

STATE OF CONNECTICUT



STATE PROPERTIES REVIEW BOARD

450 Columbus Boulevard, Suite 202
Hartford, Connecticut 06103

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.

Microsoft Teams Meeting Join on your computer, mobile app or room device. Click here to join the meeting Meeting ID: 273 299 692 323 Passcode: uLQBFw Download Teams Join on the web	Or call in (audio only) +1 860-840-2075, 917724280# United States, Hartford Phone Conference ID: 917 724 280#
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Members Present – solely by means of electronic equipment:

Bruce R. Josephy, Chairman
Jeffrey Berger, Vice Chairman
Mark A. Shiffrin, Secretary
Eric Coleman
Russell Morin

Staff Present – solely by means of electronic equipment:

Thomas Jerram
Jyoshna Rath

Members Absent:

Guest Present – solely by means of electronic equipment:

Minutes of Meeting Held: May 08 2025

OPEN SESSION

1. ACCEPTANCE OF MINUTES

Mr. Shiffren moved and Mr. Berger seconded a motion to approve the Minutes of the May 05, 2025 Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Staff updated Members of the proposed House and Senate Bills conveying state-owned land and buildings, discussed during a Public Hearing that was held on Monday, May 5th.

Staff provided Members with an article from the Hearst Media regarding regarding the State's \$4.1 million purchase of approximately 647 acres of land in Killingly.

Staff informed Members of a meeting with DAS Leasing that focused on certain DAS Proposals that may/may not be subject to SPRB oversight.

3. REAL ESTATE - OLD BUSINESS

4. REAL ESTATE - NEW BUSINESS

5. ARCHITECT ENGINEER - OLD BUSINESS

State Properties Review Board



Central Office of Connecticut DOC - Rear Stairs Repair/Replacement

<i>PRB #</i>	25-054
<i>Transaction/Contract Type:</i>	AE/ Task Letter
<i>Origin/Client:</i>	DAS/DOC
<i>Project Number:</i>	BI-2B-489
<i>Contract</i>	OC-DCS-STR-0044
<i>Consultant</i>	DiBlasi Associates PC
<i>Property</i>	24 Wolcott Hill Road, Wethersfield, CT
<i>Project Purpose:</i>	Stair Repair/Replacement
<i>Item Purpose:</i>	Task Letter # 1A
<i>DAS-RECS Staff Assigned</i>	Higor Docouto, APM
<i>Date:</i>	April 22, 2025

PROPOSED AMOUNT: \$134,354.00

PROJECT BACKGROUND

The rear patio staircase is cast in place concrete construction. The staircase acts as an egress for off the patio. Project BI-2B-351 completed in 2015 added a sealant to the top of the stairs & subsequent repairs using coatings have been done as temporary repairs in recent years. Currently there is concrete spalling on the top of the stairs and concrete falling off the underside of the top flight. The coating applied appears to be causing moisture to be trapped against the steps & railings leading to galvanic action between the dissimilar materials. The stairs cannot be used until the stairs & all associated stair components are made safe.

DAS-FM engaged DiBlassi to conduct a structural review and assessment under Task Letter #1 for Fee \$23,025 as pre-construction services in Phase-1. Below is the scope of work mentioned in TL #1.

Phase 1:

1. Review the overall condition of the staircase to determine causes of the deterioration of the concrete stairs. Review structural integrity of the concrete stairs. Recommend the best course of action to address the deteriorated stairs.
2. Provide an opinion of probable cost for these options. A report will be provided for review and determine best options action to make the stairs safe for use. The consultant will work with the Agency to decide on the best option for implementation in phase 2.

ON- CALL

The subject Contract was signed with the Consultant to provide On-Call structural design services on 5/5/2023 for a total not to exceed fee of \$500,000.00 with an expiration date 8/15/2025.

PROJECT HISTORY FROM PHASE 1 REPORT

The building was constructed circa 1957 and originally served as an office building for the State Highway Department. The stair in question is of cast-in-place concrete construction and provides a link between the Basement level and the elevated terrace at the Main Floor level; at the intermediate landing, it also provides access to an on-grade sidewalk.

Alterations and repairs were undertaken circa 2007 that included the demolition and reconstruction of the walking surface of the stairs and landings as well as the replacement of the guards. The stair was not demolished in its entirety; the existing columns and portions of the main support beams remained and were integrated into the new construction.

Sometime subsequent to the 2007 repairs, surface patching of the upper stair run was performed.

