

## STATE PROPERTIES REVIEW BOARD

### Minutes of Meeting Held On December 27, 2016 450 Columbus Boulevard, Hartford, Connecticut

The State Properties Review Board held its regular meeting on December 27, 2016 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

**Members Present:** Edwin S. Greenberg, Chairman  
Bruce Josephy, Vice Chairman  
Jack Halpert

**Members Absent:** John P. Valengavich, Secretary

**Staff Present:** Brian A. Dillon, Director  
Mary Goodhouse, Real Estate Examiner

Chairman Greenberg called the meeting to order.

Mr. Josephy moved and Mr. Halpert seconded a motion to enter into Open Session. The motion passed unanimously.

#### OPEN SESSION

**ACCEPTANCE OF MINUTES OF DECEMBER 19, 2016.** Mr. Josephy moved and Mr. Halpert seconded a motion to accept the minutes of December 19, 2016. The motion passed unanimously.

#### REAL ESTATE- UNFINISHED BUSINESS

#### REAL ESTATE – NEW BUSINESS

**PRB #** 16-293      **Transaction/Contract Type:** RE / Lease-Out  
**Origin/Client:** DAS / CAES  
**Lessee:** Goudarz Molaei  
**Property:** 123 Huntington Street, Apt. #1, Connecticut Agricultural Experiment Station,  
New Haven CT  
**Project Purpose:** State Employee Housing Lease-Out  
**Item Purpose:** Month-to-month lease-out of a four-room, two-bedroom apartment known as "AGNEWHAVEN" located in the Slate Laboratory Building.

Staff reported that this item is a standard lease-out agreement of the State Employee Housing Program, whose policies and regulations were established in 2005 in order to prevent abuse or favoritism in the leasing of state-owned housing. The Program required that DAS commission market value appraisals of the housing at least once every 6 years. The market value would be discounted 30% for employees living on institutional grounds, and rent would be paid through payroll deduction. The client agency must provide written justification indicating the occupant's eligibility for state housing. Housing may be authorized if it would (1) facilitate the employee's ability to direct, manage or maintain the health, safety and welfare of clients, patients, inmates, students or other employees where such responsibilities are part of the employee's duties; (2) expand the employee's ability to protect, safeguard or conserve facilities

## STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, December 27, 2016

Page 2

and/or equipment where such responsibilities are part of the employee's duties; (3) aid in the recruitment or retention of employees in those specific job classes or positions approved for housing inducements for recruitment or retention of employees.

PRB #16-293 is Apartment #1 AGNEWHAVEN on the campus of the Connecticut Agricultural Experiment Station, New Haven. It is a 4 room, 1120 SF first floor apartment in the Slate Laboratory building. The market rent was established at \$1,200/month. Consistent with the adopted policy, the rent is reduced 30% to \$840/month. The tenant is required to carry \$500,000 of liability insurance to cover any injuries or property damage occurring on the leased premises. The tenant is a research scientist who acts as a watchman and first responder during nights and weekends; CAES certified that state housing would facilitate this employee's ability to perform his duties. Staff recommended approval of the item.

### ARCHITECT-ENGINEER - UNFINISHED BUSINESS

#### ARCHITECT-ENGINEER – NEW BUSINESS

<b>PRB#</b>	<b>16-310</b>	<b>Transaction/Contract Type:</b> AE / Task Letter
<b>Project Number:</b>	BI-C-293	<b>Origin/Client:</b> DCS/DVA
<b>Contract:</b>	OC-DCS-MBE-CIV-0007	
<b>Consultant:</b>	Diversified Technology Consultants, Inc.	
<b>Property:</b>	State Veterans Cemetery, Middletown CT	
<b>Project Purpose:</b>	Phase II Expansion Project	
<b>Item Purpose:</b>	Task Letter #1 to plan and design sufficient expansion space required for the extension of burial options to the year 2034.	

In general, this project involves the required site-civil, environmental and geotechnical design services for the completion of various improvements and upgrades at the Middletown State Veterans Cemetery. The overall project scope is envisioned to include the Phase II Expansion of the cemetery to expand the burial options and capacity until 2034. The scope of services will focus on the planned installation of approximately 2,000 double-depth pre-placed crypts, roadway alignment and lay-out requirements for access, site grading, a turf irrigation system, lighting and security improvements. For this project, the Construction Budget and total Project Budget have been initially established at \$2,522,000 and \$3,230,308 respectively for this project.

