

# STATE PROPERTIES REVIEW BOARD

## Minutes of Meeting Held On February 24, 2025

<p>Microsoft Teams Meeting Join on your computer, mobile app or room device. <a href="#">Click here to join the meeting</a> Meeting ID: 273 299 692 323 Passcode: uLQBFw <a href="#">Download Teams</a>   <a href="#">Join on the web</a></p>	<p>Or call in (audio only) <a href="#">+1 860-840-2075, 917724280#</a> United States, Hartford Phone Conference ID: 917 724 280#</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

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  
Mark A. Shiffrin  
Eric Coleman

**Members Absent:**

Jack Halpert

**Staff Present – solely by means of electronic equipment:**

Thomas Jerram  
Jyoshna Rath

**Guests Present – solely by means of electronic equipment:**

Mr. Valengavich and Mr. Berger 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 20, 2025. The motion passed unanimously.

**2. COMMUNICATIONS**

**3. REAL ESTATE- UNFINISHED BUSINESS**

**4. REAL ESTATE – NEW BUSINESS**

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

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

**PRB #** 25-028  
**Origin/Client:** DAS/WCSU  
**Transaction/Contract Type:** AE / Amendment  
**Project Number:** CF-RD-317  
**Contract:** CF-RD-317-ARC  
**Consultant:** Christopher Williams Architects, LLC  
**Property:** Danbury, White St (181) – WCSU  
**Project Purpose:** Pinney Residence Hall Envelope Repairs & Building Upgrades  
**Item Purpose:** Amendment 1

PROPOSED AMOUNT: \$38,142.27

Project Background:

Pinney Hall, a 193,772 gsf, six-story, 425-bed residence hall is located on Western's Westside Campus. Constructed in 1999, the building was a design-build CHEFA-funded project constructed by the team of The Stone Building Co. /Herbert Newman & Partners. Within a few years of Pinney's completion the piers that were supporting the building's balconies had begun to deteriorate. The pier repair replaced the damaged oversized block above the roofline. This repair was completed on several piers. It was also noted that the balcony connections to the building were leaking into the living spaces

In 2019, Christopher Williams Architects, LLC, a consulting firm specializing in water infiltration conducted a study to make an overall assessment of the masonry's ability to shed water, options for repair, and a cost estimate. This study concluded that the best solution was to remove all of the balconies and infill the door/window openings with new glazing. The scope of the project was based on this recommendation to remedy the condition.

(PRB 22-056)

At the State Properties Review Board meeting held on June 6, 2022, the Board voted, under PRB #22-056 to approve the Consultant's Contract - CF-RD-317-ARC – for design and construction administration services in conjunction with the Project - Pinney Residence Hall Envelope Repairs & Building Upgrades. The Consultants Fee was \$474,585.25. The construction phase duration was estimated at 511 days plus 90 days for project closeout. The overall construction and total project budget were established at \$6,648,316 and \$9,688,667 respectively.

Original Contract (PRB # 22-056) Scope of Work

1. Removal of balconies and infill of windows and door openings at balconies with new glazing and/or masonry - (Remains in the revised contract)
2. Repair of exterior masonry veneer
3. Replacement of all windows – (Deleted in the revised contract)
4. Replacement of three lower roof areas and lower roof area at one end of the building - (Deleted in the revised contract)
5. Replacement of existing rooftop HVAC units and chiller – (Remains in the revised Contract as WAO)
6. Security upgrades to the building's lobbies. - (Deleted in the revised contract)

On March 10, 2023, the state retained Newfield Construction Group, LLC as the CMR for this Project

(PRB #23-165)

Board approved a new Consultant for Construction Administrator (CA) and Commissioning Agent (CxA) Consultant Services for the Construction Manager at Risk project – Pinney Residence Hall Envelope Repairs & Building Upgrades, to expend \$819,000. It was an 18-month, two-phase project. One half of the building will be occupied by students and staff while the other half is in construction.

The roof replacements, HVAC unit replacement and lobby upgrades must be done during the summer months while school is not in session. The overall construction and total project budget was \$7,314,000 and \$9,684,106 respectively.

