COMMON COUNCIL **AGENDA** **JUNE 27, 2017**
NORWALK, CONNECTICUT **7:30 PM EST** **COUNCIL CHAMBERS**

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

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: June 13, 2017

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS: Jane Walters, Oak Hills Park Authority
Patricia A. Williams, Oak Hills Park Authority

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorize the Mayor, Harry W. Rilling, acting on behalf of the City to execute an Agreement in the case of Cody Greene v. City of Norwalk, Et. Al., Docket No. Civil No. 3:14-cv-01016 (VLB), pending in the United States District Court, District of Connecticut. **EXECUTIVE SESSION**

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Lockwood-Matthews Mansion Museum to use the grounds of Mathews Park for their Annual Old-Fashioned Flea Market to be held Sunday, September 17, 2017 from 10:00 AM – 5:00 PM. Set up to take place at 7:00 AM on Sunday, September 17, 2017 with tear down no later than 8:00 PM on Sunday, September 17, 2017. Estimated attendance 3,000.

2. Approve RACE Coastal Engineering ("RACE") for Design and Professional Services related to the replacement of the Floating Docks located at Veterans Memorial Park for the amount not to exceed $38,000.00. Account TBD Veterans Park Project.

B. PLANNING COMMITTEE

1a. Approve the contract for the Plan of Conservation and Development to Stantec in the amount of $195,000.00

1b. Authorize the Mayor to sign the Stantec contract agreement.

2a. Authorize the submission of a Smart Growth/TOD grant application to the State Office of Policy and Management requesting the amount of $225,000.00.

2b. Authorize the Mayor to sign grant submission.

C. PUBLIC WORKS COMMITTEE

1a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with The Grasso Companies, LLC. for Project No. RD 2017-2 Concrete Curbs and Sidewalks at Various Locations, for a sum not to exceed $826,618.00; subject to the same terms and conditions as award contract PM2017-1.

Account No: 09 18 4021 5777 C0318

1b. Authorize the Director of Public Works, Bruce Chimento, to execute Orders on Contract with The Grasso Companies, LLC. for Project No. RD 2017-2 Concrete Curbs and Sidewalks at Various Locations, for a sum not to exceed $166,763.00. This value consists of 10% the Contract value, plus an $84,101.00 estimated cost for sidewalk and curb replacement work to be performed for Redevelopment Agency at Side by Side School at the intersection of Chestnut St. and Henry St. to be funded by an Urban Corridor account.

Account No: 09 18 4021 5777 C0318
09 18 0910 5777 C0287

D. **HEALTH, WELFARE, PUBLIC SAFETY COMMITTEE**

1. Authorize the purchasing agent to issue a purchase order for 4 Thermal Imaging Cameras to Hi-Tech Fire and Safety, Inc. 158 Allen Boulevard-Suite A Farmingdale, NY 11735, for an amount not to exceed $47,980.00. $43,613.00 to be paid for by FEMA through an Assistance to Firefighters Grant (AFG), and $4,361.00 to be paid from Operating Account # 0131205262 FY 17.

2. Authorize the Mayor, Harry W. Rilling, to execute an agency agreement to permit the Norwalk Hospital to be included in the ICE (Intertown Capital Equipment) agreement as an authorized agency under the City of Norwalk. The City of Norwalk would then be responsible for Norwalk Hospital EMS' use of the equipment so we will also need to have authority to enter into a separate agency agreement with Norwalk Hospital whereby the Hospital should provide us with insurance coverage, will be responsible to us for its actions and omissions in connection with the use of the equipment and will indemnify and release us against all third party claims and its own claims arising out of its use of the Equipment.

3. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Stepping Stones Museum for Children, Inc. to allocate Child Daycare Contract funds not to exceed $52,902.40 for the purpose of running a summer camp for children.

4. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Gibson Educational Consulting to allocate Child Daycare Contract funds not to exceed $46,289.60 for the purpose of running a summer camp for children.

5a. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept grant funds in the amount of $638,245.00 from the State of Connecticut for the Sexually Transmitted Diseases and Tuberculosis Control Programs for the period July 1, 2017 to June 30, 2022.

5b. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments or amendments as may be necessary to implement the Sexually Transmitted Diseases and Tuberculosis Control Programs for the period July 1, 2017, to June 30, 2022.

VIII. **RESOLUTIONS FROM COMMON COUNCIL**

IX. **MOTIONS POSTPONED TO A SPECIFIC DATE**

X. **SUSPENSION OF RULES**

XI. **ADJOURNMENT**

REAPPOINTMENTS

OAK HILLS PARK AUTHORITY	**M/C**	**Nwlk. Code 73-2**
PATRICIA A. WILLIAMS (I) 9 Holiday Drive Norwalk, CT 06851		Term Expires – 06/24/2020
JANE WALTERS (D) 14 Bobwhite Drive Norwalk, CT 06851		Term Expires – 06/24/2020

CITY OF NORWALK
NORWALK, CT

JUNE 13, 2017
COUNCIL CHAMBERS

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

Mr. Igneri called the meeting to order at 7:37 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King, City Clerk read the notice stating that the meeting was being videotaped and audio recorded for the public broadcast and that assisted listening devices were available.

I. ROLL CALL

Ms. King called the Roll. The following Common Council members were present:

Council at Large:	Mr. Richard Bonenfant Mr. Nicholas Sacchinelli Mr. Douglas Hempstead	Mr. Michael Corsello
District A:	Ms. Eloisa Melendez	Mr. Steve Serasis
District B:		
District C:	Mr. John Kydes	Ms. Michelle Maggio (7:43 p.m.)
District D:	Ms. Shannon O'Toole Giandurco	Mr. Michael DePalma
District E:	Mr. John Igneri	Mr. Thomas Livingston

At Roll Call, there were eleven (11) Common Council members present and four (4) absent (Ms. Bowman; Mr. Kimmel; Ms. Maggio and Mr. Simms).

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

II. ACCEPTANCE OF MINUTES

May 23, 2017

** **MR. LIVINGSTON MOVED TO ACCEPT THE MINUTES AS PRESENTED**
** **MOTION PASSED UNANIMOUSLY**

III. <u>PUBLIC PARTICIPATION</u>

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

Mr. Scott Gilbert, Wilson Avenue, said he is the business owner on site and will file his application.

Mr. Colin Hosten, Village Creek Homeowners Association said he was self-conscious to be present this evening, because of the letter he received from the applicant's lawyer instructing him to refrain from addressing the Common Council this evening.

Ms. Maggio joined the meeting at 7:43 p.m.

Ms. Teresa Peterson, Dock Road said she was here this evening to request that the contract for Grasso Construction be denied. She said there have been more noise violations and the Police have been out. She asked that the City award contracts to companies that follow all the laws and asked that the contract be denied.

Ms. Diane Lauricella, Blue Mountain Ridge Road read the following letter received by her client, Village Creek Homeowners Association and asked that it be entered into the record.

Gmail Colin Hosten <chosten@gmail.com>

..otice to Cease and Desist to Village Creek Homeowners Association Re: Grasso

Conrad, Luke R. <lconrad@hinckleyallen.com> Tue, Jun 13, 2017 at 12:36 PM
To: "gsuescum@yahoo.com" <gsuescum@yahoo.com>, "dlauricella24@gmail.com" <dlauricella24@gmail.com>, "villagecreekmama@gmail.com" <villagecreekmama@gmail.com>, "chosten@gmail.com" <chosten@gmail.com>, "dave@lindsaynewmedia.com" <dave@lindsaynewmedia.com>, "DianePearson@earthlink.net" <DianePearson@earthlink.net>, "erniegrevers@gmail.com" <erniegrevers@gmail.com>
Cc: "Conrad, Luke R." <lconrad@hinckleyallen.com>

Dear Village Creek Homeowners Association ("VCHOA"):

As you may be aware, this firm represents Grasso Companies, LLC ("Grasso"). If you are represented by counsel, please provide this correspondence to counsel.

Joe Grasso Jr. and Grasso have made significant efforts to fortify the relationship with neighbors and the community, including drafting letters to residents with his contact information for residents to voice any issues with Mr. Grasso personally, and further by reaching out to some of you individually.

It has come to our attention that the VCHOA -- led and instigated by outside interests that are not even homeowners or association members -- is utilizing the resources and organization of the VCHOA to take action that may constitute tortious or intentional interference with Grasso's business relationships and contracts by making false and unsupported statements to the mayor and common council. First, with respect to Grasso's private contracts, clients have referenced the complaints from the community that are spearheaded by your organization to leverage lower prices. Moreover, with respect to public work, VCHOA is fabricating a smear campaign to put political pressure on Norwalk's common council to deny Grasso public contracts. You are intentionally organizing members to voice concerns with Grasso notwithstanding the fact that the members have suffered no harm or damages and lack any personal knowledge of the veracity or truth of what they are representing. We believe this is actionable.

I quote your most recent mailer:

"There is still time to let voices be heard with phone calls, emails, letters and attendance at the Common Council meeting this Tuesday, 7:30 pm during the public participation portion of the meeting."

I will remind you that in Connecticut, a tortious interference with business relations claim simply requires the existence of a business relationship, an intentional and improper interference with that relationship and a resulting loss of benefits of the relationship

Consider this email correspondence formal notice to immediately cease and desist with further improper efforts to undermine Grasso's business. If you have further issues or complaints you can contact Joe Grasso, Jr. personally, as he has offered; however, we will not tolerate false and misleading testimony from your association and we are prepared to take steps to protect Grasso's legal interest

Be guided accordingly

Ms. Lauricella said that the letter speaks to the City's ability to vet a responsible bidder. She said that if the Common Council approves the contract this evening, there should be an immediate investigation. She added that the letter was a defamation to her good name and that she was concerned that the Public Works staff are cheerleaders for Grasso Construction.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS:

RESIGNATIONS: There were none this evening

APPOINTMENTS: There were none this evening.

REAPPOINTMENTS: There were none this evening.

MAYOR'S REMARKS:

Mr. Igneri said that Mayor Rilling was attending the Brien McMahon High School graduation ceremony. He announced upcoming events and extended his best wishes to all fathers.

Mr. Serasis announced that his "Hello Summer Tour" starts this week at the Belden Avenue Library.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS

RESIGNATIONS: There were none this evening

APPOINTMENTS: There were none this evening.

REAPPOINTMENTS: There were none this evening.

B. CONSENT CALENDAR

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

LAND USE AND BUILDING MANAGEMENT

7A
7A2
7A3
7A4
7A5
7A6
7A7
7A8A AND 7A8B
7A9
7A10A AND 7A10B
7A11
7A12A AND 7A12B

PUBLIC WORKS
7B1
7B2

7B3
7B4A & 7B4B ***CONSENT TO TABLE TO THE JUNE 27, 2017 MEETING OF THE COMMON COUNCIL***
7B5

FINANCE COMMITTEE

7C1
7C2
7C3
7C4
7C5
7C6
7C7
7C8
7C9
7C10
7C11
7C12
7C13

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. **AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH STEPPING STONES MUSEUM FOR CHILDREN FOR THE USE OF 4 CLASSROOMS ON THE FIRST FLOOR OF BEN FRANKLIN CENTER FROM JULY 5, 2017 TO AUGUST 4, 2017 TO PROVIDE A SUMMER CAMP PROGRAM.**

2. **AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO HOUGHTON MIFFLIN HARCOURT FOR NPS SOCIAL STUDIES TEACHING MATERIAL FOR A TOTAL NOT TO EXCEED $23,915.84.**

3. **AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO PEARSON FOR HIGH SCHOOL BIOLOGY TEACHING MATERIAL FOR A TOTAL NOT TO EXCEED $102,233.15. ACCOUNT NO: 09185010 5777 C0609**

4. **AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CDW GOVERNMENT LLC FOR CHROMEBOOKS AND**

CARTS FOR BRIEN MCMAHON HIGH SCHOOL INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM FOR A TOTAL NOT TO EXCEED
$55,107.00,

ACCOUNT NO: 09185010 5777 C0609

5. **AUTHORIZE, THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO OXFORD UNIVERSITY PRESS FOR TEXTBOOKS FOR BRIEN MCMAHON HIGH SCHOOL INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM FOR A TOTAL NOT TO EXCEED $37,150.00.**
ACCOUNT NO: 0918501 O 5777 C0609

6. **AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CDW GOVERNMENT LLC FOR NPS CHROMEBOOKS FOR A TOTAL NOT TO EXCEED $256,200.00.**
ACCOUNT NO: 09185010 5777 C0112

7. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO APPLE FOR COMPUTERS FOR THE MEDIA PATHWAY PROGRAM AT NORWALK HIGH SCHOOL FOR A TOTAL NOT TO EXCEED $47,388.00.
ACCOUNT NO: 09185010 5777 C0112

8A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH HERBERT RECOVERY SYSTEMS INC. FOR THE REMOVAL OF CONTAMINATED SOIL FROM UNDERGROUND FUEL TANKS AT OAK HILLS PARK FOR A TOTAL NOT TO EXCEED $21,500.00. FUNDS ARE AVAILABLE FROM DEEP GRANT.
ACCOUNT NO: 09151340 5799 C0558

8B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED
$4,300.00.

9. AUTHORIZE TO INCREASE CONTINGENCY ALLOWANCE FOR TURCO GOLF LNC.'S CONTRACT FOR OAK HILL PARK IMPROVEMENT PROJECT FOR AN ADDITIONAL $30,000.00 (TOTAL $50,000.00) AND AUTHORIZE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT. FUNDS ARE AVAILABLE FROM DEEP GRANT.

ACCOUNT NO: 09151340 5799 C0558

10A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ONE! CONSTRUCTION, LLC FOR THE NORWALK SENIOR CENTER FA9ADE REPAIRS PROJECT FOR A TOTAL NOT TO EXCEED $40,000.00. FUNDS ARE AVAILABLE FROM:

ACCOUNT NO: 0912 7100 5777 C0147

10B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED
$4,000.00.

11. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A 0% LOAN AGREEMENT WITH M-CORE CREDIT CORPORATION FOR THE BALANCE OF THE COSTS FOR THE ENERGY CONSERVATION LIGHTING RETROFIT PROJECT AT THE BELDEN MAIN LIBRARY FOR AN AMOUNT NOT TO EXCEED $42,655.00. THIS PROJECT WAS IMPLEMENTED THROUGH AND WITH FINANCIAL INCENTIVES FROM EVERSOURCE. MONTHLY LOAN PAYMENT WILL BE PROCESSED THROUGH UTILITY BILLING FROM EVERSOURCE.

12A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH AM ELECTRIC COMPANY, LLC FOR THE HEALTH DEPARTMENT FIRE ALARM UPGRADE PROJECT FOR A TOTAL NOT TO EXCEED $102,000.00. FUNDS ARE AVAILABLE FROM:

ACCOUNT NO: 0917 2012 5777 C0552.

12B. AUTHORIZE THE HEALTH DEPARTMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $10,200.00.

B. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS, TO EXECUTE CHANGE ORDERS FOR PROJECT PM 2017-1 PAVEMENT MANAGEMENT PROGRAM, FOR A SUM NOT TO EXCEED $575,000.00.

ACCOUNT NO 09 16 5010 5777 C0516

09 18 5010 5777 C0516
28 35 5100 430 49

2. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO THE W.I. CLARK COMPANY, FOR THE PURCHASE OF ONE (1) JOHN DEERE 624K II FOUR WHEEL DRIVE LOADER, FOR A SUM NOT TO EXCEED $154,121.78. STATE OF CONNECTICUT CONTRACT NUMBER 16PSXP0151.

   ACCOUNT NO: 09 18 4031 5777 C0313

3. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO TASCA AUTOMOTIVE GROUP CT EAST, INC., FOR THE PURCHASE OF ONE (1) 2017 FORD F-250, FOR A SUM NOT TO EXCEED $31,935.00 (BID #3734).
   ACCOUNT NO: 0917 4031 5777 C0313

4A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH THE GRASSO COMPANIES, LLC. FOR PROJECT NO. RD 2017-2 CONCRETE CURBS AND SIDEWALKS AT VARIOUS LOCATIONS, FOR A SUM NOT TO EXCEED $826,618.00; SUBJECT TO THE SAME TERMS AND CONDITIONS AS AWARD CONTRACT PM2017-1.
ACCOUNT NO: 0918 4021 5777 C0318 CONSENT TO TABLE TO JUNE 27, 2017 COMMON COUNCIL MEETING

4B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS, BRUCE CHIMENTO, TO EXECUTE ORDERS ON CONTRACT WITH THE GRASSO COMPANIES, LLC. FOR PROJECT NO. RD 2017-2 CONCRETE CURBS AND SIDEWALKS AT VARIOUS LOCATIONS, FOR A SUM NOT TO EXCEED $166,763.00. THIS VALUE CONSISTS OF 10% THE CONTRACT VALUE, PLUS AN $84,101.00 ESTIMATED COST FOR SIDEWALK AND CURB REPLACEMENT WORK TO BE PERFORMED FOR REDEVELOPMENT AGENCY AT SIDE BY SIDE SCHOOL AT THE INTERSECTION OF CHESTNUT ST. AND HENRY ST. TO BE FUNDED BY AN URBAN CORRIDOR ACCOUNT.
ACCOUNT NO: 0918 4021 5777 C0318
09 18 0910 5777 C0287 CONSENT TO TABLE TO THE JUNE 27, 2017 COMMON COUNCIL MEETING

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CITY/STATE AGREEMENT FOR DEMAND DEPOSIT FOR STATE PROJECT 102-325 (INTERSECTION IMPROVEMENTS ON U.S. ROUTE 1 AT ROUTE 53), FOR A TOTAL SUM NOT TO EXCEED $31,900.00.

ACCOUNT NO: 0918 4021 5777 C0318

C. FINANCE COMMITTEE

1. ACCEPT AND APPROVE THE REPORT OF THE CLAIMS COMMITTEE DATED: JUNE 8, 2017.
2. FOR INFORMATIONAL PURPOSES ONLY: NARRATIVE ON TAX COLLECTIONS DATED JUNE 8, 2017.
3. FOR INFORMATIONAL PURPOSES ONLY: MONTHLY TAX COLLECTOR'S REPORT DATED: MAY 31, 2017.
4. LOCAL AREA NETWORK SWITCH REFRESH: AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO EPLUS TECHNOLOGY (STATE OF CT CONTRACT 12PSX0431) FOR THE PROCUREMENT OF CISCO LAN SWITCHES FOR FIRE STATIONS AND PUBLIC WORKS GARAGE FOR AN AMOUNT NOT TO EXCEED $30,727.36.
   ACCOUNT NO: 09180600-5777-C0375
   (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED)

5. 2017/2018 TECHNOLOGY REFRESH PROGRAM: AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS, AND OBSOLETE ASSET DISPOSAL ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED $151,205.00.
   ACCOUNT NO: 09180600-5777-C0375
   (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED)

6. POLICE DEPARTMENT BACKUP/ARCHIVE SYSTEM REPLACEMENT: AUTHORIZE THE PURCHASE AGENT TO ISSUE PURCHASE ORDERS TO GOVCONNECTION FOR THE SUPPLY, INSTALLATION, AND 36 MONTHS OF HARDWARE AND SOFTWARE SUPPORT, FOR A UNITRENDS RECOVERY SYSTEM PER QUOTATION 24356360.01-W1 FOR AN AMOUNT NOT TO EXCEED $29,391.10.
   ACCOUNT NO: 09180600-5777-C0375
   (APPROVED IT CAPITAL BUDGET ITEM; NO SPECIAL APPROPRIATION REQUIRED)

7. ENHANCED AUTHENTICATION SYSTEM FOR NORWALK POLICE: AUTHORIZE THE PURCHASE AGENT TO ISSUE PURCHASE ORDERS TO CDW GOVERNMENT FOR THE SUPPLY,

INSTALLATION, AND 36 MONTHS OF HARDWARE AND SOFTWARE SUPPORT, FOR A RSA AUTHENTICATION SYSTEM PER QUOTATION HXTJ585, DATED 5/22/2017, NATIONAL JOINT POWERS ALLIANCE PURCHASING COOPERATIVE CONTRACT, FOR AN AMOUNT NOT TO EXCEED $22,000.00.

ACCOUNT NO: 09160600-5777-C0375

(APPROVED IT CAPITAL BUDGET ITEM; NO SPECIAL APPROPRIATION REQUIRED)

8. AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE GENERAL LIABILITY, AUTOMOBILE LIABILITY, UM/UM, EMPLOYEE BENEFITS UABILITY, LAW ENFORCEMENT LIABILITY, PUBLIC OFFICIALS LIABILITY, SCHOOL LEADERS LIABILITY, UMBRELLA LIABILITY AND AUTOMOBILE PHYSICAL DAMAGE INSURANCE PLACEMENTS FOR THE ONE YEAR PERIOD BEGINNING JULY 1, 2017 WITH CONNECTICUT LNTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR AN AMOUNT NOT TO EXCEED $525,277.00 FOR FY 17-18.

   ACCOUNT NO: 161343-541N, 165053-541N

9. AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE COMMERCIAL PROPERTY AND BOILER & MACHINERY INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH A. J.GALLAGHER FOR AN AMOUNT NOT TO EXCEED $479,970.00.

   ACCOUNT NO: 161343-541N, 165053-541N

10. AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE EXCESS WORKERS' COMPENSATION INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH H. D. SEGUR, INC. FOR AN AMOUNT NOT TO EXCEED $142,069.00.

   ACCOUNT NO: 161343-541N, 165053-541N

11. AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE CRIME INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH CIRMA FOR AN AMOUNT NOT TO EXCEED $2,874.00.00.

   ACCOUNT NO: 161343-541N, 165053-541N

12. AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE FLOOD INSURANCE PLACEMENTS FOR SEVEN (7) SEPARATE LOCATIONS AND PLACEMENTS THE FY 2017-18 WITH NATIONAL FLOOD INSURANCE PROGRAM - MIDDLESEX MUTUAL ASSURANCE CO. FOR A TOTAL AMOUNT NOT TO EXCEED $96,939.00.

   ACCOUNT NO: 161343-541N, 165053-541N

13. AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE TULIP INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH SHOFF DARBY FOR A TOTAL AMOUNT NOT TO EXCEED $9,000.00. ACCOUNT NO: 161343-541N, 165053-541N

** **MOTION PASSED UNANIMOUSLY**

D. PERSONNEL COMMITTEE

Due to a potential conflict of interest, Ms. Melendez recused herself and left the Common Council chambers. The public was excused and left the Common Council chambers.

** **MR. SACCHINELLI MOVED TO GO INTO EXECUTIVE SESSION AT 8:05 P.M.**

1. **APPROVE TENTATIVE AGREEMENT BETWEEN CITY AND POLICE UNION, LOCAL 1727.** ***EXECUTIVE SESSION***

** **MOTION PASSED UNANIMOUSLY**

** **MR. SACCHINELLI MOVED TO COME OUT OF EXECUTIVE SESSION AT 8:32 P.M.**

** **MOTION PASSED UNANIMOUSLY**

** **MR. IGNERI MOVED TO APPROVE TENTATIVE AGREEMENT BETWEEN CITY AND POLICE UNION. LOCAL 1727**

** **MOTION PASSED UNANIMOUSLY**

VIII. <u>RESOLUTIONS FROM COMMON COUNCIL</u>

There were none this evening.

IX. <u>MOTIONS POSTPONED TO A SPECIFIC DATE</u>

There were none this evening.

X. <u>SUSPENSION OF RULES</u>

There were none this evening.

XI. ADJOURNMENT

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

There was no further business and the meeting was unanimously adjourned at 8:33 p.m.

ATTEST:

Donna King, City Clerk

I

PATRICIA A. WILLIAMS
9 Holiday Drive
Norwalk, CT 06851
(203) 847-1123
Email: pats.holiday@gmail.com

SUMMARY OF QUALIFICATIONS

Accounting and financial management experience gained in two major financial institutions and a large manufacturer of medical equipment. Recognized for problem solving, initiative, strong technical skills and successful integration of accounting skills with systems knowledge.

PROFESSIONAL EXPERIENCE

COVIDIEN, LTD (Formerly TYCO INTERNATIONAL - US SURGICAL DIVISION, Norwalk, CT) **6/90 – 2/14**

Director, Financial Reporting - (1/99 – 2/14)
Acted as Project Leader for 4 acquisitions to integrate the commercial and systems applications into the Covidien environment. Developed expertise in SAP software through participation in the implementation of the fully integrated software system at US Surgical as a division of TYCO Int'l Ltd. Responsible for the development and maintenance of financial and management reporting in SAP. Installed and implemented the use of Hyperion Software (TYCO Int'l Reporting and Consolidation System) including mapping of local systems, integrating offsite locations, converting historical data, implementing reconciliation and control procedures and developing reports. Perform the monthly closing and conversion of financial data to Hyperion. Interface with external auditors. Assist in ongoing SAP implementations in additional sites. Provide support for the monthly accounting close of the Company.

Director, International Accounting - (1/95 - 12/98)
Manager, International Accounting - (6/90 - 12/94)

Direct staff of nine in the accounting, financial and governmental reporting for the International Accounting Department. Responsible for the monthly financial reporting of 25 foreign subsidiaries, including foreign translation and transaction adjustments, consolidations, budget variance analysis and compliance with GAAP. Develop and coordinate new systems applications. Coordinate information for both internal and external audits. Maintain and develop internal controls. Acting controller for domestic subsidiary - responsible for all relevant functions. Responsible for accounting functions for a non-profit organization.

CITYTRUST, Bridgeport, CT **11/84 - 3/90**

Assistant Controller - (1/87 - 3/90)
Directed staff of 17 on all external financial and regulatory reporting and balancing, maintenance and development of accounting systems. Responsible for accounts payable, real estate cash flow analysis, account reconciliations, all monthly, quarterly and year-end closings and financial statements. Perform research of accounting issues for compliance with GAAP and RAP. Directed project to design and implement a system including establishing procedures to comply with new accounting rules related to FAS 91 Accounting for Loan Fees. Recruited to salvage system conversion of a new release of MSA general ledger. Simultaneously spearheaded project to design and implement uniform reconciliation procedures throughout the organization where none existed.

Successfully converted the general ledger chart of account numbers to five digits systematically; saved $250,000 through alternative approach to implementation. Initiated and implemented more efficient processing and control procedures for accounts payable and employee reimbursable expenses; contributed to significant reduction in bank-wide expenses. Reorganized department, clarified responsibilities and instituted specific accountability.

Financial Reporting Supervisor and Accounting Officer - (11/84 - 12/86)

Prepared and analyzed monthly financial statements, monthly report to the Board of Directors, quarterly and annual reports to shareholders and regulatory agencies, monthly and yearly forecasts. Analyzed budget variances, assisted in preparation of yearly budget, preparation of budget and trend data, supervision and training of staff, special projects (e.g. preparation of S-2 filed with the SEC for issuance of stock, redesign of the quarterly report to shareholders).

UNION TRUST COMPANY, Stamford, CT **4/79 - 11/84**
Accounting Officer - (1/84 - 11/84)

Directed staff in preparing and analyzing monthly financial statements, consolidation of corporate entities. Assisted in preparation of published quarterly and annual reports, accounting for acquisitions, analyzing budget variances, preparing and filing reports with regulatory agencies, special projects (e.g. automation of the manual consolidation for the corporation).

Accountant/Financial Analyst (1/83 - 1/84)
Accountant (10/81 - 1/83)
Administrative Assistant (10/80 - 10/81)
Junior Accountant (4/79 - 10/80)

Supervised staff in preparation of financial statements for subsidiaries and parent company, regulatory fillings, accounting for subsidiaries and internal account reconciliations; developed and documented new methods for reconcilement of automated functions; reconciled internal general ledger accounts, researched outstanding items.

SYSTEMS KNOWLEDGE

Extensive user knowledge of systems software; coordinated installation of LAN Network for 11 users and developed accounting applications for group.

SAP
JDEdwards
APEX
Hyperion Planning System
Hyperion Financial Management
Microsoft Office Applications

UCCEL Excel Windows
Cullinet Peachtree SmartTerm
Florida Software Foxpro Database
Reflections
Hogan Quick Books
SSA Hyperion Enterprise
SAP Hummingbird BI-Query

EDUCATION

University of Bridgeport, MBA in Accounting
University of Massachusetts, Amherst, BS; Dean's List, graduated cum laude.

PROFESSIONAL DEVELOPMENT AND AWARDS

Various Awards and Recognition for Successful Completion of Projects – Covidien/Tyco 1998 to present
Staff support person of the year - 1986
Service Excellence Award - 1986; for work on S-2 SEC filing for stock issuance.
School for Bank Administration (B.A.I.), Madison, Wisconsin - 1983

COMMUNITY INVOLVEMENT

Treasurer/Board of Directors – Oak Hills Women's Golf Association 2001 - present

Jane Walters

Jane Walters Realty Group

BERKSHIRE HATHAWAY
HomeServices
New England Properties

ABOUT ME

A consistent top producer, Jane Walters was awarded the Top Service Provider designation for lower Fairfield County. Jane is currently in the Top 1% of sales nationally and her team is in the Top 4% of teams company-wide.

