

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On February 29, 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 29, 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

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 26, 2024 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

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

Director Jerram provided a summary of a meeting that he had on Tuesday with DAS' Commissioner Gilman and Deputy Commissioner Hobbs regarding the recent staffing changes as well as efforts by the Board to initiate process improvements within the Board and to initiate a conversation regarding how future proposals may be managed with respect to Board submissions.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB #	23-200
Origin/Client:	DAS/CTMD
Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-Q-730
Contract:	OC-DCS-MEP-0054
Consultant:	DME Design, LLC
Property:	East Lyme (Niantic), Smith St (38) – Camp Nett
Project Purpose:	Camp Nett – Infrastructure Phase 2
Item Purpose:	Task Letter #10

At the State Properties Review Board meeting held on November 27, 2023, the Board voted to suspend this file pending clarification of the DCS responses discussed at the meeting. These follow up questions have been sent to DAS-RECS for clarification.

1. What is the status of Project - Camp Nett – Infrastructure Phase 2 (BI-Q-725)?

DAS-CS Response: The Connecticut Military Department (MILDEP) cancelled the Q-725 project and a new Project number was assigned for the work.

Staff Response: Please provide a copy of communications sent to the prior Consultant – Bemis Associates, LLC up to and including the termination of Task Letter #6 to their On-Call Contract OC-DCS-MEP-0051, issued under Project No. BI-Q-725. Please identify reasons for such termination.

12-11-23 DAS/RECS Response: DAS/RECS has uploaded to the SPRB SharePoint site three documents specific to consultant Termination. Project number BI-Q-725 was an Agency Administered Project and, as such, termination was the Agency’s prerogative and DAS/RECS has no additional communications.

Staff Response: CTMD issued correspondence to the Consultant and DAS-CS on May 1, 2023 canceling the Task Letter as “The reason for the termination is the broad scope of work written in the task letter preventing necessary coordination with the owning utility company without an increase in fees to the agency.” DAS-CS formally terminated the Task Letter on May 30, 2023. OK

2. Please clarify how this Project Camp Nett – Infrastructure Phase 2 (BI-Q-730) differs from Project Camp Nett – Infrastructure Phase 2 (BI-Q-725), approved by the Board earlier this year under PRB #23-017, for what appears to be very similar Project Scope (& both Form 1105s are very similar) and, why wasn’t the same Consultant retained under BI-Q-725 retained for BI-Q-730 given their familiarity with this Project and Camp Nett?

DAS-CS Response: This is a re-initiation of the same infrastructure project at Camp Nett. The MILDEP requested a new consultant to provide services for this project. The prior scope did not include predesign study work, such as verifying existing conduits via existing manholes to verify whether existing underground duct banks may be used or whether new are required for tele-data. The Agency terminated the prior consultant and was interested in pursuing a new consultant with the updated scope; notably the current consultant (pending TL) has performed similar scope on other facilities.

Staff Response: What is the process to assign and change a project number for the same project? Why didn’t DCS use the same project number to keep track of all the task letters and amendments under the same project number? Project numbers should not change regardless of the change in the scope or consultant/s. Please revise the TL with correct project number previously approved by the Board.

12-11-23 DAS/RECS Response: This is a re-initiation of the same infrastructure project at Camp Nett. The MILDEP requested a new consultant to provide services for this project. The prior scope did not include predesign study work, such as verifying existing conduits via existing manholes to verify whether existing underground duct banks may be used or whether new are required for tele-data. The Agency terminated the prior consultant and was interested in pursuing a new consultant with the updated scope; notably the current consultant (pending TL) has performed similar scope on other facilities.

Staff Response: DCS should use the same project number with a letter, such as BI-Q-725-A, similar to what has been done in the past. The reason is to keep all the activities related this project under the same project number. Please revise the TL. Original Form 1105 should be used from the project that was cancelled and amended by adding this new task.

2-16-24 DAS/RECS Follow-Up Response: BI-Q-725 is closed. Project numbering is a business practice decision on the part of DAS/RECS.

Staff Response: Staff will continue to work with DAS-RECS for process improvements going forward and work toward a future resolution to this issue. OK

3. This Project Camp Nett – Infrastructure Phase 2 (BI-Q-730) has a total fee of \$228,950 for pre-construction services, excluding bidding and construction administration. Project Camp Nett – Infrastructure Phase 2 (BI-Q-725) had a total fee of \$144,000. What is the cause for the significant difference in fee? And, why was Bidding and CA Phase excluded from this Task Letter 10?

DAS-CS Response: The prior 1105 scope was based upon knowledge at that time. During early stages of design under BI-Q-725, existing conditions were made clearer to the Agency and consultant (reminder both are AA projects) and scope was added to include additional surveying and site verification of conditions (i.e. how full are existing conduits). The Agency is looking to move forward with available funding to complete as much scope as possible; the scope of construction will be shaped during design through continuing discussions between the Agency and designer regarding available budget through the design phase.

Staff Response: Please identify what deliverables, if any, were received by DAS-CS and if any fees were paid to the Consultant (Bemis). Please clarify why there is such a difference between the two design fees? Also, pl clarify why Bidding and CA phase is excluded? Is this normal for DAS-CS to approve pre-construction project scope without these two phases? Almost 16% design fees without bidding and CA phases is excessive and should be reconciled.

12-11-23 DAS/RECS Response: Bemis delivered the schematic design documents and surveys, in the state they were in at time of termination as required by contract. Because the scope of the current project is different from the project that was terminated, the values of the two projects cannot be compared. As the Military Department terminated the first project, the breakdown of the prior scope is irrelevant. Bidding and Construction Administration phases are not included because the Agency is unsure of what scope will move forward until the design is further developed. As an example, because we do not yet know how long construction may last, we cannot price Basic Construction Administration services. It is common to approve pre-construction scope without bidding and construction administration when the construction scope and, therefore, construction duration are not clear up front. The DAS/RECS does not consider 16 percent to be excessive in this instance, rather it represents the level of effort requested of the consultant for its services. The current scope is field-labor-heavy and does not fit in a pre-defined box.

Staff Response: DAS-CS did not provide information regarding the fees paid to the prior Consultant. Schematic Design Fees in the canceled TL were \$21,600. Pl provide percent complete for the SD documents that were delivered and breakdown of the fees paid to Bemis and its consultant from the cancelled TL. It is relevant to make sure that proper reimbursements were made and that the scope is not duplicated under this new TL. Pl provide staffing matrix for the new TL.

2-16-2024 DAS/RECS Follow-Up Response: Bemis was paid \$52,960.00 for their scope through approximately 70% of Schematic Design Phase, inclusive of completed ground penetrating radar

(GPR) and 90% topographical survey work. Mapping was provided to the military. The new scope is not identical as indicated above. Work completed under Q-725 is available for use by the current consultant to prevent rework.

Staff Response:OK

- The Construction Budget on page 4 of the Task Letter (\$1.2mm) and Form 1105 (\$1.2mm dated 7-2023) does not match the Construction Budget in the DAS Memo (\$1.149MM dated 9-2023) to SPRB. Which is correct?

DAS-CS Response: Both are correct estimates. One reflects the full project budget and the other is the capital costs of construction estimate.

Staff Response: Form 1105 is not complete. Total A/E fee identified is \$168,000 on page 6, Item 8, while the TL is for \$228,950. Also, columns for Bonding for Pre-construction and Bonding for Construction is not filled out. Funding source on page 5, Item 2.7 is not completed either. Please submit a complete 1105 with funding sources and fees identified for various Items on the Project Budge Details to match the TL fees.

12-11-23 DAS/RECS Response: DAS/RECS finds the statement that the “1105 is not complete” unclear. The A/E fee identified on the 1105 is \$168,000, but the 1130 amends this to \$228,950. The 1105 represents the estimated budget at project initiation. DAS/RECS uses the 1130 to adjust line items within a current budget as a project progresses.

Staff Response: Need confirmation from the agency that the funding for the A/E fee is allocated and authorized by completing 1105 as per DCS process/requirements.

DAS/RECS Follow-Up Response: Funding verification was included with the TL package. Please indicate if any specific information is missing.

