

**STATE PROPERTIES REVIEW BOARD**

**Minutes of Meeting Held On October 20, 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 October 20, 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**

Cameron Weimar, DoAG  
Keith Epstein, CSCU  
Todd Lukas, DCS  
Tony DiNapoli, 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. Halpert seconded a motion to approve the minutes of the October 17, 2022 Meeting. The motion passed unanimously.

**2. COMMUNICATIONS**

**3. REAL ESTATE- UNFINISHED BUSINESS**

**4. REAL ESTATE – NEW BUSINESS**

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

<i>PRB #</i>	22-066
<i>Origin/Client:</i>	DCS/CTC
<i>Transaction/Contract Type</i>	AE / Task Letter
<i>Project Number</i>	BI-CTC-625
<i>Contract</i>	OC-DCS-ARC-0070
<i>Consultant:</i>	Christopher Williams Architects, LLC
<i>Property</i>	Norwich, New London Tnpk (574) – Three Rivers CC
<i>Project purpose:</i>	Library Renovations
<i>Item Purpose</i>	Task Letter #1

At 9:34 Mssrs. Epstein, Lukas and DiNapoli joined the Meeting to participate in the Board’s discussion of this Proposal. Mr. Epstein left the Meeting at 9:52.

**PROPOSED AMOUNT: \$77,983**

At the State Properties Review Board meeting held on May 5, 2022, the Board voted to suspend this file pending clarification of the following issues:

1. Given that the prior project BI-CTC-497 (TL#1D) was terminated – same building/similar scope with some additional tasks, please provide an accounting of what was spent under this prior TL #1D including deliverables.

**DCS Response:** See below response from Agency

**Staff Response:** The CSCU communication stated: “Chris Williams was paid \$35,510 for the completed Student Services work. No design work for the Library occurred and no fees were paid to Chris Williams for any library work under Task 1D”

Section 12 of Form 1105 (pg 2/7) initiated in January 2019 referenced two Agency Administered renovation projects: Student Services and Library. However, all language within BI-CTC-497 (TL#1D) approved under PRB #19-204 referenced renovations to the Library, not Student Services. DCS/CSCU obtained Design Services for the Student Services building.

From the Task Letters:

**PRB #19-204**

**PRB #22-066**

<p><b>PROJECT TITLE:</b> Library Renovations at Three Rivers Community College  <b>PROJECT NUMBER:</b> BI-CTC-497  <b>ON-CALL CONTRACT NO.:</b> OC-DCS-ARC-0052  <b>TASK LETTER NO.:</b> 1D</p> <p>On-Call Task Assignment for Design Services                  Contract No. OC-DCS-ARC-0052, Task No. 1D                  Library Renovations at Three Rivers Community College                  574 New London Turnpike, Norwich, CT 06360                  Project No. BI-CTC-497</p>	<p><b>PROJECT TITLE:</b> Three Rivers Community College – Library Renovations  <b>PROJECT NUMBER:</b> BI-CTC-625  <b>ON-CALL CONTRACT NO.:</b> OC-DCS-ARC-0070  <b>TASK LETTER NO.:</b> T1</p> <p>On-Call Task Assignment for Design Services                  Contract No.: OC-DCS-ARC-0070                  Task No. 1                  Three Rivers CC – Library Renovations                  Three Rivers Community College                  574 New London Turnpike                  Norwich, Connecticut 06260                  Project No. BI-CTC-625</p>
<p><b>1. Scope</b>                  Provide design and construction administration services associated with redesigning the interior layout of the existing library.                  The scope of work shall include, but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations;</li> <li>• Preparation of contract documents;</li> <li>• Review bid results;</li> <li>• Oversee the construction of the library.</li> </ul>	<p><b>1. Scope</b>                  This project is a re-configuration and implementation of such renovation to the existing two story 13,100 square foot Library at Three Rivers Community College for the Connecticut State Colleges and University system (CSCU). Christopher Williams Architects, LLC (CWA) prepared in 2015 a Pre-Design Study for this project scope. Since 2015, however, the current and proposed future use of the existing library space has changed in that the existing library space is being utilized as a type of study center, and less as a traditional book-filled library. The project will address this scope and re-configured areas, spaces and related furnishings.                  The scope of work shall include, but is not limited to the following:                  Includes Pre-Construction phase services for Schematic Design, Design Development, Construction Documents; Bidding phase services; and Construction Administration services.</p> <ul style="list-style-type: none"> <li>• Design for reconfiguration of the interior Library plan, including partitions, entrances, built-in casework, bookshelves, work stations, study areas, etc.</li> <li>• Mechanical, electrical, plumbing engineering services addressing work of modification to existing fire protection, plumbing, electrical and heating, ventilation and air-conditioning mechanical systems affected by reconfiguration of the Library.</li> <li>• Re-evaluation of CWA Planning Study developed in 2015 and the current needs of the CSCU.</li> <li>• Assist the CSCU in evaluation of the project and planning study scope as it relates to the budget available and to recommend modifications to the scope as required.</li> <li>• Field investigation and documentation of existing conditions related to the library space.</li> <li>• Assist the College with the Office of the State Building Inspector and the Office of the State Fire Marshal in completing all documentation for any and all potential Building Code and Fire Life Safety Code modifications and waivers as apply to this project scope.</li> <li>• Communicate, meet and confirm with this project’s utility company participation in any and all energy efficient projects and programs providing any and all financial incentives.</li> </ul>

From the Consultant:  
 PRB #19-204

PRB #22-066

<b>Consultant's August 5, 2019 Communication</b>	<b>Consultant's March 22, 2022 Communication</b>
<p><b>GENERAL OUTLINE OF PROFESSIONAL SERVICES</b></p> <ul style="list-style-type: none"> <li>The scope of services for the project includes reconfiguring the interior plan of the library, including partitions, entrances, built-in casework, bookshelves, work stations, etc.</li> <li>During Schematic Design, the planning study developed in 2015 will be re-evaluated and updated for the library. It will form the basis of Schematic Design.</li> <li>The Consultant will assist the department in the evaluation of the scope as it relates to the budget available and to recommend modifications to the scope as required.</li> <li>The Consultant will perform a field investigation of the existing site and document existing conditions related to the subject space, forming the basis of existing conditions drawings.</li> <li>The Consultant will include a statement of probable costs for the alternate schemes.</li> <li>Assist the Owner with OSBD and State Fire marshal code reviews, including filing for related code modification requests that may become necessary, depending on the constraints of the existing building.</li> <li>Perform a preliminary review of the "Checklist for Permits, Certificates and Approvals" (Form 3030) as referenced in the DAS/CS Consultants Procedure Manual to determine what permits, certificates, or approvals are applicable to the project.</li> <li>The Consultant shall confirm with any Utility Company that participates with DAS/CS in an Energy Conscious Construction Program for upgrading to more energy efficient systems.</li> <li>Prepare and issue Schematic Design Documents</li> <li>Prepare and issue Design Development Documents.</li> <li>Prepare and issue 90% Construction Documents, 100% Construction Documents.</li> <li>Prepare and issue bidding documents, attend the pre-bid conference, provide bid period support and assist the Owner in bid analysis.</li> <li>Contract Administration, including closeout documents.</li> </ul>	<p><b>GENERAL OUTLINE OF PROFESSIONAL SERVICES</b></p> <ul style="list-style-type: none"> <li>Design for reconfiguration of the interior Library plan, including partitions, entrances, built-in casework, bookshelves, work stations, study areas, etc.</li> <li>MEP work, consisting of modifications to existing fire protection, plumbing, electrical, and mechanical systems affected by reconfiguration of the Library. See attached HF Lenz proposal.</li> <li>Re-evaluation (during Schematic Design) the CWA Planning Study developed in 2015 and the current needs of the College.</li> <li>Assist the College in the evaluation of the scope as it relates to the budget available and to recommend modifications to the scope as required.</li> <li>Field investigation and documentation of existing conditions related to the subject space.</li> <li>Assist the Owner with Office of The State Building Inspector (OSBI) and Office of The State Fire Marshal Plan Reviews and filing for any necessary code modification related to the Project Scope.</li> <li>Perform a preliminary review of the "Checklist for Permits, Certificates and Approvals" (Form 3030) as referenced in the DAS/CS Consultants Procedure Manual to determine what permits, certificates, or approvals are applicable to the project.</li> <li>Confirmation with any Utility Company that participates with DAS/CS in an Energy Conscious Construction Program for upgrading to more energy efficient systems.</li> <li>Prepare and issue Schematic Design Documents.</li> <li>Prepare and issue Design Development Documents.</li> <li>Prepare and issue 90% Construction Documents.</li> <li>Prepare and issue Bid Documents</li> <li>Attend a pre-bid conference, provide bid period support and assist the Owner in analysis of bids.</li> <li>Contract Administration, including closeout documents.</li> </ul>

CSCU/DCS, should provide all written/email communications wherein the Consultant was notified to proceed with SD/DD/CD phases for work performed under TL #1D. The initiation of design services on the Student Services building must be reconciled with TL #1D that initiated work on the Library renovation.