Under this proposal (PRB #25-054)

DAS is seeking approval for Task Letter # 1A for DiBlassi to provide design and construction administration services for the repair/replacement of deteriorated rear patio staircase. Below is Phase-2 scope of work:

1. Scope

The scope of work entails Design and Construction Administrative services for the repair/replacement of the deteriorated cast-in-place stairs at 24 Wolcott Hill Road, based on findings from the Phase 1 Study Report by DiBlasi Associates.

The scope of work shall include, but is not limited to the following:

- I. Produce detailed construction documents, including drawings and specifications in conformance with the Consultants Procedure Manual (0400), for the repair/replacement of the stairs and all associated components as described in the Phase 1 report by DiBlasi Associates dated 6/24/24.
- II. Verify existing conditions as necessary, utilizing information provided by FM Tech Services to ensure the accuracy of bidding, permitting, and construction documents.
- III. Create a temporary balanced egress code plan to reroute egress during construction when the existing stairs cannot be utilized. Egress plan to be submitted during the SD/DD Phase.
- IV. Provide expanded Construction Administration services including but not limited to the following;
 - a. Oversee bi-weekly meetings and draft/issue meeting minutes
 - b. Process Submittals from General Contractor; maintain Submittal Log
 - c. Maintain RFI Log and Action Items list
 - d. Monitor the Project Schedule as developed by the General Contractor; recommend adjustments based on construction progress.
 - e. Perform two additional site visits per week during the duration of construction (not including bi-weekly on-site meetings); issue report for each site visit.

Below is Phase-2 scope of work as requested by DAS Facilities Management (aligns with Scope in Task Letter)

1. Provide all services included in the proposal as included in the Phase 1 Report Estimate.
2. A/E consultant be engaged to provide extended full Construction Administrative Services in lieu of a separate construction administrator. These are to include duties outlined in the DAS Consultant Procedural Manual for Construction Administrators and shall include but not be limited to conducting progress meetings with stakeholders from design thru closeout, meeting minutes, on-site visits, submittal processing & review, and inspection coordination through closeout.
2. Produce construction documents including drawings and specifications for repair of the stairs & all stair components as outlined in the Phase 1 report for bidding, permitting, and construction. The A/E Consultant will need to provide a temporary balanced egress code plan to reroute egress while the existing exterior stair (currently used as an egress stair from the patio roof and building) cannot be utilized during construction. A/E Consultant will engage OSFM/OSBI for review of permit documents and engage OSFM/OSBI for any questions regarding procedures and or required documents. FM Tech Services is providing existing conditions information), but the A/E is responsible for verifying existing conditions to produce required documents for bidding, permitting, and construction.
3. Provide a comprehensive cost estimate for construction of new stairs or repair or existing stairs prior to bidding based on construction documents.
4. Provide all necessary permits, inspections, third party testing of materials during construction.
6. Provide as built documents (CAD & PDF) as outlined in the DAS Consultant's Construction Procedural Manual.

Revision Log From Task letter

REVISED 12/27/2023 -per comments from CS based on proposal from on-call engineer DiBlassi Engineers, LLC. 12/06/2023 for \$23,075 for Phase 1 only.

2.6 Pre Design Study - \$23,075 Phase 1 Study - Infrastructure Fund BI-2B-9000

REVISION 8/21/24: FM Tech is requesting an 1105R to request additional services for Phase 2 design & construction of the stairs based on recommendations by the consultant as included in the Phase 1 report. To included expanded Construction Administrative Services by the consultant A/E as outlined in the narrative. Scope of work for Phase 2 based on Phase 1 Study recommendations. Sec, 1.1a, Sec. 2.6. , Sec 2.8 Hazmat funding, Sec Project Budget 2.10

