

**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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I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting:

October 17, 2022 – Special Joint Meeting
October 25, 2022

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

Matthew Merluzzi, Conservation Commission

APPOINTMENTS:

Vanessa Valadares, Chief of Operations and Public Works

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

1. Authorization to Settle Claim as to the following defendants in the matter of City of Norwalk and City of Norwalk Redevelopment Agency vs. ILSR Owners, LLC, et al, Docket No. X08-FST-CV-18-6038249-S which is currently pending in the Stamford-Norwalk Judicial District at Stamford: (1) ILSR Owners, LLC; (2) Poko Partners, LLC; (3) Poko Management Corporation; (4) Poko-IWSR Developers, LLC; (5) IWSR Managers, LLC; and (6) Richard Olson.

EXECUTIVE SESSION

RESIGNATION AND APPOINTMENTS:

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATIONS, PARKS, AND CULTURAL AFFAIRS

1. Authorize the Mayor, Harry W. Rilling, to sign and execute the following resolution:

Whereas the City of Norwalk operating through its Department of Recreation and Parks have requested funding for park improvements that would enhance its green infrastructure, and sustainability; and Whereas the Connecticut Department of Energy and Environmental Protection is authorized to extend financial assistance for park system improvements; and Whereas it is desirable and in the public interest that the City of Norwalk make an application to the State for \$4.5 million and to execute an assistance agreement. Now, therefore, be it resolved by the Common Council of the City of Norwalk;

- a. That it is cognizant of the conditions and pre-requisites for the state financial assistance imposed by the State of Connecticut, Department of Energy and Environmental Protection; and
- b. That the filing of an application for state financial assistance by the City of Norwalk in an amount not to exceed \$4.5 million is hereby approved;

- c. That Harry W. Rilling, Mayor of the City of Norwalk, is directed to execute and file such application with the Connecticut Department of Energy and Environmental Protection, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the City of Norwalk.

B. PUBLIC SAFETY AND GENERAL GOVERNMENT

- 1a. Authorize the Mayor Harry W. Rilling to execute and all document, and instruments as may be necessary to apply for and accept grant funding under the State of Connecticut Department of Transportation, FFY 2023 Comprehensive DUI Enforcement program, not to exceed \$50,000. Account: TBD
- 1b. Authorize the Chief of Police to execute any and all agreements, documents, instruments and amendments as may be necessary to implement the State of Connecticut, Department of Transportation, FFY 2023 Comprehensive DUI Enforcement grant not to exceed \$50,000. Account: TBD
- 2a. Authorize the Mayor Harry W. Rilling to execute and all document, and instruments as may be necessary to apply for and accept grant funding under the State of Connecticut Department of Transportation, FFY 2023 Click It or Ticket Enforcement grant, not to exceed \$10,000. Account: TBD
- 2b. Authorize the Chief of Police, to execute any and all agreements, documents, instruments and amendments as may be necessary to implement the State of Connecticut, Department of Transportation, FFY 2023 Click It or Ticket Enforcement grant not to exceed \$10,000. Account: TBD
- 3a. Authorize the Purchasing Agent, Sharon Connors to issue a purchase order on behalf of the Police Department to FARO Technologies, Inc, for the purchase of Faro Focus Premium Scanner and related equipment and software, as per sole source procurement request, for an amount not to exceed \$110,000. Account # 09233010 5777 C0809.

C. PUBLIC WORKS

1. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Frontier Communications Parent, Inc. for the East Avenue Advanced Utility Project No. 0301-0515NP for an amount not to exceed \$550,000.00.
Account No. 09 12 4021 5777 C0471
09 22 4021 5777 C0471
09 23 4021 5777 C0471
09 21 4021 5777 C0234
09 22 4021 5777 C0234
2. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Windstream Communications Inc. for the East Avenue Advanced Utility Project No. 0301-0515NP for an amount not to exceed \$5,000.00.
Account No. 09 12 4021 5777 C0471
09 22 4021 5777 C0471
09 23 4021 5777 C0471

09 21 4021 5777 C0234

09 22 4021 5777 C0234

3. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Crown Castle International for the East Avenue Advanced Utility Project No. 0301-0515NP for an amount not to exceed \$170,000.00.

Account No. 09 12 4021 5777 C0471

09 22 4021 5777 C0471

09 23 4021 5777 C0471

09 21 4021 5777 C0234

09 22 4021 5777 C0234

4. Authorize the purchasing agent to authorize a sole source purchase order to Cargill Salt for treated road salt for snow and ice control, pricing not to exceed \$108.00 per ton for normal and after hour deliveries effective for the 2022-23 snow season.

Account No. 01 40 25 5322

D. LAND USE AND BUILDING MANAGEMENT

1. Authorize the Purchasing Agent to issue purchase orders to BLACKWOOD Associates Inc. for the supply and installation of IT security platform (ExtraHop Reveal(x) 360 solution) for Norwalk Public Schools for a total amount not to exceed \$ \$106,639.

Account 09235010-5777-C0112

- 2a. Authorize, the Mayor Harry W. Rilling, to execute a Contract with Gold Seal Roofing, LLC for the Meadow Street Fire Station roofing replacement project for a total not to exceed \$313,000.00. Acct. #0922/233110-5777-C0796

- 2b. Authorize the Fire Department to issue change orders on Contract for a total not to exceed \$31,300.00

3. Authorize the Purchasing Agent to issue Purchase Order to Connecticut Business System (CBS) for 18 75" ViewSonic Boards for a total amount not to exceed \$61,264.00.

Acct. #09235010-5777-C0112.

- 4a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with HV Contractor Corporation for security and office improvements in the Comptroller's Office for a total not to exceed \$33,950.00. Account #01 011340 5258

- 4b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$3,395.00.

5. Authorize to increase the contingency allowance for moving services for Precision Placement LLC. for the Jefferson Elementary School Renovate-as-New Project for an additional amount not to exceed \$1,220.45. Funds are available in account

Acct. #0919/20 5010 5777 C0619.

6. Authorize the Mayor, Harry W. Rilling, to execute any and all documents with Connecticut Light and Power Company d/b/a Eversource Energy relating to energy incentives for the Cranbury School project.

- 7a. Approve to designate VCP, LLC d/b/a Verogy as the preferred solar/photovoltaic developer for Cranbury School, Norwalk High School and South Norwalk School development projects.

- 7b. Refer this designation to the Board of Education for future negotiation of terms and execution of corresponding Power Purchase Agreements (PPA).
- 8a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Nathan Hale Middle School Air Conditioning/IAQ Project.
- 8b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Nathan Hale Middle School Air Conditioning/IAQ 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 Nathan Hale Middle School Air Conditioning/IAQ Project.
- 9a. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Silvermine Air Conditioning/IAQ Project.
- 9b. RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silvermine Air Conditioning/IAQ 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 Air Conditioning/IAQ Project.

E. ECONOMIC AND COMMUNITY DEVELOPMENT

1. Authorize the Mayor, Harry W. Rilling, to execute a contract between the City of Norwalk and PlanIT Geo, Inc. in an amount not to exceed \$150,000 for the Tree Master Plan Program – Inventory and Canopy Assessment.
Acct. #133710 5796 AEC17 (ARPA)

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

SPECIAL JOINT MEETING

**CITY OF NORWALK COMMON COUNCIL & THE NORWALK REDEVELOPMENT
AGENCY**

OCTOBER 17, 2022

NORWALK, CONNECTICUT

**COMMON COUNCIL CHAMBERS & VIA
TELECONFERENCE**

**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**

**The special joint meeting of the Common Council and Norwalk Redevelopment Agency
Commissioners will be a hybrid format and held both in-person and via Zoom on Monday,
October 17, 2022 at 6:30 p.m. in the Common Council Chambers in City Hall.**

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Mayor Rilling called the special joint meeting to order at 6:36 p.m.

Mr. Igneri called the special joint meeting to order at 6:36 p.m.

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Mayor Rilling led the Assembly in reciting the Pledge of Allegiance and called for a Moment of Silence to honor Sgt. Dustin Demonte and Ofc. Alex Hamzy of Bristol who were ambushed and murdered this past week.

I. ROLL CALL

Ms. Dixon called the Roll:

Council at Large:	Mr. Gregory Burnett Ms. Barbara Smyth	Ms. Nora Niedzielski Eichner
District A:	Ms. Nicol Ayers	Mr. David Heuvelman
District B:	Ms. Diana Revolus	Ms. Darlene Young
District C:	Mr. John Kydes	Ms. Jenn McMurrer
District D:	Ms. Heidi Alterman	Mr. Bryan Meek
District E:	Mr. Thomas Livingston	

At Roll Call there were twelve (12) Common Council members present and three (3) absent (Mr. Goldstein, Ms. Johnson and Ms. Shanahan). A Quorum was present.

Norwalk Redevelopment Agency

Mr. Igneri called the Roll

Mr. John Igneri, Chair
Ms. Kelly Bloom
Ms. Lisa Cooper
Ms. Mary Peniston
Mr. David Westmoreland

Also present were City Clerk, Irene Dixon, Assistant City Clerk, Jordan Schantz and Corporation Counsel, Mario Coppola.

III. PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Mayor Rilling asked speakers to limit their comments to three minutes and to stick to the items on the agenda.

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Mr. Jason Milligan said that rule following goes both ways and addressed the Common Council rule 22 that encourages public participation. He said it was a shame he was being censored. He explained that he is the largest property owner in the Wall Street area with close to 200 tenants. He commissioned about 100 works of art and has a personal stake in Wall Street.

Mr. Milligan said that Mr. Coppola has been in charge of all legal decisions for the past eight years and his advice put the City in this position. He said it is time to get a fresh set of eyes on PoKo.

Ms. Donna Smirniotopoulos spoke about the lawsuit with Firetree in 2018. Mayor Rilling explained that was not a topic on this evening's agenda. She explained that she was talking about the lawsuits in the City. She said the City spent over a half million dollars fighting that lawsuit, when they could have bought the house instead. Ms. Smirniotopoulos talked about the conflict of interest in choosing Ventura. She said she submitted the information to the Ethics Commission. She said that the Law Department under Mr. Coppola was buried in lawsuits.

Mayor Rilling said he insisted that people stick to the three-minute rule.

Attorney David Rubin began speaking, but there were issues with the audio.

Mr. Meek left the meeting at 7:10 p.m.

The audio was restored at 7:16 p.m.

Attorney Rubin discussed the benefits of mediation and said he did not think he ever had a case where the cost was so disproportionate. He said he has been asking for mediation for years and is pleased that the court entered an order. He said this case is supposed to be tried in March or April, but he did not think that would take place.

Attorney Rubin said the City just lost an appeal to the Olson widow. He urged everyone to take mediation seriously because it is in everyone's best interest.

Ms. Payton Tuner said she has been hearing about how much Mr. Milligan loves Wall Street, but said she does not see that. She said she sees bad uses for the commercial properties. She said she regrets moving to that area because of the empty commercial spaces.

Mr. Marc Allen said that before Mr. Milligan bought the parking lot it was an embarrassment. He cleaned it up and has done a lot in the Wall Street area. There are a lot of new businesses in the Wall Street area that had been empty properties.

Mr. Allen said that Mr. Milligan is the only one buying properties on Wall Street. All he wants is what is best for Wall Street. He said that the mediation on Thursday will be the best way to find a solution.

Mr. Brian Kaspar said it is clear this developer is not interested in a compromise. He said the time to find a middle ground is over. The Wall Street area is in a state of stagnation. This developer got his own way and will not stop until he wins.

Ms. Roslyn Pillar said these arguments hurt and asked to think about the people in Norwalk.

Ms. Kristin Catta said that Mr. Milligan makes a point and you make a point. The street is not fun and she said she does not feel safe on the streets in the Wall Street area.

Ms. Doreen LaGrand said she looks at the Tyvek Temple every day. She said she hoped Wall Street would be beautiful, but nothing has been done for the past 10 years. Once the building went up, there was no place to park. She said no one wants to make a decision and it is disheartening. She said the businesses that are there now will not survive, because of the parking. People are afraid to go downtown.

Ms. LaGrand said it would be better if people got off their high horses.

Ms. Eva Jacobs said it is not safe and her boss offers to walk her to her car at night. Everyone is looking for this to end, because it is not right for the people in the area.

Ethan from the Factory Underground said he brings a lot of notables to the area and they are developing a tech school. It would help if they could address the unfinished building. He said it is amazing what they have been able to do as a business, but the parking lot was in bad shape. He said that Mr. Milligan developed an area that looks nice. He asked why things did not get finished and said the area does not look successful. He asked if there is a resolution to this. He said he would like to see the area finished.

There were no other members of the public who wished to comment, and the public participation portion of the meeting was closed at 7:48 p.m.

IV. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

II. ACCEPTANCE OF THE CALL

**** MR. LIVINGSTON MOVED TO GO INTO EXECUTIVE SESSION AT 7:48 P.M.
** MOTION PASSED UNANIMOUSLY**

**** MR. IGNERI MOVED TO GO INTO EXECUTIVE SESSION AT 7:48 P.M.
** MOTION PASSED UNANIMOUSLY**

The members of the Common Council and the Norwalk Redevelopment Agency went into Executive Session to discuss the following item. The public was excused.

1. DISCUSSION AND UPDATE ON LITIGATION TITLED, CITY OF NORWALK AND CITY OF NORWALK REDEVELOPMENT AGENCY VS. ILSR OWNERS, LLC, ET AL, DOCKET NO. X08-FST-CV-18-6038249-S WHICH IS CURRENTLY PENDING IN THE STAMFORD-NORWALK JUDICIAL DISTRICT AT STAMFORD. – *EXECUTIVE SESSION*

The members of the Common Council and the Norwalk Redevelopment Agency came out of Executive Session at 9:31 p.m.

Mayor Rilling announced that during the Executive Session no motions were made, and no votes were taken.

Mr. Igneri announced that during the Executive Session no motions were made, and no votes were taken.

IV. ADJOURNMENT

**** MS. REVOLUS MOVED TO ADJOURN THE SPECIAL JOINT MEETING OF
THE COMMON COUNCIL
** MOTION PASSED UNANIMOUSLY**

**** MR. IGNERI MOVED TO ADJOURN THE SPECIAL JOINT MEETING OF
THE REDEVELOPMENT AGENCY
** MOTION PASSED UNANIMOUSLY**

There was no further business, and the special joint meeting was unanimously adjourned at 9:30 p.m.

ATTEST: _____
Irene Dixon, City Clerk

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COMMON COUNCIL REGULAR MEETING OCTOBER 25, 2022
NORWALK, CONNECTICUT COMMON COUNCIL CHAMBERS & VIA
TELECONFERENCE

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Mayor Rilling called the meeting to order at 7:30 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. ROLL CALL

Ms. Dixon called the Roll:

Council at Large:	Mr. Gregory Burnett	Mr. Joshua Goldstein
	Ms. Dominique Johnson	Ms. Nora Niedzielski Eichner
	Ms. Barbara Smyth	

District A: Ms. Nicol Ayers Mr. David Heuvelman
District B: Ms. Diana Revolus
District C: Mr. John Kydes Ms. Jenn McMurrer
District D: Mr. Bryan Meek
District E: Mr. Thomas Livingston Ms. Lisa Shanahan

At Roll Call there were thirteen (13) Common Council members present and two (2) absent (Ms. Young and Ms. Alterman). A Quorum was present.

Also present were City Clerk, Irene Dixon, Assistant City Clerk, Jordan Schantz and Corporation Counsel, Mario Coppola.

II. ACCEPTANCE OF MINUTES

Regular Meeting: October 11, 2022

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MS. MCMURRER)**

PUBLIC PARTICIPATION

There were no members of the public present who wished to participate this evening.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were no resignations announced this evening.

APPOINTMENTS:

**** MR. BURNETT MOVED TO APPROVE THE APPOINTMENT OF MS.
MELODY D’ALESSANDRO TO THE COMMISSION ON THE STATUS OF
WOMEN**

Mr. Burnett and Ms. Smyth spoke in support of this appointment. Ms. D’Alessandro extended her gratitude for this appointment and said she looks forward to working with her fellow Commissioners.

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**** MOTION PASSED UNANIMOUSLY**

**** MS. SMYTH MOVED TO APPROVE THE APPOINTMENT OF MS. JOAN MCNIEL TO THE BOARD OF HEALTH**

Ms. Smyth spoke in support of this appointment.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS: There were no reappointments announced this evening.

MAYOR'S REMARKS:

Mayor Rilling announced that this past weekend a new plaque was hung on Heritage Wall honoring Jamaica he urged people to visit Heritage Park.

Yesterday began the celebration of Diwali the Festival of Lights and the largest celebration in India. He wished all who celebrate a happy celebration.

Mayor Rilling reported that the City of Norwalk will be opening a business development center at 2 Belden Avenue next week.

Mayor Rilling wished all a safe and happy Halloween.

Mayor Rilling said that last night a number of people had the opportunity to meet the new DEAI Officer, Ms. Latoya Fernandez. He said she is ready to start on November 1st.

Ms. Ayers read a statement welcoming Ms. Fernandez on behalf of the members of the Common Council and expressed her thanks to Ms. Johnson and to the Community Services department. She said that when the City of Norwalk decided to hire a person for this position, it became a leader in the State of Connecticut. She said she applauded the City and her colleagues for acknowledging the need. She reminded everyone that there are challenges, and they are committed to working with Ms. Fernandez.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATION AND APPOINTMENTS:

RESIGNATIONS: There were no resignations announced this evening.

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APPOINTMENTS: There were no appointments announced this evening.

REAPPOINTMENTS: There were no reappointments announced this evening.

B. CONSENT CALENDAR:

Mr. Livingston announced that Mr. Heuvelman would be reading this evening's consent calendar.

**** MR. HEUVELMAN MOVED TO APPROVE THE FOLLOWING CONSENT CALENDAR:**

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

1. FOR INFORMATIONAL PURPOSE ONLY: REPORT OF THE CLAIMS COMMITTEE DATED: OCTOBER 2022

2. FOR INFORMATIONAL PURPOSES ONLY: NARRATIVE ON TAX COLLECTIONS DATED: OCTOBER 11, 2022

3. FOR INFORMATIONAL PURPOSES ONLY: MONTHLY TAX COLLECTOR'S REPORT DATED: SEPTEMBER 2022

4A. RESOLUTION: REQUESTING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$195,000 TO INCREASE THE APPROPRIATION TO FUND THE FIRE STATION 5 ROOF REPLACEMENT ACCOUNT # 0923110-5777-C0796. THE \$195,000 OF BONDS OR NOTES OF THE CITY SHALL BE ISSUED IN ACCORDANCE WITH THE PROVISIONS AND TERMS SET FORTH IN THE ORIGINAL BOND RESOLUTIONS THAT AUTHORIZED THE ISSUANCE OF BONDS OR NOTES OF THE CITY FOR PROJECT # 0923110-5777-C0796 (FIRE STATION 5 ROOF REPLACEMENT).

5A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AGREEMENT WITH ADASHI SYSTEMS, LLC., THE INCIDENT COMMAND SOFTWARE FOR FIRE TRUCKS, AMOUNT NOT TO EXCEED \$31,130.00

ANNUALLY. CAPITAL PROJECT ACCOUNT 09231370-5777-C0375 (FIRE TRUCK TECHNOLOGY UPGRADE)

5B. AUTHORIZE THE MAYOR, HARRY W. RILLING, FOR ONE TIME PURCHASE OF TOUGH BOOKS, MODEMS, AND ASSORTED HARDWARE'S WITH TELREPCO (NASPO - NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS, STATE OF CONNECTICUT CONTRACT NUMBER: 15PSX0221) FOR FIRE TRUCK TECHNOLOGY UPGRADE WITH AMOUNT NOT TO EXCEED \$90,925. CAPITAL PROJECT ACCOUNT 09231370-5777-C0375 (FIRE TRUCK TECHNOLOGY UPGRADE)

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY GRANT FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT WHICH IS APPROXIMATELY \$75,000.

B. RECREATION, PARKS, AND CULTURAL AFFAIRS

1. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M. E. O'BRIEN AND SONS FOR THE KENDALL SCHOOL PLAYGROUND RENOVATIONS OFF THE CT STATE PRICING CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$163,209.00 FROM ARPA ACCOUNT # 134010-5796-ARP01

C. COMMUNITY SERVICES COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT VEOCI'S VEOCI SOFTWARE AND THE SERVICES DESCRIBED IN THE RELEVANT ORDER FORM ("ORDER FORM"), WHICH IS ATTACHED AS SCHEDULE D FOR HEALTH AND HUMAN SERVICES DEPARTMENTS FOR A TERM OF ONE YEAR IN THE AMOUNT OF \$53,639.00 FIRST YEAR TOTAL. ARPA ACCOUNT # 132010-5796-ACS02

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING:**

RESOLUTION: REQUESTING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$25,000 TO INCREASE THE APPROPRIATION TO FUND THE FIRE VEHICLES ACCOUNT #0923110-5777-C0829 TO PURCHASE THREE NEW VEHICLES. THE \$25,000 OF BONDS OR NOTES OF THE CITY SHALL BE ISSUED IN ACCORDANCE WITH THE PROVISIONS AND TERMS SET FORTH IN THE ORIGINAL BOND RESOLUTIONS THAT AUTHORIZED THE ISSUANCE OF BONDS OR NOTES OF THE CITY FOR PROJECT #0923110-5777-C0829 (FIRE VEHICLES).

Mr. Burnett reviewed the item and said the original appropriation was for \$75,000. This additional \$25,000 will allow the City to move forward with purchasing the new vehicles. He noted they are gas powered vehicles.

Ms. Niedzielski Eichner said she supports the Fire Department and looks forward a plan that will allow them to electrify the fleet.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MS. NIEDZIELSKI EICHNER)**

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none this evening.

X. SUSPENSION OF RULES

There were none this evening.

XI. ADJOURNMENT

**** MS. REVOLUS MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:51 p.m.

ATTEST: _____
Irene Dixon, City Clerk

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: October 31, 2022

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST: Robert Stowers, Director of Recreation & Parks

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Recreation & Parks

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES XX NO

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO XX N/A

LIST ITEMS AND ACTION TO BE TAKEN: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made.)

1. Authorize the Mayor, Harry W. Rilling, to sign and execute the following resolution:

Whereas the City of Norwalk operating through its Department of Recreation and Parks have requested funding for park improvements that would enhance its green infrastructure, and sustainability; and
 Whereas the Connecticut Department of Energy and Environmental Protection is authorized to extend financial assistance for park system improvements; and
 Whereas it is desirable and in the public interest that the City of Norwalk make an application to the State for \$4.5 million and to execute an assistance agreement.

Not, therefore, be it resolved by the Common Council of the City of Norwalk;

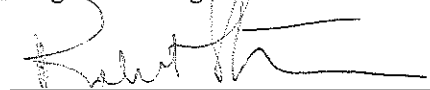
- a. That it is cognizant of the conditions and pre-requisites for the state financial assistance imposed by the State of Connecticut, Department of Energy and Environmental Protection; and
- b. That the filing of an application for state financial assistance by the City of Norwalk in an amount not to exceed \$4.5 million is hereby approved;
- c. That Harry W. Rilling, Mayor of the City of Norwalk, is directed to execute and file such application with the Connecticut Department of Energy and Environmental Protection, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the City of Norwalk.

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage.

Original with signature hand delivered.



Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

**CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
NEW AGREEMENT - TERM SHEET**

PSA, Grant, Land, MDU, Other	Grant	Bond Commission Award Date & Item:	July 29, 2022, Item 52
Purpose of agreement:	Fund number of initiatives dealing primarily with The City Of Norwalk's City's sustainability and beautification , and safety related projects		
Project Name:			
Grantee Legal Name:	City of Norwalk		
Grantee Address:	125 East Avenue Room 225		
Grantee State of CT FEIN:	Grantee Delegated Signatory:	Signatory name and email (for docuSign)	
Grantee Business Contact:	Your Name, phone, email	Robert Stowers, 203-767-3670	rstowers@norwalkct.org
Agency Administering Bureau:	Bureau of Central Services	Engineering/Permitting/Technical Req'd:	Yes
Agency Contract Administrator Contact:	Julie Wilson	Agency Program Contact:	
Identify specific contractor staff and job titles performing work where applicable (for subcontractors or agency staff).	Recreation and Parks Department		
Scope of Work - What exactly is contractor doing for the state? What steps are necessary and in what order? How are services to be provided (methods, standards...)?	This funding would began to address the City's sustainability and beautification, and safety initiatives by beautifying our landscapes in such a way as to address plantings and the health of our soils and turf. Additionally, this funding would improve and renovate a couple Sportsfields to expand supply to meet demand, and continuing to have safe and well maintained facilities. The funding will also fund improvements several playgrounds such as Brookside Elementary School playground, Ludlow Park playground and Veterans Park playground by replacing equipment to increase safety and accessibility. Finally, we are grateful that this funding prioritizes the City's sustainability and beautification by enhancing our recycling and garbage efforts at our Parks. This includes replacing our garbage receptacle system with a uniformed can system and adding in-ground cans and equipment at all our Regional Parks: Veterans Park, Calf Pasture Beach, Cranbury Park, Oyster Shell Park, Fodor Farm, and		
Periodic or final reporting requirements (if applicable)	Final completion report prior to final payment release		
Project Reporting Requirements (if applicable)	N/A		
Location(s) where work is to be performed (identify specific dates, times if applicable)?			
Agreement duration (dates or length):	5 years from execution		
Milestone dates or project completion date (if applicable)	2024		
Special project extension requirements (if applicable)	Requested in writing >60 days from expiration		
Progress Payment Requirements	Reimbursement based on Project Milestones-Payment to be delivered by second business day of the month with supporting documentation in order to be included in monthly payment cycle		
Total value of agreement:	\$4,500,000.00		
Applicable rate(s): per hour, per day, per deliverable (attached itemized budget if necessary)	Cost Reimbursement as occurred		
Procurement Policy:	Please follow all procurement rules established by your organization.		
Submission of Materials and Invoice Submission	DEEP - Bureau of Central Services Clean Water & Capital Contract Administration Unit Financial Management Division 79 Elm Street Hartford, CT 06106-5127		DEEP.ContractAdmin@ct.gov
DEEP Coding (internal)	Amount, Dept, Fund, SID, Program, Project, Activity, Account \$4,500,000 - DEP43310 - 13019 - 41239 - 66099 - DEPA00030203111 - 155005 - 55050		

Person responsible for signing off on contract and invoices. Usually the Mayor, First Selectman or Town Manager, etc.
***Please note that DEEP is using DocuSign and all Grantees should utilize this tool for official sign off of the contract.