Staff Response: The Form 1105 prepared by CTMD, and approved on 6-28-2023 identifies the following A/E Fees as follows:

8.0 Total A/E Fee	\$	168,000
1.) A/E Fee for Basic Services (% varies)	\$	144,000
2.) Green Architecture (fee impact design/const. services)		
3.) Special Services:		
a.) Survey	\$	12,000
b.) Geotechnical Engineer		
c.) Site Borings		
d.) Other Specialty Consultants (e.g., kitchen, library, education, signage, traffic, etc.)	\$	12,000
e.) Environmental &/or Haz-Mat Assessment & Inventory		
f.) Environmental &/or Haz-Mat Monitoring & Consulting		

Form 1130

8.0 Total A/E Fee	\$	168,000	\$	228,950
1.) A/E Fee for Basic Services (% varies)	\$	144,000	\$	180,000
2.) Green Architecture (fee impact design/const. services)				
3.) Special Services:				
a.) Survey	\$	12,000		
b.) Geotechnical Engineer				
c.) Site Borings				
d.) Other Specialty Consultants (e.g., kitchen, library, education, signage, traffic, etc.)	\$	12,000	\$	48,950

DAS-RECS is now informing SPRB that Form 1130 supersedes the 1105. On page 9 of the DCS Proposal, CTMD Staff confirmed funding was available as of 9-19-2023, but on page 10 there was conflicting information regarding Federal FY-24 monies available on/after 10-1-2023. This Task Letter #10 has a total fee of \$228,950. In light of the conflicting information, a simple solution would be to have CTMD verify they now have the funding in place for this TL#10 (\$228,950) now that FY-24 has commenced. DAS-RECS confirmed prior to the Meeting that CTMD confirmed funding is in place. OK

DAS-RECS can update the Board with respect to Form 1130 superseding Form 1105 as a Project progresses through the DAS-RECS processes.

RECOMMENDATION:

It is recommended that SPRB approve Task Letter #10 for in the amount of \$228,950.

- DAS and MIL confirmed funding is available for the Task Letter.
- The submittal is accompanied by a Campaign Contribution Affidavit notarized on 6/05/23.

PROPOSED AMOUNT: \$228,950

On February 27, 2023, the SPRB under PRB #23-017, approved the retention of Bemis Associates, LLC – under Task Letter #6 – to their On-Call Contract OC-DCS-MEP-0051 to provide Mechanical, Electrical and Plumbing engineering design and construction administration services in conjunction with this Agency-Administered Project: Camp Nett – Infrastructure Phase 2 (BI-Q-725). The Consultant's fee was \$144,000.

The scope of work for Project BI-Q-725 included the following:

Design services to relocate the overhead electrical and communication utilities to the existing (Phase 1) and proposed (Phase 2) underground utility duct bank. Conduct a utility survey and as built of existing utility systems and verify system will accommodate new work; provide new street lighting along perimeter road, maintenance loop and parking areas. Provide protective barriers at existing electrical/communication equipment to remain. Provide underground data connections to all remaining buildings. Provide new duct bank manholes and spare ducts for future expansion based on Camp Nett Master Plan.

Under this Proposal (PRB #23-200), DAS seeks Board approval to retain the Consultant – DME Design, LLC – under Task Letter #10 – to their On-Call Contract OC-DCS-MEP-0054 to provide Mechanical, Electrical and Plumbing engineering design services in conjunction with this Agency-Administered Project: Camp Nett – Infrastructure Phase 2 (BI-Q-730). This Proposal specifically excludes Bidding and Construction Administration Services. The Consultant's proposed fee is \$228,950.

The scope of work for Project BI-Q-730 include the following:

Design for relocation of overhead utilities into previously installed duct banks (Phase 1) and new duct banks (Phase 2), and provide new transformers, metering, and site lighting.

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

- Verify existing utilities: Verify pole mounted utilities, verify power and communications feeding each building, investigate and map current power/communication manholes including rod & string "spare" communication conduits.
- Coordinate with Eversource for its current material, equipment & installation specifications.
- Size and locate transformers for eighteen (18) existing buildings currently served by overhead lines.
- Coordinate with utility providers for respective underground installation requirements: Power, Cable, Telecommunications, Security, POTS Phones.

- Design new electrical and telecommunications service entrances from new underground system to exterior building demarcation and locate new above-grade communications entrances into each building.
- Design duct banks for electrical and data including any required vehicle protection.
- Design new site lighting on existing utility poles to meet current codes.
- Incorporate construction phasing in collaboration with the Client Agency to coordinate utility turnovers and shut downs with Camp Nett's operations to minimizing downtime and disruption. Preliminary construction phasing plan includes, but is not limited to, the following:
 1. Construction of new underground infrastructure inclusive of duct bank, extensions, secondary trenches, equipment pads, vehicle protection, etc.
 2. Install main cable infrastructure and make safe at both ends.
 3. Interconnect and test main utility trunk lines in coordination with the respective utilities:
 - 25 KV Power Loop – Eversource
 - Cable – Breeze
 - Telecommunications – By CT Military Department

- Security – By CT Military Department
 - POTS Phones – AT&T
4. Install, energize and test major equipment (i.e. transformers, switches and meter sockets).
 5. Install and energize new site lighting.
 6. Perform all utility inspections of new systems.
 7. Install and test communication services in coordination with utilities (note some utilities will install their own services).
 - Remove existing Telecommunications overhead infrastructure back to source.
 8. Generate a building switchover schedule and proceed to switch buildings from the old to new electrical services:
 - Disconnect old services from the buildings and make safe.
 - Install and test secondary conductors and connect to existing service.
 9. Verify all buildings have been switched over to the new power and telecommunication services.
 10. Remove existing overhead electrical infrastructure and poles back to source.
 11. Perform a final punch list and address open items.

Within the proposed Task Letter #10, DAS has approved the retention of the following Sub-Consultants:

You are hereby authorized to retain the services of **CLA Engineers, Inc., 317 Main Street, Norwich, CT 06360**, to provide the civil engineering services for a total fee of Twenty-One Thousand Three Hundred Dollars (**\$21,300**) for the above referenced project.

You are hereby authorized to retain the services of **Construction Cost Solutions, LLC, PO Box 544, Portland, CT 06480**, to provide the estimating services for a total fee of Nineteen Thousand Dollars (**\$19,000**) for the above referenced project.

You are hereby authorized to retain the services of **D/E/F Services Group, Ltd, 1171 Voluntown Road, Griswold, CT 06351**, to provide the manhole existing power and data survey services for a total fee of Forty-Seven Thousand Five Hundred Dollars (**\$47,500**) for the above referenced project.

In April 2022, SPRB approved (PRB #22-045) DME Design, LLC (DME) as one of five firms under the latest *On-Call MEP (Mechanical, Electrical and Plumbing) Engineer Series* of consultant contracts. These contracts expire on July 1, 2024 and have a maximum cumulative fee of \$1,000,000.

On November 14, 2022, the Board approved under PRB #22-177, Contract Amendment #1 to the On-Call Contract to increase the maximum cumulative fee to \$1,500,000, an increase of \$500,000. The contract expiration date was unchanged at 7/01/2024.

The Consultant was approved for the following task(s) under this series:

OC-DCS-MEP-0054	DME Design LLC	\$1,000,000	22-045
Amend #1	Increase to:	\$1,500,000	22-177
Task Letter #1	CSP-POST Chiller Replacement	\$40,000	(Informal)
Task Letter #2	WCSU – Various Projects	\$94,590	(Informal)
Task Letter #3	CRMHC Energy Implementation	\$95,000	(Informal)
Task Letter #4	DCF State Receiving Home, Energy Im.	\$49,365	(Pending)
Task Letter #5	MCC Campus Wide Water Heater Repl.	\$11,200	(Pending)
Task Letter #7	Asnuntuck CC - MEP & Fire Protection System Study	\$20,000	(Informal)
Task Letter #8	TASMG Site - natural gas infrastructure	\$52,000	(Informal)
Task Letter #9	TASMG Site - Standby Generator	\$65,000	(Informal)
	Total Informal TLs	\$429,090	
Task Letter #1A	CSP-POST Chiller Replacement	\$29,341	(Pending)
Task Letter #3A	CRMHC Energy Implementation	\$12,550	23-134
Task Letter #6	CMHC Energy Implementation	\$144,670	22-161
Task Letter #11	Norwalk CC - AHU Replacement	\$62,500	(Pending)
Task Letter #10	Camp Nett Infrastructure - Phase II	\$228,950	23-200 Pending
	Total Committed Funds	\$843,310	
	Maximum Total Fee	\$1,500,000	
	Uncommitted (Remaining)	\$656,690	

DCS and MIL have confirmed funding (100% federal) is in place for this Task Letter.

The overall construction and total project budget for the Camp Nett – Infrastructure Phase 2 project is **\$1,144,591** and **\$1,493,000**.

