



LAND USE AND BUILDING MANAGEMENT COMMITTEE

MEETING AGENDA

WEDNESDAY, OCTOBER 7, 2020 AT 7:30 PM

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Alan Lo at alo@norwalkct.org to provide written public comment prior to the meeting.

I. ROLL CALL

- II. PUBLIC HEARING:** Disposition of City property located at the eastern corner of the intersection of West Cedar Street and Scribner Avenue (District 5, Block 64, Lot 423)

III. PUBLIC PARTICIPATION

IV. MINUTES OF PREVIOUS MEETING(S)

September 2, 2020

V. OLD BUSINESS

- A. Consider request from Norwalk Symphony to name portion of the Norwalk Concert Hall after Ms. Anita Behnken and schedule a Public Hearing.
- B. Discussion on request from Mr. Gino Mattera, adjacent property owner, to purchase City property located at the corner of West Cedar Street and Scribner Avenue. Subject to recommendation of the Committee, possible action may include:
- City to obtain an appraisals for City property and for portion of land the City to acquire from adjacent property owner
 - City staff to negotiate with adjacent property owner on purchase price
 - Refer recommendation to the Planning Commission for State Statutes Section 8-24 Review.

VI. NEW BUSINESS

- A. Norwalk Public Schools
1. Review recommendation for the Brien McMahon High School air quality improvement design services and refer the following to the Common Council for action:
- “a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Salamone & Associates, P.C. for the Brien McMahon High School Indoor Air Quality Design Services for a total not exceed \$12,960.00. Acct. #0920 5010 5777 C0655.**
- b. Authorize the Norwalk Public Schools Facilities Department to issue Change Orders on contract for a total not-to-exceed \$2,500.”**
2. School construction projects - update

VII. MISCELLANOUS/DISCUSSION ITEMS

Prepared by Alan Lo, Dated: October 2, 2020

Public Hearing

VB

3 Color LLC
7 Nimrod Farm Road
Weston CT 06883
203-856-9074

City of Norwalk
Department of Public Works
PO Box 5125
125 East Ave
Norwalk CT 06851-5125

3-2-2020

Attn: Alan Lo

Mr Lo,

I would like to purchase the city owned property at the intersection of my property at 175 West Cedar Street and Scribner Ave in Norwalk.

I would like to purchase this property to get access from West Cedar Street to my property at 175 West Cedar Street in Norwalk.

Please let me know if you would need any additional information.

