

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On April 21, 2014 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regularly scheduled meeting on April 21, 2014 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

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 April 14, 2014. Mr. Norman moved and Mr. Valengavich seconded a motion to approve the minutes of April 14, 2014. The motion passed unanimously.

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE- NEW BUSINESS

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 # 14-097 **Transaction/Contract Type:** RE / Purchase and Sale Agreement
Property: Former Litchfield Jail, 7 North Street, Litchfield
Origin/Client: DAS/ DOC

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

The Board commenced its discussion of the proposed Agreement at 9:35 a.m. and concluded at 9:48 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 # 14-111 **Transaction/Contract Type:** RE / Lease Out

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Origin/Client: DAS/DAS
Lessee: Katherine Sundstrom
Property: Connecticut Valley Hospital Campus, 28 Holmes Drive, Middletown
Project Purpose: Employee Housing Lease-out – DAS Housing Unit #MHCVC028
Item Purpose: Lease-out of 4-room residential ranch style dwelling comprising approximately 1,003 SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.

Staff reported that this item is a standard lease-out agreement of the State Employee Housing Program, whose policies and regulations were established in 2005 in order to prevent abuse or favoritism in the leasing of state-owned housing. The Program required that DAS commission market value appraisals of the housing at least once every 6 years. The market value would be discounted 30% for employees living on institutional grounds, and rent would be paid through payroll deduction. The rent reduction is intended to compensate employees for interruptions such as job-related calls, visits or emergencies that occur during off-duty hours and for the lack of a traditional neighborhood setting. The client agency must provide written justification indicating the occupant's eligibility for state housing. Housing may be authorized if it would (1) facilitate the employee's ability to direct, manage or maintain the health, safety and welfare of clients, patients, inmates, students or other employees where such responsibilities are part of the employee's duties; (2) expand the employee's ability to protect, safeguard or conserve facilities and/or equipment where such responsibilities are part of the employee's duties; (3) aid in the recruitment or retention of employees in those specific job classes or positions approved for housing inducements for recruitment or retention of employees.

PRB #14-111 is Unit MHCVC028 on the campus of Connecticut Valley Hospital. It is a 1,003 SF four room ranch style house. When appraised in 2008, the market rent was established at \$12,600/year. Consistent with the adopted policy, the rent is reduced 30% to 8,820/year. The monthly rent is \$735.00. The tenant is required to carry \$500,000 of liability insurance to cover any injuries or property damage occurring on the leased premises. The tenant is a staff psychiatrist; DMHAS certified that state housing would facilitate this employee's ability to perform her duties. DMHAS completed an inspection of the premises in February 2014 (Lease Exhibit A).

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

ARCHITECT-ENGINEER – NEW BUSINESS

PRB# 14-098 **Transaction/Contract Type:** AE / Task Letter
Project Number: BI-T-602 **Origin/Client:** DCS/DEEP
Contract: OC-DPW-CA-0012
Consultant: Morganti Group, Inc.
Property: Sherwood Island State Park, Westport
Project Purpose: Main Pavilion Centennial Improvements Project
Item Purpose: Task Letter #5 to compensate the consultant for construction administration services.

Staff reported that, in general, this project involves the overall renovation of all interior and exterior finishes and fixtures associated with the Main Pavilion. The project scope also includes roof repair/replacement, reconfiguration of the existing kitchen storage space, expansion of the outdoor public

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picnic area, heated off-season restroom facilities and improved pedestrian access from the main building to the parking area. The goal of the project is to emphasize water conservation, environmentally friendly products, energy efficiency and also consistency with the historic architectural standards of the structure. The State Historic Preservation Office will be tasked with reviewing the plans for consistency with historic preservation standards for the building era.

