



REGULAR MEETING – PARKING AUTHORITY AGENDA

JUNE 24, 2026, 6:00 PM
BY ZOOM VIRTUAL MEETING

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 Bryan Lutz at blutz@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: May 27, 2026

IV. PUBLIC PARTICIPATION

V. REPORTS

A. Engineering and Project Report

1. Update: NPA2024-02 Aesthetic Enhancements at Yankee Doodle Garage
2. Update: NPA2025-01 Repairs and Improvements at Haviland Parking Deck
3. Update: NPA2026-1 Norwalk Citywide Wayfinding

B. Financial and Operating Report - LAZ

VI. NEW BUSINESS

A. Discuss and Vote: New England Fashion Association Rent Deferral

B. Discuss and Vote: NPA2026-02 Repairs and Improvements at Yankee Doodle Garage

C. Discuss and Vote: FY26 Accrual

VII. OLD BUSINESS

A. Discuss and Vote: Website Modernization Initiative

VIII. ADJOURNMENT

UPCOMING MEETINGS

July 22, 2026

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

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

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

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

**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
MAY 27, 2026**

ATTENDANCE: Eric Rains, Chair
Matthew Seebeck, Vice Chair
Peter Fullam
Jessica Larche
Jud Aley

STAFF James Travers, Director of Transportation, Mobility and Parking

OTHERS: Rocky Legesse, LAZ Parking
Luis Henriques, LAZ Parking

I. CALL TO ORDER

Mr. Rains called the meeting to order at 6:00 PM.

II. ROLL CALL

Mr. Rains called the roll, and those listed in the attendance were present.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: April 22, 2026

**** MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** MS. LARCHE SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

There was no public participation this evening.

V. REPORTS

A. Engineering and Project Report

1. Update: NPA2024-02 Aesthetic Enhancements at Yankee Doodle Garage

Mr. Travers shared photos and provided an update.

2. Update: NPA2025-01 Repairs and Improvements at Haviland Parking Deck

Mr. Travers shared photos, provided an update, and noted that the goal is to complete all repairs and improvements by Labor Day.

3. Update: Residential Parking Program

Mr. Travers provided an update and noted that they are conducting internal reviews of the recommendations.

B. Financial and Operating Report-LAZ

Mr. Legesse reported on the financial and operating report and noted that April finished strong, was above budget, and ended over 9% ahead in revenue, but year-to-date are lagging on revenue due to decreased activity; however, based on April's activity, believe the year will end positive.

There was a brief discussion regarding the free 15-minute parking. The app will be removed as a payment option to avoid confusion, and LAZ will provide an exit plan to stop using the app and switch to the scan-to-pay option.

VI. NEW BUSINESS

A. Discuss: SONO Train Station Retail Space: Westbound Terminal

Mr. Travers noted that the retail space on the westbound side of the SONO Train Station will become available on July 5, 2026. The current tenant has requested to be released from her lease.

B. Discuss: Website Modernization Initiative

Mr. Travers noted that staff is working with Miranda Creative to create a scope of work to support the brand and operational needs. The current website is outdated.

VII. OLD BUSINESS

There was no old business discussed this evening.

VIII. ADJOURNMENT

**** MS. FULLAM MOVED TO ADJOURN**
**** MR. SEEBECK SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:02 PM.

Respectfully submitted,

Dilene Byrd

NPA2024-02 Aesthetic Enhancements at Yankee Doodle Garage (Painting)



NPA2025-01 Repairs and Improvements at Haviland Parking Deck







June 2026 Board Meeting

Norwalk Parking
Authority | Norwalk,
Connecticut

June 24, 2026





AGENDA

- Financial Review
- Operational Review
 - Update on 15 minutes usage
 - Customer Appreciation Day
 - Maintenance



Summary Income Statement
Norwalk Parking Authority
For the Period Ending May 2026

	May-26				FOR THE MONTH ENDING May 2026					FISCAL YEAR		
	Actual 2026	Budget 2026	Var \$	Var %	Actual PY	Actual 2026	Budget 2026	Var \$	Var %	Actual PY	Forecast	Budget
REVENUES:												
Parking Revenue	608,991	596,357	12,634	2.1%	594,453	6,372,085	6,539,131	(167,046)	-2.6%	6,269,049	6,981,365	7,185,097
Other Revenue	8,271	35,212	(26,941)	-76.5%	3,432	80,099	121,296	(41,196)	-34.0%	78,254	111,381	129,904
Total System Revenue	617,262	631,570	(14,307)	-2.3%	597,885	6,452,184	6,660,427	(208,242)	-3.1%	6,347,303	7,092,746	7,315,001
EXPENSES:												
Operations	405,485	446,767	(41,282)	-9.2%	596,801	4,041,752	4,194,507	(152,754)	-3.6%	3,832,719	4,659,184	4,550,300
City Support/Admin Svcs	62,002	62,002	0	0.0%	71,126	682,018	682,018	-	0.0%	782,381	744,019	744,019
Debt Service	105,517	105,517	0	0.0%	106,513	1,160,686	1,160,686	-	0.0%	1,171,643	1,266,202	1,266,202
Capital Reserve & Replacement	11,250	11,250	0	0.0%	0	101,250	123,750	(22,500)	-18.2%	101,250	110,455	135,000
Total Expenses	584,253	625,535	(41,282)	-6.6%	774,440	5,985,706	6,160,960	(175,255)	-2.8%	5,887,993	6,779,861	6,695,522
Fund Balance	33,009	6,035	26,974	447.0%	(176,555)	466,479	499,466	(32,988)	-6.6%	459,310	312,886	619,479

VARIANCE REPORT - Major Variances (+/- 20% and \$5,000) Norwalk Parking Authority For the Month Ending May 31, 2026							
	ACTUAL	BUDGET	Var. (\$)	Var. (%)	COMMENTS	Actual YTD	Budget YTD
PARKING REVENUE							
Marketing/Advertising	\$0	\$26,604	(\$26,604)	-100.0%	Revenue is under budget due to timing of payment. Revenue was collected in June, and this will be offset on YTD.	\$0	\$26,604
OPERATING EXPENSES							
Signage	\$23,669	\$4,167	\$19,502	468.0%	Expense for the month is higher due to payment for the various signages that have been updated.	\$45,010	\$45,833
Snow Removal	-\$34,555	\$0	(\$34,555)	0.0%	Expense for the month was reduced due to snow expense reimbursement check received in May. The reimbursement is for snow removal at the East Norwalk Rail Road parking lot.	\$368,765	\$183,500
Equipment expense	\$0	\$13,333	(\$13,333)	-100.0%	Expense for the month is under budget due to delay in delivery of enforcement vehicles camera and tablet.	\$92,808	\$146,667

LAZ Karp Associates, LLC and Subsidiaries										
Norwalk Parking Authority										
For the Eleven Months Ending May 31, 2026										
Description	Actual	Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Annual Budget	
PARKING REVENUE										
R1 Meter Revenue	66,287.99	59,143.16	7,144.83	12.1%	691,033.36	687,073.62	3,959.74	0.6%	756,579.06	
R2 Transient Parking	260,280.23	247,334.38	12,945.85	5.2%	2,525,470.90	2,619,624.17	(94,153.27)	-3.6%	2,879,954.15	
R3 Monthly Parking	204,030.37	211,787.86	(7,757.49)	-3.7%	2,313,579.64	2,329,666.46	(16,086.82)	-0.7%	2,541,454.32	
R4 Less: Refunds	(78.49)	0.00	(78.49)	0.0%	(898.19)	0.00	(898.19)	0.0%	0.00	
R5 Parking Violation	110,149.00	109,036.85	1,112.15	1.0%	1,173,050.25	1,239,305.61	(66,255.36)	-5.3%	1,375,988.16	
R6 Less: Sales Tax	(31,678.00)	(30,944.84)	(733.16)	2.4%	(330,151.08)	(336,538.92)	6,387.84	-1.9%	(368,878.45)	
TOTAL PARKING REVENUE	608,991.10	596,357.41	12,633.69	2.1%	6,372,084.88	6,539,130.94	(167,046.06)	-2.6%	7,185,097.24	
OTHER REVENUE										
OR1 Marketing/Advertising	0.00	26,604.00	(26,604.00)	-100.0%	0.00	26,604.00	(26,604.00)	-100.0%	26,604.00	
OR2 ATM Machines	160.00	266.67	(106.67)	-40.0%	2,033.00	2,933.37	(900.37)	-30.7%	3,200.04	
OR3 Lease Income - SNRR/MG	6,636.35	3,164.00	3,472.35	109.7%	48,744.39	34,804.00	13,940.39	40.1%	37,968.00	
OR4 Lease Income_YDG	1,475.00	1,446.33	28.67	2.0%	16,138.00	15,909.63	228.37	1.4%	17,355.96	
OR5 SNRR Concessions Income	0.00	3,648.00	(3,648.00)	-100.0%	13,184.00	40,128.00	(26,944.00)	-67.1%	43,776.00	
OR6 Investment Income	0.00	83.33	(83.33)	-100.0%	0.00	916.63	(916.63)	-100.0%	999.96	
TOTAL OTHER REVENUE	8,271.35	35,212.33	(26,940.98)	-76.5%	80,099.39	121,295.63	(41,196.24)	-34.0%	129,903.96	
TOTAL SYSTEM REVENUE	617,262.45	631,569.74	(14,307.29)	-2.3%	6,452,184.27	6,660,426.57	(208,242.30)	-3.1%	7,315,001.20	

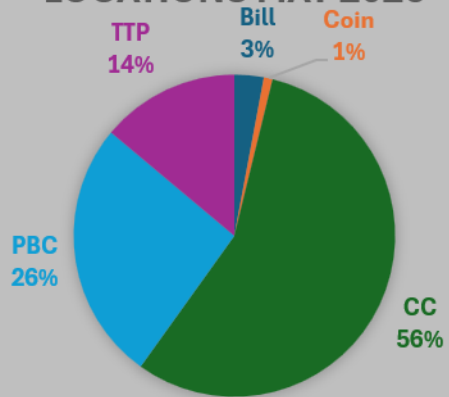
LAZ Karp Associates, LLC and Subsidiaries Norwalk Parking Authority For the Eleven Months Ending May 31, 2026										
Description	Actual	Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Annual Budget	
OPERATING EXPENSES										
E1 Gross Wages	167,074.86	167,998.26	923.40	0.5%	1,342,254.94	1,343,986.08	1,731.14	0.1%	1,455,984.92	
E2 Payroll Tax Expense	19,057.04	21,251.79	2,194.75	10.3%	155,460.72	170,014.32	14,553.60	8.6%	184,182.18	
E3 Group Health Insurance	18,860.02	17,639.83	(1,220.19)	-6.9%	182,581.93	141,117.87	(41,464.06)	-29.4%	152,877.74	
E4 Worker's Compensation Expense	6,885.07	7,055.93	170.86	2.4%	55,054.58	56,447.41	1,392.83	2.5%	61,151.36	
E5 401K Match Expense	3,278.67	3,359.96	81.29	2.4%	26,216.59	26,879.65	663.06	2.5%	29,119.62	
E6 Operating Expenses	10,231.76	12,499.98	2,268.22	18.1%	121,575.69	137,499.78	15,924.09	11.6%	149,999.76	
E7 Maritime Condo fees	2,644.90	2,452.08	(192.82)	-7.9%	28,182.10	26,972.88	(1,209.22)	-4.5%	29,424.96	
E8 Management Fee Expense	8,333.33	8,333.35	0.02	0.0%	91,666.63	91,666.85	0.22	0.0%	100,000.20	
E9 Uniforms	0.00	3,333.34	3,333.34	100.0%	7,668.00	36,666.74	28,998.74	79.1%	40,000.08	
E10 Signage	23,668.65	4,166.66	(19,501.99)	-468.0%	45,009.52	45,833.26	823.74	1.8%	49,999.92	
E11 Tickets	0.00	416.68	416.68	100.0%	3,247.57	4,583.48	1,335.91	29.1%	5,000.16	
E12 Office Expense	5,978.65	1,666.66	(4,311.99)	-258.7%	30,723.41	18,333.26	(12,390.15)	-67.6%	19,999.92	
E13 Snow Removal	(34,554.75)	0.00	34,554.75	0.0%	368,765.07	183,500.00	(185,265.07)	-101.0%	183,500.00	
E14 Service Contract	15,304.58	11,577.77	(3,726.81)	-32.2%	134,079.89	168,777.71	34,697.82	20.6%	180,355.48	
E15 Sanitation	2,046.21	2,200.00	153.79	7.0%	23,859.94	24,200.00	340.06	1.4%	26,400.00	
E16 Building Repair & Maintenance	63,304.63	74,995.00	11,690.37	15.6%	391,886.43	509,795.00	117,908.57	23.1%	563,060.00	
E17 Security Services	8,737.60	6,905.55	(1,832.05)	-26.5%	86,265.70	103,094.37	16,828.67	16.3%	109,999.92	
E18 Permit/Violation Management	13,882.31	10,416.65	(3,465.66)	-33.3%	117,542.24	114,583.15	(2,959.09)	-2.6%	124,999.80	
E19 Utilities Expense	4,465.54	6,683.38	2,217.84	33.2%	72,265.87	76,271.18	4,005.31	5.3%	82,954.56	
E20 Vehicle Expense	6,140.00	3,333.34	(2,806.66)	-84.2%	37,513.44	36,666.74	(846.70)	-2.3%	40,000.08	
E21 Telephone	9,987.29	8,750.00	(1,237.29)	-14.1%	96,938.63	96,250.00	(688.63)	-0.7%	105,000.00	
E22 Equipment Expense	0.00	13,333.33	13,333.33	100.0%	92,807.63	146,666.63	53,859.00	36.7%	159,999.96	
E23 Bank and Credit Card Fees	29,679.72	30,242.57	562.85	1.9%	321,025.76	331,784.49	10,758.73	3.2%	364,579.47	
E24 Liability Insurance	14,737.58	15,654.39	916.81	5.9%	154,301.95	165,415.68	11,113.73	6.7%	181,709.37	
E25 Parking Program	5,003.39	8,333.35	3,329.96	40.0%	32,723.31	91,666.85	58,943.54	64.3%	100,000.20	
E26 Marketing and Communication	737.88	4,166.66	3,428.78	82.3%	22,134.62	45,833.26	23,698.64	51.7%	49,999.92	
TOTAL OPERATING EXPENSES	405,484.93	446,766.51	41,281.58	9.2%	4,041,752.16	4,194,506.64	152,754.48	3.6%	4,550,299.58	

