

## **STATE PROPERTIES REVIEW BOARD**

**Minutes of Meeting Held On May 22, 2023**

**– solely by means of electronic equipment - via telephone conference –**

Pursuant to CGS §1-225a, the State Properties Review Board conducted its Regular Meeting at 9:30AM on May 22, 2023. Pursuant to the statute, this Meeting was held solely by means of electronic equipment, with Participants connecting via telephone conference at (860)-840-2075 and used passcode 284890492#.

The Notice provided designated this Regular Meeting as open to the public. Call in instruction were provided as: Dial toll free (860)-840-2075 and use passcode 284890492#. If you have any questions or need assistance to attend these Meetings, you can contact SPRB Director Dimple Desai at [dimple.desai@ct.gov](mailto:dimple.desai@ct.gov) to make appropriate arrangements.

### **Members Present – solely by means of electronic equipment:**

Edwin S. Greenberg, Chairman  
Bruce Josephy, Vice Chairman  
John P. Valengavich, Secretary  
Jack Halpert  
Jeffrey Berger  
William Cianci

### **Members Absent:**

### **Staff Present – solely by means of electronic equipment:**

Dimple Desai  
Thomas Jerram

### **Guests Present – solely by means of electronic equipment:**

Tony DiNapoli, DAS  
Jennifer Vigneault, DAS  
Michael Pinto, Esquire – City of New Haven

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 May 18, 2023 Meeting. The motion passed unanimously.

### **2. COMMUNICATIONS**

Mr. Berger provided an update with respect to proposed Legislation that may impact the Board.

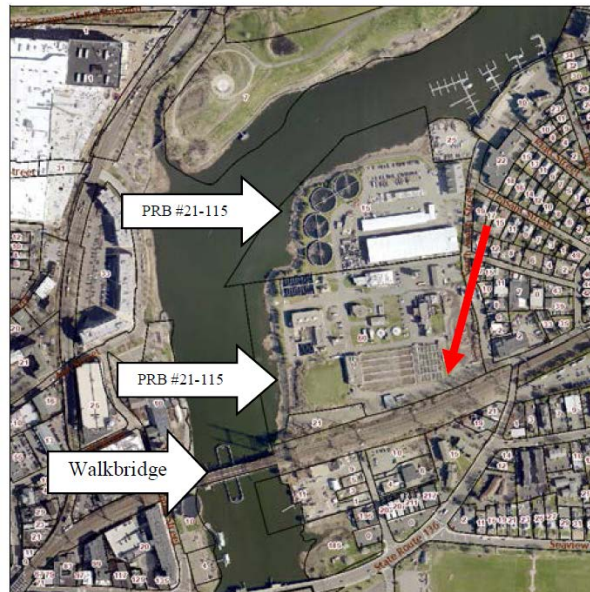
### **3. REAL ESTATE- UNFINISHED BUSINESS**

#### 4. REAL ESTATE – NEW BUSINESS

**PRB #** 23-070  
**Transaction/Contract Type:** RE – Voucher  
**Origin/Client:** DOT/DOT  
**DOT Project #:** 301-176-012C  
**Grantor:** City of Norwalk  
**Property:** Norwalk, South Smith St (15 & 60)  
**Project Purpose:** Norwalk Walk Railroad Bridge Replacement  
**Item Purpose:** Voucher

**DAMAGES: \$378,000**

**DOT PROJECT:** The DOT project involves the Norwalk Railroad Bridge replacement project in the City of Norwalk.



#### **SITE DESCRIPTION:**

15 South Smith Street is a 17.62± acre site located within the Industrial (I1) district. The site's topography is generally level with some gently rolling terrain to account for drainage runoff, with the west property line encompassing the mean high watermark of the Norwalk River. The parcel is along the tidal Norwalk River, which flows south towards the Norwalk Harbor and Long Island Sound thereafter. The site is improved with three structures totaling 64,058± sf utilized as part of the city's waste water treatment facility.

60 South Smith Street is a 14.88± acre site located within the Industrial (I1) district. The site's topography is generally level with some gently rolling terrain to account for drainage runoff, with the west property line encompassing the mean high watermark of the Norwalk River. The parcel is along the tidal Norwalk River, which flows south towards the Norwalk Harbor and Long Island Sound thereafter. The site is improved with eight structures totaling 51,948± sf utilized as part of the city's waste water treatment facility.

Both parcels contain a total of 32.5± acres (1,415,700 sf) and are mostly cleared with some trees

positioned near the river embankment along a paved walking path known as the Norwalk River Esplanade, which is part of the Norwalk River Valley Trail.

It is noted that the easements to be acquired within the scope of this appraisal assignment are not considered to impact the site utility nor the structural utility, and as such, severance is not warranted. Therefore, a value of "X" has been assigned to represent the total contributory value of all improvements on both sites.