PRB # 25-028

Due to budget constraints, the scope of work is revised and under this PRB #25-028 DAS is seeking Board’s approval for Amendment 1 in the amount of **\$38,142.27**. to provide the following scope of work

1. Preparation of Chiller Replacement Bid Documents for a Work Authorization Order
2. Construction Document and Scope of Work Revisions:
  - a. Preparation of Design Development Documents for a complete roof replacement per Agency Request, and deletion of this work from the documents due to budget constraints.
  - b. Preparation of Design Development Documents for replacement of the main entrance doors and renovations to the main lobby, and deletion of this work due to budget constraints.
3. Additional Construction Administration due to the chiller being a separate work package.
4. Preparation of additional SD and DD Phase Estimates, and related reconciliation meetings. These efforts are required to evaluate the cost of different balcony removal and fenestration options, and to resolve estimate overages.
5. Cost for roof cores to investigate the composition of the existing roof.

The Consultant is authorized to retain sub consultants:

- Salas O’Brien (BVH) for Structural Design - \$5,790
- DH Bolton Estimating – Additional SD/DD estimate - \$24,500
- New England Masonry - Cut cores in roof - \$2,102

Revised Construction Budget and Total Project Budget: \$7,903,226 and \$10,420,919 respectively.

CWA Fee ( PRB #22-056) (A)	Basic Services	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design (90 Days)	\$63,060				
Design Development (90 Days)	\$99,173				
Construction Document Phase (150 Days)	\$133,160				
Bidding Phase	\$29,653				
Construction Administration Phase	\$123,240				
<b>Total Basic Services Fee</b>	<b>\$448,285</b>			<b>\$6,648,316</b>	<b>6.74%</b>
<b>Special Services</b>					
Existing Condition Survey & Evaluation		\$3,100			
Security Design Services		\$9,680			
Expanded CA Services - On Site Testing		\$13,520			
<b>Total Fee</b>		<b>\$26,300</b>	<b>\$474,585</b>	<b>\$6,648,316</b>	<b>7.14%</b>
<b>Amendment # 1 (PRB # 25-028) (B)</b>					
<b>CWA Fee</b>					
Chiller WAO package		\$11,760			
Chiller CA (9/9/2024 to 11/30/2024)		\$10,250			
Construction Document Revision		\$12,120			
Salas O'Brien (BVH) for Structural Design		\$6,079			
DH Bolton Estimating		\$25,725			
New England Masonry - Cut cores in roof		\$2,208			
<b>Total Separate Services Fee</b>		<b>\$68,142</b>			
<b>Total Fee (A+B)</b>			<b>\$542,727</b>	<b>\$7,903,226</b>	<b>6.87%</b>
Credit Contingency ( C )			\$30,000		
<b>Consultant Fees Payable (A+B - C)</b>			<b>\$512,727</b>	<b>\$7,903,226</b>	<b>6.49%</b>

Staff asked following questions for clarification:

1. As we continue to review this Proposal, can you please upload the Consultant’s Project Drawings (specs not required), including any revisions, for this Pinney Hall Envelope Repair/Upgrades Project?

