

# STATE PROPERTIES REVIEW BOARD

## Minutes of Meeting Held On October 21, 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 21, 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**

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 18, 2021 Meeting. The motion passed unanimously.

### **2. COMMUNICATIONS**

Director Desai had followed up with DoAg on the status of PDR proposals that might come to the Board for review and action. DoAg responded that at this time, we do not have a PDR farmland property through CGS Sec. 22-26cc, at the accepted Offer stage.

Director Desai informed Board Members the Agenda for today's Meeting should state the Item Purpose under PRB #21-153 is Task Letter #7B, not Task Letter #7A.

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

### **4. REAL ESTATE – NEW BUSINESS**

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

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

<i>PRB #</i>	21-153
<i>Origin/Client:</i>	DCS/DECD
<i>Transaction/Contract Type</i>	AE / Task Letter
<i>Project Number:</i>	BI-RR-28
<i>Contract:</i>	OC-DCS-ARC-0049
<i>Consultant:</i>	TLB Architecture, LLC

**Property** Canterbury, S. Canterbury Rd (1)  
**Project purpose:** Interior/Exterior Renovations – Prudence Crandall Museum  
**Item Purpose:** Task Letter #7B

Prior to review of this Proposal Staff informed Board Members the Agenda should state the Item Purpose is Task Letter #7B, not Task Letter #7A.

**PROPOSED AMOUNT: \$34,640 (NTE)**

On October 18, 2016, DCS engaged the Consultant under Task Letter #7 (Informal), for the Consultant to review a 2004 Comprehensive Facilities Study prepared by Paul B. Bailey Architect identifying deficiencies at the Prudence Crandall Museum. Task Letter #7 required the Consultant to prepare a new Study to remedy the deficiencies identified in the prior Report.

At the February 14, 2019 Board Meeting, the Board approved Task Letter #7A to the On-Call Contract for the Consultant to provide design and construction administration services to address site issues, building envelope issues, interior design, structural, electrical, mechanical, plumbing, fire protection and abatement issues. The fee for the Consultant's services was \$152,855.

DCS bid the Project on February 28, 2020, with bids due May 20, 2020. The AG approved the \$1,698,000 construction contract on July 27, 2020. NTP was issued on August 17, 2020 and Substantial Completion was scheduled for February 12, 2021 (26 weeks). Substantial Completion has been extended to October 31, 2021, an additional 34 weeks. Currently, the project/construction is 80% completed.

Under this Proposal (PRB #21-153), DCS and DECD are seeking Board approval of Task Letter #7B to the On-Call Contract to expend \$34,640 for the following expanded design and construction administration services:

1. Revisions to the scope of work requested by the Agency: The Consultant prepared sketches and documents to support the Agency Change Request to redesign the ramp as follows:
  - a. Coordinate and manage design and review process with DAS and State Historic Preservation Office (SHPO).
  - b. Redesign the ADA accessible access ramp and walkway to minimize disruption to areas unexcavated by state archaeologist.
  - c. Redesign handrail details.
  - d. Revise site layout plan.
  - e. Revise grading and drainage to accommodate the revised site layout.
  - f. Revise roof leaders and footing drain connections and discharge pipe to accommodate the revised site layout.
  - g. Relocate condenser and condensate disposal trench. Update MEP drawings to reflect changes.
  - h. Update the Demolition Plan based on the changes requested.
  - i. Update the Erosion and Sedimentation Control plan based on the changes requested.
  - j. Update detail sheets.
2. Extended construction administration (CA) services due to the increase in the construction Contract Time caused by the ramp redesign and archaeological surveys in the areas of the ramp location.
  - a. The addition of one hundred twenty-six (126) man-hours of the CA services to accommodate an increase in the delay in the construction schedule based on the following schedule information:
    - i. Original Notice to Proceed: August 17, 2020
    - ii. Contractual Date of Substantial Completion: February 12, 2021 (26 weeks)

