

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On December 2, 2024

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Pursuant to CGS §1-225a, the State Properties Review Board conducted a Regular Meeting beginning at 9:30AM. Pursuant to the statute, this Meeting was held solely by means of electronic equipment – via Microsoft TEAMS or Call-In Conference.

Members Present – solely by means of electronic equipment:

Bruce R. Josephy, Chairman
Jeffrey Berger, Vice Chairman
John P. Valengavich, Secretary
Jack Halpert
Mark A. Shiffrin

Members Absent:

William Cianci

Staff Present – solely by means of electronic equipment:

Thomas Jerram
Jyoshna Rath

Guests Present – solely by means of electronic equipment:

Mr. Valengavich 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 November 27, 2024 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 9:51. The motion passed unanimously.

EXECUTIVE SESSION

PRB #:	24-202
Transaction/Contract Type:	RE / Lease
Origin/Client:	DAS / DMV

Statutory Disclosure Exemptions: 1-210(b)(24)

Upon completion of the discussion, Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:00. The motion passed unanimously.

OPEN SESSION

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER – NEW BUSINESS

PRB # 24-197
Origin/Client: DAS/DAS-RECS
Transaction/Contract Type AE / New Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0016
Consultant: Sustainable Engineering Solutions, LLC
Item Purpose: New On-Call Consultant Contracts

PRB # 24-198
Origin/Client: DAS/DAS-RECS
Transaction/Contract Type AE / New Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0017
Consultant: Colliers Project Leaders USA NE, LLC.
Item Purpose: New On-Call Consultant Contracts

PRB # 24-199
Origin/Client: DAS/DAS-RECS
Transaction/Contract Type AE / New Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0018
Consultant: Simpson Gumpertz & Heger Associates, Inc.
Item Purpose: New On-Call Consultant Contracts

PRB # 24-200
Origin/Client: DAS/DAS-RECS
Transaction/Contract Type AE / New Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0019
Consultant: BVH Integrated Services, Inc.
Item Purpose: New On-Call Consultant Contracts

PRB # 24-201
Origin/Client: DAS/DAS-RECS
Transaction/Contract Type AE / New Cx (Commissioning) Consulting Contracts
Contract: OC-DCS-Cx-0020
Consultant: Gale Associates, Inc.
Item Purpose: New On-Call Consultant Contracts

This is the 4th series of On-Call Cx (Building and Envelope Commissioning) Consulting Contracts awarded by the Department of Construction Services (“DCS”) since 2017. The five (5) On-Call Contracts that are the subject of this memorandum have a maximum fee of \$750,000 per contract and a common expiration date of 03/15/2027. The prior series of On-Call Contracts included a total cumulative fee of \$500,000 and expired on 11/01/2024.

Each contract is exactly the same except for the name and address of the firm.
Each Contract is for a period of two (2) years from date of contract signing.

SCOPE OF SERVICES

For each specific project assigned under this contract, the Consultant shall perform the following services for :

- Building Systems Commissioning Services
- Building Envelope Commissioning Services

Building Systems Commissioning Services:

Building Systems Commissioning services shall be provided as detailed in the guidance documents referenced in Section 1. These services shall include, but are not limited to, the following for each phase of an assigned project:

Pre-Design Phase Activities:

- Develop and document the DAS' and client agency's (Owner's) Project Requirements.
- Develop the scope and budget for the Commissioning Process.
- Develop the initial Commissioning Plan.
- Develop an Issues Log and produce an Issues Report.
- Prepare a Pre-Design Phase Commissioning Report.

Design Phase Activities:

- Develop the Basis of Design of commissioned systems in association with the design team.
- At each design phase coordinate with the design team to verify and document adherence of the Basis of Design to the Owner's Project Requirements.
- Develop a preliminary and a final Commissioning Plan encompassing the design, construction, occupancy and post occupancy phases.
- Determine the commissioning requirements and activities to include in the contract documents and coordinate integration into the contract documents, including writing the general commissioning specifications.
- At each design phase, perform a comprehensive technical design review of the systems that will be commissioned.
- Prepare and update the Issue Log, and provide Issue Reports as necessary.
- Prepare a Commissioning Report for each design phase.

