

STATE PROPERTIES REVIEW BOARD

**Minutes of Meeting Held On August 22, 2019
450 Columbus Boulevard, Hartford, Connecticut**

The State Properties Review Board held a Regular Meeting on August 22, 2019 in Suite 2035, 450 Columbus Boulevard, Hartford, Connecticut.

Members Present:

Edwin S. Greenberg, Chairman
Bruce Josephy, Vice Chairman
John P. Valengavich, Secretary
Jack Halpert
Jeffrey Berger

Members Absent:

Staff Present:

Dimple Desai
Thomas Jerram

Guests Present

Cameron Weimar, DoAG Director Farmland Preservation (9:50-10:30AM)
Denise O'Meara, DoAG Property Agent 1 (9:50-10:30AM)

Chairman Greenberg 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

Mr. Valengavich moved and Mr. Berger seconded a motion to approve the minutes of the August 19, 2019 meeting. The motion passed unanimously.

2. COMMUNICATIONS

3. REAL ESTATE- UNFINISHED BUSINESS

Mr. Valengavich moved and Mr. Halpert seconded a motion to go out of Open Session and into Executive Session at 9:32. The motion passed unanimously. At 9:50AM Cameron Weimar and Denise O'Meara were invited to attend the session.

EXECUTIVE SESSION

PRB # 19-135-A **Transaction/Contract Type:** AG/PDR
Origin/Client: DoAG/DoAG

PRB # 19-136-A **Transaction/Contract Type:** AG/PDR
Origin/Client: DoAG/DoAG

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

At 10:30AM Cameron Weimar and Denise O'Meara left the session.

Mr. Valengavich moved and Mr. Berger seconded a motion to go out of Executive Session and into Open Session at 10:36. The motion passed unanimously.

OPEN SESSION

4. REAL ESTATE – NEW BUSINESS

PRB #	19-180
Transaction/Contract Type:	RE/ Public Act Conveyance
Origin/Client:	DAS/DoAG
Project Number:	Public Act 18-54 (10)
Grantee:	Capital Region Development Authority (CRDA)
Property:	Hartford, Reserve Rd (101) - Hartford Regional Market
Item Purpose:	Legislative Conveyance pursuant to PA 18-154(10) – Correcting QC Deed

BACKGROUND:

Under PRB #19-018, the Board approved a Quit Claim Deed conveying the Hartford Regional Market to the Capital Region Development Authority (CRDA) pursuant to Section 10 of Public Act 18-154. The Quit Claim Deed was recorded on March 4, 2019, beginning on page 95 of volume 7453 in the Hartford Land Records.

Subsequent to the recording of the QC Deed, CRDA had learned that there were three additional parcels that are part of the Hartford Regional Market not included in the Legal Description of the deed. DAS required CRDA to retain counsel to review the matter. CRDA then obtained a survey and a new Legal Description was prepared to reflect the conveyance of the Hartford Regional Market, in its entirety.

Staff inquired with DAS to clarify the following questions:

1. Please provide a full-size copy of the survey reflecting the entire 33.193 acres.
 - ❖ DAS provided.
2. Please clarify if DAS had received a copy of the Title Search, or any other relevant information from CRDA Counsel, to support the conclusion that the Legal Description, as presented, reflects the Hartford Regional Market in its entirety.
 - The title report and some documentation received from CRDA's counsel, Arnold Shimelman from Shipman & Goodwin, LLP. OK
3. Please clarify who prepared the Legal Description in Exhibit A of the Correcting Quit-Claim Deed.
 - Arnold prepared the legal description and we verified it based on the survey. OK

Recommendation: Staff recommend approval of this conveyance and Correcting Quit Claim Deed to convey the 33.193 acres of land and improvements known as the Hartford Regional Market to CRDA for the following reasons:

1. The conveyance deed is consistent with Section 10 of Public Act 18-154, which stipulates the transfer of the property to the Capital Region Development Authority (CRDA) at the administrative cost of such transaction. The parcel to be conveyed comprises 33.193 acres of land and associated improvements known as the Hartford Regional Market.
2. The legal description in the Correcting Quit Claim Deed is consistent with the survey map prepared by Alfred Benesch & Company.

