

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

Special Meeting: February 11, 2020
Regular Meeting: February 11, 2020

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

1. Discussion regarding litigation titled, City of Norwalk and City of Norwalk Redevelopment Agency vs. ILSR Owners, LLC and Wall St Opportunity Fund, LLC, Docket No. FST-CV18-6038249-S, which is currently pending in the Stamford-Norwalk Judicial District at Stamford. **EXECUTIVE SESSION**
2. Appointment of Matthew Sapienza, Esq. as Assistant Corporation Counsel (please see attached letter) **EXECUTIVE SESSION**

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with N.I.C.E., Inc. for the use of Oyster Shell Park for their Annual N.I.C.E. Festival to be held Saturday, July 11, 2020 from 11:00 AM – 10:00 PM with Set up to begin at 6:00 AM Saturday, July 11, 2020 with tear down no later than 11:00 PM Saturday, July 11, 2020. Estimated attendance 4,000
- 2a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Triangle Community Center for the use of Mathews Park for the 2020 Pride in the Park to be held Saturday, June 6, 2020 from 8:00 AM – 11:00 PM. Set up to begin Friday, June 5, 2020 at 10:00 AM with tear down no later than 12:00 Midnight Saturday, June 6, 2020. Estimated attendance 6,500
- 2b. Approve the use Show Mobile by Triangle Community Center for the 2020 Pride in the Park to be held Friday, June 5, 2020 from 8:00 AM – 11:00 PM.
3. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with The Leukemia and Lymphoma Society for the use of Calf Pasture Beach for their Annual Leukemia and Lymphoma Society Light the Night Event to be held Saturday, October 24, 2020 from 9:00 AM – 11:00 PM. Set-up to begin Friday, October 23, 2020 9:00 AM with tear down no later than 11:00 PM Saturday, October 24, 2020. Estimated attendance 1,000
4. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Multiple Myeloma Research Foundation for the use of Taylor Farm for their Annual MMRF Team for Cures 5K Walk/Run to be held Saturday, June 13, 2020 from 7:30 AM – 11:00 AM. Set-up to begin Friday, June 12, 2020 at 8:00 AM with tear down no later than 5:00 PM Saturday, June 13, 2020. Estimated attendance 1,000
5. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Coachman Rod & Custom Car Club of Norwalk, CT for their use of Calf Pasture Beach on Tuesday, May 12, 2020 with a rain date of Thursday, May 14, 2020, Tuesday, June 9, 2020 with a rain date of Thursday, June 11, 2020, Tuesday, July 7, 2020 with a rain date of Thursday, July 9, 2020, and Tuesday, August 11, 2020 with a rain date of Thursday, August 13, 2020. Estimated attendance 800 per show
6. Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with the State of Connecticut Department of Transportation at no cost for the purpose of constructing a portion of the Norwalk River Valley trail from Grist Mill Road north to the City border with Wilton.
- 7a. Authorize the Purchasing Agent to issue a purchase order to United Concrete Products Inc. for the Nathan Hale Pre-Fabricated Restroom/Concession Building as a Sole Source request for a sum not exceed \$153,090. Account #09206030-5777-C0518.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**FEBRUARY 25, 2020
COUNCIL CHAMBERS**

- 7b. Authorize the Director, Recreation and Parks, to issue change order to United Concrete Products Inc. for the Nathan Hale Pre-Fabricated Restroom/Concession Building for a sum not to exceed \$15,309.00. Account #09206030-5777-C0518.
8. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with DeRosa Sports Construction Inc. for Project #3979 Flax Hill Basketball Court and Nathan Hale Middle School Tennis Courts Renovation for a sum not exceed \$206,085.00(Flax Hill Basketball Courts \$99,425.00, Nathan Hale Middle School Tennis Courts \$106,660.00). Account #'s 09176030-5777-C0321, 09186030-5777-C0321, 09196030-5777-C0321, and 09206030-5777-C0321.
9. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Stantec Consulting Services Inc. for Project #3984 Broad River Park Athletic Field Design Services for a sum not to exceed \$91,350. Account #09206030-5777-C0658.
10. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Stantec Consulting Services Inc. for Project #3985 Consulting and Design Services for a Turf Softball Field at Brien McMahon High School for a sum not to exceed \$45,000.00. Account #09206030-5777-C0659.

B. FINANCE AND CLAIMS COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: February 13, 2020
2. For informational purposes only: Narrative on Tax Collections dated February 13, 2020.
3. For informational purposes only: Monthly Tax Collector's Report Dated: January 2020.
4. RESOLUTION:

WHEREAS, Section I-289 of the Norwalk Charter requires that a majority of the Common Council vote to establish a specific spending limitation on locally funded expenditures during the process of establishing the next fiscal year's operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NORWALK THAT:

The maximum limit on total appropriations for the City of Norwalk for Fiscal Year beginning July 1, 2020 shall be no more than \$368,763,931. This appropriation cap represents total expenditures of \$385,630,101 less estimated intergovernmental grants of \$16,866,170.

Be it further resolved that the result of this vote and resolution, together with the attached 2020-21 Budget Guide, be forwarded by the Clerk of the City of Norwalk to the Board of Estimate and Taxation.

X. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

**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**

Mayor Rilling called the Special meeting to order at 6:41 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said 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. Gregory Burnett	Ms. Dominique Johnson
	Mr. Manny Langella	Mr. Nicholas Sacchinelli (6:45 p.m.)
	Ms. Barbara Smyth	

District A:	Mr. David Heuvelman	Mr. Kadeem Roberts
-------------	---------------------	--------------------

District B:	Ms. Darlene Young	
-------------	-------------------	--

District C:	Mr. George Theodoridis	
-------------	------------------------	--

District D:	Mr. George Tsiranides (6:59 p.m.)	Mr. Tom Keegan
-------------	-----------------------------------	----------------

District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan
-------------	-----------------------	-------------------

At Roll Call there were eleven (11) Common Council members present and four (4) absent (Mr. Sacchinelli; Mr. Dumas; Mr. Kydes and Mr. Tsiranides)

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

PRESENTATION OF THE FY 2020-21 RECOMMENDED OPERATING BUDGET

Mr. Dachowitz described the budgeting process timetable. He and Ms. Fogel started the process early this year. They did an analysis of the previous budgets and in consultation with the Mayor, created a pro forma.

Mr. Sacchinelli joined the meeting at 6:45 p.m.

Mr. Dachowitz said he held discussions with each department and was pleased to report that at least 90% were candid and straight forward. Another change that was made was that they went to a monthly budgeting system. After going through the requests with the department heads, they and the Mayor came up with the 2021-2021 recommended Operating Budget.

Mr. Dachowitz reviewed a power point presentation outlining the recommended budget. He explained that they reviewed the operating budgets for the last six years plus this projected seventh year. He pointed out that the budget went down in FY 2017/2018.

Mr. Dachowitz reviewed the Norwalk Public School expenditures over the last six years and said they more than doubled the City's expenses. He reviewed in-kind expenditures and said they are run through the City's account system on behalf of the schools. He said there are also debt service payments that have to be paid each year. The City's net expenditures went up for the last three years to the recommended amount of \$108.3 for 2021.

Mr. Dachowitz reviewed the school side of the expenditures. He said they were trying to figure out how much the residents pay for City services. The Norwalk Public Schools get grants from the State that they spend for the children. They also get additional amounts. They went from \$15.9 million to \$26.1 million next year. He said that in 2015 \$207.1 m was spent on the students and in 2021, they will spend \$263.5 million.

Mr. Tsiranides joined the meeting at 6:59 p.m.

Mr. Dachowitz said that the per student expenditure is 15% higher than the amount quoted by the Norwalk Public Schools. The actual amount is \$22,000 which includes state grants and in-kind services. He said that from 2014-2018 enrollment was consistent; however, this current year it is expected there will be an increase of 227 students. It is projected that there will be an increase of an additional 331 students. Mr. Dachowitz said the schools are getting 71% of the budget. He said he understands there was an under investment in the schools, but this is a very disproportionate share of the budget.

Mr. Dachowitz reviewed capital project and described the funding for those projects. He said the City, Common Council and the Mayor have invested a great deal in the schools. He said he is trying to protect the City financially for today, but with an eye for the future. In Connecticut, promises were made, but the funding was below what it should have been.

Mr. Dachowitz reviewed the laws of economics and the law of diminishing returns. He said it was about making choices and how to make allocations with limited resources. He said the City has to allocate among all of the departments and try to accommodate everyone as best they can. The Norwalk Public Schools received about 71% of the budget over the last five – six years. He said they need to cover other programs and with such an over investment in the schools, they have to be sure the City is getting funds for services.

The challenges in establishing budgets for Norwalk Public Schools is that CT State Law prohibits a City Government from reducing a school budget below the prior year total. Mr. Dachowitz noted that the Mayor, Board of Estimate and Taxation and the Common Council are only allowed to set a ceiling on Norwalk Public School expenditures.

Norwalk Public Schools presents information in confusing ways. Mr. Dachowitz said that over the course of this year, the City gave \$4 million to the Norwalk Public Schools, so that means the budget can be no lower than \$202 million. He said the Norwalk Public Schools took \$17.9 million and reduced it by \$8 million to have a 7% increase. He said this is misleading. The increase they asked for was \$18 million which is a 9% increase.

Mr. Dachowitz said the Norwalk Public Schools ignores in-kind services and their share of the debt service. They understate their expenditures and they put out information that can be misunderstood.

Mr. Dachowitz said the Norwalk Public Schools requested 23 new positions, but it is almost impossible to determine head counts. He said he has asked for that information, but did not receive it.

Mr. Dachowitz said the Norwalk Public Schools refused to request the Norwalk High School construction project as part of their budget. They wanted it to be seen as the Mayor's request only. They stated they wanted the school, but they did not put it on their calendar. Mr. Dachowitz said that was disingenuous and political.

Mayor Rilling announced that the 7:30 p.m. regular meeting of the Common Council would start later.

Mr. Dachowitz said they learn about events when they go badly. He said he had grave concerns about the gift cards for teacher appreciation and recruitment. The gift cards that were purchased had an expiration date of one year after purchase. The State of

Connecticut has a law where gift cards cannot have an expiration date. In addition, the gift cards had a face value of \$10.00, but were purchased for \$15.00 each. He said this was discovered when an employee in the schools wanted to use the cards to pay their tax bill. He said he asked the Norwalk Public Schools if they had a record of all the gift cards they gave out and for a list, but said he did not see a list.

Mr. Dachowitz reviewed the City's operational expenditures. He said the Community Services Department is a new department. He said that \$400,000 is for Social Workers to go to the homes of the ELL students.

Mr. Dachowitz explained that the plan is to draw down \$6 million next year and then \$8 million next year from the fund balance. He reviewed how the tax levy translates to mill rates by district. The average tax bill from a resident living in the fourth taxing district would go from \$6,438 to \$6,683 an increase of 3.8%. He said he believed this budget was balanced and fair.

Mr. Dachowitz talked about recruiting trips made by the Norwalk Public Schools to Puerto Rico, Detroit and Las Vegas to recruit minority teachers. He said he asked about costs, who went and how successful these trips were.

Ms. Young thanked Mr. Dachowitz for the detailed report.

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

There was no further business and the meeting was unanimously adjourned at 7:44 p.m.

ATTEST: _____
Donna King, City Clerk

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

Mayor Rilling called the meeting to order at 7:51 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said 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. Gregory Burnett	Ms. Dominique Johnson
	Mr. Manny Langella	Mr. Nicholas Sacchinelli
	Ms. Barbara Smyth	

District A:	Mr. David Heuvelman	Mr. Kadeem Roberts
-------------	---------------------	--------------------

District B:	Ms. Darlene Young
-------------	-------------------

District C:	Mr. George Theodoridis
-------------	------------------------

District D:	Mr. George Tsiranides	Mr. Tom Keegan
-------------	-----------------------	----------------

District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan
-------------	-----------------------	-------------------

At Roll Call there were thirteen (13) Common Council members present and two (2) absent (Mr. Dumas and Mr. Kydes)

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 28, 2020

The following correction was made to page 4, item D1, second line should read – Eversource Electric to install one (1) new street light on

**** MS. JOHNSON MOVED TO APPROVE THE MINUTES AS AMENDED
** MOTION PASSED WITH ONE (1) ABSTENTION (MR. ROBERTS)**

III. PUBLIC PARTICIPATION

No members of the public wished to speak this evening.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none this evening.

APPOINTMENTS: There were none this evening.

REAPPOINTMENTS: There were none this evening.

MAYOR'S REMARKS:

Mayor Rilling reported that the Common Council saw a thorough and detailed presentation of the operating budget. He said it is a very challenging year and it is difficult, because he wants to keep the tax levy low. He said that this weekend, Mr. Dachowitz and his team along with Mr. Camacho and Mr. Burnett went over the budget and cut \$2.2 million from the City side, including eight requested positions. He said they created a fair and balanced budget that provides services.

Mayor Rilling thanked Mr. Dachowitz and his team for all the time and energy they put into the budget. He also thanked the department heads for living within their means.

Mayor Rilling announced that City Hall and the Norwalk Public Library will be closed on Monday, February 17, 2020 in observance of President's Day. The Top Lighthouse Rating was presented to Pauli's Deli and Bagels. On February 14, 2020, the Norwalk Health Department will offer free HIV and Hepatitis screening. Part time job opportunities are available for the upcoming 2020 Census. More information is available at 2020Census.gov. A Special Events Public Signing will be held on February 18, 2020 from 4:00 p.m. – 5:00 p.m.

V. COUNCIL PRESIDENT

Ms. Smyth thanked Mr. Dachowitz for giving such a clear, precise presentation.

B. CONSENT CALENDAR:

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

VII.A.1, VII.A.2, VII.B.1

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT WITH DEERING CONSTRUCTION, INC. FOR PROJECT PM2019-1 PAVEMENT MANAGEMENT PROGRAM, FOR A SUM NOT TO EXCEED \$3,750,000.00.

ACCOUNT NO.

**09 19 4021 5777 C0021
09 19 4021 5777 C0318
09 19 4027 5777 C0302
09 20 4021 5777 C0318
09 20 4027 5777 C0302
09 20 4021 5777 C0021**

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AMENDMENTS 1 AND 2 WITH VANASSE HANGEN BRUSTLIN, INC. DATED NOVEMBER 14, 2018 FOR TRAFFIC CONSULTING SERVICES RELATED TO WALK BRIDGE PROGRAM FOR A TOTAL SUM NOT TO EXCEED \$40,000.00.

ACCOUNT NO. 01 37 50 5258

B. LAND USE AND BUILDING MANAGEMENT

1. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CONSTRUCTION SOLUTIONS GROUP, LLC TO PREPARE A SCHOOL BUILDING CONSTRUCTION STANDARD MANUAL FOR AN AMOUNT NOT TO EXCEED \$24,564.00.

ACCOUNT NO. 0918/195010 5777 C0610

**** MOTION PASSED UNANIMOUSLY**

A. GENERAL COUNCIL BUSINESS:

**** MS. SHANAHAN MOVED TO GO INTO EXECUTIVE SESSION AT 8:04 P.M. FOR THE PRESENTATION OF THE CYBERSECURITY ASSESSMENT CONDUCTED OF THE CITY AND BOARD OF EDUCATION.**

**** MOTION PASSED UNANIMOUSLY**

The public was excused and left the Common Council Chambers.

The members of the Common Council came out of Executive Session at 9:03 p.m.

During Executive Session no motions were made and no votes were taken.

X. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none.

X. SUSPENSION OF RULES

There were none.

XI. ADJOURNMENT

**** MS. YOUNG MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:04 p.m.

ATTEST: _____
Donna King, City Clerk

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

VII. A

LEASE PRINT
PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No _____

ORGANIZATION NAME: NICE INC _____
NAME OF BENEFICIARY: NICE INC _____
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Janet Evelyn _____
OUR NAME: Janet Evelyn _____
Is this an Annual Event: Yes: ☒ No: _____ #of years: 5
TITLE: _____ Executive Director
TITLE: _____ Executive Director

ADDRESS: 20 Elmwood Ave _____
E-MAIL ADDRESS: Janet.evelyn@optimum.net, Janet@norwalknice.org
CITY: Norwalk _____ STATE: CT _____ ZIP CODE: 06854
HOME PHONE: 203 919 3000 _____ BUSINESS PHONE: 203 919 3000 CELL: 203 919 3000

FACILITY & EVENT INFORMATION
FACILITY REQUESTED: Oyster Shell Park _____ # OF PARTICIPANTS: 4,000
EVENT: 5th Annual NICE Festival _____ DATE REQUESTED: Saturday, July 11, 2020
SET UP TIME: 6 AM _____ STARTING TIME: 11 AM _____ BREAKDOWN TIME: 11 PM _____ END TIME: 10 PM _____ RAIN DATE: None
(RAIN DATE FOR BEACH RENTALS ONLY)
ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☒ NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK

SERVING FOOD: YES: ☒ NO ARE YOU USING A FOOD TRUCK? YES: ☒ NO NAME: Multiple & Various _____

ARE YOU REQUESTING A TENT? YES ☒ NO *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO: ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

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
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO

EACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES _____ NO _____
WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES _____ NO _____

IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO _____
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: _____ DATE: _____

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: 11/8/20 YES _____ NO _____ N/A _____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: YES _____ NO _____ N/A _____

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

3

EASE PRINT
ORGANIZATION NAME: Triangle Community Center PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No _____

ME OF BENEFICIARY: N/A Is this an Annual Event: Yes ☒ No _____ # of years 6
ME OF CORPORATE OFFICER AUTHORIZED _____ TITLE: _____
EXECUTE THE LICENSE AGREEMENT: N/A

UR NAME: Bryan B. Rivas TITLE: _____
Special Events Manager

DRESS: 650 West Ave. Norwalk, CT E-MAIL ADDRESS: _____
Bryan@CTPrideCenter.org

Y: Norwalk STATE: CT ZIP CODE: _____
06850

ME PHONE: _____ BUSINESS PHONE: _____
3-823-0600 CELL: 973-970-0945
X104

CILITY REQUESTED: Mathew's Park # OF _____
RTICIPANTS 6500+

ENT: 2020 pride in the park DATE REQUESTED: _____
June 06, 2020

T UP TIME: 8:00 STARTING TIME: 12:00 PM BREAKDOWN TIME: 11:00 PM ENDTIME: 12:00 AM RAIN DATE: N/A
- 12:00

E YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? ☒ YES ☐ NO
(RAIN DATE FOR BEACH RENTALS ONLY)

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

RVING FOOD: YES ☐ NO ☐ ARE YOU USING A FOOD TRUCK? ☒ YES ☐ NO NAME: _____

E YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT
IMITED TO;
ECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT
PARTMENT
DITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF
PROVED
PARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY
ITY
OPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY

E YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? ☒ YES ☐ NO
E YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? ☒ YES ☐ NO
E YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? ☒ YES ☐ NO
LL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? ☒ YES ☐ NO

ACH PERMITS ONLY:
LL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? _____
IS _____ NO _____
LL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES _____

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

inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to

the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees, patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the

amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and

surrounding

areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition.

