

Newburyport Harbor Commission
Police Station Conference Room
May 14, 2015
Minutes

1. Call to Order

Chair Brad Duffin called a meeting of the Newburyport Harbor Commission to order at 7:00 p.m. In attendance were Brad Duffin, Bob Dow, Jamie Knapp and Paul Dahn. Also in attendance were Chris Kealey and Harbormaster Paul Hogg.

2. Minutes

The approval of the minutes of the regular session and executive session of April 9, 2015 was tabled.

3. Harbormaster's/Transient Boaters' Facility

Bob Dow said the subcommittee wishes to request that the Commission vote to proceed with the development of the Harbormaster's/Transient Boaters' Facility by putting the project out to bid. He said Justin Dutcher, who was not able to attend the meeting, told him he would approve of the project with the condition that bidders are made to understand it must be kept within the budget and below the estimate whenever possible. He also said he would like to look into ways in which the project might be phased. Brad Duffin said he received the same message from Paul Rooney, who was also unable to attend the meeting.

A decision must be made about the amount that is to be bonded, the amount that is to be taken from the enterprise fund and the length of the term of the bond. Andrew Casson will examine the scenarios for 20, 25 and 30-year bonds. It must be determined that the facility will be in accordance with the five-year capital plan. The facility will significantly increase the Commission's operating expenses. A boating infrastructure grant was recently received in the amount of \$448,000. These funds are to be used solely for the transient boaters' portion of the facility. Public restrooms are to be included in the project and the Commission must be sure an adequate revenue stream exists to properly maintain the facility. The City must help bear this expense, as the operation and maintenance of public restrooms is not within the charter or the budget of the Commission.

The Commission members discussed the bid process. If the bids are too high, an award does not have to be made and the project could be reengineered. If the bids are within the budget, the lowest qualified bidder must be accepted. A 5% contingency will be carried. It should be expected that change orders would be necessary. These might be balanced by deletions in order to keep the project on budget. The cost of construction is expected to be \$1,425,000. This amount will be reduced by \$30,000 from a green communities initiative fund and the \$448,000 from the boating infrastructure grant.

Under the original timetable, it was anticipated the bid package would be ready by the end of May and construction would begin in September. Some time has been lost and it might be difficult to adhere to this schedule. The Commission members wish to avoid the added costs associated with winter construction. The City Council will be asked to consider the request

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for bonding the project at its two June meetings. This might be done concurrently with the advertising of the project.

Bob Dow moved to proceed with putting the project out to bid with the condition that every trade that bids for work on the project understands the intention of the Commission to keep the cost of the project in line and below the estimate wherever possible and to take a hard look at possible areas for phasing the project over time. Paul Dahn seconded the motion. The motion was unanimously approved.

Jamie Knapp moved to authorize the finance chair to present to the City Council the most favorable financial scenario for bonding. Bob Dow seconded the motion. The motion was unanimously approved.

Geordie Vining requested that the Commission approve the expenditure of an additional \$18,000 for the design team. The original estimate from the design team was \$180,000. This amount was negotiated to \$123,000. The overall project is larger than was first envisioned. The funds would cover extra time put in by the design team and the additional hours it is anticipated that would be necessary for the construction document phase. David Keery said the amount represents about 25% of the added time spent on the design of the project.

The City Council was approached for the additional design fee because the project includes amenities for the general public. The request was rejected in part because of the Councilors' reaction to the news that the boating infrastructure grant had been received. Paul Dahn commented that it should have been communicated to the Commission that more hours were being spent on design than anticipated so that the request for additional funds was not a surprise.

The members discussed whether or not the bidder should be held to the bid. It was emphasized that the scope of the project has changed and the amount of site work that would be required was more than anticipated due to the relocation of the plaza. Geordie Vining said the \$123,000 design cost is very low for a \$1.4 million project. He said the design team needs more time to improve upon the bid package and he wants the team to be fully engaged during the construction process. The architect, landscape architect and civil engineer would receive an additional \$5,000 each and \$3,000 would be used for cost estimating and the preparation of the specs.

Paul Dahn moved to approve the expenditure of up to \$18,000 for additional design and construction management costs. Jamie Knapp seconded the motion. The motion was unanimously approved.

4. Adjournment

Bob Dow moved to adjourn the meeting at 8:00 p.m. Jamie Knapp seconded the motion. The motion was unanimously approved.