

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On December 22, 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 December 22, 2022 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

David Barkin, DCS Chief Architect

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 December 19, 2022 and December 20, 2022 Meetings. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 10:02. The motion passed unanimously.

EXECUTIVE SESSION

PRB #: 22-194-A
Transaction/Contract Type: AG / PDR
Origin/Client: DoAG/DoAG

Statutory Disclosure Exemptions: 1-200(6) & 1-210(b)(7)

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:42. The motion passed unanimously.

OPEN SESSION

4. REAL ESTATE – NEW BUSINESS

PRB File #:	22-193
Transaction/Contract Type	RE / Assignment of Space
Origin/Client	DAS / OGA-SCSB
Property:	Hartford, Capitol Ave (165) – SOB
Project Purpose:	Locate Legislative Agency at SOB
Item Purpose:	Assignment of Space Pursuant to CGS 4b-29

Project Background

The Office of Governmental Accountability was established in order to provide Human Resources, administrative and information technology support to six previously separate agencies.

These six Boards, Commissions, Offices and Council retain their independent decision making authority, but now have unified support services provided by the office of Governmental Accountability.

The Contracting Standards Board (SCSB) is proposed to be a fourteen member board appointed to oversee all state contracts. Some of the Board’s duties will be to:

- Conduct a comprehensive review of existing state contracting and procurement laws, regulations and practices.
- Audit state contracting agency's triennially to ensure they are in compliance with procurement policies.
- Issue recommendations regarding the disqualification of contractors from bidding or proposing on state contracts.
- Review all new proposed privatization contracts to ensure the state saves money without jeopardizing the quality of services.

“Our mission is to require that state contracting and procurement requirements are understood and carried out in a manner that is open, cost effective, efficient and consistent with State and Federal statutes, rules and regulations. (Adopted March 11, 2016).”

<https://portal.ct.gov/SCSB/CONTENT/CONTENT/Mission-Statement>

Under this Proposal (PRB #22-193), DAS is requesting SPRB approval pursuant to CGS 4b-29 for the assignment of office space within the State Office Building at 165 Capitol Avenue to accommodate the two new staff from the State Contracting Standards Board (SCSB).

DAS provided the following narrative in support of this request:

The State Contracting Standards Board (SCSB) was recently approved to hire additional employees. To accommodate the additional employees DAS is proposing using available space on the First floor (SE corner) at 165 Capitol Avenue, in Hartford CT.

Please find attached, “OGA Shared suite”, a floor plan of the existing suite that currently houses 2 private offices for the SCSB, 1 private office for Firearms and 1 private office for Judicial Selection Committee.