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE

by

or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has

to

be paid directly to Norwalk Police Department - 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

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

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

INITIAL HERE BBR

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

Tents, food trucks, inflatables, fencing, portables
tables, bars, stage, DJ/audio equipment, tables/chairs,
decorations, ~~animals~~, security,
parking, generators (upon approval)

INITIAL HERE BBR

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

4

PLEASE PRINT
 ORGANIZATION NAME: The Leukemia and Lymphoma Society
 (IC3) Yes ☒ No ☐
 NAME OF BENEFICIARY: _____ Is this an Annual Event Yes _____ No _____ # of years _____
 NAME OF CORPORATE OFFICER AUTHORIZED _____ TITLE: SVP, Finance and Comptroller _____
 EXECUTE THE LICENSE AGREEMENT: Gordon Miller Jr.
 YOUR NAME: EMILY MOSS TITLE: JR EVENT SPECIALIST
 ADDRESS: 3 Landmark Square, Suite 330 E-MAIL ADDRESS: EMILYM@BOUNCEAUSTIN.COM
 CITY: STAMFORD STATE: CT ZIP CODE: 06901
 HOME PHONE: _____ BUSINESS PHONE: 512-872-4141 CELL: 818-941-1993

FACILITY & EVENT INFORMATION

CITY REQUESTED: Calf Pasture Beach and Taylor Farm Parking # OF PARTICIPANTS 1000
 EVENT: Leukemia and Lymphoma Society's Light the Night DATE REQUESTED: Setup 10/23/20 Event Day 10/24/20
 SETUP TIME: 10/23 at 9am STARTING TIME: 10/24 at 5pm BREAKDOWN TIME 10/24 AT 8PM ENDTIME 10/24 AT 11PM
 IN DATE: _____ (RAIN DATE FOR BEACH RENTALS ONLY)
 ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☒ NO ☐

~~PLEASE NOTE NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK~~

COOKING FOOD: ☒ NO ARE YOU USING A FOOD TRUCK? ☒ NO NAME: TBD & WILL GET PARK'S RESTAURANT APPROVAL
 COOKED LAST YEAR _____

ARE YOU REQUESTING A TENT? YES ☒ NO _____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC. REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

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 ☐
 WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO ☐

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES _____ NO ☒
 WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES _____ NO ☒

IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
 A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO ☒
 If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending outings for accountability in case of emergency

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

APPLICANT'S SIGNATURE: Emily Moss DATE: 12/19/19

OFFICE USE ONLY

CREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: 2/12/20 YES _____ NO _____ N/A _____

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

PLEASE PRINT

PERSONAL/FAMILY _____
COMPANY/BUSINESS X
ORGANIZATION NAME: Multiple Myeloma Research Foundation NON-PROFIT (501C3) Yes X No _____
NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes X No _____ # of years 2nd year at Taylor Farms, 17 years total in CT.
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Paul Glust TITLE: President and CEO
YOUR NAME: Kari Johnson TITLE: Event Production Manager
ADDRESS: 55 E Jackson Blvd Suite 1010 E-MAIL ADDRESS: kjohnson@event360.com
CITY: Chicago STATE: IL ZIP CODE: 60604
HOME PHONE: 763-442-1269 BUSINESS PHONE: 773-247-5360, ext 195 CELL: 763-442-1269

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Taylor Farm / Taylor Farm Park # OF PARTICIPANTS 1,000
EVENT: MMRF Team for Cures 5k Walk/Run DATE REQUESTED: June 12-13, 2020
6/12/2020 6/13/2020 6/13/2020
SET UP TIME: 8:00 AM STARTING TIME: 7:30 AM BREAKDOWN TIME: 11:00 AM END TIME: 5:00 PM RAIN DATE: N/A
(RAIN DATE FOR BEACH RENTALS ONLY)
ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK

SERVING FOOD: YES NO ARE YOU USING A FOOD TRUCK? YES NO NAME: _____
ARE YOU REQUESTING A TENT? YES X NO _____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY
ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO Sponsor logos on signage
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO Donations will be accepted, but not solicited
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES NO Two Honda 7000 EU generators

BEACH PERMITS ONLY:

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 ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) 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 AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES NO X
If yes, name of person(s) N/A 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: [Signature] DATE: 12/10/19

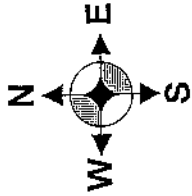
OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: 2/12/20 YES NO N/A
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: YES NO N/A

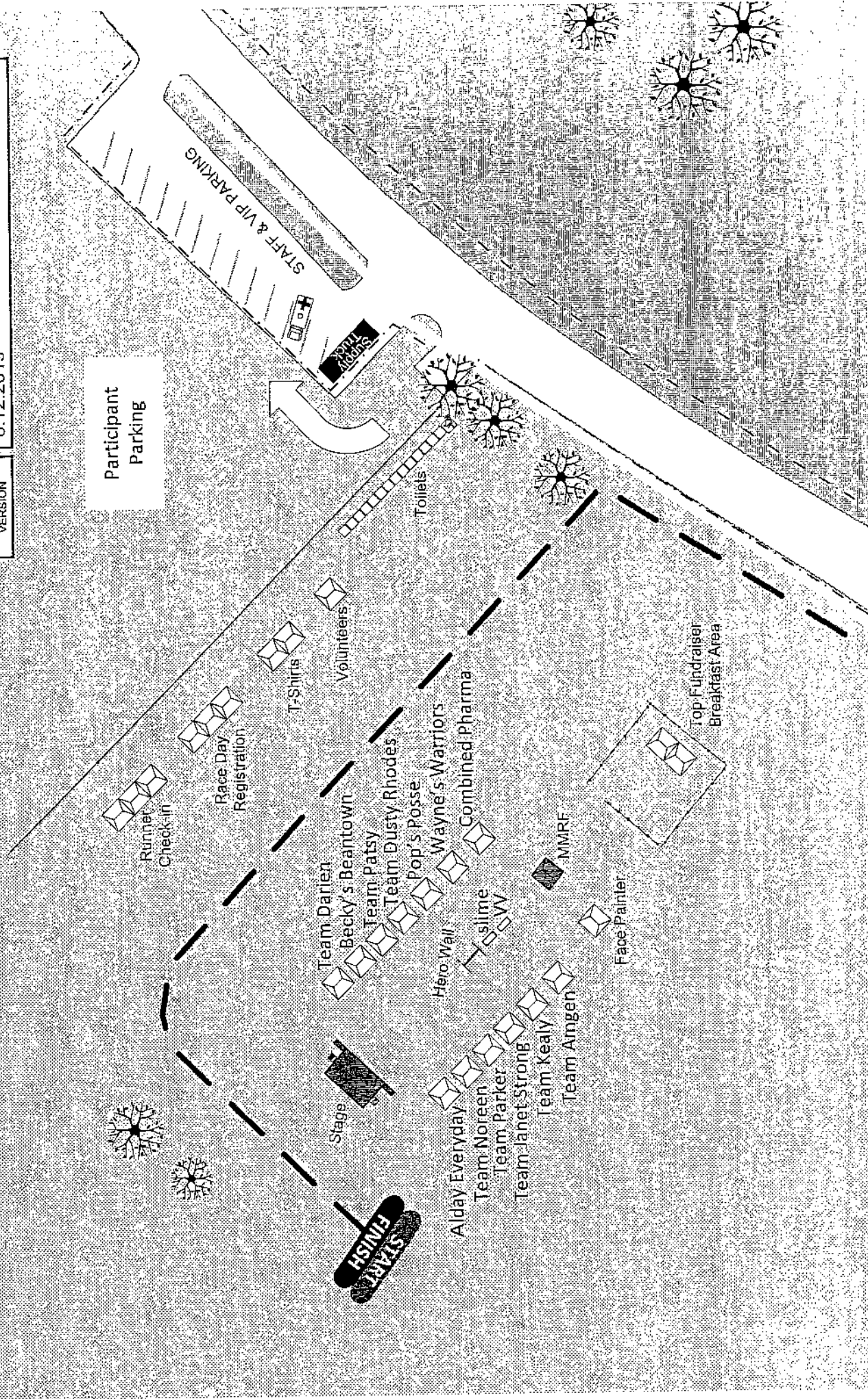


MULTIPLE MYELOMA
Research Foundation

TEAM  CURES



EVENT	MMRF Team for Cures 5k Walk Run
SITE	Taylor Farm Park
ADDRESS	7 Calf Pasture Beach Rd. Norwalk, CT 06855
DATE	Saturday, June 15, 2019
SCALE	1" = 53'
VERSION	6.12.2019





Patrick



L

R



TEAM FOR CURES

S

Traffic Cones/Taped every 10'

Course Directional Cones every 20'

Barricade/Tape every 6.5'

Course Marshal



Note Legend

R – Right

L – Left

S – Straight

TA – Turn Ahead

→ - arrow on cone

— - Cones taped



MULTIPLE MYELOMA
Research Foundation

TEAM OF CURES

Traffic Cones every 10'

Course Directional Cones every 20'

Barricade/Tape every 6.5'

Course Marshal



Note Legend

- R – Right
- L – Left
- S – Straight
- TA – Turn Ahead
- - arrow on cone
- - Cones taped

Staked
and taped

Event
Site

Parking

Brockman

R

L

L

TA

Jake

R

R

& KAT

R



TEAM FOR CURES

Parking Staff
to guide one
way traffic to
parking lot.

- Note Legend**
R – Right
L – Left
S – Straight
TA – Turn Ahead
➡ – arrow on cone
— - Cones taped

Traffic Cones every 10'

Course Directional Cones every 20'

Barricade/Tape every 6.5'

Course Marshal



CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2019

6

ORGANIZATION NAME: Coachman PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501 C3) Yes _____ No _____
NAME OF BENEFICIARY: _____ is this an Annual Event: Yes _____ No _____ # of years _____
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____
NAME: Nicholas Giancaspro TITLE: _____
ADDRESS: 65 William Street E-MAIL ADDRESS: baychestread@aol.com
Norwalk STATE: CT ZIP CODE: 06851
PHONE: _____ BUSINESS PHONE: _____ CELL: 203-876-2126

CITY/FIELD* REQUESTED: Calf Pasture FACILITY & EVENT INFORMATION # OF PARTICIPANTS 800 per show
TYPE: Car show DATE REQUESTED: May 12 (1st) June 9th (11) July 7th (9) Aug 11th (13)
STARTING TIME: 5:00p BREAKDOWN TIME: _____ END TIME: 9:00p RAIN DATE: _____
RAIN DATE FOR BEACH RENTALS ONLY

PLEASE NOTE NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING GRANBURY PARK

DO YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒
DO YOU REQUESTING TO SERVE FOOD? YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

DO YOU REQUESTING A TENT? YES _____ NO ☒ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, I.E. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
LIABILITY INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

DO YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒
DO YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☐ NO ☒
DO YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒
DO YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☐ NO ☒

4 PERMITS ONLY:
THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES _____ NO _____
THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES _____ NO _____

THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
DO YOU HAVE A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO _____
name of person(s) _____ Each group should have accessible a list with all the children's names that are attending
for accountability in case of emergency

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

CITY COUNCIL'S SIGNATURE: Nicholas Giancaspro DATE: _____

OFFICE USE ONLY

CITY COUNCIL & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: 2/12/20 YES _____ NO _____ N/A _____
CITY COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____



CORRIDOR LAND USE EVALUATION

Norwalk River Valley Trail

Wilton and Norwalk, CT

May 6, 2019

Prepared for:

Town of Wilton and City of Norwalk,
Connecticut

Prepared by:

Stantec Consulting Services, Inc.
100 Pearl Street
10th Floor
Hartford, Connecticut 06103



Revision	Description	Author		Quality Check		Independent Review	
	1 st Draft	RBL	4/5/19				



CORRIDOR LAND USE EVALUATION

This document entitled CORRIDOR LAND USE EVALUATION was prepared by Stantec Consulting Services Inc. ("Stantec") for the account of Town of Wilton and City of Norwalk, Connecticut (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Prepared by Richard Learned
(signature)

Richard Learned

Reviewed by _____
(signature)

Bill Heiple, PE, LEP

Approved by _____
(signature)



Table of Contents

1.0	INTRODUCTION.....	1.1
1.1	PROJECT DESCRIPTION.....	1.1
1.2	SCOPE OF SERVICES.....	1.2
2.0	LAND USE EVALUATION.....	2.2
2.1	PRESENT LAND USE.....	2.3
2.1.1	Wilton Segment.....	2.3
2.1.2	Wilton / Norwalk Segment.....	2.3
2.1.3	Norwalk Segment.....	2.3
2.1.4	Present Land Use Summary.....	2.3
2.2	FORMER LAND USE.....	2.4
2.2.1	USGS Topographic Maps.....	2.4
2.2.1.1	Wilton Segment.....	2.4
2.2.1.2	Wilton / Norwalk Segment.....	2.4
2.2.1.3	Norwalk Segment.....	2.4
2.2.2	Aerial Photographs.....	2.5
2.2.2.1	Wilton Segment.....	2.5
2.2.2.2	Wilton / Norwalk Segment.....	2.5
2.2.2.3	Norwalk Segment.....	2.5
2.2.3	Sanborn Fire Insurance Rate Maps.....	2.5
2.2.3.1	Wilton Segment.....	2.5
2.2.3.2	Wilton / Norwalk Segment.....	2.6
2.2.3.3	Norwalk Segment.....	2.6
3.0	ENVIRONMENTAL RECORDS REVIEW.....	3.6
3.1	EDR RADIUS MAP REPORT.....	3.6
3.1.1	Wilton Segment.....	3.6
3.1.2	Wilton / Norwalk Segment.....	3.6
3.1.3	Norwalk Segment.....	3.7
4.0	ENVIRONMENTAL SETTING.....	4.7
4.1	SURFICIAL SOIL.....	4.7
4.2	GROUNDWATER.....	4.8
4.3	SURFACE WATER.....	4.8
5.0	CONCLUSIONS.....	5.8
6.0	RECOMMENDATIONS.....	6.9

LIST OF FIGURES

- Figure 1.0 Norwalk River Valley Trail – Wilton Segment
 Figure 2.0 Norwalk River Valley Trail – Wilton / Norwalk Segment
 Figure 3.0 Norwalk River Valley Trail – Norwalk Segment



CORRIDOR LAND USE EVALUATION

LIST OF APPENDICES

APPENDIX A	ENVIRONMENTAL DATA RESOURCES, INC. (EDR)	A.1
A.1	WILTON SEGMENT	A.1
A.1.1	Historic USGS Topographic Maps	A.1
A.1.2	Aerial Photographs	A.1
A.1.3	Sanborn Fire Insurance Rate Maps	A.1
A.1.4	EDR Radius Report	A.1
A.1.5	City Directories	A.1
A.2	WILTON / NORWALK SEGMENT	A.1
A.2.1	Historic USGS Topographic Maps	A.1
A.2.2	Aerial Photographs	A.1
A.2.3	Sanborn Fire Insurance Rate Maps	A.1
A.2.4	EDR Radius Report	A.1
A.2.5	City Directories	A.1
A.3	NORWALK SEGMENT	A.1
A.3.1	Historic USGS Topographic Maps	A.1
A.3.2	Aerial Photographs	A.1
A.3.3	Sanborn Fire Insurance Rate Maps	A.1
A.3.4	EDR Radius Report	A.1
A.3.5	City Directories	A.1
APPENDIX B	BEST MANAGEMENT PRACTICES	B.2



CORRIDOR LAND USE EVALUATION

INTRODUCTION

May 7, 2019

1.0 INTRODUCTION

Stantec Consulting Services, Inc. was retained by the Town of Wilton and the City of Norwalk, Connecticut to conduct a Corridor Land Use Evaluation in support of the proposed Wil-Walk Segments of the Norwalk River Valley Trail (NRVT). The objective of the Corridor Land Use Evaluation is to assess the relative environmental risk associated with current and former land uses in the vicinity of the Wil-Walk segments as they pertain to the potential presence of oils or hazardous material (OHM).

1.1 PROJECT DESCRIPTION

The project involves three proposed segments of the NRVT located in the Town of Wilton, Connecticut and in the City of Norwalk, Connecticut, as follows:

1. Wilton Segment. The segment in the Town of Wilton is the northernmost of the three segments. It extends from the Wolfpit Road commuter parking lot at the intersection of Wolfpit Road and Danbury Road to Wolfpit Pond (see Figure 1.0).
2. WilWalk Segment. A second segment is located in both Wilton and Norwalk. This segment extends from Kent Road in Wilton and proceeds south to Old Belden Hill Road near the intersection with Grist Mill Road in Norwalk (see Figure 2.0).
3. Norwalk Segment. The third segment starts at Perry Avenue in Norwalk and proceeds south ending at the north end of the existing NRVT at the intersection of Broad Street and Route 7, near Interchange 2 (see Figure 3.0).

Note that within each segment the trail corridor is limited to an approximate 30-foot swath, which is the width of the lease area that the State is granting for the construction of the trail. The lease agreement will not pertain to the entire parcels through which the swath passes. Therefore, this report is specifically directed to the limits of the proposed trail and not the entire parcels of land.

Excavation for the trail will be generally limited to the top 2 feet of surficial soils. Deeper cuts may be required to reduce the elevation in a few isolated areas. No excavated soil is anticipated to leave the parcels where the work takes place, but rather will be placed adjacent to the trail segments or somewhere within the parcels. Excavation into the groundwater is not anticipated at any portion of the trail.



CORRIDOR LAND USE EVALUATION

LAND USE EVALUATION

May 7, 2019

1.2 SCOPE OF SERVICES

The scope of this evaluation was to perform the following tasks for parcels located within the project corridor:

- conduct an initial visual site survey,
- review selected municipal land use and environmental records,
- evaluate present and former land uses,
- review select published federal and state environmental lists,
- describe the environmental setting,
- summarize present and former land use information, and
- provide a professional opinion regarding the relative environmental risk associated with each segment.

2.0 LAND USE EVALUATION

A visual survey of the project corridor(s) was conducted on April 2, 2019 by Melissa Bezanson of Stantec. The survey involved obtaining visual information regarding the segments from the public rights-of-way. Some direct access to the segments was also available. The inspection was limited to characteristics of the property that are visible, and all areas of environmental concern may not be identified. For example, underground storage tanks or the remote storage of chemicals may not be readily identifiable. The on-site survey was supplemented by review of current aerial photography.

In general, the dominant features of the three segments are undeveloped woodlands, with the woodland parcels bordered to the east by industrial uses that include rail road tracks and a power transmission lines utility corridor and service road. There are other nearby industrial uses as well.

The proposed trail in the northern segment is in wooded or riverine environments located over 100 feet from the industrial uses. The WilWalk segment is partially located below a utility corridor, and the southern Norwalk Segment is currently proposed directly below the utility corridor and power lines.

General visual observations of note included the presence of debris such as a refrigerator, a pile of asphalt and curbing and car doors observed along the Wilton Segment; evidence of illicit dumping of household appliances and woodchips in the Wilton / Norwalk Segment; and garbage and household debris along the segment in Norwalk. These appear to be are mainly innocuous solid waste items and suggest that the areas are convenient for dumping. No evidence of OHM was visually observed. Ground level utility boxes marked TBW and with the warning signs Danger and High Voltage were observed along the power transmission lines that are contiguous with portions of the segments. These are not located within the proposed trailways.



CORRIDOR LAND USE EVALUATION

LAND USE EVALUATION
May 7, 2019

2.1 PRESENT LAND USE

2.1.1 Wilton Segment

The land along the Wilton Segment is mostly wooded and riverine areas associated with the Norwalk River, which the segment parallels. At the northern end, it starts at the commuter parking lot, then heads southwest across a footbridge over the Norwalk River, then towards the south along the river on the west through wooded areas ending at the northeast shore of Wolfpit Pond. There is evidence of existing trails or dirt roads within the segment indicating it may be used for recreational purposes. The Metro-North Railroad is located several hundred feet to the west of the segment. Other than the minor dumping noted above there was no evidence of potential risk associated with OHM.

2.1.2 Wilton / Norwalk Segment

The land along the Wilton / Norwalk Segment is also predominantly wooded. At the northern end it starts at Kent Road, then proceeds south under the utility corridor or service road for the power transmission lines that parallel the railroad on the west side of the tracks. At the southern extent it veers away from the utility corridor and ends at the Grist Mill Road and Old Belden Road intersection.

