

NORWALK FACILITIES COMMISSION

Sec 30-15 Establishment of Norwalk Facilities Commission; membership; terms.

- A. There is established a Norwalk Facilities Commission ("NFC") charged with the implementation and oversight of capital building projects.
- B. Members:
- (1) Members of the NFC shall be appointed by the Mayor with the approval of the Common Council.
 - (2) The NFC shall consist of eleven members, as follows:
 - (a) The Mayor or his designee shall serve as chairman of the NFC.
 - (b) Two members of the Common Council, one of whom shall be the Chairman of the Land Use and Building Management Committee of the Common Council and the other who shall be affiliated with a non-majority political party or, if there is no such party represented on the Council, the second member may be any other Council member recommended by the Council;
 - (c) One member shall be the chairperson of the Board of Education's Permanent Education Specifications Committee or such other member of the Board as may be recommended by the Board of Education;
 - (d) One member shall be recommended by the Council of the Parent Teacher Organization of Norwalk;
 - (e) One member shall be the Chairman of the Board of Estimate and Taxation or such other member as may be recommended by the Board;

(f) One member shall be the member of the Central Office Staff of the Board of Education responsible for facility construction recommended by the Superintendent of Schools;

(g) Four public members shall be electors of the City of Norwalk who shall have experience with building projects, such as construction trades, general contracting, construction management, architecture, engineering and finance. No more than three of the five members who include the four public members and the one PTO Council representative shall be affiliated with the same political party.

C. Terms:

- (1) The representative of the Parent Teacher Organization and two of the four public members shall be appointed for an initial term ending January 1, 2006 and two of said public members shall be appointed for an initial term ending January 1, 2005. Thereafter, the terms for these members of the Commission shall be for four years and the Mayor shall appoint, with the approval of the Common Council, each year, successors to those members whose terms expire on the succeeding January 1.
- (2) The terms of the Mayor, Common Council members, Board of Education member and Board of Estimate and Taxation member, as voting ex officio members, shall be conterminous with the terms of their office.

Sec. 30-16 Powers and duties.

- A. The NFC shall develop a facilities construction program to implement facility policy decisions adopted by the Common Council and, as may be appropriate, by the Board of Education.
- B. The NFC shall provide project management and oversight of all capital public building projects in Norwalk, including project planning, design, project execution planning, status tracking for schedule and budget, reporting, project completion and closeout.

- C. The NFC may establish performance standards and specifications that ensure quality construction. The NFC shall be responsible for full life cycle cost analysis. The NFC may establish clear performance goals and standards for architects, construction managers and other professionals providing services in connection with NFC projects.
- D. The NFC shall submit any matter requiring approval by the Common Council directly to the Council agenda as if it were a committee of the Council.

Sec. 30-17: Building Advisory Committees

- A. The Mayor shall establish and appoint a Building Advisory Committee [BAC] for each individual city and school building project and shall designate the chairman of each such Committee. Each Building Advisory Committee shall advise the NFC on user needs related to the function and the design of the project and the construction implementation schedule. Each Building Advisory Committee shall remain in existence until the completion of the construction project.
- B. The membership of each such Building Advisory Committee for a city project shall consist of the following:
 - (1) One member of the Common Council representing the district in which the city project is located;
 - (2) One member of the City Department that will occupy or use the building;
 - (3) At least three members of the public knowledgeable about the purpose of the building or having construction experience.
- C. The membership of each such Building Advisory Committee for an individual school building project shall consist of the following:
 - (1) One member of the Common Council representing the district in which the school project is located;

- (2) One member of the Norwalk Board of Education recommended by the Chairman of the Board of Education;
 - (3) Two members such as the principal or principal's designee of said school and from the faculty or staff of said school as recommended by the Superintendent of Schools;
 - (4) Three members recommended by the Parent Teacher Organization of said school and approved by the Board of Education;
- D. The Mayor shall designate a representative from the NFC for each such Building Advisory Committee.
- E. The Ad Hoc Advisory or Building Advisory Committees currently in existence for Brookside Elementary School, West Rocks Middle School, Brien McMahon High School, the School Roofs Project, the Norwalk Police Station and the Oak Hills Park Restaurant shall continue to serve as and shall be designated as Building Advisory Committees pursuant to this section.

Sec 30-18 Staffing and Operations:

- A. The NFC may request through the Mayor the assistance of public officials or city employees in matters such as purchasing, legal, security public works, building and public safety in carrying out its duties.
- B. The NFC after a competitive process shall recommend a construction program management firm to the Mayor and Common Council to perform the day-to-day implementation and oversight of the facilities construction program.
- C. The NFC shall have a separate line item in the City Operating Budget and, if needed, in the City Capital Budget, and may submit requests for capital funds through the City's capital budget process.
- D. Norwalk Facilities Commission Operations.

- (1) The NFC shall meet at least monthly and at such other times as it deems necessary.
- (2) The NFC shall provide a standardized monthly report to the Mayor and Common Council regarding the status of all building projects, and shall provide a monthly report to the Board of Education on the status of all education facilities building projects. Such reports shall be public documents.
- (3) The NFC shall develop polices and practices for facility planning, facility management and utility conservation to control operating costs.

Sec 30-20 Designated School Building Committee.

The NFC is hereby designated and shall serve as the Norwalk School Building Committee and shall have all such power and authority as may be necessary to properly perform and discharge its responsibilities and obligations pursuant to the Connecticut General Statutes.

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