

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On October 27, 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 27, 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

Nicholas Ross, 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 October 24, 2022 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

At the State Properties Review Board meeting held on October 20, 2022, the Board took no action on this Proposal (remained Suspended from prior Board Action), pending DCS resubmitting the Task Letter to address the following:

- Clarification in Task Letter #1 (BI-CTC-625) that Task Letter #1D (BI-CTC-497) in the amount of \$ 1 2 6 , 0 4 0 was formally terminated; and
- Have DCS work with the Using Agency's Staff to develop a Scope of Work to appropriately define the Project, update the Form 1105 and resubmit a Task Letter reflective of the Scope.

10-23-22 DCS/CSCU Response:

I am providing a clarification as requested from the October 20, 2022, State Property Review Board meeting. The CSCU submitted a 1005 to DCS in August, 2019, requesting an architect be retained for design modifications to the library at Three Rivers Community College. The DCS appointed

Christopher Williams Architects as the consultant and numbered the project and task, BI-CTC-497, task 1D. The CSCU was not aware the SPRB approved task 1D and Christopher Williams reported they had not been issued a task letter. At the expiration of the consultant's on-call contract OC-DCS-ARC-0052, without a task awarded, BI-CTC-497 was cancelled. Task 1D was not issued to the consultant, the CSCU did not issue a purchase order to the consultant and no fees were paid to the consultant.

The current request is that a design consultant be retained for modifications to the Three Rivers Community College Library, BI-CTC-625 task 1. A consultant was not contracted for BI-CTC-497 so this request is not redundant consultant work. This task is for library improvements only. No other scope is included in this project. Other building improvements will occur as separate consultant requests.

10-25-22 Staff Response: DCS provided a new Task Letter #1 with the specific addition of the following sentence:

Note: Task No. 1D dated October 21, 2019, for Project No. BI-CTC-497, Contract No. OC-DCS-ARC-0052, was terminated in its entirety and no funds were allocated or spent.

OK

RECOMMENDATION: It is recommended that SPRB approve Task Letter #1 in the amount of \$77,983.

FROM OCTOBER 20, 2020 MEETING

PRB #	22-066
Origin/Client:	DCS/CTC
Transaction/Contract Type	AE / Task Letter
Project Number	BI-CTC-625
Contract	OC-DCS-ARC-0070
Consultant:	Christopher Williams Architects, LLC
Property	Norwich, New London Tnpk (574) – Three Rivers CC
Project purpose:	Library Renovations
Item Purpose	Task Letter #1

At 9:34 Mssrs. Epstein, Lukas and DiNapoli joined the Meeting to participate in the Board's discussion of this Proposal. Mr. Epstein left the Meeting at 9:52.

PROPOSED AMOUNT: \$77,983

At the State Properties Review Board meeting held on May 5, 2022, the Board voted to suspend this file pending clarification of the following issues:

1. Given that the prior project BI-CTC-497 (TL#1D) was terminated – same building/similar scope with some additional tasks, please provide an accounting of what was spent under this prior TL #1D including deliverables.

DCS Response: See below response from Agency

Staff Response: The CSCU communication stated: "Chris Williams was paid \$35,510 for the completed Student Services work. No design work for the Library occurred and no fees were paid to Chris Williams for any library work under Task 1D"

Section 12 of Form 1105 (pg 2/7) initiated in January 2019 referenced two Agency Administered renovation projects: Student Services and Library. However, all language within BI-CTC-497 (TL#1D) approved under PRB #19-204 referenced renovations to the Library, not Student Services. DCS/CSCU obtained Design Services for the Student Services building.

From the Task Letters:

PRB #19-204

PRB #22-066

<p>PROJECT TITLE: Library Renovations at Three Rivers Community College PROJECT NUMBER: BI-CTC-497 ON-CALL CONTRACT NO.: OC-DCS-ARC-0052 TASK LETTER NO.: 1D</p> <p>On-Call Task Assignment for Design Services Contract No. OC-DCS-ARC-0052, Task No. 1D Library Renovations at Three Rivers Community College 574 New London Turnpike, Norwich, CT 06360 Project No. BI-CTC-497</p>	<p>PROJECT TITLE: Three Rivers Community College – Library Renovations PROJECT NUMBER: BI-CTC-625 ON-CALL CONTRACT NO.: OC-DCS-ARC-0070 TASK LETTER NO.: 11</p> <p>On-Call Task Assignment for Design Services Contract No.: OC-DCS-ARC-0070 Task No. 1 Three Rivers CC – Library Renovations Three Rivers Community College 574 New London Turnpike Norwich, Connecticut 06260 Project No. BI-CTC-625</p>
<p>1. Scope</p> <p>Provide design and construction administration services associated with redesigning the interior layout of the existing library.</p> <p>The scope of work shall include, but is not limited to the following:</p> <ul style="list-style-type: none"> Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations; Preparation of contract documents; Review bid results; Oversee the construction of the library. 	<p>1. Scope</p> <p>This project is a re-configuration and implementation of such renovation to the existing two story 13,100 square foot Library at Three Rivers Community College for the Connecticut State Colleges and University system (CSCU). Christopher Williams Architects, LLC (CWA) prepared in 2015 a Pre-Design Study for this project scope. Since 2015, however, the current and proposed future use of the existing library space has changed in that the existing library space is being utilized as a type of study center, and less as a traditional book-filled library. The project will address this scope and re-configured areas, spaces and related furnishings.</p> <p>The scope of work shall include, but is not limited to the following:</p> <p>Includes Pre-Construction phase services for Schematic Design, Design Development, Construction Documents; Bidding phase services; and Construction Administration services.</p> <ul style="list-style-type: none"> Design for reconfiguration of the interior Library plan, including partitions, entrances, built-in casework, bookshelves, work stations, study areas, etc. Mechanical, electrical, plumbing engineering services addressing work of modification to existing fire protection, plumbing, electrical and heating, ventilation and air-conditioning mechanical systems affected by reconfiguration of the Library. Re-evaluation of CWA Planning Study developed in 2015 and the current needs of the CSCU. Assist the CSCU in evaluation of the project and planning study scope as it relates to the budget available and to recommend modifications to the scope as required. Field investigation and documentation of existing conditions related to the library space. Assist the College with the Office of the State Building Inspector and the Office of the State Fire Marshal in completing all documentation for any and all potential Building Code and Fire Life Safety Code modifications and waivers as apply to this project scope. Communicate, meet and confirm with this project's utility company participation in any and all energy efficient projects and programs providing any and all financial incentives.

