

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On July 21, 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 July 21, 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

Members Absent:

William Cianci

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 July 18, 2022 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Staff and the Board discussed the annually-published Digest of Administrative Report deliver to the Commissioner of Administrative Services. Director Desai will deliver the report today.

Director Desai also informed the Board of an upcoming meeting the Commissioner Hurlburt and Jaime Stevens of the Department of Agriculture to address contents of forthcoming DoAG Proposals.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

<i>PRB #:</i>	22-100
<i>Transaction/Contract Type:</i>	RE – Voucher
<i>Origin/Client:</i>	DOT/DOT
<i>DOT Project #:</i>	164-243-001
<i>Grantor:</i>	Richard W. Martin
<i>Property:</i>	Windsor, Poquonock Ave (1208)
<i>Project Purpose:</i>	Route 75 Culvert Rehabilitation
<i>Item Purpose:</i>	Voucher

DAMAGES: \$14,400

DOT PROJECT:

A project has been initiated by the Connecticut Department of Transportation in response to the inspection of the existing 48-inch steel boiler plate culvert which is showing signs of corrosion and structural deformation. The concrete block end-wall on the outlet side is exhibiting signs of settlement, resulting in slope erosion and settling of the roadway travel lanes in the immediate vicinity on Route 75.

The purpose of the project is to rehabilitate the culvert conveying storm water runoff from a catch basin at the intersection of Holcomb Hill Road under CT Route 75 to Phelps Brook, eventually leading to the Farmington River.

The Department is currently investigating construction alternatives including in-situ rehabilitation and open trench alternatives to repair or replace the culvert, however it is anticipated the end-wall will be replaced in its entirety. Areas of partial and full depth reconstruction will be required to correct portions of the northbound travel-way that have settled.

Under this Proposal (PRB #22-100) DOT is seeking SPRB approval pursuant to CGS 13a-73(h) for DOT to acquire land and easements in conjunction with the DOT Project “Route 75 Culvert Rehabilitation” with Damages totaling \$14,400. DOT’s enabling legislation to acquire land and easements is pursuant to CGS13a-73(c), 13b-36(a) and 13a-79.

SITE DESCRIPTION: The subject property consists of an irregular-shaped, 0.59 acre (25,700 sf) site with approximately 164 of frontage on the easterly side of Poquonock Avenue. The site is improved with a 1.5 story single-family dwelling constructed in 1779, containing 1,464 square feet of gross living area. The property is located in the AA residential zone and is a pre-existing non-conforming lot of record.



VALUATION: The DOT appraisal was completed as of April 14, 2022 by DOT Appraiser James Mansfield.

The valuation of the subject property is subject to the following Extraordinary Assumptions and Hypothetical Conditions:

EXTRAORDINARY ASSUMPTIONS:

The appraiser did not gain access to the interior of the single-family dwelling that is the subject of this report and instead, carried out an exterior-only inspection. The appraiser has, therefore, made the extraordinary assumption that the subject dwelling is an average overall condition with no deferred maintenance. If this should turn out not to be the case, the appraiser reserves the right to alter the report value and conclusions.

HYPOTHETICAL CONDITIONS:

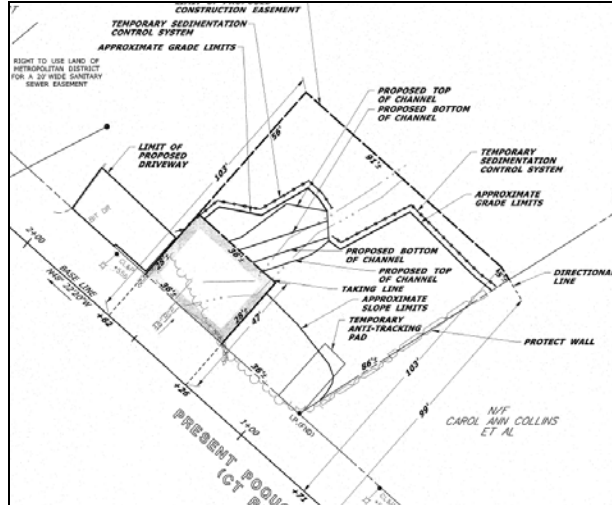
The methodology used in this report is a standard State appraisal format in the form of a "Before and After" valuation appraisal used for eminent domain purposes. The appraisal considers that there is a willing seller in an acquisition by eminent domain and has disregarded any effect on the market value brought on by the State's project. The appraisal report was based on the *Hypothetical Condition* that the proposed road project will be completed as currently proposed in the Department of Transportation construction plans, on the day after the "as of" date.

Land Valuation: Based on the sales comparison approach, the appraiser considered three sales (2020-2021) of similarly zoned, with a similar highest and best use and after adjusting for Transactional, Locational and Physical characteristics, the Appraiser concluded the subject land was valued at \$1.50/square foot x 25,700 square feet = \$38,550. The contributory value of site improvements were \$3,500. The value of the land in the Before Valuation is then equal to \$42,050.

Building Valuation: Based on the sales comparison approach, the appraiser considered three sales (2021-2022) of similar single family dwellings and after adjusting for Transactional, Locational and Physical characteristics, the Appraiser concluded the subject dwelling was \$275,000.

The Taking: DOT will acquire the following:

- A partial take in fee simple acquired over an area of 1,008± square feet;
- A Construction Easement for the purpose of construction access, staging, clearing, grading, installation of temporary anti-tracking pad and installation of temporary sedimentation control acquired over an area of 4,787± square feet;
- An easement to excavate channel and remove, use or retain excavated material acquired over an area of 483± square feet;
- An easement to slope for the support of the highway acquired over an area of 804± square feet;
- A right to construct driveway acquired over an area of 570± square feet; and
- A right to install sedimentation control system acquired an area of 5LF.



AFTER VALUATION:

After Land Valuation: Based on the sales comparison approach, the appraiser considered the same sales as in the Before Valuation and after adjusting for Transactional, Locational and Physical characteristics, the Appraiser concluded that the fair market value of the subject land was unchanged at \$1.50/sf, calculated as follows:

Item	Calculation	Value
Land Valuation (Fee Simple)	24,092 sf x \$1.50/sf	\$36,138
Easement for Channel	483 sf x \$1.50/sf x 25%	\$543
Easement to Slope	804 sf x \$1.50/sf x 25%	\$302
	Total	\$36,983
	Rounded	\$37,000

All unaffected site improvements and other improvements were assigned a value of \$X.

