

**MINUTES OF THE SPECIAL MEETING**  
**CITY OF STAMFORD, CONNECTICUT**  
**URBAN REDEVELOPMENT COMMISSION**  
**THURSDAY, MARCH 31, 2004**

1. At 8:05AM, Commissioner Joel P. Mellis called the special meeting to order. The following were in attendance:

Commissioners:

Joel P. Mellis, Secretary/Treasurer  
Neal M. Jewell  
Edward J. Fuhrman

Staff:

Laszlo Papp, Executive Director  
Rachel Goldberg, General Counsel  
Durelle Alexander

Absent

Stephen C. Osman, Chairman  
James I. Nixon, Vice Chairman

2. Southeast Quadrant

**(a) Presentation by Finalists Responding to Summer Place Garage Design/Build Requests for Proposals (RFP):**

**DESMAN ASSOCIATES**

Associate Chuck Bilodeau introduced members of the design team who would be working with him on this project: Norman Goldman from the Connecticut office, Principal-in-Charge; John Rom from the New York office, Architect & Senior Associate responsible for overall coordination of the project, and Robert Cavello of the Westview Group, Project Principal in charge of architectural support services and construction phase services. Mr. Goldman said that the purpose of Desman's presentation would be to focus on the approach they would use for the Stamford project. He gave a brief overview of the company, noting that Desman has operated nationally since 1973, employs a staff of more than 100 people, maintains seven offices nationally, and has planned/designed more than 800 parking facilities.

Desman would be the prime consultant, providing parking consulting, functional design, structural engineering, architectural design & production, bidding services, construction administration and site supervision. CHA (Clough, Harbour & Associates) would be the part of the team that would provide the following services: civil engineering, traffic engineering, geotechnical engineering (Haley & Aldrich would also be used), environmental engineering, MEP engineering and landscape architecture. Completing the project team would be the Westview Group, whose function would be to provide architectural support and construction phase services.

Mr. Goldman gave examples of local municipal garages Desman had built, citing among others the Maritime Parking Garage in Norwalk and the Patriot Garage in Danbury. Owner's Agent for CT projects included the SONO Rail Facility garage in Norwalk, the Government Center parking garage in New Britain, the CCSU West garage also in New Britain and the Morgan Street garage in Hartford.

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Mr. Goldman then outlined Desman's proposed project approach and work program, breaking it down into four phases as follows:

### Phase 1 - Pre-Proposal

- Program Review
- Operational Systems/Components
  - User Friendly
  - Functionality - "Keep it Simple"
  - Durability
  - Well Lighted/ System Controls  
(such as Voltage Regulators)
  - Adequate Drainage
  - Ease of Access
  - Support Space
  - Structural Systems
- Vertical Dimensions
- Space Widths/Parking Geometry
- Finish Treatments
- Stairs/Lobbies/Elevators
- Coatings
- Masonry
- Security Controls
- Signage/Graphics/Wayfinding  
(very important in an interior site garage)

This Phase would also include RFQ's to Design/Build teams, functional alternatives, site features/utilities, permits/approvals (Planning Board, Zoning Board, etc.), environmental assessments, geotechnical investigation, traffic, conceptual design documents/schematics, and project budgets and schedules.

Commissioner Mellis asked, "I am concerned about maintenance costs on a continuing basis. In this pre-proposal process, how can we minimize the on-going maintenance?" Mr. Goldman responded, "We will add on maintenance issues on various systems and review them with you."

Mr. Goldman continued outlining Desman's project approach/work program:

### Phase 2 - RFP Development

- Schematic Design Documents
- Bridging Documents
- Elevations/Renderings
- General & Technical Specifications
- Quality Control
- Design Alternatives & Construction Methods
- Preparation of RFP

### Phase 3 - Proposals

- Conduct Pre-Bid Meetings/Conferences
- Establish Guidelines for Selection
- Assist Committee in the Review/Evaluation

### Phase 4 - Construction Phase Services

- Monitor Development of Design & Construction Documents
- Attend Regular Project Meetings
- Monitor Show Drawing Process
- Respond to RFI's
- Review Payment Applications
- Monitor Test Results & Quality of Product & Construction
- Report to URC/Up-dates to the Executive Director
- Minimize Change Orders/ Problem Resolution
- Project Close Out



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Mr. Goldman briefly reviewed a proposed project schedule (copy attached as part of these official minutes). He concluded his presentation noting that Desman understands the URC's project goals, has local experience with qualified staff in Connecticut and New York, has both Owner's Agent and Design/Build experience, and specializes in parking, planning, design and construction with a proven track record dating back to 1973.

