

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On June 15, 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 June 15, 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 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:

Daniel Wagoner, DAS-CS
Steve Udeh, DAS-CS

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 June 12, 2023 and June 13, 2023 Meetings. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 10:08. The motion passed unanimously.

EXECUTIVE SESSION

PRB #: 23-091-A
Transaction/Contract Type: AG / PDR
Origin/Client: DoAG/DoAG

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

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:15. The motion passed unanimously.

OPEN SESSION

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB # 23-079
Origin/Client: DAS/DOC
Transaction/Contract Type: AE / Amendment
Project Number: BI-JA-485
Contract: BI- JA-485-ARC
Consultant: Hoffmann Architects, Inc.
Property: Somers, Bilton Rd (335) – Osborn CI
Project purpose: Window & Door Replacement
Item Purpose: Amendment #1

At 10:00 Mr. Udeh joined the Meeting to participate in the Board's discussion of this Proposal. He left the Meeting at 10:07.

PROPOSED AMOUNT: \$892,485

At the State Properties Review Board meeting held on June 1, 2023, the Board voted to suspend this file pending Board clarification of the following issues:

- 1) What is the status of the Project?
DAS Response: DAS is in the preparing the GMP with the CMR for a portion of the project.
Staff Response: OK
- 2) Why did the project take from 2019 till now? Why is there delay in executing this project?
DAS Response: The project was ready to bid, and the DAS Management changed the delivery method from DBB to CMR.
Staff Response: OK
- 3) Why was project not bid after the Architect, HA submitted the bid documents in July 2021?
DAS Response: Again, because the project delivery method was changed which meant repackaging the documents and getting a CMR on board.
Staff Response: OK

- 4) Please clarify what led to the change in the Project delivery method to CMR from the original DBB and who made that decision?
DAS Response: This was a DAS procedural directive from Deputy Commissioner Noel Petra.
Staff Response: OK
- 5) What amount has been paid to the Architect and any other sub-consultants before changing the project delivery method?
DAS Response: The architect was subconsultants were compensated for the completed 110% SD, DD, and CD phase.
Staff Response: DCS clarified that compensation is 100% not 110% during the meeting.
- 6) Please provide electronic copies of the Cost Estimates delivered in the SD, DD and CD Phases, and please reconcile with the current Project Budget 41.9% higher than the original estimate.
DAS Response: Sent with other email. The budget was not accurate from the beginning, additionally COVID and inflation was a major contributor.
Staff Response: Two Sub-Consultants provided cost estimates for this project: Nasco (ARC) and Ellana (CA), and their final, reconciled, cost estimates were \$44,118,547 and \$43,796,000, respectively.
- 7) Provide staffing matrix for F&O's increase in the fees
DAS Response: See attached.
Staff Response: OK
- 8) F&O's fees increased from \$34,753 to \$858,385. Was any other consultant contacted to provide fee seeing that the amount of increase in the fee is \$823,632?
DAS Response: The scope of work for F&O is for monitoring hazmat removal. At the time Hoffman submitted their original proposal the extent of abatement was not quantified and therefore F&O could not put a value to this scope of work, accordingly once the Hazmat scope of work was finalized DAS requested the monitoring scope of work and fee outlined in F&O proposal.
Staff Response: OK
- 9) Please provide the RFP referenced in the Architect's proposal. How many responses were received for this RFP?
DAS Response: See Attached 5 responses were received, please see the attached long list.
Staff Response: OK

RECOMMENDATION: Staff recommend **APPROVAL** of Amendment #1 in the amount of \$892,485 to provide expanded ARC Services for the Project.

- DAS has confirmed for that funding is available for this Amendment.

PROPOSED AMOUNT: \$892,485

At the June 6, 2019 SPRB Meeting, the Board approved under PRB #19-103, the Consultant's Contract (BI- JA-485-ARC) exterior door and window replacement project at Osborn Correctional Institution in Somers, CT. The overall compensation rate approved for this basic service was \$3,512,897 with an additional \$77,103 for special services, for a total fee of \$3,590,000.

