



## LAND USE AND BUILDING MANAGEMENT COMMITTEE

### MEETING AGENDA WEDNESDAY, FEBRUARY 5, 2020 AT 7:30 PM CITY HALL ROOM #A333

#### I. ROLL CALL

#### II. PUBLIC PARTICIPATION

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

January 6, 2020

#### IV. NEW BUSINESS

##### A. City Property

1. Review proposal to purchase city property location on Bouton Street and refer the following to the Common Council for action:  
**“Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary for the sale of city surplus properties located on Bouton Street (District 5, Block 81, Lots 169 & 173) to A1Z7 LLC for a total of \$34,000.”**

##### B. School Construction Projects

1. General update
2. Review proposal from Construction Solutions Group, LLC to develop a school building construction standards manual and refer the following to the Common Council for action (proposal will be available for the meeting):  
**“Authorize the Purchasing Agent to issue a Purchase Order to Construction Solutions Group, LLC to prepare a School Building**

**Construction Standard Manual for an amount not to exceed (amount to be determined) . Acct. #0918/195010 5777 C0610**

**V. MISCELLANEOUS/DISCUSSION ITEMS**

- A. Review procedure/scope for Building Management Services RFP
- B. Update on City Hall office improvement project and office relocation.

**VI. EXECUTIVE SESSION**

- A. Review status of the sale of West Avenue parking lot to Norwalk Hospital
- B. Review Land Conversion options relating to the new Columbus School at Springwood-Ely Park

Prepared by Alan Lo,  
Dated: January 31, 2020

**CITY OF NORWALK  
LAND USE AND BUILDING MANAGEMENT  
REGULAR MEETING  
JANUARY 6, 2020**

**ATTENDANCE:** Tom Livingston, Chair; David Heuvelman, Tom Keegan,  
Kadeem Roberts, Gregg Burnett

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

**OTHERS:** Caron Palder, Norwalk Grassroots Tennis & Education, Geri  
Toni, Norwalk Seaport Association

**TOUR OF LOOKWOOD MATHEWS MANSION FROM 7:00 P.M. TO 7:30 P.M.**

**CALL TO ORDER**

Mr. Livingston called the meeting to order at 7:55 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)**

**• December 4, 2019**

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

Mr. Livingston proposed an amendment to the minutes.

On Page 2, under Mr. Sacchinelli moved the items. Change the second to last sentence to read: The project will remove the harder cement and be replaced.

**\*\* THE MOTION TO APPROVE THE AMENDED MINUTES OF THE  
DECEMBER 4, 2019 MEETING PASSED WITH FOUR (4) IN FAVOR  
(LIVINGSTON, HEUVELMAN, KEEGAN AND ROBERTS) AND ONE (1)  
ABSTENTION (BURNETT).**

Mr. Burnett had a question about further revisions to the YMCA lease. Mr. Lo said the Law Department is still working on the details of the lease terms. Mr. Livingston said the lease terms were accepted with a couple of modifications. Mr. Lo said he will respond back to any questions that Mr. Burnett raised.

**NEW BUSINESS.**

A. **City Property**

**Review request for extension of existing Agreement with Norwalk Seaport Association for access to the Hope Dock and refer the following to 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.**

**\*\* MR. BURNETT MOVED THE ITEM.**

Mr. Lo said because of the Walk Bridge Project this dock will be moved. The proposal is to extend the lease for one more year until the state decides where the dock will be relocated. He stated the Walk Bridge Project will not be done this year so nothing will change for one more year.

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

B. **Building Management**

**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."**

**\*\* MR. BURNETT MOVED THE ITEM.**

Ms. Caron Palder came forward to speak about the item. She said the previous lease was for 5 years and Grassroots was paying \$5,000 per year and the premise was that money would be used to knock the building down. Mr. Lo said the idea was to set aside money to

demolish the building and the money is now in Special Revenue Fund. He said Grassroots provides a great after school community recreation program. Ms. Palder said it has been a wonderful partnership between the organization and the City.

Mr. Lo pointed out we have a responsibility to demolish the building. He said the building would have to be torn down if a new Columbus School is built.

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

**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 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.**

Mr. Lo said the sound system is from 1986 and is not functioning well. Mr. Heuvelman asked why was there only one bid. Mr. Lo said most equipment suppliers do not install. Mr. Lo said the specification was written by Jaffe Holden and before we sign off on payment they will check everything out. Mr. Lo added Holden gave an estimate of \$45,000 so this is less than anticipated.

**\*\* THE MOTION PASSED UNAMIOUSLY.**

**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.**

**\*\* MR. BURNETT MOVED THE ITEM.**

Mr. Lo said 2 units were done already. One was a complete replacement and one was the concert hall which is similar to this one which required refurbishment.

