



**LAND USE AND BUILDING MANAGEMENT COMMITTEE**

**MEETING AGENDA  
WEDNESDAY, AUGUST 1, 2018  
7:30 PM at NORWALK CITY HALL, ROOM #333**

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

**III. MINUTES OF PREVIOUS MEETING(S)**

June 6, 2018

**IV. OLD BUSINESS (none)**

**V. NEW BUSINESS**

- A. Review proposal to amend Guardian Service Industries, Inc.'s building management services contract and refer the following to the Common Council for approval:

**“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to Guardian Service Industries, Inc.’s contract for building management services to provide additional staffing for a total not to exceed \$173,864.00 for 2018-2019. All remaining terms of the contract to remain unchanged.”**

- B. Review request for technical correction and refer the following to the Council for action:

**“Technical Correction of Common Council action of May 8, 2018, VII, D, 2a. by replacing “Colliers International” with “Strategic Building Solutions, LLC d/b/a Colliers International”. New action to read as follows:**

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Strategic Building Solutions, LLC d/b/a Colliers International to provide

commissioning services for the Ponus Ridge School additions and renovations project for a total not to exceed of \$80,350. Account # 09185010 5777 C0608”

- C. Review request to increase contingency allowance for Turco’s Golf Inc.’s contract and refer the following to the Common Council:  
**“Authorize to increase contingency allowance for Turco Golf Inc.’s contract for Oak Hill Park Improvement Project for an additional \$4,350.00 (total \$63,967.74) and authorize Office of Building Management to issue change orders on Contract. Funds are available from DEEP Grant. Account No: 09151340 5799 C0558”**

## **VI. MISCELLANEOUS/DISCUSSION ITEMS**

- A. Update on various school construction projects.

Prepared by Alan Lo  
Dated: July 26, 2018

**CITY OF NORWALK  
LAND USE AND BUILDING MANAGEMENT COMMITTEE  
JUNE 6, 2018**

**Attendance:** Thomas Livingston, Chair; Barbara Smyth; Beth Siegelbaum; Chris Yerinides; Greg Burnett; Nicholas Sacchinelli; Doug Hempstead

**STAFF:** Alan Lo, Building and Facilities Manager; William Hodel, Director of Facilities & Maintenance

**OTHERS:** James Giuliano, Consultant

**I. ROLL CALL**

Mr. Livingston called the meeting to order at 7:32 p. m. A quorum was present.

**II. PUBLIC PARTICIPATION**

No member of the public came forward.

**III. MINUTES OF PREVIOUS MEETING**

**May 2, 2018**

**\*\* MR. LIVINGSTON MOVED TO APPROVE THE MAY 2, 2018 MINUTES AS SUBMITTED.  
\*\* THE MOTION PASSED WITH SIX VOTES IN FAVOR AND ONE ABSTENTION (MR. HEMPSTEAD).**

**IV. OLD BUSINESS**

A. Review proposal for the City to acquire South Norwalk Community Center's half ownership interest of 98 South Main Street and refer the following to the Common Council for action: (please note that Norwalk Planning Commission, in accordance with CT General Statutes – Section 8-24, has recommended the approval of the acquisition)

**“Authorize the Mayor, Harry W. Rilling, to execute the purchase and sales agreement with the South Norwalk Community Center, Inc. to purchase a one half interest in the property located at 98 South Main Street in Norwalk.”**

**\*\* MR. LIVINGSTON MOVED TO MOVE THE ITEM TO THE END OF THE AGENDA.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**V. NEW BUSINESS**

**A. Building Management**

1. Review proposed lease terms with CIFIC for the operation of Norwalk Headstart programs at Ben Franklin Center and Nathaniel Ely Center and refer the following to the Common Council for approval:

**“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connecticut Institute for Communities, Inc. (CIFIC) for the use and management of the Head Start programs at Ben Franklin Center from July 1, 2018 to June 30, 2023. Terms of the agreement shall be as outlined in Alan Lo’s memo dated May 31, 2018 with utility payment at \$2.50/sf/yr.**