Task Letter #10– DME (PRB #23-200)	MEP Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design – (XX days)	\$54,000				
Design Development – (45 days)	\$57,600				
Contract Documents – (45 days)	\$68,400				
Bidding – N/A	\$0				
Construction Administration – N/A	\$0				
BASE FEE (A) PRB #23-200	\$180,000			\$1,144,591	15.73%
SPECIAL SERVICES (B)					
Manhole Investigation (60 days)		\$48,950			
TOTAL FEE – PRB 23-200 (A) + (B)			\$228,950	\$1,144,591	20.00%

Staff inquired with DCS regarding the following:

1. What is the status of Project - Camp Nett – Infrastructure Phase 2 (BI-Q-725)?
2. Please clarify how this Project Camp Nett – Infrastructure Phase 2 (BI-Q-730) differs from Project Camp Nett – Infrastructure Phase 2 (BI-Q-725), approved by the Board earlier this year under PRB #23-017, for what appears to be very similar Project Scope (& both Form 1105s are very similar) and, why wasn't the same Consultant retained under BI-Q-725 retained for BI-Q-730 given their familiarity with this Project and Camp Nett?
4. This Project Camp Nett – Infrastructure Phase 2 (BI-Q-730) has a total fee of \$228,950 for pre-construction services, excluding bidding and construction administration. Project Camp Nett – Infrastructure Phase 2 (BI-Q-725) had a total fee of \$144,000. What is the cause for the significant difference in fee? And, why was Bidding and CA Phase excluded from this Task Letter 10?
5. The Construction Budget on page 4 of the Task Letter (\$1.2mm) and Form 1105 (\$1.2mm dated 7-2023) does not match the Construction Budget in the DAS Memo (\$1.149MM dated 9-2023) to SPRB. Which is correct?
6. In Article 3 on page 4 of the Task Letter fails to identify deliverables for SD phase identified in Article 2B. This should be corrected.

RECOMMENDATION:

It is recommended that SPRB suspend Task Letter #10 for in the amount of \$228,950, pending response from DAS.

- DAS and MIL confirmed funding is available for the Task Letter.

FROM PRB #23-017

PROPOSED AMOUNT: \$144,000

In April 2022, SPRB approved (PRB #22-042) Bemis Associates, LLC (BAL) as one of five firms under the latest *On-Call MEP (Mechanical, Electrical and Plumbing) Engineer Series* of consultant contracts. These contracts expire on July 1, 2024 and have a maximum cumulative fee of \$1,000,000.

On November 14, 2022, the Board approved under PRB #22-174, Contract Amendment #1 to the On-Call Contract to increase the maximum cumulative fee to \$1,500,000, an increase of \$500,000. The contract expiration date was unchanged at 7/01/2024.

Project Background

This project will relocate the overhead electrical and communication utilities to the existing (phase 1) and proposed (Phase 2) underground utility duct bank. Eliminate all pole mounted transformers and provide new pad mounted dual phase 50kV (4800/22800v – 240/120v) transformers as required. Connect all buildings that are currently serviced by overhead utilities and re-connect to the underground duct bank system, approximately 0.7 miles of underground duct to be installed to be with engineer’s design.

Conduct a utility survey and as built of existing utility systems and verify existing system will accommodate the new work; provide new street lighting along perimeter road, maintenance loop and parking areas that match existing lighting. Provide protective barriers at existing electrical/communication equipment to remain. Provide underground data connections to all remaining buildings on site. Provide new duct bank manholes and spare ducts for future expansion based on Camp Nett Master Plan.

Under this Proposal (#23-017), DCS is now seeking Board approval to retain the Consultant – Bemis Associates, LLC – under Task Letter #6 – to their On-Call Contract OC-DCS-MEP-0051 to provide Mechanical, Electrical and Plumbing engineering design and construction administration services conjunction with this Agency-Administered Project: Camp Nett – Infrastructure Phase 2.

The scope of work includes:

1. Review existing drawings, specifications, reports, and other documents available from the Connecticut Military Department and/or its designees.
2. Verify that the existing utility systems will accommodate the new work.
3. Produce construction documents on recent release of AutoCAD (2020 or later) for:
 - i. - relocation of the overhead electrical and communication utilities to the existing and proposed new underground utility duct bank.
 - ii.- elimination of all the pole mounted transformers and installation of new pad mounted, dual phase 50kVA transformers.
 - iii.- reconnection of all the buildings that are currently served by overhead services to the new underground duct bank (approximately 0.7 miles).
 - iv. - new street lighting along the perimeter road, maintenance loop and parking areas with light fixtures matching existing site light fixtures.
4. Specify underground data connections to buildings in phase 2 with reference to existing drawings.
5. Specify new duct banks manholes and spare ducts for future expansion based on Existing Camp Nett Masterplan.

A breakdown of the Consultant’s proposed fee (\$144,000) is as follows:

2A. Pre-Construction Phase: \$100,800

Schematic Design	\$21,600	60 days
Design Development	\$28,800	60 days
Construction Documents	\$43,200	60 days
Bidding Documents	\$7,200	

2B. CA Phase: \$43,200 (300 days plus 90-day closeout)

The Consultant is authorized to retain the services of a Sub-Consultant (Macchi) for surveying services (\$64,600), including ground penetrating radar and MEP Cost LLC for cost estimating services (\$5,280).

Bemis Associates was approved for the following task(s) under this series:

• Task Letter #1	Troop A Generator Replacement	\$53,010	(Informal)
• Task Letter #2	ECSU Library Boilers	\$54,000	(Informal)
• Task Letter #3	Hartford CI – Energy Implementation	\$130,000	(#22-200)
• Task Letter #4	Willard CI – Energy Implementation	\$125,000	(#22-203)
• Task Letter #5	Robinson CI – Energy Implementation	\$97,000	(Informal)
• Task Letter #6	Camp Nett Infrastructure Phase 2	\$144,000	(#23-017)
Total Fee to Date:		\$459,010	

DCS and MIL have confirmed funding (100% federal) is in place for this Task Letter.

The overall construction and total project budget for the Camp Nett – Infrastructure Phase 2 project is **\$1,200,000** and **\$1,469,000**.

Task Letter #6– BAL (PRB #23-017)	MEP Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design – (60 days)	\$21,600				
Design Development – (60 days)	\$28,800				
Contract Documents – (60 days)	\$43,200				
Bidding	\$7,200				
Construction Administration – (300 days + 90 day closeout)	<u>\$43,200</u>				
BASE FEE (A) PRB #23-017	\$144,000			\$1,200,000	12.00%

Staff inquired with DCS regarding the following:

1. The Consultant’s (Bemis) Proposal stated the “total estimated project budget is \$1,600,000 (+/-).” Where did this cost come from? Please clarify what impact, if any, does this have on the Consultants Proposal (12% of Construction Budget), when the DCS Memo and Form 1105 both state the Project Budget is \$1,469,000.
DCS Response: Requesting a Revised Consultant’s Proposal to correct items – will have OLAPP fwd when they receive from DAS/CS – Bemis took it upon themselves to input this number – The Scope Mtg Agenda and never addresses the total Construction cost for the Project – just mentions the fee and notes it is based on the estimated cost for the project.
Staff Response: OK
2. 1105 lists the budget as \$1,469,000 while the Federal Funding available is limited to \$1,464,000 per 1105. Where will the remaining funds come from?
DCS Response: The remaining 5 K will come from the CTMD STATE Monies that will be EFT to DAS/CS for this project – this is to cover the DAS Fees for the work performed on the Project to get this into the Agency’s hands for their execution. Federal Monies cannot cover State Resources/expenses.
Staff Response: Please submit revised 1105, to make sure that there are sufficient funds to cover the project cost.
3. In the Sub-Consultant’s (Macchi) Proposal, the Fees total \$64,600, yet on page 6 of the Task Letter it states the lead Consultant is authorized to retain the services in the amount of \$64,000. Which is correct?
DCS Response: Will Correct – honest human error through OLAPP – See Response to Number 1

4. PI confirm that there are no additional fees or markups and that the \$144,000 final number based on the scope.

DCS Response: As it stands right now – this is all inclusive and verified by Phone Conversation with Bemis Assoc. I cannot speak to the future if the CTMD (AA Project) requests an increase in scope.

Staff Response: Ok

RECOMMENDATION:

In light of federal funding deadline; it is recommended that SPRB **APPROVE** Task Letter #6 for in the amount of \$144,000. Having said that DCS should submit revised 1105.

- DCS confirmed funding is available for the Task Letter.

6. ARCHITECT-ENGINEER - NEW BUSINESS

PRB #	24-021
Origin/Client:	DAS/DAS
Transaction/Contract Type	AE / New CIV/SUR/LA Contracts
Contract:	OC-DCS-CIV/SUR/LA-0051
Consultant:	Alfred Benesch & Co.
Item Purpose:	New On-Call Consultant Contracts

At the February 22, 2024 SPRB Meeting, the Board approved the following five firms under the 10th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The five (5) On-Call Contracts have a maximum total cumulative fee of \$1,250,000 per contract and a common expiration date of 5/15/2026.

