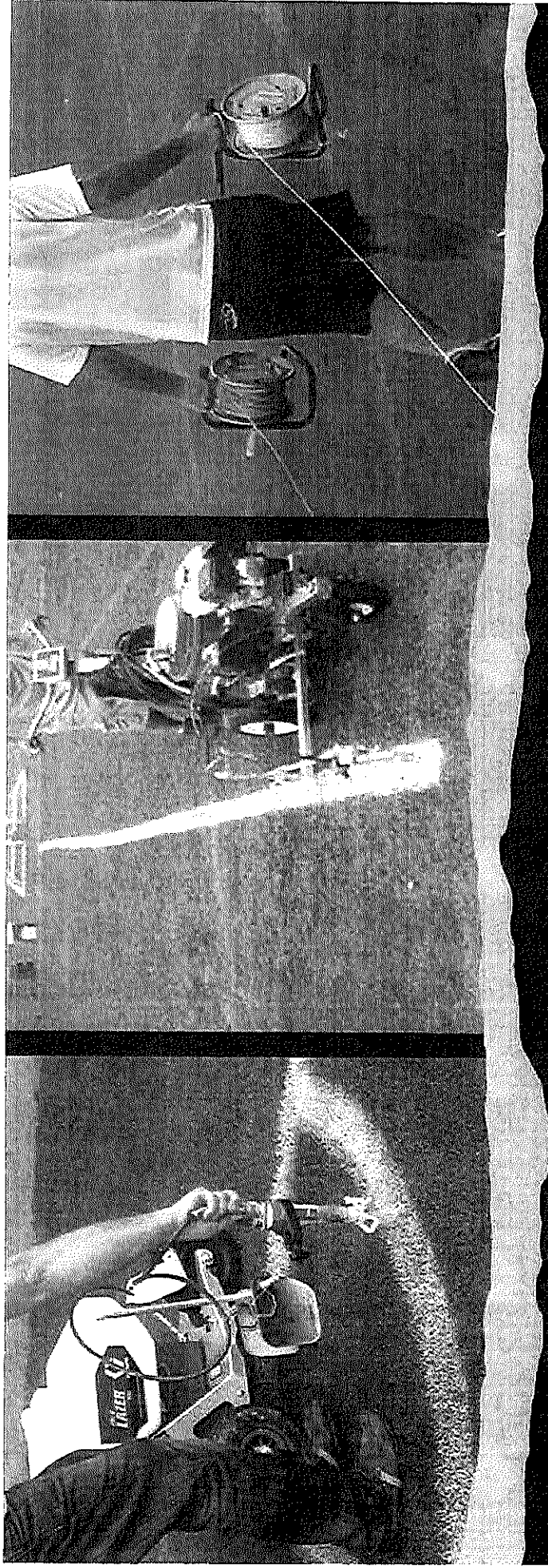
SWQZI
GPS LINE MARKING

**Layout and Paint
Athletic Fields
with Centimeter
Accuracy in
25 Minutes.**



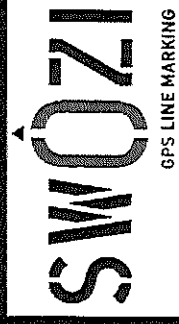
MOZI

GPS LINE MARKING



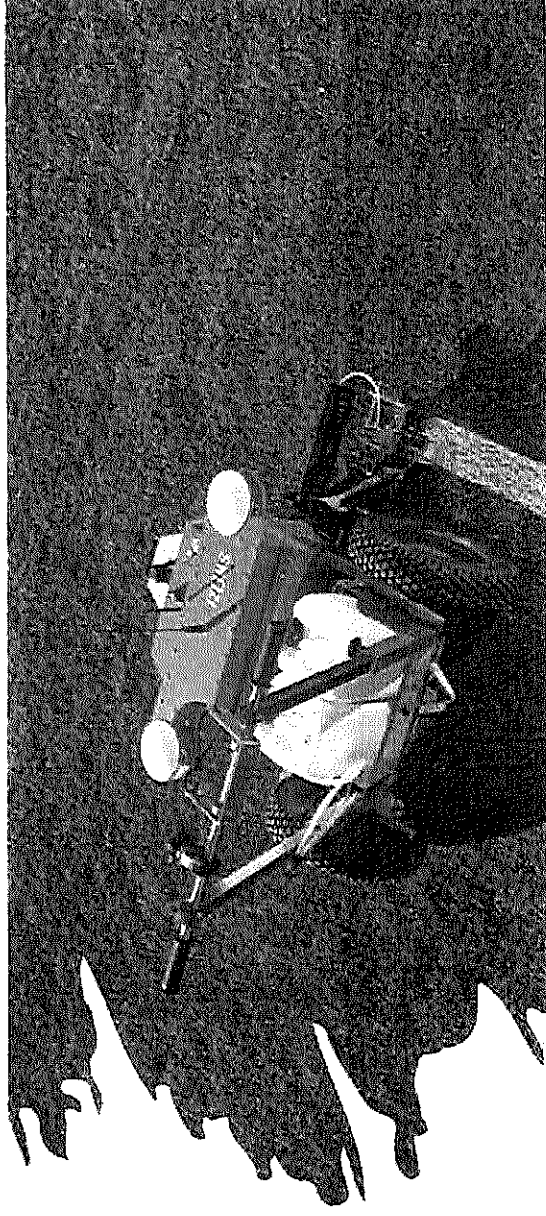
Challenges with Conventional Methods.

Time Consuming, Labor Intense, Expensive (both
Labor & Paint), Skill & Experience Required,
Difficult to Produce Quality & Accuracy



Tired of Laying
Out Sports Field
Lines?

Let a Robot Do
the Work!

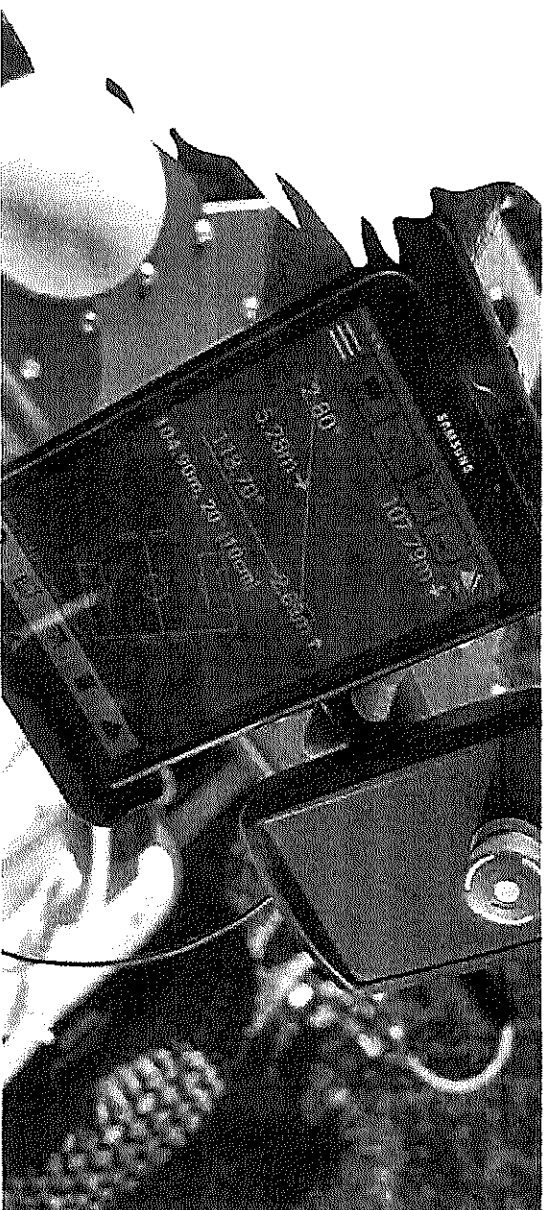
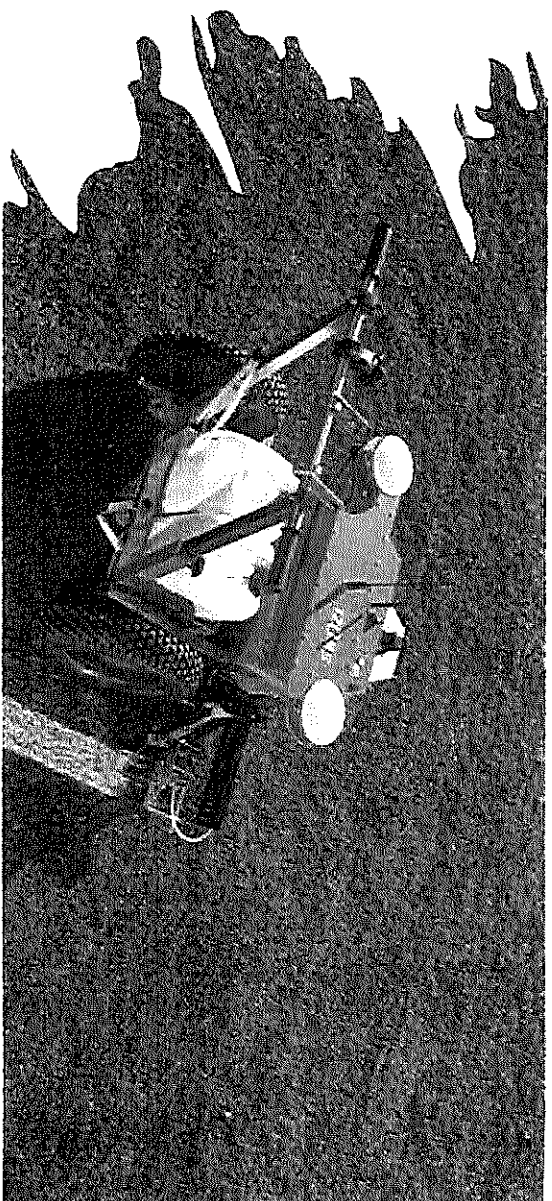


WOZI

GPS LINE MARKING

SWOZI Car Pro Auto.

An autonomous sports field
line marker for ultimate user
convenience.

