

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On January 13, 2022 – 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 January 13, 2022 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

Anthony C. DeNapoli, DAS/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 January 10, 2022 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

PRB #	21-192
Origin/Client:	DAS/DCS
Transaction/Contract Type	RE / Assignment of Space
Property:	Hartford, Columbus Blvd (450)
Project Purpose:	DAS-DCS School Construction Grant Program Relocation
Item Purpose:	Assignment of Space Pursuant to CGS 4b-29

At its December 23, 2019 Board Meeting, the SPRB approved the relocation of 16 DAS/DCS employees within the School Construction Grant Program located at 450 Columbus Boulevard, Hartford to space located at 450 Capitol Avenue, Hartford. At the time DAS/DCS estimated the cost of relocating the employees at \$13,729.

Under this Proposal (PRB #21-192) DAS/DCS is seeking SPRB approval pursuant to CGS 4b-29 for relocating 13 employees (current) back to 450 Columbus Blvd in three different locations (DCS, DAS Business & DAS Facilities). DAS states there is minimal cost to relocate the 13 employees.

OPM has previously approved (12-02-21) 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.”

RECOMMENDATION: Staff recommend approval of the relocation of state employees for the following reasons:

- The relocation complies with CGS 4-67g(f) (OPM statutes); and
- The relocation complies with CGS 4b-29 (DAS statutes).

From PRB #19-248

The Department of Administrative Services (“DAS”) is requesting SPRB approval pursuant to CGS 4b-29 for relocating 16 Office of Healthcare Advocate (OHA) employees from 450 Capitol Avenue, Hartford to leased space at 960 Main Street, Hartford, within space occupied by the Department of Insurance.

Upon completion of the relocation of the OHA employees, DAS is requesting SPRB approval pursuant to CGS 4b-29 for relocating 16 DAS/DCS employees within the School Construction Grant Program located at 450 Columbus Boulevard, Hartford to the just-vacated space at 450 Capitol Avenue, Hartford.

OPM has previously approved (12-6-19) the relocation 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.”

Staff requested clarification of the following issues to be addressed by DAS Leasing, including:

1. What is the estimated cost of relocating the OHA staff to the Main Street location?
DAS Response: Please see attached summary for full detail. The move is estimated to be \$22,559 for OHA. OK
2. How much square feet will the 16 employees occupy and is this a dedicated area, or co-mingled with Dept of Insurance (DOI)?
DAS Response: 3,200sf. It is not in a dedicated suite, but the space is grouped together for both OHA and DOI. There is shared space for conference and break rooms, etc. OK
3. Is a Memorandum of Understanding between DAS, OHA and DOI required for the co-location of a second agency within the leased building?
DAS Response: Yes, that will take some time to complete hence our reason for submitting the request in this manner right now. OK. There is no statutory requirement to have a MOU in place.
4. How does the co-location impact reimbursement of rent as DOI is an industry-paid agency? Will this relocation result in a reduction of the reimbursement to DAS?
DAS Response: DAS is not entitled to the reimbursement it is required to go to the General Fund. OK.

5. Section 6 of the original Lease for space at 960 Main St included a provision to terminate the parking arrangements with the Lessor and take full credit of \$110/car space per month from the rental rate, for a total reduction of \$158,400/yr. The First, Second and Third Amendments to Lease make no reference to the Termination and the most recent DAS Memo, dated 9-28-16, provides contradictory information regarding the parking. Did DAS exercise their rights in Section 6 of the Lease after the State's acquisition of the Morgan Street Garage in August 2013?

DAS Response: Those spaces are paid for by the lessor and located at the Morgan Street Garage. There is sufficient parking within 120 to accommodate the 16 people in. OK

6. What is the estimated cost of relocating the DAS/DCS staff to the Capitol Avenue location?

DAS Response: It is estimated to be \$13,729. OK

RECOMMENDATION: Staff recommend approval of the relocation of state employees to the two buildings for the following reasons:

- The relocation complies with CGS 4-67g(f) (OPM statutes); and
- The relocation complies with CGS 4b-29 (DAS statutes).

