

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On August 26, 2021 – remotely via telephone conference –

Pursuant to Governor Lamont's Executive Order No. 7B regarding suspension of In-Person Open Meeting requirements, the State Properties Review Board conducted its Regular Meeting at 9:30AM on August 26, 2021 remotely via telephone conference at (866)-692-4541, passcode 85607781.

Members Present:

Edwin S. Greenberg, Chairman
Bruce Josephy, Vice Chairman
John P. Valengavich, Secretary
Jack Halpert
Jeffrey Berger
William Cianci

Members Absent:

Staff Present:

Dimple Desai
Thomas Jerram

Guests Present

Peter Simmons, ADPM - DCS

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 August 23, 2021 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Chairman Greenberg informed Board Members of a conversation he had with Commissioner Lehman of Connecticut's Department of Economic and Community Development regarding a DOT Proposal being reviewed under PRB #21-121. Chairman Greenberg invited Mr. Lehman to attend the Board's August 30, 2021 Meeting to have a conversation with all Board Members. The Board then discussed organizing a site visit to Darien tentatively scheduled for September 1, 2021.

Staff presented the Board with a monthly voucher statement pursuant to CGS 13a-73(h) identifying DOT real estate acquisitions for less than \$5,000.

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 10:03. The motion passed unanimously.

EXECUTIVE SESSION

PRB #: 21-112
Transaction/Contract Type: RE/ Lease
Origin/Client: DAS/ CSL

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

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:19. The motion passed unanimously.

4. REAL ESTATE – NEW BUSINESS

<i>PRB File #:</i>	#21-135
<i>Transaction/Contract Type</i>	RE / Assignment
<i>Origin/Client</i>	DAS / DAS
<i>Property:</i>	Hartford, Farmington Ave (55)
<i>Project Purpose:</i>	DAS Best – DSS Relocation
<i>Item Purpose:</i>	Assignment of Space Pursuant to CGS 4b-29

The Department of Administrative Services (“DAS”) is requesting SPRB approval pursuant to CGS 4b-29 for assigning/exchanging space at 55 Farmington Avenue as follows:

1. DSS is proposing to take over a training room located on the 2nd floor, accessible from the Balcony (Room #'s 235, 236, 237, 238); totaling appx. 630 sq.ft. DAS (BEST) is no longer using the space for training and have converted it for storage.
2. DAS-BEST would like to take over a storage area located on the 4th Floor, accessible from the elevator lobby. Room #'s 404, 426, 429, and 420; totaling appx. 605 sq.ft. This change will result in operational efficiencies for DSS and DAS-BEST.
3. DAS-BEST and DSS have planned out the details of the physical move, and intend to utilize internal resources for the relocation of equipment and limited furniture, so there is no direct cost associated with the relocation.
4. Statewide Security will be able to make the minimal access changes to security card readers and reassignment of the physical keys where required.

OPM has previously approved (8-10-21) the location of staff pursuant to CGS 4-67g(f) “(f) Each state agency shall request and obtain the written approval of the secretary or his or her designee prior to any (1) change in ownership of state real property, (2) change in use of state real property, (3) use of state real property by an entity other than a state agency, or (4) use of state real property by a state agency other than the state agency with custody and control over such state real property. For purposes of this subsection, “state agency” does not include a constituent unit of the state system of higher education, a technical high school or an agency in the legislative or judicial branch of state government.”

On August 16, 2021, DAS informed Staff “I have been informed by DAS (BEST) that they want me to request the return of the approval package for the above referenced swap of space at 55 Farmington. Please confirm the SPRB will return the file. Thank you.”

RECOMMENDATION: Staff recommend return of this Proposal to assign/exchange of space between DAS-BEST and DSS at 55 Farmington Avenue pursuant to DAS’ request.

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

<i>PRB #</i>	21-128
<i>Origin/Client:</i>	DCS/DOC
<i>Transaction/Contract Type</i>	AE / Task Letter
<i>Project Number:</i>	BI-JA-467
<i>Contract:</i>	OC-DCS-MDE-0022
<i>Consultant:</i>	Alfred Benesch & Company, Inc.
<i>Property</i>	Enfield, Shaker Rd (289) – Enfield Correction Institution
<i>Project purpose:</i>	Enfield Water Storage Tank
<i>Item Purpose</i>	Task Letter #4D

At 9:33 Mr. Simmons of DAS/DCS joined the Meeting to participate in the Board's review and discussion of this Proposal. Mr. Simmons left the meeting at 9:43.

