

ALL CITY COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

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



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Marsha Elbourne at melbourne@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **ROLL CALL**
- II. **ACCEPTANCE OF MINUTES**
 - A. **Regular Meeting: March 24, 2026**
- III. **PUBLIC PARTICIPATION**
- IV. **PUBLIC HEARING**
- V. **MAYOR**
 - A. **RESIGNATIONS AND APPOINTMENTS**
 - 1. RESIGNATIONS
 - a. R. Richard Roina, Planning and Zoning Commission
 - 2. APPOINTMENTS
 - a. Heather Dunn, Historical Commission

- b. Kelly B. Bloom, Harbor Management Commission
- c. Francesca Danielle Kurkjian, Harbor Management Commission

3. REAPPOINTMENTS

- a. John Bove, Water Pollution Control Authority
- b. Christopher Manella, Water Pollution Control Authority

B. MAYOR'S REMARKS

VI. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

B. CONSENT CALENDAR

VII. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VIII. CITY COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

- 1. Claims Committee Report dated April 2026
- 2. a. Authorize the Mayor to execute the order form with EUNA Solutions for a forty (40) month term, a total amount not to exceed \$51,995.03. Funding available from account 11361-5742.

b. Authorize the Purchasing Department to issue change orders on the contract for a total not to exceed \$5,200.00. Funding available from account 11361-5742.
- 3. RESOLUTION: Authorize a Special Appropriation for Transportation, Mobility, & Parking department in the amount of \$457,868 for the Soundview Ave Sidewalk Funding account 580000-5796-AID01
- 4. Authorize the Mayor, Barbara C. Smyth, to execute a contract with CLA (CliftonLarsonAllen LLP) to perform the City's annual financial statement audit for the fiscal years 2026 for an amount not to exceed \$123,600. Account #011310-5253 Accounting and 015725160-330-57 BOE Other Professional Services.
- 5. **TECHNICAL CORRECTION OF THE CITY COUNCIL ACTION OF MARCH 24, 2026 ITEM VII.A.12**

Authorize the Mayor, Barbara C. Smyth, to execute a sole source purchase order on behalf of the Norwalk Police Department for the purchase of (1) one police rescue vehicle for a total not to exceed \$361,000.00 Account #(092-63010-5777-C0858)

6. Authorize a special capital appropriation in the amount of \$361,000.00 to be transferred from the Communications Upgrade Project (account # 092-13610-5777-C0638) to the City's Police Department for the purchase of a new Police Rescue Vehicle (account number # 092-63010-5777-C0858). Approvals for the transfer are required from the Board of Estimate & Taxation, Planning & Zoning Commission, Finance & Claims Committee, and City Council.

B. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Veteran's Park by Triangle Community Center for their Pride in the Park to be held on Saturday, June 13th, 2026. Set-up on Friday, June 12th, with tear-down by Sunday, June 14th at 12:00 P.M. Approximately 10,000 people.
2. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Veteran's Park by Norwalk Junior Lacrosse for their Pound on the Sound Jambaree to be held on Saturday, May 30th, 2026 and Sunday, May 31st, 2026 from 9:00 A.M. to 6:00 P.M with set-up on Saturday, May 30th at 7:00 A.M. and tear-down by Sunday, May 31st at 9:00 P.M. Approximately 600 people per day.
3. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Mathew's Park by Susan Brown-Gordon for their Norwalk Art Festival to be held on Saturday, June 20th, 2026 and Sunday, June 21st, 2026 from 10:00 A.M. to 5:00 P.M. Set-up on Saturday, June 20th at 6:00 A.M. and tear-down by Sunday, June 21st at 6:30 P.M. Approximately 400 people per day.
4. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Mathew's Park by Ted Thomas Dance Foundation for their Fairfield County Dance Festival to be held on Thursday, July 23rd, 2026 from 6:30 P.M. to 8:30 P.M. Set-up at 9:30 A.M. and tear-down by 9:30 P.M. Approximately 150 people.
5. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach by City of Norwalk for their Shea McGrath Ceremony to be held on Sunday, May 17th, 2026 from 12:00 P.M. to 2:00 P.M. Set-up at 9:00 A.M. with tear-down by 3:00 P.M. Approximately 100 people.
6. Authorize the Mayor Barbara C. Smyth to execute a one-year license agreement with CPBEACH LLC to provide food and beverage services out of a food trailer at Calf Pasture and Shady Beach
7. a. Authorize the Mayor Barbara C. Smyth, to enter into a 2 year contract with Arc Sound, Stage, Lighting, for project # 4494, Production Services for Norwalk Summer Concert Series, for an amount not to exceed \$12,000 in year 1, \$12,600 in year 2,

and\$13,320 for the option of year 3. Funding from account 400000 2652.

b. Authorize the Director of Recreation and Parks to issue change orders with Arc Sound, Stage, Lighting, for project # 4494, Production Services for Norwalk Summer Concert Series, for an amount not to exceed \$2500 in year 1, \$2550 in year 2, and \$2700 for the option of year 3, Funding from account 400000 2652.

8. a. Authorize the purchasing agent to issue a sole source purchase order to Northeast Scoreboards, in an amount not to exceed \$161,334.37, for the replacement of the Casagrande Field scoreboard at BMHS, from accounts 09246030 5777 C0620, 2SB32001 739 03, 030000 2684.

b. Authorize the Director of Recreation and Parks to issue change orders, in an amount not to exceed \$16,000, to Northeast Scoreboards, for the replacement of the Casagrande Field scoreboard at BMHS, from accounts 09246030 5777 C0620, 2SB32001 739 03, 030000 2684.

C. PUBLIC SAFETY AND GENERAL GOVERNMENT

1. Confirm the appointment and hire of Julienne Foy as the Chief of Community Services for the City of Norwalk.
2. a. Authorize Mayor, Barbara Smyth, to execute any and all documents and agreements necessary to apply for grant funding under Department of Justice (DOJ) BJA FY 25 Edward Byrne Memorial Justice Assistance Grant (JAG) Opportunity # O-BJHA-2025-172542.
- b. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to apply for grant funding under the Department of Justice (DOJ) BJA FY 25 Edward Byrne Memorial Justice Assistance Grant (JAG) Opportunity # O-BJHA-2025-172542.

D. COMMUNITY SERVICES

1. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Carver Foundation, Inc. to provide financial assistance for the 2026 Summer Enrichment Program in the amount of \$147,000. Account No. 012010-5A0620.
2. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the Local Prevention Council in the amount of \$20,000.00 - Account No. 012010-5A0620 to the fiduciary Positive Directions, 90 Post Rd W, Westport, CT 06880 c/o The Norwalk Partnership.
3. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements and

amendments with Education Development Center Inc. to process payment for online trainings, tentatively scheduled in March 2026.

E. ECONOMIC AND COMMUNITY DEVELOPMENT

1. TECHNICAL CORRECTION OF THE CITY COUNCIL ACTION OF FEBRUARY 10, 2026 ITEMS VII.D.1

Authorize the Mayor, Barbara C. Smyth, to execute an Agreement with Berry, Dunn McNeil & Parker, LLC, for Project #4435 – Community Development Software & Services, for an amount not to exceed \$204,000.00 for implementation oversight services for a new online permitting and licensing system on a sole source procurement basis.

ACCT: 0926 3710 5777 C0731

2. Authorize the Mayor, Barbara C. Smyth, to execute a contract agreement with Found Design LLC (d.b.a. MERJE) in the amount of \$114,750 for Project NPA2026-1: Norwalk Citywide Wayfinding Program.

ACCT(S): 0921-4095-5777-C0783
0922-4095-5777-C0783

3. a. Authorize the Mayor, Barbara C. Smyth to execute an amendment to increase the Fuss and O'Neill contract by \$46,900 for Additional Transportation Engineering and Related Design Services for Wall Street Corridor Improvements.

b. Authorize the Director of Transportation, Mobility and Parking to execute the amendment to increase the contract with Fuss and O'Neill, for an amount not to exceed \$4,690.

ACCT(S): 0926 3750 5777 C0800
0926 3750 5777 C0824

4. Approve the 2026-2027 Capital Budget.

F. LAND USE AND BUILDING MANAGEMENT

1. Approve the naming of the Community Room in the new Norwalk Community Recreation Center in honor of Ernie Dumas.

2. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with David Scott Parker Associates LLC. as the Sole Source vendor for architectural design services for the Lockwood Mathews Mansion Museum conservatory restoration project for a total not to exceed \$55,000 (including a reimbursable amount not to exceed \$5,000). Acct. #09266310-5777-C0857.

3. a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with A. Vitti Excavator, LLC for the Police HQ. Plaza Restoration project for a total not to exceed \$223,000.00 Acct # 09267100 5777 C0137.

b. Authorize a contingency allowance for a total not to exceed \$22,300.00 Acct # 09267100 5777 C0137.
4. a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with A-Preferred Construction LLC for the South Norwalk Library Roof Replacement project for a total not to exceed \$140,875.00. Funds are available from accounts 09267100 5777 C0644.

b. Authorize the Office of Building Management to issue change orders on the agreement for a total not to exceed \$14,087.50 Funds are available from account 0922/26 7100 5777 C0644.
5. a. Authorize to Rescind Council action of November 17, 2025 Item VII, D. 6a & 6b as follows:

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with O’Riordan Migani Architects LLC for architectural services for the Calf Pasture Beach Camp renovation project for a total not to exceed \$119,480.00. Acct. # 09263110-5777-C0365.”
Authorize architectural design contingency with O’Riordan Migani Architects LLC for the Calf Pasture Beach Camp renovation project for a total not to exceed \$11,948.00 – Acct. # 09263110-5777-C0365.”

Replace with the following new action:
b. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with Silver Petrucelli +Associates to provide design services for the Calf Pasture Beach Camp Facility renovation project for a total not to exceed \$89,000. Acct. #09266030 5777 C0365.

c. Authorize architectural design contingency with Silver Petrucelli + Associates for the Calf Pasture Beach Camp Facility renovation project for a total not to exceed \$8,900. Acct. #09266030 5777 C0365.
6. Approve the increase of the change order contingency allowance in the additional amount of \$742,720.39 with Newfield Construction Inc. for the South Norwalk School construction project for the purpose of installation of a design/built rooftop photovoltaic (PV) system. Acct. #09225010 5777 C0808.

G. PUBLIC WORKS

1. A resolution of the City of Norwalk establishing a temporary moratorium on the acceptance and processing of new applications for the honorary and historic naming

of City streets.

WHEREAS, the City of Norwalk recognizes that the naming of City streets is a significant matter that reflects the history, culture, and values of the community; and

WHEREAS, a proliferation of honorary and historic naming requests can lead to administrative inconsistency, public confusion regarding navigation and emergency response, and increased maintenance costs; and

WHEREAS, the City of Norwalk finds it necessary to review and update the existing policies and criteria for street naming to ensure a fair, transparent, and rigorous evaluation process; and

WHEREAS, a temporary pause on the acceptance and processing of new applications will allow staff and elected officials the time required to revise Chapter 95, Article II, Sections 95-37, 95-38 and 95-39 without the pressure of pending applications; and

WHEREAS, this moratorium is intended to be a reasonable and temporary measure in the interest of the City of Norwalk and its residents.

2. Authorize the Mayor, Barbara C. Smyth, to sign the Maintenance Agreement No. 3.20-02(26) with the State of Connecticut Department of Transportation for the installation and maintenance of a thermoplastic crosswalk on Route I95 SB Exit 15 off ramp.
3. Authorize the Mayor, Barbara C. Smyth, to execute the 1st Amendment to the July 20th, 2023 agreement between the City of Norwalk and NewGen Strategies and Solutions, LLC for Municipal Solid Waste Disposal Consulting Services for a sum not to exceed \$42,500.

Account No. 01 40 43 5298

4. Authorize the Purchasing Agent, to issue a Purchase Order to Colonna Masonry Concrete & Asphalt Paving, LLC in an amount not to exceed \$759,132.00 (\$690,120 + 10% contingency) for funding of Project RA2026-1 - The Pinnacle TOD Streetscape Improvement Project - Alternate #1.

Account No:

09 19 4021 5777 C0021
09 20 4021 5777 C0021
09 22 4021 5777 C0021
09 23 4021 5777 C0021
09 24 4021 5777 C0021
09 25 4021 5777 C0021

09 26 4021 5777 C0021
09 21 4021 5777 C0318
09 22 4021 5777 C0318
09 24 4021 5777 C0318
09 25 4021 5777 C0318
09 26 4021 5777 C0318
09 21 4021 5777 C0440
09 25 4021 5777 C0440
09 26 4021 5777 C0440

5. a. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and A. Vitti Excavators, LLC for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 - Alternate 1 for a sum not to exceed \$73,620.

Account No.

09 25 2010 5777 C0536
09 26 2010 5777 C0536

- b. Authorize the Chief of Operations and Public Works to execute orders on the contract with A. Vitti Excavators, LLC. for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 for a sum not to exceed \$14,724 contingency.

Account No.

09 25 2010 5777 C0536
09 26 2010 5777 C0536

6. a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with Titan Enterprises Inc for the Norwalk Public Works Center Salt Shed Foundation Wall Replacement project for a total not to exceed \$1,240,000.00.

Account No.

09 19 7100 5777 C0119
09 21 7100 5777 C0119
09 23 7100 5777 C0119
09 24 7100 5777 C0119
09 25 7100 5777 C0119
09 26 7100 5777 C0119
09 27 7100 5777 C0119
09 22 4021 5777 C0798
09 23 4021 5777 C0798
09 24 4021 5777 C0798
09 23 4021 5777 C0815

- b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$124,000.00.

Account No.

09 19 7100 5777 C0119
09 21 7100 5777 C0119
09 23 7100 5777 C0119
09 24 7100 5777 C0119
09 25 7100 5777 C0119
09 26 7100 5777 C0119
09 27 7100 5777 C0119
09 22 4021 5777 C0798
09 23 4021 5777 C0798
09 24 4021 5777 C0798
09 23 4021 5777 C0815

- IX. RESOLUTIONS FROM CITY COUNCIL
- X. MOTIONS POSTPONED TO A SPECIFIC DATE
- XI. SUSPENSION OF RULES
- XII. ADJOURNMENT

APPOINTMENTS

| | | |
|---|------------|---------------------------|
| HISTORICAL COMMISSION | M/C | Nwlc Code 57A |
| HEATHER DUNN (I) 117 Perry Avenue Norwalk, CT 06850 | | Term Expires - 12/31/2026 |
| HARBOR MANAGEMENT COMMISSION | M/C | Nwlc Code 69 |
| KELLY B. BLOOM (U) 51 Cove Avenue Norwalk, CT 06855 | | Term Expires - 12/31/2029 |
| FRANCESCA DANIELLE KURKJIAN (U) 36 Stonybrook Road Norwalk, CT 06851 | | Term Expires - 12/31/2029 |

REAPPOINTMENTS

| | | |
|---|------------|---------------------------|
| WATER POLLUTION CONTROL AUTHORITY | M/C | Nwlc Code 91-2 |
| JOHN BOVE (R) 6 Little Way Norwalk, CT 06855 | | Term Expires - 04/01/2029 |

**CITY COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM**

**APRIL 14, 2026
COUNCIL CHAMBERS**

CHRISTOPHER MANNELLA (U)
58 William Street
Norwalk, CT 06851

Term Expires - 04/01/2029

Council at Large:

Mr. Joshua Goldstein
Mr. Johan Lopez
Ms. Nicol Ayers

Mr. Jesse Buccolo
Mr. Colin Hosten

District A:

Mr. Jalin Sead

Mr. Broderick Sawyer

District B:

Mr. Dajuan Wiggins

Ms. Darlene Young

District C:

Ms. Nicolé Eaddy

Ms. Anne Wennerstrand

District D:

Mr. Jan Degenshein

Mr. Richard Dellinger

District E:

Mr. James Frayer

Mr. Brian Bailey

The City Council meeting of March 24, 2026, was called to order at 7:33 p.m. by Mayor Barbara C. Smyth in the Council Chambers.

I. ROLL CALL

Ms. Elbourne (City Clerk), called the roll and a quorum was declared present.

II. ACCEPTANCE OF MINUTES

A. Regular Meeting: March 10, 2026

****MR. DELLINGER MOVED TO APPROVE THE MINUTES OF THE
REGULAR MEETING MARCH 10, 2026 AS AMENDED.**

****THE MOTION CARRIED WITH TWO ABSTENTIONS (MR. BAILEY & MR.
BUCCOLO).**

****THE MINUTES WERE APPROVED AS AMENDED.**

Ms. Eaddy noted a correction on page 6 where the word “minutes” was misspelled.

Mr. Goldstein made a reference to being able to handle complex applications, which was not applicable to the particular situation as she had been referring to someone else.

III. PUBLIC PARTICIPATION

Mayor Barbara C. Smyth noted that the appointment of Tricia Ciccone would be tabled. There were no speakers in Council Chambers or online. Public participation was closed.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. APPOINTMENTS

a. Tricia Ciccone, Board of Ethics, Regular

****MR. GOLDSTEIN MADE A MOTION TO TABLE THE APPOINTMENT OF TRICIA CICCONE TO THE BOARD OF ETHICS.**

****THE MOTION PASSED UNANIMOUSLY. THE APPOINTMENT WAS TABLED.**

b. Simone Elaine Morris, Commission on Gender Equity

****MS. WENNERSTRAND MOVED THE APPOINTMENT OF SIMONE ELAINE MORRIS AS COMMISSIONER ON GENDER EQUITY.**

****THE MOTION PASSED UNANIMOUSLY. THE APPOINTMENT WAS APPROVED.**

Ms. Wennerstrand spoke to the qualifications of Simone Elaine Morris, noting her 25-plus years of corporate and entrepreneurial leadership development, her work toward a PhD in Human Development and Organizational Systems, her role as a board member with Norwalk Acts, her service as an advisory council member with Live Girl in New Canaan, Connecticut, her work as a coach with Stand Beside Them, Inc., her multiple professional certifications, her affiliation with the Greater Norwalk Chamber of Commerce, and her alumni status with Goldman Sachs' 1 Million Black Women in Business. She stated that Ms. Morris would be an excellent addition as a commissioner for gender equity, especially during Women's History Month following the Elevate and Lead program.

Mr. Buccolo spoke in support, noting Ms. Morris's excellence as a board member on Norwalk Acts, her role as a parent and active community member, her expertise in DEI, her focus on the culture of teams and equity and inclusion in a professional capacity, and her value to Norwalk as an author with many skills. Congratulations were extended to Ms. Morris.

B. MAYOR'S REMARKS

Mayor Barbara C. Smyth thanked Ms. Wennerstrand for highlighting the great event in the concert hall with Norwalk Public Schools and the Commission on Gender Equity. She thanked everyone who attended the first ever bunny run at Calf Pasture Beach, especially the employees, noting that the event raised funds for the park, recreation Play and Learn camp and had more than double the expected number of attendees. She recognized April as Autism Awareness Month and announced the Autism Acceptance event at the Town Green on April 13th from 6:30 to 7:30 p.m. She also recognized Sexual Assault Awareness Month and reaffirmed that the community does not tolerate violence of any kind. She announced her first Meet the Mayor event at Sweet Ashley's to support local businesses and engage with the community. She announced her first Mayor's Night Out on April 30th at the Marvin from 6 to 8 p.m., open to all residents, with City Hall employees from different departments available to provide information and receive feedback. She wished everyone who celebrates a happy Passover and Happy Easter.

V. COUNCIL PRESIDENT

Council President Goldstein congratulated Mr. Buccolo for running the Bunny Run. He encouraged everyone to attend the public hearing on the Board of Estimate and Taxation the following day at 6:30 p.m. in the concert hall regarding this year's operating budget. Council President Goldstein then turned the reading of the consent calendar over to Mr. Sawyer.

A. RESIGNATIONS AND APPOINTMENTS

B. CONSENT CALENDAR

Mr. Sawyer read the consent calendar, which encompassed every item on the agenda of tonight's meeting.

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Executive Session - Authorization to Settle Claim: Authorize Mayor, Barbara C. Smyth, to enter into and/or execute the Combined Subdivision Participation and Release Form, any and all other agreements and/or other documents necessary to effectuate the proposed settlement with the Six Distributor Defendants, Associated Pharmacies, Inc. (and American Associated Pharmacies); J.M. Smith Corp.; Louisiana Wholesale Drug Co., Inc.; Morris and Dickson Co.; North Carolina Mutual Wholesale Drug Co., Inc.; and United Natural Foods, Inc. (including its subsidiaries Super-Valu and Advantage Logistics).

VII. CITY COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

1. Narrative on Tax Collections dated March 2026
2. Monthly Tax Collector's Reports dated February 2026
3. Approve Claims Committee Report dated March 2026
4. RESOLUTION: Authorize a Special Appropriation for Transportation, Mobility, & Parking department in the amount of \$400,000.00 for the Gregory Boulevard Roundabout project from the Municipal Grant-in-Aid Funding account 580000-5796-AID08.
5. Authorize the Purchasing Agent to issue a purchase order to Powerschool Group LLC, for Student Information System, for an amount not to exceed \$241,811.96, account 09265010-5777-C0112.
6. Authorize the Purchasing Agent to issue a purchase order to ClassLink Inc., for the application portal, for an amount not to exceed \$47,918.60, account 09265010-5777-C0112.

7. Authorize the Purchasing Agent to issue a purchase order to CDW Government, for StuGoogle Workspace Licensing, for an amount not to exceed \$61,506.00, account 09265010-5777-C0112.
8. Authorize a Special Appropriation for Department of Public Works in the amount of \$94,500 for Snow and Ice removal supplies due to recent severe snowstorms from the Municipal Grant-in-Aid Funding account 580000-5796-AID03.
9. Authorize a Special Appropriation for Department of Public Works in the amount of \$70,000 for Fleet Maintenance overtime due to recent severe snowstorms from the Municipal Grant-in-Aid Funding account 580000-5796-AID04.
10. Authorize a Special Appropriation for Department of Public Works in the amount of \$557,000 for Operations overtime due to recent severe snowstorms from the Municipal Grant-in-Aid Funding account 580000-5796-AID05.
11. Authorize a Special Appropriation for Department of Public Works in the amount of \$60,000 for Rec and Parks overtime due to recent severe snowstorms from the Municipal Grant-in-Aid Funding account 580000-5796-AID09 — new account.
12. Executive Session: Authorize Mayor Barbara Smyth to execute a sole source purchase order on behalf of the Norwalk Police Department for the purchase of (1) one police rescue vehicle for a total not to exceed \$361,000. Account #(09213610-5777 C0638)

B. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach and Taylor Farm by National Marine Manufacturers Association for their Norwalk Boat Show to be held on Thursday, September 24th, Friday, September 25th, Saturday, September 26th and Sunday, September 27th, 2026 from 7:00 A.M. to 7:00 P.M. Set-up on Monday, September 21st at 8:00 A.M. to Wednesday, September 23rd until 5:00 P.M with tear-down by Sunday, September 27th at 10:00 P.M. Approximately 10,000 people.
2. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Washington Street Plaza by City of Norwalk Department of Economic and Community Development for their Sono Saturdays to be held on Saturday, May 30th, Saturday, June 27th, Saturday, July 25th and Saturday, August 29th, 2026 from 11:00 A.M. to 3:00 P.M with set-up at 9:00 A.M and tear-down by 4:00 P.M. Approximately 1,000 people.
3. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Oyster Shell Park by Norwalk Nice for their 10th Annual NICE Festival to be held on Saturday, October 3rd, 2026 from 12:00 P.M. to 8:00 P.M. Set-up on Friday, October 2nd at 6:00 A.M. with tear-down by Sunday, October 4th at 12:00 P.M. Approximately 500 people.
4. Authorize the purchasing agent to issue a sole source purchase order, in an amount not to exceed \$28,500, to PlanIt Geo for the implementation and continuation of tree inventory and canopy software up to May 2029, from grant account 380000 5790 G0058.

C. PUBLIC SAFETY AND GENERAL GOVERNMENT

1. a. Authorize Mayor, Barbara Smyth, to execute any and all documents and agreements necessary to accept grant funding under The Connecticut Department of Transportation Highway Safety Project Number 0206-0712-AH, FY26 Distracted Driving High Visibility Enforcement Grant.

b. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to implement The Connecticut Department of Transportation Highway Safety Project Number 0206-0712-AH, FY26 Distracted Driving High Visibility Enforcement Grant.

D. PUBLIC WORKS

1. TECHNICAL CORRECTION OF THE COMMON COUNCIL ACTION OF OCTOBER 28, 2025 ITEMS VII.D.1 & VII.D.2 TO ADD ACCOUNT NUMBER 580000-5796-AID01

The Soundview Avenue Retaining Wall project (TMP 2024-08) will utilize funds from a Special Appropriation from the Municipal account (580000-5796-AID01), as approved during the October 28, 2025 City Council meeting. TMP is requesting the following authorizations to add the account to this project:

Authorize the Mayor, Barbara C. Smyth, to execute a Master Agreement for Construction Services with Colonna Concrete & Asphalt Paving LLC for a sum not to exceed \$381,556.00. ADD Account: 580000-5796-AID01

Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract with Colonna Concrete & Asphalt Paving LLC for a sum not to exceed \$76,312.00. ADD Account: 580000-5796-AID01

2. TECHNICAL CORRECTION OF THE COMMON COUNCIL ACTION OF OCTOBER 28, 2025 ITEMS VII.D.3 & VII.D.4 TO ADD ACCOUNT NUMBER 580000-5796-AID06

The Route 1 (Connecticut Avenue) Pedestrian Bridge project will utilize funds from a Special Appropriation from the Municipal account (580000-5796-AID06), as approved during the October 28, 2025 City Council meeting. TMP is requesting the following authorizations to add the account to this project:

Authorize the Director of Transportation, Mobility, and Parking to execute a purchase order for Design and Permitting Services with IMEG Corp (Formally FHI Studio) for a sum not to exceed \$90,500.00 ADD Account: 580000-5796-AID06

Authorize the Director of Transportation, Mobility, and Parking to execute orders on the agreement with IMEG Corp (Formally FHI Studio) for a sum not to exceed \$9,050.00 ADD Account: 580000-5796-AID06

****MR. GOLDSTEIN MOTIONED TO APPROVE THE CONSENT CALENDAR
WAS APPROVED AS READ.**

****THE MOTION PASSED UNANIMOUSLY.**

VIII. RESOLUTIONS FROM CITY COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

****MS. YOUNG MOVED TO ADJOURN THE MEETING.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at approximately 7:50 PM.

Respectfully Submitted,
Courtney Baldwin
Recording Secretary

Heather E. Dunn

• 117 Perry Avenue, Norwalk, CT 06850 • HeatherDunn@optonline.net

Employment

Special Education Teacher/Case Manger, 2014 - Present
Norwalk High School – Norwalk, CT

Special Education Teacher, 2007 - 2014
Ridgefield High School – Ridgefield H.S.

Special Sections Editor (Writer/Photographer/Designer), 1999 - 2003
The Hour Publishing Company – Norwalk and Wilton

Director, 2001 - 2002
STAR Inc., **Lighting the Way..., 50th Anniversary Projects**

- Designed and oversaw the production of 50 large fiberglass sculptures (stars).
- Hired local and regional artists to embellish the sculptures
- Worked with sponsors and town officials to obtain display locations and acquire zoning permits in Darien, Wilton, Norwalk, Westport, Weston and New Canaan.
- Designed sponsorship packages and official programs for events.
- Coordinated all marketing and press events, including the 50th anniversary gala.
- Planned an unveiling event, which was attended by politicians (e.g., Senator Dodd and Congressman Shays) and CT Commission on the Arts staff.
- Coordinated all intellectual property rights documents

Special Education Art Teacher, 1994 - 1997
Villa Maria Education Center – Stamford, CT

Photojournalist,
Brooks Newspapers – Westport, CT

Education

University of Connecticut NEAG - Storrs, CT

- Continued Study: Gifted Arts Education, Summers

Fairfield University - Fairfield, CT

- **Master of Science: Special Education**, 1996
- Comprehensive Special Education Certification

University of Bridgeport - Bridgeport, CT

- Certification in Art Education

Lehigh University - Bethlehem, PA

- **Bachelor of Arts: Fine Arts and Journalism**

London Polytechnic, London England

- Studied Art History at the Tate Gallery and Whitechapel in London

Arts Experience Highlights

Metalsmith, juried into and won awards in several gallery shows for jewelry
Arts Task Force Member, City of Norwalk
Assistant to the Director, West Hampton NY and Amagansett NY art shows
President /Board Member, Norwalk Area of Silvermine Homeowners (NASH)
Historical house tour coordinator /Docent, Silvermine house tours
project coordinator, Marshall Street tile mural
Board representative and member of the executive committee, Coalition of Norwalk Neighborhood Associations (CNNA)
Assistant Director, Saratoga Arts Celebrations/ Stamford Arts Festivals/ Norwalk Art Festivals
Project Director, Art Under the Bridge, Norwalk State Heritage Park and Washington Street
Learning to Look Curriculum Designer, Columbus Magnet School
Member of the Arts Task Force, AfterschoolAlliance
Board Member/Artist Coordinator, Harbor Splash! Festival, Norwalk
Director, Wilton Arts Council Annual Shows
Oystershell Park Advisory Committee, Norwalk Mayoral Appointment
Public Relations Director (paid), Norwalk Oyster Festival
Event Co-Director, Mayor Knopp's election fundraiser
Art Advisory Committee, Family & Children's Agency
Event Director, CCNS Art Show
President, Executive Director, Exhibiting Artist Chair, SoNo Arts Celebration Inc

KELLY BLOOM

EXECUTIVE SUMMARY

Litigation attorney with experience practicing in the areas of matrimonial law, criminal law and civil litigation, including complex commercial disputes as well as catastrophic personal injury claims.

CONTACT

Phone: (203) 767-2195

Email: kellybbloom@gmail.com

Address: 51 Cove Ave, Norwalk, CT

ADMISSIONS

State Bar of Connecticut

United States District Court,
District of Connecticut

WORK EXPERIENCE

NORM BLOOM & SON, LLC • NORWALK, CT

General Counsel, April 2020 to Present

General counsel to a family-owned-and-operated shellfish farm.

LAW OFFICES OF NEAL ROGAN, LLC • WESTPORT, CT

Attorney, August 2011 to April 2020

Ten plus years as a trial attorney. Direct responsibility for all aspects of litigation including legal research, drafting substantive pleadings, trial management compliance and negotiating settlements on behalf of clients.

JB BROWN'S MARINA, LLC • STRATFORD, CT

Owner/Operator, June 2019 to Present

Owner/operator of a marina located in Stratford, Connecticut.

EDUCATION

UNIVERSITY OF CONNECTICUT SCHOOL OF LAW

Juris Doctor, Hartford, CT

Executive Editor, *Connecticut Insurance Law Journal*

THE PENNSYLVANIA STATE UNIVERSITY

Bachelor of Arts in History, Minor in Law and Liberal Arts

VOLUNTEER POSITIONS

Co-President, Rowayton Elementary School PTA

2022 to Present

Committee Member, Connecticut FSA State Committee

2026 to Present

The Shore & Country Club Inc., Legal Chair

2023 to January 2026

Norwalk Redevelopment Agency, Commissioner

2020 to December 2025

DANIELLE KURKJIAN

d.kurkjian92@gmail.com | 412-916-0536 | www.linkedin.com/in/danielle-kurkjian/

Results-driven professional with a proven history of designing, implementing, and optimizing processes to align with strategic business objectives and exceed stakeholder expectations.

PROFESSIONAL EXPERIENCE

Crane Company | Stamford, CT

June 2018 – Present

Senior Manager, Philanthropy, Sustainability, and Equality

January 2024 – Present

Promotion to reflect the management of an expanded 12-person team and added responsibilities around regulatory compliance.

- Led a comprehensive double materiality assessment by evaluating key ESG frameworks, standards, and regulations (GRI, CSRD, ISSB, etc.) and conducting peer benchmarking to identify and prioritize needed projects and metrics.
- Project management: Scope 3 emissions / TCFD-aligned climate-related risk assessment.
- Engage with ESG rating agencies (ISS, MSCI, Sustainalytics) to ensure accurate reflection of disclosed data, resulting in significant score improvements.
- Manage end-to-end development of the annual “PSE” Report, including data validation, consolidation, and feature highlights to ensure accurate and impactful disclosures.

Manager, Philanthropy, Sustainability, and Equality

April 2019 – January 2024

Established the company’s global ESG-related programs by designing and implementing internal workflows to systematically identify, aggregate, and report sustainability-related data.

Leadership of cross-functional teams to implement enterprise-wide sustainability initiatives.

- Have met or are on track to meet all 2030 environmental goals, including achieving a 20% reduction in scope 1 and scope 2 greenhouse gas emissions intensity target.
- Lead the development of our renewable energy sourcing strategy and associated implementations of on-site solar installations.

Responsible for onboarding all sites and acquisitions through data collection methodology establishment and training.

- Have acquired 8 companies in 7 years and defined data for over 300 global sites.

Responsible for all internal and external reporting.

- Improved CDP score from a D to a C in one year.
- Improved ISS ratings significantly (*ex: environmental score from a 10 to a 3*) through enhanced disclosure practices.
- Drove a 473% increase in associate engagement in volunteer initiatives over a five-year period.

Extensive engagement with the company’s executive management to collaborate and ensure effective strategy execution. Present to the Board of Directors annually.

Trustee, Crane Charitable Funds

September 2020 – Present

Manage the Director of the Crane Charitable Funds and the operations of all three entities (The Crane Fund, The Crane Foundation, and The Crane Fund for Widows and Children). Coordinate our annual associate-sponsored giving campaign to drive philanthropic engagement and impact.

Key point of contact with all community partnerships.

- Oversee the distribution of over \$25M annually
- Increased associate campaign nominations by over 200% over the past four years.

Supply Chain Analyst

June 2018 – April 2019

Project Manager and implementation lead for a new spend analytics tool roll-out on a global scale. Direct spend report development based on business and corporate needs.

Steel City Rowing Corporation | Verona, PA

January 2016 – June 2017

Program Director and Business Manager

Ran the operations of the club; oversaw accounts payable and receivable, optimized QuickBooks workflows for enhanced financial reporting, and developed annual operating budgets to support strategic planning. Directed marketing efforts and coordinated five fundraising events, all surpassing financial targets; drove a 13% membership increase within the first year through targeted outreach and engagement. Coordinated staff and conducted all correspondence with members and facility renters. Maintained inventory and personnel files for over 200 members, updated information as necessary.

Danielle's Puppy Love Walking | Oakmont, PA

May 2015 – June 2018

Owner and Operator (*Entrepreneur*)

Managed company P&L, business development, and expansion of services, enabling growth of over 200% annually; ended with 76 clients and 2 employees.

EDUCATION

University of Pittsburgh Katz Graduate School of Business | Pittsburgh, PA

Master of Business Administration

Beta Gamma Sigma International Business Honor Society, Student Ambassador, National Association of Women MBAs

Boston University | Boston, MA

Bachelor of Arts in Marine Science, Minor in Business Administration and Management

Varsity Women's D1 Rowing Team, Autism Speaks Chapter Treasurer, Pre-Vet Society Fundraising Chair, Marine Science Association Member

CERTIFICATIONS & SKILLS

6-Sigma Green Belt, Leadership, Process Improvement, Project Management, Data Analytics, Communication, Time Management, Team Building

VOLUNTEERING

Board Member – Norwalk River Rowing Club, Board Member – East Coast Contemporary Ballet, Program Assistant – New Canaan Mounted Troops Adaptive Riding Program, Dog Walker – Lucky Dog Refuge, Pet Evaluation Assistant – Pet Partners

JOHN BOVE

R

6 Little Way, Norwalk CT 06855

General

The firm of Bove, Milici & Josem was created by the merger of the law offices of Bove, Josem & Josem with those of John A. Milici. This merger occurred in October 1990. Mr. Josem retired in January 2000. John A. Milici retired in July, 2009. The firm is now John J. Bove, LLC. The office engages in a range of specialties including commercial and residential real estate transactions, bank representation in such areas as consumer compliance, regulatory compliance and loan origination (commercial and real estate). In addition, the firm represents developers and property owners in zoning, condominium development and construction matters.

John J. Bove

John J. Bove graduated Summa Cum Laude from Sacred Heart University with a Bachelor's Degree, in December, 1977. He graduated from St. John's University School of Law in June, 1980. He was admitted to the Connecticut Bar in October, 1980 and to the Federal Court for the District of Connecticut in February, 1981. He has practiced extensively in all areas of real property law, both residential and commercial, including all phases of transactions on behalf of purchasers, sellers, developers, landlords, tenants and lenders. In addition, his practice includes planning and zoning matters, environmental reviews, construction agreements, condominium developments, planned unit developments, governmental applications and compliance relative to waterfront construction, and general land use and development. He is also involved in the creation of various entities for the purpose of acquiring, owning and developing real estate. He has also represented both lenders and borrowers in loan closings. He has prepared and reviewed common interest ownership (condominium) documents. Currently, approximately ninety (90%) percent of his practice is devoted to real property law. Additionally he has served as general counsel to Norwalk's Third Taxing District, served as an alternate on Norwalk's Water Pollution Control Authority, and has just completed a three year term as Commodore of the South Norwalk Boat Club.

Christopher Mannella, PE
58 William Street
Norwalk, CT 06851
(203) 609-4944
chris.n.mannella@gmail.com

U

PROFESSIONAL EXPERIENCE

FGB Construction Company, Norwalk, CT

10/2017 - Present

Project Manager / Estimator

- Review invitations to bid and requests for proposals to determine if projects are aligned with Company goals.
- Provide pricing and budgets as required
- Submit hard bids and/or negotiate contracts
- Manage construction from project start up to close out including but not limited to:
 - Liaison between General Contractor and/or Owner
 - Secure all bonds and permits
 - Manage project budget including purchasing of all material and Subcontractors
 - Manage project staff including superintendents and tradesmen
 - Preparation of all submittals and Engineered drawings
- Provide professional engineering as required
- Provide all construction surveying as required.

King Industries, Inc., Norwalk, CT

Construction Manager

9/2016 - 10/2017

- Prepare budgets, schedules, and coordinate work for a new 12 acre Chemical Plant in Waterbury, CT
- Act as General Contractor in buyout of all subcontractors and materials.
- Monitor all costs and approve all payment applications
- Coordinate all outside consulting engineers and inside engineering staff
- Act as liaison between various Municipal staff and company ownership

A. J. Penna & Son, Excavating Contractors, Westport, CT

2014 / 2016

Chief Operating Officer

- Overall responsibility for daily operations of a small utility construction firm consisting of 40 people with an annual volume of \$8,500,000
- Responsible for profit and loss of all projects

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chris.n.mannella@gmail.com

- Responsible for sourcing and bidding new work
- Responsible for scheduling and crew assignments
- Responsible for all personnel decisions
- Responsible for equipment maintenance and replacement

FGB Construction Company, Norwalk, CT

2002 / 2014

Vice President

- Responsible for all Estimating and Project Management for projects ranging from \$100,000 to \$5,000,000 for a General Contractor with an annual volume of \$14,000,000
- Supervised an office staff of 5
- Provided professional engineering services as required

City of Norwalk, Department of Public Works

1998 / 2002

Senior Engineer, Construction / Assistant Highway Superintendent

- Responsible for assuring that all public works construction was performed in accordance with City of Norwalk standards and specifications
- Responsible for ensuring projects were completed within budget and making progress payments to contractors
- Responsible for coordinating work with utilities, the State of Connecticut, and abutting Municipalities as necessary
- Responsible for oversight of an assistant civil engineer and an inspection staff of four

Complete Construction Company, Bridgeport, CT

1996 / 1998

Project Superintendent

- Responsible for construction of individual projects as assigned
- Responsible for ordering all materials and managing subcontractors
- Responsible for profit and loss of individual projects
- Responsible for crew performance

City of Norwalk, Department of Public Works

1991 / 1996

Assistant Civil Engineer, Construction

- Prepared plans and specifications for assigned projects
- Performed civil engineering design work for assigned projects

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58 William Street
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chris.n.mannella@gmail.com

- Solicited bids and made award recommendations for publicly funded projects
- Inspected construction work to verify that all work was performed in accordance with the plans and specifications

Education

Fairfield University, Fairfield, Connecticut

Bachelor of Arts, Religion and Philosophy, 1991

University of Connecticut, Storrs, Connecticut

Bachelor of Science, Civil Engineering, 1991

Licensure

Connecticut Professional Engineer, License 18788

Connecticut Plumbing License, PLM 0287851-P7

AGENDA

CLAIMS COMMITTEE MEETING

APR 9TH

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO: BILL No & AMOUNT REFUNDED REASON

MOTOR VEHICLE

| | | |
|-------------------------|-------------------------------------|-----------------------|
| BRITO CHIRIBOGA | 24-MV-307523 \$307.87 | PRORATION |
| CAIATI GARY L | 24-MV-309049 \$34.98 + \$4.20 INT | PRORATION |
| CARVAJAL-OROZCO STELLA | 24-MV-310415 \$62.41 | PRORATION |
| FONTAINE RENE J | 24-MV-323440 \$11.62 | PRORATION |
| GOMEZ CRUZ ARTURO | 24-MV-326754 \$13.60 | PRORATION |
| HICKMAN MICHAEL | 24-MV-330525 \$147.75 | OVERPAYMENT |
| HONDA LEASE TRUST | 24-MV-331221 \$213.82 | PRORATION |
| JP MORGAN CHASE BANK | 24-MV-335213 \$257.84 | PRORATION |
| LIMA ENIO | 23-MV-377828 \$473.75 + \$78.17 INT | ABATEMENT |
| | 23-MV-377829 \$154.51 + \$25.49 INT | ABATEMENT |
| MELTON ANDREA D | 24-MV-345014 \$75.00 | OVERPAYMENT |
| MILLER AMANDA L | 24-MV-345814 \$25.00 | OVERPAYMENT |
| NARING ANDREW T | 24-MV-348568 \$447.92 | INTERLOCAL TAX CREDIT |
| NISSAN MOTOR ACCEPTANCE | 24-MV-SEE ATTACHED \$1,293.39 | PRORATION |
| PHILLIPS ALICIA S | 24-MV-354103 \$35.50 | OVERPAYMENT |
| PORSCHE LEASING TRUST | 24-MV-354940 \$451.26 | PRORATION |
| | 24-MV-354942 \$327.76 | PRORATION |
| PORSCHE LEASING TRUST | 24-MV-354937 \$695.42 | ABATEMENT |
| SIGUA JUAN E | 24-MV-363198 \$56.87 + \$6.83 INT | PRORATION |
| TOYOTA LEASE TRUST | 24-MV-409015 \$476.74 | PRORATION |
| VAULT TRUST | 24-MV-SEE ATTACHED \$5,494.93 | PRORATION |

| | | |
|---------------|----------------------|-------------|
| WEBB CRISTINA | 24-MV-373412 \$25.00 | OVERPAYMENT |
|---------------|----------------------|-------------|

REAL ESTATE

21 KEELER AVENUE LLC

21 KEELER AVE

| | | |
|------------|-------------------------|---------------|
| 5-72-20A-0 | 24-RE-100279 \$6,280.17 | PAID IN ERROR |
|------------|-------------------------|---------------|

ANSPACH DAVID R

140 WATER STREET

| | | |
|-----------|-------------------------|---------------------|
| 2-84-9A-0 | 24-RE-101671 \$1,256.97 | I&E PENALTY REMOVED |
|-----------|-------------------------|---------------------|

CORELOGIC TAX SERVICE

28 COUNTY STREET

| | | |
|---------|----------------------|-------------|
| 5-9-2-0 | 24-RE-105479 \$80.40 | OVERPAYMENT |
|---------|----------------------|-------------|

CORELOGIC TAX SERVICE

19 ARBOR DRIVE

| | | |
|-----------|-----------------------|-------------|
| 5-77-82-0 | 24-RE-118068 \$303.23 | OVERPAYMENT |
|-----------|-----------------------|-------------|

COSTABILE VINCENT & DENISE

| | | |
|------------------|-----------------------|--|
| 8 CARRIAGE DRIVE | 23-RE-106156 \$140.26 | |
|------------------|-----------------------|--|

| | | |
|------------|-----------------------|-------------------|
| 5-56-656-0 | 24-RE-106239 \$142.46 | VET EXEMPT CHANGE |
|------------|-----------------------|-------------------|

ELMCREST TERRACE LIMITED PARTNERSHIP

4 ELMCREST TERRACE (2)

| | | |
|---------|------------------------------------|---------------------|
| 1-4-8-2 | 24-RE-108523 \$7,271.24 + \$381.74 | I&E PENALTY REMOVED |
|---------|------------------------------------|---------------------|

GOLDMAN GRUDER & WOODS LLC

12 PINE HILL AVENUE

3-48-5-0

24-RE-121501 \$2,814.73

OVERPAYMENT

HEISSAN MATTHEW K

12 JACOB STREET

22-RE-112011 \$396.00

6-26-16-0

23-RE-112062 \$414.00

SEWER USE FEE REMOVED

HOME LOAN SERV

81 WOLFPIT AVE #A3

5-16-10-A3

23-RE-119234 \$2,001.77

DUPLICATE PAYMENT

LEE THOMAS C

21-RE-115397 \$366.39

199 GREGORY BLVD G/7

22-RE-115309 \$373.36

3-74-1-G/7

23-RE-115324 \$349.92

3-74-1-G/7

24-RE-115355 \$355.42

VET EXEMPT CHANGED

PECK MOHAN & GUAN SHAN

69 LEXINGTON AVE

2-75-39-0

23-RE-120597 \$4,169.97

DUPLICATE PAYMENT

MTS SAYS VEHICLE SHOULD BE TAXED BY STAMFORD, DMV SAYS VEHICLE IS REGISTERED IN NORWALK

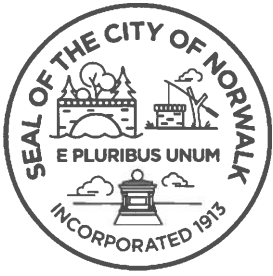
| Inquiry Report | NORWALK TAX COLLECTOR | Interest Date : 03/31/2026 | Page : 1 | | |
|--------------------|-----------------------|--|----------|--------------|----------|
| Bill# | Name | Prop Loc/Veh. Info./Plan-Sew | TOT Inst | Tax Due | Balance |
| Unique_id | Address | MBL/LINK # | TOT Adj | Int Due | Due Now |
| Dist | City/State/Zip | Flags | TOT Paid | L/F/Bint Due | Discount |
| 2024-03-0370938-00 | VAULT TRUST | AA86277/ZASPAKBN4N7D26535/2022/ALFA/STELVIO | 616.00 | -256.87 | -256.87 |
| 370938 | 500 WOODWARD AVE | LINK # 2024-MV-0049741 | -256.87 | 0.00 | -256.87 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6546211-Y | 616.00 | 0.00 | 0.00 |
| 2024-03-0370947-00 | VAULT TRUST | AS01064/ZASPAKBNXM7D19880/2021/ALFA/STELVIO | 544.06 | -408.03 | -408.03 |
| 370947 | 500 WOODWARD AVE | LINK # 2024-MV-0049738 | -408.03 | 0.00 | -408.03 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6417491-Y | 544.06 | 0.00 | 0.00 |
| 2024-03-0370958-00 | VAULT TRUST | AZ58286/3C4NJDBB8LF217912/2020/JEEP/COMPASS | 273.24 | -250.56 | -250.56 |
| 370958 | 500 WOODWARD AVE | LINK # 2024-MV-0049736 | -250.56 | 0.00 | -250.56 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-5926533-Y | 273.24 | 0.00 | 0.00 |
| 2024-03-0370967-00 | VAULT TRUST | BC19930/ZARFANEN1M7648897/2021/ALFA/GIULIA T | 516.34 | -473.48 | -473.48 |
| 370967 | 500 WOODWARD AVE | LINK # 2024-MV-0049738 | -473.48 | 0.00 | -473.48 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6325511-Y | 516.34 | 0.00 | 0.00 |
| 2024-03-0370976-00 | VAULT TRUST | BC71508/1C4JXP6XMW747659/2021/JEEP/WRANGLER | 554.40 | -138.60 | -138.60 |
| 370976 | 500 WOODWARD AVE | LINK # 2024-MV-0049738 | -138.60 | 0.00 | -138.60 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6336254-Y | 554.40 | 0.00 | 0.00 |
| 2024-03-0370984-00 | VAULT TRUST | BD61476/ZASPAKBN7M7D19772/2021/ALFA/STELVIO | 544.06 | -317.20 | -317.20 |
| 370984 | 500 WOODWARD AVE | LINK # 2024-MV-0049739 | -317.20 | 0.00 | -317.20 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6450934-Y | 544.06 | 0.00 | 0.00 |
| 2024-03-0370986-00 | VAULT TRUST | BE03020/1C4RJFAG6MC823880/2021/JEEP/GRAND CH | 400.18 | -366.96 | -366.96 |
| 370986 | 500 WOODWARD AVE | LINK # 2024-MV-0049739 | -366.96 | 0.00 | -366.96 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6449513-Y | 400.18 | 0.00 | 0.00 |
| 2024-03-0370993-00 | VAULT TRUST | BE68374/1C4RJFBG5MC878044/2021/JEEP/GRAND CH | 486.86 | -243.43 | -243.43 |
| 370993 | 500 WOODWARD AVE | LINK # 2024-MV-0049741 | -243.43 | 0.00 | -243.43 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6516437-Y | 486.86 | 0.00 | 0.00 |
| 2024-03-0371006-00 | VAULT TRUST | BF50193/1C4PJMMX4MD232822/2021/JEEP/CHEROKEE | 365.20 | -152.28 | -152.28 |
| 371006 | 500 WOODWARD AVE | LINK # 2024-MV-0049742 | -152.28 | 0.00 | -152.28 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6559968-Y | 365.20 | 0.00 | 0.00 |
| 2024-03-0371017-00 | VAULT TRUST | BG20221/1C4RJKBG9M8127900/2021/JEEP/GRAND CH | 531.30 | -265.65 | -265.65 |
| 371017 | 500 WOODWARD AVE | LINK # 2024-MV-0049738 | -265.65 | 0.00 | -265.65 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6419858-Y | 531.30 | 0.00 | 0.00 |
| 2024-03-0371045-00 | VAULT TRUST | BJ18343/1C4RJHAG8PC505694/2023/JEEP/GRAND CH | 536.80 | -223.85 | -223.85 |
| 371045 | 500 WOODWARD AVE | LINK # 2024-MV-0049749 | -223.85 | 0.00 | -223.85 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6900398-Y | 536.80 | 0.00 | 0.00 |
| 2024-03-0371056-00 | VAULT TRUST | BK11241/1C4RJHAGXPC529995/2023/JEEP/GRAND CH | 536.80 | -268.40 | -268.40 |
| 371056 | 500 WOODWARD AVE | LINK # 2024-MV-0049750 | -268.40 | 0.00 | -268.40 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6994135-Y | 536.80 | 0.00 | 0.00 |
| 2024-03-0371057-00 | VAULT TRUST | BK11246/1C4RJHAG1PC529996/2023/JEEP/GRAND CH | 536.80 | -223.85 | -223.85 |
| 371057 | 500 WOODWARD AVE | LINK # 2024-MV-0049750 | -223.85 | 0.00 | -223.85 |
| M034 | DETROIT MI 48226 | Bank - M034/DMV CIVLS: 115263-6996158-Y | 536.80 | 0.00 | 0.00 |

| | | | | | |
|--------------------|------------------|---|-----------|-----------|-----------|
| 2024-03-0371060-00 | VAULT TRUST | BK56546/1C4RJHBG5PC565348/2023/JEEP/GRAND CH | 625.90 | -364.89 | -364.89 |
| 371060 | 500 WOODWARD AVE | LINK # 2024-MV-0049751 | -364.89 | 0.00 | -364.89 |
| M034 | DETROIT MI 48226 | Bank - M034/DWV CIVLS: 1152663-7094497-Y | 625.90 | 0.00 | 0.00 |
| 2024-03-0371061-00 | VAULT TRUST | BK69329/3TYAX5GN3PT070215/2023/TOYOT/TACOMA D | 391.82 | -293.85 | -293.85 |
| 371061 | 500 WOODWARD AVE | LINK # 2024-MV-0049751 | -293.85 | 0.00 | -293.85 |
| M034 | DETROIT MI 48226 | Bank - M034/DWV CIVLS: 1152663-7016516-Y | 391.82 | 0.00 | 0.00 |
| 2024-03-0371066-00 | VAULT TRUST | BL03101/1C4JJXR66PW700727/2023/JEEP/WRANGLER | 766.92 | -575.19 | -575.19 |
| 371066 | 500 WOODWARD AVE | LINK # 2024-MV-0049751 | -575.19 | 0.00 | -575.19 |
| M034 | DETROIT MI 48226 | Bank - M034/DWV CIVLS: 1152663-7073563-Y | 766.92 | 0.00 | 0.00 |
| 2024-03-0371067-00 | VAULT TRUST | BL03108/1C4RJYD62P8891888/2023/JEEP/GRAND CH | 882.64 | -220.66 | -220.66 |
| 371067 | 500 WOODWARD AVE | LINK # 2024-MV-0049751 | -220.66 | 0.00 | -220.66 |
| M034 | DETROIT MI 48226 | Bank - M034/DWV CIVLS: 1152663-7081557-Y | 882.64 | 0.00 | 0.00 |
| 2024-03-0371116-00 | VAULT TRUST | MWVI/1C4RJFBG5NC100697/2022/JEEP/GRAND CH | 541.64 | -451.18 | -451.18 |
| 371116 | 500 WOODWARD AVE | LINK # 2024-MV-0049743 | -451.18 | 0.00 | -451.18 |
| M034 | DETROIT MI 48226 | Bank - M034/DWV CIVLS: 1152663-6572662-Y | 541.64 | 0.00 | 0.00 |
| # Of Acct (s) : 18 | | | 9,650.96 | -5,494.93 | -5,494.93 |
| | | | -5,494.93 | 0.00 | -5,494.93 |
| | | | 9,650.96 | 0.00 | 0.00 |

| Bill# | Unique_id | Dist | Name | Address | City/State/Zip | Flags | Prop Loc/Veh.Info./Plan-Sew | MBL/LINK # | TOT Inst | TOT Adj | TOT Paid | Tax Due | Int Due | Balance Due Now | Discount |
|--------------------|-----------|------|------------------------|---------------------|----------------|-------|--|------------|----------|---------|----------|---------|---------|-----------------|----------|
| 2024-03-0349412-00 | | | NISSAN INFINITI LT LLC | | | | AR62832/5N1BT3CBXPC854416/2023/NISSA/ROGUE SL | | 460.90 | | | -153.47 | 0.00 | -153.47 | |
| 349412 | M025 | | P O BOX 254648 | SACRAMENTO CA 95865 | | | LINK # 2024-MV-0049543 Back Taxes/Bank - M025/DMV CIVLS: 139836-7117398-Y | | -153.47 | | | 0.00 | 0.00 | -153.47 | |
| 2024-03-0349492-00 | | | NISSAN INFINITI LT LLC | | | | BC48357/JN8BT3BB4PW493676/2023/NISSA/ROGUE SV | | 399.96 | | | -199.98 | 0.00 | -199.98 | |
| 349492 | M025 | | P O BOX 254648 | SACRAMENTO CA 95865 | | | LINK # 2024-MV-0049560 Back Taxes/Bank - M025/DMV CIVLS: 139836-7376136-Y | | -199.98 | | | 0.00 | 0.00 | -199.98 | |
| 2024-03-0349587-00 | | | NISSAN INFINITI LT LLC | | | | BK45933/JN1EV7BR2PM542170/2023/INFIN/QSO LUXE | | 584.54 | | | -389.88 | 0.00 | -389.88 | |
| 349587 | M025 | | P O BOX 254648 | SACRAMENTO CA 95865 | | | LINK # 2024-MV-0049548 Back Taxes/Bank - M025/DMV CIVLS: 139836-7202938-Y | | -389.88 | | | 0.00 | 0.00 | -389.88 | |
| 2024-03-0349633-00 | | | NISSAN INFINITI LT LLC | | | | BM31302/5N1BT3AB2PC872282/2023/NISSA/ROGUE S | | 377.74 | | | -283.29 | 0.00 | -283.29 | |
| 349633 | M025 | | P O BOX 254648 | SACRAMENTO CA 95865 | | | LINK # 2024-MV-0049546 Back Taxes/Bank - M025/DMV CIVLS: 139836-7179234-Y | | -283.29 | | | 0.00 | 0.00 | -283.29 | |
| 2024-03-0349667-00 | | | NISSAN INFINITI LT LLC | | | | BN91442/JN8BT3BB3PW493457/2023/NISSA/ROGUE SV | | 399.96 | | | -266.77 | 0.00 | -266.77 | |
| 349667 | M025 | | P O BOX 254648 | SACRAMENTO CA 95865 | | | LINK # 2024-MV-0049562 Back Taxes/Bank - M025/DMV CIVLS: 139836-7412596-Y | | -266.77 | | | 0.00 | 0.00 | -266.77 | |

| # Of Acct (s) | 5 | -1,293.39 | 0.00 | 0.00 | 2,223.10 | -1,293.39 | 2,223.10 |
|---------------|---|-----------|------|------|----------|-----------|----------|
| | | | | | | | |

MAR 09 2026



CITY OF NORWALK
Sharon Conners
Purchasing Agent/Purchasing Department
125 East Avenue
Norwalk, CT 06851
Office: (203)854-7712
www.norwalkct.gov
sconners@norwalkct.gov

MEMORANDUM

April 6, 2026

TO: Finance Committee of the City Council and the City Council
FROM: Sharon Conners, Purchasing Agent
SUBJECT: EUNA Solutions

The City of Norwalk Purchasing Department has been using EUNA Solutions (fka Bonfire Interactive Ltd.) since 2017. Below are some examples of how the Department uses the system:

- Publicly advertise and accept submissions for all Invitation to Bids (ITB), Request for Proposals (RFP), and Request for Qualifications (RFQ) projects.
- Electronically evaluate submissions, from reviewing to scoring proposals.
- Contract repository for the City's multi-year contracts. System is set up for reminders on renewals or to go out for solicitation.
- Task order bidding for some of our On-Call Contracts
- Data tracking/dashboard

Over the years, the Purchasing Department has benefited as an early adopter of EUNA Solutions with very little cost increases to our subscription.

With the upcoming renewal on July 1st, the Purchasing Department would like to carry out an agreement for forty (40) months, so we are limited to future price increases during the term of the agreement. We will also be changing the effective date from 7/1 to 10/1 in calendar year 2027.

Thank you for your review and consideration.

ACTION REQUESTED:

1. A. Authorize the Mayor to execute the order form with EUNA Solutions for a forty (40) month term, a total amount not to exceed \$51,995.03.
Funding available from account 11361-5742.
- B. Authorize the Purchasing Department to issue change orders on the contract for a total not to exceed \$5,200.00.
Funding available from account 11361-5742.

Euna Order Form

Euna Solutions, Inc.
1155 Perimeter Center West, Suite 500
Sandy Springs, GA 30338

Bill To:

City of Norwalk
125 East Avenue, Room 211
Norwalk,
Connecticut 06851
United States

End User:

City of Norwalk
125 East Avenue, Room 211
Norwalk,
Connecticut 06851
United States

Prepared by:

Logan Pfau
logan.pfau@eunasolutions.com

Quote Expiry Date: 2026-06-30 **Subscription Term:** 40 months
Euna Solution Line: Euna Procurement

| Annual Subscriptions | | |
|------------------------------|------------------------|---------------|
| Description | SKU Code | Quantity |
| Sourcing Pro - Seat | PRBN-SW-1 | 4 |
| Contract Management Standard | PRBN-SW-41 | 1 |
| | Recurring Annual Fees: | USD 15,357.71 |

ORDERNOTES

Fees By Period:

| Period | Price | Start Date | End Date |
|--------|---------------|------------|------------|
| 1 | USD 15,357.71 | 01/07/2026 | 30/06/2027 |
| 2 | USD 3,902.37 | 01/07/2027 | 01/10/2027 |
| 3 | USD 16,125.59 | 02/10/2027 | 01/10/2028 |
| 4 | USD 16,609.36 | 02/10/2028 | 01/10/2029 |

Terms of Payment:

NOTE THAT THIS IS NOT AN INVOICE

- Net 30
- Applicable sales tax extra
- Annual Subscriptions Due 100%
on 2026-07-01.
- One-Time Services
Not applicable.

Additional Notes: One Lite Seat Included. Prior agreement had Two Lite Seats

ACCEPTANCE

City of Norwalk

Signature:

Name:

Title:

Acceptance Date:



For Customer Invoicing Purposes:

Tax ID # _____

Is this purchase tax exempt? Yes No. If yes, please include your tax-exempt form for our records.

Contact Information for Notices and Invoices:

Name: _____

Email: _____

Terms and Conditions

Unless otherwise stipulated in [Order Notes and Terms of Payment](#), the Customer hereby agrees to order the products and/or services outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions detailed at [End User License Agreement | Euna Solutions](#) (the "Agreement").

All remittance advice and invoice inquiries can be directed to billing@eunasolutions.com.

Lam, Chitsamay

From: Lam, Chitsamay
Sent: Friday, March 13, 2026 2:58 PM
To: Ellis, Tom
Cc: Schmitt, Jared
Subject: FUNDING SOURCES

Hi Tom,

We were looking at AID01 budget amount. When was approval of the funding source? I do not see it in the minutes. Please confirm and then I can add to next month's finance and Claims meeting to fund the below public works contract from Municipal in Aid grant.

Thank you,

FINANCE (CITY) / EMPLOYMENT STAFF

D. PUBLIC WORKS

1. Authorize the Mayor, Harry W. Rilling, Construction Services with Colonna Concrete exceed \$381,556.00.
2. Authorize the Director of Transportation, Mo the contract with Colonna Concrete & Aspha \$76,312.00.
3. Authorize the Director of Transportation, Mob order for Design and Permitting Services with

580000
5796
AID01

Prepared by: Esther Murillo, Assistant City Clerk

Page 3

Chitsamay Lam
Comptroller
City of Norwalk
125 East Ave
Norwalk, CT 06851

203 854-7711 office
203 854-7710 fax
Norwalkct.gov website
clam@norwalkct.gov email





CITY OF NORWALK
Jared Schmitt
Chief Financial Officer
jschmitt@norwalkct.gov

Office: 203-854-7870
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

Date: April 6, 2026
To: James Frayer, Chairman, Finance committee
From: Jared Schmitt, Chief Financial Officer *JDS*
Subject: Auditing Services FY 2026 (July 1, 2025 - June 30, 2026)

Connecticut General Statutes (C.G.S. Section's 7-396 and 4-232) requires the appointing authority of any municipality, audited agency or non-profit agency to file with the Secretary of the Connecticut Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the audit. The notification must be made at least thirty days before the end of the fiscal period of the entity for which the audit is required.

In 2025, the City issued Request for Proposal (RFP) #4406 requesting proposals from qualified CPA firms to perform the City's Annual Financial Statement Audit (including the Single Audit of Grants) and to assist in the preparation of the City's Annual Comprehensive Financial Report (ACFR) for the five (5) year period commencing July 1, 2025 and ending June 30, 2026 (covering audits of Fiscal Years June 30, 2025 through June 30, 2029). Clifton Larson Allen, LLP was selected.

I am submitting for your approval the second year (FY 2026) of the contract at a fee of \$123,600. Account 011310-5253 Accounting and 015725160-330-57 BOE Other Professional Services.

Cc: Barbara C. Smyth, Mayor

3. **COMPENSATION**

A. The Contractor shall be compensated for its professional services and out-of-pocket expenses as follows:

- (1) Fiscal Year ending on June 30, 2025: \$ 120,000.00
(Work to be performed between
May 1, 2025 and June 30, 2026)
- (2) Fiscal Year ending on June 30, 2026: \$ 123,600.00
(Work to be performed between
May 1, 2026 and June 30, 2027)
- (3) Fiscal Year ending on June 30, 2027: \$ 127,300.00
(Work to be performed between
May 1, 2027 and June 30, 2028)
- (4) Fiscal Year ending on June 30, 2028: \$ 131,100.00
(Work to be performed between
May 1, 2028 and June 30, 2029)
- (5) Fiscal Year ending on June 30, 2029: \$ 135,000.00
(Work to be performed between
May 1, 2029 and June 30, 2030)

The total amount of compensation to be paid to the Contractor under this Agreement for its five (5) year term shall not exceed the total sum of **SIX HUNDRED THIRTY-SEVEN THOUSAND DOLLARS AND 00/100 CENTS (\$637,000.00)**.

B. Compensation provided under this Agreement constitutes full and complete payment for all costs assumed by the Contractor in performing this Agreement including, but not limited to, salaries; consultant fees; costs of materials and supplies; printing and reproduction; attendance at meetings, consultations and presentations; clerical costs; travel expenses; postage; telephone; and all similar out-of-pocket expenses. No direct costs shall be reimbursed by the City without specific prior written approval of the City prior to their expenditure.

