

BOARD OF SELECTMEN MEETING DRAFT MINUTES
Monday, May 2, 2022 - 4:00 pm

A recording of the meeting can be found here: <https://www.youtube.com/watch?v=1wNe9IMduoI>.

MEMBERS PRESENT: First Selectwoman Brenda L. Kupchick, Selectman Thomas Flynn, Selectwoman Nancy Lefkowitz

OTHERS PRESENT: Parks And Recreation Director Anthony Calabrese, Purchasing Director Gerald Foley, Engineering Manager Bill Hurley, Town Attorney Jim Baldwin, WPCF Superintendent John Bodie, CFO Jared Schmitt, Attorney John Stafstrom, Buildings Manager James Ryan, Police Chief Robert Kalamaras, Fire Chief Denis McCarthy, Deputy Fire Chief Kyran Dunn, Conservation Director Tim Bishop, Interim DPW Director John Marsilio, Assistant DPW Director John Cottell

1) **CALL TO ORDER**

First Selectwoman Kupchick called the meeting to order at 4:00 pm.

2) **PLEDGE OF ALLEGIANCE**

First Selectwoman Kupchick led the Pledge of Allegiance.

3) **MINUTES**

To consider and act upon the minutes of April 18, 2022

Selectwoman Lefkowitz made a motion to approve the minutes of 4/18/22 as written. Selectman Flynn seconded the motion. The motion carried unanimously.

Selectwoman Lefkowitz made a motion to waive the reading of Items 4-11. Selectman Flynn seconded the motion. The motion carried unanimously.

4) **PURCHASING AUTHORITY**

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with J. Antonelli Roofing (a division of The Property Group of CT, Inc.) to provide labor, materials, equipment and all else necessary to supply and install siding on the exterior of the Jennings Beach Pavilion facility, 880 South Benson Road [per bid #2022-63], in an amount not to exceed \$73,400.00. [Account #14501010-59996-81008 ARPA Funds].

Selectman Flynn made a motion to approve Item 4. Selectwoman Lefkowitz seconded the motion,

Parks and Recreation Director Anthony Calabrese said this had been approved already through the ARPA funding. He said an RFP went out and J .Antonelli Roofing won the bid. There was no public comment.

The motion carried unanimously.

5) **ENGINEERING MANAGER**

To hear, consider and approve a contract with SLR International Corporation for the Post and Reef Roads Drainage Study (aka Downtown Drainage/Green infrastructure project) in the amount of \$204,000 for engineering support services to assist the Town of Fairfield in identifying and analyzing potential mitigation solutions to flooding issues in the area along Post Road, generally between Thorpe Street and Reef Road, in Fairfield, CT. [Account #14501010-59996-81004 - ARPA funding – Downtown Resiliency – Permeable Surfacing].

Selectman Flynn made a motion to approve Item 5. Selectwoman Lefkowitz seconded the motion.

Engineering Manager Bill Hurley said SLR developed concept plans for green infrastructure in 2019. He said ARPA money was used to continue this resiliency project downtown to resolve flooding issues. He said there will be 1-2 different plans giving his department options. Mr. Hurley said \$1.4 million was approved last year and there is still \$1.2 million remaining. He said he will get an estimate prior to going out to bid so he will know if more money is needed.

There was no public comment.

The motion carried unanimously.

6) **TOWN ATTORNEY (*requires RTM approval*)**

To hear, consider and authorize the First Selectwoman to enter into the proposed MOU Agreement with the City of Bridgeport for the Fairchild Wheeler Detention Project from ARPA funds dedicated to Rooster River flood mitigation [ARPA Rooster River Account #14501010-59996-81007 - Rooster River Detention Area].

Selectman Flynn made a motion to approve Item 6. Selectwoman Lefkowitz seconded the motion.

Mr. Hurley said this project has been in the works for months and it will be shared with Bridgeport.

There was no public comment.

The motion carried unanimously.

7) **WATER POLLUTION CONTROL AUTHORITY (*requires BOF approval*)**

To hear, consider and approve a recommendation from the WPCA to transfer not more than \$325,000 from the WPCA Fund Balance for the proposed Carriage Drive sewer line extension project pursuant to C.G.S. §7-253 and the agreement with participating homeowners (*found in the backup*).

Selectwoman Lefkowitz made a motion to approve Item 7. Selectman Flynn seconded the motion.

Mr. Hurley said the septic systems on Carriage Drive failed and the residents requested to be added to the Town sewer line. He said the Town will pay for the sewer extension for the residents and they will pay the Town over 20 years along with paying regular annual sewer fees.

There was no public comment.

The motion carried unanimously.

8) **CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)**

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$2,400,000 for the costs of the East Trunk Wetlands Crossing project and authorizing the issuance of bonds to finance such appropriation”.

Selectman Flynn made a motion to approve Item 8. Selectwoman Lefkowitz seconded the motion.

Items 8 & 9 were discussed together because they are related. WPCF Superintendent John Bodie said two-thirds of the Town sewage goes through the East Trunk. He said heavy rain causes back-up in certain areas. He also said there will be additional residences and possibly a hotel at the Metro Center. Mr. Bodie said there will need to be improvements so it will flow properly. CFO Jared Schmitt said this will be done with typical bonding and authorization. He said Item 9 will be financed through an agreement between the Town and the WPCA. He said the WPCA will pay the 20-year bond back to the Town.

There was no public comment.

The motion carried unanimously.

9) **WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION - *(requires BOF and RTM approval)***

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted at the request of the Water Pollution Control Authority ("WPCA") a Resolution entitled "A resolution appropriating \$2,400,000 for the costs of the East Trunk Wetlands Crossing project and authorizing the issuance of bonds to finance such appropriation" (the "Resolution"); and

WHEREAS, the Resolution appropriated \$2,400,000 for costs associated with the East Trunk Wetlands Crossing Project (the "Project") and authorized the issuance of bonds (the "Bonds"); and

WHEREAS, while the Town is liable for the debt service on the Bonds, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds (the "Costs") be allocated to the WPCA; and

WHEREAS, the Town's WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds authorized by the Resolution.

BE IT HEREBY RESOLVED, That the debt service on the Bonds as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding with the Town satisfactory to the Board of Selectmen.

Selectman Flynn made a motion to approve Item 9. Selectwoman Lefkowitz seconded the motion.

The motion carried unanimously.

First Selectwoman Kupchick made a motion to postpone Items 10 & 11 to a BOS meeting in June. Selectwoman Lefkowitz seconded the motion. The motion carried unanimously.

10) **CHIEF FINANCIAL OFFICER – 20 YEARS *(requires BOF and RTM approval)***

To hear, consider and adopt a bond resolution entitled, "A resolution appropriating \$2,100,000 for the costs to upgrade the Fairfield Beach Road pump station and force main and authorizing the issuance of bonds to finance such appropriation"

11) **WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION *(requires BOF and RTM approval)***

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted at the request of the Water Pollution Control Authority ("WPCA") a Resolution entitled "A resolution appropriating

\$2,100,000 for the costs to upgrade the Fairfield Beach Road Pump Station and Force main and authorizing the Issuance of Bonds to Finance Such Appropriation” (the “Resolution”); and WHEREAS, the Resolution appropriated \$2,100,000 for costs associated with the upgrades to the Fairfield Beach Road pump station and force main project (the “Project”) and authorized the issuance of bonds (the “Bonds”); and

WHEREAS, while the Town is liable for the debt service on the Bonds, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds (the “Costs”) be allocated to the WPCA; and

WHEREAS, the Town’s WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds authorized by the Resolution.

BE IT HEREBY RESOLVED, That the debt service on the Bonds as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding with the Town satisfactory to the Board of Selectmen.

12) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$2,874,911 for the costs of town-wide facility system upgrades and authorizing the issuance of bonds to finance such appropriation”.

Selectwoman Lefkowitz made a motion to amend Item 12 as advised by CFO Jared Schmitt to “a resolution appropriating \$1,949,778.00”. Selectman Flynn seconded the motion which carried unanimously.

Selectman Flynn made a motion to approve Item 12 as amended. Selectwoman Lefkowitz seconded the motion.

Buildings Manager James Ryan said there was a Town-wide facilities audit and public works is working on the most urgent life safety items. He said the report was shared with the Boards in January and February. DPW Director John Marsilio said there is really no choice because the buildings are being used and the employees and Town are at risk.

There was no public comment.

The motion carried unanimously.

13) CHIEF FINANCIAL OFFICER – 10 YEARS (*requires BOF and RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$7,000,000 for the costs associated with the emergency radio project, authorizing a grant to reimburse \$3,500,000 of such appropriation and authorizing the issuance of bonds to finance such appropriation”.

Selectwoman Lefkowitz made a motion to approve Item 13. Selectman Flynn seconded the motion.

Police Chief Kalamaras said this is a \$7 million project. He said there was a grant received for \$3.5 million which will allow Police and Fire to purchase public safety radios. The radios have been on the Capital Plan for years. Having these radios will allow Police and Fire to communicate with the surrounding towns as current radios do not connect to the state service. This is vitally important as there are failed communications daily. Upgrades for the radios and software will be sustained by the State.

There was no public comment.

The motion carried unanimously.

- 14) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)
To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$2,250,000 for the tide gate system project and authorizing the issuance of bonds to finance such appropriation”.

Selectwoman Lefkowitz made a motion to approve Item 14. Selectman Flynn seconded the motion.

Conservation Director Tim Bishop said these tide gates are similar to other projects. He said this item is for the Pine Creek tide gate off of Old Dam Road which drains lower Pine Creek to Long Island Sound. Mr. Bishop said this was originally installed in 1980 and was repaired in 1999 and is at the end of its lifetime. He said the Town has conditional approval through DEEP and is waiting for approval from the State Historic Preservation Office and Army Corp of Engineers. He said the Town is also currently looking into grants to recoup costs.

There was no public comment.

The motion carried unanimously.

- 15) CHIEF FINANCIAL OFFICER – 15 YEARS (*requires BOF and RTM approval*)
To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$450,000 for the costs of the transfer station repair project and authorizing the issuance of bonds to finance such appropriation”.

Selectwoman Lefkowitz made a motion to approve Item 15. Selectman Flynn seconded the motion.

Interim DPW Director John Marsilio said the report on the Transfer Station was done prior to his employment with the Town. He said the building suffers from decades of neglect and the facility needs to be repaired. He said it has been there for 40 years and these repairs will extend the life of the building another 35 years.

There was no public comment.

The motion carried unanimously.

- 16) CHIEF FINANCIAL OFFICER – 10 YEARS (*requires BOF and RTM approval*)
To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$4,125,000 for the costs of the Roger Ludlowe Middle School turf field project and authorizing the issuance of bonds to finance such appropriation”.

Selectman Flynn made a motion to approve Item 16. Selectwoman Lefkowitz seconded the motion.

Parks and Recreation Director Anthony Calabrese shared his presentation on the Webex which is also available in the backup documents online. Mr. Calabrese said this project is incorporated in the Parks and Recreation Master Plan which will be presented this summer.

Mr. Calabrese said people will speak out against the artificial Turf, but there is no study or conclusive evidence that there is any harm ingesting the air or that it should cause any health issues. He said the field will have an eight-year warranty and an 8-10-year life expectancy.

Please see public comment from Peter Tallman below.

The motion carried unanimously.

Items 17-20 were postponed to a Special BOS Meeting on Wednesday, May 4, 2022 at 3:00 pm.

- 17) **CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)**
To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$22,701,443 for the costs associated with Phase I of the air conditioning upgrade project at various schools, authorizing grants to reimburse \$1,116,320 of such appropriation and authorizing the issuance of bonds to finance such appropriation”.
- 18) To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$20,539.76
- 19) To hear, consider and act upon any other business which shall properly come before this meeting
- 20) **TOWN ATTORNEY**
Executive Session – Discuss resolution of blighted properties at 447 Stratfield Road and 335 Kings Highway with Town Attorney James Baldwin
- 21) **Adjourn**
Selectman Flynn made a motion to adjourn the meeting at 5:36 pm. Selectwoman Lefkowitz seconded the motion which carried unanimously.

Respectfully submitted,

Pru O’Brien
Recording Secretary

Item 16 Public Comment Via Email:

From: Peter Tallman <tallmanp723@gmail.com>

Sent: Monday, May 2, 2022 11:00 AM

To: Board of Selectmen <BOS@fairfieldct.org>

Subject: Meeting of 5/2/22

Re: Item #16 - Installation of Turf at RLMS

Dear BOS,

I'm sending this to you in case I won't have the opportunity to speak tonight.

While installing turf at RLMS would be a big boost for our youth programs, of equal benefit would be to that of Ludlowe High School. As most bodies are aware by now, FLHS has some of the worst/least athletic facilities in Fairfield County, with the possible exception of Bridgeport Central (Brien McMahon HS is currently installing a turf softball field, to go with their turf football field, to go with their turf baseball/athletic field). The installation of turf would be a huge step in the right direction for the 1,100 student/athletes currently in the high school, nearly 70% of the student body. The existing field is a combination of dirt and crabgrass due to the amount of use it gets. And if it's even a little wet, this field, as well as Sturges Park - Ludlowe's other "facility" - is shut down by our Parks and Rec Dept. This isn't the case at Warde, who are in control of their own fields.

A side benefit of the RLMS turf could include the return of their front lawn into what it is, a beautiful front lawn, not an athletic field that doubles up as a mini dog park on the weekends. This is desperation.

We have a golden opportunity to give our student-athletes and their families what they deserve. It's been 17 years.

Sincerely,

Peter Tallman

Item 16 Public Comment Via Email:

From: Amy Cooke <amycooke925@gmail.com>

Sent: Tuesday, May 3, 2022 8:59 AM

To: Board of Selectmen <BOS@fairfieldct.org>

Cc: BOEMEMBERS@fairfieldschools.org

Subject: Agenda Item #16 - RLMS turf field project

Dear Board of Selected Persons:

I'm writing with regards to item #16 of today's meeting agenda.

I ask that you adopt the resolution to appropriate \$4.125MM for the costs of the RLMS turf field project. As you know Fairfield is severely lacking in field facilities compared to our neighboring towns. This would have a HUGE impact on our town athletic programs across all levels. Athletics serve such an important role in attracting families to our beloved town - it is a project with immediate and long term benefits.

Thank you for your time and your continued service.

-Amy Cooke

178 Horseshoe Lane

cc: BOEMEMBERS@fairfieldschools.org

Item 16 Public Comment Via Email:

-----Original Message-----

From: suzannemiska (null) <suzannemiska@aol.com>

Sent: Friday, April 29, 2022 5:28 PM
To: Board of Selectmen <BOS@fairfieldct.org>
Subject: Turf Field RLMS question/concern

Dear Members of the Board of Selectman:

In reviewing the items in the agenda for your meeting it seems that the debt ceiling for the Town must be large given the volume of bonding issues that you are voting on. While I appreciate the need for Town infrastructure I can't support \$4.1 million for a turf field. Given the rental charges that the Town receives as outlined in the Parks and Recreation spring catalog that bond will not be covered in revenue before it comes due.

Additionally, could someone ask why that field is being set for turf after not 5 years ago the Town sued Mr. Parisi and his lacrosse jamboree for damage to the field and the BOE ripped up the whole field and re-sodded it and regraded it? How much did that cost as the suit was due to the fact there was no insurance viable from the organization to cover the damage. Was the suited settled and the Town paid? What's the maintenance and upkeep of these turf fields? Is the outside group pushing for these fields giving their \$1 million dollars as promised?

Unless the revenue will offset the expense I can not see spending \$4.1 million dollars on a turf field when you haven't told us the cost for Penfield or the numbers on remediation from the full pile. If this didn't meet ARPA then it's a frivolous expense to rip up a new grass field when millions of dollars is potentially going to be needed for Penfield.

Please decline this request and not waste taxpayers funds.

Thank you for your time,
Suzanne Miska

Suzanne Miska
Sent from my iPhone

BOARD OF SELECTMEN SPECIAL MEETING DRAFT MINUTES
Wednesday, May 4, 2022
3:00 pm
Via Webex

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=86zVcec7-eE>.

MEMBERS PRESENT: First Selectwoman Brenda L. Kupchick, Selectman Thomas Flynn, Selectwoman Nancy Lefkowitz

OTHERS PRESENT: Fairfield Public Schools Executive Director of Operations Angelus Papageorge, BOE Chair Christine Vitale, Bond Counsel Attorney John Stafstrom, Town Attorney James Baldwin

1) **CALL TO ORDER**

First Selectwoman Kupchick called the meeting to order at 3:00 pm.

2) **PLEDGE OF ALLEGIANCE**

First Selectwoman Kupchick led the Pledge of Allegiance.

3) **FIRST SELECTWOMAN**

To hear an update on State budget developments and municipal aid

First Selectwoman Kupchick said the Connecticut House of Representative passed the State budget this past Monday which included an additional \$1.2 million in PILOT funding due to the increased assessed value of the Town's two universities. She said this is helpful and will add to the Town's revenues. She said Senate passed budget last night. She also said the Town will receive additional funding in educational cost sharing, town road aid and LOCIP. She said she sent a letter to the Board of Finance asking the Board to take this additional funding into consideration when increasing the revenue to reduce the Mill Rate.

4) **CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)**

To hear, consider and adopt a bond resolution entitled, "A resolution appropriating \$22,701,443 for the costs associated with Phase I of the air conditioning upgrade project at various schools, authorizing grants to reimburse \$1,116,320 of such appropriation and authorizing the issuance of bonds to finance such appropriation".

Selectman Flynn made a motion to approve Item 4. Selectwoman Lefkowitz seconded the motion.

Fairfield Public Schools Executive Director of Operations Angelus Papageorge said this request is for Phase I of adding air conditioning to three schools. He said the full amount is being asked from town bodies up front to both follow State protocols and to show the State that should the project be reimbursable by the State the Town approved the funding. First Selectwoman Kupchick said she forwarded an email from FPS Manager of Construction, Security and Safety Sal Morabito to the State explaining that this project is being done to improve indoor air quality in the buildings due to COVID and is not part of a renovation. Mr. Papageorge said he is following all the guidelines in the event this does become reimbursable. He said the requested funded is the total assessed amount by the engineering firm and is accurate.

BOE Chair Christine Vitale said the goal is to be fully prepared should the State reimburse the Town for this project. She said the goal is to make sure the most healthy environment is being created for those in the buildings and the buildings themselves.

Attorney John Stafstrom said the bond language is consistent with what's been done in the past, but the only difference is the appropriation is more than what's being bonded because the Town knows it will get a grant for \$1,116,320. He said there's a clause authorizing the First Selectwoman to apply for and receive the grant which would reduce the appropriation amount and therefore reduce the amount of the bonding.

There was no public comment.

The motion carried unanimously.

- 5) To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$20,539.76

Selectwoman Lefkowitz made a motion to approve Item 5. Selectman Flynn seconded the motion.

There was no public comment.

The motion carried unanimously.

- 6) TOWN ATTORNEY

Executive Session – Discuss resolution of blighted properties at 447 Stratfield Road and 335 Kings Highway with Town Attorney James Baldwin

Selectman Flynn made a motion to go into Executive Session at 3:43 pm. Selectwoman Lefkowitz seconded the motion which carried unanimously.

Selectwoman Lefkowitz made a motion to come out of Executive Session at 4:28 pm. Selectman Flynn seconded the motion which carried unanimously.

No votes were taken while in Executive Session.

Selectman Flynn made a motion to resolve the blight liens at 447 Stratfield Road and 335 Kings Highway in accordance with the advice from the Town Attorney. Selectwoman Lefkowitz seconded the motion which carried unanimously.

- 7) Adjourn

Selectman Flynn made a motion to adjourn the meeting at 4:30 pm. Selectwoman Lefkowitz seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary

BOARD OF SELECTMEN SPECIAL MEETING DRAFT MINUTES
Monday, May 23, 2022
4:00 pm
Via Webex

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=wFwB2cMJ2Ig>.

MEMBERS PRESENT: First Selectwoman Brenda L. Kupchick, Selectman Thomas Flynn, Selectwoman Nancy Lefkowitz

OTHERS PRESENT: Tim Callahan, Jose Oromi, Purchasing Director Gerald Foley, Conservation Director Tim Bishop, Senior Director of Science and Conservation for the Connecticut Audubon Society Milan Bull, Tucker Fund founder Karen Secrist, WPCA Inspector John Clancy, WPCF Superintendent John Bodie, Parks & Recreation Director Anthony Calabrese, CFO Jared Schmitt, Engineering Manager Bill Hurley, Community and Economic Development Director Mark Barnhart, Affordable Housing Committee Chair Steve Grathwohl, Executive Director of Finance and Business Services, FPS Courtney Leborious, Executive Director of Operations and Processes, Title IX Coordinator Dr. Zakia Parrish, BOE Chair Christine Vitale

1) CALL TO ORDER

First Selectwoman Kupchick called the meeting to order at 4:00 pm.

2) PLEDGE OF ALLEGIANCE

First Selectwoman Kupchick led the Pledge of Allegiance.

3) RESIGNATION (*for information only*)

Bike and Pedestrian Committee

Richard C. Soldano (D) 14 Sterling Street, term 11/20-11/24

(Resignation Date: May 13, 2022)

First Selectwoman Kupchick thanked Mr. Soldano for serving the Town.

4) APPOINTMENTS

Bike and Pedestrian Committee

a) Timothy J. Callahan (U) 66 Jackman Avenue, term 11/20-11/24

(to replace Richard C. Soldano who resigned)

Selectman Flynn made a motion to approve the appointment of Timothy Callahan to the Bike and Pedestrian Committee. Selectwoman Lefkowitz seconded the motion which carried unanimously.

There was no public comment.

b) Jose E. Oromi (R) 211 Lloyd Drive, term 11/18-11/22

(to replace Bruce Prangle who resigned)

Selectman Flynn made a motion to approve the appointment of Jose Oromi to the Bike and Pedestrian Committee. Selectwoman Lefkowitz seconded the motion which carried unanimously.

There was no public comment.

Selectwoman Lefkowitz made a motion to waive the reading of Items 5-12. Selectman Flynn seconded the motion, but asked for a brief explanation of the item. The motion carried unanimously.

5) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with RFJ Associates, LLC dba Tomlinson Hawley Patterson for the construction of a bird observation blind structure on Town Open Space land located at 760 Oldfield Road [per Bid #2022-168], for a total amount not to exceed \$31,405.29 [Account #11001230-53200 – Donation Account - Fees and Professional Services]

Selectman Flynn made a motion to approve item 5. Selectwoman Lefkowitz seconded the motion.

Conservation Director Tim Bishop said this is a parcel of wetlands and the intent is to build a bird viewing structure to use with binoculars. He said he is working with Eagle Scouts and the Tucker Fund which donated \$18,000 to fund this, but the bids came in for more. Mr. Bishop said he asked to use money from the Conservation donation fund. He said the Conservation Commission was consulted as well.

There was a discussion about who oversees the money in the Conservation Fund and the policy regarding how it is spent and when permission from the BOS is required.

Senior Director of Science and Conservation for the Connecticut Audubon Society, Milan Bull, thanked the Tucker Fund for its donation and for all it has done throughout Fairfield. Tucker Fund founder Karen Secrist explained that all money used from the Tucker Fund is donated and it will be having its annual fundraiser in June. Ms. Secrist said she will send the information to First Selectwoman Kupchick to put in the newsletter.

The motion carried unanimously.

There was no public comment.

6) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with Vortex Services, LLC to provide labor, materials, equipment and all else necessary to supply sewer system cleaning, closed circuit television (CCTV) and rehabilitation services [per bid #2022-157], in an amount not to exceed \$162,932.00; with additional authority to execute change orders to said contract in an amount not to exceed \$24,439.80; for a combined grand total amount not to exceed \$187,371.80 . [Account #13013010-54360 – Operating Budget - I/I Correctional Improvements account]

Selectman Flynn made a motion to approve Item 6. Selectwoman Lefkowitz seconded the motion.

WPCF Superintendent John Bodie said this is part of an ongoing I & I that comes out of the WPCA operating budget. He said the project is being done in phases and this request is for Phase four.

The motion carried unanimously.

There was no public comment.

7) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into a five (5) year [one (1) dollar buyout] lease with PNC Equipment Finance, LLC for the supply of eighty (80) 2023 E-Z-GO RXV Elite Lithium Battery Powered Golf Carts and two (2) 2023 Cushman Hauler 800X Lithium Battery Powered Utility Carts for the H. Smith Richardson Golf Course Facility [per RFP#2022-142], for a total five (5) year lease amount not to exceed \$895,000.00 [Account #01007113-53310 – Operating Budget - Rental and Storage]

Selectman Flynn made a motion to approve Item 7. Selectwoman Lefkowitz seconded the motion.

Parks & Recreation Director Anthony Calabrese said an RFP went out for 80 golf carts and two utility carts. He said the current carts are at the end of their time. He said this would be a five-year lease and then turn them over. Mr. Calabrese said he realizes this is a lot of money, but this was the lowest bid. He said the golf carts bring in approximately \$300,000 in revenue on a yearly basis and will pay for themselves over the leasing period. Mr. Calabrese said H. Smith Richardson golf course currently has 60 carts and a second lease for an additional 20 carts. He said the lead time on the carts is one year so the current leases will be in effect until the new carts are delivered. There was a discussion about the current leases with Purchasing Director Gerald Foley.

The motion carried unanimously.

There was no public comment.

8) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with PKF O'Connor Davies, LLP for annual auditing services [per RFP#2022-123], for the fiscal year 2022 audit period in an annual amount not to exceed \$125,960.00 [Account #01003130-53200 – Operating Budget - Fees and Professional Services]

Selectman Flynn made a motion to approve Item 8. Selectwoman Lefkowitz seconded the motion.

CFO Jared Schmitt said PKF O'Connor Davies was selected by the BOF for auditing services. He said this was the only company to bid which is very common around the State. Mr. Schmitt said PKF O'Connor Davies is the Town's current auditing services company and pricing did go up due to adding the Parking Authority to the audit. He said the Parking Authority will reimburse the Town for the expense. He said this bid will go out again next year.

The motion carried unanimously.

There was no public comment.

9) ENGINEERING MANAGER (*requires BOF and RTM approval*)

To hear consider and act upon a resolution further amending and restating a resolution entitled, "A resolution appropriating \$3,088,000 for the costs associated with construction of berm and pumping station and authorizing the issuance of bonds to finance such appropriation" to

increase the amount of the appropriation to \$10,007,765 and to accept a further state grant in the amount of \$400,000. *(the fully-worded resolution can be found in the backup)*

Selectman Flynn made a motion to approve Item 9. Selectwoman Lefkowitz seconded the motion.

Engineering Manager Bill Hurley said the full resolution is included in the backup. He said the grant will increase by \$400,000 to pay for extra fill quantities and debris that had historic contamination. He said a Connecticut Department of Housing grant will cover the expense 100%.

The motion carried unanimously.

There was no public comment.

10) **ENGINEERING MANAGER *(requires BOF and RTM approval)***

To hear, consider and act upon the following resolution as recommend by the Engineering Manager:

“WHEREAS, Federal monies are available under the Community Development Block Grant - Disaster Recovery Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93-383, as amended; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Fairfield accept from the State \$400,000, one hundred percent (100%) of said funds to be reimbursed by the Connecticut Department of Housing, in order to undertake a Community Development Block Grant-Disaster Recovery - Tranche 2 Project, Fairfield Waste Water Treatment Plant Hardening, and to execute an Assistance Agreement therefore, should one be offered; and

WHEREAS, the funding is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and

NOW, THEREFORE, BE IT RESOLVED, that that First Selectwoman Brenda L. Kupchick be, and hereby is, authorized to accept in the name of and on behalf of the Town of Fairfield, a Grant in the amount of \$400,000 from the Commissioner of the Department of Housing; and

FURTHER RESOLVED, that the First Selectwoman is hereby authorized, on behalf of the Town of Fairfield, to sign and execute any and all necessary documents to secure said grant as well as provide additional information to execute any other documents as may be required by the Commissioner to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered and to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Fairfield.”

Selectwoman Lefkowitz made a motion to approve Item 10. Selectman Flynn seconded the motion.

There was no need for further discussion as Item 10 relates to Item 9.

The motion carried unanimously.

There was no public comment.

11) DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT (*requires RTM approval*)

To hear, consider and act upon the following resolution as recommended by the Director of Community and Economic Development:

RESOLVED, that the applications received under the Neighborhood Assistance Act (NAA) Program are hereby approved, and that the Director of Community and Economic Development is hereby designated as the municipal liaison of the Town of Fairfield for this program.

Selectwoman Lefkowitz made a motion to approve Item 11. Selectman Flynn seconded the motion.

Community and Economic Development Director Mark Barnhart said this program is administered by the Department of Revenue Services. He said the Town solicits and reviews applications and then conducts hearings. He said there are six applications from local businesses and there will be a hearing scheduled. Mr. Barnhart said there is no Town money used for this. He said FTC and Operation Hope are two of the organizations that have applied and have been accepted in the program in the past. He said Fairfield businesses can donate to those organizations and receive small federal tax credits.

The motion carried unanimously.

12) DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT (*requires RTM approval*)

To hear, consider and act upon the following resolution as recommended by the Director of Community and Economic Development:

RESOLVED, that the Program Year 48 (October 1, 2022 – September 30, 2023) Community Development Block Grant (CDBG) Annual Action Plan be and hereby is approved in the amount of \$592,000, which includes entitlement grant funds of \$525,640 and program income of \$66,360; and

FURTHER RESOLVED, that Brenda L. Kupchick, First Selectwoman of the Town of Fairfield, be, and hereby is, authorized to execute any and all necessary documents to facilitate the Town's receipt of these funds and participation in said CDBG Program.

Selectman Flynn made a motion to approve Item 12. Selectwoman Lefkowitz seconded the motion.

Mr. Barnhart explained that the Community Development Block Grant program is part of his department's annual action plan. He said he is Fairfield is considered an entitlement community under HUD which means there is no application process. He said the Town meets at least one of the requirements to provide benefits to persons with low to moderate income. He said there will be hearings and Mr. Barnhart said he will present this to the RTM and then this will go to HUD for approval. Mr. Barnhart said he doesn't know the exact amount that will be received from HUD, but it won't be less than last year's amount of \$525,640. Mr. Barnhart also went on to explain other donations and funding received from HUD.

The motion carried unanimously.

There was no public comment.

13) AFFORDABLE HOUSING COMMITTEE

To hear, consider and endorse the Affordable Housing Committee's Affordable Housing Plan

Selectman Flynn made a motion to approve Item 13. Selectwoman Lefkowitz seconded the motion.

Mr. Barnhart said this plan is more than a year's worth of effort with the Affordable Housing Committee (AHC). He said after its review and hearings, the plan was approved unanimously and is being presented to the BOS. Mr. Barnhart said the State requires the Town to submit an affordable housing plan every five years. AHC Chair Stephen Grathwohl said the Committee's goals are to put a moratorium on CT Statute Sec. 8-30g and diversify Fairfield's housing portfolio for the Town to take control of the Town's own future. Mr. Grathwohl said the Town is lucky to have Mr. Barnhart and Planning Director Jim Wendt. He said AHC is working with the Town Plan and Zoning department to help modify legislation. There was a discussion about more effective goals and the 8-30g Affordable Housing Act.

The motion carried unanimously.

There was no public comment.

14) CHIEF FINANCIAL OFFICER – 20 YEARS

To rescind the following previously adopted motion at the May 2, 2022 Board of Selectmen meeting:

To hear, consider and adopt a bond resolution entitled, "A resolution appropriating \$2,400,000 for the costs of the East Trunk Wetlands Crossing project and authorizing the issuance of bonds to finance such appropriation".

Selectman Flynn made a motion to approve Item 14. Selectwoman Lefkowitz seconded the motion.

CFO Jared Schmitt said Items 14 & 15 are related. He said item 14 is to rescind a motion previously voted on by the BOS because the WPCA Commission had not voted on the resolution.

The motion carried unanimously.

15) WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION

To rescind the following previously adopted motion at the May 2, 2022 Board of Selectmen meeting:

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted at the request of the Water Pollution Control Authority ("WPCA") a Resolution entitled "A resolution appropriating \$2,400,000 for the costs of the East Trunk Wetlands Crossing project and authorizing the issuance of bonds to finance such appropriation" (the "Resolution"); and

WHEREAS, the Resolution appropriated \$2,400,000 for costs associated with the East Trunk Wetlands Crossing Project (the "Project") and authorized the issuance of bonds (the "Bonds"); and

WHEREAS, while the Town is liable for the debt service on the Bonds, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds

(the “Costs”) be allocated to the WPCA; and

WHEREAS, the Town’s WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds authorized by the Resolution.

BE IT HEREBY RESOLVED, That the debt service on the Bonds as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding with the Town satisfactory to the Board of Selectmen.

Selectman Flynn made a motion to approve Item 13. Selectwoman Lefkowitz seconded the motion.

This Item was discussed with Item 14.

The motion carried unanimously.

There was no public comment.

16) BOARD OF EDUCATION

To hear an update from the BOE on enrollment projections and financial projections for the current fiscal year

Executive Director of Operations and Processes, Title IX Coordinator Dr. Zakia Parrish went through the current enrollment numbers. She said the numbers are updated every week. She said as of May 23rd, there were 148 fewer students enrolled than projected, but enrollment has been increasing. Dr. Parrish said there is usually a surge in July and August from residents moving to town or children starting kindergarten. There was a discussion about the numbers this year and what has been projected for next year.

Selectman Flynn asked about the \$500,000 surplus and if that money will be paid to the Town. Executive Director of Finance and Business Services Courtney LeBorious said the surplus was created by higher than anticipated employee attrition and vacancies. She said she will update this in the fourth-quarter report.

17) To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$70,680.54

Selectwoman Lefkowitz made a motion to approve Item 17. Selectman Flynn seconded the motion. The motion carried unanimously.

There was no public comment.

First Selectwoman Kupchick went through the Memorial Day weekend schedule of Town events. Selectwoman Lefkowitz asked for a COVID update at the next BOS meeting.

18) Adjourn

Selectman Flynn made a motion to adjourn the meeting at 5:48 pm. Selectwoman Lefkowitz seconded the motion which carried unanimously.

Respectfully submitted,

Pru O’Brien
Recording Secretary

From: null@town.fairfield.ct.us
To: [Board of Selectmen](#)
Subject: New submission for form: Boards and Commissions Interest Form (ID #218)
Date: Monday, June 13, 2022 12:13:50 PM

Boards and Commissions Interest Form

Record #218 submitted from IP address 67.85.205.63 on 6/13/2022
12:13 PM

[View form](#)

ID	218
First Name	Erin
Last Name	Harrigan
Street Address	90 Henry Street
Zip Code	06824
Email Address	erinlharrigan@gmail.com
Cell Phone	203-640-9440
Home Phone	203-640-9440
Work Phone	203-319-3706
Voter Registration Status	Yes
Political Party Affiliation	Democratic Party
Board or Commission	Board of Library Trustees
Read the Boards Role	No
How You Learned About the Position	Social media post
Who You Have Spoken To	Board Chair, Other Board Members

Explanation of Interest and Contribution	Would like the opportunity to leverage career experience to help continue to make the library a key resource in town. I love the library and all it has to offer our town
Resume or Bio	HARRIGAN, ERIN - 2022.pdf
Additional Comments	

[Manage](#)

Erin Imarisio Harrigan

90 Henry Street • Fairfield, CT 06824
203-640-9440 • erinharrigan@gmail.com

Professional Profile

Director of Finance with 18 years of multi-industry financial experience, the past six as the finance leader at a private professional services firm, with over 20% EBITA growth each year during tenure. Experience includes eight years as part of a two-man FP&A team at a publicly traded asset management company.

FOUNDATION SOURCE PHILANTHROPIC SERVICES, INC • Fairfield, CT

Oct 2015 – Present

National Director of Corporate Finance; Treasurer

- Manage the company's financial performance by developing and updating forecasts and monitoring ongoing performance against plan. Responsible for all internal and external financial reporting. Maintain rolling 5 year projections.
- Oversee all activities of the corporate accounting department, including the month-end close process, accounting operations, and cash management; supervise accounting and payroll staff. Implemented IT Development capitalization procedures in 2016.
- Communicate weekly company updates to investors and shareholders.
- Create slide decks, and present quarterly, to Board of Directors, ad hoc requests from Board of Directors.
- Work with CEO and other Executive Team members to develop and implement strategic business plans.
- Represent the company externally to lenders, government agencies, auditors and financial partners.
- Manage and design sales compensations plans; calculate quarterly payments. In charge of firm wide compensation reviews and budgets.

FORTRESS INVESTMENT GROUP • New York, NY

Oct 2007 – Aug 2015

Vice President, Financial Planning & Analysis

- Responsible for all budgeting, forecasting and reporting for the Credit Funds arm of Fortress Investment Group (FIG), which included 40 funds, each viewed as a small business.
- Reviewed and reported on all G&A expenses on a monthly basis, with a specific emphasis on foreign office expenses.
- Managed the annual compensation process for over 420 employees worldwide, including complex profit-sharing arrangements.
- Provided management with variance analytics and recommendations for quarterly reforecasts.
- Maintained live financial models that track the historical performance and future projections for all businesses.
- Oversaw 10Q/K reporting process for business group and worked alongside corporate accounting to ensure accuracy.
- Created and analyzed pro-forma models to determine profitability of potential businesses.
- Managed a two-member expense allocation team, responsible for coordinating the corporate accounts payable process.
- Business liaison with Corporate IT for Fortress Data Warehouse System; system was set up in 2010.

UNITED TECHNOLOGIES CORPORATION • East Hartford, CT

Pratt & Whitney

Aug 2006 - Oct 2007

Financial Analyst, Manufacturing Operations Financial Planning & Analysis

- Selected to serve as Hyperion Financial Management administrator for 100-member organization; completed minimal training/self-instruction and, within 8 weeks, developed proficiency.
- Analyzed inventory activity and presented monthly in-depth analysis to Senior Divisional Management.
- Collaborated with IT to design and implement a headcount reporting process used to track and consolidate headcount across 13 international entities.

Financial Leadership Program

July 2004 - Aug 2006

- Completed competitive two-year program that affords exposure to critical financial operations throughout UTC over the course of 4 six-month rotations.
-

FAIRFIELD UNIVERSITY • Fairfield, CT

Bachelor of Science Degree, *cum laude*, Finance 2004
GPA: 3.7 (3.8 in major) Dual Minors: Economics/Accounting

Technical Skills

Microsoft Office, Concur, Sage, Hyperion Financial Management, PlanGuru, Salesforce, Workday, Paylocity

From: null@town.fairfield.ct.us
To: [Board of Selectmen](#)
Subject: New submission for form: Boards and Commissions Interest Form (ID #212)
Date: Saturday, January 22, 2022 9:55:23 AM

Boards and Commissions Interest Form

Record #212 submitted from IP address 74.88.72.53 on 1/22/2022 9:55 AM

[View form](#)

ID	212
First Name	Peter
Last Name	Hood
Street Address	542 Villa Avenue
Zip Code	06825
Email Address	phood999@yahoo.com
Cell Phone	203-726-0486
Home Phone	
Work Phone	
Voter Registration Status	Yes
Political Party Affiliation	Democratic Party
Board or Commission	Conservation Commission
Read the Boards Role	Yes
How You Learned About the Position	I have attended Commission meetings, have been on the mailing list for many years, and am always generally aware of the Commission's makeup and ongoing focus. I am familiar with the Commission's responsibilities, as described in state statute, Town Charter, and additionally the Commission's documents and Open Space Management Plan. I am aware that the Commission

	meets as two bodies, both the (regular) Commission and acting as the Inland/Wetlands Agency, in separate meetings. I understand the importance of commitment to all aspects of the Commission's meeting schedule and the attending research required, including associated public hearings that may be required.
Who You Have Spoken To	First Selectwoman, Other Board Members, Other Person(s)
Explanation of Interest and Contribution	<p>I have had family in Fairfield for more than three decades and have lived in Town for over fifteen years when I moved to undertake care for aging parents. I have a strong sense of the need for community involvement, with an appreciation of what Fairfield offers its citizens. I believe it is important that each of us should strive to find means to volunteer in support of sustained and responsible growth of the Town as essential to maintaining and building our quality of living here.</p> <p>The work of the Commission has and will continue to play a most critical role as Fairfield continues to navigate the challenge of balancing desirable growth with need for maintaining its well-earned reputation as a stable, value-rich, and welcoming community for families. Perhaps nothing is more important in that responsibility than protecting and promoting enjoyment of the Town's exceptional natural water and land resources, which in the end, belong to and benefit each citizen, no matter where they live in Town. To that end, it would be an honor to serve alongside respected fellow commissioners as they work to fulfill their role in this important process.</p> <p>I do not have a lengthy relatable resumé as I am aware that other present Commission members do. However, I have a proven record of collaborative work ethic with a focus on integrating the efforts and individual strengths of all stakeholders within the specific dialog. Most importantly, I am a careful listener and note taker, who strives to ensure that agreement is reflective of consensus that incorporates the interests of all.</p> <p>I believe I would bring a common-sense, "everyman" point-of-view that would positively complement the dynamics of the Commission.</p>
Resume or Bio	Hood, P (abbreviated)22.pdf
Additional Comments	My approach in a work environment is practical: collaborative and anxious to take on constructive

feedback; flexible, open-minded and comfortable asking questions, in order to support a shared vision of "the team."

I'm pleased to note that I've now reached a milestone of fourteen years of volunteer effort as co-founder of Fairfield Beach Access

(<https://www.fairfieldbeachaccess.org/>).

WARNING: external links can be malicious. Proceed with caution.

[Manage](#)

Peter C. Hood
542 Villa Avenue, Fairfield, CT 06825
Email: phood999@yahoo.com • cell: 203.726.0486

Summary: Work History/Other/for reference

Caretaker (aging parents)	(2006 – 2016)
All aspects of home/health management, including financial, ensuring compliance/documentation for social services, Medicaid, and Section 8 support.	
Town of Fairfield, CT	(2008 – current)
Moderator; Registrars of Voters (ad hoc)	
GE: Corporate Audit Staff, (Fairfield, CT	(2010)
HR Immigration Consultant, (through Adecco)	
McCarter & English, LLP/ Munro Law Group, LLC (2005 merger) Stamford, CT	(2000 – 2006)
Paralegal/Legal Assistant	
Employment-based nonimmigrant petitions for GE Corporate & industrial global businesses.	
Butterscotch Auction Gallery, Pound Ridge, NY	(1994 – 2000)
Assistant to Owner/Auctioneer	
Earlier:	
Partner in Home Renovations Business, Greenwich/Fairfield, CT	
Bloomingdale's, Stamford, CT: retail management	

Education

State University of New York, (Purchase, NY): BSci Political Science, cum laude
Norwalk Community College, (Norwalk, CT): varied coursework, legal
Greenwich High School, (Greenwich, CT)

<u>Volunteerism:</u> Connecticut Humane Society, Westport, CT	(2006 – current)
Behavior Modification Team(s).	

Private focus: (including):

Co-founder, [Fairfield Beach Access](#), 3,000+ members: networking group focused on coordinating community relations between Town of Fairfield government, dog guardians, and non-dog guardians. Group listed in Town government guide under “local organizations.”

Building process forms, Marine Corrosion Control Specialists , Cos Cob, CT	(2010s)
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Town of Fairfield
Office of the First Selectman
Fairfield, Connecticut 06824

BOARDS AND COMMISSIONS QUESTIONNAIRE

To be considered for appointment to a Board or Commission please fill out this form, save a copy and email the saved copy, along with a copy of your resume, to the First Selectman's office at firstselectmanffld@town.fairfield.ct.us. Please note that your resume and completed questionnaire are public documents. If you have any questions please contact Kathleen Griffin at 203-256-3030 or kgriffin@town.fairfield.ct.us.

Board/Commission: **Conservation**

Date: 01/22/2022

Name: **Peter C. Hood**

Email: **phood999@yahoo.com**

Address: **542 Villa Avenue**

Home Phone: _____

Fairfield, CT 06825-1946

Work Phone : _____

Cell Phone: 203.726.0486

1. How did you learn about this position?

I have attended Commission meetings, have been on the mailing list for many years, and am always generally aware of the Commission's makeup and ongoing focus.

2. Why are you interested in serving and how can you contribute to this board / commission?

I have had family in Fairfield for more than three decades and have lived in Town for over fifteen years when I moved to undertake care for aging parents. I have a strong sense of the need for community involvement, with an appreciation of what Fairfield offers its citizens. I believe it is important that each of us should strive to find means to volunteer in support of sustained and responsible growth of the Town as essential to maintaining and building our quality of living here.

The work of the Commission has and will continue to play a most critical role as Fairfield continues to navigate the challenge of balancing desirable growth with need for maintaining its well-earned reputation as a stable, value-rich, and welcoming community for families. Perhaps nothing is more important in that responsibility than protecting and promoting enjoyment of the Town's exceptional natural water and land resources, which in the end, belong to and benefit each citizen, no matter where they live in Town. To that end, it would be an honor to serve alongside respected fellow commissioners as they work to fulfill their role in this important process.

I do not have a lengthy relatable resumé as I am aware that other present Commission members do. However, I have a proven record of collaborative work ethic with a focus on integrating the efforts and individual strengths of all stakeholders within the specific dialog. Most importantly, I am a careful listener and note taker, who strives to ensure that agreement is reflective of consensus that incorporates the interests of all.

I believe I would bring a common-sense, "everyman" point-of-view that would positively complement the dynamics of the Commission.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.

I have attended meetings of the Commission, (also in its capacity as Inland/Wetlands Agency) for more than a decade, and am familiar with the construct and procedural process.

4. Have you spoken with the chair, any members, or the appropriate Department Head?

I have spoken with the VC, Dabney Bowen. The Commission has undergone change over the last year, and as such, other members and the Director are no longer present. Over the last two years, the meetings have been held via teleconference.

5. Have you read the written description of the board's role?

Yes, I am familiar with the Commission's responsibilities, as described in state statute, Town Charter, and additionally the Commission's documents and Open Space Management Plan.

6. Do you have any potential conflict of interest?

No: I have no potential conflict(s) of interest.

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

Yes, I am aware that the Commission meets as two bodies, both the (regular) Commission and acting as the Inland/Wetlands Agency, in separate meetings. I understand the importance of commitment to all aspects of the Commission's meeting schedule and the attending research required, including associated public hearings that may be required.

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

I am a registered in Fairfield, as a Democrat.

9. Use this space to ask any questions you may have or to provide additional information you'd like to share.

Within my background I have legal experiences such that I am comfortable with technical documents that the Commission is commonly confronted with. My approach in a work environment is practical: collaborative and anxious to take on constructive feedback; flexible, open-minded and comfortable asking questions, in order to support a shared vision of "the team."

I'm pleased to note that I've now reached a milestone of fourteen years of volunteer effort as co-founder of [Fairfield Beach Access](#).