Under this proposal (PRB #23-079), DAS is now seeking Board approval of Amendment #1 to the ARC Consultant Contract to compensate the ARC an additional \$892,485 for additional ARC Design and CA Services, including:

1. Expanded Bid Phase Services as it relates to the change in delivery method from Design, Bid, Build, (DBB) to Construction Manager at Risk (CMR) - \$34,100;
 - a) Remove Division 1 Specifications in the project manual and replace with Division 1 Specifications specific to the Construction Manager at Risk (CMR) project delivery method.
 - b) Attend multiple pre-bid conferences and site visits as necessary with the CMR, subcontractors, Department of Corrections (DOC), and DAS.
 - c) Attend multiple scope review meetings with CMR and DAS to evaluate and review low bids and low bidder qualifications to make recommendations for award.
 - d) Attend meetings with the CMR, DAS, and DOC to review and discuss the CMR's proposed construction phasing plan.
 - e) Attend meetings with the CMR, DAS, and DOC to review contract documents and discuss feasibility and logistics.
 - f) Review final reconciled Guarantee Maximum Price (GMP) and recommend approval

2. Expanded Bid Phase Services as it relates to Hazardous Materials Services - \$9,185;
 - a) Attend multiple pre-bid conferences and site visits as necessary with the CMR, subcontractors, Department of Corrections (DOC), and DAS.
 - b) Attend multiple scope review meetings with CMR, the Architect, and DAS to evaluate and review low bids and low bidder qualifications to make recommendations for award.
 - c) Attend meetings with the CMR, DAS, the Architect, and DOC to review and discuss the CMR's propose construction phasing plan.
 - d) Attend meetings with the CMR, DAS, the Architect and DOC to review contract documents and discuss feasibility and logistics.
 - e) Review final reconciled Guarantee Maximum Price (GMP) and recommend approval.

3. Expanded CA Phase Services – \$55,000
 - a) Participate in multiple meetings as necessary with DAS, DOC and the CMR prior to the

- commencement of the work, to review the CMR's proposal for compliance with the requirements of the Contract Documents.
- b) Review and take appropriate action on CMR submittals, shop drawings, product data, and samples, for general conformance with the design concept expressed in the Contract Documents.
 - c) Visit the site and attend owner's meetings as necessary during the construction to become generally familiar with the progress and quality of abatement work and to determine if the work being performed is compliant with the Contract Documents.
4. Addition of HAZMAT CA Services and Monitoring Services - \$794,200
- a) During abatement, provide two (2) full-time, on-site project monitors to observe critical barriers and regulated waste for proper disposal. Each project monitor will review the abatement procedures of up to four (4) work crews.
 - b) Provide Connecticut-certified project monitors to monitor airborne hazardous materials and conformance with hazardous materials abatement specifications.
 - c) Collect and analyze air samples, on a periodic basis, for the presence of hazardous materials.
 - d) At the conclusion of the project, provide a monitoring summary report, which will include inspection reports, checklists, and log sheets prepared throughout the duration of the construction phase.
 - e) Observe the construction of regulated work areas and interior containments. Fuss & O'Neill will also conduct pre-abatement work area visual inspections.
 - f) Provide trained, experienced, and Connecticut-certified Asbestos Project Monitors to verify adherence to technical specifications during abatement activities. Notify the project team of any deviations.
 - g) The Project Monitor's specific on-site duties will include:
 - 1) Document that the asbestos abatement contractor is adhering to standard procedures identified in the technical specification during removal/abatement work.
 - 2) Periodically collect and analyze on-site background air samples by Phase Contrast Microscopy (PCM) to evaluate total airborne fiber concentrations in areas adjacent to abatement activities.
 - 3) Collect background samples exteriorly adjacent to the regulated work areas
 - 4) Check regulated work area barriers for integrity, adherence to standard operating procedures, and proper engineering control systems are in place.
 - 5) Conduct a final visual inspection for areas of asbestos removal to ensure the scope of removal/abatement work has been completed, and to provide a final visual inspection form once abatement is complete.
 - 6) All interior work containments will undergo final visual inspection and re-occupancy air clearance sampling.
 - 7) Collected background air samples will be analyzed by PCM and compared to CTDPH re-occupancy standards to ensure that the Contractor's engineering controls are successful or if modifications are required.
 - 8) Samples will be collected at the exterior adjacent to the regulated work area.
 - 9) Collect Abatement contractor's certifications, licenses, medical and training records.
 - 10) Collect Waste disposal records.
 - h) The Monitoring Summary Report will include, but not limited to:
 - 1) Introduction and summary of the project
 - 2) Final visual inspection form(s)
 - 3) Air sampling analysis worksheet
 - 4) Air sample data sheets
 - 5) Sample analysis laboratory reports
 - 6) Daily log sheets
 - 7) Pre-abatement, final checklists, and inspection reports for work areas
 - 8) Permits and notifications

The overall construction and total project budget have now been established at **\$50,932,511 (+\$15,032,511)** and **\$66,600,000** respectively.