From the Consultant:

PRB #19-204

PRB #22-066

<p>Consultant's August 5, 2019 Communication</p> <p>GENERAL OUTLINE OF PROFESSIONAL SERVICES</p> <ul style="list-style-type: none"> The scope of services for the project includes reconfiguring the interior plan of the library, including partitions, entrances, built-in casework, bookshelves, work stations, etc. During Schematic Design, the planning study developed in 2015 will be re-evaluated and updated for the library. It will form the basis of Schematic Design. The Consultant will assist the department in the evaluation of the scope as it relates to the budget available and to recommend modifications to the scope as required. The Consultant will perform a field investigation of the existing site and document existing conditions related to the subject space, forming the basis of existing conditions drawings. The Consultant will include a statement of probable costs for the alternate schemes. Assist the Owner with OSBD and State Fire marshal code reviews, including filing for related code modification requests that may become necessary, depending on the constraints of the existing building. Perform a preliminary review of the "Checklist for Permits, Certificates and Approvals" (Form 3030) as referenced in the DAS/CS Consultants Procedure Manual to determine what permits, certificates, or approvals are applicable to the project. The Consultant shall confirm with any Utility Company that participates with DAS/CS in an Energy Conscious Construction Program for upgrading to more energy efficient systems. Prepare and issue Schematic Design Documents Prepare and issue Design Development Documents. Prepare and issue 90% Construction Documents, 100% Construction Documents. Prepare and issue bidding documents, attend the pre-bid conference, provide bid period support and assist the Owner in bid analysis. Contract Administration, including closeout documents. 	<p>Consultant's March 22, 2022 Communication</p> <p>GENERAL OUTLINE OF PROFESSIONAL SERVICES</p> <ul style="list-style-type: none"> Design for reconfiguration of the interior Library plan, including partitions, entrances, built-in casework, bookshelves, work stations, study areas, etc. MEP work, consisting of modifications to existing fire protection, plumbing, electrical, and mechanical systems affected by reconfiguration of the Library. See attached HF Lenz proposal. Re-evaluation (during Schematic Design) the CWA Planning Study developed in 2015 and the current needs of the College. Assist the College in the evaluation of the scope as it relates to the budget available and to recommend modifications to the scope as required. Field investigation and documentation of existing conditions related to the subject space. Assist the Owner with Office of The State Building Inspector (OSBI) and Office of The State Fire Marshal Plan Reviews and filing for any necessary code modification related to the Project Scope. Perform a preliminary review of the "Checklist for Permits, Certificates and Approvals" (Form 3030) as referenced in the DAS/CS Consultants Procedure Manual to determine what permits, certificates, or approvals are applicable to the project. Confirmation with any Utility Company that participates with DAS/CS in an Energy Conscious Construction Program for upgrading to more energy efficient systems. Prepare and issue Schematic Design Documents. Prepare and issue Design Development Documents. Prepare and issue 90% Construction Documents. Prepare and issue Bid Documents Attend a pre-bid conference, provide bid period support and assist the Owner in analysis of bids. Contract Administration, including closeout documents.
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CSCU/DCS, should provide all written/email communications wherein the Consultant was notified to proceed with SD/DD/CD phases for work performed under TL #1D. The initiation of design services on the Student Services building must be reconciled with TL #1D that initiated work on the Library renovation.

7-5-22 DCS Response:

Contract no. OC-DCS-ARC-0052, task letter 1D, DAS project no. BI-CTC-497, was for improvements to Three Rivers Library. Student Services was not part of this scope. Based from the consultant, Christopher Williams Architects 2015 study, they were hired for task 1D for services from design through construction. After over 1-year of not receiving bond funds for construction we cancelled the project. Design and construction drawings were completed under task 1D for the project with construction estimated at less than \$1.8M. In December, 2021, the Bond Commission allocated funding for Three Rivers that included this project. Since completion of the 2015 study, senior library staff who were integral with the planning have left Three Rivers and new staff are in their place. New staff feel the project does not need to be as extensive and we want to implement their concepts. We currently estimate construction at less than \$1M. The Task 1 fee, contract no. OC-DCS-ARC-0070, DCS project

no. 625, will reuse as much previous work as can be reused by the consultant. The negotiated fee does not include paying the consultant for duplicated work.

10-20-22 DCS/CSCU Response: The reporting of a \$35,510 expense was errantly reported to the SPRB by CSCU. CSCU confirmed no fees were paid to the Consultant under BI-CTC-497 and Task Letter #1D.

2. Provide a side by side comparison of the scope for these two TLs along with associated fee schedule for each deliverable.

DCS Response: See #3 below and response from Agency.

Staff Response: Staff compared the scope for both Task Letters. The Scope under each Task Letter focused specifically on Library renovations. No references were made to the Student Services renovations. See #1 above.