Mr. Lo said this can be done over a 3-day weekend. He said after completion this will be good for another 20 years. He said this company did the other unit and it worked out well.

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

**C. School Construction Projects**

1. General Update

• **Ponus Ridge School** - Mr. Giuliano said Ponus is operating in the new addition after the holiday break as well as the second floor of the existing school. A few more areas need abatement which will take place over February and April breaks and be completed over the summer. Mr. Giuliano said they will be going to the State for approval of a new furniture package. Mr. Lo said the project is on schedule and April 30 is the next deadline to confirm with the Board of Education that everything is still on schedule and the project will be completed on time.

• **Jefferson School** – Mr. Giuliano said Jefferson School will move into the new elementary school addition at Ponus over the summer. Jefferson will be under construction for the next year and a half beginning in December 2020. Mr. Giuliano said design is moving forward and the Architect will meet to update their progress to the Committee.

Mr. Lo discussed budget concerns regarding the new Norwalk High School. State Senator Bob Duff is going before the State Legislature with a final number for cost of the project. Lo said the latest number was over \$200 million. Mr. Lo said he feels it is best to come up with a conceptual design and develop a cost estimates, to the extent possible, would reflect the cost of the project. He said the City would need hire an architect and an estimator to come up with some numbers for upcoming capital budget cycle by March 1 and thereafter to file with the State before June 30, 2020. Mr. Lo said the schedule does not allow time for issuance of a RFP. His suggestion would be for he and Jim to assess available school design firms in state and submit recommend to the Council to hire the firm to prepare conceptual design. Mr. Lo said it will cost about \$50,000 which he cannot authorize on his own.

He recommended that this proposal be sent to the Common Council at its next meeting in two weeks. The money will come from the Norwalk High School construction budget.

Mr. Burnett said a lot of people feel the whole Norwalk High School project came out of nowhere. He said it's very important to follow the process that shows nothing was bypassed. He said a lot of numbers have been made public but nobody is sure of the total cost. Mr. Livingston said don't want to have a wrong number and then we will be held to that number. Mr. Keegan said we are not even sure if this is a done deal.

Mr. Livingston concluded we need to take the time now to come up with a better number.

Mr. Lo said we are not bypassing the process. He added an RFP will go out later for a architectural firm to do the actual work. Mr. Giuliano said our number is based on historical numbers and high school construction projects. He added it's really two steps: conceptual design to get us a professional cost estimate and then full design of the entire project which would go out to RFP. Mr. Giuliano said the Architect would have to design within this budget.

**\*\*MR. LIVINGSTON MADE A MOTION TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA.**

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

Mr. Lo proposed the following motion.

**TO CONSIDER AUTHORIZING STAFF TO RETAIN AN ARCHITECTURAL FIRM TO DO A CONCEPTUAL DESIGN NOT TO EXCEED \$50,000 TO PRESENT TO THE COMMON COUNCIL AT THE NEXT MEETING ON JANUARY 14.**

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

**V. MISCELLANEOUS/DISCUSSION ITEMS**

There were no miscellaneous/discussion items.

**ADJOURNMENT**

**\*\* MR. ROBERTS MOVED TO ADJOURN.**

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

G. Venuto  
Telesco Secretarial Services



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**TO :** MEMBERS OF LAND USE AND BUILDING MANAGEMENT COMMITTEE

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

**RE :** SURPLUS PROPERTIES ON BOUTON STREET

**DATE:** MAY 30 , 2019

\*\*\*\*\*

The City of Norwalk is the owner of two small vacant properties located on Bouton Street (District 5, Block 81, Lots 169 & 173). Lot 169 is approximately 0.32 acre and Lot 175 is approximately .11 acre. They are located in "B" Residential Zone. These properties abut the back of the Brien McMahon High School football field. The properties slope up substantially from Bouton Street toward the football field. There are rock outcropping with difficult topography.

In the 1990's, the Land Use and Building Management Committee held a public hearing on the disposition of these two lots and also advertised these properties for sale. The City did not received any proposals due the size, topography, possible ledge and the lack of city sewer to the properties.

About three years ago, the property(ies) located between the two City surplus properties were purchased through foreclosure sale. Last year, the new property owner inquired about the possible sale of the City properties. On June 5, 2019, the Land Use and Building Management Committee held a public hearing and recommended to advertise the properties for sale and referred the sale to Planning Commission for 8-24 Review.

On June 27, 2019, the City received one bid from the adjacent property owner. The bid was withdrawn subsequent to the bid opening. However, on November 15, 2019, our neighbor Mr. Harin Jalli submitted a new proposal in the amount of \$34,000 for the two properties. Although the steps by Mr. Jalli were unusual, Sharon Connors, our Purchasing Agent and I felt that since no one else submitted



any bid for these properties and these properties alone are not marketable, I am hereby submitting to the Committee and Common Council for consideration.