Thank You

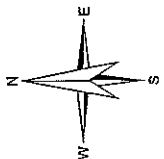
Gino Mattera
3 Color LLC
203-856-9074

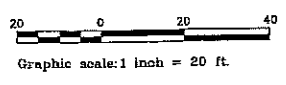
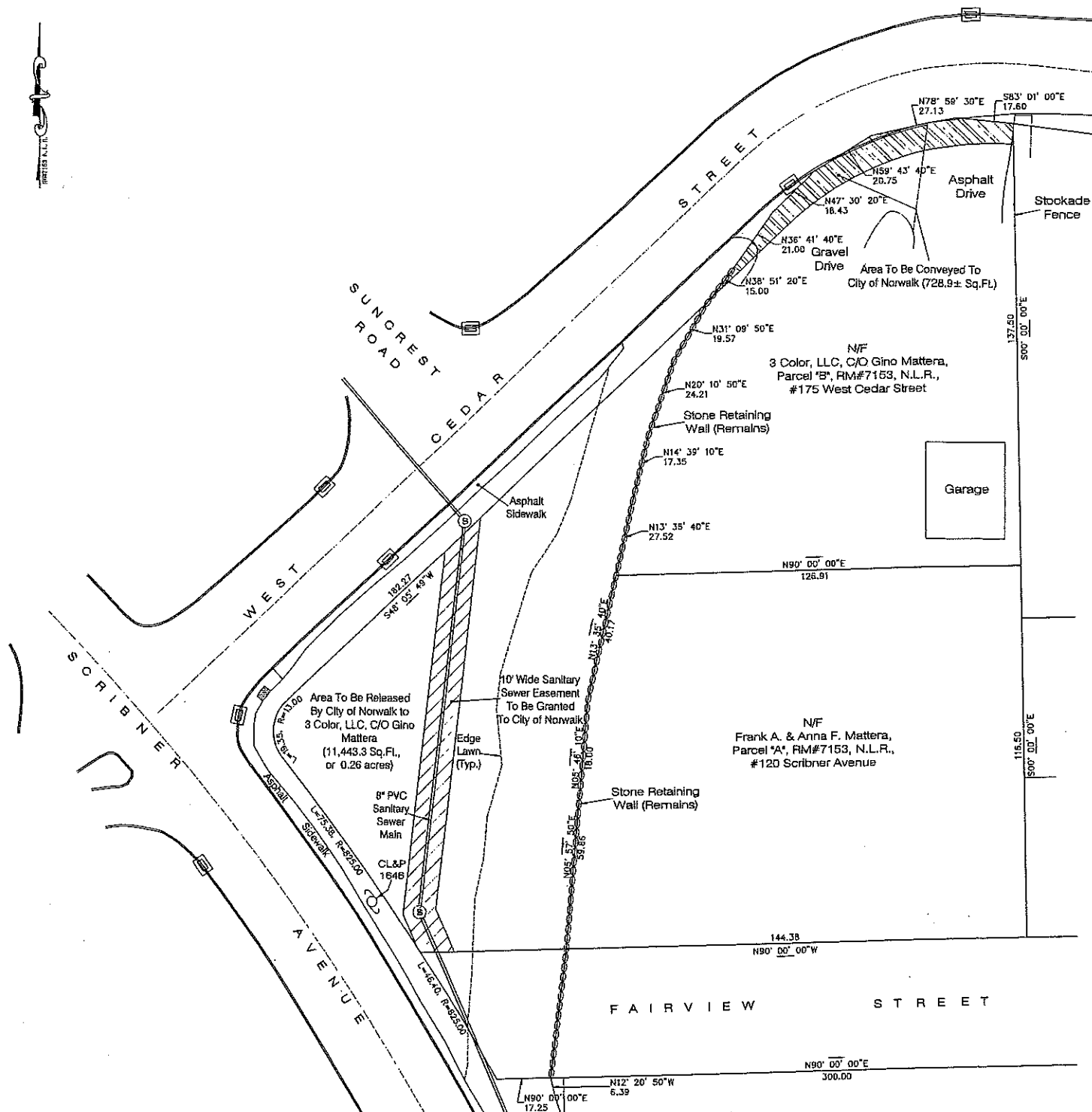


West Cedar Street



1 inch = 151 feet





**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
SEPTEMBER 2, 2020**

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ATTENDANCE: Thomas Livingston, Chair; Gregory Burnett; David Heuvelman; Thomas Keegan; Nicholas Sacchinelli; Barbara Smyth; Kadeem Roberts (7:50 p.m.); Darlene Young (guest)

STAFF: Alan Lo, Building and Facilities Manager

OTHERS: Jim Giuliano, CSG, Program Manager

Mr. Livingston called the meeting to order at 7:31 p.m.

ROLL CALL

Mr. Livingston called the Roll as indicated above. A Quorum was present.

PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Ms. Diane Lauricella said there is a lot of good work happening; however, she noted that in the past she spoke about optimizing some projects, especially school projects. Ms. Lauricella said that additional solar panels should be explored for the Jefferson School project. She said she looks forward to a meeting to discuss this. As a citizen, a Democrat and a female, it behooves the Committee to accommodate her.

Ms. Lauricella said she would like to know if in the Naramake project if food scrap recovery and recycling will be included in the plans along with a hand washing station for the students.

Ms. Lauricella said she has yet to understand if the building orientation at Cranbury has been designed to optimize solar panels and passive solar to reduce the loss of light.

Ms. Lauricella said she was happy with the selection of Antinozzi Associates. They are equipped to optimize renewal energy, unless they were told not to by the current project manager. She said she would like to know if these reasonable requests can be answered.

Ms. Lauricella said there is going to be a new roof at 98 South Main Street and wants to be sure it will be able to accommodate solar panels. She said the solar panels will make the building more valuable. Ms. Lauricella reiterated that she would like answers to her reasonable requests.

