

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On September 20, 2021 – remotely via telephone conference –

Pursuant to Governor Lamont's Executive Order No. 7B regarding suspension of In-Person Open Meeting requirements, the State Properties Review Board conducted its Regular Meeting at 9:30AM on September 20, 2021 remotely via telephone conference at (866)-692-4541, passcode 85607781.

Members Present:

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

Members Absent:

Staff Present:

Dimple Desai
Thomas Jerram

Guests Present

Vanessa Dorantes, Commissioner DCF
John McCarthy, DCF
Shane Mallory, Administrator DAS Leasing & Property Transfer

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 September 17, 2021 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Director Desai informed the Board that the Board's Annual Report to the Governor is due by October 1, 2021. Members should review the draft form in preparation for the Report's final copy.

Director Desai informed the Board of a Legislative inquiry regarding a Lease (Lease Out) of Mystic Oral School to Respler Homes, LLC. The Proposal was reviewed under PRB #19-244. The Proposal was received on 11-27-2019 and approved by the Board on 12-19-2019.

3. REAL ESTATE- UNFINISHED BUSINESS

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 9:41. The motion passed unanimously. DCF Commissioner Dorantes, Mr. McCarthy and Mr. Mallory were invited to attend the Executive Session and participate in the Board's review of this Proposal. All left the Executive Session at 10:28.

EXECUTIVE SESSION

PRB #: 21-104
Transaction/Contract Type: RE/ Lease
Origin/Client: DAS/ DCF

Statutory Disclosure Exemptions: 4b-23(e), 1-200(6)(D) & 1-210(b)(24)

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Executive Session and into Open Session at 10:57. The motion passed unanimously.

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

PRB # 21-137
Origin/Client: DCS/QVCC
Transaction/Contract Type AE / Task Letter
Project Number: BI-CTC-547
Contract: OC-DCS-MBE-ARC-007
Consultant: ID3A, LLC
Property Danielson, Upper Maple St (742) QVCC
Project purpose: A-Wing Art Classroom Renovations
Item Purpose Task Letter #2C

PROPOSED AMOUNT: \$48,872

Project Background: The Board of Regents and Connecticut State Colleges and Universities has initiated a renovation project at QVCC in Danielson (Killingly) identified as “A” Wing Art Classrooms renovations including new finishes (ceilings, flooring millwork, furniture and equipment), new mezzanine and stair, structural work for stair supports, and HVAC upgrades. HazMat Abatement of the space has already occurred.

On October 16, 2017, DCS retained the Consultant under Task Letter #2 (Informal) under the On-Call Contract OC-DCS-MBE-ARC-007 to provide design and pre-construction services in conjunction with the A-Wing Art Classroom Renovation Project at QVCC. The Consultant’s Fee approved under Task Letter #2 was \$65,634. Task Letter #2 specifically stated that the Consultant’s fee for CA Phase services would be negotiated in the future.

On April 27, 2018, DCS retained the Consultant under Task Letter #2A (Informal) to provide design and pre-construction services for an expanded scope of work in conjunction with expanded storage, addition of shower, ceiling grid/lighting, window treatments and millwork for a sink. The Consultant’s Fee approved under Task Letter #2A was \$13,920. The construction budget at that time was \$1,045,000.

On November 5, 2019, DCS retained the Consultant under Task Letter #2B (Informal) to provide design and pre-construction services for an expanded scope of work in conjunction with the mezzanine within the A-Wing. The Consultant’s Fee approved under Task Letter #2B was \$7,735. The construction budget at that time was unchanged at \$1,045,000.

This On-Call Series Contract OC-DCS-MBE-ARC-0007 was approved by the SPRB under PRB #16-213 and the contract expired on 10-15-2018.

Under this Proposal (PRB #21-137), DCS and QVCC are seeking SPRB approval to approve Task Letter #2C in the amount of \$48,872 for the Consultant to provide the following:

- The Connecticut State Colleges and Universities (hereafter the “CSCU”) requires the following design and construction administration services:
- Construction Administration
 - Coordinate and attend One (1) meeting(s) with the CSCU and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.
 - Review and respond to the Contractor's RFI's, and review and respond to submittals for general conformance with the design intent expressed in the Contract Documents.
 - Provide Five (5) full day site visits, one each month of the construction phase of the project.
 - Attend Seven (7) job meetings, in conjunction with site visits, and prepare meeting minutes and field reports to document the progress and quality of the Contractor's work.
 - Review Contractor's Applications and Certificate for Payment including Contractor's Requisition for Final Payment based upon a final inspection indicating the work is in compliance with the Contract Documents.
 - Monitor project budget and schedule.
 - Develop a punch list and conduct a final inspection. Determine the date of completion.
 - Provide the CSCU, for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.
 - Submit One (1) hard copy set(s) of signed and sealed Record Drawings, and Two (2) set(s) of drawings and specifications in PDF format.

