

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On February 14, 2023 – 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 February 14, 2023 remotely via telephone conference at (860)-840-2075 and use passcode 284890492#.

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

Nicholas Ross, DAS/DCS, PM

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 February 9, 2023 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

At 9:30 Mr. Ross joined the Meeting to participate in the Board's discussion of the Proposals being reviewed under PRB #23-002 and PRB #23-005. He left the Meeting at 9:48.

PRB File #:	23-002
Origin/Client:	DCS/DOC
Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-T-619L
Contract:	OC-DCS-CA-0031
Consultant:	Colliers Project Leaders USA NE, LLC
Property:	Hartford, Vine St (500) – Capitol Region Mental Health Center
Project purpose:	Energy Audit Implementation Program – CA Services
Item Purpose:	Task Letter #5

FEBRUARY 6, 2023 UPDATE

PROPOSED AMOUNT: \$105,515 (Revised from \$111,869)

At the State Properties Review Board meeting held on February 2, 2023, the Board voted to suspend this file pending Board clarification of the following issues:

1. DCS resubmission of Task Letter #5 reflecting changes to certain fees in addition to the Consultant's Construction Phase services as discussed at our TEAMS meeting with DCS staff.

DCS had discussed SPRB issues with the Consultant and DCS and the Consultant have negotiated a revised their Task Letter #5 for the Board's review and action. The revised Task Letter #5, reduces the Consultant's Construction Phase services, but incorporates an addition of Close-Out Phase services. The overall impact is a net reduction of \$6,354 in the Consultant's Fee.

Revised Task Letter - Section 2 – Fee

2. Fee

The Consultant's total fee of One Hundred Five Thousand Five Hundred Fifteen Dollars (\$105,515.00) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the DAS receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.

2A. Pre-Construction Phase: Sixteen Thousand Two Hundred Eighty Dollars (\$16,280.00);

2B. Bid Phase: Three Thousand Fifty Dollars (\$3,050.00);

2C. Construction Phase: Seventy-Six Thousand Seven Hundred Fifty Dollars (\$76,750.00);

2D. Closeout Phase: Nine Thousand Four Hundred Thirty-Five Dollars (\$9,435.00).

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant's office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

Original Task Letter - Section 2 – Fee

2. Fee

The Consultant's total fee of One Hundred Eleven Thousand Eight Hundred Sixty-Nine Dollars (\$111,869.00) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the DAS receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.

2A. Pre-Construction Phase: Sixteen Thousand Two Hundred Eighty Dollars (\$16,280.00);

2B. Bid Phase: Three Thousand Fifty Dollars (\$3,050.00);

2C. Construction Phase: Ninety-Two Thousand Five Hundred Thirty-Nine Dollars (\$92,539.00);

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant's office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

NEW CONSULTANT STAFF MATRIX

CT Department of Administrative Services

DAS Projects B1-T-619L

Construction Administration

From January 31, 2023

Site: 500 West St, Hartford, CT 06112

\$150K

	Project Executive	Senior Project Manager	Project Manager	Assistant Project Manager	Total Associated Fees
I. Design Phase Services					
A. Project Meetings	-	25.00	-	-	\$ 25.00
B. Project Schedule Development	-	8.00	-	-	\$ 8.00
C. Constructability Review at CD and CD Design Phase	-	16.00	-	-	\$ 16.00
D. Bid Support and Contractor Selections	-	10.00	8.00	-	\$ 18.00
E. Closeout of Project/Close	-	80.00	-	-	\$ 80.00
F. Sub-Total Design & Bid Phase Services Fees	-	139.00	8.00	-	\$ 147.00
II. Construction Phase Services					
A. Construction Administration, Part Time	-	600.00	110.00	-	\$ 710.00
B. Project Meetings	-	-	-	-	\$ -
C. Review Construction Drawings, Change Orders, and Credits	-	-	-	-	\$ -
D. Review Construction Schedule and Monitor for Compliance	-	-	-	-	\$ -
E. Monitor and Manage Materials, Shop Drawings, etc. (Some Items for equal)	-	-	-	-	\$ -
F. Sub-Total Construction Phase Services Fees	-	600.00	110.00	-	\$ 710.00
III. Close-Out Phase Services					
A. Sub-Total Close-Out Phase Services Fees	-	17.00	-	-	\$ 17.00
B. Sub-Total Close-Out Phase Services Fees	-	17.00	-	-	\$ 17.00
Total Fees for Services					
	-	762.00	118.00	-	\$ 880.00
Project Expenses					
	-	-	-	-	\$ -
Grand Total, Fees & Expenses					
	-	-	-	-	\$ 880.00

