

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
AUGUST 2, 2017**

ATTENDANCE: Bruce Kimmel; Richard Bonenfant; Faye Bowman (7:42 p. m.)

STAFF: Alan Lo, Buildings and Facilities Manager

I. ROLL CALL

Mr. Kimmel called the meeting to order at 7:42 p. m. There was an absence of a quorum.

II. PUBLIC PARTICIPATION

Ms. Diane Lauricella stated that she is concerned about the price increase in the West Rocks Windows Project. She stated that she is also concerned about the increase in the contingency on the project. Ms. Lauricella stated that she did not understand why there are continuous change orders. Ms. Bowman arrived to the meeting at 7:42 p. m.

III. MINUTES OF PREVIOUS MEETING(S)

June 27, 2017 (Joint Public Hearing with Finance Committee) and July 5, 2017

The minutes were not brought forward.

IV. OLD BUSINESS

No items were brought forward.

V. NEW BUSINESS

A. Norwalk Public School/NFCC

- 1. Update on school construction projects (by Jim Giuliano, Program Manager):**
- **West Rocks Middle School window replacement – Phase I & II**
 - **Ponus Middle School addition and renovation**
 - **South Norwalk School at Ely Site**
 - **Other school improvement projects**

Mr. Jim Giuliano stated that he is the project manager for the West Rocks Middle School window replacement. He stated that he got involved with the project when the windows started going on June 19th. The project is on schedule to be completed on August 25th. He stated that both contractors on the project are from Norwalk.

Mr. Giuliano stated that it is difficult to determine what hazardous materials are present before you start a project. He stated that two schools built around the same year may have very different amount of necessary remediation due to the different materials used during construction. He stated that once testing is done, we are obligated to do something to get rid of the problem.

Mr. John Ireland of Silver/Petrucci stated that PCB levels are difficult to predict and it is very difficult to even venture a guess as to the levels of PCBs in a school. He stated that based on the experience with Phase One of the window project, there will be cost savings when implementing Phase Two in 2018.

Mr. Giuliano stated that at the next LU & BM meeting, he will present the architects selected for the South Norwalk School at Ely Site.

2. Authorize to increase contingency allowance for West Rocks School Windows and Doors Replacement Project with A.V. Tuchy, Inc. in the amount of \$25,000 (total contingency shall be \$98,513 which equals to 6.7% of construction cost). Acct. #09175010 5777 C0585

Mr. Lo stated that we have spent approximately \$50,000 of our \$73,513 construction contingency funds on change orders. He stated that he is anticipating the need to compensate overtime costs and a few miscellaneous items estimated to be approximately \$20,000 to \$25,000 via change orders. He stated that we are trying to reuse some of the existing window shades where possible. The shades were recently installed as part of the school security enhancement project.

Mr. Kimmel stated the item will be forwarded to the Common Council.

3. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucci Associates to provide architectural and environmental subconsultant services for the West Rocks School Windows and Doors Replacement Project (2018) for a total not to exceed \$59,817.00. Acct #09185010 5777 C0610

Mr. Lo stated that Phase Two services are required to repackage the construction documents for bidding as well as providing services necessary to submit this project to the State as a separate project for approval. Additional environmental testing, remediation monitoring services and architect's construction administration services are required.

Mr. Kimmel stated the item will be forwarded to the Common Council.

B. Library

1. Review bid summary for improvements in the Children's Library at the Belden Library and refer the following to the Common Council for approval:

"a. Authorize the Purchasing Agent to issue a Purchase Order to Richard H. Lord Co., Inc. for the installation of wall partitions at the Belden Library Children's Library for a total not to exceed \$31,700.00. Account #09176210 5777 C0570

b. Authorize a contingency allowance for Change Orders on Purchase Order for a total not to exceed \$3,170.00."

Ms. Christine Bradley stated that a second Activity Room will help carry out many programs done over the course of a month. The renovation will give the room a more dynamic look by getting rid of the rows of tall bookshelves and create sectioned off areas for families to use.