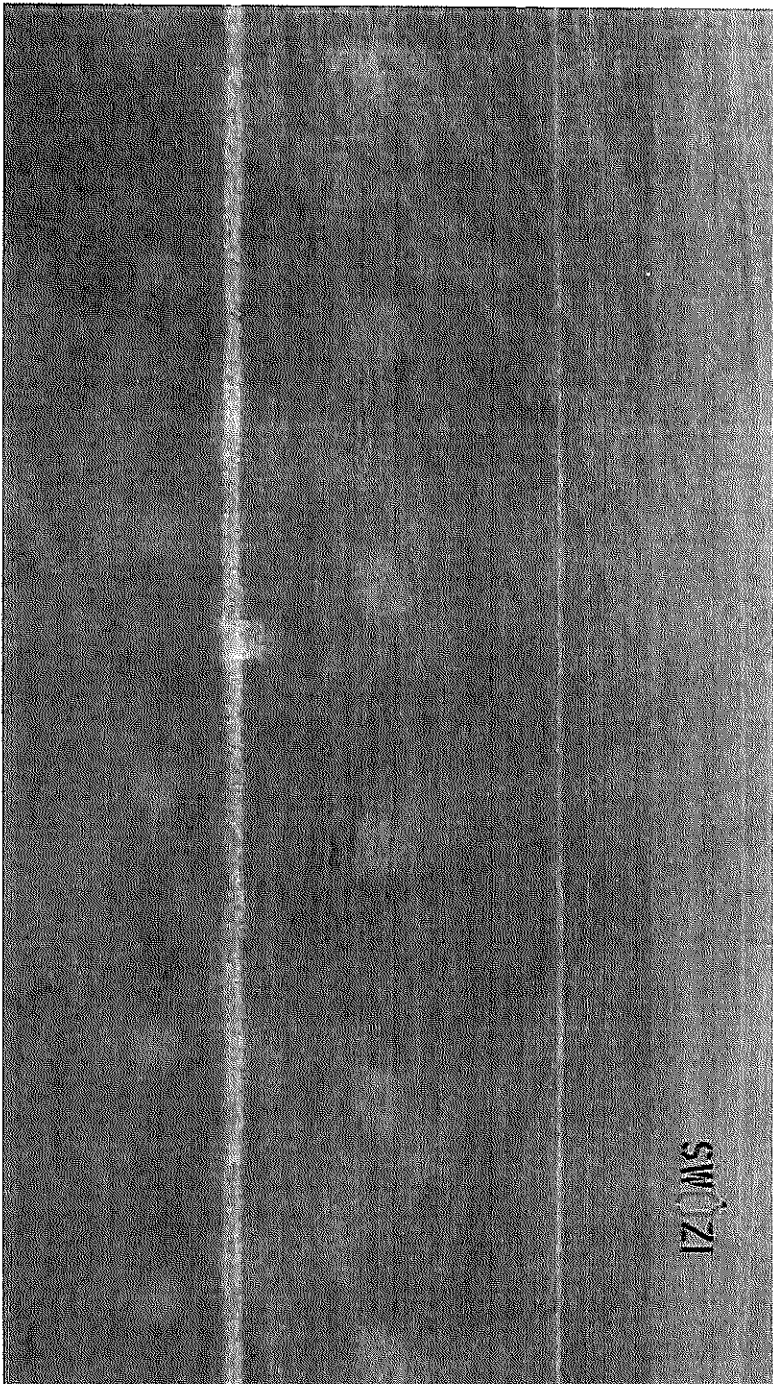


SWOZI
GPS LINE MARKING

SWOZI
GPS LINE MARKING

SWOZI Auto Model Video Link:
<https://vimeo.com/472499045>

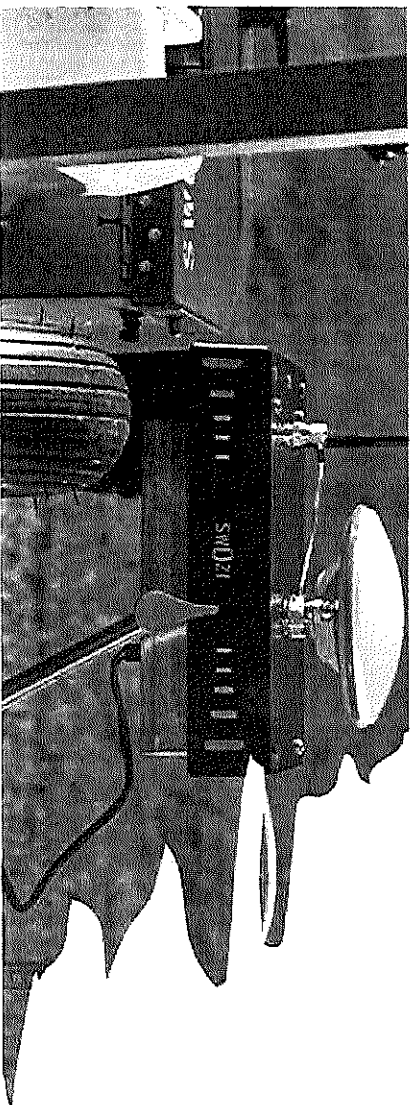
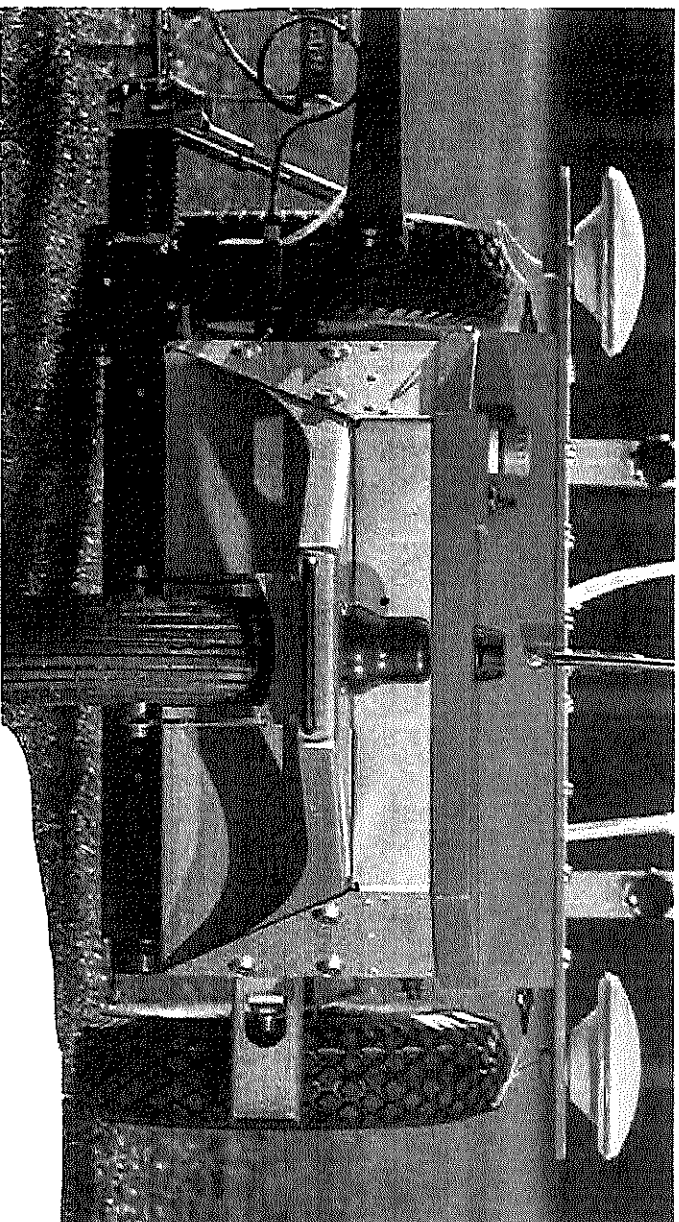
SWOZI

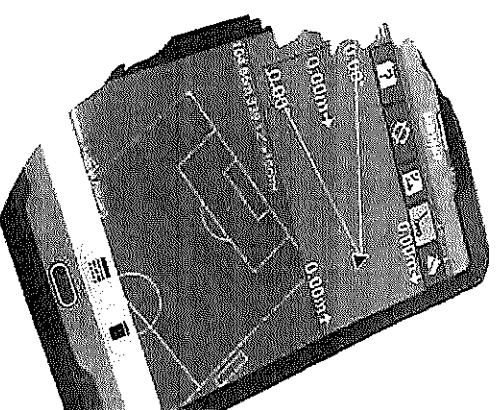
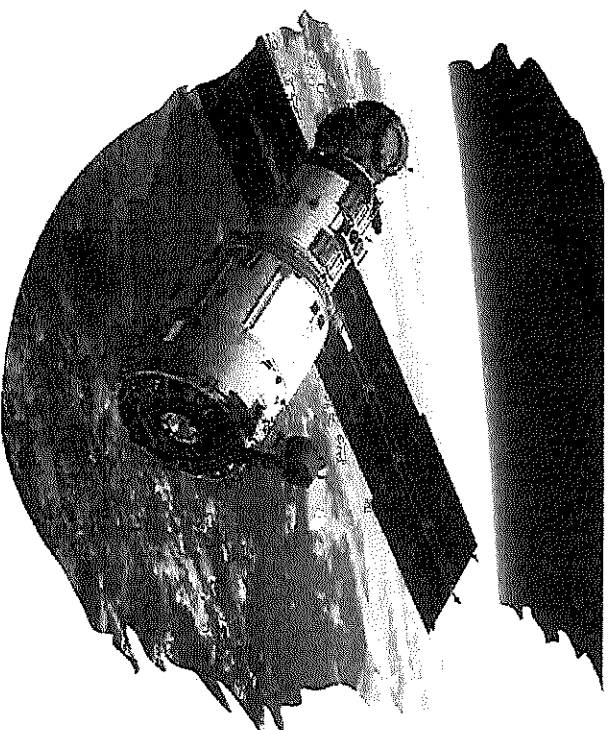
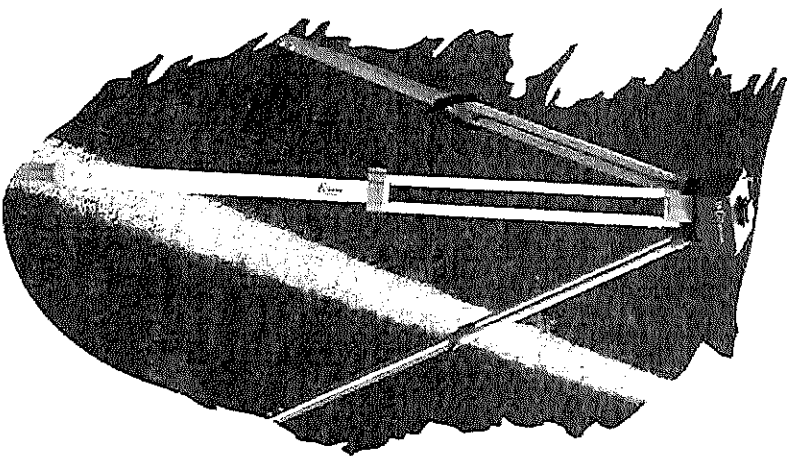


SWOZI
GPS LINE MARKING

Centimeter Accurate RTK GPS Technology.

SWOZI is equipped with real time kinetic ("RTK") receivers that translates standard +/- 3ft accurate GPS into centimeter accurate signals to achieve centimeter line painting quality.

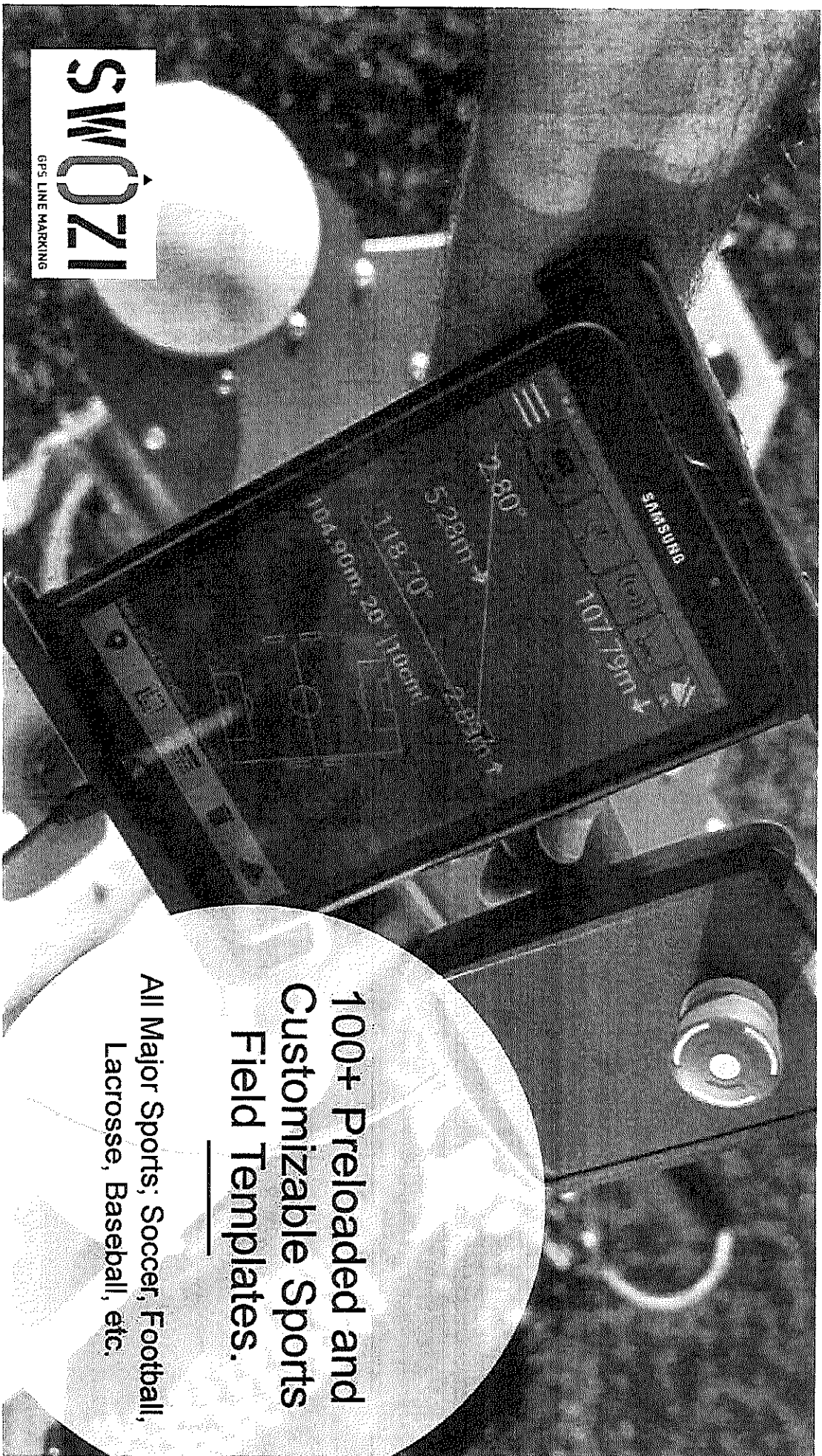




Flexible RTK GPS Technology.

