

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On July 13, 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 July 13, 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:

Sam Davis, 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 July 6, 2023 and July 10, 2023 Meetings. The motion passed unanimously.

2. COMMUNICATIONS

Vice Chairman Josephy informed Board Members of Chairman Greenberg's reappointment to the Board.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

PRB # 23-089
Transaction/Contract Type: RE – Sale
Origin/Client: DOT/DOT
DOT Project #: 79-35-61C
Grantor: The Original Germano Brothers Fence Co
Property: Berlin, Berlin Turnpike (4,418) adjacent to Berlin Tnpk (1749)
Project Purpose: Sale by Sole Abutter Bid
Item Purpose: QC Deed

CONVEYANCE FEE: \$25,000 (Administrative Fee = \$1,000)

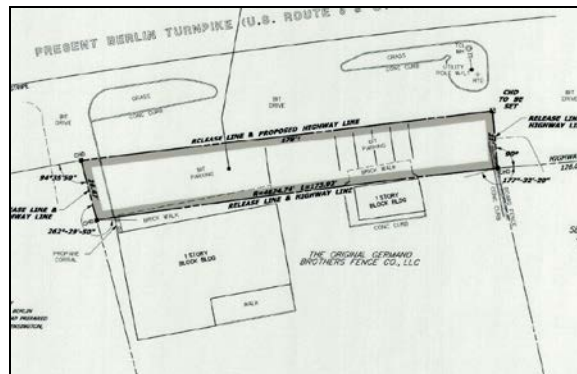
Under this Proposal (PRB #23-089), DOT is seeking SPRB approval of a Quit Claim Deed for this Sale by Sole Abutter Bid for a 4,418 square foot parcel of land, to the sole abutter at 1749 Berlin Turnpike, Berlin. The subject parcel will be conveyed for \$25,000 plus an administrative fee of \$1,000.

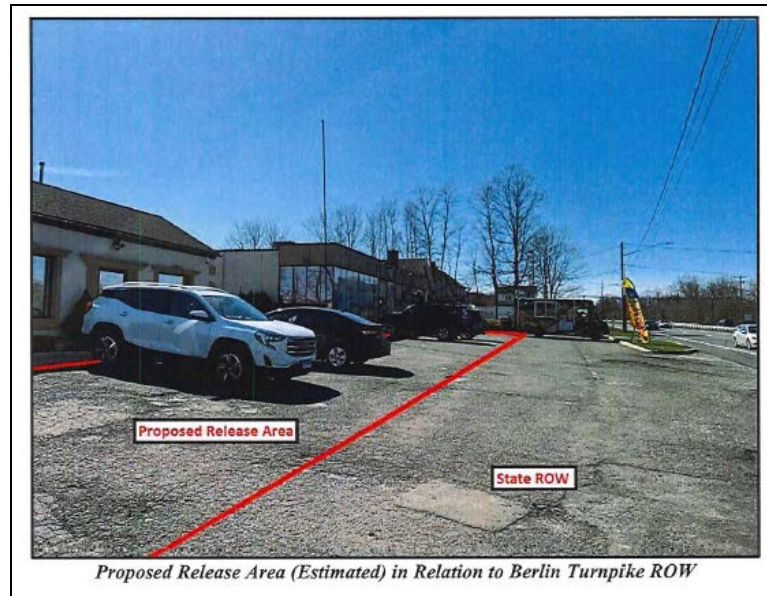
The property was acquired by the Department of Transportation in 1954 for the construction of Route 5/15.



Courtesy: Google Maps

The Release Parcel consists of 4,418± square feet (0.10142± acre) of land located within the Route 5/15 Right of Way in the town of Berlin. The land is level at grade and is currently utilized as an asphalt-paved parking area, leased by the State. The land is not impacted by inland-wetland soils or located in a flood zone.





The highest and best use of the Release Parcel is for its assemblage to an abutting property. According to the Release Map, the Release Parcel only shares a border with one other property, resulting in the highest and best use of the Release Parcel being its assemblage to the Sole Abutter property.

