

STATE PROPERTIES REVIEW BOARD

**Minutes of Meeting Held On March 5, 2020
450 Columbus Boulevard, Hartford, Connecticut**

The State Properties Review Board held a Meeting at 9:30AM on March 5, 2020 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

Members Present:

Edwin S. Greenberg, Chairman
Bruce Josephy, Vice Chairman
John P. Valengavich, Secretary
Jack Halpert
Jeffrey Berger
William Cianci

Members Absent:

Staff Present:

Dimple Desai
Thomas Jerram

Guests Present

Cameron Weimar – Director, Farmland Preservation - Department of Agriculture (9:57-10:40AM)

Chairman Greenberg called the meeting to order.

Mr. Valengavich moved and Mr. Halpert seconded a motion to enter into Open Session. The motion passed unanimously.

OPEN SESSION

1. ACCEPTANCE OF MINUTES

Mr. Valengavich moved and Mr. Halpert seconded a motion to approve the minutes of the March 2, 2020 and March 3, 2020 Meetings. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

Mr. Valengavich moved and Mr. Berger seconded a motion to go out of Open Session and into Executive Session at 9:42. The motion passed unanimously.

EXECUTIVE SESSION

PRB #	19-185-A	Transaction/Contract Type: AG/PDR
Origin/Client:	DoAG/DoAG	

Statutory Disclosure Exemptions: 1-200(6) & 1-210(b)(7)

Mr. Weimar was invited into the session at 9:57AM and left the session at 10:40AM.

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:41. The motion passed unanimously.

OPEN SESSION

4. REAL ESTATE – NEW BUSINESS

PRB # 20-024
Transaction/Contract Type: RE/ Amendment
Origin/Client: DAS/GOV
Property: Washington DC, N. Capitol Street NW (400-444)
SubLessor: State Services Organization, Inc.
Project Purpose: Extension of 2013 sublease through 2026
Item Purpose: 1st Amendment to Sublease

Background

The original base sublease was approved June 13, 2013 under **PRB #13-128**. The current lease term expired on January 31, 2020. This submittal is a proposal to amend the existing sublease to extend the sublease through December 31, 2026.

Since 1978 the Governor's office has occupied space at this location known as the "Hall of States" building. This Sublease is not open to negotiation. The Director of the Office of Governor Ned Lamont in DC has caucused with several of his counterparts representing other states in the building. All that he has caucused with share the same terms and conditions of this Sublease.

Item	PRB 13-128	PRB 20-024
Floor/Suite	Floor 3/Suite 317	Same
Leased Area (RSF)	1,031 SF	1,031 SF
Lease Term	02/01/12 – 01/31/20	02/01/2020 – 12/31/2026
Base Rent	\$52,890.30 (\$51.30/SF)	\$67,530.50 (\$65.50/SF)
Annual Increase to Base Rent	2.25 % per year beginning (see table below)	2.50% per year beginning 01/01/2021
Operating Expense Escalation	Pro-rata share of increase over base year 2012	Pro-rata share of increase over base year 2020
R.E. Tax Escalation	Pro-rata share of increase over base year 2012	Pro-rata share of increase over base year 2020
Parking Rent	\$167.89/space/month as of 9/2012	\$266/space/month as of 2/2020
Parking Spaces	2	2
Tenant Allowance	\$5.00/SF or \$5,155	\$29/SF or \$29,899
Termination	State may terminate with 180 days notice in the event that tenant's funding source is terminated or significantly reduced.	

SPRB Staff had asked following questions regarding this lease renewal.

- Please provide a copy of the approved RFS. *DAS Provided. OK.*
- Please clarify if the proposed \$67,530.50 annual rent, plus additional expenses (OE, RE Tax & Parking) conforms to the State Facility Plan. *DAS sought, and received, approval from OPM to increase the funding to \$73,996. OK.*
- Does DAS request FOIA protections? *DAS had initially requested protection, but as this was an existing Lease, not protected by FOIA, DAS agreed FOIA protection not necessary. OK.*
- Please clarify if there are any current/future plans for the TI Allowance. *DAS discussions with the User indicate no immediate plans, but will utilize over the 5-yr term. OK.*
- Please provide a summary of expenses for increase over base-year Operating Expenses, increase over base-year Real Estate Taxes and Parking expenses. *DAS Provided. OK.*

RECOMMENDATION: Board approval is recommended for this First Amendment to Lease for continued use of office space in Washington, DC.

