

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

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AGENDA

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: October 27, 2020

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

1. Technical Correction of the Common Council Action of October 13, 2020, Item VII.A.7 to add accounts designated for State Project 102-360 Traffic Signal Upgrade and Installation of Dynamic Message Signs.

Account No. 09 21 4120 5777 C0232

2. Technical Correction of the Common Council Action of March 12, 2019, Item VII.C.4 to add accounts designated for Project PM2019-1 Pavement Management Program.

Account No. 09 20 4021 5777 C0503
09 21 4021 5777 C0503

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. Approve to dedicate a portion of the first floor corridor between the Veterans Hall of Honor and the Community Room in memory of Ms. Anita Behnken as a long-serving member of the Norwalk Symphony, her dedication to music and to the City of Norwalk's music community.
- 2a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Silvermine Elementary School, Asbestos Abatement Project.
- 2b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silvermine Elementary School, Asbestos Abatement project.
- 2c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Silvermine Elementary School, Asbestos Abatement project.
- 3a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Nathan Hale Middle School Underground Storage Tank Removal Project.

- 3b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Nathan Hale Middle School Underground Storage Tank Removal Project.
- 3c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Nathan Hale Middle School Underground Oil Tank Removal Project.
- 4a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Kendall Elementary School Underground Storage Tank Removal Project.
- 4b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Kendall Elementary School Underground Storage Tank Removal Project.
- 4c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Kendall Elementary School Underground Oil Tank Removal Project.”
- 5a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Roton Middle School Underground Storage Tank Replacement Project.
- 5b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Roton Middle School Underground Storage Tank Replacement Project.
- 5c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Roton Middle School Underground Storage Tank Replacement Project.
- 6a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Fox Run Elementary School Underground Storage Tank Replacement Project.
- 6b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Fox Run Elementary School Underground Storage Tank Replacement Project.
- 6c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Fox Run Elementary School Underground Storage Tank Replacement Project.
- 7a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Naramake Elementary School Underground Storage Tank Replacement Project.
- 7b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Naramake Elementary School Underground Storage Tank Replacement Project.

- 7c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Naramake Elementary School Underground Storage Tank Replacement Project.
- 8a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Rowayton Elementary School Underground Storage Tank Replacement Project.
- 8b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Rowayton Elementary School Underground Storage Tank Replacement Project.
- 8c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Rowayton Elementary School Underground Storage Tank Replacement Project.
- 9a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Silvermine Elementary School Underground Storage Tank Replacement Project.
- 9b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silvermine Elementary School Underground Storage Tank Replacement Project.
- 9c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Silvermine Elementary School Underground Storage Tank Replacement Project.
- 10a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Tracy Elementary School Underground Storage Tank Replacement Project.
- 10b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Tracy Elementary School Underground Storage Tank Replacement Project.
- 10c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Tracy Elementary School Underground Storage Tank Replacement Project.
- 11a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Wolfpit Elementary School Underground Storage Tank Replacement Project.
- 11b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Wolfpit Elementary School Underground Storage Tank Replacement Project.
- 11c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Wolfpit Elementary School Underground Storage Tank Replacement Project.

- 12a. RESOLVED, that the Land Use and Building Management Committee of the Norwalk Common Council is hereby established as the Building Committee with regard to the New Norwalk High School, new school construction project.
- 12b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Norwalk High School, new school construction project.
- 12c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Norwalk High School project, new school construction project.
13. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Cranbury Elementary School – New Construction Project. Terms of the agreement shall include the following:
- a. Pre-Construction Phase Services (including reimbursable allowance) \$76,000.00
 - b. CM Fees (percentage of total trade bids) 1.12%
 - c. CM Contingency (% of total trade bids) 1.50%
- Following the bidding process, final contract (GMP) will be submitted to the Common Council for approval. Acct. #09215010 5777 C0786
14. Authorize the Mayor, Harry W. Rilling, to execute an agreement with A.V. Tuchy, Inc. as the Construction Manager (CM) for the Naramake Elementary School – Kitchen addition and Interior Renovation Project. Terms of the agreement shall include the following:
- Pre-Construction Phase Services (including reimbursable allowance) for \$10,000,
 - CM Fees (% of total trade bids) at 4.00%,
 - CM Contingency (% of total trade bids) at 5.00%
 - General Conditions costs for \$156,975.00 (to be finalized during execution of GMP Amendment).
- Following the bidding process, final contract amount (GMP) will be submitted to the Common Council for approval. Acct. #09215010 5777 C0788
15. Authorized the Mayor, Harry W. Rilling, to execute an interim License Agreement with The Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) for the occupancy of portions of 98 South Main Street building in order to provide needed community service programs. Agreement period shall be from January 1, 2021 to June 30, 2021. Terms of the Agreement shall be as set forth in Alan Lo's memo dated October 29, 2020
16. Authorize the Mayor, Harry W. Rilling, to execute a contract with Guardian Service Industries Inc. to provide Building Management Services (including management, engineering and janitorial services) for various municipal facilities from January 1, 2021 to June 30, 2026 (base period) with two additional 1-year renewal options. Annual fee shall be as follows for a total not to exceed:
- Jan 1, 2021- Jun 30, 2021 (6 mo) \$ 944,093.61
 - Jul 1, 2021 – Jun 30, 2022 \$ 1,929,843.73
 - Jul 1, 2022 – Jun 30, 2023 \$ 1,984,170.83
 - Jul 1, 2023 – Jun 30, 2024 \$ 2,042,014.56
 - Jul 1, 2024 – Jun 30, 2025 \$ 2,106,849.46

Jul 1, 2025 – Jun 30, 2026 \$ 2,170,956.58

Jul 1, 2026 – Jun 30, 2027 (option) \$ 2,238,065.44

Jul 1, 2027 – Jun 30, 2028 (option) \$ 2,307,215.14

Funds are available from various operating budget accounts.

C. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Gill & Gill Architects, LLC (Sole Source) for the repair of Exterior Doors and Window Flashings in the Gallaher Mansion at Cranbury Park for an amount not to exceed \$26,160.00. Account #0921-6030-5777-C0366

D. FINANCE AND CLAIMS COMMITTEE

1. Authorize the Chief Financial Officer to execute an up-to forty-eight (48) month agreement with the qualified low-bidder(s) for Project #4074: Electricity Generation Supply Service for City locations.

E. PLANNING COMMITTEE

1. Authorize the Mayor, Harry W. Rilling to enter a contract with Dorenburg Kallenbach Advertising to provide Tourism and Branding Marketing Services in a sum not to exceed \$100,000. ACCOUNT #09 21 3780 5777 C0780
2. Approve the amendments to the 2020-2024 Consolidated Plan and PY 46 Annual Action Plan and authorize the Mayor, Harry W. Rilling, to execute any and all documents associated with its submission to HUD.

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

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

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**CITY OF NORWALK
COMMON COUNCIL
OCTOBER 27, 2020
VIA TELECONFERENCE**

Mayor Rilling called the meeting to order at 7:31 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. ROLL CALL

Ms. King read the announcement and called the Roll:

City of Norwalk
Common Council
October 27, 2020
Via Teleconference
Page 1

The following Common Council members were present:

Council at Large:	Mr. Gregory Burnett Mr. Manny Langella Ms. Barbara Smyth	Ms. Dominique Johnson Mr. Nicholas Sacchinelli
District A:	Mr. David Heuvelman	Mr. Kadeem Roberts
District B:	Ms. Diana Revolus	Ms. Darlene Young
District C:	Mr. John Kydes	Mr. George Theodoridis
District D:	Mr. George Tsiranides	Mr. Tom Keegan
District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan

At Roll Call there were 15 (fifteen) Common Council member present. A Quorum was present.

Also present were Mayor Harry Rilling, City Clerk, Donna King and Corporation Counsel, Mario Coppola.

II. **ACCEPTANCE OF MINUTES** Regular Meeting: October 13, 2020

**** MR. TSIRANIDES MOVED TO APPROVE THE MINUTES AS PRESENTED**

**** MOTION PASSED UNANIMOUSLY**

III. **PUBLIC PARTICIPATION**

No members of the public wished to speak this evening.

IV. **MAYOR**

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none this evening.

APPOINTMENTS: There were none this evening.

REAPPOINTMENTS: There were none this evening.

MAYOR'S REMARKS:

Mayor Rilling explained that there has been an increase in Covid cases over the last couple of days. Norwalk is now in the Red zone. Mayor Rilling announced there were two new deaths and offered his condolences.

Mayor Rilling said this is a serious situation. Norwalk opted to remain in Phase 3, but because of the increase in Covid cases, may seriously consider rolling back to Phase 2 over the next few days.

Mayor Rilling said that people have been asking about the RFP for the Norwalk Equality and Justice for All Commission. He said an RFP went out, but they received only two responses. Those responses did not meet the needs of the City. He said Norwalk went out to bid again and hopes to get more responses to this RFP.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Ms. Smyth did not have any comments this evening.

B. CONSENT CALENDAR:

**** MR. LANGELLA MOVED THE FOLLOWING CONSENT CALENDAR:**

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. DISCUSSION REGARDING PENDING LITIGATION TITLED, CITY OF NORWALK AND CITY OF NORWALK REDEVELOPMENT AGENCY VS. ILSR OWNERS, LLC AND WALL ST OPPORTUNITY FUND, LLC, DOCKET NO. FST-CV18-6038249-S, WHICH IS CURRENTLY PENDING IN THE STAMFORD-NORWALK JUDICIAL DISTRICT AT STAMFORD. EXECUTIVE SESSION - CONSENT TO TABLE

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. AUTHORIZE THE PURCHASING DIRECTOR TO ISSUE A PURCHASE ORDER TO TIGER CORPORATION FOR THE PURCHASE

OF ONE (1) TRACTOR WITH SIDE MOUNT ROTARY MOWER FOR A SUM NOT TO EXCEED \$119,932.00. ACCOUNT #09196030-5777-C0486, 09216030-5777-C0486.

B. HEALTH AND PUBLIC SAFETY COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM THE 2021 CT. DEPARTMENT OF TRANSPORTATION CLICK IT OR TICKET GRANT IN THE AMOUNT OF \$10,000.00

1B. AUTHORIZE THE POLICE CHIEF, THOMAS E. KULHAWIK, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY TO IMPLEMENT ALL PROGRAMS THROUGH THE 2021 CT. DEPARTMENT OF TRANSPORTATION CLICK IT OR TICKET GRANT PURSUANT TO SUCH GRANT FUNDING.

2A. AUTHORIZE THE MAYOR HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO A FIELD TRIAL AGREEMENT WITH AXON.

2B. AUTHORIZE THE POLICE CHIEF THOMAS KULHAWIK, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY TO IMPLEMENT THE AXON FIELD TRIAL PROGRAM.

C. COMMUNITY SERVICES AND PERSONNEL COMMITTEE

1. APPROVAL OF AND VOTE ON COLLECTIVE BARGAINING AGREEMENT SETTLEMENT. EXECUTIVE SESSION

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MS. JOHNSON; MR. LANGELLA; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. REVOLUS; MS. YOUNG; MR. KYDES; MR. THEODORIDIS; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN)**

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were none this evening.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none this evening.

X. SUSPENSION OF RULES

There were none this evening.

XI. ADJOURNMENT

**** MR. LANGELLA MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY BY A SHOW OF HANDS**

There was no further business and the meeting was unanimously adjourned at 7:41 p.m.



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

TO LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE **NORWALK CITY HALL –
 DEDICATION OF PORTION OF FIRST FLOOR CORRIDOR**

DATE: OCTOBER 29, 2020

On February 3, 2020, the Norwalk Symphony submitted a request to the City to dedicate a portion of the first floor corridor in City Hall (between the Veterans' Hall of Honor and the Community Room) in memory of Ms. Anita Behnken, a long-serving Member of the Norwalk Symphony Board of Governors.

Attached is a copy of the letter of request and the City's Ordinance regarding the naming of City facilities. A public hearing is scheduled for November 4, 2020 at the beginning of the Land Use and Building Management Committee meeting.

Based on previous discussion, Norwalk Symphony will provide a plaque in dedication of Ms. Behnken for her contribution to the Symphony, music and the City of Norwalk. It is the City's further understanding that the City will continue to be responsible for all display, events and use of the corridor in the future.

Subject to Land Use and Building Management Committee approval, the following action will be forwarded to the Common Council for action:

ACTION REQUESTED:

Approve to dedicate a portion of the first floor corridor between the Veterans Hall of Honor and the Community Room in memory of Ms. Anita Behnken as a long-serving member of the Norwalk Symphony and her dedication to music and to the City of Norwalk.



Jonathan Yates,
Music Director

February 3, 2020

Board of Directors:

Christopher D. Bell,
President

Louis L. Broudy,
Vice President

Christopher McCormack,
Vice President

Eric Freeman, Treasurer
Libby Mucci, Secretary

Ms. Barbara Smyth, Council President
Common Council, City of Norwalk
125 East Avenue
Norwalk, CT 06851

Re: REQUEST TO THE COMMON COUNCIL, CITY OF NORWALK

On November 20, 2018, Anita Behnken, long-serving Member of the Norwalk Symphony Board of Governors, died.

