

TRUMBULL HOUSING AUTHORITY VIRTUAL BOARD MEETING AGENDA

DATE: April 28, 2020

TIME: 4:30 PM

LOCATION: Virtual Meeting:

Join the meeting

online: <https://zoom.us/j/91128029208?pwd=WHhIV0hrK3htTWJ5Ui9xN3Azc3Vkdz09>

Webinar ID: 911 2802 9208

Password: 493203

Join by telephone: (312) 626-6799 \Webinar ID: 911 2802 9208

It will be made available on Trumbull Community TV

Charter 194 or Frontier 99 or <https://www.trumbullps.tv/> or Town of Trumbull Facebook.

1. Call to Order
2. Roll Call and Pledge of Allegiance
3. Reading and Approval of Minutes for the April 7, 2020 Regular THA Board Meeting
4. Treasurer's Report
5. Executive Director's Report
6. Henry Stern Center/Congregate Sustainability
7. Unfinished Business
8. New Business
Discussion and motion regarding Wiles Architects' proposal for the work associated with the application for 2020 Small Cities Grant.
9. Updates from the Stern Village Resident Association – On hold for now
10. Resident Comments
11. Adjournment



Harriet Polansky
Executive Director
harriet@sternvillage.com
Office: 203-261-5740

200 Hedgehog Circle
Trumbull, CT 06611
Fax: 203-590-3101

TRUMBULL HOUSING AUTHORITY – April 28, 2020

New Business

The THA is applying for the 2020 Small Cities Grant to improve the health and safety of our residents. In order to apply for this grant, we must have an architect. George Wiles, Wiles Architects will discuss his proposal for this initiative.

Memo



155 Brooklawn Avenue
Bridgeport, Ct 06604
tel. 203.366.6003
fax. 203.384.1751
www.wilesarch.com

To: Harriet Polansky, Executive Director
From: George Wiles
cc:
Date: April 21, 2020
Re: Fire Alarm & Call for Aid Improvements

Summary / Background

- The goal of the Fire Alarm and Call for Aid system improvements project is to provide improved 24/7 monitoring of all Living Units to assist the ability of Staff and First Responders to answer quickly to emergency incidents.
- The current Fire Alarm & Call for Aid system will remain operational throughout the improvement project.
- The new system will replace all existing Living Unit devices with addressable type devices that will be connected to a per building Wireless module that will have the ability to transmit to two central monitoring locations. These two locations are the Congregate Building and the Community Building Administration Office.
- The new system can identify an emergency occurrence by Building and Living Unit location.
- The monitoring feature will include maintenance and or tampering alerts for all living unit devices.
- The Congregate Building will remain as is in terms of that emergency systems.
- The choice of a wireless system is driven by the fact that current state of the art systems are reliable and acceptable by State and Local Fire and Emergency

agencies. In addition, the cost to install a hard wire underground system is cost prohibitive.

- The new Fire Alarm and Call for Aid system will give better coverage and vastly improve response time by staff and First Responders.

Minimal Resident Disruption

- The work will be preformed with minimal Resident disruption. The devices in each living unit can be replaced in less than a few hours. The new individual building modules will be installed on the exterior of each building.

Fire Department & EMS

- Preliminary meetings where conducted with the Fire Marshal before CORVID 19 hit.
- The Design Team will continue to seek guidance, approval, and input from all the First Responder Department in the Town of Trumbull.
- Final plans will be submitted to the Fire Department prior to submission of Grant forms.

Timeline

- Due to CORVID 19 the grant submission has been extended.
- Grant requirements require 100% complete Bid Documents and Specifications prior to the submission.
- The last two Grants Stern Village received took about 6 months to receive. Upon receipt of the Grant approval the Fire Alarm & Call for Aid project ,the Town of Trumbull purchasing Department will solicit public bids which take about 6 weeks.
- Once awarded to a successful bonified Bidder the project will take approximately 6 months to complete the installation in the 48 buildings.



