

## STATE PROPERTIES REVIEW BOARD

### Minutes of Meeting Held On February 16, 2023

– 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 February 16, 2023 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

#### **Members Absent:**

William Cianci

#### **Staff Present:**

Dimple Desai  
Thomas Jerram

#### **Guests Present**

Nicholas Ross, DAS/DCS, PM

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 February 14, 2023 Meeting. The motion passed unanimously.

#### **2. COMMUNICATIONS**

#### **3. REAL ESTATE- UNFINISHED BUSINESS**

#### **4. REAL ESTATE – NEW BUSINESS**

#### **5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS**

#### **6. ARCHITECT-ENGINEER – NEW BUSINESS**

At 9:30 Mr. Ross joined the Meeting to participate in the Board's discussion of the Proposals being reviewed under PRB #23-006 and PRB #23-007. He left the Meeting at 10:05.

<b>PRB File #:</b>	23-006
<b>Origin/Client:</b>	DCS/DMHAS
<b>Transaction/Contract Type:</b>	AE / Task Letter
<b>Project Number:</b>	BI-T-619G
<b>Contract:</b>	OC-DCS-CA-0040
<b>Consultant:</b>	Colliers Project Leaders USA NE, LLC
<b>Property:</b>	New Haven, Park St (34) – CT Mental Health Center
<b>Project purpose:</b>	Energy Audit Implementation Program
<b>Item Purpose:</b>	Task Letter #1

PROPOSED AMOUNT: \$118,245 ~~\$123,816~~

At the October 24, 2022 SPRB Meeting the Board, under PRB #22-161, approved Task Letter #6 to the On-Call Contract OC-DCS-MEP-0054 to retain the Consultant to provide Mechanical, Electrical and Plumbing engineering design and construction administration services towards achieving energy and cost reduction measures (ECRMs). The negotiated fee for the Consultant's services was \$144,670.

Under this Proposal (#23-006), DCS is now seeking Board approval to retain the Consultant – Colliers Project Leaders USA NE, LLC – under their On-Call Contract OC-DCS-CA-0040 to provide Pre-Construction and Construction Administration Services, commencing with the Design Development Phase of the Project. The negotiated fee for the Consultant's services is \$118,245 ~~\$123,816~~. The scope of work includes:

The Connecticut Mental Health Center (CMHC) is comprised of four sections, containing laboratories, offices, conference spaces, and in-patient housing, with a total area of approximately 138,000 sq ft.

This project shall be done, in accordance with Executive Order No. 1, as part of the Lead by Example program for the efficient use of energy, materials, and water and in the reduction of waste disposal and GHG emissions, with an end goal of achieving net zero GHG emissions by 2050.

The scope of work for this project shall include but is not limited to the following:

Provide pre-construction, construction, and closeout phase construction administrative (CA) services for the development and installation of energy and cost reduction measures (ECRMs) contained within the "Energy Audit Report – Connecticut Mental Health Center" prepared by Colliers Project Leaders, dated November 18, 2020, including Controls optimization, variable frequency drive (VFD) installations, VAV boxes, LED lighting upgrades, and new transformers.

During construction phase, part-time on-site representation is required at an average of two (2) days per week, or fourteen (14) hours per week, with additional coverage as needed during increased quantity or complexity of the contractor's work and reduced coverage during periods of low activity.

Information from the Consultant's correspondence provides the following time line for the Consultant's CA Services:

- Design Phase January 2023 – October 2023
- Bid Phase October 2023 – January 2024
- Construction Phase January 2024 – September 2024

On November 3, 2022, the Board approved PRB #22-168, one of seven Consultant Contracts under the 8<sup>th</sup> series of On-Call Construction Administration Contracts awarded by the Department of Administrative Services ("DAS") since 1994. The Consultant's on-call contract has a maximum total cumulative fee of \$1,000,000/contract and a common expiration date of February 28, 2025.

Colliers Project Leaders USA NE, LLC (CPL) has been assigned the following Tasks under this On-Call Contract: None.

Colliers Project Leaders USA NE, LLC (CPL) has been assigned the following Tasks under the previous on-call contract - OC-DCS-CA-0031:

• Task Letter #1	SCSU Burritt Library Renov	\$498,568	(21-006)
• Task Letter #2	Bridgeport JD Roof	\$170,850	(20-138)
• Task Letter #3	CCSU Charter Oak Relocation	\$174,250	(22-089)
Total Fee to Date:		\$843,668	

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

DCS had discussed SPRB issues with the Consultant and DCS has revised their Task Letter #1. The revised Task Letter #1, reduces the Consultant’s Construction Phase services, but incorporates an addition of Close-Out Phase services. The overall impact is a net reduction of \$5,571 in the Consultant’s Fee.

Revised Task Letter - Section 2 – Fee

**2. Fee**

The Consultant’s total fee of One Hundred Eighteen Thousand Two Hundred Forty-Five Dollars (**\$118,245.00**) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the DAS receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant’s overhead and profit.