Involved in the community, Jane is currently:

- Oak Hills Women's Golf Association
- Oak Hills Park Authority Member
- Gaelic American Club Member
- Southern CT Golf Association
- Person-to-Person Food Pantry

SERVICE AREAS

We are local agents servicing the lower Fairfield County area including:

- Norwalk
- Westport
- Wilton
- Stamford
- Darien
- Weston

QUALIFICATIONS

D

The Jane Walters Realty Group is a top sales team dedicated to providing our clients with the perfect blend of experience, market knowledge and a client centric philosophy. We are local agents servicing the lower Fairfield County area. We know this market and want to help guide you through the process of either selling your current home or buying a new home. We are here to be your advocate in the transaction, your ally in negotiations and your advisor when making a life changing decision. All of our efforts will allow you to move forward and travel on

AWARDS & RECOGNITION

- Top Customer Service Award for lower Fairfield County
- Top 1% of Sales Nationally
- Top 4% of Teams Company-Wide
- Fine Homes Certified
- Relocation Specialist
- New Homes and Land
- E-certified
- Accredited Staging Professional
- Premier Zillow Agent

CONTACT

203.979.8493
Jwalters@bhhsne.com

JANE WALTERS
REALTY GROUP

124 East Avenue
Norwalk CT 06851

VII. A

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM

PLEASE PRINT

ORGANIZATION NAME: Lockwood-Mathews Mansion Museum — PERSONAL/FAMILY ASSOCIATION/CLUB COMPANY/BUSINESS

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Patsy Brescia TITLE: Chairman

YOUR NAME: Susan Gilgore TITLE: Executive Director

ADDRESS: 295 West Ave E-MAIL ADDRESS: info@lockwoodmathewsmansion.com

CITY: Norwalk STATE: CT ZIP CODE: 06850

HOME PHONE: ______ BUSINESS PHONE: 2038389799 CELL: ______

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Mathews Park # OF PARTICIPANTS: 3,000

EVENT: Old-fashioned Flea Market DATE REQUESTED: 9/17/17

SET UP TIME: 7:00 Am STARTING TIME: 10:00 Am ENDTIME: 5:00 pm RAIN DATE: None
(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES____ NO X
ARE YOU SERVING FOOD: YES X NO____

ARE YOU REQUESTING A TENT? YES____ NO X *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT

WATER DUNKING MACHINES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. <u>BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY</u>

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES____ NO X
WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER at the Beach YES____ NO X

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES____ NO X

If yes, name of person(s) ____________. Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: Susan Gilgore DATE: ______ OFFICE USE ONLY

6/14/17

RECREATION & PARK COMMITTEE APPROVAL: YES____ NO____ N/A____ DATE:____
COMMON COUNCIL APPROVAL: YES____ NO____ N/A____ DATE:____

DIRECTOR'S SIGNATURE: ____________ DATE: ______
(Signature required)

RACE
COASTAL ENGINEERING

May 25, 2017

City of Norwalk
Department of Recreation and Parks
125 East Avenue
Norwalk, CT 06851

Attention: Mr. Michael Mocciae, Director

Reference: Veteran's Memorial Park – Floating Dock Replacement
RACE Coastal Engineering, LLC
Scope of Services for Replacement of the Floating Docks

Dear Mr. Mocciae:

RACE COASTAL ENGINEERING ("RACE") herein submits to you this proposed Agreement for Design Professional Services related to the replacement of the floating docks located at Veteran's Memorial Park. The purpose of this Agreement is to provide you with our understanding of **RACE**'s Scope of Services and estimated fees to perform these services. The services are to be provided to **City of Norwalk** ("Client").

Based on our discussions, we understand that the Scope of Services includes preparing drawings and specifications for soliciting bids and providing construction administration services during the construction phase.

1. SCOPE OF SERVICES:

The following paragraphs identify the specific Scope of Services to be provided. **RACE**'s Scope of Services will include the following Phases:

Phase 1: Bid Assistance
Phase 2: Construction Administration Services

Services specifically included in the Scope of Services are identified as *Basic Services.* Fees for the *Basic Services* are listed in Section 3 of this Agreement. During the course of the Work, the Client may authorize services that are not specifically included in the Scope of Services. Such services are identified as *Additional Services.* The fees for *Additional Services* are NOT included in the fees for the *Basic Services.* The fees for *Additional Services* are in accordance with Section 3 of this Agreement.

Phase 1: Bid Assistance

RACE will prepare documents which can be utilized to solicit competitive bids to complete the above referenced work.

Phase 1.1: Bid Drawing Update

RACE will provide an updated Bid Drawing set which will remove the work which was completed under the boat ramp replacement and include the proposed floating dock replacement. The drawings will also be updated to incorporate the "As-built" survey which will be provided to the City upon completion of the boat ramp replacement and parking lot improvements. The updated Bid Documents will include the removal and replacement of the existing floating docks, dock utilities extending from the disconnect panel to the docks, and float anchor piles.

Phase 2.2: Assistance During Bid Solicitation

RACE will revise the original Bid Form to reflect the modifications to the Bid Drawings for the floating dock replacement. As discussed, the Bid Form will also include an alternative to replace the timber dock sections with concrete docks. Preparation of the Bid package is not included as part of **RACE**'s services. It is estimated that the City will prepare the Bid Documents and incorporate **RACE** drawings, technical specifications, and bid form.

During the bid process **RACE** will attend (1) pre-bidding meeting with the Client and the perspective bidders. Following the meeting **RACE** will provide responses to inquiries submitted by the contractors.

Phase 2: Construction Administration Services

RACE will provide engineering services during construction on an "as-needed" basis to assist during the construction phase of this project.

Phase 2.1: Review and Coordination of Submittals

RACE will coordinate with the selected Contractor to prepare a required submittal list.

RACE will review and comment on submittals associated with the Scope of Design.

During the course of a project, it is possible that Change Order (CO) requests or Requests For Information (RFI) may be submitted by the Contractor due to unforeseen site conditions. **RACE** will log COs and RFIs prepared by the Contractor and provide responses as required.

RACE has included a budget of **36 hours** for the review of these items.

Phase 2.2: Project Meeting Coordination

RACE will administer and attend a Pre-Construction and monthly Project Coordination Meetings with Owner, Contractor, and appropriate Team members. **RACE** will prepare an agenda prior to the meeting and minutes following the meeting. Meeting minutes will be prepared in Draft format to be reviewed by all attendees prior to finalization for the project record.

A total of (1) pre-construction meeting and (4) construction meetings are included as part of this Agreement.

RACE has included a budget of **30 hours** for coordination, attendance, and documentation of the above referenced meetings.

Phase 2.3: Construction Observations

Construction observations as part of this Phase will be limited to interim site observations during demolition, pile driving, and placement of floating docks. Full-Time construction observation will not be performed as part of the Basic Services associated with this Scope.

The interim observations performed by **RACE** will include witnessing of select pile driving and review of the installed floating docks for general conformance with the project specifications prepared by **RACE** and associated project submittals.

RACE will perform visits to the project site during the demolition and floating dock installation phase of the project. Following each site visit, **RACE** will prepare field reports noting conditions observed and provide completed reports to the Owner.

For the purposes of this Agreement, it has been estimated that the demolition and floating installation Phase will be 2 months in duration. Based on this assumed construction schedule **RACE** has budgeted a project total of **86 hours** for the noted construction observations and preparing field reports.

Should the construction schedule extend past the assumed duration or additional services are requested by the Client during the course of the work, **RACE** will coordinate with the Client to amend this Agreement accordingly.

Phase 2.5: Payment Review

RACE will review Contractor applications of payment.

RACE will review proposed items for payment based on field observations, estimated level of completion, and approved schedule of values. **RACE** will make a payment recommendation to the Owner based on this information.

RACE has included a budget of **6 hours** for payment review.

Phase 2.6: Project Closeout

RACE will assist the Owner with Project Closeout activities. These activities will include:

- Preparation of a punch-list of outstanding or incomplete items.
- Submittal of Contractor supplied Record Drawing to regulatory agencies.

RACE has included a budget of **30 hours** for project closeout services.

2. EXCLUSIONS AND LIMITATIONS:

The Scope of Services described under Section 1 of this Agreement include specific services that **RACE** will perform, which are considered as *Basic Services*. Certain information may be required to be provided by others prior to or during the performance of such services which is not part of the *Basic Services*. Services to be performed by others or services not specifically listed as *Basic Services* within the Scope of Services consist of, but are not limited, to the exclusions listed below. The Client may authorize **RACE** to perform any of the services listed below or other services, and such services shall be considered as *Additional Services*.

1. Land surveying
2. Hydrographic Surveying
3. Underwater Investigations
4. Dredge material sediment sampling and testing
5. Soil test boring operations
6. Sampling and/or testing (destructive or non-destructive) of materials
7. Wetland delineation
8. Review for submerged aquatic vegetation (SAV), wildlife resources and habitat, benthic habitat, and indigenous aquatic life
9. Permitting services
10. Local permitting services
11. Participation in presentations and public hearings
12. Regulatory application and other fees that may be required by federal, state, or local agencies
13. Professional Design Services other than specifically noted herein
14. Attendance to meetings except as noted herein
15. Geotechnical investigations and geotechnical engineering
16. Structural analysis and design
17. Landscape Architecture and preparation of planting plans, plant list, or plant specifications
18. Design of utilities such as electrical, water, and sanitary service
19. Design of storm-water management infrastructure
20. Preparation of drainage calculations, drainage reports, and associated forms required for storm-water management
21. Performance of HEC-RAS analysis.
22. Design of repairs to ancillary structures.
23. Use of REVIT® to prepare drawing product
24. Preparation of Contract Documents or Construction Contracts
25. Preparation of Technical or Performance Specifications
26. Preparation of an Opinion of Probable Cost
27. Bid Solicitation
28. Special Inspections
29. Construction Management
30. Corrective revisions due to errors in fabrication or placement of items by a construction contractor or his sub-contractors.
31. Review and approval of alternate designs proffered by the contractor.
32. Assessment of changes that may be required due to unforeseen conditions
33. Post-Construction survey requirements as may be required by regulatory agencies
34. Reproduction, mailing and courier costs

Basic Services to be provided in this Agreement are based on information provided by the Client. It shall be understood by the Client that conditions may be revealed during the course of the project that were unknown during preparation of this Agreement. Such conditions may require *Additional Services* to be performed.

3. ESTIMATED FEES:

Basic Services

The Scope of Services identified in Section 1 includes the *Basic Services* of this Agreement. The estimated fees for the *Basic Services* are broken down by Phase on the following Fee Schedule. A Retainer Fee in the amount of **$0.00** shall be paid by the Client to **RACE** as a condition to commence service. The retainer shall be applied against the final invoice.

FEE SCHEDULE

Summary Phase Description		Budgeted Hours	Basic Services Fees
Phase 1:	Bid Assistance	57	$ 8,760
Phase 2:	Construction Administration Services	188	$ 29,240
PROJECT TOTAL		**245**	**$ 38,000**

Additional Services

During the course of the Work, the Client may authorize services that are not specifically included in the Scope of Services. Such services are identified as *Additional Services.* The fees for *Additional Services* are NOT included in the fees for the *Basic Services*. All time and materials invoices and all *Additional Services* which may be required or requested by the Client during the performance of the *Basic Services* shall be invoiced per the following Rate Schedule for the professional services indicated. These rates are subject to change at the beginning of each calendar year.

2017 RATE SCHEDULE

POSITION	HOURLY RATE	POSITION	HOURLY RATE
Principal	$225.00	Project Engineer	$140.00
Manager of Coastal Engineering	$225.00	Engineer	$125.00
Project Manager	$180.00	Field Technician	$115.00
Senior Engineer	$160.00	CAD Operator	$115.00
Coastal Engineer	$140.00	Administrative	$75.00
Expert Witness Testimony: Court appearances and other expert witness testimony services are invoiced at a fixed rate of $3,500.00 per day. All travel and related expenses are invoiced as reimbursable expenses and include a 10% carrying charge.			

4. GENERAL TERMS AND CONDITIONS:

Terms and conditions shall be per the existing Agreement between the City of Norwalk and Roberge Associates Coastal Engineers, LLC Project No 3464 – Design Services at Veteran's Memorial Park Launch Ramp and Visitor Dock Improvements dated November 4, 2014.

5. AUTHORIZATION

We are prepared to undertake this project upon of receipt of your written authorization to proceed. Please sign this Agreement and return one fully executed copy and the requested retainer fee to this office. We recommend that you retain a copy for your records. If you have any questions, please do not hesitate to contact the undersigned. We are looking forward to working with you on this project.

OFFERED BY:	**AUTHORIZED BY:**
	(authorized signatory) (Date)
Matthew Rakowski, PE Project Manager	
(printed name/title)	(printed name/title)
RACE COASTAL ENGINEERING, LLC	**City of Norwalk**

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Memorandum

VII. B

NORWALK
The Sound of Connecticut

June 1, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director SK

Re: Stantec – POCD Scope of Work

As you may be aware, the Plan of Conservation and Development (POCD) update process has begun. An oversight committee was established by the Mayor to work with the Planning Commission to guide the process. A request for qualifications for the plan update was prepared and six (6) responses were received. From the oversight committee and Planning Commission, volunteers worked with staff to screen the proposals and it was decided that four (4) candidates would be interviewed.

Two (2) firms were strongly considered, with Stantec the leader. After checking references, the group unanimously recommended to the Planning Commission that Stantec be selected as the consultant. Subsequently, the broader oversight committee was also informed that Stantec was the chosen firm. After several iterations, the Scope of Work was forwarded to the Planning Commission and oversight committee for approval. The attached document has incorporated final edits as requested by both groups. We are very excited to work with Stantec, who has a history of successful projects within the city. A couple of years ago, Stantec formed the "Urban Places Group" to be a boutique planning firm within the larger company. The expert planning staff within the Urban Places Group combined with the experience and knowledge of the city that Stantec already possesses is a real win for the city and will lead to a great Plan.

$50,000 has been allocated in the present fiscal year budget and an additional $150,000 has been approved for fiscal year 2017/2018. The total cost proposed by Stantec is $195,000, with an additional $5,000 available for incidental costs such as printing and meetings. Corporation Counsel is presently ironing out the final contract language with their counterparts at Stantec.

The timing of the Plan update is worth mentioning. The Plan update is being conducted while there are several other planning studies underway or about to kick off:

- West Avenue, Wall Street and Washington/South Main redevelopment plans,
- Manressa Island study,
- East Avenue Roadway Improvements,
- City-wide parking utilization study

In addition, there are several significant CT DOT projects being planned near the Merritt Parkway as well as the Walk Bridge project impacts. I feel one of my principal responsibilities is to ensure that none of these studies are done in a vacuum and that any study conducted should be consistent with the POCD. Already, there has been good cooperation and sharing of ideas on the staff and consultant level between Stantec and RPA, who is the consultant on the redevelopment plans. This will be important to prevent duplication of effort and "study fatigue" by residents which could lead to a lack of interest or participation in the process.

Pending approval by the Council, work is anticipated to begin in earnest at the beginning of July.

Feel free to reach out to me with any questions.

END

City of Norwalk Plan of Conservation and Development
Exhibit A - Scope of Services

The City of Norwalk, CT, has chosen Stantec to lead a consultant team to prepare a Plan of Conservation and Development (POCD) for the city. Stantec will be assisted by Hodge Economic Consulting.