LAZ Karp Associates, LLC and Subsidiaries										
Norwalk Parking Authority										
For the Eleven Months Ending May 31, 2026										
	Description	Actual	Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Annual Budget
	CITY ADMINISTERED EXPENSES									
CE1	Other City Payroll Expenses	36,959.33	36,959.33	0.00	0.0%	406,552.63	406,552.63	0.00	0.0%	443,511.96
CE2	Electric	19,642.10	19,642.10	0.00	0.0%	216,063.10	216,063.10	0.00	0.0%	235,705.20
CE3	Sewer	968.26	968.26	0.00	0.0%	10,650.86	10,650.86	0.00	0.0%	11,619.12
CE4	Professional Services	3,750.01	3,750.01	0.00	0.0%	41,250.11	41,250.11	0.00	0.0%	45,000.12
CE5	Legal Service Retainer	416.65	416.65	0.00	0.0%	4,583.15	4,583.15	0.00	0.0%	4,999.80
CE6	Business Expense	265.27	265.27	0.00	0.0%	2,917.97	2,917.97	0.00	0.0%	3,183.24
	TOTAL CITY ADMINISTERED EXPENSES	62,001.62	62,001.62	0.00	0.0%	682,017.82	682,017.82	0.00	0.0%	744,019.44
	SUBTOTAL OPERATING EXPENSESES	467,486.55	508,768.13	41,281.58	8.1%	4,723,769.98	4,876,524.46	152,754.48	3.1%	5,294,319.02
DE1	Debt Service Interest	18,084.49	18,084.49	0.00	0.0%	198,929.39	198,929.39	0.00	0.0%	217,013.88
DE2	Debt Service Principle	87,432.38	87,432.38	0.00	0.0%	961,756.18	961,756.18	0.00	0.0%	1,049,188.56
	SUBTOTAL DEBT SERVICES	105,516.87	105,516.87	0.00	0.0%	1,160,685.57	1,160,685.57	0.00	0.0%	1,266,202.44
RE3	Capital Reserve and Replacement	11,250.01	11,250.01	0.00	0.0%	101,250.09	123,750.11	22,500.02	18.2%	135,000.12
	TOTAL EXPENSES	584,253.43	625,535.01	41,281.58	6.6%	5,985,705.64	6,160,960.14	175,254.50	2.8%	6,695,521.58
NI1	Fund Balance	33,009.02	6,034.73	26,974.29	447.0%	466,478.63	499,466.43	(32,987.80)	-6.6%	619,479.62

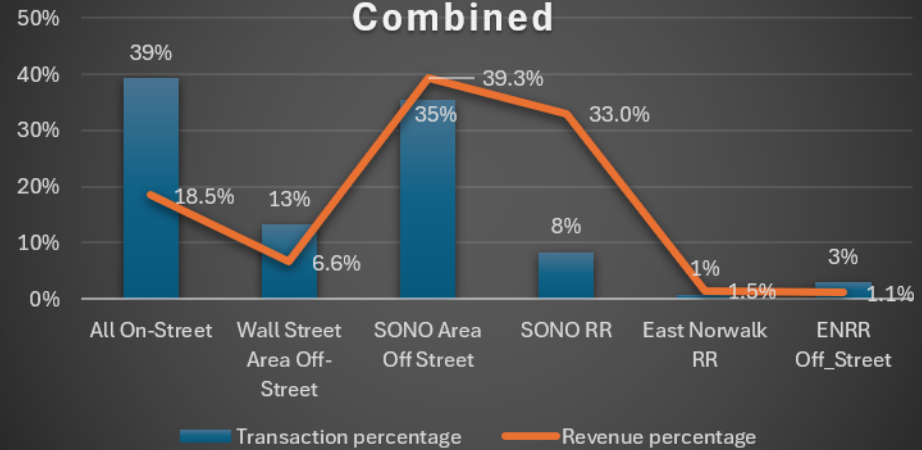
May 2026 and YTD Actual vs Budget.

Date (bins)	May 2026			Total		
Location	Actual	Budget	AvB	Actual	Budget	AvB
☐ M04118-Norwalk YMCA Lot	(\$551.54)	\$625.83	(\$1,177.37)	\$5,900.79	\$1,634.13	\$4,266.66
☐ M04225-Liberty Square Lot	(\$3,601.48)	\$1,425.59	(\$5,027.07)	(\$27,117.84)	(\$11,784.28)	(\$15,333.56)
☐ M04301-Norwalk Parking Enforcement	\$30,703.76	\$30,471.03	\$232.73	\$547,652.11	\$550,337.56	(\$2,685.45)
☐ M04305-South Norwalk Railroad Station Garage - west bound	\$16,971.41	\$16,306.72	\$664.69	\$425,310.84	\$252,313.51	\$172,997.33
☐ M04306-South Norwalk Railroad Station Garage - east bound	(\$7,403.60)	(\$10,721.41)	\$3,317.81	\$6,454.77	(\$32,249.10)	\$38,703.87
☐ M04307-Norwalk - Maritime Garage	(\$80,746.85)	(\$39,357.36)	(\$41,389.49)	(\$791,266.30)	(\$360,845.17)	(\$430,421.13)
☐ M04308-Haviland Deck	\$6,344.11	\$3,602.72	\$2,741.39	\$40,614.54	\$48,920.48	(\$8,305.94)
☐ M04309-Yankee Doodle Garage	\$4,163.62	\$689.07	\$3,474.55	(\$8,743.26)	(\$76,538.15)	\$67,794.89
☐ M04310-Webster Street Lot	\$42,827.42	\$7,065.33	\$35,762.09	\$323,925.89	\$161,646.65	\$162,279.24
☐ M04311-North Water Street Lot	(\$4,872.07)	(\$3,287.81)	(\$1,584.26)	\$3,216.28	(\$24,299.68)	\$27,515.96
☐ M04313-Wall Street Lot	(\$880.81)	(\$4,174.18)	\$3,293.37	(\$17,759.80)	(\$42,131.47)	\$24,371.67
☐ M04314-Main Street Lot	(\$6,324.51)	(\$1,336.03)	(\$4,988.48)	(\$9,565.09)	(\$10,961.35)	\$1,396.26
☐ M04316-East Norwalk Railroad Lot	\$36,379.56	\$4,725.23	\$31,654.33	(\$32,144.30)	\$43,423.30	(\$75,567.60)
Total	\$33,009.02	\$6,034.73	\$26,974.29	\$466,478.63	\$499,466.43	(\$32,987.80)

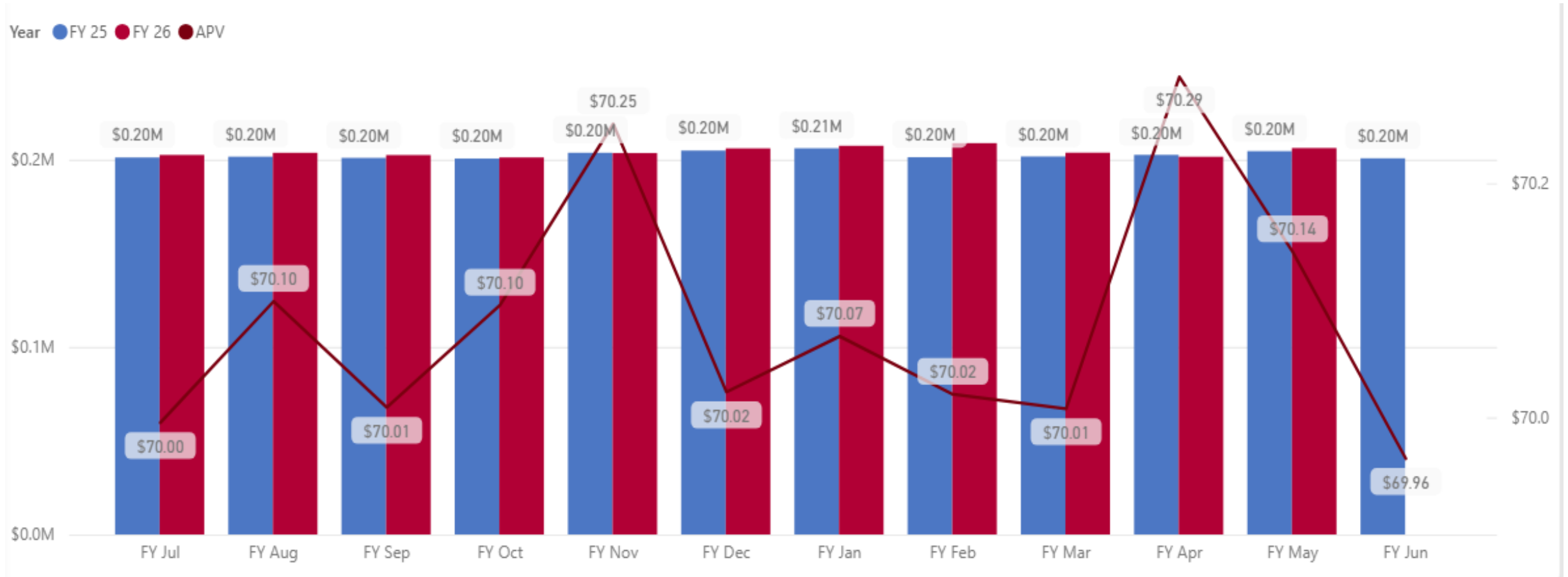
TRANSIENT REVENUE BREAKDOWN - ALL LOCATIONS MAY 2026




