

## STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On July 24, 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 24, 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:**

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 20, 2023 Meeting. The motion passed unanimously.

### **2. COMMUNICATIONS**

Chairman Greenberg informed Board Members of a meeting he had with Vice Chairman Josephy and Director Desai on Friday, July 21<sup>st</sup>, regarding various issues before the Board.

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

### **4. REAL ESTATE – NEW BUSINESS**

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

## 6. ARCHITECT-ENGINEER – NEW BUSINESS

**PRB #** 23-104  
**Origin/Client:** DCS/DAS  
**Transaction/Contract Type** AE / On-Call Roof Consulting Contracts  
**Contract:** OC-DCS-ROOF-0044  
**Consultant:** Gale Associates, Inc.  
**Item Purpose:** New Consultant Contract

**PRB #** 23-105  
**Origin/Client:** DCS/DAS  
**Transaction/Contract Type** AE / On-Call Roof Consulting Contracts  
**Contract:** OC-DCS-ROOF-0045  
**Consultant:** Hoffmann Architects, Inc.  
**Item Purpose:** New Consultant Contract

**PRB #** 23-106  
**Origin/Client:** DCS/DAS  
**Transaction/Contract Type** AE / On-Call Roof Consulting Contracts  
**Contract:** OC-DCS-ROOF-0046  
**Consultant:** ARM Consultants, LLC  
**Item Purpose:** New Consultant Contract

**PRB #** 23-107  
**Origin/Client:** DCS/DAS  
**Transaction/Contract Type** AE / On-Call Roof Consulting Contracts  
**Contract:** OC-DCS-ROOF-0047  
**Consultant:** EDM Studio, Inc.  
**Item Purpose:** New Consultant Contract

**PRB #** 23-108  
**Origin/Client:** DCS/DAS  
**Transaction/Contract Type** AE / On-Call Roof Consulting Contracts  
**Contract:** OC-DCS-ROOF-0048  
**Consultant:** Lothrop Associates Architects, D.P.C.  
**Item Purpose:** New Consultant Contract

This is the 9<sup>th</sup> series of On-Call Roof Consulting Contracts awarded by the Department of Administrative Services (“DAS”) since 2002. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum cumulative fee of 1,000,000/contract and a common expiration date of October 15, 2025. The On-Call Contract can be utilized on DCS projects with construction budgets of up to five million dollars (\$5,000,000).

The prior series, approved under PRB Files #21-053 to #21-057, had a maximum total cumulative fee of \$750,000/contract and a common expiration date of August 31, 2023.

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

On-call roofing support services for infrastructure work required for buildings under the care of the Department of Administrative Services, Construction Services or other State

Agencies. Services shall embrace the entire spectrum of general roof design and special conditions and shall encompass existing roofs on structures, buildings, or additions.

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

Similar to the Claims Analyst on-call contract series, there is not one rate table applicable to each on-call roof consultant for this contract series because the consultants are often used as independent experts when there are project issues related to construction non-conformities and deficiencies, or to address building envelope issues arising post-construction substantial completion. It should be noted all reroofing projects are negotiated lump sum contracts; therefore hourly rates are used only in special circumstances as described. The consultants may be called upon to prepare expert reports and appear as expert witnesses in arbitration and/or litigation.

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

- Expansion of Article N language – Indemnification;
- Expansion of Article R language – Termination;
- Expansion of Article S language – Non-Discrimination;
- Expansion of Article T language – Executive Orders and Other Enactments;
- Expansion of Article V language – Summary of State Ethics Laws;
- Update of Article EE language – Audit & Inspection of Plants, Places of Business and Records;
- Addition of Article GG language – Access to Contract and State Data – requiring the Contractor to provide information to the Client Agency and State Auditors of Public Accounts;
- Addition of Article HH language – Large State Contract Representation for Contractor – requiring the Contractor to comply with Acting Governor Susan Bysiewicz’ Executive Order No.21-2, effective July 1, 2021 regarding gifts and the Contractor’s Principals or Key Personnel;
- Addition of Article II language – Large State Contract Representation for Official or Employee of State Agency – requiring the State Official or Employee represents that the selection of a Contractor was not the result of collusion, gift, promise of a gift, etc;
- Addition of Article JJ language – Iran Energy Investment Certification;
- Addition of Article KK language – Consulting Agreement Certification;
- Addition of Article LL Language – Notices; and
- Revised Exhibit A – Hourly Rate Schedule.

A Request for Qualifications (RFQ) for the consultant services was released on February 16, 2023 and elicited nine (9) responses at the March 16, 2023 due date for response. Eight of the nine consultants responding were interviewed. One was deemed disqualified for lack of QBS Submittal. The State Selection Panel consisted of three members and rated each firm based upon a weighted ranking system.

At the completion of the State Selection Panel process; DAS Management Team reviewed the results and recommended the approval of the following Firms under this Series. The selection of the Firms was approved by DAS Deputy Commissioner Hobbs on May 3, 2023.

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

PRB 23-104 – Gale Associates, Inc., (GAI) originally established in 1964 and is locally located in Glastonbury, CT and has locations in six other states. GAI has a local staff of 98 employees including 4 professional architects and 22 professional engineers. DAS reports GAI was awarded 4 contracts over the past five years with \$927,384 total volume of work.