**b. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connecticut Institute for Communities, Inc. (CIFIC) for the use and management of the Head Start programs at Nathaniel Ely Center from July 1, 2018 to June 30, 2023. Terms of the agreement shall be as outlined in Alan Lo’s memo dated May 31, 2018 with utility payment at \$2.50/sf/yr.”**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONNECTICUT INSTITUTE FOR COMMUNITIES, INC. (CIFIC) FOR THE USE AND MANAGEMENT OF THE HEAD START PROGRAMS AT BEN FRANKLIN CENTER FROM JULY 1, 2018 TO JUNE 30, 2023. TERMS OF THE AGREEMENT SHALL BE AS OUTLINED IN ALAN LO’S MEMO DATED MAY 31, 2018 WITH UTILITY PAYMENT AT \$2.50/SF/YR AND AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONNECTICUT INSTITUTE FOR COMMUNITIES, INC. (CIFIC) FOR THE USE AND MANAGEMENT OF THE HEAD START PROGRAMS AT NATHANIEL ELY CENTER FROM JULY 1, 2018 TO JUNE 30, 2023. TERMS OF THE AGREEMENT SHALL BE AS OUTLINED IN ALAN LO’S MEMO DATED MAY 31, 2018 WITH UTILITY PAYMENT AT \$2.50/SF/YR.”**

Ms. Mary Oster came forward in support of the item. She stated that Headstart issued a RFP for management services and awarded the management of the Norwalk Headstart Programs to Connecticut Institute for Communities, Inc. CIFIC is scheduled to begin occupancy and to operate summer programs beginning in July 2018.

Mr. Lo stated that the new lease agreement may not be executed by July 1<sup>st</sup>. He requested an additional authorization that would allow for the assignment of the old lease so that CIFIC can provide the summer camp services.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* MR. YERINIDES MOVED "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ACCEPT THE ASSIGNMENT OF THE MANAGEMENT AGREEMENT WITH COMMUNITY DEVELOPMENT INSTITUTE, (CDI) FOR THE BEN FRANKLIN CENTER AND NATHANIEL CENTER HEADSTART PROGRAMS FROM CDI TO CONNECTICUT INSTITUTE FOR COMMUNITIES, INC. (CIFC) TO MAINTAIN CONTINUED CHILDCARE SERVICES THROUGH THE SUMMER OF 2018" TO THE AGENDA.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

2. Review request for technical correction of the early childhood provider's name and refer the following to the Council for action:

"Technical Correction of Common Council action of April 10, 2018, VII, B, 2 and 3 by replacing "Community Development Institute Headstart, Inc." with "Connecticut Institute for Communities, Inc.". New action to read as follows:

**"2. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, Connecticut Institute of Communities, Inc. (CIFC) and, Odyssey Learning Inc. for the use of the Nathaniel Ely Center for the operation of a 2018 summer child care programming for Head Start children from July 5, 2018 to August 3, 2018.**

**3. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, Connecticut Institute of Communities, Inc. (CIFC) and Stepping Stones Museum for Children, Inc. for the use of the Ben Franklin Center for the operation of a 2018 summer child care programming for Head Start children from July 5, 2018 to August 3, 2018."**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, CONNECTICUT INSTITUTE OF COMMUNITIES, INC. (CIFC) AND, ODYSSEY LEARNING INC. FOR THE USE OF THE NATHANIEL ELY CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN FROM JULY 5, 2018 TO AUGUST 3, 2018 AND AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, CONNECTICUT INSTITUTE OF COMMUNITIES, INC. (CIFC) AND STEPPING STONES MUSEUM FOR CHILDREN, INC. FOR THE USE OF THE BEN FRANKLIN CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN FROM JULY 5, 2018 TO AUGUST 3, 2018."**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **B. School Construction Project**

1. Presentation by Craig Cruller, Interim Chief Academic Officer regarding Board of Education's enrollment strategies relating to the occupancy of the proposed new and renovated school facilities.

Mr. Livingston stated that Dr. Cruller was not present. He asked Mr. Lo to reschedule Dr. Cruller to the July meeting of the committee.