Revenue and Transactions Combined



Permit revenue by month






LAZ
PARKING

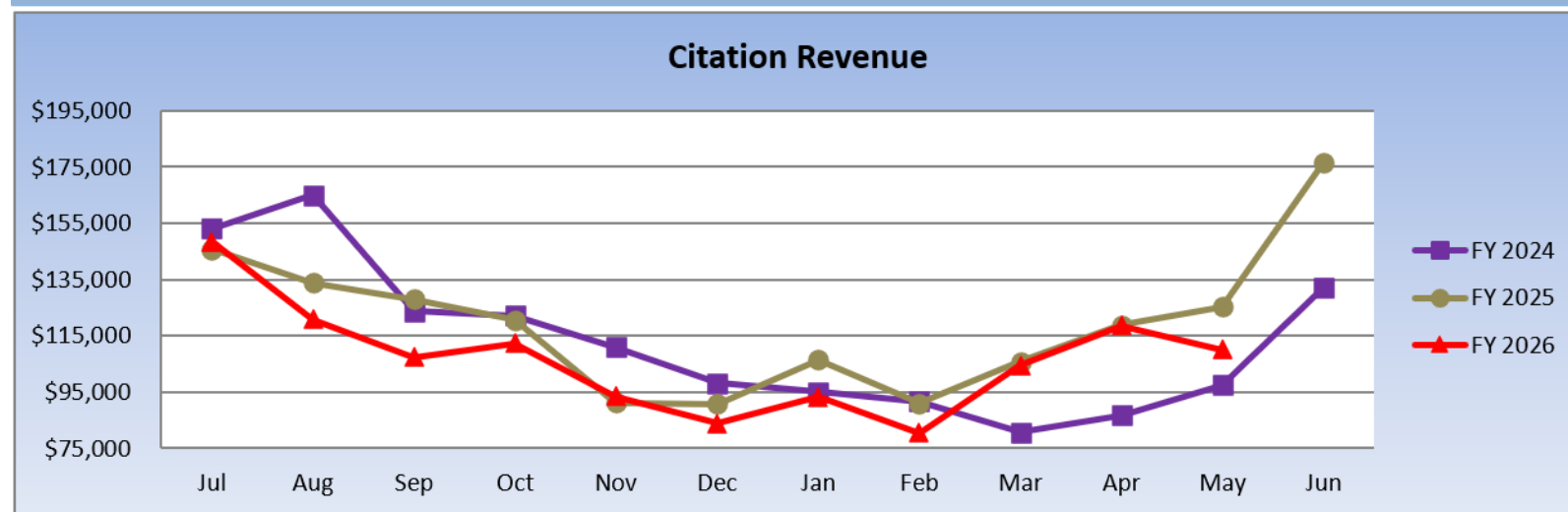
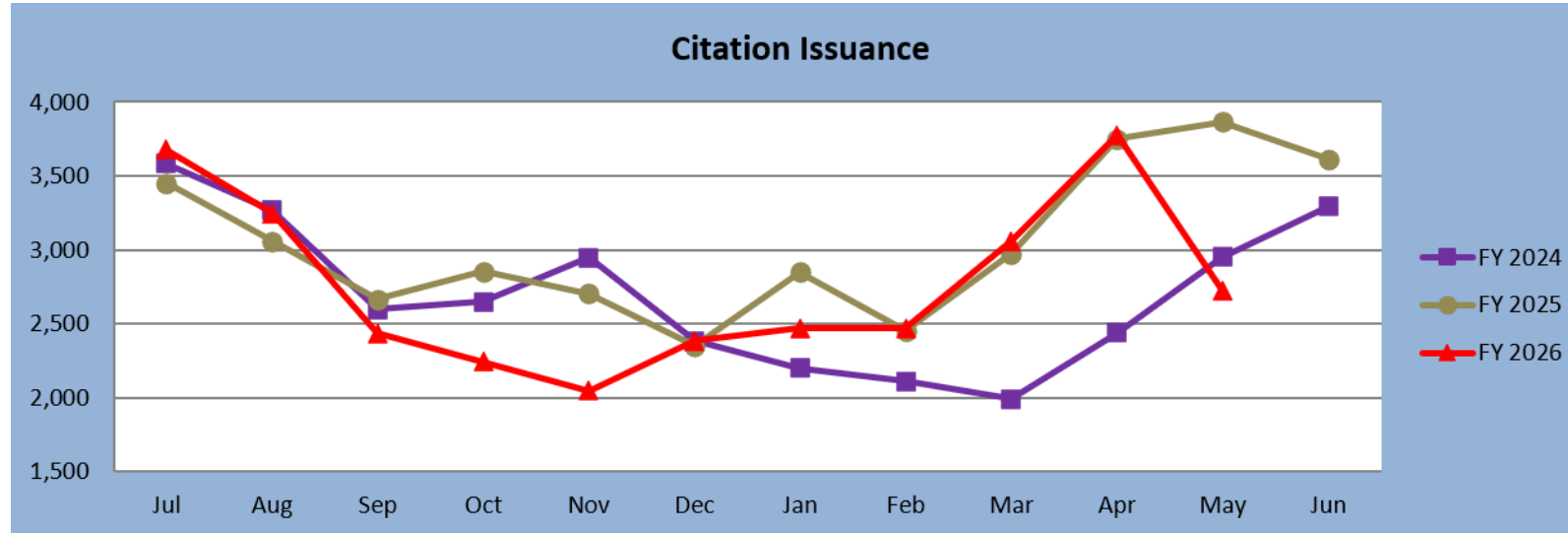
Date Slider

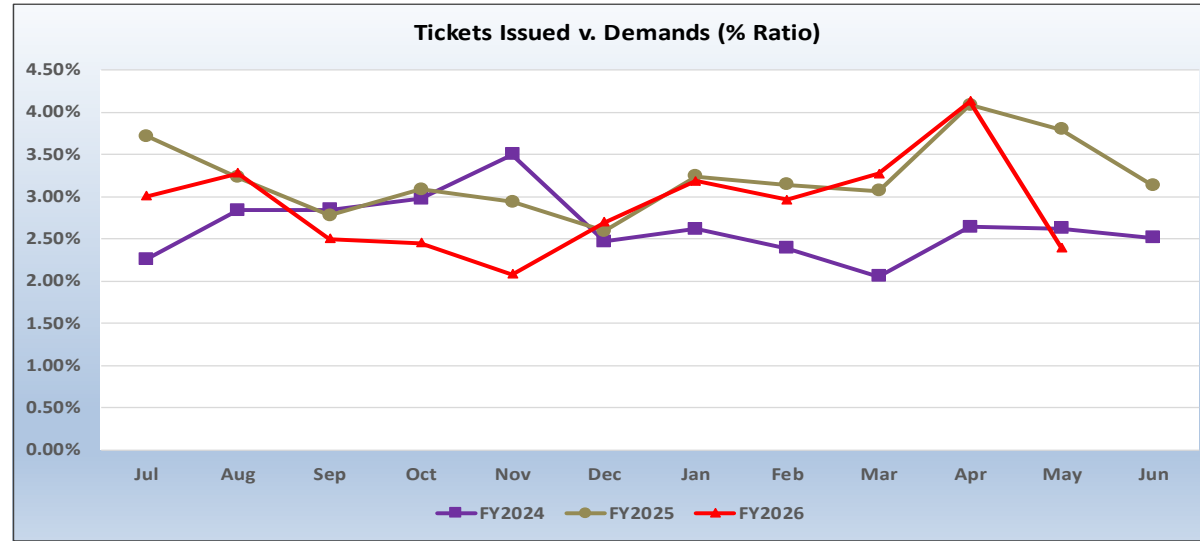
7/1/2024 5/31/2026



Year	FY 25		FY 26	
	Permit Revenue	Permit Sales	Permit Revenue	Permit Sales
East Norwalk Railroad Lot	\$128,952.89	1,887	\$100,816.03	1,487
Haviland Deck	\$400,884.56	5,029	\$341,188.32	4,279
Liberty Square Lot	\$14,225.65	535	\$14,066.11	529
Main Street Lot	\$51,194.35	1,313	\$54,106.25	1,386
Norwalk - Maritime Garage	\$315,518.87	6,259	\$293,984.68	6,217
Norwalk YMCA Lot	\$12,656.84	238	\$8,402.44	158
South Norwalk Railroad Station Garage - west bound	\$759,877.93	8,080	\$707,760.35	7,654
Wall Street Lot	\$29,709.25	767	\$31,440.65	810
Webster Street Lot	\$548,132.40	8,272	\$521,026.92	7,798
Yankee Doodle Garage	\$168,576.25	4,293	\$174,197.35	4,282
Total	\$2,429,728.99	36,673	\$2,246,989.10	34,600

Citation issuance and revenue update.





Tickets Issued (NOT including Beaches & Police issued tickets)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2024	2,540	3,146	2,482	2,534	2,838	2,266	2,047	1,984	1,909	2,307	2,271	2,230	28,554	2,393
FY2025	3,452	3,058	2,119	2,504	2,539	2,250	2,692	2,451	2,867	3,621	3,487	2,712	33,752	2,822
FY2026	2,670	2,894	1,943	1,960	1,941	2,259	2,371	2,307	2,923	3,665	2,269		27,202	2,473

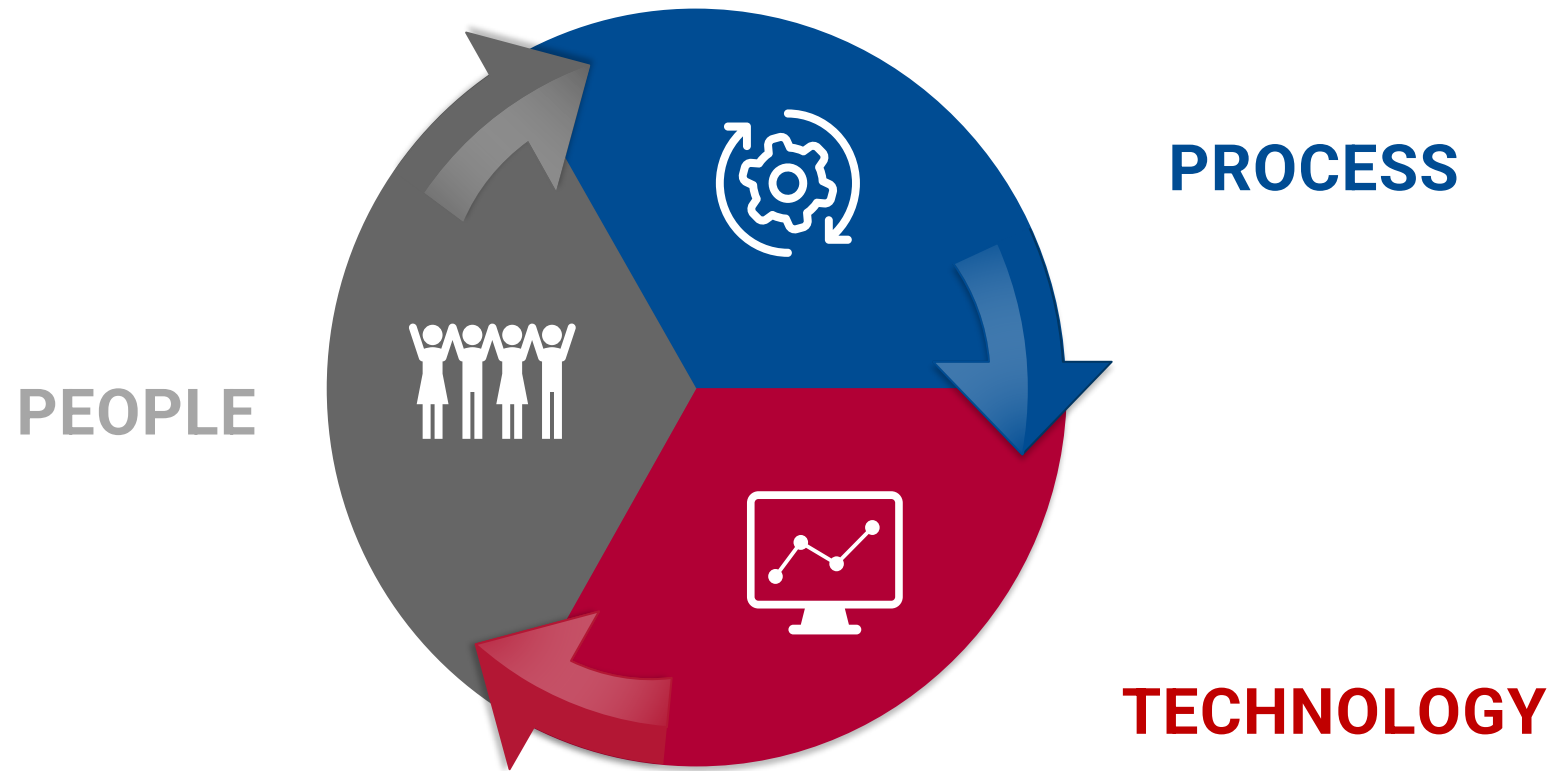
Transient Demands (NOT including Beaches)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVG.
FY2024	112,565	110,796	87,317	85,255	81,074	91,771	78,338	83,167	92,950	87,443	86,570	88,859	1,086,105	90,659
FY2025	92,995	94,839	76,405	81,209	86,488	86,748	83,130	78,111	93,471	88,595	91,859	86,619	1,040,470	86,714
FY2026	88,840	88,268	77,825	79,975	93,521.25	83,779	74,528	77,858	89,322	88,738	94,829		937,483	85,226