Douglas Adams
Richard A. Beyman
Robert Bourguignon
Lawrence Cavanagh
Wallace Davis
Lee Greenberg
David Hollander
Charles Johnson
Dr. Carole Ann Maxwell
Vanessa Smith Morest
Mary Petro Noonan
Gregory Payne
Warren Shapiro
Eva Toft
Georgia von Schmidt
Schuyler Winter

The importance of her service to the Symphony can hardly be overstated, and the Board earnestly requests the Common Council to dedicate a portion of the Concert Hall to her memory.

After having served on the Board of Governors of the Symphony for more than 30 years, and generously contributing to it, Anita became its President in the first decade of this century. She personally attended almost all performances and prevailed on so many others to attend. When new conductors and Executive Directors had to be found, she was the key to putting together committees that found them.

It was a time when support for Classical music was declining all across America. Community orchestras were closing. Year after year, as President, she fought and succeeded in strengthening the Board and maintaining its finances. She restored the fortunes of the Symphony.

Our City is a much better place because of the effectiveness of her work in preserving the Norwalk Symphony.

Sandra Miklave,
Executive Director
Katherine Altman
Business Manager

We appreciate the attention of the Council to this matter.

Sincerely yours,

Christopher D. Bell
President

Chapter 27. Buildings and Facilities, City

[⁽¹⁾]HISTORY: Adopted by the City of Norwalk Common Council as indicated in article histories. Amendments noted where applicable.]

[1] *Editor's Note: Former Ch. 27, Building Management, Department of, adopted 6-12-1979, was repealed 7-27-1982. For current provisions regarding building management, see § 74-23A.*

Article I. Naming

[Adopted 9-27-2011]

§ 27-1. Purpose.

The purpose of this article is to establish guidelines and formalize procedures when considering the naming or renaming of a City-owned or -controlled building and facility, or sections thereof, administered under the responsibility charged to the Land Use and Building Management Committee of the Common Council.

§ 27-2. Policy and considerations.

- A. The primary consideration when naming a building or facility, or section thereof, should be to clearly identify the location and function for ease of access and to avoid confusion. A geographical description is preferred in the name. A public facility or part of a facility may be identified by naming in honor of an individual or group through use of a memorial plaque or similar commemorative inscription.
- B. If a facility is to be named in honor of an individual, it is generally required that such individual has made a significant contribution to the community through public service and deeds and was respected for his or her accomplishments and good conduct. An individual shall be deceased at least one year prior to the naming. Groups should not be in a position to influence the process by funding of past or future operations of the building or facility, and it is ultimately important for the City to avoid any perception of improper manipulation, special favor, vested interest, or endorsement of businesses, products or services.

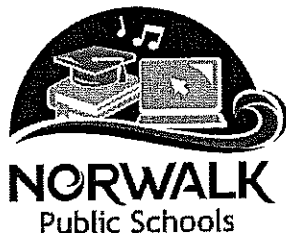
§ 27-3. Procedure.

Naming of City buildings and facilities shall proceed as follows.

- A. *Editor's Note: Former Ch. 27, Building Management, Department of, adopted 6-12-1979, was repealed 7-27-1982. For current provisions regarding building management, see § 74-23A.*

The proposed naming of a facility shall be placed on a Land Use and Building Management Committee regular meeting agenda for discussion and review. In the event that the facility or part thereof to be named is located at a City Park, the proposed naming shall be placed on the Recreation, Parks and Cultural Affairs agenda for discussion and review.

- B. A public hearing is required prior to forwarding the naming request to the full Common Council for approval. The hearing shall be held at a regular meeting of the Land Use and Building Management Committee, and the scheduling of said hearing shall have been approved at a previous regular meeting by a majority vote of the Committee.
- C. A two-thirds majority (10 votes) of the Common Council is required for the approval of the naming or renaming of a facility which falls under the responsibility of the Land Use and Building Management Committee of the Common Council.



William Hodel
Director of Facilities & Maintenance
hodelw@norwalkps.org
P: 203-854-4053 / F: 203-854-4005
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, BUILDING & FACILITIES MANAGER

RE: SILVERMINE ELEMENTARY SCHOOL ASBESTOS ABATEMENT & FLOOR
TILE REPLACEMENT PROJECT GRANT APPLICATION RESOLUTION

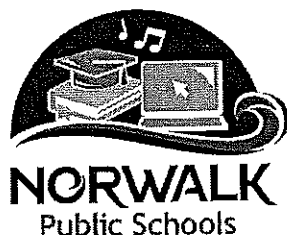
DATE: OCTOBER 21, 2020

Silvermine Elementary School is currently outfitted with vinyl asbestos floor tile (VAT) in a large amount of the school. The district's asbestos management plan has confirmed that this material tested positive for asbestos containing material (ACM) and highly recommends a removal and replacement. Our plan is to conduct an abatement in the above noted locations during the summer of 2021, while school is not in session. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Silvermine Elementary School, Asbestos Abatement Project, and refer the following to the Common Council for approval:

- a. **RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Silvermine Elementary School, Asbestos Abatement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silvermine Elementary School, Asbestos Abatement project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Silvermine Elementary School, Asbestos Abatement project.



William Hodel
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 Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 NFCC

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: BOE OIL TANK REMOVAL & REPLACEMENT GRANT RESOLUTIONS

DATE: OCTOBER 20, 2020

Many of the Norwalk Public Schools currently have an Unground Storage Tank for heating fuel oil at all school properties throughout the City. These Underground Storage Tanks are believed to be installed in the early 1990's. The State of Connecticut Department of Energy and Environmental Protection mandates that an underground storage tank for fuel oil shall not be in service for longer than a period of thirty years. As the tanks useful life has nearly been reached the Norwalk Public Schools would like to remove all underground storage tanks and replace them with new above ground storage tanks, to follow the City's replacement program where fuel oil is still used. In locations that have been converted to Natural Gas the underground storage tanks would be removed and not reinstalled. The Norwalk Public Schools has identified the following Schools for an Underground Storage Tank Removal and Replacement Project due to their projected useful life; Roton Middle School, Fox Run Elementary School, Naramake Elementary School, Rowayton Elementary School, Silvermine Elementary School, Tracey Elementary School, and Wolfpit Elementary School. The following Schools are operated on Natural Gas and will have their existing underground storage tanks removed only; Nathan Hale Middle School and Kendall Elementary School.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Nathan Hale Middle School Underground Storage Tank Removal Project.

- a. **"RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Nathan Hale Middle School Underground Storage Tank Removal Project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Nathan Hale Middle School Underground Storage Tank Removal Project.**

- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Nathan Hale Middle School Underground Oil Tank Removal Project.

Review request to submit a grant application to the State for the Kendall Elementary School Underground Storage Tank Removal Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Kendall Elementary School Underground Storage Tank Removal Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Kendall Elementary School Underground Storage Tank Removal Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Kendall Elementary School Underground Oil Tank Removal Project.

Review request to submit a grant application to the State for the Roton Middle School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Roton Middle School Underground Storage Tank Replacement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Roton Middle School Underground Storage Tank Replacement Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Roton Middle School Underground Storage Tank Replacement Project.

Review request to submit a grant application to the State for the Fox Run Elementary School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Fox Run Elementary School Underground Storage Tank Replacement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Fox Run Elementary School Underground Storage Tank Replacement Project.

- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Fox Run Elementary School Underground Storage Tank Replacement Project.

Review request to submit a grant application to the State for the Naramake Elementary School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Naramake Elementary School Underground Storage Tank Replacement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Naramake Elementary School Underground Storage Tank Replacement Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Naramake Elementary School Underground Storage Tank Replacement Project.

Review request to submit a grant application to the State for the Rowayton Elementary School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Rowayton Elementary School Underground Storage Tank Replacement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Rowayton Elementary School Underground Storage Tank Replacement Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Rowayton Elementary School Underground Storage Tank Replacement Project.

Review request to submit a grant application to the State for the Silvermine Elementary School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Silvermine Elementary School Underground Storage Tank Replacement Project.

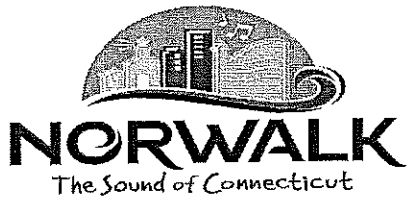
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silvermine Elementary School Underground Storage Tank Replacement Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Silvermine Elementary School Underground Storage Tank Replacement Project.

Review request to submit a grant application to the State for the Tracy Elementary School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Tracy Elementary School Underground Storage Tank Replacement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Tracy Elementary School Underground Storage Tank Replacement Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Tracy Elementary School Underground Storage Tank Replacement Project.

Review request to submit a grant application to the State for the Wolfpit Elementary School Underground Storage Tank Replacement Project.

- a. **"RESOLVED**, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Wolfpit Elementary School Underground Storage Tank Replacement Project.
- b. **RESOLVED**, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Wolfpit Elementary School Underground Storage Tank Replacement Project.
- c. **RESOLVED**, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Wolfpit Elementary School Underground Storage Tank Replacement Project.



CITY OF NORWALK
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Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDING & FACILITIES MANAGER *AL*
RE: NORWALK HIGH SCHOOL- NEW CONSTRUCTION GRANT
APPLICATION RESOLUTIONS
DATE: OCTOBER 28, 2020

The City of Norwalk and the Norwalk Board of Education have developed a plan to construct a new Norwalk High School Campus which would include three separate but interrelated schools, each with its own identity but connected/adjoining buildings. These schools include P-TECH Norwalk, the Norwalk Visual and Performing Arts Academy and Norwalk High School. P-TECH Norwalk currently enrolls approximately 400 Norwalk resident students in grades 9-12. Under this plan the school would expand by another 100 (9-12) students. These additional 100 students would live outside of Norwalk (primarily from Bridgeport and Stamford) making the final size of the school 500. The Norwalk Visual and Performing Arts Academy would occupy a second distinct building on campus and would enroll 500 student-artists who reside in Norwalk (with some exchange students from contiguous districts). Norwalk High School would continue to serve as the comprehensive secondary education program for the eastern half of the City of Norwalk. The concept is for the comprehensive Norwalk High School to serve 1,000 students.

This innovative education program composition has been approved by the State under Special State Legislation in early October. This project would receive up to 80% reimbursement from the State for a majority portion of this project subject to; a grant application being submitted no later than December 31, 2020. The proposed new natatorium and any land acquisition would be reimbursed at 50% of the increased 80% reimbursement rate. The BOE/NPS will establish a pathway in technology early college high school program that enrolls students from surrounding towns including Bridgeport and Stamford for the P-TECH program. For the Arts Academy, BOE is considering a student exchange program with surrounding communities so that there is no financial burden on operating expenses. These conceptual enrollment strategies will continue to be evaluated and fully developed by the BOE as we proceed with the development of this project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the New Norwalk High School project and refer the following to the Common Council for approval:

- a. "RESOLVED, that the Land Use and Building Management Committee of the Norwalk Common Council is hereby established as the Building Committee with regard to the New Norwalk High School, new school construction project.**
- b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the New Norwalk High School, new school construction project.**
- c. RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the New Norwalk High School project, new school construction project.**



CITY OF NORWALK
 Alan Lo, Buildings and Facilities Manager
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 Norwalk City Hall
 125 East Avenue, PO Box 5125
 Norwalk, CT 06856-5125

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE: CRANBURY ELEMENTARY SCHOOL -NEW SCHOOL
 CONSTRUCTION MANAGER SELECTION
 DATE: SEPTEMBER 30, 2020

As part of the 2020-2021 capital budget allocation, the Board of Education requested and the City allocated funding for three new projects in support of Board of Education's overall capital improvement plan which included the construction of a new Cranbury Elementary School in the amount of \$45,000,000. Subsequently the City submitted a school grant application to the State prior to June 30, 2020, retained an architect and recently issued a RFQ for the construction management services.

The new Cranbury Elementary School project consists of a new 2 story academic addition and kitchen/cafeteria, media center and administration offices. The new building will be constructed while the school is occupied. As part of the "phased" improvement of the school, the existing gymnasium/auditorium will be renovated and the remainder of the existing building will be demolished. Additionally, the project will separate the parent and bus drop-off areas and a new septic system will be required.

The Construction Management Firm is being hired for pre-construction phase services which include:

- assist the design team in the development of plans and specifications;
- provide estimating services required to for the State School Construction Grant;
- implement a constructability review;
- provide a value engineering assessment;
- develop a phasing plan and project schedule;
- develop bid documents and manage the bidding process; and
- assemble a Guaranteed Maximum Price (GMP) to be submitted to the common council for approval.

