



CITY OF STAMFORD
OFFICE OF OPERATIONS
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06904-2152

TO: Board of Finance
FROM: Matthew Quinones, Director of Operations
DATE: August 31, 2023
SUBJECT: Animal Control Center: RFP NO. 885

The Office of Operations is responsible for the oversight of the scope of work described in the proposed contract between the City of Stamford and Rauhaus Freeddenfeld & Associates LLP (RFA). The proposal includes design services for the City's new Animal Control Center. The day-to-day supervision of the project is assigned to the Engineering Bureau under the direction of the City Engineer.

During the, July 13, 2023, Board of Finance meeting, the motion to approve the contract failed, (2-2-1). Based on discussions, it is evident there remains shared intentions, between the city administration and BOF members, to proceed with pursuing the design and construction of a new Animal Control Center. The City has amended the proposed contract and seeks to provide additional information in recognition of the BOF's need for clarification on items including: (1) cost control measures, (2) project governance, and (3) grant solicitation.

During the September 14, 2023 Board of Finance meeting, the City will seek your approval for a modified contract agreement with RFA. City Officials will be present to address the following topics: (a) cost control measures, (b) project governance, and (c) grant solicitation.

A. Cost Control Measures

In the revised contract, the City in conjunction with RFA has more clearly defined the expectations for Value Engineering (VE) as a component of the scope of work. RFA will work with the City of Stamford's project oversight committee to VE the design to maintain cost control and the Project Program. RFA will VE the project as may be required with the Project Oversight Committee at the completion of Schematic Design, Design Development, and Construction Document phases to maintain budget control.



B. Project Governance

The revised contract includes language on the development of a project timeline with critical decision milestones for the design phase. The intent is to provide a schedule and structure for providing project oversight. The project oversight will be executed through the establishment of a Project Oversight Committee. The committee will be comprised of the following personnel:

- Director of Operations (co-chair)
- City Engineer (co-chair)
- Animal Control Officer
- Board of Finance Chair or Designee
- Board of Representatives President or Designee
- City Construction Manager
- Director of Facilities & Sustainability
- Director of Public Safety & Health
- Planning Board Chair or Designee
- Stamford Animal Shelter Alliance President or Designee
- WPCA Executive Director or Designee

C. Grant Solicitation

The City will continue to pursue alternative funding sources from public and private grant opportunities. The following process will coincide with the Design Phase of the project:

- a. The Grants Department will reach out to Animal Control Centers that have secured grant funding in the recent past to identify funding sources those programs secured. The department will compile a list to explore and consider pursuing any feasible sources. This includes state, federal, and private sources.
- b. The Grants Department will compile a list of other potential funding opportunities - including state, federal, and private sources.
- c. The Grants Department will research routes for funding - pursuits through WestCog and/or other fiscal agents if necessary.
 1. As an example, there have been Animal Shelters in CT funded through the Regional Performance Incentive Program - this is a rolling grant program <https://portal.ct.gov/OPM/IGPP/Grants/Regional-Performance-Incentive-Program/Regional-Performance-Incentive-Program>.
- d. The Grants Department will seek to identify nontraditional funding opportunities that could help fund the facility – i.e. mitigation funding to support construction efforts to improve protections for animals, energy efficiency opportunities, endangered species, senior animals, disabled animals, green space, etc.

Thank you for your consideration of the proposed contract and engaged participation in this impactful project.