

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On February 11, 2016 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regular meeting on February 11, 2016 in the State Office Building.

Members Present: Edwin S. Greenberg, Chairman
Bennett Millstein, Vice Chairman
Bruce Josephy, Secretary
Mark A. Norman
John P. Valengavich

Members Absent: Pasquale A. Pepe

Staff Present: Brian A. Dillon, Director
Mary Goodhouse, Real Estate Examiner

Chairman Greenberg called the meeting to order.

Mr. Josephy moved and Mr. Norman seconded a motion to enter into Open Session. The motion passed unanimously.

OPEN SESSION

ACCEPTANCE OF MINUTES OF February 4, 2016. Mr. Norman moved and Mr. Valengavich seconded a motion to approve the minutes of February 4, 2016. The motion passed unanimously.

OTHER BUSINESS

DAS Lease Compliance Program. At 9:45 a.m., DAS Commissioner Melody A. Currey, DAS Leasing Administrator Shane Mallory, and recently hired DAS Lease Compliance Officer Douglas J. Zordan joined the meeting to discuss Mr. Zordan's role in the DAS lease compliance program. Mr. Zordan will be inspecting leased premises to identify and correct problems. He will also attend construction meetings regarding tenant improvement projects.

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE – NEW BUSINESS

PRB #	16-022	Transaction/Contract Type:	RE / Lease Out
Origin/Client:	DAS/DDS		
Lessee:	Richard Grechika		
Property:	Southbury Training School, Staff House 8, Cassidy Road, Southbury		
Project Purpose:	Employee Housing Lease-out – DAS Housing Unit #MRSSH8		
Item Purpose:	Lease-out of 6-room duplex apartment, a portion of a Colonial style house, comprising approximately 800 SF for a monthly tenancy under a two year lease term consistent with DAS State Employee Housing Policies.		

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Staff reported that this item is a standard lease-out agreement of the State Employee Housing Program, whose policies and regulations were established in 2005 in order to prevent abuse or favoritism in the leasing of state-owned housing. PRB #16-022 is Unit MRSSH8 on the campus of Southbury Training School. The leased premises are an apartment in an older Colonial style house.

The market rental rate of \$800/month is supported by an appraisal as of March 10, 2015. The policy in place established rent at 70% of the market rent which is \$560/month, and deducted over 26.1 pay periods per year. DDS has certified that the Lessee is a mental health worker and assigning state-owned housing quarters would facilitate the employee's ability to direct, manage or maintain the health, safety and welfare of clients. Staff recommended Board approval of the item.

Mr. Josephy moved and Mr. Norman seconded a motion to go out of Open Session and into Executive Session. The motion passed unanimously.

EXECUTIVE SESSION

PRB # 16-024-A **Transaction/Contract Type:** AG / Purchase of Develop. Rights
Origin/Client: DOA / DOA

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

The Board commenced its discussion of the proposed purchase at 10:03 a.m. and concluded at 10:10 a.m.

PRB # 16-041 **Transaction/Contract Type:** RE / Right of First Refusal
Origin/Client: DAS/ DOC

Statutory Disclosure Exemptions: 4b-23(e), 1-200(6) (D) & 1-210(b)(24)

The Board commenced its discussion of the proposal at 10:10 a.m. and concluded at 10:26 a.m.

Mr. Josephy moved and Mr. Norman seconded a motion to go out of Executive Session into Open Session.

OPEN SESSION

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

ARCHITECT-ENGINEER – NEW BUSINESS

PRB# 16-021 **Transaction/Contract Type:** AE / Task Letter
Project Number: BI-CTC-497 **Origin/Client:** DCS/BOR
Contract: OC-DCS-ARC-0052
Consultant: Christopher Williams Architects, LLC
Property: Three Rivers Community College, Norwich
Project Purpose: Tutoring Center Renovations Project
Item Purpose: Task Letter #1B to compensate the consultant for additional design and construction administration services required for the expanded Tutoring and

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Academic Success Center 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 (“CWA”) in 2015.

Task Letter #1B in the amount of \$79,475 is a new task letter and is subject to SPRB approval because it is an extension of Task Letters #1 & #1A and as such the cumulative fee for the project now 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 August 28, 2015 the \$79,475 is intended to compensate CWA for the following project scope: completion of design 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; provide associated MEP design phase services inclusive of functional testing for the new system and controls; and provide construction administration services for the expanded project scope which will include a review of shop drawings, construction observation reports, coordination of testing labs, RFI reviews, weekly job meetings, commissioning and review/approval of the contractor requisitions.

Staff recommended that the Board approve Task Letter #1B for Christopher Williams Architects, LLC to provide consulting design and construction administration services on this project.

PRB#	16-023	Transaction/Contract Type: AE / Task Letter
Project Number:	BI-T-601	Origin/Client: DCS/DEEP
Contract:	OC-DCS-ARC-0036	
Consultant:	Northeast Collaborative Architects, LLC	
Property:	Hammonasset Beach State Park, Madison	
Project Purpose:	Meigs Point Nature Center Project	
Item Purpose:	Task Letter #4D to compensate the consultant for the evaluation of current electrical loads, planned power requirements and completion of the design and specifications for the incorporation of a backup generator into the Nature Center.	

This project involves the design and construction administration of a new building for the Meigs Point Nature Center at Hammonasset Beach State Park. The project will scope will include the development of a new nature center inclusive of full ADA accessibility requirements, a bus drop off area, public contact station, public toilets in excess of the minimum code requirements, a large multi-purpose seating room for up to 100 people, exhibit space/touch tanks, outdoor reception area and the integration of green and passive energy technologies at the facility.

In April 2010, SPRB approved Northeast Collaborative Architects, LLC (“NCA”) formally known as Bianco Giolitto Weston Architects, LLC as one of four firms under the latest On-Call Architect Series of

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consultant contracts. Task Letter #4D is a new task letter and is subject to SPRB approval because it is an extension of Task Letters #4, #4A, #4B & #4C which have a cumulative project fee over \$100,000. All of the Task Letters for this project have previously been reviewed and approved by the Board.

Task Letter #4D in the amount of \$2,420 will revise the Construction Budget and Total Project Budget to \$2,592,000 and \$3,457,425 respectively. As detailed in the scope letter from NCA to DCS dated December 11, 2015 the fee is intended to compensate the Architect for the following project scope: investigation and evaluation of the current electrical loads and planned power requirements for the Nature Center; and completion of the design and specifications for the incorporation of a backup generator into the Nature Center. Staff recommended that the Board approve Task Letter #4D.

OTHER BUSINESS

The Board took the following votes in Open Session:

PRB FILE #16-021 – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #16-021. The motion passed unanimously.

PRB FILE #16-022 – Mr. Valengavich moved and Mr. Norman seconded a motion to approve PRB File #16-022. The motion passed unanimously.

PRB FILE #16-023 – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #16-023. The motion passed unanimously.

PRB FILE #16-024-A – Mr. Valengavich moved and Mr. Norma seconded a motion to suspend PRB File #16-024-A, pending but not limited to the results of a site inspection. The motion passed unanimously.

PRB FILE #16-041 – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #16-041. The motion passed unanimously.

The meeting adjourned.

APPROVED: _____ **Date:** _____

Bruce Josephy, Secretary