



CITY OF DANBURY
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CHARLES J. VOLPE, JR.
PURCHASING AGENT

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April 12, 2023

To: File

Re: Board of Awards, Wednesday, April 12, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
C. Henry, HR Generalist, Human Resources Dept.
D. Day, Superintendent of Public Utilities
T. Hughes, Superintendent of Construction Services
M. Cassavechia, Director of Emergency Management
F. Carvalho, Associate Director of Community Health/Acting Health Director
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:00 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

RFQ #21-22-04-13 “Polygraph Exam Services – Human Resources Dept.” Mr. Volpe reported that this bid had previously been awarded to Liberty Hill Investigations for a one-year period, which is expiring May 10, 2023. Mr. Volpe informed the Board that the bid may be renewed for an additional year by mutual consent. Mr. Volpe stated that Mr. James Curtis of Liberty Hill Investigations sent an email, dated April 6, 2023, in which he offered to extend his current bid prices through May 10, 2024. Ms. Henry moved to extend the bid award with Liberty Hill Investigations for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #10-21-22-05 “On-Call Engineering Services for Water Transmission, Distribution and Treatment System Upgrades and Improvements and Sanitary Sewage Collection and Treatment System Upgrades and Improvements – Amended Fee Schedule Requests – Wright-Pierce and Tata & Howard” Mr. Volpe informed the Board that this bid had previously been awarded to four firms for the period 2022 to 2025, with the option for a two-year extension. Mr. Volpe stated that Section 3 – Compensation of the executed professional services agreement with each firm allows for the contracted fee schedule to be amended on an annual basis subject to City of Danbury review and approval. Mr. Volpe reported that Mr. Day submitted updated 2023 billing rates from Wright-Pierce and Tata & Howard, two of the awarded firms. Mr. Day stated that he reviewed the proposed revised 2023 rate schedule for each firm and found them to be acceptable. Mr. Day then moved to approve the 2023 revised fee schedules for Wright-Pierce and Tata & Howard. Mr. Garrick seconded the motion, which was then carried unanimously.

Over



Bid #02-22-23-08 “RFP – On-Call Sports Facilities Design Services” Mr. Volpe reported that six firms responded with proposals. Mr. Volpe informed the Board that a selection committee, consisting of Mr. Hughes, Mr. Daniel Petrovich, Assistant City Engineer, and Mr. Kenton Higgins, Staff Engineer, reviewed and scored the proposals. Mr. Volpe stated that the selection committee recommended that the bid be awarded to the two firms with the highest scores – JJA Sports and Barton & Loguidice. Mr. Hughes moved to award the bid to JJA Sports and Barton & Loguidice, contingent upon execution of the required professional services contracts. Mr. Garrick seconded the motion, which was then carried unanimously.

“Renewal of Annual Incident Management, Communications & Mass Notification System – Office of Emergency Management” Mr. Volpe reported that Mr. Cassavechia submitted a quotation from Everbridge, Inc., dated March 14, 2023, to renew the subject service, for the period June 30, 2023 through June 29, 2024, at the total cost of \$20,180.22. Mr. Volpe informed the Board that Everbridge quoted the service per their current General Services Administration (GSA) contract award. Mr. Cassavechia moved to award the subject service renewal to Everbridge, Inc. as per the GSA contract, contingent upon execution of an acceptable agreement. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services for 100 Reserve Road Application Review – Health & Human Services Dept.” Mr. Volpe reported that Ms. Carvalho submitted a proposal from Fuss & O’Neill, dated April 10, 2023, to perform a Phase I Peer Review for the subject property in the proposed estimated amount of \$36,500.00. Mr. Volpe informed the Board that Fuss & O’Neill proposed the work per their current on-call services contract with the City of Danbury. Ms. Carvalho moved to award the proposed Phase I work to Fuss & O’Neill as per their on-call services contract with the City of Danbury, contingent upon approval of a transfer of funds request. Mr. Garrick seconded the motion. Ms. Carvalho noted that any additional required services would be brought back to the Board for prior approval. The motion was then carried unanimously.

Having no further business to come before the Board, Mr. Volpe asked for a motion to adjourn. Attorney Edwards made a motion to adjourn. Mr. Garrick seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:10 A.M.

Respectfully submitted,


Charles J. Volpe, Jr.
Purchasing Agent

cc: All Attendees
Mayor Esposito
J. Giegler
A. Iadarola
S. Kaminski
N. Wagner