

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On February 26, 2024

– solely by means of electronic equipment - via telephone conference –

Pursuant to CGS §1-225a, the State Properties Review Board conducted a Regular Meeting at 9:30AM on February 26, 2024. Pursuant to the statute, this Meeting was held solely by means of electronic equipment, with Participants connecting via telephone conference at (860)-840-2075 and used Conference ID 917724280#.

The Notice provided designated this Regular Meeting as open to the public. Call in instruction were provided as: Dial toll free (860)-840-2075 and use Conference ID 917724280#. If you have any questions or need assistance to attend these Meetings, or for some reason the Call-In Numbers do not work, please contact SPRB Director Thomas Jerram, immediately, at thomas.jerram@ct.gov to make appropriate arrangements.

Members Present – solely by means of electronic equipment:

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

Members Absent:

Staff Present – solely by means of electronic equipment:

Thomas Jerram

Guests Present – solely by means of electronic equipment:

Jenna Padula, DAS-RECS
David Barkin, DAS-RECS
Brian Dillon, JUD

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 February 22, 2024 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Staff provided Board Members with an update on discussions with respect to filling a staff-vacancy.

Mr. Berger provided an update on the current Legislative Session and proposed legislation that may impact the Board.

3. REAL ESTATE- UNFINISHED BUSINESS

- 4. REAL ESTATE – NEW BUSINESS
- 5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS
- 6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB #	24-019
Origin/Client:	DAS/JUD
Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-JD-343B
Contract:	OC-DCS-MEP-0053
Consultant:	BVH Integrated Services, P.C.
Property:	Enfield, Phoenix Ave (111) – Enfield Superior Court
Project purpose:	Roof & HVAC Replacement Project
Item Purpose:	Task Letter #2

CONSULTANT FEE: \$104,451

PROJECT BACKGROUND

In July 2015, the Branch through DAS-CS implemented Project BI-JD-343 – Roof and HVAC Replacement Project – Enfield Superior Courthouse. The scope of work for this project generally included the complete re-roofing of approximately 46,000 gross square feet as well as the removal/replacement of existing packaged HVAC rooftop units and other associated work. The associated work included system commissioning, a new fire alarm panel, bacnet controls and miscellaneous upgrades to the overall system infrastructure.

The project designer was Aztech Engineers, Inc. along with HAKS, Inc. acting as the contract administrator for DAS-CS. The project was bid and the contract awarded in June 2016. The contract work had proceeded with numerous issues and delays related to design deficiencies, contract work disputes, and requests for additional services which were perceived to be outside of the contract scope.

In early 2019 JUD was experiencing numerous operational problems on a daily basis, all related to various design and construction disputes between the design team and the contractor. At that time JUD requested that DAS-CS: #1. Close-out the current project; #2. Proceed to evaluate next steps under both a claims process with the contractor and E/O Liability with the design team; and #3. Hire an On-Call Consultant for the purposes of reviewing the as-built condition, identify design to construction deviations, evaluate the operating controls system and then implement a commissioning program for the facility.

In light of the history of this Project, DAS-CS retained the Consultant - BVH Integrated Services, P.C. under their On-Call Contract - OC-DCS-MDE-0036 – to provide the following engineering services:

Task Letter #4 (Informal – July 2019) \$49,000 – To retro-commission the existing rooftop units, heating hot water system, terminal equipment and all the temperature controls associated with these systems at the Enfield Courthouse. The Consultant was to investigate the issues, correct the highest priority operating deficiencies and make recommendations for remaining improvements.

Task Letter #4A (Informal – November 2019) \$20,000 (NTE) – To provide engineering and CA Phase services to replace defective gas-regulators identified in the retro-commissioning services

provided in TL #4 and to investigate over pressurization of the roof in various sections and submit findings and recommendations.

Task Letter #4B (PRB #20-109 – June 2020) \$37,200 – To increase the scope of work to: Complete the Investigation Phase, which includes Retro Commissioning and TAB (Testing, Adjusting and Balancing) verification services; Conduct air and water balancing verification activities during Investigative Phase; Review existing documents and analyze the existing roof structure under the RTUs to confirm adequacy of the existing frame members and/or identify potential deficiency; If as-built drawings are not available, verify in the field and document the existing conditions as applicable to complete the task; Review existing documentation and generate list of items not provided, but required to perform analysis of existing frame; Review existing roof framing for equipment weight and snow drifts around the units; Prepare and submit a written summary of the analysis assessment and findings, including appropriate Deliverables, conclusions, and recommendations.