From: null@town.fairfield.ct.us <null@town.fairfield.ct.us>

Sent: Monday, February 21, 2022 10:58 AM

To: Carpenter, Jennifer <JCarpenter@fairfieldct.org>

Subject: New submission for form: Boards and Commissions Interest Form (ID #215)

Boards and Commissions Interest Form

Record #215 submitted from IP address 68.192.91.132 on 2/21/2022 10:58 AM

[View form](#)

ID	215
First Name	Kathryn
Last Name	O'Mahony
Street Address	140 Mill River Road
Zip Code	06824
Email Address	kateom140@gmail.com
Cell Phone	203-521-2247
Home Phone	203-254-8494
Work Phone	
Voter Registration Status	Yes
Political Party Affiliation	Democratic Party
Board or Commission	Conservation Commission
Read the Boards Role	Yes
How You Learned About the Position	Board member
Who You Have Spoken To	Other Board Members

Explanation of Interest and Contribution	<p>My family moved to Fairfield in 1974 and one of the reasons they chose Fairfield was for its natural beauty and it is also a reason my husband and I chose Fairfield to raise our 4 children.</p> <p>When our eldest son was in elementary school I began volunteering for Mill River Wetlands Committee in their River Lab program and truly loved showing children the beauty of nature in their own backyard. I have now been involved with MRWC for 16 years and have been a board member for 5 years. During these last 5 years as a board member in addition to assisting with the River Lab program I have helped in advocating for protection of the Fairfield watershed. I have had the privilege of partnering with CT DEEP, Rivers Alliance, Southwest Conservation District, local legislators as well as other environmental organizations in advocating for the best stewardship in protecting our watershed and local environment while also engaging our community in our efforts.</p> <p>I hope that with a position on the Conservation Commission I would be able to continue to use the knowledge I have gained about our local environment to further advocate for Fairfield's future. I believe our future generations should enjoy our natural beauty as much as we all have.</p> <p>Thank you for your consideration.</p>
Resume or Bio	Kathryn O'Mahony CV.pdf
Additional Comments	

[Manage](#)

KATHRYN MESSINA O'MAHONY, RN, BSN

PERSONAL INFORMATION

Home Address: 140 Mill River Road
Fairfield, CT 06824
Home Telephone: (203) 254-8494
E-mail: kateom140@gmail.com

EDUCATION

1992 B.S. Nursing, University of Connecticut, *Cum Laude*
Member Sigma Theta Tau

WORK HISTORY

2013-current *Volunteer Medical Reserve Corp*
On stand by to assist in case of community medical need.
Currently assisting with vaccination clinic at the Fairfield Health Department.
Helped to create program to vaccinate at risk homebound population. to homebound.
Assist in pre screening of candidates for homebound program and educating caregivers.
Primary nurse in homebound administration of vaccinations.

2004-2016 *Parish Nurse St Thomas Fairfield*
Assist with setting up community health screenings and patient education programs.
Assisted in bringing mobile mammography mobile mammography to community setting

2001-2004 *Norwalk Hospital, Norwalk, CT*
Per diem staff nurse on general oncology unit which included inpatient hospice care.

2000-2001 *Yale-New Haven Hospital, New Haven, CT*
Per diem staff nurse on the general oncology team.

1996-1999 *Memorial Sloan-Kettering Cancer Center, New York, NY*
Staff nurse on the Hepatobiliary GI Medicine unit. Worked with a multidisciplinary team caring for patients with primary GI malignancies. This included post-operative care and teaching regarding liver resections, embolizations, hepatojejunostomies, cholecystectomies, and other procedures. Included in addition was the administration of chemotherapy, precepting of new staff, and mentoring third year BSN students in summer internship.

1994-1996 *VNA Healthcare, Hartford, CT*
Clinical case coordinator for an inner city oncology population. Worked with local cancer centers following patients at home throughout treatment. Teaching families and patients to function at home during aggressive chemotherapy regimens. Worked closely with social services to obtain housing, transportation, food, psychiatric care, and follow up care in an underserved population. Administered chemotherapy in the home.

1992-1994

Memorial Sloan-Kettering Cancer Center, New York, NY

Staff nurse on Neurology/Pain Unit. Treatment of primary and secondary CNS malignancies. Due to nature of illness, worked closely with families as well as outpatient departments to ease the burden of difficult mental and physical disabilities. Cared for postoperative craniotomies, shunts, and administered chemotherapy.

PROFESSIONAL ACTIVITIES

Memorial Sloan Kettering Cancer Center

- Self Governance Committee – assisted in change to self contained units
- Quality Assurance Committee
- Education Committee

VNA Healthcare

- Chosen as delegate to provide outreach for fourth year medical students to experience inner city healthcare
- Member of hospice team

HONORS & CERTIFICATES

Member of Oncology Nursing Association

Member of Local ONS Chapter

Chemotherapy Administration Certification

Sigma Theta Tau Honor Society – Mu Chapter

LICENSES

Licensed Registered Nurse, Connecticut

Licensed Registered Nurse, New York (expired)

VOLUNTEER ACTIVITIES

Board Member Mill River Wetland Committee

Advocacy Coordination

Work with local and state agencies on collaborative efforts to promote best stewardship practices of our natural resources. Duties include testifying at state hearings, participating in panel discussions, attending town meetings related to environmental concerns and educating residents on environmental.

Community Bible Study- Leadership- Facilitator of small discussion groups of women in world wide ecumenical bible study

Volunteer Everytown for Gun Safety- Moms Demand Action

Notre Dame Catholic High School-Volunteer

Parish Nurse Program, Archdiocese of Bridgeport

Coordination of food donation to Operation Hope through St. Thomas Church

St Thomas Aquinas School Volunteer including HSA Board member, Fairfield, CT
Habitat for Humanity

Capital Program Update - Fairfield, CT

June 20, 2022



“Aquarion is committed to providing our customers with safe, high quality water and excellent customer service.”



Agenda

1. Introduction of Engineering and Planning at Aquarion
2. Water Distribution
3. Water Storage
4. Regulators
5. Pumping
6. Water Treatment
7. Dam
8. ISO Reporting and Documentation



Introduction – Engineering and Planning

– Utility Programs

- Water Main Replacement
- Cleaning and Lining
- Relocations
- Developer Extensions

– Capital Delivery

- Pump Stations
- Treatment
- Water Storage Tanks
- Regulators
- Large Water Mains

– Planning

- Water Supply
- Infrastructure
- ISO Coordination
- Dams
- New Services

– GIS

- Maintenance of Water System Assets
- Mapping



Water Distribution

– 2022 Main Projects

- 1.9 miles of new & replacement main
 - Beaumont Street, Mill Hill Terrace, Sturgis Road, Old Mill Road, Rugby Road, Bronson Road, Cedar Road, Fields Rock Road, and Sherwood

– 2023 Projects

- 1 mile of new & replacement main
 - Fern Street, Quincy Street, Rowland Road



Water Storage

– Projects in Planning

- Replacement of Pine Street Tank – 2024/25
- Replacement of Fairchild Wheeler Tank – 2025/26
- Replacement of Greenfield Hill Tank – 2027/28



Regulators

– 2022 Projects

- Lucille Street 2021/2022
- Bronson Road 2022
- Suburban Avenue 2022

– Future Projects

- Morehouse Highway



Pumping

– 2022/2023 Projects

- Tunxis Hill Pump Station – 2022/23 Construction
- Jefferson Street Pump Station – 2023/24 Construction

– Future Projects

- Hemlocks 423 & 3-1 Pump Station Construction



Water Treatment

– 2022/2023 Projects

- Hemlocks Fluoride Feed & Storage Improvements 2022/23
- Hemlocks Phosphate Feed & Storage Improvements 2022/23

– Future Projects

- Hemlocks Process Piping Supports & Coatings
- Hemlocks Treatment Improvements
- Hemlocks Polymer Feed & Storage Improvements
- Hemlocks Hypo Feed & Storage Improvements



Dams

– Hemlocks Dam

- 2021/2022 – Design, Permitting and Bidding
- 2023/2024 – Construction

– Easton Dam

- 2021/2022 – Design, Permitting and Bidding
- 2024/2025 – Construction



Fire Flow Mapping

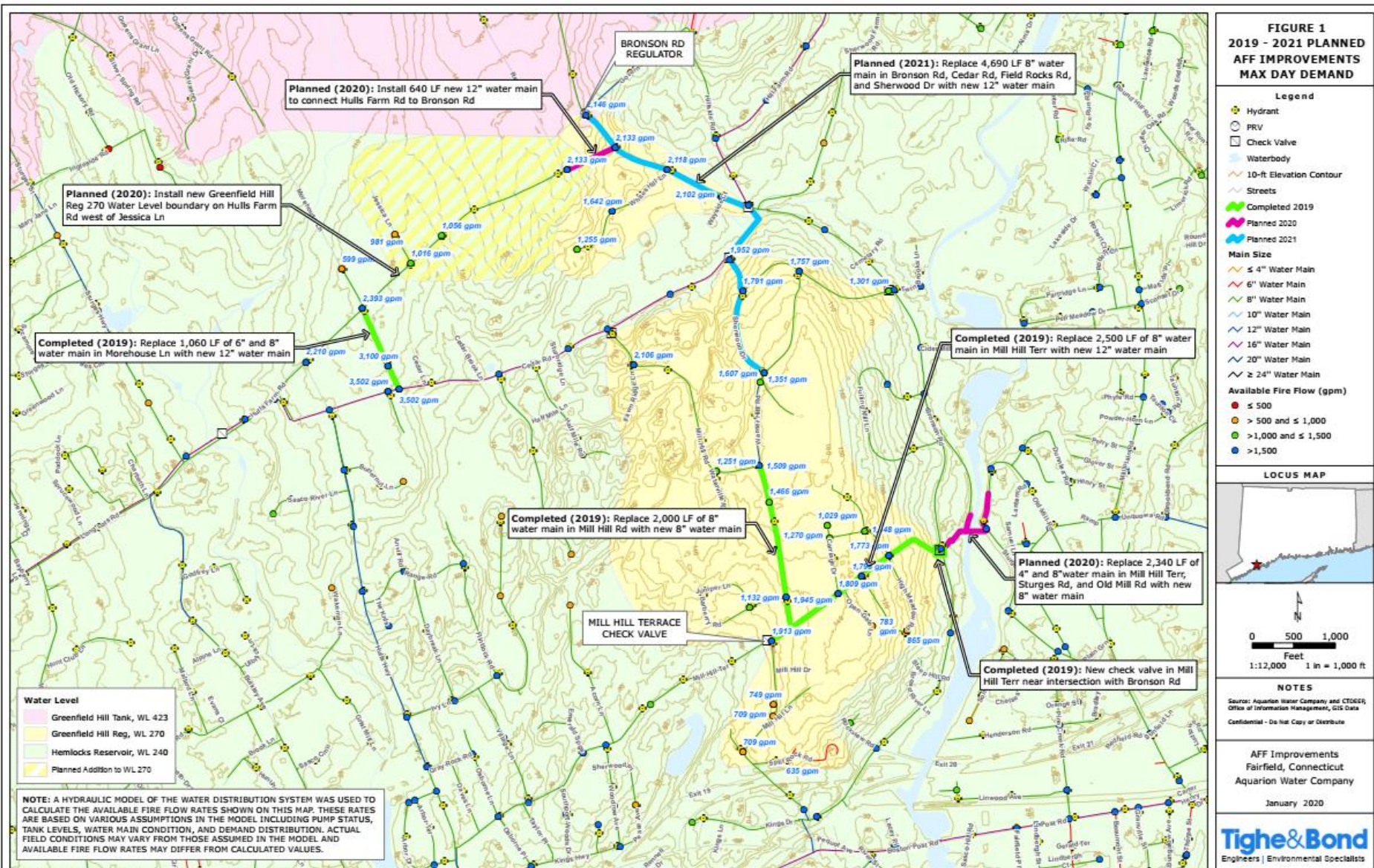


NFPA Color Coding on Mapping

- Red < 500 gpm
- Orange > 500 gpm and < 1000 gpm
- Green > 1,000 gpm and < 1,500 gpm
- Blue > 1,500 gpm

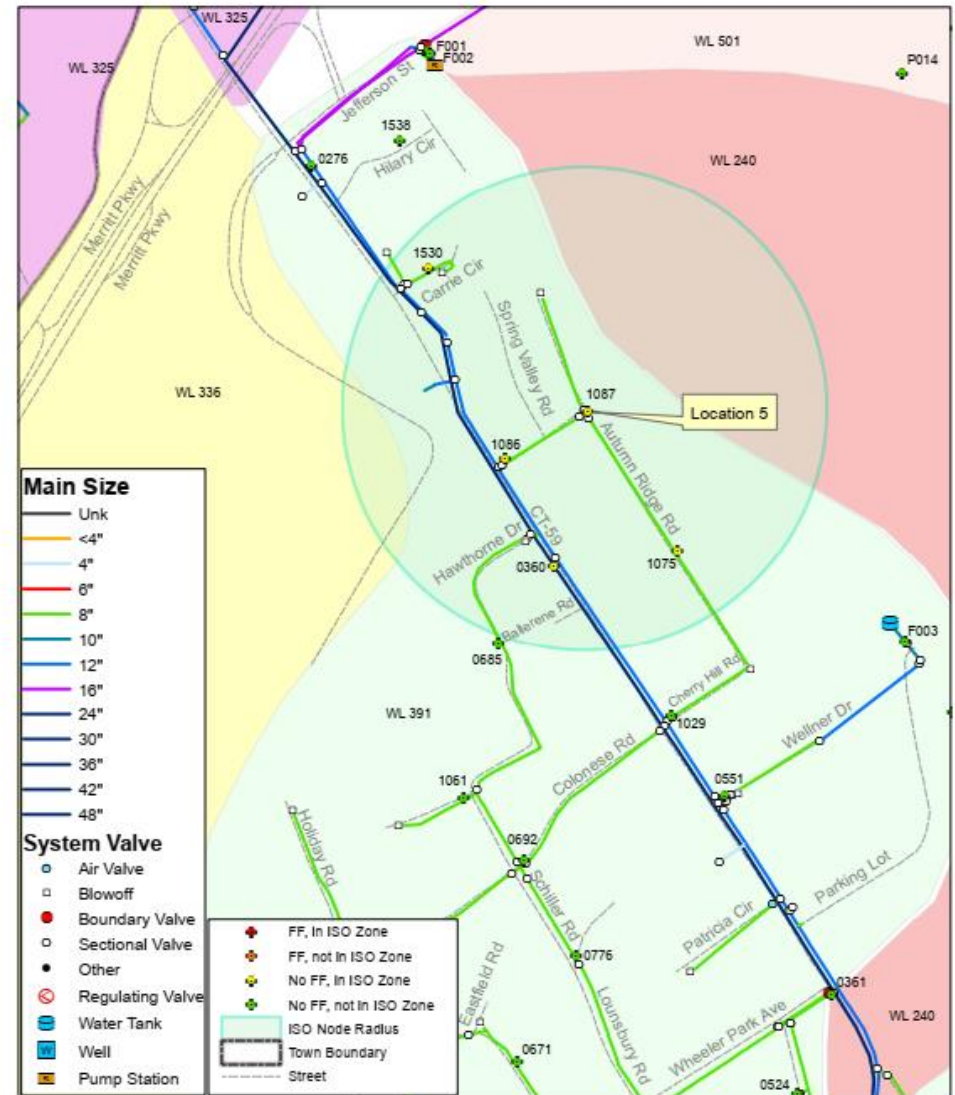


Fire Flow Improvement Plan



ISO Documentation

- ISO Locations in Community
- Fire Flow Test Results
- Water System Improvement Summary
- Water Supply and Demands by Water Level
- Customers per Water Level
- Water System Demand for the Town
- Hydrant Maintenance
- May 2020 ISO Submission





Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

Award Recommendation Resolution:

On Tuesday, 14 June, 2022 the Purchasing Authority recommended an award of RFP number 2022-198 Request for Proposals for Engineering Design Services for the replacement of three (3) rooftop HVAC units at Fairfield Warde High School, Fitts House, to Van Zelm Haywood & Shadford, Inc., Farmington, CT for the amount of \$28,800.00 based on the firm's qualifications, experience and service offering.

Following is justification for the selection:

- Van Zelm Haywood & Shadford, Inc has provided the Town with a competitive fee proposal for the Engineering Design Services for this rooftop HVAC unit replacement project
- Van Zelm Haywood & Shadford, Inc possesses a strong foundation and knowledge in engineering services and rooftop HVAC design.
- Van Zelm Haywood & Shadford, Inc. has provided the Town with a vast list of similar services in which they have successfully performed.

The award of this contract may be subject to the review and approval of the Board of Selectmen.

Brenda L. Kupchick, First Selectwoman

Gerald J. Foley, Director of Purchasing



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

RFP #2022-198

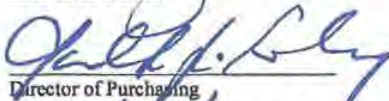
Engineering Design Services for the replacement of Rooftop HVAC units
Fairfield Warde High School – Fitts House – RTU #1, #2 and #3

TOWN OF FAIRFIELD
PURCHASING AUTHORITY
725 OLD POST ROAD
INDEPENDENCE HALL
FAIRFIELD, CT 06824.

Date Submitted May 25 2022.

SEALED BIDS are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Fairfield, Purchasing Authority.


First Selectwoman


Director of Purchasing

05/12/2022
Date

Bidder:

van Zelm Heywood & Shadord, Inc.

Doing Business As (Trade Name)

10 Talcott Notch Road

Address

Farmington, CT 06032

Town, State, Zip

Mr. David W. Madigan, PE, LEED AP, Sr. Vice President

(Mr/Ms) Name and Title, Printed


Signature

860.284.5064

860.284.5098

Telephone

Fax

dmadigan@vanzelm.com

E-mail

Sealed submissions will be received by the Purchasing Authority at the office of the Director of Purchasing, First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

2:00 pm, Thursday, 26th May, 2022

To provide Engineering and design services for the rooftop HVAC upgrades at Fairfield Warde High School, 755 Melville Avenue, Fairfield, Connecticut as detailed in the attached specifications.

NOTES:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Fairfield.
3. Bid proposals are to be submitted in a sealed envelope and clearly marked "RFP #2022-198" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. It is the sole responsibility of the bidder to see that the bid is received by the Fairfield Purchasing Department prior to the time and date noted above. Bid proposals are not to be submitted via email or fax.
5. Bid proposals are not to be submitted with plastic binders or covers, nor may the bid proposal contain any plastic inserts or pages.

Response to Request for Proposal:
**Engineering Design Services for the
Replacement of Rooftop HVAC Units -
Fairfield Warde High School - Fitts House**



Town of Fairfield
725 Old Post Road, Fairfield, CT 06824
May 26, 2022

Response to RFP

for

Engineering Design Services for the Replacement of Rooftop HVAC Units - Fairfield Warde High School - Fitts House

to

Town of Fairfield
Fairfield, CT



van Zelm Project #2020094.00

Submitted by:



Cover Letter /
Firm Information /Legal

Project Team

- Org Chart
- Resumes

Experience

- Clients served in last 5 years
- Similar RTU projects in last 5 years
- Public School Experience
 - High Schools
 - Middle Schools
 - Elementary Schools

Project Understanding and Approach

Fee Proposal



Cover Letter

May 26, 2022

Town of Fairfield
Purchasing Authority
725 Old Post Rd
Fairfield, CT 06824

Project: Replacement of Rooftop HVAC Units Fairfield Warde High School-Fitts House-RTU-1,2,3
RE: RFP# 2022-198
van Zelm #2020094.00

van Zelm Heywood & Shadford, Inc. (van Zelm) is pleased to present this proposal for Engineering Design Services related to the replacement of Rooftop Units at Fairfield Warde High School. We offer this proposal based on our understanding of the project as derived from the request for proposal documents and a recent pre-bid walk through.

van Zelm Engineers is a full-service mechanical and electrical engineering firm, providing Design, Construction Administration and Commissioning services for HVAC, plumbing, fire protection, power, lighting, and low voltage systems. In this age of complex building systems and owners with high expectations for quality indoor environments and energy efficiency, the MEP engineering consultant plays a pivotal role in the ultimate success of the project. As such, we must act as an advocate for issues relating to these goals and be proactive in defining the system types and configurations that will provide the desired performance. We recognize that performance issues need to be balanced with the goals for cost effectiveness and physical integration. We also understand the operational implications of modern building systems and interface closely with the facilities staff to design systems to minimize operational/maintenance burden.

For this project, we have experienced engineering staff that has worked on many CT school RTU replacement projects. We understand the most critical aspect of this project is time, and we will work with the facilities group and Town to make timely decisions in order move forward. With the current issues with equipment lead times and availability, we can develop pre-purchase equipment specifications for the major equipment to get those critical pieces on order to meet the delivery times and dates requested for a fall start-up.

The project would be assigned a project manager, who would be the point person for the project and all communication. The project manager would be responsible for developing the schedule, working with the Town and presenting the design options for quick and timely decisions to move forward. The PM would oversee the design staff and construction administration process for the project. He would also work closely with the commissioning manager to ensure the design intent is met.

VAN ZELM HEYWOOD & SHADFORD, INC.

1200 CONVERSE STREET
LONGMEADOW, MA 01106
P: 617.218.9976

10 TALCOTT NOTCH
FARMINGTON, CT 06032
P: 860.284.5064
www.vanzelm.com

862 BRAWLEY SCHOOL ROAD, SUITE 207
MOORESVILLE, NC 28117
P: 704-799-7275

We would work with manufacturers to advise on lead times and availability for both options to help advise on the best decision for the Town. Once the decision on approach is made, we would streamline the design tasks in order to produce drawings and specs in a short timeframe to get the project underway. We feel confident that with our experience, we can deliver the project both on time and on budget for the Town of Fairfield.

SUMMARY

As our project experience will show, we have had extensive experience with Rooftop Replacement projects over the years. We have been working with the Fairfield Public School district since 2008 and feel that we have a very good understanding of the HVAC systems in the schools as well as the needs of the Facilities Personnel.

At your convenience, we would be pleased to further discuss our capabilities and details related to the project.

Thank you again for the opportunity.

Very truly yours,

VANZELM, HEYWOOD & SHADFORD, INC.

A handwritten signature in black ink that reads "Bill Donald". The signature is fluid and cursive, with the first name "Bill" and last name "Donald" clearly legible.

Bill Donald

Team Leader- Commissioning Services

Certified Building Commissioning Professional (CBCPTM, EBCPTM)



FIRM PROFILE

Executive Summary

Name of Firm:

van Zelm Heywood & Shadford, Inc.

Permanent main office address:

**10 Talcott Notch
Farmington, CT 06032**

When organized:

Henry B. van Zelm	1930
van Zelm Heywood & Shadford	1956
van Zelm Heywood & Shadford, Inc.	1975

Legal form of ownership:

van Zelm Heywood & Shadford, Inc. is a closely held corporation, incorporated in the state of Connecticut on June 23, 1975; with continuity to date with the Connecticut Secretary of State as domestic stock corporation business ID number 0047859 and Tax ID #06-0924699.

Years engaged in services under present name:

The firm has been operating for 47 years under the name of van Zelm Heywood & Shadford, Inc. and has maintained continuity to date with the Connecticut Department of Consumer Protection as a Professional Engineering Corporation ID number 0000176.

Number of Employees: **77**

Number of Licensed Professional Engineers: **18**

Number of Engineers in Training: **4**

Number of LEED Certified Professionals: **11**

van Zelm staff are licensed to perform engineering design & consultation in:

Connecticut, Massachusetts, Rhode Island, Vermont, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Florida, North Carolina, Georgia, Michigan, Virginia, Ohio, Illinois, Wisconsin, West Virginia



FIRM PROFILE

Financial Statement

It is the policy of van Zelm Heywood & Shadford, Inc. (van Zelm Engineers), a closely held corporation, not to release financial statements to outside parties. Our statements are compilations limited to the presentation of information that is a representation of management, and not designed for analysis.

Certain information about our company is available through Dun & Bradstreet (DUNS # 04-623-2708).

We welcome you to discuss our financial condition with the following individuals:

- John Miller, CPA - Miller, Moriarty & Co., LLC Tel: (860) 225-7854
- Frank Mac Hugh - Webster Bank Tel: 860-692-1607

Firm Ownership

van Zelm Heywood & Shadford Inc. is a closely held corporation consisting of three partners and one officer. A synopsis of their education, experience, current duties is listed below:

Steve S. Krawczynski, P.E., LEED AP BD+C, CEM
President & C.E.O.

Education: BSME Milwaukee School of Engineering | MBA – Rensselaer at Hartford

Licenses & Certifications: CT, IL, MA, ME, MI, NC, NY, RI, FL, WI, WV, GA, NH, AK, VA, NCESS, LEED AP, CEM

Business Experience: 40 years industry experience with the last 31 spent at van Zelm Heywood & Shadford, Inc. Current Duties & Responsibilities: As President & CEO since 2021, Mr. Krawczynski oversees leadership of the firm and maintains daily oversight of van Zelm's project management teams, production management, IT and technical departments. He is also Principal-in-Charge of one design team. Mr. Krawczynski joined van Zelm in 1990 and was named Principal in 1995.

David W. Madigan, P.E., LEED AP
Senior Vice President & Treasurer

Education: BSCE Villanova University | Building Energy Engineering - University of Colorado

Licenses & Certifications: CT, ME, MI, NH, NJ, NY, OH, RI, VT, MD, MA, PA, VA, NCESS, LEED AP

Business Experience: 37 years of industry experience, all at van Zelm Heywood & Shadford Inc.

Current Duties & Responsibilities: Principal-in-Charge of three design teams, with a strong involvement in firm marketing efforts and initiatives.



FIRM PROFILE

Edward D. Allen, P.E., LEED AP **Senior Vice President & Secretary**

Education: BSME Lehigh University

Licenses & Certifications: CT, MA, ME, NC, NH, NY, PA, RI, VT, LEED AP

Business Experience: 35 years industry experience with the last 22 spent at van Zelm Heywood & Shadford, Inc.

Current Duties & Responsibilities: Principal-in-Charge of one design team and the Electrical Department.

Thomas A. Wunder **Vice President**

Education: AS Pennsylvania Institute of Technology

Business Experience: 49 years industry experience, the last 29 years at van Zelm. Mr. Wunder joined van Zelm in 1972 and was named Principal and CEO in 2000. He is in his current role since 2021.

Current Duties and Responsibilities: Principal Emeritus; currently overseeing special projects.



VANZELM
ENGINEERS

VAN ZELM HEYWOOD & SHADFORD, INC.

FIRM PROFILE

Who We Are:

van Zelm Engineers is a well-established mechanical and electrical consulting engineering firm headquartered in Farmington, CT. We are devoted solely to the planning, study and design of mechanical and electrical systems for the built environment, completing projects in excess of \$500 Million in mechanical and electrical construction value each year. These projects range in size from small studies to large, complex facilities.

As the design of mechanical and electrical systems becomes more complex, van Zelm is always found at the forefront in the development of new concepts for design and management. We are proud of the fact that more than 90% of our work is through repeat client activity. Client satisfaction with our performance, and engineering excellence are the primary concerns of our organization.

Professional Philosophy

Henri B. van Zelm, a graduate of Dartmouth College and Pratt Institute, founded the Firm in 1930. A man of high principles and determination, Mr. van Zelm believed that client satisfaction and quality design are essential to successful growth and repeat client business. This culture continues to be embraced by today's third and fourth generations of principals and staff. van Zelm's goal of engineering excellence continues today. Our designs must be responsive to each client's individual project needs. The Firm has always excelled in allowing its engineers and designers the freedom to utilize their talent and creativity in developing designs under the guidance and mentoring of those responsible for overall project management. The staff is encouraged to attend seminars, workshops, formal degree programs and continuing education classes.

What We Do:

Our solution-oriented designs are responsive to building system infrastructure requirements for healthcare, laboratory, academic, athletic, college/university, libraries, performing arts, historic and adaptive reuse, and office and institutional facilities. Our reputation in the building industry is for the successful design of complicated mechanical and electrical systems demanded by today's sophisticated buildings.

Our staff includes specialists in:

- Sustainable Design
- Alternative Technologies / Renewable Energy
- Energy Planning, Management & Conservation
- Photovoltaics and Solar Thermal
- Indoor Air Quality
- Environmental Control
- Building Management Systems
- Central Heating & Cooling Plant Design
- Computer Power & Data Transmission
- Contaminated Exhaust Systems
- Control Logic Design
- Integrated Controls Systems
- Fire Protection Systems
- Heat Recovery Systems
- Heating, Air Distribution & Refrigeration Systems
- Radiant Heating & Cooling
- High & Low Voltage Distribution Systems
- Lighting Systems
- Plumbing Systems
- Thermal Storage Systems
- Technology Systems
- Emergency and Stand-by Generation
- Combined Heat and Power Cogeneration
- Commissioning / Retro-Commissioning

Follow-through during construction and start-up is a major concern at van Zelm. We continue to work with the client after project completion to ensure adequate and reliable system performance.



VAN ZELM HEYWOOD & SHADFORD, INC.

FIRM PROFILE

How We Work:

van Zelm is structured under a “permanent team concept” within the structure of Practice Groups focused on the Corporate, Healthcare/Pharmaceutical, Academic, Power & Utility, Commissioning and Energy Planning & Management market sectors. Our teams consist of permanent members under the leadership of a project manager. This structure gives our clients the service level and focus of a small firm while providing the broad resource benefits of a large firm.

Two principals are assigned to each project. Within our Practice Groups, one principal serves as the principal-in-charge and the other as a backup principal. These individuals are generally of complementary disciplines, i.e., mechanical/electrical. This practice ensures principal continuity, enhances communication and provides greater technical depth. The project manager serves as the primary interface with the client.

Each team is made up of mechanical, electrical, plumbing and fire protection specialists. The key team members are totally responsible for all aspects and phases of their portion of the project, including field surveys, design, specifications and shop drawings. Once a team is assigned to a project, it remains with the project through completion. Construction Administration is provided by an experienced field engineer, under the leadership of the team’s project manager. Field engineering is responsible for cost verification, review of payment requisitions, and construction observation for adherence to plans and specifications, scheduling, change order requisitions, construction meetings and punch lists. All Field Engineering tasks are performed with the ongoing design team’s involvement.

Quality Engineering:

Continuous Quality Improvement is the responsibility of the entire van Zelm organization. We recognize that there is quality “in fact”, and quality “perceived.” Quality in fact is provided by hiring the best staff, providing them with ongoing training and education, and assigning our independent Quality Engineering Team to provide objective benchmark review of technical design, scope, budgets and schedule for each project.

Perceived quality can only be determined by our clients. To assess our performance in this area, we solicit input through written surveys, and conduct client focus meetings to determine client satisfaction. Through these candid meetings, important feedback is used to improve our performance. We continually look inward, reassessing and fine tuning our strategic philosophy, and changing to meet the demands of the times.

Corporate Citizenship

van Zelm has a tradition of charitable giving, making a special effort to support engineering education. The van Zelm Heywood & Shadford Inc. Scholarship has been established at the University of Hartford to assist the University’s College of Engineering in preparing students for entry into the profession. Recipients are selected based on strong academic performance, contributions to the student community and campus affairs and dedication to the engineering profession.

On an on-going basis, van Zelm participates in, and actively supports the ACE Mentor Program of Connecticut, and offers internships to college-level engineering students whenever possible.

van Zelm Heywood & Shadford also lends firm-wide support to the March of Dimes, an organization that has been working since 1938 to ensure that each generation of children has a healthy start in life.



Information Regarding: Disclosure, Failure to Complete and Litigation

- A. State whether any selectman or other officer, employee, or person who is payable in whole or in part from the Town currently has any direct or indirect personal interest in the Respondent. If so, describe the circumstances.

None

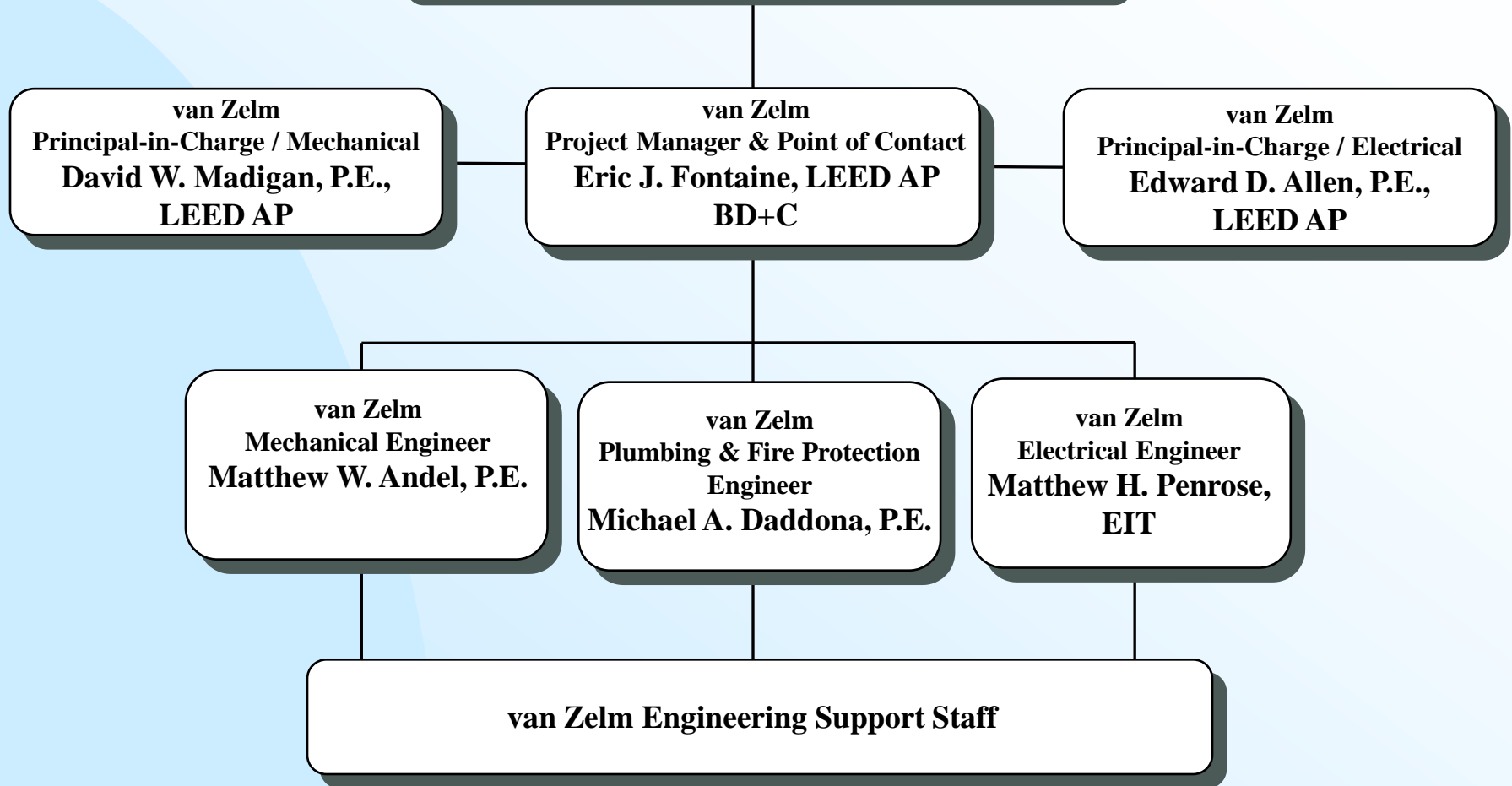
- B. State whether the Respondent or any of its employees or officers has been named as a defendant in any litigation brought as a result of any contract operations for operations and maintenance. If so, name the owner and describe the circumstances, including the outcome of the litigation.

None

- C. State whether the Respondent has ever been terminated, fired, or replaced on a project other than those contracts that have been terminated due to completion. If so, name the owner and describe the circumstances.

No

Town of Fairfield, CT





David W. Madigan, P.E., LEED AP
Senior Vice President

Professional Overview

Dave Madigan is a principal of van Zelm Heywood Shadford Inc. of Farmington, CT. van Zelm is a well-established mechanical and electrical consulting engineering firm that specializes in many areas of design.

A recognized expert on sustainable design, Dave has worked on numerous projects with high performance design objectives; of particular note is Dave's experience in the design and planning of high efficiency, sustainable laboratory facilities and the design and implementation of sustainable campus infrastructure and building energy conservation measures.

Education

Mr. Madigan holds an M.S. degree in Building Energy Engineering from University of Colorado and a B.S.C.E. from Villanova University.

Professional Registration

Mr. Madigan holds licenses as a Professional Engineer in the States of CT, NJ, RI, OH, VT, MI, ME, NH, and VA. He is also a LEED AP accredited professional.

Industry Associations

Mr. Madigan is a member of i²SL – International Institute for Sustainable Laboratories, AEE – American Society of Energy Engineers, ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers, NESEA – The Northeast Sustainable Energy Association, USGBC - U.S. Green Building Council, I²SL - International Institute of Sustainable Laboratories, APPA – Association of Higher Education Facilities Professionals and ASES – American Solar Energy Society.

Project Experience

Boston University Center for Student Services & Office Building
Harvard Allston New 550,000 SF LEED Platinum Engineering Center – Laser & Imaging Suite
Dartmouth College Center for Engineering & Computer Science (CECS)
Dartmouth College LEED Platinum Class of 1978 Life Sciences Building
Amherst College - New Science Center
UPenn, Vagelos Laboratory for Energy Sciences and Technology
Smith College, Ford Hall Science & Engineering
Tufts University New Science & Engineering Center & Campus Utility Master Planning
MIT New 209,000 SF LEED Gold Sloan School of Management



Edward D. Allen, P.E., LEED AP

Vice President

Professional Overview

Mr. Allen is a principal with van Zelm Heywood Shadford Inc., serving in this role since 2004. In addition to select project management and design activities, he serves the firm as Principal-In-Charge of Electrical Engineering Services, with particular expertise in the academic sector.

Ed has a broad background in engineering design and construction practices, with experience in both electrical and mechanical engineering design, application and analysis. Prior to joining the staff at van Zelm, Ed was the Owner and President of a local consulting engineering firm.

Ed has been a presenter to industry groups and clients on the subject of sustainable design and the LEED™ process for a number of years. He has been instrumental in the conceptual development, design, and project management of multiple high-performance buildings. His projects have achieved LEED™ Platinum and beyond Platinum recognition.

Education

Mr. Allen holds a B.S. degree from Lehigh University in Bethlehem, PA

Professional Registration

Mr. Allen holds licenses as a Professional Engineer in multiple states including: CT, MA, RI, VT, NH, ME, NY, and PA and has been a LEED™ AP – accredited professional since 2001.

Ed holds active memberships in: IEEE, BICSI, NFPA, NESEA, USGBC, CTGBC, and IESNA.

Project Experience

Kelly Middle School Expansion/Renovation, Norwich, CT
Samuel Huntington Elementary School, Norwich, CT
Bishop Elementary School, Norwich, CT
Prendergast Elementary School, Pre-K-2 Renovation/Addition, Ansonia, CT
Benjamin Jepson School K-8, New Haven, CT
New Norwalk High School, Norwalk, CT



Eric J. Fontaine, LEED AP

Associate - Team Leader

Professional Overview

Mr. Fontaine has extensive experience in project management, as well as in the design of building HVAC systems. Eric's design and project management experience includes new construction, expansion, and renovation for all types of facilities, with a specialization in colleges & universities. Eric has served as a designer and manager for multiple projects at Dartmouth College.

Mr. Fontaine's experience includes preparation of studies, design drawings, specifications, and cost estimates as well as design review and contract administration. As a project manager, Mr. Fontaine ensures that management of the production teams' preparation of mechanical and electrical contract documents is done with an emphasis on personnel and project schedules and budgets, ensuring that the best technical resource of the firm is made available to the client. Additional responsibilities include standards, procedures, quality control and contract administration.

Education

Mr. Fontaine holds a B.S.M.E. degree from the University of Hartford in Hartford Connecticut. He is a LEED – accredited professional.

Industry Associations

Mr. Fontaine is currently on the Board of Governors & a Chair of the Sustainability Committee of ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers. He is also a member of the U.S. Green Building Council (USGBC).

Project Experience

Dartmouth College, Center of Engineering and Computer Science (CECS)
Boston University Center for Student Services & Office Building
Dartmouth College, Thayer Dining Hall Renovations / Class of 1953 Commons
Noble and Greenough School, Castle Project and Dining Facility
Dartmouth College, Arthur L. Irving Institute for Energy & Society
Dartmouth College, Anonymous Hall Academic Renovation and Expansion
Dartmouth College LEED Platinum Class of 1978 Life Sciences Building
SUNY ESF, New LEED Platinum Gateway Building
Smith College, Ford Hall Science & Engineering
Amherst College, New Science Center
UPenn, Vagelos Laboratory for Energy Sciences and Technology
Lawrenceville School – Gruss Arts Center Expansion and Renovation

Matthew W. Andel, P.E.
Mechanical Consultant II

Professional Overview

Matthew W. Andel is a Mechanical Consultant having responsibility for mechanical systems, instrumentation, and control as well as supervisory control and data acquisition system architecture and sequence development.

Mr. Andel is proficient in thermodynamics, heat transfer and fluid mechanics and serves as a leader of preparing thermodynamic heat balances and cycle development for power plant and energy infrastructure systems. He is also active in techno-economic analysis for investment grade evaluation of capital projects.

In a prior assignment Mr. Andel was a Design Engineer with Zachry Nuclear Engineering (formerly Proto-Power), leading teams of up to ten engineers in analysis and design of complex thermal-fluid systems. His work included field survey and investigation of power plant and industrial facilities, and the use of engineering software tools for analysis, calculation, sizing and selection of equipment and systems for critical process systems, fire protection, industrial gases and HVAC systems.

Education

Matt holds an M.S. in Mechanical Engineering with a concentration in Thermal-Fluids from the University of Connecticut, Storrs, CT. Matt also holds a B.S. in Mechanical Engineering, concentration in Thermal-Fluids from Worcester Polytechnic Institute in Worcester, MA

Professional Registration

State of Connecticut – Licensed Professional Engineer
U.S. Nuclear Regulatory Commission – Senior Reactor Operator for 10-kilowatt open pool reactors for laboratories. (2002-2005)
FAA – Licensed Private Pilot

Industry Associations

Mr. Andel is currently a member of the American Society of Mechanical Engineers (former Chair and Vice Chair of the New London Section) and the American Society of Heating, Refrigeration, & Air Conditioning Engineers (ASHRAE).

Project Experience:

Dartmouth College, Arthur L. Irving Institute for Energy & Society
Dartmouth College, Anonymous Hall Academic Renovation and Expansion
Mount Holyoke, Creighton Residence Hall Facility
UPenn, Vagelos Laboratory for Energy Sciences and Technology
Dartmouth College, Center of Engineering and Computer Science (CECS)



Michael A. Daddona, P.E.

Senior Plumbing / Fire Protection Consultant I

Professional Overview

Mr. Daddona has over twenty years of experience in the building industry and the design of plumbing and fire protection systems for virtually all types of facilities. He specializes in the design of energy efficient plumbing systems. His designs also include life safety, fire protection and sprinkler design for complex facilities, i.e., academic, laboratory, commercial and office facilities.

Mike's recent academic design projects include the Dartmouth Life Sciences Facility, the Smith College Engineering and Molecular Science Center, the new Mount Holyoke Dormitory, the Wesleyan Allbritton Center renovation and the SUNY Environmental School of Forestry Gateway Building. Each of these projects was designed utilizing sustainable design principles and practices

Education

Mr. Daddona holds a B.S. degree in Architectural Engineering Technology from the Wentworth Institute of Technology and an A.S. in Computer Aided Drafting and Design from Waterbury State Technical College.

Professional Registration

Mr. Daddona holds a Professional Engineer license in the State of CT and his CPD – Certified in Plumbing Design Certificate in Connecticut.

Industry Associations

Mr. Daddona is a member of ASPE – American Society of Plumbing Engineers

Project Experience

Smith College, Ford Hall Science & Engineering
Dartmouth College LEED Platinum Class of 1978 Life Sciences Building
SUNY ESF, New LEED Platinum Gateway Building
Boston University Center for Student Services & Office Building
Amherst College, New Science Center
Noble and Greenough School, Castle Project and Dining Facility
Dartmouth College, Arthur L. Irving Institute for Energy & Society
Dartmouth College, Anonymous Hall Academic Renovation and Expansion
Dartmouth College, Thayer Dining Hall Renovations / Class of 1953 Commons
UPenn, Vagelos Laboratory for Energy Sciences and Technology



Matthew Penrose, EIT

Electrical Consultant II

Professional Overview

Matthew joined van Zelm in 2015, a recent college graduate and fresh from an internship at Eversource Energy. Since then he has passed the Fundamentals of Engineering examination in preparation of obtaining a Professional Engineering license.

Matthew is proficient in many different forms of electrical design involved in building infrastructure. He has designed power distribution systems, lighting fixture layouts, control systems, fire alarm systems, and low voltage systems to meet the requirements of building owners, local code requirements, and national and international standards. This involves coordination with mechanical, plumbing, and other non-electrical trades to ensure a proper design, which is aided by a proficiency in CAD and BIM programs such as AutoCAD and Revit. In addition, he is familiar with coordination and arc-flash calculation software such as SKM to ensure that the power distribution system is coordinated.

Matthew is familiar with energy code requirements from recent work, such as the Irving Institute at Dartmouth College, and strives to meet or exceed the expectations of the owner and architect on projects where energy consciousness or dark-skies consciousness are vital.

Education

Mr. Penrose holds a B.S. in Electrical and Computer Engineering from Worcester Polytechnic Institute.

Professional Registration

Mr. Penrose is currently studying to obtain a PE license in the state of Connecticut.

Industry Associations

Mr. Penrose is a member of IEEE – The Institute of Electrical and Electronics Engineers.