The company has been awarded the following Task Letters under the prior series of On-call Roof Consultant Contracts:

• Task Letter #1	DPH - Water Infiltration at Roof	\$214,677	(PRB #21-162)
• Task Letter #2		\$	(Informal)
• Task Letter #3		\$	(Informal)
• Task Letter #4	SCSU Emergency Flood Repairs	\$38,110	(Informal)
Total Fee to Date:		\$	

GAI has been awarded the following contracts over the past two years:

- New London, Broad St (112) – Courthouse - OC-DCS-ROOF-0029 – Roof Repairs/Repl \$12,200 (TL #6A) - PRB #21-077
- Norwalk, Richards Ave (188) – Norwalk Community College - OC-DCS-Cx-0010 - B-Wing Renovation \$191,115 (TL #2) – PRB #21-073
- OC-DCS-Cx-0014 - PRB #22-105 (none)

GAI's Engineering Corporation License (PEC.0001131) with the CT State DCP is active. Ames & Gough and AIG Insurance reported that GAI has experienced 16 general liability or professional policy losses or claims during the past 5 years. One of these claims are related to work with the State of Connecticut – CCSU Kaiser Hall. It was closed with no claims paid. GAI scored a total of 310 out of a possible 360 points.

PRB 23-105 – Hoffman Architects Inc., (HAI) originally established in 1977 is also a SBE. HAI is located in three states and has a local staff of 40± employees including 12 professional architects, 4 professional structural engineers and 4 project managers. DAS reports HAI was awarded 3 Contracts over the past five years with \$4,275,139 total volume of work.

Since the award of 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	

HAI has been awarded the following contracts over the past two years:

- Hamden, State St (1985) – DMV - OC-DCS-ROOF-0030 - \$37,829 (TL#5B)

HAI's Architecture Joint Practice License (JPC.0000195) with the CT State DCP is active. Smith Brothers Insurance reported that HAI has reported three general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. HAI scored a total of 302 out of a possible 360 points.

PRB 23-106 – ARM Consultants, LLC (ARM) originally established in 1988 in New Hampshire and has a local office in Windsor. ARM has a local staff of 2 professional structural engineers and 4 project managers. DAS reports ARM has not been awarded any Contracts or Task Letters over the past five years.

ARM's Architecture License (ARI.00015016) with the CT State DCP is active. Victor Insurance reported that ARM has no general liability or professional policy losses or claims during the past 5 years. ARM scored a total of 290 out of a possible 360 points.

PRB 23-107 – EDM Studio, Inc (EDM) originally established as EDM, CT in 1988 and formed EDM Studio, Inc in 2023. EDM is locally located in Unionville with a staff including 10 professional architects. DAS reports EDM has been awarded 1 contract over the past five years with \$479,540 total volume of work.

Since the award of this contract OC-DCS-ARC-0064, EDM (f/k/a EDM CT) has been approved for the following tasks under this series:

• Task Letter #1	Housatonic CC – Parking Garage Security Upgrades	\$73,150	(Informal)
• Task Letter #2	Norwalk CC – ADA & OCR Upgrades, Phase I		(Reassigned)
• Task Letter #3	Wethersfield – Lighting Fixture & Controls Refit	\$86,700	(Informal)
		Total	\$159,850

EDM’s Architecture License (ARI.00008833) with the CT State DCP is active. Assured Partners reported that EDM has no general liability or professional policy losses or claims during the past 5 years. EDM scored a total of 280 out of a possible 360 points.

PRB 23-108 – Lothrop Associates Architects, D.P.C. (LAA) originally established in 1967 in White Plains, NY and has a local office in Hartford. LAA has a staff of 48 including a local staff of 1 professional architect and 1 project managers. DAS reports LAA has not been awarded any Contracts or Task Letters over the past five years.

LAA’s Architecture License (ARC.00007504) with the CT State DCP is active. Markel Insurance reported that LAA had one general liability or professional policy losses or claims during the past 5 years. It remains open with no claims paid. LAA scored a total of 270 out of a possible 360 points.

A summary of the Consultant’s Hourly Rates is as follows:

Gale	Per Hour	Hoffmann	Per Hour	ARM	Per Hour
Principal in Charge	\$275.00	Principal in Charge	\$395.00	Principal in Charge	\$200.00
Project Manager	\$210.00	Project Manager	\$350.00	Project Manager	\$150.00
Senior Engineer	\$190.00	Senior Engineer	\$350.00	Senior Engineer	\$210.00
Engineer	\$170.00	Engineer	\$260.00	Engineer	\$180.00
Senior Designer	\$150.00	Senior Designer	\$235.00	Senior Designer	\$150.00
Designer	\$140.00	Designer	\$210.00	Designer	\$120.00
Field Engineer	\$130.00	Field Engineer	\$170.00	Field Engineer	\$130.00
CAD / BIM Operator	\$125.00	CAD / BIM Operator	\$145.00	CAD / BIM Operator	\$100.00

  

EDM	Per Hour	Lothrop	Per Hour
Principal in Charge	\$220.00	Principal in Charge	\$225.00
Project Manager	\$180.00	Project Manager	\$205.00
Senior Engineer	\$180.00	Senior Engineer	\$195.00
Engineer	\$160.00	Engineer	\$175.00
Senior Designer	\$140.00	Senior Designer	\$165.00
Designer	\$115.00	Designer	\$150.00
Field Engineer	\$160.00	Field Engineer	\$140.00
CAD / BIM Operator	\$75.00	CAD / BIM Operator	\$120.00

Only Gale and Hoffman were approved under the prior ROOF On-Call Series. A comparison of the current hour rates to the 2021 approved hourly rates follows.