<p>2. Fee</p> <p>The Consultant's total fee of One Hundred Twenty-six Thousand Forty Dollars (\$126,040.00) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the CSCU receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.</p> <p>2A. Schematic Design Phase: Seventeen Thousand Six Hundred Sixty Dollars (\$17,660.00);</p> <p>2B. Design Development Phase: Thirty-one Thousand Eight Hundred Fifty Dollars (\$31,850.00);</p> <p>2C. Contract Documents Phase: Thirty-five Thousand Three Hundred Twenty Dollars (\$35,320.00);</p> <p>2D. The Consultant shall be paid a sum of Five Thousand Eight Hundred Ninety Dollars (\$5,890.00) after the documents to be provided in the contract documents phase are bid by the CSCU, and the Consultant's duties for the bidding phase have been completed to the CSCU's satisfaction, or when the State's construction contract with the general contractor is signed. If neither occurs, this amount will not be earned and paid.</p> <p>2E. In the event the State approves and allocates funds for construction, a sum of Thirty-five Thousand Three Hundred Twenty Dollars (\$35,320.00) shall be paid to the Consultant for construction administration, if such administration is requested by the CSCU.</p>	<p>2. Fee</p> <p>The Consultant's total fee of Seventy Seven Thousand Nine Hundred Eighty Three Dollars (\$77,983.00) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the CSCU receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.</p> <p>2A. Schematic Design Phase: Eight Thousand Five Hundred Thirty Three Dollars (\$8,533.00);</p> <p>2B. Design Development Phase: Seventeen Thousand Three Hundred Sixty Three Dollars (\$17,363.00);</p> <p>2C. Contract Documents Phase: Seventeen Thousand Three Hundred Sixty Three Dollars (\$17,363.00);</p> <p>2D. The Consultant shall be paid a sum of Eight Thousand Six Hundred Eighty Dollars (\$8,680.00) after the documents to be provided in the contract documents phase are bid by the CSCU and the Consultant's duties for the bidding phase have been completed to the CSCU's satisfaction, or when the State's construction contract with the general contractor is signed. If neither occurs, this amount will not be earned and paid.</p> <p>2E. In the event the State approves and allocates funds for construction, a sum of Twenty Six Thousand Forty Four Dollars (\$26,044.00) shall be paid to the Consultant for construction administration, if such administration is requested by the CSCU.</p>
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3. Why the same project is given two different DCS Project IDs?

DCS Response: See #4 below and response from Agency.

Staff Response: DCS states that the different Project IDs are due to the fact that there are two different Projects. A review of Form 1105 for each Project follows, generally identifying renovations to the Library in both Forms, as well as identifying renovation work to the Student Service building under BI-CTC-497.

<p style="text-align: center;">Form 1105 – BI-CTC-497</p> <p>Student Services:</p> <p>Renovations and modifications of existing student services of approx. 11,600 SF. The scope of this project is to re-design the existing student services area in the "A" wing of the first floor in a manner that provides a more efficient flow for students and staff. Currently the first floor area consists of private offices and student reception areas for financial aid, admissions, registration, the student welcome center and advising and counseling.</p> <p>Library:</p> <p>Renovations and modifications of the existing library of approx. 13,100 SF. The scope of this project is to re-design the existing library of 1st floor and 2nd floor into a more functional library by providing teaching and learning support spaces, providing students with wide navigation tools and formats quickly through the library. This library will become a learning center with interactive tutoring, rooms, computer pods, gathering areas and reconfiguration of offices and spaces.</p> <p>Feasibility Study and Preliminary Design completed July 6, 2015 by Christopher Williams, Architects, LLC.</p>
<p style="text-align: center;">Form 1105 – BI-CTC-625</p> <p>The CSCU office is requesting a consultant to prepare plans and specifications to renovate the existing library at TRCC. In 2015 CW architects conducted a feasibility study of the existing library and concluded the following:</p> <ol style="list-style-type: none"> 1.- Additional computers for students are needed. 2.- Addition seating for library users is needed. 3.- Additional shelving for CDs and DVDs is needed. 4.- Increase the number of computers in room C225 to 35. 5.- Move IT staff office to create an additional group study room. 6.- Add a quiet space for students. 7.- Reorganize the layout to maximize flow. 8.- Update the printer and copier space. 9.- Address the frontage on the 2nd floor.

4. The new TL #1 should identify that the prior TL #1D is terminated, for proper accounting.
DCS Response: This can be done *if required* after review of other responses regarding differing scope.
Staff Response:

5. Please provide confirmation that the previous TL #1D was terminated in December 2020.
DCS Response: Confirmed – cancelled on 12/31/20. From 7988 submitted on 1/20/21.
Staff Response: OK

Original Board inquiries to DCS:

1. What is the status of the Library Renovation Project BI-CTC-497 (TL #1D- OC-DCS-ARC-0052)?
DCS Response: I did get a chance to review this with Keith and confirmed that the previous project (CTC-497) was cancelled prior to any design submission.

5-5-22 DCS Response: Project cancelled – And see below response from Agency

Staff Response: Can u let me know what was spent from the last project before cancellation? And what tasks were completed.

5-5-22 Staff Response: In the CSCU response: “Chris Williams was paid \$35,510 for the completed Student Services work.” Again, this needs to be reconciled with TL #1D and the Scope identified in the Task Letter.

2. How does the scope of work for BI-CTC-497 differ from BI-CTC-625 as proposed for the Board approval?

DCS Response: Project (CTC-625) being pursued reflects the current needs of the campus and this facility and should be considered a new and separate approach from any past works.

5-5-22 DCS Response: See below response from Agency

Staff Response: In response below it was stated: “The 5-year old study is no longer current. The campus has new staff and ideas that need to be readdressed in the programming phase as a start over.” It appears that the design changes are at the request of on-site staff.

From Form 1140-A Project Initiation – Scope Meeting Minutes	
	<p>This project's Agency is Connecticut State Colleges and Universities (CSCU) representing Three Rivers Community College (TRCC). This is an Agency Administered Design and Construction Project with CSCU. Prior to reviewing the "Scoping Meeting Agenda" items – CSCU Mr. Allan DuFrend is asked to share the goals & priorities for project success.</p> <p><u>A brief project description and special requirements:</u> The CSCU (Connecticut State Colleges and Universities) Office requests a consultant to prepare plans and specification to renovate the library at Three Rivers Community College. In 2015, your firm, Christopher Williams Architects, LLC conducted a "Feasibility Study" of the existing library and concluded the following scope of work for this project: Discussion of the following items applicability transpired, since the Feasibility Study was completed in 2019, now in 2021 the needs and use of the Library and supportive spaces have further developed. Meeting attendees commented on the following items:</p> <ol style="list-style-type: none">1. Additional computers for students are needed.2. Additional seating for library uses are needed.