2. Review bids for the Cranbury School boiler replacement project and refer the following to the Common Council for action:

**"a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Southport Contracting, Inc. for the installation of new boilers at Cranbury Elementary School for a total not to exceed \$240,000.00. Capital Budget Acct. #09185010 5777 C0610 and Norwalk Public Schools – State Alliance II Grant Acct. #28355200-430-25**

**b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$24,000."**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SOUTHPORT CONTRACTING, INC. FOR THE INSTALLATION OF NEW BOILERS AT CRANBURY ELEMENTARY SCHOOL FOR A TOTAL NOT TO EXCEED \$240,000.00. CAPITAL BUDGET ACCT. #09185010 5777 C0610 AND NORWALK PUBLIC SCHOOLS – STATE ALLIANCE II GRANT ACCT. #28355200-430-25 AND AUTHORIZE THE NFCC TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED \$24,000."**

Mr. Lo stated that in the Spring of 2018, we retained an engineering firm to design the boilers with the intent to implement the work in the summer with completion by October 1, 2018. Given the time constraints, we recently received bids for the purchase of the new boilers which came in at about \$75,000. On May 22, 2018, the Common Council approved the bid and subsequently, we initiated the pre-ordering process. He stated that on May 29, 2018 the Purchasing Department received two bids for the installation of the boilers.

Mr. Lo recommended the award of the installation work to Southport Contracting, Inc. for the total amount of \$240,000. He stated that as we proceed with the demolition of the boilers, we will determine if the roping contains asbestos and the need to expend funds as part of the Alternate item. He stated that \$150,000 is available from the State Alliance Grant II for this project.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

3. Review bids for Cranbury School asbestos floor tile remediation project and refer the following to the Common Council for action:

**“a. Authorize the Mayor, Harry W. Rilling to execute a contract with HAZ-PROS, Inc. for the Cranbury Elementary School Asbestos Removal Project for a total not to exceed \$79,200.00. Acct. #09175010 5777 CO595.**

**b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$7,920.00.**

**c. Authorize the Mayor, Harry W. Rilling to execute a contract with Reliable Flooring Contractor LLC., for the Cranbury Elementary School Asbestos Removal / Flooring Replacement Project for a total not to exceed \$36,025.00. Funding for this project is available from account #09175010 5777 CO595.**

**d. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$3,600.00.”**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A CONTRACT WITH HAZ-PROS, INC. FOR THE CRANBURY ELEMENTARY SCHOOL ASBESTOS REMOVAL PROJECT FOR A TOTAL NOT TO EXCEED \$79,200.00. ACCT. #09175010 5777 CO595 AND AUTHORIZE BOE FACILITIES DEPT. TO ISSUE CHANGE ORDERS FOR A TOTAL NOT TO EXCEED \$7,920.00 AND AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A CONTRACT WITH RELIABLE FLOORING CONTRACTOR LLC., FOR THE CRANBURY ELEMENTARY SCHOOL ASBESTOS REMOVAL / FLOORING REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$36,025.00. FUNDING FOR THIS PROJECT IS AVAILABLE FROM ACCOUNT #09175010 5777 CO595 AND AUTHORIZE BOE FACILITIES DEPT. TO ISSUE CHANGE ORDERS FOR A TOTAL NOT TO EXCEED \$3,600.00.”**

Mr. Hodel stated that Cranbury Elementary School has been approved for the removal of vinyl asbestos floor tiles and installation of VCT flooring as part of the 2016-17 Capital Budget in the amount of \$300,000. He stated that during the summer of 2017, twelve classrooms along the B wing and the main kitchen was completed and VCT flooring was installed. All the remaining portions of the school including the administrative wing is scheduled to be completed during the summer months of 2018. Mr. Hodel stated that vinyl composite tile will be installed in place of asbestos floor tile along with 3” wall base.