Gale	Per Hour	2021	Change	Hoffmann	Per Hour	2021	Change
Principal in Charge	\$275.00	\$250.00	10%	Principal in Charge	\$395.00	\$300.00	32%
Project Manager	\$210.00	\$200.00	5%	Project Manager	\$350.00	\$245.00	43%
Senior Engineer	\$190.00	\$165.00	15%	Senior Engineer	\$350.00	\$230.00	52%
Engineer	\$170.00	\$155.00	10%	Engineer	\$260.00	\$200.00	30%
Senior Designer	\$150.00	\$140.00	7%	Senior Designer	\$235.00	\$190.00	24%
Designer	\$140.00	\$130.00	8%	Designer	\$210.00	\$170.00	24%
Field Engineer	\$130.00	\$125.00	4%	Field Engineer	\$170.00	\$150.00	13%
CAD / BIM Operator	\$125.00	\$120.00	4%	CAD / BIM Operator	\$145.00	\$125.00	16%

SPRB Staff had asked following questions regarding this new On-Call Consultant Contract.

1. Provide the Task Logs for OC-DCS-ROOF-0039, 40, 41, 42 and 43.

DCS Response: This will take some effort as we have moved to a new system. Since the task logs for the previous series have no bearing on the new series, please let us know your question—maybe it can be answered without going through trying to get the past task logs.

SPRB Response: Absolutely there is bearing on seeking this information. Historically, DCS has provided this information without asking as part of the Board package. The Board reviews this information to make sure that: (1) all the consultants on the on-call are judiciously utilized without relying heavily on a specific consultant; (2) the on-call series itself is utilized based on projects awarded; (3) review the fee structure and total \$ value of various TLs written, etc.. The information, regardless of whether DAS-CS is utilizing a new system, should be readily available through the normal course of business. In general, it should be DCS's practice not to move to the new system until the new system is fully operational and provide all the benefits that the old system provided, such as the information in question.

2. Provide verification that all professional licensure is current.

DCS Response: Licenses are being uploaded.

SPRB Response: DAS-CS provided. OK

3. The use of this on-call series is broad unlike the Claims Analysts series. The hourly rates between the 5 consultants varies significantly. These rates should be reconciled.

DCS Response: For this series, DAS does not see the value in "reconciling" the rates. Rather, the rates reflect the strengths of the firms, and the fees will be negotiated for each task. In general, DAS does not believe the best approach is to commoditize professional services.

SPRB Response: The Board is fully aware of the differences between professional services vs. construction contracts. It has never required DCS to commoditize professional services in the past and is not the intent right now. It is simply identifying the significant difference in the rate structure of the #2-ranked Consultant in light of the four other Consultants. Implicit in the rationale that the Consultant with the highest rate structure reflects DAS-CS' acknowledgement that this Firm has the greatest 'strength' of those individual firms presented to the Board. However, based on DAS Form1367, the Consultant with the greatest 'strength' was Gale Associates (scored # 1) and their hourly rate structure was substantially less than the #2 ranked Consultant – Hoffmann. Table below provides rate comparison compared to #1. The notion that because fees are negotiated, it is OK to approve such a high hourly rate is not justified. Because one consultant is picked from this on-call series, DCS is at disadvantage when negotiating with a higher hourly rate consultant. The lump sum fees are derived by calculating hours for the task, multiplied by the rate for the professional providing the service; therefore, higher the rate, higher the lump sum fee which becomes the basis for negotiation. These rates are also utilized when there is an amendment to the TL.

	Gale - #1		Hoffmann - #2		ARM- #3		EDM- #4		Lothrop-#5		
	Score = 310		Score = 302		Score = 290		Score = 280		Score = 270		
Position	Hourly Rate	Hourly Rate	Delta to Gale	Hourly Rate	Delta to Gale	Hourly Rate	Delta to Gale	Hourly Rate	Delta to Gale	Hourly Rate	Delta to Gale
Principal in Charge	\$275.00	\$395.00	143.6%	\$200.00	72.7%	\$220.00	80.0%	\$225.00	81.8%		
Project Manager	\$210.00	\$350.00	166.7%	\$150.00	71.4%	\$180.00	85.7%	\$205.00	97.6%		
Senior Engineer	\$190.00	\$350.00	184.2%	\$210.00	110.5%	\$180.00	94.7%	\$195.00	102.6%		
Engineer	\$170.00	\$260.00	152.9%	\$180.00	105.9%	\$160.00	94.1%	\$175.00	102.9%		
Senior Designer	\$150.00	\$235.00	156.7%	\$150.00	100.0%	\$140.00	93.3%	\$165.00	110.0%		
Designer	\$140.00	\$210.00	150.0%	\$120.00	85.7%	\$115.00	82.1%	\$150.00	107.1%		
Field Engineer	\$130.00	\$170.00	130.8%	\$130.00	100.0%	\$160.00	123.1%	\$140.00	107.7%		
CAD / BIM Operator	\$125.00	\$145.00	116.0%	\$100.00	80.0%	\$75.00	60.0%	\$120.00	96.0%		

4. This is a regular series like other on-call series where other consultants are required to provide services such as expert reports or expert witnesses. Why ROOF series is special compared to other on-call series?