The RPQ/P was developed based on a two-step process. Interested firms submitted qualification packages outlining all of its experiences, capabilities and qualifications in accordance with the RFQ/P. The selection committee, consisting of Sharon Connors and Carleen Megaro from

Purchasing Department, Alan Lo and Neil Rennie from Office of Building Management and Councilman Tom Livingston, reviewed all eight submissions and developed a shortlist of four respondents to be interviewed. The City conducted interviews with the four firms – KBE, Newfield Construction, Gilbane and Turner Construction. After the interviews the Selection Committee selected the following construction management firms to receive proposals: Newfield Construction, Gilbane and Turner Construction. The following is a summary of the fee proposals:

Cranbury Elementary – New School - CM Cost Responses				
Firm	Preconstruction Phase Services	CM Fee	General Conditions	Contingency Fee
Newfield Construction Inc.	\$76,000	1.12%	\$1,426,000	1.50%
Turner Construction	\$100,000	2.1%	\$2,333,350	3.00%
Gilbane	\$118,740	1.50%	\$1,895,446	2.00%

Upon receipt of the fee proposals, S. Conners, J. Giuliano and I reviewed the proposals and hereby recommend the award of this project to Newfield Construction Inc.

The Cranbury project will also incorporate the City's first Project Labor Agreement (PLA) associated with this school building program as part of Mayor Rilling's labor employment initiative. A PLA is an agreement between the Construction Manager and the Trade Unions whereas the Trade Unions will supply skilled craftsman for the various trades required to construct the new Cranbury Elementary School. The Trade Unions also provide an apprenticeship program as well as engage in local hiring practices. PLA's have been successfully utilized for school construction programs in Hartford, New Haven and at Goodwin University to name a few. Newfield Construction is familiar with PLA. In the past two years, they have been actively managing PLA projects in New London, Hartford, Waterbury and New Britain.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Cranbury Elementary School – New Construction Project. Terms of the agreement shall include the following:

- a. Pre-Construction Phase Services (including reimbursable allowance) \$76,000.00**
- b. CM Fees (percentage of total trade bids) 1.12%**
- c. CM Contingency (% of total trade bids) 1.50%**

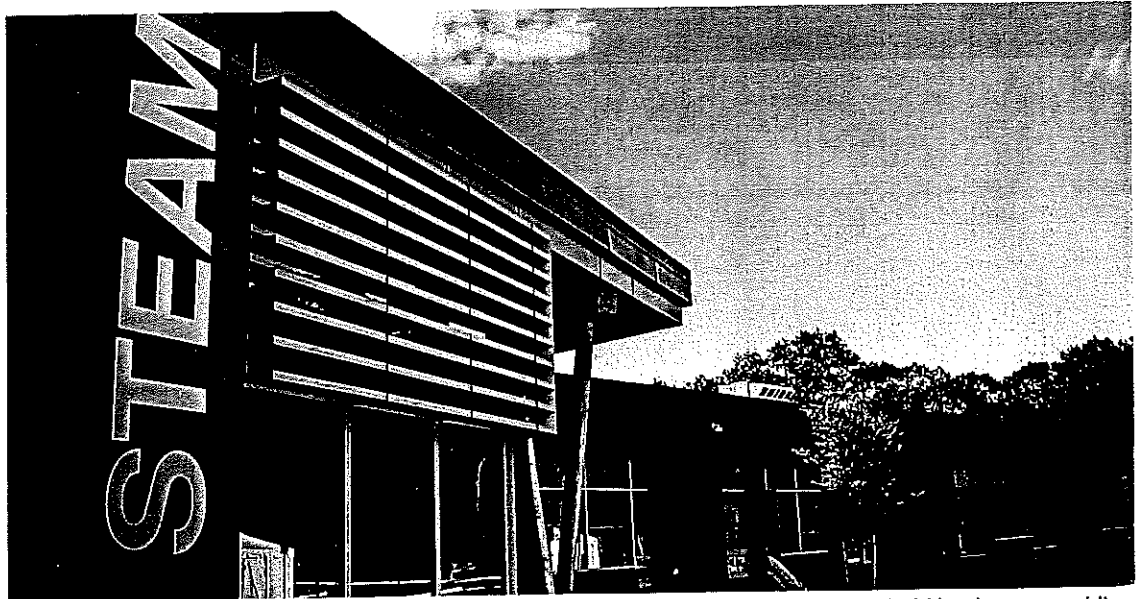
Following the bidding process, final contract (GMP) will be submitted to the Common Council for approval. Acct. #09215010 5777 C0786



**Newfield
CONSTRUCTION**

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EXECUTIVE SUMMARY



Contact Information:

Stephen Buccheri,
LEED AP

Project Executive
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Phone: (860) 509-3023
Fax: (860) 953-1712

SteveBuccheri@
newfieldconstruction.com

Website Address:
newfieldconstruction.com

Incorporated in the State of Connecticut in 1969, Newfield Construction is a privately held business providing construction services to clients throughout Connecticut and the Northeast. The company prides itself on historical excellence, a keen attention to service, excellent communication skills and a solid reputation within the industry. The Newfield workforce is comprised of accomplished estimators, professional builders and various support staff that have successfully tackled complicated projects. We are a proactive organization that continually seeks out clients and projects that both challenge and inspire us to be the best of the best. We have been providing Preconstruction Consulting, Estimating, Construction Management, General Contracting and Design/Build services to both public and private clients throughout the region for more than 50 years.

PHILOSOPHY

Newfield Construction has successfully grown into one of the Northeast's leading construction services providers by putting the client first. We take pride in the fact that we strive to work together with our clients to develop a plan to achieve their building goals. Newfield Construction will fulfill the needs of your project by utilizing a vast variety of processes including: value engineering/value management, development of multiple phasing plans, project specific safety plans and participation in weekly meetings to keep all vested parties up to date on all aspects of the project.

PROJECT APPROACH

We have proposed a team of knowledgeable and experienced construction experts who will draw upon our firm's experiences at **Ponus Ridge STEAM Academy, Norwalk High School, Nathan Hale Elementary School and Jefferson Elementary School** to compliment and assist the City on this challenging project. Each individual brings certain strengths that will prove invaluable as the planning continues for this building program. The Newfield team is available and committed to the success of your project.

KEY DIFFERENTIATORS

Experience and Knowledge of Working in City of Norwalk – As mentioned above, Newfield has provided construction management services for numerous school projects in the City and, additionally, at the Norwalk Fire Department Headquarters and Norwalk Maritime Center.

An Integrated Team – Our proposed group of local school construction experts will provide added value to your existing team.

Strong Preconstruction Resources – with benchmarking tools, public school focused estimators, MEP specialists, constructability review process, pre-planning and other services all aimed at producing and maintaining a credible budget that incorporates all of the City's goals.

In Depth Knowledge of State and Local Requirements – We have completed numerous school projects in the State of Connecticut and coordinated with the various agencies necessary for a successful project including CT Guidelines for High Performance Buildings.

Cost and Schedule Accuracy – We have a track record of completing projects we undertake on time and within budget constraints, while maximizing the use of the funds allocated.



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PRECONSTRUCTION PHASE SERVICES

Newfield Construction is accustomed to working closely with design teams during preconstruction to provide budgets, value engineering, constructability of the proposed design and developing bid packages to maximize M/WBE set aside requirements.

MEETINGS AND MONTHLY REPORTS

Throughout the project, the preconstruction team will attend meetings as required. We will bring our insight to the preconstruction effort as it relates to budget, construction details and schedule.

CONSTRUCTABILITY REVIEW

Newfield is known in the industry for the depth and quality of our constructability reviews. We pay particular attention to the constructability of MEP systems and have found BIM models particularly helpful for MEP trade evaluation and coordination. Newfield reviews the drawings and specifications to make sure the mechanical and electrical rough in, and fixtures and equipment installation are coordinated with information shown on civil, architectural, structural, equipment and furniture bid documents. In addition to the design team, Newfield will rely on clash detection during the preconstruction phase to mitigate any potential issues. By eliminating the clashes among the MEP and structural and architectural designs, our goal is to mitigate any conflicts that may result in potential change orders.

PROJECT MASTER SCHEDULE

We will prepare a Project Master Schedule with input from all team members and will graphically depict the interrelationships and durations for all project activities. It will be based on the most current Critical Path Method and will show the following items:

- Schedule of Approvals from all governmental bodies including City, County and State/Federal Authorities
- Schedule of Architect/Engineer activities
- Schedule the bidding process, scope reviews and GMP Preparation
- Schedule all required preparatory activities; including but not limited to permit procurement, regulatory notifications, & move and storage requirements
- Schedule utility company notifications, coordination and installations
- Schedule of long-lead materials and equipment
- Schedule of major construction activities

This schedule will include any recommendations for potential ways to shorten the overall duration and allowing us to optimize the construction process and determine precisely the manpower requirements during all construction periods.

SITE LOGISTICS PLAN PREPARATION

The Newfield team will meet with the project team to fully understand the needs of the Cranbury Elementary School project and the surrounding neighborhood. We will work closely with the team to develop a specific logistics plan to minimize any and all potential disruptions. Parking and outdoor activities will be considered to ensure construction does not interfere with the operations of the school.

Site specific conditions will be reviewed and evaluated to determine existing structures and obstructions, access, potential hazards and on-going activities. A plan will be developed detailing access for equipment and materials, location of equipment, laydown for materials, lifting plans, temporary structures and elevators, safety procedures and site security.

PRECONSTRUCTION ESTIMATING SERVICES

The Newfield Project Team will prepare a detailed Unifomat estimate. Each estimate will include:

- A list of Documents with Issue Dates
- A list of Assumptions, Qualifications and Allowances
- Detailed Quantity Take Off
- Market Conditions
- Initiate and Upload State of CT OSCG&R Required Documents



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DESIGN DEVELOPMENT ESTIMATE

Throughout the Preconstruction Phase, we will continuously monitor all Design Documents to ensure their compliance with the Construction Budget.

In preparing these and any supplemental estimates, Newfield will utilize our own in-house estimating staff, historical data and market trends. We will provide continuous Cost Control via supplemental estimates which will be prepared as required during design. As the Architect/Engineer prepares each issue of drawings and specifications, Newfield's Project Team will work together with the Estimating Department to develop a complete quantity takeoff and pricing to assure that the Construction Budget has not been exceeded.

BID PACKAGE PROCESS & DEVELOPMENT

During the bid process the schedule will become a part of the contract documents for construction so that all bidders are aware of the required timeline. This schedule will identify the procurement and shop drawing process involved with all disciplines. Activity durations for submission, review, approval, fabrication and delivery will be indicated. The schedule will also indicate durations for installation of work.

- **Development of Bid Packages** - Our bid packages are created specifically for individual project needs and will be tailored to the scope of work and participation requirements of the City of Norwalk and the State of Connecticut's Commission on Human Rights and Opportunities (CHRO). Detailed descriptions of the scope of work will be provided to ensure bidders' clear understanding of what their trade package includes to prevent duplication of scope with other bidders and reduce the likelihood of errors and omissions in their bids.
- **Trade Contractor Interest** - In addition to the normal procedures of advertising, we will publish the invitation to bid in trade publications. Newfield will contact specific well-qualified trade contractors and encourage their involvement in the project.
- **Outreach** - We will hold outreach sessions for the local trade communities and our extensive database of businesses so that workforce members are informed and have the opportunity to work on this project.
- **Bidding Process** - An adequate period will be allowed for bidding. Newfield will facilitate distribution of bid documents and bid addenda as required. A pre-bid meeting will be conducted and a process will be established for responding to trade contractor bid questions.
- **Review of Bids & Award** - After bids are received, Newfield will conduct scope review meetings with the low bidders. Based on these reviews, Newfield will make award recommendations to the City of Norwalk for their approval.



CONSTRUCTION PHASE SERVICES

MANAGEMENT OF TRADE CONTRACTORS

It is Newfield's intent to build a project team that includes the trade contractors, therefore allowing a controlled forum which starts with setting up clear and concise project expectations, including, but not limited to:

- Prioritizing of product and equipment submissions for design approval so as not to affect the project schedule
- Understanding the logistical restraints of the project
- Training and use of Newfield's project management platform
- Reiterating the Project Schedule, project completion date and substantial completion

CONSTRUCTION LOGISTICS

Newfield Construction has completed a large number of new construction, addition and renovation projects for municipal clients throughout Connecticut. We are well versed in all aspects of this type of construction and have expertise in navigating the challenges typically found with this process. We are accustomed to working with standing building committees and design teams and their consultants due to the fact that approximately 90% of our work is completed utilizing the construction management delivery method. We will also work closely with City officials, the design team and the surrounding community to assist in the development of project specific site logistics plans, phasing and sequencing plans, site safety plans and trade contractor management. Our goal is to minimize disruption of ongoing activities and maintain a safe environment. We have the ability to create detailed custom reports based on the request of the City of Norwalk. All project information is available at all times via our web based project management software.

REQUESTS FOR INFORMATION (RFIs)

Utilizing our project management platform, "Procore", Newfield's field staff will review all RFIs for accuracy and content prior to submission to the design team. We find that a thorough review of this information promotes more meaningful and accurate responses.

SUBMITTAL AND SHOP DRAWING REVIEW PROCESS

Receive and review for compliance with the Contract Documents shop drawings, materials and all items submitted by the contractor. Requests for approval of subcontractors, delivery schedules, material lists, shop drawings, samples, and the like shall be commented upon and submitted to the design team for concurring approval.

