

City Hall Annex  
Three Pond Road  
Gloucester, MA 01930



CITY OF GLOUCESTER  
Community Development Department

Harbormaster's Office Building Committee  
Gloucester Harbormaster's Office and Visiting Boater Center Location:

[19 Harbor Loop Gloucester MA](#)

September 5, 2019 – 2:30Pm to 4Pm

Draft MINUTES

Attending: J Caruso, TJ Ciarametaro, Kent Lento, M Hale, B Sanborn, Tony Gross  
M Hale opens meeting by reviewing agenda items.

Approval of August 7 minutes- motion to approve: TJ. 2<sup>nd</sup>: Tony Gross No discussion, minutes approved.

Review of Harriman request for additional funding; group discussion begins. \$33,000. The matrix shows additional work – we have grown and shrunk the project.

TJ; shellfish offices were always there, they should not be an add-on now.

M Hale; we are responsible for part of this for permitting services, CH91, RFD. Water quality. They have indicated the scope of the project is beyond the scope which always means more money. And they did provide alternatives. In the end, we as a committee have done well to be very specific with them.

Discussion continues regarding multiple changes to plan; ridge vents, HVAC system, flood proofing bathroom walls etc. They also did the site selection study and had much of this information.

Committee would like to have Jill and Mike negotiate the additional services fee.

Motion: Bill S. 2<sup>nd</sup>: Ken Lento

Unanimous vote.

M Hale continues with instructions regarding the evaluation sheets. He indicates the importance of reading and evaluating each separately and timely.

Please submit all reviews to Jill no later than Monday September 9, 2019.

#### Review of OPM bid packets

M Hale indicates a total of 5 companies submitted a bid. Make copies of the evaluation sheet.

All have been emailed to each member. Review and rate each proposal. Review their qualifications.

Question; do we need one?

Answer: Yes any project over \$1.5 million must have one-

This will be a part time position- we do not need a full time manager.

During pre-bid we were very clear about this budget being tight.

These need to be returned by Monday

#### Construction bid packets review

Mike gives a brief over view.

Tony G; One reviewed had a figure incorrect making it over \$100,000 off, making them the second lowest bid.

Discussion continues regarding figures. We all need to look and make sure they are accurate, review each line. If they are using the same sub bids the cost should be the same.

M Hale mentions he will contact the Purchasing Department regarding the error on the one line item. He will then respond to the group.

Discussion continues among members. Members discuss the total costs.

K Lento asks if we are adding any alternatives. They must follow in order that they were chosen, we have 5. M Hale responds that the administration could advance \$120,000 for the needed work. It makes sense to complete these now. TJ speaks to public persona of second floor not being completed.

We have favorable bids we can ask Jim for alternatives funding.

M Hale continues with timeline information-discussion. The plan is to have the Notice to proceed out by the end of next week. Construction by October 15<sup>th</sup>.

Discussion again regarding alternatives, and what can be afforded,

J Caruso, in the review please check all figures closely

TJ mentions roofing costs, it is explained that liability insurance is costly.

K Lento wants to confirm the project is moving forward, M Hale responds it is.

M Hale mentions that the 2<sup>nd</sup> floor could be done easily if need be.

T Gross, mentions the loss of the operable wall on the first floor. M Hale mentions that it could be purchased in the future and alternatives bid pricing can also be negotiated once the bid is accepted.

In wrapping the meeting M Hale indicates all OPM review responses should be sent to Jill – no later than Monday, the proposals are reviewed on their merit. It is a lot of work, the next step is the bids will be opened.

M Hale reviews some of the 16 criteria, and the process for rating. Each member has been given a copy. They are to be rated 1 to 5. Look at details closely.

We need to meet next week to review this one more time.

Next meeting date is set for September 10, 2019 at 10:00 AM.

Motion to adjourn: T J Ciarametaro

2<sup>nd</sup>: J Caruso

Meeting adjourned.