The Appraiser summarized the prior DOT acquisitions impacting the property. Most notably was the following:

An Easement to Construct and Maintain Bridge is in favor of the State of Connecticut, and was recorded (as an amended filing to revise the easement square footage) as of April 23, 2018 within Volume 8673, Page 107. This full and perpetual easement is indicated to total 29,158± square feet (0.669± acre) and is to be utilized for the construction and maintenance of the Walk River Bridge. The easement is along the south property line and is adjacent to the active railway and Walk River Bridge. *The appraiser notes the proposed acquisition within the Scope encompasses solely this encumbered land. The property rights associated with this easement were negotiated and settled, with the remaining land rights of this easement area totaling 40% of Fee Simple Estate. Please see discussion on Page 10 of this report.*

### HIGHEST AND BEST USE

#### *Highest and Best Use – "As-Vacant" in the Before Condition*

The subject parcels are zoned for industrial purposes via the I1 zone, which allows for a myriad of industrially-oriented uses, including but not limited to manufacturing, processing, assembling and warehousing facilities, transportation and bus storage terminals, offices, retail and personal service establishments, municipal sewage treatment facilities, research facilities, brew pubs/distilleries, and all uses (including special permit uses) within the residential C zone, as well as mixed-use and moderate density residential development, in addition to a variety of other complementing uses. The river frontage is a desirable amenity for the property, as well as the site's proximity to downtown areas and public transportation/highway access options.

After careful consideration given to the subject land and its market location, it is the opinion of the appraiser that the Highest and Best Use "As Though Vacant" would be for an intense mixed use development which balances commercial/retail space with a substantial residential/apartment component.

#### *Highest and Best Use – "As-Improved" in the Before Condition*

Currently, the two abutting, contiguous parcels are improved with over 116,000± square feet of building area, in addition to large canopy structures, water holding tanks, garages, ancillary attendant buildings, and highly specialized fixtures that are synonymous with the property's existing use as a municipal wastewater treatment facility. The improvements are very specific to the subject's existing use, which is a critical function property that is operated continuously.

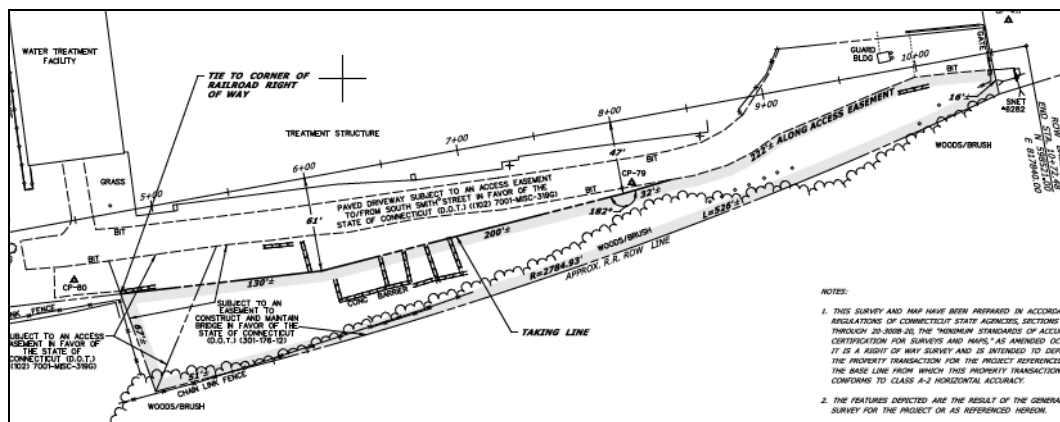
As such, the Highest and Best Use of the acquisition property "As-Improved" is for its continued use as a critical function municipal wastewater treatment facility, given the extent of the highly specialized structural improvements and fixtures to the property in whole, as well as the critical nature of the existing use for the benefit of the city.

#### *Highest and Best Use - Conclusion of the Before Condition*

After careful consideration, it is the opinion of the appraiser that the Highest and Best Use of the property "As-Improved" is for its continued use as a critical function municipal wastewater treatment facility, given the extent of the highly specialized structural improvements and fixtures to the property in whole, as well as the critical nature of the existing use for the benefit of the city.

**DOT ACQUISITION:** The DOT acquires the acquisition of the following:

1. A partial take of 23,484 square feet (remaining 40% Fee Simple Interest).



An Easement to Construct and Maintain Bridge is in favor of the State of Connecticut and was recorded as of April 23, 2018 within Volume 8673, Page 107. This full and perpetual easement is indicated to total 29,158± square feet (0.669± acre) and is to be utilized for the construction and maintenance of the Walk River Bridge. The easement is along the south property line and is adjacent to the active railway and Walk River Bridge. ***The appraiser notes the proposed acquisition within the Scope encompasses solely this encumbered land. The property rights associated with this easement were negotiated and settled, with the remaining land rights of this easement area totaling 40% of Fee Simple Estate.***

**VALUATION:** The DOT appraisal was completed May 11, 2022 by DOT Appraiser Steven C. Miller.

The appraisal was prepared with the following Extraordinary Assumptions and Hypothetical Conditions.