Notes

Initial design phase meetings with A&E team, occurred biweekly during design coordination and owner consultation to discuss design schedule coordination activities review weekly construction schedule documentation and 100% bid price to select contractor with contract completion, general understanding, bid price and contract selection. It is assumed that this will be a long-term delivery and construction will be selected to facilitate the construction of the project. The project is a multiple construction phase of probable use for CD and CD Design Services.

This is bid phase services total fee: \$19,330 - \$3,050 = \$16,280 is fee for pre-construction.

The DAS CA Manual states (on page 28) "The CA's Construction Phase Services are to run concurrent with the construction Contract Time, plus ten percent (10%), plus ninety calendar days for project closeout."

6 months = 26 weeks = 52 days @ 2 days per week
52 days * 8 hrs / day = 416 hours + 10% = 457 hours
220 + 117 = 437 hours within the 10%.

Closeout = 90 days per DAS contract <= 90 days = 13 weeks * 4 hrs / week = 52 hours

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Closeout = 90 days per DAS contract <= 90 days = 13 weeks * 4 hrs / week = 52 hours

Colleen Project Leader

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ORIGINAL CONSULTANT STAFF MATRIX

CT Department of Administrative Services						Exhibit 1
DAS Projects BI-T-619L						
Construction Administration						
Date: November 22, 2022						
Site: 500 Vine St, Hartford, CT 06112						
	Project Executive	Senior Project Manager	Project Manager	Assistant Project Manager	Total Associated Fees	Notes
I. Design Phase Services						
A. Project Meetings	-	24.00	-	-	\$ 4,440	virtual design phase meetings with A/E and owner, assumed to be coordinated with owner consultant to develop design.
B. Project Schedule Development	-	8.00	-	-	\$ 1,480	scheduler construction schedule
C. Constructability Review at DD and CD Design Phase	-	16.00	-	-	\$ 2,960	review owner's consultant's design documentation at 90% and assist owner with contractor submittals, pre-bid addendum, bid leveling, and contractor selection. It is assumed that this will be a single-point delivery and one contractor will be selected to facilitate the entire project. Coordination/management of multiple contractors will constitute additional services.
D. Bid Support and Contractor Selection	-	10.00	8.00	-	\$ 3,050	
E. Opinion of Probable Cost at DD and CD Design Phase	-	40.00	-	-	\$ 7,400	Opinion of probable cost for DD and CD design submissions
Sub-Total Design & Bid Phase Services Fees	-	98.00	8.00	-	\$ 19,330	(This is bid phase services total fee)
II. Construction Phase Services						
A. On-Site Construction Administration, Part-Time	-	256.00	128.00	-	\$ 66,560	The construction schedule is anticipated to be approximately 36 months. On-site construction administration will be provided up to help per week throughout active construction, up to 48 days of on-site CA.
B. Project Meetings	-	52.00	-	-	\$ 9,619	bi-weekly CAC meeting virtual or in conjunction with a site visit, up to 24 weekly virtual meetings.
C. Review Contractor Pay Applications, Change Orders, and Credits	-	20.00	16.00	-	\$ 6,100	Monthly invoice/requisition review
D. Review Construction Schedule and Monitor for Compliance	-	12.00	-	-	\$ 2,220	Project schedule to be hosted in Primavera or equivalent, schedule updates will be in real-time.
E. Monitor and Manage Submittals, Shop Drawings, etc., Using Primavera (or equal)	-	-	24.00	-	\$ 3,600	Coordination with CAC, up to two (2) submittal reviews, invoice submittals will constitute additional services.
F. Manage Occupancy Process, Coordination with CAC, Start-Ups, and Owner Training	-	24.00	-	-	\$ 4,440	
Sub-Total Construction Phase Services Fees	-	364.00	168.00	-	\$ 92,539	
Total Fees for Services	-	462.00	176.00	-	\$ 111,869	
Project Expenses	-	-	-	-	\$ -	
Grand Total, Fees & Expenses	-	-	-	-	\$ 111,869	