Ratio (%) - Tickets v. Demands

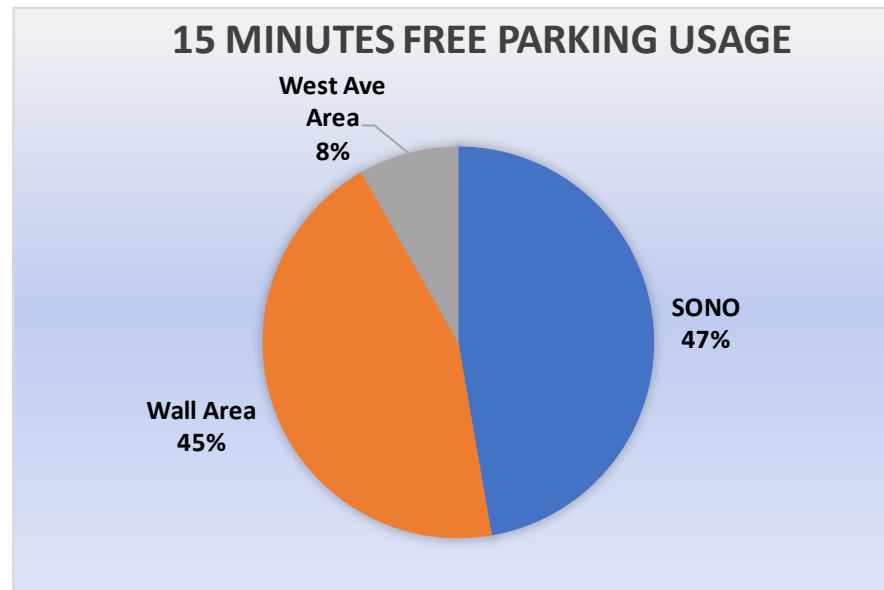
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AVG.
FY2024	2.26%	2.84%	2.84%	2.97%	3.50%	2.47%	2.61%	2.39%	2.05%	2.64%	2.62%	2.51%	2.65%
FY2025	3.71%	3.22%	2.77%	3.08%	2.94%	2.59%	3.24%	3.14%	3.07%	4.09%	3.80%	3.13%	3.24%
FY2026	3.01%	3.28%	2.50%	2.45%	2.08%	2.70%	3.18%	2.96%	3.27%	4.13%	2.39%		2.90%

OPERATIONS



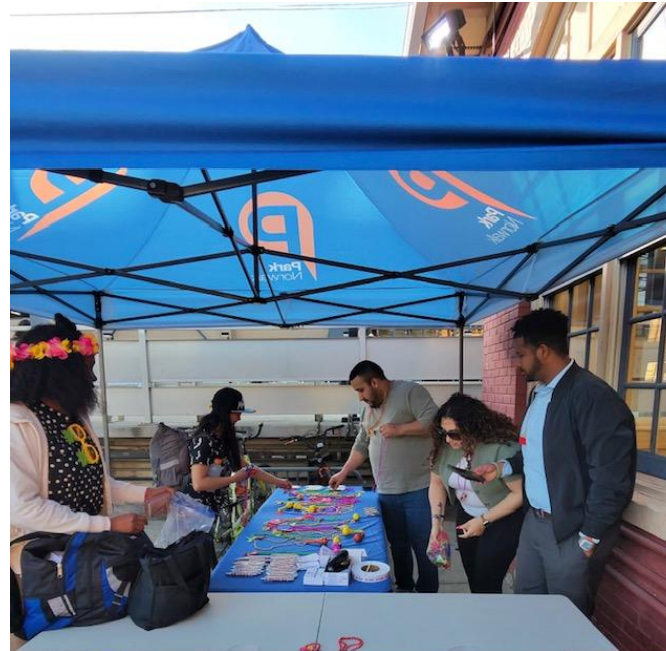
15 Minutes free parking usage update.

15 Minutes Usage update				
	May-26		Apr-26	
	# of Transactions	Area	# of Trans	Area
Total for the month	4699		4644	
Change in usage from Prior month	↑ 1%			
Sub Area	# of Transactions		# of Transactions	
SONO	2217	47%	2195	47%
Wall Area	2094	45%	2066	44%
West Ave Area	388	8%	383	8%
Grand Total	4699		4644	



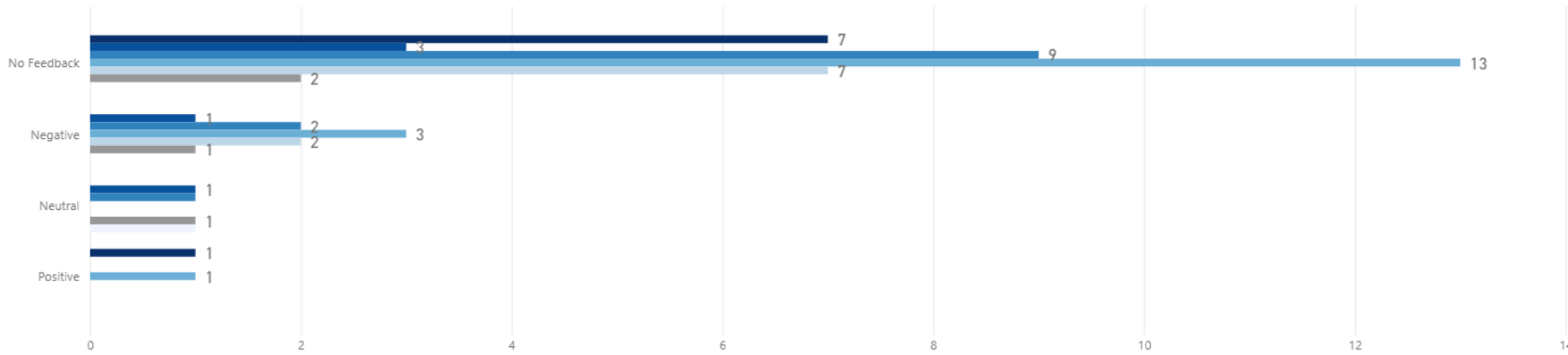
Customer Appreciation Day – May 6

- Cinco de mayo – Park Norwalk/LAZ employees.

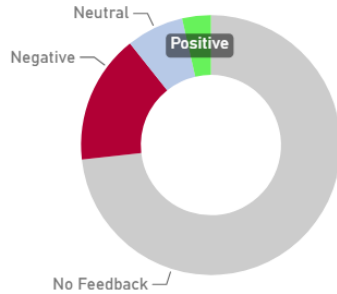


Surveys by Sentiments

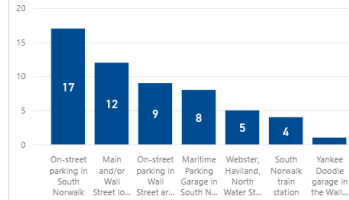
Which City of Norwalk parking location did you visit? ● Maritime Parking Garage in South Nor... ● Webster, Haviland, North Water ... ● Main and/or Wall Street lots i... ● On-street parking in Sout... ● On-street parking in ... ● South Norwalk train stati... ● Yankee Doodle gara...



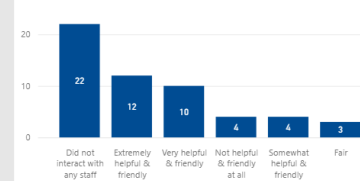
Sentiment Breakdown



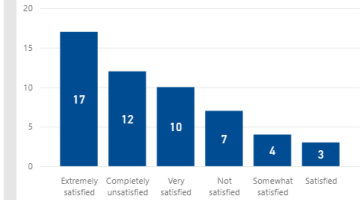
Which City of Norwalk parking location did you visit?



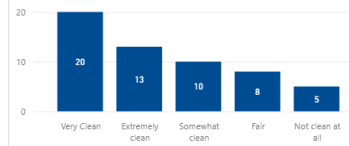
How attentive and courteous were the parking staff you interacted with?



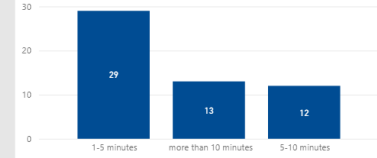
How was your experience using the payment methods?



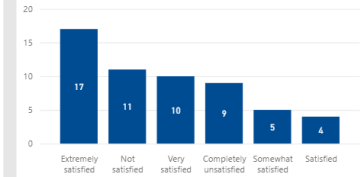
How would you rate the cleanliness and overall appearance of the facility and equipment you interacted with?



On average, how long would you say it typically takes you to find a place to park?

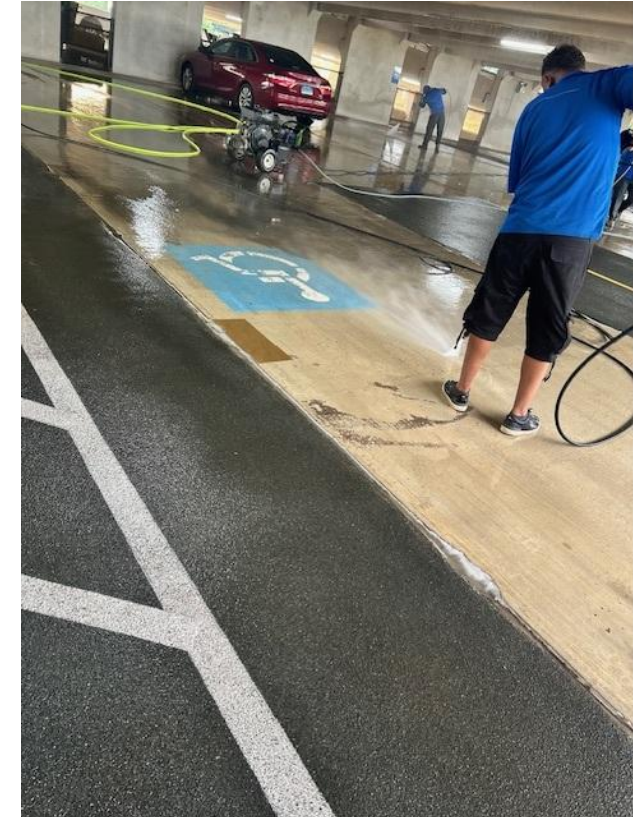
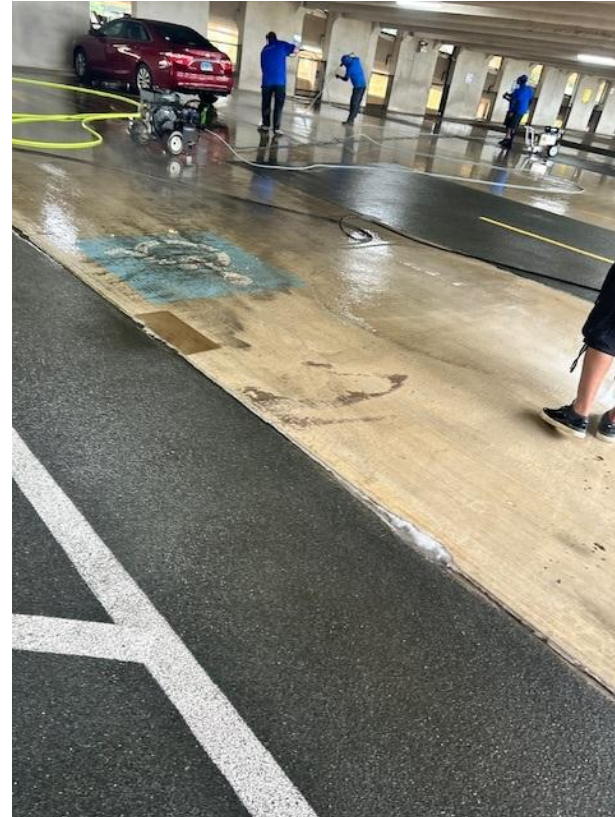


How satisfied were you with your overall experience?



MAINTENANCE

- Spring Clean up – In progress.
- Facility Beautification – In progress.
- Maritime Garage full power wash - Completed.



Dear Members of the Board of the Norwalk Parking Authority,

I am writing to respectfully request your consideration for a temporary adjustment to our rent obligations during this challenging period.

We have proudly been tenants in this space for over 20 years, with more than 1600 students for this period and we are deeply grateful for the opportunity to operate here. This location has played a meaningful role in shaping and opening pathways for countless young students into creative skills, confidence, and professional futures.

Over the years, our students have achieved a 100% success placement rate into prestigious institutions around the world, including Polimoda in Florence, Italy, Central Saint Martins in London, UK, and the Royal Academy of Fine Arts Antwerp in Belgium. Domestically, our students have been accepted into leading schools such as Pratt Institute, Parsons School of Design, the Fashion Institute of Technology (FIT), Cornell University, Yale University, and many others. We are extremely proud of the level of education and preparation we are able to provide. Our graduates are working at companies like Polo-Ralph Lauren, Free People, Veronica Beard and more companies in Europe.

This year, however, we are experiencing a noticeable drop in enrollment driven largely by changes in parents' financial situations. Despite this, we are actively working to stabilize and strengthen our operations. We are running additional camps, we are supporting our community by volunteering with the Norwalk Board of Education, and putting full effort into maintaining the quality and presence of our programs.

In light of these circumstances, we respectfully ask for your consideration of a short-term rent relief option, such as a temporary reduction, deferment, or modified payment plan. This support would greatly assist us in sustaining our operations during this period of transition.

We remain fully committed to this space, our students, and the community, and we are dedicated to continuing our long-standing relationship with the Authority.

Thank you very much for your time, understanding, and continued support.