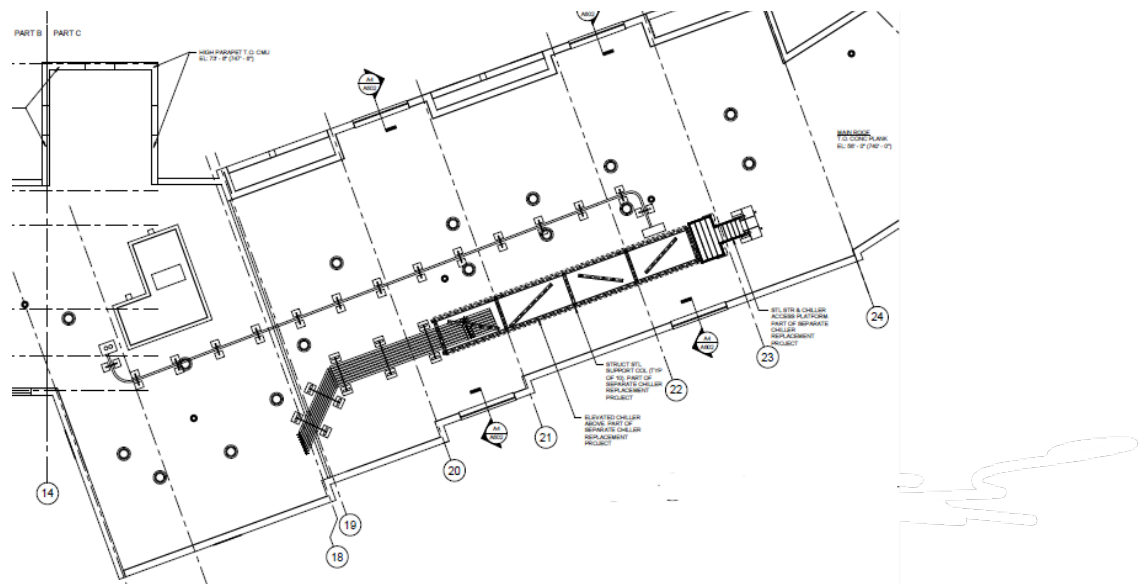
RECS provided supplemental information that included Original SD Drawings and Revised DD, CD and Bid drawings, which are self-explanatory and reflect all changes mentioned in the revised contract's scope of work.

Balcony replacement Options



Selected Option

Work Order Authorization for Chiller Replacement



**RECOMMENDATION:** It is recommended that SPRB approve Amendment #1 in the amount of \$38,142.27

1. Funding is available for this Amendment #1.
2. CWA provided the OPM Form 1 Campaign Contribution Certification notarized on 07/22/2024

PROPOSED AMOUNT: \$474,585.25

At the State Properties Review Board meeting held on April 28, 2022, the Board voted to suspend this file pending Board clarification of the following issues:

- 1) Provide construction duration (not specific start and end date) in the contract for CA services for this Architect contract  
DCS Response: 4-29-2022 email with revised contract.  
Staff Response: DCS added the following to the contract.

D. Construction Phase Duration: 511 calendar days to Substantial Completion and 90 calendar days after Substantial Completion to the date of Final Acceptance.

OK

2) It should be noted that within few years of construction the piers supporting the balconies began to deteriorate including water infiltration problems.

i) Was DCS involved in oversight of this project in 1999?

DCS Response: Yes.

Staff Response: OK

ii) Was the fault determine at that time and was anyone held accountable?

DCS Response: DAS has consulted with the Supported Agency, WCSU, and they were unable to provide any information on whether or not the original Contractor (or other party) was held responsible for the envelope conditions. The work is now over 20 years old it is unlikely that we will be able to find any additional historical information as that is outside the duration for project document retention.

Staff Response: OK

iii) What recourse was available to the State to recoup state tax payer's dollars for this faulty design or workmanship, if fault was determined?

DCS Response: Determination of cause is not available in the record documents available. Recourse would be determined by a legal analysis and direction from the supervising DPW authority at the time of the occurrence. The current project team under which this contract is submitted is not able to offer a retroactive determination without the entirety of the conditions and contracting of the original project and the works..

Staff Response: OK

3) What steps have DCS taken now to avoid this type of problems going forward?

DCS Response: In addition to advances in the industry regarding envelope design and material installations, this project will enlist the expertise of a Building Envelope Commissioning Agent to analyze the design approach and verify installation integrity during the course of the work. This contract in support of the project is critical to enacting the corrective work.

Staff Response: OK

**RECOMMENDATION:** Staff recommend **APPROVAL** of this Proposal. This consultant contract is in the amount of \$474,585.25. The A/E basic fee of 6.74% of construction cost is within the DCS guideline of 10.75%. (Group C Renovation - per RFQ).

---

PROPOSED AMOUNT: \$474,585.25

Project Background:

Pinney Hall, a 193,772 gsf, six-story, 425-bed residence hall is located on Western's Westside Campus. Constructed in 1999, the building was a design-build CHEFA-funded project constructed by the team of The Stone Building Co. /Herbert Newman & Partners. Within a few years of Pinney's completion the piers that were supporting the building's balconies had begun to deteriorate. The pier repair replaced the damaged oversized block above the roofline. This repair was completed on several piers. It was also noted that the balcony connections to the building were leaking into the living spaces.