A breakdown of the Consultant's original and revised Staffing Matrix is summarized as follows:

	Original 23-002	Revised 23-002
CA Analysis		
DCS Requested Hours/Week	16	16
Construction Duration (weeks)	26	26
DCS Expected Construction Phase Hours	416	416
Consultant's Construction Phase Hrs/matrix	532	437
Difference (Hours)	-116	-21
Close Out Duration (weeks)	13	13
Consultant's Close Out Hrs/matrix	0	51
Consultant's Average Hours/Week	0	4
Construction Phase Fee	\$92,539	\$76,750
Close Out Fee	\$0	\$9,435
Total Construction/Close Out Fee	\$92,539	\$86,185

The Construction Budget and total Project Budget are estimated at \$950,000 and \$1,273,400, respectively.

Task Letter #5 – CPL- Basic Services (PRB #23-002)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	N/A				
Combined CD/DD Phase (303 Days)	\$16,280				
Bidding Phase (120 days)	\$3,050				
Construction Administration Phase (180 Days)	\$76,750				
Close Out	\$9,435				
TOTAL BASIC SERVICE FEE (#23-002) (A)	\$105,515			\$950,000	11.10%

Staff followed up with DCS and asked following to clarify:

1. In this revised Task Letter #5, the Consultant references a Construction Administrator's Procedures Manual which is incorporated into Article V of the Consultant's On-Call Contract, stating the following:

2.4	Construction Phase Services
Construction Phase Services expedite and improve the efficiency of the construction process through professional planning and execution of project activities, all focused upon fulfilling the Department's scope, cost, quality, and time requirements.	
The CA's Construction Phase Services are to run concurrent with the construction Contract Time, plus ten percent (10%), plus ninety calendar days for project closeout. For example, if the construction Contract Time is equal to three hundred (300) calendar days, then the CA Construction Phase Services would run four hundred twenty (420) days (300+30+90=420). The commencement date of construction services is the date the Notice to Proceed is issued by the DAS PM.	

DCS requested part-time CA Services of 16 hours/week, totaling 416 hours during the construction phase. The Consultant's revised Staffing Matrix identified a total of 437 hours for CA Phase Services, rationalizing the excess 21 CA Phase hours are within the 10% additional hours required by DCS. Please clarify if the Consultant is entitled to the additional compensation, or is the Consultant obligated to provide up to 10% additional hours at no additional cost to the State.

DCS Response: I will discuss with Peter and David regarding question #1 and the 10% noted below, however let's put this into perspective. Construction duration is expected to be six months, which is 26 weeks. Colliers has charged less than 1 extra hour per week beyond the 16 hours of on-site coverage requested. If we live by the hourly breakdown we may die by the hourly breakdown when it comes to the CA providing minor additional effort on unforeseen issues during construction.

Staff Response: OK

2. The Original/Revised Task Letters indicate the Consultant is to provide Close Out CA Services for 90 days. Please clarify what is DCS' expectation of the Consultant's hourly effort per week is for these services.

DCS Response: Proposal indicates this information already, as shown in clips below:

Construction Administration		\$105,515 \$111,869	
Date: January 31, 2023		Total Hours	
Site: 500 Vine St, Hartford, CT 06112		Project Executive	Senior Project Manager
		Project Manager	
III. Close-Out Phase Services			
A Manage Occupancy Process, Coordination with CxA, Start-Ups, and Owner Training		51.00	-
Sub-Total Post-Occupancy Phase Services		51.00	
Closeout = 90 days per DAS contract			
90 days = 13 weeks * 4 hrs / week = 52 hours			

Under this same program, SPRB has accepted OC-DCS-CAS-0034_T8 where AI provided 4.5 hours per week for 13 weeks.

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB approve Task Letter #5 in the amount of \$105,515 ~~\$111,869~~ for the Consultant to provide CA Services for the ECRMs. The revised Task Letter reflects a reduction of \$6,354 in the Consultant's Construction Phase services, considered savings to the State.

