

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On April 2, 2020 – remotely via telephone conference –

Pursuant to Governor Lamont's Executive Order No. 7B regarding suspension of In-Person Open Meeting requirements, the State Properties Review Board conducted its Regular Meeting at 9:30AM on April 2, 2020 remotely via telephone conference at (866)-692-4541, passcode 85607781.

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

Chairman Greenberg inquired if there were any public participants. None responded.

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 30, 2020 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Director Desai had electronically distributed Board Member information on completing their Statement of Financial Interest and encouraged all to complete the filing electronically.

Director Desai also informed Board Members that he had written an email to DoAg seeking status of the file PRB 19-193-A. The DoAg has responded to some and the remaining were to be responded by Cam, who was on a leave. The Board will continue to hold the file until responses are received from the DoAg.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

PRB #	20-061
Transaction/Contract Type:	RE/ Voucher
Origin/Client:	DOT/DOT
Project Number:	320-005-009
Grantor:	Town of Windsor
Property:	Windsor, Central St (45)
Project Purpose:	New Haven-Hartford-Springfield Rail Program

Item Purpose: Voucher

DAMAGES: \$5,750.00

DOT PROJECT:

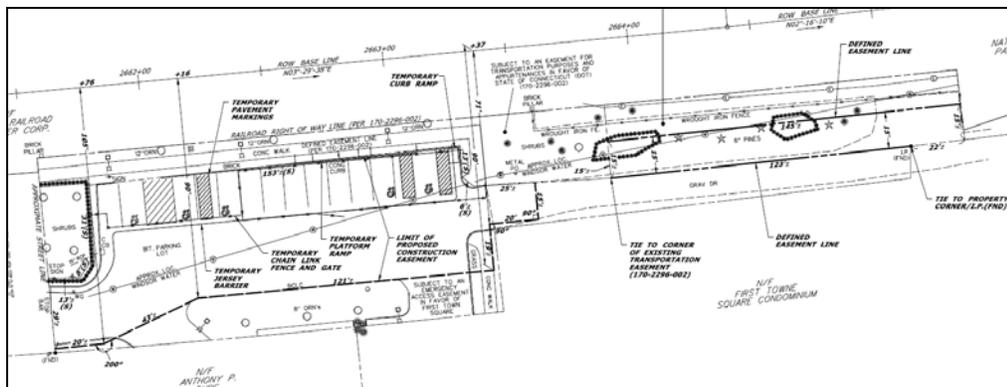
This acquisition is for continued improvements to the Amtrak rail corridor between New Haven and Springfield. This specific project will add a low-level platform as well as a walk-on high-rise platform to accommodate individuals with accessibility issues.



Subject Property Description, Before the Taking: The subject property (per DOT Appraiser) consists of a 23,892 sf parcel at the intersection of Central Street and Mechanic Street, opposite the Windsor Locks Train Station. The site is improved with an asphalt-paved parking area striped for 16 vehicles and landscaping. The highest and best use is the current use.

The Taking: DOT will acquire the following:

1. A Defined Easement for Transportation Purposes - easement for transportation utility purposes and appurtenances acquired over an area of 2,170± sq.ft. of land; and
2. Construction easement for the purpose of access, parking, laydown and storage of construction material temporary pavement striping/handicap symbols, installing temporary platform ramp, temporary curb ramp, temporary chain link fence and temporary jersey barriers acquired over an area of 9,326 square feet.





The following is a summary of the effects of the taking:

1. Limited use of the 16-space parking area during the 1 year construction period.

EOC Valuation: Consistent with DOT’s agreement with FHWA an estimate of compensation (EOC) worksheet has been prepared for the subject taking. This process is used for simple acquisitions related to minor site improvements where the total cost is typically less than \$10,000. In this instance, DOT Staff valued the 23,892 sq.ft. site at \$5.00/SF (\$119,460 lot value). The following table indicates the results of the DOT Estimate of Compensation, prepared as of 3/03/2020:

<i>Item</i>	<i>Calculation</i>	<i>Damages</i>
Defined Easement for Utility	2,170± SF @ \$5.00/SF x 10%	\$1,085.00
Construction Easement	9,326± SF @ \$5.00/SF x 10%	\$4,663.00
	Total:	\$5,748.00
	Rounded	\$5,750.00

RECOMMENDATION: Board approval of damages in the amount of \$5,750 is recommended for the following reasons:

1. The acquisition complies with Section 13a-73(c), 13b-36(a) & 13a-79 of the CGS which governs the acquisition of property by the commissioner of transportation required for highway & rail purposes.
2. The acquisition amount is based on the EOC report by DOT appraiser Joseph Aiello.
3. The valuation is consistent with a previous partial take on this parcel approved by the Board on November 14, 2019 under PRB #19-228.