24-013, Macchi Engineers, LLC - OC-DCS-CIV/SUR/LA-0048
24-014, Langan Engineering and Environmental Services, Inc. - CIV/SUR/LA-0049
24-015, ZUVIC, Inc. - OC-DCS-CIV/SUR/LA-0050
24-016, Towers Golde, LLC - OC-DCS-CIV/SUR/LA-0053
24-017, BL Companies Connecticut, Inc. - OC-DCS-CIV/SUR/LA-0054

At that time two other firms under this series were pending credentialing to be submitted at a later date:

1. Alfred Benesch & Co. - OC-DCS-CIV/SUR/LA-0051; and
2. SLR International Corp. - OC-DCS-CIV/SUR/LA-0052.

Under this Proposal (PRB #24-021) DAS-CS is seeking approval of the following Firm for this On-Call Series:

PRB 24-021 – Alfred Benesch & Co (“ABC”) established in 1946, is located in Glastonbury, with 30 employees including 13 civil/structural engineers and 5 transportation engineers. DAS-CS reports the Consultant has been awarded two contracts in the last five years with \$533,891 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0043	Alfred Benesch & Co Inc	\$500,000	21-144
Expires 1-15-2024		\$1,000,000	23-112
Task Letter #1	SCSU Football Field & Track Replacement	\$99,000	(Informal)
	Total Committed	\$99,000	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$901,000	

ABC will be operating under its Professional Engineering Corporation License (PEC#0001421). Ames & Gough Insurance Inc. reported that ABC has incurred 25 general liability or professional policy loss or claims during the past 5 years. Six claims remain open. None of these claims is related to State projects. ABC scored a total of 480 out of a possible 500 points.

RECOMMENDATION – Staff recommend approval of this new CIV-SUR-LA-0051 On-Call Contract.

1. This On-Call Contract has a maximum cumulative fee of \$1,250,000/contract and a common expiration date of May 15, 2026

FROM PRB #24-013 TO 24-017

This is the 10th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$1,250,000 per contract and a common expiration date of 5/15/2026.

Two other firms under this series are pending credentialing and will be submitted at a later date (0051 and 0052).

The prior series had a maximum total cumulative fee of \$1,000,000 per contract as amended in July 2023 (PRB #23-109 to 23-116) and a common expiration date of 1/15/2024.

The maximum on-call fee per assignment has been increased to \$750,000 (from \$500,000) pursuant to Section 107 (6) of Public Act 23-205.

PA 23-205...

Sec. 107. Subdivision (6) of section 4b-55 of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2023): (6) "Project" means any state program requiring consultant services if the cost of such services is estimated to exceed [five hundred] seven hundred fifty thousand dollars, adjusted annually on and after July 1, 2024, in accordance with the provisions of section 108 of this act;

Sec. 108. (NEW) (Effective July 1, 2023) Not later than July 1, 2024, and annually thereafter, the Commissioner of Administrative Services shall (1) adjust the threshold cost for consultant services for a state program to be deemed a project for the purposes of sections 4b-1 and 4b-55 to 4b-59, inclusive, of the general statutes, as amended by this act, by the percentage change in the Producer Price Index by Commodity: Construction (Partial) (WPU80), not seasonally adjusted, or its successor index, as calculated by the United States Department of Labor, over the preceding calendar year, rounded to the nearest multiple of one hundred dollars, and (2) post such adjusted threshold cost on the Internet web site of the Department of Administrative Services.

DESCRIPTION: The scope of work under these contracts shall encompass, but not be limited to:

On-Call Civil Engineering Consultants: the entire spectrum of services of civil engineering type projects including, but not limited to, maintenance and repair, design, and related services.

On-Call Surveying Consultant Services: project assignments such as topographic, boundary, construction, bathymetric, as-built, and other surveys as required for sanitary sewer, sidewalk and trails, storm drainage, stream and storm facility rehabilitation, campus and roadway improvement.

On-Call Landscape Architectural Services: the entire spectrum of services of landscape architecture type projects including but not limited to maintenance and repair, design and related services.

These services shall be provided to the Department of Administrative Services for infrastructure work required by DAS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS consultants. Tasks may also include support of in-house work performed by the DAS Technical Support Services Unit and/or DAS Facilities Management. Services may involve both the design and construction administration of a project.

Each contract is exactly the same except for the name and address of the firm

DAS-CS has incorporated all Articles reflecting statutory changes/additions from the prior On-Call Series, as amended in July 2023.

DAS-CS included Article 7. THRESHOLD ENGINEERING SERVICES in this new On-Call Series, where in previous Series, this language was stricken from the contract.

7. THRESHOLD ENGINEERING SERVICES

For a proposed structure or addition thereto which exceeds the threshold limit as provided in Section 29-276b of the Connecticut General Statutes, as revised, the Engineer shall perform the following services when directed in writing:

a. DESIGN PLAN PHASE

1. Review the plans, specifications, and structural computations of the structure or addition to be constructed to determine their compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the primary structural support systems of such structure or addition;
2. Contact the engineer of record to resolve any disagreements in design;
3. Submit a written summary to the Department of Administrative Services. This summary shall document the items reviewed and state a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code. The summary report shall be affixed with the seal of a professional engineer (structural) licensed in the State of Connecticut.

b. CONSTRUCTION PHASE

Review modifications of approved structural plans and design specifications and applicable shop drawings necessary to determine compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the primary structural support systems.

c. SUBMISSIONS

Submit the following:

1. First Submittal

The first submittal shall consist of a written report noting initial structural review comments on all plans, specifications, and structural computations.

2. Second Submittal

The second submittal shall consist of a written report documenting the items reviewed and stating a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code. The report shall be affixed with the seal of the professional engineer (structural) licensed in the State of Connecticut.

The second submittal shall also consist of a letter addressed to the State Building Inspector, including a summary statement indicating which structural aspects were reviewed and stating that the subject project is in compliance with the State Building Code.

3. Third Submittal

The third submittal shall consist of a written report documenting approved structural modifications to the plans and specifications during the construction phase of the project and stating a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code.

Sec. 29-276b. “Threshold limit” defined. Requirements when structure or addition will exceed threshold limit. Standards for facilities which perform testing of construction materials. (a) For the purposes of this section, the term “threshold limit” shall apply to any structure or addition thereto (1) having four stories, (2) sixty feet in height, (3) with a clear span of one hundred fifty feet in width, (4) containing one hundred fifty thousand square feet of total gross floor area, or (5) with an occupancy of one thousand persons.

Sec. 29-276b (c)(d)(e) also require that if the “Threshold limit” is exceeded a professional architect/engineer/structural engineer must perform certain analyses to ensure the project conforms with the State Building Code.

A Request for Qualifications (RFQ) for the consultant services was released on October 3, 2023 and elicited twelve (12) responses at the November 7, 2023 due date for responses. All Respondents were interviewed. The State Selection Panel consisted of five members and rated each firm based upon a weighted ranking system (maximum 100 points per Panel Member).

At the completion of the State Selection Panel process; DAS-CS Management Team reviewed the results and recommended the approval of the following Firms under this Series. The selection of the Firms was approved by DAS Deputy Commissioner Hobbs on December 26, 2023.

The Proposal before the SPRB is for review and approval/disapproval of the following Firms under this Series:

PRB 24-013 – Macchi Engineers, LLC (“MEL”) was established in 1945 and is located in Hartford. MEL has a staff of 10 employees including 5 civil/structural engineers, 1 construction inspector and 1 CADD tech. DAS-CS reports the Consultant has been awarded four contracts in the last five years with \$1,205,372 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0040	Macchi Engineers LLC	\$500,000	21-179
Expires 1-15-2024		\$1,000,000	23-109
Task Letter #1	Office & Bath at Niantic Animal Rescue Barn	\$34,374	(Informal)
Task Letter #2	DMV Hamden Parking & Exterior Lighting	\$92,500	(Pending)
	Total Committed	\$126,874	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$873,126	

OC-DCS-STR-0043	Macchi Engineers, LLC - EXP 8-15-2025	\$500,000	23-053
Task Letter #1	NCC CIT Bldg Structural Evaluation	\$17,000	(Informal)
Task Letter #2	CT MD Camp Hartell USRT Structural Evaluation	\$9,510	(Informal)
	Total Committed	\$26,510	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$473,491	

OC-DCS-VEH-0029	Macchi Engineers LLC - EXP 7-1-2024	\$500,000	22-028
Task Letter #1	NHCC Parking Garage Repairs	\$11,528	(Informal)
Task Letter #2	Plaza and Parking Garage Repairs	\$189,890	22-126
	Total Committed	\$201,418	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$298,582	

MEL will be operating under their Professional Engineering Corporation License (PEC#0000720). MEL does not have staff with a Land Surveyor License or Landscape Architecture License assigned to this on-call series and, when necessary, will retain sub-consultants Pierz Associates (AIA), Martin Surveying, LLC (LS) and FHI Studio (LA), each retaining the requisite professional credentials. Fenner & Esler Insurance Inc. reported that MEL had no general liability or professional policy losses or claims during the past 5 years. MEL scored a total of 500 out of a possible 500 points and is a DAS Certified SBE.