PROPOSED AMOUNT: \$54,320

At the April 16, 2018 SPRB Meeting, the Board approved, under PRB #18-048, Task Letter #4C under the On-Call Contract OC-DCS-MDE-0022 to provide the following professional services:

- 1) Completion of additional survey and design documents preparation services due to various geotechnical design concerns.
- 2) Additional associated topographical survey work to resolve potential utility conflicts identified by the Department of Corrections.
- 3) Modifications to the completed DEEP, DPH and FAA permits to reflect the revised site plan.

The Consultant's Fee approved under Task Letter #4C was \$4,099.

This On-Call Series Contract OC-DCS-MDE-0022 was approved by the SPRB under PRB #10-126 and the contracted was amended under PRB #14-001 to increase the maximum fee to \$750,000. The contract expired on 7-15-2014.

Under this Proposal (PRB #21-128), DCS and DOC are seeking SPRB approval to approve Task Letter #4D in the amount of \$54,320 for the Consultant to provide the following:

Provide additional design services for re-starting the project after the project was put on hold in 2018 prior to bidding. Also provide third party structural review for the contractor's design-build water storage tank elements that exceed the statutory Threshold Limit for the water system improvements at the Enfield Correctional Institution.

The Department of Correction (hereafter the "DOC") requires the following design and Threshold Limit third party engineering review services:

- 1) **Additional Design & Permitting + Project Re-Start (\$41,340 – 56 days from NTP):**
 - a) Conduct meetings and confirm with DAS and DOC all work indicated in the previous contract document set.
 - b) Update construction documents including all bid release forms and design phase checklist items.
 - c) Perform an additional code review to address any required changes since some codes have been updated since documents were prepared in 2017 and 2018.
 - d) Review currently specified equipment and materials to address any changes in availability, available manufacturers, products, and basis of design.
 - e) Prepare and submit updated DAS Form 3030 – Checklist for Permits, Certifications, and Approvals. Prepare and resubmit any required permits for approval.
 - f) Issue the drawings and specifications to DAS, DOC, DAS Technical Review, OSBI, OSFM, the Owner's Commissioning Agent, and FM Global for review and comment. Provide written responses to review comments and incorporate said comments into the document submission for bidding.
- 2) **Threshold Limit Third Party Engineering Review (\$12,980 – 24 days from NTP):**
 - a) Provide an independent, third party structural review of the contractor's drawings, specifications, and calculations of the proposed elevated water tank, which exceeds the threshold limit as provided in Section 29-276b of the Connecticut General Statutes. Issue a written report of findings.
 - b) Perform a subsequent review to address the contractor's revisions. Submit a written summary to the DAS. This summary shall document the items reviewed and state a conclusion as to whether the stability and integrity of the structural support systems are in conformance with the requirements of the State Building Code. The summary report shall be affixed with the seal of a professional structural engineer licensed in the State of Connecticut and such engineer shall

- have no other relationship with the elevated water tank contractor or any affiliated suppliers.
- c) Prepare a letter addressed to the State Building Inspector, including a summary statement, indicating which structural aspects were reviewed and stating that the subject elevated water tank is in compliance with the State Building Code.
 - d) Review any modifications of approved structural plans, specifications, and applicable shop drawings necessary to determine compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the subject elevated water tank structural support system.

The Construction Budget and total Project Budget have increased to \$2,870,400 and \$4,079,394, respectively.