After Building Valuation: Based on the sales comparison approach, the appraiser considered the same sales as in the Before Valuation and after adjusting for Transactional, Locational and Physical characteristics, as well as the adjustment due to the takings (land and easements) the Appraiser concluded that the fair market value of the subject dwelling was \$268,500.

Calculation of Permanent Damages

Item	Value
Before Valuation	\$275,000
After Valuation	\$268,500
Permanent Damages	\$6,500

Calculation of Temporary Damages

Construction Easement Area #1	4,787 sf x \$1.50/sf x 10%	\$718
	Rounded	\$750

Calculation of Temporary Severance Damages

1) Temporary severance is based on severance to the subject as if "permanent". The temporary construction area of 4,787+/- SF equates to 18.6% of the subject's overall land area. This percentage is rounded to 20%. A holding period of 8 years is considered appropriate for a single-family residential dwelling such as the subject. The appraiser understands that the DOT project period is 1 construction season (1 calendar year). If this should change, the appraiser reserves the right to alter the value conclusions. Based on 1 construction season and an 8 years holding period, the holding factor is 12.5% which the appraiser has rounded to 13%.

Temporary Severance = \$275,000 x 20% x 13% = \$7,150

Total damages are then Permanent Damages plus Temporary Damages plus Temporary Severance Damages, or \$6,500 + \$750 + \$7,150 = \$14,400.

RECOMMENDATION: Board approval of damages in the amount of \$14,400 is recommended for the following reasons:

1. The acquisition complies with Section 13a-73(c) of the CGS which governs the acquisition of property by the commissioner of transportation required for highway purposes.
2. The acquisition value is supported by the DOT appraisal report.

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB # 22-102
Origin/Client: DCS/DCS
Transaction/Contract Type AE / On-Call Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0011
Consultant: Colliers Project Leaders USA NE, LLC
Item Purpose: New On-Call Contract

PRB # 22-103
Origin/Client: DCS/DCS
Transaction/Contract Type AE / On-Call Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0012
Consultant: BVH Integrated Service, Inc.
Item Purpose: New On-Call Contract

PRB # 22-104
Origin/Client: DCS/DCS
Transaction/Contract Type AE / On-Call Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0013
Consultant: Sustainable Engineering Solutions, LLC
Item Purpose: New On-Call Contract

PRB # 22-105
Origin/Client: DCS/DCS
Transaction/Contract Type AE / On-Call Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0014
Consultant: Gale Associates, Inc.
Item Purpose: New On-Call Contract

At the State Properties Review Board meeting held on July 14, 2022, the Board voted to suspend this file pending Board clarification of the following issues:

1. Please provide a Task Log for the Consultants under OC-DCS-Cx-0007 to 0010.

DCS Response: Please be advised that the subject package has been uploaded to the SPRB shared drive.
Staff Response: OK

OC-DCS-Cx-0007 - Sustainable Engineering Solutions, LLC

• Task Letter #1	Building Boiler/AC/BMS	103	\$23,800	(Informal)
• Task Letter #2	New Readiness Center		\$84,800	(Informal)
• <u>Task Letter #3</u>	<u>SCSU Burritt Library</u>		<u>\$60,200</u>	<u>(Informal)</u>
		Total	\$168,800	

OC-DCS-Cx-0008 – WSP USA Buildings, LLC

• Task Letter #1	New Haven AFRC Boiler		\$29,000	(Informal)
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OC-DCS-Cx-0009 – Van Zelm, Haywood & Shadford, Inc.

• Task Letter #1	Statewide Energy Audits		\$98,800	(Informal)
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OC-DCS-Cx-0010 – Gale Associates, Inc.

• Task Letter #1	Statewide Energy Audits		\$98,819	(Informal)
• <u>Task Letter #2</u>	<u>Norwalk CC – B Wing</u>		<u>\$191,115</u>	<u>(#21-073)</u>
		Total	\$289,934	

2. Please clarify the status of awarding Cx-0015. WSP USA, Inc. was interviewed, ranked 5th and not included in this Series.

DCS Response: Please be reminded that Contract OC-DCS-Cx-0015, WSP USA Buildings, Inc., was uploaded to the SPRB shared drive on July 8, 2022 and was assigned PRB No. 22-117.

Staff Response: OK

RECOMMENDATION – Staff recommend approval of the On-Call Contracts that have a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 11/01/2024.

This is the 3rd series of On-Call Cx (Building Commissioning and Building Envelope Commissioning) Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2017. The four (4) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 11/01/2024. The prior series of On-Call Contracts included a total cumulative fee of \$500,000 and expired on 5/02/2022.

DESCRIPTION: The scope of work under these contracts shall encompass, but not be limited to:

The Building and Envelope Commissioning Consultant contracts are a newer category of on-call contracts created by DAS to provide assistance during design and construction to develop building commissioning requirements consistent with the State’s High Performance Building Standards. The

consultant will be an integral part of the project team including the A/E, Department project management staff, the independent Contract Administrator, and the Construction Manager (if the project is a CMR project.) The consultant will continue during construction and post-construction to assure the project meets the commissioning specifications. The services under this series may also include Retro-Commissioning of existing state facilities.

Each contract is exactly the same except for the name and address of the firm.

The On-Call Contract can be utilized on DCS projects with construction budgets of up to five million dollars (\$5,000,000).

DAS/DCS has made some revisions to the contract for this series to include:

- Expansion of Article 21 language – Non-Discrimination;
- Removal of Article 22 language – Executive Orders regarding references to XO 49;
- Expansion of Article 23 language – Summary of State Ethics Laws to reflect new laws effective July 1, 2021;
- Addition of Article 25 language – Large State Contract Representation for Contractor – requiring the Contractor to comply with Acting Governor Susan Bysiewicz’ Executive Order No.21-2, effective July 1, 2021 regarding gifts and the Contractor’s Principals or Key Personnel;
- Addition of Article 26 language – Large State Contract Representation for Official or Employee of State Agency – requiring the State Official or Employee represents that the selection of a Contractor was not the result of collusion, gift, promise of a gift, etc;
- Addition of Article 27 language – Iran Energy Investment Certification;
- Addition of Article 28 language – Consulting Agreement Certification;
- Changes to Article 33 language – Related to an Attachment Notice for Campaign Contributions;
- Addition of Article 38 language – Access to Contract and State Data – requiring the Contractor to provide information to the Client Agency and State Auditors of Public Accounts;
- Addition of Article 39 Language – Notices; and
- Addition of Exhibit A – Hourly Rate Schedule.