MINUTES OF PREVIOUS MEETING

August 11, 2020 – Special Meeting

**** MS. SMYTH MOVED TO APPROVE THE MINUTES**

The following corrections were made:

Page 6: lunch should be rent

Page 6: Mr. should be Ms

Page 4: correct spelling of Mr. Heuvelman's name

Land Use & Building Management

September 2, 2020

Via Teleconference

Page 2

**** MOTION PASSED UNANIMOUSLY BY VOICE VOTE**

NEW BUSINESS

A. Historical Commission

Review bids for the installation of an elevator in the Norwalk Museum in compliance with ADA requirements and refer recommendations to Common Council for action:

**** MR. KEEGAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN CONTRACT WITH A.V. TUCHY INC., FOR THE INSTALLATION OF AN ELEVATOR AT THE NORWALK MUSEUM FOR A TOTAL NOT TO EXCEED \$469,978.00. ACCT. # 0919/206363 5777 C0549**

AND TO AUTHORIZE THE HISTORICAL COMMISSION TO EXECUTE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$47,000

Mr. David Westmoreland reviewed the request. When they began renovating the building in 2014, they worked with an architect who came up with an ADA plan. The project was divided into five phases. They are now starting to address the interior of the building. They are proposing a limited use/limited access elevator.

Mr. Westmoreland explained that the Norwalk Museum received eight responses and A.V. Tuchy met all of the bid requirements and was the second lowest bidder.

Mr. Westmoreland said that this phase three of five, although there may be only one more phase. He said the Historical Commission tries to manage the budget, because they understand there are other important priorities in the City.

Mr. Burnett asked if the elevator could possibly be put off to next year and asked if there is other, less expensive work that could be done. Mr. Westmoreland explained that the first two phases addressed getting people with disabilities into the building. This phase addresses allowing people with disabilities to move through the building. He said this is the most critical piece they are doing. The bathroom and kitchen can wait.

Mr. Roberts joined the meeting at 7:50 p.m.

Mr. Livingston and Ms. Smyth said they felt this was important.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MS. YOUNG; MR. HEUVELMAN; MS. SMYTH; MR. BURNETT; MR. KEEGAN; MR. SACCHINELLI; MR. ROBERTS)**

Mr. Heuvelman told Mr. Westmoreland that he and the Historical Commission do great work. All of this is for the City to ensure all people have access to our buildings.

MISCELLANEOUS/DISCUSSION ITEMS

A. 98 South Main Street – project update

Mr. Lo reviewed the project and explained that about nine months ago the Common Council approved a relationship with the YMCA to take over the 98 South Main Street property. The intent was to hand the building over to the YMCA on April 1st, but as a result of COVID, a lot of things changed. The YMCA is still interested, but they are assuming a date of June 30, 2021.

Mr. Bob McDowell gave an update on what is being done at 98 South Main Street. He said the YMCA was impacted by this public health crisis. He said they went into the facility to assess its readiness for programming. He said they know the community needs this. Mr. McDowell said he had a conversation with Mr. Roberts of Parks and Recreation to discuss using Ryan Park.

In the short term, Mr. McDowell said they are looking at preparing the building and preparing a License Agreement. Programming could begin as early as January. Mr. Lo advised the Committee that for the past two years, Building Management has been maintaining the mechanical system in the building. There are issues with the roof and they repair what needs to be repaired. Mr. Lo said Building Management staff visits the building once or twice a week to inspect the building.

Mr. Lo said that if the Committee is favorable to entering into a License Agreement, he will bring this back to the Committee next month and then it will go through the normal approval process.

Mr. Heuvelman noted that the Wilton YMCA created learning pods and asked if that has been considered at 98 South Main Street. Mr. McDowell said they would love to be able to do that work and would entertain a conversation with the Norwalk Public Schools. Mr. Heuvelman asked Mr. Lo if the Norwalk Public Schools had approached him. He said they had not.

Mr. Lo suggested that as they look at the License Agreement, he is anticipating that the agreement terms would be program specific and not necessary square footage specific. There is so much unknown due to COVID and he is not sure that specific details will be available.

Mr. Burnett said that with the YMCA in the building, they could be a pod for distance learning. He asked if the Building Committee could approach the Board of Education about hosting a pod environment at 98 South Main Street. Mr. Lo said there are three renovated classrooms there.

Mr. McDowell said he believes the facility is in good enough shape, but it would have to be evaluated by the school district and the State. He said he would entertain a discussion with the school district.

Mr. Lo said that on the facility side, they will need to look into security and IT and do minor upgrades to the restroom.

Ms. Smyth said she was disappointed they could not move forward with this project; however, she said she was heartened that the YMCA is so committed. She said that she was pleased they were looking for interim opportunities for the community.

Ms. Young said there are some annual events that take place at 98 South Main Street. Mr. Lo said that most of those events take place during the holiday season, but the earliest the YMCA will be in the building is January 2nd, so there should be no impact on those events.

Mr. McDowell said they want the building to be presentable when it opens.