PRB 24-014 – Langan Engineering and Environmental Services, Inc. (LEE) operating as a subsidiary of Langan Engineering, Inc. was established in 1970. LEE has a New Haven staff of 54 employees including 16 civil engineers, 4 landscape architects and 10 surveying professionals. DAS-CS reports LEE was awarded 1 contract over the past five years with \$451,675 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0041	Langan Engineering and Environmental Services Inc	\$500,000	21-142
Expires 1-15-2024		\$1,000,000	23-110
Task Letter #1	CT ARNG - Relocate Bradley Parking	\$80,000	(Informal)
Task Letter #1A	CT ARNG - Relocate Bradley Parking	\$15,775	(Informal)
Task Letter #2	Norwalk CC - Phase II Renov. & Additions	\$75,000	(Pending)
	Total Committed	\$170,775	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$829,225	

LEE will be operating under its Professional Engineering Corporation (PEC#0000603). Lockton Companies reported that LEE has incurred over 200 general liability or professional policy losses or claims during the past 5 years. Nine claims remains open with no incurred or reserve value. None of these claims are related to state funded projects. LEE scored a total of 496 out of a possible 500 points.

PRB 24-015 – Zuvic, Inc. (ZUV) was established in 1988 and is located in Rocky Hill. ZUV has staff of 11 employees including 3 civil engineers. DAS-CS reports ZUV was awarded 2 contracts over the past five years with \$425,590 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0046	ZUVIC INC	\$500,000	21-188
Expires 1-15-2024		\$1,000,000	23-115
Task Letter #1	Former Bergin CI Survey	\$51,600	(Informal)
	Total Committed	\$51,600	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$948,400	

ZUV does not have staff with a Land Surveyor License or Landscape Architecture License assigned to this on-call series and, when necessary, will retain sub-consultants Delta Surveying Services, LLC (LS) and Richter & Cegan (LA), each retaining the requisite professional credentials. ZUV will be operating under their Professional Engineering Corporation License (PEC#0000731). Clark Insurance/Assured Partners reported that ZUV had incurred one (1) general liability or professional policy losses or claims during the past 5 years, not related to state funded project. ZUV scored a total of 486 out of a possible 500 points and is a DAS Certified MBE.

PRB 24-016 – Towers Golde, LLC (TGL) was established in 1996. TGL currently has a staff of 6 employees in New Haven including four landscape architects and one landscape designer. DAS-CS reports TGL was awarded 1 contract over the past five years with \$78,700 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0044	Towers Golde LLC	\$500,000	21-175
Expires 1-15-2024		\$1,000,000	23-113
Task Letter #1	Norwalk CC - Telecom Upgrade at Parking Lots	\$49,500	(Informal)
Task Letter #2	Quinebaug CC - Site Improvements Study	\$29,200	(Informal)
Task Letter #3	Housatonic CC - Telecom Upgrade Study	\$0	(Pending)
Task Letter #4	Seaside State Park - Passive Recreation Dev.	\$435,686	(Pending)
	Total Committed	\$514,386	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$485,614	

TGL does not have staff with a Land Surveyor License or Civil Engineer License assigned to this on-call series and, when necessary, will retain sub-consultants Godfrey Hoffman Hodge (LS) and BVH Integrated Services (PE), each retaining the requisite professional credentials. TGL will be operating under their Landscape Architecture Firm License (LARC.0000055). Smith Brothers Insurance, LLC reported that TGL had no professional policy claims during the past 5 years. TGL scored a total of 480 out of a possible 500 points and is a DAS Certified SBE.

PRB 24-017 – BL Companies Connecticut, Inc. (BLC) originally established in 1986 as Barakos-Landino, Inc. is located in Meriden and Hartford. DAS-CS reports BLC was awarded 1 contract over the past five years with \$99,750 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0047	BL Companies Connecticut Inc	\$500,000	21-146
Expires 1-15-2024		\$1,000,000	23-116
Task Letter #1	DAS - New Construction of Fleet Garage	\$49,000	(Informal)
	Total Committed	\$49,000	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$951,000	

BLC’s Joint Practice Engineering License (JPC.0000064) with the CT State DCP is active. Smith Brothers Insurance Company reported that BLC has experienced nine professional policy or general liability claims during the past 5 years. None of these claims are related to state funded development projects. BLCC scored a total of 446 out of a possible 500 points.

A summary of the Consultant’s Hourly Rates is as follows:

Labor Categories	Per Hour
Principal in Charge	\$240.00
Project Manager	\$200.00
Senior Engineer	\$185.00
Engineer	\$150.00
Senior Designer	\$160.00
Designer	\$140.00
Field Engineer	\$140.00
CAD/BIM Operator	\$115.00
Senior Landscape Architect	\$195.00
Landscape Architect	\$160.00
Licensed Land Surveyor	\$180.00
Survey Crew – 1 Person	\$160.00
Survey Crew – 2 Person	\$220.00
Survey Crew – 3 Person	\$270.00
Staff Surveyor	\$125.00
Survey Technician	\$105.00

RECOMMENDATION – Staff recommend approval of this new CIV-SUR-LA On-Call Contract Series.

1. This on-call series that has a maximum cumulative fee of \$1,250,000/contract and a common expiration date of May 15, 2026

At four separate meetings held in the Fall of 2021, the Board approved PRB Files PRB 21-142 to 21-146, 21-175, 21-179 and 21-188, a total of eight Consultant Contracts under the 9th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The On-Call Contracts had a total cumulative fee of \$500,000 per contract and a common expiration date of 1/15/2024.

Under this Proposal (23-109 to 23-116), DAS is now resubmitting all eight Firms to the Board for approval under Contract Amendment #1 to the On-Call Series OC-DCS- CIV/SUR/LA-0040 to OC-DCS- CIV/SUR/LA-0047 to increase the total cumulative fee by \$500,000, to \$1,000,000.

DAS has made some revisions to the contract for this series to include:

- Updated Article P language – Indemnification;
- Updated Article V language – Confidentiality of Documents;
- Updated Article W language – Non-Discrimination;
- Updated Article X language – Executive Orders and other Enactments;
- Updated Article Z language – Summary of Ethics Laws;
- Updated Article AA language – Whistleblowing;
- Updated Article EE language – Campaign Contribution Restriction;
- Update Article HH language – Audit & Inspection of Plants, Places of Business and Records;
- Updated Article II language – Disclosure of Records;
- Updated Article JJ language – Access to Contract and State Data;
- Updated Article LL language – Large State Contract Representation for Official or Employee of State Agency;
- Updated Article MM language – Iran Energy Investment Certification; and
- Updated Article NN language – Consulting Agreement Certification.

A summary of Task Letters for each Consultant under this Series is as follows:

OC-DCS-CIV-LA-0040	Macchi Engineers LLC	\$500,000	21-179
· Task Letter #1	Office & Bath at Niantic Animal Rescue Barn	\$34,374	(Informal)
· Task Letter #2	DMV Hamden Parking & Exterior Lighting	\$92,500	(Pending)
	Total Committed	\$126,874	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$373,126	
OC-DCS-CIV-LA-0041	Langan Engineering and Environmental Services Inc	\$500,000	21-142
· Task Letter #1	CT ARNG - Relocate Bradley Parking	\$80,000	(Informal)
· Task Letter #1A	CT ARNG - Relocate Bradley Parking	\$15,775	(Informal)
· Task Letter #2	Norwalk CC - Phase II Renov. & Additions	\$75,000	(Pending)
	Total Committed	\$170,775	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$329,225	
OC-DCS-CIV-LA-0042	SLR International Corp	\$500,000	21-143
· Task Letter #1	CAS Feasibility/CEDECCA Plant Upgrades	\$8,500	(Informal)
	Total Committed	\$8,500	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$491,500	
OC-DCS-CIV-LA-0043	Alfred Benesch & Co Inc	\$500,000	21-144
· Task Letter #1	SCSU Football Field & Track Replacement	\$99,000	(Informal)
	Total Committed	\$99,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$401,000	
OC-DCS-CIV-LA-0044	Towers Golde LLC	\$500,000	21-175
· Task Letter #1	Norwalk CC - Telecom Upgrade at Parking Lots	\$49,500	(Informal)
· Task Letter #2	Quinebaug CC - Site Improvements Study	\$29,200	(Informal)
· Task Letter #3	Housatonic CC - Telecom Upgrade Study	\$0	(Pending)
· Task Letter #4	Seaside State Park - Passive Recreation Dev.	\$435,686	(Pending)
	Total Committed	\$514,386	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	(\$14,386)	
OC-DCS-CIV-LA-0045	BSC Group Connecticut Inc	\$500,000	21-145
· Task Letter #1	Norwalk CC - Sewer Line Replacement	\$12,000	(Informal)
· Task Letter #2	Asnuntuck CC - Sewer Line Replacement	\$11,000	(Informal)
	Total Committed	\$23,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$477,000	
OC-DCS-CIV-LA-0046	ZUVIC INC	\$500,000	21-188
· Task Letter #1	Former Bergin CI Survey	\$51,600	(Informal)
	Total Committed	\$51,600	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$448,400	
OC-DCS-CIV-LA-0047	BL Companies Connecticut Inc	\$500,000	21-146
· Task Letter #1	DAS - New Construction of Fleet Garage	\$49,000	(Informal)
	Total Committed	\$49,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$451,000	

