

**Public Safety Building Advisory Committee
Meeting Minutes
July 9 at 9:00 AM – Cape May City Hall
Next Meeting: July 23 at 9:00 AM –Cape May City Hall**

Roll Call Committee Board Members

- Jerry Gaffney, Chair - Y
- Wister “Barney” Dougherty, Vice-Chair - Y
- Fire Chief Alexander Coulter - Y
- Police Chief Anthony Marino - Y
- Rick Lundholm, OEM Coordinator - Y
- Louis Belasco, Cape May City Tax Assessor - Y
- James Matthews, Cape May Volunteer Fire Department President - Y
- Scott Griffith, Citizen - Y
- Robert Lamendola, Citizen – Y
- Rosanne Traficante, Citizen and Secretary - Y
- Kathleen Wyatt, Citizen and Secretary - Y
- Deputy Mayor Shaine Meier, Council Liaison – Y
- Mayor Chuck Lear – N
- Jerry Inderweis, Jr – Deputy City Manager - N
- Neil Young – City Manager - Y
- Tom Thornton – City Engineer - Y

Purpose: Meet Bob Fritz, Mott MacDonald architectural group to consider development of RFP and Ashley Villapaz

Chairman's Remarks – Jerry Gaffney

- Opened meeting with discussion lead by Bob Fritz

Status: see Schedule in RFP Document

Action Items:

- Select Sub Committee
- Consider Training Tower for Fire Department
- Fire Chief and Police Chief **verify/adjust** Preliminary Space Program in RFP draft document
- Clearly define Parking with current personnel and proposed growth
- Consider Franklin Street School Proposal/Planning with Public Safety Building – Advise City Council of potential impact.
- Fire Department CM To WCM Plan include a communications plan to public Prior to start of construction – **July 2019**

- **Critical planning for Communications Systems Police – VOIP when electric fails**

Purpose: Topics listed below.

1. Review Spatial Program Summaries:

- Police Station
- Fire Station
- Museum (does the building remain and get upgraded with conditioned space or do we leave it as is and design a space for the engine within the new building or do we demolish this structure entirely and incorporate the museum in the new facility?)
- Colonial House (do we leave this building where it is or provide this area for the new facility/site and have it relocated?)
 - Net area is 28,573 close to early estimate (15% for walls/structure)

2. Site Utilization (**Is this the consensus of the Committee? No vote was taken during the meeting**)

- Proposed direction in RFP for Architect is to consider Colonial House and Fire Museum in site utilization planning
 - Colonial House – Oldest building on the Island; Historic Key Contributing
 - Fire Museum – Not rated; later construction (year?) for restored Fire Truck

3. Parking

- **Parking Objective:** Preserve or grow to the greatest extent possible without impact to efficiency for Public Safety Building
 - **Maintain 60 spaces**
 - Add Franklin Street School Project Parking; current library has **8 parking spaces**
- No Municipal requirement specific to a public building
- **Rough Estimate only:**
 - Fire – 6 on duty
 - Police – 3-4 on duty Administration
 - Police – 4 Full time Summer
 - City Hall Administration – 26
 - Other (?) – 24
 - Council Members - 6

4. Overall Budget \$10 million

- Building/Demolition
 - Current estimate construction cost is \$250/300 sq. ft.
- Soft Costs
- Construction Manager
- Architecture Services

5. Draft RFP Review

6. Selection Criteria (RFP Section H) (best-value approach vs. lowest cost)

7. **Sustainability Goals (LEED?)**

- Certifications such as LEED will affect costs; Certification process starts about 18 months after building is constructed to verify if building has met the LEED standard; a separate cost to be considered.
- Other standards in the building construction industry other than LEED:
- State Energy Code must be met;

- DDC Smart Building must have a trained certified Building Maintenance Engineer to support technology
 - Geo Technical Engineer selected by Architect
8. **Proposed RFP Selection Committee (recommend 5-6 members)**
- Select 5-6 Subject Matter Experts to work through the RFP (Primary and Secondary);
 - Fire Chief
 - Fire Volunteer Representative for Fire Museum
 - Police Chief
 - City Manager
 - Secretary(s)
 - Subcommittee reports to full Committee on progress
 - Final Architecture Presentations will include full committee
9. Schedule (RFP Section C)

Additional Topics Discussed- Questions

1. Landmark Historical Status – Building Design

June 15, 2018 Monday 9:00 AM - Cape May City Hall

Action Items:

- June 19 - Council meeting – Mott Mac Representatives to present a request to City Council to authorize to proceed with RFP development.
- Mott Mac – revise Project Timeline and Milestones based on RFP task
- Alex Coulter to send electronic copy of needs assessment to (clarify?)
- Neil Young - Prepare paperwork for council agenda (clarify?)
- Kate -send current email distribution list to committee for review

Discussion:

- Tom Thornton introduced Robert K. Fritz, AIA, RRC of Mott MacDonald. Bob recently worked on a project at Sussex County Community College; presented the process at a high level overview;

committee assembled with 8-9 faculty; 14 architects bid; remote location--not metro; high level requirements in basic RFP—space, budget, criteria and needs; use of 3D model program to demonstrate building;

- **RFP Evaluation Process (High level)**—form committee; create RFP; set up point system for RFP content; committee members worked independently reviewing RFP using point system as a guide; committee reconvened; reduced to top 5 for interviews; final points awarded to oral interview and presentation to committee

Other discussion:

- Need to assign Subcommittees and Key Contacts
- Continued discussion on Cape May Fire Museum
- Continued discussion of Colonial House Museum
- Continued discussion on Fire Volunteer Parking

June 11, 2018 Monday 9:00 AM - Cape May City Hall

Action Items:

- Action:** 1. Create the list of parking categories- current vs new space requirements (see spreadsheet)
- a. Fire Department Staff
 - b. Fire Department Volunteers
 - c. Police –City Hall
 - d. Police – West Cape May
 - e. City Administrative Employees
 - f. City Car Fleet
 - g. City Code Enforcement
 - h. Public Parking – current short term – City Hall Business

Discussion Points:

1. Entrance to PSB – need two
2. Prisoner Sally Port – entrance and exit, safe and secure, consider multiple drop-offs
3. Move Colonial House 15 x 52 out to Washington Street
4. Fire Museum integrated into new design
5. Develop RFP to define scope of work
6. Setup next meeting for RFP concept as soon as possible
7. Drawing (Barney Dougherty) - Moving the Colonial House with Police Building next to City Hall

June 6, 2018
Wednesday 9:00 AM - Cape May City Hall

Meeting Purpose: At the Mayor's request, review City Engineer's City of Cape May, Cape May County Plan of Survey for Block 10559, Lots 3,4,5,6,7,,8,9, & 11 followed by discussion on action and next steps.

Chairman's Remarks – Jerry Gaffney

- Opened meeting with statement to review Plan of Survey; meeting discussion lead by Tom Thornton.

Status: on Schedule

Action Items:

1. Scan 3 concept drawings asap; overlay those images on the current survey plan with special consideration of the Colonial House for Monday, June 11
2. Next steps (verify):
 - a. If requested, prepare an bid/estimate for an RFP for Architectural services for City Council review.
 - b. If City Council moves forward, prepare RFP
 - c. Once RFP is ready to be distributed (note: will follow complete process), filter out those that do not meet the criteria to a short list of (x)
 - d. Set up short list appointments for interview, selecting an Architect
 - e. Architect responds with preliminary design(s) ready for public comment
 - f. Hold public comment sessions.
3. Considerations and comment from Meeting:
 - a. We are at concept phase – concept is different from site plan
 - b. Additional city owned land discovered (173 to 218)
 - c. Methodist Church and City joint access to rear of buildings; “easement by prescription”
 - d. RFP requirements must meet Fire and Police need and requirements; different from Sea Isle City building (Administrative Offices – see attachment “Lessons Learned /Focus List
 - e. RFP – consider portfolio of architects projects for Public Safety Buildings
 - f. Colonial House – space allotment feasibility
 - g. Parking – What is the base acceptable parking for Fire and Police
 - h. Franklin Street School – parking requirements as a county library building/creative reuse
 - i. Parking for City employees—fire, police, city hall administration
 - j. Parking and Circulation – one entrance and one exit

This schedule also provides for a 14-month construction period, which puts the **project completion at December 2020.**

- **Begin property survey: April 2018**
- **Complete property survey and base map: June 2018**
- Determine short list of architects, develop Request for Proposals, solicit proposals: August 2018
- Receive proposals: September 2018
- Review proposals, select architect: October 2018
- Award architectural and engineering (site design) services: November 2018
- Complete design and advertise for construction bids: July 2019
- Receive construction bids: September 2019
- Award construction contract: October 2019
- Complete construction (14-month completion period): December 2020

Prior Activity:

- April 23 – 10:30 AM Tour and Review of Sea Isle Public Safety Building
- May 2 – 10:00 AM Tour and Review of West Cape May Fire House and Cape May Fire Department facility (same location – different buildings)
- Waiting for Cape May City Plan of Survey

Discussion:

- **Statement of Purpose:** Build a safe, secure PSB in compliance with current federal, state and local requirements to support short term day to day operations for police, fire and emergency with capacity to support long-term emergency situations.
- **PSB Key Components:**
 - Secure Building with limited access. It is not public administration building
 - Have a life cycle of 30-50 years to support new building codes and future capacity
 - Durable and well maintained meeting coastal wind requirements
 - Sustain personnel in a long term emergency 7x24 hour crises situation
 - Technology and security to bring support services to current standards
- **Key Project Tasks and Completion:**
 1. Public Information and Transparency
 2. West Cape May Temporary Process
 3. Project Timeline and Milestones

Tom Thornton: Following up on our meeting yesterday, below is a preliminary schedule for the design and construction of the Public Safety Building. I had suggested four months for the design phase, but in discussing this further here in the office, eight months should be allocated for the design phase due to the complexity of the project, multiple disciplines involved, and anticipated meetings with the committee during the design phase.

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Action Item Report:

- March 16 – Fire and Police Department Tours – 10:00 – 2:00 PM. Committee members meet in Fire Department Break room
- March 20th Citizen Support Prior to Vote at City Council Meeting

Correspondence Received:

- None

New Business:

- Kate Wyatt attended the Master Plan Advisory (MPA) Committee Meeting on March 13 at 2:00 PM. Purpose was to share Public Safety Building Advisory Committee information with the MPA committee as this task moves out into the community. You should be aware of the information on the current Master Plan Page 120 for suggested solar energy on new city buildings. The Master Plan will include traffic flow and items of interest to public safety.

Public Comment:

- None

Adjourned

- 10:45 AM

Meeting Minutes respectfully submitted,

Kathleen Wyatt