FINANCE/CLAIMS COMMITTEE MEETING
Thursday December 11, 2014 7:00P.M.

CITY HALL
Common Council Chambers
125 East Avenue
Norwalk, Connecticut
AGENDA

1. Public Participation

2. Approve the Minutes of the following Finance Committee Meeting:
   November 13, 2014

3. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   December 11, 2014

4. Narrative on Tax Collections dated December 11, 2014- Receive Report and discuss.

5. Monthly Tax Collector's Reports - Receive Reports and discuss:
   November 30, 2014

6. Receive Board of Estimate and Taxation Appropriations dated:
   December 1, 2014

7. Resolution, authorizing a Special Capital Appropriation in the amount of $880,000 to fund the consolidation and classroom conversion at Roosevelt School to establish a Pre-K center at this building. Account No. 09155010-5777-C0555.

8. Authorize the Mayor, Harry W. Rilling, to execute a contract extension with DB& R Consulting, LLC, to provide risk management consulting services for the period commencing January 1, 2015 and ending July 31, 2015, for an hourly rate of $195/hour, and not to exceed $50,000. Account #161343-5258

AGENDA DECEMBER 11, 2014

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
ARI FLEET LG		13-MV-302248	($158.09)	PRORATION
	($313.67)	13-MV-302255	($155.58)	PRORATION
ARIAS-VILLALOBOS JOSE E		13-MV-302331	($237.73)	ABATEMENT
	($322.33)	13-MV-302326	($84.60)	PRORATION
DAIMLER TRUST		13-MV-314402	($339.28)	PRORATION
DAIMLER TRUST		13-MV-314508	($224.63)	PRORATION
	($775.47)	13-MV-314522	($550.84)	PRORATION
GREEN JOSHUA HARRY OR HERENS MEGAN E		13-MV-325784	($17.34)	PRORATION
HARRIS BRIGID MARY		13-MV-327111	($27.00)	PRORATION
HONDA LEASE TRUST		13-MV-329436	($161.06)	PRORATION
		13-MV-329754	($31.38)	PRORATION
	($455.11)	13-MV-329812	($262.67)	PRORATION
HONDA LEASE TRUST	($1,883.97)	13-MV-SEVERAL SEE BACK UP		PRORATIONS
HYUNDAI LEASE TITLING TR		13-MV-330484	($97.34)	PRORATION
MAGNER KELLY A		12-MV-337519	($98.51)	PRORATION
MALDONADO MELVIN		13-MV-338761	($13.98)	PRORATION
NAPOLI JAMES C		12-MV-408915	($109.19)	ABATEMENT
NISSAN INFINITI LT		12-MV-344513	($241.16)	PRORATION
NISSAN INFINITI LT		12-MV-344448	($383.82)	PRORATION
		13-MV-345660	($171.06)	PRORATION
	($669.43)	13-MV-345927	($114.55)	PRORATION
NOLLMAN WILLIAM B JR		13-MV-346070	($20.13)	PRORATION
ROCA JAVIER E		13-MV-353605	($13.95)	PRORATION
TATE GERARD F		13-MV-361207	($52.38)	PRORATION
TOYOTA LEASE TRUST		12-MV-412600	($362.72)	PRORATION

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
TOYOTA MOTOR CREDIT CORP		13-MV-363394	($185.15)	PRORATION
TOYOTA MOTOR CREDIT CORP		13-MV-370133	($250.13)	PRORATION
TOYOTA MOTOR CREDIT CORP		13-MV-363422	($300.97)	PRORATION
TOYOTA MOTOR CREDIT CORP		13-MV-363313	($301.10)	PRORATION
TOYOTA MOTOR CREDIT CORP		13-MV-363269	($25.47)	PRORATION
	($375.63)	13-MV-363423	($350.16)	PRORATION
TOYOTA MOTOR CREDIT CORP		12-MV-362128	($517.45)	PRORATION
TOYOTA MOTOR CREDIT COPR		13-MV-363336	($255.66)	PRORATION
		13-MV-363457	($473.60)	PRORATION
	($939.68)	13-MV-363458	($210.42)	PRORATION
TOYOTA LEASE TRUST		13-MV-363231	($250.21)	PRORATION
		13-MV-363287	($248.61)	PRORATION
		13-MV-363433	($289.13)	PRORATION
	($1,148.62)	13-MV-363361	($360.67)	PRORATION
TOYOTA MOTOR CREDIT CORP	($1,523.39)	13-MV-SEVERAL SEE BACK UP		PRORATIONS & ABATEMENT
VAULT TRUST		13-MV-365592	($108.00)	PRORATION
	($738.31)	13-MV-365626	($630.31)	PRORATION
WILLIAMS HENRY JR		12-MV-366918	($61.30)	ABATEMENT
YACKERY VINCENT E		12-MV-367668	($159.70)	PRORATION
PROFESSIONAL MEDIA GROUP LLC		11-PP-202601	($400.19)	OVERPAYMENT
	($870.37)	12-PP-202564	($470.18)	OVERPAYMENT

Honda Lease Trust

Bill #	Vehicle	plate #	Refund
13-328992	2012/HOND CIVIC	545ZJV	$ 112.90
13-329007	2011/ACUR MDX	SKBI	$ 114.41
13-329220	2012/ACUR TL	312URG	$ 45.22
13-329284	2012/HOND CRV	365XHB	$ 214.97
13-329329	2011/HOND PIlot	427UWV	$ 402.16
13-329364	2012/HOND CIVIC	464ZJU	$ 181.82
13-329742	2012/HOND ACCORD	905XYE	$ 291.73
13-329764	2011/ACUR RDX	916WKK	$ 470.55
13-329816	2012/HOND PILot	955UFS	$ 50.21
		Total	1,883.97

Toyota Motor Credit Corp

Bill #	Vehicle	plate #	Refund
13-MV-363329	2011/Toyot Camry 1.	445YMV	$165.33
13-MV-363371	2010/LexS GX460 2.	681YDV	$622.35
13-MV-363393	2011/Toyot Corolla 3.	761YVE	$44.17
13-MV-363420	2011/Lexus RX350 4.	910XEE	$175.07
13-MV-363455	2011/Toyt Highland 5.	429YOC	$516.47
		Total	1,523.39

02 0492 EY869 - closed

4T1BK3EK4BU623403

✓ 1. 2-492-EY869- 7/25 330.65
✓ 2. 2-492-EG315 7/25 829.81
✓ 3. 2-492-FG210 7/25 264.42
✓ 4 2-492-FH583 25 700.32
✓ 5 2-~~492~~ 392-HT884 25 516.47

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
NOVEMBER 13, 2014

ATTENDANCE: Bruce Kimmel, Chair; John Igneri; David McCarthy; Jerry Petrini; Douglas Hempstead (7:08 p.m.)

STAFF: Thomas Hamilton, Finance Director; Robert Barron, Director Management & Budgets; Fred Gilden, Comptroller; Lisa Biagiarelli, Tax Collector; Gerald Foley, Purchasing Agent; William O'Brien, Assistant Tax Assessor

OTHERS: Eloisa Melendez and Shannon O'Toole-Giandurco, Common Council members

Mr. Kimmel called the meeting to order at 7:04 p.m. and introduced the Committee members and the Common Council members.

PUBLIC PARTICIPATION

Mr. Kimmel asked all those present this evening to be patient; noting was going to be voted on for a while. He said that the Oak Hills project was broken into two phases.

Ms. Diane Lauricella urged the Common Council to try the possibility of having a forensic account look at this because there is a lot of money that might be involved.

Mr. Hempstead joined the meeting at 7:08 p.m.

Ms. Lauricella said that she was very hopeful that all of the Common Council would be open to the public and that there will be a two way street and that people will be treated with respect.

Mr. Scott Kimmich, Gillies Lane said that he would like the Common Council to understand that the projections for Oak Hills come from one source and he would like an independent analysis made. He said that they have to look at throwing good money after bad. Golf on the east coast has been going down and he is concerned that they are beating a dead horse. He said that the plan for the driving range was highly developed, but not anything else. He said that the plan may not be as complete as it should be. He said that he did not feel that 36 bays will ever be fully occupied.

Mr. Paul Cantor, presented a sales pitch for the driving range.

Ms. Diane Cece, said that she wanted to have the opportunity to speak after the presentation and appreciated that Mr. Kimmel said that there would be no votes this evening. She said that she hoped everyone would keep an open mind and stay focused. She asked the Committee members to not fall for the "but for: financial analysis or the "or else" tactic.

Mr. Kimmel asked three times if anyone else wished to speak. Hearing none, he closed the public participation portion of the meeting.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING:

OCTOBER 9, 2014

** **MR. MCCARTHY MOVED TO ACCEPT THE MINUTES AS PRESENTED**

** **MOTION PASSED UNANIMOUSLY**

DISCUSSION OF PURCHASING PROCEDURES: LOWEST RESPONSIBLE BIDDER SHOULD INCLUDE TAKING INTO ACCOUNT MONIES OWED TO THE CITY. APPROVAL TO SUBMIT DOCUMENTS TO ORDINANCE COMMITTEE FOR FURTHER ACTION.

Mr. Kimmel explained the item. The Committee members reviewed the draft document. Mr. Foley said that they purposely did not assign a dollar amount. He said that as a part of the bid process, he would contact the Tax Office to determine if they are in arrears and tell them that they have to make themselves whole to be considered. Mr. Kimmel gave an example where they might find themselves with a bidder who has a $60.00 ticket, but is the lowest bidder by $60,000 and said that he was sure they could work that out.

Mr. Hempstead asked if the parking violations are for construction vehicles. Mr. Foley said that they agreed that it was for commercial entities.

Mr. Petrini said that other departments like to piggy back on projects to save money. However, now the City is limited to one company, and the work can't get completed this year. He asked if the company could pay off or work off their payments. Ms. Biagiarelli said that they can't do that if they are in bankruptcy.

** **MR. HEMPSTEAD MOVED TO APPROVE SUBMITTING DOCUMENTS TO THE ORDINANCE COMMITTEE FOR FURTHER ACTION**

** **MOTION PASSED UNANIMOUSLY**

Ms. O'Toole-Giandurco said that this item will be on the Ordinance Committee agenda in December.

CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED:

NOVEMBER 13, 2014

Ms. Biagiarelli reported that she had a claim that needed approval by the Committee. It is for $22,491.60 for a sewer use fee correction.

** **MR. MCCARTHY MOVED TO APPROVE THE CLAIM**
** **MOTION PASSED UNANIMOUSLY**

NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 13, 2014- RECEIVE REPORT AND DISCUSS.

MONTHLY TAX COLLECTOR'S REPORTS- RECEIVE REPORTS AND DISCUSS:

OCTOBER 31, 2014

Ms. Biagiarelli highlighted the reports included in the meeting packet. She said that they are slightly ahead of last year at this same time and are now focusing on enforcement. They will be launching into Health Department permits.

Ms. Biagiarelli reported that she hopes to get the tax bills out in mid December and taxpayers will have until Monday, February 2, 2015 to pay their tax bill.

Mr. Hamilton said that the strong performance in the first quarter is attributable to the Tax Sale that took place in July.

PRESENTATION AND DISCUSSION OF THE FINANCIAL ASPECTS OF OAKS HILLS MASTER PLAN.

Mr. Kimmel said that he plans to follow this item in the Finance Claims Committee as he deems necessary. He said that when the Common Council does come to a decision, they will have heard from Finance and the public.

Mr. Kimmel thanked Mr. Barron who does a lot of work with Oak Hills and he seems to have a handle on that. He said that he appreciates the time put in by Mr. DesRochers.

Mr. Clyde Mount said that this is a good way to get the message out and have a real dialogue. He said that this is phase I of two phases.

Mr. Hempstead said that the driving range seems to be the biggest issue and said that he would like to hear from Mr. Hamilton and Mr. Barron. Mr. Hamilton thanked Mr. Barron for all of the work he has done on this. He also thanked the Oak Hills Park Authority and Mr. Mount and Mr. DesRochers for how cooperative and responsive they have been. He said that he finds it helpful and useful that Oak Hills has presented a master plan. It is good to have a long range vision of what Oak Hills wants and this plan gives a good sense of where they want to take the facility.

Mr. Hamilton said that the main goals were to analyze the numbers and discuss areas where there are concerns. He said that the main concern was that phase I was $3 million. He said that phase I should coincide with the state grant for $1.5 million. Mr. Hamilton said that the grant indicated that the City was responsible for the entire scope of work. He said that the City has not appropriated any funds and there has been some back and forth with the State. At this point, the Mayor does not have a grant agreement in front of him.

Mr. Hamilton said that he and Mr. Barron have some serious concerns and reservations with this plan. He said that he has concerns with the numbers and assumptions.
The proposal assumes that the City will forgive the existing $1 million of existing debt relative to the construction of the restaurant. He said that it is a valued commitment and the City expects them to pay the full obligation they entered into and will not back away from that position.

Mr. Hamilton talked about the expected number of rounds and said that the numbers seem aggressive. He said that he is not confident that the debt will be paid by the golfers and is raising a cautionary flag. He said that he asked if there is an opportunity to look for alternative financing sources to help fund the long range aim of the Oak Hills Park Authority. He said that they may want to consider if there is a way to phase this in over a period of time. He said that no one wants to shut the door and the $1.5 million grant can be used to make improvements, but he said that he is raising a yellow caution flag.

Mr. Barron said that a big highlight is that the Oak Hills Park Authority developed a master plan and secured $1.5 million to implement a good part of the plan. He said that he believes they can spend that money right away and complete a lot of projects at no cost to the taxpayers.

Mr. DesRochers said that the financing that was put together by the City was one of the grandest pieces of junk paper. He said that the way it was structured, it pledged the cart revenues to the bonds and created financial leverage that made it difficult to meet the debt service. The restaurant is no more than a catering hall and that is not what it was intended. He said that it is a financial burden. He said that the trade area is a 20 minute drive time.

Mr. DesRochers said that 78% of the golfers will used the practice area and 88% will come back to practice without playing. He said that they looked at all three contingencies of what could happen and feels confident with the number they can hit.

Mr. Mount said that they started to look at other financing avenues to build the school. They reached out to a different organization to come up with a way to make this grander than just a driving range. Mr. DesRochers said that this will be a full fledged golf learning center. The intent is to expand the summer camps and provide a golfing experience for juniors from all walks of life. The people using the golf course are reflective of the City. Mr. Mount said that currently 800 kids go out of town to learn how to play golf.

Mr. Hempstead asked for information from 16 years prior to when the Oak Hills Park Authority was created. Mr. Hamilton said that he was not sure he could get records dating back that far. He said that he believes there may have been a time when there was nothing to cover all of their expenses.

Mr. Hempstead said that from a logical standpoint, there is no way to predict that the revenue from the restaurant will cover the debt service. He suggested addressing it the way they addressed The Maritime Aquarium. Mr. Hamilton said that the Oak Hills Park Authority has been paying it back for the last two years. Mr. Kimmel told Mr. Hempstead that that issue is a separate discussion. Mr. Hempstead asked for the past history of how much the city put into Oak Hills, five years prior to the conversion. Mr. Barron said that the debt for the restaurant was originally going to mature in 2025, but Oak Hills extended it out to 2036.

