

MINUTES

MEETING OF THE JOINT COMMITTEE – CITY OF NORWALK COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

December 7, 2009
8:00AM

Room 101, Norwalk City Hall

AGENDA

SELECTION OF CONSULTANT TO COMPLETE 2010-2014 CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Attendees

Members – CDBG Joint Committee

Emil Albanese – Chairman, Norwalk Redevelopment Agency
Randy Napoletano – Treasurer/Secretary, Norwalk Redevelopment Agency

Staff

Michael Moore – Norwalk Redevelopment Agency

Representatives of Short-List Firms for Interview

Richard Harrall – Harrall-Michalowski Associates (HMA)
Phillip Mayfield – OKM Associates, Inc.

Minutes

The meeting began at 8:05AM with an introduction by M. Moore that included an introduction of the Joint Committee members and a description of the process taken to select the short-list candidates for completion of the City's Consolidated Plan for Housing and Community Development (2010-2014).

The first interview was conducted with Mr. Richard Harrall of HMA. Mr. Harrall began the interview by noting he intended to undertake the interview by himself and that his colleagues were caught in traffic. The interview focused on the fee proposal submitted as part of HMA's response to the Norwalk Redevelopment Agency's (Agency) Request for Proposals (RFP) and the firm's calculation of the time necessary to complete the scope of services outlined in the RFP. Mr. Harrall noted the difficulty in estimating the hours needed to complete this activity because HMA was unsure of the role/degree of participation of Agency staff in completing the scope. M. Moore questioned Mr. Harrall regarding the availability of the HMA project team to attend the various stakeholder and public meetings associated with the ConPlan drafting process. Mr. Harrall noted the HMA project team is working on similar projects in other communities and noted the importance of involving with Agency staff to ensure the completion of the associated scope. M. Moore asked Mr. Harrall for suggestions regarding leveraging the City's limited amount of community development resources. Mr. Harrall cited the 'gateway' concept introduced in New Britain as one such method for providing technical assistance/capacity support to local non-profit organizations.

The second interview was conducted with Mr. Phillip Mayfield of OKM Associates. Mr. Mayfield provided an introduction regarding OKM's staffing capacity and project management background. Mr. Mayfield noted OKM's knowledge of Norwalk as a result of its interaction with the Norwalk Housing Authority. The interview team initiated a discussion regarding OKM's calculation of its proposed fee schedule. M. Moore noted that much of the cost savings associated with OKM's price proposal resulted from OKM rolling many of the activities associated with the scope into an initial preparatory step that involves the identification and interview of community stakeholders. When questioned, Mr. Mayfield indicated his fee schedule reflects his participation in any public meeting associated with the ConPlan drafting process. M. Moore asked Mr. Mayfield to cite proposals for leveraging the City's limited community development resources. Mr. Mayfield recommended closer collaboration with the Housing Authority and cited the 'Choice Neighborhood' concept now proposed by the U.S. Department of Housing and Urban Development as a policy for integrating education with neighborhood revitalization. Mr. Mayfield also circulated hand-outs illustrating the narratives/tables the City must create in order to create a ConPlan.

Following the second interview, the Joint Committee members discussed the interviews and recommended the selection of OKM Associates to undertake the creation of the ConPlan. M. Moore indicated that he will brief Councilman Hempstead, the third member of the Joint Committee, regarding the interviews. If amenable to the Councilman, M. Moore stated that he will ask the Commissioners of the Norwalk Redevelopment Agency – at their December 2009 meeting – for the authorization necessary permitting the Agency's Executive Director to enter into a contract with OKM Associates for the creation of the ConPlan.

The meeting closed at 9:45AM.