Oversee the submission of all shop drawings, composite shop and coordination drawings, brochures and material samples, and instruct the contractors that submission shall comply with the following requirements:

- Each submission shall be accompanied by a Letter of Transmittal, in triplicate, listing all contents of the submission. Each item shall be identified by reference of drawing number and/or specification section, page and paragraph.
- Each submission shall be accompanied by all required certifications and other such supporting material and shall be submitted in such sequence as to cause no delay in the work and in groups of related items to permit simultaneous and coordinated checking.
- Samples shall include all physical properties so as to permit proper identification and evaluation.

Monitor and implement the flow of all documents and materials for the proper sequence of approvals by the design team so as not to delay the progress of the work.

QUALITY MANAGEMENT

Quality Control begins in the preconstruction phase with the Owner, Designer and Construction Manager supporting each other and enhancing each other's strengths and weaknesses. From the Construction Management perspective, Newfield begins this process with a Project Management Plan that outlines activities from preconstruction through project close-out. This plan must be well-conceived, efficient and have the ability to adapt to contingency situations. We will evaluate all aspects of the project including the budget, schedule, phasing, and site logistics.



SHOP DRAWING QUALITY CONTROL

The foundation of the Quality Control process in construction is the shop drawing submittal process. Newfield carefully establishes the project requirements for submittals, and carefully monitors the process to insure that the construction procedure is supported with the proper engineering documents.

- Master submittal schedule will identify the various project components and shop drawings required. Time requirements are identified for preparation, submission and approval.
- Review all shop drawing submittals for completeness, conformance to CDs, and trade coordination prior to submission to the design team for approval.
- Upon review by the design team, return shop drawings to the trade contractor. Drawings requiring resubmission will be followed for correction and resubmission by the trade contractor. Drawings marked approved will be distributed to trade contractor, Newfield field office and affected trade contractors.

In the field, our Quality Control Program includes three steps:

The Preparatory Phase - prior to the start of any major activity, Newfield conducts a meeting with the trade contractor, project designer and the Newfield Team to review the approved submittals, contract specifications and the required approach to the work. That way, the trade contractor is well oriented to the expectation of his performance.

The Installation Phase - involves the installation and inspection or testing of the work. Our goal is to inspect work-in-progress with an eye towards avoiding defective installations.

The Follow-Up Phase - involves the process of correcting any defects noted during installation and noting the same in the job record.

COST CONTROLS & FINANCIAL REPORTING

The same cost activities identified in preconstruction will be used to follow cost in construction. Variances to the cost control budget will be clearly identified which will allow your insight as to where the project stands actual vs. budgeted. Updated Cost Reports will be shared with you at regular meetings and will include the change order process and its integration with the master cost control budget. Once a potential change is identified, Newfield will assign a cost value so that you are aware of the magnitude and effect on the budget. This initial value is converted to a final exact cost once the change is resolved and will be reconciled with the contract contingency fund. The Cost Control Budget will also identify and manage "soft costs".

In order to keep control of costs, we include Cost Control as a formal line item during our weekly project meetings, so that all project team members keep a handle on and test the project costs continually. Our management team will eliminate missing or incomplete scope and overlap by utilizing a constant and consistent communications process.

CHANGE ORDER MANAGEMENT

Our main goal during the subcontractor bidding process is to make sure all trade contractors are fully aware of our project goal. Our change order methodology is to minimize or eliminate them altogether.

If a change order is requested, Newfield will evaluate the request to determine necessity, appropriateness of cost and effect on the budget and schedule prior to its presentation to you. If determined to be a viable request we will present the item for your approval, issue an RFP to effected subcontractors and review incoming costs related to materials and labor. Upon acceptance of the RFP, we review and assemble the responses for the City of Norwalk, Construction Solutions Group (CSG) and the design team's review. If approved, Newfield will issue the work to the approved contractor and keep track of change order events through budgeting, scheduling and billing controls.

Newfield Construction has strong knowledge of the cost of public construction in today's marketplace. It is in the best interest of all parties involved to work together up front and closely to keep the budget in line. During preconstruction, Newfield utilizes a Constructability Review Report which tracks any questions team members have about the drawings during each design phase. The form tracks the item in question, date and source of inquiry, person responsible for follow-up and then responses with date and closure. This tool has been instrumental in eliminating RFIs, Change Orders and Claims during the construction process.

CITY OF NORWALK

PURCHASING DEPARTMENT

1.1 STATEMENT OF QUALIFICATIONS Newfield Construction Group, LLC

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:	51 Years	
2.	Number of personnel employed:	Part Time	Full Time
		N/A	40

3. List six contracts of this type/size your firm has completed within the last four years:			
Project	Date	Contact Person	Phone No.
Ponus Ridge STEAM Academy Norwalk, CT	September 2020	Alan Lo City of Norwalk	(203) 854-7791
Smalley Elementary School New Britain, CT	August 2019	Raymond Moore City of New Britain	(860) 827-2216
Moser School Rocky Hill, CT	July 2019	Ron Lamontagne Town of Rocky Hill	(860) 258-7700
Hartford Magnet Trinity College Academy, Hartford, CT	August 2016	Claudio Bazzano City of Hartford	(860) 550-3219
ACES at Leeder Hill Hamden, CT	August 2019	Tom Danehy ACES	(203) 498-6800
Weaver High School Hartford, CT	August 2019	Sai Salafia Owner's Rep: O&G	(860) 485-8841

NOTE: Please see project data sheets included in this section for further descriptions of the above projects. Information regarding additional projects is available upon request.

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

See note below table.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK

Newfield Construction will not use any consultants for preconstruction and construction phase management services. All of those services will be provided by Newfield staff. During the construction phase, Newfield will hire subcontractors for all trade work. These subcontractors will be determined during the bidding phase of the project.



CITY OF NORWALK
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Norwalk, CT 06856-5125

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE: NARAMAKE ELEMENTARY SCHOOL –KITCHEN ADDITION/ INTERIOR
RENOVATION CONSTRUCTION MANAGER SELECTION

DATE: OCTOBER 29, 2020

As part of the 2020-2021 capital budget allocation, the Board of Education requested and the City allocated \$3,500,000 for the Kitchen addition/ Interior Renovation Project at Naramake Elementary School.

Naramake School is one of the few remaining schools that does not have a separate cafeteria. They currently utilize the gymnasium to provide cafeteria services. This project consists of a new kitchen addition (1,315 sq ft), conversion of a portion of the existing library to a new cafeteria (1,825 sq ft) and renovation of the remaining library for a new media center (1,560 sq ft). The existing kitchen and equipment will be demolished and the space will be renovated for future educational uses (approximately 500 sq ft).

Upon allocation of project funds, the City submitted a school grant application to the State, retained an architect and recently issued a Request for Qualifications/Proposals (RFQ/P) for construction management services. As part of the Construction Management firm's services, they will provide pre-construction phase services which will include:

- assist the design team in the development of plans and specifications
- provide estimating services
- provide value engineering services
- develop phasing strategies
- provide constructability review
- provide bidding phase services

Following the pre-construction phase, a bidding phase for the Construction work will take place and a final contract price (GMP) will be submitted to the Common Council for approval.

The RPQ/P was developed based on a two-step process. Interested firms submitted qualification packages outlining all of its experiences, capabilities and qualifications in accordance with the RFQ/P. The selection committee consisting of Sharon Connors and Carleen Megaro of the City's Purchasing Department, Alan Lo the City's Building and Facilities Manager, Councilman David Heuvelman, Tyler Fairbairn from Naramake School parent, Jonathan Gombotz and Jim Giuliano of Construction Solutions Group reviewed all five submissions and developed a shortlist of four respondents with three being selected to be interviewed - A.V. Tuchy Builders, The Morganti Group, Inc. and Shawmut Design and Construction. After the interviews the Selection Committee requested proposals from A.V. Tuchy Builders and Shawmut Design and Construction. The following is a summary of their fee proposals:

Firm	Preconstruction Phase Services	CM Fee	General Conditions	Contingency Fee
A.V. Tuchy, Inc.	\$10,000	4.00%	\$156,975	5.00%
Shawmut Design & Construction	\$32,500	2.00%	\$265,750	3.00%

Upon receipt of the fee proposals, S. Connors, J. Giuliano and I reviewed the proposals. We assumed the trade costs to be \$2,416,000 as the bases for calculation of the CM Fee. Contingency Fee will be calculated and all free balance at the end of the project will be reverted back to the City. General Condition costs is based on projected construction period and is subject to adjustment when the Guaranteed Maximum Price (GMP) Amendment is executed. Based on our analysis, I hereby recommend the award of this project to A.V. Tuchy, Inc. as the qualified apparent lowest bidder for this project.

This project is scheduled to be advertised for construction bids in April 2021, start construction on June 2021 and substantial completion by December 2021. Construction will occur while the existing school is occupied and active.

ACTION REQUESTED:

1. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with A.V. Tuchy, Inc. as the Construction Manager (CM) for the Naramake Elementary School – Kitchen addition and Interior Renovation Project. Terms of the agreement shall include the following:**
 - A. **Pre-Construction Phase Services (including reimbursable allowance) \$10,000, CM Fees (% of total trade bids) 4.00%, CM Contingency (% of total trade bids) 5.00% and General Conditions costs at \$156,975.00 (to be finalized during execution of GMP Amendment).**
 - B. **Following the bidding process, final contract amount (GMP) will be submitted to the Common Council for approval. Acct. #09215010 5777 C0788**

CITY OF NORWALK PURCHASING DEPARTMENT

2.1 PRICING RESPONSE FORM, RFP # 4062A - C.M. Services for Naramake Elementary School Kitchen Addition/ Renovation State Project No. 103-0253 EA

Firm Name - A. V. Tuchy, Inc.		
Address - 1 McClintock Street, Norwalk, CT 06851		
Phone - 203-847-2461	Fax - 203-847-7116	Email - ddiscala@avtuchybuilders.com
Manager - David W. DiScala		Fed ID# 06-0976993

In submitting this proposal the undersigned declares that this is made without any connection with any persons making another proposal or the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official or the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that he/she or they have carefully considered objectives of each element of this project, the desired end result, the environment in which services and / or products are to perform and are satisfied as to all the quantities and conditions, and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he / she will furnish and provide, through its construction contractors, 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 Construction Manager and the City.

1. PROPOSED FEES: Kitchen Addition/ Renovation Naramake Elementary School

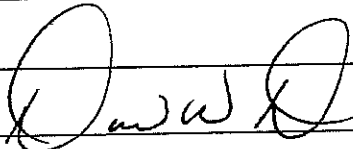
A. Preconstruction Phase Services Fees: Lump Sum in number and words based on the schedule of services.	
\$ 10,000.00	Fee in words Ten Thousand Dollars
B. CM Fees: in numbers and words: Express as a percentage cost of construction (trade costs).	
4 %	Fee in words Four Percent

CITY OF NORWALK PURCHASING DEPARTMENT

C. General Condition Fees: in numbers and words based on the schedule of services, "CM schedule of values". Include copies of completed Exhibit. This fee is provided for general information purposes based on CM's understanding of the project. General Conditions fees shall be adjusted accordingly as part of the GMP amendment.	
\$ 156,975.00	Fee in words One Hundred Fifty-Six Thousand Nine Hundred Seventy-Five Dollars
D. General Conditions Monthly Adjustment: in numbers and words. This value will be used to increase/decrease the CM's general conditions in response to final agreed upon construction schedule.	
\$ 28,540.00	Fee in words Twenty-Eight Thousand Five Hundred Forty Dollars
D. Contingency Fees: in numbers and words, Express as a percentage cost of construction	
\$ 5%	Fee in words Five Percent

2. INSURANCE:

Agency Name	- Marsh & McLennan Agency
Agency Address	- 800 Connecticut Avenue, Suite 4E03 Norwalk, CT 06854

Submitted by - David W. DiScala, Vice Pres.	
Authorized Agent of Company (name and title)	Date October 28, 2020

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

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

EXECUTIVE SUMMARY

A. V. Tuchy, Inc. was established and incorporated with the State of Connecticut in 1956 by Anthony V. Tuchy providing corporate, industrial and real estate construction. The current ownership has been involved in the day-to-day management of the company for the last 41 years, continuing to provide exceptional service and commitment to quality, efficiency and integrity as one of the top construction companies in Fairfield County.

Over the years, the company has evolved from a large general contracting company, to a very efficient small projects construction company specializing in projects for diverse commercial industries, including corporate, retail, country clubs, banks, health care, churches and non-profit organizations, as well as high quality residential projects from new construction, to additions, and remodeling.

The current ownership, realizing that not every project is right for our company, has taken the approach of searching out projects that fit our strengths and build good relationships for repeat business. To assure that our clients receive the very best, we cap our work load to only what our current management team can handle. Our principals and staff bring over 100 cumulative years of experience to our projects.

As a member of the Norwalk Chamber of Commerce for over fifty years, ownership has supported many community endeavors, and in 2009, A.V. Tuchy, Inc. was recognized with the Chamber's Small Business of the Year Award.