#### **Extraordinary Assumptions**

- The appraiser is not a qualified expert in the field of site contamination, soil remediation, environmental hazards and/or other such potentially negative soil conditions. While no such contamination or potential hazardous conditions were immediately apparent during the property inspection and due diligence process, for the purposes of this report, the appraiser is valuing the subject property with the ***Extraordinary Assumption*** that the subject in whole is 'Free and Clear' of any and all environmental contamination, hazardous waste material, and any and all other potentially negative soil conditions not specifically indicated, including but not limited to PCBs, VOCs, SVOCs, ACMs, lead paint, underground storage tanks, toxic chemicals and gases, and radioactive material. The appraiser reserves the right to reconsider value after a qualified soil scientist and/or hazardous material remediation expert has delivered a signed inspection and remediation report.
- The subject's Industrial (I-1) zoning district allows a wide array of light industrial and retail oriented uses, with peripheral residential uses in the immediate area. The zone regulations also provide for mixed-use development via Special Permit on specifically identified parcels near the East Norwalk Train Station. The subject property is owned by the municipality and is presently utilized as a critical-function wastewater treatment facility. It is practical that existing zoning regulations and plans of development do not identify the subject property as a good candidate for mixed use development. However, if the property were not owned by the City of Norwalk and were allowed to be developed as a privately owned property, the extensive river frontage, location, and residential character of the immediate vicinity would lend itself well to a mixed-use development despite the subject property not being a targeted Transit Oriented Development (TOD) or mixed-use parcel via zoning regulations and planning documents. The appraiser is valuing the subject via an ***Extraordinary Assumption*** that a mixed-use development would be a permissible use of the property and has potential to gain Special Permit approval for a mixed-use development. If it were found not to be the case, the appraiser reserves the right to consider its impact on value.

- No other Extraordinary Assumptions are necessary for the execution of this assignment. If these assumptions are proven to be different, your appraiser reserves the right to change the opinion of value.

**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.
- The appraiser is valuing the land-only via its Highest and Best Use for the purposes of this assignment. However, the subject is currently operating as a municipal compound containing several city uses, most important of which is a critical-function wastewater/sewage treatment facility. The Highest and Best Use of the underlying land, without consideration of the existing improvements, has been determined to be for mixed-use development. However, if the Highest and Best Use were to be developed independent of this critical function use, technically the sewage treatment facility servicing the city of Norwalk would be non-existent. For the purposes of this report, the subject is being valued via the **Hypothetical Condition** that a municipal wastewater/sewage treatment facility is operational in-town, as would be expected by active participants in the market.
- No other Hypothetical Conditions are necessary for the execution of this assignment. If these assumptions are proven to be different, your appraiser reserves the right to change the opinion of value.

Before Valuation

Land Valuation: Based on the sales comparison approach, the Appraiser considered three similarly-zoned comparable sales in Norwalk (2) and nearby Stamford (1), as follows:

MARKET DATA ANALYSIS	ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
	Address	15 & 60 South Smith Street (Before) Norwalk, CT 06855	10 Monroe Street Et Al Norwalk, CT 06854	512 - 528 Main Avenue Norwalk, CT 06851	523 & 535 Hope Street Stamford, CT 06906	Proximity to Subject		6.41 miles SW
Sales Price	\$ N/A	\$ 164.50	\$ 42.04	\$ 58.92	Price		\$ 6,250,000	
Price	\$ N/A	\$ 10,455,000	\$ 7,950,000	\$ 6,250,000	Data Source(s)		Town Records, Insp	
		Town Records, Inspection	Town Records, Inspection	Town Records, Inspection	Town Records, Inspection		Town Records, Inspection	
	ITEM	DESCRIPTION	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.
Date of Sale/Time Adj.	May 11, 2022	Oct. 14-25, 2021			2/25/2021 & 3/1/2021		Oct. 8, 2021	
Location	Good / Riverfront	Good / Offsetting			Avg - Good	+6.31	Good / Superior	-2.95
Site/View	32.50± Ac / L-1	1.45907± Ac / SSDD	-57.58		4.34121± Ac / B2	-6.31	2.43500± Ac / MG	-8.84
Site/Utility / Easements	Avg/Typ.Def.Acc.Witnd	Good / Typical	-16.45		Average / Typical		Average / Typical	
Terrain & Topography	Generally Level	Generally Level			Level to Sloping	+4.20	Generally Level	
Frontage and Access	Avg / 1 Street Frontage	Gd / 3 Street Frontage	-16.45		Avg / 1 Street Frontage		Avg / 1 Street FF, Signal	-5.89
Wetlands & Floodzone	Minimal If Any	Minimal If Any			Minimal If Any		Minimal If Any	
Sales or Financing Concessions	No Approvals (Not At HBU)	Apprvd 151 Apartments	-32.90		Apprvd Car Dealership	-8.41	No Approvals	
Net Adj. (Total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -123.38		<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -4.21	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -17.68
Indicated Value of Subject		Net 75.0 %			Net 10.0 %		Net 30.0 %	
		Gross 75.0 %	\$ 41.12		Gross 60.0 %	\$ 37.83	Gross 30.0 %	\$ 41.24

After adjusting for Transactional, Locational and Physical Characteristics, the Appraiser

concluded the fair market value of the entire property (land only) was \$40/square foot.