**DCS Response: Your question is unclear.**

**SPRB Response:** The DAS-CS Memo to the SPRB highlighted this ROOF series as being similar to the CLAIMS series as “the consultants are often used as independent experts when there are project issues related to construction non-conformities and deficiencies, or to address building envelope issues arising post-construction substantial completion.” This statement suggests that the ROOF and CLAIMS consultants provide a unique service, unlike any other consultant under any other on-call contract, and is utilized in a rationalization of atypically higher rate structures. CLAIMS services are unique as these consultants are brought in to review the project after it is completed and during the claims process. They comprehensively look at the entire project including scheduling in accessing the claim from the claimant against the State. Roofing consultants are brought in to design and oversee the project; similar to other on-calls such as MEP, ENERGY, Structural, etc.

5. In the DAS Memo to the SPRB, it states one of the anticipated uses of this new Series is to retain a Consultant to prepare expert reports/testimony regarding post-construction envelope issues.

- a. Please clarify if this expert reports/testimony is part of their regular roofing project or these consultants can be called in as experts for a project they have not designed?

**DCS Response:** They could be called in as experts for a project they have designed, as well as for a project they have not designed. That would depend on the project and the needs of the agency.

- b. Shouldn't these services be part of the CA-Phase Services provided by the ARC of Record for a Project and/or the CA representing the Owner?

**DCS Response:** Sometimes. And sometimes not. DAS would make that determination based on the project and the needs of the agency.

**SPRB Response:** A DAS-CS Project with ‘Post construction envelope issues’ is interesting terminology to be utilized in the need for expert report/testimony in that it suggests a complete failure in the design-bid-build process in that the architect of record failed to identify issues during the CA Phase and the ‘eyes and ears’ of DAS-CS – the CA Administrator – also failed to identify issues during the CA Phase. Why would DAS-CS bring in a consultant from the ROOFING on-call series to provide expert reports/testimony? Aren't A/E who designed the project and the CA who oversaw the project considered experts in the project they were hired to design and oversee?

6. Similar concerns were raised during the approval of the last series and discussed at the Board meeting with David Barkin and Kevin Kopetz on May 10, 2021. Significant differences in the hourly rates is concerning. For examples, for Project Manager – the range of hourly rates is from \$150 to \$350 among the 5 consultants and Sr. Engineer ranges from \$180 to \$350. Please provide reasons why DCS would approve such differences and what special qualifications these individuals have that demand such a high hourly rate?

**DCS Response:** In general, DAS does not believe the best approach is to commoditize professional services. Rates are provided at the (somewhat recent) request of the Board. The provided range of rates reflect the expertise of a particular firm. (And the delta is \$100 or less for five of the categories.) For instance, Hoffmann is a nationally recognized envelope specialist. They have been the restoration architect for the U.S. Capitol Dome and other very high-profile projects. Their expertise in late Modern, 20th century curtain wall restoration is also notable. We are fortunate Hoffmann is also a local firm. We cannot expect such qualified firms to work for the state if we fail to recognize their expertise. The DAS selection panel chose the five firms determined to be most qualified as required by statute. Lowest hourly cost is not a good metric for qualified professional services. Further, DAS negotiates fees on a task-by-task basis, including supplemental tasks, and not on an hourly basis, and all tasks including any over the threshold would be presented to the Board for approval.

**SPRB Response:** As previously identified, the #1 Ranked Consultant’s hourly rate structure is generally similar to all but one of the ROOF Consultants, the exception being Hoffmann Architects. If DAS-CS recognizes the Consultant with the highest hourly rate structure due to their ‘expertise’ it suggests that no other ROOF Consultant has the requisite expertise necessary to provide consulting services for DAS-CS. May be Hoffman does not belong to this ROOF series as all the consultants on any on-call series should be able to perform the work required under a typical on-call series. Also, any specialized/high profile project/s similar to US Capitol Dome should be formally bid out to seek nationally recognized consultants rather than relying on the on-call series. The on-call series is not meant for such a high profile projects.

SPRB Response: As previously identified, the #1 Ranked Consultant's hourly rate structure is generally similar to all but one of the ROOF Consultants, the exception being Hoffmann Architects. If DAS-CS recognizes the Consultant with the highest hourly rate structure due to their 'expertise' it suggests that no other ROOF Consultant has the requisite expertise necessary to provide consulting services for DAS-CS. May be Hoffman does not belong to this ROOF series as all the consultants on any on-call series should be able to perform the work required under a typical on-call series. Also, any specialized/high profile project/s similar to US Capitol Dome should be formally bid out to seek nationally recognized consultants rather than relying on the on-call series. The on-call series is not meant for such a high profile projects.

7. Also, the rate of increase in hourly rates for Hoffman Architects compared to 2021 rates is concerning.

DCS Response: (not a question, but addressed above)

SPRB Response: Senior staff garnering 30-52% increases from 2021 is well beyond any CPI Statistic.