Mr. Petrini said that looking at this from a business standpoint; they kept on coming back to the City for support. He said that a plan needs to be created to get them on their feet. He said that he understands that there was an agreement but they are looking for a way to make themselves profitable so that they do not have to go back to the City.

Mr. Kimmel said that the restaurant is a separate discussion and the public will be made aware when that takes place.

Mr. Kimmel said that the participation rates do not make any sense. A discussion took place about golf range utilization. Mr. Igneri asked if they will expand the market by building the school. Mr. DesRochers said that is one of a dozen methods used to develop the numbers.

Mr. Hempstead said that he wants Oak Hills to be healthy and does not want to put them at a disadvantage. He said that for the first time, he sees someone taking a hard look and coming up with ideas.

Mr. DesRochers said that the public does not understand that what happened at Oak Hills over the past two years is amazing. The greens are as good as at any private club; Shelley and Ed have done a tremendous job. This Authority through Mr. Mount's leadership has been increasing round utilization of the golf course.

Ms. O'Toole-Giandurco said that she has the perspective of having been on the Oak Hills Park Authority. She said that three years ago, they were in lot of trouble. She said that if the City could look at the budget and take the debt service away, this would be a profitable business in the City. Ms. O'Toole-Giandurco suggested looking at the history of how they got here. She commended Mr. DesRochers and Mr. Mount and said that she is excited to see where this can go.

Mr. Hempstead said that if they get to a certain point, they may want verification of the numbers. He suggested being open minded about this. Mr. McCarthy said that in the long run, an independent consultant is needed. Mr. Hamilton said that he would support that; Mr. Kimmel agreed.

Mr. Kimmel said that it is fortunate to have this discussion now and said that the Committee will continue to discuss this issue as well as the restaurant issue. He thanked the public for coming out this evening and thanked Mr. Mount and Mr. DesRochers and said that the Committee will continue this discussion going forward.

UPDATE BY TAX ASSESSOR ON VISION APPRAISAL SYSTEM AND ANY OUT OUTSTANDING ITEMS RELATED TO THE REVALUATION ASSESSMENT PROJECT.

Mr. O'Brien gave an update and an overview of the circumstances. He said that there were problems with the contractor. He said that about 90% of the outstanding issues have been completed and corrected. Mr. Hempstead asked for a timeline for the corrections. Mr. O'Brien said that they are having IT people coming here next week to address that. Mr. Hamilton said that they have made real progress; there were 57 issues on the list and they are now down to eight.

Mr. Hempstead said that he noticed that the most recent ownership of properties is not on the website. Mr. Hamilton said that he will follow up on that. He said that up until last week, the data had not been refreshed.

Mr. McCarthy asked about coding miss match and asked if the Tax Assessor office was working on that. Mr. O'Brien said that will be corrected immediately. Mr. Kimmel asked if anyone was going out to confirm the information on the record. Mr. O'Brien said that they all do field work daily. They take the information and go out to the specific property and the surrounding property.

Mr. O'Brien said that they are required to follow statutory guidelines. They value at the median and have to follow very strict standards to show that it is a fair and equitable re-valuation. He said that they did not have as many appeals this year as they did during the last re-valuation.

Mr. Petrini asked if they ever go back and take a sampling of the difference between the old and the new re-valuation and raise someone. Mr. O'Brien said that they can't go back and change the evaluation unless there is a mistake. Mr. Igneri asked if they re-evaluate a property if it has lost value. Mr. O'Brien said that they will not do that until the next cycle.

Mr. Kimmel talked about senior tax relief and said that he wants it advertised as extensively as possible. He asked if the Tax Office could include something in the tax bills. He said that he will send out an e-mail to the appropriate folks.

RESOLUTION AUTHORIZING THE BORROWING OF NOT EXCEEDING $4,000,000 FROM THE PROCEEDS OF REFUNDING BONDS OF THE STATE OF CONNECTICUT HEALTH AND EDUCATIONAL FACILITIES AUTHORITY THAT WERE USED TO FINANCE THE EXPANSION OF AND CAPITAL IMPROVEMENTS TO THE NATHANIEL ELY DAY CARE CENTER.

Mr. Hamilton said that Mr. Gilden went to Hartford for more information. He said that in 2006, the City financed a $6 million building renovation at Nathaniel Ely Child Care Center. He described the financing and said that the City was involved as the owner of the building. He said that the State wants to refund the bonds and needs the City's authorization to do that. Mr. Gilden said that all costs will be paid by the State and will benefit the Norwalk Housing Authority. He said that each of the agencies that were funded will save $2,000 per year.

Mr. Hamilton said that this is not a City debt; it is a debt of CHEFA. Mr. Gilden said that one of the covenants is to maintain the facility as a child care facility.

** **MR. HEMPSTEAD MOVED THE RESOLUTION TO THE FULL COMMON COUNCIL**
** **MOTION PASSED UNANIMOUSLY**

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

There was no further business and the meeting was unanimously adjourned at 9:40 a.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

<u>SECTION A</u>

RESOLVED

SPECIAL APPROPRIATIONS - DECEMBER 1, 2014
BOARD OF ESTIMATE AND TAXATION

<u>ADVERTISED ITEM:</u>

<u>FISCAL YEAR 2014-15:</u>

1. RESOLVED, that a sum not to exceed $11,232 be and the same is hereby transferred from Increased Revenues to the Police Department to cover overtime reimbursements. (Account #01-3035-5120).

2. RESOLVED, that a sum not to exceed $90,000 be and the same is hereby transferred from Fund Balance to the Board of Education to support Social and Emotional Services.

NORWALK on the move!

DEPARTMENT OF FINANCE
OFFICE OF MANAGEMENT & BUDGETS

Date: December 1, 2014
To: Members of the Board of Estimate & Taxation
From: Robert Barron, Director of Management and Budgets
Re: Special Appropriations

FISCAL YEAR 2014-15:

Item 1:

$11,232 from Increased Revenues to the Police Department to cover overtime reimbursements.

This appropriation increases the Police Department's overtime budget by an amount equal to the $11,232.42 reimbursement for overtime expenses received from the Federal Drug Enforcement Agency. This reimbursement is for an investigation that occurred from July to October of this year.

The Police Department routinely participates in various DEA investigations and overtime hours are always reimbursed. Usually these reimbursements are done on a monthly basis and are under the $5,000 internal transfer authorization given to the Finance Director. However, the extended length of this case has resulted in a reimbursement over this limit. The attached copy of an email from Sal Iannacone in the City's Accounting department verifies the receipt of funds totaling $11,232.42 reimbursement of police overtime.

Finance recommends approval.

Item 2:

$90,000 from Fund Balance to the Board of Education to support Social and Emotional Services.

The city's Board of Education requests $90,000 to support social and emotional programs for two organizations that provide in-school and after-school services. The funding would come from the city's fund balance. The Board of Education in last fiscal year 2013-14 had an operating surplus of $2.9 million of which $1.6 million was approved by the BET in its September 8, 2014 meeting to be reserved for future use by the BOE; the remaining $1.3 million went into the city's General Fund balance.

The Our Kids in Crisis Teen Talk Program will receive $40,000 to offset lost funding and the Child Guidance Center (CGC) will receive $50,000 to address an operating shortfall identified in the attached documents. The CGC estimates that its programs save the city $775,500 by reducing the need to enroll Norwalk children with severe disruptive behaviors in expensive, out-of-district schools or residential treatment centers.

Finance recommends approval.

Castracane, Donna

Subject: Police Reimbursement

From: Iannacone, Sal
Sent: Thursday, November 13, 2014 10:45 AM
To: Castracane, Donna
Cc: Kulhawik, Thomas; Wrinn, David; Zecca, Susan; Vinett, Paul; Docimo, Michael
Subject: Police Reimbursement

Donna,

On November 12th we received payment from the US Treasury in the amount of $11,232.42 coded OCDETF NECT0195 0914 to reimburse for police overtime. I posted this payment to account 013010-4220. The budgets for accounts 013010-4220 and 013035-5120 should be increased by $11,232.42 to reflect this increase in estimated revenue, however, due to the amount of the payment does this have to go before the Board of Estimate?

Sal

These funds are from the Organized Crime Drug Enforcement Task Force (HIDTA-OCEDF) to reimburse police overtime in the Special Services Account for Norwalk's Police Assistance with special case NE-CT-0195/CV-14-0014-YNC1J. This was a dual investigation conducted the Norwalk Police Department and the Bridgeport Field Office of the DEA. Funds expended between 7/14/14 and 10/1/14.

Norwalk Public Schools
Central Office
125 East Avenue
P.O. Box 6001
Norwalk, Connecticut 06852-6001

Dr. Manuel Rivera
Superintendent

Tel: 203-854-4001

TO: Mayor Harry Rilling, Jim Clark, and Thomas Hamilton

FROM: Manuel Rivera

SUBJECT: Special Operating Appropriation for Social & Emotional Services

I am respectfully submitting the following request for consideration and approval by Norwalk's Board of Estimate and Taxation for its December 1st, 2014 meeting with regards to a special operating appropriation to support social and emotional behavior services in Norwalk.

At the end of the FY 13/14 the Board of Education had a surplus of $2.9 million. Under the Connecticut, General Statute, section 10-248a "Unexpended Education Funds Account" the Board of Education has the ability to carry over 1% of their budget should they have a surplus into a non-lapsing account. Additionally we had $1.3 million of surplus funds above the 1% threshold, which was returned to the City's fund balance. As we discussed during the recommendation phases of this surplus funding we had agreed to use a portion of this funding to support two critical programs in Norwalk that serve social and emotional services for students. The Board of Education at its September 2nd, 2014 Meeting approved the use of this additional $1.3 million surplus funds to be used to support Special Education, Social & Emotional Services and District Paving through the use of the special appropriations process.

I am requesting a special operating appropriation in the amount of $90,000 from this $1.3 million surplus that was returned to fund balance to support social and emotional services which was a joint City-NPS effort. This $90,000 is to support the Kids in Crisis Program at Brien McMahon High School ($40,000) and After School Counselling program ($50,000).

Sincerely,

Dr. Manuel Rivera
Superintendent of Norwalk Public Schools

CC: **Richard Rudl**

From: Dr. Manuel Rivera [mailto:rivera@norwalkps.org]
Sent: Monday, August 25, 2014 4:01 PM
To: Rilling, Harry
Cc: Hamilton, Tom
Subject: Surplus funds

Mayor,
Since our meeting last week with Stuart Greenbaum (sp), regarding the "ask" of $50K for the **Prospects Extended Treatment Program (EDT),** the only solution that I can come with is linked to the one-time use of our surplus funds.

If you are OK with it, I would like to suggest that we consider a one-time special one-time allocation of $90,000 to provide "in-school" and "after-school" ***Social Emotional services*** to support students (Special Ed K-5 and Regular Ed 9-12).., services that would be provided by The Child Guidance Center of Mid-Fairfield County and a second organization***, Kids in Crisis, Inc.*** that provides a counselor at BMHS for the **Our Kids in Crisis Teen Talk Program**, a very valuable program that also lost funding.

- $50K to Child Guidance Center
- $40K to Kids in Crisis

Long term:
I can, hopefully, address these services in the upcoming budget process when I have more time (next 60-90 days) to figure out where they both fit and whether or not, I can use other funding sources to cover the cost without adding to our budget.

Barron, Robert

From: Barron, Robert
Sent: Thursday, July 24, 2014 11:49 AM
To: Hamilton, Tom
Subject: FW: Child Guidance Center of Mid-Fairfield County - Follow Up Meeting 7/23/14

Tom,

I met with the Child Guidance folks and the Mayor yesterday. The attached file details their request of $50K from the BOE's FY 2013-14 surplus and $100K from the city in its FY 2015-16 operating budget. Their request for the $50K is justified by a year-end deficit of $100K in the operation whose population served is 50% Norwalkers. The $100K request from the city would be an $85K increase from its current funding of roughly $15K, but they say that this is simply a one-time request and that they would not need it going forward due to their increased fund raising efforts.

The follow-up to the meeting was that the Mayor would have Sally schedule a meeting with the Superintendent and Child Guidance in order for them to present their request for the FY 2013-14 money.

Please call me at home, 203 647-3100 or cellular, 203 306-7044 if you have any questions while I'm out.

Bob

Robert Barron
Director, Office of Management & Budgets
City of Norwalk, Connecticut
203 854-7708 office
203 854-7848 fax

From: Johnson, Sally
Sent: Tuesday, July 22, 2014 4:43 PM
To: Hamilton, Tom; Barron, Robert
Subject: FW: Child Guidance Center of Mid-Fairfield County - Follow Up Meeting 7/23/14

Hi,

I received this email today (7-22-14) from Marissa Mangone with the attached document for your review prior to the meeting scheduled for Wednesday, July 23, 2014, with the Mayor, Stuart Greenbaum and Mark Lilliedahl.

Thank you,
Sally

Sally Johnson
Executive Assistant
Mayor, City of Norwalk
203-854-7707
sjohnson@norwalkct.org

From: Marissa Mangone [mailto:mmangone@mfcgc.org]
Sent: Tuesday, July 22, 2014 4:06 PM
To: Johnson, Sally
Subject: Child Guidance Center of Mid-Fairfield County - Follow Up Meeting 7/23/14

Hi Sally.

So great speaking with you earlier and happy to hear that things are going well!

Per our conversation, attached is the document that Stuart Greenbaum and Mark Lilliedahl asked that I forward you for their meeting with the Mayor tomorrow. Would it be best for me to send this directly to Tom Hamilton as well, or is this something you would be able to do...if I am not mistaken, either Tom or someone from his office will be at the meeting too. Just let me know.

Thank you again for your help - really appreciate it.

Enjoy the rest of your summer!

All the best,

Marissa

Since 1956, the Child Guidance Center of Mid-Fairfield County has helped thousands of children and their families overcome challenges affecting their quality of life. Our mission is to provide comprehensive mental health consultation, treatment, and prevention services that promote optimal levels of functioning at home, school, and in the [illegible]

Child Guidance Center
MID-FAIRFIELD COUNTY
Giving Hope. Changing Lives.

The Financial and Social Benefits of the PROSPECTS Extended Day Treatment (EDT) Program to the City of Norwalk

- The PROSPECTS Extended Day Treatment program of the Child Guidance Center of Mid-Fairfield offers Seriously Emotionally Disturbed (SED) children in Norwalk, ages 5 - 12, with *in-patient level* mental health care on an *out-patient basis*. These children demonstrate severe disruptive behaviors due to psychological reactions to trauma, anxiety, psychosis, or other serious emotional disorders. They require intensive therapeutic treatment to remain with their families and attend mainstream schools.

- For FY 2013 – 2014, **68** SED children received EDT services; **51%** of these children were from Norwalk. It is estimated that for FY 2014 – 2015, **60** SED children will be enrolled in the PROSPECTS EDT program; approximately **55%** of these children will be from Norwalk. These children are referred to PROSPECTS EDT by the Norwalk school system, Norwalk Hospital, and the Connecticut Department of Children and Families.

- The PROSPECTS EDT program is saving the City of Norwalk an estimated **$775,500**[1] by reducing the need to enroll Norwalk children with severe disruptive behaviors in expensive, out-of-district schools or residential treatment centers.

