

## STATE PROPERTIES REVIEW BOARD

### Minutes of Meeting Held On February 14, 2019 450 Columbus Boulevard, Hartford, Connecticut

The State Properties Review Board held a Regular Meeting on February 14, 2019 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

#### **Members Present:**

Bruce Josephy, Vice Chairman  
John P. Valengavich, Secretary  
Jack Halpert

#### **Members Absent:**

Edwin S. Greenberg, Chairman

#### **Staff Present:**

Dimple Desai  
Thomas Jerram

#### **Guests Present**

Vice Chairman Josephy called the meeting to order.

Mr. Valengavich moved and Mr. Halpert seconded a motion to enter into Open Session. The motion passed unanimously.

#### **OPEN SESSION**

##### **1. ACCEPTANCE OF MINUTES:** February 11, 2019.

Mr. Valengavich moved and Mr. Halpert seconded a motion to accept the minutes of the February 11, 2019 meetings. The motion passed unanimously.

##### **2. COMMUNICATIONS**

Director Desai informed the Board of a response from SEEC regarding the Board's previous inquiry. Board members were also informed of upcoming visits by DAS Commissioner Geballe and DOT on 2-28-19 and OPM's Jonathan Harris and Paul Hinsch on 3-4-19.

##### **3. REAL ESTATE- UNFINISHED BUSINESS**

##### **4. REAL ESTATE – NEW BUSINESS**

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <i>PRB #</i>                      | <b>19-015</b>                         |
| <i>Transaction/Contract Type:</i> | RE – Voucher                          |
| <i>Origin/Client:</i>             | DOT/DOT                               |
| <i>Project Number:</i>            | 139-114-5                             |
| <i>Grantee:</i>                   | Victoria Spellman & Jackie R. Alatalo |
| <i>Property:</i>                  | Suffield, Remington St (411)          |
| <i>Project Purpose:</i>           | Replacement of Bridge No. 04819       |
| <i>Item Purpose:</i>              | Voucher                               |

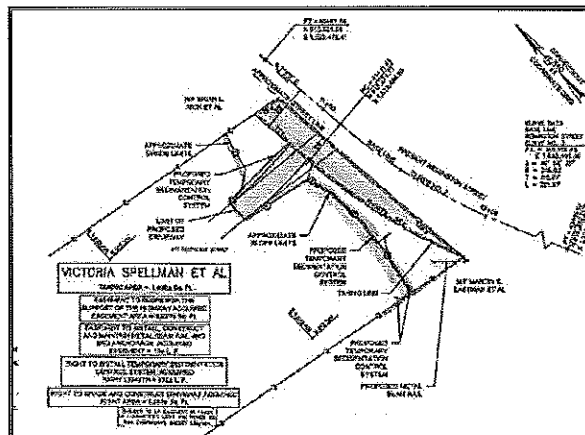
**DAMAGES: \$5,800.00**

**DOT PROJECT:** The Department is proposing to acquire land and easements to facilitate the replacement of Bridge No. 04819, carrying Remington Street over Stony Brook in Suffield, CT.

**Subject Property Description, Before the Taking:** The subject property consists of a 0.81 acre parcel of land with 125± feet of frontage on the southwesterly side of Remington Street. The site is improved with a 2,093 square foot, cape-style dwelling, 8 rooms, 4 bedrooms and 2.5 baths. The dwelling was constructed in 1974. The improvements are not affected by the partial taking, therefore only the land and affected site improvements are valued.

**The Taking:** DOT will acquire the following: #1. A 1,408± SF parcel of land; #2. An easement to slope for the support of the highway over an area of 1,077 sf; #3. An easement to install, construct and maintain a metal beam rail and anchorage over an area of 13± LF by 6' wide; #4. A right to install temporary sedimentation control system over an area of 132± LF; and #5. A right to grade and construct driveway acquired over an area of 1,283± SF.

The improvements situated on the subject property will be unaffected by the aforementioned improvement project; therefore, only the land and affected site improvements are being valued.