The Sole Abutter property land parcel totals 91,476± square feet (2.1± acres) with 174 feet of frontage on the easterly side of Berlin Turnpike. The site is irregular in shape and not impacted by inland-wetland soils or located in a flood zone. The site is improved with four commercial buildings with different uses.

After the assemblage, the Sole Abutter increases to approximately 95,894+/- square feet (2.20142+/- acres). The property will retain its moderately irregular shape after the assemblage.

Before Valuation – With the release of this parcel via a Sale by Sole Abutter Bid, DOT Appraiser Steven C. Miller appraised the property, as of March 22, 2022, in both the Before and After assemblage. Based on the sales comparison approach, the Appraiser utilized four sales of land in Berlin, Cromwell and Southington that sold in 2020-2022 with a similar highest and best use.

After adjusting for transactional, locational and physical characteristics the appraiser concluded the fair market value of the subject land was \$2.90/sf, as follows:

Item	Calculation	Value
Land Valuation (Fee Simple)	91,476 sf x \$2.90/sf =	\$265,280
	Rounded	\$265,000

After Valuation – Based on the sales comparison approach, the Appraiser considered the same four sales of land and after adjusting for transactional, locational and physical characteristics the appraiser concluded the fair market value of the subject land was increased to \$3.00/sf, as follows:

Item	Calculation	Value
Land Valuation (Fee Simple)	95,894 sf x \$3.00/sf =	\$287,682
	Rounded	\$288,000

Release Value

Item	Value
After Valuation	\$288,000
Before Valuation	\$265,000
Release Value	\$23,000

Sale by Abutter Bid & Negotiations –

The property was appraised by Staff Appraiser Steven C. Miller on March 22, 2022, who determined the value to be \$23,000.00, which was accepted and registered by the Department of Transportation on April 26, 2022.

Mr. Germano has leased the parcel from the Department since November 1, 2006 and had expressed interest in purchasing the property that he is currently leasing. On May 3, 2022, Mr. Germano was offered the parcel for \$30,000.00. On August 19, 2022, Mr. Germano submitted an offer of \$21,300.00. This offer was rejected as the offer amount was not within a reasonable range of the asking price. On September 16, 2022, Mr. Germano submitted a second highest and best offer in the amount of \$25,000.00, which was accepted by this office. An administrative fee in the amount of \$1,000.00 will be collected at closing.

Recommendation – Staff recommend approval of the proposed Sale by Sole Abutter Bid in the amount of \$25,000 (plus \$1,000 Admin Fee) for the following reasons:

- The proposed sale complies with Sections §3-14b(b), and §13a-80 of the CGS in that the Town of Berlin declined the purchase and the legislative delegation received the required notification on April 18, 2023;
- The release value of \$25,000 is reasonable in that it represents 108.7% of the appraised value and it will return the property to the Town of Berlin tax rolls and relieve the State of all future expenses; and
- The description in the Quit Claim Deed is consistent with the compilation map to be filed in the Town of Berlin Land Records.

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER – NEW BUSINESS

PRB # 23-082
Origin/Client: DAS/DPH
Transaction/Contract Type: AE / Task Letter
Project Number: BI-2B-473
Contract: OC-DCS-ROOF-0039
Consultant: Gale Associates, Inc.
Property: Rocky Hill, West St (395) – Public Health Laboratory
Project purpose: Water Infiltration Repairs
Item Purpose: Task Letter #1A

At 9:32 Mr. Davis of DAS joined the Meeting to participate in the Board’s Discussion. He left the Meeting at 9:42.

PROPOSED AMOUNT: \$301,929

PROJECT BACKGROUND

FROM FORM 1105

The building at 410 Capitol Avenue is a five story structure, built circa 1915, has brick masonry exterior walls and a reinforced concrete structure. The building has a ground level floor that is primarily covered parking with an enclosed lobby that connects to the underground concourse that connects 410, 450, 460 and 474 Capitol Avenue. Each story of 410 Capitol Avenue is approximately 52,800 gross square feet in size for a total of 264,000 gsf for all five floors.

