



*City of Bristol
Animal Control Building Committee*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/88266584232?pwd=4ogMBdVQ39ahfMTsgMi5Ag0baOyX1i.1>

Meeting ID: 882 6658 4232

Passcode: 123456

The regular meeting of the Animal Control Building Committee will be held on Thursday, February 20, 2025, at 5:00 PM. in Council Chambers 111 North Main Street , Bristol , CT 06010.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Regular Meeting - November 21st 2024
 - b. Special Meeting - December 9th 2024
 - c. Special Meeting - January 30th 2025
4. Discussion of reissuance for proposals for renovations at 30 Cross Street
5. Review of Vendor Invoices
 - a. Paid Invoices
6. Update Regarding State Grant
7. New Business
8. Old Business
9. Adjournment

PER ORDER OF THE CHAIRPERSON
Lindsey Rivers



City of Bristol
ANIMAL CONTROL BUILDING COMMITTEE
Thursday November 21st 2024
111 North Main Street
Bristol, CT 06010

PRESENT:

Lindsey Rivers, Public Works Analyst
Cheryl Thibeault, City Council Member
Frank Stawski, Commissioner
Luis Lorenzo, Maintenance Technician
Jon Mace, Commissioner
David Oakes, Facilities Manager
Matthew Moskowitz, Deputy Chief of Police

STAFF PRESENT:

Roger Rousseau, Purchasing Agent

ABSENT:

Patricia Ulin, Commissioner
Christopher Hayden, Commissioner
Raymond Zagurski, ACO Officer

1. **CALL TO ORDER**

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

2. **PUBLIC PARTICIPATION**

NONE

3. **APPROVAL OF MINUTES**

- a. Regular Meeting – October 17th, 2024

Commissioner Frank Stawski made a motion to approve the meeting minutes from October 17th 2024, seconded by City Council Member Cheryl Thibeault.

Vote: Unanimously Passed

4. **UPDATE ON ENVIRONMENTAL REPORT**

Purchasing Agent Roger Rousseau gave an update on the environmental reports of 30 Cross Street. The testing is currently being done, once the testing is completed the reports will be back within 7 to 10 days. The outcome of the testing will be a determining factor on if the committee moves forward with the purchase of 30 Cross Street.

5. **ARCHITECT REPORT**

Chairperson Lindsey Rivers stated there is nothing new to report. Due to the scope of this project changing with the potential purchase of 30 Cross Street Chairperson Lindsey Rivers recommended tabling this item until a decision on the purchase of 30 Cross Street has been made.

City Council Member Cheryl Thibeault made a motion to table this item until next meeting, second by Commissioner Frank Stawski.

Vote: Unanimously Passed

6. STATUS OF 30 CROSS STREET PURCHASE

Chairperson Lindsey Rivers reiterated due to the environmental reports not being completed this potential purchase is at a standstill.

The drop dead date for the current lease of 30 Cross Street is December 15th 2024. A final decision on purchasing the building must be made by then. The lease cannot be extended past December 15th, 2024.

7. BOARD OF FINANCE UPDATE

City Council Member Cheryl Thibeault and Chairperson Lindsey Rivers attended the Board of Finance meeting to answer any questions they had regarding the additional appropriation request.

This request was tabled in the Board of Finance meeting due to the environmental reports have not been completed. Once the reports are returned then the Animal Control Building Committee will host a special meeting to further discuss the potential purchase of 30 Cross Street.

8. REGIONALIZATION DISCUSSION

Chairperson Lindsey Rivers informed the committee she has meet with Naugatuck Valley Council of Government (NVCOG) regarding an Office of Policy grant. A discussion was held on how NVCOG wants to assist by applying for this grant to potentially fund part or the whole project. Due to the Town of Plymouth currently using our Animal Control Facility NVCOG considers our facility already regionalized. NVCOG is aware of the strict timeline we are on, this grant must be applied for before the purchase of 30 Cross Street.

Chairperson Lindsey Rivers stated that we will need full support from the state representatives, City Council and the Mayors of City of Bristol, Town of Wolcott and Town of Plymouth. Lindsey Rivers has already reached out to the state representatives for them to write a letter in support. City Council Member Cheryl Thibeault will work on receiving a letter of support from the City Council.

Commissioner Frank Stawski made a motion to create a letter in full support of applying to the Office of Policy grant for regionalization of the Animal Control Facility, seconded by City Council Member Cheryl Thibeault.

Vote: Unanimously Passed

Chairperson Lindsey Rivers has confirmed that the Town of Wolcott also has agreed to regionalize with our Animal Control Facility.

9. NEW BUSINESS

The committee reviewed the potential 2025 Animal Control Building Committee Calendar.

Commissioner Frank Stawski made a motion to approve the 2025 Calendar, seconded by City Council Member Cheryl Thibeault.