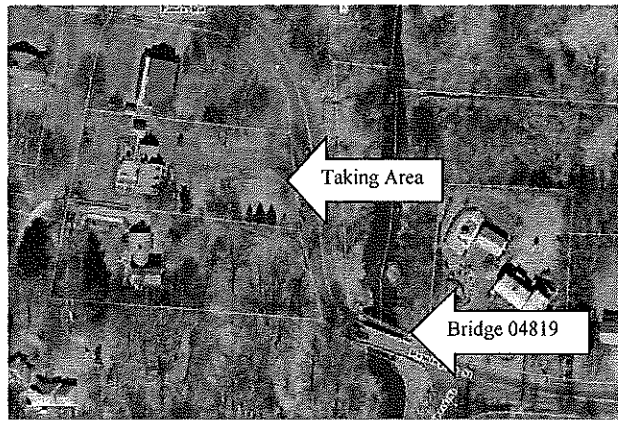


**EOC Valuation:** The land valuation was derived based on comparable sales. After applying weights to each of the comparable sales adjusted values, the land value of the subject property is being valued at \$3.00 per square foot. The following table indicates the results of the DOT Estimate of Compensation, prepared as of 1/2/2019:

| <i>Item</i>   | <i>Calculation</i>          | <i>Damag</i> |
|---|-----------------------------|--------------|
| Acquisition Parcel                                    | 1,408± SF @ \$3.00/SF       | \$4,224.     |
| Site Improvements                                     | Lump sum                    | \$500.0      |
| Slope Easement  | 1,077± SF @ \$3.00/SF x 25% | \$807.7      |
| Easement for metal beam guide rail (13 LF by 6' wide) | 78± SF @ \$3.00/SF x 99%    | \$231.6<br>6 |
|   | <b>Total:</b>               | \$5,763.     |
|   | <b>Rounded</b>              | \$5,800.     |

**RECOMMENDATION:** Board approval is recommended for the following reasons:

1. The acquisition complies with Section 13a-73(c) of the CGS which governs the acquisition of property by the commissioner of transportation required for highway purposes.
2. The acquisition value is supported by the DOT estimate of compensation.



**PRB #** 19-016  
**Transaction/Contract Type:** RE – Voucher  
**Origin/Client:** DOT/DOT  
**Project Number:** 33-8001-16  
**Grantee:** Robert & Mary Cieri  
**Property:** Cromwell, Ryan CT (2)  
**Project Purpose:** Reconstruction of Coles Rd from Route 9 to Route 3  
**Item Purpose:** Voucher

**DAMAGES: \$37,000.00**

**DOT PROJECT:** The town of Cromwell will perform minor widening, drainage improvements, pavement rehabilitation and sidewalk installation on Coles Road from Shunpike to the Route 9 underpass. Based upon a preliminary assessment, the construction cost will be approximately \$2,349,880. The Federal Highway Administration and State of Connecticut will provide 100% of the construction cost with the Town providing funding for design.

The Department is involved with this local road improvement project as it is part of the state's Local Transportation Capital Improvement Program (LOTICIP). This program provides State funds to urbanized area municipal governments in lieu of Federal funds otherwise available through Federal transportation legislation. LOTICIP is provided for in Section 74 of Public ACT 13-239. The LOTICIP program is established with substantially fewer constraints and requirements than currently exist when using Federal Title 23 USC funds. The host municipality must request DOT's assistance with Rights of Way acquisitions.

**Subject Property Description, Before the Taking:** The subject property consists of a 0.57 acre corner lot with 122.8± feet of frontage on the westerly side of Ryan Court and an additional 183.05± feet of frontage on the northerly side of Coles Road. The site is improved with a 2,386 square foot, colonial-style dwelling with 7 rooms, 3 bedrooms and 2 full baths and 2 half-baths. The dwelling was constructed in 2000.

**The Taking:** DOT will acquire the following: #1. A 232± SF parcel of land; and #2. A right

to install temporary sedimentation control system over an area of 190± LF.

One hundred fifty-five feet of mature arborvitae will be removed from the site due to the installation of the Right to Install Sedimentation Control System. The DOT Appraiser noted the arborvitae cannot be replaced as a zoning variance likely will not be approved. The DOT Appraiser opines the loss of arborvitae will diminish the “view amenity” of the property, and adjusted accordingly in the “After” valuation.