PRB 19-018 approved by the Board on January 31, 2019.

A summary of the conveyance is as follows:

1. The conveyance deed is consistent with Section 10 of Public Act 18-154, which stipulates the transfer of the property to the Capital Region Development Authority (CRDA) at the administrative cost of such transaction. The parcel to be conveyed comprises approximately 32.7 acres of land and associated improvements known as the Hartford Regional Market.
2. The conveyance also requires the execution of an agreement between CRDA and the Department of Agriculture (DoAG) governing the continued operation of the Hartford Regional Market. Both parties executed a Memorandum of Understanding (MOU) reviewed by Staff.
3. In addition to the MOU, CRDA requested and DoAG agreed to preparation and execution of an Assignment and Assumption of Leases and Licenses.
4. The conveyance does not place any use restrictions on the property, nor is there a reverter clause.
5. The deed description is consistent with the legal description of the property and reviewed by AG prior to execution.

The Public Act Language is as follows:

Sec. 10. (*Effective from passage*) (a) Notwithstanding any provision of the general statutes, the Commissioner of Administrative Services, on behalf of the Commissioner of Agriculture, shall convey to the Capital Region Development Authority a parcel of land located in the city of Hartford, at a cost equal to the administrative costs of making such conveyance. Said parcel of land is identified as containing the Hartford Regional Market and is located at 101 Reserve Road. The Capital Region Development Authority and the Department of Agriculture shall enter into an agreement governing the continued operation of the Hartford Regional Market. The conveyance shall be subject to the approval of the State Properties Review Board.

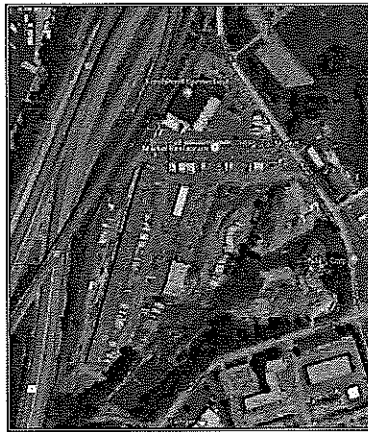
(b) The State Properties Review Board shall complete its review of the conveyance of said parcel of land not later than thirty days after it receives a proposed agreement from the Department of Administrative Services. The land shall remain under the care and control of the Department of Agriculture until a conveyance is made in accordance with the provisions of this section. The State Treasurer shall execute and deliver any deed or instrument necessary for a conveyance under this section, which deed or instrument shall include provisions to carry out the purposes of this section. The Commissioner of Administrative Services shall have the sole responsibility for all other incidents of such conveyance.

Staff inquired with DAS to clarify the following questions:

1. The submission includes a "Consent to Action" authorizing Michael Freimuth to execute and deliver agreements. Do you have meeting minutes authorizing Michael Freimuth?
 - DAS provided CRDA January 10th Meeting Minutes identifying the authority of Michael Freimuth to execute Agreements with respect to this conveyance.
2. The submission includes a Memorandum of Understanding between CRDA and DoAG that clearly spells out responsibilities of the two parties. Also include is an Assignment and Assumption of Leases and Licenses that transfers all responsibilities of the DoAG as Lessor/Licensor to CRDA, which CRDA has agreed to assume all responsibilities.