Staff inquired with DAS regarding the following:

1. This Series has a maximum fee of \$500,000. Seven of the eight Consultants on this Series have at least \$329,000 uncommitted funds remaining. The ninth consultant, Towers Golde, had been issued two Task Letter totaling \$78,700, with one Task Letter – BI-T-623 Seaside State Park Passive Recreation Development – pending to be issued with a fee of \$435,686, exceeding the maximum fee by \$14,386. Please clarify the following:

- a) Why are the seven consultant’s contracts being increased \$500,000 when significant funds remain unexpended and only 6 months remaining to the expiry of this series?

DAS Response: We made an agency business decision to increase all seven contracts across the board for uniformity. This would be particularly important if the series were to be amended for time before its expiration. Further, while the contract limit sets the amount not to be exceeded, it is not an indication of uncommitted or committed funds. In other words, no money is being “held” for that consultant.

Staff Response: Is there a written process for management of the on-call contract series or the agency business decision is made on a case by case basis? What is the process for re-issuing an on-call series if it is about to expire in say 6 months? I had a discussion about the management of on-call series with David Barkin and he had indicated that we may have to meet after the legislative session so both DCS and the Board can sort out process for on-call series in general.

DAS Response: Decisions are made on a case-by-case basis, depending on the nature of the on-call and the needs of the agency. Advertising for an on-call series is worked into

my group's overall workload. While we plan for upcoming advertisements, agency priorities can alter the planned schedule.

Staff Response: To be discussed with DAS-CS at SPRB Meeting.

- b) Why is Towers Gold being increased by \$500,000? Why not \$50,000 or \$100,000?

DAS Response: We made an agency business decision to increase each contract by \$500,000 (see above). While \$50,000 or \$100,000 may have covered the next known task letter for this consultant, it may not have allowed for any potential subsequent tasks.

Staff Response: As indicated above, when will this on-call series be re-advertised so that a new series is in place before expiry?

DAS Response: The goal is to have the new series in place before this series expires. If that is not possible, we will extend the time on the current series, so the agency is not left without consultants to choose from.

Staff Response: To be discussed with DAS-CS at SPRB Meeting.

RECOMMENDATION – Staff recommendation of Amendment #1 to the On-Call Contracts to increase the maximum fee by \$500,000, to \$1,000,000 is contingent upon discussion with DAS-CS during the SPRB Meeting. The January 15, 2024 contract expiration date remains unchanged.

PRB #	24-022
Origin/Client:	DAS/DAS
Transaction/Contract Type	AE / New CIV/SUR/LA Contracts
Contract:	OC-DCS-CIV/SUR/LA-0052
Consultant:	SLR International Corp.
Item Purpose:	New On-Call Consultant Contracts

At the February 22, 2024 SPRB Meeting, the Board approved the following five firms under the 10th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The five (5) On-Call Contracts have a maximum total cumulative fee of \$1,250,000 per contract and a common expiration date of 5/15/2026.

24-013, Macchi Engineers, LLC - OC-DCS-CIV/SUR/LA-0048
24-014, Langan Engineering and Environmental Services, Inc. - CIV/SUR/LA-0049
24-015, ZUVIC, Inc. - OC-DCS-CIV/SUR/LA-0050
24-016, Towers Golde, LLC - OC-DCS-CIV/SUR/LA-0053
24-017, BL Companies Connecticut, Inc. - OC-DCS-CIV/SUR/LA-0054

At that time two other firms under this series were pending credentialing to be submitted at a later date:

1. Alfred Benesch & Co. - OC-DCS-CIV/SUR/LA-0051; and
2. SLR International Corp. - OC-DCS-CIV/SUR/LA-0052.

Under this Proposal (PRB #24-022) DAS-CS is seeking approval of the following Firm for this On-Call Series:

PRB 24-022 – SLR International Corp (“SLR”) is located in Cheshire with a staff of 192 employees including 20 civil engineers, 17 landscape architects and 13 surveying professionals. DAS-CS reports the Consultant has been awarded four contracts in the last five years with \$346,490 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0042	SLR International Corp	\$500,000	21-143
Expires 1-15-2024		\$1,000,000	23-111
Task Letter #1	CAS Feasibility/CEDECCA Plant Upgrades	\$8,500	(Informal)
	Total Committed	\$8,500	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$991,500	

OC-DCS-VEH-0031	SLR International Corp	\$500,000	22-030
Task Letter #1	Housatonic CC Parking Garage Study	\$20,000	(Informal)
	Total Committed	\$20,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$480,000	

SLR will be operating under its Professional Engineering Corporation, Landscape Architecture and Land Surveyor licenses. Crum & Forster reported that SLR has incurred 18 general liability or professional policy losses or claims during the past 5 years. Seventeen are closed. None of these claims are related to state funded projects. SLR scored a total of 480 out of a possible 500 points.

RECOMMENDATION – Staff recommend approval of this new CIV-SUR-LA-0052 On-Call Contract.

1. This On-Call Contract has a maximum cumulative fee of \$1,250,000/contract and a common expiration date of May 15, 2026

FROM PRB #24-013 TO 24-017

This is the 10th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum total cumulative fee of \$1,250,000 per contract and a common expiration date of 5/15/2026.

Two other firms under this series are pending credentialing and will be submitted at a later date (0051 and 0052).

The prior series had a maximum total cumulative fee of \$1,000,000 per contract as amended in July 2023 (PRB #23-109 to 23-116) and a common expiration date of 1/15/2024.

The maximum on-call fee per assignment has been increased to \$750,000 (from \$500,000) pursuant to Section 107 (6) of Public Act 23-205.

PA 23-205...

Sec. 107. Subdivision (6) of section 4b-55 of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2023): (6) "Project" means any state program requiring consultant services if the cost of such services is estimated to exceed [five hundred] seven hundred fifty thousand dollars, adjusted annually on and after July 1, 2024, in accordance with the provisions of section 108 of this act;

Sec. 108. (NEW) (Effective July 1, 2023) Not later than July 1, 2024, and annually thereafter, the Commissioner of Administrative Services shall (1) adjust the threshold cost for consultant services for a state program to be deemed a project for the purposes of sections 4b-1 and 4b-55 to 4b-59, inclusive, of the general statutes, as amended by this act, by the percentage change in the Producer Price Index by Commodity: Construction (Partial) (WPU80), not seasonally adjusted, or its successor index, as calculated by the United States Department of Labor, over

the preceding calendar year, rounded to the nearest multiple of one hundred dollars, and (2) post such adjusted threshold cost on the Internet web site of the Department of Administrative Services.

DESCRIPTION: The scope of work under these contracts shall encompass, but not be limited to:

On-Call Civil Engineering Consultants: the entire spectrum of services of civil engineering type projects including, but not limited to, maintenance and repair, design, and related services.

On-Call Surveying Consultant Services: project assignments such as topographic, boundary, construction, bathymetric, as-built, and other surveys as required for sanitary sewer, sidewalk and trails, storm drainage, stream and storm facility rehabilitation, campus and roadway improvement.

On-Call Landscape Architectural Services: the entire spectrum of services of landscape architecture type projects including but not limited to maintenance and repair, design and related services.

These services shall be provided to the Department of Administrative Services for infrastructure work required by DAS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS consultants. Tasks may also include support of in-house work performed by the DAS Technical Support Services Unit and/or DAS Facilities Management. Services may involve both the design and construction administration of a project.