**Calculation of Permanent Damages**

Land in Fee Simple	1,386,542sf x \$40/sf =	\$55,461,680
Existing Easement to Construct and Maintain Bridge	29,158 sf x \$40/sf x 40%	\$466,528
Contributory Value of Site Imp.	Lump Sum	\$2,000
	Total	\$55,930,208
	Rounded	\$55,930,000

After Valuation

Land Valuation: Based on the sales comparison approach, the Appraiser considered the same three sales and after adjusting for Transactional, Locational and Physical Characteristics, the Appraiser concluded the fair market value of the entire property (land only) was unchanged at \$40/square foot.

Land in Fee Simple	1,386,542sf x \$40/sf =	\$55,461,680
Existing Easement to Construct and Maintain Bridge (reduced)	5,674 sf x \$40/sf x 40%	\$90,784
	Total	\$55,552,464
	Rounded	\$55,552,000

**Calculation of Permanent Damages**

Before Valuation	\$55,930,000
After Valuation	\$55,552,000
Total	\$378,000

**RECOMMENDATION:** Board approval of damages in the amount of \$378,000 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.

**PRB #** 23-092  
**Transaction/Contract Type:** RE – Lease  
**Origin/Client:** DOT/DOT  
**DOT Project #:** 92-532-11B  
**Lessee:** City of New Haven  
**Property:** New Haven, Waterfront Street Connector (39,152 sf)  
**Project Purpose:** Waste Stockpile Area – Downtown Crossing Project  
**Item Purpose:** One-Year Lease with One 6-Month Option

At 9:35 Mr. Pinto joined the Meeting to participate in the Board’s discussion of this Proposal. He

left the meeting at 9:56.

**Lease Price:** \$0

**Project Background:**

On December 12, 2022, Governor Lamont announced funding to remediate 41 blighted properties throughout Connecticut. Included in the announcement was the following:

- **New Haven:** \$1,300,000 grant for remedial excavation activities at the 4.42-acre property located at 16 Miller Street. Plans are to construct 56 mixed-income rental apartments by West River Housing Company, LLC, including a clubhouse community center, meeting space, management offices, a coffee shop, interior parking, playground and a community gazebo.

Under this proposal (PRB #23-092), DOT is seeking SPRB approval to enter a Lease with the City of New Haven for a 1-year term, with one, 6-month option to extend the term.

The State owns a 39,152 square foot site improved with asphalt-paved parking on Waterfront Street Connector, at the intersections of Fulton and Alabama Streets. DOT is in possession of a Subsurface Site Investigation Report prepared by Logical Environmental Solutions, LLC for the City of New Haven and WSP USA, Inc.

The terms of the lease are as follows:

Lessee	City of New Haven
Premises	39,152 square feet of land “as-is” and “where-is”
Use	Storage of non-hazardous material construction materials and debris, created from those construction activities located solely at 16 Miller St., New Haven.
Term	1 years commencing upon AG approval, one, 6-month, option to extend
Termination	Either party can terminate with 30 days’ notice, with or without cause
Rent	\$0.00/month.
Utilities, costs	All by tenant
Insurance	Requires additional insurance pursuant to DEEP requirements “General Permit for Contaminated Soil and/or Sediment Management (Staging & Transfer)”
Environmental	Lessee responsible for environmental issues above base line provided in Investigation Report
Other	Lease includes specifications as contained in “Standard Highway Lease Specifications & Covenants: Governmental” dated 7/1/2022, which are attached to the lease. The specifications include insurance and indemnification requirements.

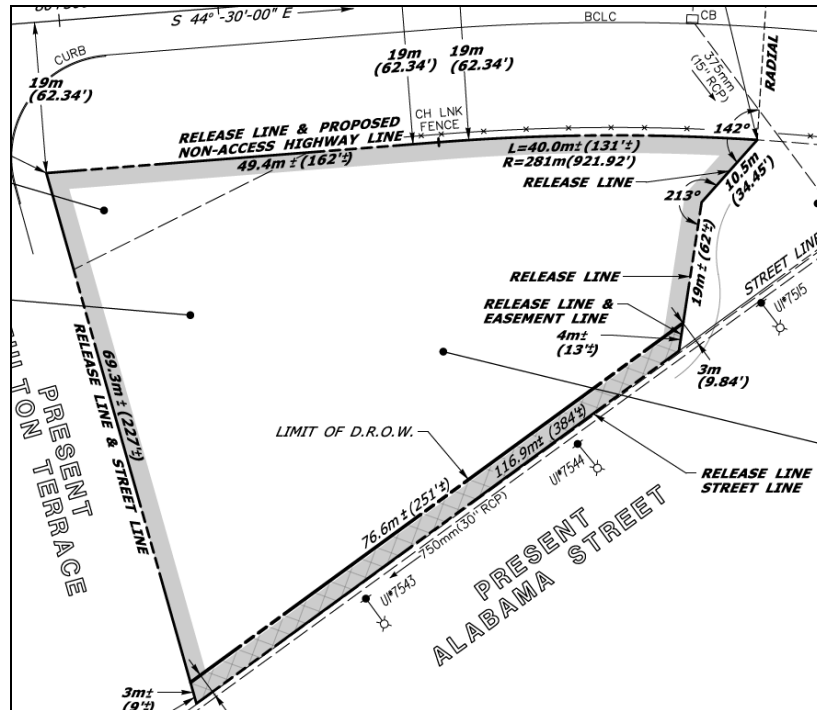
The Lessee executed the Lease on May 17, 2023. The Lessor executed the Lease on May 18, 2023. OPM approved the Lease agreement on May 18, 2023.