**RECOMMENDATION** – Staff recommends REJECTION of the Hoffman Architect On-Call Contract for the following reasons:

- DAS has failed to appropriately reconcile the hourly fees similar to the four other Consultants
- Hoffman Architect provides very specialized envelop services and as a result have very high hourly rates. This series should seek consultants that can provide all the services as required by this series without charging the State higher rates because of their exclusive expertise in certain areas.

Staff recommends that the four remaining on-call contracts – Gale Associates, ARM Consultants, LLC, EDM Studio, Inc. and Lothrop Associates Architects, D.P.C. should be reconciled as well similar to other on-calls where hourly rates are similar for all the consultants for the on-call series. This on-call series that have a maximum cumulative fee of \$1,000,000 per contract and a common expiration date of 10/25/2025.

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**FROM PRB 21-053 TO 21-057**

This is the 8<sup>th</sup> series of On-Call Roof Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The prior series of On-Call Roof Consulting Contracts expires on 05/14/2021.

Under this Proposal DCS seeks the Board's approval of the 8<sup>th</sup> Series of the On-Call Contract. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$750,000 per contract and a common expiration date of 08/31/2023. The On-Call Contract can be utilized on DCS projects with construction budgets of up to five million dollars (\$5,000,000).

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

- Addition of Exhibit A to include the Consultant's hourly rates.

DAS/DCS notes:

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

Similar to the Claims Analyst on-call contract series, there is not one rate table applicable to each on-call roof consultant for this contract series because the consultants are often used as independent experts when there are project issues related to construction non-conformities and deficiencies, or to address building envelope issues arising post-construction substantial



completion. It should be noted all reroofing projects are negotiated lump sum contracts; therefore hourly rates are used only in special circumstances as described. The consultants may be called upon to prepare expert reports and appear as expert witnesses in arbitration and/or litigation. Two firms proposed for this series have served in that capacity recently. DAS did negotiate certain hourly rate amounts where such amounts differed significantly from other consultants.

A Request for Qualifications (RFQ) for the consultant services was released on October 26, 2020 and elicited seven (7) responses at the November 18, 2020 due date for response. All Respondents were interviewed. The State Selection Panel consisted of three members and rated each firm based upon a weighted ranking system.

At the completion of the State Selection Panel process; DCS Management Team reviewed the results and recommended the approval of five firms under this series. The selection of the firms was approved by DAS Deputy Commissioner Petra on 1-15-2021.

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

**PRB 21-053 – Gale Associates, Inc., (GAI)** originally established in 1964 and is locally located in Glastonbury, CT. GAI has a local staff of 77 employees including 3 professional architects and 21 professional engineers. DCS reports GAI was awarded 3 contracts over the past five years with \$571,258 total volume of work.

The company has been awarded the following Task Letters under the prior series of On-call Roof Consultant Contracts:

• Task Letter #1	CCSU Kaiser Hall Roof Replacement	\$14,235	(Informal)
• Task Letter #1A	CCSU Kaiser Hall Roof Replacement	\$19,387	(Informal)
• Task Letter #1B	CCSU Kaiser Hall Roof Replacement	\$19,240	(Informal)
• Task Letter #2	DPH – Water Infiltration at Roof	\$34,961	(Informal)
Total Fee to Date:		\$88,273	

GAI's Engineering Corporation License (PEC.0001131) with the CT State DCP is active. Ames & Gough and AIG Insurance reported that GAI has experienced twenty general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. GAI scored a total of 302 out of a possible 320 points.

**21-054 – Wiss, Janney & Elstner, Associates Inc. (WJE)** established in 1956 and has over 15 offices with 690+ employees nationwide. The firm is locally located in Shelton ago has five national offices and a staff of 15 employees including 2 Professional Architects and 11 Professional Engineers. DCS reports WJE was awarded 3 contracts over the past five years with \$608,889 total volume of work.

The company has been awarded the following Task Letters under the prior series of On-call Roof Consultant Contracts:

• Task Letter #1	SCSU Earl Hall Roof & Curtain Wall Replacement	\$147,950	(Hold)
• Task Letter #2	MCC – Building Infrastructure Upgrades	\$27,600	(Informal)
Total Fee to Date:		\$175,550	

WJE's Engineering Corporation License (PEC.0000721) with the CT State DCP is active. Greyling Insurance reported that WJE has reported twelve general liability or professional policy loss or claims during the past 5 years. None of these claims are related to a state funded project. WJE scored a total of 302 out of a possible 320 points.

**PRB 21-055 – Hoffman Architects Inc., (HAI)** originally established in 1977 is also a SBE. HAI has a staff of 40± employees including 20 professional architects, 5 professional structural engineers and 3 construction project managers. DCS reports HAI was awarded 5 contracts over the past five years with \$4,326,722 total volume of work.

HAI has been awarded the following contracts over the past two years:

- Somers, Bilton Rd (335) – Osborn CI - BI- JA-485-ARC - \$3,590,000
- Cheshire, Highland Ave (900), Cheshire Correctional Institution - BI-JA-476-ARC - \$211,856

HAI's Architecture Corporation License (ARC.0000228) with the CT State DCP is active. Smith Brothers Insurance reported that HAI has reported two general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. HAI scored a total of 300 out of a possible 320 points.

**PRB 21-056 - Martin A. Benassi- Architect, LLC (MBL)** established in 1987 and is also an SBE. MBL has a staff of 4 employees including 2 professional architects and a construction inspector. DCS reports MBL was awarded 2 contracts over the past five years with \$757,773 total volume of work.