C. The Parties understand that the City, as a municipal government, is dependent upon receiving continued appropriations or budgeted funds to continue this Agreement throughout its intended five (5) year term. Notwithstanding any provisions herein to the contrary, the City may terminate this Agreement at the end of any fiscal period if a sufficient amount of appropriations or budgeted funds are not available for this Agreement. Such termination may be affected by the City giving thirty (30) days written notice that the necessary funding has been denied.

D. For all additional audit services which may be requested by the City in writing and which are not included within the defined Scope of Services set out in the RFP and Contractor's Proposal, the Contractor shall be compensated on a negotiated, hourly fee basis. Notwithstanding the above, the total amounts paid to the Contractor hereunder including such hourly fees plus the regular compensation provided for the Services herein, shall not exceed the maximum amount set out in Article 3 paragraph A above without a written amendment to this



CITY OF NORWALK
Office of the Mayor

P: 203-854-7701 / F: 203-854-7939

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

April 6th, 2026

To: Members of the Board of Estimate & Taxation
Members of the Planning Commission
Members of the City Council

From: Barbara C. Smyth, Mayor -- City of Norwalk

Re: Special Capital Appropriation Request from the Police Department for the purchase of a police rescue vehicle.

On March 24th, 2026, The City Council approved the purchase of a police rescue vehicle. This resolution is to transfer the funds from the Combined Dispatch Project to the Police Rescue Vehicle Project.


RESOLUTION TO TRANSFER UNEXPENDED FUNDS TO FUND THE PURCHASE OF A POLICE RESCUE VEHICLE

BE IT RESOLVED, that a special capital appropriation of \$361,000.00 is hereby transferred from the Combined Dispatch Capital Project for the Communications Upgrade Project (account # 092-13610-5777-C0638) to the City's Police Department for the purchase of a new Police Rescue Vehicle (account number # 092-63010-5777-C0858).

MEMORANDUM

April 6th, 2026

To: Members of the Board of Estimate & Taxation
Members of the Planning & Zoning Commission
Members of the City Council

From: Tom Ellis, Director of Management & Budgets 

Re: Special Capital Appropriation Request from the Police Department for the purchase of a police rescue vehicle

On March 24th, 2026, The City Council approved the purchase of a police rescue vehicle. This resolution is to transfer the funds from the Combined Dispatch Project to the Police Rescue Vehicle Project.

RESOLUTION TO TRANSFER UNEXPENDED FUNDS TO FUND THE PURCHASE OF A POLICE RESCUE VEHICLE

BE IT RESOLVED, that a special capital appropriation of \$361,000.00 is hereby transferred from the Combined Dispatch Capital Project for the Communications Upgrade Project (account # 092-13610-5777-C0638) to the City's Police Department for the purchase of a new Police Rescue Vehicle (account number # 092-63010-5777-C0858).

Finance recommends approval.

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

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

Permit # R1960

Status Approved
Date of Issue Mar 28, 2025 8:42 AM

| | | | |
|------------------------|-----------------------------------|--------------------------|--|
| Customer Name | Triangle Community Center - 3299 | Work Phone Number | (203) 383-0068 |
| Customer Type | General Public | Home Phone Number | (203) 383-0068 |
| Mailing Address | 650 West Ave Norwalk, CT 06850 | Cell Phone Number | (203) 383-0068 |
| | | Email Address | julie@ctpridecenter.org |
| System User | Internet User | Payer | Triangle Community Center |

| | |
|-------------------------|-------------------|
| Rental Fee | \$3,605.00 |
| Discounts | \$0.00 |
| Subtotal | \$3,605.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$3,605.00 |
| Total Payment | \$3,605.00 |
| Refunds | \$0.00 |
| Balance | \$0.00 |

Pride in the Park 1 resource(s) 1 booking(s) **Subtotal: \$3,605.00**

Event Notes:
Event pending March 12th Recreation & Parks Committee agenda and Special Event permitting process.
Park usage fee of 2,500 attendees or more determined by department.

[Booking Summary](#)

| Veterans Memorial Park (Event) | | Center: Veterans Memorial Park | |
|--------------------------------|---------------------------|--------------------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sat, Jun 14, 2025 2:00 PM | Sat, Jun 14, 2025 8:00 PM | 10000 | \$0.00 |
| Resource level fees | | | \$3,605.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| 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? (Cranbury, Calf Pasture & Fodor Farm sites only) | 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) | 10-12 |

| | |
|---|---|
| Is there a 2nd date in mind or a rain date or location? | June 15 |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 10,000 |
| What is the setup time? | Friday, 6/13 and 6:00 or 7:00 am the morning of the event. Pick up on Sun or Mon |
| What type of event? | Community Event |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | Yes - we will have multiple vendors, food trucks, vendors, and performers in attendance as before |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | Yes |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | Yes |
| Will you be selling food, beverages, goods or wares? | Yes |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | Yes |
| Will you be using temporary electrical resources? | Yes |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | Yes |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | Yes |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|--------------|---------------------------|---|
| Facility- Facility Rental Event Application Form | Jun 14, 2025 | Triangle Community Center | Waiver Signed by: Triangle Community Center on Feb 20, 2025 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.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.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Payment and Refund

| RECEIPT # | DATE | FEE DESCRIPTION | EVENT | RESOURCE | PAYMENT / REFUND |
|-------------|--------------|-----------------------------------|-------------------|------------------------|------------------|
| 1009332.001 | Jun 13, 2025 | Rental Fee- Park-Groups 1500-2499 | Pride in the Park | Veterans Memorial Park | \$1,800.00 |
| 1009453.001 | Jun 20, 2025 | Rental Fee- Park-Groups 1500-2499 | Pride in the Park | Veterans Memorial Park | \$2,805.00 |
| 2000674.002 | Jul 2, 2025 | Rental Fee- Park-Groups 1500-2499 | Pride in the Park | Veterans Memorial Park | -\$1,000.00 |

X:

Date:

City of Norwalk Online

Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreationt@norwalkct.gov

X:

Date:

Triangle Community Center

Customer ID: 3299
Mailing Address: 650 West Ave, Norwalk, CT
06850
Work Phone Number: (203) 383-0068
Home Phone Number: (203) 383-0068
Cell Phone Number: (203) 383-0068
Email Address: julie@ctpridecenter.org

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

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

Permit # R3355
Status Tentative
Date of Issue Mar 18, 2026 12:51 PM
Expiration Date Mar 19, 2026

| | | | |
|------------------------|---------------------------------------|--------------------------|--|
| Customer Name | Ziad Mantoura - 16030 | Home Phone Number | (347) 439-9502 |
| Customer Type | General Public | Cell Phone Number | (347) 439-9502 |
| Mailing Address | 107 highland Ave Norwalk, CT 06853 | Email Address | zmantoura@gmail.com |
| System User | Internet User | | |

| | |
|-------------------------|-------------------|
| Rental Fee | \$2,180.00 |
| Discounts | \$0.00 |
| Subtotal | \$2,180.00 |
| Deposits | \$1,000.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$3,180.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$3,180.00 |

Pound On The Sound Jambaree (Norwalk Junior Lacrosse) 1 resource(s) 2 booking(s) **Subtotal: \$3,180.00**

Event Notes:
 -Changed fee level to 600 people for (2) days = \$1090 per day
 -Added \$1000 site security deposit which is refundable after event providing no damage
 -Please do not advertise for your event until all committee and council approvals are done.

[Booking Summary](#)

| Veterans Memorial Park (Event) | | Center: Veterans Memorial Park | |
|--------------------------------|----------------------------|--------------------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sat, May 30, 2026 12:00 AM | Sun, May 31, 2026 12:00 AM | 600 | \$0.00 |
| Sun, May 31, 2026 12:00 AM | Mon, Jun 1, 2026 12:00 AM | 600 | \$0.00 |
| Resource level fees | | | \$3,180.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| 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? | Yes |
| Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only) | 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) | 2 |
| Is there a 2nd date in mind or a rain date or location? | If we could have the following weekend as a rain/storm date that would be great. |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | est 600 sat and 600 sunday |
| What is the setup time? | day of. Set-up from 6am |
| What type of event? | Sports - Annual Lacrosse tournament and fundraiser |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | food trucks and small (< 10x10) tents, Lacrosse equipment |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | No |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | Yes |
| Will you be selling food, beverages, goods or wares? | Yes |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | No |
| Will you be using temporary electrical resources? | No |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | Yes |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | No |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|--------------|---------------|---|
| Facility- Facility Rental Event Application Form | May 30, 2026 | Ziad Mantoura | Waiver Signed by: Ziad Mantoura on Feb 12, 2026 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.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.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Facility - Rental Agreement

May 30, 2026

Ziad Mantoura

Waiver Signed by: Ziad Mantoura on Feb 12, 2026

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature _____



Deposit

| EVENT | RESOURCE | DEPOSIT FEE | CHARGE | TAX | AMOUNT PAID | REFUNDS | BALANCE |
|---|------------------------|------------------|------------|--------|-------------|---------|------------|
| Pound On The Sound Jambaree (Norwalk Junior Lacrosse) | Veterans Memorial Park | Security Deposit | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |

Payment Schedules

Original Balance: \$3,180.00 Current Balance: \$3,180.00

| DUE DATE | AMOUNT DUE | AMOUNT PAID | WITHDRAWAL ADJUSTMENT | BALANCE |
|--------------|------------|-------------|-----------------------|------------|
| Mar 18, 2026 | \$2,090.00 | \$0.00 | \$0.00 | \$2,090.00 |
| May 30, 2026 | \$1,090.00 | \$0.00 | \$0.00 | \$1,090.00 |

X: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreationt@norwalkct.gov

X: _____

Date: _____

Ziad Mantoura

Customer ID: 16030
Home Phone Number: (347) 439-9502
Cell Phone Number: (347) 439-9502
Email Address: zmantoura@gmail.com

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

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

Permit # R2577

Status Approved
Date of Issue May 16, 2025 10:16 AM

| | | | |
|------------------------|------------------------------------|--------------------------|--|
| Customer Name | Susan Brown Gordon - 8809 | Home Phone Number | (518) 852-6478 |
| Customer Type | General Public | Cell Phone Number | (518) 852-6478 |
| Mailing Address | 26 Yew Street Norwalk, CT 06850 | Email Address | Suebg.art@gmail.com |
| System User | Internet User | Payer | Susan Brown Gordon |

| | |
|-------------------------|-------------------|
| Rental Fee | \$1,500.00 |
| Discounts | \$0.00 |
| Subtotal | \$1,500.00 |
| Deposits | \$1,000.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$2,500.00 |
| Total Payment | \$1,500.00 |
| Refunds | \$0.00 |
| Balance | \$1,000.00 |

NORWALK ART FESTIVAL 1 resource(s) 2 booking(s) **Subtotal: \$2,500.00**

Event Notes:
 -Event pending Special Event permit application process with city departments, approval by Recreation & Parks committee and final approval by City Council
 -\$1,000 site deposit required, refundable after event providing no damage

[Booking Summary](#)

| Mathews Park (Event) | | Center: Mathews Park | |
|---------------------------|---------------------------|----------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sat, Jun 20, 2026 8:00 AM | Sat, Jun 20, 2026 8:00 PM | 400 | \$0.00 |
| Sun, Jun 21, 2026 8:00 AM | Sun, Jun 21, 2026 8:00 PM | 400 | \$0.00 |
| Resource level fees | | | \$2,500.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| 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? (Cranbury, Calf Pasture & Fodor Farm sites only) | 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) | 0 |
| Is there a 2nd date in mind or a rain date or location? | no |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 250-499 per day |
| What is the setup time? | 6:30 am |
| What type of event? | Arts Festival |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | art and crafts |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | Yes |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | Yes |
| Will you be selling food, beverages, goods or wares? | No |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | No |
| Will you be using temporary electrical resources? | No |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | Yes |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | No |

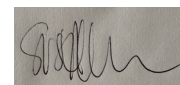
Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|--------------|--------------------|--|
| Facility- Facility Rental Event Application Form | Jun 20, 2026 | Susan Brown Gordon | Waiver Signed by: Susan Brown Gordon on May 15, 2025 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.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.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Deposit

| EVENT | RESOURCE | DEPOSIT FEE | CHARGE | TAX | AMOUNT PAID | REFUNDS | BALANCE |
|----------------------|--------------|------------------|------------|--------|-------------|---------|------------|
| NORWALK ART FESTIVAL | Mathews Park | Security Deposit | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |

Payment and Refund

| RECEIPT # | DATE | FEE DESCRIPTION | EVENT | RESOURCE | PAYMENT / REFUND |
|-----------|------|-----------------|-------|----------|------------------|
| | | | | | |

| | | | | | |
|-------------|--------------|-------------------------------------|-------------------------|--------------|------------|
| 1005283.002 | Jun 20, 2025 | Rental Fee- Park- Groups 250-499 | NORWALK ART FESTIVAL | Mathews Park | \$1,500.00 |
|-------------|--------------|-------------------------------------|-------------------------|--------------|------------|

| Payment Schedules | | | | | Original Balance: \$2,500.00 | Current Balance: \$1,000.00 |
|--------------------------|------------|-------------|-----------------------|------------|------------------------------|-----------------------------|
| DUE DATE | AMOUNT DUE | AMOUNT PAID | WITHDRAWAL ADJUSTMENT | BALANCE | | |
| Mar 6, 2026 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | | |
| Jun 20, 2026 | \$1,500.00 | \$500.00 | \$0.00 | \$1,000.00 | | |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online
Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreationt@norwalkct.gov

Susan Brown Gordon
Customer ID: 8809
Home Phone Number: (518) 852-6478
Cell Phone Number: (518) 852-6478
Email Address: Suebg.art@gmail.com

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

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

Permit # R3346
Status Tentative
Date of Issue Feb 10, 2026 2:34 PM
Expiration Date Mar 12, 2026

| | | | |
|------------------------|------------------------------------|--------------------------|--|
| Customer Name | Claire Mazza - 16029 | Home Phone Number | (718) 637-3491 |
| Customer Type | General Public | Email Address | eccballet@gmail.com |
| Mailing Address | 15 Yew Street Norwalk, CT 06850 | | |
| System User | Internet User | | |

| | |
|-------------------------|-----------------|
| Rental Fee | \$570.00 |
| Discounts | \$0.00 |
| Subtotal | \$570.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$570.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$570.00 |

FAIRFIELD COUNTY DANCE FESTIVAL 1 resource(s) 1 booking(s) **Subtotal: \$570.00**

Event Notes:
-Event contingent on Recreation & Parks committee & city council approvals and completion of Special Event permit.

[Booking Summary](#)

| Mathews Park (Event) | | Center: Mathews Park | |
|---------------------------|---------------------------|----------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Thu, Jul 23, 2026 6:00 PM | Thu, Jul 23, 2026 8:00 PM | 150 | \$0.00 |
| Resource level fees | | | \$570.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| 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? (Cranbury, Calf Pasture & Fodor Farm sites only) | 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 a 2nd date in mind or a rain date or location? | No |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 100-150 |
| What is the setup time? | Earlier that day (7/23) in the morning ideally |
| What type of event? | Dance Festival |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | A stage (28'x32' raised 20" high), 3 10x10 white changing tents, generator for power, speakers |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | Yes |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | Yes |
| Will you be selling food, beverages, goods or wares? | No |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | Yes |
| Will you be using temporary electrical resources? | Yes |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | No |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | No |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|--------------|--------------|--|
| Facility- Facility Rental Event Application Form | Jul 23, 2026 | Claire Mazza | Waiver Signed by: Claire Mazza on Feb 10, 2026 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.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.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Facility - Rental Agreement

Jul 23, 2026

Claire Mazza

Waiver Signed by: Claire Mazza on Feb 10, 2026

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

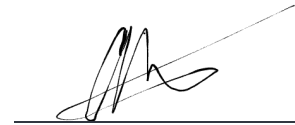
Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



Payment Schedules

Original Balance: \$570.00 Current Balance: \$570.00

| DUE DATE | AMOUNT DUE | AMOUNT PAID | WITHDRAWAL ADJUSTMENT | BALANCE |
|--------------|------------|-------------|-----------------------|----------|
| Jul 23, 2026 | \$570.00 | \$0.00 | \$0.00 | \$570.00 |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online
Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

Claire Mazza
Customer ID: 16029
Home Phone Number: (718) 637-3491
Email Address: eccballet@gmail.com

City of Norwalk
125 East Ave
Norwalk, CT 06851

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

Permit # R3656

Status Approved
Date of Issue Apr 6, 2026 9:34 AM

| | | | |
|------------------------|--|--------------------------|--|
| Customer Name | Rebecca Kovacs - 18 | Home Phone Number | (203) 919-3775 |
| Customer Type | General Public | Email Address | rkovacs@norwalkct.gov |
| Mailing Address | 121 Oscaleta Road South Salem, NY 10590 | | |
| System User | rkovacs | | |

| | |
|-------------------------|---------------|
| 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 |

| | | | | |
|--|---------------------------|---------------|-----------------------------------|-------------------------|
| Shea McGrath Memorial Ceremony | | 1 resource(s) | 1 booking(s) | Subtotal: \$0.00 |
| Booking Summary | | | | |
| Calf Pasture Beach (Department Use) | | | Center: Calf Pasture Beach | |
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX | |
| Sun, May 17, 2026 12:00 PM | Sun, May 17, 2026 2:00 PM | 100 | \$0.00 | |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk
Mailing Address: 125 East Ave, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

Rebecca Kovacs
Customer ID: 18
Home Phone Number: (203) 919-3775
Email Address: rkovacs@norwalkct.gov



Temporary 2026 Activation

This concept represents our vision for activating the beach concession area for the 2026 season, creating a vibrant, welcoming, and high-quality destination for both residents and visitors. Our target soft opening is scheduled for early May, with a guaranteed grand opening on **May 23, 2026 (Memorial Day Weekend)**, aligning with the official start of the summer season.

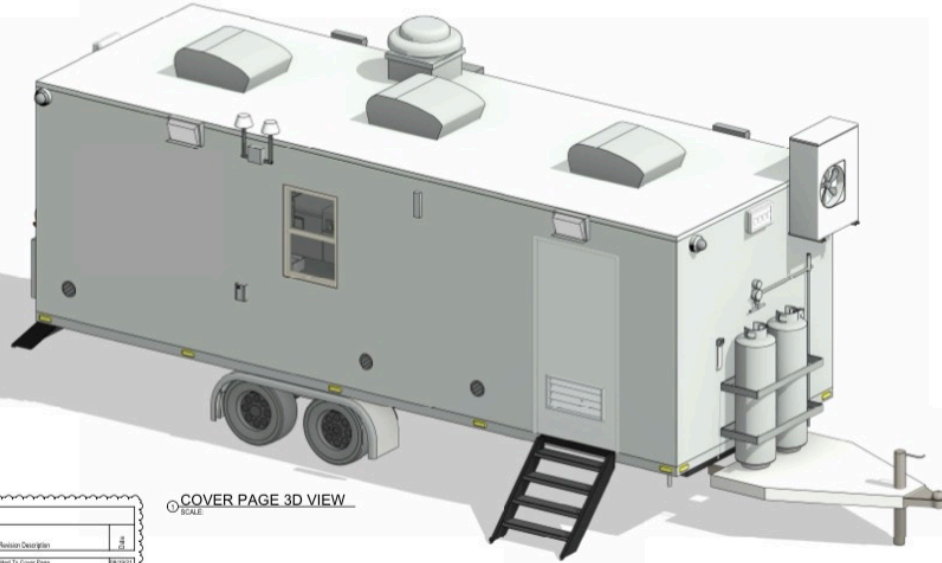
The goal of this activation is to deliver an elevated yet approachable coastal experience – blending great food, refreshing beverages, and a thoughtfully designed outdoor environment. This temporary setup allows us to bring immediate energy to the space while laying the foundation for future long-term improvements. With a strong focus on guest experience, efficient operations, and a clean, modern aesthetic, we aim to create a destination that enhances the overall beach atmosphere and becomes a go-to spot throughout the season.

Initial Brand Identity Colors

LUCAS BRAND IDENTITY

| | | | |
|--------------------------------|--|---------------------------|--|
| PANTONE Illuminating | HEX #F5DF4D R 245 G 223 B 77 C 0 M 9 Y 69 K 4 | PANTONE Black C | HEX #000000 R 0 G 0 B 0 C 0 M 0 Y 0 K 100 |
| PANTONE 637 C | HEX #4ac1e0 R 74 G 193 B 224 C 62 M 2 Y 8 K 0 | PANTONE 637 C | HEX #4ac1e0 R 74 G 193 B 224 C 62 M 2 Y 8 K 0 |
| PANTONE 637 C | HEX #4ac1e0 R 74 G 193 B 224 C 62 M 2 Y 8 K 0 | PANTONE 637 C | HEX #4ac1e0 R 74 G 193 B 224 C 62 M 2 Y 8 K 0 |

EK-12.0 KITCHEN VESSEL



COVER PAGE 3D VIEW
SCALE

| SHEET INDEX | | | |
|-------------|-------------------------------------|---------------------------|----------|
| NO. | SHEET NAME | Revision Description | DATE |
| 001 | Cover Sheet | Revision 1: Initial Issue | 08/19/21 |
| 002 | General Notes | Revision 1: Initial Issue | 08/19/21 |
| 003 | Electrical Notes | Revision 1: Initial Issue | 08/19/21 |
| 004 | Plumbing Notes | Revision 1: Initial Issue | 08/19/21 |
| 005 | Y12 - Cookline Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 006 | Y13 - Sink Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 007 | Y14 - Dishwasher Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 008 | Y15 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 009 | Y16 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 010 | Y17 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 011 | Y18 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 012 | Y19 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 013 | Y20 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 014 | Y21 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 015 | Y22 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 016 | Y23 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 017 | Y24 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 018 | Y25 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 019 | Y26 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 020 | Y27 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 021 | Y28 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 022 | Y29 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 023 | Y30 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 024 | Y31 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 025 | Y32 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 026 | Y33 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 027 | Y34 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 028 | Y35 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 029 | Y36 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 030 | Y37 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 031 | Y38 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 032 | Y39 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 033 | Y40 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 034 | Y41 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 035 | Y42 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 036 | Y43 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 037 | Y44 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 038 | Y45 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 039 | Y46 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 040 | Y47 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 041 | Y48 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 042 | Y49 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 043 | Y50 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 044 | Y51 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 045 | Y52 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 046 | Y53 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 047 | Y54 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 048 | Y55 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 049 | Y56 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 050 | Y57 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 051 | Y58 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 052 | Y59 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 053 | Y60 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 054 | Y61 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 055 | Y62 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 056 | Y63 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 057 | Y64 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 058 | Y65 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 059 | Y66 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 060 | Y67 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 061 | Y68 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 062 | Y69 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 063 | Y70 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 064 | Y71 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 065 | Y72 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 066 | Y73 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 067 | Y74 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 068 | Y75 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 069 | Y76 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 070 | Y77 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 071 | Y78 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 072 | Y79 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 073 | Y80 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 074 | Y81 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 075 | Y82 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 076 | Y83 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 077 | Y84 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 078 | Y85 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 079 | Y86 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 080 | Y87 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 081 | Y88 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 082 | Y89 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 083 | Y90 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 084 | Y91 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 085 | Y92 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 086 | Y93 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 087 | Y94 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 088 | Y95 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 089 | Y96 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 090 | Y97 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 091 | Y98 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 092 | Y99 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |
| 093 | Y100 - Storage Wall Electrical 3D | Revision 1: Initial Issue | 08/19/21 |

GENERAL NOTES:

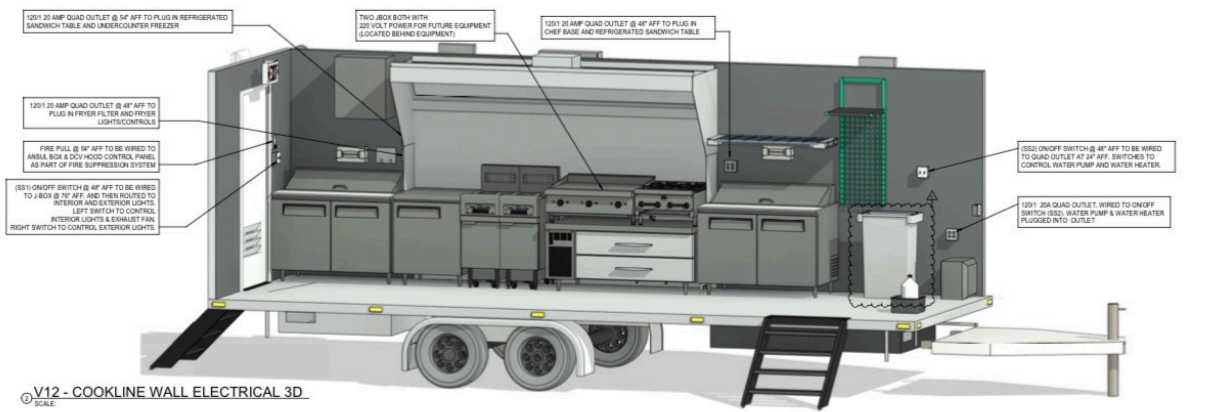
- SEE SHEET FS 10.0 FOR SPECIFIC MSA REQUIREMENTS.
- ALL LOUVERED VENTS SHALL INCLUDE PEST CONTROL SCREENS.
- ALL ACCESS PANELS AND CABINETS ABOVE SHOULDER LEVEL SHALL HINGED UP AND INCLUDE GAS SHOCKS UNLESS OTHERWISE NOTED.
- ALL FLOOR TO WALL TRANSITIONS TO HAVE 3/8" RADIUS COVE FROM FLOOR TO 6" UP THE WALL, TYPICAL IN ALL VESSELS AND ALL MSA'S.
- SPECIFICATION SHEET HAS BEEN ATTACHED FOR ALL EQUIPMENT USED.
- ALL EQUIPMENT TO BE MOUNTED SECURELY TO THE FRAMING STRUCTURE AND/OR COUNTERTOP.

ELECTRICAL NOTES:

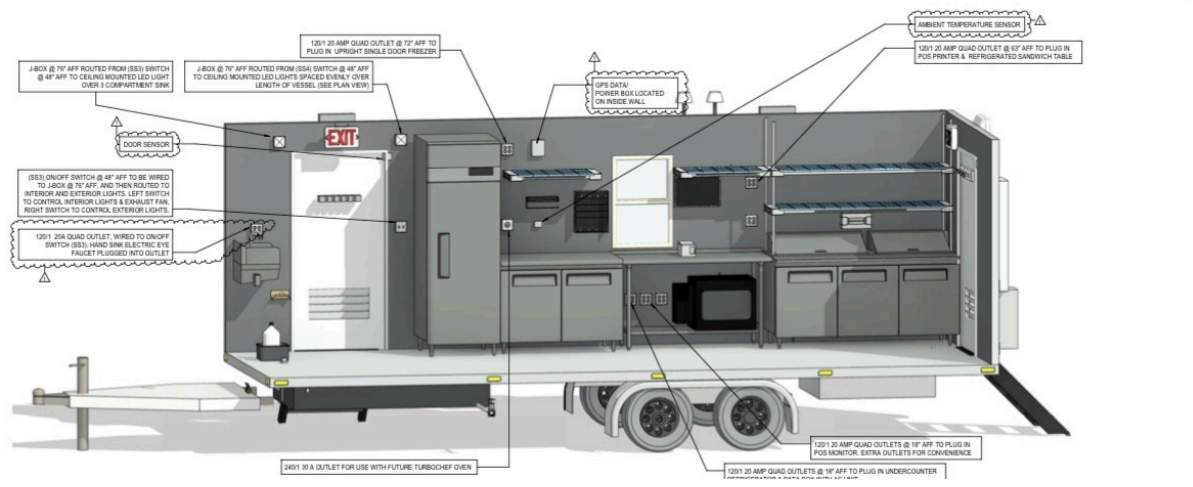
- ALL RECEPTACLES TO HAVE GFCI PROTECTION.
- ALL CONDUIT AND INTERIOR & EXTERIOR JUNCTION BOXES TO THE TRAILER MUST BE WASH-DOWN RATED.
- ALL LOW VOLTAGE WIRES TO BE RAN IN DEDICATED CONDUIT, SEPARATE FROM A.C. CONDUIT, TYPICAL.

PLUMBING NOTES:

- POTABLE WATER INTAKS TO BE MADE OF FOOD GRADED MATERIAL, TYPICAL.
- POTABLE WATER INLET TO BE MIN 1" ABOVE OVERFLOW, TYPICAL.



Y12 - COOKLINE WALL ELECTRICAL 3D
SCALE

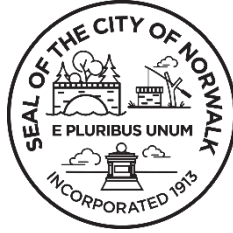


Luca's Beach Club - Temporary 2026 Activation

This rendering illustrates our temporary concept for the 2026 season, designed to activate the patio area with a clean, coastal, and functional layout. The food trailer has already been purchased and is currently in transit, with delivery being scheduled. We have retained **Oman's Garden Center** to complete the patio installation, which will transform the existing sand area (approximately 40' x 75', or 3,000 square feet) by cutting the current grade by 4", installing 3" of processed base, and finishing with 1" of New Jersey beach stone. As discussed, we are proposing to run a water line from the concession building to service both trailers and are requesting connection access to the existing sewer line. Specifically, we are asking the City to provide a stub-out from the main sewer line located centrally within the patio area, allowing our plumbing team to T off and connect directly to each trailer. Additionally, we will be purchasing (or renting) and installing a tent for the 2026 season to support both public use and camp operations; this element is not shown in the rendering to better highlight the overall patio vision and layout.



**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: | 4494 |
| REQUESTING DEPARTMENT: | Recreation and Parks |
| DATE OF RFP ISSUANCE: | 02/04/2026 |
| TITLE OF RFP: | Production Services for Norwalk Summer Concert Series |
| RFI/QUESTION DEADLINE: | 2:00PM 02/13/2026 |
| ELECTRONIC SUBMISSION DEADLINE: | 2:00PM 02/26/2026 |
| HARD COPY SUBMISSION DEADLINE: | N/A |
| MANDATORY WALKTHROUGH: | YES () NO (X) |
| DATE, TIME, AND LOCATION OF WALKTHROUGH | N/A |
| TIME/DATE OF RFP OPENING: | 2:00 PM 02/26/2026 |
| 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
3. EXCEPTIONS (IF ANY)

CITY OF NORWALK
PURCHASING DEPARTMENT
NOTICE TO BIDDERS

1. ALL RFPs WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFP RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.

2. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING RFPs, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE THEMSELVES THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFP.

 - b. EACH BIDDER MUST FULLY INFORM THEMSELVES OF THE CONDITIONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF THEIR OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. IN AS MUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT THEIR WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.

3. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

CITY OF NORWALK PURCHASING DEPARTMENT

GENERAL INFORMATION

1. INTRODUCTION

The City of Norwalk is requesting proposals from qualified firms to provide sound, technical support, and labor for a series of outdoor special events at Calf Pasture Beach. These events are largely attended and will include entertainment that will be arranged by the City of Norwalk Events Coordinator. The requirements of this project are outlined in greater detail under Section 2 Scope of Work/Project Specifications.

2. RFP DOCUMENTS

All RFP documents for this invitation are available over the internet at <http://www.norwalkct.gov>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

3. ADDENDA

All addenda, if issued will be available over the internet at <http://www.norwalkct.gov>. We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the RFP deadline. It is the responsibility of the bidder to check for issuance of any addenda.

4. BIDDER'S LIST

Bidder's list for this solicitation will not be published.

5. QUESTIONS CONCERNING THIS RFP

All questions concerning this solicitation must be directed, via e-mail, to Chris McCauley, Purchasing Officer at cmccauley@norwalkct.gov. Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm, February 13, 2026.

6. SUBMISSION OF RFP

The City of Norwalk requires **electronic sealed submission** for this project in the City of Norwalk's BONFIRE portal (<https://norwalkct.bonfirehub.com/portal/?tab=openOpportunities>)

All sealed electronic submissions must be submitted in Bonfire no later than February 26, 2026, at 2:00PM.

7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFP opening at [Purchasing-Bid Postings](#). RFP results will not be provided over the phone.

CITY OF NORWALK PURCHASING DEPARTMENT

SPECIAL NOTES:

1. **Public Opening:** Per the [City of Norwalk Purchasing Guidelines](#), Bids shall be opened publicly by the Purchasing Agent or his designee, in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. Receipt of Proposals: Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared in accordance with these Procurement Guidelines and shall be open for public inspection after contract award. If you wish to hear the bid/RFP opening, please join us through a teleconference.

Access Number: (866) 640-4044 or (678) 302-3554

Participant Code: 968 704

CITY OF NORWALK
PURCHASING DEPARTMENT

SECTION 1 – RESPONSE FORMS

**CITY OF NORWALK
PURCHASING DEPARTMENT
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

| |
|----------------------------|
| ARC Sound. Stage. Lighting |
| Proposer's Name |


| |
|----------------|
| 19 Meadow St. |
| Street Address |

| | | |
|---------|-------|-------|
| Norwalk | CT | 06854 |
| City | State | Zip |

| |
|---|
| Business Telephone: 203-515-9878 / 203-957-1969 |
|---|

| |
|---------------------------------|
| Email Address: brian@arcssl.com |
|---------------------------------|

| |
|--|
| Brian Nolan - Partner |
| Printed Name and Title of Individual Submitting Proposal |

| | |
|---|---------------|
| The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted. | |
|  | Feb. 24, 2026 |
| Signature | Date |

CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM

| | | |
|---|--------------|------------------------------------|
| Vendor Name - ARC Sound. Stage. Lighting | | |
| Address - 19 Meadow St, Norwalk CT 06854 | | |
| Phone - 203-515-9878 | Fax - | Email - brian@arcssl.com |
| Manager - | | Fed ID# 81-1298883 |

The undersigned hereby declares that they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions and understands that in signing this proposal they waives all right to plead any misunderstanding regarding the same.


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

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED FEES

| | Year 1 | Year 2 | Option Year 1 |
|---|----------|----------|---------------|
| Single Concert Production Fee | \$ 1,200 | \$ 1,260 | \$ 1,323 |
| Total Lump Sum Fee for all 10 Concerts | \$12,000 | \$12,600 | \$ 13,230 |

B. CERTIFICATION

| | |
|--|--|
| Submitted By: Brian Nolan | Signature:  |
| Authorized Agent of Company (Name & Title): | |
| | Date: Feb 24, 2026 |

C. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

| | | | | | | | |
|------------|--|-------|--|------------|--|-------|--|
| Addendum # | | Dated | | Addendum # | | Dated | |
| Addendum # | | Dated | | Addendum # | | Dated | |

CITY OF NORWALK PURCHASING DEPARTMENT

1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

| | | | |
|-----------|--------------------------------------|------------------|------------------|
| 1. | Number of years in business: | 10 | |
| 2. | Number of personnel employed: | Part Time | Full Time |
| | | 5 | 4 |

| 3. List six contracts of this type/size your firm has completed within the last four years: | | | |
|--|----------------|-------------------|----------------|
| Project | Date | Contact Person | Phone No. |
| Middletown CT Summer Series | 2022 - present | Bobbye Peterson | (860) 638-4805 |
| Norwalk Halloween Nightfair | 2023 - Present | Sabrina Godeski | (203) 939-2202 |
| Greenwich Town Party | 2020 - Present | Ken Hays | (203) 948-5505 |
| WestFest Weekend Music Fest | 2024 - Present | Garrett English | (917) 941-0323 |
| MSG Pre-Game - Knicks and Rangers | 2016 - Present | Gennaro Scarpelli | (914) 497-9093 |
| Norwalk SONO Winter Wonderland | 2023 - Present | Sabrina Godeski | (203) 939-2202 |

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

| COMPANY NAME | ADDRESS | PRINCIPAL | PHONE | PORTION/SECTION OF WORK |
|--------------|---------|-----------|-------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

CITY OF NORWALK PURCHASING DEPARTMENT

| | | | |
|---|--|------------------------|-----------|
| <p>5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)</p> | general partnership | | |
| | limited partnership | | |
| | limited liability corporation | | |
| | limited liability partnership | | |
| | corporation doing business under a trade name | | |
| | individual doing business under a trade name | | |
| | X | other (specify) S-Corp | |
| <p>6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled</p> | <u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening? | Yes | No |
| | | X | |
| | <u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.) | Yes | No |
| | | | |
| <p>7. CT eLICENSE (https://www.elicense.ct.gov) / Business Registration (https://business.ct.gov/?language=en_US) : ALEI: 1195760</p> | | | |
| <p>8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u>:</p> | | | |
| Business Name | | | |
| Address | | | |
| City, State & Zip | | | |
| Name of Agent | | | |

CITY OF NORWALK

PURCHASING DEPARTMENT

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website:

<https://www.irs.gov/forms-pubs/about-form-w-9>

1.4 INSURANCE

| | |
|--|---|
| Insurance Agency Name: Athos Insurance Services | Tel: 626-716-9800 |
| Agency Address: 140 S Lake Ave, Ste 352, Pasadena, CA 91101, USA | Email: service@athosinsurance.com |

**CITY OF NORWALK
PURCHASING DEPARTMENT**

1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

City of Norwalk Vendor Questionnaire

IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information (please provide the POC for follow-up questions to this questionnaire):**
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.

YES NO

If your answers to Questions 3 and 4 are BOTH “NO”, thank you for completing the IT Information Security Questionnaire.

If one or both questions are “YES”, please complete the remaining questions.

5. **Office Locations:** How many office locations does your organization have? *Please include the locations of your organization.*

6. **Data Center Locations:** How many data centers does your organization utilize to provide services/products to the City? *Please include the locations of the data centers utilized by your organization.*

7. **Business Entity:** What is your business entity type?

**Example: Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Corporation (LLC), Limited Liability Partnership (LLP)*

8. **How many employees and contingent workers do you have in your organization?**

1-10 10-50 50-100 100-500 500-1000 1000 or more

9. **Physical Access:** Does your organization need to be onsite or offsite to provide services/products to the City?

YES NO

10. **Access to Data:** How is your organization accessing City data?

**Example: Is the data supposed to be sent to your organization via email or will the data need to be uploaded to an application?*

**Note: For third-parties that are providing an application to perform the services, please specify whether the application will be an internally hosted solution, cloud-based solution (i.e. SaaS, IaaS, PaaS), or a traditional web-based application (i.e. eBay, WebEx, online banking application)*

11. **Data Storage:** Does your organization outsource data storage or does your organization utilize its own databases to store data? Does your organization store data outside of the United States?

YES NO

12. **Segregation of Data:** Does your organization's database structure allow segregation of sensitive client data?

YES NO

13. **Independent Attestations:** Does your organization have independent attestations such as (i.e. ISO 27001, SSAE-18 SOC-1, SOC-2, PCI- DSS, ISO 9001)?

14. Information Security

a. Does your organization have written information security policies and procedures (WISP)?

YES NO

b. How often are the information security policies and procedures reviewed and updated?

c. Who in the organization is responsible for reviewing and updating the information security policies and procedures?

d. Does your organization have privacy policies and procedures?

YES NO

e. How often are the privacy policies and procedures updated?

f. Who in the organization is responsible for reviewing and updating the privacy policies and procedures?

g. What methods of encryption are utilized for data at rest and in transit?

h. Are the encryption methods utilized FIPS 140-2 approved?

YES NO

i. Does your organization utilize firewalls to filter incoming data and information from the internet into your company network?

YES NO

j. Does your organization perform penetration testing at least once per year to determine if unauthorized access to the computer network and malicious activity is possible externally?

YES NO

k. Does your organization perform vulnerability testing at least once per year in order to identify vulnerabilities within the internal network?

YES NO

l. Does your organization perform background checks on employees and contingent workers prior to onboarding them? Describe the nature of these background checks (i.e., criminal, credit, international, etc.).

YES NO

m. Does your organization utilize multi-factor authentication?

YES NO

n. Does your organization utilize scan cards or biometric scans to grant employees and contingent workers access to the building and data centers where data is stored?

YES NO

o. If offering a technology product, does the organization utilize software development life cycle (SDLC) or Agile to build and maintain technological product?

YES NO

p. Does the technological product undergo information security testing and quality assurance testing prior to deployment?

YES NO

q. Does the Vendor provide annual Cybersecurity Awareness training to their employee?

YES NO

r. Does the Vendor provide annual phishing simulations for their employee?

YES NO

s. Have users been educated on how to report suspected security violations or vulnerabilities?

YES NO

t. Does the Vendor have an employee identified as the Chief Information Security Officer?

YES NO

u. Are all the Vendor laptops encrypted?

YES NO

v. Are all Vendor computers (workstations, notebooks) required to join the Company's domain and receive Group Policies?

YES NO

w. Does the Vendor meet the NIST 800-63 password guidelines?

YES NO

15. Risk Management

- a. Does your organization have an enterprise risk management framework implemented at your organization?
YES NO

- b. Does your organization have documented enterprise risk management policies and procedures?
YES NO

- c. Who in the organization is responsible for reviewing the enterprise risk management policies and procedures?

- d. Does your organization utilize an outside third-party to provide services/products to the client?
YES NO

- e. Does your organization have a third-party risk management program (TPRM)?
YES NO

f. Does your organization include right-to audit clauses in contracts with third parties?

YES NO

g. Does your organization have a certificate of insurance (COI)? *Please attach a copy of your COI.*

YES NO

Business Continuity/Disaster Recovery

a. Does your organization have a business continuity plan?

YES NO

b. How often is the business continuity plan updated?

c. Does your organization conduct business continuity tests once per year?

YES NO

d. Does your organization have a disaster recovery plan?

YES NO

e. How often is the disaster recovery plan updated?

f. Does your organization conduct disaster recovery tests once per year?

YES NO

g. Does your organization have business continuity and/or disaster recovery sites?

YES NO

h. Are the business continuity/disaster recovery sites located in the United States or outside the United States? *Please include the locations of business continuity/disaster recovery sites?*

YES NO

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SECTION 2 – SCOPE OF WORK / PROJECT SPECIFICATIONS

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2.1 Introduction

The City of Norwalk is requesting Proposals from qualified firms to provide sound, technical support, and labor for a series of outdoor special events. These events are largely attended and will include entertainment that will be arranged by the City of Norwalk Events Coordinator. Dates and exact event locations are subject to change. We are interested in establishing a long-term partnership with a reputable company that can deliver 2026 Summer Concert sound production services and has some experience with a Wenger Showmobile. The intent of the City of Norwalk is to award an agreement to a single vendor for an initial contract period of two (2) years

2.2 Event details

2026 Summer Concert Series – Calf Pasture Beach (expected attendees 200-500)

- Dates: Wednesday, June 24th – Rain Date of Thursday, June 25th

Friday, July 3rd – Rain Date of Sunday, July 5th

Wednesday, July 8th – Rain Date of Thursday, July 9th

Wednesday, July 15th – Rain Date of Thursday, July 16th

Wednesday, July 22nd – Rain Date of Thursday, July 23rd

Wednesday, July 29th – Rain Date of Thursday, July 30th

Wednesday, August 5th – Rain Date of Thursday, August 6th

Wednesday, August 12th – Rain Date of Thursday, August 13th

Wednesday, August 19th – Rain Date of Thursday, August 20th

Wednesday, August 26th – Rain Date of Thursday, August 27th

Potential Rain or Makeup Date: Wednesday, September 2nd or Thursday, September 3rd

2.3 Scope of Services

A. Setup and Breakdown Logistics

Execute the following process as outlined below for all events. Setup and Breakdown times will be discussed with awarded vendor. Awarded vendor to maintain clear communication with the event organizers, coordinate with your crew, and prioritize safety throughout the entire process. Flexibility and adaptability are also important in case of unexpected issues or changes to the plan.

Setup:

Pre-Planning (Leading up to day-of event)

- Confirm the event schedule and technical requirements with the event organizers and participants
- Ensure all equipment is in good working condition and any necessary maintenance or repairs are done in advance
- Arrange transportation for equipment to the event location

Day-of Event

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- Arrange for a crew to arrive at the event location well before start time to set up sound and supplied lighting
- Coordinate with event organizers to allocate the required space for setup
- Set up and ensure Showmobile is stable and safe, including lighting racks and stairs
- Install sound equipment, including microphones, speakers, and mixing consoles as required by performers
- Set up lighting fixtures if necessary
- Test all equipment to ensure its functioning correctly
- Arrange cables neatly to prevent tripping hazards
- Conduct a soundcheck and lighting rehearsal with event performers to ensure everything is working as expected
- Make any necessary adjustments based on the rehearsal
- Ensure all equipment and cables are secure and safe
- Prepare for the event to begin as expected
- Emcee all events by introducing and making announcements as needed.

Breakdown:

- After the event ends, begin the breakdown process immediately
- Load all equipment onto transport vehicles and ensure nothing is left behind

B. Cancellations and Postponed Events

Should for any reason the event be postponed or cancelled, the Events Coordinator in conjunction with the department will make the determination at least 24 hours in advance.

Equipment, Technical Support, and Labor Requirements

- A. A Wenger Showmobile supplied by the City of Norwalk at the event site. Contractor should be knowledgeable about operations and capabilities if awarded this contract.
- B. Sound
 - a. PA System – a high quality, professional PA audio system
 - b. Microphones – as required by performers
- C. Lighting
 - a. Stage lighting – as provided on Showmobile
- D. Technical
 - a. Generators – Limited electricity access on some sites. Given the diverse electrical needs of the event, generators are sometimes necessary to provide power. Ensure they are appropriately sized to handle all equipment (Needed for all Events)
- E. Other Duties
 - a. Vendor should expect to communicate and coordinate logistics with musical acts and make announcements before the beginning of each act.

2.4 Proposal Submission Format

Proposals should put forth full, accurate, and complete but concise information as required by this request. The City shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Firms should create their submissions in 8½” x 11” document size using a minimum 12-point font size, double sided, include page numbers and any blank pages must be watermarked “Intentionally Left Blank”. Proposals should be

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prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The City reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems in its best interest. All proposals will remain property of the City. It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

To enable the City to compare the proposals received we ask that your proposal include the information specified below, the sequence listed, with each section of your proposal numbered to correspond to the numbers sequenced below.

Request for Proposal (RFP) shall include the following, **in this order**:

1. **Section 1-Executive Summary**: Provide a brief history of your firm, company structure, and identify key qualities or services provided that distinguishes your firm from other firms. This section shall include a concise statement of the consultant's approach to the project and a summary of the Consultant's ability to provide the required services. Also include in this section include the Name and address of firm(s) and identification and contact information of the Project Lead.
2. **Section 2-Project Team Organization and Staffing**: Identification of Project Manager and all other team members – as well as any subcontractors to this project – and assigned duties, including a percentage breakdown of personnel hours and associated costs.

The City reserves the right to interview and specify key staff members on this project.

3. **Section 3-Project Approach**: A clear description of how your firm would complete this project, including scope and methodology. This section shall also include the following:
 - A detailed Work Plan Schedule, including estimated completion times for each milestone, allocated staff time per phase, and an overall timeframe for completion of project.
4. **Section 4-References/Statement of Qualifications**: Provide four (4) most recent current or previous government clients in which your firm provides the same size and scope of services requested by the City. Highlight how it's directly related to City of Norwalk. The City, at its discretion may check references in order to determine the Offeror's experience and ability to provide services described in the Scope of Work. All client reference information must be documented and verifiable. Reference contacts must be aware that they are being used as a reference and agreeable to City interview for follow up. References shall include the following, **in this order**:
 - a. Client/Agency Name
 - b. Contact Name and Title (project manager role preferred), Telephone, and Email
 - c. Number of Projects Completed for Client/Agency
 - d. Project Names
 - e. Project Descriptions
 - f. Project Approach and Methodology
 - g. Year of Project and Length of Project
 - h. Project Budgets and Final Invoiced Amount
 - i. Contractor Personnel Assigned to Project and Project Role
5. **Section 5-Other Information**: Provide any other information that you believe will assist the City of Norwalk in making its selection. Such information may be in this section of your proposal

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6. Section 6-Forms: Fully Completed Section 1 – Response Forms

2.5 Selection Process

Proposals will be initially reviewed by a Selection Committee. The Selection Committee may select the two or three firms that best meet the City’s requirements. These firms will then be invited to represent their proposals to and respond to questions from the Selection Committee.

Following this selection process, the Selection Committee will make a recommendation to the City Council Committee. Approval to enter into a contract has to be authorized by the Norwalk City Council.

The City of Norwalk reserves the right to reject any and all proposals submitted, to request additional information from all proposers and to negotiate with one or more of the finalists regarding the terms of this engagement. The City of Norwalk also reserves the right to retain the proposals, use any ideas contained in the proposals and is not obligated in any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Proposals.

The Selection Committee intends to recommend the firm that, in its opinion, best meets the City’s needs, not necessarily the firm with the lowest fees.

The anticipated selection schedule is as follows:

| | |
|---------------------------------|------------|
| RFP Interviews | March 2026 |
| Common Council Committee Review | March 2026 |
| Common Council Review | March 2026 |

2.6 Criteria for Evaluating Proposal Submissions

The City of Norwalk shall be responsible for reviewing the proposals received and will further evaluate them, using the following criteria. The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposals despite its compliance with these criteria if it determines that to do so would be in its best interests.

| Criteria | Weight |
|--|--------|
| Qualifications and Experience: <ul style="list-style-type: none"> • Respondent must demonstrate adequate experience in the following areas: qualification, general experience and technical competence of the project team • Experience, resources, and technical expertise with similar type/size project • Feedback from References with projects similar in size & scope | 30% |

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| Criteria | Weight |
|---|------------|
| Overall Impression of Proposal <ul style="list-style-type: none"> • Organization, clarity, conciseness, and thoroughness. • Approach to the scope of services and statement of works • Proposed project schedule | 20% |
| Additional Considerations (applicable only when not in conflict with state or federal guidelines) <ul style="list-style-type: none"> • Interview/Presentation | 10% |
| Cost Proposal: Cost proposal should include any payment schedule setting forth the frequency and amount of progress payments and identifying the tasks and deliverables (“milestones”) to be completed for each payment to be deemed earned. | 40% |
| Total Possible Points | 100 |

2.7 Prime Proposer Responsibility

Firm’s submitting proposals to this RFP may utilize the services of subcontractors. If subcontractors are planned to be used, this should be clearly explained in the proposal. The prime proposer will be responsible for the entire contract performance whether or not subcontractor is to perform.

All corporate information required in this RFP must be included for each proposed subcontractor. The proposal must also include copies of any agreements to be executed between the prime proposer and any subcontractors in the event of contract award. Under this RFP, the City of Norwalk retains the right to approve all subcontractors.

2.8 Key Personnel

The personnel and commitments identified on any proposer’s proposal will be considered essential to the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the proposer must notify the City of Norwalk fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The proposer will make no deviation without the prior written consent of the City of Norwalk. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the proposer, who in the sole opinion of the City of Norwalk is unacceptable, shall be removed from the project pursuant to the request of City of Norwalk. The proposer will have Fourteen (14) Days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the City of Norwalk.

2.9 Availability of Funds

The contract award under this RFP is contingent upon the availability of funds to the City of Norwalk for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

2.10 Payment & Invoices

The proposer will bill the City of Norwalk based on the submission of monthly invoices in a format to be determined by the City.

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2.11 Termination for Default or for the Convenience of the Contracting Agency

Performance under this contract resulting from this RFP may be terminated by the City of Norwalk whenever;

The proposer, in the sole opinion of the City, is in default in the performance of the contract and shall fail to correct such default within the period specified by the contracting officer in a notice specifying default; or the contracting officer shall determine that termination is the best interest of the City of Norwalk.

Termination will be effected by delivery to the proposer of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the proposer shall:

- Stop all work
- Assign to the City of Norwalk all rights, title and interest in the work being developed;
- Deliver forthwith to the City of Norwalk all completed work and work in progress;
- Preserve and protect, until delivery to the City, all material plans, and documents related to this contract which, if the contract had been completed, would have been furnished to the City of Norwalk or necessary to the completion of the work

2.12 Negotiated changes

In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect

2.13 Contract Agreement(s) and Contract Period(s)

The selected proposer will be required to agree to and sign a formal written contract between the City of Norwalk and the proposer, prepared by the Law Department of the City of Norwalk. A sample of the contract, is provided in a separate section to illustrate the type of contract the City will use to contract for this project.

It is the intention of the City of Norwalk to enter into an agreement for two (2) years with the option of one (1), one-year extensions for a potential total contract length of three (3) years. Any renewal is contingent upon satisfactory performance by the contractor and the City of Norwalk's desire to continue with these services.

2.14 Right of Set-Off

The undersigned bidder hereby authorizes the City to set off against monies payable hereunder by the City to the bidder, an amount equal to any unpaid real and personal property taxes and assessments (the collection of which is not barred by the State of Limitations), owing by the bidder to the City, including all interest and lien charges in connection with such paid taxes.

2.15 Duration of Proposals

Proposals will remain in effect for a period of ninety (90) days from the deadline for submission of the proposal.

2.16 Acceptance of RFP Content

Provisions of this RFP and the contents of the successful response will be used to establish final contractual obligations. The City retains the option of canceling the award if the successful Respondent fails to accept such obligations. The City and the successful Respondent shall enter into a written contract for the work to be performed.

It is understood that this RFP and the Respondent's proposal shall be attached and included by reference in a contract signed by the City and the successful Respondent.

This RFP is not an offer: Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the City of Norwalk or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The fully executed contract document will represent the entire agreement between the proposer and the

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Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the contract has been accepted and approved by the City's Corporation Counsel and fully executed by all parties.

2.17 Insurance Coverage Requirements

INSURANCE RIDER – STANDARD SERVICES + Umbrella

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Contractor; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation Insurance: With respect to all operations the Contractor performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut, and Employer's Liability limits of One Hundred Thousand Dollars (\$100,000) coverage for each accident, One Hundred Thousand Dollars (\$100,000) coverage for each employee by disease, Five Hundred Thousand (\$500,000) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

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Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

Umbrella/Excess Liability: The Contractor shall carry Umbrella or Excess Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than One Million Dollars (\$1,000,000).

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage may be required at the completion of the Project for a duration of seven years or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or better. Additionally, all carriers are subject to approval by the City of Norwalk.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager) as required herein.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Contractor is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Contractor shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Contractor's Basic Services or Additional Services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

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Additional Insured: The liability insurance coverage, (excluding Workers' Compensation & Professional Liability, if included) required for the performance of the Services shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Contractor's insurance shall be primary and shall not seek contribution from any other insurance carried by the additional insured in the payment of a claim.

Waiver of Subrogation: The Contractor hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

Certificate of Insurance: Prior to the commencement of services under this Contract, the Contractor shall furnish Certificate(s) of Insurance to the City. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be provided prior to expiration but no more than fifteen (15) days after policy renewal.

All insurance documents required should be mailed to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager), P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

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2.18 Sample Contract

SAMPLE CONTRACT

The following document is the City's standard Independent Contractor contract. Please be advised that the substantive terms and requirements outlined therein may be revised only with the approval of Norwalk's Corporation Counsel. Additionally, the terms of the final contract may vary at the City's option and, this sample agreement has been included to provide you with the general contract terms and conditions typically utilized by the City in the hiring of an independent contractor for consultant services

AGREEMENT WITH INDEPENDENT CONTRACTOR
BY AND BETWEEN
CITY OF NORWALK
AND
«VendorName»
FOR «Project»

THIS AGREEMENT made and entered into this _____ day of _____, 2020, by and between the **CITY OF NORWALK**, a municipal corporation organized and existing under the laws of the State of Connecticut (the "City"), acting herein by «ContractAuthorizer», its «ContractAuthorizerTitle», and «VendorName», a corporation authorized and licensed to do business in the State of «LicenseState», having a principal place of business at «VendorAddress1», «VendorAddress2», «VendorCity», «VendorState» «VendorZip», acting herein by «VendorAuthorizer», its «VendorAuthorizerTitle», duly authorized (the "Contractor").

WITNESSETH:

WHEREAS, the City is in need of «Notes» (the "Project"); and

WHEREAS, the City desires to retain the services of the Contractor based on the Contractor's representations that it is qualified and capable of performing the needed services in a professional and timely manner and in accordance with the goals and requirements of the Project;

WHEREAS, Contractor has agreed to perform the services described herein for the compensation and in compliance with the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **ENGAGEMENT OF Contractor**

A. Based on the representations of the Contractor set out in its proposal dated «ProposedDate», a copy of which is annexed hereto and incorporated herein as **Exhibit**

2, the City hereby retains the Contractor to perform the services described herein in accordance with the terms and conditions and for the consideration set out in this Agreement.

B. The person in charge of administering this Agreement on behalf of the City shall be «DepartmentHead», Department of «Department», or such other person as may be designated in writing.

C. The person responsible for the services to be performed by the Contractor hereunder shall be «VendorAuthorizer», «VendorAuthorizerTitle».

2. **SERVICES TO BE PERFORMED**

A. The scope and details of the Services to be performed by the Contractor and the specifications to which such Services should conform are described in the City's Bid Invitation dated _____, a copy of which annexed hereto and incorporated herein as **Exhibits 1**. The Contractor shall perform such Services as may be required by the Director in a professional and timely manner in accordance with the terms and requirements of this Agreement, in order to meet the City's needs. Services will be requested on an as needed basis with no minimum or maximum scope.

B. The parties understand that Contractor is retained solely for the purposes of performing the Services described herein. The Contractor's relationship to the City and its agencies shall, during the period(s) of this Agreement, be that of an independent contractor. The Contractor shall not be considered, under the provisions of this Agreement or for any purposes hereunder, as having an "employee" status or as being entitled to participate in any benefits accrued by or given to City employees.

C. In performing the Services and otherwise meeting its duties and obligations hereunder, Contractor shall ensure that its employees and subcontractors observe high standards of professional and business ethics observed by like professionals in the same or similar business, including, but not limited to, following the requirements, rules and regulations of the City, acting with integrity, and creating a workplace atmosphere free of discrimination and harassment.

D. The City may, from time to time, request changes in the Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be valid only when incorporated in written amendments signed by both parties to this Agreement.

3. **COMPENSATION**

A. The Contractor shall be compensated for its performance of this Agreement, a maximum amount not to exceed the sum of «ContractBudgetInEnglish»(\$«ContractBudget») payable in accordance with the terms

of the Contractor's bid.

B. The compensation provided under this Agreement constitutes full and complete payment for all costs and expenses assumed by the Contractor in performing this Agreement including but not limited to labor, materials, product, tools and machinery, salaries, meetings, and all similar expenses. No costs in excess of this stated amount shall be paid or reimbursed by the City without specific prior written approval of the Director.

C. Payments to the Contractor under this Agreement shall be made by the City on approval of payment requisitions certified by the Contractor and submitted not more often than once a week. Each requisition shall be in a form acceptable to the City and shall set forth the hours of work performed and the tasks completed. The City may, prior to making any payment under this Agreement, require the Contractor to submit to it such additional information and/or documentation as it may deem necessary.

D. The acceptance by the Contractor, its successors or assigns, of any payment made on the final requisition under this Agreement, or of any final payment due on termination of this Agreement, shall constitute a full and complete release of the City from any and all claims, demands and causes of action whatsoever which the Contractor, its successors or assigns have or may have against the City under the provisions of this Agreement.

4. **TIME PROVISIONS**

A. The term of this Agreement shall commence effective _____ and conclude on _____. The Contractor shall perform its Services throughout this period.

B. This Agreement shall remain in effect until the services required hereunder are fully completed to the satisfaction of the City, unless otherwise terminated by the parties hereto.

5. **TERMINATION AND SUSPENSION**

The City may at any time and for any reason, with or without cause, terminate this Agreement by written notice specifying the termination date, which shall be not less than fifteen (15) days from the date such notice is given. In the event of such termination, the Contractor's Services shall be paid for in such amount as shall compensate the Contractor for the Services satisfactorily completed prior to termination. Such amount shall be fixed by the City after consultation with the Contractor, and shall be subject to audit by the City's Comptroller. Termination under this section shall not give rise to any claim against the City for damages or for compensation in addition to that provided hereunder.

6. **INSURANCE AND INDEMNIFICATION**

The Contractor agrees to obtain at its own cost and expense all insurance required

by the attached Insurance Rider and to keep the same in continuous effect for a period of two (2) years following the date on which the Director indicates the termination of the Contractor's responsibilities hereunder. Before commencing performance of its Services hereunder, the Contractor shall furnish the City's Corporation Counsel a certificate of insurance, and shall thereafter provide renewal certificates, as appropriate, evidencing such coverage written by a company or companies acceptable to the City. Each insurance certificate shall be endorsed to name the City of Norwalk as an additional insured party and shall provide that the insurance company providing coverage shall notify the City by certified mail at least thirty (30) days prior to the effective termination of or any change in the policy or policies coverage. No change in the coverage provided hereunder shall be made without the prior written approval of the Director.

The Contractor shall indemnify, defend and save harmless the City, its officers, agents and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, losses, costs or damages, including attorneys' fees, on account of any injury or damage to or destruction of property, or any loss, cost, expense or other aggravement, which is due, related to or in any way connected with the negligent, willful or wanton performance of this Agreement by the Contractor, its employees, representatives, agents, or subcontractors. This provision shall include all losses, costs, and damages which the City may suffer as a result of a defect in any plan, drawing, design, or specification prepared, acquired, or used by the Contractor, or as a result of any negligent supervision of its services by the Contractor. The Contractor shall and does hereby assume and agree to pay for the defense of all such claims, demands, suits, and proceedings. The provisions of this section shall survive the expiration or early termination of this Agreement; shall be separate and independent of any term or requirement hereof; and shall not be limited by reason of any insurance coverage.

7. **GENERAL PROVISIONS**

A. By this Agreement the City intends to secure the professional services of qualified, experienced employees of the Contractor. Failure of the Contractor for any reason to make a sufficient number of such employees available to the City to the extent necessary to perform the services required in a skillful, professional and prompt manner shall be cause for termination of this Agreement.

B. This Agreement, being intended to secure the Services of the Contractor, shall not be assigned, delegated, transferred or subcontracted in any manner or to any extent without the prior consent of the City in writing.

C. When the City shall have reasonable grounds for believing that:

(1) The Contractor will be unable to perform this Agreement fully, professionally, and satisfactorily within the time fixed for performance or in accordance with the terms and requirements set forth herein; or

(2) A meritorious claim exists or will exist against the Contractor or the City arising out of the negligent, willful or wanton acts, errors or omissions of the Contractor, its

agents, servants or employees, or the Contractor's breach of any provision of this Agreement; then the City may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the City for such period as it may deem advisable to protect the City against any loss, expense or damage and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the City, and no person shall have any right or claim against the City by reason of the City'S failure or refusal to withhold monies. No interest shall be payable by the City on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the City.

D. The Contractor shall not assert any claim arising out of any act or omission by any agent, officer or employee of the City in the execution or performance of this Agreement against any such agent, officer or employee. Such claims may be made against the City.

E. No member of the governing body of the City, and no other officer, employee, or agent of the City shall have any personal interest, direct or indirect, in this Agreement, except as permitted by the Code of Ethics of the City of Norwalk; and the Contractor covenants that no person having such interest shall be employed in the performance of this Agreement. The Contractor further covenants that he has no prior personal or business relationship with the City's architect, general contractor, or their consultants, subcontractors, agents, or employees.

F. This Agreement shall be construed in accordance with the laws of the State of Connecticut, and any action or suit at law in connection herewith shall be brought in the Superior Court of the State of Connecticut, Judicial District Stamford/Norwalk.

G. The Contractor shall comply with all applicable laws, ordinances and codes of any governmental body having jurisdiction over any matter related to this Agreement or the services to be performed hereunder, and shall commit no trespass on any private property in performing any of the work embraced by this Agreement.

H. During the performance of this Agreement, the Contractor agrees not to discriminate nor to permit any discrimination against any employee or applicant for employment because of race, color, religion, age, sex, gender identity or expression, marital status, national origin, sexual orientation, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability including, but not limited to blindness, unless it is proven that the disability or characteristic prevents proper performance of the work involved.

I. This Agreement incorporates all the understandings of the parties hereto and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written.

J. The City and the Contractor each binds itself and its successors and assigns

to the other party and to its successors and assigns with respect to all covenants of this Agreement. The Contractor shall transfer any interest in this Agreement without the prior written approval of the City.

K. The products of the services performed under this Agreement shall become and remain the property of the City. This shall include all partially completed services in the event that the Agreement is terminated before completion of its term for any reason.

L. If any provision of this Agreement is held invalid, the balance of the provisions shall not be affected thereby if such provisions would then continue to conform to the requirements of applicable laws. The remaining provisions shall thereupon continue in full force and effect.