The Department of Public Health (DPH) currently occupies the First, Second and Third Floors of the building (approximately 158,400 gsf). As DPH has grown and adapted to recent challenges, there is a need to evaluate the agency's division adjacencies and current/future staffing requirements. There are several divisions that are split between floors due to increase in staffing and limited available space. DPH is requesting the assistance of a Space Planner to develop a master space plan for the agency. The scope will include an assessment of all occupied and vacant spaces, AutoCAD "as-builts" of existing floors (FFE), space planning/analysis options and working with DPH to "restack" the building per the selected option. DPH will be purchasing all new system furniture, furniture/fixtures/equipment (FFE), and all new carpeting/finishes. No existing interior partitions will be demolished, or above ceiling work will be performed as part of the architect's scope of services.

The purpose of this project is to maximize the utilization of existing office space by adapting current industry standards due to the State's telework initiative. This project would be a case study in utilizing our buildings more efficiently, with the goal of reducing the State owned/leased property inventory. The consultant will provide an analysis of the State's "Space Standard" in comparison to industry standards, inclusive of current workplace strategies such as hoteling, collaborative work spaces, telework and modern workspace types/environments; provide space planning; concept evaluation/development, budgets, phasing documents, contract documents and construction administration as noted below.

Under this Proposal (PRB #23-119), DAS is seeking SPRB approval of TASK LETTER #6 in the amount of \$301,929 to compensate the Consultant (ID3A, LLC) for providing Design and CA services for this Project.

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

Office Areas:

- Programming- Complete Space Planning Reports.
- Meeting with 10 Division Chiefs and all areas reporting to the Commissioner's Office.
- Block & Stack – Review department location adjacencies for higher utilization. Based on the approved Space Planning Report, illustrate areas to be occupied by each work group, horizontally and vertically.
- Identify functions that need to remain in current location.
- Develop new layouts.
- Coordinate new systems furniture. (Existing Furniture to remain in conference rooms and offices.)
- Material selection options include carpet and paint.
- Replace millwork as needed to meet ADA requirements – HR area (floor 3) and Records (floor 1 near vault.)
- AV coordination with DAS BITS Department.
- New signage throughout, specification and coordination.

Coordination of IT Electrical

- Minor Coordination of AV and Security is anticipated.

DAS has authorized ID3A, LLC to engage the services of the following sub-consultants:

1. RZ Design Associates of Rocky Hill to provide Electrical Engineering services for a total fee of \$79,140; and
2. Construction Cost Solutions, LLC of Portland to provide Cost Estimating services for a total fee of \$5,350.

A breakdown of the Consultant’s proposed fee (\$301,929) is as follows:

Enhanced Schematic Design	\$81,810	91 days
Cost Estimating	Inc. Above	28 days
Design Development/Construction Documentation	\$105,180	77 days
Bidding Documents	\$14,774	36 days
CA Phase:	\$110,160	168 days
Close Out	Inc. Above	14 days

The Consultant provided a breakdown of their fees, including sub-consultants, as follows:

	Cost			
	ID3A	MEP/FP	Estimating	Totals
1) Enhanced Schematic Design Phase	\$ 62,725	\$ 12,000	\$ 5,350	\$ 80,075
2) Design Development & Construction Documents Phase	\$ 62,725	\$ 38,600		\$ 101,325
3) Bidding Phase	\$ 10,440	\$ 3,940		\$ 14,380
4) Construction Administration / Closeout Phase	\$ 73,100	\$ 24,600		\$ 97,700
ID3A Trades Coordination		\$ 7,914	\$ 535	\$ 8,449
Totals	\$208,990	\$ 87,054	\$ 5,885	\$ 301,929

At the State Properties Review Board meeting held on January 21, 2021, the Board approved PRB Files #20-238 to #20-241, four Consultant Contracts under the 4th Series of the On-Call Contract that has a maximum total cumulative fee of \$500,000 per contract and a common expiration date of 3/15/2023. ID3A, LLC On-Call Contract was approved under PRB #20-239.

DAS advertised the new OC-DCS-MBE-ARC-20,21,22,23 on February 10, 2023 with responses due to DCS no later than March 7, 2023.