Construction Phase Activities:

- Organize the Commissioning Process components and participate in pre-bid and pre-construction meetings to review the commissioning requirements with the complete commissioning team.
- Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope of, coordinate, and schedule activities and resolve problems.
- Perform periodic on-site quality control inspections of the work in progress and verify compliance with the contract documents. A written report with photographs will be prepared following each site visit.
- Review submittals concurrent with the design team's review; analyze and critique all mock ups.
- Develop specific test procedures, monitor tests by contractors and sub-contractors, and document the results of the tests.
- Develop and implement a Quality Based Sampling plan to verify proper completion of all testing requirements.
- Develop pre-functional test checklists and Verification of Completion forms for all

equipment to be commissioned.

- Review construction contractor's Construction Checklists to verify that contractor's quality process is achieving the Owner's Project Requirements.
- Review the systems manual for achieving the Owner's Project Requirements.
- Review, pre-approve, and verify the training provided by the contractors.
- Verify delivery of the systems manual.
- Prepare a Construction Phase Commissioning Report.

Pre-Occupancy Phase Activities:

- Verify that the project has met the requirements of the High Performance Building Standards set forth in Section 1 above.
- Schedule and verify deferred and seasonal testing by the contractors.
- Verify continuing training.
- Review the warranties with the operations and maintenance staff.
- Prepare a Pre-Occupancy Commissioning Report.

Post-Occupancy Phase Activities:

- Analyze one year of occupied energy use data against the design energy model.
- Document any adjustments made to equipment or building operations.
- Conduct a post-occupancy survey of the building occupants.
- Prepare a Post-Occupancy Commissioning Report.

The following systems to be included in Building Systems Commissioning:

Air handling units and associated heating and cooling coils, Humidifiers, All exhaust fans, Return fans Variable air volume (VAV) terminal units and associated reheat coils, Lab terminal units (supply and exhaust) and associated reheat coils, Chillers and all associated chilled water and condenser water pumps, Boiler, boiler combustion air fan, and all associated pumps, tanks, condensate pumps, etc.

Heat exchangers and associated pressure relief valves (PRVs), Cooling towers, Chilled water distribution systems, Hot water heating distribution systems, Computer room air conditioning units and associated split system condensers, Unit heaters, cabinet heaters, Building automation and Direct Digital Controls and system interlocks, Emergency generator and associated transfer panels. Lighting control systems, Fire protection systems and equipment; fire alarm system interfaces with HVAC systems, Security Systems, Telecommunications Systems, Lab fume hoods and bio-safety cabinets, Lab piping systems and lab gases, Lab vacuum pump, Lab air compressor, Pure water system generator and distribution system, Lab control system

Building Envelope Commissioning:

These services shall include, but are not limited to, the following for each phase of an assigned project:

Design Phase Activities:

- Review of detailing, alternative building enclosure systems, plans and details for interface of the various enclosure systems, specifications.
- Develop criteria for performance of thermal analysis
- Provide advice on laboratory and field mock-ups

Construction Phase Activities:

- Perform periodic on-site quality control inspections of the work in progress and verify compliance with the contract documents. A written report with photographs will be prepared following each site visit.

- Reviews submittals concurrent with the design team’s review; analyze and critique applicable mock ups.
- Monitor tests by contractors and sub-contractors, and document the results and prepare an Enclosure Test Records report.

Post Construction Activities:

Prepare and deliver building enclosure preventative maintenance program including cyclical verification of building enclosure components with enforcement of warranty provisions.

Systems to be included in Building Envelope Commissioning:

- Project specific lists of systems and equipment to be commissioned shall be developed for each project assigned. The systems to be provided with functional testing procedures shall include, but are not limited to the following systems:
 - Slab-on-grade
 - Basement walls
 - Roof systems
- Plaza decks over occupied spaces
- Opaque wall systems, Glazed wall systems, Entrances, soffits and projections

A Request for Qualifications (RFQ) for the consultant services was released on June 3, 2024, followed by an addendum on July 8, 2024 to download the latest QBS Submittal booklet documents from DAS/RECS library. DAS/RECS received 10 responses at the July 11, 2024 due date for response.

