

# STATE PROPERTIES REVIEW BOARD

## Minutes of Meeting Held On October 7, 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 October 7, 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

Daniel Wagoner, APM-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 October 4, 2021 Meeting. The motion passed unanimously.

### 2. COMMUNICATIONS

### 3. REAL ESTATE- UNFINISHED BUSINESS

### 4. REAL ESTATE – NEW BUSINESS

<i>PRB #</i>	21-147
<i>Transaction/Contract Type:</i>	RE – Voucher
<i>Origin/Client:</i>	DOT/DOT
<i>DOT Project #:</i>	080-128-004
<i>Grantor:</i>	The Estate of Zita Thomas
<i>Property:</i>	Waterbury, Middlebury Rd (Lot 91)
<i>Project Purpose:</i>	Improvements On Route 63, 64, And I-84 WB Interchange 17
<i>Item Purpose:</i>	Voucher

### DAMAGES: \$12,000

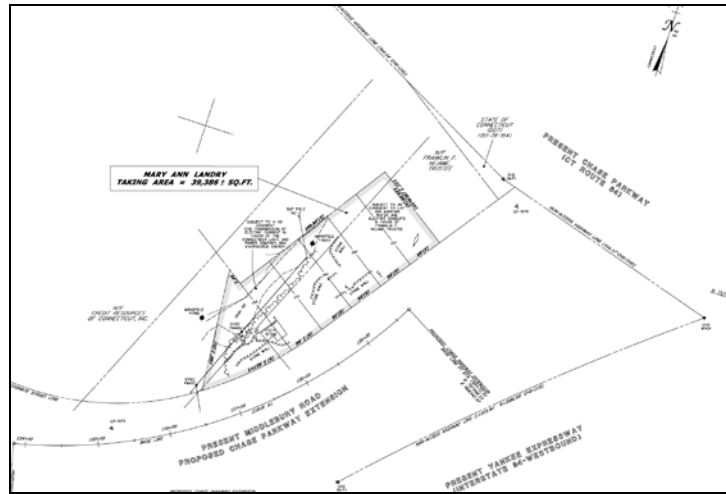
SITE DESCRIPTION: The subject property totals 39,386± square feet (0.90418± acre) and is located in the Commercial Office (CO) zone. The site has 385± of frontage along the discontinued road Middlebury Road and is irregularly shaped. The site is unimproved, moderately wooded site with remnants of a stone foundation. There site is not affected by wetlands or flood zone. All utilities are available in the local area; however none are along the subject's frontage and is

appraised as lacking utility access. The rear portion of the site along the west property boundary is encumbered by a 110'± wide electricity transmission right-of-way, which is cleared with a gravel access path installed. A monopole serving the electric transmission right of way is placed on-site, as is one typical telephone pole. The property is also encumbered by an easement to lay and maintain water and electric conduits in favor of the northwesterly abutter.



The Appraiser opines the parcel, as vacant, is unimproved commercial land that has poor utility due to lack of feasible access and unfavorable soil conditions having subsurface ledge, in addition to its steep topography. The property is commercially zoned, however the location and utility of the land limits potential assemblage options. Given the 110' wide electric transmission line right of way encumbering the rear of the land, with monopole installed, the parcel has limited overall appeal to most buyers. As such, the Highest and Best Use of the subject site is for open space purposes with some potential (albeit unlikely) for assemblage.





**Restricted Use/Short Form Value Finding** – DOT Appraiser Steven C. Miller appraised the property according to its highest and best use, as of May 6, 2021, and based on two sales in Waterbury and one sale in Middlebury (2018-2020) concluded the market value of the subject property was \$0.30/sq.ft., with value calculated as follows:

Item	Calculation	Value
Fee simple acquisition of 39,386 sf	39,386 sf x \$0.30/sf	\$11,816
	<b>Rounded</b>	<b>\$12,000</b>

The town assessment records indicate the value of the land is \$7,090 (100% value) based on a 2017 city-wide revaluation.

**RECOMMENDATION:** Board **APPROVAL** of damages in the amount of \$12,000 is recommended for the following reasons:

1. The acquisition complies with Section 13a-73(c) of the CGS which governs the acquisition of property by the commissioner of transportation required for highway purposes.
2. The acquisition value is supported by the DOT appraisal.

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

**PRB #** 21-137  
**Origin/Client:** DCS/QVCC  
**Transaction/Contract Type** AE / Task Letter  
**Project Number:** BI-CTC-547  
**Contract:** OC-DCS-MBE-ARC-007  
**Consultant:** ID3A, LLC  
**Property** Danielson, Upper Maple St (742) QVCC  
**Project purpose:** A-Wing Art Classroom Renovations  
**Item Purpose:** Task Letter #2C

At 9:32 Mr. Wagoner joined the Meeting to participate in the Board’s review of this Proposal. He left the meeting at 9:36.