	<p>3. Additional shelving for CDs and DVDs is needed. Not needed due to streaming services.</p> <p>4. Increase the number of computers in room C225 to 35. Change to accommodate 30 students.</p> <p>5. Move IT staff office to create an additional group study room.</p> <p>6. Add a quiet space for students.</p> <p>7. Reorganize the layout to maximize flow.</p> <p>8. Update the printer and copier space.</p> <p>9. Address the frontage on the second floor.</p> <p>a. Overall usage of the Library relative to today's environment needs evaluation.</p> <p>b. The students needs for desktop computers have changed and is not as great.</p> <p>c. Would like to retain classroom instruction spaces.</p> <p>d. Room C225 would like to see expansion not be relocated.</p> <p>e. Second floor of library providing some options for seating in this area would like to be explored. Potentially removing some of the stacks.</p> <p>f. The circulation desk in the present location – please leave seems to be working well in this pandemic environment. Library staffing is one to two staff maximum at this time and do not foresee increased staffing.</p> <p>g. Explore the option to provide access to the library via the second floor for teaching staff, maybe a swipe card access at doors.</p> <p>h. Explore the option of self check out of library materials.</p> <p>i. TRCC Director of Facilities has a meeting soon with a security access vendor and will obtain information to share.</p> <p>j. TRCC and CSCU supports the idea of adding Schematic Design Phase services to the Consultant's proposal for services.</p> <p>k. The Library space could be improved with redesign of small items that could have a visual inviting impact. Consideration of moving some shelving, relocating chairs to not be so linear, creating more of an inviting area a 'study lounge' atmosphere.</p> <p>l. TRCC Library staff has had a lot of students come to TRCC to use the library spaces even during the past 2 years of pandemic and remote learning. The library is a popular place for students to spend time on campus. In spite of a large number of classes online in Fall 2021, a considerable number of students continued to use the library.</p> <p>m. Collaborative work spaces are not really needed and have not been utilized much. Reduce or eliminate the plans to add collaborative workstations.</p> <p>n. All interior finishes, paint, carpet required for replacement.</p> <p>o. TRCC President is looking to update the interior appearance, materials, finishes, environment to be current post 2022. This space was originally built in 2016 2006 and refreshment of this heavily utilized student resource is a high priority.</p> <p>p. New carpet with high durability is essential.</p> <p>q. Study rooms are popular to the student body.</p> <p>r. Potentially make current office spaces into study rooms for the students use.</p> <p>s. Library does an extremely high volume of 'equipment loan'. Accommodating this need is requested.</p> <p>t. The majority of the existing periodicals, magazines and newspapers are mostly gone. This has been a dramatic change due to items being available in a digital form.</p>
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3. Provide a side by side comparison of the scope for these two TLs along with associated fee schedule for each deliverable

5-5-22 DCS Response: Not applicable/no value added to the review - two separate projects.

Staff Response: See #1 above.

4. Why the same project is given two different DCS Project IDs?

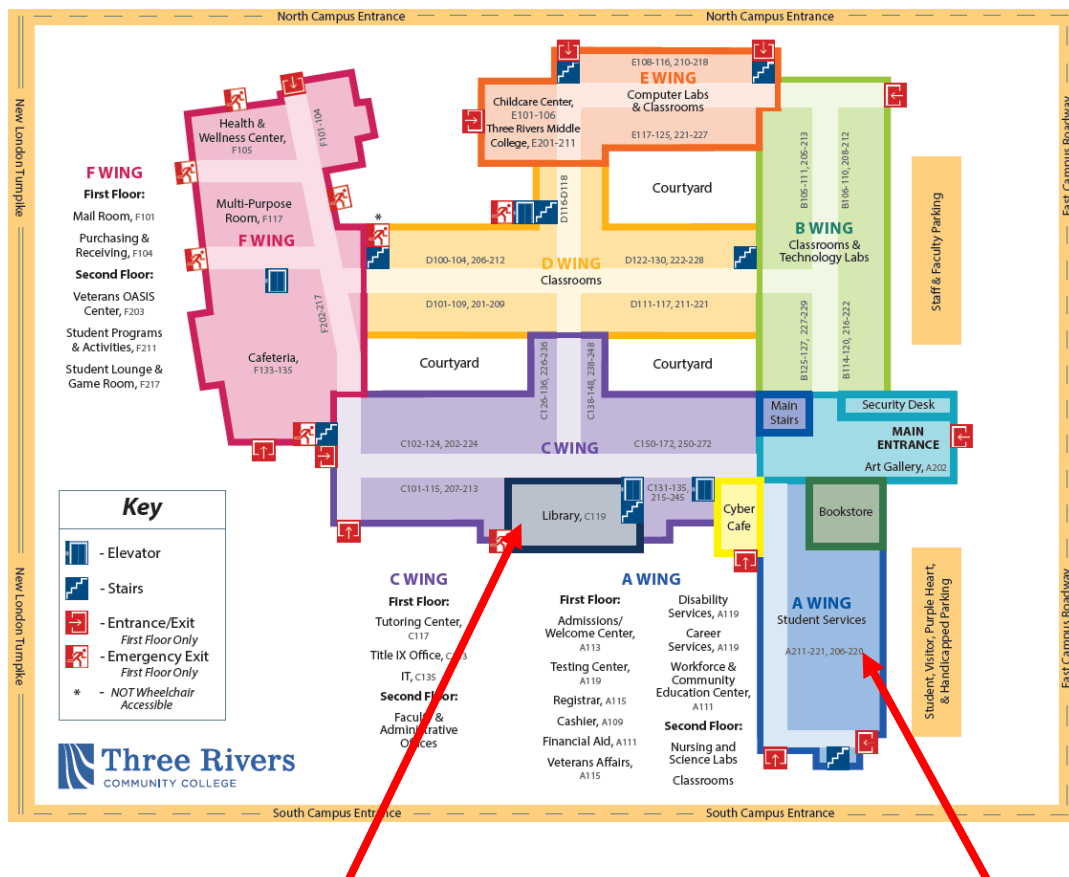
5-22-22 DCS Response: Two different projects

Staff Response: See #1 above.

