

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On April 5, 2021 – 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 5, 2021 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

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. Berger seconded a motion to approve the minutes of the April 1, 2021 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Mr. Berger provided Board Members with an update on his ongoing conversations and review about certain proposed legislation that affects the State Properties Review Board.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

<i>PRB #</i>	21-034
<i>Origin/Client:</i>	DCS/CCSU
<i>Transaction/Contract Type</i>	AE / Task Letter
<i>Project Number:</i>	BI-RC-410
<i>Contract:</i>	OC-DCS-ARC-0059
<i>Consultant:</i>	Northeast Collaborative Architects, LLC
<i>Property</i>	New Britain, Main St (185) CCSU-ITBD
<i>Project purpose:</i>	Charter Oak Community College Relocation
<i>Item Purpose:</i>	Task Letter #2A

PROPOSED AMOUNT: \$2,475

On October 24, 2019, under PRB File #19-212, the Board approved Task Letter #2 in the amount of \$425,000 for the Consultant to provide design and construction administration services for the following scope of work:

1. Review and confirm the Space Program in development by Charter Oak
2. Review existing conditions and verify existing condition drawings
3. Provide preliminary test fit layouts and advise Owner of any major issues associated with existing building conditions and/or systems and any apparent space deficiency concerns
4. Code compliance of proposed solutions
5. MEP/HVAC modifications
6. Integration of FF&E and telecommunications in proposed solutions
7. Provide up to three potential layouts for review
8. Maximize open access to exterior walls to optimize natural light and provide views for a maximum number of occupants
9. Include safety and security, as well as street presence and Charter Oak identity, when developing an improved entry/access sequence into and within the building and incorporate access for occupants and visitors of 3rd and 4th floor tenants. Exterior building signage and rear drive lighting revisions are included in this consideration.
10. Include safety and security improvements to the garage levels of the building
11. Provide secure storage for Charter Oak in the basement level
12. Evaluate a pedestrian bridge from the adjacent City of New Britain parking garage and provide a budget cost for design and construction
13. Provide order of magnitude estimates of probable construction costs will be developed for the conceptual design layouts

Site and Civil Engineering services were specifically excluded under Task Letter #2.

The project is currently in the Contract Documents (CD) Phase.

Under this proposal (PRB #21-034), DCS is seeking SPRB approval of **TASK LETTER #2A** in the amount of \$2,475 to compensate the consultant for additional design services beyond the scope of work contained in Task Letter #2.

The site design services will be associated only with the proposed revisions to the main entry to the building facing Main Street. The present scope of work includes new concrete sidewalk paving from the new door location to connect to the existing city sidewalk. The removal of topsoil and plantings will be required at this location. Some new planted areas with topsoil and landscape plantings are to be added to the location of the former entry doors. The intent is to balance the addition of any new impervious surfaces with the removal of existing.

The Department of Administrative Services requires the following design and construction administration services:

1. Site layout and planting design to be included on CD Phase architectural drawings.
2. Site details to be added to CD Phase architectural drawings.
3. Impervious coverage calculations.
4. Concrete paving, topsoil and planting technical specifications in 6-digit CSI format.
5. Construction Administration Phase services.

DCS confirmed funding is available for this request.

In March 2019, SPRB approved Northeast Collaborative Architects, LLC (“NCA”) (PRB #19-068) as one of seven firms under the latest *On-Call Architect Series* of consultant contracts. These contracts have a common expiration date of May 15, 2021 and have a maximum cumulative fee of \$1,000,000.

NCA has been approved for the following task(s) under this series:

• Task Letter #1	21 Spring Ln Facility Dev.–Tunxis CC	\$54,655	(Informal)
• Task Letter #2	Charter Oak Relocation	\$425,500	PRB #19-212
• Task Letter #3	21 Spring Ln Facility Dev.– Tunxis CC	\$149,200	PRB #20-128
• Task Letter #4	ECSU – 347 Prospect St - structural	\$59,500	(Informal)
Total Fee to Date:		\$688,855	

The overall construction and total project budget for the roof replacement and HVAC upgrades was increased to **\$4,219,249** and **\$5,965,775**, from the original established at **\$2,624,250** and **\$4,499,960**.