3. If a conflict arises regarding the requirements of the two parties, which document is prioritized to settle the conflict, the MOU or Assignment?
 - DAS confirmed with the AG's office that the Assignment/Assumption agreement overrides the MOU.
4. Section 5 of the MOU deems the Hartford Regional Market as "state property" for insurance purposes. Is this permitted under statute? Does this mean that future leases by CRDA will come before the Board for review and approval?
 - It is permitted and Daria with State Insurance Board has confirmed that our insurance carrier will continue to provide insurance coverage to cover the State. CRDA has its own insurance. No it does not mean that future leases will go to the SPRB. Since CRDA is not a State agency they will follow their own process

RECOMMENDATION: Staff recommend **approval of this conveyance and Quit Claim Deed** to convey the 32.7 acres of land and improvements known as the Hartford Regional Market to CRDA.



5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS

PRB #	19-139
Transaction/Contract Type:	AE / CA Services Contract
Origin/Client:	DCS/NCC
Project Number:	BI-CTC-565
Contract:	BI-CTC-565-CA
Consultant:	The Morganti Group, Inc.
Property:	Norwalk, Richards Ave (188) – Norwalk Community College
Project Purpose:	CA Services for B-Wing Renovation
Item Purpose:	New Consultant Contract

PROPOSED AMOUNT: \$694,635

AUGUST 16, 2019 UPDATE

At its meeting held on July 25, 2019, the State Properties Review Board voted to suspend this item pending clarification of the following issues:

1. Page 16 of CA's contract; Section II. CA's Scope – says CA will provide pre-design services and design phase services. Please clarify where in the compensation "pre-design services" is listed in Exhibit B (Page 31) of the same contract.

DAS PM - Response: Any type of CA “pre-design services” the CA may need to support will be done during the Schematic Design Phase.

CA contract correction should be noted as: Page 16 of CA’s contract; Section II. CA’s Scope – CA will provide pre-design services and design phase services.

SPRB Director Response: Please provide documentation defining “pre-design services”. If these services are to be provided during the Schematic Design (SD) phase, why are these services not included in the SD phase? Also, on page 17, Item A – Project Management and Reporting; Master Project Milestone Schedule references “major pre-design”. The staffing matrix/schedule provided by TMG as part of their proposal, shows these “pre-design services” to start early in the phase (even before the Schematic Phase) – 7/1/2019 for 30 days. Based on all these documents, the “pre-design” services are not required if the Architect is already in the Schematic Design phase.

DAS PM - Response: The Architect has completed their ‘pre-design’ services. TMG shall be sent a request – accepting the removal of the cost for the ‘pre-design’ phase services from their proposal for acceptance. DAS shall revise the CA’s contract pages 16, 30 of 31) noting the fee reduction. In addition DAS shall revise the SPRB memo with this reduction. The revised documents shall be sent to DAS Legal – paralegal support staff for SPRB.

SPRB Director Response: OK (savings of \$4,320)

2. What is the status of the Architect contract (what phase)? Is CA providing any services?

DAS PM - Response: SPRB on 3/21/2019 approved the Architect’s contract. The Architect’s services are in the Schematic Design Phase. DAS intended the CA provide design phase services supporting all project phases. The CA is not under contract and have not been authorized to provide any services.

SPRB Director Response: OK

3. Page 16 – under Section II, Scope – the sentence “The Construction Administration shall not commence any from the DAS Project Manager” is duplicate.

DAS PM - Response: SPRB is correct, there appears to be a sentence typo duplication.

SPRB Director Response: OK

4. Page 24, Section II (I) – Construction Phase Services – it lists 424 calendar days (construction phase) plus 90 calendar days. However, the proposal from TMG dated June 6, 2019 states 1,188 calendar days plus another 90 days for closeout. Does this mean that the design phase services has no time limits in terms of calendar days and that the fees for those services are not to exceed?

DAS PM - Response: The TMG proposal of 1,188 calendar days reflects the staffing efforts and anticipated duration of services required and being purchased by DAS for each project phase.