In 2005, an extensive scupper and roof parapet repair was undertaken to stop roof water from running down the face of the concrete block that eventually wicked into the building. Again in

2015, consultants conducted an emergency column distress investigation of deteriorated concrete masonry units. This was prompted by spalling block that had fallen off one of the balcony support columns. The most notable piece was from a sixth floor section that was above the roofline. Since the construction of the building, several attempts were made to have the balcony connections caulked in order to stop the water infiltration. This was only a temporary solution. Western also looked into the removal of the balconies, but this option was never pursued due to lack of funding. To date, there are other issues with the existing concrete block veneer surrounding the entire building. The block face is eroding, causing the very porous concrete block to take on water. The continued dampness in the structure has caused a mold concern throughout the building.

In 2019, Christopher Williams Architects, LLC, a consulting firm specializing in water infiltration conducted a study to make an overall assessment of the masonry's ability to shed water, options for repair, and a cost estimate. This study concluded that the best solution was to remove all of the balconies and infill the door/window openings with new glazing. The scope of the project will be based on this recommendation to remedy the condition.

Additional work for the project includes the replacement of the rooftop mechanical units and chiller which are original to the building and have reached the end of their useful life. Exterior windows are in need to be replaced. They are original to the project and have been problematic to maintain and operate and are a continued source of water leaks. The lobby is in need of upgrades to address safe and secure access with security monitoring of the access for students and visitors. There are three lower roof areas at each entrance of the building and one lower roof area at one end of the building that were not replaced in the roof replacement project several years ago. These areas are at the end of their life, starting to have leaks and are in need of replacement.

WCSU is requesting selection of an on-call A/E consulting firm, specializing in water infiltration to prepare Contract Documents to provide for the recommended repairs and alterations to rectify the problem with the façade as well as the other scope items listed above.

Under this proposal (PRB #22-056), DCS is now seeking Board approval of a new Consultant Contract – CF-RD-317-ARC in the amount of Amendment #1 to the Consultant Contract to expend \$474,585.25 for design and construction administration services to support the Project - Pinney Residence Hall Envelope Repairs & Building Upgrades – to include the following:

1. Removal of balconies and infill of windows and door openings at balconies with new glazing and/or masonry;
2. Repair of exterior masonry veneer;
3. Replacement of all windows;
4. Replacement of three lower roof areas and lower roof area at one end of the building;
5. Replacement of existing rooftop HVAC units and chiller; and
6. Security upgrades to the building's lobbies.

In January 2021 DAS/DCS ("DCS) issued a Request for Qualifications for Architect/Engineer (A/E) Consultant Services related to the CMR Construction Manager at Risk Project - Pinney Residence Hall Envelope Repairs & Building Upgrades at WCSU in Danbury. DCS elicited 15 responses to the advertisement of which all submittals were considered "responsive". The State Selection Panel consisted of 5 members and interviewed each firm for evaluation purposes based upon an established weighted ranking system. DCS then proceeded to review the submittals and after the completion of the internal review process, five (5) firms were selected for short-listed interviews. These firms were as follows, Christopher Williams Architects, LLC, Pirie Associates Architects, LLC, Gale Associates, Inc., Moser Pilon Nelson, Architects, LLC and Quisenberry Arcari Malik, LLC.

Pursuant to the new DAS/CS Process, DCS create a certified list of the three (3) most highly qualified Consultants.

Each of the three (3) most highly qualified Consultants will be required to complete and submit to the DAS/CS Policy and Procurement Unit an initial cost proposal, cost proposal template spreadsheet, a list of all proposed subconsultants and their respective scopes of work, and clarifications and/or exclusions to the Consultant’s fee proposal. The DAS/CS Policy & Procurement Unit will then forward each proposal to the DAS/CS Negotiation Committee for evaluation. The Negotiation Committee will hold a meeting with each Consultant to review the scope and determine if the Consultant wants or needs to adjust any aspect of its proposal. The Negotiation Committee will determine which of the top three Consultants they deem most likely to provide the best value to the State considering qualitative ratings, fee proposal, past volume of work with DAS, and other statutory and regulatory requirements. The Negotiation Committee will then meet with best value firm to discuss and negotiate the final fee. If the firm is unwilling to adjust their fee if requested, the Negotiation Committee may review the next highest best value firm and negotiate their fee accordingly. The same process will be applied to the remaining firm if warranted. After negotiations have concluded, the Negotiation Committee will then present to the Deputy Commissioner a *Letter of Recommendation*.

