

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On August 24, 2017 450 Columbus Boulevard, Hartford, Connecticut

The State Properties Review Board held its regular meeting on August 24, 2017 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

Members Present: Edwin S. Greenberg, Chairman
Bruce Josephy, Vice Chairman
John P. Valengavich, Secretary
Jack Halpert

Staff Present: Brian A. Dillon, Director

Chairman Greenberg called the meeting to order.

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

OPEN SESSION

ACCEPTANCE OF MINUTES OF August 17, 2017. Mr. Valengavich moved and Mr. Josephy seconded a motion to accept the minutes of August 17, 2017. The motion passed unanimously, except for Mr. Halpert who abstained from voting due to his absence from the August 17, 2017 meeting.

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE – NEW BUSINESS

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

EXECUTIVE SESSION

PRB # 17-243 **Transaction/Contract Type:** RE / New License Agreement
Origin/Client: DAS / BOR / City of Meriden

Statutory Disclosure Exemptions: 4b-23(e), 1-200(6)(D) & 1-210(b)(24)

The Board commenced its discussion of the proposed agreement at 9:35 a.m. and concluded at 10:05 a.m.

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

OPEN SESSION

PRB # 17-244 **Transaction/Contract Type:** RE / Assignment
Origin/Client: DAS/BOR/SDE
Property: Windham Technical High School, 200 Birch Street, Willimantic

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Project Purpose: Assignment of Agencies to Space within State Facilities

Item Purpose: Approval pursuant to CGS 4b-29 for the assignment of classroom, library and common space at Windham Technical High School for the purposes of Quinebaug Valley Community College providing afternoon and evening programs.

Staff reported that the Department of Administrative Services (“DAS”) is requesting SPRB approval pursuant to CGS 4b-29 for a Memorandum of Understanding (“MOU”) between the Board of Regents for Higher Education (“BOR”) and the State Department of Education (“SDE”). The purpose of the MOU is to allow Quinebaug Valley Community College (“QVCC”) under the BOR to utilize five (5) classrooms, the media center and associated common space at Windham Technical High School (“WTHS”) in Willimantic. The space will be utilized in the afternoon and evenings so that there will not be any impact on the normal school day operations at WTHS. QVCC currently operates a satellite community college location at 729 Main Street in Willimantic. BOR intends to terminate the lease at this location for an annual savings of approximately \$153,500 and transfer these programs to WTHS.

DAS and SDE has concurred with this agreement to provide this space to QVCC at no charge with the understanding that BOR will pay SDE an annual fee of \$1,500 for increased utility consumption and the direct costs for additional security and custodial services. SDE will also require QVCC to provide three (3) enrollment slots per class provided the students meet QVCC prerequisite criteria.

SDE has granted QVCC permission to run classes Monday through Thursday from the hours of 3:30 – 9:30. The initial course offerings shall include Business 101, Communications 173, Creative Writing, English 101 & 102, History 102 & 201, Humanities 101, Math 085, 095, 137 & 137S as well as Political Science 101. QVCC has also received approval to install vending machines which shall be locked during the normal school day

The term of the license agreement is one-year with automatic renewals and the right for either party to terminate with 30-days advance notice. The MOU has been signed by Commissioner Currey, DAS, Alice Prichard, CFO Board of Regents and Commissioner Wentzell, SDE. OPM has also approved the MOU.

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB#	17-187	Transaction/Contract Type: AE / Task Letter
Project Number:	BI-C-29	Origin/Client: DCS/DVA
Contract:	OC-DCS-MBE-CIV-0007	Task Letter #1A
Consultant:	Diversified Technology Consultants, Inc.	
Property:	State Veterans’ Cemetery, Middletown	
Project Purpose:	State Veterans’ Cemetery Phase II Expansion Project	
Item Purpose:	Task Letter #1A to compensate the consultant for providing design coordination, phasing support and extended construction administration services in connection with the Phase II Expansion Project.	