Task Letter #4C (PRB #20-235 – December 2020) \$128,375 – To assess and remediate Priority 1 issues (life safety items), including fire alarm shutdowns for the rooftop equipment, steel fireproofing, and duct fire dampers. Additionally, the Consultant was to address Priority 2 items pertaining to the building space pressurization that has compromised the building security and any priority 3, 4, and 5 items (BVH Portal Items) that possibly could be captured and corrected while performing remediation to the Priority 2 open items.

Task Letter #4D (PRB #21-130 – December 2021) \$25,300 – To provide pre-construction design (Contract Documents), Bidding and CA services in support of the Project. Services included: #1. Review and perform additional analysis of each roof joist identified in the initial evaluation report, and determine the appropriate method of strengthening, modifying, or supplementing the existing roof joists, as required to conform to the current Connecticut State Building Code requirements; #2. Coordinate with mechanical and provide recommendations and details for leveling and resetting of existing RTUs where required; #3 Review initial recommendations with DAS and CT Judicial prior to completion and finalization of Contract Documents; #4. Prepare Contract Documents, drawings, and technical specifications; and #5. Prepare Statement of Special Inspection for the structural scope.

Construction Services for Project BI-JD-343B (2203BIJD343B) was bid on September 1, 2022, with responses due by November 7, 2022. DAS-CS canceled/retracted the bid on November 10, 2022. DAS-CS stated there was “bid far exceeding the design team's estimate.”

DAS-CS included this information in seeking approval to proceed with this Task Letter #2:

The original on-call contract utilized for MEP services, OC-DCS-MDE-0036, expired on 7/31/2019. The project originally went out to bid on September 2022 with no competitive responses. The project was then split into phase I, Judicial Branch Administered part for the Testing and Balancing (TAB) of the Roof Top Units (RTU), and phase II for the update to 2023 CT Code and new Contract Document (CD) packages for HVAC and Structural Services. For purposes of this task assignment, I request authorization to add supplemental Task No. 2 to the subject Consultant’s current on-call MEP contract for \$104,451 to cover costs associated with the following supplemental services: CD phase design services, bidding, and Construction Administration (CA) services.

Under this proposal (PRB #24-019), DAS-CS is now seeking Board approval of Task Letter #2 to the Consultant’s (BVH Integrated Services, P.C.) On-Call Contract – OC-DCS-MEP-0053 - to expend \$104,451 to address Phase II of the Project (HVAC and Structural Services) with the following scope of work:

This project represents an expansion of the initial initiative, wherein DAS will undertake necessary repairs and enhancements to the existing systems facilitated through BI-JD-343. The overarching goal encompasses modifications to various components, including HVAC – RTU, the addition of power exhaust, integration control, fire suppression, electrical improvements, and selective corrections to air distribution. A crucial revelation during the assessment phase identified the imperative need for reinforcement in the structural members of the roof truss, constituting an integral aspect of this project's comprehensive scope.

Produce design documents to remove the HVAC Phase 1 work that the Connecticut Judicial Branch is performing separately. This includes modifying the drawings and specifications.

Based on the previous design that went out to bid on September 2022, update drawings and specifications:

- Review the DAS’s Division 1 (General Requirements) and potential bidding requirements and collaborate with the DAS’s designee regarding their development for the Project. Proposed modifications shall be compliant with the DAS’s Division 1 (General Requirements) and consistent with the Contract Documents.
- Review impact of the 2022 Connecticut State Building and Fire Codes recent adoption and modify/update the project design for the HVAC and Structural Design.
- Review of updated code requirements to meet 2022 Connecticut Codes as they apply to the previous design of Bid Package No. 2, and modify design and update the Contract.
- Update & submit DAS Form 3030 – Checklist for Permits, Certifications, and Approvals.
- Contract Documents (CD) Phase - Modify Contract Documents to remove Phase 1 MEP scope performed under the Judicial Branch Agency Administered Project.
- Bidding/Negotiation
- Construction Administration – conduct 2 meetings prior to commencement of work and subsequent bi-weekly site visits/meetings and provide CA Services pursuant to DAS-CS Procedure Manual.

In April 2022, SPRB approved BVH Integrated Services, P.C. (“BVH”) (PRB #22-044) as one of five Firms under the latest On-Call MEP Engineering Series of consultant contracts. These contracts had a common expiration date of July 1, 2024 and a maximum cumulative fee of \$1,000,000. The maximum cumulative fee was increased to \$1,500,000 (PRB #22-176) in November 2022.