SPRB Director Response: Form 1140 identifies 300 days from pre-design to bidding/contract award; 385 days for construction; 45 days for project closeout, totaling 730 days from Predesign to project closeout. TMG’s proposal states 1,278 total days as project duration. Why is there a huge discrepancy in the number of project duration days between CA’s and Architect’s estimate? Please provide Architect’s contract project schedule. Does this mean that Architect’s contract might need revision?

DAS PM - Response: DAS The Architect’s contract schedule reflects solely the time duration for their team to produce each design phase documents which correlates to their ‘notice to proceed authorization’. TMG’s proposal includes each of the design phase documents durations for the Architect to complete their documents plus additional weeks/months to review the Architect’s documents and cost estimate working with the DAS/PM and other related meetings. The Architects contract does not need revision.

SPRB Director Response: OK

5. In the TMG proposal dated June 6, 2019, CA has excluded MEP coordinator during Preconstruction and Construction Phase. Who is providing these services during these phases?

DAS PM - Response: Both the attached DAS RFQ 3-10-2018 Legal Notice and TMG RFQ submission did not require/include MEP coordinator CA services. DAS plans on hiring a Consultant to do a coordination documents review prior to acceptance of documents for bidding using a "RediCheck" review.

SPRB Director Response: OK

6. Please clarify the difference between the Consultants construction phase services (424 days plus 90-day close out) in Exhibit A(I), page 24 of the CA Contract with the Architect's estimate of 385 days and a 45-day close out, Form 1140, Item 3, Scope of Work; Schedule.

DAS PM - Response: Construction Duration is 385 PLUS 10% is 39 days – total equals 424 days.

The CA Contract duration, per "boiler plate language" DAS Contract Form "(214) Construction Administration 3.5.15.doc."contract (IV. Contract Duration) is set and specific. See below portion copied from the contract template document.

"Nothing contained herein shall limit the State's rights pursuant to Articles VIII, IX, and X of the contract.

IV. CONTRACT DURATION

The Construction Administrator's construction phase services shall be for a time period of (use construction contract time plus 10%) () calendar days (the Construction Phase Time), plus an additional ninety (90) calendar days for project closeout, commencing with the date set forth in the written notice to proceed sent to the Construction Administrator by the DAS Project Manager. Said number of calendar days may be extended in writing by the Commissioner of the DAS, hereinafter referred to as the Commissioner. A reasonable fee shall be determined by the Commissioner for an appropriate level of services for the extended time. The parties recognize that during the extended time the level of staffing and/or services may be decreased, which shall be considered by the Commissioner in the determination of a reasonable fee."

SPRB Director Response: OK

7. Please clarify the status of the Commissioning Consultant (Cx) that was included in the June 2018 RFQ. Who is providing these services?

DAS PM - Response: DAS plans to hire a Commissioning Consultant when this project has obtained Construction Phase funding from a DAS On-Call Consultant contract provider. The fee proposal pricing CA received from Cx Consultant's (holding to a fee when a project's construction date is years away) DAS has found was expensive adding considerable project cost. It is in DAS best interest in obtaining a fee for a Cx Consultant closer to the time of construction. Using DAS On-Call Consultant's will have controlled current acceptable fees schedule.

SPRB Director Response: As per Item 15 of the RFQ Web Advertisement, it states that the Selected CA shall provide the additional services of a Commissioning Agent. Why is commissioning agent not involved during the design phase of the project? Will there be any coordination between CxA and CA and/or Architect? If yes, where is this covered in the CA's scope? Is DCS planning to hire CxA at a later date and manage CxA?

DAS PM - Response: DAS plans to hire a Commissioning Consultant when this project has obtained Construction Phase funding from a DAS On-Call Consultant contract provider. The CxA will be hired at the appropriate time to be involved during the design development phase. The Architect's contract (on page 7 of 17) and the CA's contract (on pages 17, 18 of 31) DAS has purchased both Consultant's services for their coordination with the CxA.

SPRB Director Response: OK

8. Please provide a copy of the applicable licenses for this CA contract.

DAS PM - Response: The attached DAS RFQ 3-10-2018 Legal Notice does not require licenses for this CA contract.