Sec. 4b-29. (Formerly Sec. 4-133a). Allocation of facilities to state agencies. The Commissioner of Administrative Services shall, subject to the approval of the State Properties Review Board, order the assignment and removal of state agencies, other than institutions and the Judicial Department, to and from real estate available to the state, through ownership or lease, when he deems it necessary to provide space, facilities and necessary accommodations to meet the needs of any of such agencies and when such assignment or removal will be in the best interests of the state. If any such agency fails to abide by an order of assignment or removal of the commissioner, the Commissioner of Administrative Services shall promptly inform the Governor of the reason for his order and of the failure of the agency to comply therewith. For the purposes of this section, the term "Judicial Department" does not include the courts of probate, the Division of Criminal Justice and the Public Defender Services Commission, except where they share facilities in state-maintained courts.

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB #	21-194
Origin/Client:	DCS/WCSU
Transaction/Contract Type	AE / Task Letter
Project Number	CF-RD-308
Contract	OC-DCS-ARC-0056
Consultant:	Clohessey Harris & Kaiser, LLC
Property	Danbury, Eighth Ave – WCSU Health Services Suite
Project purpose:	Renovation and Addition to Newbury Hall Wellness Center
Item Purpose	Task Letter 5A for Expanded ARC Services

At 9:31 Anthony C. DeNapoli joined the meeting to participate in the Board's discussion of this Proposal. He left the meeting at 9:46.

PROPOSED AMOUNT: \$51,800

At the State Properties Review Board meeting held on February 14, 2019, the Board approved #19-035 (Task Letter #5 - OC-DCS-ARC-0056), in the amount of \$138,680, for ARC and CA Services for the design and construction of the Renovation and Addition to Newbury Hall Wellness Center.

Newbury Hall is a residential facility constructed in 1969, and subsequently renovated several times. The ground floor is currently utilized as an administrative center for the Residence Life staff.

WCSU is experiencing an increased need to develop an integrated wellness center which would house the University Health Services, counseling center, and addiction services' office, all of which have outgrown their current location. Co-locating these services in one location will facilitate in reducing the overhead of administrative expenses.

WCSU requires design and construction administration services for the renovation of 3,000 sq.ft. first floor space in the building and the 1,165 sq.ft. expansion of the north side of the building to create an ADA-accessible Health Services' Suite with exam rooms, restrooms, administrative space and an ambulance bay.



Under this proposed TASK LETTER #5A with the Consultant, DCS is seeking SPRB approval to expend an additional \$51,800 to compensate the Consultant for the following project scope:

Supplemental Pre-Construction and Construction Phase Services for the Newbury Hall Wellness Center Project.

1. Additional work to support the re-bid of the Newbury Hall project in April of 2020 (Second Bid).
2. Additional work to support the third bid phase (August-September 2021). This re-bid phase was necessary because the second bid results came in over \$2,000,000.00 and consequently the project was changed from Agency Administered to DAS Administered.
 - Coordinate and participate in a Pre-Bid Meeting on site with DAS, WCSU, and the CA.
 - Answer RFI's, clarify bid documents as needed, and issue addenda.

The cost of additional project meetings. At the time CHK's original Task Letter was issued, it was agreed with WCSU that the Newbury Hall project would be delivered concurrently with the WCSU West Campus Restroom project and that the meetings for both projects would run concurrently. This did not happen due to design changes requested by WCSU and the fact that the project was changed from Agency Administered to DAS Administered.