For reference purposes, the overall construction and total project budget, established under PRB #19-103, were established at **\$35,900,000** and **\$46,749,000**.

Hoffmann Basic Service Fee (#19-103)	ARC Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	\$474,707				
Design Development Phase	\$533,660				
Construction Document Phase	\$890,240				
Bidding and Review Phase	\$178,290				
Construction Administration Phase	<u>1,436,000</u>				
TOTAL BASIC SERVICE FEE (#19-103) (A)	\$3,512,897			\$35,900,000	9.79%
Expanded Bid Phase (A1)	\$34,100				
TOTAL BASIC SERVICE FEE (#23-079) (A) + (A1)	\$3,546,997			\$50,932,511	6.96%
Hoffmann Special Services Fee (#19-103)					
Restoration contractor		\$42,350			
HazMat contractor		<u>\$34,753</u>			
TOTAL SPECIAL SERVICE FEE (#19-103) (B)		\$77,103			
HAZMAT Bidding		\$9,185			
HAZMAT CA Phase		\$55,000			
HAZMAT Monitoring		<u>\$794,200</u>			
TOTAL SPECIAL SERVICE (#23-079) (B1)		\$858,385			
TOTAL SPECIAL SERVICE FEE (#23-079) (B) + (B1)		\$935,488			
TOTAL FEE (PRB #23-079) (A) + (A1) + (B) + (B1)			\$4,482,485	\$50,932,511	8.80%

Staff have requested clarification of the following issue:

1. What is the status of the Project?
2. Why did the project take from 2019 till now? Why is there delay in executing this project?
3. Why was project not bid after the Architect, HA submitted the bid documents in July 2021?
4. Please clarify what led to the change in the Project delivery method to CMR from the original DBB and who made that decision?
5. What amount has been paid to the Architect and any other sub-consultants before changing the project delivery method?
6. Please provide electronic copies of the Cost Estimates delivered in the SD, DD and CD Phases, and please reconcile with the current Project Budget 41.9% higher than the original estimate.
7. Provide staffing matrix for F&O's increase in the fees
8. F&O's fees increased from \$34,753 to \$858,385. Was any other consultant contacted to provide fee seeing that the amount of increase in the fee is \$823,632?
9. Please provide the RFP referenced in the Architect's proposal. How many responses were received for this RFP?

RECOMMENDATION: Staff recommend suspension of Amendment #1 in the amount of \$892,485 to provide expanded ARC Services for the Project, pending response from DAS to aforementioned issues.

- DAS has confirmed for that funding is available for this Amendment.

From PRB #19-103

PROPOSED AMOUNT: \$3,590,000

This project involves providing architectural and engineering services for the exterior door and window replacement project at Osborn Correctional Institution in Somers, CT.

Osborn CI – population 1,348 - is a medium security institution constructed in two phases. The original section was constructed in 1957. The second and larger phase was constructed in 1960. All windows and doors are original to the building and have exceeded their useful service life. The correctional institution comprises approximately 990,000 square feet of floor area and approximately 93,200 square feet of window and door openings. The facility is heated from a central boiler house but, there is no air-conditioning, with the exception of window units for some spaces. All window replacements must take into account the requirement for natural ventilation in the building.

The Department of Corrections had requested DCS effect the renovation/modernization identified in a July 2017 Study – Osborn Window and Exterior Door Replacement (BI-JA-479).

In September 2018 the Department of Construction Services (“DCS”) issued a Request for Qualifications for Architect/Engineer (A/E) Consultant Services related to the Osborn Exterior Door and Window Replacement project. DCS elicited five (5) responses to the advertisement of which all submittals were considered “responsive” but one firm subsequently withdrew. DCS then proceeded to review the submittals and after the completion of the internal review process, and all four firms were selected for short-listed interviews. These firms were as follows, Hoffmann Architects, Inc., Clohessy Harris & Kaiser, LLC, Northeast Collaborative Architects, LLC and Silver, Petrucelli & Associates, Inc. The State Selection Panel consisted of 5 members and interviewed each firm for evaluation purposes based upon an established weighted ranking system. At the conclusion of the process DCS identified Hoffmann Architects, Inc. (“HAI”) as the most qualified firm.

The overall construction and total project budget have been established at \$35,900,000 and \$46,749,000.