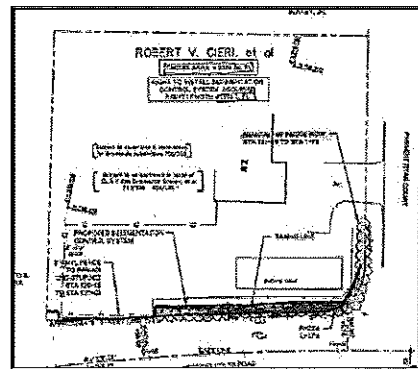
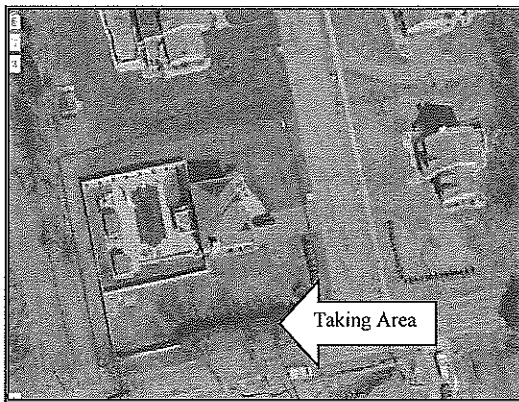
**Valuation:** A Uniform Residential Appraisal Report (Form 1004) was done by DOT Appraiser Michael Aletta, as of 10/09/2018. Based on the sales data comparison approach, the appraiser concluded that the fair market value of the entire property (dwelling and land) was \$435,000 (\$182.31/sf).

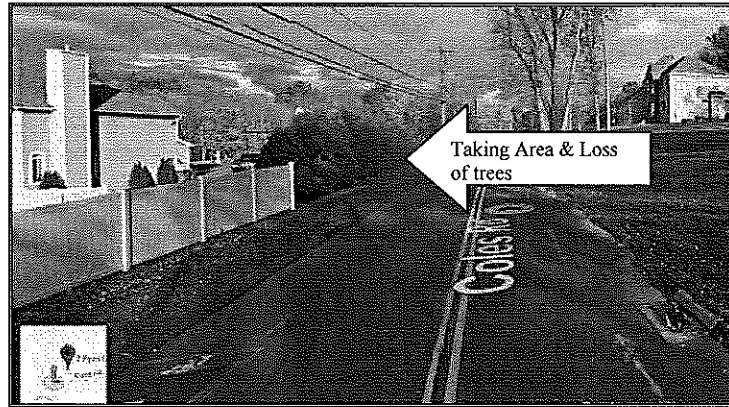
| <i>Item</i>                                  | <i>Damages</i>   |
|--|------------------|
| Market Value – Before the Taking:            | \$435,000        |
| Market Value – After the Taking:             | <u>\$398,000</u> |
| Total Damages:                               | <b>\$37,000</b>  |
|  |                  |
| DOT Estimate of Value of Land – partial take | <b>\$1,400</b>   |
| DOT Estimate of Damages due to Severance     | <b>\$35,400</b>  |

Staff had the following inquiries regarding this proposal:

- Why a “Cost to Cure” was excluded from analysis in light of the Total Severance (\$35,600)
- Please show where the town’s right of way is on Coles Road
- Clarify if these trees are within the Town’s right of way

**RECOMMENDATION:** Staff recommend **SUSPENSION** until written responses are received regarding staff inquiries.





**5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS**

**6. ARCHITECT-ENGINEER - NEW BUSINESS**

**PRB #** 19-023  
**Origin/Client:** DCS/DECD  
**Transaction/Contract Type:** AE / Task Letter 7A  
**Project Number:** BI-RR-28  
**Contract:** OC-DCS-ARC-0049  
**Consultant:** TLB Architecture, LLC  
**Property:** Canterbury, S. Canterbury Rd (1)  
**Project purpose:** Interior/Exterior Renovations – Prudence Crandall Museum  
**Item Purpose:** Task Letter 7A to compensate the consultant for design services

**PROPOSED AMOUNT: \$150,055**

**PROJECT BRIEF --**

The Prudence Crandall House, also known as Elisha Payne House and as the Prudence Crandall School for Girls, is a two story historic structure constructed in approximately 1805 and purchased by Prudence Crandall about 1831. It is located at the junction of Connecticut Route 14 and 169 within the Canterbury Center Historic District of Canterbury, Connecticut. It was listed on the National Register of Historic Places in 1971 and declared a National Historic Landmark in 1991.