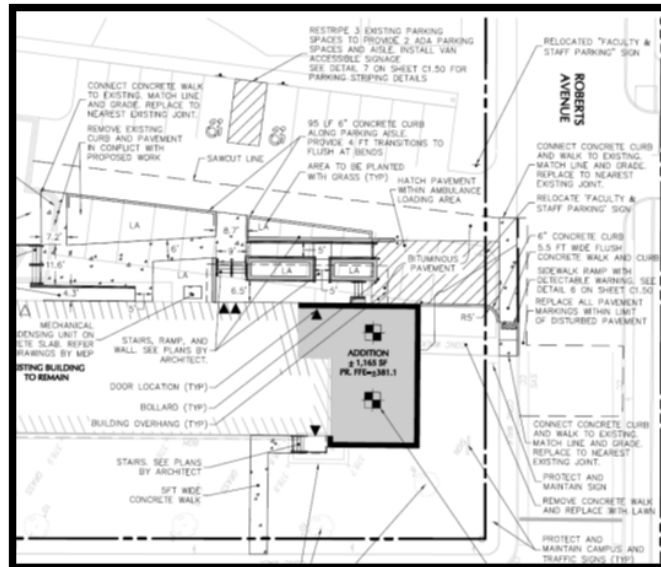
3. Costs related to sequential progression. Specifically, CHK's original proposal was based on sequential progression of the Design Phases with not more than thirty days between each phase. This did not happen due to changes that WCSU requested during design. These included, but were not limited to, changing the location of the addition; size of the ambulance bay and related site improvements; and adding, and later eliminating, the Women's Center space.
4. Costs related to increased project duration. CHK's original proposal anticipated that Construction would be completed within two years from CHK's Notice to Proceed, which equates to a completion date of February 15, 2021. This date was not achievable due to the two re-bid periods.
5. Costs for the use of PM Web software for construction administration. This was not part of the

original Task Letter because the project was Agency Administered at the time and WCSU did not require the use of PM Web.

6. Cost to provide interior design services not in CHK’s original proposal. Per the original negotiations WCSU was to perform the interior design work, but they later asked CHK to do so instead.
7. Cost for Langan (CHK’s Civil Sub-Consultant) to observe a second set of test pits (dug by others), perform soil sampling, and prepare a report. These supplemental test pits were required because the location of the addition was moved to the North side of the building. Prior test pits were taken at the original addition location.

In January 2017, SPRB approved Clohessy Harris & Kaiser, LLC, (“CHK”) (PRB #17-008) as one of eight firms under the latest *On-Call Architects Consulting Services Contract*. These contracts have total maximum cumulative fee of \$1-Million Dollars and a common expiration date of March 15, 2019. CHK has received the following Tasks under this series (OC-DCS-ARC-0056):

a. Task Letter #1	Robinson CI Bathroom Renovation	\$183,757	(#18-047)
b. Task Letter #1A	Robinson CI Bathroom Renovation	\$44,565	(#21-129)
c. Task Letter #2	New Garage Building	\$23,800	(Informal)
d. Task Letter #3	Office of Health Strategy – Office Design	\$31,900	(Informal)
e. Task Letter #3A	Office of Health Strategy	\$8,800	(Informal)
f. Task Letter #4	WCSU – West Campus Restroom /Facility	\$61,250	(Informal)
g. Task Letter #5	WCSU – West Campus Restroom /Facility	<u>\$138,680</u>	(#19-035)
	Total Fee to Date:	<u>\$492,752</u>	



The overall construction and total project budget have been increased to \$2,598,174 and \$3,640,328, respectively. Under the original ARC Proposal (#19-035), the overall construction and total project budget were \$1,100,000 and \$1,453,000 respectively.

CT State Colleges and Universities (CSCU) has confirmed funding is in place for the Consultant’s fee.

Task Letter #5– CHK Basic Services Fee (#19-035)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	\$18,785				
Design Development Phase	\$24,485				
Contract Documents Phase	\$35,235				
Bidding Phase	\$5,375				
Construction Administration	<u>\$32,850</u>				
TOTAL BASIC SERVICE FEE (#19-035) (A)	\$116,730			\$1,100,000	10.61%
Expanded ARC Services (#21-194) (A1)	<u>\$43,500</u>				
TOTAL BASIC SERVICE FEE (#21-194) (A) + (A1)	\$160,230			\$2,598,174	6.17%
SPECIAL SERVICES (B): under information gathering task (IG)					
IG - Boundary & Topographic Survey		\$3,500			
IG - Geotechnical Engineering		\$6,750			
IG - Air Balancing Services		\$2,100			
Commissioning		<u>\$9,600</u>			
TOTAL SPECIAL SERVICE FEE (#19-035) (B)		\$21,950			
Expanded Special Services (#21-194)					
Interior Design Services		\$6,400			
Additional Geotechnical Survey		<u>\$1,900</u>			
Total Special Services (#21-194) (B2)		\$8,300			
TOTAL FEE (PRB #21-194) (A)+(A1) + (B) + (B2)			\$190,480	\$2,598,174	7.33%