In September 2016, SPRB approved Diversified Technology Consultants, Inc. ("DTC") as one of six firms under the first On-Call MBE-Civil Engineering Services consultant contracts. This is the first Task Letter that DTC has been assigned under this series.

Task Letter #1 is a new formal task letter and subject to SPRB approval because the total value of the contract exceeds \$100,000. Under this Task Letter the Construction and Project Budget have been established at \$2,522,000 and \$3,230,308 respectively for this project. As detailed in the scope letter from DTC to DCS dated December 3, 2016 the \$153,908 is intended to compensate the consultant for the following project scope: preparation of SD, DD and CD Phase Design Plans; completion of an initial illustrations to document the planned reconfiguration entrance driveway; required design services for irrigation plan, lighting and security upgrades; completion of all required project permits; meeting and Coordination time with DVA to review procedures and process; and compensation for construction administration services.

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, December 27, 2016

Page 3

Staff recommended that the Board approve Task Letter #1 for Diversified Technology Consultants, Inc. to provide consulting design and construction administration services on this project.

<b>PRB#</b>	<b>16-311</b>	<b>Transaction/Contract Type:</b> AE / Task Letter
<b>Project Number:</b>	BI-C-292	<b>Origin/Client:</b> DCS/DVA
<b>Contract:</b>	OC-DCS-CIV/SUR-0032	
<b>Consultant:</b>	Fuss & O'Neill, Inc.	
<b>Property:</b>	State Veterans Cemetery, Middletown CT	
<b>Project Purpose:</b>	Various Improvements Project	
<b>Item Purpose:</b>	Task Letter #3 to design various improvements for more aesthetically pleasing grounds; including landscaping, turf establishment, and raising, realigning and cleaning of headstones.	

In general, this project involves the required site-civil, environmental and structural design services for the completion of various appearance improvements and upgrades at the Middletown State Veterans Cemetery. The overall project scope is envisioned to include the removal-cleaning-resetting of headstones, minor regrading, stone realignment and new turf establishment. The scope of services will encompass the entire facility and focus on each section of the cemetery at once; the Single Vault Burials, Double Vault Burials, Cremation Area and Vacant Land. The task of resetting head stones will require the removal and design of a cast-in-place beam system for head stone support. This work is being accomplished in conjunction with Fuss & O'Neill's ongoing contract approved under PRB File #14-076 for the completion of a boundary survey, design of an irrigation system as well as roadway and lighting improvements. The project scope letter also includes a detailed breakdown of the project permit requirements. For this project, the Construction Budget and total Project Budget have been initially established at \$2,625,000 and \$3,399,500 respectively for this project.

In March 2015, SPRB approved Fuss & O'Neill, Inc. ("FON") as one of six firms under the first On-Call Civil Engineering Services consultant contracts. This is the third Task Letter that FON has been assigned under this series.

Task Letter #3 is a new formal task letter and subject to SPRB approval because the total value of the contract exceeds \$100,000. Under this Task Letter the Construction and Project Budget have been established at \$2,625,000 and \$3,399,500 respectively for this project. As detailed in the scope letter from FON to DCS dated December 8, 2016 the \$197,000 is intended to compensate the consultant for the following project scope: preparation of SD, DD and CD Phase Design Plans; completion of an initial illustrations to document the process and procedures for cleaning and re-setting head stones; development of a narrative design report; completion of all required project permits and a wetlands survey; meeting and Coordination time with DVA to review procedures and process; compensation for construction administration services.

Staff recommended that the Board approve Task Letter #3 for Fuss & O'Neill, Inc. to provide consulting design and construction administration services on this project.

**OTHER BUSINESS**

**State Properties Review Board Sunset Review Report.** The Board discussed a draft of the report to be submitted to the Government Administration and Elections Committee in accordance with CGS Section

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting, December 27, 2016

Page 4

2c-1, et seq.

The Board took the following votes in Open Session:

**PRB FILE #16-293** – Mr. Halpert moved and Mr. Josephy seconded a motion to approve PRB File #16-293. The motion passed unanimously.

**PRB FILE #16-310** – Mr. Josephy moved and Mr. Halpert seconded a motion to approve PRB File #16-310. The motion passed unanimously.

**PRB FILE #16-311** – Mr. Halpert moved and Mr. Josephy seconded a motion to approve PRB File #16-311. The motion passed unanimously.

The meeting adjourned.

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

John P. Valengavich, Secretary