Mr. Hodel stated that carpet squares will be installed in areas where VAT is installed under carpeted areas in the Library, Main Office and Principal’s Office and Assistant Principal’s Office. He stated that asbestos floor tile has been present at Cranbury Elementary School since construction of the school in 1957.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

4 Review request to implement retro-commissioning energy efficiency improvements and refer the following to the Common Council:

**“a. Authorize the City’s Purchasing Agent to issue a purchase order to Automated Building Systems, Inc., for the Norwalk High School and Brien McMahon High School Retro-Commissioning Energy Conservation Project for a total not to exceed \$50,819.00. Acct. # 09195010 5777 C0621.**

**b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$5,081.00.**

**c. Authorize the City’s Purchasing Agent to issue a purchase order to Colliers International for the Norwalk High School and Brien McMahon High School Retro-Commissioning Energy Conservation Project for a total not to exceed \$35,420.00. Acct. # 09195010 5777 C0621.**

**\*\* MR. HEMPSTEAD MOVED TO AUTHORIZE THE CITY’S PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO AUTOMATED BUILDING SYSTEMS, INC., FOR THE NORWALK HIGH SCHOOL AND BRIEN MCMAHON HIGH SCHOOL RETRO-COMMISSIONING ENERGY CONSERVATION PROJECT FOR A TOTAL NOT TO EXCEED \$50,819.00. ACCT. # 09195010 5777 C0621 AND AUTHORIZE BOE FACILITIES DEPT. TO ISSUE CHANGE ORDERS FOR A TOTAL NOT TO EXCEED \$5,081.00 AND AUTHORIZE THE CITY’S PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO COLLIERS INTERNATIONAL FOR THE NORWALK HIGH SCHOOL AND BRIEN MCMAHON HIGH SCHOOL RETRO-COMMISSIONING ENERGY CONSERVATION PROJECT FOR A TOTAL NOT TO EXCEED \$35,420.00. ACCT. # 09195010 5777 C0621.**

Mr. Hodel stated that NPS has partnered with Eversource to conduct a utility cost savings retrocommissioning service of all mechanical equipment located at Norwalk High School and Brien McMahon High School. He stated that Eversource engaged Colliers International to perform a study of all mechanical equipment and develop ways to maximum efficiency.

Mr. Hodel stated that we would like to optimize the efficiency of five systems between both high schools. Eversource estimates up to a 40% savings in energy costs once all twelve systems are fully optimized over a three year period.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

5. Review bid for Kendall School cafeteria improvement project and refer the following to the Common Council for action:

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June 6, 2018  
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**“a. Authorize the Mayor, Harry W. Rilling to execute a contract with A. V. Tuchy, Inc., for the Kendall Elementary School Cafeteria & Kitchen Upgrades Project for a total not to exceed \$194,800.00. Funding for this project is available from account # 09175010 5777 C0585.**

**b. Authorize BOE Facilities Dept. to issue Change Orders for a total not to exceed \$19,480.00.”**

**\*\* MR. SACCHINELLI MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A CONTRACT WITH A. V. TUCHY, INC., FOR THE KENDALL ELEMENTARY SCHOOL CAFETERIA & KITCHEN UPGRADES PROJECT FOR A TOTAL NOT TO EXCEED \$194,800.00. FUNDING FOR THIS PROJECT IS AVAILABLE FROM ACCOUNT # 09175010 5777 C0585 AND AUTHORIZE BOE FACILITIES DEPT. TO ISSUE CHANGE ORDERS FOR A TOTAL NOT TO EXCEED \$19,480.00.**

Mr. Hodel stated that Kendall Elementary School has been approved for a Cafeteria and Kitchen Upgrade as part of the 2018-19 City Capital Budget in the amount of \$276,000. He stated that the current cafeteria does not lend itself well to proper traffic flow on the server line and is in need of overall kitchen equipment improvements to coincide with the strategic operating plan goal to improve nutritional quality of food and the dining experience.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

6. Review bids for the Norwalk High School Exterior Painting project and refer the following to the Common Council for action:

**“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with M. Brett Painting Co., Inc. for the Norwalk High School Exterior Painting Project for a total not to exceed \$258,480.00. Funds are available in Acct. #09185010 5777 C0610**

**b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$25,848.00”**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH M. BRETT PAINTING CO., INC. FOR THE NORWALK HIGH SCHOOL EXTERIOR PAINTING PROJECT FOR A TOTAL NOT TO EXCEED \$258,480.00. FUNDS ARE AVAILABLE IN ACCT. #09185010 5777 C0610 AND AUTHORIZE THE NFCC TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED \$25,848.00.**

Mr. Giuliano stated that even though Norwalk High School has recently been power washed, the color and aesthetics of the exterior are universally thought to be unattractive. A new cladding of the exterior was investigated, but due to installation concerns that may cause damage over time and the cost, it was determined that painting was a much better alternative.