Available in both Network RTK GPS or through
SWOZI's On-Field Base Station.

SWOZI
GPS LINE MARKING



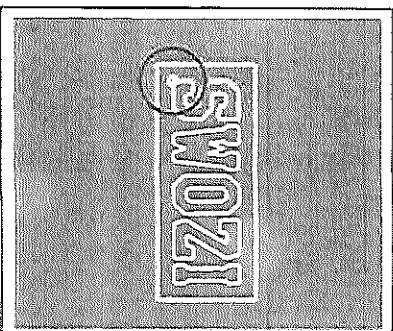
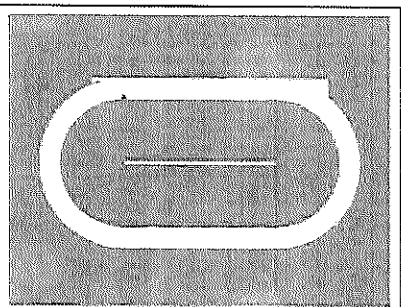
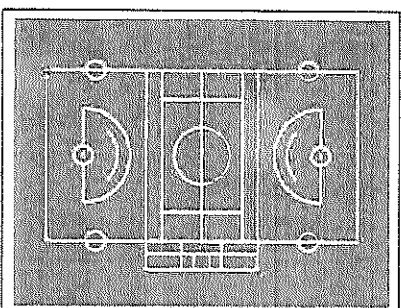
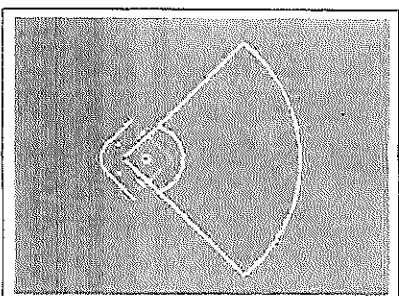
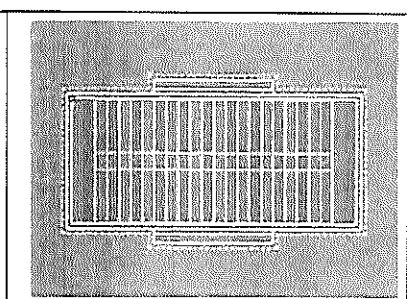
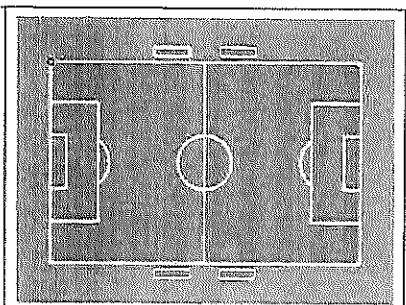
SWOZI
GPS LINE MARKING

**100+ Preloaded and
Customizable Sports
Field Templates.**

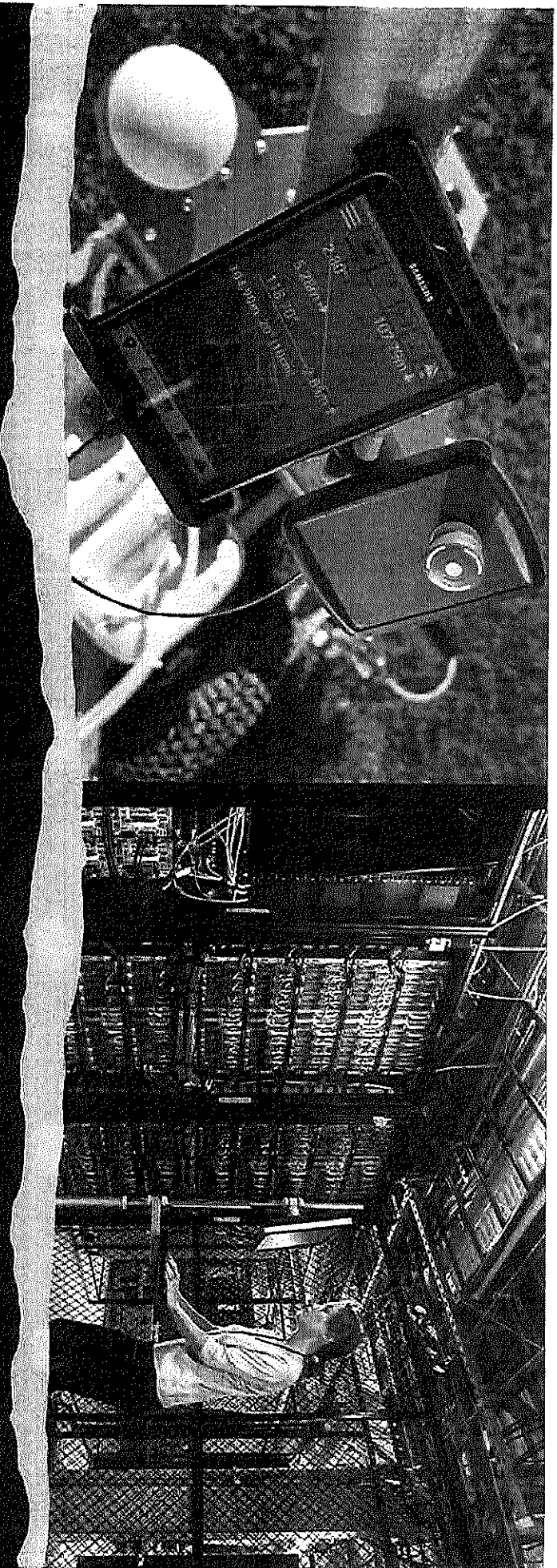
**All Major Sports: Soccer, Football,
Lacrosse, Baseball, etc.**

Preloaded and Customizable Sports Field Templates.

All Major Sports: Soccer,
Football, Baseball, and
Lacrosse.

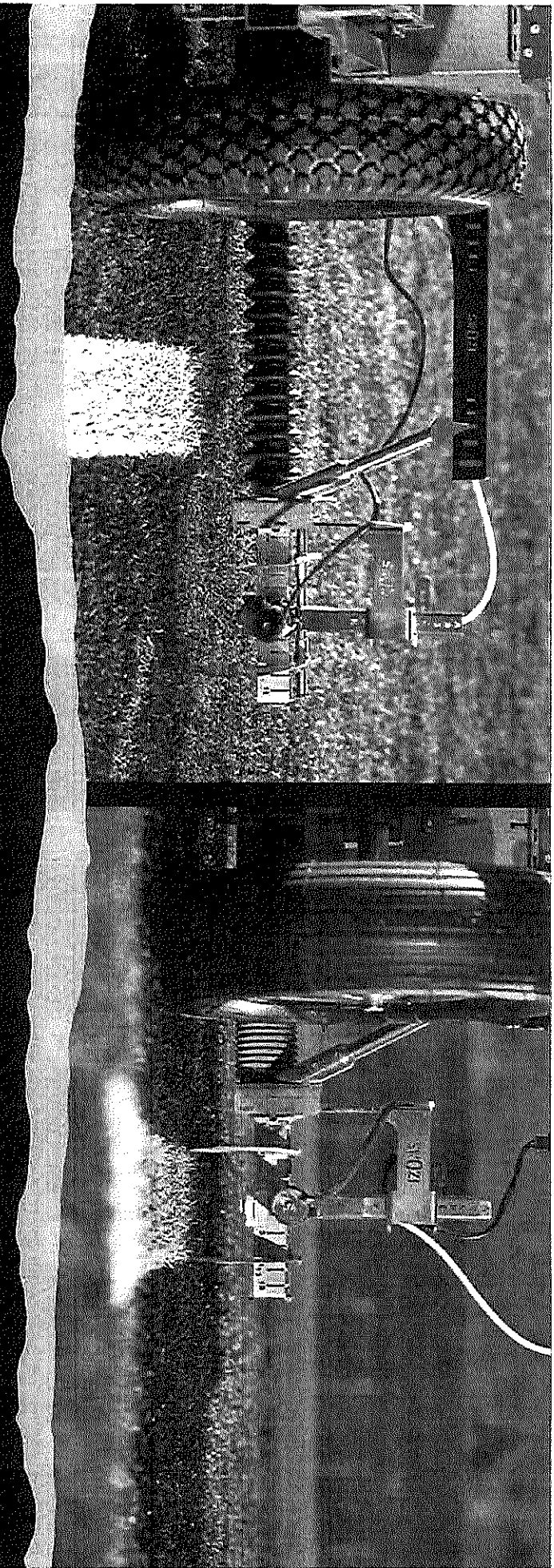


SWOZI
GPS LINE MARKING



Cloud Storage of
Customized Customer
Field Layouts.

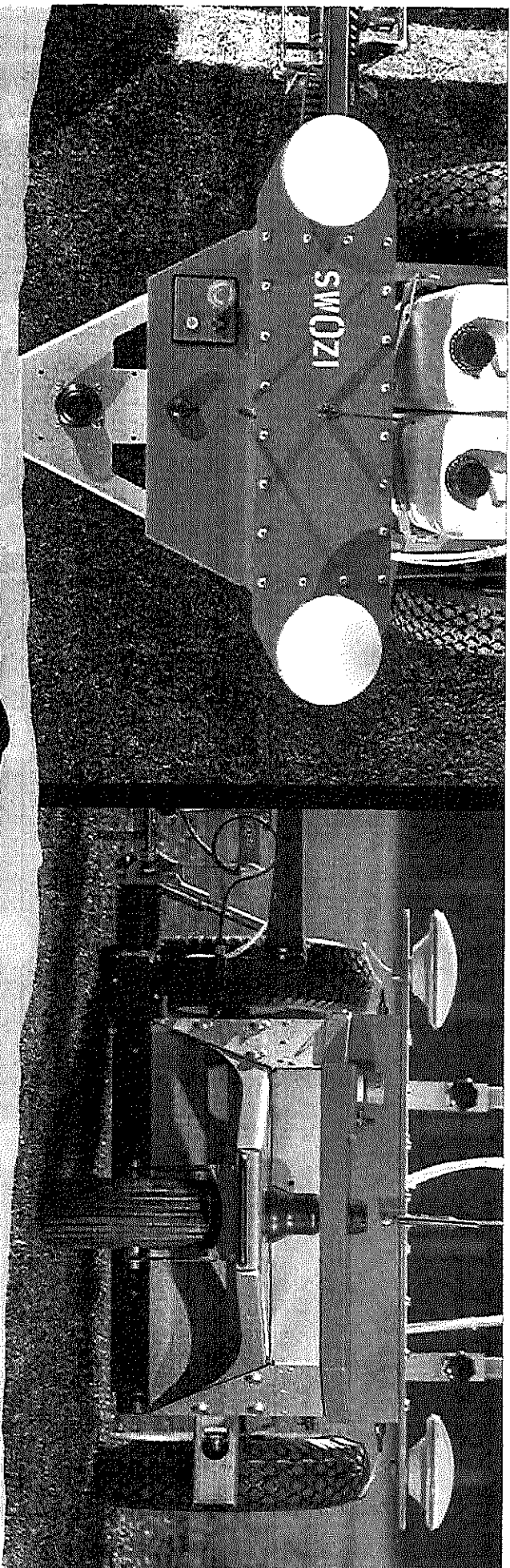
SWOZI
GPS LINE MARKING



Robotic Spray Head Arm.

