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## Unofficial Pre-bid Meeting - Robert Marshall House

### MINUTES FROM PRE-BID MEETING OF 10 DECEMBER 2012

**Present:** Joan Eller Hinski, Gloucester Township Grants Administrator  
Guido Clemente, Gloucester Township Building Maintenance Supervisor  
Kyle Frees, MPG  
Brian Monteith, MPG  
Jim McKeever, Alper Enterprises  
Jack Abbott, Nickles Construction  
Ted Nickles, Nickles Construction  
Greg Montgomery, Ross Environmental Solutions  
William Lynch, Shade Environmental  
Margaret Westfield, R.A., Westfield Architects & Preservation Consultants

#### **Meeting Summary:**

Although the Marshall House project is separate from the concurrent project at the Gabreil Daveis Tavern, the pre-bid began at the Tavern where the space was more accommodating.

I explained that the scope of work involved stabilizing the structure, specifically:

1. Selective demolition as necessary to complete the shoring installation;
2. Install shoring from basement to roof per design by the structural engineer.
3. Install heavy duty tarps over all roof surfaces.
4. Add-Alternate #1: Remove the dead tree branch above the c.1720 section of the house.
5. Add-Alternate #2: Demolish the rear (west) additions and board up all exposed openings at ground and roof levels, including the basement window on the north wall, openings exposed by demolition of the rear addition (doors and windows), openings in chimney tops, and holes in the main roof and soffits. Also, padlock the basement entrance doors to prevent unauthorized entrance.

We then drove to the site, where Guido's crew had set up some temporary lighting on the first floor. (The previously-installed temporary fixtures had been stolen since our last site visit. )

It became immediately clear that Add-Alternate #1 was no longer required – the branch was no longer there to be removed. (Guido explained that a different tree had fallen

during the recent storm, falling on the fence in two locations and removing the specified branch in the process.)

It was observed that the roof leaks and overall building conditions had worsened in recent months – two ceiling areas on the second floor had collapsed, water damage was visible on the first floor, and the attic level was nearly inaccessible due to the thickness of excrement and dead creatures. Only two contractors were brave enough to review the basement conditions.

Three questions were raised during the site visit:

1. What should be done where there are obstructions in the basement (such as ductwork and an oil tank) that precluded installation of the shoring in accordance with the structural engineer's drawings? I responded that the contractor would need to work around these obstructions. For example, the metal duct should be removed, moveable storage items should be shifted so they are out of the way, and stationary items such as the oil tanks would have to be bridged over.
2. Will the existing debris, guano, and carcasses be removed prior to start of work? I answered no – the contractor should be prepared to move debris that is in their way for proper execution of the work.
3. Will the contractor be required to remove debris generated by the construction, for example the sections of the attic knee walls that must be removed in order to install the shoring. The answer is yes – the contractor should remove any debris he creates, except potentially historic fabric that the Township may wish to retain, as determined by the architect.

The pre-construction meeting concluded with the reminder that the Marshall House will only be open once more during the bidding period – this coming Wednesday, 12 December at 10:00 am, and only if Guido hears from contractors who want to get back in by 5:00 pm on Tuesday, 11 December 2012. (He will not reopen the building if no one calls on Tuesday.)

**Distribution:** All in attendance, file.

**Prepared by:** Westfield Architects & Preservation Consultants