CITY OF NORWALK
Norwalk Police Department

VII B

To: Common Council Members

From: Deputy Chief Susan Zecca

Re: Common Council Authorization

Date: October 14, 2022

The Police Department is eligible to apply for grant funding from the State of Connecticut for funding they received from the National Highway Traffic Safety Administration (NHTSA) under the FFY 2023 Comprehensive DUI Enforcement and the FFY2023 Click It or Ticket Enforcement programs. This funding will be used to provide enforcement activities during the year.

The Norwalk Police Department was approved for a Capital Budget funding for a Crime Scene Scanner. We are seeking to purchase a FARO Technologies scanner under a sole source purchase as this product is specifically adapted for law enforcement operations. This scanner will assist with mapping of accident and crime scenes for evidentiary purposes.

The police department is seeking the following authorizations:

1a. Authorize the Mayor Harry W. Rilling to execute and all document, and instruments as may be necessary to apply for and accept grant funding under the State of Connecticut Department of Transportation, FFY 2023 Comprehensive DUI Enforcement program, not to exceed \$50,000. Account: TBD

1b. Authorize the Chief of Police to execute any and all agreements, documents, instruments and amendments as may be necessary to implement the State of Connecticut, Department of Transportation, FFY 2023 Comprehensive DUI Enforcement grant not to exceed \$50,000. Account: TBD

2a. Authorize the Mayor Harry W. Rilling to execute and all document, and instruments as may be necessary to apply for and accept grant funding under the State of Connecticut Department of Transportation, FFY 2023 Click It or Ticket Enforcement grant, not to exceed \$10,000. Account: TBD

2b. Authorize the Chief of Police, to execute any and all agreements, documents, instruments and amendments as may be necessary to implement the State of Connecticut, Department of Transportation, FFY 2023 Click It or Ticket Enforcement grant not to exceed \$10,000. Account: TBD

3a. Authorize the Purchasing Agent, Sharon Conners to issue a purchase order on behalf of the Police Department to FARO Technologies, Inc, for the purchase of Faro Focus Premium Scanner and related equipment and software, as per sole source procurement request, for an amount not to exceed \$110,000. Account # 09233010 5777 C0809.



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/5/2022

DEPARTMENT: Police

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

Check One:

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

TOTAL COST: 109,642.63 MUNIS Account: 09233010-5777-C0809

VENDOR: Faro Technologies

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
Sharon Conners Digitally signed by Sharon Conners Date: 2022.10.06 10:00:37 -04'00' Purchasing Agent Name	X	Supports	 Department Head Name THOMAS KORMAN Date 10-5-22
		Does Not Support	
Date	Yes	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	

JUSTIFICATION:

FARO Technologies is the only company that produces a scanner specifically designed for law enforcement analytics, including but not limited to, mapping, crime scene investigations and crash investigations. There are other general scanners that are not engineered specifically for law enforcement. FARO Technologies also provides calibration maintenance and support for this product.

There are no state contracts and even though this product is unique, other general scanners are three (3) times the price.

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

Vendor 1: N/A

Vendor 2: N/A

EMERGENCY: Explain in detail the nature of the emergency



FARO Technologies, Inc.
250 Technology Park, Lake Mary, FL 32746
Tel: +1.407.333.9911 | Toll Free: 800.736.0234
Fax: +1.407.333.4181

Nasdaq: FARO
www.FARO.com

June 1, 2022

To Whom It May Concern,

This letter identifies FARO Technologies, Inc., a Florida corporation, as the sole developer and manufacturer of the FARO Focus Laser Scanners (including the Focus M, Focus S and Focus Premium), the FARO Freestyle 2, FARO Focus Thermal Covers, SCENE software and FARO Zone software. FARO is also the sole provider of the software service, warranty, maintenance, annual calibration, and training programs associated with FARO Focus Laser Scanners, SCENE Software, and FARO Zone software. Some of the foregoing goods and services are offered through distributors, but the origin of those goods and services are from FARO.

FARO Technologies, founded in 1982, is a global leader in the manufacture of 3D measurement technology. FARO Technologies, a global organization, designs, develops, manufactures, markets, and supports software-driven, three-dimensional measurement and imaging solutions. Technology from FARO permits high-precision 3D measurement, imaging, and comparison of parts and compound structures within production and quality assurance processes. The devices are used for inspecting, planning and documenting spaces or structures in 3D, as well as for law enforcement, forensics, accident reconstruction, crime scene investigation, arson investigation, post-blast investigation, fire and security pre-planning, bullet trajectory, bloodstain pattern analysis, and augmented/virtual reality applications.

FARO is the sole developer and supplier of FARO Zone Software, which incorporates direct integration of FARO Focus point cloud data from scans into a simple to use program for full scene documentation, 2D and 3D Diagrams, animations, crash reconstruction, bullet trajectory, and bloodstain pattern analysis.

Through FARO and its products, our customers are making an investment in projects with unsurpassed cost-value, which provides a major advantage when looking for the most cutting-edge technology that gets you the right results in an age of limited resources. Our forensic customers include the Department of Defense, the federal government, various intelligence organizations, the U.S. military, and many state and municipal law enforcement agencies.

Please feel free to contact us with any questions,

A handwritten signature in black ink, appearing to read "Jim Schwartz", is positioned above the typed name and title.

Jim Schwartz | Senior Solutions Director | Public Safety Analytics
FARO Technologies, Inc. | 250 Technology Park | Lake Mary, FL 32746
Office: 414.614.6421 | jim.schwartz@faro.com



FARO Technologies, Inc.
250 Technology Park
Lake Mary FL 32746-7115
Phone No: (407)333-9911
Fax No:
Email: Bob.Zink@faro.com

Remit to:
FARO Technologies, Inc.
P.O. Box 116908
Atlanta, GA 30368-6908

Quotation No: 20482105
Quote Date: 10/04/2022
Expiration Date: 11/03/2022
Regional Manager: Craig Cupach
Account Manager: Lucas Hall
Sales Support: Bob Zink
Ship: Standard/Ground
Payment Terms: Net due in 30 days
with approved credit
Delivery Terms: EXW Origin
Delivery Date: 4-6 Weeks
Tracker Lead: 10-12 Weeks
Time:
PO Number:

Bill To :
Norwalk Police Department
1 Monroe St
Norwalk CT 06854-3103
US

Ship To :
Norwalk Police Department
Arthur Weisgerber
1 Monroe St
Norwalk CT 06854-3103
US

Qty	Item No.	Description	Unit Price	Discount	Ext. Price
1	LS9-HU	FARO Focus Premium USA	39,490.00	0.000	39,490.00
		Laser Scanner Focus Premium ships with: 1x Focus Premium scanner head, 1x Status Indicator, 1x Quick Release, 1x Power Block Battery, 1x Battery Power Dock , 1x Power Supply, 1x 64GB High-Speed SD Card and reader, 1x rugged transport case, 1x calibration certificate, 1x quick start guide, manufacturer warranty			
1	FW-SCN-0010	Focus Premium Range Extension 150m, POS	10,950.00	0.000	10,950.00
		Focus Premium Range Extension 150m, Point of Sale			
1	SV2-SCN-Y5	FOCUS Premium Complete Care - Year 5	10,710.00	0.000	10,710.00
		Complete care coverage for Focus Premium scanners. Includes parts and labor for repairs and annual cleaning and calibration. Covers through year 5 from point of sale.			
1	ACCS-PWR-0014	3D_AC_LS_FocusS Battery Power Block	610.00	0.000	610.00
		Power Block battery for Focus laser scanner and Freestyle.			

PURCHASE AGREEMENT AND CONDITIONS OF SALE Customer will pay any federal, state and local taxes. All conditions of sale, service and warranty as described in FARO standard purchase conditions currently on file with FARO are made as part of this Quotation and are incorporated herein by reference (02FRM522). DR12 PLEASE REFERENCE FARO QUOTE NUMBER ON ALL DOCUMENTS. BY REFERENCING FARO QUOTE, CUSTOMER AGREES TO SAID TERMS AND CONDITIONS AS LISTED ON FARO QUOTATION.



Qty	Item No.	Description	Unit Price	Discount	Ext. Price
1	ACCSS8032	3D_AC_LS_Standard Carbon Fiber Tripod	1,200.00	0.000	1,200.00
		Carbon fiber tripod, super lightweight, highly stable, low-vibration, customized for Focus scanners for perfect performance and increased durability.			
1	COMP0123X64	VR Ready Notebook	5,590.00	598.000	4,992.00
		High-end notebook computer. Contact your FARO representative for current specifications.			
1	SSA0900-3Y	SCENE SUB 3Y	5,500.00	0.000	5,500.00
		SCENE. Three years time based new license.			
1	SOFTL0006	Subscription Single User Hard Lock	420.00	220.000	200.00
		Hard lock (USB Dongle) for one single user subscription license. Software licenses purchased separately. Can be used together with FARO SCENE, CAM2, FARO Zone, As-Built, and RevEng Software products.			
1	TR-SCN-POS-FOR-O	OnSite Forensics Cust-Site Upg. 5 Day	9,130.00	0.000	9,130.00
		Available only at point of FARO system sale. Customer Site Upgrade - five day course that discusses forensic applications with FARO Scanner with FARO Software, setup, and basic measurements. Customer Site Trainings are designed for up to 4 people to ensure proper transfer of knowledge and understanding. Price per class. Training days must be taken together on consecutive days, and cannot be split into individual days.			



Qty	Item No.	Description	Unit Price	Discount	Ext. Price
1	ACCSS0287	200mm Koppa Target W/ Tripod Mount Kit	3,060.00	306.000	2,754.00
		A complete package of target spheres along with tripods and other accessories, shipped in 2 crates. Spheres are sprayed with #KoppaTuff® coating. The first crate contains a 6 pack of 200mm target spheres with magnetic bases and individual cotton storage/handling bags, and 6 1/4-20 camera tripod mount plates. The second crate contains tripods and accessories that provide most of the standard mounting options for use in the field. Included are 6 camera tripods, 3 small flexible tripods, 3 traffic cone Adapters, and a dozen 2" fender washers.			
1	ACCSS0299	80Mm Koppa Target Set	1,150.00	0.000	1,150.00
		A combination set of 12 x 80mm targets with rubber o-rings to secure the sphere to the 1/4" trajectory rods. All shipped in a plastic storage crate.			
1	SB_900091	Freestyle 2 Kit	0.00	0.000	0.00
1	900-000099-000	Freestyle2_Sensor_FARO	14,170.00	1,417.000	12,753.00
		FARO Freestyle 2 Core Kit. Includes the Freestyle 2 Sensor and One (1) year of manufacturer warranty. A compatible Android smartphone is required.			
1	810-000138-000	dS_AccessoryKit_FARO	2,100.00	210.000	1,890.00
		Freestyle 2 accessories Kit. Includes, On-site Calibration plate, Magnetic Kit for Mobile Phone, USB cable, One (1) Battery, Power Charger, High Speed USB stick, Targets Kit, Optical cleaning cloth, Quick start guide a rugged transport case.			



Qty	Item No.	Description	Unit Price	Discount	Ext. Price
1	FA0215	MobilePC_Faro	3,110.00	311.000	2,799.00
1	ACCS-PWR-0014	3D_AC_LS_FocusS Battery Power Block	610.00	0.000	610.00
1	ACCSS8039	Power Block battery for Focus laser scanner and Freestyle. 3D_AC_FS2_Mobile_Phone	820.00	164.000	656.00
1	SV2-FS-3Y-R	High-end Smartphone compatible with FARO® Cobalt Detail 3D. FREESTYLE Complete Care-3 Yr. Rnwl.	3,780.00	756.000	3,024.00
1	SV2-FS-1Y-R	Complete Care service plan includes parts and labor for repair and annual cleaning and calibration. Three additional years of coverage. FREESTYLE Complete Care-1 Yr. Rnwl.	1,480.00	296.000	1,184.00
		Complete Care service plan includes parts and labor for repair and annual cleaning and calibration. One additional year of coverage.			

Order Total:	113,880.00
Discount Amount:	-4,278.00
Freight, packaging and handling Total:	40.63

Total In USD: 109,642.63

**Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.

Signature: _____ Print: _____ Title: _____ Date: _____

Accounts Payable Name: _____ Email: _____

Can we send your future invoice(s) to the email address provided ☐ No ☐ Yes

Do you require a PO to process this order ☐ No ☐ Yes - PO #: _____

Signature: _____ Print: _____ Title: _____ Date: _____

*Any order over \$150,000 will need a secondary signature to process your order.

Additional Information

COVID-19

FARO does not assume any risk for (i) late deliveries of goods, (ii) customers' inability or impracticability to receive or use our devices or software, and for (iii) delivery disruptions, that are due to the COVID-19 pandemic and ensuing government measures (shut downs, lock-downs, quarantines).

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser):

<https://www.faro.com/en/Terms>

The following article contains all our calibration information under their respective product headings

https://knowledge.faro.com/Essentials/Hardware/Compensation_Calibration_and_Certification_Standards_for_FARO_Devices



CITY OF NORWALK
Norwalk City Hall
125 East Avenue, PO Box 5125
Room 225
Norwalk, CT 06856-5125
P: 203-854-7791 / F: 203-857-0143

VII C

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: November 2, 2022

(Note - Agenda closes 12:00 Noon on the Thursday before the Council meeting.)

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST: Vanessa Valadares, Interim Chief of Operations and Public Works/Principal Engineer / Public Works Committee

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Public Works

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES WHICH ONE? Public Works

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO N/A XX

LIST ITEMS AND ACTION TO BE TAKEN: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made.)

1. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Frontier Communications Parent, Inc. for the East Avenue Advanced Utility Project No. 0301-0515NP for an amount not to exceed \$550,000.00.

Account No. 09 12 4021 5777 C0471
09 22 4021 5777 C0471
09 23 4021 5777 C0471
09 21 4021 5777 C0234
09 22 4021 5777 C0234

2. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Windstream Communications Inc. for the East Avenue Advanced Utility Project No. 0301-0515NP for an amount not to exceed \$5,000.00.

Account No. 09 12 4021 5777 C0471
09 22 4021 5777 C0471
09 23 4021 5777 C0471
09 21 4021 5777 C0234
09 22 4021 5777 C0234

3. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Crown Castle International for the East Avenue Advanced Utility Project No. 0301-0515NP for an amount not to exceed \$170,000.00

Account No. 09 12 4021 5777 C0471
09 22 4021 5777 C0471
09 23 4021 5777 C0471
09 21 4021 5777 C0234
09 22 4021 5777 C0234

4. Authorize the purchasing agent to authorize a sole source purchase order to Cargill Salt for treated road salt for snow and ice control, pricing not to exceed \$108.00 per ton for normal and after hour deliveries effective for the 2022-23 snow season.

Account No. 01 40 25 5322

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Section 1-189 Charter of the City of Norwalk & Section 8-24 of the Connecticut General Statutes

EFFECTIVE DATE OF ACTION (if applicable):

Upon adoption and compliance with Charter provisions



Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

Arthur DiCesare

From: Main, John <john.r.main@ftr.com>
Sent: Wednesday, September 21, 2022 6:43 AM
To: Arthur DiCesare; Tourgee, James
Cc: Valadares, Vanessa; Barrett, Stephen; Tourgee, James
Subject: RE: East Avenue - Advanced Utilities - Frontier

Arthur,

The information requested by Vanessa for city of Norwalk for a "High level view for budgeting 2023" breaks down as follows at this time:

1. Conduit placement in preparation for the relocation ~ 360,000.00
2. Placement of new cable materials underground/aerial and cut over of network ~140,000.00
3. Removal of poles and cables from aerial ~44,200.00

This represents the high over view request for 2022/2023 budgeting as requested and is not intended to be considered in place of the required estimation procedure which was last provided in August 2021.

We recommend that in order to meet the time line proposed by the City of summer 2023 cut over completion, that the formal conduit estimate request be made and proper procedure followed to meet the time line.

Be well,
John

John Main | TS-ONE, Construction Engineering
203-909-4917 (cell) | 1175 Woodend Rd, Stratford, CT 06615-7338
john.r.main@ftr.com



From: Main, John
Sent: Monday, September 19, 2022 1:06 PM
To: Arthur DiCesare <dicesare@adicesarepc.com>; Tourgee, James <james.tourgee@ftr.com>
Cc: Valadares, Vanessa <VValadares@norwalkct.org>
Subject: RE: East Avenue - Advanced Utilities - Frontier

Arthur,

I was working with our conduit engineer this morning on the requested "High level" Estimated costs for that portion.

We will work to get the numbers to you.

John

From: Arthur DiCesare <dicesare@adicesarepc.com>
Sent: Monday, September 19, 2022 12:50 PM

To: Main, John <john.r.main@ftr.com>; Tourgee, James <james.tourgee@ftr.com>
Cc: Valadares, Vanessa <VValadares@norwalkct.org>
Subject: East Avenue - Advanced Utilities - Frontier

WARNING: External email. Please verify sender before opening attachments or clicking on links.

John / James

We have an upcoming meeting with the CTDOT on Friday, Sept 23.

It would be beneficial if we can receive the cost estimate for Frontier's effort by 9-22-22.

Very truly yours,
Arthur DiCesare, P.E.
A.DiCesare Associates,P.C.
phone: 203-696-0444
email: dicesare@adicesarepc.com
website: <http://adicesarepc.com/>

ADA

A. DiCesare Associates P.C.

This communication is confidential. Frontier only sends and receives email on the basis of the terms set out at http://www.frontier.com/email_disclaimer.

Arthur DiCesare

From: Halas, Frank <Frank.Halas@windstream.com>
Sent: Wednesday, October 12, 2022 1:46 PM
To: Arthur DiCesare
Cc: Valadares, Vanessa
Subject: RE: East Avenue Advanced Utility Project No. 0301-0515NP - WINDSTREAM

Yes, you asked for an estimate and an approximate schedule, I was waiting for their timeline. Here is the cost estimate:
\$4,350.50

Sensitivity: Internal

From: Arthur DiCesare <dicesare@adicesarepc.com>
Sent: Wednesday, October 12, 2022 9:28 AM
To: Halas, Frank <Frank.Halas@windstream.com>
Cc: Valadares, Vanessa <VValadares@norwalkct.org>
Subject: RE: East Avenue Advanced Utility Project No. 0301-0515NP - WINDSTREAM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Frank
I am not in receipt of the promised cost estimate.

Very truly yours,
Arthur DiCesare, P.E.
A.DiCesare Associates,P.C.
phone: 203-696-0444
email: dicesare@adicesarepc.com
website: <http://adicesarepc.com/>



From: Arthur DiCesare <dicesare@adicesarepc.com>
Sent: Wednesday, August 31, 2022 7:16 AM
To: Halas, Frank <Frank.Halas@windstream.com>; bob Schupp <bschupp@schupps.com>
Subject: Re: East Avenue Advanced Utility Project No. 0301-0515NP - WINDSTREAM

Please see below

Sent from Art DiCesare
Cell Number 203-216-7175
Office 203-696-0444

On Aug 29, 2022, at 9:46 AM, Arthur DiCesare <dicesare@adicesarepc.com> wrote:

Frank / Bob

Who should we speak with regarding the work effort & cost to furnish & pull Windstream cable along East Avenue ?

Very truly yours,

Arthur DiCesare, P.E.

A.DiCesare Associates,P.C.

phone: 203-696-0444

email: dicesare@adicesarepc.com

website: <http://adicesarepc.com/>

ADA

A. DiCesare Associates P.C.

Crown Castle Fiber LLC
Construction Estimate -Aerial to UG Relocation-East Ave

Dated: 9/15/2022
Quote: WO40135

Norwalk, CT

1. New Permanent Facilities

NORWALK-EAST AVE-CONSTRUCTION ESTIMATE

CCF's work will consist of replacing multiple cables due to City of Norwalk request.

Placing cables, splicing and removal of old strand and cables.

Reimbursement is 100%

2. Remove Existing Facilities

3. Temporary Facilities (if not applicable, indicate so)

None.

SUMMARY OF ESTIMATE

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Totals</u>
1	Estimated cost of new facilities	169,952.80	
2	Estimated cost of relocating or removal of existing facilities	-	
3	Estimate of temporary facilities	-	
4	Gross estimated cost of new facilities		169,952.80
9	Net estimated cost of new facilities		169,952.80
10	Contingencies (10% of line 4)		-
11	Total net estimated cost of new facilities		169,952.80
12	Estimated equitable share to be borne by customer		169,952.80
13	Difference to be borne by the company		-

Crown Castle Fiber LLC
Construction Estimate -Aerial to UG Relocation-East Ave
Norwalk, CT

Dated: 9/15/2022
Quote: WO40135

DETAIL OF ESTIMATE

1. Estimated cost of new facilities	
Labor and overhead costs	7,668.00
Materials and handling	18,370.80
Permits fees	-
Police escort	-
Subcontract costs	143,914.00
	<u>169,952.80</u>
2. Estimated cost of relocating or removal of existing facilities	
Labor and overhead costs	
Materials	
Permits fees	-
Police escort	-
Subcontract costs	-
	<u> </u>
3. Estimate of temporary facilities	
	none
4. Gross estimated cost of new facilities	
	<u>169,952.80</u>
	<u> </u>

	Units	Rate	Total Cost
1. Estimated cost of new facilities			
Subcontract Costs			
Police Escort - Strand Installation		800	-
Police Escort - Fiber Installation and Splicing	25	800	20,000.00
Police Escort - DeLash/Relash, Wreckout	5	800	4,000.00
Strand Installation - Aerial		1.00	-
Fiber Installation - Aerial	3,900	1.00	3,900.00
Splicing (per fiber)	1,404	31.00	43,524.00
Testing (per hour)	4	200.00	800.00
Set up Charge (# splices)		350	-
New Enclosure Charge (# splices)	10	1,850	18,500.00
Old Enclosure Charge/Cable Add Charge (# splices)		500	-
Fiber/ID Installation in Conduit -Subcontract-Cable (feet)	7,600	1.50	11,400.00
Fiber/ID Installation in Conduit - Rod & Rope (feet)	7,600	2.00	15,200.00
Fiber/ID Installation in Conduit - 3 Cell Maxwell (feet)	3,200	5.50	17,600.00
Breakout conduit/move slack/shift risers		600.00	-
Delash/Relash (feet)	2,400	1.35	3,240.00
Shift Poles		133.00	-
Wreckout (feet)	4,600	1.25	5,750.00
Conduit + Manhole Placement			-
			<u>143,914.00</u>
2. Estimated cost of relocating or removal of existing facilities			
Subcontract Costs			
			<u> </u>
			<u> </u>



Salt, Road Safety
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

Friday, October 28, 2022

Billing Information		Shipping Information	*Contact Information	
Account Number	1500028673	2500027733	Attn:	VALUED CUSTOMER
Name	CITY OF NORWALK	CITY OF NORWALK	Title	
Address 1	125 EAST AVE	15 S SMITH ST	Phone	
P O Box			Fax	
City State Zip	NORWALK, CT 06851-5702	NORWALK, CT 06855-1017	Mobile	
County	FAIRFIELD		e-mail	
*PLEASE VERIFY THAT ALL CONTACT INFORMATION IS CORRECT. IF CHANGES ARE REQUIRED PLEASE NOTE THEM ON THE NEXT PAGE.				

Cargill, Incorporated Deicing Technology Business Unit ("Cargill") is pleased to submit the following quote for your DEICING SALT needs for the 2022/2023 season.

Price Basis Per Ton

Product	DELIVERY	Estimated Tons	Terminal
CLEARLANE ENHANCED DEICER	\$108	3500	MT MARION
THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.			