BVH has been approved for the following Task Letters under this Series:

OC-DCS-MEP-0053	BVH Integrated Services PC	\$1,000,000	22-044
Amend #1	Increase to:	\$1,500,000	22-176
Task Letter #1	Manchester CC – Cellular Study	\$34,000	(Informal)
Task Letter #3	NVCC – Condenser Water Pipe Repl.	\$38,805	(Informal)
Task Letter #4	Veterans’ Home – Boiler Replacement	\$391,088	22-192
Task Letter #5	Cheshire CI – Energy Implementation	\$149,343	23-130
Task Letter #6	Corrigan CI – Energy Implementation	\$210,607	22-205
Task Letter #7	Statewide Monitoring & Notification Systems	\$61,500	(Pending)
Task Letter #2	Enfield Courthouse HVAC & Roof	\$104,451	24-019 Pending
	Total Committed	\$989,794	
	Maximum Total Fee	\$1,500,000	
	Uncommitted (Remaining)	\$510,206	

DAS-CS has confirmed for SPRB that funding is available for this contract.

DAS-CS states the overall construction and total project budget are \$1,135,697 and \$1,960,000 respectively.

	MEP Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
BVH Fee for Basic Services (TL #4- Informal)					
BVH TOTAL BASIC SERVICE FEE (TL #4- Informal) (A)	\$0			\$0	0.00%
BVH Special Services Fee (TL #4- Informal) (B)					
Retro-Commissioning - Investigation Phase (60 days)		\$30,000			
Retro-Commissioning - Implementation Phase (TBD by JUD)		\$15,000			
Retro-Commissioning - Recommendation Phase (TBD by JUD)		\$4,000			
BVH SPECIAL SERVICE FEE (TL #4- Informal) (B)		\$49,000			
BVH TOTAL FEE (TL #4- Informal) (A) + (B)			\$49,000		
BVH BASIC SERVICE FEE (TL #4A- Informal) (A1)					
Gas Regulator - Combined SD/DD/CD Phase (7 Days)	\$4,000				
Gas Regulator - Combined Bid/CA Phase (14 Days)	\$9,500				
BVH BASIC SERVICE FEE (TL #4A- Informal) (A1)	\$13,500				
BVH Special Services Fee (TL #4A- Informal) (B1)					
Roof Membrane Investigation Services (30 Days)		\$6,500			
BVH SPECIAL SERVICE FEE (TL #4- Informal) (B1)		\$6,500			
BVH TOTAL FEE (TL #4A- Informal) (A1) + (B1)			\$20,000		
BVH TOTAL BASIC SERVICE FEE (TL #4B - #20-109) (A2)	\$0				
BVH Special Services Fee (TL #4B - #20-109) (B2)					
Extended Retro-Commissioning & TAB Verification (20 days)		\$20,000			
Structural Engineering Services (14 Days)		\$10,800			
Field Review & Documentation of Existing Conditions (7 Days)		\$6,400			
BVH SPECIAL SERVICE FEE (TL #4B - #20-109) (B2)		\$37,200			
BVH TOTAL FEE (TL #4B - #20-109) (A2) + (B2)			\$37,200		
BVH BASIC SERVICE FEE (TL #4C - #20-235) (A3)					
Bid Package #1 (Early Phase) - CD Phase (30 Days)	\$5,518				
Bid Package #1 (Early Phase) - Bid Phase	\$915				
Bid Package #1 (Early Phase) - CA Phase	\$4,387				
Bid Package #1 (Early Phase) - Close Out Phase	\$2,011				
Bid Package #1 (Early Phase) - Total Basic Fee (A3)	\$12,831				
Bid Package #2 - CD Phase (120 Days)	\$43,878				
Bid Package #2 - Bid Phase	\$2,860				
Bid Package #2 - CA Phase	\$16,370				
Bid Package #2 - Close Out Phase	\$4,236				
Bid Package #2 - Total Basic Fee (A3)	\$67,344				
BVH TOTAL BASIC SERVICE FEE (TL #4C - #20-235) (A3)	\$80,175				
BVH Special Services Fee (TL #4C - #20-235) (B3)					
Field Review & Documentation of Existing Conditions (7 Days)		\$12,000			
Record Drawings		\$3,600			
Professional Cost Estimate		\$12,600			
Incorporation of Select Priority Items (NTE)		\$10,000			
Continuing Retro-Commissioning (NTE)		\$10,000			
BVH SPECIAL SERVICE FEE (TL #4C - #20-235) (B3)		\$48,200			
BVH TOTAL FEE (TL #4C - #20-235) (A3) + (B3)			\$128,375		
BVH BASIC SERVICE FEE (TL #4D - #21-130) (A4)					
Contract Documents Phase (120 Days)	\$19,500				
Bid Phase	\$0				
Construction Administration Phase	\$3,000				
Total Basic Fee (A4)	\$22,500				
BVH TOTAL BASIC SERVICE FEE (TL #4D - #21-130) (A4)	\$22,500				
BVH Special Services Fee (TL #4D - #21-130) (B4)					
Initial Phase Survey (Benesch)		\$2,800			
BVH SPECIAL SERVICE FEE (TL #4D - #21-130) (B4)		\$2,800			
BVH TOTAL FEE (TL #4D - #21-130) (A4) + (B4)			\$25,300		
BVH BASIC SERVICE FEE (TL #2 - #24-019) (A5)					
Contract Documents Phase (70 Days)	\$65,284				
Bid Phase	\$5,566				
Construction Administration Phase (13 months)	\$33,601				
Total Basic Fee (A4)	\$104,451				
BVH TOTAL BASIC SERVICE FEE (TL #2 - #24-019) (A5)	\$104,451				
BVH Special Services Fee (TL #2 - #24-019) (B5)					
None		\$0			
BVH SPECIAL SERVICE FEE (TL #2 - #24-019) (B5)		\$0			
BVH TOTAL FEE (TL #2 - #24-019) (A5) + (B5)			\$104,451		
BVH TOTAL FEE (TL 4, 4A, 4B, 4C, 4D & TL2 (24-019))			\$364,326	\$1,135,697	32.08%

