

KIMMEL BOGRETTE

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Cape May Convention Hall
Cape May, NJ

RE: **Final** Meeting Minutes - Building Redesign August 4, 2010

In Attendance:	Martin Kimmel	Kimmel Bogrette Architecture + Site
	Jonathan Trump	Kimmel Bogrette Architecture + Site
	Steve Markley	Hunter Roberts
	Ed Mahaney	Mayor, City of Cape May
	Jack Wichterman	Deputy Mayor, City of Cape May
	Bruce McLeod	Manager, City of Cape May
	William Callahan	Code Official, City of Cape May
	John Bilotta	Committee Member
	Al Beale	Committee Member
	Dennis Crowley	Committee Member
	Mike Whipple	Committee Member
	Mary Stewart	Committee Member

Old Business

Item	Description	Status	Action Req'd By
08-04-10.1	None		

New Business

Item	Description	Status	Action Req'd By
08-04-10.1	The purpose of this meeting is to begin the process of redesigning the building to fit within the established budget of \$10.5 million dollars, maintain a timeline for opening the new building by Memorial Day 2012, have a multi functional hall and to have the approved design have minimal CAFRA impact.		
08-04-10.2	Bruce reviewed the calendar of events required to design, bid and construct the project. <ul style="list-style-type: none">• Aug 1 to Sept 15, 2010 – conceptual design.		

	<ul style="list-style-type: none"> • Sept 15 to Jan 15 2011 – design development and construction documentation. • Jan 15 to Feb 1 2011 – Bid package preparation. • Feb 1, 2011 – First day of bidding. • Mar 1, 2011 – Bids received from Contractors. • Apr 1, 2011 – Award project to General Contractor • May 1, 2011 – Start Construction. • May 1, 2012 – Finish Construction. • May 28, 2012 – Open Building. <p>Other topics not specifically on the calendar but also need to be completed include CAFRA application, presentations to City HPC, City Planning Board, County Planning Board and submissions to the State Office of the Comptroller.</p> <p>The group agreed that the time frame for conceptual design phase was extremely short and would work together to make all decisions in a timely fashion in order to maintain the schedule.</p>		
08-04-10.3	Bruce passed out to the group a spread sheet showing the breakdown of the project cost from the 9 contractors that supplied bids on June 3, 2010 for informational purposes.		
08-04-10.4	<p>Bruce reviewed a spread sheet regarding the project budget. Starting with the \$10.5 million project total and subtracting costs for the owner's budget, fixtures / furniture / equipment, profession fees, geothermal HVAC, solar power and a 10% contingency there is \$7.59 million left for building construction. Martin and John B. also presented their figures that supported the building cost in this range. The group also noted that there are still variables in the items listed above that will need to be addressed that can change the building construction budget. The group agreed that for now, based on the construction cost per square foot from the last bid, that the new conceptual building designs could not exceed 22,000 square feet. Jack stated that Martin had told him in a phone call that between 40% to 60% percent of the current building design work could be reused in the redesigned building. Martin clarified this issue stating that if the agreed to building redesign was very similar in nature to the current design than those percentages would hold true. However, if the building design changed dramatically then this percentage would fall to 10% to 20%. Martin referenced an email sent by Jon on July 1 to Bruce that explored this issue in detail.</p>		

08-04-10.5	<p>The group briefly discussed the need to open the jetty during construction. While this is an important issue to the project it was agreed that in order to meet the objectives of the conceptual design phase the group would discuss this item at a later date. Bruce did state that both the Army Corp and the Bureau of Coastal Engineering had been contacted by the City about this item. Each agency did not object to the possible opening of the jetty as they stated they did not have jurisdiction because their records indicate that they had not constructed this area of the jetty.</p>		
08-04-10.6	<p>The new requirements for a CAFRA permit were discussed. Bruce stated that in his conversations with Chris Dolphin at NJDEP there appeared to be 2 options with a new permit.</p> <p>Option 1: if a new building is constructed completely within the footprint of the existing building then all that is required is a permit by rule. Under this option the required information is submitted and NJDEP will return an approval letter. There appears to be no application or fee. NJDEP would return the approval letter in approximately 30 to 60 days.</p> <p>Option 2: if the new building is outside the existing building footprint, but still within the building area defined by the current CAFRA permit, then a minor modification process is required. This is a formal process that has an application form and minor fees (approximately \$250). However, there is no public hearings or comment period. The modification procedure is approximately 60 to 90 days.</p>		
08-04-10.7	<p>Each person in the group was asked to state the most important aspects of the new building in their opinion. Most all of the spaces in the current design were mentioned. The group decided on the following:</p> <p>Main Hall: this space is of primary importance. It should be dividable, have good acoustics and be of high quality. It should be able to handle many different types of events including concerts, performances, craft shows, meetings, community events, roller skating, etc. The group decided that there would not be a permanent elevated stage and that the movable chair raiser was still desired.</p> <p>Retail & Restaurant Space: the group decided that retail and restaurant space is a low priority for the new building especially if the solarium remains. If the new plans have the solarium being demolished than replacing the retail spaces have a greater priority.</p> <p>Lobby: the group decided that an information booth in</p>		

