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## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
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STAMFORD, CONNECTICUT 06904-2152

## BOARD OF FINANCE REGULAR MONTHLY MEETING

**Thursday, March 14, 2024**

**Time: 7:00 p.m.**

***Via Zoom***

Please join the Board of Finance Webinar from your computer, tablet, or smartphone.

<https://us02web.zoom.us/j/81970904598>

or by telephone at 1-646-558-8656 – Meeting ID: 819 7090 4598

## **AGENDA**

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

### 1. **MINUTES**

Request for approval of Minutes of the following meeting:

02082024 Regular Monthly Meeting

03062024 Special Budget Meeting

Submitted by: Clerk, Board of Finance

2. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, Board of Education may provide a brief update on the BOE budget.

3. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND DIMEO-BISMARK – (RFP 2024.0122) -- CONSTRUCTION MANAGER FOR WESTHILL HIGH SCHOOL

This is a request for approval of a contract with Dimeo-Bismark to provide construction manager (CM) at risk services for the new Westhill High School located at 125 Roxbury Road. The existing Westhill High School will remain occupied for the length of the construction and then demolished upon substantial completion of the new building. The fee for preconstruction phase services shall be a lump sum of \$669,506.95. Pre-construction phase services include, but are not limited to, design document review, cost estimating, value management and reconciliation for three phases of design - Schematic Design, Design Development, and Construction Documents. Other services included in this lump sum are attendance at meetings, coordination with consultants, pre-bidding and bidding, and the development of the Guaranteed Maximum Price (GMP) proposal.

This contract does not yet include an accepted Guaranteed Maximum Price. A proposed Guaranteed Maximum Price Amendment shall be provided to the City after completion of construction documents and Dimeo-Bismark's public bidding for trade packages. Dimeo-Bismark shall prepare the Guaranteed Maximum Price proposal for the City's and Architect's review, and the City's acceptance. The City and Dimeo-Bismark will execute a GMP Amendment to this contract once the City accepts the GMP proposal and the fee for the Construction Phase will be 1.95% of the Cost of the Work based upon the Construction Budget of \$257,696,058. This contract shall terminate if the parties fail to agree upon a Guaranteed Maximum Price.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$669,506.95
<b>Submitted by:</b>	Katherine LoBalbo, Director of School Construction
<b>Attending:</b>	Katherine LoBalbo

4. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND BVH INTEGRATIVE SERVICES, A SALAS O'BRIEN COMPANY – (RFP 2024.0194) --COMMISSIONING AGENT SERVICES FOR WESTHILL HIGH SCHOOL

This is a request for approval of a contract with BVH Integrated Services, Inc., a Salas O'Brien Company, for commissioning agent services for the new Westhill High School project. BVH will provide commissioning agent services for the new Westhill High School, located at 125 Roxbury Road. Commissioning involves systematic processes to provide documented confirmation that building systems perform according to the criteria set forth in the design intent and satisfy the owner's operational needs. This is achieved by beginning in the design phase and documenting design intent and continuing through construction, acceptance and the warranty period with actual verification of performance. The commissioning process shall encompass and coordinate the traditionally separate functions of system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training. The existing Westhill High School will remain occupied for the length of the construction and be demolished upon substantial completion of the new building. The fee for these services is a lump sum of \$409,195 and an allowance totaling \$60,000 for additional systems testing during functional testing, peer reviews that require change to a system, and City directed additional services.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$409,195
<b>Submitted by:</b>	Katherine LoBalbo, Director of School Construction
<b>Attending:</b>	Katherine LoBalbo

5. REQUEST FOR APPROVAL OF A 1<sup>ST</sup> AMENDMENT TO THE CONTRACT BETWEEN THE CITY AND INFO QUICK SOLUTIONS, INC. – (RFP 859)

The City entered the original contract with IQS in September 2022. The fee for the land records and vital statistics recording system was \$5,150.00 per month. No Board approvals were required at that time. This 1st Amendment adds the service of backfile conversion of lands records (scanning). The estimated fee for this service is \$93,975, based on 313,250 units. A bid wavier was executed for this additional service because IQS eliminates the need to interface with a third party vendor. Board approvals are now required for the original contract and the 1st Amendment because fees will exceed \$100,000.00.