Staff had the following questions for clarifications:

1. What is the status of Phase I of this Project with respect to JUD administering the Automatic Temperature Control (ATC) and Testing and Balancing (TAB) portion of this Project.

DAS-RECS response: Phase I commenced with a kick-off meeting on September 18, 2023. Throughout October and November, Trane, SNE, and Trueflow collaborated on air balancing, confirming RTU control points, and refining programming. The resulting balancing report was submitted on November 20. The team convened on December 8, 2023, to delineate the subsequent steps and address concerns regarding system deficiencies. Currently, Trane is tasked with providing recommendations to enhance system repairs, as the completion of the balance is contingent upon addressing these repairs.

Staff Response: OK

2. In the Form 1105 approved on 8-26-2022 the funding for this Project is identified as follows:

2.6	State Bond Public Act, Year, & Section: (Example: PA #07, 2001, Sec. 2(f)(2))	(Double left click imbedded MS Excel Spreadsheet below to activate, double left click outside imbedded MS Excel Spreadsheet to deactivate.)		
	Notes: DAS Facilities	Description	Authorized	Allocated
		BI-JD-434	\$ 170,000	\$ 170,000
		DAS Facilities - Emergency Funds	\$ 940,000	\$ 940,000
		DAS Facilities - Emergency Funds	\$ 950,000	\$ 950,000
		Total Bonding	\$ 1,960,000	\$ 1,960,000

- a) Please clarify how DAS Project BI-JD-434 is related to this Project BI-JD-343B, or is this a simple typographical error;

DAS-RECS: This is a typographical error.

Staff Response: OK

- b) Please confirm that DAS Facilities – Emergency Funds totaling \$1,790,000 are funding this Project (via TI to JUD) and not JUD funds; and

DAS-RECS: DAS is funding this project.

Staff Response: OK

- c) Please clarify why page one of Form 1105 was approved by a DAS-CS ADPM and not by the Chief Court Administrator.

DAS-RECS: As this is funded by DAS, the DAS ADPM submitted the 1105 for approval

Staff Response: OK

3. In this Proposal it was stated one bid was received in 2022, exceeding the Consultant’s cost estimate prepared under TL #4C. Please identify the total amount of the Bid and BVH’s estimate, respectively.

DAS-RECS: Only one bidder submitted a proposal during the 2022 bid. The amount was for nearly \$5 million. The AE estimate was for around \$2 million. After the bid, DAS and the AE revised some conditions to reduce some of the risk that contractors are perceiving related to working on this old building.

Staff Response: OK

4. Please clarify if the Consultant’s efforts under this TL#2 (396 hours over 70 days) is commensurate in light of the prior submission of Contract Documents delivered under TL#4D (Bid Package #2) where the Consultant’s efforts approved by DAS-CS were 302 total hours over 120 days.

DAS-RECS: The decision to increase resources and expedite the timeline in TL#2 is based on the project's higher priority, which requires a quicker completion schedule. The recent revisions to the 2022 Connecticut State Building Code require comprehensive document reviews and updates, which contribute to the expanded hours. Additionally, the project is now divided into two phases, requiring careful adjustment of drawings and specifications for Phase 2. These modifications are crucial for a more focused and tailored approach, which enhances overall project efficiency and accuracy.

