



DEPARTMENT OF ADMINISTRATIVE SERVICES

5/31/2023

COMMISSION

On-Call Task Assignment for Design Services
 Contract No.: OC-DCS-MEP-0051
 Task No. T8
 Asnuntuck CC - ATC HVAC Upgrades
 170 Elm Street
 Enfield, CT 06082
 Project No. BI-CTC-672

Bemis Associates, LLC
 185 Main Street
 Farmington, CT 06032

Dear Sir or Madam:

In accordance with the applicable provisions of the subject on-call contract, and the applicable provisions of the Department of Administrative Services (DAS) Consultants Procedure Manual dated November 2019, which may be modified or amended current the date hereof, Bemis Associates, LLC is hereby authorized to perform the following pre-construction scope of services for the subject project. The consultant is not authorized to perform the construction phase services unless it receives prior written authorization from CSCU to perform those services. In this task letter the term Consultant shall be interpreted to mean Architect or Engineer as identified in the contract for on-call services.

1. Scope

Design and construction administration services to update the existing temperature controls and HVAC systems in the Manufacturing Technology Areas of Building #1 at Asnuntuck Community College.

The scope of work shall include, but is not limited to the following:

- Design for the installation of a ducted system or hood to the outside for the plasma cutter in Manufacturing technology Shop (Room 142).
- Troubleshoot, balance, and remedy the dust collection system excessive noise issue when running in Manufacturing Shop Area (Room 142).
- Design for dehumidification in Rooms 139, 141A, 142, 142A and 142B.
- Design for replacement of the two (2) Mitsubishi Split System units and Controllers for Room 139 - Manufacturing Technology Offices and Classrooms.
- Specify Integration of the new ductless split units with current SNE building system.
- Specify Energy Recovery Ventilators (ERV's) in Room 139 - Manufacturing Technology Offices and Classrooms.

The Connecticut State Colleges and Universities (hereafter the "CSCU") requires the following design and construction administration services:

1.A. Schematic Design (SD) / Design Development (DD) Phase

- Review and evaluate the CSCU's program, schedule, and Construction Budget, each in terms of the other. Collect other information as necessary to document the current and anticipated program needs and space requirements.

- Review existing drawings, specifications, surveys, reports and other documents available from the CSCU and/or its designees.
- Perform field inspections and measurements of existing conditions at the Project site to become familiar with the existing conditions and problem areas. Verify the configuration of existing space and field measure critical dimensions. Verify type and condition of applicable systems. Verify the existing air flows.
- Prepare and submit a report, including appropriate Deliverables, certifying the performance of such investigation and indicating the building's capabilities, limitations and deficiencies based on the identified program requirements.
- Complete a structural analysis of the roof to determine whether it can safely support the proposed loads and provide a stamped letter report summarizing the findings from the analysis with recommendations for reinforcing where required.
- Propose a location for the new Energy Recovery Unit and for the new Plasma Hood.
- Provide a preliminary selection for the ductless split system.
- Establish the final scope and prepare SD/DD Drawings and Specifications as set forth in the contract for on-call services.
- Review the CSCU's Division 1 (General Requirements) and potential bidding requirements and collaborate with the CSCU's designee regarding their development for the Project. Proposed modifications shall be compliant with the CSCU's Division 1 (General Requirements) and consistent with the Contract Documents. Summary Specifications sections shall identify major materials and systems and establish quality levels in general terms.
- Prepare & submit DAS Form 3030 – Checklist for Permits, Certifications, and Approvals.
- Coordinate and attend two **(2)** meetings with CSCU during the Design Development Phase to present the proposed equipment and design drawings. Prepare meeting minutes and distribute them to all attendees.
- Provide one **(1)** set of drawings and specification manuals and one **(1)** detailed cost estimate to CSCU, OSBI and FM Global for review and comment. Provide written response to their comments and incorporate said comments into the next submission.

1.B. Contract Documents (CD) Phase

Based on the accepted SD/DD Deliverables, comments received, and any adjustments authorized by the CSCU to the program, schedule, or Construction Budget, prepare CD Phase Deliverables in such form as to constitute the basis of the Bid Documents and allow for competitive bidding and complete construction of the Work.

- Complete/Update and submit required forms: DAS Form 3030 - Checklist for Permits, Certifications, and Approvals; DAS Form 3011 - Building Information Form; DAS Form 3150 Certificate of Compliance - Part 1, Pre-Construction Phase.
- Prepare a design narrative report and detailed cost estimate in ASTM Unifomat, Level II format for CSCU review and comment.
- Prepare Drawings that fully document the scope of the Work, and that coordinate with each other and the Specifications. Drawings and Specifications shall be detailed, coordinated, constructible, complete, and accurate, to promote accurate bidding and minimize Change Orders attributable to such documents.
- Coordinate and attend two **(2)** meetings with CSCU during the Contract Documents Phase to present the proposed equipment and design drawings. Prepare meeting minutes and distribute them to all attendees.

- Provide one **(1)** set of drawings and specification manuals and one **(1)** detailed cost estimate to CSCU, OSBI and FM Global for review and comment. Provide written response to their comments and incorporate said comments into the next submission.

1.C. Bidding/Negotiation

- Prepare an agenda for and conduct a pre-bid conference at the site.
- Respond to questions by the bidders and issue addendum(s) as necessary.
- Assist in obtaining bids or negotiated proposals and in evaluating, awarding, and preparing contracts for construction.

