

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On April 15, 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 15, 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

Anthony DeNapoli, APM - DCS

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 12, 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

PRB #	21-042
Origin/Client:	DCS/WCSU
Transaction/Contract Type	AE / Task Letter
Project Number:	BI-RD-308
Contract:	OC-DCS-CAm-0011
Consultant:	D.H. Bolton, Inc. (DHB)
Property	Danbury, Eighth Ave – WCSU Health Services Suite
Project purpose:	Renovation and Addition to Newbury Hall Wellness Center
Item Purpose:	Task Letter 1 for CA Services

At 9:32 Mr. DeNapoli joined the meeting to participate in the review of this Proposal with the Board. He left the meeting at 9:45.

PROPOSED AMOUNT: \$107,760

At the State Properties Review Board meeting held on February 14, 2019, the Board approved #19-035 (T#5 - OC-DCS-ARC-0056), in the amount of \$138,680, for ARC and CA Services for the design and construction of the Renovation and Addition to Newbury Hall Wellness Center.

Newbury Hall is a residential facility constructed in 1969, and subsequently renovated several times. The ground floor is currently utilized as an administrative center for the Residence Life staff.

WCSU is experiencing an increased need to develop an integrated wellness center which would house the University Health Services, counseling center, and addiction services' office, all of which have outgrown their current location. Co-locating these services in one location will facilitate in reducing the overhead of administrative expenses.

WCSU requires design and construction administration services for the renovation of 3,000 sq.ft. first floor space in the building and the 1,000 sq.ft. expansion of the north and west sides of the building to create an ADA-accessible Health Services' Suite with exam rooms, restrooms, administrative space and an ambulance bay.



Under this proposed TASK LETTER #1 with the Consultant, DCS is seeking SPRB approval to expend \$107,760 to compensate the Consultant, for CA Services relative to the renovation and expansion of Newbury Hall. As detailed in Task Letter #1 to the Consultant, DBH will provide CA Services for the following project scope:

Pre-Construction

- Review Bid Documents to understand the project scope.
- Prepare Pre-Bid Meeting Agenda.
- Conduct the Pre-Bid Meeting on Site.
- Review Requests for Information and work with the Design Team as needed to provide responses.
- Prepare Agenda for Scope review Meeting with Low Bidder.

Construction

- Run and keep record of Construction Phase Meetings.
- Conduct Owner/Architect/Contractor (O/A/C) project progress meetings.
- Review and comment on construction schedules, schedule of values, change order proposals, safety plan, etc.

- Monitor and coordinate all Requests for Information (RFI's), submittals, Construction Change Directives (CCD's), and Change Orders.
- Review and maintain project records status via PM Web.
- Schedule all inspections and testing, and monitor results.
- Assist the Design Team with management and coordination of Commissioning Tests and Reports.
- Provide Monthly Reports to DAS Construction Services.
- Review the Contractor's As-Built Drawings on a monthly basis.
- Monitor and comment on the Construction Budget.
- Assist DAS in all project closeout procedures.
- Assist DAS in the resolution of all claims and disputes.
- 16 Hours/Week onsite Supervision during Construction.

In June 2020, SPRB approved D.H. Bolton, Inc. (DHB) (PRB #20-105) as one of five firms under the latest On-Call Construction Administration – Minor Project - Series of consultant contracts. All of these contracts have a maximum total cumulative fee of \$500,000/contract and a common expiration date of October 31, 2022.

DHB has been approved for the following task(s) under this series (OC-DCS-CAM-0011):

• Task Letter #2	Meriden ST Police Training Academy	\$30,000 (Informal)
Total Fee to Date:		\$30,000

The overall construction and total project budget have been increased to \$2,179,251 and \$3,139,233, respectively. Under the original ARC Proposal (#19-035), the overall construction and total project budget were \$1,100,000 and \$1,453,000 respectively.

CT State Colleges and Universities (CSCU) has confirmed funding is in place for the Consultant's fee.

