



City of Beverly
Community Preservation Committee
 Planning Department
 191 Cabot Street, City Hall
 Beverly, MA 01915
 (978) 921-6000 ext. 2343 (978) 921-6187 (Fax)

Staff Contact: Amy Maxner amaxner@beverlyma.gov

CPC Website: <http://www.beverlyma.gov/boards-commissions/community-preservation-committee/>

2015 CPA PROJECT FUNDING APPLICATION

Project Description Form

Application and supporting materials must be submitted by Friday May 8, 2015 at Noon

Project Title: _____ *Preservation of the Beverly Golf and Tennis Clubhouse*

Project Location/Address: _____ *134 McKay Street, Beverly, MA 01915*

Date: _____ *May 8, 2015*

Name of Applicant: _____ *William Lowd*
 Organization: _____ *Beverly Golf and Tennis Commission*
 Contact Person: _____ *William Lowd, Commission Chairman*
 Mailing Address: _____ *18 Pearson Street, Beverly, MA 01915*
 Telephone #: _____ *978-922-4728*
 Fax#: _____ *N/A*
 Email Address: _____ *BZINTRNATL@AOL.COM*

If Different From the Applicant:
 Name of Owner: _____ *City of Beverly*
 Mailing Address: _____ *191 Cabot Street, Beverly, MA 01915*
 Telephone #: _____ *978-921-6000*
 Fax#: _____ *978-921-6187*
 Email Address: _____ *mayorcahill@beverlyma.gov*

- CPA Funding Requested: \$ _____ *361,000* _____ Total Project Cost: \$ _____ *376,000* _____
- Please mark all CPA Categories and purposes to which this project applies (more than one may apply) - please refer to DOR Allowable Uses Chart:

Open Space:
Acquisition
Creation
Preservation
*Rehabilitation/Restoration Support***

Community Housing:
Acquisition
Creation
Preservation
Support
*Rehabilitation/Restoration***

Historic Resources:
Acquisition
Preservation
Rehabilitation/Restoration

Recreation:
Acquisition
Creation
Preservation
Rehabilitation/Restoration

***if acquired with CPA funds*

PLEASE ATTACH THE FOLLOWING SUPPORTING INFORMATION AND DOCUMENTATION:

Please type all responses and indicate item number

1. **Project Narrative:** Please address the following items in your narrative, which should not exceed 5 typed pages:
 - a. **Project Description:** Please provide a thorough description of the project and goals it will achieve.

- b. **CPA Eligibility, Community Preservation Need:** Please describe how the project complies with the CPC's Project Eligibility Criteria and the DOR's Allowable Uses Chart. Please describe the community need the project satisfies. Please address specific CPC Criteria and the definitions listed on the DOR's Chart when answering this question.
 - c. **Project Partnerships & Support:** Please attach commitment letters from funding partners, including in-kind service providers. Please attach other letters of support to document clear endorsement by community members and groups, municipal boards, committees, commissions and departments, etc.
 - d. **Feasibility:** List and explain all further actions or steps that will be required for completion of the project (i.e. 21E environmental assessments; zoning, planning board, conservation commission permits and approvals; easements or restrictions; subordination agreements etc...).
 - e. **Applicant/Organization Background:** Please provide a brief description of your or the organization's profile and project history. Explain your ability and capacity to undertake and successfully execute the project.
 - f. **Maintenance & Long Term Preservation:** If on-going maintenance and upkeep is required, please describe how this will be accomplished. Explain specific guarantees that will assure long-term preservation of the project.
 - g. **Maps & Visual Materials:** When appropriate, at least one photograph shall be provided with the application. Please include plans, maps and other visual aids to help describe the project (i.e. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans etc...).
2. **Budget:** Please fill out the attached Budget Form. Please indicate which expenses CPA will directly fund. Please attach supporting documentation that substantiates costs (i.e. estimates, quotes, letters of intent estimating value of in-kind services etc...)
 3. **Project Schedule:** Please fill out the attached Project Schedule Form. Explain each step of the project, time to accomplish the various steps, milestones and project completion date.
 4. If applicable and appropriate, additional information or supporting documentation should also be attached. ****Note:** If supporting documents are 10 pages or more, an electronic copy (PDF) of said document shall be provided. Supplemental information may include, but not be limited to:
 - a. Natural resource features
 - b. Proof of site control, or plan to obtain control such as Purchase and Sale Agreement, option or deed
 - c. For historic properties or artifacts, a Determination of Historic Significance by the Beverly Historic District Commission
 - d. Historic structure report or existing conditions report
 - e. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
 - f. Any other information useful to the Committee in considering the project

I certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature: William E. Fowle Date: 5/6/15
 Owner's Signature: [Signature] Date: 5/6/15
 (If Different From Applicant)

Project Title: Preservation of the Beverly Golf and Tennis Clubhouse
 Project Location/ Address: 134 McKay Street, Beverly, MA
 Date: May 8, 2015

**2015 CPA PROJECT FUNDING APPLICATION
SUPPORTING INFORMATION AND DOCUMENTATION**

**PRESERVATION OF THE BEVERLY GOLF AND TENNIS CLUBHOUSE
134 McKAY STREET, BEVERLY, MA 01915**

Introduction: Project to repair deteriorated components of the building and to further improve the handicap accessibility of the building.

1. Project Narrative

a. Project Description:

Capital improvements required to preserve the Beverly Golf & Tennis Clubhouse (BG&T) and address life safety issues.

- Replace / repair as required, rotted, broken woodwork of railings on both veranda level and 2nd floor (see enclosures # 1 and #2). Veranda level railings, presently at 36 inch height, are required to meet current state building code specs for safety and maintain a 42 inch height safety code. Surface areas that are in disrepair will be brought to a level that will preserve the historic character of the building. Railings on 2nd floor, can maintain their current height since only used for maintaining the characteristics which contribute to the architectural, and historical integrity of the building. Railings, supports, and roof areas that are in disrepair will be either repaired or replaced (see enclosures # 1,3, & 4).
- Roof over Pub entrance area leaks water onto the veranda causing a safety hazard and damage to the veranda and its newly installed mahogany wood floor, during inclement weather. Enclosure # 5 shows evidence of damage to the veranda and patches where existing shingles have reached the end of useful life. Removal and replacing of existing shingles down to the deck is required. Replacement shingles will be required to have at least a 50 year useful life.
- Upon further investigation since the Pre-Application Project Eligibility Determination Form was submitted and the harsh winter weather experienced during the 2014-2015 winter months, a closer inspection of the ceiling over the veranda has shown evidence of disrepair (see enclosure # 6). Repair or replacement will be required to preserve the veranda itself from further damage.
- With the recent addition of elevator capability to conform to ADA requirements for the clubhouse, additional ADA work needs to be done to address fire safety at the exit doors from the Great Hall. We are proposing to replace the existing doors due to the legally required width of the opening to accommodate a wheelchair. Existing doors are double doors and neither door is by itself, wide enough to accommodate a wheelchair. ADA doors for this application have one door wide enough to allow exit. There are two exits that will require the new doors (see enclosure # 7).
With the new elevator providing increased access to the Great Hall, we also need to increase the number of ADA restrooms available to correspond to the increased capacity (120 – 150 people). Increasing the size and capacity of the existing restrooms on the 2nd floor will be accomplished by utilizing dead space within the

women's locker room to create a new men's room and a renovation of the existing women's room (see Architect drawing of layout in enclosures # 8A & 8B).

The City of Beverly is required to make the building accessible and allow public access.. In 2013, the City obtained a variance to allow accessible improvements over a 5 year period. The accessible work as part of this project is part of that required by that time variance.

b. CPA Eligibility, Community Preservation Need:

The Beverly Golf & Tennis Clubhouse is listed on the State Register of Historic Places and recognized as themes supporting architectural, community development, industry and recreation. The Beverly Golf & Tennis Clubhouse has been a significant part of the City of Beverly since its early days as an asset of the United Shoe Co. and surviving for over 100 years. The building structure has been maintained over the years with a maintenance budget now set by the City of Beverly, but being on the Historic Register requires special improvements to be with unique requirements to maintain the property to meet and preserve the buildings structure and architecture, from injury, harm, or destruction while also meeting mandated ADA and building code requirements.