- DCS and DEEP confirmed \$111,869 is available for the Task Letter.
- The Board approved the current On-Call Contract with a maximum total cumulative fee of \$1,000,000/contract and an expiration date of March 3, 2023 (as amended 22-131).

- Following the subject Task Letter, the On-Call Contract will have an uncommitted value of \$50,817.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 11/6/2022.

PROPOSED AMOUNT: \$111,869

Under this Proposal (#23-002), DCS is seeking Board approval to retain the Consultant - Colliers Project Leaders USA NE, LLC – under their On-Call Contract OC-DCS-CA-0031 to provide Pre-Construction and Construction Administration Services, commencing with the Design Development Phase of the Project. The negotiated fee for the Consultant's services is \$111,869. The scope of work includes:

The Capitol Region Mental Health Center and Blue Hills Substance Abuse Center represent a single, 88,000 sq ft, three-story facility.

This project shall be done, in accordance with Executive Order No. 1, as part of the Lead by Example program for the efficient use of energy, materials, and water and in the reduction of waste disposal and GHG emissions, with an end goal of achieving net zero GHG emissions by 2050.

The scope of work for this project shall include but is not limited to the following:

Provide pre-construction, construction, and closeout phase construction administration (CA) services for the development and installation of energy and cost reduction measures (ECRMs) contained within the "Energy Audit Report – Capitol Region Mental Health Center (CRMHC) & Blue Hills Substance Abuse Center (BHSAC)" prepared by Colliers Project Leaders, dated January 15, 2021, including Boilers (Gas/Oil HW), RTUs, DWHs, and controls modifications.

During construction phase, part-time on-site representation is required at an average of two (2) days/week for sixteen (16) hours per week, with additional coverage as needed during increased quantity or complexity of the contractor's work and reduced coverage during periods of low activity.

Information from the Consultant's correspondence provides the following time line for the Consultant's CA Services:

- Design Phase January 2023 – October 2023
- Bid Phase October 2023 – January 2024
- Construction Phase January 2024 – July 2024

In April 2020, the Board approved PRB File #20-046, one of seven Consultant Contracts under the 7th series of On-Call Construction Administrator On-Call Contracts. The contract has a maximum total cumulative fee of \$1,000,000/contract and an expiration date of August 31, 2022.

In August 2022, under PRB #22-131, the Board approved Amendment #1 to the Consultant's Contract to extend the expiration date to March 3, 2023.

And, on November 3, 2022, the Board approved PRB #22-168, one of seven Consultant Contracts under the 8th series of On-Call Construction Administration Contracts awarded by the Department of Administrative Services ("DAS") since 1994. The Consultant's on-call contract has a maximum total cumulative fee of \$1,000,000/contract and a common expiration date of February 28, 2025.

Colliers Project Leaders USA NE, LLC (CPL) has been assigned the following Tasks under this On-Call Contract: None.

Colliers Project Leaders USA NE, LLC (CPL) has been assigned the following Tasks under the previous On-Call Contract - OC-DCS-CA-0031:

• Task Letter #1	SCSU Burritt Library Renov	\$498,568	(21-006)
• Task Letter #2	Bridgeport JD Roof	\$170,850	(20-138)
• Task Letter #3	CCSU Charter Oak Relocation	\$174,250	(22-089)
Total Fee to Date:		\$843,668	

DCS and DEEP have confirmed funding is in place for this Task Letter.

The Construction Budget and total Project Budget are estimated at \$950,000 and \$1,273,400, respectively.

Task Letter #5 – CPL- Basic Services (PRB #23-002)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	N/A				
Combined CD/DD Phase (303 Days)	\$16,280				
Bidding Phase (120 days)	\$3,050				
Construction Administration Phase (180 Days)	<u>\$92,539</u>				
TOTAL BASIC SERVICE FEE (#23-002) (A)	\$111,869			\$950,000	11.78%

Staff followed up with DCS and asked following to clarify:

1. Is there a TL engaging A/E for this project? If yes, please provide a copy. If no - (a) will there be one; (b) what is the status of that contract and (c) why is CA submitted before A/E?

DCS Response: Yes, TL with MEP commissioned 1/5/2023. Copy attached.

