

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On October 17, 2013 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regularly scheduled meeting on October 17, 2013 in the State Office Building.

Members Present: Edwin S. Greenberg, Chairman
Bennett Millstein, Vice Chairman
Bruce Josephy, Secretary
Mark A. Norman
Pasquale A. Pepe
John P. Valengavich

Staff Present: Brian A. Dillon, Director
Mary Goodhouse, Real Estate Examiner

Chairman Greenberg called the meeting to order.

Mr. Josephy moved and Mr. Norman seconded a motion to enter into Open Session. The motion passed unanimously.

OPEN SESSION

ACCEPTANCE OF MINUTES OF OCTOBER 10, 2013. Mr. Norman moved and Mr. Valengavich seconded a motion to approve the minutes of October 10, 2013. The motion passed unanimously.

COMMUNICATIONS

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE- NEW BUSINESS

PRB #	13-215	Transaction/Contract Type:	RE / MOU
Origin/Client:	DAS/CHIE		
Property:	101 East River Drive, East Hartford		
Project Purpose:	Memorandum of Understanding for the use of leased space		
Item Purpose:	Approval for the Connecticut Health Insurance Exchange to temporarily utilize leased space located at 101 East River Drive. The space comprises 4,293 NUSF on the fourth floor and shall be occupied for a period not to exceed 3-months pursuant to a memorandum of understanding.		

DAS is requesting SPRB approval of the Memorandum of Understanding (“MOU”) for the relocation of staff and establishment of the recently created Connecticut Health Insurance Exchange (“CHIE”). The MOU will allow CHIE staff to be temporarily located at 101 East River Drive in space currently leased by the State. The overall goal of CHIE is to work with state agencies to ensure the appropriate technologies and test flow for work product are developed and utilized for compliance with the Affordable Health Care Act.

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The MOU was established with the following terms and conditions:

- CHIE is being provided 4,293 NUSF which includes 20 work stations and 6 private offices.
- CHIE will be provided use of the 4th floor common space inclusive of the large conference room, copier room, bathrooms and common sitting areas.
- CHIE shall pay the State a monthly rental rate of \$13,594.50 as well as 2% of monthly utility costs.
- The MOU shall remain effective for 3 months and expire on September 30, 2013.

Staff recommended Board approval of the Memorandum of Understanding.

Mr. Josephy moved and Mr. Norman seconded a motion to go out of Open Session into Executive Session. The motion passed unanimously.

EXECUTIVE SESSION

PRB # 13-216 **Transaction/Contract Type:** New Lease
Origin/Client: DAS/ CHRO

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

The Board commenced discussion of the proposed lease agreement at 9:40 a.m. and concluded at 9:57 a.m.

Mr. Josephy moved and Mr. Norman seconded a motion to go out of Executive Session into Open Session. The motion passed unanimously.

OPEN SESSION

PRB # 13-220 **Transaction/Contract Type:** RE / Agency Relocation
Origin/Client: DAS/SCSB
Property: 999 Asylum Avenue, Hartford
Project Purpose: Relocation for the State Contracting Standards Board
Item Purpose: Approval pursuant to CGS 4b-29 for the relocation of employees currently located at 18-20 Trinity Street to 999 Asylum Avenue for the purposes of providing office space for the State Contracting Standards Board. This relocation is within space currently utilized by the other divisions within the Office of Government Accountability.

DAS is requesting Board approval pursuant to CGS 4b-29 for the relocation of staff and establishment of the recently created State Contracting Standards Board (“SCSB”) to be situated on the 1st Floor of 999 Asylum Avenue, Hartford. The State currently leases space at 999 Asylum for the Office of the Child Advocate (“OCA”) which is also now a part of OGA. This lease comprises 5,365 NUSF and was approved by the Board under PRB #07-293 in October 2007.

The current space configuration for OCA includes approximately eight offices as it was previously utilized by the Workers Compensation Commission prior to the lease for OCA. The lease is currently in holdover as DAS continues to evaluate plans for the consolidation of OGA to 18-20 Trinity Street or

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possibly 450 Columbus Boulevard in the near future. This relocation is for one person within existing leased space and will not incur any additional lease expenses for the State.

Staff recommended Board approval of the item.

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

ARCHITECT-ENGINEER – NEW BUSINESS

PRB#	13-214	Transaction/Contract Type:	AE / Commission Letter
Project Number:	BI-CTC-427	Origin/Client:	DCS/NCCC
Contract:	BI-CTC-427-CA	Commission Letter #1	
Consultant:	Downes Construction Company, LLC		
Property:	Northwestern Connecticut Community College, Winsted		
Project Purpose:	Joyner Building Renovation Project		
Item Purpose:	Commission Letter to compensate the consultant for additional construction administration services related to commissioning requirements for the Connecticut High Performance Building Guidelines.		

This project involves the complete design and construction of a new Joyner Hall at Northwestern Connecticut Community College. The project scope includes the development of a new allied health, veterinary technician program as well as other academic courses in a 24,400 GSF building. The overall project program is intended to include all site work, upgraded utility requirements, modernized building components and the demolition of the existing Joyner Hall.

In March 2013 the Board approved a Construction Administration Contract for Downes Construction Company, LLC (“DCC”) under PRB #13-037. The compensation rate for this basic service was \$880,773 plus an additional \$71,400 for special service and/or sub-consultants. As such the total proposed contract approved for \$952,173 amounted to a total fee of 5.40% of the overall construction budget. DCS has confirmed for SPRB that funding is available for this contract. Project funding was approved pursuant to PA 07-7 Section 2(s)(3) at the July 2010 Bond Commission Meeting.

Commission Letter #1 in the amount of \$19,950 will revise the contract for DCC and authorize the firm to provide additional commissioning services from Sustainable Engineering Solutions, LLC to ensure that the work is completed consistent with Connecticut High Performance Building Guidelines. The scope of the commission letter is as follows:

- The scope of work shall be consistent with the Connecticut High Performance Building (“CTHPB”) Guidelines.
- The scope of work shall include the development of both a CTHPB Training and Systems Manual.
- The consultant shall develop the building envelope CTHPB requirements as well as completion of a design phase commissioning report and CD package checklist.
- The consultant shall conduct 10 construction phase site visits as well as ongoing submittal reviews related to CTHPB requirements
- The scope of work does not include any design services, energy modeling requirements or functional testing beyond observation of the contractor “start-ups.”

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Staff recommended Board approval of Commission Letter #1. The additional scope being provided under this commission letter is considered a special service under the DCS guidelines.

OTHER BUSINESS

The Board took the following votes in Open Session:

PRB FILE #13-214 – Mr. Norman moved and Mr. Millstein seconded a motion to approve PRB File #13-214. The motion passed unanimously.

PRB FILE #13-215 – Mr. Pepe moved and Mr. Norman seconded a motion to approve PRB File #13-215. The motion passed unanimously.

PRB FILE #13-216 – Mr. Norman moved and Mr. Valengavich seconded a motion to suspend PRB File #13-216. The motion passed unanimously.

PRB FILE #13-220 – Mr. Valengavich moved and Mr. Norman seconded a motion to approve PRB File #13-220. The motion passed unanimously.

The meeting adjourned.

APPROVED: _____ **Date:** _____
Bruce Josephy, Secretary