TO: STATE PROPERTIES REVIEW BOARD

FROM: MG **DATE:** June 7, 2013

SUBJECT: PRB# 13-128 DAS/Governor's Office. Office Sublease for Governor's Office at Suite 317, North Tower, 400/444 North Capitol Street, NW, Washington, D.C.
Sublandlord: State Services Organization

RECOMMENDATION: Board approval is recommended for the proposed office sublease. The table compares the proposed agreement to the existing agreement.

Item	PRB 08-015	PRB 13-128
Floor/Suite	Floor 3/Suite 317	Same
Leased Area (RSF)	1,031	1,031 SF
Lease Term	02/01/08-01/31/14	02/01/12 – 01/31/20
Base Rent	\$48,583.35 (\$47.12/SF)	\$52,890.30 (\$51.30/SF)
Annual Increase to Base Rent	2% per year	2.25 % per year beginning (see table below)
Operating Expense Escalation	.25% of annual increase above base year 2002	Pro-rata share of increase over base year 2012
R.E. Tax Escalation	.22% of increase in levy above 10/01/02 Grand List	Pro-rata share of increase over base year 2012
Parking Rent	\$1.00 x any increase above \$170.74/space	\$167.89/space/month as of 9/2012
Parking Spaces	2	2
Tenant Allowance	\$5.00/SF or \$5,155	\$5.00/SF or \$5,155
Termination	State may terminate with 180 days notice in the event that tenant's funding source is terminated or significantly reduced.	

The State Services Organization (SSO) was formed so that the Council of State Governments could achieve leasing economies for state offices in the Capitol Hill neighborhood. SSO leases 237,848 RSF (39.25% of the RSF of the subject office building) from Mebar Realty Holding Trust. The leased area is known as the Hall of the States. The SSO *subtenants* include state governments, such as the State of Connecticut, territories and associations of state officials, such as the Council of State Governments, the National Conference of State Legislatures, and the National Governors Association. The Board first approved a lease at this location in 1977. Connecticut's space is .25% of the premises demised to the SSO.

The CT Governor has a staff of two in Suite 317. According to the proposal submitted, all Governors' offices at this location were offered the lease terms accepted by the State of Connecticut. In a proposal dated 2/27/2012, the SSO remarked that it had been negotiating with the landlord for a new lease at rates below market; otherwise SSO would seek a new location within the Capitol Hill neighborhood. SSO signed an 8 year lease agreement, effective 1/1/2012.

As a renewal incentive, three month rental abatement was provided to subtenants who renewed their leases by 3/31/2012. DAS accepted the new lease terms March 29, 2012. The rent abatement was \$13,222.58.

Based on the information provided by DAS, an estimate of total cost of occupancy in year 1 (2012) is:

Expenditure	Cost	Cost/RSF
Base Rent	\$52,890.30	\$51.30
Pro-Rata Share, Operating Expenses	\$4,515.78	\$ 4.38
Two parking spaces	\$ 4,031.21	\$ 3.91
Total: \$61,437.29	\$61,437.29	\$59.59

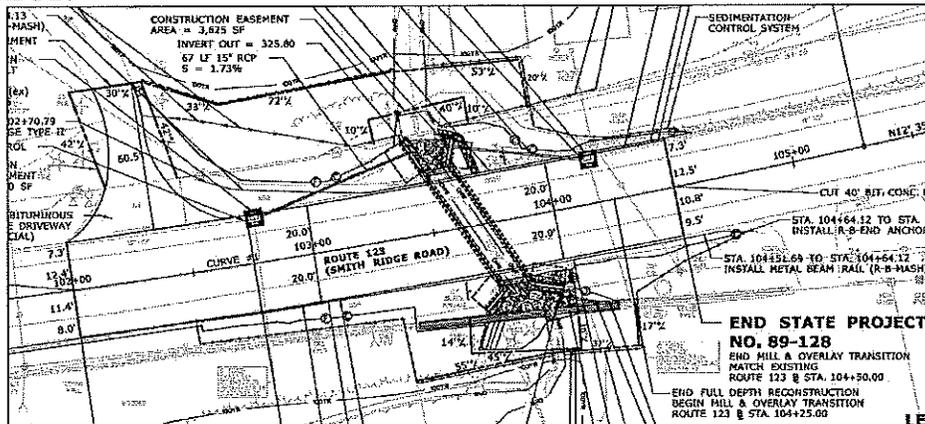
Pro-rata share of operating expenses includes all costs incurred by SSO in connection with its base lease with the Landlord, as well as the organizational expenses including administrative, overhead and personnel costs of SSO. The State Facility Plan (2013-2018) recommends \$61,526 for this purpose. The following table shows the annual 2.25% increase in base rent through the end of the sublease term:

Year	Base Rent	Rent in \$/RSF
2012	\$52,890.30	\$51.30
2013	\$52,890.30	\$52.45
2014	\$54,080.33	\$53.63
2015	\$55,297.14	\$54.84
2016	\$56,541.32	\$56.08
2017	\$57,813.50	\$57.34
2018	\$59,114.31	\$58.63
2019	\$60,444.38	\$59.95
2020	\$61,804.38	\$61.29

PRB # 20-035
Transaction/Contract Type: RE/ Voucher
Origin/Client: DOT/DOT
Project Number: 089-128-001
Grantor: Meredith Bergman
Property: New Canaan, Smith Ridge Rd (183)
Project Purpose: Replacement of bridge No. 06695 Route 123 over Rose Brook
Item Purpose: Voucher

DAMAGES: \$16,000.00

DOT PROJECT:



Subject Property Description, Before the Taking: The subject property consists of a 1.232 acre site (53,665 sq.ft.) with approximately 200 feet of frontage on Smith Ridge Road (Route 123). The site is improved with a 1.75 story Cape Cod style dwelling containing 2,403 sq.ft. of gross living area, comprised of 9 rooms, 4 bedrooms and 3 full bathrooms.

Before Valuation: A Value Finding appraisal was prepared by DOT appraiser Anthony J. DeLucco, as of November 5, 2019.

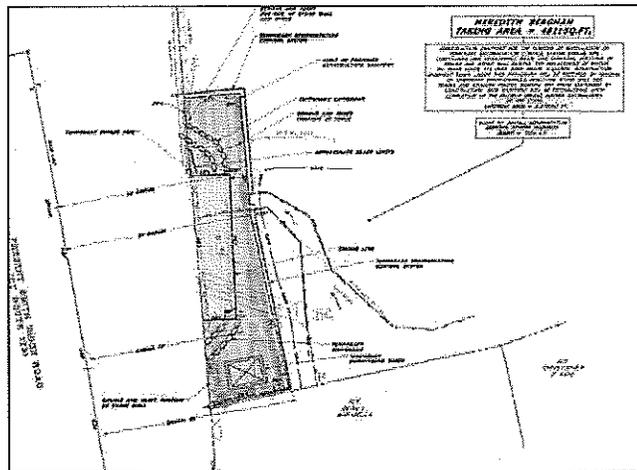
DeLucco concluded the highest and best use of the property is its present use as a single-family residence.

Land Valuation: Based on the sales data comparison approach, the appraiser analyzed three sales of vacant land in the town of New Canaan that sold between March 2019 and April 2019 and concluded that the fair market value of the subject land was \$18/square foot, or

Item	Calculation	Value
Fee Simple (183 Smith Ridge Rd)	53,665 x \$18/sq/ft/	\$965,970
	Rounded	\$966,000

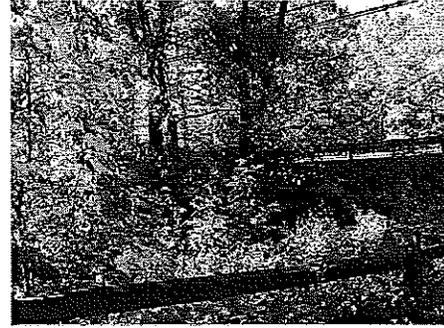
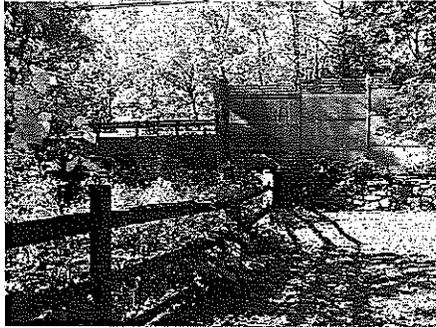
Affected improvements (mature trees, shrubs & plantings) within the easement areas were valued at \$5,000.

The Grantor acquired the property on July 12, 2018, for \$1,026,230. The Assessor valued the land (2018 reval) at \$844,400 (100%).



The Taking: DOT will acquire the following:

1. A 481± sq.ft. parcel of land;
2. A construction easement for the purpose of installation of temporary sedimentation control system, bypass pipe, cofferdams and dewatering basin and removing portions of fences and stone wall acquired over an area of 1,279± sq.ft. of land; and
3. A right to install sedimentation control system over an area of 131± LF of land.