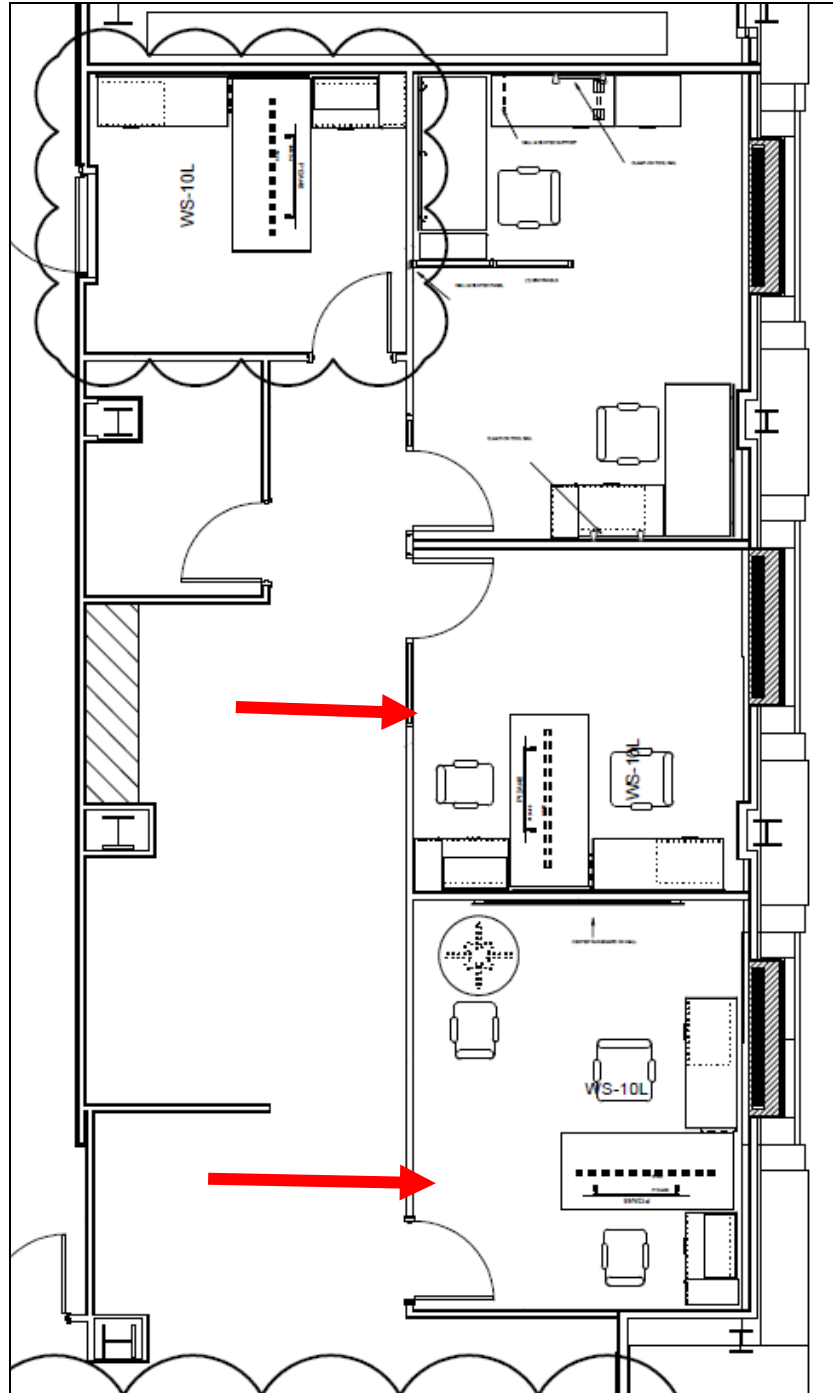
The attachment identified as “1st Floor Proposed” depicts the Firearms private office (which has been used as a file room) to be used for a private office for SCSB, the room that is drawn out as a conference room in the right rear of the suite has been repurposed as a dual office for the Firearms employees.

This floor plan also shows an area in the middle of the suite that can house several cubicles into; 2 small size cubicles for the 2 CREPH staff to be hired and the other 2 small cubicles for

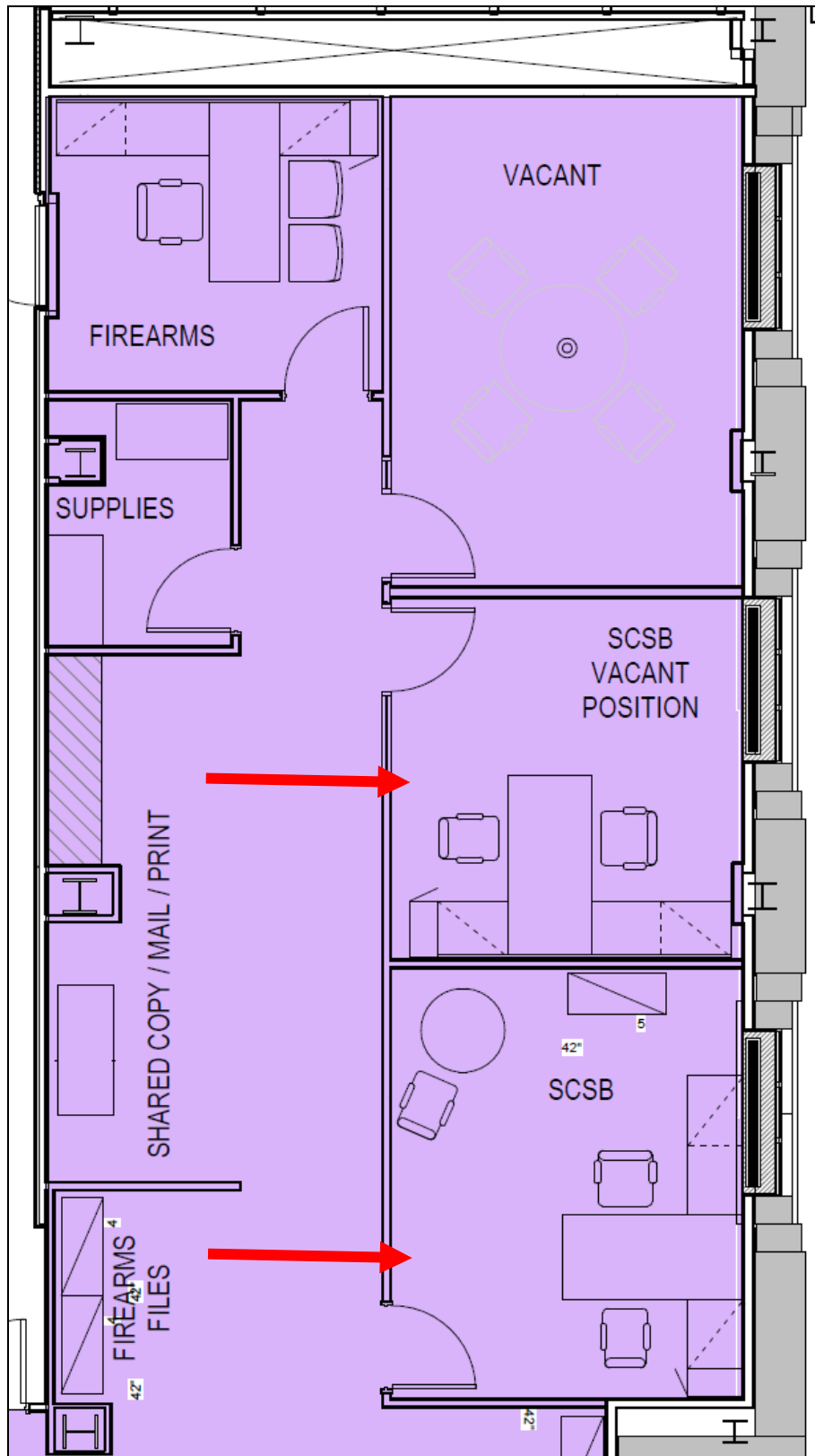
SCSB staff to be hired.