TIME FRAME

It is expected that the POCD will be ready for adoption hearings within approximately 16 months of execution of the contract, assuming timely action by the client when needed. Final adoption is anticipated within 18 months but will depend on scheduling of public hearings by the client as required by City Charter and state statute.

FLEXIBILITY IN ALLOCATION OF RESOURCES

Community-based planning projects are responsive to issues that emerge from the community participation process, sometimes requiring rebalancing of activities. In collaboration with the client, Stantec may identify the need to shift resources within the project in order to meet unforeseen needs as the project progresses.

PROJECT MANAGEMENT, COLLABORATIVE PROCESS, AND CLIENT RESPONSIBILITIES

The consultant team will collaborate closely with the Project Manager, Planning Commission, an Oversight Committee established by the city, City staff and officials, citizens and other stakeholders.

Consultant lead. Stantec will have responsibility for management of the entire consultant team and development of the POCD. Larissa Brown PhD, AICP, will be the project director and manager for Stantec.

Planning Commission/Oversight Committee (PC/OC). The City has created an Oversight Committee of approximately 25 persons to function as a project management and advisory group. The PC/OC will provide oversight, guidance, and feedback to the consultant team through the City project manager, make departmental staff available as needed, and review and comment on the draft plan. PC/OC members will be expected to assist in identifying outreach opportunities, promote public involvement using their networks, and attend public engagement events.

Monthly progress reports. The consultant will provide monthly progress reports to the Project Manager.

Project manager. The City of Norwalk's project manager will be the Planning and Zoning Director, Steven Kleppin, who will act as principal liaison to coordinate all aspects of the project with Stantec's project manager. There will be regular consultation through email, telephone, and scheduled conference calls. The City's project manager will:

- Provide access to demographic and socio-economic data, GIS datalayers and map projects, assessor's data, regulations, previous planning documents, stakeholders' contact information, and other information

- Assist in making data and information held by other governmental bodies available to the consultant, as needed
- Assist in making City officials and staff available for interviews and review of draft documents, as appropriate
- Assist in scheduling and providing space for interviews, focus groups and committee/subcommittee meetings
- Assist with public outreach and any needed media approvals by the project manager and City public information and media staff
- Assist with logistics for public meetings, including identification of City-owned meeting space
- Attend PC/OC meetings
- Attend and assist at public forums, workshops, and open houses
- Assist in documenting comments and requests for revisions during public review

PUBLIC ENGAGEMENT PROGRAM

The public engagement program will include the elements below and include Spanish-language materials, as indicated. All PC/OC meetings will be open to the public.

Public and stakeholder involvement

- ***Planning Commission/Oversight Committee (PC/OC).*** The Oversight Committee was established by the City to complement and assist the Planning Commission. The Oversight Committee is composed of elected and appointed officials, City staff, neighborhood leadership, business leaders, and other stakeholders. The joint PC/OC will provide guidance and feedback to the consultant team, review milestone elements of the plan, and review the entire first draft of the plan There will be up to 8 PC/OC meetings (7 are scheduled and one additional meeting will be available if needed).
- ***Interviews and focus groups with City staff and officials and key stakeholders.*** Interviews early in the process with City staff, officials and other stakeholders, up to a total of 30 groups or individuals, will orient the consultant team about Norwalk issues, initiatives and expectations. Repeat and additional interviews may be needed at later stages of the project. The economic development specialist may interview up to 10 more stakeholders relevant to economic development. The City will be expected to assist the consultant team in identifying key people and groups to interview and in setting up the interviews.
- ***Branding.*** The consultant team will develop a name and logo for the project, to be approved by the PC/OC, with up to three options and three revisions.
- ***Public workshops and open houses.*** The planning process will include the following meetings to be led by the consultants: 2 citywide interactive public forums; four topic-based workshops; and 8 community open houses for comment on planning directions.
- ***Community Events.*** The consultant team will work with the City project manager and the PC/ OC to schedule events with community organizations, such as the Coalition of Norwalk Neighborhood Associations, business organizations, and Hispanic and African-American groups, to expand public involvement. Consultant team members will lead five of these meetings and will provide materials and support for City staff and PC/OC members to attend others.
- ***Draft documents available for public comment.*** Draft documents will be posted on the web page and the CiviComment digital platform and deposited at City Hall and in public libraries to provide opportunities for public comment via the website and via email to the City project manager.
- ***Public hearings.*** The consultant team will present the draft POCD to one public adoption hearing of the Planning Commission and to one public adoption hearing at Common Council.

Digital engagement

- ***Web site.*** Stantec will provide the City project manager and IT Department a project web page design and requirements for location on the city's web site as an information resource about the POCD project. The web page will provide for sign up for notifications, a calendar of events, and a library of images, data and documents for download.
- ***CiviComment.*** Stantec will provide a web-based platform for public comment on interim and draft documents which allows users to comment directly on pdf documents and to respond to the comments of others. Commenters will be asked to indicate whether they are residents or non-residents.
- ***Social media.*** Working with the City, the POCD project will work with existing Facebook and Twitter feeds owned by the City and its departments, and look for community partners to expand public knowledge about the project through social media. Our experience is that providing information for accounts with existing followers is more successful than setting up new accounts for a project.
- ***E-list.*** Through the web page, stakeholder groups, sign-ups at meetings, and other methods the consultant team will develop and maintain an email list to inform interested persons about project activities and documents.
- ***Smartphone surveys.*** Brief surveys will be made available to the public and to specific groups to seek public opinion on topics relevant to the future development of Norwalk. The surveys can be completed on line or with mobile devices. This survey technology will also be used as in-meeting polling. The surveys allow for multiple choice and free answer questions. After answering a question, the respondent sees the survey results to date for that answer. Respondents will be asked to indicate whether they are residents or non-residents.

Outreach, Communications and Media

In addition to digital outreach and communications, diverse media and communication methods will be used to communicate with the Norwalk public about the POCD and opportunities for public participation.

- ***Public participation outreach.*** The consultant team will work with the City's project manager to use multiple avenues, digital and traditional, to inform the public about the project and public meetings. Depending on the most effective ways to reach Norwalk residents, the consultant team may employ outreach methods such as email blasts, free notifications through the press and broadcast media, flyers, contact with business and other organizations, and so on. Event flyer dissemination to community residents may include school backpack inserts: church bulletins; business canvassing; neighborhood associations; non-profit community organizations; grocery stores; employee notices; and similar options.
- ***"Meetings in a Box" and participation in meetings of existing organizations.*** As noted earlier, the team will attend five meetings of representative community organizations and support City staff with materials that they can take to additional meetings. In addition, the team will also provide the opportunity for groups and organizations to independently use a set of materials, questions, and workshop exercises in their own meetings.
- ***Information hubs.*** Libraries or similar locations will serve as "information hubs" where hard copies of information and, eventually, the draft plan, are deposited for public access.
- ***Media.*** The team will also perform the following tasks, subject to consultation with and approval by the City:

  - Drafting of press releases
  - Participation in earned media, as desired, such as live interviews on local radio stations, cable access TV etc. to publicize events and provide progress reports.
- ***Spanish language services.*** The Stantec project manager speaks Spanish and can work with Spanish-speaking groups. The team will provide the following in Spanish: flyers and similar outreach materials; visioning forum exercises; vision and values statement; executive summary. Summaries of other written materials will be made available based on budget and consultation with the City. Full translation of the POCD can be provided at additional cost.

Logistics tasks

- **Meeting locations.** With city assistance, the consultants will identify and secure appropriate venues (i.e. size, parking, recognizable to cross-section of community, accessible, etc.); and plan and coordinate logistics aspects, including IT, security, layout, logistics with other partners, in advance to ensure smooth deployments. The consultants expect that the City will provide or procure meeting locations free of charge for the POCD process.
- **Public meeting refreshments.** The City will provide refreshments at public meetings.

PLAN PHASES, TASKS, AND PRODUCTS

Please note: Although the tasks are presented below in a series, many activities will be undertaken and pursued simultaneously, so phases will sometimes overlap.

PHASE 1 | PROJECT INITIATION AND EXISTING CONDITIONS

Time Frame: Months 1-4

A. Project Kickoff Meetings and Finalization of Work Plan

Stantec's project manager will attend a kickoff meeting with the City's project manager and interested members of the PC/OC to discuss details of the project work plan, project schedule, and the public engagement program.

B. Brand and Logo

Stantec will develop up to three options for a project name or brand and corresponding logo for approval by the City, with up to three revisions.

C. Web Page and Social Media

Stantec will work with the City to create a dedicated section of the City's website for the POCD. Through the website, city residents will have interactive opportunities in addition to access to presentations, draft documents, maps and other graphics. The team will work with the City to take advantage of social media opportunities in Norwalk, such as existing Facebook and Twitter accounts owned by the City and Common Council members.

D. Planning Commission/Oversight Committee Meeting #1

Stantec team leadership will meet with the PC/OC to discuss the project work plan and schedule and the City's key assets and challenges

E. Existing Conditions Research and Analysis

- **Data collection and analysis.** The consultant team, with the assistance of the City's project manager, as needed, will collect information and data including existing plans, GIS data and map projects, socio-demographic data, economic data, City ordinances and regulations, current projects, and other relevant information, including housing and economic development data.

  The consultant team will review existing data, plans, and reports. In addition, we will research a range of data covering demographic and socio-economic patterns: population and household data; educational attainment; income and poverty; school enrollment and characteristics; housing types, age, tenure, and cost: the local labor force; business establishment and industries in Norwalk; commuting patterns; educational attainment; land/building valuations and property taxes; and vacant and developable land.

  Key data sources will likely include:
    - Census Bureau data (5-year estimates from the American Community Survey and 2010 census data) for resident-based data
    - Last five (5) years of capital budgets and ten (10) year capital plan
    - Connecticut Department of Labor data on employment, labor force, and unemployment rates for residents and jobs, wages and establishments by industry for economic activity in Norwalk
    - Connecticut Department of Revenue Services and/or local assessor databases on property values, property taxes, tax rates, etc. for Norwalk, including data by use (industrial, commercial, residential, vacant) to better understand how land use connects to economic development
    - CT DOT Major Projects within or directly affecting Norwalk, including but not limited to Walk Bridge, Merritt-7 ramping, Glover Avenue/Grist Mill Road, etc.
    - CT DECD Town Profiles
    - *CT DEEP coastal management plan/boundary and National Wildlife Refuge https://www.fws.gov/refuge/Stewart_B_McKinney/wildlife_and_habitat/islands.html*
    - *Norwalk Harbor Management Plan http://norwalkct.org/963/Harbor-Management-Plan*
    - Other local/regional data compiled by sources such as the City and WestCOG.
    - ESRI Business Analyst Data

In addition, the consulting team will work with the City project manager and other City staff to obtain data on significant private development projects and public infrastructure improvement projects currently underway or pending within the planning period.

- **Interviews and focus groups.** Members of the team will interview 25-30 City staff and other key stakeholders. The interviews will take place individually or in focus groups organized around topics. The team will need assistance from the City project manager in securing an interview space in City Hall and in scheduling. In addition, as needed, the economic development subconsultant will interview or hold focus groups for approximately 8-10 additional local/regional experts and stakeholders for the development of recommendations on economic development.

- **Field visits and photo documentation.** The team will visit all parts of Norwalk to take photos and gain an understanding of different parts of the city.

- **Survey.** The team will develop a short digital survey for the public at large focused on residents' values, level of satisfaction with Norwalk and preferences for improvements and changes. The survey questions will be submitted to the PC/OC for approval before the survey is made available to the public.

F. Buildout Analysis

The team will prepare a buildout analysis for the next 10 years based on existing development, private development projects and major infrastructure projects under construction or in the planning process and trends under existing City policies and land use regulations.

G. Draft *Norwalk Today and Tomorrow* and *Norwalk At A Glance*

Based on interviews, field visits, and analysis of data, information, existing plans, and survey results Stantec will draft an existing conditions chapter/element for the plan identifying assets, opportunities, challenges, and future trends—*Norwalk Today and Tomorrow.* This will be accompanied by a short, highly visual summary document with infographics, *Norwalk At A Glance*. This report will include a population projection for 2028. We will submit the drafts to staff and the PC/OC for comment, revise them as needed, and post them on the web page.

E. Planning Commission/Oversight Committee Meeting #2

The team will meet with the PC/OC to discuss the existing conditions data and trends and the structure of the Community Visioning Forum in the next phase of the project.

Deliverables:

- Meeting with project management group
- Finalized work plan and schedule
- Brand and logo; Web presence and social media set-up
- Interviews and focus groups with stakeholders
- Field visits and photo documentation
- Digital survey
- Buildout analysis, including a draft update of the city's land use map
- *Norwalk Today and Tomorrow* and *Norwalk At A Glance*
- PC/OC Meetings #1 and #2 scheduling and attendance

City activities:

- Identification of staff and stakeholder interview subjects
- Location and scheduling assistance for interviews
- Identification of potential community partners for public engagement
- Set up of web presence for the project
- City social media contacts
- Assistance in procuring data and information
- Attendance at PC/OC meetings
- Timely responses to draft materials documents

PHASE 2 | COMMUNITY VISIONING

Time Frame: Months 3-5

A. Outreach materials and activities for the Community Visioning Forum

The Stantec team will create outreach materials and work with the City to promote public awareness of the POCD process, access to the website, and participation opportunities at the Visioning Forum.

B. Citywide Visioning Forum

The Stantec team will structure and facilitate an interactive community forum focused on identifying the elements of a long-term and 10-year vision for the City of Norwalk. The consultant team will prepare exhibits, such as analytical maps, and other materials for review, along with handouts on the comprehensive master planning process and *Norwalk At A Glance*. The Forum will begin with a brief presentation to set the context for the comprehensive master planning process and outline the challenges and opportunities facing the city. It will include exercises with smartphone polling that give participants the opportunity to see real-time responses by the group as a whole. We will follow that with small-group activities. Participants will identify assets and areas of concern, both in terms of policy and for physical locations (identified using maps). After each participant has a chance to write a short personal vision for Norwalk and share it with their small group, the group will spend time identifying its top priorities. Finally, the small groups will present their priority results to the larger group.

C. Five community organization events and "meetings-in-a-box"

The Stantec team will work with City staff and the PC/OC to identify representative community organizations for events at these organizations' meetings, such as CNNA, Latino and African American organizations, environmental organizations, and so on. The Stantec team will lead the events, which will include presentations and handouts as well as interactive exercises.

In addition, Stantec will offer "meetings-in-a-box" to neighborhood associations and other groups, consisting of maps, information, exercises, and instructions. The organizations can follow the instructions with their members and then return the materials to the City and the team to include in the analysis of public sentiments and drafting of a vision statement. These materials could also be used by City staff or members of the PC/OC who go to organization meetings to publicize the POCD project.