Calculation of Permanent Damages

<i>Item</i>	<i>Calculation</i>	<i>Damages</i>
Partial Take of 481 sq.ft.	481 SF @ \$18.00/SF =	\$8,658
Contributory Value of Site Improvements	Lump Sum =	\$5,000
	Total	\$13,658
	Rounded	\$13,700

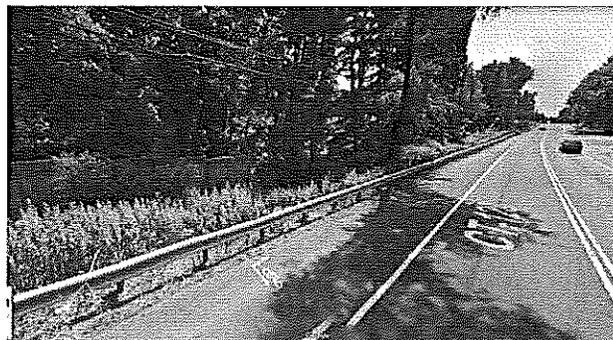
Calculation of Temporary Damages

<i>Item</i>	<i>Calculation</i>	<i>Damages</i>
Construction Easement Area	1,279 SF @ \$18/SF x 10% x 1 yr =	\$2,302
	Rounded	\$2,300

Total damages are then Permanent Damages plus Temporary Damages, \$13,700 + \$2,300 = \$16,000.

RECOMMENDATION: Board approval of damages in the amount of \$16,000 is recommended for the following reasons:

1. The acquisition complies with Section 13a-73(c) of the CGS which governs the acquisition of property by the commissioner of transportation required for highway purposes.
2. The acquisition amount is supported by the DOT appraisal.



5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB # 20-022
Origin/Client: DCS/DMHAS
Transaction/Contract Type AE / Task Letter
Project Number: BI-MH-113
Contract: OC-DCS-MDE-0035
Consultant: Fuss & O'Neill, Inc.
Property New Haven, Park St (34) - Connecticut Mental Health Center
Project purpose: Generator Replacement
Item Purpose: Task Letter #3A

PROPOSED AMOUNT: \$42,780

On December 10, 2018, under PRB File #18-144, the Board approved Task Letter #3 to the on-call contract to proceed with design services to provide an updated water flow test, allow the Consultant to attend more project meetings required for phasing of project, bring the design up to current codes, and update the plans and specs with current facility conditions. The project will add a full sprinkler system to the Connecticut Mental Health Center (CMHC) in New Haven. Included in this project is new flooring, new ceilings, lighting and the installation of a new fire pump, back-up generator, and associated work. The total fee approved under #18-144 was \$90,100.

Under PRB #18-144 the Construction Budget for the expanded project was increased to \$3,400,000 (from \$1,036,555) and the overall project budget was increased to \$4,540,800 (from \$1,574,410).

Under this proposed **TASK LETTER #3A** with Fuss & O'Neill, Inc. (F&O), the fee is intended to compensate the Consultant for the following project scope:

- *Changing the design from the addition of a third generator to replacing an existing broken generator with a larger generator. The new larger generator will supply all of the building's emergency power needs including the new fire pump.*

DCS has increased the overall initial construction budget and project budget to \$4,400,000 and \$6,067,080 respectively.

F&O has been selected for the following task(s) under this series:

• Task Letter #1	Higgins Hall Renov – WCSU	\$18,760	(Informal)
• Task Letter #2	Barnard Hall Renov.	\$18,761	(Informal)
• Task Letter#3	CMHC Sprinklers, Ceiling & Lights	\$90,100	(#18-144)
		Total	\$127,621

DCS has confirmed funding is in place for this Task Letter #3A.

MDE Fee for Basic Services (PRB #13-163)	COST (\$) (BASIC)	COST (\$) (SPECIAL)	TOTAL COST	C. Budget (\$)	(%) Budget
Contract Documents	\$95,000				
Tracing & Masters	\$7,300				
Bidding	\$6,900				
Construction Administration	\$75,000				
TOTAL BASIC SERVICE FEE (#13-163) (A)	\$184,200	\$0		\$1,840,000	10.01%
PRB #18-144 - Additional MDE fees (A1)					
Contract Documents	\$62,800				
Tracings and Masters	\$12,400				
Bidding	\$8,500				
Construction Administration	\$6,400				
TOTAL FEE (PRB #18-144) (A) + (A1)	\$90,100	\$0	\$274,300	\$3,400,000	8.07%

PRB #20-022 - Additional MDE fees (A2)					
Enhanced Schematic Design	\$18,532				
Ground Penetrating Radar	\$924				
Contract Documents	\$18,184				
Construction Administration	\$5,140				
TOTAL FEE (PRB #20-022) (A) + (A1) + (A2)	\$42,780				
TOTAL BASIC SERVICE FEE (#20-022) (A) + (A1) + (A2)		\$0	\$317,080	\$4,400,000	7.21%