	<p>the building was a low priority and that no formal coat room is required. A reception desk is still desired.</p> <p>Bathrooms: the group discussed that the code minimum bathroom requirements are based on maximum occupancy of the space and should be sufficient.</p> <p>Community Rooms: the group decided that these spaces are desirable if they can be accommodated in the redesign building without going over the budget.</p> <p>Administrative Offices: the city stated that the minimum administration office should contain 1 private office, space for 2 cubicals and a conference area. A fourth employee will be stationed at the reception desk.</p> <p>Storage: the group agreed that the redesigned building should contain as much storage space as possible including dedicated space for tables & chairs as well as required space for roller skating items.</p> <p>Catering Kitchen: the group decided that a catering kitchen was extremely important to the success of the building.</p> <p>Mechanical, Elevator and Stair spaces as required by the final building design.</p>		
08-04-10.8	<p>The group discussed the exterior design of the building. Martin and Steve pointed out that certain aspects of the current building designs exterior are expensive. The group overwhelmingly stated that they like the current exterior design concept and that the new building design should emulate it. Steve also stated the current exterior materials (concrete panels, hurricane glass and metal roof) are the best and most cost effective materials for this beach site. The group also stated that the redesigned building should continue to take advantage of the beach views provided by the site.</p>		
08-04-10.9	<p>The group discussed the building's impact on the promenade. The group decided that the building should not impact the promenade at all. No improvements to the promenade (vehicle ramp, landscaping, etc) are to be part of this project. The group would like to have the boardwalk extend around the back of the new building if allowed the design and the CAFRA permit. The city would like to have a section of the street in front of the building be restriped to allow for drop off and loading.</p>		
08-04-10.10	<p>The current building design construction bid contains additional infrastructure work to adjacent buildings. The city would like to do these improvements along</p>		

	with the building construction to minimize the work on the promenade but recognizes the cost impact to the project. KBA will include this work as an add alternate to the bid which the city can choose to accept if funds are available. However, the intent is that the water / sewer utility should bear the cost of these improvements.		
08-04-10.11	The current building design has low level perimeter lighting around the building. This is a low priority item for the building redesign. The group discussed adding promenade lighting to the project but this work will not be included and may be part of a future promenade lighting project.		
08-04-10.12	The group discussed green energy features for the building. The group decided that wind turbines would not be included with the project. The group decided that if solar panels were to be incorporated into the building that their installation would be provided through an Purchase Power Agreement (PPA) and not purchased as part of the construction budget. The group agreed that geothermal heating and cooling is a desired feature for the building but that in depth discussion would be held for a later date after the new building design has been completed.		
08-04-10.13	Martin stated that KBA has had brief discussions with the engineering consultants and they all wish to be part of the redesigned building project. Martin also stated, and the group agreed, that KBA would bill hourly for the conceptual design phase and that after the city had approved a floor plan and exterior concept KBA would provide a fixed fee for the remainder of the work. Also, Martin offered the first 50 hours of work on the conceptual design phase as pro-bono. The city accepted this offer.		
08-04-10.14	For the main hall of the redesigned building the city will provide to KBA its acoustical goals for the space.		City
08-04-10.15	For the next meeting KBA will provide conceptual sketches of various floor plans to be reviewed and discussed with the group. These will include options to build within the footprint of the existing building, build within the footprint of the existing building plus the area bounded by the existing HVAC units and options that build within the area approved by the current CAFRA permit. As discussed, some options will leave the solarium and some options will show it to be demolished. The group agreed to select the scheme with the best hall arrangement as long as all schemes are within the budget allocation.		KBA

08-04-10.16	The next meeting is scheduled for August 12 at 9 AM in the main meeting room.		
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I believe these minutes to accurately reflect the discussions that took place during the meeting.
If there are any disagreements with, or additions to, the above please inform the writer within 3
days of receipt.

Sincerely,

Jonathan S. Trump, RA, Associate