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**MEETING NUMBER 9 MINUTES**

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

**Date of Meeting:** December 19, 2011

**Attendees:** Maggie Rosa, J.J. Bell, Craig Herrmann – City Hall Restoration Commission  
Wendall Kalsow, Doug Manley – MK&A

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

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**Meeting Summary**

<b>Item</b>	<b>Date</b>	<b>Subject</b>	<b>Responsibility</b>
<b>9.1</b>	<b>12/19/11</b>	<b>Agenda</b> 1. Overview of the Drawings 2. Division 1 items for spec 3. Review of overall budget 4. Review of window strategies 5. Schedule	
<b>9.2</b>	<b>12/19/11</b>	<b>Overview of Drawings</b> <ul style="list-style-type: none"><li>• MKA led a review of Drawings, briefly summarizing the scope to be included in the contract.</li></ul>	
<b>9.3</b>	<b>12/19/11</b>	<b>Attendees confirmed some of the Division 1 items for spec</b> <ul style="list-style-type: none"><li>• Contractors will be permitted to use ground floor toilet rooms, with the provision that any excessive cleaning or repairs will be their responsibility.</li><li>• MK&amp;A will require contractors to phase staging of ventilator work, to minimize the time that parking spaces will need to be out of service. Post Office employees will have to be notified that their parking area will be unavailable for part of the time during the project. The southwest corner of the site can be reserved for contractor layout area, with any damage to site to be restored by the contractor.</li><li>• Commission agreed that liquidated damages should not be</li></ul>	

		<p>required in the Contract.</p> <ul style="list-style-type: none"> <li>• MK&amp;A stated that retainage would be at the allowed maximum of 5%.</li> </ul>	MK&A
<b>9.4</b>	<b>12/19/11</b>	<p><b>Update of Budget</b></p> <ul style="list-style-type: none"> <li>• MK&amp;A distributed an updated budget review, based on the design development. Commission confirmed that the project should be structured toward a total budget of \$2.35 million, including a realistic contingency. Based on this discussion it was decided to structure the bid to target a \$2 million contract award figure allowing \$350K in contingency.</li> <li>• MK&amp;A stated that the budget will not likely allow all of the desired scope to be completed. East cornice restoration will be priced as Alternate No. 1, and the window restoration parts will be broken out as alternates.</li> </ul>	MK&A
<b>9.5</b>	<b>12/19/11</b>	<p><b>Window Discussion</b></p> <ul style="list-style-type: none"> <li>• MK&amp;A presented a chronology of the window changes over the building's life.</li> <li>• Since window restoration may push the total project cost above the budget, a prioritized list of window restoration options should be considered.</li> <li>• MK&amp;A presented a possible breakdown for window scope that could become bid alternates: <ul style="list-style-type: none"> <li>a. Restore old 1<sup>st</sup> floor windows; add interior storm windows</li> <li>b. Restore old 2<sup>nd</sup> floor windows; add interior storm windows</li> <li>c. Repair 2004 1<sup>st</sup> floor windows; add interior storm windows</li> <li>d. Repair 2004 2<sup>nd</sup> floor windows; add interior storm windows</li> <li>e. Replace lower level areaway windows with factory-finished, mahogany, insulated glass.</li> <li>f. Replace "basement sash" type lower level windows at east elevation with factory-finished, mahogany, insulated glass.</li> </ul> </li> <li>• Attendees agreed that first priority should be replacement of lower level areaway windows, 2<sup>nd</sup> priority would be restoration of first floor windows. Team will work on establishing a final order of all options. Occupied office windows remain the priority.</li> <li>• All window restoration options would include new interior storm windows. Commission will investigate potential energy conservation funding programs for the window work.</li> </ul>	MK&A

9.6	12/19/11	<b>Bidding Schedule</b> <ul style="list-style-type: none"><li>• MK&amp;A has scheduled a meeting with Mass Historical Commission on 12/20 to review drawings and scope, with a focus on the window options.</li><li>• MK&amp;A presented a revised bidding schedule as follows: Advertise: Jan 10 Ad appears, documents available: Jan 18 Pre-Bid Conference: Jan 23 Filed Sub-bids due: Feb 1 General bids due: Feb 9</li></ul>	
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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.



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**Gloucester City Hall  
Exterior Restoration Phase II**

**Outline Scope of Work**

December 19, 2011

1. Completion of Tower Repairs

- Provide staging to access work
- 90% strip of lead-based paint
- Repair of wood trim: epoxy consolidate wood trim elements where salvageable; replace with new mahogany trim where required
- Repair / replace wood framing of trim elements where required
- Remove existing and replace with new all copper roofing and flashing
- Prep and paint all wood trim
- Restore windows at the lantern level
- Add bird deterrent system

Estimated Cost: \$685,000

2. Restoration of Ventilators (4)

- Provide staging to access work
- 90% strip of lead-based paint
- Repair of wood trim: epoxy consolidate wood trim elements where salvageable; replace with new mahogany trim where required
- Repair / replace wood framing of trim elements where required
- Remove existing and replace with new all copper roofing and flashing
- Prep and paint all wood trim
- Restore windows
- Add replica cresting
- Add bird deterrent system

Estimated Cost: \$850,000

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\$ 1,535,000

3. Main Roof Repairs

- Remove and replace copper valleys not replaced in recent restorations
- Remove and replace all copper ridge and hip caps
- Provide selective slate replacement for any missing or broken slates

Estimated Cost: \$80,000

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\$ 1,615,000

4. Cornice Restoration

- Provide access to work via lift
- Repair of wood trim: epoxy consolidate wood trim elements where salvageable; replace with new mahogany trim where required
- Repair / replace wood framing of trim elements where required
- Prep and paint wood soffit and brackets, and brick area
- Add bird deterrent system

Estimated Cost: \$206,000

\$ 1,821,000

5. Portico Restorations

- Replace existing copper roofs and flashings
- Strip paint from all exterior wood elements
- Repair/Replace deteriorated wood elements
- Repair/Replace any deteriorated internal wood framing
- Prep and paint all wood

Estimated Cost: \$190,000

\$ 2,011,000

6. High Priority Masonry Work

- Removal of loose sandstone pieces
- Rebuild North Chimney

Estimated Cost: \$40,000

\$ 2,051,000

7. Window Restoration

Priorities:

- a. Restore old 1<sup>st</sup> floor windows; add interior storm windows \$ 72,000
- b. Restore old 2<sup>nd</sup> floor windows; add interior storm windows \$140,000
- c. Repair 2004 1<sup>st</sup> floor windows; add interior storm windows \$ 36,000
- d. Repair 2004 2<sup>nd</sup> floor windows; add interior storm windows \$ 90,000
- e. Replace lower level areaway windows with factory-finished, mahogany, insulated glass. \$ 54,000
- f. Replace "basement sash" type lower level windows at east elevation with factory-finished, mahogany, insulated glass \$ 16,000

Estimated Cost: \$ 408,000

\$ 2,459,000

GLoucester City Hall  
EXTERIOR RESTORATION

Revised BIDDING SCHEDULE  
12/19/11

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 RELEASE ADVERTISEMENT	11	12	13	14
15	16	17	18 AD APPEARS - DRAWINGS AVAILABLE	19	20	21
22	23 PRE-BID CONFERENCE	24	25	26	27	28
29	30	31				

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FILED SUB-BIDS DUE	2	3	4
5	6	7	8	9 GC BIDS DUE	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			