At the completion of the State Selection Panel process; DAS-RECS Management Team reviewed the results and recommended the first 8 firms to submit QBS . The following 5 firms are selected in priority order as indicated below The selection of the 5 Firms was approved by DAS Deputy Commissioner on 10-09-2024.

Rank	“Certified List” in “Order of Ranking”	Total Score	Most Recent Contract Signing Date	Awarded Within the Past Five Years			Approval Initials
				Total Number of Contracts	Total Volume of Work (\$)	MBE	
1.	Sustainable Engineering Solutions, LLC	300	07/29/2022	2	\$500,166	SBE	DS SH
2.	Colliers Project Leaders USA NE, LLC	292	12/27/2022	6	\$1,782,410	N/A	DS SH
3.	Simpson Gumpertz & Heger Associates, Inc.	286	None	0	0	N/A	DS SH
4.	BVH Integrated Services, Inc.	278	08/16/2022	3	\$2,422,880	N/A	DS SH
5.	Gale Associates, Inc.	252	07/31/2023	2	\$1,199,216	N/A	DS SH

PRB 24-197 – Sustainable Engineering Solutions, LLC (SES): (Score - 300/320)

- Established in 2008 located in Rocky Hill, CT with 13 employees.
- DAS-RECS reports SES was awarded 2 contracts within the past 5 years with a total \$500,166.
- SES does not have any corporate licensure, nor they required to be licensed in CT , however Principal of the firm has a professional license # PEN.0021661 and is current through 01/31/2025.
- The firm has all required policies and no open claims or reserves against those policies that will affect firm’s financial ability to perform its contractual commitments.
- SES provided the OPM Form 1 Campaign Contribution Certification notarized on 07/11/2024.

- SES was approved for the following task(s) under OC-DCS-Cx-0013

OC-DCS-Cx-0013	Sustainable Engineering Solutions LLC (Expires 11/1/2024)	\$500,000	22-104
Task Letter #2	ECRM - 177 Weston St	\$31,700	
Task Letter #3	ECRM - Cheshire Ct	\$62,300	
Task Letter #4	ECRM - 34 Park St NH	\$69,700	
Task Letter #5	ECRM - 500 Vine St	\$31,400	
Task Letter #6	ECRM - 285 Shaker Rd	\$22,200	
Task Letter #7	ECRM - 36 Gardner St EW	\$86,766	
	Total Committed Funds	\$304,066	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$195,934	

PRB 24-198 – Colliers Project Leaders USA NE, LLC (CPL0: (Score – 292/320)

- Established in 1996 and located in Madison, CT with staff of 126 employees.
- DAS-RECS reports CPL was awarded 6 contracts within the past 5 years with a total \$1,782,410.
- CPL does not have any corporate licensure, nor they required to be licensed in CT, however Sr. Director of the firm has a professional license # PEN.0020393 and is current through 01/31/2025.
- Colliers Project Leaders USA NE, LLC Senior Director Evan Wyner (#PEN.0020393) and Commissioning Agents Andrew Jay Kindya are Certified Commissioning Professionals registered with BCCB. Building Commissioning Agent Sarah E. Maston is Certified Building Commissioning Professional with ASHRAE.
- Ames & Gough reported the firm has no professional errors and omissions claims made against the firm over the past five (5) years.
- CPL provided the OPM Form 1 Campaign Contribution Certification notarized on 12/5/2023.
- CPL was approved for the following task(s) under OC-DCS-Cx-0011

OC-DCS-Cx-0011 Expiring on 11/01/2024	Colliers Project Leaders USA NE LLC (Expires 11/1/2024)	\$500,000	22-102
Task letter # 1	BI-Q-721-Aircraft Storage/Maintainance Hanger	\$57,775	
Task Letter # 2	BI-P-091, Valley Laboratory Renovation and Addition	\$405,785	24-152
	Total Committed Funds	\$463,560	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$36,440	