The State of Connecticut purchased The Prudence Crandall Museum property in 1969. The Museum formally opened to the public in May of 1984. Since then, this National Historic Landmark has hosted visitors from all 50 states and visitors from as far away as Israel and Cambodia. The Museum gives tours, organizes changing exhibits, hosts a variety of public programs, and has a small research library for in-house study.

This project is supplemental to a previously approved study "Final Report: Assessment and Recommendations" (the Report) prepared for the Prudence Crandall and John Carter Houses dated March 23, 2017. The report was intended to establish the immediate and long term physical needs of the both properties, including solutions to the immediate code deficiencies identified by the State Fire Marshal. The project scope shall include all recommendations enumerated in the Report for the Prudence Crandall House only, with the exception of the post and rail fence and picket fence, and the underground service from pole to the house. All renovations shall be consistent with the Secretary of

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the Interior's Standards for the Treatment of Historic Structures. The project will also require a review by the State Historic Preservation Office.

In November 2014, SPRB approved TLB Architecture, LLC ("TLB") (PRB File #14-281) as one of eight firms under the latest *On-Call Architectural Support Services* consultant contracts. These contracts have a maximum contract fee of \$1,000,000 with a common expiration date January 15, 2017. Subsequently TLB has been approved for the following tasks under this series:

|                           |   |                  |            |
|---------------------------|---|------------------|------------|
| • Task Letter #1          | MCC Adv. Manufact. Center Study             | \$64,000         | (Informal) |
| • Task Letter #3          | DAS Fleet Relocation Study                  | \$85,150         | (Informal) |
| • Task Letter #3A         | DAS Fleet Relocation Study                  | \$1,500          | (Informal) |
| • Task Letter #4          | DEEP Loading Dock Canopy Project            | \$28,000         | (Informal) |
| • Task Letter #4A         | DEEP Loading Dock Canopy Project            | \$10,520         | (Informal) |
| • Task Letter #5          | JUD Golden Hill Window Project              | \$159,462        | (#16-085)  |
| • Task Letter #5A         | JUD Golden Hill Window Project              | \$88,030         | (Informal) |
| • Task Letter #6          | Rocky Neck St Park Pavilion Renov.          | \$162,000        | (#16-251)  |
| • Task Letter #7          | Prudence Crandall Museum – Structural Study | \$39,000         | (Informal) |
| <b>Total Fee to Date:</b> |   | <b>\$637,662</b> |            |

**TASK LETTER #7A** is a new task letter and is subject to SPRB approval because the total project fee exceeds the threshold cost of \$100,000. The Construction Budget and Total Project Budget have been established at **\$1,084,310** and **\$1,519,428** respectively for this project. As detailed in the scope letter from TLB to DCS dated November 14, 2018 the **\$150,055** is intended to compensate TLB for the following project scope:

- Site Improvements
- Building envelope exterior renovations
- Interior renovations
- Structural enhancement of the entire Museum building per latest codes
- Upgrades to the existing mechanical system including boiler staging controls, dehumidification and heating systems with a digital operating control system.
- Upgrades to the existing electrical system
- Upgrades to the existing plumbing system within the reconfigured restroom.
- Installation of the sprinkler and fire alarm systems including smoke detection.
- DAS/CS will contract with, and oversee the work of, a Haz-Mat Consultant to provide Specifications and Design Drawings for Haz-Mat Abatement as well as to provide monitoring and consulting activities during construction.
- Survey services of the vicinity of the subject Museum building to provide survey maps conforming to the accuracy of Class A-2, T-2 and V-2.
- Development of Construction Cost Estimates.
- Construction Administration Services

The Consultant is hereby authorized to retain the services of the following **sub-consultants**:

DCS has confirmed funding is in place for this Task Letter #7A.