CSCU 5-5-2022 RESPONSE:

My summary is below with task letter 1A, 1B & 1C. Task letter 1D was for design, bidding and construction related services for Student Services and the Library. Chris Williams completed the SD, DD, CD and construction bid phase services **for Student Services scope of work**. Student Services was bid for construction and a construction contract was not awarded. Chris Williams was paid \$35,510 for the completed Student Services work. **No design work for the Library occurred and no fees were paid to Chris Williams for any library work under Task 1D.** New bond funds to fund construction for Student Services and design and construction for the Library did not occur in a timely manner and **we cancelled the project**. New bond funds that include Three Rivers Library were allocated to the CSCU in July, 2022, and we are reinitiating the project.

In 2017, BI-CTC-449 Task 1 was for a design study for Student Services, the Tutoring Center, the Library and a Language Arts Lab. The study cost was \$33,790 and was completed. Task 2 and Task 3 under BI-CTC-449 were for design, bid and CA services for the Tutoring Center. The Tutoring Center was designed and constructed. No new bond funds were provided in a reasonable time, Chris Williams on-call service contract expired and we could not pursue a task letter amendment for other project phases. In July, 2021, the CSU was provided additional bond funding for this project. The 5-year old study is no longer current. The campus has new staff and ideas that need to be readdressed in the programming phase as a start over.



RECOMMENDATION:

It is recommended that SPRB suspend Task Letter #1 in the amount of \$77,983, pending response from DCS regarding the following:

- Clarification in Task Letter #1 (BI-CTC-625) that Task Letter #1D (BI-CTC-497) in the amount of \$126,040 was formally terminated; and
- Have DCS work with the Using Agency’s Staff to develop a Scope of Work to appropriately define the Project, update the Form 1105 and resubmit a Task Letter reflective of the Scope.

PROPOSED AMOUNT: \$77,983

PROJECT BACKGROUND

At the State Properties Review Board meeting held on October 4, 2019, under PRB #19-204, the Board approved the expense of \$126,040 under Task Letter #1D to the Consultant Contract OC-DCS-ARC-0052 to retain the Consultant, Christopher Williams Architects, LLC (“CWA”), to provide architectural design and

construction administration services for Library Renovations at Three Rivers Community College. The fee was intended to compensate the Consultant for the following project scope:

1. Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations;
2. Preparation of contract documents;
3. Review bid results;
4. Oversee the construction of the library.

PRB #19-204 - Form 1105

Library:

Renovations and modifications of the existing library of approx. 13,100 SF. The scope of this project is to re-design the existing library of 1st floor and 2nd floor into a more functional library by providing teaching and learning support spaces, providing students with wide navigation tools and formats quickly through the library. This library will become a learning center with interactive tutoring, rooms, computer pods, gathering areas and reconfiguration of offices and spaces.

Feasibility Study and Preliminary Design completed July 6, 2015 by Christopher Williams, Architects, LLC.

Under PRB #19-204, the overall construction and total project budget for the Library Renovations at Three Rivers Community College was established at **\$1,400,000** and **\$1,916,000**.

PRB #22-066 - Project Background- From Form 1105

The CSCU office is requesting a consultant to prepare plans and specifications to renovate the existing library at TRCC. In 2015 CW architects conducted a feasibility study of the existing library and concluded the following:

- 1.- Additional computers for students are needed.
- 2.- Addition seating for library users is needed.
- 3.- Additional shelving for CDs and DVDs is needed.
- 4.- Increase the number of computers in room C225 to 35.
- 5.- Move IT staff office to create an additional group study room.
- 6.- Add a quiet space for students.
- 7.- Reorganize the layout to maximize flow.
- 8.- Update the printer and copier space.
- 9.- Address the frontage on the 2nd floor.

Under this Proposal (PRB #22-066) DCS and DCS/CTC are seeking Board approval to expend \$77,983 to retain the Consultant to provide architectural design and construction administration services in conjunction with this Project: Library Renovations.

DCS described the Project in their Memo to the SPRB as follows:

TASK ASSIGNMENT DESCRIPTION:

This project is a re-configuration and implementation of renovation design to the existing two story 13,100 square foot Library at Three Rivers Community College. Christopher Williams Architects, LLC (CWA) prepared in 2015 a Pre-Design Study for this project scope. Since 2015 the current and future use of the existing library space has changed from what the Pre-Design Study recommended. The existing Library space has recently been utilized as a type of study center. This project scope and re-configured areas, spaces and related furnishing this project will address.

CWA, in 2017, performed architectural and engineering services supporting different project scope items recommended in this same 2015 Pre-Design Study at Three Rivers Community College. These services were completed implementing Task Letter T3 from DAS On-Call Contract No. OC-DCS-ARC-0057 for DAS Project No. BI-CTC-544.

The project Scope of Work as defined in the Task Letter is described as:

Scope of Work

This project is a re-configuration and implementation of such renovation to the existing two story 13,100 square foot Library at Three Rivers Community College for the Connecticut State Colleges and University system (CSCU). Christopher Williams Architects, LLC (CWA) prepared in 2015 a Pre-Design Study for this project scope. Since 2015, however, the current and proposed future use of the existing library space has changed in that the existing library space is being utilized as a type of study center, and less as a traditional book-filled library. The project will address this scope and re-configured areas, spaces and related furnishings.

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

Includes Pre-Construction phase services for Schematic Design, Design Development, Construction Documents; Bidding phase services; and Construction Administration services.