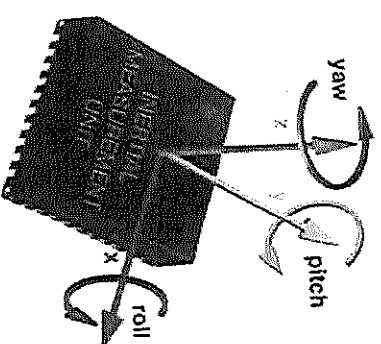
Ensures the line is always straight.

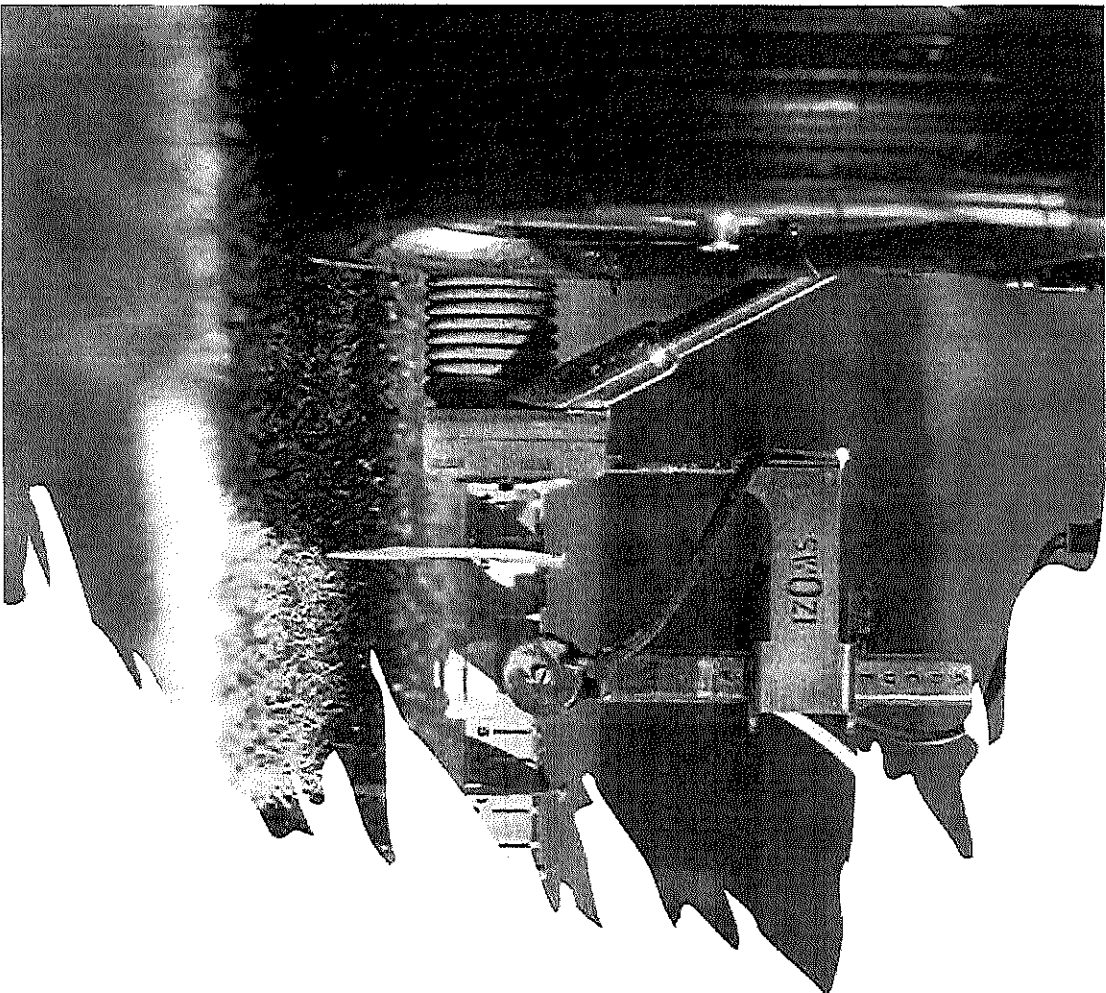
SW071
GPS LINE MARKING



Dual Band GPS with 3D Terrain Correction Technology.

Keeps lines straight even on bumpy turf.





Automatic Pump Control.

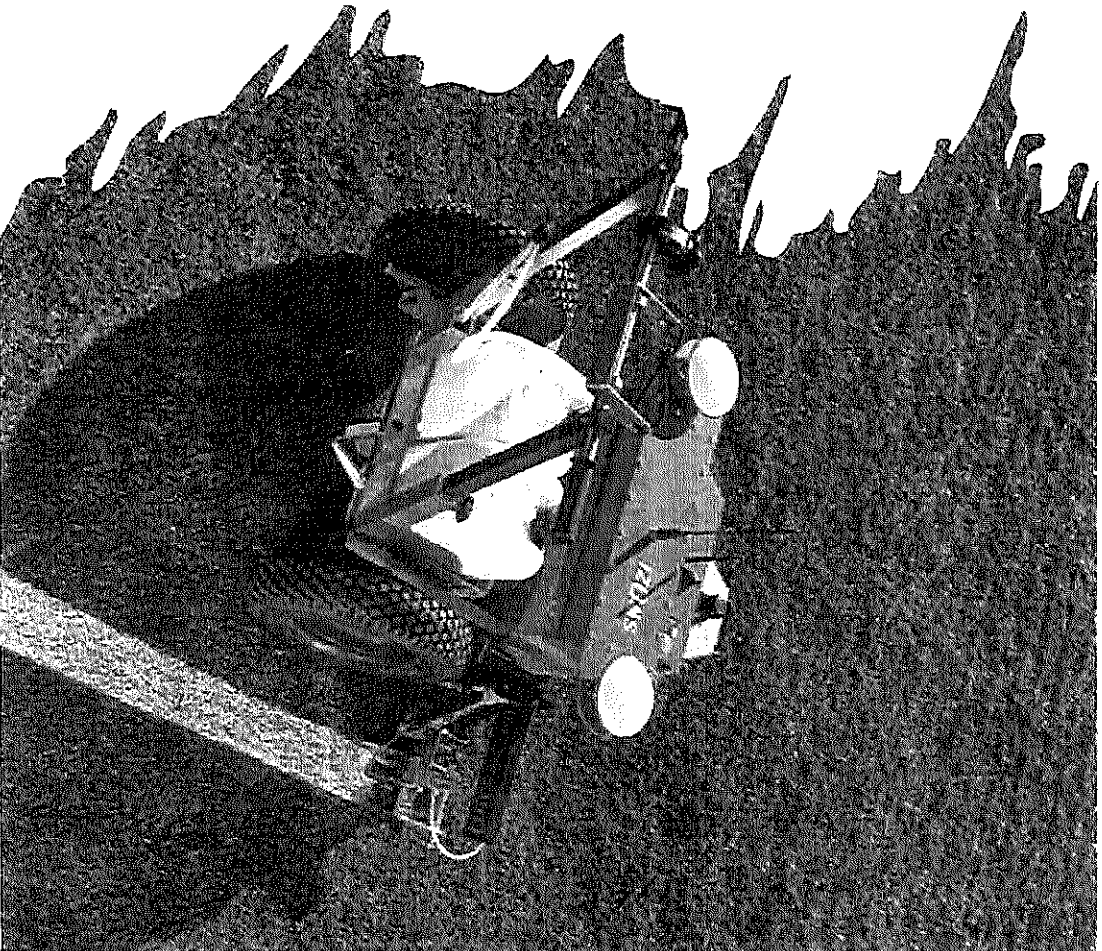
Painting Starts and Stops
Automatically with
Millisecond precision. Variable
pump flow controls paint usage.

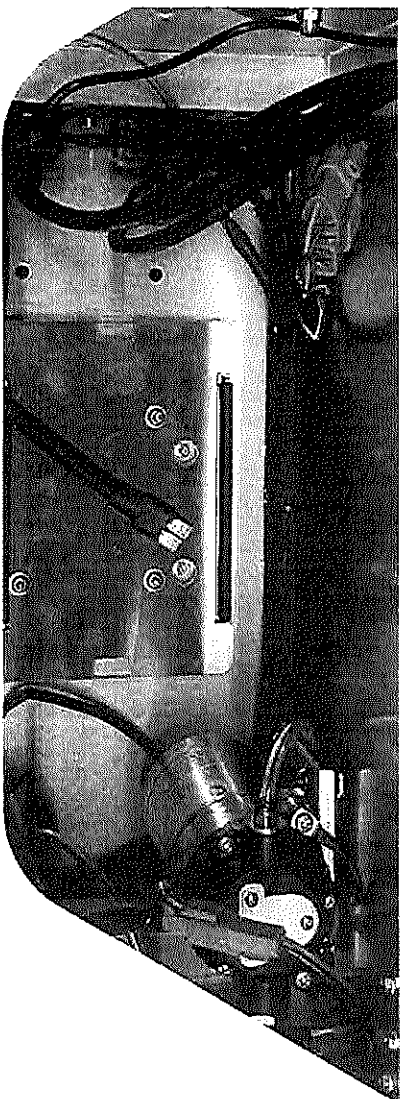
SWÖZI
GPS LINE MARKING

SW071
GPS LINE MARKING

Large Paint Capacity.

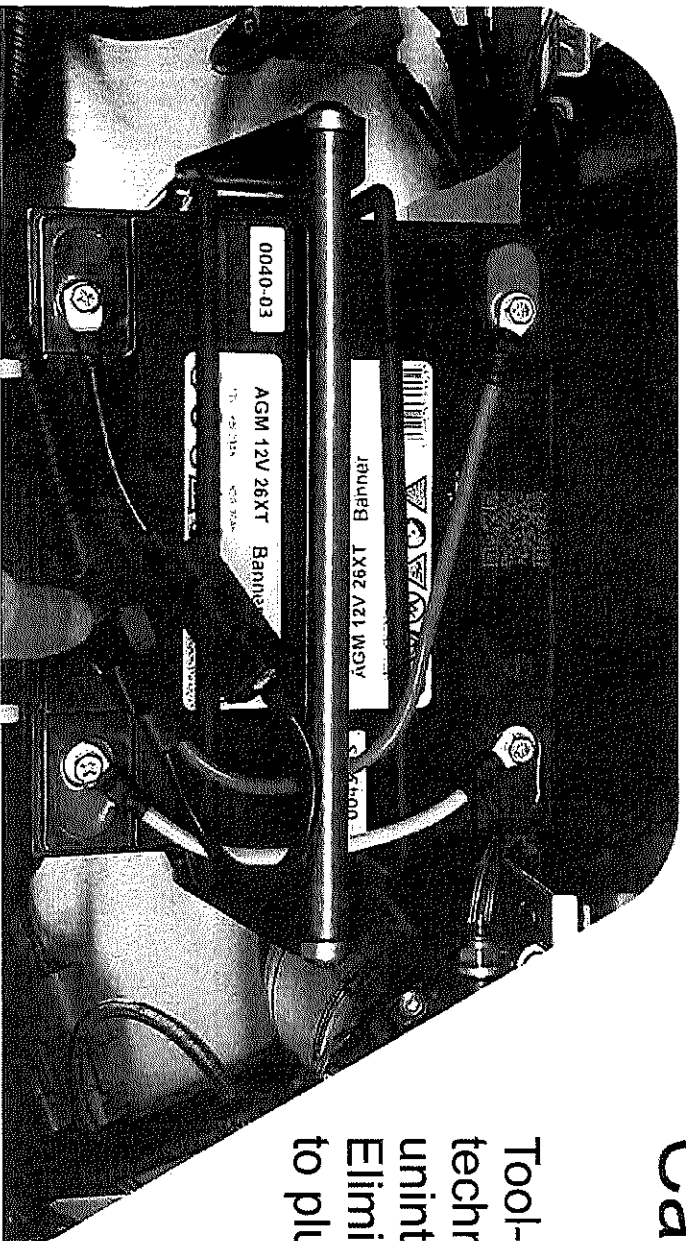
Holds up to 7 Gallons of Paint.
Reduces Stopping Mid-way
Through the Field to Add Paint.
Conveniently Uses the
Manufacturer's Paint Container
and Any Brand of Sports Field
Line Marking Paint. No Messy
Paint Reservoirs to Clean.





Limitless Battery Capacity.