**Action Requested:** Approval of Contract and 1st Amendment  
**Amount:** over \$100,000  
**Submitted by:** Lyda Ruijter, City and Town Clerk  
**Attending:** Lyda Ruijter

6. REQUEST FOR ADDITIONAL APPROPRIATION –FY23/24 – GRANT – FEDERAL (FEMA EMPG-HAZMAT GRANT) – FIRE DEPARTMENT EDUCATION & TRAINING/NON-CAPITAL EQUIPMENT/INDIRECT COSTS

The Region 1 Emergency Management Performance Grant (EMPG) will expend funding on activities to meet the needs of the local region that will improve preparedness and safety in response to hazards and emergencies. Funding will be used for equipment, training, and administrative support. The activities to be implemented through the Region 1 EMPG funding will align with the national priorities and address the unique need of the region in relation to equity, climate resilience and readiness. This grant starts 10/01/2023 and ends 09/30/2025.

**Action Requested:** Approval of Appropriation  
**Amount:** \$76,500  
**Fund/Budget:** Grant (Federal - FEMA)  
**Submitted by:** Anita Carpenter, Grants Officer  
**Attending:** Anita Carpenter

7. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – GRANT – STATE (CONNECTICUT SUPPORTING ARTS GRANT) – MAYOR’S OFFICE -- CONTRACTED SERVICES -- MEDIA CONSULTANT / ADVERTISING

The City of Stamford Arts & Culture Commission has been awarded a CT Supporting Arts Grant. This grant provides general operating support to help CT's arts organizations. The Arts & Culture Commission will use this grant for marketing including, but not limited to:

- Hire a media consultant to develop and improve the Commission's social media presence, as well as promote the events of recipients of the Arts and Culture Grant, and
- Print advertising materials for distribution at City events.

This funding starts 10/01/2023 and ends 09/30/2024.

**Action Requested:** Approval of Appropriation  
**Amount:** \$4,358  
**Fund/Budget:** Grant (State)  
**Submitted by:** Anita Carpenter, Grants Officer  
**Attending:** Leah Kagan, Director of Economic Development

8. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – MAYOR’S OFFICE – SUPPORT TO THE STAMFORD ARTS AND CULTURE COMMISSION

The CT Humanities Supporting Arts Grant is an operating grant awarded to the City of Stamford to support the work of the Stamford Arts Culture Commission. Funding for this award is in the amount of \$9,100 and was for expenses incurred during the calendar year 2023. The initial request in the award was to support basic operating expenses such as office supplies and technology. The basic operating expenses for the Commission were covered under another grant program. This is a request to transfer funding to personnel supporting the Arts and Culture Commission; a seasonal employee to develop an online Arts & Culture Directory on the City’s website in the amount of \$3,000, and the remaining \$6,100 will be allocated to support a portion of Aaron Miller’s salary. Aaron Miller is the Program Manager for Arts and Culture.

<b>Action Requested:</b>	Approval of transfer
<b>Amount:</b>	\$9,100
<b>Fund/Budget:</b>	Mayor’s Office
<b>Submitted by:</b>	Anita Carpenter, Grants Officer
<b>Attending:</b>	Leah Kagan, Director of Economic Development

Anyone requiring an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in this meeting should contact the ADA Coordinator as soon as possible: Carmen Hughes, Diversity, Equity and Inclusion Officer, City of Stamford, 888 Washington Boulevard, Stamford, CT 06901 (203) 977-7993.

*Tracy Donoghue*  
**Tracy Donoghue**  
**Clerk of the Board**