The project was bid a second time in March 2020, with bids due on April 16, 2020. The results are as follows:

RFJ Associates	Nosal Builders	Kronenberger Sons	A. Secondino Son	Zlotnick Construction	Larosa Building Group	Millenium Builders	Hawley Construction	JA Rosa Construction	Diversity Construction
\$2,179,251.00	\$2,247,656.00	\$2,332,000.00	\$2,349,000.00	\$2,355,900.00	\$2,367,000.00	\$2,387,000.00	\$2,398,500.00	\$2,428,864.00	\$2,467,400.00

The project was bid a third time on July 23, 2021, with bids due on September 8, 2021. The results are as follows:

Project Title:	Newbury Residence Hall-Wellness Center	Project No.:	CF-RD-308
Project Address:	WCSU-Midtown Campus, Danbury, CT	Agency Base Bid:	\$1,950,574.00
Page No.	1 of 1	Addenda No.(s):	2
Bidding Limited To:	General Building Construction (Group C)		

Bidder	Base Bid	SUPPLEMENTAL BIDS			
		1	2	3	4
Diversity Construction Group, LLC	\$2,568,400.00				
Hawley Construction Corporation	\$3,480,000.00				
RFJ Associates LLC dba Tomlinson, Hawley, Patterson	\$3,127,923.00				
Scope Construction Company, Inc.	\$2,397,000.00				
Wohlson Construction Company	\$2,598,174.00				

Staff asked DCS to clarify the following:

1. Please provide status of the project.
DCS Response: The project is in Construction.
Staff Response: OK

2. Please update the Project Budget (Construction and Total Cost) included on page 4 of the DCS Memo (\$2,598,174) as it is inconsistent with the Memo – page 3 - (\$2,179,251) and results of the September 8th Bid Results.
DCS Response: You are correct, there is an error here. The correct Construction Budget is \$2,598,174.00 and the correct total budget is \$3,640,328.00. Thank you for catching this.
Staff Response: OK

3. Please clarify why this Task Letter is now being presented to the Board when the Consultant provided their final revised Proposal, accepting the negotiated Fee for Basic Services (\$43,500), on August 31, 2021, over 3.5 months later, and in consideration that the Consultant provided professional services in conjunction with the first re-bid in April 2020 and a second re-bid advertised in July 2021, with responses due on September 8, 2021.
DCS Response: This Supplemental Task Letter resulted from the project being changed from Agency Administered to DAS Administered. We did not receive a proposal from CHK until September of 2020, after the project had already been transferred to DAS and some of the additional services had already been performed. The process of negotiating the additional services with CHK was tedious and it took them a long time to provide the backup we needed to support their request. Once we have the final proposal, we need to draft the Task Letter, then it gets reviewed by the ADPM and Legal, revised as needed, etc. This all takes time. In addition, at the time the we received the final proposal, my efforts were focused on the bidding and contract award.
Staff Response: OK

4. Please clarify the status of DH Bolton providing Cam services under Task Letter #1 to OC-DCS-CAM-0011.
DCS Response: DH Bolton is under contract and providing CA services.
 - a. Has the Consultant requested additional fees due to the re-bid and overall delay?
DCS Response: CHK has not requested any additional services other than those in this Task Letter. DH Bolton has not requested any additional services.
 - b. Has the construction duration been changed from the 210-day estimate?
DCS Response: No, the duration is still 210 days.
Staff Response: OK

RECOMMENDATION: It is recommended that SPRB **approve** this Task Letter #5A for the Consultant to provide expanded ARC services for the Renovation and Addition to Newbury Hall Wellness Center. The ARC fee of 7.35% of construction cost is within the DCS guideline of 11%.

