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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203) 797-4652
FAX: (203) 796-1526

MEMORANDUM

TO: Mayor Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance *DES*

DATE: October 29, 2013 **CERTIFICATION #2**

SUBJECT: Certification of Funds – Civil Prep Generator Fees

As per the attached letter from Paul D. Estefan, I hereby certify the availability of \$7,500 to be transferred from the Contingency account to the Civil Preparedness budget for fees associated with paperwork pertaining to an emergency generator grant application.

The status of the Contingency account is as follows:

Budgeted Amount:	\$450,000
Less Cert # 1 :	-12,500
Less This Request:	<u>-7,500</u>
Balance:	\$430,000

Please feel free to contact me should you require any additional information.



4-1

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PAUL D. ESTEFAN
DIRECTOR CIVIL PREPAREDNESS

(203) 797-4630

October 28, 2013

Mayor Mark D Boughton

Honorable Member of the City Council

City of Danbury

The Department of Civil Preparedness is requesting \$7,500.00 to hire Wright-Pierce to complete the paperwork for an emergency generator to be located at the Portuguese Cultural Center.

We have been working with the Portuguese Cultural Center President Cathryn A. deSousa to use this location as a Functional Needs Shelter during Major Storm Events.

This site has everything we need to operate a Functional Needs Shelter except a Generator. FEMA through the Hazard Mitigation Grant Program is funding Generators for various locations here in the City of Danbury.

In the Storm Alfred in October 2011 and Hurricane Sandy in October 2012 we operated a Functional Needs Shelter for those residents who could not stay at their residence due in part as having no heat or electricity to operate their medical devices.

Sincerely

Paul D Estefan

Director

Cc; File

Estefan115



4-2



Water
Wastewater
Infrastructure

October 25, 2013
W-P Project T10154

Mr. David M. Day, P.E., Superintendent of Public Utilities
City of Danbury
Department of Public Utilities
155 Deer Hill Avenue
Danbury, CT 06810

Subject: Proposal for On-Call Engineering Services
Preliminary Design and Grant Assistance for
Portuguese Center Standby Emergency Generator System

Dear David:

As requested, this is our proposal to provide preliminary design and grant assistance engineering services for the installation of a new standby emergency generator system at the Portuguese Center for the City of Danbury, CT (City).

Based on our understanding, the City currently does not have a designated *Functional Needs Shelter* that can temporarily house special needs citizens of the Greater Danbury Area during severe weather or natural disaster events, such as Storm Alfred and Hurricane Sandy. After Hurricane Sandy, the City determined that it needed to establish a permanent *Functional Needs Shelter*. As a result, the City searched and identified a private facility, the Portuguese Center, which has space and facilities to function as *Function Needs Shelter* under natural disaster events.

The Portuguese Center is located in a commercial complex at 65 Sand Pit Road in Danbury and bounded by a soccer field, a medical building and Morgan Avenue. The Center is located approximately 1.5 miles from the Danbury Hospital.

The Center was originally constructed in 2000. In 2008, the Center's roof was damaged during a severe storm. In 2011, the Center was renovated with a new roof other facility improvements to meet current building codes (2003 International Building Code, 2005 CT Supplement, 2009 Amendment).

Currently, the facility is a 2-1/2 story masonry building with a mixed recreational/banquet hall and basement. The basement area is approximately 15,000 SF consisting of an exercise room, men's and women's locker rooms, mechanical room, various storage rooms, electrical room, gym, sitting room, conference rooms, stairs, and an elevator. The first floor area is approximately 12,000 SF consisting of a restaurant, tavern, kitchen, library, activity, conference room, offices, lobby, storage rooms, men's and women's bathrooms, stairs, and an elevator. The second floor area is approximately 16,000 SF and consists of a main social/function room, kitchen, storage rooms, men's and women's toilets, lobby, stairs and an elevator.

To: Mr. David Day, P.E.
October 25, 2013
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The Center is provided with City water and sewer, natural gas, cable, internet, telephone and electrical utilities and can accommodate parking for approximately 225 vehicles. The electrical service consists of 1,600 Amp, 208/120 volt, 3-phase, 4 wire fed from a pad mounted transformer. The main distribution equipment and several panel boards are located in the electrical room in the basement and in the kitchens.

In order for the Center to be approved as an emergency *Functional Needs Shelter* for the City of Danbury, a permanent standby emergency generator system is required. The proposed emergency generator system would be located outside the Center and be owned, operated and maintained by the City. Based on discussions with City representatives, the permanent emergency generator would be sized to operate all electrical equipment within the Center, including the elevator, kitchens, HVAC equipment, and internal and external lighting. The generator system would also need to provide electricity to accommodate upwards of approximately 40 portable beds with electrical outlets for special needs residents. The portable beds would be located in the gym. The Center would also temporarily house special needs family members, emergency responders, volunteers and Center staffing in other rooms within the Center. The emergency generator system will also need to provide electrical power to portable equipment located outside the Center.

The City desires to apply for a grant for the purchase and installation of the new emergency generator system for the Center through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP), similar to the applications currently being prepared for thirty (30) sites other sites in the City. As a result, the City desires assistance with the preparation of the supplemental information for this proposed emergency generator site.

Based on our current understanding of the project, discussions with City and Center personnel, the project goals, and past experience with other emergency generator replacement projects, our proposed scope of services is as follows:

Scope of Services

1. Preliminary Design Phase:

- a. Prepare for and conduct a kick off meeting to discuss the proposed project, communication protocol, schedule, project team requirements.
- b. Collect and review available background information including:
 - Original design and upgrade construction drawings for the facility.
 - Topographic mapping of each site including 1 foot contours, spot elevations, floor elevations, location of structures, pavement, etc.
 - Site utility mapping including site piping, electrical conduit, natural gas, etc..
 - CL&P account number and 12 months of utility bills.
 - List of existing motor loads connected to the existing emergency generator.
 - List of desired motor loads to be connected to a new emergency generator.
- c. Coordinate with the Portuguese Center and City representatives and conduct a site visit to verify existing information. During the site visit, we will:
 - Collect information noted above.