**RECOMMENDATION:** Board approval of the lease-out agreement to City of New Haven is recommended for the following reasons:

- The commissioner of transportation has the authority under CGS §13a-80 to enter into lease agreements, subject to the approval of OPM (received 5/18/2023), the SPRB & the AG.



- This covers 39,152 square feet of land to be used as part of the storage of construction materials and debris in conjunction with the development 4.42 acre site with a 56-unit mixed income rental apartments.
- The Lessee pays no rent. The term of the lease is for 1 year, commencing upon approval of the AG. The lease includes one 6-month option, at the same terms. The State reserves the right to terminate the lease with 30 days' notice.



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

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

<b>PRB #</b>	23-076
<b>Origin/Client:</b>	DAS/WCSU
<b>Transaction/Contract Type:</b>	AE / Task Letter
<b>Project Number:</b>	CF-RD-308
<b>Grantee:</b>	OC-DCS-CAm-0011
<b>Property:</b>	D.H. Bolton, Inc. (DHB)
<b>Project purpose:</b>	Danbury, Eighth Ave – WCSU Health Services Suite
<b>Item Purpose:</b>	Renovation and Addition to Newbury Hall Wellness Center

At 9:33 Ms. Vigneault and Mr. DiNapoli joined the Meeting to participate in the Board’s discussion of this Proposal. Both left the meeting at 9:52.

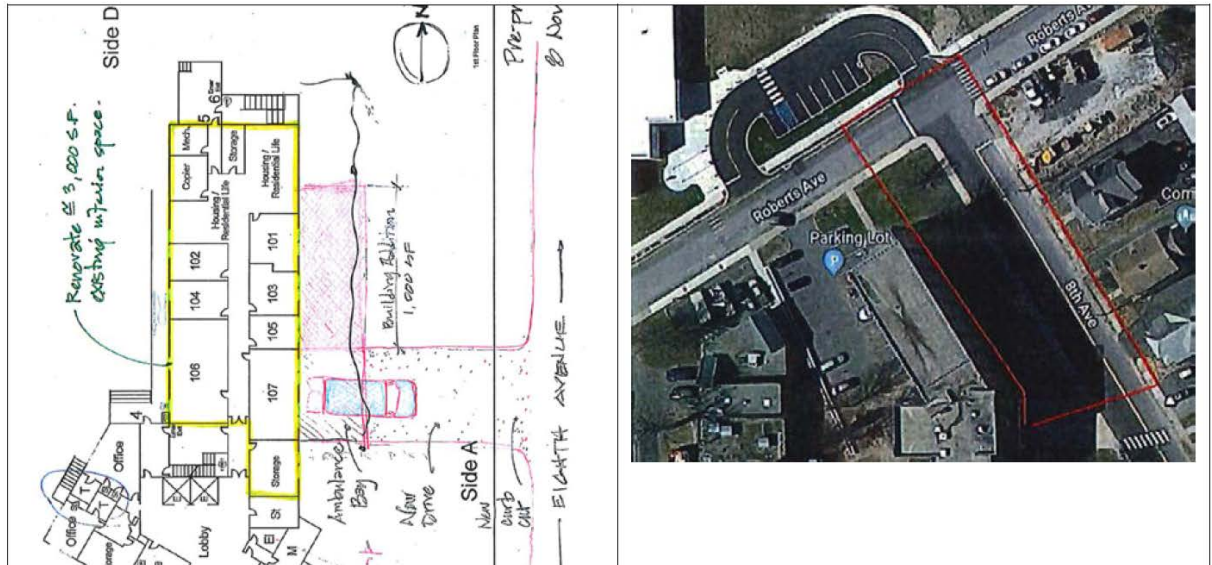
PROPOSED AMOUNT: \$61,820

At its meeting held on April 15, 2021 the State Properties Review Board voted, under PRB #21-042, to approve TASK LETTER #1 in the amount of \$107,760 to compensate the Consultant for Pre-Construction and Construction Phase (part time-20 hrs/week) CA Services relative to the renovation and expansion of Newbury Hall - the renovation of 3,000 sq.ft. first floor space in the building and the 1,000 sq.ft. expansion of the north and west sides of the building to create an ADA-accessible



Health Services' Suite with exam rooms, restrooms, administrative space and an ambulance bay. Task Letter #1 was executed by DAS and the Consultant on April 16, 2021.

The WCSU Administration originally sought to develop this addition on the east and north sides of Newbury Hall, as identifies in the following images.



(Original conceptual location)

The Project was Bid on three occasions, first in 2020. The Project included a 210-day construction phase. Liquidated Damages: \$1,408/day beyond Substantial Completion and \$1,360/day beyond 90 Days beyond Substantial Completion.

