

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

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 28, 2020

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

1. Presentation of The CyberSecurity Assessment Conducted of the City and Board of Education

EXECUTIVE SESSION

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

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

X. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

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

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

Mayor Rilling asked for a moment of silence in memory of Norwalk Police Officer Caesar Ramirez.

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. Nick Sacchinelli
	Ms. Barbara Smyth	

District A: Mr. David Heuvelman

District B: Ms. Darlene Young

District C:	Mr. John Kydes	Mr. George Theodoridis
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District D:	Mr. George Tsiranides	Mr. Tom Keegan
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District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan
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At Roll Call there were thirteen (13) Common Council members present and two (2) absent (Mr. Dumas and Mr. Roberts)

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 14, 2020

The following corrections were made to the minutes:

Page 3: first motion should read: Tad Diesel ZBA alternate

Page 9: Last paragraph – six seeks should read – six weeks

Page 9: Last paragraph – add Mr. Keegan asked if the cost estimate was increased. Mr. Lo said it was not.

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**

**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. SACCHINELLI)**

III. PUBLIC PARTICIPATION

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

Ms. Lisa Brinton welcomed Mr. Ford to Norwalk and said she wanted to make him aware of the multiunit assessment problem. She said she believes he has the expertise with this. She said that City Hall salaries and benefits continue to rise. Housing shifts require good recordkeeping. Ms. Brinton added that there are also instances of illegal housing units. She said homeowners face public shaming and tax sales but multi-unit land lords do not face the same. She said that 62% of the students likely reside in such units.

Mr. John Flynn said he supplied e-mails to the City regarding 13 outstanding ethics complaints, but he has not heard back. He said nothing was cone about the Vesta lawsuit. Mr. Flynn said people are calling him, but he is at his limit. He talked about his tenth civilian complaint to the Norwalk Police Department.

Mayor Rilling reminded him that he could only speak about an item that is on the agenda. He told him if he has a complaint about the Police Department to contact the Police Chief. Mr. Flynn responded to Mayor Rilling that if he wanted to be personally liable, it was find with him.

Ms. Lisa Henderson said the Common Council holds little regard for the residents when the approve \$50,000. She told them they were elected to represent the residents of Norwalk and not Senator Duff's campaign.

Mayor Rilling explained that this item was on the last agenda.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none this evening.

APPOINTMENTS:

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING
APPOINTMENT**

WILLIAM J. FORD, TAX ASSESSOR

Ms. Smyth spoke in support of the appointment. Mayor Rilling also spoke in support and said he looked forward to having Mr. Ford on board.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

**** MS. SHANAHAN MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENTS:**

DORIS ASH, ASSESSMENT BOARD OF APPEALS, ALTERNATE

**JOSEPHINE DEUPREE, ASSESSMENT BOARD OF APPEALS,
ALTERNATE**

**CINDY ELLERMAN, ASSESSMENT BOARD OF APPEALS,
ALTERNATE**

JUDITH HYERS, ASSESSMENT BOARD OF APPEALS, ALTERNATE

JANE READY, ASSESSMENT BOARD OF APPEALS, ALTERNATE

**** MOTION PASSED UNANIMOUSLY**

**** MR. TSIRANIDES MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENT:**

John J. Bove, Water Pollution Control Authority

Mr. Tsiranides spoke in support of the reappointment.

**** MOTION PASSED UNANIMOUSLY**

MAYOR'S REMARKS:

Mayor Rilling announced that the Brien McMahon Winter Mania Guard Show will be held on February, 1, 2020. Registration for Recreation and Park's Play and Learn Camp will open on Monday, February 3, 2020.

Mayor Rilling congratulated Ralph Bloom on his 21st year of volunteering with the Norwalk Public Library. This year, National Wear Red Day will be held on February 7, 2020. This is to raise awareness of heart disease. VITA Tax Preparation will be available at City Hall every Tuesday starting on February 4, 2020 until April 14, 2020.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

**** MS. JOHNSON MOVED THE FOLLOWING CONSENT CALENDAR:**

VII.A.1, VII.D.1, VII.E.1

VII. COMMON COUNCIL COMMITTEES

A. ORDINANCE COMMITTEE

1. APPROVE REVISIONS TO THE FOLLOWING SECTIONS OF CHAPTER 32, CODE OF ETHICS:

- SECTION 32-16: INCURRING OF COSTS BY BOARD OF ETHICS; STAFF.**
- SECTION 32-17: REPRESENTATION OF RESPONDENT(S) BY CITY.**

D. HEALTH AND PUBLIC SAFETY COMMITTEE

1. AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO HAVE EVERSOURCE ELECTRIC TO INSTALL ONE (1) NEW STREET ON THE EXISTING UTILITY POLE AT THE SOUTHWEST CORNER OF THE INTERSECTION OF ST. PAUL'S PLACE AND PARK STREET IN ACCORDANCE WITH THE ATTACHED PLAN AT AN APPROXIMATE COST OF \$20 PER MONTH, TO BE PAID FOR FROM ACCOUNT NO. 0140 21-5241.

E. RECREATION, PARKS AND CULTURAL AFFAIRS

1. TECHNICAL CORRECTION ITEM #VII.B.10 ON THE COMMON COUNCIL AGENDA OF JANUARY 14, 2020 WHICH READS AS FOLLOWS: AUTHORIZE THE MAYOR, HARRY W. RILLING, TO

ENTER INTO AN AGREEMENT WITH FLOWBIRD FOR THE PURCHASE OF 4 CWTCC PAY STATIONS FOR AN AMOUNT NOT TO EXCEED \$30,740.00. ACCOUNT #014150-5585

NEW ACTION AUTHORIZATION REQUEST: AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH CALE AMERICA INC DBA FLOWBIRD FOR THE PURCHASE OF 4 CWTCC PAY STATIONS FOR AN AMOUNT NOT TO EXCEED \$30,740.00. ACCOUNT #014150-5585

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

B. FINANCE COMMITTEE

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

1. RESOLVED, THAT A SUM NOT TO EXCEED \$1,000,000, BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO OPERATING ACCOUNT 01-7029-5A0620 TO PROVIDE MATCHING FUNDS FOR THE YMCA BUILD-OUT OF THE CITY OWNED PROPERTY LOCATED AT 98 SOUTH MAIN STREET, SUBJECT TO CONTRACT APPROVAL.