Staff have requested clarification of the following issues:

1. What is the status of the project approved under TL#3?
DCS Response: The project is in the CD phase of work.
 What activities are completed or remaining per TL#3?
DCS Response: Fuss & O'Neill owes us a full set of CD plans and specs. Due to the repeated delays and changes to the scope made by the DMHAS and the facility we have been delayed and the CDs will not be finished until we can add this change to the generator for this project.
2. When did the larger generator (500kW) fail?
DCS Response: The 500kW generator failed back in august of 2019.
3. Please clarify what, other than the cost of a new generator, increased the construction budget by \$1,000,000 (29%).
DCS Response: The new generator is worth roughly \$500,000.00 and the remaining cost increase is due to the need to for swing space and the addition of temporary trailers around the site to allow us the clear a full floor to limit the phasing as much as possible. There are additional increases in cost due to access to building and floors, relocation costs per each phase, etc...
4. Has DCS/DMHAS given any consideration to removal of the underground oil tank in lieu of a gas-fired generator?
DCS Response: Thought was given to removing the existing tank it was found the existing tank was installed in 2008, and still has reasonable amount of useful life. It was found that the ongoing costs of operation it is more economical to run a diesel generator.
5. What is the size of the larger generator?
DCS Response: This generator is expected to be between 750kW and 800kW.
 Is 3000 gallon UST sufficient to serve this larger generator?
DCS Response: The existing UST does not have enough capacity to provide the required 72 hours of run time. The plan is to include a day/belly tank on the proposed generator to increase the fuel storage capacity which will give us the required 72 hour run time.
6. Why are there assumptions in F&O proposals?
DCS Response: These assumptions in the proposal are reasonable for this type of work. DAS/CS doing what we can to limit exposer while keeping the costs under control. DAS/CS will ensure the fill records for the tank have been investigated to check for possible unexplained fuel loss.
 Why can't these items be investigated during the enhanced schematic design phase rather than finding out during the construction phase?
DCS Response: The level of effort required to remove all assumptions is cost prohibitive. The intent of this task letter takes into account reasonable expectations of level of effort vs costs.
7. Provide the schedule for Construction Administration with fee matrix
DCS Response: Attached

RECOMMENDATION: It is recommended that SPRB **approve** Task Letter #3A for Fuss & O'Neill, Inc. to provide additional design services for the generator replacement project to the Connecticut Mental Health Center. The overall basic service fee of 7.21% is well within the guideline rate of 12.5% for this Group B Renovation Project.

From PRB #18-172

UPDATE: DECEMBER 6, 2018

DCS provided following responses on November 2, 2018 to Board's questions for clarification.

1. What is the increase in the square footage of the building compared to 2013 project?
The increase in square footage from 2013 to this current task letter is 0. I will amend the Memo to reflect this. The increase was in scope not square footage.
2. What percentage increase in the construction cost is attributed to cost escalation vs. increased scope of the project?
The original expected construction was \$1,070,000 in 1997. This value increased to \$3,500,000 in 2015. The \$1,070,000 cost estimate was used in the 2013 proposal during the project revival. During that project, it became clear that the expected construction cost would be higher.
 - a) 24% = \$ 605,027 to convert 1997 dollars to 2015 dollars per <https://www.bls.gov/>
 - b) 37% = \$920,000 based on 1.86 Construction Cost Index Factor from 1997 to 2015 (Source: Engineering News Record)
 - c) 39% = increased scope/project understanding
3. What is the estimated construction duration for the CA phase of this project?
It is estimated to be roughly 18-24 months.
4. What were the "expanded CA" services in the original TL#6? How did DCS arrive at \$37,200 value for these services?
Fuss & O'Neill estimated this value in 2013. Due to the invasive nature of the scope, enhanced oversight and coordination were offered to ensure the contractor followed the designed phasing plan. This includes a total 46 site meetings during construction. "Please see Attached Fee Summary from 2013"
5. CD Phase fee – Increase in this fee seems high as majority of the design work was completed and provided to DCS for comment. Other than updating the documents what other additional services are required that were not performed under earlier TL#6?
The Fuss & O'Neill proposal sent in April itemizes these services. In summary,
 - a. Additional fees from sprinkler subcontractor to revise drawings
 - b. New hydrant flow test
 - c. Field work to ensure construction drawings match existing conditions. The facilities manager is known to make architectural changes without notifying DCS.
 - d. Update codes from IBC 2003 to latest.
 - e. Resubmittal of documents to DCS
 - f. Respond to new code review comments
 - g. Coordination of phasing plan details with all parties.
 - h. Increased number of construction administration visits due to multiple construction phases.