Scope Construction Company, Inc. was awarded the Contract with their \$2,397,000 Bid. The Contract was signed by the AG on December 13, 2021. Based on a 210-day construction period, Substantial Completion was estimated at 7-12-2022.

WCSU notes the following:

### **Newbury Hall New Wellness Center Current through Spring 2023**

Construction work is complete on the interior and exterior of the new Wellness Center. Furniture has been installed and the contractor is picking up some final items on their punch-list. Sitework around the building and parking area is expected to begin in the next couple of weeks, weather permitting. Barriers continue to be in place for safety. The remaining work in this area will not disrupt other areas of the building. Please continue to use caution when travelling in this area.

Project Manager: Daniel Casinelli

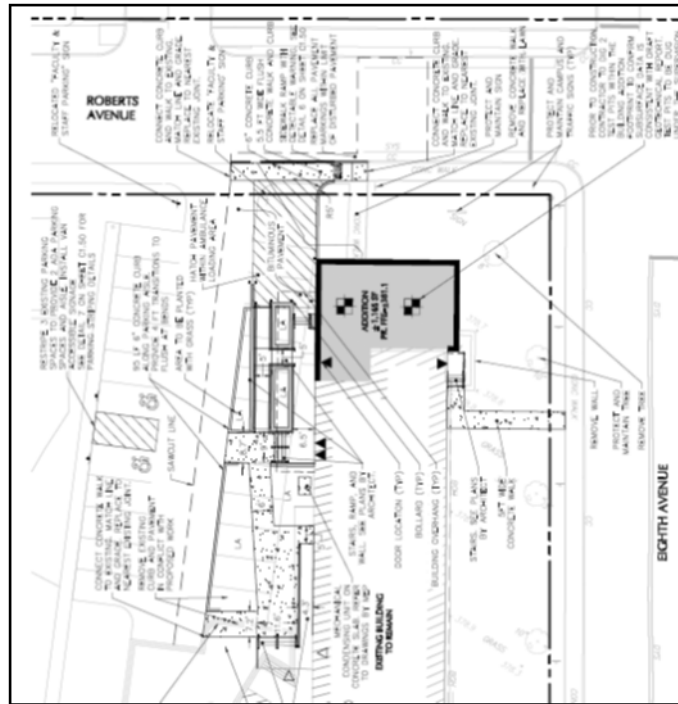
<https://www.wcsu.edu/facilities-ops/projects/>

DCS notes the Project is in the Construction Phase, nearing Substantial Completion.

Under this Proposal (PRB #23-076), DAS is seeking SPRB approval of TASK LETTER #1A in the amount of \$61,820 for extended CA Services, with the following information in support of this request:

Supplemental Task for additional Construction Administration hours due to the delays in

completing the Newbury Hall Wellness Center Project. The delays were caused by existing foundation conditions, which required re-design of the addition foundation tie-in to the existing building. On the interior of the building there were also unforeseen pile caps under the slab, which were accidentally cut while trenching for utilities and required additional time to repair. In addition to the foundation problems, it was determined that the existing parking lot was not surveyed during design, which led to conflicts with the new handicap ramp and stairs. As a result, the parking lot requires reconstruction to raise the grades. This work is scheduled to be done in the Spring of 2023. These delays require an additional 353 days to extend the Construction Administration duration from the original Substantial Completion date of July 12, 2022, until June 30, 2023.



In June 2020, SPRB approved D.H. Bolton, Inc. (DHB) (PRB #20-105) as one of five firms under the latest On-Call Construction Administration – Minor Project - Series of consultant contracts. All of these contracts have a maximum total cumulative fee of \$500,000/contract and a common expiration date of October 31, 2022.

Under PRB Files #22-155 to #22-159 the Board Contract Amendment #1 to the On-Call Series extending the common expiration date to May 1, 2023.

And, under PRB File #23-069, the Board approved Contract Amendment #2 to OC-DCS-CAM-0011 to increase the maximum total cumulative fee to \$600,000, an increase of \$100,000.



Staff asked DAS to clarify the following:

1. The DAS Memo indicates the original date for Substantial Completion was 7-12-2022 and now states the Project is nearing Substantial Completion on 6-30-2023. The Consultant's October 2022 Proposal stated the construction will be finished on/before 10-31-22 with grading/paving at the west lot completed by the end of November 2022. What transpired leading to this time extension?

DAS Response: In short, the parking lot required re-design due to inaccurate elevations on the Contract Documents. By the time revised site plans were completed and the additional costs were negotiated, it would have been too late to start the work because the asphalt plants close for the winter. See notes below

Staff Response: Why were there inaccurate elevations on the contract documents? Was there a survey done for this project?

DAS Response: The plans were drafted before DAS was involved. This was originally an Agency Administered project. The Agency did not request a survey for the parking lot. The elevation discrepancies became apparent during construction.

- a. The General Contractor provided a proposal for the sitework revisions but was unwilling to sign a change order until their additional general conditions costs were negotiated and approved.

- b. To minimize delays, DAS solicited pricing for the sitework and paving from On-Call Trade Contractors. The work has since been awarded to Martin Laviero Construction. They will be starting their work next week.