Mr. Kimmel stated the item will be forwarded to the Common Council.

C. Building Management

1. Review request to extend CDI's management agreement for Headstart services for Ben Franklin Center and Nathaniel Ely Center and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Management Agreement with Community Development Institute Headstart, Inc. (CDI) to provide management services for the Headstart program at Ben Franklin Center, to extend the agreement expiration date to August 31, 2018. All remaining terms of the agreement to remain unchanged.

b. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Management Agreement with Community Development Institute Headstart, Inc. (CDI) to provide management services for the Headstart program at Nathaniel Ely Center, to extend the agreement expiration date to August 31, 2018. All remaining terms of the agreement to remain unchanged.”

Mr. Lo stated that CDI was assigned by the Federal Department of Health and Human Services as an interim management company and the City executed a one year management agreement which is scheduled to expire on August 31, 2017. An approval to extend the expiration date is necessary in order for CDI to continue its operation.

Mr. Kimmel stated the item will be forwarded to the Common Council.

2. Review requests from Family & Children's Agency for changes to their lease at Ben Franklin Center and refer the following to the Common Council for action:

“a. TECHNICAL CORRECTION: of Common Council action of May 9, 2017 Item VII, B, 2 to correct a mathematical error from \$3,973.33 to \$2,980. New action to read as follows:

Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children's Agency for the third floor of Ben Franklin Center based on utility payment of \$2.50/sf/year for:

June 1, 2017 to August 31, 2017 – 4,768 sf for a total of \$2,980.00.

September 1, 2017 to August 31, 2019 - 7,127 sf for a total of \$17,817.50 per year with one 2-year renewal option. Remaining terms shall be as outlined in Alan Lo's memo dated April 24, 2017.

b. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Lease Agreement with Family & Children's Agency for Ben Franklin Center to include Room #301 based on utility payment of \$2.50/sf/year from September 1, 2017 to August 31, 2019 for a total of \$1,740 per year. All remaining lease terms shall remain unchanged.”

Mr. Lo stated that during the lease preparation, we found a mathematical error. The payment from June 1, 2017 to August 31, 2017 should be \$2,980 in lieu of \$3,973.33.

Mr. Kimmel stated the item will be forwarded to the Common Council.

3. Review request for assignment of agreement for the City Hall Coffee Shop Concession 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 Marinellos Pizzeria LLC for the City Hall Coffee Shop Concession in order to assign the Agreement to Rolling Dough Express, LLC.”

Mr. Lo stated that Marinellos Pizzeria is our current concessionaire. Their current 3-year agreement will expire on April 30, 2019 with two one-year options thereafter. Mr. Lo stated that Mr. Ed Marini, the owner of Marinellos Pizzeria, is requesting to assign the agreement to another one of his companies.

Mr. Kimmel stated the item will be forwarded to the Common Council.

D. Oak Hills Park

1. “Authorize the Office of Building Management to issue Change Orders on Contract with Hoffman Landscapes for the Oak Hills Park Great Lawn and Fountain Garden Improvement Project for an additional \$420 for a total not to exceed \$10,420.00. Acct. #09151340 5799 C0558”

Mr. Lo stated that the Common Council approved a contract with Hoffman Landscape for the construction of the Great Lawn and Fountain Garden in the amount of \$190,000 with a contingency of \$10,000. The improvements were completed this spring and the final change order amount was \$10,420, which exceeded the Council approval by \$420.

Mr. Kimmel stated the item will be forwarded to the Common Council.

VI. MISCELLANEOUS/DISCUSSION ITEMS

A. Update – City Hall Roofing Replacement Project – Phase II

Mr. Lo stated that half of the roof is completed. The second half of the roof will go out to bid with the goal of having the work done between October 2017 and May 2018.

B. Update – City Hall solar installation project

Mr. Lo stated that the Legal Department is working on a 75 page agreement with Greenskies. He stated that hopefully the agreement will be finalized within the next two weeks.

ADJOURNMENT

The meeting was adjourned at 8:45 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services