Staff Response: DCS retained DME Design, LLC under Information Task Letter #3 to provide engineering design and construction administration services. The Consultant's fee was \$95,000. SD due 60 days, DD due 90 days and CD due 60 days. OK

2. There are two active on call contracts for Colliers – OC-DCS-CA-0031 (\$1,000,000 value) and OC-DCS-CA-0040 (\$1,000,000 value). This proposal is utilizing CA-0031 on-call series.

DCS Response: That is correct. The assignment was made and the task letter was being negotiated prior to the execution of the new on-call series. If it were to be changed to the new series, the fees would need to be renegotiated to conform to the new on-call contract. Detailed timeline from DAS Project Manager (PM) below:

- OC-DCS-CA-0031 was and is currently in-place, expiring 3/3/2023.
- Initial proposal discussions with Colliers began on 10/7/2022 when only OCS-DCS-CA-0031 was in place.
- Colliers initial proposal sent to DAS PM 10/25/2022. Fees were in excess of budget. Negotiations completed, then Colliers provided a finalized proposal 11/22/2022.
- Task letter was sent by DAS PM up review/approval chain on 12/6/2022. Still, only OCS-DCS-CA-0031 in place.
- OC-DCS-CA-0040 effective date is listed as 12/27/2022.

Staff Response: OK

This means that the contract amount for CA-0040 remains intact for Colliers. It gives undue advantage to Colliers and others who are on both series as it relates to the maximum contract value (total \$2,000,000 value; at least until March 3, 2023). This proposal should utilize CA-0040 series.

The CA-0031 on-call series should have been terminated upon approval of the new on-call series.

- a. Given the above concern, why should DCS have 2 active on-call series for the same consultant type?
- b. Why should DCS use CA-0031 series and not CA-0040 series for Colliers?

DCS Response: If the task were to be changed to the new series, the fees would need to be renegotiated to conform to the new on-call contract, causing further delays and likely resulting in direct and indirect additional cost to the State. This could be discussed with DAS Legal and/or DAS Construction Support Services, but is outside the jurisdiction of DAS PM.

Staff Response: OK

3. What is the status of the Project?

DCS Response: MEP designer, DME, is working on the SD phase package due to DAS on 3/4/2023.

Staff Response: OK

4. Clarify/affirm that the Project Schedule, as outlined in the Consultant's November 22, 2022 communication, is reflective of DCS' schedule for this Project.

Approximate project milestones within Colliers' 11/22/2022 proposal are current, with design completion expected 10/2023 and a target construction start in 1/2024.

Staff Response: OK

5. Please clarify why DCS has negotiated a Fee for CA Services equal to 11.78% of the proposed Construction Budget, well in excess of its' generally accepted fee structure.

DCS Response: CA services fee is driven by contractual required hourly rates, project construction duration and on-site coverage required, not percentage of proposed construction budget. DAS PM does not recommend reducing scope of CA services beyond previously negotiated changes. Inadequate pre-construction design review, estimate reconciliation, and construction oversight may significantly increase risk of construction change order quantity and magnitude.

Staff Response: OK

Reconcile hours charged based on 2 days/week (or 16 hrs/week).

DCS Response: DAS PM negotiated fee down in part by using seven (7) hours of CA coverage each day for two (2) days per week (14 hrs/week total) in lieu of eight (8) (16 hrs/week total). Reconciling hours from 14 to 16hrs/week would likely result in \$9,800K increase in fee (14% increase in hourly coverage on a total associated current fee of \$68,600).

Staff Response: OK

6. Has there been any informal TLs under CA-0031 after CA-0040 was approved (11/3/2022)?

DCS Response: No informal TLs have been issued on CA-0031 since 11/3/2022

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB suspend Task Letter #5 in the amount of \$111,869 for the Consultant to provide CA Services for the ECRMs pending response from DCS regarding certain hours charged by the Consultant in the Task Letter.

- DCS and DEEP confirmed \$111,869 is available for the Task Letter.
- The Board approved the current On-Call Contract with a maximum total cumulative fee of \$1,000,000/contract and an expiration date of March 3, 2023 (as amended 22-131).

- Following the subject Task Letter, the On-Call Contract will have an uncommitted value of \$44,463.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 11/6/2022.