Staff Response: How is the sitework and paving in the original contract vs. new sitework being coordinated? Is there any overlap or any credits from the contractor? Pl provide information on the cost (original contract vs. new work).

DAS Response: The General Contractor provided a credit for the remaining sitework that he did not complete, the value of the credit is (\$26,352.72). The General Contractor's price for the site and paving revisions was \$114,077.35, however the price from Martin Laviero Construction was only \$102,885.00. This is a savings of \$11,192.35.

- c. DH Bolton has been closely involved in all the above referenced activities. This Task Letter will provide compensation accordingly.
- d. Substantial Completion is currently scheduled for 6-9-23.

Staff Response: OK

2. What led to the funding request for this Task Letter #1A, increasing from \$42,320 to \$57,620 to \$61,820?

DAS Response: The CA had to revise his proposal to reflect the amount of time it took to complete the project. Unforeseen conditions were encountered with the structural slab inside the building

and with the addition foundation tie-in to the existing building prior to the parking lot issue described above,

- a. The original proposal of \$42,320.00 and the first revision to \$57,620.00 are for the additional time to complete most of the building work by 10-31-23. The final proposal of \$61,820.00 includes the additional CA time for the parking lot reconstruction.

Staff Response: Was there existing conditions report? Was destructive testing done?

DAS Response: No existing conditions surveys, nor destructive testing was performed. Again, preconstruction and design took place while this was still an Agency Administered project.

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB approve this Task Letter #1A for D.H. Bolton, Inc. to provide CA services for the Renovation and Addition to Newbury Hall Wellness Center.

- DAS has confirmed for that funding is available for this Task Letter #1A.

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**FROM PRB #21-042**

PROPOSED AMOUNT: \$107,760

At the State Properties Review Board meeting held on February 14, 2019, the Board approved #19-035 (T#5 - OC-DCS-ARC-0056), in the amount of \$138,680, for ARC and CA Services for the design and construction of the Renovation and Addition to Newbury Hall Wellness Center.

Newbury Hall is a residential facility constructed in 1969, and subsequently renovated several times. The ground floor is currently utilized as an administrative center for the Residence Life staff.

WCSU is experiencing an increased need to develop an integrated wellness center which would house the University Health Services, counseling center, and addiction services' office, all of which have outgrown their current location. Co-locating these services in one location will facilitate in reducing the overhead of administrative expenses.

WCSU requires design and construction administration services for the renovation of 3,000 sq.ft. first floor space in the building and the 1,000 sq.ft. expansion of the north and west sides of the building to create an ADA-accessible Health Services' Suite with exam rooms, restrooms, administrative space and an ambulance bay.



Under this proposed TASK LETTER #1 with the Consultant, DCS is seeking SPRB approval to expend \$107,760 to compensate the Consultant, for CA Services relative to the renovation and expansion of Newbury Hall. As detailed in Task Letter #1 to the Consultant, DBH will provide CA Services for the following project scope:

**Pre-Construction**

- Review Bid Documents to understand the project scope.
- Prepare Pre-Bid Meeting Agenda.
- Conduct the Pre-Bid Meeting on Site.
- Review Requests for Information and work with the Design Team as needed to provide responses.
- Prepare Agenda for Scope review Meeting with Low Bidder.

**Construction**

- Run and keep record of Construction Phase Meetings.
- Conduct Owner/Architect/Contractor (O/A/C) project progress meetings.



- Review and comment on construction schedules, schedule of values, change order proposals, safety plan, etc.
- Monitor and coordinate all Requests for Information (RFI's), submittals, Construction Change Directives (CCD's), and Change Orders.
- Review and maintain project records status via PM Web.
- Schedule all inspections and testing, and monitor results.
- Assist the Design Team with management and coordination of Commissioning Tests and Reports.
- Provide Monthly Reports to DAS Construction Services.
- Review the Contractor's As-Built Drawings on a monthly basis.
- Monitor and comment on the Construction Budget.
- Assist DAS in all project closeout procedures.
- Assist DAS in the resolution of all claims and disputes.
- 16 Hours/Week onsite Supervision during Construction.

In June 2020, SPRB approved D.H. Bolton, Inc. (DHB) (PRB #20-105) as one of five firms under the latest On-Call Construction Administration – Minor Project - Series of consultant contracts. All of these contracts have a maximum total cumulative fee of \$500,000/contract and a common expiration date of October 31, 2022.

DHB has been approved for the following task(s) under this series (OC-DCS-CAM-0011):

• Task Letter #2	Meriden ST Police Training Academy	\$30,000	(Informal)
Total Fee to Date:		\$30,000	

The overall construction and total project budget have been increased to \$2,179,251 and \$3,139,233, respectively. Under the original ARC Proposal (#19-035), the overall construction and total project budget were \$1,100,000 and \$1,453,000 respectively.

CT State Colleges and Universities (CSCU) has confirmed funding is in place for the Consultant's fee.