M. All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the City: «DepartmentHead», «DepartmentHeadTitle»
Department of «Department»
P.O. Box 5125
Norwalk, CT 06856-5125

With a Copy to: Corporation Counsel
City of Norwalk
P.O. Box 5125
Norwalk, Connecticut 06856-5125

To the Contractor: «VendorAuthorizer», «VendorAuthorizerTitle»
«VendorName»
«VendorAddress1»
«VendorAddress2»
«VendorCity», «VendorState» «VendorZip»

Notices shall be deemed to have been duly given, delivered or served either upon personal delivery or three (3) days following the date when they are sent by registered mail with proper postage.

N. No change or modification of this Agreement shall be valid unless it is in writing and executed by all parties to this Agreement.

O. The Contractor represents to the City as follows:

i) That the Contractor is a legally existing corporation under the laws of its respective states of incorporation and has not previously filed, nor is presently contemplating filing, nor has received notice of a petition of, nor contemplates receiving notice of a petition of, bankruptcy, liquidation, receivership or any other action for the

protection of creditors or debtors;

ii) That the Contractor has the financial resources to perform this Contract and that it is not the subject of any litigation or action, pending or threatened, regarding this Contract or which, if resulting in an adverse decision, would affect its ability to perform its duties under this Contract;

iii) That it has, and has exercised, the required corporate power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this Contract and to assume the responsibilities and obligations created hereunder; and

iv) That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the Contractor hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions.

Dated at Norwalk, Connecticut, the day and year first above written, and executed in two (2) counterparts.

Signed, Sealed and Delivered
in the Presence of:

Witnesses' signatures:

CITY OF NORWALK

By: _____
«ContractAuthorizer»
Its «ContractAuthorizerTitle»
Duly Authorized

Date signed: _____

Witnesses' signatures:

«VendorName»

By: _____
«VendorAuthorizer»
Its «VendorAuthorizerTitle»
Duly Authorized

Date signed: _____

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

APPROVED AS TO
AVAILABILITY OF FUNDS:

By: _____
Comptroller

Date: _____

INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Architect; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation Insurance: With respect to all operations the Contractor performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

Umbrella/Excess Liability: With respect to all operations the Contractor performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

Environmental Liability: If applicable, based on the Contractor's Scope of Work, the Contractor is required to provide environmental and remediation (Contractor's Pollution Liability –CPL-) insurance in the amount of One Million Dollars (\$1,000,000) per claim limit and One Million Dollars (\$1,000,000) aggregate limit per occurrence. If the insurance is provided with a combination of excess pollution liability policies, the policy shall be written on a follow form coverage wording to its underlying Schedule of insurance.

Errors and Omissions/Professional Liability: With respect to any damage caused by a negligent act, error, or omission of the Architect, the Architect shall carry minimum One

Million Dollars (\$1,000,000) coverage per claim and in the aggregate. With respect to any damage caused by a negligent act, error, or omission of the Architect's subconsultants, the subconsultants shall carry minimum Two Million Dollars (\$2,000,000) coverage per claim and in the aggregate.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractors. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Contractor is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Contractor shall provide comparable substitute coverage so that there is no lapse in

applicable coverage or reduction in the amount of coverage available to the City related to the Contractor's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City of Norwalk as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Waiver of Subrogation: Contractor hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

SECTION 3 GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08/08/2013, or later on file you may obtain a copy over the Internet at <http://www.norwalkct.gov>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

Document number 1002. <http://www.norwalkct.gov/documentcenter/view/868>

SECTION 4

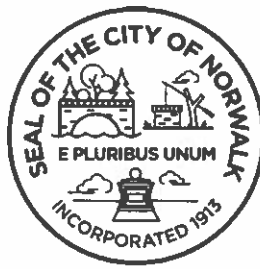
LIVING WAGE ORDINANCE

GENERAL INFORMATION

Rev. 02022026

NOTE: SECTION 4 contains information concerning the City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 02/02/2026 or later on file, you may download a copy of this Ordinance from the Terms and Conditions section of the City of Norwalk's website at <http://www.norwalkct.gov>

Document number **1019:** <http://www.norwalkct.gov/DocumentCenter/Home/View/862>



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 3/16/2026

DEPARTMENT: Rec and Parks


Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input checked="" type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$161,334.37 MUNIS Account: 09246030 5777 C0820, 2SB32001 739 03, 030000 2684

VENDOR: Northeast Scoreboards

| | | |
|-----------------------------------|--|--|
| Purchasing Agent Signature | The Purchasing Agent | Department Head Signature |
| | <input checked="" type="checkbox"/> Supports |  |
| Purchasing Agent Name | <input type="checkbox"/> Does Not Support | Department Head Name |
| | <input type="checkbox"/> Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Robert Stowers |
| Date | | Date 3/16/2026 |

JUSTIFICATION:

The Parks Department and Board of Education are looking to replace the dated scoreboard at Casagrande Field. The attached pricing is from Omnia contract # Region14 ESC TX/08-37.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

Empty box for emergency explanation.

Northeast Scoreboards

PO Box 302

Moodus, CT 06469

860-790-0282

northeastscoreboards@gmail.com

Estimate

| Name/Address |
|--|
| Brien McMahon High School 30 Highland Avenue Norwalk, CT 06854 |

| Date | Quote | Project |
|----------|-------|---------|
| 01/11/26 | 620 | |

| Item | Description | Quantity | Cost | Total |
|---------------------------|--|----------|--------------|-----------|
| 00 | P10 Outdoor Video Display. 10mm, 19.95' x 9.45' Power 67.3 Amps @208VAC 100 Amp Circuit Required Must have Internet connection in press box. pricing assumes we can get fiber optic cable from the press box to the location of the scoreboard. Pricing does not include trenching and running conduit for power or Fiber | 1 | 75,711.40 | 75,711.40 |
| 3018A | Football Scoreboard Model 3018A 4'6" x 18' | 1 | 9,518.97 | 9,518.97 |
| Shots 22 | OES Football Play clocks with 22" digits | 2 | 1,733.00 | 3,466.00 |
| 00 | Jackery Battery generator to un one play clock | 1 | 800.00 | 800.00 |
| RFD-XB9 | Radio Kit for Scoreboards | 3 | 405.00 | 1,215.00 |
| Bolt Live | Bolt Live, LED Content management: | 1 | 10,905.00 | 10,905.00 |
| 00 | 485-USB M4 Cable | 1 | 233.00 | 233.00 |
| AC624024U | 2' x 20' Ad Panel with artwork and unistrut | 1 | 2,497.00 | 2,497.00 |
| RTR-240X18 | Decorative truss with Logos and text | 1 | 9,288.00 | 9,288.00 |
| 00 | fiber optic cable, 500' | 500 | 1.50 | 750.00 |
| Freight With Insurance | Freight | 1 | 3,500.00 | 3,500.00 |
| Install | Remove and dispose of existing scoreboard, Install video display on existing structure, pull fiber optic cable through conduit supplied by others and not included in this price. set up control room. train via webinar. Install Play Clocks | 1 | 36,000.00 | 36,000.00 |
| ISC Edge | ISC Edge Scoreboard Control. 10" Touch Screen. | 1 | 1,950.00 | 1,950.00 |
| | | | Total | |

Northeast Scoreboards

PO Box 302

Moodus, CT 06469

860-790-0282

northeastscoreboards@gmail.com

Estimate

| Name/Address |
|--|
| Brien McMahon High School 30 Highland Avenue Norwalk, CT 06854 |

| Date | Quote | Project |
|----------|-------|---------|
| 01/11/26 | 620 | |

| Item | Description | Quantity | Cost | Total |
|------------|---|----------|--------------|----------|
| ISC Mobile | Includes remote start stop switch and play clock re-set switch Blue tooth interface for Mobile scoring app. Allows the Scoreboard to be used on the field by cel phone app or tablet. | 1 | 0.00 | 0.00 |
| 00 | Pull fiber into existing conduit | 1 | 4,000.00 | 4,000.00 |
| 00 | Terminatate Fiber | 1 | 1,500.00 | 1,500.00 |
| 00 | If we are not able to pull fiber all the way through the existing conduit. We can dig a trench and install new conduit the rest of the way on a time and materials basis. | 1 | 0.00 | 0.00 |
| 00 | Internet is required in the press box to provide for training, Troubleshooting, system upgrades, Internet can be provided by either WiFi or copper. | | 0.00 | 0.00 |
| 00 | Preliminary, training is provided on site. this is basic how to start up the system, operating the scoreboard control, operating the Bolt content management system. In Depth comprehensive training is provided remotely via webinar and team viewer. After initial training, Additional training is provided as needed. | | 0.00 | 0.00 |
| 00 | Your systems have a 5 year warranty. See enclosed warranty from the manufacturer for exceptions. | | 0.00 | 0.00 |
| 00 | Terms: 60% payment due upon placing the order. 30% due prior to shipping. Balance upon completion | | 0.00 | 0.00 |
| | | | Total | |

Northeast Scoreboards

Estimate

PO Box 302

Moodus, CT 06469

860-790-0282

northeastscoreboards@gmail.com

| Name/Address |
|--|
| Brien McMahon High School 30 Highland Avenue Norwalk, CT 06854 |

| Date | Quote | Project |
|----------|-------|---------|
| 01/11/26 | 620 | |

| Item | Description | Quantity | Cost | Total |
|------|--|----------|--------------|---------------------|
| 00 | Omnia Contract: Region14 ESC-TX/08-37 | | 0.00 | 0.00 |
| 00 | Install pricing includes prevailing wage | | 0.00 | 0.00 |
| | Sales tax | | 6.35% | 0.00 |
| | | | Total | \$161,334.37 |

From: [Hughes, Ken](#)
To: [Conners, Sharon](#); [Iniguez, Nicolas](#)
Subject: Re: Noncompetitive Justification Procurement Form : Northeast Scoreboards
Date: Tuesday, March 17, 2026 4:31:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Yes.

Get [Outlook for iOS](#)

From: Conners, Sharon <sconners@norwalkct.gov>
Sent: Tuesday, March 17, 2026 4:22:39 PM
To: Iniguez, Nicolas <NIiguez@norwalkct.gov>
Cc: Hughes, Ken <khughes@norwalkct.gov>
Subject: RE: Noncompetitive Justification Procurement Form : Northeast Scoreboards

The quote date is 1/11/2026, are they still honoring it?

Sharon Conners
Purchasing Agent
City of Norwalk
125 East Avenue
PO BOX 5125
Norwalk, CT 06856-5125
203-854-7947 office

[Purchasing & Central Services](#)



From: Iniguez, Nicolas <NIiguez@norwalkct.gov>
Sent: Tuesday, March 17, 2026 11:45 AM
To: Conners, Sharon <sconners@norwalkct.gov>
Cc: Hughes, Ken <khughes@norwalkct.gov>
Subject: Noncompetitive Justification Procurement Form : Northeast Scoreboards

Good Morning Sharon ,
I have the Noncompetitive Justification Procurement Form for the scoreboards that need to be replaced at Casagrande Field . Let us know if you need anything else .
Thank You

Nicolas Iniguez
Executive Assistant / Department of Recreation and Parks
City of Norwalk, Connecticut

125 East Ave

Norwalk, CT,06851

Office:(203)854-7813

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

niniguez@norwalkct.gov



Executive Summary

Strategic and community-centered executive leader with extensive experience advancing family well-being, early childhood initiatives, trauma-informed practices, and cross-sector collaboration across education, human services, and nonprofit systems. Demonstrates strong capability in developing community programs, strengthening organizational infrastructure, managing multi-component service models, and building partnerships that expand access to resources for children, families, and underserved populations. Recognized for an equity-driven approach and the ability to mobilize stakeholders across municipal agencies, schools, philanthropy, and community organizations. Brings a proven track record of leading teams, managing budgets, securing funding, and driving systems-level improvements that enhance outcomes citywide.

Core Leadership Competencies

Community Partnerships & Cross-Sector Collaboration • Human Services Administration • Program Development & Implementation • Strategic Planning & Policy Alignment • Budget & Resource Management • Grant Development & Donor Relations • Equity-Driven & Trauma-Informed Leadership • Early Childhood & Family Services • Staff Leadership, Coaching & Organizational Development • Public Engagement & Government Relations • Data-Informed Decision Making

Professional Experience

The Odyssey Family Executive Center of South Norwalk – Norwalk, CT

Executive Director | 2023–Present

Leads a community-focused nonprofit organization dedicated to improving early childhood outcomes and strengthening family well-being across South Norwalk. Oversees a \$600K annual budget, supervises 4 full-time and 1 part-time staff, manages multi-year philanthropic partnerships, and directs strategic growth of programs serving families from pregnancy through early childhood.

Key Achievements & Leadership Impact

- Leads organizational expansion, infrastructure development, and strategic planning to ensure alignment with community needs and evidence-based practices.
- Directed successful accreditation of the Home Visiting Program under the Healthy Families America (HFA) model, strengthening service quality and clinical standards.
- Developed and launched the Odyssey Care & Share Van, a mobile community resource initiative supporting families with essential items, early literacy, and on-site assistance.
- Expanded core family and community services, including Moms United, an ongoing maternal mental health support group; Stronger Together, a parent engagement and education model; and early childhood transition and parent-school partnership supports.
- Secured significant grant funding from major local foundations, including the Ritter Family Foundation, Suzanne McGraw Foundation, and New Canaan Community Foundation.
- Elevated the organization's visibility and community reach through expanded outreach, public engagement efforts, and strategic collaborations that increased access to services for underserved families.
- Enhanced organizational operations by improving internal systems, refining workflows, and enhancing program infrastructure to support sustainable growth and high-quality service delivery.
- Strengthened Norwalk's family support ecosystem by coordinating services across schools, early childhood programs, health providers, municipal partners, and community organizations to streamline access for families.

Waterside School – Stamford, CT

Director of Student Services & Support / School Social Worker (LMSW) | 2016–2023

Led multi-tiered systems of support and provided counseling, crisis intervention, and social-emotional programming for a diverse student population. Built partnerships with community mental health agencies and external providers to ensure continuity of care.

- Designed and implemented schoolwide SEL programming, parent academies, and faculty workshops on child development, trauma-informed practice, and responsive classroom culture.

- Delivered individual and group counseling, coordinated student support plans, and developed interventions based on teacher assessments and student needs.
- Built strong parent engagement strategies and facilitated cross-agency collaboration with clinicians, advocates, and external partners.

Trailblazers Academy – Stamford, CT

Dean of Students | 2013–2015

Directed schoolwide behavioral systems, student support structures, and restorative practices. Monitored trends in attendance, truancy, and disciplinary referrals and guided staff in classroom management and climate-building techniques.

- Designed and led behavior support programs, staff trainings, and climate initiatives aligned with trauma-informed practices.
- Strengthened student–teacher relationships and improved family engagement through coordinated communication systems.

School Principal | 2008–2013

Led daily school operations, supervised staff, managed budget and program planning, and engaged stakeholders including funders and Board of Directors.

- Oversaw enrollment growth initiatives, family engagement strategies, and successful student transitions to high school.
- Facilitated PPT meetings and supervised special education services; managed school budget and donor relationships.

Director of Family Advocacy | 2006–2008

Coordinated home visits, family outreach, and individualized support plans. Implemented SEL programming (Sanctuary Model) and developed workshops for parents on communication, digital safety, and school readiness.

Education

Master of Social Work | Graduate School of Social Service, Fordham University

Master of Education | Quinnipiac University

Bachelor of Arts in Political Science and Government | Clark University

Certifications and Training

Licensed Master Social Worker (LMSW) CT | 071 CT School Social Worker | Therapeutic Crisis Intervention | CT Mandated Reporter | Responsive Classroom | CBT

Leadership & Civic Engagement

Co-Chair, The SOUL Fund – Black Giving Circle (Fairfield County Community Foundation)

Guides philanthropic investment in Black-led, Black-serving organizations across Fairfield County.

Stamford Public Schools Board of Education – Elected Member (2024-present)

Board Secretary; Committee Chair. Provides governance, policy oversight, and budget leadership for SPS serving 16,000 students.

Board of Directors, Stamford Public Education Foundation (SPEF) – (2021-present)

Supports strategic direction advancing educational equity and family engagement in Stamford.

Member, Norwalk Early Start Collaborative

Collaborates with local partners to strengthen early childhood systems and community supports.

BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula

Total Amount To Be Awarded Under This Funding
Opportunity: \$96,384,585

Anticipated Award Ceiling: Up to \$4,098,693

Anticipated Period of Performance Duration: 48 months

Funding Opportunity Number: O-BJA-2025-172542

Deadline to submit SF-424 in Grants.gov: **April 21, 2026 by 11:59pm Eastern Time**
Deadline to submit application in JustGrants: **April 28, 2026 by 5:00pm Eastern Time**



BJA
Bureau of Justice Assistance
U.S. Department of Justice

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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

| | |
|-----------------------------------|--|
| Agency Name | U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance |
| NOFO Title | BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula |
| Announcement Type | Initial |
| Funding Opportunity Number | O-BJA-2025-172542 |
| Assistance Listing Number | 16.738 |

Executive Summary

This NOFO will provide formula funding to eligible units of local government to, in general, support hiring additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs.
 2. Prosecution and court programs.
 3. Prevention and education programs.
 4. Corrections and community corrections programs.
 5. Drug treatment and enforcement programs.
 6. Planning, evaluation, and technology improvement programs.
 7. Crime victim and witness programs (other than compensation).
 8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
 9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs.
 10. Programs to purchase and operate unmanned aircraft systems (as defined in section 44801 of title 49, United States Code) to benefit public safety.
 11. Programs to purchase and operate counter-UAS systems (as defined in section 44801 of title 49, United States Code) included on the list of technologies established by subsection (d)(2)(A)(iii) section 210G of the Homeland Security Act of 2002 (6 U.S.C. 124n(d)(2)(A)(iii)) to exercise the authority granted under subsection (a)(2) of such section.
- **Category 1: Applicants with allocation amounts less than \$25,000**
Category 1 provides formula funding to eligible units of local government with FY25 JAG allocations less than \$25,000 as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.
 - **Category 2: Applicants with allocation amounts \$25,000 or more**

Category 2 provides formula funding to eligible units of local government with FY25 JAG allocations of \$25,000 or more as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.

Please see the [Eligible Applicants](#) section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

| | |
|--|---|
| Funding Opportunity Release Date | March 13, 2026 |
| SAM.gov Registration/Renewal | Recommend beginning process by March 13, 2026, and no later than March 27, 2026 |
| Step 1: Grants.gov Application Deadline | 11:59 p.m. Eastern Time on April 21, 2026 |
| Step 2: JustGrants Application Deadline | 5:00 p.m. Eastern Time on April 28, 2026 |

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$96,384,585

- **Competition ID, Category 1: Applicants with allocation amounts less than \$25,000**
 - **Anticipated Number of Awards:** 637
 - **Anticipated Award Ceiling:** \$24,975
 - **Anticipated Period of Performance Start Date:** October 1, 2024
 - **Anticipated Period of Performance Duration:** 24 months
- **Competition ID, Category 2: Applicants with allocation amounts \$25,000 or more**
 - **Anticipated Number of Awards:** 593
 - **Anticipated Award Ceiling:** \$4,098,693
 - **Anticipated Period of Performance Start Date:** October 1, 2024
 - **Anticipated Period of Performance Duration:** 48 months

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the

United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Pub. L. No. 90-351, Title I, Part E, subpart 1 (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only)

Email: OJP.ResponseCenter@usdoj.gov

Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday, except on federal holidays

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

[OJP Grant Application Resource Guide](#): Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

[JustGrants Application Submission Training Webpage](#): Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**
 - Special district governments
 - City or township governments
 - County governments
 - Native American tribal governments (Federally recognized)

By law, for purposes of the JAG Program, the term “units of local government” includes a town, township, village, parish, city, county, borough, or other general-purpose political subdivision of a state, or it may be a federally recognized American Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

Prior to starting an application to this NOFO, all prospective unit of local government applicants should check the [JAG Allocation page](#) and the link to their relevant state to determine if they are eligible for a direct award from BJA.

- Eligible applicants with allocation amounts of less than \$25,000 must apply to Category 1.
- Eligible applicants with allocation amounts of \$25,000 or more must apply to Category 2.
- Only one eligible unit of local government that is a member of a disparate group may apply for funding as the fiscal agent for the other members of the group.
- Applications from ineligible units of local government (i.e., not listed in the allocation charts) will not be accepted for funding.

Cost Sharing/Match Requirement

This NOFO does **not** require cost sharing/match.



PROGRAM DESCRIPTION

General Purpose of the Funding

This NOFO will provide formula funding to eligible units of local government to, in general, support hiring additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs.
2. Prosecution and court programs.
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment and enforcement programs.
6. Planning, evaluation, and technology improvement programs.
7. Crime victim and witness programs (other than compensation).
8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs.
10. Programs to purchase and operate unmanned aircraft systems (as defined in section 44801 of title 49, United States Code) to benefit public safety.
11. Programs to purchase and operate counter-UAS systems (as defined in section 44801 of title 49, United States Code) included on the list of technologies established by subsection (d)(2)(A)(iii) section 210G of the Homeland Security Act of 2002 (6 U.S.C. 124n(d)(2)(A)(iii)) to exercise the authority granted under subsection (a)(2) of such section.

This NOFO has two categories:

Category 1: Applicants with allocation amounts less than \$25,000

Category 1 provides formula funding to eligible units of local government with FY25 JAG allocations less than \$25,000 as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.

Category 2: Applicants with allocation amounts \$25,000 or more

Category 2 provides formula funding to eligible units of local government with FY25 JAG allocations of \$25,000 or more as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.

In connection with all of the above purposes, it should be noted that the JAG statute, at [34 U.S.C. § 10152](#), defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including but not limited to police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies

assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

Additionally, JAG funds awarded under this NOFO may be used for any purpose indicated here: [Purposes for Which Funds Awarded Under the Edward Byrne Memorial Justice Assistance Grants \(JAG\) Program May Be Used](#).

Areas of Emphasis

BJA recognizes that many state and local criminal justice systems currently face challenging fiscal environments and that an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among federal, state, local, tribal and territorial (SLTT) law enforcement. BJA encourages SLTT recipients of FY25 JAG funding to join federal law enforcement agencies in addressing the following challenges:

Combatting Violent Crime: JAG funds may be used to implement, enhance, or expand projects that combat violent crime. This should include directly supporting law enforcement operations. Specific activities could include addressing human trafficking of American citizens; dismantling criminal gangs, street crews, and drug networks, including drug manufacturing, dealing, and trafficking; and cracking down on the open use of illegal drugs. State and local agencies are encouraged to coordinate with their United States Attorneys and Project Safe Neighborhoods grantees in order to leverage JAG funding for violence reduction projects, to include the DOJ Operation Take Back America to eliminate cartels and transnational criminal organizations; and to coordinate their law enforcement activities with those of federal law enforcement agencies such as the Federal Bureau of Investigation (FBI), the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the Drug Enforcement Administration, the United States Marshals Service, and the Department of Homeland Security.

Further, state and local agencies may use JAG funds to protect the public, critical infrastructure, mass gathering events, and public facilities from threats posed by the careless or unlawful use of unmanned aircraft systems (UAS) as well as to interrupt drug cartels use of UAS for smuggling and surveilling law enforcement, to include purchase of UAS (see BJA's [UAS page](#) for prior approval requirements before using JAG funds for UAS or counter-UAS) or equipment or services for the detection, tracking, or identification of drones and drone signals.

Immigration Enforcement: State and local agencies may use JAG funds to partner with federal law enforcement on immigration enforcement operations (e.g., information sharing, 287(g) partnerships, task forces, and honoring detainees), protecting critical infrastructures, and information/intelligence problems.

Safe Communities: State and local agencies may use JAG funds to support services to American citizens and American victims of crime to create safe communities. JAG funds can be used to collaborate with federal law enforcement and task forces to address endemic vagrancy and encampments that create safe havens for drugs, crime, and human trafficking. Additionally, state and local agencies may use JAG funds to focus on improving public order and quality of life through enforcement and prosecution of nuisance abatement and blight including, among other things, petty larceny and criminal damage to property, as well as utilization of maximally flexible civil commitment,

institutional treatment, and step-down treatment standards to address untreated mental health and substance use disorders. JAG funds may also be used to support American victims of trafficking and sexual assault.

Safe Houses of Worship: State and local agencies may use JAG funds to respond to and deter threats to houses of worship and other religious institutions, including religious schools. Religious institutions have recently been targeted for acts of violence and desecration. These organizations typically lack sufficient security resources to respond to heightened threats. State and local law enforcement support to houses of worship, religious schools, and other religious institutions is an effective way to combat such threats.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Worksheet and Budget Narrative](#) for information on allowable and unallowable costs that may inform the development of their project design.

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the DOJ Grants Financial Guide, in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Formula Allocations

The FY25 Local JAG Allocations are listed on the [JAG Allocations webpage](#), with separate lists for each state. **As explained in [Eligibility](#), only listed eligible units of local government may apply to receive direct JAG funding from BJA.**

According to the JAG Program statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. See 34 U.S.C. § 10156(d)(4). **Units of local government identified by BJA as disparate must select a fiscal agent that will submit an application for the total allocation that includes all disparate jurisdictions.** A memorandum

of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by each participating jurisdiction's authorized representative. Once an award is made, the fiscal agent will be responsible for distributing award funds to the other jurisdictions in the disparate group through subawards that include all appropriate award conditions. **Notes on identifying disparity in the allocation lists:**

- Disparate units of local government are listed in shaded groups, in alphabetic order by county. Units of local government identified as disparate must select one unit of local government to submit an application on behalf of the disparate group.
- Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and be a signatory on the required MOU.
- Direct allocations are listed alphabetically below the shaded disparate groupings.

Please note that disparate jurisdictions do not need to abide by the listed individual allocations. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and documenting individual allocations in the MOU. See the [JAG FAQs](#) for more information. A [sample MOU](#) is also available.

The JAG statutory formula is fully described within the [JAG Technical Report](#).

Other JAG Statutory Requirements

Certification and Assurances: The JAG statute, at [34 U.S.C. § 10153 \(A\)\(1-5\)](#), details requirements related to governing body review and public comment of a JAG application, prohibition on supplanting, as well as other requirements for which JAG recipients must submit to BJA certification and assurances. See [Additional Application Components](#) section for more details.

Prohibited Items: The JAG statute, at [34 U.S.C. § 10152](#), prohibits the use of JAG funds for certain items, and prohibits the use of JAG funds for other items unless BJA grants a waiver. The [JAG Prohibited Expenditures Guidance](#) provides lists, details, definitions, and procedures for prohibited expenditures under the BJA JAG Program. See [Application Contents, Submission Requirements, and Deadlines: Budget Worksheet and Budget Narrative](#) and [Additional Application Components](#) for more details.

Administrative Costs: The JAG statute, at [34 U.S.C. § 10152](#), requires that not more than 10 percent of a JAG grant may be used for costs incurred to administer such grant. See [Application Contents, Submission Requirements, and Deadlines: Budget Worksheet and Budget Narrative](#) for more details.

Trust Fund: The JAG statute, at [34 U.S.C. § 10158](#), requires that a State or unit of local government that elects to draw down JAG funds in advance must establish a trust fund in which to deposit amounts. The trust fund must be in an interest-bearing account, unless one of the exceptions in [2 C.F.R. § 200.305\(b\)\(11\)](#) apply. See the [JAG FAQs](#) for more details.

Program Goals and Objectives

Goal: Improve the administration of the criminal justice system.

Objective 1: Provide states with additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems.

Objective 2: Assist units of local government with their criminal justice needs.

How Awards Will Contribute to Program Goals/Objectives

BJA anticipates that unit of local government recipients of JAG funding will use the funding to improve the administration of the criminal justice system.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives identified above. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Recipients under this funding opportunity will not submit any deliverables beyond the standard [Post-Award Requirements and Administration](#).

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found at: <https://bja.ojp.gov/funding/performance-measures/jag-measures.pdf>.

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifiers (UEIs) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates and Times](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at <https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list must make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.

3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 2,000 characters) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. Examples of brief Proposal Abstracts are included below.

JAG Abstract Examples

- The city of [\[insert\]](#) will use JAG funds for overtime for increased patrols to bolster the security of at-risk religious institutions, such as houses of worship and religious schools.
- The county of [\[insert\]](#) will use JAG funds to purchase police cruisers and officer personal protected equipment for increased law enforcement operations.

Disparate JAG Abstract Example

The disparate jurisdictions of [\[insert\]](#) and [\[insert\]](#) will use JAG funds for technology improvements and law enforcement equipment. Specifically, the county of [\[insert\]](#) will

use JAG funds to replace its records management system, and the city of [insert] will use JAG funds to purchase ruggedized laptops for officers.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

JAG Survey

Applicants will be required to respond to JAG specific survey questions as part of the JustGrants application. Please refer to the steps below to help guide you through initiating, completing, modifying, and obtaining the status of the survey in the JustGrants system:

- To initiate the survey, please click on the survey title to open.
- When you have completed the survey, please click the “Finish” button in the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.
- To go back to the main application screen, go to the “Actions” menu in the top right corner of the screen and select “Close” to exit the survey review screen.
- The survey you just completed will still display an “Open” status. To confirm the completed status of your survey, go back to the “Actions” menu and select “Refresh.” The status of your completed survey will change to “Resolved—Completed.”
- If you would like to verify the responses to a completed survey, you may click the survey title to reopen it and view your saved responses.
- If you would like to change and/or update the responses to a completed survey, you may click the “Reopen” option to update your saved responses.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 10 pages.

Sections of the Proposal Narrative: The Proposal Narrative should include the three sections listed below.

1. **Description of the Issue:** What critical issue or problem is the applicant proposing to address with this project? Please include:

- Identify the issues the unit(s) of local government intend(s) to address with JAG funds, to include gaps in the jurisdiction's needed resources for criminal justice purposes.
 - Include discussion of any issues that arose in administering previous fiscal years' JAG awards, if applicable, and how its strategy and funding priorities will address the issues.
- 2. Project Design and Implementation:** How will the proposed project address the need identified and address the purpose of the NOFO? Please include:
- Describe the unit(s) of local government process, if any, for engaging stakeholders from across the justice continuum and how that input informs priorities and decisions on the statutory JAG program areas under which it will use funding.
 - Describe how JAG funds will be coordinated with state and related justice funds.
 - Provide description of the programs to be funded over the 4-year grant period, to include any subawards.
- 3. Capabilities and Competencies:** What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:
- Describe the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
 - Describe the fiscal agent's capacity for administering the JAG award and subawards during the four-year project period, to include required subrecipient monitoring.
 - Describe any additional strategic planning and coordination efforts in which the unit of local government participates with other criminal justice agencies.
 - Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might inform implementation of strategic plan priorities.

Project Evaluations: An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

Budget Worksheet and Budget Narrative (Attachment)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

In addition to those instructions, Local JAG applicants must include in the budget worksheet the following:

- If using funds for administering the grant, provide clear designation for any cost line items that are JAG administrative costs within each budget category and project year. For example, in the line item description or explained in the narrative section.
- For applications for disparate groups, the preference is for the applicant to include a single budget worksheet and narrative that lists each jurisdiction's proposed costs by category, labeled to distinguish the use between partner agencies. Alternatively,

separate budget attachments for each partner of unit of local government are acceptable.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#).” For details on the technical steps to complete the budget attachment and upload it in JustGrants, see the [Complete the Application in JustGrants: Budget](#) training.

Funding Restrictions

See “[Unallowable Use of Funds](#).”

Limitation on administrative costs: Funds may not be used for administrative costs that exceed 10 percent of the total award amount. This includes direct and any indirect costs.

Prohibition of supplanting: Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Prohibited items: The JAG statute, at [34 U.S.C. § 10152](#), prohibits the use of JAG funds for certain items, and prohibits the use of JAG funds for other items unless BJA grants a waiver. The [JAG Prohibited Expenditures Guidance](#) provides lists, details, definitions, and procedures for prohibited expenditures under the BJA JAG Program.

Unmanned Aircraft Systems (UAS) and Counter-UAS (C-UAS): The purchase of UAS (also referred to as unmanned aerial vehicles or drones, including their accessories) is allowable under JAG only with express prior approval from BJA. To request such approval, the recipient (or subrecipient, at any tier) must submit a written certification that only those UAS verified by the Defense Contract Monitoring Agency's “Blue UAS Cleared List” or any successor list (available at <https://bluelist.appsplatformportals.us/>) as not manufactured by a “covered foreign entity” may be purchased or operated under the federal award. The certification also states that no modifications or additional accessories may be introduced to the UAS funded by the award, and that the purchased UAS will not be used to process, store, or transmit federal information.

The purchase of C-UAS is also allowable under JAG only with express prior approval from BJA. To request such approval, the recipient (or subrecipient, at any tier) must submit a written certification that C-UAS will only be procured and operated in compliance with all applicable federal, state, and local laws and regulations (including criminal, surveillance, aviation, and communications laws), that only federally-approved C-UAS purchases will be purchased, and that the recipient has consulted qualified legal counsel to review the proposed purchase and operation of the C-UAS. The certification also requires the recipient to complete federal training requirements and obtain all required approvals, certifications, licenses, and authorizations prior to deployment. The certification also states that no modifications or additional accessories may be introduced to the C-UAS funded by the award.

The recipient or subrecipient also must assure BJA that the entity has sufficient policies and procedures regarding privacy, civil liberties, and information technology cybersecurity related to operation of the UAS or C-UAS. Finally, the recipient or subrecipient may be required to provide additional documentation to verify purchase and the related policies for the UAS or C-UAS. Additional information may be found on the [BJA UAS website](#).

Body Armor: A JAG award recipient that proposes to purchase body armor with JAG funding must provide to OJP a certification(s) that it has a written “mandatory wear” policy in effect (see [34 U.S.C. § 10202\(c\)](#)). The certification form related to mandatory wear can be found at: [JAG Body Armor Mandatory Wear Policy Certification](#). Further, before making any subawards for body armor purchases, the direct JAG award recipient must collect a completed body armor certification from the proposed subrecipient. Any such certifications must be maintained by the direct JAG award recipient and made available to OJP upon request. For more information, please refer to the [JAG FAQs](#).

Body-worn Cameras (BWCs): A JAG award recipient that proposes to purchase BWC equipment or implement or enhance BWC programs with JAG funding must provide to OJP a certification(s) that it has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training. The certification form related to BWC policies and procedures can be found at: [JAG BWC Policy Certification](#). Further, before making any subawards for BWC-related expenses, the direct JAG award recipient must collect a completed BWC certification from the proposed subrecipient. Any such certifications must be maintained by the direct JAG award recipient and made available to OJP upon request. For more information, please refer to the [JAG FAQs](#).

Extreme Risk Protection Order Programs: An extreme risk protection order (ERPO) empowers law enforcement, and in some states, family members, health care providers, and others to petition a court for a civil order that temporarily prevents a person from accessing firearms if they are found to be a danger to themselves. If states use their JAG funds to support ERPO programs, ERPO programs must include, at a minimum:

1. Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive or procedural due process rights guaranteed under the 5th and 14th amendments to the Constitution of the United States, as applied to the States and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses.
2. The right to be represented by counsel at no expense to the government.
3. Pre-deprivation and post-deprivation heightened evidentiary standards and proof that mean not less than the protections afforded to a similarly situated litigant in federal court or promulgated by the state’s evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights and the substantive and procedural due process rights guaranteed under the 5th and 14th amendments to the Constitution of the United States, as applied to the States and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.
4. Penalties for abuse of the program.

Prior to the expenditure of FY25 JAG funds for an ERPO program, a [Certification of Compliance with Pub. L. No. 90-351, Title I, Sec. 501\(a\)\(1\)\(I\)\(iv\)](#) must be signed by a principal legal officer and submitted to BJA. See the [JAG FAQs](#) for additional information.

DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database: If JAG Program funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS. JAG funds may not be used for Rapid DNA testing of evidentiary material (e.g., crime scene samples, sexual assault kits) because the FBI has not authorized results of this testing for upload to CODIS. No DNA profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval from BJA. Additionally, award recipients utilizing JAG funds for forensic genealogy testing must adhere to the [DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching](#). For more information about DNA testing as it pertains to JAG, please refer to the [JAG FAQs](#).

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more

information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable): This notice of funding opportunity expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provisions in the “Financial Information” section of the OJP [Grant Application Resource Guide](#).

Disclosure of Process Related to Executive Compensation (if applicable): This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Certifications and Assurances by the Chief Executive of the Applicant Government:** A JAG application is not complete, and a direct award recipient may not access award funds, unless the chief executive of the applicant government (e.g., the mayor, city manager, or presiding Board member) properly executes, and submits, the “Certifications and Assurances by the Chief Executive of the Applicant Government” found at: [FY25 JAG – Certifications and Assurances by the Chief Executive of the Applicant Government](#). This certification contains assurances that the governing body notification and public comment requirements, which are required under the JAG statute (at [34 U.S.C. § 10153\(a\)\(2\)](#)), have been satisfied. OJP will not deny an application for a JAG award for failure to submit these “Certifications and Assurances by the Chief Executive of the Applicant Government” by the application deadline, but an award recipient will not be able to access award funds (and its award will include a condition that withholds funds) until it submits these certifications and assurances properly executed by its respective Chief Executive. **Memorandum of Understanding (if applicable):** Only required for disparate jurisdictions, as detailed in [Formula Allocations](#). At a minimum, the MOU must 1) identify which jurisdiction will serve as the applicant or fiscal agent for the disparate group; and 2) identify the agreed upon funding amounts for each locality. The MOU must be completed and signed by an official who has authority to enter into a memorandum of understanding on behalf of each jurisdiction. Generally, BJA would expect this to be the chief executive of the jurisdiction. Additional documentation may be requested by BJA to determine signing authority. A [sample MOU](#) is available. If the MOU is missing or incomplete, BJA will issue an award agreement, but funds will be withheld until a properly executed MOU is submitted.
- **BWC Policy Certification (if applicable):** Only required if the direct recipient will be using JAG funds for a BWC project. See [Budget Worksheet and Budget Narrative](#) for more information and link to the form. If the direct recipient is proposing to use funds for

BWC but the certification is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a certification is submitted.

- **Body Armor Mandatory Wear Certification (if applicable):** Only required if the direct recipient will be using JAG funds for body armor. See [Budget Worksheet and Budget Narrative](#) for more information and link to the form. If the direct recipient is proposing to use funds for body armor but the certification is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a certification is submitted.
- **Extreme Risk Protection Order (ERPO) Certification (if applicable):** Only required if JAG funds will be used for an ERPO program. See [Budget Worksheet and Budget Narrative](#) for more information and link to the form. If the application is proposing to use funds for ERPO but the certification is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a certification is submitted.
- **Prohibited Expenditure Waiver Request (if applicable):** Only required if a JAG applicant would like to request a pre-award waiver to purchase a specific prohibited expenditure request, as detailed in the [JAG Prohibited Expenditure Guidance](#). A JAG applicant may submit a waiver request with its application, by attaching the letter described in the Guidance document in the “Procedures,” #2. If the application is proposing to use funds for a JAG prohibited expenditure but the waiver request is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a waiver request is submitted and approved via grant award modification (GAM).
- **Unmanned Aircraft System (UAS) Certification (if applicable):** Only required if a JAG application will include costs for UAS in the budget. See [Budget Worksheet and Budget Narrative](#) for more information and link to the UAS certification. If the application is proposing to use funds for UAS but the certification is missing or insufficient (or if the requested budget information is not sufficient), BJA will issue an award agreement but funds will be withheld until a UAS certification is submitted and approved via grant award modification (GAM).
- **Counter-UAS Certification (if applicable):** Only required if a JAG application will include costs for C-UAS in the budget. See [Budget Worksheet and Budget Narrative](#) for more information and link to the C-UAS certification. If the application is proposing to use funds for C-UAS but the certification is missing or insufficient (or if the requested budget information is not sufficient), BJA will issue an award agreement but funds will be withheld until a C-UAS certification is submitted and approved via grant award modification (GAM).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure

requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances: Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates and Times](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the “Certify and Submit” feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at OJP.ResponseCenter@usdoj.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

- 2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**

- A description of the technical difficulties experienced (provide screenshots if applicable).
- A timeline of the applicant's submission efforts (*e.g.*, date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).

- An attachment of the complete grant application and all the required documentation and materials (this serves as a “manual” submission of the application).
- The applicant’s unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Technical Issues” section in the [Application Resource Guide](#).



APPLICATION REVIEW

Review Process and Criteria

OJP will review applications to ensure the applicant is eligible to receive JAG formula funding per the [JAG Allocations](#); and that information presented is reasonable, understandable, measurable, achievable, and consistent with the goals of the funding opportunity. See the [OJP Grant Application Resource Guide](#) for information on the application review process for formula grants.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in additional post-award conditions and oversight for any awarded applicant.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important Note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only program office recommendations but also other factors as indicated in the “Application Review” section. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. An authorized representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual (Category 2) or annual (Category 1) performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.
- Quarterly DCRA reports.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

Performance Measure Reporting

Award recipients are required to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit semi-annual or annual performance reports in JustGrants depending on the category. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of

1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the “Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government's decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP's [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this NOFO may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

See the [Application Resource Guide](#) for important information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.



APPLICATION CHECKLIST

BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula

This application checklist has been created as an aid in developing an application. For more information, reference the [“OJP Application Submission Steps”](#) in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period; submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under [“OJP Application Submission Steps”](#) in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Worksheet and Budget Narrative](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirement](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the [“Legal Overview—FY 2025 Awards”](#) in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Submit documents for Intergovernmental Review.
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
 - A submission receipt
 - A validation receipt
 - A grantor agency retrieval receipt
 - An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov and the OJP Response Center at 800-851-3420 or OJP.ResponseCenter@usdoj.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).

- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
 - JAG Survey
- Upload the Proposal Narrative.
- Upload the Budget Worksheet and Budget Narrative attachment.
- Upload the other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.

Memo

| | |
|--------------|---|
| To: | Public Safety and General Government Committee and City Council |
| From: | Deputy Chief Melissa Lepore |
| CC: | |
| Re: | Department of Justice (DOJ) BJA FY 25 Edward Byrne Memorial Justice Assistance Grant (JAG) Funding Opportunity # O-BJHA-2025-172542 |
| Date: | March 23, 2026 |

The Department of Justice has issued a funding opportunity for the Norwalk Police Department under the BJA FY 25 Edward Byrne Memorial Justice Assistance Grant (JAG) # O-BJHA-2025-172542. The grant funding is in the amount of \$18382.00. The funding start date is October 1, 2024 and the end date is September 30, 2026.

The Norwalk Police Department will utilize JAG funds to pay overtime for increased patrols to respond to and deter threats to houses of worship and other religious institutions including religious schools. Religious institutions have recently been targeted for acts of violence and vandalism. These organizations typically lack sufficient security and resources to respond to heightened threats. Supporting these houses of worship and religious institutions is an effective way to combat such threats.

We are requesting the following authorization:

1. Authorize Mayor, Barbara Smyth, to execute any and all documents and agreements necessary to apply for grant funding under Department of Justice (DOJ) BJA FY 25 Edward Byrne Memorial Justice Assistance Grant (JAG) Opportunity # O-BJHA-2025-172542.
2. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to apply for grant funding under the Department of Justice (DOJ) BJA FY 25 Edward Byrne Memorial Justice Assistance Grant (JAG) Opportunity # O-BJHA-2025-172542.



March 18, 2026

Chair Nicol Ayers
Community Services Committee
Norwalk Common Council
125 East Avenue
Norwalk, CT 06851

RE: Carver Foundation, Inc. – 2026 Summer Enrichment Program Funding Request

Dear Chair Ayers and Members of the Community Services Committee,

I am providing this correspondence in connection with the requested action to authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Carver Foundation, Inc. to provide financial assistance for the 2026 Summer Enrichment Program in the amount of \$147,000 (Account No. 012010-5A0620).

The City of Norwalk has a long-standing partnership with Carver Foundation, Inc. in support of summer enrichment programming for Norwalk’s K–8 students. The program includes academic instruction in literacy, math, and science, as well as project-based learning, wellness activities, and field-based enrichment opportunities.

Carver Foundation, Inc., under the leadership of CEO Ms. Novelette Peterkin, will be present to provide additional detail regarding program implementation and outcomes.

This correspondence is provided for your reference and to accompany the agenda item under consideration.

Thank you for your time and review.

Sincerely,


Lamond Daniels, LCSW, MPA
Chief of Staff
City of Norwalk

GRANT PROGRAM AGREEMENT

THIS GRANT AGREEMENT (the "Agreement"), effective as this 24th day of April, 2025 (the "Effective Date"), is entered into by and between **CITY OF NORWALK** (the "City"), a municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by Harry W. Rilling, its Mayor, duly authorized, and **THE CARVER, INC.**, a corporation organized and existing under the laws of the State of Connecticut with its principal place of business located at 7 Academy Street, Norwalk, CT 06850 acting herein by Novelette Peterkin, its Chief Executive Officer, duly authorized. (City and Grantee collectively referred to herein collectively as the "Parties" and individually as the "Party")

Recitals

WHEREAS, the Grantee operates a program known as the Summer Transition Program as further described and detailed in Exhibit 1 attached hereto and incorporated herein (the "Program").

WHEREAS, the Grantee has requested funds from the City for the operation of the Program, and the City desires to grant the Grantee funds in the amount of **ONE HUNDRED FORTY-SEVEN THOUSAND DOLLARS AND 00/100 CENTS (\$147,000.00)** (the "Grant Funds") under the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises herein contained, the Parties hereby agree as follows:

1. Recitals. The Recitals set forth herein above are incorporated into and shall constitute part of this Agreement.

2. Use of Grant Funds:

A. The Grantee shall only use the Grant Funds for ordinary and customary costs in operating the Program.

3. Remedies:

A. The City shall have the following remedies under this Agreement:

(1) In the event the Grantee breaches this Agreement, the City shall have the right to require the Grantee repay all or a portion of the Grant Funds disbursed by the City. Grantee shall reimburse the City for its expenses (including, but not limited to, reasonable attorneys' fees) in satisfying any repayment obligation.

(2) All other rights, powers or remedies available at law or in equity, or provided for in this Agreement.

B. All rights, powers and remedies provided under this Agreement or otherwise available at law or in equity shall be cumulative and not alternative, and the exercise of any such right by the City shall not preclude the simultaneous or later exercise of any other such right, power or remedy by the City.

4. **Records:** Grantee shall keep and maintain for a period of six (6) years detailed records concerning the use of the Grant Funds. The City shall have right to inspect said records and document upon request.

5. **Future Funding:** Grantee acknowledges that the City has made no actual or implied promise of funding except for the amounts specified in this Agreement. Upon expiration or termination of this Agreement for any reason, the City will have no further obligation to provide funds to Grantee.

6. **Indemnification:** The Grantee shall indemnify and hold harmless the City, its officials, employees, agents, and contractors (jointly and severally, the "City Releasees") from all liability, claims, actions, demands, damages, judgments, injuries, penalties, costs, expenses and reasonable attorneys' fees (collectively, "Claims") caused by, arising out of the acts or omissions of the Grantee, its employees, representatives, agents and subcontractors, in the use of the Grant Funds or performance of the Agreement, except to the extent such Claims are caused by the negligence or willful misconduct of a City Releasees.

7. **Insurance.** The Grantee shall obtain, at its expense, and maintain during the term of this Agreement, the insurance coverage in compliance with the following requirements:

7.1. **General.** The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Grantee's policies.

7.2. **Minimum Scope and Limits of Insurance:**

7.2.1. **Workers' Compensation Insurance:** With respect to all operations the Grantee performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

7.2.2. **Commercial General Liability:** With respect to all operations the Grantee performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

7.2.3. **Automobile Liability:** With respect to each owned, non-owned, or hired vehicles the Grantee shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

7.2.4. **Sexual Misconduct and molestation insurance** must be provided with limits of at least One Million Dollars (\$1,000,000) per occurrence and must include an additional insured endorsement naming the City as additional insured. This insurance may be either a separate policy or an endorsement to the General Liability policy. General Liability must expressly state that there is no exclusion under Automobile coverage for this policy.

7.3. Umbrella/Excess Liability: With respect to all operations the Grantee performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

7.4. "Tail" Coverage: If any of the required liability insurance is on "claims made" basis, tail" coverage will be required for a duration of twenty-four (24) months after the completion of the Program. Grantee shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following the completion of all program funded by this Agreement. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the Effective Date of this Agreement. If continuous "claims made" coverage is used, Grantee shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Program.

7.5. Acceptability of Insurers: The Grantee's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

7.6. Subcontractor: The Grantee shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

7.7. Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Grantee shall notify the Norwalk Corporation Counsel whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Grantee agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Grantee.

7.8. Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the Grantor. All deductibles or self-insured retentions are the sole responsibility of the Grantee to pay and/or to indemnify.

7.9. Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Grantee and the City of Norwalk Corporation Counsel. Notwithstanding this requirement, the Grantee is primarily responsible for providing such written notice to the Norwalk Corporation Counsel thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Grantee shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available.

7.10. Waiver of Governmental Immunity: Unless requested otherwise by the Norwalk Corporation Counsel, the Grantee and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

7.11. Additional Insured: The liability insurance coverage, except Workers' Compensation, required for the performance of the Program shall include the City as Additional Insured

with respect to the Grantee activities to be performed under this Agreement in connection with the Program. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

7.12. **Waiver of Subrogation:** Grantee waives the right to subrogate or seek recovery from the City and its respective insurance carriers.

7.13. **Certificate of Insurance:** As evidence of the insurance coverage required by this Agreement, the Grantee shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to use of the Grant Funds subject to this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

7.14. All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

8. Representations, Warranties, and Covenants. The Grantee represents, warrants and covenants (i) That it is a legally existing non-profit organization under the laws of its State of Connecticut and has not previously filed, nor is presently contemplating filing a petition of, bankruptcy, liquidation, receivership or any other action for the protection of creditors or debtors; (ii) That it has the required corporate power necessary to adopt, execute and deliver this Agreement and to assume the responsibilities and obligations created hereunder; (iii) That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the Grantee hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions; and (iv) That it is in compliance with all applicable regulations and laws governing employment practices.

9. Captions: The captions of this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Agreement or the intent of any provision hereof.

10. Notice: Any notice regarding cancellation or termination of this Agreement shall be in writing, signed by or on behalf of the Party giving such notice, and shall be hand delivered or sent, postage prepaid, by recognized national overnight courier, or by certified mail, return receipt requested, addressed as follows:

To City: City of Norwalk
125 East Avenue
Norwalk, CT 06851-5125
Attn: Lamond Daniels, Chief of Community Services

With a copy to: City of Norwalk
Office of Corporation Counsel
125 East Avenue, Room 236
Norwalk, CT 06851-5125
Attn: Corporation Counsel

To Grantee: The Carver, Inc.
7 Academy Street
Norwalk, CT 06850
Attn: Novelette Peterkin, Chief Executive Officer

Notice shall be effective upon receipt or five (5) calendar days after deposit with an overnight carrier or the United States Post Office, whichever occurs first. Either Party may change its address set forth in this Section by giving Notice to the other Party in accordance with this Section.

11. Modification: This Agreement sets forth all terms and conditions related to the Grant Funds and replaces all prior understandings and agreements. Any modification or amendment to this Agreement must be made in writing signed by an authorized officer of each Party.

12. Applicable Law: This Agreement will be construed in accordance with the laws of the State of Connecticut. The Grantee's Program shall at all time be operated in compliance with all federal, state and local laws, statutes, regulations, and ordinances.

13. Severability: The invalidity of one or more of the phrases, sentences, clauses, or Sections contained in this Agreement shall not affect the remaining portions so long as the material purposes of this Agreement can be determined and effectuated. If any portion of this Agreement may be interpreted in two or more ways, one of which would render the portion invalid or inconsistent with the rest of this Agreement, it shall be interpreted in such a way and with such meaning to render such portion valid or consistent.

14. Failure to Enforce. The failure of either Party to enforce any of the provisions of this Agreement shall not be construed as a waiver of such provisions. Further, any express waiver of a breach of any provision hereunder by any Party shall not constitute a waiver of any prior or subsequent breach or of such Party's right to fully enforce thereafter each and every provision of this Agreement.

15. Assignment. This Agreement shall not be assignable by either Party without the express written consent of the other Party which may be withheld by the other Party in its sole discretion.

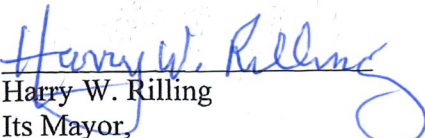
16. Binding Effect: This Agreement shall be binding upon and inure to the benefit of the Parties and to their respective successors and assigns.

17. Captions. The section, subsection, paragraph and/or other headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof. The word "include" or "including" shall not be restrictive and shall be interpreted as if followed by the words "without limitation."

18. Original Agreement: This Agreement, as executed by the duly authorized representatives of the Parties, may be exchanged by transmission by facsimile, portable document format (PDF), Adobe Sign and/or DocuSign, which transmission shall constitute effective delivery of such executed Agreement and may be used in lieu of the original Agreement for any and all purposes.

CITY OF NORWALK

THE CARVER, INC

By: 
Harry W. Rilling
Its Mayor,
Duly Authorized

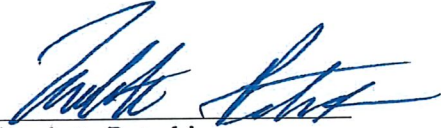
By: 
Novelette Peterkin
Its , Chief Executive Officer
Duly Authorized

EXHIBIT 1

Program Description: Summer Transition Program for Rising 9th Graders at Brien McMahon and Norwalk High Schools.

The summer transition program is designed to help incoming 9th-grade students transition into Norwalk's two high schools. Programming includes individualized instruction, parental involvement, small group learning experiences, diverse enrichment activities, free transportation, and full-day activities benefiting working families. Students learn the basics of navigating their respective new schools. The incoming 9th-graders learn how to read a transcript, understand graduation requirements, earn credits in courses, and look ahead to potential career options. Students use Naviance/Family Connection to develop an individualized Student Success Plan.

In the latest available research for this program, in every case, students that were in a lower achievement in Spring (before summer) grew faster when we include the summer impact, compared to the prior academic year alone. Specifically, strong improvement in Math was seen, with 24% more students meeting growth goals (NWEA MAP results). In these high school summer transition programs, High Needs students showed consistent improvement in Math, with Free/Reduced (5% more), ELL (33% more), and SPED (27% more) students meeting growth goals at a faster rate when we include summer (NWEA MAP results). National research shows that students who connect learning to purpose improve their grades (particularly the low performers), attend and finish college at greater rates, and spend twice as much time on academic tasks because they looked forward to a future payoff.

Programming Includes:

Science, Journalism, Creativity, High School 101, Math for YOU, Digital Tools for School, History, S.W.A.G. Skills (STUDY, WORK, ACHIEVE, GRADUATE). Featuring the essential learning strategies for becoming a better student, this course helps students learn how to prepare for class, develop textbook reading strategies, use effective notetaking techniques, strengthen their test-taking skills, and carry their skills forward.

Whole Group Assembly – Each day ends with all the students and teachers participating in a large group meeting with guest speakers from inside and outside the school community. On Fridays, student's effort is celebrated with shout-outs and prizes

On Track Coordinators – Teacher's check-in with students on their transition to high school. They will address some of the social and emotional challenges that adolescents of this age face and develop strategies for students to best manage them.

This five-week summer program, Monday through Friday, 9:00 am to 4:00 pm, includes lunch and periodic field trips.

GRANT AGREEMENT

THIS GRANT AGREEMENT (the "Agreement"), effective as this 24th day of April, 2025 (the "Effective Date"), is entered into by and between **CITY OF NORWALK** (the "City"), a municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by Harry W. Rilling, its Mayor, duly authorized, and **POSITIVE DIRECTIONS – THE CENTER FOR PREVENTION AND COUNSELING, INC.** ("Grantee"), a non-profit corporation organized and existing under the laws of the State of Connecticut with its principal place of business located at 90 Post Road West, Westport, CT 06880 acting herein by Vanessa Wilson, its Director, duly authorized. (City and Grantee collectively referred to herein collectively as the "Parties" and individually as the "Party").

RECITALS

WHEREAS, the Grantee has requested grant funds from the Grantor to support their program services for Norwalk residents as more specifically set forth herein;

NOW THEREFORE, in consideration of the mutual promises herein contained, the Parties hereby agree as follows:

1. **Recitals.** The Recitals set forth herein above are incorporated into and shall constitute part of this Agreement.

2. **Grant Funds:** The Grantor hereby grants the Grantee **TWENTY THOUSAND DOLLARS AND 00/100 CENTS (\$20,000.00)** subject to the terms and conditions set forth herein.

3. **Use of Grant Funds:** The Grantee shall only use the Grant Funds for expenses directly related to programs and services set forth in Exhibit 1 attached hereto provided directly to Norwalk residents. The Grants Funds shall be used for such expenses incurred by the Grantee within one (1) year of the Disbursement Date (as defined below), and the balance of the Grant Funds remaining after such time, if any, shall be paid over to the Grantor.

4. **Distributions.** The Grant Funds will be disbursed to the Grantee within thirty (30) days of the Effective Date of this Agreement (the "Disbursement Date")

5. **Remedies:**

A. The City shall have the following remedies under this Agreement:

(1) In the event the Grantee breaches this Agreement, the City shall have the right to require the Grantee repay all or a portion of the Grant Funds disbursed by the City. Grantee shall reimburse the City for its expenses (including, but not limited to, reasonable attorneys' fees) in satisfying any repayment obligation.

(2) All other rights, powers or remedies available at law or in equity, or

provided for in this Agreement.

B. All rights, powers and remedies provided under this Agreement or otherwise available at law or in equity shall be cumulative and not alternative, and the exercise of any such right by the City shall not preclude the simultaneous or later exercise of any other such right, power or remedy by the City.

6. Records and Reporting: The Grantee shall retain and maintain accurate records and documents relating to use of Grant Funds under this Agreement for a minimum of five (5) years from the Disbursement Date and shall make such records available for inspection and audit by the City or its representatives upon request. Grantee shall also maintain all necessary records in accordance with the requirements of the Connecticut Freedom of Information Act.

6. Future Funding; Non-Appropriation: Grantee acknowledges that the City has made no actual or implied promise of funding except for the amounts specified in this Agreement. Upon expiration of the Term or termination of this Agreement, the City will have no further obligation to provide funds to Grantee. Further, if future appropriations are insufficient to support this Agreement, the City may cancel at the end of the then current Term, or otherwise upon the expiration of the then existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by State or Federal funds, and in the event State or Federal funds become unavailable or reduced, the City may suspend or cancel this Grant immediately, and the City shall have no obligation to pay Grantee from City revenues.

7. Indemnification: The Grantee shall indemnify and hold harmless the City, its officials, employees, agents, and contractors (jointly and severally, the "City Releasees") from all liability, claims, actions, demands, damages, judgments, injuries, penalties, costs, expenses and reasonable attorneys' fees (collectively, "Claims") caused by, arising out of the acts or omissions of the Grantee, its employees, representatives, agents and subcontractors, in the use of the Grants or performance of the Agreement, except to the extent such Claims are caused by the negligence or willful misconduct of a City Releasees.

8. Insurance. The Grantee shall obtain, at its expense, and maintain during the term of this Agreement, the insurance coverage in compliance with the following requirements:

8.1. **General.** The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Grantee's policies.

8.2. **Minimum Scope and Limits of Insurance:**

8.2.1. **Workers' Compensation Insurance:** With respect to all operations the Grantee performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

8.2.2. Commercial General Liability: With respect to all operations the Grantee performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

8.2.3. Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Grantee shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

8.3. Umbrella/Excess Liability: With respect to all operations the Grantee performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

8.4. Acceptability of Insurers: The Grantee's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

8.5. Subcontractor: The Grantee shall require all subcontractor to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

8.6. Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Grantee shall notify the Norwalk Corporation Counsel whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Grantee agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Grantee.

8.7. Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the Grantee. All deductibles or self-insured retentions are the sole responsibility of the Grantee to pay and/or to indemnify.

8.8. Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Grantee and the City of Norwalk Corporation Counsel. Notwithstanding this requirement, the Grantee is primarily responsible for providing such written notice to the Norwalk Corporation Counsel thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Grantee shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available.

8.9. Waiver of Governmental Immunity: Unless requested otherwise by the Norwalk Corporation Counsel, the Grantee and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

8.10. Additional Insured: The liability insurance coverage, except Workers' Compensation, required for the performance of the Programs shall include the City as Additional Insured with respect to the Grantee activities to be performed under this Agreement in connection with the Program. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

8.11. Waiver of Subrogation: Grantee waives the right to subrogate or seek recovery from the City and its respective insurance carriers.

8.12. Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Grantee shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to use of the Grant Funds subject to this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

8.13. All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

9. Representations, Warranties, and Covenants. The Grantee represents, warrants and covenants (i) That it is a legally existing non-profit organization under the laws of its State of Connecticut and has not previously filed, nor is presently contemplating filing a petition of, bankruptcy, liquidation, receivership or any other action for the protection of creditors or debtors; (ii) That it has the required corporate power and necessary to adopt, execute and deliver this Agreement and to assume the responsibilities and obligations created hereunder; (iii) That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the Grantee hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions; and (iv) That it is in compliance with all applicable regulations and laws governing employment practices.

10. Notice: Any notice regarding cancellation or termination of the Agreement shall be in writing, signed by or on behalf of the Party giving such notice, and shall be hand delivered or sent, postage prepaid, by recognized national overnight courier, or by certified mail, return receipt requested, addressed as follows:

To City: City of Norwalk
125 East Avenue

Norwalk, CT 06851-5125
Attn: Chief, Economic Development

With a copy to: City of Norwalk
Office of Corporation Counsel
125 East Avenue, Room 236
Norwalk, CT 06851-5125
Attn: Corporation Counsel

To Grantee: Positive Directions – The Center For Prevention And
Counseling, Inc.
90 Post Road West
Westport, CT 06880
Attn: Vanessa Wilson

Notice shall be effective upon receipt or five (5) calendar days, whichever occurs first. Either Party may change its address set forth in this Section by giving Notice to the other Party in accordance with this Section.

11. Modification: This Agreement sets forth all terms and conditions related to the Grant Funds and replaces all prior understandings and agreements. Any modification or amendment to this Agreement must be made in writing signed by an authorized officer of each Party.

12. Applicable Law: This Agreement will be construed in accordance with the laws of the State of Connecticut. The Grantee's Programs shall at all time be operated in compliance with all federal, state and local laws, statutes, regulations, and ordinances.

13. Severability: The invalidity of one or more of the phrases, sentences, clauses, or Sections contained in this Agreement shall not affect the remaining portions so long as the material purposes of this Agreement can be determined and effectuated. If any portion of this Agreement may be interpreted in two or more ways, one of which would render the portion invalid or inconsistent with the rest of this Agreement, it shall be interpreted in such a way and with such meaning to render such portion valid or consistent.

14. Failure to Enforce. The failure of either Party to enforce any of the provisions of this Agreement shall not be construed as a waiver of such provisions. Further, any express waiver of a breach of any provision hereunder by any Party shall not constitute a waiver of any prior or subsequent breach or of such Party's right to fully enforce thereafter each and every provision of this Agreement.

15. Assignment. This Agreement shall not be assignable by either Party without the express written consent of the other Party which may be withheld by the other Party in its sole discretion.

16. Binding Effect: This Agreement shall be binding upon and inure to the benefit of the Parties and to their respective successors and assigns.

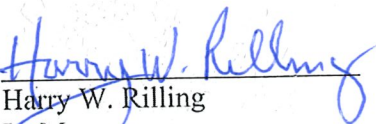
17. **Captions.** The section, subsection, paragraph and/or other headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof. The word "include" or "including" shall not be restrictive and shall be interpreted as if followed by the words "without limitation."

18. **Original Agreement:** This Agreement, as executed by the duly authorized representatives of the Parties, may be exchanged by transmission by facsimile, portable document format (PDF), Adobe Sign and/or DocuSign, which transmission shall constitute effective delivery of such executed Agreement and may be used in lieu of the original Agreement for any and all purposes.

19. **Limitation on Damages:** Neither Party shall be liable to the other Party for indirect, incidental or consequential damages in the performance of this Agreement, even if informed of the possibility thereof in advance.

CITY OF NORWALK

POSITIVE DIRECTIONS - THE
CENTER FOR PREVENTION AND
COUNSELING, INC.