This proposal before the Board is for a new ARC contract for the Consultant to provide Schematic Design, Design Development, Contract Documents, Bidding and Construction Administration services with the following scope:

- The replacement of all exterior doors and windows at Osborn Correctional Institution including
- Visual survey / investigation of existing doors and windows throughout the facility to design head, jamb, and sill details for new units;
- Verification of existing window types and quantities;
- Exploratory probes at select locations to understand the condition and configuration of

- existing materials adjacent to window openings;
- Review preliminary design concepts for reduction in existing glazing area. Prepare and value engineer schematic level wall assembly options for DCS/DOC approval;
- Construction of interior and exterior temporary partitions, fences, barricades, access routes, etc. for project phasing and security;
- Abatement and removal of all window and door frames;
- Disposal of the entire window and frame as hazardous material contaminated refuse;
- Preparation of existing masonry/rough openings;
- Preparation and painting of miscellaneous structural steel;
- Installation of new detention grade doors, windows, curtain walls, hardware, and associated materials and assemblies; and,
- Replacement of windows and coordination with new wall assemblies to reduce glazing area.

The overall compensation rate for this ARC basic services is \$3,590,000.

DAS has confirmed that funding is in place for design and construction administration services.

Hoffmann Basic Service Fee (#19-103)	ARC Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	\$474,707				
Design Development Phase	\$533,660				
Construction Document Phase	\$890,240				
Bidding and Review Phase	\$178,290				
Construction Administration Phase	<u>1,436,000</u>				
TOTAL BASIC SERVICE FEE (#19-103) (A)	\$3,512,897			\$35,900,000	9.79%
Hoffmann Special Services Fee (#19-103)					
Restoration contractor		\$42,350			
HazMat contractor		<u>\$34,753</u>			
TOTAL SPECIAL SERVICE FEE (#19-103) (B)		\$77,103			
TOTAL FEE (PRB #19-103) (A)+ (B)			\$3,590,000	\$35,900,000	10.00%

- The September 2018 RFQ elicited 5 responses. The Selection Panel interviewed four firms and ultimately recommended the appointment of Hoffmann Architects, Inc. (HAI). The selection was approved by Commissioner Currey on 11/26/18.
- HAI is located in Hamden. This firm was established in 1985 and has 44 employees which includes fourteen registered Architects and four structural engineers. HAI is operating under its corporate license No. ARC.0000228. The license is valid until 07/31/2019.
- Smith Brothers Insurance, LLC reported that over the past 5 years HAI has been exposed to two general liability or professional liability claims, both of which have been closed.
- The submittal is accompanied by a Consulting Agreement Affidavit notarized on 9/24/2018.

RECOMMENDATION: Staff recommend approval of this ARC consultant contract in the amount of \$3,590,000. The overall basic service rate of 9.79% is generally consistent with the established guideline rate of 9.5% for this Group B Renovation Project.

6. ARCHITECT-ENGINEER – NEW BUSINESS

PRB #	23-090
Origin/Client:	DAS/DAS-FM
Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-2B-487
Contract:	OC-DCS-ROOF-0041
Consultant:	Hoffman Architects, Inc.
Property:	West Springfield, Memorial Ave (1305)
Project purpose:	CT Eastern States Expo – Connecticut Building Renovations
Item Purpose:	Task Letter #2

At 9:32 Mr. Wagoner joined the Meeting to participate in the Board's discussion of this Proposal. He left the Meeting at 10:01.

PROPOSED AMOUNT: \$299,209

Project Background

The Connecticut Building was authorized by the General Assembly of Connecticut in 1937 and was built as a replica of the Old State House on Main Street in Hartford. The Old State House was designed by Charles Bulfinch and is a federal style design. The cornerstone was laid in 1938 during the Fair and was opened in 1939 under the Department of Agriculture, which ran it until 1941. In 1941 during WWII it served as a kitchen for the troops that were stationed at Eastern States which operated as an Army Ordinance Depot. It was released back to Connecticut in 1946, was then refurbished and opened again under the Development Commission which became the Department of Economic and Community Development.

The last major renovation project was in 2009. Both the EPDM (all roof levels) and the Slate Roof have exceeded their "useful" life and require replacement. The building envelope scope includes re-roofing of both the EPDM and slate roof areas; cupola and balustrades restoration; new flashing; gutters; rain leaders; roof scuppers and roof drains. Building envelope scope to include brick repointing/repair, repair to veneer stone, repair to columns/pediment, repair to exterior doors/frames, repair to window sash, frame and casing and exterior painting to windows and doors, trim, etc.

