



LAND USE AND BUILDING MANAGEMENT COMMITTEE

**SPECIAL MEETING AGENDA
WEDNESDAY, MARCH 3, 2021 AT 6:00 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 PARTICIPATION

III. MINUTES OF PREVIOUS MEETING(S)

February 3, 2021

IV. OLD BUSINESS (NONE)

V. NEW BUSINESS

A. Norwalk Public School

1. Collaboration working session with Board of Education's consultants regarding the development of a new school facilities assessment. (Session is expected to take between 60 to 90 minutes max.)
2. Review bids for access control improvements at the two high school and refer recommendation to the Common Council for action:
"a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Integrated System Services, LLC. for the Enhancement to School Security – Access Control Improvements at Brien McMahon High School & Norwalk High School Project for a total not exceed \$58,001. Acct. # 0915/215010 5777 C0537.
b. Authorize the NPS Facilities Dept. to issue Change Orders on contract for a total not to exceed \$5,800.00. Acct. # 09215010 5777 C0537."

B. School Construction Projects

1. Projects update
2. Review recommendation for material testing and field inspection for Jefferson School and refer the following to the Common Council for action:
"Authorize the Purchasing Agent to issue a Purchase Order to Special Testing Laboratories, Inc. for materials testing and field inspection services for the Jefferson Elementary School Renovate as New Project for a total not to exceed \$60,000. Account #0919/20 5010 5777 C0619."
3. Review recommendation to approve final plans for Naramake School Kitchen and Cafeteria Improvement Project and authorize the following:
"Authorize the Chairman of Norwalk Land Use & Building Management Committee, acting in their capacity as the City of Norwalk's designated School Building Committee, to certify the Land Use & Building Management Committee's approval of the final plans, specifications and

cost estimate for the Naramake Elementary School Kitchen addition and interior alteration, State Project No. 103-0253 EA”

C. Building Management

1. Review recommendation to replace Air Handler Unit #3 at City Hall and refer the following to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Building Services, LLC for City Hall Air Handler Unit#3 refurbishment project for a total not to exceed \$78,850.00 Account # 0918/21 7100 5777 C0439

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$7,885.00.”

VI. MISCELLANEOUS/DISCUSSION ITEMS

Prepared by Alan Lo
Dated: February 25, 2021

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT
REGULAR MEETING
FEBRUARY 3, 2021**

ATTENDANCE: Tom Livingston, Chair; Greg Burnett, David Heuvelman, Tom Keegan, Nick Sacchinelli, Barbara Smyth

STAFF: Alan Lo, Building Management

OTHERS: Diane Lauricella, Gino Mattera, Jim Giuliano, Construction Solution Group; Mike Faenza, Project Manager; Susan Sweitzer,

This meeting was conducted by Zoom/Teleconference.
The public was able to listen to this meeting by calling a conference line.

CALL TO ORDER

Mr. Livingston called the meeting to order at 7:02 p.m.

ROLL CALL

Mr. Livingston called the roll. A quorum was present.

II. PUBLIC PARTICIPATION

Ms. Diane Lauricella said that under New Business, she would like to speak about Cranbury School project. She said there may not be a need to demolish the gymnasium and encouraged them to consider the project holistically. She suggested that they consider passive solar which would save taxpayers money and also allow for the students an educational opportunity.

The Cranbury School project had been delayed a number of years. Initially, the evaluation process should start with the orientation of the building. There have been increases in test scores for students exposed to natural sun light rather that artificial light.

Ms. Lauricella said that she also had concerns about the City Hall air handling unit. She asked if they had considered whether they had checked on the insulation in the building to make sure they don't put a unit in that would not be needed if the building was properly insulated. Ms. Lauricella stated that she had to get back to the City Capital and Operating Budget meeting.

III. MINUTES OF PREVIOUS MEETING(S)

December 2, 2020

City of Norwalk
Land Use and Building Management
Regular Meeting
February 3, 2021

**** MR. BURNETT MOVED THE MINUTES OF DECEMBER 2, 2020.**

The following correction was noted:

Page 2, under **School Construction Projects**, please delete the following:

2. Review and approve design plans for Naramake School kitchen addition, cafeteria and media center improvement project and refer the project to the Planning Commission for Section 8-24 Review in accordance with Connecticut State Statutes.

as it is listed later in the agenda.