Project Experience

Dartmouth College – Thayer School of Engineering & Computer Science
Dartmouth College – Irving Institute
Dartmouth College – Dana/Anonymous Hall Renovation
Harvard University – Allston Science and Engineering Complex
Mount Holyoke College – Ham and Macgregor Dormitory Renovation
UPenn, Vagelos Laboratory for Energy Sciences and Technology

van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Client Name	Contact	Contact Title	Telephone	Address	City	State	Zip
ADP Architecture	Anthony D. Paprocki, AIA, ADP Architecture, LLC	Principal Architect	617-304-3335	10 Tioga Way, Suite 3	Marblehead	MA	01945
AE DESIGN GROUP, LLC	Daniel S. LaMontagne	Principal Architect	(860) 621-9348	40 North Main Street	Southington	CT	06489
Air Temp	Richard Macierowski			360 Captain Lewis Drive	Southington	CT	06489
Amenta Emma Architects	Robert E. Swain, AIA	Principal	860-549-4725	242 Trumbull St	Hartford	CT	06103
American Green Fuels	Brian Kimmel, American Green Fuels, LLC	Plant Engineer	203-672-9028 x109	30 Waterfront Street	New Haven	CT	06512
Amherst College	Karla Youngblood - Mt. Holyoke College	Former	413-538-2418	50 College Street	South Hadley	MA	01075
Amherst College	Mark Andrews, RA NCARB - Amherst College	Capital Project Manager	413-542-5792	6 East Drive, P.O. Box 5000	Amherst	MA	01002-5000
Amherst College	Patrick Karalekas P.E., Amherst College	Manager of Central Utilities	413-542-5914	6 East Drive, PO Box 5000	Amherst	MA	01002-5000
AMITY HIGH SCHOOL	Stephen Martoni	Director of Facilities	(203) 397-4818	25 Newton Road	Woodbridge	CT	06525
Asante Energy	Michael Vance	Project Manager	646-530-0862				
Asnuntuck Community College	Mary Bidwell	Interim Dean of AMTC	(860) 253-3118	170 Elm Street	Enfield	CT	06082
Asnuntuck Community College	Joseph J Muller	Building Superintendent III	(860) 253-3055	170 Elm Street	Enfield	CT	06082
Atkin Olshin Schade	Mr. Samuel Olshin, AIA	Principal	215-925-7812	125 South Ninth Street, Ste 900	Philadelphia	PA	19107
Avon Old Farms School	Glenn Wilcox, Avon Old Farms School	Facilities Director	860-404-4262	500 Old Farms Road	Avon	CT	06001
Baker Design Group	Stephen Decatur			15 Walnut Street, 4th Floor	Wellesley	MA	02481
BAY PATH UNIVERSITY	Michael J. Giampietro	Vice President for Finance & Administrative Services	(413) 565-1251	588 Longmeadow Street	Longmeadow	MA	01106
Becker + Becker	Bruce Becker, Becker + Becker Associates, Inc.	President	(203) 292-4990	95 Reef Road	Fairfield	CT	06824
BEHNISCH ARCHITEKTEN	Matt Noblett	Partner	617-375-9380	125 Kingston St	Boston	MA	02111
Berkshire School	Tim Fulco, Berkshire School	Director of Physical Plant	(413) 229-1337	245 North Undermountain Road	Sheffield	MA	01257
Bowie Gridley Arch	Richard Salopek, AIA, DLR Group	Principal	215-925-7812	125 South Ninth Street, Ste 900	Philadelphia	PA	19107
Bristol Public Schools	Peter Fusco	Supervisor of Buildings and Grounds	(860) 584-7097	PO Box 450	Bristol	CT	06011
Bruner Cott	Jason Forney, Bruner Cott	Principal	617-823-9752	225 Friend Street, Suite 701	Boston	MA	02114

van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Bruner/Cott Architects	Jason Jewhurst, Bruner Cott	Principal	617-492-8400	225 Friend Street, Suite 701	Boston	MA	02114
CBRE	Corrie Brindamour, CAPM, CMIT	Project Manager	860-547-3662	One Hartford Plaza, HOGL-140	Hartford	CT	06115
CENTERBROOK	Chad Floyd	Partner	860-767-0175	67 Main Street, P.O. Box 955	Centerbrook	CT	06409
Charter Realty & Development Corp	John B. Ireland			65 Memorial Road	West Hartford	CT	06107
Chase Enterprises	Robert Cirinna, Chase Enterprises	Facility Manager	860-293-4311	157 Church Street	New Haven	CT	6510
Chase Enterprises	Charles Meyer, Chase Enterprises	Property Manager		157 Church Street	New Haven	CT	06508
CHK	Rich Kaiser	Managing Partner	860-651-3777	573 Hopmeadow Street, P.O. Box 95	Simsbury	CT	06070
CHK Architects	Chris Foster	Associate	860-651-3777	573 Hopmeadow Street	Simsbury	CT	06070
Choate	Steve Cahoon	Manager of Energy Management Systems and Project Management	203-697-2991	333 Christian Street	Wallingford	CT	06492-3800
Choate Rosemary Hall	James Ferranti		203-697-2824	333 Christian Street	Wallingford	CT	06492
City Of Bristol	Roger D. Rousseau, Purchasing Agent		860-584-619	111 North Main Street	Bristol	CT	06011
City of Bristol	David Oakes			111 North Main Street	Bristol	CT	06010
City of Bristol	Timothy Callahan	Project Manager	(860) 584-7086	129 Church Street	Bristol	CT	06010
City of Bristol	Peter Fusco	Supervisor of Buildings and Grounds	(860) 584-7097	PO Box 450	Bristol	CT	06011
City of Danbury	Charles J. Volpe Jr	Purchasing Agent	(203) 797-4571	155 Deer Hill Avenue	Danbury	CT	06810
CITY OF HARTFORD	Frank Dellaripa, P.E.	City Engineer/Assistant Director		550 Main Street	Hartford	CT	06103
CITY OF HARTFORD	Glenn E. Geathers	Neighborhood Development Specialist II	(860) 757-9075	250 Constitution Plaza, 4th Floor	Hartford	CT	06103
City of Hartford, DPW	Frank Dellaripa	City Engineer/Assistant	(860) 757-9975	50 Jennings Rd	Hartford	CT	06120
City of New Britain	Raymond L. Moore	Owners Rep	(860) 301-1156	272 Main Street	New Britain	CT	06050
CITY OF WATERBURY	Kevin McCaffery	Director of Purchasing	(203) 574-6747	235 Grand Street	Waterbury	CT	06702
Connecticut DAS	Kevin Jackson, Dept of Administrative Services	Project Manager		450 Columbus Blvd, 12th Floor, North Tower	Hartford	CT	06130
Connecticut DAS	Ashour Gevargisnia, PE, State of CT	Electrical Engineer/Asst. PM	860-713-5639	165 Capitol Avenue, Room 453	Hartford	CT	06106
Connecticut DAS	Lisa Humble	Project Manager	860-797-5305	450 Columbus Blvd, Suite 1201	Hartford	CT	06103
Connecticut DAS	Eric Lassne	Facilities Operations	203-392-6050	615 Fitch St	Hamden	CT	06514

van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Connecticut DAS/DCS	Ronald Wilfinger, DAS Div of Construction Services	Project Manager		450 Columbus Blvd, Suite 1201	Hartford	CT	06130
Connecticut DAS-DCS	Peter McClure, Dept of Administrative Services	Project Manager		450 Columbus Blvd, 12th Floor, North Tower	Hartford	CT	06103
Connecticut DAS-DCS							
Connecticut DAS-DCS	Lisa Humble, State of CT, Dept. of Construction Services	Project Manager	860-797-5305	450 Columbus Blvd, Suite 1201	Hartford	CT	06103
Custom Electric	Eric Lassne	Facilities Operations	203-392-6050	615 Fitch St	Hamden	CT	06514
Custom Electric	Thomas Adamson, Custom Electric		860-643-7110	52 Main Street	Manchester	CT	06040
Cutler Design Inc.	Michael Bass	Principal	508-757-7500	43 Harvard Street	Worcester	MA	01609
D.E. Shaw	Eric Hoff	Project Manager	212-478-0040	1166 Ave of the Americas, 9th Floor	New York	NY	10036
Dartmouth College	Patrick O'Hern	Director of Facilities	603-646-2780	6111 McKenzie Hall-HB 6111	Hanover	NH	03755
DCAMM	Mark Tisa, PhD, MBA, MA Division of Fisheries and Wildlife	Deputy Director, Field Operations	(508) 389-6363	1 Rabbit Hill Road	Westborough	MA	01581
Dialysis Clinic, Inc.	James Reid, Uconn Dialysis, Inc.	Area Operations Director, Dialysis Clinic, Inc.	860-678-1459	270 Farmington Avenue, Suite 160	Farmington	CT	06032
Diamond State Engineering	Thomas J. Hartley, P.E., Diamond State Engineering	President		3588 Peachtree Run Road	Dover	DE	19901
East Lyme Public Schools	Maryanna Stevens	Director of Finance	(860) 739-3966	165 Boston Post Rd	East Lyme	CT	06333
Easthampton Savings Bank	Carlos Costa	Facilities	(413) 779-2415	36 Main Street	Easthampton	MA	01027
EDM	Tim Eagles, AIA, EDM Architecture	Principal	888-336-6500	45 South Main Street	Unionville	CT	06085
Entegris	Thomas DeVore, Entegris		203-794-1110	7 commerce Dr	Danbury	CT	06810
Fairfield Public Schools	Angelus Papageorge	Executive Director of Maintenance and Facilities	(203) 255-8373	3400 Fairfield Ave	Bridgeport	CT	06605
Fairfield Public Schools	Joseph J Muller	Building Superintendent III	(860) 253-3055	170 Elm Street	Enfield	CT	06082
Framework Properties	Ian Rasch, Framework Properties			P.O. Box 628	Great Barrington	MA	01230

van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Francis Cauffman Architects	Jay Hallinan	Associate	860-328-1959	40 Worth St Suite 300	New York	NY	10013
Gensler Architects	Mrs. Kristin Kreppner	Associate	(404) 507-1000	999 Peachtree Street NE; Suite 1400	Atlanta	GA	30309
Glaxo Smith Kline	Thomas E. Beebe, Arcadis	Project Manager	860-262-4901	36 East Industrial Road	Branford	CT	06405
GoLogic	Matthew O'Malia, GoLogic / OPAL		207-338-1566	137 High Street	Belfast	ME	04915
Goody Clancy	Roger Goldstein	Principal	617-262-2760 ext. 537	420 Boylston Street	Boston	MA	02116
Greater New Haven Water Pollution Control Authority							
Greens Farms Academy	Daniel Phillips - Colliers International	Senior Project Manager	860-395-0055 x117	135 New Road	Madison	CT	06443
Griffin Hospital	Tom Russo	Facility Director	203-732-7426	130 Division Street	Derby	CT	06418
Grunberg Management, LLC.	Courtney Alberti	Facility Manager	860-525-6239	280 Trumbull Street, 15 FL,	Hartford	CT	6103
HAI Architecture	Rick Katsanos	Principal	413-585-1512	64 Gothic St, Suite 1	Northampton	MA	01060
Hamilton Sunstrand	Catherine Ellithorpe, SLAM	Associate Principal	860-368-4223	80 Glastonbury Blvd	Glastonbury	CT	06033
Hartford Courant	Fritjof Pameijer	Facilities Operations		285 Broad St	Hartford	CT	06115
Hartford Health Care - Hospital of Central Conn	Joseph N. Maglio, Jr., Hartford Healthcare - HoCC	Facilities Operation Manager		100 Grand Street	New Britain	CT	06050
Hartford Healthcare	Mr. Ori Clare, PMP,M, H3W Project Management Office (PMO)	Senior Project Manager		560 Hudson Street, ERD, Rm841	Hartford	CT	06102
Hartford Hospital	Nick Marziale, Hartford Hospital	Associate Director		80 Seymour Street	Hartford	CT	06102
Henkel Corp	Tony Femc, Henkel	Manager, Facilities Engineerings	860-200-9932	One Henkel Way	Rocky Hill	CT	06067
HIG	Corrie L. Brindamour	Project Manager	860-547-3662	1 Hartford Plaza	Hartford	CT	06155
HIG	Rhonda Smith	Project Manager	860-547-2560	690 Asylum Avenue; HOGL- 140	Hartford	CT	06155
HIG	Ann Marie Vecchione, The Hartford			690 Asylum Avenue	Hartford	CT	06115
Hoffman Architects	Steven J. Susca, PE	Senior Engineer	(203) 239-6660	2321 Whitney Avenue	Hamden	CT	06518
HOFFMANN ARCHITECTS	Benjamin Robinson, AIA			2321 Whitney Avenue	Hamden	CT	06518

van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Hoffmann Architects	Arthur L. Sanders, Hoffmann Architects, Inc.			2321 Whitney Avenue	Hamden	CT	06518
Hoffmann Architects	Steven J. Susca, PE	Senior Engineer	(203) 239-6660	2321 Whitney Avenue	Hamden	CT	06518
Holy Family Shelter	Bonnie Reilein, Holy Family Home and Shelter, Inc.	Executive Director		88 Jackson St, P.O. Box 884	Willimantic	CT	06226
Hotchkiss School	John Bryant	Director of Building and Grounds	860-435-2591	11 Interlocken Road, P.O. Box 800	Lakeville	CT	06039
id3A Architecture	Stevanie Demko	Principal	860-657-2500	655 Winding Brook Drive	Glastonbury	CT	06033
Infinity Group	Blake Leonard, Infinity Group	Project Director	860-726-9384	68 East Dudley Town Road	Bloomfield	CT	06002
Jackson Ryan	Dan Smith	Vice President	228-380-0904	1200 Haliday Avenue West	Suffield	CT	
Jahnke Architects	Jeff Jahnke, Jahnke Architecture, LLC		860-523-4088	91 Warrenton Avenue	Hartford	CT	06105
Jahnke Architects	Breck Macnab, Jahnke Architects		860-523-4088	91 Warrenton Avenue	Hartford	CT	06105
JFW, Inc.	Edward Brennan, Avon Old Farms School	Assistant Facilities Director	860-404-4150	500 Old Farms Road	Avon	CT	06001
Kaestle Boos Associates	Brian Solywoda, KBA		860-220-0361	416 Slater Road, P.O. Box 2590	New Britain	CT	06053
Kaestle Boos Associates	Paul Dominov, AIA, KBA	Principal	860-229-0361	416 Slater Road	New Britain	CT	06050-2590
KC Architects LLC	Kathyann M. Cowles, AIA, KC Architects, LLC	Principal	860-995-4584	501 Main Street	Glastonbury	CT	06073
Kieran Timberlake	ANDREW CRONIN, Kiernan Timberlake Architects	Principal	1-215-922-6600	841 NORTH AMERICAN STREET	Philadelphia	PA	
Lavallee Brensinger Architects	Eric Giuliano	Project Manager	617-398-2045	99 Bedford Street	Boston	MA	02111
Lavallee/Brensinger Architects	Ben Tatane, Lavallee Brensinger		(617) 398-2035 x 210	99 Bedford Street	Boston	MA	02111
Lavallee/Brensinger Architects	Ms. C. Ginger Desmond			99 Bedford Street	Boston	MA	02111
Leers Weinzapfel	LWA/Josiah Stevenson	Principal	617-982-0903	Suite 301, 75 Kneeland Street	Boston	MA	02111
Leggat McCall Properties	Michael Noll, Leggat McCall Properties	Senior Project Manager	617-422-7034	10 Post Office Square	Boston	MA	02109-4603
Lenard Engineering, Inc	Jim Ericson, Leonard Engineering	VP of Construction & Design	860-659-3100	2210 Main Street	Glastonbury	CT	06033
Little Sisters of the Poor	Michael Fauteux	Facility Maint. Supervisor	860-741-0791	1365 Enfield St	Enfield	CT	06082

van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Macchi	Michael Plickys, Macchi Engineers		860-549-6190	44 Gillett Street	Hartford	CT	06105
Macchi	Herb May, Macchi Engineers	Chief Civil Engineer	860-549-6190	44 Gillett Street	Hartford	CT	06105
Macchi Engineers	Doug Camp	Principal Engineer	860-549-6190	44 Gillett Street	Hartford	CT	06105
Mark Sorosiak	Mark Sorosiak			P.O. Box 392	Morris	CT	06763
Massachusetts School Building Authority	Greg Brunell	Senior Project Manager	(617) 720-4466	40 Broad Street, Suite 500	Boston	MA	02109
Moser Pilon Nelson	Jim Bell	Principal	860-677-4594 x28	195 Scott Swamp Rd	Farmington	CT	06032
Mt Holyoke College	Richard Bigelow, Mt. Holyoke	Chief Engineer	413-538-2369	50 College street	South Hadley	MA	01075
New Canaan Public Schools	Dan Brown	Facilities Manager	203-594-4200	54 Little Brook Road	New Canaan	CT	06840
New Opportunies of Waterbury	Michael Gurecka, New Opportunities, Inc.			232 N. Main Street	Waterbury	CT	06702
Newman Architects	Jose Hernandez	Principal	203-772-1990	300 York Street, Rear	New Haven	CT	06511
Newman Architects	Howard Hebel	Associate Principal	203-772-1990	300 York Street	New Haven	CT	06511
Newman Architects	A. Brooks Fischer, AIA	Principal	203-772-1990	300 York Street, Rear	New Haven	CT	06511
Nichols College	Robert LaVigne	Vice President for Operations	(508) 213-2217	124 Center Road	Dudley	MA	00571
Norwich Public Schools	Matthew Brown, Norwich Pub Schl	Supervisor - Facilities		526 East Main Street	Norwich	CT	06340
Oliver Wolcott Library	Ann Marie White	Library Director	(860) 507-8030	160 South Street	Litchfield	CT	06759
OPAL	Global, LLC	Managing Partner	207-640-6300	137 High Street	Belfast	ME	04915
ORACLE	Diane Reichert, Oracle	Building Site Manager	(203) 703-4654	900 Long Ridge Road	Stamford	CT	06902
Oudens Eilo Architecture, LLC.	Conrad Eilo, Oudens Eilo Architecture, LLC	Principal	617-422-0980	46 Waltham Street, Suite 4A	Boston	MA	02118
P&S CONSTRUCTION, INC.	Simoni Patel	Project Manager	(978) 452-3782	11 School Street	North Chelmsford	MA	01863
P&W	Kimberly Fox, Pratt & Whitney			1 Aircraft Road	Middletown	CT	06457
Paradigm Properties	Cindy Huveltdt, Paradigm Properties	Regional Manager		185 Asylum Street	Hartford	CT	06103
Paulista LLC	Vanessa Rangel	Project Manager	(203) 900-1160	17 Meadowcroft Lane	Greenwich	CT	06830
Payette	Mr. Mark Oldham	Principal	617-895-1000	290 Congress Street, 5th Floor	Boston	MA	02210
Pilot House Properties	Marcia Gordon	VP Property Management	617 854 3130	Pilot House, Lewis Wharf	Boston	MA	02110
Pratt & Whitney	Kimberly Fox, Pratt & Whitney	Facilities and Services	860-565-6464	400 Main Street, M.S. 102-11	East Hartford	CT	06118
Pratt & Whitney	Kathy Cowles, KC Architects	Principal	(860) 995-4584	501 Main Street	South Glastonbury	CT	06073





van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

Pratt & Whitney	David Pariseault,	Sr. Project Manager	860-557-3631	400 Main Street, MS 102-18	East Hartford	CT	06118
Pratt & Whitney	Mr. John Nicastro, P&W	Project Manager	860-343-2823	1 Aircraft Road	Middletown	CT	06457
ProjX, LLC	Ira Chilton	Project Manager	615-277-1178	507 Heather Place	Nashville	TN	37204
QA&M Architecture	Steve Wellington, Paragon Medical	Project Manager	860-621-7358	75 Aircraft Road	Southington	CT	06489
QA&M/Moser Pilon Nelson	Jim Bell	Principal	860-677-4594 x28	195 Scott Swamp Rd	Farmington	CT	06032
RM Bradley	David Fagone, RPA, R.M. Bradley	President, Chief Operating Officer	860-278-2040	One Financial Plaza	Hartford	CT	06013
RM Bradley Property Management	Robert Merrick	Property Manager	(860) 519-8264	225 Asylum Street	Hartford	CT	06103
Robert Berkmoes - James T Kay Co.	Robert Berkmoes, James T. Kay Company	VP	203-634-3113	766 North Colony Road	Meriden	CT	06450
Rogers Ferris Partners	Jake Watkins, AIA - Roger Ferris & Partners	Director	203-222-4848	11 Wilton Road	Westport	CT	06880
Saint Francis Medical Center	Vincenzo LaPira, St. Francis Hospital and Medical Center	Facilities Maintenance Manager		114 Woodland Street	Hartford	CT	06105
SASAKI	Ms. Carla Ceruzzi			64 Pleasant Street	Watertown	MA	02472
Sasaki	Justin Finnicum, AIA			64 Pleasant Street	Watertown	MA	
Sasaki	Ms. Ivelisse Otero			64 Pleasant Street	Watertown	MA	02472
Sasaki Architects	Julia Carlton Mackay			64 Pleasant Street	Watertown	MA	02472
Sasaki Associates	Vinicius Gorgati	Principal	617-923-7110	64 Pleasant Street	Watertown	MA	02472
Sasaki Associates	Ms. Marta Guerra			64 Pleasant Street	Watertown	MA	02472
schwartz silver architects	Angela Ward Hyatt, AIA, schwartzsilver	Principal	857-449-0699	75 Kneeland Street	Boston	MA	02111
SGS Metro LLC	Judy Perlman, Freemont Management, LLC	Property Manager		65 LaSalle Road, Suite 202	West Hartford	CT	06107
Simsbury, Town Of	Jeff Shea, Town of Simsbury		860-651-5950	933 Hopmeadow Street	Simsbury	CT	06070
SLAM	Fred Saehrig			80 Glastonbury Blvd.	Glastonbury	CT	06033-4415
SLAM	Ms. Terri Frink			80 Glastonbury Blvd.	Glastonbury	CT	06033-4415
SLAM Collaborative	Donald Crowe, AIA	Principal	860-657-8077	80 Glastonbury Blvd.	Glastonbury	CT	06033
SLAM Collaborative	Robert Pulito, AIA	Principal	860-657-8077	80 Glastonbury Blvd.	Glastonbury	CT	06033
SLAM Collaborative	Rich Connell, AIA	Principal	860-657-8077	80 Glastonbury Blvd.	Glastonbury	CT	06033
State of CT Department of Mental Health & Addiction Svcs.	Loretta Eisler	Project Supervisor	860-262-5302	1000 Silver St	Middletown	CT	06457
The Hartford	Steven Moshier	Projects Director	860-547-5532	690 Asylum Avenue	Hartford	CT	06115
Town of Bloomfield	Karen DePersia, CSG	Senior Project Manager	860-878-0337	P.O. Box 271860	West Hartford	CT	06127
Town of Simsbury	Burke LaClair	Business Manager	860-651-3365	933 Hopmeadow Street	Simsbury	CT	06070





van Zelm Heywood Shadford, Inc. - Clients in Last 5 Years

UBS AG							
VA BOSTON HEALTHCARE	John Cullen	Engineering Manager	508-583-4500	940 Belmont St.	Brockton	MA	02301
VA CONNECTICUT HEALTHCARE SYSTEM	Earnest De Borja	Project Manager	203-932-5711 x2049	950 Cambell Avenue	West Haven	CT	06516
VA CT	Vincent Dipilato	Project Manager	203-932-5711	950 Campbell Avenue	West Haven	CT	06516
VA CT	Tamye Molinaro	Contracting Officer	203-932-5711 x3881	950 Campbell Avenue	West Haven	CT	06516
VA CT	Judith Ruggiero	Contracting Officer	401-273-7000 ext. 21583	623 Atwells Ave. Uncas Bldg.	Providence	RI	02909
VA CT	Robin Gangemi	Project Manager	203-932-5711 x2394	950 Campbell Avenue	West Haven	CT	06516
VA CT Healthcare Systems	Vincent Dipilato	Project Manager	203-932-5711	950 Campbell Avenue	West Haven	CT	06516
VA Prov	Ray Picard	Project Manager	401-459-4760 x21552	623 Atwell Ave	Providence	RI	02909
VT AGENCY OF TRANSPORTATION	Nicholas Van Den Berg, P.E./Vtrans	Materials Manager	(802) 828-6930	2178 Airport Road, Unit B	Berlin	VT	05641
Wilson/HGA	Bill Wilson	Partner	617-366-1801	374 Congress Street	Boston	MA	02210
Wiss, Janney, Elstner Associates, Inc.	Wiss Janney Elstner; Remo Capolino, PE	Principal	203-944-9424	2 Trap Falls Rd - Suite 502	Shelton	CT	06484



Similar RTU Projects Completed within the last 5 years

Photo	Project Title	Description	Contact
	Fairfield Warde High School Fitts RTU Replacement	Professional Design Services and CA related to one of the four Fitts House Rooftop Unit (AC-E3) Replacement project for the Fairfield Warde High School	Mr. Angelus Papageorge Executive Director of Maintenance and Facilities 3400 Fairfield Ave Bridgeport, CT 06605
	CCSU ITBD Bld RTU 1&2 Replacement	Engineering Design and Commissioning Services for the replacement of one RTU at the CCSU's Institute of Technology & Business Development building	Mr. Richard Macierowski Senior Sales Executive Air Temp Mechanical Services, Inc. 360 Captain Lewis Dr. Southington, CT 06489
	Fairfield Warde High School Library RTU Replacement	Professional Design Services related to the Library Rooftop Unit Replacement project for the Fairfield Warde High School	Mr. Angelus Papageorge Executive Director of Maintenance and Facilities 3400 Fairfield Ave Bridgeport, CT 06605
	Asnuntuck Community College RTU 1 thru RTU 5 RCx	Engineering Services for the Packaged Rooftop Units RTU-1 thru RTU-5 (Machining Area)	Mr. Joseph Muller Building Superintendent III Building Services Department Asnuntuck Community College 170 Elm Street Enfield CT 06082

Similar RTU Projects Completed within the last 5 years

	<p>Nichols College Athletics HVAC Rooftop Unit Replacements HVAC & Building Automation System Commissioning</p>	<p>The intent of the commissioning services will be to verify and document that the new rooftop units and Building Automation System are operating as intended.</p>	<p>Mr. Robert La Vigne Vice President for Operations Nichols College 124 Center Road Dudley, MA 01571</p>
	<p>Asnuntuck Community College RTU Replacements Engineering Design and Commissioning Services</p>	<p>Provide the mechanical and electrical design for this “design- build” project, this design involved the replacement of two (2) Rooftop Units</p>	<p>Mr. Richard Macierowski Senior Sales Executive Air Temp Mechanical Services, Inc. 360 Captain Lewis Dr. Southington, CT 06489</p>
	<p>Tunxis Community College- Partial Roof Replacement & New RTU Installation</p>	<p>Design review and Engineering and Commissioning Services related to the replacement of four Rooftop Units.</p>	<p>Daniel S. LaMontagne Principal Architect AE Design Group, LLC 40 North Main Street Southington, CT 06489</p>
	<p>Nichols College IT & Library HVAC Rooftop Unit Replacements HVAC & Building Automation System Commissioning</p>	<p>The intent of the commissioning services will be to verify and document that the new packaged rooftop unit for the IT Office area, new split system for the Library Lecture Hall and the associated Building Automation System are operating as intended.</p>	<p>Mr. Robert La Vigne Vice President for Operations Nichols College 124 Center Road Dudley, MA 01571</p>

Similar RTU Projects Completed within the last 5 years

	<p>VA CT WHVA Bldg 34 RTU 3 Replacement</p>	<p>Replacement of RTU-3 serving the Animal Lab in Building 34</p>	<p>Ms. Mary Kay Chapman Contracting Officer VA Medical Center 63 Atwells Avenue Providence, RI 02909</p>
	<p>Derby Bradley Elementary HVAC Consultation</p>	<p>Engineering Investigation Services to review existing conditions and infrastructure, conduct load calculations of the cafeteria to make recommendations for size of new rooftop air conditioning equipment, provide narrative outlining findings and recommendations.</p>	<p>Mr. Jeff Jahnke Jahnke Architects 91 Warrenton Ave. Hartford, CT 06105</p>

PUBLIC HIGH SCHOOLS



Norwalk High School **Norwalk, CT**

New Norwalk High School located at 23 Calvin Murphy Drive, Norwalk, CT will replace the existing school structure. Construction will occur while the existing school is occupied and active. It is planned that the “Science Wing” addition, constructed in 2007 will remain and be renovated. The new school, including the science wing, is expected to be approximately 330,000 square feet and house 2,000 students in grades 9 through 12. The new high school will be located on the same site of the existing occupied Norwalk High School. Construction of the project will be “phased” due to site constraints. Phasing will be carefully planned so that all academic spaces are constructed in order for the students to move into their “traditional classroom spaces” and access their “specials” such as gym, music, lunch, in the existing building while demolition of the old classroom spaces are underway. Once the classroom spaces of the existing building are removed, construction can begin on the new auditorium, gymnasium, kitchen and cafeteria.



The Academy for Advanced Design and Technology (formerly Pathways to Technology) **East Hartford, CT**

A new \$40,000,000 inter-district Magnet School owned by Goodwin College and operated by the Hartford Public Schools. The school will be located in a new four-story 80,500 SF building located in a 4.5 acre parcel of the Goodwin College Campus in East Hartford. The mission of the Academy is to guide students toward careers in science and advanced technology. The school includes a wide range of technology labs within various academic disciplines including animation, graphic design, software programming, robotics and computer forensic science. The Academy serves 400 students in grades 9-12.



Amity Regional District #5 **Woodbury / Bethany / Orange, CT**

The \$68.5 million dollar project included various school renovations and new construction to create high performance, energy efficient and environmentally sustainable educational facilities. The Amity Senior High School received \$33.2 million dollars in renovations and a 2-story 80,000 SF addition, Bethany Middle School received \$18.2 million dollars in renovations and reconfiguration, and Orange Middle School obtained \$17.1 million in renovations and reconfiguration.



University High School of Science and Engineering Magnet School **Hartford, CT**

The design of the new 90,000 SF University High School of Science and Engineering developed as a partnership of the Hartford Public Schools, University of Hartford and Capitol Region Education Council. The facility’s educational features focus on sustainability. The curriculum is based on the ‘Early College Initiative’ model, and students will be able to earn up to two years of college credit by the time they graduate.



Performing Arts Magnet School **Waterbury, CT**

This 220,000 square foot, \$27 million dollar Arts Magnet School for grades six to twelve consists of two buildings connected by a skywalk that spans an extensive courtyard. The educational building has a uniquely configured atrium space that serves as an entrance and as a community theater. The performing arts building includes a 229-seat Apron Stage Theater, a unique stage for smaller performances, a 109-seat Recital Hall, an 84-seat Dance Studio and various choral, dance and instrumental practice rooms. Another unique feature of the performing arts building is its state-of-the-art Television Studio.

PUBLIC HIGH SCHOOL EXPERIENCE CONTINUED:



Darien High School Darien, CT

New 333,000 sf High School to accommodate 1500 students. Project includes an auditorium, black box theater, music program space, woodworking space, electronics and CADD labs, full kitchen and cafeteria, physical education department with gymnasium, fitness rooms and locker facilities, art department with kiln room, library media center, science rooms, general classroom space, and administration wing.



Ridgefield High School, Renovation & Expansion Ridgefield, CT

100,000 S.F. addition to this existing 200,000 s.f. school building. Project includes creation of a central heating and chilled water plant to serve addition and conversion of the existing building heat source from electric to fossil fuel. Full Sprinkler coverage, new fire alarm, lighting, and DDC control systems are designed for the renovated building.



Northampton High School, Additions & Renovations Northampton, MA

This project included renovations to the existing 169,000 SF building, as well as a 36,600 SF addition to house a new kitchen, cafeteria and gymnasium. The existing building's electrical distribution system was completely replaced with a new and more efficient distribution system servicing the new building addition and HVAC equipment. The new distribution system includes new power panels and "energy star"- rated power transformers.



RHAM, Regional School District No. 8 New Middle School and expansion and renovation of the existing High School Hebron/Andover/Marlborough

Based upon a Facilities Study, it was determined that the educational requirements of the District's schools would best be met by (a) constructing a new Middle School tailored to the schools focus on interdisciplinary team-teaching and (b) by expanding RHAM High School by incorporation and renovation of the existing Middle School and designing additions to the school. The total square feet of both facilities is 254,000.



Avon High School, Renovation and Addition Avon, CT

As the last phase of Avon's Long-Range Plan, the Avon High School was renovated to accommodate a progressive increase in student population plus program needs and enhancements. The expansion includes a new computer room science laboratories, vocal music room, visual arts, human resource department, special education classroom and technology education classrooms.



Hall High School, Renovation and Expansion West Hartford, CT

200,000 SF renovation to existing facility and 20,000 SF classroom expansion. Renovation includes code upgrade and mechanical and electrical infrastructure upgrade. Design includes Integrated telecommunication and intercom system throughout the facility and data distribution systems to all classrooms and offices including network hardware and software. A new clock and bell system and expansion of the security system to the newly constructed and renovated areas was provided.

PUBLIC HIGH SCHOOL EXPERIENCE CONTINUED:



“The Learning Corridor”

Hartford, CT

The Learning Corridor for the SINA Group in the City of Hartford is a 15-square block neighborhood creating a unique campus. The complex includes the design and construction of a Montessori School, a Middle School and a Regional High School and a Commons Building.



Conard High School

West Hartford, CT

vanZelm designed HVAC, plumbing, fire protection, power, lighting, fire alarm, data and telecommunication systems for 230,000 gsf of existing school and 50,000 gsf new construction. Special systems included data distribution to all classrooms and offices including integrated telecommunication and intercom system throughout the facility. Security, clock and bell system and head-end equipment distribution system and video monitors in each classroom is designed.

Additional Public High School Experience Locations:

Bullard Havens RVTS, Bridgeport, CT
Lewis S. Mills High School, Harwinton Consolidated, CT
East Hartford High School, East Hartford, CT
Bloomfield High School, Bloomfield, CT
Groton High School, Groton, CT
Somers High School, Somers, CT
Hillhouse High School, New Field House, New Haven, CT
Stamford High School, Stamford, CT
North Branford High School, North Branford, CT
Lyme Hall High School, Wallingford, CT
Regional District #18, Facilities Master Plan, Old Lyme, CT
Housatonic Valley Regional High School, Falls Village, CT
Nathan Hale-Ray High School, East Haddam, CT
Wethersfield High School, Wethersfield, CT

Ansonia High School, Ansonia, CT
Torrington High School, Torrington, CT
Bristol Central High School, Bristol, CT
Bristol Eastern High School, Bristol, CT
Newtown High School, Newtown, CT
East Haddam High School, East Haddam, CT
Valley Regional High School, Deep River, CT
Simsbury Schools, Simsbury, CT
Windham School, Windham, CT
Trumbull Public Schools, Trumbull, CT
Westbrook High School, Westbrook, CT
Guilford High School, Guilford, CT
Wallingford School System, Wallingford, CT
Wilber Cross High School, New Haven, CT

PUBLIC MIDDLE SCHOOLS



Waterbury Magnet School

Waterbury, CT

The 175,000 S.F. school will serve grades 6 through 12 and be designed for approximately 800 students. Spaces to include classrooms, kitchen, cafeteria, general science room, library and administrative spaces. Primary function of the facility will be to have dance, media and instrumentation spaces designed specifically for the performance arts curriculum.



"The Learning Corridor"

Hartford, CT

The Learning Corridor is a 15-square block neighborhood creating a unique campus. The complex includes the design and construction of a Montessori Elementary School, a Middle School, a Regional High School and a Commons Building.

Middle School:

97,000 gsf academic facility housing 6,7,8 grade students. Spaces include: classrooms, science/technology laboratories, computer labs, technical/vocational labs in the areas of manufacturing, biotechnology and food (4500 SF), and a cafeteria totaling 4900 SF.



Windham Middle School

Willimantic, CT

The new 180,000 SF, three-story middle school includes a 556-seat auditorium and stage, cafeteria, gymnasium, health service area, conference rooms, administrative offices, special education and bilingual areas as well as allocation for a future indoor pool. Specialized networking systems such as integrated media retrieval systems and data networks have been designed into the building infrastructure.



Middlesex Middle School, Addition and Renovation

Darien, CT

The design consists of renovation of the existing middle school, and the athletic facility, demolition of classroom wings built in 1960 and the construction of 100,000 SF addition that will include classrooms, kitchen, cafeteria, media center and administrative spaces. The school will be networked with state of the art technology. The administrative, computer lab and media center areas will be air-conditioned.



Saxe Middle School

New Canaan, CT

Renovation of 126,000 gsf and expansion totaling 95,000 gsf. A new boiler plant to serve both the existing and new spaces will be designed. The replacement and upgrade of HVAC systems in the existing facility and design of new HVAC systems were incorporated to serve the following spaces: administration, media, computer labs and auditorium. A new DDC control system was designed throughout the entire facility. Plumbing Mechanical and electrical infrastructure design included new toilet areas, cafeteria/kitchen and science labs. Fire protection systems were upgraded throughout to comply with code. New emergency lighting and power distribution, and site lighting was provided.

PUBLIC MIDDLE SCHOOL EXPERIENCE CONTINUED:



Har-Bur Middle School Burlington, CT

Mechanical and electrical systems design included major renovations and code upgrades. A new science/math wing and media center was added. The mechanical and electrical systems design included the expansion of the boiler plant, electrical service upgrade, an emergency generator and power distribution. The majority of the facility was retrofitted with new energy efficient luminaries. New communication and computer network systems were also included in the design. The science laboratory is equipped with state-of-the-art technology to support science experiments.



Wheeler Middle School North Stonington, CT

Renovation and expansion of the 133,000 SF facility included upgrade of the science department and laboratories. New fume hoods and exhaust systems were designed, chemical storage, gas service and computer networks were incorporated.



RHAM

Regional School District No. 8

New Middle School and expansion and renovation of the existing High School Hebron/Andover/Marlborough

Based upon a Facilities Study, it was determined that the educational requirements of the District's schools would best be met by (a) constructing a new Middle School tailored to the schools' focus on interdisciplinary team-teaching and (b) by expanding RHAM High School by incorporation and renovation of the existing Middle School and designing additions to the school. The total square feet of both facilities is 254,000.



Kelly Middle School, Expansion and Renovations Norwich, CT

A \$40.2 million renovation and expansion to the 90,000 SF 1962 middle school includes adding a 30,000 SF two-story, 10-classroom wing, a new hallway, expanded library, and the city's first public auditorium, an 800-seat facility for use by all city schools and for community functions. This project received LEED Gold certification.



Bedford Middle School Westport, CT

Conversion of elementary school into middle school. Mechanical and electrical design included HVAC plumbing, wire protection, power, lighting, and fire alarm systems within 5' of the building footprint. Raceway systems for telephone, computer, audiovisual and security systems were designed as required. A new gas fired and electric boiler/chiller plant was designed to support the heating and cooling needs of the entire facility.

Additional Public Middle School Experience Locations:

Jared Eliot School, Clinton, CT

Kent Center School, Kent, CT

Simsbury Schools, Simsbury, CT

Trumbull Public Schools, Trumbull, CT

John Winthrop Middle School, Deep River, CT

Westbrook Middle School, Westbrook, CT

Tyrrell Middle School, Wolcott, CT

Regional District 18, Feasibility Study, Old Lyme, CT

Sage Park Middle School, Addition, Code Update and Full Renovation, Wolcott, CT

King Philip Middle School, Science Department Renovation, West Hartford, CT

Tyrrell Middle School, Wolcott, CT

Shepaug Valley Middle School, Washington, CT

Plymouth Middle School, Plymouth, CT

Brooklyn Schools, Brooklyn, CT

Capt. Nathan Hale School, Coventry, CT

Nathan Hale-Ray Middle School, East Haddam, CT

Wallingford School System, Wallingford, CT

PUBLIC ELEMENTARY SCHOOLS



Benjamin Jepson School **New Haven, CT**

This new, stand-alone K-8 Magnet school of approximately 100,000 SF is designed for five hundred (500) students and includes classrooms, cafeteria/kitchen, library/media center, performance space, gymnasium, pool, lockers, and administrative spaces. The project has been designed using sustainable principals and practices. (Although LEED Certification is not being sought)



Prendergast Elementary School Pre-K-2 Renovation and Expansion **Ansonia, CT**

The renovation and expansion of Prendergast School includes the addition of ten classrooms, approximately 1,000 SF each, a book storage area and a cooking area including stove, refrigerator, sink and storage for student cooking projects. Each classroom is wired for TV and computer work and includes six student centers and a teacher workstation. Renovated areas include: special education, 3-station computer classroom, art, music, media center, gym, office, cafeteria/kitchen/dining area and the health suite.



Mead Elementary School Renovation and Expansion **Ansonia, CT**

The Mead Elementary School includes grades 3 through 5, and houses 550 students. The entire facility will be air conditioned and handicapped accessibility will be upgraded. The addition will accommodate four additional classrooms and include science labs and a greenhouse, a media center and lab and a multi-use cafeteria.



Cherry Brook Elementary School **Canton, CT**

Renovation of existing 20,000 SF elementary school and design of new 38,000 SF addition. Mechanical and electrical infrastructure design includes state of the art audio/video communication systems, power distribution systems and energy efficient lighting.



Whiting Lane School **West Hartford, CT**

The addition provides for an additional 25,000 SF and eliminate portable classrooms. It will include ten classrooms, rooms for art, music and special education and core facilities for 500 students. Renovation to the existing school includes code update, lighting improvements, heating system repairs with an emphasis on energy management and fire protection system design.



Beecher School **Woodbridge, CT**

Renovation and expansion to 120,000 SF K-1 through 6 grammar school. An addition of 20,000 SF includes additional classrooms, cafeteria, kitchen and new locker rooms. A total upgrade to the HVAC system was designed to support the expansion and upgrade the existing infrastructure.

PUBLIC ELEMENTARY SCHOOL EXPERIENCE CONTINUED:



Chaplin Elementary School Chaplin, CT

New construction for the \$6.5 Million elementary school included the design of state of the art audio visual, media center, computer room, classroom and administrative offices. In addition to the mechanical and electrical infrastructure design, site utility design was completed.



Frisbie Elementary School Wolcott, CT

The 25,268 S.F. addition included 4 new regular classrooms, a new gym, music and art rooms, an administrative office and health suite and a redesigned entrance to the school. Major renovations to the 13,252 S.F. existing facility included the retrofit of the cafeteria into a library resource center and full size computer lab, the conversion of the gym into a kitchen/cafe/multi-purpose room with music platform, a teacher's prep room, special services suite for reading, speech, psychologist, social work and parent conferences.



Plymouth Center School Plymouth, CT

25,000 SF renovation and 50,000 SF addition serves students K through 5. Spaces include a new gymnasium and additional classrooms in the 2-story addition. Sophisticated security, public address, and clock systems are incorporated into the mechanical and electrical infrastructure.



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Montessori School

60,000 gsf school including classrooms, special needs spaces, music, parent/teacher/visitor learning center, gymnasium, auditorium, multi-purpose room and cafeteria to seat 150 people.

Additional Public Elementary School Experience Locations:

Simsbury Schools, Simsbury, CT
Trumbull Schools, Trumbull, CT
Center Elementary School, Old Lyme, CT
Mile Creek Elementary School, Old Lyme, CT
Lyme Consolidated Elementary School, Lyme, CT
Westport Elementary School, Westport, CT
Windsor Elementary Schools, Windsor, CT
Torrington Elementary School, Torrington, CT
Samuel Huntington Elementary School, Norwich, CT
North Stonington Elementary School, North Stonington, CT
Mashantucket Pequot Child Development Center, Ledyard, CT
East Haddam Elementary School, East Haddam, CT
Farmington Upper Elementary School, Farmington, CT

Watertown Schools, Watertown, CT
Lewin G. Joel School, Clinton, CT
Brooklyn Schools, Brooklyn, CT
Norwich Public Schools, Norwich, CT
Redding Elementary School, Redding, CT
Bishop Elementary School, Norwich, CT
Haddam Elementary Schools, Haddam, CT
Hebron Elementary School, Hebron, CT
Gilead Hill Elementary School, Hebron, CT
Coventry Grammar School, Coventry, CT
Wallingford School System, Wallingford, CT
Avraham Pierson School, Clinton, CT
Green's Farm Elementary School, Westport, CT



PROJECT UNDERSTANDING & APPROACH

Our understanding of the project scope is based on the RFP information, existing drawings and project site is as follows:

SCOPE OF SERVICES

Our scope of services includes the replacement of three (3) Rooftop Units on the Fitts House at Fairfield Warde High School, along with the removal and disposal of the existing Rooftop Units.

Our scope of work includes preparing Construction Documents for permit and construction based on the following:

1. Preliminary Engineering and Design Phase

- a. Conduct site visits to confirm the as-built conditions and obtain nameplate information on existing equipment. Obtain original design drawings for the existing hot water systems and equipment for review.
- b. Work with the Town to develop what options can be considered for the space and which replacement approach can easily be undertaken.
- c. Present these options to the Town for review and approval moving forward to Schematic Design.

2. Schematic Design (SD) Phase

- a. Develop design options for one-for-one replacement of Rooftop Units.
- b. Provide schematic design narrative and sketches describing the options available.
- c. Meet with the Town to review the options and determine which option they would like to pursue.
- d. Provide budget estimates for the options identified in the schematic design narrative.

3. Design Development/Construction Phase

We will provide plans and specs that would allow the Town to go out to bid for three Rooftop Units and associated equipment.

Mechanical Design:

- a. Complete design drawings and specifications pertaining to the Town's preferred option for RTU replacement, pumping, venting and controls.
- b. As part of the design work, we will show demolition of existing equipment that will no longer be needed.
- c. We will provide assistance with any grants or utility rebates for the new RTU's.

VAN ZELM HEYWOOD & SHADFORD, INC.

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Plumbing Design:

- a. Provide modifications to the existing gas piping to feed new RTU's.
- b. Provide modifications to the existing water piping to feed new RTU's.

Electrical Design:

- a. Power to new equipment as required. Power will be obtained from existing power distribution panels serving the existing equipment.
- b. Modifications and additions to fire alarm system device layout, and emergency shut off switches as applicable.

Structural Design:

- a. The execution of the work will involve the engagement of a structural engineer, which we have carried in our fee proposal.

4. Bidding

- a. Attend pre-bid meeting and assist with Contractor selection.
- b. Prepare addenda and respond to bidders' questions, as required.
- c. Assist with the evaluation and recommendation of bids.

5. Construction Administration

- a. Attend preconstruction meeting with General Contractor.
- b. Review and comment on all product submittals and shop drawings.
- c. Create and maintain submittal, RFI and change order logs.
- d. Cooperate with all Owner paid-for testing, commissioning, reporting, etc.
- e. Assist with LEED documentation, if applicable.
- f. Review requests for additional costs and make recommendations to the Town and FPS.
- g. Review all Contractor Applications for Payment and recommend approval.
- h. Attend weekly/regular progress meetings with the Contractor, document and distribute minutes of the meeting; review progress of construction; notify contractor of any non-compliant and unacceptable installations; assist with the resolution of conflicts, unforeseen conditions, etc.
- i. Prepare regular Field Reports/ Observations for the Building Department.
- j. Coordinate and perform Punch List walk-thrus and issue Punch Lists.
- k. Prepare and issue Certificate of Substantial Completion and assist with obtaining Certificate of Occupancy.



6. Close-Out/ Commissioning / Warranty Phase

- a. Review all close out materials prepared by the contractors including, but not limited to, warranties, as-builts and O&M manuals.
- b. Review final releases of lien, releases of surety, requests for reduction in retainage and/ or requests for final payment.
- c. Provide commissioning services for new equipment
- d. Assist with troubleshooting and resolution of any warranty items and/ or call-backs.
- e. Issue required Final Affidavits.

SCHEDULE

Based on the above, we feel that the complete design documents and specifications can be completed within 16 weeks of authorization. Equipment prepurchase specifications, if required, can be completed earlier to meet the proposed operation schedule.