The company has been awarded the following Task Letters under the prior series of On-call Roof Consultant Contracts:

• Task Letter #1	WCSU O'Neil Center Roof Replacement	\$39,673	(Informal)
• Task Letter #1A	WCSU O'Neil Center Roof Replacement	\$627	(Informal)
• Task Letter #2	WCSU White Hall Roof Replacement	\$96,000	(Informal)
• Task Letter #3	Three Rivers CC Ext. Building Env. Study	\$15,000	(Pending)
Total Fee to Date:		\$136,300	

MBL's Architecture Corporation License (ARC.0000759) with the CT State DCP is active. Smith Brothers Insurance, LLC reported that MBL has not had any professional policy losses or claims during the past 5 years. MBL scored a total of 290 out of a possible 320 points.

**21-057 – Silver, Petrucelli & Associates, Inc. (SPA)**, incorporated in 1991 and is also an SBE. The firm has 45 employees including 9 architects and 16 professional engineers. DCS reports SPA was awarded 1 contract over the past five years with \$319,850 total volume of work.

The firm's corporate Joint Practice license (JPC.0000037) with the CTDCP is current. Smith Brothers Insurance reported that SPA has reported one general liability or professional policy loss or claim during the past 5 years. SPA scored a total of 270 out of a possible 320 points.

A summary of the Consultant’s Hourly Rates is as follows:

Martin Benassi	Current	Proposed	Change		Gale Associates	Current	Proposed	Change
Officer/Principal	\$200	\$200	0%		Officer/Principal	\$250	\$250	0%
Project Manager	\$175	\$175	0%		Project Manager	\$180	\$200	11%
Senior Engineer/Arc	\$175	\$175	0%		Senior Engineer/Arc	\$165	\$165	0%
Engineer/Arc	\$175	\$175	0%		Engineer/Arc	\$155	\$155	0%
Senior Designer	\$150	\$150	0%		Senior Designer	\$140	\$140	0%
Designer	\$110	\$110	0%		Designer	\$130	\$130	0%
Field Engineer	\$110	\$110	0%		Field Engineer	\$125	\$125	0%
CAD/BIM Operator	\$90	\$90	0%		CAD/BIM Operator	\$120	\$120	0%
Administrative	\$80	\$80	0%		Administrative	\$115	\$115	0%
Wiss Janney	Current	Proposed	Change		Hoffmann Architects	Current	Proposed	Change
Officer/Principal	\$250	\$240	-4%		Officer/Principal		\$300	
Project Manager	\$215	\$210	-2%		Project Manager		\$245	
Senior Engineer/Arc	\$195	\$190	-3%		Senior Engineer/Arc		\$230	
Engineer/Arc	\$170	\$165	-3%		Engineer/Arc		\$200	
Senior Designer	\$170	\$165	-3%		Senior Designer		\$190	
Designer	\$125	\$145	16%		Designer		\$170	
Field Engineer	\$125	\$0	-100%		Field Engineer		\$150	
CAD/BIM Operator	\$95	\$0	-100%		CAD/BIM Operator		\$125	
Administrative	\$95	\$0	-100%		Administrative		\$100	
Silver, Petrucelli	Current	Proposed	Change					
Officer/Principal		\$174						
Project Manager		\$148						
Senior Engineer/Arc		\$174						
Engineer/Arc		\$148						
Senior Designer		\$148						
Designer		\$106						
Field Engineer		\$110						
CAD/BIM Operator		\$82						
Administrative		\$73						

SPRB Staff had asked following questions regarding this new On-Call Consultant Contract.

1. Please provide the Task Logs for OC-DCS-ROOF-0034, 35, 36, 37 and 38.

**DCS Response:** These will be provided under separate cover...

**Staff Response:** DCS provided the Task Logs.

2. The use of this on-call series is broad unlike the Claims Analysts series. The hourly rates between the 5 consultants varies significantly. These rates should be reconciled.

**DCS Response:** Historically rates for the on-call consultants varied based upon their submittals and any subsequent negotiation by DAS. DAS has determined however to establish rates for on-call contracts when appropriate. We recognize these rates do vary, and in some cases broadly but it should be noted all the consultants are not equivalent and Hoffmann, in particular, has been instrumental in providing forensic building envelope analysis for us in the past. Also please note we negotiated rates, including those of Hoffmann prior to submitting to SPRB as indicated in our SPRB memo. Remember rates are not typically referenced for roofing projects as those are negotiated on a lump sum basis. If after task selection a particular consultant has too high a price, and we cannot negotiate to a suitable cost, we will then move to another selection. The labor rates could be utilized for additional services but again can and will be negotiated by our project team to assure the state is receiving an appropriate value from our consultants.

**Staff Response:** For the scope of work proposed (which is not specialized like Claims Analysts series), Hoffman Architect’s hourly rates are excessive. For example, if Hoffman’s is hired for standard roofing design or addressing roof leakages, etc. their base fee may come in higher because of higher hourly rates compared to the other 4 consultants. One way to find out if the proposals are within certain percentage is to seek 3 quotes from 3 consultants. If DCS justifies the hours based on the fact that they have provided instrumental services for forensic building envelop analysis, then there should be a separate on-call for this specific task that requires specialized services during claims process.