1. Design for reconfiguration of the interior Library plan, including partitions, entrances, built-in casework, bookshelves, work stations, study areas, etc.
2. Mechanical, electrical, plumbing engineering services addressing work of modification to existing fire protection, plumbing, electrical and heating, ventilation and air-conditioning mechanical systems affected by reconfiguration of the Library.
3. Re-evaluation of CWA Planning Study developed in 2015 and the current needs of the CSCU.
4. Assist the CSCU in evaluation of the project and planning study scope as it relates to the budget available and to recommend modifications to the scope as required.
5. Field investigation and documentation of existing conditions related to the library space.
6. Assist the College with the Office of the State Building Inspector and the Office of the State Fire Marshal in completing all documentation for any and all potential Building Code and Fire Life Safety Code modifications and waivers as apply to this project scope.
7. Communicate, meet and confirm with this project's utility company participation in any and all energy efficient projects and programs providing any and all financial incentives.

A breakdown of the Consultant's proposed fee (\$77,983), inclusive of Sub-Consultants, is as follows:

- 2A. Schematic Design Phase: \$8,533 (21 calendar days);
- 2B. Design Development Phase: \$17,363 (21 calendar days);
- 2C. Contract Documents Phase: \$17,363 (21 calendar days);
- 2D. Bid Phase: \$8,680 (7 calendar days, per Consultant Letter);
- 2E. Construction Administration Phase: \$26,044 (90 calendar days, per Consultant Letter).

DCS/CTC confirmed funding is available for this request.

At the State Properties Review Board meeting held on May 17, 2021, under PRB #21-065, the Board approved Christopher Williams Architects, LLC (CWA) and the On Call Contract OC-DCS-ARC-0070. The On-Call Contract has a maximum total cumulative fee of \$1,000,000 and an expiration date of 04/15/2023.

Since the award of this contract OC-DCS-ARC-0070, CWA has been approved for the following tasks under this series:

- None

The overall construction and total project budget for the Project: Library Renovations - is **\$875,000** and **\$1,262,500**.

Task Letter #1- CWA (PRB #22-066)	ARC Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget

Schematic Design	\$8,533				
Design Development	\$17,363				
Contract Documents	\$17,363				
Bid Phase	\$8,680				
Construction Administration	\$26,044				
CWA BASE FEE (A)	\$77,983			\$875,000	8.91%

Staff inquired with DCS regarding the following issues:

1. What is the status of the Library Renovation Project BI-CTC-497 (TL #1D- OC-DCS-ARC-0052)?
DCS Response: I did get a chance to review this with Keith and confirmed that the previous project (CTC-497) was cancelled prior to any design submission.
Staff Response: Given that the prior project BI-CTC-497 (TL#1D) was terminated – same building/similar scope with some additional tasks, please provide an accounting of what was spent under this prior TL #1D including deliverables.
2. How does the scope of work for BI-CTC-497 differ from BI-CTC-625 as proposed for the Board approval?
DCS Response: Project (CTC-625) being pursued reflects the current needs of the campus and this facility and should be considered a new and separate approach from any past works.
Staff Response: Provide a side by side comparison of the scope for these two TLs along with associated fee schedule for each deliverable.
3. Why the same project is given two different DCS Project IDs?
4. The new TL #1 should identify that the prior TL #1D is terminated, for proper accounting.
5. Please provide confirmation that the previous TL #1D was terminated in December 2020.

RECOMMENDATION:

It is recommended that SPRB suspend Task Letter #1 for in the amount of \$77,983, pending DCS response to the aforementioned issues.

- DCS confirmed funding is available for the Task Letter.
- The basic service rate of 8.91% is within the established guideline rate of 12.5% for this Group B Renovation Project.

From #19-204

PROPOSED AMOUNT: \$126,040

PROJECT BRIEF – On February 25, 2015, the Consultant was retained under Task Letter #1 to provide a Feasibility Study for Student Services, Library, Tutoring Center and Language/Arts Lab facilities. The Consultant’s fee for this service was \$33,790.

Under Task Letter #1A, the Consultant conducted a study to expand Tutoring and Academic Success Center (“TASC”) into an adjacent 2,000 square feet located to the west of the existing operation. The existing TASC, a section of the adjacent library and currently unoccupied space, will be reconfigured for the development of a new 3,645-GSF TASC. The Consultant’s fee for this service \$33,790.

Under Task Letter #1B, the Consultant provide design and construction administration services for the renovation and expansion of the TASC into the adjacent 2,000 square feet west of the existing operation.

The consultant services shall include but not be limited to the completion of demolition plans, updated/revised floor plans, interior elevations, modified MEP improvement plans, a reflected ceiling plan, interior elevations and a finishes schedule. The Consultant's fee for this service \$79,475. This Task Letter #1B was approved under PRB #16-021.

Under Task Letter #1C, the Consultant provide design and construction administration services for Furniture, Fixtures and Equipment (FF&E) to be placed in the newly renovated TASC. The Consultant's fee for this service \$9,950. This Task Letter #1C was approved under PRB #17-175.

Under this proposed Task Letter #1D, DAS/DCS is seeking SPRB approval as the total project fee exceeds the threshold cost of \$100,000. As detailed in the proposed Task Letter #1D with Christopher Williams Architects, LLC ("CWA"), the fee is intended to compensate the Consultant for the following project scope:

- Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations;
- Preparation of contract documents;
- Review bid results;
- Oversee the construction of the library.

The overall construction and total project budget for the Library Renovations is established at \$1,400,000 and \$1,916,000.

Connecticut State Colleges and Universities (CSCU) has confirmed funding is in place for the design fees.

In November 2014, SPRB approved Christopher Williams Architects, LLC ("CWA") (PRB File #14-284) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. Subsequently CWA has been approved for the following tasks under this series.