SPRB Director Response - OK

RECOMMENDATION: Staff recommends APPROVAL of this consultant contract in the amount of \$690,315. The CA fee of 4.85% of construction cost is within the DCS CA Services guideline of 5.0%. There is a savings of \$4,320.

PROPOSED AMOUNT: \$694,635

The "B Wing" of Norwalk Community College's West Campus building built in 1966 is in need of renovations. This existing structure consists of two (2) building floors of approximately 32,000 gross square feet supported on slab on grade foundation with perimeter utility tunnel confined spaces. The building requires comprehensive renovations and upgrades to classrooms, and laboratories, research laboratories, student support services and faculty services spaces. The existing heating, ventilation and air-conditioning systems (HVAC), mechanical, electrical, plumbing systems (MEP) are failing and in need of complete replacement. The existing Community College facility spaces need to be retrofitted to accommodate new technologies and programming. Common building areas such as corridors, toilet rooms, elevators, stairs and lobbies need to be modernized and code upgraded. All exterior doors, interior doors and windows need replacing to improve energy efficiency, access, safety and overall appearance. The "D Wing" of Norwalk Community College's West Campus building abuts the "B Wing" with an entrance area containing a two-story space enclosed with a glass exterior curtain wall system. The existing elevator serving the B Wing and D Wing is located adjacent to this space. The Architect's design services shall include a schematic design with separate cost estimate order of magnitude for consideration to the Owner to decide if this area should be additional project scope for inclusion in the project. If the "D Wing" entrance area is added to the project scope for the construction phase, there shall be no additional fee for the construction phase if the "D Wing" work can be accomplished within the Construction Phase Time and project close out period.

The overall construction and total project budget have been established at \$14,320,000 and \$23,699,392 respectively.

In June 2018 the Department of Construction Services ("DCS") issued a Request for Qualifications for Construction Administrator (CA) Consultant Services and Commissioning (Cx) Consultant Services related to the "B-Wing" Renovation project. DCS elicited 11 responses to the advertisement of which all submittals were considered "responsive". DCS then proceeded to review the submittals and after the completion of the internal review process, five firms were selected for short-listed interviews. These firms were as follows, Newfield Construction Group, STV Construction, Inc., KBE Building Corporation, The Whiting-Turner Contracting Company and The Morganti Group, Inc. The State Selection Panel consisted of 5 members and interviewed each firm for evaluation purposes based upon an established weighted ranking system. At the conclusion of the process DCS identified The Morganti Group, Inc., ("TMG") as the most qualified firm.

This contract is for Construction Administrator (CA) Consultant Services for the completion of the "B-Wing" Renovation project from schematic design phase through project close out. The overall

compensation rate for this basic service is \$694,635, that includes \$5,000 for design phase contingency.

The Construction Administrator's construction phase services shall be for a time period of Four Hundred Twenty Four (424) calendar days, plus an additional ninety (90) calendar days for project closeout.

CSCU confirmed funding is in place for preconstruction services totaling \$197,020 via CHEFA Bond Funding for pre-construction services.

TMG Fee for Basic Services (PRB #19-139)	COST (\$) (BASIC)	COST (\$) (SPECIAL)	Total Cost	C. Budget (\$)	(%) Budget
Schematic Design Phase	\$28,980				
Design Development Phase	\$28,980				
Contract Document Phase	\$28,980				
Bidding and Review Phase	\$28,980				
Construction Administration Phase	\$545,029				
Project Close Out	\$28,686				
TOTAL BASIC SERVICE FEE (#19-073) (A)	\$689,635			\$14,320,000	4.82%
SPECIAL SERVICES:					
Design Phase Contingency		\$5,000			
		\$0			
TOTAL SPECIAL SERVICES(B)		\$5,000			
TOTAL FEE (PRB #19-139) (A) + (B)			\$694,635	\$14,320,000	4.85%