Task Letter #2– NCA (PRB #19-212)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design	\$29,950				
Design Development Phase	\$59,900				
Contract Documents	\$89,850				
Bidding	\$14,975				
Construction Administration	<u>\$104,825</u>				
NCA’S BASE FEE (A)	\$299,500			\$2,624,250	11.41%
Task Letter #2A (PRB #21-034)					
Expanded ARC/CA Services (A1)	\$2,475				
NCA’S BASE FEE (A) + (A1)	\$301,975			\$4,219,249	7.0%
SPECIAL SERVICES (B)					
Pre-Design Study	\$59,000				
Existing Bldg Exploratory Investigation Allowance	\$10,000				
FFE Design Services	\$26,000				
Telecommunications Systems Consulting	<u>\$31,000</u>				
TOTAL SPECIAL SERVICES FEE (B)	\$126,000				
NCA’S TOTAL BASE FEE (A)+(A1) + (B)			\$427,975	\$4,219,249	10.0%

RECOMMENDATION:

It is recommended that SPRB **APPROVE** Task Letter #2A for Northeast Collaborative Architects, LLC in the amount of \$2,475.

- DCS confirmed \$2,475 is available for the Task Letter.
- The Board approved the current On-Call Contract for a maximum fee of \$1,000,000 and a term that expires on 5/15/2021 (PRB #19-068). Following the subject Task Letter, the On-Call Contract will have an uncommitted value of \$308,670.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 1/17/2021.

FROM PRB #19-212

PROPOSED AMOUNT: \$425,500

PROJECT BRIEF – The intent of this project is to renovate the 1st floor (6,600 gsf) and the 2nd floor (21,400 gsf) of Central Connecticut State University's Institute of Technology and Business Development (ITBD) located at 185 Main Street, New Britain. Charter Oak State College will then move out of their present locations, consolidating them into the newly renovated 1st and 2nd floor of CCSU's ITBD. This 4 story building's downtown location will provide a visible presence for Charter Oak while also accommodating the functional and programmatic needs for Charter Oak which primarily serves adult students from the State of Connecticut.

Scope of Project:

The design will provide secure access to all floors while also emphasizing the entry to Charter Oak's admissions and other designated functions. The scope of work includes both minor and major renovation based on the condition and configuration of the existing space. Stairways will receive new finishes throughout the entire building. The basement area houses storage, mechanical, and technology systems in addition to data closets on each floor.

Toilet facilities will remain as is with cosmetic or accessibility adjustments executed as needed. Scope includes design and construction phase services related to programming, architectural, engineering, telecom and audio visual (AV) and furniture, fixtures, and equipment (FF&E).

Under this proposed Task Letter #2 DAS/DCS is seeking SPRB approval as the total project fee exceeds the threshold cost of \$100,000.

As detailed in the proposed Task Letter #2 with Northeast Collaborative Architects, LLC (“NCA”), the fee is intended to compensate the Consultant for the following design and construction phase services:

14. Review and confirm the Space Program in development by Charter Oak
15. Review existing conditions and verify existing condition drawings
16. Provide preliminary test fit layouts and advise Owner of any major issues associated with existing building conditions and/or systems and any apparent space deficiency concerns
17. Code compliance of proposed solutions
18. MEP/HVAC modifications
19. Integration of FF&E and telecommunications in proposed solutions
20. Provide up to three potential layouts for review
21. Maximize open access to exterior walls to optimize natural light and provide views for a maximum number of occupants
22. Include safety and security, as well as street presence and Charter Oak identity, when developing an improved entry/access sequence into and within the building and incorporate access for occupants and visitors of 3rd and 4th floor tenants. Exterior building signage and rear drive lighting revisions are included in this consideration.
23. Include safety and security improvements to the garage levels of the building
24. Provide secure storage for Charter Oak in the basement level
25. Evaluate a pedestrian bridge from the adjacent City of New Britain parking garage and provide a budget cost for design and construction
26. Provide order of magnitude estimates of probable construction costs will be developed for the conceptual design layouts

The Consultant's fee for Task Letter #2 is \$425,500 and the Consultant's services were based on a total construction budget of \$2,624,250.