Mr. Giuliano stated that it is anticipated that the majority of the painting work will be completed in the summer with miscellaneous work to be completed in September 2018.

7. Review request to amend JCJ Architects' contract for New Columbus School to incorporate upcoming design phases and refer the following to the Common Council for action: **"Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement with JCJ Architecture, PC for architectural design services (Tasks C, D & E) for the new South Norwalk School at Ely Site (a.k.a. New Columbus School) for a total not to exceed of \$1,110,000.00. Acct. #09185010 5777 C0607"**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH JCJ ARCHITECTURE, PC FOR ARCHITECTURAL DESIGN SERVICES (TASKS C, D & E) FOR THE NEW SOUTH NORWALK SCHOOL AT ELY SITE (A.K.A. NEW COLUMBUS SCHOOL) FOR A TOTAL NOT TO EXCEED OF \$1,110,000.00. ACCT. #09185010 5777 C0607.**

Mr. Lo stated that the City issued an RFP for architects and subsequent to an interview process, the City selected LCL Architecture, PC for the new Columbus School. He stated that for the past eight months, JCJ has been working closely with the project team to complete the Schematic Design Phase and Design Development Phase.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

8. Review request to accept bids for parking lot improvement at NECC and refer the following to the Common Council for action:  
**"a. Authorize the Mayor, Harry W. Rilling, to execute a Contract with (lowest responsible bidder) for the Roosevelt Center Parking Lot Improvement Project for a total not to exceed (amount to be determined). Acct. #09165010 5777 C0555**

**b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed (amount to be determined)."**

**\*\* MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH (LOWEST RESPONSIBLE BIDDER) FOR THE ROOSEVELT CENTER PARKING LOT IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED (AMOUNT TO BE DETERMINED). ACCT. #09165010 5777 C0555 AND AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED (AMOUNT TO BE DETERMINED)**

Mr. Lo stated that with the opening of NECC and together with the existing Norwalk Senior Center, traffic and parking have been an ongoing issue. The administrators of both programs

are taking steps to manage and to minimize the issues. However, improvements to the parking lots are necessary.

Mr. Lo stated that we have developed a parking lot improvement plan. Upon receipt of bids, the Committee members will be emailed notice and the item will be placed on the June 26 Common Council agenda.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

9. Review request to accept bids for the Norwalk High School stage rigging safety improvement project and refer the following to the Common Council for action:

**“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with (lowest responsible bidder) for the Norwalk High School Theater Rigging Replacement project for a total not to exceed (\$ amount to be determined). Funds are available in Acct. #09185010 5777 C0610**

**b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed (amount to be determined)”**

**\*\* MR. SACCHINELLI MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH (LOWEST RESPONSIBLE BIDDER) FOR THE NORWALK HIGH SCHOOL THEATER RIGGING REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED (\$ AMOUNT TO BE DETERMINED). FUNDS ARE AVAILABLE IN ACCT. #09185010 5777 C0610 AND AUTHORIZE THE NFCC TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED (AMOUNT TO BE DETERMINED).**

Mr. Giuliano stated that the theater rigging system is original to Norwalk High School and is approximately 47 years old. He stated that the system has numerous deficiencies and is in poor condition. It requires numerous repairs and upgrades.

Mr. Giuliano stated that a theater consultant was commissioned to develop drawings and specifications to replace the existing rigging system with a new one. In order to meet our summer schedule, we have released the documents for bidding on May 23, 2018 with bids due June 13, 2018. He stated that we have conducted a pre-bid walkthrough. With the assistance of our theater consultant expect to receive three bids for the project. The estimated cost is approximately \$180,000 to \$220,000.

10. Review request to accept quotes for the Norwalk High School walk-in refrigerator/freezer energy efficient upgrade project and refer the following to the Common Council for action:

**“a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with (lowest responsible bidder) for the Norwalk High School Kitchen Walk-in Refrigerator and Freezer**

energy efficient equipment upgrade project for a total not to exceed (\$ amount to be determined). Funds are available in Acct. #09185010 5777 C0610

b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed (amount to be determined).”