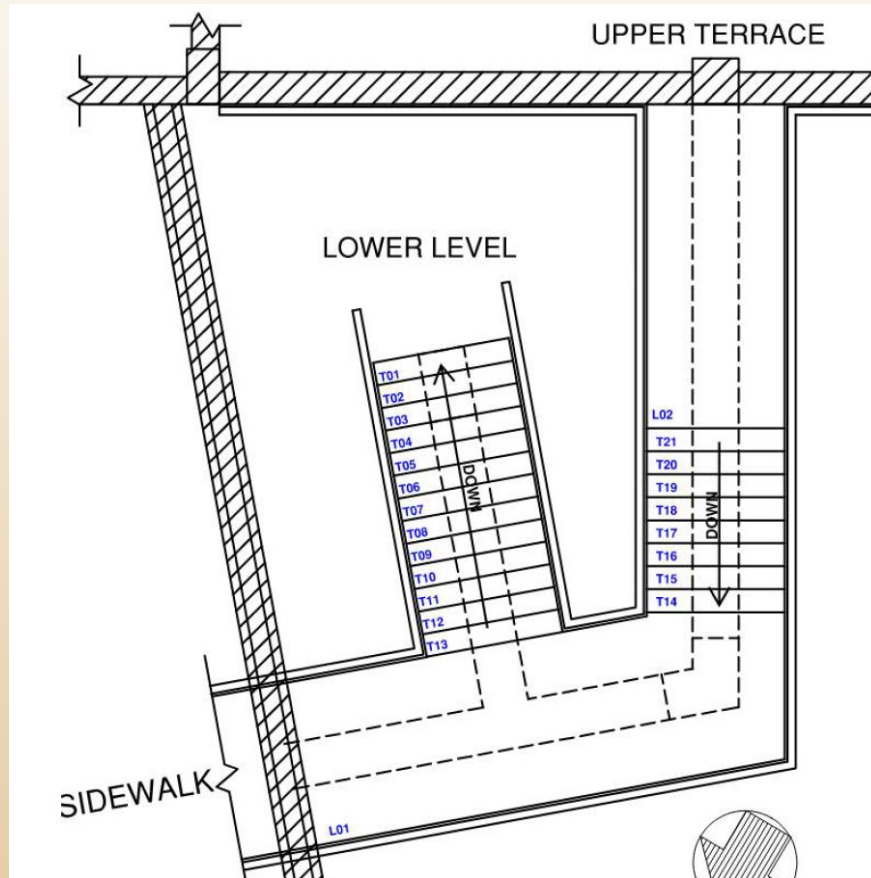
REVISION 10/24/24 FM Tech is requesting an 1105R to request additional services for Phase 2 design & construction of the stairs based on recommendations by the consultant as included in the Phase 1 report. To included expanded Construction Administrative Services by the consultant A/E as outlined in the narrative. **BOND FUNDING APPROVED OCT 22, 2024 FOR DESIGN SERVICES PA 17-2 JSS Sec 397(b)(2) Item 30, PA 15-1 JSS Sec 21(e)(2) Item 32**

REVISION: 1/28/25 Revision to 1105 is requested due to increase in budget based on consultant's proposal for extended CA services. CS & FM Tech recommended extended CA services required because of project complexity, in lieu of formal CA & based on increase in thresholds for AA projects. Minor Cap funding is requested at this time.

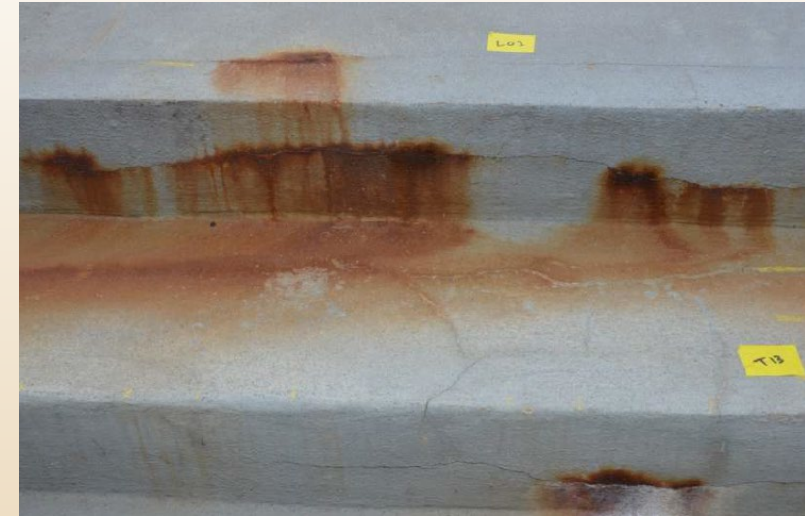
View of Staircase



STAIR PLAN AND EXISTING PICTURES



STAIR KEY PLAN



CRACKS AND RUST STAINS IN STAIR TREADS AND RISERS



CRACKS AND RUST STAINS IN INTERMEDIATE LANDING

EXISTING STAIR PICTURES



RUST STAIN AT GUARD POST CONNECTION



PATCHING AND CRACK FILLING AT STAIRS



SPALL IN LANDING



DAMAGED GUARD INFILL RAIL

CONSULTANT'S FEE

The construction budget and total project budget are \$455,000 and \$690,350 respectively.