**ACTION REQUESTED:**

**Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary for the sale of city surplus properties located on Bouton Street (District 5, Block 81, Lots 169 & 173) to A1Z7 LLC for a total of \$34,000.**

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McMahon  
High School

Map Number  
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**A1Z7 LLC**

494 Bridgeport Avenue, suite 101-308, Shelton, CT 06484

Tel. 203 212 7143 E-mail: [hbsj7@yahoo.com](mailto:hbsj7@yahoo.com)

November 15, 2019

To: Ms. Sharon Conners  
Purchasing Agent  
Norwalk, CT

Subject: Purchase of Bouton Street Lots 169 & 173

Dear Ms. Conners

Please accept A1Z7 LLC's bid of \$34,000 for these 2 lots. This bid is higher than the minimum bid set by the town in the auction.

Furthermore, this bid is ALL CASH and has absolutely no contingencies of any kind.

Attorney David Weiss will be happy to work with the town to close this transaction.

We appreciate your help in finalizing this transaction.

Best Regards

Harin Jalli



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**TO :** LAND USE AND BUILDING MANAGEMENT COMMITTEE  
**FROM:** ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*  
**RE :** BUILDING MANAGEMENT SERVICES  
**DATE:** JANUARY 30, 2020

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In recognition of the needs to have professional management of municipal buildings, the City issued a Request for Proposals (RFP) in 1997 for private sector property management services. Prior to 1997, each department would request their own capital and operating funds, hire their own contractors and manage their own buildings. Consolidation of building management services under one professional entity resulted in the creation of the Office of Building Management. At the present time, Building Management is responsible for the following buildings/properties:

- City Hall
- Health Department
- Norwalk Museum
- Police Headquarters
- Fire Headquarters
- Belden Main Library
- South Norwalk Library
- Nathaniel Ely Center
- Ben Franklin Center
- Roosevelt Center
- DPW Garage and Administration Center
- DPW Dispatch
- Animal Shelter
- South Norwalk Community Center (interim services)
- 4 and 10 Tito Court (interim services)
- 127 Fallow Street (interim services)

Office of Building Management provides three types of building services:

1. Facilities Management

This division consists of 4 staff persons plus myself as the City's director. This team is responsible for the management of all activities relating to building repairs, maintenance, janitorial, capital replacement/construction (generally less than \$250,000) and security.

2. Building Engineering

Building engineering team consists of 5 staff persons who provide repair and maintenance services for all of our buildings. This team implements building preventive maintenance program, manages operation of all HVAC, electrical, plumbing and building related systems, and responds to user work order requests.

3. Janitorial Services

Janitorial services which include 19 part-time after hour cleaners and 1 supervisor for the following buildings:

- City Hall
- Health Department
- DPW Administration Center
- Police Headquarters
- Fire Headquarters – office areas only
- Ben Franklin Center – gym only
- Roosevelt Center – multipurpose rooms

As these services especially facilities management services are integrated into City operations, these services are secured through RFP process and the contracts are executed for multiple years. Currently, these services are provided by Guardian Service Industries, Inc. In 2006, the City entered into a contract with Guardian for building engineering and janitorial services only. This agreement had a built-in annual escalation provision to cover labor and benefit cost increases. With the departure of the facilities management company in 2007, the City negotiated with Guardian to take on facilities management services also. With the expiration of the initial agreement period in 2010, an amendment to the agreement was executed which extended the agreement to 2016. This extension was negotiated with the City

receiving the benefit of a reduced phased-in increase for the first two years. In 2015 prior to the expiration of the agreement, Guardian and the City took this opportunity to negotiate a new 5 year contract in order to achieve additional cost savings. This agreement is scheduled to expire on June 30, 2020.

Through the years, Guardians has provided quality service in maintaining our city buildings as assets without being liabilities. Although the City and Guardian have a long and valued relationship, nevertheless, the City has a financial responsibility to assess competitiveness of Guardian's fees. However, having assemble a qualified team that has developed extensive knowledge of city processes and building system operation, it is essential for the City to preserve the existing staffing necessary to maintain continued building operation. In order to achieve both objectives, I would like to recommend the following:

- Negotiate with Guardian for a new 5 year contract for Facilities Management Services and Building Engineering Services
- Issue Request for Proposals for Janitorial Services

Please consider the above staff recommendation. If the above is acceptable to the Committee, I will proceed with the issuance of a RFP for janitorial services through Purchasing Department and concurrently, I, together with Anthony Carr and Sharon Conners, will negotiate with Guardian for a new contract for facilities management/building engineering services.

Thank you.

Cc: Anthony Carr, Chief of Operations and Public Works  
Sharon Conners, Purchasing Agent