**2A. Pre-Construction Phase:** Eighteen Thousand Nine Hundred Sixty Dollars (**\$18,960.00**);

**2B. Bid Phase:** Three Thousand Fifty Dollars (**\$3,050.00**);

**2C. Construction Phase:** Eighty-Six Thousand Eight Hundred Dollars (**\$86,800.00**);

**2D. Closeout Phase:** Nine Thousand Four Hundred Thirty-Five Dollars (**\$9,435.00**).

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant’s office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

Original Task Letter - Section 2 – Fee

**2. Fee**

The Consultant’s total fee of One Hundred Twenty-Three Thousand Eight Hundred Sixteen Dollars (**\$123,816.00**) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the DAS receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant’s overhead and profit.

**2A. Pre-Construction Phase:** Eighteen Thousand Nine Hundred Sixty Dollars (**\$18,960.00**);

**2B. Bid Phase:** Three Thousand Fifty Dollars (**\$3,050.00**);

**2C. Construction Phase:** One Hundred One Thousand Eight Hundred Six Dollars (**\$101,806.00**);

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant’s office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

NEW CONSULTANT STAFF MATRIX

Exhibit 1

**CT Department of Administrative Services**  
DAS Projects BI-T-619G

Construction Administration  
Date: January 31, 2023  
Site: 34 Park St, New Haven, CT 06519

**\$185/hr \$150/hr**

	Total Hours				Total Associated Fees	Notes
	Plan Reviewer	Project Executive	Project Manager	Associate Project Manager		
<b>I. Design Phase Services</b>						
A. Project Meetings	-	24.00	8.00	-	\$ 5,640	Virtual design phase meetings with A/E and owner, assumed to weekly during design phase
B. Project Schedule Development	-	8.00	-	-	\$ 1,480	coordination with owner consultant to develop scheduler construction schedule
C. Constructability Review at DD and CD Design Phase	-	16.00	-	-	\$ 2,960	review owners consultant's design documentation at 50% and 100% CD prior to bid issuance
D. Bid Support and Contractor Selections	-	10.00	8.00	-	\$ 3,050	assist owner with contractor solicitation, pre-bid walkthrough, bid leveling, and contractor selection. It is assumed that this will be a single prime delivery and one contractor will be selected to facilitate the entire project. Coordination/management of multiple contractors will constitute additional services.
E. Opinion of Probable Cost	-	48.00	-	-	\$ 8,880	Opinion of probable cost for DD and CD design submissions
Sub-Total Design & Bid Phase Services Fees	-	106.00	16.00	-	\$ 22,010	<b>This is bid phase services total fee.</b>
<b>II. Construction Phase Services</b>						
A. On-Site Construction Administration, Part-Time	-	350.00	147.00	-	\$ 66,800	The construction schedule is anticipated to be approximately eight (8) months. On-site construction administrator will be provided up to twice per week throughout active construction (up to 71 days 10% per CA Procedure Manual) days of on-site CA. Bi-weekly OAC meetings in conjunction with a site visit. Monthly inventor requisition review. Project schedule to be hosted in Primavera or equivalent. Schedule updates will be in real-time.
B. Project Meetings	-	-	-	-	\$ -	Included in on-site CA, Part Time
C. Review Contractor Pay Applications, Change Orders, and Credits	-	-	-	-	\$ -	Included in on-site CA, Part Time
D. Review Construction Schedule and Monitor for Compliance	-	-	-	-	\$ -	Included in on-site CA, Part Time
E. Monitor and Manage Submittals, Shop Drawings, etc.... Using Primavera (or equal)	-	-	-	-	\$ -	Included in on-site CA, Part Time
Sub-Total Construction Phase Services Fees	-	350.00	147.00	-	\$ 66,800	
<b>III. Close-Out Phase Services</b>						
A. Manage Occupancy Process, Coordination with CA, Start-Ups, and Owner Training	-	51.00	-	-	\$ 9,435	
Sub-Total Post-Occupancy Phase Services	-	51.00	-	-	\$ 9,435	
<b>Total Fees for Services</b>	-	507.00	163.00	-	\$ 118,245	
<b>Project Expenses</b>	-	-	-	-	\$ -	
<b>Grand Total, Fees &amp; Expenses</b>	-	-	-	-	\$ 118,245	

**HOURLY RATE SCHEDULE**  
On call Construction Administration Contract

**Still Honoring old rates from OC-DCS-0031 from original proposal development in fall 2022.**

**\$22,010 - \$3,050 = \$18,960 is fee for pre-construction.**

**Closeout = 90 days per DAS contract  
90 days = 13 weeks \* 4 hrs / week = 52 hours**

ORIGINAL CONSULTANT STAFF MATRIX

Exhibit 1

**CT Department of Administrative Services**  
DAS Projects BI-T-619G

Construction Administration  
Date: November 22, 2022  
Site: 34 Park St, New Haven, CT 06519

