



COMMON COUNCIL

LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

WEDNESDAY, JANUARY 3, 2018

6:30 PM at NORWALK CITY HALL – ROOM #231

I. ROLL CALL

II. JOINT MEETING WITH NORWALK FACILITIES CONSTRUCTION COMMISSION (NFCC) FOR UPDATE ON BUILDING PROGRAM PHASE AND SCHEMATIC DESIGN PHASE FOR:

- New Columbus School (aka South Norwalk School on Ely Site) – 6:30 pm to 7:00pm
- Ponus Ridge School – 7:00 pm to 7:30 pm
- various school improvement projects

III. PUBLIC PARTICIPATION

IV. MINUTES OF PREVIOUS MEETING(S)

December 6, 2017

V. OLD BUSINESS (none)

VI. NEW BUSINESS

A. Building Management

1. Review bids for the Community Room wall restoration project and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Transfer Enterprises for City Hall Community Room Improvement Project for a total not to exceed \$47,000.00. Acct. #09167100 5777 C0439

b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$4,700.00

B. Oak Hills Park

1. Review request to increase contingency for contaminated soil remediation and refer the following to the Common Council for action:
“Authorize the Office of Building Management to issue change orders on Herbert Recovery Systems LLC’s contract for contaminated soil removal at Oak Hills Park for an additional allowance not to exceed \$4,443. Acct. # 09151340-5799-C0558.”

VII. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Dated: December 27, 2017

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
DECEMBER 6, 2017**

ATTENDANCE: Tom Livingston, Chairman; Greg Burnett; Doug Hempstead; Nick Sacchinelli; Beth Siegelbaum; Barbara Smyth; Chris Yerinides

STAFF: Alan Lo, Building and Facilities Manager

OTHERS: James Giuliano, Consultant; Bill Hodel, NPS Director of Facilities; Doug Stern, Common Council Member

I. ROLL CALL

MR. Livingston called the meeting to order at 7:30 p. m. A quorum was present.

II. PUBLIC PARTICIPATION

No member of the public came forward.

III. MINUTES OF PREVIOUS MEETING

November 1, 2017

**** MR. SACCHINELLI MOVED TO APPROVE THE NOVEMBER 1, 2017 MINUTES AS SUBMITTED.
** THE MOTION PASSED WITH TWO IN FAVOR AND FIVE ABSTENTIONS (MR. BURNETT, MR. HEMPSTEAD, MS. SIEGELBAUM, MS. SMITH, AND MR. YERINIDES).**

IV. OLD BUSINESS

No items were brought forward.

V. NEW BUSINESS

A. Historical Commission

1. Review modifications to the Mill Hill Historic Park grant requirements and refer the following to the Common Council for action:

a. Resolved, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby authorized to execute on behalf of this municipal corporation a Personal Services Agreement with the State of Connecticut for financial assistance to complete improvements to Mil Hill Historic Park, Project CPAP 2016-10.

b. Resolved, that Harry W. Rilling, Mayor, is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut."

**** MR. HEMPSTEAD MOVED THAT HARRY W. RILLING, MAYOR OF THE CITY OF NORWALK BE AND HEREBY AUTHORIZED TO EXECUTE ON BEHALF OF THIS MUNICIPAL CORPORATION A PERSONAL SERVICES AGREEMENT WITH THE STATE OF CONNECTICUT FOR FINANCIAL ASSISTANCE TO COMPLETE IMPROVEMENTS TO MIL HILL HISTORIC PARK, PROJECT CPAP 2016-10, AND AUTHORIZE HARRY W. RILLING, MAYOR TO ENTER INTO SUCH AGREEMENTS, CONTRACTS AND EXECUTE ALL DOCUMENTS NECESSARY TO SAID GRANT WITH THE STATE OF CONNECTICUT."**

Mr. David Westmoreland came forward in support of the item. He stated that the City was awarded an Urban Act grant to fund improvements to the Mill Hill Historic Park in the area around the Barn and the Jail. New retaining walls, parking sidewalks, and ADA access to both buildings will be part of the improvements. He stated that the grant was originally administered by the Department of Economic and Community Development. The Department of Energy and Environmental Protection is taking over administration of the grant and has provided new contracts that supplant the DECD contracts.