The rehabilitation and / or restoration of elements of this project will include capital improvements, or extraordinary repairs to make assets functional to comply with federal, state, or local building codes or federal standards for rehabilitation of historic properties.

c. Project Partnerships & Support:

The Beverly Golf & Tennis Club is managed by a third party, Golf Facilities Management, Inc. (GFMI). They are responsible for managing the clubhouse, golf course, and related facilities and pay an annual fee to the City of Beverly Finance Department. These fees are then allocated by the City into accounts that support maintenance and capital needs for the facility. The BG&T Commissioners will volunteer to provide additional project oversight and coordination to insure project completion on schedule and on budget. Letters of support of this project are in enclosures #9 & #10.

d. Feasibility:

Previous 2010 Massachusetts Historic Commission (MHC) Grant for \$50,000 to replace the roof on the clubhouse, has provided the experience to undertake a project of this magnitude, it was completed on time and met budget. A condition of the City's accepting that funding was for the City to grant the MHC a preservation restriction. This requires MHC to approve any proposed work. This will assure any work will be in accordance with Preservation Standards.

Like the MHC project, a building permit will be obtained and will be under the control of the Beverly Building Inspector. This CPA project is feasible and can successfully be completed through coordinated efforts of the City of Beverly Public Service, GFMI, and the BG&T Commissioners to implement within budget and on schedule.

e. Organization Background:

The Beverly Golf & Tennis Club is located at 134 McKay Street in Beverly Massachusetts. The United Shoe Machinery Corporation built it in 1910 (aka United Shoe) which, at the time, was the largest employer in the City and one of the world's leading manufacturers of shoemaking equipment. The Clubhouse now over 100 years old, was a social and recreational facility for the United Shoe and played a significant role for the employees as well as the community of Beverly.

The participants used the Clubhouse and adjacent grounds for a variety of athletic and other recreational activities. These activities on the 300 acres continued until the property was sold to a private developer in 1971. But in 1978, the City of Beverly purchased the Clubhouse plus 168 acres (of the 300) and the City continued to use the facility as a golf course and tennis facility.

The Clubhouse is notable for three categories of historic significance: architecture, community planning, and industry. The Clubhouse is an example of a large scale, Arts and Crafts designed structure of the period and represented a new sense of responsibility and cooperation between large industry and its employees for the era.

In 1982, the City nominated the Clubhouse for listing in the National Register, was approved, and simultaneously was included in the Massachusetts State Register of Historic Places.

The Beverly Golf & Tennis Club operates today as a public facility with an 18-hole golf course and 10 outdoor clay tennis courts, with the Clubhouse remaining the focal point of the property with a "19th Hole" food and beverage Pub, the Great Room for special functions, and the Fireside Rooms for other events.

The overall facility is owned by the City of Beverly and Managed by Golf Facilities Management, Inc. (GFMI) on a contract basis with oversight by a City appointed Board of Commissioners and services support from the City Public Services Department and various other City Departments.

The Beverly Golf & Tennis Commissioners have worked closely with the City Public Services Department and have detailed coordination with the GFMI employees, to prepare the CPA Project, and will be responsible for the oversight and successful execution and completion of the project.

The last five years demonstrates how the Commissioners and Public Service Department have taken the \$1,000,000 + committed funding from the City Of Beverly through a bond, to bring the Golf and Tennis Club back into a position within the golf and public community that brings golfers and patrons to the club to play golf and / or to take advantage of the updated facilities in the clubhouse, especially with regards to the recently installed elevators to allow easy access to the overhauled Grand Hall located on the second floor allowing those less fortunate to enjoy the clubhouse. A significant increase in bookings for weddings, meetings, and functions is an example.

Gienapp Design Associates, LLC, and Dale Gienapp have been providing architectural services for the Beverly Golf and Tennis Club since 2010. Services have included but are not limited to: design services, budgeting, cost estimating, working with the Massachusetts Historical Commission (MHC), evaluating the building for adherence with accessibility compliance, and, when necessary, applying for and updating variances. Mr. Gienapp has more than 35 years of experience in the state and has worked on numerous projects that are similar to the proposed renovations at the Beverly Golf & Tennis Club. Since he founded Gienapp Design in 2000, Mr. Gienapp has worked on more than 15 buildings on the National Register of Historic Places and has represented building owners on several successful variance applications to the Massachusetts Architectural Access Board (MAAB) on historic buildings.