At the conclusion of the process DCS identified Christopher Williams Architects, LLC (“CWA”) as the most qualified firm.

The overall construction and total project budget have been established at **\$6,648,316** and **\$9,688,667** respectively. DCS/WCSU confirmed bond funding is available.

The overall compensation rate for this basic service is \$421,985.25 with an additional \$26,300 for Special Services, for a total fee of **\$448,285.25**.

<b>CWA Basic Service Fee (#22-056)</b>	ARC Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (90 days)	\$63,060				
Design Development Phase (90 days)	\$99,173				
Construction Document Phase (150 days)	\$133,159.50				
Bidding Phase	\$29,653.25				
Construction Administration Phase	<u>\$123,239.50</u>				
<b>TOTAL BASIC SERVICE FEE (#22-056) (A)</b>	\$448,285.25			\$6,648,316	6.74%
<u>SPECIAL SERVICES:</u>					
Existing Conditions Survey & Evaluation		\$3,100			
Security Design Services		\$9,680			
Expanded CA Services – On-Site Testing		<u>\$13,520</u>			
<b>TOTAL SPECIAL SERVICES (B)</b>		\$26,300			
<b>TOTAL FEE ( PRB #22-056) (A) + (B)</b>			\$474,585.25	\$6,648,316	7.14%

- The January 2021 RFQ elicited 15 responses. The Selection Panel interviewed five firms and ultimately recommended the retention of Christopher Williams Architects, LLC. The selection was approved by Deputy Commissioner Petra on 10/20/2021.
- CWA is located in New Haven. This firm was established in 1986 and is also an SBE. The firm has 7 employees including 3 architects. CWA is operating under its Architect License No. ARL.0006425. The license is valid until 07/31/2022.

- Maloney & Company reported that CWA has no reported general liability or professional policy loss or claim during the past 5 years.
- The submittal is accompanied by a Campaign Contribution Affidavit notarized on 3/21/22.

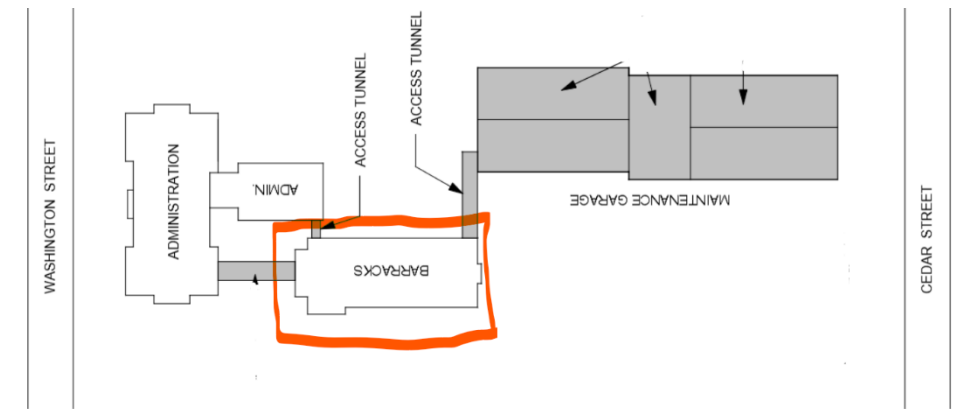
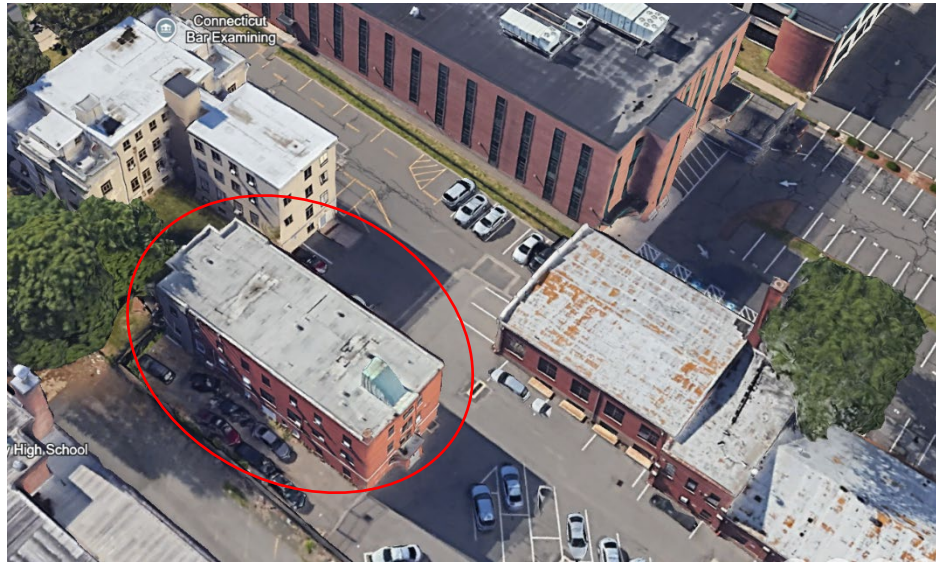
Staff followed up with DCS and asked following to clarify:

1. PI provide initial cost proposal, cost proposal template spreadsheet, a list of all proposed sub-consultants and their respective scopes of work, and clarifications and/or exclusions to the Consultant's fee proposal from the three (3) most highly qualified Consultants.  
**DCS Response:** Please refer to the attached original cost proposals and related information for the three most highly qualified Consultants.  
**Staff Response:** DCS provided and Staff reviewed. OK
2. PI provide the negotiation teams review, summary and recommendations before meeting with the best value firm  
**DCS Response:** A 45 minute Teams Meeting was held with each of the three proposers, but I have no documentation of this meeting. It was prior to my involvement in the project. I do know that Pirie Associates' number increased after their meeting, Moser Pilon Nelson's number stayed the same, and Christopher Williams Architect's number went down and they were the lowest qualified proposer.  
**Staff Response:** OK
3. Provide letter of recommendation submitted to the Dep. Commissioner Petra  
**DCS Response:** The Award Recommendation Letter is attached.  
**Staff Response:** DCS provided and Staff reviewed. OK
4. Provide construction duration in the contract for CA services for this Architect contract  
**DCS Response:**  
**Staff Response:**

**RECOMMENDATION:** Staff recommend is contingent upon response to item 4. This consultant contract is in the amount of \$474,585.25. The A/E basic fee of 6.74% of construction cost is within the DCS guideline of 10.75%. (Group C Renovation - per RFQ).

<b>PRB #</b>	25-033
<b>Origin/Client:</b>	DAS/DASFM
<b>Transaction/Contract Type:</b>	AE / Task Letter
<b>Project Number:</b>	BI-2B-842
<b>Contract:</b>	OC-DCS-ROOF-0047
<b>Consultant:</b>	EDM Studio Inc.
<b>Property:</b>	Hartford, 100R Washington Street
<b>Project Purpose:</b>	Troop H Barracks Roof Repairs
<b>Item Purpose:</b>	Task Letter #4

PROPOSED AMOUNT: \$119,700



On-Call- PRB (23-107)

The subject Contract was signed with the Consultant to provide On-Call Roof Design services on 8/3/2023 for a total not to exceed fee of \$1,000,000.00.

Project Description (Form 1105)

The Main Troop H Barrack building is three stories, approximately 12,000 SF and dates to 1937. There have been numerous minor repairs (caulking, etc.) to the roof systems since initial construction. The roof is approximately over 80 years old and is made of a built-up and an asphalt sheet roofing system with lead coated copper flashing at the edges and lead coated gutter system. The exposed surface built up asphalt roof may not be original; it is possible that the original roof is underneath. Typically, the life cycle for a lead coated copper flashing ranges from 50-70 years, and the Barracks roof has exceeded its useful lifetime. The flashing is damaged by weather and the temporary fixes done to the roof sheathing to mitigate numerous active leaks into the interior of the barracks are no longer holding.

