

**CITY OF NORWALK  
LAND USE & BUILDING MANAGEMENT COMMITTEE  
AUGUST 1, 2018**

**ATTENDANCE:** Nicholas Sacchinelli, Acting Chair; Barbara Smyth; Greg Burnett; Beth Siegelbaum; Douglas Hempstead (7:38 p. m.)

**STAFF:** Alan Lo, Building and Facilities Manager

**I. ROLL CALL**

Mr. Sacchinelli called the meeting to order at 7:30 p. m. A quorum was present.

**II. PUBLIC PARTICIPATION**

No member of the public came forward.

**III. MINUTES OF PREVIOUS MEETING**

**June 6, 2018**

**\*\* MS. SMYTH MOVED TO APPROVE THE JUNE 6, 2018 MINUTES AS SUBMITTED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**IV. OLD BUSINESS**

No items were brought forward.

**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.**

**\*\* MS. SIEGELBAUM MOVED TO 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.**

Mr. Mike Sgobbo came forward in support of the item. He stated that the Guardian provides the city with services consisting of three components. He stated that Guardian provides building management services. Guardian provides building engineering and general maintenance services. Guardian provides janitorial services.

Mr. Hempstead arrived to the meeting at 7:398 p. m.

Mr. Lo stated that the objectives behind the privatization of building management services are to obtain high quality management services at a lowest affordable cost. Building Management's current staffing level is substantially below industry standards. He stated that the City approved funds in the 2018-2019 Operating Budget for additional staffing. He stated that we would like to amend the current contract to include 127 Fillow Street, 98 South Main Street, the Health Department and 350 Main Avenue.

Mr. Sgobbo stated that the proposed staffing increase will supplement existing staffing deficiency as well as taking on additional work load.

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

**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**

**\*\* MR. HEMPSTEAD MOVED TO 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**

Mr. Lo stated that we learned that the contracting party is actually Strategic Building Solutions LLC d/b/a Colliers International. He stated that a technical amendment to the action is required.

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

**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**

**\*\* MR. BURNETT MOVED TO 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**

Mr. Lo stated that a couple of years ago, the City received a \$1.5 million grant from State DEEP for improvements at Oak Hills Park. Working closely with the Oak Hills Park Authority, we completed various improvements.

Mr. Lo stated that that in regard to the golf course improvements project, Turco, has completed their work. Their original contract was \$980,413.75. He stated that he has worked with OHPA and Turco to refine the scope of the work to maximize the available State funds. He stated that the 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. He stated that an additional allowance of \$4,350 is required to cover the costs for additional fill and sod along a portion of the new cart path.

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

#### **LOCKWOOD MATHEWS MANSION**

**\*\* MR. SACCHINELLI MOVED TO SUSPEND COMMITTEE RULES AND ADD THE LOCKWOOD MATHEWS MANSION ITEM TO THE AGENDA.**

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

**\*\* MR. HEMPSTEAD MOVED TO AUTHORIZE THE HISTORICAL COMMISSION TO EXECUTE CHANGE ORDERS ON THE CONTRACT WITH DOMUS CONSTRUCTORS LLC FOR ROOF REPAIRS ON LOCKWOOD MATHEWS MANSION FOR THE ADDITIONAL AMOUNT NOT TO EXCEED \$30,000.00 (TOTAL CONTINGENCY \$39,000). ACCOUNTS 09176310 5777 C0092.**

Mr. Lo stated that work has been done on a multi-phase project over the last five to replace all of the flashing and other techniques to stop all of the roof leaks at the Lockwood Mathews Mansion. The project has encountered two issues. The first is that the rotten wood sheathing. It has to be replaced. The second issue uncovered is that the old flashing went further up the roof than originally thought. This could not have been known until the project began and the slate was removed.

Mr. Lo stated that the contractor has recommended that we extend the flashing a further eight inches higher. This will ensure that there is no water infiltration. He stated that fortunately, the bid came in substantially lower than what had been approved in the capital budget so there is additional approved funding in the Historical Commission's capital budget to cover the additional costs.

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

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

#### **A. Update on various school construction projects.**

##### **Norwalk High School**

*Rehab Freight Elevator* - Mr. Lo stated that after re-bidding we received 2 prices that were lower than the one we received at our first attempt at bidding.

*Sound System in Auditorium* – Mr. Lo stated that we received the acoustics report. We will review the report and provide an update at our next meeting.

*Stage Rigging System* – Mr. Lo stated that the contract was signed. Shop drawings began the week of July 30<sup>th</sup>. The material availability is later than we expected therefore the stage rigging system will not be able to be used until November 15<sup>th</sup>.

*Exterior of Building* – Mr. Lo stated that the painting has begun and is scheduled to be completed by October 15<sup>th</sup>.

**New Columbus School** – Mr. Lo stated that we have closed on one eminent domain property. We are still in the process of closing on the second property.

**Cranbury Boiler Replacement** – Mr. Lo stated that the old boilers were removed. No additional hazardous materials were found. The new boiler sections were installed and assembled. They need to be hooked up to the piping and exhaust system.

**West Rocks Window Replacement** – Mr. Lo stated that the window project is moving along very well. The project is on schedule.

#### **ADJOURNMENT**

\*\* **MR. HEMPSTEAD MOVED TO ADJOURN.**  
\*\* **THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:30 p. m.

Respectfully submitted,

Tom Blaney  
Telesco Secretarial Services