DAS has met with David Guay, the current acting ED of SCSB and he agrees that the space, and the changes would sufficiently accommodate his staff.

This request is to obtain approval for the assignment of office space to accommodate the project as outlined above. The total space to be occupied by SCSB is 568.5 sq.ft.



Existing



Proposed

OPM has previously approved (9-10-22) the location of staff pursuant to CGS 4-67g(f) “(f) Each state agency shall request and obtain the written approval of the secretary or his or her designee prior to any (1) change in ownership of state real property, (2) change in use of state real property, (3) use of state real property by an entity other than a state agency, or (4) use of state real property by a state agency other than the state agency with custody and control over such state real property. For purposes of this

subsection, “state agency” does not include a constituent unit of the state system of higher education, a technical high school or an agency in the legislative or judicial branch of state government.”

RECOMMENDATION: Staff recommend approval of this Proposal to assign space at 165 Capitol Avenue to the State Contracting Standards Board (SCSB).

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER – NEW BUSINESS

PRB File #:	22-198
Origin/Client:	DCS / DESPP
Transaction/Contract Type	AE / Task Letter
Project Number	BI-N-361
Contract	OC-DCS-ARC-0071
Consultant:	Northeast Collaborative Architects, LLC
Property	CT State Police - Troop B, Troop I & Troop D
Project purpose:	Study for Building Prototype
Item Purpose	Task Letter #3

At 9:32 Mr. Barkin from DAS-DCS joined the Meeting to participate in the Board’s discussion of this Proposal. He left the meeting at 9:49.

PROPOSED AMOUNT: \$126,460

At its meeting held on July 2, 2020 the State Properties Review Board voted, under PRB #20-121, to approve Task Letter #4 to the On-Call Contract OC-DCS-CIV/SUR-0034 to compensate the Consultant \$144,700 to provide facility assessments and a master plan study of all DESPP facilities throughout the state.

Under this Proposal (#22-198), DCS is now seeking approval of \$126,460 to compensate the Consultant for the following professional ARC services:

Conduct a study that shall consist of designing a single prototype facility for three troop locations (Troop B -North Canaan, I-Bethany, and D-Danielson) for the Connecticut State Police on the existing property. A topographic survey, programming, environmental review, cost estimate, and a Conceptual Design for a single prototype building laid out on to three (3) sites.

