

STATE PROPERTIES REVIEW BOARD

Minutes of Special Meeting Held On October 4, 2019 450 Columbus Boulevard, Hartford, Connecticut

The State Properties Review Board held a Special Meeting on October 4, 2019 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

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

Chairman Greenberg called the meeting to order.

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 October 2, 2019 Special Meeting. The motion passed unanimously. Mr. Cianci abstained.

2. COMMUNICATIONS

Director Desai informed Board Members that the Board's Annual Report to the Governor was delivered in a timely fashion.

3. REAL ESTATE- UNFINISHED BUSINESS

4. REAL ESTATE – NEW BUSINESS

5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

6. ARCHITECT-ENGINEER - NEW BUSINESS

<i>PRB #</i>	19-204
<i>Origin/Client:</i>	DCS/TRCC
<i>Transaction/Contract Type</i>	AE / Task Letter #1D
<i>Project Number:</i>	BI-CTC-497

Contract: OC-DCS-ARC-0052
Consultant: Christopher Williams Architects, LLC
Property Norwich, New London Turnpike (574), TRCC
Project purpose: Library Renovations
Item Purpose: Task Letter #1D

PROPOSED AMOUNT: \$126,040

PROJECT BRIEF – On February 25, 2015, the Consultant was retained under Task Letter #1 to provide a Feasibility Study for Student Services, Library, Tutoring Center and Language/Arts Lab facilities. The Consultant's fee for this service was \$33,790.

Under Task Letter #1A, the Consultant conducted a study to expand Tutoring and Academic Success Center ("TASC") into an adjacent 2,000 square feet located to the west of the existing operation. The existing TASC, a section of the adjacent library and currently unoccupied space, will be reconfigured for the development of a new 3,645-GSF TASC. The Consultant's fee for this service \$33,790.

Under Task Letter #1B, the Consultant provide design and construction administration services for the renovation and expansion of the TASC into the adjacent 2,000 square feet west of the existing operation. The consultant services shall include but not be limited to the completion of demolition plans, updated/revised floor plans, interior elevations, modified MEP improvement plants, a reflected ceiling plan, interior elevations and a finishes schedule. The Consultant's fee for this service \$79,475. This Task Letter #1B was approved under PRB #16-021.

Under Task Letter #1C, the Consultant provide design and construction administration services for Furniture, Fixtures and Equipment (FF&E) to be placed in the newly renovated TASC. The Consultant's fee for this service \$9,950. This Task Letter #1C was approved under PRB #17-175.

Under this proposed Task Letter #1D, DAS/DCS is seeking SPRB approval as the total project fee exceeds the threshold cost of \$100,000. As detailed in the proposed Task Letter #1D with Christopher Williams Architects, LLC ("CWA"), the fee is intended to compensate the Consultant for the following project scope:

- Preparation of an overall design scheme to reconfigure the interior plan of the library to include partition layout, entrances, built-in casework, bookshelves, work stations;
- Preparation of contract documents;
- Review bid results;
- Oversee the construction of the library.

The overall construction and total project budget for the Library Renovations is established at \$1,400,000 and \$1,916,000.

Connecticut State Colleges and Universities (CSCU) has confirmed funding is in place for the design fees.

In November 2014, SPRB approved Christopher Williams Architects, LLC ("CWA") (PRB File #14-284) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. Subsequently CWA has been approved for the following tasks under this series.

CWA has been selected for the following task(s) under this series:

• Task Letter #1	Three Rivers CC TASC Study	\$33,790	(Informal)
• Task Letter #1A	Three Rivers CC TASC Study	\$4,800	(Informal)
• Task Letter #1B	Three Rivers CC Tutor Renovation	\$79,475	(Informal)
• Task Letter #1C	Three Rivers CC Tutor FF&E Des.	\$9,950	(Informal)
• Task Letter #2	Sherwood Island Park Maintenance Bldg	\$152,800	(PRB #15-170)
• Task Letter #2A	Sherwood Island Park Maintenance Bldg	\$33,369	(Informal)
• Task Letter #3	ST Entomologist –Greenhouse Design	\$43,000	(Informal)
• Task Letter #4	Housatonic CC-Lafayette Hall Bath Renov	\$45,000	(Informal)
• Task Letter #5	Eric Sloane Museum Study	\$26,000	(Informal)
• Task Letter #5A	Eric Sloane Museum Study	\$88,030	(PRB #18-189)
• Task Letter #7	Housatonic CC-Lafayette Hall Add. & Renov	\$79,931	(Informal)
• Task Letter #7A	Housatonic CC-Lafayette Hall Add. & Renov	\$11,500	(Informal)
Total Fee to Date:		\$607,645	

Task Letter #1 & 1A CWA Fee (Informal)	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
(INF TL# 1 & TL#1A) PROJECT PRE-DESIGN STUDY		\$38,590		\$850,000	4.54%
PRB #16-021 – TASC PROJECT					
Schematic and Design Documents	\$20,443				
Contract Document Phase	\$23,416				
Tracing & Masters/Bidding	\$3,973				
Construction Administration	\$23,843				
Architect's Base Fee (PRB #16-021) (A)	\$71,675			\$850,000	8.43%
Special & Sub-Consultant Services:					
Cost Estimating (JLC Estimating, LLC)		\$7,800			
Total Special Services (B)		\$46,390			
PRB #17-175 – Additional FF&E Design Services (A1)	\$9,950				
PRB #19-204 - Additional Design & CA Fees for Library Renovation (A2)	\$98,240			\$1,400,000	7.02%
PRB #19-204 - Additional Special Services for Library Renovation (B1)		\$27,800			
Total Special Services Fee (B) + (B1)		\$74,190			
New Total Basic Service Fee (A) + (A1) + (A2)	\$179,865			\$1,400,000	12.85%
TOTAL PROJECT FEE (A) + (B)			\$254,055	\$1,400,000	18.15%