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FEE PROPOSAL

PROPOSAL TO: Town of Fairfield, Purchasing Department
First Floor, Sullivan Independence Hall
725 Old Post Road, Fairfield, Connecticut 06824

I, van Zelm Heywood & Shadford, Inc. have received the following contract documents,

1. BID Document RFP #2022-198,
2. Posted addenda (if any) numbered 1 thru 1, posted at www.fairfieldct.org/purchasing.htm

and have included their provisions in my Proposal. I shall provide all labor, materials, equipment, technical service, insurances, warranties, applicable taxes and licenses, etc, to supply and deliver materials as specified:

Phase 1: Preliminary Engineering and Design

Fee Not-to-Exceed: \$1,500.00 (Estimated Hours:12) (lump sum)

Phase 2: Schematic Design

Fee Not-to-Exceed: \$2,200.00 (Estimated Hours:18) (lump sum)

Phase 3: Design Development

Fee Not-to-Exceed: \$2,000.00 (Estimated Hours:16) (lump sum)

Phase 3A: Structural Engineering Services – Allowance (if required)

Fee Not-to-Exceed: \$9,500.00 (Estimated Hours: N/A) (lump sum)

Phase 4: Construction Documents

Fee Not-to-Exceed: \$4,100.00 (Estimated Hours:33) (lump sum)

Phase 5: Bidding Assistance

Fee Not-to-Exceed: \$1,200.00 (Estimated Hours:10) (lump sum)

Phase 6: Construction Administration

Fee Not-to-Exceed: \$4,200.00 (Estimated Hours:34) (lump sum)

Phase 7: Close-Out/ Commissioning /Warranty Phase

Fee Not-to-Exceed: \$4,100.00 (Estimated Hours:33) (lump sum)

Total Fee: Phases 1-7:

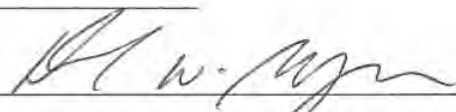
Total Fee Not-to-Exceed: \$28,800.00 (Estimated Hours:154) (lump sum)

Respondents shall also include a breakdown of their Not-to-Exceed fees; providing estimated hours, hourly rates per discipline / function, and a maximum cost per project stage.

Company Name van Zelm Heywood & Shadford, Inc.

Submitted by David W. Madigan, PE, LEED AP

Senior Vice President


Sr. Vice President

Written Name and Title

Signature and Title

2022-198 RFP Engineering Design Services Replacement Rooftop HVAC Units – FWHS – Fitts House



CLARIFICATIONS/EXCLUSIONS

The following are exclusions and requirements relating to the Scope of Services, indicated in our proposal:

1. Design does not include identification and removal of hazard material.
2. Design is for three new Rooftop Units only and does not include any down-stream systems that are currently in place. Any evaluation of any other systems or controls associated with the down-stream devices will be performed as an extra cost, if desired.
3. Detailed load calculations have not been included.
4. If existing solar panels need to be relocated or removed, it is assumed that this design work will be performed by the School's Solar Contractor.
5. Energy modeling not included.
6. As-Built documents and O&M Manuals are to be provided by the MEP Contractors.
7. Mechanical and Electrical CADD files (construction bid documents) will be provided to the Owner at the completion of the design phase.
8. Normal Power systems are, for the purposes of this proposal, assumed to be adequate in capacity to support the new equipment.



RATE SCHEDULE A: LABOR RATES

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$245.00
Senior Associate	199.00
Associate	194.00
Team Leader/PM	182.00
Senior Consultant III/Senior Specialist III	220.00
Senior Consultant II/Senior Specialist II	168.00
Senior Consultant I/Senior Specialist I	154.00
Consultant II/Specialist II	137.00
Consultant I/Specialist I	119.00
Senior Designer/Senior Technician	110.00
Designer/Technician	94.00
Support Technician	86.00
Draftsperson	83.00
Administrative Assistant	64.00
Legal Preparation	290.00
Legal Expert Testimony	400.00

Client-Requested overtime shall be invoiced at a multiple of 1.25 times the listed rates.
An additional 25% surcharge may be assessed on listed rates to provide immediate service demand disruptive to on-going project schedules.

RATE SCHEDULE B: REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the compensation for basic and additional services. They include actual expenditures made by van Zelm Heywood & Shadford, Inc., (van Zelm) its employees, and any consultants to van Zelm in the interest of the project. Reimbursable expenses include the following:

1. Expense of transportation in connection with the project. Specifically, personal auto mileage is charged in accordance with the most current IRS guidelines for personal mileage reimbursement, or in cases of business travel in excess of 100 miles per day round trip, rental car fees, gas and expenses may apply in lieu of mileage charges. Cost of tolls, parking and taxi/transportation service will be charged.
2. Expenses in connection with out-of-town travel. Specifically, cost of air, rail or similar transportation services and the cost of lodging and meals will be charged.
3. Reproductions, prints, copies and other documents, including the expense of CAD plots associated with delivery of work products to the Client.
4. Express mail, shipping, delivery and postage expenses. Messenger charges are \$25.00/hour, plus mileage.
5. Expense for web based document management services.
6. Expense of any additional insurance coverage, including professional liability insurance, requested by the Client in excess of that normally carried by van Zelm or its consultants.
7. Cost of "Consultants" where not included as part of compensation for Basic Services.

Charges for all reimbursable expenses are as incurred or as specifically noted, plus 10%.

TERMS: Terms are Net 30 days. Interest at the rate of 1-1/2% per month may be applied to past-due invoices. The rates listed herein are effective January 1, 2022.

VAN ZELM HEYWOOD & SHADFORD, INC.

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RFP # 2022-198
DESC Engineering Design Services - Replacement of
DATE Rooftop HVAC Units - FWHS - Fitts House
TIME 5/26/2022
02:00PM

Town of Fairfield - RFP Results

		Landmark Facilities	Russell and Dawson,	Salamone & Associates,	Silver Petrucelli and	Van Zelm Haywood &
		Group, Inc.	Inc	P.C.	Associates	Shadford, Inc
<u>Phase</u>	Description	Norwalk, CT	East Hartford, CT	Wallingford, CT	Hamden, CT	Farmington, CT
1	Preliminary Engineering and Design	\$2,000.00	\$4,000.00	\$1,440.00	\$3,028.00	\$1,500.00
2	Schematic Design	\$5,000.00	\$6,000.00	\$12,960.00	\$6,157.00	\$2,200.00
3	Design Development	\$6,500.00	\$8,000.00	\$16,800.00	\$13,110.00	\$2,000.00
3A	Structural Engineering Services - Allowance	\$3,000.00	\$3,000.00	\$0.00	\$5,000.00	\$9,500.00
4	Construction Documents	\$8,000.00	\$10,000.00	\$19,200.00	\$5,600.00	\$4,100.00
5	Bidding Assistance	\$2,500.00	\$4,000.00	\$1,680.00	\$1,145.00	\$1,200.00
6	ConstructionAdministration	\$5,000.00	\$6,000.00	\$10,800.00	\$11,880.00	\$4,200.00
7	Close-Out / Commissioning / Warranty Phase	\$2,500.00	\$2,000.00	\$1,920.00	\$7,846.00	\$4,100.00
Total Fee	Total Fee Not-to-Exceed: Phases 1 thru 7	\$34,500.00	\$43,000.00	\$64,800.00	\$53,766.00	\$28,800.00



Town of Fairfield

Jared Schmitt
Chief Fiscal Officer
203-256-3032

725 Old Post Road
Fairfield, CT 06824

Memorandum

Date: 06/17/2022

Re: Pension Administration Services

This memorandum is to provide background information regarding the process for selecting Milliman as the company to perform pension administration services on behalf of the retired Town, Police, and Fire employees.

The initial RFP for actuarial services (December 31, 2020) also included a requirement that bidders submit general information about their pension administration services capabilities. (RFP #2021-33)

The Town received submissions to RFP #2021-33 from nine different firms. Collaboration between the Town administration and a select committee of the JRIB identified three finalists.

On April 28, 2021, the Town further required that the finalists for the actuarial services RFP also submit detailed information regarding pension administration services.

During the September 22, 2021 JRIB, the Board received a presentation from the Town administration and from Milliman with regard to pension administration services.

After due diligence by JRIB members and additional deliberation by JRIB during its October 28th meeting, JRIB members voted unanimously during their December 1st meeting to accept the proposal for pension administration services submitted by Milliman, with the understanding that related costs would be paid out of the resources of the pension funds.

Minutes from 9/22/21 JRIB meeting

IV. Presentation by Milliman Administration Services H. James Haselkamp, Director of Human Resources for the Town of Fairfield, addresses the Board stating that the Town would like Milliman, actuaries for the Town and this Board, to begin administering the Town Pension Plans and OPEB, citing upcoming changes in his department moving forward. Jenn Castelhana introduced Becky Sielman and Kevin Hart who presented an overall view of services that Milliman could provide to administer Pension on OPEB for the Town. Mr. Hart reviewed the Administrative website, and the Participants website and the various functions that are capable on each site. Ms. Sielman stated that Milliman would have an auto payroll feed from the Town Payroll Department to keep information updated.

Milliman can provide either full service of plans in which Milliman would do all the administration of the plans, including active and retired employees as well as those who are vested deferred.

Erik Kalapir suggested that should the Town go with this program it should be rolled out to a select few, such as Union Presidents, at first for review and feedback. Chairman Trabuco asked for a small group of Board Members to review the program, and its costs. Erik Kalapir and Christopher Brand volunteered.

Erik Kalapir asked Mr. Haselkamp if he was eliminating the Benefits Manager position in his department and Mr. Haselkamp replied he is not.

Jared Schmitt stated he would send out the Costs analysis with estimated fees and discounts. Chairman Trabuco stated that the Board would put this item on the October meeting agenda.

Hi Jared,

We've agreed to not charge extra for the weekly payroll imports. We can revise the contract wording to indicate that Milliman will process one weekly file and one bi-weekly file and there would be additional fees if that was ever exceeded.

Regarding the hourly rates, the administration team does have different rates than the actuarial team. Below are the current rates:

Product Manager: \$440
Pension Administration Manager: \$330
Senior System Developer/Manager: \$275
Senior System Account Manager: \$240
Senior Benefits Administrator: \$200
System Developer/Database Administrator: \$200
Pension Analyst/Benefits Administrator: \$170
Call Center Representative: \$145

These rates are subject to increases in future years. We can include these rates in the contract.

Please let me know if you have any further questions or need anything else at this time.

Kevin Hart, CPC
Principal & MARC Product Manager
He/Him/His Pronouns

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milliman.com/marc | [email](#)

From: Schmitt, Jared <JSchmitt@fairfieldct.org>
Sent: Friday, May 20, 2022 11:10 AM
To: Kevin Hart <kevin.hart@milliman.com>
Cc: Foley, Gerald <GFoley@fairfieldct.org>
Subject: RE: [EXTERNAL]Re: [EXTERNAL]RE: [EXTERNAL]Milliman Administration

<p>CAUTION: This email originated from outside of Milliman. Do not click links or open attachments unless you recognize the sender and know the content is safe.</p>

Kevin,

There was one of the “additional services” in particular that I have a question about: The one on page 7 that refers to 26 pay periods. Our employees are split; some are paid bi-weekly and some are paid weekly. Would there be an additional cost to increase that additional service from 26 to 52? How much would that cost be?

Also, can you provide us with the hourly rates for services that are outside of this agreement? (Referred to at the top of Schedule A in the second full paragraph) Would those rates be the same as the rates that were specified in the agreement for actuarial services related to the valuation of pension and opeb?

Thanks,

Jared

From: Kevin Hart [<mailto:kevin.hart@milliman.com>]

Sent: Thursday, May 12, 2022 1:07 AM

To: Schmitt, Jared <JSchmitt@fairfieldct.org>

Subject: RE: [EXTERNAL]Re: [EXTERNAL]RE: [EXTERNAL]Milliman Administration

Hi Jared,

Based on the counts on the last valuation report, the estimated annual ongoing fees would be \$146,820. This includes both the Town Employees plan and the Police and Fire plan. Please let me know if you have any further questions about this. Thanks.

Kevin Hart, CPC
Principal & MARC Product Manager
He/Him/His Pronouns

Milliman
15800 W. Bluemound Road, Suite 100
Brookfield, WI 53005 USA

+1 262 796 3361 Office
+1 262 227 5073 Mobile

milliman.com/marc | [email](#)

From: Schmitt, Jared <JSchmitt@fairfieldct.org>

Sent: Wednesday, May 11, 2022 11:25 AM

To: Kevin Hart <kevin.hart@milliman.com>

Subject: RE: [EXTERNAL]Re: [EXTERNAL]RE: [EXTERNAL]Milliman Administration

CAUTION: This email originated from outside of Milliman. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kevin,

When you look at our current numbers for participants for both covered plans, what is our estimated fixed cost annually?

Thanks,

Jared



Retirement Plan Services Agreement

Plan Sponsor:	Town of Fairfield, Connecticut	
Contact:	«CONTACT», «TITLE»	
Address:	«SPN1A» «SPNCITY», «SPNST» «SPNZIP»	
Telephone:	«SPNPH»	Email: «SPNEMAIL»
Milliman Office:	Hartford & Milwaukee	RPSA Effective Date: «EFFECTIVEDATE»

This Retirement Plan Services Agreement (the "RPSA" or the "Agreement"), effective as of the RPSA Effective Date, describes the engagement of Milliman, Inc. ("Milliman") by «SPONSOR» ("Plan Sponsor") to provide Services as described herein. While Milliman serves at the pleasure of Plan Sponsor, such Services are subject to and strictly limited by the provisions contained in this Agreement. Under no circumstances is the engagement of Milliman intended to relieve Plan Sponsor, the Plan Administrator, and/or the Trustee(s) of their respective responsibilities under ERISA and the Internal Revenue Code and regulations promulgated thereunder.

Subject to the terms of this Agreement, Plan Sponsor hereby engages Milliman to provide the Services described herein for the plans set forth in the attached schedules (individually and collectively the "Plan"), and Milliman hereby accepts such engagement.

1. Services

Milliman will provide the Services as are described herein and set forth in Schedule A attached hereto ("Services").

2. Fees and Expenses

- (a) **Payment of Fees and Expenses.** For the Services provided on or after the RPSA Effective Date, Plan Sponsor will pay or cause to be paid to Milliman the fees and expenses specified for such Services. Milliman will invoice Plan Sponsor monthly, and all invoices will be paid within thirty (30) days of its receipt of the invoice. Milliman reserves the right to stop all work if any bill goes unpaid for 60 days. In the event of such termination, Milliman shall be entitled to collect the outstanding balance, as well as charges for all services and expenses incurred up to the date of termination.
- (b) **Out-of-Pocket Expenses.** Unless otherwise excepted, Milliman's fee schedule is exclusive of direct expenses, including reasonable travel expenses, printing, shipping, trustee stop and repayment charges, IRS 1099R reversal fees, and express mail charges, all of which are charged at cost; provided, however, that all such out-of-pocket expenses will be limited to reasonable costs and airline travel expenses will be limited to nonrestricted coach fares.
- (c) **Additional Fees.** Milliman may assess additional fees for any Services requested by Plan Sponsor which are beyond the scope of the Services described in the attached schedule(s). Such fees will be determined based on standard hourly rates unless another basis is agreed to by Plan Sponsor. Milliman may assess additional fees at standard hourly rates for Services it performs as a result of inaccurate or incomplete data that is provided to Milliman by or on behalf of Plan Sponsor.

3. Plan Data

- (a) **Ownership of Plan Data.** Milliman acknowledges that all data with respect to the Plan provided by Plan Sponsor or obtained by Milliman pursuant to this Agreement will be and remain the property of Plan Sponsor. Upon Plan Sponsor's request at any time or times while this Agreement is in effect, and to the extent that all plan fees are current, Milliman will deliver to Plan Sponsor all data in an electronic format.
- (b) **Accuracy of Plan Data.** Milliman will have no obligation to determine whether data received is inaccurate or incomplete. Milliman cannot warrant the correctness of data supplied by Plan Sponsor, the Plan Administrator or third parties, nor can Milliman be responsible for the failure of Plan Sponsor, the Plan Administrator, or any third party to provide data in a timely manner.
- (c) **Completeness of Plan Data.** For any in-scope Services that Milliman performs, but must perform using Plan Data that is incomplete and requires Plan Sponsor intervention, Milliman will assess fees for such work using standard hourly rates.
- (d) **Confidentiality of Plan Data.** Except as required by law, Milliman agrees to treat Plan Sponsor's data in a confidential manner. Milliman will inform its employees of the confidential nature of such data and will instruct them not to disclose any such data to any non-Milliman-affiliated third party whatsoever without Plan Sponsor's expressed approval, except as may be necessary in connection with the provision of Services or as may be required by law. This provision survives the termination of this Agreement. Notice will be provided in writing to Plan Sponsor prior to disclosure to any third party.

4. Limitation of Liability and Indemnification

- (a) **Limitation of Liability.** Milliman's obligations under this Agreement will be limited to providing the Services contained herein. Milliman will have no responsibility for any acts or omissions that occurred prior to the RPSA Effective Date. Milliman will not be liable for the accuracy, completeness, timeliness or correct sequencing of information obtained from generally accepted sources external to Milliman that in turn are used to create values reported to Plan Sponsor or Plan participants.

Milliman will perform all services in accordance with applicable professional standards. Solely with respect to the Services described in Schedule A and other actuarial services provided, the total liability of Milliman, its officers, directors, agents and employees to Plan Sponsor shall not exceed five million dollars (\$5,000,000). This limit applies regardless of the theory of law under which a claim is brought, including negligence, tort, contract or otherwise. In no event will Milliman be liable for lost profits of Plan Sponsor or any other type of incidental or consequential damages.

Milliman will perform the Defined Benefit Administration Services, which are described in Schedule A, in accordance with all plan specifications and procedures that have been documented and mutually agreed upon between Milliman and Plan Sponsor ("Documented Plan Specifications"). To the extent that any errors are the result of circumstances outside of the Documented Plan Specifications, Milliman will not be liable to the Plan or its participants.

The foregoing limitations will not apply in the event of Milliman's breach of a fiduciary duty under ERISA, gross negligence, intentional fraud, or willful misconduct.

- (b) **Delays or Failures.** Neither Milliman nor Plan Sponsor will be liable for any delay or failure in performance of this Agreement resulting directly or indirectly from any cause beyond their control, including, without limitation, acts of nature, acts of war, governmental actions, fire, labor strikes, work stoppages, civil disturbances, interruptions or unavailability of power or other utilities, unavailability of communications facilities, failure of electronic or mechanical equipment, failure of communication lines or equipment, or other interconnection problems, or failure of Milliman's suppliers.

- (c) **Indemnification.** Plan Sponsor agrees that it will be responsible for satisfying any losses, claims, damages, judgments, liabilities or reasonable expenses (including reasonable attorneys' fees and expenses) of or against Milliman and its respective officers, employees and agents, resulting from or arising in connection with (i) inaccurate data provided by Plan Sponsor, or (ii) Plan Sponsor's negligence or willful misconduct. Milliman agrees that it will be responsible for satisfying any losses, claims, damages, judgments, liabilities, reasonable expenses (including reasonable attorney's fees and expenses) of or against Plan Sponsor, its affiliates and its respective officers, employees and agents, or the Plan resulting from or arising in connection with Milliman's gross negligence or willful misconduct. The term "affiliate" means any member of a controlled group of corporations or a group or trades or businesses under common control, within the meaning of Sections 414(b) and 414(c) of the Internal Revenue Code. This provision survives the termination of this Agreement.
- (d) **Recovery of Overpayments.** In the event of an overpayment to a participant in the Plan, Plan Sponsor agrees to take all reasonable steps to recover the overpayment, and Milliman will have no liability with respect to any overpayment which could have been recovered through reasonable efforts by Plan Sponsor. Milliman will assist Plan Sponsor in seeking such restitution by drafting letters that Plan Sponsor can send out on its letterhead, by providing historical data and backup information as needed by Plan Sponsor in seeking recovery, and any other support requested by Plan Sponsor in seeking this restitution. If the overpayment is due to an error for which Milliman is not liable, as described in Section 4(a) above, then such additional costs incurred by Milliman will be reimbursed by Plan Sponsor.

5. Term and Termination of Agreement

- (a) **Term.** This Agreement will become effective as of the RPSA Effective Date and will remain in effect until terminated by either party as provided herein.
- (b) **Termination by Parties.** Either party may terminate this Agreement upon ninety (90) days' prior written notice. Milliman will retain any records it has relating the Services provided under this Agreement for a period of no less than three years following the termination of this Agreement.
- (c) **Termination Assistance.** In the event that this Agreement is terminated for any reason, Milliman will cooperate with Plan Sponsor to provide an orderly transfer of Services and will provide the staff, Services and assistance reasonably required for such orderly transfer. Such Services will be provided at the expense of Plan Sponsor or the Plan at Milliman's standard hourly rates in effect for such Services at the time they are performed; provided, if termination is due to Milliman's failure to perform its duties under this Agreement in a competent and timely manner, Plan Sponsor will not be obligated to pay Milliman for any fees associated with such transfer.
- (d) **Payment of Unamortized Implementation Expenses.** If Plan Sponsor terminates this Agreement within ~~sixty-fourth-eight~~ (6048) months of the RPSA Effective Date (for any reason other than Milliman's failure to perform its duties under this Agreement in a competent and timely manner), Plan Sponsor will pay Milliman a single lump-sum amount equal to Milliman's current annualized base fee that is, (i) the total of the monthly plan-based and participant-based fees, (ii) divided by the total number of months included in such total, and (iii) multiplied by twelve (12), reduced by one-~~sixtieth-fourth-eight~~ (1/6048) for each month which has elapsed since RPSA Effective Date. Implementation fees already paid are subtracted off of the amount due. If Milliman provides any administration assistance following the termination of this Agreement, the fees from those services will also be subtracted off the amount due.

6. Notices

Any notice or demand that Milliman or Plan Sponsor may desire to serve upon each other will be deemed served three (3) days after depositing in the United States mail, postage prepaid and certified or registered; delivered to a nationally recognized courier service; or hand delivered to the following addresses:

Town of Fairfield, Connecticut
«Spn1a»
«Spncity», «SPNST» «SPNZIP»

Milliman, Inc.
Rebecca A. Sielman
200 Great Pond Drive, Suite 110
Windsor, CT 06095

7. Dispute Resolution

- (a) **Mediation.** In the event of any dispute arising out of or relating to the engagement of Milliman by Plan Sponsor, the parties agree first to try in good faith to settle the dispute voluntarily with the aid of an impartial mediator who will attempt to facilitate negotiations. A dispute will be submitted to mediation by written notice to the other party or parties. The mediator will be selected by agreement by the parties. If the parties cannot agree on a mediator, a mediator will be designated by the American Arbitration Association at the request of a party.

The mediation will be treated as a settlement discussion and therefore will be confidential. Any applicable statute of limitations will be tolled during the pendency of the mediation. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

- (b) **Arbitration.** If the dispute has not been resolved within sixty (60) days after the written notice beginning the mediation process (or a longer period, if the parties agree to extend the mediation), the mediation will terminate, and the dispute will be resolved by final and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The arbitration will take place before a panel of three arbitrators. Within thirty (30) days of the commencement of the arbitration, each party will designate in writing a single neutral and independent arbitrator. The two arbitrators designated by the parties will then select a third arbitrator. The arbitrators will have a sufficient background in either employee benefits, actuarial science, or law to reasonably prepare them to decide a dispute. The arbitration will be conducted in accordance with the rules and procedures of the American Arbitration Association and the terms of this Section 7. The arbitrators will have the authority to permit limited discovery, including depositions, prior to the arbitration hearing, and such discovery will be conducted consistent with the Federal Rules of Civil Procedure. The arbitrators will have no power or authority to award punitive or exemplary damages. The arbitrators may, in their discretion, award the cost of the arbitration, including reasonable attorney fees, to the prevailing party. Any award made may be confirmed in any court having jurisdiction. Any arbitration will be confidential, and except as required by law, neither party may disclose the content or results of any arbitration hereunder without the prior written consent of the other parties, except that disclosure is permitted to a party's auditors and legal advisers.

8. Miscellaneous

- (a) **Nature of Milliman's Services.** The Services to be performed by Milliman are ministerial in nature and will be performed within the framework of policies, interpretations, rules, practices and procedures made or established by Plan Sponsor. Milliman will not have discretionary authority with respect to the management of the Plan or the investment of Plan assets. It is understood that Milliman is not a "plan administrator" within the meaning of ERISA. Milliman cannot be relied upon to discover errors,

irregularities or illegal acts, including fraud or falsifications that may exist in the administration of the Plan. Therefore, Milliman will not be liable for any actions taken, or not taken, as directed by or caused by actions of Plan Sponsor, the Plan Administrator, or any other person(s) authorized to provide directions to Milliman.

- (b) **Milliman Tool Development.** Milliman will retain all rights, title and interest to all technical or internal designs, methods, ideas, concepts, know-how, techniques, generic documents and templates that have been developed previously by Milliman or developed during the course of the provision of the Services. Such rights and ownership will not extend to or include all or any part of Plan Sponsor's proprietary data. To the extent that Milliman may include in the materials any Milliman proprietary information or other protected Milliman materials, Milliman agrees that Plan Sponsor will be deemed to have a fully paid up license to make copies of the Milliman-owned materials as part of this engagement for its internal business purposes, provided that such materials cannot be modified or distributed outside Plan Sponsor without the written permission of Milliman or except as otherwise permitted herein.
- (c) **Payment by Plan.** Any statement in the Agreement that, or to the effect that, an amount will be paid by Plan Sponsor will not preclude such amounts being a Plan expense under the Plan's trust agreements and other documents and will not have any effect on Plan Sponsor's rights to direct the Plan's trustee to pay such amount from Plan assets.
- (d) **Severability.** If any provision of this Agreement is held to be invalid or unenforceable, all other provisions will nevertheless continue in full force and effect. If any provision of this Agreement is found to be contrary to the laws or regulations of the Employee Retirement Income Security Act of 1974, as amended, then such provision will be considered null and void, but all other provisions will nevertheless continue in full force and effect.
- (e) **Modification and Waiver.** By mutual written agreement, Milliman and Plan Sponsor may revise this Agreement (including any of the attached schedules) from time to time. Any modification or waiver of any of the provisions of this Agreement will be effective only if made in writing and signed by both parties. Notwithstanding the foregoing, the waiver of a breach of any provision of this Agreement will not operate or be construed as a waiver of any subsequent breach, and any subsequent performance will not constitute a waiver of any preceding breach.
- (f) **No Third-party Beneficiaries.** This Agreement is between Plan Sponsor and Milliman, and neither this Agreement nor the performance of the Services or the relationship between Plan Sponsor and Milliman will create any rights in any third parties. The parties expressly agree that there are no third-party beneficiaries hereto.
- (g) **No Third-party Distribution.** Milliman's work is prepared solely for the internal business use of Plan Sponsor. Milliman's work may not be provided to third parties without Milliman's prior written consent, which consent may be conditioned on execution by the third party of Milliman's standard Third Party Release Agreement; provided, however, Plan Sponsor may share Milliman's work with its parent or affiliates, but only if either (a) the Plan Sponsor has the full power and authority to bind such parent or affiliate to the terms of this agreement and does bind such affiliate to the terms, or (b) the parent or affiliate acknowledges in writing that the work of Milliman is subject to certain limitations and restrictions contained in this Agreement and that the parent or affiliate acquires no greater rights than are possessed by Plan Sponsor under this Agreement. Milliman does not intend to benefit any third-party recipient of its work product or create any legal duty from Milliman to a third party even if Milliman consents to the release of its work product to such third party. Milliman hereby consents to the distribution of its work product to the Plan's auditor, as long as the work product is distributed in its entirety. In the event that any audit reveals any error or inaccuracy in the data underlying Milliman's work, Milliman requests that the auditor notify Milliman as soon as possible. Milliman's work may include the preparation of certain government forms. Milliman consents to the release of these forms to the applicable agency. Any additional release of any Milliman work product by Plan Sponsor requires prior written consent by Milliman.

- (h) **Assignability.** No party will be entitled to assign its rights or obligations under this Agreement without the written consent of the other party, such consent not to be unreasonably withheld.
- (i) **Applicable Law.** This Agreement will be deemed to have been entered into in the State of Connecticut, and all duties, obligations and rights there under will be governed by the laws of the State of Connecticut to the extent not controlled by ERISA.
- (j) **Entire Agreement.** This Agreement (which includes the attached schedules) constitutes the entire Agreement between the parties with respect to the subject matter hereof, and there are no representations, warranties, covenants or understandings, other than those expressly set forth herein. This Agreement supersedes and replaces all prior Agreements entered into between Milliman and Plan Sponsor with regard to the Services to be provided to the Plan(s) under by this Agreement after the RPSA Effective Date.
- (k) **Headings.** Headings and captions hereunder are for convenience only and will not affect the interpretation or construction of this Agreement.

PLAN SPONSOR	MILLIMAN, INC.
I have read and agree to the terms and conditions of this Agreement.	I have read and agree to the terms and conditions of this Agreement.
Accepted by: _____	Accepted by: _____
Title: _____ Date: _____	Title: _____ <u>Principal</u> Date: _____

Schedule A

Description of Defined Benefit Administration Services and Fees Town of Fairfield

This is Schedule A to the Retirement Plan Services Agreement between Town of Fairfield (“Plan Sponsor”) and Milliman, Inc. (“Milliman”) effective **Month DD, YYYY**. This Schedule A sets forth the services to be provided by Milliman in the area of defined benefit administration services, and the associated fees.

Unless otherwise indicated, services are considered “Standard Services” and are provided for the fees outlined in the fee schedule that applies to these Services. Services delineated as “Additional Services” are outside the scope of Standard Services and are provided on a time-and-expense basis.

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A. Definitions

B. Implementation/Conversion Services

1. Implementation
2. Data Conversion
3. Other Services

C. Pension Administration Services

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2. Event Processing
3. Communication Services
4. Ad Hoc and Periodic Processing

D. Payee Administration Services

1. Ongoing Data
2. Event Processing
3. Ad Hoc and Periodic Processing
4. Communication Services
5. Pension Payment Interface Services

II. Fees for Pension Plan Services

Schedule A — Defined Benefit Administration Services & Fees

I. Description of Pension Plan Services

A. Definitions	
Plan Sponsor	<ul style="list-style-type: none">• Town of Fairfield, Connecticut
Covered Plan(s)	<ul style="list-style-type: none">• Town of Fairfield Employees' Retirement System• Fairfield Police and Fireman's Retirement System
Data	<ul style="list-style-type: none">• All employee and plan data necessary to accurately and efficiently administer the Covered Plans in accordance with Covered Plan provisions, provided in a standard, electronic media format and certified by the Plan Sponsor or prior administrator
MARC	<ul style="list-style-type: none">• Milliman's proprietary administration system (Milliman Actuarial Retirement Calculator)
Participant Website	<ul style="list-style-type: none">• Milliman's proprietary participant Website, the "Web Service Center"
Call Center	<ul style="list-style-type: none">• Milliman's Call Center, the "Benefits Service Center"

Schedule A — Defined Benefit Administration Services & Fees

B. Implementation/Conversion Services	
Covered Populations	<ul style="list-style-type: none"> • Active participants (from date of hire) • Vested terminated participants • Nonvested terminated participants • Retirees • Pension beneficiaries/joint annuitants • Alternate payees
1. IMPLEMENTATION	
Plan Review	<ul style="list-style-type: none"> • Gather plan document (including amendments), Summary Plan Descriptions and prior calculations • Provide comprehensive review of current, and prior, plan provisions as appropriate <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Implement recommended plan amendments and changes
Implementation Project Management	<ul style="list-style-type: none"> • Plan and coordinate all implementation activities • Develop and manage implementation timeline to ensure a successful and timely implementation • Develop administration process flows and review scope of services <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Stagger implementation live dates by population, location or other participant groupings – Defer “go-live” date after MARC coding commences

Schedule A — Defined Benefit Administration Services & Fees

B. Implementation/Conversion Services	
1. IMPLEMENTATION <i>(continued)</i>	
Plan Setup	<ul style="list-style-type: none"> • Prepare and submit plan specifications and sample calculations to Plan Sponsor for review and approval • Code pension plan parameters into MARC • Develop test cases to ensure benefit calculations are coded and performed correctly for the Covered Plan's provisions • Prepare distribution packages, election forms and notices • Test pension calculations and distribution packages, forms and notices after coded in MARC • Place test case results in control file after verification for periodic regression testing • Code MARC for one payfeed layout <hr style="border-top: 1px dashed #0000FF;"/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Code MARC for multiple payfeed layouts for multiple locations
Trustee Interaction	<ul style="list-style-type: none"> • Develop ongoing procedures and monthly schedules with trustee • Develop payment notification process • Obtain proper authorization to instruct trustee
2. DATA CONVERSION	
Participant Data – Active Participants	<ul style="list-style-type: none"> • Receive up to five certified data feeds of required historical data (standard format, electronic media) for all participants • Receive non-vested participant data • Receive DRO files and data • For beneficiaries of active participants, receive a certified data feed of required historical data (standard format, electronic media) from client for (1) spousal data, if available, and (2) non-spouse beneficiary designations (as applicable) <hr style="border-top: 1px dashed #0000FF;"/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Provide Plan Sponsor with more than two data verifications – Receive/process multiple “go-live” data true-up files – Convert non-required historical data – Receive non-standard data format or non-electronic media – Provide team of consultants for conversion data cleanup and certification of conversion data – Calculate frozen benefits based on prior plan formulas used in current calculation

Schedule A — Defined Benefit Administration Services & Fees

B. Implementation/Conversion Services	
2. DATA CONVERSION <i>(continued)</i>	
Participant Data – Inactive Participants	<ul style="list-style-type: none"> • Receive up to five certified data feeds of required data (standard format, electronic media) for all participants • Receive vested accrued benefits (normal form at normal retirement date) for all terminated deferred vested participants • For payees, receive a certified data feed of required historical data (standard format, electronic media) from Plan Sponsor's custodian if Milliman's Payee Administration Services are provided • Receive lump sum and employee contribution payout history • Receive prior payment history for anyone in suspended status <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Provide Plan Sponsor with two or more data verifications – Calculate deferred vested benefits for participants who terminated prior to conversion – Collect and image payment data for retirees in payment status (includes beneficiary elections, DRO files, payment initiation forms, etc.) – Collect and image elections on current beneficiary forms
Historical Non-automated Records	<hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Convert paper to electronic format – Assist with data cleanup <hr/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Maintain all historical paper files
3. OTHER SERVICES	
Finding Inactive Deferred Participants and Survivors	<hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Work with a locator service to find "lost" participants, survivors and deferred vested participants <hr/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Provide up-to-date addresses for all participants and survivors upon conversion – Determine, annually, incorrect addresses and obtain correct ones

Schedule A — Defined Benefit Administration Services & Fees

B. Implementation/Conversion Services	
3. OTHER SERVICES (continued)	
Events in Progress	<ul style="list-style-type: none">• Milliman will administer events that begin on or after the implementation or live date, as appropriate <hr/> <i>Additional Services</i> <ul style="list-style-type: none">– Assume responsibility for transition activities prior to the implementation or live date– Complete events initiated prior to implementation date (such as terminated vested calculations in progress and qualification of existing DROs)
Other Services	<hr/> <i>Additional Services</i> <ul style="list-style-type: none">– Review/update existing communication materials– Provide rollout communications for Participant Website and Call Center

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services	
Covered Populations	<ul style="list-style-type: none">• Active participants• Vested terminated participants• Nonvested terminated participants
1. ONGOING DATA REQUIREMENTS	
Data Source	<ul style="list-style-type: none">• Current employees: Plan Sponsor HRIS/Payroll is the source for all data• Vested Terminated Participants: Milliman's MARC is the source for all pension specific data• Non-employees: Milliman and/or Plan Sponsor HRIS/Payroll are the sources for all data
Participant Data Maintenance	<ul style="list-style-type: none">• Maintain eligible employee data via periodic Plan Sponsor HRIS/payroll interfaces (includes actives upon date of hire). Receive a full data set for all employees. Track control group transfers (if all members of control group are covered by service agreement).• With respect to rehired participants, maintain history of absences and rehire dates and apply plan rules for interrupted service in benefit calculations• Maintain data on vested terminations through direct input by the Call Center, the Participant Website or through the Plan Sponsor HRIS/payroll interface• Maintain non-vested terminated participants for six years; archive thereafter <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none">– Maintain eligible employee data via periodic Plan Sponsor HRIS/payroll interfaces more frequent than 26 payrolls per year– Receive multiple payroll file interfaces– Perform periodic data audit and resolve data issues– Process participant-initiated requests for repayment of previous lump-sum distributions <hr/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none">– Health and welfare plan eligibility calculations

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services	
2. EVENT PROCESSING	
Provide Information	<ul style="list-style-type: none"> • Provide information to plan participants through the Participant Website and the Call Center with respect to plan provisions and administrative rules (based on information provided in Plan Sponsor's Summary Plan Description and policies and procedures outline) with respect to: <ul style="list-style-type: none"> – Plan provisions – Administrative rules – Eligibility for benefits – Benefit verification (written authorization required) – Other required notices (beneficiary re-solicitation at age 35, etc) <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Notify participants of 100% vesting status upon attainment based on plan vesting rules
Newly Eligible Employees	<ul style="list-style-type: none"> • Determine employee eligibility <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Send New Participant Communication Package to newly eligible employees.
2. EVENT PROCESSING (continued)	
Benefit Calculations	<ul style="list-style-type: none"> • Provide participants the ability to request benefit calculations and to model plan benefits via the Participant Website and the Call Center • Such modeling can be performed at any age with appropriately selected variables, which include: <ul style="list-style-type: none"> – Projected termination date (active participants only) – Projected benefit commencement date – Assumed annual rate of pay increase (active participants only) – Contingent annuitant type – Spouse date of birth • Calculations performed by the Participant Website are real-time calculations with results instantaneously available • Confirmations for calculations initiated through the Participant Website can be printed directly from the Participant Website <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – “Rush” calculations requested by client. – Abnormal levels of benefit certifications exceeding 10% of the active plan population resulting from plant closures, divestitures, layoffs or other events – Executive level benefit certifications may be subject to additional fees to be determined at time of event contingent on the amount of certifications to be performed. – True-up calculations as a result of final data coming in after the initial calculation request.

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services

Termination of Employment

The following services apply to active participants who terminate employment but are not vested or are not eligible to begin receiving pension benefit payments as of their date of termination:

- Determine vested benefit eligibility upon receipt of termination status on payroll feed and all final data
- Process calculations:
 - Determine vesting status
 - Calculate benefit and send Statement of Deferred Vested Benefits, if applicable
 - Calculate applicable Non-Vested terminated employee contributions refunds

Additional Services

- Send non-vested benefit communications to non-vested terminated participants

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services

2. EVENT PROCESSING *(continued)*

Retirement from Active Status

The following services apply to active participants who retire/terminate and are eligible to begin receiving pension benefit payments as of the date of termination:

- Participant-initiated Benefit Calculations:
 - Accept retirement initiation request (prior to receipt of termination status on payroll feed, if active, and later require termination status prior to benefit commencement)
 - Verify marital status, spouse date of birth and spouse Social Security number
 - Ask for last day of employment (actives only) and benefit commencement date
 - Request that the participant notify HR of his/her intent to retire
 - Verify that the active participant is vested and will be eligible to begin receiving benefit payments
 - Answer participant questions about the retirement process and payment options
 - Provide the participant with information on what to expect in the mail
 - Verify that the initiation request meets the Plan's timing requirements (e.g., 30- or 90-day rule)
 - Determine estimated benefit and payment options
 - Postpone calculation of final benefit until final data and date of termination are received
- Payroll-initiated Benefit Calculations:
 - Determine final benefit and options for retiring active participants following receipt of retirement code, valid date of termination and all final data via data feed or plan sponsor update
- Benefit Election Packages:
 - Send benefit election package to participant, including:
 - ◆ Written notice/election materials
 - ◆ Tax withholding notices, Federal W-4P and standard state withholding form
 - ◆ Statement of Relative Value
 - ◆ Explanation of benefit
 - ◆ Waiver of Joint & Survivor

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services	
2. EVENT PROCESSING <i>(continued)</i>	
Terminated Vested Participants and Other Inactives Reaching Benefit Commencement Eligibility	<ul style="list-style-type: none"> • The following services apply to terminated vested participants who previously terminated and are now eligible to begin receiving pension benefit payments. These services also apply to other inactives such as survivors and alternate payees: <ul style="list-style-type: none"> – Notify inactives, survivors and alternate payees 90 days prior to their benefit eligibility date (i.e. Early Retirement Age or Normal Retirement Age) – Determine payment options based on previously calculated vested accrued benefit for terminated deferred vested participants commencing payment – Send benefit election package to participant, including: <ul style="list-style-type: none"> ◆ Written notice/election materials ◆ Tax withholding notices, Federal W-4P and standard state withholding form ◆ Statement of Relative Value ◆ Explanation of benefit ◆ Waiver of Joint & Survivor
Death of an Active Employee or Terminated Vested Participant	<ul style="list-style-type: none"> • The following services apply upon the death of an active participant or a terminated vested participant: <ul style="list-style-type: none"> – Verify date of death – Determine benefit amount and, if applicable, payment options – Solicit designated beneficiary information upon receipt of death notification – Notify deferred survivor spouse of earliest retirement date, if not eligible for immediate payment – Provide SPD at the time of death, if appropriate, to beneficiary
Retirement Planning	<ul style="list-style-type: none"> • Provide retirement income modeling capabilities (integrated with information from Plan Sponsor's defined contribution plan(s)) through the Participant Website • Provide information on retirement procedures (e.g., how to use the Participant Website, what forms, if any, to complete and when; making changes or corrections to data; etc.) <hr style="border-top: 1px dashed red;"/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Individual participant meetings pre and post benefit election

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services	
3. COMMUNICATIONS SERVICES	
Personalized Communication Statements and Forms	<ul style="list-style-type: none">• Milliman will monitor, generate and mail the following personalized communication statements and forms via first-class U.S. mail:<ul style="list-style-type: none">– Benefit Estimate Statement– Notice of Deferred Retirement Plan Benefits– Benefit Election Form– Direct Deposit Form– Explanation of Benefit– Statement of Relative Value– Vested Monthly Pension Benefit Statement– Minimum Required Distribution Statement and Recalculation– Notice of Continued Disability Form– Suspension of Retirement Plan Benefits Notice <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none">– Detailed Calculation Worksheet– Pension Ineligibility Notice (non-vested participant benefit communication)– Buy-back Form– Distribute other plan-related materials– Handle mass mailings (early retirement windows, deferred vested cashouts, etc.)
Other Communication Services	<ul style="list-style-type: none">• Electronically store and distribute other pension materials via the Participant Website <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none">– Create a retirement workbook– Provide ongoing communications– Review or design Summary Plan Descriptions– Provide other client-specific communication materials– Conduct surveys– Support employee benefit fairs

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services	
4. AD HOC AND PERIODIC PROCESSING	
Domestic Relations Orders (DROs)	<ul style="list-style-type: none"> • Provide standard sample DRO and procedures <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Handle DRO qualification and administration – Provide information to alternate payees or attorneys (written authorization required) – Calculate accrued benefit and administer pension splits determined by the party doing the qualification – Provide caveated estimates to participants with pending DROs – In situations where a terminated participant is waiting to commence payment, but has a pending DRO, delay commencement until the DRO is finalized or dropped – When participant is already in payment status, suspend amount in question in the order (leave in trust in separate interest bearing account) and pay out once order is qualified or dropped
Minimum Required Distributions	<ul style="list-style-type: none"> • The following services are applicable to any participant who is subject to the minimum distribution rules: <ul style="list-style-type: none"> – Annually, identify active, if applicable, and/or terminated participants who reached 70½ in current year – Calculate minimum initial distributions according to plan rules – Notify employees of process, rules, and options – Accept elections and maintain history <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Retroactively administer minimum distributions – Calculate recurring distributions according to plan rules
4. AD HOC AND PERIODIC PROCESSING (continued)	
One-time Events	<hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – COLAs/ad hoc increases – Early retirement windows – Acquisitions/divestitures – Mass terminations (e.g., plant closings) – Severance programs – Plan provision changes – Lump-sum recalculations for cashing out terminated vested participants – Plan terminations

Schedule A — Defined Benefit Administration Services & Fees

C. Pension Administration Services	
Appeals	<p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Explain appeals process upon request – Draft response letter to participant (for review by plan sponsor) – Assist with researching issues related to appeals – Provide any documents we have relevant to an appeal to the client <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Notify participant of reason for denial and right to appeal – Make final decision and communicate results to participants (generally the responsibility of client's "Pension Committee")
Actuarial Valuation Data	<ul style="list-style-type: none"> • Provide data export to plan actuary for annual valuation <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Additional data analysis with outside actuary
Participant Address Searches	<p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Coordinate address search annually with audit provider
Sponsor and Regulatory Driven Plan Changes	<p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Recommend and implement plan changes requested by the Plan Sponsor or required by law

Schedule A — Defined Benefit Administration Services & Fees

D. Payee Administration Services	
Covered Populations	<ul style="list-style-type: none"> • Retirees • Pension beneficiaries/joint annuitants • Alternate payees
1. ONGOING DATA	
Participant Data Maintenance	<ul style="list-style-type: none"> • Maintain retiree, vested terminations, and survivor data via HRIS/payroll/third party interface or periodic reporting <ul style="list-style-type: none"> – Participant indicative data – Withholding elections – Direct deposit/EFT – Direct rollovers – Retroactive payments – Plan identifier – Taxable/nontaxable split – Benefit changes due to level income options, “pop-ups”, etc. <hr style="border-top: 1px dashed blue;"/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Storage of any health and welfare plan related information – Storage of any life insurance plan related information <hr style="border-top: 1px dashed red;"/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Maintenance/administration of any health and welfare plan related information – Maintenance/administration of any life insurance plan related information
2. EVENT PROCESSING	
Receipt of Written Elections	<ul style="list-style-type: none"> • Accept written participant elections as required to meet Plan's timing requirement • Accept initiation of survivor benefit, as applicable, upon death of active participant, terminated vested participant or retiree • Allow participant to change an option election or Benefit Commencement Date up until signing the Benefit Application Form • Apply one withholding election to all qualified plans • Answer participant questions about the benefit payment process and options • Send benefit payment instructions to the paying agent after all final data is received from Plan Sponsor <hr style="border-top: 1px dashed blue;"/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – True-up calculations as a result of final data coming in after initial calculations request

Schedule A — Defined Benefit Administration Services & Fees

D. Payee Administration Services	
2. EVENT PROCESSING <i>(continued)</i>	
Payees (currently in pay status)	<p>Upon request:</p> <ul style="list-style-type: none"> • Provide gross payment information, current withholding election, current direct deposit instructions • Provide ability to change withholding and direct deposit elections (after the initial election) via the Participant Website and the Call Center • Provide the date that checks were mailed with instructions to contact a representative only if the check is not received by the 10th of the month • Provide ability to change address via the Participant Website and the Call Center <hr style="border-top: 1px dashed #a52a2a;"/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Provide the ability to change any health and welfare related elections
Death of a Retiree	<ul style="list-style-type: none"> • Verify date of death • Stop payment on checks to the deceased retiree • Provide commencement of pension payments to survivor, if applicable • Provide SPD at the time of death, if appropriate, to beneficiary • Send one letter to estate requesting return of any overpayments • Forward overpayment to Plan Sponsor if no response <hr style="border-top: 1px dashed #a52a2a;"/> <p><i>Plan Sponsor or Third Party Responsibility</i></p> <ul style="list-style-type: none"> – Collect overpayments – Coordinate distribution of 1099-R's with check writer
3. AD HOC AND PERIODIC PROCESSING	
Suspension of Benefits	<ul style="list-style-type: none"> • Administer suspension according to plan provisions • If Sponsor's plan suspends active employees, provide Notice of Benefit Suspension in the month prior to the month in which participant attains their Normal Retirement Age (regardless of the number of hours working) • If Sponsor's plan suspends rehired retirees, provide Notice of Benefit Suspension and instruct check writer to suspend periodic pension payments

Schedule A — Defined Benefit Administration Services & Fees

D. Payee Administration Services	
3. AD HOC AND PERIODIC PROCESSING <i>(continued)</i>	
Annual Federal Tax Withholding Solicitation	<ul style="list-style-type: none"> • Accept ongoing changes in federal income tax withholding <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> • Coordinate annual tax withholding re-solicitation with current check writer • Coordinate tax reporting with current check writer
Proof of Living Audit	<hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> • Coordinate death audit annually with audit provider
Check Administration	<ul style="list-style-type: none"> • Answer questions regarding pension check disbursement (status, stop/start, etc.) • Follow up on uncashed checks by phone or letter <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> – Provide required annual rollover notices (for recurring rollover eligible payments) – Send correspondence requesting repayment of any overpayments – Distribute 1099-Rs – Provide W-4P with initial check – Provide Required annual withholding notices
Government Reporting	<ul style="list-style-type: none"> • Answer general questions on 1099-Rs, tax forms <hr/> <p><i>Additional Services</i></p> <ul style="list-style-type: none"> • Coordinate distribution of 1099-Rs with check writer • Coordinate distribution of requested annual withholding notices with check writer

Schedule A — Defined Benefit Administration Services & Fees

D. Payee Administration Services

4. COMMUNICATION SERVICES

Personalized Communication Statements and Forms

- Monitor, generate and mail the following personalized communication statements and forms:
 - Notice of Benefit Suspension
 - Notice of Benefit Withholding
 - Notice of Benefit Adjustment
 - Notice of Retirement Plan Survivor Benefits
 - Notice of Benefit Denial
 - Notice of Benefit Election Confirmation

Additional Services

- Electronic Funds Transfer Authorization

5. PENSION PAYMENT INTERFACE SERVICES

Payment Instructions

- Send monthly gross payment instructions to check writer (via monthly or more frequent file transfer). Data includes:
 - Withholding elections
 - Direct deposit/EFT
 - Direct rollovers
 - Retroactive payments
 - Plan identifier
 - Taxable/nontaxable split
 - Benefit changes due to level income options, "pop-ups", etc.
- Provide instructions to check writer on stop payments/reissues
- Provide instructions to check writer on changes to data (e.g. name, address, direct deposit, tax withholding, benefit amount, etc.)