PLEASE SIGN AND RETURN THIS QUOTE LETTER TO OUR ATTENTION WITHIN TEN (10) BUSINESS DAYS FROM DATE OF LETTER. WE CANNOT UPDATE YOUR ACCOUNT FOR THIS YEAR WITHOUT THE SIGNED QUOTE LETTER. THIS PRICE QUOTE LETTER DOES NOT CONSTITUTE AN ORDER. ORDERS MUST BE PLACED BY CALLING CUSTOMER SERVICE AT 800-600-SALT (7258). ORDERS BEING PLACED FOR PICKUP MAY NOT BE AVAILABLE FOR 24 HOURS FROM THE TIME THE ORDER IS PLACED.

TERMS AND CONDITIONS –

- Provided this Price Quote Letter is signed and returned within ten (10) business days from the Date, Cargill agrees to hold the quoted prices firm from October 28, 2022 through April 30, 2023. Notwithstanding the foregoing, the prices contained in this Price Quote Letter are contingent on Customers adherence to these Terms and Conditions and the attached Terms and Conditions of Sale, including, but not limited to, Customer's compliance with the Customer account's payment and credit terms stated below.
- If purchase is not made by December 31, 2022, Cargill reserves the right to revoke the pricing provided in this Price Quote Letter.
- The Estimated Tons figure is an estimate of the total quantity of each Product(s) to be purchased by Customer under this Price Quote Letter. Customer is not obligated to purchase a minimum percentage of the Estimated Tons. Cargill is not obligated to sell Customer any quantity of the Estimated Tons.
- Cargill's obligation to sell Product(s) is SUBJECT TO PRODUCT AVAILABILITY. Cargill has the right to (i.) decline, or suspend shipments of, any Customer order placed under this Price Quote letter or (ii) terminate this Price Quote Letter if, at any time, Cargill encounters Product shortages due to commitments to other customers. In addition, Cargill reserves the right to decline, or suspend shipments of, any Customer order placed under this Price Quote Letter for any reason(s) relating to: Conditions at any Cargill terminal/production facility, weather conditions, or any other reason that may affect Cargill's ability to accept orders.
- Estimated delivery time three to seven business days after release of an order. This quote assumes that Product will be delivered from or picked up at the terminal set forth above. Sourcing of products from another Cargill facility is subject to availability and additional fees that may be applied to your account. Cargill's sale of Product is expressly conditional upon these Terms and Conditions and Customer's acceptance of the attached Terms and Conditions of Sale. Any terms which may exist on the Customer's standard purchase order (or similar forms) and which alter or are inconsistent with the terms and conditions will be of no legal force or effect and will not govern the transaction contemplated by this Price Quote Letter.
- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

Payment Terms	NET 30	Credit Limit	N/A
---------------	--------	--------------	-----

Payment terms & credit limits are subject to change.

Thank you for the opportunity to be of service. We are looking forward to supplying your salt needs.

Cargill, Incorporated Salt, Road Safety Sara Cope Senior Sales Analyst Sara_Cope@cargill.com 800-600-7258 - p 952-404-8491 - f	Accepted
	Signature:
	Name:
	Title:
	e-mail:

Confidential - This document is intended only for the named recipient (i.e., Seller) and contains confidential information. Anyone other than the Seller is not permitted access to this information. Any dissemination or distribution of this information is a breach of the terms and conditions of this document. If you have received this document in error, please advise CDT by reply e-mail / mail at the address above, and delete this document and any email related thereto

Pg 1 of 2



Deicing Technology Business
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

Please notify us of any required changes to your account information. Any incorrect information will delay your account setup.

Billing Information		Shipping Information	
Name:			
DBA (if applicable)			
Address 1			
Address 2			
City State Zip			
County			
Attn:			
Phone	Fax	e-mail:	

TERMS AND CONDITIONS OF GOVERNMENT ROAD SALT SALES

- TERMS TO GOVERN.** The terms and conditions set forth herein shall constitute the sole terms and conditions of sale for this quotation (the "Quote") and any orders placed thereunder. No other terms or conditions, whether contained in Buyer's purchase order or elsewhere, shall be binding on Seller unless agreed to in writing by Seller.
- TITLE/RISK OF LOSS.** Title and risk of loss shall pass to Buyer at the time the goods are delivered to or picked up by Buyer.
- PAYMENT AND CREDIT TERMS.** Failure of the Buyer to pay on the due date for products shipped shall give Seller the right, but not the obligation, to suspend further shipment, without notice to the Buyer, until all previous shipments are paid, or to terminate this agreement and seek all available remedies from Buyer. Interest at the maximum rate permitted by law will accrue on all invoices unpaid as of the net due date. All payments by Buyer shall be final 180 days after shipment of the goods and Buyer shall have no right to audit payments or deduct future payments after such date. Notwithstanding anything else herein contained, Seller reserves the right to modify payment terms or to allow no credit whatsoever to Buyer if Seller determines that it cannot grant Buyer the credit terms which are specified herein or Buyer's credit changes. Buyer understands that this reservation is necessary to allow Seller's credit department to have adequate time to review Buyer's credit status.
- WARRANTY AND LIMITATION OF LIABILITY.** Seller warrants that it has the right to convey good title to the goods and that the goods will be delivered free of all liens and encumbrances. EXCEPT FOR THE WARRANTIES SPECIFICALLY SET FORTH ABOVE, SELLER DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER BE LIABLE FOR TO BUYER, OR TO ANY THIRD PARTY, FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES OF WHATSOEVER NATURE (INCLUDING, BUT NOT LIMITED TO, LOST BUSINESS, LOST PROFITS, DAMAGE TO GOODWILL OR REPUTATION AND/OR DEGRADATION IN VALUE OF BRANDS, TRADEMARKS, TRADENAMES, SERVICE NAMES OR SERVICE MARKS) WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE, FAILURE TO WARN, OR STRICT LIABILITY) OR OTHERWISE.
- EXCLUSIVE REMEDY.** If upon delivery to Buyer the goods appear not to meet the above warranty, Buyer shall immediately notify Seller who shall have a right to inspect them. Buyer shall not return, repair or dispose of any goods that fail to meet the above warranty without Seller's written consent. In the event Seller breaches the above warranty, Buyer's sole and exclusive remedy and Seller's sole and exclusive liability shall be limited to, at Seller's option, replacement of non-conforming goods with conforming goods or return of the purchase price.
- FORCE MAJEURE.** Seller shall be excused for failure to deliver or delay occasioned by conditions beyond Seller's reasonable control, including, but not limited to, Acts of God, fire flood, windstorm, acts of governmental authorities, strikes shortage of raw materials, breakdown, shortage or non-availability of transportation facilities or equipment or any similar event not within Seller's control. In the event Seller is unable to supply the total requirements of its customers, Seller may allocate its available supply among its customers in a manner deemed by Seller to be fair and equitable. If Seller declares force majeure hereunder, Seller may cancel any unperformed portion hereof upon ten (10) days written notice to Buyer.
- INCREASES.** Any advance in applicable freight rates or taxes taking effect before the fulfillment of orders placed under this Quote shall be for Buyer's account. All demurrage or detention charges shall be for Buyer's account. Seller reserves the right to add energy and/or transportation related surcharges for Buyer's account. In addition, if Seller is unable, for any reason, to supply the goods from its plant closest to Buyer's facility, then Seller may, but is not required to, supply the goods from another plant, to the extent it is available, subject to Buyer's payment of all increased freight costs.
- DELIVERY.** Buyer shall furnish complete shipping instructions in sufficient time to enable Seller to perform its obligations hereunder. Seller shall not be obligated to make shipment in absence thereof. If more than one delivery is called for, each delivery is to be considered a separate contract for purposes of furnishing complete shipping instructions by Buyer. Unless otherwise provided for herein, if the Quote provides for deliveries over a period exceeding one month, Seller shall not be obligated to deliver in any thirty day period more than approximately equal monthly quantities, in relation to the total amount. The destination routing of shipments will be at Seller's option.
- TERMINATION.** If either party breaches any of its obligations under this Quote or any order thereunder, the non-breaching party may give ten (10) day notice of termination, and if the breach has not been cured during the said 30-day period, this Quote shall terminate. In the event Buyer files a voluntary petition in bankruptcy, makes an assignment for the benefit of creditors; is adjudicated as bankrupt; and/or becomes insolvent, Seller may terminate this Agreement effective immediately. Termination, pursuant to this Section, while being in itself a remedy for breach, shall not preclude any other legal or equitable remedy which is available to the terminating party.
- TAXES.** Buyer shall be liable for any taxes or other exactions levied by Federal, State or local authorities upon the sale, delivery, storage, consumption or transportation of the goods or services, and if any such items are paid or required to be paid by Seller, the amount shall be added to and become part of the price payable to Seller for such goods or services.
- ASSIGNMENT.** The rights and obligations under this Quote are not assignable by Buyer unless in writing and signed by Seller.
- FORWARD CONTRACT.** The Parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that each Party is a "forward contract merchant" within the meaning of the United States Bankruptcy Code.
- CONTRACT AMBIGUITIES.** The Parties acknowledge that they have had the opportunity to consult with legal counsel of their own choosing. As a result, the rule of construction that provides that ambiguities in a contract shall be construed against the drafter shall not apply to these terms and conditions and the Parties waive any such defense to the terms of these terms and conditions.



Technology Department
P: 203-854-4039 / F: 203-806-4289
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

VII D

TO: Alan Lo
CC: Land Use Committee
FROM: David B. Hopp
RE: CAPITAL PURCHASES FOR 2022-2023
DATE: 8/18/22

Network Security Solution – Purchase of ExtraHop Reveal(x) 360 threat intelligence solution from BLACKWOOD Associates inc. This security platform is part of our effort increase security and detect threats. This project is part of our approved 2022-2023 capital budget plan.

Motion: *Authorize the Purchasing Agent to issue purchase orders to BLACKWOOD Associates inc., for the supply and installation of ExtraHop Reveal(x) 360 solution, an amount not to exceed \$ \$106,639, account 09235010-5777-C0112 (budgeted 2022/2023 IT Capital item) and forward onto the Common Council for further action.*



QUOTATION

CUSTOMER INFORMATION	ORDERING ADDRESS	DETAILS
Norwalk Public Schools 125 East Avenue Norwalk, Connecticut 06851 United States ATTN: Dave Hopp Phone: (203) 854-4042 Email: dave@norwalkps.org Account Designation: CT	Blackwood Associates, Inc. 1835 Forest Dr Ste A Annapolis, MD 21401-4432 ATTN: Anne Bryant E-mail: anne.bryant@blackwood.ai Phone: 443-472-5031 Fax: 410-268-9358	DATE: July 18, 2022 REP: Anne Bryant QUOTATION #: Q2022-07-18-033500 REFERENCE #: Q20210928-21533 QUOTE EXPIRES: 30 Days F.O.B.: Destination - Free Shipping DELIVERY: 30 Days ARO TERMS: Net 30 Days

LINE #	PART #	DESCRIPTION	QTY	UNIT LIST PRICE	DISCOUNT PRICE	EXTENDED DISCOUNT PRICE
1	REX-360-PRM-HW-M	Reveal(x) 360 Premium subscription with physical sensor that has 10 Gbps continuous traffic analysis and includes capabilities for L2- L7 analysis. Appliances ship with the necessary onboard packet capture storage SSD. Includes 200GB of daily record ingest. Includes Platinum support. ExtraHop Networks, Inc.	1	\$112,800.08	\$80,088.06	\$80,088.06
2	EH-DEP-6200	ExtraHop deployment of a 10Gbps EDA and supporting ExtraHop devices. Includes data feed assessment, baseline configuration, and administration setup for the Discover appliance. ExtraHop Networks, Inc.	1	\$8,000.00	\$7,200.00	\$7,200.00
3	EH-OPT-TRAIN	SOC Optimization Training packaged, designed to train key client resources. Includes critical asset design templates, a basic SIEM connection, and fundamentals training. Intended to be paired with a Reveal(x) Advisor service. ExtraHop Networks, Inc.	1	\$21,500.00	\$19,350.00	\$19,350.00
SUBTOTAL						\$106,638.06
SALES TAX						\$0.00
TOTAL						\$106,638.06

Terms:

ExtraHop Networks, Inc.
520 Pike Street, Suite 1700
Seattle, WA 98101
(877) 333-9872
Orders@extrahop.com

Prepared by
E-mail

Luke Smith
lukes@extrahop.com

Prepared for
Account Name
E-mail

Dave Hopp
Norwalk Public Schools
dave@norwalkps.org

Comments

Product Name	Product Code
Reveal(x) 360 Premium Medium Hardware Sensor	REVX-360-PRM-HW-M
Deployment - 6200	EH-DEP-6200
SOC Optimization - Training Package	EH-OPT-TRAIN

Quote Number
Expiration Date

Quote for
Shipping Terms
Payment Terms

Product Description	Term	Qty	List Price
Reveal(x) 360 Premium subscription with physical sensor that has 10 Gbps continuous traffic analysis and includes capabilities for L2-L7 analysis. Appliances ship with the necessary onboard packet capture storage SSD. Includes 200GB of daily record ingest. Includes Platinum support.	1 Year	1	\$112,800.08
ExtraHop deployment of a 10Gbps EDA and supporting ExtraHop devices. Includes data feed assessment, baseline configuration, and administration setup for the Discover appliance.		1	\$8,000.00
SOC Optimization Training packaged, designed to train key client resources. Includes critical asset design templates, a basic SIEM connection, fundamentals and threat hunting training. Intended to be paired with a Reveal(x) Advisor service.		1	\$21,500.00

Q-34571

6/10/22

Norwalk Public Schools

FOB Origin

Net 45

Discount	Total
18.71%	\$91,690.06
20.00%	\$6,400.00
20.00%	\$17,200.00

Grand Total: \$115,290.06

CapEx: \$7,250.00

OpEx: \$84,440.06

Professional Services: \$23,600.00

ce with the payment and shipping terms set forth in this quote. All prices
uties.

ny additional or different terms proposed by Customer in any purchase
void and the terms herein shall constitute the complete and exclusive
fferent, or additional terms shall be deemed acceptance of such terms or
ustomer will forfeit the right to receive such services and Customer will not

that the terms set forth herein become a binding contract upon my
ll applicable terms and conditions.

ExtraHop Signature

ExtraHop Printed Name / Title

Date

GOVERNMENT - PRICE QUOTATION

carahsoft.

CARAHSOFT TECHNOLOGY CORP



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM

TO: Dave Hopp
 Director of Technology
 Norwalk Public Schools
 125 East Avenue
 Norwalk, CT 06851 USA

FROM: Brad Wood
 Carahsoft Technology Corp.
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: dave@norwalkps.org

EMAIL: Brad.Wood@carahsoft.com

PHONE: (203) 854-4042

PHONE: (571) 662-4728

FAX: (703) 871-8505

TERMS: FTIN: 52-2189693
 Shipping Point: FOB Destination
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Cage Code: 1P3C5
 DUNS No: 088365767
 UEI: DT8KJHZXVJH5
 Credit Cards: VISA/MasterCard/AMEX
 Sales Tax May Apply

QUOTE NO: 34819231
 QUOTE DATE: 07/18/2022
 QUOTE EXPIRES: 08/17/2022
 RFQ NO:
 SHIPPING: GROUND
 TOTAL PRICE: \$123,967.80

TOTAL QUOTE: \$123,967.80

LINE NO.	PART NO.	DESCRIPTION	LIST PRICE	QUOTE PRICE	QTY	EXTENDED PRICE
1	REVS-360-PRM-HW-M	Reveal(x) 360 Premium subscription with physical sensor that has 10 Gbps continuous traffic analysis and includes capabilities for L2-L7 analysis. Appliances ship with the necessary onboard packet capture storage SSD. Includes 200GB of daily record ingest. Includes Platinum support. 1 year ExtraHop Networks, Inc. - REVS-360-PRM-HW-M	\$112,800.08	\$98,591.46 OM	1	\$98,591.46
2	EH-DEP-6200	ExtraHop deployment of a 10Gbps EDA and supporting ExtraHop devices. Includes data feed assessment, baseline configuration, and administration setup for the Discover appliance. ExtraHop Networks, Inc. - EH-DEP-6200	\$8,000.00	\$6,881.72 OM	1	\$6,881.72
3	EH-OPT-TRAIN	SOC Optimization Training packaged, designed to train key client resources. Includes critical asset design templates, a basic SIEM connection, and fundamentals training. Intended to be paired with a Reveal(x) Advisor service. ExtraHop Networks, Inc. - EH-OPT-TRAIN	\$21,500.00	\$18,494.62 OM	1	\$18,494.62
SUBTOTAL:						\$123,967.80

Please include shipping language on your PO stating that shipping is to be billed at actual cost. Otherwise, please provide a valid shipping account.

TOTAL PRICE: \$123,967.80

TOTAL QUOTE: \$123,967.80

CONFIDENTIAL
 PAGE 1 of 1

QUOTE DATE: 07/18/2022
 QUOTE NO: 34819231

CITY OF NORWALK

FIRE DEPARTMENT

Office of Chief Gino Gatto

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06854



Tel: (203) 854-0230

Fax: (203) 854-0234

To: Land Use and Building Management Committee

From: Norwalk Fire Chief Gino Gatto

Date: October 27, 2022

RE: Special Capital Appropriation

I am writing to request a special Capital appropriation to replace the roof on Fire Station No. 5 located at 23 Meadow Street Norwalk Ct.

An architect was hired to develop Scope of Work, Construction Documents and Bidding and Solicitation Phases.

The project went out to bid with 4 companies responding. The low bidder came in at \$ 313,000.00 from Gold Star Roofing, LLC

Currently in Account Numbers 09-22-031-31100-0-5777-C0796 and 09-23-031-31100-0-5777-C0796.

There is \$ 148,400.00 remaining.

To complete this project and bring the building up to code I am requesting the following:

\$ 164,600.00 To cover the shortfall in the account

\$ 31,300.00 This is a 10% contingency

\$ 195,900.00 Total requested amount

Thank you for your consideration and please let me know if you need anything else.

Gino Gatto
Fire Chief

VENDOR	AMOUNT	ALT-1:	ALT-2:	ALT-3:	TOTAL
Silktown Roofing, Inc	\$ 318,000.00	\$ 8,000.00	\$ 21,000.00	\$ 19,000.00	\$ 366,000.00
Gold Seal Roofing, LLC	\$ 276,500.00	\$ 7,500.00	\$ 12,000.00	\$ 17,000.00	\$ 313,000.00
Barrett, Inc	\$ 494,500.00	\$ 14,400.00	\$ 14,800.00	\$ 45,400.00	\$ 569,100.00
Greenwood Industries, Inc	\$ 346,000.00	\$ 7,500.00	\$ 15,000.00	\$ 19,000.00	\$ 387,500.00

ALT-1: Provide BILCO or equal
48"X48" (V.I.F.) GSS Roof
Hatch/Skylight with safety rail,
grab bar & ST
L. Ladder to level below attached
to block/patch
& re-finish G.W.B.

ALT-2: A minimum
thirty (30) year
manufacturer's
warranty

ALT-3: Provide new painted
aluminum coping with
front and backside continuous
cleats to fit over
existing precast coping. Provide
2x10
preservative treated nailer on top
of existing
coping.



Technology Department
P: 203-854-4039 / F: 203-806-4289
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: Alan Lo
CC: Land Use Committee
FROM: David B. Hopp
RE: CAPITAL PURCHASES FOR 2022-2023
DATE: 10/27/2022

ViewSonic Boards – This is to replace the legacy smart-boards and old projectors at Norwalk High School. This project is part of our approved 2022-2023 capital budget plan.

Motion: *Authorize the Purchasing Agent to issue purchase orders to Connecticut Business System (CBS), for #18 75" ViewSonic Boards an amount not to exceed \$61,264.00, account 09235010-5777-C0112 (budgeted 2022/2023 IT Capital item) and forward onto the Common Council for further action. PEPPM Contract#528897-289.*



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/26/2022

DEPARTMENT: BOE Technology Department

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

Check One:

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

TOTAL COST: \$61,264 MUNIS Account: 09235010-5777-C0112
VENDOR: Connecticut Business Systems PEPPM Contract #528897-289

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
	Supports	
Purchasing Agent Name	Does Not Support	Department Head Name
	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Dave Hopp
Date		Date 10/26/2022

JUSTIFICATION:

To replace legacy Smart-boards and old projectors at NHS

Connecticut Business System (CBS)

PEPPM Contract# 528897-289

Quote# see attached

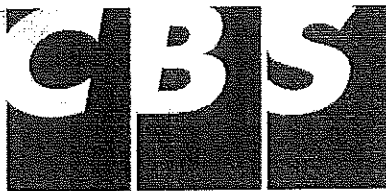
#18 75" ViewSonics

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

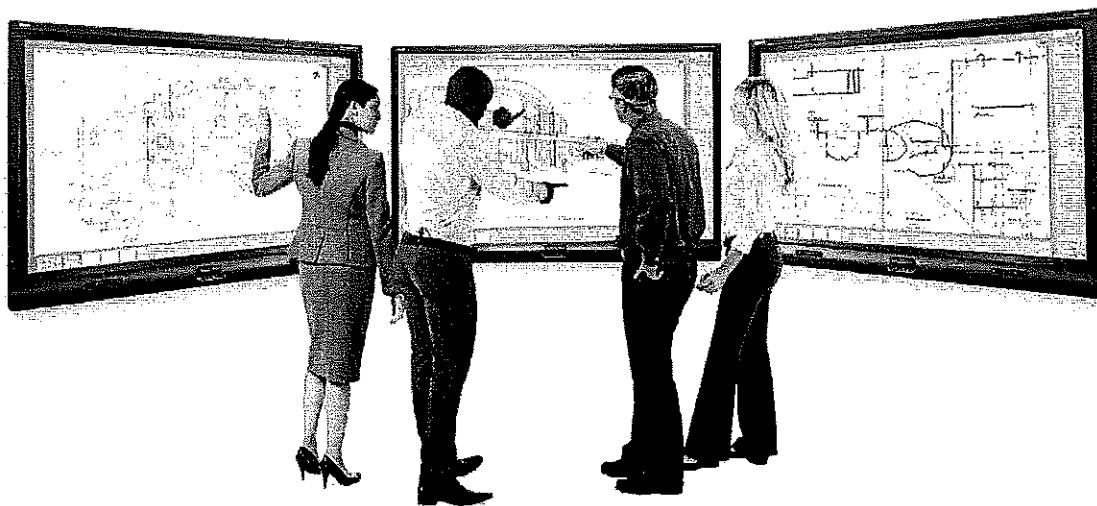
Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



A Xerox Company



VIEWSONIC TECHNOLOGY QUOTE PREPARED FOR:

Norwalk Public Schools

PREPARED BY:

Angel Muniz

October 12, 2022

Connecticut Business Systems

203-515-0514

Angel.muniz@xerox.com

Q	PEPPM Contract # 528897-289	Unit price	Total
18	ViewSonic 75" LED 4K Touch Panel 	\$2,899.00	\$52,182.00
18	Wi-Fi Card	FREE	FREE
15	Wall Mounts	FREE	FREE
3	Mobile Cart	\$499.00	\$1,497.00
15	Wall Plates and wires.	\$99.00	\$1,485.00
15	Installation on the Wall	\$350.00	\$5,250.00
3	Cart Installs	\$150.00	\$450.00
	Shipping:		\$400.00
	Totals:		\$61,264.00

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE

DATE: OCTOBER 26, 2022

RE: COMPTROLLER'S OFFICE BUILDOUT

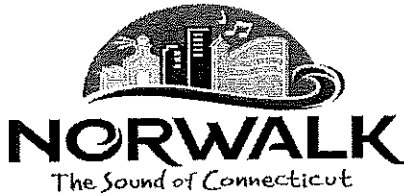
On October 20, 2022, the City's Purchasing Department solicited proposals for the build-out of two offices and vestibule area in the Comptroller's office. This will accommodate for new employees and a secure entrance. The City received three (4) bids. The results are as follows:

FIRM	BASE AMOUNT	ADD ALTERNATE
Re-Tech LLC	\$63,390.00	NA
NAC Industries Inc.	\$62,900.00	NA
Titan Enterprises Inc.	\$38,200.00	NA
HV Contractor Corp.	\$33,950.00	NA

After reviewing the submission, the Purchasing Department and the Office of Building Management recommend the award to the apparent lowest bidder, HV Contractor Corporation.

ACTION REQUESTED:

- a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with HV Contractor Corporation for security and office space improvements in the Comptroller's Office for a total not to exceed \$33,950.00. Funds are available from account #01 011340 5258
- b. Authorize the Office of Building Management to issue change orders on contract for a total not to exceed \$3,395.00.



5

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 & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE: JEFFERSON ELEMENTARY SCHOOL – MOVING SERVICES CONTINGENCY
ALLOWANCE INCREASE

DATE: OCTOBER 25, 2022

In July 2020, the City Common Council authorized a not to exceed contract for Precision Placement LLC. to provide moving services for the Jefferson Elementary School Renovate-as-New Project on an hourly rate and unit cost for materials basis.

Precision Placement was tasked with providing moving supplies and moving services for all the teachers' educational supplies, and select furniture. These items were moved from the Jefferson building before construction started, to the Ponus Lower School while construction took place. Upon completion of the Construction, Precision Placement moved the same items back from the Ponus Lower School to the newly renovated Jefferson School.