The main roof is designed to slope to drain to central roof drains, however, since the underlayment of the built-up roof sheathing is heaving, likely due to water infiltration, the designed slope of the roof is no longer at the correct pitch to properly utilize the center roof drains. Ponding is evident from debris and staining on the roof surface. The heaving of the underlayment has caused the roof to have various hills and valleys and a

washboard like appearance. The extent of damage created by the water infiltration to the deck and roof supporting structure should be further analyzed by the consultant structural engineer. The interior third floor down to the second at the corner by the chimney continues to periodically have water infiltrate during times of lengthy rain when the water ponds in this area around the chimney. The chimney's masonry is cracking, and mortar joints show evidence of loosening. The primary joint of the chimney where it meets the roof is the most compromised. Bricks of the chimney are disintegrating and need repointing/repair. The flashing at the chimney to roof connection is deteriorated and a source of significant weather infiltration corresponding to present damage found in interior and active leaks in the interior.

The stair tower is the only access to the roof. The stair tower itself has a standing seam copper sloped roof. The seams should be evaluated. Wood has been added around the joint of the copper roof to the vertical walls to close the gap between the two, this wood has evidence of dry rot. The sloped standing seam copper roof of the stair tower slopes into this area with the original intent that water would collect here and drain to either side of the elevated roof area. The subsequent repairs, and deformation of the copper at this area has become an ineffective point of drainage and collects rather than diverts water.

There is water damage in the interior of the stair well that is likely coming from this area of roof system failure. During significant weather events, water leaking in from the roof, the chimney area, and the stair tower occurs on an ongoing basis regularly during heavy rain, and the floor becomes wet. This hazard is evident by peeling paint at the concrete stair landing and damage to stair well ceilings. Similar ceiling damage was observed in the interior of the building in the southeast corner of the building, this office is below the chimney that has failing joints where it meets the roof.

Under this PRB #25-033 DAS/FM seeks Board's approval for EDM Studio to investigate the full roofing system to assess the existing condition of the roof, design and construction of the replacement and/or repair of the roof .

**Detailed Project Scope:**

1. Project scope is the design and construction of the replacement and/or repair of the roof and associated systems to eliminate water infiltration into the building and shall include design & construction of:
  - Replacement of stairwell exterior door at the roof, & associated systems. Included at minimum, but not limited to frame, header, and threshold.
  - • Replacement of the existing roof to include at minimum but not limited to repair of all masonry coping at the roof's parapets, re-flashing and repointing of main roof parapets, the building chimney protruding from the roof, and stair tower roof parapets and edges as required.
  - Replacement/repair of roof drainage and associated systems.
  - Removal of any abandoned roof equipment such as fans, and design of capping of associated penetrations. Removal of non-functioning mechanical units/fans at the roof or repair and reattachment of functioning equipment shall be secured according to FM Global standards.
  - Removal of all extraneous abandoned wiring, replacement of wiring sections that have compromised cladding.
  - Concrete parapet caps should be replaced/repared where deteriorated and falling debris is a hazardous condition. Repointing/repair should include design to mitigate weather infiltration.
  - Repair/replace copper standing seam roof of stair tower & exterior metal wall cladding to mitigate weather infiltration.
  - Removal of and replacement of failed or missing lightning protection.
  - Repair of interior building elements such as walls & ceilings damaged by roof leaks; abatement as required based on existing hazardous materials characteristic reports.

- Consultant’s scope to include hazardous materials abatement design & construction documents for interior & exterior repairs/replacements based on the characterization reports provided by the Agency.
  - Coordination (meetings, design review etc.) with SHPO for design of proposed repairs.
  - The design and construction of this project shall adhere to the applicable portions of the ICC’s International Green Construction Code as indexed to the adopted State Building Code.
2. Comprehensive Cost Estimate
  3. Obtaining Necessary permits coordinating with SHPO, DEEP and all other state agencies.