Vote: Unanimously Passed

10. **OLD BUSINESS**

NONE

11. **ADJOURNMENT**

Deputy Chief of Police Matthew Moskowitz made a motion to adjourn, seconded by Maintenance Technician Luis Lorenzo.

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on November 21st 2024, was hereby adjourned at 5:27 pm.

Jacqueline England

Recording Secretary



City of Bristol
ANIMAL CONTROL BUILDING COMMITTEE
SPECIAL MEETING

Monday, December 9th 2024

111 North Main Street
Bristol, CT 06010

PRESENT:

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

ABSENT:

Matthew Moskowitz, Deputy Chief
of Police

STAFF PRESENT:

Roger Rousseau, Purchasing Agent
Raymond Rogozinski, Director of Public Works

1. **CALL TO ORDER**

Chairperson Lindsey Rivers called the meeting to order at 5:15 pm.

2. **REVIEW OF ENVIRONMENTAL REPORTS AND TAKE ANY ACTION AS NECESSARY**

Purchasing agent Roger Rousseau gave a synopsis of what was found in the environmental testing. The final report is not completed at this time, however Freeman Companies preliminary results gave the committee an overview of the environmental state of 30 Cross Street. The committee then reviewed and discussed the results on the monitoring well test and concrete boring test.

3. **PURCHASE OF 30 CROSS STREET DISCUSSION AND TAKE ANY ACTION AS NECESSARY**

A discussion was held on purchasing 30 Cross Street and the current lease with the building. Chairperson Lindsey Rivers confirmed the purchase of 30 Cross Street has already been approved with the Board of Finance.

Commissioner Frank Stawski made a motion to purchase 30 Cross Street for the use of Bristol's Animal Control Facility, seconded by Commissioner Christopher Hayden.

Vote: Unanimously Passed

4. **ADJOURNMENT**

Commissioner Frank Stawski made a motion to adjourn, seconded by Commissioner Christopher Hayden.

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on December 9th 2024 was hereby adjourned at 5:29 pm.

Jacqueline England

Recording Secretary

DRAFT



City of Bristol
ANIMAL CONTROL BUILDING COMMITTEE
SPECIAL MEETING
Thursday, January 30th 2025
111 North Main Street
Bristol, CT 06010

PRESENT:

Lindsey Rivers, Public Works Analyst
Cheryl Thibeault, City Council Member
Raymond Zagurski, Animal Control Officer
Frank Stawski, Commissioner
Luis Lorenzo, Maintenance Technician
Christopher Hayden, Commissioner
Jon Mace, Commissioner
David Oakes, Facilities Manager
Matthew Moskowitz, Deputy Chief of Police

ABSENT:

STAFF PRESENT:

Roger Rousseau, Purchasing Agent

1. **CALL TO ORDER**

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

2. **DISCUSSION OF TERMINATION OF THE CONTRACT WITH RAUHAUS
FREEDENFELD & ASSOCIATES ARCHITECT FOR CONSTRUCTION OF
A NEW ANIMAL CONTROL FACILITY**

City Council Member Cheryl Thibeault made a motion to approve the termination of the contract with Rauhaus Freedenfeld & Associates, second by Commissioner Frank Stawski.

The committee then held a discussion on the contract termination with Rauhaus Freedenfeld & Associates. Purchasing Agent Roger Rousseau described how the original plan was to construct a new Animal Control Facility, however there was not sufficient acreage to build. Rauhaus Freedenfeld & Associates was notified on July 25th 2024 to suspend all activities. Since then the scope of the project has completely changed from a new build construction to the remodel of 30 Cross Street. The committee further discussed the work Rauhaus Freedenfeld & Associates has completed thus far and some communication issues the committee had with the architect.

Facilities Manager David Oakes expressed concern over spending more time and money finding a new architect. Purchasing Agent Roger Rousseau stated that the committee has the option to restructure the contract with Rauhaus Freedenfeld & Associates. He also reiterated how the scope of the project has completely changed, the termination of the

contract is for convenience. Rauhaus Freeddenfeld & Associates will be able to submit another proposal for the renovation of 30 Cross Street.

Vote: Unanimously Passed

3. **DISCUSSION OF REISSUANCE FOR PROPOSALS FOR RENOVATIONS AT 30 CROSS STREET**

The committee reviewed a packet Purchasing Agent Roger Rousseau has put together for the Request for Proposals. Roger had made modifications to the scope of the renovations at 30 Cross Street. The facility requirements were not modified in this Request for Proposals. The committee will need to review and send the needed changes to Purchasing Agent Roger Rousseau before the next meeting. The project schedule is preliminary at this time.

4. **ADJOURNMENT**

Commissioner Frank Stawski made a motion to adjourn, seconded by Commissioner Christopher Hayden.