Each contract is exactly the same except for the name and address of the firm

DAS-CS has incorporated all Articles reflecting statutory changes/additions from the prior On-Call Series, as amended in July 2023.

DAS-CS included Article 7. THRESHOLD ENGINEERING SERVICES in this new On-Call Series, where in previous Series, this language was stricken from the contract.

7. THRESHOLD ENGINEERING SERVICES

For a proposed structure or addition thereto which exceeds the threshold limit as provided in Section 29-276b of the Connecticut General Statutes, as revised, the Engineer shall perform the following services when directed in writing:

a. DESIGN PLAN PHASE

1. Review the plans, specifications, and structural computations of the structure or addition to be constructed to determine their compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the primary structural support systems of such structure or addition;
2. Contact the engineer of record to resolve any disagreements in design;
3. Submit a written summary to the Department of Administrative Services. This summary shall document the items reviewed and state a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code. The summary report shall be affixed with the seal of a professional engineer (structural) licensed in the State of Connecticut.

b. CONSTRUCTION PHASE

Review modifications of approved structural plans and design specifications and applicable shop drawings necessary to determine compliance with the requirements of the State Building Code to the extent necessary to assure the stability and integrity of the primary structural support systems.

c. SUBMISSIONS

Submit the following:

1. First Submittal

The first submittal shall consist of a written report noting initial structural review comments on all plans, specifications, and structural computations.

2. Second Submittal

The second submittal shall consist of a written report documenting the items reviewed and stating a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code. The report shall be affixed with the seal of the professional engineer (structural) licensed in the State of Connecticut.

The second submittal shall also consist of a letter addressed to the State Building Inspector, including a summary statement indicating which structural aspects were reviewed and stating that the subject project is in compliance with the State Building Code.

3. Third Submittal

The third submittal shall consist of a written report documenting approved structural modifications to the plans and specifications during the construction phase of the project and stating a conclusion as to whether the stability and integrity of the primary structural support systems are in conformance with the requirements of the State Building Code.

Sec. 29-276b. “Threshold limit” defined. Requirements when structure or addition will exceed threshold limit. Standards for facilities which perform testing of construction materials. (a) For the purposes of this section, the term “threshold limit” shall apply to any structure or addition thereto (1) having four stories, (2) sixty feet in height, (3) with a clear span of one hundred fifty feet in width, (4) containing one hundred fifty thousand square feet of total gross floor area, or (5) with an occupancy of one thousand persons.

Sec. 29-276b (c)(d)(e) also require that if the “Threshold limit” is exceeded a professional architect/engineer/structural engineer must perform certain analyses to ensure the project conforms with the State Building Code.

A Request for Qualifications (RFQ) for the consultant services was released on October 3, 2023 and elicited twelve (12) responses at the November 7, 2023 due date for responses. All Respondents were interviewed. The State Selection Panel consisted of five members and rated each firm based upon a weighted ranking system (maximum 100 points per Panel Member).

At the completion of the State Selection Panel process; DAS-CS Management Team reviewed the results and recommended the approval of the following Firms under this Series. The selection of the Firms was approved by DAS Deputy Commissioner Hobbs on December 26, 2023.

The Proposal before the SPRB is for review and approval/disapproval of the following Firms under this Series:

PRB 24-013 – Macchi Engineers, LLC (“MEL”) was established in 1945 and is located in Hartford. MEL has a staff of 10 employees including 5 civil/structural engineers, 1 construction inspector and 1 CADD tech. DAS-CS reports the Consultant has been awarded four contracts in the last five years with \$1,205,372 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0040	Macchi Engineers LLC	\$500,000	21-179
Expires 1-15-2024		\$1,000,000	23-109
Task Letter #1	Office & Bath at Niantic Animal Rescue Barn	\$34,374	(Informal)
Task Letter #2	DMV Hamden Parking & Exterior Lighting	\$92,500	(Pending)
	Total Committed	\$126,874	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$873,126	

OC-DCS-STR-0043	Macchi Engineers, LLC - EXP 8-15-2025	\$500,000	23-053
Task Letter #1	NCC CIT Bldg Structural Evaluation	\$17,000	(Informal)
Task Letter #2	CT MD Camp Hartell USRT Structural Evaluation	\$9,510	(Informal)
	Total Committed	\$26,510	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$473,491	

OC-DCS-VEH-0029	Macchi Engineers LLC - EXP 7-1-2024	\$500,000	22-028
Task Letter #1	NHCC Parking Garage Repairs	\$11,528	(Informal)
Task Letter #2	Plaza and Parking Garage Repairs	\$189,890	22-126
	Total Committed	\$201,418	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$298,582	

MEL will be operating under their Professional Engineering Corporation License (PEC#0000720). MEL does not have staff with a Land Surveyor License or Landscape Architecture License assigned to this on-call series and, when necessary, will retain sub-consultants Pierz Associates (AIA), Martin Surveying, LLC (LS) and FHI Studio (LA), each retaining the requisite professional credentials. Fenner & Esler Insurance Inc. reported that MEL had no general liability or professional policy losses or claims during the past 5 years. MEL scored a total of 500 out of a possible 500 points and is a DAS Certified SBE.

PRB 24-014 – Langan Engineering and Environmental Services, Inc. (LEE) operating as a subsidiary of Langan Engineering, Inc. was established in 1970. LEE has a New Haven staff of 54 employees including 16 civil engineers, 4 landscape architects and 10 surveying professionals. DAS-CS reports LEE was awarded 1 contract over the past five years with \$451,675 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0041	Langan Engineering and Environmental Services Inc	\$500,000	21-142
Expires 1-15-2024		\$1,000,000	23-110
Task Letter #1	CT ARNG - Relocate Bradley Parking	\$80,000	(Informal)
Task Letter #1A	CT ARNG - Relocate Bradley Parking	\$15,775	(Informal)
Task Letter #2	Norwalk CC - Phase II Renov. & Additions	\$75,000	(Pending)
	Total Committed	\$170,775	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$829,225	

LEE will be operating under its Professional Engineering Corporation (PEC#0000603). Lockton Companies reported that LEE has incurred over 200 general liability or professional policy losses or claims during the past 5 years. Nine claims remains open with no incurred or reserve value. None of these claims are related to state funded projects. LEE scored a total of 496 out of a possible 500 points.

PRB 24-015 – Zuvic, Inc. (ZUV) was established in 1988 and is located in Rocky Hill. ZUV has staff of 11 employees including 3 civil engineers. DAS-CS reports ZUV was awarded 2 contracts over the past five years with \$425,590 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0046	ZUVIC INC	\$500,000	21-188
Expires 1-15-2024		\$1,000,000	23-115
Task Letter #1	Former Bergin CI Survey	\$51,600	(Informal)
	Total Committed	\$51,600	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$948,400	

ZUV does not have staff with a Land Surveyor License or Landscape Architecture License assigned to this on-call series and, when necessary, will retain sub-consultants Delta Surveying Services, LLC (LS) and Richter & Cegan (LA), each retaining the requisite professional credentials. ZUV will be operating under their Professional Engineering Corporation License (PEC#0000731). Clark Insurance/Assured Partners reported that ZUV had incurred one (1) general liability or professional policy losses or claims during the past 5 years, not related to state funded project. ZUV scored a total of 486 out of a possible 500 points and is a DAS Certified MBE.

PRB 24-016 – Towers Golde, LLC (TGL) was established in 1996. TGL currently has a staff of 6 employees in New Haven including four landscape architects and one landscape designer. DAS-CS reports TGL was awarded 1 contract over the past five years with \$78,700 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0044	Towers Golde LLC	\$500,000	21-175
Expires 1-15-2024		\$1,000,000	23-113
Task Letter #1	Norwalk CC - Telecom Upgrade at Parking Lots	\$49,500	(Informal)
Task Letter #2	Quinebaug CC - Site Improvements Study	\$29,200	(Informal)
Task Letter #3	Housatonic CC - Telecom Upgrade Study	\$0	(Pending)
Task Letter #4	Seaside State Park - Passive Recreation Dev.	\$435,686	(Pending)
	Total Committed	\$514,386	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$485,614	

TGL does not have staff with a Land Surveyor License or Civil Engineer License assigned to this on-call series and, when necessary, will retain sub-consultants Godfrey Hoffman Hodge (LS) and BVH Integrated Services (PE), each retaining the requisite professional credentials. TGL will be operating under their Landscape Architecture Firm License (LARC.0000055). Smith Brothers Insurance, LLC reported that TGL had no professional policy claims during the past 5 years. TGL scored a total of 480 out of a possible 500 points and is a DAS Certified SBE.

PRB 24-017 – BL Companies Connecticut, Inc. (BLC) originally established in 1986 as Barakos-Landino, Inc. is located in Meriden and Hartford. DAS-CS reports BLC was awarded 1 contract over the past five years with \$99,750 total volume of work.

