



Approved Minutes
Monday, October 26TH, 2015 - 10:00A.M.
Special Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present

Paddi LeShane, Chair (Via Telephone)
Mat Jasinski, Commissioner (Via Telephone)
Bill Breetz, Commissioner (Via Telephone)

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey E. Redd, II, Associate Director
Gina Varano, Assistant Corporation Counsel, City of Hartford

1. **Call to Order** - Ms. LeShane called the October 26TH, 2015 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 10:05A.M.
2. **Roll Call of Commissioners** - Mr. Redd conducted roll call and announced there was a quorum present. Ms. LeShane, Mr. Breetz and Mr. Jasinski attended via teleconference.
3. **Chair’s Comments** - Ms. LeShane stated the Special meeting was called to enable the Board to receive updates on the HPA’s 11 Asylum Street administrative office buildout and MAT Garage LED Lighting Project then take action as needed. She stated though there was not a Property Management (PM) Committee meeting Mr. Boone updated Mr. Breetz and her on the various projects.
4. **11 Asylum Street Office Buildout** – Mr. Boone stated that on Thursday, October 19th, 2015 he received initial offer of \$397k from the 11 Asylum Street Landlord’s general contractor to perform the office buildout construction (buildout) which included a \$175k construction allowance. He stated the Board approved a budgetary estimate of \$285k therefore he rejected the offer which was \$112k over the budgetary estimate.

Mr. Boone stated he revised the buildout scope of work to achieve cost savings then put the project out for rebid to select vendors. He stated the Landlord’s general contractor has reviewed HPA’s construction drawings and provided a competitive bid of roughly \$341k which reduced the HPA’s expense by roughly \$56k. In addition, the expense for moving which was \$136k was reduced to \$105k a saving of \$31k for a combined reduction to the HPA’s expense of \$87k.

Mr. Boone stated some of the items the Landlord’s general contractor will not perform are legal services, architectural engineering, moving, security services, IT/ data communications set up, and reconfiguration of employees’ cubicles.

Mr. Boone stated the established buildout budget is \$255k, the revised buildout expense is \$272k with a contingency fund of \$48k. The \$17k difference and contingency fund will come from administrative expense line items approved by the Board in HPA’s FY 15-16 annual expense budget and he does not foresee the net annual expense budget will be exceeded. He added Mr. Ted Sheiber, Facilities and Project Manager, HPA will provide project oversight for the HPA.

After the Commissioners' discussion, Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski, that the Board approve the two (2) recommendations regarding 11 Asylum Office Buildout Cost contained in the memorandum dated October 23rd, 2015.

Ms. LeShane stated that the memorandum authorized HPA's CEO/Executive Director to reimburse:

- \$166,385 to the landlord of HPA's 11 Asylum Street office space for work detailed in the approved construction drawings.
- The landlord for any change orders approved by HPA and necessary to address field conditions, but not to exceed \$48,000 understanding the Commissioners do not wish to expend the funds if at all possible.

Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a vote, to

VOTED: Approve the Property Management Committee's recommendation regarding the 11 Asylum Office Buildout Cost dated October 23rd, 2015.
(Ayes - Breetz, Jasinski and LeShane)
Mr. Redd conducted the vote by roll call.

5. **MAT Garage LED Lighting Project** – Mr. Boone stated that he along with Attorney Varano, Mr. David Panico, Bond Counsel, Robinson and Cole agreed that if the HPA was seeking financing the City Council's approval is required. He stated they further agreed that the offer by Eversource to provide funding was an incentive not a loan/grant therefore City Council's approval was also not required.

Mr. Boone stated that Eversource offers a program that provides incentives to businesses who choose to retrofit their lighting fixtures with LED equipment. HPA is qualified for this program and has worked with a State contracted vendor (Conserv) to process the necessary documentation in order to develop an Eversource vetted and authorized quote to retrofit all of MAT garage's lighting with LEDs, the project cost is \$173,834.52.

Mr. Boone stated that:

- Eversource is targeting parking garages to provide incentives that will reduce the Return on Investment to one (1) year.
- On October 20th, 2015 Eversource announced further increased conversion incentives specifically for parking garages contracted by November 30th, 2015.
- The MAT garage incentives would increase to a potential maximum of \$145k from roughly \$69.4k.
- Conserv and Eversource were preparing a new proposal for HPA in order to incorporate the increased incentives.
- HPA will pay for the project from two funding sources. \$21.5k will come from the operating budget (approximately 5 months of electricity savings) and the balance will come from MAT's R&R fund, as needed.

Mr. Boone stated the recommendation is that the Board approve of LED Lighting Project to retrofit the existing lighting in the MAT garage in an amount not to exceed \$104,462 and further recommends to waive the competitive bid process requirement as Conserv is an authorized Eversource vendor charging a pre-established Eversource material and labor rate.

Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski, that the Board approve the two (2) recommendations regarding the MAT Garage LED Lighting Project (Revision 2) contained in the memorandum dated October 23rd, 2015.

Ms. LeShane stated that over the past twenty-four (24) months the HPA has authorized non-competitive bids well within the HPA's procurement procedures/rules. Commissioners' directed staff to post the MAT Garage LED Lighting Project Request for Proposal (RFP) with an explanation of why the non-bid RFP was in the best interest of the HPA non-bid along with two (2) other non-bid proposals that were approved earlier in the fiscal year. It was further directed that HPA post any non-competitive bid in the future on the web-site with an explanation for said action.

Attorney Varano stated there was an exception to the procurement procedures/rules which states if a vendor is the only entity that can provide the materials, products and or services required, the HPA could acquire them by sole source as City of Hartford (City) does.

After the ensuing discussion, Commissioners agreed to modify the accompanying Resolution for the MAT Garage LED Lighting Project recommendation that the Board waive the competitive bid process based on the sole source procurement rule in the City's Municipal Code Section 2-552.

After the Commissioners' discussion, Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski, that the Board approve the two (2) recommendations regarding MAT Garage LED Lighting Project (Revision 2) contained in the memorandum dated October 23rd, 2015.

VOTED: Approve the Property Management Committee's recommendation regarding the MAT Garage LED Lighting Project (Revision 2) dated October 23rd, 2015 and the Resolution as amended. (Ayes - Breetz, Jasinski and LeShane)
Mr. Redd conducted the vote by roll call.

6. Public Comment

ADJURNMENT

Ms. LeShane polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Breetz, passing unanimously to -

VOTED: Adjourn the October 26TH, 2015 Special Board Meeting at 10:33A.M.
(Ayes - Breetz, Jasinski and LeShane)

Respectfully submitted,

Carey E. Redd, II, CAPP

Carey E. Redd, II, CAPP
Secretary to the Board