

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On May 20, 2013 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regularly scheduled meeting on May 20, 2013 in the State Office Building.

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

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 May 13, 2013. Mr. Norman moved and Mr. Valengavich seconded a motion to approve the minutes of May 13, 2013. The motion passed unanimously.

REAL ESTATE- UNFINISHED BUSINESS

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 # 13-090 **Transaction/Contract Type:** New Lease

Origin/Client: DAS/ DORS

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

The Board commenced its discussion of PRB File #13-090 at 9:35 a.m. and concluded at 9:48 a.m.

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

OPEN SESSION

PRB # 13-091 **Transaction/Contract Type:** RE / Agency Relocation

Origin/Client: DAS/DOL

Property: 786 Enfield Street, Enfield, CT

Project Purpose: Relocation of the Department of Labor

Item Purpose: Approval pursuant to CGS 4b-29 for the relocation of a Department of Labor ("DOL") unit from Hartford to Enfield. DOL intends to co-locate this unit with

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the Department of Rehabilitation Services and enter into a Memorandum of Agreement (“MOA”) to pay their pro-rata share of expenses.

DAS is requesting SPRB approval pursuant to CGS 4b-29 for the relocation of Department of Labor (“DOL”) staff to space currently under the custody and control of the recently created Department of Rehabilitation Services (“DORS”). The overall goal of this submittal is to allow DOL staff which previously had been located in Enfield to once again provide business support services directly in Enfield. DOL previously leased space at 620 Enfield Street but the office was consolidated into the DOL Hartford office for budgetary purposes in 2011. Since that time DOL staff has been commuting to Enfield for the purposes of conducting ongoing operations.

As part of this relocation DORS is requesting that DOL reimburse the agency for its pro-rata share of the 1,089 SF which will be utilized by the Agency. This will be accomplished via an inter-agency MOA which was executed between the two agencies and subsequently approved by the Commissioner of DAS and Secretary of OPM.

Staff recommended approval of the item.

REAL ESTATE- NEW BUSINESS

PRB # 13-103 **Transaction/Contract Type:** RE / License Agreement
Origin/Client: DAS/DCF
Project Number: N/A
Licensor: R.J. Enterprises Associates, LLC
Property: 481-489 Meadow Street, Waterbury
Project Purpose: License Agreement for Parking
Item Purpose: Five-Year License Agreement for continued use of 96 surface lot parking spots for the Department of Children and Families Waterbury Office location.

The parking lot at 481 Meadow Street is needed by the Department of Children & Families (DCF) for employees and clients attending the adjacent state-owned office space at 395 West Main Street, Waterbury. Under the proposed license agreement, DCF will have the use of 96 parking spaces at the rate of \$51.78/space/month. This is a five year agreement; the total annual rent of \$59,562 is 5.93% over the previous rate in effect from 2009 to the present. The terms of the prior and proposed License Agreements are as follows:

Item	Prior License	Proposed License
PRB#	09-125	13-103
Address	481-489 Meadow Street, Waterbury	Same
Facility	Surface Parking	Same
Spaces Leased	96	Same
Initial Lease Term	3 years from 7/10/09 – 7/9/12	5 years from AG approval
Rent	96 spaces @ \$48.88 Annual Rent: \$56,304	96 spaces @ \$51.78 (+5.93% over prior rate) Annual Rent: \$59,562
Renewal Option	None	None

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The Board requested staff to provide additional information about the proposal for their review.

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

ARCHITECT-ENGINEER – NEW BUSINESS

PRB# 13-104 **Transaction/Contract Type:** AE / Task Letter
Project Number: BI-Q-657 **Origin/Client:** DCS/MD
Contract: OC-DPW-MDE-0022 **Task Letter #2A**
Consultant: Alfred Benesch & Company
Property: Camp Hartell, Windsor Locks
Project Purpose: Front Entrance Improvement Project
Item Purpose: Task Letter #2A to compensate the consultant for part-time construction administration services.

Mr. Dillon reported that this project involves the design and construction of a new entry control point and associated access road inclusive of a guard house for entrance into Camp Hartell. The project area is focused on the 5-acres running along the southeast corner of the site adjacent to North Street in Windsor Locks. The overall project shall also include the design of all required utility infrastructure and associated site improvements.

In June 2010, SPRB approved James Purcell Associates, Inc. (“JPA”) as one of six firms under the latest On-Call Multi-Discipline/General Engineering (“MDE”) Support Services consultant contracts. Since that time JPA has been acquired by Alfred Benesch & Company (“ABC”). Subsequently JPA or currently ABC has been approved for the following tasks under this series:

- Task Letter #1 Tunxis Comm. College Study \$8,000 (Informal)
- Task Letter #2 Camp Hartell Southern Ent. Imp. \$88,500 (Informal)
- Task Letter #3 Camp Hartell Utility Improvements \$99,000 (#12-289)

Task Letter #2A is a new task letter in the amount of \$22,000. The scope of the task letter is as follows: As detailed in the scope letter from ABC to DCS dated January 18, 2013 Task Letter #2A for \$22,000 is intended to compensate the Engineer for the following project scope:

- Compensation for part-time construction administration services required for the construction phase of the project.
- The scope of work requires the consultant to attend construction meetings, review shop drawings, respond to RFIs, review contractor payment applications, observe critical construction activities, prepare a punch-list and certify substantial completion.

DCS has confirmed that funding is available for this project. The Construction Budget for the project is \$1,250,000 and the Architect’s total fee for the project is \$110,000. The overall project budget is \$1,587,000. Mr. Dillon recommended approval of Task Letter #2A.

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OTHER BUSINESS

The Board took the following votes in Open Session:

PRB FILE #13-090- Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #13-090. The motion passed unanimously.

PRB FILE #13-091- Mr. Pepe moved and Mr. Valengavich seconded a motion to approve PRB File #13-091. The motion passed unanimously.

PRB FILE #13-103 – Mr. Norman moved and Mr. Millstein seconded a motion to suspend PRB File #13-103, pending the receipt of additional information regarding the proposed license agreement. The motion passed unanimously.

PRB FILE #13-104 - Mr. Valengavich moved and Mr. Norman seconded a motion to approve PRB File #13-104. The motion passed unanimously.

The meeting adjourned.

APPROVED: _____ **Date:** _____
Bruce Josephy, Secretary