2.1.3 Norwalk Segment

The Norwalk Segment begins at Perry Avenue, proceeds south along Silvermine River and under the utility corridor for the power transmission lines, across a dike which bisects Deering Pond and ends at Broad Street.

2.1.4 Present Land Use Summary

Based on the visual survey and review of aerial photography, the following summarizes land uses in the area of the proposed trail segments, and their potential to create environmental risk.

- The areas of the three segments are largely wooded and undeveloped. This has lead to some random, small scale dumping. The debris appears to be innocuous, but there is the potential for materials that could cause concern to have been dumped in the past.
- Some of the proposed trailways within the three segments are near the railroad property. The closest location is near Kent Road where it is at least 50 feet from the rail road property. Soils near railroad tracks can be impacted by activities and materials associated with railways, such as petroleum products, heavy metals, polychlorinated biphenyls (PCBs) herbicides, etc. Typically the further from the tracks the less the potential for impacts from rail activities. The proposed trails are located tens to hundreds of feet from the tracks and typically at a higher elevation; therefore, there appears to be a low potential risk to the trails from railroad operations.
- Some of the trailways are near or under cleared and maintained utility corridor for the power transmission lines. We have asked Eversouce, the utility owner, about their use of herbicides in



CORRIDOR LAND USE EVALUATION

LAND USE EVALUATION

May 7, 2019

the corridor and they confirmed that they typically do apply herbicides in accordance with a "vegetation management plan." Additional discussion of this matter is found in Section 5.

- There are two large industrial facilities east of the proposed trails. For reasons to be discussed in later sections, neither of these appears to present potential risk to the trail projects.
- Based upon Stantec's observations, no transformers and capacitors are located along the utility corridors.

2.2 FORMER LAND USE

The history of the properties along the segments was compiled from United States Geological Service (USGS) topographic maps, aerial photographs, and Sanborn Fire Insurance Maps. These informational sources were provided by Environmental Data Resources, Inc. (EDR). Copies are included in Appendix A. Note City Directories are also provided in the appendix but are not reviewed. A summary of the information in the data sets follows.

2.2.1 USGS Topographic Maps

2.2.1.1 Wilton Segment

Historical topographic maps were reviewed for the years 1892, 1893, 1943, 1951, 1960, 1971, 1975, and 2012. No development is depicted in the segment until the 1951 map which shows a dirt road or path extending from Wolfpit Road to the south towards Wolfpit Pond. This path is evident in the subsequent maps until the 2012 map which does not depict it. Several small structures are also depicted starting with the 1943 map. These are likely residential buildings.

2.2.1.2 Wilton / Norwalk Segment

Historical topographic maps for the same years were reviewed. The railroad is depicted adjacent to the segment on the east from the earliest map of 1892. The Norwalk River is east of the segment. No development is depicted until the 1943 map which indicates the utility corridor, several small structures at the southern end of the segment and a structure at the northern end. The structures are likely residential buildings. The first development of the PerkinElmer facility (discussed below) is depicted on the 1951 map with expansion of the facility indicated on the subsequent maps. This facility is located along the segment but it is on the east side of the railroad. The proposed trail is on the west side of the railroad.

2.2.1.3 Norwalk Segment

Historical topographic maps for the years 1892, 1893, 1943, 1947, 1951, 1960, 1971, 1975, 1984, and 2012 were reviewed. Note the 1947 and 1984 maps do not depict the segment. No development is indicated until the 1943 map which first shows the utility corridor or service road for the power transmission lines and has the first depiction of Deering Pond including the dike that bisects the pond. No significant development is depicted on the subsequent maps. Route 7 first appears on the southern portion of the 1984 map which doesn't cover the area of the segment.



CORRIDOR LAND USE EVALUATION

LAND USE EVALUATION

May 7, 2019

2.2.2 Aerial Photographs

2.2.2.1 Wilton Segment

Aerial photographs were reviewed for the years 1934, 1941, 1949, 1951, 1959, 1960, 1963, 1971, 1979, 1985, 1990, 1991, 1996, 2005, 2008, 2012, and 2016. The segment appears to be a wetland or bog starting with 1934 map. The railroad is depicted on the west side of the segment and the Norwalk River is shown along the eastern boundary. A linear channel runs north south through the center of the segment probably for drainage purposes. The 1941 photo shows a lighter area in the southwest corner of the segment possibly associated with land clearing. A dirt road or path is evident along the river and connecting to the lighter area. A small pond is evident in the southwest corner of the segment in the 1949 photo. Wolpit Pond is first depicted abutting the segment to the south in the 1963 photo. The segment appears undeveloped through the remaining photos.

2.2.2.2 Wilton / Norwalk Segment

Aerial photographs were reviewed for the years 1934, 1949, 1951, 1959, 1960, 1971, 1979, 1985, 1990, 1991, 1996, 2005, 2008, 2012, and 2016. The segment appears undeveloped and mostly wooded starting with the 1934 photo. The railroad tracks are evident along the eastern boundary, and the utility corridor associated with the power transmission lines is evident. A few small structures, likely residential buildings are evident at the southern and northern extents of the segment in the 1949 photo. Some clearing and earthworks is apparent at the southern extent of the segment in the 1990 photo. This may have been associated with the power transmission lines or the initial development of Route 7. The construction of Route 7 and Grist Mill Road are completed in the 1996 photo. The segment is mostly wooded except for the cleared utility corridor for the power transmission line starting with the 1996 photo.

2.2.2.3 Norwalk Segment

Aerial photographs were reviewed for the years 1934, 1949, 1951, 1959, 1960, 1963, 1971, 1979, 1985, 1991, 1996, 2005, 2008, 2012, and 2016. The segment appears undeveloped except for small structures, likely residential buildings along Perry Avenue to the north. Most of the segment is within the floodplain for the Norwalk and Silvermine Rivers at their confluence, and the Silvermine River flows through the northern portion of the segment. Deering Pond is first evident in the 1949 photo. The utility corridor for the power transmission line is first evident in the 1958 photo. Route 7 is fully constructed along the eastern boundary in the 1991 photo. The segment appears undeveloped in the remaining photos except for the cleared power transmission line.

2.2.3 Sanborn Fire Insurance Rate Maps

2.2.3.1 Wilton Segment

No Sanborn Maps were available for this segment.



CORRIDOR LAND USE EVALUATION

ENVIRONMENTAL RECORDS REVIEW

May 7, 2019

2.2.3.2 Wilton / Norwalk Segment

No Sanborn Maps were available for this segment.

2.2.3.3 Norwalk Segment

Sanborn Maps were reviewed for the years 1950, 1958, 1959, and 1966. Other than the Norwalk and Silvermine Rivers, there is no coverage for the remaining portions of the segment.

3.0 ENVIRONMENTAL RECORDS REVIEW

An environmental records review was conducted for selected information from the United States Environmental Protection Agency (USEPA) and the Connecticut Department of Environmental Protection (CTDEP). The information was provided by Environmental Data Resources, Inc. (EDR). A separate report was prepared for each of the three segments. Copies of the reports are included as Appendix A. The following summarizes the pertinent information regarding the potential for properties with environmental records to impact the segments.

3.1 EDR RADIUS MAP REPORT

3.1.1 Wilton Segment

The Wilton Segment was not listed in any of the databases searched by EDR.

Based upon description, distance, age, response status, or physical setting, none of the mapped sites in the vicinity of the segment are expected to adversely impact the segment.

3.1.2 Wilton / Norwalk Segment

The Wilton / Norwalk Segment was not listed in any of the databases searched by EDR.

The PerkinElmer Corporate Headquarters was formerly located at 761 Main Avenue (currently the I-Park Norwalk site) along the segment on the opposite (eastern) side of the railroad. PerkinElmer (aka P E Corp) has many environmental records including RCRA Generator of hazardous waste; Superfund Enterprise Management System (SEMS) which tracks hazardous waste sites, potentially hazardous waste sites, and remedial activities performed in support of EPA's Superfund Program across the United States (formerly known as CERCLIS); RCRA CORRACTS which indicates the a RCRA Corrective Action Activity is associated with the facility; CT SDADB which is the Site Discovery and Assessment Database; CT UST list; CT VRP which are sites involved in the Voluntary Remediation Program; RCRA Nongen / NLR which indicates the site was a RCRA generator but is no longer regulated; CT CPCS which lists Contaminated or Potentially Contaminated Sites; CT LWDS which lists Connecticut Leachate and Wastewater Discharge Sites; and CT, RI and NY Manifests lists which tracks hazardous waste from the generator through transporters to a disposal facility. The PerkinElmer site is located along the west bank of the Norwalk River. The river flows to the south which suggests that the groundwater flow at the Perkin



CORRIDOR LAND USE EVALUATION

ENVIRONMENTAL SETTING

May 7, 2019

Elmer site is towards the river and away from the segment. However, due to the long history of commercial / industrial activities at the site and the numerous environmental records, there is a potential that impacted groundwater from the PerkinElmer site could impact the segment. Note that there are no proposed activities associated with the development of the trail that would involve interaction with the groundwater, so there is no concern about groundwater quality.

There are a number of additional sites within the database search radii with environmental records. Based upon description, distance, age, response status, or physical setting, none of these other mapped sites in the vicinity of the segment are expected to adversely impact the segments.

3.1.3 Norwalk Segment

There is one environmental site of potential concern located within the Norwalk Segment. The Broad St Underpass of the Rt 7 Connector is a CT Spills site located at the southern extent of the segment. A report was generated by the local Fire Marshall of a 275-gallon AST abandoned under the underpass. Upon investigation no release was identified.

The Kellogg Deerfield Wellfield is an EPA National Priority Listed (NPL) site located south and east of the segment. This site consists of a 10-acre municipal well field and adjacent Source Area that contributed to the well field contamination. Groundwater sampling identified a significant source of contamination below the Elinco/Pitney Bowes/Mathels Court Complex at the eastern edge of the site along Main Avenue. Following construction of a longterm remedy, groundwater treatment and environmental monitoring are ongoing. A portion of the NPL site encroaches into the segment at the southern extent. Therefore, due to the status of the NPL site and the numerous environmental records, there is a potential that impacted groundwater or possibly surface water from the NPL site could impact the segment. As noted, there are no proposed activities associated with the development of the trail that would involve interaction with the groundwater.

There are a number of additional sites within the database search radii with environmental records. Based upon description, distance, age, response status, or physical setting, none of these other mapped sites in the vicinity of the segment are expected to adversely impact the segment.

4.0 ENVIRONMENTAL SETTING

4.1 SURFICIAL SOIL

According to the 1992 USGS map titled *Surficial Materials Map of Connecticut*, due to the alignment of the segments with the Norwalk River, the surficial soils within the segments are predominately sands and gravels.



CORRIDOR LAND USE EVALUATION

CONCLUSIONS

May 7, 2019

4.2 GROUNDWATER

According to the Connecticut Department of Environmental Protection's (CTDEP) 1993 Water Quality Classifications for Wilton and Norwalk, the groundwater classification for the Wilton Segment and the Wilton / Norwalk Segment is Class GA which is defined as designated uses are existing private and potential public or private supplies of water suitable for drinking without treatment and baseflow for hydraulically-connected surface waterbodies. All ground waters not specifically classified are considered as Class GA.

For the Norwalk Segment, the northern half is classified as GA. The southern half is classified as GAA, GAA may not meet current standards. This is likely due to the Kellogg Deering Wellfield National Priorities List (NPL) site.

4.3 SURFACE WATER

The Norwalk River and Deering and Kellogg Ponds to the south are classified as B surface water bodies. Class B designated uses are habitat for fish and aquatic life and wildlife recreation; navigation; and industrial and agricultural water supply.

5.0 CONCLUSIONS

Identification of current and historic land uses and the review of the environmental database records formed the basis for a determination of the relative risk of environmental liability associated with each segment. Each segment was evaluated to determine if it had a low, moderate or high risk of being impacted by a release of OHM. The risks are summarized below,

- The **Wilton segment** appears to be relatively free of historical and current environmental concerns and is considered to have a **low risk**.
- The **WilWalk segment** has environmental concerns related to the potential presence of herbicides that have been or are used to control vegetation along the utility corridor that a portion of the trail is currently proposed for. The utility company, Eversource, confirms that they use herbicides, applied in accordance with manufacturer's recommendations, as part of a vegetation management plan. While such use is legal and poses little threat in a utility corridor setting, changing the use to a trail would introduce a potential risk of exposure to herbicides. While the current generation of herbicides has relatively low human toxicity and short half-lives (and thus should not persist), there is concern about the use of previous generations of herbicides with higher toxicity and persistence. However, based on discussions with CT DEEP remediation division management, both CT DEEP and CT DPH encourage the use of best management practices as outlined in Appendix B to reduce exposure and risk from trail construction and use. Therefore, with the use of the BMPs, this segment has a **low risk**.



CORRIDOR LAND USE EVALUATION

RECOMMENDATIONS

May 7, 2019

- The Norwalk segment has the same environmental concerns related to the potential presence of current and historical herbicides that have been used to control vegetation along the utility corridor and thus, if BMPS are applied, is considered to have a **low risk**.
- A portion of the Wilton / Norwalk segment along the former PerkinElmer facility and the southern portion of the Norwalk segment near the Kellogg Deering Wellfield NPL site have the potential for impacted groundwater to migrate onto the trail parcels. However, since groundwater is not expected to be encountered during trail construction, the quality of groundwater is not an environmental concern for the project.
- The dumping observed poses a minor concern, but there is the potential that historic dumping may have resulted in releases of OHM. Areas of dumping should be closely inspected before construction.

6.0 RECOMMENDATIONS

Based on current and historical herbicide use in the immediate vicinity of the trail in the WilWalk and Norwalk segments, the client should consider the following alternatives for soil management in those areas.

1. Utilize the BMPs identified in the attached guidance document to minimize exposure during pre-construction, construction, and post-construction phases.
2. Should the client desire more specific information about herbicide types and concentrations present, and associated potential risk, they could sample, if property owners allow.
3. We could conduct a formal risk assessment that would take into account the generally limited frequency and duration of exposure trail users would have and thus have scientific backup to a determination that potential risks are minimal.

For all segments the following recommendations apply:

- A. Based upon the low environmental risk, industry standard health and safety and construction methods should be employed to construct the trail(s).
- B. In addition, in the event that underground tanks are encountered or suspicious looking or smelling soils are excavated during the work, the Contractor should alert the owner and cease work in the area until the suspect area is evaluated.



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.1 WILTON SEGMENT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.1.1 Historic USGS Topographic Maps

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.1.2 Aerial Photographs



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.1.3 Sanborn Fire Insurance Rate Maps

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.1.4 EDR Radius Report



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.1.5 City Directories

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.2 WILTON / NORWALK SEGMENT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.2.1 Historic USGS Topographic Maps

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.2.2 Aerial Photographs



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.2.3 Sanborn Fire Insurance Rate Maps

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.2.4 EDR Radius Report



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.2.5 City Directories

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.3 NORWALK SEGMENT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.3.1 Historic USGS Topographic Maps

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.3.2 Aerial Photographs



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.3.3 Sanborn Fire Insurance Rate Maps

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.3.4 EDR Radius Report



CORRIDOR LAND USE EVALUATION

Appendix A ENVIRONMENTAL DATA RESOURCES, INC. (EDR)

A.3.5 City Directories

DRAFT



CORRIDOR LAND USE EVALUATION

Appendix B BEST MANAGEMENT PRACTICES

Appendix B BEST MANAGEMENT PRACTICES





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

MEMORANDUM

DATE: February 4, 2020
TO: Sharon Conners, Purchasing Agent
CC: Recreation and Parks Committee Members
FROM: Nick Roberts, Director Recreation and Parks
RE: Nathan Hale Restroom/Concession Building

In 2017 the Parks Department completed renovations of the athletic complex at Nathan Hale Middle School which included the installation of a turf baseball and multipurpose field. The increase usage and capacity required a restroom facility. Funding of \$175,000 was approved in the FY19-20 budget for the project.

The Nathan Hale Middle School Bathroom/Concession Building, which comprised of the purchase and installation of a pre-fabricated restroom building, was put out to bid by the City's Purchasing department in July of 2019. The solicitation did not receive any bids and the Parks Department asked the Department of Public Works to review and rework the bid specs. The Request for Proposals (RFP) was reissued for a second time in December and one bid was submitted. However, the estimate was \$100,000 more than what was budgeted for the project.

Exhausting the RFP process, and staying with the budget restraints, we are requesting to utilize the Sole Source method to purchase the construction of pre-fab building and installation at the site directly from the manufacturer, United Concrete Products Inc., for an amount not to exceed \$153,090.

SOLE SOURCE PROCUREMENT REQUEST

Date - 2/3/2020

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

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

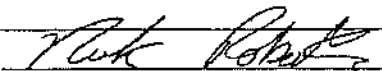
Purchase of Pre-Fabricated Restroom/Concession Bldg for Nathan Hale Athletic Complex

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

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain -
RFP Issued twice with no acceptable bids received

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

See justification memo attached


Department Head's Signature

The Purchasing Agent

Corporation Council

☒

Supports

☐

Does not support

☐

Supports

☐

Does not support

This request for a sole source purchase


Signature

Signature

2/4/2020



PROPOSAL NO: 7203 – R2
February 3, 2020

Alternate #1 – Supply crane for installation
--

\$ 9,200.00

Lead Time:

- Submittals and shop drawings will be issued approximately **7 to 8 Weeks** after receipt of Purchase Order of Contract.
- Delivery will occur **14 – 18 Weeks** from final approval of submittals and shop drawings

Payment Terms:

- Per monthly submission of Application of Payment following Schedule of Values
- All payments are Net (30) days from date of invoice

Proposal is based on the following documents:

- Based off of discussions about requirements for project

Excluded from this Proposal:

- Crane and operator (*unless Alternate #1 is accepted*)
- Any and all custom colors (*exterior paint, stucco, etc.*)
- Cast-in-place concrete foundation (*if applicable*)
- Union Labor (if required) would be provided *by others* at their own expense
- All underground Mechanical, Electrical and Plumbing (MEP) and connection to main(s)
- All Excavation and backfill, including any and all dewatering

Standard Contract Conditions:

- Anything not specifically mentioned or referenced in the above proposal is not included.
- This quotation is valid for (60) sixty calendar days.
- Listed Structure Weights have been estimated based on proposed penetrations, equipment and locations. Actual weights would be determined during the Shop drawing submittal process. United Concrete Products will not be liable for any additional charges in the event that there is a change in the weight.
- Clear access must be provided for safe and adequate operation, free from all obstruction for transport and site installation. Installation charges are based on average costs and allow for a maximum of (4) hours offload. Weather and site conditions may adversely affect offload time. Any additional charges incurred after (4) hours will be invoiced separately, as will any and all local surcharges incurred.
- This proposal does **NOT** include any state, federal, or local sales, use, or excise taxes or any other taxes not specifically detailed in this proposal. Any and all taxes will be added at time of invoicing, unless United Concrete Products, Inc. is provided with the proper tax certifications.

Please review our proposal and let me know of any questions you may have.

Thank you for the opportunity.

Sincerely,



PROPOSAL NO: 7203 – R2
February 3, 2020

Jonathan Duffy

Jonathan Duffy (203) 678-0587



PROPOSAL NO: 7203 – R2
February 3, 2020

Proposal Term

Any alterations or deviations from the above specifications involving extra cost of material and/or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this document. All agreements must be made in writing.

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which you agree to pay the amount mentioned in said proposal and according to the terms thereof.