From PRB #19-035

PROPOSED AMOUNT: \$138,680

PROJECT BRIEF –

Newbury Hall is a residential facility constructed in 1969, and subsequently renovated several times. The ground floor is currently utilized as an administrative center for the Residence Life staff.

WCSU is experiencing an increased need to develop an integrated wellness center which would house the University Health Services, counseling center, and addiction services’ office, all of which have outgrown their current location. Co-locating these services in one location will facilitate in reducing the overhead of administrative expenses.

WCSU requires design and construction administration services for the renovation of 3,000 sq.ft. first floor space in the building and the 1,000 sq.ft. expansion of the north and west sides of the building to create an ADA-accessible Health Services’ Suite with exam rooms, restrooms, administrative space and an ambulance bay.

In January 2017, SPRB approved Clohessy Harris & Kaiser, LLC, (“CHK”) (**PRB #17-008**) as one of eight firms under the latest *On-Call Architects Consulting Services Contract*. These contracts have total maximum cumulative fee of \$1-Million Dollars and a common expiration date of March 15, 2019. CHK has received the following Tasks under this series.

a. Task Letter #1	Robinson CI Bathroom Renovation	\$183,757	(#18-047)
b. Task Letter #2	New Garage Building	\$23,800	(Informal)
c. Task Letter #3	Office of Health Strategy – Office Design	\$31,900	(Informal)
d. Task Letter #3A	Office of Health Strategy	\$8,800	(Pending)
e. Task Letter #4	WCSU – West Campus Restroom Facility	<u>\$100,000</u>	(Pending)
Total Fee to Date:		\$348,257	

TASK LETTER #5 is a new task letter and is subject to SPRB approval because the total project fee exceeds the threshold cost of \$100,000. The overall construction and total project budget have been established at **\$1,100,000** and **\$1,453,000** respectively. As detailed in the scope letter from CHK to DCS dated December 27, 2018 (revised) the **\$138,680** is intended to compensate CHK for the following project scope:

- Standard design services for the renovation and expansion of Newbury Hall
- Coordination and design services for all associated upgrades consistent with the standards developed by CSUS and WCSU.
- Design of all required MEP upgrades to support the renovated and expanded space, including commissioning services.
- Civil engineering design services including a T-2 survey and geotechnical engineering services.
- Completion of bidding, cost estimating and construction administration services.

DCS has confirmed funding is in place for this Task Letter #5.

Task Letter #5– CHK Basic Services Fee (#19-035)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase	\$18,785				
Design Development Phase	\$24,485				

Contract Documents Phase	\$35,235				
Bidding Phase	\$5,375				
Construction Administration	<u>\$32,850</u>				
TOTAL BASIC SERVICE FEE (#19-035) (A)	\$116,730			\$1,100,000	10.61%
<u>SPECIAL SERVICES (B):</u> under information gathering task (IG)					
IG - Boundary & Topographic Survey	\$3,500				
IG - Geotechnical Engineering	\$6,750				
IG - Air Balancing Services	\$2,100				
Commissioning	\$9,600	<u>\$21,950</u>			
TOTAL SPECIAL SERVICE FEE (#19-035) (B)		\$21,950			
TOTAL FEE (PRB #19-035) (A)+ (B)			\$138,680	\$1,100,000	12.61%

RECOMMENDATION: It is recommended that the Board **APPROVE** Task Letter #5 for CHK to provide consulting design services on this project. The overall basic service fee of 10.61% is within the established guideline rate (blended) of 11.0% for this Group B New/Renovation Project.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #21-192 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB 21-192. The motion passed unanimously.

PRB FILE #21-194 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB 21-194. The motion passed unanimously.

9. NEXT MEETING – Tuesday, January 18, 2022.

The meeting adjourned.

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