DHB Basic Service Fee (#21-042)	CA Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Bid Phase	\$4,800				
Construction Administration Phase (210 days)	\$102,960				
<b>TOTAL BASIC SERVICE FEE (#21-042) (A)</b>	\$107,760			\$2,179,251	5.0%

Pre-Construction Phase		Months (month #1 starts after issuance of Commission Letter)												Total Hours	Total Amount
Title	Hourly Rates	1	2	3	4	5	6	7	8	9	10	11	12		
Principal	\$200	24												24	\$ 4,800
														0	\$ -
														0	\$ -
														0	\$ -
<b>Pre-Construction Subtotal</b>														<b>24</b>	<b>\$ 4,800</b>
Construction Phase		Months (month #1 starts after issuance of Commission Letter)												Total Hours	Total Amount
Title	Hourly Rates	1	2	3	4	5	6	7	8	9	10	11	12		
Project Manager (PM)	\$150	8	8	8	8	8	8	8	16	8	8			88	\$ 13,200
Superintendent/Asst. PM 20 hr	\$140	86	86	86	86	86	86	84						600	\$ 84,000
Scheduler	\$160	8	4	4	4	4	4	4	4					36	\$ 5,760
														0	\$ -
<b>Construction Subtotal</b>														<b>724</b>	<b>\$ 102,960</b>
<b>Total CA Services</b>														<b>748</b>	<b>\$ 107,760</b>

Staff asked DCS to clarify the following:

1. What is the status of the project? Has any of the services listed provided by the CA?

DCS Response: The project was originally an Agency Administered project but was transferred to DAS in June of 2020 because the bids came in over \$2M. For the past nine months we have been struggling with the Design Team to have the documents revised to meet DAS standards so they are suitable for bidding. The CA has NOT provided any services yet as he does not have an executed task letter.

Staff Response: OK

2. Please clarify what the factors were behind the estimate of the project construction cost nearly doubling to \$2.18 million.

DCS Response: The project budget was understated in the original 1105. The current 1105, approved by DAS and CSCU, has a Construction budget of \$2,179,251.00, which was the value of the low bid when WCSU bid the project in April of 2020.

Staff Response: OK

3. Please clarify why this Task Letter #1 states the CA will provide services for maximum 16 hours/week when the Consultant's own proposal indicates they will provide services for 20 hours/week. Should the hours and fee be adjusted? Also, why use "maximum"?

DCS Response: I will adjust the task letter to reflect the 20 hours per week identified in the CA's proposal. Originally the CA proposed 16 hours but then his revised proposal was for 20 so I inadvertently did not adjust the language in the task letter. Sorry for the confusion.

Staff Response: OK

4. Why is Principal spending 24 hours during the pre-construction phase? Why not involve staff that will be providing services during construction? Shouldn't the construction phase staff be familiar with the project, bid documents and contractor bids? Also, the ARC contract had about 8 weeks while this CA proposal has 4 weeks allocated to the pre-construction phase. Please reconcile.

DCS Response: Dwight Bolton, Principal of DH Bolton, will be providing all services on the project except for scheduling. For the Bid Phase he will be acting in the capacity of a Principal (conducting the Pre-Bid Walkthrough, managing the Scope Meeting with Low Bidder, etc.) and for Construction he will be serving as a PM and Superintendent.

Staff Response: Based on our conversation, I want to make sure that DH Bolton has capacity to manage this project (as there is no other staff involved). Are there any active projects (state or non-state) DH Bolton is involved with that might impact this project? Will he get involved with more projects (state or non-state) during construction that might impact this project? How will DCS monitor that DH Bolton is able to provide the hours listed on the staffing matrix as the project progresses?

DCS Response: DH Bolton has the capacity to manage the Newbury Hall Project. Dwight Bolton has a proven track record of good CA performance on DAS projects. He is currently on the Prudence Crandall Museum project, which is expected to finish this summer (2021), which is right around the time Newbury Hall is expected to start. He is also on Project No. BI-N-352 DSET Training Area.

DAS monitors CA performance as follows,

- Review project scope and requirements with CA before the job is bid
- Phone call check in with CA every other day to discuss project status
- Weekly site visits to make sure the CA is performing his required duties and responding to all project-related issues
- Confirmation that the CA is submitting reports and other contractually required deliverables on a monthly basis



- **Monitor the submissions in PM Web**  
Staff Response: OK

**RECOMMENDATION:** It is recommended that SPRB **APPROVE** this Task Letter #1 for D.H. Bolton, Inc. to provide CA services for the Renovation and Addition to Newbury Hall Wellness Center. The CA fee of 5.0% of construction cost is within the DCS guideline of 5%.

- OPM Form 1 was executed by the Consultant on February 26, 2021.
- OPM Form 5 was executed by the Consultant on February 26, 2020.
- DCS Form 1105 was signed by DC Petra on August 24, 2020
- DCS Form 1135 (Consultant selection) was signed by Kevin Kopetz on September 9, 2020

**7. OTHER BUSINESS**

**8. VOTES ON PRB FILE:**

**PRB FILE #23-070** – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #23-070. The motion passed unanimously.

**PRB FILE #23-092** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-092. The motion passed unanimously.

**PRB FILE #23-076** – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #23-076. The motion passed unanimously.

**9. NEXT MEETING** – Thursday, May 25, 2023 – will be held solely by means of electronic equipment.

The meeting adjourned.

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