Commissioner Fuhrman asked, "Can you address the continued availability of your senior staff to make Stamford a priority." Mr. Goldman responded, "Desman has no assignment right now that will get in the way of this project. This project is very important to us and I will be in charge of it from beginning to end. I can also assure you that Jon Rom and Robert Cavello will be on the job from start to finish."

Commissioner Mellis asked, "With cracks appearing in the new Transportation Center garage surface, I am concerned with quality. What assurance can you give us as to durability and quality of construction?" Mr. Goldman responded, "It is our obligation to you to determine possible aspects of this project that may need to be maintained and/or repaired. A smart engineer understands that concrete will crack and works accordingly. Insurance for one year is provided, and you can purchase additional insurance for a longer period of time." Mr. Cavello added, "A special inspector will be involved during the concrete work and there will be a constant checks & balance system as the building is going up."

Attorney Goldberg questioned costs of extras; i.e., the cost of an on-site inspector during the construction period, noting that full-time site work was not included in the proposal. Mr. Goldman responded, "We would propose that the additional costs be on an hourly basis and they might run in the \$100,000 range." Attorney Goldberg replied, "We need to know up-front the order of magnitude of any additional costs the URC may anticipate." Desman agreed to provide the Agency with specific numbers for additional fees by Monday, April 5th.

Acting Chairman Mellis called for a brief recess at 9:20AM. The meeting was resumed at 9:35AM.

**LZA ASSOCIATES**

LZA President and Principal-in-Charge Joel Weinstein introduced members of the team that would be working with him on this project: Paul Lew, Project Executive; Arturo Salgado, Architectural Design; John Duggan of Haley & Aldrich, Geotechnical; and Ray Redniss of Redniss & Mead, Site/Civil/Traffic. He gave a brief overview of the company, noting that LZA is a New York City based full service group with some 256 employees. Mr. Weinstein said, "LZA is comprised of architects, civil, structural and MEP engineers capable of serving client needs from site selection through commissioning phases of a project. We specialize in complete design of industrial, aviation, parking, warehouse/distribution, retail and commercial renovation/restoration projects." Mr. Weinstein continued, "LZA provides full services in engineering and architectural services from concept development through contract documents to shop drawing review and construction observation services."

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Mr. Weinstein gave the following examples of LZA's experience: (a) Empire State Plaza Parking Garage in Albany, New York, where they worked within a historic district and dealt with complex issues re: site access, aesthetics, code issues and cost; (b) New York Presbyterian Parking Garage Expansion in New York, where they dealt with phasing, building strengthening and an addition; (c) 163<sup>rd</sup> Street Public Parking Facility in Jamaica, New York, where they prepared the design/build package and the RFP and are acting as coordinator and reviewer; (d) Ninth Square Parking Garage in New Haven, CT, and (e) New Jersey Institute of Technology in Newark, New Jersey.

Mr. Weinstein then described LZA's design/build approach, breaking the process down as follows:

### **Invitation to Bid:**

- URC advertises to receive Expressions of Interest (EOI) from interested design/build teams
- Design/build teams respond to the EOI by submitting to the URC their qualifications
- URC reviews qualification packages and selects (typically) 5 design/build teams to whom it will submit an RFP

### **RFP to Delineate the Criteria:**

- Geometric criteria, building envelope
- Rights-of-Way, easements, roads
- Phasing requirements, construction limitations
- Expansion requirements
- Geotechnical investigation

### **RFP Drawings & Specifications:**

- LZA will develop a base scheme (allowing for no ambiguity of design criteria) from which all design-builders will submit their bids

### **Design/Build Process Confirmation of Bid:**

- Provide design-builders with schematic drawings for base design and design alternatives
- Design-builders to provide pricing for base project as well as URC proposed alternates
- LZA will assist URC in evaluating design/build proposals
- After bid award, selected design-builder to provide progress design development documents and value engineering suggestions for URC
- Submission of design development documents to URC
- Acceptance of design development documents by URC begins the construction process

### **Construction Process Phase**

- Contract design documents & specifications
- Shop drawings & submittals
- Field construction
- Verify that what was submitted in the design development phase is being followed through
- Structural peer review

It was noted that: (i) LZA would maintain its strong involvement during the construction phase and (ii) LZA's design review team would monitor the project, assuring the URC that construction was in compliance with construction documents and that any changes and/or substitutions were agreed upon by the URC. Mr. Lew added that special inspections, required by the State of CT Building Code, could be provided either by the LZA design team or by the design-builder.