RECOMMENDATION: Based on the responses provided, staff recommends **APPROVAL** of this TL#3 for \$90,100.

NOTE: This will bring the total value of the Architect's compensation to \$274,300

PROJECT BRIEF

In general, the scope of this project involves the design and construction administration for the balance of the sprinkler system not completed in 2002 as well as other general ceiling improvements such as new ceiling tiles and lighting. In September 2013, the Department of Mental Health and Addiction Services (DMHAS) revisited this project via Task Letter #6 (PRB 13-163) with the scope of work expanded to include the electrical and mechanical design requirements for the installation of a new fire pump, demolition of the existing fire pumps, incidental design work for switch gear, structural evaluations for

the sprinklers as well as detailing existing fire wall separations. The scope of work will also require the consultant to design fire wall separation in compliance with the latest code requirements as well as detailing new lighting and ceiling panels for installation as part of the project. The consultant fees approved by the Board (PRB 13-163) were \$184,200 via Contract OC-DPW-MDE-0026 that expired July 15, 2014. The design work was initiated, but never completed, as DMHAS deprioritized this project. This Task Letter #6 included expanded Construction Administration (CA) Phase Services with a value of \$37,200 that are no longer required and this value will be used to supplement the cost of additional CA Phase Services requested in the new Task Letter #3.

This new Task Letter #3 is to increase the total square footage of the project, provide an updated water flow test, allow the Consultant to attend more project meetings required for phasing of project, bring the current design up to current codes, and update the plans and specs with current facility conditions. The project will add a full sprinkler system to the Connecticut Mental Health Center (CMHC) in New Haven. Included in this project is new flooring, new ceilings, lighting and the installation of a new fire pump and associated work.

The Board approved Contract # OC-DCS-MDE-0035 in the amount of \$1,000,000 on June 1, 2017 (17-138). Fuss & O'Neill, Inc. ("FO") was one of five firms under the latest Multi-Disciplined Engineering consultant contracts. These contracts have a common expiration date of July 31, 2019, and all are in the amount of \$1,000,000. FO has been previously been utilized for the following tasks under this series:

- Task Letter #1 Higgins Hall Reno. WCSU, Danbury \$18,760 (Informal)
- Task Letter #2 Barnard Hall Reno. CCSU, New Britain \$18,761 (Informal)

TASK LETTER #3 is subject to SPRB approval because the value of the Task Letter #3 for this project, combined with the previous Task Letter #6 (PRB 13-163), will exceed \$100,000.

The Construction Budget for the expanded project is increased to \$3,400,000 (from \$1,036,555) and the Engineer's total fee for the project is increased by \$90,100 to \$274,300 (from \$184,200). The overall project budget is increased to \$4,540,800 (from \$1,574,410).

This task letter is to supplement the existing task letter and cover the cost of the increased scope of work involved with the expanded project. The additional scope of work includes:

- Field Investigations;
- Redesign of Fire Protection Systems, ceilings, floors and lighting;
- Update plans and specs to IMC 2012 Code;
- Additional Contract Documents (CD) phase;
- Additional Tracing & Masters (T&M) phase;
- Bidding phase; and
- Additional Construction Administration (CA) phase services.

As summarized in the following table, the Engineer's increased base fee as a percentage of the increased Construction Budget is 8.07% whereas the maximum guideline rate for this Group B renovation project is 12.00%.

MDE Fee for Basic Services (PRB #13-163)	COST (\$) (BASIC)	COST (\$) (SPECIAL)	TOTAL FEE	C. Budget (\$)	(%) Budget
Contract Documents	\$95,000				
Tracing & Masters	\$7,300				
Bidding	\$6,900				
Construction Administration	\$75,000				
TOTAL BASIC SERVICE FEE (#13-163) (A)	\$184,200			\$1,840,000	10.01
SPECIAL SERVICES (B):					
None		\$0			
TOTAL FEE (PRB #13-163) (A) + (B)			\$184,200	\$1,840,000	10.01
PRB #18-144 - Additional MDE fees (A1)					
Contract Documents	\$62,800				
Tracings and Masters	\$12,400				
Bidding	\$8,500				
Construction Administration	\$6,400				
TOTAL FEE (PRB #18-144) (A) + (A1) + (B)		\$0	\$274,300	\$3,400,000	8.07%

Funding availability has been confirmed by DCS.