Staff had following question for clarification:

- The Project Budget in the SPRB Memo says Total Construction cost \$1,400,000; while the consultant contract says \$1,790,000 on page 4 of the contract. Can you please verify what the total construction cost is?
- Submit the revised page with correction - PROVIDED

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #1D for Christopher Williams Architects, LLC to provide consulting design and construction administration services on this project. The overall basic service fee of 12.85% is within acceptable range of the established guideline rate of 12.5% for Group B Renovation Project.

PRB # 17-175

PROJECT BRIEF— In general, this project involves the completion of design documents with associated bidding and construction administration services for the renovation and expansion of the Tutoring and Academic Success Center (“TASC”) into an adjacent 2,000-GSF located to the west of the existing operation. The existing TASC, a section of the adjacent library and currently unoccupied space will be reconfigured for the development of a new 3,645-GSF TASC. The consultant services shall include but not be limited to the completion of demolition plans, updated/revised floor plans, new FF&E layouts, interior elevations, modified MEP improvement plants, a reflected ceiling plan, interior elevations and a finishes schedule. The scope of services for these improvements was based upon a predesign study completed by Christopher Williams Architects in 2015.

In November 2014 2012, SPRB approved Christopher Williams Architects, LLC (“CWA”) (PRB File #14-284) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. These contracts have since expired but CWA is eligible for this TL as an extension of PRB File #16-021. Subsequently CWA has been approved for the following tasks under this series.

• Task Letter #1	Three Rivers CTC TASC Study	\$ 33,790 (Informal)
• Task Letter #1A	Three Rivers CTC TASC Study	\$ 4,800 (Informal)
• Task Letter #1B	Three Rivers CTC TASC Study	\$ 79,475 (#16-021)
• Task Letter #2	Sherwood Island State Park Improv.	\$152,800 (#15-170)
• Task Letter #2A	Sherwood Island State Park Improv.	\$ 3,600 (#17-158)
• Task Letter #3	DVA Greenhouse Renov. Project	\$ 43,000 (Informal)
• Task Letter #4	Lafayette Hall ADA Renovations	\$ 45,000 (Informal)
• Task Letter #5	Eric Sloane Museum Facility Improv.	\$ 25,000 (Informal)
TOTAL FEES		\$ 387,465

TASK LETTER #1C is a new task letter and is subject to SPRB approval because it is an extension of Task Letters #1, #1A & #1B and as such the cumulative fee for the project exceeds \$100,000. The Construction Budget and total Project Budget have been established at \$850,000 and \$1,234,000 respectively for this project.

As detailed in the scope letter from CWA to DCS dated January 31, 2017 the \$9,950 is intended to compensate CWA for the following project scope:

- Preparation of an overall FF&E Design Scheme with a presentation to the college
- Selection and required approval coordination for furniture.
- Development of a vendor bid package
- Completion of the bid review and evaluation process
- Contract Administration for the installation of the furniture.

DCS has confirmed that funding is available for this project. It should be noted that the Board of Regents has allocated \$125,000 outside of the existing project budget for the procurement of furniture. As summarized in the following table, the consultant's *base fee* as a percentage of Construction Budget is as follows:

Task Letter #1 & 1A CWA Fee (Informal))	Architect Base Fees (\$)	Special Services	Total Fee	Construction Budget (\$)	% of Budget
(INF TL# 1 & TL#1A) PROJECT PRE-DESIGN STUDY		\$38,590		\$850,000	4.50%
PRB #16-021 – TASC PROJECT					
Schematic and Design Documents	20,443				
Contract Document Phase	23,416				
Tracing & Masters/Bidding	3,973				
Construction Administration	\$23,843				
Architect's Base Fee (PRB #16-021) (A)	\$71,675			\$850,000	8.43%
Special & Sub-Consultant Services:					
Cost Estimating (JLC Estimating, LLC)		+\$7,800			
Total Special Services (B)		\$46,390			
PRB File #17-175 – Additional FF&E Design Services (A1)	\$9,950				
New Total Basic Service Fee (A) + (A1)	\$81,625			\$975,000	8.37%
TOTAL PROJECT FEE (A) + (B)			\$128,015	\$975,000	13.13%

It should be noted that the construction budget has been revised to reflect the additional \$125,000 in operating funds utilized for the procurement of furniture.

RECOMMENDATION: It is recommended that SPRB APPROVE Task Letter #1C for Christopher Williams Architects, LLC to provide additional FF&E consulting services on this project. The overall basic service fee of 8.37% is within the guideline rate of 11% for this Group A Renovation Project.

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #19-204 – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILE #19-204. The motion passed unanimously.

9. NEXT MEETING – Monday, October 7, 2019

The meeting adjourned.

APPROVED: John Valengavich **Date:** 10/7/19
John Valengavich, Secretary

