

K I M M E L B O G R E T T E

A r c h i t e c t u r e + S i t e

151 E. 10th Avenue, Suite 300**Conshohocken, PA 19428****Phone: 610.834.7805****Fax: 610.834.7815 E-mail architects@kimmel-bogrette.com****117 Greenvale Court****Cherry Hill, NJ 08034****Phone: 856.755.0174****Fax: 856.755.0176****Cape May Convention Hall****Cape May, NJ****RE: Final - Meeting Minutes - Building Redesign August 18, 2010****In Attendance:****Steve Markley
Ed Mahaney
Jack Wichterman
Bruce McLeod
William Callahan
John Bilotta
Al Beale
Dennis Crowley
Mike Whipple
Mary Stewart****Hunter Roberts
Mayor, City of Cape May
Deputy Mayor, City of Cape May
Manager, City of Cape May
Construction Official, City of Cape May
Committee Member
Committee Member
Committee Member
Committee Member
Committee Member****Cc'd****Martin Kimmel
Jonathan Trump****Kimmel Bogrette Architecture + Site
Kimmel Bogrette Architecture + Site****New Business**

<u>Item</u>	<u>Description</u>	<u>Status</u>	<u>Action Req'd By</u>
08-18-1.1	BM opened the meeting and noted that last week KB presented 6 concept schemes for the new building. Three which saved the solarium and three that removed the solarium. Scheme 6 was recommended by the Convention Hall Project Team to Council after the meeting. On Tuesday August 17, The Cape May City Council voted 5 to 0 to accept the committee's recommendation and approve Scheme 6 to move forward into Schematic Design. Bruce noted that several modifications to Scheme 6 had been discussed like relocation of the bathrooms. The size of the box, the one story design and the basic dimensions of the building can now be honed in on.		

08-18-1.2	<p>JW noted that the bathrooms in the solarium will be lost to the public next summer with no Solarium present. BM noted he was working on a solution to this issue with Bob Smith. Leasing and purchasing options are being explored. Access to water and sewer are required.</p>		
08-18-1.3	<p>SM discussed the 3 Bid Package Concept (Demo,Piles, General Construction) in detail. A preliminary schedule for the 3 packages was distributed.</p> <ul style="list-style-type: none"> • The 3 Package approach will allow us to demolish the existing buildings during the off season. • The 3 Package approach will allow us to drive piles during the off season. • The 3 Package approach will require close coordination between the packages, with will be provided by KB and HR. • The 3 Package approach allows us to start construction, generate valid reimbursable expenditures, and gives us a better opportunity to keep the CRDA funds made available previously. • CAFRA Permit Modifications may be required prior to the start of demolition. • The dates for the 3 Packages need to be worked out with KB. The design for the piles might be required earlier to make the package work better. • The group agreed that the 3 Package approach should be pursued during design and understood that the packages could be recombined into one package if the group so desired at a later date. 		
08-18-1.4	<p>SM then lead a discussion about site logistics and site access.</p> <ul style="list-style-type: none"> • The main route thru Cape May should be over Pittsburg Ave. • Making Beach Ave one way during construction was discussed. • If openings are required in the wall for utilities, that may also be a logical place for construction access ramps • As part of the Sept 15 Schematic Submission, Logistical Plans noting all major phases of construction will be presented, along with a detailed Project Schedule. 		

	<ul style="list-style-type: none"> • Offloading of daily materials, safety, jobsite gate access will be issues to be addressed on the Site Logistics plans. • Review All Crane Moves 		
08-18-1.5	CAFRA Permit Process <ul style="list-style-type: none"> • Modification of the permit will be required. Minor modification. • No basic change in footprint • Original CAFRA permit is in City Hall. • Civil documents need to be updated for the Sep 15 Schematic Package so it can be used for the resubmission • CAFRA resubmittal fee \$250. Original Fee \$30,000. • BM will lead the Resubmission Effort, Oct 1, 2010. • State Historic Preservation Office (SHPO) condition placed on CAFRA permit. "Prior to Construction" the application for listing in the NJ Register needs to be submitted. Comments from the local CMHPC must be included prior to submittal to SHPO. 		
08-18-1.6	Grant Applications. <ul style="list-style-type: none"> • BM is leading the effort to obtain any and all available grants. • Solar Rebates were discussed. Most of these funds are no longer available. • All grant opportunities to be reviewed by Oct 15. • Stimulus money? • Traid Associates on retainer to assist in efforts. 		
08-18-1.7	Business Plan <ul style="list-style-type: none"> • Temple is presently adapting the current plan to the new building based on Scheme 6. • Retail space vs Meeting Space needs to be defined to complete plan. • Subcommittee may be formed to work with Temple on the Business Plan. JW and DC both volunteered to serve. 		

08-18-1.8	Utility Infrastructure <ul style="list-style-type: none"> • Promenade is no longer being modified • Services to stores east and west are affected. • Utility Upgrades to be a separate package, bid with the main General Contract package. Add Alternate to the General Package 		
08-18-1.9	Geothermal <ul style="list-style-type: none"> • Look at both Full and Highbred Systems • Need full life cycle analysis 		
08-18-1.10	Cable Communications. <ul style="list-style-type: none"> • CM Agreement is coming due soon. • Possible look at Verizon also. • Need scope for new building. 		
08-18-1.11	NJ Office of State Comptroller <ul style="list-style-type: none"> • As of this printing we are not 100% sure whether we need to submit. BM will continue to communicate with this office. 		
08-18-1.12	NJ Historic Preservation Office <ul style="list-style-type: none"> • Presentation was made in March 2010. Some individual comments were made, no official comments were made. • HPC was favorable. • Advisory Board • All connected thru SHPO thru DEP 		
08-18-1.13	Building Elevations. <ul style="list-style-type: none"> • DC asked if the 1917 façade could be drawn as an alternate design. 		
08-18-1.13	Solarium <ul style="list-style-type: none"> • Anyone who may want the Solarium needs to contact BM prior to Sep 15 2010. • In Cape May, there are no dead horses. 		

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,

Steve Markley, Director of Estimating, Hunter Roberts