CWA has been selected for the following task(s) under this series:

• Task Letter #1	Three Rivers CC TASC Study	\$33,790	(Informal)
• Task Letter#1A	Three Rivers CC TASC Study	\$4,800	(Informal)
• Task Letter #1B	Three Rivers CC Tutor Renovation	\$79,475	(Informal)
• Task Letter #1C	Three Rivers CC Tutor FF&E Des.	\$9,950	(Informal)
• Task Letter #2	Sherwood Island Park Maintenance Bldg	\$152,800	(PRB #15-170)
• Task Letter #2A	Sherwood Island Park Maintenance Bldg	\$33,369	(Informal)
• Task Letter #3	ST Entomologist –Greenhouse Design	\$43,000	(Informal)
• Task Letter #4	Housatonic CC-Lafayette Hall Bath Renov	\$45,000	(Informal)
• Task Letter #5	Eric Sloane Museum Study	\$26,000	(Informal)
• Task Letter #5A	Eric Sloane Museum Study	\$88,030	(PRB #18-189)
• Task Letter #7	Housatonic CC-Lafayette Hall Add. & Renov	\$79,931	(Informal)
• Task Letter #7A	Housatonic CC-Lafayette Hall Add. & Renov	\$11,500	(Informal)
Total Fee to Date:		\$607,645	

Task Letter #1 & 1A CWA Fee (Informal)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
(INF TL# 1 & TL#1A) PROJECT PRE-DESIGN STUDY		\$38,590		\$850,000	4.54%
PRB #16-021 – TASC PROJECT					
Schematic and Design Documents	\$20,443				
Contract Document Phase	\$23,416				
Tracing & Masters/Bidding	\$3,973				
Construction Administration	<u>\$23,843</u>				
Architect’s Base Fee (PRB #16-021) (A)	\$71,675			\$850,000	8.43%
Special & Sub-Consultant Services:					
Cost Estimating (JLC Estimating, LLC)		<u>\$7,800</u>			
Total Special Services (B)		\$46,390			
PRB #17-175 – Additional FF&E Design Services (A1)	<u>\$9,950</u>				
PRB #19-204 - Additional Design & CA Fees for Library Renovation (A2)	<u>\$98,240</u>			\$1,400,000	7.02%
PRB #19-204 - Additional Special Services for Library Renovation (B1)		<u>\$27,800</u>			
Total Special Services Fee (B) + (B1)		\$74,190			
New Total Basic Service Fee (A) + (A1) + (A2)	\$179,865			\$1,400,000	12.85%
TOTAL PROJECT FEE (A) + (B)			\$254,055	\$1,400,000	18.15%

Staff had following question for clarification:

- The Project Budget in the SPRB Memo says Total Construction cost \$1,400,000; while the consultant contract says \$1,790,000 on page 4 of the contract. Can you please verify what the total construction cost is?
- Submit the revised page with correction - **PROVIDED**

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #1D for Christopher Williams Architects, LLC to provide consulting design and construction administration services on this project. The overall basic service fee of 12.85% is within acceptable range of the established guideline rate of 12.5% for Group B Renovation Project.

PROJECT BRIEF– In general, this project involves the completion of design documents with associated bidding and construction administration services for the renovation and expansion of the Tutoring and Academic Success Center (“TASC”) into an adjacent 2,000-GSF located to the west of the existing operation. The existing TASC, a section of the adjacent library and currently unoccupied space will be reconfigured for the development of a new 3,645-GSF TASC. The consultant services shall include but not be limited to the completion of demolition plans, updated/revised floor plans, new FF&E layouts, interior elevations, modified MEP improvement plants, a reflected ceiling plan, interior elevations and a finishes schedule. The scope of services for these improvements was based upon a predesign study completed by Christopher Williams Architects in 2015.

In November 2014 2012, SPRB approved Christopher Williams Architects, LLC (“CWA”) (PRB File #14-284) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. These contracts have since expired but CWA is eligible for this TL as an extension of PRB File #16-021. Subsequently CWA has been approved for the following tasks under this series.

• Task Letter #1	Three Rivers CTC TASC Study	\$ 33,790 (Informal)
• Task Letter #1A	Three Rivers CTC TASC Study	\$ 4,800 (Informal)
• Task Letter #1B	Three Rivers CTC TASC Study	\$ 79,475 (#16-021)
• Task Letter #2	Sherwood Island State Park Improv.	\$152,800 (#15-170)
• Task Letter #2A	Sherwood Island State Park Improv.	\$ 3,600 (#17-158)
• Task Letter #3	DVA Greenhouse Renov. Project	\$ 43,000 (Informal)
• Task Letter #4	Lafayette Hall ADA Renovations	\$ 45,000 (Informal)
• Task Letter #5	<u>Eric Sloane Museum Facility Improv.</u>	<u>\$ 25,000 (Informal)</u>
	TOTAL FEES	\$ 387,465

TASK LETTER #1C is a new task letter and is subject to SPRB approval because it is an extension of Task Letters #1, #1A & #1B and as such the cumulative fee for the project exceeds \$100,000. The Construction Budget and total Project Budget have been established at \$850,000 and \$1,234,000 respectively for this project.

As detailed in the scope letter from CWA to DCS dated January 31, 2017 the \$9,950 is intended to compensate CWA for the following project scope:

- Preparation of an overall FF&E Design Scheme with a presentation to the college
- Selection and required approval coordination for furniture.
- Development of a vendor bid package
- Completion of the bid review and evaluation process
- Contract Administration for the installation of the furniture.

DCS has confirmed that funding is available for this project. It should be noted that the Board of Regents has allocated \$125,000 outside of the existing project budget for the procurement of furniture. As summarized in the following table, the consultant’s *base fee* as a percentage of Construction Budget is as follows:

Task Letter #1 & 1A CWA Fee (Informal))	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
(INF TL# 1 & TL#1A) PROJECT PRE-DESIGN STUDY		\$38,590		\$850,000	4.50%
PRB #16-021 – TASC PROJECT					
Schematic and Design Documents	20,443				
Contract Document Phase	23,416				
Tracing & Masters/Bidding	3,973				
Construction Administration	<u>\$23,843</u>				
Architect’s Base Fee (PRB #16-021) (A)	\$71,675			\$850,000	8.43%
Special & Sub-Consultant Services:					
Cost Estimating (JLC Estimating, LLC)		+\$7,800			
Total Special Services (B)		\$46,390			
PRB File #17-175 – Additional FF&E Design Services (A1)	<u>\$9,950</u>				
New Total Basic Service Fee (A) + (A1)	\$81,625			\$975,000	8.37%
<i>TOTAL PROJECT FEE (A) + (B)</i>			\$128,015	\$975,000	13.13%

It should be noted that the construction budget has been revised to reflect the additional \$125,000 in operating funds utilized for the procurement of furniture.