- The June 2018 RFQ elicited 1 responses. The Selection Panel interviewed five firms and ultimately recommended the appointment of The Morganti Group, Inc., ("TMG"). The selection was approved by the DAS Commissioner Currey on 9/12/18.
- TMG is located in Danbury. This firm was established in 1916 and has 93 employees of which 40 employees are located in Danbury. License information was not provided.
- Aon Risk Solutions reported that over the past 5 years TMG has no general liability or professional liability claims.
- The submittal is accompanied by a Consulting Agreement Affidavit notarized on 3/14/2019.

Staff asked DCS to clarify the following:

9. Page 16 of CA's contract; Section II. CA's Scope – says CA will provide pre-design services and design phase services. Please clarify where in the compensation "pre-design services" is listed in Exhibit B (Page 31) of the same contract.

- Response: Any type of CA "pre-design services" the CA may need to support will be done during the Schematic Design Phase. CA contract correction should be noted as; Page 16 of CA's contract; Section II. CA's Scope – CA will provide pre design services and design phase services.

❖ Please provide documentation defining "pre-design services". If these services are to be provided during the Schematic Design (SD) phase, why are these services not included in the SD phase? Also, on page 17, Item A – Project Management and Reporting; Master Project Milestone

Schedule references “major pre-design”. The staffing matrix/schedule provided by TMG as part of their proposal, shows these “pre-design services” to start early in the phase (even before the Schematic Phase) – 7/1/2019 for 30 days. Based on all these documents, the “pre-design” services are not required if the Architect is already in the Schematic Design phase.

10. What is the status of the Architect contract (what phase)? Is CA providing any services?

- Response: SPRB on 3/21/2019 approved the Architect’s contract. The Architect’s services are in the Schematic Design Phase. DAS intended the CA provide design phase services supporting all project phases. The CA is not under contract and have not been authorized to provide any services.

❖ OK

11. Page 16 – under Section II, Scope – the sentence “The Construction Administration shall not commence any from the DAS Project Manager” is duplicate.

- Response: SPRB is correct, there appears to be a sentence typo duplication.

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12. Page 24, Section II (I) – Construction Phase Services – it lists 424 calendar days (construction phase) plus 90 calendar days. However, the proposal from TMG dated June 6, 2019 states 1,188 calendar days plus another 90 days for closeout. Does this mean that the design phase services has no time limits in terms of calendar days and that the fees for those services are not to exceed?

- Response: The TMG proposal of 1,188 calendar days reflects the staffing efforts and anticipated duration of services required and being purchased by DAS for each project phase.

❖ Form 1140 identifies 300 days from pre-design to bidding/contract award; 385 days for construction; 45 days for project closeout, totaling 730 days from Predesign to project closeout. TMG’s proposal states 1,278 total days as project duration. Why is there a huge discrepancy in the number of project duration days between CA’s and Architect’s estimate? Please provide Architect’s contract project schedule. Does this mean that Architect’s contract might need revision?

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- Response: Both the attached DAS RFQ 3-10-2018 Legal Notice and TMG RFQ submission did not require/include MEP coordinator CA services. DAS plans on hiring a Consultant to do a coordination documents review prior to acceptance of documents for bidding using a “RediCheck” review.

❖ OK

14. Please clarify the difference between the Consultants construction phase services (424 days plus 90-day close out) in Exhibit A(I), page 24 of the CA Contract with the Architect’s estimate of 385 days and a 45-day close out, Form 1140, Item 3, Scope of Work; Schedule.

- Response: Construction Duration is 385 days PLUS 10% is 39 days – total equals 424 days. The CA Contract duration, per “boiler plate language” DAS Contract Form “(214) Construction Administration 3.5.15.doc.”contract (IV. Contract Duration) is set and specific. See below portion copied from the contract template document.

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15. Please clarify the status of the Commissioning Consultant (Cx) that was included in the June 2018 RFQ. Who is providing these services?