**7-5-22 DCS Response:**

Contract no. OC-DCS-ARC-0052, task letter 1D, DAS project no. BI-CTC-497, was for improvements to Three Rivers Library. Student Services was not part of this scope. Based from the consultant, Christopher Williams Architects 2015 study, they were hired for task 1D for services from design through construction. After over 1-year of not receiving bond funds for construction we cancelled the project. Design and construction drawings were completed under task 1D for the project with construction estimated at less than \$1.8M. In December, 2021, the Bond Commission allocated funding for Three Rivers that included this project. Since completion of the 2015 study, senior library staff who were integral with the planning have left Three Rivers and new staff are in their place. New staff feel the project does not need to be as extensive and we want to implement their concepts. We currently estimate construction at less than \$1M. The Task 1 fee, contract no. OC-DCS-ARC-0070, DCS project no. 625, will reuse as much previous work as can be reused by the consultant. The negotiated fee does not include paying the consultant for duplicated work.

10-20-22 DCS/CSCU Response: The reporting of a \$35,510 expense was errantly reported to the SPRB by CSCU. CSCU confirmed no fees were paid to the Consultant under BI-CTC-497 and Task Letter #1D.

2. Provide a side by side comparison of the scope for these two TLs along with associated fee schedule for each deliverable.

DCS Response: See #3 below and response from Agency.

Staff Response: Staff compared the scope for both Task Letters. The Scope under each Task Letter focused specifically on Library renovations. No references were made to the Student Services renovations. See #1 above.

<p><b>2. Fee</b></p> <p>The Consultant's total fee of One Hundred Twenty-six Thousand Forty Dollars (\$126,040.00) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the CSCU receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.</p> <p><b>2A. Schematic Design Phase:</b> Seventeen Thousand Six Hundred Sixty Dollars (\$17,660.00);</p> <p><b>2B. Design Development Phase:</b> Thirty-one Thousand Eight Hundred Fifty Dollars (\$31,850.00);</p> <p><b>2C. Contract Documents Phase:</b> Thirty-five Thousand Three Hundred Twenty Dollars (\$35,320.00).</p> <p><b>2D.</b> The Consultant shall be paid a sum of Five Thousand Eight Hundred Ninety Dollars (\$5,890.00) after the documents to be provided in the contract documents phase are bid by the CSCU, and the Consultant's duties for the bidding phase have been completed to the CSCU's satisfaction, or when the State's construction contract with the general contractor is signed. If neither occurs, this amount will not be earned and paid.</p> <p><b>2E.</b> In the event the State approves and allocates funds for construction, a sum of Thirty-five Thousand Three Hundred Twenty Dollars (\$35,320.00) shall be paid to the Consultant for construction administration, if such administration is requested by the CSCU.</p>	<p><b>2. Fee</b></p> <p>The Consultant's total fee of Seventy Seven Thousand Nine Hundred Eighty Three Dollars (\$77,983.00) shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after the CSCU receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.</p> <p><b>2A. Schematic Design Phase:</b> Eight Thousand Five Hundred Thirty Three Dollars (\$8,533.00);</p> <p><b>2B. Design Development Phase:</b> Seventeen Thousand Three Hundred Sixty Three Dollars (\$17,363.00);</p> <p><b>2C. Contract Documents Phase:</b> Seventeen Thousand Three Hundred Sixty Three Dollars (\$17,363.00);</p> <p><b>2D.</b> The Consultant shall be paid a sum of Eight Thousand Six Hundred Eighty Dollars (\$8,680.00) after the documents to be provided in the contract documents phase are bid by the CSCU and the Consultant's duties for the bidding phase have been completed to the CSCU's satisfaction, or when the State's construction contract with the general contractor is signed. If neither occurs, this amount will not be earned and paid.</p> <p><b>2E.</b> In the event the State approves and allocates funds for construction, a sum of Twenty Six Thousand Forty Four Dollars (\$26,044.00) shall be paid to the Consultant for construction administration, if such administration is requested by the CSCU.</p>
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3. Why the same project is given two different DCS Project IDs?

**DCS Response:** See #4 below and response from Agency.

**Staff Response:** DCS states that the different Project IDs are due to the fact that there are two different Projects. A review of Form 1105 for each Project follows, generally identifying renovations to the Library in both Forms, as well as identifying renovation work to the Student Service building under BI-CTC-497.

Form 1105 – BI-CTC-497
<p>Student Services:</p> <p>Renovations and modifications of existing student services of approx. 11,600 SF. The scope of this project is to re-design the existing student services area in the "A" wing of the first floor in a manner that provides a more efficient flow for students and staff. Currently the first floor area consists of private offices and student receptions areas for financial aid, admissions, registration, the student welcome center and advising and counseling.</p> <p>Library:</p> <p>Renovations and modifications of the existing library of approx. 13,100 SF. The scope of this project is to re-design the existing library of 1<sup>st</sup> floor and 2<sup>nd</sup> floor into a more functional library by providing teaching and learning support spaces, providing students with wide navigation tools and formats quickly through the library. This library will become a learning center with interactive tutoring, rooms, computer pods, gathering areas and reconfiguration of offices and spaces.</p> <p>Feasibility Study and Preliminary Design completed July 6, 2015 by Christopher Williams, Architects, LLC.</p>
Form 1105 – BI-CTC-625
<p>The CSCU office is requesting a consultant to prepare plans and specifications to renovate the existing library at TRCC. In 2015 CW architects conducted a feasibility study of the existing library and concluded the following:</p> <ol style="list-style-type: none"><li>1.- Additional computers for students are needed.</li><li>2.- Addition seating for library users is needed.</li><li>3.- Additional shelving for CDs and DVDs is needed.</li><li>4.- Increase the number of computers in room C225 to 35.</li><li>5.- Move IT staff office to create an additional group study room.</li><li>6.- Add a quiet space for students.</li><li>7.- Reorganize the layout to maximize flow.</li><li>8.- Update the printer and copier space.</li><li>9.- Address the frontage on the 2nd floor.</li></ol>

4. The new TL #1 should identify that the prior TL #1D is terminated, for proper accounting.

**DCS Response:** This can be done *if required* after review of other responses regarding differing scope.

**Staff Response:**

5. Please provide confirmation that the previous TL #1D was terminated in December 2020.

**DCS Response:** Confirmed – cancelled on 12/31/20. From 7988 submitted on 1/20/21.

**Staff Response:** OK

Original Board inquiries to DCS:

1. What is the status of the Library Renovation Project BI-CTC-497 (TL #1D- OC-DCS-ARC-0052)?

**DCS Response:** I did get a chance to review this with Keith and confirmed that the previous project (CTC-497) was cancelled prior to any design submission.

**5-5-22 DCS Response:** Project cancelled – And see below response from Agency

**Staff Response:** Can u let me know what was spent from the last project before cancellation? And what tasks were completed.

**5-5-22 Staff Response:** In the CSCU response: “Chris Williams was paid \$35,510 for the completed Student Services work.” Again, this needs to be reconciled with TL #1D and the Scope identified in the Task Letter.

2. How does the scope of work for BI-CTC-497 differ from BI-CTC-625 as proposed for the Board approval?

**DCS Response:** Project (CTC-625) being pursued reflects the current needs of the campus and this facility and should be considered a new and separate approach from any past works.

**5-5-22 DCS Response:** See below response from Agency

**Staff Response:** In response below it was stated: “The 5-year old study is no longer current. The campus has new staff and ideas that need to be readdressed in the programming phase as a start over.” It appears that the design changes are at the request of on-site staff.