A Request for Qualifications (RFQ) for the consultant services was released on March 22, 2022 and elicited eight (8) responses at the April 21, 2022 due date for response. Seven (7) Respondents were interviewed. One response was deemed deficient. The State Selection Panel consisted of three members and rated each firm based upon a weighted ranking system.

At the completion of the State Selection Panel process; DCS Management Team reviewed the results and recommended the approval of the following Firms under this Series. The selection of the Firms was approved by DAS Deputy Commissioner Petra on 5-18-2022.

This proposal before the SPRB is for review and approval/disapproval of the following Firms under this Series:

PRB 22-102 – Colliers Project Leaders USA NE, LLC (CPL) established in 2019 with its acquisition of Strategic Building Solutions, has a staff of 125 employees including 14 architects, 9 engineers of various disciplines and 70 project managers. DCS reports the Consultant has been awarded 11 Contracts (1 formal, 3 OC & 7 TL) in the last five years with \$4,257,851 total volume of work.

The company has been awarded the following Formal Contracts, On-Call Contracts and Task Letters for the prior two years:

OC-DCS-ENGY-0029: None

OC-DCS-ENGY-0026:

OC-DCS-ENGY-0026:

- Task Letter #1 Statewide Energy Audit per EO #1 \$181,591 (#20-013)

OC-DCS-CA-0026:

- Task Letter #2A Ana Grace Academy of the Arts \$33,000 (#21-134)

OC-DCS-CA-0031:

- Task Letter #1 Burritt Library Renovation & Expansion \$498,568 (#21-006)
- Task Letter #2 Roof & Parapet Replacement Project \$170,850 (#20-138)
- Task Letter #3 Charter Oak Relocation \$174,250 (#22-089)

CPL is not required to retain a professional license to provide commission and envelope services in Connecticut, however, Senior Director Evan Wyner is a professional engineer (PEN#.0020393). Ames & Gough and AON both reported that CPL has not incurred any general liability or professional policy loss or claims during the past 5 years. CPL scored a total of 300 out of a possible 320 points.

PRB 22-103 – BVH Integrated Services, PC (BVH) is located in Bloomfield, established in 1958, has a local staff of 120± employees including 14 civil engineers, 11 landscape architects and 8 surveying professionals. DCS reports the Consultant has been awarded 11 Contracts (1 formal, 3 OC & 7 TL) in the last five years with \$2,859,700 total volume of work.

The company has been awarded the following Formal Contracts, On-Call Contracts and Task Letters for the prior two years:

OC-DCS-MEP:

- Task Letter #1 WCSU – MEP various projects \$0 (Cancelled)
 - Task Letter #2 NVCC – Physical plant renovations \$44,444 (Informal)
 - Task Letter #3 Covid related HVAC upgrade study \$0 (Cancelled)
 - Task Letter #4 New Haven AFRC boiler repl. \$99,400 (Informal)
 - Task Letter #5 CSP Troop A & F Emer. Gen Repl \$24,224 (Informal)
 - Task Letter #6 DVA Main Campus boiler repl. \$92,832 (Informal)
 - Task Letter #7 BCMHC sprinklers, ceilings, etc \$225,000 (Pending)
 - Task Letter #8 Hartford Armory IT \$117,450 (#22-005)
 - Task Letter #9 CAS Emergency Repairs & Ops \$70,000 (Pending)
 - Task Letter #10 Manchester CC – Cell Cover study \$30,000 (Pending)
- \$816,576

OC-DCS-STR-0029 (expired on 8-1-2017):

- Task Letter #1 DESPP – East Haddam Remote Site Enh. \$14,000 (Informal)
- Task Letter #2 DAS-FM – 50 Farmington Ave Garage \$15,100 (Informal)
- Task Letter #3 ECSU – Phase II Low Rise Stairway \$43,500 (Informal)
- Task Letter #3A ECSU – Phase II Low Rise Stairway \$37,500 (Informal)
- Task Letter #3B ECSU – Phase II Low Rise Stairway \$37,000 (#20-178)
- Task Letter #3C ECSU – Phase II Low Rise Stairway \$24,146 (#21-126)
- Task Letter #4 DVA – Health Center Study \$15,650 (Informal)

Total Fee to Date: \$186,896

OC-DCS-MDE-0036 (expired 7-31-2019):

OC-DCS-MDE-0028 (expired 2-28-2017):

- Task Letter #1C Bridgeport MHC Parking Garage \$12,500 (#20-177)

JB1106094

- Judicial Branch - Statewide Security Imp. - Planning & Feasibility Study - \$432,000 (#20-221)
 - Task Letter #1 Norwalk Comm. College \$35,000 (canceled, not executed)
 - Task Letter #2 Osborn/Northern CI \$275,000 (18-167)
 - Task Letter #3 Osborn/Northern CI \$120,000 (18-170)
 - Task Letter #4 Enfield Court Roof & HVAC \$49,000 (Informal)
 - Task Letter #4A Enfield Court Roof & HVAC \$20,000 (Informal)
 - Task Letter #4B Enfield Court Roof & HVAC \$37,200 (#20-109)
 - Task Letter #4C Enfield Court Roof & HVAC \$128,375 (#20-235)
 - Task Letter #4D Enfield Court Roof & HVAC \$25,300 (#21-130)
-
- Total \$689,875

BVH is not required to retain a professional license to provide commission and envelope services in Connecticut, however, it is operating under its Professional Engineering Corporation license (PEC#0000003). Beazley reported that BVH has had two professional or general liability policy loss or claims during the past 5 years; both are closed for a total incurred amount of \$102,993. Neither involved a State of CT project. BVH scored a total of 272 out of a possible 320 points.