The contract value for Precision Placement was established on the basis of an estimate of hours and supplies needed to complete the move. The Council approved the amount of \$55,230 with a \$5,500 contingency. The cost for the work exceeded our estimate/continbency by \$1,220.45.

ACTION REQUESTED:

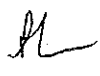
Authorize to increase the contingency allowance for moving services for Precision Placement LLC. for the Jefferson Elementary School Renovate-as-New Project for an additional not to exceed \$1,220.45. Funds are available in account Acct. #0919/20 5010 5777 C0619.



6

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 & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE: CRANBURY ELEMENTARY SCHOOL – EVERSOURCE ENERGY INCENTIVE

DATE: OCTOBER 24, 2022

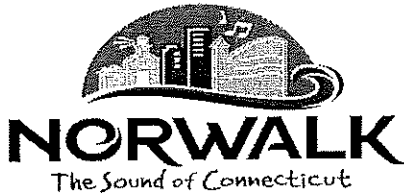
In June 2021, the City Common Council authorized an agreement with Eversource to enroll in their “Whole Building Energy Use Intensity (EUI)” program for the Cranbury Elementary School Project. The intent of the incentives and technical assistance offered in the program is to provide a holistic energy reduction approach that shifts customer and design team focus to expected performance outcomes as they work through the design. As part of the program an EUI reduction rate is established and the customers incentive rate is determined on a square foot basis.

Throughout the design of the new building the project team worked with Eversource’s technical assistance team from Thornton Thomasetti, to complete an energy charrette, build an energy model of the building and provide feedback of the design to the project design team as the project was being designed. Following the completion of these objectives Eversource took the information and created an incentive offer for the City of Norwalk.

The City recently received the incentive offer from Eversource in the form of a Letter of Agreement. The incentive will not be payable to the City until verification of the installations of the electrical systems for the building are complete. We anticipate this work being completed this coming summer. Over the months the project team will continue to track the components of this offer and will provide all required documentation and information to Eversource to receive the incentive. Total anticipated incentive is approximately \$100,000.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute any and all documents with Connecticut Light and Power Company d/b/a Eversource Energy relating to energy incentives for the Cranbury School project.



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 : PHOTOVOLTAIC SYSTEM DEVELOPMENT

DATE: OCTOBER 25, 2022

Approximately six years ago, the City issued a RFQ/P for photovoltaic (PV) developers for the installation and maintenance of roof top PV systems at three potential city sites. A preferred developer was approved and they have since installed PV systems at three schools where new roofs were recently completed – Naramake School, Ponus Ridge School and Jefferson School. Since the systems were developed financially by accessing energy tax credits, these systems are required to be leased from the PV developer with the Board of Education executing Power Purchase Agreements (PPA) for each location. With the passage of time, completion of these three projects and with the evolution of the solar industry, we decided it is time to issue a new RFQ/P for upcoming projects.

Recently, the Purchasing Department issued a new RFQ for Cranbury School, Norwalk High School and SoNo School. Since new Cranbury School is under construction and is anticipated to be completed by August of 2023, we requested the proposed PV developers to provide proposals for Cranbury School only. A total of 4 proposals were received. A staff evaluation committee was created to include an outside PV/energy consultant to provide technical and financial assistance in the evaluation of the proposals. Upon review of the proposals, 2 firms were shortlisted for interviews. The selection criteria include, but are not limited to, size of the firm, location and serviceability to Norwalk, proposed size of the system, cost per kWh for generated electricity to be paid by the City/Bd of Ed, buyout provision and projected cost savings. Subsequent to the interview and proposal evaluation, the Committee is recommending the firm of Verogy to be designated as the Preferred PV Developer for the three projects.

In regard to the Cranbury School proposals, below are some of the basic terms of the PPA. It is important to note that the actual size of the proposed PV system may vary as the PV developer designs the system. Additionally, the Renewable Energy Credit (REC) rate may vary at the next awarding cycle. These are two components which will impact on the development of the final financial proforma for the PPA. Nevertheless, below are some of the terms for the PPA for reference purposes.

Proposed terms for Cranbury PPA (**item subject to change)

- Agreement Period - 20 years
- System size (to be established following design phase)** - approximately between 157 kW to 200 kW
- Anticipated REC (projected with actual amount TBD)** - \$90/kW
- Proforma based on assumed electrical rate from grid at \$0.11/kWh with annual increase of 2.5%/yr.
- Payment for electricity generated by PV without annual adjustment** - \$0.0489/kWh (4.89 cents/kWh)
- Projected cost savings for the life of the PPA (based on an assumed system of 157kW) ** - \$315,388
- Buyout amount after 20 years (based on an assumed system of 157 kW)** - \$53,162. (alternate options available will include, but not limited to, developer removal of the system and extension of the agreement period)

And in regard to Norwalk High School and SoNo School, with the designation of the PV developer, they will be involved with the building design team to incorporate PV requirements. The final terms for the PPA for these two projects will be negotiated by utilizing the above terms as reference and the City will reserve the right to terminate prefer developer designation in the best interest of the City.

ACTION REQUESTED:

- a. **Approve to designate VCP, LLC d/b/a Verogy as the solar/photovoltaic developer for Cranbury School, Norwalk High School and South Norwalk School development projects.**
- b. **Refer this designation to the Board of Education for future negotiation of terms and execution of corresponding Power Purchase Agreements (PPA).**

Below is the year over year savings analysis for the 4.89 cent fixed rate PPA. Your overall savings are expected to total \$315,388 over the 20 year PPA term (assuming a \$90/REC value and an 11 cent offsettable utility rate as instructed with a 2.5% utility inflation rate.)

2022 Utility Rate for Offsettable
Charges \$0.1100
Utility Inflation Rate 2.50%

PPA Rate Offered (\$/kWh):	\$0.0489
PPA Annual Escalation Rate (%/year):	0.00%
PPA Term Offered (years):	20

Year #	kWh Generated	Offsettable Utility Costs	Solar PPA Cost	Annual Discount from Utility Cost of Electricity	
				(\$)	(%)
1	181,210	\$ 19,933	\$ 8,861	\$ 11,072	-56%
2	180,732	\$ 20,378	\$ 8,838	\$ 11,540	-57%
3	179,828	\$ 20,783	\$ 8,794	\$ 11,989	-58%
4	178,929	\$ 21,196	\$ 8,750	\$ 12,446	-59%
5	178,035	\$ 21,617	\$ 8,706	\$ 12,911	-60%
6	177,145	\$ 22,047	\$ 8,662	\$ 13,384	-61%
7	176,259	\$ 22,485	\$ 8,619	\$ 13,866	-62%
8	175,378	\$ 22,932	\$ 8,576	\$ 14,356	-63%
9	174,501	\$ 23,387	\$ 8,533	\$ 14,854	-64%
10	173,628	\$ 23,852	\$ 8,490	\$ 15,362	-64%
11	172,760	\$ 24,326	\$ 8,448	\$ 15,878	-65%
12	171,896	\$ 24,810	\$ 8,406	\$ 16,404	-66%
13	171,037	\$ 25,303	\$ 8,364	\$ 16,939	-67%
14	170,182	\$ 25,806	\$ 8,322	\$ 17,484	-68%
15	169,331	\$ 26,319	\$ 8,280	\$ 18,038	-69%
16	168,484	\$ 26,842	\$ 8,239	\$ 18,603	-69%
17	167,642	\$ 27,375	\$ 8,198	\$ 19,177	-70%
18	166,803	\$ 27,919	\$ 8,157	\$ 19,763	-71%
19	165,969	\$ 28,474	\$ 8,116	\$ 20,358	-71%
20	165,139	\$ 29,040	\$ 8,075	\$ 20,965	-72%
Totals:	3,464,887	\$ 484,821	\$ 169,433	\$ 315,388	-65%

COVER LETTER

William Herchel
wherschel@verogy.com
 (413) 537-1398
 150 Trumbull St., 4th Floor
 Hartford, CT 06103
www.verogy.com

City of Norwalk
 Purchasing Agent
 125 East Avenue
 Norwalk, CT 06851

Re: 4227 Request for Qualifications and Proposal for Solar Developers

To whom it may concern,

Verogy is excited to submit to you our response to the City of Norwalk RFP for Qualifications and Proposal for Solar Developers. For years the members of Verogy have been helping local municipalities, schools and universities, and some of the largest corporations in America deploy comprehensive solar energy solutions. We are thrilled at the prospect of working with the City of Norwalk to do the same.

Verogy is a lean and well-capitalized renewable energy team with decades of experience in the solar industry. Our expertise centers around developing, financing, constructing, owning and operating solar energy projects for clients like the City of Norwalk. Verogy's efficient structure allows us to have a unique focus on our clients' needs at all times. We have intentionally positioned ourselves to be nimble and swift-moving, while well-capitalized. Our collective experience identified this to be the most beneficial strategy for the success and benefit of our clients, and for the long-term stability of our company.

We have read the provisions of the RFP and are confident that our response contains the necessary information for the City of Norwalk to evaluate our proposal in accordance with the provisions of the RFP. If our proposal is selected, we are prepared to promptly and actively participate in contract negotiations to help bring this project to fruition, and to begin the necessary development processes to kick off the project. The proposal submission shall be valid for a period of 180 calendar days after receipt by the City.

Again, thank you for this incredible opportunity. We hope to prove to you that Verogy will be the trusted partner who Norwalk can rely on to deliver comprehensive solar energy solutions on time, and on budget.

Sincerely,



William Herchel Co-Founder & CEO
 Federal ID # 82-3338650

SECTION 3. PROPOSING ORGANIZATIONS PROFILE

SECTION 3.1 – INTRODUCTION AND EXECUTIVE SUMMARY

Verogy is a full-service solar developer established in late 2017 and is based in downtown Hartford. The executive team has over 50 years of aggregate experience in the solar industry. Verogy was founded by the key members of the management team of another Connecticut commercial and industrial (C&I) solar developer. After leading the former owners of their previous company through a successful merger, the founders of Verogy set out to provide C&I clients better renewable energy offerings through a new platform.

The executive team of Verogy has experience developing, financing and constructing approximately 350 C&I installations across the country. This includes installations for various municipalities, schools and universities, corporate clients, and utility companies. The installation sizes have ranged from 30 kW DC to greater than 7 MW DC. Given some substantial awards from large corporate clients, the executive team of Verogy has experience managing over 150 solar projects across multiple states simultaneously. Verogy also currently has over 60 MW of solar projects in active development stages (both projects in-construction and projects in engineering/permitting), with an additional 60 MW in earlier stages of development.

To provide us with the initial capital required to activate our strategy, we raised \$5MM through the sale of a minority equity stake in the company to Stonehenge Capital Company (Stonehenge). Stonehenge is a nationally recognized specialty finance company with expertise in private equity, tax credit finance, and structured finance – a perfect fit for Verogy's growth ambitions. In addition, Verogy has recently closed a minority investment with CarVal Investors, a global asset management company with approximately \$14 billion in assets under management. The partnership with CarVal created a pool of capital available for the development and ownership of 500 MW of solar projects.

Verogy is structured in a way that allows us to be more strategic, opportunistic, and creative in providing solutions for our clients. This includes diversifying our product pool to fit the unique needs of each individual client, whether it be on-site offerings (rooftop, ground-mount and carport/canopy), off-site offerings through virtual or direct PPAs, or alternative technological solutions like battery storage. Our team's unique and full-service expertise allows us to have an extremely cost-effective platform. This translates to ultra-competitive pricing on our solar energy solutions, while not sacrificing quality. It is our goal to provide the best possible development experience to our clients, and we do this through hands on personalized service.

To execute for the City of Norwalk, the Verogy team will call on our combined decades of experience deploying solar energy solutions for municipalities, schools, universities and high-profile corporate clients. We have the experience, the financial backing, and the team in place to provide a high-value proposition for the City of Norwalk, more efficiently and with greater certainty than our competitors.

Please find additional information on our company in the table below:

Company Name	VCP, LLC d/b/a Verogy (and affiliates)
Organization	Connecticut limited liability company
Year Founded	2017
Office Address	150 Trumbull Street, 4th Floor, Hartford, CT 06103
Phone Number	(860) 288-7215
Website	www.verogy.com
Number of Employees	29
Founding Team	William Herchel Chief Executive Officer wherschel@verogy.com Steven DeNino Chief Operating Officer sdenino@verogy.com

	Bryan Fitzgerald Director of Development bfitzgerald@verogy.com Alex Figueroa Chief Financial Officer alex@verogy.com Brian Smith Chief Legal Officer bsmith@verogy.com Steven Gianotti Chief Accounting Officer sgianotti@verogy.com
--	---

SECTION 3.2 – TECHNICAL SOLUTION

TECHNICAL QUALIFICATIONS

The team members of Verogy have experience developing, financing and completing approximately 350 C&I installations across the country, including for various municipalities, schools and universities, corporate clients, and utility companies. Verogy also currently has over 60 MW of solar projects in active development stages (both projects in-construction and projects in engineering/permitting), with an additional 60 MW in earlier stages of development.

The processes and procedures that we developed and implemented to execute the above projects will be used to complete the described project for the City of Norwalk. These processes have been vetted and approved time and again by large financial institutions and their independent engineers. Although our desire is always to be more thorough and precise than anyone in the solar installation space, we are required to ensure that all technological requirements are adhered to for the benefit of our financial counterparties.

Any supplier, vendor, or subcontractor that we select must also comply with our operating procedures and policies, and the stringent requirements of our financiers. As described elsewhere in our response, we use top-tier major system component (MSC) vendors and electrical installers. We do not, in any circumstance, sacrifice quality for cost. We depend on our projects to operate at peak performance and we work to ensure that happens via the quality of our installation and ongoing operations and maintenance.

PROJECT DEVELOPMENT PLAN

To maximize efficiency, Verogy uses a combination of internal and external resources when designing, engineering, and developing projects. These processes will be managed directly by our Chief Operating Officer, Steven DeNino, who is directly responsible for the EPC work at Verogy and, as mentioned earlier, has extensive experience managing the development and installation processes for a variety of solar installations, is NABCEP certified, and is a trained and licensed master electrician.

SITE DEVELOPMENT AND PERMITTING

Verogy has reviewed the RFP materials and attended the virtual pre-bid meeting to help determine the suitability for solar installation at the location identified in the RFP, and we are confident that the Cranbury Elementary School has an ideal location for the siting of the solar array described herein. If selected for this project, we will work expeditiously with the City to execute any necessary contracts and agreements in order to proceed with the project and allow us to commence the initial engineering processes and further site evaluation. We would then submit an interconnection application to the local electric utility company; typically, this requires the submission of a one-line diagram and site plan and the completion of an application package.

Submitting for interconnection as early as possible in the process will kick off the utility review of the project and eventual contingent approval to interconnect. Kicking off the engineering and interconnection phases also allows us to submit for permits and other necessary approvals in a timely manner.

The full engineering phase will then be underway with the selection of a well-qualified and vetted third-party engineering firm who will complete any electrical, civil and issued-for-construction (IFC) design sets. Upon completion of the engineering design sets, all necessary building, electrical, and any additional permits and governmental approvals required for the construction of the project will be applied for and secured. We rely on the local expertise and experiences of qualified third-party engineering firms and electrical subcontractors, which provide us advantages in obtaining necessary permits and approvals to proceed with the installation work.

The Verogy team is also available to The City of Norwalk to help educate any stakeholders about the project, the system details, the installation process, and the benefits of proceeding with the project. We can also make ourselves available to answer questions at public or other meetings as requested by the City.

DESIGN AND CONSTRUCTION

As noted above, a full engineering design set will be completed. Rounding out the pre-construction phase, Verogy will have procured all required permits, governmental approvals, and interconnection requirements with the local electric utility company. We have experience working with utility companies of all scales, and when we have encountered obstacles in the interconnection process, we pride ourselves on working hard to find flexible, alternative solutions that drive the project forward.

All interconnection and municipal design comments will be incorporated into the final issued-for-construction (IFC) engineering package. All major system components and AC distribution equipment procurements will be underway. The manufacturer-agnostic nature of our procurement strategy allows us to source the best equipment for the best pricing possible, and Verogy uses only Bloomberg New Energy Finance (BNEF) Tier 1 solar PV module manufacturers. We have experience performing installations with a variety of module manufacturers, including but not limited to Phono Solar, LONGi Solar, Hyundai (Posco Daewoo), JA Solar, Jinko Solar, Canadian Solar, Trina Solar, Neo Solar Power (NSP), Yingli, Hanwha and others, and from a variety of power classes ranging from 280 Watt to 450 Watt modules. Additionally, we are in constant contact with our vendors about upcoming module changes, including the release of 540 Watt modules in 2022.

Contractor selection is a key aspect of our EPC business model. Verogy is fortunate to have longstanding relationships with some of the very best electrical subcontractors across the country, as our team members have developed comprehensive solar solutions in 17 states, ranging from the east coast to the west coast. The contractors we use have been trusted by some of the largest corporations doing solar in America, by municipalities, by schools and universities, and by numerous large financial counterparties. These relationships are essential to ensure our internal quality control standards are satisfied with every installation and every project. While we will be subcontracting the electrical installation labor for this project, we recognize that as the owner of this project, we are fully responsible for the performance of the system and associated services.

Our project management strategy utilizes a mix of internal and external resources. Verogy provides overall project management and oversight on every installation, as well as quality and safety support throughout the project's construction lifecycle, in order to ensure that our high-quality standards are adhered to by both internal and external resources. We leverage local expertise through our selection of vetted engineering firms and licensed installation partners, providing us an advantage in permitting and other aspects of the design-build cycle. The result is the delivery of a cost-effective, high-performing solar energy system.

Verogy will also have on-site management and oversight via an On-Site Representative. This individual will report up to our Project Manager, with our Chief Operating Officer, Steven DeNino, having complete oversight across the entire process. Our project management team will be responsible for producing weekly construction reports with milestones and photos for distribution to the City of Norwalk. We closely monitor progress against our construction schedules and key milestone dates, which enables us to not only communicate with our clients regarding our progress, but also to determine if there are any avenues or possibilities to accelerate the work or gain any efficiencies moving forward.



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, DIRECTOR OF FACILITIES & MAINTENANCE

RE: **BOE – AIR CONDITIONING/IAQ PROJECTS – STATE GRANT APPLICATIONS**

DATE: NOVEMBER 1, 2022

There is a number of the Norwalk Public Schools that are not air conditioned. As a result, there is a negative impact on student's health and their learning experience with adverse affects surrounding the indoor air quality at these schools. Studies have shown that by complementing the learning environment with properly tempered and filtered air, the learning experience and health of the students will have a positive effect. This project will seek reimbursement from the State of Connecticut Office of School Construction Grants & Review under the recently announced HVAC Grant Program for Nathan Hale Middle School.

In recent past years, the common council authorized funding to address Indoor Air Quality concerns at the Silvermine Elementary School by installing air conditioning to the learning environment. At the time, this project did not comply with the State of Connecticut Office of School Construction Grants & Review for reimbursement. The recently announced HVAC Grant Program allows school districts to request reimbursement for retroactive projects back to year 2020 of which we plan to include the Silvermine Elementary School Air Conditioning / IAQ Project in the application process.

At this time in accordance with the Office of School Construction Grants and Review requirements, we are seeking approval from the Land Use and Building Management Committee for the following actions;

ACTION REQUESTED:

Review request to submit a grant application to the State for the Nathan Hale Middle School Air Conditioning/IAQ 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 Air Conditioning/IAQ 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 Air Conditioning/IAQ 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 Air Conditioning/IAQ Project.**

Review request to submit a grant application to the State for the Silvermine Elementary School Air Conditioning / IAQ Project (This project has been completed and will be seeking retroactive funding).

- a. **"RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Silvermine Air Conditioning/IAQ Project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Silvermine Air Conditioning/IAQ 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 Air Conditioning/IAQ Project.**

PROJECT #4210

TREE MASTER PLAN PROGRAM - INVENTORY AND CANOPY ASSESSMENT

City of Norwalk, CT

REV. OCTOBER 27, 2022



SUBMITTED TO:

City of Norwalk, Connecticut
Purchasing Department
125 East Avenue, Room 211
Norwalk, CT 06856



PROPOSED BY:

PlanIT Geo, Inc.
7878 Wadsworth Blvd
Suite 340
Arvada, CO 80003
admin@planitgeo.com
303-214-5067



City of Norwalk, CT
Purchasing Department
125 East Avenue, Room 211
Norwalk, CT 06856

Dear Selection Committee,

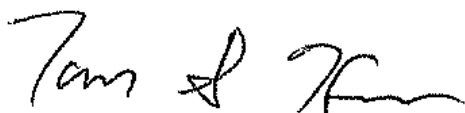
PlanIT Geo, Inc is pleased to submit our qualifications in response to the City of Norwalk's request to provide a comprehensive Master Tree Plan. We look forward to this collaborative opportunity to work with the City on this important project.

PlanIT Geo is organized into four unique departments to provide specialized services: Software, GIS, Inventory, and Consulting. Each department contributes to different aspects of urban forestry projects when developing Urban Forestry Plans, tree ordinances, city tree inventories, tree canopy analyses, tree planting strategies, policies, and other projects relating to trees in our communities. Just as the City of Norwalk values the urban forest as the key to a healthy city, our team is driven to provide products and services that enhance and sustain it. Our Consulting Services Team is committed to achieving the goals set forth in the City's RFP to develop a comprehensive Master Tree Plan.

Our team brings extensive knowledge in local urban forest management planning, public outreach and engagement, programming, operations/policy auditing and guidance, tree inventories, canopy assessments, and goal setting. Our personnel have substantial local urban forestry experience, having our Director of Urban Forest Consulting located in Hershey,, PA and recently having completed tree inventories, urban forest plans, tree canopy assessments, and tree inventory software programs for Northeastern US communities and abroad. We will develop meaningful and achievable goals of urban forest sustainability, management, and equity for Norwalk and work closely with the City and stakeholders for a long-lasting and effective plan to manage the citywide urban forest. Together, we will develop sound and project-proven guidance for urban forest planting, management, and sustainability in the City.

We understand that a robust urban forestry program can only thrive with accurate data, effective planning, and the support and participation from the community. Our proposed approach consists of collaboration with partners, coordination with the City, external stakeholder exercises, inventory and canopy data analysis, benchmarking research, and community outreach and education. These tasks will ensure the plan is developed with a shared vision for the urban forest. On behalf of the PlanIT Geo team, we are pleased to have this opportunity to submit our qualifications and approach. If you have any questions regarding our submittal, please feel free to call me (Ian Hanou) directly at the phone number listed below.

Respectfully submitted by,



Ian S. Hanou
CEO/Founder
PlanIT Geo, Inc.
ianhanou@planitgeo.com
(303) 503-4846

Prepared by,



Carrie Asselmeier
Proposal Coordinator
PlanIT Geo, Inc.
carrieasselmeier@planitgeo.com
(630) 333-5176

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SECTION 1

EXECUTIVE SUMMARY

PlanIT Geo, Inc is an urban forestry consulting and software firm with a mission to map the world's urban forests for a greener future by integrating experience with cutting edge technology and planning for urban forestry, parks, and arboriculture. PlanIT Geo has been in the urban forestry business since its establishment by CEO Ian Hanou on January 11, 2012 (10 years) and has expanded to over 40 employees in 2022. PlanIT Geo provides contractual services including tree inventories and risk assessments using TreePlotter™ software, urban forest and risk tree planning, tree inventory and management software, land cover mapping (LiDAR/multispectral imagery), tree canopy assessments, GIS analysis, and i-Tree studies. Over 400 communities, nonprofits, and state/local governments throughout the United States, Canada, and Australia have utilized our team to perform tree inventories, write tailored management plans, and conduct tree canopy assessments.

The PlanIT Geo Team provides customized urban forestry solutions, resources, and tools to local governments, nonprofits, universities, and private industries that guide these entities to a holistic approach in sustainable urban forestry and environmental equity. Currently nine US state agencies and dozens of communities utilize PlanIT Geo's [TreePlotter™ INVENTORY and CANOPY software](#) on a regional or statewide basis for cloud hosting of tree inventories, canopy assessments, document storage, community engagement, and interactive dashboards. Over the last 10 years, PlanIT Geo has been involved in hundreds of urban forestry and environmentally related projects around the world. The PlanIT Geo Team has extensive knowledge of urban forestry practices in the Northeastern region of the United States. Recent projects include Saratoga Springs, NY; Schenectady, NY; Troy, NY; Weston, MA; Everett, MA; Hunterdon, NJ; and Morristown, NJ.

PlanIT Geo has expertise in urban forestry and management, tree asset management, environmental equity, sustainability programs, and ecosystem diversity. The entire PlanIT Geo Team has a wide array of skill sets related to urban forestry and are committed to serve our clients with the highest quality of products available in the urban forestry industry.

URBAN FORESTRY SOFTWARE

Since 2012, there are over 300 TreePlotter™ clients which collectively contain over 4,000 individual user login accounts. Our GIS, Inventory, and Consulting teams also use TreePlotter daily to perform project tasks for communities, organizations, and consultants.