<b>From Form 1140-A Project Initiation – Scope Meeting Minutes</b>	
	<p>This project's Agency is Connecticut State Colleges and Universities (CSCU) representing Three Rivers Community College (TRCC). This is an Agency Administered Design and Construction Project with CSCU. Prior to reviewing the "Scoping Meeting Agenda" items – CSCU Mr. Allan DuFrend is asked to share the goals &amp; priorities for project success.</p> <p><b>A brief project description and special requirements:</b> The CSCU (Connecticut State Colleges and Universities) Office requests a consultant to prepare plans and specification to renovate the library at Three Rivers Community College. In 2015, your firm, Christopher Williams Architects, LLC conducted a "Feasibility Study" of the existing library and concluded the following scope of work for this project: Discussion of the following items applicability transpired, since the Feasibility Study was completed in 2019, now in 2021 the needs and use of the Library and supportive spaces have further developed. Meeting attendees commented on the following items.</p> <ol style="list-style-type: none"> <li>1. Additional computers for students are needed.</li> <li>2. Additional seating for library uses are needed.</li> </ol>
	<ol style="list-style-type: none"> <li>3. <del>Additional shelving for CDs and DVDs is needed.</del> Not needed due to streaming services.</li> <li>4. Increase the number of computers in room C225 to 35. Change to accommodate 30 students.</li> <li>5. <del>Move IT staff office to create an additional group study room.</del></li> <li>6. Add a quiet space for students.</li> <li>7. Reorganize the layout to maximize flow.</li> <li>8. Update the printer and copier space.</li> <li>9. Address the frontage on the second floor.</li> </ol> <ol style="list-style-type: none"> <li>a. Overall usage of the Library relative to today's environment needs evaluation.</li> <li>b. The students needs for desktop computers have changed and is not as great.</li> <li>c. Would like to retain classroom instruction spaces.</li> <li>d. Room C225 would like to see expansion not be relocated.</li> <li>e. Second floor of library providing some options for seating in this area would like to be explored. Potentially removing some of the stacks.</li> <li>f. The circulation desk in the present location – please leave seems to be working well in this pandemic environment. Library staffing is one to two staff maximum at this time and do not foresee increased staffing.</li> <li>g. Explore the option to provide access to the library via the second floor for teaching staff, maybe a swipe card access at doors.</li> <li>h. Explore the option of self check out of library materials.</li> <li>i. TRCC Director of Facilities has a meeting soon with a security access vendor and will obtain information to share.</li> <li>j. TRCC and CSCU supports the idea of adding Schematic Design Phase services to the Consultant's proposal for services.</li> <li>k. The Library space could be improved with redesign of small items that could have a visual inviting impact. Consideration of moving some shelving, relocating chairs to not be so linear, creating more of an inviting area a 'study lounge' atmosphere.</li> <li>l. TRCC Library staff has had a lot of students come to TRCC to use the library spaces even during the past 2 years of pandemic and remote learning. <b>The library is a popular place for students to spend time on campus. In spite of a large number of classes online in Fall 2021, a considerable number of students continued to use the library.</b></li> <li>m. <del>Collaborative work spaces are not really needed and have not been utilized much.</del> <b>Reduce or eliminate the plans to add collaborative workstations.</b></li> <li>n. All interior finishes, paint, carpet required for replacement.</li> <li>o. TRCC President is looking to update the interior appearance, materials, finishes, environment to be current post 2022. This space was originally built in 2016 2006 and refreshment of this heavily utilized student resource is a high priority.</li> <li>p. New carpet with high durability is essential.</li> <li>q. Study rooms are popular to the student body.</li> <li>r. Potentially make current office spaces into study rooms for the students use.</li> <li>s. Library does an extremely high volume of 'equipment loan'. Accommodating this need is requested.</li> <li>t. The majority of the existing periodicals, magazines and newspapers are mostly gone. This has been a dramatic change due to items being available in a digital form.</li> </ol>

3. Provide a side by side comparison of the scope for these two TLs along with associated fee schedule for each deliverable

**5-5-22 DCS Response:** Not applicable/no value added to the review - two separate projects.

Staff Response: See #1 above.

4. Why the same project is given two different DCS Project IDs?

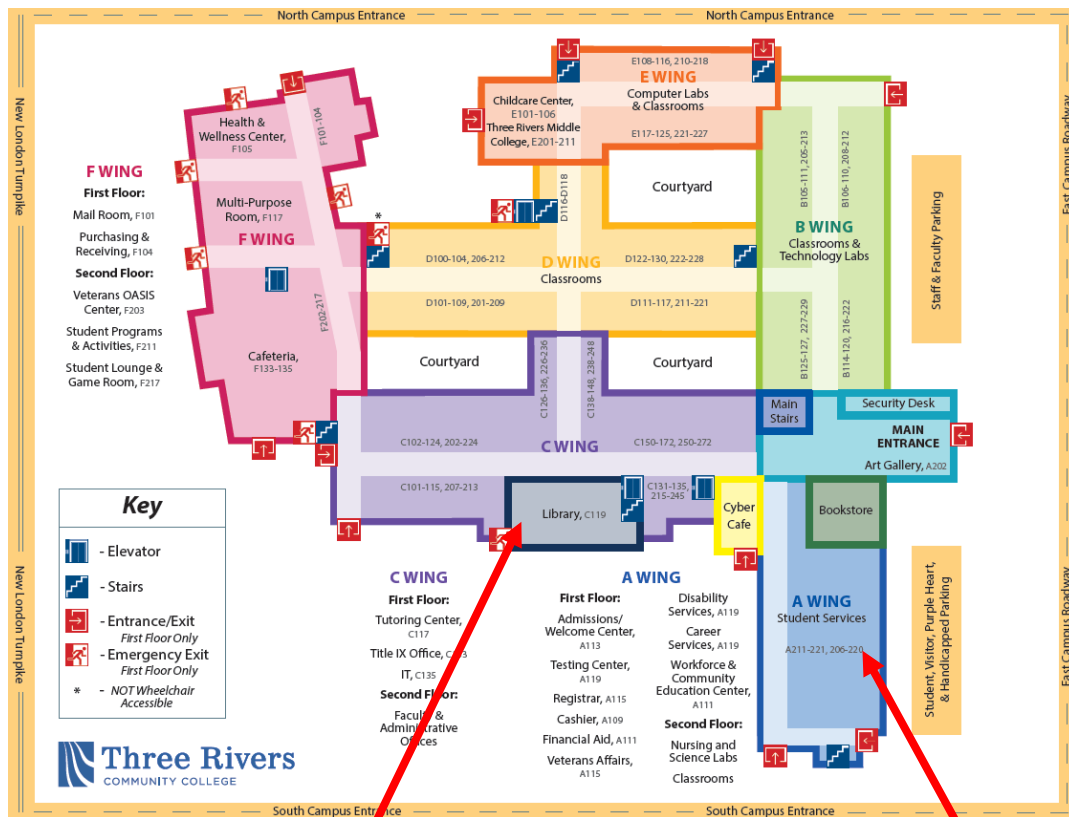
5-22-22 DCS Response: Two different projects

Staff Response: See #1 above.

CSCU 5-5-2022 RESPONSE:

My summary is below with task letter 1A, 1B & 1C. Task letter 1D was for design, bidding and construction related services for Student Services and the Library. Chris Williams completed the SD, DD, CD and construction bid phase services **for Student Services scope of work**. Student Services was bid for construction and a construction contract was not awarded. Chris Williams was paid \$35,510 for the completed Student Services work. **No design work for the Library occurred and no fees were paid to Chris Williams for any library work under Task 1D.** New bond funds to fund construction for Student Services and design and construction for the Library did not occur in a timely manner and **we cancelled the project**. New bond funds that include Three Rivers Library were allocated to the CSCU in July, 2022, and we are reinitiating the project.

In 2017, BI-CTC-449 Task 1 was for a design study for Student Services, the Tutoring Center, the Library and a Language Arts Lab. The study cost was \$33,790 and was completed. Task 2 and Task 3 under BI-CTC-449 were for design, bid and CA services for the Tutoring Center. The Tutoring Center was designed and constructed. No new bond funds were provided in a reasonable time, Chris Williams on-call service contract expired and we could not pursue a task letter amendment for other project phases. In July, 2021, the CSCU was provided additional bond funding for this project. The 5-year old study is no longer current. The campus has new staff and ideas that need to be readdressed in the programming phase as a start over.



**RECOMMENDATION:**

It is recommended that SPRB suspend Task Letter #1 in the amount of \$77,983, pending response from DCS regarding the following:

- Clarification in Task Letter #1 (BI-CTC-625) that Task Letter #1D (BI-CTC-497) in the amount of \$126,040 was formally terminated; and
- Have DCS work with the Using Agency's Staff to develop a Scope of Work to appropriately define the Project, update the Form 1105 and resubmit a Task Letter reflective of the Scope.

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**PROPOSED AMOUNT: \$77,983**

**PROJECT BACKGROUND**

At the State Properties Review Board meeting held on October 4, 2019, under PRB #19-204, the Board approved the expense of \$126,040 under Task Letter #1D to the Consultant Contract OC-DCS-ARC-0052 to retain the Consultant, Christopher Williams Architects, LLC ("CWA"), to provide architectural design and construction administration services for Library Renovations at Three Rivers Community College. The fee was intended to compensate the Consultant for the following project scope:

1. Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations;
2. Preparation of contract documents;
3. Review bid results;
4. Oversee the construction of the library.

**PRB #19-204 - Form 1105**

Library:

Renovations and modifications of the existing library of approx. 13,100 SF. The scope of this project is to re-design the existing library of 1<sup>st</sup> floor and 2<sup>nd</sup> floor into a more functional library by providing teaching and learning support spaces, providing students with wide navigation tools and formats quickly through the library. This library will become a learning center with interactive tutoring, rooms, computer pods, gathering areas and reconfiguration of offices and spaces.

Feasibility Study and Preliminary Design completed July 6, 2015 by Christopher Williams, Architects, LLC.

Under PRB #19-204, the overall construction and total project budget for the Library Renovations at Three Rivers Community College was established at **\$1,400,000** and **\$1,916,000**.

**PRB #22-066 - Project Background- From Form 1105**

The CSCU office is requesting a consultant to prepare plans and specifications to renovate the existing library at TRCC. In 2015 CW architects conducted a feasibility study of the existing library and concluded the following:

- 1.- Additional computers for students are needed.
- 2.- Addition seating for library users is needed.
- 3.- Additional shelving for CDs and DVDs is needed.
- 4.- Increase the number of computers in room C225 to 35.
- 5.- Move IT staff office to create an additional group study room.
- 6.- Add a quiet space for students.
- 7.- Reorganize the layout to maximize flow.
- 8.- Update the printer and copier space.
- 9.- Address the frontage on the 2nd floor.