PRB 22-104 – Sustainable Engineering Solutions, LLC (SES) originally established in 2009 and is locally located in Berlin, CT. SES is a multi-disciplinary consulting engineering firm that specializes in commissioning and MEP systems SES has a local staff of 8 employees including 2 professional engineers and 6 commissioning engineers. DCS reports the Consultant has been awarded three Contracts (1 OC & 2 TL) in the last five years with \$1,000,000 total volume of work.

The company has been awarded the following Formal Contracts, On-Call Contracts and Task Letters for the prior two years:

OC-DCS-Cx-007: None

SES is not required to retain a professional license to provide commission and envelope services in Connecticut, however, Principal in Charge Ernest F. Lawas is a professional engineer (PEN #0021661). Admiral Insurance, Inc. reported that SES has been exposed to one professional policy or liability loss or claim during the past 5 years, not related to work with the State of Connecticut. SES scored a total of 294 out of a possible 320 points.

PRB 22-105 – Gale Associates, Inc., (GAI) originally established in 1964 and is locally located in Glastonbury, CT. GAI has a local staff of 111± employees including 5 professional architects and 24 professional engineers. DCS reports the Consultant has been awarded eight Contracts (1 formal 2 OC & 5 TL) in the last five years with \$3,024,668 total volume of work.

The company has been awarded the following Formal Contracts, On-Call Contracts and Task Letters for the prior two years:

OC-DCS-ROOF-0039:

- Task Letter #1 Water Infiltration Repairs \$214,677 (#21-162)

OC-DCS-ROOF-0029

- Task Letter #6A Roof Repairs/Replacement \$12,200 (#21-077)

OC-DCS-Cx-0010:

- Task Letter #2 Cx Services for B-Wing Renovation \$191,115 (#21-073)

OC-DCS-ROOF-0039:

GAI's has three Engineers available under this Contract, all with current Professional Engineering Licenses. AIG Insurance reported that GAI has experienced 20 general liability or professional policy losses or claims during the past 5 years. One of these claims are related to work with the State of Connecticut on the Kaiser Hall project at CCSU. No loss has been paid to date. GAI scored a total of 256 out of a possible 320 points.

CCSU Kaiser Hall Roof
501-815661-001 / 8545759609US
09/01/2020

CT
09/10/2020

038/848
N/O

ROBERT NORTON
ANNA MESCHANSKY

Matter arises due to a number of
latent deficiencies within the roof system regarding the Kaiser An

.00

A summary of the Consultants' professional fee schedule is as follows (all identical):

**On-Call Building Commissioning and Building Envelope
Commissioning Consultant Services**

Labor Category	Per hour
Principal	\$250.00
QA/QC Manager	\$230.00
Cx Agent	\$150.00
Project Manager	\$185.00
Engineer	\$160.00
Architect	\$170.00

Staff have requested clarification of the following issues:

3. Please provide a Task Log for the Consultants under OC-DCS-Cx-0007 to 0010.
4. Please clarify the status of awarding Cx-0015. WSP USA, Inc. was interviewed, ranked 5th and not included in this Series.

RECOMMENDATION – Staff recommend suspension of the On-Call Contracts that have a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 11/01/2024 pending response from DCS regarding the aforementioned inquiries.

This is the 2nd series of On-Call Cx (Building Commissioning and Building Envelope Commissioning) Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2017. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 5/02/2022. The prior series of On-Call Commissioning and Envelope Consulting Contracts included a total cumulative fee of \$500,000 and expired on 2/15/2019. The contract was amended under PRB #19-024 - #19-027, extending the termination date to 2/15/2020.

DAS/DCS has made some minor revisions to the boilerplate contract for this series to include:

- Removal of references to Division of Construction Services (DCS);
- Expanded *Indemnification* language;
- Expanded *Suspension of the Work* language;
- Expanded *Termination of Contract* language; and
- Addition of *Notices* clause.

The 1st series, awarded in 2017, had a term of 24 months and a maximum total cumulative fee of \$500,000/contract. Two of the five firms under this current 2nd series RFP submittal have been previously approved for *Commissioning and Envelope Services Consulting On-Call Contracts*. Colliers Project Leaders and Sustainable Engineering Solutions have has previously been awarded a contract under the 1st series. WSP USA, van Zelm Heywood & Shadford, Inc. and Gale Associates, Inc. have been previously awarded a contract under other on-call series.

A Request for Qualifications (RFQ) for the consultant services was released on July 11, 2019 and elicited 10 responses. All respondents were considered “responsive” to the submittal requirements and as such interviewed. The State Selection Panel consisted of three members and rated each firm based upon a weighted ranking system.

At the completion of the State Selection Panel process; DCS Management Team reviewed the results and recommended the approval of five firms under this series.

This proposal before the SPRB is for review and approval of the following five firms under this series.

PRB 19-280 – Colliers Project Leaders USA NE, LLC (CPL) established in 2019 with its acquisition of Strategic Building Solutions, has a local staff of 8± employees including 1 senior director, 1 project director and 2 senior project managers. CPL has retained RZ Design Associates, Inc. as a sub-consultant for design and construction documents. DCS reports CPL was awarded 5 contracts within the past 5 years with a total \$4,999,282 volume of work.

The company has been awarded the following On-call or Formal Contract with the DCS in the past two years.

OC-DCS-CA-0026

- | | | | |
|------------------|---------------------------------------|-----------|----------------|
| • Task Letter #1 | Parking Garage Repairs, Housatonic CC | \$277,400 | (PRB #17-151*) |
| • Task Letter #2 | Ana Grace Academy of the Arts | \$489,000 | (PRB #18-209) |
| • Task Letter #3 | Harkness Mansion – Maintenance Plan | \$15,400 | (Informal) |

Total Fee to Date: \$781,800

*PRB 17-151, approved by the Board on July 6, 2017, was originally presented under DCS Contract OC-DCS-CA-0019, Task Letter #8. Subsequent to Board approval, the contract expired on June 30, 2017. DCS Staff informed Board Staff that at that time it was agreed to utilize the new On-Call Contract approved by the Board on June 8, 2017.