OLD BUSINESS

Discussion/update on request from Mr. Gino Mattera to purchase City property located at the corner of West Cedar and Scribner Avenue and confirm to schedule public hearing for October 7, 2020 Committee meeting.

Mr. Lo explained that this property is unique and staff recommended not advertising this because it is not buildable.

- ** MR. HEUVELMAN MOVED TO SCHEDULE A PUBLIC HEARING FOR OCTOBER 7, 2020**
- ** MOTION PASSED UNANIMOUSLY BY A SHOW OF HANDS**

NEW BUSINESS

B. Norwalk Public Schools

School Construction Projects Update

Mr. Giuliano reported that the only school not following the schedule is the new Columbus School. Ponus is complete and Jefferson students have been moved to the lower school. Furniture will be received in September. Ponus was the first project completed and they are under budget on that project.

The portables will be removed from Jefferson and it will become a neighborhood school. Mr. Giuliano said the relocation is complete and they are a little ahead of schedule on the design and expect to go to the State by mid November. They are trending on budget with the estimates they provided so far. He said that if the start date gets pushed out, they will still be ready for the 2022 school year at Jefferson.

Mr. Giuliano said they submitted the grant application for Cranbury School. He said the State will consider it a new school. They went out for qualified architectural firms and narrowed down the selection. The lowest bidder was Antinozzi Associates. He said they issued an RFQ and received qualifications from construction managers today. They will invite two or more Construction Managers to submit proposals. He noted that this project is on schedule.

Mr. Burnett asked if the reimbursement rate will change since Cranbury is being considered a new school. Mr. Giuliano said it will be reimbursed at a lower rate. Mr. Burnett asked if this information was shared with the CFO since more money would be coming out for this project. Mr. Lo said that it was understood that this would always be a new project. Ms. Smyth said that Mr. Dachowitz should be aware of this.

Mr. Burnett asked if there was going to be an opening ceremony for Ponus. Mr. Lo said he was not thinking about that; people have been in the school for six months.

Mr. Giuliano reviewed the Naramake project. He said they went out for architectural services and narrowed it down to four. They requested proposals from three of the firms and Antinozzi Associates was the low bidder.

Mr. Giuliano said that during the interview process, he and Mr. Lo discussed the construction delivery method of this project. He said that this project required phasing and would need someone who can work through the process. Mr. Giuliano said they decided that the best delivery process was the Construction Manager method.

Mr. Keegan asked how much this adds to the cost. Mr. Lo said this does not add to the cost and they do not anticipate this will be more costly. Mr. Giuliano said they are on schedule for Naramake.

Mr. Giuliano explained that the Norwalk High School project will consist of three schools in one structure. He said they did not submit the required grant application actions to the Common Council for approval because they are waiting for the school construction Bill to pass. Depending upon when the bill is approved, it could take one to

two months to submit a complete application. He and the Board of Education are finalizing the information so that if this gets approved by the State there will be a minimum amount of down time.

The paint on the scoreboard at Norwalk High School was peeling and the manufacturer replaced it.

Mr. Burnett asked for an update on the new Columbus School. Mr. Guiliano said they are looking for land in South Norwalk and what is needed for that school.

Mr. Lo said that they are looking at the enrollment count to see how big the school needs to be. They want to take one last look before submitting the request to the City. He said that this is a Board of Education function, but he and the staff took it upon themselves to conduct an analysis.

Ms. Young asked Mr. Lo if he had any City properties in mind for the new Columbus school. He said if they do acquire property, it will cost additional funds that the City budget does not have. He said he is checking and double-checking enrollment numbers and wants to be sure it is done right. The goal is to submit this project to the State in June 2021.

Mr. Lo updated the Committee on The Maritime Aquarium projects and said they passed an amendment to extend the construction time for the new theater. Construction for the new seal tank is difficult due to site conditions. The State is satisfied with the progress. The Maritime Aquarium is open.

Review architects' proposals for the Naramake School kitchen improvement project and refer the following to the Common Council for approval.