Under this Proposal (PRB #22-066) DCS and DCS/CTC are seeking Board approval to expend \$77,983 to retain the Consultant to provide architectural design and construction administration services in conjunction with this Project: Library Renovations.

DCS described the Project in their Memo to the SPRB as follows:

**TASK ASSIGNMENT DESCRIPTION:**

This project is a re-configuration and implementation of renovation design to the existing two story 13,100 square foot Library at Three Rivers Community College. Christopher Williams Architects, LLC (CWA) prepared in 2015 a Pre-Design Study for this project scope. Since 2015 the current and future use of the existing library space has changed from what the Pre-Design Study recommended. The existing Library space has recently been utilized as a type of study center. This project scope and re-configured areas, spaces and related furnishing this project will address.

CWA, in 2017, performed architectural and engineering services supporting different project scope items recommended in this same 2015 Pre-Design Study at Three Rivers Community College. These services were completed implementing Task Letter T3 from DAS On-Call Contract No. OC-DCS-ARC-0057 for DAS Project No. BI-CTC-544.

The project Scope of Work as defined in the Task Letter is described as:

**Scope of Work**

This project is a re-configuration and implementation of such renovation to the existing two story 13,100 square foot Library at Three Rivers Community College for the Connecticut State Colleges and University system (CSCU). Christopher Williams Architects, LLC (CWA) prepared in 2015 a Pre-Design Study for this project scope. Since 2015, however, the current and proposed future use of the existing library space has changed in that the existing library space is being utilized as a type of study center, and less as a traditional book-filled library. The project will address this scope and re-configured areas, spaces and related furnishings.

The scope of work shall include, but is not limited to the following:

Includes Pre-Construction phase services for Schematic Design, Design Development, Construction Documents; Bidding phase services; and Construction Administration services.

1. Design for reconfiguration of the interior Library plan, including partitions, entrances, built-in casework, bookshelves, work stations, study areas, etc.
2. Mechanical, electrical, plumbing engineering services addressing work of modification to existing fire protection, plumbing, electrical and heating, ventilation and air-conditioning mechanical systems affected by reconfiguration of the Library.
3. Re-evaluation of CWA Planning Study developed in 2015 and the current needs of the CSCU.
4. Assist the CSCU in evaluation of the project and planning study scope as it relates to the budget available and to recommend modifications to the scope as required.
5. Field investigation and documentation of existing conditions related to the library space.
6. Assist the College with the Office of the State Building Inspector and the Office of the State Fire Marshal in completing all documentation for any and all potential Building Code and Fire Life Safety Code modifications and waivers as apply to this project scope.
7. Communicate, meet and confirm with this project's utility company participation in any and all energy efficient projects and programs providing any and all financial incentives.

A breakdown of the Consultant's proposed fee (\$77,983), inclusive of Sub-Consultants, is as follows:

- 2A. Schematic Design Phase: \$8,533 (21 calendar days);
- 2B. Design Development Phase: \$17,363 (21 calendar days);
- 2C. Contract Documents Phase: \$17,363 (21 calendar days);
- 2D. Bid Phase: \$8,680 (7 calendar days, per Consultant Letter);
- 2E. Construction Administration Phase: \$26,044 (90 calendar days, per Consultant Letter).



DCS/CTC confirmed funding is available for this request.

At the State Properties Review Board meeting held on May 17, 2021, under PRB #21-065, the Board approved Christopher Williams Architects, LLC (CWA) and the On Call Contract OC-DCS-ARC-0070. The On-Call Contract has a maximum total cumulative fee of \$1,000,000 and an expiration date of 04/15/2023.

Since the award of this contract OC-DCS-ARC-0070, CWA has been approved for the following tasks under this series:

- None

The overall construction and total project budget for the Project: Library Renovations - is **\$875,000** and **\$1,262,500**.

Task Letter #1- CWA (PRB #22-066)	ARC Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design	\$8,533				
Design Development	\$17,363				
Contract Documents	\$17,363				
Bid Phase	\$8,680				
Construction Administration	<u>\$26,044</u>				
CWA BASE FEE (A)	\$77,983			\$875,000	8.91%

Staff inquired with DCS regarding the following issues:

1. What is the status of the Library Renovation Project BI-CTC-497 (TL #1D- OC-DCS-ARC-0052)?  
**DCS Response:** I did get a chance to review this with Keith and confirmed that the previous project (CTC-497) was cancelled prior to any design submission.  
**Staff Response:** Given that the prior project BI-CTC-497 (TL#1D) was terminated – same building/similar scope with some additional tasks, please provide an accounting of what was spent under this prior TL #1D including deliverables.
2. How does the scope of work for BI-CTC-497 differ from BI-CTC-625 as proposed for the Board approval?  
**DCS Response:** Project (CTC-625) being pursued reflects the current needs of the campus and this facility and should be considered a new and separate approach from any past works.  
**Staff Response:** Provide a side by side comparison of the scope for these two TLs along with associated fee schedule for each deliverable.
3. Why the same project is given two different DCS Project IDs?
4. The new TL #1 should identify that the prior TL #1D is terminated, for proper accounting.
5. Please provide confirmation that the previous TL #1D was terminated in December 2020.

**RECOMMENDATION:**

It is recommended that SPRB suspend Task Letter #1 for in the amount of \$77,983, pending DCS response to the aforementioned issues.

- DCS confirmed funding is available for the Task Letter.
- The basic service rate of 8.91% is within the established guideline rate of 12.5% for this Group B Renovation Project.

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From #19-204

PROPOSED AMOUNT: \$126,040

PROJECT BRIEF – On February 25, 2015, the Consultant was retained under Task Letter #1 to provide a Feasibility Study for Student Services, Library, Tutoring Center and Language/Arts Lab facilities. The Consultant’s fee for this service was \$33,790.

Under Task Letter #1A, the Consultant conducted a study to expand Tutoring and Academic Success Center (“TASC”) into an adjacent 2,000 square feet located to the west of the existing operation. The existing TASC, a section of the adjacent library and currently unoccupied space, will be reconfigured for the development of a new 3,645-GSF TASC. The Consultant’s fee for this service \$33,790.

Under Task Letter #1B, the Consultant provide design and construction administration services for the renovation and expansion of the TASC into the adjacent 2,000 square feet west of the existing operation. The consultant services shall include but not be limited to the completion of demolition plans, updated/revised floor plans, interior elevations, modified MEP improvement plants, a reflected ceiling plan, interior elevations and a finishes schedule. The Consultant’s fee for this service \$79,475. This Task Letter #1B was approved under PRB #16-021.

Under Task Letter #1C, the Consultant provide design and construction administration services for Furniture, Fixtures and Equipment (FF&E) to be placed in the newly renovated TASC. The Consultant’s fee for this service \$9,950. This Task Letter #1C was approved under PRB #17-175.

Under this proposed Task Letter #1D, DAS/DCS is seeking SPRB approval as the total project fee exceeds the threshold cost of \$100,000. As detailed in the proposed Task Letter #1D with Christopher Williams Architects, LLC (“CWA”), the fee is intended to compensate the Consultant for the following project scope:

- Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations;
- Preparation of contract documents;
- Review bid results;
- Oversee the construction of the library.

The overall construction and total project budget for the Library Renovations is established at \$1,400,000 and \$1,916,000.

**Connecticut State Colleges and Universities (CSCU)** has confirmed funding is in place for the design fees.

In November 2014, SPRB approved Christopher Williams Architects, LLC (“CWA”) (PRB File #14-284) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. Subsequently CWA has been approved for the following tasks under this series.