The Department of Emergency Services and Public Protection (hereafter the “DESPP”) requires the following scope of services:

1.A. Existing Conditions Survey and Programming

- Verify the Existing Conditions Survey of the Masterplan Study done by Milone and MacBroom, Inc. in 2021.
- Prepare a Topographic Survey of all three sites including utilities based on visual evidence and mapping provided by the utility companies.
- Prepare an Environmental Site Evaluation for all three (3) sites to help determine if there are environmental conditions that could negatively impact the cost of future site improvements
- Provide Space Programming at a minimum should include the following components:
 - Fully accessible building
 - brick / block / mortar structure for security
 - Sallyports for safe detainee transfers
 - processing and detention area for detainees

- offices and dispatch center for 911 call center operation
- men’s and women’s locker rooms and bath facilities
- men’s and women’s rooms on each floor for staff and a restroom in the lobby for visitors
- interview rooms
- meeting rooms
- gym / workout area
- evidence processing area
- humidity-controlled evidence storage area
- kitchen / break area
- parking areas for employees as well as public parking for visitors
- Coordinate and attend three (3) space planning meetings

1.B. Conceptual Design

- Develop multiple conceptual design options for the single prototype along with a Basic 3-D view of the prototype
- Review the Consultants Procedure Manual, sections 3.2.1 – 3.2.2 for Study Format.
- Review the Consultants Procedure Manual, section 1.4.3 for Pre-Design Studies requirements.
- Presentation of site, building plans, elevations, and 3-D view
- Provide mechanical system design per the Governors Executive Order #1
- Prepare a cost estimate including hazardous material remediation and demolition of existing building
- Presentation of Draft Report
- Finalize updates to one design, cost estimate and narrative for Final Report

The Consultant’s total fee \$126,460 is broken down as follows:

- 2A. Existing Conditions Survey and Programming: \$63,810 (75 days);
- 2B. Conceptual Design (draft report): \$44,750 (60 days);
- 2C. Conceptual Design (final report): \$17,900 (45 days).

In May 2021, SPRB approved Northeast Collaborative Architects, LLC (“NCA”) (PRB #21-066) as one of six firms under the latest *On-Call Architect Series* of consultant contracts. These contracts have a common expiration date of April 15, 2023 and have a maximum cumulative fee of \$1,000,000.

NCA has been approved for the following task(s) under this series (OC-DCS-ARC-0071):

• Task Letter #1	ECSU 347 Prospect Structural Repairs	\$81,800	(Informal)
• Task Letter #2	TXCC 21 Spring Ln Facility Renovations	\$73,466	(PRB #22-073)
Total		155,266	

Staff had following question for clarification:

1. Clarify if the professional design services provided by the Consultant is required to comply with the Governor’s Executive Orders #1 and #3.

DCS Response: NCA’s proposal states and my understanding is they will develop a prototype in compliance with EO 1. Remember this is prototype study and so we are looking to develop a standard concept for several sites. We will be evaluating decarbonization options within the study.

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB approve Task Letter #3 for the Consultant to provide Existing Conditions and Conceptual Design Study services related to the Study for Building Prototypes for three Connecticut State Police Barracks.

- DCS confirmed \$126,460 is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 4/25/2022.
- Following the subject Task Letter, the On-Call Contract will have an uncommitted value of \$844,734.
- The Board approved the current On-Call Contract on 5-17-2021 (PRB #21-066) for a maximum fee of \$1,000,000 and a term that expires on 4/15/2023.

PROPOSED AMOUNT: \$144,700

In September 2017, SPRB approved Milone & MacBroom, Inc. (“MMI”) (PRB #17-252) as one of seven firms under the latest On-Call Civil-Survey Series of consultant contracts. These contracts have a common expiration date of October 30, 2019 and have a maximum cumulative fee of \$500,000. On September 23, 2019, the SPRB approved Amendment #1 to the On-Call Series extending the expiration date to November 21, 2021 (#19-194-#19-200).

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

• Task Letter #1	SCSU – Women’s Softball Field	\$22,000	(Informal)
• Task Letter #2	DVA – Cemetery Master Plan	\$122,000	(#18-138)
• Task Letter #3	CCSU-New Engineering Building	\$11,750	(Informal)
Total Fee to Date:		\$155,750	

Under this proposal #20-121, DCS and DESPP are seeking SPRB approval to retain the Consultant, Milone & MacBroom, Inc. (MMI), to provide facility assessments and a master plan study of DESPP facilities throughout the state, including twelve (12) Troop Facilities, Headquarters, Brainard Airport, four (4) Fire Academies, Mulcahy Complex, Training Academy, four (4) Statewide Narcotics Task Force (SNTF) Facilities, Seymour Impound, West Haven Toll, Fleet, Simsbury Range, Candidate Physical Ability Test (CPAT) Center and, Henry D. Altobello Children and Youth Center (Altobello). The building locations are throughout the state of Connecticut such as: Bethany, Bridgeport, Colchester, Danielson, Groton, Hartford, Litchfield, Meriden, Middletown, North Caanan, Seymour, Simsbury, Southbury, Tolland, Uncasville, West Haven, Westbrook, Willimantic, and Windsor Locks.