Task Letter #4- JPA assumed by Alfred Benesch & Company, Inc.	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Project Feasibility Study (Inf. Task Letter)		\$16,000			
PRB #15-221 Task Letter #4A - Project Design Services					
Schematic Design	34,550				
Design Development	23,700				
Contract Documents	37,400				
Tracing & Masters/Bidding	10,200				
Construction Administration	38,600				
ABC'S BASE FEE (PRB #15-221) (A)	\$144,450			\$2,392,000	6.04%
Special & Sub-Consultant Services:					
Site Surveys (Golden Aerial, LLC)		12,200			
Geotechnical Engineering (Freeman Co.)		7,150			
Project Permit Requirements (ABC)		38,000			
TOTAL SPECIAL SERVICES FEE (B)		\$57,350			
PRB #17-046 Task Letter #4B - Additional Project Design Services - Expanded Project Scope					
Schematic Design	16,000				
Design Development	22,000				
Contract Documents	32,000				
Tracing & Masters/Bidding	2,780				
Construction Administration	32,000				
ABC'S BASE FEE (PRB #17-046) (A1)	\$104,780				
Special & Sub-Consultant Services:					
Site Surveys (Golden Aerial, LLC)		3,200			
Geotechnical Engineering (Freeman Co.)		6,930			
PRB #18-048 Task Letter #4C - Additional Project Survey Services (A2)	\$4,099				
PRB #21-128 Task Letter #4D - Additional Design Services for Project Restart (A3)					
Additional Design & Permitting - Project Restart	\$41,340				
Third Party Structural Review		\$12,980			
TOTAL BASIC SERVICE FEE (A) + (A1) + (A2)+(A3)	\$294,669			\$2,870,400	10.27%
TOTAL BASIC SPECIAL SERVICES FEE		\$80,460			
TOTAL PROJECT FEE (A) + (B)			\$375,129	\$2,870,400	13.07%

DAS/DCS has approved the Consultant utilizing their hourly rate schedule from their CIV/SUR On Call Contract (0035) for this project, approved under PRB #17-297, as the MDE-0022 was originally approved in 2010.

ABC has been approved for the following Tasks under this on-call series OC-DCS-MDE-0022:

• Task Letter #1	DoAG Reg Mkt – Access Study & Survey	\$15,500	(Informal)
• Task Letter	NCC West Campus – Additional Parking	\$30,000	(Informal)
• Task Letter #2	Camp Hartell Southern Ent. Imp.	\$88,500	(Informal)
• Task Letter #3	Camp Hartell Utility Inf. Improv.	\$99,000	(Informal)
• Task Letter #3A	Camp Hartell Utility Inf. Improv.	\$73,500	(#14-083)
• Task Letter #3B	Camp Hartell Utility Inf. Improv.	\$5,500	(#16-106)
• Task Letter #4	Enfield Corr. Center Water Storage	\$16,000	(Informal)
• Task Letter #4A	Enfield Corr. Center Water Storage	\$201,800	(#15-221)
• Task Letter #4B	Enfield Corr. Center Water Storage	\$114,910	(#17-046)
• Task Letter #4C	Enfield Corr. Center Water Storage	\$4,099	(#18-048)
• Task Letter #5	Asnuntuck CC Renov to Welding Lab	\$45,000	(Informal)
• Task Letter #6	MCC Parking Lots	\$11,000	(Informal)
Total Fee to Date:		\$704,809	

RECOMMENDATION: It is recommended that the Board **APPROVE** Task Letter #4D in the amount of \$54,320 to provide additional design services on this project. The overall basic service fee of 10.27% is well within the guideline rate of 10.5% for this Group A New Construction/Renovation Projects.

From PRB #18-048

Re: **PRB # 18-048 – Alfred Benesch & Company, Inc. – Task Letter #4C
Enfield Correctional Institution– Water Storage Tank Project
Project #BI-JA-467, Contract # OC-DPW-MDE-0022, Fixed Fee - \$4,099**

PROJECT BRIEF– In general, this project involves the design of and construction of a new 500,000-gallon elevated multi-column tank with an associated control system that will be interconnected to the existing water system. The basis of design and construction for this project was developed as part of the site feasibility pre-design study completed by the consultant in January 2014 under TL #4. This project is intended to include completion of all permit requirements, survey support as well as the required site-civil engineering for the associated access road, lighting, utilities and storm water drainage.