- The PROSPECTS EDT program increases overall Norwalk school system safety, decreases classroom disruption, and reduces classmate parent concerns by providing SED children the treatment they need to successfully function in school. Additionally, PROSPECTS EDT works closely with the Norwalk school system (social workers and guidance departments) to conduct in-school interventions to help children in need of specialized treatment remain in mainstream situations.

- The City of Norwalk currently provides no funding for the PROSPECTS EDT program.

- Due to a 60% reduction in Medicaid reimbursement per day/per child and the limited coverage offered by most commercial health care plans, the PROSPECTS EDT program is no longer financially self-sustaining and must now rely on additional outside funding to remain viable.

- The Child Guidance Center of Mid-Fairfield County is requesting one-time funding in the amount of $50,000 from the Norwalk Board of Education for FY 2014 – 2015 and an additional $100,000 from the City of Norwalk for FY 2015 – 2016 to support the PROSPECTS EDT program.

Program Overview

PROSPECTS EDT provides intensive multi-modal treatment for children and families whose needs cannot be adequately met through conventional outpatient treatment programs. PROSPECTS EDT's comprehensive 6-month wrap-around model combines a 5-day after school program (3:00 pm – 6:00 pm) and 5 day summer

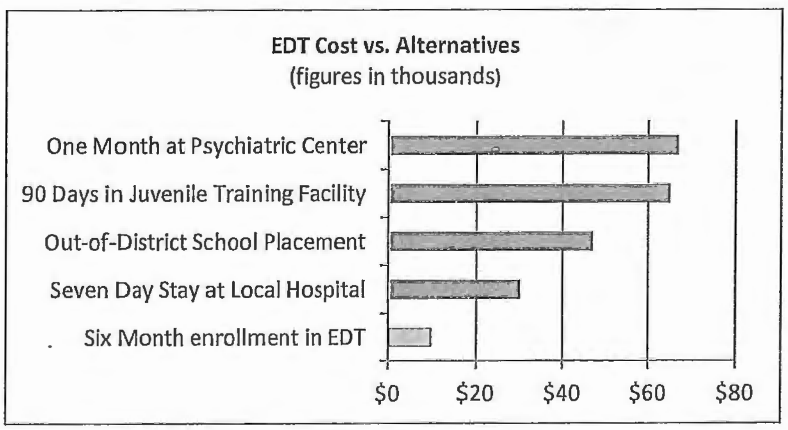
[1] Approximately 33 Norwalk children are enrolled in EDT every year. It is estimated that without EDT, at least 50% of these children would require out-of-district school placement at an estimated $47,000 per child (tuition). *Cost per child calculation derived from May 8th presentation: Norwalk Public Schools Comparison to Danbury Public Schools for FY 2013 – 2014.*

milieu program (9:00 am – 2:00 pm) with a flexible schedule of individual, family, and group therapy, parent guidance, and psychiatry. Additionally, PROSPECTS EDT uses multiple treatment modalities to help each child develop appropriate social and coping skills by teaching them problem solving and by providing a safe place for them to test these newly acquired skills. Family involvement is a key component of the PROSPECTS EDT treatment program. All of these service components are supported with home-based work, outreach, ongoing coordination of community systems, and a 24/7 response capacity.

PROSPECTS EDT is a model program for the State of Connecticut and is the only program in the State of Connecticut that provides a therapeutic summer camp program (5 days a week/5 hours per day) that includes all EDT components and maintains as its overriding goal the maintenance of children in their communities, family, and local school systems while averting more restrictive and costly treatment options.

The PROSPECTS EDT program saves the City of Norwalk an estimated $775,500 per year.
For most of the children enrolled in the PROSPECTS EDT program, the **only alternative to treatment at EDT** is out of district placement, home-schooling, hospitalization, residential treatment, or involvement in the juvenile justice system. Costs associated with these alternative options far exceed costs associated with early detection and intervention programs like PROSPECTS EDT. The average cost per child at EDT is **$10,000**[2] for a six month course of treatment which is a fraction of the estimated cost of alternative treatment options.

Funds from this proposal will be utilized to ensure and enhance the delivery of EDT services to the children of Norwalk; ultimately resulting in immense long-term savings – not only in terms of human costs, but costs associated with secondary impacts as well (lost productivity, lost developmental potential, morbidity, and early mortality for afflicted individuals, special education, police, health care, and court costs).



"Everyone at the Child Guidance Center of Mid-Fairfield County is a true gift. The patience, kindness, knowledge, and good humor of the entire staff has been so greatly appreciated by our family and I'm sure I speak for anyone who has been fortunate enough to participate in this program. The Child Guidance Center of Mid-Fairfield County has made a difference in ways I cannot express, and has given our family hope". - Parents of two PROSPECTS ETD kids aged 8 and 10

[2] Currently, 90% of EDT costs are borne by the Connecticut Department of Children and Families (DCF) and Medicaid.

SECTION C

1. RESOLUTION, authorizing a Special Capital Appropriation in the amount of $880,000 to fund the consolidation and classroom conversion at Roosevelt School to establish a Pre-K Center at this building.

NORWALK on the move!

OFFICE OF THE MAYOR HARRY W. RILLING

MEMORANDUM

DATE: November 25, 2014

TO: The Members of the Board of Estimate and Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Harry W. Rilling, Mayor Harry W. Rilling

RE: Special Capital Appropriation

Attached is a special capital appropriation request from Dr. Manuel Rivera, Superintendent of Schools, in the amount of $880,000 to fund the consolidation and classroom conversion at Roosevelt School to establish a Pre-K center at this building.

Phase I of this project is estimated to cost more than $1.6 million. Under CGS 10-248a, The Board of Estimate and Taxation previously approved allocating a portion of the Board of Education's FY 2013-14 operating budget surplus (up to the maximum 1% of the Board of Education budget permitted by law or $1.6 million) into a non-lapsing account for the Board of Education. Of this amount, $771,000 was earmarked by the Board of Education for the Roosevelt Pre-K center project, and the remaining balance was directed to other Board of Education needs. However, the actual FY 2013-14 Board of Education operating surplus was approximately $2.9 million; $1.6 million was allocated to the non-lapsing account under CGS 10-248a, and per generally accepted accounting principles the remaining balance of approximately $1.3 million was returned to the City's general fund balance.

With the updated project estimate now in-hand for Phase I of the Roosevelt Pre-K project, the Board of Education is requesting that the City appropriate $880,000 to fund the amount needed to proceed with Phase I of the Roosevelt Pre-K center. In light of the Board of Education's return of substantial dollars from the FY 2013-14 operating budget to the City's fund balance, we believe it is appropriate to expedite funding of the Roosevelt Center Pre-K project, which is a top priority for both the Board of Education and the City.

125 East Avenue • Post Office Box 5125 • Norwalk, CT 06856-5125 • Telephone 203-854-7701 • Fax 203-854-7939 • hrilling@norwalkct.org

Attached is additional documentation relative to this request, including the report of the Educational Specifications Committee, a report prepared by Silver Petrucelli, including cost estimates, and a statement from the Finance Director concerning the most feasible means to finance this appropriation.

Cc: Dr. Manuel Rivera, Superintendent of Schools
Richard Rudl, CFO, Board of Education
Alan Lo, Building and Facilities Manager

NORWALK on the move!

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: November 25, 2014

TO: Harry W. Rilling, Mayor
The Members of the Board of Estimate and Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Thomas S. Hamilton, Director of Finance

RE: Special Capital Appropriation

Attached is a special capital appropriation request from Dr. Manuel Rivera, Superintendent of Schools, in the amount of $880,000 to fund the consolidation and classroom conversion at Roosevelt School to establish a Pre-K center at this building.

The Board of Education is requesting that the City appropriate $880,000 to fund the amount needed to construct Phase I of the Roosevelt Pre-K center project. In consideration of the fact that the Board of Education returned substantial dollars from the FY 2013-14 operating budget to the City's fund balance, we believe it is appropriate to expedite funding of the Roosevelt Center Pre-K project, which is a top priority for both the Board of Education and the City.

In order to maintain the City's future budgetary flexibility, I am recommending that this appropriation be financed from the City's overall surplus in the capital projects fund, which has a balance sufficient to cover this appropriation. The Board of Education is also pursuing various grant reimbursements which may be available to fund a portion of the construction costs, including school construction reimbursement grants which typically are in the range of 25-32% of project costs. At this point, however, we cannot say with certainty that such grant funding will be made available for this project, so it should be assumed that the cost will be borne fully by the City.

Cc: Dr. Manuel Rivera, Superintendent of Schools
Richard Rudl, CFO, Board of Education
Alan Lo, Building and Facilities Manager

Norwalk Public Schools
Central Office
125 East Avenue
P.O. Box 6001
Norwalk, Connecticut 06852-6001

Dr. Manuel Rivera
Superintendent

Tel: 203-854-4001

TO: Mayor Harry Rilling, Jim Clark, and Thomas Hamilton

FROM: Manuel Rivera

SUBJECT: Special Capital Appropriation for 11 Allen Road Special Education Pre-K Center

I am respectfully submitting the following request for consideration and approval by Norwalk's Board of Estimate and Taxation for its December 1st, 2014 meeting with regards to a special capital appropriation for the project at 11 Allen Road to support the creation of a Special Education 50/50 Pre-K Center.

At the end of the FY 13/14 the Board of Education had a surplus of $2.9 million. Under the Connecticut, General Statute, section 10-248a "Unexpended Education Funds Account" the Board of Education has the ability to carry over 1% of their budget should they have a surplus into a non-lapsing account. As such we allocated $771,000 of this surplus to fund the project at 11 Allen Road for the creation of the Norwalk Early Childhood Center. Additionally we had $1.3 million of surplus funds above the 1% threshold, which was returned to the City's fund balance. The Board of Education at its September 2nd, 2014 Meeting approved the use of this additional $1.3 million surplus funds to be used to support Special Education, Social & Emotional Services and District Paving through the use of the special appropriations process.

I am requesting a special capital appropriation in the amount of $880,000 from this $1.3 million surplus that was returned to fund balance to support the construction and implementation of the Norwalk Early Childhood Center, which is consistent with our recommendation and approval for support for Special Education. Should this special appropriation be approved it would supplement the $771,000 set aside for a total of $1,651,000 to complete the Norwalk Early Childhood Center, which is the first step in the process of implementing a Norwalk Public Schools Special Education program to help reduce our growing out of district cost.

Sincerely,

Dr. Manuel Rivera
Superintendent of Norwalk Public Schools

CC: **Richard Rudl**

EDUCATIONAL SPECIFICATIONS

Capital Construction Project
Norwalk Early Childhood Center
11 Allen Road
Norwalk, CT 06853

Norwalk Public Schools
Central Office – Administrative Services
125 East Avenue
Norwalk, CT 06852
October 22, 2014

Norwalk Early Childhood Center
CAPITAL CONSTRUCTION PROJECT
October 22, 2014

Educational Specifications Committee

Chrissy Fensore	Director of Per Pupil Services
Pamela Augustine Jefferson	Early Childhood Instructional Specialist
William Hodel	Director of Facilities
Robin Ives	Special Education Administrator
Heidi Keyes	Board of Education Member
TBD	Parent
Doug Geyer	Pre-K Teacher

Superintendent of Schools

Manuel Rivera, Ed. D.

Board of Education Members

Harry Rilling, Mayor, Ex-Officio
Mike Lyons, Chairperson
Artie Kassimis, Vice Chairperson
Rosa Murray
Shirley Mosby
Migdalia Rivas
Mike Barbis
Heidi Keyes
Sherelle Harris
Jack Chiaramonte

Norwalk Early Childhood Center
Educational Specifications
Capital Construction Report
October 2014

I. Project Rationale

The construction of new facilities and renovation of existing facilities at 11 Allen Road (Former Roosevelt School) will address the need for a consolidated Special Education Pre-K Center. The proposed project is based on the recommendations of the CREC report that stated the need to consolidate our Special Education Pre-K classes, which are currently in Marvin (2 classrooms), Kendall, Wolfpit, Cranbury (2 classrooms).

The existing permanent facility is currently being used for day care and gymnastics. The current building has 6 classrooms but the need is to add two additional classrooms in the existing gymnasium to service the existing 8 classrooms spread out district wide.

The main entry way is not accessible based on Title II ADA and CT Building Code. Additionally there is a need for new floors, new ceilings, new lighting, reworking of main toilets to meet ADA and count, and two additional classrooms.

Currently the plumbing fixtures and existing installations are not ADA-compliant.

The Project will address the concerns of ADA compliance, additional classroom space, plumbing, mechanical issues, and electrical.

Silver Petrucelli & Associates has prepared a narrative to address the needs of the building to fit the educational recommendations.

The proposed Project will include:

1. New floors in all spaces
2. New ceilings
3. New lighting
4. Paint all surfaces
5. Rework main toilets to meet count and ADA
6. Shared bathrooms between every two classrooms
7. Construct a site ramp for ADA access
8. Construct curb at drop off for safety, security and passenger loading
9. Provide wheel stops adjacent to building for student safety.
10. Provide new door to exterior
11. Construct wall in former gym creating two pre-K classrooms and sensory gym.
12. One way mirrors in hallways for observation purposes.

II. Long Range Plan

The long range goals of this project are to provide a building that will allow for the consolidation of our special education pre-k classrooms in one location that will support the educational and social needs of all of our students within the program. In addition to this goal, the following areas will be addressed:

1. Increase the efficiency of our physical facility;
2. Increase the safety of our facility
3. Meet the health needs of all of our students
4. Upgrade the facility to comply with ADA regulations;
5. Provide facilities to meet the confidentiality of special needs students;
6. Provide appropriate space for support services,
7. Expand community partnerships in the utilization of educational resources

III. The Project

The existing facility at 11 Allen Road currently houses a private day care center (Tumble Bugs). The existing space does not fully support all of the needed educational and academic programs as it relates to Special Education Pre-K. In order to address these issues, we recommend the following:

1.) Convert a portion of the gymnasium space into 2 additional classrooms; 2.) Construct a drop of center for safety and security for unloading and loading of children 3.) Upgrade plumbing, electrical and mechanical systems to meet building code 4.) Create a learning environment that is conducive to observation by both staff and parents 5.) Bring the building up to ADA compliance.

IV. Enrollment Data and Proposed Project Capacity

SPACE	RECOMMENDATION Max # of Student	 Sq. Ft. /Student
Classroom 1	18	35
Classroom 2	18	35
Classroom 3	18	35
Classroom 4	18	35
Classroom 5	18	35
Classroom 6	18	35
Classroom 7	18	35
Classroom 8	18	35
Admin Space		
Admin Space		
Admin Space		
Observation Room		

Existing Classroom	2011/2012 Enrollment	2012/2013 Enrollment	2013/2014 Enrollment	2014/2015 Enrollment
Kendall	16	15	22	18
Wolfpit	0	0	0	11
Fox Run	19	19	25	26
Cranbury	34	39	39	36
Silvermine	32	24	20	0
Brookside	19	20	21	21
Marvin	18	24	32	33
Total	138	141	159	145

V. Learning Activities

1. Basic classroom instruction through construction of 2 new classrooms and remodel of 6 existing classrooms to support up to 18 students each in an A.M. / P.M. session model to include; areas for routines, such as snack time and rest, interest centers (blocks, sensory, art, fine motor, dramatic play, science, math, manipulatives).
2. Multiple therapy sites or office space to accommodate small group and/or individualized instruction/therapy including Speech & Language and ABA.
3. Construction of a "Sensory Gym" within a portion of the current gym space to accommodate Occupational and Physical Therapy, and indoor play.
4. Large conference room for PPT meetings.