Staff Reported that 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

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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. Task Letter #1A in the amount of \$165,300 is a new formal task letter and subject to SPRB approval because the task letter is an extension of Task Letter #1 (PRB File #16-310 in the amount of \$153,908) previously approved by the Board. Under this new Task Letter the Construction and Project Budget will remain at \$2,522,000 and \$3,230,308 respectively for this project. As detailed in the scope letter from DTC to DCS dated May 12, 2017 the \$165,300 is intended to compensate the consultant for the following project scope: additional compensation for extended construction administration services; project oversight, meetings, review of payment applications, schedule analysis and progress reports. PM-Web management, RFI reviews and testing coordination; the total fee is based on a construction schedule of 440 calendar days which amounts to 62 weeks of construction.

This project was previously suspended by the Board on August 21, 2017 and has been resubmitted with the following revisions and associated explanations from DCS. At that time the consultant proposed an estimated total of 1,300 hours of extended construction administration services which were broken down as follows:

Personnel Classification	Hourly Rate	Total Hours	Total Fee
Project Manager	\$165	316	\$ 52,140
Junior Engineer	\$115	984	\$113,160
		1,300	\$165,300

The fee included 900 hours of field inspection time which correlates to 112-full days or 224-half days. The DCS planned construction period was 440 calendar days at an estimated budget of \$4.79M. Based on the Board’s suspension DCS has re-negotiated the contract terms as follows:

Personnel Classification	Hourly Rate	Total Hours	Total Fee
Construction Engineer	\$115	445	\$ 52,325
Construction Field Rep.	\$ 65	1,737	\$112,905
		2,182	\$165,230

DCS has since re-negotiated the project fee schedule for an additional 882-hours of CA Services as well as reduced rates for both Project Management and Field Inspection Services.

Contract	Hours Prov.	Total Fee	Cost Per Hour
Original Submission (6/29/17)	1,300	\$165,300	\$ 127.15
Revised Submission (8/08/17)	2,182	\$165,230	\$ 75.72

SPRB Staff recommended approval of the revised submittal.

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PRB# 17-191 **Transaction/Contract Type:** AE / Task Letter
Project Number: BI-C-292 **Origin/Client:** DCS/DVA
Contract: OC-DCS-MDE-0038 **Task Letter #1**
Consultant: Diversified Technology Consultants, Inc.
Property: State Veterans' Cemetery, Middletown
Project Purpose: State Veterans' Cemetery Various Improvements Project
Item Purpose: Task Letter #1 to compensate the consultant for providing design coordination, phasing support and extended construction administration services in connection with the Cemetery Improvements Project.

This file was previously suspended by the Board on August 2st, due to additional concerns regarding the hourly CA rates under the proposed contract. At that time the consultant proposed an estimated total of 1,540 hours of extended construction administration services which were broken down as follows:

Personnel Classification	Hourly Rate	Total Hours	Total Fee
Project Manager	\$165	256	\$ 42,240
Junior Engineer	\$115	1,284	\$147,660
		1,540	\$189,900

The fee included 1,120 hours of field inspection time which correlates to 140-full days or 280-half days. The DCS planned construction period was 810 calendar days at an estimated budget of \$2.625M. Based on the Board suspension DCS re-negotiated the following contract terms as follows:

Personnel Classification	Hourly Rate	Total Hours	Total Fee
Construction Engineer	\$115	368	\$ 42,320
Construction Field Rep.	\$ 65	2,270	\$147,550
		2,638	\$189,870

Based on the re-negotiated project fee schedule the State is receiving both an additional 1,098-hours of CA Services as well as reduced rates for both Project Management and Field Inspection Services.

Contract	Hours Prov.	Total Fee	Cost Per Hour
Original Submission (6/30/17)	1,540	\$189,900	\$ 123.31
Revised Submission (8/08/17)	2,638	\$189,870	\$ 71.97

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 **\$2,625,000** and **\$3,399,500** respectively.

SPRB Staff recommended approval of the revised contract submittal.