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| Task Letter #7A– TLB<br>Basic Services Fee<br>(#19-023) | Architect<br>Base Fees<br>(\$) | Special<br>Services | Total<br>Fee     | Construction<br>Budget (\$) | % of<br>Budget |
|---|--------------------------------|---------------------|------------------|-----------------------------|----------------|
| Schematic<br>Design/Design<br>Development Phase         | \$53,969                       |                     |                  |                             |                |
| Contract Documents<br>Phase                             | \$44,617                       |                     |                  |                             |                |
| Tracing &<br>Masters/Bidding Phase                      | \$7,352                        |                     |                  |                             |                |
| Construction<br>Administration                          | <u>\$44,117</u>                |                     |                  |                             |                |
| <b>TOTAL BASIC<br/>SERVICE FEE (#19-<br/>023) (A)</b>   | <b>\$150,055</b>               |                     |                  | <b>\$1,084,310</b>          | <b>13.84%</b>  |
|   |                                |                     |                  |                             |                |
| <b><u>SPECIAL SERVICES</u><br/>(B):</b>                 |                                |                     |                  |                             |                |
| Topographic Survey                                      |                                | <u>\$2,800</u>      |                  |                             |                |
| <b>TOTAL SPECIAL<br/>SERVICE FEE (#19-<br/>023) (B)</b> |                                | <b>\$2,800</b>      |                  |                             |                |
| <b>TOTAL FEE ( PRB<br/>#19-023) (A)+ (B)</b>            |                                |                     | <b>\$152,855</b> | <b>\$1,084,310</b>          | <b>14.10%</b>  |

The following questions were raised based by staff to which DCS provided following responses.

- What is the construction duration for this project?  
DCS - We anticipate a construction duration of 9 months – 9/19 – 5/20
- There seems to be an error in addition of fees as proposed by the Architect in his proposal (page 2) – should the total be \$152,855 and not \$150,055? If there is an error, the contract should be modified accordingly. Please note minor correction under **Section 2. Fee, 2C** should be \$7,352 instead of \$7,353.  
DCS - The total is \$152,855; the basic services is \$150,055 and the survey is an additional service valued at \$2,800
- GNCSB’s (structural engineer) proposal includes “additional site visits at a rate of \$1,000 per visit”. Please clarify how many hours minimum and what is the hourly rate.  
DCS - The GNCSB proposal is to TLB. As far as the state is concerned there will not be any additional cost for structural site visits. Specifically TLB answers as follows: *Their proposal includes an allowance of \$1000 per additional visit to the client, but in the context of their proposal, TLBA is the client, not DAS, so we will manage their time and fees. There is no per diem or per visit rate as part of the Contract with the State.*
- Please clarify at what stage/s Accurate Construction Estimates will provide construction estimates? SD/DD phase and/or CD phase  
DCS - Estimates will be provided at the end of each phase – SD/DD and CD phase (we are combining the SD/DD phase for this project given the limited scope)

Based on DCS responses below, staff asked to make following changes:

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Page 3 - 1A. – does not specifically identify that the Architect will provide construction estimates at SD/DD phase (in contrast to **1B.** – page 4 – “Prepare a detailed cost estimate for DAS review and comment”).

Page 6 - Fee – The fee total should be \$152,855 (not \$150,055)

2A. should be \$52,969 and not \$53,969 – as \$1,000 for excavating services is already identified as 2F on page 7 of the contract. 2C. should be \$7,352 and not \$7,353

DCS informed the staff that there will be following additional changes made to the contract to make it clear:

Jackie had made the changes to the task letter in accordance with your email below. Halina, however, had some additional changes that I want to point out to you.