PRB 24-199 – Simpson Gumpertz & Heger Associates, Inc. (SGH): (Score - 286/320)

- Established in 2008, located in New York with 755 employees and Branch offices at Waltham, MA with 308 employees.
- DAS-RECS reports SGH was awarded no contracts within the past 5 years.
- SGH is a joint practice corporation with license #JPC.0000049 which is current through 04/30/2025. The Associate Principal of the firm has a professional license # PEN.0030172 and is current through 01/31/2025.
- SGH Inc. does not have any professional liability insurance claims over the past 5 years.
- SGH provided the OPM Form 1 Campaign Contribution Certification notarized on 07/10/2024
- Some of the CT projects in past 5 years are Building Enclosure consulting for Yale University, New Haven CT (2024), Window replacement by Hurricane rated window in Yale New Haven

L+M Hospital, CT (2022), Milford Hospital roof replacement of 3rd Floor (2024), Union Station Roofing, Hartford CT (2024), AE study to investigate Water Intrusion in USCG Station, New London, CT (2023), Exterior restoration of limestone and cast iron façade and historic steel window replacement, Hartford, CT (2020).

PRB 24-200 – BVH Integrated Services, Inc. (BVH): (Score - 278/320)

- Established in 1958, located in Bloomfield, CT with 2,627 employees and branch office with 132 employees.
- DAS-RECS reports the Consultant has been awarded 3 Contracts in the last five years with \$2,422,880 total volume of work.
- BVH is a professional engineering corporation whose license #PEC.0000003 is current through 11/17/24. Associate Vice President of the firm has a professional engineer license (#PEN.0020249) and is valid through 01/31/25.
- Lockton reported BVH’s professional liability coverage reserves are sufficient to handle open claims and provide the required limits for CT DAS/RECS Credentials and Insurance Requirements.
- BVH provided the OPM Form 1 Campaign Contribution Certification notarized on 7/23/2024.
- BVH was approved for the following task(s) under OC-DCS-Cx-0012

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	

PRB 24-201 – Gale Associates, Inc. (GA): (Score - 252/320)

- Established in 1964, is in Glastonbury, CT has a staff of 104 employees and 9 employees in branch office.
- DAS-RECS reports the Consultant has been awarded 2 contracts in the last five years with \$1,199,216 total volume of work.
- GA is a professional engineering corporation whose license #PEC.0001131 is current through 1/22/25. Sr Associate of the firm has a professional engineer license (#PEN.0025170) and is valid through 01/31/25.
- Ames & Gough reported that Gale Associates, Inc. has sufficient coverage currently in place to meet the CT DAS/RECS applicable insurance requirements.
- GA provided the OPM Form 1 Campaign Contribution Certification notarized on 4/24/2024.
- GA was approved for the following task letters

OC-DCS-Cx-0014	Gale Associates, Inc.(Expires 11/1/2024)	\$500,000	22-105
Task Letter #1	Uncas on Thames Chiller Replacement BI-2B-481	\$43,364	
	Total Committed Funds	\$43,364	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$456,636	

A summary of the Consultants’ professional fee schedule is as follows (all identical):

Labor Category	Per Hour
Principal	\$300.00
QA/QC Manager	\$270.00
Cx Agent	\$180.00
Project Manager	\$215.00
Engineer	\$175.00
Architect	\$190.00

RECOMMENDATION –

- Staff recommend **APPROVAL** of the five On-Call Contracts that have a maximum of \$750,000 total On-Call Contract fee and a common expiration date of 03/15/2027. Each Consultant provided the OPM Form 1 Campaign Contribution Affidavit, executed and notarized.

7. OTHER BUSINESS:

8. VOTES ON PRB FILE:

PRB FILE #24-202 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #24-202. The motion passed unanimously.

PRB FILES #24-197 to 24-201– Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILES #24-197 to 24-201. The motion passed unanimously.

9. NEXT MEETING – Thursday, December 5, 2024 – will be held by means of electronic equipment via Microsoft TEAMS and conference call.

The meeting adjourned.

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