- iii. 10% Extension of CA Services per the Architect’s On-call Contract: 3 weeks to March 5, 2021.
- iv. Anticipated new Date of Substantial Completion: October 31, 2021 (34 weeks).
- v. Additional CA services are based on an additional 126 hours over the 34 weeks of CA time, as it is assumed that the level of effort will not be consistent for the full duration and will not require a weekly expenditure of time.
  - 1. Anticipated expenditure of time over the 34 weeks:
    - Roger Williams, RA: 126 hours at \$125/hour = \$15,750
    - Michael P. Fortuna, AIA: No additional fee requested.
  - b. Additional CA services includes time spent for additional meetings, additional field visits and field reports and other time spent on behalf of the project directly related to the extension of time. It should be noted that the additional time for tasks and services that is included in current Task Letter No.7A for CA Services, such as submittal review, punch list, closeout, etc. has not been included.

Services to be procured under this task letter are to compensate the Consultant for revisions to the scope of work requested by the Agency at the beginning of the construction and additional CA services as a result of the increase in the construction contract time period caused by the ramp redesign and archaeological surveys in the areas of the ramp location.

In November 2014, SPRB approved TLB Architecture, LLC (“TLB”) (**PRB File #14-281**) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. These contracts have a maximum contract fee of \$1,000,000 with a common expiration date January 15, 2017. Subsequently TLB has been approved for the following tasks under this series:

• Task Letter #1	MCC Adv. Manufact. Center Study	\$64,000	(Informal)
• Task Letter #3	DAS Fleet Relocation Study	\$85,150	(Informal)
• Task Letter #3A	DAS Fleet Relocation Study	\$1,500	(Informal)
• Task Letter #4	DEEP Loading Dock Canopy Project	\$28,000	(Informal)
• Task Letter #4A	DEEP Loading Dock Canopy Project	\$10,520	(Informal)
• Task Letter #5	JUD Golden Hill Window Project	\$159,462	<b>(#16-085)</b>
• Task Letter #5A	JUD Golden Hill Window Project	\$88,030	(Informal)
• Task Letter #6	Rocky Neck St Park Pavilion Renov.	\$162,000	<b>(#16-251)</b>
• Task Letter #7	Prudence Crandall Museum – Structural Study	\$39,000	(Informal)
• Task Letter #7A	Prudence Crandall Museum – Design & CA	\$152,855	<b>(#19-023)</b>
<b>Total Fee to Date:</b>		<b>\$790,517</b>	

The Construction Budget and Total Project Budget have been increased to **\$1,698,000** and **\$2,522,084** from the originally established budgets at \$1,084,310 and \$1,519,428 respectively for this project.

Task Letter #7A– TLB Basic Services Fee (#19-023)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design/Design Development Phase	\$53,969				
Contract Documents Phase	\$44,617				
Tracing & Masters/Bidding Phase	\$7,352				
Construction Administration	\$44,117				
<b>TOTAL BASIC SERVICE FEE (#19-023) (A)</b>	<b>\$150,055</b>			<b>\$1,084,310</b>	<b>13.84%</b>
<b>Task Letter #7B (#21-153)</b>					
Expanded Design for Ramp redesign	\$18,890				
Expanded CA Services	\$15,750				
Total Fee (A1) NTE	\$34,640				
<b>TOTAL BASIC SERVICE FEE (#21-153) (A) + (A1)</b>	<b>\$184,695</b>			<b>\$1,698,000</b>	<b>10.9%</b>
<b>SPECIAL SERVICES (B):</b>					
Topographic Survey		\$2,800			
<b>TOTAL SPECIAL SERVICE FEE (#19-023) (B)</b>		<b>\$2,800</b>			
<b>TOTAL FEE ( PRB #21-153) (A)+(A1) + (B)</b>			<b>\$187,495</b>	<b>\$1,698,000</b>	<b>11.0%</b>