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Attorney Goldberg asked about LZA's involvement with the Stamford Transportation Center parking garage. Mr. Weinstein explained that after LZA's original design submission, the State Department of Transportation (DOT) wanted to make changes and modifications to that design. Mr. Weinstein said, "We were unable to agree on the scope of the changes and the fees and another design team took over." Mr. Salgado added, "We never saw or approved the revisions in the traffic patterns, which changed the scale of the project and its configuration." Commissioner Fuhrman asked for further clarification, saying "we cannot have a similar situation here." Mr. Weinstein responded, "LZA did not own the design. The State had the ability to make changes and there was not much we could do." Commissioner Mellis asked, "If six months after construction, cracks were to appear in the cement from flaws caused by construction, what would be LZA's subsequent role?" Mr. Weinstein responded, "We would get an independent assessment of the failure, find the cause of the problem, and correct it. I would like to add that although the State Code does not require peer review for this building, LZA will provide it." LZA also offered to provide the URC with a 10-year history of claims against the firm for errors and omissions and resolution of said claims.

Mr. Lew briefly reviewed the contractual criteria and pre-existing agreements affecting the site: (i) agreements with 1055 Washington Boulevard re: limitations on the height of the garage; (ii) agreements with Target re: access on Winthrop Place & Summer Place and maintaining a temporary roadway during construction; (iii) agreement with Corcoran Jennison that the garage be expandable to the south; (iv) easements, specifically from Winthrop Place to property north east of the garage, and (v) foundation issues, specifically protection of adjacent property. Ray Redniss addressed the issues pertaining to a "temporary roadway," explaining that "there is a need to clearly design and spell out a phasing plan with a minimum amount of disruption from the temporary road to the new road." He discussed utilities, balance between elevations, grading and time-frames. Mr. Weinstein emphasized that "all pre-existing restrictions and conditions must be spelled out very clearly to the design-builder" and he noted that the RFP will include an approximate 60% design-development plan.

Mr. Duggan of Haley & Aldrich showed a first floor plan of the proposed garage and discussed the challenges underground, foundation support, contaminated soils and the need for additional environmental investigation. Mr. Salgado discussed the end product – what the garage would look like. He said, "The restrictions imposed by your pre-existing agreements dictate the size and height of the building – a four-story structure with about 490 spaces." Mr. Fuhrman asked, "Is the garage less than optimal. Is it less than friendly?" Mr. Salgado responded, "It is a very normal, conventional garage with an extremely efficient layout ... each floor will be as efficient and user-friendly as you can get within your parameters."

Executive Director Papp asked, "Would you still recommend the design-build method as opposed to design/bid with construction management now that our time-frames are not as restrictive?" Mr. Weinstein responded, "If it's only a question of time, you could re-think the process and consider doing a standard design/bid package. However, it will add 3-6 months to your design process." LZA's design-build schedule was discussed (copy attached as part of these official minutes). It was the sense of the Board that this discussion pertaining to the two alternative methods should take place at the next Commission meeting.

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Acting Chairman Mellis called another brief recess at 11:10AM. The meeting was resumed at 11:20AM.

A brief discussion was held comparing the two firms. It was the sense of the Board that Desman was very strong in the process of assembling the professional directives to the design-build firms and LZA, with its intricate knowledge of the garage plan, was very strong in specific design issues. Attorney Goldberg noted that "either contractor can give us the quality product we are looking for. Each firm has built some very attractive structures. However LZA, having worked with the City and the Commission in the past, knows the site and its constraints better."

Following further discussion, the Board decided to request the following information from both firms:

- (1) records of claims & resolution of these claims against the firm for errors and omissions going back 10 years, and
- (2) who each firm would propose for on-site construction representative (Clerk-of-the-Works) during the construction phase and what would be the estimated fee for the duration of construction, expected to be 10 – 12 months.


It was also the sense of the Board that a discussion of the pros and cons of the two approaches, construction-management vs. design-build, be held at the Commission meeting on Thursday, April 8<sup>th</sup>.

3. Adjournment

The next Regular Meeting will be held on Thursday, April 8, 2004 at 6:00PM.

Having completed the business for which this Special Meeting was called, Commissioner Jewell made a motion to adjourn. The motion was carried by unanimous vote and the meeting was adjourned at 11:47AM.

Respectfully submitted,

  
Joe P. Mellis  
Secretary/Treasurer



# PROPOSED PROJECT SCHEDULE

[illegible]

# Schedule

## STANFORD SUMMER PLACE GARAGE SCHEDULE FOR DESIGN BUILD

