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## MEETING NUMBER 11 MINUTES

**Project:** Gloucester City Hall Exterior Restoration  
Gloucester, MA

**Date of Meeting:** February 13, 2012

**Attendees:** Maggie Rosa, J.J. Bell, Steve Dexter, Jan Bell, Steve Pardee, Jim Hafey – City Hall Restoration Commission

Doug Manley – MK&A

**Distribution:** Restoration Commission, MKA Team, A. MacLeod

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### Meeting Summary

Item	Date	Subject	Responsibility
11.1	2/13/12	<b>Agenda</b> 1. Report from bid opening; recommend to award 2. Project start-up 3. Follow-up on reviews/hearings	
11.2	2/13/12	<b>Report on bidding</b> <ul style="list-style-type: none"><li>MKA reported that there were 2 general bidders on the project, Campbell Construction Group, and Paul J. Rogan Construction. MKA reviewed the bids and will write to Donna Compton at Purchasing to recommend award to Campbell. (MKA reviewed the draft of the letter with the Commission)</li><li>The project budget will allow for the Construction Contract to include base bid work plus the first 3 Alternates, and would leave a 12% construction contingency.</li><li>If there is remaining contingency, the Commission could negotiate a change order to complete additional work from the Alternates list.</li></ul>	MK&A

**McGinley Kalsow & Associates, Inc.**

<b>11.3</b>	<b>2/13/12</b>	<p><b>Project start up</b></p> <ul style="list-style-type: none"> <li>• Purchasing Department and Campbell will execute the contract. Purchasing will issue a notice to proceed.</li> <li>• MKA will request that Campbell submit certificate of insurance, construction schedule, schedule of values, etc.</li> <li>• MKA will prepare design affidavits, stamped sets, and narrative for the building permit</li> </ul>	<p>Purchasing</p> <p>MK&amp;A</p> <p>MK&amp;A</p>
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<b>11.4</b>	<b>2/13/12</b>	<p><b>Follow-up on hearings/reviews</b></p> <ul style="list-style-type: none"> <li>• MKA will call Paul Holtz at MHC for status of their review of the Contract Documents</li> <li>• MKA will call Tom Hopkins at the MAAB for status of the continuance of the variance proceedings.</li> </ul>	MK&A
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<b>11.5</b>	<b>2/13/12</b>	<p><b>Reserved on-street accessible parking</b></p> <ul style="list-style-type: none"> <li>• Reminder that per the MAAB variance decision that 2 additional reserved accessible spaces with signage stating “For City Hall Use Only” need to be in place by April 1, 2012.</li> </ul>	DPW
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**Old Business**

<b>10.5</b>	<b>1/23/12</b>	<p><b>Questions on MK&amp;A Billings</b></p> <ul style="list-style-type: none"> <li>• Commission asked for clarification for what remaining design work is left at the chimneys</li> <li>• Commission asked for clarification of what reimbursables are identified in the Owner/Architect agreement, and what is the current status of reimbursables.</li> <li>• MK&amp;A will review and respond</li> </ul>	
	<b>2/13/12</b>	<ul style="list-style-type: none"> <li>• Remaining balance on Chimney design fee is for the construction phase.</li> <li>• Travel and meals reimbursables are not provided for in the design contract. MK&amp;A will adjust future billings to remove these reimbursables in the future, and credit any reimbursables already paid.</li> </ul>	

<b>10.6</b>	<b>1/23/12</b>	<p><b>Building Department Requirements for Permit</b></p> <ul style="list-style-type: none"> <li>• Bill Sanborn outlined requirements for the Building Permit application</li> <li>• Permit Application will require 2 full-sized sets of drawings, with specs. Architect and Engineer shall wet stamp 1 set, second set can be a copy. A code narrative is required. Architect and Engineer shall provide design affidavits (city</li> </ul>	
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**McGinley Kalsow & Associates, Inc.**

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		does not have a required form for affidavit). Copy of the above shall be submitted on CD.	MK&A
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<b>11.6</b>	<b>2/13/12</b>	<b>Next Meeting</b> Next Restoration Commission meeting will be held on March 19, 2012 at 10:00am	
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**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.