**** THE MOTION PASSED UNANIMOUSLY.**

VI. MISCELLANEOUS/DISCUSSION ITEMS

B. Oak Hills Park – Discussion on ongoing efforts to improve the facilities. (By Oak Hills Park Authority members)

Mr. Jerry Crowley, Mr. Bill Waters, and Mr. Jim Schell came forward on behalf of Oak Hills Park Authority. Mr. Waters stated that the construction that is part of the \$1,500,000 grant is almost complete. He stated that the golf course has been greatly improved. Work was also done on the Great Lawn and the Fountain Garden. We now have one of the better golf courses in Fairfield County.

Mr. Crowley stated that the current restaurant tenant and we are seeking a new tenant. Prospective tenants have stated that they are only interested in leasing the space if a sit down bar is allowed. Mr. Crowley stated the Oak Hills lease with the City does not allow for a sit down restaurant. He stated that we would like the lease to change so that a sit down bar within the restaurant is permitted. He stated that we would also like outside music to be allowed during weddings and other events.

Mr. Schell stated that there is still a long list of things that need to be improved. The bathrooms are in bad condition. There are leaks in several roofs of buildings, and the patio area outside of the tennis facility floods frequently. One of the residences is in a state of disrepair. The other residence is in need of improvements.

C. School Facilities Improvement Plan – General information and update (By Alan Lo, Tom Hamilton - CFO of Norwalk Public Schools and Jim Giuliano- Program Management Consultant

Mr. Hamilton gave an overview of the School Facilities Master Plan. He reviewed demographic and enrollment projections, school facilities expansion options, guiding principles and program recommendations, building schematics and site layouts, and cost projections.

Mr. Hamilton stated that we are already trending ahead of grade level enrollment projections that were made for the next eight years. Phase one of the School Building Plan will provide 900 new student seats necessary to accommodate enrollment growth. Of the 900 student seats needed, 450 will be provided in South Norwalk. The remaining 450 seats should be provided on the Ponus Ridge campus in order to reduce the over enrollment of Jefferson School and enable its return to a 400 student neighborhood school. He stated that the schools will offer intra-district magnet programs necessary to meet racial balance guidelines of the Connecticut State Board of Education.

Mr. Hamilton stated that the South Norwalk School will be the new Columbus Magnet School with a neighborhood preference component for students within a 0.25 mile walk zone. This will help to reduce the number of unassigned students and will increase the number of students who are able to walk to school.

Mr. Giuliano stated that two new schools are planned as well as the renovation of the Concord Street building now occupied by Columbus Magnet School, and Jefferson Elementary. The Jefferson students will occupy Ponus as their school is renovated. Swing spaces will be used for the students while construction is underway. The swing spaces are necessary so that the construction work can be expedited.

Mr. Giuliano gave a review of the process that the selection committee went through when awarding the contracts to do the construction at the schools. He stated that a construction manager was hired to give us guidance with our budget. He stated that program review was done so that the needs of the educators match with the work that we will be undertaking. Once the program review was completed, we met with State officials to make sure the projects are going to be on the priority list. He stated that we are currently evaluating designs and holding community events to get input from the PTA and the student bodies of the schools.

Mr. Giuliano stated that there is \$6.3 million planned in the 2017-18 capital budget for facilities master plan capital needs implementation. These projects were listed as priorities in the facilities feasibility study done by Silver Petrucelli. He stated that the \$6.3 million includes \$1.9 million for phase two of the West Rocks windows project and \$1.5 million for miscellaneous improvements at Norwalk High School and electrical work at Cranbury and Fox Run elementary schools.