6. ARCHITECT-ENGINEER – NEW BUSINESS

PRB File #: 23-005
Origin/Client: DCS/DOC
Transaction/Contract Type: AE / Task Letter
Project Number: BI-T-619D
Contract: OC-DCS-CA-0034
Consultant: AI Engineers, Inc.
Property: Newtown, Nunnawauk Rd (50) – Garner Correctional Center
Project purpose: Energy Audit Implementation Program
Item Purpose: Task Letter #8

PROPOSED AMOUNT: \$226,800

At the December 29, 2022 SPRB Meeting the Board, under PRB #22-201, approved Task Letter #4 to the On-Call Contract OC-DCS-MEP-0052 to retain the Consultant to provide Mechanical, Electrical and Plumbing engineering design and construction administration services towards achieving energy and cost reduction measures (ECRMs). The negotiated fee for the Consultant's services was \$410,260.

Under this Proposal (#23-005), DCS is now seeking Board approval to retain the Consultant – AI Engineers, Inc. – under their On-Call Contract OC-DCS-CA-0034 to provide Pre-Construction and Construction Administration Services, commencing with the Design Development Phase of the Project. The negotiated fee for the Consultant's services is \$226,800. The scope of work includes:

The Garner Correctional Institution consists of a 245,000 sq ft inmate housing, services, and operations facility and a 15,000 sq ft maintenance building. This project is part of a program intended to reach annual greenhouse gas (GHG) emissions and water reduction milestones and final 2050 goal levels per the GreenerGov initiative.

The scope of work for this project shall include, but is not limited to the following:

Provide construction administration (CA) services for the development and installation of energy and cost reduction measures (ECRMs) contained within the "Energy Audit Report – Garner Correctional Institution" prepared by WSP, dated October 6, 2020. Such measures include the replacement of existing boilers and domestic water heaters with high efficiency units, upgrade of the existing building management system to a system that provides direct digital control over all energy using systems, the installation of a computerized water controls system and associated low flow fixtures, the installation of a combined heat and power system, and the incorporation of commissioning and retro-commissioning throughout the entire facility.

Part-time on-site representation shall be required during the construction phase, at an average of twenty (20) hours per week. Coverage may be increased or reduced depending upon the quantity or complexity of the contractor's work.

In April 2020, the Board approved PRB Files #20-049, one of seven Consultant Contracts under the 7th series of On-Call Construction Administration Contracts awarded by the Department of Administrative

Services (“DAS”) since 1994. All of the contracts have a maximum total cumulative fee of \$1,000,000/contract and a common expiration date of August 31, 2022.

In August 2022, under PRB #22-134, the Board approved Amendment #1 to the Consultant’s Contract to extend the expiration date to March 3, 2023.

And, on November 3, 2022, the Board approved PRB #22-167, one of seven Consultant Contracts under the 8th series of On-Call Construction Administration Contracts awarded by the Department of Administrative Services (“DAS”) since 1994. The Consultant’s on-call contract has a maximum total cumulative fee of \$1,000,000/contract and a common expiration date of February 28, 2025.

AI Engineers, Inc. (AIE) has been assigned the following Tasks under this On-Call Contract: None.

AI Engineers, Inc. (AIE) was assigned the following Tasks under the previous On-Call Contract - OC-DCS-CA-0034:

• Task Letter #1	505 Hudson St Fire Alarm Repl.	\$58,600	(Informal)
• Task Letter #2	Enfield Water Storage Tank	\$98,715	(Informal)
• Task Letter #2A	Enfield Water Storage Tank	\$12,500	(Pending)
• Task Letter #3	Enfield Superior Court-Roof	\$65,000	(Informal)
• Task Letter #4	505 Hudson St HVAC Repl.	\$54,375	(Informal)
• Task Letter #5	Cheshire CI – Energy Audit	\$23,100	(Pending)
• Task Letter #6	Cheshire HET – Energy Audit	\$23,650	(Pending)
• Task Letter #7	Webster CI	\$11,550	(Pending)
Total Fee to Date:		\$276,690	

DCS and DEEP have confirmed funding is in place for this Task Letter.

The Construction Budget and total Project Budget are estimated at \$4,510,000 and \$6,043,400, respectively.

