



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

CHARLES J. VOLPE, JR.
PURCHASING AGENT

(203) 797-4571 PHONE
(203) 796-1527 FAX
c.volpe@danbury-ct.gov

November 30, 2022

To: File

Re: Board of Awards, Wednesday, November 30, 2022

Attending: D. Garrick, Acting Finance Director
R. Edwards, Assistant Corporation Counsel
T. Hughes, Superintendent of Construction Services
K. Prunty, Director of Health & Human Services
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:05 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

Bid #08-22-23-06 “RFQ / RFP – Commissioning Agent for Danbury Career Academy”

Mr. Volpe reported that five firms submitted qualifications and proposal packages for this bid, and that Sustainable Engineering Solutions, LLC was the apparent low bidder at a summation of \$109,000.00. Mr. Volpe informed that Mayor Dean Esposito had previously approved a selection committee for this bid, consisting of Mr. Antonio Iadarola, Public Works Director/City Engineer, Mr. Daniel Petrovich, Assistant City Engineer, and Mr. Hughes. Mr. Volpe stated that Mr. Petrovich submitted a memo, dated November 23, 2022, which indicated that the selection committee reviewed all the bids and determined that Sustainable Engineering Solutions, the low bidder, was qualified to perform the work as required. Mr. Hughes moved to award the bid to Sustainable Engineering Solutions, contingent upon execution of the required contract. Mr. Hughes noted that the cost of this work would be charged to account #DCA2022.3040-7000.0813. Mr. Garrick seconded the motion, which was then carried unanimously.

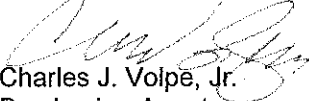
At this point in the meeting, Mrs. Prunty moved to add **“Memorandum of Understanding (MOU) between the City of Danbury and the Association of Religious Communities (ARC) to operate a Homeless Shelter at 41 New Street – Health & Human Services Dept.”** as an emergency. Mr. Garrick seconded the motion. Mrs. Prunty informed the Board that, due to on-going negotiations with Pacific House and the reduction in the number of people that they are able to accommodate at their facility on 3 Lake Avenue, there is an urgent need to open and operate the shelter at 41 New Street for the upcoming winter months. The motion was then carried unanimously. Mr. Volpe then informed the Board that Mrs. Prunty submitted an MOU, which was prepared by the Office of Corporation Counsel, that would need to be executed for these services. Mr. Volpe stated that the MOU would be for the period December 1, 2022 through March 31 2023, and that it included a Scope of Services, Insurance Requirements, and a Business Associate

Over

Agreement. Mr. Volpe stated that, along with the MOU, Mrs. Prunty also included a sole source justification for ARC to provide this service. Mr. Volpe noted that the sole source justification indicated that ARC is the only area known source with the required experience and expertise to provide this service in the given timeframe. Mr. Volpe noted that the MOU package indicated that the cost of these services would be funded through a State of Connecticut Dept. of Housing grant in an amount not to exceed \$62,272.00 and by City of Danbury from a CARES Act CDBG grant in an amount not to exceed \$50,000.00. Mrs. Prunty then moved to award the shelter operation services to ARC as a sole source, contingent upon execution of the prepared MOU and provision of the required Certificate of Insurance. Mr. Garrick seconded the motion, which 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 10:15 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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