In June 2010, SPRB approved James Purcell Associates, Inc. (“JPA”) as one of six firms under the latest *On-Call Multi-Discipline/General Engineering (“MDE”) Support Services* consultant contracts. Since that time JPA has been acquired by Alfred Benesch & Company, Inc. (“ABC”) which has assumed liability for these contracts. Subsequently ABC f/k/a JPA has been approved for the following tasks under this series:

• Task Letter #1	Tunxis Comm. College Study	\$ 8,000	(Informal)
• Task Letter #2	Camp Hartell Southern Ent. Imp.	\$88,500	(Informal)
• Task Letter #3	Camp Hartell Utility Inf. Improv.	\$99,000	(PRB#12-289)
• Task Letter #4	Enfield Corr. Center Water Storage	\$16,000	(Informal)
• Task Letter #4A	Enfield Corr. Center Water Storage	\$201,800	(PRB#15-221)
• Task Letter #4B	Enfield Corr. Center Water Storage	\$114,910	(PRB#17-046)
• Task Letter #5	Asnuntuck Welding Lab Improvements	\$45,000	(Informal)
• Task Letter #6	Manchester CC Parking Lot Repairs	\$11,000	(Informal)

TOTAL FEES \$ 584,210

TASK LETTER #4C is a new task letter and subject to SPRB approval because the cumulative value of task letters for this project exceeds \$100,000 and this project scope is considered an extension of Task Letter #4A (**PRB File #15-221**) and Task Letter #4B (**PRB File #17-046**). The Construction Budget and total Project Budget have been recently increased as part of Task Letter #4B to **2,496,888** and **\$3,544,656** respectively.

As detailed in the scope letter from ABC to DCS dated August 11, 2017 the \$4,099 is intended to compensate the Engineer for the following project scope:

- Completion of additional survey and design documents preparation services due to various geotechnical design concerns.

- Additional associated topographical survey work to resolve potential utility conflicts identified by the Department of Corrections.
- Modifications to the completed DEEP, DPH and FAA permits to reflect the revised site plan.

As summarized in the following table, the engineer's *base fee* as a percentage of Construction Budget is as follows:

Task Letter #4- JPA assumed by Alfred Benesch & Company, Inc.	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budg
Project Feasibility Study (Inf. Task Letter)		\$16,000			
PRB #15-221 Task Letter #4A – Project Design Services					
Schematic Design	34,550				
Design Development	23,700				
Contract Documents	37,400				
Tracing & Masters/Bidding	10,200				
Construction Administration	<u>+38,600</u>				
ABC'S BASE FEE (PRB #15-221) (A)	\$144,450			\$2,392,000	6.04%
Special & Sub-Consultant Services:					
Site Surveys (Golden Aerial, LLC)		12,200			
Geotechnical Engineering (Freeman Co.)		7,150			
Project Permit Requirements (ABC)		<u>+38,000</u>			
TOTAL SPECIAL SERVICES FEE (B)		\$57,350			
PRB #17-046 Task Letter #4B – Additional Project Design Services – Expanded Project Scope					
Schematic Design	16,000				
Design Development	22,000				
Contract Documents	32,000				
Tracing & Masters/Bidding	2,780				
Construction Administration	<u>+32,000</u>				
ABC'S BASE FEE (PRB #17-046) (A1)	\$104,780			\$2,392,000	6.04%
Special & Sub-Consultant Services:					
Site Surveys (Golden Aerial, LLC)		3,200			
Geotechnical Engineering (Freeman Co.)		<u>+6,930</u>			
PRB #18-048 Task Letter #4C – Additional Project Survey Services (A2)	\$4,099				
TOTAL BASIC SERVICE FEE (A) + (A1) + (A2)	\$253,329			\$2,496,888	10.13%
TOTAL BASIC SPECIAL SERVICES FEE		\$67,480			
TOTAL PROJECT FEE (A) + (B)			\$320,809	\$2,496,888	12.85%

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #4B for Alfred Benesch & Company, Inc, to provide additional consulting design services on this project. The overall basic service fee of 10.13% is within the guideline rate of 10.5% for this Group A New Construction/Renovation Projects.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #21-112 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #21-112. The motion passed unanimously.

PRB FILE #21-135 – Mr. Valengavich moved and Mr. Berger seconded a motion to return PRB FILE #21-135. The motion passed unanimously.

PRB FILE #21-128 – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILE #21-128. The motion passed unanimously.

9. NEXT MEETING – Monday, August 30, 2021.

The meeting adjourned.

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