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB # 20-045
Origin/Client: DCS/DAS-FM
Transaction/Contract Type: AE / Task Letter
Project Number: BI-2B-400
Contract: OC-DCS-ARC-0047
Consultant: OakPark Architects, LLC
Property: Hartford, Capitol Ave (410)
Project purpose: Bathroom Renovations and ADA Upgrades
Item Purpose: Task Letter #6B

PROPOSED AMOUNT: \$3,850

On July 11, 2019, under PRB File #19-132, the Board approved Task Letter #6A to the on-call contract to provide additional design services for asbestos abatement and to meet the guidelines for the new electronic bidding format, totaling \$6,000.

Under this proposed TASK LETTER #6B with OakPark Architects, LLC, the fee is intended to compensate the Consultant an additional \$3,850 to retain the services of a sub-consultant for Structural Engineering design services as follows:

- Review Bid Drawings;
- Visits site as necessary;
- Review existing conditions;
- Provide a fan support/angle frame details;
- Provide reinforcing and angle frame details as required;
- Provide a detail to restore the floor decking where deteriorated;
- Provide a detail to infill existing duct work openings as a result of demolition; and,
- Provide a field survey of existing conditions in the garage ceiling where the structural beam blocks access to the existing sanitary tie-in, a structural detail for permitting a penetration through the existing beam and additional construction administration including shop drawing review and one site visit by the structural engineer.

The Construction Budget and total Project Budget have been reduced to \$1,475,000 (from \$1,570,000) and \$1,983,500 (from \$2,086,000) respectively.

Task Letter #6- OPA (PRB File #16-225)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic & Design Development Phase	\$61,560				
Contract Documents	\$34,200				
Tracing & Masters/Bidding	\$6,840				
Construction Administration	\$34,200				
OPA'S BASE FEE (A)	\$136,800			\$1,570,000	8.71%
TL #6A – Additional design services (A1) (PRB File #19-132)	\$6,000				
OPA'S TOTAL BASE FEE (A)+(A1)	\$142,800			\$1,634,397	8.74%
TL #6B – Additional design services (A2) (PRB File #20-045)	\$3,850				
OPA'S TOTAL BASE FEE (A)+(A1)+(A2)	\$146,650			\$1,475,000	9.94%
TOTAL SPECIAL SERVICES FEE (B)		\$0			
TOTAL PROJECT FEE (A) + (B)			\$146,650	\$1,475,000	9.94%

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #6B for Oak Park Architects to provide consulting design and construction administration services on this project. The overall basic service fee of 9.94% is within the established guideline rate of 12.0% for Group B Renovation Project.



FROM PRB #19-132

PROPOSED AMOUNT: \$6,000

TASK LETTER #6A – The Department of Construction Services (“DCS”) has submitted to the Board Task Letter #6A which is intended to compensate the Consultant, for additional design services for asbestos abatement and to meet the guidelines for the new electronic bidding format, which are described as follows:

- Replace all Division 0 and I with current standard design-bid-build sections, including incorporating the asbestos abatement work to be within the scope of the project.
- Revise all drawings and specifications to current date.
- Update the cost estimate to include asbestos abatement work.
- Reissue entire bid document package, including new Construction Documents and Mylar cover sheet.

Task Letter #6– OPA (PRB File #16-225)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic & Design Development Phase	\$61,560				
Contract Documents	\$34,200				
Tracing & Masters/Bidding	\$6,840				
Construction Administration	\$34,200				
OPA’S BASE FEE (A)	\$136,800			\$1,570,000	8.71%
TL #6A – Additional design services (A1) (PRB File #19-132)	\$6,000				
OPA’S TOTAL BASE FEE (A)+(A1)	\$142,800			\$1,634,397	8.74%
TOTAL SPECIAL SERVICES FEE (B)		\$0			
<i>TOTAL PROJECT FEE (A) + (B)</i>			\$142,800	\$1,634,397	8.74%

Staff have requested clarification of the following issues:

1. Pl clarify the delay in submitting this TL #6A to SPRB for approval.
 - DCS Response- OPA submitted the proposal request on 9/11/2018 for additional services, on 9/24/2018 DAS/PM submitted Supplemental Task documents to management. I do not know why it was delayed. Peter, can you clarify?
2. What is the status of the work to be completed under TL#6A?
 - DCS Response - OPA completed the work. The on-call contract, Section CC, specifically infers that the Architect should not provide services without approval of the Board. It says that “.....without properly executed TL, the Architect accepts the risk that payment will not be made by the State of CT”. Why was this contractual requirement not followed?
3. It seems that this project was bid in November 2018 with bids due in January 2019. What is the status of the construction contract? Will this project be re-bid with asbestos abatement work included or was it included in November 2018 bid?
 - DCS Response – Based on letter received on 6/24 from Mellanee Walton, it appears as though the Bond Commission approved Construction funding. The documents that were bid contained the asbestos abatement work. DCS Policy OK
4. If not, why wasn’t the asbestos abatement work included in the original bid?
 - DCS Response – see Item 3. above. DCS Policy OK
5. Will the consultant be paid twice for work related to bidding phase?
 - DCS Response – no. OK

6. How is this work (asbestos abatement) being paid? B1105 says that ACM removal will be paid through separate funds.
 - DCS Response – My understanding was the abatement work was originally going to be paid for with separate funds per our original scope. Presently the abatement work it is included in the bids received. OK
7. What is the total estimate project cost including asbestos abatement?
 - DCS Response – estimated construction cost: \$1,634,396.91; Base bid: \$1,475,000.00 OK
8. Pl provide a Task Log report for OC-DCS-ARC-0047
 - DCS Response – DCS provided the log as requested, all set.

RECOMMENDATION: It is recommended that the Board APPROVE this proposal provided that the Board puts DCS on notice to stop the practice of approving the services and completing the work before the Board has reviewed additional scope/compensation and provided approval as required by the Statute. It is also recommended that DCS strictly follow their own requirements of the on-call contract.

FROM PRB #16-225

PROJECT BRIEF– In general, this project involve design and construction services for the upgrade and renovation of 16 toilet rooms at 410 Capitol Avenue. Based on the previously completed pre-design study by Oak Park Architects the scope of work will include the installation of all new fixtures, partitions and associated accessories to comply with code and ADA requirements. It is envisioned that the consultant will provided all of the required demolition plans, design phase drawings including all fire protection, exhaust fans and ADA requirements. The project will also include the upgrade of all lighting with new LED fixtures.

In November 2014, SPRB approved Oak Park Architects, LLC (“OPA”) (PRB File #14-279) as one of eight firms under the latest On-Call Architectural Support Services consultant contracts. These contracts have a maximum contract fee of \$1,000,000 with a common expiration date January 15, 2017. Subsequently OPA has been approved for the following tasks under this series:

• Task Letter #1	NCC Door Hardware Replacement	\$38,000 (Informal)
• Task Letter #1A	NCC Door Hardware Replacement	\$ 4,620 (Informal)
• Task Letter #2	MXCC New Manufact. Center Project	\$97,800 (Informal)
• Task Letter #3	Cheshire Corr. Center Exterior Improvs.	\$92,750 (Informal)
• Task Letter #4	CCSU Burritt Library Renovations	\$65,000 (Informal)
• Task Letter #5	CCSU Devils Student Center Renov.	\$49,000 (Informal)
	TOTAL FEES	\$347,170

TASK LETTER #6 is a new task letter and subject to SPRB approval because the value of the task letter for this project exceeds \$100,000. The Construction Budget and total Project Budget have been established at \$1,570,000 and \$2,086,000 respectively.

As detailed in the scope letter from OPA to DCS dated May 8, 2016 the \$136,800 is intended to compensate the Architect for the following project scope:

- Completion of schematic through construction document phase plans
- Development of an existing conditions MEP Plan and associated demolition drawings
- Associated code reviews, ADA checklists, exhaust and alarm systems to confirm design plans.
- Completion of required technical speculations and a new probable cost estimate.
- Limited construction administration services

As summarized in the following table, the consultant’s base fee as a percentage of Construction Budget is as follows:

Task Letter #6 – OPA (PRB File #16-225)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic & Design Development Phase	\$61,560				
Contract Documents	\$34,200				
Tracing & Masters/Bidding	\$6,840				
Construction Administration	<u>\$34,200</u>				
OPA’S BASE FEE (A)	\$136,800			\$1,570,000	8.71%
TOTAL SPECIAL SERVICES FEE (B)		\$0			
<i>TOTAL PROJECT FEE (A) + (B)</i>			\$136,800	\$1,570,000	8.71%

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #6 for Oak Park Architects to provide consulting design and construction administration services on this project. The overall basic service fee of 8.71% is within the established guideline rate of 12.0% for Group B Renovation Project.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #20-061 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #20-061. The motion passed unanimously.

PRB FILE #20-045 – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILE #20-045. The motion passed unanimously.

9. NEXT MEETING – Monday, April 6, 2020.

The meeting adjourned.

APPROVED: _____ **Date:** _____
 John Valengavich, Secretary