

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On October 3, 2022 – 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 October 3, 2022 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 September 29, 2022 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

The Board discussed an upcoming Site Visit to a proposed location in Hartford for use by the Judicial Branch. Director Desai will confirm with JUD regarding the finalized time and date.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER – NEW BUSINESS

<i>PRB File #:</i>	22-143
<i>Origin/Client:</i>	DCS/CTC
<i>Transaction/Contract Type</i>	AE / Task Letter
<i>Project Number</i>	BI-CTC-637
<i>Contract</i>	OC-DCS-MBE-ARC-0016
<i>Consultant:</i>	Pirie Associates Architects, LLC
<i>Property</i>	Manchester, Founders Drive - Manchester Community College
<i>Project purpose:</i>	GPA Renovations
<i>Item Purpose</i>	Task Letter #5

PROPOSED AMOUNT: \$126,244

Under this Proposal (PRB #22-143), DCS and CSCU are seeking Board approval of Task Letter #5 for the Consultant to provide design and construction administration services in conjunction with the following scope of work:

The Connecticut State Colleges and Universities office requests a consultant to prepare plans and specifications to renovate (1) existing space in the Lowe Building (SSC) 1st floor of Manchester Community College to accommodate the Guided Pathway Advisors, and (2) suites L108, L120, and L125 to accommodate 26 advisors and supporting staff.

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

Produce construction documents to implement CSCU’s Guided Pathways Advisor (GPA) programing as defined in the GPA Advisors Space Planning Study. This will require structural evaluation of existing interior CMU walls, FF&E services, IT design services, HVAC CxA services, Architectural design, MEP design, and FA/FP design services.

The Consultant’s proposed Fee, including Sub-Consultant’s Fees, is \$126,244, broken down as follows:

- 2A. Enhanced Schematic Design/Design Development Phase: \$37,281 (45 days);
- 2B. Contract Documents: \$31,362 (74 days);
- 2C. Bidding Phase: \$4,319 (21 days); and
- 2D. Construction Administration Phase: \$25,912 (12 weeks).

In January 2021, SPRB approved Pirie Associates Architects, LLC (“PAA”) (PRB #20-238) as one of four Firms under the latest *On-Call MBE ARC Architect Series* of consultant contracts. These contracts have a common expiration date of March 15, 2023 and have a maximum cumulative fee of \$500,000.

Since the award of this contract PAA has been approved for the following tasks under this series:

• Task Letter #1	Norwalk CC – Faculty Renov.	\$0 (Cancelled)
• Task Letter #2	QVCC – Playscape	\$0 (Cancelled)
• Task Letter #3	3 Rivers CC – Nursing Dept. Renov.	\$0 (Cancelled)
• Task Letter #4	Capital CC – GPA Renovation	\$88,500 (Informal)
Total		\$88,500

The overall construction and total project budget for the GPA Renovation Project is **\$1,004,280** and **\$1,517,702**.

Task Letter #5– PAA (PRB #22-143)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Enhanced Schematic Design/Design Development	\$37,281				
Contract Documents	\$31,362				
Bidding	\$4,319				
Construction Administration	<u>\$25,912</u>				
PAA’S BASE FEE (A)	\$98,874			\$1,004,280	9.85%
PAA Special Services Fee (#22-143)					

FF&E Services		\$12,040			
IT Design Services		\$7,080			
HVAC Cx Services		\$8,250			
TOTAL SPECIAL SERVICE FEE (#22-142) (B)		\$27,370			
TOTAL FEE (PRB #22-143) (A) + (B)			\$126,244	\$1,004,280	12.57%

RECOMMENDATION:

It is recommended that SPRB **APPROVE** Task Letter #5 for in the amount of \$126,244.

- CSCU confirmed \$126,244 is available for the Task Letter.

INTRODUCTION

CONTEXT

CSCU is implementing Guided Pathways Advisor Initiative concurrent with the CSCU Community College Merger. The strategic goal is to improve retention during a time of declining demographics and enrollment state-wide. As noted on the CSCU website:

CSCU Guided Pathways implementation will help our students efficiently complete credentials, transfer, and attain jobs with value in the labor market. Starting with a student's end goal in mind, pathway initiatives focus on providing students with clear program maps, improving the student experience, and closing equity gaps.