The Consultant provided a staffing matrix in support of their professional fee.

Add Service #3 Fee Matrix BI-CTC-547							
Proposal / Add Service #3	ID3A			BVH			Totals
	Hours	Rate	Total	Hours	Rate	Total	
On-Site Visit 1 Day / Month /5 Months	50	\$140	\$7,000				\$7,000
RFI's, Shop Drawings, Payment Apps, ASI's, Etc	108	\$140	\$15,120	59.40	\$160	\$9,500	\$24,620
9 Bi-weekly Meetings	27	\$140	\$3,780	42.20	\$160	\$6,750	\$10,530
Admin Support	18	\$140	\$2,520	25.00	\$160	\$4,000	\$6,520
Trades Coordination (10%)			\$202				\$202
Total CA Fee			\$28,622			\$20,250	\$48,872

The Construction Budget and total Project Budget are \$945,600 and \$1,197,001, respectively.

Task Letter #2- ID3A, LLC (Informal)	ARC Base Fee	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Combined SD & DD Phase	\$34,675				
Contract Document Phase	\$26,536				
Bidding Phase	\$4,423				
Construction Administration	\$0				
Engineer's Base Fee (TL#3-Informal) (A)	\$65,634				
Total Basic Service Fee (A) + (A1)			\$79,554	\$1,045,000	7.61%
Task Letter 2A (Informal) – Expanded Project Scope (A1)					
Combined SD & DD Phase	\$5,965				
Contract Document Phase	\$7,355				
Bidding Phase	\$600				
Construction Administration	\$0				
Engineer's Base Fee (TL#3-Informal) (A1)	\$13,920				
Total Basic Service Fee (A) + (A1) + (A2)			\$87,289	\$1,045,000	8.35%
Task Letter 2C (#21-137) – CA Services (A3)					
Construction Administration	\$48,872				
Architect's Base Fee (#21-137) (A3)	\$48,872				
Total Basic Service Fee (A) + (A1) + (A2) + (A3)			\$136,161	\$1,045,000	13.03%

ID3A has been approved for the following Tasks under this on-call series OC-DCS-MBE-ARC-0007 that expired on 10-15-2018:

T1	BI-CTC-527	Interior Renov. Asnuntuck CC, Man. Tech. Center.	\$148,650	(Informal)
T2	BI-CTC-547	Quinnebaug CC - "A" Wing Reno.	\$65,634	(Informal)
T2A	BI-CTC-547	Quinnebaug CC - "A" Wing Reno.	\$13,920	(Informal)
T2B	BI-CTC-547	QVCC - A Wing Renovations	\$7,735	(Informal)
T3	BI-CTC-557	Three Rivers CC - Restroom Design & Construction.	\$9,500	(Informal)
T4	BI-CTC-559	Three Rivers CC - New Manufacturing Center.	\$40,000	(Informal)
		Total	\$285,439	

Staff had following questions:

1. Please confirm the project construction budget. The DCS Memo, Task Letter and B1135 differ.
2. B1105 does not reflect the current project construction budget and costs. Pl submit a revised B1105.
3. If 5 month construction period, why 7 job meetings?
4. Clarify the statement - 7 job meetings in conjunction with 5 full day site visits?
5. Please clarify if DAS/DCS confirmed that funding is in place for the Consultant's fee, beyond CSCUs statement that funding was in place.
6. Why is reimbursement included as additional expense? What are the hourly rates for lump sum proposal?
7. Why the hourly are rates same for various tasks? What are the titles of the staff providing services?

RECOMMENDATION: It is recommended that the Board **suspend** Task Letter #2C in the amount of \$48,872 to provide construction administration services on this Project pending DCS response to aforementioned issues. The overall basic service fee of 4.7% is well within the established guideline rate of 5% for this Group B Renovation Project.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #21-104 – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #21-104. Secretary Valengavich and Mr. Berger voted for the Approval. Chairman Greenberg, Vice Chairman Josephy, Mr. Halpert and Mr. Cianci voted against the Approval.

The Board noted the following:

1. The proposed rate is not adequately supported based on the Lessor's listing rate including waiving the right to carpet and paint for years 1-10.

PRB FILE #21-137 – Mr. Berger moved and Mr. Halpert seconded a motion to suspend PRB FILE #21-137. The motion passed unanimously.

9. NEXT MEETING – Thursday, September 23, 2021.

The meeting adjourned.

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