By: 
Harry W. Rilling
Its Mayor,
Duly Authorized

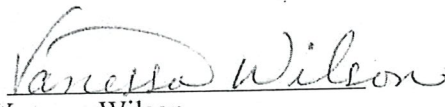
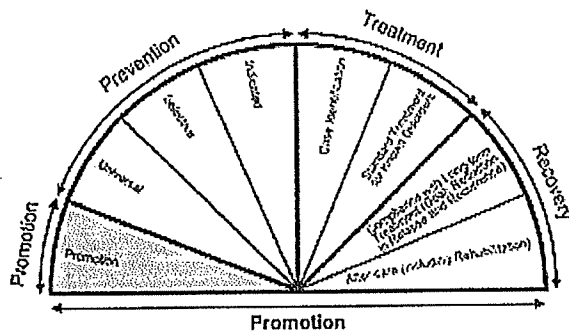
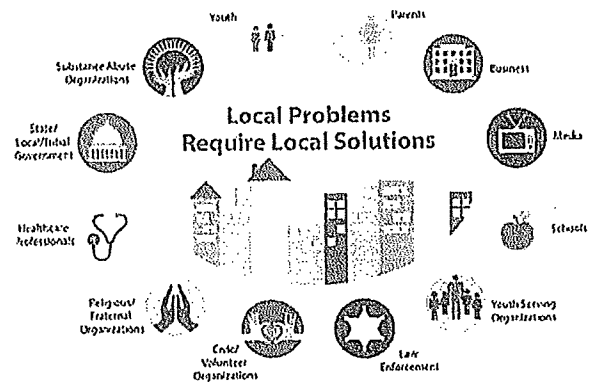
By: 
Print: Vanessa Wilson
Its: Director,
Duly Authorized

EXHIBIT 1

The Norwalk Partnership: Norwalk's Prevention Coalition

Background: In CT, the designated structure for substance misuse prevention at the community level is the Local Prevention Council (LPC), also known as local prevention coalition. An LPC must consist of 12 required stakeholder groups collaborating to identify local issues and to develop and implement plans to address those issues. (See graph on right.)

According to the behavioral health continuum (see graphic below), prevention work should begin with mental health promotion and then includes universal, selective, and



targeted prevention efforts for different populations, as well as coordination with and referral to treatment and recovery efforts. The work is approached through a public health model requiring seven types of strategies that create community change: gather & provide data; provide education; provide support; address access; address consequences; improve physical design; improve policies and enforcement.

Norwalk: In Norwalk, the LPC is called The Norwalk Partnership (TNP). Positive Directions-The Center for Prevention & Counseling is the nonprofit that currently receives both the LPC and SOR grants from DMHAS on behalf of TNP, totaling just under \$14K per year. In years past the City of Norwalk would contribute between \$16,00- \$18,000, we are looking to reactive this critical commitment at \$20,000 a year.

TNP has done important work in recent years, starting with planning and conducting a youth survey and a community survey which allowed coalition members to identify needs and plan and coordinate a wide variety of responses, including but not limited to:

- new mental health and LGBTQ trainings and resources for staff and students in the schools;
- community events such as the NorWALK for Mental Health walk and wellness fair;
- creation of an active youth coalition that provides peer education and awareness;
- a partnership with Norwalk ACTS to provide a Day of Training for youth-serving providers;
- ARPA grants to support prevention initiatives such as support groups and Teen Nights Out;
- the development of training and resource materials to combat local parent and teen misperceptions about marijuana;
- trainings for target groups such as youth and health teachers;
- legislative forums that have led to improvements in cannabis advertising and labeling laws;

Importantly, all of this work was only made possible as Positive Directions braids funding and continues to advocate for additional funding.



To: Members of the City Council
From: Theresa Argondezzi, Assistant Director of Health, Community Health
Re: Education Development Center – Training Terms and Conditions
Date: February 18, 2026

The Health Department plans to use grant funding to enroll staff members and community healthcare partners in an online training from Education Development Center (EDC). This Collaborative Safety Planning training is part of our ongoing work under the CT Comprehensive Suicide Prevention grant.

As part of their routine process for trainings such as this, EDC requires acceptance of Terms and Conditions associated with billing and invoicing for the training.

EDC is home to the federally-funded [Suicide Prevention Resource Center](#) (SPRC) and the [National Action Alliance for Suicide Prevention](#) and is the training center for [Zero Suicide](#), a continuous quality improvement framework for healthcare systems. This particular training is for Collaborative Safety Planning, a process to engage a person in crisis to try to keep them safe.

We request approval for the following authorization:

1. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements and amendments with Education Development Center to process payment for online trainings, tentatively scheduled in March 2026.



EDC.ORG

Education Development Center

300 Fifth Avenue , Suite 2010
Waltham Massachusetts 02451
(617) 969-7100

ESTIMATE - NOT FOR PAYMENT

Bill To

Norwalk Health Department

137 East Avenue
Norwalk, CT, 06851

| | |
|---------------|------------|
| Estimate# | EST-001400 |
| Estimate Date | 02.11.2026 |
| Expiry Date | 02.13.2026 |

| # | Item & Description | Start Date | End Date | Qty | Rate | Amount (US\$) |
|---|---|------------|------------|-------|--------|---------------|
| 1 | Collaborative Safety Planning - per person 16 registrations for EDC-hosted Safety Planning training on 3/16/26 | 03.16.2026 | 02.16.2026 | 16.00 | 112.50 | 1,800.00 |

Please ensure this estimate accurately reflects your order request. All materials and licenses are non-refundable and non-transferable upon shipment or electronic delivery.

| | |
|--------------|-------------------|
| Sub Total | 1,800.00 |
| Total | \$1,800.00 |

Terms & Conditions

By accepting this estimate or quotation, you voluntarily agree to the Terms & Conditions set out herein and acknowledge that:

- You have read and understand the Terms and Conditions;
- You certify that you have the authority to enter into this agreement on behalf of your company, organization, educational institution, agency, or department of federal government as its authorized legal representative.
- In the event of a conflict between the Terms and Conditions set forth herein and any other terms between the parties in connection with the Services, the Terms and Conditions set forth herein shall prevail.

We accept Visa, MasterCard, Discover and American Express, along with ACH transfers. Please contact EDCServices@edc.org, (617) 618-2404, with all questions or concerns.

Education Development Center, Inc. General Terms and Conditions

These General Terms and Conditions ("Terms and Conditions"), the attached description of services and estimate ("Proposal/Estimate"), and any change orders to which the parties have agreed constitute the Agreement ("Agreement") between you (the "Client") and Education Development Center, Inc. ("EDC"), a nonprofit corporation having its principal place of business at 300 Fifth Ave, Suite 2010, Waltham, MA 02451 USA.

1. **Services.** The services (the "Services") are set forth in the attached Proposal/Estimate and in any mutually agreed to change orders. Unless otherwise set forth in the Proposal/Estimate, Customer will have the duration of the period of performance to use or schedule any Services after which time any remaining, unscheduled Services will be forfeited.
2. **Rescheduling.** Once Client schedules dates and times for any Services, EDC will allocate resources accordingly. If a Service needs to be rescheduled at the Client's request for any reason, EDC will make reasonable efforts to accommodate rescheduling needs. If EDC has incurred any costs related to the Services that cannot be refunded to EDC because of the rescheduling, Client will reimburse EDC for all non-cancelable fees, penalties, and expenses.
 - 2.1 **Rescheduling fees.** In addition to the reimbursable costs in Section 2 above, EDC may impose additional fees for delays in notification as follows:
 - 10% of Service fee if rescheduled between 60-90 days of the Service
 - 25% of Service fee if rescheduled between 31-59 days of the Service
 - 50% of Service fee if rescheduled within 30 days of the Service
 - 2.2 **Cancellation.** If a Service needs to be cancelled at the Client's written request for any reason and EDC has incurred any costs related to the Services that cannot be refunded to EDC because of the cancellation, Client will reimburse EDC for all non-cancelable fees, penalties, and expenses. Unless otherwise set forth in the Proposal/Estimate, EDC may impose additional fees as following:
 - No fee will be charged if cancelled 180 days prior to the original scheduled Service
 - 10% of original fee if cancelled 90-179 days prior to the original scheduled Service
 - 50% of Service fee if cancelled 31-89 days prior to the original scheduled Service
 - 100% of fee if cancelled within 30 days prior to the original scheduled Services.
 - 2.3 **Staffing, Designated Contact, and Cooperation.** EDC shall have sole discretion in staffing the Services and may assign the performance of any portion of the Services to any subcontractor or consultant provided that EDC shall be fully responsible for the performance of any such subcontractor or consultant. EDC reserves the right to adjust staffing to accommodate appropriate staffing ratios dependent upon anticipated attendance according to the confirmed attendee list. Client shall designate at least one employee as its primary contact to be available for communication with EDC in providing the Services. Client will cooperate with EDC, will provide EDC with accurate and complete information, will provide EDC with such assistance and access as EDC may reasonably request, and will fulfill its responsibilities as set forth in this Agreement. If EDC personnel are required to be present on a Client site, Client will provide adequate workspace and may provide reasonable worksite safety and security rules to which such personnel are to conform. All resources and information that are required for EDC to perform the Services shall be provided at Client's expense unless otherwise agreed to by the parties as set forth in the Proposal/Estimate.
 - 2.4 **Change Orders.** The Services to be provided hereunder shall not be changed in any material respect without a mutually agreed upon change order signed by an authorized representative of each party. Unless otherwise agreed to by the parties, and set forth in the change order, all additional Services set forth in the change order shall be billable as set forth in the change order. Minor changes, such as limited changes to timeline, can be agreed to in email by both parties so long as such changes do not extend beyond the end of the period of performance.
3. **Compensation.** In consideration for the Services to be performed, Client will pay and EDC shall accept as full compensation the fees listed in the Proposal/Estimate (the "Compensation"). Compensation fees are non-refundable and non-cancelable, except as specified in Section 2. In addition to paying the applicable fees, Client shall also pay all reasonable travel and out-of-pocket expenses incurred by EDC in connection with any Services rendered, unless specified otherwise in the Proposal/Estimate. EDC will send invoices to the Client in accordance with the payment schedule listed in the Proposal/Estimate. Client will make payments (payable to "Education Development Center, Inc.") within thirty (30) days of the date of the invoice or immediately upon completion of each service as noted in the Proposal/Estimate and any signed change orders, whichever is later. All payments made under this Agreement shall be in United States Dollars (USD) currency. Any amounts due and payable by either party to the other party shall be paid in USD, unless otherwise agreed upon in writing by both parties. Payments should be sent to Accounts Receivable, Education Development Center, Inc., 300 Fifth Avenue, Suite 2010, Waltham, MA 02451.
4. **Ownership of Intellectual Property.** The parties agree and acknowledge that EDC owns all materials, including but not limited to data, reports, curricula, specifications, outlines, drafts, software, videotapes and any other materials or deliverables, in any medium, which are prepared and/or developed by EDC in the performance of its obligations under this Agreement (the "EDC Materials"). All intellectual property rights in the EDC Materials are the sole and exclusive property of EDC.

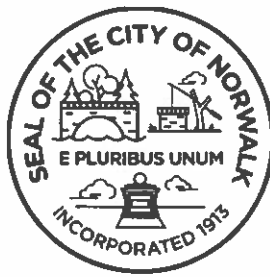
We accept Visa, MasterCard, Discover and American Express, along with ACH transfers. Please contact EDCServices@edc.org, (617) 618-2404, with all questions or concerns.

5. **License Grant.** Subject to the terms and conditions set forth in this Agreement and provided that Client has paid in full all good faith undisputed amounts owed to EDC, EDC ("Licensor") hereby grants to the Client ("Licensee") a non-exclusive, non-commercial, non-transferable, revocable, royalty-free license (without the right to sublicense), solely for the Permitted Uses described in this Agreement set forth in Section 7 ("License").
6. **Copyright and Credit.** Client acknowledges and agrees to include the notice of EDC as the owner of copyright as described in the "Acknowledgement and Copyright Notice" section of this Proposal/Estimate Form, on all published materials regarding the Project. Client shall acknowledge EDC as the sole developer and owner of the materials, and this written acknowledgment shall appear on all marketing and promotional materials related to the Services.
7. **Permitted Uses.** The License is restricted to the following uses: to use, reproduce, distribute and display the EDC Materials only for Client's own internal, non-commercial purposes. "Internal" means use of the EDC Materials for Client's own employees, internal networks, and the population Client directly serves; provided, however, that any such use is pursuant to this Agreement. External use of the EDC Materials requires a separate written license agreement. "External" means public display, including but not limited to use of the EDC Materials on any publicly available (a) website, or (b) blog, or (c) social media site, or other similar web applications. Client shall not use, or authorize others to use, the EDC Materials in any manner that is directed toward commercial advantage, profit, or private monetary compensation.
8. **Client Obligations.** The Client acknowledges and agrees that it shall be responsible for performing the Client obligations outlined in Proposal /Estimate in a timely manner and will cooperate with EDC in all matters relating to the Services and, if applicable, will provide EDC (its agent, subcontractors, consultants, employees, and assignees) with access to the Client's premises, other office accommodations, IT support, other requests, and provide such information as reasonably required by EDC to fulfill its obligations under this Agreement. Client acknowledges and agrees that EDC's ability to perform under this Agreement is entirely dependent upon Client's prompt performance of its obligations, described in the Proposal/Estimate, to provide materials and written approvals and/or instructions to EDC with regard to the Services. Any delays in Client's performance or changes in the Services requested by Client may delay delivery of the EDC Services **and result in additional fees charged to Client in accordance with this Agreement.**
9. **Force Majeure.** EDC and Client will be excused from further performance of this Agreement if such performance is rendered impossible or unfeasible due to catastrophes, Acts of God, or other major event beyond their reasonable control. A party affected by force majeure will take all reasonable measures to fulfill its obligations with a minimum of delay. It will notify the other party of such event as soon as possible and will give notice of the restoration of normal conditions as soon as possible. When such events have abated, the parties' respective obligations will resume. If the party affected by force majeure is unable to resume its obligations hereunder within a reasonable time, either party may terminate this Agreement upon thirty days written notice to the other.
10. **Termination.** Either Party may terminate this Agreement for any reason upon 30 days written notice to the other party. Either party may terminate this Agreement immediately in the event of a material breach of this Agreement by the other party that is not cured within thirty (30) days of written notice thereof from the other party. In the event of termination, Client will compensate EDC for all applicable fees, completed Services and the negotiated price for partially completed Services.
11. **Independent Contractors.** EDC's relationship to Client under this Agreement is that of an independent contractor. Nothing in this Agreement is intended to constitute a partnership, agency, employer, employee or joint venture relationship between the parties. Neither party may incur any debts or make any commitments for the other party. The Client is responsible for any taxes related to the Services.
12. **Insurance.** Each party agrees to carry general comprehensive liability insurance and any additional insurance required by any applicable laws or regulations, in amounts consistent with industry standards, to provide to the other party written evidence of such insurance upon request, and to notify the other party promptly in the event of any cancellation or modification of such insurance.
13. **Indemnification and Limitation of Liability.**
 - (a) To the extent permitted by law, Client agrees to defend, indemnify, and hold harmless EDC, its trustees, directors, officers, employees and agents, and their respective successors, heirs and assigns (the "EDC Indemnitees") from and against any liability, damage, loss, cost, fee or expense (including reasonable fees of attorneys and other testifying or consulting professionals, and expenses of litigation) incurred by or imposed upon the EDC Indemnitees or any one or more of them to the extent arising from any allegations, claims, suits, actions, demands, whether threatened or pending, or judgments arising from or relating to the performance of this Agreement, to the extent such liability, damage, loss, or expense (i) is caused by or results from the negligent or intentional acts or omissions of Client, its trustees, directors, officers, employees or agents; or (ii) arises from the breach of any other warranty or representation made by Client.
 - (b) EDC agrees to defend, indemnify, and hold harmless Client, its trustees, directors, officers, employees and agents, and their respective successors, heirs and assigns (the "Client Indemnitees") from and against any liability, damage, loss, cost, fee or expense (including reasonable fees of attorneys and other testifying or consulting professionals, and expenses of litigation) incurred by or imposed upon the Client Indemnitees or any one or more of them solely to the extent arising from any allegations, claims, suits, actions, demands, whether threatened or pending, or judgments arising from or relating to the performance of this Agreement, to the extent such liability, damage, loss, or expense (i) is solely caused by or results solely from the negligent or intentional acts or omissions of EDC, its trustees, directors, officers, employees or agents; or (ii) arises from the breach of any other warranty or representation made by EDC.
 - (c) Notwithstanding the foregoing, the parties agree that Client assumes all risks associated with the use of information provided to Client as part of the Services. EDC shall be held harmless and will not in any event be liable for any direct, indirect, punitive, special, incidental, or consequential damages, including, without limitation, lost revenues, or lost profits, arising out of or in any way connected with the use or

misuse of the information provided to Client hereunder, or from any information, documents, services, websites, or other material provided hereunder, or otherwise arising from the Services, whether based on contract, tort, strict liability or otherwise. EDC shall not be liable for any loss or injury caused in whole, or in part, by its actions, omissions, or contingencies beyond its control, including in procuring, compiling, or delivering the information, or arising out of any errors, omissions, or inaccuracies in the information regardless of how caused, or action taken or not taken in reliance upon information furnished.

(d) **DISCLAIMER OF WARRANTIES.** EDC DISCLAIMS ALL WARRANTIES AND CONDITIONS, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE INFORMATION AND MATERIALS PROVIDED AND ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY, NONINFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE.

14. Each party acknowledges that in connection with this Agreement it may receive certain confidential or proprietary technical and business information and materials of the other party, collectively the ("Confidential Information"). Each party, its agents, and employees shall hold and maintain in strict confidence all Confidential Information, shall not disclose Confidential Information to any third party, and shall not use any Confidential Information except as may be necessary to perform its obligations under the Agreement or as may be required by a court or governmental authority. Notwithstanding the foregoing, Confidential Information shall not include any information that is in the public domain or becomes publicly known through no fault of the receiving party, or is otherwise properly received from a third party without an obligation of confidentiality.
15. **Data Protection/Privacy Policy.** The nature of the Services requires that EDC obtains, uses and discloses (together "Use") certain information about Client ("Data"). EDC may also use the above Data, and similar Data Client provides to EDC in response to surveys, to aggregate user profiles, and provide Client with communications through EDC mailing lists. By purchasing Services Client agree to this Use. EDC will not pass any personal data onto anyone outside of Education Development Center, Inc. and its lawful assignees. EDC may link to third party websites. EDC is not responsible for the data policies, procedures, or content on these third party websites. EDC endeavors to take all reasonable steps to protect Data that constitutes personally identifiable information including the use of encryption technology, but cannot guarantee the security of any Data disclosed. Client accepts the inherent security implications of being and transacting on-line over the internet and will not hold EDC responsible for any breach of security. If Client wishes to change or update the Data EDC holds about client please contact us.
16. **Survival.** The parties' obligations to each other in Sections 4,5, 6, 7, 11, 12, 13, 14 and 15 shall survive the termination of this Agreement.
17. **Entire Agreement; Amendments.** This Agreement constitutes the entire agreement between Client and EDC with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether oral or written, between the parties relating to the subject matter hereof. Any modification or waiver of any of the terms must be mutually agreed to in writing by both Client and EDC.



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 3/9/26

DEPARTMENT: Economic + Community Development

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input checked="" type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$204000.00 MUNIS Account: 0926 3710 5777 C0731

VENDOR: Berry, Dunn, McNeil & Parker, LLC

| | | | |
|----------------------------|-------------------------------------|---|---------------------------|
| Purchasing Agent Signature | <input checked="" type="checkbox"/> | The Purchasing Agent Supports | Department Head Signature |
| Purchasing Agent Name | <input type="checkbox"/> | Does Not Support | Department Head Name |
| Date | <input checked="" type="checkbox"/> | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Date |

JUSTIFICATION:

As the City of Norwalk transitions to the implementation phase of the online permitting and licensing system, the implementation team has agreed that retaining BerryDunn will ensure a more efficient, expedited and seamless shift from a "paper based system" to the new digital format. BerryDunn has a comprehensive understanding of the current and future workflow for the permitting system and has established trust with the implementation team due to their lengthy work in Phase I, the public RFQ/RFP solicitation and selection process.

PA review/notes: Purchasing agrees with the utilization of Berry Dunn for the implementation phase. Technical correction to inform CC this would be a single source request correcting CC action 2/10/2026.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

MEMORANDUM

DATE: January 28, 2026

TO: City of Norwalk Common Council
ATTN: Economic and Community Development Committee

FROM: Berry, Dunn, McNeil & Parker, LLC (BerryDunn)

SUBJECT: Community Development Software Implementation Services

BerryDunn is a leading provider of professional services to local governments across the United States, including in the State of Connecticut. BerryDunn has supported the City through a business process review and procurement of a new community development software system. We value our existing relationship with the City and look forward to continuing to support the City's digital transformation.

The upcoming implementation is a critical multi-year investment in modernizing service delivery to residents, contractors, and business owners, and BerryDunn has a proven approach to aligning technology and business processes for transformative improvements.

Key tasks and objectives of BerryDunn's implementation oversight services include:

- Establishing a project governance structure and associated documentation
- Reviewing work completed by the software provider for accuracy and completeness
- Providing project reporting to City stakeholders, change management oversight, and staff support

BerryDunn is positioned to add value to City efforts through:

- A dedicated team focused on community development and team members with extensive local government and software system implementation experience
- An understanding of the City's business environment and relationships with City staff through the existing engagement
- A proven record of executing on project and change management best practices

Questions related to this engagement can be directed to BerryDunn Project Principal Kevin Price (kprice@berrydunn.com). It is a pleasure for our firm to have worked with the City on this project thus far, and we look forward to continuing to support the City.



DATE: March 30, 2026
TO: Norwalk City Council
FROM: Jay Habansky, Chief of Economic & Community Development
REF: *TECHNICAL CORRECTION OF THE CITY COUNCIL ACTION OF FEBRUARY 10, 2026 ITEMS VII.D.1*

Authorize the Mayor, Barbara C. Smyth, to execute an Agreement with Berry, Dunn McNeil & Parker, LLC, for Project #4435 – Community Development Software & Services, for an amount not to exceed \$204,000.00 for implementation oversight services for a new online permitting and licensing system on a sole source procurement basis.

ACCT: 0926 3710 5777 C0731

The City is in the process of implementing a new online software platform that will modernize permitting and licensing services for residents, contractors, and business owners. This initiative represents a critical multi-year investment in improving service delivery, transparency, internal efficiency, and customer experience.

BerryDunn’s original contract was approved by the City Council in June 2024 and has supported the City throughout the process assessment and procurement phases of this project. As a result of this previous experience, they have developed a deep understanding of the City’s workflows, regulatory environment, and operational needs. Retaining BerryDunn on a sole source procurement basis for implementation oversight will ensure continuity, accountability, and alignment between the software vendor’s work and the City’s objectives. Additionally, retaining BerryDunn will reduce implementation risk and avoid costly delays, scope changes, and post-implementation corrections.

Scope of Services:

- Based on past implementation experience, BerryDunn will establish a process of accountability for the vendor to ensure the City’s interests are maintained, that best practices are followed and ultimately a successful “go live” of the new system.
- Establishing project governance structure, roles, and documentation

- Reviewing vendor deliverables for accuracy, completeness, and compliance with contract requirements
- Providing project reporting to City leadership and key stakeholders
- Supporting change management, staff engagement, and implementation readiness

Value Added:

- Specialized expertise in community development system implementations for municipalities
- Extensive experience with project governance, change management, and software deployment best practices
- Existing knowledge of Norwalk's business processes, staff structure, and operational goals
- A proven track record supporting complex government technology transformations
- Independent oversight will strengthen accountability, reduce the risk of delays and cost overruns, and help ensure the City realizes the full benefits of this investment.

We respectfully request that City Council approve the requested authorization.

A handwritten signature in black ink, appearing to read 'Jay Habansky', with a stylized, cursive script.

Jay Habansky, AICP
Chief of Economic & Community Development
City of Norwalk, Connecticut

Council at Large:

Mr. Joshua Goldstein
Mr. Johan Lopez
Ms. Nicol Ayers

Mr. Jesse Buccolo
Mr. Colin Hosten

District A:

Mr. Jalin Sead

Mr. Broderick Sawyer

District B:

Mr. Dajuan Wiggins

Ms. Darlene Young

District C:

Ms. Nicolé Eaddy

Ms. Anne Wennerstrand

District D:

Mr. Jan Degenshein

Mr. Richard Dellinger

District E:

Mr. James Frayer

Mr. Brian Bailey

I. ROLL CALL

The meeting was called to order by Mayor Smyth at approximately 7:38 PM. The Pledge of Allegiance was recited. Roll call was taken, and a quorum was established.

II. ACCEPTANCE OF MINUTES

A. Special Meeting: January 24, 2026

****MS. WENNERSTRAND MOVED TO APPROVE THE MINUTES OF THE
JANUARY 24, 2026, SPECIAL MEETING.**

****THE MOTION PASSED UNANIMOUSLY.**

B. Regular Meeting: January 27, 2026

****MR. GOLDSTEIN MOVED TO APPROVE THE MINUTES OF THE
JANUARY 27, 2026, REGULAR MEETING.**

****THE MOTION PASSED. WITH TWO ABSTENTIONS – MR. HOSTIN, MR.
SEAD.**

III. PUBLIC PARTICIPATION

No public participation.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. APPOINTMENTS

a. Appointment of Robert Stowers, Director of Recreation and Parks

Ms. Young spoke in strong support of Mr. Stowers, highlighting his four years of transformative leadership, experience from Seattle, program development, team building, progress toward accreditation, and leadership on the new recreation center.

Ms. Ayers described Mr. Stowers as professional, calm, and a problem-solver.

Mr. Goldstein praised the transformation of the department and Mr. Stowers' ability to find ways to say yes.

Mr. Wiggins called Mr. Stowers the GOAT and noted his respectful demeanor during challenges.

Mr. Dellinger highlighted Mr. Stowers' helpfulness with the Oak Hills Park Authority.

Mr. Frayer apologized for an early tough budget interaction and praised Mr. Stowers' phenomenal work.

Mr. C praised Mr. Stowers' community outreach and support for youth sports leagues. Mayor Smyth described Mr. Stowers as a visionary who increased revenue, built programs, and advanced the Parks Foundation.

Mr. Stowers thanked the Mayor, Council, staff, Vanessa, Darlene Young, Harry Rilling, Alicia King, Bob Duff, and the community. He reviewed major accomplishments including the 10-year Recreation & Parks Master Plan, 10-year Tree Master Plan, joint-use agreement with schools, new baseball complex agreement, playground replacements, marina improvements, Galler Carriage Barn reopening, staff increases through budget-neutral shifts, non-lapsing Recreation and Sports Activity Fund, and establishment of the Parks Foundation. He expressed commitment to making Norwalk's parks the best for its size in Connecticut and the country.

****MS. YOUNG MOVED TO APPROVE THE APPOINTMENT OF ROBERT STOWERS AS DIRECTOR OF RECREATION AND PARKS.**

****THE MOTION PASSED UNANIMOUSLY.**

b. – f. Urban Forestry Commission appointments

PETER FRANK VITERETTO – Chair

GAY E. MAC LEOD

SONJA E. OLIVER

AMY VEREL

DAVID MCGOLDRICK

Ms. Wennerstrand moved all five appointments together. She described Mr. Viteretto's 40+ years as a licensed landscape architect focused on tree health and green infrastructure; Ms. Mac Leod's environmental education, nonprofit leadership, and prior Tree Advisory Commission service; Ms. Oliver's long advocacy experience and prior commission service; Ms. Verel's decade-plus public service in New York City and New York State Parks; and Mr. McGoldrick's hands-on land stewardship with Aspetuck Land Trust.

Ms. Young spoke in support of Ms. Mac Leod and Ms. Verel.

Ms. Eaddy praised Ms. Mac Leod and Ms. Oliver.

Mr. Dellinger noted Ms. Verel's family connection and Mr. McGoldrick's practical skills.

****MS. WENNERSTRAND MOVED TO APPROVE THE APPOINTMENTS OF PETER FRANK VITERETTO (CHAIR), GAY E. MAC LEOD, SONJA E. OLIVER, AMY VEREL, AND DAVID MCGOLDRICK TO THE URBAN FORESTRY COMMISSION.**

****THE MOTION PASSED UNANIMOUSLY.**

2. REAPPOINTMENTS – Commission on Gender Equity

KRISTINA TESTA-BUZZEE

JAZMINE PREZZIE

CHANTAL COFFY

Mr. Buccolo moved the reappointments and described the Commission's mission. He highlighted Dr. Testa-Buzzee's long Norwalk residency, former NCC leadership, and current state workforce role; Ms. Prezzie's mentorship program leadership and Board of Education service; and Ms. Coffy's nursing and multilingual background.

Mr. Sead praised Ms. Prezzie's leadership in growing the mentorship program.

****MR. BUCCOLO MOVED TO APPROVE THE REAPPOINTMENTS OF KRISTINA TESTA-BUZZEE, JAZMINE PREZZIE, AND CHANTAL COFFY TO THE COMMISSION ON GENDER EQUITY.**

****THE MOTION PASSED UNANIMOUSLY.**

B. MAYOR'S REMARKS

Mayor Smyth recognized Black History Month and Heart Health Month, provided information on related events, reminded residents of upcoming budget hearings, and announced the Mayor's Ball on March 6, 2026 benefiting Triangle Community Center and Mid-Fairfield Community Care Center.

C. Presentation on progress regarding the Efficiency Study

Mayor Smyth introduced the item, noting that the Efficiency Study was conducted under former Mayor Rilling approximately four years earlier. She stated that an update had been requested for some time, that significant progress had been made, but that more work remained. She turned the presentation over to Chief of Staff Lamond Daniels.

Chief of Staff Lamond Daniels provided framing for the presentation. He explained that the Efficiency Study, completed in 2022, was a significant investment and had been used as a working reference by departments rather than sitting unused. The presentation offered a high-level overview of how the study informed operational decisions, examples of actions taken across departments, and how it could continue to serve as a framework for longer-term

improvements. He emphasized that the full study spans over 500 pages and that the focus was on key themes and actions rather than a detailed status report of every recommendation.

He reviewed the study's original purpose: to assess city and Norwalk Public Schools operations, develop a customized plan for reinventing operations, drive transformational service delivery, and achieve cost efficiencies. The presentation covered only the city-side external assessment. Daniels stated that the study identified opportunities to improve efficiency and effectiveness, highlighted structural, operational, and financial gaps, and offered recommendations ranging from short-term to long-term improvements. It was intended as a guide for better decisions on systems, staffing, and investments, not as a one-year checklist.

He explained that departments assessed applicable findings, prioritized recommendations, and implemented many of them through internal policy changes, process improvements, and operational adjustments. Recommendations with budgetary or resource impacts underwent further administrative evaluation.

Selected examples of changes were grouped into four buckets: operational and governance, technology and systems, financial and administrative practices, and resident-facing services. Examples included:

- Finance, Comptroller, and Budget: major state reconciliation recovering approximately \$730,000; development of cash collection manuals; updated position controls in MUNIS; review of budget transfer thresholds; coding improvements in MUNIS; grant guidelines and grants tracking database.
- Town Clerk and City Clerk: formal procedure manuals; expanded online services (dog licensing, marriage applications, fraud alerts); records digitization using ARPA funds; office construction and safety project; planning for early voting.
- Human Resources: job description analysis project by department; career progression mapping; new HR system module; recurrent leadership discussions on workforce and performance.
- Purchasing and Procurement: filling the Purchasing Officer position; full guideline review with Corporation Counsel; shift to virtual credit card payments; strengthened collaboration with Norwalk Public Schools.
- Technology and Systems: digitization of records and permits; integration of IT into RFP processes; citywide permit software; funding system upgrades via ARPA and grants; groundwork for long-term IT planning.
- Governance, Leadership, and Coordination: formalized internal policies and procedures; FOI handling benchmarking; commission and ordinance-related work.
- Community Services: strengthened customer service intake and response tracking; improved coordination between community services, communications, and customer service; better program alignment and grant compliance.
- Recreation and Parks: continued investment in maintenance and safety; coordinated operations and engineering; used study staffing analysis as reference; increased staffing capacity.

- DPW and Operations: facility and workplace safety improvements; better tracking of capital assets; strengthened coordination with finance and planning.

Mr. Daniels noted that many changes were behavioral, process-oriented, or planning-related and were achieved internally with limited resources, often during the COVID recovery period.

He identified three major remaining pillars requiring deeper focus and sustained investment:

1. Enterprise technology and cyber resilience: aging, fragmented systems; manual workarounds; limited integration and visibility; cybersecurity risks.
2. Facilities and infrastructure: aging buildings; deteriorating facilities; space and safety constraints; deferred maintenance increasing future costs.
3. Staffing and workforce capacity: need for fair/competitive wages; excessive supervisory span of control; reliance on key individuals; succession planning needs; limited capacity constraining operations.

He emphasized that incremental operational changes alone would not address these structural issues and that meaningful progress would require deliberate decisions about timing, scope, and significant investment.

In closing, Daniels stated that the study was designed to inform decision-making over time, remains a valuable guide, has driven real operational change, but is not finished. The Mayor's office reviewed the internal tracker since taking office to ensure shared understanding of implemented items and remaining opportunities. The presentation provided the first consolidated update to Council, highlighting progress and framing future conversations.

Mr. Buccolo requested future details on Board of Education-related recommendations and potential collaboration/efficiency opportunities between the City and Board of Education.

Mr. Frayer followed up on consolidation of City and Board of Education operations (IT, communications, HR, etc.) and noted that an Efficiency Study from several years ago may now be stale given recent technology advances.

Mr. Bailey asked whether fiscal benefits of implemented improvements could be quantified to demonstrate value to taxpayers and suggested incorporating AI strategies to address rising fiscal pressures.

Ms. Ayers encouraged continued refinement of the document with staff and leadership, plus public-facing communication (website/newsletter) showing accomplishments and focus areas.

Ms. Young suggested linking future agenda items to relevant Efficiency Study (and POCD) references in backup materials or agendas to increase transparency and public understanding of how dollars are being used.

Mayor Smyth thanked Chief of Staff Daniels for the extensive work and presentation. No formal motion or vote was taken on this informational item.

V. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

None.

B. CONSENT CALENDAR

Council President Goldstein read the Consent Calendar items as follows:

A, Public Safety and General Government.

1. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, applications, amendments as may be necessary with the Connecticut Department of Energy Services, Public Protection, Division of Emergency Management and Homeland Security for participation in the Emergency Management Grant Program and Regional Homeland Security planning and funding activities.

4. a. Authorize Mayor Barbara Smyth to execute an extension Agreement with Fleet Auto Supply, under RFP project number 4123 for the upfit of police vehicles until February 28, 2027, in the amount not to exceed \$290,000.00 per year.
b. Authorize the City of Norwalk Purchasing Agent to execute the purchase orders on behalf of the Norwalk Police Department to Fleet Auto Supply under RFP project number 4123 for the upfit of police vehicles based on unit pricing and the availability of funds not to exceed \$290,000.00.

B, Land Use and Building Management.

1. Authorize the Mayor, Barbara C. Smyth, to execute a Land Use Restriction Agreement and Negative Pledge Agreement in favor of the State of Connecticut Department of Economic and Community Development in connection with 7 Academy Street, site of Carver Center, Norwalk, Connecticut.

2a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with ETT Environmental Services Inc. for the Police Headquarters Fuel Island Pump Replacement Project for a total not to exceed \$128,000, account numbers noted.
b. Authorize a contingency allowance for a total not to exceed \$12,800, account number noted.

4. Authorize to increase design contingency with Tecton Architects' design services contract for South Norwalk School for an additional amount of \$56,147.72 for additional design services. Account number noted.

5. Technical correction of City Council action on November 17, 2025, Item VI, D, 6a & 6b for Calf Pasture Beach Project by correcting the typo in the account number to properly reflect the actual account. New action to read as follows: 'Authorize the Mayor, Barbara C. Smyth, to execute an Agreement with O’Riordan Migani Architects LLC for architectural services for the Calf Pasture Beach Camp renovation project for a total not to exceed \$119,480. Account #09266030 5777 C0365. Authorize a contingency allowance for a total not to exceed \$11,948. Account #09266030 5777 C0365.

C, Public Works.

1. Authorize the Mayor, Barbara C. Smyth to enter into a Subordination Agreement and such other instruments incidental thereto with the Housing Authority (“NHA”) for the city of Norwalk with respect to the City’s easements at 20 Day Street in connection with NHA’s ELUR Application to DEEP.
2. Approve the Honorary Naming of Lincoln Avenue Extension to Master Chief Alexander Restrepo Way.
3. a. Authorize the Mayor, Barbara C. Smyth, to execute the 4th Amendment to the December 12, 2023 agreement between the City of Norwalk and M. Rondano Inc. for Purchasing Project 4322, DRG 2023-3 On Call Drainage at Various Locations for a sum not to exceed \$1,124,616.15, account numbers noted.
b. Authorize the Chief of Operations and Public Works to execute orders on the contract with M. Rondano, Inc. for project DRG2023-3 On-Call Drainage Improvements at Various Locations for a sum not to exceed \$112,461.62. Account numbers noted.

D, Economic and Community Development.

1. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement with Berry, Dunn McNeil & Parker, LLC, for Project #4435 – Community Development Software & Services, for an amount not to exceed \$204,000.00 for implementation oversight services for a new online permitting and licensing system. Account noted.
2. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and A. Vitti Excavators, LLC for Project TMP 2025-6 South Main Street Rail Spur and Berm Removal, for an amount not to exceed \$849,497.00. Accounts noted.
3. Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract between the City of Norwalk and A. Vitti Excavators, LLC for Project TMP 2025-6 South Main Street Rail Spur and Berm Removal, for a sum not to exceed \$84,949.70. Accounts noted.
4. Authorize the Mayor, Barbara C. Smyth, to execute any and all documents, to ratify the amendment to the Citywide Plan (Plan of Conservation and Development) to incorporate by reference the Arts and Cultural Plan within Chapter 6, Preserving & Promoting Our Historic Heritage, Arts & Culture, including the directive to evaluate, modify as necessary, and implement the plan’s recommendations during the 2025–2029 planning period.

****COUNCIL PRESIDENT GOLDSTEIN MOVED FOR APPROVAL OF THE
CONSENT CALENDAR AS READ.**

****THE MOTION PASSED UNANIMOUSLY.**

VII. CITY COUNCIL COMMITTEES

B. LAND USE AND BUILDING MANAGEMENT

3. Naming of South Norwalk Elementary School as Dr. Ruby Shaw Elementary School

Mr. Hosten moved the item, noting the school's fulfillment of long-standing community needs and Dr. Shaw's educational legacy in South Norwalk.

Ms. Young detailed Dr. Shaw's career, magnet school establishment, I Have a Dream program, and numerous board roles.

Ms. Ayers emphasized overdue recognition for the South Norwalk community.

Mr. Goldstein highlighted the symbolic importance for future generations.

Mr. Sead connected the naming to South Norwalk's history and changing community.

Mayor Smyth shared personal family connections and acknowledged Ms. Young's initiative.

Ms. Patrice Hunt (aunt) and Ms. Courtney Hunt (niece) expressed family gratitude and pride.

****MR. HOSTEN MOVED TO APPROVE THE NAMING OF THE SOUTH NORWALK ELEMENTARY SCHOOL AS DR. RUBY SHAW ELEMENTARY SCHOOL.**

****THE MOTION PASSED UNANIMOUSLY.**

A. PUBLIC SAFETY AND GENERAL GOVERNMENT

2. a. Authorize Mayor, Barbara Smyth, to execute a third amendment to the Memorandum of Agreement by and between Recovery Network of Programs, Inc. and City of Norwalk commencing on July 1, 2025 and ending June 30, 2026 in the amount of \$300,528.00 to be paid from account #013026-5258.

b. Authorize the City of Norwalk Purchasing Agent, to execute purchase orders on behalf of the Norwalk Police Department to the Recovery Network Program utilizing NPD account #013026-5258 based on the availability of funds not to exceed \$300,528.00.

Chief Walsh described the Behavioral Health Unit partnership with Recovery Network, noting 529 cases handled in 2025 and its success in diverting calls from patrol to clinicians.

****MS. EADDY MOVED APPROVAL OF ITEMS 2A AND 2B.
THE MOTION PASSED UNANIMOUSLY.

b. Cordico mobile application software – Lexipol

3. a. Authorize the Norwalk Police Department to utilize a Noncompetitive Procurement Justification Form with Lexipol for payment of Cordico mobile application software. This payment is for a one-year agreement for services commencing February 1, 2026 and ending January 31, 2027.

b. Authorize the City of Norwalk Purchasing Agent, to execute purchase orders on behalf of the Norwalk Police Department to Lexipol LLC. utilizing NPD account #09213610-5777-C0638 based on the availability of funds not to exceed \$21,600.00.

Chief Walsh explained the Cordico wellness platform's anonymous support for officers, dispatchers, retirees, and families, reporting 46% usage, 23 Copeline calls, and broad engagement since implementation.

****MS. EADDY MOVED APPROVAL OF ITEMS 3A AND 3B.
THE MOTION PASSED UNANIMOUSLY.

D. ECONOMIC AND COMMUNITY DEVELOPMENT

4. Authorize the Mayor, Barbara C. Smyth, to execute any and all documents, to adopt the City of Norwalk Arts and Cultural Plan (2025, as amended) as the official guiding document for advancing arts and culture initiatives in the City, consistent with the City's designation as a State-recognized Arts and Cultural District.

Sabrina Godeski summarized the year-and-a-half process, public survey results, focus on diversified funding (including BID potential), and the actionable implementation table. She noted the approval sequence requires final P&Z action.

****MR. GOLDSTEIN MOVED TO APPROVE ITEM D.3.
THE MOTION PASSED UNANIMOUSLY.

XI. ADJOURNMENT

****MS. YOUNG MOVED TO ADJOURN THE MEETING.
THE MOTION PASSED UNANIMOUSLY.

**CITY COUNCIL
NORWALK,
CONNECTICUT**

**REGULAR MEETING
7:30 PM**

**FEBRUARY 10, 2026
VIA ZOOM & CITY
COUNCIL CHAMBERS**

The meeting adjourned at approximately 9:30 p.m.

Respectfully submitted,
Courtney Baldwin
Recording Secretary



TO: Economic and Community Development Committee of the City Council, City of Norwalk

FROM: Eric Rains, Chairman, Norwalk Parking Authority
Bryan Lutz, Assistant Director of Parking

CC: Jay Habansky, Chief of Economic & Community Development
Sabrina Godeski, Director of Economic & Community Development
James Travers, Director, Transportation, Mobility & Parking
Sharon Conners, Purchasing Agent, City of Norwalk

REF: April 2, 2026 Meeting Agenda Item - Authorize the Mayor, Barbara C. Smyth, to execute a contract agreement with Found Design LLC (d.b.a. MERJE) in the amount of \$114,750 for Project NPA2026-1: Norwalk Citywide Wayfinding Program.

Accts:

0921-4095-5777-C0783

0922-4095-5777-C0783

DATE: March 26, 2026

Introduction

The Norwalk Parking Authority (NPA) respectfully submits this memorandum requesting City Council authorization to enter into a contract with Found Design LLC (d.b.a. MERJE) for the development of a comprehensive Citywide Wayfinding Design Program. This project represents a major step forward in improving mobility, navigation, and district identity across Norwalk's neighborhoods and commercial corridors.

At its March 25, 2026 Regular Meeting, the NPA voted to advance this proposal to the City Council for approval.

Project Overview

The Citywide Wayfinding Program will establish a cohesive, multi-modal signage system that improves how residents and visitors navigate Norwalk's districts, parking facilities, cultural destinations, and waterfront. The project includes:

- Systemwide mapping and analysis
- Brand and design development
- Prototyping and location planning
- Implementation strategy and cost modeling
- Integration with Park Norwalk assets and TMP mobility initiatives



Late February, MERJE presented their methodology to the stakeholder group, which includes representatives from TMP, Economic & Community Development, Park Norwalk, and the mayor's office. MERJE overwhelmingly won the approval of all Select Committee Members.

Request

The Norwalk Parking Authority respectfully requests that the City Council authorize the following:

Authorize the Mayor, Barbara C. Smyth, to execute a contract agreement with Found Design LLC (d.b.a. MERJE) in the amount of \$114,750 for Project 4484NPA2026-1: Norwalk Citywide Wayfinding Program.

Accts:

0921-4095-5777-C0783

0922-4095-5777-C0783



Request for Proposal
NPA 2026-1
Citywide Wayfinding Program
Norwalk, CT

January 27, 2026

merJe

ENVIRONMENTS & EXPERIENCES

Found Design LLC (d.b.a. MERJE)
5 W. Gay Street
West Chester, PA 19380

T. 484.266.0648
jbosio@merjedesign.com
www.merjedesign.com

January 23, 2026

City of Norwalk
Purchasing Department
125 East Avenue
Norwalk, CT 06851

RE: RFP: NPA2026-1 NORWALK CITYWIDE WAYFINDING PROGRAM

To Whom It May Concern,

Thank you for the opportunity to be considered for City of Norwalk Citywide Wayfinding Program.

MERJE focuses exclusively on wayfinding and signage projects, with a specific expertise in community wayfinding programs, including experience in Connecticut and with CDOT.

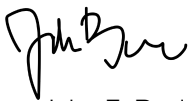
Importantly, we are already familiar with Norwalk: in 2016, we worked with Norwalk Redevelopment Agency to design and plan a comprehensive citywide wayfinding program, identifying destinations and downtown districts, defining sign types, creating sign location plans and message sequencing, developing budgets and a phasing strategy for implementation. That foundation gives us a clear understanding of Norwalk's assets, circulation patterns, and the opportunities to strengthen connections between destinations and districts.

We believe a unique and functional wayfinding system can market Norwalk's assets, present a friendly image and communicate that the City is efficient, organized and caring. Helping a visitor "find their way" is an important part of their experience and time spent in Norwalk.

Through our work across the U.S., MERJE has developed strategies and processes that provide our clients with the tools to implement wayfinding programs for cities, towns and communities of all sizes, design aesthetics and aspirations. Our wayfinding projects in Connecticut have included comprehensive vehicular and pedestrian program for **New Haven**, as well as **Mansfield / Downtown Storrs**, a wayfinding master plan for **Westport**, and recently we completed the design and planning of a new wayfinding program for **West Hartford**.

If you have any questions or require additional information you may contact me directly. We appreciate this opportunity and look forward to presenting our experience and capabilities to you

Best Regards,



John F. Bosio
Principal
jbosio@merjedesign.com

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EXECUTIVE SUMMARY



COMMUNITY WAYFINDING EXPERIENCE

MERJE is a nationally recognized environmental graphic design firm, with a specific expertise in Community Wayfinding. MERJE has planned and designed more than 90 community wayfinding programs for regions, cities and towns of all sizes. We have worked in more than 26 states, Canada and the Middle East.

Our national experience has provided us the knowledge to address many common wayfinding problems, as well as the creative solutions that have been developed to solve such issues as obtaining funding, building consensus with the region, integration of technology and the long-term maintenance of a wayfinding program.

Our approach to wayfinding is holistic and considers all the tools a visitor encounters during their exploration and discovery of a community. We have specific experience with municipalities that rely on tourism as an economic engine. We can work with the community to further enhance your brand and market the experience.

Our wayfinding programs are “of their place”, we offer no formulas or pre-conceived ideas. Our solutions balance the creative aspect of the design process with standard engineering criteria for legibility, reflectivity, typeface selection and contrast. We have experience with FHWA, DOT and many other approving agencies.



As a natural extension of community wayfinding, MERJE has additional experience with trails, parks and public transit programs. Understanding all of the needs of visitors and residents is a key element to identifying the appropriate tools one may use to find their way, and provide a comprehensive strategy to the wayfinding program.

COMMUNITY WAYFINDING PROJECTS

ALASKA

Anchorage Trails
Univ. of Alaska

ARIZONA

Lake Havasu City
Valley Trail (MAG)
Phoenix

ARKANSAS

Bentonville
Conway
Helena
Hot Springs
Little Rock
Mountain Home
Northwest Arkansas*

CALIFORNIA

Butte County
Coronado
Cotati
Elk Grove
Fair Oaks / Parks
Huntington Beach
Mission Oaks
Mammoth Lakes
Novato
Oxnard
Petaluma
San Diego
Santa Cruz

COLORADO

Nederland
Parker

CONNECTICUT

Mansfield / Storrs
New Haven
Norwalk
Westport
West Hartford

DELAWARE

Brandywine Valley
Lewes
Rehoboth Beach

FLORIDA

Clearwater / U.S. 19
Downtown Miami
Downtown Tampa
Miami Beach
Ocala
Sarasota
St. Petersburg
Tampa Riverwalk

GEORGIA

Atlanta Beltline
Augusta
Callaway Gardens
Columbia County
Savannah
Sandy Springs

ILLINOIS

Evanston
Mt. Vernon

KENTUCKY

Murray

LOUISIANA

Cajun Bayou
Louisiana Byways
Monroe-West Monroe
New Orleans

MARYLAND

Annapolis
Frederick
Towson

MASSACHUSETTS

Amesbury
Boston Blue Bikes

MONTANA

Hamilton
Missoula

NEBRASKA

Norfolk

NEW HAMPSHIRE

Concord
Portsmouth

NEW JERSEY

Bayonne
Camden
Englewood
Jersey City
Madison
Morris County*
Newark
Plainsboro
South Orange

NEW MEXICO

Los Alamos

NEW YORK

Black Creek Trail
Ellenville / Wawarsing
Kingston
Village of Mamaroneck

NORTH CAROLINA

Asheville*
Cabarrus County
Cary
Dunn
Downtown Durham
Fayetteville*
Greenville
Hendersonville*
Toe River Arts
Wake Forest
Yadkin Valley*

OHIO

Butler County*
Union County

OKLAHOMA

Edmond
INCOG / Tulsa Trails
Tahlequa

OREGON

Eugene
Hillsboro
Hermiston
Medford
Umatilla

PENNSYLVANIA

Brandywine Valley
Chester
Easton
Friends of Wissahickon
Landsdale
Media

SOUTH CAROLINA

Anderson
Summerville

SOUTH DAKOTA

Spearfish

TENNESSEE

Johnson City
Knoxville

TEXAS

Anna
Austin Heritage
Downtown Austin
Dallas
Denton
Fredericksburg
Garland
Georgetown
LBJ/TEXpress
Mansfield
Montgomery

VIRGINIA

Charlottesville
Fredericksburg
Richmond Highway
Southern Fairfax City
Springfield
Virginia Blue Ridge
Williamsburg

WASHINGTON

Spokane*
Tri-Cities
Walla Walla Valley*
Whatcom County*

WASHINGTON D.C

Capital Riverfront Dist

WYOMING

Buffalo
Rawlins

INTERNATIONAL

Canada
Whistler, B.C

United Arab Emirates
Abu Dhabi

MERJE INTRODUCTION

FULL LEGAL NAME: Found Design LLC (d.b.a. MERJE)

PHYSICAL ADDRESS

5 W. Gay Street
West Chester, PA 19380

MAILING / PAYMENTS

PO Box 3307
West Chester, PA 19380

PHONE NUMBER 484.266.0648

WEBSITE www.merjedesign.com

PRIMARY EMAIL CONTACTS jbosio@merjedesign.com gswantak@merjedesign.com

BUSINESS ORGANIZATION: Limited Liability Corporation (LLC) / Partnership

STATE ORGANIZED: Pennsylvania

FOREIGN QUALIFICATIONS: AR, CA, CO, FL, GA, LA, NC, NJ, TN, TX, VT, WA

YEAR BUSINESS EST.: 1993 Hillier Graphic Design Studio
2007 Found Design LLC (d.b.a. MERJE)

PROJECT OFFICE: MERJE has a single office located in Pennsylvania. All work completed by MERJE will be done out of this office.

PARTNER INFORMATION:

John Bosio
202 Conard Mill Rd
Lincoln University, PA 19352
jbosio@merjedesign.com
215.801.5722
Ownership: 50%

Glen Swantak
806 Walnut Place
Havertown, PA 19083
gswantak@merjedesign.com
610.331.7516
Ownership: 50%

GEOGRAPHIC REACH: National and International

SERVICES: Wayfinding, Signage Design, Branding, Landmarks and Exhibits

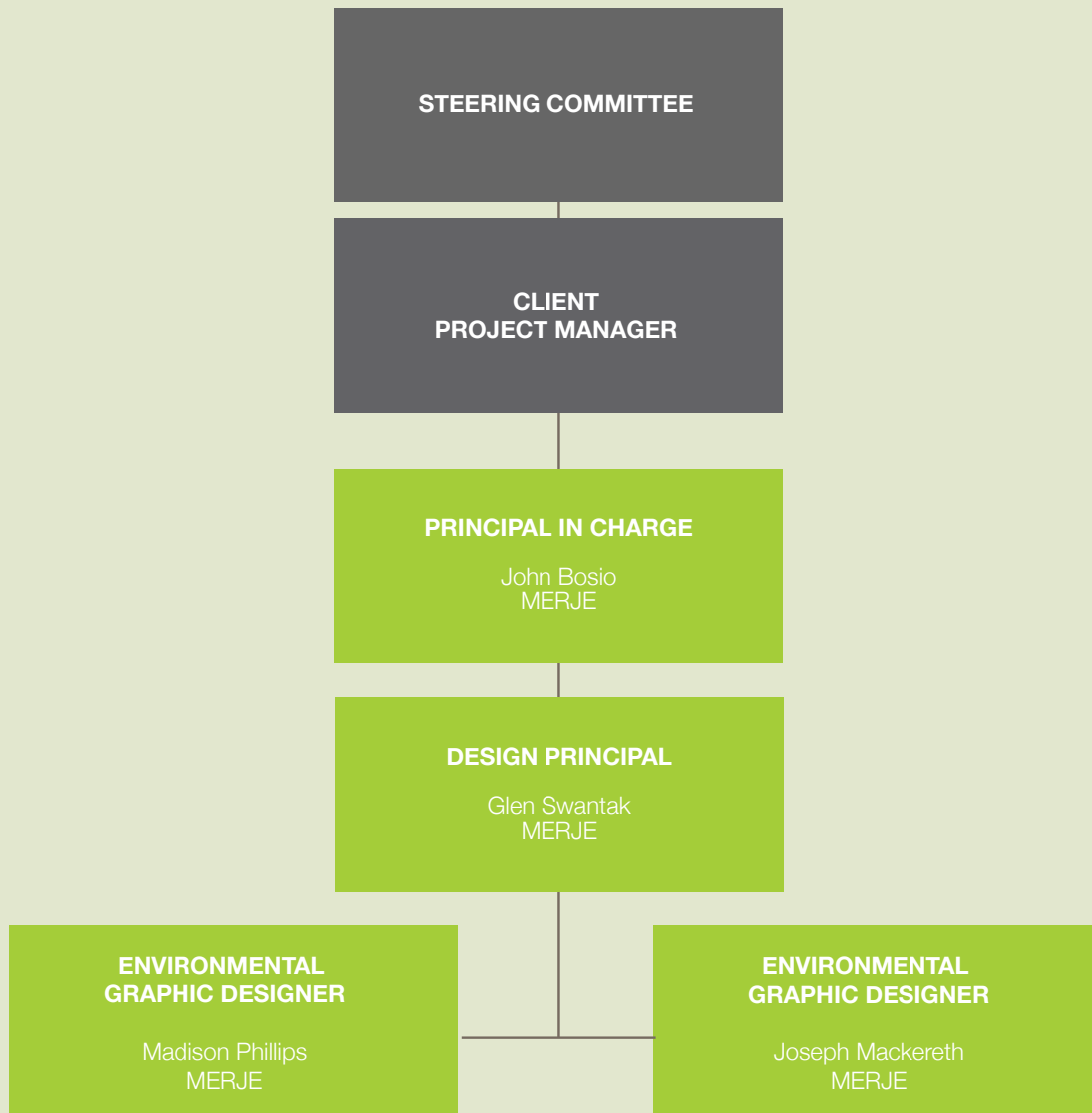
SECTORS: Communities, Parks & Trails, Transit, Education / Campuses,

WAYFINDING EXPERIENCE: (2) Principals 25+ years
(2) Designers 10 - 15 years
(2) Designers 2 - 5 years

PROJECT TEAM
ORGANIZATION & STAFFING



Project Team Organization Chart



MERJE is a nationally recognized design firm, specializing in wayfinding and signage. Our role in the project will include the Wayfinding Analysis, Design, Planning, Documentation and Construction Administration. MERJE will also assist with administrative strategies, related to destination inclusion, funding / phasing strategies and the development of a long-term maintenance plan for the wayfinding program.

JOHN F. BOSIO

PARTNER

PROJECT ROLE

Project Manager / Wayfinding

EDUCATION

University of the Arts, Philadelphia, PA
Bachelor of Fine Arts, Graphic Design

PROFESSIONAL AFFILIATION

Society for Experiential Graphic Design (SEGD)

For more than 25 years, John has been leading design teams, as well as cities and organizations of all sizes, through the process of implementing wayfinding programs. Problem solving is at the core of John's approach. His experiences across a wide variety of projects, including, communities, parks & trails, public transit and campuses provides him with a detailed understanding of both how a user experiences an environment and the wayfinding tools that may be necessary.

RELEVANT EXPERIENCE

Town of Mansfield, CT
Wayfinding Program

City of New Haven, CT
Wayfinding Program

Town of West Hartford, CT
Wayfinding Program

Asheville, NC Regional
Wayfinding Program

Atlanta BeltLine
Wayfinding Program (GA)

Downtown Austin
Wayfinding Program

Downtown New Orleans
Wayfinding Program

Downtown San Diego
Wayfinding Program

City of Fredericksburg, TX
Wayfinding Program

City of Huntington Beach, CA
Wayfinding Program

City of Missoula, MT
Wayfinding Program

Savannah Historic District
Wayfinding Program

Resort Municipality of Whistler
Wayfinding Program

Downtown Phoenix
Wayfinding Program

Northwest Arkansas
Wayfinding Program

City of Novato, CA
Wayfinding Program

City of Ocala, FL
Wayfinding Program

Town of Parker, CO
Wayfinding Program

City of Bentonville, AR
Wayfinding Program

Cabarrus County, NC
Wayfinding Program



John will be the Project Manager. He will have the responsibility of managing the design team and facilitating stakeholder meetings and public input sessions. He will be available for all Steering Committee and key presentations, as well as coordination efforts with local approving agencies.



John will also lead the wayfinding assessment and outline the proposed strategies and recommendations.

He is experienced and comfortable presenting to City Councils, Historic Commissions, Planning Boards, the Department of Transportation and local community groups.

John F. Bosio, Partner

GLEN SWANTAK

PARTNER

PROJECT ROLE

Design Principal

EDUCATION

University of the Arts, Philadelphia, PA
Bachelor of Science, Industrial Design

PROFESSIONAL AFFILIATION

Society for Experiential Graphic Design (SEGD)

As Design Principal, Glen is charged with understanding the mission and goals of the program and translating them into beautifully conceived design solutions. Glen's work combines; industrial design, architecture, interior design, lighting, graphic design, and of course, wayfinding. His design solutions address both the functionality required by the user, as well as the visual communication of the client's brand.

RELEVANT EXPERIENCE

Town of Mansfield, CT
Wayfinding Program

City of New Haven, CT
Wayfinding Program

Town of Westport, CT
Wayfinding Program

Town of West Hartford, CT
Wayfinding Program

City of Oxnard, CA
Wayfinding Program

Bellingham / Whatcom County, WA
Wayfinding Program

Downtown Austin
Wayfinding Program

Downtown New Orleans
Wayfinding Program

Downtown Phoenix
Wayfinding Program

City of Garland, TX
Wayfinding Program

City of Hot Springs, AR
Wayfinding Program

City of Portsmouth, NH
Wayfinding Program

City of Denton
Wayfinding Program

Downtown Durham
Wayfinding Program

City of Fredericksburg, TX
Wayfinding Program

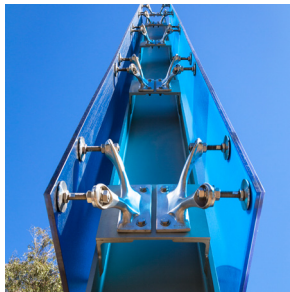
Savannah Historic District
Wayfinding Program

Tri-Cities, WA
Regional Wayfinding Program

Downtown Tampa
Wayfinding Program

City of Miami Beach, FL
Wayfinding Program

City of Missoula, MT
Wayfinding Program



Glen will be the design lead on the project. He will have the responsibility of understanding the project issues and translating them into visual solutions and physical elements. He will be available for Steering Committee and key presentations, as well as coordination efforts with local approving agencies.



Having worked on a variety of project types, Glen brings a deep knowledge of design and technical expertise.

With more than 25 years experience, he has lead project efforts, presented to City Councils, Board of Directors and approving agencies across the country.

Glen Swantak, Partner

JOSEPH MACKERETH

ENVIRONMENTAL DESIGNER /
WAYFINDING SPECIALIST

PROJECT ROLE

Senior Designer / 3D Specialist

EDUCATION

Hollins University,
Masters of Arts in Liberal Studies,
Interdisciplinary Visual Studies
Tyler School of Art,
Bachelor of Fine Arts, Painting and Drawing

PROFESSIONAL AFFILIATION

Cognitive Navigation (CogNav)
Data Visualization Society (DVS)
Society for Environmental Graphic Design (SEGD)

Joseph is an innovative, creative designer with a passion for problem-solving. He is proficient in developing realistic 3D renderings and has a keen eye for detail and aesthetics. Joseph excels in incorporating effective wayfinding signs into diverse environments, leveraging his expertise to enhance user experience.

RELEVANT EXPERIENCE

Anna, TX
Gateway & Park Signage

Bucks County Parks & Recreation
Wayfinding Program

Summerville, SC
Gateway Signs

Philadelphia Zoo, PA
Wayfinding Program

Downtown Mobile, AL
Wayfinding Program

Downtown Newark, NJ
Landmark Sign

Winter Park, CO
Wayfinding Program

Kingston, NY
Gateway / Landmark

Frederick, CO
Wayfinding Program

Aurora Military Housing, AK
Wayfinding Program

New Haven Union Station
Wayfinding Program

Westminster, CO
Wayfinding Program

Norfolk, NE
Gateway

Stonecrest, GA
Wayfinding Program

Virginia's Blue Ridge, VA
Gateway & Signs

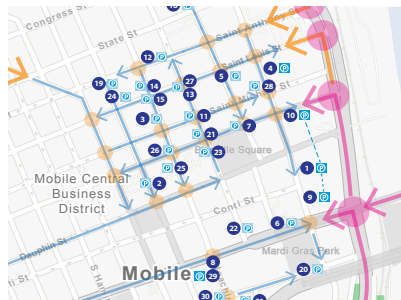
Callaway Gardens, GA
Environmental Design

El Dorado, CA
Environmental Design

Westfield, NJ
Wayfinding Program



With experience as a Wayfinding Designer/Documentation Specialist and as a Wayfinding Operations Manager, Joseph has the skills to effectively oversee projects from analysis to documentation. His attention to detail and proficiency in client management enable him to consistently deliver exceptional results within project timelines.



JOSEPH MACKERETH, ENVIRONMENTAL DESIGNER /
WAYFINDING SPECIALIST

MADISON PHILLIPS

JUNIOR DESIGNER

PROJECT ROLE

Design Support & Production

EDUCATION

Moore College of Art & Design,
Bachelor of Fine Arts, Graphic Design

PROFESSIONAL AFFILIATION

Society for Experiential Graphic Design (SEGD)

Madison is a multifaceted graphic designer. Her work is diverse in style and always best suited to fit the clients needs. She emphasizes the clients story through creative interpretation and unique solutions. Madison has worked on a variety of projects, including communities, parks, and water trails.

RELEVANT EXPERIENCE

Callaway Gardens
Pine Mountain, GA
Wayfinding Program

City of Amesbury, MA
Wayfinding Master Plan

Frisco Trails Network, TX
Identity & Wayfinding Program

Breckinridge, CO
Trails Wayfinding Program

Town of Nederland, CO
Wayfinding Program

Mountain Home, AR
Wayfinding Program

Union County, OH
Regional Wayfinding Program

Williamsburg, VA
Wayfinding Program

City of Dunn, NC
Wayfinding Program

Louisiana's Cajun Bayou
Regional Wayfinding Program

Media Borough, PA
Wayfinding Program

Madison, NJ
Wayfinding Program

Town of Wake Forest, NC
Wayfinding Program

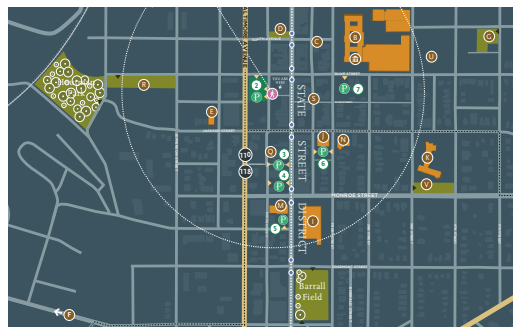
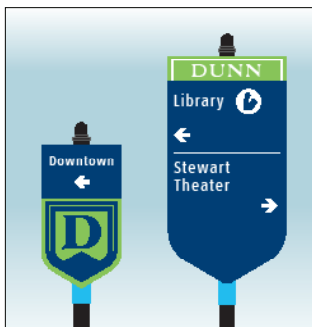
City of Montgomery, TX
Wayfinding Program

Bryn Mawr College, PA
ADA Wayfinding Program

Garden Spot Village, PA
Wayfinding Program

City of Oxnard, CA
Wayfinding Program

Brandywine Creek Greenway, PA
Water trail Wayfinding Program



Madison is a Junior Designer, her background includes wayfinding and map design.