The Consultant is authorized to retain the services of following sub-consultants

Macchi Engineers	Structural Engineering	\$13,500.00
CES	Mechanical Eng. & Electrical Eng.	\$15,500.00
Atlas	Environmental	\$5,180.00
Ellana	Cost Estimating	\$15,000.00

The Total Construction Budget and Project Budget are \$2,000,000 and \$3,050,000 respectively.

The Consultant’s total fee and time period for Task letter 4 for different phases indicated in the table below.

EDM Studio (PRB #25-033)	Basic Fee	Special Services Fee	Total Fee	Construction Budget (\$)	% of Budget
Structural & Roof Drain Investigation (21 Days)	\$10,120				
Schematic Design (35 Days)	\$11,985				
Design Development (35 Days)	\$16,600				
Construction Documents (35 Days)	\$25,605				
Bidding (42 Days)	\$4,135				
Construction Administration (140 days)	\$25,855				
<b>Total Basic Fee</b>	<b>\$94,300</b>			<b>\$2,000,000</b>	<b>4.72%</b>
Design Contingency		\$20,000			
Extended CA Services		\$5,400			
<b>Total Special Services Fee</b>		<b>\$25,400</b>			
<b>Total Fee (Basic + Special Services)</b>			<b>\$119,700</b>	<b>\$2,000,000</b>	<b>5.99%</b>

### On-Call Log

OC-DCS-ROOF-0047	EDM Studio - Expires 10-25-2025	\$1,000,000	23-107
Task Letter #1	DVA Housing Improvements Levitow Lane	\$74,540	Informal
Task Letter #2	NVCC Core Building Small Roof Repl.	\$55,190	Informal
Task Letter #3	CCSU Burrit Library Window and Parapet Repair	\$52,760	Informal
Task Letter #4	Troop H Barracks Roof Repairs	\$119,700	25-033
	Total Committed Funds	\$302,190	
	Maximum Total Fee	\$1,000,000	
	Uncommitted (Remaining)	\$697,810	

Staff asked the following question:

1. Under PRB #25-013 – RECS Project BI-2B-500 - Troop H Maintenance Facilities Repairs, Gale Associates Task Letter #3 specifically identified ‘Extended Construction Phase Services’ (Article 1.F) and a corresponding approved fee (Article 2.F). As detailed by RECS during that review, RECS affirmed that they will be utilizing the enhanced field observations services on most of the roof projects moving forward and are requesting the roofing on-call consultant to provide additional field observation during the roof installation, as these services are critical to achieving a superior roof installation.

In this Task Letter, the similar Extended Phase Services are identified in the Consultant's Proposal, but not specifically referenced in this Task Letter #4. This is considered a Special Service (\$5,400) and should be denoted in the Task Letter.

For consistency, and in consideration of Gale's aforementioned Task Letter #3 (BI-2B-500) and this requested TL #4, we request you to revise the Task Letter #4 to separately denote the Extended CA services as a separate line Item in Article 1, and corresponding fee in Article 2. And this request for all forthcoming roof-related Proposals to follow the same.

DAS RECS Response: Please be advised that the subject supplemental information package has been uploaded to the SPRB shared drive.

Staff Response: The Task Letter was updated, as requested. OK

**RECOMMENDATION:** It is recommended that SPRB approve Task Letter #4 in the amount of \$119,700

1. DAS confirmed funding available for this Task Letter.
2. EDM Studio Inc., provided the OPM Form 1 Campaign Contribution Certification notarized on 02/06/2025

## 7. OTHER BUSINESS

Members reviewed a draft of the State Facility Plan prepared by OPM pursuant to CGS 4b-23. Any comments on the Plan should be presented during the 2-27-2025 Board Meeting to be incorporated into the SPRB Response to OPM, due 3-1-2025.

## 8. VOTES ON PRB FILE:

**PRB FILE #25-028** – Mr. Valengavich moved and Mr. Berger seconded a motion to approve PRB FILE #25-028. The motion passed unanimously.

**PRB FILE #25-033** – Mr. Coleman moved and Mr. Berger seconded a motion to approve PRB FILE #25-033. The motion passed unanimously.

9. **NEXT MEETING** – Thursday, February 27, 2025 – will be held solely by means of electronic equipment via Microsoft TEAMS and conference call.

The meeting adjourned.

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