Task Letter #8 – AIE - Basic Services (PRB #23-005)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	N/A				
Design Development Phase					
Construction Document Phase					
Pre-Construction Phase Total – Lump Sum (210 Days)	\$45,360				
Bidding Phase	\$9,840				
Construction Administration Phase (52 weeks plus 13 weeks closeout)	<u>\$171,600</u>				
TOTAL BASIC SERVICE FEE (#23-005) (A)	\$226,800			\$4,510,000	5.03%

RECOMMENDATION: It is recommended that SPRB approve Task Letter #8 in the amount of \$226,800 for the Consultant to provide CA services for the ECRMs.

- DCS & DEEP confirmed \$226,800 is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 4/26/2022.
- The Board approved the current On-Call Contract on 4-06-2020 (PRB #20-049) for a maximum fee of \$1,000,000 and a term that expires on 3/03/2023 (Amendment #1-PRB #22-134).

From PRB #22-201

PROPOSED AMOUNT: \$410,260

Under prior PRB Files #20-013 and 20-014, the State Properties Review Board approved two Task Letters – TL #1 (OC-DCS-ENGY-0026) and TL #1 (OC-DCS-ENGY-0027) to the On Call Contracts to have both Consultants provide the following professional services:

- To perform Level 2 Commercial Energy Audits of a total of 23 Executive Branch facilities in compliance with ASHRAE Standard 211 requirements.
- To provide separate Audit Reports for each facility.
 - Reports shall include a description of the condition of energy and water conserving systems and equipment; an analysis of energy and water cost trends and usage patterns; EUI benchmarking and associated coordination regarding the State's EnergyCAP database; a determination of the potential for energy and water savings; and if applicable, investigate and report on the installation feasibility of renewable energy systems on the audited property. Audit reports will be used as stand-alone documents to provide information about a facility's energy/water usage, and as a basis for planning energy cost reduction projects.

And, at the August 15, 2022 SPRB Meeting the Board, under PRB File #22-124, approved Task Letter #4 to the On Call Contract OC-DCS-CA-0033 to assist in the management of multiple design teams in developing design and construction documents based on measures recommended by audit reports.

Under this Proposal (#22-201), DCS is now seeking Board approval to retain the Consultant – Kohler Ronan, LLC – under their On-Call Contract OC-DCS-MEP-0052 to provide Mechanical, Electrical and Plumbing engineering design and construction administration services. The negotiated fee for the Consultant's services is \$410,260. The scope of work includes:

The Garner Correctional Institution consists of a 245,000 square foot inmate housing, services, and operations facility and a 15,000 square foot maintenance building.

This scope of work for this project, which is part of a program intended to reach annual greenhouse gas (GHG) emissions and water reduction milestones and final 2050 goal levels per the GreenerGov initiative, shall include:

- Review and understand information and energy and cost reduction measures (ECRMs) contained within the 10/6/2020 "Energy Audit Report – Garner Correctional Institution" prepared by WSP.
- Either by following the previously procured energy audit recommendations or otherwise developing engineered design solutions, provide building systems modifications and upgrades within an originally estimated construction budget of \$4,510,000 that will result in annual reductions of:
 - 709 metric tons of CO² emissions
 - \$343,357 utility costs
 - 13,664,505 gallons water use
- Within the contract documents, provide a means for the proposed savings to be measured and verified (and associated emissions reductions calculated/derived) at a minimum of 6, 12 and 18 months after project completion.
 - Propose and potentially include within the contractor's scope of work, the installation of permanent submetering capabilities throughout the facility(ies) which provide relevant, valuable feedback.

The engineered design of ECRMs shall be validated by design-phase calculation and/or modelling which achieve or exceed the above stated metrics. Metrics were derived from ECRMs recommended by the previously procured energy audit, as listed below.

In alliance with the Governor's Executive Order 1 and State sustainability goals, building HVAC decarbonization and/or electrification shall be pursued to the maximum extent feasible. Before the further development of any ECRM which proposes the installation of fossil fuel using equipment, design consultants shall investigate and provide a preliminary overview of renewable, carbon neutral, and/or fully electric alternatives to such design elements as part of the SD deliverable.