Staff inquired with DCS regarding the follow:

- Are there any delays related to the original scope?  
DCS Response: Yes.  
Staff Response: Scope was related to the ramp included in the original scope that needed re-design per SHPO
- What is the cost of new work as requested by the agency? Pl provide CPM schedule for the original work and this new work.  
DCS Response: It is a credit of (\$2,164.04). Please see the attached original baseline schedule (PRD-BL00-REV1). We are awaiting GC's revised construction schedule reflecting the new substantial completion date.  
Staff Response: Ok
- Under the Board's review of Task Letter #7A (PRB #19-023), the construction budget was projected at \$1,084,310 and is now projected at \$1,698,000, an increase of 56.5%. Please provide the Consultant's cost estimates provided at the SD/DD and CD phase and reconcile with the \$1,698,000 Construction Contract approved by DAS and AG.  
DCS Response: As explained in TL7B, the original construction budget (indicated in Task No.7A) of One Million, Eighty-Four Thousand Three Hundred Ten Dollars, (\$1,084,310.00) has been revised to \$1,247,283,00 after the final cost estimate review. The bid opening resulted in 3 over budget bids. After the rejection of the lowest (\$1,564,000) and the highest (\$2,102,471) bid offers due to the failure to comply with the bidding specifications, the second low bidder, Kronenberger and Sons Restoration (KSR), has become the apparent low bidder. Their bid of \$1,698,000 exceeded the Consultant's Total Construction Cost Estimate indicated above by \$450,717. DECD decided to move ahead with the apparent low bidder-KSR- and the adequate funds have been transferred to the DAS Project Account. Please see the attached TLBA's Response to State Comments on CD Submission Cost Estimate in lieu of the SD/DD/CD cost estimates.  
Staff Response: Ok
- Why NTE fee proposal for known tasks? Pl submit a fixed price for the scope proposed with staffing as the project is almost at the end of completion.  
DCS Response: The NTE pertains to the extended TLBA's construction administration services only. TLBA anticipates that they will expend an additional 126 hours of time over the 34 week period, utilizing the following staff:

- Roger Williams, RA: 126 hours at \$125/hour = \$15,750
- Michael P. Fortuna, AIA: No additional fee requested.  
TLBA proposed the fee of \$15,750 as a Not to Exceed Fee to be billed only for Roger's time, with appropriate timesheet backup.

Staff Response: Ok

5. Pl identify what changes were proposed by the agency and why is it taking additional 34 weeks for this additional task/s?

DCS Response: On Sep 9, 2020, the Agency/SHPO requested the original ADA accessible access ramp and walkway be relocated and redesigned to minimize disruption to areas unexcavated by the state's archaeologist. The changes have been listed in the Task Letter #7B under Section 1.1. Overall, they entailed the ramp redesign from the on grade concrete walkway and ramp and stair systems to a wood ramp on concrete sonotube supports. The newly redesigned ramp required the area to be archaeologically surveyed prior to its installation. Once SHPO approved the ramp redesign sometime in January 2021, they started the process of hiring the professional archaeologists, which resulted in getting the Heritage Consultants on board in May 2021. The survey started on May 15<sup>th</sup> and ended on June 15<sup>th</sup>. The NTP for the site work was issued on June 17, 2020.

The additional 34 weeks pertain to TLBA's extended construction administration services due to delays and as explained under Section 1.2 of the already mentioned TL#7B and copy-pasted below.

Staff Response: Ok

**RECOMMENDATION:** It is recommended that the Board **APPROVE** Task Letter #7B for TLB to provide additional consulting design services on this project, pending DCS response to aforementioned issues. The overall basic service fee of 10.9% is within the established guideline rate of 14.25% for this Group C Renovation Project.