Madison supports the team on various projects, including map design, branding, interpretive signage, and community wayfinding systems. Her well-rounded past experience lends itself to building strong client relationships, eagerness to take on projects, and aiding in developing creative solutions.

Madison Phillips, Junior Designer

PROJECT APPROACH



NORWALK WAYFINDING PROJECT UNDERSTANDING



Norwalk's distinct districts each need clear identification, while a coordinated wayfinding system helps visitors understand how SoNo, Wall Street, West Avenue, and Mathews Park



Consideration must be given to how the bold Norwalk identity fits into the wayfinding program design and the recognition of individual districts.



Norwalk's waterfront, rail corridors, and multiple activity hubs create complex circulation, yet offer strong opportunities for district-based wayfinding that connects destinations and clarifies routes citywide.

Cities, towns and communities of all sizes and aspirations understand that the reality of today's economy and the high level of competition for the public's attention demand a clear and distinctive identity. Wayfinding programs designed by MERJE promote a city's identity, make it easier for visitors to find their way and enhance the visitor's experience.

Norwalk presents a distinct challenge: it is organized around multiple commercial hubs and districts rather than a single center, each with different access points and circulation patterns. Visitors often move directly between destinations without understanding how the areas connect, and the City's roadway, rail, waterfront, and district networks require a coordinated system that clarifies routes and builds confidence across modes of travel.

Norwalk understands that a consistent identity and wayfinding message, across signs, maps, and digital touchpoints, is key to achieving cultural, economic, and marketing goals. Our approach to this project is wholistic and will include signage, technology, and support materials. We will pursue creative solutions while staying grounded in fiscal realities, practical implementation, and long-term maintenance so the program can be phased and sustained over time. We believe the project will rely on the following;

- Build Consensus through public input and agency review
- Focus on Parking and Pedestrian travel in the commercial districts
- Establish a strong identity at the gateways into the city
- Gateways should consider landscaping, lighting and public art
- Design philosophy that seamlessly integrates a variety of tools and opportunities
- The design shall be unique to Norwalk
- Identification of funding sources and a realistic Phasing Strategy
- Develop a plan for long-term Management and Maintenance plan

The MERJE TEAM approach will consider all wayfinding tools and technologies;

- PRE-ARRIVAL TECHNOLOGY / TRIP PLANNING
- IN-PLACE TECHNOLOGY
- ENVIRONMENT / SPACE
- SIGNAGE (static and electronic)

Each of these elements will be addressed by our individual experts and then funneled through a single design intent, offering multiple wayfinding tools for end users but presented through a single voice and graphic language.

PARKING ... PARKING ... PARKING !



New Haven, Connecticut

Parking in downtown environments can always be a challenge and it is important to note that signage alone will not solve larger parking issues. Our project philosophy focuses on a holistic approach to parking wayfinding, by establishing a consistent “Parking” identity across diverse touchpoints throughout a visitor’s journey. A range of communication tools, including online information, digital tools, print materials, and signage, will be employed to build awareness and guide users to available parking opportunities.

Integrated Strategy and Pedestrian Wayfinding

By integrating a comprehensive parking strategy with a robust pedestrian wayfinding system, we aim to cultivate a “PARK-ONCE” mindset. Visitors will locate a primary parking facility and then walk to multiple destinations, aligning with sustainable goals by efficiently moving cars to available parking and encouraging longer parking durations.



Frederick, Maryland

Common Parking Wayfinding Challenges

- Lack of a consistent Parking icon and signage for guidance
- Sign clutter in and around parking lots
- Confusion between private and public parking, leading to fear of towing
- Inconsistent or ineffective terminology for parking facilities
- Poor identification of parking lot entrances from a distance
- Lack of information at the pedestrian exit of parking facilities

Recommendations

- Implement and reinforce a consistent Parking “P” icon across communication tools
- Clearly indicate “PUBLIC” Parking at facility entrances
- Centralize rules and information signage within each parking lot
- Develop user-friendly nomenclature for lot identification (e.g., Main St. Lot)
- Design distinctive and memorable entrance identifiers
- Explore Real-Time info technology for high-capacity facilities
- Provide orientation maps at the transition from vehicular to pedestrian mode.



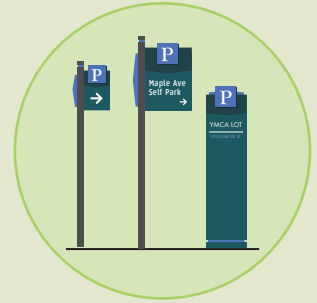
Garland, Texas

Addressing parking challenges requires a multifaceted approach encompassing consistent signage, user-friendly communication tools, and integration with pedestrian wayfinding. By implementing the outlined recommendations, we aim to enhance the overall parking experience, promoting sustainable practices and efficient use of available spaces.

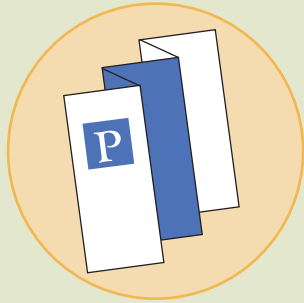
MARKETING MATERIAL



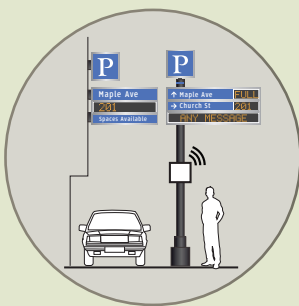
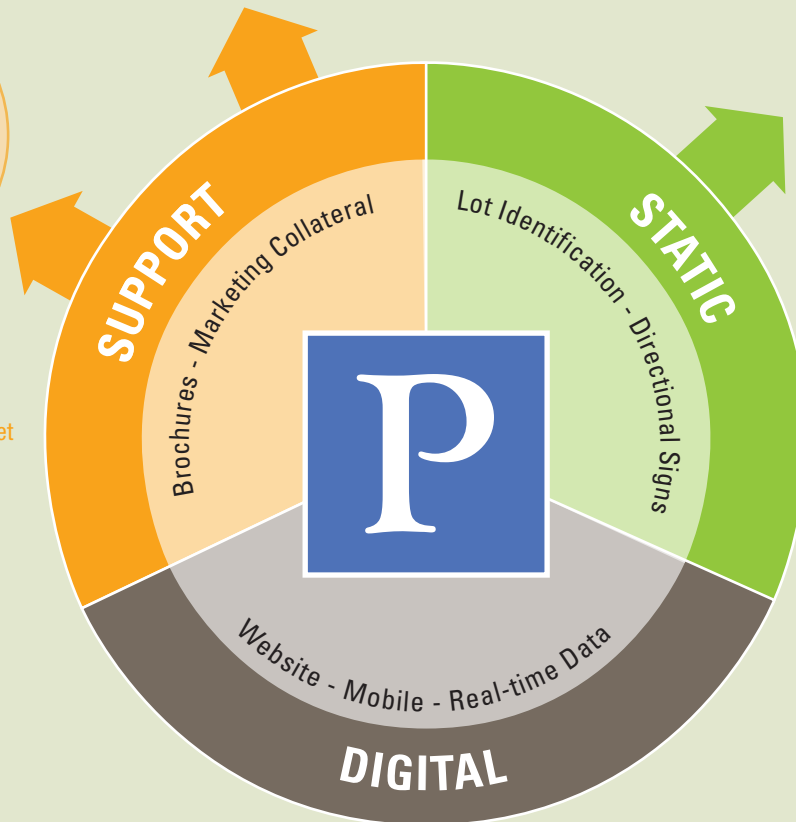
Create a parking logo and color palette that creates a recognizable identity across a variety of communication tools.



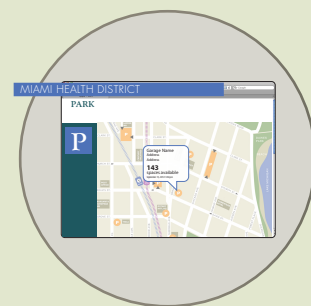
STATIC PARKING SIGNS
 DIRECTIONAL + PARKING LOT ID
 Traditional static signage shall supplement the electronic sign program.



PARKING BROCHURE
 Design a parking brochure that can be printed or downloaded from the internet or onto a smart phone.



ELECTRONIC PARKING SIGN
 DYNAMIC + VARIABLE MESSAGE DISPLAY
 Utilize Electronic Guidance System with real-time parking vacancy information.

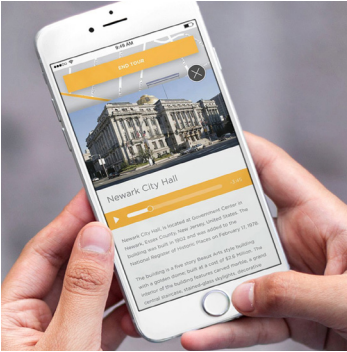


PARKING WEBSITE



MOBILE APP

DIGITAL STRATEGY



Physical signage anticipates user needs, while digital tools let individuals curate information to match their personal interests.

The digital strategy integrates mobile tools, interactive experiences, and real-time data with physical signage to create a more intuitive, multimodal, and playful wayfinding system.



MERJE-designed digital e-paper kiosk in historic Williamsburg, VA blends timeless streetscape character with flexible, updatable community information.

Our approach to wayfinding is holistic, using digital tools to complement physical signs and support connectivity, build awareness of destinations, encourage different modes of travel and promote upcoming events.. The goal is a more welcoming, intuitive experience that supports climate goals, encourages multimodal choices, and deepens exploration.

While static signage organizes core information, digital wayfinding is more dynamic and user-centric. We will document how existing and third-party tools support wayfinding, identify gaps in parking and destination information, and consider how open data, APIs, and shared content management can keep information consistent across platforms.

Placemaking, District Gateways & Portals

We will identify locations where digital and interactive elements, such as programmable LED features, small-scale projections, or sensor-activated displays could strengthen the sense of arrival awareness to key parking assets. These opportunities will be framed as concepts and implementation options, not detailed designs, that can be prioritize in phases and future capital projects.

Mobile Information

We will explore how QR codes, mobile web content, and app-based tools can extend the reach of the physical system, allowing people to “take information with them,” drill down to transit, parking, or trail details, and receive targeted alerts about events, construction, or detours. Specific attention will be paid to how digital tools, integrated trip-planning, live transit arrival information, and real-time parking feeds, can highlight non-auto options and encourage mode shift from single-occupant vehicles to walking, biking, and transit.

Promote Play & Discovery

We will consider playful technologies, such as augmented reality trails, digital scavenger hunts, interactive story maps, and location-based prompts, that invite people to discover local history, public art, small businesses, while reinforcing the city's identity.

Through our discovery and analysis, each technology element will be evaluated for equity, accessibility (including low-tech alternatives), cost, data needs, and implementation complexity over the next 5–10 years, then organized into a phased digital strategy that is fully integrated with the overall wayfinding program.

BENEFITS OF MULTI-MODAL WAYFINDING



Cotati Pathways Bicycle Signage



Downtown Austin Pedestrian Signage



St. Louis METRO
Bus Stop Sign Standards

Wayfinding programs play a crucial role in promoting a multi-modal transportation strategy by enhancing accessibility and connectivity for pedestrians, cyclists, and users of public transit systems. These programs address various issues such as first and last-mile connections, health benefits, and sustainability initiatives.

Reinforce First & Last Mile Connections

A well-implemented wayfinding program aids in creating seamless first and last-mile connections. Pedestrians and cyclists often face challenges in navigating through urban environments, especially when accessing public transit. Wayfinding signage, digital maps, and other tools can guide them efficiently, reducing the barriers in reaching transit hubs. This encourages individuals to choose sustainable modes of transportation for shorter distances, contributing to the overall effectiveness of a multi-modal strategy.

Encourage Healthy Lifestyles

The promotion of pedestrian and bicycle-friendly wayfinding supports health benefits. Encouraging walking and cycling as viable transportation options fosters an active lifestyle, reducing sedentary behavior. Integrating health-focused messaging into wayfinding programs can further emphasize the positive impact on physical well-being, creating a holistic approach to urban mobility.

Support Sustainability

Wayfinding programs contribute to sustainability initiatives by encouraging the use of public transit. Clear signage and information on transit routes and schedules make it easier for individuals to choose and navigate public transportation options. This reduces reliance on personal vehicles, decreasing traffic congestion and lowering carbon emissions. In this way, wayfinding becomes a tool not only for navigation but also for promoting eco-friendly transportation choices.

MERJE believes wayfinding programs are instrumental in fostering a multi-modal transportation strategies. By addressing first and last-mile connections, promoting health benefits, and supporting sustainability initiatives, such programs enhance the overall efficiency and appeal of pedestrian, bicycle, and public transit options in urban environments.

METHODOLOGY

MERJE will utilize a 5- step approach for the strategy, planning, design and implementation of the project. This design process provides a basic structure for to our methodology, while identifying milestones and opportunities to address individual issues that are unique to this project.

Task 1A | Discovery

Kick Off meeting with Steering Committee and Stakeholder Group. This may include client representatives, major attractions, business leaders and approving agencies.

Tour / photograph project area and conduct stakeholder interviews

GATEWAYS: The design team will identify 2 -3 typical gateway locations and through the use of case study images, present potential approaches, materials and overall design intent. This will include a plan view, photographs of existing conditions and visual example of solutions from other places with similar situations. Note these are not formal concepts, simply examples that show design intent to help build consensus for placement and overall aesthetic direction.

WAYFINDING: Discussion shall center around primary and secondary routes, circulation, State roadways, assigned speed limits, parking, pedestrian requirements, districts/zones, transition points, decision points, information hierarchy, create a general menu of sign types, terminology, audience considerations, daytime vs. evening travel, flexibility, vandal resistance and maintenance.

Develop criteria for destination inclusion and list of destinations. Determine terminology (or abbreviations) necessary for each destination/attraction.

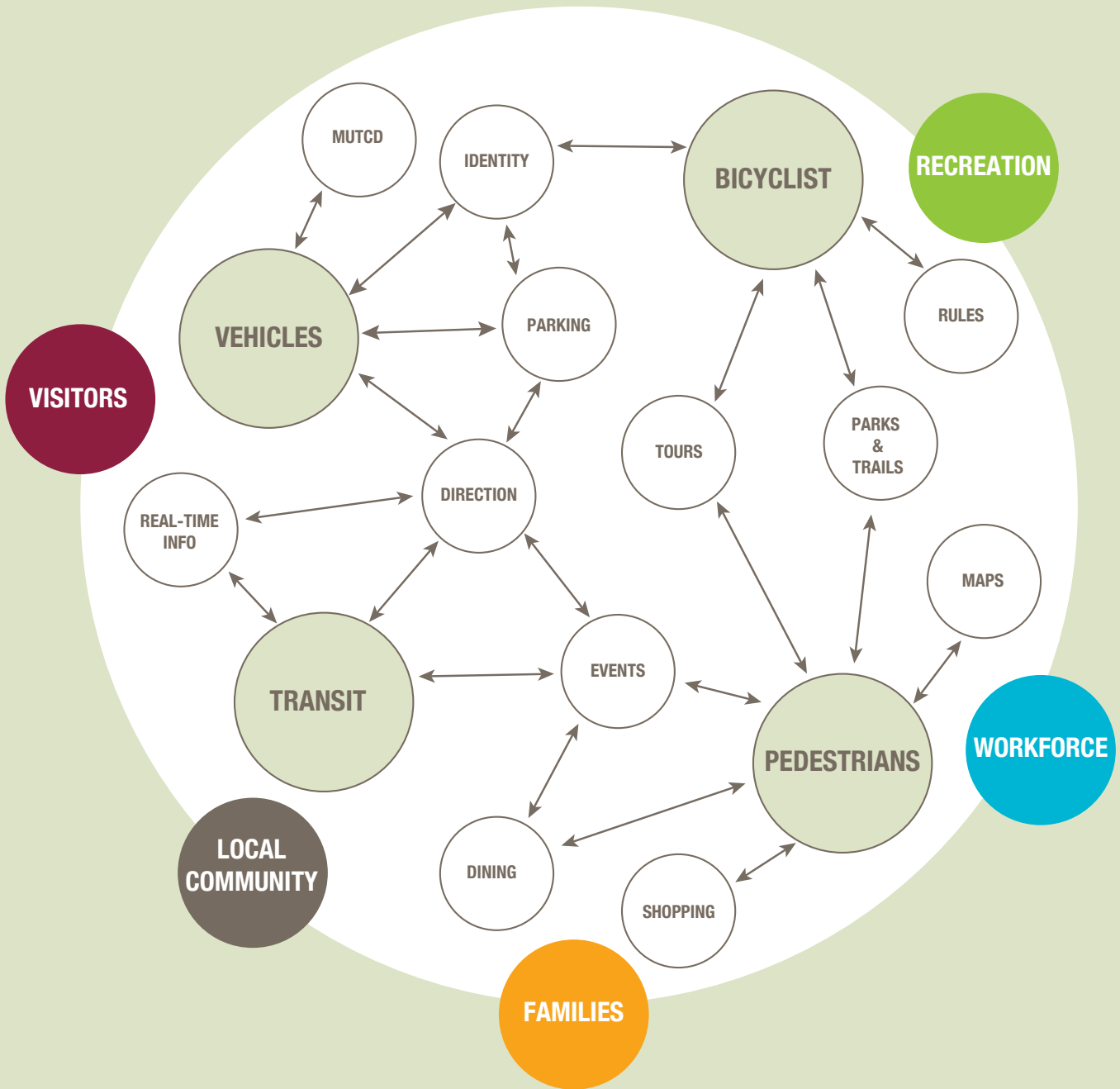
Develop a project budget and outline potential Phasing Strategy.

Design Brief: Upon completion of the Discovery Kick-Off and Stakeholders/User Group interviews, MERJE will provide a Design Brief. This will act as a form of meeting minutes as well as provide a beginning list of branding issues and design intent.

The intent of the Discovery phase is to gain an understanding of the destination, understand current conditions, identify wayfinding issues and build consensus that will support the upcoming design and planning efforts..

TASK 1 DELIVERABLE: Present preliminary findings based on the information gathered during the on-site assessment and stakeholder interviews. This will result in a series of recommendations, and structure for the design and planning process to be based upon.

WAYFINDING ANALYSIS



Task 1A | Concept Development

Prepare preliminary gateway and wayfinding sign design based on a limited number of sign types. (3 options)

GATEWAYS: based on the preferences identified during the Discovery Phase, concepts will be developed for 2 -3 gateway locations. This may include site plans, photo-renderings and/or illustrations. Design elements may include: signage, lighting, landscaping, architectural structures, public art, landscaping, etc.

Meet with DOT, approving agencies and commissions to review concepts and wayfinding approach.

Develop a preliminary budget for fabrication and installation of the signage system.
Develop Phasing Plan for priority sign types

Presentation of proposed gateways and wayfinding sign designs. This would include typical sign types, location, size, shape and colors. (Includes Community Review #1)

TASK 2 DELIVERABLE: Presentation of 3 design options that establish the overall design direction of the gateway and wayfinding program. In addition an Order of Magnitude Budget shall be provided.

Task 2A | Design Development: Sign Locations and Messages

Prepare preliminary sign location plans, typical messages and general sign types.

Site check locations for appropriateness, available space, and general environment conditions. Note: this is a general review only (no field mark-outs). Update plans.

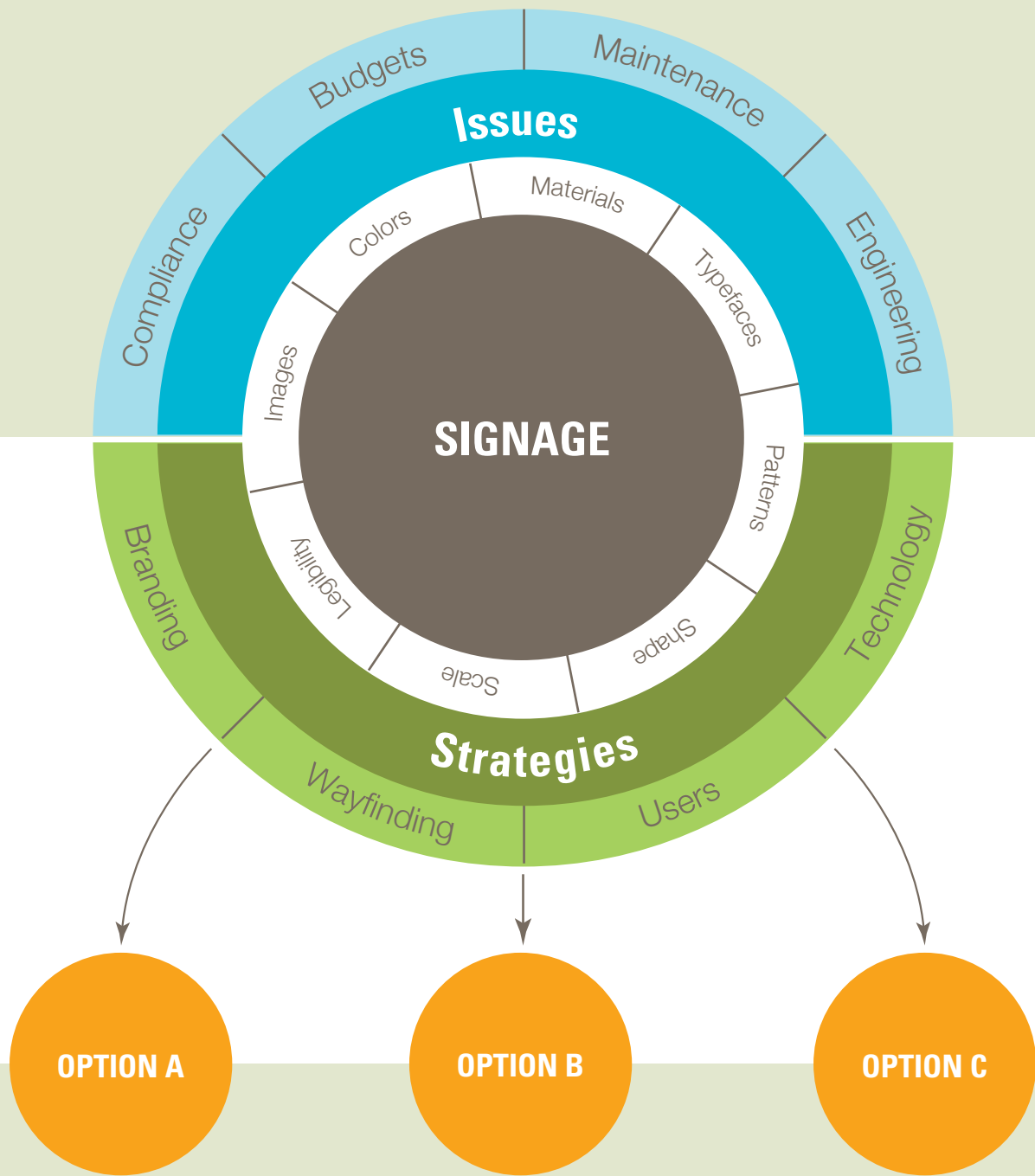
Submittal of a message schedule and sign location plans for review and approval by city representatives and destinations. Update as required (2 Submittals)

Upon general agreement of sign locations and messages, Submit a draft Sign Location Plan and Message Schedule to approving agencies / commissions for review and preliminary approvals.

TASK 3 DELIVERABLE: Approved Sign Location Plans and Message Schedule. These are general plans only, detailed site plans and individual placement drawings are provided as part of Task 5 deliverables.

Schematic Design offers the opportunity to investigate big picture concepts, brand integration and the overall design intent of the sign program.

Programming is the detailed planning of each sign location and the associated message. This task takes into consideration the sequential flow and hierarchy of information presented to the user.



D E S I G N

Task 2B | Design Development

Design Development acts a bridge between the conceptual schematic designs and a fully documented program.

Refine selected design options for each of the Gateway and Wayfinding elements.

Finalize functional aspects of gateways and sign program, size, materials, contrasts, nomenclature, typography, symbols, hardware and placement.

Submit “design development” drawings to fabricators for preliminary pricing and constructability reviews. Value engineer if necessary. Receive cost estimates.

Meet with DOT to finalize gateways / signage design and locations.

Present to client for final review and approval, including Community Review #2

TASK 4 DELIVERABLE: Design Development presentation to Steering Committee, Stakeholders and Council, this shall include a fully developed Sign Family Menu,

Task 3 | Construction Documents & Bid Package

The Documentation phase finalizes all the necessary graphic standards, technical drawings and specifications, into a single package that allows for competitive bidding, as well as guidelines for long term maintenance of the program.

WAYFINDING SIGNAGE MANUAL

Design intent drawings indicating, material specifications for all sign types, illustrating size, typefaces, graphic elements, pictograms, letter spacing, materials, finishes, construction details, installation methods, colors and locations. .

GATEWAYS: DESIGN INTENT DRAWINGS

A menu of 2 – 3 standard gateway signage elements is included in the Scope of Work. This is based on the design of a consistent gateway/sign design throughout the project area, with minor adjustments based on specific placement and location requirements. Custom designs for each gateway location is not included.

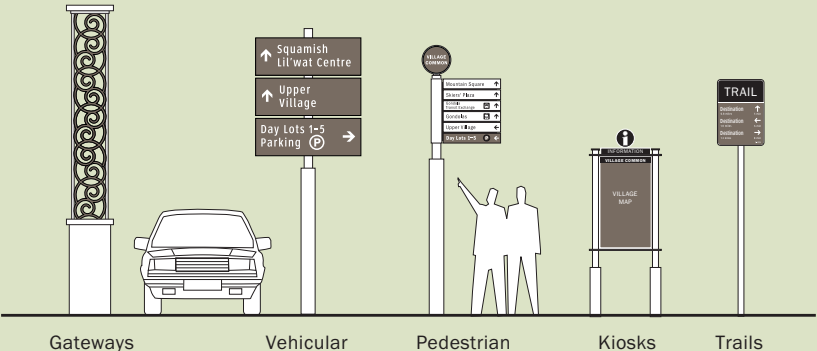
Elements such as landscaping, lighting, public art, over-pass enhancements or architectural elements are not included until a better understanding of the design can be determined. These elements will be completed only to a Design Development level. Greater design investigation, engineering and documentation of these types of elements may require additional fees, based on the level of simplicity or complexity required at each location.

TASK 5 DELIVERABLE: Sign Standards Manual, Sign Location Plans and Message Schedules necessary to receive competitive bids.

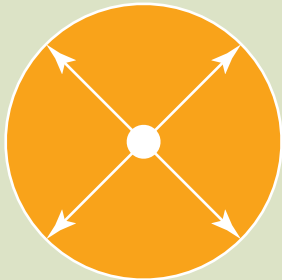
PHASING STRATEGY

| PROJECT TYPE | COST | PRIORITIES | SIMPLE VS COMPLEX |
|--|------------------------|------------------|--|
| Gateways Vehicular Pedestrians Kiosks Parking Trails Parks Interpretive Transit Banners | \$ ↓ \$ \$ \$ \$ | HIGH ↓ LOW | <ul style="list-style-type: none"> • Available Funding • Future Funding • Approvals • Installation • Time of Year • Design |

IMPLEMENTATION



BY SIGN TYPE



INSIDE-OUT

Bid Review and Construction Administration ensures that the original design intent is maintained through the construction process.

Task 4: Implementation Support

MERJE will provide the following services during the implementation phase;

Bid Assistance and Review

- Attend Pre-Bid Meeting (via teleconference)
- Respond to Requests For Information (RFI's)
- Provide information necessary for client to release Addendums to Bid
- Review Bids, confirm compliance w/ drawings and unit cost appropriateness

Note: The client shall coordinate all bid process tasks, including; advertising, administration, receiving of bids and bid results tabulation.

Construction Administration

- Field verify final sign placement with the contractor prior to installation
- Attend Construction Meetings (via teleconference)
- Review and approve submittals: shop drawings, material samples, etc.
- Review and assist with graphic layouts
- Provide information during the fabrication and installation process.

TASK 6 DELIVERABLE: Upon substantial completion of the signage, punch-list (on-site) all items that must be completed and/or corrected prior to final acceptance by the client.

PUBLIC OUTREACH & BUILDING CONSENSUS

The wayfinding program and its components will be crafted by the design team, but this marks the culmination of a process driven by the collective understanding and values cultivated among the consultant team, the client, and project stakeholders. Our role involves attentive listening and offering recommendations and solutions to facilitate the consensus-building process. We adhere to three consensus-building principles:

- 1) The design shall align with the criteria set by the client and project stakeholders.
- 2) Solutions should be readily comprehensible to someone visiting for the first time.
- 3) The design team will consistently take into account the culture and character of the local community when formulating design suggestions.

Methods Of Public Outreach

- Strategic placement of newspaper and magazine articles
- Social Media and Networking Outreach
- Open House Presentations
- Pre-Recorded Virtual Presentations
- Project Websites
- On-line Surveys
- Mock-ups and Prototypes

Building Consensus Best Practices

- Take tiny steps
- Understand the approval process and protocol
- Conduct small workshops w/ stakeholders
- Decisions are made for the betterment of all
- Craft a list of design criteria
- Provide options within options

Promotional Outreach

For this type of project a highly organized public relations initiative is strongly suggested. Not much different than an advertising campaign, getting the word out, across a variety of media will help increase the programs success.



PUBLIC INPUT STRATEGY

DISCOVERY

Information Gathering



Public Meeting #1

This session will focus on gathering input from the community. MERJE will provide an introduction to wayfinding, distribute surveys, facilitate conversations, and guide participants through mapping and design exercises.

SCHEMATIC DESIGN

Feedback & Consensus

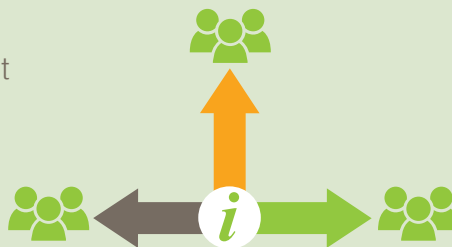


Public Meeting #2

The goal of this phase is to present a range of design options, solicit feedback from stakeholders, and work toward building consensus on the preferred direction.

DESIGN DEVELOPMENT

Refinement & Encouragement



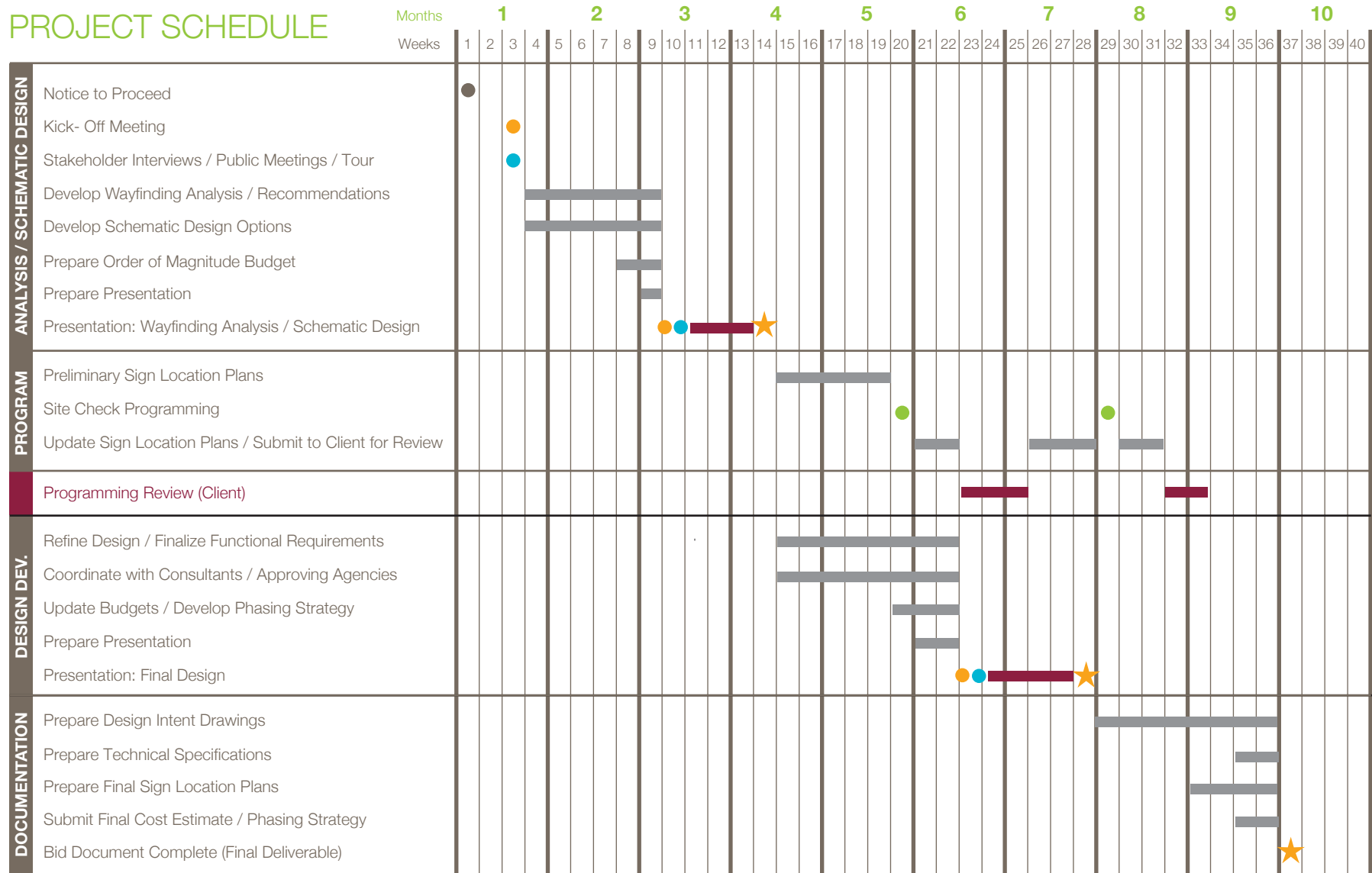
Public Meeting #3

As the design evolves, this stage offers the public another chance to provide feedback, helping to shape and fine-tune the final design in a way that reflects community priorities.



Publicity • Stakeholder Interviews • Public Meetings • Design Feedback • Marketing
E-Blasts • Virtual Meetings • Online Surveys • Webinars • Social Media
Multi-lingual Material & Translations •

PROJECT SCHEDULE



- Key**
- Steering Committee ●
 - Stakeholders / Public ●
 - Site Checks ●
 - MERJE Tasks
 - Client Review / Approvals
 - Stage Complete ★

Design and Planning Schedule:

Schedule shown illustrates typical time frames for tasks provide by MERJE. Client reviews and approvals, including State, County and City are difficult to predict and generally have a effect on the final completion date

We will work with you to develop a revised project schedule once we have a better understanding of the project and your internal approval requirements and protocols.

Fabrication and Installation Schedule:

The time-frame for the implementation phase will depend on the quantity of signs and final scope of work. Typical lead times for this stage can range between 4 and 9 months.

REFERENCES /
STATEMENT OF QUALIFICATIONS



REFERENCES

CITY OF NEW HAVEN WAYFINDING PROGRAM

Anne Hartjen, ASLA, PLA
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New Haven City Plan
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New Haven, CT 06510
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AHartjen@newhavenct.gov

TOWN OF WEST HARTFORD WAYFINDING PROGRAM

Kristen Gorski
Economic Development Coordinator
Town of West Hartford
50 South Main Street
West Hartford, CT 06107
T. 860.561.7500
Kristen.Gorski@WestHartfordCT.gov

TOWN OF MANSFIELD, CT WAYFINDING PROGRAM

Cynthia van Zelm
Executive Director
Previous: Mansfield Downtown Partnership
Current: State of CT Department of Economic & Community Development
505 Hudson Street
Hartford, CT 06106
T. 860.258.4200
Cynthia.vanZelm@CT.gov

NEW HAVEN UNION STATION WAYFINDING PROGRAM

James M. Staniewicz, P.E.
Chief Engineer
Park New Haven
165 Church Street, Fifth Floor
New Haven, CT, 06510
T. 203-946-7526
jstaniewicz@nhparking.com

CITY OF PORTSMOUTH, NH WAYFINDING PROGRAM

Jillian M. Harris, AICP
City Planner
City of Portsmouth
1 Junkins Avenue
Portsmouth, NH 03801
T. (603) 610-7296
jharris@cityofportsmouth.com

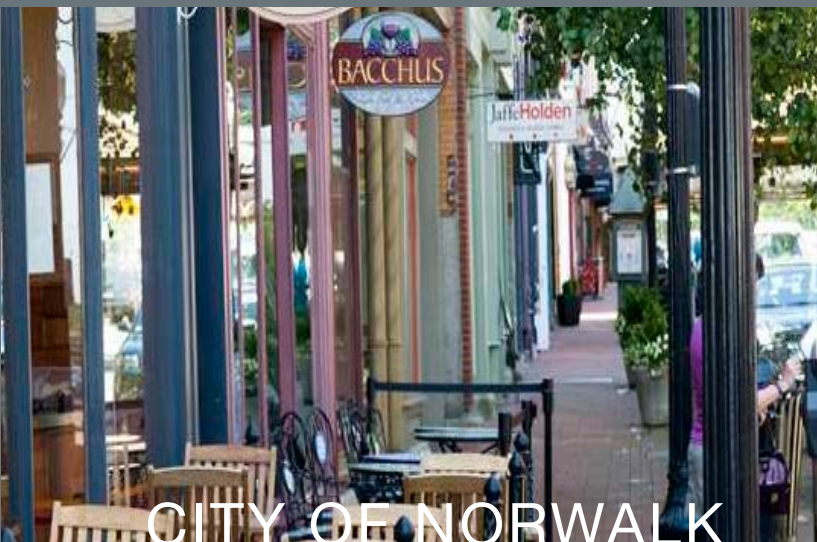
WILLIAMSBURG, VA WAYFINDING PROGRAM

Michele Mixner DeWitt
Assistant City Manager
City of Williamsburg
401 Lafayette Street,
Williamsburg, VA 23185
T. (757)220-6120
MDeWitt@williamsburgva.gov

OXNARD WAYFINDING & GATEWAY PROGRAM

Samantha Shapiro
Project Manager / City Manager's Office
City of Oxnard
300 W. Third Street, 4th Floor
Oxnard, CA 93030
Phone: 805.385.7447
samantha.shapiro@oxnard.org

** References for all other projects are available upon request*



CITY OF NORWALK

SCOPE: Analysis, Design, Planning & Digital Strategy

SCALE: Citywide

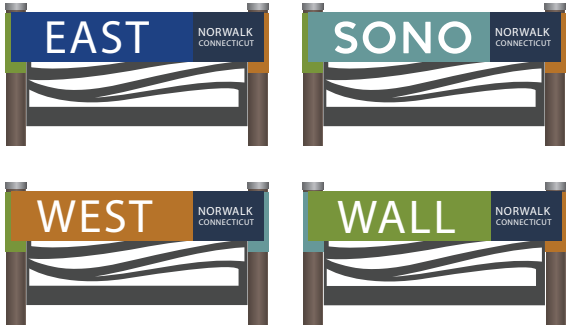
STAKEHOLDERS: 75+

CONSTRUCTION BUDGET: \$241,900 Phase 1 (Pilot)
\$750,000 Future Phases

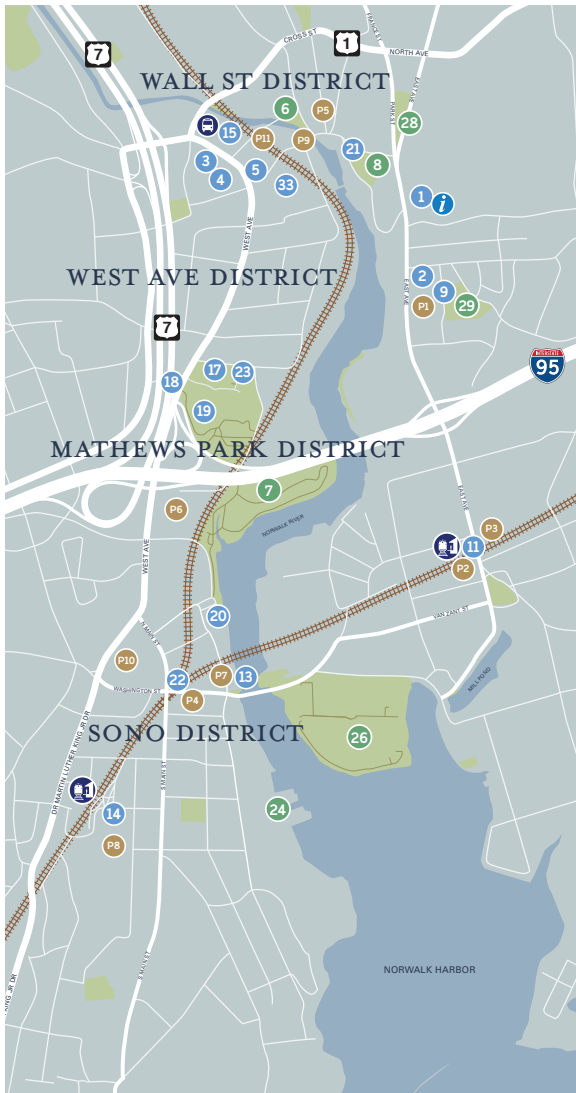
FUNDING: Norwalk Redevelopment Agency

APPROVAL: City Departments, Norwalk Redevelopment Agency and CDOT (Review)

CITY OF NORWALK
 Wayfinding Master Plan
 Norwalk, CT



In 2016, MERJE partnered with the Norwalk Redevelopment Agency to develop an integrated wayfinding program that helped visitors and residents understand Norwalk as a connected place, not just a series of standalone destinations. The City recognized that many visitors traveled directly from one attraction to the next without building a clear sense of the City's districts, assets, and overall structure, and that existing wayfinding, regulatory, and identity signs needed to be unified into one consistent system.

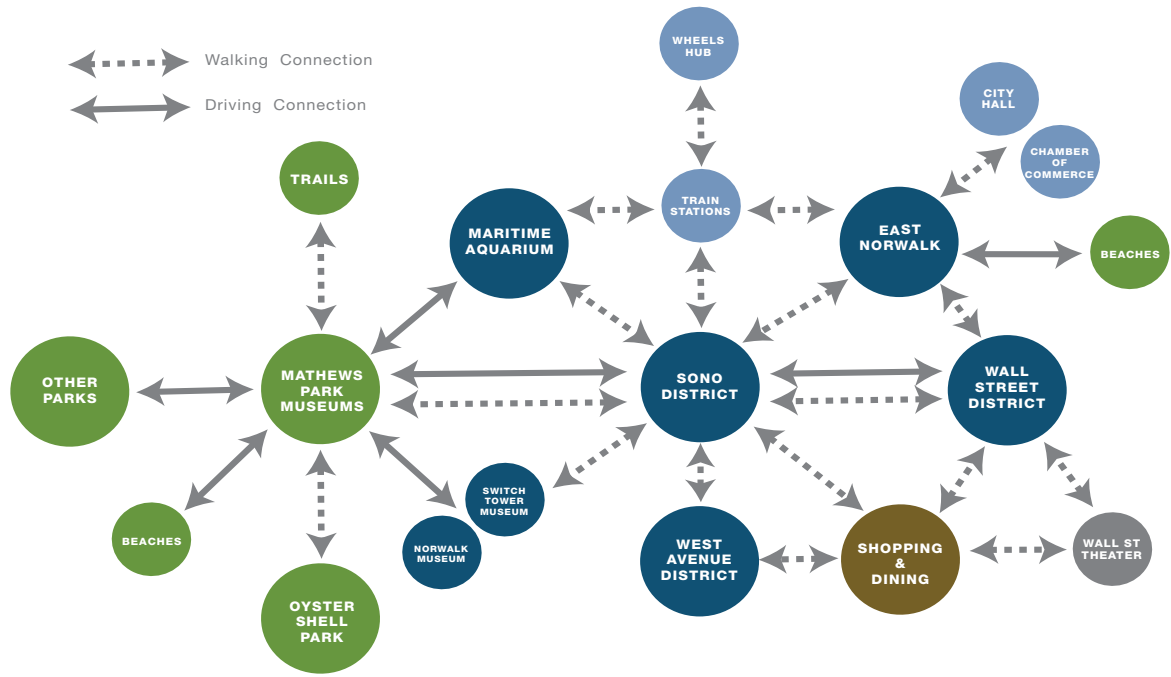


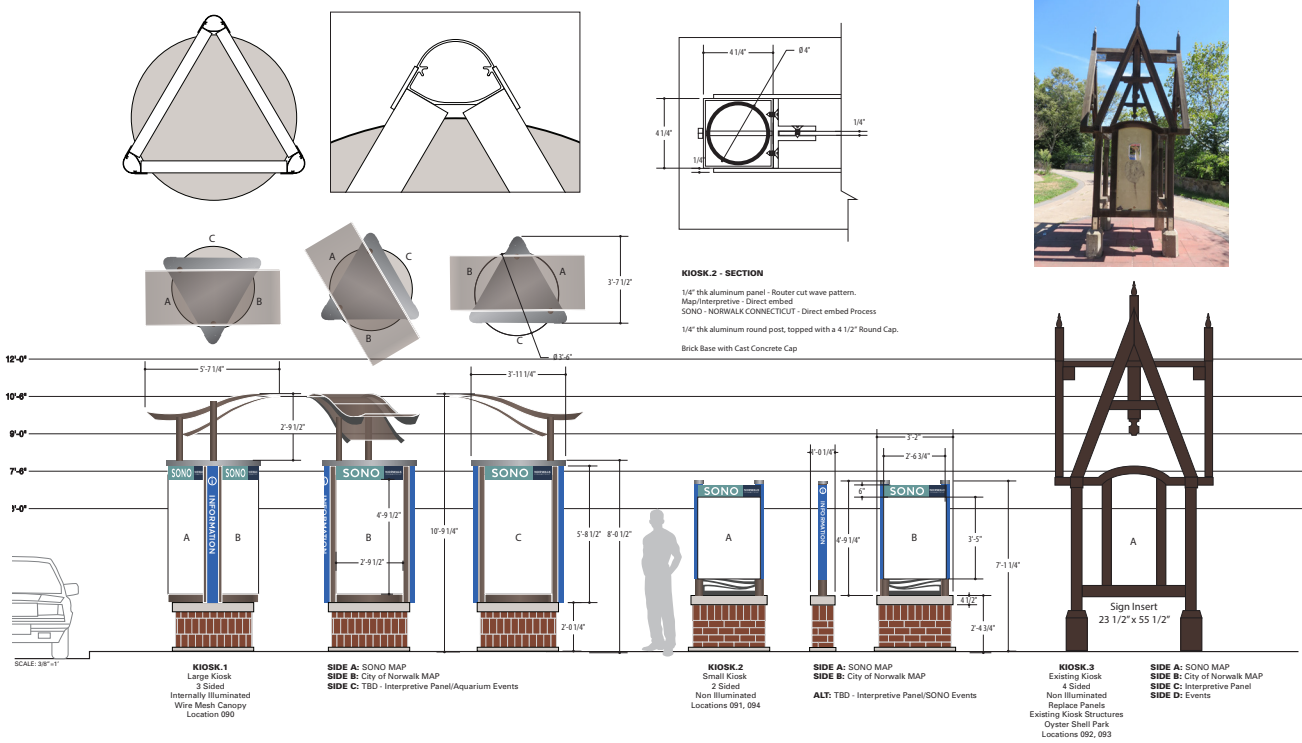
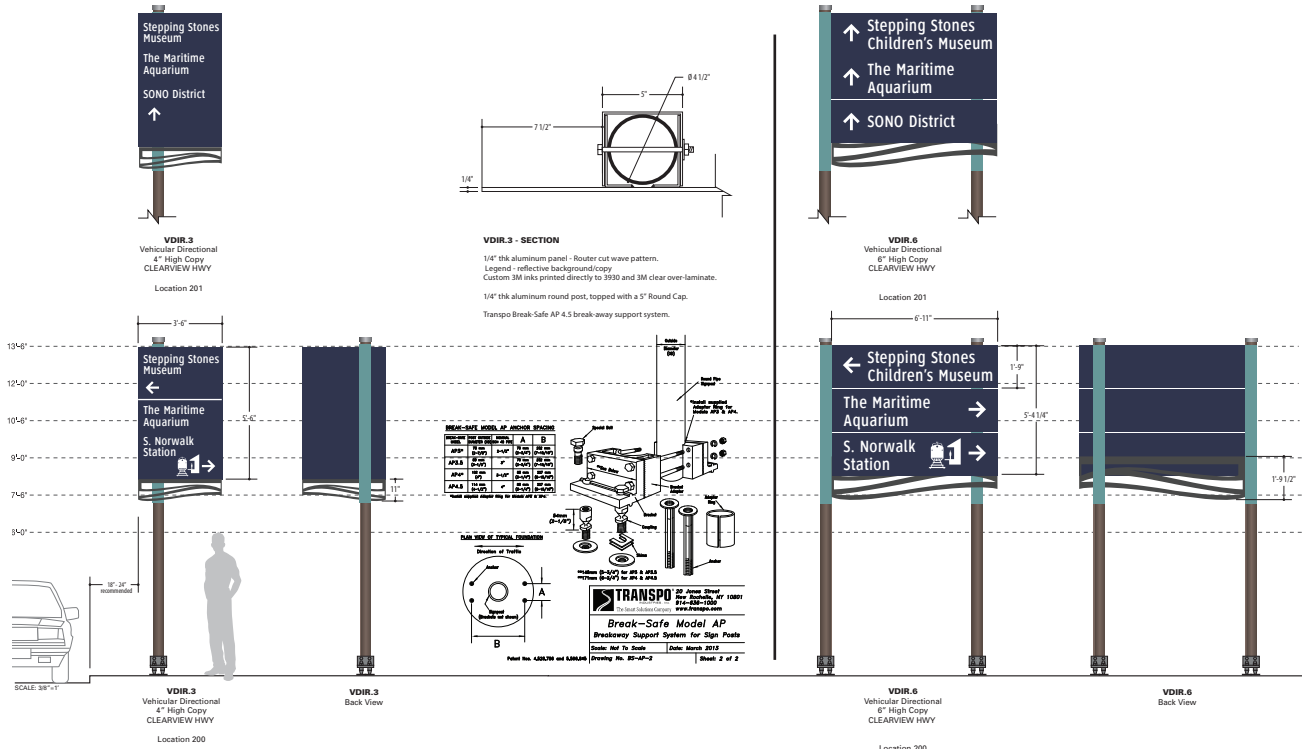
The program framework organized downtown around four primary districts, SoNo, West Avenue, Wall Street, and Mathews Park/Museums, and used gateways, directional signs, and landmark elements to reinforce each area's character while presenting a single, cohesive civic graphic language.

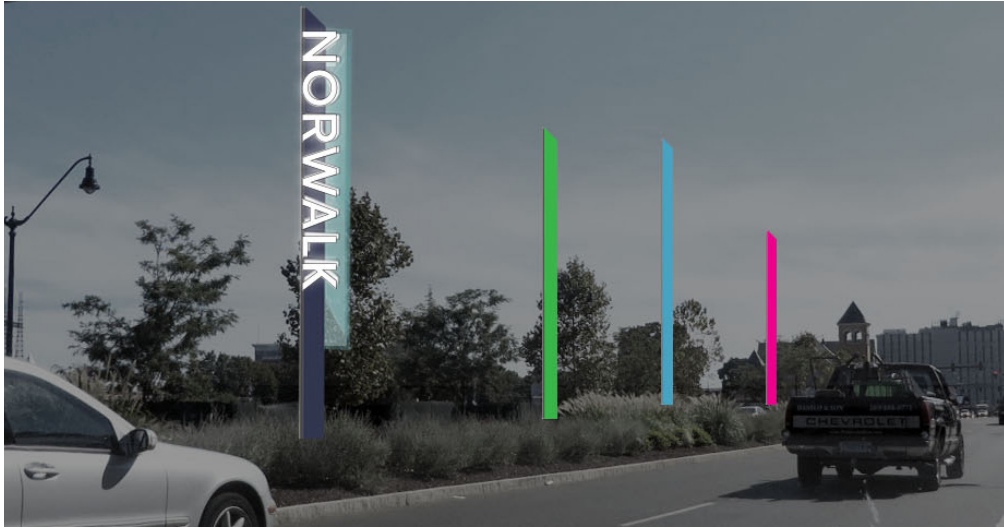
Recommendations emphasized a phased rollout, reduced sign clutter, and strengthened multimodal navigation, including vehicular, pedestrian, and rail connections, while supporting a "park-once" visitor experience. The master plan, also considered a technology strategy that was developed based on user journeys, content recommendations and a variety of digital tools based on user experiences and needs.

Early implementation planning included landmark kiosks with maps, updatable content, and space for print materials, paired with gateway and route-based vehicular wayfinding.

A pilot program was focused on SoNo, Mathews Park, West Avenue, and I-95 exits, guiding users to destinations such as the Maritime Aquarium, South Norwalk Station, and Oyster Shell Park.









CITY OF NEW HAVEN

SCOPE: Gateways and Signage project

SCALE: City-wide

STAKEHOLDERS: 25+

CONSTRUCTION BUDGET: Phase 1: \$300,000 / Gateways: \$100,000

FUNDING: Federal Transportation Grant

APPROVAL: City of New Haven, ConnDOT, Federal Highway Administration (FHWA)

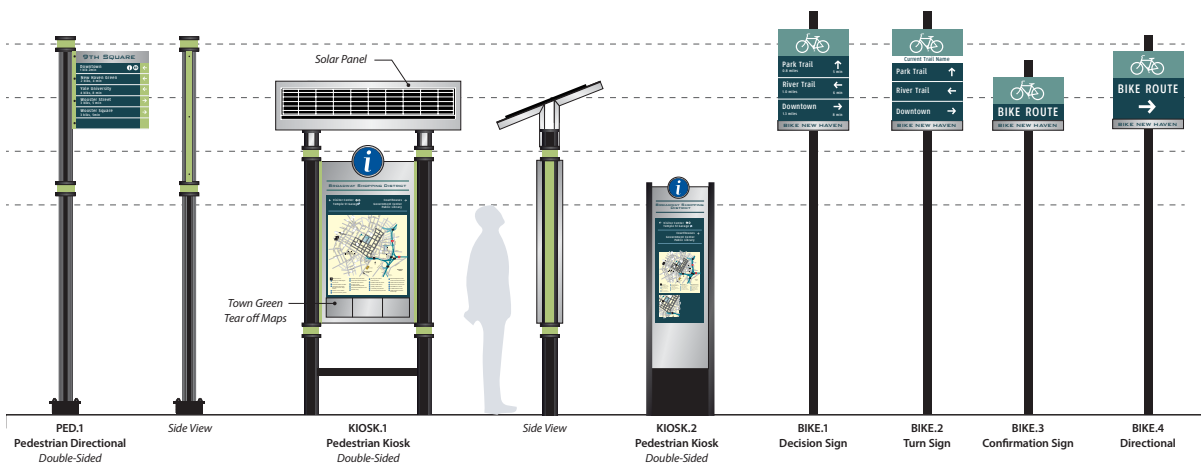
CITY OF NEW HAVEN, CT
Wayfinding Program
New Haven, CT



New Haven, Connecticut may be home to a historic and prestigious university, but it is also a vibrant urban downtown of retail, dining and neighborhoods. New Haven is not characterized by Yale University alone. The wayfinding program creates its own unique visual identity while promoting the variety of destinations located throughout the city.

MERJE was given the task of designing a flexible and modular system. The design for both the pedestrian and vehicular signs use the same standardized Holophane poles and hardware. This product standardization of extrusions, lock-nuts and panel sizes minimizes parts and makes for easy updating and flexibility.

The sign panels are clean and simple, but the bright colors on the pole collars create a visible beacon from a distance to assure that the signs pop-out in this dense urban environment. Pedestrian signage included distances in minutes and heads-up mapping.





- City Hall
- Superior Courthouse
- Ives Main Library
- County Courthouse
- ← 9th Square
- ← Gateway Community College



ATTRACTIONS

- Children's Museum
- City Hall
- New Haven County Courthouse
- Federal Building
- Gateway Community College
- Grove Street Cemetery
- Hall of Records
- Knights of Columbus Museum
- Payne Whitney Gymnasium
- Police Station
- Public Library
- Shubert Theatre
- Sprague Hall
- Superior Courthouse
- US Courthouse
- Woolsey Hall
- Yale Art Gallery
- Yale Center for British Art
- Yale Repertory Theatre
- Yale Visitor Center

HOTELS

- Courtyard Marriott
- Hotel Duncan
- New Haven Hotel
- Omni New Haven at Yale
- Study at Yale
- Suites at Yale-New Haven

LEGEND

- Visitor Information
- Train Station
- Bus Station
- Hospital
- Public Parking: Park New Haven
- Public Parking
- Trails
- Trail Tunnel

CITY OF NEW HAVEN • VEHICULAR SIGNAGE 2022
96 Signs / Citywide • Connecticut DOT Funded, Approved and Project Managed





TOWN OF MANSFIELD, CT

SCOPE: Wayfinding, Master Plan, Design, Planning, Documentation and Construction Administration

SCALE: Town of Mansfield (45 square miles)

STAKEHOLDERS: 50+

CONSTRUCTION BUDGET: \$350,000

FUNDING: Town of Mansfield

APPROVAL: Town of Mansfield, Connecticut Department of Transportation



MANSFIELD CONNECTICUT

Wayfinding Project

MANSFIELD, CT

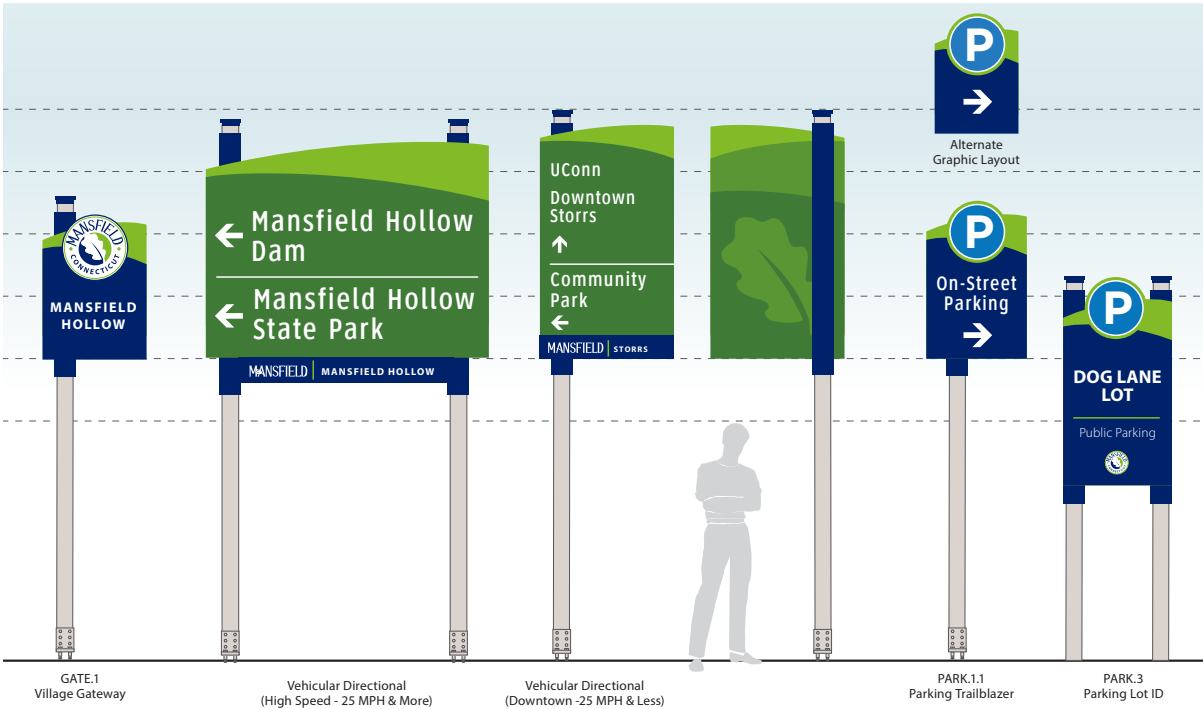
Home to the University of Connecticut's main campus, the Town of Mansfield is often mistaken for "Storrs," one of several villages within the community. To strengthen Mansfield's identity and create a unified presence across its distinct places, MERJE developed a townwide wayfinding program designed as a coordinated family of sign components.

The system establishes a clear information hierarchy, Town identity, village/place names, and destinations, helping visitors understand both where they are and how Mansfield is organized. A consistent visual language spans vehicular and pedestrian directionals, parking guidance, kiosks, and park identification, all reinforcing Mansfield's brand through the Town logo and signature colors.

For everyday town assets, the palette remains bright, civic, and highly legible, while Nature Preserve signs shift to earth tones that better suit natural settings yet retain shared typography and layout for system-wide cohesion.

Implementation involved coordination with Connecticut DOT, Town committees, the Town Council, and UConn staff to align campus messaging and sign placement for a seamless visitor experience.









WEST HARTFORD

SCOPE: Analysis, Design, Planning, and Documentation

SCALE: Townwide

STAKEHOLDERS: 50+

CONSTRUCTION BUDGET: \$1,000,000

FUNDING: Town of West Hartford

APPROVAL: Town of West Hartford and Connecticut DOT



WEST HARTFORD

Wayfinding Program

West Hartford, CT

MERJE was commissioned to spearhead a comprehensive wayfinding project for the Town of West Hartford, CT, addressing critical issues of navigation and connectivity. The primary objectives centered on seamlessly directing visitors to parking facilities, fostering pedestrian flow between the Town Center and the neighboring Blue Back Square shopping district, and infusing the design with elements reflective of the town's identity and local architecture.

To achieve these goals, MERJE embarked on a detailed process that integrated functional design solutions with a deep understanding of West Hartford's unique character. Through stakeholder consultations and site analyses, the team identified strategic locations for signage and navigational aids, ensuring clear and intuitive pathways for both vehicular and pedestrian traffic.

The design approach emphasized a harmonious blend of functionality and aesthetics, with signage elements carefully curated to resonate with the town's architectural heritage. Utilizing materials, colors, and typography inspired by West Hartford's historic charm, the wayfinding system not only facilitates navigation but also enhances the overall visual appeal of the urban landscape.

By seamlessly integrating parking guidance, pedestrian connectivity, and cultural identity into its design, MERJE Design's wayfinding project promises to enhance the visitor experience, promote economic vitality, and reinforce the sense of community pride in the Town of West Hartford.









PORTSMOUTH, NH

SCOPE: Gateways, Vehicular, Parking and Pedestrian Wayfinding

SCALE: Citywide

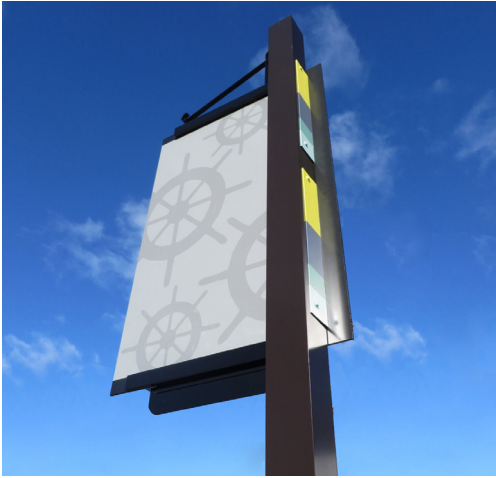
STAKEHOLDERS: 35+



CONSTRUCTION BUDGET: \$722,000 (3 Phases)

FUNDING: City of Portsmouth

APPROVAL: City of Portsmouth and New Hampshire Department of Transportation



CITY OF PORTSMOUTH

Wayfinding Program

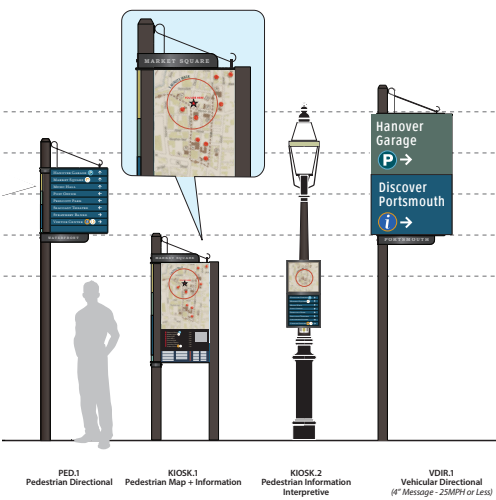
Portsmouth, NH

Portsmouth's scenic waterfront setting and rich maritime and architectural history make its compact downtown a year-round draw for visitors, shoppers, and residents. To help people navigate this vibrant environment, MERJE partnered with the City to develop a Citywide Wayfinding Plan and a flexible "design menu", a standardized toolkit defining sign types, messaging, locations, and a uniform look that is recognizable and uniquely Portsmouth.