Task Letter # 1 - DiBlassi Engineers - Study (Phase 1) (Informal)	Basic Fees	Total Fee	Construction Budget (\$)	% of Budget
Draft Structural review and assessment report (56 days)	\$13,865			
Final Structural review and assessment report (30 days)	\$9,210			
TOTAL FEE (PHASE-1)	\$23,075			
Task Letter # 1A - DiBlassi Engineers - Design and CA (Phase 2 -#25-054)				
Combined SD and DD (42 days)	\$42,811			
Construction Document (42 days)	\$31,396			
Bidding Phase	\$4,658			
Construction Administration (91 days + 30 days Close out)	\$30,064			
TOTAL BASIC SERVICE FEE (#25-054)	\$108,929		\$455,000	23.94%
Expanded CA Services (2 site visits /week)		\$25,425		
TOTAL SERVICE FEE -(Phase 2 - #25-054)		\$134,354		
TOTAL CONSULTANTS FEE - (Phase1 + Phase 2 + Expanded CA)		\$157,429	\$455,000	34.60%

AUTHORIZED SUBCONSULTANTS

DiBlassi is authorized to retain subconsultants with the fees shown below

- Architectural Services: Joseph T. Sepot Architects for fee - \$ 28,690
- Corrosion Consultant: SOCOTEC Engineering, Inc. for Fee - \$ 3,200
- Cost Estimator: T. Arduini Co., Inc. for Fee - \$ 4,000
- Concrete Testing : Terracon - for Fee - \$ 5,700

ON CALL LOG

OC-DCS-STR-0044	DiBlasi Associates, P.C. Expiration date : 8/15/2025	\$500,000	23-054
Task Letter #1	DOC 24 Wolcott Hill Rd rear stair rep	\$23,025	Informal
Task Letter #1A	DOC 24 Wolcott Hill Rd rear stair rep	\$134,354	25-054
	Total Committed Funds	\$157,379	
	Maximum Total Fee	\$500,000	
	Uncommitted (Remaining)	\$342,621	

QUESTIONS

1. TL#1 to STR-0044 was issued in February 2024 and only authorized T. Arduini Co. as a subconsultant for Opinions of Probable Cost. Subsequently in April/May 2024 DiBlasi retained Terracon to perform concrete testing under TL#1 for a Fee of \$5,700 (+10% OHP) outside the scope of work contained in the TL. Please address the following:
 - a. Provide RECS correspondence authorizing DiBlasi to retain Terracon; and
 - b. Clarify why a supplemental Task Letter was not issued in a timely manner as the additional and cumulative fee was less than the \$100k threshold requiring SPRB review;
2. Article 2D in TL #1A should be identifying those fees for services defined in Article 1D. For consistency, should an Article 2E be added to specifically state the Fee for Expanded Construction Administration, as these services are provided pursuant to the DAS CA Procedure Manual, in addition to the Consultants CA Phase Services in the Consultant's Procedure Manual.
3. DiBlasi's Fee for Basic Services = \$108,929, or 23.94% of the Construction Budget. Can you identify and provide any other recent RECS Projects where Fees were awarded approaching 25% of the Construction Budget?

Recommendation

It is recommended that SPRB suspend this Task Letter #1A in the amount of \$134,354, pending response from DAS-RECS.

- DAS-RECS confirmed funding is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 08/08/2024.
- The original Task Letter #1 for Structural service was executed with the Consultant on 02/22/2024 and this additional services are based on the Phase-1 study report findings by DiBlassi Associates.

Voted by Board Members

Approval –

Disapprove -

Suspend-

Mtng. Date : 05/08/2025

State Properties Review Board



GBCMHC Replace Roof & Rooftop HVAC

<i>PRB #</i>	25-062
<i>Transaction/Contract Type:</i>	AE/ Task Letter
<i>Origin/Client:</i>	DAS/DMHAS
<i>Project Number:</i>	BI-MH-154
<i>Contract</i>	OC-DCS-ROOF-0044
<i>Consultant</i>	Gale Associates, Inc.
<i>Property</i>	1635 Central Ave, Bridgeport
<i>Project Purpose:</i>	GBCMHC Replace Roof & Rooftop HVAC
<i>Item Purpose:</i>	Task Letter # 2A
<i>DAS-RECS Staff Assigned</i>	Jaime Cardinale, APM
<i>Date:</i>	May 02, 2025

PROPOSED AMOUNT: \$21,610.00

PROJECT BACKGROUND

Greater Bridgeport Community Mental Health Center is an 8 – story mental health facility in Bridgeport, CT was designed and constructed circa 1969 – 197, consists of reinforced concrete floor and roof slabs, columns, and foundation structural elements. A cast-in place concrete stair/elevator penthouse extends above the roof level with exposed EPDM roof membrane. The main roof perimeter bound by 2 ft tall concrete parapet.

The facility's roof top HVAC equipment was installed in early 1980s and experiences frequent breakdown and is beyond the useful life. The existing EPDM roof is aging and need replacement.

