

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On April 9, 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 9, 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 April 6, 2020 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 9:50. The motion passed unanimously.

EXECUTIVE SESSION

PRB #:	20-055
Transaction/Contract Type:	RE/ Lease
Origin/Client:	DAS/WCC

Statutory Disclosure Exemption: 4b-23(e), 1-200(6)(D) & 1-210(b)(24)

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:22. The motion passed unanimously.

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB #	20-054
Origin/Client:	DCS/DAS
Transaction/Contract Type	AE / Task Letter
Project Number:	BI-2B-387
Contract:	OC-DCS-ROOF-0033
Consultant:	Oak Park Architects, LLC
Property:	Rocky Hill, Corporate Place (300) – Chief State’s Attorney
Project purpose:	RTU and Roof Replacement Project
Item Purpose:	Task Letter #1B

PROPOSED AMOUNT: \$30,185

On September 6, 2018, the SPRB, under PRB #18-158, approved Task Letter #1A authorizing the Consultant to provide additional design services in conjunction with the roof and HVAC replacement project at this property for an addition fee of \$13,200.

TASK LETTER #1B is a new task letter and is subject to SPRB approval because the total project fee combined with Task Letter #1 and Task Letter #1A exceeds the threshold cost of \$100,000.

DCS has increased the construction budget and project budget to \$4,060,000 (from \$2,100,000) and \$5,034,722 (from \$2,878,722), respectively.

As detailed in the proposed Task Letter #1B with OPA the Task Letter fee is intended to compensate the Consultant to provide the following work to the existing Drawings and Specifications:

- Revise documents by removing “Conformed Set” from drawings and specifications;
- Provide a new issue date on drawings and specifications, re-issue and coordinate with stamped and approved cover sheet in accordance with the Consultants Procedural Manual (CPM);
- Revise documents to indicate Entrance Canopy as Supplemental Bid #2 (Atrium Glass scope work will remain in the base bid);
- Alter drawings and specifications to reflect that RTU-5 has been replaced, clarify scope of work related to the steel support under RTU-5 (i.e. steel framing to be painted);
- Perform site visit to survey any alterations or work performed by the Agency that impacts the scope of work;
- Update Division 01 in the specifications to current DAS version;
- Provide a new estimate with current costs by APEX Construction Group, LLC; list Supplemental Bids #1 and #2 separately;
- Submit documents for CD review and respond to comments. Submit documents for Bid release; and
- Prepare and submit a new bid package per CPM, attend Pre-Bid meeting, answer bid questions, address addendum items, issue Conformed Bid Set and attend Scope review meeting for re-bid.

OPA has been selected for the following task(s) under this series:

• Task Letter #1	Corp. Place Rooftop A/C Unit & Roof Replacement	\$198,350	(PRB 17-190)
• Task Letter #1A	Corp. Place Rooftop A/C Unit & Roof Replacement	\$13,200	(PRB 18-158)
• Task Letter #2	Quinebaug CC Roof Replacement	\$71,000	(Informal)
• Task Letter #2A	Quinebaug CC Roof Replacement	\$4,000	(Informal)
• Task Letter #3	Bridgeport JD Roof Replacement	\$145,000	(PRB 18-172)
Total		\$431,550	

DAS has verified that funding is available for this consultant utilizing Minor Cap Funds.

	<u>COST (\$)</u> <u>(BASIC)</u>	<u>COST (\$)</u> <u>(SPECIAL)</u>	<u>C. Budget</u> <u>(\$)</u>	<u>(%)</u> <u>Budget</u>
FREE Fee for Basic Services (PRB #17-190)				
Schematic & Design Development Phase	\$71,795			
Construction Document Phase	\$61,395			
Tracing & Masters/Bidding Phase	\$10,260			
Construction Administration Phase	\$45,900			
TOTAL BASIC SERVICE FEE (#17-190) (A)	\$189,350		\$1,980,000	9.56%
SPECIAL SERVICES:				
Testing & Balancing, Roof Cuts & Inspec. Services		\$9,000		
TOTAL SPECIAL SERVICES(B)		\$9,000		
Total Project Fee (A) + (B)		\$198,350	\$1,980,000	10.02%
Additional New Design, Bidding and CA Phase (A1)	\$13,200			
BASIC SERVICE FEE (A) + (A1) (PRB #18-158)	\$202,550		\$2,100,000	9.65%
Additional Design and Bidding Phase (A2) PRB #20-054	\$30,185			
BASIC SERVICE FEE (A) + (A1) + (A2) PRB #20-054	\$232,735		\$4,060,000	5.73%
PROJECT TOTAL FEE (A) + (B) + (A1) + (A2)		\$241,735	\$4,060,000	5.95%

RECOMMENDATION:

It is recommended that SPRB **APPROVE** Task Letter #1B for Oak Park Architects, LLC in the amount of \$30,185. The overall basic service fee of 5.73% is well within the guideline rate of 12.5% for this Group B Renovation Project.