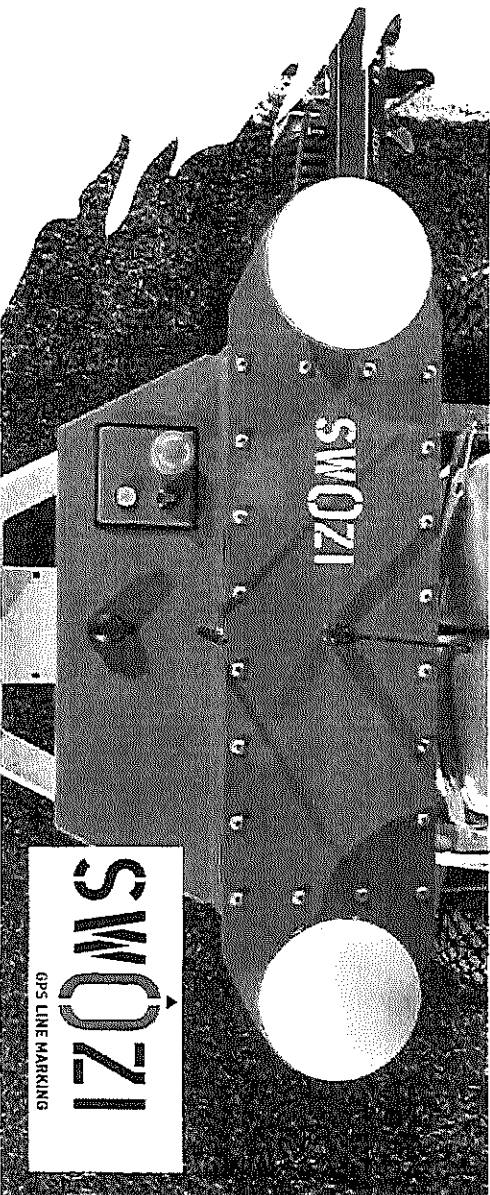
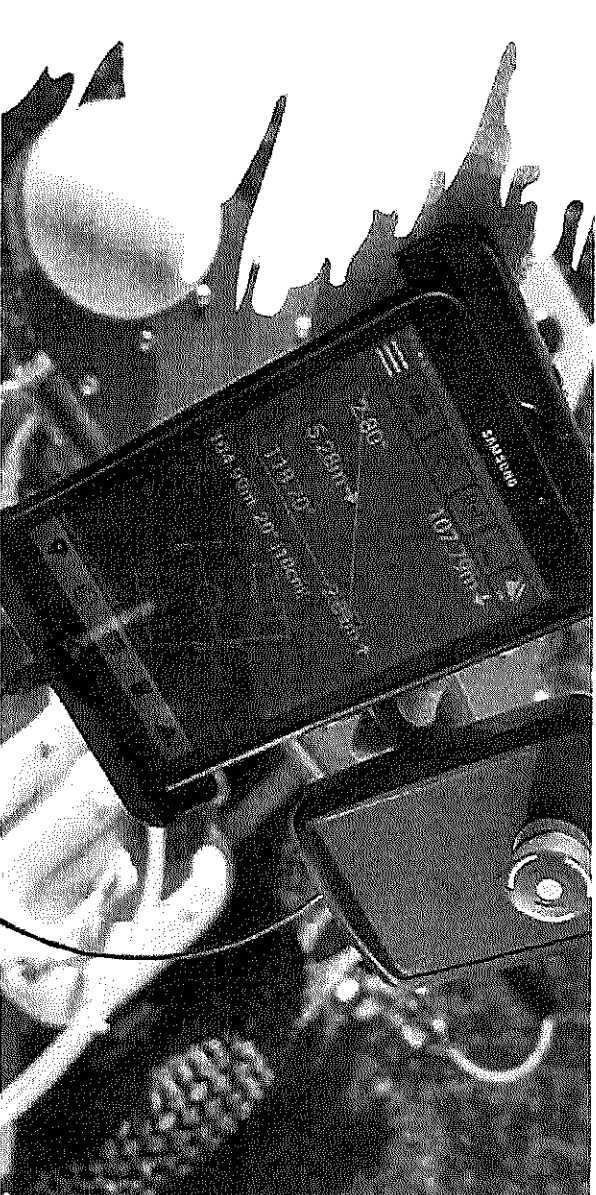
Tool-less Hot-swap Battery technology allows for uninterrupted performance. Eliminating the need to stop work to plug-in and recharge.



SW0Z1
GPS LINE MARKING

Always the Latest Technology.

SWOZI's over-the-air software and firmware updates keep SWOZI always up-to-date with the latest software, firmware and sports field templates.

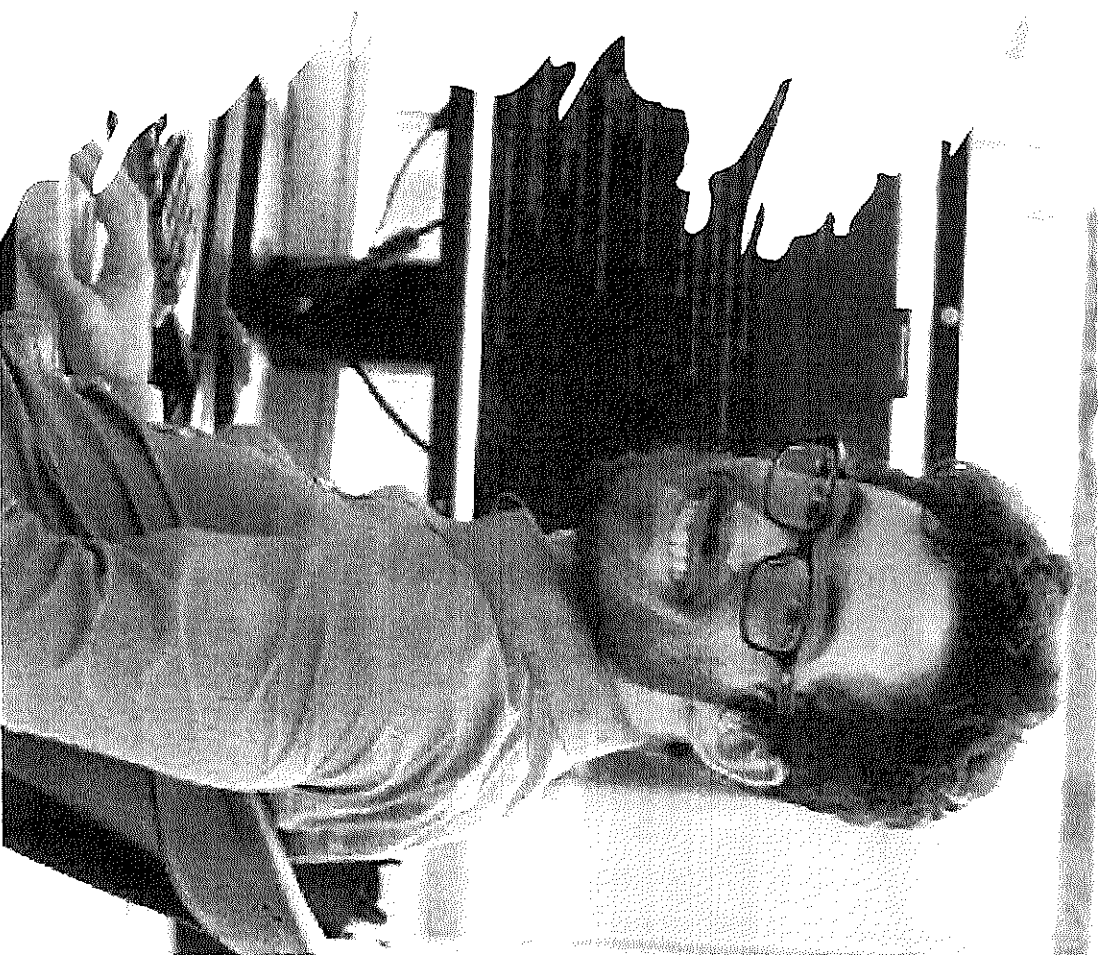


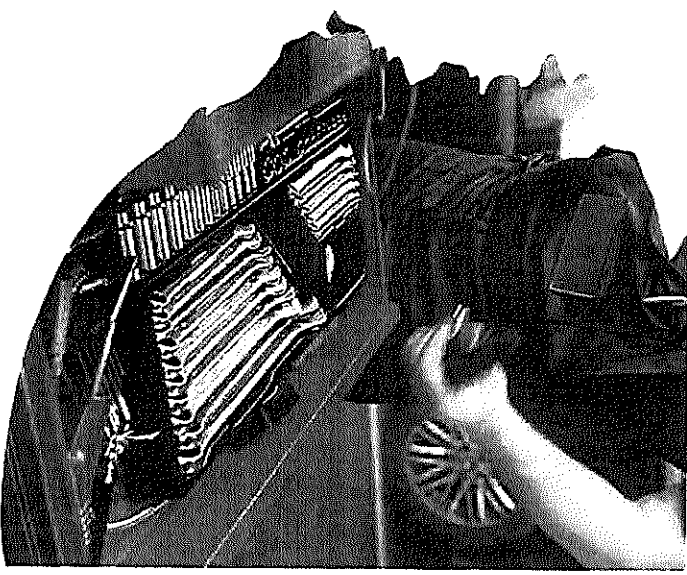
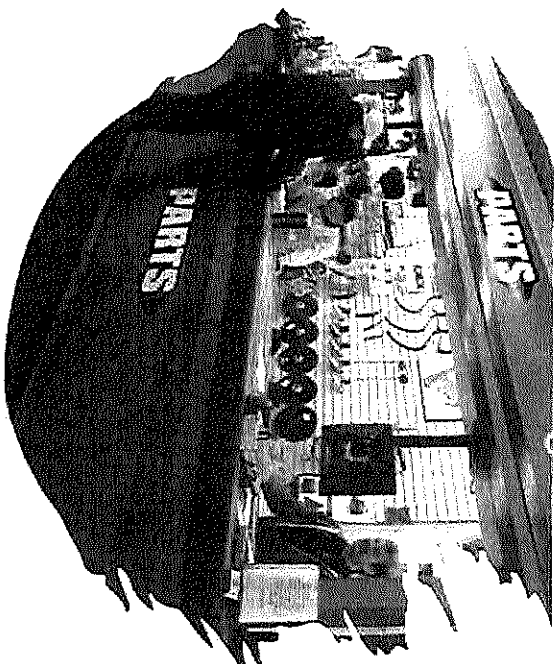
SWOZI
GPS LINE MARKING

Over-the-Air Technical Machine Diagnostics

State-of-the-Art Telematic Service
Diagnosis

SWOZI
GPS LINE MARKING





Backed by Professional Service.

SWOZI is exclusively sold through experienced commercial turf equipment dealerships with factory trained personnel and parts.

SWOZI
GPS LINE MARKING

12/21/2023

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #4331 Autonomous Field Marking Robot

Thank you for your response to our RFP. The following pages are a summary of the responses received.

VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION
TURF ROBOTICS LLC	YES	YES
INTELLIGENT MARKING USA	YES	YES

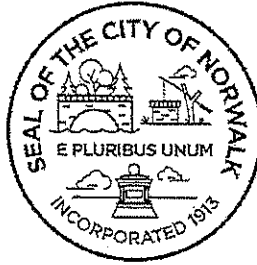
*Non-conforming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



4331 Autonomous Field Marking Robot

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Turf Robotics LLC	Dec 04, 2023 4:22 PM EST	MARK ZEYTOONJIAN	mark@turfroboticsllc.com	MzY3NTTW
Intelligent Marking USA Inc dba Turf Tank	Dec 15, 2023 2:58 PM EST	Rachel Lindsey	Accountmanager@turfank.com	MzcyNTY3



DEPARTMENT OF FINANCE

Purchasing Department

January 10, 2024

Ryan Stubbe
Intelligent Marking USA Inc dba Turf Tank
7878 Main St Ste 2C
Lavista, NE 68128

Via Email to: accountmanager@turf-tank.com

Award Status - Re: Project# 4331 Autonomous Field Marking Robot

Dear Ryan:

Thank you for your response to our request for proposal submissions for this project.

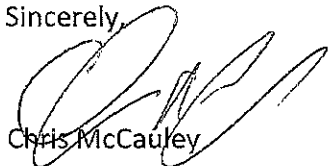
Congratulations, the Selection committee has completed their review of the proposal submissions that were received for this solicitation and the committee shall be recommending that this project should be awarded to your Firm.

