

CITY CLERK
GLOUCESTER, MA
2021 NOV 10 PM 3:18



GLOUCESTER CITY COUNCIL
Planning & Development Committee
Wednesday, November 17, 2021 – 5:30 p.m.
REMOTE MEETING
AGENDA

(Items may be taken out of order at the discretion of the Committee)

Consistent with Chapter 20 of the Acts of 2021, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time and participate when necessary. Persons who wish to do so are invited to view the meeting at:

Join from Computer, Smart Device: <https://gloucester-ma-gov.zoom.us/j/84705357440>

Join via Phone: 1-301-715-8592 or 1-312-626-6799

Meeting ID: 847 0535 7440

Please visit <http://gloucester-ma.gov/remote-public-meetings> for instructions and guidance on how to join a remote meeting.

1. Memorandum from Police Chief recommending the Construction Manager at Risk Procurement delivery method for the Police Station/Courthouse Reconstruction Project
2. Special Event Permit Application: Request for street closures for the Small Business Flea Market on November 26, 2021 (rain dates November 27, 2021 and November 28, 2021)

Matters to be continued

3. Public Hearing: PP#2021-010: Request by National Grid to install 1 JO Pole on Emerson Avenue beginning at a point approx. 90' west of the centerline of the intersection of Lincoln Park (Cont. from 10/06/21, TBC 12/8/21)

COMMITTEE
Chair, Councilor Valerie Gilman
Vice Chair, Councilor Jen Holmgren
Councilor Barry Pett

CC: Mayor Theken; Joanne M. Senos; Frank Cousins; Chris Sicuranza; Chip Payson; Ed Conley

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



GLOUCESTER POLICE DEPARTMENT

Office of the Chief of Police
197 Main Street
Gloucester, MA 01930
(978) 281-9775



Chief Edward G. Conley

To: Sefatia Romeo Theken, Mayor

From: Edward G. Conley, Chief of Police

Date: November 3, 2021

Re: Police Station/Courthouse Reconstruction Project
Construction Manager at Risk Procurement Method

Massachusetts General Law prescribes two methods for the procurement of building construction services. Chapter 149 defines the traditional Design — Bid — Build (DBB) method and Chapter 149A defines the alternative Construction Manager at Risk (CMR) method. The CMR delivery method can be used on any building project estimated to cost \$5.0 million or more.

At its meeting on October 25, 2021, the Police Station/Courthouse reconstruction project Building Committee considered both delivery methods and voted 9 to 0 to recommend that the City use the CMR delivery method for this project. Among the points discussed prior to the vote were the following:

- The ability to prequalify and select a Construction Manager (CM) on the basis of reputation and record in controlling costs, meeting deadlines and satisfying the owners as opposed to selecting the CM based almost exclusively on the low bid.
- This method allows for the CM to be involved in the project during the design phase that leads to collaboration between the CM and the design team. This reduces the number of questions/decisions that might come up during construction that can lead to project delays and cost increases through change orders.
- The CM assumes ownership of the construction budget early in the process of cost estimating.
- The project schedule can be sped up through the use of early packages for site work and demolition.
- This CMR method promotes a spirit of cooperation among the City as owner, the City's Owners Project Manager (OPM), the Architect, the CM and the trade contractors and

greatly reduces the risk of disagreement between the parties that can extend the schedule and increase the budget.

It should be noted, the CMR method does not generally lead to a less costly project. It does however lead to a smoother project and reduces the possibility of increased project costs/delays due to change orders. The West Parish Elementary School was done as a CMR project. It came in on time and under budget. We have also approved the East Gloucester/Veterans Elementary School as a CMR project.

In order to proceed with the CMR method, we must submit a detailed application to the Inspector General's office. Included in that application must be evidence of an affirmative vote of the City Council to approve the CMR delivery method. I have attached a proposed motion for Council vote.

I have also attached a copy of the October 25, 2021, minutes of the Police Station/Courthouse reconstruction project Building Committee along with a letter addressed to the Massachusetts Office of the Inspector General.

Please submit this request to the City Council in your next Mayor's Report.