GIS AND GEOSPATIAL SERVICES

PlanIT Geo's GIS or Geospatial Services department has completed services for communities varying in size (less than 1 square mile to over 1,000 square miles), ecoregion (forest, tropical, grassland, desert, Mediterranean), and tree species composition. Over 1,000,000 acres of urban tree canopy have been mapped, helping each community to understand their gray versus green infrastructure, locate and understand specific canopy gains and losses by land use type, quantify ecosystem benefits being provided, assess tree equity, and target planting spaces in the most suitable locations.

Currently nine US state agencies and dozens of communities utilize TreePlotter INVENTORY and CANOPY software on a regional or statewide basis for cloud hosting of tree inventories, canopy assessments, document storage, community engagement, and interactive dashboards. And most recently, we are now offering 60 cm resolution land cover data nationwide, off-the-shelf, through the advancements in Artificial Intelligence (AI) and Machine Learning (ML). We have high-resolution data at 97% accuracy for tree canopy, impervious, and plantable areas (grass, open space) for every city in the lower 48 states, as well as change analysis from 2011. This data allows PlanIT Geo to offer significantly more data at lower cost and ultimately more value to your local capacity-building programs.

TREE INVENTORY AND ASSESSMENTS

Our Certified Arborists have inventoried over one million trees across 30 states using TreePlotter™. Also, the team has completed ISA Level 2 Risk Assessments for thousands of trees and has completed inventory projects in every season and tree growing stage.

URBAN FORESTRY CONSULTING

In the past 8 years, PlanIT Geo has managed or continues to manage urban forest management / master plan projects with budgets totaling over \$1 million, engaging over 6,600 community residents, and interviewing 200 city staff representing over 65 departments. PlanIT Geo has completed urban forest management/master plans, maintenance plans, risk tree plans, strategic planting plans, storm response and mitigation plans, and canopy action plans for the public, private, and nonprofit sectors. Chris Peiffer, the Director of Urban Forestry Consulting Services will be the project manager for the Master Tree Plan Project for the City of Norwalk.

Chris Peiffer - Director of Urban Forestry Consulting Services/Project Lead

Email: chrispeiffer@planitgeo.com

Phone: (717) 579-9890

TJ Wood - Director of Field Services/Inventory Lead

Email: tjwood@planitgeo.com

Phone: (303) 847-8809

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Arvada, CO 80003

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PROJECT BACKGROUND

The City of Norwalk, located on the south coast of Connecticut, has a population of roughly 88,755 residents, covers approximately 36 square miles, and has a history of valuing its trees as a critical part of Norwalk's sustainability. These trees constitute a thriving urban forest providing myriad benefits to residents, businesses, and visitors. The urban forest constitutes thousands of street, park, and yard trees and trees in open spaces and in Norwalk, its many distinct natural areas. It is perhaps the most important component of the City's green infrastructure and provides many ecological, social, public health, and economical benefits.



The City of Norwalk has prioritized establishing their urban forest as a valuable asset by quantifying benefits and developing strategies and goals to create an equitable and thriving urban forest. The City understands the need to establish a roadmap guided by a shared community vision for the urban forest. Due to this priority, the City requires the development of a comprehensive Master Tree Plan to support the City's current and future urban forest objectives, initiatives, ordinances, and goals. This Plan will create a centralized vision for the urban forest, streamline management, and provide tools for urban forest preservation and long-lasting environmental and human health benefits. Effective urban forest management requires accurate and actionable information, including an understanding of City, stakeholder, and forestry needs before significant management actions and planning initiatives are undertaken. It is our understanding that, in recognition of this fact, the City requires the services of a qualified and experienced urban forest management consultancy to identify urban forest management needs, prioritize planting for urban forest equity, develop short and long-term forestry goals and recommendations, and engage with the community to advocate urban forest benefits.

This Plan will invigorate the City's Tree Management and Planting program, support the Norwalk Plan of Conservation and Development, and provide the City's decision makers with an in-depth analysis of the community's view of the urban forest. It will enable the City, its staff, and stakeholders to use accurate and up-to-date urban forest data analyses, adopt efficient processes for managing and measuring progress towards current goals, and develop public engagement with the City's urban forest program. The project will provide an in-depth plan for the City to follow and a template for surrounding cities to learn from and implement. This will enable the increase in canopy cover and maximize urban forest benefits. The Master Tree Plan will provide the City with an evaluation of current urban forest resources and identify priority locations and opportunities for urban forest preservation and expansion. Our comprehensive engagement with the City, partners, and the community will use these findings to establish synergistic program priorities, goals, and strategies to sustain and enhance resources within the urban forest.

PlanIT Geo commits to working collaboratively with the City to ensure this important project fulfills all of the City stated objectives and requirements. With the data, tools, and assessment provided, the City will be emboldened with timely, comprehensive, and accurate information about its urban forest resources, management approaches, and program efficiencies and will be fully ready to take the next step toward a healthy, diverse, and expanding urban forest.

A CLOSER LOOK AT NORWALK'S URBAN FOREST

Cities around the world, and specifically in the coastal northeast United States area, face dramatically intensifying extreme weather events and climate impacts, including hurricanes, tropical storms, flooding and extreme heat. In many instances, these impacts are already exceeding the designed capacity of city infrastructure to protect the health and safety of residents, businesses and neighborhoods, which in turn threatens the fiscal viability of cities and regions. In Norwalk, these impacts increase dramatically when significant action is not taken to mitigate tree loss and increase canopy cover in areas with low existing tree canopy. In Norwalk, the City and its residents are experiencing inequitable canopy cover in low income neighborhoods, leading to a higher distribution of negative environmental and human health outcomes in those areas. The City contains a high percentage of impervious surfaces compared to other municipalities in Connecticut, which leads to negative impacts such as increasing asthma rates due to poor air quality. Due to these facts, the City has placed priority on increasing and preserving trees and canopy in order to reduce environmental and health impacts and improve canopy as a whole. Urban trees can play a significant role in making cities resilient to weather and climate extremes, and in protecting human and ecosystem health and safety. To do so, trees must be consciously selected, planted and managed as the central component of an urban forest where individual trees are managed as part of a greater system with the purpose of improving the urban environment and enhancing benefits from those trees and their canopy.

Yet the ability of urban trees and urban forests to achieve desired benefits is often drastically limited due to poor maintenance and management stemming from insufficient municipal budgets, lacking urban forest management systems and programs, limited training of tree care professionals, and a lack of enforcement of tree-management best practices to support tree health. Consequently, improper pruning of trees is commonplace in many cities, resulting in limiting the beneficial functions of trees, leaving trees more susceptible to pests and disease, and leading to premature tree death. The urban forests in the region face many challenges. The urgency of protecting the urban forest has risen sharply as drought, pests, disease, climate impacts, and budget cuts lead to rapidly rising tree mortality. Trees that die years prematurely will not create the root systems and canopies needed to reach their benefit potential and maximize their return on investment. A strategic plan is needed to study, evaluate, and plan for improving urban forest management toward the goal of supporting human and ecosystem health and well-being. Planting and maintaining an urban forest that exists in concert with other green and gray infrastructure must include management by trained individuals, the use of strategies and ordinances to protect trees in sensitive areas, an understanding of baseline conditions, collaboration among

departments to mainstream urban forest management, a community with a shared vision for the urban forest, and a roadmap for management provided in a plan.

When making improvements to the urban forest, efforts should be prioritized to improve environmental justice, equity, access, and levels of service for underserved and vulnerable areas. These considerations may include additional tree plantings for an equitable distribution of urban forest cover and benefits, intensive tree management, diverse outreach approaches, and unique stewardship programs.

To address these concerns, the City is seeking qualified professional services to prepare the Master Tree Plan (MTP) in accordance with City goals and the guidelines. The City will use the MTP as a long-term strategic tool to manage its urban forest effectively and efficiently. The MTP will utilize the International Society of Arboriculture's (ISA) Best Management Practices (BMPs), industry standards, research, and local context to be a living document that will support ongoing efforts and plans to maintain efficiency with limited resources.

Norwalk's Master Tree Plan is a crucial effort for improving land, air, and water quality and promoting community resilience and equity. A plan for the urban forest will provide the guidance for strategic planting and maintenance resulting in long-lasting benefits.

STRATEGY & VISION

Planning and managing the legacy of Norwalk's street, park, and natural area trees, through applied science, best practices, and budget management, is achievable with innovative and contemporary approaches. The City's MTP will address the fundamentals of adaptive management and incorporate existing City urban forestry goals and policies as well as new measurable targets as recommended by the Consultant Team, stakeholders, and City staff. The Plan will be a comprehensive, yet concise and actionable plan intended for the City of Norwalk to approve.

Our strategy to develop the Master Tree Plan will provide the framework, guidance, and programming for Norwalk's environmental programs. This guidance includes the establishment or strengthening of City Code, policies, ordinances, standards, practices, and procedures of the Tree Management Plan and Tree Planting Plan; development of staffing structures and partnerships; sustained and diversified funding; routine and systematic inventories and assessments; storm, disaster, and risk management; community outreach, education, and engagement; among other core urban forest management elements. These core program elements and functions will be developed and tailored to the City of Norwalk through a systematic and project-proven approach provided by the Consulting Team. These efforts will support the City's Tree Management and Planting Program and a vision that will guide the City to a sustainable and equitable urban forest.

To accomplish this, the City's RFP provides the Scope of Services that are required at minimum along with additional considerations. In the Methodology and Scope of Services section, the scope tasks are paraphrased, listed in detailed table form, and include the steps and tools to achieve them in our proposed approach.

SECTION 2

PROJECT TEAM ORGANIZATION

PROJECT TEAM

The PlanIT Geo project team includes our entire Consulting Services team, which combines our Urban Forestry Consulting Team, Inventory Team, and GIS Team, made up of urban forestry experts, GIS professionals, ISA Certified Arborists, and data specialists. Each team member brings something different to the project to provide the most successful outcome for the City. PlanIT Geo will not be using any subcontractors to complete this project.

Chris Peiffer, Director of Urban Forestry Consulting Services and Project Manager

Chris will be the project manager for this project. He has been an ISA Certified Arborist for 11 years and a Municipal Specialist for 3 years. Chris specializes in urban forest planning, management, development, and innovation. He is experienced in tree inventory data synthesis and analysis, risk tree management, programming, operational efficiencies, public engagement, canopy goal setting, sustainable management, and plan writing. This experience includes management and master plans, hazard tree plans, regional canopy action plans and strategies, strategic planting and maintenance plans, analysis and reporting of tree inventories, and Urban Tree Canopy (UTC) reports. Chris is also an expert arborist and seasoned field crew manager with experience from leading tree care firms, understanding the maintenance needs, tree physiology, risk prioritization, and tree responses to proper tree care. Chris will manage staff and communications, provide insights on the development of strategies and recommendations, support the development of the management and planting plans, and provide expert review of the draft plans. He will be the direct contact to the City and ensure the project is completed on time and within budget and meets or exceeds the City's expectations and needs.

Alex Hancock, Urban Forest Climate Consultant

Alex has over 7 years of planning, policy, urban forestry, and sustainability experience. Alex applies these experiences and skill sets to support the development of urban forest management and master plans for communities. Specifically, she is directing the integration of urban forestry into sustainability planning for communities through public engagement, staff consultations, policy analysis, and plan development. Supported by the Project Manager and the City, Alex will be the primary consultant leading research, data audits, analyses, municipal and community engagement, assessments, recommendations, and plan development. She will also provide her expertise to the updating of the City's existing tree inventory and lead the development of the tree management plan and planting plan.

Rachel Ormseth, Urban Forestry Solutions Consultant

Rachel has over 6 years of experience in public service, urban forestry, biology, arboriculture, community forest management planning, and regional planning. Rachel has applied her skills to PlanIT Geo's urban forestry planning projects by using her knowledge of

large and small community forest challenges and opportunities, guiding innovation in urban forestry planning, and cultivating client relationships. An internal community outreach plan that is developed collaboratively with the City will guide Rachel's primary role in planning, administering, and analyzing community engagement exercises such as external stakeholder consultations, messaging through various mediums, public meetings, and presentations. Rachel will lead the analysis of public input and feedback to summarize baseline viewpoints and guide the development of strategies in the plan. Rachel will also lead the analysis of the tree canopy assessment by estimating private tree counts, composition, and structure and gathering supplemental information from the City's existing inventory.

Jeremy Cantor, Director of Geospatial Services and Assistant Project Manager

Jeremy has over 15 years of experience in geospatial analysis, data processing, object-based image analysis (OBIA), Python scripting, LiDAR manipulation, and cartography. During his 6 years at PlanIT Geo, Jeremy has served as the lead geospatial analyst and overall project manager of over 70 urban tree canopy assessments, of which the majority were of the same size and scope as described in the City's RFP. Jeremy previously worked for the U.S. National Park Service for 7 years where he refined his remote sensing and spatial modeling skills. For this project, he will be the manager of all GIS tasks and final delivery of maps, GIS data and tools.

Ben Wittman, Geospatial Data Manager

Ben has over 6 years of experience in GIS and data processing. He has a background in GIS, Geography, and Environmental Studies. At PlanIT Geo, Ben applies natural resource and forestry concepts to manage environmental and geographic (GIS) data sets. He reviews geographically modeled data using geoprocessing tools and provides QA/QC to review, organize, and process aerial imagery and remotely sensed land cover data. He will lead the production of maps, assist in data preparation, organization, and visualization. He will also lead the equity and health correlations of GIS data for the City and set up the City's TreePlotter CANOPY software application.

Morgan Garner, GIS & Natural Resources Technician

Morgan has a background in GIS analysis, geologic field mapping, hydrogeology, geochemistry, and natural resource management. She has experience extracting high-quality data from long-term research projects, applying spatial data to support environmental and resource management initiatives, and delivering prompt and high-quality technical reports. Morgan joined the Geospatial team in 2022 to provide technical expertise to urban tree canopy assessments. For this project, she will contribute to management of QA/QC of GIS data sets and creation of maps.

TJ Wood, Director of Field Services

TJ specializes in field inventory data collection and analysis. He is proficient in species identification across all climate zones in the US and has personally inventoried a total of over 200,000 trees. TJ manages all tree inventory and risk assessment projects for PlanIT Geo and has also served as a subconsultant to other firms due to his extensive experience. He also specializes in architectural and design software such as AutoCAD, Google SketchUp, Esri ArcGIS, and the Adobe Creative Suite (Photoshop, Illustrator, and In Design). Additionally, TJ leads the design of planting plans and assists with report compilation.

Nate Cummings, Tree Inventory Crew Leader

Nate has a background in urban forest management conducting a variety of inventories, data collections, and tree risk assessments. Nate organizes and manages field crews for data collection and coordinates project logistics and communication with the client. He also has specialized horticultural and arboricultural skills including plant health care and maintenance. Nate uses TreePlotter to collect various forms of tree data including species, condition, abiotic/biotic diseases, DBH, tree height, canopy spread, and many more. He is also involved with quality control for projects once they are completed. Nate will work with the City to set up TreePlotter INVENTORY for data collection and long-term data management.

Jack Myrna, Tree Inventory Technician

Jack graduated Cum Laude from Southern Illinois University-Carbondale with a Bachelor of Science in Forestry, specializing in wildlife habitat management. Prior to joining PlanIT Geo, Jack worked as a tree care specialist gaining experience in tree health care, tree trimming, removal, and urban forestry. At PlanIT Geo, Jack assists in project scoping and leads data collection with a team of tree inventory technicians to gather tree and planting site information such as species, condition, size, maintenance needs, observations, and other management data. He assists with data QA/QC, delivery, and TreePlotter training and communicates directly to the Tree Inventory Crew Leader.

Staff	Title	Rate	Hours	Cost	%
Chris Peiffer	Director of Urban Forestry Consulting	\$125	124	\$15,500	10%
Alex Hancock	Urban Forestry Climate Consultant	\$100	771	\$77,050	51%
Rachel Ormseth	Urban Forestry Solutions Consultant	\$100	130	\$12,950	9%
TJ Wood	Director of Field Services	\$125	25	\$3,125	2%
Nate Cummings	Tree Inventory Crew Leader	\$90	95	\$8,550	6%
Jack Myrna	Tree Inventory Technician	\$80	101	\$8,075	5%
Jeremy Cantor	Director of Geospatial Services	\$125	15	\$1,875	1%
Ben Wittman	Geospatial Data Manager	\$85	112	\$9,550	6%
Morgan Garner	GIS Technician	\$65	205	\$13,325	9%
			1,577	\$150,000	100%

URBAN FORESTRY CONSULTING TEAM

Chris Peiffer

Director of Urban Forestry Consulting, PlanIT Geo



Certifications

- ISA Certified Arborist & Municipal Specialist #PD-2070AM
- Certified Arborist and Municipal Specialist International Society of Arboriculture (PD-2070AM)
- Graduate of 2011 Municipal Forestry Institute (MFI)
- 2013 Urban Forestry Institute
- 2014 Urban Forest Strike Team

Education

Bachelor of Science, Urban Forestry - Pennsylvania State University (2009)

Chris is an ISA Certified Arborist of 11 years and Municipal Specialist for 3 years. Chris specializes in urban forest planning, management, development, and innovation. He is experienced in urban forest management planning, stakeholder engagement, ordinance reviews, operational efficiencies, tree inventories, inventory data synthesis and analysis, risk tree management, project management, long-range planning, and plan writing. This experience includes urban forest management / master plans, tree risk management plans, regional canopy action plans and strategies, strategic planting plans, analysis and reporting of tree inventories, and Urban Tree Canopy (UTC) reports. In the past 8 years, Chris has managed over 35 urban forest planning projects with budgets totaling over \$1 million and has engaged over 6,600 community residents and 200 city staff representing over 65 departments. Chris is also an expert arborist and seasoned field crew manager with experience from leading tree care firms, understanding the maintenance needs, tree physiology, risk prioritization, and tree responses to proper tree care.

Role

Project Management, Coordination and Collaboration, Strategic Guidance, Expert Insights and Review

Chris will serve as the primary project manager overseeing all tasks under the Master Tree Plan scope of work. He will coordinate tree inventory and GIS assessment tasks with the development of the Plan. Chris will provide strategic guidance and direction on the tasks performed by the Urban Forestry Climate and Urban Forestry Solutions Consultants. He will be responsible for coordinating project invoices and facilitating primary project meetings. Throughout the project period, Chris will provide expert insights in the development of recommendations, tree policies and ordinances, and Plan content.

UFMP Project Management Experience (Not Comprehensive)

- Metro Washington, DC Tree Canopy Management Strategy (PlanIT Geo)
- Fremont, CA Urban Forest Management Plan (PlanIT Geo)
- Los Banos, CA Urban Forest Management Plan (PlanIT Geo)
- Claremont, CA Urban Forest Management Plan (PlanIT Geo)
- Renton, WA Urban Forest Management Plan 10-year Update (PlanIT Geo)
- Wilsonville, OR Urban Forest Management Plan (PlanIT Geo)
- Tacoma, WA Urban Forest Management Plan (PlanIT Geo)
- Colorado Springs, CO Urban Forest Management Plan (PlanIT Geo)
- Rochester, MN Urban Forest Master Plan (PlanIT Geo)
- Alexandria, LA Urban Forest Management Plan (PlanIT Geo)
- Hutchinson, KS Urban Forest Master Plan (PlanIT Geo)
- Iowa City, IA Urban Forest Management Plan (PlanIT Geo)
- Kettering, OH Urban Forest Management Plan (PlanIT Geo)

Alex Hancock

Urban Forestry Climate Consultant, PlanIT Geo

Certifications

- ISA Certified Arborist #FL-8295A

Education

Master of Science in Forest Resources and Conservation - University of Florida (2017)

Graduate Certificate in Geospatial Analysis (2017)

Bachelor of Urban Planning- University of Cincinnati (2011)



Alex is an ISA Certified Arborist with a background in urban planning, urban forestry, and sustainability. She is experienced in tree canopy cover analysis, climate action planning, zoning and land use planning, and public policy. Her most recent role as Sustainability Coordinator and Certified Arborist for the City of St. Petersburg, FL focused on programs for climate resilience, clean energy, waste reduction, environmental justice, and urban forestry. Her team developed, published, and is implementing the Integrated Sustainability Action Plan, which emphasizes equity as a primary focus of planning for a sustainable and resilient future.

At PlanIT Geo, Alex applies these experiences and skillsets to support the development of urban forest management plans for communities. Specifically, she is directing the integration of urban forestry into sustainability planning for communities through public engagement, staff consultations, policy analysis, and plan development.

Role

Research, GIS Analyses and Interpretation, Tree Inventory Analysis, Urban Forestry Planning, Stakeholder Consultations, Ordinance and Policy Review, Operations Reviews, Planting and Maintenance Recommendations, Climate Solutions, Plan Drafting, Workshops, Public Presentations

Alex will be the primary urban forestry consultant, analyst, and planner to develop the Master Tree Plan. She will lead the analysis of the City's urban forest status, challenges, and opportunities through research, data analyses, code and policy review, and operational audits. Alex will align the findings with industry standards, best practices, benchmarking research, and the specific needs of Norwalk's urban forest to develop key principles, species lists, climate and planting strategies, program recommendations, and policy changes. Supporting Alex's role will be Chris Peiffer, a senior urban forestry consultant, to provide guidance and direction to address the challenges and opportunities facing the City's urban forest.

UFMP Project Experience

- Saratoga Springs, NY Urban Forestry Management Plan (PlanIT Geo)
- Castleton-on-Hudson, NY Community Forest Management Plan (PlanIT Geo)
- Fremont, CA Urban Forest Management Plan (PlanIT Geo)
- Los Banos, CA UFMP Tree Ordinance Review and Revision (PlanIT Geo)
- Lakewood, CA Tree Ordinance Evaluation (PlanIT Geo)
- Grand Junction, CO Urban Forest Tree Count and Appraisal Study (PlanIT Geo)

Rachel Ormseth

Urban Forestry Solutions Consultant, PlanIT Geo

Certifications

- ISA Certified Arborist #MW-5815A
- Graduate of 2019 Municipal Forestry Institute (MFI)

Education

*Bachelor of Agricultural Science, Biology and Horticulture-
South Dakota State University (2016)*



Rachel specializes in urban and community forestry planning, management, development, and innovation. Rachel has extensive experience in working with communities, big and small, to manage their city trees in a sustainable and effective manner. Rachel has administered Urban Forestry programs from a state level and has led a team of three urban foresters for work on the ground. Rachel is experienced in community engagement, tree inventories, tree selection, multi-organization project management, and coordination of partnerships for resource sharing.

With five years of public service, Rachel understands and effectively navigates the facets of urban forestry in cities where funding and resources are sparse. Rachel knows that successful collaboration can only be achieved when a personal relationship is formed with the client and the client's individual situation is assessed. Through this relationship, the client can receive the proper guidance and tools for a successful project.

Role

Internal Outreach Plan, Partnerships, Collaboration, Public Presentations, Stakeholder Surveys, Public Engagement Frameworks and Recommendations, Planning, Graphic Design, Plan Drafting

Rachel will be the primary lead on community outreach, engagement, and education tasks supporting the development of the Master Tree Plan. She will draft and finalize the internal public Outreach Plan, develop media strategies, provide web content, identify existing and new partnerships, conduct consultations with stakeholders, and lead or support community events with the City and partners. Rachel will summarize and interpret information gathered to inform the Plan's vision, principles, strategies and recommendations. She will be instrumental in connecting the project efforts with boots on the ground to effectively reach the diverse populations in the City.

UFMP Project Experience

- Schenectady and North Tonawanda, NY Community Forest Management Plans (PlanIT Geo)
 - Los Banos, CA Urban Forest Management Plan (PlanIT Geo)
 - Fremont, CA Urban Forest Management Plan (PlanIT Geo)
 - Renton, WA Urban Forest Management Plan 10-year Update (PlanIT Geo)
 - Nanaimo, British Columbia Urban Forest Benchmarking and Audit Study (PlanIT Geo)
 - Kirkwood, MO Urban Forest Master Plan (PlanIT Geo)
-

CANOPY MAPPING TEAM

Jeremy Cantor

Director of Geospatial Services, PlanIT Geo

Education

Master of Natural Resources Stewardship in Spatial Information Systems | Colorado State University
2010 Bachelor of Arts in Geography; Economics Minor | University of Vermont, 2006



Jeremy has over 15 years experience in geospatial analysis and leads the geospatial team on urban tree canopy assessments, green infrastructure analyses, and other GIS and remote sensing projects. He has managed 60 urban tree canopy (UTC) assessments and contributes to GIS modeling, remote sensing analysis of multispectral and LiDAR imagery, data production, IT, cartography, and web/mobile mapping app design. Jeremy also has seven years of federal government experience working with ocean and coastal resources in the National Park Service focusing on coastal systems, resource assessments, and web mapping design.

Role

Canopy Analysis

Jeremy will be the lead for the canopy analysis portion of the Urban Forest Management Plan. He will lead the mapping and analysis that and manage the data collection, meetings, summary of metrics, plantable space assessment, and planting prioritization for climate change mitigation.

Geospatial Project Experience

Jeremy has led and managed accurate and comprehensive analyses to assess the current status of tree canopy and available planting space. Tasks managed included remote sensing classification, canopy analysis, GIS mapping, tree planting prioritization, summary reports, and web map design. Communication, training, and presentations of project deliverables were provided throughout the project and upon completion.