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on January 30th 2025 was hereby adjourned at 5:32 pm.

Jacqueline England
Recording Secretary



rauhaus freedenfeld & associates

East Coast Office
57 Broadway, Boston MA 02116
(317) 338-0050

West Coast Office
23101 Moulton Pkwy #106, Laguna Hills CA 92653
(949) 716-8899

31 July 2024

Invoice # 13021

Raymond Kogozinski
City of Bristol
111 North Main Street
Bristol, CT 06010

Re: Bristol Animal Control

Project # 2411

STATEMENT OF PROFESSIONAL SERVICES RENDERED

Period: 01 JUL 2024 - 31 JUL 2024

ARCHITECTURAL FEE CALCULATION

Fee Basis: \$24.00 per Square Foot
Project Area: 9,446 Square Foot
Fee Calculation: \$24.00/SF X 9,446 SF = \$226,704.00

ARCHITECTURAL FEE BREAKDOWN

Project Programming	@	Fixed Fee = \$	3,500.00
Programming Over 10,000 SF	@	Fixed Fee = \$	1,000.00
Programming Outside Architects Office	@	Fixed Fee = \$	1,000.00
Schematic Design	@	30% of Base Fee = \$	68,011.20
Design Development	@	27.5% of Base Fee = \$	62,343.60
Construction Documents	@	27.5% of Base Fee = \$	62,343.60
Bidding & Contract Negotiations	@	5% of Base Fee = \$	11,335.20
Construction Administration (\$100/Day Minimum)	@	10% of Base Fee = \$	22,670.40
		100% of Base Fee = \$	232,204.00

ARCHITECTURAL SERVICES COMPLETED

Project Programming	@	100% Complete = \$	3,500.00
Programming Over 10,000 SF	@	100% Complete = \$	1,000.00
Programming Outside Architects Office	@	0% Complete = \$	0.00
Schematic Design	@	95% Complete = \$	64,610.64
Design Development	@	0% Complete = \$	0.00
Construction Documents	@	0% Complete = \$	0.00
Bidding & Contract Negotiations	@	0% Complete = \$	0.00
Construction Administration (\$100/Day Minimum)	@	0 Weeks Complete = \$	0.00

Total Billed to Date = \$ 69,110.64
Total Previously Billed = \$ -4,500.00

Total Architectural Services Billed This Invoice

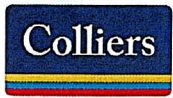
= \$ 64,610.64

AMOUNT DUE THIS INVOICE

Remittance is due within ten (10) days of billing. Thank you.
Unpaid amounts remaining after thirty (30) days are subject to 1.8% interest per month.

cc : Roger Rousseau - By email
Ray Zagurski - By email

FV 25
PO # 22404695
V # 39194



Project
Leaders

A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Bristol CT
Attn: Roger Rousseau
111 North Main Street
Bristol, CT 06010

Invoice : 0001011967
Invoice Date : 1/6/2025

Project : 24009204G
Project Manager: Warrington, Jr., Chuck
Project Name : OPM-Animal Control Facility

For Professional Services Rendered Through 12/31/2024

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Due Diligence	7,500.00	835.00	88.87	6,665.00	0.00	6,665.00
Reimbursable Expenses	500.00	500.00	0.00	0.00	0.00	0.00
Subtotal:	8,000.00	1,335.00	83.31	6,665.00	0.00	6,665.00

Current Billings 6,665.00
Amount Due This Bill 6,665.00

V# 24736
PO# 22502911
\$6,665.00

Raymond A. Rogozinski

2025-Jan-15 21:20

rogerrousseau@bristolct.gov;
charles.warrington@collierseng.com

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733
Phone: 877-627-3772 | Fax: 732-383-1980

PM01 - Due Diligence

Outside Services

Expenses

Account / VendorAmount**Subcontractor Intercompany**

Colliers Engineering & Design, Inc.

6,665.00

Total Expenses**6,665.00****Total Outside Services****6,665.00****Total Project: 24009204G - OPM-Animal Control Facility****6,665.00**



rauhaus freedenfeld & associates

East Coast Office
97 Broadway, Boston MA 02116
(617) 338-0050

West Coast Office
23101 Moulton Pkwy #106, Laguna Hills CA 92653
(949) 716-8899

31 October 2024

Raymond Rogozinski
City of Bristol
111 North Main Street
Bristol, CT 06010

11.19.24 PD
Vendor#39194

\$3400.56

PO#22404695

Invoice #13148

Re: Bristol Animal Control

Project # 2411

STATEMENT OF PROFESSIONAL SERVICES RENDERED

Period: 01 OCT 2024 - 31 OCT 2024

ARCHITECTURAL FEE CALCULATION

Fee Basis: \$24.00 per Square Foot
Project Area: 9,446 Square Foot
Fee Calculation: \$24.00/SF X 9,446 SF = \$226,704.00