**** THE MOTION TO APPROVE THE MINUTES OF DECEMBER 2, 2020 AS CORRECTED PASSED UNANIMOUSLY.**

IV. OLD BUSINESS

A. Discuss options relating to the disposition of City property located at the intersection of Scribner Avenue and West Cedar Street.

Mr. Lo said that there had been a public hearing on this property and then it was referred to the Planning Commission. The Planning Commission approved it with the condition that as much green space be preserved as possible. Mr. Lo said that this property was being sold to Mr. Mattera for a potential driveway/parking area. He then asked Mr. Mattera to give the Committee some input.

Mr. Mattera said that there would be a minimum of 25% of the parcel that would be green space due to the required setbacks. There will only be a small portion that would be usable for parking.

Mr. Livingston said that there were some trees on the corner that people were concerned with. Mr. Mattera said that there was a sanitary sewer easement on the parcel. He said that the parcel would be landscaped.

Mr. Lo said that they have been working on this for a number of years and would come back with a site plan that had a dedicated open space area displayed on it. Since there will be a restriction on the property, the appraisal will change.

Mr. Livingston said that he would like to see as many trees on the parcel as possible. Mr. Mattera said that he did not think there would be very many trees that would be removed.

V. NEW BUSINESS

A. Norwalk Historical Commission

1. Review request to enter into an Assistance Agreement with Lockwood Mathews Mansion Museum for upcoming building improvements and refer the following to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an Assistance Agreement with Lockwood Mathews Mansion Museum at Norwalk CT for the Lockwood Mathews Mansion Museum Improvement Project in the amount of \$2,500,000.00. Account #09206310 5777C0186

b. Upon development of project scope and design the project will be subject to the Planning Commission Section 8-24 Review.

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

Mr. Lo said that the Historic Commission was meeting concurrently. Ms. Susan Sweitzer joined the meeting to speak about the project.

Mr. Lo said that the City had approved \$2,500,000.00 for the Mansion through the Historical Commission for various public safety/code improvements. LMMM had also received a \$5,000,000 grant from the State for this.

Mr. Livingston said that the City capital allocation had been originally approved in 2019-2020. Mr. Lo confirmed this.

Mr. Lo said that when the City had approved the money for the Mansion, there was no direct means to disperse the funding without an financial assistance agreement between the City and LMMM through Historical Commission.

Ms. Sweitzer said the project was now in design development and working through the project components. The cost estimate had not yet been completed, but they want the accessibility of the City funding now. Construction is scheduled to begin in January of 2022.

Mr. Livingston asked what the expiration date on the grant was. Ms. Sweitzer said that she believed it was 2024.

Mr. Keegan said that he would like to table the issue due to some major budget requests such as bathrooms in the middle schools. Ms. Sweitzer said that LMMM request relates to approved funding and LMMM is not asking for new funding. The LMMM and Historical Commission had worked with the Comptrollers Office to develop a schedule

for the payments to the contractors. She said that they did not think they would be calling for payment until construction was well underway. Discussion followed.

Mr. Burnett asked if the City was in receipt of the \$5 million grant funding. Ms. Sweitzer said that the grant is to LMMM and the funding was already being used and going directly to the Mansion.

Mr. Burnett had some concerns about any possible unused funding at the end of the project not being returned to the City. Mr. Lo said that the \$2.5 million was only to cover the overages for construction since the \$5 million from the State would not cover the entire project. Ms. Sweitzer said that she did not anticipate there being any excess funding available at the end of the project. Discussion followed.

Mr. Burnett said that he would prefer that the bullet regarding the excess funding being removed from the contract.

Mr. Heuvelman asked for clarification on what the Committee was actually was voting on and whether it included the section in question. Mr. Lo said that he could adjust the memo regarding the excess balance and once the Council approved it, the memo would be sent to the Corporation Counsel.

Mr. Livingston asked if this was a time sensitive issue and could be tabled for a month. Ms. Sweitzer said that they had an obligation to the State to show they had an Assistance Agreement to supplement the State funding. Mr. Lo said that he could easily remove the questionable language from the memo. The reason the language was included was for transparency. Once this phase of the project was completed there would be other tasks that still needed to be done. Discussion followed.