PROPOSED AMOUNT: \$13,200

PROJECT BRIEF– This project involves the complete replacement of approximately 17,000 GSF of roof area inclusive of new drains, overflow scuppers and the incorporation of roof blocking to increase the pitch from 1/8” to 1/4” for more active sheeting and flow. The project scope will also include the installation of a new pre-fabricated canopy over the front entrance as well as the complete replacement of all HVAC roof top units, upgraded DDC unit controls, valves and VAV boxes. The project also includes the replacement of all boilers with new high efficiency gas fired condensing units along with the installation of existing zone dampers. Lastly, the project scope will include all of the required, electrical, fire suppression and associated plumbing work to comply with the code requirements for this project. As part of the scope of services the consultant will also coordinate with the local utility providers for possible rebates and incentives. DCS has established the overall initial project budget and construction budget at \$1,980,000 and \$2,654,280 respectively. The scope of the project was expanded in 2018 to include a portion of the entry atrium not included in the original plans.

DAS has verified that funding is available for this consultant utilizing Minor Cap Funds.

In December 2016, SPRB approved OakPark Architects, LLC (“OPA”) (PRB #16-285) as one of six firms under the latest *On-Call Roof Support Services Series* of consultant contracts. These contracts have a common expiration date of February 15, 2019 and have a maximum cumulative fee of \$500,000. The contract was amended (PRB#17-325) to increase the maximum cumulative fee to \$1,000,000.

OPA has been selected for the following task(s) under this series:

- Task Letter #1 Corp. Place Rooftop A/C Unit & Roof Replacement \$198,350 (PRB 17-190)
 - Task Letter #2 Quinebaug CC Roof Replacement \$ 71,000 (Informal)
 - Task Letter #3 BI-JD-364 Roof & Parapet Replacement \$180,000 (@DCS)
- TOTAL FEE TO DATE \$449,350**

TASK LETTER #1A is a new task letter and is subject to SPRB approval because the total project fee, combined with Task Letter 1 exceeds the threshold cost of \$100,000. **DCS has increased the project budget and construction budget to \$2,100,000 and \$2,878,722.** As detailed in the proposed Task Letter #1A with OPA dated May 18, 2018 the task letter fee is intended to compensate the Architect for the following expanded project scope:

- Design services to refurbish the connector and shared “knuckle” portion of the entry atrium including interior renovations, lighting, fire protection and HVAC updates;
- Renovations listed as a Supplemental Bid and include the roof replacement of the entry atrium to the “knuckle;”
- Design services to refurbish and replace sloped glass;
- Investigate options for reflashing at the building’s exterior contact with atrium to reduce leaks; and
- Incorporate the construction cost of these additional services into the CD estimate.

FREE Fee for Basic Services (PRB #16-248)	<u>COST (\$)</u> <u>(BASIC)</u>	<u>COST (\$)</u> <u>(SPECIAL)</u>	<u>C. Budget</u> <u>(\$)</u>	<u>(%) Budget</u>
Schematic & Design Development Phase	\$71,795			
Construction Document Phase	\$61,395			
Tracing & Masters/Bidding Phase	\$10,260			
Construction Administration Phase	<u>\$45,900</u>			
TOTAL BASIC SERVICE FEE (#17-190) (A)	\$189,350		\$1,980,000	9.56%

<u>SPECIAL SERVICES:</u>				
Testing & Balancing, Roof Cuts & Inspec. Services		<u>\$9,000</u>		
TOTAL SPECIAL SERVICES(B)		\$9,000		
Total Project Fee (A) + (B)		\$198,350	\$1,980,000	10.02%
Additional New Design, Bidding and CA Phase (A1)	<u>\$13,200</u>			
BASIC SERVICE FEE (A) + (A1)	\$202,550		\$2,100,000	9.65%
PROJECT TOTAL FEE (A) + (B) + (A1)		\$211,550	\$2,100,000	10.07%

RECOMMENDATION:

It is recommended that SPRB **Approve** Task Letter #1A for Oak Park Architects, LLC in the amount of \$13,200. The overall basic service fee of 9.65% is well within the guideline rate of 12.5% for this Group B Renovation Project.



7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILES #20-055 – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILE #20-055. The motion passed unanimously.

PRB FILE #20-054 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #20-054. The motion passed unanimously.

9. NEXT MEETING – Monday, April 13, 2020.

The meeting adjourned.

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