An executed Form 1105 has been submitted. DCS has confirmed funding is in place for ARC services totaling \$425,500.

In March 2019, SPRB approved Northeast Collaborative Architects, LLC ("NCA") (PRB #19-068) as one of seven firms under the latest *On-Call Architect Series* of consultant contracts. These contracts have a common expiration date of May 15, 2021 and have a maximum cumulative fee of \$1,000,000.

NCA has been approved for the following task(s) under this series:

• Task Letter #1	21 Spring Ln Facility Dev.–Tunxis CC	\$54,655 (Informal)
Total Fee to Date:		\$54,655

The overall construction and total project budget for the roof replacement and HVAC upgrades is established at **\$2,624,250** and **\$4,499,960**.

Task Letter #2– NCA (PRB #19-212)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design	\$29,950				
Design Development Phase	\$59,900				
Contract Documents	\$89,850				
Bidding	\$14,975				
Construction Administration	<u>\$104,825</u>				
NCA'S BASE FEE (A)	\$299,500			\$2,624,250	11.41%
SPECIAL SERVICES (B)					
Pre-Design Study	\$59,000				
Existing Bldg Exploratory Investigation Allowance	\$10,000				
FFE Design Services	\$26,000				
Telecommunications Systems Consulting	<u>\$31,000</u>				
TOTAL SPECIAL SERVICES FEE (B)	\$126,000				
NCA'S TOTAL BASE FEE (A)+(B)			\$425,500	\$2,624,250	16.21%

Staff have requested clarification of the following issues:

1. Please provide executed copies of Consulting Agreement Affidavit and Gift and Campaign Contribution Certification.
DCS Response: I spoke to legal, they will provide
2. Why an allowance for existing building exploratory investigation is needed when the consultant is paid \$59,000 for Pre-Design services? Who will provide these services and what is the anticipated scope?

DCS Response: This line has been added to the task letter in section 2, subsection 2G: "Allowance only to be used to compensate a contractor hired by the Consultant to perform any necessary exploratory demo"

3. RG Vanderweil is providing design and CA services for the technology portion of this design. Please clarify what portion, if any, of the \$28,128 fee is allocated to CA services.

DCS Response: RG Vanderweil's Proposal has been corrected see attached.

4. Has there been any communication/s with the City of New Britain to connect CCSU-ITBD via a "pedestrian bridge"? If no, shouldn't DCS find out if there is a possibility or not and under what circumstances before expending design fees for this task?
5. DCS Response: Sal Cintonino of CCSU has confirmed he had a verbal conversation about the bridge at a New Britain planning and zoning meeting, the City said they would entertain the idea. As discussed before, this task letter does not contain any costs for engineering of the bridge, NCA is just to tell us at the end of the pre-programming phase if we can possibly afford the bridge or not.

RECOMMENDATION: It is recommended that the Board approve this TL#2 in the amount of \$425,500. The overall basic service fee of 11.41% is within the established guideline rate of 12.0% for Group B Renovation Project.

7. OTHER BUSINESS

Chairman Greenberg requested a motion to approve a Board Meeting Fee for Mr. Berger's continued meetings with the Legislature's Government Administration and Elections Committee regarding proposed legislation that impacts the State Properties Review Board. The motion was made by Mr. Halpert and seconded by Vice Chairman Josephy. The motion passed unanimously.

8. VOTES ON PRB FILE:

PRB FILE #21-034 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #21-034. The motion passed unanimously.

9. NEXT MEETING – Thursday, April 8, 2021.

The meeting adjourned.

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