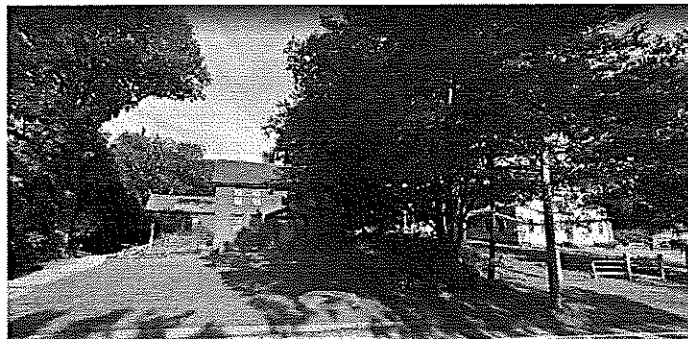
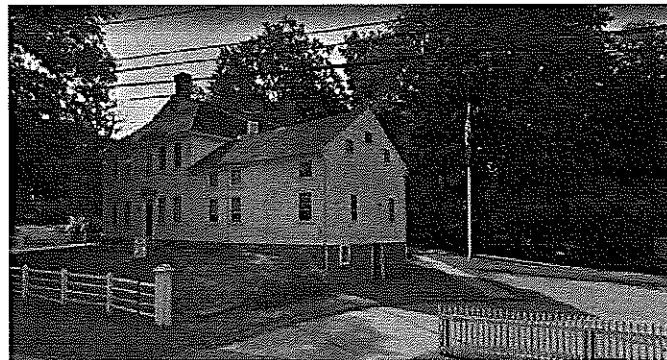
She expressly incorporated the evaluation of outside conditions of the existing foundation walls including excavating test pits for visual inspection in 1.A. This is to make it clear that the design professional is responsible for this service and the test pits.

Under 1.E., the architect’s site visits and job meetings have been increased from 12 to 18.

Halina eliminated the words from the Excavator subconsultant, “should it be necessary,” to make it clear that the work shall be performed. The same thing applies to the change to 2F; we intend for the excavating services to be performed without equivocation.

In 3B and 3C, Halina reduced the calendar days for submittal time periods so that the work will be submitted earlier.

**RECOMMENDATION:** DCS responses and corrected contract addresses staff concerns. It is recommended that the Board **APPROVE** Task Letter #7a for TLB to provide additional consulting design services on this project. The overall basic service fee of 13.84% is within the established guideline rate of 14.25% for this Group C Renovation Project.







**PRB #** 19-035  
**Origin/Client:** DCS/WCSU  
**Transaction/Contract Type:** AE / Task Letter 5  
**Project Number:** BI-RD-308  
**Contract:** OC-DCS-ARC-0056  
**Consultant:** Clohessey Harris & Kaiser, LLC  
**Property:** Danbury, Eighth Ave – WCSU Health Services Suite  
**Project purpose:** Renovation and Addition to Newbury Hall Wellness Center  
**Item Purpose:** Task Letter 5 to compensate the consultant for design services

**PROPOSED AMOUNT: \$138,680**

**PROJECT BRIEF –**

Newbury Hall is a residential facility constructed in 1969, and subsequently renovated several times. The ground floor is currently utilized as an administrative center for the Residence Life staff.

WCSU is experiencing an increased need to develop an integrated wellness center which would house the University Health Services, counseling center, and addiction services' office, all of which have outgrown their current location. Co-locating these services in one location will facilitate in reducing the overhead of administrative expenses.

WCSU requires design and construction administration services for the renovation of 3,000 sq.ft. first floor space in the building and the 1,000 sq.ft. expansion of the north and west sides of the building to create an ADA-accessible Health Services' Suite with exam rooms, restrooms, administrative space and an ambulance bay.

In January 2017, SPRB approved Clohessey Harris & Kaiser, LLC, ("CHK") (PRB #17-008) as one of eight firms under the latest *On-Call Architects Consulting Services Contract*. These contracts have total maximum cumulative fee of \$1-Million Dollars and a common expiration date of March 15, 2019. CHK has received the following Tasks under this series.