Accepted _____ Date _____

This proposal and its contents shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to United Concrete Products, Inc. as a result of – or in connection with – the submission of this proposal, United Concrete Products, Inc. and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

TO:	City of Norwalk	FROM:	Jonathan Duffy – Sales Manager
ATTENTION:	Vanessa Valadares vvaladares@norwalkct.org	DATE:	February 3, 2020
PHONE:	203-854-7902	EMAIL:	Jduffy@unitedconcrete.com
PROJECT:	Nathan Hale Middle School Norwalk CT.	PAGES:	5

PROPOSAL NO: 7203 – R2

Norwalk Restroom Heaviest Weight* 60,000 pounds

Pre-cast Concrete building (12'-8" x 30'-10" x 9'-0" inside dimensions) complete with the following:

- The precast concrete buildings shall have 4" walls, 4" roof and an 8" floor.
- The building shall be prefabricated and shipped as two (2) modules including fixtures and electrical components.
- Penetrations to be provided for incoming electrical and mechanical where required
- CT PE Structural Calculations
- UCP to supply stamped foundation drawings
- Third Party Certification (*prior to shipping*)
- 5,000 PSI Concrete (*to be confirmed during design phase*)

Exterior Finish complete with the following:

- California Brick Stucco on exterior complete (*Color to be selected by owner from Standard Color Chart*)
- Roof covered with 115 Mill EPDM fully adhered to concrete roof with termination bar

Interior Finish complete with the following:

- Walls and ceiling of each restroom and concession area shall be coated with Sherwin Williams water based epoxy. (*Color to be selected by owner from Standard Color Chart*)
- Walls, ceiling and floor of the utility chase to be bare concrete
- Floor of each restroom shall be coated with Tnemec glaze series 281 non-slip epoxy (*Color to be selected by owner from Standard Color Chart*)

Doors, frames and Hardware complete with the following:

- Two (2) 3'-0" x 7'-0" 18 gauge galvanized steel doors with Stainless Steel hinges and mortise lockset with lever. (*Color to be selected by owner from Standard Color Chart*)
- Two (2) 3'-0" x 7'-0" 16 gauge galvanized steel doorframes (*Color to be selected by owner from Standard Color Chart*)
- Two (2) 2'-8" x 7'-0" 18 gauge galvanized steel doors with Stainless Steel hinges and mortise lockset with lever. (*Color to be selected by owner from Standard Color Chart*)
- Two (2) 2'-8" x 7'-0" 16 gauge galvanized steel doorframes. (*Color to be selected by owner from Standard Color Chart*)
- All required door weather-stripping, door sweeps, and thresholds complete



Plumbing and Mechanical complete with the following:

- One (1) Hot water heater complete
- Three (3) Vitreous china toilets with plastic seats with manual flushometers
- Two (2) Vitreous china sinks with metering faucets
- One (1) Vitreous china urinal with manual flushometer
- PVC pipe will be used for drain, waste and vent piping
- All domestic water piping will be PEX.

Electrical complete with the following:

- One (1) 100A 240/120 volt Main Circuit Breaker Panelboard
- Five (5) vapor tight LED fixtures located in restrooms and chase
- Two (2) LED Wraparound fixtures in concession area
- Three (3) exterior mounted LED fixtures with photocell (*located at restroom entrance doors and concession*)
- Three (3) exit/emergency combination fixtures
- Four (4) remote mounted emergency lights for egress
- One (1) emergency light in mechanical chase
- Four (4) 20A duplex receptacles located in concession area
- Two (2) GFCI receptacles on exterior
- Two (2) occupancy sensors (*one in each bathroom*)
- Two (2) single pole light switches (*Mechanical chase and Concession*)
- All interior conduit and wiring to be PVC with all accessories to power equipment provided by UCP

Restroom accessories with the following:

- Two (2) Stainless Steel Mirror (18" x 24")
- Two (2) 36" grab bars
- Two (2) 18" grab bars
- Two (2) stainless steel soap dispensers
- Three (3) toilet paper dispensers
- Building signage (*handicap Male & Female, Mechanical room and Concession*)
- (1) One blow off valve for winterization of building
- Two (2) 12" square passive louvers with manual crank operator (*one in each bathroom –anodized finish*)

Site installation is as follows:

- Site inspection to occur by UCP morning of delivery to confirm foundation footprint (elevation, size, etc.) and underground footprint (any issues found onsite with foundation will be an additional cost)
- UCP Installation team to provide oversight and provided rigging for building (*setting assistance*)
- UCP Installation team to complete all required post tensioning and complete building attachment to cast-in-place foundation
- UCP Installation team to seal all exterior wall joints and completion of roofing system (*if required*)
- UCP Installation team to make all interior Mechanical, Electrical and Plumbing (MEP) interconnections between modules.
- UCP Installation team will complete a comprehensive review of the structure upon completion and complete necessary startup and commissioning.

PRICING COMPLETE

\$ 143,890.00

**CITY OF NORWALK
PURCHASING DEPARTMENT**



**SEALED BIDS MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE
NORWALK, CT 06856 BY THE DATE AND TIME OF BID OPENING**

PROJECT NUMBER:	3979
REQUESTING DEPARTMENT:	Recreation and Parks
DATE OF BID ISSUANCE:	November 8, 2019
TITLE OF BID:	Tennis and Basketball Court Renovations
DATE OF BID OPENING:	December 5, 2019
MANDATORY WALKTHROUGH:	YES () NO ()
DATE, TIME AND LOCATION OF WALKTHROUGH	N/A
TIME OF BID OPENING:	2:00 PM
BID DEPOSIT REQUIRED:	YES (X) NO ()
IF YES, AMOUNT REQUIRED	10%
SUCCESSFUL BIDDERS ONLY:	YES (X) NO ()
PERFORMANCE & PAYMENT BOND REQUIRED:	
IF YES, AMOUNT REQUIRED	100%
SUCCESSFUL BIDDERS ONLY:	
MAINTENANCE BOND REQUIRED:	YES (X) NO ()

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. BID FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS (ONE ORIGINAL PLUS FIVE (5) COPIES)
3. EXCEPTIONS (IF ANY)

CITY OF NORWALK
PURCHASING DEPARTMENT
NOTICE TO BIDDERS

1. ALL BIDS WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY BID RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.
2. IF A BIDDER USES A COURIER SERVICE FOR BID DELIVERY, IT SHALL BE THE BIDDER'S RESPONSIBILITY THAT THE BID REACHES THE PURCHASING DEPARTMENT BY THE DATE AND TIME SPECIFIED HEREIN.
3. ALL BIDS SUBMITTED TO THE CITY MUST BE IN A CLEARLY MARKED AND SEALED ENVELOPE.
4. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING BIDS, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE HIM/HERSELF THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR BID.
 - b. EACH BIDDER MUST FULLY INFORM HIM/HERSELF OF THE CONDITIONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF HIS/HER OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. IN AS MUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT HIS/HER WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.
5. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

CITY OF NORWALK
PURCHASING DEPARTMENT

BIDDER'S INFORMATION AND ACKNOWLEDGMENT FORM

Bidder's Name

Street Address

City	State	Zip

Business Telephone:

Email Address:

Printed Name and Title of Individual Submitting Bid

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

CITY OF NORWALK
PURCHASING DEPARTMENT

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. Exceptions must be declared below in order to be considered by the City:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

CITY OF NORWALK
PURCHASING DEPARTMENT
GENERAL INFORMATION

1. INTRODUCTION

The City of Norwalk is requesting bids for the tennis and basketball court renovations at various sites throughout the City. The budget for this project is \$150,000.00. The requirements of this project are outlined in greater detail under Section 2 Scope of Work/Project Specifications.

2. BID DOCUMENTS

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

3. ADDENDA

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

4. BIDDER'S LIST

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

5. QUESTIONS CONCERNING THIS BID

All questions concerning this solicitation must be directed, via e-mail, to Carleen Megaro, Buyer at cmegaro@norwalkct.org. The deadline for the submission of questions is 2:00 pm November 20, 2019.

6. SUBMISSION OF BID

All sealed Bids should be submitted to the City of Norwalk's Purchasing Department no later than December 5, 2019 at 2:00 pm at the address listed below:

City of Norwalk Purchasing Department
125 East Avenue, Room 202
Norwalk, CT 06856-5125

CITY OF NORWALK

PURCHASING DEPARTMENT

7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the opening at <http://www.norwalkct.org>. Results will not be provided over the phone.

SPECIAL NOTES:

- 1.) **PROJECT SCHEDULE:** Begin middle of January (weather permitting) and complete by May 31, 2020.
- 2.) **BUILDING PERMITS** - Contractors shall obtain and pay for all required permit(s) for this project. Permits fees are NOT waived for this project.
- 3.) References to Department of Public Works, Director of Public Works, and Engineer in section 3 and section 4 are to be interpreted as "Owner's designated representative".
- 4.) Section 4, Item 109-04-2b, page 79, Contractor Charges is changed to read "...profit and overhead shall be figured at fifteen (15) percent unless some other basis is approved by the Director."
- 5.) Section 3.8, Liquidated Damages, change to read "Liquidated damages as defined in Article 27 of the Norwalk General Conditions for Construction will be \$50.00 per day.
- 6.) Contractors are hereby reminded that all submitted bid amounts MUST include all costs/insurance premium required to satisfy the various insurance limits as identified in these documents.
- 7.) **Prevailing Wage Rates** shall apply to these services. All labor required for this project shall comply with the State of Connecticut. A copy of the State of Connecticut prevailing wage rates is included or to be provided via bid addendum prior to bid opening as a component of this solicitation. See Section 5 for this information.
- 8.) **Prevailing Wages Projects:** It is a requirement to submit certified payroll monthly.
- 9.) Contractors are hereby advised that the determination of the lowest responsible bidder will be based on the sum of the Base Bid(s) and the Alternate Item(s) selected by the City in its best interest. Said determination by the City would be final.
- 10.) The Bid submission (original and copies) is required to be delivered to the Purchasing Department. Uploading a digital copy is not required but recommended.

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

TABLE OF CONTENTS

INVITATION TO BID

SECTION 1 - FORMS OF PROPOSAL

- 1.1 RESPONSE FORMS
- 1.2 BIDDERS QUALIFICATIONS
- 1.3 SAMPLE CONTRACT
- 1.4 INSURANCE COVERAGE REQUIREMENTS

SECTION 2 – PROJECT SPECIFICATIONS/SCOPE OF WORK

SECTION 3– GENERAL BIDDING INFORMATION

SECTION 4 - GENERAL CONDITIONS FOR CONSTRUCTION

SECTION 5– PREVAILING WAGE RATE

SECTION 5.1 – NORWALK LIVING WAGE ORDINANCE INFORMATION

SECTION 1 – FORMS OF PROPOSAL

1.1 RESPONSE FORM – Bid #3979 Tennis and Basketball Court Renovations

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

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

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

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

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

The following unit prices shall apply to this project:

Note: See **PROJECT LOCATIONS**, Page 46

1.	Flax Hill	Site Cost
	Basketball Court	\$
2.	Cranbury School	Site Cost
	Tennis Courts	\$
3.	Woodward Ave. Park	Site Cost
	Basketball and Tennis Courts	\$
4.	Calf Pasture Beach	Site Cost
	Basketball Court	\$
5.	Nathan Hale	Site Cost
	Tennis Courts	\$
6.	Fitch Park	Site Cost
	Basketball Court	\$
	Total Bid Cost (sites 1-6)	\$
TOTAL Bid Cost(sites 1-6) In writing:		

PROJECT:	3979 Tennis and Basketball Court Renovations
VENDOR NAME:	

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

Submitted by -	
Authorized Agent of Company (name and title)	Date

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

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

Submitted by:

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

PROJECT:	3979 Tennis and Basketball Court Renovations
VENDOR NAME:	

1.2 STATEMENT OF BIDDERS QUALIFICATIONS

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

1. Number of years in business - _____
2. Number of personnel employed Part-time - _____, Full - time _____,
3. List projects of this type/size your firm has completed within the last three (3) years:

Project	Date	Contact Person	Phone No.

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

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	☐	general partnership
	☐	limited partnership
	☐	limited liability corporation
	☐	limited liability partnership,
	☐	corporation doing business under a trade name
	☐	individual doing business under a trade name
	☐	other (specify)

PROJECT:	3979 Tennis and Basketball Court Renovations
VENDOR NAME:	

6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
	Out-of-State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No

CT
LICENSE/REGISTRATION
NUMBER

7. Is your local organization an affiliate of a parent company? If so, indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:

Business Name				
Address				
City		State		Zip
Name of Agent				

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

8. The awarded contractor may be required to submit one copy of the following information relative to its company's financial statements prior to contract signing. This information must represent the current circumstance which surrounds the financial position of the bidding organization. Note: This information will be kept confidential if provided in a separate envelop from your bid pricing.

All information should be supported with appropriate audited financials.

- Book Value (Total Assets (-) Total Liabilities)
- Working Capital (Current Assets (-) Current Liabilities)
- Current Ratio (Current Assets/Current Liabilities)
- Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- Return on Assets (Net Income/Total Assets)
- Return on Equity (Net Income/Shareholder's Equity)
- Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this bid request.

END OF SECTION

SECTION 2 - PROJECT SPECIFICATIONS/SCOPE OF WORK

December 5, 2019

Norwalk Purchasing Department
Response Summary Project # 3979
TENNIS AND BASKETBALL COURT RENOVATIONS

Thank you for your response to our Request for Bids Submission. The following is a summary of the submitted bids for this solicitation process.

	CONTRACTORS				
	Sport-Tech Construction Corp.	Deering Construction Inc	G. Pic & Sons Construction Co.	DeRosa Sports Construction Inc.	
Flax Hill -Basketball Court	\$102,114.00	\$73,000.00	\$130,000.00	\$99,425.00	
Cranbury School - Tennis Courts	\$137,600.00	\$128,000.00	\$165,000.00	\$113,775.00	
Woodward Ave. Park - Basketball and Tennis Courts	\$216,348.00	\$184,500.00	\$240,000.00	\$147,600.00	
Calf Pasture Beach - Basketball Court	\$58,000.00	\$59,600.00	\$70,000.00	\$57,400.00	
Nathan Hale - Tennis Courts	\$138,600.00	\$122,300.00	\$155,000.00	\$106,600.00	
Fitch Park - Basketball Court	\$91,958.00	\$75,600.00	\$125,000.00	\$76,875.00	
Total Bid Cost (sites 1-6)	\$744,620.00	\$643,000.00	\$885,000.00	\$601,675.00	

RECONSTRUCTION VARIOUS TENNIS/BASKETBALL COURTS

Scope of Project

The scope of the work for this project is generally as follows:

Install sediment and erosion controls; remove the existing fence fabric, framework and gates; remove and dispose of existing net posts, center strap anchor and nets; excavate and dispose of existing bituminous concrete; place and grade $\frac{3}{4}$ " road base and compact the material; place 2 $\frac{1}{2}$ " bituminous concrete, replace any needed curbing, install new net posts, center strap anchor and nets; install traverse joint beneath nets and longitudinal joints beach each court; apply tennis court surfacing and striping; install new fence framework, fence fabric and gates; re-establish lawn beyond the courts in all areas that were disturbed during construction.

This scope of work shall include the **Flax Hill Basketball Court: 225 Flax Hill Road, Cranbury School Tennis courts: 10 Knowalot Lane, Woodward Avenue Basketball and Tennis courts: Corner of Woodward Ave and Dock, Calf Pasture Beach Basketball Court: Calf Pasture Beach Road, Nathan Hale School Tennis Courts: 176 Strawberry Hill Ave. and Fitch Park Basketball Courts: Strawberry Hill Ave.**

Owner

The term "Owner" as used in the project documents and contract shall mean the City of Norwalk or authorized representative.

Engineer

The term "Engineer" as used in the project documents and contract shall mean the City of Norwalk or authorized representative.

RECONSTRUCTION VARIOUS TENNIS COURTS

Table of Contents

Section 1: Site Preparation / Site Removals

Section 2: Sedimentation and Erosion Controls

Section 3: Earthwork

Section 4: Bituminous Concrete Pavement and Surface System

Section 5: Fencing

Section 6: Tennis/Basketball Court Equipment

SECTION 1: Site Preparations / Site Removals

1. General

1.01 Description

- A. Work under this section shall include, but not be limited to the following;
1. Setting soil and erosion control, layout project components, installing construction fencing, stripping and stockpiling existing topsoil as necessary.
 2. Removal of existing chain link fencing and framework, removal of signage on fencing, removal of existing tennis court components.
 3. Removal of cement concrete, bituminous concrete and other items designated in the specifications or as required to construct the proposed project.
 4. Salvage of materials as indicated.
 5. Disposal of waste materials

2. Materials

- A. None specified

3. Execution

3.01 General

- A. The Contractor shall furnish signs, lights, barricades, and other equipment as may be necessary for the safe prosecution of his work. All protection shall be moved as required for construction staging and removed at the completion of work.
- B. The Contractor shall be responsible for any and all demolition related to structures and facilities which are to remain. He shall repair this damage to the satisfaction of the Owner and at no additional cost to the Owner.
- C. The Contractor shall clean up and remove the debris resulting from demolitions the work progresses and as ordered by the Owner. All debris except that noted for salvage shall become property of the Contractor, who is thereafter responsible for its proper disposal. No demolition material shall be left on the site at the completion of construction.

D. The work shall be laid out to true lines and grades. Surveying of lines and grades, and staking shall be accomplished by the Contractor. Monuments shall be substantially established, protected and maintained in place by the Contractor for the duration of the contract or until such time as their removal may be authorized.

E. The Contractor shall salvage any materials requested by the Owner and shall deliver materials to the location as directed by the Owner.

F. The Contractor shall secure proper written authorization for any change in the scope of work prior to performing the work.

3.02 Strip and Stockpile Soil

A. The Contractor shall strip and stockpile, topsoil and common soil from within the limits of construction as required to complete the project in accordance to the lines and grades.

B. Suitable topsoil and common soil shall be stockpiled on-site and shall reuse as required.

3.03 Asphalt Pavement Removal

A. This work shall consist of the removal of the asphalt and gravel base.

B. The removal and disposal of the asphalt to an approved site is the responsibility of the contractor.

End of Section

SECTION 2: Sedimentation and Erosion Controls

1. General

1.01 Description

A. Work under this section includes all work necessary or may be required to prevent environmental damage and/or pollution to environmentally sensitive areas during and as a result of construction operations.

2. Materials

2.01 Hay Bales

A. Hay bales for slope protection and for use as sedimentation traps, as barriers in drainage swales and around catch basins.

2.02 Filter Fabric

A. Filter Fabric shall be a geo-textile that is non-rotting, acid and alkali resistant and have sufficient strength and permeability for the purpose intended, including handling and backfilling operations. Fibers shall be low water absorbent. The fiber network must be dimensionally stable and resistant to delamination. The geotextile shall be free of chemical treatment or coating that will reduce its permeability. Torn or puncture geotextiles shall not be used. Geotextiles which are susceptible to damage from sunlight or heat shall be so identified by suitable warning information on the packaging material. Geotextiles susceptible to sunlight damage shall not be used in any installations where exposure to light will exceed 30 days, unless specifically authorized in writing by the Owner. The Owner reserves the right to reject any geotextile which he deems unsatisfactory for a specific use. The brand name shall be labeled on the geo-textile or geo-textile container.

3. Execution

3.01

A. The Contractor shall place silt fence or hay bale erosion barriers in place around the existing tennis courts prior to the commencement of work. The exact location of erosion barriers will be determined in the field, as work progresses. The Contractor shall promptly remove any sedimentation buildup over six (6) inches in depth that accumulates behind the erosion barriers. Barriers shall be checked after every storm and at regular weekly intervals. The appropriate regulatory agencies reserve the right to determine the erosion control measures during construction. All inadequate devices, as determined by these governmental agencies or its agents, shall be replaced with devices deemed adequate at the Contractor's expense.