Ms. Sweitzer said that she would like to have the Committee approve the Assistance Agreement with the understanding that they would be adjusting the language. The terms and conditions are currently in a draft format and can be changed.

**** MR. HEUVELMAN MOVED TO AMEND TO DELETE THE LAST BULLET ITEM ON MR. LO'S LIST IN THE MEMORANDUM.**

**** THE MOTION TO AMEND PASSED WITH FOUR (4) IN FAVOR (BURNETT, HEUVELMAN, SACCHINELLI, AND SMYTH) AND ONE (1) OPPOSED (KEEGAN).**

**** THE MOTION TO APPROVE THE ITEMS AS AMENDED PASSED WITH FOUR (4) IN FAVOR (BURNETT, HEUVELMAN, SACCHINELLI, AND SMYTH) AND ONE (1) OPPOSED (KEEGAN).**

B. School Construction Projects.

1. Project update

Mr. Giuliano said that he would give a brief summary.

- Ponus Ridge is still in the close out phase. They are still working out some of the HVAC system issues. They are obligated to review the capital systems after 10 months to insure they are all working properly. The last reimbursement request to the State has been submitted.
- Jefferson -- Mr. Faenza gave a brief overview of the project and the time line.
- Cranbury – Mr. Faenza said that the team was working with the school administration to develop the design. There is a design review scheduled with the State in March.

Mr. Livingston asked about a recent email. He was told that they had a layout available with the location of the wetlands shown.

- Naramake -- The plans will be picked up in the next few days. The tentative start day is May 15th. The new structure should be completed by the start of the September school year. The cafeteria area will be done next.
- Norwalk High School – Mr. Giuliano said the architecture selection process was now underway and would continue in March.
- New Columbus School – Discussions with the BOE are underway regarding what they would like the new school to look like. The Global Academy is contingent upon what the BOE decides.

2. Review recommendation for Building Commissioning Service for Cranbury School Improvement Project and refer following recommendation to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Innovation Engineering Services, LLC. to provide building systems commissioning services for the new Cranbury Elementary School Project for a total not-to-exceed \$45,400.00. Acct. #09215010 5777 C0786.

b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$4,500.

**** MR. HEUVELMAN MOVED THE ITEMS.**

Mr. Lo said that they had hired the construction manager.

**** THE MOTION TO APPROVE THE ITEMS PASSED UNANIMOUSLY.**

3. Review proposed Guaranteed Maximum Price (GMP) for Jefferson School renovation project and refer following recommendation to the Common Council for action:

a. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement with Newfield Construction, Inc. as the construction manager (CM) for the Jefferson Elementary School – Renovate as New Project, to accept the Guaranteed Maximum Price in the amount of \$24,856,821.00. Funds are available in account numbers 0919/205010 5777 C0619.

b. Authorize the Land Use and Building Management Committee to issue Change Orders on Contract for a total not to exceed \$1,242,841.00.

**** MR. KEEGAN MOVED THE ITEMS.**

Mr. Giuliano said that the GMP was done by bid and there was a review to make sure that all the low bids included the scope of the project. The bids came in much lower than anticipated due to the state of the economy.

**** THE MOTION TO APPROVE THE ITEMS PASSED UNANIMOUSLY.**

4. Review recommendation to increase architectural design contingency for Jefferson School renovation project to cover environmental mediation monitoring services and refer following recommendation to the Common Council for action:

“Authorize to increase the contingency allowance for additional services for Antinozzi Associates for architectural and other subconsultant services for the Jefferson School Improvement Project for an additional not-to-exceed \$45,000. Account #0919/205010 5777 C 0619.”

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

Mr. Lo said that when the initial architect’s RFP was issue, the presence of hazardous material was unknown. Some design allowance for the project was included but remediation monitoring services were not. Based on the amount of remediation needed at Jefferson, Mr. Lo said that he was requesting more funding based on the testing.