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|                           |   |           |            |
|---------------------------|---|-----------|------------|
| • Task Letter #1          | Robinson CI Bathroom Renovation           | \$183,757 | (#18-047)  |
| • Task Letter #2          | New Garage Building                       | \$23,800  | (Informal) |
| • Task Letter #3          | Office of Health Strategy – Office Design | \$31,900  | (Informal) |
| • Task Letter #3A         | Office of Health Strategy                 | \$8,800   | (Pending)  |
| • Task Letter #4          | WCSU – West Campus Restroom Facility      | \$100,000 | (Pending)  |
| <b>Total Fee to Date:</b> |   | \$348,257 |            |

**TASK LETTER #5** is a new task letter and is subject to SPRB approval because the total project fee exceeds the threshold cost of \$100,000. The overall construction and total project budget have been established at **\$1,100,000** and **\$1,453,000** respectively. As detailed in the scope letter from CHK to DCS dated December 27, 2018 (revised) the **\$138,680** is intended to compensate CHK for the following project scope:

- Standard design services for the renovation and expansion of Newbury Hall
- Coordination and design services for all associated upgrades consistent with the standards developed by CSUS and WCSU.
- Design of all required MEP upgrades to support the renovated and expanded space, including commissioning services.
- Civil engineering design services including a T-2 survey and geotechnical engineering services.
- Completion of bidding, cost estimating and construction administration services.

DCS has confirmed funding is in place for this Task Letter #5.

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| <b>Task Letter #5– CHK<br/>Basic Services Fee (#19-035)</b>                | <b>Architect<br/>Base Fees<br/>(\$)</b> | <b>Special<br/>Services</b> | <b>Total<br/>Fee</b> | <b>Construction<br/>Budget (\$)</b> | <b>% of<br/>Budget</b> |
|--|---|-----------------------------|----------------------|-------------------------------------|------------------------|
| Schematic Design Phase   | \$18,785                                |                             |                      |                                     |                        |
| Design Development Phase   | \$24,485                                |                             |                      |                                     |                        |
| Contract Documents Phase   | \$35,235                                |                             |                      |                                     |                        |
| Bidding Phase  | \$5,375                                 |                             |                      |                                     |                        |
| Construction Administration  | \$32,850                                |                             |                      |                                     |                        |
| <b>TOTAL BASIC SERVICE<br/>FEE (#19-035) (A)</b>                           | <b>\$116,730</b>                        |                             |                      | <b>\$1,100,000</b>                  | <b>10.61%</b>          |
|  |   |                             |                      |                                     |                        |
| <b>SPECIAL SERVICES (B):<br/>under information gathering<br/>task (IG)</b> |   |                             |                      |                                     |                        |
| IG - Boundary &<br>Topographic Survey                                      | \$3,500                                 |                             |                      |                                     |                        |
| IG - Geotechnical<br>Engineering   | \$6,750                                 |                             |                      |                                     |                        |
| IG - Air Balancing Services  | \$2,100                                 |                             |                      |                                     |                        |
| Commissioning  | \$9,600                                 | \$21,950                    |                      |                                     |                        |
| <b>TOTAL SPECIAL SERVICE<br/>FEE (#19-035) (B)</b>                         |   | <b>\$21,950</b>             |                      |                                     |                        |
| <b>TOTAL FEE ( PRB #19-035)<br/>(A)+ (B)</b>                               |   |                             | <b>\$138,680</b>     | <b>\$1,100,000</b>                  | <b>12.61%</b>          |

**RECOMMENDATION:** It is recommended that the Board **APPROVE** Task Letter #5 for CHK to provide consulting design services on this project. The overall basic service fee of 10.61% is within the established guideline rate (blended) of 11.0% for this Group B New/Renovation Project.

**7. OTHER BUSINESS**

**8. VOTES ON PRB FILES:** The Board took the following votes in Open Session:

**PRB FILE #19-015** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE # 19-015. The motion passed unanimously.

**PRB FILE #19-016** – Mr. Valengavich moved and Mr. Halpert seconded a motion to suspend PRB FILE # 19-016. The motion passed unanimously.

**PRB FILE #19-023** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE # 19-023. The motion passed unanimously.

**PRB FILE #19-035** – Mr. Valengavich moved and Mr. Halpert seconded a motion to approve PRB FILE # 19-035. The motion passed unanimously.

**9. NEXT MEETING** – Regular Meeting, Tuesday, February 19, 2019

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The meeting adjourned.

APPROVED:  Date: 2/19/19  
John Valergavich, Secretary