CWA has been selected for the following task(s) under this series:

• Task Letter #1	Three Rivers CC TASC Study	\$33,790	(Informal)
• Task Letter#1A	Three Rivers CC TASC Study	\$4,800	(Informal)
• Task Letter #1B	Three Rivers CC Tutor Renovation	\$79,475	(Informal)
• Task Letter #1C	Three Rivers CC Tutor FF&E Des.	\$9,950	(Informal)
• Task Letter #2	Sherwood Island Park Maintenance Bldg	\$152,800	(PRB #15-170)
• Task Letter #2A	Sherwood Island Park Maintenance Bldg	\$33,369	(Informal)
• Task Letter #3	ST Entomologist –Greenhouse Design	\$43,000	(Informal)
• Task Letter #4	Housatonic CC-Lafayette Hall Bath Renov	\$45,000	(Informal)
• Task Letter #5	Eric Sloane Museum Study	\$26,000	(Informal)
• Task Letter #5A	Eric Sloane Museum Study	\$88,030	(PRB #18-189)
• Task Letter #7	Housatonic CC-Lafayette Hall Add. & Renov	\$79,931	(Informal)
• Task Letter #7A	Housatonic CC-Lafayette Hall Add. & Renov	\$11,500	(Informal)
<b>Total Fee to Date:</b>		<b>\$607,645</b>	

Task Letter #1 & 1A CWA Fee (Informal)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
(INF TL# 1 & TL#1A) PROJECT PRE-DESIGN STUDY		\$38,590		\$850,000	4.54%
PRB #16-021 – TASC PROJECT					
Schematic and Design Documents	\$20,443				
Contract Document Phase	\$23,416				
Tracing & Masters/Bidding	\$3,973				
Construction Administration	<u>\$23,843</u>				
Architect’s Base Fee (PRB #16-021) (A)	\$71,675			\$850,000	8.43%
Special & Sub-Consultant Services:					
Cost Estimating ( JLC Estimating, LLC)		<u>\$7,800</u>			
Total Special Services (B)		\$46,390			
PRB #17-175 – Additional FF&E Design Services (A1)	<u>\$9,950</u>				
PRB #19-204 - Additional Design & CA Fees for Library Renovation (A2)	<u>\$98,240</u>			\$1,400,000	7.02%
PRB #19-204 - Additional Special Services for Library Renovation (B1)		<u>\$27,800</u>			
Total Special Services Fee (B) + (B1)		\$74,190			
New Total Basic Service Fee (A) + (A1) + (A2)	\$179,865			\$1,400,000	12.85%
TOTAL PROJECT FEE (A) + (B)			\$254,055	\$1,400,000	18.15%

Staff had following question for clarification:

- The Project Budget in the SPRB Memo says Total Construction cost \$1,400,000; while the consultant contract says \$1,790,000 on page 4 of the contract. Can you please verify what the total construction cost is?
- Submit the revised page with correction - **PROVIDED**

**RECOMMENDATION:** It is recommended that SPRB APPROVE Task Letter #1D for Christopher Williams Architects, LLC to provide consulting design and construction administration services on this project. The overall basic service fee of 12.85% is within acceptable range of the established guideline rate of 12.5% for Group B Renovation Project.

PROJECT BRIEF– In general, this project involves the completion of design documents with associated bidding and construction administration services for the renovation and expansion of the Tutoring and Academic Success Center (“TASC”) into an adjacent 2,000-GSF located to the west of the existing operation. The existing TASC, a section of the adjacent library and currently unoccupied space will be reconfigured for the development of a new 3,645-GSF TASC. The consultant services shall include but not be limited to the completion of demolition plans, updated/revised floor plans, new FF&E layouts, interior elevations, modified MEP improvement plants, a reflected ceiling plan, interior elevations and a finishes schedule. The scope of services for these improvements was based upon a predesign study completed by Christopher Williams Architects in 2015.

In November 2014 2012, SPRB approved Christopher Williams Architects, LLC (“CWA”) (PRB File #14-284) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. These contracts have since expired but CWA is eligible for this TL as an extension of PRB File #16-021. Subsequently CWA has been approved for the following tasks under this series.

• Task Letter #1	Three Rivers CTC TASC Study	\$ 33,790 (Informal)
• Task Letter #1A	Three Rivers CTC TASC Study	\$ 4,800 (Informal)
• Task Letter #1B	Three Rivers CTC TASC Study	\$ 79,475 (#16-021)
• Task Letter #2	Sherwood Island State Park Improv.	\$152,800 (#15-170)
• Task Letter #2A	Sherwood Island State Park Improv.	\$ 3,600 (#17-158)
• Task Letter #3	DVA Greenhouse Renov. Project	\$ 43,000 (Informal)
• Task Letter #4	Lafayette Hall ADA Renovations	\$ 45,000 (Informal)
• Task Letter #5	<u>Eric Sloane Museum Facility Improv.</u>	<u>\$ 25,000 (Informal)</u>
	TOTAL FEES	\$ 387,465

TASK LETTER #1C is a new task letter and is subject to SPRB approval because it is an extension of Task Letters #1, #1A & #1B and as such the cumulative fee for the project exceeds \$100,000. The Construction Budget and total Project Budget have been established at \$850,000 and \$1,234,000 respectively for this project.

As detailed in the scope letter from CWA to DCS dated January 31, 2017 the \$9,950 is intended to compensate CWA for the following project scope:

- Preparation of an overall FF&E Design Scheme with a presentation to the college
- Selection and required approval coordination for furniture.
- Development of a vendor bid package
- Completion of the bid review and evaluation process
- Contract Administration for the installation of the furniture.

DCS has confirmed that funding is available for this project. It should be noted that the Board of Regents has allocated \$125,000 outside of the existing project budget for the procurement of furniture. As summarized in the following table, the consultant’s *base fee* as a percentage of Construction Budget is as follows:

Task Letter #1 & 1A CWA Fee (Informal))	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
(INF TL# 1 & TL#1A) PROJECT PRE-DESIGN STUDY		\$38,590		\$850,000	4.50%
PRB #16-021 – TASC PROJECT					
Schematic and Design Documents	20,443				
Contract Document Phase	23,416				
Tracing & Masters/Bidding	3,973				
Construction Administration	<u>\$23,843</u>				
Architect’s Base Fee (PRB #16-021) (A)	\$71,675			\$850,000	8.43%
Special & Sub-Consultant Services:					
Cost Estimating ( JLC Estimating, LLC)		<u>+\$7,800</u>			
Total Special Services (B)		\$46,390			
PRB File #17-175 – Additional FF&E Design Services (A1)	<u>\$9,950</u>				
New Total Basic Service Fee (A) + (A1)	\$81,625			\$975,000	8.37%
<i>TOTAL PROJECT FEE (A) + (B)</i>			\$128,015	\$975,000	13.13%

It should be noted that the construction budget has been revised to reflect the additional \$125,000 in operating funds utilized for the procurement of furniture.

**RECOMMENDATION:** It is recommended that SPRB APPROVE Task Letter #1C for Christopher Williams Architects, LLC to provide additional FF&E consulting services on this project. The overall basic service fee of 8.37% is within the guideline rate of 11% for this Group A Renovation Project.

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

**PRB #** 22-151  
**Origin/Client:** DCS/WCSU  
**Transaction/Contract Type** AE / Amendment  
**Project Number** CF-RD-303  
**Contract** CF-RD-303-ARC  
**Consultant:** Tecton Architects, P.C.  
**Property** Danbury, White St (181) – WCSU Bill Williams Gymnasium  
**Project purpose:** Student Center Phase 1 Renovations  
**Item Purpose** Amendment #1 for Expanded ARC Services

Mssrs. Lukas and DiNapoli continued in the Meeting to participate in the Board’s discussion of this Proposal. Both left the meeting at 10:44.

**CONSULTANT FEE:** \$41,500

At the December 6, 2018 SPRB Meeting, the Board approved, under PRB #18-219, the Consultant’s Contract (CF-RD-303-ARC) for the WCSU Berkshire Hall Conversion project with the completion of a pre-design study and then the initiation of a schematic design phase through the construction document phase and subsequent completion of construction. The overall compensation rate for this basic service was \$1,846,725 with an additional \$494,480 for special services, for a total fee of \$2,341,205. The special services detailed in the project scope included traffic engineering, geotechnical/environmental engineering, land surveying and FF&E consulting. The contract included an additional \$20,000 for A/E Contingency.

The AG approved the CMR contract on December 6, 2019. The GMP Amendment to the CMR Contract was approved by the Office of the Attorney General on July 28, 2021. The following are the salient points within the GMP Amendment:

- 7-27-2022 – CMR Cover Letter to DAS/DCS - GMP = \$20,954,004

- 7-28-2022 – AG approval of GMP Amendment
- 7-30-2021 – Notice to Proceed (548 construction days)
- 1-28-2023 – Substantial Completion
- \$3,562/day – Liquidated Damages beyond Substantial Completion
- 4-28-2023 – Final Acceptance
- \$3,178/day – Liquidated Damages beyond Final Acceptance

Under this proposal (PRB #22-151), DCS is now seeking Board approval of Amendment #1 to the Consultant Contract to expend an additional \$41,500 for additional design services for the replacement of the Bill Williams Gymnasium roof, not included in the Scope of the original ARC Contract.

DCS provided the following support for the expanded design services for the following:

Prepare plans and specifications for the Area B-Gymnasium Roof Replacement and related work inclusive of, but not limited to, demolition plans and sections, proposed roof plans, sectional details and typical roof details. The design and detailing will reflect similar details and systems as outlined in the original Contract Documents and specific detailing as may be required. The anticipated scope of work will include the Removal of the existing roof, repairs to the existing masonry top of wall, installation of new insulation, adjustments to and replacement of the existing roof drains, installation of new membrane roof and related roof accessories, including but not limited to, flashings, copings, reglets, scuppers, etc.; and

Identify the areas requiring existing roof deck and parapet/top of wall replacement, and/or repairs as evidenced in the work conducted in Area A of the building.

CSCU has confirmed for that funding is available for this contract (\$41,500) via CHEFA Bond Funding.

With this contract amendment DCS states that the construction budget is \$19,431,306 and the total project budget is \$29,178,503, up from the original budgets of \$16,635,294 and \$27,002,335 respectively.