Mr. Burnett reviewed the item and said they are now at the point of formalizing the partnership between the City of Norwalk and the Riverbrook Regional YMCA. He said the \$1M special appropriation will be matched by the YMCA.

Mr. Burnett said he was elated by the services that will be offered to the community.

Mr. Kydes noted that work began years ago. He said that the funding for the YMCA will come from private donors and he urged people to give.

Mayor Rilling said this was an exciting time and thanked all those involved. He said the building has been vacant for too long and will now be a place for people to get various services.

**** MOTION PASSED UNANIMOUSLY**

C. LAND USE AND BUILDING MANAGEMENT

**** MR. LIVINGSTON MOVED TO APPROVE THE FOLLOWING ITEM:**

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A LEASE AGREEMENT AND ALL OTHER NECESSARY DOCUMENTS WITH THE RIVERBROOK REGIONAL YOUNG MEN'S CHRISTIAN

ASSOCIATION, INC. (YMCA) FOR THE CAPITAL IMPROVEMENTS, USE/OCCUPANCY OF THE BUILDING AND CONTINUED MAINTENANCE/REPAIR/ IMPROVEMENT OF CITY OWNED BUILDING LOCATED AT 98 SOUTH MAIN STREET. TERMS OF THE LEASE AGREEMENT SHALL BE AS OUTLINED IN THE LEASE TERM SHEET IN MEMO PREPARED BY DARIN CALLAHAN, ASSISTANT CORPORATION COUNSEL DATED JANUARY 27, 2020.

Mr. Livingston said this was an outstanding result for this building. He explained that an RFP went out about a year ago and they got one bid. He said this will be a great addition to the City and will provide important services to the City.

Mr. Livingston explained the lease agreement and said the City is putting in \$1 million and the YMCA is putting in at least \$1 million, if not \$2 million.

Mr. Robert McDowell, CEO, Riverbrook Regional YMCA said their board is committed to raising \$2.5 million and will have sustained funding on an annual basis.

Ms. Smyth thanked Mr. McDowell for his work and for being so responsive to the community.

Mr. Livingston said the YMCA showed great flexibility and that was appreciated. He thanked Mr. Lo, Mayor Rilling and the Corporation Counsels.

Mayor Rilling said it was a wonderful opportunity and thanked all those involved in making this a reality.

**** MOTION PASSED UNANIMOUSLY**

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

**** MS. SMYTH MOVED TO GO INTO EXECUTIVE SESSION AT 8:01 P.M. TO DISCUSS THE FOLLOWING ITEM:**

1. ANTICIPATED EXECUTIVE SESSION CONCERNING LEASED PROPERTY. DISCUSSION OF MEMORANDUM OF ASSISTANT CORPORATION COUNSEL (DARIN L. CALLAHAN) DATED JANUARY 14, 2020 PURSUANT TO CONN. GEN. STAT. §§ 1-200(6)(E) AND 1-210(B)(10).

**** MOTION PASSED UNANIMOUSLY**

The members of the public were excused and left the Common Council Chambers.

The members of the Common Council came out of Executive Session at 8:09 p.m.
During Executive Session, no motions were made and no votes were taken.

X. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none this evening.

XI. ADJOURNMENT

**** MR. TSIRANIDES MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:11 p.m.

ATTEST: _____
Donna King, City Clerk



VII. A

CITY OF NORWALK
Anthony R. Carr, PE, CFM
Chief of Operations and Public Works
acarr@norwalkct.org
P: 203-854-7792 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

TO: Chairman George Tsiranides, Public Works Committee
Honorable Members of the Public Works Committee

FROM: Mr. Anthony R. Carr, PE, CFM – Chief of Operations and Public Works ARC

CC: Mr. Drew Berndlmaier, PE – Senior Engineer, Department of Public Works
Ms. Monique Cipriano, Executive Secretary, Department of Public Works
Mr. Darin Callahan, Esq., Assistant Corporation Counsel, Law Department

REF: PM 2019-1 "Pavement Management Program" Contract Amendment

DATE: January 31, 2020

We are respectfully requesting a contract amendment (i.e. extension) of Public Works Contract No. PM 2019-1 "Pavement Management Program" in the amount of \$3,750,000. PM 2019-1 was awarded to Deering Construction, Inc. on April 10, 2019 in the base amount of \$4,538,688.50. The second lowest (and only other competitive bidder) was The Grasso Companies, LLC in the amount of \$5,567,963.56 (i.e. ±\$1.0 million higher than Deering Construction, Inc.).

Public Works contract extensions are typical, and offered by many municipalities (especially for annual pavement management). The City of White Plains, City of Stamford and Town of Darien are amongst several localities that offer these and other Public Works contract extensions. Based on the following, we recommend a one (1) year extension for Contract No. PM 2019-1:

- Inconsistency and Decline of Competitive Bidders
 - Between 2017 and 2018, there were five (5) consistent bidders for said contract.
 - From 2017 to 2019, the above contractors are the only two (2) consistent bidders.
- Increased Contractor Utilization and Efficiencies
 - Deering Construction, Inc., is currently performing work under the City of Norwalk PM 2019-2 "Permanent Pavement Repairs and Surface Restoration" and RD 2019-1 "Concrete Curb and Sidewalks".
 - Contractor mobilization cost will be reduced since Deering is performing work in the City; multiple contracts with one contractor enhances project coordination.
- Advantageous and Certainty in Construction Cost
 - Deering Construction, Inc. will maintain current (and competitive) contract pricing.
 - Eliminates uncertainty of receiving a higher bid from the same or different contractor; Asphalt pavement cost is not subjected to variable/escalated oil prices.
- Deering Construction, Inc., performance is consistent and conforms to City requirements.