The company has been awarded the following Formal Contracts and Task Letters for the prior two years:

OC-DCS-CIV-SUR-LA-0047	BL Companies Connecticut Inc	\$500,000	21-146
Expires 1-15-2024		\$1,000,000	23-116
Task Letter #1	DAS - New Construction of Fleet Garage	\$49,000	(Informal)
	Total Committed	\$49,000	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$951,000	

BLC’s Joint Practice Engineering License (JPC.0000064) with the CT State DCP is active. Smith Brothers Insurance Company reported that BLC has experienced nine professional policy or general liability claims during the past 5 years. None of these claims are related to state funded development projects. BLCC scored a total of 446 out of a possible 500 points.

A summary of the Consultant’s Hourly Rates is as follows:

Labor Categories	Per Hour
Principal in Charge	\$240.00
Project Manager	\$200.00
Senior Engineer	\$185.00
Engineer	\$150.00
Senior Designer	\$160.00
Designer	\$140.00
Field Engineer	\$140.00
CAD/BIM Operator	\$115.00
Senior Landscape Architect	\$195.00
Landscape Architect	\$160.00
Licensed Land Surveyor	\$180.00
Survey Crew – 1 Person	\$160.00
Survey Crew – 2 Person	\$220.00
Survey Crew – 3 Person	\$270.00
Staff Surveyor	\$125.00
Survey Technician	\$105.00

RECOMMENDATION – Staff recommend approval of this new CIV-SUR-LA On-Call Contract Series.

1. This on-call series that has a maximum cumulative fee of \$1,250,000/contract and a common expiration date of May 15, 2026

At four separate meetings held in the Fall of 2021, the Board approved PRB Files PRB 21-142 to 21-146, 21-175, 21-179 and 21-188, a total of eight Consultant Contracts under the 9th series of On-Call Civil-Survey Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2002. The On-Call Contracts had a total cumulative fee of \$500,000 per contract and a common expiration date of 1/15/2024.

Under this Proposal (23-109 to 23-116), DAS is now resubmitting all eight Firms to the Board for approval under Contract Amendment #1 to the On-Call Series OC-DCS- CIV/SUR/LA-0040 to OC-DCS- CIV/SUR/LA-0047 to increase the total cumulative fee by \$500,000, to \$1,000,000.

DAS has made some revisions to the contract for this series to include:

- Updated Article P language – Indemnification;
- Updated Article V language – Confidentiality of Documents;
- Updated Article W language – Non-Discrimination;
- Updated Article X language – Executive Orders and other Enactments;
- Updated Article Z language – Summary of Ethics Laws;
- Updated Article AA language – Whistleblowing;
- Updated Article EE language – Campaign Contribution Restriction;
- Update Article HH language – Audit & Inspection of Plants, Places of Business and Records;
- Updated Article II language – Disclosure of Records;
- Updated Article JJ language – Access to Contract and State Data;
- Updated Article LL language – Large State Contract Representation for Official or Employee of State Agency;
- Updated Article MM language – Iran Energy Investment Certification; and
- Updated Article NN language – Consulting Agreement Certification.

A summary of Task Letters for each Consultant under this Series is as follows:

OC-DCS-CIV-LA-0040	Macchi Engineers LLC	\$500,000	21-179
· Task Letter #1	Office & Bath at Niantic Animal Rescue Barn	\$34,374	(Informal)
· Task Letter #2	DMV Hamden Parking & Exterior Lighting	\$92,500	(Pending)
	Total Committed	\$126,874	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$373,126	
OC-DCS-CIV-LA-0041	Langan Engineering and Environmental Services Inc	\$500,000	21-142
· Task Letter #1	CT ARNG - Relocate Bradley Parking	\$80,000	(Informal)
· Task Letter #1A	CT ARNG - Relocate Bradley Parking	\$15,775	(Informal)
· Task Letter #2	Norwalk CC - Phase II Renov. & Additions	\$75,000	(Pending)
	Total Committed	\$170,775	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$329,225	
OC-DCS-CIV-LA-0042	SLR International Corp	\$500,000	21-143
· Task Letter #1	CAS Feasibility/CEDECCA Plant Upgrades	\$8,500	(Informal)
	Total Committed	\$8,500	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$491,500	
OC-DCS-CIV-LA-0043	Alfred Benesch & Co Inc	\$500,000	21-144
· Task Letter #1	SCSU Football Field & Track Replacement	\$99,000	(Informal)
	Total Committed	\$99,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$401,000	
OC-DCS-CIV-LA-0044	Towers Golde LLC	\$500,000	21-175
· Task Letter #1	Norwalk CC - Telecom Upgrade at Parking Lots	\$49,500	(Informal)
· Task Letter #2	Quinebaug CC - Site Improvements Study	\$29,200	(Informal)
· Task Letter #3	Housatonic CC - Telecom Upgrade Study	\$0	(Pending)
· Task Letter #4	Seaside State Park - Passive Recreation Dev.	\$435,686	(Pending)
	Total Committed	\$514,386	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	(\$14,386)	
OC-DCS-CIV-LA-0045	BSC Group Connecticut Inc	\$500,000	21-145
· Task Letter #1	Norwalk CC - Sewer Line Replacement	\$12,000	(Informal)
· Task Letter #2	Asnuntuck CC - Sewer Line Replacement	\$11,000	(Informal)
	Total Committed	\$23,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$477,000	
OC-DCS-CIV-LA-0046	ZUVIC INC	\$500,000	21-188
· Task Letter #1	Former Bergin CI Survey	\$51,600	(Informal)
	Total Committed	\$51,600	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$448,400	
OC-DCS-CIV-LA-0047	BL Companies Connecticut Inc	\$500,000	21-146
· Task Letter #1	DAS - New Construction of Fleet Garage	\$49,000	(Informal)
	Total Committed	\$49,000	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$451,000	

Staff inquired with DAS regarding the following:

1. This Series has a maximum fee of \$500,000. Seven of the eight Consultants on this Series have at least \$329,000 uncommitted funds remaining. The ninth consultant, Towers Golde, had been issued two Task Letter totaling \$78,700, with one Task Letter – BI-T-623 Seaside State Park Passive Recreation Development – pending to be issued with a fee of \$435,686, exceeding the maximum fee by \$14,386. Please clarify the following:

- a) Why are the seven consultant’s contracts being increased \$500,000 when significant funds remain unexpended and only 6 months remaining to the expiry of this series?

DAS Response: We made an agency business decision to increase all seven contracts across the board for uniformity. This would be particularly important if the series were to be amended for time before its expiration. Further, while the contract limit sets the amount not to be exceeded, it is not an indication of uncommitted or committed funds. In other words, no money is being “held” for that consultant.

Staff Response: Is there a written process for management of the on-call contract series or the agency business decision is made on a case by case basis? What is the process for re-issuing an on-call series if it is about to expire in say 6 months? I had a discussion about the management of on-call series with David Barkin and he had indicated that we may have to meet after the legislative session so both DCS and the Board can sort out process for on-call series in general.

DAS Response: Decisions are made on a case-by-case basis, depending on the nature of the on-call and the needs of the agency. Advertising for an on-call series is worked into

my group's overall workload. While we plan for upcoming advertisements, agency priorities can alter the planned schedule.

Staff Response: To be discussed with DAS-CS at SPRB Meeting.

- b) Why is Towers Gold being increased by \$500,000? Why not \$50,000 or \$100,000?

DAS Response: We made an agency business decision to increase each contract by \$500,000 (see above). While \$50,000 or \$100,000 may have covered the next known task letter for this consultant, it may not have allowed for any potential subsequent tasks.

Staff Response: As indicated above, when will this on-call series be re-advertised so that a new series is in place before expiry?

DAS Response: The goal is to have the new series in place before this series expires. If that is not possible, we will extend the time on the current series, so the agency is not left without consultants to choose from.

Staff Response: To be discussed with DAS-CS at SPRB Meeting.

RECOMMENDATION – Staff recommendation of Amendment #1 to the On-Call Contracts to increase the maximum fee by \$500,000, to \$1,000,000 is contingent upon discussion with DAS-CS during the SPRB Meeting. The January 15, 2024 contract expiration date remains unchanged.

7. OTHER BUSINESS:

8. VOTES ON PRB FILE:

PRB FILE #23-200 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #23-200. The motion passed unanimously.

PRB FILES #24-021 and 24-022 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILES #24-021 and 24-022. The motion passed unanimously.

- 9. NEXT MEETING** – Monday, March 4, 2024 – will be held solely by means of electronic equipment.

The meeting adjourned.

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