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH (LOWEST RESPONSIBLE BIDDER) FOR THE NORWALK HIGH SCHOOL KITCHEN WALK-IN REFRIGERATOR AND FREEZER ENERGY EFFICIENT EQUIPMENT UPGRADE PROJECT FOR A TOTAL NOT TO EXCEED (\$ AMOUNT TO BE DETERMINED). FUNDS ARE AVAILABLE IN ACCT. #09185010 5777 C0610 AND AUTHORIZE THE NFCC TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED (AMOUNT TO BE DETERMINED).”**

Mr. Giuliano stated that the current water cooled system runs water constantly through the refrigeration system and requires constant water flow. The constant water flow causes significant water charges. He stated that we reached out to nine different refrigeration contractors and did not receive any interest. However, we have recently received a positive response from two different contractors.

Mr. Giuliano stated that this afternoon, he received a proposal from Emcor Services in the amount of \$61,274.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### VI. MISCELLANEOUS/DISCUSSION ITEMS

No items were brought forward.

#### IV. OLD BUSINESS

A. Review proposal for the City to acquire South Norwalk Community Center’s half ownership interest of 98 South Main Street and refer the following to the Common Council for action: (please note that Norwalk Planning Commission, in accordance with CT General Statutes – Section 8-24, has recommended the approval of the acquisition)

“Authorize the Mayor, Harry W. Rilling, to execute the purchase and sales agreement with the South Norwalk Community Center, Inc. to purchase a one half interest in the property located at 98 South Main Street in Norwalk.”

**\*\* MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE PURCHASE AND SALES AGREEMENT WITH THE SOUTH NORWALK COMMUNITY**

**CENTER, INC. TO PURCHASE A ONE HALF INTEREST IN THE PROPERTY LOCATED AT 98 SOUTH MAIN STREET IN NORWALK.**

**\*\* THE MOTION PASSED WITH SIX VOTES IN FAVOR AND ONE ABSTENTION (MR. HEMPSTEAD).**

**ADJOURNMENT**

**\*\* MR. YERINIDES MOVED TO ADJOURN.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:01 p. m.

Respectfully submitted,

Tom Blaney  
Telesco Secretarial Services

V.A.



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE  
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*  
RE : **BUILDING MANAGEMENT SERVICES – GUARDIAN**  
DATE: JULY 25, 2018

\*\*\*\*\*

In 1998, the City decided that municipal buildings should be professionally managed and centralized under a new Office of Building Management. A request for proposals was issued and a professional property management firm was selected to provide in-house staffing. The services consist of three components: a) building management services; b) building engineering/general maintenance services; and c) janitorial services. Guardian Service Industries, Inc. is our current property management firm. They are responsible for the following buildings:

- City Hall and Concert Hall (full services)
- Health Department (janitorial services only)
- Norwalk Museum (no janitorial services)
- Police Headquarters (full services)
- Fire Headquarters (full services with partial janitorial)
- Nathaniel Ely Center (no janitorial services)
- Ben Franklin Center (no janitorial services)
- Roosevelt Center (no janitorial services)
- DPW Garage and Dispatch Center (full services)
- Animal Shelter (no janitorial services)
- Main Library (no janitorial services)
- South Norwalk Library (no janitorial services)

The objectives behind privatization of building management services are to obtain high quality building management services at a lowest affordable cost. Building

Management's current staffing level is substantially below industry standards. With the anticipation of taking on additional properties, the City approved funds in the 2018-2019 Operating Budget for additional staffing. The proposed staffing increase will supplement existing staffing deficiency as well as taking on additional work load. Upon further determination of the scope and duration of services, we intent to amend the current Contract to include the following properties: 127 Fallow Street, 98 South Main Street, Health Department and 350 Main Avenue.

At this time, I would like to request City approval to amend Guardian's contract to provide one additional building mechanic and one additional office administrative staff for a total amount not to exceed \$173,864. Guardian's current contract is due to expire on June 20, 2020.

**ACTION REQUESTED:**

**Authorize the Mayor, Harry W. Rilling, to execute an Amendment to Guardian Service Industries, Inc.'s contract for building management services to provide additional staffing for a total not to exceed \$173,864.00 for 2018-2019. All remaining terms of the contract to remain unchanged.**

VB.



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

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE  
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *ll*  
RE : PONUS RIDGE SCHOOL – BUILDING COMMISSIONING  
DATE: July 26, 2018

\*\*\*\*\*

On May 8, 2018, the Common Council approved the following action for the hiring of a HVAC Commissioning Agent for the Ponus Ridge School additions and renovations project:

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colliers International to provide commissioning services for the Ponus Ridge Middle School Additions and Renovations Project for a total not to exceed \$80,350.00 Acct. #09185010 5777 C0608

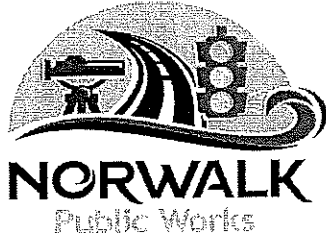
As we proceed with the contract execution process, we learned that the contracting party is actually Strategic Building Solutions, LLC d/b/a Colliers International. Therefore, a technical amendment to the action is required.

**ACTION REQUIRED:**

“**Technical Correction** of Common Council action of May 8, 2018, VII, D, 2a. by replacing “Colliers International” with “Strategic Building Solutions, LLC d/b/a Colliers International”. New action to read as follows:

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Strategic Building Solutions, LLC d/b/a Colliers International to provide commissioning services for the Ponus Ridge School additions and renovations project for a total not to exceed of \$80,350. Account # 09185010 5777 C0608”





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125 East Avenue, PO Box 5125  
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TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT  
COMMITTEE MEMBERS OF NFCC

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*

RE : NEW COLUMBUS SCHOOL AT ELY SITE & PONUS RIDGE  
SCHOOL

DATE: MAY 2, 2018

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In November 2014, the Norwalk Board of Education initiated a district wide Facilities Improvements Study to identify system wide needs. The study consisted of three components: a) evaluate existing building physical conditions and identify improvement needs; b) assess current student enrollment statistics, develop enrollment projections and identify space deficiencies; and c) develop a building improvement strategy in response to enrollment needs.

The final Facilities Improvement Plan identified a deficiency of approximately 900 seats at the elementary level. In order to address this need, the Plan proposes to construct a new Columbus School at Ely Site and an addition to the Ponus Ridge Middle School for grades PK – 5, creating 900 new seats. Upon relocation of Columbus School students, the existing Columbus School building will be renovated to accommodate additional student enrollment. Similarly, once the addition at the Ponus Ridge Middle School is completed the Jefferson School will be vacated in order to renovate it. At the completion of both renovations (the old Columbus School and Jefferson) the 900 seats will be available. Subsequent to Board of Education approval of the Facilities Improvement Plan, the City allocated \$41,912,000 for the New Columbus School and \$43,348,333 for the addition and renovation to the existing Ponus Ridge Middle School as part of the City's 2017-2018 Capital Budget. State approval for these projects are in process.

As part of the requirements for State funding, the City must follow Connecticut High Performance Building Standards (CHPBS) of which there is a requirement to hire a Commissioning Agent (CxA). A Commissioning Agent provides preconstruction HVAC coordination services and is an integral part of the verification of equipment installation, operation and start-up/equipment programming process. Request for Qualifications/Proposals were publically advertised and the Purchasing Department received a total of 6 responses for the New Columbus School and 5 responses for the Ponus Ridge School project. The proposals were reviewed and it was discovered through a conversation with Consulting Engineering Services (CES) that they omitted the commissioning services for the existing building on the Ponus Ridge project, thereby eliminating CES for contention for that particular project.

Attached is a summary of the fees for both projects. After a review of the responses and the fees it is our recommendation to approve Innovative Engineering Services, LLC for the New Columbus School @ Ely Site in the amount of \$51,400.00 and Colliers International for the Ponus Ridge School in the amount of \$80,350.00.

**ACTION REQUESTED:**

- 1a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Innovative Engineering Services, LLC to provide commissioning services for the new Columbus School at Ely Site for a total not to exceed of \$51,400. Acct. #09185010 5777 C0607**
- 1b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$5,000.**
- 2a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colliers International to provide commissioning services for the Ponus Ridge Middle School additions and renovations for a total not to exceed of \$80,350. Acct. #09185010 5777 C0608**
- 2b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$8,000.**



CITY OF NORWALK  
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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 – TURCO CONSTRUCTION CONTRACT  
DATE: JULY 26, 2018

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A couple of years ago, the City received a \$1,500,000 grant from State DEEP for improvements at the Oak Hills Park. Working closely with Oak Hills Park Authority (OHPA), we completed various improvements which include the following:

- Development of a facilities improvement plan;
- Construction of an equipment wash bay – a significant environmental friendly improvement;
- Design and construction of the Great Lawn and the Fountain Garden;
- Substantial improvements to the golf course ; and
- Remediation of underground contamination from abandoned underground heating oil tanks;
- Relocation of the Welcome Center.

In regard to the golf course improvements project, Turco, our contractor, has completed their work. Their original contract was \$980,413.75. OHPA and I worked closely with Turco to refine the scope of work in an effect to maximize the available State funds. Common Council approved a contingency allowance of \$59,617.74 for Turco’s contract. At this time, we are prepared to closeout Turco’s contract and an additional allowance of \$4,350.00 is required cover the costs for additional fill and sod along a portion of the new cart path.

**ACTION REQUESTED:**

**Authorize to increase contingency allowance for Turco Golf Inc.'s contract for Oak Hill Park Improvement Project for an additional \$4,350.00 (total \$63,967.74) and authorize Office of Building Management to issue change orders on Contract. Funds are available from DEEP Grant. Account No: 09151340 5799 C0558**

## Project Updates

Project	Budget	Bid	Estimated Completion	Comments
Ponus Ridge School	\$47,367,252		2020	Design Development phase (DD) recently completed, the project team is scheduled to meet with the State on Tuesday July 31 in accordance with State regulations for the Design Development Review meeting (DDR). The DD estimate is approximately \$544,292 less than the Schematic Design (SD) Budget completed in April
New Columbus School	\$45,510,669		2020	Design Development phase (DD) recently completed, the project team is scheduled to meet with the State on Thursday Aug. 9 in accordance with State regulations for the Design Development Review meeting (DDR). The DD estimate is approximately \$666,707 less than the Schematic Design (SD) Budget completed in April. The propoerty acquisitions are moving forward with the purchase of 4 Tito Court and the acquiring of 10 Tito Court by eminent domain.
Cranbury Boiler Replacement		\$240,000	2018	The old boilers were removed, no additional hazardous materials were found, the new boiler sections were installed and assembled. The burners are ordered and expected to be delivered shortly.
West Rocks Window Replacement		\$2,146,088	2018	The window project is moving along very well. As of Tuesday the 31st all of the removals will be complete. The intallation of the new curtain wall is 90% complete at this time, the individual openings (punched openings) and the door replacements are moving forward ahead of schedule.
Rehab Frieght Elevator		\$248,182	2019	After re-bidding we received 2 prices that were lower than the one we received at our first attempt at bidding. We will be seeking approval at the September NFCC & Land Use meeting.
Investigate Roof Leak/Spalled Concrete		\$21,475	2018	Worked started on July 23rd and will be complete on July 27th.
Water Cooled Refrig./Freezer		\$61,274	2018	EMCOR New England Mechanical Services started on July 23rd and will be complete on August 24th.
Appearance of Exterior of Bldg. (Painting)		\$258,450	2018	The last 2 of 5 paint colors are being selected and should be completed by July 27th. The painter will begin painting the week of July 30th and is scheduled to be complete by October 15th.
Sound System in Auditorium	\$100,000		2018	Received acoustics report this morning. Will review and provide more detailed update at our next meeting.
Interior Doors - Re-finish/Panelling - Paint	\$600,000		2018/2019	Will prepare State grant application. The City received special legislation regarding this particular project in that we will receive 100% reimbursement for the first \$600,000 then our normal reimbursement rate (32.17%) for any amount over \$600,000
Stage Rigging System		\$173,000	2018	Contract signed, shop drawings will begin the week of July 30th. The material availability is later than we expected therefore the stage rigging system will not be able to be used until November 15th.