D. Digital forum and mini-surveys

Digital workshops widen the range of voices contributing to the plan and allow input from those whose schedules or mobility limit in-person participation. For those who are unable to attend the visioning forum, the website will provide interactive exercises similar to those at the forum for online submission of ideas, preferences, and priorities. These will be used to confirm, validate, and refine the vision and principles developed based on the input received at the citywide visioning forum. In addition, the team will create an online and smartphone-optimized brief survey for the public to gauge their response to the vision priorities identified through the Visioning Forum.

E. Draft Norwalk Vision and Values Statement

The team will prepare a draft vision and values statement based on the results of the Citywide Visioning Forum, organization meetings and workshops, and digital outreach. The document will take the form of an 11" x 17" mini-poster with the vision and principles on one side and a description of the visioning process on the other side.

F. Planning Commission/Oversight Committee Meeting #3

The team will meet with the PC/OC to review, approve, and endorse the vision and values statement.

Deliverables

- Materials for Citywide Visioning Forum
- Citywide Visioning Forum
- Materials for community organization events

- Five community organization events
- Meetings-in-a-box
- Digital workshop materials
- Vision and Values Statement: draft and final
- PC/OC Meeting #3

City activities:

- Logistics – procure a meeting space and refreshments for the Community Forum
- Outreach assistance
- Printing of flyers/outreach materials and Forum handouts
- Attendance at Community Forum
- Collaboration and attendance at community organization events
- Responses to Vision and Values
- PC/OC Meeting #3 scheduling and attendance

PHASE 3 | Plan Development

Time Frame: Months 5-10

After endorsement of the Vision and Values, the consultant team will work closely with the PC/OC and staff to develop the elements of the POCD update, including the implementation and action plan. The update will cover all state-required elements, either separately or integrated into other elements: goals and policies; land use; housing; economic development; natural and cultural resources; open space and recreation; services and facilities; circulation; and implementation. Through this process and further discussion with the PC/OC, we will identify the issues that are the most complex and difficult to resolve or balance, and focus special attention on those difficult, high-priority issues. The description of the plan organization below will be subject to modification based on the public engagement process and discussions with the PC/OC, City officials, and staff.

A. Planning Commission/Oversight Committee Meeting #4

Stantec will meet with the PC/OC to discuss priorities for discussion in the community workshops, the structure of these events, and outreach opportunities.

B. Community Workshops

Building on the shared vision created in Phase Two, the consultant team will structure and lead a series of four interactive, topic-based public workshops to help develop strategies for the POCD update. The topics themselves will be selected based on discussions with the public and the PC/OC as well as themes that may emerge during the existing conditions research phase. Potential topics could include:

- Sustainable and resilient Norwalk: resource-efficiency as a way of life and adapting over time to climate change; *focus on coastal management of Norwalk Harbor and the islands*
- Connected Norwalk: multi-modal transportation and land use
- Prosperous City: attracting good businesses and good jobs
- City Design: community and neighborhood character and East Station TOD design as an example

Opportunities for digital input through online exercises and surveys will be available for those who cannot attend meetings.

C. Plan development and proposed organization of the plan

The plan will be divided into sections of one or more related elements. Each section introduction will provide a summary of the main recommendations in that section and its relationship to other sections of the plan. Each element will include a set of goals; associated policies for decision makers; key findings and challenges based on the existing conditions report; a summary of community priorities as gathered through public workshops and organization meetings, interviews, and the PC/OC; and a set of strategies and actions for achieving the goals. Best practices in urban design, sustainability and resource-efficiency, resilience, and equity will be integrated throughout the planning process and the plan, with some elements offering more detailed discussion of these topics.

The team will review carefully and, as appropriate, integrate into the plan projects completed since the 2008 POCD such as the Norwalk Connectivity Masterplan, various park plans and transportation projects, and other local and regional plans, projects, and initiatives. The final section of the plan will comprise a Future Land Use, Zoning, and Design element—describing the land use implications of the previous, topic-based elements—and a final element on Stewardship and Implementation. The Implementation section will appear as a matrix of plan goals, strategies and actions indicating responsible parties, timeline, and potential resources for carrying each one out.

1. Housing and Neighborhoods

The Housing and Neighborhoods element will profile existing housing stock, including condition, values, cost (ownership and rental), relative affordability, and trends to analyze current and future housing needs. It will draw on the population projection prepared in the existing conditions phase. This element will set out goals and policies for housing and neighborhoods as well as strategies and actions for developing a balanced housing market and diversity of types to meet current and future community needs. The element will also discuss neighborhood form and recommendations for regulatory changes and guidelines to achieve the goals.

This section of the plan will include a set of Neighborhood Information Sheets (approximately 3 pages each) for eight Neighborhood Clusters, based on census tracts, that consolidate geographically-linked neighborhoods to include a map with key locations, a short history, assets and challenges, priority issues, photos and other images. The team will work with City staff, the CNNA, historical association, and other groups to prepare these Neighborhood Information sheets.

2. Economic Development

Dan Hodge of Hodge Economic Consulting will have primary responsibility for the POCD's economic development element, working closely with City staff, members of the PC/OC and the Norwalk Redevelopment Agency. During Phase 1, the existing conditions analysis, he will update the data-driven profile of economic activity for Norwalk, interview a range of stakeholders and experts on local, regional, and state economic development, and incorporate comments from the general public on economic development goals in the visioning process.

Working from the data analysis, interviews and public meeting input, Dan will develop a strengths, weakness, opportunities, and threats (SWOT) analysis for Norwalk. This work will emphasize the city's assets that can serve as an organizing tool for achieving economic development objectives around job creation, tax base expansion, and strengthening Norwalk's educational and workforce development foundation.

With an eye toward maximum effectiveness and providing the level of detail needed for strategy development, the analysis will focus on three areas: 1) Norwalk's key industries and economic growth opportunities; 2) physical assets such as transportation, sites and buildings, and other infrastructure (water, sewer, telecommunications, energy); and 3) educational and workforce development. This will allow the team to make clear distinctions between business-growth needs and opportunities for Norwalk and to identify key areas for enhancement. This assessment will also consider the City's supporting services and responsiveness for business permitting, site development plans, and coordinated delivery of local, regional and state economic development services for business start-ups, expansion and attraction.

The Economic Development element will include analysis and recommendations on:

- Norwalk's competitiveness and regional economic position
- Strategies to encourage new business to locate within the city, including regulatory changes, permitting and project-approval processes and streamlining, business retention, and relationship between quality of life and economic development
- Commercial and industrial areas, including an evaluation of land availability and potential development sites for future industrial economic development
- Maximizing attractiveness and functionality of commercial areas to enhance business development
- Planned public infrastructure improvements in promoting growth in commercial and industrial areas, alignment with existing regulations, and recommendations for any changes in zoning or other regulations
- The impact of continued downtown revitalization, the potential SoNo Collection development, and South Norwalk TOD redevelopment on overall business benefits and potential.

3. Natural and Cultural Heritage and Resources
Stantec will build on the City's park, open space, and trails planning to identify needs for resources, connectivity, and recreation, analyze and recommendations for enhancements and future activities. The team will also review and analyze Norwalk's historic resources and This element will include:

- Mapping and identification of natural resources, including but not limited to fresh water and coastal resources, open space, parks, conserved lands, etc., and existing National Register and local historic districts, individual resources listed on the National and State registers, and cultural resources, including key requirements
- *Special section devoted to the Coastal Area Management (CAM) Plan, Norwalk Harbor Management Plan and preservation of the Norwalk Islands*
- Potential additional strategies for preserving and enhancing historic and cultural resources, as well as natural resources *and promoting public access to the waterfront*
- Analysis of zoning and recommendations on zoning and other regulatory changes to enhance conservation and preservation of natural and cultural resources
- Land use recommendations, trade-offs, and identification of future recreation needs in the context of the Norwalk Vision and projected population and development trends. The consultant team will review the number and type of recreational fields and areas, with a general assessment of condition based on staff and user reports and site visits. The condition assessment will not include a detailed review of field turf, facilities,

provision for ADA, amenities, or similar needs for every recreational area within the city.

4. Transportation and Mobility

A review of transportation data and issues, this element will lay out recommendations for improvements, connectivity among neighborhood and city destinations, active transportation, alternatives to reliance on single-occupancy vehicles, and regional transportation. Stantec's experience with the Bicycle and Pedestrian Master Plan, the Route 7-Merritt Parkway interchange project, and other transportation projects in the City provides a head start understanding these critical mobility issues. The discussion will include:

- A summary of existing transportation network and characteristics
- Public transit, active transportation, and ADA access for all residents, including vulnerable populations
- Transit analysis of the need/market for new stations and the potential for a dedicated rail shuttle for SONO/Merritt 7
- Opportunities for a Complete Streets program in Norwalk
- Value of pavement management and how to incorporate it in transportation planning
- Regulatory requirements

5. Community Services and Facilities

This element will identify future needs for community services, including human services, public safety, and library services, and for the city's physical facilities. It will include an inventory of human services provided by Senior, Veterans, and Public Health services and an analysis of long-term public service needs for an aging population, homelessness, and substance abuse with a forecast and recommendations.

Working with City department heads, the team will inventory public facilities and identify future needs based on the judgment of department heads, proposed and likely changes in activities, and best practices. This assessment will include police, fire, public works, and library. We will consult any existing facility studies for public buildings. For this project, the team will not prepare detailed facility studies or facility master plans.

6. Infrastructure

The POCD update will examine water and wastewater needs, stormwater management, and best practices in a "one water" system of management for water quality and quantity. We will work with the Water Pollution Control Authority to assess current projects and anticipated future needs especially in light of resiliency concerns. We will set out recommendations for any needed regulatory changes and general facilities improvements.

7. Sustainability and Resilience

The POCD update will include an element on sustainability and resilience. Stantec will explore best practices and highlight recommended strategies and actions to increase resource-efficiency and resiliency in terms of consumption, infrastructure, natural systems, the economy, and social systems. Specific coastal issues will be emphasized. Other strategies for green infrastructure to reduce nonpoint source pollution, reducing greenhouse gases, and moving toward renewable energy, water- and other resource efficiency will also be included.

8. Land Use, Zoning and Design
The Land Use element will include a policy map, showing plan policies as they affect land uses and a GIS-based future land use map. The generalized future land use map will accurately reflect the results of the other elements to show the distribution of general land use categories, including residential, commercial, industrial, open space and recreation, transportation and other purposes, including mixed-use areas. The team will identify zoning and other regulatory changes needed to reflect the future land use map and recommend urban design principles consistent with the future land use map. Issues covered in this element will include:

- Future land use principles, *including preservation of water dependent uses in accordance with the Coastal Area Management Plan*
- Future land use policy map/diagram
- Future land use map (GIS) with generalized land use categories and general densities shown for all parcels of land, *including the Norwalk Islands*
- Graphic concept plans or scenarios illustrating up to three exemplary opportunity sites including East Avenue Station TOD
- Urban design principles and general guidelines
- Review of existing zoning and zoning best practices
- Best practice and regulation recommendations

10. Stewardship and Implementation
The Stewardship and Implementation element will provide a system for ensuring that the plan remains a living document. The "stewardship" section will focus on recommendations about keeping the plan updated, integrating it with departmental work plans and capital plans, transparency and communication with residential and business stakeholders, and best practices in customer-driven government. The focus of this element will be an implementation matrix detailing the *what, how, who, when,* and *how much* for each goal, strategy and action in the plan.

D. Preliminary draft goals and policies and Planning Commission/Oversight Committee Meeting #5
The team will develop preliminary draft goals and policies for a meeting with the PC/OC which will also include a review of the results of the topic workshops.

E. Public open houses on planning directions and digital input
As the goals and strategies are developed for the POCD elements, the consultant team will lead and manage up to eight public open houses, to solicit public feedback on the planning directions that are emerging during the plan development process. These open houses will be drop-in events held in the evening. At these events stakeholders can come to view, give their opinions, and discuss the strategies emerging in the topic-based POCD elements. The open houses will give them the opportunity to see how public input has been transformed into planning goals and strategies. These events will be organized with display boards showing the planning directions; self-directed exercises for participants to rank priorities; and the opportunity for participants to speak one on one with members of the planning team to give their thoughts about the emerging plan. These materials will also be posted on the web site and CiviComment platform in interactive formats that will make it easy to comment and identify priorities. Additional online/smartphone surveys will also be available. Input from the open houses and digital input will be incorporated into the First Draft of the POCD update.

Deliverables

- Materials for topic workshops
- 4 topic workshops
- Materials for public open houses
- Up to 8 public open houses
- PC/OC meetings #4 and #5
- Preliminary draft plan goals and policies, including draft GIS Land Use Map

City activities:

- Identification of locations for topic workshops
- Printing of flyers, outreach, and handouts materials
- Collaboration on public outreach for meetings and open houses
- Attendance at PC/OC meetings
- Timely responses to draft materials and documents

PHASE 4 | DRAFT PLAN AND REVIEW

Time Frame: Months 10-14

A. First Draft Plan of Conservation and Development Update

The team will produce a complete first draft of the POCD update for review by City staff and the PC/OC.

B. Planning Commission/Oversight Committee Meetings #6 and #7

The consultant team will submit the draft plan to the PC/OC in advance of two meetings to review the entire draft.

C. Revisions and Creation of Public Hearing Draft

The team will revise the first draft plan as directed by the PC/OC and staff and prepare a "Public Hearing Draft" that will be available for public review before being submitted for public hearings.

D. Citywide Public Forum on Draft Plan (Public Hearing Draft)

The consultant team will structure a second interactive citywide forum to present the Public Hearing Draft to the public. The team will prepare exhibits, a presentation, and exercises to elicit responses from the public. The team will collaborate with the City on outreach for the forum. At the forum, the team will provide graphic presentation boards on the plan elements, with opportunities for public comment, and then present the plan. Seated at tables, participants will complete exercises to respond to the major directions of the approval draft of the POCD update—both individually, and as a group at the table. The group exercise will require participants to exchange perspectives as they consider the draft plan. The forum will also provide an opportunity for questions about the plan recommendations and implementation.

E. Public Review of the Plan and Documentation of Public Comment

A public review period of four to six weeks will follow the forum. The draft will be available online and in public places, such as the library or city hall. City staff and the consultant team will document all comments received. The comment document will be in the form of a matrix that will include columns for consultant response and recommendation on comments, and a staff recommendation to the Planning Commission.

Deliverables

- Draft POCD
- PC/OC Meetings #6 and #7
- Revisions responding to staff and PC/OC comment
- Public Hearing Draft
- Outreach and public meeting materials
- Citywide Forum on Public Hearing Draft
- Documentation of public comment

City activities:

- Staff review of First Draft POCD
- Staff review of GIS map projects, any new map data, and databases
- Attendance at PC/OC Meetings #6 and #7
- Identification of a location for the Public Forum on the Public Hearing Draft Plan
- Collaboration on public outreach for the Public Forum
- Printing of flyers, outreach materials, and handouts
- Refreshments for the Public Forum
- Attendance at the Public Forum
- Assistance in documentation of public comment

PHASE 5 | Plan Presentation and Final Plan

Time Frame: Months 14-16

A. Presentation of Approval Draft to Planning Commission

The team will present the draft POCD update to the Planning Commission.