VI. Support Facilities

Since the Project involves the remodeling of existing 6 classrooms and 2 new Support Facilities are required. The Project will include:

1. New floors in all spaces
2. New ceilings
3. New Lighting
4. Paint all surfaces
5. Casework to remain as is-reuse existing sinks
6. Windows and Doors to remain
7. Re-work main toilets to meet count, classroom needs, office space needs and ADA compliance.
8. No Sprinklers required
9. Construct site ramp for ADA Access
10. Construct curb at drop off for safety, security, passenger loading, etc.
11. Provide wheel stop adjacent to building for student safety
12. Provide new door to exterior (at new Pre-K classrooms)
13. Construct wall in former gym creating two pre-K classrooms.
14. One way mirrors for classroom observations.

VII. Building Systems

1. Ensure all school safety construction measures are captured in Norwalk Early Childhood Center of which include classroom locks, CCTV System, new blinds for window coverings, PA and intercom systems.
2. Upgrade existing fire alarm system and install in all newly constructed areas;
3. Extend technology throughout facility and newly constructed spaces;
4. Upgrade existing electrical systems and provision to accommodate capital construction project;

VIII. Interior Building Environment

1. Comply with all existing life, health and safety codes and requirements throughout school building and into newly constructed spaces;
2. Upgrade all bathrooms to meet ADA compliance and needs of student population.
3. Upgrade all lighting.
4. Upgrade all plumbing fixtures to be ADA compliant.
5. Clean and reuse the existing ductwork that serve the classroom areas and provide new exhaust grilles.
6. Replace the existing roof mounted exhaust fan, with roof curb, that serves the classroom exhaust duct system
7. Provide ductwork and air outlets for the new classrooms
8. Provide zone damper to the new gym classroom.
9. Provide a duct mounted pressure transducer for the gymnasium classrooms.
10. New emergency lighting and exists with self-diagnostics, self-testing circuitry will be installed.
11. New power receptacles will be provided for all HVAC/Mechanical devices.

IX. General Building & Specialized Equipment

The following is a detailed list of the equipment required for each of the eight classrooms, as well as the Admin Space.

A. Classrooms – Equipment (per classroom to support ECERS-R, Early Childhood Environment Rating Scale and NAEYC accreditation standards):
   1. One-way observation window
   2. Teacher desk/chair with personal storage area
   3. Teacher desk top computer (with printer capability)
   4. Network connection
   5. Smart board or similar technology appropriate for age level, group instruction
   6. Bulletin boards and /or walls with display covering
   7. Window shades
   8. Electrical outlets to code
   9. 2 Area rugs (one for block center, one for literacy/circle time)
   10. “Cubbies” for student coats, lunch boxes, supplies (18-20)
   11. Two round tables, two rectangular tables with stacking chairs
   12. Sensory table
   13. Closed storage cabinets with locks
   14. Open cabinets for storage and display
   15. Dramatic play area (doll house, appliances, puppet stage, etc.)
   16. Bean bag or similar seating for “quiet” activity area.
   17. Stackable cots for full day students (5 per classroom)
   18. Student restroom with changing table and sink.
   19. Classroom sinks (adult and student)
   20. Built-in “Sound Field” systems for all classrooms.

   Note: Will need to conduct inventory at current sites to determine which existing furniture and materials can be relocated to new site.

B. Administrative Space
   1. Network Connection

2. Desk and chair for each office space
3. Telephones and intercom
4. Desk top computers (Building Adm., Secretary, other TBD)
5. Large, locking file cabinets
6. Fax machine
7. Large Conference Room table with chairs (additional stacking chairs)

X. Site Development

1. Restore entire site after construction activities conclude;
2. Construct and deliver curb at drop off for safety, security and passenger loading.
3. Construct two new classrooms from existing gymnasium space.
4. Walkways and sidewalks;
5. Provide plantings and grass areas to meet existing site standards.

City of Norwalk

Roosevelt School Pre-K Consolidation & Classroom Conversion

▲ Former Roosevelt School • 11 Allen Road • Norwalk CT

Draft prepared for:
City of Norwalk
November 3, 2014

SILVER / PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518 | Tel: 203 230 9007 | Fax: 203 230 8247 | Email: info@silverpetrucelli.com

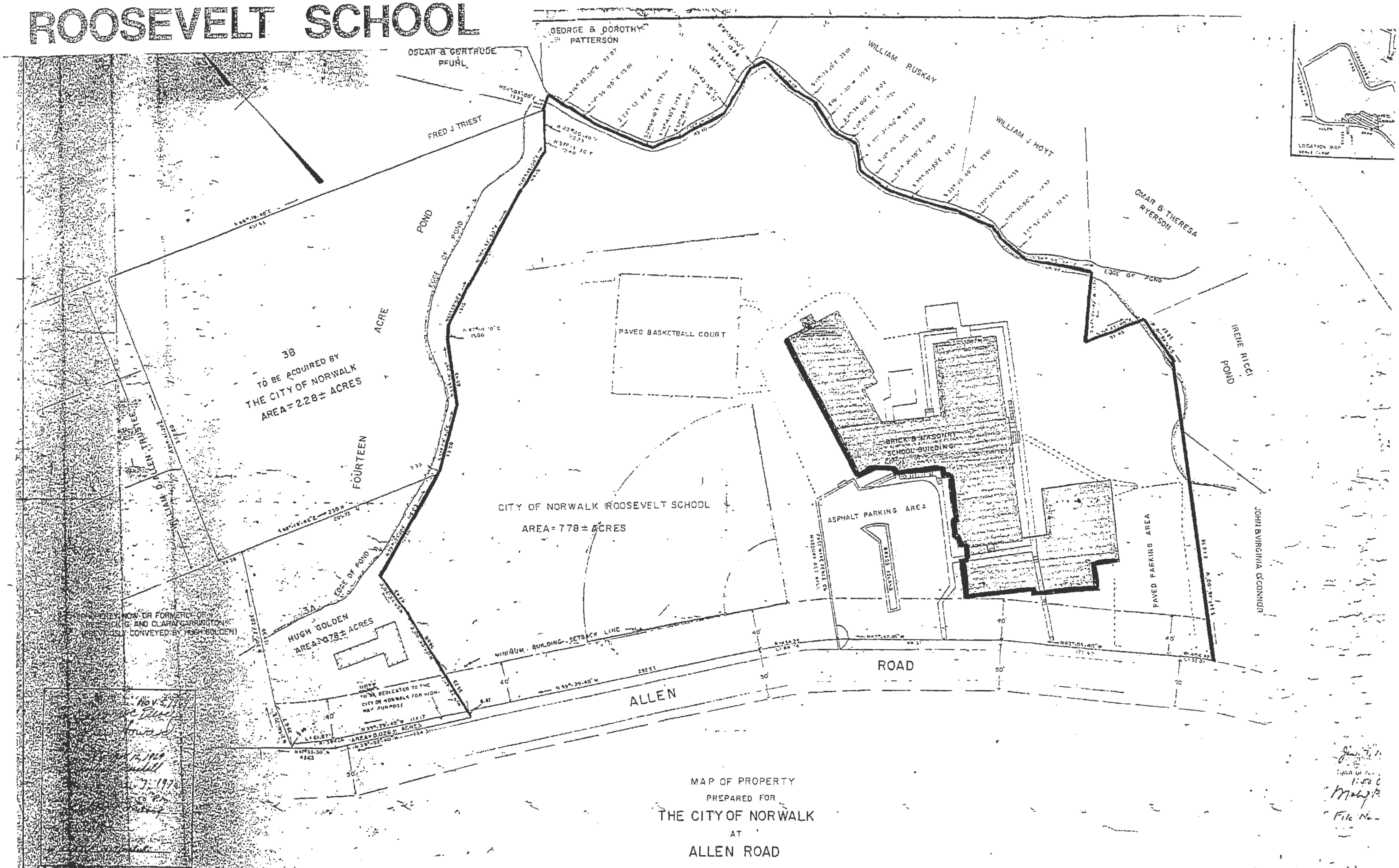
SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

TABLE OF CONTENTS

Section I: SITE ANALYSIS

ROOSEVELT SCHOOL



Roosevelt School Pre-K Consolidation & Classroom Conversion, 11 Allen Road, Norwalk CT

Section II: PROGRAMMING & BUILDING ANALYSIS

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

Architectural

The scope of this study is limited to the existing facility and area of the building currently used for daycare and gymnastics. The balance of the site and building is not the subject of this study. The Norwalk Public Schools has determined that this facility is the location for the potential consolidation of the NPS Prekindergarten programs. In a similar fashion the total quantity of classrooms, six (6) existing and two (2) proposed in the existing gymnasium for total need of eight (8) classrooms was provided as the basis of this study. The facility location within the City and the demographic need for the consolidation are not the subject of this study. The project delivery method is also not the subject of this study, whether CTDOE grant funding will be applied for, or directly funded through the City/BOE and the legislative process defined by the City. Therefore a schedule or timeline is also not the subject of this study. The opinion of probable construction cost is based on 2014/2015 dollars and a general contractor approach to construction.

SITE

Existing Conditions

The site is 7.78 acres located at 11 Allen Road. Allen Road is west of Newtown Ave in the northeast "center of the City. The Site is bounded by private residential property, city property and wetlands and pond(s). The site is shared with the Norwalk, (Roosevelt) Senior Center, Recreation & Parks and currently US Academy Gymnastic and the Tumble Bugs Day Care. The site also includes, a baseball field, tennis court or "paved basketball courts and playground equipment. The entry to the subject area is set back from Allen Road and not readily visible across the open parking area. The dominate vehicular traffic, including van parking and pickup/drop-off occur in the front circulation through the diagonal parking and a one way loop defined by a "one way" sign. The main circulation can continue around the site to a dead end almost to the opposite side of the Senior Center. A secondary Senior Center entry with a ramp is served via this dead end drive. Head on parking continues directly in front of the subject facility's windows and doors. This parking is back to back across the two way drive serving the dead end.

There is a swinging vehicular "arm" gate across the two way drive along with a stripped cross walk from the corridor exit at the west side. The ramp up to the playground, field and tennis court is not included in this study. The daycare appears to use the playground and tennis court.

The one way traffic combined with the two way traffic, the parking needs, site access and use of the entire site could well be the subject of a further study. This study assumes the same main entry for this facility, set back and facing Allen Road. While a traffic study might include facility entry, it may also include the use of and need for play scape in a broader site study encompassing the community use of the site along with the total building needs on all three sides. Similar to the building facility the site study could prepared in minimum and maximum approach to the needs, use, function, and accessibility.

BUILDING

Existing Conditions

The facilities has been the subject of limited renovations and improvements since the conversation of the building from a public school to a senior center in ____. The division of the building is also as prepared when the senior center was constructed. The windows are reported to have been replaced in ___. The roof was replaced in section and is reported to be less than 20 years old. The HVAC and mechanical systems were updated by Peterson Engineering in 2010. Aside from these updates the balance of the facility appears to be in serviceable and showing signs of wear and tear.

Silver Petrucelli + Associates (SPA) was asked to provide an analysis of the minimal project requirements to bring the facility into code compliance for a public school, as well as a second option for optimizing the facility to a more current standard that would be competitive in today's prekindergarten school environment.

The main entry is not accessible based on Title II ADA and CT Building Code. See attached Code Analysis, one for each of the two Options. The facility is approximately 13,000 square foot and is herein classified as Educational use subject to the International Existing Building Code level 2. The non-compiling accessibility continues into the interior toilet rooms and specific locations, fixtures and building elements noted in the proposed scope of design.

The high ceiling and wood panel walls are both a positive and unique aspect of the facility that should be preserved. The exterior wood clapboard siding appears worn, stained, unfinished and outdated and should be replaced with a metal panel.

The division of the gymnasium into two classrooms is feasible and reuse of the mechanical system is also feasible. The floor plan will address egress and existing mechanical room.

OPTION 1 and OPTION 2

See attached document titled, Proposed Architectural Renovations for the scope of architectural and interior items included in the Preliminary design.

SILVER/PETRUCELLI + ASSOCIATES
Architects · Engineers · Interior Designers

3190 Whitney Avenue Hamden, CT 06518
Tel. 203 230 9007 Fax 203 230 8247
www.silverpetrucelli.com

August 19, 2014

Norwalk Roosevelt School

Pre-K Consolidation & Classroom Conversion

Option 1 Code Analysis

Code Analyzed: 2003 IEBC

Use Group: E (Existing Use & Proposed Use – ages 3 and up) per IBC 305.2)

Construction type: 2B (Existing, unprotected)

Classification of Work: Level 2 per Section IEBC Section 304

Total Square Footage: 13,070 s.f.

Occupant Load: 389

Fixtures required: 8 waterclosets, 8 lavatories, 4 drinking fountains

Fixtures provided: 9 waterclosets, 9 lavatories, 4 drinking fountains

Max. Travel distance: 72'-0" (250'-0" allowed)

Sprinklers not required per IBC 903.2.2 & IEBC 604.2.2

Fire separation assembly of 1 hour required between E and existing senior center. Per IEBC 604.2.2.1

Proposed Entrance: Fully ADA accessible

New H.C. parking, van parking, passenger loading zone & signage to be provided.

SILVER/PETRUCELLI + ASSOCIATES
Architects Engineers Interior Designers

3190 Whitney Avenue Hamden, CT 06518
Tel. 203 230 9007 Fax. 203 230 8247
www.silverpetrucelli.com

August 19, 2014

Norwalk Roosevelt School

Pre-K Consolidation & Classroom Conversion

Option 2 Code Analysis

Code Analyzed: 2003 IEBC

Use Group: E (Existing Use & Proposed Use – ages 3 and up) per IBC 305.2)

Construction type: 2B (Existing, unprotected)

Classification of Work: Level 2 per Section IEBC Section 304

Total Square Footage: 13,352 s.f.

Occupant Load: 372

Fixtures required: 7 waterclosets, 7 lavatories, 4 drinking fountains

Fixtures provided: 15 waterclosets, 1 lavatories, 4 drinking fountains

Max. Travel distance: 72'-0" (250'-0" allowed)

Sprinklers not required per IBC 903.2.2 & IEBC 604.2.2

Fire separation assembly of 1 hour required between E and existing senior center. Per IEBC 604.2.2.1

Proposed Entrance: Fully ADA accessible.

New H.C. parking, van parking, passenger loading zone & signage to be provided.