CPL is not required to retain a professional license to provide commission and envelope services in Connecticut, however, Senior Director Evan Wyner is a professional engineer (**PEN#.0020393**). Hub International reported that CPL (f/k/a Strategic Building Solutions) has incurred two general liability or professional policy loss or claims during the past 5 years. One claim with the City of Hartford was closed (\$0) and one claim with O&G remains open. CPL scored a total of 300 out of a possible 310 points and was identified as the most qualified firm.

PRB 19-281 – SUSTAINABLE ENGINEERING SOLUTIONS, LLC (SES) originally established in 2009 and is locally located in Berlin, CT. SES is a multi-disciplinary consulting engineering firm that specializes in commissioning and MEP systems SES has a local staff of 7± employees including 3

professional engineers and 1 CAD technician. DCS reports SES was awarded 2 contracts within the past 5 years with a total \$45,800 volume of work.

The company has not been awarded an On-call Contract or formal contract with the DCS in the past two years.

SES is not required to retain a professional license to provide commission and envelope services in Connecticut, however, Principal in Charge Ernest F. Lawas is a professional engineer (PEN #0021661). Admiral Insurance, Inc. reported that SES has been exposed to one professional policy or liability loss or claim during the past 5 years, not related to work with the State of Connecticut. SES scored a total of 297 out of a possible 310 points and was identified as second most qualified firm.

PRB 19-282 – WSP USA, Inc (WSP) is located in New York City. Parsons Engineering was established in 1985. WSP acquired Parson Brinckerhoff, Inc. in 2014 and rebranded the firm as **WSP USA, Inc.** in 2016. DCS reports WSP was awarded 3 contracts within the past 5 years with a total \$3,300,000 volume of work.

The company has not been awarded an On-call Contract with DCS in the past two years.

DCS presented BI-JA-465-ARC in the amount of \$2,967,170, for WSP USA, Inc. to provide ARC Services for the York Correctional Central Plant & Distribution System Project approved by the Board under PRB #17-197, and amended under PRB #18-136 for an additional fee of \$141,350. Under PRB #19-175, a second amendment seeking an additional \$147,450 in consultant fees was not approved by the Board.

WSP is not required to retain a professional license to provide commission and envelope services in Connecticut, however, Project Executive Scott Robbins is a professional engineer (PEN #0023241). Arthur J. Gallagher & Co. reported that WSP has incurred 20 general liability or professional policy loss or claims during the past 5 years. Three claims remain open. None of these claims involved state-related projects. WSP scored a total of 288 out of a possible 310 points and was the third most qualified firm.

PRB 19-283 – van Zelm Heywood & Shadford, Inc, (VHS) is located in Farmington, originally established in 1930, has 87± employees including 1 principal, 17 electrical engineers, and 42 mechanical engineers. DCS reports VHS was awarded 4 contracts within the past 5 years with a total \$292,980 volume of work.

The company has not been awarded any On-call or Formal Contracts with the DCS in the past two years.

VHS will be operating under its professional engineering corporation license PEC.0000176. Smith Brothers reported that VHS has incurred two general liability or professional policy loss or claims during the past 5 years. Both claims remain open, with \$525,000 paid (Tufts). Neither of these claims involved state-related projects. VHS scored a total of 281 out of a possible 310 points and was the 4th most qualified firm.

PRB 19-284 – Gale Associates, Inc., (GAI) originally established in 1964 and is locally located in Glastonbury, CT. GAI has a local staff of 111± employees including 5+ professional architects and 24+ professional engineers. DCS reports GAI was awarded 3 contracts within the past 5 years with a total \$602,843 volume of work.

The company has been awarded the following Contracts:

OC-DCS-ROOF-0029

• Task Letter #1	WCSU Westside Classroom Roof	\$161,544	(PRB 17-210)
• Task Letter #1A	WCSU Westside Classroom Roof	\$8,560	(PRB 18-227)
• Task Letter #2	CCSU Energy Center Roof	\$99,585	(Informal)
• Task Letter #2A	CCSU Energy Center Roof	\$12,960	(PRB 18-019)
• Task Letter #3	460/470 Cap Ave Roof Replacement	\$114,600	(PRB 18-001)
• Task Letter #4	NWCC Bldg Envelope Renovation	\$77,650	(Informal)
• Task Letter #5	MCC Bldg Envelope Investigation	\$6,500	(Informal)
• Task Letter #6	N.L. Superior CT GA-10 Roof Repair/Replacement	\$95,000	(Informal)
Total Fee to Date:		\$576,399	

OC-DCS-ROOF-0025

• Task Letter #2A	Cheshire Correctional (suspended by SPRB)	\$30,905	(PRB 19-075)
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GAI’s Engineering Corporation License (PEC.0001131) with the CT State DCP is active. AIG Insurance reported that GAI has experienced 12 general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. GAI scored a total of 276 out of a possible 310 points and was identified as one of the fifth most qualified firm.

A summary of the Consultants’ professional fee schedule is as follows:

Colliers Project Leaders	Proposed	van Zelm, Heywood & Shad	Proposed
Principal	\$220	Principal	\$220
QA/QC Manager	\$210	QA/QC Manager	\$210
Cx Agent	\$125	Cx Agent	\$125
Project Manager	\$180	Project Manager	\$180
Engineer	\$185	Engineer	\$185
Architect	\$185	Architect	\$185
Sustainable Engineering	Proposed	Gale Associates, Inc.	Proposed
Principal	\$220	Principal	\$220
QA/QC Manager	\$210	QA/QC Manager	\$210
Cx Agent	\$125	Cx Agent	\$125
Project Manager	\$180	Project Manager	\$180
Engineer	\$185	Engineer	\$185
Architect	\$185	Architect	\$185
WSP USA	Proposed		
Principal	\$220		
QA/QC Manager	\$210		
Cx Agent	\$125		
Project Manager	\$180		
Engineer	\$185		
Architect	\$185		

RECOMMENDATION – Staff recommend approval of the five On-Call Contracts that have a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 5/02/2022.