Est 1972

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fax. 203.384.1751

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March 19, 2020

Trumbull Housing Authority
Stern Village
200 Hedgehog Circle
Trumbull, CT 06611

Harriet Polansky, Executive Director
harriet@sternvillage.com

Re: Fire Alarm & Call for Aid Improvements Project
Stern Village Congregate Housing Trumbull, CT

Harriet:

Thank you for the opportunity to provide our proposal for Engineering Services for the proposed Fire Alarm & Call for Aid System Improvements.

PROJECT UNDERSTANDING

Based on discussions with your office, Fire Marshal, and our Engineer Peter Luchini, at the site on 3/3/2020, our understanding of the scope of the project will include the following:

- Maintain the existing in place Fire Alarm and Call for Aid systems.
- Provide additional system monitoring of existing Smoke Detectors and Call for Aid devices that will Wi-Fi signal back to (2) two central monitoring locations, one in the Village Community Building and the other in the Congregate building.
- All new systems shall be approved by the Fire Marsal.
- Central monitoring shall indicate incidents in each unit identifiable by building location.
- Central monitoring on site locations shall have the ability to connect to a central off-site monitoring Vendor for 27/7 supervision.

SCOPE OF SERVICES

We will provide the following Engineering Design and Construction Administration services to support the above scope of work:

1. Preparation of floor plans
2. Fire Alarm & Call for Aid system Designs
 - a. Conduct a field survey to document existing conditions.
 - b. Coordinate equipment selections with the Fire Marshal and your office.



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- c. Prepare Bidding and Contract documents including a floor plans, details, equipment schedules and technical specifications in CSI format. Specification front end will be prepared by the Grants Consultant.
 - d. Prepare final opinion of probable cost.
3. Bidding and Negotiation
- a. Attend a pre-bid conference with prospective contractors.
 - b. Answer bidding RFI's and prepare addenda, if needed.
 - c. Review bids and provide recommendation of lowest qualified bidder.
4. Construction Administration
- a. Attend pre-construction / contract signing meetings.
 - b. Review and approve (or take other action upon) the Contractor's submittals, shop drawings and product data.
 - c. Respond to Contractor's request for information during construction.
 - d. Review and approve contractor payment requisitions.
 - e. Attend Bi-monthly job meetings during construction to review work progress. Prepare minutes to construction meetings.
 - f. Visit the site to conduct a punch-list and a final inspection.
 - g. Review contractor prepared O&M manual and as-built drawings for completeness.

FEES

We propose to provide these professional services for this facility as listed in the table below:

<u>Phase</u>	<u>Basis</u>	<u>Fee</u>
Construction Documents		
Electrical Engineering	Lump Sum	\$20,000.00
Architectural Service	Lump Sum	\$10,000.00
Payment at Grant Approval	Lump Sum	\$14,000.00
Bidding Administration	Lump Sum	\$3,000.00
Construction Administration	Lump Sum	\$10,000.00
	TOTAL FEE:	\$57,000.00

ADDITIONAL SERVICES

Additional services, if required and authorized by you in advance, would be billed at our normal hourly rates as follows:



+ Architects

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<u>Position</u>	<u>Rate/ Hour</u>
Principal	\$ 200.00
Senior Engineer	\$ 170.00
Designer	\$ 125.00
Drafter/ CAD Operator	\$ 100.00

TERM AND CONDITIONS

AIA Document B104-2017 Standard Abbreviated Form of Agreement Between the Owner and Architect

PAYMENT SCHEDULE

CONSTRUCTION DCOUMENTS PAYMENT SCHEDULE			
Completion Target Date	Percentage of Completion	Payment Amount Due	Date of Payment Due
March 27,2020	30%	\$10,000.00	April 27,2020
April 8, 2020	60%	\$10,000.00	May 8, 2020
April 15, 2020	100%	\$10,000.00	May 15, 2020

REIMBURSABLE EXPENSES

Costs associated with plotting of coordination documents, travel, phone calls, faxes , and first-class mail are included in our fee. However, costs associated with reproduction of documents, special copying or printing, legal ads, specialized testing fees and costs for overnight mail will be billed as a reimbursable expense at our direct cost.

We will commence work upon receipt of a countersigned proposal and/or contract. We understand the intent is to finalize the design by April 15, 2020 for submission to the State.

Respectfully Submitted,

George A. Wiles, A.I.A.

Accepted By: _____ Date _____