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From PRB #19-023

**PROPOSED AMOUNT: \$150,055**

**PROJECT BRIEF –**

The Prudence Crandall House, also known as Elisha Payne House and as the Prudence Crandall School for Girls, is a two story historic structure constructed in approximately 1805 and purchased by Prudence Crandall about 1831. It is located at the junction of Connecticut Route 14 and 169 within the Canterbury Center Historic District of Canterbury, Connecticut. It was listed on the National Register of Historic Places in 1971 and declared a National Historic Landmark in 1991.

The State of Connecticut purchased The Prudence Crandall Museum property in 1969. The Museum formally opened to the public in May of 1984. Since then, this National Historic Landmark has hosted visitors from all 50 states and visitors from as far away as Israel and Cambodia. The Museum gives tours, organizes changing exhibits, hosts a variety of public programs, and has a small research library for in-house study.

This project is supplemental to a previously approved study "Final Report: Assessment and Recommendations" (the Report) prepared for the Prudence Crandall and John Carter Houses dated March 23, 2017. The report was intended to establish the immediate and long term physical needs of the both properties, including solutions to the immediate code deficiencies identified by the State Fire Marshal. The project scope shall include all recommendations enumerated in the Report for the Prudence Crandall House only,

with the exception of the post and rail fence and picket fence, and the underground service from pole to the house. All renovations shall be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Structures. The project will also require a review by the State Historic Preservation Office.

In November 2014, SPRB approved TLB Architecture, LLC (“TLB”) (**PRB File #14-281**) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. These contracts have a maximum contract fee of \$1,000,000 with a common expiration date January 15, 2017. Subsequently TLB has been approved for the following tasks under this series:

• Task Letter #1	MCC Adv. Manufact. Center Study	\$64,000	(Informal)
• Task Letter #3	DAS Fleet Relocation Study	\$85,150	(Informal)
• Task Letter #3A	DAS Fleet Relocation Study	\$1,500	(Informal)
• Task Letter #4	DEEP Loading Dock Canopy Project	\$28,000	(Informal)
• Task Letter #4A	DEEP Loading Dock Canopy Project	\$10,520	(Informal)
• Task Letter #5	JUD Golden Hill Window Project	\$159,462	<b>(#16-085)</b>
• Task Letter #5A	JUD Golden Hill Window Project	\$88,030	(Informal)
• Task Letter #6	Rocky Neck St Park Pavilion Renov.	\$162,000	<b>(#16-251)</b>
• Task Letter #7	Prudence Crandall Museum – Structural Study	\$39,000	(Informal)
<b>Total Fee to Date:</b>		\$637,662	

**TASK LETTER #7A** is a new task letter and is subject to SPRB approval because the total project fee exceeds the threshold cost of \$100,000. The Construction Budget and Total Project Budget have been established at **\$1,084,310** and **\$1,519,428** respectively for this project. As detailed in the scope letter from TLB to DCS dated November 14, 2018 the **\$150,055** is intended to compensate TLB for the following project scope:

- Site Improvements
- Building envelope exterior renovations
- Interior renovations
- Structural enhancement of the entire Museum building per latest codes
- Upgrades to the existing mechanical system including boiler staging controls, dehumidification and heating systems with a digital operating control system.
- Upgrades to the existing electrical system
- Upgrades to the existing plumbing system within the reconfigured restroom.
- Installation of the sprinkler and fire alarm systems including smoke detection.
- DAS/CS will contract with, and oversee the work of, a Haz-Mat Consultant to provide Specifications and Design Drawings for Haz-Mat Abatement as well as to provide monitoring and consulting activities during construction.
- Survey services of the vicinity of the subject Museum building to provide survey maps conforming to the accuracy of Class A-2, T-2 and V-2.
- Development of Construction Cost Estimates.
- Construction Administration Services

The Consultant is hereby authorized to retain the services of the following **sub-consultants**:

DCS has confirmed funding is in place for this Task Letter #7A.