B. Revisions As Needed and Production of Final Plan After Approval

The consultant team will make any revisions required by the City and deliver the final plan in both digital graphic version (PDF) and editable format which is compatible with the city's current software; GIS data in ArcView format, including build-out analysis; and one digital copy of tables, charts and graphs, images, maps, boards, PowerPoints and similar presentation materials in editable formats and PDF, as needed, as well as the required hard copies of the plan.

Deliverables

- Presentation of the POCD update to the Planning Commission for approval
- Presentation of the POCD update to the Common Council for approval
- Revisions, as needed after approval, and final electronic and hard copies of the plan: 30 bound copies; 1 loose-leaf reproducible copy in PDF; a jump drive or CD of documents and project data, GIS maps, GIS data, boards, presentations, and similar files.

NORWALK
The Sound of Connecticut

Memorandum

May 31, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director SK

Re: 2017 Responsible Growth/TOD Grant Proposal

Grant Background:

The State of CT Office of Policy and Management (OPM) has solicited a request for applications to promote smart growth and/or opportunities for transit oriented development (TOD). The Planning and Zoning Department is proposing to submit an application in the amount of $225,000.

Grant applications are due by June 23rd and require a certified resolution from the municipality's legislative body in order to proceed. There is no local match required as part of the application and there is no local match proposed; however, local matches do help in the scoring of the various proposals. The supporting material, submitted as part of the grant application, will outline planning and funding efforts that have directly and indirectly occurred around the projects proposed for approval. For your convenience, I have attached a copy of a portion of the grant application.

While the grant applications are due to the state by June 23rd, the certified resolution from Council is due by July 21st. I understand that the full Council is scheduled to meet on June 13th and June 27th. Should the Planning Committee look favorably on the proposal, I would happy to seek the full Council's endorsement at your June 13th meeting.

Proposal:

There has been well documented interest locally, state-wide and nationally regarding developing around transit facilities such as train stations. The Redevelopment Agency conducted a thorough study around the South Norwalk Train Station and is currently working with the Zoning Commission on approving a revised set of zoning regulations which strategically enhance development potential in and around that train station while requiring more affordable units within the developments. The State of Connecticut is strongly encouraging the development of strong urban centers in order to attract residents and employment alike. The City has taken steps in these areas by strengthening its urban core. In order to build on that I am proposing to submit a planning grant application (East Avenue T.O.D./Wall Street Railroad Station Analysis) on behalf of the city to study two (2) areas in more depth:

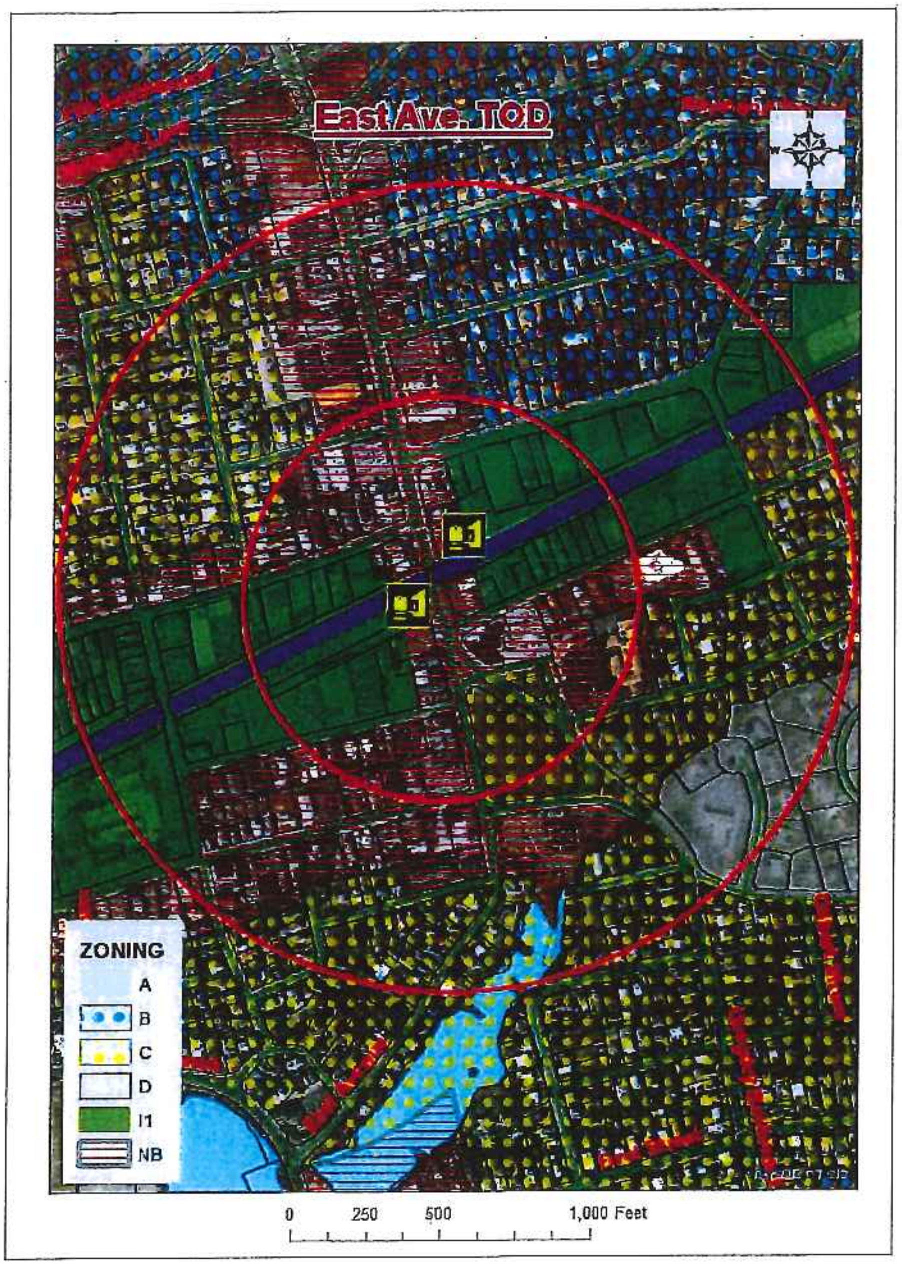
1. East Avenue TOD Analysis.
2. Wall Street Train Station Viability and Location Analysis.

East Avenue TOD Analysis:

The East Avenue Train Station is an underutilized asset. While that is a reasonable conclusion reached by simply visiting the area, the extent to which development should occur around the station and where those bounds should be is a much more complicated issue.

The map below is an aerial view depicting the east and west station platforms, and includes 1/4 and 1/2 mile circle radii from the East Avenue Bridge. This area has been looked at preliminarily in the past by staff and others and it is clear from studying the area more closely that simply applying an arbitrary circle around the stations based on documented and accepted walking distances for TOD is not the appropriate starting point for this area.

East Avenue is a complex study area due to the existing road constraints, the established and stable neighborhoods surrounding the station, some thriving businesses in the area, differing land uses, the gateway to the Sound this area represents and the existing traffic concerns.



My preliminary recommendation is that the TOD study examines some initial questions to establish baseline conditions for the area.

Initial Questions:

1. What is the vision for this area? This will be answered by the property owners, residents, businesses and others within the city.
2. What are the infrastructure (roadways, sanitation, energy, etc.) possibilities and limitations in this area?
3. How will planned roadway improvements and eventual replacement of both the East Ave and Walk Bridge affect the area and potential for redevelopment?
4. What are the employment numbers and businesses within the Industrial One Zone and what impacts would regulation changes have on these businesses?

Based upon the data and conclusions reached from the initial phase, the second part of the study will establish more finite details.

Secondary Considerations:

1. What should be the bounds of a potential TOD area?
2. What's the appropriate density and massing of a potential TOD area?
3. Establish building and streetscape design guidelines for a potential TOD area.
4. Recommended zoning regulations for any new TOD area, which could include Village Districts or Form Based Code.

I envision the final plan including graphic representations of the potential build-out which reflects any proposed regulation amendments as well as graphic representations and examples of any new design standards.

I have spoken with the Third Taxing District as well as the East Norwalk Neighborhood Association and the East Norwalk Business Association and they are interested in partnering with the city on this phase of the study, pending further discussion of the proposal. It should be noted that applications that demonstrate partnering with interested parties score higher.

<u>Wall Street Train Station Viability and Location Analysis</u>:

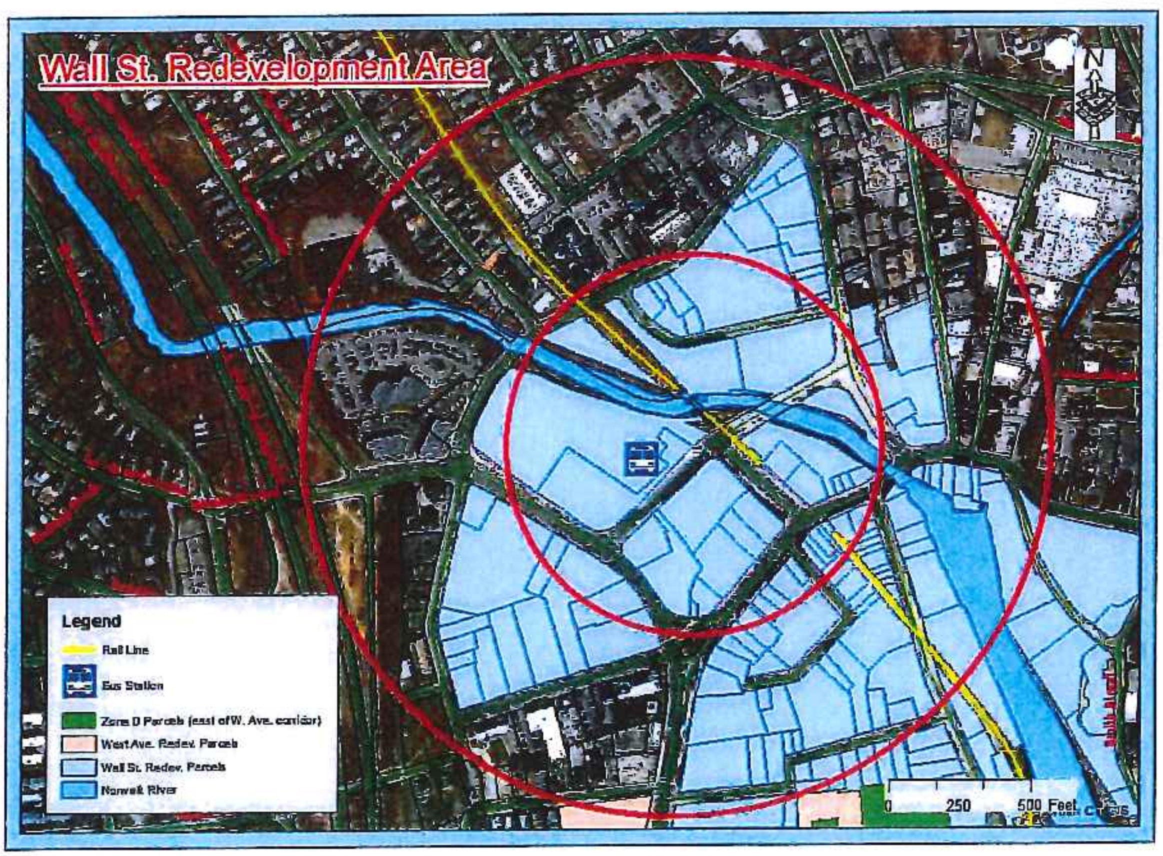
There has been considerable interest in adding a Danbury Branch train stop in the Wall Street area in order to assist in the revitalization and marketability of this historic section of the city. However, there needs to be the ridership and demand in order to justify the expense of constructing the station infrastructure and demonstrated ability to sustain ridership over the long haul. In addition, there are additional significant infrastructure hurdles, such as track electrification and the availability of sufficient public parking that must be overcome in order for this vision to become reality.

Some of the initial fact finding is currently being conducted through the Wall Street Redevelopment Plan being conducted by the Redevelopment Agency. That plan will look at existing densities and development potential based on existing zoning as well as recommended regulations changes that are more appropriate for the area.

This portion of the TOD study will utilize the data and results obtained from the redevelopment plan and identify what is needed in order for rail service to be restored to this area, not only from an infrastructure standpoint, but also from a ridership perspective. In addition, the study will also further explore the possibility of combining functionality of the existing Wheels Pulse Point bus station with a new train station. The Pulse Point station currently serves as Fairfield County hub for transit, including the Coastal Link to Bridgeport and Milford but also links to Danbury and Stamford.

The study will explore whether this new station could function more as a true transit hub, offering both bus and rail service, from one location, which could very well increase ridership for both modes of transit. It is also important to note that the Harbor Loop portion of the Norwalk River Valley Trail also circulates through this area and potentially could service as a means for further connecting bicycle and pedestrian users to the station.

The map below is an aerial view depicting the Wall Street Redevelopment Area and includes 1/4 and 1/2 mile circle radii from the Wheels Pulse Point bus station. For reference, the existing bus station is approximately 1,500 foot from the southern portion of the redevelopment area and approximately 500 feet from its northern bounds. The study will also explore whether the zoning to the areas to the north of the Wall Street redevelopment area is adequate to accomplish the TOD goals necessary to attract and sustain the ridership needed to justify an investment in a new rail station for this area. If additional areas are identified as needed and appropriate, for consideration of rezoning to justify a new rail station, the appropriate standards will be included in the plan.



Wall Street Train Station Viability and Location Analysis goals:

1. Identify viable locations for a new rail station in the Wall Street area.
2. Identify the infrastructure obstacles that must be met in order to accommodate a train station in this vicinity.
3. Provide preliminary estimates on costs for infrastructure shortfalls.
4. If a new rail station can be located and constructed in conjunction with the existing bus terminal, what are the potential benefits verse other identified locations.
5. Are there existing shortfalls within the current zoning designations and/or regulations that are preventing a rail station?
6. If there are zoning designations and/or regulations identified, what changes are needed to accommodate a rail station and are they appropriate for the area and consistent with the area's identified vision and goals.
7. Work with the Norwalk Transit District and Metro North on furthering the vision established in this study.

END

Certified Resolution of the Norwalk Common Council

2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program

The Common Council of the City of Norwalk met on ____________ and adopted a resolution by the vote of _________ to ________ which:

(1) authorizes submission of the **East Avenue T.O.D./Wall Street Railroad Station Analysis** in accordance with the 2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Request for Applications;

(2) authorizes **Mayor Harry Rilling or his successor**, to sign the grant application, attached hereto, and to sign any other documents associated with administering the grant, if awarded, including but not limited to the final grant agreement and any amendments thereto.