Gienapp Design has executed multiple projects with Massachusetts Historical Commission deed restrictions resulting from Massachusetts Preservation Projects Fund (MPPF) such as held by Massachusetts Historical Commission for the Beverly Golf and Tennis Club. Gienapp Design Associates, LLC, will be invited to submit a proposal for the architect position for this project

f. Maintenance & Long Term Preservation:

The Beverly Golf and Tennis Commission with the support of the City of Beverly are active stewards overseeing of the facility. Monthly meetings are conducted with the manager, GFMI throughout the year, focused on a review of facility utilization (clubhouse, golf, tennis), and of the routine maintenance, and long term capital needs of the clubhouse and related facilities.

g. Map & Visual Materials:

Listing of enclosures provided.

Enclosure #1 Shows railings on three sides of the building

Enclosure #2 Veranda railings

Enclosure #3 Railings on 2nd floor

Enclosure #4 Railings on 2nd floor

Enclosure #5 Roof over "pub" entrance

Enclosure #6 Ceiling over the veranda

Enclosure #7 New ADA exit doors

Enclosure #8A Existing 2nd floor plan

Enclosure #8B Proposed Men's and Women's restrooms

Enclosure #9 Support Letter

Enclosure #10 Support Letter

Enclosure #11 Map from the City of Beverly Engineering Department shows the Beverly Golf and Tennis Club location within the city of Beverly limits

Enclosure #12 Resume of Architect D. Gienapp

Enclosure #13 Preservation Restriction Agreement, Book 9332 Pgs 424 - 428

2. **Budget:**

Attached. Note: Pre-Application budget was estimated at \$160,000. Upon further investigation to be closer to a more realistic estimate, discussed the project with Architect Dale Gienapp who gave good guidance to the task and a new budget is provided.

3. **Project Schedule:**

Attached.

4. **Supporting documentation:**

Approved Application for Determination of Historic Significance attached, certifies the Beverly Golf and Tennis Club is listed on the State Register of Historic Places as determined by the City of Beverly, Massachusetts, Historic District Commission, dated January 6, 2015.



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2015 CPA PROJECT FUNDING APPLICATION
Project Budget Form

- Project Title: *Preservation of the Beverly Golf and Tennis Clubhouse*
- Applicant Contact Information:
Contact Person: *William Lowd*
Organization: *Beverly Golf and Tennis Commission*

SOURCES OF FUNDING		
Source	Amount	Percentage of Total Budget
Community Preservation Act Fund	\$361,000	95 %
City of Beverly Account	15,000	5%
Total Project Funding	\$376,000	100%

ITEMIZED PROJECT EXPENSES		
Expense	Amount	To Be Funded by CPA? Y/N <small>*Please refer to DOR's Allowable Uses Chart</small>
Construction Costs	\$276,000	Y
Design Fees	35,000	Y
MHC and MAAB Approvals	10,000	Y
Bidding Costs	2,000	Y
Testing and Inspection	5,000	Y
Contingency	32,800	Y
City of Beverly Account	15,000	N
In-Kind services by commissioners for oversight		N
Total Project Expenses	\$376,000	

PROJECT BUDGET
 Beverly Golf & Tennis Club
 Beverly, MA



Gienapp Design Associates

5/4/2015

Prepared by: IRB

Conceptual Project Budget Prior to any Design									
	Item - See Also Back-up	N o t e s	Conceptual Budget (05/04/15)	N o t e s	Start of Construction	N o t e s	Committed to Date	N o t e s	Current Estimate
1	Construction Cost		\$ 276,000						
2	Arch./Eng. Fee		\$ 35,000						
3	Approvals		\$ 10,000						
4	Bidding Costs		\$ 2,000						
5	Testing and Inspection		\$ 5,000						
6	Contingency		\$ 32,800						
7	Project Cost		\$ 361,000		\$ -		\$ -		\$ -

PROJECT BUDGET
 Beverly Golf & Tennis Club
 Beverly, MA

Gienapp Design Associates
 5/4/2015
 Prepared by: IRB



Conceptual Project Budget Prior to any Design								
Back-up to Project Budget Line Items	BUDGET							
	A (Conceptual Budget 05/04/15)		B (Start of Construction)		C (Committed To Date)		D (Current Estimate)	
	Items	Subtotals	Items	Subtotals	Items	Subtotals	Items	Subtotals
1. Construction Cost								
1.1 Estimated Construction Cost	\$	276,000						
Total Construction Cost		\$ 276,000						
2. Architectural Engineering Fee								
2.1 Architectural and Engineering Fee	\$	35,000						
Total Architectural Engineering Fee		\$ 35,000						
3. Approvals								
3.1 MHC & MAAB Approvals	\$	10,000						
Total Approvals		\$ 10,000						
4. Bidding Costs								
4.1 Bidding	\$	2,000						
Total Bidding Costs		\$ 2,000						
5. Testing and Inspection								
5.1 Testing and Inspection	\$	5,000						
Total Testing and Inspection		\$ 5,000						
6. Project Contingency								
6.1 Contingency	\$	32,800						
Total Project Contingency		\$ 32,800						
7. Project Cost		\$ 361,000						