Task Letter #7A– TLB Basic Services Fee (#19-023)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget

Schematic Design/Design Development Phase	\$53,969				
Contract Documents Phase	\$44,617				
Tracing & Masters/Bidding Phase	\$7,352				
Construction Administration	<u>\$44,117</u>				
<b>TOTAL BASIC SERVICE FEE (#19-023) (A)</b>	<b>\$150,055</b>			<b>\$1,084,310</b>	<b>13.84%</b>
<b><u>SPECIAL SERVICES (B):</u></b>					
Topographic Survey		<u>\$2,800</u>			
<b>TOTAL SPECIAL SERVICE FEE (#19-023) (B)</b>		<b>\$2,800</b>			
<b>TOTAL FEE ( PRB #19-023) (A)+ (B)</b>			<b>\$152,855</b>	<b>\$1,084,310</b>	<b>14.10%</b>

The following questions were raised based by staff to which DCS provided following responses.

- What is the construction duration for this project?  
**DCS - We anticipate a construction duration of 9 months – 9/19 – 5/20**
- There seems to be an error in addition of fees as proposed by the Architect in his proposal (page 2) – should the total be \$152,855 and not \$150,055? If there is an error, the contract should be modified accordingly. Please note minor correction under **Section 2. Fee**, 2C should be \$7,352 instead of \$7,353.  
**DCS - The total is \$152,855; the basic services is \$150,055 and the survey is an additional service valued at \$2,800**
- GNCB’s (structural engineer) proposal includes “additional site visits at a rate of \$1,000 per visit”. Please clarify how many hours minimum and what is the hourly rate.  
**DCS - The GNCB proposal is to TLB. As far as the state is concerned there will not be any additional cost for structural site visits. Specifically TLB answers as follows: *Their proposal includes an allowance of \$1000 per additional visit to the client, but in the context of their proposal, TLBA is the client, not DAS, so we will manage their time and fees. There is no per diem or per visit rate as part of the Contract with the State.***
- Please clarify at what stage/s Accurate Construction Estimates will provide construction estimates? SD/DD phase and/or CD phase  
**DCS - Estimates will be provided at the end of each phase – SD/DD and CD phase (we are combining the SD/DD phase for this project given the limited scope)**

Based on DCS responses below, staff asked to make following changes:

Page 3 - 1A. – does not specifically identify that the Architect will provide construction estimates at SD/DD phase (in contrast to **1B. – page 4** – “Prepare a detailed cost estimate for DAS review and comment”).

Page 6 - Fee – The fee total should be \$152,855 (not \$150,055)

2A. should be \$52,969 and not \$53,969 – as \$1,000 for excavating services is already identified as **2F** on page 7 of the contract. 2C. should be \$7,352 and not \$7,353

DCS informed the staff that there will be following additional changes made to the contract to make it clear:



Jackie had made the changes to the task letter in accordance with your email below. Halina, however, had some additional changes that I want to point out to you.

She expressly incorporated the evaluation of outside conditions of the existing foundation walls including excavating test pits for visual inspection in 1.A. This is to make it clear that the design professional is responsible for this service and the test pits.

Under 1.E., the architect's site visits and job meetings have been increased from 12 to 18.

Halina eliminated the words from the Excavator subconsultant, "should it be necessary," to make it clear that the work shall be performed. The same thing applies to the change to 2F; we intend for the excavating services to be performed without equivocation.

In 3B and 3C, Halina reduced the calendar days for submittal time periods so that the work will be submitted earlier.

**RECOMMENDATION:** DCS responses and corrected contract addresses staff concerns. It is recommended that the Board **APPROVE** Task Letter #7a for TLB to provide additional consulting design services on this project. The overall basic service fee of 13.84% is within the established guideline rate of 14.25% for this Group C Renovation Project.





**7. OTHER BUSINESS**

**8. VOTES ON PRB FILE:**

**PRB FILES #21-153** – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB 21-153. The motion passed unanimously.

**9. NEXT MEETING** – Monday, October 25, 2021.

The meeting adjourned.

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