This series of On-Call Scheduling Consulting Contracts was approved by the Board January 9, 2017 under PRB Files #16-305 through #16-309. This was the 1st series of On-Call Building Commissioning and Building Envelope Commissioning Consulting Contracts awarded by the Department of Construction Services (“DCS”) and included five firms. DCS is resubmitting four of the five firms (one firm unresponsive) to the Board for approval under a contract amendment to extend the contract expiration date from February 15, 2019 until February 17, 2020. The current maximum contract value will remain at \$500,000.

RECOMMENDATION – It is recommended that the Board **APPROVE** the following firms to have the contract expiration date extended to February 17, 2020, while maintaining the current contract value of \$500,000 is recommended. Each consultant has also provided the required updated Gift/Campaign and Consulting Affidavits accompanied by appropriate Corporate Resolutions.

19-024 - Strategic Building Solutions, LLC - OC-DCS-Cx-0001
19-025 - BVH Integrated Services, P.C. - OC-DCS-Cx-0002
19-026 - Hoffmann Architects, Inc.- OC-DCS-Cx-0003
19-027 - Sustainable Engineering Solutions, LLC - OC-DCS-Cx-0005

From PRB #16-305 to #16-309 approved by Board on January 9, 2017.

This is the 1st series of On-Call Building & Envelope Commissioning Consulting Service Contracts awarded by the Department of Construction Services (“DCS”). The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 2/15/2019.

A Request for Qualifications (RFQ) for the consultant services was released in May 2016 and elicited thirteen (13) responses. All of the respondents but one were considered “responsive” and as such twelve (12) submittals were considered for review. Thereafter, the DCS selection panel began the process of evaluating and short-listing six proposals. The State Selection Panel consisted of three members and rated each firm based upon a weighted ranking system with the following scoring methodology:

<i>Problem Solving Capabilities</i>	<i>30 Points</i>
<i>Organizational / Team Structure</i>	<i>25 Points</i>
<i>Past Performance Record</i>	<i>20 Points</i>
<i>Contract Oversight Capabilities</i>	<i>15 Points</i>
<i>Partnering Experience</i>	<i>10 Points</i>
TOTAL POINT VALUE	100 Points

At the completion of the State Selection Panel review process; the DCS Management Team reviewed the results and recommended the approval of the following five firms under this series.

RECOMMENDATION – Board approval of the following five (5) firms as On-Call Building & Envelope Commissioning Consultants for projects of various sizes and scope is recommended.

- PRB # 16-305, Strategic Building Solutions, LLC... ..Contract #OC-DCS-Cx-0001
- PRB # 16-306, BVH Integrated Services, P.C.... ..Contract #OC-DCS-Cx--0002
- PRB # 16-307, Hoffman Architects, Inc..... Contract #OC-DCS-Cx-0003
- PRB # 16-308, R.J. Kennedy Associates, Inc.....Contract #OC-DCS-Cx-0004
- PRB # 16-309, Sustainable Engineering Solutions, LLC.....Contract #OC-DCS-Cx-0005

**** Prior to approval of this contract it is recommended that the Board have a discussion with DCS regarding its current policies and procedures for the distribution of contracts.**

Strategic Building Solutions, LLC (SBS) was founded in 1996 and has a staff of over twenty construction related professionals. The company has offices throughout the east coast and is locally located in Madison. As part of this project, SBS has partnered with Van Zelm Engineers, Inc., AM Fogarty, LLC and Bruce J. Spiewak AIA Inc. for scheduling, estimating and A/E support for this contract. SBS has been awarded one (1) On-call Contract and one (1) formal contract with the DCS in the past two years. SBS has been awarded the following contracts:

07/2014	On CA Services Contract Statewide	PRB #14-151	NTE \$1,000,000
02/2016	CCSU DiLoreto Hall Renovations Project	PRB #15-276	\$1,905,200

DAS was informed in April 2015 that SBS was acquired by Colliers International. DCS has informed SPRB that after reviewing all of the underlying information regarding the business transaction, reviewing the certificates of legal existence as well as various correspondence; DCS determined that it was in the best interest

of the State to have the contract documents executed by Strategic Building Solutions, LLC (“SBS”). SBS does not have a Major Contractors License in Connecticut. XL Catlin, Inc. and Camilleri and Clarke Associates reported that SBS incurred two general liability or professional policy losses or claims during the past 5 years. These claims are closed and were not related to State funded construction projects. SBS scored a total of 300 out of a possible 300 points.

BVH Integrated Services, P.C. (BVH) originally established in 1954, has a local staff of 40± employees including one office executive and 15+ professional engineers under various specialties such as fire-proofing, structural engineering and mechanical engineering. The company has been awarded three (3) On-call Contracts and two (2) Formal contracts with DCS in the past two years. BVH has been awarded the following contracts:

09/2014	OC MDE Services Contract Statewide	PRB #14-285	NTE \$500,000
06/2015	OC STR Services Contract Statewide	PRB #15-110	NTE \$500,000
08/2015	NVCC Site Improvements Project	PRB #15-124	\$258,700
10/2015	OC MEP Services Contract Statewide	PRB #15-218	NTE \$500,000
01/2016	NVCC Site Improvements Project	PRB #15-269	\$398,600

BVH will be operating under its Professional Engineering Corporation License which is PEC.000003 and is currently active with the State of Connecticut DCP. Camilleri and Clarke Insurance Company reported that BVH has had one (1) professional policy loss or claim during the past 5 years. This claim is currently open and not related to State funded construction projects. BVH scored a total of 296 out of a possible 300 points and was identified as one of the most qualified firms.

Hoffman Architects Inc., (HAI) originally established in 1977, has a staff of 35± employees including over 20 professional architects, 3 professional structural engineers and 2 construction project managers. The company has not been awarded an On-call Contract with the DCS in the past two years and has been awarded one (1) formal contract over the past two years. HAI has been awarded the following contract:

05/2014	State Police Academy Roof & Chimney Repairs	PRB #14-093	\$148,500
12/2016	OC ROOF Services Contract Statewide	PRB #16-282	NTE \$500,000

HAI’s Architecture Corporation License (ARC.0000228) with the CT State DCP is active. Camilleri and Clarke Associates reported that HAI has reported eight (8) general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. HAI scored a total of 295 out of a possible 300 points and was identified as one of the most qualified firms.

R.J. Kenney Associates, Inc (RKA) originally established in 1970 and located in Plainville, MA. RKA is an internationally recognized building envelope consulting firm and materials testing laboratory. R. J. Kenney Associates was initially founded as a licensed materials testing laboratory and consulting firm focused on new construction and has since expanded to include investigations of defects in existing construction and MEP systems. RKA has a local staff of 12± employees including 2 professional engineers and 3 CAD technicians. The company has not been awarded an On-call Contract or formal contract with the DCS in the past two years.

RKA does not have a Major Contractors License in Connecticut. RKA will be operating under its Professional Engineering Corporation License (PEC #0001519). Markel Insurance, Inc. reported that RKA has been exposed to two professional policy or liability loss or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. RKA scored a total of 274 out of a possible 300 points and was identified as one of the most qualified firms.

Sustainable Engineering Solutions, LLC (SES) originally established in 2009 and is locally located in Berlin, CT. SES is a multi-disciplinary consulting engineering firm that specializes in commissioning

and MEP systems SES has a local staff of 7± employees including 3 professional engineers and 1 CAD technician. The company has not been awarded an On-call Contract or formal contract with the DCS in the past two years.

SES does not have a Major Contractors License in Connecticut. SES will be operating under the Professional Engineer's License of Mr. Ernest F. Lawas (PEN #0021661). Admiral Insurance, Inc. reported that SES has been exposed to four professional policy or liability loss or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. SES scored a total of 268 out of a possible 300 points and was identified as one of the most qualified firms.

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB #: 22-109
Origin/Client: DCS/DAS-FM
Transaction/Contract Type: AE / Task Letter
Project Number: BI-2B-479
Contract: OC-DCS-MEP-0047
Consultant: Fuss & O'Neil, Inc.
Property: Hartford, Hudson St (505)
Project purpose: 3rd Floor HVAC Replacement
Item Purpose: Task Letter #6A

PROPOSED AMOUNT: \$22,905

PROJECT BACKGROUND – FORM 1105

The Office building at 505 Hudson Street is a (10) story building above a parking garage, built in 1988 and is now over 32 years old. This structure contains 153,000 gsf of building area, exclusive of the garage. The garage holds approximately 75 cars on two levels and is connected to the main lobby/office area by elevators and stairways. The existing (10) Air Handling Units (AHU)'s are original to the building and require complete replacement. These AHU's are located in mechanical rooms on each floor, which form a mechanical tower consisting of ten stories on the north side of the building. The age of the units has made some parts difficult to obtain for replacement because they have been discontinued.

Scope of work for this project is to remove and replace the existing 3rd Floor AHU, this floor would then serve as swing space when needed. The AE consultant services scope includes HVAC demolition, equipment and duct replacement as required, replacement of all VAVs and Fan Power VAVs at the perimeter and interior of the space and modification to the existing floor plan at the mechanical room and adjacent interior space(s) to provide access for service and replacement of the AHU to the mechanical room located.

Previously, DCS had retained the Consultant under Task Letter #6 on November 2, 2021 to provide pre-construction and construction administration services with the following project scope:

Remove and replace the existing 3rd Floor AHU, serving approximately 14,000 square feet of office space at 505 Hudson Street, Hartford, Connecticut. This floor will serve as swing space as needed for future floor renovations.

The scope of work shall include but is not limited to the demolition and replacement of the existing air handling equipment, duct replacement as required, and the replacement of all VAVs and Fan Powered VAVs within the space.

More specifically, the scope of work shall include but is not limited to the following services:

Mechanical

Mechanical design for this project will be limited to the third floor, and shall include:

- Investigation of existing mechanical equipment on the third floor.
- Code review for heating and ventilation.
- Heating and cooling load calculations.
- Ventilation calculation.
- Layout and required clearances of new equipment.
- Installation details, materials, and utility requirements.

Electrical

Electrical design will support the removal of existing and installation of new mechanical equipment, as well as fire alarm interface where required by code, and shall include:

- Investigation of existing power sources and size of electrical components to mechanical equipment.
- Electrical load calculations for anticipated new mechanical equipment.
- Investigation of existing fire alarm interface to existing mechanical equipment.
- Layout of power source for new mechanical equipment.

Architectural

Architectural support will include assistance with the following:

- Grilles and diffusers for both interior and exterior locations.
- Weatherproofing exterior grill locations.
- Ceiling removal and replacement where effected by mechanical ductwork construction.

Structural

- Structural design will support the expansion of the wall openings at the exterior intake louver for removal of the old HVAC unit and rigging in the new unit. This is in place renovating the floor plan to travel the equipment to the elevator.

Under this Proposal (#22-109), DCS is now seeking approval of an additional \$22,905 to compensate the Consultant, Fuss & O'Neill, Inc. (FOI), for the following Scope of Work:

Pursuant to the terms and conditions of the commission letter for task No. 6, the above referenced project consists of the design and construction administration services for the removal and replacement of the existing third floor AHU at the 505 Hudson Street site located in Hartford, Connecticut. Under Task No. 6A, the Department of Administrative Services (DAS) requires the following supplemental design and construction administration services for code improvements to the ventilation system, including the design, location, sizing and specifications of an enlarged intake louver and a new exhaust fan and louver. More specifically, the scope of work under this supplemental task letter shall include:

Mechanical:

Mechanical design for this project will be limited to the third floor. This will involve the following scope:

- A. Determine exhaust fan configuration and mounting.
 - Ductwork revisions related to exhaust.
 - Specify additional equipment:
 - a. Exhaust Fan
 - b. Louvers
 - c. Dampers and actuators
 - d. Economizer
 - e. Heating coil
 - Revise controls with added control points and modify points list.
 - Determine any impact on operation of smoke controls system. Intent is to eliminate any impacts that may be found.
 - Revise sequence of operation to include basic ventilation and economizer operation.

- Layout and required clearances of new equipment.
- Installation details, materials, and utility requirements.

Electrical:

Electrical design will support the installation of new mechanical equipment to address the ventilation code issue, as well as fire alarm interface where required by code. This will involve the following scope:

- Investigation of existing power sources.
- Electrical load calculations for anticipated new mechanical equipment.
- Investigation of existing fire alarm interface to existing mechanical equipment. Layout of power source for new mechanical equipment
- Coordinate power requirements for controls

Architectural:

- Architectural design shall include the following: Intake and exhaust louvers at exterior locations.
- Weatherproofing exterior grill location.

Structural:

Structural design will support the expansion of the wall openings at the existing exterior intake and exhaust louver to accommodate the increased air volume requirements.

DCS provided the following narrative in support of this request:

Task Letter No. 6 concerned design and construction administration services for the removal and replacement of the existing third floor AHU. This supplemental task involves additional design and construction administration services for code improvements to the ventilation system on the third floor of 505 Hudson Street, Hartford, Connecticut as well as fire alarm interface where required by code. This design will serve as a model for the remaining nine floors of the building.

The Consultant’s fee was calculated as follows:

Table 1: Task Fee Summary

	Costs/Schedule by Task		
	Construction Documents	CA	Total
Architectural	\$ 2,190	\$ -	\$ 2,190
Electrical	\$ 3,120	\$ -	\$ 3,120
Mechanical	\$ 10,805	\$ 780	\$ 11,585
Structural	\$ 2,960	\$ 680	\$ 3,640
Cost Estimator	\$ 2,370	\$ -	\$ 2,370
Total	\$ 21,445	\$ 1,460	\$ 22,905

In January 2020, SPRB approved (PRB #19-257) Fuss & O’Neill, Inc. (FOI) as one of five firms under the latest *On-Call MEP (Mechanical, Electrical and Plumbing) Engineer* series of consultant contracts. These contracts have a maximum total cumulative fee of \$1,000,000 per contract and a common expiration date of 3/15/2022.

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

- T1 BI-RD-312 WCSU - Central Steam Plant Chimney Study \$25,100 (Informal)
- T1A BI-RD-312 WCSU - Central Steam Plant Chimney Study \$25,010 (Informal)

• T2	BI-2B-467	Covid related HVAC Study	Cancelled	(Informal)
• T3	BI-MH-138	CMHC-HVAC Study	\$34,720	(Informal)
• T3A	BI-MH-138	CMHC-HVAC Study	\$1,180	(Informal)
• T4	BI-MH-15	CVH-Batell Hall - Dorm Renovations	Cancelled	(Informal)
• T5	BI-RS-367	SCSU - MEP Various Projects	\$70,000	(Informal)
• T6	BI-2B-479	505 Hudson Street - HVAC Replacement	\$89,675	(Informal)
• T7	BI-MH-143	CVH - Dutcher Hall - Existing Generator Study	\$12,510	(Informal)
			Total	\$258,195

The Construction Budget and total Project Budget have been estimated at \$500,000 and \$695,000, respectively.

DCS confirmed funding is in place for this Task Letter.

Task Letter #1 – FOI- Contract (INFORMAL)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design/Design Development	\$26,460				
Contract Documents	\$25,735				
Bid Phase	\$5,190				
Construction Administration	<u>\$32,290</u>				
Total – TL #6 (A)	\$89,675			\$500,000	17.94%
PRB #22-109 – TL #6A (A1)					
Schematic Design/Design Development	\$22,905				
TOTAL PROJECT FEE (A) + (A1)			\$112,580	\$500,000	22.52%

RECOMMENDATION: It is recommended that SPRB **APPROVE** Task Letter #6A in the amount of \$22,905

PRB # 22-117
Origin/Client: DCS/DCS
Transaction/Contract Type AE / On-Call Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0015
Consultant: WSP USA Buildings, LLC
Item Purpose: New On-Call Contract

At its July 14, 2022, the State Properties Review Board suspended the following On-Call contracts:

- 22-102 - Colliers Project Leaders USA NE, LLC - OC-DCS-Cx-0011
- 22-102 - BVH Integrated Service, Inc. - OC-DCS-Cx-0012
- 22-104 - Sustainable Engineering Solutions, LLC - OC-DCS-Cx-0013
- 22-105 - Gale Associates, Inc. - OC-DCS-Cx-0014

A fifth Consultant – WSP USA Buildings, LLC – had responded and was selected for this on-call series, but the On-Call Contract was not submitted with the other four Consultants.

Under PRB #22-117, DCS is now submitting this new contract under On Call Series OC-DCS-Cx-0015 for WSP USA Buildings, Inc. The On-Call Contract that is the subject of this memorandum has a maximum total cumulative fee of \$500,000, and an expiration date of 11/01/2024.

PRB #22-117 – WSP USA Buildings, Inc. (WSP) is located in Boston, with a local office in Danbury, was established in 1958, has a local staff of 120± employees including 14 civil engineers, 11 landscape architects and 8 surveying professionals. DCS reports the Consultant has been awarded 9 Contracts (3 formal, 3 OC & 3 TL) in the last five years with \$5,055,970 total volume of work.

The company has been awarded the following Formal Contracts, On-Call Contracts and Task Letters for the prior two years:

OC-DCS-Cx-0008 – WSP USA Buildings, LLC (#19-282)

- Task Letter #1 New Haven AFRC Boiler \$29,000 (Informal)

Arthur J. Gallagher & Co. reported that WSP has incurred 23 general liability or professional policy loss or claims during the past 5 years. Ten claims remain open. None of these claims involved state-related projects. WSP scored a total of 254 out of a possible 320 points.

Labor Category	Per hour
Principal	\$250.00
QA/QC Manager	\$230.00
Cx Agent	\$150.00
Project Manager	\$185.00
Engineer	\$160.00
Architect	\$170.00

RECOMMENDATION – Staff recommend approval of the On-Call Contract for WSP USA Buildings, LLC that has a maximum total cumulative fee of \$500,000 and an expiration date of 11/01/2024.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #22-100 – Mr. Berger moved and Mr. Valengavich seconded a motion to approve PRB FILE #22-100. The motion passed unanimously.

PRB FILES #22-102, 22-103, 22-104 & 22-105 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILES #22-102, 22-103, 22-104 & 22-105. The motion passed unanimously.

PRB FILE #22-109 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #22-109. The motion passed unanimously.

PRB FILE #22-117 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #22-117. The motion passed unanimously.

9. NEXT MEETING – Monday, July 25, 2022.

The meeting adjourned.

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