**** MR. BURNETT MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ANTINOZZI ASSOCIATES, P.C. TO PROVIDE ARCHITECTURAL DESIGN SERVICES FOR THE NARAMAKE ELEMENTARY SCHOOL – KITCHEN ADDITION PROJECT FOR A TOTAL NOT TO EXCEED \$239,200.00 ACCT. #09215010 5777 C0788**

AND TO AUTHORIZE TO ESTABLISH A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED \$23,920.00

Mr. Heuvelman asked about timing. Mr. Guiliano said the Jefferson project is winding down and they will have the capacity to handle multiple projects.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN, MR. BURNETT; MR. KEEGAN; MS. SMYTH; MR. SACCHINELLI; MR. ROBERTS; MR. LIVINGSTON; MS. YOUNG)**

Review architects' proposals for the Cranbury School new construction project and refer the following to the Common Council for approval

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR HARRY W. RILLING. TO EXECUTE AN AGREEMENT WITH ANTINOZZI ASSOCIATES, P.C. TO PROVIDE ARCHITECTURAL DESIGN SERVICES FOR THE CRANBURY ELEMENTARY SCHOOL NEW CONSTRUCTION PROJECT FOR A TOTAL NOT TO EXCEED \$1,824,000.00 ACT. # 09215010 5777 C0786**

AND TO AUTHORIZE TO ESTABLISH A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED \$91,200.00

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN, MR. BURNETT; MR. KEEGAN; MS. SMYTH; MR. SACCHINELLI; MR. ROBERTS; MR. LIVINGSTON; MS. YOUNG)**

MISCELLANEOUS/DISCUSSION ITEMS

B. Discussion on tenants' rent/utility payment relief requests due to Covid-19

Mr. Lo said that Mr. Burnett asked for suggestions for setting criteria. Mr. Lo said the dollar amount is not substantial. He said there is always the concern that they are favoring one non-profit over another.

Mr. Livingston said there are a couple of solutions, such as give payment relief to all, even if they don't need it, give it to no one or come up with something in the middle. He said the important thing is that they do it without regard to the entity. It is important that they treat all people fairly although each group is different.

Mr. Lo suggested looking at specific needs. He said they want to help the non-profit groups.

Mr. Heuvelman asked if it was possible, because of the Covid situation, to give everyone a two-month moratorium on rent. Showing benevolence is a good thing. Mr. Lo said they could consider that. He said that staff perspective, they could consider what is the most beneficial to the non-profits. For example, it may be enough for the Crystal Theater if the

heating system is maintained by the City. He said the mechanical system has not been well maintained.

Mr. Livingston said he wished there were an easy answer. He suggested that each organization could submit a formal request. To the Committee.

Mr. Burnett asked if all the organizations were up to date on their rent. Mr. Lo said they were except for 4 Tito Court and the Church. He noted that the City does not provide services for 4 Tito Court and they pay \$750 per month to the City. Ms. Smyth suggested taking each case individually. Mr. Heuvelman said the Committee could come up with ideas based on individual requests. Mr. Burnett agreed that submitting what they might need is a first step, but asked who would approve or deny the request. Mr. Livingston said it would be easier to make that determination when they get the requests.

ADJOURNMENT

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

There was no further business and the meeting was unanimously adjourned at 9:25 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

VA



Jonathan Yates,
Music Director

February 3, 2020

Board of Directors:
Christopher D. Bell,
President
Louis L. Broudy,
Vice President
Christopher McCormack,
Vice President
Eric Freeman, Treasurer
Libby Mucci, Secretary

Ms. Barbara Smyth, Council President
Common Council, City of Norwalk
125 East Avenue
Norwalk, CT 06851

Re: REQUEST TO THE COMMON COUNCIL, CITY OF NORWALK

On November 20, 2018, Anita Behnken, long-serving Member of the Norwalk Symphony Board of Governors, died.

Douglas Adams
Richard A. Beyman
Robert Bourguignon
Lawrence Cavanagh
Wallace Davis
Lee Greenberg
David Hollander
Charles Johnson
Dr. Carole Ann Maxwell
Vanessa Smith Morest
Mary Petro Noonan
Gregory Payne
Warren Shapiro
Eva Toft
Georgia von Schmidt
Schuyler Winter

The importance of her service to the Symphony can hardly be overstated, and the Board earnestly requests the Common Council to dedicate a portion of the Concert Hall to her memory.

After having served on the Board of Governors of the Symphony for more than 30 years, and generously contributing to it, Anita became its President in the first decade of this century. She personally attended almost all performances and prevailed on so many others to attend. When new conductors and Executive Directors had to be found, she was the key to putting together committees that found them.

It was a time when support for Classical music was declining all across America. Community orchestras were closing. Year after year, as President, she fought and succeeded in strengthening the Board and maintaining its finances. She restored the fortunes of the Symphony.