Denver, CO: South Platte River Urban Waters Partnership Natural Capital Grant Project

Served as a GIS analyst on a multidisciplinary team to map and evaluate the regional network of green infrastructure in Colorado's South Platte River watershed. Derived spatial data were used to develop a tool to prioritize key areas for conservation and restoration based on the ecosystem services that the natural resources provide (<https://pg-cloud.com/NaturalCapital/>).

Washington, D.C.: Community Forestry Resource Guide, Canopy Strategy, and Management Handbook

- Contributed textual content, graphics, and styling to this document which provided a strategy for managing the region's urban forest and a handbook to guide Metro Washington Council of Government's approach to community engagement and outreach as it relates to education and encouraging tree planting, protection, and engagement strategies. The handbook also included an i-Tree demonstration project and user guide for i-Tree Canopy.

TreePlotter™ CANOPY Product Owner

Jeremy has managed an iterative re-design of our interactive canopy mapping and decision support web application formerly known as Canopy Planner. Over the course of the last three years, various GIS functionality has been added and graphic design elements have provided a fresh look to make the software more user-friendly with additional features and smoother functionality. Jeremy has also been instrumental in the design of our modern web portal used to display tree canopy data in a lightweight, mobile-friendly web platform.

Ben Wittman

Geospatial Data Manager, PlanIT Geo

Education

*Bachelor of Arts in Geography & Environmental Studies;
GIS Certificate |
University of Colorado at Colorado Springs, 2014*



Ben has over 6 years experience in GIS analysis. Ben has a background in geography, GIS analysis, GPS data collection, forestry, remote sensing, data base management, software support, cartography and geomorphology. He has experience managing large and complex geospatial datasets, creating GIS data, performing land cover classification, data quality control, writing technical reports, and updating postgres databases. Ben joined PlanIT Geo as a GIS Technician in 2016 and now manages geospatial projects and associated tasks. As the Geospatial Data Manager with PlanIT Geo, Ben takes a lead role in supporting and configuring the web-based application TreePlotter CANOPY using data from tree canopy assessment projects. He also reviews and evaluates a variety of data sources to provide clients with the most relevant understanding of tree canopy distribution and how it is and is not equitably distributed throughout a project area.

Role

Canopy Analysis

Ben will contribute to the canopy analysis portion of the Urban Forest Management Plan through revision, collection, preparation, and organization of geospatial data. He will also Take the lead under Jeremy in the analysis and mapping by summarizing metrics for each prioritization criteria and geography selected by the City. He will lead map creation and geoprocessing tasks.

Geospatial Project Experience

Urban Tree Canopy Assessments

Ben has performed different tasks for urban tree canopy assessment projects across the U.S. and Canada such as GIS mapping, tree planting prioritization, summary reports, creation and quality control of land cover classification data, remote sensing and data analysis. These projects include but are not limited to, Kirkwood, MO (2022); Charlottesville, VA (2022); Washington, D.C. (2021); Florida Hurricane Michael TCA (2021); Georgia Hurricane Michael TCA (2021); Vancouver, WA (2021); Brookhaven, GA (2020); Tarrant County, TX (2020); Fremont, CA (2020); Forth Worth, TX (2020); Knox County, TN (2020); Cupertino, CA (11.3 mi² 2019); Issaquah, WA (12 mi², 2019); Wichita, KS (164 mi², 2018); Colorado Springs, CO (195 mi², 2018); King County, WA (203 mi², 2018); Cambridge, ON (44 mi², 2018); Jacksonville, FL (588 mi², 2017); Rowlett, TX (51 mi², 2017); Richmond Hill, ON (40 mi², 2017); Washington, D.C. (68 mi², 2016); Snoqualmie, WA (7 mi², 2016); and Denton, TX (116 mi², 2016).

SOFTWARE PROJECTS

TreePlotter INVENTORY applications

Configured and tested Tree Plotter applications for use in tree inventory collection and management for clients including and not limited to: Texas Tree Foundation; Tree Doctors (AZ); Nels Johnson; Sims Tree Health; City of Jacksonville, FL; City of Cheyenne, WY; City of Bowie, MD; CoTreeView (Colorado Statewide Inventory); Wisconsin Department of Natural Resources; Deerfield Beach, FL; Homewood Consulting (AUS); and South Suburban Parks and Recreation (CO).

TreePlotter CANOPY applications

Managed migration of tree canopy data derived from urban tree canopy assessments to a customized, webbased software, CANOPY, for Santa Clara County CA; Bellevue, WA; Denton, TX; Cambridge, ON; Colorado Springs, CO; Rowlett, TX; Wichita, KS; and Jacksonville, FL.

Morgan Garner

GIS & Natural Resources Technician, PlanIT Geo

Education

Master of Science in Geosciences |

Georgia State University, 2019

Bachelor of Science in Geosciences |

Georgia State University, 2017



Morgan has a background in GIS analysis, geologic field mapping, hydrogeology, geochemistry, and natural resource management. She has experience extracting high-quality data from long-term research projects, applying spatial data to support environmental and resource management initiatives, and delivering prompt and high-quality technical reports. Morgan joined the Geospatial team in 2022 to provide technical expertise to urban tree canopy assessments, contributing to quality assurance/quality control (QA/QC) of land cover data, management of GIS data sets, and reporting of urban forest metrics. Prior to Plan-IT Geo, Morgan was a Research Associate at Clemson University, where she led the analytical team and directed diverse client-driven research projects by evaluating environmental data of raw materials. While in school, she interned with the Georgia Tree Council to share her knowledge and passion for urban tree care by promoting the health and diversity of the nation's urban canopy.

Role

Canopy Analysis

Morgan will contribute to this project by helping Jeremy and Ben with data collection and revision, map creation, QA/QC of data, and metric summarization.

Geospatial Project Experience

Syracuse, NY UTC Assessment and Change Analysis (2022)

Morgan visualized urban forestry metrics by creating assessment maps at various geographic planning scales. Morgan assisted in quantifying the environmental benefits of the City's trees by calculating air quality, stormwater run-off mitigated, and carbon stored. Morgan presented the City with a two-page fact sheet that illuminated the distribution of urban tree canopy (UTC), potential planting areas (PPA), and UTC change over time.

Bellevue, WA UTC Assessment & Report (2022)

Morgan compared landcover datasets from the City of Bellevue to measure canopy change over the last decade. Morgan collaborated on an encompassing report to analyze correlations between tree canopy and socio-demographic indicators to prioritize new tree plantings.

Lexington-Fayette County, KY UTC Assessment & Report (2022)

Morgan performed remote sensing classification of land and canopy cover of Lexington-Fayette county. She extracted vegetated areas unsuitable for plantings, such as baseball fields and golf courses. By collaborating with the county, she will ensure the accuracy of land cover classes and perform QA/QC on trees that may be obscured in the shadows of large buildings.

SECTION 3 PROJECT APPROACH

GENERAL APPROACH TO SERVICES

FUNDAMENTAL FRAMEWORK OF PLANIT GEO'S PLANNING PROCESS

WHAT DO WE HAVE?

Existing Conditions
Inventory, Canopy Analysis
Research
Data Analyses
Consultations
Public Input

WHAT DO WE WANT?

Standards & Best Practices
Staff Consultations
Public Meetings
Public Input
Benchmarking Research
Urban Forest Audit
Threats & Opportunities

HOW TO GET WHAT WE WANT?

Shared Vision
Recommendations
Goals, Strategies, Actions
Work Plans, Monitoring Plans
Administrative & Public Draft
Final Plan

HOW ARE WE DOING?

Urban Forest Audit
Implementation Plan
Monitoring Plan
Implementation Team
Data Management
Policy Enforcement
Adaptive Management



SCOPE OF WORK

This Master Tree Plan project for the City of Norwalk represents an important step in better understanding the future of tree maintenance and planting/removal, public outreach and its value, and the importance of urban forestry during City planning processes. Our team will apply an iterative planning approach consisting of collaboration and interviews with City staff and external stakeholders; community engagement ; analysis of existing plans, inventories, and UTC assessments; benchmarking processes for program operations, costs, and coordination; and strategies for increasing and preserving trees and canopy cover. The tools and outcomes will support developing and monitoring future public tree maintenance goals and planting initiatives, provide key information on threats and opportunities, and inform stakeholders on the importance of the urban forest.

The project will accomplish the following desired outcomes of a successful Master Tree Plan:

- I. Establish Norwalk's urban forest as a valuable asset through engagement of the community and commitment to equitable distribution of urban tree canopy and its benefits throughout the City.
- II. Analyze the canopy's environmental, social, and health benefits to identify vulnerabilities and opportunities for maximizing the range of environmental benefits.
- III. Provide recommended BMPs, strategies, partners, and plans to implement and achieve goals set forth by the Plan and establish metrics to measure progress of the urban forest.
- IV. Integration into City processes for long-term Plan sustainability.
- V. Updated tree inventory data and tree canopy mapping and analysis to identify the City's tree health, distribution, and possible planting space.
- VI. Guidance for mitigating climate impacts and adaptation, public health and well-being, and other factors as critical elements of community resilience and equity.

An Iterative Approach to Apply the Fundamental Planning Process



Research & Information Discovery



City Operations & Workflows



Data Analyses



Benchmarking Research



Community Engagement



Urban Forest Audit & Gap Analysis



Vision, Goals, & Strategies



Draft & Final Plan

To accomplish the Scope of Work the City presented in its RFP, the steps involved are organized into the following categories: **Project Management and Communications, 1) Phase 1 - Deliverables, 2) Goals and Objectives, 3) Review and Assess Urban Forest Framework, 4) Tree Management Plan, 5) Tree Planting Plan, and Other Products and Deliverables.**

PROJECT MANAGEMENT

We believe that transparency between our staff and City staff regarding expectations, timelines, and project execution is essential for creating the best possible products. Therefore, our management approach from the project kickoff to reporting will focus on project objectives, customization of scope, schedule, milestones, roles and responsibilities, risks and mitigation, methodology, and quality. Upon approval, we will work with the City to finalize the Scope of Services including any best and final offer. A project kickoff meeting date will be determined and scheduled. The Project Team will create an internal work plan outlining the timeline, milestones, schedules, communications, expectations, City staff time commitments, and deliverables. Status reports will be sent to the City core project team to give information on progress, budget and other required information. Upon completion of each project task, we will have a remote task review meetings and in-person workshops as needed to present and review completed tasks and deliverables. Primary Team Members: Chris Peiffer and Alex Hancock.

PHASE I: DELIVERABLES

The first phase of this project will include assisting the City in updating their existing inventory database, incorporating GIS data into the inventory, and conducting a canopy analysis to provide metrics by neighborhood. This will aid the City in assessing and identifying existing urban forest resources throughout Norwalk to better understand opportunities to maximize benefits and increase canopy within the community. Primary Team Members: Jeremy Cantor, Ben Wittman, Morgan Garner, and Alex Hancock.

Tree Canopy Analysis

Our technical for approach for canopy analysis will include mapping the City's land and tree canopy cover, QA/QC of derived data, analysis of canopy cover, prioritization for analysis of economic and public health impacts, plantable space distribution within various planning scales, planting scenarios, and an accuracy assessment following protocols developed by the U.S. Forest Service. This land cover map will serve as the foundation of all other tasks included in this project. Both the Inventory and Canopy Mapping will service as foundations for recommendations for the MTP.

PlanIT Geo requires the City to provide data including but not limited to; geographical boundaries, available land cover data (roadways, driveways, etc.), and others.

Land Cover Mapping

PlanIT Geo is an industry leader in spectral and spatial remote sensing analysis, particularly using object-based image analysis (OBIA) for various land cover classifications. Historically, this has been a critical technique for accurately and cost-effectively mapping tree canopy and other land cover types. We are keenly aware of the importance for quality data. Recently, we have partnered with another mapping and analytics industry leader, EarthDefine. Through this exclusive partnership, we are the only firm able to offer a Machine Learning (ML) approach and existing 60 centimeter national data and the valuable cost savings to the city for current and future assessments.

Recent improvements in computer vision and ML are rapidly changing the nature of the

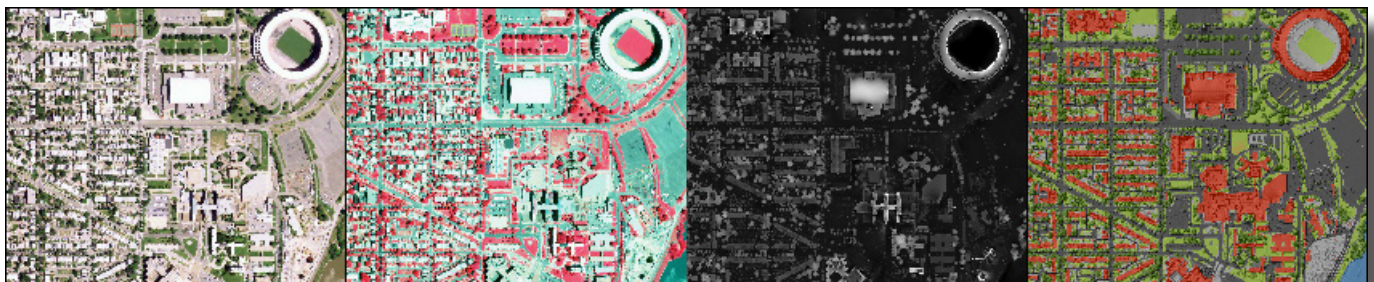
remote sensing field and allowing for cheaper and faster land cover mapping while, in many cases, improving the accuracy. Through our exclusive partnership with industry leader, EarthDefine, we will provide tree canopy data from the US Tree Map as well as the requested additional vegetative and impervious surface classes. Overall accuracy of data from the Tree Map is 96.6%. The nature of this technique will facilitate consistent, repeatable, and accurate extractions of all land cover types. Leveraging such techniques helps our customers limit data set inconsistencies caused by differences in human interpretation and decrease the number of resources required to update the land cover data set. Additionally, the City can be confident that the accuracy of extraction remains consistent from update to update, making more frequent assessments of the canopy possible. EarthDefine uses training samples to ensure the accuracy of the land cover data. 4-band aerial imagery will be classified using machine learning technology to produce the land cover classes. The land cover data will be based on 2021 NAIP imagery (National Agriculture Imagery Program) once it becomes available, the next most current would be NAIP imagery from 2018.

Our team will perform additional QA/QC as needed, specifically in dense urban or downtown areas, on the tree canopy and other land cover data from EarthDefine to ensure 92% overall accuracy and 95% tree canopy accuracy standards are met. We can provide all land cover data within two to three weeks of project initiation. The canopy layer will be provided for review prior to other steps in the project. FGDC-compliant metadata will be provided for all spatial datasets created. All datasets will be delivered in GIS vector (shapefile or geodatabase) or raster (TIF) formats that will be compatible with the City's current GIS. The final land cover data set will inform and be used in all other tasks included in this project. Land cover classes are described below.

Urban tree canopy mapping will include all vegetation generally greater than 10-15' tall based on multispectral imagery and object-based classification techniques. On-the-ground images from Google Street View may be used for QA/QC purposes in areas obscured by buildings and shadows.

Open space / Grass will include turf grass, shrub, and open space. Results will map all areas of healthy grass, and other vegetative cover, based on the time of the imagery capture, with a focus towards plantable areas for the purpose of this study and intended use of the data.

Impervious surfaces will include all paved surfaces and hardscapes and can be broken out (sub-categorized) using existing planimetric data that the City can provide including buildings, roads, parking lots, sidewalks, and driveways. These digitized impervious surface polygons will be incorporated into the land cover classification by overlaying them "on top



of” the impervious surface areas that are extracted through remote sensing classification techniques. Parking lots, sidewalks, and other impervious areas such as patios, driveways, trails, and other miscellaneous hardscape surfaces will be categorized as “Other Impervious”. Parking lots, sidewalks, and driveways can be considered impervious plantable space.

Bare soil will include barren soil, gravel pits, exposed dirt/open construction, rock, and sand as well as dry (non-photosynthetic) vegetation. These areas will not be considered plantable.

Water will be mapped from the base imagery and includes surface water features such as lakes, rivers, ponds, and streams.

Data Deliverables

We can provide all land cover data within two to three weeks of project initiation. Data provided will include current tree canopy and land cover data for the City. The City can also become a subscriber to our tree canopy service which will provide updated data and metrics approximately every two years when new NAIP imagery is collected. Details on the subscription are listed in the TreePlotter™ CANOPY section on pages 39-41.

Our team will perform a detailed QA/QC process on all land cover classes, and we will conduct a point-based accuracy assessment. The result will be a standard error (confusion) matrix which we include routinely on land cover and UTC assessments. Once the tree canopy layer has 95% user’s accuracy or higher and overall accuracy reaches 92%, we will send samples of the results to the City for review and approval before proceeding with the GIS-based modeling of land cover and UTC metrics.

The following land cover GIS raster layers will be produced:

1. 5-class (tree canopy, open space/grass, bare soil/dry vegetation, impervious, and water);
2. All-class (same classes but with more specific impervious classes provided by the City);
3. UTC-class (existing tree canopy, areas suitable for planting trees, unsuitable areas for planting trees).

In addition, separate raster and vector files will be delivered for tree canopy with distinction of tree canopy overhanging impervious or pervious surfaces. The final land cover products will be delivered in vector and raster format (shapefile, TIFF, or Esri geodatabase) in the projection desired by the City. We suggest NAD 1983 UTM Zone 18N.

Possible Planting Area

As part of our land cover mapping process, we will digitize areas that are unsuitable for tree planting and incorporate pre-existing data sets to ensure that the plantable spaces presented to the City are accurate and realistic. The areas that we will digitize include recreation fields and golf course playing areas. Examples of other unsuitable features that can be included are: existing trees, underground and overhead utilities, sidewalks, private alleyways, and cemeteries. Beside existing trees, these must all be provided by the City. We refer to this as Possible Planting Area – Vegetation. Parking lots and driveways may also offer planting opportunities with enhanced ecosystem benefits. These areas can be labeled as

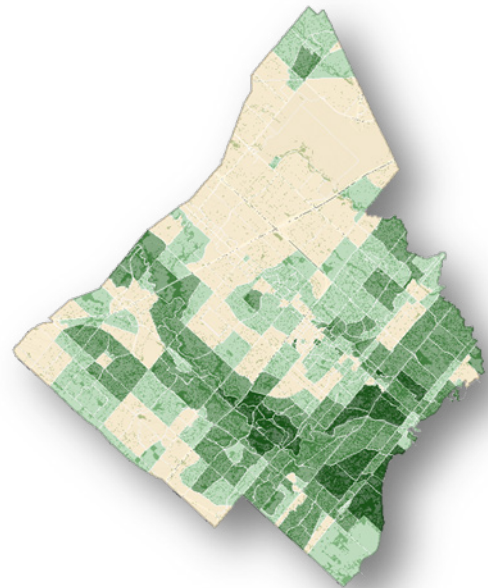
Possible Planting Area – Impervious if available as slight modification of the landscape or adjacent tree plantings could result in plantable space with enhanced ecosystem benefit value. This plantable space can include tree planting on private property, front yards, businesses, schools, churches or other areas. The plantable space identified will aid the City in identifying strategic areas for planting.

Urban Tree Canopy Metrics & Maps

We will then conduct the land cover and UTC assessment and analysis. This includes GIS-based modeling processes to calculate the area (acres) and percent of each land cover type as well as possible planting area and unsuitable areas within the city boundary and seven additional boundaries. Boundaries we suggest for the City other than neighborhoods are city boundary, public vs private property, HUC 12 watersheds or wetland corridors, land use, census block groups, or parcels. Area and percent values will be added in new GIS table fields to the following geographic assessment boundaries. These GIS files will be provided by the City with any topological errors corrected. Area and percent values will be added in new GIS table fields for each scale. Maps, in MXD, PNG, and PDF formats, will include the following: City-wide land cover, City-wide UTC/PPA/unsuitable, UTC coverage by all other scales (7), and PPA distribution by all other scales (7). All maps and spreadsheet tables will be delivered in our data delivery.

Prioritization and Equitable Distribution

We will work with City staff and community feedback to identify up to eight environmental (e.g. air quality, urban heat island), demographic (e.g. population density, minority populations), socioeconomic (e.g. income), and public health (e.g. asthma, heart attack) criteria and rank potential planting spaces and create priority planting maps. Priority tree-planting indices will be calculated for each criterion at the census block group scale as well as neighborhoods (if chosen). These indices will describe the best areas to plant for specific neighborhood or environmental equity. GIS attributes will be added to the assessment boundary that represent priority/suitability index values for each area. We will use these data and our criteria-weighting model to develop a priority tree-planting map for each criterion at the census block group scale. An overall priority map will also be created. The inventory analysis will aid in identifying areas where trees are in decline or in need to replacement, this will aid in identifying opportunities for planting to optimize equitable canopy distribution. The plantable space and priority areas identified will aid the City in identifying strategic locations for planting to maximize greenhouse gas absorption, economic impact, cultural benefit, and increase public health benefits.



Urban Forest Structure

The Team will assess the urban forest structure within the City to identify species composition, number of trees, tree density, tree health, and other characteristics using the inventory and assessment data. This urban forest structure analysis will provide the City with the ability to understand its current urban forest composition in a detailed manner and contribute to pest and disease risk mitigation strategies.

Tree Inventory Update

The Consulting Team will begin by gathering existing datasets and completing a data audit and data QA/QC. Once completed, the Team will meet with the City to discuss the data gaps and the necessary updates and changes. Our Team will conduct data updates remotely and in the field depending on the type of data needed. The update to the inventory will include attachments of photos for specific trees of interest (e.g., high risk, pest or disease signs/symptoms, hardscape damage, etc.)

Once the public tree dataset is corrected and updated, PlanIT Geo's Field Services (Tree Inventory) Team will conduct an inventory of 4,000 to 4,500 trees. The types of trees (public and private trees) and the priority areas will be finalized during contract negotiation and with input from the Consulting Team as they audit existing inventory datasets. To support ongoing tree inventory data collection, the Consulting Team will provide the City with a manual that details the tree inventory methodology and use of TreePlotter. In addition, the Consulting Team will provide two one-hour training sessions (one in-person) to City-selected volunteers. This will enable the City to complete the remainder of the Citywide public tree inventory and/or allow volunteers to update the inventory over time. It is anticipated that the Citywide public tree population consists of approximately 25,000 trees. PlanIT Geo's Field Services Team can continue to inventory trees depending on the available budget.

The Consulting Team will extrapolate tree inventory and canopy assessment data to describe the private tree population in terms of genera/species diversity, relative age/size classes, and locations.

The data analyses will be summarized for review by the City. Once revised, the findings from these analyses will be incorporated into the Master Tree Plan. Primary Team Members: Alex Hancock and Rachel Ormseth.

PHASE II: GOALS & OBJECTIVES

This phase will complement the first phase by incorporating the tree canopy analysis data and information into short and long-term goals for increasing tree canopy within identified areas of opportunity and creating objectives for future inventory within the City. Creating these goals will support planting opportunities to increase green infrastructure in the City. 5-year incremental goals for Norwalk's inventory and tree canopy will be drafted and finalized. Primary Team Members: Alex Hancock and Chris Peiffer.

- ◇ Framework for Public Tree Expansion
 - ◇ Framework for Canopy Preservation & Expansion
 - ◇ Report on Tree Benefits & Trees as green infrastructure
 - ◇ Finalize Short & Long-Term Canopy/Inventory Goals
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PHASE III: REVIEW AND ASSESS URBAN FOREST FRAMEWORK

Review and assessment of the urban forest framework in Norwalk will include research and information discovery, staff and stakeholder interviews, surveys, consultations, benchmarking research, an Urban Forest Audit, an Urban Forest Vulnerability Analysis, and a number of analyses and summaries to evaluate Norwalk's urban forest framework.

Primary Team Members: Alex Hancock, Rachel Ormseth, and Chris Peiffer.

- ◇ Staff & Stakeholder 5-Question Survey
- ◇ Staff & Stakeholder Consultations
- ◇ Staff & Stakeholder Interviews (5, two-hour in-person sessions)
- ◇ Benchmarking Research
- ◇ Urban Forest Vulnerability Analysis (tree species, Importance Values, pests, canopy, stocking, etc.)
- ◇ Urban Forest Audit
- ◇ Tree Equity Score Analysis
- ◇ Analyses and Summaries Review Workshop (in-person)
- ◇ Final Analyses and Summaries for Urban Forest Distribution & Challenges, Regulatory Environment, Existing Stakeholder/Partnership Frameworks, Relevant Plans, Tree Planting & Management Methods & Mechanisms, and Existing Education & Outreach Channels & Outlets

PHASE IV: TREE MANAGEMENT PLAN

Outlining of the Tree Management Plan portion of the Master Tree Plan will include a review of the comprehensive urban forest framework identified in Phase III. This Plan will take into consideration the wood waste utilization and pest and disease management as requested by the City, as well as provide recommendations for retention of trees in Norwalk. Primary Team Members: Alex Hancock and Chris Peiffer.