Bedford Elementary School
Westport, CT
Stem Lab

West Rocks Middle School
Norwalk, CT
Window Replacement Project Phase I

Side By Side Charter School
Norwalk, CT
New Building

Staples High School
Westport, CT
Locker Room Renovations

Kendall Elementary School
Norwalk, CT
Cafeteria Renovation

West Rock Middle School
Norwalk, CT
Window Replacement Project Phase II

PRECONSTRUCTION

SCOPE OF SERVICES

Given the comprehensive Scope of Services provided in Section 1.5 (Scope of Services – Pre-Construction) of the City of Norwalk RFP, A.V. Tuchy, Inc. sees no additional Pre-Construction Services that would need to be added to complete the RFP Scope. However, with regard to Section 1.4 (Scope of Services for Bidding) we would expand on Item C in order to fully comply with certain requirements that our experience with CHRO would indicate. Although the RFP has no Set-Aside requirements, CHRO will require that we develop certain Bid Packages for Set-Aside pricing by M/WBE contractors. Further, prior to beginning our bid solicitation process our purchasing department, in coordination with CHRO will arrange a number of outreach meetings to present to project overview and to answer any questions that will help encourage bid solicitation from M/WBE contractors. A. V. Tuchy, Inc. has a substantial list of M/WBE contractors, all of which will be invited to attend these outreach meetings. Also invited to these outreach presentations will be representatives from CHRO and of course any representation that the City of Norwalk would like to see in attendance will receive specific invites. These outreach presentations have been very successful on all of our public projects and help set a very positive project relationship with CHRO.

ESTIMATING

Upon award, A. V. Tuchy, Inc. will engage with the Design Team and Owner by attending periodic meetings as the design progresses to its first major milestone, that being the completion of the schematic Design Documents. At this time, A. V. Tuchy, Inc. will prepare a comprehensive Schematic Design Estimate using all of the latest design information (Schematic Design Documents and other information such as the projected construction schedule duration necessary to accurately compute the General Conditions cost for the project) that is known to the Project Team at this time. A. V. Tuchy, Inc. will, of course, fill in the blanks or create temporary allowances for any portions of the design that are still relatively unknown (an example of such an item may be the extent of abatement). If after final reconciliation of the Schematic Estimate with the Design Team and City of Norwalk, it is determined to be in excess of the projected City Budget it may be necessary to develop a list of value engineering items for consideration prior to proceeding with the Design Development stage. Value engineering, if utilized properly, can be a very effective tool for budget maintenance. Our goal when we enter into the value engineering process is to provide the project team with the information necessary to make informed decisions that will maximize the Naramake Addition/Renovation Project program requirements within the budget constraints of the project. A. V. Tuchy, Inc. is frequently tasked with developing a list of value engineering items. Our value engineering effort will evaluate all aspects of the project from the structure, building skin, mechanical and electrical systems and finishes. In each case the goal is to provide cost savings without impacting long term maintenance and operating expenses or design program. Once the Schematic Estimate is finalized with or without the need for value engineering, it can begin to guide the entire project team in a direction of sound budget management and provide early decision making within the context of controlling the overall project cost.

As the Design Team progresses through the 2nd stage of design (Design Development) many design details that are necessarily absent from the Schematic Design Documents begin to be developed resulting in a more refined set of project documents once the Design Development is complete. With these completed 2nd stage design documents, A. V. Tuchy, Inc. will prepare a more comprehensive estimate, along with a construction schedule and early site logistics plans that reflect the evolution of the final Design Development Documents. Given that some of the uncertainties have been removed, the final Design Development Estimate will result in a Design Contingency reduction. Again, if required in order to maintain the project budget, additional value engineering items will be developed and presented to the Design Team and City of Norwalk for their further consideration. Once the Design Development Estimate is finalized and approved the Design Team will begin the 3rd and final stage of design (Construction Documents).

CONSTRUCTION

SCOPE OF SERVICES

After reviewing the comprehensive Scope of Services provided in Section 1.5 (Scope of Services - Construction) of the City of Norwalk RFP, A. V. Tuchy, Inc. would include the following additional scope items that covers the requirement to construct all required Mockups in a timely manner for review and approval/acceptance by the Design Team and/or City of Norwalk; to conduct MEP coordination meetings with all effected subcontractors (HVAC, Electrical, Fire Protection, General Trades); and to coordinate work with trade contractors not under CM's contract (Owner direct contract). Further, we would expand the language in item K to include weekly progress meetings between CM supervisory staff and all on-site Subcontract foreman/field supervision to discuss such items as the work schedule by each subcontractor for the upcoming week, coordination of field operations between subcontractors, projected material deliveries, etc. Similarly we would expand the language in item S to include weekly progress meetings between CM project management staff and all subcontract project managers to discuss such items as status of shop drawing and material submittals, status of RFI's, change orders, requisitions and other contract administrative items.

APPROACH TO SCHEDULE AND COST CONTROL

Approach & Plan to Accomplish Project Schedule: A. V. Tuchy, Inc. has completed many educational projects in the State of Connecticut on time and within budget. We understand it is our duty to manage both of these critical functions in order for the project to be successful in its outcome and allow the educational process to continue. Planning for these successful outcomes is critical, long before the shovel goes into the ground. A. V. Tuchy, Inc. Pre-Construction Team will be responsible for creating and maintaining the design phase schedule as agreed upon with the Architect, Consultants, and the City of Norwalk. We will foster a team approach to creating this important schedule, noting key dates for completion and approval of each phase of design.

During pre-construction a workable, detailed milestone schedule will be created and included in the bid documents. This allows all bidders to understand the goas of the project and where and when they are expected to work. The construction plan and schedule issued with the bid packages must be realistic and achievable. Our bid packages have a series of milestone dates which relate to the project schedule, and if a trade contractor fails to meet any of his designated milestones, he may be penalized in the form of liquidated damages. Our contracts contain language which gives us the power to take action when we deem it necessary, rather than waiting until the damage is done. Our system of mini-milestone deadlines for key trade contractors virtually guarantees that schedules are met.

After the award of trade contracts, our Project Manager will meet with the prime trade contractors to formulate a detailed construction schedule. The bid schedule is updated and will then become the construction schedule, with tall trade and subcontractors agreeing to its acceptability. Summary schedules will be presented to the City of Norwalk and Architect as part of our monthly progress report to apprise all of the project status. The construction schedule serves as a procurement tool to identify purchasing and submittal requirements for all trades as well as any City of Norwalk direct purchased equipment. Activities are sorted by various fields and distributed to trade contractors to keep them on track. Throughout the construction phase, short interval schedules will be developed to support near-term installation activities.

Approach & Plan to Control Cost of the Work: Accurately forecasting and managing the project cost of the work is one of A. V. Tuchy, Inc.'s greatest responsibilities on this project. This task commences with the initial estimate, follows the budget through the design and procurement phase and is managed on a daily basis during the construction phase. We are acutely aware that in order for the City of Norwalk to make informed and timely decisions, A. V. Tuchy, Inc. must provide them with solid budget controls.

As stated in our Pre-Construction Section above, budget control starts in the pre-construction phase with



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

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

RE : 98 SOUTH MAIN STREET –
 INTERIM LICENSE AGREEMENT WITH YMCA

DATE: OCTOBER 29, 2020

As you may know, subsequent to NEON Inc.'s departure from 98 South Main Street a few years ago, the City acquired the remaining ownership shares of the building from South Norwalk Community Center. Currently, the City is the sole owner of the property. The building was constructed around 1984. It is a two story structure with a total of approximately 22,000 square feet. For over 30 years, this building has served the community well and is in need of major renovation. Due to potential building operating issues and the need for the City to develop a comprehensive long term use strategy for the building, the City had not seek full tenancy of the building. At the present time, there are only two tenants in the building (Americare and Urban Community Action in Norwalk Inc.) which occupy a small portion of the building.

Subsequent to the Request for Proposals (RFP) process to lease the entire building for community service functions, the City approved a proposed long term development and community services lease with the Riverbrook Reginal Young Men's Christian Association, Inc. (YMCA) in January 2020. The proposed plan was to transfer the building to the Y in the spring of 2020.

The onset of the Covid epidemic in the spring of 2020 had and continues to have a significant impact on means to provide community services and public access to the building. Nevertheless, the Y has reconfirmed their continued commitment to the long term strategy for the building and looks to develop an interim plan to provide community services during the Covid epidemic. As a result from meetings with the

Y, the Y has developed the attached interim proposal. The proposed terms for the interim License Agreement are as follows:

- Period: January 1, 2021 to June 30, 2021
- The Y will have access to the first floor for programming and approximately 2,500 square feet on the second floor for office functions. Existing City tenants to remain and will continue to operate on the first floor.
- Payment for the license period is \$1
- City will provide utility and building maintenance services which will include HVAC and building infrastructure maintenance/improvements
- City will remove existing furniture and equipment from the building
- Y will provide all tenant fit-up, janitorial services, IT/telephone installation and building security services
- Y will provide all applicable insurance coverage for building occupancy
- The City and the Y will continue to work together to expand or delete building program uses based on needs and Covid-19 constraints.

ACTION REQUESTED:

Authorized the Mayor, Harry W. Rilling, to execute an interim License Agreement with The Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) for the occupancy of portions of 98 South Main Street building in order to provide needed community service programs. Agreement period shall be from January 1, 2021 to June 30, 2021. Terms of the Agreement shall be as outlined in Alan Lo's memo dated October 29, 2020.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

October 29, 2020

City of Norwalk
c/o Alan Lo, Building and Facilities Manager
125 East Avenue
Norwalk, CT 06851

Dear Alan,

The Riverbrook Regional YMCA enthusiastically awaits its opening of the Norwalk YMCA branch at 98 S. Main Street in January 2021. We believe our experience, together with our mission and purpose, uniquely positions us to continue serving the City of Norwalk, its citizens and specifically, the South Norwalk community.

YMCAs, as one of the nation's leading non-profits, are uniquely positioned to impact lives. YMCAs are a voice for the welfare of the community, and we use our programs to help satisfy its recreation and social needs. While doing so, we uniquely address the whole person, "Spirit, Mind and Body." Based upon our Riverbrook Regional YMCA's mission of putting the Christian principles of Love, Respect, Honesty, Responsibility and Service into programs for all, we take the entire community into account and include a multitude of offerings.

As a trusted community partner committed to Youth Development, Healthy Living and Social Responsibility, we are a careful steward of our resources. Even though the way we care for one another has been impacted by the pandemic, the Y's mission has never changed. During this critical time, we've continued supporting our most at-risk populations, with virtual support, keeping them healthy and connected while maintaining personal progress and have redeployed our programs. This takes substantial resources, ensuring all of our neighbors have the ability to grow in mind, body and spirit.

I hope you agree that the work our Y is confronting is immensely important for our pathway back to normalcy. But we can't do it alone. We are delighted the City of Norwalk has presented to our YMCA the financial support necessary to cover the operating costs of 98 S. Main Street due to this health crisis to help ensure we have the resources necessary to deliver services to our communities and neighbors through these extraordinary circumstances.

It is the transformation of individual lives and the fostering of personal relationships of which we are most proud. We are excited for the opportunity to strengthen our partnership with the City and serve together for many years to come. Please reach out to us with any questions or requests for additional information. We look forward to assisting you.

Sincerely,

Robert C. McDowell
CEO

NORWALK YMCA
JAN / FEB

STARTING DATE NO SOONER THEN 1/18

Time	Sun/Mon	Tues	Wed	Thurs	Fri	Sat
9:00-9:30	CLOSED		Mommy & Me Blood Pressure Self-Monitoring	Diabetes Preventio		Diabetes Prevention Mommy & Me Family Fitness Girls On The Run Club Afterschool Homework Blood Pressu Self-Monito ring
9:30-10:00						
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00						
12:00-12:30						
12:30-1:00						
1:00-1:30						
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30		Girls On the Run	Afterschool Homework	Afterschool Homework	Girls On the Run	Afterschool Homework
4:30-5:00						
5:00-5:30						
5:30-6:00						
6:00-6:30			Family Fitness			
6:30-7:00						

MAR / APR / JUNE

Time	Sun/Mon	Tues	Wed	Thurs	Fri	Sat
9:00-9:30	CLOSED		Mommy & Me Blood Pressure Self-Monitoring	Diabetes Preventio		Diabetes Prevention Mommy & Me Family Fitness Green Teens & Nutrition Program Girls On the Run Intermural Sports/ Skills & Development Afterschool Homework Tutoring Club Blood Pressu Self-Monito ring
9:30-10:00						
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00						
12:00-12:30						
12:30-1:00						
1:00-1:30						
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30		Girls on the Run	Afterschool Homework	Afterschool Homework	Girls On the	Afterschool Homework
4:30-5:00		Afterschool Homework	Green Teens &	Intermural Sports/ Skills & Development	Afterschool Homework	Music, Arts &
5:00-5:30						
5:30-6:00						
6:00-6:30			Family Fitness			
6:30-7:00						

***KID ZONE - Out of School Programming : Jan. 18th, 2021 & Feb. 11,12, 15 , 2021 & March 15 - 19 , 2021 & April. 2 , 2021 , 8am-3pm

***Working to identifying other organizations to collaborate with to have the following programs as well: NEW PARENT SUPPORT GROUP,

ESL Classes & WORK READINESS Workshops



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE : **BUILDING MANAGEMENT SERVICES –
NEW CONTRACT WITH GUARDIAN SERVICES**
DATE: OCTOBER 29, 2020

In 1997, the City decided to secure professional building management services to manage municipal facilities in lieu of individual departments managing their own buildings. At the time, it was an unique concept to privatize municipal building management services. The City issued a Request for Proposals, engaged a Property Management company and created the Office of Building Management.