In June 2011, SPRB approved Morganti Group, Inc (“MGI”) (PRB #11-124) as one of six firms under the latest On-Call Construction Administrator (“CA”) consultant contracts. These contracts have been amended three times for a time extensions and are now due to expire on April 30, 2014. These contracts still maintain a “not to exceed” cumulative value of \$500,000. Task Letter #5 is subject to SPRB approval because the value of the task letter for this project exceeds \$100,000. The Construction Budget and total Project Budget have been established at \$2,552,476 and \$3,525,997 respectively. As detailed in the scope letter from MGI to DCS dated December 3, 2013, the \$127,000 is intended to compensate MGI for the following project scope:

- Review construction progress and schedule
- Develop a schedule of values and review monthly contract payment requisitions
- Establish weekly coordination meetings
- Provide oversight and inspection to ensure compliance with the contract documents
- Maintain all required project records, review change orders and conduct the project closeout.

Staff recommended that Board approval of Task Letter #5 for the Morganti Group, Inc. to provide construction administration services on this project.

PRB#	14-099	Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-RT-867	Origin/Client:	DCS/DOE
Contract:	OC-DPW-MDE-0024		
Consultant:	GM2 Associates, Inc.		
Property:	Bullard THS, Bridgeport & Platt THS, Milford		
Project Purpose:	Fat Oil Grease (“FOG”) Separators Project		
Item Purpose:	Task Letter #4 to compensate the consultant for the evaluation and design of replacement discharge systems required for food establishment sanitary waste piping. The scope of work has been developed for the purposes of complying with DEEP permit requirements.		

Staff reported that, in general, this project involves the design of sanitary waste piping and appropriate tank storage systems to bring each site into compliance with the discharge of wastewater from food preparation establishments. The design consultants will be tasked with verifying existing kitchen fixtures, pressure cleaning existing FOG lines, running dye tests to determine underslab connections and as completing a video inspection and radar analysis of the existing waste lines. The final design will incorporate the renovation of a new system in compliance with DEEP regulations including the use of a new passive grease tank, under slab grease waste piping with heat trace, the separation of all existing grease generating lines and the installation of new direct sanitary line from the passive grease tank to the sanitary lateral exiting the site.

In June 2010, SPRB approved GM2 Associates, Inc. (“GM2”) as one of six firms under the latest On-Call Multi-Discipline/General Engineering (“MDE”) Support Services consultant contracts. Since that time DCS has amended these contracts to increase the maximum fee to \$750,000 (PRB #14-003) as well as a common expiration date of 7/14/2014. Task Letter #4 is a new task letter and subject to SPRB approval

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because the task letters for this project exceeds \$100,000. The Construction Budget and total Project Budget were originally established at \$1,621,250 and \$2,192,000 respectively. As detailed in the scope letter from GM2 to DCS dated October 13, 2013 the \$111,500 is intended to compensate the Engineer for the following project scope:

- Completion of the design work required for the installation of new FOG separation system in compliance with DEEP permit requirements.
- The project will include the design of a new passive grease tank, under slab grease waste piping with heat trace as well as the separation of all existing grease generating lines
- The project will be based on an estimated construction budget of \$708,250 for Platt THS and \$913,000 for Bullard THS.
- Limited construction administration services based on a 70-day project construction schedule running concurrent at both schools

Staff recommended that the Board approve Task Letter #4 for GM2 Associates, Inc, to provide consulting design and construction administration services on this project.

OTHER BUSINESS

Discussion regarding Department of Construction Services MBE On-Call Series. At 10:10 a.m. DCS Chief Architect David Barkin, AIA joined the meeting to discuss the Minority Business Enterprise (MBE) Architect On-Call Series as well as suggestions to improve the overall consultant selection process. Mr. Barkin left the meeting at 10:30.

The Board took the following votes in Open Session:

PRB FILE #14-097 – Mr. Valengavich moved and Mr. Norman seconded a motion to approve PRB File #14-097. The motion passed unanimously.

PRB FILE #14-098 – Mr. Norman moved and Mr. Valengavich a motion to approve PRB File #14-098. The motion passed unanimously.

PRB FILE #14-099 – Mr. Valengavich moved and Mr. Norman seconded a motion to approve PRB File #14-099. The motion passed unanimously.

PRB FILE #14-111 – Mr. Valengavich moved and Mr. Pepe seconded a motion to approve PRB File #14-111. The motion passed unanimously.

The meeting adjourned.

APPROVED: _____ **Date:** _____

Bruce Josephy, Secretary