The Consultant, in conjunction with the CMR, has estimated the construction cost for roof replacement between \$550,000 and \$600,000.

TAPC Fee for Basic Services (PRB #18-219)	<u>COST (\$)</u> <u>(BASIC)</u>	<u>COST (\$)</u> <u>(SPECIAL)</u>	<u>Total Cost</u>	<u>C. Budget</u> <u>(\$)</u>	<u>(%)</u> <u>Budget</u>
Schematic Design Phase	\$294,215				
Design Development Phase	\$372,680				
Contract Document Phase	\$550,305				
Bidding and Review Phase	\$80,445				
Construction Administration Phase	\$465,240				
LEED Certification (BVH Integrated)	\$65,340				
CT DEEP permitting (TAPC)	<u>\$18,500</u>				
<b>TOTAL BASIC SERVICE FEE (#18-219) (A)</b>	<b>\$1,846,725</b>			<b>\$16,635,294</b>	<b>11.10%</b>
TAPC Fee for Basic Services (PRB 22-155) (A1)	<u>\$41,500</u>				
<b>TOTAL BASIC SERVICE FEE (#22-155) (A+A1)</b>	<b>\$1,888,225</b>			<b>\$19,431,306</b>	<b>9.72%</b>
<b>SPECIAL SERVICES:</b>					

Pre-Design Study (TAPC)		\$136,925			
Survey A-2, T-2 (Fuss & O'Neill)		\$28,500			
Geotech Engineering (TAPC)		\$35,000			
Traffic Engineering (Fuss & O'Neill)		\$15,000			
Environment Assess/Remed (Fuss & O'Neill)		\$107,000			
HAZMAT Testing (Fuss & O'Neill)		\$51,555			
FF&E Design (TAPC)		\$82,500			
Shoring (TAPC)		\$9,500			
Independent Flow/Hydrant Test (TAPC)		\$8,500			
Design Contingency		<u>\$20,000</u>			
TOTAL SPECIAL SERVICES(B)		\$494,480			
TOTAL FEE ( PRB #22-151) (A) + (A1)+(B)			\$2,382,705	\$19,431,306	12.26%

Staff have requested clarification of the following issues:

1. What is the status of the project?  
DCS Response: The project is in Construction and about 65% complete.  
Staff Response: OK
2. Please provide a copy of the GMP Amendment to the CMR Contract.  
DCS Response: I will share these files with you in a separate email.  
Staff Response: DCS provided. OK
3. Section II.J in Exhibit A (pg 12 of 16) of the original ARC Contract included a \$20,000 design contingency, with 'Written' approval provided to the SPRB. As the SPRB is not in receipt of any previous 'Written' approval, the request should be reduced by \$20,000.  
DCS Response: I will discuss with my ADPM and get right back with you.  
10-20-22 DCS Response: Yes, we can use the design contingency to fund this Amendment. However, to save time we would prefer to move forward with the current amendment and then do a separate amendment to deduct the \$20,000.00 from Tecton's Contract.  
Staff Response: Staff agree with DCS request subject to submission of Amendment #2 to the Consultant's Contract being submitted.
4. Please clarify if the \$19,431,306 Project Budget reflect the estimated cost of construction for the gymnasium roof replacement (\$550,000-\$600,000).  
DCS Response: Yes, it does. We actually carried \$750,000.00 for the gym roof replacement, even though the estimated cost is \$550K-\$600K.  
Staff Response: OK
5. What is the reason for increase in about \$2.8 million in construction budget?  
DCS Response: To include the roof replacement and other work that WCSU wants to do to the gymnasium wing in the future.  
10-20-22 DCS Response: Please disregard my previous response to this question. The \$2.8M difference between the original 1105 budget and the current Construction Budget, including the gym roof replacement is shown below. The actual cost of Construction, as reflected in the GMP is \$18,681,306. This number, plus \$750,000.00 for the gym roof replacement equals \$19,431,306.00. For clarity, please see the breakdown below

Trade Contractor Total	\$17,910,869.00
General Requirements	\$435,147.00
Builder's Risk	\$69,904.00
General Liability	\$147,575.00
CMR Bond	\$117,811.00
<b>GMP Construction Total</b>	<b>\$18,681,306.00</b>
Gym Roof Replacement Budget	\$750,000.00
<b>Construction Total</b>	<b>\$19,431,306.00</b>

Staff Response:

- Can you pl provide a breakdown of the work added to the original project that totals \$2.8 million? DCS Response: The construction values reflect the full scope of work at the time of the GMP and as amended to include the scope of roof work.
- What is DCS's policy for adding such a huge scope to the existing GMP project? DCS Response:DAS executes work based on project value and funding and we work within the budget parameters established by the Agencies. It is in the best interest of the State to complete the roof replacement work while a CMR is under contract and on-site versus doing the work as a separate project and incurring other hard and soft cost increases. Note: there is an inherent savings to incorporate the work with existing forces on-site as mobilization and de-mobilization will not be incurred, and current costs are preferred to future, escalated costs. The DAS considers this an opportunity and an efficient use of funds to execute necessary work.
- Also, how does the new roof replacement project cost compare to the original roof replacement project? DCS Response: It is equivalent to the original cost, plus escalation. See No. 4.
- Was this new work included in the original bid as "add alternate"? DCS Response: No
- If not, how was the cost determined? DCS Response: The CMR estimated the cost using current material and labor rates.
- Has the substantial completion date changed? DCS Response: No, but if the gym roofing work is not started by November 15, 2022, we will need to hold off until warmer weather returns. If this occurs, there is an expectation that the CMR will request additional (warranted) time with subsequent impacts on the CA and AE on-site commitments.

Staff Response: OK

6. When was this gymnasium project added and why?

DCS Response: The gymnasium work was requested by CSCU/WCSU in February of 2022. This work was originally in the CF-RD-303 project but was eliminated during the DD Phase due to budget overruns.

Staff Response: OK

7. The original ARC Contract authorized the Consultant to expend \$51,555 to retain a Sub-Consultant for Hazardous Materials Testing, Reports, Design Drawings and CA Services for Area A (Berkshire Hall) of the Project.

a. Please clarify if hazardous materials were identified in Area A.

b. And, if yes above, is it prudent to have a similar investigation into the roof replacement in the gymnasium (Area B)?

DCS Response: A comprehensive hazmat survey was performed by the Design Team during Pre-Design. Tecton is checking to make sure the gymnasium was included. I will let you know.

DCS 10-20-22 Response: A comprehensive hazmat survey was performed by the Design Team during Pre-Design, this included the gymnasium.

Staff Response: OK

**RECOMMENDATION:** Staff recommend approval of Amendment #1 in the amount of \$41,500 to provide expanded ARC Services for the Project. DCS will submit an Amendment reducing the Contract by \$20,000, reflecting the application of the Design Contingency toward the expanded scope for the gymnasium roof.





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PROPOSED AMOUNT: \$2,341,205

December 3, 2018 Update:

This file was suspended at the November 29, 2018 SPRB Meeting as the DCS Contract for the Architect was incomplete as it failed to include the task related to DEEP Permitting totaling \$18,500, even though the Architect's total fee of \$2,341,205 includes this expense

On 12-3-18, DCS resubmitted a revised Architect's Fixed-fee contract that incorporated the task related to CT DEEP permitting (F&O) for \$18,500.

**RECOMMENDATION:** Staff recommend APPROVAL of this Architect's Fixed-fee contract in the amount of \$2,341,205.

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This this project involves a partial implementation of an approved 2016 Perkins +Will's Master Plan for WCSU. This project initiates the Berkshire Hall classroom building conversion into a new student center, with a new student dining facility and a central commercial kitchen for the campus.

In this first phase of the project, WCSU requires pre-design, design and construction administration services for the project, including exterior site work including a new site retaining wall for loading dock access to the new kitchen. Preliminary plans require selective demolition replaced with a new 22,000 square foot facility with renovation to approximately 10,000 square feet of Berkshire Hall. The pre-design study will verify the programmatic requirements.

The anticipated scope of work for the building's conversion includes the removal of the basement, first and second floors of Berkshire's classroom wing, the locker room and fitness center wing, as well as investigate the re-use of the theater wing and retain the gymnasium footprint.

The overall construction and total project budget have been established at \$16,635,294 and \$27,002,335 respectively.

In December 2017 the Department of Construction Services ("DCS") issued a Request for Qualifications for Architect/Engineer (A/E) Consultant Services related to the WCSU Berkshire Hall Conversion project. DCS elicited 20 responses to the advertisement of which all submittals were considered "responsive". DCS then proceeded to review the submittals and after the completion of the internal review process, five firms were selected for short-listed interviews. These firms were as follows, Tecton Architects, P.C., Clohessy Harris & Kaiser, LLC, Tai Soo Kim Partners, LLC, Bergmeyer Architectural P.C., and Goody Clancy Architecture,

LLC. The State Selection Panel consisted of 5 members and interviewed each firm for evaluation purposes based upon an established weighted ranking system. At the conclusion of the process DCS identified Tecton Architects, P.C. (“TAPC”) as the most qualified firm.