Additional Services

- Provide expanded payment instructions
- Provide additional payment detail to support trust accounting requirements
- Coordinate with annuity contract holders
- Provide extracts to other third parties
- Collect and update withholding elections for nonqualified payments
- Provide payment instructions feed for nonqualified payments to client payroll or an additional trustee
- Coordinate/communicate health and welfare related information

Schedule A — Defined Benefit Administration Services & Fees

D. Payee Administration Services	
Rollovers	<i>Plan Sponsor or Third Party Responsibility</i> <ul style="list-style-type: none">– Send payments to one rollover institution plus the participant– Enforce \$200 minimum limit for rollovers– Administer automatic rollover of Mandatory Cashouts between \$1,000 and \$5,000 as required by the Covered Plan's provisions
Reconciliation	<ul style="list-style-type: none">• Monthly electronic reconciliation of pension benefit payments (based upon assumption that trustee provides electronic payment confirmation files)
5. PENSION PAYMENT INTERFACE SERVICES <i>(continued)</i>	
Sponsor and Regulatory Driven Plan Changes	<i>Additional Services</i> <ul style="list-style-type: none">– Recommend and implement plan changes requested by the Plan Sponsor or required by law

Schedule A — Defined Benefit Administration Services & Fees

II. Fees for Defined Benefit Administration Services

PENSION ADMINISTRATION FEES

Fixed Fees

Fees for pension administration services:

Monthly Base Fee	\$3,500 per covered plan
Monthly Participant Fee	\$3.75 per participant

Pension administration fees will commence once Milliman begins providing ongoing pension administration services. Fees noted above will apply for calendar years 2022 and 2023. For 2024 and beyond, fees will increase according to CPI-W increases, measured on the change in CPI-W from 3rd Quarter to 3rd Quarter. Annual increases will be limited to no more than 5% and no less than 0%, with any excess of CPI increases over 5% (or decreases below 0%) recoverable upon mutual agreement in a later year when CPI-W increases are less than 5% (or greater than 5%). The fees will be recalculated each quarter based on the counts as of the date of fee determination.

No separate system usage or license fees apply for the pension administration system or participant website.

Administration Work Billed Separately

- Processing data feed from defined contribution provider for total retirement planning tool
- Special projects, including large volume work (i.e. calculating frozen benefits, retiree lump sum distribution project, administration work related to Plan Termination, etc.)
- Processing more than one payroll and demographic data load per payroll period
- Processing payroll and demographic data loads with more than two lines per person
- DRO adjudication, processing and split calculations
- Disability benefit claim reviews
- Adjudication of any other benefit claims
- Nonqualified calculations
- Researching participant data in hard-copy files
- Assisting in the preparation of plan communications
- Providing non-standard or ad-hoc listings and reports
- Retiree Medical administration, including premium deductions
- Attendance at pension committee meetings
- In-person participant retirement counseling meetings
- Out of pocket expenses

Variable Fees, Special Projects

Milliman will work with the Plan Sponsor to complete special projects related to defined benefit administration.

Milliman will charge additional fees for these projects, based on time charges using standard billing rates for Milliman employees. Milliman will estimate the cost of these projects in advance, and will discuss with the Plan Sponsor the potential impact of special projects on the service levels outlined above for ongoing defined benefit administration work.

Schedule A — Defined Benefit Administration Services & Fees

Out-of-Pocket Expenses

In addition to the base fee, out-of-pocket charges will be reimbursed for expenses incurred in connection with benefit administration services. Out-of-pocket expenses shall include, but are not limited to:

- Charges for phone use and toll-free maintenance fee
- Postage, including express delivery as required
- Printing for materials dedicated to the Plan Sponsor administrative services
- Assembly costs for large mailings
- Vendor costs for address searches and death audits
- Travel

Out-of-pocket charges will not include set-up charges for providing these services, such as costs for telephone systems, computer equipment, etc.

IMPLEMENTATION FEE

The implementation for work required to convert the defined benefit administration services is \$15,000. This fee is payable in 10 monthly installments beginning with the signing of the RPSA. If Milliman's services are terminated prior to the full implementation fee being paid, the remainder of the implementation fee will be immediately due.

Implementation services include 80 hours of implementation data work. If the implementation data work hours exceed this threshold, additional fees may apply. Milliman will inform Plan Sponsor of any additional data fees that would apply prior to beginning that work.

Implementation Services Billed at Time and Expense

The base implementation fee will generally cover all of the work required for the transition. However, the base fee does not include the following services, if required. These services will be charged based on time and expense, using the standard billing rates for the staff performing the following services:

- Calculating final accrued benefits, frozen benefits, or prior minimum benefits that can be relied on for administration.
- Combining payroll files from more than one source, or combining multiple records per participant in the payroll load.
- Data research and clean-up of historical data. In general, the base fee includes data review and checks, but time for research and clean-up of individual historical data will be billed separately.
- Processing calculation backlog. Work required to process calculations for prior events will be billed separately. This includes, for example, termination calculations for participants who terminated employment more than one month prior to the implementation date, retirement calculations for participants past normal retirement age on the implementation date, and following up on pre-retirement death benefits payable for participants who died prior to the implementation date.
- Extensive reconciliation and documentation of data from multiple sources. The base fee assumes that data will be provided in one electronic file, will be reliable for Milliman's use, and will include accurate descriptions noting how the data fields apply for benefit administration purposes. Extra implementation work required to complete these tasks or work required to reconcile, compare, and correct data from different sources will be billed separately.
- Special communications campaigns or materials provided during the implementation will also be billed separately.
- We will not bill for additional implementation services without an advance discussion with the Plan Sponsor, and the Plan Sponsor's approval that additional fees are applicable for the services.

Schedule A — Defined Benefit Administration Services & Fees

FEE ASSUMPTIONS

- Milliman will perform the Defined Benefit Administration Services, which are described this Schedule A, in accordance with all plan specifications and procedures that have been documented and mutually agreed upon between Milliman and the Plan Sponsor. To the extent that any errors are the result of circumstances outside of the plan specifications, Milliman will not be liable to the Plan or its participants.
- Participant counts reasonably consistent with counts included in the proposal (approximately 1,450 participants).
- Fees assume that each participant has only one benefit accrual. For example, if the plan provides that a participant has two separate benefits which can have separate Annuity Start Dates and/or forms of payment, that participant should be counted twice. If this is the case, fees noted above are subject to adjustment.
- Accurate initial data provided in electronic format including certified final accrued benefits calculated and provided for all terminated-vested participants and active participants with frozen accrued benefits.



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

Award Recommendation Resolution:

On, Thursday, 30 January 2020, the Purchasing Authority awarded bid number 2020-45 Request for Qualifications for Environmental Consulting Services to the four short-listed firms listed below based on the firms' qualifications and experience.

These four (4) firms will act as on-call environmental consultants and will be selected on a project by project basis. Fee proposals will be submitted for each future project.

Loureiro Engineering, Plainville, CT

Tighe and Bond, Middletown, CT

Weston and Sampson, Rocky Hill, CT

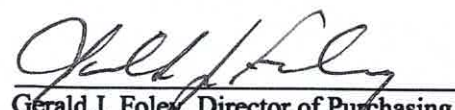
WSP, Shelton, CT

Following is justification for the selection:

- The four firms listed possess a strong foundation and knowledge in site remediation.
- The firms has provided the Town with a vast list of similar projects in which they have performed, including successful responses to CT DEEP Notices of Violations (NOV).
- The shortlisted firms have a long history of completed projects involving the State of Connecticut and are also familiar with Federal, State, and Municipal laws, regulations, and procedures.

The award these contracts may be subject to the review and approval of the Board of Selectman.


Brenda L. Kupchick, First Selectwoman


Gerald J. Foley, Director of Purchasing



Hourly Rate Schedule

Category	Rate
Engineering & Consulting Services	
Expert Witness	\$300.00
Senior Principal	\$250.00
Principal/Officer	\$215.00
Technical Director	\$185.00
Senior Project Manager	\$185.00
Project Manager	\$165.00
Senior Project Engineer/ Hydrogeologist/Scientist	\$140.00
Project Engineer/ Hydrogeologist/Scientist	\$125.00
Senior Engineer/Hydrogeologist/Scientist	\$115.00
Engineer/Hydrogeologist/Scientist	\$105.00
Engineer I/Hydrogeologist I/Scientist I	\$95.00
Lab/Data Validation Manager	\$115.00
Chemist	\$80.00
Landscape Architecture Services	
Principal Landscape Architect	\$140.00
Senior Project Director, Landscape Architect	\$120.00
Project Director, Landscape Architect	\$100.00
Landscape Architect I	\$85.00
Landscape Architect II	\$75.00
LA Draftsman	\$65.00
Survey Services	
Survey Support	\$125.00
Production Technician	\$105.00
Survey Crew (2 Person)	\$175.00
Surveyor (w/robotic/GPS)	\$145.00
CADD/Support Services	
CAD Manager	\$125.00
Senior Designer/CAD Operator	\$97.50
Designer/CAD Operator	\$90.00
Senior Technician	\$75.00
Technician	\$65.00
Administrative Support	\$60.00

Reimbursable Expenses

Unless otherwise specified, expenses should be billed as follows:

1. Subcontracted services including production printing and equipment rentals will be billed at cost plus 15%.
2. Transportation will be billed at the IRS approved rate for personal vehicles plus 15%. Non-local travel expenses and per diem cost will be billed at cost plus 15%.
3. Application fees, permit fees and bond fees will be billed at cost plus 15%.
4. In-house printing and copying will be billed at the following rates:
 - Large Format Plots/Prints
 - Black & White - \$0.75/s.f.
 - Color - \$1.75/s.f.
 - Mylar - \$9.00/s.f.
 - Meeting Exhibits
 - Matte Bond - \$2.00/s.f.
 - Gloss Bond - \$3.00/s.f.
 - Reports
 - B&W - \$0.05/page
 - Color - \$0.10/page
5. Supplementary equipment, material, and company-owned vehicles will be billed at itemized unit prices. A schedule of unit prices is available upon request

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

RFQ #2020-45 Environmental Consulting Services

TOWN OF FAIRFIELD
PURCHASING AUTHORITY
725 OLD POST ROAD
INDEPENDENCE HALL
FAIRFIELD, CT 06824.

Date Submitted _____ 2019.

SEALED BIDS are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Fairfield, Purchasing Authority.

Bidder:

Doing Business As (Trade Name) _____

Address _____

Town, State, Zip _____

(Mr/Ms) Name and Title, Printed _____

Signature _____

Telephone _____

Fax _____

E-mail _____


First Selectman


Director of Purchasing

Date

Sealed bids will be received by the Purchasing Authority at the office of the Director of Purchasing, First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

2:00pm, Thursday, 5th December, 2019

To provide qualifications for engineering firms to partner with the Town Of Fairfield to provided environmental consulting services for multiple-project contracts on an as needed basis as detailed in the attached specifications.

NOTES:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company/affiliate or entity under common control who is in arrears to the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Fairfield, and shall be determined by the Town.
3. Proposals are to be submitted in a sealed envelope and clearly marked "RFQ #2020-45" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. Proposals are not to be submitted with plastic binders or covers, nor may the bid proposal contain any plastic inserts or pages.

Overview

The Town of Fairfield is requesting qualifications for environmental, engineering, and related professional consulting services for multiple-project contracts on an as needed basis as detailed in the attached specifications.

These services shall include investigation, preparation of reports and plans, development of cost estimates, negotiations with regulatory agencies, and the performance of various field inspections. In certain circumstances, the awarded Consultant will be responsible for preparing bid plans and specifications, as well as providing contract oversight, including but not limited to permitting, inspections, and administrative services.

The Town may choose to award to one (1) or multiple firms for these services. This RFQ is not directed at one specific project, but several future projects. Respondents should be prepared to provide services for an entire project, and/or several projects. There is no guarantee of a minimum amount of work or compensation to any of the Awarded Consultant. Work shall be assigned on a project-specific basis, contingent on the firms' proposed fees, availability, scope of services and timeline.

The purpose of this RFQ, and future services rendered, is to ensure Town compliance with Federal, State and Local Environmental Protections regulations, and to reduce risk of hazards to human health and the environment.

Addenda / Requests for Information (RFI)

Addenda concerning important information and/or clarifications will be posted on the Fairfield Purchasing Department website at <http://www.fairfieldct.org/purchasing>

- It is each Respondent's sole responsibility to monitor the above website for all updated information.
- Addenda will not be mailed, e-mailed or faxed out.
- Written requests for information will not be accepted after **2:00pm on Wednesday, 27th November, 2019.**
- Verbal requests for information via phone or other means will not be accepted.
- Failure to comply with these conditions will result in the bidder waiving the right to dispute bid specifications and conditions, no exceptions.

Questions concerning this bid must be submitted in writing and directed only to:

Corinne Dyer, Senior Buyer
cdyer@fairfieldct.org

Response will be in the form of an addendum that will be posted approximately 29th November 2019 to the Town of Fairfield website, which is <http://www.fairfieldct.org/purchasing>. It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this RFQ between a Respondent and any other Town official and/or department manager and/or Town of Fairfield employee, other than as set forth above, may be grounds for disqualification of that Respondent. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

Submission Requirements

You must submit one original, (4) written copies, and one electronic copy of your proposal.

Proposals must be received by **2:00 p.m. on 5 December 2019**; send sealed proposals to:

Town of Fairfield
Purchasing Authority
725 Old Post Rd
Fairfield, CT 06824

Project Scope

The Awarded Consultant will be responsible for various environmental, engineering, and related professional services, such work may include but not limited to;

- **Phase I and Phase II Environmental Assessments:** The consultant may be required to conduct Phase I/AAI environmental site assessments in accordance with ASTM standard E1527-05, as well as in accordance with the standard practices as outlined in the Connecticut Department of Energy and Environmental Protection's (CTDEEP) document entitled, "Site Characterization Guidance Document" dated December 2010;
https://www.ct.gov/deep/lib/deep/site_clean_up/guidance/Site_Characterization/Final_SCGD.pdf

The consultants may be required to conduct Phase II assessment and/or Remedial Investigations keeping with ASTM Practice E 1903-97, as well in accordance with the standard practices as outlined in the Connecticut Department of Energy and Environmental Protection's (CTDEEP) document entitled, "Site Characterization Guidance Document" dated December 2010. At the completion of assessment activities, the consultant(s) will prepare an assessment report for each site.

- Aiding the Town with projects containing Hazardous Materials, Hazardous Waste, and Solid Waste Management; Materials and waste storage, use, transport, lawful disposal and manifesting;
- Creating and implementing operations plans; underground storage tank management, evaluation of health and safety concerns, training, and identifying permit requirements.
- Preparing Remedial Action Plan (RAP) when required.
- Environmental Review, Permitting, and Permit Compliance, specifically permit negotiations, filing applications, compliance program implementation, training, tracking and reporting, regulatory risk evaluation, developing compliance policies and protocols.
- Preparing and submitting to the Town a site-specific Health and Safety Plan (HASP) that outlines procedures to protect on-site workers and the surrounding community. The HASP shall comply with OSHA 29 CFR 1910.20, entitled "Hazardous Waste Operations and Emergency Response." Note: An approved HASP must be in place prior to the start of any fieldwork.
- Site Investigation and Evaluation of soil, sediment, stormwater, and groundwater,
- Site Reuse Planning,
- Community Planning,
- Risk Assessments,
- Geotechnical Studies,
- Infrastructure Analyses.
- Site and Risk Assessment,
- Feasibility Studies, Data Evaluation, and Management,
- Site Remediation and Monitoring,
- Environmental Audits,
- Construction and Remediation Site Environmental Inspection, Mitigation Monitoring, and Reporting Program Compliance,
- Dredging Program Support (Sediment characterization, permitting, and inspection),
- Test pits or soil boring,
- Surveying Services,
- Storm Water Management.

Following the award of this RFQ, a Request for Pricing (RFP) process will then take place between the Town and the Awarded Consultant(s). The Town will approach all work on a site-specific/project-specific basis. A Request for Pricing (RFP) will be distributed to the awarded firm(s) for each project, as needed. The Consultant(s) will be required to respond to the RFP and prepare a brief scope of work and cost estimate for each assessment project at no additional charge.

The RFP(s) will request a detailed fee proposal including; maximum cost/ "not to exceed" total for each phase of project; Project Investigation and Analysis, Preliminary Design, Final Design, and Bidding Services, and if necessary Construction Administration at Town's discretion. Confirmation of ability to perform design on time and budget within current workload will be required.

Submission Information Required

This section of the RFQ establishes certain standards of experience and financial capabilities that the Town for a Respondent to be deemed qualified. Submissions that do not meet the prescribed standards will be considered by the Town to be non-responsive. The Town, at its sole discretion, will decide if a Respondent meets the standards. Each Respondent must answer the questions honestly and completely; the following section describes the submission requirements:

- A. Provide an executive summary – maximum three (3) pages, single spaced – that includes the full name, tax identification number and main office address of the primary Respondent. Include annual reports, 10k, balance sheets and any other information detailing the financial stability and organizational ability of the Respondent must have been in business for a minimum of three (3) years.

Note: Financial information is to be submitted in a separate sealed envelope that is clearly marked with the contents; this information will be reviewed only if the Respondent is a final Respondent; all financial information will be returned to the Respondent at the conclusion of the selection process.

- B. Provide the business history of the primary Respondent. Include any changes in the Respondent's status as the result of merger, acquisition, spin-off, reorganization or other change in business organizational status. Identify when the Respondent was organized and, if a corporation, where incorporated and number of years engaged in providing full service contract operations under that name. Provide a comprehensive description of Respondent's corporate ownership and/or operating name.
- C. State whether any selectman or other officer, employee, or person who is payable in whole or in part from the Town currently has any direct or indirect personal interest in the Respondent. If so, describe the circumstances.
- D. State whether the Respondent or any of its employees or officers has been named as a defendant in any litigation brought as a result of any contract operations for operations and maintenance. If so, name the owner and describe the circumstances, including the outcome of the litigation.
- E. State whether the Respondent has ever been terminated, fired, or replaced on a project other than those contracts that have been terminated due to completion. If so, name the owner and describe the circumstances.
- F. The primary Respondent must demonstrate the capability to successfully perform all services listed in the Project Scope section of this RFQ. Describe Respondent's experience with environmental consulting services, specifically LEP services and remediation work; provide documentation on expertise, Federal, State and Municipal regulations, and related construction supervision. Also describe any experience with the CT Department of Energy and Environmental Protection (CTDEEP), CT Department of Health (CTDPH), US Environmental Protection Agency (EPA), Conservation and other permits. List any environmental engineering project(s) that your company has been involved with.
- G. Provide a complete list of specialized experience and technical competence in;
- Geophysical Survey Methods
 - Landfill Design and Closure Permitting
 - Preparation and Implementation of Health and Safety Plans for Hazardous Waste Sites
 - Underground Storage Tank Leak Detection, Tank removal, etc.
 - Monitoring Well/Soil Boring Installation
 - Feasibility Studies for site remediation
 - Community Relations and Community Involvement Plans
 - Industrial Hygiene
 - Soil, Air, Groundwater and Waste Sampling
 - Laboratory Analysis of Environmental Samples
 - Groundwater/contaminant fate and transport analysis/modeling
 - Remedial Design Projects and Remedial Actions
 - Soil Management Plans
 - PCB Wastes and Contaminated Soil Treatment and Disposal
 - Surveying Services
 - Triad Approach
 - Geographic Information Systems (GIS)
 - Data Validation
- H. Include resumes and project lists of the key personnel who are proposed to work on this project.
- I. Identify any subcontractors and/or sub-design consultants, if any, who will perform work on this project. The Town retains the right to reject any and all proposed subcontractors. This provision applies through the term of the contract.
- J. State your relevant prior experience, including a list of all clients served during the past five years, complete with names, addresses and telephone numbers of contact persons for each. Provide the client name, contact, address, and phone number of at least one municipal project that Respondent has designed, if available.

- K. Provide examples of work produced for similar projects completed within the past five (5) years.
- L. The firm must have had demonstrable experience with all regulatory agencies having jurisdiction over the site. Work experience within Connecticut with similar projects is essential.
- M. Fee Proposal: For the purpose of this RFQ, Respondents shall include hourly rates per discipline / function, as well as complete the fee proposal page listing: laboratory fees, analytic fees, equipment rental charges, and subcontractor management mark-ups. Following the award of this RFQ, a Request for Pricing (RFP) will be distributed to the awarded firm(s) for each project, as needed. The RFP(s) will request a maximum cost/ "not to exceed" total for each phase of project; Project Investigation and Analysis, Preliminary Design, Final Design, and Bidding Services, and if necessary Construction Administration at Town's discretion. Confirmation of ability to perform design on time and budget within current workload will be required.

Selection Process

Candidates will be evaluated based on the following criteria:

1. Demonstrated specialized experience and technical competence.
 2. Experience and qualifications of the proposed team, and the capacity and capability to complete all work on-time and within budget.
 3. Examples of work produced for and past performance on similar projects.
 4. Experience with and knowledge of federal, state and municipal processes, requirements and procedures.
- The Town's evaluation team will individually review and rank each Respondent's sealed Statement of Qualification using the evaluation matrix attached as Table 1.
 - The Town's team will meet to discuss the Respondents credentials and qualifications.
 - The evaluation team may short-list Respondents for interview in order to clarify qualifications and verify its evaluation. Additional services or significant changes to the submittals during the interview will not be entertained.
 - Based on the responses received, the Town may choose to continue or cancel the RFQ process.

In addition to the data and documentation submitted in response to this process, the Town reserves the right to make an on-site inspection and evaluation of any facility at which the firm has provided similar services. If the Town chooses to exercise this right, the Respondent shall provide a representative, with or without notice, to accompany the Town or its delegated representatives on any on-site inspection. The inspection may not be limited to one facility. All costs for transportation and subsistence to inspect any facilities incurred by Town personnel shall be borne by the Town.

The Town shall utilize an evaluation panel consisting of employees of the Purchasing, Public Works, Engineering, and potentially other town departments. Approximately one (1) to four (4) firms will be pre-qualified, using a standard evaluation matrix that is weighted for qualifications/experience of the firms. The Town's evaluation panel will choose the highest scoring submission(s) for the services based on items listed previously.

Should the negotiations fail to result in an executed contract within a reasonable time, the Town may elect to terminate negotiations with the highest ranked Respondent and begin negotiations with the second ranked Respondent. The Town always retains the exclusive right to cancel the process and make no award. The Town's evaluation panel may also elect to interview firms or consultants if it so desires, but will use the standard evaluation matrix for selection as stated above.

Negotiations with Respondents/Consultants

The responsibility for the final selection rests solely with the Town; the Town may commence negotiations with the Respondent who scores highest during the selection process, or at its sole option may cancel the process at any time. During this negotiation phase, the Town may discuss any cost, charge or service. The Town shall not be liable to any Respondent for any costs associated with responding to the Request for Qualifications and Proposals, and the Respondent's participation in any interview, or for any costs associated with negotiations.

FEE PROPOSAL FORM

PROPOSAL TO: Town of Fairfield, Purchasing Department
First Floor, Sullivan Independence Hall
725 Old Post Road, Fairfield, Connecticut 06824

I, _____ have received the following contract documents,

1. BID Document #2020-45,
2. Posted addenda (if any) numbered _____ thru _____, posted at www.fairfieldct.org/purchasing.htm

and have included their provisions in my Proposal. I shall provide all labor, materials, equipment, technical service, insurances, warranties, applicable taxes and licenses, etc, to supply and deliver materials as specified:

1. Subcontractor Management Fees % markup _____
2. Equipment Rental Rates: Indicate usage fees of commonly used site assessment equipment expected to be rented by the consultant, list the anticipated rental charge (daily/weekly). Include mobilization and de-mobilization charges.
3. Laboratory and Analytic Fees: Please list unit analytical costs at the firm's preferred laboratory for soil and water samples of common chemical groupings (tested in accordance with specified EPA and CTDEEP test methods including proper QA/QC requirements).

VOCs \$_____/sample

SVOCs \$_____/sample

BNs \$_____/sample

PAHs \$_____/sample

PCBs \$_____/sample

RCRA 8 Metals (Total) \$_____/sample

RCRA 8 Metals (TCLP) \$_____/sample

RCRA 8 Metals (SPLP) \$_____/sample

ETPH \$_____/sample

Priority Pollutant Metals \$_____/sample

Hexavalent Chromium \$_____/sample

Asbestos \$_____/sample

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions of which he/she is aware, either directly or by notification from any sub-bidder or material supplier found in the Contract Documents are listed herewith in this Bid Form.

Name and Title of Authorized Representative (Printed)

Signature

Date

**PURCHASING AUTHORITY
TOWN OF FAIRFIELD
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF BID**

ACCEPTANCE PERIOD

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of Fairfield, for a period of ninety (90) days.

THE CANDIDATE

The Candidate shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the various actual and proposed project sites. The submission of a proposal shall be construed as evidence that the Candidate has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

ASSIGNMENT OF CONTRACT

No contract may be assigned or transferred without the prior written consent of the Purchasing Authority.

INSURANCE COVERAGE

The successful Candidate will be required to furnish and maintain insurance and a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town, which will not be less than Two Million Dollars.

FEDERAL, STATE AND LOCAL LAWS

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

REQUIRED INSURANCE AND BOND

The successful company shall procure and maintain in effect during the life of the agreement commercial General Liability Insurance with a minimum limit per occurrence for Bodily Injury and Property Damage of \$1,000,000 per occurrence and an aggregate limit of \$2,000,000, Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles; Workers Compensation Insurance in the amount as required in the State of Connecticut, and Employer's Liability Insurance with a minimum limit of \$500,000 each accident, \$500,000 Disease, Policy Limit \$500,000 Disease, each employee; Professional Liability Errors and Omissions Insurance with a \$1,000,000 combined single limit; and Umbrella Excess Liability Insurance coverage with a limit of \$3,000,000. Evidence of required insurance shall be presented prior to contract execution. Insurance coverage shall not be canceled without prior written notification to Town.

General Liability, Automobile Liability and Umbrella/Excess Liability should be primary and non-contributory, include the Town of Fairfield (etc.) as an additional insured and include a waiver of subrogation (including Worker's Compensation). A 30 day notice of cancellation on all policies with notification to the Town of Fairfield. All insurance carriers must be A, XV rated or higher.

TAXES, FEES, CODE COMPLIANCE, LICENSING

The company shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The company shall be responsible for compliance with all applicable codes and laws. If there are tax credits that Town is not qualified for but the company is, those savings will be passed on to Town.

RIGHT TO ACCEPT / REJECT

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF FAIRFIELD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF FAIRFIELD.

SAMPLE OF FORM MATRIX THAT THE TOWN WILL BE USING FOR RESPONDENT SELECTION

Town of Fairfield

RESPONDENT SELECTION FORM for RFP Environmental Consulting Services

INDIVIDUAL RESPONDENT RATING FORM

(Reproduce this form for each Selection Committee Member to complete for each Respondent reviewed)

Project: Environmental Consulting Services

Municipality: Town of Fairfield of Connecticut

Respondent: _____

<u>Criteria</u>	<u>Maximum Points</u>	<u>Point Rating</u>
Specialized experience and technical competence	40	
Capacity and capability to perform the work within the allotted time and competitive budget	30	
Past record of performance on Contracts with the Municipality and other clients with respect to such factors as control of costs, quality of work and cooperation with the client. Include sub-Respondent(s)	20	
Experience working in compliance with Federal, State and local Municipalities, specifically permitting with CT Department of Energy and Environmental Protection (CTDEEP), CT Department of Health (CTDPH), US Environmental Protection Agency (EPA)	10	
Total Points	100	

Signed: _____ Date: _____

Name _____
(print)



June 9, 2022

Town of Fairfield
611 Old Post Road
Fairfield, CT 06824

Attn: Mark Barnhart, Director of Community and Economic Development

RE: Proposal for Environmental Consulting Services
Fairfield Metro Center – Sewer Extension Project

Dear Mr. Barnhart:

In response to your request, Loureiro Engineering Associates, Inc. (hereinafter “LEA” or “Consultant”) is pleased to submit this proposal to the Town of Fairfield (hereinafter “Client” or the Town) for environmental consulting services related to the Town’s planned work to extend a sewer line through a portion of the Fairfield Metro Center.

1.0 Background

LEA understands that the Town wishes to replace an existing sewer line that currently runs through the area previously designated as the “core wetland mitigation area” along the western portion of the Fairfield Metro Center (FMC). The subject section of sewer was not replaced during the previous construction activities at the site and as such is undersized at 33-inch diameter, as opposed to the remainder of the site with is 36-inch diameter. Portions of the subject sewer are located within areas of the site that were remediated with an Engineered Control (high-density polyethylene geomembrane). In certain portions of the area, the Engineered Control underlies the depth of a bioswale, and is present at depths of approximately 10 feet below grade. As such, LEA anticipates the need to provide professional environmental consulting services on behalf of the Town in order to minimize the extent of repair needed to the Engineered Control and soil disturbance during this project.

2.0 Scope of Services

This proposal covers the following scope of services:

- Communication with the Town’s chosen design and engineering contractor (D&B Engineers) for the sewer extension project. This task will include correspondence with D&B Engineers regarding the specifications of the constructed Engineered Control, and the methods to minimize disturbance of the Engineered Control and underlying and

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY

Affirmative Action / Equal Opportunity Employer



adjacent soils. We have accounted for up to 5, 1-hour meetings in the development of this task.

- Providing consultation to the Town on required municipal and state permits and notifications to accomplish the work, including any required wetlands permits, Temporary Disturbance of an Engineered Control. This task does not include preparation and submission of such permits; a proposal for completion of these items would be provided to the Town following confirmation of required submissions.

It is anticipated that additional tasks may be required of LEA during the pre-construction and construction phase of the project, such as sampling material to be disturbed under the pipe, providing oversight services, and potentially signing manifests on behalf of the Town; depending on the method of sewer replacement chosen. In addition, LEA anticipates that attendance at municipal board meetings regarding the proposed method of constructing the extended sewer may be required prior to construction. If desired by the Town, a formal scope and fee proposal will be provided to the Town following finalization of the chosen method of construction.

3.0 Communications and Reporting

In the development of this proposal, LEA has assumed that communications between the Town and D&B Engineering will be provided verbally and through email. Following the completion of discussions between the Town and D&B Engineering, LEA will prepare a summary memo to the Town documenting the final construction method, any required impacts to the Engineered Control, and methods to mitigate impact to the Engineered Control, environmental considerations, and required actions.

4.0 Logistics

LEA has assumed that the Town will allow LEA to communicate directly with D&B Engineering regarding their proposed construction plans and specifications.

5.0 Fees

On the basis of our understanding of the project and the services described herein, we propose to complete the project on a time and materials basis for a not to exceed fee of \$12,100. Our proposed fees are based on our current understanding of the project and the level of effort necessary to complete the scope of services specified herein. Should additional information or circumstances affect the level of effort necessary to complete the proposed work, we will inform you in advance of any potential impact to the proposed fees and/or schedule. We will not exceed the fees indicated above without the prior written authorization from you.

6.0 Schedule

We are prepared to initiate the work described above immediately upon receipt of authorization to proceed. As an initial step, LEA will discuss with D&B Engineers their current planned



construction methods and will update the Town regarding a schedule for the completion of the tasks outlined within this proposal.

7.0 General Terms and Conditions

The attached General Terms and Conditions apply to all services provided by LEA. In the event the Client issues a purchase order or other instrument related to LEA's services, it is understood and agreed that such document is for the Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the attached General Terms and Conditions.

8.0 Supplemental Services

In the event LEA is to prepare for or appear in any litigation on behalf of the Client or is to perform other services not included herein, additional compensation shall be paid to LEA, charges for which will be based upon LEA's fee schedule at the time the additional services are performed.

We appreciate the opportunity to present this proposal and look forward to the opportunity to work with you on this project. Receipt of a signed copy of this proposal, with the accompanying General Terms and Conditions, will serve to authorize the work outlined in the scope of services. If you would like us to proceed with this work, please sign the following authorization to proceed and return it to me. If you have any questions regarding this proposal, please contact me at (860) 747-6181.

Sincerely,

Kate Engler, PhD, DABT
Vice President, Environmental Assessment

Authorization to Proceed

I hereby authorize Loureiro Engineering Associates, Inc. to proceed with the work described in this Proposal and in accordance with the General Terms and Conditions attached hereto. I understand that I will be billed monthly and that payment is due and payable within 30 days of the date of the invoice, with interest accruing at the rate of 1.5% per month thereafter.

Signature

Date

Title

LOUREIRO ENGINEERING ASSOCIATES, INC.

General Terms and Conditions

These General Terms and Conditions are attached to and incorporated into the Proposal Letter that, as executed, shall serve as the Agreement between Town of Fairfield (CLIENT) and Loureiro Engineering Associates, Inc. (CONSULTANT) in respect of the Project described therein.

ARTICLE 1: GENERAL

The CONSULTANT shall perform for the CLIENT professional services in all phases of the Project to which this Agreement applies as described in the Proposal Letter and as hereinafter provided.

As used herein the term "Agreement" refers to the Proposal Letter or Agreement to which these General Terms and Conditions are attached as if they were part of one and the same document.

If CONSULTANT shall be unable to perform in accordance with the terms hereof due to naturally occurring soil, water or other environmental conditions, the presence of foreign or hazardous substances, violent weather, strike, civil disturbance or similar event beyond CONSULTANT'S control, CONSULTANT may request from the CLIENT that the terms of this Agreement affected thereby be modified by a written Amendment to be signed by the parties. The CLIENT, as its option, may agree to a modification on CONSULTANT'S terms or to such other terms as the parties may find acceptable.

ARTICLE 2: RESPONSIBILITIES OF THE CLIENT

As applicable and necessary for CONSULTANT to perform its services, the CLIENT will:

- Provide all criteria and full information as to its requirements for CONSULTANT'S services, including the CLIENT's objectives, constraints or standards.
- Assist CONSULTANT by placing at its disposal all available information pertinent to the Project, excluding any financial information, but including previous environmental permits, engineering reports and any other similar data relative to the Project.
- Provide CONSULTANT all permissions, access and rights of entry to enter the property owned by the CLIENT and/or others in order for CONSULTANT to fulfill the scope of work included under this Agreement.

ARTICLE 3: PROJECT SCHEDULE

CONSULTANT shall commence the Project upon the date of execution of this Agreement and proceed expeditiously to complete the various tasks of the proposed scope of services within the time periods specified in the Proposal Letter, subject to the terms and conditions hereof.

ARTICLE 4: COMPENSATION

For the services authorized under this Agreement, CONSULTANT shall be compensated as specified in the Proposal Letter. If the Proposal Letter specifies that compensation will be on a time and expense basis and includes an upper limit or "not to exceed" amount, the amount due hereunder shall not exceed the stated maximum amount unless a supplemental Agreement or Amendment

approving the increase in the maximum amount has been executed.

The CONSULTANT will submit monthly invoices requesting payment from the CLIENT based upon the work completed for the services performed to date by the CONSULTANT under this Agreement. CLIENT agrees to bring to CONSULTANT'S attention in writing any questions regarding CONSULTANT'S invoice within ten (10) days of receipt. In the event that CLIENT does not provide CONSULTANT with written questions within ten (10) days, the invoice shall be deemed accurate and acceptable to CLIENT. CLIENT agrees to make payment to the CONSULTANT within thirty (30) calendar days after receipt of the CONSULTANT'S invoice. If an invoice remains unpaid after sixty (60) calendar days of submission to the CLIENT, the CONSULTANT has the right to cease all work until all amounts due CONSULTANT are paid in full.

In the event that payment for services is not made within thirty (30) calendar days after receipt of the CONSULTANT'S invoice, the CLIENT agrees to pay a service charge of 1.5% per month on the unpaid balance. Should it become necessary for CONSULTANT to commence legal action to collect any sums due it, it is agreed that CONSULTANT shall be entitled to collect from the CLIENT its costs incurred in any such action(s) including reasonable collection fees, attorney's fees, litigation costs and cost for defense.

CLIENT shall address payments to:

Loureiro Engineering Associates, Inc.
Accounts Receivable
100 Northwest Drive
Plainville, CT 06062

ARTICLE 5: LIABILITY INSURANCE

CONSULTANT shall, during the performance of the Agreement, keep in force the following insurance, together with any other coverage that may be required by law:

Workers' Compensation Insurance, including Employer's Liability Insurance for its employees in compliance with statutory limits; Commercial General Liability Insurance with \$1,000,000 per occurrence combined single limit and policy aggregate; Business Automobile Insurance, including operation of owned, non-owned and hired automobiles, with combined single limits for bodily injury and property damage of \$1,000,000 per occurrence and policy aggregate; Professional Liability Insurance with \$1,000,000 per occurrence and policy aggregate.

CONSULTANT shall furnish to the CLIENT, at their request, certificates of insurance, evidencing the insurance required hereby. All policies required hereunder shall contain a provision that at least thirty (30) days' prior written notice shall be given to the CLIENT in the event of

cancellation, reduction or non-renewal of any such insurance.

ARTICLE 6: ESA SERVICES

In consideration of the substantial risks to CONSULTANT in performing Environmental Site Assessment (ESA) services, the CLIENT agrees, to the maximum extent permitted by law, to indemnify and hold CONSULTANT harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising out of or resulting from the performance of the services under this Agreement or related in any manner whatsoever to the existence, release, or disposal of toxic or hazardous substances, excepting only those damages, liabilities or costs arising directly from the sole negligence or willful misconduct of CONSULTANT. In addition, the CLIENT agrees, to the maximum extent permitted by law, to waive any claims against CONSULTANT arising out of the performance of the services under this Agreement.

ARTICLE 7: KNOWN OR SUSPECTED ENVIRONMENTAL HAZARDS

In consideration of the substantial risks to CONSULTANT posed by the presence or suspected presence of asbestos or hazardous or toxic materials on or about the project site, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, his or her officers, directors, employees, agents, and independent consultants and any of them from all claims and losses, including reasonable attorneys' fees and defense costs, arising out of, or in any way connected with, the performance or nonperformance of the obligations under this Agreement unless and until there has been an adjudication by a court or forum of competent jurisdiction that the claims at issue are a direct result of the sole negligence of CONSULTANT.

ARTICLE 8: SCOPE OF WORK

The CLIENT and CONSULTANT have agreed to a list of basic services that CONSULTANT will provide to the CLIENT, listed in the Proposal Letter. Services not set forth in the Proposal Letter are excluded from the scope of services and CONSULTANT assumes no responsibility to perform such services.

ARTICLE 9: STANDARD OF CARE

Services provided by CONSULTANT under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same locality. The CONSULTANT makes no other warranties, express or implied, with respect to the services rendered hereunder.

ARTICLE 10: MUTUAL INDEMNIFICATION

To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless the Client, its employees, agents, affiliates and subsidiaries, for any and all claims, damage obligations, liabilities, judgments and losses, including reasonable attorneys' fees and other court costs, asserted by any third parties to the extent such damage is determined to have been caused by the negligent acts, errors or omissions or willful misconduct by Consultant in the performance of its services under this Agreement. Consultant shall not be responsible for any loss, damage or liability arising from negligent or willful acts by the Client or any of its, employees, agents, affiliates or subsidiaries. To the fullest extent permitted by law, the Client agrees to

indemnify and hold harmless the Consultant, its employees, agents, affiliates and subsidiaries, for any and all claims, damage obligations, liabilities, judgments and losses, including reasonable attorneys' fees and other court costs, asserted by any third parties against Consultant arising from or relating to 1) any unknown site condition or subterranean structures of which Consultant does not have actual knowledge; 2) any errors, omissions or inconsistencies in any data, documents, records or information provided by the Client on which Consultant reasonably relied; 3) any breach of contract, tort, error, omission, wrong, fault or failure to comply with applicable law by the Client or any third party over which Consultant has no control; 4) the Client's unauthorized use of plans, reports, documents and related materials prepared by Consultant in performing its services.

ARTICLE 11: PERMITS AND APPROVALS

CONSULTANT shall assist the CLIENT in applying for those permits and approvals typically required by law for projects similar to the one for which CONSULTANT'S services have been engaged. This assistance consists of completing and submitting forms as to the results of certain work included in the Scope of Services. This assistance does not include payment of permit fees, special studies, special research, attendance at meetings with public authorities, special testing, or special documentation not normally required for this type of project. CONSULTANT will provide such special services as Additional Services, in accordance with CONSULTANT'S prevailing fee schedule, as authorized by the CLIENT.

ARTICLE 12: MEDIATION

In an effort to resolve any conflicts that arise during the project or following completion of the project, the CLIENT and CONSULTANT agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation first before arbitration is commenced. Such mediation shall take place within thirty (30) days of such dispute arising. The CLIENT and CONSULTANT further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers, or fabricators so retained.

ARTICLE 13: ARBITRATION

Any controversy or claim relating to or arising out of this Agreement, or any breach thereof, which is not resolved by mediation in accordance with ARTICLE 12, shall be resolved by arbitration in the City of Hartford, CT in accordance with the then current Commercial Rules of the American Arbitration Association. Judgment upon the arbitration award, rendered by the arbitrator(s) may be entered in any Connecticut courts having jurisdiction thereof. The Prevailing party in such arbitration shall be entitled to recovery of all reasonable costs incurred, including staff time, administrative costs, attorneys' fees and other related expenses. Any claim brought pursuant to this paragraph shall be filed no later than one year after the date of substantial completion of the services rendered under this Agreement or the expiration of the applicable statute of limitations, whichever is earlier.

ARTICLE 14: DELAYS

CONSULTANT is not responsible for delays caused by factors beyond CONSULTANT'S reasonable control,

including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the CLIENT to furnish timely information or approve or disapprove CONSULTANT'S services or work product promptly, or delays caused by faulty performance of the CLIENT or by contractors of any level. When such delays occur, the CLIENT agrees that CONSULTANT is not responsible for damages, nor shall CONSULTANT be deemed to be in default of this Agreement.

ARTICLE 15: RESTORATION

The CLIENT understands that use of testing or other equipment may cause unavoidable damage, the correction of which is not part of this Agreement. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold CONSULTANT and his or her subconsultants harmless from any claim, liability, or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

ARTICLE 16: CHANGED CONDITIONS

The CLIENT shall rely on CONSULTANT'S judgment as to the continued adequacy of this Agreement in light of occurrences or discoveries that were not originally contemplated by or known to CONSULTANT. Should CONSULTANT call for contract renegotiation, CONSULTANT shall identify the changed conditions necessitating renegotiation and CONSULTANT and the CLIENT shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

ARTICLE 17: FORCE MAJEURE

Each party shall not be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform is caused by or results from causes beyond its control, including, without limitation, strikes or lockouts; civil disturbances; fires; acts of God; viral or other biologic pandemics; acts of a public enemy; compliance with any regulations, order, or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

If any such force majeure condition occurs and continues for a period of more than seven (7) consecutive days, then the party experiencing such condition shall deliver immediate written notice to the other party which may then elect to: (1) terminate the affected service requested or any party thereof; or (2) suspend the affected service or any part thereof for the duration of the force majeure condition and resume performance once the force majeure condition ceases. Until written notice is delivered of the force majeure conditions, the other party shall be deemed to have elected option 2

ARTICLE 18: CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees, subconsultants and subcontractors, if appropriate, any data and information not previously known to and generated by CONSULTANT or furnished to CONSULTANT and marked CONFIDENTIAL by the CLIENT. These provisions shall not apply to information in whatever form that comes into the public

domain, nor shall it restrict CONSULTANT from giving notices required by law or complying with any order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for CONSULTANT to defend itself from any suit or claim.

ARTICLE 19: LIMITATION OF LIABILITY

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CONSULTANT and CONSULTANT'S officers, directors, partners, employees, agents and subconsultants, and any of them, to the CLIENT or anyone claiming by, through or under the CLIENT, for any and all claims, losses, costs, or damages of any nature whatsoever arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of CONSULTANT or CONSULTANT'S officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by CONSULTANT under this Agreement.

CONSULTANT'S goal is to provide you with the answers to your questions regarding what lies below the surface. CONSULTANT employs state of the art electromagnetic signal tracing and radar imaging technologies. However, CLIENT acknowledges that no method of locating underground structures or utilities can ever guarantee 100% accuracy or completeness. CLIENT further acknowledges that, in certain circumstances, CONSULTANT'S results will be based, in part, upon the quality of the data provided by CLIENT, and that the decision to proceed with drilling, excavation or any destructive methods is left entirely up to the CLIENT.