Staff Response: OK

5. In the DAS Memo to SPRB it stated: “Phase II involves two task letters with BVH, covering retro-commissioning and design. Notably, these supplemental task letters will be amended and restated, with no carryover of balances from previous task letters.” Please quantify what balances from the previous Task Letter(s) are not being carried over.

DAS-RECS: From task letter 4C: Bid Package 2 - Construction Administration Phase \$16,370; Bid Package 2 - Closeout Phase \$4,236; Record Drawings \$3,600.00; and Professional Cost Estimate \$12,600.00. From task letter 4D: Construction Administration Phase \$3,000.

Staff Response: Those services not provided and not carried over total \$39,806. The net impact is \$64,645 increase of funding to complete these services. OK

RECOMMENDATION: Staff recommends approval of Task Letter #2 in the amount of \$104,451 for engineering design, bidding and CA Services related to the Roof & HVAC Replacement Project.

- DAS has confirmed for that funding is available for this Amendment.
- The submittal is accompanied by a Campaign Contribution Affidavit notarized on 7/19/23.

PRB #	24-020
Origin/Client:	DAS/JUD
Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-JD-343B
Contract:	OC-DCS-Cx-0012
Consultant:	BVH Integrated Services, P.C.
Property:	Enfield, Phoenix Ave (111) – Enfield Superior Court
Project purpose:	Roof & HVAC Replacement Project
Item Purpose:	Task Letter #5

CONSULTANT FEE: \$39,660

PROJECT BACKGROUND

In July 2015, the Branch through DAS-CS implemented Project BI-JD-343 – Roof and HVAC Replacement Project – Enfield Superior Courthouse. The scope of work for this project generally included the complete re-roofing of approximately 46,000 gross square feet as well as the removal/replacement of existing packaged HVAC rooftop units and other associated work. The associated work included system commissioning, a new fire alarm panel, bacnet controls and miscellaneous upgrades to the overall system infrastructure.

The project designer was Aztech Engineers, Inc. along with HAKS, Inc. acting as the contract administrator for DAS-CS. The project was bid and the contract awarded in June 2016. The contract work had proceeded with numerous issues and delays related to design deficiencies, contract work disputes, and requests for additional services which were perceived to be outside of the contract scope.

In early 2019 JUD was experiencing numerous operational problems on a daily basis, all related to various design and construction disputes between the design team and the contractor. At that time JUD requested that DAS-CS: #1. Close-out the current project; #2. Proceed to evaluate next steps under both a claims process with the contractor and E/O Liability with the design team; and #3. Hire an On-Call Consultant for the purposes of reviewing the as-built condition, identify design to construction deviations, evaluate the operating controls system and then implement a commissioning program for the facility.

In light of the history of this Project, DAS-CS retained the Consultant - BVH Integrated Services, P.C. under their On-Call Contract - OC-DCS-MDE-0036 – to provide the following engineering services:

Task Letter #4 (Informal – July 2019) \$49,000 – To retro-commission the existing rooftop units, heating hot water system, terminal equipment and all the temperature controls associated with these systems at the Enfield Courthouse. The Consultant was to investigate the issues, correct the highest priority operating deficiencies and make recommendations for remaining improvements.

Task Letter #4A (Informal – November 2019) \$20,000 (NTE) – To provide engineering and CA Phase services to replace defective gas-regulators identified in the retro-commissioning services provided in TL #4 and to investigate over pressurization of the roof in various sections and submit findings and recommendations.

Task Letter #4B (PRB #20-109 – June 2020) \$37,200 – To increase the scope of work to: Complete the Investigation Phase, which includes Retro Commissioning and TAB (Testing, Adjusting and Balancing) verification services; Conduct air and water balancing verification activities during Investigative Phase; Review existing documents and analyze the existing roof structure under the RTUs to confirm adequacy of the existing frame members and/or identify potential deficiency; If as-built drawings are not available, verify in the field and document the existing conditions as applicable to complete the task; Review existing documentation and generate list of items not provided, but required to perform analysis of existing frame; Review existing roof framing for equipment weight and snow drifts around the units; Prepare and submit a written summary of the analysis assessment and findings, including appropriate Deliverables, conclusions, and recommendations.

Task Letter #4C (PRB #20-235 – December 2020) \$128,375 – To assess and remediate Priority 1 issues (life safety items), including fire alarm shutdowns for the rooftop equipment, steel fireproofing, and duct fire dampers. Additionally, the Consultant was to address Priority 2 items pertaining to the building space pressurization that has compromised the building security and any priority 3, 4, and 5 items (BVH Portal Items) that possibly could be captured and corrected while performing remediation to the Priority 2 open items.