- Verify location of existing electrical components, panels, service entrance, proposed emergency generator location, dimensions, etc.
 - Take photos of sites, buildings, surrounding area, proposed generator site and items to be demolished that may be included in the grant application and design drawings.
- d. Prepare a Conceptual Design Memorandum including:
- Conduct a load analysis for sizing of new emergency generator and automatic transfer switch.
 - Identify specific upgrade design features to accommodate the proposed emergency generator system including emergency generator size, fuel tank volumes, main distribution service, demolition of existing equipment and miscellaneous site work for the site.
 - Evaluate new emergency generator and associated equipment (fuel tank) to meet current building, electrical and spill prevention code requirements. This task will include evaluating the installation of a natural gas emergency generator system.
 - Evaluate building or site modifications to accommodate the new emergency generator and associated equipment and the ability for the City to operate and maintain the equipment without entering the Center.
 - Determine easement requirements to house and access a City owned permanent emergency generator system.
 - Evaluate wiring requirements to provide electrical service for 40 portable beds with electrical outlets in the Gym and/or other rooms within the Center.
 - Assess temporary power requirements to facilitate construction of the proposed emergency generator improvements.
 - Based on the proposed emergency generator location, contact the City planning and inland wetland departments and determine what if any the permitting requirements will be required for the proposed improvements.
 - Based on the permitting requirements, determine what additional engineering services will be required such as topographic survey, A-2 survey, and wetland delineation,.
 - Evaluate electrical service needs.
 - Develop preliminary cost estimate for the proposed standby emergency generator system.
 - Submit draft Conceptual Design Memo to City for review within 30 days of receiving a purchase order.
 - Prepare for and meet with the City to review the preliminary design memorandum.
 - Incorporate review comments and finalize Preliminary Design Report within 45 days of receiving City's comments.

2. FEMA Grant Assistance:

- a. Assist the City with the preparation of FEMA – HMGP Emergency Grant Application. The grant application will require the following documentation, and will be based on the conceptual design memo as described above.
- Description of the proposed work.
 - Location map including GPS coordinates.
 - Photographs (site, aerial and surrounding views).
 - Preliminary construction cost estimate.



To: Mr. David Day, P.E.
October 25, 2013
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- Preliminary total project cost estimate. Total project costs will include construction, administration, contingency and technical services costs. Technical services costs may include final design, permitting, topographic survey, A-2 property boundary survey, wetland delineation, bidding, construction administration, and inspection and commission phase services.
- An alternative analysis for the site (diesel verses a natural gas generator system).
- Generator load data information.
- Preliminary project schedule. Project schedule to include design, permitting, bidding, construction, commission and one-year warranty period.
- Prepare and submit documentation to the CT DEEP for a Natural Diversity Data base review.
- Contact the City and determine if the proposed emergency generator site is located in the City's Historic District.
- Based on the topographic drawings supplied by the Center, determine the concrete pad elevation for the new emergency generator in relation to the FEMA 100-year flood elevation.
- Prepare and submit draft HMGP documentation to the City within 30 days of receiving a purchase order.
- If necessary, conduct a telephone conference call to review the HMGP grant documentation.
- Incorporate review comments and finalize HMGP documentation within 5 days of receiving City's comments.

Compensation

We propose to provide the scope of services described above based on a time-charge basis with a not-to-exceed fee of \$7,500 without written authorization from the City.

Services shall be performed on time-charge basis plus reimbursable expenses. Please note that our fee *does not* include the additional efforts that may or will subsequently be required by the City for: topographic and A-2 survey; developing of permanent easement and agreement with the Center to access and maintain the City owned equipment; wetland delineation; final design, bidding and construction phase services, and; attendance at any of the local permitting meetings and public hearings that may be required. Also, our not-to-exceed fee is based on the scope as described above.

If the proposed scope and fee are acceptable, we are prepared to begin this work immediately upon City's authorization and would conduct this effort under the terms and conditions of our existing Engineering Agreement. We appreciate being considered for this assignment and look forward to working with you and your staff. Should you have any questions or desire additional information, please contact either John Braccio or myself.

Sincerely,
WRIGHT-PIERCE

John W. Braccio For:
Steven C. Hallowell, P.E.
Senior Project Manager

Cc: Paul Estefan, City of Danbury
John Braccio, W-P

4-6.



Portuguese Cultural Center

A Non-Profit Organization

August 14, 2013

Matt Cassavechia
Danbury Hospital Emergency Medical Services
24 Hospital Avenue
Danbury, CT 06810

Dear Mr. Cassavechia,

This letter is a follow up to our previous conversation regarding the Portuguese Cultural Center becoming a regional functional needs shelter for citizens of the Greater Danbury area, in the event of a prolonged electrical power outage or other emergency. Our location is ideal as it is in close proximity to Danbury Hospital and has numerous accommodations such as an open space gym, a large hall, two large kitchens as well as other key rooms and ample parking.

The Center would like to continue the conversation with you and other emergency officials in Danbury to determine the suitability of this project for the purposes outlined above. Please note that currently the building does not have generator power. We would like to collaborate with you on developing a generator power source for the future.

Should you have any questions or concerns, please do not hesitate to contact me via email president@portugueseulturalcenter.com or via my cell (203) 241-1500.

Very Truly Yours,

Cathryn A. deSousa
President, Portuguese Cultural Center

CAD/cad