Sincerely,
Irina Simeonova
New England Fashion and Design Association
203 551-4059 cell

Proposed Rent Schedule

Month	Monthly Rent Payment	Deffered Amount	Repayment of Deferred Rent	Rent Paid
1/1/2026	\$1,513.54	\$0.00	\$0.00	\$1,513.54
2/1/2026	\$1,513.54	\$0.00	\$0.00	\$1,513.54
3/1/2026	\$1,513.54	\$0.00	\$0.00	\$1,513.54
4/1/2026	\$1,513.54	\$0.00	\$0.00	\$1,513.54
5/1/2026	\$1,513.54	\$0.00	\$0.00	\$1,513.54
6/1/2026	\$1,513.54	\$454.06	\$0.00	\$1,059.48
7/1/2026	\$1,513.54	\$454.06	\$0.00	\$1,059.48
8/1/2026	\$1,513.54	\$454.06	\$0.00	\$1,059.48
9/1/2026	\$1,513.54	\$454.06	\$0.00	\$1,059.48
10/1/2026	\$1,513.54	\$0.00	\$302.71	\$1,816.25
11/1/2026	\$1,513.54	\$0.00	\$302.71	\$1,816.25
12/1/2026	\$1,513.54	\$0.00	\$302.71	\$1,816.25
1/1/2027	\$1,513.54	\$0.00	\$302.71	\$1,816.25
2/1/2027	\$1,513.54	\$0.00	\$302.70	\$1,816.24
3/1/2027	\$1,513.54	\$0.00	\$302.70	\$1,816.24
Total	\$22,703.10	\$1,816.24	\$1,816.24	\$22,703.10



CITY OF NORWALK
Transportation Mobility & Parking
P: 203-854-7260
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: Park Norwalk Board of Commissioners

FROM: Bryan Lutz – Assistant Director of Parking

CC: James Travers – Director of Transportation, Mobility and Parking

REF: June 24, 2026 Meeting Agenda Item –NPA2026-02, Repairs and Improvements at Yankee Doodle Garage.

DATE: June 23, 2026

Memorandum

Background:

In preparation for our upcoming agenda item, I am submitting this overview of the NPA2026-02 project, which focuses on concrete and structural repairs and improvements at the Yankee Doodle Garage. Working with the City’s Purchasing Department, we completed the bidding process for this project. On April 2, 2026, a bid opening was held, and after a thorough evaluation, we recommend awarding the contract to, Frank Capasso & Sons, Inc. The project will be funded using capital funds.

Project Scope

NPA2026-02 encompasses the structural repair and improvement phase of the Yankee Doodle Garage enhancement initiative. The scope includes partial-depth and full-depth concrete repairs, overhead and vertical concrete restoration, curb and ramp reconstruction, and associated safety, mobilization, and bond requirements needed to restore the garage’s structural integrity and extend its service life.

Request

I respectfully request that the following item be acted on at the June 24, 2026 Park Norwalk Commission meeting:

Authorization for Contract Execution

Authorize Chairman, Eric Rains to execute a contract agreement with Frank Capasso & Sons, Inc. in the amount of \$2,777,000 for project NPA2026-02, Repairs and Improvements at Yankee Doodle Garage.

Authorization for Contingency Authority

Authorize the Director of Transportation, Mobility, and Parking, James Travers to execute change orders and modify the contract with Frank Capasso & Sons, Inc. up to \$277,700 (10%) for contingencies with project NPA2026-02: Repairs and Improvements at Yankee Doodle Garage.

Account Numbers:

- 0920 4095 5777 C0303
- 0921 4095 5777 C0303
- 0923 4095 577 7 C0303
- 0926 4095 5777 C0303
- 0927 4095 5777 C0303

 **AIA** Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Frank Capasso & Sons, Inc.
1011 Middletown Avenue
Northford, CT 06472

SURETY:

(Name, legal status and principal place of business) Nationwide Mutual Insurance Company

One W Nationwide Blvd 1-14-301
Columbus, OH 43215

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Norwalk
125 East Avenue
Norwalk, 06851

BOND AMOUNT: TEN PERCENT OF AMOUNT BID (10% OF BID)

PROJECT:

(Name, location or address, and Project number, if any)

NPA2026-2; Repairs and Improvements at Yankee Doodle Garage

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 31st day of March, 2026



(Witness)


(Witness) Steven M. Hardy

Frank Capasso & Sons, Inc.

(Contractor as Principal)

(Seal)


(Title) Anthony Capasso, Vice President
Nationwide Mutual Insurance Company

(Surety)


(Title) Jeffrey P. Deldin, Attorney-in-Fact



Init.

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AC04307010

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Jeffrey P. Deldin

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of: **Unlimited**

Surety Bond Number: N/A- BID BOND
Principal: Frank Capasso & Sons, Inc.
Obligee : City of Norwalk

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 20th day of August, 2021.

Antonio C. Albanese, **Vice President** of Nationwide Mutual Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK COUNTY OF NEW YORK: ss

On this 20th day of August, 2021, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.



Stephanie Rubino McArthur
Notary Public, State of New York
No. 02MC6270117
Qualified in New York County
Commission Expires October 19, 2024

Notary Public
My Commission Expires
October 19, 2024

CERTIFICATE

(Expiration of Notary Appointment does not invalidate this instrument)

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 31st day of March, 2026.

Assistant Secretary

**NATIONWIDE MUTUAL INSURANCE COMPANY
AND SUBSIDIARIES AND AFFILIATES**

Consolidated Statutory Statements of Admitted Assets, Liabilities and Surplus

(in millions)	December 31,	
	2024	2023
Admitted assets		
Invested assets		
Bonds	\$ 20,744	\$ 20,643
Stocks	11,138	9,812
Mortgage loans, net of allowance	1,771	1,816
Owner occupied real estate, at cost (less accumulated depreciation of \$350 and \$394 as of December 31, 2024 and 2023, respectively)	263	282
Cash, cash equivalents and short-term investments	134	510
Other invested assets	6,889	7,085
Total invested assets	\$ 40,939	\$ 40,148
Premiums in course of collection	4,069	4,501
Corporate-owned life insurance	1,655	1,600
Deferred federal income tax asset	1,690	1,926
Other assets	1,639	1,652
Total admitted assets	\$ 49,992	\$ 49,827
Liabilities and surplus		
Liabilities		
Losses and loss expense reserves	\$ 16,890	\$ 17,821
Unearned premiums	7,792	8,488
Accrued expenses and taxes, other than federal income taxes	657	725
Agents' security compensation plan reserve	637	723
Other liabilities	3,084	3,099
Total liabilities	\$ 29,060	\$ 30,856
Surplus		
Surplus notes, net of unamortized issue discount of \$7 and \$8 as of December 31, 2024 and 2023, respectively	\$ 3,147	\$ 3,546
Unassigned surplus	17,785	15,425
Total surplus	\$ 20,932	\$ 18,971
Total liabilities and surplus	\$ 49,992	\$ 49,827

See accompanying notes to the consolidated statutory financial statements.

Certification

I, Jamie Train, VP, Controller, do hereby certify that the foregoing is a true and correct statement of the statutory balance sheet of said Corporation as of December 31, 2024 and 2023 to the best of my knowledge and belief.

Jamie Train

Jamie Train

STATE OF OHIO
COUNTY OF FRANKLIN

Sworn to (or affirmed) and subscribed before me
this 5th day of MAR, 2025, by JAMIE TRAIN

RJ Lamb Notary Public's Signature RYAN LAMB Notary Name

Personally Known OR
Type of Identification Produced _____



Ryan James Lamb
Notary Public, State of Ohio
Commission #: 2024-RE-883431
My Commission Expires 10-30-29

Acknowledgment by Corporation

STATE OF Connecticut

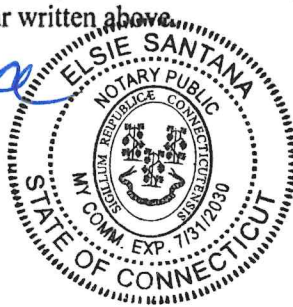
COUNTY OF New Haven

On this 31 day of March, 2026, before me personally appeared Anthony Capasso, to me known, who being by me duly sworn, did acknowledge and say that (s)he is the Vice President of Frank Capasso Services, Inc., the corporation that executed the foregoing instrument, and acknowledged to me that such corporation executed the same.

In witness whereof, I have hereunto set my hand and affixed my official seal, at my office in the above County, the day and year written above.

Elsie Santana
_____, Notary Public

State of CT
County of New Haven
My Commission Expires:



**Elsie Santana
NOTARY PUBLIC
State of Connecticut
My Commission Expires 7/31/2030**

Acknowledgment by Surety

STATE OF New York

COUNTY OF Putnam

On this 31st day of March, 2026, before me personally appeared Jeffrey P. Deldin, to me known, who being by me duly sworn, did acknowledge and say that she is the Attorney-in-Fact of Nationwide Mutual Insurance Company, the corporation that executed the foregoing instrument, and acknowledged to me that such corporation executed the same.

In witness whereof, I have hereunto set my hand and affixed my official seal, at my office in the above County, the day and year written above.

Christopher P. Greene
_____, Notary Public

State of _____ **CHRISTOPHER P. GREENE**
County of _____ **Reg #01GR6110634**
My Commission Expires: **Notary Public, State of New York**
Qualified in Putnam County
My Commission Expires 6/01/2026

CITY OF NORWALK
PURCHASING DEPARTMENT
BIDDER'S INFORMATION AND ACKNOWLEDGMENT FORM

FRANK CAPASSO & SONS, INC.
Bidder's Name

1011 MIDDLETOWN AVENUE
Street Address


NORTHFORD	CT	06472
City	State	Zip

Business Telephone: 203-234-2355

Email Address: mc@frankcapassandsons.com
--

Anthony Capasso, Vice President
Printed Name and Title of Individual Submitting Bid

The undersigned acknowledges that the terms, conditions and specifications of this bid are understood and unconditionally accepted.

	3/31/2026
Anthony Capasso Signature Vice President	Date

**CITY OF NORWALK
PURCHASING DEPARTMENT**

1.1 RESPONSE FORM

Vendor Name - FRANK CAPASSO & SONS, INC.		
Address - 1011 MIDDLETOWN AVENUE, NORWALK, CT 06472		
Phone - 203-234-2355	Fax - 803-234-0031	Email - mo@frankcapassoandsons.com
Manager - Anthony Capasso		Fed ID# 06-1383965

The undersigned hereby declares that they have carefully examined the plans, specifications and project site 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.

The undersigned further agrees, in case of variations of quantities from those shown or specified, the following unit prices will be used in adjusting the contract price. If quantities are authorized by the City, the following amount will be added to the contract as required. Unless otherwise noted, each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved.

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

1. The following prices shall apply to this project: **BELOW BID FORM**

BID FORM

REPAIRS & IMPROVEMENTS
AT THE
YANKEE DOODLE PARKING GARAGE
TRANSPORTATION, MOBILITY & PARKING
CITY OF NORWALK
NORWALK, CONNECTICUT

Frank Capasso & Sons, Inc.
BIDDER'S NAME

March 31, 2026
DATE

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

The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and the Bid Documents dated December 2025 as prepared by DESMAN and on file with the City of Norwalk, hereby propose to provide all labor, materials, tools, equipment and transportation necessary to complete the **Repairs and Improvements at the Yankee Doodle Parking Garage**, as defined in the Bid Documents for the Bid Price of:

TWO MILLION SEVEN HUNDRED SEVENTY SEVEN
THOUSAND DOLLARS

(\$ 2,777,000.00).

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

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

Submitted herewith are all the forms as listed in Section 5 of the Instructions to Bidders, in accordance with these Instructions to Bidders.

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

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

Frank Capasso & Sons Inc.

BIDDER'S NAME

REPAIRS & IMPROVEMENTS
AT THE
YANKEE DOODLE PARKING GARAGE

TRANSPORTATION, MOBILITY & PARKING
CITY OF NORWALK
NORWALK, CONNECTICUT

BID PRICE ITEMIZATION

Bid Item 1 - General Provisions:

A. General Mobilization/Demobilization:

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

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

The Contractor shall furnish, install, maintain, relocate and remove all signs, barricades, cones, warning lights, and other safety control devices and temporary signage required for the proper execution of the project. The Engineer and the Owner shall review the safety control device placement before work begins and prior to the beginning of work on any subsequent construction stages. Any deficiencies in the location or arrangement of devices shall be corrected by the contractor before starting work or as the work progresses towards completion. **Contractor shall note that while this Bid Item 1.A shall include the procurement and installation of all applicable safety & traffic control devices (i.e. barricades, etc.) as well as the coordination and installation of temporary signage, the material procurement of the temporary signage shall be included in Bid Item 8.**

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

Work shall also include the provision of an effective ventilation system to safely remove all dust and hazardous fumes generated from demolition and any surface treatment applications. Contractor shall be required to remove any and all loose/spalled overhead or vertical concrete from the structure (concrete framing elements or deck) prior to the start of any demolition activities to prevent any deteriorated

BID FORM

BF/2

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concrete from being jarred loose in an uncontrolled fashion. Contractor shall be required to coordinate all aspects of his work with management and operations staff as well as facility security personal throughout construction.