CONSULTANT will not accept liability for inaccurate data provided by CLIENT and CLIENT agrees to release and indemnify CONSULTANT and its agents and representatives from all losses and damages asserted by CLIENT or third parties which arise from the negligence, carelessness or other misconduct by CLIENT in providing data or in CLIENT'S interpretation of data.

It is the CLIENT'S responsibility to prepare the site for scanning, including clearly identifying areas to be scanned, securing access to all areas required for scanning, and keeping these areas clean and free of obstructions. Delays caused by CLIENT'S failure to do so shall not be the responsibility of CONSULTANT and may result in an increased price.

ARTICLE 20: STATUTE OF LIMITATIONS

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder must be brought within twelve (12) months from the date of substantial completion of the Scope of Services, unless CONSULTANT'S services shall be terminated earlier, in which case the date of termination of this Agreement shall be used as the accrual date.

ARTICLE 21: EXCLUDED SERVICES

Other services available from CONSULTANT and applicable to the project have been made known and explained to the CLIENT. Where CONSULTANT has deemed a service needed or advisable, CONSULTANT had made this opinion known to the CLIENT and the CLIENT

has confirmed his or her opinion that such services are not requested of CONSULTANT and/or that the CLIENT has made or shall make arrangements to obtain those services from a source other than CONSULTANT.

The CLIENT hereby agrees, to the fullest extent permitted by law, to indemnify and hold CONSULTANT harmless from any claim, liability, or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from CONSULTANT'S failure to perform a service referenced above and excluded at the CLIENT'S direction.

ARTICLE 22: INFORMATION PROVIDED BY OTHERS

CONSULTANT shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to CONSULTANT such information as is available to the CLIENT and the CLIENT'S consultants and contractors, and CONSULTANT shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is impossible for CONSULTANT to assure the accuracy, completeness, and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold CONSULTANT and its subconsultants harmless from any claim, liability, or cost including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions, or inaccuracies in documents or other information provided by the CLIENT to CONSULTANT.

ARTICLE 23: RIGHT TO RETAIN CONSULTANTS

CONSULTANT may retain the services of subconsultants when, in CONSULTANT'S sole opinion, it is appropriate and/or customary to do so. CONSULTANT'S use of other consultants shall not be unreasonably restricted by the CLIENT provided that CONSULTANT notifies the CLIENT in advance.

ARTICLE 24: CERTIFICATIONS, GUARANTEES, AND WARRANTIES

CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in having to certify, guarantee, or warrant the existence of conditions whose existence CONSULTANT cannot ascertain. The CLIENT also agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to CONSULTANT in any way contingent upon CONSULTANT'S signing any such certification.

ARTICLE 25: CORPORATE PROTECTION

It is intended by the parties of this Agreement that CONSULTANT'S services in connection with the project shall not subject CONSULTANT'S individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the CLIENT agrees that as the CLIENT'S sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against CONSULTANT, a Connecticut corporation, and not against any of CONSULTANT'S employees, officers, or directors.

ARTICLE 26: WASTE DISPOSAL

It shall be the responsibility of the CLIENT to make arrangements for the transportation and disposal of any and

all hazardous and/or contaminated wastes generated as a result of the work required under this Agreement. Samples obtained for laboratory analysis will be returned to the CLIENT for disposal upon completion of analytical testing. In addition, it will be the responsibility of the CLIENT to sign any hazardous waste manifests required for the proper transportation and disposal of these wastes.

ARTICLE 27: BURIED UTILITIES AND OTHER SUBSURFACE FEATURES

CONSULTANT will make reasonable efforts to obtain information from "Call Before You Dig" and local authorities concerning subsurface features at the project site. The CLIENT will furnish any and all available information to CONSULTANT concerning any buried utilities or subsurface features. Prior to the commencement of the project, CONSULTANT will obtain the CLIENT'S approval for all proposed subsurface penetration locations. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold CONSULTANT and his or her subconsultants harmless from any damage, liability, or cost, including reasonable attorneys' fees and defense costs, for any property damage, injury, or economic loss arising or allegedly arising from subsurface penetrations in locations authorized by the CLIENT or from inaccuracy of information provided to CONSULTANT by the CLIENT, except for damages caused by the sole negligence of CONSULTANT in his or her use of CLIENT furnished information.

ARTICLE 28: PUBLIC RESPONSIBILITY

The CLIENT recognizes that both the CLIENT and CONSULTANT owe a duty of care to the public that requires them to conform to applicable codes, standards, regulations, and ordinances, principally to protect public health and safety. CONSULTANT will do his or her best to alert the CLIENT to any matter that requires the CLIENT'S immediate action to protect public health and safety or conform to applicable codes, standards, regulations, or ordinances. Should the CLIENT decide to disregard CONSULTANT'S recommendations in these respects, the CLIENT agrees that CONSULTANT has the right to employ his or her best judgment in deciding whether or not to notify public health officials or take other appropriate action. The CLIENT agrees that CONSULTANT shall not be held liable in any respect for reporting or failing to report said conditions. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold CONSULTANT harmless from any claim, liability, or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from CONSULTANT'S notifying, or failure to notify, public officials.

ARTICLE 29: REUSE AND OWNERSHIP OF DOCUMENTS

Reports, recommendations, designs, analyses and all other materials resulting from CONSULTANT'S efforts are intended solely for the purpose of the AGREEMENT; any reuse by CLIENT or others for purposes outside of this Agreement or any failure to follow CONSULTANT'S recommendations, without CONSULTANT'S written permission, shall be at the user's sole risk and without liability or legal exposure to CONSULTANT, or to CONSULTANT'S subconsultants and CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT'S subconsultants from all claims, damages, losses and expenses including attorneys' fees arising out or

resulting therefrom. All reports, field notes, calculations, estimates, specifications and other documents of whatever kind which are prepared, as instruments of service, shall remain CONSULTANT'S property and CONSULTANT shall retain the intellectual property rights to such material.

ARTICLE 30: TERMINATION

This Agreement may be terminated by either party by ten (10) days' written notice to the other party without cause; by mutual written agreement of the parties; or by either party on one days' written notice to the other in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this Agreement is terminated, the CLIENT shall within thirty (30) days pay the CONSULTANT for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

Notice of termination shall be given by the terminating party by hand delivery or by mailing certified mail, return receipt requested, to the principal office of the other. The effective date of termination shall be computed from the date of receipt of notice.

ARTICLE 31: SUCCESSORS AND ASSIGNS

The CLIENT and CONSULTANT each binds itself and its partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party, in respect to all covenants, agreements and obligations of this Agreement.

CONSULTANT shall not assign, or transfer any rights or obligations under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the prior written consent of the CLIENT. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CLIENT and CONSULTANT.

ARTICLE 32: EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the CLIENT and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral, or purchase order terms and conditions for this Project.

No change, alteration or modification of this Agreement shall be binding upon either party hereto, unless the same is in writing and is signed by a duly authorized officer or representative of such party.

ARTICLE 33: NOTICES

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears on the Proposal Letter (as may be modified from time to time by such party) and given personally, by registered or certified mail, return receipt requested, by facsimile, or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

ARTICLE 34: SEVERABILITY AND SURVIVAL

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and the CONSULTANT shall survive the completion of the services hereunder and the termination of this Agreement.

ARTICLE 35: INSURABILITY

CLIENT and CONSULTANT agree it is essential that CONSULTANT'S applicable insurance coverage apply to the project involved, for protection of CLIENT, CONSULTANT, and any appropriate third parties that may be involved. Accordingly, CONSULTANT shall have this Agreement reviewed for insurability. Any element of this Agreement which is not insurable or whose insurability is questionable shall be considered null and void, and CLIENT and CONSULTANT shall work together in good faith to replace any such element with another of similar intent, whose insurability is not in question. Should CLIENT require any special coverage, policy, amendment, or rider in order to attain insurability or for any other purpose, CLIENT shall pay the additional cost, if any, thereof.

ARTICLE 36: GOVERNING LAW

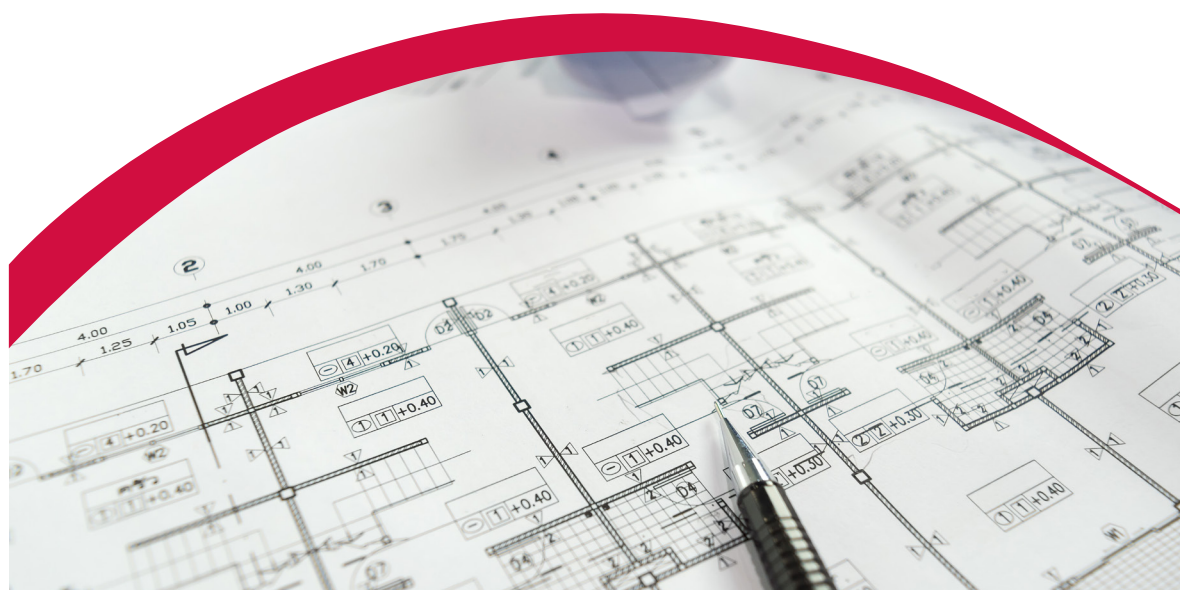
The terms of this Agreement shall be construed and interpreted under, and all respective rights and duties of the parties shall be governed by, the laws of the State of Connecticut.

REQUEST FOR QUALIFICATIONS

Prepared for
Town of Fairfield

RFQ #2020-45
Environmental Consulting Services

December 5, 2019



Submitted by

**Loureiro**

Engineering • Construction • EH&S • Energy
Waste • Facility Services • Laboratory

Loureiro Engineering Associates, Inc.

100 Northwest Drive
Plainville, CT 06062
860.747.6181
www.Loureiro.com



December 5, 2019

Town of Fairfield
Purchasing Authority
725 Old Post Rd
Fairfield, CT 06824

Attn: Gerald Foley, Purchasing Director

Re: RFQ #2020-45 - Environmental Consulting Services

Dear Mr. Foley,

Loureiro Engineering Associates, Inc. (Loureiro) is pleased to submit our response to the Request for Qualifications for the Town of Fairfield for Environmental Consulting Services.

Loureiro has over 40 years of experience providing comprehensive engineering, surveying and environmental consulting services and has had numerous experiences and successes helping both private and municipal clients with a diverse array of projects. Some examples of clients we provide similar services to include Towns of Enfield, Farmington, Newington, Plainville, Plymouth Stafford, Bristol, Berlin, Meriden, Seymour, West Hartford, and Waterbury. Loureiro is eager to support the town in achieving its goals. Accordingly, we have prepared this proposal to present our qualifications and experience to successfully provide the Town with the services requested.

Our tax identification number is 06-0918334 and our main office is located in Plainville, Connecticut on 100 Northwest drive.

Thank you for taking the time to consider Loureiro. Should you have any questions or comments, please contact me at 860.747.6181 or by email at dfiereck@loureiro.com.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

David Fiereck, P.E., L.E.P
Senior Vice President

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY

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Attachments

ATTACHMENT A:	Resumes
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ATTACHMENT C	Fee Schedule

1. FIRM INFORMATION

Loureiro was founded in 1975 and is incorporated in the State of Connecticut as Loureiro Engineering Associates, Inc. On January 1, 1998, Loureiro adopted an Employee Stock Ownership Plan (ESOP) and is currently 100%-owned by its employees. Our permanent, main office address and telephone number is as follows:

Loureiro Engineering Associates, Inc.

100 Northwest Drive

Plainville, Connecticut 06062

Telephone: 860.747.6181

Fax: 860.747.8822

www.Loureiro.com

Contact: George Andrews
860.410.2906
gfandrews@loureiro.com

Loureiro has guided its clients through all phases of their engineering projects, from planning and detailed design to construction close-out. In addition to engineering services, Loureiro also has the capability of offering clients turnkey design and construction services through our wholly-owned subsidiary, Loureiro Contractors, Inc. (LCI).

LCI specializes in design/build services, site development, demolition, remediation, and concrete services for clients throughout New England. LCI has conducted extensive soil/building remediation and transportation/infrastructure improvement projects for a variety of governmental and private sector clients. The LCI staff consists of construction project managers, estimators, superintendents, foreman, operators, laborers and support staff. As a result of the unique unity of design and construction staff, Loureiro has unmatched design-build capability.

WorkWaste, LLC is a wholly owned subsidiary of Loureiro, and works as a vital member of the team in supporting our client's waste disposal needs. WorkWaste offers a full range of waste management related services, beneficial negotiated rates for recycling and disposal options, universal and business waste handling [including electronics, batteries, CRTs, fluorescent lamps, etc.], and compliance and training services. WorkWaste offers tremendous value to our clients involved in the management of transfer stations, landfills, universal waste generators, and building and facility operators.

Tunxis Laboratories, LLC is wholly-owned subsidiary of Loureiro is a full-service analytical laboratory that provides water analysis, wastewater analysis, groundwater/soil analysis, waste/hazardous waste analysis and bench treatment studies to a variety of industrial, municipal and residential clients throughout Connecticut.

Loureiro and its wholly-owned subsidiaries, LCI, WorkWaste, LLC and Tunxis Laboratories, LLC have experience throughout the United States ranging from small-scale studies and designs to larger, complex, multi-million dollar projects. Loureiro was formed with the specific objective of providing its clients with a high level of technical expertise and efficient, responsive, personalized service. As the firm has grown, it has remained true to its founding principles:

- Provide our customers with the highest level of service and personal attention at the most competitive pricing

- Meet schedule and budgetary commitments
- Partner with our clients in order to understand their goals and to meet their objectives

1.1 SERVICE OVERVIEW

Loureiro is a full-service multi-disciplinary engineering consulting firm with a staff of over 140 including civil, structural, mechanical, electrical, environmental, and chemical engineers, geologists and hydrogeologists, environmental scientists, chemists, construction specialists and technical support staff.

Engineering

- Environmental Engineering
- Site Engineering
- Transportation Engineering
- Wastewater Engineering
- Underground Utilities
- Land Surveying
- Structural Engineering
- Mechanical, Electrical and Plumbing Engineering
- Fire Protection Engineering
- Facilities Engineering

Construction

- Site Work
- Concrete
- Remediation
- Demolition
- Underground Utilities
- Heavy and Highway
- Bridge
- General Contracting

Environmental Assessment

- Site Characterization
- Feasibility Study and Technology Evaluation
- Sediment & Aquatic Ecosystem
- Vapor Mitigation Assessment
- RCRA Corrective Action/Superfund
- Brownfield Redevelopment

Waste Management

- Remediation Waste and Soil Transportation & Disposal
- Industrial Waste Management
- Construction Waste Management
- Universal Waste Management

Laboratory Services

- Drinking Water
- Groundwater
- Solid
- Wastewater

Environment, Health and Safety

- Environmental Compliance and Permitting
- Health and Safety Consulting
- Environmental Health and Safety Auditing
- Emergency Planning and Response
- Management Systems Consulting
- Professional EH&S Support
- Transportation Compliance and Consulting Services
- Compliance and Training
- Hazardous Building Materials

Energy

- Kaizen Energy Treasure Hunts
- Assessing Energy Reduction Opportunities (AERO)
- Energy Management Programs
- Energy Systems Modeling & Design
- Energy Training
- Alternative Energy
- Strategic Energy Management and ISO 50001
- Energy Management Services

Facility Services

- Preventative Maintenance, Corrective Action, & Operation
- Decommissioning, Decontamination & Equipment Dismantling
- Equipment Installation, Modifications, & Replacement

Landscape Architecture

- Full Site Design
- Land Use Feasibility
- Master Planning
- Construction Contract Administration

1.2 PHILOSOPHY STATEMENT AND BUSINESS FOCUS

We are confident that the Town of Fairfield will receive a variety of responses to this Request for Qualifications (RFQ) from firms that are technically qualified to provide the consulting services necessary to support the town. Loureiro also recognizes that a variety of other important firm characteristics are critical to the services provided including cost, responsiveness and the ability to scope and manage multiple disciplined tasks within critical deadlines.

While the firm has grown since our founding in 1975, our reputation has remained true to the original business focus of providing the highest level of service and personal attention, meeting schedule and budgetary commitments, and partnering with our customers in order to understand their goals and to meet their objectives.

Underpinning these principles is a clear set of core values that further define who we are. Our people make the difference and as employee-owners, every employee has a direct stake in the Company's success. This is not just simply about increasing the value of the Company, but in how we relate to one another and how we work together to share ideas for improvement.

Through our efforts, we have forged what we believe to be clearly distinct advantages we provide to the market:

Complete

Loureiro offers the most complete set of competencies that, combined with our knowledge and experience, allows us to provide solutions that are more thorough. Our capabilities span across all the requisite areas including engineering, construction, environmental health & safety, energy and waste. That means we can perform your entire project and you have only one vendor to manage - Loureiro.

Responsive

Loureiro embodies a culture of taking full ownership - we always have. Often acting as an advisor, we have a passion for customer success that is driven by each and every employee-owner. We have the right connections to keep projects moving along. And, with the long term relationship in mind, we're always there when you need us, no matter when or where.

Done Right

All of our projects are done right the first time, every time, on-time and complete, with no surprises starting right from the proposal. That is because we have a proactive approach to finding hidden problems and anticipating what needs to be done about it. Many of us have been in our customers' shoes before and have greater insight to the real needs. That means you will always get the best results, greater long-term value and the lowest possible risk.

2. PERSONNEL AND ORGANZATIONAL STRUCTURE

At Loureiro, it is our people who make the difference in everything we do, and together we have a proven reputation of providing superior project results. Loureiro is supported by 140 professionals whose breadth of experience enables us to provide a full array of engineering and consulting services to our clients.

In Section 2.1 below, we are providing a list of key team members that demonstrate the full array of service sectors that Loureiro can provide to the Town. Each of the key team members listed below is supported by a wide range of highly qualified environmental professionals and engineers. Resumes for the key team members listed below are located in Attachment A.

2.1 KEY TEAM MEMBERS AND DISCIPLINES

Project Officer:	George Andrews Jr., P.E., L.E.P., Vice President LEP Services, Site/Civil
Project Manager:	John Bondos, L.E.P, Senior Project Manager LEP Services, Brownfields redevelopment support
Project Manager:	Joseph Trzaski, L.E.P., Senior Project Scientist LEP Services, Brownfields redevelopment support
Civil Engineer:	Anthony Lorenzetti, P.E., B.C.E.E, Senior Project Manager Site/Civil, QA/QC
Technical Director:	William Morris, Technical Director Environmental Review, Permitting and Permit Compliance
Technical Director:	John Oldi, Technical Director Environmental Audits, Storm Water Management
Technical Director:	Brian Giessler, PhD, CIH, CSP, Project Manager Risk Assessor

3. STATEMENT OF QUALIFICATIONS

Loureiro is a Plainville, Connecticut based consulting engineering and environmental services company that has provided over 40 years of quality service to the industrial, commercial and government sectors throughout the United States and internationally. Loureiro maintains a diverse professional staff and the support resources as necessary to provide a broad range of engineering, environmental, construction and health and safety services. Loureiro has serviced a wide variety of clients through on-call consulting agreements including municipal, state and private sector clients. Our success with these clients is demonstrated through our corporate growth and repeat business.

Loureiro offers a complete range of engineering and other special services which may be considered directly related to the Environmental Consulting Services that we may be expected to provide to the Town of Fairfield. In an effort to maintain one primary point of contact for the town, we will delegate the Vice President of our Civil and Survey Division, George Andrews, as the town's primary point of contact. Mr. Andrews is a Professional Engineer as well as a Licensed Environmental Professional with over 25 years of experience in civil and environmental engineering. Based upon the Scope of Services defined in the town's RFQ, his multidisciplinary background will provide seamless understanding of the town's assignments for all facets of work anticipated from the Town of Fairfield.

3.1 EXPERIENCE

3.1.1 Geophysical Survey Methods

The use of geophysical survey methods greatly improves the efficiency of subsurface investigations by providing information regarding anomalies in the subsurface that may represent sources of contamination. In addition, those same techniques provide information regarding subsurface utilities that could interfere with advancement of soil borings or the installation of groundwater monitoring wells. Loureiro implements and follows specific procedures to prevent impacting or compromising subsurface utilities or structures. Underground utility clearance procedures include the organization of a Call Before You Dig (CBYD) request for the Site where subsurface activities will be completed. During this process, the Site is marked by Loureiro field personnel to indicate Site boundaries, and utility subcontractors mark locations where underground utilities enter the Site. Following CBYD, Loureiro utilizes Corbuilt LLC. of Canterbury, CT (Corbuilt) to complete a comprehensive geophysical assessment underground utilities and potential buried structures in areas of the Site where subsurface activities are proposed. Corbuilt specializes in utilizing ground penetrating radar (GPR), Electromagnetic Induction (EI), metal detection and Closed Circuit Television (CCTV) pipe camera technologies to identify the presence and limits of underground utilities. Corbuilt has completed multiple subsurface geophysical surveys for facilities throughout Connecticut and the New England region. Should sampling locations be proposed in the vicinity of an underground utility, Loureiro personnel work with Corbuilt to safely reposition the sampling location.

3.1.2 Landfill Design and Closure Permitting

Loureiro maintains a staff of highly qualified professionals who are current in the local, state and federal regulations that actively follow regulatory developments and policies. Our staff is similarly proficient in conducting environmental audits for both industrial and municipal facilities. We have helped our clients develop detailed management procedures to comply with today's complicated environmental regulations.

Loureiro has extensive experience in the preparation of a variety of state and federal air, water and waste permits and registrations for municipal and industrial clients. We have prepared permit applications for the following programs:

- Emergency or Temporary Discharge Authorizations.
- General Permit for the Discharge of Stormwater from Industrial Activities.
- General Permit for the Discharge of Stormwater from Construction Activities.
- General Permit for Dam Safety Repair and Alteration.
- General and Individual Permits for Diversion of Water for Consumptive Use.
- General Permit for Lake, Pond and Basin Dredging.
- General Permit for Minor Grading.
- General Permit for Utilities and Drainage.
- Individual Permit – 401 Water Quality Certification.
- Individual Permit – Department of the Army Individual Section 404 Permit.
- Individual Permit – Stream Channel Encroachment.
- Individual Permit – Flood Hazard Certification.
- Programmatic General Permit – Section 404 of the Clean Water Act.

Loureiro has provided permitting assistance through many of above programs to a variety of industrial and municipal clients including Farmington, Kent, New Hartford, New Milford, Plainville, Plymouth, Stafford, Stamford, and the Canaan Fire District. Industrial clients include such large corporate entities as United Technologies Corporation, The Stanley Works, and the Black & Decker Corporation (now Stanley Black & Decker). Loureiro has performed due diligence assessments for a broad array of facilities and operations locally and, on a less frequent basis, for facilities located throughout the United States and internationally.

3.1.3 Preparation and Implementation of Health and Safety Plans for Hazardous Waste Sites

At Loureiro, we understand that knowledge and expertise is essential for the planning and implementation of health and safety plans at hazardous waste sites. Through our established health and safety policies, standard operating procedures, and our proactive job hazard analysis initiative, we have consistently demonstrated our commitment to promoting a healthy and safe working environment for all of our employees. Through the use of the job hazard analysis initiative, and using our knowledge acquired while working on a multitude of hazardous waste sites, Loureiro is able to forecast the types of injuries or incidents that may occur while performing any task, allowing us to eliminate or control those hazards and prevent incidents from occurring. All health and safety plans implemented for a project are reviewed and agreed upon by employees prior to entering any hazardous waste site and are made available on-site ensuring employees are always informed of the Site emergency procedures and potential safety hazards involved with the anticipated activities.

3.1.4 Underground Storage Tank Leak Detection, Tank removal, etc.

Utilizing geophysical techniques, Loureiro personnel will accurately locate each of the USTs present on the Site. Once located, Loureiro will collect a sample of any remaining contents and have the samples analyzed at a State of Connecticut Department of health certified laboratory for disposal characterization. Upon receipt of characterization

results, Loureiro will obtain disposal pricing from up to 3 licensed disposal vendors and will summarize and present those costs and a recommendation for award to Town of Fairfield. Loureiro will contract for the disposal of the tank contents upon receipt of authorization for the Town of Fairfield.

Loureiro will commence with field activities to remove the USTs once the HASP and QAPP have been prepared, the proper notifications have been made, and the disposal vendor for the tank contents has been selected and contracted. Loureiro will initiate the UST removal process by pumping out any free liquids within each tank. Once the liquids are removed, the interior of each tank will be made safe by purging or ventilating the tank to replace or dilute any flammable vapors in the tank with air, or by inerting the tank to displace oxygen in the tank with an inert or non-reactive gas such as nitrogen or carbon dioxide. This process will be monitored for vapors both in and surrounding the tanks located below grade, and at ground level. Any sludge within the tanks will then be removed and the tanks will be cleaned. The tanks will then be removed from beneath the ground. The tanks will be transported to an offsite scrap metal facility. The liquids and sludges removed from the tanks will be properly contained and transported to an appropriate, licensed disposal facility by the selected disposal vendor.

3.1.5 Monitoring Well/Soil Boring Installation

Loureiro has completed subsurface investigation projects at numerous Sites in which the advancement of multiple soil borings and the installation of multiple monitoring wells were required.

Loureiro has the in-house capability of advancing soil borings up to depths ranging from 50 feet below grade (fbg) to 100 fbg, pending geological characteristics, using either a hand auger and associated attachments or one of our mobile drill rigs. For Sites and/or instances where soil borings are required to be completed to greater depths, Loureiro has extensive experience utilizing and overseeing drilling subcontractors who have capabilities of drilling more than 100 fbg. During soil boring advancement, the field geologist will oversee the driller, record any visual or olfactory evidence of a release, collect soil samples as appropriate, and record photoionization detector (PID) readings obtained from each sample. While collecting samples, the Loureiro field geologist takes detailed notes of the soil lithology encountered at each boring location using the Burmister soil classification system. All observations are recorded in daily field notes which are reviewed daily by the project manager.

Loureiro has the in-house capability of installing monitoring wells up to depths of 50 feet below grade, pending geological characteristics. The typical monitoring well installed by Loureiro consists of a 2-inch diameter polyvinyl chloride (PVC) casing leading to a PVC-slotted screen section in the target groundwater aquifer. A compression cap is placed in the PVC stick up and locked, and a protective metal well casing is installed around the PVC stickup to prevent well damage. Loureiro in-house drillers have extensive experience installing monitoring wells within different portions of the overburden aquifer (surficial, intermediate and deep). For Sites and/or instances where soil borings are required to be completed to depths greater than 50 feet, where well screens must be installed in bedrock, or where the well diameter must be greater than 2 inches, Loureiro has extensive experience with utilizing and overseeing drilling subcontractors who have capabilities of installing these types of wells. During monitoring well advancement, Loureiro field geologists will oversee the driller, take detailed notes of the soil in a manner identical to that used during soil boring advancement and will complete a monitoring well completion form which tracks all well construction details of the completed well. All well installation field notes and completion forms are reviewed daily by the project manager.

3.1.6 Feasibility Studies for site remediation

Loureiro has been providing comprehensive investigation and feasibility study services to our clients for over 40 years. In recent years, the firm has conducted extensive soil and groundwater investigations, evaluated appropriate remedial alternatives, and implemented remedial measures to address contamination in soil and groundwater. The work has been conducted in a variety of hydrogeologic settings, and the nature of the releases have been of varying extent in both soil, groundwater (overburden and bedrock aquifers), surface water, and sediment.

Loureiro has completed numerous site investigation/feasibility projects with a significant range in both complexity and magnitude with total fees ranging from less than \$5,000 to greater than \$5,000,000. These projects ranged in scope from the installation of a few soil borings and groundwater monitoring wells to detailed hydrogeologic and contaminant delineation investigations in soil, groundwater, surface water and sediment.

Our experience in the performance of site investigations and feasibility studies includes:

- Investigations of soil, groundwater, surface water, sediment, and indoor air quality;
- Hydrogeologic and geologic investigations in support of contaminant delineation; investigations for soil, groundwater, surface water and sediment;
- Contaminant fate and transport modeling;
- The assessment of the presence or absence of dense non-aqueous phase liquids (DNAPL);
- The evaluation of the fate and transport of contaminants in fractured bedrock; and
- The evaluation of remedial alternatives to address soil, groundwater, surface water, sediment, and indoor air quality. Alternatives that have been evaluated have included natural attenuation demonstrations.

3.1.7 Community Relations and Community Involvement Plans

At Loureiro, we understand that knowledge and expertise is essential for the planning and implementation of health and safety plans at hazardous waste sites. Through our established health and safety policies, standard operating procedures, and our proactive job hazard analysis initiative, we have consistently demonstrated our commitment to promoting a healthy and safe working environment for all of our employees. Through the use of the job hazard analysis initiative, and using our knowledge acquired while working on a multitude of hazardous waste sites, Loureiro is able to forecast the types of injuries or incidents that may occur while performing any task, allowing us to eliminate or control those hazards and prevent incidents from occurring. All health and safety plans implemented for a project are reviewed and agreed upon by employees prior to entering any hazardous waste site and are made available on-site ensuring employees are always informed of the Site emergency procedures and potential safety hazards involved with the anticipated activities.

3.1.8 Industrial Hygiene

Loureiro has in-house certified Safety Professionals and Industrial Hygienists. Within the Hazardous Building Materials Group, the Director has been certified by the American Industrial Hygiene Association and has performed industrial hygiene sampling events for over 20 years. Our HBM personnel is familiar with Industrial, manufacturing and

commercial operations requiring compliance with the Occupation Safety & Health Association's regulations to monitor employee exposure to a variety of listed, process generated chemicals and particulates.

3.1.9 Soil, Air, Groundwater and Waste Sampling

Loureiro has extensive experience and knowledge in the proper techniques for the collection and analysis of various environmental media samples and the proper handling procedures to be employed following sample collection. Loureiro has collected numerous soil, air, groundwater and waste samples from various large industrial manufacturing Sites involved in the Brownfields Redevelopment Program, Resource Conservation and Recovery Act (RCRA) Corrective Action program, from Sites involved the transfer act program, and from Sites listed in the United States Environmental Protection Agency (EPA) Superfund cleanup program. All environmental media samples are properly transported from the collection Site in sealed coolers with ice and are submitted under chain of custody procedure to the applicable laboratory for analysis.

In order to obtain the data necessary to satisfy the Brownfields Redevelopment, RCRA, Transfer Act or Superfund cleanup programs, Loureiro is proficient in the most up-to date sample collection methodologies, and keeps all applicable Standard Operating Procedures (SOPs) up to date. In addition to understanding proper field sampling methods, Loureiro field personnel and management know and understand that the following actions are vital for obtaining an accurate and usable investigation data set:

- Collecting the necessary quantity of quality assurance / quality control (QA/QC) samples. Field QA/QC samples typically include duplicate samples, trip blank samples and equipment blank samples; and
- Following the proper preservation requirements which are required for certain EPA analyses applicable to certain media.

Being aware of hold time requirements for specific EPA analyses, and ensuring any necessary samples are analyzed prior to hold time expiration.

3.1.10 Laboratory Analysis of Environmental Samples

Tunxis Laboratories, LLC is wholly-owned subsidiary of Loureiro is a full service environmental laboratory offering quantitative testing of water, soil/solids/sediments, and industrial wastes. Water analysis is performed using methods approved for compliance with the Clean Water Act, the Resource Conservation and Recovery Act, the Safe Drinking Water Act and corresponding State programs. Soil, solids and sediments as well as industrial waste analysis is performed using methods approved for compliance with the Resource Conservation and Recovery Act and corresponding State programs. The analytical methods are consistent with those utilized in the investigation and remediation of Sites included in the Brownfield Program. In addition, the laboratory specializes in bench scale treatability studies for water, wastewater, groundwater, soil and sediments. These studies are performed to determine the feasibility of particular treatment processes and/or to support the design of full scale treatment systems. The laboratory is equipped with state-of-the-art analytical instrumentation which is supported by a state-of-the-art Laboratory Information Management System (LIMS). The LIMS automates virtually every phase of laboratory operations including, sample receipt/login, sample scheduling and tracking, data acquisition, calculations, quality control (QC), final reports, electronic deliverables, and invoicing.

With a strong team of tenured staff whom are committed to providing superior customer service, Tunxis has all the resources needed to ensure that our clients receive results they can rely on, on-time every time and at competitive rates.

3.1.11 Groundwater/contaminant fate and transport analysis/modeling

Fate-and transport modeling is completed by our in-house environmental staff to predict contaminant concentrations over time and distance. Our groundwater modeling capabilities include:

- Visual MODFLOW for simulating and predicting groundwater conditions and groundwater/surface water interactions.
- Visual MODPATH for groundwater partial tracking under various groundwater remedial parameters.
- Fate and transport analyses/software for natural attenuation remedies.

3.1.12 Remedial Design Projects and Remedial Actions

Loureiro provides detailed technical designs, cost estimates, and Remedial Action Plans (RAPs) to support our clients' efforts to cleanup soil, groundwater, surface water, soil vapor, and sediment. Individuals on the team assembled for this project are capable of designing remedies and preparing RAPs, based on phased assessments previously conducted by others. Furthermore, the members of the Loureiro project team are capable of providing cost-effective solutions to projects where remedial designs have been prepared and remedies have been implemented by others, but have not met with success.

Our remedial design services have included: NAPL recovery and NAPL containment systems for petroleum hydrocarbons and chlorinated solvents; in situ stabilization systems for treatment of soil impacted by releases organic and inorganic constituents; bioventing and soil vapor extraction systems for removal of VOCs from soil; air-sparging systems to treat VOC-impacted groundwater; groundwater pump and treat systems to establish hydraulic control and/or remediation groundwater contaminated with various organic and inorganic constituents; and sub-slab ventilation systems to mitigate soil vapor intrusion hazards.

Loureiro has successfully designed and implemented various groundwater remedies including, for example, those involving chemical precipitation, chemical flocculation, air stripping, aeration, and other remediation technologies. In addition, the team assembled for this project has collectively prepared remedial designs and RAPs for numerous capping systems to close former surface impoundments, hazardous waste storage areas, hazardous and non-hazardous waste landfills, and areas containing soil impacted with various organic and inorganic constituents.

3.1.13 Soil Management Plans

Loureiro has an extensive resume of designing and preparing Soil Management Plans (SMPs) that concisely and accurately instruct contractors in the proper handling, storage and disposal requirements for any contaminated soil, polluted soil or soil meeting the definition of natural soil that may be excavated or encountered during construction or remediation activities. During the preparation of the SMP, Loureiro will review existing subsurface investigation data to prepare drawings which identify limits, if any, of contaminated soils or polluted soils which require excavation.

Loureiro SMPs provide instructions for what level of personal protective equipment (PPE) must be utilized by contractors, when in contact with contaminated materials and the proper method to segregate and temporarily store contaminated soil on-site. Loureiro SMPs will include waste characterization sampling analytical requirements and the waste characterization sample frequency required to properly characterize excavated materials to aid in the determination of potential reuse onsite and/or determining a proper offsite disposal facility. Loureiro SMPs also include analytical requirements and sampling frequency requirements for any offsite soil to be brought onsite as backfill material.

3.1.14 PCB Wastes and Contaminated Soil Treatment and Disposal

Polychlorinated biphenyls (PCBs) are often encountered during site investigations conducted on Brownfield sites. Loureiro has worked extensively with federal and state PCB regulations and understands when and what federal and/or State involvement is required. We have worked on approaches to sample, test, cleanup and manage PCB contaminated soils, as well as building materials. An important first step in the remediation of any PCB-impacted Brownfield site is to determine the jurisdiction of both federal and state regulations and if needed insure the seamless integration of the remedial approach with the appropriate regulators.

Media containing PCBs where the original source concentration was equal to or greater than 50 milligrams per kilogram (mg/kg) may be regulated under the Toxic Substance Control Act (TSCA). TSCA sources and media impacted with PCBs at concentrations greater than 1 mg/kg as a result of a release of known or suspected TSCA sources are subject to the clean-up and disposal regulations set forth in 40 Code of Federal Regulations (CFR) 761.61. Loureiro has investigated and remediated numerous sites in which one or more TSCA sources were identified, and in which PCBs detected in one or more media were attributed to a release of a TSCA source. Loureiro has extensive experience in investigation and remediation of PCB-impacted wastes and media, which includes:

- Properly and accurately delineating PCB-impacted media in accordance with the delineation regulations set forth in 40 CFR 761.61, Subpart O;
- Preparing and summarizing environmental investigation data and aiding the client in selecting the most beneficial clean-up option to follow;
- Designing EPA-approved remedial action work plans for the cleanup of PCB-impacted media;
- Overseeing and completing remedial actions for TSCA-impacted media at several identified release areas.

Loureiro has also worked on numerous Brownfield sites where PCB-impacted media did not involve the USEPA and TSCA, and the investigation, cleanup and disposal of PCB-impacted media was regulated under the Connecticut RSRs.

3.1.15 Surveying Services

Loureiro has made significant investments into our survey group ensuring that our staff is well equipped with the latest in technology including Global Positioning System equipment, robotic instruments and integrated software allowing us to digitally map on a real-time basis in the field using hand-held data logging equipment. We have recently invested into numerous UAV (unmanned aerial vehicle) technologies and have various aerial drones to facilitate topography and planimetrics as well as a HyDrone® for our bathymetric surveys.

We have similarly invested in our fine staff to ensure that they understand the full capability of the equipment and our rigorous quality control systems. All of our crews are equipped with on-site laptop computers equipped with Bluetooth® technology to facilitate real-time office and client communication as needed.

These investments have paid considerable dividends to our clients in significantly reduced field and office time and better accuracy. Loureiro has an in-house Survey Department with extensive experience in research, fieldwork and high-level mapping capabilities. The Survey Department is backed by Loureiro's firm-wide resources, commitment to its clients, and long track record of reliable, personalized service.

Loureiro has extensive experience in providing our survey services on impacted or Brownfield sites. Our field staff have all completed the OSHA 1910.120 HAWOPER 40-hour training and is fully experienced in supporting site investigation and remediation activities.

Services Offered:

- Property and boundary surveys
- Subdivision survey
- ALTA/ACSM land title surveys
- As-Built surveys
- GPS machine control
- Topographical Survey
- Bathymetric Survey
- Aerial Photogrammetric Surveys
- Right-of-way mapping
- Zoning-related surveys
- Land title research and court testimony
- Utility mapping
- Construction surveys and stakeouts
- 3D laser scanning

3.1.16 Triad Approach

Loureiro has extensive experience conducting environmental site characterizations and cleanups utilizing the Triad Approach and have continually made improvements to technical practices for characterizing and remediating Brownfield sites.

Loureiro believes in adopting a flexible approach to site characterization and remediation. Our team understands the value in designing investigation and remediation activities to meet the specific needs of the existing and proposed site uses. The end goals/desired outcome and objectives should drive the process. That being said, certain underlying principles must always be incorporated into the project approach.

One of the most important underlying principles is that the site investigation and research must identify all potential release areas and areas of concern (AOCs), and then evaluate them for the presence of regulated compounds to fully

define contamination nature and extent and potential receptor exposure(s). The preliminary conceptual site model (CSM) developed for the Site is evaluated in real-time during the investigation to make real-time decisions on the projects desired outcome. Valid decisions regarding the need, design and cost for site cleanup, whether based on regulations such as the Connecticut Transfer Act, the CTDEEP Remediation Standard Regulations (RSRs), the Resource Conservation and Recovery Act (RCRA) or on a risk-based decision making, require a thorough understanding of the contaminant presence, location fate, potential exposure and potential risk. Such understanding comes from complete and thorough research regarding past and current site uses and the subsequent on-site sampling programs.

Loureiro utilizes work strategies and real-time measurement technologies for the gathering, interpreting, and sharing of data in support of real-time decisions. These technologies include, but are not limited to; in-house certified analytical laboratory with rapid turn-around times; in-house drilling equipment and operators; and Global Positional System (GPS) and Geographic Information System (GIS) to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

Loureiro will work with local representatives, CTDEEP, and USEPA, as needed, to gain regulatory approval and support for necessary site investigation, remediation and/or closure activities appropriate for the proposed end use of the site. Investigation activities must be able to satisfy all stakeholders that all potential release areas have been adequately investigated. Remediation activities, if needed, must be able to demonstrate compliance with the requirements of the stakeholders.

3.1.17 Geographic Information Systems (GIS)

Loureiro offers a broad range of GIS services to complement and support their other operations and is involved in the majority of ongoing environmental projects. Loureiro has extensive experience in obtaining, managing, and developing environmental data as well as using field data collection mobile applications and equipment to track and record field sampling and monitoring. We integrate GIS, GPS and CAD technologies for field data collection, technical design, spatial analysis, and thematic map and graphics production. Loureiro utilizes GIS functionality for manipulation of spatial data, applying the appropriate analysis and generating detailed maps and/or drawings as well as incorporating lab testing and sampling results to identify potential contaminant sources and extents, model habitats and develop sampling and monitoring programs

3.1.18 Data Validation

All data obtained during investigation activities will be evaluated with respect to quality by conducting a Data Quality Assessment (DQA) and Data Usability Evaluation (DUE) in accordance with the methodology described in the November 2007 guidance document entitled, Reasonable Confidence Protocols (RCPs), and presented in more detail in the May 2009 document entitled, Laboratory Quality Assurance Quality Control (QA/QC), Data Quality Assessment, Data Usability Evaluation Guidance Document. The DQA will assess the quality of the analytical data in each laboratory analytical report package. The considerations used during the DQA are those described in the May 2009 guidance document. The DQA results in identifying data for which the quality could affect its potential use in decision-making.

In addition, results obtained from field QA/QC samples collected during investigation activities will be evaluated to confirm accuracy, reproducibility and precision of investigation data collected from the Site.

3.1.19 Civil and Site Engineering Services

For over 40-years, Loureiro has provided consulting engineering services in civil and site engineering. Our staff is experienced in working directly with municipalities, private developers, primary architects, construction managers and contractors, and the applicable municipal land-use boards and commissions. We support our clients by integrating projects with site constraints, roadway construction, site grading, stormwater management, wetland mitigation and rehabilitation, drainage systems, utility services and other issues intrinsic to civil and site development projects. In addition, through our construction subsidiary, LCI, we can also provide full construction services for such projects.

Loureiro's services range in scope from the review or preparation of permit applications for various private development projects to the preparation of detailed design plans and specifications for different types of municipal improvement projects for a variety of clients. We have provided such design services to municipalities for the construction of roadways, public works facilities such as wastewater treatment plants, solid waste disposal and transfer stations, and related site work for public buildings such as schools and libraries. We have also provided design services to a number of private clients for a variety of commercial, residential and industrial improvement projects.

Our permitting experience includes individual and programmatic general permit applications under Sections 401 and 404 of the Federal Water Pollution Control Act, State of Connecticut Tidal Wetlands, Stream Channel Encroachment, Structures Dredging and Fill, and Diversion permit applications, and Local Inland Wetlands, Soil Erosions and Sediment Control, and Major Flood Hazard permit applications.

3.1.20 Geotechnical Engineering Services

Loureiro offers a wide range of field services to perform sub-surface explorations and for testing soil and concrete materials for earthwork, foundations, and environmental applications. Loureiro maintains its own fleet of direct-push drilling rigs used to obtain soil and groundwater samples. We also have a soils laboratory equipped to perform a variety of tests for soil classification, permeability, percent compaction and for the determination of moisture content using standard methods and procedures established by ASTM, AASHTO, the U.S. Army Corp of Engineers and others. We also maintain a strong relationship with Clarence Welti Associates, Inc., (CWA) with whom we have worked for over 35-years. Loureiro typically subcontracts our complex geotechnical challenges to CWA and integrates our in-house structural staff as needed to develop effective geotechnical solutions to assess and design cost-effective geotechnical solutions for site development and redevelopment.

3.1.21 Environmental Assessments

Loureiro has performed numerous Phase I and Phase II ESA for industrial/commercial and municipal clients. These assessments have been performed in accordance with the requirements and guidelines defined by our clients, regulatory agencies, lending institutions, the American Society for Testing and Materials (ASTM), including work under the All Appropriate Inquiries (AAI) Rule.

Loureiro has also conducted numerous Phase III investigations that fully define the nature and extent of contamination caused by releases of petroleum, hazardous waste and hazardous substances. These projects have involved investigations of a variety of hydrogeologic settings where the nature of the releases has impacted soil, groundwater, soil vapor, surface water, and sediment. Loureiro has completed numerous site investigation/feasibility and remedial projects with a significant range in both complexity and magnitude (multi-media and multi-contaminant) with costs ranging from less than \$5,000 to greater than \$10,000,000. Loureiro's experience includes soil, groundwater, soil vapor, surface water, sediment, and indoor air quality investigations; hazardous building material surveys; hydrogeologic and geologic investigations; contaminant fate and transport modeling; light and dense non-aqueous phase liquids (LNAPL and DNAPL) site investigations and remedial response; fate and transport evaluations in fractured bedrock; and evaluations of remedial alternatives to address contamination in various media.

Loureiro also maintains a staff of certified lead inspectors, licensed asbestos inspectors and project designers that can provide comprehensive hazardous building material assessments. They can develop a cost-effective plan to inspect for and manage exposure to these potentially harmful materials. Before embarking on renovation, demolition or remodeling projects, or when considering the sale or purchase of real property, Loureiro can assist in determining potential liabilities associated with lead and asbestos. The Loureiro professionals can provide comprehensive building inspection services, assist with the development of technically sound abatement plans, and carefully oversee the abatement process.

This extensive investigative and assessment experience will allow Loureiro to support the Town of East Hartford in acquisitions, foreclosures, site investigations and all related Licensed Environmental Professional Services and hazardous building material assessments.

3.1.22 Environmental Engineering

Loureiro is best known today for its extensive experience in the field of environmental engineering. Through our hard work and dedication to developing innovative solutions to our client's problems, we have developed many relationships that span the life of the company. Those relationships were founded on our ability to listen and understand the problem. From that point, we draw on the diversity of services we offer and the unique perspective that diversity provides for our staff. We understand the problem from the perspective of a consultant, a regulator, a constructor, and an owner. The fact that we have personnel from all these backgrounds allows us to offer a unique and broad perspective on a given problem.