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

Proposed Architectural Renovations:

Option 1 (minimal scheme)

1. New floors in all spaces
2. New ceilings
3. New lighting
4. Paint all surfaces
5. Casework to remain as is – reuse existing sinks
6. Windows & doors to remain
7. Rework main toilets to meet count & ADA
8. No sprinklers required
9. Construct site ramp for ADA access
10. Construct curb at drop-off for safety, security, passenger loading, etc.
11. Provide wheel stops adjacent to bldg. for student safety
12. Provide new door to exterior (at new Pre-K classroom)
13. Construct wall in former gym creating two pre K classrooms

Option 2 (maximum scheme)

14. New floors in all spaces
15. New ceilings
16. New casework with new sinks in all classrooms
17. Paint all surfaces
18. New interior wall finishes in corridors & classrooms
19. New interior windows (clerestories)
20. New toilets in each classroom
21. New mechanicals?
22. Renovate existing toilets in hallway
23. Replace all exterior windows & doors
24. Replace interior doors/hardware
25. No sprinklers required
26. Construct curb at drop-off for safety, security, passenger loading, etc.
27. Construct perimeter concrete sidewalk/curb for enhanced student safety
28. Construct new ADA compliant front entry & ramp
29. Provide new door to exterior (at new Pre-K classroom)
30. Construct wall in former gym creating two pre K classrooms

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

PLUMBING

Existing Conditions

Perimeter pipe tunnels exist below the Daycare Wing. Domestic water, sanitary/waste, and interior storm drain mains are routed in these tunnels.

Most of the Daycare Wing's plumbing piping is not new; however, the only "leak" found in the tunnel investigation was water or drainage seeping from above the first floor slab at the northeast corner classroom's sink. The lead (Pb) content of the existing domestic water pipe, fittings and solder is unknown.

Plumbing Fixtures: Existing installations are not ADA-compliant. IN each classroom, one or two stainless steel counter-mounted sinks are provided. One classroom has a private (single-occupant) toilet room with lavatory and water closet. Other toilet rooms are: a private (single-occupant) Staff Toilet Room; a Boys Toilet Room with wall-mounted water closets and lavatories, and floor urinals; and a Girls Toilet Room with wall-mounted water closets and lavatories, and one primary height floor-mounted water closet. A single water cooler operating as a drinking fountain (water is not chilled) is located in the corridor near the Main Entrance and Office. Gym support spaces include disused Toilet and Shower Rooms for both sexes; water closets and lavatories have been removed and services capped, but shower heads/controls generally remain. A service sink is located in the Daycare Wing's Janitor's Closet.

Domestic Cold Water (DCW): The water service enters the basement in the Mechanical Room below the Gymnasium, where a meter and filter are installed. A 2–inch branch routes to the Daycare Wing. Almost all DCW piping viewed was NOT insulated.

Domestic Hot Water (DHW): The entire building's standard-temperature DHW is provided by one fairly new 120 gallon electric domestic water storage heater located in the Mechanical Room below the Gymnasium. (A booster heater elevates hot water temperature at the Senior Center Kitchen to serve some kitchen fixtures/equipment.) Three DHW recirculation loops are provided, two for the "Daycare" Wing and the other for the Senior Center. No recirculation branch flow controls were found, and the single circulator located high over the water heater appears undersized to provide the necessary flow rate to maintain temperature in the lengthy DHW distribution system. Almost all DHW piping viewed was NOT insulated. DHW pipe was cool to the touch at the ends of Daycare Wing distribution mains.

Sanitary/Waste Systems: With high points at the north end of the Daycare Wing, two sanitary/waste mains are routed south in the west and east pipe tunnels. These mains join in the southwest corner, and exit the building. A site septic system located under the western ball field serves this wing. Two other site septic systems serve Senior Center sanitary drainage. Piping is predominantly cast iron; recent repairs were made in DWV PVC.

Sewer Vent Systems: Multiple vents through roof (VTR) are visible. It appears the classroom sinks are vented individually through the roof. A VTR exists at each toilet room location (4 total), but three of four are capped, and apparently a single 4" VTR serves all four toilet rooms. Piping is predominantly cast iron; recent work is DWV PVC.

Storm (Roof Drainage) Systems: The Gymnasium and adjacent Corridor roofs have perimeter gutters and leaders discharging to grade. The Daycare Wing has interior roof drains collected via multiple pipe drops to (2) storm mains routing in the pipe tunnels. Two 6" storm building exits were found, near the southeast and northwest corners of the classroom wing. Piping is extra heavy cast iron and uninsulated.

Plumbing Work Scopes

OPTION 1

Disconnect and remove existing toilet room plumbing piping, fixtures, carriers, and floor drains to coordinate with space demolitions. Exterior wall hydrants may be affected due to wall/chase demolition, and will be relocated as necessary.

Disconnect and remove the existing corridor water cooler (operating as a drinking fountain).

Provide new plumbing piping, fixtures and accessories to suit new toilet room configurations. ADA-compliant fixtures will be provided per code requirements. Floor drains with trap primers will be provided in multiple-occupant toilet rooms.

In each of two new classrooms, provide a new ADA-compliant child-height combination sink/drinking fountain fixture in new casework, with all required plumbing services.

In each of two new classrooms, provide a new ADA-compliant adult-height sink in new casework, with all required plumbing services.

Provide new ADA-compliant child-height and adult-height drinking fountains outside the new multiple-occupant toilet rooms.

DHW Distribution Modifications: The first two alterations listed below will achieve IECC requirements, and help maintain DHW distribution temperature by significantly reducing pipe heat loss to the surroundings. The last will allow adjustment of flow rates through each of the two remaining DHW loops.

- The two DHW circulating loops serving the Daycare Wing will be modified into a single loop, reducing total loop length.
- The modified DHW piping loop serving the Daycare Wing will be insulated per IECC requirements.
- Calibrated balancing valves will be provided on each of the two remaining DHW loops.

OPTION 2

Option 2 Work Scope includes all of Option 1 Work Scope and the following:

Demolish disused DHW piping in Daycare Wing tunnels.

Demolish disused fixtures and controls, service piping and exposed capped services in Gym support spaces (formerly Toilet and Shower Rooms for both sexes), to allow new toilet room construction and to increase storage room capacity.

In each existing classroom:

- Disconnect and remove existing sink (s), and services as required to accommodate new fixture and casework installations.
- Provide a new ADA-compliant child-height combination sink/drinking fountain fixture in new casework, with all required plumbing services.
- Provide a new ADA-compliant adult-height sink in new casework, with all required plumbing services.

At each new and existing classroom, provide new ADA-compliant (child-height) single-occupant toilet room, with all required plumbing services.

Provide replacement DHW circulator sized to deliver total recirculation flow rate at calculated pressure drop.

FIRE PROTECTION

No sprinkler work is mandated for either Scheme.

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

MECHANICAL SYSTEMS

Existing Conditions

The existing system, that served the school, is approximately 2 years old. The space heating is served by a central boiler plant with a primary/secondary hot water loop. The boilers are oil fired Weil-McLain boilers 88 series, model 488's. There is a 6,000 gallon oil storage tank above ground in a concrete encasement.

The hot water loop feeds fan coil units that are on the perimeter of the classroom and hot water radiators in the hallways. The classrooms have dedicated cooling ductless split units that are mounted on the wall. The respective air-cooled condensing units are located on the roof for each split system. Both the heating and cooling systems for the classrooms are controlled by a wall mounted thermostat.

The gymnasium is served by a dedicated air handling unit utilizing DX cooling and hot water for the heating. The gym unit also has a fresh air energy recovery system add on that was installed when the gym unit wqs replaced. The entire building was upgraded to a Digital Building Management System. The BMS manufacturer is by the KMC Corporation.

OPTION #1

- The operable window square footage, meet the International Mechanical Code requirements for natural ventilation. The drawback is that, during occupancy, the windows need to be opened to the IMC limit to be acceptable in terms of the ventilation requirements which would increase the energy used by the facility.
- Clean and re-use the existing exhaust ductwork that serve the classroom areas. Provide new exhaust grilles.
- Replace the existing roof mounted exhaust fan, with roof curb, that serves the classroom exhaust duct system.
- Clean and re-use the existing ductwork that serve the bathrooms. Replace the grilles and associated exhaust fans, with curbs, to meet the required exhaust rates.
- Keep the existing wall mounted A/C split system units.
- Keep the existing floor mounted fan coil units.
- Keep the existing Building Management system.
- Extend new return ductwork from the return of the gym unit to the new classroom.
- Provide ductwork and air outlets for the new classrooms.
- Provide zone damper to the new gym classroom.
- Provide a duct mounted pressure transducer for the gymnasium classrooms.

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

OPTION #2

- Removal of wall mounted split systems and floor mounted Fan coil units.
- Removal of all ductwork in the classroom and hallways.
- Unit serving the present gym remains.
- New ductwork for the Gymnasium classroom split.
- Roof mounted HVAC unit with DX cooling, Hot water Heating, outside air economizer.
- New supply and return ductwork to each of the classrooms.
- VAV boxes for the classrooms.
- New control system for the existing portion of the school

Norwalk, Roosevelt School Pre-K Consolidation & Classroom Conversion

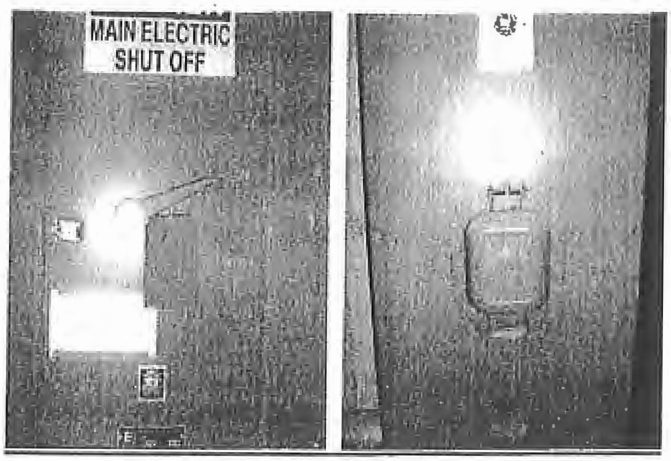
ELECTRICAL NARRATIVE

GENERAL

Systems will be designed in compliance with the 2005 State Building Code with all applicable 2009, 2011 and 2013 Amendments; 2009 International Energy Conservation Code, 2011 National Electrical Code (NFPA 70) and where feasible, will also qualify for energy rebates from utilities.

OPTION 1

ELECTRICAL

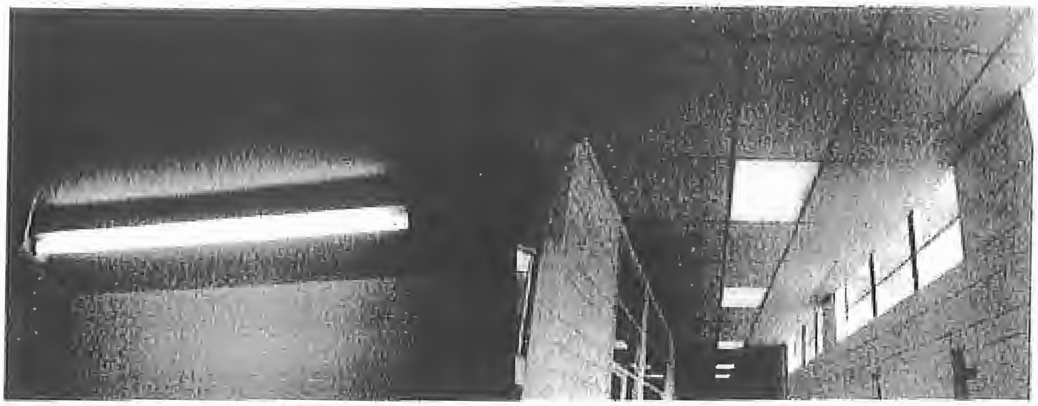


There will also be some electrical work associated with mechanical improvements but we assume that the cost associated with that work would be attached to the appropriate mechanical line item. The electrical scope associated with mechanical work is described below.

The existing service equipment is rated at 600 amps, 208/120 volt three-phase four wire. The main electrical switch is an Empire / Federal Pacific QMQB-7032 600 amp 240 volt 3 phase panel equipment coupled with a Westinghouse DE-ION Tri-Pac circuit breaker (NB3600P 600A AB) that is approximately 50 – 60 years old; visually it appears to be in good condition but has hit the end of its useful life should be replaced. The main MDP has only one open 3 phase space for new circuits, it would be replaced as part of an MDP upgrade. The utility transformer is installed in a basement level vault adjacent to the electrical room and is only accessible through a ground level hatchway that was found locked. The scope of work will include a request for the utility to verify life expectancy of the transformer.

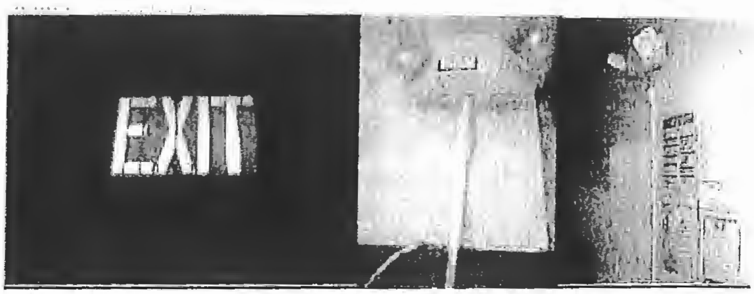
Existing electrical distribution panels are installed in the main electrical room as well as throughout the building. These panels are mostly in good condition (a few have been installed in the last renovation in 2010). In scheme 2, a new 125 amp distribution panel will be provided in the main electrical room. These panel will allow the school to easily add branch circuits for new loads in the future.

LIGHTING



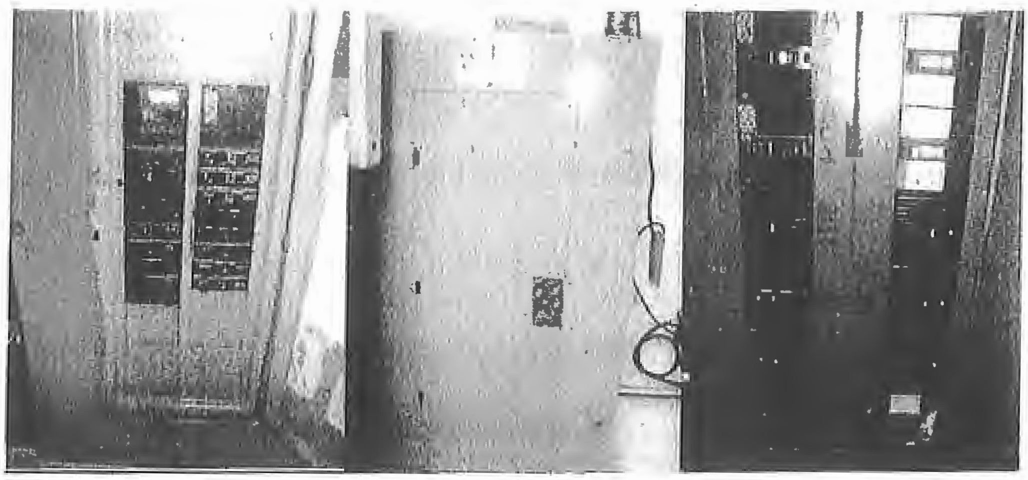
The existing luminaires throughout the scope areas consist of a combination of four lamp florescent T8 lay-in troffers and where there is ACT and 2 lamp fluorescent T8 32 watt wrap-a-round surface mounted fixtures where there are hard ceilings. It was also noted that there are a few single and double lamp fluorescent T5 wrap-a-rounds that were installed in the children's bathrooms. All are at end of life and will be replaced with LED technology lighting fixtures. Additional exterior LED lighting fixtures to match existing will be added as required to the exterior of the building to properly light walking paths and drive lanes. Call for Aid will be added to all bathrooms on the ground floor in the scope areas.