**\$185/hr \$150/hr**

	Total Hours				Total Associated Fees	Notes
	Plan Reviewer	Project Executive	Project Manager	Associate Project Manager		
<b>I. Design Phase Services</b>						
A. Project Meetings	-	24.00	8.00	-	\$ 5,640	Virtual design phase meetings with A/E and owner, assumed bi-weekly during design phase
B. Project Schedule Development	-	8.00	-	-	\$ 1,480	coordination with owner consultant to develop design scheduler construction schedule
C. Constructability Review at DD and CD Design Phase	-	16.00	-	-	\$ 2,960	review owners consultant's design documentation at 50% and 100% CD prior to bid issuance
D. Bid Support and Contractor Selections	-	10.00	8.00	-	\$ 3,050	assist owner with contractor solicitation, pre-bid walkthrough, bid leveling, and contractor selection. It is assumed that this will be a single prime delivery and one contractor will be selected to facilitate the entire project. Coordination/management of multiple contractors will constitute additional services.
E. Opinion of Probable Cost at DD and CD Design Phase	-	48.00	-	-	\$ 8,880	Opinion of probable cost for DD and CD design submissions
Sub-Total Design & Bid Phase Services Fees	-	106.00	16.00	-	\$ 22,010	<b>This is bid phase services total fee.</b>
<b>II. Construction Phase Services</b>						
A. On-Site Construction Administration, Part-Time	-	280.00	112.00	-	\$ 68,600	The construction schedule is anticipated to be approximately eight (8) months. On-site construction administration will be provided up to twice per week throughout active construction. Up to 56 days of on-site CA.
B. Project Meetings	-	69.33	-	-	\$ 12,826	bi-weekly OAC meeting virtual or in conjunction with a site visit. Up to 35 weekly virtual meetings.
C. Review Contractor Pay Applications, Change Orders, and Credits	-	28.00	20.00	-	\$ 8,180	Monthly inventor requisition review
D. Review Construction Schedule and Monitor for Compliance	-	16.00	-	-	\$ 2,960	Project schedule to be hosted in Primavera or equivalent. Schedule updates will be in real-time
E. Monitor and Manage Submittals, Shop Drawings, etc.... Using Primavera (or equal)	-	-	32.00	-	\$ 4,800	Coordination with OAC up to two (2) submittal reviews; excessive submittals will constitute additional services.
F. Manage Occupancy Process, Coordination with CA, Start-Ups, and Owner Training	-	24.00	-	-	\$ 4,440	
Sub-Total Construction Phase Services Fees	-	417.33	164.00	-	\$ 101,806	
<b>Total Fees for Services</b>	-	523.33	180.00	-	\$ 123,816	
<b>Project Expenses</b>	-	-	-	-	\$ -	
<b>Grand Total, Fees &amp; Expenses</b>	-	-	-	-	\$ 123,816	
<b>Add Alternates</b>						
A	-	-	-	-	\$ -	
B	-	-	-	-	\$ -	
<b>Total Fees for Add Alternates</b>	-	-	-	-	\$ -	

**HOURLY RATE SCHEDULE**  
On call Construction Administration Contract  
No. OC DCS-CA 000

Jobber Category	Per hour
Project Executive	\$200.00
Project Manager	\$180.00
Assistant Project Manager	\$120.00
Plan Reviewer	\$185.00
Estimator	\$180.00
Scheduler	\$180.00

**Colliers Project Leaders**

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The Construction Budget and total Project Budget are estimated at \$1,550,000 and \$2,077,000, respectively.

Task Letter #1 – CPL - Basic Services (PRB #23-006)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	N/A				
Design Development Phase					
Construction Document Phase					
Pre-Construction Phase Total – Lump Sum	\$18,960				
Bidding Phase	\$3,050				
Construction Administration Phase (240 Days Out)	\$86,800				
90-Day Close Out	\$9,435				
<b>TOTAL BASIC SERVICE FEE (#23-006) (A)</b>	\$118,245			\$1,550,000	7.63%

Staff followed up with DCS and asked following to clarify:

1. Please clarify/affirm that the Project Schedule, as outlined in the Consultant’s November 22, 2022 communication, is reflective of DCS’ schedule for this Project.

**DCS Response:** The below from Colliers’ proposal corresponds with DCS’ tentative schedule for the subject project.

For the purposes of generating a fee proposal, CPL assumed the following schedule milestones:

- Design Phase 1/23 – 10/23
- Bidding Phase 10/23 – 1/24
- Construction Phase 1/24 – 9/24
- Occupancy & Closeout Phase 9/24 – 12/24

**Staff Response:** OK

2. Please clarify why DCS has negotiated a Fee for CA Services equal to 8.00% of the proposed Construction Budget, well in excess of its’ generally accepted fee structure. Reconcile hours charged based on 2 days/week (or 14 hrs/week).

**DCS Response:** The proposal includes services that DAS considers necessary for preconstruction. As for construction, proposal is based on oversight required and contract duration. Same for closeout. Colliers is providing a discounted rate. Hours have been reconciled and updated proposal is attached. Task letter fees have been adjusted as well.

**Staff Response:** OK

**RECOMMENDATION:** It is recommended that SPRB approve Task Letter #1 in the amount of \$118,245 ~~\$123,816~~ for the Consultant to provide CA services for the ECRMs. The revised Task Letter reflects a reduction of \$5,571 in the Consultant’s Construction Phase services, considered savings to the State.

- DCS & DEEP confirmed \$123,816 is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 11/06/2022.
- The Board approved the current On-Call Contract on 11-3-2022 (PRB #22-168) for a maximum fee of \$1,000,000 and a term that expires on 2-28-2025.