The DESPP requires the following scope of services:

- A. Project Administration and Engagement
- B. Program Assessment
- C. Facilities Assessment
- D. Planning Charrette
- E. The Master Plan

The Consultant’s total fee of \$144,700 shall be paid as follows:

- First Draft Study: \$58,580 due within 90 calendar days after receipt of the approved task letter.
- Second Draft Study: \$36,250 due within 60 calendar days after receipt of DAS and DESPP responses to the First Draft.
- Charrette: \$8,990 due within 45 calendar days after receipt of DAS and DESPP responses to the Second Draft Study.

- Final Report and Masterplan Presentation: \$20,880 due within 60 calendar days after receipt of DAS and DESPP responses to Charrette.
- Contingency: \$20,000 after receipt and acceptance of written approval of issues impacting the study by DAS.

Staff asked DCS to clarify the following:

1. Please clarify if the Consultant's services encompass the entire Henry D. Altobello Children and Youth Center (Altobello) campus, or only Building #5 (Highland House) & Building #14 (Garage) assigned to DESPP in May 2017.

DCS Response: We are only looking at DESPP facilities so Building 5 and 14 are covered by this study. Our goal is to evaluate all the current DESPP occupied facilities only and develop a vision moving forward for the most efficient way to use them, determine if facilities are redundant or if they are missing needed program elements, it is not the intention of this study to evaluate the broader Altobello campus.

OK

2. What is the intent of including the Simsbury property in this Study when its limitations have been well documented.

DCS Response: All DESPP properties are included and the Simsbury Range is one of their properties. Although exhaustive study was conducted under the previous administration, and determination had been made the existing Simsbury Range was not suitable for a host of reasons this administration reversed course and so we need to reassess the Simsbury Range and determine, as part of the broader study, what its future and function may be along with needed capital investments.

OK

3. Identify which four fire academies are included within the study.

DCS Response: The following are the included facilities:

Litchfield County
Eastern Connecticut
CT Fire Academy (Windsor)
CPAT Center (Meriden)

These are the four fire academies where the building and land are under the oversight of DESPP and require facility assessment – Litchfield and Eastern, being new facilities require little to no physical assessment but should be considered under the purview of a master-plan in terms of geographic suitability and long term maintenance considerations to best develop a comprehensive capital plan.

OK

4. Clarify what, if any, previous Facilities Studies have been obtained over the past five years.

DCS Response: Approximately two years ago a study was conducted for the State Forensics Lab in Meriden which included assessment of the existing Mulcahy Complex. That study will serve as relevant information for this broader, higher level, master plan study. In addition, any work we can share regarding the replacement for the Simsbury Range, meant to be a broader training facility and not just a firing range will be provided to the Consultant to assist in the preparation of the new study.

OK

5. Given the new normal or aftermath of Covid 19, should the scope be changed in any way to accommodate new requirements within the buildings?

DCS Response: My opinion is no. Since we are conducting the study within the context of the current medical crisis any planning outcomes based on new thinking will be evident in the results of the study and, in addition, the stakeholder team will be bringing such impacts to the attention of the Consultant throughout the process – I think the scope is adequately defined.

OK

RECOMMENDATION: It is recommended that SPRB approve Task Letter #4 in the amount of \$144,700.

- DCS confirmed \$144,700 is available for the Task Letter.
- The Board approved the current On-Call Contract for a maximum fee of \$500,000 and a term that was extended to 11/21/2021 (PRB #19-195). Following the subject Task Letter, the On-Call Contract will have an uncommitted value of \$194,250.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 4/09/2020.

7. OTHER BUSINESS

Vice Chairman Josephy made a motion to approve Board Fees and Mileage reimbursement for those Members that attended the Site Visit to Old Kings Highway in Hampton, CT on Tuesday, 12-20-22, in conjunction with PRB #22-194-A. Mr. Berger seconded the motion. The motion passed unanimously.

8. VOTES ON PRB FILE:

PRB FILE #22-194-A – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #22-194-A. The motion passed unanimously.

PRB FILE #22-193 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #22-193. The motion passed unanimously.

PRB FILE #22-198 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #22-198. The motion passed unanimously.

9. NEXT MEETING – Tuesday, December 27, 2022.

The meeting adjourned.

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