This award recommendation shall be forwarded to the Recreation, Parks and Cultural Affairs Committee of the Norwalk Common Council for their review and approval at their next regularly scheduled meeting

If approved, the award recommendation would then be forwarded to the full Norwalk Common Council for their review and authorization at their next regularly scheduled meeting.

We appreciate your time and effort in preparing this submission and we are looking forward to working with your Firm on this project.

Sincerely,



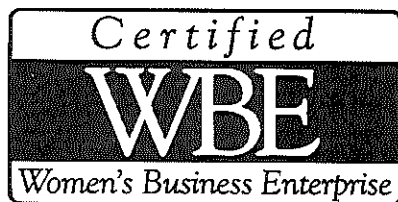
Chris McCauley

Purchasing Officer
Ph. 203-854-7271
Fax 203-854-7817
E-mail cmccauley@norwalkct.gov



NEW YORK STATE'S EXPERTS IN DRI WAYFINDING & SIGNAGE

The Expert Approach to Complex
DRI Project Management.



THANK YOU!

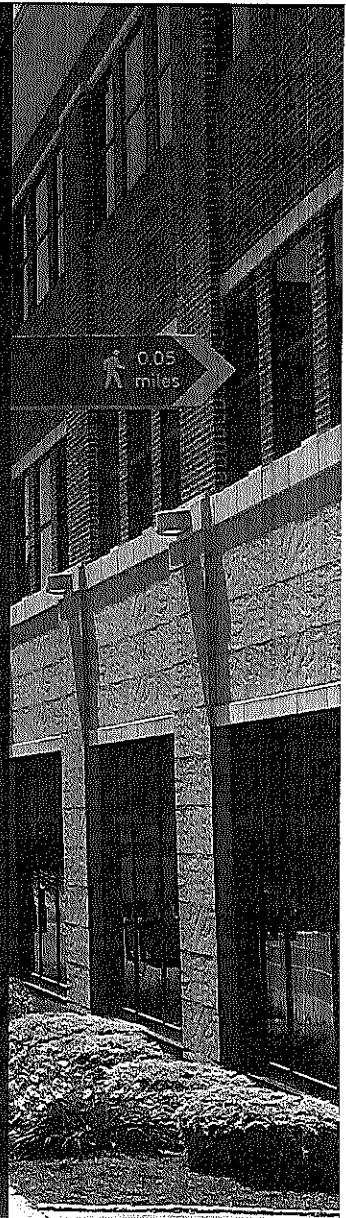
For considering us.

We're thrilled to have the opportunity to bring our wayfinding and gateway signage expertise to your project! With years of experience in this field, IDS is uniquely positioned to deliver **solution-based designs that perfectly fit the urban environment.** From design to fabrication and installation, we're with you every step of the way, offering a **Turn-Key Solution that streamlines the entire process.**

We're especially excited to work alongside your team to bring your community the highest quality product possible. With our expertise in urban environments and large campus wayfinding, we're confident we can create **designs adaptable to the future changing urban landscapes,** while also helping you **save on budget and timelines.**

It's worth noting that IDS is a certified **NYSWBE** company and we're committed to rounding out any MWBE requirements. So sit back, relax, and let IDS handle everything from start to finish. We can't wait to get started on this exciting project with you!

Connaire Foran
Vice President of Sales





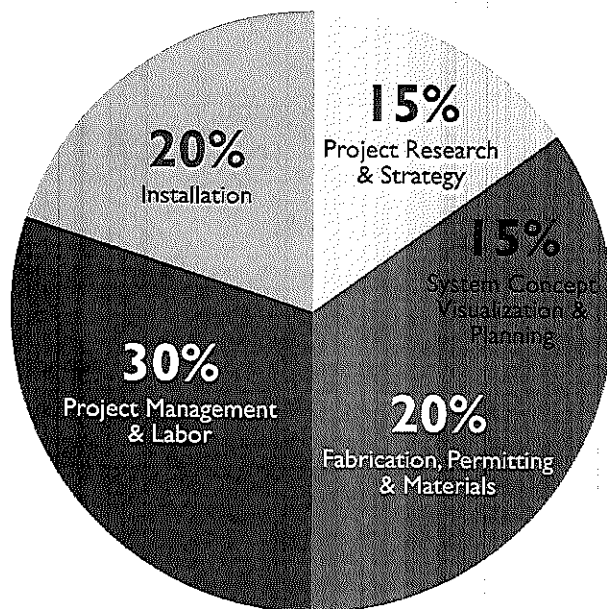
UNDERSTANDING DRI

A QUICK OVERVIEW OF THE INS AND OUTS

FUNDING & THE BID PROCESS

Preparing for the bid process can be a stressful time. IDS uses our NYS WBE to help **streamline the DRI bidding process**, saving you time and energy.

As a certified NYS WBE company, IDS is eligible to receive direct contracts for any project, from design and planning to fabrication and implementation, up to \$500,000 in a calendar year from the contract. This means that if your group accepts state funding, you can work with us directly for your project needs, **bypassing the bidding process**.



BUDGETING

KNOW WHERE THE MONEY GOES

We understand the importance of transparency in the allocation of funds.

It's important to have a **general understanding of the funding distribution** across your project, so we can all be on the same page.

At IDS, communication is the key to building trust and long-lasting relationships with our clients.

In addition, IDS has access to a NYS and Federally-Approved Co-op program that enables us to keep any project, regardless of its dollar value, out of the public bid process. This means that we can offer you **more flexibility** in the procurement process and ensure that your project is completed with the **highest quality possible**.

WORKING DIRECTLY WITH A NYS WBE ALLOWS FOR PROJECTS TO BYPASS THE BIDDING PROCESS.



TURN-KEY SOLUTIONS FOR COMPLEX DRI PROJECTS

IDS is a leading provider of turn-key solutions that cover the entire process from initial survey to ongoing management and maintenance.

Our approach is **faster**, more **efficient** and produces robust design elements that stand the test of time, while ensuring every aspect of your project is **expertly managed** with an **excellent return on investment**.

Mission Statement & Overall Strategy

We develop a comprehensive report outlining a **complete project plan** including potential vocabulary, identity analysis, destination names, modularity approach and maintenance checklist.

- Mission Statement
- Stakeholder Planning
- Stakeholder Surveys
- Visual Site Survey with Cloud-Based Database
- Best Practice Precedents
- Design Opportunities & Scenarios
- Planning for Maintenance & Expansion

Program Budget & Financing

Most municipal wayfinding projects follow a phased approach because of financial limitation. IDS assembles multiple **pricing scenarios** early in the process to maximize and phase-in resources.

- Preliminary Pricing & Budget Plan

System Concept Visualization & Planning

We create a sign family to ensure **clear visualization of conceptual ideas** across a wide range of elements. IDS also has **dimensional modeling and rendering tools** that simplify final design decisions.

- Visual Survey for Stakeholder Approval
- Sign & Design Element Family
- Photorealistic Renderings
- Final Material Specifications & Mockups
- Renderings on Site
- Day/Evening Rendering

IDS HANDLES THE HEAVY LIFTING

We're with you every step of the way.



During installation of a comprehensive wayfinding program at HVCC, IDS carefully closed streets and managed traffic to ensure safety and success.

Regulatory Review

Community wayfinding requires extensive **regulatory review and approval**. Beginning early in the process, IDS will establish regulatory reviews at each stage from design to final implementation.

- Regulatory Review Plan, including: Public Works, County Planning Commission, Department of Transportation, Utilities, and Major Development Stakeholders
- Periodic Meetings & Updates

Design Development

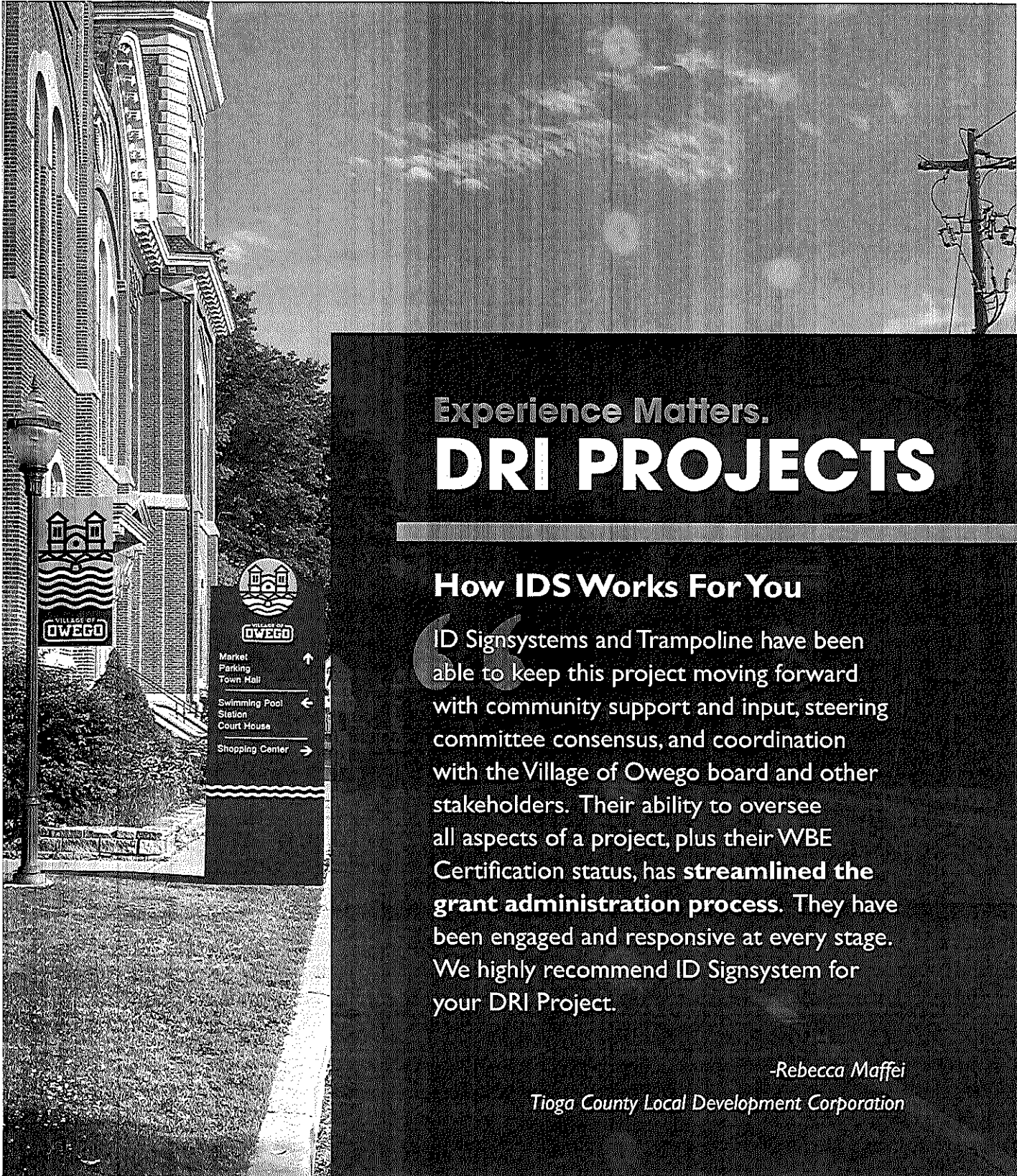
We explore a variety of materials by incorporating **prototyping and material analysis** to ensure signs are easy to change and maintain.

- Prototypes
- Testing and Client Surveys
- Engineering Documentation
- Cloud-Based Message Schedule Utilizing WayfindIt
- Construction Documentation

Fabrication & Implementation

IDS manages all fabrication and installation in-house to closely monitor quality and provide **stakeholder review**. IDS closely controls all **permitting and site work**.

- Site & Excavation Planning
- Full In-House Fabrication
- Cloud-Based Installation Implementation Overview
- Permitting & Site Management
- Full Installation Outline including Foundations & Building Connections
- As-Built
- Guidelines for Ongoing Management
- Maintenance Programs



Experience Matters. **DRI PROJECTS**

How IDS Works For You

ID Signsystems and Trampoline have been able to keep this project moving forward with community support and input, steering committee consensus, and coordination with the Village of Owego board and other stakeholders. Their ability to oversee all aspects of a project, plus their WBE Certification status, has **streamlined the grant administration process**. They have been engaged and responsive at every stage. We highly recommend ID Signsystem for your DRI Project.