Through the years, the responsibilities of Office of Building Management have grown and at the same time, became an essential component of City operations. Guardian Service Industries Inc., our current service provider, is the City's third property management firm. Our typical contract period is 5 years with renewal options. These services include three components: facilities management, building engineering and janitorial services. It is important to note that a continued relationship with the property management firm is highly desirable as the property management team is entrenched in City operations and the building engineering staff has in-depth knowledge of building systems and equipment operation.

Prior to the expiration of Guardian's contract on July 1, 2020, I presented to the Land Use and Building Management Committee and Purchasing Department my recommendation to negotiate with Guardian for facilities management and building engineering services while advertising janitorial services through a public RFP process. This concept was acceptable to Land Use and Purchasing. However, as Covid-19 crisis unfolded in the spring and the added demand for additional building

services, the City approved a 6 month contract extension to December 31, 2020 in order to maintain consistency of building services during the epidemic.

In September 2020 and prior to Purchasing issuing a RFP for janitorial services, I requested and received an initial fee proposal for 5 years (starting on January 1, 2021) plus 2 one-year options from Guardian for management and engineering services. Thereafter, I restructured their proposal and extended the period by 6 months in order to line up their annual increases with the City's budget cycles which begin on July 1. See Exhibit #1. This proposal is consistent with our current staffing and fee structure.

Separately, the Purchasing Department issued a RFP for janitorial services and the City received six proposals on October 19, 2020. Below is a summary of the proposals:

Company Name	Year One Fee	Average Annual Increase
Guardian Services Industries, Inc	\$581,757.00	2.8% - 3.0%
Service Management Group, LLC	\$643,183.00	3.8%
S.J. Services, Inc.	\$662,232.00	3.0%
AffinEco, LLC	\$707,919.64	3.39% - 4.34%
Coastal Cleaning LLC	\$832,012.60	Not defined
Owens Realty Services	\$952,470.72	4.0% - 5.0%

Based on the proposals, Guardian's proposal provided the lowest annual fee. Thereafter, I extrapolated their fee proposal which is based on 7 years with annual percentage increases and converted it into a 7 ½ year fixed fee structure to be in-line with management and engineering services portion of the contract. See Exhibit #2

Recently, with the retirement of the City custodians at the Police Headquarters and at City Hall (2 positions), Building Management is seeking to include an additional janitor under Guardian to provide the essential services with flexibility to cover building maintenance services at City Hall and Police Headquarters. Exhibit #3 provide a summary of said costs.

Based on the above services and corresponding costs, Exhibit #4 summarizes all of the costs plus an annual allowance for overtime to arrive at annual lump sum amounts. It is important to note that total 2020-2021 operating budget allocated for these services is approximately \$1,812,585.00 (with scheduled BET transfer of \$40,000 in November 2020 to cover costs for 98 South Main Street) We are

expected to expend approximately \$860,000 from July 1, 2020 to December 31, 2020 leaving the free balance of \$952,585 to cover the costs from January 1, 2021 to June 30, 2021 which is \$944,093.61.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute a contract with Guardian Service Industries Inc. to provide Building Management Services (including management, engineering and janitorial services) for various municipal facilities from January 1, 2021 to June 30, 2026 (base period) with two additional 1-year renewal options. Annual fee shall be as follows for a total not exceed:

Jan 1, 2021- Jun 30, 2021 (6 mo)	\$ 944,093.61
Jul 1, 2021 – Jun 30, 2022	\$ 1,929,843.73
Jul 1, 2022 – Jun 30, 2023	\$ 1,984,170.83
Jul 1, 2023 – Jun 30, 2024	\$ 2,042,014.56
Jul 1, 2024 – Jun 30, 2025	\$ 2,106,849.46
Jul 1, 2025 – Jun 30, 2026	\$ 2,170,956.58

Jul 1, 2026 – Jun 30, 2027 (option)	\$ 2,238,065.44
Jul 1, 2027 – Jun 30, 2028 (option)	\$ 2,307,215.14

Funds are available from various operating budget accounts.



Alan Lo
City of Norwalk
Building and Facilities Manager
Norwalk City Hall
September 20th 2020
Re: Management and Engineering services

Mr Lo,

Guardian has been a proud partner of the City of Norwalk for many years. Over that time, we have been fortunate to collaborate with you on some very important and exciting projects, including the following:

- Refurbishment of Air Handling Units at Norwalk City Hall.
- Replaced Norwalk City Hall Burglar System.
- Worked closely with all aspects of the HVAC and associated equipment at the new Norwalk Fire House
- Upgraded CCTV System at Norwalk City Hall which included installation of multiple new perimeter cameras and panic alarms.
- Replaced Sound System in the Concert Hall.
- Replaced Carpeting in multiple Departments at Norwalk City Hall
- Assisted in Major Reorganization, Construction and Move of Multiple Departments internally within Norwalk City Hall
- Replaced the two hydraulic power units for the two passenger elevators at Norwalk City Hall as part of ongoing Elevator Modernization Project.
- Replaced Air Handling System at Animal Control Center.
- Replaced Ventilation Fan at Department of Public Works Garage.
- Replaced Fuel Tank system at Department of Public Works.
- Replaced roof at Ben Franklin Pre-School.
- Replaced Gymnasium Roof Top Unit Systems at Ely School.
- Installed Picnic Shelter behind Ely School.
- Replaced Fire Alarm System in both the Branch and Main Libraries.
- Replaced Roof Top Units at Norwalk Police Department.
- Replaced two split Air Conditioning Units at Norwalk Senior Center.



Over the years, with the cooperation of you and your team, we have been able to put together both a Property Management Team and Engineering Team that has brought the necessary skills and experience that are required to assist the city of Norwalk in its goal to continually upkeep the city's properties in the most safe, efficient and clean manner possible. Part of our success has been driven by our diligent efforts to find, and train, the right people for the positions necessary to cover the wide array of knowledge and experience needed for the diverse buildings and systems across the Norwalk properties we are entrusted to manage and upkeep.

In keeping with that partnership, Guardian would like to propose the below pricing for the next several years. We feel the confidence of a continuing relationship will only strengthen our efforts and ability to continue to serve the great city of Norwalk into the future.

Respectfully submitted,

Joe Large, LEED GA
Executive Vice President
Guardian Service Industries, Inc.



EXECUTIVE SUMMARY

Corporate Experience

GSI is a full-service facility maintenance firm specializing in providing comprehensive Operations and Maintenance Services to high visibility landmark facilities

Our firm has on-staff subject matter experts and physical Engineers providing operational planning and support for each of our contract locations. GSI has a full range of vertically integrated service units including:

- Engineering and Management Operations
- Janitorial Services
- Security
- Lighting Maintenance
- Window Cleaning Services
- Integrated Pest Management



COMPANY OVERVIEW

Guardian Service Industries, Inc. was established in 1918 as Empire Window Cleaning. On December 10, 1976, Guardian Service Industries, Inc. was incorporated in the State of New York. Today we are a multi-million-dollar premier facility services company that specializes in providing high-quality, customized services to high-profile properties across the Tri-State/New England area. For the last 100+ years Guardian has been continually improving and vertically integrating its service line offerings in facility maintenance. Our service areas include engineering, janitorial, security guard services, window cleaning, Metal and marble maintenance and restoration, pest control, and lighting. The growth of these service entities was fueled in large part, by the requests of our customers. By grouping (or "integrating") a variety of services together, our clients have enjoyed increased cost efficiencies. Guardian is able to reduce overall administrative and site management costs and pass this savings on to our customers.

Our portfolio of clients varies from Class A office buildings to prestigious monumental government buildings across Connecticut, New England and New York. Our operations team is trained at providing consistent, superior, customer-centric solutions that set us apart from our competition.

OPERATING DIVISIONS

MANAGEMENT/ENGINEERING & OPERATIONS

Our Engineering & Operations division was established to provide our clientele with trained and experienced personnel to meet the advancing technological challenges of facility maintenance. Senior management holds over one hundred years of experience in the design, operations and maintenance of various types of facilities, including transportation hubs, data centers, corporate headquarters and public buildings.

JANITORIAL SERVICES

Our Janitorial division is comprised of both stationary and route-based crews. Our capabilities include all service areas, which allows for total customization of a service solution specific to the customer's needs. Currently, Guardian maintains some of the Tri-State areas most prestigious addresses, including educational and financial institutions, retail locations, shopping centers and office buildings. Among our service offerings are janitorial maintenance services, carpet maintenance, construction clean-ups, window washing, and furniture polishing and trash removal.

WINDOW CLEANING

Guardian has one of the region's largest, fully insured and licensed window cleaning divisions. With nearly a century of experience, our services range from corporate campuses to high-rise buildings. All of our window cleaners are state certified professionals with safety in mind. Our experience, financial strength, and our people make choosing us the right decision.



INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management. Guardian relies on a combination of common-sense practices and programs to solve pest control problems with the least amount of pesticides possible; ensuring the least hazard to people, property and the environment.

SECURITY SERVICES

Our Security division provides security programs for specialized applications such as office buildings, shopping centers, retail stores and school districts. Service offerings extend from employment screenings, investigations, and undercover operatives to uniformed security officers. Senior management is comprised of a team of professionals with diversified security experience.

Senior management holds over one hundred years of experience in the protecting and securing various types of facilities, including schools, airports, data centers, corporate headquarters and public venues.

FINANCIAL STABILITY

Guardian is a privately held, family owned and operated corporation that has enjoyed a long history of growth and financial stability. With over \$135-million in annual revenue, our clients can be assured that Guardian will be able to support them and grow with them. We have demonstrated our ability to support our customers' long-term requirements and we are confident in our capability to support your facilities.

ENVIRONMENTAL CONSCIOUSNESS

Guardian has implemented an aggressive corporate sustainability program that translates across all services and departments. This along with our environmental policy makes us one of the most "Green" conscious firms in the metropolitan area.

- ISSA CIMS Green Building certified with honors
- Guardian Green Cleaning Systems
- Web-based Management System – Guardian 24/7; enabling users to generate work orders, view periodic schedules, Quality Control management and more.
- LEED accredited professionals
- Programs that can help you obtain LEED-EB certification
- Paperless Invoicing



HUMAN RESOURCES

Our Business Is All About Service... And Service Is All About Great People.

Recruitment & Retention

Equipment, tools and technology — they mean nothing without people who can listen to clients and solve problems.

Yes, it is people who truly set Guardian Services apart. That is why we spend so much time recruiting, interviewing, and discovering the best and the brightest talent available in our industry.

In order for Guardian to implement the quality driven facility systems, we design the “front line” employee as the single most important component. Our corporate philosophy is grounded in the concept that every employee is critical to the success of our organization. Therefore, the selection of our workforce is a high priority.

Personnel are recruited through referrals and local community organizations whose reputations depend on the quality of the applicants they recommend. It has been our experience that these applicants are generally well screened and self-motivated. All applicants are thoroughly screened before they are hired in accordance with Guardian’s standard hiring procedures and any customer requirements.

Hiring

Our Senior Managers have decades of hands on management, engineering and operations experience. This gives us the expertise and ability to find, interview and hire great talent, as well as seeing the potential in a given candidate. This experience, combined with our successful working relationships throughout the industry, allows us to staff our sites with the necessary, qualified personnel to perform the required tasks at each location.

Safety Training Procedures

Guardian Service Industries, Inc. understands, through years of experience, the importance of providing ongoing and comprehensive training to all employees. The cornerstone of our training program is to assure 100% strict compliance with all required local, state and federal regulations. Additionally, the balance of our training provides multiple benefits to our clients, our employees and our bottom line. Proper training benefits the building, the tenants and the client.

Also, Guardian will track all of our employee’s necessary credentials and their expiration dates. By doing this at our other locations, we have found that licenses and/or certifications have an almost zero rate of expiring prior to renewal.

Management Team

Property Manager
Assistant Property Manager
Senior Administrator

Annual increase

January 1 to June 30 2020	\$	212,890.00	
July 1 2021 to June 30 2022	\$	436,413.22	2.80%
July 1 2022 to June 30 2023	\$	449,069.20	2.90%
July 1 2023 to June 30 2024	\$	462,541.28	3.00%
July 1 2024 to June 30 2025	\$	477,573.87	3.25%
July 1 2025 to June 30 2026	\$	493,095.02	3.25%
July 1 2026 to June 30 2027 (Option Year 1)	\$	509,120.61	3.25%
July 1 2027 to June 30 2028 (Option Year 2)	\$	525,667.03	3.25%

Engineering Team

Chief Engineer
Lead Engineer
Mechanic
General Mechanic Plus
General Mechanic

Annual increase

January 1 to June 30 2020	\$	392,527.11	
July 1 2021 to June 30 2022	\$	807,050.29	2.80%
July 1 2022 to June 30 2023	\$	830,454.75	2.90%
July 1 2023 to June 30 2024	\$	855,368.39	3.00%
July 1 2024 to June 30 2025	\$	883,167.86	3.25%
July 1 2025 to June 30 2026	\$	911,870.82	3.25%
July 1 2026 to June 30 2027 (Option Year 1)	\$	941,506.62	3.25%
July 1 2027 to June 30 2028 (Option Year 2)	\$	972,105.58	3.25%

DOES NOT INCLUDE BUDGETED OVERTIME

CITY OF NORWALK PURCHASING DEPARTMENT

Exhibit #2

1.1 PROPOSAL RESPONSE FORM

Vendor Name - Guardian Service Industries, Inc.		
Address - 55 Water Street		
Phone - 646.307.7797	Fax -	Email - clobosco@guardian-service.com
Manager - Charles LoBosco		Fed ID# 13-2878147

The undersigned hereby declares that he/she has or they have carefully examined this Requests for Proposals and referenced buildings and has satisfied themselves as to all quantities and conditions, and understands that in signing this proposal they waive all rights to plead any misunderstanding regarding the same.