Over the past 44 years, we have developed a track record of self performing all phases of characterization of contaminated properties (Phase I through Phase III). The main body of our reports are to-the-point and not full of technical jargon. We recognize that our clients are busy, and the reports traditionally offered in the field are unnecessarily lengthy. We have also developed a number of ancillary services and functions to increase our ability to ensure quality products at competitive prices. As examples, we own and operate three Geoprobe® drill rigs as well as a State of Connecticut Department of Public Health Certified analytical laboratory for the analysis of soil and groundwater samples and the screening of soil vapor samples.

After the characterization phase, we are often retained to perform the design and permitting of systems for the remediation of soil, groundwater, and sediment and the design of passive and active mitigation systems (e.g., sub-

slab ventilation systems to preclude vapor migration to indoor air spaces). Our design experience ranges from single fuel oil underground storage tank removals to the design of multiple remediation systems to address a \$3 billion redevelopment in Stamford, Connecticut. Our permitting experience includes individual and programmatic general permit applications under Sections 401 and 404 of the Federal Water Pollution Control Act, State of Connecticut Tidal Wetlands, Stream Channel Encroachment, Structures Dredging and Fill, and Diversion permit applications, and Local Inland Wetlands, Soil Erosions and Sediment Control, and Major Flood Hazard permit applications.

3.2 LEP SERVICES

Loureiro has numerous Licensed Environmental Professionals (LEP) on staff with significant experience providing LEP services for a wide variety of projects throughout the State of Connecticut. Projects include Property Transfer Act sites administered through the Connecticut Department of Energy and Environmental Protection (CT DEEP), as well as Brownfields sites (private and municipal) working collaboratively with numerous stakeholders including the CT Department of Economic and Community Development (DECD), the U.S. Environmental Protection Agency (EPA) and local and CT Department of Public Health (DPH).

The three LEPs listed as key team members in Section 2 have significant experience working primarily in the State of Connecticut on a wide variety of environmental, engineering and redevelopment projects. This includes working for dozens of municipalities throughout the State of Connecticut, ***including the Town of Fairfield***. Our municipal experiences range from single projects to developing and managing environmental programs within a community.

LEP services provided by the key team members includes a wide range of technical investigation and remediation approaches, as well as other support services necessary to municipalities. The support services include assisting municipalities in obtaining funding for projects, assistance with management of grant funds and community outreach through public meeting participation.

We understand every project is unique and also have an intimate understanding of local, State and Federal Regulations; including the CT Remediation Standard Regulations (RSRs). Our team develops the most cost effective, efficient and environmentally sound solutions for each project. This includes the use of physical remediation approaches best suited for a project, as well as administrative controls allowed through implementation of various CT regulations.

3.3 ADDITIONAL SERVICES

3.3.1 Environmental Review, Permitting and Permitting Compliance

Environmental Compliance – Stormwater and Spill Prevention Programs

Many mid-sized to large municipalities were captured in the state's Phase II Stormwater Program (General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems [MS4s]). Similarly, many municipalities that maintain above ground storage of petroleum and exceed the thresholds of the so called SPCC Rule are captured by the Spill Prevention, Control and Countermeasure program.

In response to our client's requests and needs, Loureiro developed an environmental compliance group within our firm. This particular group can provide comprehensive audits of facility operations and environmental compliance assessments to identify any gaps that may exist. Some of our client's prefer to self audit and will retain Loureiro to prepare the programs, plans, permit applications and related documentation necessary for their own compliance.

Two compliance sectors in particular are commonplace with our municipal clients as follows.

Stormwater Management Programs

The State of Connecticut has focused on enforcement of the existing stormwater pollution prevention program for municipalities for some time. Loureiro has prepared a number of Stormwater Pollution Prevention Plans (SWPPPs) for municipal public works garages and designed various pretreatment facilities for sediment reduction for a host of municipal and industrial stormwater projects. Loureiro has also prepared the associated permit registration applications and performed the necessary sampling and monitoring activities on behalf of the responsible parties. In the municipal sector these services are typically provided for solid waste transfer stations, public works garages, salt storage facilities, school bus terminals and compost/volume reduction facilities. Under the Phase II Stormwater Program, Loureiro worked with the Town of Farmington to comply with the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s) which involves the development of a town-wide Stormwater Management Plan including annual monitoring of existing stormwater outfalls.

Spill Prevention, Control and Countermeasure Plans

In response to EPA's Final Spill Prevention Control and Countermeasure (SPCC) Rule changes of August 2009, Loureiro was heavily involved in updating and preparing new SPCC plans for a variety of municipal and industrial clients throughout the country. The services we provide typically include the performance of a site inspection to verify and inventory oil storage and handling areas and oil transfer and loading operations; the preparation or updating of SPCC plans in accordance with Code of Federal Regulations 40 CFR 112, the preparation of inspection forms for use by personnel for the monitoring of the SPCC plan requirements; and the SPCC training (as required by the regulations) to key personnel, following issuance of the SPCC Plan. It is noteworthy that these SPCC plans must be recertified every 5-years by a Connecticut Professional Engineer.

3.3.2 Stormwater Monitoring and Compliance

Loureiro provides stormwater compliance and monitoring services for more than twenty-five facilities in Connecticut who are registered under the Connecticut Department of Energy and Environmental Protection's (DEEP) General Permit for the Discharge of Stormwater Associated with Industrial Activities (GP). This service is provided to a range of industrial clients including waste processing and recycling facilities; aggregate, sand and soil products processing facilities; aerospace manufacturing facilities; and variety of manufacturing facilities including chemical blending and distribution, plating and finishing, electrical components, printing, rubber products, and wire and cable, among others across multiple sectors of the GP. As part of this service, Loureiro tailors a program of services tailored to the specific client needs; typically, we provide the quarterly and semi-annual sampling required by the GP, annual training, and semi-annual compliance evaluations which focus on the facility's compliance with the conditions of the GP and the provisions of their site-specific Stormwater Pollution Prevention Plan (SWPPP).

During the compliance evaluations, a comprehensive review is performed of the documents required to be maintained with the SWPPP, including Stormwater Monitoring Reports (SMRs), inspection records and training documents. In addition to the document review, a comprehensive site inspection is conducted to determine if the management and storage practices described in the SWPPP are being followed, if any new pollutant sources have been added to the Site, and if there are any areas of potential concern that could contribute to stormwater pollution. At the end of these evaluations, a written report is provided which contains recommendations for corrective actions (if any) the Site should perform to maintain compliance with the GP and minimize pollution.

In addition to the general compliance obligations associated with the GP, Loureiro assist clients with the investigations and corrective actions associated with exceeding a stormwater benchmark. When an exceedance occurs of the four-event average concentration or an exceedance is mathematically certain to occur, an evaluation is conducted to identify the source and/or cause of the exceedance by reviewing/identifying the following:

- Sources of ongoing contamination;
- Storage of exposed materials, such as solid wastes or out of commission equipment stored outside;
- Process related sources (e.g. stacks, vents);
- Impacts of building materials;
- Production and maintenance activities which may impact stormwater intermittently, such as vehicle washing, outdoor painting, or equipment maintenance;
- Contribution from off-site sources.

Once the potential sources are identified, Best Management Practices (BMPs) are implemented to mitigate the potential source of the exceedance(s). In some cases, especially those where the specific sources are unclear, a targeted stormwater sampling event may take place to identify the specific areas contributing to the exceedance. This allows for a facility to focus BMP implementation in the areas which are the highest contributors to stormwater pollutants. After implementation of BMPs, follow-up sampling is conducted to determine if the corrective actions were sufficient to reduce the amount of the pollutant being discharged.

4. SCHEDULING AND WORK LOAD

We are in a position to begin work for the Town of Fairfield immediately upon project authorization. Phase I investigation activities are anticipated to be completed within two to three weeks of authorization. Following review of all historical records and uses of the Site, preparation of the Site-specific Phase II QAPP (if necessary), sampling plan and HASP are anticipated to be completed within the following two weeks. With a standard laboratory turnaround time of 5 to 8 business days, we expect to complete the Phase II investigation within two weeks following formulation of the Phase II sampling plan. If applicable, sampling associated with the initial hazardous building materials (HBM) assessment will be completed concurrent with Phase II sampling activities. Standard laboratory turnaround time for HBM samples is also expected to be 5 days. Upon receipt of Phase II investigation analytical data and initial HBM sample data, Loureiro will import the data into our database management system, validate the investigation data and complete a comparison of the data to the criteria set forth in the Remediation Standard Regulations (RSRs), Section 22a-133k-1 through 22a-133k-3 of the Regulation of Connecticut State Agencies (RCSA) and any other regulating agencies. An evaluation of Phase II and initial HBM investigation data will be presented to Town officials to support real-time decisions on the scope of any necessary Phase III ESA activities. A sampling plan will be organized for a Phase III investigation effort and/or additional HBM delineation sampling, should either be necessary.

A typical Phase III investigation sampling plan is completed within one week, and Phase III field investigation activities are completed within two weeks. Upon receipt of Phase III investigation analytical data (assuming a standard laboratory turnaround time of 5 to 8 business days), Loureiro will import the data into our database management system, validate the investigation data and complete a comparison of the data to the criteria set forth in the RSRs, and any other regulating agencies. Typically within 3 weeks of the receipt of all analytical data, a Phase II/ Phase III ESA report complete with summary tables and figures will be prepared. In addition, and should it be necessary, Loureiro will organize a Remedial Action Work Plan (RAWP) detailing areas of the Site requiring remediation in order to demonstrate compliance with RSR criteria, and any other criteria applicable to the Site. It is anticipated that the RAWP will be completed within 2 weeks following submittal of the Phase II/ Phase III ESA report.

Based on Loureiro's deep bench of support staff for an extensive amount of technical activities (including drilling and laboratory services), we can accommodate aggressive schedule, if necessary, with proper communications and planning beforehand.

5. PROJECT EXPERIENCE

Over the past few years, Loureiro has performed a variety of environmental engineering consulting services for a variety of clients ranging from state to municipal governmental entities. Although we cannot list every project completed, we have prepared a brief summary of those projects that we would consider relevant to the service provisions anticipated for the Town of Fairfield located below with the specific data included for each in accordance with the Town's RFP.

Various city-wide Brownfields Sites | Meriden, CT

Services: Environmental Assessment Services

Client Served: City of Meriden, CT

Status: Ongoing

In 2017, Loureiro Engineering Associates was selected to implement a US EPA Brownfields Assessment grant for the City of Meriden. The City identified several properties that were either vacant or commercial properties targeted for re-development. Loureiro was tasked with conducting three Phase I ESAs and three Phase II ESAs, each of which was supported by the submittal of a site-specific QAPP. One of the Phase II ESAs resulted in a Phase III ESA, which was also completed by Loureiro. Recognized environmental concerns at these sites ranged from the presence of hazardous building materials related to demolition of historic buildings, historic dry cleaning operations, contaminated fill, and heating oil tanks.



DECD Former Powdrell and Alexander Mill | Killingly, CT

Services: Investigation and Remediation

Client Served: Connecticut Department of Economic and Community Development, Town of Killingly, Mill at Killingly Apartments, LLC

Status: Remediation complete, on-going post-remediation monitoring and maintenance



A vacant textile mill property that was originally constructed in 1863 is being demolished, remediated, and redeveloped as a residential apartment complex by Mill at Killingly Apartments, LLC (a corporation formed by the Women's Institute for Housing and Economic Development [WIHED]). On behalf of the DECD, Office of Brownfield Remediation and Development (OBRD), the Town of Killingly, and WIHED, Loureiro completed multiple phases of environmental investigations, including Phase I Environmental Site Assessment (ESA), Phase II subsurface investigations, and Phase II/III supplemental subsurface investigations in 2010 through 2012.

These investigations defined the nature and extent of pollution from contaminants and determined that remediation is required. The environmental analysis included a summary of the soil and groundwater impacts, a summary of the proposed project and environmental factors, preparation of a remediation action plan, and submittal and approval by the DEEP of a Request for Engineered Control Variance for the installation of a geomembrane liner/cap at the Site. Loureiro also completed a comprehensive pre-demolition Hazardous Building Materials (HBM) assessment and abatement cost estimate to support the proposed redevelopment of the Site as a low income, affordable housing apartment building.



Loureiro also assisted WIHED with various grant and loan applications, including HBM abatement and remediation cost estimates (USDA, DECD, CHFA 9% Low Income Housing Tax Credit Application). As a result, WIHED received a grant from DECD in the amount of \$2.02M for the planned demolition, abatement of hazardous building materials (HBM), and soil remediation.

Remediation at the Site includes the installation of

an engineered control liner, placement of impacted soils beneath the engineered control liner, installation of a passive subslab depressurization system, removal of USTs, and excavation and off-site disposal of soils impacted with non-aqueous phase liquid (NAPL).



Environmental Site Remediation for Former Industrial Site | Berlin, CT

Services: Investigation and Remediation

Client Served: Town of Berlin, CT

Status: Ongoing



Loureiro is providing administration and oversight for the environmental remediation of an industrial property formerly owned by Pioneer Precision Products. The Town received several Brownfield grants from the Connecticut Department of Economic and Community Development for the remediation of the property, which has been used for manufacturing operations for over 50 years. Loureiro was selected by the Town to enter the property into the Brownfield Remediation and Revitalization Program and serve as the licensed environmental professional (LEP) for the verification of the investigation and remediation of the property. Loureiro evaluated remedial alternatives, prepared a comprehensive remedial action plan, and prepared an Engineered Control Variance Request. Loureiro worked with the Town to develop an alternate remediation strategy using the DEEP Targeted Brownfield Remedy,

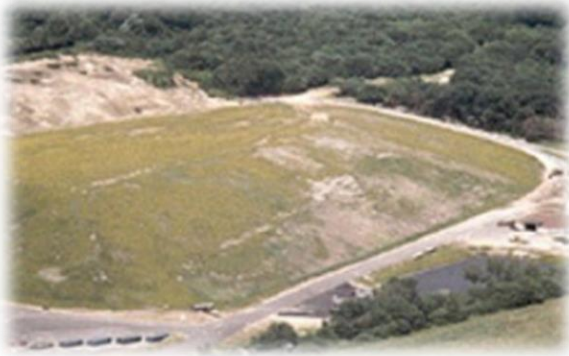
which will result in lower remediation costs and a high degree of construction cost certainty. The proposed remediation plan includes integrating remediation with redevelopment of the Site using an engineered control as a cost and risk reduction alternative to traditional excavation and offsite disposal of contaminated soil. Loureiro will provide design and remediation oversight services as the project progresses.

Stafford Landfill, Closure Design and Construction, Post-Closure Care | Stafford, CT

Services: Landfill Closure, Investigation and Remediation

Client Served: Town of Stafford, CT

Status: Post Closure Monitoring and Maintenance (Ongoing)



reporting at the landfill on a semi-annual basis.

Loureiro has a long-standing relationship with the Town of Stafford related to their former municipal solid waste landfill located on Upper Road. Loureiro assisted the Town initially in obtaining a permit from the CT DEEP to expand their sanitary landfill in 1978. Several years later, Loureiro was requested by the Town to provide engineering services to prepare a Hydrogeologic Assessment and Engineering Report for the site. The report contained a detailed summary of the geologic and hydrogeologic conditions in the vicinity of the landfill as well as a final closure plan for the facility. Loureiro continues to complete post-closure monitoring and

Landfill Closure and Leaf Composting Facility Design | Plymouth, CT

Services: Landfill Closure, Investigation and Remediation

Client Served: Town of Stafford, CT

Status: Post Closure Monitoring and Maintenance (Ongoing)

The town of Plymouth, Connecticut operated a mixed municipal solid waste and bulky waste landfill since the mid 1950s. The town began exporting its municipal solid waste via their Solid Waste Transfer Station which was permitted in the summer of 1974, only accepting bulky waste and brush at the sanitary landfill site until the 1980's, when the facility was closed.



Loureiro was retained by the town to perform the necessary groundwater monitoring as required in the town's closure permit. The related monitoring data suggested the potential for landfill leachate impacts upon the existing private water supply wells located immediately down-gradient of the landfill. After several studies, Loureiro worked with the town to facilitate an extension of the public water system to serve the down-gradient area.

Loureiro was later retained by the town to prepare the necessary permit application package and plans and specifications for construction of a final landfill closure and a new leaf composting facility on the top of the closed landfill. Loureiro acquired the necessary permits, assisted in funding acquisition, and administered the related construction services and inspections through the construction period.

Services provided by Loureiro included on-going landfill stewardship monitoring, landfill closure permit application, assessment of leachate impacts, leaf composting permit registration, contract document preparation, construction administration and inspection services, final closure certification.

Supreme Industries, Inc. | Southington, CT

Services: Landfill Closure, Investigation and Remediation

Client Served: Supreme Industries, Inc.

Status: Complete (2019)

The Supreme Energy and Recycling Center occupies approximately 80 acres of land at the terminus of DePaolo Drive in Southington, Connecticut. This progressive company is constantly employing new technologies and developing innovations to traditional land material recycling creating new commodities to the market. This site currently houses the state's first anaerobic digester for food waste, a large compost operation and a large-scale mulch manufacturing operation using various volume reduction technologies.

The site is constantly undergoing changes with various improvements to technology and new processes. As such, their site mapping is constantly in a state of flux. Loureiro was commissioned to provide them with an updated site-wide topographic map on a very tight schedule, which would accurately reflect the existing conditions to be used for a base map for additional development.



Loureiro used a fixed wing drone to fly the site and completed the field activities in about six hours. The related mapping was processed and a final existing conditions plan was ready for use within four days.

Highlights

- Ground Control
- Utility Mapping
- Drone aerial photographs and planimetrics
- Ground topography
- Final mapping within five days

5.1 CLIENTS SERVED

Town of Berlin

James Mahoney, Director of Economic Development
240 Kensington Road
Berlin, CT 06037
860.828.7005
jmahoney@town.berlin.ct.us

City of Meriden

Matt Sarcione, Community Development Administrator
142 East Main Street
Meriden, CT 06450
203.630.4105
msarcione@meridenct.gov

WIHED/Mill at Killingly Apartments, LLC

Craig Wilbur
75 Charter Oak Avenue
Hartford, CT 06106
(800) 720-1195 x204
cwilbur@wihed.org

Supreme Industries, Inc.

Mark Vigneault, Director of Operations
49 Depaolo Dr
Southington, CT 06489
860-863-5165
mvigneault@supremeindustries.com

Town of Plymouth

Charles Wiegert, Public Works Director
80 Main Street
Terryville, CT 06786
860.585.4030
cwiegert@plymouthct.us

Town of Farmington

Russell. Arnold, Jr., P.E., Director/Town Engineer
Department of Public Works
1 Monteith Drive
Farmington, CT 06032
860.675.2305
arnoldr@farmington-ct.org

Town of West Hartford

John Phillips, Director of Public Works
50 South Main Street
West Hartford, CT 06107
860.561.8101
JohnP@WestHartfordCT.gov

Town of Stafford

Devin Cowperhtwaite, Director of Public Works
Dept. of Public Works
210 East Street
Stafford Springs, CT 06076
860.684.3448
dpw@staffordct.org

ATTACHMENT A

Resumes

Education

Master of Science
Environmental Engineering;
University of New Haven, 1993

Bachelor of Science
Agricultural/Soil and Water
Engineering;
University of Connecticut, 1986

Professional Licenses/Registrations

Professional Engineer:
Connecticut, #19286

Licensed Environmental Professional,
Connecticut, #411

Key Practice Areas

Site development, roadway and parking design, wastewater collection and treatment, stormwater management, permitting, site investigation and remediation, remedial planning.

Summary Biography

Mr. Andrews joined Loureiro Engineering Associates in 1990 and has over 33 years of experience in the planning, engineering, design, supervision, inspection, administration and management of civil and environmental projects for government and private sector clients. This experience includes taking a project from the conceptual stage through the permitting, planning and design phases to the final stage of construction supervision, administration and, in the case of design-build projects, through construction.

As the Vice President of the Civil/Survey Division, Mr. Andrews is active in a variety of civil engineering and environmental project roles including scheduling and supervision of technical personnel, budget evaluation, and preparation of progress reports, public presentations, interaction with clients and regulatory agencies and expert testimony.

Mr. Andrews has a wide variety of technical experience in the civil and environmental fields. His civil engineering experience includes roadway design for residential and commercial/industrial development; large industrial and small-scale site development; innovative stormwater management; wetland mitigation; utility improvements including water, sewer, power/communications and gas; sewage pump station design; infiltration/inflow evaluations; potable water provision and distribution; evaluation and design of wastewater treatment facilities; and design of both large and small subsurface sewage disposal facilities.

Mr. Andrews has extensive experience in combining his civil engineering and environmental engineering expertise in the redevelopment of Brownfield projects. As a Professional Engineer and Licensed Environmental Professional, his experience in site development, site remediation and the careful integration of both disciplines has led to the successful redevelopment of a variety of large-scale Brownfield projects throughout Connecticut.

Highlights of Accomplishments and Experience

Civil & Site

- Managed and designed three separate mixed use apartment complexes totaling 615 residential units, over 45,000 square feet of retail, an 18,000 square foot hotel and 1,278 parking spaces all within short walking distance to the Fairfield Metro Center train station. This project involved extensive sanitary sewer investigations due to capacity challenges in the town including gauging, projections and condition assessments for each of the three separate developments.
 - Prepared numerous pavement assessment studies and developed maintenance programs for various parking facilities located throughout Connecticut. These assessment studies led to the design of over 18 acres of parking improvements for one client.
 - Managed the investigation, design and oversight of a town-wide sewer system evaluation and rehabilitation program for the Canaan Fire District. This project ultimately removed approximately 1/3 of the average daily influent flows received at the plant.
 - Managed a 160 acre residential subdivision on behalf of Loureiro Properties including land acquisitions, financial modeling, site layout, land surveys, design of 6,600 linear feet of roadway with utilities, traffic studies, local permitting, Army Corp of Engineers and Connecticut Department of Environmental Protection permitting, archeological surveys and coordination of all legal issues.
 - Managed numerous infrastructure and site improvement construction projects for Loureiro Contractors, Inc. including scheduling, budgeting, contracts and logistical coordination for industrial and private sector clients. These endeavors have led to an excellent understanding of constructability, logistics and construction cost. Projects have ranged up to \$2M.
 - Managed a variety of new and refurbished retail facilities for Cumberland Farms throughout New England. Services included conceptual assessments, surveys, design and permitting and construction assistance/survey staking. These services have been closely collaborated with Cumberland Farms' highly sophisticated in-house Real Estate Planning group.
 - Managed and prepared local land use permit applications and construction drawings/specifications for numerous site development projects in Connecticut, Rhode Island and Massachusetts. Projects included industrial developments, residential subdivisions, large residential condominium developments, commercial developments and municipal roadway projects.
 - Managed and prepared detailed hydrological studies for various residential, commercial and industrial developments throughout Connecticut, Rhode Island and Massachusetts.
 - Prepared numerous environmental reports and permit applications through the Connecticut Department of Environmental Protection, Rhode Island Department of Environmental Management, Army Corp of Engineers, Coastal Resource Management Commission and other state, local and federal agencies for various site improvement projects.
 - Managed and prepared construction drawings/specifications for numerous municipal roadway improvement projects including utility extensions, drainage and power/communications.
 - Provided construction administration and resident inspection services for numerous site development projects.
 - Prepared design plans and related permit applications for coastal marina developments and private dock facilities throughout Connecticut and Rhode Island.
-

Education

Bachelor of Science,
Chemistry,
University of Connecticut
1987

Professional Affiliations

Connecticut Environmental Forum
(President 1993-2012)

Association of Environmentally
Regulated Connecticut Industries

Environmental Technology Council

Key Practice Areas

EHS program development, EHS regulatory analysis, environmental permit writing, company liaison to regulatory agencies, remediation strategy and management, compliance monitoring and reporting, air emission test plan development and execution, SARA Tier II and Form R reporting and HAZWOPER, RCRA, DOT/IATA training development.

Summary Biography

Bill Morris has over 30 years of experience in Environmental Health & Safety. Mr. Morris began his professional career in 1987 with United Oil Recovery, Inc. (United). Bill was with United through the sale of the company to Tradebe Treatment and Recycling, LLC (Tradebe) in 2011 and continued with Tradebe until 2013 when he started his own consulting firm. He was a Vice President with both United and Tradebe and when with United, he served as the lead company liaison with state and federal regulatory agencies where he secured and managed the waste, wastewater and air permitting for 10 facility locations in the northeast. He was directly responsible for the ongoing compliance operations for the company and developed the facilities' waste analysis plans and acceptance programs. Mr. Morris performed the integration of compliance systems in response to new federal and state regulations and served as a primary stakeholder for used oil management regulations during the regulatory adoption process.

He also served as the President of the Connecticut Environmental Forum for many years and was a member of the Environmental Technology Council.

Specific Project Experience

TSDF Compatibility Review, East Hartford, CT

Completed a review of waste storage procedures at a permitted storage facility with respect to chemical compatibilities. The project included many potential incompatibilities involving acids, bases, flammable organic compounds and oxidizers

Comprehensive Performance Test at a Hazardous Waste Combustor, Cohoes, NY

Designed and successfully ran a Comprehensive Performance Test for a hazardous waste combustor in order to set permit limits and demonstrate compliance with NESHAP requirements for the source category under the Clean Air Act

RCRA Part B Facility Permits, Meriden and Bridgeport, CT

Wrote RCRA Part B applications and negotiated permit terms for two commercial hazardous waste facilities in Connecticut. Served as the company representative for a pilot program with CT DEEP to cooperatively draft the permits in order to streamline the process. The outcome was successful for the company and the government. The program is now in use at CT DEEP.

Compliance Audits, Meriden and Bridgeport, CT, Stoughton and Northborough, MA, Cohoes, NY and Newington, NH

Managed multiple multimedia audits performed by state and federal regulators, customers and insurance companies at RCRA Hazardous Waste TSDFs including managing any deficiency responses and compliance improvements.

Water Treatment System Development, Meriden and Bridgeport, CT, Stoughton, MA, Cohoes, NY

Was part of a team that developed and implemented treatment strategies for Centralized Waste Treatment facilities under the Clean Water Act. Cooperated with EPA by serving as the model facility for the development of regulations for the oils subcategory in developing the pretreatment standards for indirect dischargers under the categorical standards under the Clean Water Act.

MACT Development, Cohoes, NY and Washington DC

Provided significant comment on the development of Maximum Achievable Control Technology (MACT) standards for hazardous waste combustors including providing emissions data and analysis of control equipment performance. Worked with federal and state regulators in developing a program that helped facilities transition from RCRA to CAA with the promulgation of the Hazardous Waste Combustors NESHAP.

External Compliance Audits, various facilities throughout the eastern US and Canada

Performed compliance audits, focused on RCRA, CAA, CWA and DOT Hazmat at commercial TSDFs to ensure facilities and customers were not subject to unnecessary risk due to noncompliance and improper management of hazardous waste.

Education

Master of Science, Environmental
Health Sciences

University at Albany, SUNY, 2008

Bachelor of Science, Environmental
Engineering

Rensselaer Polytechnic Institute, 1996

Professional Licenses/Registrations

Professional Engineer: New York,
#091694

Professional Affiliations

Air & Waste Management Association

Association of Climate Change Officers

NSPE

Key Practice Areas

Air Pollution control and compliance, environmental permitting, hazardous waste, environmental sustainability initiatives and strategy development, EH&S program management and greenhouse gas goal setting and measurement.

Summary Biography

Mr. Oldi has over 18 years of environmental health & safety experience working at multiple General Electric locations. As a Global Air & Waste Program Leader Mr. Oldi provided strategic direction and technical support across all GE businesses covering air and waste related media matters including compliance, policy, and support for operating facilities. Mr. Oldi managed environmental programs for GRC consisting of 5 facilities, including site responsibility of the hazardous waste, waste water, air, chemical/petroleum bulk storage, chemical reporting, and remediation programs at the Niskayuna, NY research center. As an Environmental Compliance Assurance Lead Mr. Oldi supported 200 facilities for a global services business, including auditing, corrective action identification for regulatory non-compliance and program management. At General Electric Infrastructure Mr. Oldi was a Quality Process Engineer in which he provided Quality Assurance control and guidance to the Stator Bar manufacturing operation. Mr. Oldi supported the EHS program implementation at a new GE facility in Monterrey, Mexico.

Specific Project Experience

Manufacturing Facility, New Britain, CT

I completed the Title V air compliance reporting for this facility including compiling all records, and investigating on-site conditions. Reports were completed on-time for submission to CT DEEP through their on-line portal. An in-depth audit was completed of the Title V permit as well detailing VOC and MASC emissions calculations. I also support the completion of all environmental regulatory reporting for this facility including TRI, Tier II and wastewater and stormwater sampling and reporting.

Manufacturing Facility, Danielson, CT

I created an emission inventory for this facility, detailing all air emissions from various processes, including rubber curing, adhesive dip coating, paint, and adhesive spraying.

Metal Finishing Facility, Thomaston, CT

I led the investigation of a sub-surface piping investigation associated with unknown piping connections. This project required the use of non-invasive assessment techniques, piping camera work and assessment of historical records and data. The result of the investigation provided the client with a clear understanding of water flow associated with these previously unknown release points.

Plastic Extrusion Facility, Dayville, CT

I led and completed a multimedia environmental audit at a 100 person plastic extrusion facility which included stormwater, air emissions, hazardous waste and chemical reporting.

Light Manufacturing Facility, Danbury, CT

I led compliance auditing for air, water and waste programs at an aerospace manufacturing facility. The audit was a detailed assessment of environmental regulatory programs at the facility over a three day period. A final report was produced outlining all regulations assessed, opportunities for improvement and compliance findings.

Manufacturing Facility, Wichita Falls, TX

I led and completed a waste water audit of the facility's waste water system per the parent company standard work auditing practice (e.g. management system requirements).

Corporate EHS Programs, Fairfield, CT

I was responsible for air compliance programs across all businesses including management system program development and ownership. I developed the greenhouse gas goals for the company utilizing context based goal setting systems. I managed the gathering and calculation of greenhouse gas data for the company for external reporting. I developed a global employee engagement program for environmental sustainability across a 300,000 employee company. I provided technical support for permitting and air emission calculations at facilities in Ohio, South Carolina, Texas, New York and California.

Research Center, Niskayuna, NY

I was responsible for environmental programs at this 2,000 researcher facility including the following activities. I led cross-functional team to scope and purchase equipment for a distributed water flow and water quality monitoring system across a 50 acre facility. I integrated multiple digital components into an online data acquisition system. I investigated the discharge of solids from a wastewater treatment facility

which had been discharged above the facility permit on several occasions, as evidenced by exceedences of the Total Suspended Solids (TSS) limit. I recommended and managed the introduction of new solids management methods and the use of an alternative non-chemical treatment technology. Discharge of TSS has been reduced by 48% since new techniques have been implemented. I implemented hazardous waste reduction projects at a Treatment, Storage and Disposal Facility (TSDF). I instituted the use of a bottle shredder as a method of reducing waste volume and increasing waste density. I implemented training and improved characterization methods for aqueous based solvent waste handling segregating waste streams appropriately to maintain non-hazardous wastes. I managed the TSDF, including supervisory responsibility for 5 employees and technical direction on all matters concerning facility compliance. I reviewed engineering work of consultants for air pollution permitting and compliance calculations, Spill Prevention, Control and Countermeasures Plans, chemical and petroleum bulk storage and site remediation programs. I assisted a facility in Bangalore, India prepare for an internal environmental management system audit. As a primary environmental engineering support person for this facility I reviewed and provided oversight to the team on the procedures, documentation and training for their Waste Water Treatment Plan (WWTP), air pollution control systems for a hazardous waste incinerator and waste and chemical management programs. I developed permitting strategies, provided documentation and negotiated with the New York State Department of Environmental Conservation two major permits for the facility: The Title V Air Permit and the RCRA TSDF permit.

Multi-facility Business EHS Programs, Schenectady, NY

I was responsible for environmental compliance programs for a 200+ facility services business, which included small to medium sized manufacturing facilities. This responsibility included auditing of facilities, compliance assurance program management across the business, and detailed corrective measures assistance to site and sub-business employees.

Manufacturing Facility, Schenectady, NY

I was responsible for environmental programs at this 2,000 person heavy manufacturing facility including the following activities. I calculated air emissions for compliance with a facility Title V permit, including the annual air emissions inventory and monthly calculation of emissions against federally enforceable emission limitations. The facility included coating operations, oil and natural gas firing boilers, insulating material curing ovens, welding operations and sanding operations. The permit contained over 250 conditions. I oversaw stack testing for NOx emissions from two 96 MMBtu/hour boilers and VOC capture and destruction from coating lines and a thermal oxidizer. I calculated emissions, developed permit application documents and coordinated with regulating agencies for new process and new facility permitting at the facility. The projects included permitting 2 new electrically heated curing ovens and permitting 2 new 96 MMBtu/hour boilers. I permitted the addition of new boiler controls and the addition of a Heat Exchanger to multiple boilers in the facility boiler house. I wrote new Hazardous Air Pollutant (HAP) capping conditions and implemented facility processes (including emissions calculations) to meet new capping conditions which removed applicability of NESHAP standards. I created Compliance Manuals and training for site personnel as part of an environmental management system for the facilities Title V Permit. I trained all Process owners and site management to this environmental management system. I developed a detailed technical specification for a Permanent Total Enclosure (PTE) to be built around a coating/oven operation, to meet 100% capture efficiency per EPA Method 204. I analyzed boiler opacity deviations for site boilers to determine root causes and improvements for reductions in opacity violations. I participated in various safety-related programs at the facility. I lead accident investigations using various root cause methods. I lead HAZOP reviews for laminating ovens and a vapor phase chromium deposition process.

Manufacturing Facility, Fitchburg, MA

I was responsible for environmental programs at this 600 person heavy manufacturing facility including the following activities. I calculated air pollution emissions from various emissions sources. Types of emissions sources include combustion sources (e.g. boilers), surface coating applications, and welding. The application of published emissions factors, stack testing data, and process related assumptions were used to calculate emissions. I was responsible for the characterization of wastes for proper disposal by state and federal regulations. I developed and implemented waste minimization plans. I implemented a toxic use reduction plan per state regulations including the identification of sources of toxic chemical use (i.e. lead) and distribution within the manufacturing environment, including waste and other emissions. I calculated chemical emissions for completion of Toxic Release Inventory per federal regulations by identifying and quantifying the releases to water, air and ground. I used analytical testing, chemical inventories and good engineering assumptions to generate releases. I managed and supervised a package waste water treatment plant providing technical direction and guidance to technicians. I implemented a Storm Water Pollution Prevention Plan, including identifying sources of storm water pollution, measurement of storm water impacts during storm events and removal of sources to reduce impact. I developed a technical specification for the decommissioning (decontamination) and demolition of a 280,000 square foot facility located on a 13 acre property for site closure and repurposing. Building decommissioning activities included characterization and removal of PCB contaminated concrete, industrial cleaning of interior surfaces, identification of lead paint surfaces, asbestos removal, and characterization and removal of 180,000 square feet of wood block flooring. I also developed the initial site characterization Phase I assessment of the wood block flooring and the contaminated concrete slabs.

Education

Master of Science
Geology (Hydrogeology)
University of Connecticut
1994

Bachelor of Science
Environmental Earth Sciences
Eastern CT State University
1985

Professional Licenses/Registrations

CT Licensed Environmental
Professional (License # 217)

40 Hour OSHA Training

8 Hour Refresher Training

8 Hour Supervisor Training

Environmental Professionals

Organization of Connecticut

Key Practice Areas

Environmental Investigation and Remediation, with primary focus on the municipal Brownfields market.

Summary Biography

John Bondos has over 32 years of experience in environmental investigation and remediation. Mr. Bondos' areas of expertise include soil and groundwater characterization and implementation of various remediation alternatives at a diverse range of sites including residential and commercial properties, power generation facilities, petroleum bulk storage terminals, gasoline service stations, municipal landfills, industrial facilities (active and abandoned, some with lagoons and/or on-site landfills), and brownfields sites.

Investigation

- Experience ranges from free-phase product plume delineation to comprehensive site-wide Phase II and III environmental site assessments.
- Includes remedial investigation for design of containment and treatment of impacted soil and groundwater, as well as management of hazardous building material surveys.

Remediation

- Design preparation includes plans, specifications, bid packages, bid walks, response to bids, bid evaluation and selection of contractors.
- Remediation technologies include soil excavation and off-site disposal and applying institutional regulatory controls such as environmental land use restrictions (ELURs) for inaccessible soil, environmentally isolated soil and engineered controls (ECs).
- Also includes groundwater pump and treat and containment systems, petroleum product recovery systems (passive and aggressive), soil vapor extraction systems, groundwater sparging and vapor collection, bioventing systems, and in-situ remediation activities.

Specific Project Experience

City of Meriden, Connecticut, Multiple Sites. Program manager/Licensed Environmental Professional support for numerous sites in Meriden, CT. Includes three major brownfields sites located within the City's flood management project limits. Projects include Phase I, II and III Environmental Site Assessments, community outreach, permitting, planning and coordination with local, state and federal regulators, building demolitions and remediation and redevelopment planning. Factory H building demolition with hot spot soil remediation, as well as HUB site soil remediation and redevelopment, have been completed. These two sites are located within the City's flood management project limits.

City of Hartford, Connecticut, Multiple Sites. Program Manager/Licensed Environmental Professional lead/technical support for multiple sites located in Hartford, CT. Projects include brownfields, City-operated properties such as Fire Stations and DPW yard and housing complexes. Project tasks include Phase I, II and III Environmental Site Assessments, community outreach, public notification activities, remediation planning, UST removals and soil remediation.

City of Shelton, Connecticut, Multiple Sites. Licensed Environmental Professional lead/technical support for multiple brownfields sites located in industrial section of Shelton, CT. Projects include Phase I, II and III Environmental Site Assessments, community outreach, public notification activities, remediation planning, permitting, obtaining environmental land use restrictions, constructing an engineered control (i.e., impermeable cap) and implementation of in-situ remediation technologies.

City of Bridgeport, Connecticut, Multiple Sites. Licensed Environmental Professional lead/technical support and/or project manager for multiple brownfields sites located in Bridgeport, CT. Projects include Phase I, II and III Environmental Site Assessments, community outreach, public notification activities, remediation planning, UST removals and soil remediation.

Town of Greenwich, Connecticut, Former Power Plant. Licensed Environmental Professional lead/technical support for redevelopment and remediation activities that include the installation of an earthen cap over the entire 9.7 acre site and the remediation and stabilization of approximately 1,600 linear feet of shoreline. AECOM, in partnership with a landscape architect, prepared redevelopment designs for the site to become a waterfront park. Includes evaluation of imported soil for compliance with applicable regulations (CT RSRs). Field work for remediation and redevelopment has been completed.

Connecticut Department of Economic and Community Development, Rentschler Field Redevelopment, East Hartford, Connecticut. Technical support and licensed environmental professional for environmental site assessment activities as part of a team for the preparation of an overall environmental impact evaluation for redevelopment of Rentschler Field for the Connecticut Department of Economic and Community Development. Managed a Phase I environmental site assessment for the property itself, corridor land use of approximately 315 off-site properties, and detailed evaluation of proposed stadium parking areas and a proposed corporate office development area.

Education

Master of Business Administration,
University Hartford
1995

Bachelor of Science
Civil Engineering
University of Hartford
1981

Professional Licenses/Registrations

Professional Engineer: Connecticut,
#14901

Professional Affiliations

American Academy of Environmental
Engineers

Institute of Transportation Engineers

Key Practice Areas

Wastewater collection, water distribution; sanitary landfill closures and environmental permit applications & regulatory compliance support.

Summary Biography

Tony Lorenzetti has over 35 years of experience as an engineer in the civil and environmental fields and has been responsible for the preliminary planning, conceptual & detailed design, construction, and management, for a wide variety of projects for municipal, state, and private clients. He has also been responsible for operations of a municipal public works department that included sanitary sewers and a wastewater treatment facility.

Specific Project Experience

Sanitary sewer main and pump station Danielson, Connecticut

Responsible for the design of a privately owned 4 inch force main and pump station that serves multiple buildings and discharges into the municipal collection system. The project also included an evaluation of the need for back flow protection in existing structures.

Sanitary Sewer capacity Evaluation Fairfield, Connecticut

Evaluated an existing 30 inch sanitary sewer trunk line at the request of the Town of Fairfield, and developed lining options for the town, as part of a private development proposal.

Specific Project Experience (with other employers)

Landfill Closure Town East Hartford, Connecticut

Responsible for the construction administration of the closure project, investigated additional areas of closure, applied for and received approval for a supplemental closure area and provided landfill stormwater monitoring services.

North Mianus Sanitary Sewer Construction Town of Greenwich, Connecticut

Responsible for the Construction Administration for installation of gravity and low pressure sewers, road reconstruction, and pump stations. The project included over 50,000 linear feet of sewers and two pump stations

Milbrook Storm drainage Town of Greenwich, Connecticut

Responsible for the design, local permitting and construction project oversight for a storm drainage project for the Milbrook Association (Private roads)

Intertown Sanitary Sewer Agreement Study City of Torrington, Connecticut

Evaluated an adjoining community's connection to the municipal sanitary sewer system. evaluated capacity and nutrient removal as part of the evaluation

Hoyt street pump station evaluation Town of Darien, Connecticut

Performed a field evaluation based upon a clogging history at the station, and subsequently made recommendations to the town for pump modifications.

Landfill Closure Town of Plymouth Connecticut

Responsible for municipal oversight, procurement and agreements for the closure project that included complex items related to a railroad right of way and utilities. Also responsible for oversight of the landfill sampling program.

Sanitary Sewer Evaluations City of Danbury, Connecticut

Performed various sanitary sewer evaluations for the city including an illicit connection project with smoke testing

Town of Cromwell Sanitary Sewer Rate Study Cromwell, Connecticut

Evaluated various options for the WPCA to modify the existing sanitary sewer user charge system

Phase 6 WPCF Upgrade Town of Plymouth, Connecticut

Responsible for municipal oversight for the municipal Sanitary Sewer Plant Upgrade. The plant was upgraded to 1.75 MGD. The project was constructed in the same location of the existing plant, so operations had to be maintained throughout construction

Phase 7 Sanitary Sewer Project Town of Plymouth, Connecticut

Responsible for municipal oversight of several contracts for sanitary sewer installation. The project included both state and municipal roadway reconstruction and repairs

Site Remediation Town of Plymouth, Connecticut

Responsible for municipal oversight of a demolition project and a LEP and contractor removing industrial waste from the site, and regrading, filling and seeding of the site.

Town Hill Road, Harwinton Avenue, Fall Mountain Water Projects Town Of Plymouth, Connecticut

Responsible for municipal oversight and regulatory coordination of three separate water supply projects. The projects were funded by DEP and USDA. Reimbursements were applied for on the projects. One project included a new water tank. The projects also included roadway and drainage repairs.

Stormwater Plan City of Ansonia, Connecticut

Developed a citywide stormwater discharge map that complied with MS4 regulations

Water Main Extension Project Town of Montville, Connecticut

Responsible for the design and permitting of a water main extension project for the Montville WPCA. The project provided public water to area homes and businesses.

Education

PhD Occupational Safety & Health (IH)
West Virginia University

M.S. Safety Management
West Virginia University

B.S. Chemical Engineering
West Virginia University

Professional Affiliations

Certified Industrial Hygienist (CIH):
11544 CP

Certified Safety Professional (CSP):
#28164

Authorized OSHA General Industry
Trainer for 10 & 30-hour cards

Certified Safety Specialist General
Industry

Certified Safety Trainer General
Industry

OSHA #501: Trainer Course OSHA
Standards for General Industry

OSHA #511: OSHA Standards for
General Industry

OSHA #521: OSHA Guide to Industrial
Hygiene

OSHA #2225: Respiratory Protection

OSHA #3095: Electrical Standards

OSHA #7105: Introduction to
Evacuation and Emergency Training

OSHA #7115: Lockout/Tagout

OSHA #7500: Introduction to Safety
and Health Management

OSHA #7505: Introduction to Accident
Investigation

OSHA #7845: Recordkeeping

Key Practice Areas

Industrial Hygiene, OSHA Compliance, Health & Safety Training

Summary Biography

Brian Geissler has 10 years of environmental, health, and safety experience. His experience includes industrial hygiene, EHS compliance audits, OSHA citation abatement, industrial safety, and training. Brian's Industrial Hygiene experience includes ventilation assessments, air sampling, noise surveys, indoor air quality (IAQ), bulk purity sampling, ergonomic assessments, and radiation control. Brian has provided services for over 50 separate clients, spanning across several industries. As a Certified Industrial Hygienist, Certified Safety Professional, and Project Manager, his responsibilities include developing sampling procedures, project coordination, supervision of technical personnel and reports, and interaction with clients and relevant regulatory agencies.

Specific Project Experience

Indoor Air Quality (IAQ) Assessments for Massachusetts Department of Public Health (Hinton State), June 2019

- Management of four personnel to conduct a multi-faceted environmental assessment of Boston facility
- Review of HVAC balancing history and current conditions
- Review of asbestos, lead, PCB, and radon inspection, assessment, training, abatement and remediation records
- Sampled IAQ comfort parameters (CO, CO₂, RH, and Temperature) throughout Boston campus
- Sampled airborne dust concentrations (PM1, PM2.5, and PM10)
- Analyzed moisture potential / leaks with FLIR thermal imaging
- Conducted OSHA pre-audit inspection of facilities areas

OSHA Citation Abatement for Stag Arms, March – April 2019

- Review of client's 12 OSHA citations
- Conducted lead and inorganic arsenic baseline samples and follow-up samples after process returned to normal operation
- Assessed effectiveness of local and general exhaust systems
- Conducted PPE hazard assessments throughout facility
- Developed written programs and conducted training for HAZCOM and Respiratory Protection

Indoor Air Quality (IAQ) Assessments for Collins Aerospace, December 2018

- Sampled IAQ comfort parameters (CO, CO₂, RH, and Temperature) throughout the heat exchange area
- Conducted aluminum and total dust samples
- Assessment of HVAC system in work area

Lead Sampling for Plainville Plating, May 2019

- Conducted lead and cadmium samples on plating workers
-

Education

Bachelor of Science, Natural Resources
University of Connecticut, 1996

Professional Licenses/Registrations

Licensed Environmental Professional,
Connecticut, #529

Professional Affiliations

Environmental Professional's
Organization of Connecticut

Key Practice Areas

Brownfields redevelopment, Site investigation/remediation, property transfer act/due diligence support, remediation system design, installation, operation and maintenance, environmental regulatory compliance support.

Summary Biography

Mr. Trzaski is a Connecticut Licensed Environmental Professional with over 23 years of experience in a broad range of civil, environmental, and hazardous waste projects for commercial, industrial, and government clients. His services performed include Connecticut Property Transfer Act due diligence support; soil and groundwater investigations and remediation programs, underground storage tank removal oversight and inspection, construction oversight and inspection, field activities, proposal preparation, report preparation, and the handling and treating of hazardous chemicals and wastes. He has also managed a portfolio of over 25 sites for a major retail petroleum vendor.