3. Is there years of experience requirement for various titles? For example, Sr. Engineer vs. Engineer vs. Field Engineer?

DCS Response: No, different firms define these roles per their requirements. Were we to establish minimum qualifications based on years of experience we would limit our pool of respondents, likely to the very large consultancies where we can get senior staff but not necessarily the most creative minds. We need a mix of firms from the small, nimble firms to larger corporate firms based on project need.

Staff Response: This is not correct. By seeking qualifications based on number of year would not limit the pool of respondents. DCS must come up with years of experience for various titles as different consultants may have different requirements and the State may not get experienced staff for their project. One way to find out is to seek how these consultants define various positions and DCS should seek this information. In a longer run, the Board can assist DCS in a process to come up with a system to address this issue.

4. Is HAI's (Hoffman) Sr. Engineer more qualified than SPA's (Silver,...)?

DCS Response: Whereas SPA is a general practice of architecture, Hoffmann is a building envelope specialist and so their expertise relevant to this contract is much greater. That can be seen from the relative scoring of the firms by the selection panel. While SPA may not have the expertise of a Hoffmann in building envelope analysis, other projects would not require Hoffmann's specialization and would be appropriate for other selected firms.

Staff Response: Again, requiring years of experience as one of the criteria can address this discrepancy as it relates to hourly rates.

5. Can a non-technical professional perform duties of a Project Manager? What are the requirements/qualifications for Project Manager? Are there licensure requirements, etc.? What type of duties will Project Manager perform?

DCS Response: "Project Manager" as a title is not regulated nor licensed in Connecticut nor, to our understanding, in any jurisdiction in the US or its territories. In practice a project manager is a highly compensated position with the A/E industry as that individual has primary financial responsibility for project success and is held accountable by the firm leadership. Predominantly a PM will be a licensed architect or engineer and will almost always have technical training relevant to their field of practice. That being said there are PMs in the IT world, and any industry. There are certifications such as PMP (Project Management Professional) where one can get a certificate in the intricacies of project management (originally based on highly complex procedures developed by the US DOE). We don't typically see PMs of that nature within the A/E industry. In most cases the PM has been elevated after serving in lower positions and working their way up the ladder via experience in all the multiple aspects of project delivery. The project manager will oversee the technical staff on the project (those that produce the drawings and specifications) they will be the primary client interface – the person we expect to be communicating with, they will manage the subconsultants for any given task, they will oversee the contract including negotiating it with the client along with any additional services that may arise.

Staff Response: So it means that this position in general terms is for professionals like engineers or architects, etc.

6. Can an independent consultant who might be on other DCS on-call be a sub-consultant under this on-call?

DCS Response: Yes, for instance they may bring an independent cost estimator to the team.

Staff Response: OK.

**RECOMMENDATION** – Staff recommends **APPROVAL** (provided that DCS works with SPRB in addressing above concerns) of the Five On-Call Contracts that has a maximum total cumulative fee of \$750,000 per contract and a common expiration date of 08/31/2023.

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From PRB #19-058 to #19-062

This is the 7<sup>th</sup> series of On-Call Roof Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$750,000 per contract and a common expiration date of 05/14/2021. The prior series of On-Call Roof Consulting Contracts expired on 02/15/2019.

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

- Removal of references to Division of Construction Services (DCS);
- Removal of language within *Executive Orders* and addition of Executive Order #49;
- Expanded *Indemnification* language;
- Expanded *Suspension of the Work* language;
- Expanded *Termination of Contract* language;
- Addition of *Notices* clause; and
- Addition of SBRB Signature Block.

The 6<sup>th</sup> series of On-Call ROOF Consulting Contracts was approved by the Board in December 2016 under PRB Files #16-281 through #16-285. This was the 6<sup>th</sup> series of ROOF Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. In November 2017, the Board approved a contract amendment under PRB File #17-321 through #17-325 to increase the maximum contract amount from \$500,000 to \$1,000,000 while maintaining the common contract expiration date of February 15, 2019.

In this 7<sup>th</sup> series, only three of the five firms being submitted to the Board have been previously approved for *Roof Consulting On-Call Contracts*. Martin A. Benassi - Architect, LLC, Gale Associates, Inc, and Wiss Janney, Elstner Associates, Inc. were awarded contracts under the last series. Quisenberry Arcari Malik, LLC and Capital Studio Architects, LLC have not been awarded a roof consulting contract under the last series.

A Request for Qualifications (RFQ) for the consultant services was released on November 26, 2018 and elicited fourteen (14) responses. All respondents were considered “responsive” to the submittal requirements and as such interviewed. The State Selection Panel consisted of three members and rated each firm based upon a weighted ranking system.