1.D. Construction Administration

- Coordinate and attend one **(1)** meeting with CSCU and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.
- Review the Contractor's submittals for general conformance with the design intent expressed in the Contract Documents.
- Visit the site a minimum of eight **(8)** times during construction to assess the progress and quality of work and to determine if the work being performed is in general compliance with the Contract Documents.
- Attend eight **(8)** job meetings, in conjunction with site visits, and prepare meeting minutes and field reports to document the progress and quality of the Contractor's work.
- Review Contractor's Applications and Certificate for Payment including Contractor's Requisition for Final Payment based upon a final inspection indicating the work is in compliance with the Contract Documents.
- Develop a punch list and conduct a final inspection. Determine the date of completion.
- Provide the CSCU, for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.
- Submit one **(1)** hard copy set of signed and sealed Record Drawings, and one **(1)** electronic set of drawings and specifications in PDF and CAD format.

You are hereby authorized to retain the services of **Macchi Engineers LLC, 185 Main Street, Hartford, CT** to provide the structural design services for a total fee of Two Thousand Five Hundred Dollars **(\$2,500.00)**; and the services of **MEP Cost, 7030 W. Pleasant Oak Court, Florence, AZ** to provide the cost estimate services for a total fee of Four Thousand Four Hundred Dollars **(\$4,400.00)** for the above referenced project.

2. Fee

The Consultant's total fee of Twenty Seven Thousand Five Hundred Dollars **(\$27,500.00)** shall be paid as indicated below for the completion of the work specified where previously authorized in writing and after CSCU receives and accepts each phase of the work. Said fee includes all sub-consultant fees and the Consultant's overhead and profit.

2A. Schematic Design / Design Development Phase: Nine Thousand Six Hundred Twenty Five Dollars **(\$9,625.00)**;

2B. Contract Documents Phase: Eight Thousand Two Hundred Fifty Dollars **(\$8,250.00)**;

2C. The Consultant shall be paid a sum of One Thousand Three Hundred Seventy Five Dollars **(\$1,375.00)** after the documents to be provided in the contract documents phase are bid by CSCU and the Consultant's duties for the bidding phase have been completed to CSCU's

satisfaction, or when the State's construction contract with the general contractor is signed. If neither occurs, this amount will not be earned and paid.

- 2D.** In the event CSCU approves and allocates funds for construction, a sum of Eight Thousand Two Hundred Fifty Dollars **(\$8,250.00)** shall be paid to the Consultant for construction administration if such administration is requested by the CSCU.

This sum includes the costs of services of any clerical and/or technical assistants working in the Consultant's office or in the field. Said sum shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum. An additional 5% of the construction administration sum shall be payable upon (1) completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction and (2) the receipt of record drawings. The balance of the construction administration sum shall be payable upon Certification of the Final Application for Payment.

3. Submittals/Time Period

The Consultant shall provide the work pursuant to the following phases within the time periods specified below or, at the option of CSCU, within extended periods to be determined by CSCU if CSCU is of the opinion that such extensions are warranted and if CSCU evidences its consent to such extensions in writing.

3.A. Schematic Design / Design Development Phase: One **(1)** set of drawings and specifications and one **(1)** detailed cost estimate within fifty six **(56)** calendar days after receipt of this approved task letter;

3.B. Contract Documents Phase: One **(1)** set of drawings and specifications and one **(1)** detailed cost estimate within fifty six **(56)** calendar days after receipt of written notice to proceed.

4. Construction Budget

The Consultant's services shall be based on a total construction budget of Two Hundred Fifty Thousand Dollars, **(\$250,000.00)**.

ANNUAL CERTIFICATION

If the aggregate value of the subject contract is \$50,000.00 or more, including all amendments and/or commission letters, then the engineer shall annually submit electronically, on or within two (2) weeks of the anniversary date of the execution of the contract, a completed Gift and Campaign Contribution Certification and notify the DAS Office of Legal Affairs, Policy and Procurement that it has been uploaded. Said certification shall be uploaded on the Department of Administrative Services' website. For the purposes of this section, the execution date of the contract shall be the date the Commissioner of DAS signed the contract.

All the terms and conditions of the subject on-call contract and any prior task letters for the same project under the same on-call contract shall remain in full force and effect except as modified herein.

Please indicate your acceptance by signing this original task letter and returning it to the DAS Project Manager, 450 Columbus Boulevard, Suite 1201, Hartford, CT 06103.

Bemis Associates, LLC

Contract No.: OC-DCS-MEP-0051

Task No: T8

Project No: BI-CTC-672

You are now authorized to proceed with the above-noted work.

Sincerely,

5/31/2023

DocuSigned by:
Jenna Padula
45E0806FEF92400...

Jenna Padula
Agency Legal Director
DAS/Real Estate and Construction Services

Bemis Associates, LLC

DocuSigned by:
Lucian Dragulski
639D5984BAD472...

ACCEPTED: _____

6/1/2023

Consultant

_____ Date

Lucian Dragulski

Print/Type Name

Member

Title

DH/NC

- xc: State Properties Review Board
- User Agency Representative – Steven Longo
- DAS Deputy Commissioner – Darren Hobbs
- Chief Architect – David Barkin
- Director Construction Support Services – Craig Russell
- Fiscal Administrative Supervisor – Glenn Knapsack
- On-Call Contract File
- Team File
- ADPM – Jennifer Vigneault
- Project Manager – Nacho Casal