This contract is for Architect/Engineer Consultant Design Team Services for the completion of the WCSU Berkshire Hall Conversion project with the completion of a pre-design study and then the initiation of a schematic design phase through the construction document phase and the subsequent completion of construction. The overall compensation rate for this basic service is \$1,846,725 with an additional \$474,480 for special services, for a total fee of \$2,252,353. The special services detailed in the project scope include traffic engineering, geotechnical/environmental engineering, land surveying and FF&E consulting. The contract includes an additional \$20,000 for A/E Contingency.

CSCU confirmed funding is in place for \$2,341,205 via CHEFA Bond Funding.

TAPC Fee for Basic Services (PRB #18-219)	COST (\$) (BASIC)	COST (\$) (SPECIAL)	Total Cost	C. Budget (\$)	(%) Budget
Schematic Design Phase	\$294,215				
Design Development Phase	\$372,680				
Contract Document Phase	\$550,305				
Bidding and Review Phase	\$80,445				
Construction Administration Phase	\$465,240				
LEED Certification (BVH Integrated)	\$65,340				
CT DEEP permitting (TAPC)	<u>\$18,500</u>				
<b>TOTAL BASIC SERVICE FEE (#18-219) (A)</b>	<b>\$1,846,725</b>			<b>\$16,635,294</b>	<b>11.10%</b>
<b>SPECIAL SERVICES:</b>					
Pre-Design Study (TAPC)		\$136,925			
Survey A-2, T-2 (Fuss & O'Neill)		\$28,500			
Geotech Engineering (TAPC)		\$35,000			
Traffic Engineering (Fuss & O'Neill)		\$15,000			
Environment Assess/Remed (Fuss & O'Neill)		\$107,000			
HAZMAT Testing (Fuss & O'Neill)		\$51,555			
FF&E Design (TAPC)		\$82,500			
Shoring (TAPC)		\$9,500			
Independent Flow/Hydrant Test (TAPC)		\$8,500			
<b>TOTAL SPECIAL SERVICES(B)</b>		<b>\$474,480</b>			
<b>TOTAL FEE ( PRB #18-219) (A) + (B)</b>			<b>\$2,321,205</b>	<b>\$16,635,294</b>	<b>13.95%</b>

- The December 2017 RFQ elicited 20 responses. The Selection Panel interviewed five firms and ultimately recommended the appointment of Tecton Architects, P.C. (TAPC). The selection was approved by Commissioner Currey on 2/17/18.
- TAPC is located in Hartford. This firm was established in 1979 and has over 50 employees which includes thirteen registered Architects and six Interior designers. TAPC is operating under its corporate license No. ARC.0000493. The license is valid until 07/31/2019.
- Smith Brothers Insurance, LLC reported that over the past 5 years TAPC has been exposed to three general liability or professional liability claims, all of which have been closed.
- The submittal is accompanied by a Consulting Agreement Affidavit notarized on 4/21/2015.

Staff asked DCS to clarify the following:

1. It seems that the task related to CT DEEP permitting (F&O) for \$18,500 is not included in the Architect's Fixed-fee contract. The reason might be because of a math error in the Architect's proposal (Rev. May 15, 2018); page 20. Please clarify if this task is included in the Architect's contract as proposed.
2. Are there any concerns related to the professional liability claims against Tecton Architects? Were these DCS projects?

**RECOMMENDATION:** Staff recommended suspension of this DCS Contract for the Architect. It is incomplete as it failed to include the task related to DEEP Permitting totaling \$18,500, even though the Architect's total fee of \$2,341,205 includes this expense.



<b>PRB #</b>	22-179
<b>Origin/Client:</b>	DCS/DAS
<b>Transaction/Contract Type</b>	AE / Task Letter
<b>Project Number</b>	BI-2B-414
<b>Contract</b>	OC-DCS-ENGY-0030
<b>Consultant:</b>	Source One, Inc (DE)
<b>Property</b>	Hartford, Capitol Ave (470)
<b>Project purpose:</b>	CDECCA Plant Acquisition Due Diligence & Other Services
<b>Item Purpose</b>	Task Letter #1A

**PROPOSED AMOUNT: \$100,895.60**

At its meeting held on April 7, 2022 the State Properties Review Board voted, under PRB #22-062, to approve TASK LETTER #1 in the amount Not-to-Exceed (NTE) \$320,066 to compensate the Consultant (Source One, Inc. DE) for professional services related to the technical due diligence and support leading to financial close of the Purchase and Sale Agreement and relocation of CAS pumping equipment and upgrades to the CAS. The Scope of Work was outlined in Phase 1 and 2 of the project.

DAS/DCS informed Staff that a previous Task Letter #1 with similar scope, approved in January 2022 under PRB #22-008, was executed and subsequently terminated with no services performed by the Consultant and no cost to the State.

And, at the March 7, 2022 SPRB Meeting, the Board, under PRB #22-036 approved Contract Amendment #1 to OC-DCS-ENGY-0030 to increase the maximum total cumulative fee to \$500,000, an increase of \$200,000.

Under this Proposal (PRB #22-179), DCS is seeking SPRB approval of TASK LETTER #1A in the amount of \$100,895.60 to compensate the Consultant (Source One, Inc. DE) for providing services for this Agency-Administered Project, with the following Scope of Work:

The scope of work for Task No. 1A includes, but is not limited to the following:

Additional inspections and testing of the cooling tower system, condenser water piping, motor control centers and transformers. Once the inspections and testing have been completed, conduct a final review of the findings and incorporate into report outlining the specific deliverables from each firm including current conditions, risks of failure, recommended actions (including order of magnitude costs), proposed phasing plans and timing.

Summary of testing to be conducted:

1. Cooling Tower System
2. Condenser Water Piping
3. Motor Controls Sensors
4. Transformers

DCS has authorized Source One to engage the services of a sub-consultant - Waldron Engineering & Construction, Inc. - of Exeter, NH to provide the inspection and testing services for a total fee of \$70,240.

DCS provided the following narrative in support of this request.

As a result of the findings of the due diligence study, it was determined that additional inspections and testing of the cooling tower system, condenser water piping, motor control centers and the transformers are warranted. Once the inspections and testing have been completed, SourceOne and Waldron will perform a review of the findings and incorporate them into a memo report outlining the specific deliverables from each firm including current conditions, risks of failure, recommended actions (including order of magnitude costs), proposed phasing plans and timing. All reviews and recommendations will be directed in consideration of the State's future operational needs.

DCS provided a breakdown of how the Consultant's fee was calculated as follows:

The above T1A fee was negotiated as follows:	
<b>T1A Basic Fee:</b>	<b>\$ 100,895.60</b>
• Cooling Tower Inspection:	\$ 12,850.00
• Electrical Inspection	\$ 27,490.00
• Piping Wall Thickness Inspection	\$ 15,100.00
• Review/Report/PM/Admin	\$ 14,800.00
• Subcontractor Markup	\$ 7,024.00
• Project Management	\$ 12,250.00
• Task Letter 1 Vendor Markup Allowance	\$ 11,381.60
The statutory funding authority is PA#1 2015; SEC 20-16.	
NOTE: The negotiated fee includes sub-consultant mark-up allowance from Task Letter One. Due to the time sensitive nature of the original task the consultant did not include the markup in their proposal. DAS Facilities Management agreed to include those cost in this supplemental task letter.	

Source One has been selected for the following Tasks under the On-Call Contract.

• Task Letter #1	CDECCA Plant Acquisition (NTE Fee)	\$265,050	(22-008) terminated
• Task Letter #1	CDECCA Plant Acquisition (NTE Fee)	\$320,066	(22-062)
<b>Total Fee to Date:</b>		<b>\$320,066</b>	

**RECOMMENDATION:**

It is recommended that SPRB approve Task Letter #1A for Source One, Inc (DE) in the amount \$100,895.60.

- DCS confirmed funding is available for the Task Letter.
- The Board approved the current On-Call Contract for a maximum fee of \$300,000 and a term that expires on 3/01/2024 (PRB #21-181) and amended the On-Call Contract to increase the maximum cumulative fee to \$500,000 (PRB #22-036).

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FROM PRB #22-062

**PROPOSED AMOUNT: NTE \$320,066**

At its meeting held on January 18, 2022 the State Properties Review Board voted, under PRB #22-008, to approve TASK LETTER #1 in the amount Not-to-Exceed (NTE) \$265,050 to compensate the Consultant (Source One, Inc. DE). The Consultant's Scope of Work was to include Phase 1 & Phase 3 Services (Phases 2 & 4 were identified as future services), to provide technical due diligence and support leading to financial close as follows:

Phase 1:

1. Establish RFI process and secure data room for transfer of information.
2. Conduct two day site walk with all stakeholders to survey property and establish scope bounds of due diligence period.
3. Conduct interviews with operational staff on recent changes to plant from electrical generating facility to thermal supply facility.
4. Review and comment of related documents outlined in proposal.
5. Provide technical due diligence and owners representation of technical related matters pertaining to acquisition of CDECCA plant including items outlined in proposal.
6. Request and review complete asset inventory/ database and assign action items to each major piece of equipment relative to execution of PSA
7. Prepare Scope Of Work/ RFP, review, administer and manage specialty consultants for purposes of supporting due diligence efforts
8. Utility commodity procurement strategy and options review

Phase 3:

1. Options and strategy assessment for relocating pump house system within plant
2. Concept sketches to convey level of design and installation effort to arrive at milestone schedules.
3. Evaluation of phasing (design and construction options) for optimizing existing temporary hot water boiler and distribution system at pump house and incorporating into plant capital renewal goals of converting from steam to hot water.
4. Development of millstone schedule showing options under consideration and their impact on key dates and currently operations.
5. Conduct supporting cost benefit analysis for the options identified.