His remediation experience includes: the development of remedial action plans and reports, remedial alternatives evaluations for contaminated soil and groundwater, design and supervision of disposal/excavation and on-site capping activities for soil remediation projects, the management of in-situ chemical oxidation injection programs, and management of various contaminated groundwater and soil vapor recovery systems.

His environmental permit and report preparation experience includes: transfer act documents (i.e. Environmental Condition Assessment Form [ECAAF] and Transfer Act Form filings); Phase I, Phase II and Phase III site assessments Requests for Engineered Control Variance; Technical Impracticability Variance Requests; preparation of applications for Environmental Land Use Restrictions; Underground Injection Control permit application preparation; groundwater reclassification requests; and various stormwater and wastewater General Permit applications.

Specific Project Experience

Brownfields Site, Former Powdrell & Alexander Textile Mill, Killingly, CT

Project manager and LEP of record for the investigation and remediation of historic mill property being redeveloped as a low-income, affordable housing apartment complex. Assisted client with various grant and loan applications, completed additional subsurface investigations, prepared remedial action plan, request for engineered control variance, remediation cost estimates, completion of site remediation (including installation of engineered control liner, consolidation of contaminated soil beneath the liner, removal of USTs, and installation of a passive sub-slab depressurization system). Site is being investigated through the Voluntary Remediation Program.

Brownfields Site, Former Harper Leader facility, Waterbury, CT (Waterbury Development Corporation)

Completed Screening Level Ecological Risk Assessment (SLERA) in support of an EPA Brownfield Revolving Loan Fund Assessment Grant. Completed the removal of a 10,000-gallon fuel oil UST and associated UST Closure Reporting. Loureiro previously completed multiple rounds of investigation (Phase I ESA, Limited Subsurface Investigation and Conceptual Remedial Action Plan, and Focused Subsurface Investigations in Support of Presumptive Brownfields Remedy).

Brownfields Site, Former Waterbury Clock facility (Enterprise Apartments), Waterbury, CT

Project manager for investigation and remediation services. Completed indoor air assessment and mitigation in response to conditions requiring a Significant Environmental Hazard Notification (SEHN) due to chlorinated VOCs in groundwater. Completed the abatement of SEHN associated with shallow contaminated soils. Site is to enter the Voluntary Remediation Program in the near future.

Former Homer D. Bronson Company (Beacon Falls Business Park), Beacon Falls, CT

Project manager and LEP of record for the investigation and remediation of a former hinge manufacturing facility. Site formerly utilized a metal hydroxide sludge surface impoundment and is subject to both RCRA Corrective Action and the provisions of the CT Property Transfer Act. Completed multiple phases of subsurface investigations and submitted Completion of Investigation Report. Completed Screening Level Ecological Risk Assessment. Completed RCRA Corrective Action Environmental Indicator CA-750, Migration of Contaminated Groundwater Under Control. Completed Remedial Action Plan and remedial cost estimates. Site to undergo remediation in 2019.

Superfund Site, Groundwater Investigation and Remedy, Performing Settling Defendants, Southington, Connecticut

Project leader for recently delisted National Priorities List (NPL) Site. Site accepted mixed residential, commercial, and industrial solid and liquid wastes from 1920 to 1967. Liquid and semi-solid hazardous materials (e.g., metal hydroxide sludge, metals, organic solvents, and acid/alkali solutions) were reportedly disposed of at the Site. Managed and performed field activities associated with Record of Decision (ROD) Statements of Work. Coordinated, managed, and performed field efforts, data collection and reporting associated with multiple investigations (Highland Hill Investigation, GA Boundary Investigation Report, Vapor Intrusion Groundwater Investigation). Lead author for the Completion of Investigation Report for the Site. A Certification of Completion of Remedial Action on July 3, 2018, and a Notice of Deletion for the OSL Site was published in the Federal Register on September 12, 2018. Continually managed the completion of O&M activities, quarterly and semi-annual groundwater monitoring, inspection of administrative controls, and associated reporting to the EPA and CT DEEP. Continuous interface with Performing Settling Defendants and regulatory agencies (EPA and CT DEEP).

Specific Project Experience (continued)

Subsurface Investigation, Industrial / Aerospace Facility, Middletown, Connecticut

Performed Phase II/Phase III subsurface investigation activities at multiple study areas to develop future remediation costs for client. Managed all facets of field and office tasks associated with the investigation activities. Evaluated data and made technical decisions regarding the implementation of multiple phases of project work and delineation of impacted soils.

Soil Vapor Extraction System Design & Installation, Industrial / Aerospace Facility, Middletown, Connecticut

Soil vapor extraction system pilot testing, installation of extraction wells and system design for remediation of petroleum impacted soils at a former bulk fuel storage area. Evaluated historical site analytical data and geologic information to determine release areas and appropriate pilot test and monitoring point locations. Prepared pilot test work plan, designed pilot test, coordinated and managed the installation of pilot test wells and performance of SVE pilot test, designed SVE system based on results of pilot test, coordinated and managed installation of SVE wells, prepared bid specification and selected system vendor for construction of proposed system. Coordinate and managed the installation and successful start-up and operation of SVE system. Remediation goals were achieved.

Sub-Slab Soil Vapor Extraction System Design & Installation, Industrial / Brownfields/Redevelopment, South Norwalk, Connecticut

Performed sub-slab depressurization and soil vapor extraction system pilot testing at former chemical manufacturing facility for redevelopment as athletic complex. Prepared pilot test work plan, designed pilot test, coordinated and managed the installation of pilot test wells and performance of SVE pilot test, designed sub-slab SVE system to mitigate vapor intrusion based on results of pilot test, prepared bid specification and selected components for construction of proposed system. Coordinated and managed the installation and successful start-up of sub-slab depressurization and SVE system.

Groundwater – Surface Water Interaction Study Industrial / Aerospace, East Hartford, Connecticut

Conducted comprehensive groundwater and surface water interaction investigation and study of a chlorinated solvent groundwater plume migrating towards a water body at a large scale industrial / aerospace manufacturing facility. Obtained necessary wetlands permits, installed stream piezometers and surface water gauging stations, conducted groundwater sampling, and evaluated groundwater and surface water data and groundwater sampling data over a six-month period to evaluate groundwater conditions and determine compliance with Connecticut RSRs. Prepared report to include recommendations for additional investigations and risk evaluation.

In-Situ Chemical Oxidation Injection, Retail Petroleum, Retail gas station in Farmington, Connecticut

Performed treatment of petroleum impacted groundwater from a retail gas station in Farmington, CT with chemical oxidation injection of hydrogen peroxide, sodium persulfate and ozone. Petroleum release from a retail gas station, petroleum impacts in groundwater, included diving petroleum plume. Remedial action included in installation of multiple levels of injection wells, including angle-drilled injection wells under a major road to inject chemical oxidants in the center of mass of the plume. Obtained temporary authorization and eventually an underground injection permit for the injection of hydrogen peroxide, sodium persulfate and ozone to remediate impacted groundwater at the site. Multiple injections performed at the site.

Site Investigation, Remedial Soil Excavation, Retail Petroleum, Retail gas station in Ridgefield, Connecticut

Investigate and remediate former retail gas station at property located in Ridgefield, CT. Reviewed historical documentation prepared by previous consultants and provided client with comprehensive evaluation of data and identification of data gaps. Prepared work plan for additional site investigations. Managed performance of subsurface investigations, reported Significant Environmental Hazard to DEP relating to groundwater impacts in the vicinity of potable supply wells. Prepared Remedial Action Plan for excavation of impacted soils, managed and oversaw excavation of impacted soils in former tank field, dispenser area, fuel oil UST and near former hydraulic lifts.

Site Investigation, Remedial Soil Excavation, Retail Petroleum, Retail gas station in New London, Connecticut

Investigate and remediate former retail gas station as part of ongoing Consent Order investigation in New London, CT. DEP Consent Order site from 1980s, performed additional subsurface delineation investigations at offsite properties. Prepared remedial action plans for both petroleum impacts migrating offsite, as well as for NAPL/used oil area remediation. Managed all facets of field and office tasks associated with the investigation and remediation activities. Primary contact with client and DEP. Coordinated with legal counsel for client, offsite property owners for access to perform work. Prepared and reviewed reports for project.

Divestment Assessments (Phase I/Phase II ESAs), Retail Petroleum, Virginia

Conducted Phase I and Phase II ESAs for the divestment of 55 retail petroleum sites in the Richmond and Virginia Beach areas, including the removal of underground storage tanks at 7 sites. Managed all facets of field and office tasks associated with the Phase I, Phase II and tank removal projects. Directed 3 to 4 geologist/scientist/engineering staff during performance of the investigations and remediation activities.

ATTACHMENT B

Signature Forms



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

RFQ #2020-45 Environmental Consulting Services

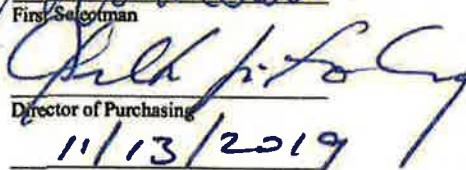
TOWN OF FAIRFIELD
PURCHASING AUTHORITY
725 OLD POST ROAD
INDEPENDENCE HALL
FAIRFIELD, CT 06824.

Date Submitted December 5, 2019.

SEALED BIDS are subject to the standard
instructions set forth on the attached sheets.

Any modifications must be specifically
accepted by the Town of Fairfield,
Purchasing Authority.


First Selectman


Director of Purchasing

11/13/2019
Date

Bidder:

Loureiro Engineering Associates, Inc.
Doing Business As (Trade Name)

100 Northwest Drive
Address

Plainville, CT 06062
Town, State, Zip

Mr. David Fiereck, Sr. Vice President
(Mr/Ms) Name and Title, Printed


Signature

860.747.6181
Telephone

860.747.8822
Fax

dfiereck@loureiro.com
E-mail

Sealed bids will be received by the Purchasing Authority at the office of the Director of Purchasing,
First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

2:00pm, Thursday, 5th December, 2019

To provide qualifications for engineering firms to partner with the Town Of Fairfield to provided environmental
consulting services for multiple-project contracts on an as needed basis as detailed in the attached specifications.

NOTES:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company/affiliate or entity under common control who is in arrears to the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Fairfield, and shall be determined by the Town.
3. Proposals are to be submitted in a sealed envelope and clearly marked "RFQ #2020-45" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. Proposals are not to be submitted with plastic binders or covers, nor may the bid proposal contain any plastic inserts or pages.

SAMPLE OF FORM MATRIX THAT THE TOWN WILL BE USING FOR RESPONDENT SELECTION

Town of Fairfield

RESPONDENT SELECTION FORM for RFP Environmental Consulting Services

INDIVIDUAL RESPONDENT RATING FORM

(Reproduce this form for each Selection Committee Member to complete for each Respondent reviewed)

Project: Environmental Consulting Services

Municipality: Town of Fairfield of Connecticut

Respondent: Loureiro Engineering Associates, Inc.

<u>Criteria</u>	<u>Maximum Points</u>	<u>Point Rating</u>
Specialized experience and technical competence	40	
Capacity and capability to perform the work within the allotted time and competitive budget	30	
Past record of performance on Contracts with the Municipality and other clients with respect to such factors as control of costs, quality of work and cooperation with the client. Include sub-Respondent(s)	20	
Experience working in compliance with Federal, State and local Municipalities, specifically permitting with CT Department of Energy and Environmental Protection (CTDEEP), CT Department of Health (CTDPH), US Environmental Protection Agency (EPA)	10	
Total Points	100	

Signed:  Date: December 5, 2019

Name David Fiereck, Senior Vice President
(print)

ATTACHMENT C

Fee Schedule

FEE PROPOSAL FORM

PROPOSAL TO: Town of Fairfield, Purchasing Department
First Floor, Sullivan Independence Hall
725 Old Post Road, Fairfield, Connecticut 06824

I, David Fiereck on behalf of Loureiro Engineering Associates, Inc. have received the following contract documents,

1. BID Document #2020-45,
2. Posted addenda (if any) numbered 1 thru 1, posted at www.fairfieldct.org/purchasing.htm

and have included their provisions in my Proposal. I shall provide all labor, materials, equipment, technical service, insurances, warranties, applicable taxes and licenses, etc, to supply and deliver materials as specified:

1. Subcontractor Management Fees % markup 0
2. Equipment Rental Rates: Indicate usage fees of commonly used site assessment equipment expected to be rented by the consultant, list the anticipated rental charge (daily/weekly). Include mobilization and de-mobilization charges.
3. Laboratory and Analytic Fees: Please list unit analytical costs at the firm's preferred laboratory for soil and water samples of common chemical groupings (tested in accordance with specified EPA and CTDEEP test methods including proper QA/QC requirements).

VOCs	\$ <u>75.00</u> /sample
SVOCs	\$ <u>150.00</u> /sample
BNs	\$ <u>125.00</u> /sample
PAHs	\$ <u>100.00</u> /sample
PCBs	\$ <u>60.00</u> /sample
RCRA 8 Metals (Total)	\$ <u>80.00</u> /sample
RCRA 8 Metals (TCLP)	\$ <u>120.00</u> /sample
RCRA 8 Metals (SPLP)	\$ <u>120.00</u> /sample
ETPH	\$ <u>55.00</u> /sample
Priority Pollutant Metals	\$ <u>110.00</u> /sample
Hexavalent Chromium	12.00 (Water) \$ <u>40.00</u> (Soil) /sample
Asbestos	\$ <u>12.00</u> /sample

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions of which he/she is aware, either directly or by notification from any sub-bidder or material supplier found in the Contract Documents are listed herewith in this Bid Form.

David Fiereck, Senior Vice President
Name and Title of Authorized Representative (Printed)


Signature

12/05/2019
Date



Hourly Rate Schedule

Category	Rate
Engineering & Consulting Services	
Expert Witness	\$300.00
Senior Principal	\$250.00
Principal/Officer	\$215.00
Technical Director	\$185.00
Senior Project Manager	\$185.00
Project Manager	\$165.00
Senior Project Engineer/ Hydrogeologist/Scientist	\$140.00
Project Engineer/ Hydrogeologist/Scientist	\$125.00
Senior Engineer/Hydrogeologist/Scientist	\$115.00
Engineer/Hydrogeologist/Scientist	\$105.00
Engineer I/Hydrogeologist I/Scientist I	\$95.00
Lab/Data Validation Manager	\$115.00
Chemist	\$80.00
Landscape Architecture Services	
Principal Landscape Architect	\$140.00
Senior Project Director, Landscape Architect	\$120.00
Project Director, Landscape Architect	\$100.00
Landscape Architect I	\$85.00
Landscape Architect II	\$75.00
LA Draftsman	\$65.00
Survey Services	
Survey Support	\$125.00
Production Technician	\$105.00
Survey Crew (2 Person)	\$175.00
Surveyor (w/robotic/GPS)	\$145.00
CADD/Support Services	
CAD Manager	\$125.00
Senior Designer/CAD Operator	\$97.50
Designer/CAD Operator	\$90.00
Senior Technician	\$75.00
Technician	\$65.00
Administrative Support	\$60.00

Reimbursable Expenses

Unless otherwise specified, expenses should be billed as follows:

1. Subcontracted services including production printing and equipment rentals will be billed at cost plus 15%.
2. Transportation will be billed at the IRS approved rate for personal vehicles plus 15%. Non-local travel expenses and per diem cost will be billed at cost plus 15%.
3. Application fees, permit fees and bond fees will be billed at cost plus 15%.
4. In-house printing and copying will be billed at the following rates:
 - Large Format Plots/Prints
 - Black & White - \$0.75/s.f.
 - Color - \$1.75/s.f.
 - Mylar - \$9.00/s.f.
 - Meeting Exhibits
 - Matte Bond - \$2.00/s.f.
 - Gloss Bond - \$3.00/s.f.
 - Reports
 - B&W - \$0.05/page
 - Color - \$0.10/page
5. Supplementary equipment, material, and company-owned vehicles will be billed at itemized unit prices. A schedule of unit prices is available upon request

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY



Town of Fairfield

**Sullivan Independence Hall
725 Old Post Road**

**Fairfield, Connecticut 06824
Purchasing Department**

**(203) 256-3060
FAX (203) 256-3080**

Award Recommendation Resolution:

On Friday, 16 June 2022, the Purchasing Authority recommended an award of bid number 2022-202 Roof Replacement for the Salt Dome, to Streamline Roofing, Stratford, CT, for the lump sum amount of \$69,999.00 to provide labor, materials, equipment, and all else necessary to perform the roof replacement project for the salt dome located at the Public Works Yard, 899 Richard White Way, based on the bid specifications.

The award of this contract to Streamline Roofing may be subject to the review and approval of the Board of Selectman.

Brenda L. Kupchick, First Selectwoman

Gerald J. Foley, Director of Purchasing

SERVICE AGREEMENT

This AGREEMENT, made this day of 21 June 2022, by and between the **TOWN OF FAIRFIELD**, in the County of Fairfield, a municipal Corporation of the State of Connecticut (hereinafter "**TOWN**"), and **STREAMLINE ROOFING**, a Connecticut Corporation with its principal place of business at 1410 Stratford Ave, Stratford, CT, (hereinafter "**CONTRACTOR**").

WITNESSETH, that for and in consideration of the premises and the agreement herein contained, and the payments herein provided to be made, the parties hereto agree as follows:

FIRST: Statutes.

The Contractor agrees to accept and abide by the provisions of Title 31, Section 53 of the 1965 Supplement to the General Statutes, State of Connecticut, which require "The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (h) of this section, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day."

The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (b) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the Contractor agrees to comply with each

provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (e) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (d) the Contractor agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

SECOND: Engagement and Authorization.

Subject to the terms and conditions set forth in this Agreement, Town does hereby engage and authorize Contractor — and Contractor does hereby accept such engagement and authorization, as an independent contractor for Town — to construct the Construction Project, as here in defined, and to manage such construction for Town. The Contractor further covenants and agrees at its own proper cost, charge, and expense to furnish all machinery, appliances, tools, labor and materials necessary or proper to do all the work necessary to construct all the works equipment and fixtures, appurtenant thereto, as set forth in the Contractor's proposal, annexed hereto, as Exhibit A and known as PURCHASE ORDER FY 2022, and as described in the Invitation to Bid #2022-202 Plans and Specifications, attached hereto as Exhibit B, made and prepared by the Town of Fairfield Purchasing Department, in the County of Fairfield; and in the Contract Documents, as defined below in this Contract, which are incorporated by reference and wholly made a part of this Contract to the same extent as though the same were herein expressly written, in a first-class workmanlike manner, and in strict accordance with the plans, drawings and specifications therefore, invitation for bid, and the Contractor's proposal all of which plans, drawings, specifications, invitation to bid, proposal, award resolution and other Contract Documents. Such work will be performed under the supervision of the Responsible Town Official (herein "RTO"),

who for the purposes of this Contract, shall be the Director of Public Works of the Town of Fairfield and/or his appointed agent.

THIRD. In consideration of the Contractor faithfully complying with all the terms and stipulations of this Contract as set forth herein, or in the plans and specifications therefore, advertisement, proposal and other Contract Documents, the Town of Fairfield covenants and agrees to pay the said Contractor at the time and times, and in the manner more particularly set forth in the General Conditions as accepted in the bid submission attached hereto as Exhibit C.

FOURTH. The Contractor agrees to indemnify, defend and hold harmless the Town of Fairfield, its employees, agents and servants from any and all claims or demands for damages or injuries to either person or property which arise or may arise out of the performance of this contract, and shall indemnify and insure the Town of Fairfield in the manner more particularly set forth in the Insurance Requirements attached herein as Exhibit D, which are made part of this Contract.

FIFTH. The term "Contract Documents" shall mean and include the following:

Advertisement for Bid

1. Instructions to Bidders
2. Bid Proposal
3. All Contract Forms:
 - a. Bid Bond
 - b. Certificate of Surety
 - c. Statement of Compliance with Bidding Requirements
 - d. Contract
 - e. Acknowledgement of Officer of Town Executing Contract
 - f. Acknowledgement of Corporate Contractor
 - g. Acknowledgement of Contractor, if an Individual
 - h. Performance and Labor and Material Bond
 - i. Certificate of Insurance
 - j. Non-Collusion Affidavit of Prime Bidder
 - k. Non-Collusion Affidavit of Subcontractor
 - l. Notice of Award
 - m. Notice to Proceed
 - n. Change Orders
 - o. Town of Fairfield, Standard Insurance Requirements
4. General Conditions
5. Supplemental General Conditions
6. Special Conditions
7. Contract Specifications

IN WITNESS WHEREOF, the Town Council of the Town of Fairfield, in the County of Fairfield has authorized the Corporate Seal of the Town of Fairfield to be hereto affixed and this Contract to be signed by the Purchasing Authority and that same attested to by the Town Clerk and the

Contractor has caused this Contract to be signed by its duly authorized officer, and its corporate seal to be hereunto affixed on the day and year first above written.

TOWN OF FAIRFIELD

By_____

Its: _____

Date: _____, 2022

By_____

Its: _____

Date: _____, 2022

STREAMLINE ROOFING

By_____

Its:

Date: _____, 2022

EXHIBIT A
PURCHASE ORDER FY 2022

EXHIBIT B
INVITATION TO BID #2022-202

EXHIBIT C
CONTRACTOR'S BID SUBMISSION

EXHIBIT D
CERTIFICATE OF INSURANCE



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road

Fairfield, Connecticut 06824
Purchasing Department

(203) 256-3060
FAX (203) 256-3080

BID #2022-202 Roof Replacement at the Salt Dome

TOWN OF FAIRFIELD
PURCHASING AUTHORITY
725 OLD POST ROAD
INDEPENDENCE HALL
FAIRFIELD, CT 06824.

Date Submitted 6/17/22 2022

SEALED BIDS are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Fairfield, Purchasing Authority.

Bidder:

Streamline Roofing Services LLC
Doing Business As (Trade Name)

1416 Stratford Ave Stratford CT
Address

Stratford CT 06615
Town, State, Zip

Tim Philbin
(Mr/Ms) Name and Title, Printed

Signature

475-889-0353
Telephone Fax

tim@streamlineroofing.com
E-mail

Thomas R. B...
First Selectwoman
[Signature]
Director of Purchasing
06/03/2022
Date

Sealed bids will be received by the Purchasing Authority at the office of the Director of Purchasing, First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

11:00am, Friday, 17th June, 2022

To provide labor, materials, equipment and all else necessary to perform a roof replacement at the Salt Dome as detailed in the attached specifications.

NOTE:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company/affiliate or entity under common control who is in arrears to the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Fairfield, and shall be determined by the Town.
3. Bid proposals are to be submitted in a sealed envelope and clearly marked "BID 2022-202" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. It is the sole responsibility of the bidder to see that the bid is received by the Fairfield Purchasing Department prior to the time and date noted above. Bid proposals are not to be submitted via email or fax.
5. Bid proposals are not to be submitted with plastic binders or covers, nor may the bid proposal contain any plastic inserts or pages.

REVISED BID PROPOSAL FORM

PROPOSAL TO: Town of Fairfield, Purchasing Department
First Floor, Sullivan Independence Hall
725 Old Post Road, Fairfield, Connecticut 06824

I, Streamline Roofing Services LLC have received the following contract documents,

1. BID Document #2022-202,
2. Posted addenda (if any) numbered 1 thru 2, posted at www.fairfieldct.org/purchasing.htm

and have included their provisions in my Proposal. I shall provide all labor, materials, equipment, technical service, insurances, warranties, applicable taxes and licenses, etc, to supply and deliver materials as specified:

Base Bid

Lump sum for all work involved:

\$ 69,999

Brand of Materials Specified:

GAF Royal Sovereign

Allowance for Replacement of Vinyl Siding (included in base bid)

\$ 8,767

Unit Costs

Replacement of 1/2 Inch plywood:

\$ 109 / Sheet

Replacement of 2 x 6 joists/framing:

\$ 3.5 / LF

Replacement of damaged aluminum drip edge at base of building

\$ 5.5 / LF

Alternate Item #1

To complete all work involved for the Base Bid roof replacement with alternate shingle brand:
GAF Timberline Natural Shadow Slate Algae Resistant Architectural Shingles, or Owner

Approved Equal:

\$ 69,999

Brand of Materials Specified:

GAF HD2

The Town has the right to add or remove items and/or quantities from this bid. Unbalanced bids will not be accepted.

The Town of Fairfield reserves the right to award the bid with multiple items:

- a) To more than one bidder, based on meeting the item(s) specification, cost, availability, or any combination of these criteria;
- b) To a single bidder who meets the specifications for all items, and offers the best combination of lowest cost, best availability, and broadest product range;
- c) May add, subtract or delete any item and/or quantity as deemed in the best interest of the Town.
- d) All pricing shall include the cost of labor, materials, equipment, tools, mobilization, incidentals, delivery, (where not waived by the Town), licenses, overhead and profit, taxes (except from which the Town is exempt) and insurances.

CHECKLIST

The following must be submitted with proposal:

- ☒ Cover page, completed and signed.
- ☒ Addenda acknowledged per Item 2 on Bid Proposal Form, or
- ☒ Signed and submitted with modified pricing if requested.
- ☒ List of references where projects performed of comparable size and scope within the past three years.
- ☒ Schedule of values.
- ☒ Bid Bond
- ☒ List of all sub-contractors identifying each trade, hourly rates, and Tax ID number.

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions of which he/she is aware, either directly or by notification from any sub-bidder or material supplier found in the Contract Documents are listed herewith in this Bid Form.

Tim Philbin - Manager

Name and Title of Authorized Representative (Printed)



Signature

6/16/22

Date



Bid Bond

CONTRACTOR:

(Name, legal status and address)

Streamline Roofing Services, LLC

26 Mill River Road
Fairfield, CT 06824

OWNER:

(Name, legal status and address)

Town of Fairfield

725 Old Post Road
Fairfield, CT 06824

SURETY:

(Name, legal status and principal place of business)

The Ohio Casualty Insurance Company
175 Berkeley Street
Boston, MA 02116

MAILING ADDRESS FOR NOTICES:

Liberty Mutual Surety Claims
P.O. Box 34526
Seattle, WA 98124

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% of Bid Amount Five Percent of Bid Amount

PROJECT:

(Name, location or address, and Project number, if any)

Bid #2022-202 Roof Replacement at Salt Dome

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 14th day of June, 2022.


(Witness) Jessica Teed

Streamline Roofing Services, LLC
(Contractor as Principal)


(Title) President (Seal)


(Witness) Cheryl C. May

The Ohio Casualty Insurance Company
(Surety)


(Title) Todd A. Stein - Attorney in Fact



BID-0014237

Init.

Liberty Mutual Surety vouches that the original text of this document conforms exactly to the text in **AIA Document A310-2010 Edition Bid Bond**.



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Principal: Streamline Roofing Services, LLC

Agency Name: Brunswick Insurance Agency Inc.

Bond Number: BID-0014237

Obligee: Town of Fairfield

Bid Bond Amount: (5% of Bid Amount) Five Percent of Bid Amount

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint **Todd A. Stein** in the city and state of **Cleveland, OH**, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By:

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 14th day of June, 2022.



By:

Renee C. Llewellyn, Assistant Secretary



STATE OF CONNECTICUT

INSURANCE DEPARTMENT

This is to Certify, that Ohio Casualty Insurance Company (The)

having complied with the laws of the State of Connecticut, is licensed to transact in this state until the first day of May 2022, unless this license be sooner revoked, the lines of insurance numbered:

01 02 03 04 05 07 08 09 10 11 12 13 14 15 16 17

- | | |
|--|-------------------------------------|
| 1. Fire, Extended Coverage, and Other Allied Lines | 16. Burglary and Theft |
| 2. Homeowners Multiple Peril | 17. Boiler and Machinery |
| 3. Commercial Multiple Peril | 18. Credit |
| 4. Earthquake | 19. Reinsurance |
| 5. Growing Crops | 20. Life Non-Participating |
| 6. Ocean Marine | 21. Life Participating |
| 7. Inland Marine | 22. Variable Life Non-Participating |
| 8. Accident and Health | 23. Variable Life Participating |
| 9. Workman's Compensation | 24. Variable Annuities |
| 10. Liability other than Auto (B. I. and P.D.) | 25. Title |
| 11. Auto Liability (B. I. and P.D.) | 26. Fraternal Benefit Society |
| 12. Auto Physical Damage | 27. Mortgage Guaranty |
| 13. Aircraft (All Perils) | 28. Health Care Center |
| 14. Fidelity and Surety | 29. |
| 15. Glass | 30. |

Witness my hand and official seal, at Hartford,

this 1 day of May 2021

Insurance Commissioner

Certificate of Authority and Compliance

www.ct.gov/cid

P. O. Box 816 Hartford, CT 06142-0816

An Equal Opportunity Employer



THE OHIO CASUALTY INSURANCE COMPANY
FINANCIAL STATEMENT — DECEMBER 31, 2021

Assets		Liabilities	
Cash and Bank Deposits.....	\$134,628,410	Unearned Premiums	\$1,457,114,535
*Bonds — U.S Government.....	1,015,453,874	Reserve for Claims and Claims Expense	4,044,665,363
*Other Bonds	4,501,743,412	Funds Held Under Reinsurance Treaties	0
*Stocks.....	268,876,063	Reserve for Dividends to Policyholders.....	276,207
Real Estate.....	0	Additional Statutory Reserve.....	0
Agents' Balances or Uncollected Premiums	812,483,102	Reserve for Commissions, Taxes and	
Accrued Interest and Rents.....	33,044,141	Other Liabilities.....	460,636,079
Other Admitted Assets	1,691,401,219	Total.....	\$5,962,692,184
		Special Surplus Funds.....	\$ 28,510,778
		Capital Stock.....	4,500,000
		Paid in Surplus.....	738,183,897
		Unassigned Surplus	1,730,043,502
		Surplus to Policyholders.....	2,501,238,177
Total Admitted Assets	<u>\$8,463,930,361</u>	Total Liabilities and Surplus.....	<u>\$8,463,930,361</u>



* Bonds are stated at amortized or investment value; Stocks at Association Market Values.
The foregoing financial information is taken from The Ohio Casualty Insurance Company's financial statement filed with the state of Ohio Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of The Ohio Casualty Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2021, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 8th day of March, 2022.

T. Mikolajewski

Assistant Secretary

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

(Instructions on reverse side)

PAGE ONE OF 2 PAGES

CONTRACTOR: Streamline Roofing Services, LLC
1410 Stratford Ave.
Stratford, CT 06615

PROJECT:
899 Richard White Way
Fairfield, CT 06824
Roof Replacement at the Salt Dome

APPLICATION NUMBER:
PERIOD TO:
PROJECT NOS.:
APPLICATION DATE:
CONTRACT DATE:

Distribution to:
☒ OWNER
☐ CONSTRUCTION
MANAGER
☐ ARCHITECT
CONTRACTOR

SUBCONTRACTOR:

SCHEDULE OF VALUES - NOT AN INVOICE

CONTRACT FOR: Roof Replacement at the Salt Dome - Bid #2022-202

VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

Fairfield Purchasing Authority

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1.	ORIGINAL CONTRACT SUM	\$69,999.00
2.	Net Change By Change Orders.....	\$0.00
3.	CONTRACT SUM TO DATE (Line 1 + 2).....	\$ 69,999.00
4.	TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$0.00
5.	RETAINAGE:	
a.	7% of Completed Work (Columns D & E on G703)	\$0.00
b.	7% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6.	TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$0.00
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$0.00
8.	CURRENT PAYMENT DUE	\$0.00
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ -

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR: Streamline Roofing Services, LLC. 26 Mill River Rd. Fairfield, CT 06824

BY: _____ DATE: _____

State of: _____ County of: _____
Subscribed and sworn before me this _____ day of _____ 20____
Notary Public:
My Commission Expires: _____

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ -

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.).

CONSTRUCTION MGR:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



STREAMLINE

Roofing Services

REFERENCES & PROJECTS

Client 1:

Organization Name: Greenwich Public Schools
Contact Name: Eugene Watts
Service Dates: August 2015-September 2018
Project(s): Old Greenwich School, North Mianus School, Julian Curtiss Elementary School
Contract Amount: \$223,000.00-\$610,000.00
Phone Number: (203) 625-7200
Email: eugene_watts@greenwich.k12.ct.us

Client 2:

Organization Name: Gill & Gill Architects
Contact Name: Richard Todd
Service Dates: September 2018
Project(s): St. Lukes Rectory and Parish House. Cedar Roof Replacement
Contract Amount: \$299,000.00
Phone Number: (203) 831-8808
Email: r.todd@gillandgill.com

Client 3:

Organization Name: DRA Architects
Contact Name: Angela Cahill
Service Dates: September 2017
Project: South Windsor Shool Roof Replacement
Contract Amount: \$260,000.00
Phone Number: (860) 644-8300 ext 151
Email: acahill@draws.com

Client 4:

Organization Name: South Windsor Public Schools
Contact Name: Paul Hankard
Service Dates: September 2017
Project: South Windsor Shchool Roof Replacement
Contract Amount: \$260,000.00
Phone Number: (860) 291-1220
Email: phankard@swindsor.k12.ct.us

Client 5:

Organization Name: Fuller & D'Angelo Associates
Contact Name: Joseph Fuller
Service Dates: July 2017-September 2018
Project(s): Julian Curtiss Elementary School (Phases 1 & 2)
Contract amount: \$585,000-\$610,000.00
Phone Number: (914) 592-4444
Email: josephf@fullerdangelo.com

Client 6:

Organization Name: A. Pappajohn Company
Contact Name: Bryon Hollick
Service Dates: 2015 Project(s): Several, including Maplewood Bethel
Contract amount: \$375,000.00
Phone Number: (203) 223-7870
Email: bryon.holick@apappajohn.com

Client 7:

Organization Name: A. Pappajohn Company
Contact Name: John Marcinczyk
Service Dates: 2016
Project(s): 1950, 1958, and 364 Post Rd Darien
Contract amount: \$80,000.00 - \$150,000.00
Phone Number: (203) 525-5227
Email: john.marcinczyk@apappajohn.com

Client 8:

Organization Name: BPD Roof Consultants
Contact Name: Bruce Darling
Service Dates: 2016
Project(s): North Mianus School
Contract amount: \$300,000.00
Phone Number: (860) 836-5246
Email: bruce@bpdrci.com

Fairfield Beach road Pump Station upgrade – Design only

Project cost \$300,000

Town Share – None

1. BACKGROUND – Fairfield Beach road pump station was constructed in 1959 and is the first pumping station built in town. The station has had the pumps replaced in 2016; control panel was done in the late 90's and a force main repair in 2010, due to corrosion and wear. The internal piping, electrical equipment and structural components for stairs and ladders are original. A storm water pumping station was added to the grounds as well, to alleviate road flooding during high tides and storms, powered by station electric service and generator.
2. PURPOSE - To upgrade and replace aged equipment and structural components of the station and force main to ensure continued and uninterrupted service to a critical part of sewer system near Long Island sound, to include protecting from flooding during major weather events.
3. DETAILED DESCRIPTION OF PROPOSAL – Upgrade electrical and mechanical equipment below the 3ft + 100-year base flood elevation, as well as checking the existing structure to withstand the 100-year flood event. Replace the mid- level floor structure with steel framing and grating, replace hatches and ladders to present day safety standards. Replace the 2 existing pumps, piping, valves and control system. Add a third pump to the system with an included pump by-pass provision that is accessible from ground level. Replace the stand-by generator with a new natural gas/propane fueled generator at an elevation to protect from flooding. Upgrade the wet well and dry well ventilation system. Replace the existing 14-inch force main with new.
4. RELIABILITY OF COST ESTIMATE – Cost estimate in 10 out of 10. This is for design only.
5. INCREASED EFFICIENCY AND PRODUCTIVITY – Building will be up to code with the latest energy efficient pumps and controls. New piping and building upgrades will ensure long service life and protection from storms that could cause environmental impacts.
6. ADDITIONAL LONG RANGE COST – Maintenance of the station will be bore by the WPCA out of the operating budget.
7. ADDITIONAL USE OR DEMAND ON EXISTING FACILITIES – NONE
8. ALTERNATES TO THIS REQUEST – No other alternatives other than upgrade to existing structure and equipment.
9. SAFETY AND LOSS CONTROL – Safety will be improved to the building, equipment, personnel and the environment upon completion.
10. ENVIROMENTAL CONSIDERATIONS – Will be addressed in construction documents and plans to properly protect Long Island Sound.
11. INSURANCE – All selected participants will be required to carry the necessary insurance as directed by the Town of Fairfield
12. FINANCING – Funded by the WPCA fund balance.
13. OTHER CONSIDERATIONS – None
14. APPROVALS -

WPCA June 15,2022

BOS _ TBD

BOF _ TBD

RTM_TBD

Due to the Draft Minutes not yet posted, Vice-Chair Joseph D'Avanzo provided the voting language for Item 3c that was made at the 06/15/22 WPCA meeting.

Meeting Recording: [Water Pollution Control Authority 06/15/22 - YouTube](#)

**TOWN OF FAIRFIELD
WATER POLLUTION CONTROL AUTHORITY
NOTICE OF REGULAR MEETING**

The WPCA regular meeting was held both via Webex and In-Person in the First Floor Conference Room in Independence Hall, 725 Old Post Road, Fairfield, CT, on Wednesday, June 15, 2022 at 7:30 pm.

DRAFT MINUTES

Members Present: Chair Mark Elletson, Vice-Chair Joseph D'Avanzo, Matt Manchisi, Chris Steiner, Ron Drew (virtually)

Members Absent: Nancy Lefkowitz, Tom McCarthy

1. Call to Order

3. New Business

c. Discuss and approve \$3,500,000 required for the design and upgrade of the Fairfield Beach road pump station and force main.

Joe D'Avanzo made a motion to approve up to \$300,000 for the design of the Fairfield Beach Road Pump Station and Force Main. Matt Manchisi seconded the motion which carried unanimously.

7. Adjourn

Respectfully submitted,

**Joe D'Avanzo
Vice Chair**

RESOLUTION AUTHORIZING APPROPRIATION OF FIFTEEN MILLION DOLLARS (\$15,000,000) TO REFUND CERTAIN OF THE TOWN'S OUTSTANDING BONDS AND AUTHORIZING THE ISSUANCE OF REFUNDING BONDS TO FINANCE SUCH APPROPRIATION

Resolved:

1. That the Town of Fairfield (the "Town") appropriate FIFTEEN MILLION DOLLARS (\$15,000,000) to fund the redemption and the payment, in whole or in part, determined by the Committee designated below, of the outstanding principal, accrued interest and any call premium on all or any portion of any issue of the Town's General Obligation Bonds including, but not limited to the Town's General Obligation Bonds, Issue of 2012 and the Town's General Obligation Bonds, Issue of 2014 (the "Refunded Bonds"), together with the costs of any applicable consultants' fees, financial advisory fees, legal fees, escrow fees, trustee's or agent's fees, investment fees, verification fees, underwriters' fees, net temporary interest and other financing or transactional costs, and other expenses related to the payment or redemption of such bonds for the purposes of refunding them.
2. To finance such appropriation, the Town will issue its serial refunding bonds (the "Refunding Bonds") under its corporate name and upon the full faith and credit of the Town in an amount not to exceed FIFTEEN MILLION DOLLARS (\$15,000,000) for the payment, in whole or in part, at or prior to maturity, as determined by the Board of Selectmen, the Treasurer and the Chief Fiscal Officer of the Town, of the principal, interest and call premium on the Refunded Bonds and the costs related to such refunding.
3. The Board of Selectmen, the Treasurer and the Chief Fiscal Officer of the Town are hereby appointed a committee (the "Committee") with full power and authority to cause said Refunding Bonds to be sold, issued and delivered; to determine their form, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon; to determine whether the interest rate on any series will be fixed or variable and to determine the method by which the variable rate will be determined, the terms of conversion, if any, from one interest rate mode to another or from fixed to variable; to set whatever other terms of the bonds they deem necessary, desirable or appropriate; to select the maturities of the Refunded Bonds to be refunded; to establish a reserve, escrow or similar fund for the payment of the Refunded Bonds; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the Refunding Bonds, and to designate bond counsel and escrow agent and to do or cause to be done all other acts that are necessary or appropriate to issue the Refunding Bonds all in accordance with the Connecticut General Statutes and any other law which may be applicable.

4. The Committee shall have all appropriate powers under the Connecticut General Statutes, including Chapter 748 (Registered Public Obligations Act and Chapter 109 (Municipal Bond Issues) to issue, sell and deliver the Refunding Bonds at a public or private sale and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and under rules of the Securities and Exchange Commission, and other applicable laws and regulations of the United States, to provide for issuance of the Refunding Bonds in taxable or tax-exempt form and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the Refunding Bonds in order that the interest on the Refunding Bonds be and remain exempt from Federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations, the filing of information reports as and when required, and the execution of Continuing Disclosure Agreements for the benefit of the holders of the Refunding Bonds.
5. The net proceeds of the sale of the Refunding Bonds, after payment of costs of issuance, shall be deposited in an irrevocable escrow or similar account and invested in appropriate legal investments including, but not limited to non-callable direct obligations of, or obligations guaranteed by, the United States of America, or any other investments permitted by Section 7-400 of the Connecticut General Statutes, all of which shall not be callable or pre-payable, the principal of and interest on which, when due, shall be in an amount sufficient to pay the principal of, interest and redemption premium, if any, on the Refunded Bonds at maturity, or to redeem the Refunded Bonds at the redemption price prior to maturity, pursuant to the plan of refunding. The Committee is further authorized to appoint a verification agent to verify the sufficiency of the escrow investments and to execute and deliver any and all escrow and other agreements necessary to provide for the payment when due of the principal of and interest and redemption premium, if any, on the Refunded Bonds.
6. The Refunding Bonds may be designated "Refunding Bonds" or other designation selected by the Committee and may be issued in one or more series; may be consolidated as part of the same issue with other bonds of the Town; and shall have a final maturity date not later than permitted by statute. Interest on the Refunding Bonds shall be payable semiannually or annually. The Refunding Bonds shall be signed on behalf of the Town by at least a majority of the Board of Selectman and the Town Treasurer, and shall bear the seal of the Town. The signing and the imposition of the Town's seal on the Refunding Bonds may be by facsimile as provided by statute.
7. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the Refunding Bonds in accordance with the provisions of the Connecticut General Statutes and the laws of the United States.

REFUNDS SUBMITTED FOR APPROVAL
6/13/2022

<u>Name</u>	<u>List No.</u>	<u>Tax</u>	<u>Interest</u>	<u>DMV</u>	<u>Bill</u>	<u>Reason</u>
<u>2020 REAL ESTATE</u>						
DURTEX INVESTMENTS LLC	2020 01 09041	\$3,862.19				OVERPAID IN ERROR
CARUSO JOHN L & KELLY E	2020 01 10825	\$2,995.32				OVERPAID IN ERROR
WRIGHT LAW OFFICES	2020 01 11564	\$1,966.81				OVERPAID IN ERROR
MONTANARO WENDY B	2020 01 12457	\$1,953.76				OVERPAID IN ERROR
KOHARI ANDREW J & KATHERINE	2020 01 19982	\$4,463.89				OVERPAID IN ERROR
TOTAL		<u>\$15,241.97</u>				
<u>2020 MOTOR VEHICLE</u>						
CCAP AUTO LEASE LTD	2020 03 56543	\$608.37				OVERPAID DUE TO ADJUSTMENT
DAIMLER TRUST	2020 03 59004	\$262.02				OVERPAID DUE TO ADJUSTMENT
GAGNER JOSEPH L	2020 03 64820	\$17.49				OVERPAID IN ERROR
JP MORGAN CHASE BANK NA	2020 03 70977	\$234.51				OVERPAID DUE TO ADJUSTMENT
JP MORGAN CHASE BANK NA	2020 03 71068	\$248.42				OVERPAID DUE TO ADJUSTMENT
NOLAN MICHELLE M	2020 03 80576	\$63.81				OVERPAID DUE TO ADJUSTMENT
PALIK BURHANETTIN	2020 03 81638	\$124.66				OVERPAID DUE TO ADJUSTMENT
VW CREDIT LEASING LTD	2020 03 93768	\$50.38				OVERPAID DUE TO ADJUSTMENT
TOTAL		<u>\$1,609.66</u>				
<u>2020 PERSONAL PROPERTY</u>						
CHURCH HOUSING FOR FFLD	2020 02 30556	\$1,160.28				OVERPAID IN ERROR
HOME DEPOT THE	2020 02 31743	\$29,105.76				OVERPAID IN ERROR
MADWED REGINA	2020 02 35773	\$157.44				OVERPAID IN ERROR
DEMAIO CAROLO A	2020 02 37264	\$14.57				OVERPAID DUE TO ADJUSTMENT
TOTAL		<u>\$30,438.05</u>				
<u>2020 SEWER USE</u>						
RANGA INDY	2020 08 05537	\$1,702.92	\$ 89.40			OVERPAID DUE TO ADJUSTMENT
108 NEW ENGLAND AVENUE LLC	2020 08 10026	\$150.00				OVERPAID IN ERROR
STYMACKS ELIZABETH A	2020 08 15482	\$1,169.27				OVERPAID DUE TO ADJUSTMENT
TOTAL		<u>\$3,022.19</u>	<u>\$ 89.40</u>			
<u>2019 REAL ESTATE</u>						
RICCIO MATTHEW	2019 01 02310	\$1,619.79				PAID IN ERROR
GAGNER BARBARA & JOSEPH	2019 01 06343	\$1,546.65				PAID IN ERROR
TOTAL		<u>\$3,166.44</u>				
<u>2019 MOTOR VEHICLE</u>						
INSTALLATION COMPANY INC	2019 03 70727	\$205.48				OVERPAID DUE TO ADJUSTMENT
STRIULI JANET	2019 03 90547	\$21.71				OVERPAID IN ERROR
TOTAL		<u>\$227.19</u>				
<u>2019 PERSONAL PROPERTY</u>						
FAIRFIELD DENTAL ASSOCIATES	2019 02 30527	\$134.35				OVERPAID IN ERROR
HOME DEPOT THE	2019 02 31743	\$12,283.08				OVERPAID IN ERROR
LENCI ASSOCIATES	2019 02 32735	\$146.54				OVERPAID IN ERROR
J C PROCTOR ASSOCIATES	2019 02 34627	\$21.70				OVERPAID IN ERROR
NEWTOWN MED AESTHETICS	2019 02 37534	\$174.68				OVERPAID IN ERROR
KRAVITZ ALLISON TYNAN MSW	2019 02 37789	\$62.42				OVERPAID IN ERROR

KP GARDEN LLC	2019 02 37840	\$27.00	OVERPAID IN ERROR
TOTAL		<u><u>\$12,849.77</u></u>	

2018 PERSONAL PROPERTY

BANK OF AMERICA NA	2018 02 30385	\$487.86	OVERPAID IN ERROR
EVANS TAMRA J	2018 02 34221	\$10.67	OVERPAID IN ERROR
TOTAL		<u><u>\$498.53</u></u>	

TOTAL TAX	\$67,053.80
TOTAL INTEREST	\$89.40
<u>GRAND TOTAL</u>	<u><u>\$67,143.20</u></u>