The plan was built to serve all modes; drivers, bicyclists, transit users, and pedestrians, while advancing core community wayfinding objectives: reinforcing a shared sense of place, providing a logical and intuitive navigation system, and improving access to key destinations and frequently used areas.

Implementation was structured for long-term success through a phased rollout. Early priorities focused on parking and driver decision-making, including consistent parking identification and directionals and enhancements to the parking garage experience. Later phases expanded vehicular guidance within the downtown core and to destinations outside it. The final phase extended the system into the pedestrian realm, placing roughly 40 signs (including mapping) at key downtown intersections and on existing lampposts to support walkability and local access.



[Click here to learn more about the City of Portsmouth Wayfinding Program and the multi-phased implementation](#)







WILLIAMSBURG, VIRGINIA

SCOPE: Gateways, Parking, Pedestrian Wayfinding, Downtown Map, and Digital Kiosks

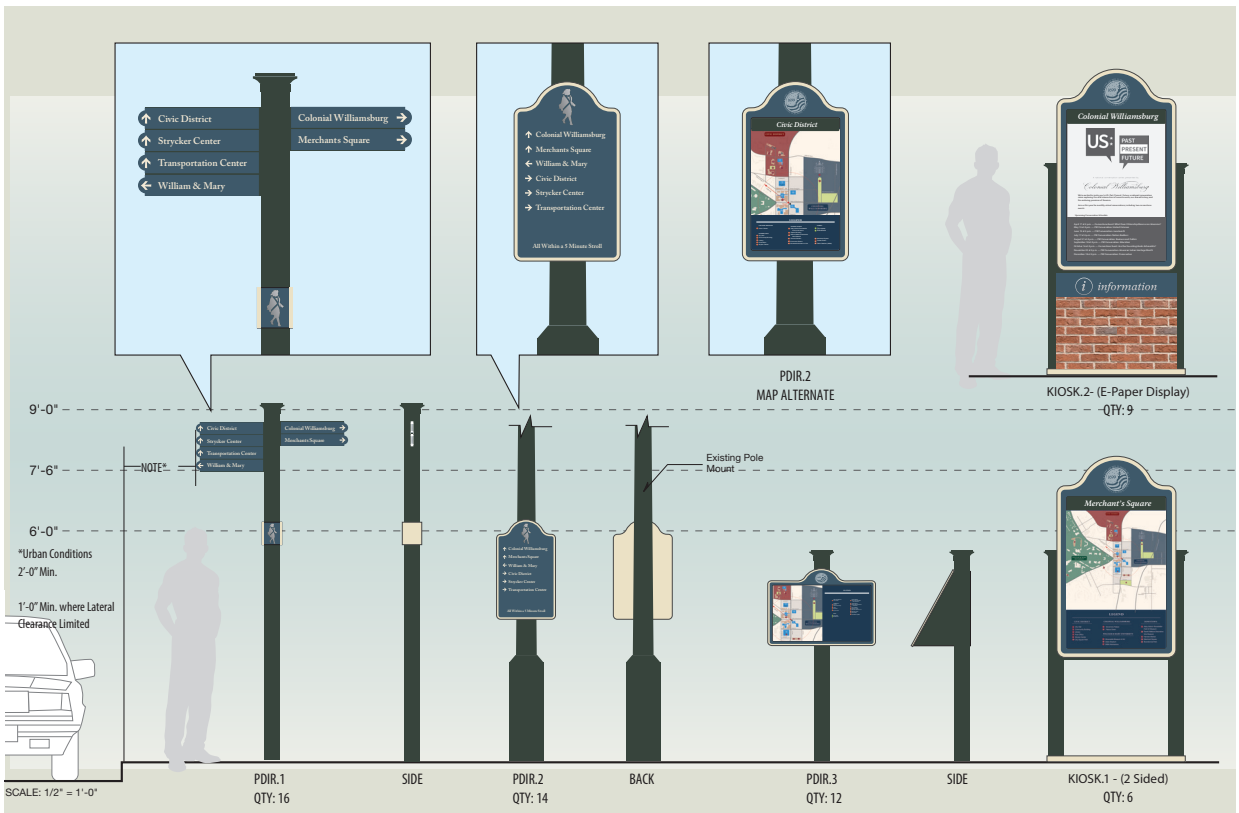
SCALE: Downtown Williamsburg

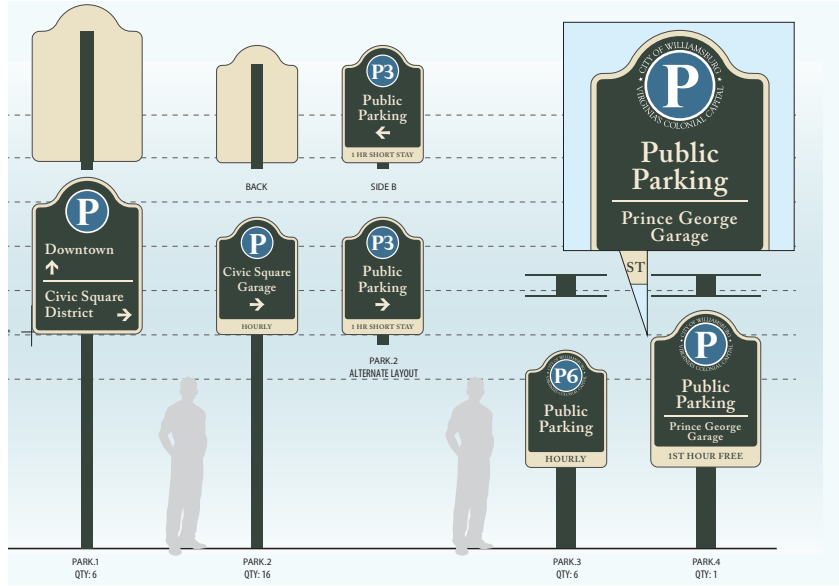
STAKEHOLDERS: 25+

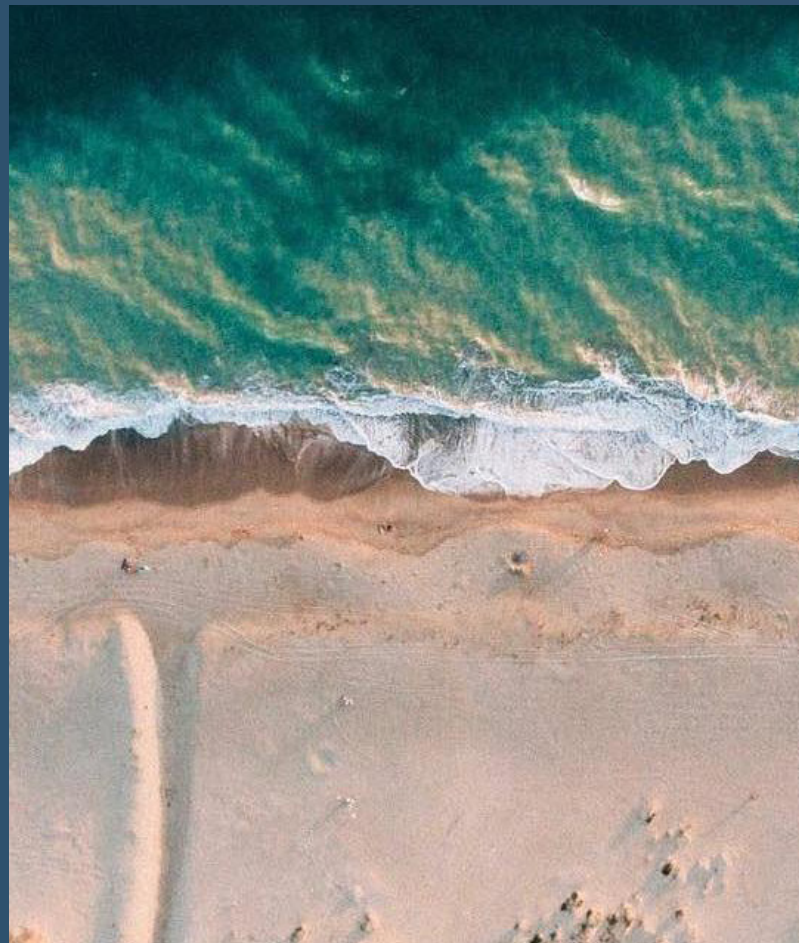
CONSTRUCTION BUDGET: \$485,000

FUNDING: City of Williamsburg

APPROVAL: City of Williamsburg







OXNARD, CALIFORNIA

SCOPE: Analysis, Design, Planning, Documentation and Construction Administration

SCALE: Citywide Wayfinding and Landmark Gateways

STAKEHOLDERS: 25+

CONSTRUCTION BUDGET / PHASE 1: \$ 950,000

FUNDING: American Rescue Plan Act (ARPA)

APPROVAL: City of Oxnard, Visit Oxnard and Cal Trans



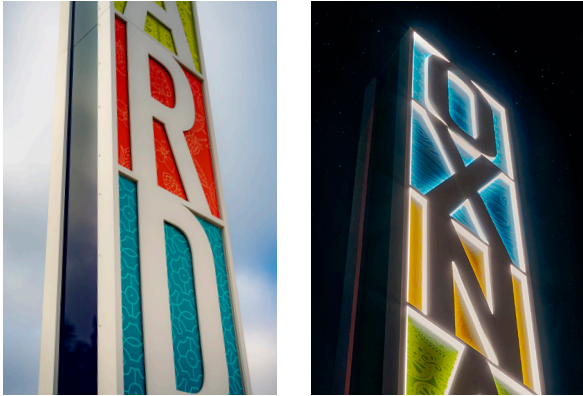
CITY OF OXNARD GATEWAY & WAYFINDING PROGRAM

Oxnard, CA

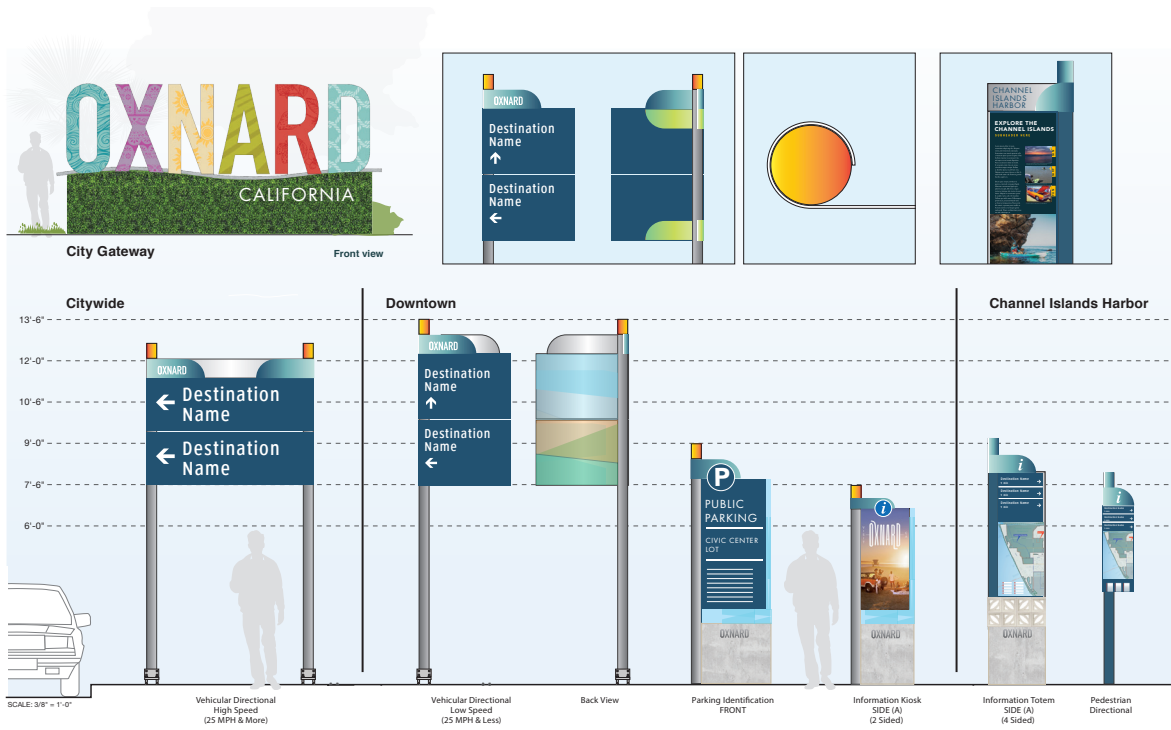
Oxnard, California, a city known for its stunning marina and breathtaking beaches, hired MERJE to design a new gateway and wayfinding program. This innovative initiative promises to elevate the Oxnard experience for visitors while promoting the city's vibrant destinations and outdoor festivals.

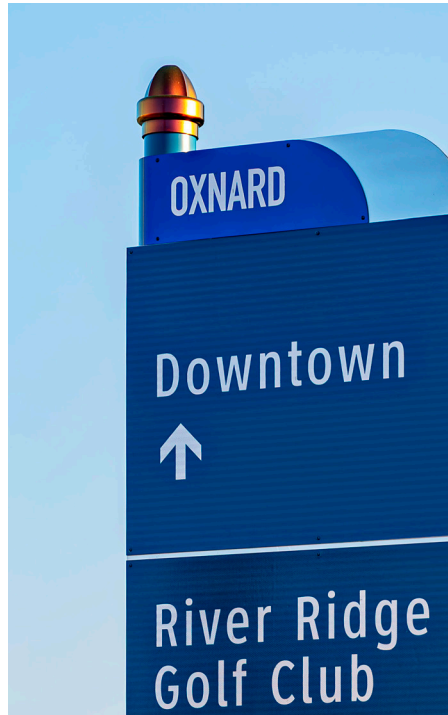
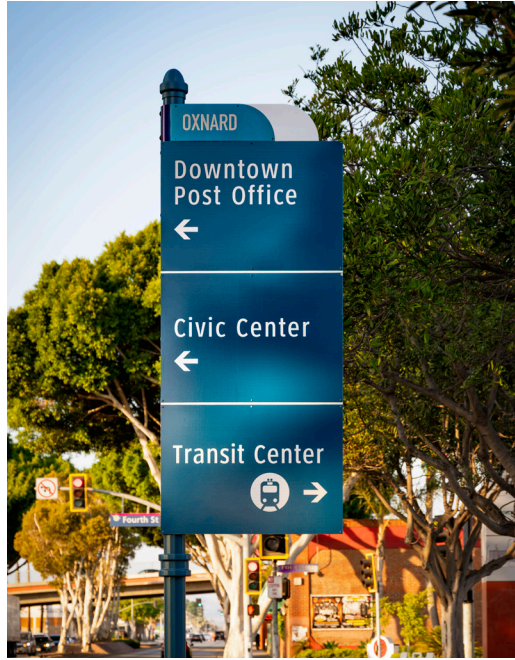
MERJE's collaboration with the Mayor's Gateway Task Force and various stakeholders has been instrumental in shaping the project. By engaging with the community, the design firm ensured that the wayfinding program accurately reflected the desires and needs of Oxnard's residents and visitors.

The sign design, characterized by its clean and timeless aesthetic, perfectly captures the essence of the Oxnard visitor experience. Seamlessly integrated throughout the city, the wayfinding program provides clear navigation but also showcases the depth of destinations, inviting exploration of the marina, beaches, and other hidden gems.



This gateway and wayfinding program has received high praise for its elegance and functionality. MERJE's contribution has undoubtedly elevated Oxnard's identity, ensuring that visitors are captivated by its beauty and allure from the moment they arrive.







ASHEVILLE REGION

SCOPE: Design, Planning, Documentation and Construction Administration

SCALE: Buncombe County, including; Cities of Asheville, Black Mountain, Montreat, Weaverville and Woodfin (660 sq. mi)

STAKEHOLDERS: 50+

CONSTRUCTION BUDGET: 1.4 Million

FUNDING: Buncombe County Tourism Development Fund

APPROVAL: Asheville Convention & Visitors Bureau, Municipalities of Asheville, Black Mountain, Montreat, Weaverville and Woodfin, and NCDOT



ASHEVILLE, NC

Regional Wayfinding Program

Buncombe County, NC

Vibrant, eclectic, colorful, artistic, natural, funky, sophisticated and folky only begin to describe the Asheville region of western North Carolina. Marketing (and wayfinding) for such a diverse area requires the communication of a consistent brand, while allowing for the individuality of each district, town and place to present its own unique character.

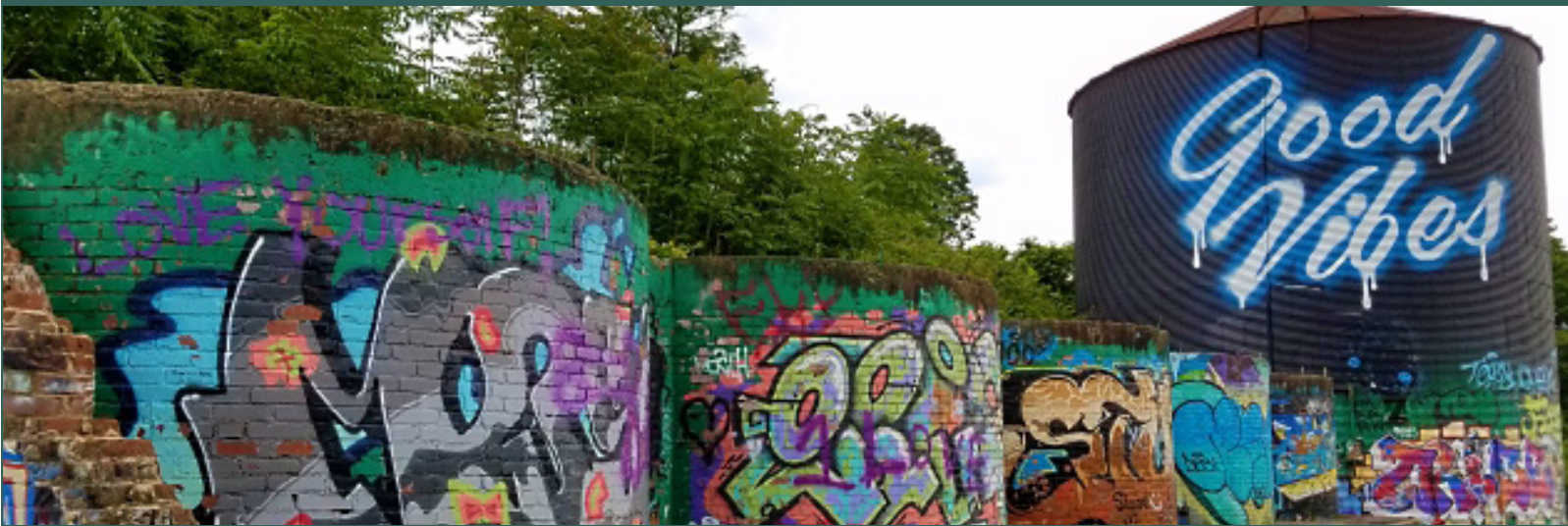
The Asheville Convention & Visitors Bureau hired MERJE to develop a comprehensive regional wayfinding program for the City of Asheville, Buncombe County and the individual towns of Black Mountain, Montreat, Weaverville and Woodfin. This is a benchmark project for regional wayfinding, as it also includes an analysis into the resulting economic return on investment; including before and after evaluations of annual destination visitation, effects on overnight hotel stays and overall customer satisfaction.

Gateways incorporate sculptural elements and create landmarks. Kiosks and post details provide opportunities for the inclusion of local artist in the design, capturing the funkiness of downtown Asheville. In addition to the planning and design of the system, MERJE's responsibilities consist of developing the strategy for coordinating the program, creating a criteria for destination inclusion, assistance with obtaining funding and building consensus among the variety of stakeholders and municipalities.









ASHEVILLE RIVER ARTS DISTRICT

SCOPE: Design, Planning, Documentation and Construction Administration

SCALE: River Arts District

STAKEHOLDERS: 50+

CONSTRUCTION BUDGET: \$350,000

FUNDING: Buncombe County Tourism Development Fund

APPROVAL: River Arts District, Asheville CVB and the City of Asheville



RIVER ARTS DISTRICT

Wayfinding and Landmarks

Asheville, NC

The River Arts District in Asheville, North Carolina is an area of former industrial buildings located near the French Broad River. Visitors can experience working studios and galleries of hundreds of artists, showcasing painting, pottery, jewelry, glass, metal, wood and much more.

MERJE has been working with the Asheville Convention and Visitors Bureau for over 10 years on a variety of wayfinding programs. The CVB, along with the River Arts District (RAD), approached MERJE to help extend the Citywide program to a more detailed RAD wayfinding program.



Working with the existing RAD identity, MERJE designed wayfinding signs, kiosks and landmarks to help promote the district and make it easier for visitors to locate the various artist studios.

The design utilizes components of the citywide wayfinding program, also designed by MERJE, but incorporates unique elements that capture the eclectic and authentic environment of the creative district.







TOWN OF WESTPORT

SCOPE: Gateways, Vehicular and Pedestrian Wayfinding

SCALE: Town-wide

STAKEHOLDERS: 25+

CONSTRUCTION BUDGET: \$735,550

FUNDING: Town of Westport

APPROVAL: CTDOT, Board of Selectmen, Board of Finance



BACK OF SIGN



Patagonia building



Bridge Light Globes



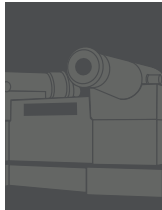
Minuteman



Schooner



Jesup Hall



Compo Beach Cannon

TOWN OF WESTPORT, CT

Wayfinding Program

Westport, CT

Located along the Saugatuck River, the Town of Westport, CT boasts a walkable, upscale downtown packed with dining and shopping establishments. But there are also town parks a Riverwalk and river access points that attract outdoor enthusiasts.

The Town hired MERJE to create a Town Gateway & Downtown Wayfinding Program that utilized their newly established brand. Directing to free Town parking lots was an important part of the project, as well as promoting the walkability of the Downtown. The Town's history was brought into the system by creating clean, subtle graphics for the back of the vehicular signs that highlight the town's historic architecture and the importance of the town during the Revolutionary War.

Promoting the Downtown businesses was accomplished by designing a digital Kiosk placed in a central Downtown location to give shopping and dining information, as well an opportunity to include interpretive information.



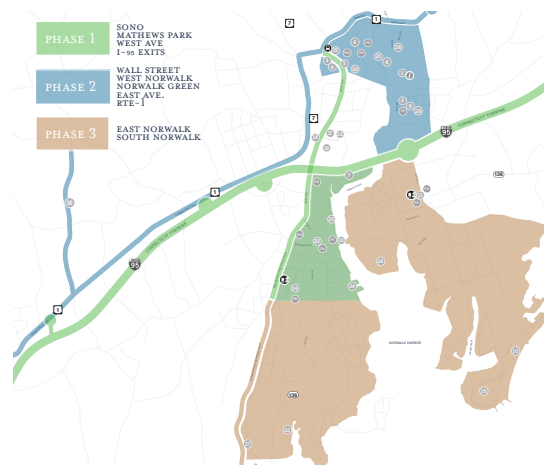
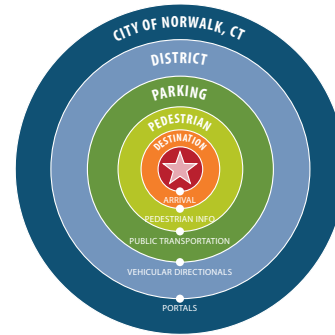




OTHER INFORMATION



NORWALK WAYFINDING MASTER PLAN (2016 MERJE)



MERJE brings Norwalk an uncommon advantage for this wayfinding project: we helped the City establish the original program framework through the 2016 Wayfinding Master Plan, including analysis, sign design, detailed sign location plans, and message schedules.

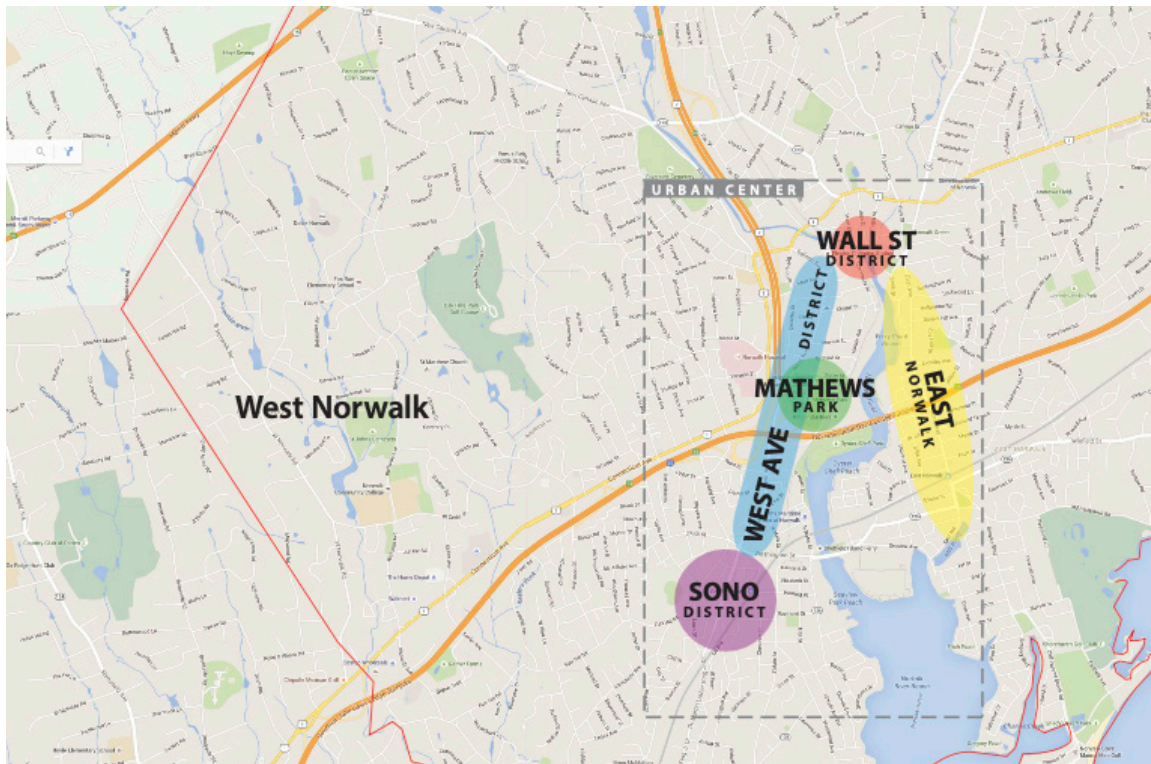
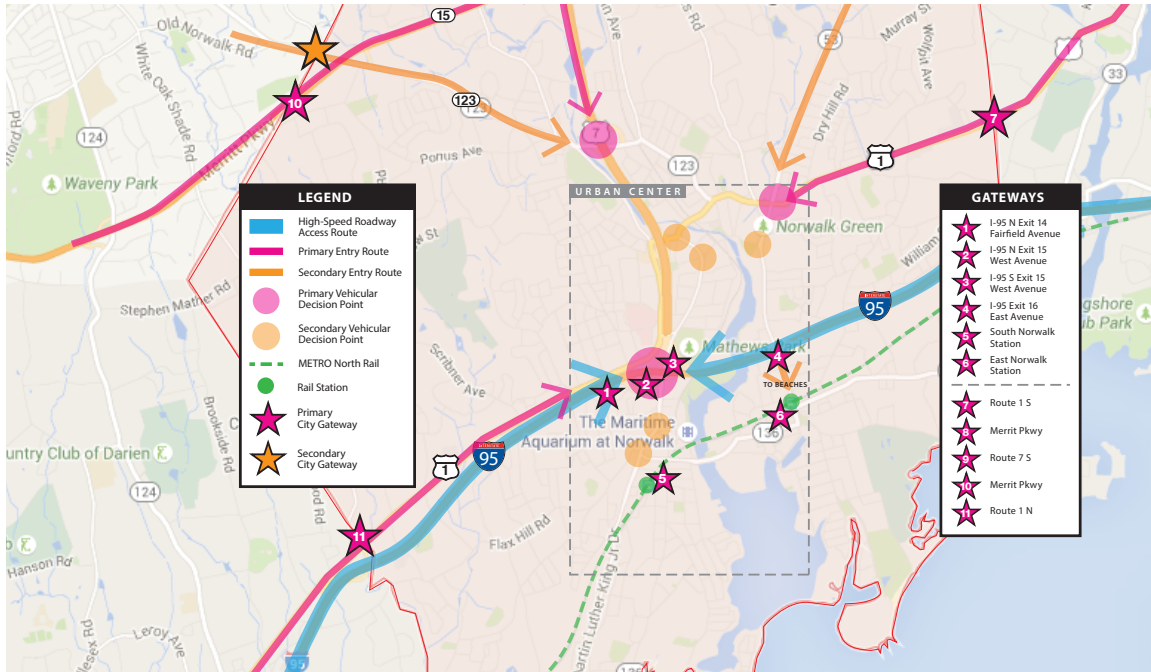
With the same firm principals engaged today, we bring a deep, working familiarity with Norwalk and the documents created to support implementation, allowing the team to move quickly and focus effort where it matters most: updated destination messaging, terminology, sequencing, and alignment with the City's newer identity goals.

It is also important to acknowledge why the earlier program (contracted through the Norwalk Redevelopment Agency) did not advance to implementation. After submissions and

reviews with City departments and committees, the initiative was not funded and did not move forward for capital approval. The pause reflected a prioritization and funding decision, not any shortfall in the quality or readiness of the work product.

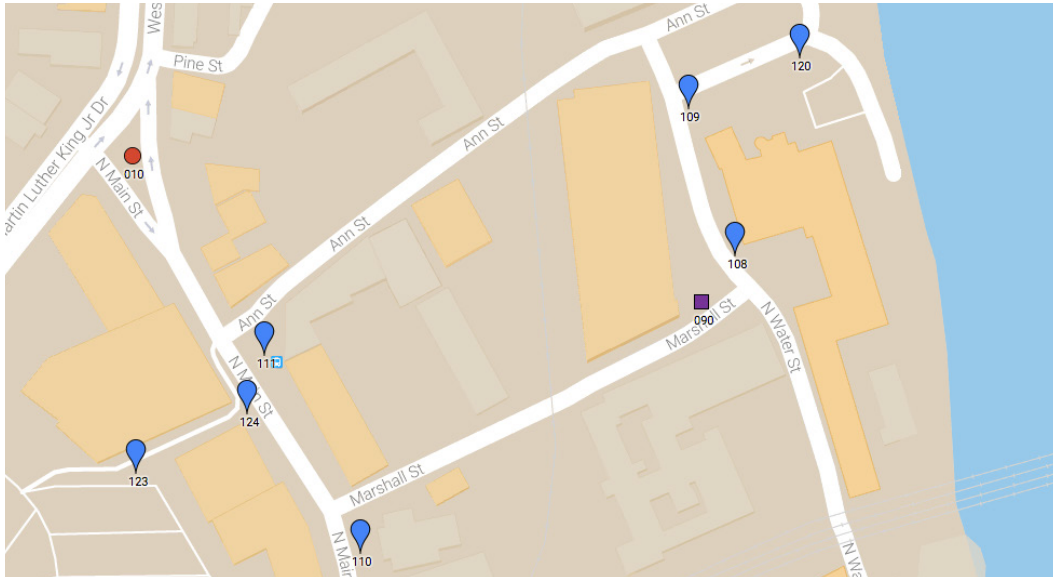
The original design approach was rooted in Norwalk as a place; its history, waterfront character, architecture, and environment, at a time when the City did not yet have a strong, unified graphic identity. As this new initiative moves ahead, MERJE can leverage the prior foundation while thoughtfully incorporating updated destinations and the City's new brand, balancing timeless "place" cues with the benefits of reinforcing a contemporary identity across the community.

WAYFINDING ANALYSIS



The analysis established the foundational framework for the City's wayfinding system, identifying vehicular and pedestrian entry routes, high-priority destinations, and district relationships to support clear navigation, phased implementation, and a cohesive, place-based identity rooted in Norwalk's urban structure and waterfront context

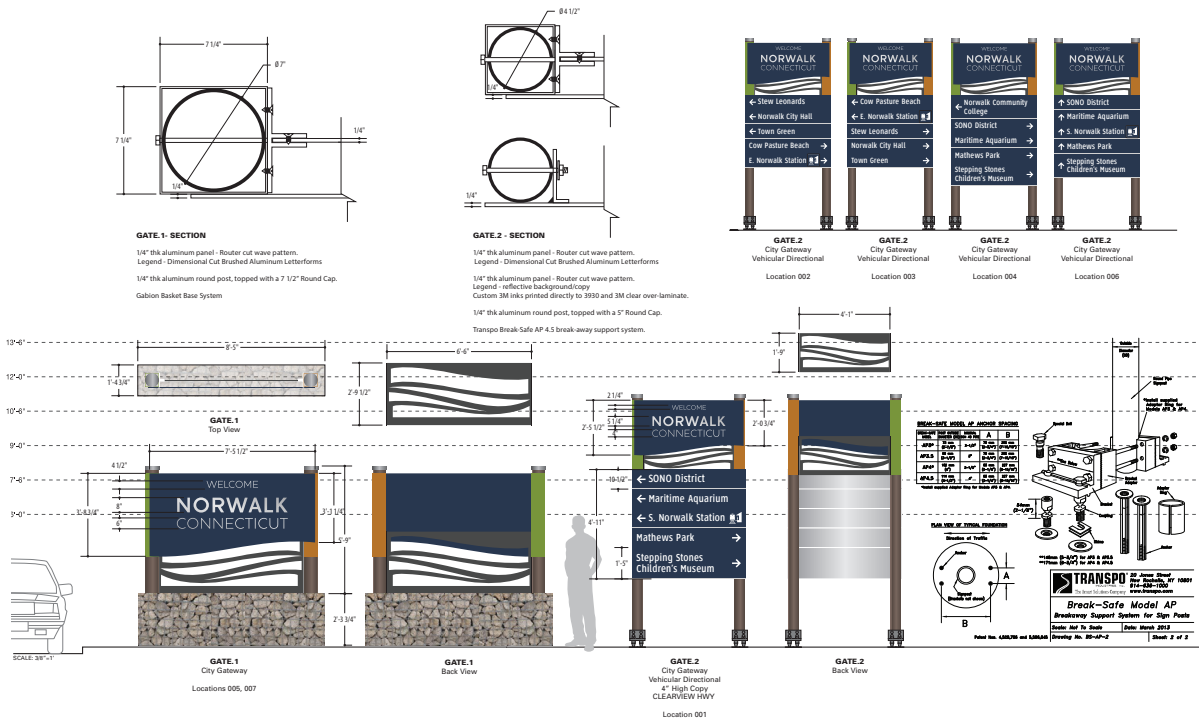
SIGN PLANNING



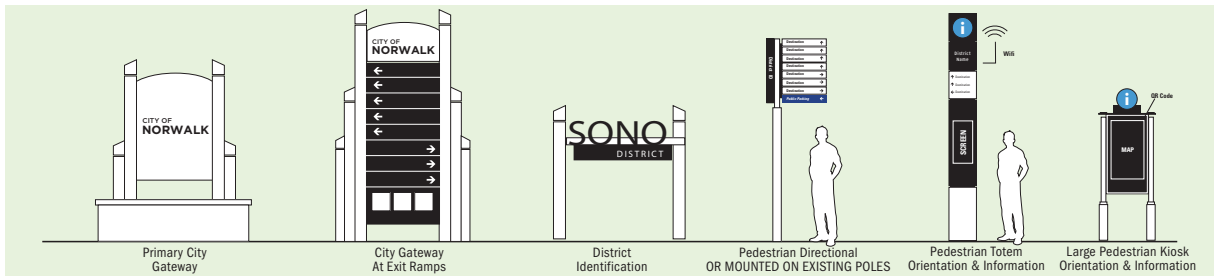
| | | | | |
|---|---|---|--|--|
| <p>VISITOR SERVICES</p> <p>Chamber of Commerce</p> | <p>PARKS & RECREATION</p> <p>Sheffield Island Lighthouse</p> <p>Mill Hill Historic Park</p> <p>Shady Beach Park</p> <p>Cranbury Park/Gallaher Estate</p> <p>Oyster Shell Park</p> <p>Norwalk Green</p> <p>Veteran's Memorial Park</p> <p>Eric Malmquist Field</p> <p>Irving Freese Park</p> <p>Community Beach</p> <p>SoNo Fieldhouse</p> <p>Ice Rink</p> <p>Calf Pasture Beach</p> | <p>TRANSPORTATION</p> <p>Sheffield Island Ferry</p> <p>Wheels Hub</p> <p>East Norwalk Station</p> <p>South Norwalk Station</p> <p>Merrit 7 Station</p> | <p>PUBLIC PARKING (CONTD)</p> <p>S Norwalk Station</p> <p>City Hall Lot</p> | <p>FOR DISCUSSION:</p> <p>Woodward Avenue Park</p> <p>John H. Ryan Park</p> <p>Oak Hills Park</p> <p>Taylor Farm Park</p> <p>Flax Hill Park</p> <p>Mill Pond Park</p> <p>A. Santaniello Park</p> <p>Union Park</p> <p>Jennie Jenks Park</p> <p>North Avenue Park</p> <p>Constitution Park</p> <p>Ludlow Park</p> <p>Springwood Park</p> <p>Battle of the Rocks Monument</p> <p>Betts Brook Park</p> <p>East Norwalk Historical Cemetery</p> |
| <p>GOVERNMENT</p> <p>City Hall</p> <p>Norwalk Courthouse</p> <p>Belden Post Office</p> <p>Norwalk Public Library</p> | <p>DISTRICTS</p> <p>SoNo District</p> <p>West Avenue District</p> <p>Wall Street District</p> <p>Mathews Park</p> <p>East Norwalk</p> <p>West Norwalk</p> | <p>PUBLIC PARKING</p> <p>Webster Lot</p> <p>North Water St Lot</p> <p>Maritime Garage</p> <p>Haviland Lot</p> <p>Main St Lot</p> <p>Wall St Lot</p> <p>Yankee Doodle Garage</p> <p>E Norwalk South Lot</p> <p>E Norwalk North Lot</p> | <p>MUSEUMS/CULTURAL</p> <p>Contemporary Printmaking Ctr</p> <p>Lockwood-Mathews Mansion</p> <p>Maritime Aquarium</p> <p>SoNo Switch Tower Museum</p> <p>Stepping Stones Museum</p> <p>Norwalk Museum</p> <p>Heritage Wall</p> <p>Stew Leonard's</p> | <p>ACCESS</p> <p>TRAILBLAZERS</p> <p>95</p> <p>H</p> <p>Norwalk Hospital</p> |
| <p>PERF. ARTS CENTERS</p> <p>Norwalk Concert Hall</p> <p>Wall Street Theater</p> | <p>EDUCATION</p> <p>Norwalk Community College</p> | <p>■ NAME SHOULD FIT ON TWO LINES</p> <p>■ FUTURE DESTINATION</p> | | |

Detailed sign planning translates the Wayfinding Master Plan framework into on-the-ground implementation, identifying precise sign locations, message hierarchy, and destination sequencing. This planning supports consistent navigation across districts, civic destinations, parking, transit, and cultural assets, ensuring clarity for pedestrians and drivers while reinforcing Norwalk's place-based identity. Prior to pausing the project, MERJE completed detailed in the field sign locations for Phase 1: Pilot Program.

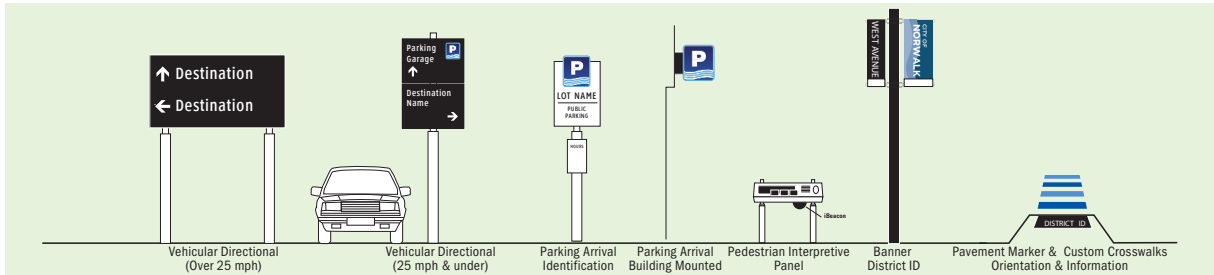
DESIGN DEVELOPMENT / PHASING



PHASE 1: PROGRAM LAUNCH

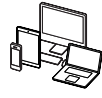
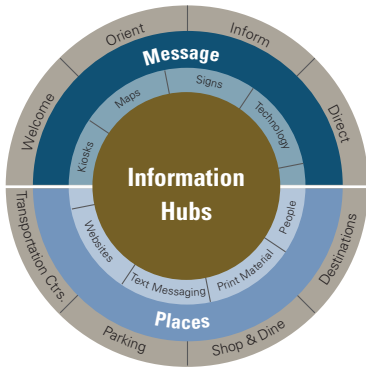


PHASE 2-3: CORE PROJECT I



Detailed sign types, dimensions, and messaging were developed to support a scalable rollout, beginning with primary city gateways, district identification, and pedestrian orientation, followed by vehicular directionals, parking identification, and interpretive elements, allowing the City to implement the program strategically over time while maintaining a cohesive, place-based graphic identity.

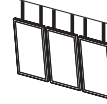
DIGITAL STRATEGY



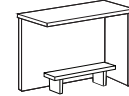
RESPONSIVE WEBSITE
When beginning a journey, a website provides a meaningful planning tool. Often times accessed from the comfort of a stationary setting, like a home or an office, websites allow for a deep-dive of research and learning.



MOBILE APP
Some pedestrians need a quick confirmation en route while others may need to be set on the right path if they find themselves disoriented. The mobile app is the one tool that spans the Planning, Doing, and Understanding of a User's Journey.



DIGITAL SIGNS
Oftentimes positioned at heavy trafficked areas or entrances that require changeable information, these typically non-interactive large digital signs can provide content at real-time directional information, identification or, alerts.



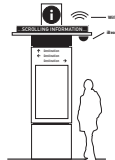
DIGITAL SIGNS @ TRANSIT HUBS
With the utilization of GPS trackers on buses, digital signs integrated at bus shelters or train stations can tag site that information and display real-time arrivals of buses and trains.



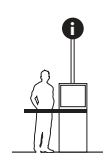
LIGHTING
Not all technology requires a physical interaction. Some technology is reactive and/or passive and simply enhances a space through an emotion.



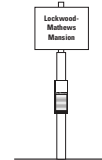
INTERACTIVE INTERPRETIVE PANELS
These panels provide users focussed information about specific areas of ride.



INTERACTIVE INFORMATION HUB
Depending on the environment, and often catering to those without phones, interactive information hubs provide similar information seen in a mobile app but fixed positioned at key



MANNED KIOSK
Professional greeter provides personal contact and information, as well as printed literature.



INFORMATION PANEL
Contains text messaging /data links, interpretive information.

THE JOURNEY

FINDING OUR WAY IS CONTEXTUAL

FRUSTRATION OCCURS WHEN THE CONTEXT DOESN'T ALIGN WITH OUR EXPECTATIONS

DIGITAL NAVIGATION BEGINS BY CREATING CONTEXT

The way that people orient themselves in digital spaces is not so different from how they find their way around in the real world. Our ability to focus shifts according to whether we're on the hunt for information or recreational browsing. We even experience the same emotion and sense of frustration when we're lost or struggling to reach our intended destination.

The City of Norwalk is vast and relies on all forms of navigation including driving, bicycling, walking and public transportation. Because of all these forms of travel there is increased number of questions that residents and visitors will ask because they are traveling the city differently. A pedestrian will ask different questions than a driver. And a cyclist will ask different questions than a bus passenger. As such, the user journey is varied and requires a greater range of tools. Predominantly there are three general questions that all users ask.

WHERE AM I?

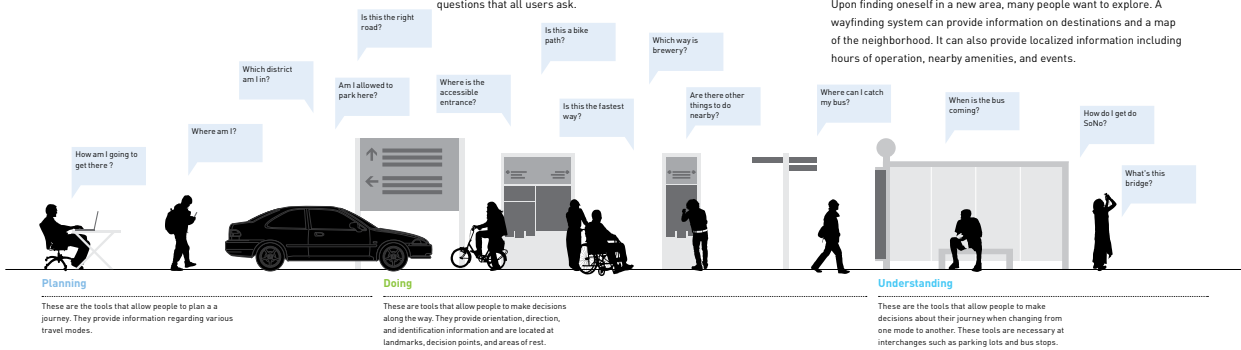
Some users need a quick confirmation en route while others may need to be set on the right path if they find themselves disoriented. The wayfinding information to serve this need must be readily visible and quickly comprehended.

HOW DO I GET THERE?

Finding the preferred route from A to B requires pedestrian information. The wayfinding system identifies connector streets, and provides route support signage and GPS-based digital apps that reference on-street information.

WHAT IS THERE TO SEE AND DO HERE?

Upon finding oneself in a new area, many people want to explore. A wayfinding system can provide information on destinations and a map of the neighborhood. It can also provide localized information including hours of operation, nearby amenities, and events.



A digital strategy, prepared by MERJE partner Winfield & CO., extended the Wayfinding Master Plan beyond physical signage, applying the same hierarchy, destination logic, and sequencing to digital tools and information hubs. By aligning online, mobile, and on-site experiences, the system creates clear context at every stage of the journey, supporting trip planning, real-time decision-making, and place-based exploration across Norwalk.



**CITY OF NORWALK
PURCHASING DEPARTMENT
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

| |
|----------------------------------|
| Found Design, LLC (d.b.a. MERJE) |
| Proposer's Name |


| |
|------------------|
| 5. W. Gay Street |
| Street Address |

| | | |
|--------------|-------|-------|
| West Chester | PA | 19380 |
| City | State | Zip |

| |
|--|
| Business Telephone: Office: 484.266.0648 / Cell 215.801.5722 |
|--|

| |
|---------------------------------------|
| Email Address: jbosio@merjedesign.com |
|---------------------------------------|

| |
|--|
| John Bosio, Partner |
| Printed Name and Title of Individual Submitting Proposal |

| | |
|---|---------|
| The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted. | |
|  | 1/23/26 |
| Signature | Date |

CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM


| | | |
|---|--------------|---------------------------------------|
| Vendor Name - Found Design, LLC (d.b.a. MERJE) | | |
| Address - 5 W. Gay Street, West Chester, PA 19380 | | |
| Phone - Office: 484.266.0648 Cell: 215.801.5722 | Fax - | Email - jbosio@merjedesign.com |
| Manager - John Bosio | | Fed ID# 20-8199756 |

The undersigned hereby declares that they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions and understands that in signing this proposal they waives all right to plead any misunderstanding regarding the same.

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

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED FEES

| | | |
|---|--|---|
| Total Lump Sum Fee | \$ 114,750 |  |
| Total Lump Sum Fee in Writing | One Hundred Fourteen Thousand, Seven Hundred and Fifty Dollars | |
| ** Please note that, based on our previous work with Norwalk, we believe certain fees outlined may be reduced after we review the prior materials and discuss them with you in more detail. | | |

B. Identify the key project team members who will provide these services. Quantify their level of involvement (X%). Give an hourly rate for each member.

| Name | Title | % Involved | Hourly Rate |
|---------------------------|-----------------------|------------|-------------|
| A John Bosio | Principal / PM | 25% | \$ 175 |
| B Glen Swantak | Principal / Design | 25% | \$ 175 |
| C Joseph Mackereth | Wayfinding / Designer | 35% | \$ 135 |
| D Madison Phillips | Designer | 15% | \$ 110 |

Submitted By: MERJE
5 W. Gay St.
West Chester, PA 19380
484-266-0648

Contact: John Bosio
jbosio@merjedesign.com
215.801.5722

COMPENSATION

Thank you for considering MERJE for the development of Norwalk Citywide Wayfinding Program. I hope you have found the Scope of Work to be reflective of your requirements and expected deliverables of the system.

**** Please note that, based on our previous work with Norwalk, we believe certain fees outlined below may be reduced after we review the prior materials and discuss them with you in more detail.**

| TASK | FEE |
|--|-----------------------------------|
| 1. Discovery & Concept Development | ** \$ 32,000 |
| 2. Design Development (includes preliminary sign location plans) | ** \$ 36,000 |
| 3. Construction Documents & Bid Package | \$ 18,000 |
| 4. Implementation Support | \$ 14,000 |
| 5. Orientation Map Design | ** \$ 7,500 |
| | DESIGN FEES \$ 107,500 |
| | REIMBURSABLES \$ 7,250 |
| | LUMP SUM FEE ** \$ 114,750 |

REIMBURSABLE EXPENSES

Reimbursable expenses are included in the basic compensation outlined above and will be billed to the client at 1.0 times the expenses incurred by MERJE and our consultants.

POTENTIAL ADDITIONAL SERVICES

- Structural, Electrical or Civil Engineering
- Interpretive Signage for historic areas (scope, quantity to be determined)
- Design of print material design, websites or other non-signage wayfinding tools
- Design of wall murals, super graphics or other sign types outside the agreed upon menu.
- Landscape or Lighting Design
- Mobile Phone Application Architecture

Submitted By:



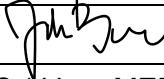
John Bosio

Partner

Found Design, LLC (d.b.a. MERJE)

**CITY OF NORWALK
PURCHASING DEPARTMENT**

C. CERTIFICATION

| | |
|---|--|
| Submitted By: Found Design, LLC | Signature:  |
| Authorized Agent of Company (Name & Title): Found Design, LLC (d.b.a. MERJE) | |
| | Date: 1/23/26 |

D. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

| | | | | | | | |
|------------|---|-------|---------|------------|--|-------|--|
| Addendum # | 1 | Dated | 1/12/26 | Addendum # | | Dated | |
| Addendum # | 2 | Dated | 1/20/26 | Addendum # | | Dated | |

CITY OF NORWALK PURCHASING DEPARTMENT

1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

| | | | |
|-----------|--------------------------------------|------------------|------------------|
| 1. | Number of years in business: | 19 | |
| 2. | Number of personnel employed: | Part Time | Full Time |
| | | 2 | 4 |

| 3. List six contracts of this type/size your firm has completed within the last four years: | | | |
|--|--------------------------|--------------------|--------------|
| Project | Date | Contact Person | Phone No. |
| City of New Haven Wayfinding Program | Completed 2022 (Phase 2) | Anne Hartjen * | 203.453.8032 |
| Town of Mansfield, CT Wayfinding Program | Completed 2024 | Cynthia van Zelm * | 860.258.4200 |
| West Hartford, CT Wayfinding Program | Design / Planning 2024 | Kristen Gorski | 860.561.7500 |
| City of Portsmouth Wayfinding Program | Completed 2025 (Phase 4) | Jillian Harris | 603.610.7296 |
| City of Edmond, OK Wayfinding Program | Completed 2025 | Jennifer Thorton | 405.216.7781 |
| City of Oxnard, CA Wayfinding Program | Completed 2025 | Samantha Shapiro | 805.385.7447 |

* Note: Ann Hartjen is now with the Town of and Cynthia van zelm works for the State of CT, Department of Economic and Community Development

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

| COMPANY NAME | ADDRESS | PRINCIPAL | PHONE | PORTION/SECTION OF WORK |
|-------------------|---------|-----------|-------|-------------------------|
| NO SUBCONTRACTORS | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

CITY OF NORWALK PURCHASING DEPARTMENT

| | | | |
|--|---|-------------|---|
| <p>5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)</p> | <input type="checkbox"/> general partnership | | |
| | <input type="checkbox"/> limited partnership | | |
| | <input checked="" type="checkbox"/> limited liability corporation | | |
| | <input type="checkbox"/> limited liability partnership | | |
| | <input type="checkbox"/> corporation doing business under a trade name | | |
| | <input type="checkbox"/> individual doing business under a trade name | | |
| | <input type="checkbox"/> other (specify) | | |
| <p>6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled</p> | <p><u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?</p> | Yes | No |
| | <p><u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)</p> | Yes | No |
| | | In-Progress | <p>Found Design, LLC is not a corporation</p> <p>State of Connecticut taxes are paid as a pass-thru on the partners personal tax returns.</p> |
| | | | |
| <p>7. CT eLICENSE (https://www.elicense.ct.gov) / Business Registration (https://business.ct.gov/?language=en_US) :</p> | | | |
| <p>8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u>: NO</p> | | | |
| Business Name | | | |
| Address | | | |
| City, State & Zip | | | |
| Name of Agent | | | |

CITY OF NORWALK PURCHASING DEPARTMENT

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening. (AGREED / John Bosio Partner)

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website:

<https://www.irs.gov/forms-pubs/about-form-w-9>

1.4 INSURANCE

| | |
|--|-----------------------------------|
| Insurance Agency Name: Fucci & Friedman Inc. | Tel: (631) 218-9700 |
| Agency Address: 186 W Main Street, Suite 9 Sayville, NY 11782 | Email: koneil@ffinc.com |

City of Norwalk Vendor Questionnaire

IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information** (please provide the POC for follow-up questions to this questionnaire):
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.

YES NO



CITY OF NORWALK
Transportation Mobility & Parking
P: 203-854-7260
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: Economic and Community Development Committee of the City Council

FROM: Garrett Bolella, P.E., PTOE, RSP1 – Assistant Director, TMP

CC: Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism
James Travers – Director of Transportation, Mobility and Parking

REF: April Agenda – Authorize the Mayor, Barbara C. Smyth to execute an amendment to increase the Fuss and O’Neill contract by \$46,900 for Additional Transportation Engineering and Related Design Services for Wall Street Corridor Improvements – Purchasing Project No. 4149 (Seventh Amendment)

DATE: March 26th, 2026

Memorandum

Fuss and O'Neill was the design consultant selected at the beginning of the Wall Street Corridor Improvement Project. Since the initial plan for betterments in the corridor, TMP, along with the consultant, has held numerous public engagement meetings, as well as gathered necessary data.

The overall project design and scope has grown in size, scale, complexity, and coordination. Since February 2022, the project has expanded to an estimated construction cost of 31 MM, encompassing several phases, many of which the City has been awarded various State and Federal funds to complete. A total of 19.45 MM in State and Federal Funding has been secured to date along with nearly 2 MM in investments from the Norwalk Parking Authority. This includes the most recent announcement of another \$800,000 in State Community Connectivity Grant Funding committed to improving the streetscape on East Wall Street from the limits of existing construction to the East Avenue/the Norwalk Green. The City continues to pursue additional grants to ensure the remaining phases will have money set aside for construction.

The proposed contract amendment is necessary; specifically, to meet Federal deadlines related to the obligations of 5.5MM Community Project Funding that must be encumbered by the end of 2026 or risk returning these federally appropriated funds.

Phase II of the Wall Street Corridor Improvement project generally includes complete roadway restoration and streetscape improvements on Main Street from Wall Street to Hoyt Street, in addition to the entirety of Burnell Boulevard. The project will be bid this Summer (2026) and under contract by Fall so that construction can commence Spring 2027 after the completion of Phase I (the East Wall Street Landmark Square Safety Improvements).

Per the recommendation of the Connecticut Department of Transportation (CTDOT) and to ensure the City receives the maximum project reimbursement of 5.5MM in Federal Funding for Phase II of the Project, this contract amendment extends the scope of Phase II construction to include streetscape and roadway improvements on Belden Avenue from just north of Burnell Boulevard, south to the USPS Post Office and Norwalk Public Library.

Lastly, the contract provides the Department with Bidding Assistance to ensure the City's responsiveness to our State and Federal partners administering this project.

Amending Fuss & O'Neill's contract will ensure consistency of design, the creation of one holistic plan which covers the larger neighborhood, and best position the City to address the needs of grantors in a timely manner.

- a. Authorize the Mayor, Barbara C. Smyth to execute an amendment to increase the Fuss and O'Neill contract by \$46,900 for Additional Transportation Engineering and Related Design Services for Wall Street Corridor Improvements
- b. Authorize the Director of Transportation, Mobility and Parking to execute the amendment to increase the contract with Fuss and O'Neill, for an amount not to exceed \$4,690

Account No. 0926 3750 5777 C0800
0926 3750 5777 C0824

A copy of the RFQ information for Purchasing Department Project Number No. 4149 – Design Services for the Wall Street Corridor Improvements, can be reviewed by following the link

<https://norwalkct.bonfirehub.com/opportunities/49217>

March 6, 2026

Mr. James Travers
Director of Transportation, Mobility and Parking
City of Norwalk
125 East Avenue
Norwalk, CT 06851-5125

Re: Amendment for Transportation Engineering and Related Services
Design Services for the Wall Street Corridor Improvements
Norwalk, Connecticut
Fuss & O'Neill Reference No. 20210301.A10

Dear Mr. Travers:

At your request, we are pleased to provide this amendment in order to advance our design services scope associated with our agreement entitled "Design Services for the Wall Street Corridor Improvements" dated February 17, 2022. The table below outlines the tasks Fuss & O'Neill seeks to add or amend due to increased project size, modified design limits, and expanded scope.

| Task | Wall St. Task Descriptions | Action |
|-------------|--|--|
| 01 | Preliminary Engineering & Survey | No changes - Inactive |
| 02 | Traffic Operations and Safety Study | Complete |
| 03 | Stakeholder Meetings & Public Involvement | No changes - Active |
| 04 | Concept Design | Complete |
| 05 | Utility Notification Letter, Meetings & Coordination | No changes - Active |
| 06 | Preliminary Design (30%) – Part 1 | Complete |
| 07 | Geotechnical Services | No Changes - Active |
| 08 | Semi-Final Design (60%) – Part 1 | Complete |
| 09 | Final Design (100%) | Voided – Reallocated funds to Task 6 in Task Amendment No. 3. Subsequent Amendment necessary to determine level of effort and fee when applicable. |
| 10 | Bidding Assistance & Design Services During Construction | Voided – Reallocated funds to Task 6 in Task Amendment No. 3. Subsequent Amendment necessary to determine level of effort and fee when applicable |
| 11 | Wall Street LOTCIP Application Assistance | Complete |
| 12 | Permitting & Regulatory Coordination | No changes - Active |

| Task | Wall St. Task Descriptions | Action |
|-------------|---|--|
| 20 | Preliminary Design (30%) – Part 2 | Complete |
| 21 | Semi-Final Design (60%) – Part 2 | Complete |
| 30 | USPS – Design Development (DD) | Complete |
| 31 | USPS – VE Design (60%) Development (VE DD) | No changes - Active |
| 36 | Subset 03 Temporary Conditions Package | Complete |
| 40 | Final Plans for Review (90%) – Subset 03 | Complete |
| 45 | Final Design (100%) – Subset 03 | Amend – Additional Scope; see below |
| 46 | DCD Submission and | No changes - Active |
| 47 | Bidding Assistance | New – See Below |
| Task | | |
| Task | East Wall St. Task Descriptions | Action |
| 100 | Municipal Meetings & Coordination | Complete |
| 200 | Final Plans for Review (90%) | Complete |
| 300 | Final Design (100%) | Complete |
| 400 | Construction Documents | Complete |
| 500 | Contingency | Complete |

Task Amendment No. 7 corresponds to advancing the following project elements:

- 1) Integrating additional project limits into Subset 03 / Phase 2 and advancing this area from 60% design to 100%, see supplemental project limits below.
 - a. This work will be integrated into Subset 03 / Phase 2’s Final Design (100%) package
- 2) Developing design plans, details, specifications, and cost estimate items to a 100% design level for work associated with the Norwalk Transit District bus and pedestrian facilities
 - a. This work will be integrated into Subset 03 / Phase 2’s Final Design (100%) package
- 3) Providing addendum and bidding assistance for the Subset 03/ Phase 2.

The following scope of services is described hereafter.

Project Limits

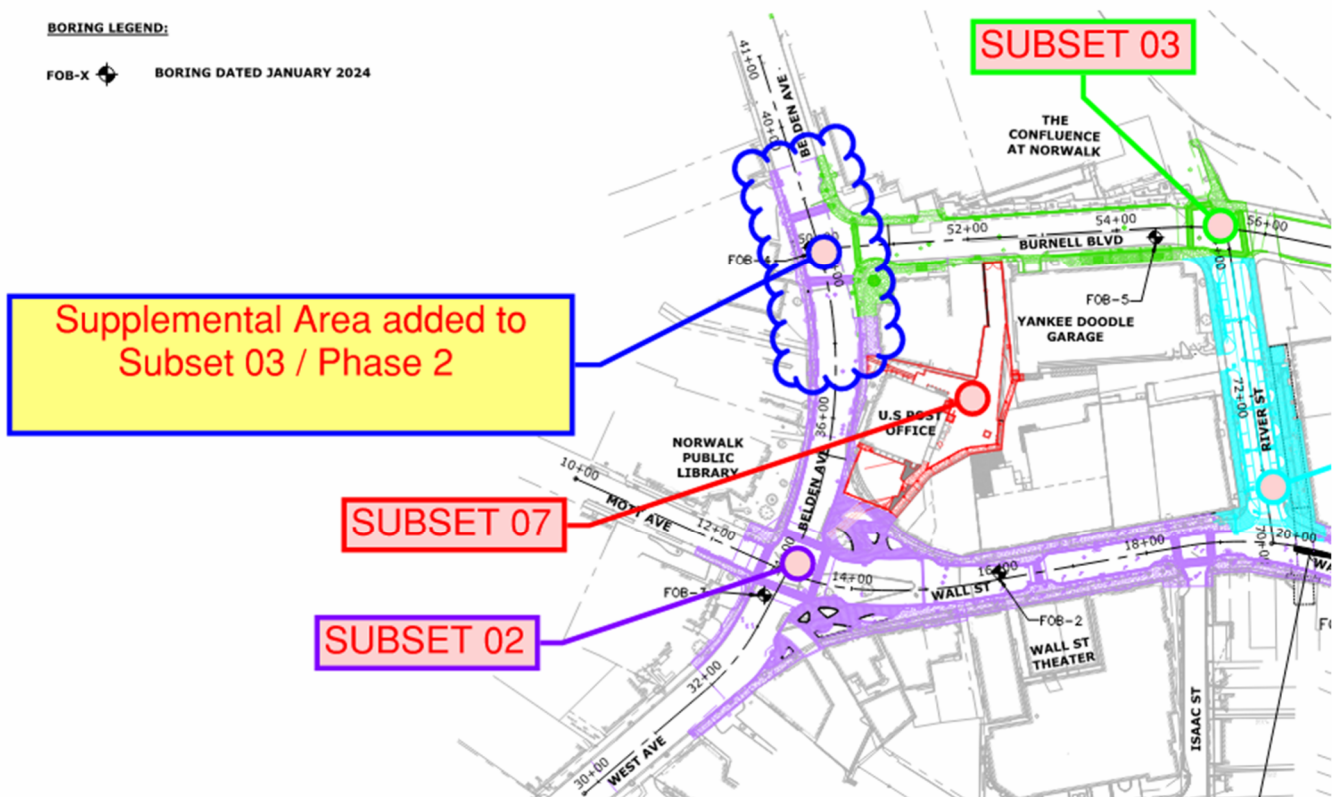


Figure 1 – Supplemental Area for Subset 03 & 90% Design Advance for Subset 07

Scope of Services

TASK 45 – Final Design (100%) – Subset 03

Supplemental Project Area

- F&O will extend the 90% design project limits further into Belden Avenue as shown in Figure 1. The area was previously developed under Subset 02 and advanced to a 60% design phase. The proposed improvements carry the same streetscape elements consistent with the overall downtown Wall Street project.

Norwalk Transit District (NTD) Bus & Pedestrian Elements

- F&O will advance the following components of the 90% design submission:
 - Removal and salvaging of the existing bus canopies
 - A site assessment is included under Task 5

Mr. James Travers
March 6, 2026
Page 4

- Site restoration due to dissembling, removing, and reconnecting necessary facilities associated with the existing bus canopies. Such facilities may consist of:
 - Power Supply
 - Telecommunications
 - Drainage
- The removal and resetting of existing NTD bus shelters

Plans & Details

Horizontal and Vertical Design plus Layout

- F&O will advance the proposed geometry, horizontal alignments, vertical baselines and lock in all layout components (curb-lines, sidewalks, ramps, crossings, etc.) for the supplemental project area.