Staff asked for following for clarification:

1. Please provide revised 1105
 - a. DCS provided executed revised 1105
2. What is the increase in the square footage of the building compared to 2013 project?
3. What percentage increase in the construction cost is attributed to cost escalation vs. increased scope of the project?
4. What is the estimated construction duration for the CA phase of this project?
5. What were the “expanded CA” services in the original TL#6? How did DCS arrive at \$37,200 value for these services?
6. CD Phase fee – Increase in this fee seems high as majority of the design work was completed and provided to DCS for comment. Other than updating the documents what other additional services are required that were not performed under earlier TL#6?

RECOMMENDATION:

It is recommended that SPRB _____ Task Letter #2 for Fuss & O’Neill, Inc. in the amount of \$90,100.00

PRB # 20-023
Origin/Client: DCS/DOC
Transaction/Contract Type AE / CA Services Contract
Project Number: BI-JA-485
Contract: BI- JA-485-CA
Consultant: Hill International, Inc.
Property Somers, Bilton Rd (335) – Osborn CI
Project purpose: CA Services for Window & Door Replacement
Item Purpose: New CA Contract

PROPOSED AMOUNT: \$1,464,354

This project involves providing construction administration services for the exterior door and window replacement project at Osborn Correctional Institution in Somers, CT.

Osborn CI – population 1,348 - is a medium security institution constructed in two phases. The original section was constructed in 1957. The second and larger phase was constructed in 1960. All windows and doors are original to the building and have exceeded their useful service life. The correctional institution comprises approximately 990,000 square feet of floor area and approximately 93,200 square feet of window and door openings. The facility is heated from a central boiler house but, there is no air-conditioning, with the exception of window units for some spaces. All window replacements must take into account the requirement for natural ventilation in the building.

The Department of Corrections had requested DCS effect the renovation/modernization identified in a July 2017 Study – Osborn Window and Exterior Door Replacement (BI-JA-479).

In December 2018 the Department of Construction Services (“DCS”) issued a Request for Qualifications for Construction Administrator (CA) Consultant Services related to the Osborn Exterior Door and Window Replacement project. DCS elicited six (6) responses to the advertisement. DCS then proceeded to review the submittals and after the completion of the internal review process, and five of the six firms were selected for short-listed interviews. These firms were as follows, AI Engineers, Inc., ATANE Engineers, P.C., Hill International, Inc., The Morganti Group, Inc. and Nosal Builders, Inc. The State Selection Panel consisted of 5 members and interviewed each firm for evaluation purposes based upon an established weighted ranking system. At the conclusion of the process DCS identified Hill International, Inc. (“HII”) as the most qualified firm.

The overall construction and total project budget have been established at \$35,900,000 and \$46,749,000.

This proposal before the Board is for a new CA contract for the Consultant to provide Construction Administration services with the following scope:

- The replacement of all exterior doors and windows at Osborn Correctional Institution including
- Visual survey / investigation of existing doors and windows throughout the facility to design head, jamb, and sill details for new units;
 - Verification of existing window types and quantities;
 - Exploratory probes at select locations to understand the condition and configuration of existing materials adjacent to window openings;
 - Review preliminary design concepts for reduction in existing glazing area. Prepare and value engineer schematic level wall assembly options for DCS/DOC approval;
 - Construction of interior and exterior temporary partitions, fences, barricades, access routes, etc. for project phasing and security;
 - Abatement and removal of all window and door frames;
 - Disposal of the entire window and frame as hazardous material contaminated refuse;
 - Preparation of existing masonry/rough openings;
 - Preparation and painting of miscellaneous structural steel;
 - Installation of new detention grade doors, windows, curtain walls, hardware, and associated materials and assemblies; and,
 - Replacement of windows and coordination with new wall assemblies to reduce glazing area.

The overall compensation rate for this CA services is \$1,464,354.

DAS has confirmed that funding is in place for design and construction administration services.

- The December 2018 RFQ elicited 6 responses. The Selection Panel interviewed five firms and ultimately recommended the appointment of Hill International, Inc. (HII). The selection was approved by Deputy Commissioner Petra on 5-10-2019.
- HII is a Philadelphia based, publicly-traded, firm with a branch offices located in East Hartford and Needham MA. This firm has 28 employees which includes four registered Architects, 9 construction managers and one project manager. HII is operating under its professional engineering license No. PEC.0000861. The license is valid until 04/08/2020.
- Marsh USA, Inc. reported that over the past 5 years HII has been exposed to 160 general liability or professional liability claims, of which 123 have been closed at an expense of \$1,777,360.
- The submittal is accompanied by a Consulting Agreement Affidavit notarized on 3/15/2019.