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

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

JANITORIAL SERVICES

A. Service Location and Annual Costs

A.	SERVICE LOCATION	ANNUAL COST
1.	NORWALK CITY HALL	\$ 215,250.
2.	HEALTH DEPARTMENT	\$ 52,359.00
3.	PUBLIC WORKS CENTER Administration & Garage	\$ 29,088.00
4.	PUBLIC WORKS CENTER Dispatch & Traffic	\$ 58,175.00
5.	BENJAMIN FRANKLIN CENTER	\$ 11,635.00
6.	ROOSEVELT SENIOR CENTER	\$ 11,635.00
7.	POLICE HEADQUARTERS	\$ 186,163.00
8.	FIRE HEADQUARTERS	\$ 17,452.00
	TOTAL	\$ 581,757.00

CITY OF NORWALK

PURCHASING DEPARTMENT

B. Supplemental Janitorial Service: Indicate hourly labor rates for cleaning services provided outside the scope of the contract i.e., concert, conference, luncheon, meeting, special occasion, etc.

Week Days	Rate \$ 25.20	Rate \$
Hours that rate applies	8AM-10PM	
Saturday/Sunday	Rate \$ 37.80	Rate \$
Hours that rate applies	8AM-10PM	
Holidays	Rate \$ 37.80	Rate \$
Hours that rate applies	8AM-10PM	

C.	ANNUAL % COST INCREASE	Year 2	Year 3	Year 4	Year 5
1.	NORWALK CITY HALL	2.8 %	2.8%	3.0 %	2.8 %
2.	HEALTH DEPARTMENT	2.8 %	2.8%	3.0 %	2.8 %
3.	PUBLIC WORKS CENTER Administration & Garage	2.8 %	2.8%	3.0 %	2.8 %
4.	PUBLIC WORKS CENTER Dispatch & Traffic	2.8 %	2.8%	3.0 %	2.8 %
5.	BENJAMIN FRANKLIN CENTER	2.8 %	2.8%	3.0 %	2.8 %
6.	ROOSEVELT SENIOR CENTER	2.8 %	2.8%	3.0 %	2.8 %
7.	POLICE HEADQUARTERS	2.8 %	2.8%	3.0%	2.8 %
8.	FIRE HEADQUARTERS	2.8 %	2.8%	3.0%	2.8 %

CITY OF NORWALK PURCHASING DEPARTMENT

D.	Service Location	Working Supervisor		Cleaning Staff		Days / Week	Working Hours (no earlier than 5:30 pm, M-F)
		Number of employees	Wages / hour	Number of employees	Wages / hour		
1.	NORWALK CITY HALL	1	\$ 21.00	7	\$ 16.8	5	5:30-9:30
2.	HEALTH DEPARTMENT		\$	2	\$ 16.8	5	5:30-9:30
3.	PUBLIC WORKS CENTER Administration & Garage		\$	1	\$ 16.8	5	5:30-9:30
4.	PUBLIC WORKS CENTER Dispatch & Traffic		\$	1	\$	5	5:30-9:30
5.	BENJAMIN FRANKLIN CENTER	1	\$ 21.00		\$	5	5:30-9:30
6.	ROOSEVELT SENIOR CENTER	1	\$ 21.00		\$	5	5:30-9:30
7.	POLICE HEADQUARTERS		\$	5	\$ 16.8	7	5:30-9:30
8.	FIRE HEADQUARTERS		\$	1	\$ 16.8	3	5:30-9:30

NOTE:

1. List other costs separately in the space provided that are not included in the pricing table above.
2. Include all periodic requirements as described in the specifications.
3. Please refer to page xx for current staffing level and hours

Description	Cost
vacation/Sick	\$ 25,474.00
PT&I	\$ 73,808.00
Equip/Maint?Dep/Uniforms	\$ 23,711.00
Union Benefits	\$ 43,334.00
OH	\$ 13,905.00
Profit	\$ 11,636.00

E. CERTIFICATION

Submitted By: Charles LoBosco	Signature: <i>Charles LoBosco</i>
Authorized Agent of Company (Name & Title): Charles LoBosco SVP	
Date: 10.19.2020	

- F. 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	10.05.2020	Addendum #		Dated	
Addendum #	2	Dated	10.05.2020	Addendum #		Dated	

Convert Proposal from 5 years to 5 1/2 years Annual Fee with 2 additional one year option

Months	Period	Semi - Annually	Inc%	Subtotal	Annually	Year
6	Jan-Jun 21	\$ 290,878.50			\$ 290,878.50	6 Month
	Jul-Dec 21	\$ 290,878.50		\$ 290,878.50		
12	Jan-Jun 22	\$ 290,878.50	2.80%	\$ 299,023.10	\$ 589,901.60	Year 1
	Jul-Dec 22	\$ 299,023.10		\$ 299,023.10		
12	Jan-Jun 23	\$ 299,023.10	2.80%	\$ 307,395.75	\$ 606,418.85	Year 2
	Jul-Dec 23	\$ 307,395.75		\$ 307,395.75		
12	Jan-Jun 24	\$ 307,395.75	3.00%	\$ 316,617.62	\$ 624,013.37	Year 3
	Jul-Dec 24	\$ 316,617.62		\$ 316,617.62		
12	Jan-Jun 25	\$ 316,617.62	2.80%	\$ 325,482.91	\$ 642,100.53	Year 4
	Jul-Dec 25	\$ 325,482.91		\$ 325,482.91		
12	Jan-Jun 26	\$ 325,482.91	2.80%	\$ 334,596.43	\$ 660,079.34	Year 5
	Jul - Dec 26	\$ 334,596.43		\$ 334,596.43		
12	Jan-Jun 27	\$ 334,596.43	2.80%	\$ 343,965.13	\$ 678,561.56	Option Yr 6
	Jul - Dec 27	\$ 343,965.13		\$ 343,965.13		
12	Jan-Jun28	\$ 343,965.13	2.80%	\$ 353,596.15	\$ 697,561.28	Option Yr 7

New Daytime Portor to provide janitorial support for City Hall and Police Headquarters

Months	Period	Semi - Annually	Inc%	Subtotal	Annually	Year
6	Jan-Jun 21	\$ 30,808.00			\$ 30,808.00	6Month
	Jul-Dec 21	\$ 30,808.00		\$ 30,808.00		
12	Jan-Jun 22	\$ 30,808.00	2.80%	\$ 31,670.62	\$ 62,478.62	Year 1
	Jul-Dec 22	\$ 31,670.62		\$ 31,670.62		
12	Jan-Jun 23	\$ 31,670.62	2.80%	\$ 32,557.40	\$ 64,228.03	Year 2
	Jul-Dec 23	\$ 32,557.40		\$ 32,557.40		
12	Jan-Jun 24	\$ 32,557.40	3.00%	\$ 33,534.12	\$ 66,091.52	Year 3
	Jul-Dec 24	\$ 33,534.12		\$ 33,534.12		
12	Jan-Jun 25	\$ 33,534.12	2.80%	\$ 34,473.08	\$ 68,007.20	Year 4
	Jul-Dec 25	\$ 34,473.08		\$ 34,473.08		
12	Jan-Jun 26	\$ 34,473.08	2.80%	\$ 35,438.33	\$ 69,911.40	Year 5
	Jul-Dec 26	\$ 35,438.33		\$ 35,438.33		
12	Jan-Jun 27	\$ 35,438.33	2.80%	\$ 36,430.60	\$ 70,876.65	Option Yr. 6
	Jul-Dec 27	\$ 36,430.60		\$ 36,430.60		
12	Jan-Jun 28	\$ 36,430.60	2.80%	\$ 37,450.66	\$ 73,881.25	Option Yr. 7

Total Janitorial Services for 5 1/2 years plus 2 additional one year option

Period	Janitorial Amounts		New Portor		Total Janitorial Cost
Jan 21- Jun 21 (half year)	\$	290,878.50	\$	30,808.00	\$ 321,686.50
Jul 21- Jun 22 (Year 1)	\$	589,901.60	\$	62,478.62	\$ 652,380.22
Jul 22- Jun 23 (Year 2)	\$	606,418.85	\$	64,228.03	\$ 670,646.88
Jul 23- Jun 24 (Year 3)	\$	624,013.37	\$	66,091.52	\$ 690,104.89
Jul 24- Jun 25 (Year 4)	\$	642,100.53	\$	68,007.20	\$ 710,107.73
Jul 25- Jun 26 (Year 5)	\$	660,079.34	\$	69,911.40	\$ 729,990.74
Jul 26- Jun 27 (Year 6 Option)	\$	678,561.56	\$	70,876.65	\$ 749,438.21
Jul 27- Jun 28 (Year 7 Option)	\$	697,561.28	\$	73,881.25	\$ 771,442.53

Guardian Total contract amounts

Period	Exhibit #1 Management	Exhibit #1 Engineering	Exhibit #3 Janitorial+ Portor	Overtime Allowance	Total Contract Amount
Jan 21- Jun 21 (half year)	\$ 212,890.00	\$ 392,517.11	\$ 321,686.50	\$ 17,000.00	\$ 944,093.61
Jul 21- Jun 22 (Year 1)	\$ 436,413.22	\$ 807,050.29	\$ 652,380.22	\$ 34,000.00	\$ 1,929,843.73
Jul 22- Jun 23 (Year 2)	\$ 449,069.20	\$ 830,454.75	\$ 670,646.88	\$ 34,000.00	\$ 1,984,170.83
Jul 23- Jun 24 (Year 3)	\$ 462,541.28	\$ 855,368.39	\$ 690,104.89	\$ 34,000.00	\$ 2,042,014.56
Jul 24- Jun 25 (Year 4)	\$ 477,573.87	\$ 883,167.86	\$ 710,107.73	\$ 36,000.00	\$ 2,106,849.46
Jul 25- Jun 26 (Year 5)	\$ 493,095.02	\$ 911,870.82	\$ 729,990.74	\$ 36,000.00	\$ 2,170,956.58
Jul 26- Jun 27 (Year 6 Option)	\$ 509,120.61	\$ 941,506.62	\$ 749,438.21	\$ 38,000.00	\$ 2,238,065.44
Jul 27- Jun 28 (Year 7 Option)	\$ 525,667.03	\$ 972,105.58	\$ 771,442.53	\$ 38,000.00	\$ 2,307,215.14



CITY OF NORWALK
Nick Roberts
 Director of Recreation and Parks
 nroberts@norwalkct.org
 P: 203.854.7725
 Norwalk City Hall
 125 East Avenue, PO BOX 5125
 Norwalk, CT 06856-5125

MEMORANDUM

TO: Mayor Harry W. Rilling
 Honorable Members of the Common Council

FROM: Mr. Nick Roberts – Director Recreation & Parks 

CC: MS. Sharon Conners, Purchasing Agent, Finance Department

REF: Sole Source Procurement for Gill & Gill Architects LLC

DATE: November 5, 2020

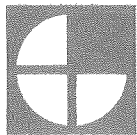
Over the past six years Gill & Gill has handled several separate preservation projects at the historic Gallaher Estate in Cranbury Park. The company is currently overseeing the reconstruction of the mansion's four chimneys and has done an outstanding job in managing the subcontractor's work in coordination with city staff. Their history and experience with the building, as well as their historical knowledge would save the City future time and money as the company has access to the building plans and specifications.

The need to address the door and window flashing was identified by independent preservation consultants hired by the City of Norwalk in 2012, and the situation has certainly deteriorated further over the past eight years. The capital project was approved in this current year's budget and we are working towards sealing the envelope of the building to preserve the interior of the historic building.

The authorization of the agreement will result in Gill & Gill providing the City with photographic documentation of all doors and windows, preparation of plans and bid specifications for the work outlined in the attached proposal, as well as assist the Park's department with construction administration services.

We ask that you "Authorize the Mayor, Harry W. Rilling to enter into an agreement with Gill & Gill Architects, LLC (Sole Source) for the repair of Exterior Doors and Window Flashings in the Gallaher Mansion at Cranbury Park for an amount not to exceed \$26,160. Account #0921 6030 5777 C0366."