**** THE MOTION TO APPROVE THE ITEM PASSED UNANIMOUSLY.**

5. Designate Councilman John Kydes as a member of the Norwalk High School Building Advisory Committee for the upcoming new Norwalk High School Project. (in addition to Councilwoman Barbara Smyth who was designated by the Committee previously)

**** MR. LIVINGSTON MOVED THE ITEM.
** THE MOTION TO APPROVE THE ITEM PASSED UNANIMOUSLY.**

C. Building Management.

1. Review recommendation to replace Air Handler Unit #1 at City Hall and refer following recommendation to the Common Council for action:

“a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Building Services, LLC for City Hall Air Handler Unit #1 refurbishment project for a total not to exceed \$78,900.00. Funds are available from account #0917/18 7100 5777 C0439.

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$7,890.00.”

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

Mr. Lo said that Air Handling Unit dates from 1987 and that Building Management had refurbished or replaced some units already. Due to the need to do this in the springtime to avoid the heating and cooling needs, the work will move forward quickly.

**** THE MOTION TO APPROVE THE ITEMS PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS.

Mr. Lo said that he would send an updated memo to all the Committee Members tomorrow regarding LMMM Assistance Agreement request.

Mr. Burnett asked Mr. Lo to respond to the comments that were made during Public Participation. Mr. Lo said that he would email his response to the Committee members.

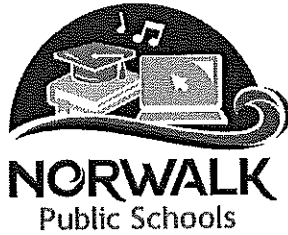
ADJOURNMENT.

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

The meeting adjourned at 8:07 p.m.

Respectfully submitted,
S. L. Soltes
Telesco Secretarial Services

City of Norwalk
Land Use and Building Management
Regular Meeting
February 3, 2021



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: ENHANCEMENTS TO SCHOOL SECURITY RESOLUTION
ACCESS CONTROL IMPROVEMENTS
NORWALK HIGH SCHOOL & BRIEN MCMAHON HIGH SCHOOL
DATE: FEBRUARY 25, 2021

The Enhancements to School Security program throughout the Norwalk Public Schools was established a number of years ago and the need for further improvements has been noted. During the life of this program, a number of security enhancements have already been incorporated at various locations within the District and include upgrades to intrusion, CCTV & PA systems, installation of protective window film & window treatments as well as the installation of a district wide high security master key system.

All schools are outfitted with electronic access control with the exception of Norwalk High School & Brien McMahon High School. As a continuation of the Enhancements to School Security program, the need for additional controlled access at the high schools has become a priority. This improves and controls all building access and provides for better accountability as we have seen at other schools. Currently, the only access to the high schools is by the use of a physical key which lacks proper accountability.

The proposed system will include new access control infrastructure to provide access and accountability at both Brien McMahon High School and Norwalk High School. With the upcoming proposed construction project at Norwalk High School in the near future a limited implementation with basic functionality is being proposed until the construction project is complete. Furthermore all software licensing and hardware installations at Norwalk High School can be transferred within the district when NHS is decommissioned for construction.

The Board of Education Facilities Department solicited a bid for security contractors to provide security upgrades at Brien McMahon High School and Norwalk High School. Two (2) bids were received, after review of the bids, it was determined Integrated System Services, LLC was the lowest qualified bidder.

FIRM	LUMP SUM AMOUNT
Security 101	\$101,273
Integrated Systems Services, LLC	\$58,001

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Integrated System Services, LLC. for the Enhancement to School Security – Access Control Improvements at**

Brien McMahon High School & Norwalk High School Project for a total not exceed \$58,001. Funds are available in Acct. # 09155010 5777 c0537 & Acct. # 09215010 5777 c053.

- b. Authorize the NPS Facilities Dept. to issue Change Orders on this contract for a total of \$5,800.00. Funds are available in Acct. # 09215010 5777 c0537.**



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.org P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

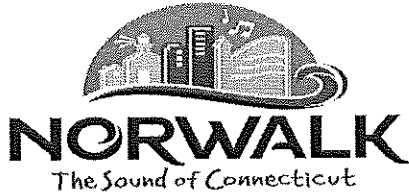
TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE: JEFFERSON ELEMENTARY SCHOOL – RENOVATE-AS-NEW – MATERIALS TESTING & SPECIAL INSPECTION SERVICES
DATE: FEBRUARY 24, 2021

The City of Norwalk Common Council recently approved the Guaranteed Maximum Price for the Jefferson Elementary School – Renovate as New Project at their February 9, 2021 meeting. The project is scheduled begin on March 1st, 2021, with the demolition of the portable classrooms, site work at the rear of the school property and construction of the Gymnasium Addition.