(3) In administering the grant, if awarded, the **City of Norwalk** hereby agrees to comply with the terms and conditions in the final grant agreement, as executed, including the local match requirement contained in such agreement. The local match presented in the initial Application Form shall form the basis for the match requirements of the grant agreement.

Attested to by:
Name:____
Title:____
(City/Town Clerk or COG equivalent)
Date:____

Request for Applications (RFA)

2017 Responsible Growth and Transit-Oriented Development Program State of Connecticut, Office of Policy and Management

A. INTRODUCTION

The Office of Policy and Management (OPM) is seeking applications from municipalities and regional councils of governments for projects to promote (1) responsible growth consistent with the Conservation & Development Policies: The Plan for Connecticut 2013-2018 (C&D Plan) and/or (2) opportunities for transit-oriented development (TOD), as defined in Section 13b-79o of the Connecticut General Statutes.

B. ELIGIBLE APPLICANTS

Only Connecticut municipalities and Regional Councils of Governments (COGs) may submit applications. Joint applications and collaborative partnerships with developers, non-profits, and other outside entities are encouraged. Eligible applicants may submit multiple applications.

C. PROGRAM OBJECTIVE

Develop an inventory of high-quality projects for consideration of funding through this grant program, or other state-agency programs, which advance State and local goals for responsible growth and/or TOD. Priority may be given to applications from municipalities awarded implementation grants under CTNext's Innovation Places program, in accordance with Public Act 16-3.

In general, proposals shall:

- Identify key problems or critical barriers preventing responsible growth and/or transit oriented development;
- Identify pragmatic strategies for problem-solving or eliminating these barriers, and develop implementable work plans;
- Demonstrate strong local support for the proposal;
- Improve or expand opportunities for future private investment in responsible growth and/or TOD; and
- Leverage other investment.

D. ELIGIBILITY REQUIREMENTS

A wide range of planning and construction projects will be considered, provided applicants meet the minimum requirements as follows:

- Proposals are consistent with the State C&D Plan and local plans of conservation and development (POCD) of the affected municipalities;
- Proposals will further State goals relating to responsible growth and/or TOD;
- Only Connecticut Municipalities or COGs are eligible to apply. Please note, to be eligible to receive funding under this program, municipalities shall have (1) adopted a plan of conservation and development (POCD) within the past ten years, pursuant to C.G.S. § 8-23, as amended by P.A. 15-95, or (2) have applied for, and received, a waiver of the discretionary state funding

prohibition from the OPM Secretary, in accordance with the process described in CGS § 8-23; and

- Proposed projects cannot supplant other grantee funding or operational costs, as detailed in Section 16 of the General Grant Conditions.

E. SELECTION PROCESS

This is a competitive grant program, in which proposals shall be selected on a rolling basis at the discretion of the OPM Secretary, and subject to availability of funding approved by the Bond Commission. Selected applicants will work collaboratively with OPM, and other State agencies, to develop detailed implementation strategies based on the applicant's completed **APPLICATION FORMs.** Only complete applications will be evaluated. OPM reserves the right to contact applicants in order to seek clarification and additional detail, as needed.

F. PROGRAM FUNDING LIMITS

Grant awards under this program shall be not less than ten thousand dollars ($10,000) and not more than two million dollars ($2,000,000). OPM reserves the right to award funding outside of those limits at the discretion of the OPM Secretary.

G. PROGRAM FUNDING SOURCES

Bond funds have been authorized for these purposes under Section 2(a)(1) of Public Act 16-4 (May Special Session), and Sections 2(d)(3) and 32(a)(2) of Public Act 15-1 (June Special Session). Funding is contingent upon Bond Commission approval, and OPM reserves the right to select the funding source it deems most appropriate for each grant award.

H. MILESTONE DATES AND SUBMITTAL REQUIREMENTS

(1) Wednesday, May 10, 2017 at 4:00 pm – Deadline to submit written questions on the RFA. All questions must be directed, in writing, to the Official State Contact: Matthew Pafford, at either Matthew.Pafford@ct.gov or Office of Policy and Management, 450 Capitol Avenue MS# 54ORG, Hartford, CT 06106-1379. Proposers are required to limit their contact regarding this RFA to the person(s) named herein.

(2) Wednesday, May 24, 2017 at 4:00 pm– Deadline for OPM to post responses to RFA questions on its website. Written responses to all questions received will be posted to the Office of Policy and Management website:

http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=383284&opmNav_GID=1386

and the Department of Administrative Services (DAS) website:

http://das.ct.gov/cr1.aspx?page=12

(3) Friday, June 23, 2017 at 4:00 pm – **Deadline to submit completed APPLICATION FORM. In no event shall the content of any proposal be modified after this date; however, municipalities or COGs that need additional time to complete the Certified Resolution or COG letter requirements shall ensure that any such documents are received by no later than Friday, July 21, 2017 at 4:00 pm, in order for the application to be deemed complete.**

Completed applications and attachments are encouraged to be submitted electronically to OPM.Responsiblegrowth-tod@ct.gov If an applicant prefers to submit a hard copy of their application, it should be mailed to Matthew Pafford, Office of Policy and Management, 450 Capitol Avenue MS# 54ORG, Hartford, CT 06106-1379. All applications must be received by the deadline specified in Section H. All applicants will receive acknowledgement of receipt via email.

Any addendums to this program will be posted to the websites listed in subsection (2). It is the responsibility of the applicant to monitor these websites for any updates.

All communications with the State or any person representing the State concerning this RFA are strictly prohibited, except as permitted by this RFA. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.

In addition to the requirements in this RFA, applicants agree to comply with OPM's Special, and General Grant Conditions, or any terms and conditions required by the administering agency, if other than OPM. For informational purposes, a copy of OPM's Grant Condition are included in Section U of this RFA.

I. MINIMUM SUBMISSION REQUIREMENTS.

Proposals must be (1) submitted before the deadline, (2) follow the required format, (3) include all required forms, and (4) be duly executed. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

RIGHTS RESERVED TO THE STATE

J. The State reserves the right to award in part, to reject any and all bids in whole or in part for misrepresentation or if the proposer is in default of any prior State contract, or if the bid or proposal limits or modifies any of the terms and conditions and/or specifications of the RFA. The State also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a grant already made to a proposer and subsequently awarding the grant to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the grant with the initial proposer is deemed to be void *ab initio* and of no effect as if no grant ever existed between the State and the proposer.

K. The State may amend or cancel this RFA, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's proposal not being considered.

L. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.

M. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the State at the proposer's sole cost and expense.

N. All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

O. This RFA is not an offer and neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the State and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment of services under the terms of the grant until the successful proposer is notified that the grant has been accepted and approved by the State. The grant may be amended only by means of a written instrument signed by the State and the proposer.

P. All proposals in response to this RFA are to be the sole property of the State. Proposers are encouraged NOT to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws. The Connecticut Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the proposal and labeled CONFIDENTIAL and enclosed in a separate envelope.

If the proposer indicates that certain documentation, as required by this RFA, is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, OPM will endeavor to keep said information confidential to the extent permitted by law. OPM, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. As set forth below, the proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall OPM or any of its staff have any liability for disclosure of documents or information in the possession of OPM which OPM or such staff believes to be required pursuant to the FOIA or other requirements of law.

IMPORTANT NOTE: If the information is not readily available to the public from other sources and the proposer submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." A convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 1-210(b) of the Connecticut General Statutes shall be prepared by the proposer and shall accompany the proposal. The rationales and explanation shall be simply stated in terms of the prospective harm to the competitive position of the proposer that would result if the identified information were to be released, and you shall state the reasons why you believe the materials are legally exempt from release pursuant to Section 1-210(b) of the Connecticut General Statutes.

Q. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFA is to be the sole property of the State.

R. Proposers may be asked to give demonstrations, interviews, presentations or further explanation to the RFA Selection Committee.

S. The proposer represents and warrants that the proposal is without collusion or fraud. The proposer further represents and warrants that they did not participate in any part of the RFA development process, had no knowledge of the specific contents of the RFA prior to its issuance, and that no agent, representative or employee of the State participated directly in the proposer's proposal preparation.

T. All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

U. OPM GRANT CONDITIONS

- **GENERAL GRANT CONDITIONS, Updated November 4, 2015:**

  http://www.ct.gov/opmathome/lib/opmathome/general_grant_conditions_revised_november_4_2015.docx#47984

- **SPECIAL GRANT CONDITIONS**

☐ 1. The Grantee agrees to complete and submit to OPM a revised project narrative not later than thirty (30) days after signing this grant award. The Grantee must contact OPM program staff at ______ regarding the required revisions.

☐ 2. Specific funding limitations have been applied to this grant. Please contact OPM program staff at _____ for further detail on these funding restrictions.

☐ 3. The Grantee is required to participate in training session(s) on______. The Grantee must contact __________ to schedule training and determine if there are other technical assistance opportunities.

☐ 4. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category by more than 10% of the budget category or by more than $500, whichever is greater, or (2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to OPM by letter.

☐ 5. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category or (2) which moves resources between budget categories or (3) which moves resources to a line-item not previously approved by OPM.

☒ 6. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of OPM or any party designated by OPM for such purpose. The

Grantee further agrees that such cooperation includes but is not limited to: (1) collecting and maintaining project data, including client data, (2) supplying project data to OPM or its designee; and (3) permitting access by OPM or its designee to any and all project information whether stored by manual or electronic means.

☐ 7. Grantee's attendance at all training events, seminars and conferences must be approved by OPM prior to submitting registration for the event. Requests to attend training events must include names of staff, purpose of training, justification/need for training, location, dates and costs. Staff attending training events may be required to present a summary of the training to OPM and/or other Grantees.

☐ 8. It will be the sole responsibility of the Grantee, and its staff, to insure that any report, article, computer program, database or other product or publication, whether oral or in writing, resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.

☐ 9. The Grantee certifies that the application on which this grant is based was presented to the superintendent of schools for its school district and his or her comments thereon were given consideration prior to the submission of the application to OPM.

☐ 10. The Grantee shall comply with the following statutes, regulations, guidelines and requirements, to the extent applicable and mandated by the controlling underlying federal grant program:

- ☐ Section 3789d(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended.
- ☐ 28 C.F.R. Part 42, Subparts C, D, E.
- ☐ 28 C.F.R. Part 23 (Criminal Intelligence Systems).
- ☐ 28 C.F.R. Part 38 (Equal Treatment of Faith Based Organizations).
- ☐ U.S. Department of Justice, Office of Justice Program (OJP) Financial Guide.
- ☐ To avoid duplicating existing networks or IT systems in any initiatives funded by Bureau of Justice (BJA) for law enforcement information sharing systems, which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the Grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

☐ 11. The Grantee agrees to and shall comply with all other applicable attachments provided by the federal government, as may be amended.

☒ 12. The Grantee agrees to and shall comply with the scope of work in the Grant, as may be amended.

☐ 13. The Grantee shall comply with all requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, as amended, that are attached hereto.

☐ 14. If applicable, the Grantee shall grant to other Connecticut municipalities or towns and/or the State limited, non-exclusive and royalty free license to use any Proprietary Computer Software or related electronic applications and all updates, upgrades and modifications developed pursuant to this Grant, but excluding Third-Party Software. For the purpose of this grant "Computer Software" means (i) computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and (ii) recorded information comprised of source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.

☐ 15. If applicable, during the term of this Grant, including any extension thereof, Grantee and, if applicable, Grantee's subcontractor, shall install, run and maintain all upgrades, enhancements, and new releases of Grantee's proprietary Computer Software and Grantee's subcontractor's Computer Software and provide copies of such to all third parties granted a license to use such Computer Software.

Revised November, 2012

NORWALK

The Sound of Connecticut

DEPARTMENT OF PUBLIC WORKS

VII. C

BID SHEET

PROJECT: RD2017-2

CONCRETE CURBS AND SIDEWALKS AT VARIOUS LOCATIONS

DATE: THURSDAY, JUNE 1, 2017 2:00 P.M.

BIDDER	BID AMOUNT	BID BOND
Colonna Concrete & Asphalt Paving LLC. 1233 Johnson Road Woodbridge, CT 06525	$1,015,810.00	15% Employers Mutual Casualty Company
Star Construction Corporation 40 Embree Street Stratford, CT 06615	$1,343,352.50	15% Aegis Security Insurance Company
Vaz Quality Works LLC. 179 William Street Bridgeport, CT 06608	$851,766.30	15% Travelers Casualty and Surety Company
M. Rondano, Inc. 49 East Avenue Norwalk, CT 06851	$1,219,582.50	15% Hartford Accident & Indemnity Company
Deering Construction Inc. 20 Sheehan Avenue Norwalk, CT 06851	$847,205.25	15% Travelers Casualty and Surety Company
The Grasso Companies, LLC. 314 Wilson Avenue Norwalk, CT 06854	**$826,618.00** **(Apparent Low Bid)**	15% Frankenmuth Mutual Insurance Company
	$	%

VII. D

Mr. Laurence Reilly
City of Norwalk Fire Department
125 East Avenue
Norwalk, Connecticut 06851-5702

Re: Award No.EMW-2016-FO-02591

Dear Mr. Reilly:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Assistance to Firefighters Grant has been approved in the amount of $43,619.00. As a condition of this award, you are required to contribute a cost match in the amount of $4,361.00 of non-Federal funds, or 10 percent of the Federal contribution of $43,619.00.