Our City is a much better place because of the effectiveness of her work in preserving the Norwalk Symphony.

Sandra Miklave,
Executive Director
Katherine Altman
Business Manager

We appreciate the attention of the Council to this matter.

Sincerely yours,

Christopher D. Bell
President

Chapter 27. Buildings and Facilities, City

[¹HISTORY: Adopted by the City of Norwalk Common Council as indicated in article histories. Amendments noted where applicable.]

[1] *Editor's Note: Former Ch. 27, Building Management, Department of, adopted 6-12-1979, was repealed 7-27-1982. For current provisions regarding building management, see § 74-23A.*

Article I. Naming

[Adopted 9-27-2011]

§ 27-1. Purpose.

The purpose of this article is to establish guidelines and formalize procedures when considering the naming or renaming of a City-owned or -controlled building and facility, or sections thereof, administered under the responsibility charged to the Land Use and Building Management Committee of the Common Council.

§ 27-2. Policy and considerations.

- A. The primary consideration when naming a building or facility, or section thereof, should be to clearly identify the location and function for ease of access and to avoid confusion. A geographical description is preferred in the name. A public facility or part of a facility may be identified by naming in honor of an individual or group through use of a memorial plaque or similar commemorative inscription.
- B. If a facility is to be named in honor of an individual, it is generally required that such individual has made a significant contribution to the community through public service and deeds and was respected for his or her accomplishments and good conduct. An individual shall be deceased at least one year prior to the naming. Groups should not be in a position to influence the process by funding of past or future operations of the building or facility, and it is ultimately important for the City to avoid any perception of improper manipulation, special favor, vested interest, or endorsement of businesses, products or services.

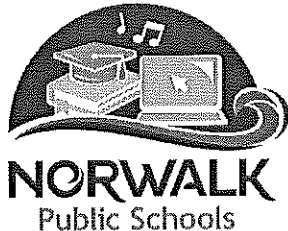
§ 27-3. Procedure.

Naming of City buildings and facilities shall proceed as follows.

- A.

The proposed naming of a facility shall be placed on a Land Use and Building Management Committee regular meeting agenda for discussion and review. In the event that the facility or part thereof to be named is located at a City Park, the proposed naming shall be placed on the Recreation, Parks and Cultural Affairs agenda for discussion and review.

- B. A public hearing is required prior to forwarding the naming request to the full Common Council for approval. The hearing shall be held at a regular meeting of the Land Use and Building Management Committee, and the scheduling of said hearing shall have been approved at a previous regular meeting by a majority vote of the Committee.
- C. A two-thirds majority (10 votes) of the Common Council is required for the approval of the naming or renaming of a facility which falls under the responsibility of the Land Use and Building Management Committee of the Common Council.



William Hodel
Director of Facilities & Maintenance
hodelw@norwalkps.org
P: 203-854-4053 / F: 203-854-4005
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE
RE: BOE - BRIEN MCMAHON HIGH SCHOOL INDOOR AIR QUALITY DESIGN
DATE: OCTOBER 1, 2020

In February 2018, the State of Connecticut, Department of Labor, Division of Occupational Safety and Health visited Brien McMahon High School as part of its ongoing inspections within the Norwalk Public Schools. Subsequently in 2019 UCONN Health visited the school to analyze the indoor environment within the building. Findings in the report detailed the need for the cleaning of the existing utility tunnels in the building, cleaning of the building ductwork and installing bird screens at outdoor air intakes, as well as creating a negative pressure environment in utility tunnels and raising the intake of unit ventilators in the "1200 Wing" of the building. As part of Phase One of the project, the ductwork and utility tunnel cleaning has been completed as well as the bird screen installations.

Phase two of the project will include creating a negative pressure environment in utility tunnels and raising the intake of unit ventilators in the "1200 Wing" of the building to prevent them from in taking moist air from the ground. An MEP engineer is needed to analyze both of these conditions and assist the Norwalk Public Schools in creating design documents for contractor bidding.

The City Purchasing Agent Solicited a "Request for Proposal" for these design services. The city received two Reponses. After review of the proposals, it was determined that Salamone & Associates, P.C. is the lowest and most responsible respondent.

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Salamone & Associates, P.C. for the Brien McMahon High School Indoor Air Quality Design Services for a total not exceed \$12,960. Funds are available in Acct. #0920 5010 5777 C0655.
2. Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of \$2,500. Funds are available in Acct. #0920 5010 5777 C0655.