EMERGENCY LIGHTING



Emergency luminaires within egress path and classroom areas appears it be sparse and inadequate in many areas. Both schemes will review all spaces in the scope of work, new emergency lighting and exits with self-diagnostics, self-testing circuitry will be installed throughout.

POWER



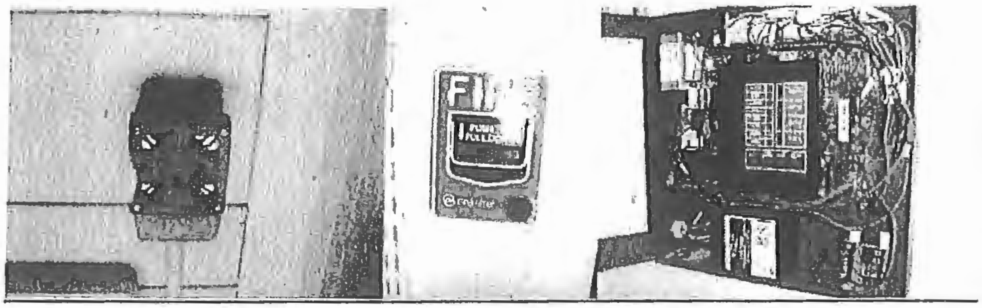
A preliminary calculation shows that exiting panels serving the areas of work can be used to suit any new receptacles and equipment to be installed. Preliminary calculation was based on the current use and the proposed use of rooms and taking into consideration the amount of equipment that will be removed and installed. If the existing panel's capacity is not large enough to satisfy what is needed, a new panel will be provided at each level. These panels are to be fed from existing main distribution panel located in lower level electrical room.

All existing receptacles on the walls to be demolished as well as associated wire will be removed and disposed of properly. New receptacles will be provided through the scope with new branch circuits to feed them. Dedicated branch circuits will be provided for necessary equipment. Power will be provided for all HVAC / Mechanical devices with appropriate sized fused disconnects where required by code. All new branch circuits will be terminated to corresponding existing panel serving the area. Branch circuit wiring is assumed to be provided with armored (type MC) cable, except where exposed.

VOICE/DATA

All existing data and telephone jacks to remain in place.

FIRE ALARM



The existing Fire-Lite MS-4412-B fire alarm control panel (w/battery backup) most likely will need to be upgraded from a four zone to an 8 zone panel. New peripheral devices will be provided as required including horn/strobe devices. Pull stations will be added at the front and rear door locations, strobe only devices in toilet rooms, smoke detectors in corridors and storage rooms and duct smoke detectors in mechanical units as required by code.

All existing fire alarm peripheral devices within the scope will be removed and relocated to suit new space layout. New peripheral devices will be provided if necessary to meet code requirements. All fire alarm devices will be tied to the existing main fire alarm control panel serving the building. It is unknown at this point whether or not the existing devices in the basement are connected to a working FA system, testing is included in the scheme 1 proposal. If it is found that that basement is not tied to the main floor FA system a new system will be required at an estimated cost of $24,500.

OPTION 2

POWER
All additional power requirements for new toilets in classrooms and renovated toilets in hallways. Power requirements for new mechanical equipment being proposed.

LIGHTING

New LED lighting fixtures for proposed new toilets in classrooms and renovated toilets in hallways. New LED lighting for proposed ADA compliant front entry & ramp will be provided.

VOICE/DATA

All existing data and telephone jacks on the walls to be demolished as well as associated wire will be removed and disposed of properly. New data and telephone conduits will be installed, and the cost estimates includes conduits with boxes and pull strings.

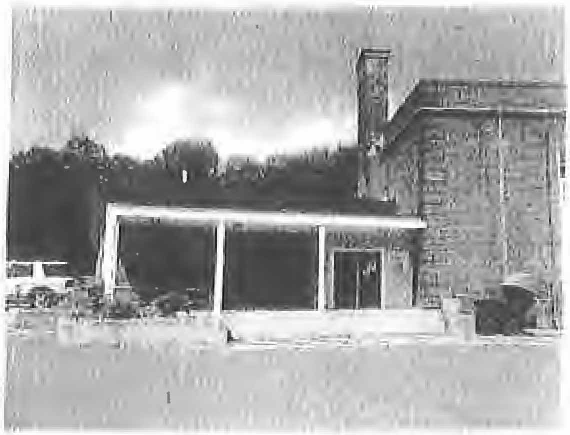
FIRE ALARM

A new fire alarm system is being proposed to cover both floors properly.

Section II – Photographs

Existing Conditions Photographs

See below for existing conditions photographs.



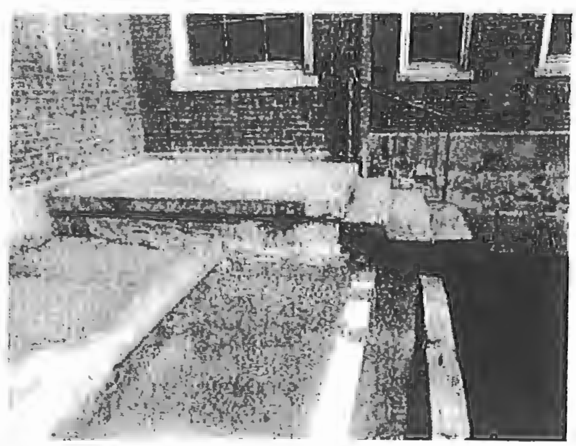
Existing/Proposed Main entry - Looking North

Existing/Proposed Main Entry – Looking East

Existing entry/canopy

West facing view of existing classrooms

North-West corner of existing classroom

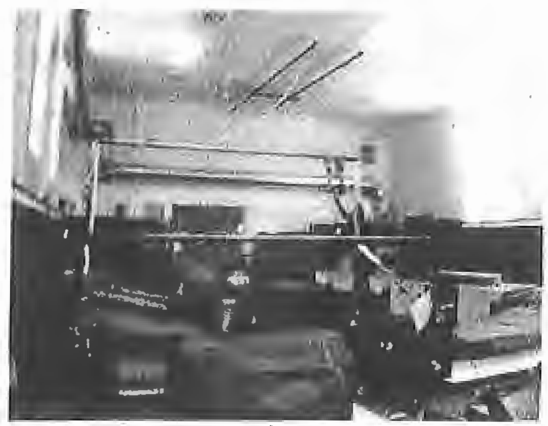


Former Entry – proposed to be re-used

South facing view of existing Gymnasium

South-East view of existing Classroom

Typical Interior Classroom



Existing Gymnasium Interior view

Existing Gymnasium Interior Ceiling View

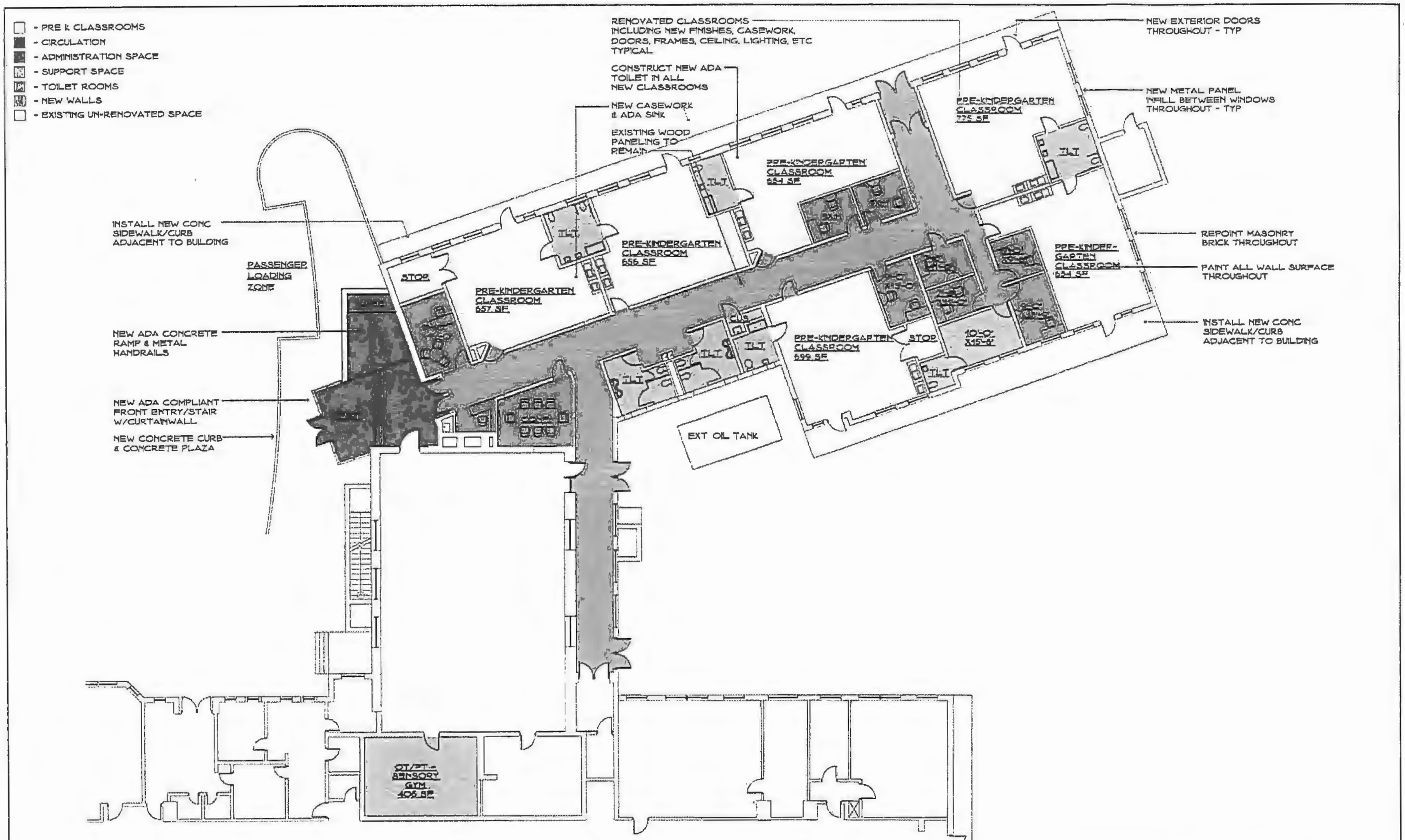
Typical Classroom windows & Casework


Corridor View – Looking east (gym on right)

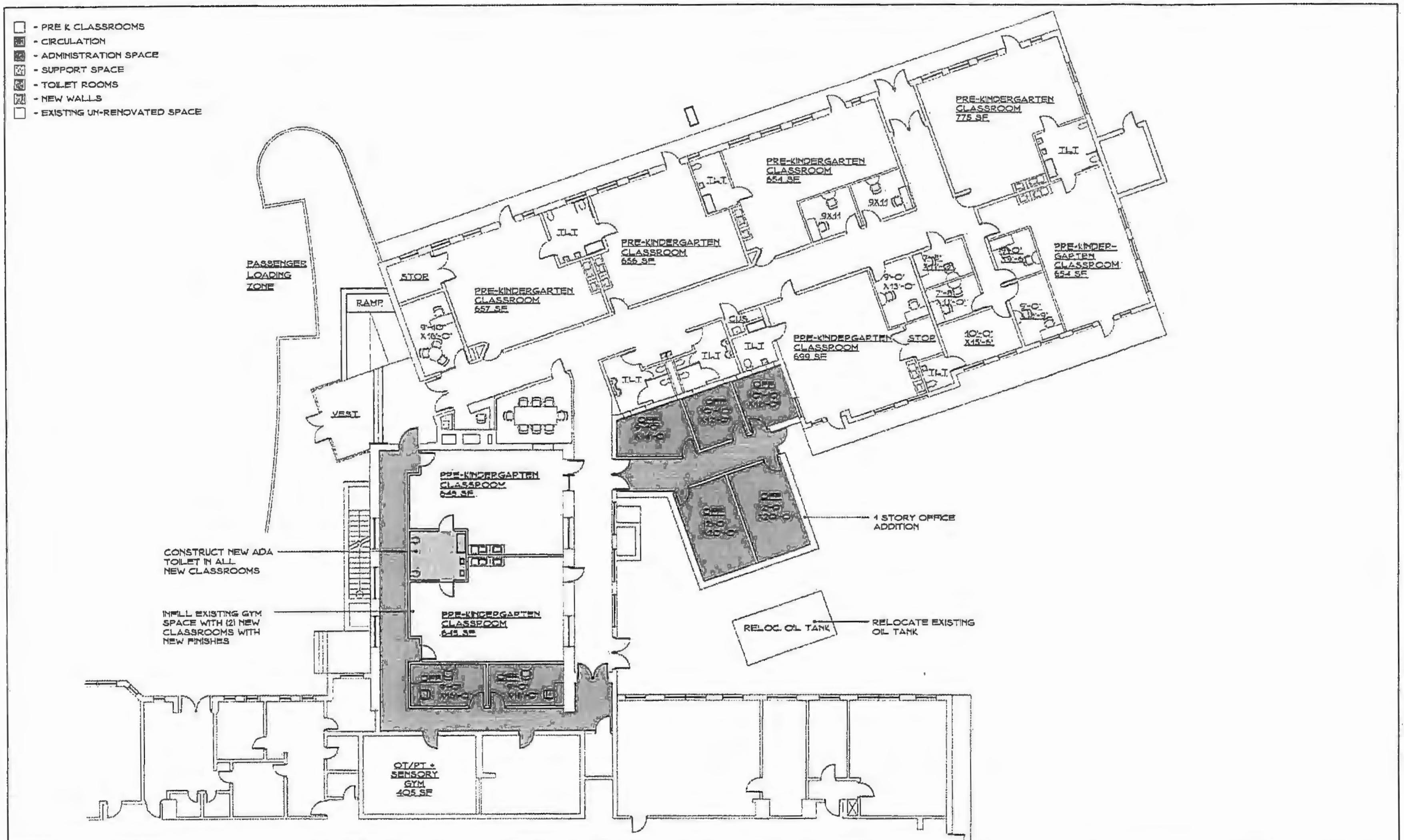

Typical toilet Room


Main Corridor – Looking South (toward entry)


Existing Window Trim Detail



Norwalk Roosevelt School Pre-K Consolidation & Classroom Conversion Allen Road Norwalk, Connecticut 06581	SILVER / PETRUCELLI + ASSOCIATES *Architects / Engineers / Interior Designers* 3190 Whitney Avenue, Hamden, CT 06518-2340 Tel. 203 230 9007 Fax. 203 230 8247 *silverpetrucelli.com*	1 ADD ADMIN NURSE KITCHEN 9/15/14 DAP	Proposed Floor Plan Phase 1 OCTOBER 6, 2014 AS NOTED D. A. PETRUCELLI 14167 A1



Norwalk Roosevelt School
Pre-K Consolidation
& Classroom Conversion
Allen Road
Norwalk, Connecticut 06581

SILVER / PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers
3190 Whitney Avenue, Hamden, CT 06518-2340
Tel. 203 230 9007 Fax. 203 230 8247
silverpetrucelli.com

Revision	Description	Date	Revised By
1	ADD ADMIN NURSE KITCHEN	9.15.14	DAP

Proposed Floor Plan
Phase 2

Date: OCTOBER 6, 2014
Scale: AS NOTED
Drawn By: D A PETRUCELLI
Project Number: 14.167