Summary Award Memo

SUMMARY OF ASSISTANCE ACTION

Assistance to Firefighters Grant Program

INSTRUMENT: GRANT

AGREEMENT NUMBER: EMW-2016-FO-02591

GRANTEE: City of Norwalk Fire Department

DUNS NUMBER: 801403218

AMOUNT: 47,980.00, Operations and Safety

PERIOD OF PERFORMANCE:

Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel: $0.00
Fringe Benefits: $0.00
Travel: $0.00
Equipment: $47,980.00
Supplies: $0.00
Contractual: $0.00
Construction: $0.00
Other: $0.00
Indirect Charges: $0.00
State Taxes: $0.00
Total: $47,980.00

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Armena Springs at Armena.Springs@fema.dhs.gov

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

National Environmental Policy Act

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Thank you,

Gino Gatto
Assistant Fire Chief

NORWALK
The Sound of Connecticut

City of Norwalk
Fire Department
121 Connecticut Avenue
Norwalk, CT 06854
Office: (203) 854-0232 / Fax: (203) 854-0234
Cell : (475) 747-4501
Email: GGatto@norwalkct.org

EQUIPMENT SHARING AGREEMENT
MULTI-TOWN/AGENCY EQUIPMENT COOPERATIVE - ICE GRANT
City of Stamford
City of Norwalk
Norwalk Hospital
Town of Fairfield FD

WHEREAS, General Statutes § 7-148cc establishes a process wherein municipalities may develop and implement Equipment Sharing Agreements to provide shared equipment and other assets; and

WHEREAS, Section 75 of Public Act 11-57 establishes the Intertown Capital Equipment Purchase Incentive (ICE) Program, intended to foster and enhance joint provisions of municipal and agency equipment sharing across town borders; and

WHEREAS, the exchange, furnishing or providing by one or more municipalities or agencies for joint use of certain equipment has been found to be of benefit to all participating municipalities or agencies, both in making more equipment available and in reducing the cost of such equipment use; and

WHEREAS, the City of Stamford, City of Norwalk, Norwalk Hospital and Town of Fairfield FD ("the Participating Municipalities and Agencies") desire to enter into an Equipment Sharing Agreement for the shared use of equipment (set forth in Schedule A to this agreement);

WHEREAS, the Participating Municipalities and Agencies are in receipt of the following grant from the Intertown Capital Equipment ("ICE") Purchase Incentive Program, General Statutes § 4-66m:

GRANT	EQUIPMENT	GRANT AMOUNT
Intertown Capital Purchasing Incentive (ICE)	Tactical Personal Protective Equipment (T-PPE)	$160,037.00

WHEREAS, a portion of the equipment is expected to be purchased through the above referenced grant funding from the State of Connecticut as part of the ICE Program and the balance will be shared among the Participating Municipalities and Agencies as follows:

	# of sets	Total Cost	CT OPM share	Local share
City of Stamford	48	$96,022	$76,818	$19,204
City of Norwalk	15	$30,007	$24,006	$6,001
Norwalk Hospital	21	$42,009	$33,607	$8,402
Town of Fairfield FD	16	$32,007	$25,606	$6,401
		$200,045	$160,037	$40,008

WHEREAS, the ICE grant program is administered by the State of Connecticut Office of Policy and Management ("OPM").

NOW THEREFORE, to accomplish the goal of providing necessary municipal services in an efficient manner by sharing equipment with neighboring towns, each Participating Municipality and Agency hereby adopts this Equipment Sharing Agreement ("the Agreement") according to the following terms:

1. Title Owner: The City of Stamford shall be the "title owner" for the initial piece(s) of Equipment listed on Schedule A and it will be carried on its schedule of property for insurance. In the event of damage to the Equipment which results in an insurance claim, the deductible will be payable by the municipality or agency that had use of the Equipment at the time of the accident, said use defined herein as "care, custody, and control". The insurer for the Title Owner represents and agrees that the deductible may be paid by a town or agency other than the title owner town and that such payment shall not prevent payment of the claim. For subsequent pieces of equipment covered by this Agreement, the designated title holder shall be defined in Schedule A as amended from time to time. Each Participating Municipality and Agency agrees to cover the equipment while in its care, custody or control, for general liability coverage.

2. Governing Committee: Each Participating Municipality and Agency shall appoint its chief executive officer or designee as the point of contact for this Agreement (collectively "the Committee"). The Committee shall address any concerns that come up which are not explicitly defined in the Equipment Sharing Agreement and will be the ultimate arbiter of any disagreements among towns and agencies relative to any aspect of the Agreement. The Committee will be advised by the public safety representative of each Participating Municipality and Agency relative to issues related to acquisition, use and maintenance of equipment.

3. Liability: Each Participating Municipality and Agency will be responsible for any liability issues including but not limited to claims by its employees and by third parties that arise out of an event that occurs while it has care, custody and control of the Equipment.

4. Hold Harmless: The Participating Municipalities and Agencies hereby agree to indemnify and hold harmless the title owner municipality, including it officers, representatives, agents and employees, from any and all claims of liability and expenses related to any claims that may arise from an occurrence or omission when the equipment is in the possession of another Participating Municipality or Agency. The foregoing indemnity shall include reasonable attorneys' fees and costs, if applicable, and shall not be limited by reason of any insurance coverage limits whether or not such insurance coverage was acquired pursuant to this Agreement.

5. Amendments: The Agreement may be amended by vote of the legislative body of each Participating Municipality and Agency in the same manner as its adoption. The Participating Municipalities and Agencies agree that additional municipalities or agencies may join this Agreement through an amendment to the Agreement as set forth in this section. The process to allow additional members to join the Agreement shall be established by the Committee and made an exhibit to the Agreement. The Participating Municipalities and Agencies shall be empowered to add to or subtract from the listed equipment from time to time upon the majority vote of the Committee members without amendment to this Agreement. The title owner municipality shall notify its insurance carrier of any and all additions or subtractions. It shall be the responsibility of each Participating

Municipality and Agency to properly train its operators to use the equipment subject to this Equipment Sharing Agreement.

6. Operational Considerations: The following operational considerations shall be enforced by the Participating Municipalities and Agencies through their respective Committee representatives:

a. Housing: The equipment shall be housed in the municipality or agency to last use it unless, by vote of the Governing Committee, the decision is made to house the equipment in a different location.

b. Maintenance: The municipality or agency housing the equipment will be responsible for performing routine maintenance based upon the manufacturer's recommendations; keeping a log of equipment usage including utilization, operator and hours of use; inspecting the equipment in cooperation with the operator prior to and after each use by a Participating Municipality or Agency; completing a checklist on equipment condition before and after each use by a Participating Municipality or Agency; and documenting any damage in writing. Copies of any damage reports should be sent to the Governing Committee as soon as possible after the damage occurs.

c. Insurance: The equipment will be covered under the City of Stamford's insurance policies. Any liability insurance of the municipality or agency that is using the equipment shall be considered primary over any other collectible insurance regardless of any other insurance clauses.

d. Insurance Deductible: If equipment is damaged by operator negligence and insurance covers repair of the damage to the equipment, any deductible on that insurance will be the responsibility of the housing municipality or agency.

e. Operating Costs: The housing municipality or agency will cover routine operating costs (maintenance, insurance).

   The Committee may develop an equitable method for handling operating costs and more extensive repair and replacement costs. This fee schedule for operating costs and repair and replacement costs of each piece of equipment covered by the Agreement shall be set forth in Schedule B. The housing municipality or agency will periodically evaluate each piece of equipment acquired under this agreement and each year will provide the Committee with an estimate of the cost of maintenance for the coming fiscal year prior to the annual budget cycle so that each Participating Municipality and Agency can plan for the cost in its annual budget.

f. Operator Proficiency: Each Participating Municipality and Agency shall be responsible for ensuring that its staff is competent to use the Equipment and for addressing staff performance issues under the municipality's or agency's personnel policies should the Equipment be misused or damaged by an operator of that municipality or agency.

g. Scheduling Use: Scheduling will be managed by the public safety representative of each Participating Municipality and Agency.

h. Municipal and Agency Participation: The agreement will remain in force as long as at least two of the Participating Municipalities or Agencies, as may be amended from time to time, continue to participate.

7. Term: Subject to Section 10 herein, this Agreement shall remain in effect for five (5) years, beginning on the date last signed below (the Effective Date) and expiring five (5) years after the Effective Date. The Agreement shall automatically renew for successive terms of five (5) additional years unless all but one Participating Municipality or Agency provides a written notice to the others of its election not to renew the Agreement for another five (5) assessment years. Such notice must be provided at least sixty (60) days prior to the scheduled expiration of the original or any renewal term of the Equipment Sharing Agreement. Notwithstanding the foregoing, this Agreement shall terminate fifteen (15) years from the Effective Date.

8. Dispute Resolution: Disputes arising from the operation or interpretation of this Equipment Sharing Agreement that cannot be resolved by the Participating Municipalities and Agencies shall be submitted to mediation and arbitration to the American Arbitration Association (AAA) according to its rules and procedures.

9. Governing Law: This Equipment Sharing Agreement shall be governed by the laws of the State of Connecticut and the Participating Municipalities and Agencies hereby waive any choice of law. Any changes to the Equipment Sharing Agreement not within the scope of the powers granted to the Governing Committee shall be in writing in a document duly executed by each Participating Municipality and Agency. The Participating Municipalities and Agencies may separately execute counterpart originals of this Equipment Sharing Agreement (and any amendments thereto) which together shall be deemed to constitute one and the same agreement.

10. Adoption: This Agreement shall be adopted in accordance with General Statutes section 7-339c. The Participating Municipalities and Agencies agree to follow the procedures for review of this Agreement at least once every five years set forth in General Statutes § 7-148cc.

11. Execution: The Chief Executive Officer of each of the Participating Municipalities and Agencies is hereby authorized to execute this Equipment Sharing Agreement after authorization of the Agreement by the respective municipality's or agency's legislative body.

WHEREFORE, each Participating Municipality and Agency has duly approved and caused to be executed this Equipment Sharing Agreement on the dates set forth below, to be effective on the date last signed (the Effective Date).

CITY OF STAMFORD	**CITY OF NORWALK**
________________________	________________________
By: David R. Martin	By: Harry W. Rilling
Title: Mayor	Title: Mayor
Date:	Date:

NORWALK HOSPITAL

By: Mike Daglio
Title: President
Date:

TOWN OF FAIRFIELD FD

By: Michael C. Tetreau
Title: First Selectman
Date:

SCHEDULE A

**EQUIPMENT SHARING AGREEMENT:
MULTI-TOWN EQUIPMENT COOPERATIVE**

TITLE OWNER: CITY OF STAMFORD

Description	Purpose
Level IV Rifle Plates (2)	Ballistic Protection
Rifle Plate Carrier	Ballistic Protection
Level IIIA Ballistic Helmet	Ballistic Protection
Knee Pads	Ortho Protection
Goggles	Eye Protection
LED Helmet Light	Scene Lighting
CAT Tourniquets (4)	Hemorrhage Control
ID Placards	Identification
Foxtrot Litter	Victim Evacuation
Other Accessories	Equipment Securement (ie: radio & TQ holsters)

SCHEDULE B

EQUIPMENT SHARING AGREEMENT:
MULTI-TOWN EQUIPMENT COOPERATIVE

FEE SCHEDULE FOR OPERATING, REPAIR AND REPLACEMENT COSTS

[to be determined by the Committee]

City of Norwalk
Early Childhood Office
203-854-4148
Norwalk City Hall
125 East Avenue
Norwalk, CT 06851

DATE: June 20, 2017

TO: Health, Welfare and Safety Committee

FROM: Mary Oster

Currently the Head Start program at Ben Franklin and Nathaniel Ely Centers is being operated by CDI/Head Start, a temporary entity until a new grantee is approved. CDI does not offer a summer program at either location.

The City is the contractor for the Child Daycare Contract (CDC) grant which funds a preschool and toddler program in both buildings with Growing Seeds and Gibson Educational Consulting (Odyssey) as the sub contractors. The CDC contract also provides funds for a summer program to be used by the Head Start provider. The current Head Start provider, CDI does not offer summer programming. It is critical that the children have access to a high-quality summer program to continue to prepare them for kindergarten and to prevent the "summer slide", the learning loss that happens over the summer. Summer Slide affects all learners but especially low-income children.

We propose that the City of Norwalk enter into a Sub-grant Agreement with Stepping Stones Museum for Children, Inc. for the purpose of running a summer program at Ben Franklin Center, 165 Flaxhill Road. This program will run July 5, 2017 through August 4, 2017, 9:00 a.m. – 3:00 p.m. and will utilize four classrooms currently being used by CDI/Head Start.

We propose that the City of Norwalk enter into a Sub-grant Agreement with Gibson Educational Consulting for the purpose of running a summer program at Nathaniel Ely Center, 11 Ingalls Avenue. This program will run July 5, 2017 through August 4, 2017, 9:00 a.m. – 3:00 p.m. and will utilize four classrooms currently being used by CDI/Head Start.

The programs at both centers are for current Head Start children enrolled in the program. Both Stepping Stones Museum for Children and Gibson Educational Consulting have received summer camp licenses from the licensing division of the Connecticut Office of Early Childhood (OEC) and will operate the program in accordance with the Child Day Care policies published by the OEC. The programs will be monitored by the city's Early Childhood Coordinator, Mary Oster.

6/21/17 Responses to questions from Faye Bowman:

1. What is the specific account and amount associated with the items?
   a) Contract #14OEC0065AA
   b) The per child allotment is $165.32/week for a 6-hour, 5-day/week program for 5 weeks, July 5-August 4, 2017.
      - Stepping Stones (Ben Franklin)-64 children-$52,902.40
      - Gibson Educational Consulting/Odyssey (Nathaniel Ely)-56 children - $46,289.60

2. Please provide some background information on both organizations looking to run summer programs.
   a) Stepping Stones Museum for Children—ELLI program. The museum has preschool rooms in 4 elementary schools and at the museum. All classrooms are accredited by the National Association for the Education of Young Children (NAEYC). Since 2015, the Camp ELLI program for children entering kindergarten with little or no preschool experience has operated at Fox Run School and last year at Ben Franklin for Head Start children. (CDI, the temporary Head Start operator did not plan to run a preschool program during the summer). This year the Camp ELLI program will be at Fox Run, Naramake and Tracey schools.
   b) Gibson Educational Consulting/Odyssey. This program is a partnership between Gibson Educational Consulting, the Maritime Aquarium and Grace Baptist Church. They are a School Readiness grantee (155 preschool slots) and also receive funds through the Child Daycare Contract for 40 toddler spots—these spots are full day/full year spots. They are currently pursuing NAEYC accreditation.
   c) Both programs have gotten the requisite camp licenses for the buildings and follow all Office of Early Childhood (OEC) licensing regulations for childcare programs. Each will be serving breakfast and lunch through the Federal summer food program.

3. Was there an RFP put out for the funding that is being used? No there was not.

4. Does the group at Nathaniel Ely have Land Use approval to use the space? Gibson Educational Consulting has been running the Odyssey preschool at Ely since August 2016.

Re: Grant program requiring authorization

Date: June 21, 2017

Sexually Transmitted Diseases and Tuberculosis Control Programs

The Norwalk Department of Health received a five -year grant from the State of Connecticut Department of Public Health in the amount of $638,245 towards the operation of the Sexually Transmitted Diseases and Tuberculosis Control Programs for the period beginning July 1, 2017 through June 30, 2022. Please include these items on the agenda for authorization, worded as follows:

1a. Authorize the Mayor, Harry Rilling, to execute any and all documents necessary to apply for and accept grant funds in the amount of $638,245 from the State of Connecticut for the Sexually Transmitted Diseases and Tuberculosis Control Programs for the period July 1, 2017 to June 30, 2022.

1b. Authorize the Mayor, Harry Rilling, to execute any and all agreements, documents, instruments or amendments as may be necessary to implement the Sexually Transmitted Diseases and Tuberculosis Control Programs for the period July 1, 2017, to June 30, 2022.

These funds are used to operate the sexually transmitted diseases treatment clinic at the Norwalk Health Department, fund the salary and benefits of the Disease Intervention Specialist who follows up with contacts of patients treated for sexually transmitted diseases, and to reimburse the City for the services provided by Health Department staff in the investigation of active tuberculosis disease cases.