-Rebecca Maffei

Tioga County Local Development Corporation



A POWERFUL DRI PARTNER

We're passionate about developing products, systems, and solutions that enhance the overall experience of the built environment.

That's why we're excited to offer our services as an all-in-one resource for your DRI project. When you partner with us, you can expect us to be with you every step of the way, from examining all the interventions that reinforce brand identity to creating a plan for success.

We're committed to providing turn-key solutions that **streamline the process and exceed your expectations**, so you can focus on what matters most: meeting the goals of your DRI projects.

BY THE NUMBERS

How we do what we do

42K

sq ft space with
full manufacturing
capabilities

30

Team members
working to bring
concept to build

18

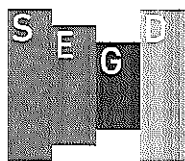
years and counting

6

consecutive years as
a Rochester Top 100
company



International Sign
Association



Society for
Experiential
Graphic Design



U.S. Green
Building Council



United States
Sign Council



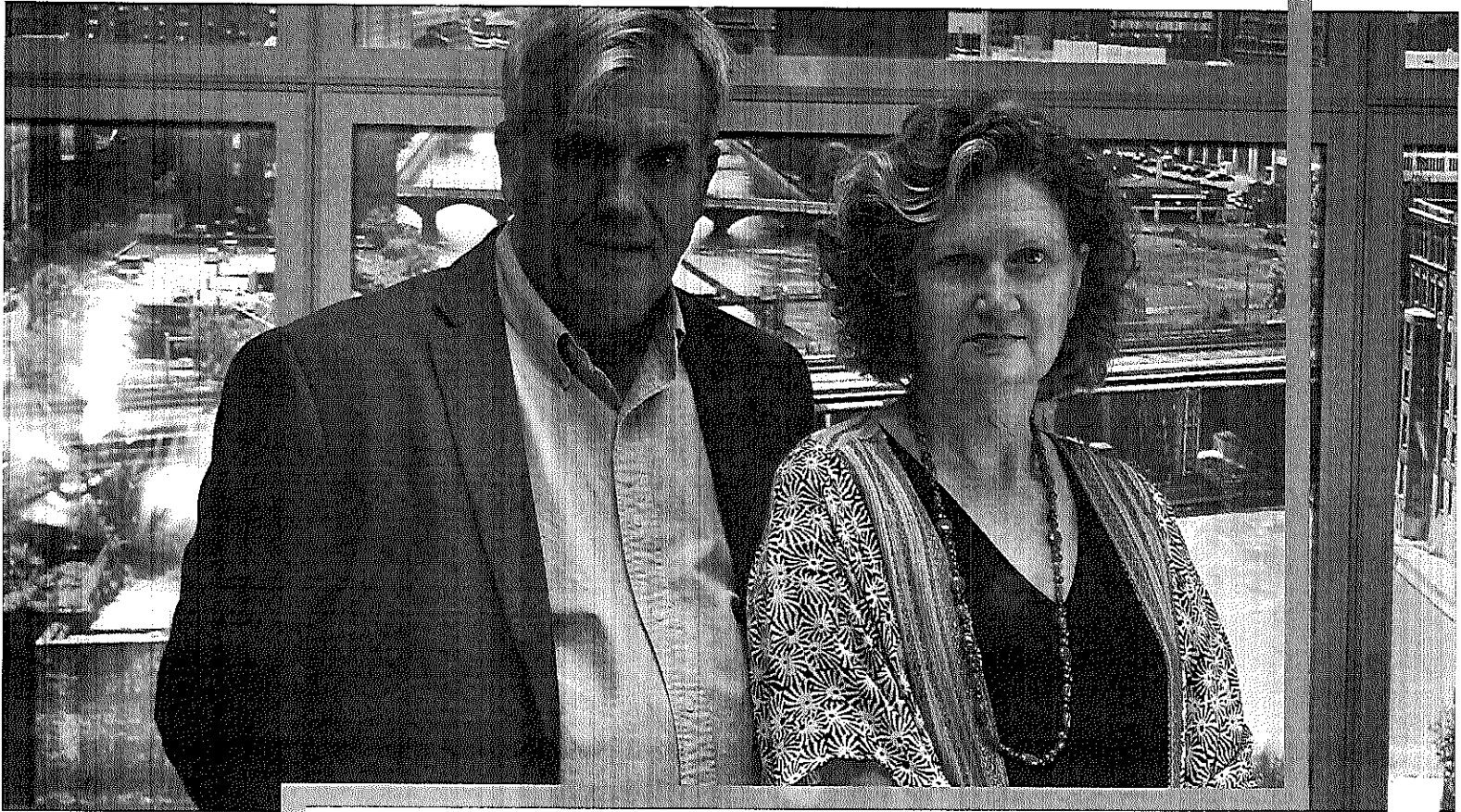
AMERICAN
SOLAR
ENERGY SOCIETY

American Solar
Energy Society

A COMPANY BUILT BY DESIGN.

We're leaders in wayfinding for both exterior and indoor environments, providing effective **planning, project management, and installation.**

Trust us to efficiently manage your large DRI projects with **turn-key solutions that exceed your expectations.**



Owners Paul Dudley & Katrina Beatty



ABOUT ID SIGNSYSTEMS

MEET THE TEAM

**The right people in
the right jobs.**

*We're proud of the
exceptional team we have
built over the years.*

*Our people are our biggest
asset and the reason we're
able to produce such high
quality work.*

KATRINA BEATTY
CEO



ID SIGNSYSTEMS

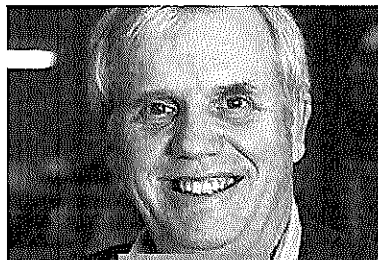
com

UNDER ONE ROOF

Our designers and fabricators work hand-in-hand in the same facility, building projects in a highly creative and collaborative environment. We proudly create the most innovative designs in the industry.

As a complete provider, we offer our clients comprehensive management and maintenance support through our specialties in everything from digital content to engineering.

PAUL DUDLEY
President



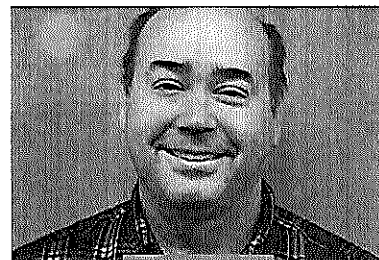
His worldly experience defines the IDS design ethos: better form and clearer function win the day. SEGD savvy with a thirst for new tech, he has guided us through digital and solar applications.

CONNAIRE FORAN
Vice President of Sales



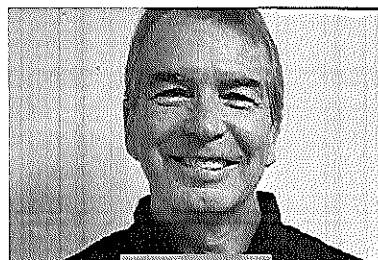
A tenacious talent with a keen sense for sales, he goes for the gold on every project. His competitive spirit makes him the perfect client advocate and infuses our most recognized work with a sense of pride and professionalism.

DAVID DILLON
Production Engineer



"Deeay" is hands-down our hands-on expert, following the work from inception to installation - on the page or in the field. Process driven, detail-oriented and steeped in practical experience, he is the calm in any project storm.

BILL MCMAHON
Production & Engineering Manager



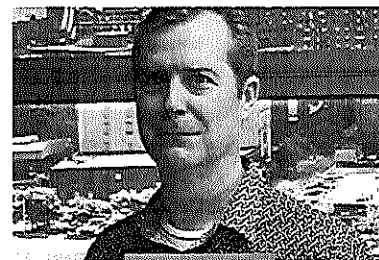
Nothing goes up without his say so: nothing comes down once he puts it up. An engineer with a degree in painting, he marries complicated aesthetic challenges with mechanical possibilities.

SHAE CECIL
Director of Project Management & Contracts

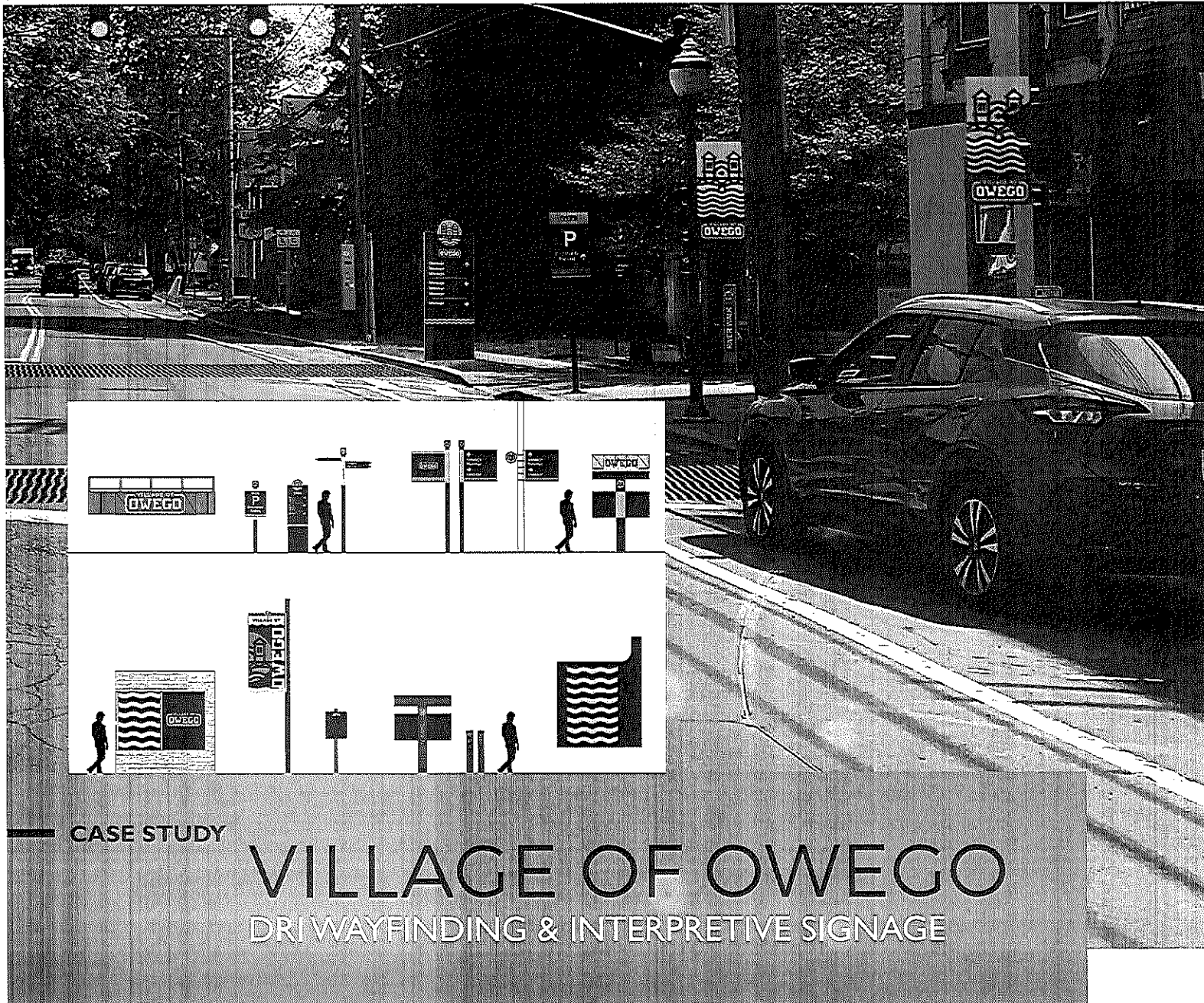


With her seasoned expertise as a sign contract and project management expert, Shae brings a fresh and unique perspective to ensure the success of complex projects, always delivered on time and within budget.