PROPOSED AMOUNT: \$48,872

At its meeting held on September 20, 2021 the State Properties Review Board voted to suspend this item pending response from DCS to the following issues:

1. Please confirm the project construction budget. The DCS Memo, Task Letter and B1135 differ.  
DCS Response: This is fixed and the proper 1105 is in the revised package.  
Staff Response: OK
2. B1105 does not reflect the current project construction budget and costs. PI submit a revised B1105.  
DCS Response: This is fixed and the proper 1105 is in the revised package.  
Staff Response: OK
3. If 5 month construction period, why 7 job meetings?  
DCS Response: The job meetings are as follows. There are 14 total meetings accounted for in the proposal. There will be one kick off meeting, 1 substantial completion meeting/walkthrough, 7 virtual meetings and 5 meetings which will be held on site and will be on the same day as the 5 monthly full day site visits.  
Staff Response: OK
4. Clarify the statement - 7 job meetings in conjunction with 5 full day site visits?  
DCS Response: There will be 7 virtual job meetings and 5 on site meetings as part of the 5 full day site visits.  
Staff Response: OK
5. Please clarify if DAS/DCS confirmed that funding is in place for the Consultant's fee, beyond CSCUs statement that funding was in place.  
DCS Response: The funding verification is in the package, you were able to locate this while you and I where on the phone.  
Staff Response: OK
6. Why is reimbursement included as additional expense? What are the hourly rates for lump sum proposal?  
DCS Response: This was a leftover from standard BVH boiler plate and has been removed from the revised proposal.  
Staff Response: OK
7. Why the hourly are rates same for various tasks? What are the titles of the staff providing services?  
DCS Response: Admin support on the original proposal should have been labeled senior engineer oversight for BVH. ID3A services are all performed by the same architect.  
Staff Response: OK

**RECOMMENDATION:** It is recommended that the Board approve Task Letter #2C in the amount of \$48,872 to provide construction administration services on this Project.

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PROPOSED AMOUNT: \$48,872

Project Background: The Board of Regents and Connecticut State Colleges and Universities has initiated a renovation project at QVCC in Danielson (Killingly) identified as "A" Wing Art Classrooms renovations including new finishes (ceilings, flooring millwork, furniture and equipment), new mezzanine and stair, structural work for stair supports, and HVAC upgrades. HazMat Abatement of the space has already occurred.

On October 16, 2017, DCS retained the Consultant under Task Letter #2 (Informal) under the On-Call Contract OC-DCS-MBE-ARC-007 to provide design and pre-construction services in conjunction with the A-Wing Art Classroom Renovation Project at QVCC. The Consultant's Fee approved under Task Letter #2 was \$65,634. Task Letter #2 specifically stated that the Consultant's fee for CA Phase services would be negotiated in the future.

On April 27, 2018, DCS retained the Consultant under Task Letter #2A (Informal) to provide design and pre-construction services for an expanded scope of work in conjunction with expanded storage, addition of shower, ceiling grid/lighting, window treatments and millwork for a sink. The Consultant's Fee approved under Task Letter #2A was \$13,920. The construction budget at that time was \$1,045,000.

On November 5, 2019, DCS retained the Consultant under Task Letter #2B (Informal) to provide design and pre-construction services for an expanded scope of work in conjunction with the mezzanine within the A-Wing. The Consultant's Fee approved under Task Letter #2B was \$7,735. The construction budget at that time was unchanged at \$1,045,000.

This On-Call Series Contract OC-DCS-MBE-ARC-0007 was approved by the SPRB under PRB #16-213 and the contract expired on 10-15-2018.

Under this Proposal (PRB #21-137), DCS and QVCC are seeking SPRB approval to approve Task Letter #2C in the amount of \$48,872 for the Consultant to provide the following:

- The Connecticut State Colleges and Universities (hereafter the "CSCU") requires the following design and construction administration services:
  - Construction Administration
  - Coordinate and attend One (1) meeting(s) with the CSCU and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.
  - Review and respond to the Contractor's RFI's, and review and respond to submittals for general conformance with the design intent expressed in the Contract Documents.
  - Provide Five (5) full day site visits, one each month of the construction phase of the project.
  - Attend Seven (7) job meetings, in conjunction with site visits, and prepare meeting minutes and field reports to document the progress and quality of the Contractor's work.
  - Review Contractor's Applications and Certificate for Payment including Contractor's Requisition for Final Payment based upon a final inspection indicating the work is in compliance with the Contract Documents.
  - Monitor project budget and schedule.
  - Develop a punch list and conduct a final inspection. Determine the date of completion.
  - Provide the CSCU, for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.
  - Submit One (1) hard copy set(s) of signed and sealed Record Drawings, and Two (2) set(s) of drawings and specifications in PDF format.