- ◇ Draft TMP Outline
- ◇ Wood Waste Utilization Draft
- ◇ Pest & Disease Management Draft
- ◇ Wood Waste Utilization Final
- ◇ Pest & Disease Management Final
- ◇ Draft & Final Recommendations for Public/Private Partnerships

PHASE V: TREE PLANTING PLAN

The Tree Planting Plan will support with City in reaching the short and long-term goals identified for tree inventory and tree canopy from Phase II. Primary Team Members: Alex Hancock, Chris Peiffer, Jeremy Cantor, and Morgan Garner.

- ◇ Draft Outline of Tree Planting Plan
- ◇ Final Outline of Tree Planting Plan
- ◇ Draft Tree Planting Strategy (prioritization map)
- ◇ Draft Cost Estimate for Goals
- ◇ Draft Funding Streams
- ◇ Draft Public/Private Partnerships for Planting and Urban Forest Programs
- ◇ Draft Recommendations, Structure, and Policies
- ◇ Draft Funding Models & Budget Estimates
- ◇ Draft Review Workshop (in-person)
- ◇ Final Tree Planting Plan and Phase V Deliverables

OTHER PRODUCTS AND DELIVERABLES

These other products and deliverables required by the City will complement and guide the project through an Internal Work Plan and monthly progress meetings or updates. The products and deliverables listed below will aid the City in the delivery of public facing information regarding the project and Plan, and provide the City with thorough presentations and information for the Tree Advisory Committee. Primary Team Members: Alex Hancock, Rachel Ormseth, and Chris Peiffer.

- ◇ Internal Work Plan Schedule
- ◇ Monthly Progress Emails/Meetings (remote)
- ◇ Draft Narrative Report TMP Review Meetings (3 remote)
- ◇ Final Narrative Report: Planting Plan, Tree Management Plan
- ◇ Final Executive Summary
- ◇ GIS Survey Tool (TreePlotter™ CEM, see below)
- ◇ Public Presentation #1 (in-person)
- ◇ Public Presentation #2 (remote)

The [TreePlotter™ Community Engagement Map](#) (CEM) will serve as the GIS Survey Tool for the City to share publicly. The CEM is provided for one year along with TreePlotter INVENTORY and CANOPY to provide an all-in-one solution. Software setup includes training. The [CEM](#) provides a public facing tree information display, is mobile friendly, and includes filterable and customizable results. The CEM is designed to share tree data in a simple and clean format that everyone can understand. A typical tree inventory often includes more information than the public would be interested in. The Community Engagement Map is configurable so clients can share a limited version of their inventory and canopy analysis that highlights the data they most want the public to see. The CEM is also a configurable and cost-effective way to provide your stakeholders with a way to interact and digest the tree data within your TreePlotter application. For this project, PlanIT Geo will likely set up a TreePlotter software application (at no cost) to use its robust tools and functionality when analyzing Norwalk's tree inventory population. With this platform, the City can design the Community Engagement Map to highlight urban forestry programs and initiatives, engage the public by using it as a citizens science tool, or share the trees on a project site with clients and community members.

Government agencies and municipalities that have urban forest responsibilities have a lot to gain from a Community Engagement Map. Maintaining public trees also requires maintaining a relationship with the public. Residents can be a major ally for urban forestry efforts, providing a pool of volunteers for public events and more eyes in the community on the lookout for hazardous trees. Additionally, growing public appreciation for the urban forest through a CEM can help when advocating for budget increases.

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Ordinance & Document Reviews	2	12						14	\$1,450	1%
Draft Short & Long-Term Canopy/Inventory Goals	2	6						8	\$850	1%
Draft Goals Review Meeting (remote)		2						2	\$200	0%
Final Short & Long-Term Canopy/Inventory Goals		4						4	\$400	0%
<i>Subtotal</i>	8	42	0	0	0	0	0	50	\$5,200	3%
Phase III. Review and Assess Urban Forest Framework										
Research & Information Discovery		8						8	\$800	1%
Request for Information Document		3						3	\$300	0%
Final Summary of Research		6						6	\$600	0%
Staff & Stakeholder Interview Framework & Planning		2	2					4	\$400	0%
Staff & Stakeholder 5-Question Survey		4	2					6	\$600	0%
Staff & Stakeholder Interviews (5, two-hour in-person sessions)	5	24	10					39	\$4,025	3%
Summary of Staff & Stakeholder Consultations	2	6	4					12	\$1,250	1%
Analysis of Staff & Stakeholder Consultations	1	3	2					6	\$625	0%
Meeting to Discuss Findings (remote)		2						2	\$200	0%
Benchmarking Research Round 1		10						10	\$1,000	1%
Benchmarking Research Review Meeting (remote)		2						2	\$200	0%
Final Benchmarking Research		4						4	\$400	0%

Urban Forest Vulnerability Analysis (tree species, IV's, pests, canopy, stocking, etc.)		12						12	\$1,200	1%
Tree Equity Score Analysis		8						8	\$800	1%
Urban Forest Audit System Round 1		10						10	\$1,000	1%
Final Urban Forest Audit	1	4						5	\$525	0%
Draft Analysis & Summary of Urban Forest Distribution & Challenges	2	8						10	\$1,050	1%
Draft Analysis & Summary of Regulatory Environment	2	8						10	\$1,050	1%
Draft Analysis & Summary of Existing Stakeholder/ Partnership Frameworks		4	4					8	\$800	1%
Draft Analysis & Summary of Relevant Plans		8						8	\$800	1%
Draft Analysis & Summary of Tree Planting & Management Methods & Mechanisms	2	8						10	\$1,050	1%
Draft Analysis & Summary of Existing Education & Outreach Channels & Outlets		4	4					8	\$800	1%
Draft Review Workshop (in-person)	2	24	2					28	\$2,850	2%
Final Written Analyses & Summaries	2	10	2					14	\$1,450	1%
<i>Subtotal</i>	19	182	32	0	0	0	0	233	\$23,775	16%

Phase IV. Tree Management Plan

Draft Outline		2					2	\$200	0%
Final Outline		1					1	\$100	0%
Wood Waste Utilization Draft		8					8	\$800	1%
Pest & Disease Management Draft		12					12	\$1,200	1%
Final Wood Waste Utilization		4					4	\$400	0%
Final Pest & Disease Management		4					4	\$400	0%
Draft & Final Recommendations for Public/Private Partnerships		8	8				16	\$1,600	1%
Additional Analyses, Strategies, & Recommendations	8	16	8				32	\$3,400	2%
<i>Subtotal</i>	8	55	16		0	0	0	79	\$8,100 5%

Phase V. Tree Planting Plan

Draft Outline		2					2	\$200	0%
Final Outline		1					1	\$100	0%
Draft Tree Planting Strategy	6	12					18	\$1,950	1%
Draft Cost Estimate for Goals	2	6					8	\$850	1%
Draft Funding Streams for Planting	2	4					6	\$650	0%
Draft Public/Private Partnerships for Tree Planting	2	4	4				10	\$1,050	1%
Draft Public/Private Partnerships for the Urban Forest Programs	2	4	4				10	\$1,050	1%
Draft Recommendations, Structure, & Policies for Desired Outcomes	8	16					24	\$2,600	2%
Draft Funding Models & Budget Estimates for Goals & Recommendations	8	16					24	\$2,600	2%

Draft Review Workshop (in-person)	2	24	4					30	\$3,050	2%
Final Version of Phase V Deliverables	2	6						8	\$850	1%
<i>Subtotal</i>	34	95	12			0	0	0	141	\$14,950 10%
Other Products and Deliverables										
Internal Project Kickoff Meeting (remote)	2	6	2					10	\$1,050	1%
Internal Work Plan Schedule	2	6						8	\$850	1%
Monthly Progress Emails/Meetings (remote)		12						12	\$1,200	1%
Draft (Narrative Report) TMP #1	16	32	4					52	\$5,600	4%
Draft (Narrative Report) TMP Review Meeting (remote)	1	2						3	\$325	0%
Draft (Narrative Report) TMP #2	4	24	2					30	\$3,100	2%
Draft (Narrative Report) TMP Review Meeting (remote)		2						2	\$200	0%
Draft (Narrative Report) Planting Plan #1	8	24	4					36	\$3,800	3%
Draft (Narrative Report) Planting Plan Review Meeting (remote)	1	2						3	\$325	0%
Graphic Design			40					40	\$4,000	3%
Final Narrative Report: Planting Plan, Tree Management Plan	4	12	2					18	\$1,900	1%
Executive Summary	1	6	2					9	\$925	1%
TreePlotter INVENTORY (1-year subscription)						41		41	\$3,500	2%

Public Presentation #1 (in-person)	4	24	4					32	\$3,300	2%
Public Presentation #2 (remote)	2	8	4					14	\$1,450	1%
Presentation to Tree Advisory Committee or Other (remote or in-person if aligned with tasks above)	2	12	4					18	\$1,850	1%
<i>Subtotal</i>	47	172	68		0	41	0	328	\$33,375	22%
TOTAL HOURS	124	771	130	221	15	112	205	1,577		
TOTAL COST	\$15,500	\$77,050	\$12,950	\$12,250	\$1,875	\$9,550	\$13,325		\$150,000	

TIMELINE SUMMARY

Task	Duration	# of Months	Completion	Staff Time (Hours)	Cost
Phase I. Deliverables	Nov'22 - Mar'23	4	Mar'23	746	\$64,601
Phase II. Goals and Objectives	Jan'23 - Feb'23	2	Feb'23	50	\$5,200
Phase III. Review and Assess Urban Forest Framework	Nov'22 - Mar'23	5	Mar'23	233	\$23,775
Phase IV. Tree Management Plan	Feb'23 - Mar'23	2	Mar'23	79	\$8,100
Phase V. Tree Planting Plan	Feb'23 - Apr'23	3	Apr'23	141	\$14,950
Other Products and Deliverables	Nov'22 - Jun'23	8	Jun'23	328	\$33,375
TOTAL		8 Months		1,577	\$150,000

MEETING SUMMARY

Summary of Meetings	Count	Type
Meetings to Review Drafts	3	Remote
Interviews	5	In-person
Planning Workshops	2	In-person
Draft Plan Reviews	3	Remote
Public Presentation	1	Remote
Public Presentation	1	In-person
Presentation to the Tree Advisory Committee	1	In-person
TOTAL	16	7 Remote, 9 In-Person

PROJECT DELIVERABLES

Task	Deliverables
Phase I. Deliverables	Updated Inventory, Canopy Analysis, GIS Geodatabase, TreePlotter CANOPY, Spreadsheets, TreePlotter INVENTORY, Inventory of 4,000 to 4,500 Trees, Tree Inventory Training Manual and 2 Hours of Training Volunteers
Phase II. Goals and Objectives	Frameworks, Draft & Final Report, Draft Goals, Review Meeting (remote), Final Goals
Phase III. Review and Assess Urban Forest Framework	Information Matrix, Survey, 10 hours of Interviews, Feedback Summary, Benchmarking Research, Tree Equity Score, NatureScore, Urban Forest Audit, VCL Gap Analysis, 6 Draft & Final Written Analyses, 2 Review Meetings (remote), 1 Full-Day Workshop, Final Written Analyses & Summaries
Phase IV. Tree Management Plan	Plan Outline, Final Recommendations
Phase V. Tree Planting Plan	Plan Outline, Final Recommendations, 7 Drafts, 1 Full-Day Workshop (in-person), Final Phase V Deliverables
Other Products and Deliverables	Project Kickoff (remote), Work Plan Schedule, 8 Monthly Progress Reports, 2 Draft TMPs, 2 TMP Draft Reviews (remote), 1 Draft Planting Plan, 1 Draft Planting Plan Review (remote), Final Narrative Report, Executive Summary, 1-year Subscription to TreePlotter INVENTORY, CAN-OPY, and Community Engagement Module, 3 Presentations (2 remote, 1 in-person)

PROJECT TIMELINE	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Phase I. Deliverables								
Data Acquisition								
Data Audit, QA/QC								
Data Analysis								
Existing Inventory Audit								
Tree Inventory (public or private trees)								
Tree Inventory Training Manual and Training								
Land Cover Purchase, Canopy Assessment, QA/QC, TP CANOPY & CEM								
Final Data Analysis								
Final Data Summary								
Phase II. Goals and Objectives								
Draft Framework for Canopy Preservation & Expansion								
Draft Framework for Public Tree Expansion								
Draft Report on Tree Benefits & Trees as Green Infrastructure								
Final Report on Tree Benefits & Trees as Green Infrastructure								
Ordinance & Document Reviews								
Draft Short & Long-Term Canopy/ Inventory Goals								
Draft Goals Review Meeting (remote)								
Final Short & Long-Term Canopy /Inventory Goals								
Phase III. Review and Assess Urban Forest Framework								
Research & Information Discovery								
Request for Information Document								
Final Summary of Research								
Staff & Stakeholder Interview Framework & Planning								
Staff & Stakeholder 5-Question Survey								
Staff & Stakeholder Interviews (5, in-person two-hour sessions)								
Summary of Staff & Stakeholder Consultations								
Analysis of Staff & Stakeholder Consultations								

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Meeting to Discuss Findings (remote)								
Benchmarking Research Round 1								
Benchmarking Research Review Meeting (remote)								
Final Benchmarking Research								
Urban Forest Vulnerability Analysis (tree species, IV's, pests, canopy, stocking, etc.)								
Tree Equity Score Analysis								
Urban Forest Audit System Round 1								
Final Urban Forest Audit								
Draft Analysis & Summary of Urban Forest Distribution & Challenges								
Draft Analysis & Summary of Regulatory Environment								
Draft Analysis & Summary of Existing Stakeholder/Partnership Frameworks								
Draft Analysis & Summary of Relevant Plans								
Draft Analysis & Summary of Tree Planting & Management Methods & Mechanisms								
Draft Analysis & Summary of Existing Education & Outreach Channels & Outlets								
Draft Review Workshop (in-person)								
Final Written Analyses & Summaries								
Phase IV. Tree Management Plan								
Draft Outline								
Final Outline								
Wood Waste Utilization Draft								
Pest & Disease Management Draft								
Final Wood Waste Utilization								
Final Pest & Disease Management								
Draft & Final Recommendations for Public/Private Partnerships								
Additional Analyses, Strategies, & Recommendations								
Phase V. Tree Planting Plan								
Draft Outline								
Final Outline								
Draft Tree Planting Strategy								

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Draft Cost Estimate for Goals								
Draft Funding Streams for Planting								
Draft Public/Private Partnerships for Tree Planting								
Draft Public/Private Partnerships for the Urban Forest Programs								
Draft Recommendations, Structure, & Policies for Desired Outcomes								
Draft Funding Models & Budget Estimates for Goals & Recommendations								
Draft Review Workshop (in-person)								
Final Version of Phase V Deliverables								
Other Products and Deliverables								
Internal Project Kickoff Meeting (remote)								
Internal Work Plan Schedule								
Monthly Progress Emails/Meetings (remote)								
Draft (Narrative Report) TMP #1								
Draft (Narrative Report) TMP Review Meeting (remote)								
Draft (Narrative Report) TMP #2								
Draft (Narrative Report) TMP Review Meeting (remote)								
Draft (Narrative Report) Planting Plan #1								
Draft (Narrative Report) Planting Plan Review Meeting (remote)								
Graphic Design								
Final Narrative Report: Planting Plan, Tree Management Plan								
Executive Summary								
GIS Survey Tool Draft (TreePlotter INVENTORY, CANOPY & CEM)								
GIS Survey Tool Final (TreePlotter, INVENTORY, CANOPY & CEM)								
Public Presentation #1 (in-person)								
Public Presentation #2 (remote)								
Presentation to Tree Advisory Committee or Other (remote or in-person if aligned with tasks above)								

*Yellow shaded cells indicate the timing for a meeting. Cells shaded purple indicates an in-person meeting.

SECTION 4

REFERENCES\STATEMENT OF QUALIFICATIONS

UFMP AND INVENTORY PROJECT EXPERIENCE

City of Renton, WA - Community Services Dept's Parks, Planning, & Development

Contact Name: Ian Gray | Urban Forestry & Natural Resources Manager

Contact Info: igray@rentonwa.gov | (425) 430-6601

Number of Projects Completed for the City: 1

Urban Forest Management Plan - 10-Year UFMP Update

Description: The project required an update to the City's 10-year Urban Forest Management Plan. The planning process included a 9-member City Collaborative Team, deep dive research and review of 36 City plans and resources, an analysis of the public tree inventory, a comparison of 2011 and 2018 urban tree canopy data, City staff and stakeholder interviews (35 invited, 19 completed), 2 public surveys (124 and 64 responses), a project website (RentonForestryPlan.com), interactive "Rooted In Renton Tree Story Map", benchmarking research, and a comprehensive audit of the Urban Forestry Program.

Approach and Methodology: Based on the findings, goals, objectives, strategies and actions were developed for the 10-year planning horizon. Supporting the goals, a recommended tree canopy goal was developed along with incremental canopy goals, planting targets (counts), and priority planting areas. Also, an analysis of the current program and staffing structure was completed to develop recommendations for a 2-person in-house arborist crew and priority maintenance roadway corridors. The draft review process included 8 meetings and presentations with the City's Parks Commission, Planning Commission, and Planning & Development Committee as part of the City's SEPA Plan Review Process. The UFMP was formally adopted by City Council on February 14, 2022.

Date: April 2021 – February 2022 (10 months)

Budget: \$99,980 | **Final Invoiced Amount:** \$99,980 (\$75,100 to PlanIT Geo)

PlanIT Geo Project Roles: Chris Peiffer- Project Manager

City of Wilsonville, OR - Community Development's Natural Resources Program

Contact Name: Kerry Rappold | Natural Resources Program Manager

Contact Info: rappold@ci.wilsonville.or.us | (503) 570-1570

Number of Projects Completed for the City: 1

Urban Forest Management Plan

Description: The UFMP provided an integrated approach to preserving, sustaining, diversifying, and regenerating Wilsonville's urban forest into the future. The Plan includes goals and objectives, an inventory and assessment, strategies, implementation actions, and monitoring—accomplished through strategic partnerships and community outreach. While the Plan addresses the entire City, it also has two special focus areas: Charbonneau and Town Center. Recommendations in the Plan address issues and topics specific to the

urban forest in these areas—such as the 800 mature northern red oaks in Charbonneau in various states of health and impacts to infrastructure. A better understanding was gathered from an in-depth inventory of these trees. The Plan provides recommendations derived from analyses of the 24,000+ street tree inventory completed in 2018.

Approach and Methodology: To complete the objectives, the project consisted of extensive research, City staff workshops, existing data analyses, benchmarking research, virtual community meetings, public surveys, photo contests, website content on Let's Talk, Wilsonville!, and a systematic audit to inform goals, strategies, and actions.

Date: April 2020-December 2021 (21 months)

Budget: \$75,000 | **Final Invoiced Amount:** \$75,000 (\$63k for UFMP, \$12k for inventory)

PlanIT Geo Project Roles: Chris Peiffer- Project Manager, TJ Wood (Director of Field Services) - Project Manager

City of Saratoga Springs, NY - Department of Public Works

Contact Name: Steve Lashomb | City Arborist

Contact Info: steve.lashomb@saratoga-springs.org | (518) 587-3550 ext.2555

Number of Projects Completed for the City: 1

Urban Forest Management Plan

Description: An inventory of ~12,000 trees was completed by PlanIT Geo's Certified Arborists to inform the development of the Urban Forestry Management Plan. The plan includes a long-term vision; maintenance and removal prioritization and cost estimates; development of strategies, budgets, and work plans; an i-Tree Eco analysis; and training to staff to implement the plan.

Approach and Methodology: PlanIT Geo's Certified Arborist completed the public tree inventory to be analyzed by the Consulting Team. The Consulting Team applied industry standards and best practices to the fundamental planning approach for adaptive management. The process included a research deep dive, consultations with city staff, data analyses, benchmarking research, goal and action development, and a draft plan. After 3 rounds of reviews including the review by Sustainable Saratoga, the draft plan was finalized.

Date: September 2021 - anticipated July 2022 (10 months)

Budget: \$6,400 | **Final Invoiced Amount:** \$6,400

PlanIT Geo Project Roles: Chris Peiffer- Project Manager, Alex Hancock - Lead Planner

City of Troy, NY

Contact Name: Steven Strichman | Commissioner of Planning & Economic Development

Contact Info: Steven.Strichman@troyny.gov | (518) 279-7392

Number of Projects Completed for the City: 1

Community Forest Management Plan

Description: Using the tree inventory data, analysis of the community's tree program and consultations with the City and stakeholders, the Community Forestry Management Plan was developed. The Plan provides a vision for the long-term community forest and a strategy for how to care for the community trees.

Approach and Methodology: The planning project included: 1) A vision for the long-term community forest; 2) the development of strategies, budgets, and work plans including a timeline of tasks to meet the vision; 3) the use of the tree inventory data to identify management needs i.e. pruning rotations, removal implementation, and prioritization of workload; 4) storm preparedness and response planning; 5) invasive species preparedness and response; 6) planting plan to address the unique characteristics of the City, such as species diversity, understory plantings, erosion control, and brownfields that could be impacted with planting and would address local needs; 7) urban forest environmental benefit analysis of environmental issues such as: water quality, air quality, reduce urban heat island effect, energy efficiencies, stormwater management, and health; 8) guidance and direction for street tree removal requests from residents and businesses to prevent unnecessary removals of healthy trees for perceived aesthetic or safety reasons; 9) public relations and education; 10) draft City of Troy Street Tree Ordinance review and recommendations; 11) final Plan Presentation.

Date: June 2019 - September 2019 (3 months)

Budget: \$10,500 | **Final Invoiced Amount:** \$10,500

PlanIT Geo Project Roles: Chris Peiffer- Project Manager

CANOPY MAPPING PROJECT EXPERIENCE

Washington, D.C. Metropolitan Council of Governments

Contact Name: Brian LeCouteur | Principal Environmental Planner

Contact Info: blecouteur@mwkog.org | (202) 962-3393

Number of Projects Completed for the City: 3

UTC Assessment and Urban Forestry Program Review

Scope of Services Provided: Four years of UTC Assessments and implementation/outreach tools; land cover change analysis from 2006 to 2011 to 2015 to 2020; web-based planning tools integrating UTC data, priority planting areas, land cover classification and canopy cover forecasting; community handbook for expanding tree canopy; urban forestry program review to evaluate management activity success.

Date: October 2020 – June 2022

Budget: \$95,000

PlanIT Geo Project Roles: Jeremy Cantor (PlanIT Geo), Ben Wittman (PlanIT Geo)

City of Cupertino, CA

UTC Assessment & Report (2019)

Scope of Services Provided: Imagery/LiDAR-based remote sensing classification of the land and canopy cover of the Town of Cupertino in 2018 and 2009; analysis of distribution of tree canopy and plantable space throughout various geographic planning scales; recommendations for policy, planning, and priority planting areas; calculated ecosystem service benefits of the canopy; analyzed correlations between tree canopy and socio-demographic indicators to prioritize new tree plantings; measured canopy change over the last decade.

Date: June 2019 – August 2019

Budget: \$33,500

PlanIT Geo Project Roles: Jeremy Cantor (PlanIT Geo), Ben Wittman (PlanIT Geo)

SECTION 5

OTHER INFORMATION

ADDITIONAL RECOMMENDED SERVICES

These additions for the project will improve the overall project experience and provide even more in-depth analysis and community engagement going forward for the City.

Additional Recommended Services	Cost	Description of Costs
Vibrant Cities Lab's Gap Analysis	\$1,800	One-time cost
Additional Meetings (remote)	\$1,000	each
Additional Meetings (in-person)	\$2,800	each
Additional Presentations (remote)	\$1,500	each
Additional Presentations (in-person)	\$3,800	each
Cambium Carbon	\$14,500	One-time cost
Project Website	\$6,200	12 months hosting
UFMP Implementation Audit (in-person)	\$6,500	each
UFMP Implementation Audit (remote)	\$4,200	each
Interactive Tree Selection Tool	\$3,000	One-time cost

Vibrant Cities Lab's Gap Analysis -

In addition to the comprehensive audit, our Consulting Team can administer the Vibrant Cities Lab's Community Assessment and Goal-Setting Tool (Gap Analysis) with the City staff and stakeholders. This additional service involves a collaborative evaluation of all major urban forestry program components to identify strengths and opportunities. These findings can help identify baseline conditions and shape the Plan's strategies. Includes an initial internal round conducted by the Consulting Team and an interactive virtual session with the City's team to finalize the gap analysis and resulting scores.

Cambium Carbon -

PlanIT Geo partners with Cambium Carbon to provide strategies for wood reuse and end-of-life management. By diverting fallen trees from the waste stream, we work to reduce disposal costs and store embodied carbon, ensuring that no material goes to waste. Choosing this add-on will enable the City to effectively plan and manage the complete life cycle of the urban forest and associated carbon.

Project Website -

To support constant and inclusive engagement to inform the Plan, a project website hosted by PlanIT Geo will contain the project overview, status, timeline, opportunities to engage, key findings, among other features. It can serve as the platform for the open participation polls, the interactive Tree Story Maps, among other outreach and education materials and messaging. View examples at www.FremontUrbanForest.com and www.KirkwoodUrbanForest.com.