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

This work consists of items not otherwise specifically indicated or shown on the plans but which are ancillary to the specified scope of work being performed, or part of the overall Scope of Work or otherwise not noted or assigned to other Bid Items.

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

Lump Sum = \$ 56,400.00

B. Provision of Bonds, Permits, and Insurance.

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

Lump Sum = \$ 28,500

SUB-TOTAL BID ITEM 1: = \$ 84,900.00

Bid Item 2 - Concrete Repair Work:

A. Partial Depth Concrete Repair:

Work shall consist of the partial-depth repair of spalled/delaminated concrete throughout the parking garage. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, saw-cutting around repair areas, partial depth removal of all delaminated/spalled concrete, debris removal, preparation of concrete substrate, sandblasting clean all exposed reinforcing steel, placement of concrete repair material, tooling and sealing of all control/construction joints, as well as cove joints that may surround the applicable repair area, finishing and curing along with all other work required for the satisfactory performance of this work item.

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Contractor shall perform a chain-drag survey of the garage in its entirety, prior to start of work; Contractor shall provide scaled field notes depicting the locations of all anticipated repair work for review and verification by the Engineer.

Contractor shall note that the provision of and placement of new and/or supplemental reinforcing steel which is required or as otherwise directed to be performed by the Engineer shall be considered as being included within this item of work

Prior to start of demolition affecting a work area, Contractor shall locate and identify all existing, embedded post-tension tendons, by appropriate methods (ground penetrating radar, or approved method), as approved by Engineer/Owner. Upon locating the tendons, Contractor shall mark the locations for verification by the Engineer; Contractor shall note that the location work shall coincide with the anticipated demolition work and that location work shall not be necessary where demolition is not anticipated to occur. Demolition activities, as required for designated concrete repairs, shall not be started until locations of tendons have been verified by the Engineer.

If demolition activities are started before Engineer verifies the located tendons as identified by the Contractor, Contractor shall proceed at Contractor's own risk. Should post-tension tendons be damaged (or any other applicable unforeseen conditions arise) while Contractor is performing at Contractor's own risk, then Contractor shall repair all damaged tendons or perform other applicable work (inclusive of any costs associated with provision of shoring, traffic control, etc.) at no additional cost to Owner.

Contractor shall note that should the depth of the repair work prompt a full-depth approach to the repair, Contractor shall review and coordinate with the Engineer. As directed by the Engineer, Contractor shall combine the partial-depth repair with Bid Item 2.B for the balance of the depth, resulting in a full-depth repair.

1. Chain-drag of floor surfaces throughout garage,

Lump Sum = \$ 5,000.00

2. Locating and Identifying all Embedded Post-Tension Tendons, prior to start of demolition activities:

35,000 SF @ .25 /SF = \$ 8,750.00

3. Performance of Partial-Depth Concrete Repairs:

35,000 SF @ 21.50 /SF = \$ 752,500.00

- B. Miscellaneous Overhead and Vertical Concrete Repair:

Work shall include repair of miscellaneous vertical and overhead concrete areas throughout the garage. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, removal of all delaminated/spalled concrete by approved methods, debris removal, preparation of concrete substrate, sandblasting clean all exposed reinforcing steel, placement of polymer-modified concrete repair mortar, finishing and curing, along

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with all other work required for the satisfactory performance of this work item, including, but not limited to, application of architectural coatings to match existing surface treatment and colors; Contractor shall note that the existing coating system on the soffit of the first supported slab (i.e. the ceiling of the ground level) consists of Loxon XP Waterproofing Masonry Coating, as manufactured by Sherwin Williams.

5,000 SF @ 68.00 /SF = \$ 340,000.00

C. Miscellaneous Concrete Curb Repair:

Work shall include the repair of selected concrete curb locations throughout the garage. Work to consist of marking out repair areas for review by the Engineer prior to demolition, concrete removal by approved method, surface preparation, debris removal, placement of approved polymer modified concrete repair mortar, finishing and curing, tooling and sealing of all applicable control/construction/cove joints, along with all other work required for the satisfactory performance of this work item.

Contractor shall note that all sealant work shall consist of the installation of non-sag polyurethane sealant (use of self-leveling polyurethane sealant shall be prohibited) and shall be incidental to the concrete repairs.

Contractor shall note that Work shall also include the installation of new handicap ramps at designated locations, including the placement and installation of applicable tactile warning devices. Contractor shall verify the extent of work with the Engineer prior to start of work.

1. Curb Repair:

1,200 SF @ 50.00 /SF = \$ 60,000.00

2. Installation of New Detectable Warning Surface.

7 EA @ 485.00 /EA = \$ 3,395.00

D. Post Tensioning Tendon Repair:

This work is indeterminate at this time, and shall only be performed as directed by the Engineer as conditions warrant. In the performance of partial depth concrete repairs it is possible that repairs to post tensioning tendons and/or their anchorages may be identified which will need to be addressed, as directed by the Engineer.

Depending on the conditions identified during the implementation of the partial depth concrete deck repairs, Work shall include the provision and installation of required materials for review and approval by the Owner/Engineer. Work shall be performed as a draw on the associated unit pricing:

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1. Installation of Twisted Ring Anchors (Dog Bones):

30 EA @ 2,030.00/EA = \$ 60,900.00

2. Installation of Splices and Couplers:

60 EA @ 1,000.00/EA = \$ 60,000.00

3. Installation/Replacement of End Anchors:

30 EA @ 1,815.00/EA = \$ 54,450.00

4. Installation of Tendon/Cable:

2,000 LF @ 13.65/LF = \$ 27,300.00

5. Mobilization/Demobilization of P.T. Repair Vendor (assumed sub-contractor)

4 EA @ 5,075.00/EA = \$ 20,300.00

E. Miscellaneous Concrete Repair throughout the Stairs:

Work shall include the miscellaneous tread/landing repair, typically related to the Stair/Elevator Towers and Lobbies. Work shall consist of marking out all deteriorated concrete which needs to be repaired for review by Engineer, removal of failed material and the preparation of concrete/metal substrate per manufacturer's application procedures as approved by the Engineer, followed by the installation of a polymer-modified concrete repair mortar as specified by the manufacturer as approved by the Engineer finishing and curing, tooling and sealing of all applicable control/construction/cove joints, along with all other work required for the satisfactory performance of this work item. including, but not limited to, application of architectural coatings to match existing surface treatment and colors.

500 SF @ 50.00/SF = \$ 25,000.00

F. Miscellaneous Bituminous Concrete (Asphalt) Repair and Surface Treatment:

This work shall include the furnishing of all labor, materials, equipment, supervision and incidentals necessary to repair/replace the bituminous concrete (asphalt) pavement as required, following the performance of other related work. Work shall include marking out all areas of repair for review by Engineer prior to commencement of demolition activities, saw-cutting around the areas, removal of all designated asphalt, debris removal, preparation of substrate and provision of compacted fill as required, placement of asphalt pavement material, provision of bituminous sealer and tack coat, along with all other work required for the satisfactory performance of this work item. The Contractor shall provide a 5-year warranty for all quality workmanship and materials.

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Following completion of "spot" repair, work shall include the furnishing of all labor, materials, equipment, supervision and incidentals necessary to treat all remaining cracking, throughout the ground level of the garage, followed by the application of asphalt sealer throughout the ground level in its entirety, all in accordance with applicable municipal specifications as approved by Owner/Engineer, along with all other work required for the satisfactory performance of this work item.

1. "Spot" Repair of Bituminous Asphalt,

500 SF @ 25.00 /SF = \$ 12,500.00

2. Treatment of Cracks and Application of Sealer to Grund Level in its entirety.

Lump Sum = \$ 28,600.00

SUB-TOTAL BID ITEM 2:	=	\$ <u>1,458,815.00</u>
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Bid Item 3 – Exterior Masonry Repair Work:

Work shall consist of miscellaneous masonry repairs throughout the exterior of the garage. Work shall include the Contractor coordinating with applicable parties to access and properly identify the scope of the work required, following a visual survey of the exterior of the garage to identify all potential work, typically consisting of re-pointing of existing mortar joints that are deteriorated or damaged, and replacement of deteriorated bricks with new bricks, all associated with the exterior of the garage, followed by the Contractor providing a written proposal for the required repairs for review and approval; Contractor shall note that a graphic of the elevations shall be provided along with the proposal, depicting the locations of the proposed work for review and approval.

New bricks and mortar shall match existing brick and mortar in composition, texture and color; prior to start of work, Contractor shall provide samples of the brick and mortar for review by the Owner/Engineer, and work shall not start until acceptable samples are provided. Contractor shall be responsible for providing all necessary equipment to access the upper reaches both for the survey and the repair work, as well as any necessary temporary removal of surface mounted items and reinstallation of such items.

Upon approval of Contractor's proposal by the owner; payment for this item of work shall be made on a time and material basis at cost plus 15% verified by appropriate backup documentation, or alternately by acceptable lump sum as approved by the Owner. If the work is performed by a subcontractor, the General Contractor will be allowed to add an additional 5% to the time and material costs of the subcontractor.

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1. Survey of the Exterior of the Garage; Provision of Report with Cost Proposal & Samples,

Lump Sum = \$ 5,000.00

2. Allowance for Repairs to the Exterior

Allowance = \$30,000.00

SUB-TOTAL BID ITEM 3: = \$ 35,000.00

Bid Item 4 - Waterproofing Work:

- A. Application of Corrosion Inhibitor

This work shall consist of the provision of all labor, material and equipment required for the surface preparation and installation of an approved topically applied corrosion inhibitor over designated areas of exposed supported concrete deck. Installation shall be performed by a manufacturer-certified installation contractor and shall be installed in strict accordance with manufacturer's installation instructions as approved by the Engineer.

Contractor shall be required to protect all adjoining surfaces and any vehicles which may be parked in close proximity to the areas where surface preparation work is being performed or corrosion inhibitor is being applied.

105,000 SF @ \$.68 /SF = \$ 71,400.00

- B. Waterproofing Membrane Repair/Recoat/Installation:

Work shall consist of the provision of all labor, material and equipment required for the repair/recoat and/or otherwise installation of a new waterproofing membrane system, throughout the parking garage, in accordance with the drawings and specifications.

Prior to start of Work, Contractor shall review all pre-existing waterproofing membrane with Engineer to determine the extent which may require repair. Contractor shall be responsible for verifying with membrane manufacturer the acceptability of any existing materials to remain and the new compatibility of materials and shall submit manufacturer's recommended preparation and application procedures to the Engineer for review and approval prior to the implementation of the repair. If the existing materials are not acceptable to remain, Work shall include the removal of any existing materials as required prior to installation of new materials. ***Contractor shall note that regardless of whether or not existing materials may be acceptable to remain, the final warranty provided upon close-out shall include proper bond and adhesion to the concrete substrate and not solely to the existing materials remaining.***

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

Contractor shall note that application of the new traffic bearing membrane shall be based upon the horizontal projection of the work; all vertical surfaces shall be incidental to the work, and therefore, included in the Contract Price. Membrane shall turn up vertical surfaces (i.e. perimeter walls, columns, curbs, etc.) a minimum of 6"; Contractor shall coordinate all terminations in the field with the Engineer.

Contractor shall note that Work shall also consist of replacing all control/construction joint sealants as well as replacing all cove joint, all as required by the manufacturer or otherwise directed by the Engineer, as it becomes exposed during the work, for the subsequent installation of the new membrane; Contractor shall note, however, that where cove joints are found lacking (upon exposure), work shall include installation of new cove joint regardless. Joints shall be tooled and/or routed as necessary to provide the profile required for installation of an approved two-component polyurethane sealant material in strict accordance with manufacturer's recommendations as approved by the Engineer.

Contractor shall note that all sealant work shall consist of the installation of non-sag polyurethane sealant (use of self-leveling polyurethane sealant shall be prohibited) and shall be incidental to the installation of the membrane system.

Contractor shall note that, in addition to all warranty requirements noted in the applicable specification sections, Contractor shall also arrange for and/or provide for all snow removal services during the winter seasons for the duration of the warranty period; should any damage occur to the membrane system as a result of the snow removal services, the Contractor shall repair the membrane system at no cost to Owner.