A requirement of the State of Connecticut building code is to have a Statement of Special Inspections which is completed by the structural engineering firm of record for the project. The Statement of Special Inspections identifies various inspections required of an independent materials testing laboratory as well as various inspections/reviews of the project and test results by a licensed professional engineer.

As a result of this requirement, the City advertised for bids for testing materials laboratories in accordance with the statement of Special Inspections. The City received six (6) responses from Materials Testing Laboratories. Since the quantity of tests required are yet to be determined, the City issued a Request for Proposals based on unit pricing per test. Upon receipt of proposals from the various testing labs the City applied projected quantities of tests per discipline to determine the “low bidder”. The low bidder is Special Testing Laboratories, Inc.

Authorize the Purchasing Agent to issue a Purchase Order to Special Testing Laboratories, Inc. for materials testing and field inspection services for the Jefferson Elementary School Renovate as New Project for a total not to exceed \$60,000. Funds are available in account 0919/20 5010 5777 C0619.



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.org P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *ll*
RE: **NARAMAKE ELEMENTARY SCHOOL – KITCHEN ADDITION & INTERIOR RENOVATIONS APPROVAL OF FINAL PLANS, SPECIFICATIONS & COST ESTIMATE**
DATE: FEBRUARY 24, 2021

As part of the 2020-2021 capital budget allocation, the Board of Education requested and the City allocated funding for Naramake Elementary School Kitchen and Cafeteria Improvement Project.

The project consists of a new 1,315 sq ft kitchen addition and the reconfiguration of the existing library to create a new 1,825 sq ft cafeteria and 1,560 sq ft new media center. Currently the cafeteria is shared with the gymnasium. Construction will occur while the school is occupied. The proposed plan to construct a new kitchen as an addition to the building provides the uninterrupted food service during construction. The old kitchen and equipment will be removed from its existing space and the space will be renovated and left for future use (approximately 500 sq ft).

At the present time the project is proceeding on budget and schedule. After approximately 9 months of planning and design we are prepared to present the final plans and cost estimate to the State for review as required by the State grant requirements. Prior to State submission, the Board of Education and Local School Building Committee approval of the project final plans, specifications and cost estimate is required. The Board of Education approved these final plans, specifications and cost estimate at it's meeting on February 16th 2021.

ACTION REQUESTED:

Authorize the Chairman of Norwalk Land Use & Building Management Committee, acting in their capacity as the City of Norwalk's designated School Building Committee, to certify the Land Use & Building Management Committee's approval of the final plans, specifications and cost estimate for the Naramake Elementary School Kitchen addition and interior alteration, State Project No. 103-0253 EA



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.org P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING & FACILITIES MANAGER *ll*

RE: CITY HALL AIR HANDLER REFURBISHMENT

DATE: FEBRUARY 25, 2021

Norwalk City Hall was renovated in 1987. The air handler units providing heating and air conditioning is now 32 years old. The Office of Building Management has initiated a multi-years replacement/ refurbishment project of the 5 main air handler units and 4 smaller air handler units. We replaced/ refurbished units 1, 2, 4 and 5 over the last 3 years. At this time we would like to proceed with the refurbishment of Unit #3.

On January 25, 2021, the City's Purchasing Department solicited bids for the Refurbishment of Air Handler 3 serving Norwalk City Hall. The City received one (1) bid response from Universal Building Services, LLC. Universal Building Services has successfully completed previous Air Handler refurbishment projects and the Office of Building Management recommends the awarding of this project to Universal Building Services, LLC.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Building Services, LLC for City Hall Air Handler Unit refurbishment project for a total not to exceed \$78,850.00 Funds are available from account # 0918/21 7100 5777 C0439**

- b. **Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$7,885.00.**