Conceptual Cost and Budget Prior to any Design						
Beverly Golf & Tennis Club						
Various Repairs and Renovations						
Item	Description	Units	Quantity	Unit Cost	Extended Cost	Subtotal
1.0 First Floor Railings						
1.1	Railings @ North/Driveway	LF	110	\$ 40	\$ 4,400	
1.2	Railings @ West/Parking Lot	LF	96	\$ 125	\$ 12,000	
	<i>Direct Cost Subtotal</i>				\$ 16,400	
1.3	Gen. Conditions, Gen. Requirements (40%)				\$ 6,600	
	<i>First Floor Railings Subtotal</i>					\$ 23,000
2.0 Veranda Roofing						
2.1	Roof Replacement	SF	600	\$ 6	\$ 3,600	
	<i>Direct Cost Subtotal</i>				\$ 3,600	
2.2	Gen. Conditions, Gen. Requirements (40%)				\$ 1,500	
	<i>Veranda Roofing Subtotal</i>					\$ 6,000
3.0 Window Repair and Paint (North/Driveway)						
3.1	Painting	SF	2800	\$ 2	\$ 5,600	
	<i>Direct Cost Subtotal</i>				\$ 5,600	
3.2	Gen. Conditions, Gen. Requirements (40%)				\$ 2,300	
	<i>Window and Paint Subtotal</i>					\$ 8,000
4.0 Great Room Doors						
4.1	Egress Sets	EA	2	\$ 2,500	\$ 5,000	
4.2	Door Leafs	EA	4	\$ 400	\$ 1,600	
	<i>Direct Cost Subtotal</i>				\$ 6,600	
4.3	Gen. Conditions, Gen. Requirements (40%)				\$ 2,700	
	<i>Great Room Doors Subtotal</i>					\$ 10,000
5.0 Second Floor Balcony (North/Driveway)						
5.1	Roof Replacement	SF	840	\$ 15	\$ 12,600	
5.2	Ceiling Replacement	SF	840	\$ 8	\$ 6,800	
5.3	Railings	LF	84	\$ 200	\$ 16,800	
	<i>Direct Cost Subtotal</i>				\$ 36,200	
5.4	Gen. Conditions, Gen. Requirements (40%)				\$ 14,500	
	<i>Second Floor Balcony Subtotal</i>					\$ 51,000
6.0 Second Floor Balcony (West/Parking Lot)						
6.1	Railings	LF	40	\$ 20	\$ 800	
	<i>Direct Cost Subtotal</i>				\$ 800	
6.2	Gen. Conditions, Gen. Requirements (40%)				\$ 400	
	<i>Second Floor Balcony Subtotal</i>					\$ 2,000

Preliminary Conceptual Construction Cost Estimate

Beverly Golf & Tennis Club
 Beverly, MA



Gienapp Design Associates, LLC

05/04/15

Prepared: IRB

Conceptual Cost and Budget Prior to any Design

Beverly Golf & Tennis Club

Various Repairs and Renovations

Item	Description	Units	Quantity	Unit Cost	Extended Cost	Subtotal
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7.0 Second Floor Toilet Rooms						
7.1	Demolition	Allow	1	\$ 10,000	\$ 10,000	
7.2	Plumbing	EA	8	\$ 2,500	\$ 20,000	
7.3	Fire Protection	Allow	1	\$ 4,000	\$ 4,000	
7.4	Electrical	Allow	1	\$ 4,000	\$ 4,000	
7.5	HVAC	Allow	1	\$ 4,000	\$ 4,000	
7.6	Finishes - Flooring	SF	311	\$ 15	\$ 4,700	
7.7	Finishes - Ceiling	SF	311	\$ 5	\$ 1,600	
7.8	Finishes - Walls	SF	762	\$ 20	\$ 15,300	
7.9	New Partitions	LF	76	\$ 12	\$ 1,000	
7.10	Toilet Partitions (Stalls)	EA	4	\$ 800	\$ 3,200	
7.11	Accessories	EA	8	\$ 250	\$ 2,000	
7.12	Doors (Frame, Door, Hardware)	EA	3	\$ 1,200	\$ 3,600	
7.13	Painting	SF	311	\$ 3	\$ 1,000	
					<i>Direct Cost Subtotal</i>	\$ 74,400
7.14	Gen. Conditions, Gen. Requirements (40%)					\$ 29,800
					<i>Great Room Doors Subtotal</i>	\$ 105,000