UFMP Implementation Audit -

The Urban Forest Plan Key Performance Indicator (KPI) Tracker is an innovative online tool for cities to effectively implement and monitor plan strategies, targets, actions, and KPIs. KPIs developed for the City's Master Tree Plan will be integrated into PlanIT Geo's TreePlotter software for internal use and for public-facing reporting and outreach. For example, metrics such as number of trees planted and pruned can be tracked along with the trees per capita, budget per tree, maintenance history, number of volunteers, and any number of highlights specific to the City's Plan.

Interactive Tree Selection Tool -

To support the Tree Planting Plan, existing and regional tree lists will be reviewed to identify a tree species palette specific to the City to grow a sustainable and resilient urban forest. Considers species performance and species resilient to the changing climate. Also introduces "Sister Climate City" tree species i.e., those trees acclimated to climates similar to the City's climate in 60-100 years. Includes attributes such as mature tree height/width, key feature, minimum planting width, native/nonnative, mature form, deciduous/coniferous/evergreen, and up to 10 other attributes identified by the City. To provide the most readily available tool for the City, contractors, partners, and the public to plant trees appropriate to the site, our team will develop a series of planting questions where, based on the options selected, a list of suitable trees are provided for consideration from the master list. For example, users will be able to find suitable species that fit a narrow planting site, have no irrigation available, is native, and has minimal tree litter. Delivered as an interactive/sortable worksheet and PDF document. Includes a draft, review session, and final document.

TreePlotter™ CANOPY

PlanIT Geo also specializes in building cost-effective, data-driven, decision support and operational productivity tools with a specialty in integrating GIS with science-based ecosystem benefit models and forestry/natural resources data for reporting and future planning. Our TreePlotter CANOPY software (<https://planitgeo.com/treeplotter-canopy-software/>) provides a powerful yet easy to use web-based decision support and prioritization tool. It allows you to visualize data sets, prioritize planting, communicate canopy goals, implement and track planting projects, and create maps and reports to easily digest complicated data. All project data are provided in the software application and are automatically updated as soon as updated imagery is available, in most cases every two years.

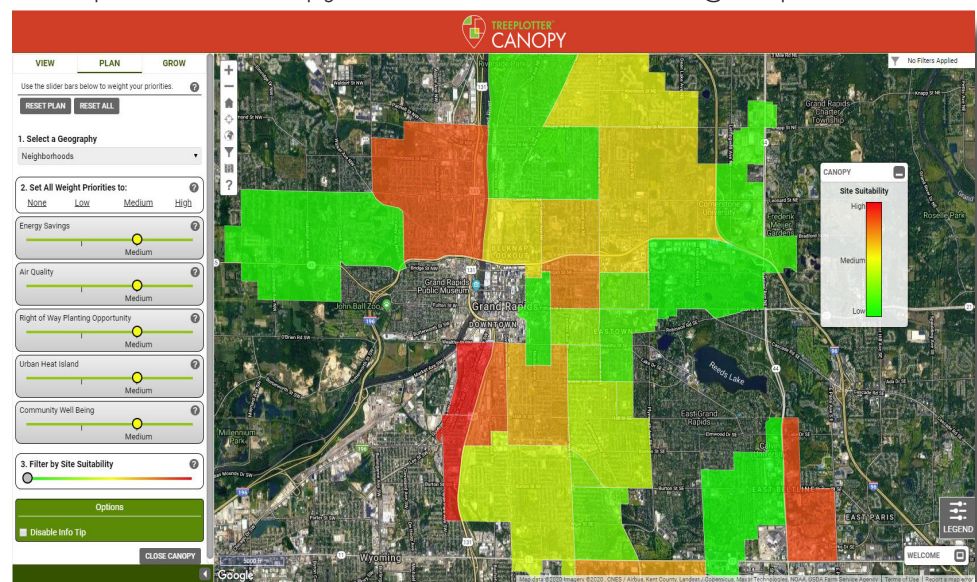
CANOPY will provide many benefits to the City and increase the value, create accessibility and communication of complex data, and usage of the tree canopy assessment data by City staff, partners, and community members. It is a web browser-based interactive map, compatible with all platforms (Android, iOS, Windows), built specifically to display and interact with tree canopy assessment data. The subscription includes regular updates to tree canopy and land cover data



allowing the City to keep a regular pulse on canopy cover trends.. Data summaries are provided at the City scale as well as HUC-12 watersheds, ZIP codes, census block groups, census blocks, and two custom scales (e.g., municipalities, subdivisions, zoning). Using this data, the City can identify priority areas for planting, quantify current benefits and project future benefits, and analyze future planting scenarios.

The City will receive the most current data available at subscription start. In addition, the subscription includes an additional analysis of one historical year and automatic updates whenever new NAIP imagery becomes available. PlanIT Geo also provides training for application use and sharing by our Data Manager.

TreePlotter CANOPY comes with socio-demographic data built-in that will aid the City in planning investments in equitable canopy at the census block group level. These data sets combine an area's existing tree canopy, plantable space, income, employment, and education level to qualify how evenly tree canopy is distributed across its citizens. With each year's new canopy update, we provide an updated assessment of tree equity to help cities understand the impacts of their management activities.



With CANOPY, you can share your data in public-friendly and interactive online maps that can be viewed directly in the application or embedded onto your website. Your subscription includes our [Community Engagement Map](#) (CEM) which provides a simple, public-friendly version of a TreePlotter CANOPY application that can be accessed as an embedded map on the City's webpage or as a stand-alone website. Increased community engagement can help ensure the success of any urban forestry program. With CEM, public users can easily learn more about the City's tree canopy trends by interacting with our mobile-friendly web map.

Our combined software package will provide the City with key decision-making tools as well as interactive maps and charts that can make the tree canopy assessment results more accessible to the general public. The software will incorporate city branding and all descriptive text can be adjusted by city staff at any time while the subscription is active.

Examples of current TreePlotter CANOPY software applications include:

- Vancouver, Washington - <https://pg-cloud.com/VancouverWA/>
- Eugene, Oregon - <https://pg-cloud.com/EugeneOR/>
- King Conservation District - <https://pg-cloud.com/KingCD-Cities/>

REV. OCTOBER 27, 2022

TREE MASTER PLAN PROGRAM - INVENTORY AND CANOPY ASSESSMENT

City of Norwalk, Connecticut



PlanIT Geo
developers of TreePlotter

WELCOME TO THE NORWALK BUSINESS DEVELOPMENT CENTER!





OUR PARTNERS



WHAT WE OFFER



Access to Capital



Technical Support



Educational
Opportunities



Partner and B2B
Connections

OUR PROGRAMS



*Small Business & Main
Streets Program*

Storefront
Improvement
Program



COVID-19 Business
Assistance Grants

kiva



Norwalk
Innovation
Initiative

Visit
NORWALK



Small Business & Main Streets Program



Storefront Improvement Program



80% matching grant program up to \$20,000 worth of improvements!

- Get as much as \$16,000 in grant funding to make improvements to your storefront
- Can be used for signage, painting, windows, planters, benches, and more

Sabrina Church at the Norwalk Business Development Center can help you with your application, getting quotes, and eligibility questions.



Before



After



Before



After



Storefront Improvement Program



Before



After



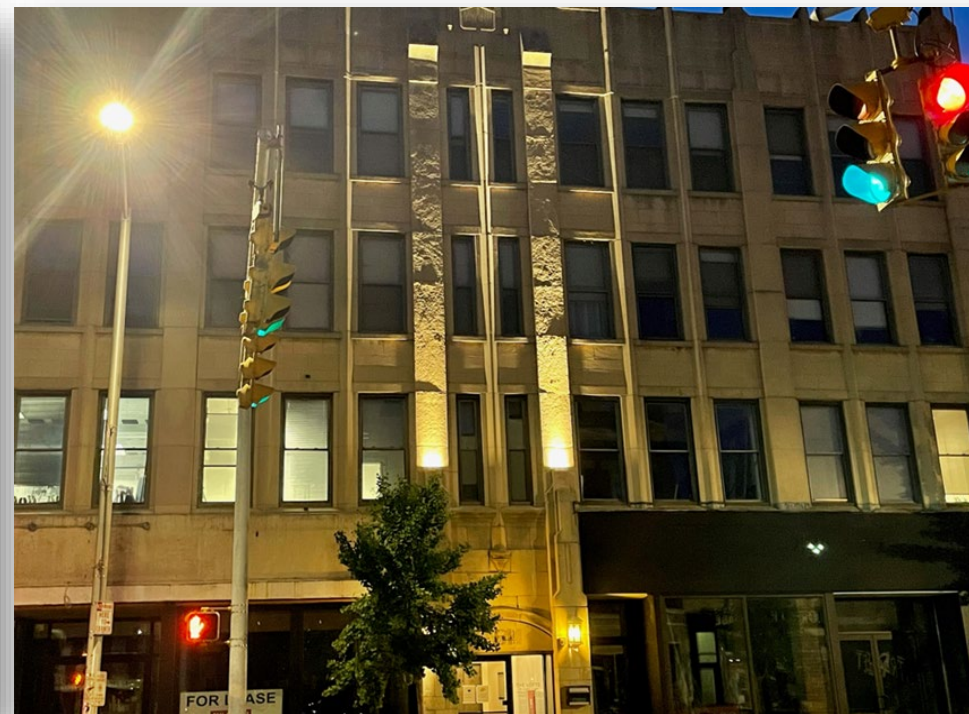
Storefront Improvement Program



Before



After



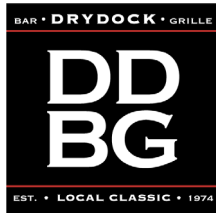


COVID-19 Business Assistance Grants

Grants for Norwalk Businesses and that employ between 2 and 20 employees

Grants can be for \$5,000, \$10,000, or \$15,000

Applications available January 2023 & January 2024



DONOVAN'S



THE BARONY COLLECTION
FINE VINTAGE GOODS

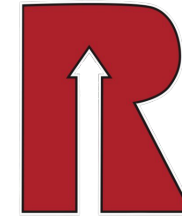


\$885,000 INVESTED

\$430,000 SPENT

69 BUSINESSES FUNDED

60 BUSINESSES TO BE
FUNDED





Pedro Mata at the Norwalk Business Development Center can help you with your application, lending page, and getting lender connections!



Apply

20-30 min

Find out if you're prequalified, then easily fill out our online application.



Invite

Up to 15 days

Prove your creditworthiness by inviting friends and family to lend to you.



Fundraise

Up to 30 days

Go public on Kiva, with your loan visible to over 1.6 million lenders worldwide.



Repay

Up to 36 months

Build your customer base by repaying your Kiva loan.

KIVA 0% INTEREST MICROLOANS



Juliane

11 days

IN PRIVATE FUNDRAISING

4/5 lenders

\$1,350 TO GO

A loan of \$1,500 helps me launch my clothing business that will allow families to shop for quality items at low prices.

NORWALK, CT, UNITED STATES

RETAIL

Save for later





Jessica

10 days

REMAINING

\$5,705 to go

43% FUNDED

A loan of \$10,000 helps a minority woman pay for a security system to protect clients who have Dementia.

NORWALK, CT, UNITED STATES

HEALTH

Save for later





Ana

20 days

REMAINING

\$2,660 to go

41% FUNDED

A loan of \$4,500 helps us to buy the equipment and to do the plumbing service.

NORWALK, CT, UNITED STATES

COSMETICS SALES

Save for later





Lindsay

This loan is fully funded!

REMAINING \$0 to go

100% FUNDED

[VIEW THE FULL BORROWER PROFILE](#)

100% FUNDED



OVER \$25,000 IN INVESTMENT

WHO
WE'VE
HELPED
SO FAR

PROGRAM
LAUNCHED
AUGUST 26, 2022





Norwalk
Innovation
Initiative

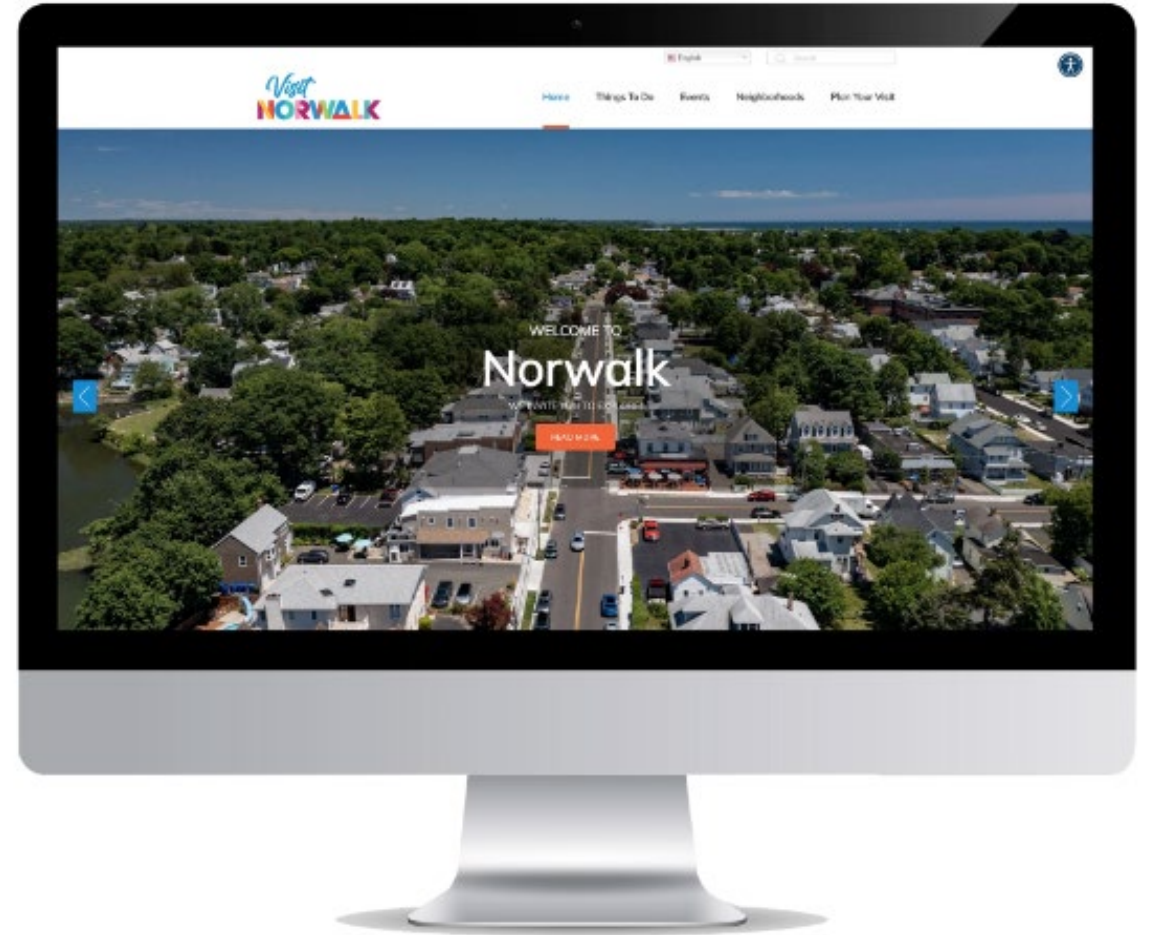


STARTUP RECIPIENTS

**\$15,000
IN INVESTMENT**



Visit Norwalk is the first business model of its kind in Fairfield County to offer free marketing, social media, and public relations assistance to Norwalk restaurants, retailers, arts and entertainment venues, attractions, and lifestyle businesses. It offers a cohesive and collaborative program designed to educate and support local business owners with their marketing endeavors.



**OVER 3,000
UNIQUE WEBSITE
VISITS A MONTH**

**OVER 900,000
IMPRESSIONS A
MONTH**

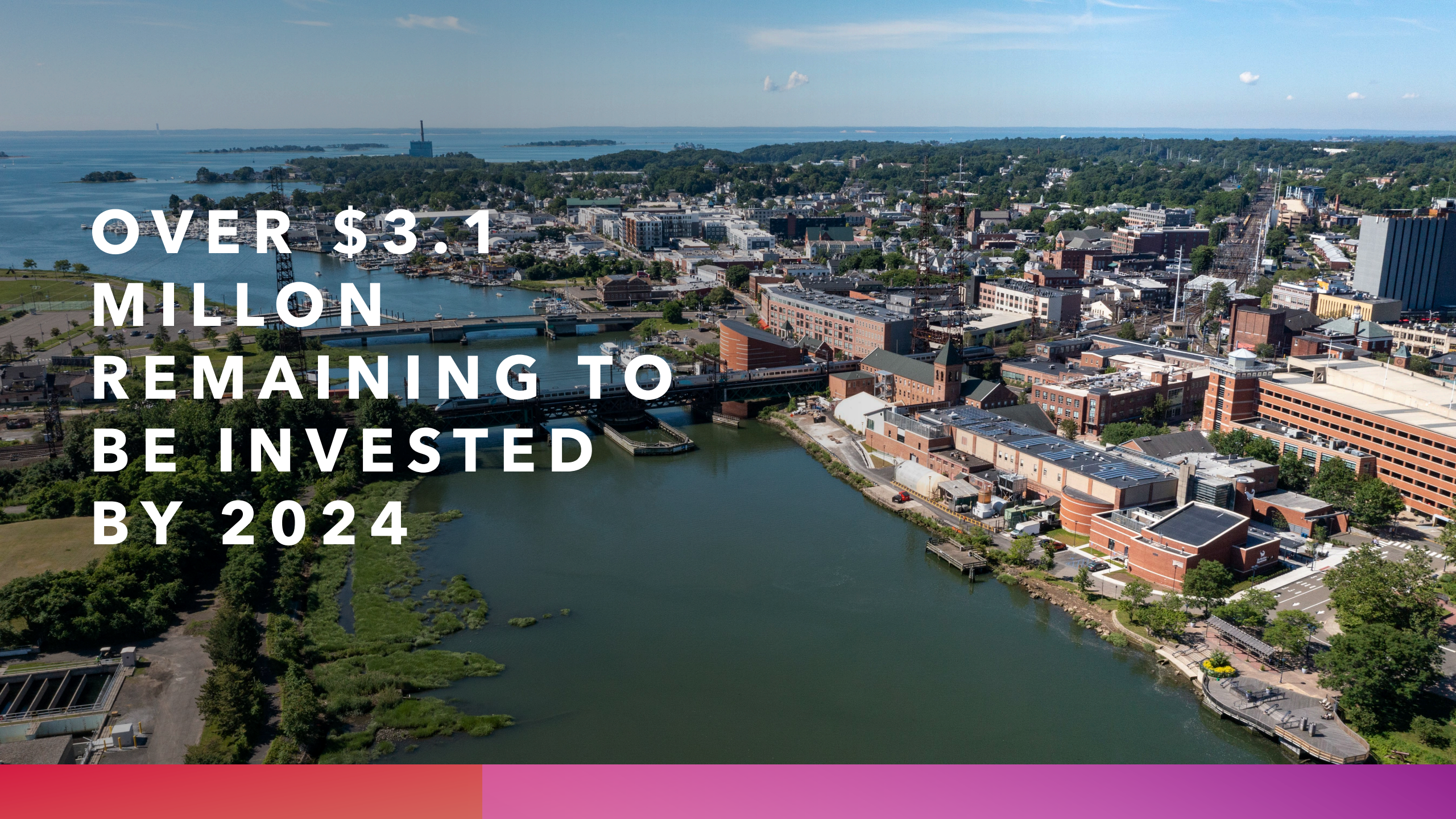
**TRANSFERS TO
OVER 100 UNIQUE
VISITORS A MONTH**





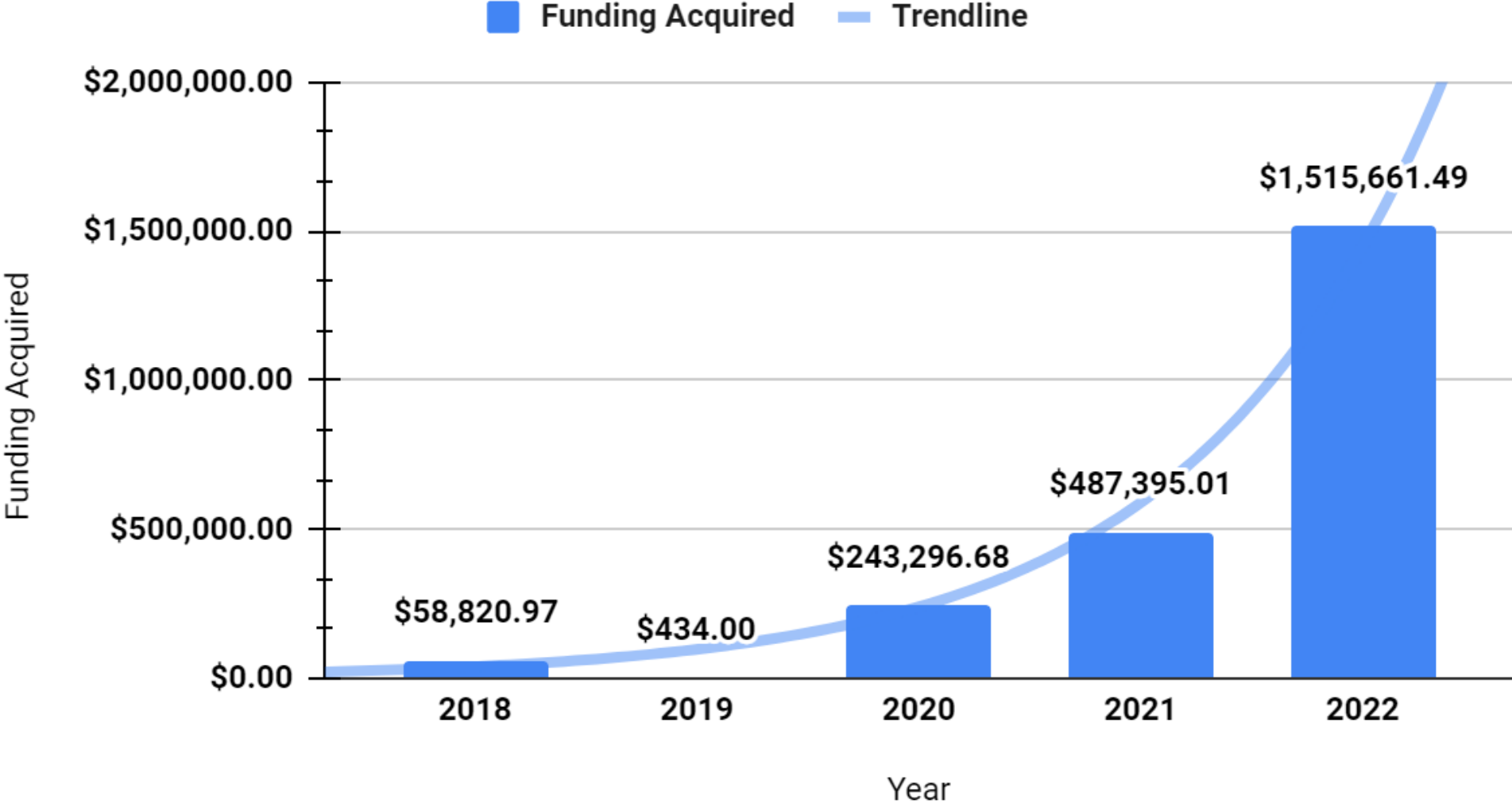
OVER
\$1.3 MILLION
INVESTED
TO SUPPORT
BUSINESSES
TO DATE

SINCE 2019



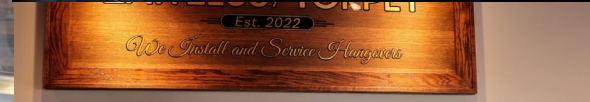
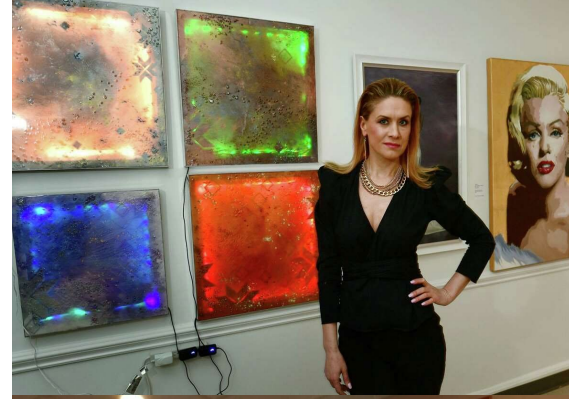
**OVER \$3.1
MILLION
REMAINING TO
BE INVESTED
BY 2024**

Funding Acquired Yearly from 2018 to 2022



**OVER 80
BUSINESSES
FUNDED TO DATE**

**PROJECTED TO BE
OVER 250 BY 2024**





OVER 75% OF
BUSINESSES
ASSISTED ARE
MINORITY
AND/OR WOMEN-
OWNED
ENTERPRISES

**FOR MORE INFORMATION VISIT
NORWALKFORBUSINESS.ORG**

*Opening a business?
We can help!*



NORWALK
REDEVELOPMENT

NORWALK
for BUSINESS

ECONOMIC & COMMUNITY DEVELOPMENT