MIKE SCHICK
Signage Systems & Wayfinding Specialist



The most technically savvy and the least directionally challenged of us, he is our gatekeeper to better wayfinding and sign family design. A boundary pusher, lean production promoter and the source of an array of prototypes.



CASE STUDY

VILLAGE OF OWEGO

DRIVEWAYFINDING & INTERPRETIVE SIGNAGE

IDS & TRAMPOLINE DEVELOPED A COMPREHENSIVE SYSTEM FOR ENGAGEMENT USING OUR TURN-KEY PROCESS

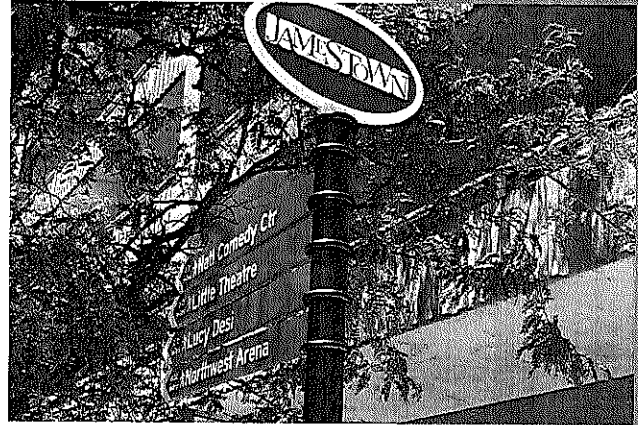
IDS partnered with *Trampoline* to create a joint bid to design a comprehensive brand identity and wayfinding program for the Village of Owego. The success of this innovative project was built on **strong stakeholder participation** and a clear approach to integrating the graphic elements into **multiple interventions** that could be quickly budgeted.

Today, we're thrilled to see the Village has implemented the sign system based on our iterative **2D and 3D design approach**, which ensured the final product exceeded expectations and provides a seamless experience for visitors and residents alike. **At IDS, we're committed to creating solutions that are both innovative and practical, providing you with results that stand the test of time.**

SOME OF OUR CIVIC PROJECTS

Jamestown Complex Wayfinding

IDS Signsystems supplied the City of Jamestown with a new vehicle and pedestrian wayfinding program. IDS managed the complete approval process as well as a complex fabrication and installation management plan.



Fairport Visualization

For the Village of Fairport, IDS developed three-dimensional digital mockups including a graphic and vendor management approach that resulted in complete stakeholder buy-in.



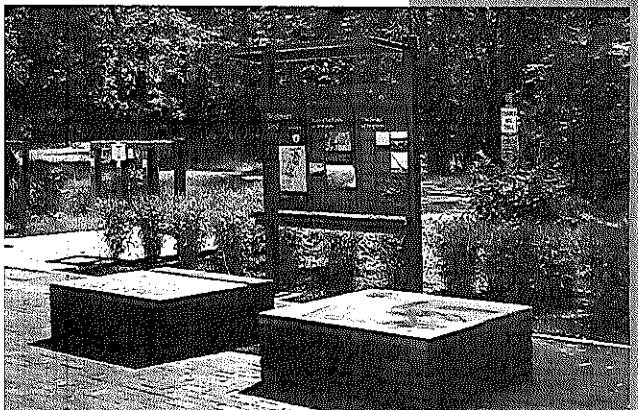
MKE Airport Civic Landmarks

IDS created day and evening digital visualizations during MKE's design process, and internally fabricated and prototyped all final components before permitting and installation.



Brickyard Trail Durable Custom Elements

IDS worked closely with Sue Steele Landscape Architecture to turn the firm's design concept into a full-fledged program. IDS particularly focused on durability issues in the design development process, resulting in signs built to withstand harsh weather.



YOUR DRI PARTNER: FULL PROJECT & CONSTRUCTION MANAGEMENT



COMPLETE DRI PROJECT MANAGEMENT

WE'RE IN IT WITH YOU.

Large-scale projects can be a daunting task. Your IDS Project Manager is here to help guide you through the entire process.

It is my pleasure to recommend ID Signsystems for any kind of specialized signage work. Connaire Foran took ownership of my organization's large-scale project from day one and followed through all the way to completion. Despite being an out-of-state firm, Connaire was on-site for every major operation. There will be curve-balls in every project; what matters is the way the firm handles those curve-balls. I would not hesitate to recommend ID Signsystems and Connaire Foran for a future signage project.

*-Harold Mester
Director of Public Affairs & Marketing
MKE - Milwaukee Mitchell International Airport*



contact@idsignsystems.com
www.idsignsystems.com



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

TO : RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER

RE : **NORWALK COMMUNITY RECREATION CENTER AT
98 SOUTH MAIN STREET – APPROVE OPERATING
AGREEMENT WITH YMCA**

DATE: FEBRUARY 6, 2024

As you know, the City is proceeding with the development of the Norwalk Community Recreation Center at 98 South Main Street. Project information has been provided in the past to the Common Council and below is a brief summary of the project.

The existing building is a two stories structure built in 1983 for a total of approximately 22,000 square feet. The proposed improvements include gut renovation of the existing building interior (including HVAC, electrical, plumbing, etc.), installation of a new roof, development of a new building façade along South Main Street and construction of a new gymnasium along the back of the building. The new building will be a community recreation center to be operated by City's Recreation and Parks Department. The current projected budget is approximately \$12 million with funds from State DECD, City GGP funds, APRA funds and HUD funds through the YMCA for a total of approximately \$9.5 million. The balance of approximately \$2.5 million is being requested by the Parks Department as part of their 2024-2025 Capital Budget requests.

In regards to the HUD funding for this project, the initial funding allocation designated the Riverbrook Reginal Young Men's Christian Association, Inc. (YMCA) as the grant recipient of \$2 million. At the time of the HUD funding request, the intent was to have the YMCA as the project developer and operator of the new community facilities through a long term agreement. However, this

development relationship did not materialize, thereafter, the City proceeded with the current plan for the development of a community recreation center with the YMCA involved in providing some programming functions in the future. In order to continue to capture the HUD funding for this project, a subgrant agreement is required in order for HUD to recognize the City as an indirect beneficiary of the funds. Of the total HUD funding of \$2 million, the YMCA is reserving \$250,000 for FF&E and tenant fit-up while the balance amount of \$1.75 million will be available to the City for project development and construction. On January 9, 2024, the Norwalk Common Council approved to enter into a subgrant agreement with the YMCA for the receipt of HUD funds for construction.

As an extended relationship with the YMCA, the YMCA is proposing to enter into a Licensing Agreement for the exclusive use of approximately 2,000 square feet to operate specific youth programs. The following is a summary of the terms for said Agreement:

- Term Period – 5 years with option for both parties to renew for 5 additional years
- Licensed Premises – approximately 2,000 square feet on the first floor with internal unisex restroom. YMCA would be responsible for “tenant fit-up” of the Licensed Premises.
- Payment - \$1.00 per year plus proportioned common charges which shall include, but not limited to utilities, building equipment/systems maintenance services, snow removal, trash removal, building management services as provided by City’s Office of Building Management, janitorial services, etc.
- Programming Activities – YMCA shall operate STEM & E-Sport Programs in the Licensed Premises.
- Termination Clause – Both parties have the rights to terminate within 90 days notice
- Insurance – YMCA to provide general liability insurance naming the City as additional insured.

On January 3, 2024, the Land Use and Building Management Committee was provided a general overview of the proposed operating terms. While the Committee approved the concept of the Operating Agreement to be forward to the Common Council for approval, the Committee requested the proposal to be forwarded to the Recreation, Parks and Cultural Affairs Committee for further consideration before the Land Use and Building Management Committee submits the proposed terms to

the full Council for final approval. Also, please note that I am submitting the same to the Planning and Zoning Commission for their review in February in compliance with Section 8-24 of the State Statutes.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling to enter into a 5-year operating License Agreement with a 5-year renewal option with Riverbrook Reginal Young Men's Christian Association, Inc. (YMCA) to operate recreation programs within approximately 2,000 square feet of designated space at the proposed Norwalk Community Recreation Center at 98 South Main Street. Terms of the Agreement shall be as recommended by the Land Use and Building Management Committee.

Thank you for the Committee's consideration of this request. Please do not hesitate to contact Robert Stowers or myself if you have any questions prior to the meeting.

Cc: Christene Freedman, CEO, YMCA
Tom Livingston, Chief-of-Staff
Darin Callahan, Law Department
JoAnn Acquarulo, Building Management
Robert Stowers, Parks Department

Term Sheet
Subrecipient/Occupancy Agreement
City of Norwalk and YMCA
 98 S. Main Street

Subrecipient Agreement	
Statement of Work:	The City will use the HUD Community Project Funding Grant, to supplement other sources of funds, to completely renovate the interior and exterior of its community center located at 98 S. Main Street. The City will also construct an 8,000 sq. ft. gym at the Premises.
Amount:	\$2,000,000.00 (total) \$1,750,000.00 (City) – for building construction will this be used for? \$ 250,000.00 (YMCA) Licensed Premises build-out including restroom(s) The City will permit Y's access and installation of FF&E and supplemental "Tenant Fix-Up". The City will NOT have any financial nor administrative responsibility on the expenditure of said funds
Disbursements/benchmarks:	The City will upfront the money in a Capital Budget account in order to maintain construction progress. The City will submit reimbursement requests monthly during construction or when total expenditure of HUD funds exceeds \$200,000.
Project Directors:	Alan Lo, Building and Facilities Manager responsible for project and construction implementation Robert Stowers, Director of Recreation and Parks responsible for building programming and future building operation [Which components will be handled by whom?]
Grantor (YMCA?)Obligations:	1. SAM Registration 2. Set up grant in Disaster Recovery Grant Reporting (DRGR) system 3. Process requests for grant disbursements and submit reports on the use of the funds 4. Environmental Review 5. Performance monitoring
Grantee (City)Obligations: (we can simply state that the City shall comply with all of the HUD grant requirements as a Subgrantee on behalf of the Y. I am not sure we need to identify each and all of the requirements.	1. Project Narrative (must state which portion of the project, or specific activities will be funded using the HUD funds; must provide project goals, outputs, or outcomes) 2. Line-item Budget 3. Completed Standard Forms 4. SAM Registration 5. Documentation and recordkeeping

Term Sheet
Subrecipient/Occupancy Agreement
City of Norwalk and YMCA
 98 S. Main Street

Reporting Requirements: (same comments as above or we can simply consolidate the two titles)	1. Semi-annual performance report in DRGR containing: • Completed Federal financial report; and • Narrative of work accomplished during performance period; and • Comparison of actual accomplishments to the objectives of the Project; and • Reason why established goals were not met, if applicable; and • Analysis and explanation for cost overruns or high unit cost. • No later than 30 days after the end of the 6-month reporting period. 2. Closeout Report.
Land Use Approvals, if any	Land Use and Building Management Committee of Common Council has initial review authority followed by full Common CouncilThe City
Design and Construction Timeline (in days):	____ daysWe have developed a project schedule which we can attach to this agreement
Effective Date:	The date HUD signs (some costs are allowable before that date, Grant Guide p.8)
End Date: (performance)	August 31, 2031
Program Income: 2 CFR 200.307(b)	Any program income that cannot be expended on allowable costs under the Grant must be paid to HUD before closeout of the Grant, unless otherwise specified by an applicable Federal statute.
Amendments:	Formal request for amendment required after HUD approves project narrative and budget. Grant Agmt. Article III.C.
Occupancy Agreement (is this going to be a separate agreement which will NOT be tied to the subgrant agreement from HUD's perspective)	
Term:	5 years w/one 5yr extension option w/in 90 days of

Term Sheet
Subrecipient/Occupancy Agreement
City of Norwalk and YMCA
98 S. Main Street

	expiration of initial term
Gross Premises:	Approximately 30,000 sq. ft.
Licensed Premises:	2,000 sq. ft. (6.7%)
Compensation:	\$1.00 per__
Permitted Use ("Program"):	STEM & E-Sport Programs; fee-based for [children/teens/adults?]. All computer networks used for said Programs must block the viewing, downloading, and exchanging of pornography.
Licensee Obligations:	Insurance Employee Background Checks Maintenance/repairs? Utilities and Custodial Services: 6.7%
Program of Operations:	Monday – Saturday 9:00AM – 9:00PM Use of common area, if any
Assignment and Sublicensing:	None