105,000 SF @ 6.45 /SF = \$ 677,250.00

C. Installation and Replacement of Expansion Joints

Work shall consist of the installation of new watertight expansion joint seals at existing locations and new locations, typically associated with the stairs, as shown on the Drawings and in accordance with the specifications. Work shall include the removal of existing expansion joint seals, concrete demolition/removal as required by approved methods, provision of new concrete breakout as depicted on the drawings, supplemental epoxy-coated reinforcing steel, tooling and sealing of all control/construction joints, as well as cove joints that may surround the applicable repair area, finishing and curing, installation of new expansion joint seals, as shown on drawings and in accordance with manufacturer's recommendations as approved by the Engineer, along with all other work required for the satisfactory performance of this work item. All transitions of expansion joint seal between vertical and horizontal shall be mitered in accordance with manufacturer's instructions and installation details as well as any bends, turns or vertical surface interfaces as approved by the Engineer.

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The joint elements shall be a continuous, factory extruded unit for the entire straight run length of the joint, continuing through curbing as required. The seal element shall not be mitered/jointed. Changes in direction or elevation shall be accomplished by factory splicing and factory molded elbows, tees, crosses and the like, and shall not be performed in the field, unless approved by the Engineer. The seal shall be turned up a minimum of 6 inches (vertically) unless otherwise shown on plans.

Contractor shall note that work shall include all miscellaneous repair to existing portions of the blockouts, as may be required, to accommodate and receive the new glands.

1. Replacement/Installation of New Epoxy-Adhered, Air-Pressurized Neoprene Joint Seal in designated Horizontal Openings

Lump Sum = \$ 17,750.00

2. Installation of New Pre-compressed Impregnated Foam Expansion Joint Seal in designated Vertical Openings,

Lump Sum = \$ 9,500.00

D. Sealant Installation/Replacement throughout the Façade,

Work shall consist of the installation of new sealant throughout the façade. Work shall include the removal of existing materials as required, cleaning and prepping all substrates, installation of backer rod as required, installation of new non-sag, two-component polyurethane caulking material inclusive of, but not limited to, all vertical and horizontal joints related to the columns and stair/elevator towers, as well as other elements as may be required, such as the railings, fencing connections, stair tower curtainwall systems, along with all other work required for the satisfactory performance of this work item.

Contractor shall be responsible for reviewing existing conditions prior to start of work, and confirming the extent of work. Contractor shall note that details shown in the Contract Drawings are schematic-in-nature, and do not depict full field conditions and installation requirements, and therefore, additional sealant work, resulting from the Contractor's lack of reviewing and confirming the existing conditions prior to start of work, shall be performed at no additional cost to Owner. Contractor shall note that color of caulking shall match that of surrounding elements, as directed by the Owner/Engineer.

Lump Sum = \$ 22,000.00

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E. Wet-Sealing of Curtainwall/Storefront Windows

Work shall consist of the removal of all caulking from the windows throughout the stair/elevator storefronts (both interior and exterior surfaces of the storefront systems), and the installation of new caulking. Work shall include the removal of all existing caulking, cleaning of all debris and foreign materials, installation of a new non-sag, two-component, polyurethane caulking material along the perimeter of the windows, along with all other work required for the satisfactory performance of this work item. Contractor shall note that color of caulking shall match that of existing adjacent framing.

Lump Sum = \$ 22,000.00

F. Replacement of Roof Systems, Stair/Elevator Towers

Work shall consist of the provision of all materials, labor and equipment required to install new roofing systems on the tops of the Stair and Stair/Elevator Towers, in their entirety. Work shall include review of existing conditions prior to start of work, removal of all existing materials including, but not limited to, grout and sealant, flashing materials, ballast materials, wood blocking and drainage components, as well as noted abandoned mechanical equipment, followed by the subsequent installation of all new materials and components for a complete roofing system, all in accordance with the manufacturer's recommendations and approved by the Engineer, along with all other work required for the satisfactory performance of the work.

Lump Sum = \$ 103,950.00

SUB-TOTAL BID ITEM 4:	=	\$ <u>923,850.00</u>
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Bid Item 5 - Finishes:

A. Striping/Application of Traffic Markings.

Work shall consist of re-striping all parking stalls, directional arrows, crosswalks, curbs, centerlines and other traffic markings located throughout the garage (both upper and lower levels), as well as applying designated new markings as directed by the Owner/Engineer. Contractor shall remove all existing markings (by method approved by the Engineer) that are in conflict with the new markings and as otherwise required by the manufacturer. Application of striping shall be performed to match existing conditions or as otherwise directed by the Engineer; Contractor shall note that handicap parking stalls are to be updated accordingly. Owner/Engineer shall be required to review striping layout prior to this work being performed.

Lump Sum = \$ 18,745.00

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B. Painting of Soffit of Parking Deck (ceiling of Ground Level).

Work shall consist of the painting of the soffit of the first supported parking deck (ceiling of the Ground level), following the completion of all other work. Work shall include surface preparation as required, followed by the painting of designated surfaces all as scheduled per the drawings and specifications. Coatings shall be compatible with the substrate encountered. Each coat application shall be contrasting color with final coat color as scheduled or as directed by the Owner/Engineer to be submitted for verification prior to application.

Contractor shall note that this Item of work pertains to the balance of the work not included in Item 2.B; Contractor shall note that the existing coating system on the soffit of the slab (i.e. the ceiling) consists of Loxon XP Waterproofing Masonry Coating, as manufactured by Sherwin Williams.

Lump Sum = \$ 82,950.00

SUB-TOTAL BID ITEM 5: = \$ <u>101,695.00</u>

Bid Item 6 - Plumbing Work & Drainage Improvements:

A. Flushing of the Entire Deck Drainage System

Work shall consist of the cleaning and flushing out (hydro-jet cleaning) of the facility's entire deck drainage system. This work shall be inclusive of any and all joint breaking and reconnection as required to properly clean the entire system and to assure unencumbered storm water flow. Cleaning of the facility's drainage system, inclusive of the drywells, shall be performed prior to the commencement of any concrete demolition work and at the completion of any and all concrete repair work. Work shall include the removal and proper disposal of all foreign materials and debris from within this facility's drywells.

Payment for the flushing shall be payable as a percentage of the work completed as stipulated here (50% upon completion of initial drainage system cleaning, 50% upon completion of final drainage system cleaning).

Lump Sum = \$ 12,600.00

B. Installation/Replacement of Floor/Supplemental Drains and Piping:

Work shall consist of the provision of all materials, labor and equipment required to locate and install supplemental floor drains and/or replace existing floor drains with new drains, as depicted on the Drawings and/or as directed by the Engineer. This work will include identifying areas requiring drains for verification by Engineer (typically those associated with existing drains and/or areas of ponding water), modification of concrete deck around drains and placement of new concrete repair mortar, tooling and sealing of all control/construction joints, as well as cove joints that may surround the applicable repair area, finishing and curing along with all other work required for the satisfactory performance of this work item.

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Work shall also consist of providing new drain piping to replace all existing piping as well as supplemental piping as required, along with all associated pipe fittings and supports, to connect new drains with the drainage system, all as shown on the drawings and directed by the Engineer. Contractor shall be responsible for verifying required height clearances to facilitate installation of new piping, and shall note that contrary to existing piping, all new piping shall be PVC; Contractor shall further note that installation of new PVC piping shall include rotating/positioning the piping to minimize visibility of the text and markings, followed by cleaning of the piping, all as reviewed and accepted by Owner/Engineer.

Contractor shall note that replacement of the floor drains on the first level (SOG) shall include limited excavation to expose and replace up to 5 feet of buried piping, followed by replacement of the exposed piping (with proper connection to existing to remain), placement of compacted fill as required, followed by placement of concrete and finishing as appropriate.

1. Installation of New/Supplemental Drains.

15 EA @ \$ 2,500.00 /EA = \$ 37,500.00

2. Installation of New/Supplemental Piping.

1,250 LF @ \$ 68.00 /LF = \$ 85,000.00

C. Allowance for Repair of Drainage System.

Work shall also include an Allowance for additional miscellaneous repairs that are identified during the Work. Contractor shall provide an itemized proposal with a cost break-down, inclusive of labor and materials, for the miscellaneous repairs. Following review of the Contractor's proposal, Owner/Engineer shall authorize the repair and/or replacement of designated items. Contractor shall not proceed with the additional miscellaneous repairs until written authorization is received.

Allowance = \$5,000.00

SUB-TOTAL BID ITEM 6: = \$ 140,100.00

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Bid Item 7 – Repair of Flagpole and Provision of New Rope:

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

Lump Sum = \$ 7,760.00

Bid Item 8 - Provision of Temporary Traffic Control Signage and Related Graphics:

Work shall consist of the provision of any and all temporary signage and traffic control devices for use during construction, as well as related miscellaneous and/or unique graphics to be placed at the site, as may be directed by the Owner. Work shall include coordination with applicable parties to organize temporary work areas both inside and outside of the facility, followed by the proposing of associated temporary signage.

All temporary signage shall be of a professional nature, as approved by Owner prior to procurement and prior to its installation, and shall consist of specified materials, along with all other work required for the satisfactory performance of this work item. All temporary signage required for the successful execution of the repair work shall become the property of the Owner unless otherwise approved.

Contractor shall note that while this Allowance shall solely pertain to the procurement of the applicable material cost of the temporary signage (based upon provision of an itemized proposal with a cost breakdown for review by Owner/Engineer), all required coordination with applicable parties and labor to organize the temporary work areas both inside and outside of the facility, followed by the proposing and installation of associated temporary signage, along with the procurement and provision of temporary traffic control devices, barricades, etc. shall be included in Bid Item 1.A, General Mobilization/Demobilization.

Allowance = \$5,000.00

Bid Item 9 - Miscellaneous Contingency Allowance:

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

Allowance = \$20,000.00

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SUB-TOTAL BID ITEM 1:	=	\$ <u>84,900.00</u>
SUB-TOTAL BID ITEM 2:	=	\$ <u>1,458,695.00</u>
SUB-TOTAL BID ITEM 3:	=	\$ <u>35,000.00</u>
SUB-TOTAL BID ITEM 4:	=	\$ <u>923,850.00</u>
SUB-TOTAL BID ITEM 5:	=	\$ <u>101,695.00</u>
SUB-TOTAL BID ITEM 6:	=	\$ <u>140,100.00</u>
SUB-TOTAL BID ITEM 7:	=	\$ <u>7,760.00</u>
SUB-TOTAL BID ITEM 8:	=	\$ <u>\$5,000.00</u>
SUB-TOTAL BID ITEM 9:	=	\$ <u>\$20,000.00</u>
TOTAL BID ITEMS 1 THROUGH 9 (THE "BID PRICE")	=	\$ <u>2,777,000.00</u>

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BID GUARANTEE

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

Frank Capasso & Sons, Inc.
Contractor

[Signature]
Signature

Anthony Capasso
Name

Vice President
Title

1011 Middletown Avenue
Address

203-234-2355, 203-234-0031, mc@frankcapassoandsons.com
Telephone/Fax/E-mail Address

[Signature]
Witness

State of Connecticut, County of New Haven

On this 31 day of March, 2026 before me personally

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

that he is Vice President,

of Frank Capasso & Sons, Inc.,

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

that such instrument is duly submitted on behalf of

Frank Capasso & Sons, Inc.



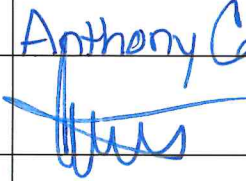
Elsie Santana
Notary Public

Elsie Santana
NOTARY PUBLIC
State of Connecticut
My Commission Expires 7/31/2030

**CITY OF NORWALK
PURCHASING DEPARTMENT**

Bid Security in the form of a (check one) is attached.	X	Bond		Certified Check
Cost for performance bond <u>included in lump sum</u>	\$ 9.40	per thousand dollars		

Submitted by:

Print Name of Authorized Agent of Company	Anthony Capasso
Signature of Authorized Agent of Company	
Date	March 31, 2026

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	3/3/26	Addendum #		Dated	
Addendum #	2	Dated	3/10/26	Addendum #		Dated	
Addendum #	3	Dated	3/18/26	Addendum #		Dated	

CITY OF NORWALK PURCHASING DEPARTMENT

1.2 STATEMENT OF BIDDERS 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:	33 Years	
2.	Number of personnel employed:	Part Time	Full Time
			70

3. List projects of this type/size your firm has completed within the last three (3) years:

Project	Date	Contact Person	Phone No.
Please See Attached			

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 the portion or section of work a subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK
Ruotolo MECHANICAL	29 Printers Lane New Haven, CT	Ron Ruotolo	203-772-1563	Plumbing
ParkSCO	3315 Centennial Rd. Sylvania, OH	Alex Parks	419-476-5970	POST TENSION
Greenwood	30 Leonard Dr. North Haven, CT	Michael Beaulieu	203-234-2041	ROOFING

CITY OF NORWALK PURCHASING DEPARTMENT

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)		general partnership
		limited partnership
		limited liability corporation
		limited liability partnership,
		corporation doing business under a trade name
		individual doing business under a trade name
	<input checked="" type="checkbox"/>	other (specify) <i>Corporation Operating under it legal name</i>

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	<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
		<input checked="" type="checkbox"/>	
	<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

7. Provide CT eLICENSE https://www.elicense.ct.gov and Business Registration https://business.ct.gov/?language=en_US	<i>MCO.902179</i> <i>7825045-000</i>
---	---

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 if different from what has been indicated on the response form:				
Business Name	<i>NA</i>			
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. The awarded contractor may be required to submit one copy of the following information relative to its company's financial statements prior to contract signing. This information must represent the current circumstance which surrounds the financial position of the bidding organization. Note: This information will be kept confidential if provided in a separate envelop from your bid pricing.