And, under PRB #23-025 to 23-028, the Board approved Contract Amendment #1 to the On-Call Contracts to extend the contract expiration date to September 15, 2023. The \$500,000 maximum cumulative fee was unchanged. ID3A, LLC was approved under PRB #23-026.

ID3A has been approved for the following task(s) under this series (OC-DCS-MBE-ARC-0017):

OC-DCS-MBE-ARC-0017	Id3A LLC	\$500,000	20-239
Task Letter #1	300 Corporate Pl. Training/Conf. Rms	\$27,168	(Informal)
Task Letter #2	Gateway CC – GPA Renovation	\$45,273	(Informal)
Task Letter #2A	Gateway CC – GPA Renovation	\$27,355	(Informal)
Task Letter #4	SCSU Lyman Ctr – Acoustical Study	\$9,000	(Informal)
Task Letter #5	St. Comptroller – Two New Offices	\$14,350	(Informal)
	Total Informal TLs	\$123,146	
Task Letter #6	DPH Hartford - Space Planning	\$301,929	(23-119)-Pending
	Total Committed Funds	\$425,075	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$74,925	

DAS and DPH confirmed federal funding is in place for this Task Letter #6. Federal funding (\$5 million in total) is scheduled to expire in June 2024.

The construction budget and total project budget for Task #6 was established at \$3,863,636 and \$4,840,000, respectively.

Task Letter #6 – ID3A Basic Services Fee	Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Enhanced Schematic Design	\$81,810				
DD/Construction Documentation	\$105,185				
Bidding Documents	\$14,774				
CA Phase:	\$100,160				
TOTAL BASIC SERVICE FEE (Informal) (A)	\$301,929			\$3,863,636	7.82%

Based on the review, staff had following question for clarification:

1. If the Task Letter were issued on July 13, 2023, the time line identified in the Task Letter indicates the Project will be completed on August 30, 2024, two months beyond the June 30, 2024 expiration of the Federal Funding. Please confirm that Federal Funding can be utilized beyond expiry date in light of the Project schedule, or should DAS-CS secure funding from another source?

Phase	Days	7/13/2023
Enhanced Schematic Design	91	10/12/2023
Cost Estimating	28	11/9/2023
DD/Construction Documentation	77	1/25/2024
Bidding Documents	36	3/1/2024
CA Phase:	168	8/16/2024
Close Out	14	8/30/2024
Total Days	414	

DAS Response: OPM was able to put an additional \$5 million in infrastructure funds in the Fiscal Year 2024 budget specifically to backstop this project. The goal is to use as much of the federal funding as possible up until its expiration, and then use our funds to complete the project, as necessary. This relieves the time dependency of the project as the \$5 million won't lapse if we need to use it in full or part.

Staff Response: OK

2. Will there be a role for OPM or DAS/Leasing as it relates to State's space standards?

DAS Response: Paul Hinsch from OPM is involved and DPH is providing a Request For Space form in support of the project. OPM sees this project as a test case for other state property “restack” projects like the larger 450 Cap Ave renovation.

Staff Response: OK

RECOMMENDATION: It is recommended that SPRB approve Task Letter #6 for the Consultant to provide design and CA services related to the Project.

- DAS and DPH confirmed \$301,929 is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 2/23/2023.
- The Board approved the current On-Call Contract on 1-21-2021 (PRB #20-239) for a maximum fee of \$500,000 and a term that expires on 9/15/2023, as approved under Amendment #1 to the On-Call Contract, approved under PRB #23-026.

7. OTHER BUSINESS

Secretary Valengavich made a motion to approve Board Fees and Mileage reimbursement for Chairman Greenberg, Vice Chairman Josephy, Secretary Valengavich, Mr. Halpert and Mr. Berger for attending the Site Visit in Beacon Falls on Monday, 7-10-2023, for proposals being reviewed under PRB #23-097-A and PRB #23-098-A. Mr. Halpert seconded the motion. The motion passed unanimously.

8. VOTES ON PRB FILE:

PRB FILE #23-089 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #23-089. The motion passed unanimously.

PRB FILE #23-119 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-119. The motion passed unanimously.

9. NEXT MEETING –Monday, July 17, 2023.

The meeting adjourned.

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