The Consultant provided a staffing matrix in support of their professional fee.

Add Service #3 Fee Matrix BI-CTC-547							
Proposal / Add Service #3	ID3A			BVH			Totals
	Hours	Rate	Total	Hours	Rate	Total	
On-Site Visit 1 Day / Month /5 Months	50	\$140	\$7,000				\$7,000
RFI's, Shop Drawings, Payment Apps, ASI's, Etc	108	\$140	\$15,120	59.40	\$160	\$9,500	\$24,620
9 Bi-weekly Meetings	27	\$140	\$3,780	42.20	\$160	\$6,750	\$10,530
Admin Support	18	\$140	\$2,520	25.00	\$160	\$4,000	\$6,520
Trades Coordination (10%)			\$202				\$202
<b>Total CA Fee</b>			<b>\$28,622</b>			<b>\$20,250</b>	<b>\$48,872</b>

The Construction Budget and total Project Budget are \$945,600 and \$1,197,001, respectively.

Task Letter #2- ID3A, LLC (Informal)	ARC Base Fee	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Combined SD & DD Phase	\$34,675				
Contract Document Phase	\$26,536				
Bidding Phase	\$4,423				
Construction Administration	\$0				
Engineer's Base Fee (TL#3-Informal) (A)	\$65,634				
Task Letter 2A (Informal) – Expanded Project Scope (A1)					
Combined SD & DD Phase	\$5,965				
Contract Document Phase	\$7,355				
Bidding Phase	\$600				
Construction Administration	\$0				
Engineer's Base Fee (TL#3-Informal) (A1)	\$13,920				
Total Basic Service Fee (A) + (A1)			\$79,554	\$1,045,000	7.61%
Task Letter 2B (Informal) – Expanded Project Scope (A2)					
Contract Documents	\$7,735				
Total Basic Service Fee (A) + (A1) + (A2)			\$87,289	\$1,045,000	8.35%
Task Letter 2C (#21-137) – CA Services (A3)					
Construction Administration	\$48,872				
Architect's Base Fee (#21-137) (A3)	\$48,872				
Total Basic Service Fee (A) + (A1) + (A2) + (A3)			\$136,161	\$1,045,000	13.03%

ID3A has been approved for the following Tasks under this on-call series OC-DCS-MBE-ARC-0007 that expired on 10-15-2018:

Task	Proposal #	Description	Amount	Type
T1	BI-CTC-527	Interior Renov. Asnuntuck CC, Man. Tech. Center.	\$148,650	(Informal)
T2	BI-CTC-547	Quinnebaug CC - "A" Wing Reno.	\$65,634	(Informal)
T2A	BI-CTC-547	Quinnebaug CC - "A" Wing Reno.	\$13,920	(Informal)
T2B	BI-CTC-547	QVCC - A Wing Renovations	\$7,735	(Informal)
T3	BI-CTC-557	Three Rivers CC - Restroom Design & Construction.	\$9,500	(Informal)
T4	BI-CTC-559	Three Rivers CC - New Manufacturing Center.	\$40,000	(Informal)
		Total	\$285,439	

Staff had following questions:

1. Please confirm the project construction budget. The DCS Memo, Task Letter and B1135 differ.
2. B1105 does not reflect the current project construction budget and costs. Pl submit a revised B1105.
3. If 5 month construction period, why 7 job meetings?
4. Clarify the statement - 7 job meetings in conjunction with 5 full day site visits?
5. Please clarify if DAS/DCS confirmed that funding is in place for the Consultant's fee, beyond CSCUs statement that funding was in place.
6. Why is reimbursement included as additional expense? What are the hourly rates for lump sum proposal?
7. Why the hourly are rates same for various tasks? What are the titles of the staff providing services?



**RECOMMENDATION:** It is recommended that the Board **suspend** Task Letter #2C in the amount of \$48,872 to provide construction administration services on this Project pending DCS response to aforementioned issues. The overall basic service fee of 4.7% is well within the established guideline rate of 5% for this Group B Renovation Project.

**6. ARCHITECT-ENGINEER - NEW BUSINESS**

**7. OTHER BUSINESS**

**8. VOTES ON PRB FILE:**

**PRB FILES #21-147** – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB 21-147. The motion passed unanimously.

**PRB FILES #21-137** – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB 21-137. The motion passed unanimously.

**9. NEXT MEETING** – Tuesday, October 12, 2021.

The meeting adjourned.

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