Task Letter #4D (PRB #21-130 – December 2021) \$25,300 – To provide pre-construction design (Contract Documents), Bidding and CA services in support of the Project. Services included: #1. Review and perform additional analysis of each roof joist identified in the initial evaluation report, and determine the appropriate method of strengthening, modifying, or supplementing the existing roof joists, as required to conform to the current Connecticut State Building Code requirements; #2. Coordinate with mechanical and provide recommendations and details for leveling and resetting of existing RTUs where required; #3 Review initial recommendations with DAS and CT Judicial prior to completion and finalization of Contract Documents; #4. Prepare Contract Documents, drawings, and technical specifications; and #5. Prepare Statement of Special Inspection for the structural scope.

Construction Services for Project BI-JD-343B (2203BIJD343B) was bid on September 1, 2022, with responses due by November 7, 2022. DAS-CS canceled/retracted the bid on November 10, 2022. DAS-CS stated there was “bid far exceeding the design team's estimate.”

Subsequently, the project was reevaluated, and it was decided to split it into two phases – Automatic Temperature Control (ATC) programming, Testing and Balancing (TAB), and Commissioning Services (Phase I) administered by the Judicial Branch, and Phase II, administered by DAS, covering retro-commissioning and design.

Under this proposal (PRB #24-020), DAS-CS is now seeking Board approval of Task Letter #5 to the Consultant’s (BVH Integrated Services, P.C.) On-Call Contract – OC-DCS-Cx-0012 - to expend \$39,660 to address Phase II of the Project (HVAC and Structural Services) with the following scope of work:

The project consists of providing additional phases of Retro-Commissioning for the associated project. The consultant will perform the remaining two (2) phases of the Retro-Commissioning for the MEP items corrected in the Phase 2 Design Services and Construction Administration Project package.

A. Implementation Phase:

- A.1 Develop commissioning specifications to be included in the Phase 2 Design Documents.
- A.2 Host two (2) commissioning-specific job meetings to discuss scheduling and open issues.
- A.3 Develop a commissioning plan, with pre-functional checklists for contractors to complete.
- A.4 Perform a commissioning kick-off meeting with the installing contractors to discuss the commissioning process.
- A.5 Review the Automatic Temperature Control (ATC) and Testing and Balancing (TAB) submittals.
- A.6 Develop functional test sheets.
- A.7 Verify implementation of MEP repairs and improvements by retesting existing portal items that were addressed in the above-referenced Phase 2 Design Package.
- A.8 Track and re-verify any new portal items that are discovered (16 hours have been figured for onsite reverifications of new issues).
- A.9 Review correction of MEP operating deficiencies and verify operation per the Phase 2 Design Documents.
- A.10 Prepare an Implementation Phase Commissioning Report.

B. Recommendations Phase:

- B.1 Identify remaining improvements.
- B.2 Verify owner training is performed.
- B.3 Prepare and submit the final commissioning report.

C. Additional Functional Testing:

- C.1 Completely retest seven (7) rooftop units that are being taken off their curbs to verify that they still function per design after being re-installed.
- C.2 Two (2) new toilet exhaust fans.
- C.3 New fire damper.

In July 2022, SPRB approved BVH Integrated Services, P.C. (“BVH”) (PRB #22-044) as one of four Firms under the latest On-Call Cx Commissioning Series of consultant contracts. These contracts had a common expiration date of November 1, 2024 and a maximum cumulative fee of \$500,000.

BVH has been approved for the following Task Letters under this Series:

11/1/2024	OC-DCS-Cx-0012	BVH Integrated Service, Inc.	\$500,000	22-103
	Task Letter #1	New Center and Memorial Unit - Energy Audit Implementation	\$92,965	(Informal)
	Task Letter #2	450-460 Cap Ave - Energy Audit Implementation Program	\$89,570	(Informal)
	Task Letter #3	Rowland Government Center - Energy Audit Implementation	\$59,575	(Informal)
	Task Letter #4	410 Cap Ave - Energy Audit Implementation Program	\$46,080	(Informal)
	Task Letter #5	Enfield Courthouse Roof & HVAC	\$39,660	24-020 Pend
		Total Committed	\$327,850	
		Maximum Total Fee	\$500,000	
		Uncommitted (Remaining)	\$172,150	

DAS-CS has confirmed for SPRB that funding is available for this contract.

DAS-CS states the overall construction and total project budget are \$1,135,697 and \$1,960,000 respectively.

BVH Fee for Basic Services (TL #4-Informal)	MEP Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
BVH TOTAL BASIC SERVICE FEE (TL #4-Informal) (A)	\$0			\$0	0.00%
BVH Special Services Fee (TL #4-Informal) (B)					
Retro-Commissioning - Investigation Phase (60 days)		\$30,000			
Retro-Commissioning - Implementation Phase (TBD by JUD)		\$15,000			
Retro-Commissioning - Recommendation Phase (TBD by JUD)		\$4,000			
BVH SPECIAL SERVICE FEE (TL #4-Informal) (B)		\$49,000			
BVH TOTAL FEE (TL #4-Informal) (A) + (B)			\$49,000		
BVH BASIC SERVICE FEE (TL #4A-Informal) (A1)					
Gas Regulator - Combined SD/DD/CD Phase (7 Days)	\$4,000				
Gas Regulator - Combined Bid/CA Phase (14 Days)	\$9,500				
BVH BASIC SERVICE FEE (TL #4A-Informal) (A1)	\$13,500				
BVH Special Services Fee (TL #4A-Informal) (B1)					
Roof Membrane Investigation Services (30 Days)		\$6,500			
BVH SPECIAL SERVICE FEE (TL #4-Informal) (B1)		\$6,500			
BVH TOTAL FEE (TL #4A-Informal) (A1) + (B1)			\$20,000		

BVH TOTAL BASIC SERVICE FEE (TL #4B - #20-109) (A2)	\$0			
BVH Special Services Fee (TL #4B - #20-109) (B2)				
Extended Retro-Commissioning & TAB Verification (20 days)		\$20,000		
Structural Engineering Services (14 Days)		\$10,800		
Field Review & Documentation of Existing Conditions (7 Days)		\$6,400		
BVH SPECIAL SERVICE FEE (TL #4B - #20-109) (B2)		\$37,200		
BVH TOTAL FEE (TL #4B - #20-109) (A2) + (B2)			\$37,200	
BVH BASIC SERVICE FEE (TL #4C - #20-235) (A3)				
Bid Package #1 (Early Phase) - CD Phase (30 Days)	\$5,518			
Bid Package #1 (Early Phase) - Bid Phase	\$915			
Bid Package #1 (Early Phase) - CA Phase	\$4,387			
Bid Package #1 (Early Phase) - Close Out Phase	\$2,011			
Bid Package #1 (Early Phase) - Total Basic Fee (A3)	\$12,831			
Bid Package #2 - CD Phase (120 Days)	\$43,878			
Bid Package #2 - Bid Phase	\$2,860			
Bid Package #2 - CA Phase	\$16,370			
Bid Package #2 - Close Out Phase	\$4,236			
Bid Package #2 - Total Basic Fee (A3)	\$67,344			
BVH TOTAL BASIC SERVICE FEE (TL #4C - #20-235) (A3)	\$80,175		\$1,000,000	8.02%
BVH Special Services Fee (TL #4C - #20-235) (B3)				
Field Review & Documentation of Existing Conditions (7 Days)		\$12,000		
Record Drawings		\$3,600		
Professional Cost Estimate		\$12,600		
Incorporation of Select Priority Items (NTE)		\$10,000		
Continuing Retro-Commissioning (NTE)		\$10,000		
BVH SPECIAL SERVICE FEE (TL #4C - #20-235) (B3)		\$48,200		
BVH TOTAL FEE (TL #4C - #20-235) (A3) + (B3)			\$128,375	
BVH BASIC SERVICE FEE (TL #4D - #21-130) (A4)				
Contract Documents Phase (120 Days)	\$19,500			
Bid Phase	\$0			
Construction Administration Phase	\$3,000			
Total Basic Fee (A4)	\$22,500			
BVH TOTAL BASIC SERVICE FEE (TL #4D - #21-130) (A4)	\$22,500			
BVH Special Services Fee (TL #4D - #21-130) (B4)				
Initial Phase Survey (Benesch)		\$2,800		
BVH SPECIAL SERVICE FEE (TL #4D - #21-130) (B4)		\$2,800		
BVH TOTAL FEE (TL #4D - #21-130) (A4) + (B4)			\$25,300	
BVH BASIC SERVICE FEE (TL #2 - #24-019) (A5)				
Contract Documents Phase (70 Days)	\$65,284			
Bid Phase	\$5,566			
Construction Administration Phase (13 months)	\$33,601			
Total Basic Fee (A4)	\$104,451			
BVH TOTAL BASIC SERVICE FEE (TL #2 - #24-019) (A5)	\$104,451			
BVH Special Services Fee (TL #2 - #24-019) (B5)				
None		\$0		
BVH SPECIAL SERVICE FEE (TL #2 - #24-019) (B5)		\$0		
BVH TOTAL FEE (TL #2 - #24-019) (A5) + (B5)			\$104,451	
BVH BASIC SERVICE FEE (TL #5 - #24-020) (A5)	\$0			
BVH TOTAL BASIC SERVICE FEE (TL #5 - #24-020) (A6)	\$0			
BVH Special Services Fee (TL #5 - #24-020) (B6)				
Commissioning Implementation		\$35,570		
Commissioning Recommendation		\$4,090		
BVH SPECIAL SERVICE FEE (TL #2 - #24-019) (B6)		\$39,660		
BVH TOTAL FEE (TL #2 - #24-019) (A6) + (B6)			\$39,660	
BVH TOTAL FEE (TL 4, 4A, 4B, 4C, 4D, TL 2 & TL5 (24-020)			\$403,986	\$1,135,697 35.57%