A2

Norwalk, Roosevelt School Pre K Consolidation & Classroom Conversion - Phase I

DESIGN DEVELOPMENT PHASE
OPINION OF PROBABLE CONSTRUCTION COST
13,070 SQUARE FEET OF RENOVATION AREA

BASE VALUES IN UNIT COST AND TOTAL COLUMNS INCLUDE THE FOLLOWING MARKUPS:
MATERIAL COST = 10% LABOR COST = 11% EQUIPMENT COST = 10%

SECTION NUMBER	WORK CATEGORIES	UNIT	UNIT COST	AREA	ALLOWANCE	TOTAL $
	DIVISION ONE					
	GENERAL CONDITIONS, TEMP FACIL.				6.00%	$65,259
	GC'S PROFIT ON SUB TRADES				5.00%	$54,382
	DIVISION TWO					
02000	DUMPSTERS	EA	$1,000.00	6		$6,000
02000	DEMO & CONCRETE SLAB CUTTING & PATCHIN	LS			25,000	$25,000
02000	DEMO EXISTING OVERHANG, COL. & FOOTINGS	LS			7,500	$7,500
02000	DEMO EXISTING TOILET PARTITIONS	LS			6,000	$6,000
02000	DEMO EXISTING MASONRY	LS			2,000	$2,000
02000	DEMO EXISTING DOOR & FRAME	EA	$250.00	20		$5,000
02000	DEMO EXISTING MASONRY WALLS	LS			8,000	$8,000
02001	DEMO EXISTING SHOWERS/TOILET	LS			4,500	$4,500
02000	DEMO EXISTING TILE FLOORS	SF	$0.75	8750		$6,563
02000	DEMO EXISTING ACT CEILINGS	SF	$1.25	8750		$10,938
02000	DEMO EXISTING DOOR HARDWARE	EA	$20.00	41		$820
02001	DEMO EXISTING EXTERIOR SIDING	LS				$8,500
02080	NEW SITE WORK AT MAIN ENTRANCE	LS			12,000	$12,000
02080	NEW CONCRETE WALKS (WHEEL STOP) AT SIT	LS			25,000	$25,000
02080	***HAZARDOUS MATERIAL REMOVAL***	LS				***$50,000***
			DIV 2		$177,820	
	DIVISION THREE					
04100	CONCRETE RAMP (FOOTINGS & FOUNDATION)	LS			$35,000	$35,000
04100	CONCRETE FOOTINGS & FOUNDATION	LS			$18,000	$18,000
04100	NEW CONCRETE SLAB ON GRADE & STAIR	LS	$18.00	575		$10,350
04100	CONCRETE SLAB INFILL	SF	$12.00	800		$9,600
			DIV 3		$72,950	
	DIVISION FOUR					
04100	INTERIOR MASONRY WALLS	SF	$8.00	6200		$49,600
04100	BRICK VENEER INFILL	SF	$12.00	200		$2,400
			DIV 4		$52,000	
	DIVISION FIVE					
05000	STEEL FRAMEING/DECKING AT FRONT ENTRY	LS			$25,000	$25,000
05000	STEEL LINTELS	LS			$5,000	$5,000
05000	METAL HANDRAILS AT RAMP	LF	$85.00	100		$8,500
			DIV 5		$38,500	
	DIVISION SIX					
06200	INTERIOR CASEWORK	LF	$250.00	72		$18,000
06200	INTERIOR COUNTERTOPS	LF	$100.00	72		$7,200
			DIV 6		$25,200	
	DIVISION EIGHT					
08510	INTERIOR HOLLOW METAL/WOOD SINGLE DOO	EA	$1,800.00	28		$50,400
08510	EXTERIOR ALUMINUM SINGLE DOORS	EA	$2,250.00	7		$15,750
08511	EXTERIOR ALUMINUM DOUBLE DOORS	EA	$3,500.00	6		$21,000
08510	NEW ALUMINUM CURTAINWALL AT ENTRY	SF	$120.00	550		$66,000
08600	DOOR HARDWARE	EA	$750.00	40		$30,000
08700	METAL PANEL AT EXTERIOR WINDOW/DOOR	SF	$5.00	2,500		$12,500
			DIV 8		$195,650	

	DIVISION NINE					
09900	INTERIOR PAINTING	SF	$1.15	70,000		$80,500
09900	VCT FLOORING	SF	$4.75	8,500		$40,375
09900	TILE FLOORING	SF	$14.00	625		$8,750
09900	EPOXY PAINTED CONCRETE BLOCK WALLS	SF	$3.25	6,500		$21,125
09900	SUSPENDED ACT SYSTEM	SF	$5.00	8,750		$43,750
			DIV 9		$194,500	
	DIVISION TEN					
09900	TOILET PARTITIONS	EA	$850.00	10		$8,500
09900	TOILET PARTITION GRAB BARS	EA	$175.00	10		$1,750
09900	TOILET ACCESSORIES	SET	$100.00	14		$1,400
09900	TOILET MIRRORS	EA	$75.00	8		$600
			DIV 9		$12,250	
	DIVISION TWELVE					
12500	WINDOW SHADES	SF	$1.50	1,400		$2,100
			DIV 12		$2,100	
	DIVISION FIFTEEN					
15000	DEMOLITION - EXISTING FIXTURES	LS			$6,200	$6,200
15000	NEW ADA TLT RM FIXTURES, FDs, FOUNTAINS	LS			$123,000	$123,000
15000	DHW LOOP IMPROVEMENTS; INSULATION	LS			$4,940	$4,940
15000	CLEAN DUCTWORK	LS			$3,000	$3,450
15000	NEW EXHAUST GRILLES	EA	$100.00	6	$35	$932
15000	MAIN EXHAUST FAN REPLACEMENT W/ CURB	LS	$3,000.00	1	$1,500	$5,175
15000	BATHROOM EXHAUST FANS W/CURB	LS	$1,000.00	5	$250	$7,188
15000	AIR BALANCING	LS		1	$2,000	$2,300
15000	SPLIT SYSTEMS (HEATING AND COOLING)	EA	$3,500.00	6	$1,000	$31,050
15000	HOT WATER CABINET UNIT HEATERS	EA	$1,200.00	9	$450	$17,078
15000	BASEBOARD HEATING	EA	$750.00	1	$200	$1,093
15000	EXISTING INTERIOR SPLIT SYSTEM RELOCATIO	EA		4	$1,500	$6,900
15000	ELECTRIC UNIT HEATER IN FIRE PUMP RM 10 K	EA	$2,000.00	1	$500	$2,875
			DIV 15		$212,179	
	DIVISION SIXTEEN					
16000	LIGHTING & SERVICE UPGRADE / RPLCMT	LS			$95,000	$95,000
16000	POWER & FIRE ALARM MODIFICATIONS	LS			$9,500	$9,500
			DIV 16		$104,500	

GRAND TOTAL **$1,207,290**

Overall Project Budget		cost	
A/E Fees		91,800	
Environmental Design Fees		4,000	
Environmental Const. Admin.Fees		2,000	
Special Inspections/Testing Services		1,700	
City - Municipal Area Network (MAN) to Roosevelt Center		$50,000	
FURNITURE, FIXTURES & EQUIPMENT BY OWNER		$150,000	
Permitting Costs (($.26 per $1,000) WAIVED BY CITY			
Printing/Legal Ad Costs (Incl. Bidding)		1,000	
Contingency (Owner and Const)	10.0%	$120,729	
ADD Fire Suppression, new main & diesel fire pump			**$173,000**
ADD New HVAC system			**$364,608**
Total Cost		**$ 1,628,519**	

GENERAL NOTES:

FURNITURE, FIXTURES & EQUIPMENT BY OWNER
CONSTRUCTION COSTS ARE BASED ON 2014/2015 CONSTRUCTION COSTS.
ESCALATE 5% PER YEAR THEREAFTER.
ESTIMATES DERIVED W/O INPUT FROM BUILDING, FIRE OR HEALTH DEPARTMENTS.
COST ESTIMATES BASED ON HISTORICAL DATA FOR COMPARABLE PROJECTS.

Norwalk, Roosevelt School Pre K Consolidation & Classroom Conversion - Phase II Interior	PAGE 1

DESIGN DEVELOPMENT PHASE 10/30/14
OPINION OF PROBABLE CONSTRUCTION COST
4,000 SQUARE FEET OF RENOVATION AREA

BASE VALUES IN UNIT COST AND TOTAL COLUMNS INCLUDE THE FOLLOWING MARKUPS:
MATERIAL COST = 10% LABOR COST = 11% EQUIPMENT COST = 10%

SECTION NUMBER	WORK CATEGORIES	UNIT	UNIT COST	AREA	ALLOWANCE	TOTAL $
	DIVISION ONE					
	GENERAL CONDITIONS, TEMP FACIL.				6.00%	$22,874
	GC'S PROFIT ON SUB TRADES				5.00%	$19,062
	DIVISION TWO					
02000	DUMPSTERS	EA	$1,000.00	3		$3,000
02000	DEMO & CONCRETE SLAB CUTTING & PATCHIN(	LS			4,000	$4,000
02000	DEMO EXISTING OVERHANG, COL., FOOTINGS	LS			-	$0
02000	DEMO EXISTING EXTERIOR WINDOWS	SF	$5.00	160		$800
02000	DEMO EXISTING INTERIOR WINDOWS	SF	$5.00	800		$4,000
02000	DEMO EXISTING COUNTERTOPS, CABINETS	LS			-	$0
02000	DEMO EXISTING TOILET PARTITIONS	LS			-	$0
02000	DEMO EXISTING MASONRY	LS			$2,500	$2,500
02000	DEMO EXISTING DOOR & FRAME	EA	$250.00	2		$500
02000	DEMO EXISTING MASONRY WALLS	LS			$4,500	$4,500
02000	DEMO EXISTING TILE FLOORS	SF	$0.75	0		$0
02000	DEMO EXISTING ACT CEILINGS	SF	$1.25	0		$0
02000	DEMO EXISTING DOOR HARDWARE	EA	$20.00	2		$40
02080	NEW SITE WORK AT MAIN ENTRANCE	LS			$0	$0
02080	NEW CONCRETE SIDEWALKS ADJACENT TO CL	LS			$0	$0
02080	***HAZARDOUS MATERIAL REMOVAL***	LS				***$5,000***
			DIV 2		$24,340	
	DIVISION THREE					
04100	CONCRETE RAMP (FOOTINGS & FOUNDATION)	LS				$0
04100	CONCRETE FOOTINGS & FOUNDATION	LS				$0
04100	CONCRETE SLAB INFILL	SF	$12.00	300		$4,800
04100	NEW CONCRETE SLAB ON BASEMENT	SF	$18.00	400		$7,200
			DIV 3		$12,000	
	DIVISION FOUR					
04100	INTERIOR MASONRY WALLS	SF	$8.00	700		$5,600
04100	BRICK VENEER INFILL	SF	$12.00	100		$1,200
04100	MISC BRICK REPAIRS AT WINDOWS	LS			$12,000	$12,000
04100	BRICK REPOINTING/REPAIR	LS			$8,000	$8,000
			DIV 4		$26,800	
	DIVISION FIVE					
05000	STEEL FRAMING/DECKING AT FRONT ENTRY	LS			$0	$0
05000	STEEL LINTELS	LS			$1,500	$1,500
05000	METAL HANDRAILS AT RAMP & STAIR	LF	$85.00	0		$0
			DIV 5		$1,500	
	DIVISION SIX					
06200	INTERIOR CASEWORK	LF	$275.00	24		$6,600
06200	INTERIOR COUNTERTOPS	LF	$125.00	24		$3,000
06200	CAST PLASTIC SILLS	LS			$18,000	$18,000
			DIV 6		$27,600	
	DIVISION EIGHT					
08510	INTERIOR HOLLOW METAL/WOOD SINGLE DOO	EA	$1,800.00	10		$18,000
08510	EXTERIOR ALUMINUM SINGLE DOORS	EA	$1,000.00	-		$0
08510	NEW ALUMINUM EXTERIOR WINDOWS	SF	$120.00	160		$19,200
08510	NEW ALUMINUMINTERIOR WINDOWS	SF	$75.00	-		$0
08510	NEW ALUMINUM CURTAINWALL AT ENTRY	SF	$120.00	-		$0
08510	NEW METAL PANEL INFILL AT EXT. WINDOWS	SF	$45.00	100		$4,500
08510	DOOR HARDWARE	EA	$800.00	10		$8,000
			DIV 8		$49,700	
	DIVISION NINE					

09900	INTERIOR PAINTING	SF	$1.50	4,000		$6,000
09900	VCT FLOORING	SF	$4.75	4,000		$19,000
09900	TILE FLOORING	SF	$14.00	180		$2,520
09900	TILE Concrete BLOCK WALLS AT TOILETS	SF	$10.00	180		$1,800
09900	SUSPENDED ACT SYSTEM	SF	$4.00	4,000		$16,000
			DIV 9		$45,320	
	DIVISION TEN					
09900	TOILET PARTITIONS	EA	$850.00	1		$850
09900	TOILET PARTITION GRAB BARS	EA	$175.00	1		$175
09900	TOILET ACCESSORIES	SET	$100.00	2		$200
09900	TOILET MIRRORS	EA	$75.00	2		$150
			DIV 9		$1,375	
	DIVISION TWELVE					
12500	WINDOW SHADES	SF	$2.50	1,400		$3,500
			DIV 12		$3,500	
	DIVISION FIFTEEN					
15000	DEMOLITION - FIXTURES IN GYM AREA	LS	$1,000.00	1		$1,000
15000	NEW ADA TLT RMS- ALL CLASSROOMS	EA CR	$14,000.00	1		$14,000
15000	REPLACE DHW CIRCULATOR	LS	$1,500.00			$0
15000	REDISTRUBUTE GYM HVAC	SF	$15,000.00	1		$15,000
15000	AIR AND WATER SYSTEM BALANCING	LS	$2,500.00	1		$2,500
15000	DEMOLITION, EXISTING EQUIPMENT	LS	$1,500.00	1		$1,500
15000	BUILDING CONTROLS	LS	$5,000.00	1		$5,000
			DIV 15		$39,000	
	DIVISION SIXTEEN					
16000	LIGHTING & SERVICE UPGRADE / RPLCMT	LS			$114,400	$91,500
16000	POWER & FIRE ALARM MODIFICATIONS	LS			$33,800	$27,000
16000	MECHANICAL POWER REQUIREMENTS	LS			$12,000	$12,000
16000	VOICE & INTERCOM	LS			$24,500	$19,600
			DIV 16		$150,100	
				GRAND TOTAL		**$423,171**

Overall Project Budget		cost
A/E Fees		
Environmental Design Fees		4,000
Environmental Const. Admin.Fees		
Special Inspections/Testing Services		
City - Municipal Area Network (MAN) to Roosevelt Center		
FURNITURE, FIXTURES & EQUIPMENT BY OWNER		$50,000
Permitting Costs (($.26 per $1,000)		
Printing/Legal Ad Costs (Incl. Bidding)		
Contingency (Owner and Const)	10.0%	$42,317
ADD Fire Suppression, pump & main in Phase I		$37,500
Total Cost	**$**	**556,988**

GENERAL NOTES:

FURNITURE, FIXTURES & EQUIPMENT BY OWNER
CONSTRUCTION COSTS ARE BASED ON 2014/2015 CONSTRUCTION COSTS.
ESCALATE 5% PER YEAR THEREAFTER.
ESTIMATES DERIVED W/O INPUT FROM BUILDING, FIRE OR HEALTH DEPARTMENTS.
COST ESTIMATES BASED ON HISTORICAL DATA FOR COMPARABLE PROJECTS.
ABATEMENT ALLOWANCE NOT CONFIRMED BY TESTING OR INPUT OF ENVIRONMENTAL ENGINEER.