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

**PRB 19-058 - Martin A. Benassi- Architect, LLC (MBL)** established in 1987, has a staff of 6 employees including 4 professional architects and a construction project manager. The company has been awarded the following Task Letters under the 6<sup>th</sup> series of On-call Roof Consultant Contracts:

- |                  |                             |          |                |
|------------------|-----------------------------|----------|----------------|
| • Task Letter #1 | MCC – Skylight Replacement  | \$39,900 | (Informal)     |
| • Task Letter #2 | CSCU – Copernicus Hall Roof | \$63,540 | (Informal)     |
| • Task Letter #3 | Carl Robinson CI Roof       | \$95,000 | (Not assigned) |
| • Task Letter #4 | NVCC – Kinney Hall Roof     | \$86,445 | (Informal)     |

• Task Letter #4A	NVCC – Roof Installation Observation	\$9,000	(Informal)
• Task Letter #5	SCSU – Davis Hall Roof	\$82,080	(Informal)
<b>Total Fee to Date:</b>		<b>\$375,965</b>	

MBL’s Architect License for Mr. Benassi (ARI.0003312) with the CT State DCP is active. Smith Brothers Insurance, LLC reported that MBL has not had any professional policy losses or claims during the past 5 years. MBL scored a total of 314 out of a possible 400 points and was identified as one of the six most qualified firms.

**PRB 19-059 – Gale Associates, Inc., (GAI)** originally established in 1964 and is locally located in Glastonbury, CT. GAI has a local staff of 111± employees including 5+ professional architects and 24+ professional engineers. The company has been awarded the following Task Letters under the 6<sup>th</sup> series of On-call Roof Consultant Contracts:

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

GAI’s Engineering Corporation License (PEC.0001131) with the CT State DCP is active. AIG Insurance reported that GAI has experienced twenty general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. GAI scored a total of 306 out of a possible 400 points and was identified as one of the six most qualified firms

**PRB 19-060 – Quisenberry Arcari Malik, LLC (QAM)** was originally established in 1999. QAM, located in Farmington, has a local staff of thirty-four (34) employees, including 13 architects. The company has not been awarded an on-call contract or formal contract in the past two years.

Maloney & Company, LLC reported that QAM has experienced seven general liability or professional policy losses or claims during the past 5 years. None of these claims are related to work with the State of Connecticut. QAM scored a total of 306 out of a possible 400 points and was the third most qualified firm.

**19-061 – Wiss, Janney & Elstner, Associates Inc. (WJE)** established in 1956 and has over 15 offices with 700+ employees nationwide. The firm is locally located in Shelton ago has five national offices and a staff of 10± employees including 3 Professional Architects, 3 Professional Engineers and 2 Construction relates professionals. The company has been awarded the following Task Letters under the 6<sup>th</sup> series of On-call Roof Consultant Contracts:

•Task Letter #1	CCC – Bldg Env. Study	\$46,034	(Informal)
•Task Letter #2	HCC Lafayette Hall Roof Project	\$63,340	(Informal)
•Task Letter #3	NWCC Building Envelope Project	\$29,953	(Informal)
•Task Letter #4	WCSU Noble Hall Masonry	\$92,700	(Informal)

	Project		
•Task Letter #5	Norwalk DMV Roof & HVAC	\$65,000	(Informal)
•Task Letter #6	DESPP HQ – Roof & atrium	\$177,000	<b>(PRB-18-040)</b>
•Task Letter #7	18-20 & 30 Trinity Street, Pre-Design	\$142,055	<b>(PRB-18-142)</b>
Total Fee to Date:		\$616,082	

WJE’s Engineering Corporation License (PEC.0000721) with the CT State DCP is active. USI Insurance Services reported that WJE has reported twenty-four (24) general liability or professional policy loss or claims during the past 5 years. All of these claims are closed except for two and none of these claims are related to a state funded project. WJE scored a total of 300 out of a possible 400 points and was identified as one of the most qualified firms.

**19-062 – Capital Studio Architects, LLC (CSA)** was established in 1999. CSA, located in East Hartford, has a staff of seven (7) employees, including three architects. The company has not been awarded an On-Call Contract or a formal contract with DCS over the past two years.

CSA’s Architect License for Msrs Holmes (ARI.0003942) and Mancuso (ARI.0004731) with the CT State DCP are active. Maloney & Company, LLC reported that CSA has not had any professional policy losses or claims during the past 5 years. CSA scored a total of 276 out of a possible 400 points and was the sixth most qualified firm. This firm was selected as the fifth most qualified firm was conditionally selected for a significant formal contract.

SPRB Staff had asked following questions regarding this new On-Call Consultant Contract.

1. Please clarify if ‘Minimum Coverage’ requirements in Section 4 of the On-Call Contract is correct at \$1,000, or should it be \$1,000,000.
  - a. DCS provided corrected copies

**RECOMMENDATION** – Staff recommends **APPROVAL** of the Five On-Call Contracts that has a maximum total cumulative fee of \$750,000 per contract and a common expiration date of 05/14/2021.

**7. OTHER BUSINESS**

**8. VOTES ON PRB FILE:**

**PRB FILES #23-104, 23-105, 23-106, 23-107 and 23-108** – Mr. Valengavich moved and Mr. Berger seconded a motion to suspend PRB FILES #23-104, 23-105, 23-106, 23-107 and 23-108, pending: Availability of DCS staff David Barkin to discuss the proposals at the upcoming Thursday's Board meeting; Reconciliation of the hourly rate structures of the five Consultants selected by DAS-CS for this On-Call Series; Provide the Task Logs for OC-DCS-ROOF-0039, 40, 41, 42 and 43; and Discussion of Board questions and DAS-CS responses. The motion passed unanimously.

**9. NEXT MEETING** – Thursday, July 27, 2023 – will be held solely by means of electronic equipment.

The meeting adjourned.

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