UNDER PRB # 24-131 :

Board approved of Task Letter #2 to the Consultant's On-Call Contract – OC-DCS-ROOF-0044 – to expend \$395,163 for design, Bid and construction administration services to support the Project - Roof and Rooftop HVAC replacement.

FROM SCOPE OF WORK TL #2

The DD/SD Phases require the Consultant to determine the Gravity Load and Equipment Load with respect to Structural analysis to ensure HVAC equipment does not overload the existing structural roof system. Should the proposed equipment load increase the force carried by a structural element by more than five percent (5%), additional structural analysis, design, and compliance with IBC and its amendments will be required as supplemental tasks.

ON- CALL – PRB# 23-104

The subject Contract was signed with the Consultant to provide On-Call Roof and Engineer Consultant services on 7/31/2023, for not to exceed fee of \$1,000,000 with an expiry date of 10/25/2025. Board approved an amendment, PRB # 24-212 for a total increase in fee of **\$1,500,000.00.**

UNDER THIS PRB #25-062

DAS is seeking Board's approval for supplemental Structural Engineering services.

From Gale's submission of Evaluation/ Schematic Design dated Nov 7, 2024 it was identified – The additional structural analysis and engineering related to the relocated rooftop condensing units results in gravity load increases of more than 5 percent over the original construction.

ROOF MOUNTED EXISTING HVAC CONDENSOR UNITS



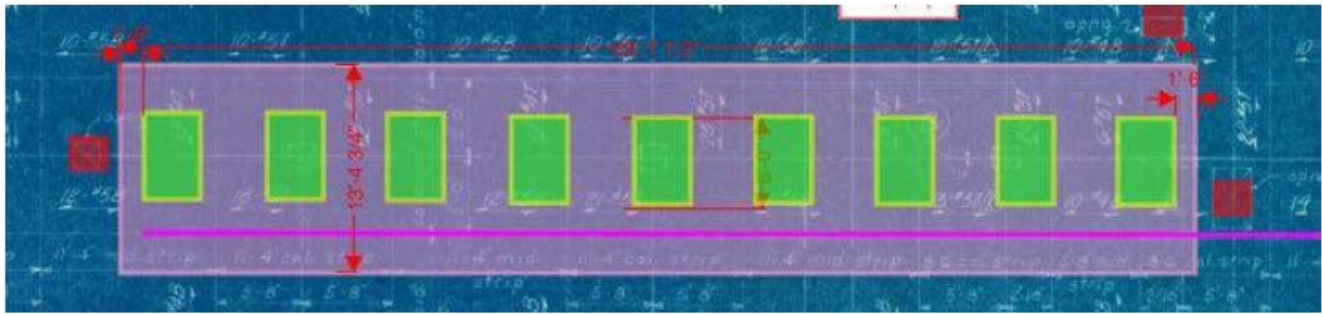
SCOPE OF SERVICES

- Prepare and attend one additional virtual meeting to establish the schedule for field services, deliverables, and coordinating access and site logistics with DAS and the Agency. Consultant shall develop and distribute a milestone schedule and work plan.
- Visit the site minimum of one additional time to review existing areas of exposed roof framing and the underside of roof decks beneath the condensing unit “Option A” layout. Consultant to evaluate the general condition of the roof decks and as-built framing conditions to determine requirements for structural framing augmentation.
 - Site visit to include investigation, verification and coordination related to potential interior MEP / HVAC interferences that may require temporary support and/or reattachment due to the structural roof slab renovations.
- Perform structural analysis and structural roof slab augmentation design as required to bring the existing framing up to capacity for the planned renovation work.
- Prepare structural design drawings, including roof slab augmentation plans associated with increased gravity (snow drift and equipment dead loads). Construction Documents shall include specific details for structural augmentation.
- Incorporate interior finishes and structural augmentation design products, material, and execution requirements into the technical specification sections for inclusion into the project manual.

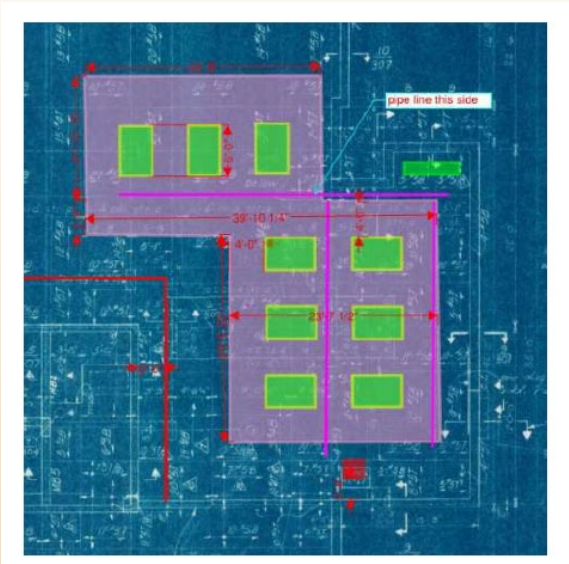
The Consultant’s Team approved for the current On-Call Contract (Roof-0044) has a Sr. Structural Engineer on Staff to provide these supplemental services if required.

OPTIONS PRESENTED BY GALE IN SD PHASE

Option 1 is a large rectangle centered along Column Line C on the west side of the main roof area. Extending this array of units does interfere with existing rooftop fans and curbs and will require additional coordination if this option is preferred. This option will generally allow for equipment piping and conduit to be run in a north-south direction for an apparently simpler layout.



OPTION A



OPTION B

Option 2 consists of 2 rectangular shapes situated in the current unit location and wrapping around to the west.

		Material Cost	Labor Cost	Combined	Percent of Construction Cost
B	Shell	\$ 399,579.86	\$ 331,340.75	\$ 729,970.61	17.9%
C	Interiors	\$ 312.50	\$ 375.00	\$ 687.50	0.0%
D	Services	\$ 769,560.00	\$ 613,265.00	\$ 1,382,825.00	33.9%
F	Special Construction and Demolition	\$ 26,400.00	\$ 144,072.00	\$ 170,472.00	4.2%
Subtotal				\$ 2,283,955.11	56%
Design Contingency (10%)				\$ 228,395.51	6%
Subtotal				\$ 2,512,350.62	62%
Division 1 General Conditions				\$ 988,751.11	24%
Subtotal				\$ 3,501,101.73	86%
10% Overhead and Profit				\$ 350,110.17	9%
Subtotal				\$ 3,851,211.91	94%
Inflation 6%				\$ 231,072.71	6%
Estimated Construction Budget				\$ 4,082,284.62	100%
Total Sq FT 14,880				Price per Square Foot \$ 274.35	

SD PHASE ESTIMATED CONSTRUCTION COST

		Material Cost	Labor Cost	Combined	Construction Cost
B	Shell	\$ 360,317	\$ 316,844	\$ 677,662	11.9%
C	Interiors	\$ 2,560	\$ 6,256	\$ 8,816	0.2%
D	Services	\$ 1,444,658	\$ 1,000,287	\$ 2,444,945	42.9%
F	Special Construction and Demolition	\$ 44,950	\$ 155,372	\$ 200,322	3.5%
Subtotal				\$ 3,331,745	58%
Design Contingency (5%)				\$ 166,587	3%
Subtotal				\$ 3,498,332	61%
Division 1 General Conditions				\$ 1,392,255	24%
Subtotal				\$ 4,890,587	86%
10% Overhead and Profit				\$ 489,059	9%
Subtotal				\$ 5,379,646	94%
Inflation 6%				\$ 322,779	6%
Estimated Construction Budget				\$ 5,702,424	100%
Total Sq FT 14,880				Price per Square Foot \$ 383.23	

DD PHASE ESTIMATED CONSTRUCTION COST

[illegible][illegible]

State Properties Review Board

CONSULTANT'S FEE

The Consultant's services is based on a total construction budget of **\$4,082,285.00** which has increased from the original construction budget of **\$3,000,000.00**. The total project cost is \$5,824,565.

Gale Associates Inc. - Basic Service Fee (PRB #24-131(TL-2)	ARC Fees	Special Services Fee	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (62 days)	\$72,060				
Design Development Phase (93 days)	\$76,882				
Contract Documents Phase (93 days)	\$111,986				
Bidding Phase (21 days)	\$20,124				
Construction Administration (14 Months)	\$114,112				
Construction Administration - Elev. Cons. (19 Site Visits)	\$0				
TOTAL BASIC SERVICE FEE (#24-130) (A)	\$395,163		\$395,163	\$3,000,000	13.17%
Additional Structural Services (PRB # 25-062 (TL-2A)					
Contract Documents Phase (93 days)		\$21,610			
TOTAL FEE (TL-2 +TL-2A)			\$416,773	\$4,082,285	10.21%

ON CALL LOG

OC-DCS-ROOF-0044-Expires 10/25/2025	Gale Associates Inc - Expires 10-25-2025	\$1,000,000	23-104
Amendment 1	Increase Fee to \$1,500,000	\$1,500,000	24-212
Task Letter #1	New Haven Correctional Roof Study	\$90,789	Informal
Task Letter 1A	New Haven Correctional Roof Study	\$15,546	24-194
Task Letter #2	GB Replace Roof and Rooftop HVAC	\$395,163	24-131
Task Letter #3	Troop H Maintenance Facility Repairs	\$335,880	25-013
Task Letter #4	CVH Leak Hall New Roof	\$183,263	24-209
Task Letter #2A	GB Replace Roof and Rooftop HVAC	\$21,610	25-062
	Total Committed Funds	\$1,042,251	
	Maximum Total Fee	\$1,500,000	
	Uncommitted (Remaining)	\$457,749	

State Properties Review Board

PRB # 25-062

Recommendation

It is recommended that SPRB approve this Task Letter #2A in the amount of \$21,610.

- DAS-RECS confirmed funding is available for the Task Letter.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 04/24/2024.

Voted by Board Members

Approval –

Disapprove -

Suspend-

Mtng. Date : 05/8/2025

SPRB MEMO ATTACHED BELOW FROM PRB # 24-131 (TASK LETTER -2)
(FOR REFERENCE ONLY)

State Properties Review Board

State Properties Review Board	
To: State Properties Review Board Members	
From: Thomas Jerram, Director	August 26, 2024
Jyoshna Rath, Architect Design Review	
PRB #:	24-131
Origin/Client:	DAS/DMHAS
Transaction/Contract Type:	AE / Task Letter
Project Number:	BI-MH-154
Contract:	OC-DCS-ROOF-0044
Consultant:	Gale Associates, Inc.
Property:	1635 Central Ave, Bridgeport
Project purpose:	Replace Roof and Rooftop HVAC
Item Purpose:	Task Letter #T2
Proposed Amount: \$395,163	
DAS-RECS Staff:	Jaime Cardinale, PM

Project Brief (Form 1105) - Greater Bridgeport Community Mental Health Center is an 8 – story mental health facility in Bridgeport, CT. The facility’s roof top HVAC equipment was installed in early 1980s and experiences frequent breakdown and is beyond the useful life. The existing EPDM roof is aging and need replacement.

There are 3 aspects of design for this project:

1. **New Roof:** Replacing the existing EPDM roof with cloth membrane with an EPDM roof and new insulation to meet with current energy codes.
2. **New HVAC:** Replace existing rooftop HVAC units with new high efficiency units. (11 Air Handling Units, 22DX coils and 22 Remote Condensing Units)
3. **Structural Analysis:** To ensure HVAC equipment does not overload the existing structural roof system.

Under this proposal (PRB #24-131), DAS-RECS and DMHAS are now seeking Board approval of Task Letter #2 to the Consultant’s On-Call Contract – OC-DCS-ROOF-0044 – to expend \$395,163 for design, Bid and construction administration services to support the Project - Roof and Rooftop HVAC replacement – at the Greater Bridgeport Community Mental Health Center.

The Consultant’s On-Call Contract – OC-DCS-ROOF-0044 to provide On-Call Roof and Engineering Services on signed on 7/31/2023 for a fee not to exceed \$1,000,000, and a common expiration date of October 25, 2025.

DAS-CS Legal assigned this Task Letter #2 on February 29, 2024. (Revised on June 12, 2024)

See Evaluation, Design, Bid, and Construction Administrative services for the replacement of the existing roof coverings at the eighth-floor roof, elevator penthouse, and the connector bridge over Central Avenue, including thermal roof insulation upgrades to meet the current Code, replacement of parapet copings/metal edges, design of new rooftop equipment dunnage platform and repair of potentially deteriorated roof deck. New HVAC consulting services to include replacement of 22 direct expansion (DX) and heating coils, 11 (9 roof-mounted, 2 ground-mounted) condensers, new refrigerant piping between indoor DX coils and exterior condensers, and replacement of 11 interior mechanical room located air handler units (AHU); AHUs AC-1 through AC-10 and AH-1. The scope shall include new plumbing condensate for new DX coils, new electrical for the exterior condensing units, and controls interface of new equipment with existing BMS system and existing sequences.

Minutes of Meeting Held:

The DD/SD Phases require the Consultant to determine the Gravity Load and Equipment Load with respect to Structural analysis to ensure HVAC equipment does not overload the existing structural roof system. Should the proposed equipment load increase the force carried by a structural element by more than five percent (5%), additional structural analysis, design, and compliance with IBC and its amendments will be required as supplemental tasks.

The Consultant’s Team approved for the current On-Call Contract (Roof-0044) has a Sr. Structural Engineer on Staff to provide these supplemental services if required.

Deliverables also require the Consultant to provide detailed cost estimates at the SD/DD/CD submittals.

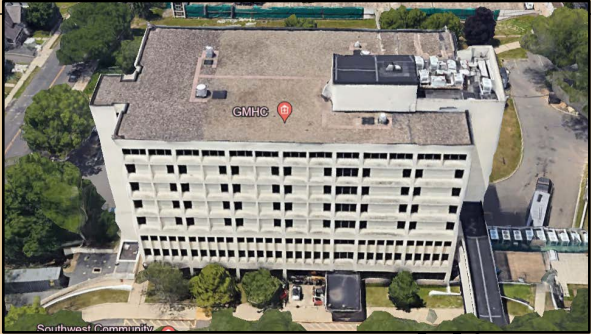
The Consultant’s Team approved for the current On-Call Contract (Roof-0044) has a sub-consultant (D.H. Bolton) to provide cost estimating services.

Project Description

This 8 story building was designed and constructed circa 1969 – 1971, consists of reinforced concrete floor and roof slabs, columns, and foundation structural elements.

A cast-in place concrete stair/elevator penthouse extends above the roof level with exposed EPDM roof membrane. The main roof perimeter bound by 2 ft tall concrete parapet.

 Image 1: Partial Elevation of 1635 Central Avenue, Bridgeport, CT	 Image 2: Roof Mounted HVAC Condenser Units
Air handling equipment is located on each of the eight floors.	Many related condensers are roof mounted and set upon either reinforced cast in place concrete and steel framed dunnage that may not meet



Southwest Community

DAS-RECS has confirmed that \$446,887 had been transferred from DHMAS to fund this phase of the Project, including for the Task letter #2.

Gale Associates Inc. - Basic Service Fee (#24-131)	ARC Base Fees	Special Services Fee	Total Fee	Construction Budget (\$)	% of Budget
Schematic Design Phase (62 days)	\$72,060				
Design Development Phase (93 days)	\$76,882				
Contract Documents Phase (93 days)	\$111,986				
Bidding Phase (21 days)	\$20,124				
Construction Administration & Close out (TBD)- Includes (12 Site Visits + 8 progress meetings +6 MEP Site Visits)	\$114,112				
TOTAL BASIC SERVICE FEE (#24-131)	\$395,163		\$395,163	\$3,000,000	13.17%

DAS authorized the consultant to retain the services of sub consultants:

Van Zelm, Heywood & Shadford, Inc. to provide Engineering services for a fee of \$ 145,530.00

<i>Phase</i>	<i>Percentage</i>	<i>Fee</i>
Schematic Design	15%	\$ 21,829.50
Design Development	20%	\$ 29,106.00
Construction Documents	40%	\$ 58,212.00
Bidding	5%	\$ 7,276.50
Construction Administration	20%	\$ 29,106.00
TOTAL		\$ 145,530.00

Domack Restoration, LLC. To provide Roof Testing services for a fee of \$ 3,800 (2 men for 2 days).

On call Log Report

QC-DCS-ROOF-0044	Gale Associates Inc. - Expires 10-25-2025	\$1,000,000	23-104
Task Letter #1	New Haven Correctional Roof Study	\$90,789	Informal
Task Letter #2	GB Replace Roof and Rooftop HVAC	\$395,163	24-131
	Total Committed Funds	\$485,952	
	Maximum Total Fee	\$1,000,000	
	Uncommitted /Remaining	\$514,048	

RECOMMENDATION: It is recommended that SPRB approve Task Letter #2 in the amount of \$395,163.

- DAS-RECS confirmed \$395,163 is available for the Task Letter.
- Estimated Construction Budget \$3,000,000. DCS Fees = \$250,000. The total project cost \$4,315,000. State funding \$446,887 is currently allocated. Other funding of \$3,868,113 is required.
- The submittal is accompanied by a Gift & Campaign Contribution Certification notarized on 04/24/2024.

Minutes of Meeting Held:

7. OTHER BUSINESS

8. VOTES ON PRB FILE:

PRB FILE #25-054 – Mr. Berger moved and Mr. Morin seconded a motion to suspend PRB FILE #25-054, pending response from DAS-RECS. The motion passed unanimously.

PRB FILE #25-062 – Mr. Coleman moved and Mr. Berger seconded a motion to approve PRB FILE #25-062. The motion passed unanimously.

9. NEXT MEETING

Monday, May 12, 2025 – will be held solely by means of electronic equipment via Microsoft TEAMS and conference call.

The meeting adjourned

APPROVED: _____
Mark Shiffrin, Secretary

Minutes of Meeting Held: **May 08 2025**