Staff have requested clarification of the following issues:

1. BI-JA-485-ARC was approved by the AG on 7-01-2019.
When was the ARC Consultant given 'Notice to Proceed' with Schematic Design Phase?
DCS Response: August 1, 2019.
Was Notice issued for the Design Development Phase? DCS Response: No. If yes, please provide date. N/A
What phases of their contract they have completed?
DCS Response: None, the C.A. has not completed any phases of design the Architect has finished the SD phase and we are waiting until the CA comes on board to do their review and provide a cost estimate before the project proceeds to DD Phase.
2. What are the "pre-design services" or "Preliminary Evaluation" identified in the Exhibit A of the CA Contract (pages 14 and 16 of 28)?
DCS Response: Page 14: This is standard contract language, there are no pre-design services for this CA Contract, those words "pre-design services" can be removed and/or crossed out as it does not apply to this contract. Page 16: Preliminary Evaluation is exactly what it says it is, 1. the CA review will review the States program, in this case the number of exterior doors and windows, the pre-design study and the States Construction Budget, which is \$35.9M and evaluate each to insure there is enough construction money for the scope of work. This requirement is at the option of the State. 2. This requires the C.A. to become familiar with previous project decisions and planning, in this case a there is a feasibility study dated July 27, 2017 that the CA would need to be familiar with.
3. When will these pre-design/preliminary evaluation services may begin?
DCS Response: Pre-design services will not be required. Preliminary Evaluation services will be provided at the option of the State and will begin once the C.A. contract is fully executed.
4. On page 17 of 28 – Under Item 6 – Construction Cost Estimate: it states ..., "schedule to start the second quarter of 2012". Is there a typo?
DCS Response: Yes this is typo, it should be 2022
5. Provide a list of attendees at the Scope Meeting held on 7/29/2019
DCS Response: Please see attached.
6. Provide a copy of the staffing matrix referenced in the Consultant's proposal.
DCS Response: Please see attached.
7. Please clarify if the Consultant provided a table with hourly rates and, if yes, please provide a copy.
DCS Response: Please see attached.
8. CA fee for construction administration phase is estimated at \$1,323,078. The construction administration phase fee for the Architect is estimated at \$1,436,000. What is the rational for paying such high fees for the same project to basically duplicate the effort?
DCS Response: The rational is: This is not a high fee, it is the fee that was budgeted in the 1105 by the Department of Corrections Deputy Commissioner of Administration, Cheryl Cepelak and approved by DAS Deputy Commissioner, P.J. Salemi. Please see the attached CA Manual Section 2.4 for the construction administration duties required during construction. Please see the

attached Consultants Procedure Manual Section 3.5.5 for the Architect's construction administration duties required during construction.

9. Please provide staffing matrix for BI-JA-485-ARC.

DCS Response: A staffing matrix was not provided by Hoffman Architects. The services provided by the CA and Architect during construction are not duplicated services. The Architect provides service related to the review of submittals, design related questions, RFI answers, etc. The CA is DAS' representative on-site every day to watch the contractor performing the work. They make sure the project is constructed as designed by the Architect.

RECOMMENDATION: Staff recommends approval of this consultant contract in the amount of \$1,464,354. The CA fee of 4.08% of construction cost is within the DCS CA Services guideline of 5.0%.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #19-185-A – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #19-185-A, with the following notes:

1. The Board reiterates to DoAG that all development rights acquired under *CGS §22-26CC* and *CGS §22-26NN* comport with statutes and implementing regulations for utilizing State bond funds, regardless of requirements of the United States Department of Agriculture (USDA).
2. The Board requests a copy of the opinion from DoAG Legal that the “cost” of acquiring such development rights is only the “State’s Share” is appropriate and within current statutes *CGS §22-26CC* and *CGS §22-26NN* and implementing regulations.
3. The Board requests a copy of the second real estate appraisal report of the Maple Bank Farm.

The motion passed unanimously.

PRB FILE #20-024 – Mr. Berger moved and Mr. Valengavich seconded a motion to approve PRB FILE #20-024. The motion passed unanimously.

PRB FILE #20-035 – Mr. Berger moved and Mr. Halpert seconded a motion to approve PRB FILE #20-035. The motion passed unanimously.

PRB FILE #20-022 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #20-022. The motion passed unanimously.

PRB FILE #20-023 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #20-023. The motion passed unanimously.

9. NEXT MEETING – Monday, March 9, 2020.

The meeting adjourned.

APPROVED: _____


John Valengavich, Secretary

Date: 3/9/20