GILL & GILL
ARCHITECTS, L.L.C.
ARCHITECTS · DESIGNERS · PLANNERS



17 High St. Suite 301
Norwalk, CT 06851

203.831.8808
www.GILLandGILL.com

October 12, 2020

Mr. Nick Roberts, Director
Department of Recreation & Parks
City of Norwalk
125 East Avenue
Norwalk, CT 06851

Re: Proposed Window Head Flashing
Repair at Exterior Doors & Windows
Gallaher Mansion, Cranbury Park

Dear Mr. Roberts –

Ken Hughes and I have been in contact regularly in recent weeks as the chimney repair project at Cranbury Park has moved into the construction phase. We agree with Ken's assessment that repairs necessary to replace all original lead-coated copper flashings at door and window heads in the exterior masonry walls currently represent the highest preservation and maintenance priority at Norwalk's historic Gallaher Mansion. The need to address these flashings was identified by independent preservation consultants hired by the City of Norwalk in 2012, and the situation has certainly deteriorated further in the eight years since. Most of the formal public spaces on the first floor of the mansion feature elaborate carved oak paneling and decorative mouldings. At several locations the failed flashings have allowed water to penetrate into the fabric of the wall construction leading to rot and decay of some of the historic interior finishes.

Over the past six years we have handled several separate preservation projects at the mansion, including the ambitious roof replacement, the sensitive adaptation of the first floor restrooms to conform with modern accessibility standards, and several other exterior repair and maintenance projects. Like the chimney reconstruction work that is currently underway, replacement of the metal flashings at the window heads is a tricky project involving disassembly of the portions of the exterior granite and limestone. It will require an experienced contractor well-versed in complex masonry repair. The chimney reconstruction currently underway is a very tricky technical undertaking, but it is concentrated in four specific and separate locations. Replacing the flashing over a given window is considerably easier than rebuilding a chimney, but the issue is that there are over sixty windows of varying size and details located around the perimeter of the landmark stone house.

With these concerns in mind, we are able to leverage our unique experience with this structure, as well as carefully composed specifications we have prepared for exterior repairs similar to those this project will pose. We have also spent significant time with the careful study of two survey reports for the house dating from 2012 prepared for the City. These included a *Roof Evaluation Report* that formed the basis of our roof replacement project of 2015, and an *Exterior Masonry Conditions* Survey which outlines many conditions that have yet to be addressed.

To accomplish the proposed door and window flashing replacement, we would expect to provide elevations, diagrams, documentary photographs, and sections documenting the specific condition and the required remediation at every door and window at the house. The specification would likely include some or all of the following sections:

01010	Summary of Work
01045	Cutting & Patching
01100	Procedures & controls
01732	Selective Demolition
04100	Preparing Lime Mortar for Masonry
04400	Removing Dirt from Stone Masonry with Pressure Washing
04460	General Cleaning of Exterior Limestone
04461	Patching Spalled Limestone
04462	Epoxy Patching of Cracks in Limestone
04463	Resetting Carved Limestone & Granite Ashlar
04464	Dutchman Repair of Limestone
04520	Repointing Masonry Using Lime Mortar
04720	Cast Stone
04900	Masonry Restoration & Cleaning
06110	Rough Carpentry
07600	Flashing & Sheet Metal
07921	Joint Sealants

Appendix Asbestos/Lead/PCB Report by Independent Testing Lab

Our services will begin with thorough photographic documentation of all doors and windows. We will prepare plans and specifications for the work as outlined above. We will assist the Department with bidding and negotiation of the construction contract, and we will provide construction administration services to include attendance at periodic job meetings (6 total), recording and preparation of minutes, review of shop drawings and submittals, review and approval of payment applications, preparation of punch list(s) (2 max.), final project review and sign-off.

It is difficult to assess construction costs for a job as unique as this one, but our guess is that it will require a construction budget of between 1.5 and 2 times the figure required to reconstruct the chimneys. This would put it in the \$345K to \$460K range.

Our lump-sum fee for the project is \$26,160. If additional services are required over and above those required to perform the work outlined above they will be provided at the following hourly rates:

Principal:	\$150/hr.
Project Architect:	\$105/hr.
Drafter/Designer:	\$ 85/hr.

GILL & GILL Architects is registered with the State of Connecticut as a Women-Owned Business. We are an inclusive small business which does not discriminate on the basis of race, sex, gender orientation, religion or national origin. We meet the professional qualifications of a "Historic Architect" qualified to handle complex preservation projects. We maintain professional liability insurance, general liability insurance and other coverage requirements to do work with the City of Norwalk. We have a long list of successful architectural assignments performed on behalf of the City.

We can prepare an AIA agreement for the work, or we can let this letter of understanding serve. We have a deep-seated love for this old building and appreciate the opportunity to play an important and an ongoing role it is care and preservation. We will be happy to answer any questions related to this matter.

Very truly yours,

Agreed & Accepted



Harrison Gill, Architect

cc: K. Hughes

File MB

0921 - 00366

SOLE SOURCE PROCUREMENT REQUEST

Date - 10/16/2020

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

Architectural design work and project management for waterproofing exterior windows and doors at Gallaher Estate in Cranbury Park.

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☐ XXXX Other, please explain -

Gill and Gill is the current Architectural/Engineering firm for Gallaher Estate. Their recent projects include roof replacement, chimney restoration, ADA restroom conversion and exterior waterproofing/patching.

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

Gill and Gill has been involved in 4 previous restoration projects at the historic Gallaher Estate in Cranbury Park.

Their history and experience with the building, as well as their historical knowledge would save the City

future time and money as Gill and Gill already has access to the building's plan and specifications.

 10/19/20
Department Head's Signature

The Purchasing Agent

Corporation Council

☐ Supports

☐ Does not support

☐ Supports

☐ Does not support

This request for a sole source purchase

Signature

Signature



CITY OF NORWALK, PURCHASING DEPARTMENT
sconners@norwalkct.org
www.norwalkct.org

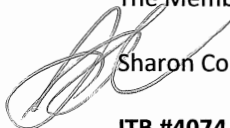
P: 203 854-7892
 F: 203 854-7817

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

MEMORANDUM

DATE: November 5, 2020

TO: The Members of the Finance Committee
 The Members of the Common Council

FROM:  Sharon Connors, Purchasing Agent

RE: **ITB #4074 Electricity Generation Supply Service for City and BOE Locations**

The Purchasing Department requests pre-authorization for the Chief Financial Officer to execute an agreement with the qualified low-bidder of the subject Bid. The Bid opening date for this Project is November 12, 2020, and due to the volatile nature of electricity prices, the quotes will only be valid on the Bid opening date.

Based on pricing indications received from the City's current supplier, Constellation Energy, the City should be able to capture annual savings based on current rates versus what the City is currently paying. Please see the below table for more detail on the potential savings for both the City and BOE:

	<u>City</u>	<u>Schools</u>	<u>Total</u>
Annual kWh	5,350,000	13,775,000	19,125,000
# of accounts	72	35	
<i>last rates:</i>	<i>\$0.0747</i>	<i>\$0.0777</i>	
last cost, annual:	\$399,645	\$1,070,318	\$1,469,963
<i>new quotes, 9/22:</i>	<i>\$0.0716</i>	<i>\$0.0723</i>	
projected annual cost:	\$383,060	\$995,933	\$1,622,973
difference/savings, \$	(\$16,585)	(\$74,385)	(\$90,970)
<i>difference, %</i>	<i>-4%</i>	<i>-7%</i>	<i>-6%</i>

Please note that the above savings is only a projection based on quotes from September, 2020, however there is no current indication in the market that would cause the savings number to vary widely from these projections. The total savings should still be about 6% on an annual basis. There may also be two vendors selected for this Project, one for the City accounts and one for the BOE accounts.

The Bid package for this Project was issued October 16, 2020 with a due date of November 12, 2020 as indicated above.

ACTION REQUESTED:

Authorize the Chief Financial Officer to execute an up-to forty-eight (48) month agreement with the qualified low-bidder(s) for Project #4074: Electricity Generation Supply Service for City locations.



TO: MEMBERS OF THE COMMON COUNCIL

FROM: SABRINA CHURCH, DIRECTOR OF BUSINESS DEVELOPMENT & TOURISM

DATE: NOVEMBER 4, 2020

SUBJECT: TOURISM MARKETING RFP

Introduction/Overview:

Almost two years ago, the Mayor and Common Council executed a reorganization of city staff and departments. This created chief positions and departments that had previously not existed before. One of these departments is the Department of Business Development & Tourism. This was the first time that a department had specific oversight and focus on either one of these areas of business. As a result, staff has undertaken many new initiatives to support and fuel growth in these specific sectors.

As no City position has ever specifically focused on tourism, a strategic tourism strategy and brand has never been created, promoted, or executed from a municipal office. This has resulted in many non-profit and private organizations undertaking their own promotional strategies including websites, social media, and branding that have had little to no municipal input or influence.

This contract will create a cohesive tourism marketing strategy and vision to attract both people and businesses to the City of Norwalk under one holistic brand and message. The strategy will promote Norwalk's extensive list of assets including but not limited to parks, beaches, neighborhoods, businesses, and attractions. Staff is requesting that the Mayor execute a contract with Dorenburg Kallenbach Advertising to provide Tourism Branding and Marketing Services in a sum not to exceed \$100,000.

RFP Process Overview:

The RFP was crafted with comments and direction from the City of Norwalk's Purchasing department and was released on August 28th with submissions closed on September 10th. The scope included brand creation, website development, photography, social media development, a strategic promotion and advertising plan, print ready media, and reporting on all tourism initiatives undertaken by the consultant. The budget for the initiative was not shared with any consultant groups ahead of time and was not included in the RFP to reflect adequate bids and pricing. The full RFP is attached to this memo as Attachment A.

Selection Process and Results:

Thirteen responses were collected and reviewed. Of the 13 responses, the top 4 firms were chosen for 30 minute interview sessions that were conducted by the selection committee which was comprised of staff from multiple departments including Planning and Zoning, Redevelopment, Parks and Recreation, and the Mayor's Office, as well as a representative from the Maritime Aquarium. Following the interviews each committee member evaluated the firms' presentations and the firm with the highest overall score was selected, DKA.



City of Norwalk – Community & Economic Development

125 East Avenue, Norwalk, CT 06851

Overall Project and Contract Management:

The \$100,000 annual agreement price would be covered by the Department of Business Development & Tourism's capital budget request and overall project management will be from the Department of Business Development & Tourism (BDT). The consultant will provide monthly detailed invoicing that shows the scope of services advancing and the Director of BDT will approve the monthly invoice before signing off on official payment.

The consultant in partnership with BDT will provide updates on the initiative to the Planning Committee of the Common Council as requested. Each implemented strategy will have trackable indicators and KPIs to inform dollar amounts per impression. This will ensure that every implemented marketing tactic is effective and that funding is spent reasonably and responsibly.

Contract Terms:

The selected consultant would enter a contract with the City of Norwalk for a one-year term for \$100,000. There will be 4 subsequent 1-year contract extension options. Should for any reason the City wish to change consultants after year one, the RFP process could begin again and a new consultant would then be selected for the 2nd term of the contract.

ACTION: Authorize the Mayor, Harry W. Rilling, to execute a contract with Dorenburg Kallenbach Advertising to provide Tourism Branding and Marketing Services in a sum not to exceed \$100,000.
ACCOUNT #: 09 21 3780 5777 C0780

THE COMMON COUNCIL

125 East Avenue
P.O. Box 5125
Norwalk, CT 06856

TO: MEMBERS OF THE NORWALK COMMON COUNCIL
FROM: STAFF OF THE NORWALK REDEVELOPMENT AGENCY
RE: SUBSTANTIAL AMENDMENT TO 2020-2024 CONSOLIDATED PLAN AND PY46 ANNUAL ACTION PLAN
DATE: NOVEMBER 5, 2020

Based on additional review, the 2020-2024 Con Plan and most recent PY46 (2020) Annual Action Plan are being amended to modify the structure of projects and planned activities in accordance with best practice standards established by the Department of Housing and Urban Development.

In accordance with federal guidelines and waivers established by the CARES Act, the CDBG Citizen Participation Plan was previously amended to allow for a 5-day public comment period. There were no comments received during the public comment period October 29 – November 4, 2020 or at the public hearing held on November 5, 2020.

Additionally, in accordance with federal guidelines the Agency must submit a Substantial Amendment to the CDBG 2020-2024 Consolidated Plan and Program Year 46 Annual Action Plan. In doing so, the Agency needs the Mayor's signature on several HUD required forms and certifications for inclusion.

At the Planning Committee meeting on November 5, 2020, it was approved to advance the approval of the amendment to the 2020-2024 Consolidated Plan and Program Year 46 Annual Action Plan to the Common Council. The drafts of the amended plans and notices are available public viewing at: <http://www.norwalkct.org/1412/Community-Development-Block-Grant>.

2020-2024 Consolidated Plan and PY46 AAP Link

<https://www.norwalkct.org/DocumentCenter/View/19837/Norwalk-2020-2024-ConPlan-Amendment-Draft-1029>

REQUESTED ACTION:

1. Approve the amendments to the 2020-2024 Consolidated Plan and PY 46 Annual Action Plan and authorize the Mayor, Harry W. Rilling, to execute any and all documents associated with its submission to HUD.