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #1C for Christopher Williams Architects, LLC to provide additional FF&E consulting services on this project. The overall basic service fee of 8.37% is within the guideline rate of 11% for this Group A Renovation Project.

6. ARCHITECT-ENGINEER – NEW BUSINESS

PRB # 22-163
Origin/Client: DCS/DOC
Transaction/Contract Type AE / Task Letter
Project Number BI-T-619H
Contract OC-DCS-MDE-0049
Consultant: H.F. Lenz Company
Property Bridgeport, North Ave. (1106) – Bridgeport Correctional Center
Project purpose: Energy Audit Implementation Program
Item Purpose Task Letter #1

At 9:30 Mr. Ross from DCS joined the Meeting to participate in the Board’s discussion of this Proposal. He left the Meeting at (9:52).

PROPOSED AMOUNT: \$296,225

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 (#22-163), DCS is now seeking Board approval to retain the Consultant - H.F. Lenz Company – under their On-Call Contract OC-DCS-MDE-0049 to provide multi-disciplined engineering design and construction administration services. The negotiated fee for the Consultant's services is \$296,225. The scope of work includes:

The DOC's Bridgeport Correctional Center Institution is comprised of multiple buildings. Two of the buildings, the New Center and Memorial Unit, are included within the scope of this project, accounting for 102.8K ft² of combined area.

The 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 8/7/2020 "Energy Audit Report – Bridgeport Correction Center – New Center & Memorial Unit" 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 \$3,210,000 that will result in annual reductions of:
 - 482 metric tons of CO₂e emissions
 - \$161,067 utility costs
 - 7,446,000 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 energy cost and reduction measures (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 EO1 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.

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

ECRMs 1-2 – Lighting:

- Design for the retrofit of the remaining interior non-LED bulbs and exterior non-LED fixtures to LED.

ECRMs 3-9 – Mechanical:

- Design for the replacement of the New Center's (2) existing steam boilers and modifications of the associated distribution system and equipment to provide high efficiency condensing hot water boilers and high efficiency condensing, tankless domestic hot water heaters.
 - Existing boilers generate steam currently used for mechanical heating and steam kettle operation and also to produce domestic hot water stored in tanks.
 - Design must include a replacement boiler or alternative option to support kettle operations required to remain active.
- Design for the upgrade to high efficiency fan motors on the New Center's existing (4) heat-vent units and AC-1 supply and return fans serving the administrative area, and (3) toilet exhaust fans serving the cell blocks.
- Design for the installation of variable speed drives and associated demand control system on existing kitchen hood fans.
- Design for the installation of a complete direct digital control (DDC) building automation system of facility energy using equipment to serve both the New Center and Memorial Unit; front end computer located in the boiler plant.
 - Verify existing condition and limitations of the controls and automation system.
 - Include all programming for optimized and including, where applicable, high performance system operation.
- Design for the replacement of the New Center's (3) walk-in coolers' water-cooled compressors with air-cooled compressors.

ECRMs 10-11 – Plumbing:

- Design a computerized water conservation system and integrate the New Center's (225) toilet-sink combination units and (17) shower valves as well as the Memorial Unit's (16) shower valves.
 - System shall be compatible with and capable of integrating with existing systems in operation at various DOC facilities.
 - Provide retrofit of low flow shower heads on all associated fixtures.
 - Verify with DOC whether retrofit of low flow flush valves is possible, and if not, suggest and provide alternative water saving solution within similar budget.
- Design for the replacement of the Memorial Unit's (8) existing domestic water heaters with high efficiency, tankless condensing units.

In June 2022, SPRB approved (PRB #22-085) H.F. Lenz Company (HFL) as one of five firms under the latest *On-Call MDE (Multi-Disciplined) Engineer Series* of consultant contracts. These contracts expire on September 30, 2024 and have a maximum cumulative fee of \$1,000,000.

HFL was approved for the following task(s) under this series: None.

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

The Construction Budget and total Project Budget are estimated at \$3,210,000 and \$4,301,400, respectively.

Task Letter #1 – HFL- Basic Services (PRB #22-163)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (60 days)	\$45,000				
Design Development Phase (75 days)	\$60,000				
Construction Document Phase (90 days)	\$90,000				
Bidding Phase	\$11,225				
Construction Administration Phase (est. 12 months)	<u>\$90,000</u>				
TOTAL BASIC SERVICE FEE (#22-163) (A)	\$296,225			\$3,210,000	9.23%

Staff followed up with DCS and asked following to clarify:

1. The Consultants hourly matrix identifies four employees providing CA Services during the construction totaling 160 hours, and states there will be 26 bi-weekly meetings, indicating a 13-week construction phase, but does not specifically state the estimated duration of the construction phase. Please provide the estimated duration of the construction phase.

DCS Response: When referencing a DAS project’s “bi-weekly construction meetings”, this is generally taken to mean once every two weeks, thus 26 meetings is for 52 weeks of construction. I will clarify this on future task letters. In this case, HF Lens’ proposal states in its second paragraph a construction timeline of 12 months.

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB approve Task Letter #1 in the amount of \$296,225 for the Consultant to provide Engineering Design and CA services for the ECRMs.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #22-066 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #22-066. The motion passed unanimously.

PRB FILE #22-163 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #22-163. The motion passed unanimously.

9. NEXT MEETING – Monday, October 31, 2022.

The meeting adjourned.

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