Advancement of Drawings

- Fuss & O'Neill will expand Subset 03's current viewports and drawings to integrate the supplemental project area and advance all drawings to a 100% design submission.
- Details associated with the NTD bus and pedestrian facilities will be incorporated into the drawing set.

Bid Package & Specifications

- F&O will develop all technical specifications or "special provisions" for both the NTD bus elements
- F&O will integrate new items into the unit cost bid tabulation forms associated with the Subset 03 / Phase 2 bid package.

FD Construction Cost Estimate

- F&O will integrate new items into the Engineer's Estimate as well as advance previously established construction cost estimates.

FD Design Report

- The FD (100%) Design Report will be advanced and updated to include the latest information, project limits, schedule, and construction cost associated with Subset 03 / Phase 2 only.

Final Design (100%) Submission

The FD Submission will remain consistent with the items identified in Task Amendment No. 6 in Portable Document Format (PDF)

Mr. James Travers
March 6, 2026
Page 5

TASK 47 – Bidding Assistance

Addendum Assistance

- F&O will assist the City in answering any questions during the open portion of the bid advertisements.
- F&O has accounted for one (1) addendum.
- F&O will resolve any errors in the designs that are identified during the bidding processes and in a timely manner with no additional cost to the City.

Bidding Assistance

F&O will provide the following as part of the bidding assistance:

- Review Bid Prices in comparison to other bids and the engineer's estimate.
- Contractor Information
 - Bid/Bidder Responsiveness
 - Bidder Responsibility Determination
 - Contractor Qualifications/Experience
 - F&O to develop and incorporate the three above-mentioned items into the Bid Analysis package, but the City will be responsible for reaching out to the low bidder and requesting documentation pertaining to the Federal System for Award Management (SAM).
- Develop a memorandum noting the results & following information in order to submit bid results and a request for construction funds.
 - Date of bid opening
 - Number of bidders
 - Bid Tabulation and analysis of the lowest 3 bids
 - Recommendation from the Municipal Chief Administration Officer for award of the project, based on the bid analysis.
 - City to provide
 - Certificate of Compliance
 - City to provide
 - Explanation and/or justification if the low bid is 10% above or below the final engineer's estimate.
 - Explanation and/or justification if it is determined that the lowest responsible bidder is not the apparent low bidder.
 - Anticipated award date

Assumptions

The scope detailed above was developed with the following assumptions. Should any of these assumptions prove to be incorrect, additional scope and fee may result.

1. If applicable, all assumptions within the February 17, 2022 agreement and/or supplemental Task Amendments apply.

Mr. James Travers
 March 6, 2026
 Page 6

2. New bus shelters (small and/or large) as well as all modified Historic / Waypointe decorative light fixtures will not be included within the plan set, estimate, and/or bid package (plus technical specifications) as these items are assumed to be taken care of by the NTD separately.
3. The USPS site design will be limited to value engineering of the Design Development package. The advancement of the USPS site design to the subsequent design phase is not included.
4. The development of the Bid Package, Calendar Day Chart, and technical specifications in accordance with the USPS Master Specifications is not included.
5. Aiding in developing construction ROW maps for all project subsets or the supplemental project area, except for Subset 07, is not included within this agreement.
6. The advancement of the overall project Stormwater Report is not included.
7. City of Norwalk TMP Department to attend, represent, and provide information to any permitting council, board, and/or commission meetings if necessary.
8. City of Norwalk TMP Department will be responsible for abutter notifications related to any Local, State, and/or Federal permitting.
9. City of Norwalk is responsible for all permit application fees to various Local, State, and/or Federal agencies.

Fees

Fuss & O'Neill proposes an additional budget of **\$46,900** to be established for professional services in support of this effort as outlined above. Fees are shown on the summary tables below. Lump sum tasks will be billed monthly as a percentage complete while the hourly tasks will be billed on a time and materials basis and the budget would not be exceeded without expressed authorization.

| Task | Description | Basis | Current Fee | Add'l Fee | Total Fee |
|------|---|----------|-------------|--------------------|-----------|
| 45 | Final Design (100%) – Subset 03 | Lump Sum | \$69,500 | \$37,800 | \$107,300 |
| 47 | Bidding Assistance Addendum Assistance Bidding Assistance | Hourly | \$0 | \$3,900 \$5,200 | \$9,100 |

| |
|------------------------|
| Total Add'l Fee |
| \$46,900 |

Direct costs for any reproductions, mileage and mailings are included in the above cost. Fees are valid for 90 days. If authorization extends beyond this duration, Fuss & O'Neill reserves the right to renegotiate the fee.

This amendment will be completed under the Terms and Conditions of our original agreement titled "Design Services for the Wall Street Corridor Improvements" and dated February 17, 2022.

Unless expressly instructed by the client to the contrary, Fuss & O'Neill will consider the data provided by organizations that are engaged with respect to mapping current climate conditions and follow the

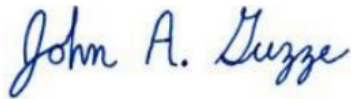
Mr. James Travers
March 6, 2026
Page 7

recommendations of applicable municipal, state and/or federal guidelines and standards for design, including consideration of project purpose and location, and future climate conditions relevant to the design life and/or anticipated service life or duration of the project, using applicable available data relevant to the project geography.

Receipt of a signed copy of the Authorization to Proceed enclosed with this amendment will serve to authorize the work outlined in the Scope of Services.

Thank you for requesting consulting service from Fuss & O'Neill. We look forward to continuing our work with you on this project.

Sincerely,



John A. Guzze, PE
Discipline Leader | Associate



Kristen E. Solloway, PE
Business Unit Leader | Vice President

Attachments: Authorization to Proceed

Authorization to Proceed

Kristen E. Solloway, PE
 Fuss & O'Neill
 One Financial Plaza, Floor 15
 Hartford, CT 06103

Re: Amendment for Transportation Engineering and Related Services
 Design Services for the Wall Street Corridor Improvements
 Norwalk, Connecticut
 Fuss & O'Neill Reference No. 20210301.A10

Budget: \$46,900

Dear Ms. Solloway:

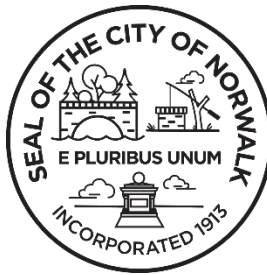
I hereby authorize Fuss & O'Neill to proceed with the above-referenced project in accordance with the General Terms and Conditions date February 17, 2022 and this Amendment dated March 6, 2026. Fuss & O'Neill, Inc. will not work in advance of the executed authorization to proceed.

| | |
|--------------|-------|
| Printed Name | Date |
| Signature | Title |

City of Norwalk – *please complete information below.*

| | | | |
|---------------------------------------|--------------|-------------|--------------|
| *Submit invoice as follows (✓ one →): | _____ Mail | _____ Email | _____ Online |
| Billing Contact: | Name: | | |
| | Address: | | |
| | Phone/Email: | | |
| Accounts Payable Contact: | Name: | | |
| | Address: | | |
| | Phone/Email: | | |
| Purchase Order Number: | | | |

*** Indicate address, email address and website link if different than already provided.**



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: _____

DEPARTMENT: _____

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | |
|---|--|
| 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| 6 | Other, please explain: |

TOTAL COST: _____ MUNIS Account: _____

VENDOR: _____

| | | |
|----------------------------|---|---------------------------|
| Purchasing Agent Signature | The Purchasing Agent | Department Head Signature |
| | Supports | <i>James Travers</i> |
| Purchasing Agent Name | Does Not Support | Department Head Name |
| Date | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Date |

JUSTIFICATION:

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\Cleargov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 1 yr | | | | | | | | |
|--------------------------------------|---|--|---|------------------|----------------|--------------------------------|--------------------|--------------------|--------------------------|----------------------------------|-----------------------------|
| FYE 2027 Capital Requests | | | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | | | | | | | | | |
| | | | CFO Recommended FY 27 Adjustments | | | | | | | | Mayor |
| Division | Department | Request Title | FY2027 Original Request | Fund w/ Premium | Expected Grant | Fund w/ 911 Dispatch remaining | Reduction | Move to FYE 2028 | Total FYE 27 Adjustments | CFO - FY 27 NET Capital Requests | recommended - FY 27 Capital |
| Community Services | CHIEF OF COMM SVCS | ADA TRANSITION PLAN IMPLEMENTATION | 480,000 | | | | (480,000) | - | (480,000) | - | - |
| | CHIEF OF COMM SVCS Total | | 480,000 | - | - | - | (480,000) | - | (480,000) | - | - |
| Community Services | LIBRARY | NORWALK NEWSPAPER DIGITIZATION | 23,456 | | | | | | | 23,456 | 23,456 |
| Community Services | LIBRARY | SELF CHECKOUT MACHINES REPLACEMENT | 60,000 | | | | | | | 60,000 | 60,000 |
| | LIBRARY Total | | 83,456 | - | - | - | - | - | - | 83,456 | 83,456 |
| Community Services Total | | | 563,456 | - | - | - | (480,000) | - | (480,000) | 83,456 | 83,456 |
| Econ & Comm Dev | ARTS COMMISSION | ARTS IN PUBLIC PLACES PROGRAM | 150,000 | | | | (125,480) | - | (125,480) | 24,520 | 24,520 |
| Econ & Comm Dev | ARTS COMMISSION | PUBLIC ART INVENTORY | 268,265 | | | | | | | 268,265 | 268,265 |
| | ARTS COMMISSION Total | | 418,265 | - | - | - | (125,480) | - | (125,480) | 292,785 | 292,785 |
| Econ & Comm Dev | BUSINESS DEV & TOURISM | NORWALK SPECIAL EVENTS | 250,000 | (215,000) | | | (35,000) | - | (250,000) | - | - |
| Econ & Comm Dev | BUSINESS DEV & TOURISM | SMALL BUSINESS/MAIN ST. PROGRAM | 200,000 | | | | (100,000) | - | (100,000) | 100,000 | 100,000 |
| | BUSINESS DEV & TOURISM Total | | 450,000 | (215,000) | - | - | (135,000) | - | (350,000) | 100,000 | 100,000 |
| Econ & Comm Dev | CODE ENFORCEMENT | STREETSCAPE IMPROVEMENTS | 150,000 | | | | | (9,000) | (9,000) | 141,000 | 141,000 |
| | CODE ENFORCEMENT Total | | 150,000 | - | - | - | - | (9,000) | (9,000) | 141,000 | 141,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | L-M MANSION CODE & REPAIRS | 1,750,000 | | | | | (500,000) | (500,000) | 1,250,000 | 1,500,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | SMITH STREET BUILDINGS | 150,000 | | | | | (45,000) | (45,000) | 105,000 | 105,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | LOCKWOOD HOUSE ADA | 200,000 | | | | | (60,000) | (60,000) | 140,000 | 140,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | ADA ACCESS MILL HILL | 75,000 | | | | | (40,500) | (40,500) | 34,500 | 34,500 |
| Econ & Comm Dev | HISTORICAL COMMISSION | CEMETERY SITE WORK | 10,000 | (10,000) | | | | | (10,000) | - | - |
| | HISTORICAL COMMISSION Total | | 2,185,000 | (10,000) | - | - | - | (645,500) | (655,500) | 1,529,500 | 1,779,500 |
| Econ & Comm Dev | PLANNING & ZONING | LAND USE DOCUMENT SCANNING | 120,000 | | | | | | | 120,000 | 120,000 |
| Econ & Comm Dev | PLANNING & ZONING | OPEN SPACE FUND | 50,000 | | | | (50,000) | | (50,000) | - | - |
| | PLANNING & ZONING Total | | 170,000 | - | - | - | (50,000) | - | (50,000) | 120,000 | 120,000 |
| Econ & Comm Dev | REDEVELOP AGENCY | MLK CORRIDOR MOBILITY SUPP FUNDING | 500,000 | | | | | | | 500,000 | 500,000 |
| | REDEVELOP AGENCY Total | | 500,000 | - | - | - | - | - | - | 500,000 | 500,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | ROADWAY DESIGN & RECONSTRUCTION | 2,320,000 | | | | (820,000) | | (820,000) | 1,500,000 | 1,500,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | NEW SIDEWALK CONSTRUCTION | 1,320,000 | | | | (417,500) | | (417,500) | 902,500 | 902,500 |
| Econ & Comm Dev | TRANSP MOB & PARK | TRAFFIC SIGNALS EQUIPMENT | 250,000 | | | | (100,000) | | (100,000) | 150,000 | 150,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | WALL ST CORRID IMPROV-PHASE1,II,III | 600,000 | | | | | | | 600,000 | 600,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | SAFE ROUTES TO SCHOOL | 750,000 | | | | (350,000) | | (350,000) | 400,000 | 400,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | TRAFFIC SYSTEM ENHANCEMENT | 500,000 | | | | (50,000) | | (50,000) | 450,000 | 450,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | NORWALK RIVER VALLEY TRAIL | 250,000 | | | | (200,000) | | (200,000) | 50,000 | 50,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | TRAFFIC SIGNAL BUCKET TRUCK | 185,000 | | | | (5,000) | | (5,000) | 180,000 | 180,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | PAVEMENT MARKINGS & SIGNAGE | 250,000 | | | | (100,000) | | (100,000) | 150,000 | 150,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | STREET LIGHTS | 75,000 | | | | | | | 75,000 | 75,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | SEAVIEW AVE CORRIDOR IMPROVEMENTS | 250,000 | | | | | (250,000) | (250,000) | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | PEDESTRIAN CROSSWALK - 40 CROSS ST. | 275,000 | | | | | (275,000) | (275,000) | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | CALF PASTURE BEACH RD COMPLETE ST | 200,000 | | | | | (200,000) | (200,000) | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | WASHINGTON ST STREETSCAPE | - | | | | | | | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | N MAIN ST CORRIDOR IMPROVE | - | | | | | | | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | E NORWALK TOD STREETSCAPE PLAN | - | | | | | | | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | ROWAYTON VLGE MBLY&SFTY ENHANCE | - | | | | | | | - | - |
| Econ & Comm Dev | TRANSP MOB & PARK | LINDEN STREET SIDEWALKS | - | | | | | | | - | - |
| | TRANSP MOB & PARK Total | | 7,225,000 | - | - | - | (2,042,500) | (725,000) | (2,767,500) | 4,457,500 | 4,457,500 |
| Economic & Comm Dev Total | | | 11,098,265 | (225,000) | - | - | (2,352,980) | (1,379,500) | (3,957,480) | 7,140,785 | 7,390,785 |
| Finance | INFORMATION TECH | CONTINUING TECHNOLOGY REFRESH | 290,000 | | | | | | | 290,000 | 290,000 |
| Finance | INFORMATION TECH | PD MOBILE DATA TERMINALS --VEHICLES | 95,000 | | | (95,000) | | | (95,000) | - | - |
| Finance | INFORMATION TECH | CYBERSECURITY -- DETAIL & RESPONSE | 150,000 | | | (150,000) | | | (150,000) | - | - |
| Finance | INFORMATION TECH | FIBER EXTENSION TO SENIOR CENTER | 85,000 | | | | | | | 85,000 | 85,000 |
| | INFORMATION TECH Total | | 620,000 | - | - | (245,000) | - | - | (245,000) | 375,000 | 375,000 |
| Finance | MGT & BUDGETS | CLEARGOV OPERATIONAL BUDGETING | 50,000 | | | | | | | 50,000 | 50,000 |
| | MGT & BUDGETS Total | | 50,000 | - | - | - | - | - | - | 50,000 | 50,000 |
| Finance Total | | | 670,000 | - | - | (245,000) | - | - | (245,000) | 425,000 | 425,000 |
| Fire Department | FIRE DEPARTMENT | APPARATUS REPLACEMENT PLAN - ENGINE | 2,929,800 | | | | | (1,464,900) | (1,464,900) | 1,464,900 | 1,464,900 |
| Fire Department | FIRE DEPARTMENT | STATION APPARATUS EXHAUST REPLACE | 430,000 | | | (430,000) | | | (430,000) | - | - |
| Fire Department | FIRE DEPARTMENT | APP REFURB & UPGRADE - TACTICAL SUPP 3 | 100,000 | | | (100,000) | | | (100,000) | - | - |
| Fire Department | FIRE DEPARTMENT | VEHICLE REPLACEMENT PLAN - ADMIN | 201,000 | | | (201,000) | | | (201,000) | - | - |
| Fire Department | FIRE DEPARTMENT | FD BUILDING REPAIRS - CITYWIDE | 50,000 | (50,000) | | | | | (50,000) | - | - |
| Fire Department | FIRE DEPARTMENT | STATION 1 WINDOW REPLACEMENT | - | | | | | | | - | - |
| Fire Department | FIRE DEPARTMENT | APP REPLACEMENT PLAN - TRUCK | - | | | | | | | - | - |

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\ClearGov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 1 yr | | | | | | | | |
|-------------------------------------|---------------------------------|--|---|------------------|---------------------|--------------------------------|-------------|--------------------|--------------------------|----------------------------------|-----------------------------------|
| FYE 2027 Capital Requests | | | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | | | | | | | | | |
| | | | CFO Recommended FY 27 Adjustments | | | | | | | | |
| Division | Department | Request Title | FY2027 Original Request | Fund w/ Premium | Expected Grant | Fund w/ 911 Dispatch remaining | Reduction | Move to FYE 2028 | Total FYE 27 Adjustments | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital |
| | FIRE DEPARTMENT Total | | 3,710,800 | (50,000) | - | (731,000) | - | (1,464,900) | (2,245,900) | 1,464,900 | 1,464,900 |
| Fire Department Total | | | 3,710,800 | (50,000) | - | (731,000) | - | (1,464,900) | (2,245,900) | 1,464,900 | 1,464,900 |
| Nwk Public Schools | BOARD OF EDUCATION | ENHANCEMENT TO SCHOOL SECURITY | 330,000 | | | (80,000) | | (80,000) | (80,000) | 250,000 | 250,000 |
| Nwk Public Schools | BOARD OF EDUCATION | K-12 LITERARY CURRICULUM & TEXTBOOKS | 300,000 | | | | | (30,000) | (30,000) | 270,000 | 270,000 |
| Nwk Public Schools | BOARD OF EDUCATION | STUDENT TECHNOLOGY | 707,250 | | | | | (250,000) | (250,000) | 457,250 | 457,250 |
| Nwk Public Schools | BOARD OF EDUCATION | SCIENCE & SOCIAL STUDIES CURRICULUM | 400,000 | | | | | (40,000) | (40,000) | 360,000 | 360,000 |
| Nwk Public Schools | BOARD OF EDUCATION | BAND INSTRUMENTS REPLACEMENTS | 300,000 | | | | | (30,000) | (30,000) | 270,000 | 270,000 |
| Nwk Public Schools | BOARD OF EDUCATION | INSTRUCTIONAL TECHNOLOGY | 2,215,930 | | | | | (875,000) | (875,000) | 1,340,930 | 1,340,930 |
| Nwk Public Schools | BOARD OF EDUCATION | BOE ASBESTOS ABATEMENT PROGRAM | 600,000 | | | | | - | - | 600,000 | 600,000 |
| Nwk Public Schools | BOARD OF EDUCATION | BOE CAPITAL REPAIRS & REPLACEMENT | 250,000 | | (222,560) | | | - | (222,560) | 27,440 | 27,440 |
| Nwk Public Schools | BOARD OF EDUCATION | SCHOOL DISTRICT PAVE&ADA COMPLIANCE | 400,000 | | | | | - | - | 400,000 | 400,000 |
| Nwk Public Schools | BOARD OF EDUCATION | SCHOOL PROJECTS & EQUIPMENT | 240,000 | | (240,000) | | | - | (240,000) | - | - |
| Nwk Public Schools | BOARD OF EDUCATION | DISTRICT VEHICLES | 150,000 | | | | | - | - | 150,000 | 150,000 |
| Nwk Public Schools | BOARD OF EDUCATION | HIGH SCHOOL MATH CURRICULUM | - | | | | | - | - | - | - |
| Nwk Public Schools | BOARD OF EDUCATION | ROOF REPLACEMENT STUDY | - | | | | | - | - | - | - |
| Nwk Public Schools | BOARD OF EDUCATION | NARAMAKE IMPROVEMENTS | - | | | | | - | - | - | - |
| Nwk Public Schools | BOARD OF EDUCATION | *** NHS/PTECH CONST (\$22MM FULL ASK) | 22,000,000 | | (15,400,000) | | | - | (15,400,000) | 6,600,000 | 6,600,000 |
| Nwk Public Schools | BOARD OF EDUCATION | WEST ROCKS DRAINAGE STUDY/IMPROVE | - | | | | | - | - | - | - |
| Nwk Public Schools | BOARD OF EDUCATION | WEST ROCKS CONST (\$125MM FULL ASK) | - | | | | | - | - | - | - |
| Nwk Public Schools | BOARD OF EDUCATION | City CFO Add'l Deferral (Details TBD by BOE) | - | | | | | - | - | - | - |
| | BOARD OF EDUCATION Total | | 27,893,180 | - | (15,862,560) | - | - | (1,305,000) | (17,167,560) | 10,725,620 | 10,725,620 |
| Norwalk Public Schools Total | | | 27,893,180 | - | (15,862,560) | - | - | (1,305,000) | (17,167,560) | 10,725,620 | 10,725,620 |
| Ops/PW/Rec&Parks | BUILDING MGT | CITY HALL REPAIRS & IMPROVEMENTS | 920,000 | | | | | - | - | 920,000 | 920,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | PUBLIC WORKS CENTER | 1,532,500 | | | | (500,000) | - | (500,000) | 1,032,500 | 1,032,500 |
| Ops/PW/Rec&Parks | BUILDING MGT | POLICE FACILITIES | 754,329 | | | (754,329) | | - | (754,329) | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | NATHANIEL ELY IMPROVEMENTS | 571,000 | | | | | - | - | 571,000 | 571,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | FIRE HEADQUARTERS | 362,188 | | | (362,188) | | - | (362,188) | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | BEN FRANKLIN - VARIOUS REPAIRS | 78,788 | | | | | - | - | 78,788 | 78,788 |
| Ops/PW/Rec&Parks | BUILDING MGT | BRANCH LIBRARY IMPROVEMENTS | 30,000 | | | | | - | - | 30,000 | 30,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | MATHEWS PARK | 20,000 | | | | | - | - | 20,000 | 20,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | VARIOUS CITY BLDGS REPAIRS | 90,000 | (90,000) | | | | - | (90,000) | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | ELECTRIC VEH/SUSTAINABILITY PROJ | 150,000 | | | | | - | - | 150,000 | 150,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | VAR BLDGS-ENVIRO REMEDIATION | 20,000 | (20,000) | | | | - | (20,000) | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | MAIN LIBRARY | - | | | | | - | - | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | HEALTH DEPARTMENT | - | | | | | - | - | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | ROOSEVELT CENTER IMPROVEMENTS | - | | | | | - | - | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | SIDEWALK & CURB BLDG MGMT | - | | | | | - | - | - | - |
| Ops/PW/Rec&Parks | BUILDING MGT | ELECTRICAL SYSTEMS SURVEYS | - | | | | | - | - | - | - |
| | BUILDING MGT Total | | 4,528,805 | (110,000) | - | (1,116,517) | - | - | (1,726,517) | 2,802,288 | 2,802,288 |
| Ops/PW/Rec&Parks | ENGINEERING | BRIDGE REPAIR | 1,400,000 | | | | | - | - | 1,400,000 | 1,400,000 |
| Ops/PW/Rec&Parks | ENGINEERING | STRUCTURAL INSPECTION/REPAIRS | 50,000 | | | | (50,000) | - | (50,000) | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | PAVEMENT MANAGEMENT PROGRAM | 8,500,000 | | | | (2,500,000) | - | (2,500,000) | 6,000,000 | 6,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | SIDEWALKS & CURBS | 8,500,000 | | | | (3,300,000) | - | (3,300,000) | 5,200,000 | 5,200,000 |
| Ops/PW/Rec&Parks | ENGINEERING | FOOTPATH REPLACEMENT | 300,000 | | | | (50,000) | - | (50,000) | 250,000 | 250,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GENERAL DRAINAGE | 600,000 | | | | (200,000) | - | (200,000) | 400,000 | 400,000 |
| Ops/PW/Rec&Parks | ENGINEERING | WATERCOURSE MAINTENANCE | 2,500,000 | | | | (1,200,000) | - | (1,200,000) | 1,300,000 | 1,300,000 |
| Ops/PW/Rec&Parks | ENGINEERING | DREDGING MARINAS AND EASEMENTS | 500,000 | | | | | - | - | 500,000 | 500,000 |
| Ops/PW/Rec&Parks | ENGINEERING | STORMWATER MGMT PLAN | 450,000 | | | | | - | - | 450,000 | 450,000 |
| Ops/PW/Rec&Parks | ENGINEERING | NORWALK RIVER FLOOD CONTROL | 150,000 | | | | | (150,000) | (150,000) | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | COASTAL RESILIENCY | 250,000 | | | | | (250,000) | (250,000) | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | NEW CANAAN AVE/PONUS STORM DRAIN | 3,000,000 | | | | | - | - | 3,000,000 | 3,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GLENENNING & CANNON ST STORM DRAIN | 500,000 | | | | | - | - | 500,000 | 500,000 |
| Ops/PW/Rec&Parks | ENGINEERING | LAWRENCE ST STORM DRAINAGE | 500,000 | | | | | (500,000) | (500,000) | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | GLENWOOD AVE RM DRAINAGE IMPROVE | 250,000 | | | | | - | - | 250,000 | 250,000 |
| Ops/PW/Rec&Parks | ENGINEERING | TREE PLANTING-DPW | 200,000 | | | | | - | - | 200,000 | 200,000 |
| Ops/PW/Rec&Parks | ENGINEERING | EAST AVE RECONSTRUCTION | 1,500,000 | | | | | - | - | 1,500,000 | 1,500,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GRANT LOCAL MATCHING FUNDS | 450,000 | | | | (450,000) | - | (450,000) | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | INFRASTRUCTURE REINVEST (CAPITAL RSV) | - | | | | | - | - | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | STATE NON-PARTICIPANT CITY STANDARDS | 250,000 | | | | | (250,000) | (250,000) | - | - |
| Ops/PW/Rec&Parks | ENGINEERING | ELIZABETH ST STRTSCP & UNDERGROUND UTIL | 2,000,000 | | | | | (2,000,000) | (2,000,000) | - | - |

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\ClearGov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 1 yr | | | | | | | | |
|--|--|---|---|--------------------|---------------------|--------------------------------|---------------------|---------------------|--------------------------|----------------------------------|-----------------------------------|
| FYE 2027 Capital Requests | | | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | | | | | | | | | |
| | | | CFO Recommended FY 27 Adjustments | | | | | | | | |
| Division | Department | Request Title | FY2027 Original Request | Fund w/ Premium | Expected Grant | Fund w/ 911 Dispatch remaining | Reduction | Move to FYE 2028 | Total FYE 27 Adjustments | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital |
| Ops/PW/Rec&Parks | ENGINEERING | CONVERT AERIAL TO UNDERGROUND UTILS | - | | | | | | | | |
| Ops/PW/Rec&Parks | ENGINEERING | GREEN INFRASTRUCTURE | 100,000 | | | | | (100,000) | (100,000) | | |
| | ENGINEERING Total | | 31,950,000 | - | - | - | (7,750,000) | (3,250,000) | (11,000,000) | 20,950,000 | 20,950,000 |
| Ops/PW/Rec&Parks | FLEET | FLEET REPLACEMENT | 992,000 | | | | | | | 992,000 | 992,000 |
| Ops/PW/Rec&Parks | FLEET | CENTRALIZED FLEET MAINTENANCE | 200,000 | | | | | (50,000) | (50,000) | 150,000 | 150,000 |
| Ops/PW/Rec&Parks | FLEET | ELECTRICAL UPGRADES/EV CHARGING | 30,000 | (30,000) | | | | | (30,000) | | |
| | FLEET Total | | 1,222,000 | (30,000) | - | - | - | (50,000) | (80,000) | 1,142,000 | 1,142,000 |
| Ops/PW/Rec&Parks | PW-SOLID WASTE | TRANSFER STATION IMPROVEMENTS | 200,000 | | | | | | | 200,000 | 200,000 |
| | PW-SOLID WASTE Total | | 200,000 | - | - | - | - | - | - | 200,000 | 200,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | MALMQUIST FIELD/CITY HALL FIELD UPGRADE | 1,000,000 | | | | | | | 1,000,000 | 1,000,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | CALF PASTURE BEACH | 1,050,000 | | | | | (525,000) | (525,000) | 525,000 | 1,125,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | IRRIGATION INSTALLATION AND MAINT | 400,000 | | | | (400,000) | | (400,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | MCMAHON HS FIELD LIGHT REPLACE | 400,000 | | | | | (400,000) | (400,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | CRANBURY PARK. | 883,000 | | | | | (883,000) | (883,000) | | 883,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | VEHICLES RECS & PARKS | 300,000 | | | | (100,000) | (105,000) | (205,000) | 95,000 | 95,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | ADA PROJECTS | 300,000 | | | | | (150,000) | (150,000) | 150,000 | 150,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PARK SIGNAGE | 100,000 | (100,000) | | | | | (100,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | ROWAYTON COMMUNITY DOCKS | 150,000 | | | | | | | 150,000 | 150,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | ATHLETIC FIELDS. | 75,000 | (75,000) | | | | | (75,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | TREE PLANTING & MAINTENANCE | 75,000 | (75,000) | | | | | (75,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | BACKSTOPS & FENCING | 114,000 | (114,000) | | | | | (114,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | TAYLOR FARM WATERLINE | 75,000 | (75,000) | | | | | (75,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | SWIMMING POOL | 75,000 | | | | | | | 75,000 | 75,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | BASKETBALL & TENNIS COURTS. | 130,000 | (130,000) | | | | | (130,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | WOODS POND | 72,000 | | | | | | | 72,000 | 72,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | OYSTER SHELL PARK. | 150,000 | | | | | (150,000) | (150,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PAVING & SIDEWALK PROJECTS | 75,000 | (75,000) | | | | | (75,000) | | |
| Ops/PW/Rec&Parks | RECREATION & PARKS | SCHOOLS AND PARK PLAYGROUNDS | 220,000 | | | | | (160,000) | (160,000) | 60,000 | 60,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PARKS GARAGE REPAIRS. | 25,000 | (25,000) | | | | | (25,000) | | |
| | RECREATION & PARKS Total | | 5,669,000 | (669,000) | - | - | (500,000) | (2,373,000) | (3,542,000) | 2,127,000 | 3,610,000 |
| Ops/PW/Rec&Parks | WPCA | WWTP REHABILITATION/IMPROVE | 10,000,000 | | | | | | | 10,000,000 | 10,000,000 |
| Ops/PW/Rec&Parks | WPCA | PUMP STATION UPGRADE/REPLACE | 8,000,000 | | | | | | | 8,000,000 | 8,000,000 |
| Ops/PW/Rec&Parks | WPCA | COLLECTION SYSTEM REHABILITATION | - | | | | | | | | |
| | WPCA Total | | 18,000,000 | - | - | - | - | - | - | 18,000,000 | 18,000,000 |
| | Ops/PW/Bldg/Rec&Parks Total | | 61,569,805 | (809,000) | - | (1,116,517) | (8,750,000) | (5,673,000) | (16,348,517) | 45,221,288 | 46,704,288 |
| Parking Authority | TRANSP MOB & PARK | PARKING GARAGES | 1,750,000 | | | | | (525,000) | (525,000) | 1,225,000 | 1,225,000 |
| | TRANSP MOB & PARK Total | | 1,750,000 | - | - | - | - | (525,000) | (525,000) | 1,225,000 | 1,225,000 |
| | Parking Authority Total | | 1,750,000 | - | - | - | - | (525,000) | (525,000) | 1,225,000 | 1,225,000 |
| Police Department | POLICE DEPARTMENT | POLICE CARS & VANS | 950,000 | | | (775,000) | | (175,000) | (950,000) | | |
| Police Department | POLICE DEPARTMENT | EVIDENCE PROCESSING HARDWARE | 23,000 | | | (23,000) | | | (23,000) | | |
| Police Department | POLICE DEPARTMENT | SCUBA TEAM COMMUNICATIONS EQUIP | 34,542 | | | (34,542) | | | (34,542) | | |
| Police Department | POLICE DEPARTMENT | TRT BALLISTIC BODY ARMOR | 79,000 | | | (65,000) | | (14,000) | (79,000) | | |
| Police Department | POLICE DEPARTMENT | ARMORED RESCUE RESPONSE VEHICLE | 300,000 | | | (300,000) | | | (300,000) | | |
| Police Department | POLICE DEPARTMENT | POLICE DEPARTMENT GROUNDS IMPROVE | 325,000 | | | | | (325,000) | (325,000) | | |
| Police Department | POLICE DEPARTMENT | SECURITY CAMERAS | - | | | | | | | | |
| Police Department | POLICE DEPARTMENT | FLEET MODEMS | - | | | | | | | | |
| Police Department | POLICE DEPARTMENT | ESU REPLACEMENT FIREARMS | 75,000 | | | (75,000) | | | (75,000) | | |
| Police Department | POLICE DEPARTMENT | MARINE UNIT | - | | | | | | | | |
| Police Department | POLICE DEPARTMENT | FEMALE LOCKER ROOM UPGRADE | - | | | | | | | | |
| | POLICE DEPARTMENT Total | | 1,786,542 | - | - | (1,272,542) | - | (514,000) | (1,786,542) | | |
| | Police Department Total | | 1,786,542 | - | - | (1,272,542) | - | (514,000) | (1,786,542) | | |
| Registrar of Voters | REG OF VOTERS | POLL PADS | 81,950 | | | | | | | 81,950 | 81,950 |
| | REG OF VOTERS Total | | 81,950 | - | - | - | - | - | - | 81,950 | 81,950 |
| | Registrar of Voters Total | | 81,950 | - | - | - | - | - | - | 81,950 | 81,950 |
| | Grand Total | | 109,123,998 | (1,084,000) | (15,862,560) | (3,365,059) | (11,582,980) | (10,861,400) | (42,755,999) | 66,367,999 | 68,100,999 |
| *** NHS/PTECH CONSTRUCTION --\$22MM is full ask, expected 70% reimbursement = final cost to City \$6.6MM | | | | | | | | | | | |

| City of Norwalk & NPS / Board of Ed | | | | | | | | | | | | |
|---------------------------------------|------------|---------------|-----------------------------------|-----------------|----------------|--------------------------------|--------------|------------------|--------------------------|----------------------------------|-----------------------------------|--|
| FYE 2027 Capital Requests | | | | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | | | | | | | | | | |
| | | | CFO Recommended FY 27 Adjustments | | | | | | | | | |
| Division | Department | Request Title | FY2027 Original Request | Fund w/ Premium | Expected Grant | Fund w/ 911 Dispatch remaining | Reduction | Move to FYE 2028 | Total FYE 27 Adjustments | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital | |
| VARIOUS SUBTOTALS | | | | | | | | | | | | |
| Total City & NPS/Bd of Ed | | | 89,373,998 | (1,084,000) | (15,862,560) | (3,365,059) | (11,582,980) | (10,336,400) | (42,230,999) | 47,142,999 | 48,875,999 | |
| NPS/Board of Ed | | | 27,893,180 | - | (15,862,560) | - | - | (1,305,000) | (17,167,560) | 10,725,620 | 10,725,620 | |
| City | | | 61,480,818 | (1,084,000) | - | (3,365,059) | (11,582,980) | (9,031,400) | (25,063,439) | 36,417,379 | 38,150,379 | |
| Total Enterprise funds only | | | 19,750,000 | - | - | - | - | (525,000) | (525,000) | 19,225,000 | 19,225,000 | |
| WPCA | | | 18,000,000 | - | - | - | - | - | - | 18,000,000 | 18,000,000 | |
| Parking Authority | | | 1,750,000 | - | - | - | - | (525,000) | (525,000) | 1,225,000 | 1,225,000 | |
| Ops/PW/Rec&Parks less WPCA | | | 43,569,805 | (809,000) | - | (1,116,517) | (8,750,000) | (5,673,000) | (16,348,517) | 27,221,288 | 28,704,288 | |

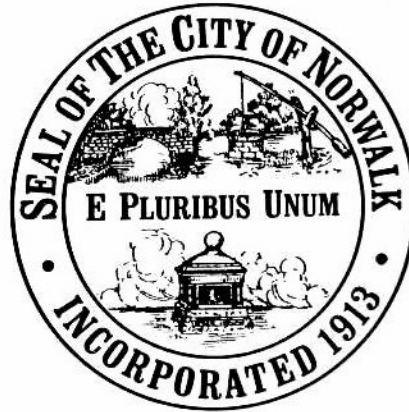
| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\ClearGov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 5 yr | | | | | | |
|---|---|-------------------------------------|---|-----------------------------------|------------------|----------------|----------------|----------------|------------------|
| FYE 2027 Capital Requests and 5 Year Plan | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | <====Out Years & 5 Year Total====> | | | | | | |
| Division | Department | Request Title | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital | FY2028 Req | FY2029 Req | FY2030 Req | FY2031 Req | Tot 5 yr Req |
| Community Services | CHIEF OF COMM SVCS | ADA TRANSITION PLAN IMPLEMENTATION | - | - | 150,000 | | | | 150,000 |
| | CHIEF OF COMM SVCS Total | | - | - | 150,000 | - | - | - | 150,000 |
| Community Services | HEALTH ADMINISTRATION | PAINTING | - | - | | | | | |
| | HEALTH ADMINISTRATION Total | | - | - | | | | | |
| Community Services | LIBRARY | NORWALK NEWSPAPER DIGITIZATION | 23,456 | 23,456 | - | - | - | - | 23,456 |
| Community Services | LIBRARY | SELF CHECKOUT MACHINES REPLACEMENT | 60,000 | 60,000 | - | | | | 60,000 |
| Community Services | LIBRARY | MAIN LIBRARY ADA DOOR HANDLES | - | - | - | | | | - |
| Community Services | LIBRARY | LIBRARY VAN | - | - | - | | | | - |
| Community Services | LIBRARY | LAPTOP VENDING MACHINES | - | - | - | | | | - |
| | LIBRARY Total | | 83,456 | 83,456 | - | - | - | - | 83,456 |
| Community Services Total | | | 83,456 | 83,456 | 150,000 | - | - | - | 233,456 |
| Econ & Comm Dev | ARTS COMMISSION | ARTS IN PUBLIC PLACES PROGRAM | 24,520 | 24,520 | 150,000 | 150,000 | 150,000 | 150,000 | 624,520 |
| Econ & Comm Dev | ARTS COMMISSION | PUBLIC ART INVENTORY | 268,265 | 268,265 | - | - | - | - | 268,265 |
| | ARTS COMMISSION Total | | 292,785 | 292,785 | 150,000 | 150,000 | 150,000 | 150,000 | 892,785 |
| Econ & Comm Dev | BUSINESS DEV & TOURISM | NORWALK SPECIAL EVENTS | - | - | 250,000 | 250,000 | 250,000 | 250,000 | 1,000,000 |
| Econ & Comm Dev | BUSINESS DEV & TOURISM | SMALL BUSINESS/MAIN ST. PROGRAM | 100,000 | 100,000 | 200,000 | 200,000 | 200,000 | 200,000 | 900,000 |
| | BUSINESS DEV & TOURISM Total | | 100,000 | 100,000 | 450,000 | 450,000 | 450,000 | 450,000 | 1,900,000 |
| Econ & Comm Dev | CHIEF OF ECD | ONLINE PERMITTING & LICENSING SYS | - | - | | | | | - |
| | CHIEF OF ECD Total | | - | - | - | - | - | - | - |
| Econ & Comm Dev | CODE ENFORCEMENT | STREETSCAPE IMPROVEMENTS | 141,000 | 141,000 | 159,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| | CODE ENFORCEMENT Total | | 141,000 | 141,000 | 159,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | L-M MANSION CODE & REPAIRS | 1,250,000 | 1,500,000 | 700,000 | 100,000 | 100,000 | - | 2,150,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | SMITH STREET BUILDINGS | 105,000 | 105,000 | 270,000 | 825,000 | 200,000 | - | 1,400,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | LOCKWOOD HOUSE ADA | 140,000 | 140,000 | 360,000 | - | - | - | 500,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | ADA ACCESS MILL HILL | 34,500 | 34,500 | 240,500 | - | 50,000 | - | 325,000 |
| Econ & Comm Dev | HISTORICAL COMMISSION | CEMETERY SITE WORK | - | - | 125,000 | 10,000 | 10,000 | | 145,000 |
| | HISTORICAL COMMISSION Total | | 1,529,500 | 1,779,500 | 1,695,500 | 935,000 | 360,000 | - | 4,520,000 |
| Econ & Comm Dev | PLANNING & ZONING | LAND USE DOCUMENT SCANNING | 120,000 | 120,000 | 120,000 | 120,000 | 120,000 | | 480,000 |
| Econ & Comm Dev | PLANNING & ZONING | OPEN SPACE FUND | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| | PLANNING & ZONING Total | | 120,000 | 120,000 | 170,000 | 170,000 | 170,000 | 50,000 | 680,000 |
| Econ & Comm Dev | REDEVELOP AGENCY | MLK CORRIDOR MOBILITY SUPP FUNDING | 500,000 | 500,000 | - | - | - | - | 500,000 |
| Econ & Comm Dev | REDEVELOP AGENCY | PINNACLE TOD UNDERGROUND UTILS | - | - | | | | | |
| | REDEVELOP AGENCY Total | | 500,000 | 500,000 | - | - | - | - | 500,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | ROADWAY DESIGN & RECONSTRUCTION | 1,500,000 | 1,500,000 | 750,000 | 750,000 | 750,000 | 750,000 | 4,500,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | NEW SIDEWALK CONSTRUCTION | 902,500 | 902,500 | 1,400,000 | 1,400,000 | 1,400,000 | 1,400,000 | 6,502,500 |
| Econ & Comm Dev | TRANSP MOB & PARK | TRAFFIC SIGNALS EQUIPMENT | 150,000 | 150,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,150,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | WALL ST CORRID IMPROV-PHASE1,II,III | 600,000 | 600,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,600,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | SAFE ROUTES TO SCHOOL | 400,000 | 400,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,400,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | TRAFFIC SYSTEM ENHANCEMENT | 450,000 | 450,000 | 75,000 | 75,000 | 75,000 | 75,000 | 750,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | NORWALK RIVER VALLEY TRAIL | 50,000 | 50,000 | 100,000 | 100,000 | 100,000 | 100,000 | 450,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | TRAFFIC SIGNAL BUCKET TRUCK | 180,000 | 180,000 | - | | | | 180,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | PAVEMENT MARKINGS & SIGNAGE | 150,000 | 150,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,150,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | STREET LIGHTS | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 375,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | SEAVIEW AVE CORRIDOR IMPROVEMENTS | - | - | 850,000 | | | | 850,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | PEDESTRIAN CROSSWALK - 40 CROSS ST. | - | - | 275,000 | | | | 275,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | CALF PASTURE BEACH RD COMPLETE ST | - | - | 200,000 | 500,000 | | | 700,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | WASHINGTON ST STREETSCAPE | - | - | 250,000 | | | | 250,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | N MAIN ST CORRIDOR IMPROVE | - | - | 350,000 | | | | 350,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | E NORWALK TOD STREETSCAPE PLAN | - | - | 250,000 | | | | 250,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | ROWAYTON VLGE MBLY&SFTY ENHANCE | - | - | 250,000 | 250,000 | | | 500,000 |

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\CLEARGov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 5 yr | | | | | | |
|---|------------------------------------|--|---|-----------------------------------|------------------|------------------|------------------|------------------|-------------------|
| FYE 2027 Capital Requests and 5 Year Plan | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | <====Out Years & 5 Year Total====> | | | | | | |
| Division | Department | Request Title | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital | FY2028 Req | FY2029 Req | FY2030 Req | FY2031 Req | Tot 5 yr Req |
| Econ & Comm Dev | TRANSP MOB & PARK | LINDEN STREET SIDEWALKS | - | - | 750,000 | | | | 750,000 |
| Econ & Comm Dev | TRANSP MOB & PARK | EAST AVENUE CORRIDOR IMPROVE | - | - | | | | | - |
| Econ & Comm Dev | TRANSP MOB & PARK | WEST ROCKS SIDEWALKS | - | - | | | | | - |
| Econ & Comm Dev | TRANSP MOB & PARK | ISAACS / WALL ST ROADWAY IMPROVE | - | - | | | | | - |
| | TRANSP MOB & PARK Total | | 4,457,500 | 4,457,500 | 7,325,000 | 4,900,000 | 4,150,000 | 4,150,000 | 24,982,500 |
| Economic & Comm Dev Total | | | 7,140,785 | 7,390,785 | 9,949,500 | 6,755,000 | 5,430,000 | 4,950,000 | 34,225,285 |
| Finance | INFORMATION TECH | CONTINUING TECHNOLOGY REFRESH | 290,000 | 290,000 | 295,000 | 300,000 | 305,000 | 310,000 | 1,500,000 |
| Finance | INFORMATION TECH | PD MOBILE DATA TERMINALS --VEHICLES | - | - | 100,000 | 105,000 | 110,000 | 115,000 | 430,000 |
| Finance | INFORMATION TECH | CYBERSECURITY -- DETAIL & RESPONSE | - | - | - | - | - | - | - |
| Finance | INFORMATION TECH | FIBER EXTENSION TO SENIOR CENTER | 85,000 | 85,000 | - | - | - | - | 85,000 |
| | INFORMATION TECH Total | | 375,000 | 375,000 | 395,000 | 405,000 | 415,000 | 425,000 | 2,015,000 |
| Finance | MGT & BUDGETS | CLEARGOV OPERATIONAL BUDGETING | 50,000 | 50,000 | - | - | - | - | 50,000 |
| | MGT & BUDGETS Total | | 50,000 | 50,000 | - | - | - | - | 50,000 |
| Finance Total | | | 425,000 | 425,000 | 395,000 | 405,000 | 415,000 | 425,000 | 2,065,000 |
| Fire Department | FIRE DEPARTMENT | APPARATUS REPLACEMENT PLAN - ENGINE | 1,464,900 | 1,464,900 | 3,064,900 | | | | 4,529,800 |
| Fire Department | FIRE DEPARTMENT | STATION APPARATUS EXHAUST REPLACE | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | APP REFURB & UPGRADE - TACTICAL SUPP 3 | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | VEHICLE REPLACEMENT PLAN - ADMIN | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | FD BUILDING REPAIRS - CITYWIDE | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| Fire Department | FIRE DEPARTMENT | STATION 1 WINDOW REPLACEMENT | - | - | 667,000 | | | | 667,000 |
| Fire Department | FIRE DEPARTMENT | APP REPLACEMENT PLAN - TRUCK | - | - | 3,250,000 | | | | 3,250,000 |
| Fire Department | FIRE DEPARTMENT | VEHICLES -- FIRE MARSHAL STAFF | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | SCBA VEHICLE COMPRESSOR | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | STATION 4 ADDITION / RENOVATION | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | GENERAC INDUSTRIAL GENERATOR | - | - | - | | | | - |
| Fire Department | FIRE DEPARTMENT | UPGRADE EOC MEDIA EQUIPMENT | - | - | - | | | 4,300,000 | 4,300,000 |
| | FIRE DEPARTMENT Total | | 1,464,900 | 1,464,900 | 7,031,900 | 50,000 | 50,000 | 4,350,000 | 12,946,800 |
| Fire Department Total | | | 1,464,900 | 1,464,900 | 7,031,900 | 50,000 | 50,000 | 4,350,000 | 12,946,800 |
| Nwk Public Schools | BOARD OF EDUCATION | ENHANCEMENT TO SCHOOL SECURITY | 250,000 | 250,000 | 410,000 | 300,000 | 300,000 | 300,000 | 1,560,000 |
| Nwk Public Schools | BOARD OF EDUCATION | K-12 LITERARY CURRICULUM & TEXTBOOKS | 270,000 | 270,000 | 330,000 | 300,000 | | | 900,000 |
| Nwk Public Schools | BOARD OF EDUCATION | STUDENT TECHNOLOGY | 457,250 | 457,250 | 850,000 | 600,000 | 600,000 | 600,000 | 3,107,250 |
| Nwk Public Schools | BOARD OF EDUCATION | SCIENCE & SOCIAL STUDIES CURRICULUM | 360,000 | 360,000 | 340,000 | | | | 700,000 |
| Nwk Public Schools | BOARD OF EDUCATION | BAND INSTRUMENTS REPLACEMENTS | 270,000 | 270,000 | 230,000 | | | | 500,000 |
| Nwk Public Schools | BOARD OF EDUCATION | INSTRUCTIONAL TECHNOLOGY | 1,340,930 | 1,340,930 | 3,141,916 | 2,323,898 | 2,147,209 | 2,180,294 | 11,134,247 |
| Nwk Public Schools | BOARD OF EDUCATION | BOE ASBESTOS ABATEMENT PROGRAM | 600,000 | 600,000 | 400,000 | 600,000 | | | 1,600,000 |
| Nwk Public Schools | BOARD OF EDUCATION | BOE CAPITAL REPAIRS & REPLACEMENT | 27,440 | 27,440 | 250,000 | 250,000 | 250,000 | 250,000 | 1,027,440 |
| Nwk Public Schools | BOARD OF EDUCATION | SCHOOL DISTRICT PAVE&ADA COMPLIANCE | 400,000 | 400,000 | - | | 4,000,000 | | 4,400,000 |
| Nwk Public Schools | BOARD OF EDUCATION | SCHOOL PROJECTS & EQUIPMENT | - | - | - | | | | - |
| Nwk Public Schools | BOARD OF EDUCATION | DISTRICT VEHICLES | 150,000 | 150,000 | - | | | | 150,000 |
| Nwk Public Schools | BOARD OF EDUCATION | HIGH SCHOOL MATH CURRICULUM | - | - | 200,000 | 200,000 | | | 400,000 |
| Nwk Public Schools | BOARD OF EDUCATION | ROOF REPLACEMENT STUDY | - | - | 200,000 | | | | 200,000 |
| Nwk Public Schools | BOARD OF EDUCATION | NARAMAKE IMPROVEMENTS | - | - | 800,000 | 3,500,000 | | | 4,300,000 |
| Nwk Public Schools | BOARD OF EDUCATION | *** NHS/PTECH CONST (\$22MM FULL ASK) | 6,600,000 | 6,600,000 | - | | | | 6,600,000 |
| Nwk Public Schools | BOARD OF EDUCATION | WEST ROCKS DRAINAGE STUDY/IMPROVE | - | - | 400,000 | 2,000,000 | | | 2,400,000 |
| Nwk Public Schools | BOARD OF EDUCATION | WEST ROCKS CONST (\$125MM FULL ASK) | - | - | 56,250,000 | | | | 56,250,000 |
| Nwk Public Schools | BOARD OF EDUCATION | AIR CONDITIONING PROGRAM | - | - | | | | | - |
| Nwk Public Schools | BOARD OF EDUCATION | REPLACEMENT OF MIDDLE SCHOOL LOCKERS | - | - | | | | | - |
| Nwk Public Schools | BOARD OF EDUCATION | WEST ROCKS ROOF REPAIR | - | - | | | | | - |
| Nwk Public Schools | BOARD OF EDUCATION | OIL TANK REPLACEMENT | - | - | | | | | - |
| Nwk Public Schools | BOARD OF EDUCATION | City CFO Add'l Deferral (Details TBD by BOE) | - | - | | | | | - |

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CopBud\FY 26-27\ClearGov 5 year request export - version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 5 yr | | | | | | |
|---|---------------------------------|---|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| FYE 2027 Capital Requests and 5 Year Plan | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | <=====Out Years & 5 Year Total=====> | | | | | | |
| Division | Department | Request Title | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital | FY2028 Req | FY2029 Req | FY2030 Req | FY2031 Req | Tot 5 yr Req |
| | BOARD OF EDUCATION Total | | 10,725,620 | 10,725,620 | 63,801,916 | 10,073,898 | 7,297,209 | 3,330,294 | 95,228,937 |
| Norwalk Public Schools Total | | | 10,725,620 | 10,725,620 | 63,801,916 | 10,073,898 | 7,297,209 | 3,330,294 | 95,228,937 |
| Ops/PW/Rec&Parks | BUILDING MGT | CITY HALL REPAIRS & IMPROVEMENTS | 920,000 | 920,000 | 1,172,000 | 140,000 | 50,000 | | 2,282,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | PUBLIC WORKS CENTER | 1,032,500 | 1,032,500 | 160,000 | 160,000 | | | 1,352,500 |
| Ops/PW/Rec&Parks | BUILDING MGT | POLICE FACILITIES | - | - | 465,000 | 100,000 | | | 565,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | NATHANIEL ELY IMPROVEMENTS | 571,000 | 571,000 | 380,000 | | | | 951,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | FIRE HEADQUARTERS | - | - | 30,000 | | | | 30,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | BEN FRANKLIN - VARIOUS REPAIRS | 78,788 | 78,788 | - | | | | 78,788 |
| Ops/PW/Rec&Parks | BUILDING MGT | BRANCH LIBRARY IMPROVEMENTS | 30,000 | 30,000 | - | 50,000 | | | 80,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | MATHEWS PARK | 20,000 | 20,000 | 100,000 | | | | 120,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | VARIOUS CITY BLDGS REPAIRS | - | - | 60,000 | 60,000 | 60,000 | 60,000 | 240,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | ELECTRIC VEH/SUSTAINABILITY PROJS | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | VAR BLDGS-ENVIRO REMEDIATION | - | - | 20,000 | 20,000 | 20,000 | 20,000 | 80,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | MAIN LIBRARY | - | - | 890,000 | 100,000 | | | 990,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | HEALTH DEPARTMENT | - | - | 200,000 | 50,000 | | | 250,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | ROOSEVELT CENTER IMPROVEMENTS | - | - | - | 100,000 | | | 100,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | SIDEWALK & CURB BLDG MGMT | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | ELECTRICAL SYSTEMS SURVEYS | - | - | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| Ops/PW/Rec&Parks | BUILDING MGT | ENVIRONMENTAL REMEDIATION | - | - | | | | | |
| | BUILDING MGT Total | | 2,802,288 | 2,802,288 | 3,727,000 | 1,030,000 | 380,000 | 330,000 | 8,269,288 |
| Ops/PW/Rec&Parks | ENGINEERING | BRIDGE REPAIR | 1,400,000 | 1,400,000 | 400,000 | 600,000 | 400,000 | 600,000 | 3,400,000 |
| Ops/PW/Rec&Parks | ENGINEERING | STRUCTURAL INSPECTION/REPAIRS | - | - | 50,000 | 100,000 | 100,000 | 100,000 | 350,000 |
| Ops/PW/Rec&Parks | ENGINEERING | PAVEMENT MANAGEMENT PROGRAM | 6,000,000 | 6,000,000 | 8,500,000 | 8,500,000 | 8,500,000 | 8,500,000 | 40,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | SIDEWALKS & CURBS | 5,200,000 | 5,200,000 | 8,500,000 | 8,500,000 | 8,500,000 | 8,500,000 | 39,200,000 |
| Ops/PW/Rec&Parks | ENGINEERING | FOOTPATH REPLACEMENT | 250,000 | 250,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,450,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GENERAL DRAINAGE | 400,000 | 400,000 | 450,000 | 450,000 | 450,000 | 450,000 | 2,200,000 |
| Ops/PW/Rec&Parks | ENGINEERING | WATERCOURSE MAINTENANCE | 1,300,000 | 1,300,000 | 2,500,000 | 2,500,000 | 3,000,000 | 3,000,000 | 12,300,000 |
| Ops/PW/Rec&Parks | ENGINEERING | DREDGING MARINAS AND EASEMENTS | 500,000 | 500,000 | 500,000 | | | | 1,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | STORMWATER MGMT PLAN | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 2,250,000 |
| Ops/PW/Rec&Parks | ENGINEERING | NORWALK RIVER FLOOD CONTROL | - | - | 150,000 | | | 150,000 | 300,000 |
| Ops/PW/Rec&Parks | ENGINEERING | COASTAL RESILIENCY | - | - | 500,000 | 250,000 | 350,000 | 350,000 | 1,450,000 |
| Ops/PW/Rec&Parks | ENGINEERING | NEW CANAAN AVE/PONUS STORM DRAIN | 3,000,000 | 3,000,000 | 3,000,000 | 2,000,000 | | | 8,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GLENDENNING & CANNON ST STORM DRAIN | 500,000 | 500,000 | - | | | | 500,000 |
| Ops/PW/Rec&Parks | ENGINEERING | LAWRENCE ST STORM DRAINAGE | - | - | 1,000,000 | 5,000,000 | | | 6,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GLENWOOD AVE RM DRAINAGE IMPROVE | 250,000 | 250,000 | 2,750,000 | | | | 3,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | TREE PLANTING-DPW | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | EAST AVE RECONSTRUCTION | 1,500,000 | 1,500,000 | 1,000,000 | 500,000 | | | 3,000,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GRANT LOCAL MATCHING FUNDS | - | - | 450,000 | 450,000 | 450,000 | 450,000 | 1,800,000 |
| Ops/PW/Rec&Parks | ENGINEERING | INFRASTRUCTURE REINVEST (CAPITAL RSV) | - | - | 100,000 | 500,000 | 500,000 | 500,000 | 1,600,000 |
| Ops/PW/Rec&Parks | ENGINEERING | STATE NON-PARTICIPANT CITY STANDARDS | - | - | 750,000 | 500,000 | 500,000 | 500,000 | 2,250,000 |
| Ops/PW/Rec&Parks | ENGINEERING | ELIZABETH ST STRTSCP & UNDERGROUND UTIL | - | - | 2,500,000 | | | | 2,500,000 |
| Ops/PW/Rec&Parks | ENGINEERING | CONVERT AERIAL TO UNDERGROUND UTILS | - | - | 500,000 | 1,000,000 | 2,000,000 | 2,000,000 | 5,500,000 |
| Ops/PW/Rec&Parks | ENGINEERING | GREEN INFRASTRUCTURE | - | - | 350,000 | 100,000 | 100,000 | 100,000 | 650,000 |
| | ENGINEERING Total | | 20,950,000 | 20,950,000 | 34,900,000 | 31,900,000 | 25,800,000 | 26,150,000 | 139,700,000 |
| Ops/PW/Rec&Parks | FLEET | FLEET REPLACEMENT | 992,000 | 992,000 | 1,035,000 | 1,045,000 | 1,060,000 | 1,065,000 | 5,197,000 |
| Ops/PW/Rec&Parks | FLEET | CENTRALIZED FLEET MAINTENANCE | 150,000 | 150,000 | 250,000 | 200,000 | 200,000 | | 800,000 |
| Ops/PW/Rec&Parks | FLEET | ELECTRICAL UPGRADES/EV CHARGING | - | - | 30,000 | | | | 30,000 |
| | FLEET Total | | 1,142,000 | 1,142,000 | 1,315,000 | 1,245,000 | 1,260,000 | 1,065,000 | 6,027,000 |
| Ops/PW/Rec&Parks | PW-SOLID WASTE | TRANSFER STATION IMPROVEMENTS | 200,000 | 200,000 | - | - | - | - | 200,000 |
| | PW-SOLID WASTE Total | | 200,000 | 200,000 | - | - | - | - | 200,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | MALMQUIST FIELD/CITY HALL FIELD UPGRADE | 1,000,000 | 1,000,000 | - | - | - | - | 1,000,000 |

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\ClearGov 5 year request export - version 9 -- 2026-03-23 -- Beach Pavilion.xlsx\Department Report -- 5 yr | | | | | | |
|---|-------------------------------------|------------------------------------|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| FYE 2027 Capital Requests and 5 Year Plan | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | <=====Out Years & 5 Year Total=====> | | | | | | |
| Division | Department | Request Title | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital | FY2028 Req | FY2029 Req | FY2030 Req | FY2031 Req | Tot 5 yr Req |
| Ops/PW/Rec&Parks | RECREATION & PARKS | CALF PASTURE BEACH. | 525,000 | 1,125,000 | 1,475,000 | - | - | - | 2,000,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | IRRIGATION INSTALLATION AND MAINT | - | - | 400,000 | 400,000 | | | 800,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | MCMAHON HS FIELD LIGHT REPLACE | - | - | 400,000 | - | - | - | 400,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | CRANBURY PARK. | - | 883,000 | 835,000 | 1,000,000 | | | 1,835,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | VEHICLES RECS & PARKS | 95,000 | 95,000 | 365,000 | 195,000 | 195,000 | 195,000 | 1,045,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | ADA PROJECTS | 150,000 | 150,000 | 450,000 | 300,000 | | | 900,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PARK SIGNAGE | - | - | 100,000 | | | | 100,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | ROWAYTON COMMUNITY DOCKS | 150,000 | 150,000 | 1,800,000 | | | | 1,950,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | ATHLETIC FIELDS. | - | - | 1,875,000 | 2,575,000 | 1,875,000 | | 6,325,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | TREE PLANTING & MAINTENANCE | - | - | 75,000 | 75,000 | 75,000 | 75,000 | 300,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | BACKSTOPS & FENCING | - | - | 75,000 | 75,000 | 75,000 | 75,000 | 300,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | TAYLOR FARM WATERLINE | - | - | 25,000 | | | | 25,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | SWIMMING POOL | 75,000 | 75,000 | - | | | | 75,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | BASKETBALL & TENNIS COURTS. | - | - | 675,000 | 75,000 | 75,000 | 75,000 | 900,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | WOODS POND | 72,000 | 72,000 | 525,000 | 525,000 | 25,000 | 25,000 | 1,172,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | OYSTER SHELL PARK. | - | - | 175,000 | | | | 175,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PAVING & SIDEWALK PROJECTS | - | - | 75,000 | 75,000 | 75,000 | 75,000 | 300,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | SCHOOLS AND PARK PLAYGROUNDS | 60,000 | 60,000 | 380,000 | 220,000 | 220,000 | 220,000 | 1,100,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PARKS GARAGE REPAIRS. | - | - | 325,000 | 25,000 | 25,000 | 50,000 | 425,000 |
| Ops/PW/Rec&Parks | RECREATION & PARKS | BROAD RIVER BASEBALL COMPLEX | - | - | - | - | - | - | - |
| Ops/PW/Rec&Parks | RECREATION & PARKS | PARKS SUSTAINABILITY | - | - | - | - | - | - | - |
| Ops/PW/Rec&Parks | RECREATION & PARKS | 98 SOUTH MAIN ST RECREATION CENTER | - | - | - | - | - | - | - |
| | RECREATION & PARKS Total | | 2,127,000 | 3,610,000 | 10,030,000 | 5,540,000 | 2,640,000 | 790,000 | 21,127,000 |
| Ops/PW/Rec&Parks | WPCA | WWTP REHABILITATION/IMPROVE | 10,000,000 | 10,000,000 | - | | | | 10,000,000 |
| Ops/PW/Rec&Parks | WPCA | PUMP STATION UPGRADE/REPLACE | 8,000,000 | 8,000,000 | - | | | 250,000 | 8,250,000 |
| Ops/PW/Rec&Parks | WPCA | COLLECTION SYSTEM REHABILITATION | - | - | 7,000,000 | 7,000,000 | 7,000,000 | 7,000,000 | 28,000,000 |
| | WPCA Total | | 18,000,000 | 18,000,000 | 7,000,000 | 7,000,000 | 7,000,000 | 7,250,000 | 46,250,000 |
| Ops/PW/Bldg/Rec&Parks Total | | | 45,221,288 | 46,704,288 | 56,972,000 | 46,715,000 | 37,080,000 | 35,585,000 | 221,573,288 |
| Parking Authority | PARKING AUTHORITY | PARKING GARAGES | 1,225,000 | 1,225,000 | 975,000 | 1,500,000 | 1,500,000 | 1,500,000 | 7,750,000 |
| | TRANSP MOB & PARK Total | | 1,225,000 | 1,225,000 | 975,000 | 1,500,000 | 1,500,000 | 1,500,000 | 7,750,000 |
| Parking Authority Total | | | 1,225,000 | 1,225,000 | 975,000 | 1,500,000 | 1,500,000 | 1,500,000 | 7,750,000 |
| Police Department | POLICE DEPARTMENT | POLICE CARS & VANS | - | - | 1,125,000 | | | | 1,125,000 |
| Police Department | POLICE DEPARTMENT | EVIDENCE PROCESSING HARDWARE | - | - | - | | | | - |
| Police Department | POLICE DEPARTMENT | SCUBA TEAM COMMUNICATIONS EQUIP | - | - | - | | | | - |
| Police Department | POLICE DEPARTMENT | TRT BALLISTIC BODY ARMOR | - | - | 14,000 | | | | 14,000 |
| Police Department | POLICE DEPARTMENT | ARMORED RESCUE RESPONSE VEHICLE | - | - | - | | | | - |
| Police Department | POLICE DEPARTMENT | POLICE DEPARTMENT GROUNDS IMPROVE | - | - | 650,000 | | | | 650,000 |
| Police Department | POLICE DEPARTMENT | SECURITY CAMERAS | - | - | 130,000 | | | | 130,000 |
| Police Department | POLICE DEPARTMENT | FLEET MODEMS | - | - | 192,115 | | | | 192,115 |
| Police Department | POLICE DEPARTMENT | ESU REPLACEMENT FIREARMS | - | - | 75,000 | | | | 75,000 |
| Police Department | POLICE DEPARTMENT | MARINE UNIT | - | - | - | 1,500,000 | | | 1,500,000 |
| Police Department | POLICE DEPARTMENT | FEMALE LOCKER ROOM UPGRADE | - | - | - | 140,000 | | | 140,000 |
| Police Department | POLICE DEPARTMENT | CRISIS RESPONSE EQUIPMENT | - | - | | | | | |
| Police Department | POLICE DEPARTMENT | GAS PUMP REPLACEMENTS | - | - | | | | | |
| | POLICE DEPARTMENT Total | | - | - | 2,186,115 | 1,640,000 | - | - | 3,826,115 |
| Police Department Total | | | - | - | 2,186,115 | 1,640,000 | - | - | 3,826,115 |
| Registrar of Voters | REG OF VOTERS | POLL PADS | 81,950 | 81,950 | - | | | | 81,950 |
| | REG OF VOTERS Total | | 81,950 | 81,950 | - | - | - | - | 81,950 |
| Registrar of Voters Total | | | 81,950 | 81,950 | - | - | - | - | 81,950 |

| City of Norwalk & NPS / Board of Ed | | | G:\Excel\CapBud\FY 26-27\ClearGov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx]Department Report -- 5 yr | | | | | | |
|---|------------|---------------|---|---|--------------------|-------------------|-------------------|-------------------|--------------------|
| FYE 2027 Capital Requests and 5 Year Plan | | | | | | | | | |
| as of: March 23, 2026 | | | | | | | | | |
| version 9 -- Beach Pavilion add | | | <====Out Years & 5 Year Total====> | | | | | | |
| Division | Department | Request Title | CFO - FY 27 NET Capital Requests | Mayor recommended - FY 27 Capital | FY2028 Req | FY2029 Req | FY2030 Req | FY2031 Req | Tot 5 yr Req |
| Grand Total | | | 66,367,999 | 68,100,999 | 141,461,431 | 67,138,898 | 51,772,209 | 50,140,294 | 377,930,831 |
| *** NHS/PTECH CONSTRUCTION --\$22MM is full ask, expected 70% reimbursement = final cost to City \$6.6MM | | | | | | | | | |
| VARIOUS SUBTOTALS | | | | | | | | | |
| Total City & NPS/Bd of Ed | | | 47,142,999 | 48,875,999 | 133,486,431 | 58,638,898 | 43,272,209 | 41,390,294 | 323,930,831 |
| NPS/Board of Ed | | | 10,725,620 | 10,725,620 | 63,801,916 | 10,073,898 | 7,297,209 | 3,330,294 | 95,228,937 |
| City | | | 36,417,379 | 38,150,379 | 69,684,515 | 48,565,000 | 35,975,000 | 38,060,000 | 228,701,894 |
| Total Enterprise funds only | | | 19,225,000 | 19,225,000 | 7,975,000 | 8,500,000 | 8,500,000 | 8,750,000 | 54,000,000 |
| WPCA | | | 18,000,000 | 18,000,000 | 7,000,000 | 7,000,000 | 7,000,000 | 7,250,000 | 46,250,000 |
| Parking Authority | | | 1,225,000 | 1,225,000 | 975,000 | 1,500,000 | 1,500,000 | 1,500,000 | 7,750,000 |
| Ops/PW/Rec&Parks less WPCA | | | 27,221,288 | 28,704,288 | 49,972,000 | 39,715,000 | 30,080,000 | 28,335,000 | 175,323,288 |
| G:\Excel\CapBud\FY 26-27\ClearGov 5 year request export -- version 9 -- 2026-03-23 -- Beach Pavilion.xlsx]Department Report -- 5 yr | | | | | | | | | |



City of Norwalk
BET & City Council Finance Committee
Meeting

February 24, 2026



Tonight's Presentation

- Review credit rating methodology & current City ratings
- Current City debt position
- Authorized but unissued debt balances
- Forward debt load projections



Credit Rating Agencies

- Each rating agency evaluates credit risk based on its own methodology & weighs credit factors differently
- Both Moody's & S&P use a “scorecard” approach
 - Employ weighted average of certain key factors to develop indicative rating
 - Indicative rating adjusted for overriding factors (+/-) to develop final rating
- City has “Aaa” / “AAA” ratings from:
 - Moody's / S&P Global



Moody's Scorecard Factors

Economy



Resident income



Provides an indication of the relative strength of a local government's capacity to generate revenue at the local level.