• Response: DAS plans to hire a Commissioning Consultant when this project has obtained Construction Phase funding from a DAS On-Call Consultant contract provider. The fee proposal pricing CA received from Cx Consultant's (holding to a fee when a project's construction date is years away) DAS has found was expensive adding considerable project cost. It is in DAS best interest in obtaining a fee for a Cx Consultant closer to the time of construction. Using DAS On-Call Consultant's will have controlled current acceptable fees schedule.

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16. Please provide a copy of the applicable licenses for this CA contract.

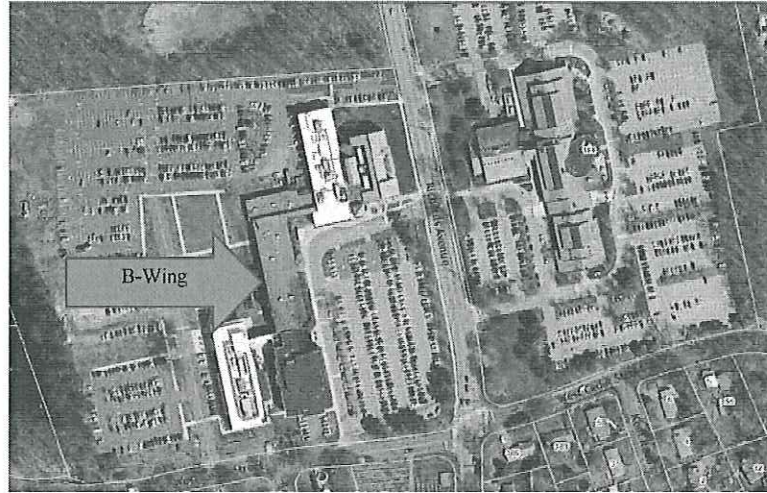
• Response: The attached DAS RFQ 3-10-2018 Legal Notice does not require licenses for this CA contract.

❖ OK

	SD	DD	CD	Revisions	Bid	
Start Date	8/1/2019	12/1/2019	5/1/2020	11/1/2020	3/1/2021	
End Date	10/1/2019	3/1/2020	9/1/2020	1/1/2021	5/1/2021	Total
CA Days	61	91	123	61	61	397
ARC Days	45	60	90	30	45	270
PE Fees	\$5,120	\$6,400	\$7,680	\$7,680	\$3,840	\$30,720
PM Fees	\$6,080	\$11,400	\$7,600	\$9,120	\$6,080	\$40,280
Sup Fees	\$0	\$2,320	\$4,640	\$6,960	\$4,640	\$18,560
Sch Fees	\$3,800	\$7,600	\$7,600	\$0	\$1,520	\$20,520
					Total Fee	\$110,080
					Avg Fee/Day	\$277.28
				x 127 excess days		\$35,214.51

RECOMMENDATION: Staff recommends **SUSPENSION** of this consultant contract in the amount of \$694,635. The CA fee of 4.85% of construction cost is within the DCS CA Services guideline of 5.0%. DCS staff is out and will need additional time to respond.

Norwalk GIS Map



6. ARCHITECT-ENGINEER - NEW BUSINESS

7. OTHER BUSINESS

8. VOTES ON PRB FILES:

PRB FILES #19-135-A – The Board took no action on this file and it remains in its current Suspended status from the July 18, 2018 meeting.

PRB FILES #19-136-A – The Board took no action on this file and it remains in its current Suspended status from the July 18, 2018 meeting.

PRB FILES #19-180 – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILES #19-180. The motion passed unanimously.

PRB FILES #19-139 – Mr. Berger moved and Mr. Valengavich seconded a motion to approve PRB FILES #19-139. The motion passed unanimously.

9. NEXT MEETING – Monday, August 26, 2019

The meeting adjourned.

APPROVED:


John Valengavich, Secretary

Date:

