

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:

Tom Pysh, DAS Leasing

Minutes of Meeting Held: May 15, 2025

OPEN SESSION

1. ACCEPTANCE OF MINUTES

Mr. Shiffren moved and Mr. Berger seconded a motion to approve the Minutes of the May 12, 2025 Meeting and May 14, 2025 Special Meeting. The motion passed unanimously.

2. COMMUNICATIONS

Staff informed Members that John Walshaw, Director of Infrastructure Services (DAS-BITS) will attend the May 22nd SPRB Meeting to provide Members with an update regarding their progress with identifying an alternative location for the State’s Data Center.

Members were informed of a Ground Breaking Ceremony at 18-20 & 30 Trinity Street, opposite Bushnell Park, to commence the renovation of two former state office buildings into a combination of retail and residential units.

3. REAL ESTATE - OLD BUSINESS

EXECUTIVE SESSION

Mr. Shiffren moved and Mr. Berger seconded a motion to go out of Open Session and into Executive Session at 10:15. The motion passed unanimously.

PRB #: 25-063-A
Transaction/Contract Type: AG / PDR
Origin/Client: DoAG / DoAG

Statutory Disclosure Exemptions: 1-200(6)(D) & 1-210(b)(7)

Upon completion of the Board's update of this Proposal Mr. Shiffrin moved and Mr. Berger seconded a motion to go out of Executive Session and into Open Session at 10:20. The motion passed unanimously.

OPEN SESSION

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 Engineers 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

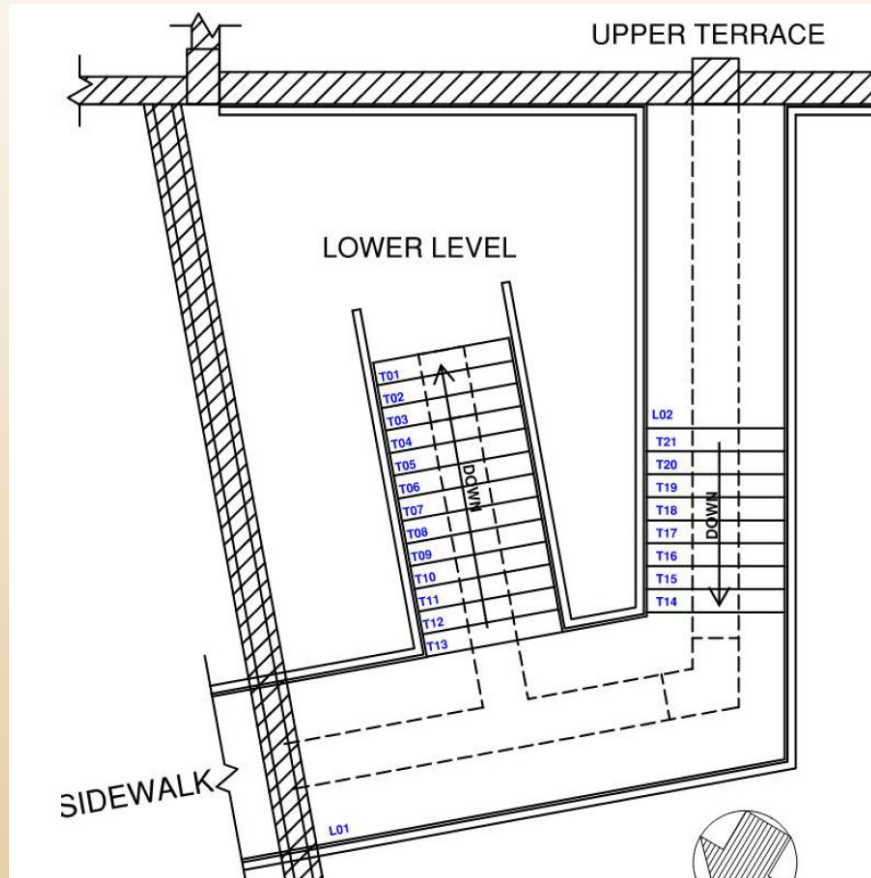
REVISION 10/24/24 FM Tech is requesting an 1105R to request additional services for Phase 2 design & construction of the stairs based on recommendations by the consultant as included in the Phase 1 report. To included expanded Construction Administrative Services by the consultant A/E as outlined in 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.

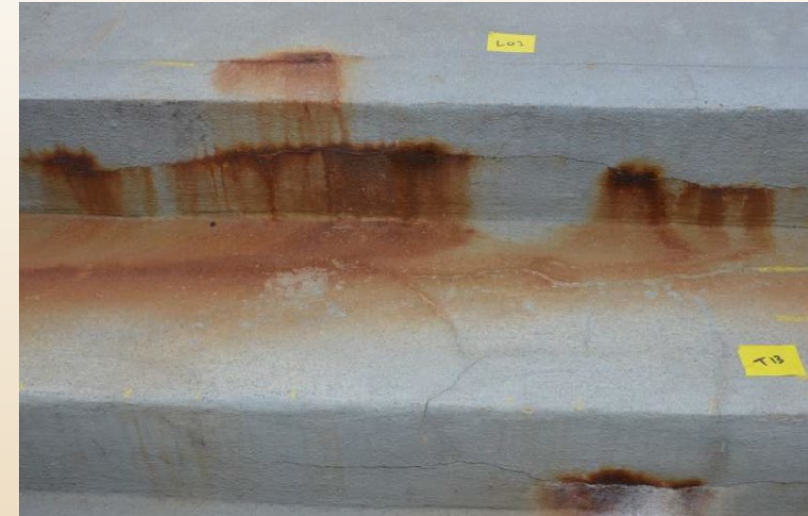
View of Staircase



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 ~~approve~~ this Task Letter #1A in the amount of \$134,354.

- 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 Engineers.

Voted by Board Members

Approval –

Disapprove -

Suspend-

Mtng. Date : 05/08/2025

Suspended from prior Meeting on 05/08/2025

At the State Properties Review Board meeting held on May 08, 2025, the Board voted to suspend this file pending answers to the questions. The Board notes this Proposal must be approved/disapproved no later than 30 days of receipt, or in this case, May 21, 2025.

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;

RECS Response:

a. BI-2B-489 is an Agency-administered project. DAS/FM authorized DiBlasi to perform the additional concrete testing. See attached DAS/FM meeting minutes (Part 3.0) dated 4/4/2024 authorizing DiBlasi to proceed with report and core testing.

b. DAS/FM Response: “Because of the urgent need for additional testing to complete the recommendations including the time it would take to do the core sampling and get the results, it was decided to amend the TL at a later date.”

DAS/RECS will advise agencies to follow established procedures and contractual obligations for task letters; work is not to proceed without an executed TL, “received by the Engineer.” In the case of extraordinary circumstances, such as this case, notification needs to be made to the responsible DAS ADPM and communicated to SPRB either through the Chief Architect or Legal Director.

Staff Response: Core testing is mentioned in Meeting Minutes dated 4/4/2024. OK.

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.

RECS Response: Task Letter 1A has been revised to include Article 2E for the expanded CA services. The subsequent paragraph has also been revised to reflect the expanded CA services. See attached.

Staff Response: Revised Task Letter includes Article 2E. OK

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?

Response: The 23.94% fee for DiBlasi's Basic Services is higher than typical because it includes expanded construction Administration (CA) services beyond the standard scope. This additional support was necessary to meet the specific needs of the project. Additionally, on smaller projects, A/E fees can appear higher as a percentage of the construction budget.

Staff Response: As this is a smaller project, A/E fee has a higher percentage of Construction budget. OK

Recommendation

It is recommended that SPRB approve this Task Letter #1A in the amount of \$134,354.

- 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 Engineers.

Voted by Board Members

Approval –

Disapprove -

Suspend-

Mtng. Date : 05/15/2025

6. ARCHITECT ENGINEER – NEW BUSINESS

7. OTHER BUSINESS

EXECUTIVE SESSION

Mr. Shiffrin moved and Mr. Berger seconded a motion to go out of Open Session and into Executive Session at 9:50. The motion passed unanimously.

PRB #: 25-063-A
Transaction/Contract Type: AG / PDR
Origin/Client: DoAG / DoAG

Statutory Disclosure Exemptions: 1-200(6)(D) & 1-210(b)(7)

Upon completion of the Board's update of this Proposal Mr. Shiffrin moved and Mr. Berger seconded a motion to go out of Executive Session and into Open Session at 10:12. The motion passed unanimously.

OPEN SESSION

Chairman Josephy requested a motion to approve Board Fees and Milage reimbursement for himself, Mr. Berger, Mr. Shiffrin and Mr. Coleman who attended a May 14th Site Inspection of a Farm in Warren being reviewed under PRB #25-063-A. Mr. Berger made the motion, seconded by Mr. Shiffrin. The motion passed unanimously.

Members were reminded that the Monday, May 19th Meeting was cancelled. The Board will hold a Special Meeting on Tuesday, May 20th, beginning at 9:30AM.

8. VOTES ON PRB FILE:

PRB FILE #25-063-A – Mr. Berger moved and Mr. Shiffrin seconded a motion to approve PRB FILE #25-063-A. The motion passed unanimously.

PRB FILE #25-054 – Mr. Berger moved and Mr. Morin seconded a motion to approve PRB FILE #25-054. The motion passed unanimously.

9. NEXT MEETING

Special Meeting, Tuesday, May 20, 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 15, 2025