- Include an estimate of the alternative's level of greenhouse gas emissions reductions for comparison purposes.

Additional Notes:

- Coordinate with Eversource LOA yet to be finalized. Tentative scope by others is as follows:
 - Demand Control Ventilation
 - VFD Installations
 - Outdoor Air Reset

The scope of work for the ECRMs referenced in the audit and included within this task letter are as follows:

Mechanical ECRMs:

- Design for the replacement of the (3) existing natural gas boilers with high efficiency condensing boilers and high efficiency condensing, tankless domestic hot water heaters.
 - Existing boilers generate hot water for mechanical heating and heat exchangers are used to produce domestic hot water stored in tanks.
- Design for the replacement of the existing Honeywell building management system front end with a system that integrates and provides for complete direct digital control over the facility's energy using systems.
 - Provide control equipment and sequences optimized for energy efficiency.
- Incorporate HVAC commissioning/retro-commissioning of the entire facility.
 - Coordinate with the CxA throughout design and construction.

Plumbing ECRMs:

- Design for the retrofit of all (approximately 376) facility cell block toilets to have low flow flush valves.
- Design for the retrofit of all (approximately 376) facility cell block lavatories to have low flow push button valves.
 - Approximately 34 low flow faucet aerators were retrofitted through the Eversource SBEA program since this energy audit was performed, 3/31/2022.
- Design a computerized water conservation system and integrate only cell block "F" (47) toilets and (47) lavatories, as well as all cell blocks' (56) shower valves.
 - Verify whether system shall be compatible with and capable of integrating with existing water controls systems in operation at various DOC facilities.
 - Include retrofit of low flow shower heads on associated fixtures.

Electrical ECRMs:

- Design for a combined heat and power system to generate onsite electricity and transfer waste heat to reduce or eliminate domestic water heating loads.
 - Include domestic hot water storage tanks if needed to optimize utilization of waste heat.
- Provide general power distribution device upgrades in support of HVAC and plumbing equipment fed from existing local panelboards and limited fire alarm device upgrades to support HVAC controls upgrades.

In April 2022, SPRB approved (PRB #22-043) Kohler Ronan, LLC (KRL) as one of five firms under the latest *On-Call MEP (Mechanical, Electrical and Plumbing) Engineer Series* of consultant contracts. These contracts expire on July 1, 2024 and have a maximum cumulative fee of \$1,000,000. On November 14, 2022, the Board approved under PRB #22-175, Contract Amendment #1 to the On-Call Contract to increase the maximum cumulative fee to \$1,500,000, an increase of \$500,000. The contract expiration date was unchanged at 7/01/2024.

KRL was approved for the following task(s) under this series:

• Task Letter #1	NCC D-Wing Chiller Replacement	\$42,535	(Informal)
• Task Letter #2	MCC Kitchen Equip. Gas Conversion	\$19,940	(Informal)
• Task Letter #3	Norwalk CC – HVAC Upgrades	\$45,000	(Informal)
• Task Letter #4	Garner CI – Energy Implementation	\$410,000	(22-201)
• Task Letter #5	Bridgeport CC –HVAC Feasibility	\$70,000	(Pending)
Total Fee to Date:		\$107,475	

DCS and DEEP have confirmed funding is in place for this Task Letter.

The Construction Budget and total Project Budget are estimated at \$4,510,000 and \$6,043,400, respectively.

Task Letter #4 – KRL- Basic Services (PRB #22-201)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (60 days)	\$61,539				
Design Development Phase (90 days)	\$82,052				
Construction Document Phase (120 days)	\$123,078				
Bidding Phase	\$20,513				
Construction Administration Phase (est. 12 months)	<u>\$123,078</u>				
TOTAL BASIC SERVICE FEE (#22-201) (A)	\$410,260			\$4,510,000	9.10%

RECOMMENDATION: It is recommended that SPRB **APPROVE** Task Letter #4 in the amount of \$410,260 for the Consultant to provide Engineering Design and CA services for the ECRMs.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #23-002 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #23-002. The motion passed unanimously.

PRB FILE #23-005 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-005. The motion passed unanimously.

9. NEXT MEETING – Thursday, February 16, 2023.

The meeting adjourned.

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