Raymond A. Rogozinski

2024-Nov-16 07:12

ARCHITECTURAL FEE BREAKDOWN

Project Programming	@	Fixed Fee =	\$	3,500.00
Programming Over 10,000 SF	@	Fixed Fee =	\$	1,000.00
Programming Outside Architects Office	@	Fixed Fee =	\$	1,000.00
Schematic Design	@	30% of Base Fee =	\$	68,011.20
Design Development	@	28% of Base Fee =	\$	62,343.60
Construction Documents	@	28% of Base Fee =	\$	62,343.60
Bidding & Contract Negotiations	@	5% of Base Fee =	\$	11,335.20
Construction Administration (\$100/Day Minimum)	@	10% of Base Fee =	\$	22,670.40
		100% of Base Fee =	\$	232,204.00

ARCHITECTURAL SERVICES COMPLETED

Project Programming	@	100% Complete =	\$	3,500.00
Programming Over 10,000 SF	@	100% Complete =	\$	1,000.00
Programming Outside Architects Office	@	0% Complete =	\$	0.00
Schematic Design	@	100% Complete =	\$	68,011.20
Design Development	@	0% Complete =	\$	0.00
Construction Documents	@	0% Complete =	\$	0.00
Bidding & Contract Negotiations	@	0% Complete =	\$	0.00
Construction Administration (\$100/Day Minimum)	@	0 Weeks Complete =	\$	0.00

Total Billed to Date	=	\$	72,511.20
Total Previously Billed	=	\$	-69,110.64

Total Architectural Services Billed This Invoice = \$ 3,400.56

AMOUNT DUE THIS INVOICE

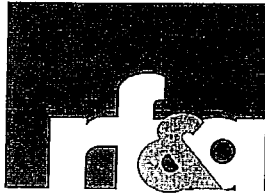
= \$ 3,400.56

Remittance is due within ten (10) days of billing. Thank you.

Unpaid amounts remaining after thirty (30) days are subject to 1.8% interest per month.

cc : Roger Rousseau - By email

Ray Zagurski - RayZagurski@bristolct.gov



rauhaus freedendfeld & associates

East Coast Office

97 Broadway, Boston, MA 02116
T 617.338.0050 | F 617.426.2557

West Coast Office

23101 Moulton Pkwy #106, Laguna Hills, CA 92653
T 949.716.8899 | F 949.716.9959

31 May 2024

Jeffrey Caggiano
City of Bristol
111 North Main Street
Bristol, CT 06010

Invoice # 12972

Re: Bristol Animal Control

Project # 2411

STATEMENT OF PROFESSIONAL SERVICES RENDERED

Period: 01 MAY 2024 - 31 MAY 2024

ARCHITECTURAL FEE CALCULATION

Fee Basis: \$24.00 per Square Foot
Project Area: TBD Square Foot
Fee Calculation: \$24.00/ TBD X 0 SF = \$ TBD

ARCHITECTURAL FEE BREAKDOWN

Project Programming	@	Fixed Fee = \$	3,500.00
Programming Over 10,000 SF	@	Fixed Fee = \$	1,000.00
Programming Outside Architects Office	@	Fixed Fee = \$	1,000.00
Schematic Design	@	30% of Base Fee = \$	TBD
Design Development	@	27.5% of Base Fee = \$	TBD
Construction Documents	@	27.5% of Base Fee = \$	TBD
Bidding & Contract Negotiations	@	5% of Base Fee = \$	TBD
Construction Administration (\$100/Day Minimum)	@	10% of Base Fee = \$	TBD
		100% of Base Fee = \$	TBD

ARCHITECTURAL SERVICES COMPLETED

Project Programming	@	100% Complete = \$	3,500.00
Programming Over 10,000 SF	@	100% Complete = \$	1,000.00
Programming Outside Architects Office	@	0% Complete = \$	0.00
Schematic Design	@	0% Complete = \$	0.00
Design Development	@	0% Complete = \$	0.00
Construction Documents	@	0% Complete = \$	0.00
Bidding & Contract Negotiations	@	0% Complete = \$	0.00
Construction Administration (\$100/Day Minimum)	@	0 Weeks Complete = \$	0.00

Total Billed to Date = \$ 4,500.00
Total Previously Billed = \$ -0.00

Total Architectural Services Billed This Invoice

= \$ 4,500.00

AMOUNT DUE THIS INVOICE

= \$ 4,500.00

Remittance is due within ten (10) days of billing. Thank you.

Unpaid amounts remaining after thirty (30) days are subject to 1.8% interest per month.

cc: Roger Rousseau - By email

Ray Zagurski - By email

Raymond A. Rogozinski

06/05/2024

Approved

RECEIVED

JUN 03 2024