DHB Basic Service Fee (#21-042)	CA Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Bid Phase	\$4,800				
Construction Administration Phase (210 days)	<u>\$102,960</u>				
TOTAL BASIC SERVICE FEE (#21-042) (A)	\$107,760			\$2,179,251	5.0%

Estimated Work Hours Per Month														
Pre-Construction Phase		Months (month #1 starts after issuance of Commission Letter)												
Title	Hourly Rates	1	2	3	4	5	6	7	8	9	10	11	12	Total Hours
Principal	\$200	24												24
														0
														0
														0
Pre-Construction Subtotal														24
Construction Phase		Months (month #1 starts after issuance of Commission Letter)												
Title	Hourly Rates	1	2	3	4	5	6	7	8	9	10	11	12	Total Hours
Project Manager (PM)	\$150	8	8	8	8	8	8	8	16	8	8			88
Superintendent/Asst. PM 20 hr	\$140	86	86	86	86	86	86	84						600
Scheduler	\$160	8	4	4	4	4	4	4	4					36
														0
Construction Subtotal														724
Total CA Services														748
														\$ 107,760

Staff asked DCS to clarify the following:

1. What is the status of the project? Has any of the services listed provided by the CA?

DCS Response: The project was originally an Agency Administered project but was transferred to DAS in June of 2020 because the bids came in over \$2M. For the past nine months we have been struggling with the Design Team to have the documents revised to meet DAS standards so they are suitable for bidding. The CA has NOT provided any services yet as he does not have an executed task letter.

Staff Response: OK

2. Please clarify what the factors were behind the estimate of the project construction cost nearly doubling to \$2.18 million.

DCS Response: The project budget was understated in the original 1105. The current 1105, approved by DAS and CSCU, has a Construction budget of \$2,179,251.00, which was the value of the low bid when WCSU bid the project in April of 2020.

Staff Response: OK

3. Please clarify why this Task Letter #1 states the CA will provide services for maximum 16 hours/week when the Consultant's own proposal indicates they will provide services for 20 hours/week. Should the hours and fee be adjusted? Also, why use "maximum"?

DCS Response: I will adjust the task letter to reflect the 20 hours per week identified in the CA's proposal. Originally the CA proposed 16 hours but then his revised proposal was for 20 so I inadvertently did not adjust the language in the task letter. Sorry for the confusion.

Staff Response: OK

4. Why is Principal spending 24 hours during the pre-construction phase? Why not involve staff that will be providing services during construction? Shouldn't the construction phase staff be familiar with the project, bid documents and contractor bids? Also, the ARC contract had about 8 weeks while this CA proposal has 4 weeks allocated to the pre-construction phase. PI reconcile.

DCS Response: Dwight Bolton, Principal of DH Bolton, will be providing all services on the project except for scheduling. For the Bid Phase he will be acting in the capacity of a Principal (conducting the Pre-Bid Walkthrough, managing the Scope Meeting with Low Bidder, etc.) and for Construction he will be serving as a PM and Superintendent.

Staff Response: Based on our conversation, I want to make sure that DH Bolton has capacity to manage this project (as there is no other staff involved). Are there any active projects (state or non-state) DH Bolton is involved with that might impact this project? Will he get involved with more projects (state or non-state) during construction that might impact this project? How will DCS monitor that DH Bolton is able to provide the hours listed on the staffing matrix as the project progresses?

DCS Response: DH Bolton has the capacity to manage the Newbury Hall Project. Dwight Bolton has a proven track record of good CA performance on DAS projects. He is currently on the Prudence Crandall Museum project, which is expected to finish this summer (2021), which is right around the time Newbury Hall is expected to start. He is also on Project No. BI-N-352 DSET Training Area.

DAS monitors CA performance as follows,

- Review project scope and requirements with CA before the job is bid
- Phone call check in with CA every other day to discuss project status
- Weekly site visits to make sure the CA is performing his required duties and responding to all project-related issues
- Confirmation that the CA is submitting reports and other contractually required deliverables on a monthly basis
- Monitor the submissions in PM Web

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB **APPROVE** this Task Letter #1 for D.H. Bolton, Inc. to provide CA services for the Renovation and Addition to Newbury Hall Wellness Center. The CA fee of 5.0% of construction cost is within the DCS guideline of 5%.

- OPM Form 1 was executed by the Consultant on February 26, 2021.
- OPM Form 5 was executed by the Consultant on February 26, 2020.
- DCS Form 1105 was signed by DC Petra on August 24, 2020
- DCS Form 1135 (Consultant selection) was signed by Kevin Kopetz on September 9, 2020

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #21-042 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #21-042. The motion passed unanimously.

9. NEXT MEETING – Monday, April 19, 2021.

The meeting adjourned.

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