The building's electrical room/closets and systems to be evaluated and upgraded to comply with all applicable codes. The AE scope to include a compressive survey including testing and analysis of the power distribution and grounding system throughout the site and building. The project scope to include replacement of main electrical panel and subpanels and any electrical work required.

In the fall of 2022 prior to the opening of the building for the Eastern States Exposition of 2022, the CT OSFM cited the building on a number of issues including handrails, guard rails, and changes in floor elevations at tenant spaces.

Under this Proposal (#23-090), DAS is now seeking Board approval to retain the Consultant – Hoffman Architects, Inc. – under Task Letter #2 – to their On-Call Contract OC-DCS-ROOF-0041 to provide architectural design and construction administration services conjunction with this Project.

The scope of work includes:

1. Removal and replacement of EPDM and slate roofing assemblies down to existing wood roof decks;
2. Cupola and balustrade restoration;
3. Removal and replacement of flashing, gutters, rain leaders, scuppers and roof drains;
4. Brick Masonry repointing and repair;
5. Repair of veneer stone, columns and pediment;
6. Repair of exterior doors and frames;
7. Repair of window sashes, frames and casings;
8. Painting of windows, doors and trim;
9. Evaluation and code update of building's electrical room and closets;
10. Comprehensive survey, including testing and analysis of the site and building power distribution and grounding system;
11. Replacement of main electrical panel and subpanels and any electrical work required;
12. Addition of handrail to basement stair;
13. Modification to address change in floor elevation at tenant spaces and basement;
14. Modifications to address height and openings in infill of balcony guard rails; and,
15. Addition of handrail at intermediate run of stairs to balcony.
16. Code coordination and compliance with both CT OSBI/OSFM and the West Springfield Building Department and Fire Marshall.
17. Coordination of the project's possible historical impacts with the State Historical Preservation Office (SHPO).

Within the Consultant's Proposal the following was summarized with respect to the construction phase:

On 14 September 2022, Mr. Wagoner contacted Ms. Costantini indicating phased construction shall be required for the building renovations to allow for preparation and operation of the Eastern States Exhibition. All construction activities shall be suspended with complete de-mobilization of the site during the period of time between August 1st and September 31st. It was further stated that during this period, the building shall be fully habitable with a Certificate of Occupancy in place.

A breakdown of the Consultant's proposed fee (\$299,209) is as follows:

Schematic Design	\$89,242	75 days
Design Development	\$44,654	56 days
Construction Documents	\$49,406	56 days
Bidding Documents	\$6,871	

CA Phase: \$109,036

The Consultant is authorized to retain the services of the following Sub-Consultants for this Project:

- Nasco Construction Services - Cost estimating services (\$12,400);
- Kohler Ronan – Engineering services (\$38,385);
- Atlas Technical Consultants – HAZMAT Investigation and Remediation (\$9,150);
- US Heritage Group – Materials Testing (\$1,750); and
- Frank Capasso & Sons – Contractor Support (\$29,465).

At the State Properties Review Board meeting held on May 10, 2021, under PRB #21-055, the Board approved Hoffmann Architects, Inc. (HAI) and the On Call Contract OC-DCS-ROOF-

0041. The On-Call Contract has a maximum total cumulative fee of \$750,000 and an expiration date of 08/31/2023.

Since the award of this contract OC-DCS-ROOF-0041, HAI has been approved for the following tasks under this series:

• Task Letter #1	ECSU Masonry Repairs	\$133,694	(#22-060)
• Task Letter #2	CT Building Renovations	\$299,209	(#23-090)
Total Fee to Date:		\$133,694	

DAS confirmed funding is in place for this Task Letter.

The overall construction and total project budget for the CT Eastern States Expo – Connecticut Building Renovations - Project is **\$1,950,000** and **\$2,744,500**.

Task Letter #2– HAI (PRB #23-090)	Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design – (75 days)	\$89,242				
Design Development – (56 days)	\$44,654				
Contract Documents – (56 days)	\$49,406				
Bidding	\$6,871				
Construction Administration	<u>\$109,036</u>				
BASE FEE (A) PRB #23-090	\$299,209			\$1,950,000	15.34%

Staff inquired with DCS regarding the following:

- Please provide the Sub-Consultant’s - US Heritage Group - Proposal identifying their scope of work for Materials Testing (\$1,750) provided during the SD Phase.
DAS Response: This is not a Sub-Consultant this is a service Hoffman is buying for the investigation of the brick. The email with their price for this service is attached to the package.
Staff Response: The Consultant wants to verify if there may have been a coating applied to the façade brick bases prior to recommending a course of action for the building rehabilitation. US Heritage Group will provide a petrographer to perform a thin section analysis to determine if there is a membrane forming compound on the surface of the brick.
 OK
- This Task Letter #2 requires the Consultant to visit the site at least 15 times during construction phase and the Architect's proposal cites 196 days for construction duration. Is this the actual construction duration or is the combination of construction duration as well as the time for demobilization and remobilization? For clarity purposes, pl identify this duration of 196 days in the contract.
DAS Response: Correct, 196 days (28 Weeks) excludes a possible required shutdown.
Staff Response: DAS provided revised Task Letter identifying “(anticipated +/- 196 day duration)”OK
- In light of the time required to complete SD/DD/CD phases (75/56/56), as well as DAS review of each phase and subsequent Bid Phase, award of Bid and NTP for Construction Phase, please clarify if there will be any financial impact on the Consultant's CA phase services with

the planned demobilization during the August & September Fair and subsequent remobilization.

DAS Response: Hoffman's fee assumes all work stops during the shut-down, so no active Hoffman involvement would be required. All of Hoffman's expected costs are included in the proposal to support a possible shutdown in the construction phase of the project. If the timing of the project kick off allows for the project schedule to not require a shutdown. The cost of the interim punch list and interim final inspection will not be incurred.

Staff Response: PI update the Board as the project continues to monitor if these costs are required or not and the State should get credit for that work. PI clarify if the matrix should be revised to include Punchlist inspection and final inspection along with other activities under "As required by project shut-down"? During the meeting, it was informed to the Board that these two items will be moved below the other project related items for proper sequencing.

4. Given that the construction may not begin after the Big E is over, should the construction schedule that requires demobilization and remobilization be revisited and fees adjusted accordingly? Should it be assumed that the construction phase NTP will not begin until after the fair to avoid demobilization and remobilization and incur potential additional project costs?

DAS Response: In the past it has been difficult to predict the time it takes to have a contract finalized and awarded. Once the notice to proceed is issued it will be determined if a shutdown is required. Based on current projection of a reasonable timeline with limited delays we expect the construction to occur in the spring/summer of 2024. Due to the scope of this envelope project, which carry temperature requirements, we would not want to start this project in October and likely have to delay the project commencement until the following spring of 2025. It is wise to begin the construction when we can, a two month demob/remob we anticipate and planned for would have less impact than delaying the project 6 months and hoping the awarded contractor holds their bid for those additional months.

Staff Response: DCS must evaluate the benefits of early start before the fair starts, stop and start again compared to delaying the project couple of months. This analysis must be provided to the Board if DCS decides to start work before the fair begins.

5. If demobilization and remobilization is required, which project activities will be conducted and completed before the fair begins?

DAS Response: In the design phase the designer will need to identify prioritized work and delineate expectations of building conditions if the shutdown is required. The timing of the activities will be planned with the consideration of material lead times, scope duration, etc. to decide if they can be completed before the fair in the summer or have to wait until after the fair ends in the fall.

Staff Response: PI identify which activities will be conducted before the fair begins?

6. PI provide staffing matrix for the construction phase including the planned demobilization and remobilization.

DAS Response: Attached. During the Demob/Remob time the A/E will not be incurring costs associated with the project as the project is essentially shutdown. The attached matrix shows the consultants cost on a bi weekly basis.

Staff Response: DAS provided the Staffing Matrix. OK

RECOMMENDATION:

Staff recommends APPROVAL of this Proposed Task Letter #2 for in the amount of \$299,209.

- DCS confirmed funding is available for the Task Letter.

7. OTHER BUSINESS

Vice Chairman Josephy made a motion to approve Board Fees and Mileage reimbursement for Chairman Greenberg, Secretary Valengavich, Mr. Halpert and Mr. Berger for attending the Site Visit in Washington on Tuesday, 6-13-2023, for a proposal reviewed under PRB #23-091-A. Mr. Halpert seconded the motion. The motion passed unanimously.

8. VOTES ON PRB FILE:

PRB FILE #23-091-A – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #23-091-A. The motion passed unanimously.

PRB FILE #23-079 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-079. The motion passed unanimously.

PRB FILE #23-090 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-090. The motion passed unanimously.

- 9. NEXT MEETING** – Tuesday, June 20, 2023 – will be held solely by means of electronic equipment.

The meeting adjourned.

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