End of Section

SECTION 3: Earthwork

1. General

1.01 Description

Work under this section shall include stockpiling, backfilling, and grading as required by this project.

2. Materials

2.01 Submittals

A. At the Owner's request a sample shall be submitted for review prior to delivering any materials to the site.

2.02 Common Fill

A. Common fill shall be inorganic granular soil, free from trash, frozen material, clay and all stones having a dimension greater than three (3) inches.

Sieve Size Percent Passing by Weight

3 ½ inch 90–100

No. 10 15–45

No. 40 5–25

No. 200 0–5

2.03 Crushed Stone

A. Crushed stone shall consist of sound, tough, durable stone, free from soft, thin, elongated, laminated, friable, micaceous or disintegrated pieces, mud, dirt or other deleterious material. The material shall meet the gradation of 1" +/- crushed stone conforming to State of Connecticut DOT specification 816.

2.04 Gravel Base

A. Gravel base shall consist of broken or crushed stone, gravel or a mixture thereof. It shall consist of sound, tough, durable stone of such size that will meet the requirements below.

Sieve Size Percent Passing by Weight

3 ½ inch 90–100

1 ½ inch 55-100

¾ inch 25-60

No. 10 15-45

No. 40 5-25

No. 100 0 -10

No. 200 0-5

It shall be free from soft, thin, elongated or laminated pieces of vegetable or other deleterious substances.

B. The material shall meet the plasticity, resistance to abrasion and soundness requirements as specified in State of Connecticut DOT specification 816.

3. Execution

3.01 Stockpiling, Backfilling and Grading

A. Strip existing topsoil where necessary and stockpile in an area approved by the Owner. Surround stock piles with silt fence.

B. Place back fill i.e. common fill, crushed stone or gravel base material as required for the construction of this project.

C. Place backfill material in successive layers in those areas required to achieve the proper elevations. The depth of each layer shall not exceed twelve (12) inches before compaction.

D. Use vibratory tamper over each successive layer of backfill.

E. Compaction shall continue until each layer is thoroughly compacted. The dry density of each layer after compaction shall be not less than ninety (90) percent of dry density achieved by AASHTO T-99. Supplement mechanical compaction methods by applying water as required.

F. Grade court area to achieve grades as specified in 3.02 "Slope Requirement" of this specification.

3.02 Slope Requirement

A. All grading requirements and compacting work for the courts shall be performed so that the finished base is above the surrounding ground and slopes not less than 0.83% and not more than 1%. The court must slope on a true plane, preferably from side to side, but from end to end or from corner to corner is acceptable depending upon former court slope orientation.

3.03 Inspection and Testing

A. In-situ density testing of the base material shall be performed by an independent testing facility at the expense of the Contractor. A minimum of two (2) locations, per playing court, shall be tested. In the event that the material does not meet the compaction requirement specified, the material shall be removed, replaced with gravel fill and re-compacted at the Contractor's expense. Additional testing may be order per the direction of the Owner at cost to the Contractor.

End of Section

SECTION 4: Bituminous Concrete Pavement and Surface System

1. General

1.01Description

A. Work under this section shall consist of the placing of bituminous concrete pavement upon a completed base course, replacing any needed curbing, applying the tennis court surface system and painting lines. This work shall be performed in accordance with these specifications and in conformity with the compacted thickness.

2. Materials

2.01Submittals

A. At the Owner's request a sample shall be submitted for review prior to delivering any materials to the site.

B. The Contractor shall submit a copy of all truck weight slips of the bituminous concrete. Theoretical yield per State of Connecticut DOT specification 816 shall be used.

2.02Bituminous Concrete

A. Bituminous concrete shall conform to State of Connecticut DOT specification for Class 12.

2.03Surface System

A. All materials shall meet the standards of the United States Tennis Association.

B. The surfacing system shall be the Latex-ite Athletic surface system: by Dalton Industries or approved equal.

C. Coating materials shall be 100% acrylic emulsions, formulated with acrylic resins, mineral fillers, color fast pigments and approved silica sand. Both filler and finish coats should be fully pigmented, assuring a uniform finish and consistent

color throughout. The surfacing system shall consist of a binder and finish coat. The line paint shall be a highly pigmented 100% acrylic paint suited for tennis courts and shall meet requirements in 3.03 "Playing Lines" of this specification.

3. Execution

3.01 Placing Bituminous Concrete Pavement

A. Install 2 ½ inches machine laid bituminous concrete on top of prepared base course. Any removed curbing shall be replaced.

Tennis courts shall slope not less than 0.83% and not more than 1%. The court must slope on a true plane, preferably from side to side, but from end to end or from corner to corner is acceptable depending upon former court slope orientation.

3.02 Surface System

- A. The Owner will select the colors to be used.
- B. The coating material shall be installed in multiple applications in the selected and approved colors, so as to form a true, uniform texture and color. Application rates shall be in accordance manufacturer's requirements to achieve a surface in conformance with the United States Tennis Association.
- C. Application work shall be performed by skilled mechanics in a workmanlike manner and in accordance with the manufacturer's standard printed instructions.
- D. Where feasible, the finish coat shall be applied parallel to the net in the inbounds area.
- E. No work shall be performed when rain is imminent.
- F. Temperature must be 50 degrees Fahrenheit and rising for application.
- G. Surface temperatures in excess of 140 degrees Fahrenheit may not allow proper film formation and surfacing system shall not be applied to an excessively hot bituminous surface.

3.03 Playing Lines

- A. Tennis Court Lines
 1. Tennis lines shall be painted on all courts.
 2. Base lines and playing lines shall be 2" wide, accurately located and painted in accordance with the rules of the United States Tennis Association.
 3. Lines shall be white
 4. Use of traffic, oil, alkyd or solvent-vehicle type paint is prohibited.
 5. Any / All modifications must be discussed and approved by the Director of Recreation and Parks or his designee.

B.

1. Base lines and playing lines shall be 1 ½" wide, accurately located and painted in accordance with the rules of the United States Tennis Association. 2
2. Blended lines shall not intersect the 78' court lines and shall stop 3" away from all 78' court lines.
3. Lines shall be in the same color family as the playing surface. Lighter or darker to be determined.
4. Use of traffic, oil, alkyd or solvent-vehicle type paint is prohibited.
5. Any / All modifications must be discussed and approved by the Director of Recreation and Parks or his designee.

C. Basketball lines per included diagram

C. Pickleball Lines

1. Pickleball lines shall be painted on Courts Nathan Hale Middle School and Woodward Ave. Park .
2. Baselines and playing lines shall be 1" wide, accurately located and painted in accordance with the rules of the USA Pickleball Association.
3. Lines shall be yellow.
4. Use of traffic, oil, alkyd or solvent-vehicle type paint is prohibited
5. Any / All modifications must be discussed and approved by the Director of Recreation or his designee.

3.04 Inspection and Testing

- A. The finished surface of the court shall not vary than 1/8 inch in 10 feet when measured in any direction.
- B. The new bituminous concrete shall cure for fourteen (14) days prior to application of any surfacing materials.
- C. Prior to application of a color finish system, the court surface shall be flooded with water and allowed to drain for one (1) hour at 70 degrees Fahrenheit. If there is any remaining water that covers a nickel coin, that area, commonly called a "birdbath", shall be patched and leveled in accordance with the recommendations of the manufacturer of the color finish specified. (Note if the standing water does not cover a nickel coin area, it is considered within tolerance and will evaporate within a reasonable time) Reflooding and patching may be necessary until all "birdbaths" are properly minimized.
- D. At no time shall the playing lines or the line dimensions vary more than ¼ inch from the exact measurement.

End of Section

SECTION 5: Fencing

1. General

1.01 Description

A. Work under this section shall include fence framework, fabric, gates, and related hardware and accessories.

2. Materials

2.01 Submittals

A. At the Owner's request a sample shall be submitted for review prior to delivering any materials to the site.

2.02 Galvanized Fence Materials and Components

A. All materials and components shall be galvanized.

B. Fabric shall be 10 feet height. 1 ¾ inch diamond steel mesh interwoven wire of #9 gauge, top selva ge knuckled, bottom selva ge knuckle end closed. Fabric shall be galvanized with a minimum of 1.2 ounces per square foot and shall be vinyl coated black.

C. Posts shall be black poly-coated Schedule 40 galvanized steel. 1. End posts and corner posts shall be 3" O.D.

2. Line posts shall be 2 ½" O.D.

3. Top rail and bottom rail shall be 1 5/8" O.D.

D. Gates 1. Rails shall be 1 5/8" O.D. and shall be black poly-coated Schedule 40 galvanized steel.

2. Fabric shall 1 ¾ inch diamond steel mesh interwoven wire of #9 gauge, top selva ge knuckled, bottom selva ge knuckle end closed. Fabric shall be galvanized with a minimum of 1.2 ounces per square foot and shall be vinyl coated black.

3. Hinges shall be galvanized box style hinges, color black.

4. Latches shall be galvanized latch fork style, color black.

5. Pedestrian gates shall be single gates which shall be 4 feet wide by 7 feet high and shall include a transom from the top of the gate to the top of the fence line.

6. Vehicle gates shall consist of 2 gates, each gate shall be 6 feet wide by 10 feet high with no transom.

7. All gates shall open out.

E. Caps shall be black poly-coated galvanized steel sized to post diameter, set screw retainer. Sleeves, bands, clips, rail ends, tension bras, fasteners and fittings shall be galvanized steel.

F. Tie wire shall be #9 gauge galvanized steel wire set every two feet.

3. Execution

3.01 Installation of Fence

- A. Install framework, fabric, gates and related hardware and accessories.
- B. Set all posts plumb, in concrete footings. The maximum variation of plumb shall be 1/4 inch.
- C. Allow concrete to attain full strength prior to installing rails or fabric, in no case sooner than seventy-two (72) hours after placement.
- D. Line posts shall be spaced not more than ten (10) feet on centers. The maximum offset from true position shall be 1/4 inch. They shall be plumb with tops properly aligned.
- E. Install top rail through post tops and splice with six inch long rail sleeves. Rails shall be parallel to finish grade.
- F. Install bottom rail with line rail clamps. Rails shall be parallel to finish grade.
- G. Stretch fabric between end posts or at intervals of one hundred feet maximum, whichever is less. Position bottom of fabric touching finished grade. Fasten fabric to top rail, mid rail, line posts, bottom rail and braces with tie wire at maximum of fifteen inches on center. Attach fabric to end and corner posts with tension bars and tension bar clips.
- H. Install gates in locations specified by the Owner.
- I. The area of installation shall be left free of debris caused by the installation of the fence.

End of Section

SECTION 6: Tennis/Basketball Court Equipment

1. General

1.01 Description

A. The work shall include the furnishing and installation of net posts, nets, center strap anchors and related tennis equipment.

2. Materials

2.01 Submittals

A. At the Owner's request a sample shall be submitted for review prior to delivering any materials to the site.

2.02 Net Posts

A. The net posts shall be the Edwards Wimbledon 3 inch square posts with internal brass winder unit, powder coated green.

B. The net posts shall have caps, detachable winding handle, and integral lacing bars and shall include two (2) posts, one (1) with internal wind mechanism and one (1) dead end posts.

C. The net posts shall be designed for permanent installation in concrete footing utilizing the Edwards Wimbledon ground sleeves for square 3 inch OD tennis posts.

2.03 Tennis Nets

A. The nets shall be the Edwards 30 LS Double Center net with 5/8 inch fiberglass dowels.

2.03 Center Strap

A. The center strap shall be the Edwards Center Strap.

B. It shall be a white 2 inch wide strap made of polyester webbing with a brass slide buckles and a double snap hook.

2.04 Center Strap Anchor

- A. The center strap anchor and pin shall be the Edwards Center Tie down Anchor.
 - B. It shall be made of heavy duty galvanized steel with a non rust anchor bolt.
3. Basketball court equipment shall remain unless found structurally deficient during construction, at which time Owner will decide on replacement at an additional project cost to the Owner.

3. Execution

3.01 Net Post Installation

- A. Excavate to the proper depth per manufacturer's instructions.
- B. Set the posts in concrete per manufacturer's instructions.
- C. Post shall be set plumb and true.
- D. Finish grade as required.

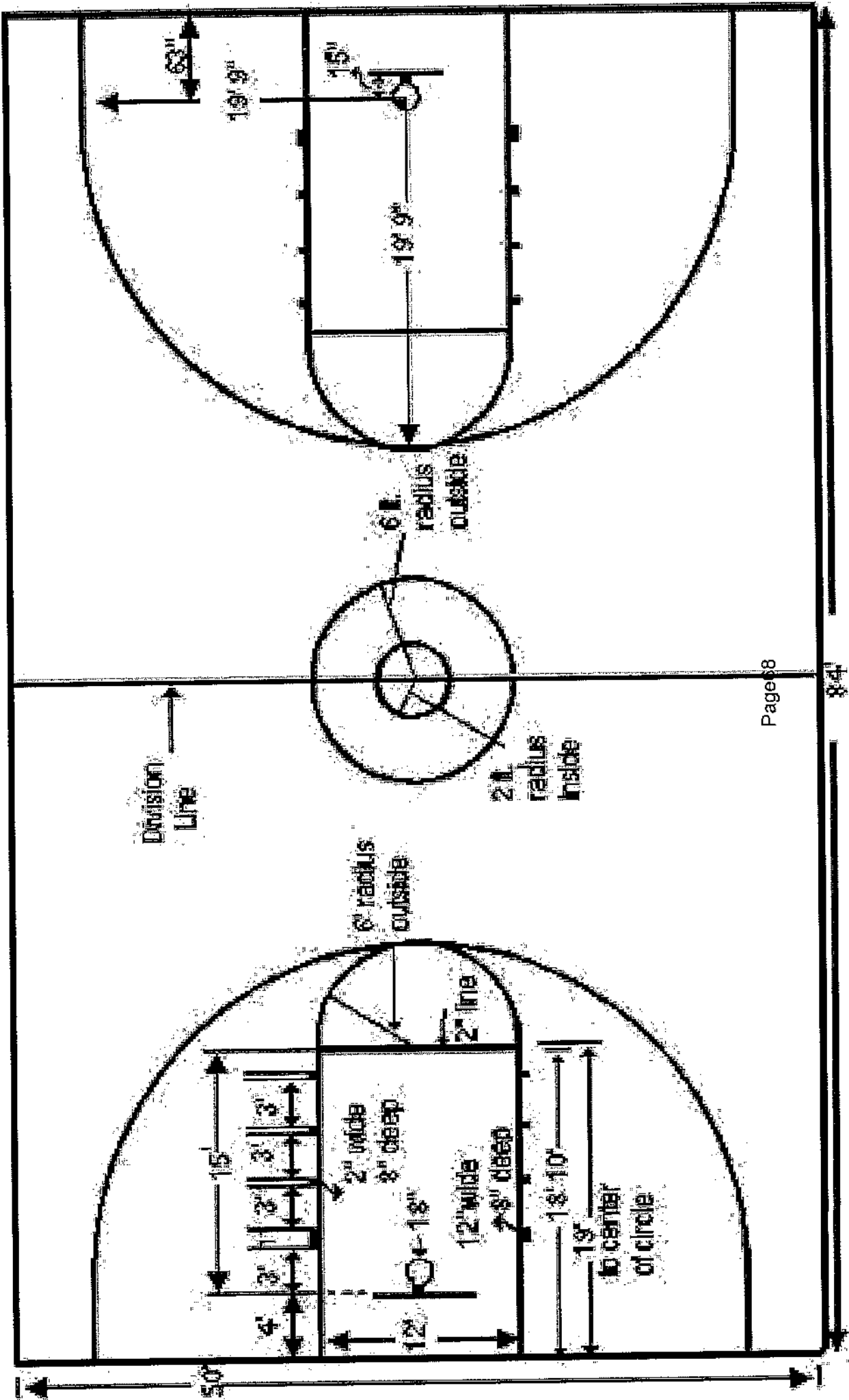
3.02 Tennis Net Installation

- A. Install nets per manufacturer's instructions.
- B. Check tautness by suspending a 14 pound weight from the center of the net and wind the net slowly to a center height of 36 inches.
- C. Install the center strap and adjust it to maintain the height of 36 inches.
- D. Provide the Owner with the detachable winding handles.

