



*City of Bristol
Animal Control Building Committee*

<https://bristolct-gov.zoom.us/j/89628601071?pwd=tMgnOjgbcYucgbyn8/VTLQZ6dbcbNS.1>

Meeting ID: 896 2860 1071

Passcode: 123456

The regular meeting of the Animal Control Building Committee will be held on Thursday, April 18, 2024, at 5:00 PM. in 111 North Main St Council Chambers , Bristol, CT 06010.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Regular Meeting - March 21, 2024
4. Marketing
5. Discussion with architect
6. Correspondence
 - a. Memorandum to review
7. Fundraiser Ideas
8. New Business
9. Old Business
10. Adjournment

PER ORDER OF THE CHAIRPERSON
Lindsey Rivers



City of Bristol

ANIMAL CONTROL BUILDING COMMITTEE

Thursday, March 21, 2024

111 North Main Street

Bristol, CT 06010

PRESENT:

Lindsey Rivers, Public Works Analyst
David Oakes, Facilities Manager
Cheryl Thibeault, City Council Member
Raymond Zagurski, Animal Control Officer
Frank Stawski, Commissioner
Luis Lorenzo, Maintenance Technician
Patricia Ulin, Commissioner
Christopher Hayden, Firefighter
Jon Mace, Commissioner

ABSENT:

STAFF PRESENT:

Roger Rousseau, Purchasing Agent
Dawn Nielson, Marketing & Public Relations Specialist

1. **CALL TO ORDER**

Chairperson Lindsey Rivers called the meeting to order at 5:00 pm.

Chairperson Lindsey Rivers made a motion to move item 5. Marketing to item 4. On the agenda, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

2. **PUBLIC PARTICIPATION**

NONE

3. **APPROVAL OF MINUTES**

a. Regular Meeting – January 18th, 2024

Commissioner Frank Stawski made a motion to approve January 18th 2024 meeting minutes, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

b. Special Meeting – February 28th, 2024

Commissioner Jon Mace made a motion to approve February 28th 2024 meeting minutes, seconded by Commissioner Frank Stawski.

Vote: Unanimously Passed

4. **MARKETING**

a. Discussion of Donation Tier amounts and flyer

Marketing & Public Relations Specialist Dawn Nielson held a discussion on fundraising for the Bristol Animal Control Facility. Dawn Nielson will be creating a letter asking for support to be sent out to the public. Chairperson Lindsey Rivers will be assisting Dawn Nielson on creating a logo for the fundraiser.

Discussion was held on the fundraiser donation tiers, the committee would like to have a range of options to allow individuals and companies to donate within their budget. The Animal Control Building Committee has not set a fundraising goal at this time.

5. **DISCUSSION OF ARCHITECT FIRMS**

Chairperson Lindsey Rivers held a discussion on the Bristol Rhode Island Animal Control building she has visited. This building was built by Rauhaus Freedendeld & Associates approximately 10 years ago. Chairperson Lindsey Rivers highlighted some of the fixtures in the building that the committee would like to see in the Bristol Animal Control Facility.

The committee members further discussed the interviewed architect firms and which company would be most appropriate for this project. Firefighter Christopher Hayden made a motion to hire Rauhaus Freedendeld & Associates, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

Purchasing Agent Roger Rousseau will begin contract preparation and pursue authorization from the City Council for approval of a contract.

6. **NEW BUISNESS**

NONE

7. **OLD BUISNESS**

NONE

8. **ADJOURNMENT**

Frank Stawski made a motion to adjourn, seconded by Cheryl Thibeault.

Vote: Unanimously Passed

The Animal Control Building Committee meeting on March 21, 2024, was hereby adjourned at 5:35 pm

Jacqueline England

Recording Secretary



Purchasing Department | Tel. 860.584.6195

Fax 860.584.6171

MEMORANDUM

To: Erica Cabiya, Town and City Clerk
Cc: Mayor Jeffrey Caggiano
Office of Corporation Counsel
Raymond Rogozinski, Public Works Director
Lindsey Rivers, Chair of ACO Building Committee
From: Roger D. Rousseau, Purchasing Agent
Date: April 1, 2024

RE: Contract 2P24-032 Architectural/Engineering Services Relative to Construction of New Animal Control Facility

The City received and reviewed submissions from design teams for the preparation of designs relative to the construction of a new animal control facility. Following review of qualifications, and subsequent review of fee proposals and presentations from three of those firms, the building committee recommends the selection of **Rauhaus Freedenfield & Associates, LLP** as the design team most appropriate for work on the project.

I therefore respectfully request that you include the following motion on the agenda for the next meeting of the City Council:

To award **Contract 2P24-032 Architectural/Engineering Services Relative to Construction of New Animal Control Facility to Rauhaus Freedenfield & Associates, LLP** in an amount of **\$268,584.00**, and to refer to the Office of Corporation Counsel for contract review, and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

Please let me know if I can provide any further information regarding this contract.

Thank you for your consideration of this request.

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

April 10, 2024

Roger Rousseau
Purchasing Agent
111 North Main Street
Bristol, Connecticut 06010

Dear Mr. Rousseau:

At a meeting of the City Council on April 9, 2024 it was unanimously voted to award Contract 2P24-032 Architectural/Engineering Services relative to construction of new animal control facility to Rauhaus Freedenfield & Associates, LLP in the amount of \$268,584.00; to refer this matter to the Corporation Counsel for contract review, and to authorize the Mayor or Acting Mayor to execute any necessary documents to effectuate the same.

Very truly yours,

A handwritten signature in cursive script that reads "Erica Cabiya".

Erica Cabiya, CCTC
Town and City Clerk

EC/mb

cc: Noelle Bates
Edward Krawiecki, Corp. Counsel
Raymond Rogozinski, P.W. Dir.
Lindsey Rivers, Chair of ACO Bldg. Comm.