Your consideration to this request is greatly appreciated.



PROJECT: PM2019-1 Pavement Management Program

BID OPENING: Thursday, February 28, 2019 at 3:00 PM

<u>Bidder</u>	<u>Bid Amount</u>	<u>Bid Bond</u>
The Grasso Companies, LLC	\$5,567,963.56	Allegheny Casualty Company - 15% of amount bid
Deering Construction, Inc. (<i>Apparent Low Bidder</i>)	\$4,538,688.50	Travelers casualty and Surety Company of America - 15% of amount bid

ProjectNumber: PM2019-1

Project Name: PAVEMENT MANAGEMENT PROGRAM

Item Number	Description	Apparent Low Bidder			Second Bidder			Third Bidder			Engineer's Estimate	
		Quantity	Unit	UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount	Amount
0202000	EARTH EXCAVATION	500.00	CY	\$12.00	\$6,000.00	\$30.00	\$15,000.00	\$0.00	\$0.00	\$14.00	\$7,000.00	
0202503 A	REMOVAL OF CONCRETE CURBING	1200.00	LF	\$4.90	\$5,880.00	\$2.00	\$2,400.00	\$0.00	\$0.00	\$20.00	\$24,000.00	
0202504 A	REMOVAL OF BITUMINOUS CONCRETE CURBING	10000.00	LF	\$1.40	\$14,000.00	\$2.00	\$20,000.00	\$0.00	\$0.00	\$2.50	\$25,000.00	
0209001	FORMATION OF SUBGRADE	500.00	SY	\$2.15	\$1,075.00	\$2.00	\$1,000.00	\$0.00	\$0.00	\$3.00	\$1,500.00	
0304002	PROCESSED AGGREGATE BASE	650.00	CY	\$28.00	\$18,200.00	\$25.00	\$16,250.00	\$0.00	\$0.00	\$30.00	\$19,500.00	
0403875 A	15" RECLAMATION - ASPHALT GRAVEL BASE	4200.00	SY	\$4.60	\$19,320.00	\$8.00	\$33,600.00	\$0.00	\$0.00	\$10.00	\$42,000.00	
0403876 A	10" RECLAMATION - ASPHALT GRAVEL BASE	6100.00	SY	\$4.60	\$28,060.00	\$6.00	\$36,600.00	\$0.00	\$0.00	\$6.50	\$39,650.00	
0406171 A	HMA SUPERPAVE 0.5" (12.5) LEVEL 2	4700.00	TON	\$96.45	\$453,315.00	\$107.43	\$504,921.00	\$0.00	\$0.00	\$90.50	\$425,350.00	
0406172 A	HMA SUPERPAVE 0.375" (9.5) LEVEL 2	9500.00	TON	\$101.00	\$959,500.00	\$112.03	\$1,064,285.00	\$0.00	\$0.00	\$97.00	\$921,500.00	
0406201 A	ROAD ENCROACHMENT PERMANENT PAVEMENT REPAIR (MAJOR ARTERIAL) MIN BID - SEE SPECIAL NOTES	10.00	SY	\$185.00	\$1,850.00	\$120.00	\$1,200.00	\$0.00	\$0.00	\$150.00	\$1,500.00	
0406202 A	ROAD ENCROACHMENT PERMANENT PAVEMENT REPAIR (MINOR ARTERIAL) MIN BID - SEE SPECIAL NOTES	90.00	SY	\$120.00	\$10,800.00	\$100.00	\$9,000.00	\$0.00	\$0.00	\$106.00	\$9,540.00	
0406203 A	ROAD ENCROACHMENT PERMANENT PAVEMENT REPAIR (COLLECTOR) MIN BID - SEE SPECIAL NOTES	400.00	SY	\$80.00	\$32,000.00	\$80.00	\$32,000.00	\$0.00	\$0.00	\$90.00	\$36,000.00	
0406204 A	ROAD ENCROACHMENT PERMANENT PAVEMENT REPAIR (LOCAL) MIN BID - SEE SPECIAL NOTES	1000.00	SY	\$60.00	\$60,000.00	\$60.00	\$60,000.00	\$0.00	\$0.00	\$65.00	\$65,000.00	
0406267 A	BITUMINOUS CONCRETE MILLING (0-4")	112000.00	SY	\$2.30	\$257,600.00	\$2.40	\$268,800.00	\$0.00	\$0.00	\$2.35	\$263,200.00	
0406279 A	MILL FULL LANE 1.5" (40 LF TO 200 LF)	250.00	SY	\$3.80	\$950.00	\$4.00	\$1,000.00	\$0.00	\$0.00	\$10.00	\$2,500.00	
0406280 A	MILL FULL LANE 1.5" (>200 LF)	270.00	SY	\$3.00	\$810.00	\$10.00	\$2,700.00	\$0.00	\$0.00	\$3.50	\$945.00	
0406282 A	MILL FULL LANE 2" (>200 LF)	1200.00	SY	\$3.00	\$3,600.00	\$7.00	\$8,400.00	\$0.00	\$0.00	\$2.35	\$2,820.00	

Project Number: PM2019-1

Project Name: PAVEMENT MANAGEMENT PROGRAM

Item Number	Description	Quantity	Unit	Apparent Low Bidder		Second Bidder		Third Bidder		Engineer's Estimate	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
0406451 A	BITUMINOUS CONCRETE 1.5" OVERLAY FULL LANE (40LF TO 200LF)	20.00	TON	\$175.00	\$3,500.00	\$250.00	\$5,000.00	\$0.00	\$0.00	\$200.00	\$4,000.00
0406452 A	BITUMINOUS CONCRETE 1.5" OVERLAY FULL LANE (>200LF)	120.00	TON	\$100.00	\$12,000.00	\$200.00	\$24,000.00	\$0.00	\$0.00	\$150.00	\$18,000.00
0406454 A	BITUMINOUS CONCRETE 2" OVERLAY FULL LANE (>200LF)	140.00	TON	\$100.00	\$14,000.00	\$200.00	\$28,000.00	\$0.00	\$0.00	\$200.00	\$28,000.00
0406998 A	DENSITY ADJUSTMENT	1.00	ALLOW	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
0406999 A	ASPHALT ADJUSTMENT COST	1.00	EST	\$78,000.00	\$78,000.00	\$78,000.00	\$78,000.00	\$0.00	\$0.00	\$78,000.00	\$78,000.00
0407010 A	SPEED BUMPS	1450.00	SF	\$2.35	\$3,407.50	\$10.00	\$14,500.00	\$0.00	\$0.00	\$12.00	\$17,400.00
0507042 A	RESET CATCH BASIN	300.00	EA	\$450.00	\$135,000.00	\$600.00	\$180,000.00	\$0.00	\$0.00	\$500.00	\$150,000.00
0507781	RESET MANHOLE	200.00	EA	\$450.00	\$90,000.00	\$650.00	\$130,000.00	\$0.00	\$0.00	\$500.00	\$100,000.00
0507792 A	RECONSTRUCT CATCH BASIN	20.00	VF	\$250.00	\$5,000.00	\$400.00	\$8,000.00	\$0.00	\$0.00	\$300.00	\$6,000.00
0511530 A	LINDENWOODS ROAD DRAINAGE IMPROVEMENTS	1.00	LS	\$32,500.00	\$32,500.00	\$59,900.00	\$59,900.00	\$0.00	\$0.00	\$46,000.00	\$46,000.00
0511531 A	SMITH STREET DRAINAGE IMPROVEMENTS	1.00	LS	\$14,500.00	\$14,500.00	\$23,950.00	\$23,950.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
0511532 A	NORTH TAYLOR AVENUE DRAINAGE IMPROVEMENTS	1.00	LS	\$15,250.00	\$15,250.00	\$53,250.00	\$53,250.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
0651344 A	STORM DRAINAGE ALLOWANCE	1.00	ALLOW	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
0811001 A	CONCRETE CURBING	760.00	LF	\$35.00	\$26,600.00	\$35.00	\$26,600.00	\$0.00	\$0.00	\$35.00	\$26,600.00
0811007 A	CONCRETE CURBING (<45 LF PER MOB.)	45.00	LF	\$40.00	\$1,800.00	\$50.00	\$2,250.00	\$0.00	\$0.00	\$40.00	\$1,800.00
0812000 A	EXTRUDED CONCRETE CURB	1900.00	LF	\$7.35	\$13,965.00	\$8.00	\$15,200.00	\$0.00	\$0.00	\$7.00	\$13,300.00
0813015 A	5" X 16" GRANITE STONE CURBING (STRAIGHT)	5000.00	LF	\$58.00	\$290,000.00	\$55.00	\$275,000.00	\$0.00	\$0.00	\$50.00	\$250,000.00
0815001	BITUMINOUS CONCRETE LIP CURBING	10000.00	LF	\$4.25	\$42,500.00	\$6.00	\$60,000.00	\$0.00	\$0.00	\$4.00	\$40,000.00
0910004	METAL BEAM RAIL (TYPE R-B)	120.00	LF	\$27.50	\$3,300.00	\$78.00	\$9,360.00	\$0.00	\$0.00	\$75.00	\$9,000.00
0911923	R-B END ANCHORAGE- TYPE 2	2.00	EA	\$1,450.00	\$2,900.00	\$4,550.00	\$9,100.00	\$0.00	\$0.00	\$1,500.00	\$3,000.00
0912504	REMOVE METAL BEAM RAIL	120.00	LF	\$6.60	\$792.00	\$6.50	\$780.00	\$0.00	\$0.00	\$6.00	\$720.00
0921001 A	CONCRETE SIDEWALK	28500.00	SF	\$8.75	\$249,375.00	\$10.00	\$285,000.00	\$0.00	\$0.00	\$12.00	\$342,000.00
0921004 A	CONCRETE SIDEWALK (<110 SF PER MOB.)	110.00	SF	\$15.00	\$1,650.00	\$20.00	\$2,200.00	\$0.00	\$0.00	\$20.00	\$2,200.00

Project/Number: PM2019-1

Project Name: PAVEMENT MANAGEMENT PROGRAM

Item Number	Description	Quantity	Unit	Apparent Low Bidder		Second Bidder		Third Bidder		Engineer's Estimate	
				UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount
0921010 A	CONCRETE DRIVEWAY RAMP (<90 SF PER MOB.)	90.00	SF	\$15.00	\$1,350.00	\$30.00	\$2,700.00	\$0.00	\$0.00	\$21.00	\$1,890.00
0921011 A	CONCRETE DRIVEWAY RAMP	7500.00	SF	\$10.00	\$75,000.00	\$14.00	\$105,000.00	\$0.00	\$0.00	\$16.00	\$120,000.00
0921014 A	PRECAST CONCRETE PAVEMENT SIDEWALK AND DRIVEWAY	7150.00	SF	\$18.00	\$128,700.00	\$25.00	\$178,750.00	\$0.00	\$0.00	\$45.00	\$321,750.00
0921021 A	RELAY PRECAST CONCRETE PAVEMENT SIDEWALK AND DRIVEWAY	400.00	SF	\$18.00	\$7,200.00	\$20.00	\$8,000.00	\$0.00	\$0.00	\$30.00	\$12,000.00
0921051 A	PROPOSED SIDEWALKS AT ROUTE 136 (WILSON AVENUE)	1.00	LS	\$49,000.00	\$49,000.00	\$81,604.00	\$81,604.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
0922001 A	BITUMINOUS CONCRETE SIDEWALK	12000.00	SY	\$36.00	\$432,000.00	\$40.00	\$480,000.00	\$0.00	\$0.00	\$36.00	\$432,000.00
0922502 A	BITUMINOUS CONCRETE DRIVEWAY OVERLAY	50.00	TON	\$170.00	\$8,500.00	\$250.00	\$12,500.00	\$0.00	\$0.00	\$175.00	\$8,750.00
0922525 A	MAIN STREET PARKING LOT	1.00	LS	\$57,500.00	\$57,500.00	\$65,650.00	\$65,650.00	\$0.00	\$0.00	\$73,590.00	\$73,590.00
0922526 A	WEBSTER LOT I	1.00	LS	\$80,000.00	\$80,000.00	\$92,950.00	\$92,950.00	\$0.00	\$0.00	\$183,040.00	\$183,040.00
0922527 A	WEBSTER LOT II	1.00	LS	\$133,000.00	\$133,000.00	\$161,964.00	\$161,964.00	\$0.00	\$0.00	\$54,450.00	\$54,450.00
0922528 A	WEBSTER LOT III	1.00	LS	\$182,000.00	\$182,000.00	\$218,182.00	\$218,182.00	\$0.00	\$0.00	\$219,285.00	\$219,285.00
0922529 A	TRANSFER STATION PARKING LOT	1.00	LS	\$80,000.00	\$80,000.00	\$103,900.00	\$103,900.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00
0922530 A	LOCKWOOD MATHEWS MANSION MUSEUM PARKING LOT	1.00	LS	\$23,000.00	\$23,000.00	\$85,595.76	\$85,595.76	\$0.00	\$0.00	\$56,000.00	\$56,000.00
0922531 A	PARKS & REC PARKING LOT (SOUTH SMITH STREET)	1.00	LS	\$36,000.00	\$36,000.00	\$39,250.00	\$39,250.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
0922532 A	YANKEE DOODLE GARAGE BURNELL BOULEVARD ENTRANCE	1.00	LS	\$10,000.00	\$10,000.00	\$24,845.00	\$24,845.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
0922533 A	OAK HILLS PARK GOLF COURSE - CART PATH	1.00	LS	\$11,000.00	\$11,000.00	\$13,560.00	\$13,560.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00
0924007 A	HANDICAP RAMPS (ADA COMPLIANT)	420.00	SF	\$25.00	\$10,500.00	\$45.00	\$18,900.00	\$0.00	\$0.00	\$35.00	\$14,700.00
0944003 A	FURNISHING AND PLACING TOPSOIL	8000.00	SY	\$6.00	\$48,000.00	\$12.00	\$96,000.00	\$0.00	\$0.00	\$10.00	\$80,000.00
0950003 A	TURF ESTABLISHMENT (LAWN)	8000.00	SY	\$1.00	\$8,000.00	\$3.00	\$24,000.00	\$0.00	\$0.00	\$1.50	\$12,000.00

ProjectNumber: PM2019-1

Project Name: PAVEMENT MANAGEMENT PROGRAM

Item Number	Description	Quantity	Unit	Apparent Low Bidder		Second Bidder		Third Bidder		Engineer's Estimate	
				UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount
0980003 A	PROJECT SURVEY AND STAKEOUT	1.00	ALLOW	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
1111051 A	LOOP VEHICLE DETECTOR	200.00	LF	\$15.00	\$3,000.00	\$18.00	\$3,600.00	\$0.00	\$0.00	\$40.00	\$8,000.00
1111451	LOOP DETECTOR SAW CUT	200.00	LF	\$15.00	\$3,000.00	\$5.00	\$1,000.00	\$0.00	\$0.00	\$15.00	\$3,000.00
1210101	4" WHITE EPOXY RESIN PAVEMENT MARKINGS	835.00	LF	\$0.40	\$334.00	\$0.48	\$400.80	\$0.00	\$0.00	\$0.50	\$417.50
1210104	4" DOUBLE YELLOW EPOXY RESIN PAVEMENT MARKINGS	8000.00	LF	\$0.80	\$6,400.00	\$0.96	\$7,680.00	\$0.00	\$0.00	\$0.85	\$6,800.00
1210105	EPOXY RESIN PAVEMENT MARKINGS - SYMBOLS AND LEGENDS	700.00	SF	\$3.85	\$2,695.00	\$4.62	\$3,234.00	\$0.00	\$0.00	\$4.00	\$2,800.00
1210106	12" WHITE EPOXY RESIN PAVEMENT MARKINGS	100.00	LF	\$3.85	\$385.00	\$4.62	\$462.00	\$0.00	\$0.00	\$4.00	\$400.00
1210124	24" WHITE EPOXY RESIN PAVEMENT MARKINGS	3500.00	LF	\$7.75	\$27,125.00	\$9.30	\$32,550.00	\$0.00	\$0.00	\$8.00	\$28,000.00
1302060	RESET GATE BOXES	400.00	EA	\$45.00	\$18,000.00	\$75.00	\$30,000.00	\$0.00	\$0.00	\$55.00	\$22,000.00
1304016 A	MATHEWS PARK WATER SERVICE REPLACEMENT	1.00	LS	\$67,500.00	\$67,500.00	\$187,940.00	\$187,940.00	\$0.00	\$0.00	\$55,000.00	\$55,000.00
					\$4,538,688.50		\$5,567,963.56		\$0.00		\$5,151,397.50

Apparent Low Bidder = Deering Construction, Inc. Norwalk, CT

Second Bidder = The Grasso Companies Norwalk, CT

Third Bidder = N/A



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860.372.4570
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Engineers | Scientists | Planners | Designers

100 Great Meadow Road
Suite 200
Wethersfield, CT 06109-2377

Client Authorization

☐ New Contract

Date January 29, 2020

☒ Amendment No. 1

Project No. 42432.00

Project Name Walk Bridge- Traffic Engineering

		Cost Estimate	
		Amendment	Contract Total
To:	Mr. Michael M. Yeosock Senior Engineer of Design City of Norwalk, DPW 125 East Avenue Norwalk, CT 06851	Labor \$15,000	\$40,000
		Expenses 0	0
		TOTAL \$15,000	\$40,000

E-mail:

☐ Lump Sum

☒ Time & Expenses

☐ Cost + Fixed Fee

☐ Labor Multiplier

Phone No:

Estimated Date of Completion:

Scope of Services:

See Exhibit A

Update to rates, see Exhibit B

Prepared By: **Joseph Balskus**

Department Approval: 

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated November 14, 2018

Vanasse Hangen Brustlin, Inc. Authorization

By _____

Print _____

Title _____

Date _____

Client Authorization (Please sign original and return)

By _____

Print _____

Title _____

Date _____



Exhibit A

SCOPE OF SERVICES

This amendment scope of services includes provisions for additional review of the Walk Bridge Traffic Engineering Technical Memorandum and follow up discussions with the City and attendance at meetings to review the original agreement memorandum of findings.

Related to the Walk Bridge review is the recommendation for signalizing the intersection of Route 136 Fort Point Road with Goldstein Place/Veterans Park driveway. These efforts include designing a new permanent traffic control signal at this location and coordinated with the adjacent existing signalized intersection with Seaview Avenue. The City will provide all mapping available for the signal plan development.

1.0 WALK BRIDGE TRAFFIC ENGINEERING REVIEW

VHB will continue to provide additional support to the City as outlined in the original agreement scope of services to provide responses to comments on the memorandum of findings and attend additional meetings as requested.

VHB will revise the memorandum of findings in discussions with the City of Norwalk and in response to comments from the Walk Bridge project team.

VHB will provide ongoing coordination with the City through conference calls and meetings as necessary to support the City in the review of the Walk Bridge project.

COMPENSATION

In accordance with the original agreement, VHB will perform the Scope of Services contained in this Agreement on a lump sum plus expenses basis. The fee for this Scope of Services is **\$15,000**, included in this fee shall be *expenditures* made specifically for the project such as: printing and reprographics; travel and subsistence; shipping, postage and courier service charges; etc. If subconsultants and subcontractors are engaged by VHB for this project and are, therefore, under contract to VHB, their services will be invoiced at cost.

The original contract of \$25,000 is requested to be increased by \$15,000 for a total of \$40,000 for this scope of services.

SCHEDULE

VHB will provide the services on an as needed basis in compliance with the overall Walk Bridge schedule.



Exhibit B

Vanasse Hangen Brustlin, Inc. HOURLY BILLING RATES

Effective August 11, 2019

<u>BILLING CODE</u>	<u>LABOR CATEGORY</u>	<u>HOURLY RATE</u>
260	Technical/Professional 26	\$350
250	Technical/Professional 25	\$325
240	Technical/Professional 24	\$300
230	Technical/Professional 23	\$280
220	Technical/Professional 22	\$255
210	Technical/Professional 21	\$245
200	Technical/Professional 20	\$235
190	Technical/Professional 19	\$225
180	Technical/Professional 18	\$215
170	Technical/Professional 17	\$205
160	Technical/Professional 16	\$195
150	Technical/Professional 15	\$185
140	Technical/Professional 14	\$175
130	Technical/Professional 13	\$165
120	Technical/Professional 12	\$155
110	Technical/Professional 11	\$145
100	Technical/Professional 10	\$135
090	Technical/Professional 09	\$125
080	Technical/Professional 08	\$115
070	Technical/Professional 07	\$105
060	Technical/Professional 06	\$95
050	Technical/Professional 05	\$85
040	Technical/Professional 04	\$75
030	Technical/Professional 03	\$65
020	Technical/Professional 02	\$55
010	Technical/Professional 01	\$45
350	Technical/Support 5	\$85
340	Technical/Support 4	\$75
330	Technical/Support 3	\$65
320	Technical/Support 2	\$55
310	Technical/Support 1	\$45
500	Court Testimony Starts at	\$350

Reimbursable and sub-consultant expenses are billed at cost plus 10%.



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Suite 200
Wethersfield, CT 06109-2377

Client Authorization

☐ New Contract

Date January 28, 2020

☒ Amendment No. 2

Project No. 42432.00

Project Name Walk Bridge- Traffic Engineering

		Cost Estimate	
		Amendment	Contract Total
To:	Mr. Michael M. Yeosock		
	Senior Engineer of Design		
	City of Norwalk, DPW	Labor	\$25,000
	125 East Avenue		\$65,000
	Norwalk, CT 06851	Expenses	0
			0
		TOTAL	\$25,000
			\$65,000

E-mail:

☐ Lump Sum

☐ Time & Expenses

☒ Cost + Fixed Fee

☐ Labor Multiplier

Phone No:

Estimated Date of Completion:

Scope of Services:

See Exhibit A

Update to rates, see Exhibit B

Prepared By: **Joseph Balskus**

Department Approval: 

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated November 14, 2018

Vanasse Hangen Brustlin, Inc. Authorization

By _____

Print _____

Title _____

Date _____

Client Authorization (Please sign original and return)

By _____

Print _____

Title _____

Date _____



Exhibit A

SCOPE OF SERVICES

This amendment scope of services includes provisions for incorporating the recommendation for signalizing the intersection of Route 136 Fort Point Road with Goldstein Place/Veterans Memorial Park site driveway. These efforts include designing a new permanent traffic control signal at this location and coordinated with the adjacent existing signalized intersection with Seaview Avenue. The design of the traffic control signal will include assumption of City design plans for the Veterans Memorial Park site driveway realignment (presently at 30% design level) to final design and eventual submission to the Connecticut Department of Transportation (CTDOT) District III Office.

The City will provide all mapping available for the signal plan development.

1.0 TRAFFIC CONTROL SIGNAL DESIGN

As part of the Walk Bridge project, a temporary traffic control signal will be established by the project contractor at the intersection of Route 136 and Goldstein Place. The City has requested VHB convert the temporary signalization to a permanent traffic control signal with a realigned Veterans Park approach driveway to provide a four-legged signalized intersection.

The City will provide the initial 30% design level plans for realigning the Veterans Park driveway opposite Goldstein Place and provide the driveway layout in Autocad Version 16 or later for incorporation in the signal design. The City will provide the base mapping for the intersection design.

The City shall also provide the adjacent traffic control signal plan for the Seaview Avenue intersection and all timing and phasing information for the system timings along Route 136.

It is understood that the City will be constructing the traffic signal under a City bid process.

VHB shall utilize the Walk Bridge Synchro model (obtained under the original agreement) for the development of the intersection timings and phasings.

The following scope of work tasks are envisioned for this work.

- VHB shall conduct a field walk to review existing conditions within the project limits.
- VHB shall calculate required yellow, all red, and pedestrian clearance times at the proposed signalized site driveway based on current CTDOT and MUTCD guidelines.
- VHB shall update the Walk Bridge traffic models during the weekday morning and weekday afternoon peak periods using Synchro software. VHB shall develop optimized timings for the weekday morning, weekday evening. VHB shall submit Synchro files to the City for review and approval of the recommended timing plans.



- *Note: This capacity analysis will be conducted using traffic volume data collected during the Walk Bridge traffic review process. VHB assumes that no additional traffic volume data collection is required, and therefore, traffic data collection is not included in this scope.*
- The City will provide base mapping in Autocad format needed to complete the scope of work.
- VHB shall prepare a traffic control signal plan in accordance with the guidelines contained in the CTDOT Division of Traffic Engineering's "Traffic Control Signal Design Manual" and City of Norwalk Transportation, Mobility and Parking requirements. The plan will show the location of traffic signal equipment, phasing diagram, sequence and timing, special notes, lane-use signing, pavement markings, signal faces, construction notes, electrical cable design, and pertinent roadside features.
- VHB shall compile the necessary City provided details and CTDOT standard detail sheets for traffic signal equipment.
- VHB shall schedule a coordination meeting with utility companies and City staff at the project site. The purpose of this meeting will be to discuss the proposed location of traffic signal equipment with utility companies and to identify and resolve any potential utility conflicts. VHB will prepare minutes to document the results of this meeting.
- VHB shall submit the following documents to the Client for incorporation into the off-site improvements package prepared by the Engineer responsible for the roadway widening design:
 - Traffic Control Signal Plan (PDF format)
 - Synchro analysis files

The City shall submit the Veterans Park driveway plan and the traffic signal plan to CTDOT District III for review and comment as part of an Encroachment Permit application.

FINAL DESIGN SUBMISSION

Prepare written responses to the City and CTDOT comments on the design review related to the traffic signal design.

VHB shall incorporate appropriate CTDOT comments from the design review and prepare a Final Design Traffic Control Signal Plan, traffic signal special provisions, and detail sheets.

VHB shall submit the following documents to the City for incorporation into the Veterans Park site driveway Encroachment permit package:

- Traffic Control Signal Plan
- City and CTDOT Details

If CTDOT has additional comments on the Final Design submittal, VHB shall incorporate appropriate comments and resubmit Final Design documents to the City for submittal to CTDOT.

The City shall submit the signal plan to Office of State Traffic Administration (OSTA) for a traffic signal permit application.



2.0 VETERANS MEMORIAL PARK DRIVEWAY REALIGNMENT

VHB will review the initial 30% design level plans for realigning the Veterans Park driveway opposite Goldstein Place as designed by the City and incorporate into the final design efforts for the realigned driveway. The City will provide the 30% design layout in Autocad Version 16 or later and associated base mapping for the intersection design. It is understood that the City will be constructing the work under a City bid process.

The following scope of work tasks are envisioned for this work.

- VHB shall conduct a field walk to review existing conditions within the project limits.
- VHB shall affirm the 30% design level plans to verify the layout, lane widths and realignment of the drive to match existing park pavement.
- VHB will upgrade the design layout to prepare the following plans:
 - Existing Condition Plan (provided by City)
 - Construction Layout and Materials Plan
 - Construction Grading/Drainage Plan
 - Miscellaneous Details (including City provided details and CTDOT required details)

It is assumed the grading and drainage for the realigned driveway will utilize existing drainage systems. Stormwater, hydraulic studies and calculations are not expected to be required and are excluded from this effort.

VHB shall incorporate appropriate CTDOT comments from the design review and prepare a Final Design package in concert with the traffic control signal design submittal.

If CTDOT has additional comments on the Final Design submittal, VHB shall incorporate appropriate comments and resubmit Final Design documents to the City for submittal to CTDOT.

COMPENSATION

VHB will perform the Scope of Services contained in this Agreement on a not to exceed fee for labor including expenses basis. The not to exceed labor fee for this Scope of Services is **\$25,000**, included in this fee shall be *expenditures* made specifically for the project such as: printing and reprographics; travel and subsistence; shipping, postage and courier service charges; etc. If subconsultants and subcontractors are engaged by VHB for this project and are, therefore, under contract to VHB, their services will be invoiced at cost.

VHB anticipates the following task costs:

Task 1	Traffic Control Signal Design	\$17,000
Task 2	Veterans Memorial Park Driveway Realignment	\$8,000
Total		\$25,000



SCHEDULE

VHB anticipates providing the initial submission of Task 1 within 6 weeks of authorization and providing Final Design within 6 weeks of receiving comments on the traffic control signal design submission from CTDOT District III Office and from City of Norwalk.