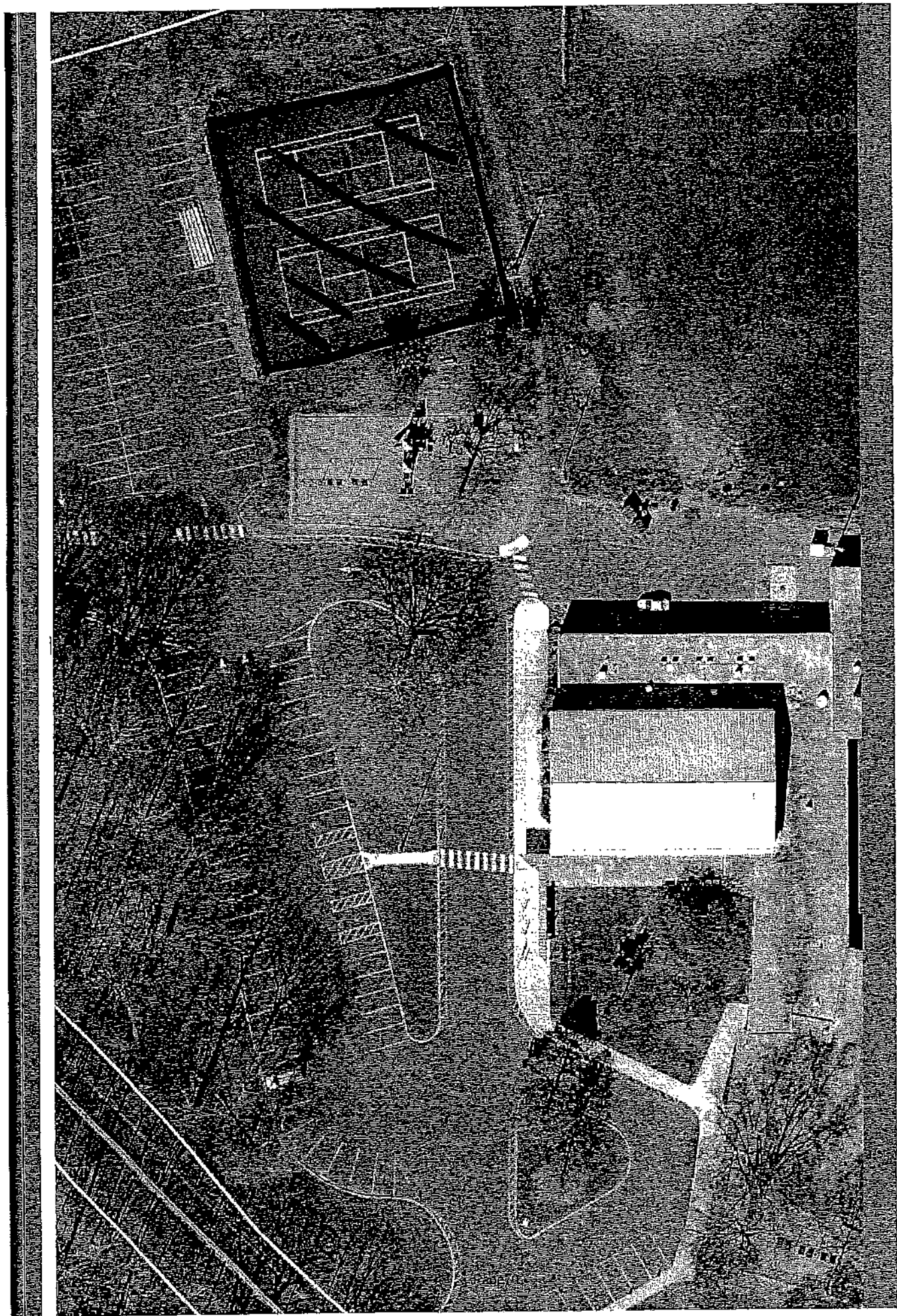
3.03 Center Strap Anchor Installation

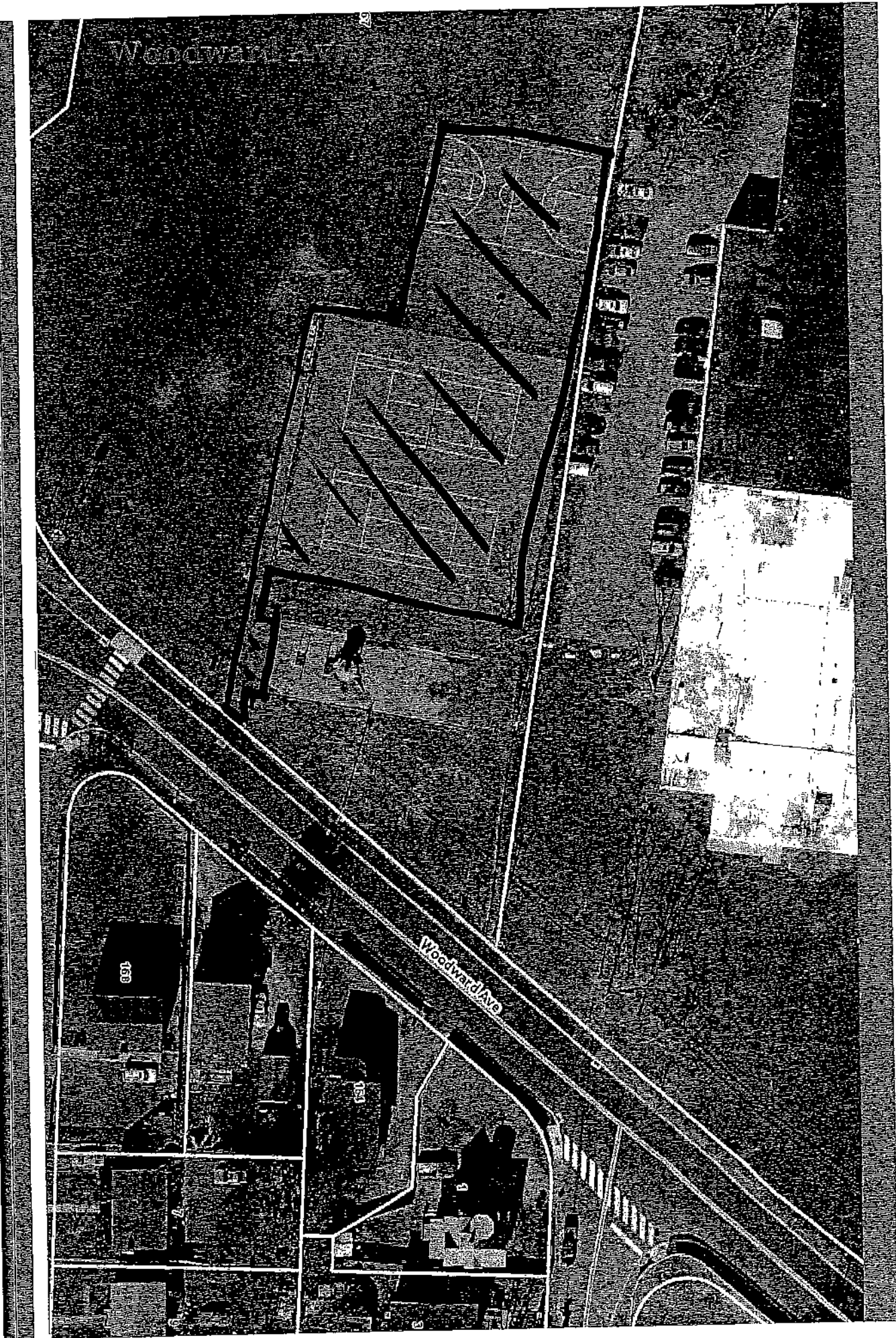
- A. Excavate to the proper depth per manufacturer's instructions.
- B. Set the anchor in concrete per manufacturer's instructions.
- C. The cross pin in the ground anchor shall be parallel to the net.
- D. Finish grade as required.

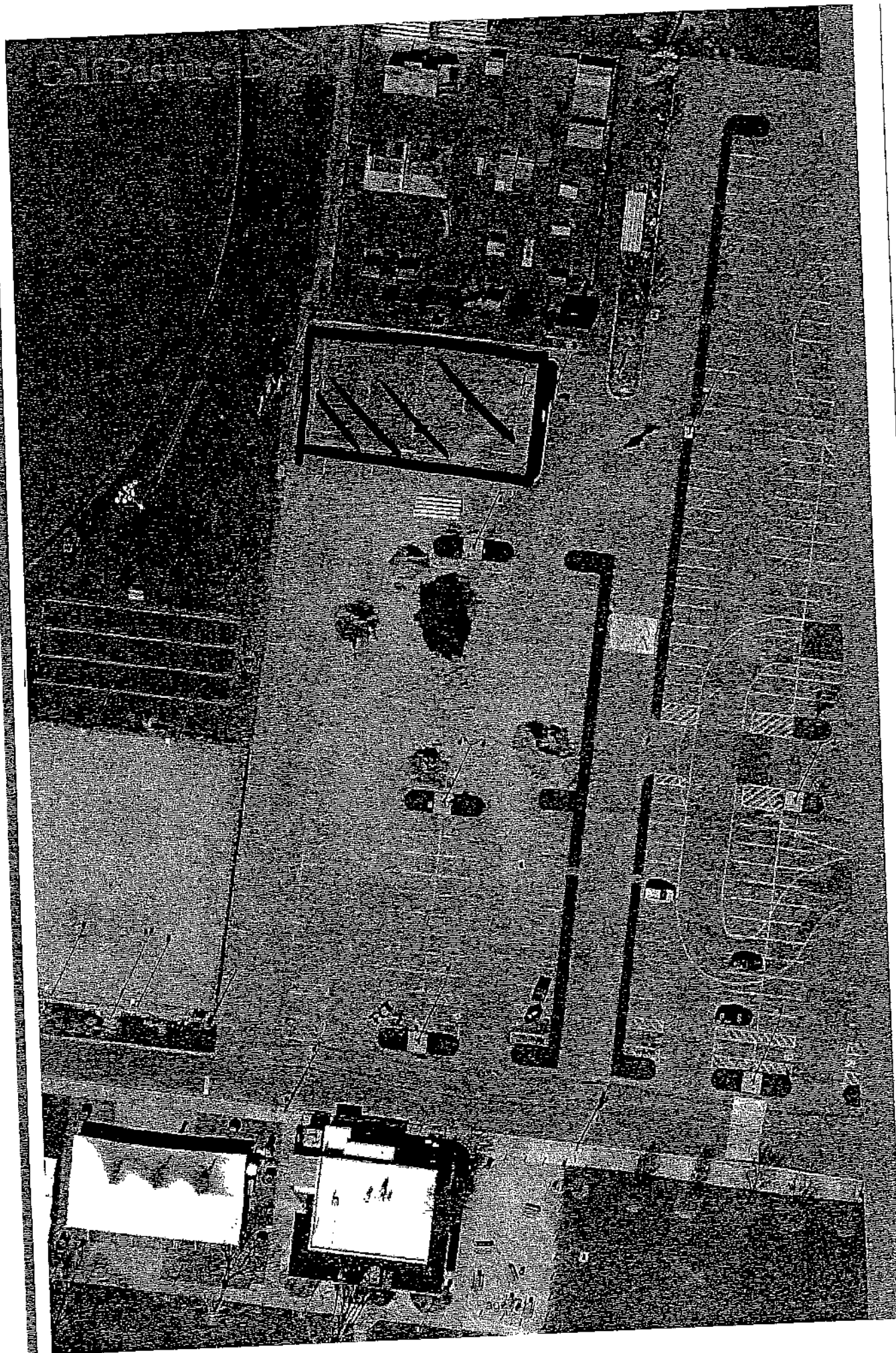
End of Section











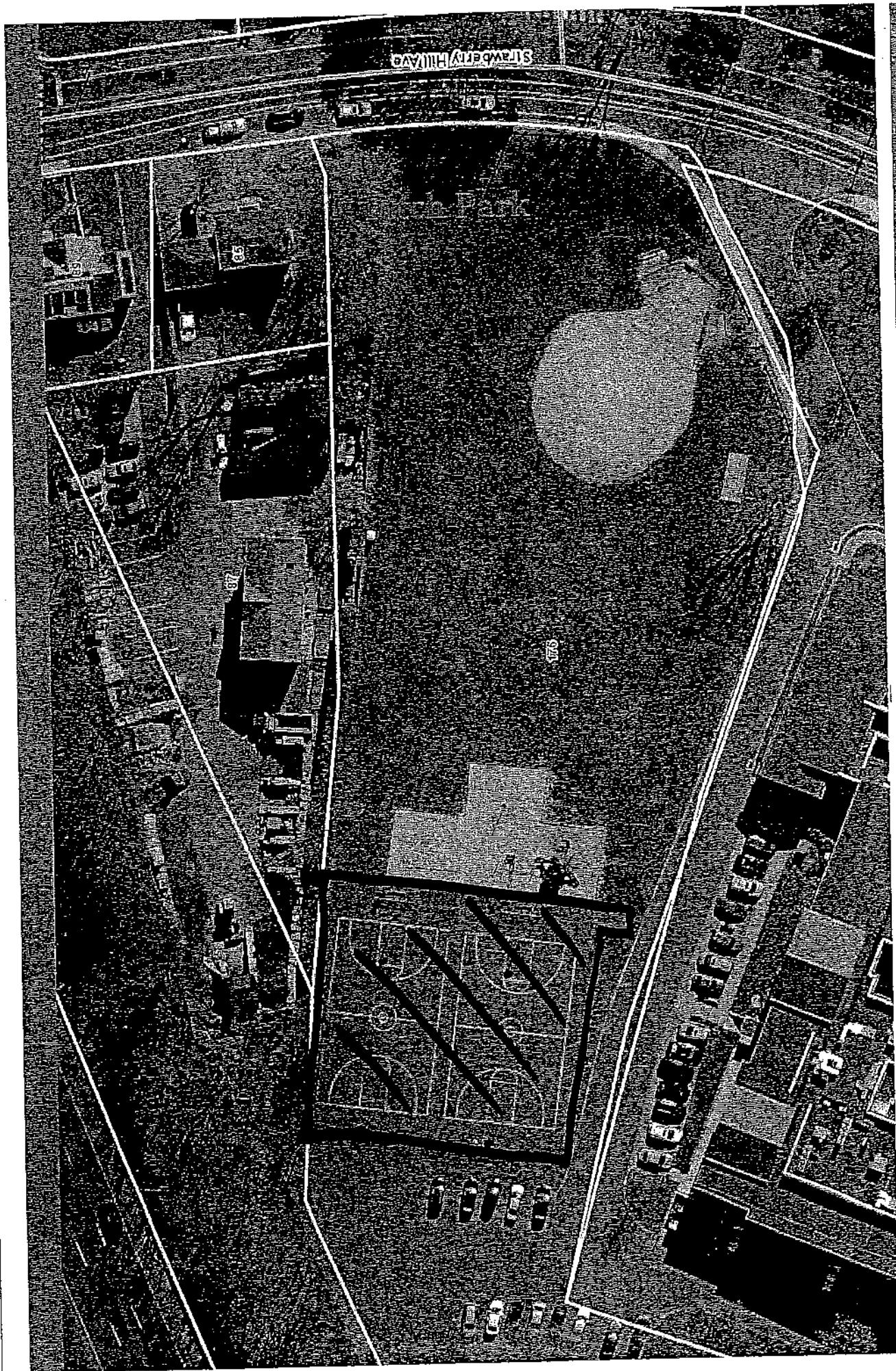
Nathan Hale

102

STANBURY BLVD

103

104



Firm	Athletic Field Design Services (Broad River Park)					ADD Alternate - Addition of Sport Lighting requirements of Construction Design Phase
	A. Schematic Design & Design Development Phase	B. Construction Documents Phase	C. Allowance for Geotechnical Survey	D. Allowance for topographical Survey	Total Fee (A-D)	
Stantec Consulting Services Inc.	\$43,850.00	\$32,500.00	\$7,500.00	\$7,500.00	\$91,350.00	\$5,000.00
Schmidt Design Group Inc.	\$24,000.00	\$56,000.00	\$7,500.00	\$7,500.00	\$95,000.00	\$5,000.00
Diversified Technology Consultants, Inc (DTC)	\$57,878.35	\$21,689.54	\$7,500.00	\$7,500.00	\$94,567.89	\$6,236.00
The WBA Group, Inc.	\$55,000.00	\$25,000.00	\$7,500.00	\$7,500.00	\$95,000.00	\$27,000.00
Weston & Sampson Engineers, Inc.	\$61,000.00	\$34,000.00	\$7,500.00	\$7,500.00	\$110,000.00	\$15,700.00
Millone & MacBroom, Inc.	\$21,500.00	\$55,800.00	\$7,500.00	\$7,500.00	\$92,300.00	\$4,200.00

CITY OF NORWALK
PURCHASING DEPARTMENT



SEALED RFPs MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE
NORWALK, CT 06851 BY THE DATE AND TIME OF RFP OPENING

PROJECT NUMBER:	3984
REQUESTING DEPARTMENT:	Recreation and Parks
DATE OF RFP ISSUANCE:	November 26, 2019
TITLE OF RFP:	Athletic Field Design Services (Broad River Park)
RFP SUBMISSION DEADLINE:	January 8, 2020
MANDATORY WALKTHROUGH:	YES () NO (X)
DATE, TIME AND LOCATION OF WALKTHROUGH	December 10, 2019, 10AM, Broad River Park 33 Silvermine Ave., Norwalk, CT
TIME OF RFP OPENING:	2:00 PM
RFP DEPOSIT REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: PERFORMANCE & PAYMENT BOND REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: MAINTENANCE BOND REQUIRED:	YES () NO (X)

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. RFP FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS (ONE ORIGINAL PLUS EIGHT (8) COPIES)
3. EXCEPTIONS (IF ANY)

CITY OF NORWALK
PURCHASING DEPARTMENT
NOTICE TO BIDDERS

1. ALL RFPs WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFP RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.
2. IF A BIDDER USES A COURIER SERVICE FOR RFP DELIVERY, IT SHALL BE THE BIDDER'S RESPONSIBILITY THAT THE RFP REACHES THE PURCHASING DEPARTMENT BY THE DATE AND TIME SPECIFIED HEREIN.
3. ALL RFPs SUBMITTED TO THE CITY MUST BE IN A CLEARLY MARKED AND SEALED ENVELOPE.
4. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING RFPs, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE HIM/HERSELF THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFP.
 - b. EACH BIDDER MUST FULLY INFORM HIM/HERSELF OF THE CONDITIONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF HIS/HER OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. INASMUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT HIS/HER WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.
5. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

CITY OF NORWALK
PURCHASING DEPARTMENT

PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM

Proposer's Name

Street Address

City	State	Zip

Business Telephone:

Email Address:

Printed Name and Title of Individual Submitting Proposal

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

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. Exceptions must be declared below in order to be considered by the City:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook or composition paper.

TABLE OF CONTENTS

GENERAL INFORMATION

SECTION 1 – PROJECT DESCRIPTION

1.1 SCOPE OF SERVICES

1.2 MILESTONE SCHEDULE

1.3 PROPOSAL SUBMISSION REQUIREMENTS

1.4 EVALUATION OF RESPONSE

1.5 SAMPLE CONTRACT

1.6 INSURANCE REQUIREMENTS

SECTION 2 – RESPONSE INFORMATION

2.1 RESPONSE FORM

SECTION 3 – GENERAL INFORMATION

CITY OF NORWALK PURCHASING DEPARTMENT

GENERAL INFORMATION

1. INTRODUCTION

The City of Norwalk is requesting proposals from professional consultants to provide design services for a youth baseball athletic field improvement at Broad River Park, 33 Silvermine Ave., in Norwalk, Connecticut. This project consists of the conversion of 2 natural turf youth baseball fields into three (3) artificial turf youth baseball fields. The budget for the location design portion of this project is \$95,000.00. The requirements of this project are outlined in greater detail under Section 1 Project Description.

2. RFP DOCUMENTS

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

3. ADDENDA

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

4. BIDDER'S LIST

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

5. QUESTIONS CONCERNING THIS RFP

All questions concerning this solicitation must be directed, via e-mail, to Carleen Megaro, Buyer at cmegaro@norwalkct.org. Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm December 17, 2019.

6. SUBMISSION OF RFP

All sealed RFPs should be submitted to the City of Norwalk's Purchasing Department no later than January 8, 2020 at 2:00 pm at the address listed below:

City of Norwalk Purchasing Department
125 East Avenue, Room 202
Norwalk, CT 06856-5125

CITY OF NORWALK PURCHASING DEPARTMENT

7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFP opening at <http://www.norwalkct.org>. RFP results will not be provided over the phone.

SPECIAL NOTES:

- 1) The RFP submission (original and copies) is required to be delivered the Purchasing Department. Uploading a digital copy is not required but recommended.

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

CITY OF NORWALK
PURCHASING DEPARTMENT
SECTION 1 – PROJECT DESCRIPTION

Broad River Park is located at 33 Silvermine Ave, at the corner of Silvermine Ave, and Route 123. There are 2 existing youth baseball fields as well as tennis courts, parking and a playground. The City of Norwalk would like a design for a youth baseball artificial turf complex, including all expected amenities.

1.1 SCOPE OF SERVICES

Design services for this project shall include:

A. Schematic Design and Design Development Phases

Services shall include, but are not limited to, the preparation and submission of design alternatives, site layout plans, drawings and attending meetings with City representatives. The Consultant shall analyze the existing conditions and site configuration to develop alternatives for field layout. The existing site contains 2 tennis courts, 1 of which can be abandoned and its space used as part of the project. Also, there is a shared parking lot with the Fire Department which is City-Owned and if needed can be reconfigured into the design. The Consultant's design services shall include:

- site grading
- retaining walls (if required)
- drainage (as required)
- sport lighting
- electrical service for score boards and power outlets
- storage
- additional site amenities such as water fountains, bleacher pads, bleachers, miscellaneous sprinkler system, and landscape planting as may be required, etc.
 - Concession and corresponding utilities (water, electric, etc)
 - Parking
 - Field layouts

It is anticipated that such professional services shall include civil engineering, landscape design, structural engineering, electrical engineering and mechanical engineering at various level of involvement to fully implement the design.

The City of Norwalk shall be responsible for the selection, bidding and coordination of the artificial turf procurement and installation processes. However, as part of the design process, it shall be the responsibility of the Consultant to incorporate the artificial turf manufacturer's requirements relating to subbase material, drainage, grading, turf edging as well as all other requirements for the proper installation of the selected artificial turf system.

As part of the consulting services, the Consultant shall provide two cost estimates, one during the design phase and a second cost estimate during the construction document phase.

In regard to sport lighting of both fields, the City intends to seek all necessary approvals for the installation of the lighting at the design development phase. In the event that the City is unsuccessful in

CITY OF NORWALK PURCHASING DEPARTMENT

securing all of the necessary approvals for the installation of the lighting, the Consultant shall have no further responsibility on the sport lighting portion of the design. Based on this uncertainty, the Consultant shall only include fees for sport lighting design services in the schematic design and design development phases. Conversely, in the event that the City does receive the necessary approvals to install the sport lighting, the Consultant shall provide a separate fee to prepare the technical specifications for the sport lighting.

As part of the design phase, Consultants are requested to include an allowance of \$7,500.00 in the event that a topographic survey of the fields is required.

B. Construction Document Phase

Upon completion of the Schematic Design and Design Development Phases, the Consultant shall proceed with the Final Design Development Phase and thereafter Construction Document Phase. Services shall include, but not be limited to, the preparation and submission of final plans, drawings, submittals, specifications and all documents necessary for competitive bidding. The Consultant shall coordinate with all required approvals and attend and participate at meetings of various committees and groups. The final design and construction documents shall incorporate all of the artificial turf manufacturer's requirements. In the event that the City receives approval on the installation of sport lighting, the Consultant shall also provide all of the services necessary to prepare and incorporate the technical specifications for the sport lighting into the construction documents. As noted earlier, the Consultant shall provide a separate fee to prepare and incorporate the technical specifications for the sport lighting into the construction documents.

1.2 MILESTONE SCHEDULE

Advertise RFP	December 4, 2019
Site Walkthrough	December 10, 2019
Deadline for submission of questions:	December 17, 2019
Deadline for submission of proposals	January 8, 2020
RFP Evaluation	January 21, 2020
RFP Interviews:	January 28, 2019
Committee review & approval	February 12, 2019
Common Council review and approval	February 25, 2019

1.3 PROPOSAL SUBMISSION REQUIREMENTS

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete information as required by this request. The City shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

CITY OF NORWALK

PURCHASING DEPARTMENT

Firms should create their submissions on 8½" x 11" document size using a minimum 12 point font size, double sided. Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be on completeness and clarity of content. The City reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems in its best interest. All proposals will remain property of the City.

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

- **Title Page:** This should include your company name, address, telephone and fax numbers, and person to contact regarding this proposal with e-mail address.
- **Executive Summary:** (no more than 1 page) Provide a brief history of your firm, company structure, and identify key qualities or services provided that distinguishes your firm from other design firms. Outline the firm's experience with similar current or completed athletic field design projects and include Form SF330
- **Scope of Services:** Identify specific services that will be provided by the Consultant and any other recommended services in addition to those identified herein for consideration and possible incorporation. List any services or other consultants that are specifically excluded from this proposal. List the name and address of all consulting firm(s) that may be used on this project with a brief description of their qualifications with emphasis on athletic field design projects and your prior association with them, if any. Include Form SF330 for key consultants.
- **Project Team Organization and Staffing:** (no more than 1 page, not including resumes) Provide an organizational chart for the proposed staff for this project, including any consultants. Identify the Principal of the firm who will be responsible for this project and include resumes of all key project team members. In addition:
 - provide a brief description of similar projects in which the key personnel may have worked together as a team.
 - include a minimum of five (5) similar assignments in recent years and provide information such as project name, project status, project costs, length of time on job, references and contact information.
 - estimate the percent of time you will have each staff member working on the assigned project.

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

- **Describe your project approach and how your staff and consultants will be organized and utilized both during the design phase.**
- **Include any honors/awards or other professional engagements your firm has received in the field of athletic field design.**
- **Provide three references that will be able to verify the quality of the firm's services, technical ability and proposed key staff, with title, position, their relationship to the project, and telephone numbers.**

CITY OF NORWALK PURCHASING DEPARTMENT

- All candidates must be available for interview. Candidates are advised that the selection of the successful Consultant by the City shall be made in full compliance with the Freedom of Information laws and regulations.

1.4 EVALUATION OF RESPONSE

Evaluation of responding firms or team of firms will be based on the following criteria:

- The key personnel to be assigned to the project and their present workload;
- The firm's qualifications, experience, and demonstrated familiarity with athletic field design projects in general and specifically new construction of a similar, size, scope, and nature;
- The project team's experience with projects of similar nature and scope and the firm's ability to demonstrate the firm's: a) design creativity; b) communication with the Client; c) design solution to project challenges; d) knowledge of applicable regulations.
- Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project;
- Quality of references from previous clients;
- Preliminary schedule of time needed to initiate and complete the project and identifying key phases of design;
- Proposed fee structure;
- Completeness of the proposal, technical competence and clarity of the proposal as well as understanding of the project scope and approach; and
- Quality of the interview presentation.

The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in the City's best interests.

<u>Firm</u>	<u>Consultation and Design Services for Artificial Turf Softball/Multi-Use Field</u>					<u>(A-D) TOTAL FEE</u>	<u>ADD ALTERNATE – Addition of Sport Lighting requirements to Construction Design Phase</u>
	<u>A. Schematic Design & Design Development Phase:</u>	<u>B. Construction Documents Phase:</u>	<u>C. Allowance for Geotechnical Survey</u>	<u>D. Allowance for Topographical Survey</u>			
Stantec Consulting Services Inc.	\$17,000.00	\$13,000.00	\$7,500.00	\$7,500.00		\$45,000.00	\$5,000.00
Weston & Sampson Engineers, Inc.	\$29,000.00	\$16,000.00	\$7,500.00	\$7,500.00		\$60,000.00	\$12,500.00
BSC Group - Connecticut, Inc.	\$23,000.00	\$6,500.00	\$7,500.00	\$7,500.00		\$44,500.00	\$3,000.00
The WBA Group, Inc.	\$20,000.00	\$10,000.00	\$7,500.00	\$7,500.00		\$45,000.00	\$10,000.00
Diversified Technology Consultants, Inc. (DTC)	\$18,224.78	\$11,381.81	\$7,500.00	\$7,500.00		\$44,606.59	\$4,302.00

**CITY OF NORWALK
PURCHASING DEPARTMENT**



**SEALED RFPs MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE
NORWALK, CT 06851 BY THE DATE AND TIME OF RFP OPENING**

PROJECT NUMBER:	3985
REQUESTING DEPARTMENT:	Recreation and Parks
DATE OF RFP ISSUANCE:	November 22, 2019
TITLE OF RFP:	Consultation and Design Services for Artificial Turf Softball/Multi-Use Field
RFP SUBMISSION DEADLINE:	January 7, 2020
MANDATORY WALKTHROUGH:	YES () NO (X)
DATE, TIME AND LOCATION OF WALKTHROUGH	December 11, 2019, 10AM, Norwalk City Hall, 125 East Ave. Norwalk CT 06856, Conference Room 101
TIME OF RFP OPENING:	2:00 PM
RFP DEPOSIT REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: PERFORMANCE & PAYMENT BOND REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: MAINTENANCE BOND REQUIRED:	YES () NO (X)

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. RFP FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGEMENT FORMS (ONE ORIGINAL PLUS EIGHT (8) COPIES)
3. EXCEPTIONS (IF ANY)

CITY OF NORWALK
PURCHASING DEPARTMENT
NOTICE TO BIDDERS

1. ALL RFPs WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFP RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.
2. IF A BIDDER USES A COURIER SERVICE FOR RFP DELIVERY, IT SHALL BE THE BIDDER'S RESPONSIBILITY THAT THE RFP REACHES THE PURCHASING DEPARTMENT BY THE DATE AND TIME SPECIFIED HEREIN.
3. ALL RFPs SUBMITTED TO THE CITY MUST BE IN A CLEARLY MARKED AND SEALED ENVELOPE.
4. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING RFPs, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE HIM/HERSELF THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFP.
 - b. EACH BIDDER MUST FULLY INFORM HIM/HERSELF OF THE CONDITIONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF HIS/HER OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. INASMUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT HIS/HER WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.
5. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

**CITY OF NORWALK
PURCHASING DEPARTMENT**

PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM

Proposer's Name

Street Address

City	State	Zip

Business Telephone:

Email Address:

Printed Name and Title of Individual Submitting Proposal

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

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. Exceptions must be declared below in order to be considered by the City:

[illegible]

TABLE OF CONTENTS

GENERAL INFORMATION

SECTION 1 – PROJECT DESCRIPTION

1.1 SCOPE OF SERVICES

1.2 MILESTONE SCHEDULE

1.3 PROPOSAL SUBMISSION REQUIREMENTS

1.4 EVALUATION OF RESPONSE

1.5 SAMPLE CONTRACT

1.6 INSURANCE REQUIREMENTS

SECTION 2 – RESPONSE FORM

2.1 RESPONSE FORM

SECTION 3 – GENERAL INFORMATION

CITY OF NORWALK PURCHASING DEPARTMENT

GENERAL INFORMATION

1. INTRODUCTION

The City of Norwalk is requesting proposals from professional consultants to provide location recommendation and design services for a softball/multi-use athletic field improvement at Norwalk High School or Brien McMahon High School in Norwalk, Connecticut. This project consists of the conversion of an existing natural turf softball field into one (1) artificial turf softball/multi-use field. The budget for the location recommendation and design portion of this project is \$45,000.00. The requirements of this project are outlined in greater detail under Section 1 Project Description.

2. RFP DOCUMENTS

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

3. ADDENDA

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

4. BIDDER'S LIST

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

5. QUESTIONS CONCERNING THIS RFP

All questions concerning this solicitation must be directed, via e-mail, to Carleen Megaro, Buyer at cmegaro@norwalkct.org. Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm December 18, 2019.

6. SUBMISSION OF RFP

All sealed RFPs should be submitted to the City of Norwalk's Purchasing Department no later than January 7, 2020 at 2:00 pm at the address listed below:

City of Norwalk Purchasing Department
125 East Avenue, Room 202
Norwalk, CT 06856-5125

CITY OF NORWALK PURCHASING DEPARTMENT

7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFP opening at <http://www.norwalkct.org>. RFP results will not be provided over the phone.

SPECIAL NOTES:

- 1) We will be having a Pre-Bid conference to discuss the project at Norwalk City Hall, 125 East Ave. Norwalk, CT 06856 on December 11, 2019 at 10AM meeting in Conference Room 101.
- 2) The RFP submission (original and copies) **is required to be delivered** the Purchasing Department. Uploading a digital copy is not required but recommended.

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

CITY OF NORWALK
PURCHASING DEPARTMENT
SECTION 1 – PROJECT DESCRIPTION

Norwalk High School is located on County Street in Norwalk, Connecticut, and Brien McMahon High School is located on Highland Ave. in Norwalk. There is an existing natural turf softball field at both sites. The City of Norwalk would like a best possible location recommendation to convert one of these two natural turf fields into an artificial turf softball/ multi-use field capable of supporting use year round.

1.1 SCOPE OF SERVICES

Design services for this project shall include:

A. Location Recommendation, Schematic Design and Design Development Phases

Services shall include, but are not limited to, the preparation and submission of design alternatives, site layout plans, drawings and attending meetings with City representatives. The Consultant shall analyze the existing conditions and site configuration to develop alternatives for field layout. The Consultant's design services shall include:

- site grading
- retaining walls (as required)
- drainage (as required)
- sport lighting
- electrical service for score boards and power outlets
- storage
- additional site amenities such as water fountains, bleacher pads, bleachers, miscellaneous sprinkler system, and landscape planting as may be required, etc.

It is anticipated that such professional services shall include civil engineering, landscape design, structural engineering, electrical engineering and mechanical engineering at various level of involvement to fully implement the design.

The City of Norwalk shall be responsible for the selection, bidding and coordination of the artificial turf procurement and installation processes. However, as part of the design process, it shall be the responsibility of the Consultant to incorporate the artificial turf manufacturer's requirements relating to subbase material, drainage, grading, turf edging as well as all other requirements for the proper installation of the selected artificial turf system.

As part of the consulting services, the Consultant shall provide two cost estimates, one during the design phase and a second cost estimate during the construction document phase.

In regard to sport lighting of both fields, the City intends to seek all necessary approvals for the installation of the lighting at the design development phase. In the event that the City is unsuccessful in securing all of the necessary approvals for the installation of the lighting, the Consultant shall have no further responsibility on the sport lighting portion of the design. Based on this uncertainty, the Consultant shall only include fees for sport lighting design services in the schematic design and design development phases. Conversely, in the event that the City does receive the necessary approvals to install the sport lighting, the Consultant shall provide a separate fee to prepare the technical specifications for the sport lighting.

CITY OF NORWALK PURCHASING DEPARTMENT

As part of the design phase, Consultants are requested to include an allowance of \$7,500.00 in the event that a topographic survey of the fields is required.

B. Construction Document Phase

Upon completion of the Schematic Design and Design Development Phases, the Consultant shall proceed with the Final Design Development Phase and thereafter Construction Document Phase. Services shall include, but not be limited to, the preparation and submission of final plans, drawings, submittals, specifications and all documents necessary for competitive bidding. The Consultant shall coordinate with all required approvals and attend and participate at meetings of various committees and groups. The final design and construction documents shall incorporate all of the artificial turf manufacturer's requirements. In the event that the City receives approval on the installation of sport lighting, the Consultant shall also provide all of the services necessary to prepare and incorporate the technical specifications for the sport lighting into the construction documents. As noted earlier, the Consultant shall provide a separate fee to prepare and incorporate the technical specifications for the sport lighting into the construction documents.

1.2 MILESTONE SCHEDULE

Advertise RFP	December 4, 2019
Pre-Bid Conference to discuss the project	December 11, 2019
Deadline for the submission of questions	December 18, 2019
Deadline for the submission of proposals	January 7, 2020
RFP Evaluation	January 14, 2020
RFP Interviews	January 21, 2020
Committee review and approval	February 12, 2020
Common Council review and approval	February 25, 2020

1.3 PROPOSAL SUBMISSION REQUIREMENTS

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete information as required by this request. The City shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Firms should create their submissions on 8½" x 11" document size using a minimum 12 point font size, double sided. Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be on completeness and clarity of content. The City reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems in its best interest. All proposals will remain property of the City.

CITY OF NORWALK PURCHASING DEPARTMENT

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

- Title Page: This should include your company name, address, telephone and fax numbers, and person to contact regarding this proposal with e-mail address.
- Executive Summary: (no more than 1 page) Provide a brief history of your firm, company structure, and identify key qualities or services provided that distinguishes your firm from other design firms. Outline the firm's experience with similar current or completed athletic field design projects and include Form SF330.
- Scope of Services: Identify specific services that will be provided by the Consultant and any other recommended services in addition to those identified herein for consideration and possible incorporation. List any services or other consultants that are specifically excluded from this proposal. List the name and address of all consulting firm(s) that may be used on this project with a brief description of their qualifications with emphasis on athletic field design projects and your prior association with them, if any. Include Form SF330 for key consultants.
- Project Team Organization and Staffing: (no more than 1 page, not including resumes) Provide an organizational chart for the proposed staff for this project, including any consultants. Identify the Principal of the firm who will be responsible for this project and include resumes of all key project team members. In addition:
 - provide a brief description of similar projects in which the key personnel may have worked together as a team.
 - include a minimum of five (5) similar assignments in recent years and provide information such as project name, project status, project costs, length of time on job, references and contact information.
 - estimate the percent of time you will have each staff member working on the assigned project.

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

- Describe your project approach and how your staff and consultants will be organized and utilized both during the design phase.
- Include any honors/awards or other professional engagements your firm has received in the field of athletic field design.
- Provide three references that will be able to verify the quality of the firm's services, technical ability and proposed key staff, with title, position, their relationship to the project, and telephone numbers.
- All candidates must be available for interview. Candidates are advised that the selection of the successful Consultant by the City shall be made in full compliance with the Freedom of Information laws and regulations.

CITY OF NORWALK PURCHASING DEPARTMENT

1.4 EVALUATION OF RESPONSE

Evaluation of responding firms or team of firms will be based on the following criteria:

- The key personnel to be assigned to the project and their present workload;
- The firm's qualifications, experience, and demonstrated familiarity with athletic field design projects in general and specifically new construction of a similar, size, scope, and nature;
- The project team's experience with projects of similar nature and scope and the firm's ability to demonstrate the firm's: a) design creativity; b) communication with the Client; c) design solution to project challenges; d) knowledge of applicable regulations.
- Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project;
- Quality of references from previous clients;
- Preliminary schedule of time needed to initiate and complete the project and identifying key phases of design;
- Proposed fee structure;
- Completeness of the proposal, technical competence and clarity of the proposal as well as understanding of the project scope and approach; and
- Quality of the interview presentation.

The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in the City's best interests.

AGENDA**VII B 1-3****FEBRUARY 13, 2020****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
ACAR LEASING LTD	18-MV-300261 \$137.29	PRORATION
ALEGRIA SANTIAGO	18-MV-301600 \$21.62	PRORATION
ALMANZA-LOPEZ MARCO A	18-MV-301859 \$91.42	PRORATION
AMBROCIO-JACOBO JORGE I	18-MV-400582 \$12.07	PRORATION
ANTONIUK HAYLEY ANN	18-MV-302799 \$74.80	PRORATION
BAFFA MICHAEL W	18-MV-304129 \$42.76	PRORATION
BARTEK SUZANNE DORSI	18-MV-304871 \$230.29	PRORATION
BRYAN JOHN C JR	18-MV-401672 \$34.73	PRORATION
CAB EAST LLC	17-MV-SEE BACK UP (\$1,664.75)	PRORATION
CAB EAST LLC	18-MV-308501 \$369.57	PRORATION
	18-MV-308655 \$58.45	PRORATION
	18-MV-308930 \$184.81	PRORATION
CAB EAST LLC	18-MV-308488 \$207.30	PRORATION
CHOYCE-LAROSA NANCY	18-MV-312709 \$86.83	PRORATION
DAIMLER TRUST	18-MV-315609 \$712.39	PRORATION
GRABEN SARAH JANE	18-MV-327234 \$59.65	PRORATION
GRIFFITH-CHATTEN DIONNE A	18-MV-327761 \$50.96	PRORATION
HAM-SAGASTUME MARIA	17-MV-328551 \$59.44	PRORATION
HERNANDEZ ALEXANDER I	18-MV-406368 \$212.86	PRORATION
HONDA LEASE TRUST	18-MV-331040 \$60.35	PRORATION
HUGHES RACHEL MCKENNA	18-MV-332008 \$52.05	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332668 \$309.43	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332375 \$315.51	PRORATION
JACOME-ANDAGOYA ANDREA T	17-MV-407571 \$465.87	PRORATION
JP MORGAN CHASE BANK NA	18-MV-335141 \$263.77	PRORATION

AGENDA**FEBRUARY 13, 2020****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
JP MORGAN CHASE BANK NA	18-MV-334871 \$276.87	PRORATION
	18-MV-335206 \$106.38	PRORATION
JP MORGAN CHASE BANK NA	18-MV-335181 \$53.66	PRORATION
KAISER CATHERINE JEANETTE	18-MV-335805 \$53.54	PRORATION
KEELS EDWARD JR	17-MV-335945 \$53.80	PRORATION
LABAZE JEANS S	18-MV-337941 \$43.31	PRORATION
LOPEZ-GUERRA NINA CHRISTINE	16-MV-408438 \$293.24	PRORATION
	18-MV-340186 \$250.75	PRORATION
MEJIACANOS-MAYEN FRANZA G	18-MV-344349 \$83.86	PRORATION
	18-MV-344353 \$60.35	PRORATION
MODUGNO JOSEPHINE	18-MV-345610 \$56.16	PRORATION
MURAWSKI BARBARA J	18-MV-347148 \$44.04	PRORATION
NEVINS MATTHEW LEE	17-MV-347687 \$511.86	PRORATION
OLIVEIRA MARIA ODATE	18-MV-350209 \$79.04	PRORATION
PAPPA MICHAEL A	18-MV-351567 \$266.18	PRORATION
PIEDRAHITA ANDRES F	18-MV-353362 \$72.44	PRORATION
RAMPART MANAGEMENT LLC	18-MV-355317 \$12.74	PRORATION
	18-MV-355333 \$14.11	PRORATION
	18-MV-355341 \$38.36	PRORATION
ROOPLAH LAURA LEE	18-MV-357888 \$158.05	PRORATION
SCHMIDT ELIZABETH ANNE	18-MV-360224 \$16.10	PRORATION
SHAAK RICHARD N	18-MV-361043 \$80.05	PRORATION
TOYOTA LEASE TRUST	18-MV-366690 \$266.61	PRORATION
	18-MV-366837 \$246.14	PRORATION
TOYOTA LEASE TRUST	18-MV-374470 \$328.82	PRORATION

AGENDA**FEBRUARY 13, 2020****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
TOYOTA LEASE TRUST	17-MV-SEE BACK UP (\$2,464.23)	PRORATION
TOYOTA LEASE TRUST	16-MV-413558 \$638.99	PRORATION
	18-MV-367377 \$110.33	PRORATION
TOYOTA LEASE TRUST	18-MV-366561 \$105.38	PRORATION
	18-MV-366964 \$387.72	PRORATION
	18-MV-367154 \$385.39	PRORATION
	18-MV-367277 \$58.79	PRORATION
	18-MV-367304 \$131.95	PRORATION
USB LEASING LT	18-MV-368487 \$48.90	PRORATION
VAULT TRUST	17-MV-415288 \$109.70	PRORATION
VW CREDIT LEASING	18-MV-370809 \$188.97	PRORATION
	18-MV-371148 \$56.96	PRORATION
VW CREDIT LEASING LTD	18-MV-370446 \$76.07	PRORATION
VW CREDIT LEASING LTD	18-MV-370935 \$126.02	PRORATION
BAKER JAMES D & CAROLYN J		
11 DEWAL DR		
5-35-68-0	18-RE-101856 \$239.68	CORR THERA SPA VALUE
BURGESS MARY E TRUST		
37 BROOKLAWN AVE		
2-10-41-0	18-RE-103829 \$244.80	CORR THERA SPA VALUE

AGENDA**FEBRUARY 13, 2020****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
CORELOGIC TAX SERVICE 18 FOLWELL RD 5-4-256-0	18-RE-108376 \$3,204.93	DUP PYMT/OVER PYMT
CORELOGIC TAX SERVICE 63 BAYNE ST 5-24-25-0	18-RE-100745 \$398.96	CORR SPA VALUE
CORELOGIC TAX SERVICE 68 GRANDVIEW AVE 5-58-222-0	18-RE-105346 \$245.32	CORR SPA VALUE
CORELOGIC TAX SERVICE 212 EAST ROCKS RD 5-25-10-0	18-RE-113138 \$209.76	CORR SPA VALUE
CORELOGIC TAX SERVICE 29 BROOKHILL LN 5-23-331-0	18-RE-115481 \$245.32	CORR SPA VALUE
CORELOGIC TAX SERVICE 26 WINFIELD CT 3-24-90-0	18-RE-118385 \$3,916.92	CORR SPA VALUE

AGENDA

FEBRUARY 13, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
CORELOGIC TAX SERVICE 6 DEVILS GARDEN RD 5-78-170-0	18-RE-121478 \$245.32	CORR SPA VALUE
CORELOGIC TAX SERVICE 34 NURSERY ST 5-54-11-0	18-RE-128808 \$239.38	CORR SPA VALUE
CORELOGIC TAX SERVICE 38 NEARWATER RD 6-57A-46-0	18-RE-126698 \$336.98	CORR SPA VALUE
CORELOGIC TAX SERVICE 14 WAYFARING RD 5-32-47-0	18-RE-127654 \$3,874.74	CORR SPA VALUE
CORELOGIC TAX SERVICE 15 SHAGBARK RD 5-84A-26-0	18-RE-129179 \$215.44	CORR SPA VALUE
HARVEY BUILDING PRODUCTS MARTIN LUTHER KING JR. DR 5-82-253-0	18-RE-111941 \$1,553.12	PAID TWICE

AGENDA

FEBRUARY 13, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:

BILL No & AMOUNT REFUNDED

REASON

HENNESSY CHRISTOPHER

6 MCKENDRY CT

6-26-6A-0

18-RE-115867 \$4156.26

PAID IN ERROR

SPECIAL REQUEST:

CAB EAST LLC

17-MV-SEE BACK UP (\$20,083.12) PRORATION/ABATEMENTS

STRAWBERRY HILL ANIMAL HOSPITAL 16-PP-700014 \$4,456.31

322 WESTPORT AVE 17-PP-203091 \$5,768.57

PROP ID: 141903 18-PP-203101 \$5,672.88

DUPLICATE BILL

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
17-366367	753YFD	5TFUU4EN2FX130752	\$ 264.22
17-366418	3ARTF2	JTJBM7FX3F5099819	\$ 586.68
17-366422	9AKNR2	JTHCE1D21E5005152	\$ 630.87
17-366560	2ASAB9	2T2BK1BA4FC296116	\$ 57.55
17-366585	9AMWD9	2T3RFREV7EW183933	\$ 348.97
17-366922	393ZLP	JTMBFREVOED085034	\$ 295.20
17-367038	269ZNJ	4T1BF1FK6EU743070	\$ 280.74
TOTAL			\$ 2,464.23

CAB EAST LLC

BILL #	PLATE #	VIN#	AMOUNT
17-308522	5AVSS6	1FMCU9GX8FUC39334	\$ 60.09
17-308614	851ZEE	1FM5K8D89FGB63790	\$ 425.52
17-308627	8556DB	1FMCU9J9XFUB23174	\$ 112.48
17-308681	AE93516	1FM5K8D84GGC80050	\$ 52.30
17-308687	8550DB	2FMDK4JC9EBB34034	\$ 142.36
17-308801	0ASMM2	1FADP3F29EL456954	\$ 103.82
17-308882	8ATHR2	1FMCU9JX8FUB23186	\$ 288.00
17-401829	2AVFB1	1FMCU9J93FUC00211	\$ 337.47
17-401893	3AWDM9	3FA6POH79GR124999	\$ 83.42
17-401911	2AWKR6	3FA6POHD8GR108685	\$ 59.29
TOTAL			\$ 1,664.75



CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: February 10, 2020
Re: Narrative for January, 2020 Tax Collector's Report

As of the end of January 2020, seven out of twelve months through our current fiscal year, we had collected more than \$307 million, or **92.01%** of our now nearly \$334 million adjusted tax levy. As of the end of January, 2020, we collected more than \$15 million of our sewer use levy, or **92.37%**. We also collected 82.3% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly ahead with regard to taxes (.19%) as well as sewer use collections (2.5%). With regard to prior years' collections, through the month of January 2020, we showed a net collection of more than \$2.5 million in back taxes, interest, lien fees and other fees. Please note this figure is a net figure, which is why we show less collected year to date in January 2020 than in December 2019 – we 'lost' some prior year collections due to recent settlement of court cases initiated by taxpayers who appealed their tax assessments.

The collection period ended on Monday, February 3, 2020, and there were no major issues. As of this date, we are still processing and posting timely made payments. We will begin the process of issuing delinquent notices, called 'demand' notices, later this week for taxpayers who still owe what are now past due taxes. We will anticipate filing lien continuing certificates by the second week of March 2020. After that, we will send the next set of notices for the tax sale.

We began work in December 2019 on the tax sale that will be held on July 20, 2020. We identified 185 properties that would potentially be included in the sale, and sent preliminary correspondence to the owners notifying them of the sale with the intention of providing as much advance notice as possible - approximately three months more time than required by statute. Since we sent the letters, we have already collected more than \$1.5 million in taxes on these properties. 26 properties were paid in full, and partial payments were made on others. Our preliminary criteria was either three years in arrears, or \$15,000 or more due. We also included accounts that were close to the \$15,000 threshold, in case that amount changes. We will finalize the criteria after we are done posting payments later this month. The properties we identified in December represented approximately \$4.6 million in taxes, including second installment payments that became delinquent on February 3. We will re-examine the criteria and make a final determination on what will be included once we are able to see how we did with this last collection, and how close we are to meeting our budgeted collection goals.

Maintaining a high current tax collection rate by efficiently enforcing collection of past due taxes allows budget making authorities to set lower mill rates, because there can be less of an 'allowance' for anticipated uncollectibles in the coming fiscal year. When taxpayers fail to pay on time, the city is nonetheless committed to spending to bring to fruition all of the programs planned for that fiscal year. Because some will not pay on time, mill rates are set slightly higher to allow for 'uncollected taxes'. If we keep the current tax collection rate high, that 'uncollectible' amount can be less. This is the driver for our aggressive and consistent tax collection enforcement policies. It is important to remember this as policy makers continue crafting our annual municipal budget, as approximately 90% of the Norwalk's annual operating revenue is generated from property taxes.

TAX COLLECTOR'S REPORT
JANUARY 2020

FISCAL YEAR 2019-2020
(2018 GRAND LIST)

ORIGINAL LEVY	ADJ. TAX COLLECTIONS		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	JUN 19 - JAN 20	JUN 19 - JAN 20				
AUTOMOBILE-REGULAR	\$20,298,346.95	\$18,172,056.57	89.52%	\$19,920,040.40	(\$378,806.55)	91.22%
AUTOMOBILE-SUPPLEMENTAL	\$3,411,633.59	\$2,326,805.12	68.20%	\$3,407,950.99	(\$3,682.60)	68.28%
PERSONAL PROPERTY	\$18,801,474.70	\$12,857,131.84	68.38%	\$18,797,493.28	(\$3,981.42)	68.40%
REAL ESTATE	\$292,525,761.66	\$273,663,181.02	93.55%	\$291,571,539.80	(\$954,221.86)	93.85%
TOTAL TAX	\$335,037,716.90	\$307,019,174.35	91.64%	\$333,697,024.47	(\$1,340,692.43)	92.01%
SEWER USE	\$16,686,426.00	\$15,319,414.66	91.81%	\$16,585,006.00	(\$101,422.00)	92.37%
IPP FEE	\$203,250.00	\$171,795.79	84.52%	\$208,750.00	\$5,500.00	82.30%

FISCAL YEAR 2018-2019
(2017 GRAND LIST)

ORIGINAL LEVY	JUN 18 - JAN 19		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	JUN 18 - JAN 19	JUN 18 - JAN 19				
AUTOMOBILE-REGULAR	\$19,785,892.64	\$17,789,119.30	89.91%	\$19,432,951.78	(\$352,940.86)	91.54%
AUTOMOBILE-SUPPLEMENTAL	\$3,590,970.07	\$2,351,068.12	65.47%	\$3,536,477.72	(\$54,492.35)	66.48%
PERSONAL PROPERTY	\$21,246,718.54	\$15,494,354.44	72.92%	\$21,233,922.38	(\$14,796.16)	72.97%
REAL ESTATE	\$280,979,420.26	\$262,979,457.57	93.59%	\$281,034,567.11	\$55,146.85	93.58%
TOTAL TAX	\$325,605,001.51	\$298,613,999.43	91.71%	\$325,237,918.99	(\$367,082.52)	91.81%
SEWER USE	\$15,844,431.00	\$14,623,027.31	92.29%	\$16,272,214.00	\$427,783.00	89.87%
IPP FEE	\$207,250.00	\$175,920.41	84.88%	\$207,500.00	\$250.00	84.78%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L.
INCREASE/(DECREASE)

\$9,432,715.39

\$8,405,174.92

\$841,997.00

(\$4,000.00)

(\$4,124.62)

SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L.
INCREASE/(DECREASE)

\$8,459,105.48

\$312,792.00

(\$529,205.00)

\$1,250.00

\$5,250.00

IPP DIFFERENCE 2018 G.L. vs. 2017 G.L.
INCREASE/(DECREASE)

\$1,250.00

\$1,250.00

\$1,250.00

\$1,250.00

\$5,250.00

BACK TAXES COLLECTED

	FISCAL YR 2018-2019		FISCAL YR 2017-2018		CUR YR vs. PRIOR YR	
	JUL 19 - JAN 20	JUL 19 - JAN 20	JUL 18 - JAN 19	JUL 18 - JAN 19	INC/DEC	INC/DEC
PRIOR TAXES	\$1,314,957.27	\$1,854,612.05	\$1,854,612.05	(\$539,654.78)	(\$539,654.78)	
PRIOR SEWER USE FEE	\$117,790.96	\$92,115.83	\$92,115.83	\$25,675.13	\$25,675.13	
PRIOR IPP FEE	\$9,479.88	\$7,124.91	\$7,124.91	\$2,354.97	\$2,354.97	
TOTAL PRIOR TAX, SEWER & IPP	\$1,442,228.11	\$1,953,852.79	\$1,953,852.79	(\$511,624.68)	(\$511,624.68)	
CURRENT INTEREST	\$441,421.61	\$399,798.30	\$399,798.30	\$41,623.31	\$41,623.31	
PRIOR INTEREST	\$512,273.06	\$522,097.55	\$522,097.55	(\$9,824.49)	(\$9,824.49)	
SEWER USE FEE INTEREST	\$58,057.91	\$44,781.01	\$44,781.01	\$13,286.90	\$13,286.90	
IPP FEE INTEREST	\$4,728.43	\$4,879.32	\$4,879.32	(\$152.86)	(\$152.86)	
TOTAL INTEREST COLLECTED	\$1,016,489.04	\$971,556.18	\$971,556.18	\$44,932.86	\$44,932.86	
PRIOR LIEN FEE	\$10,156.84	\$9,846.21	\$9,846.21	\$320.63	\$320.63	
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL LIEN FEE COLLECTED	\$10,156.84	\$9,846.21	\$9,846.21	\$320.63	\$320.63	
MISC FEES COLLECTED**	\$80,611.52	\$360,173.98	\$360,173.98	(\$279,562.46)	(\$279,562.46)	
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$2,649,495.51	\$3,296,429.16	\$3,296,429.16	(\$745,933.65)	(\$745,933.65)	

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS
** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

WHEREAS, Section 1-289 of the Norwalk Charter requires that a majority of the Common Council vote to establish a specific spending limitation on locally funded expenditures during the process of establishing the next fiscal year's operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NORWALK THAT:

The maximum limit on total appropriations for the City of Norwalk for Fiscal Year beginning July 1, 2020 shall be no more than \$368,763,931. This appropriation cap represents total expenditures of \$385,630,101 less estimated intergovernmental grants of \$16,866,170. Be it further resolved that the result of this vote and resolution, together with the attached 2020-21 Budget Guide, be forwarded by the Clerk of the City of Norwalk to the Board of Estimate and Taxation.

Recommendation:		Citywide						
2018 Grand List (FYE 2020)	\$	14,311,193,584						
2019 Grand List (FYE 2021)	\$	14,311,193,584						
*Median Value FYE 2020	\$	305,440						
Median Value FYE 2021	\$	305,440						
FYE 2020 Mill Rate		23.19						
FYE 2020 Median Tax Bill	\$	7,082						
FYE 2021		24.26						
FYE 2021	\$	7,411						
Median Tax Incr/(Decr)	\$	329						
*Citywide Median Single Family Home								
Average		4.65%	\$ 7,411	\$ 368,763,931	\$ 385,630,101	\$ 16,866,170	\$ -	
2021 vs. 2020 % MR Change	New Mill Rate	New Median Tax Bill	Tax Bill Variance Increase/ (Decrease)	Budget Cap A-B	Total Expenditures A	Intergovernmental Grants B	Total Expenditure Variance From Recommendation	
0.43%	23.29	\$ 7,112	\$ (299)	\$ 354,763,931	\$ 371,630,101	\$ 16,866,170	\$ (14,000,000)	
0.73%	23.36	\$ 7,134	\$ (277)	\$ 355,763,931	\$ 372,630,101	\$ 16,866,170	\$ (13,000,000)	
1.03%	23.42	\$ 7,155	\$ (256)	\$ 356,763,931	\$ 373,630,101	\$ 16,866,170	\$ (12,000,000)	
1.33%	23.49	\$ 7,176	\$ (235)	\$ 357,763,931	\$ 374,630,101	\$ 16,866,170	\$ (11,000,000)	
1.64%	23.56	\$ 7,198	\$ (213)	\$ 358,763,931	\$ 375,630,101	\$ 16,866,170	\$ (10,000,000)	
1.94%	23.63	\$ 7,219	\$ (192)	\$ 359,763,931	\$ 376,630,101	\$ 16,866,170	\$ (9,000,000)	
2.24%	23.70	\$ 7,240	\$ (171)	\$ 360,763,931	\$ 377,630,101	\$ 16,866,170	\$ (8,000,000)	
2.54%	23.77	\$ 7,262	\$ (149)	\$ 361,763,931	\$ 378,630,101	\$ 16,866,170	\$ (7,000,000)	
2.84%	23.84	\$ 7,283	\$ (128)	\$ 362,763,931	\$ 379,630,101	\$ 16,866,170	\$ (6,000,000)	
3.14%	23.91	\$ 7,304	\$ (107)	\$ 363,763,931	\$ 380,630,101	\$ 16,866,170	\$ (5,000,000)	
3.44%	23.98	\$ 7,326	\$ (85)	\$ 364,763,931	\$ 381,630,101	\$ 16,866,170	\$ (4,000,000)	
3.75%	24.05	\$ 7,347	\$ (64)	\$ 365,763,931	\$ 382,630,101	\$ 16,866,170	\$ (3,000,000)	
4.05%	24.12	\$ 7,368	\$ (43)	\$ 366,763,931	\$ 383,630,101	\$ 16,866,170	\$ (2,000,000)	
4.35%	24.19	\$ 7,390	\$ (21)	\$ 367,763,931	\$ 384,630,101	\$ 16,866,170	\$ (1,000,000)	
4.65%	24.26	\$ 7,411	\$ -	\$ 368,763,931	\$ 385,630,101	\$ 16,866,170	\$ -	
4.95%	24.33	\$ 7,432	\$ 21	\$ 369,763,931	\$ 386,630,101	\$ 16,866,170	\$ 1,000,000	
5.25%	24.40	\$ 7,454	\$ 43	\$ 370,763,931	\$ 387,630,101	\$ 16,866,170	\$ 2,000,000	
5.55%	24.47	\$ 7,475	\$ 64	\$ 371,763,931	\$ 388,630,101	\$ 16,866,170	\$ 3,000,000	
5.86%	24.54	\$ 7,496	\$ 85	\$ 372,763,931	\$ 389,630,101	\$ 16,866,170	\$ 4,000,000	
6.16%	24.61	\$ 7,518	\$ 107	\$ 373,763,931	\$ 390,630,101	\$ 16,866,170	\$ 5,000,000	
6.46%	24.68	\$ 7,539	\$ 128	\$ 374,763,931	\$ 391,630,101	\$ 16,866,170	\$ 6,000,000	
6.76%	24.75	\$ 7,560	\$ 149	\$ 375,763,931	\$ 392,630,101	\$ 16,866,170	\$ 7,000,000	
7.06%	24.82	\$ 7,582	\$ 171	\$ 376,763,931	\$ 393,630,101	\$ 16,866,170	\$ 8,000,000	
7.36%	24.89	\$ 7,603	\$ 192	\$ 377,763,931	\$ 394,630,101	\$ 16,866,170	\$ 9,000,000	
7.66%	24.96	\$ 7,624	\$ 213	\$ 378,763,931	\$ 395,630,101	\$ 16,866,170	\$ 10,000,000	
7.96%	25.03	\$ 7,646	\$ 235	\$ 379,763,931	\$ 396,630,101	\$ 16,866,170	\$ 11,000,000	
8.27%	25.10	\$ 7,667	\$ 256	\$ 380,763,931	\$ 397,630,101	\$ 16,866,170	\$ 12,000,000	

NOTE: Intergovernmental Revenues decreased by \$2,495,348 from the published FYE 2021 Recommended Budget.

This amount is transferred directly to the BOE. The following changes to Mill Rate and Median Tax Bill resulted:

	Recommend	Updated
Mill Rate	24.09	24.26
% Incr.	3.90%	4.65%
Tax Bill	\$7,357	\$7,411
Avg Increase	\$275	\$329