Full value capita



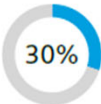
Provides an indication of a local government's economic strength and capacity to generate revenue, even beyond levying taxes on real estate values.

Economic growth



Provides an indication of a local government's ability to continue generating the revenue necessary for the programs and services it provides.

Financial performance



Available fund balance ratio



Provides insight into whether a local government's resources would be sufficient to bridge temporary budget imbalances.

Liquidity ratio



Provides an indicator of a local government's most readily available liquid resources.

Institutional framework

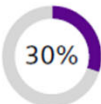


Institutional framework



Represents the statutory and legal framework under which a city or county operates, which determines how much flexibility it has to increase revenue or reduce spending.

Leverage



Long-term liabilities ratio



Provides a comprehensive view of a local government's leverage compared to the revenue that will support those obligations.

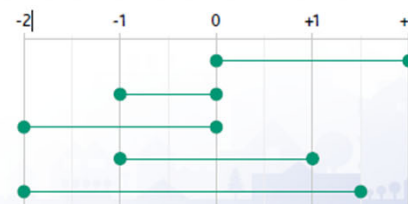
Fixed-cost ratio



Provides an indication of the annual financial burden associated with long-term liabilities relative to its revenue and provides, by proxy, the percentage of revenue that remains available to provide core services after fixed costs are paid.

Notching factors

- Additional strength in local resources
- Limited scale of operations
- Financial disclosures
- Potential cost shift to or from the state
- Potential for significant change in leverage





Moody's Methodology

- City scores “Aaa” for some but not all factors
- The City only scores a net “Aa” for Financial Performance (30%) due to:
 - “A” score for Available Fund Balance Ratio
 - “Aaa” score for Liquidity Ratio
- Moody's criteria applies equal weighting to debt, pension and OPEB liabilities
 - Equivalent weighting of only **10%** for debt.
 - The City's historically well funded pension and OPEB plans offset current/future debt load



Moody's Scorecard – August 2025

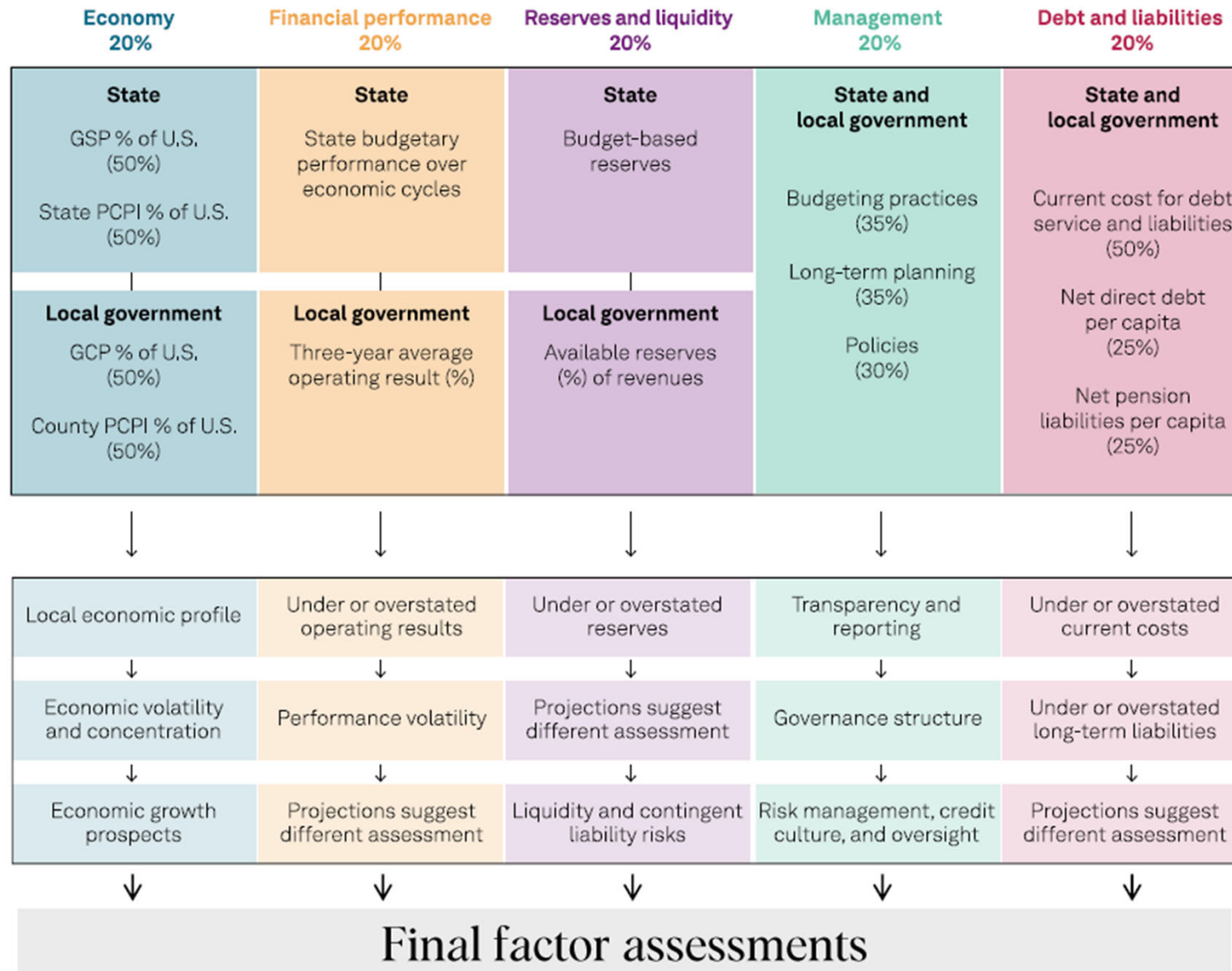
Exhibit 9
Norwalk (City of) CT

| | Measure | Weight | Score |
|--------------------------------|---------|--------|-------|
| Economy | | | |
| Resident income ratio | 125.9% | 10.0% | Aaa |
| Full value per capita | 301,125 | 10.0% | Aaa |
| Economic growth metric | -1.1% | 10.0% | A |
| Financial Performance | | | |
| Available fund balance ratio | 24.8% | 20.0% | A |
| Liquidity ratio | 51.8% | 10.0% | Aaa |
| Institutional Framework | | | |
| Institutional Framework | Aa | 10.0% | Aa |
| Leverage | | | |
| Long-term liabilities ratio | 124.0% | 20.0% | Aa |
| Fixed-costs ratio | 8.3% | 10.0% | Aaa |
| Notching factors | | | |
| No notchings applied | | | |
| Scorecard-Indicated Outcome | | | Aa2 |
| Assigned Rating | | | Aaa |

Moody's Credit Opinion dated September 2, 2025 – “The distinction between the scorecard-indicated and the assigned rating is in consideration of the nominal strength of the city's reserves and ongoing economic development within the city that somewhat offsets the weaker economic growth of the metro statistical area.”



S&P Scorecard Factors





S&P Scorecard – August 2025

Norwalk, Connecticut--credit summary

| | |
|---------------------------------|------|
| Institutional framework (IF) | 1 |
| Individual credit profile (ICP) | 1.72 |
| Economy | 1.0 |
| Financial performance | 2 |
| Reserves and liquidity | 1 |
| Management | 1.35 |
| Debt and liabilities | 3.25 |

| --Individual credit profile-- | | | | | | | | | | | |
|-------------------------------|-----|-----|-----|-----|-----|-----|---|-----|-----|-----|-----|
| | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 | 5.5 | 6 |
| 1 | aaa | aaa | aa+ | aa | aa- | a+ | a | a- | bbb | bb+ | bb- |



Debt Capacity (Moody's Criteria)

- Measurement is principal only
- Total General Fund debt load at 6/30/26 = \$438.7MM
 - Includes \$15MM in outstanding BANs
 - FY 25-26 principal payment = \$29.5MM
 - FY 26-27 principal payment = \$31.4MM
- Munistat February 2026 debt capacity = \$650MM
- Authorized but Unissued debt = \$102.4MM



Current Authorized but Unissued

| Fiscal Year | A/U Balance |
|--------------------|----------------------|
| 2012-13 | \$150,000 |
| 2013-14 | \$119,000 |
| 2015-16 | \$565,000 |
| 2016-17 | \$404 |
| 2017-18 | \$500,426 |
| 2018-19 | \$8,415,874 |
| 2019-20 | \$4,082,437 |
| 2020-21 | \$1,359,000 |
| 2021-22 | \$1,222,269 |
| 2022-23 | \$8,966,409 |
| 2023-24 | \$14,621,827 |
| 2024-25 | \$21,751,232 |
| 2025-26 | \$36,487,322 |
| Supp Appropriation | \$4,200,000 |
| Total | \$102,441,200 |



Debt Waterfall

| | | Additions | | Reductions | | | | |
|---------|----------|-----------|---------|------------|-----------|---------|----------|----------|
| | Starting | Amortize | New | School | Principal | Ending | | |
| FY | Balance | A/U | Capital | Grants | Payments | Balance | Capacity | Variance |
| 2026-27 | 438.68 | 20.49 | 62.50 | (15.40) | (31.40) | 474.87 | 650.00 | 175.13 |
| 2027-28 | 474.87 | 20.49 | 113.00 | (68.75) | (32.52) | 507.09 | 650.00 | 142.91 |
| 2028-29 | 507.09 | 20.49 | 44.00 | | (31.27) | 540.31 | 650.00 | 109.69 |
| 2029-30 | 540.31 | 20.49 | 43.20 | | (27.99) | 576.01 | 650.00 | 73.99 |
| 2030-31 | 576.01 | 20.49 | 41.40 | | (25.94) | 611.96 | 650.00 | 38.04 |
| 2031-32 | 611.96 | 0.00 | 41.00 | | (23.22) | 629.74 | 650.00 | 20.26 |

Note: New capital borrowings based on CFO's Capital Recommendation.
 Year of issuance may be different than year in which projects are approved.



Conclusions

- City's history of economic and financial stability are the foundation for its "Aaa"/"AAA" ratings
 - Historically strong liquidity/reserves, well funded pension and OPEB off-set debt load
 - As debt increases (weakness) City must maintain credit strength in other factors/metrics
 - Future financial (30%) performance will have a more significant impact on rating than debt (10%)
 - Reserve levels (i.e. Fund Balance & ISF) are already low relative to sector and geographic medians and must be maintained to preserve the current ratings

DATE: January 28, 2026
TO: Mayor Smyth, Alan Lo, Buildings & Facilities Manager & Land Use Committee of the City Council
FROM: Martha Wooten-Dumas & Family
SUBJECT: Naming of Community Room in the City's Recreation & Parks Community Center

I am writing to request that the Community Room located in the building at 98 South Main Street, which is currently under renovation, be named after my husband, Ernie Dumas. In 1987 Ernie and I moved to South Norwalk at 162 South Main Street with our family. During that time, South Norwalk was the most challenging part of the city. Mr. Dumas being the man that he was committed himself to making life better for families in his community. He walked up and down South Main Street doing and saying things that most wouldn't dare to during those days. His tenacity and bravery gradually touched the hearts and minds of his neighbors, and he became that person you could always count on for help or a word of encouragement.

He was a community advocate at his core, led by his unwavering faith and commitment to live his life in service to others and he did that to the fullest every day. Mr. Dumas served on the City Council and was involved with many efforts/initiatives to help improve and uplift his community including:

- Basket of Love (Annual Thanksgiving & Christmas Community Celebrations)
- Clean & Green
- DOJ Weed & Seed Initiatives- Group Workcamps, a faith-based home improvement project & CURE (Community Under Restoration Events) the first ever Carnival held in Ryan Park
- A Better South Norwalk (Yearly neighborhood clean-ups)
- South Norwalk Citizens 4 Justice

Those are a few things that Mr. Dumas did for his community, but he did so much more than any of us will ever know about. Many of the initiatives/activities took place in the community room at 98 South Main St.,(formerly known as NEON) or in Ryan Park behind the building. Mr. Dumas's footprints are imbedded in that building, throughout South Norwalk and beyond. And while we know his memory will live on in the hearts of those he's touched along the way, we believe his good works deserves to be memorialized by naming the newly renovated community room in his honor, ***The Ernest Dumas Community Room.***

Thank you for your time and consideration and look forward to the realization of this most meaningful and appropriate recognition of life of a husband, father, friend and faithful servant.

David Scott Parker Architects

03.25.2026

Norwalk Historical Commission
Attn: David Westmoreland
125 East Ave 06851
Norwalk, Connecticut

Re: Preliminary Study for Reconstruction of the Historic Conservatory at Lockwood Mathews Mansion

Dear Mr. Westmoreland,

We are very pleased to present our proposal to undertake an Preliminary Study for the Reconstruction of the Historic Conservatory at Lockwood Mathews Mansion. Not only would this project result in the recreation of one of the Mansion's most important features, but it comes at a time when the existing conservatory structure is urgently in need of significant maintenance.

We understand the scope of work for this initial study to include the following:

- Survey existing conditions at mansion
- Develop measured drawings based on field measurements
- Inventory and catalog existing original remaining cast stained-glass panels, noting sizes, shapes and quantities
- Search Lockwood archive for relevant data
- Search Lord and Burnham archive at New York Botanical Garden
- Search other relevant archives as needed (Avery library, etc.)
- Interview facilities managers/curators at the historic conservatory facilities to obtain relevant reconstruction and maintenance data
- Identify and interview potential fabricators to determine relevant experience and identify potential partners for technical detailing and fabrication
- Source options for glass reproduction
- Prepare report of observations and recommendations
- Coordinate with Historical Commission and City Administration as needed
- Present report findings to select groups as may be required
- Develop formal Request for Qualifications based on written report

We proposed to provide services for the above scope on an hourly basis for a not-to-exceed total of \$50,000 for design fees, and a recommended allowance for reimbursable expenses of \$5,000 (printing costs and research-related travel.) See attached terms and conditions for billing rates, payment terms, etc.

Should you decide to move forward with the project after this initial phase, we will present a separate proposal for full architectural services. Any additional work beyond this initial study and prior to any secondary agreement will be billed hourly at the rates listed on the attached terms and conditions.

David Scott Parker Architects

03.25.2026

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Office of Building Management
 Norwalk City Hall
 125 East Avenue, PO Box 5125
 Norwalk, CT 06856-5125

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: FRED BRETHERTON, ASSISTANT PROPERTY MANAGER

DATE: MARCH 27, 2026

RE: POLICE HEADQUARTERS PLAZA RESTORATION

The plaza at the Norwalk Police Headquarters has progressively deteriorated due to age, weather exposure, and regular use. Areas of settlement and heaving have led to poor drainage and tripping hazards, while surface materials exhibit wear, erosion, and structural decline. Together, these conditions pose ongoing safety risks to staff and visitors.

On March 20, 2026, the City’s Purchasing Department solicited bids for the restoration of the plaza at the Norwalk Police Headquarters. The city received five (5) bids. The results are as follows:

| | |
|--|---------------------|
| A. VITTI EXCAVATOR, LLC | \$223,000.00 |
| COLONNA CONCRETE & ASPHALT PAVING, LLC | \$335,000.00 |
| TITAN ENTERPRISES INC | \$384,000.00 |
| G.L. CAPASSO | \$390,333.00 |
| L’AMORE CONSULTING | \$672,612.00 |

ACTION REQUESTED:

- a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with A. Vitti Excavator, LLC for the Police HQ. Plaza Restoration project for a total not to exceed \$223,000.00 Acct # 09267100 5777 C0137.**
- b. Authorize a contingency allowance for a total not to exceed \$22,300.00 Acct # 09267100 5777 C0137.**



TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER

DATE: MARCH 26, 2026

RE: SOUTH NORWALK LIBRARY ROOF REPLACEMENT PROJECT

On January 20, 2026, the City’s Purchasing Department issued a solicitation for bids for the South Norwalk Library Roof Replacement project. The existing roof, which is 20 years old, has reached the end of its life expectancy and has been experiencing leaks.

The City received eleven (11) bids. The results are as follows:

| | Total |
|---|---------------------|
| A-Preferred Construction LLC | \$140,875.00 |
| Ahova Home Improvement LLC | \$171,000.00 |
| A1 Home Improvement, LLC | \$174,851.00 |
| Gold Seal Roofing, LLC | \$180,000.00 |
| Premier Building Associates LLC | \$183,850.00 |
| Silktown Roofing, LLC | \$194,000.00 |
| J. Antonelli Roofing (a div. of The Property Group of CT, Inc.) | \$197,200.00 |
| Armor-Tite Construction Corp. | \$202,000.00 |
| The Imperial Company Restoration Contractor, Inc. | \$261,400.00 |
| Barrett Inc. | \$264,165.00 |
| A & J Construction of NY, Inc. | \$1,350,000.00 |

Subsequent to bid opening, the Purchasing Department and the Office of Building Management conducted a project scope review with the apparent low bidder, A-Preferred Construction LLC, and is hereby recommending the award.

ACTION REQUESTED:

- A. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with A-Preferred Construction LLC for the South Norwalk Library Roof Replacement project for a total not to exceed \$140,875.00. Funds are available from accounts 09267100 5777 C0644.**
- B. Authorize the Office of Building Management to issue change orders on the agreement for a total not to exceed \$14,087.50 Funds are available from account 0922/26 7100 5777 C0644.**









TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: JOANN ACQUARULO, BUILDING MANAGEMENT

DATE: MARCH 26, 2026

RE: CALF PASTURE BEACH CAMP BUILDING RENOVATION - ARCHITECT CORRECTION

As part of the 2025-2026 Capital Budget, the City allocated \$1.4 million for the Calf Pasture Beach camp building renovation project which the Recreation and Parks Department uses for its summer camp program. The Office of Building Management, in collaboration with the Recreation and Parks Department, are proceeding with the implementation of this project. Recently, the Purchasing Department issued a Request for Qualifications/Proposals for architectural services and received 8 qualification statements of which 3 firms were shortlisted for interviews. After the interviews, the Committee found all three firms to be qualified. Based on the proposals and the interviews, the Interview Committee recommended O’Riordan Migani for this project and the Council approved the award on November 17, 2025.

Unfortunately, as the Law Department proceeded with the execution of an agreement, the City and the firm of O’Riordan Migani Architects were not able to come to an agreement on the terms of the contract. Subsequently, we are looking to rescind the award of the Calf Pasture Beach Camp Project from O’Riordan Migani Architects LLC and would like to recommend the approval of the firm of Silver Petrucelli + Associates instead.

ACTION REQUESTED:

- a. **Authorize to Rescind Council action of November 17, 2025 Item VII, D. 6a & 6b as follows:**

“Authorize the Mayor, Harry W. Rilling, to execute an agreement with O’Riordan Migani Architects LLC for architectural services for the Calf Pasture Beach Camp renovation project for a total not to exceed \$119,480.00. Acct. # 09263110-5777-C0365.”

“Authorize architectural design contingency with O’Riordan Migani Architects LLC for the Calf Pasture Beach Camp renovation project for a total not to exceed \$11,948.00 – Acct. # 09263110-5777-C0365.”

- b. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with Silver Petrucelli +Associates to provide design services for the Calf Pasture Beach Camp Building renovation project for a total not to exceed \$89,000. Acct. #09266030 5777 C0365.**
- c. Authorize architectural design contingency with Silver Petrucelli + Associates for the Calf Pasture Beach Camp Building renovation project for a total not to exceed \$8,900. Acct. #09266030 5777 C0365.**

1

Executive Summary

Executive Summary

Community buildings like Calf Pasture Beach Camp are evolving into mixed-use facilities for the entire community - a place for people of all ages to connect, educate and learn all in one space. And its renovation should create energy and movement, because it is a place full of activity.

Ideally, the goal of this renovation is to create an inviting space so a larger percentage of the population benefits from the facility. Building features should allow for hosting many different forms of activities and the new outdoor space opens up more opportunities for new programs and events.

Planning for growth over time is important when working on community buildings. Our approach toward this project is to closely collaborate with the City to enhance the Camp building in an impactful way. We bring an understanding that facilities that serve the public often have special programming, accessibility, and code concerns that impact the way they must be renovated or expanded.

We have earned the trust of many communities that have selected us to design similar projects. Some of our related experience illustrates our design style and aesthetics:



Senior Center, Colchester, CT

This new 14,500 s.f.; \$8.9 million building complements the surrounding community and includes gathering space, art rooms, library, and commercial kitchen.



High Watch Recovery Center, Kent, CT

Renovations and additions to this renowned treatment center in rural Kent totaled 28,240 s.f.; \$22.3 million. Energy-efficient designs featured recycled wood, sustainable forest products and geothermal installation



CITY OF NORWALK
Alan Lo, Buildings and Facilities Director

alo@norwalkct.gov P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES DIRECTOR

RE: **SOUTH NORWALK ELEMENTARY SCHOOL –
ROOFTOP SOLAR INSTALLATION**

DATE: MARCH 24, 2026 (UPDATED 3/31/26)

On August 2, 2023, the City of Norwalk submitted a Special Permit request to the Norwalk Planning and Zoning Commission for the new South Norwalk School project. At the time of the request, the City was fully engaged in detailed discussions with South Norwalk Electric and Water Company (SNEW) on a partnership to develop a photovoltaic (PV) strategy to maximize solar production on the site. The proposed concept was to install a combination of a ground mounted system and a rooftop system with the potential of electricity generation in excess of the projected electrical consumption of the new school. Unfortunately, due to complex regulatory requirements and financial proformas that were developed, we were unable to bring this partnership to fruition.

The remaining option is for the City to construct a rooftop system (not leased) as part of the overall school construction project which the City has since received State approval to incorporate rooftop PV as part of the school construction project. The proposed system is capped at 240 kw and annual generation is approximately 290,000 kWh. Based on the actual electricity consumption information available to us since building occupancy, we are projecting the annual electricity consumption to be approximately 700,000 kWh to 750,000 kWh.

On February 4, 2026, the Land Use and Building Management Committee of City Council, acting as the City’s School Building Committee, voted to approve proceeding with the implementation of the rooftop PV. Upon completion of the performance specifications by our design engineers, our Construction Manager (CM), Newfield

Construction, advertised the specifications for bid for a turnkey installation with the intent of completing the installation this year. A total of 2 bids were received, and Newfield Construction is recommending the acceptance of the **VSC Electric Inc.** bid and incorporate said bid as a change order to Newfield's current construction contract. The cost of the change order including general condition costs, trade contractor costs and CM fee is **\$742,720.39**.

ACTION REQUESTED:

Approve to increase change order contingency allowance in the additional amount of **\$742,720.39 with Newfield Construction Inc. for the South Norwalk School construction project for the purpose of installation of a design/built rooftop photovoltaic (PV) system. Acct. #09225010 5777 C0808**



March 25, 2026

CERTIFIED MAIL: 7022 2410 0002 0172 2709

Mayor Barbara C. Smyth
City of Norwalk
125 East Ave.
Norwalk, CT 06856

Dear Ms. Smyth:


Subject: Maintenance Agreement No. 3.20-02(26)
Route I95 SB Exit 15 off ramp,
Norwalk

Enclosed are two signed copies of the subject Maintenance Agreement prepared for signature. When completed, the Agreement, in conjunction with the Encroachment Permit will allow the City of Norwalk (Town) to install and maintain a thermoplastic crosswalk as described in Maintenance Agreement 3.20-02(26) and Permit No. 3027664.

Any alterations or deletions of this Agreement will void this Agreement and Encroachment Permit allowing the City of Norwalk to work within the State right-of-way. Please comply with the following instructions: (a) affix your signature and the date in the space provided on each of the two copies of the Agreement; (b) have the correct acknowledgment executed by a Notary Public on the Agreement, affixing the embossed seal, and date of the commission expiration adjacent to the signature; (c) record a fully executed copy in the Townland records; (d) return a fully executed and recorded copy to our office at the Connecticut Department of Transportation, District 3, addressed to Mr. Pasqualino Bruno, Special Services Section Manager, 140 Pond Lily Avenue, New Haven, CT 06515.

If there are any questions, please contact Ms. Tracy May, Transportation Supervising District Services Agent, at tracy.may@ct.gov or (203) 389-3007.

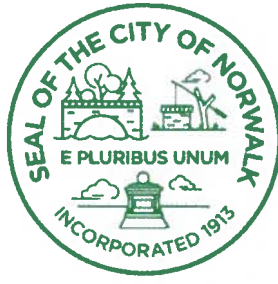
Very truly yours,


Pasqualino Bruno
Special Services Section Manager
Bureau of Highway Operations

Enclosure

140 Pond Lily Avenue
New Haven, CT 06515
203-389-3000

CT.GOV/DOT



Contract Staff Summary

| | |
|---|--|
| Department/Staff Contact | DPW Thomas Szabo Waste Programs Manager |
| Common Council Committee | Public Works Committee |
| Date Approved by Committee | |
| Purpose/Scope | First Amendment – Municipal Solid Waste Disposal Consulting Services |
| Vendor (Indicate if new or existing vendor) | NewGen Strategies |
| Term of Contract | |
| Method of Procurement (Indicate if sole source) | Bid |
| Cost of Contract | \$42,500.00 |
| Funding Source/Account Number | Account No. 01 40 43 5298 |
| Additional Information/Other Details | |



CITY OF NORWALK
Thomas Szabo
Waste Programs Manager
15 South Smith Street
Norwalk, CT 06855
Office: (203) 854-3215
www.norwalkct.gov
Tszabo@norwalkct.gov

To: Vanessa Valadares, P.E. – Chief of Operations and Public Works
From: Thomas Szabo, Waste Programs Manager
CC: Chris Torre, Superintendent of Operations
Subject: Municipal Solid Waste Disposal Consulting Services Contract Amendment
Date: April 1st, 2026

The City of Norwalk’s contract with NewGen Strategies and Solutions, LLC for Project No. 4277 Municipal Solid Waste Disposal Consulting Services has proven to be very beneficial in the process of evaluating the City’s waste programs, assisting with waste service procurement, and the long-term planning associated with the development of a waste management plan as part of their contract. Based on the success of the food scrap pilot program and the formal adoption as a program necessitates the opportunity to develop a program plan that will ensure the City maximizes the cost savings to residents and benefits to the local environment.

The feedback that was received during the Public Works Committee on February 3rd 2025 is reflected in the additional task in the Scope of Services titled Decision Matrix. The Decision Matrix will include evaluation of administrative, procurement, regulatory, financial and operational aspects to support the selected City staff in review of advantages and disadvantages of suggested strategies. It is my recommendation that the City of Norwalk amend this contract to include Services for Food Waste Procurement Assistance.

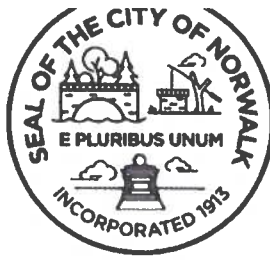
I would like to request the following item be included on the agenda for the February 2026 Public Works Committee meeting.

1. Authorize the Mayor, Barbara C. Smyth, to execute the 1st Amendment to the July 20th, 2023 agreement between the City of Norwalk and NewGen Strategies and Solutions, LLC for Municipal Solid Waste Disposal Consulting Services for a sum not to exceed \$42,500.

Account No. 0140435298

Sincerely,

Thomas Szabo



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 1/28

DEPARTMENT: Public Works Operations

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input checked="" type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$ 42,500 MUNIS Account: 0140435298

VENDOR: NewGen Strategies & Solutions, LLC

Sharon
Conners

| Purchasing Agent Signature | The Purchasing Agent | | Department Head Signature |
|--|-------------------------------------|--|---------------------------|
| Digitally signed | <input checked="" type="checkbox"/> | Supports | |
| Purchasing Agent Name by Sharon Conners | <input type="checkbox"/> | Does Not Support | Department Head Name |
| Date: 2026.04.02 10:59:54 -04'00' | <input checked="" type="checkbox"/> | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Date 04/02/26 |

JUSTIFICATION.

NewGen Strategies & Solutions, LLC was selected as the City's consultant for Municipal Solid Waste Disposal Consulting Services through an RFP issued in April 2023. Since that time, NewGen has supported the City's efforts to evaluate existing solid waste programs and develop recommendations for operational and service improvements.

As part of the City's Solid Waste Management Plan, Norwalk is seeking to enhance and expand its food scrap program. The City proposes to engage NewGen to further evaluate available options and provide targeted recommendations for this initiative. Given NewGen's extensive familiarity with Norwalk's solid waste systems, extending their scope of work is both efficient and cost-effective.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency _____

February 10, 2026
via email to Vvaladares@norwalkct.gov

Ms. Vanessa Valadares, PE
Chief of Operations and Public Works
City of Norwalk, Connecticut

Subject: Proposal for Food Waste Engagement and Procurement Assistance

Dear Ms. Valadares:

NewGen Strategies and Solutions, LLC (NewGen) appreciates the opportunity to continue offering our consulting services to the City of Norwalk. With the Solid Waste Strategic Plan complete, initiatives to implement the Strategic Plan can begin. Per recent discussions, the City is interested in issuing a request for proposals for food waste collection and processing, which is in-line with the Strategic Plan's recommendation to make the food waste pilot program a permanent program in the City, given the pilot program's success. The purpose of this letter proposal is to describe the proposed scope of services, estimated fees, and timing to assist the City with the food waste procurement.

PROPOSED SCOPE OF SERVICES

Task 1: Project Kickoff and Management

Because the NewGen Team already has a thorough understanding of the City's current practices, this task will be limited to gathering updated data specifically related to the food waste program. The up-to-date data will assist with developing the decision matrix described in Task 2 as well as the background section of the procurement package described in Task 3. We will meet with the City's project management team and other appropriate City personnel, as needed.

It is anticipated that the general approach to the procurement process followed in the conduct of the collection and transfer station operations RFP will be used again for this food waste procurement. NewGen will coordinate with the City's purchasing personnel as needed and directed by the City throughout this engagement.

NewGen Team Responsibilities:

- Prepare and provide data request for updated metrics, expected to be limited in scope
- Facilitate virtual meetings with appropriate City personnel as necessary

City Responsibilities:

- Provide the NewGen Team with relevant information in response to the data request
- Provide feedback during virtual meetings

Task 2: Decision Matrix

The NewGen Team will develop an initial "Decision Matrix" that will be used to facilitate discussions on different approaches and considerations for services to be included in the RFP; determining a potential schedule for, and number of, evaluation committee meetings to be held during the process; feedback on

potential scoring criteria; and other items for consideration. We anticipate the “Decision Matrix” will cover administrative, purchasing/procurement, legal/regulatory, financial, and operational aspects of the procurement effort related to food waste. The NewGen Team will facilitate the discussions reviewing potential advantages and disadvantages of the decisions to be made via virtual meetings held using Microsoft Teams. The NewGen Team will work with key City staff to determine whom to invite to each of the Decision Matrix discussions. For budgeting purposes, it is assumed that up to five virtual meetings will be conducted to reach final decisions prior to developing the procurement package in Task 3.

NewGen Team Responsibilities:

- Prepare and provide decision matrix, using Microsoft Excel for review during virtual meetings
- Facilitate up to five virtual stakeholder meetings coordinated with City staff

City Responsibilities:

- Provide for a meeting space (as needed) and invite attendees
- Provide feedback during the stakeholder meetings, as necessary

Example Decision Matrix

The screenshot displays a multi-tabbed Excel spreadsheet titled "Charlotte County, FL Collection Procurement and Draft Agreement Decision Matrix". The tabs include Operational, Legal, Financial, and Purchasing/Procurement. The Operational tab is currently active, showing a table with columns for Issue/Item, Current System or Practice, Approach(es), Advantages, Disadvantages, and Notes of Discussion. The Purchasing/Procurement tab is also visible, showing a table with columns for Issue/Item, Approach(es), Advantages, and Disadvantages. The Financial tab shows a table with columns for Issue/Item, Current System or Practice, Approach(es), Advantages, Disadvantages, and Notes of Discussion. The Legal tab shows a table with columns for Issue/Item, Current System or Practice, Approach(es), Advantages, Disadvantages, and Notes of Discussion. The Operational tab includes a table with the following data:

| Issue/Item | Current System or Practice | Approach(es) | Advantages | Disadvantages | Notes of Discussion - Feb 16, 2018 | Notes of Discussion - March 21, 2018 |
|---------------------|-----------------------------------|---|------------|---------------|------------------------------------|--|
| Debris Service Area | Unincorporated County, Gasparilla | County unincorporated, Gasparilla Island, Dan | | | Task 2 item | Keep one copy, clearly define service area, they |

The Purchasing/Procurement tab includes a table with the following data:

| Issue/Item | Approach(es) | Advantages | Disadvantages |
|---|---|---|--|
| Style of Procurement | | | |
| RFQ: one step | RFQ: one step | Quicker than two-step, evaluation price as one of several evaluation criteria | Price is one of several evaluation criteria |
| RFQ: two steps | RFQ: two steps | Price not considered until non-price is evaluated and scored. | |
| RFQ followed by RFB | RFQ followed by RFB | Only request price from those deemed qualified | Longer timeline |
| Include a draft agreement as attachment | Include a draft agreement as attachment | Every vendor knows what they are expected to sign; cuts down on negotiations at end of process. | |
| Evaluation Criteria (relates to style of procurement.) | | | |
| Points process for all items | Points process for all items | Allows for price to be one of several items evaluated | |
| Qualify first, price separate | Qualify first, price separate | Just allows for price to be one of several items; price does not influence scoring of non-price items | |
| Qualify first, price separate; lowest price of qualified vendors wins selection. (Common Practice) | | | Lowest price vendor of any qualified vendors wins; takes longer |
| Scoring of Price | | | |
| A/B + C = D Where: A = lowest price B = proposer's price C = total possible points D = points assigned Discuss weighting of residential and commercial vs. all together | | | Solely Objective, can use this approach to coming price in any of the procurement approaches |

Task 3: Draft Procurement Package Sections

Once final decisions have been made based on the Decision Matrix described in Task 2, the NewGen Team will draft the background, scope, and pricing form sections of the procurement documents and provide a high-level review of other sections of the RFP as needed. We anticipate working closely with the City's Purchasing Department representatives to draft the appropriate sections of the RFP using the City's standard templates. As members of the NewGen Team are not attorneys, it will ultimately be the City's responsibility to conduct final legal/policy review of the procurement package and release the RFP.

NewGen Team Responsibilities:

- Prepare and provide up to three drafts of the background, scope, and pricing form sections of the procurement package, incorporating City comments into each draft, via email
- Participate in conference calls, as necessary, to discuss review comments from the City for each draft

City Responsibilities:

- Provide timely review of each draft of the background, scope, and pricing form sections of the procurement package, consolidating comments from multiple reviewers
- Participate in conference calls, as necessary, to discuss comments on each draft
- Finalize and release the RFP

Task 4: Estimate Cost of Theoretical In-house Service

The NewGen Team will develop high-level cost estimates of the City bringing collection and processing of food waste in-house, meaning performed by City personnel. It is assumed this would include the City collecting from the current three (and potentially more) drop-off sites and purchasing and operating a form of in-vessel composting. The NewGen Team will work with the City to develop appropriate assumptions for the theoretical in-house services, as needed. The NewGen Team will conduct internet research, interview equipment providers as needed, and potentially interview other jurisdictions that perform these services in-house, if available. The NewGen Team will develop reasonable cost estimates for the City to perform these services and will provide a summary memorandum of results. The results may be used to compare with results of the procurement process to determine the best approach for the City. *(At the City's discretion, the NewGen Team can perform these Task 4 efforts prior to finalizing the Decision Matrix of Task 2 and beginning development of the procurement package described in Task 3.)*

NewGen Team Responsibilities:

- Coordinate with the City on assumptions, as needed
- Conduct internet research and interviews
- Develop high-level cost estimates for theoretical in-house services
- Provide summary memorandum

City Responsibilities:

- Participate in conference calls, as necessary, to discuss assumptions and research
- Provide timely review of summary memorandum

Task 5: Additional Services

NewGen Team staff are available to assist the City throughout the procurement process. This assistance may include assistance with the pre-proposal meeting, reviewing proposals received in response to the RFP for technical content, assistance with evaluation committee meetings, or other items that may arise. Any additional services outside the scope of work identified in Tasks 1 through 3 above will be finalized at the time of the City’s request. NewGen will not begin any additional services without the request and written approval of the City.

Timing

NewGen understands the City intends to initiate these efforts as soon as possible. NewGen is available to begin the work immediately following notice to proceed from the City. It is anticipated that assistance with the procurement package development (Tasks 1, 2 and 3) could be completed in 90 days, depending on the Purchasing Department schedule and availability of key stakeholders to participate in the Decision Matrix discussions. NewGen can concurrently work on the cost estimates of Task 4, and the resulting summary memorandum can be completed in advance of receiving proposals in response to the RFP unless the City elects to complete Task 4 prior to finalizing decisions in Task 2 and developing the procurement package in Task 3.

Budget

The following table summarizes the estimated fees for Tasks 1 through 4 based on NewGen’s understanding of the services requested by the City and the scope of services described above. The budget estimate is inclusive of labor hours; no travel expenses are included as all meetings described in Tasks 1 through 4 would be attended by NewGen virtually. For Task 5, Additional Services, the specific scope and budget would be determined at the time of the request; however, a \$10,000 contingency is requested for potential additional services, as a placeholder. All services provided by the NewGen Team will be billed with a monthly invoice submitted for the stated services including a percentage completed by task summary.

**Table 1
Proposed Budget**

| Task | Description | Task Fees |
|------|---|-----------------|
| 1 | Project Kickoff and Management | \$3,200 |
| 2 | Decision Matrix | \$9,200 |
| 3 | Draft Procurement Package Sections | \$7,100 |
| 4 | Estimate Cost of Theoretical In-House Service | \$13,000 |
| | Total Tasks 1 through 4 | \$32,500 |
| 5 | Additional Services | \$10,000 |
| | Total Tasks 1 through 4 | \$42,500 |

Ms. Vanessa Valadares, PE

February 10, 2026

Page 5

NewGen appreciates the opportunity to continue to assist the City of Norwalk, and we look forward to working with you during this engagement. On review, should you have any questions, please feel free to contact me at (407) 247.2370 or via email at atrulock@newgenstrategies.net.

Sincerely,

NewGen Strategies and Solutions, LLC

A handwritten signature in blue ink that reads "Allison Trulock". The signature is fluid and cursive, with a long horizontal stroke at the end.

Allison Trulock

Managing Director – Solid Waste



Jodi Trendler, MA, ALM
Director of Sustainability and Resilience
City of Norwalk
125 East Avenue
Norwalk, CT 06851
O: 203-854-7292

3-31-2026

Attention:
Ann Wennerstrand, Chair
Public Works Committee

And

Ms. Vanessa Valadares, PE
Chief of Operations and Public Works

Letter of Support – Food Waste Engagement and Procurement Assistance Proposal

Dear Chair Wennerstrand, Committee Members, and Ms. Valadares,

I am writing to express my support for the proposed Food Waste Engagement and Procurement Assistance effort submitted by NewGen Strategies and Solutions. This work represents a critical next step in advancing Norwalk’s commitment to reducing waste, lowering greenhouse gas emissions, and building a more circular and resilient local economy.

This initiative is not only an implementation action from the City’s Solid Waste Strategic Plan but is also an important step toward achieving Norwalk’s broader long-term vision of becoming a Zero Waste community by 2050. Advancing food waste diversion is foundational to this goal, as organics represent one of the largest and most impactful components of the waste stream that can be diverted from disposal. As outlined in Section 4.1 of the Solid Waste Strategic Plan, transitioning the food scraps pilot into a permanent and expanded program is a priority strategy to increase diversion and reduce system costs.

The proposed scope of services provides an opportunity to support both immediate procurement needs for a formalized contract and long-term waste system transformation. It will be essential that the recommendations developed through this effort are designed to support scalable, communitywide solutions that align with Norwalk’s broader sustainability, climate, and equity goals. This includes ensuring that the RFP program design, infrastructure decisions, and service models can evolve over time to support full community participation and maximize environmental and economic benefits.

I enthusiastically support the inclusion of Task 4, which evaluates the cost of theoretical in-house services, and I recommend that it be written to *explicitly* incorporate:

- **Consideration of regional infrastructure development**, including the planning impacts from the potential development of a regional composting facility through WestCOG within the next 1–3 years. The WestCOG Regional Waste Authority Study, *which was completed by NewGen*, underscores the importance of regional collaboration on organics processing and shared infrastructure to improve efficiency, reduce costs, and strengthen long-term system resilience. *Impacts on the RFP program capacity, budgeting, infrastructure, and timeline from this potential future development should be provided for any relevant recommendations.*
- **Evaluation of long-term system compatibility**, ensuring that any near-term investments support the City’s ability to participate in future regional solutions and advancement toward Zero Waste goals, without replicating regional infrastructure or expenditures. This consideration is particularly relevant for possible future community-wide curbside collection program expansion.
- **Inclusion of potential revenue streams and cost savings**, including opportunities to generate value through beneficial reuse strategies and verified emissions reductions. Food waste diversion—particularly when avoiding landfill disposal—can significantly reduce methane emissions, generating credits that are highly valuable in carbon markets and should be assessed as a potential revenue stream. In addition, evaluating alternatives to hauling—such as returning finished compost to residents or utilizing it in City operations (e.g., parks, landscaping, and green infrastructure) can reduce transportation and disposal costs while creating local economic value. Together, these approaches can help offset program costs, strengthen long-term financial sustainability, and advance the City’s goals of developing circular-economy outcomes.

Lastly, to ensure successful implementation and sustained impact, I also recommend that the procurement RFP design include:

- **A fully designed education and outreach program based on best practices** to maximize participation and minimize contamination. As identified in the Strategic Plan, robust outreach and behavior change strategies are essential to improving program performance, reducing costs, and building public trust in diversion programs. Given the current lack of City staffing capacity to develop and deploy this recommendation, this will be a critical component for success.

To emphasize, this effort should be viewed as a foundational building block within a broader system transformation. The RFP resulting from this project should be structured to integrate with future policies, programs, and infrastructure investments that collectively support Norwalk's transition to a circular, and ultimately Zero-Waste system.

Given NewGen's unique understanding of both Norwalk and regional planning efforts, the current proposal offers an opportunity to align procurement, infrastructure planning, and community engagement to advance both near-term operational needs and long-term strategic goals. By adopting a comprehensive, forward-looking approach, Norwalk can position itself as a regional leader in sustainable materials management and climate action.

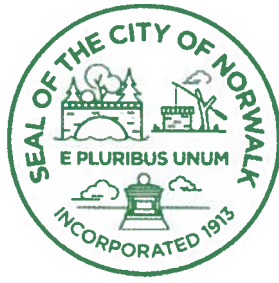
I fully support moving forward with this proposal, including the suggested recommendations, to ensure long-term flexibility, scalability, and alignment with the City's Zero Waste and Circular Economy by 2050 vision.

Thank you for your leadership on this important initiative. I look forward to continued collaboration in advancing Norwalk's sustainability and resilience goals.

Sincerely,

Jodi Trendler, MA, ALM
Director of Sustainability and Resilience
City of Norwalk
125 East Avenue
Norwalk, CT 06851
O: 203-854-7292
C: 475-291-7171





Contract Staff Summary

| | |
|---|---|
| Department/Staff Contact | DPW Engineering / Daniel Stanton x 47981 |
| City Council Committee | Public Works Committee |
| Date Approved by Committee | |
| Purpose/Scope | <p>RA2026-1, The Pinnacle Streetscape Improvements Project, proposes various streetscape improvements to occur on West Avenue, Orchard Street, Quincy Street, and Butler Street. The installation of new crosswalks, curbs, sidewalks, and other streetscape amenities—including, but not limited to, street signage, street trees, and lighting—will complete area improvements within the public right-of-way and prepare City streets for roadway work to be performed. Redevelopment Agency staff procured Redniss and Mead to design the project and has coordinated the design of the streetscape improvements to be consistent with Norwalk DPW and Norwalk TMP goals and standards.</p> |
| Vendor (Indicate if new or existing vendor) | Colonna Masonry Concrete and Asphalt Paving, LLC (Existing) |
| Term of Contract | Substantial Completion by August 1 |
| Method of Procurement (Indicate if sole source) | |
| Cost of Contract | \$759,132.00 (\$690,120 + 10% contingency) Purchase Order |
| Funding Source/Account Number | <p>Account No: 09 19 4021 5777 C0021 09 20 4021 5777 C0021 09 22 4021 5777 C0021 09 23 4021 5777 C0021 09 24 4021 5777 C0021 09 25 4021 5777 C0021 09 26 4021 5777 C0021 09 21 4021 5777 C0318 09 22 4021 5777 C0318</p> |

09 24 4021 5777 C0318
09 25 4021 5777 C0318
09 26 4021 5777 C0318
09 21 4021 5777 C0440
09 25 4021 5777 C0440
09 26 4021 5777 C0440

Additional Information/Other Details



DEPARTMENT OF ENGINEERING

CITY OF NORWALK
Daniel Stanton
Senior Engineer / Department of Engineering
125 East Avenue
Norwalk, CT 06851
Office: (203) 854-7981
www.norwalkct.gov
dstanton@norwalkct.gov

MEMORANDUM

TO: Vanessa Valadares, P.E. – Chief of Operations and Public Works
CC: James Meehan, P.E. – Principal Engineer
Stephen Ivan – Redevelopment Agency
FROM: Daniel Stanton, P.E. – Senior Civil Engineer
RE: Project Bid No. 4502 RA2026-1 – The Pinnacle TOD Streetscape Improvement Project
DATE: April 1, 2026

As stated on, the Norwalk Redevelopment Agency memo dated April 1, 2026, they intend to contract with Colonna Masonry Concrete & Asphalt Paving LLC, for Project # 4501 RA2026-1 – The Pinnacle TOD Streetscape Improvement Project. The City of Norwalk will be funding Bid Alternate #1, for the paving of Butler Street, Orchard Street, and Quincy Street.

In collaboration with Redevelopment, the Department of Public Works would like to request that the following items be included on the agenda for the April 7, 2026, Public Works Committee meeting:

- 1) Authorize the Purchasing Agent, to issue a Purchase Order to Colonna Masonry Concrete & Asphalt Paving, LLC in an amount not to exceed \$759,132.00 (\$690,120 + 10% contingency) for funding of Project RA2026-1 - The Pinnacle TOD Streetscape Improvement Project - Alternate #1.

Account No:

- 09 19 4021 5777 C0021
09 20 4021 5777 C0021
09 22 4021 5777 C0021
09 23 4021 5777 C0021
09 24 4021 5777 C0021
09 25 4021 5777 C0021
09 26 4021 5777 C0021
09 21 4021 5777 C0318
09 22 4021 5777 C0318
09 24 4021 5777 C0318
09 25 4021 5777 C0318
09 26 4021 5777 C0318
09 21 4021 5777 C0440
09 25 4021 5777 C0440
09 26 4021 5777 C0440

A copy of the bid information from the Purchasing Department for Project Bid No. 4502 RA2026-1 – The Pinnacle TOD Streetscape Improvement Project may be found at:

https://www.norwalkct.gov/DocumentCenter/View/38635/4502-RA-2026-1-Pinnacle-TOD-Streetscape-Package

NORWALK REDEVELOPMENT

3 Belden Avenue, Norwalk, CT 06850 • 203-854-7810 • norwalkredevelopment.org

April 1, 2026

FROM: NORWALK REDEVELOPMENT AGENCY STAFF

TO: CITY OF NORWALK DEPARTMENT OF PUBLIC WORKS

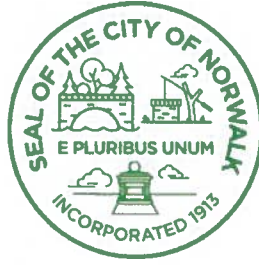
RE: RA2026-1 PINNACLE STREETSCAPE IMPROVEMENTS PROJECT - PROJECT
ADVERTISEMENT AND AWARD

RA2026-1, *The Pinnacle Streetscape Improvements Project*, proposes various streetscape improvements to occur on West Avenue, Orchard Street, Quincy Street, and Butler Street. The installation of new crosswalks, curbs, sidewalks, and other streetscape amenities—including, but not limited to, street signage, street trees, and lighting—will complete area improvements within the public right-of-way and prepare City streets for roadway work to be performed. Redevelopment Agency staff procured Redniss and Mead to design the project and has coordinated the design of the streetscape improvements to be consistent with Norwalk DPW and Norwalk TMP goals and standards.

This portion of the project is intended to be funded through the CT Department of Economic and Community Development (DECD). Accordingly, the project was reviewed by DECD staff for adherence to DECD bidding and procurement guidelines prior to the Redevelopment Agency's advertisement of the project, with assistance from Norwalk's Purchasing Department. The public bid opening for the project occurred on April 1, 2026, at 2:00 PM and identified Colonna Masonry Concrete & Asphalt Paving LLC as the apparent low bidder.

In collaboration with Norwalk DPW, additional roadway work was designed and advertised under Bid Alternate 1, as the work aligns with existing paving schedules. The Norwalk Redevelopment Agency intends to contract with Colonna Masonry Concrete & Asphalt Paving LLC, with Norwalk DPW funding support for Bid Alternate 1, for the paving of Butler Street, Orchard Street, and Quincy Street, as advertised in RA2026-1.

Based on the bid results, the City's obligation for the paving work is anticipated to be \$690,120. This represents a favorable price in comparison to previously obtained estimates.



Contract Staff Summary

| | |
|---|---|
| Department/Staff Contact | DPW Engineering / Daniel Stanton x 47981 |
| City Council Committee | Public Works Committee |
| Date Approved by Committee | |
| Purpose/Scope | BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 |
| Vendor (Indicate if new or existing vendor) | A. Vitti Excavators, LLC. (Existing) |
| Term of Contract | Alt1: 30 days |
| Method of Procurement (Indicate if sole source) | |
| Cost of Contract | Alt 1: \$73,620 \$14,724 contingency |
| Funding Source/Account Number | 09 25 2010 5777 C0536 09 26 2010 5777 C0536 |
| Additional Information/Other Details | |



**DEPARTMENT OF
ENGINEERING**

CITY OF NORWALK

Justin Avila

Junior Engineer / Department of Engineering

125 East Avenue, Norwalk, CT 06851

Office: (203) 854-7328

www.norwalkct.gov

Justin.Avila@norwalkct.gov

MEMORANDUM

TO: Vanessa Valadares, P.E. – Chief of Operations and Public Works

CC: Daniel Stanton, P.E. – Senior Civil Engineer
James Meehan, P.E. – Principal Engineer

FROM: Justin Avila – Junior Engineer

RE: Project Bid No. 4504 BLDG2026-1 – City Hall Drive Curb Ramp Project - 2026

DATE: April 1, 2026

The Department of Public Works has prepared plans for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026. This project includes removing and replacing the existing concrete sidewalk panels and curbs, installing American Disability Act (ADA) ramps, regrading sidewalks and topsoil.

The current sidewalks along City Hall Drive from Eversley Avenue are not compliant with the American Disability Act (ADA). Most sidewalks in this area do not have curb ramps and have slopes that exceed ADA compliance. This forces some residents to use the road instead of the sidewalk to access City Hall. This project will not only make the sidewalks more accessible and accommodating to residents, but it will replace degrading sidewalks and curbs.

For budgetary reasons, we bid the project in 3 sections: Base Bid, Alternate 1, and Alternate 2:

- The Base Bid consists of adding curb ramps around the City Hall parking lot, adjusting the grade of the sidewalks by the City Hall parking lot, and establishing a cross walk from the Eversley Avenue parking lot to the City Hall parking lot (depicted as Location 6 in the drawings).
- Alternate 1 consists of adding curb ramps around the Eversley parking lot, and adjusting the grade of the sidewalks by the Eversley Avenue parking lot.
- Alternate 2 consists of installation of a raised crosswalk from the north end of Eric Malmquist Field to City Hall.

On March 27, 2026, the Purchasing Agent received bid packages from two construction firms for the above referenced project and the apparent low bidder for the Base Bid, Alternate 1, and Alternate 2 is A. Vitti Excavators, LLC. with an Alternate 1 amount of \$73,620.

The bids received for the Base Bid and Alternate 2 exceeded the authorized allocated budgets. Alternate 1 was within the authorized budget and can be completed independently of the Base bid and Alternate 2.



**DEPARTMENT OF
ENGINEERING**

CITY OF NORWALK

Justin Avila

Junior Engineer / Department of Engineering

125 East Avenue, Norwalk, CT 06851

Office: (203) 854-7328

www.norwalkct.gov

Justin.Avila@norwalkct.gov

I have attached a copy of the selection results received from two (2) bidders for your reference, including an itemized comparison of bid results and Engineer's Estimate for your reference.

Therefore, I would like to request that the following items be included on the agenda for the April 7, 2026 Public Works Committee meeting:

- 1) Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and A. Vitti Excavators, LLC for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 - Alternate 1 for a sum not to exceed \$73,620.

Account No.

09 25 2010 5777 C0536

09 26 2010 5777 C0536

- 2) Authorize the Chief of Operations and Public Works to execute orders on the contract with A. Vitti Excavators, LLC. for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 for a sum not to exceed \$14,724 contingency.

Account No.

09 25 2010 5777 C0536

09 26 2010 5777 C0536

A copy of the bid information from the Purchasing Department for Project 4504, BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 may be found at:

<https://www.norwalkct.gov/DocumentCenter/View/38718/4504-BLDG2026-1-City-Hall-Drive-Curb-Ramp-Project-2026>



City of Norwalk
 Department of Operations and Public Works

Norwalk City Hall
 125 East Avenue
 Norwalk, CT 06856-5125
 Office Telephone: (203) 854-7891
www.norwalkct.gov

BID SHEET

CITY PROJECT: BLDG2026-1

CITY HALL DRIVE CURB RAMP PROJECT - 2026

DATE: FRIDAY, MARCH 27, 2026 2:00 P.M.

| BIDDER | BID AMOUNT | BID BOND |
|---|---|---|
| A. Vitti, Excavators, LLC. 11 Crystal Street Stamford, CT 06902 | Base: \$111,480 Alternate 1: \$73,620 Alternate 2: <u>\$87,762</u> Total: \$373,862 Apparent Low Bidder Alternate 1 - \$73,620 | %15 Travelers Casualty And Surety Company Of America |
| Titan Enterprises, Inc. 540 Main Street Ansonia, CT 06401 | Base: \$173,670 Alternate 1: \$132,545 Alternate 2: <u>\$210,435</u> Total: \$516,650 | %15 Frankenmuth Insurance Company |
| | \$ | % |
| | \$ | % |
| | \$ | % |
| | \$ | % |
| | \$ | % |

Project Number : BLDG2026-1-ALT1
 Project Name : CITY HALL DRIVE CURB RAMP PROJECT - 2026

| Items | Description | Quantity | Apparent Low Bidder | | Second Bidder | | Third Bidder | | Engineering's Estima | |
|----------|---|----------|---------------------|-------------|---------------|--------------|--------------|--------|----------------------|-------------|
| | | | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount |
| 0202000 | EARTH EXCAVATION | 5 | \$60.00 | \$300.00 | \$500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$60.00 | \$300.00 |
| 0202513 | REMOVAL OF CONCRETE SIDEWALK | 29 | \$20.00 | \$580.00 | \$15.00 | \$435.00 | \$0.00 | \$0.00 | \$50.00 | \$1,450.00 |
| 0406204A | ROAD ENCROACHMENT PERMANENT PAVEMENT REPAIR (LOCAL) MIN BID - SEE SPECIAL NOTES | 36 | \$100.00 | \$3,600.00 | \$300.00 | \$10,800.00 | \$0.00 | \$0.00 | \$100.00 | \$3,600.00 |
| 0507042A | RESET CATCH BASIN | 1 | \$1,200.00 | \$1,200.00 | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$1,200.00 | \$1,200.00 |
| 0811001A | CONCRETE CURBING | 170 | \$70.00 | \$11,900.00 | \$65.00 | \$11,050.00 | \$0.00 | \$0.00 | \$47.00 | \$7,990.00 |
| 0921001A | CONCRETE SIDEWALK | 300 | \$14.00 | \$4,200.00 | \$30.00 | \$9,000.00 | \$0.00 | \$0.00 | \$15.00 | \$4,500.00 |
| 0921005A | CONCRETE SIDEWALK RAMP | 500 | \$60.00 | \$30,000.00 | \$55.00 | \$27,500.00 | \$0.00 | \$0.00 | \$16.00 | \$8,000.00 |
| 0921048A | DETECTABLE WARNING SURFACE | 70 | \$30.00 | \$2,100.00 | \$60.00 | \$4,200.00 | \$0.00 | \$0.00 | \$35.00 | \$2,450.00 |
| 0944003A | FURNISHING AND PLACING TOPSOIL | 80 | \$20.00 | \$1,600.00 | \$18.00 | \$1,440.00 | \$0.00 | \$0.00 | \$16.00 | \$1,280.00 |
| 0948990A | REMOVE AND TRANSPLANT DECIDUOUS TREE 2" TO 4" CALIPER | 3 | \$1,200.00 | \$3,600.00 | \$2,500.00 | \$7,500.00 | \$0.00 | \$0.00 | \$800.00 | \$2,400.00 |
| 0950003A | TURF ESTABLISHMENT (LAWN) | 80 | \$10.00 | \$800.00 | \$14.00 | \$1,120.00 | \$0.00 | \$0.00 | \$3.00 | \$240.00 |
| 0951001 | ROCK EXCAVATION FOR PLANTING | 2 | \$200.00 | \$400.00 | \$500.00 | \$1,000.00 | \$0.00 | \$0.00 | \$250.00 | \$500.00 |
| 0970007A | TRAFFICPERSON (UNIFORMED FLAGGER) | 160 | \$70.00 | \$11,200.00 | \$100.00 | \$16,000.00 | \$0.00 | \$0.00 | \$40.00 | \$6,400.00 |
| 0975004A | MOBILIZATION AND PROJECT CLOSEOUT (MAX 3% OF BID) | 1 | \$2,140.00 | \$2,140.00 | \$35,000.00 | \$35,000.00 | \$0.00 | \$0.00 | \$1,790.00 | \$1,790.00 |
| | | | | \$73,620.00 | | \$132,545.00 | | \$0.00 | | \$42,100.00 |

Apparent Low Bidder : A. VITTI EXCAVATORS, LLC
 Second Bidder : Titan Enterprises, Inc.
 Third Bidder :

TO: MEMBERS OF PUBLIC WORKS COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER

DATE: APRIL 6, 2026

RE: DPW SALT SHED FOUNDATION WALL REPLACEMENT

On March 17, 2026 the City's Purchasing Department solicited bids for the Department of Public Works Salt Shed foundation wall replacement. The City received one (1) bid.

The City received one (1) bid. The results are as follows:

| FIRM | Phase Two Bid |
|-------------------------------|-----------------------|
| TITAN ENTERPRISES INC. | \$1,240,000.00 |

Building Management is recommending the award to the only bidder, Titan Enterprises Inc.

ACTION REQUESTED:

a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with Titan Enterprises Inc for the Norwalk Public Works Center Salt Shed Foundation Wall Replacement project for a total not to exceed \$1,240,000.00.

Account No.

- 0919-7100-5777-C0119
- 0921-7100-5777-C0119
- 0923-7100-5777-C0119
- 0924-7100-5777-C0119
- 0925-7100-5777-C0119
- 0926-7100-5777-C0119
- 0927-7100-5777-C0119
- 0922-4021-5777-C0798
- 0923-4021-5777-C0798
- 0924-4021-5777-C0798
- 0923-4021-5777-C0815

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$124,000.00.

- 0919-7100-5777-C0119
- 0921-7100-5777-C0119
- 0923-7100-5777-C0119
- 0924-7100-5777-C0119
- 0925-7100-5777-C0119
- 0926-7100-5777-C0119

0927-7100-5777-C0119
0922-4021-5777-C0798
0923-4021-5777-C0798
0924-4021-5777-C0798
0923-4021-5777-C0815