Subtotal \$ 205,000

8.0 Estimating Contingency (15%) \$ 30,800

Subtotal \$ 235,800

9.0 General Conditions (15%) \$ 35,400

9.1 Bonds and Insurance (2%) \$ 4,800

9.2 Total Cost \$ 276,000

10.0 Estimated Range (+/- 7.5%) \$ 255,300 (Low) \$ 296,700 (High)



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2015 CPA PROJECT FUNDING APPLICATION

Project Schedule Form

- Project Title: _____ *Preservation of the Beverly Golf and Tennis Clubhouse*
- Applicant Contact Information:
Contact Person: _____ *William Lowd*
Organization: _____ *Beverly Golf and Tennis Commission*

Please provide a project timeline below and describe the various activities, noting all project milestones.

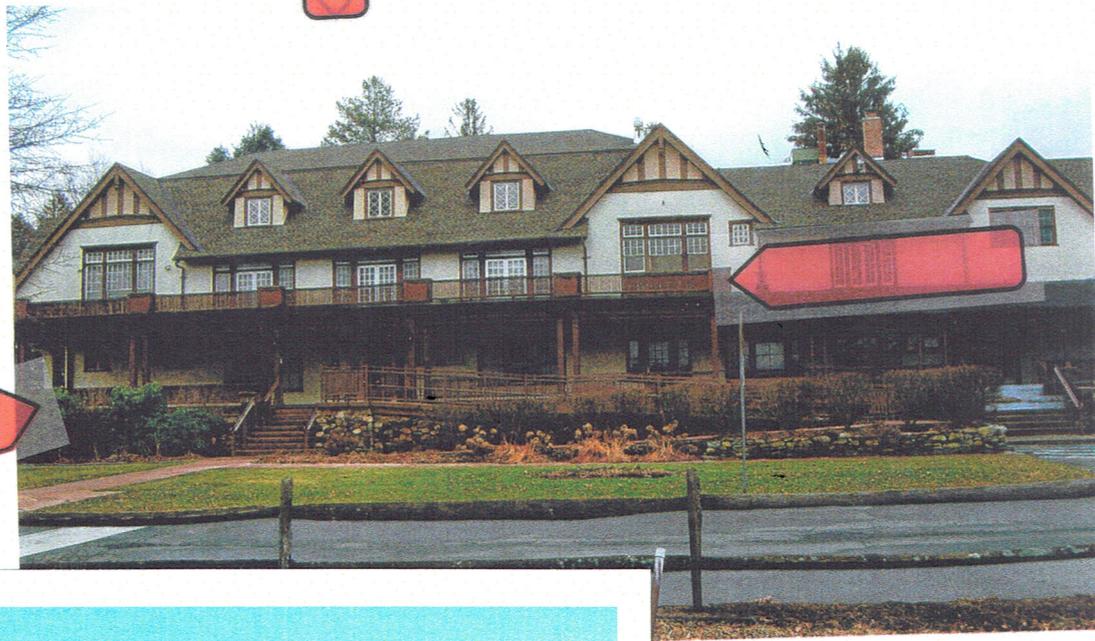
	Estimated Date	Activity
Project Start	November 2015	Architect / Designer Selected. Bid Specs completed. Project Bid,
	December 2015	Contractor bidding design and award, order material
Project Milestone	January 2016	Contractor continuing construction of restroom expansion and build new railings
	February 2016	Contractor continuing construction, painting of railings pre-installation
50% Completion	March 2016	Contractor continuing construction of restroom expansion, install new railings, roof replacement
Project Milestone	April 1, 2016	Contractor completes 2 nd floor restroom expansion, install new railings, complete roof project
	April 15, 2016	Finalize loose ends
Project Completion	May 1, 2016	Projects complete

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

Please feel free to photocopy or recreate this form if more room is needed.



Enclosure #1



Enclosure #2