A. Ben Franklin Center – Discussion on the potential of leasing the vacant second floor rooms. (By Alan Lo)

Mr. Lo stated that there are currently multiple tenants in the Ben Franklin Center. Space has been freed up after NEON left. We would like to have one tenant per floor so that safety does not become an issue. Nonprofit organizations are given a rate of \$2.50 per square foot. Religious institutions would be given a rate of \$4.00 per square foot. Mr. Hempstead stated that the \$2.50 per square foot may be too little.

D. For new Committee members - review Land Use and Building Management Committee's responsibilities and related process.

Mr. Lo gave an overview of the responsibilities of the Committee's responsibilities.

ADJOURNMENT

**** MR. SACCHINELLI MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:22 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services



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TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING & FACILITIES MANAGER

RE: CITY HALL – COMMUNITY ROOM UPGRADES

DATE: DECEMBER 19, 2017

As part of the 2015 – 2016 Capital Budget Request, Building Management requested monies for upgrading the City Hall Community Room. The Community Room is a multipurpose room that has served the public and City Hall functions extensively through the years. The Community Room was renovated in 1987 as part of the City Hall renovation project. This was formerly the Norwalk High School Library.

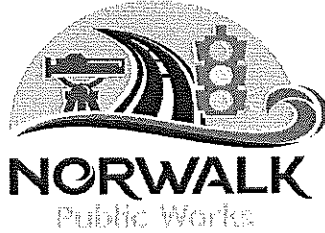
On October 18, 2017, the City’s Purchasing Department solicited bids for installing glass cabinets with lighting, shelving, locks etc., wood panel restoration and replacement. In addition the pin board fabric covered wall panels will also be replaced. The City received a total of four (4) bids. The results are as follows:

FIRM	TOTAL LUMP SUM BID (incl. wood replacement allow.)
Transfer Enterprises	\$47,000.00
L. Holzner Electric Company	\$61,000.00
Ranneklev Bros Inc	\$103,849.00
Kenneth Warner & Sons Inc.	\$105,968.00

After reviewing the bid submissions and a follow-up scope review with the apparent low bidder, the Purchasing Department and the Office of Building Management would like to recommend the award to Transfer Enterprises.

ACTION REQUESTED:

- a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Transfer Enterprises for the Community Room Upgrade Project for a total not to exceed \$47,000.00. Acct. # 0916 7100 5777 C0439**
- b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$4,700.00**



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TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE : **OAK HILLS PARK – HERBERT RECOVERY
ENVIRONMENTAL REMEDIATION CONTRACT**
DATE: DECEMBER 27, 2017

As part of the State DEEP grant for Oak Hills Park improvement project, the Norwalk Common Council approved a contract with Herbert Recovery Systems Inc. for the hazardous material remediation of two underground heating oil tank grave sites at Oak Hills Park. An environmental consulting firm was retained to obtain test boring material samples and to prepare technical specifications for bid purposes. The bid documents were developed to include a lump sum bid for base contract work plus a 70 cubic yard separate allowance for the excavation, disposal of contaminated soil and installation of replacement backfill material.

As we excavated behind the Pro Shop, we quickly learned that the contamination did not travel down beyond 7 feet below grade. Instead, the contamination traveled horizontally along a layer of sandy soil. For this location we excavated a total of 108 cubic yard of contaminated material. Additionally, we encountered ground water which required us to de-water the excavated pit and to dispose the contaminated water. Trap rock, filter fabric and vent pipe were also required to back fill the pit.

The second contaminated site is located behind the Maintenance Garage. We excavated and disposed 50 cubic yard of contaminated soil. There was ground water but we were able to address the issue with trap rock, filter fabric and vent pipe without the need for dewatering.

At this time, the project has been completed. The total cost for 88 additional cubic yard of contaminated soil excavation, disposal and backfill plus all other associated work total \$24,743. Previously, a contingency of \$20,300 was approved. An additional contingency of \$4,443 is required to complete final payment.

ACTION REQUESTED:

Authorize the Office of Building Management to issue change orders on Herbert Recovery Systems LLC's contract for contaminated soil removal at Oak Hills Park for an additional allowance not to exceed \$4,443. Acct. # 09151340-5799-C0558.