SERVICES NOT INCLUDED

The scope of services described herein is based on our understanding of the project requirements and other available information. Any services not explicitly included in the scope of work outlined herein are excluded from this proposal. Any additional or extra services determined to be required during the course of the project will require authorization from the client in the form of an amendment to this agreement. Services which have not been included in the basic scope of services described herein, but may be required, include:

- Survey
- Hydrologic studies and expanded drainage studies beyond the project limits including drainage analysis required by the DOT
- Design of any other roadway improvements beyond the scope of the work noted above
- OSTA permitting
- Traffic analysis beyond that specified in this scope of work
- Environmental/OHM services
- Geotechnical engineering services
- Construction Specifications
- Construction administrative services
- Application fees
- Any and all services resulting from unforeseen conditions, changes in the Client's plans and changes in regulations affecting VHB's tasks after any of those tasks are completed.
- Preparation of applications for permits or approvals beyond those specified



Exhibit B

Vanasse Hangen Brustlin, Inc. HOURLY BILLING RATES

Effective August 11, 2019

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150	Technical/Professional 15	\$185
140	Technical/Professional 14	\$175
130	Technical/Professional 13	\$165
120	Technical/Professional 12	\$155
110	Technical/Professional 11	\$145
100	Technical/Professional 10	\$135
090	Technical/Professional 09	\$125
080	Technical/Professional 08	\$115
070	Technical/Professional 07	\$105
060	Technical/Professional 06	\$95
050	Technical/Professional 05	\$85
040	Technical/Professional 04	\$75
030	Technical/Professional 03	\$65
020	Technical/Professional 02	\$55
010	Technical/Professional 01	\$45
350	Technical/Support 5	\$85
340	Technical/Support 4	\$75
330	Technical/Support 3	\$65
320	Technical/Support 2	\$55
310	Technical/Support 1	\$45
500	Court Testimony Starts at	\$350

Reimbursable and sub-consultant expenses are billed at cost plus 10%.



VII.B

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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE : SCHOOL CONSTRUCTION – BUILDING STANDARDS
DATE: FEBRUARY 6, 2020

As the project team moves toward the completion of the final phase of Ponus Ridge School Addition and Renovation project and begins the design process for Jefferson School renovation project with additional school projects to follow, it is essential to assemble all of our knowledge/information/requirements regarding: 1) school building programs and 2) physical building infrastructure and equipment into a Building Standard Manual. This manual will be extremely beneficial as we engage architects for upcoming projects.

In conversation with Jim Giuliano our program manager, Construction Solutions Group (CSG) is available and has the capability to provide the services necessary to develop a School Building Construction Standard Manual. CSG will assemble all of the design requirements from Ponus School project and will incorporate all of the lessons learned from the project. They will also work with Bd of Ed staff to further develop the educational and building functional requirements for all school buildings. We will consider capital costs as well as operating efficiency and energy conservation in the development of the manual.

Attached is a proposal from CGS. To simplify the payment process, I am recommending a separate Purchasing Order in lieu of an increase to CSG's contract as this is a single task, defined activity and not requiring continued staff support.

ACTION REQUESTED:

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. Acct. #0918/195010 5777 C0610



CONSTRUCTION SOLUTIONS GROUP

January 31, 2020

Mr. Alan Lo
Building & Facilities Manager
City of Norwalk, Connecticut
125 East Avenue
Norwalk, CT 06856

RE: School Design Standards Proposal

Mr. Lo,

Thank- you for the opportunity to provide a proposal to produce Building Standards for the Norwalk Public School District. to be utilized in the planning and construction of Norwalk public school projects. The following is my understanding of the Scope of Work.

SCOPE OF WORK

A. Standards Development

1. Information Gathering Process

- a. Determine communication process between Norwalk BOE and CSG team
- b. Meet with BOE /representatives to determine/confirm Scope of Building Standards, publication format, update process, etc.

2. Standards Development

- a. **Meeting/Workshop#1** with BOE /designated representatives to review specific lessons learned from previous projects and identify specific Building Standards. (May also include notes about what should not be included in certain instances.)
- b. **Previously Established Standards:** (provided by BOE) Review list of Standards the District has previously identified as a practice or standard to be utilized throughout the district in public school buildings.

Example of Previously Established Standards:

Non-adjustment type wall sensor shall be a _____, as manufactured by _____ (similar those installed in some hallways in _____) in all public hallways, public spaces, classrooms and restrooms.

- c. **New Standards:** Establish (with BOE) a list of new Standards for the District that have not been identified but are determined to be important for the school district.
- d. **Information:** BOE to provide relevant materials and documents from previous and ongoing Norwalk Public Schools addition and renovation projects, to the Design team including:
 - Specification data (manufacturer, model #, etc.) and/or reference to a project where item was previously used.
 - Specific locations where items are to be utilized in schools, including specific rooms or conditions.

B. Standards Report Production

e. Building Standards Publication

After collection and Approval of all information provided by the BOE, a single set of Building Standards will be compiled.



The final format will be determined with the BOE, but it is anticipated that the Standards will include a conceptual outline of specific building systems and requirements, including a comprehensive list of products in table format, in electronic and reproducible 8-1/2 x 11" formats.

f. **Meeting/Workshop#2** with BOE /designated representatives to review and confirm draft Building Standard.

SCHEDULE

We anticipate 4 weeks to collect existing, and identify new building standards, and compile relevant information into a set of Standards for the Norwalk Public School District.

PROPOSED FEE

The proposed fee is based upon current understanding of the Building Standards needed for Norwalk Public School District. If the Scope or schedule is altered, we reserve the right to adjust our fee accordingly.

Lump Sum Fee\$24,564.00 To be billed upon delivery of the final product.

Exclusions: Legal Fees, Specialty financial consultants, Postage/overnight delivery services, Drawing reproductions
MEP, Structural, Civil Acoustical Engineering or Site/Landscape Services, Drawing or specification
Preparation, LEED documentation or computer modeling

Reimbursable Expenses (Billed at 1.15 times actual costs): travel and document production

Terms: Services to be billed once application submitted.

Should you have any questions please do not hesitate to contact us.

Sincerely,

CONSTRUCTION SOLUTIONS GROUP, LLC

James P. Giuliano
President

Cc: File

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

****SPECIAL MEETING****

1. Roll Call
2. Presentation of the 2020-21 Operating Budget
3. Adjournment