Four Guiding Practices of the Model:

1. Clarify paths to student end goals
2. Help students choose and enter a pathway
3. Keep students on path
4. Ensure that students are learning

While all campuses have had advising, the GPA model is a fundamental paradigm change. Each student after their first year registration will now have a designated advisor throughout their time at the Community College. As a result, there will be a significant increase in advising staff at each campus. CSCU has provided staff counts per campus for the space planning team. Hiring was in progress in Fall 2021 and is expected to be complete by early 2022.

GPA SPACE STUDY GOALS, OBJECTIVES & PROCESS

The goal of the GPA Space Study is to define the space needs and recommended accommodations to implement the program at each of the twelve campuses in the most functional and cost effective manner feasible.

The objectives can be summarized as follows:

- Establish common guidelines for space by GPA position to be applied across campuses
- Identify resulting space needs at each campus based on staff counts provided by CSCU
- Locate most appropriate areas for implementation at each campus
- Study, refine and finalize near-term and final space recommendations
- Refine space plans for optimal fit to the unique conditions of each campus to meet system-wide GPA goals
- Provide concept plans for subsequent furniture procurement, design and construction.

The GPA Space Study was done from May through December 2021, in three phases. The process included:

- Collecting GPA staff data per campus
- Kick off meeting with CSCU and College staff
- Obtaining existing drawings and identifying most suitable areas for GPA
- Exploring options for near-term and more permanent space allocation for GPA
- Virtual meetings to discuss and refine
- Prepare Interim Plan
- Prepare Renovation Plan

SPACE GUIDELINES

In consultation with CSCU GPA and Facilities leadership, the planning team prepared these space program diagrams for the three main GPA positions. Space for the Regional Advising Director is at their discretion, and space for Clerical is part of the Reception / Waiting area(s) at each campus.

The diagrams are for setting minimum space guidelines only. They are not intended as furniture layout recommendations or specifications.

The space planning team has proposed reusing existing offices whenever feasible to minimize cost. This is especially true for accommodating new hires arriving on campus. Reuse of existing offices can result in more space per position than the minimum illustrated in the diagrams. The Space Study recommends reconfiguring partitions when needed to accommodate the staff need within the available space, to make the best use of facilities.

TECHNOLOGY & SCHEDULE REQUIREMENTS

The space planning team considered factors with CSCU that could reduce the need for on-site space for GPA. One strategy discussed was some combined use of virtual advising. Some students reportedly find it more convenient at times to engage with an advisor virtually. The consensus from CSCU GPA leadership was that virtual advising will be provided as an option when desired. Regarding GPA staff, however, the preferred approach will be to advisors being on site, including for virtual advising with students who are off site. For this reason, the team did not reduce the on-site space need for virtual advising.

The space planning team also explore whether space could be reduced given daytime and evening student cohorts. Guided Pathways Advisors will have staggered schedules accordingly. In the private sector, shared workspace – also called “hoteling” – is used more and more since many staff are not in the building all the time. The consensus from CSCU GPA leadership was that the daytime advisors and evening advisors will overlap often. For this reason, the team did not reduce the on-site space need for based on sharing space. Instead, the goal was to provide a dedicated workspace for each GPA position (with the exception of the Regional Advising Director who will travel between campuses and can share an office in some cases).

ADIACENCY REQUIREMENTS

The Guided Pathways Advisors should be located together to be most effective and visible. This will also facilitate staff mentoring and cross training. The GPA areas should be close to other related student service areas. In some cases, campuses have asked to envision GPA as part of a larger One Stop Center for student services.

For campuses with larger enrollment, more advisors and sufficient space to fit all in one location, it is acceptable to have a separate GPA “cluster”, as illustrated below. Ideally, this should not be too far from the GPA “Hub” or main area. Each GPA area needs its own receptionist to greet students and manage engagement with advisors.



NOTE: FURNITURE IS ONLY ILLUSTRATING. SEE ONLY NOT A PROPOSED REPRESENTATION OF ACTUAL FURNITURE TYPE AND LAYOUT. RE-EVALUATE THE STUDY.

MANCHESTER COMMUNITY COLLEGE

RENOVATION PLAN: OPTION A2



7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #22-143 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #22-143. The motion passed unanimously.

9. NEXT MEETING – Thursday, October 6, 2022.

The meeting adjourned.

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