DAS/DCS informed Staff that Task Letter #1, approved in January 2022 was executed and subsequently terminated with no services performed by the Consultant and no cost to the State.

At the March 7, 2022 SPRB Meeting, the Board, under PRB #22-036 approved Contract Amendment #1 to OC-DCS-ENGY-0030 to increase the maximum total cumulative fee to \$500,000, an increase of \$200,000.

Under this Proposal (PRB #22-062), DCS is seeking SPRB approval of TASK LETTER #1 in the amount Not-to-Exceed (NTE) \$320,066 to compensate the Consultant (Source One, Inc. DE) for providing services related to the technical due diligence and support leading to financial close of the Purchase and Sale Agreement and relocation of CAS pumping equipment and upgrades to the CAS.

The Scope of Work is outlined below in two (2) separate phases. The overall proposed program of services for this task to support the State with the acquisition and successful operation of the Capitol District Energy Center Cogeneration Association (CDECCA) Plant includes Phase 1 and 2.

Phase 1:

1. Establish RFI process and secure data room for transfer of information
  - a) Prepare, submit and manage RFI to Hull St Energy LLC (Seller) on behalf of the State (Purchaser) for technical and operational due diligence information
  - b) Establish secure data room for storing and transferring data
  - c) Track and follow up on RFI's and adjust due diligence schedule accordingly
  - d) Deliverables:
    - 1) managed and organized RFI process with data room files organized by system/area accessible for future reference
    - 2) Turnover document register to State of CT
2. Conduct two day site walk with all stakeholders to survey property and establish scope bounds of due diligence period.
  - a) Document and markup most recent versions of as-built plans and general arrangements in order to establish points of demarcation between Buyer, Seller and essential utility services such as natural gas, electricity, water and sewer.
  - b) Deliver written plan and recommendations on preferred position to support buyer/seller negotiations or post asset operation/renewal.
  - c) Identify specialty consultants and contractor work packages to support Buyer's due diligence.
  - d) Deliverables:
    - 1) Interim letter report indicating any systems requiring further detailed inspection or investigation necessary within the PSA defined due diligence period
    - 2) Reports of visual observations of existing conditions and recommendations to remedy and identified anomalies, by system/area of plant.
    - 3) A meeting will be conducted following the presentation of the interim letter report to determine if findings under this task warrant a change in due diligence strategy, schedule or scope.
3. System/ Operating condition assessments and documentation review
  - a) Conduct interviews with operational staff on recent changes to plant from electrical generating facility to thermal supply facility
  - b) Deliverables:
    - a) Summary matrix of major systems/equipment along with narrative on identified risks and recommendations regarding future configuration and operation of the plant
    - b) Report documenting changes made by seller with respect to repurposing the plant from electric to thermal only.
    - c) Summary report of overall condition of the plant based on both visual observations, seller Q&A sessions, and seller provided conditions assessment field testing, inspections and major maintenance reports.
4. Review and comment on the following documents
  - a) Subcontracts for plant operations and maintenance
  - b) Major equipment overhaul history, field and inspection reports
5. Provide technical due diligence and owners representation of technical related matters pertaining to acquisition of plant including the following:
  - a) Conduct observational level condition assessment based on two day site walkdown
  - b) Review existing asset condition assessments of plant systems and equipment, as provided by Seller
  - c) Review field testing, inspections and major maintenance reports, as provided by Seller
  - d) Define and confirm specific points of demarcation/ownership on official general arrangement/site plan

- e) Review and comment on RFP's, scope of work packages and associated deliverables issued and managed by the State of CT for acquisition support services
- f) Review and comment on third party/contractor technical reports commissioned by State of CT
- g) Survey and define excluded systems and equipment to support decommissioning plan
- h) Scope and specify decommissioning plan for non-essential equipment ( i.e. electric generating assets)
- i) Conduct utility capacity assessment based on information provided by Seller and review powering of remaining equipment from local utility, based on Seller provided data
- j) Lead introductory call with gas and electric utility to discuss options for service mains and tariff structure.

Prepare Scope of Work / RFP, review and administer for the following specialty consultants (to be retained by the State) for purposes of supporting the State of Connecticut (Purchaser)'s Due Diligence efforts, as required

- a. Environmental consulting firm to conduct required level of site environmental assessment
- b. Environmental consulting firm to conduct air permit review
- c. Civil and structural assessment for the following systems
  - i. Building core & shell structural evaluation, excluding internal thermal and power generation structures ( By State retained consultants)
  - ii. Internal structural evaluation, including internal thermal and power generation structures, i.e. Heat Recovery Steam Generator (HRSG). Surveying consulting firm to conduct required level of site assessment

#### Phase 2:

Develop alternate concepts for relocating pump house system within plant and reaching end goal of converting from a steam to hot water system. Score and rank concepts for consideration to determine appropriate strategy in development of a plan for repowering the facility with hot and chilled water production to service the long-term needs of the CAS. This scope of work shall also include:

1. Options and strategy assessment for relocating pump house system within plant
2. Concept sketches to convey level of design and installation effort to arrive at milestone schedules.
3. Evaluation of phasing (design and construction options) for optimizing existing temporary hot water boiler and distribution system at pump house and incorporating into plant capital renewal goals of converting from steam to hot water
4. Development of milestone schedule showing options under consideration and their impact on key dates and current operations.
5. Conduct supporting cost benefit analysis for the options identified

#### Deliverables:

1. Memo report outlining options and recommendations for relocating pump house operations inside seller's facility
2. Conceptual equipment arrangement plans for pump house equipment relocation options
3. Milestone schedule for pump house equipment relocation
4. Cost opinion of pump house equipment relocation based on concept level design and construction activity

A breakdown of the Consultant's proposed fee NTE (\$320,066) is as follows:

#### Phase 1: Total fee \$235,010

- a. Establish RFI process (32 hrs.): \$7,150
- b. Initial Site Walk, operation interviews, due diligence scope and work plan: \$45,176
- c. System / operating condition assessments and documentation: \$88,368
- d. Decommissioning scope and equipment removal strategy: \$94,316

Phase 2: Total fee \$85,056

- a. Strategy and options assessment for relocation of pump house system within new plant: \$85,056

Source One has been selected for the following Tasks under the On-Call Contract.

• Task Letter #1	CDECCA Plant Acquisition (NTE Fee)	\$265,050	(22-008)
<b>Total Fee to Date:</b>		\$265,050	

DAS/DCS informed Staff that Task Letter #1, approved in January 2022 under PRB #22-008 was executed and subsequently terminated with no services performed by the Consultant and at no cost to the State.

**RECOMMENDATION:**

It is recommended that SPRB approve Task Letter #1 for Source One, Inc (DE) in the amount NTE \$320,066.

- DCS confirmed funding is available for the Task Letter.
- The Board approved the current On-Call Contract for a maximum fee of \$300,000 and a term that expires on 3/01/2024 (PRB #21-181) and amended the On-Call Contract to increase the maximum cumulative fee to \$500,000 (PRB #22-036).

**7. OTHER BUSINESS**

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 10:55. The motion passed unanimously. Mr. Cameron Weimar, Director of Farmland Preservation for the Department of Agriculture was invited to attend the meeting at 10:55 and left the meeting at 11:19.

**EXECUTIVE SESSION**

<b><i>PRB #:</i></b>	21-004-A
<b><i>Transaction/Contract Type:</i></b>	AG/ PDR
<b><i>Origin/Client:</i></b>	DoAG/DoAG

**Statutory Disclosure Exemptions: 1-200(6) & 1-210(b)(7)**

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 11:19. The motion passed unanimously.

**OPEN SESSION**

**8. VOTES ON PRB FILE:**

**PRB FILE #22-066** – Mr. Berger moved and Mr. Valengavich seconded a motion to suspend PRB FILE #21-066. The motion passed unanimously.

**PRB FILE #22-151** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #22-151. The Board noted DCS will submit an Amendment reducing the amount by \$20,000, the Design Contingency. The new fee will be \$21,500, reflecting the application of the \$20,000 Design Contingency fund. The motion passed unanimously.

**PRB FILE #22-179** – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #22-179. The motion passed unanimously.



**PRB FILE #21-004-A** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve funding modifications to PRB FILE #21-004-A. The motion passed unanimously.

**9. NEXT MEETING** – Monday, October 24, 2022.

The meeting adjourned.

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