Staff had the following questions for clarifications:

1. What is the status of Phase I of this Project with respect to JUD administering the Automatic Temperature Control (ATC) and Testing and Balancing (TAB) portion of this Project.

DAS-RECS response: Phase I commenced with a kick-off meeting on September 18, 2023. Throughout October and November, Trane, SNE, and Trueflow collaborated on air balancing, confirming RTU control points, and refining programming. The resulting balancing report was submitted on November 20. The team convened on December 8, 2023, to delineate the subsequent steps and address concerns regarding system deficiencies. Currently, Trane is tasked with providing recommendations to enhance system repairs, as the completion of the balance is contingent upon addressing these repairs.

Staff Response: OK

2. In the Form 1105 approved on 8-26-2022 the funding for this Project is identified as follows:

2.6	State Bond Public Act, Year, & Section: (Example: PA #57, 2001, Sec. 2(f)(2))	(Double left click imbedded MS Excel Spreadsheet below to activate. double left click outside imbedded MS Excel Spreadsheet to deactivate.)		
	Notes: DAS Facilities	Description	Authorized	Allocated
		BI-JD-434	\$ 170,000	\$ 170,000
		DAS Facilities - Emergency Funds	\$ 940,000	\$ 940,000
		DAS Facilities - Emergency Funds	\$ 950,000	\$ 950,000
		Total Bonding	\$ 1,960,000	\$ 1,960,000

- a) Please clarify how DAS Project BI-JD-434 is related to this Project BI-JD-343B, or is this a simple typographical error;

DAS-RECS: This is a typographical error.

Staff Response: OK

- b) Please confirm that DAS Facilities – Emergency Funds totaling \$1,790,000 are funding this Project (via TI to JUD) and not JUD funds; and

DAS-RECS: DAS is funding this project.

Staff Response: OK

- c) Please clarify why page one of Form 1105 was approved by a DAS-CS ADPM and not by the Chief Court Administrator.

DAS-RECS: As this is funded by DAS, the DAS ADPM submitted the 1105 for approval

Staff Response: OK

3. In this Proposal it was stated one bid was received in 2022, exceeding the Consultant’s cost estimate prepared under TL #4C. Please identify the total amount of the Bid and BVH’s estimate, respectively.

DAS-RECS: Only one bidder submitted a proposal during the 2022 bid. The amount was for nearly \$5 million. The AE estimate was for around \$2 million. After the bid, DAS and the AE revised some conditions to reduce some of the risk that contractors are perceiving related to working on this old building.

Staff Response: OK

4. In the DAS Memo to SPRB it stated: “Phase II involves two task letters with BVH, covering retro-commissioning and design. Notably, these supplemental task letters will be amended and restated, with no carryover of balances from previous task letters.” Please quantify what balances from the previous Task Letter(s) are not being carried over.

DAS-RECS: From task letter 4C: Bid Package 2 - Construction Administration Phase \$16,370; Bid Package 2 - Closeout Phase \$4,236; Record Drawings \$3,600.00; and Professional Cost Estimate \$12,600.00. From task letter 4D: Construction Administration Phase \$3,000.

Staff Response: Those services not provided and not carried over total \$39,806, costs associated with engineering design and construction phase services. OK

RECOMMENDATION: Staff recommends approval of Task Letter #5 in the amount of \$39,660 for Cx Services related to the retro commissioning of the Roof & HVAC Replacement Project.

7. OTHER BUSINESS:

8. VOTES ON PRB FILE:

PRB FILE #24-019 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #24-019. The motion passed unanimously.

PRB FILE #24-020 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE #24-020. The motion passed unanimously.

9. NEXT MEETING – Thursday, February 29, 2024 – will be held solely by means of electronic equipment.

The meeting adjourned.

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