

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On June 29, 2017 450 Columbus Boulevard, Hartford, Connecticut

The State Properties Review Board held its regular meeting on June 29, 2017 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

Members Present: Edwin S. Greenberg, Chairman
John P. Valengavich, Secretary
Jack Halpert

Members Absent: Bruce Josephy, Vice Chairman

Staff Present: Mary Goodhouse, Real Estate Examiner

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

ACCEPTANCE OF MINUTES OF JUNE 22, 2017. Mr. Valengavich moved and Mr. Halpert seconded a motion to accept the minutes of June 22, 2017. The motion passed unanimously.

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE – NEW BUSINESS

PRB #	17-174	Transaction/Contract Type:	RE / Lease Out
Origin/Client:	DAS/DOC		
Lessee:	C. S. P. Employees Federal Credit Union		
Property:	Carl Robinson Correction Institution, Enfield		
Project Purpose:	Lease-Out, Building #44		
Item Purpose:	Lease-out of approximately 1,853 NUSF consisting of the entire building known as Building #44, plus non-exclusive use of an adjacent 2,304 SF parking lot for vehicles; for a five-year term, with two five-year renewal options for use as a credit union and ancillary office space.		

Board records indicate that the first lease for the Connecticut State Prison Employees Federal Credit Union was approved in 1987, when the tenant was given a lease for the use of Building 44. Over the years, the Lessee has renovated and maintained the leased space. Until 2010, the DOC collected no rent (\$1.00/term). The lease agreement approved by the Board in PRB #10-200 increased the rent to \$100/month, which DOC said would cover the water and sewer charges associated with the building.

The parties agreed to continue the current rental rate at \$100/month because of the maintenance work undertaken by the Credit Union. Since 2010, the Credit Union expended \$16,437.87 for maintenance and improvements. The Credit Union installed a generator, replaced the front door, front steps, installed new carpet and blinds, and completed other general maintenance repairs as necessary. Prior to that, a

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bathroom renovation was completed, the entry was remodeled, and a new roof, water heater, and furnace were installed by the tenant.

Staff recommended that the Board suspend action on this item so that DAS could provide additional information regarding the lease-out.

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB#	17-137	Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-RD-299	Origin/Client:	DCS/BOR
Contract:	OC-DCS-CA-0020		
Consultant:	Downes Construction Company		
Property:	Western Connecticut State University, Danbury		
Project Purpose:	White Hall Classroom Building Renovations Project		
Item Purpose:	Task Letter #11 to compensate the consultant for construction administration services related to the project.		

This project involves the design and construction administration for the upgrade and renovation of the 2nd and 3rd Floors of White Hall on the Western Connecticut State University Campus ("WCSU"). In general the scope of services is intended to include the complete renovation of both floors including renovations, a new fire protection system, fire alarms, new HVAC system, masonry repairs, power/data upgrades and elevator improvements. The scope of services will also include a new roof to the building. The existing toilet rooms will re-designed but priced as an alternate in the project bid package. The total area to be renovated between both floors is approximately 51,600 GSF. The construction and total project budget have been established at \$4,375,000 and \$6,165,000 respectively.

In June 2014, SPRB approved Downes Construction Company ("DCC") (PRB #14-152) as one of six firms under the latest On-Call Construction Administration Consulting Services Contract. These contracts were amended in January 2016 to increase the maximum fee to \$1,000,000 and then again in March 2017 to extend the contraction until 6/30/2017.

Task Letter #11 is a new task letter and subject to SPRB approval because the value of the task letter for the project will exceeds \$100,000. As detailed in the proposal memo from DCC to DCS dated April 26, 2017 the \$195,026 fee is intended to compensate the consultant for the following project scope: preconstruction services including constructability reviews, periodic attendance at design meetings, estimating services and project bidding; and construction phase services including 3 site visits per week, schedule and submittal reviews, payment application reviews, project reporting, change order reviews and close-out.

At its meeting on June 5, 2017 the Board voted to suspend this item based upon concerns regarding the overall rates for full-time site inspection services on the project. The Board considered the proposed rate of \$160/Hour for on-site superintendent services to be in excess of industry standards. The Board subsequently met with representatives of DCS regarding this issue and agreed with the Agency that a series of hourly rates should be submitted by each firm and approved by DCS as part of the standard contract agreement. Based on this information, the DCS Project Manager for this project has re-negotiated a new rate for this project from \$160/Hour down to \$145/Hour. This new rate is now within

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the approved DCS range for these projects. As such the total project fee has now been reduced to from \$195,026 to \$180,815.

Staff recommended that the board approve Task Letter #11 for Downes Construction Company to provide construction administration services on the WCSU White Hall Renovation Project.

ARCHITECT-ENGINEER – NEW BUSINESS

PRB#	17-175	Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-CTC-497	Origin/Client:	DCS/BOR
Contract:	OC-DCS-ARC-0052		
Consultant:	Christopher Williams Architects, L.L.C		
Property:	Three Rivers Community College		
Project Purpose:	Tutoring Center Alterations Project		
Item Purpose:	Task Letter 1C for to compensate the consultant for additional design services for furniture, fixtures and equipment in connection with the project.		

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.

Task Letter #1C in the amount of \$9,950 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; and Contract Administration for the installation of the furniture. 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.

Staff recommended that the Board approve Task Letter #1C for Christopher Williams Architects, LLC to provide additional FF&E consulting services on this project.

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OTHER BUSINESS

The Board took the following vote in Open Session:

PRB FILE #17-137 – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB File #17-137. The motion passed unanimously.

PRB FILE #17-174 – Mr. Valengavich moved and Mr. Halpert seconded a motion to suspend PRB File #17-174, pending receipt of additional information regarding the lease-out. The motion passed unanimously.

PRB FILE #17-175 – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB File #17-175. The motion passed unanimously.

The meeting adjourned.

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