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 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: World Insurance Associates, LLC	Tel: 860-372-4106 ext: 335
Agency Address: 29 S Main Street, #308, West Hartford, CT 06107	Email: chrisgreene@worldinsurance.com



COMPLETED CONCRETE/WATERPROOFING PROJECTS

<i>PROJECT/OWNER</i>	<i>REFERENCE</i>	<i>CONTRACT</i>	<i>COMPLETION DATE</i>	<i>SCOPE OF WORK</i>
TEMPLE MEDICAL GARAGE REPAIRS	Desman Assoc. Kenneth Sugarman (860) 563-1117	\$2,573,887.00	November 2024	Decorative Overlay Waterproofing Expansion Joints Bumper Guards Drainage Repairs Concrete Repairs Masonry Repairs Epoxy Overlay
CROWN STREET GARAGE & TEMPLE STREET GARAGE REPAIRS	Desman Assoc. Kenneth Sugarman (860) 563-1117	\$5,374,421.00	November 2024	Exp. Joints Concrete Repairs Sealant Replacement Waterproofing Drainage Repairs Storefront Install Line Striping

An Affirmative Action/Equal Opportunity Employer

1011 Middletown Avenue · Northford, CT 06472
 Phone (203) 234-2355 · Fax (203) 234-0031



Restoration Contractors

COMPLETED CONCRETE/WATERPROOFING PROJECTS

PROJECT/OWNER	REFERENCE	CONTRACT	COMPLETION DATE	SCOPE OF WORK
MOHEGAN SUN INDIAN SUMMER GARAGE	Glen Almeida Mohegan Sun 860-961-9240	\$213,980.00	August 2024	Sealant Replacement, Full Concrete Repair, Partial Depth Repair, Expansion Joint Replacement, Waterproofing
CONNECTICUT SCIENCE CENTER GARAGE	Robert P. Houlihan CRDA rhoulihan@crdact.net	\$256,340.00	March 2024	Vertical Concrete Repairs, Epoxy Injection, Fireproofing Shoring, Steel Framing Install
CONNECTICUT FINANCIAL CENTER GARAGE REPAIRS	Chase Enterprise Rob Cirinna	\$307,351.00	November 2023	Full Depth Concrete Exp. Joint Repl. Sealant Replacement Curb Repair
ANSONIA POLICE DEPT PARKING GARAGE	Tener Construction Hastings on Hudson, NY Paul Sekas (203) 530-7665	\$1,212,857.00	December 2023	Full Depth Concrete Partial Depth Repair Sealant Replacement Epoxy Overlay

An Affirmative Action/Equal Opportunity Employer

1011 Middletown Avenue · Northford, CT 06472
Phone (203) 234-2355 · Fax (203) 234-0031



Restoration Contractors

COMPLETED CONCRETE/WATERPROOFING PROJECTS

PROJECT/OWNER	REFERENCE	CONTRACT	COMPLETION DATE	SCOPE OF WORK
360 STATE ST GARAGE REPAIRS	Beachwold Nicolas Kapp New Haven, CT (201) 602-1347	\$500,565.00	July 2023	Concrete Repairs Caulking, Waterproofing
UNION STATION GARAGE- NEW HAVEN	Desman Associates Rocky Hill, CT Kenneth Sugarman (860) 563-1117	\$104,525.00	February 2022	Trench Drain Replacement Concrete Repairs & Sealants Repairs
STAMFORD COURTHOUSE GARAGE	Desman Associates Rocky Hill, CT Kenneth Sugarman (860) 563-1117	\$519,222.00	February 2022	Expansion Joints, Concrete Repairs & Sealants Repairs, Drainage Repairs
270 STATE STREET GARAGE- NEW HAVEN	Desman Associates Rocky Hill, CT Kenneth Sugarman (860) 563-1117	\$700,136.00	November 2021	Drainage System Replacement Concrete Repairs & Sealants Repairs, Traffic Coating, Roof Replacement

An Affirmative Action/Equal Opportunity Employer

1011 Middletown Avenue · Northford, CT 06472
Phone (203) 234-2355 · Fax (203) 234-0031

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. <i>See Specific Instructions on page 3.</i>	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Frank Capasso & Sons, Inc.		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions. 1011 Middletown Avenue	Requester's name and address (optional)	
	6	City, state, and ZIP code Northford, CT 06472		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
0 6 - 1 3 8 3 9 6 5	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 3/31/2026
------------------	--------------------------	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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

Frank Capasso & Sons, Inc.
Michael O'Neill
203-234-2355 mo@frankcapassoandsons.com

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

General Contractor - Perform restoration services to the Yankee Doodle Parking Garage

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



Park Norwalk — City of Norwalk Parking Authority

Website Rebuild Proposal

Miranda Creative | March, 2026

Overview

This proposal outlines our recommended approach to rebuilding the Park Norwalk website (parknorwalk.org) — the digital face of Norwalk's parking authority. The goal is to deliver a faster, better-organized, and more discoverable website that serves both residents and visitors while supporting the authority's operational and communications objectives.

We have an existing foundation to build from: the current site has approximately 35 pages, a new look and feel has already been approved by the client, and our team has a running start on design assets. This allows us to focus our time and budget where it matters most — smart site architecture, strong content, and technical execution.

Hosting is managed separately and is not included in this scope.



Phase 1 — Site Planning

4 Hours | \$600

Before a single page is built, we invest time in making smart architectural decisions. This phase covers a thorough review of the existing site, stakeholder alignment on goals, and the creation of a clear site map and content plan that will guide the entire build.

Key activities include auditing the current ~35 pages to determine what to keep, consolidate, retire, or expand; establishing URL and navigation structure for new sections (facility pages, event landing pages, and location-based parking guides); and defining the content hierarchy that will support both usability and SEO. This planning phase is the blueprint for everything that follows — small investment, outsized impact.

Phase 2 — Content Refresh & Strategy, SEO

20 Hours | \$3,000

Content is the backbone of a high-performing website, and for a parking authority, the right content directly reduces inbound calls, increases digital engagement, and improves search visibility. This phase is one of our largest time investments for good reason.

Our work here spans several dimensions:

SEO Foundation: We will conduct keyword research specific to Norwalk parking — covering transactional terms (e.g., "parking near SoNo Collection," "parking for Oyster Festival Norwalk"), local queries, and navigational searches. On-page SEO will be baked into every page from the start, not added as an afterthought.

Expanded Site Structure: The new site will introduce dedicated pages for each parking facility, moving away from a one-size-fits-all approach. Each facility page will include location details, hours, rates, maps, and relevant links — giving users and search engines a clear, structured destination.

Event & Attraction Landing Pages: A new content tier will be developed targeting high-traffic Norwalk events and destinations — things like parking for the SoNo Arts Festival, Holiday



Strolls, Oyster Festival, SoNo Collection shopping, Wall Street theater district, and more. These pages serve both as SEO assets and practical guides for visitors.

Content Refresh: Existing content across the ~35 current pages will be reviewed and rewritten where needed for clarity, tone, and search relevance. Outdated information will be updated; redundant pages will be consolidated.

Blog & News Infrastructure Strategy: The rebuilt site will include a structured blog and news section designed to serve double duty — supporting the authority's PR and communications activities while also feeding the site's long-term SEO performance. We will define content categories, tagging taxonomy, and an editorial framework that makes it easy for the Park Norwalk team to publish announcements, community updates, facility news, event parking advisories, and press releases. This positions the authority's website as the authoritative source of record for Norwalk parking news, reducing dependence on third-party channels for communications and giving journalists, residents, and partners a reliable place to find current information.

Phase 3 — Site Design & Graphics

16 Hours | \$2,400

Because the client has already approved a new look and feel and we have existing design momentum, this phase focuses on execution and refinement rather than starting from scratch — which is reflected in the lean hour allocation.

Work in this phase includes adapting approved design concepts into full page templates, creating any remaining graphic assets (icons, facility imagery treatments, banner graphics, CTA elements), and ensuring visual consistency across all new page types including facility pages, landing pages, and the homepage. Responsive design standards will be applied throughout to ensure an excellent experience on mobile — critical for a parking audience that is often searching while on the go.

Phase 4 — Code & Page Framework Development

65 Hours | \$9,750



This is the largest investment in the project and appropriately so — it is where the approved design and content strategy become a living, functional website. Built on WordPress, this phase encompasses the full technical build.

Key development deliverables include:

- **WordPress theme development** aligned to the approved design system
- **Custom page templates** for standard content pages, facility detail pages, and event/attraction landing pages
- **Plugin integration and configuration** including the forms platform, custom post type framework for facilities and locations, cookie management, and Google Translate
- **Map integration** for facility finder functionality, enabling users to visually locate and select parking options
- **Blog and news post templates** with support for categories, tags, featured images, and author/date metadata — built to accommodate both brief operational announcements and longer-form community communications
- **Navigation and site architecture implementation** reflecting the approved site map
- **Page speed and performance optimization** including image handling, caching configuration, and Core Web Vitals considerations
- **Accessibility fundamentals** to support ADA compliance best practices

Phase 5 — Content & Page Build Out

24 Hours | \$3,600

With templates built and content prepared, this phase is about populating the site. Our team will build out all pages — migrating and reformatting content from the current site where applicable, publishing new facility pages, and constructing the initial set of event and attraction landing pages.

This phase also includes internal linking strategy implementation (connecting related pages to support both user navigation and SEO), image sourcing and placement, and final copy review to ensure everything reads consistently across the site.



Phase 6 — Quality Assurance

4 Hours | \$600

Before anything goes live, we conduct a structured QA pass across the full site. This covers cross-browser and cross-device testing, form submission and confirmation testing, link integrity checks, map functionality verification, review of all SEO metadata, and a final content proofread. Any issues identified are resolved before launch.

Phase 7 — Launch & Technical Administration

4 Hours | \$600

The final phase covers the activities required to take the site from staging to live. This includes DNS and domain configuration review, SSL verification, submission of the updated sitemap to Google Search Console, installation and configuration of analytics tracking, and post-launch monitoring for any technical issues. We ensure a clean handoff so the site enters production ready to perform.

What's Not Included

- **Hosting** — managed separately under existing arrangement
 - **Ongoing content updates** post-launch (available under retainer)
 - **Paid media or advertising campaigns**
 - **Photography or original video production**
 - **Ongoing blog content writing and PR drafting** post-launch (available as an add-on under retainer)
 - **E-commerce or payment processing functionality**
-
-



Project Budget Summary

Line Item	Hours	Cost
Site Planning	4	\$600
Content Refresh & Strategy, SEO	20	\$3,000
Site Design & Graphics	16	\$2,400
Code & Page Framework Development	65	\$9,750
Content & Page Build Out	24	\$3,600
QA	4	\$600
Launch & Tech Admin Activities	4	\$600
Subtotal	137	\$20,550
Less: Banked Retainer Hours	(20)	(\$3,000)
Supporting Technology	—	\$912
Project Total	117	\$18,462

Blended Hourly Rate: \$150/hr **Retainer Bank Applied:** 20 hours (\$3,000 credit applied from existing retainer)

Supporting Technology

Annual software licenses and plugin subscriptions required to support the new site's functionality are budgeted separately at **\$912/year**.



Item	Qty	Annual Cost
Annual Plugins (CMP, Forms, CPT, Google Translate)	4	\$150
Map Solution	1	\$312
Total		\$912

These tools are essential to delivering a compliant, functional, and multilingual experience for Norwalk residents and visitors. The cookie management platform (CMP) ensures privacy compliance, the forms plugin powers contact and feedback functionality, the custom post type (CPT) plugin enables structured facility and location content, and Google Translate broadens accessibility for non-English speakers. The map solution powers facility finder and parking location features across the site.

A Note on Retainer Credit

Park Norwalk has 20 banked retainer hours valued at \$3,000. These hours are applied directly to this project, reducing the net investment from \$20,550 to **\$18,462** (inclusive of supporting technology costs). This is a meaningful offset and reflects the ongoing partnership we've built with the Park Norwalk team.
