

STATE PROPERTIES REVIEW BOARD

Minutes of Meeting Held On November 7, 2013 State Office Building, Hartford, Connecticut

The State Properties Review Board held its regularly scheduled meeting on November 7, 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: Mary Goodhouse, Real Estate Examiner

Chairman Greenberg called the meeting to order.

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

OPEN SESSION

ACCEPTANCE OF MINUTES OF OCTOBER 31, 2013. Mr. Norman moved and Mr. Valengavich seconded a motion to approve the minutes of October 31, 2013. The motion passed unanimously.

COMMUNICATIONS

Department of Transportation Report of Property Acquisitions. As required by CGS Section 13a-73(h), the Board received a report from DOT dated November 6, 2013 listing property acquisitions, not in excess of \$5,000, processed during the month of October 2013.

REAL ESTATE- UNFINISHED BUSINESS

REAL ESTATE- NEW BUSINESS

PRB # 13-227 **Transaction/Contract Type:** RE / Lease Out
Origin/Client: DAS/DAS
Lessee: Thames Valley Council for Community Action
Property: 401 West Thames Street, Uncas on Thames Campus, Norwich
Project Purpose: Lease-Out of Building known as "Building #8"
Item Purpose: Lease-out for a 5-year renewal term to allow for the continued use of 23,376 SF on the 1st, 2nd and 3rd Floors for an emergency family shelter and associated administrative offices with storage space.

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Staff recommended Board approval of the renewal to lease-out of 23,376 SF of office/shelter space and 6,518 SF of storage space at fixed base rent of \$124,671.96/year for a term of 5-years, beginning July 1, 2014, as proposed in this item.

On June 27, 2013 the Board approved the First Amendment (PRB #13-134). The purpose of the Amendment was to include in the Lease the basement and first floor of the building, which TVCCA had been using without benefit of a lease. The First Amendment authorized the Lessee to perform tenant improvements throughout the building in the amount of \$211,000. The Lessee's rent obligation is being credited by the same amount.

The renewal rate is equivalent to \$5.33/SF for the use of the space on Floors 1, 2 & 3. In its review for the First Amendment, staff recommended approval of the rate, noting that any increase would likely be passed along to the state and federal agencies that fund TVCCA.

TVCCA is a private, non-profit organization that for over 40 years has provided social services to the region's economically and otherwise disadvantaged citizens.

ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB#	13-163	Transaction/Contract Type: AE / Task Letter
Project Number:	BI-MH-113	Origin/Client: DCS/DMHAS
Contract:	OC-DCS-MDE-0026	Task Letter #6
Consultant:	Fuss & O'Neill, Inc.	
Property:	Connecticut Mental Health Center, New Haven	
Project Purpose:	Sprinkler and Ceiling Improvements Projects	
Item Purpose:	Task Letter #6 to compensate the consultant for the design and construction administration required for the balance of the sprinkler system not completed in 2002 as well as other general ceiling improvements such as new tiles and lighting.	

At its meeting on July 25, 2013 the State Properties Review Board voted to suspend the above-referenced item pending receipt of additional information regarding Project #BI-MH-113 and prior task letters issued under this contract. Staff analysis indicated that the consultant's fees for basic services and construction administration exceed the DCS guideline rates. The Board requested information on prior task letters issued to the consultant for this project.

On August 29, 2013, the DCS project manager requested that Task Letter #6 be returned so that DCS could re-evaluate the project's costs and scope. On September 12, 2013, the Board voted to return the item to DCS. The Board had identified the following concerns with this project:

- The overall basic service fee exceeded the DCS recommended guideline rate of 12% for this Group B Renovation Project.
- The overall construction administration fee exceeded the 5% fee breakdown under Section 1.4.1 of the DPW Consultants Procedure Manual.

Since that time DCS has contacted Fuss and O'Neill ("FO") to discuss the overall project scope, construction estimate and funding. Based on this review FO has further refined the project scope and

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budget to include a more accurate base project construction estimate as well as an alternate bid estimate for additional scope items requested by the client agency. This revised construction estimate includes a base bid cost of approximately \$1.84M and potentially \$1.4M of "Alternates" should additional funding be available for the project. In addition DCS Management transmitted a memorandum to the Board confirming that they will plan on reconvening with the Board once funding has been allocated and the project bid to discuss the CA fee in more detail.

Based on the additional information provided by DCS, Staff recommended that the Board approve Task Letter #6 for Fuss and O'Neill, Inc to provide design and construction administration services.

ARCHITECT-ENGINEER – NEW BUSINESS

OTHER BUSINESS

Hon. Minority Leader Representative Lawrence F. Cafero, Jr. and Jared D. Schmitt, Director of Caucus Research, House Republican Office, joined the meeting at 9:45 a.m. A discussion followed of the Board's Annual Report of activities during the past fiscal year.

The Board took the following votes in Open Session:

PRB FILE #13-163 – Mr. Valengavich moved and Mr. Norman seconded a motion to approve PRB File #13-163. The motion passed unanimously.

PRB FILE #13-227 – Mr. Norman moved and Mr. Millstein seconded a motion to approve PRB File #13-226. The motion passed unanimously.

The meeting adjourned.

APPROVED: _____ **Date:** _____

Bruce Josephy, Secretary