

**CITY OF NORWALK  
BOARD OF EDUCATION  
SCHOOL FACILITIES PLANNING COMMITTEE  
OCTOBER 6, 2014**

ATTENDANCE: Jack Chiamonte, Chair.

STAFF: Dr. Manuel Rivera, Superintendent; Richard Rudl, Chief Financial Officer;  
William Hodel, Director of Facilities.

Call to Order

Mr. Chiamonte called the meeting to order at 4:00 p.m. and stated that although there was not a quorum present; the meeting would be held as an informational session.

Request for Proposal - Consultant for Facilities Feasibility Study

Dr. Rivera provided an overview of the background, explaining that the District is requesting proposals for a comprehensive district wide facilities feasibility study. The purpose of the study will be to evaluate all facilities, within the confines of current and future programs and needs. It is anticipated that the Norwalk Public Schools will be able to use this feasibility study to provide the best possible programs for our student's at the most reasonable costs, and continue to expand programs and services for our students and our community.

Mr. Rudl overviewed the supporting detail and explained the study will provide information that will comply with the applicable CT Department of Education standards for such studies. The study will provide a dynamic and serviceable resource which may be used as a reference and a guide for continuous planning, changes, improvements, to facilities and programs. The study will:

- Examine past, present and future student enrollments:
- Include input from numerous stakeholders, inclusive of parents, students, and the community;
- Examine the District's present educational facilities in anticipation of enrollment projections and the District's present and future programs; and
- Develop cost-effective options designed to address the District's present and future space, facility, and comments regarding staffing needs.

Dr. Rivera added that the intent of this request for proposal is to retain a firm/consultant to develop several options in a Comprehensive Facilities Plan that will guide the Board of Education in producing a dynamic master plan for all major facility improvements, including renovations, consolidations, repurposing, additions, or new construction, over the next 10 years. The plan will include an analysis and appraisal of present and future educational needs in relation to all facilities.

There was a discussion about the inclusion of wording that refers to the need for the review of boundaries, based upon enrollment projections. It was agreed to modify the language to include a review of district boundaries, as needed.

Mr. Rudl outlined the timing that the RFP as set to go out this week, due back within 2-3 weeks to then be scored, a tour of schools for post conference walk through; interview the top 3, with selection to take place by end of November. Dr. Rivera stated that a Building Committee would be established to include administrators, purchasing agent, and City Facilities Director.

The intention is to have the study results and recommendation to build into the Capital Budget for 2016-17. It was agreed by consensus of the Committee to approve the RFP to be released then to come back to the full Board for approval of selection.

#### Allen Road - Building Specifications for pre K

Dr. Rivera spoke about the 2013-14 surplus approved by the City that included \$771,000 for renovations at Allen Road. He noted that state funds are available to add to the project for reimbursement and the criteria is to establish a Special Committee as part of the state review of building requirements.

It was noted that this is on the agenda for tomorrow's Board meeting for approval.

#### Other

Dr. Rivera asked for a preview of what is on the horizon for facilities planning. Mr. Rudl referred to a master plan for next year to address long outstanding needs for building improvements as part of 2015-16 Capital Budget. Items include Norwalk High building repairs, Jefferson School addition, roof repairs at Kendall, and an architect for Briggs.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,  
Marilyn Knox  
Telesco Secretarial Services