ARCHITECT-ENGINEER – NEW BUSINESS

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PRB# 17-224 **Transaction/Contract Type:** AE / Amendment
Project Number: BI-T-605 **Origin/Client:** DCS/DEEP
Contract: BI-T-605-ENG
Consultant: BL Companies Connecticut, Inc.
Property: Hammonasset State Park, Madison
Project Purpose: Major Utility Project
Item Purpose: Amendment #4 to compensate the consultant for additional engineering design and permit coordination services in connection with the Major Utility Project.

SPRB Staff reported that this project involves the design and construction for a large scale combined utility replacement project at Hammonasset Beach State Park in Madison. The improvements are intended to include but not be limited to the replacement/upgrade of 5,000 LF of water main, 13,000 LF of electrical conduit, 500 LF of gas service as well as the design/construction of a *beach utility recreation trail* (“BURT”). The BURT is intended to serve as a 2.5-mile multi-use access trail for visitors and park staff and be fully serviced by required utilities at various points through-out the trail. The overall scope of services includes the required engineering and consulting services to address various state and federal permit requirements for the project. The overall project budget was initially established at **\$8,050,150** with **\$5,506,500** allocated for construction.

This contract was approved by SPRB in December 2013 under **PRB File #13-250** for *Architect/Engineer Consultant Design Team Services* for the completion of the **Hammonasset State Park Combined Major Utility Replacement Project** from the initiation of the design phase through the completion of construction. The overall compensation rate for this basic service was **\$342,000** with an additional **\$55,000** for special services. As such the total project fee approved by SPRB was **\$397,000**. The special services detailed in the project scope included surveys, wetland mapping and geotechnical engineering. It should also be noted that an informal task letter was issued to BLCC under its Multi-Disciplinary Engineering (“MDE”) On-Call Contract for an Archaeological Reconnaissance Survey. The fee for this task letter is also considered a special service but outside the scope of this contract. In July 2014, the Board approved Contract Amendment #1 under **PRB File # 14-176**. This contract amendment modified BLCC’s contract and provided the consultant an additional **\$85,258** for the completion of a Phase II Archaeological Investigation Program. In January 2015 the Board approved Contract Amendment #2 under **PRB File # 15-009**. This contract amendment modified BLCC’s contract and provided the consultant an additional **\$23,435** for the completion of additional design services required for alterations to the beach utility recreation trail (“BURT”). More recently in February 2016, the Board approved Contract Amendment #3 under **PRB File # 16-027**. This contract amendment modified BLCC’s contract and provided the consultant an additional **\$47,000** for the completion of additional survey services required for the installation of a natural gas main onto the site and preparation of offset construction staking and “cut elevation” profiles to document pipe depths. BLCC also completed an updated A-2 survey detailing all existing improvements within the BURT area.

PROPOSAL – Contact Amendment #4 will modify BLCC’s contract and compensate the consultant for five additional project services which are as follows: **1.)** Attendance at up to 26 more project meetings due the revised project schedule from a 15-month to 18-month duration, **2.)** Compensation for 8 additional project meetings for utility coordination services, **3.)** Additional Field Design Services during the contract administration phase; not to exceed 80 hours of billable services, **4.)** Completion of an Army Corp of Engineers (“ACOE”) 404 Permit inclusive of pre-construction, construction and US ACOE Permit requirements and **5.)** Additional electrical design services for design of a new electrical distribution system at the Nipmuck and Dowds Campsites.

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Staff recommended approval of this submittal

OTHER BUSINESS

The Board took the following votes in Open Session:

PRB FILE #17-187 – Mr. Valengavich moved and Mr. Josephy seconded a motion to approve PRB File #17-287. The motion passed unanimously.

PRB FILE #17-191 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB File #17-191. The motion passed unanimously.

PRB FILE #17-224 – Mr. Valengavich moved and Mr. Josephy seconded a motion to approve PRB File #17-224. The motion passed unanimously.

PRB FILE #17-243 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB File #17-243. The motion passed unanimously.

PRB FILE #17-244 – Mr. Halpert moved and Mr. Josephy seconded a motion to approve PRB File #17-244. The motion passed unanimously.

The meeting adjourned.

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