Norwalk, Roosevelt School Pre K Consolidation & Classroom Conversion - Phase II addition

DESIGN DEVELOPMENT PHASE
OPINION OF PROBABLE CONSTRUCTION COST

10/30/14

1,000 SQUARE FEET OF RENOVATION AREA

BASE VALUES IN UNIT COST AND TOTAL COLUMNS INCLUDE THE FOLLOWING MARKUPS:
MATERIAL COST = 10% LABOR COST = 11% EQUIPMENT COST = 10%

SECTION NUMBER	WORK CATEGORIES	UNIT	UNIT COST	AREA	ALLOWANCE	TOTAL $
	DIVISION ONE					
	GENERAL CONDITIONS, TEMP FACIL.				6.00%	$14,380
	GC'S PROFIT ON SUB TRADES				5.00%	$11,983
	DIVISION TWO					
02000	DUMPSTERS	EA	$1,000.00	1		$1,000
02000	DEMO & CONCRETE SLAB CUTTING & PATCHIN(	LS			1,500	$1,500
02000	DEMO EXISTING OVERHANG, COL., FOOTINGS	LS			1,250	$1,250
02000	DEMO EXISTING EXTERIOR WINDOWS	SF	$5.00	0		$0
02000	DEMO EXISTING INTERIOR WINDOWS	SF	$5.00	0		$0
02000	DEMO EXISTING COUNTERTOPS, CABINETS	LS			-	$0
02000	DEMO EXISTING TOILET PARTITIONS	LS			-	$0
02000	DEMO EXISTING MASONRY	LS			2,000	$2,000
02000	DEMO EXISTING DOOR & FRAME	EA	$250.00	2		$500
02000	DEMO EXISTING MASONRY WALLS	LS			1,000	$1,000
02000	DEMO EXISTING TILE FLOORS	SF	$0.75	-		$0
02000	DEMO EXISTING ACT CEILINGS	SF	$1.25	-		$0
02000	DEMO EXISTING DOOR HARDWARE	EA	$20.00	2		$40
02080	NEW SITE WORK AT MAIN ENTRANCE	LS			-	$0
02080	NEW CONCRETE SIDEWALKS ADJACENT TO CL	LS			-	$0
02080	HAZARDOUS MATERIAL REMOVAL	LS				$0
			DIV 2		$7,290	
	DIVISION THREE					
04100	CONCRETE FOOTINGS & FOUNDATION	LS			$18,500	$18,500
04100	CONCRETE FOUNDATION @ EXTG	LS			$4,500	$4,500
04100	CONCRETE SLAB	SF	$12.00	0		
04100	NEW CONCRETE SLAB ON GRADE & STAIR	SF	$18.00	864		$15,552
			DIV 3		$38,552	
	DIVISION FOUR					
04100	INTERIOR MASONRY WALLS	SF	$8.00	900		$7,200
04100	BRICK VENEER INFILL	SF	$12.00	0		$0
04100	MISC BRICK REPAIRS AT DOOR /WALL INTERST	LS			$6,500	$6,500
04100	BRICK REPOINTING/REPAIR	LS			$3,000	$3,000
			DIV 4		$16,700	
	DIVISION FIVE					
05000	STEEL FRAMING/DECKING AT ADDTION	LS			$17,000	$17,000
05000	STEEL LINTELS	LS			$2,000	$2,000
05000	METAL HANDRAILS AT RAMP & STAIR	LF	$85.00	0		$0
			DIV 5		$19,000	
	DIVISION SIX					
06200	INTERIOR CASEWORK	LF	$275.00	0		$0
06200	INTERIOR COUNTERTOPS	LF	$125.00	0		$0
06200	CAST PLASTIC SILLS	LS			$1,800	$1,800
			DIV 6		$1,800	
	DIVISION EIGHT					
08510	INTERIOR HOLLOW METAL/WOOD SINGLE DOOI	EA	$1,800.00	5		$9,000
08510	EXTERIOR ALUMINUM SINGLE DOORS	EA	$1,000.00	6		$6,000
08510	NEW ALUMINUM EXTERIOR WINDOWS	SF	$120.00	350		$42,000
08510	NEW ALUMINUMINTERIOR WINDOWS	SF	$75.00	-		$0
08510	NEW ALUMINUM CURTAINWALL AT ENTRY	SF	$120.00	-		$0
08510	NEW METAL PANEL INFILL AT EXT. WINDOWS	SF	$45.00	50		$2,250
08510	DOOR HARDWARE	EA	$800.00	11		$8,800
			DIV 8		$68,050	
	DIVISION NINE					

09900	INTERIOR PAINTING	SF	$2.75	900		$2,475
09900	VCT FLOORING	SF	$6.00	900		$5,400
09900	TILE FLOORING	SF	$14.00	-		$0
09900	TILE CONCREt BLOCK WALLS AT TOILETS	SF	$10.00	-		$0
09900	SUSPENDED ACT SYSTEM	SF	$6.00	900		$5,400
			DIV 9		$13,275	
	DIVISION TEN					
09900	TOILET PARTITIONS	EA	$850.00	-		$0
09900	TOILET PARTITION GRAB BARS	EA	$175.00	-		$0
09900	TOILET ACCESSORIES	SET	$100.00	-		$0
09900	TOILET MIRRORS	EA	$75.00	-		$0
			DIV 9		$0	
	DIVISION TWELVE					
12500	WINDOW SHADES	SF	$2.50	600		$1,500
			DIV 12		$1,500	
	DIVISION FIFTEEN					
15000	NEW ROOF TOP UNIT WIT DX COOLING AND HOT WATER HEATING, DUCTWORK, AND ROOF CURB. EXISTING GYM SYSTEM TO REMAIN.	SF	$25.00	1,000	$1	$25,000
15000	AIR AND WATER SYSTEM BALANCING	LS	$3,000.00	1	$1	$3,000
15000	DEMOLITION, EXISTING EQUIPMENT	LS	$10,000.00	1	$1	$10,000
15000	CRANE	LS	$2,000.00	1	$1	$2,000
15000	BUILDING CONTROLS	LS	$5,000.00	1	$1	$5,000
			DIV 15		$45,000	
	DIVISION SIXTEEN					
16000	LIGHTING & SERVICE UPGRADE / RPLCMT	LS			$15,000	$15,000
16000	POWER & FIRE ALARM MODIFICATIONS	LS			$7,500	$7,500
16000	MECHANICAL POWER REQUIREMENTS	LS			$3,500	$3,500
16000	VOICE & INTERCOM	LS			$2,500	$2,500
			DIV 16		$28,500	
				GRAND TOTAL		$266,030

Overall Project Budget		cost
A/E Fees		
Environmental Design Fees		4,000
Environmental Const. Admin.Fees		
Special Inspections/Testing Services		
City - Municipal Area Network (MAN) to Roosevelt Center		
FURNITURE, FIXTURES & EQUIPMENT BY OWNER		$25,000
Permitting Costs (($.26 per $1,000)		
Printing/Legal Ad Costs (Incl. Bidding)		
Contingency (Owner and Const)	10.0%	$26,603
ADD Fire Suppression, pump & main in Phase I		$27,000
Total Cost	**$**	**348,633**

GENERAL NOTES:
FURNITURE, FIXTURES & EQUIPMENT BY OWNER
CONSTRUCTION COSTS ARE BASED ON 2014/2015 CONSTRUCTION COSTS.
ESCALATE 5% PER YEAR THEREAFTER.
ESTIMATES DERIVED W/O INPUT FROM BUILDING, FIRE OR HEALTH DEPARTMENTS.
COST ESTIMATES BASED ON HISTORICAL DATA FOR COMPARABLE PROJECTS.
ABATEMENT ALLOWANCE NOT CONFIRMED BY TESTING OR INPUT OF ENVIRONMENTAL ENGINEER.

NORWALK on the move!

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: December 3, 2014

TO: Bruce Kimmel, Chairman, Finance Committee

FROM: Thomas S. Hamilton, Director of Finance

RE: Contract Extension – DB& R Consulting, LLC

The City has contracted out risk management services for approximately ten years, and the current contractor is DB&R Consulting, LLC. The City retained these services in lieu of hiring a full time risk manager. For many years prior to the decision to contract out these services, the City had a full time Risk Manager position, along with a Safety & Loss Control Specialist. In an effort to save personnel costs, we decided to contract for on-site risk management services for a limited number of hours per week. We currently pay $195/hour for these services, and spend approximately $85,000 per year on these services. Our contract risk manager spends one morning/week on-site in Norwalk, and performs other services remotely, for a total of about eight (8) hours per week. The current contract expires on 12/31/2014.

The City issued an RFP this fall seeking proposals from risk management consultants to provide on-going risk management services to the City. The scope of services we were seeking is outlined in the attached scope of services from the RFP. We received four responses to our solicitation, including one from our incumbent vendor, DB&R Consulting. We formed an evaluation panel to review the responses, and the members of the panel all felt that given the extensive scope of risk management services required by the City, it was not possible to properly and fully carry out this scope of service in only eight hours per week. Expanding the contracted service to a full work week would be cost prohibitive.

The selection committee unanimously recommended that the City consider re-establishing the position of Risk Manager, so that more time and effort can be devoted to overseeing and managing all aspects of risk in the City. Last fiscal year, excluding health insurance, cash disbursements for the City and Board of Education from the Insurance Fund totaled $6,828,000, and accrued liabilities for outstanding claims rose by $1,577,000. With total risk-related expenses of $8.4 million/year, even if a full time risk manager were only able to reduce expenses by 5%, this would still translate into potential savings of $420,000/year. Given the fact that the salary of a full time risk manager would only be marginally higher than what we currently spend for part-time contracted services, we believe that it makes sense for the City to invest in a more robust risk management program that a full time staff member would provide.

So as to provide continuity of service and an appropriate transfer of responsibilities, we are recommending that the existing contract with DB&R Consulting be extended for a seven month period, until July 31, 2014, on the same terms as the expiring contract. This will allow the City to hire an in-house risk manager later this fiscal year, and provide for a smooth transition and transfer of responsibilities to the new risk manager.

> **ACTION REQUESTED**: Authorize the Mayor, Harry W. Rilling, to execute a contract extension with DB& R Consulting LLC to provide risk management consulting services for the period commencing January 1, 2015 and ending July 31, 2015 for an hourly rate of $195/hour, and not to exceed $50,000. Account #161343-5258

Cc: Harry W. Rilling, Mayor

Senior Centers:	1
Boat Launching Areas:	3
Library Branches:	4
Municipal Marinas:	1
Library Volumes:	250,000+
Athletic Diamonds:	41
Public Museums (8 Buildings):	3
Local Newspapers:	3

Election Information

Registered Voters (2012):	45,645	
Number and Percent Voting In:		
2012 National Election:	35,715	78.54%
Last State Election:	24,452	58.82%
Last Municipal Election:	16,781	37.79%

1.2 Scope of Services

The City of Norwalk has a comprehensive program for managing all areas of risk, including health and life insurance for active and retired employees, workers' compensation, heart and hypertension, property and casualty, general liability, professional liability, and other exposures including theft, performance and surety. Since 2003 the City has outsourced its risk management functions to an independent contractor. The City's current contract expires on 12/31/2014, and we are seeking proposals for a successor contract.

Since the City already retains the services of a health benefits consultant, this engagement will not include health benefit consulting services.

The activities of the risk management program are accounted for in an internal service fund. This fund operates on a full accrual basis of accounting within self-insured retention levels.

The City is seeking a qualified Risk Management Advisor to provide advisory and other services, on an as needed basis. Among the activities that the Advisor may be requested to perform are the following:

a. Periodic full remarketing (every 3-5 years) of the City's Property & Casualty insurance program.

b. Periodic full remarketing (every 3-5 years) of the City's self-insured worker's compensation program.

c. Implementation of the annual Property & Casualty (P&C) insurance renewal program. Review and finalize all new insurance policies effective at the start of each fiscal year.

d. Analyze and prepare a cost/benefit analysis relative to the appropriate level of self-insurance that the City should retain with respect to the various loss exposures that it faces.

e. Prepare annual renewal information for brokers and carriers. Collect underwriting information, complete renewal applications, contact departments for updated underwriting information, prepare citywide statement of value, review citywide automobile listing, update financial information, collect quarterly reports from City Hall, Parks and BOE for Special Events, policy, etc.

f. Oversee and participate in loss control visits by the designated broker and insurer, where requested.

g. Review and make recommendations on the existing insurance wording used in procurement contracts. Assist Purchasing Agent with this analysis and evaluation of the RFP process.

h. Interface/troubleshoot situations with Corporation Counsel on claim payments and reserving practices. Review vendor contracts for appropriate insurance wording. Negotiate with vendors Risk Management departments, where appropriate.

i. Participate in the City's Risk Management activities required to manage, oversee and implement appropriate City Planned Training Programs and safety management.

j. Attend and facilitate Quarterly Citywide Safety and Health meetings. Review and edit meeting minutes for distribution.

k. Develop comprehensive Annual Summary Report for Workers' Compensation experience. This will include department analysis for type of injury, cause of loss, body part injured, lag time, total expenses, average costs per claim, etc. Provide recommendations for training.

l. Work with CIRMA Claims Adjuster on a weekly basis regarding the status of claims within the City.

m. Prepare insurance budget on a citywide basis by line of coverage, including preparation of departmental cost allocation. This includes premium and assessments for 2nd Injury Fund, and Heart & Hypertension budget projections.

n. Oversee Builder's Risk policy placement for school construction projects. This includes coordinating with Facilities Manager and construction manager.

o. Verify TPA charges on monthly basis.

p. Coordinate Outdoor Permit Certificate requirements for local eateries. Review all documentation and contract local businesses for additional or renewal certificates of insurance.

q. Coordinate safety training. Assist Finance Secretary in documenting training.

r. Work with brokers and TPA in reporting claims. Assist with third party property/automobile liability claims with the Controller's Office.

The Contractor's staff must be available for consultation with City staff on an as-needed basis between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Period of Engagement

The City is soliciting proposals for risk management consulting services as described herein for the calendar years January 1, 2015 to December 31, 2018 and, subject to satisfactory completion of each year's work, with a minimum of two (2) one (1) year extensions. The annual fee relating to the period of performance under this contract is subject to annual appropriation by the City. If there is no annual appropriation, then the contract will become null and void and of no force and effect. Both the City and the Consultant will have the right, under the terms of the proposed contract, to cancel the contract as of December 31 of any year on notice to the other party at least sixty days prior to that December 31.

City Contact

The Finance Director will be the City contact and will be responsible for administering the contract.

1.3 Qualifications

The statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff.