



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

MONDAY, JANUARY 6, 2020 AT 7:00 PM

IN LOCKWOOD MATHEWS MANSION MUSEUM, 295 WEST AVENUE

**TOUR OF LOCKWOOD MATHEWS MANSION MUSEUM FROM 7:00 PM
TO 7:45 PM**

I. ROLL CALL (Scheduled for 7:45 pm)

II. PUBLIC PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

December 4, 2019

IV. NEW BUSINESS

A. City Property

1. Review request for extension of existing Agreement with Norwalk Seaport Association for access to the Hope Dock and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the License Agreement with Norwalk Seaport Association, Inc. for access to the Hope Dock from North Water Street Parking Lot, to extend the agreement period from February 1, 2020 to January 31, 2021.”

B. Building Management

1. Review bid for the Norwalk Concert Hall sound system replacement project and refer the following to the Common Council for action:

“a. Authorize the Purchasing Agent to issue a Purchase Order to WC McBride Electrical Contractor, LLC. for the Norwalk Concert Hall – Sound System Replacement Project for a total not to exceed \$39,140.00.00. Acct. #09197100 5777 C0439

b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$3,914.00”

2. Review bid for the Norwalk City Hall air handler refurbishment project and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Business Services, LLC for City Hall Air Handler Unit refurbishment project for a total not to exceed \$64,839.96. Funds are available from account # 0920 4071 5777 CO439 and 0919 7100 5777 CO0476.

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$6,483.00.”

3. Review Norwalk Grassroots Tennis and Education’s request for acceptance of a 2 year renewal option of the use of modular building and refer the following to the Common Council for action:

“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement with Norwalk Grassroots Tennis and Education, Inc. for the use of the modular building at Nathaniel Ely Center, to accept the 2-year renewal option for \$1 per year. The City will continue to have no responsibilities for utility expenses, building repairs and/or capital replacement.”

C. School Construction Projects

1. General update

V. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo,
Dated: January 2, 2020

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
DECEMBER 4, 2019**

ATTENDANCE: Tom Livingston, Chair; David Heuvelman, Tom Keegan, Kadeem Roberts, Nick Sacchinelli, Barbara Smyth

STAFF: Alan Lo, Building Management; Jim Giuliano, Construction Solutions Group

OTHERS: David Westmoreland, Norwalk Historical Society; Atty. Darin L Callahan, Assistant Corporation Counsel; Robert C. McDowell, Riverbrook Regional YMCA CEO; David Hopp, NPS IT staff

**CONSTRUCTION TOUR OF NEW ADDITION AT PONUS RIDGE SCHOOL
FROM 7:00 P.M. TO 7:30 P.M.**

CALL TO ORDER

Mr. Livingston called the meeting to order at 7:35 p.m.

ROLL CALL

Mr. Livingston called the roll. There was a quorum present.

PUBLIC PARTICIPATION.

There was no one from the public present who wished to participate at this time.

MINUTES OF PREVIOUS MEETING(S)

• **October 2, 2019**

**** MR. SACCHINELLI MOVED THE MINUTES OF THE OCTOBER 2, 2019 MEETING.**

**** THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 2, 2019 MEETING AS SUBMITTED PASSED WITH THREE (3) IN FAVOR (LIVINGSTON, SACCHINELLI AND SMYTH) AND THREE (3) ABSTENTIONS (HEUVELMAN, KEEGAN AND ROBERTS).**

NEW BUSINESS.

Historical Commission

Review bids for the Mill Hill Town House mortar/repointing project and refer the following to the Common Council for action:

A. Authorize the Mayor, Harry W. Rilling, to execute a contract with Alden Bailey Restoration Corporation for the Mill Hill Town House mortar repair/repointing project for a total not to exceed \$138,410.00. Account number 0918/19/206310 5777 C0521.

B. Authorize the Norwalk Historical Commission to issue change orders on contract for a total not to exceed \$14,000.

**** MR. SACCHINELLI MOVED THE ITEMS.**

Mr. David Westmoreland came forward and explained that the building was constructed in 1850 and the original bricks are softer than the 1962 Portland cement that was used later for repairs. The hardness of the Portland cement forces the water into the softer brick and when the moisture freezes, the brick crumbles. The project will removed the harder cement and be replaced. A brief discussion followed about the details.

**** THE MOTION PASSED UNANIMOUSLY.**

Building Management

Review proposed lease terms with YMCA for 98 South Main Street (aka South Norwalk Community Center) and refer the following actions:

a. Authorize the Mayor, Harry W. Rilling, to execute a lease agreement with the Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) for the capital improvements, use/occupancy of the building and continued maintenance/repair/improvement of the City owned building located at 98 South Main St. Terms of the lease agreement shall be as outlined in the Lease Term Sheet in the memo prepared by Darren Callahan, Assistant Corporation Counsel dated November 27, 2019.

b. Refer recommendation to the Planning Commission for review in accordance with the Connecticut General Statutes - Section 8-24.

**** MS. SMYTH MOVED THE ITEMS.**

Atty. Darin Callahan came forward to speak about the building at 98 South Main Street. The City released an RFP and the Riverbrook Regional YMCA was the only submission. He then introduced Mr. Robert McDowell, the CEO of the Riverbrook Regional YMCA.

Mr. McDowell came forward and gave a presentation regarding the proposed use of the South Norwalk Community Center as a YMCA facility. He explained that the building on West Avenue had become too difficult to manage. That facility was sold to Norwalk Hospital and the money will be invested towards this facility.

Mr. Livingston asked about the fact that the projects was not expected to be completed until 2023. Mr. McDowell explained that they would like to be in the building by next year, but they have some fund raising to do. A discussion followed about the \$4 million budget and the need for renovations.

Atty. Callahan reminded everyone that this would involve a construction project. Mr. McDowell said that the initial goal would be to get the building into shape. He added that AmeriCares will be renting some office space on the second floor.

Mr. Livingston asked who would be paying the maintenance costs. He was told that it would include cleaning along with repairs. Atty. Callahan indicated that this was outlined in the proposed term sheets on page 2. He reviewed the details with the Committee members. Discussion followed.

Mr. Sacchinelli asked about the parking situation. Mr. McDowell said that there were about 10 or 20 spaces on site. However there have been conversations with the church across the street about shared parking. Parking will be a challenge.

Mr. McDowell was asked if Zoning has given their approval. Mr. Lo said that since the building had already been designated as a community center, there is no change of use and building envelope. However, Zoning approval is required. Discussion followed.

Mr. Livingston asked about the 30 year term on the lease with two ten year options to renew. He expressed concern about what might happen if they were only able to utilize half the building. Mr. McDowell reviewed the details of their plans with him.

Mr. Lo said that the same terms and memo were being sent to the Planning Commission because it is required by State Statute. If there are any substantial changes by the Planning Commission, Mr. Lo will bring the proposal back to Land Use and Building Management Committee for further consideration.. Atty. Callahan indicated where a few changes to the basic proposal had been made.

**** THE MOTION PASSED UNANIMOUSLY.**

Review Board of Education IT Department request and refer the following to the Common Counsel for action:

a. Authorize the Purchasing Agent to issue Purchase Orders to SHI

International Corporation for the supply of 675 Aruba AP-315 Access Points and license for a total not to exceed \$55,000. Account #09205010 5777 C0112.

b. Authorize the Purchasing Agent to issue Purchase Orders to ePlus Technology Inc. for the supply of 13 Cisco Catalyst 3850 48PT and modules for a total not to exceed \$31,000. Account #09205010 5777 C0112.

c. Authorize the Purchasing Agent to issue Purchase Orders to SHI International Corporation for the supply of an Aruba 7220 Controller and licenses for a total not to exceed \$12,500. Account #09205010 5777 C0112.

d. Authorize the Purchasing Agent to issue Purchase Orders to Synacktek LLC for the supply and installation of Pulse Policy Secure NAC solution for a total not to exceed \$105,000. Account #09205010 5777 C0112.

**** MR. SACCHINELLI MOVED THE ITEMS.**

Mr. David Hopp, the BOE IT staff member, came forward and gave an overview of the details as outlined in his memo dated November 22, 2019.

Mr. Sacchinelli had several detailed questions about the licensing terms, and what the service provider would cover.

Mr. Lo said that in the past, Mr. Valenzisi had done a general overview of the District IT for the Council Members. Mr. Hopp said that he would work on setting something like this up. The discussion moved to the Child Internet Protection Act. Mr. Sacchinelli asked if the District was in compliance with the State compliance recommendations. Mr. Hopp said that they were.

Mr. Sacchinelli asked who would have access to the system once it is installed. Mr. Hopp said that VAR vendor would come in, set up the system and then turn the system over to the District.

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Lo explained that books and IT are two Board of Education items that are funded through the City's Capital Budget process. When specific purchases are forwarded to the Common Council for approval, the Council's role is simply to insure that the funding is being spent on the designated items.

School Construction Projects

1. School Construction Projects -- update.

Mr. Giuliano distributed copies of the Norwalk School Construction Program Monthly Update for November 2019.

- **Ponus Ridge School** - Mr. Giuliano explained that the move will start on December 20th and will be completed by December 24th. This will allow the teachers to come in during the break to arrange their rooms. There will also be an asbestos abatement process underway starting on December 20th. The second floor is completed. Mr. Lo pointed out that the City is committed to advise the Board of Education by April 30th to confirm the project completion date.

- **New Columbus School** – Mr. Giuliano said that the design project had run concurrently with the Ponus project. However, there were some issues with the DEEP and the National Parks Service. Ms. LeMieux asked about the proposed land swap. Mr. Giuliano and Mr. Lo provided a brief overview of the status.

- **Norwalk High School Miscellaneous Projects** –Mr. Giuliano gave the Committee members a quick list of the projects including the installation of the scoreboard. The Culinary Arts renovations have been completed. The wooden paneling replacement has been completed but the wooden doors are still in place.

- **Columbus IB School** – This project is currently on hold pending the outcome of the New Columbus School.

- **Jefferson School** – Mr. Giuliano said that the Committee would be requested to approve the project at the meeting. Because the building is a three story building, the students have to be relocated during the work phase. Mr. Lo said that the building was constructed during the 70's and the heat is electric. Now it is to be renovated as new. The City's reimbursement rate is 33%.

- **Cranbury Elementary** –Mr. Giuliano said that there was money allocated for a new cafeteria, but it became apparent new windows and a new Building Management System was needed. A feasibility study was done and the recommendation was to add a cafeteria on the side of the gym and construction new classroom to replace existing.

Jefferson School – Review recommendations for Construction Manager for Jefferson School Project and refer to the following to the Common Council for action:

Authorized the Mayor, Harry W. Rilling, to execute an agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Jefferson Elementary School – Renovate-As-New Project. Terms of the agreement shall include the following:

- **Pre-construction phase services (including reimbursable allowance)**

for \$86,550.

- CM fees (% of total trade bids) at 1.20%
- CM contingency (% of total trade bids) at 1.50%.

**Following the trade contractors' bidding process, a Guaranteed Maximum Price (GMP) will be submitted to the Common Council for approval.
Account # 0919/205010 5777 C0619**

**** MR. HEUVELMAN MOVED THE ITEM.**

Mr. Giuliano said that there were nine responses and it was narrowed down to three finalists. Newfield was the most qualified of the three finalists. They have performed extremely well with the Ponus Ridge Project and came in on time. Mr. Heuvelman explained that he was on the selection committee and gave a summary of the interviews.

**** THE MOTION PASSED UNANIMOUSLY.**

Review bids for the construction of the picnic shelter at Ely Park and refer the following to the Common Council for action:

Authorized the Mayor, Harry W. Rilling, to execute a Contract with Epifano Builders Inc. for the installation of a picnic shelter at Ely Park for a total not to exceed \$53,750.00. Acct # 09196030 5777C0321 & 09186030 5796 C0321.

**** MS. SMYTH MOVED THE ITEM.**

Mr. Lo said that this was located at Ely Park and explained that the original plans for tennis courts had to be moved because of the proposed school footprint. The funding for the tennis court project came from the Board, the private sector and the City.

**** THE MOTION PASSED UNANIMOUSLY.**

Review bids for the renovation of the old Recreation and Parks' offices and refer the following to the Common Council for action:

a. Authorized the Mayor, Harry W. Rilling, to execute an agreement with Re-Tech LLC for the renovation of the old Recreation and Parks and Human Services Offices for the new Planning and Zoning Offices for a total not to exceed \$86,000.00. Acct # 014086-5266 and # 09193310 5777 C0630.

b. Authorize the Office of Building Management to issue change orders on contracts for a total not to exceed \$8,600.00.

**** MR. SACCHINELLI MOVED THE ITEMS.**

Mr. Lo said that they had developed a strategy for renovations but the final details were not included. This particular project is the largest piece of the relocations. There had been previous funding allocated for renovating Planning and Zoning which will be used for the relocation. By managing the project, the City is saving money on the General Contracting costs. Since it is being done in phases, each phase came in under \$20,000. Mr. Lo said that he would bring the updated floor plans to the next meeting.

**** THE MOTION PASSED UNANIMOUSLY.**

Review the bids for Phase II roof replacement project at Ben Franklin Center and refer the following to the Common Council for action:

a. Authorized the Mayor, Harry W. Rilling, to execute an agreement with Shoreline Restoration LLC for Ben Franklin Center Roof Replacement project (Phase 2) for a total not to exceed \$206,052.00. Funds are available from account # 0920 7100 5777 C0295 and #0919/20 7100 5777 C0476.

b. Authorize the Office of Building Management to issue change orders on contracts for a total not to exceed \$20,605.00.

**** MR. SACCHINELLI MOVED THE ITEMS.**

Mr. Lo said that they had already approved and completed the first phase and now were ready to start on the second phase.

**** THE MOTION PASSED UNANIMOUSLY.**

Property Donation

Review proposed donation of 24 James Street by the property owner to the City and refer the following to the Common Council for action:

Authorized the Mayor, Harry W. Rilling, to execute any and all documents necessary to accept donation of 24 James Street to the City of Norwalk by the property owner.

**** MR. HEUVELMAN MOVED THE ITEM.**

Mr. Lo said that this was a small sliver of land and there is a storm sewer through it, so it can not be developed. It was presented to the Committee a few months ago and was sent to the Planning Commission. They are recommending approval of this.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS.

Mr. Lo said that the next meeting was scheduled for January 1st. He suggested it be rescheduled to January 6th at the Lockwood Mathews Mansion. This will be confirmed.

ADJOURNMENT

**** MR. SACCHINELLI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services



CITY OF NORWALK
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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE : HOPE DOCK AT NORWALK WATER STREET
NORWALK SEAPORT ASSOICATION – LEASE EXTENSION
DATE: DECEMBER 23, 2019

The Norwalk Seaport Association currently operates a historic vessel from the Hope Dock facilities near the gazebo in the North Water Street Parking Lot. The Hope Dock facilities consist of the dock and ramp which were constructed and maintained by the Seaport. The Seaport has a License Agreement with the City since 2000 in order to provide access to the Hope Dock facilities from the parking lot esplanade. This Agreement is due to expire on January 31, 2020.

As the State of Connecticut continues to develop their plans for the replacement of the Walk Bridge, temporary and permanent relocation of the existing marine facilities along North Water Street Parking Lot and Maritime Aquarium is expected. There have been in-depth discussions and understanding among the State, the City, the Maritime Aquarium and the Seaport Association regarding the proposed changes necessary to support the Walk Bridge construction process, however, details and schedule are yet to be finalized.

In recognition of the status of the Walk Bridge project, City staff, in consultation with representatives from the Seaport, is recommending an one year extension (from February 1, 2020 to January 31, 2021) to the existing agreement. The proposed amendment will take into consideration of the Seaport’s needs to provide services while allowing the City to terminate the Agreement necessary to accommodate the State’s needs for access. As this is a short term extension to an existing agreement, Planning Commission approval, in accordance with Connecticut General Statutes, Section 8-24, is NOT required.

ACTION REQUIRED:

Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the License Agreement with Norwalk Seaport Association, Inc. for access to the Hope Dock from North Water Street Parking Lot, to extend the agreement period from February 1, 2020 to January 31, 2021.

Cc: Darin Callahan, Assistant Corporation Counsel



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TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS & FACILITIES MANAGER
RE: CONCERT HALL – SOUND SYSTEM REPLACEMENT
DATE: DECEMBER 23, 2019

The Norwalk Concert Hall currently has an antiquated sound system that was installed over 30 years ago. The system has limited capability and it provides substandard sound quality which does not meet Concert Hall’s program needs.

In response to requests from user groups, Jaffe Holden, Norwalk’s local acoustics design consultant, provided free services to design a new system. On November 22, 2019 the City’s Purchasing Department solicited bids for the replacement of the Concert Hall sound system. The City received a total of one (1) bid.

The results are as follows:

Table with 2 columns: FIRM, TOTAL LUMP SUM BID. Row 1: WC McBride Electrical Contractor, LLC, \$39,140.00

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 WC McBride Electrical Contractor, LLC.

ACTION REQUESTED:

- a. Authorize the Purchasing Agent to issue a Purchase Order to WC McBride Electrical Contractor, LLC. for the Norwalk Concert Hall – Sound System Replacement Project for a total not to exceed \$39,140.00.00. Acct. #09197100 5777 C0439
b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$3,914.00



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TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING & FACILITIES MANAGER

RE: CITY HALL AIR HANDLER REFURBISHMENT

DATE: DECEMBER 13, 2019

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Norwalk City Hall was renovated in 1987. The air handler units providing heating and air conditioning are now 32 years old. The Office of Building Management has initiated a multi-year replacement project of the five main air handler units and four smaller air handler units. We replaced unit #5 about two years ago and #4 this past summer. At this time, we would like to proceed with the refurbishment of air handling unit #2.

On November 13, 2019, the City's Purchasing Department solicited bids for the refurbishment of the Concert Hall air handler which includes valve replacement. The City received one (1) bid as follows:

FIRM	TOTAL LUMP SUM BID
Universal Business Services, LLC	\$64,839.96

After completion of a scope review session with the apparent low bidder, the Purchasing Department and the Office of Building Management are recommending the award of this project to Universal Business Services, LLC. They were successful in completing the refurbishment of air handler unit #2.

ACTION REQUESTED:

- a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Business Services, LLC for City Hall Air Handler Unit refurbishment project for a total not to exceed \$64,839.96. Funds are available from account # 0920 4071 5777 CO439 and 0919 7100 5777 CO0476.
- b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$6,483.00.



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TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
 FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
 RE : NORWALK GRASSROOTS TENNIS – LEASE
 DATE: JANUARY 2, 2020

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The freestanding modular classrooms at Nathaniel Ely Center were constructed by NEON around 1985. The construction was fully funded by NEON and as part of a lease amendment, NEON had full operating and capital responsibilities over this structure. This modular building is located at the upper parking lot and is detached from the main structure. As a modular timber structure, the City considered this building to have a limited life. The lease amendment was very specific, requiring NEON to demolish the structure in the event that NEON no longer has leasehold interest/relationship with the City.

Since NEON and Norwalk Housing Authority no longer provide childcare services at Nathaniel Ely Center, the City leased the modular building to Norwalk Grassroots Tennis and Education beginning on January 1, 2015. The lease was for a period of 5 years with two 2-year options. Under the lease terms, Grassroots Tennis has full responsibilities for utility expenses, maintenance and capital repairs/replacement. Due to the age of the building, the City's goal was to collect rent for 5 years at \$5,000 per year to cover future demolition costs. These funds are kept in a separate capital account. The lease was silent regarding rental rate for the option years pending the condition of the building and relationship with the tenant.

As you may know, Grassroots Tennis is a non-profit entity. They have continued to grow and provide greater services to the youth in community in both sports and afterschool education. With the completion of the new tennis courts (with funding contribution from Grassroots) and the continued delay with the new Columbus

School at Ely project, Grassroots is requesting an extension of their lease for two years at \$1 per year.

ACTION REQUESTED:

“Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement with Norwalk Grassroots Tennis and Education, Inc. for the use of the modular building at Nathaniel Ely Center, to accept the 2-year renewal option for \$1 per year. The City will continue to have no responsibilities for utility expenses, building repairs and/or capital replacement costs.”