Thank you.

PROPOSED GLOUCESTER CITY COUNCIL MOTION

Motion: On a motion by Councilor _____, recommended by Councilor _____, the City Council voted a Roll Call ____ in favor, _____ opposed, to recommend that the City Council approve a Construction Manager at Risk (CMR) approached under MGL c. 149A as a public construction alternative to the Design-Bid-Build method under MGL c. 149 for the Police Station/Courthouse reconstruction project.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

October 25, 2021

Massachusetts Office of the Inspector General
Room 1311
John McCormick State Office Building
One Ashburton Place
Boston, MA 02108

To Whom It May Concern,

Please be advised that the Gloucester Police / Courthouse Building Committee, at its meeting of October 25, 2021, voted to pursue the Construction Management at Risk method of building and to proceed with the process proscribed by Chapter 149A as it relates to the Gloucester Police Department / Gloucester District Courthouse – Envelope Restoration & Renovation Project. .

Further, the Gloucester Building Committee approves the project plan and procedures and has the authority to supervise the Owner's Project Manager as it relates to the Gloucester Police Department / Gloucester District Courthouse – Envelope Restoration and Renovation Project.

Sefatia Romeo Theken,
Mayor

Chief Edward Conley, Gloucester Police
Chairman, GPD/Courthouse Building Committe

BUILDING COMMITTEE MEETING MINUTES – 001

Date: 10-25-2021

Time: 10:00 AM

Meeting Location: Virtual (via City Zoom)



Project:

Gloucester Police & Courthouse – Envelope Restoration & Renovation

197 Main Street

Gloucester, MA 01930

Meeting Participants:

Name	Affiliation	Present	E-Mail
Ed Conley, Chair	GPD	Y	econley@gloucester-ma.gov
Ryan Knowles	COG	Y	rknowles@gloucester-ma.gov
John McCarthy	COG	Y	jmccarthy@gloucester-ma.gov
Shawn Bouchie	GPD	Y	sbouchie@gloucester-ma.gov
Bill Sanborn	COG	Y	bsanborn@gloucester-ma.gov
Chris McQuade	GDC	Y	christopher.mcquade@jud.state.ma.us
Joe Fitzgerald	GPD	Y	jfitzgerald@gloucester-ma.gov
Joe Balbo	GPD	Y	jbalbo@gloucester-ma.gov
Heidi Fialho	GPD	Y	hfialho@gloucester-ma.gov
Michael Hale	COG	Y	mhale@gloucester-ma.gov
Chip Heitkamp	D&W	Y	cheitkamp@doreandwhittier.com
Brad Dore	D&W	N	bdore@doreandwhittier.com
Neil Joyce	CMS	Y	neil@cms-ma.com
Scott Lubker	CMS	Y	scottl@cms-ma.com

Abbreviations:

GPD – Gloucester Police Department

GDC – Gloucester District Court

COG – City of Gloucester

CMS – Construction Monitoring Services, Inc. (Owner’s Project Manager)

D&W– Dore & Whittier (Designer)

BUILDING COMMITTEE MEETING MINUTES – 001

Date: 10-25-2021

Time: 10:00 AM

Meeting Location: Virtual (via City Zoom)



Project:

Gloucester Police & Courthouse – Envelope Restoration & Renovation

197 Main Street

Gloucester, MA 01930

OLD BUSINESS

None

NEW BUSINESS

Item No.	Description	Responsibility
001.01	Team Introductions: Roundtable introductions of all committee members and meeting attendees.	RECORD
001.02	Building Committee Charter: Chief Conley read the responsibilities and charter of the Building Committee, as it relates to their roles and responsibilities for this project.	RECORD
001.03	Chairman Conley noted that at this time, Chris McQuade is a non-voting member. It is anticipated that Mr. McQuade will be voted in and affirmed by City Council at a later date.	RECORD
001.04	Construction Manager at Risk (CMR) Delivery Method: CMS provided an overview of the CMR Delivery Method including: <ul style="list-style-type: none">• Origin on CMR Delivery Method• Minimum Criteria for adoption of CMR• Inherent Advantages of CMR• Basis of Compensation (Cost of Work + Fixed Fee) CMS also provided an overview of the CMR Selection Process: <ul style="list-style-type: none">• Two-Step, Qualifications-based Selection process• Establishment of Evaluation subcommittee• RFQ – tangible qualities, including overall qualifications, relevant project experience, past CMR experience, DCAMM status, Financial position, etc.• RFQ Ranked / Shortlist Candidates (not less than 3 firms)• Shortlisted Candidates respond to RFP, containing two components:<ul style="list-style-type: none">• Technical Component: Professional References, Team Resume’s, Management Plans and Relevant Project-specific strategies• Price Component: Estimated Costs for Pre-Construction services, General Conditions and Fixed Fee• Final Evaluation / Negotiate with Top-Ranked Firm until Agreement can be reached.• A general overview of the anticipated schedule for CM Selection was presented. OIG Application will be made upon receipt of affirmation by City Council, with an anticipated 60-day review. CM Selection process will proceed in parallel, with award of the	CMS / RECORD

BUILDING COMMITTEE MEETING MINUTES – 001

Date: 10-25-2021

Time: 10:00 AM

Meeting Location: Virtual (via City Zoom)



Project:

Gloucester Police & Courthouse – Envelope Restoration & Renovation

197 Main Street

Gloucester, MA 01930

	CM occurring only after confirmation by OIG. February 1, 2022 was targeted for the completion of the CM Selection process.	
	An opportunity for Committee Questions / Answers was provided at the conclusion of the presentation.	
001.005	VOTE: A motion was made (Fitzgerald) and seconded (McCarthy) to adopt the CM@Risk Delivery Method for the project. A roll call-vote was unanimous in favor, with no abstentions.	RECORD
001.06	Councilor McCarthy noted City Council would take action on the recommendation during first meeting in November.	RECORD
001.07	VOTE: A Motion to Adjourn was made at 11:00 AM (Hale) and seconded (Sanborn). A roll call vote was unanimous in favor of adjournment.	RECORD

END OF MINUTES

Special Event Permit Application

21-63

Applicant: Tayler Aylward

Event Sponsored by City: No

Small Business Flea Market

General Details

Organizer: Tayler Aylward

Contact Person

Name: Tayler Aylward
Phone: 7816064886
Email: tayleraylward@gmail.com

Contact Person "Day of Event"

Name: Tayler Aylward
Phone: 7816064886

Event Date(s)

Date	Start Time	End Time
11/26/2021	11:00	4:00 PM

Rain Date(s)

Date	Start Time	End Time
11/28/2021	11:00	4:00
11/27/2021	11:00	4:00

Event Type: Farmers' Market

Location: Harbor Loop

Requested Street Closures (10:00 to 5:00)

Harbor Loop

Requested Motor Vehicle Detours

Harbor Loop

Primary Age Group:	All ages	Abutters Notified:	Yes
Estimated # Workers/Staff:	20	Neighborhood Groups Notified:	No
Estimated # Attendees:	100	Event Will Financially Benefit:	Small local business selling jewelry, baked goods, etc.
Event Advertised to Public:	Yes (Social Media) (Posters/Flyers)		

Vendor Details (Locations in Total)

Vendor Name	Contact Person	# Stations
Damsels in Distress	Elizabeth Higgins and Talia McWilliams	1
Emma's Closet	Emma Harrington	1
Tayler's Closet	Tayler Aylward	1

Entertainment Details

The event will include all of the following: Live Music

Game Details (Games in Total)

Game Name	How Many?

Raffle Details (Raffles in Total)

Raffle Prize	How Many?

Tent Details (Tents in Total)

Tent Length	Tent Width	How Many?
10	10	10

Extra Receptacles

Trash: 3 # Recycling: 3 To Be Paid For By: Will request the City to provide them

Portable Toilets

Standard: **# ADA:** **To Be Paid For By:**

Requests for City Services

3 Trash Receptacles	3 Recycling Receptacles
2 Traffic Control Signs	0 Traffic Control Cones