FROM PRB #22-161

PROPOSED AMOUNT: \$144,670

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 (#22-161), DCS is now seeking Board approval to retain the Consultant - DME Design, LLC – under their On-Call Contract OC-DCS-MEP-0054 to provide mechanical, electrical and plumbing design and construction administration services for the Project. The negotiated fee for the Consultant's services is \$144,670. The scope of work includes:

The Connecticut Mental Health Center (CMHC) is comprised of four sections, containing laboratories, offices, conference spaces, and in-patient housing, with a total area of approximately 138K ft<sup>2</sup>.

The scope of work for the 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 11/18/2020 "Energy Audit Report – Connecticut Mental Health Center" prepared by Colliers Project Leaders.
  - The Design consultant shall coordinate efforts with the potentially concurrent DAS construction project BI-MH-113, "Sprinkler Installation, Ceiling, Flooring, Lighting Replacement", designed by Fuss & O'Neill.
- 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 \$1,550,000 that will result in annual reductions of:
  - 299 metric tons of CO<sub>2</sub>e emissions
  - \$115,921 utility costs
- 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.

- o 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 the included within this task letter are as follows:

ECRM 1 – District Utilities:

- Work with the Utility (UI) to commission and support a steam trap study as well as the implementation of the recommended actions proposed.

ECRM 2 – Chilled Water System:

- Design for the optimization of the existing chilled water system including incorporation of condenser water reset, chilled water pump differential pressure reset, and the replacement of the system's 3-way mixing valve actuator.
  - o Include commissioning of the chilled water temperature controls within the project scope.

ECRMs 3-9 – HVAC System:

- Design for the optimization of the "S-3" induction system including the installation of variable speed supply fan drive on "S-3" and direct digital control (DDC) thermostats and hydronic valves for all induction units, incorporating fan speed reset and high-performance sequences of operation to maximum system efficiency.
- Design for the installation of kitchen exhaust fan controls that will optimize energy savings and predicted payback period.
- Design for the replacement of "S-1" and "S-2" dual duct mixing boxes with dual duct variable-air-volume (VAV) boxes and DDC controls, implementing discharge air static pressure reset and other high-performance sequences of operation to maximum system efficiency.
- Design for the replacement, and energy efficient DDC control of "AHU S-4's" supply fan motor with a variable speed drive.
- Design for the optimization of the West Wing and Substance Abuse Center (2) AHUs' operation, including the replacement of "PAHU-1" and "PAHU-2" supply and exhaust fan motors and drives with variable speed units and drives, the calibration of associated VAV boxes by a certified air balancer, and the implementation of controls and sequences of operations to allow for static pressure reset and enthalpy-based economizers to maximize energy efficiency.
- Design for the optimization of the Auditorium AHU "S-5" operation, including occupancy sensor control, replacement of supply and return fan motors and drives with variable speed units and correcting of the enthalpy-based economizer operation to maximize energy efficiency.
- Review and re-evaluate the efficacy of the replacement of S-Unit AHUs S-1 through S-5 to either reinforce auditor's recommendations or provide a contrasting proposed solution.

ECRM 10 – Lighting:

- Coordinate with lighting upgrades currently being installed by DAS Project BI-MH-113, whose scope generally includes Section A and the majority of Section B of the 1966 construction (sections are defined in the audit report). These upgrades were not captured in the audit report. Design for the retrofit of the remaining interior non-LED bulbs and exterior non-LED fixtures to LED, generally limited to Sections C, D and the third floor of B.

ECRM 11 – Electrical:

- Design for the replacement of the facility's (2) transformers in the main mechanical space with high performance and efficiency low-voltage transformers to optimize energy savings and predicted payback period.

In April 2022, SPRB approved (PRB #22-045) DME Design, LLC (DME) as one of five firms under the latest *On-Call MEP (Mechanical, Electrical and Plumbing) Engineer Series* of consultant contracts. These contracts expire on July 1, 2024 and have a maximum cumulative fee of \$1,000,000.

DME 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 \$1,550,000 and \$2,077,000, respectively.

Task Letter #1 – DME- Basic Services (PRB #22-161)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (60 days)	\$21,580				
Design Development Phase (60 days)	\$28,820				
Construction Document Phase (120 days)	\$43,170				
Bidding Phase	\$7,300				
Construction Administration Phase (est. 18 months)	<u>\$43,800</u>				
<b>TOTAL BASIC SERVICE FEE (#22-161) (A)</b>	\$144,670			\$1,550,000	9.33%

Staff followed up with DCS and asked following to clarify:

1. The Consultants hourly matrix identifies three employees providing CA Services during the construction totaling 280 hours, but does not state the estimated duration of the construction phase. The Task Letter only states the Consultant will visit the site one time per week. Please provide the estimated duration of the construction phase.

DCS Response: Estimated construction duration of 18 months.

Staff Response: OK

2. Please reconcile this Consultant’s three employees expending 280 hours of CA Services with that of the Consultant under DCS Project #BI-T-619H utilizing four employees providing 160 hours of CA Services on a Project with a significantly larger Project Budget (\$3.3MM).

DCS Response: As discussed, though the two projects are both MEP focused, their scopes and construction timeline differ enough to warrant the increased CA services by DME.

The project being compared to - T-619H:

- Estimated construction duration of 12 months
- Significantly higher construction value as this project includes replacement of relatively larger boilers and installation of a water controls system
  - Boilers, though a high cost, generally wouldn’t warrant an equal, linear increase in designer CA services
  - The water controls system installation, similar to a building controls system, is performed by specialized firm which would also provide the technical support, thus again not warranting an equal, linear increase in designer CA services

DME’s project and the Task Letter being reviewed:

- Estimated construction duration of 18 months
- The recommended measures are each lower in value, but there are more of them
- Measures include numerous pieces of equipment, meaning more submittals and review time

160 hours @ 12 months x 1.5 to get to 18 months = 240 hours. Additional submittals and project oversight could be estimated at around 15-20% which puts the hours at around 276 to 288. From DAS/CS perspective, this is justified.

Staff Response: OK



**RECOMMENDATION:** It is recommended that SPRB approve Task Letter #6 in the amount of \$144,670.

The report produced by Colliers Project Leaders identified twelve (12) Energy/Cost Reduction Measures (ECRM's), of which eleven (11) were recommended to be implemented by DAS. The recommended measures are projected to save over \$115,921 in utility costs and 299 MTons of CO2e emissions per year.

**PRB File #:** 23-007  
**Origin/Client:** DCS/DOC  
**Transaction/Contract Type:** AE / Task Letter  
**Project Number:** BI-T-619I  
**Contract:** OC-DCS-CA-0032  
**Consultant:** Urban Engineers, Inc.  
**Property:** Montville, Norwich-New London Tnpk. – RL Corrigan Correctional Center  
**Project purpose:** Energy Audit Implementation Program  
**Item Purpose:** Task Letter #5

PROPOSED AMOUNT: \$164,530 ~~\$173,470~~

At the January 9, 2023 SPRB Meeting the Board, under PRB #22-205, approved Task Letter #6 to the On-Call Contract OC-DCS-MEP-0053 to retain the Consultant to provide Mechanical, Electrical and Plumbing engineering design and construction administration services towards achieving energy and cost reduction measures (ECRMs). The negotiated fee for the Consultant's services was \$210,607.

Under this Proposal (#23-007), DCS is now seeking Board approval to retain the Consultant – Urban Engineers, Inc. – under their On-Call Contract OC-DCS-CA-0032 to provide Pre-Construction and Construction Administration Services, commencing with the Design Development Phase of the Project. The negotiated fee for the Consultant's services is \$164,530 ~~\$173,470~~. The scope of work includes:

The DOC's Corrigan Correctional Center had previously been consolidated with the Radgowski building. The scope of work for this project is limited to the 235,000 sq ft Corrigan building, which still actively houses inmates. This project 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.

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

Provide construction administration (CA) services for the development and installation of energy and cost reduction measures (ECRMs) contained within the "Energy Audit Report – Corrigan Correctional Center" prepared by WSP, dated March 9, 2021. Such measures include the retrofit of remaining interior lighting with LED bulbs and fixtures, upgrade to variable speed drive motors and controls on cooling tower fans, replacement of domestic hot water heat exchangers with condensing domestic hot water heaters, and the installation of a computerized water controls system and associated low flow fixtures.

Part-time on-site representation shall be required during the construction phase, at an average of two (2) days or sixteen (16) hours per week. Coverage may be increased or reduced depending upon the quantity or complexity of the contractor's work.

In April 2020, the Board approved PRB Files #20-047, one of seven Consultant Contracts under the 7<sup>th</sup> series of On-Call Construction Administration Contracts awarded by the Department of Administrative Services (“DAS”) since 1994. All of the contracts have a maximum total cumulative fee of \$1,000,000/contract and a common expiration date of August 31, 2022.

In August 2022, under PRB #22-132, the Board approved Amendment #1 to the Consultant’s Contract to extend the expiration date to March 3, 2023.

Urban Engineers, Inc. (UEI) has been assigned the following Tasks under this On-Call Contract:

• Task Letter #1	CVH Steam Pipe Phase III	\$144,375	(21-093)
• Task Letter #2	DPH Flex Lab Renovation	\$73,020	(Informal)
• Task Letter #3	DVA Main Campus Boiler Repl.	\$0	(Canceled)
• Task Letter #6	Brooklyn CC Energy Audit	\$0	(Canceled)
• Task Letter #7	Lafayette ST Garage	\$29,650	(Informal)
	Investigate/Repair		
<hr/>			
	Total Fee to Date:	\$247,045	

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

DCS had discussed SPRB issues with the Consultant and DCS has revised their Task Letter #5. The revised Task Letter #5, reduces the Consultant’s Construction Phase services, but incorporates an addition of Close-Out Phase services. The overall impact is a net reduction of \$8,940 in the Consultant’s Fee.

Revised Task Letter - Section 2 – Fee

1. **Fee**

The Consultant’s total fee of One Hundred Sixty-Four Thousand Five Hundred Thirty Dollars (**\$164,530.00**) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the DAS receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant’s overhead and profit.

- 2A. Pre-Construction Phase:** Forty-Four Thousand Nine Hundred Fifty Dollars, (**\$44,950.00**);
- 2B. Bid Phase:** Seven Thousand Eight Hundred Sixty Dollars, (**\$7,860.00**);
- 2C. Construction Phase:** One Hundred Eleven Thousand, Seven Hundred Twenty Dollars, (**\$111,720.00**);

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant’s office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

Original Task Letter - Section 2 – Fee

2. **Fee**

The Consultant’s total fee of One Hundred Seventy-Three Thousand Four Hundred Seventy Dollars (**\$173,470.00**) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the DAS receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant’s overhead and profit.

- 2A. Pre-Construction Phase:** Forty-Four Thousand Nine Hundred Fifty Dollars (**\$44,950.00**);
- 2B. Bid Phase:** Seven Thousand Eight Hundred Sixty Dollars (**\$7,860.00**);
- 2C. Construction Phase:** One Hundred Twenty Thousand Six Hundred Sixty Dollars (**\$120,660.00**);

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant’s office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

NEW CONSULTANT STAFF MATRIX

DETAILED HOURS ESTIMATE		Hours				
Task Description	Project Executive	Sr. Project Manager	MEP Support	Associate PM		
Design	Pre-Design	0	0	0	0	
	Schematic Design	4	30	10	0	
	Design Development	4	40	60	0	
	Contract Documents	4	30	60	0	
	Subtotal (hrs)	12	100	130	0	
	Subtotal (\$)	\$ 2,400.00	\$ 18,500.00	\$ 24,050.00	\$ -	\$ 44,950.00 \$
Bid	Review Bid Documents	4	16	-	-	
	Bidding and Evaluation	2	20	-	-	
	Subtotal (hrs)	6	36	0	0	
	Subtotal (\$)	\$ 1,200.00	\$ 6,660.00	\$ -	\$ -	\$ 7,860.00 \$
Preconstruction	Total (hrs)	18	136	130	0	284 hrs
	Total (\$)	\$ 3,600.00	\$ 25,160.00	\$ 24,050.00	\$ -	\$ 52,810.00 \$
Construction	Construction Duration (12 months)	12	48	0	768	
	Closeout (3 Months)	0	24	0	0	
	Total (hrs)	12	72	0	768	852 hrs
	Total (\$)	\$ 2,400.00	\$ 13,320.00	\$ -	\$ 96,000.00	\$ 111,720.00 \$

ORIGINAL CONSULTANT STAFF MATRIX

DETAILED HOURS ESTIMATE		Hours				
Task Description	Project Executive	Sr. Project Manager	MEP Support	Associate PM		
Design	Pre-Design	0	0	0	0	
	Schematic Design	4	30	10	0	
	Design Development	4	40	60	0	
	Contract Documents	4	30	60	0	
	Subtotal (hrs)	12	100	130	0	
	Subtotal (\$)	\$ 2,400.00	\$ 18,500.00	\$ 24,050.00	\$ -	\$ 44,950.00 \$
Bid	Review Bid Documents	4	16	-	-	
	Bidding and Evaluation	2	20	-	-	
	Subtotal (hrs)	6	36	0	0	
	Subtotal (\$)	\$ 1,200.00	\$ 6,660.00	\$ -	\$ -	\$ 7,860.00 \$
Preconstruction	Total (hrs)	18	136	130	0	284 hrs
	Total (\$)	\$ 3,600.00	\$ 25,160.00	\$ 24,050.00	\$ -	\$ 52,810.00 \$
Construction	Construction Duration (13 Months = 12 months +10%)	13	52	0	832	
	Closeout (3 Months)	0	24	0	0	
	Total (hrs)	13	76	0	832	921 hrs
	Total (\$)	\$ 2,600.00	\$ 14,060.00	\$ -	\$ 104,000.00	\$ 120,660.00 \$

The Construction Budget and total Project Budget are estimated at \$2,010,000 and \$2,693,400, respectively.

Task Letter #5 – UEI - Basic Services (PRB #23-007)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	N/A				
Design Development Phase					
Construction Document Phase					
Pre-Construction Phase Total – Lump Sum (365 Days inclusive of Bid Phase)	\$44,950				
Bidding Phase	\$7,860				
Construction Administration Phase (365 Days + 90-Day Close Out)	\$111,720 <del>\$120,660</del>				
<b>TOTAL BASIC SERVICE FEE (#23-007) (A)</b>	\$164,530			\$2,010,000	8.19%

Staff inquired with DCS regarding the following:

1. Please reconcile this Consultant’s Pre-Construction & Bidding Services extending 12 months with that of the Engineer of record required to complete those services in 7 months (SD/DD/CD) plus bid phase. How does this affect the fee?

**DCS Response:** It is accurate that there are 7 months of active performance of design work by the Engineer. Review periods following each phase submittal, finalization of documents by the State for procurement and bidding, advertisement and collection of bids, etc. extends the expected duration to the anticipated 12 months. Pre-construction fees are lump sums based on completion and/or receipt of CA reviews, estimates and assistance during bidding. Fee not affected; no reconciliation required.

Staff Response: OK

- Clarify why DCS has negotiated a Fee for CA Services equal to 8.60% of the proposed Construction Budget, well in excess of its' generally accepted fee structure. Reconcile hours charged based on 2 days/week (or 16 hrs/week).

DCS Response: CA services fee is driven by contractual required hourly rates, project construction duration and on-site coverage required, not percentage of proposed construction budget. DAS PM does not recommend reducing scope of CA services. Inadequate construction oversight may significantly increase risk of construction change order quantity and magnitude.

Staff Response: OK

- Pl provide staffing matrix for the entire duration of pre-construction phase; the CA is estimating pre-construction (design) phase duration as 12 months per their proposal dated. Dec. 20, 2022.

DCS Response: Proposal already provides staffing matrix and hours for each phase of design as well as bidding, and an overall pre-construction total on page 4 of submission to SPRB. See clip below.

DETAILED HOURS ESTIMATE

Task Description	Hours			
	Project Executive	Sr. Project Manager	MEP Support	Associate PM
Design				
Pre-Design	0	0	0	0
Schematic Design	4	30	10	0
Design Development	4	40	60	0
Contract Documents	4	30	60	0
Subtotal (hrs)	12	100	130	0
Subtotal (\$)	\$ 2,400.00	\$ 18,500.00	\$ 24,050.00	\$ -
Bid				
Review Bid Documents	4	16	-	-
Bidding and Evaluation	2	20	-	-
Subtotal (hrs)	6	36	0	0
Subtotal (\$)	\$ 1,200.00	\$ 6,660.00	\$ -	\$ -
<b>Preconstruction</b>				
<b>Total (hrs)</b>	<b>18</b>	<b>136</b>	<b>130</b>	<b>0</b>
<b>Total (\$)</b>	<b>\$ 3,600.00</b>	<b>\$ 25,160.00</b>	<b>\$ 24,050.00</b>	<b>\$ -</b>

Staff Response: OK

- Pg 6 of 7 of the TL, identifies construction budget/time period as 365 plus 90 days for closeout. However, the consultant is calculating it as 365 plus 10% plus 90 days. Which is correct?

DCS Response: Construction duration is estimated to be 365 days. Design has just begun and therefore this is subject to change. DAS 0600 Construction Administrator's Procedure Manual part 2.4 requires that the CA provide services 10% beyond the contract time, which corresponds with CA proposal. See excerpt from manual below.

“The CA’s Construction Phase Services are to run concurrent with the construction Contract Time, plus ten percent (10%), plus ninety calendar days for project closeout. For example, if the construction Contract Time is equal to three hundred (300) calendar days, then the CA Construction Phase Services would run four hundred twenty (420) days (300+30+90=420). The commencement date of construction services is the date the Notice to Proceed is issued by the DAS PM.” In this specific case, we have 365 + 36 + 90 = 491 days of construction phase CA services.

The CA proposal demonstrates adherence to DAS procedure and contractual obligations. The construction contract has not yet been written and therefore the 12 month duration is not officially defined and is subject to change.

Staff Response: David, we need to resolve the 10% CA time. I will not be able to recommend approval without resolution to this issue as I had said in my previous email. DCS cannot grant 10% additional time assuming that the project will go over the base schedule. Otherwise, there has to be a language requiring the consultant to refund the hours if not exceed. If the consultant exceeds the base schedule, they must provide a reason why. It is not a good practice to allow 10% more time.

Let me know if you want to discuss this.

DCS resubmitted a revised Proposal from the Consultant, removing the additional 10% time, and subsequent fee for those hours. OK

5. As far as estimator services are concerned, is it necessary to carry estimator under A/E as well as CA? What would be the rationale?

DCS Response: Typical CA services on DAS projects include cost estimate preparation and reconciliation with the Architect's cost estimate. All CA cost estimates are to be prepared on the basis of calculated quantities and production costs commensurate with the degree of design detail known or assumed at the time of preparation.

The CA is to immediately notify the DAS PM, in writing, if and when it becomes apparent the construction budget is exceeding the established budget for the building and site work. A thorough examination of the Contract Documents is to be done prior to completing the cost estimate to reconcile any differential in the project scope and to avoid conflicting Specification requirements.

Staff Response: OK

**RECOMMENDATION:** It is recommended that SPRB approve Task Letter #5 in the amount of \$164,530 ~~\$173,470~~ for the Consultant to provide CA services for the ECRMs. The revised Task Letter reflects a reduction of \$8,940 in the Consultant's Construction Phase services, considered savings to the State.

- DCS & DEEP confirmed \$173,470 is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 4/26/2022.
- The Board approved the current On-Call Contract on 4-06-2020 (PRB #20-047) for a maximum fee of \$1,000,000 and a term that expires on 3/03/2023 (Amendment #1-PRB #22-132).

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From PRB #22-205

PROPOSED AMOUNT: \$210,607

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 (#22-205), DCS is now seeking Board approval to retain the Consultant – BVH Integrated Services, Inc. – under Task Letter #6 – to their On-Call Contract OC-DCS-MEP-0053 to provide Mechanical, Electrical and Plumbing engineering design and construction administration services. The negotiated fee for the Consultant’s services is \$210,607. The scope of work includes:

The DOC’s Corrigan Correctional Center had previously been consolidated with the Radgowski building, but currently only the 235,000 ft<sup>2</sup> Corrigan building actively houses inmates.

This 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 “Energy Audit Report – Corrigan Correction Center” prepared by WSP, dated March 9, 2021.
- 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 ECRMs shall be validated by design-phase calculation which are anticipated to 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 deliverables.

- 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:

ECRM – Lighting:

- Design for the retrofit of the remaining interior non-LED bulbs and fixtures with LED units. Approximately 60-70% of the facility has been retrofitted at the time of the study.

ECRM – Mechanical:

- Design for the upgrade to variable speed drive motors and associated controls on the existing cooling tower fans.

ECRMs – Plumbing:

- Design for the replacement of the domestic hot water heat exchanges with condensing domestic hot water heaters directly feeding the existing domestic hot water storage tanks.
- Design a computerized water conservation system to control all individual cell toilets, sinks, and all cell block showers.
  - System shall be compatible with and capable of integrating with existing systems in operation at various DOC facilities.
  - Include retrofit of low flow flush valves and shower heads on all associated fixtures.

Also include supporting plumbing design for:

- Natural gas piping system modifications associated with the new boilers.
- Boiler make up water modifications.
- Floor drain modifications associated with the new boilers.
- Existing boiler water chemical treatment to be used.
- Addition of emergency eyewash station in boiler room, if required.

General Electrical:

- Provide power distribution device upgrades in support of HVAC and plumbing equipment fed from existing local panelboards and limited fire alarm device upgrades to support HVAC controls upgrades.
- LED Lighting and controls modifications within boiler room to accommodate the new boilers, if required.



- Supplemental emergency lighting and exit lights modifications to accommodate the new boilers, if required.
- Additional fire alarm devices as required by Code to accommodate the new boilers, if required.

General Architectural:

- Develop background of project area.
- Develop code summary drawing.
- Coordinate layout and design with equipment dimensions and requirements, including required service clearances within boiler room.
- Localized patching and flashing of roofing associated with penetrations for new boiler flues.
- Existing make-up air louver modifications.
- Cutting and patching associated with work at the boiler room and running new plumbing control wiring within the cellblocks.

General Structural:

- Design and documentation of minor structural renovations.
- Localized roof framing modifications associated with the support of new openings for the boiler flues.
- Structural support for new independent boiler flues.
- Slab-on-grade modifications associated with new under-slab utilities.
- Housekeeping pads associated with new MEP equipment.
- Foundation penetrations associated with exterior control wiring and utilities.

General Fire Protection:

- Localized modifications to the existing wet sprinkler system to accommodate the new boilers.
- Review Contractor's shop drawings and calculations.

In April 2022, SPRB approved (PRB #22-044) BVH Integrated Services, PC (BVH) as one of five firms under the latest *On-Call MEP (Mechanical, Electrical and Plumbing) Engineer* series of consultant contracts. The On-Call Contract has a maximum total cumulative fee of \$1,000,000 per contract and a common expiration date of 7/01/2024. Under PRB #22-176, the On-Call Contract was amended to increase the maximum cumulative fee from \$1,000,000 to \$1,500,000.

BVH Integrated Services, Inc. has been assigned the following Tasks under this On-Call Contract:

• Task Letter #1	Manchester CC – Cellular Study	\$34,000	(Informal)
• Task Letter #3	NVCC – Condenser Water Pipe Repl.	\$100,000	(Pending)
• Task Letter #4	Veterans' Home – Boiler Replacement	\$391,088	(#22-192)
• Task Letter #5	Cheshire CI – Energy Implementation	\$86,400	(Pending)
Total Fee to Date:		\$425,088	

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

The Construction Budget and total Project Budget are estimated at \$2,010,000 and \$2,693,400, respectively.

Task Letter #6 – BVH- Basic Services (PRB #22-205)	Base Fees (\$)	Special Services (\$)	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (60 days)	\$31,851				
Design Development Phase (60 days)	\$41,366				
Construction Document Phase (90 days)	\$63,462				
Bidding Phase	\$10,356				
Construction Administration Phase (est. 12 months)	\$63,572				
<b>TOTAL BASIC SERVICE FEE (#22-205) (A)</b>	<b>\$210,607</b>			<b>\$2,010,000</b>	<b>10.48%</b>

**RECOMMENDATION:** It is recommended that SPRB **APPROVE** Task Letter #6 for \$210,607 for the Consultant to provide Engineering Design and CA services for the ECRMs.

- DCS confirmed \$210,607 is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 6/08/2022.
- The Board approved the current On-Call Contract on 4-11-2022 (PRB #22-044) for a maximum fee of \$1,500,000 (Amendment #1-PRB #22-176) and a term that expires on 7/01/2024.

**7. OTHER BUSINESS**

**8. VOTES ON PRB FILE:**

**PRB FILE #23-006** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-006. The motion passed unanimously.

**PRB FILE #23-007** – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #23-007. The motion passed unanimously.

**9. NEXT MEETING** – Thursday, February 16, 2023.

The meeting adjourned.

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
John Valengavich, Secretary