

RFP #13138 Response – Sale of 6 Stanwood St. – Cape Ann Amateur Radio Assn

SECTION 9: PROPOSAL SUBMISSION REQUIREMENTS:

B. **Include in Package:** Five copies of your Proposal, including, but not limited to:

9-B-1

1. A description of the method the applicant intends to use to manage the project, if awarded the contract.
See RFQ p.7, Evidence of Financial Ability, Financial Information, Site Development Proposal

9-B-2

2. Description of the qualifications of the key participants whom the Proposer plans to utilize.
See RFQ p.4, SECTION 11: MINIMUM CRITERIA, Item 1. Description of Proposer and Affiliates

9-B-3

3. Any other information the Proposer considers relevant
See Cape Ann Amateur Radio Association – 6 Stanwood Street Communications Center

9-B-4

4. Non-Collusion Statement
See RFQ p.6, SECTION 14: CERTIFICATE OF NON-COLLUSION

9-B-5

5. References
See SECTION 13: REFERENCES

SECTION 11: MINIMUM CRITERIA

1. The proposal includes all information required in this Request for Proposal
2. The proposers agrees to meet the City of Gloucester's sale terms.
3. The proposal meets the City's identified need for Emergency Radio Communication Services.

MUST INCLUDE ELEMENTS

1. **Description of Proposer and Affiliates**

11-1

A description of the Proposer Buyer whether an individual, Corporation, Partnership, Trust, etc. If the Proposer is a team, include a list of members.

9-B-2

Since 1974, the Cape Ann Amateur Radio Association (CAARA) has provided health and safety communications for emergencies in Gloucester and surrounding communities.

Team Members

Stanley Stone, W4HIX – President of CAARA

Mr. Stone joined CAARA in 2008 and has been an active participant in public service events and emergency communications. Mr. Stone has participated in nearly every event in Gloucester, including Run Gloucester, Gloucester Triathlon, Essex Youth Triathlon, Blackburn Challenge, YMCA Run Around the Cape, several YuKan Run events, and the Boston Marathon. Mr. Stone has also worked at the Gloucester Emergency Operations Center for every activation since its opening and acts as a consultant for radio issues concerning the EOC. Mr. Stone is also a member of Gloucester CERT and has performed a radio training class for CERT members. Mr. Stone has been president of CAARA for the last three years.

Henry McCarl, W4RIG – Treasurer of CAARA

Mr. McCarl is a long term member and treasurer of CAARA. He is active in both the management of CAARA and public service and emergency communications. In public service

events, Hank mans the emergency communications station at Addison Gilbert Hospital. Hank is also an ARRL Volunteer – Local Government Liaison.

Curtis Wright, AA3JE – Past President of CAARA, Head of Emergency Communications
Curtis Wright was president of CAARA between 2006 and 2010. Now head of CAARA's Emergency Communications group, Dr. Wright organizes all public service events that CAARA participates in and is the liaison to the Gloucester Fire Department and Gloucester Police Department.

2. **Proposer Contact Information**

Include the primary contact name, address, phone and fax number. Provide the address, contact name and phone number for each member of the Proposer's team.

11-2

Cape Ann Amateur Radio Association
6 Stanwood St
Gloucester, MA 01930
978 282-7645

Stanley Stone, President
20 Andrews St
Gloucester, MA 01930
978 283-2014 (home) 978 994-2048 (cell)

Henry McCarl, Treasurer
28 Old Nugent Farm Rd
Gloucester MA 01930-3167
978 281-5269 (home) 617 688-3805 (cell)

3. **Bid Price Sheet**

The Proposal must clearly state in written word and numerical form the amount of the bid. The City of Gloucester reserves the right to reject any and all bids. The City of Gloucester has established a minimum bid price of \$2,300.00.

11-3

The Cape Ann Amateur Radio Association bids \$2,300.00 (two thousand three hundred dollars exactly) for the purchase of the property owned by the City of Gloucester located at 6 Stanwood St, Gloucester Massachusetts as described in City of Gloucester Request for Proposal #13138.

4. **Evidence of Financial Ability** (see p. 7, Evidence of Financial Ability)

Provide information, as provided in paragraph 6, that will demonstrate to the City that the Proposer has the financial ability to purchase, develop, and financially sustain the property. Such evidence may include Financial Statements of proposer and/or its affiliates, letters of intent from lenders and lender references showing sources of funds for acquisition, construction or site development, permanent financing and any proposed real estate development/environmental cost cap insurance products. The City shall decide if the evidence is sufficient.

11-4

CAARA has occupied 6 Stanwood since soon after it's founding in 1974. Orginally occupying only the second floor and subletting from the Cape Ann Fliers pigeon club, CAARA went on to occupy and maintain the entire building. From this time, CAARA has been completely responsible for all maintenance of the building and grounds with no aid from the City.

CAARA rehabilitated and has maintained 6 Stanwood for many years, installing new heaters, chimney, roof,electrical services, plumbing, paint, windows, doors and trim. Inside, CAARA overhauled the communication capabilities by upgrading the antenna tower, antennas, adding a second operating station and overhauling the backup 220 MHZ repeater. A new repeater was installed for the 145 MHZ (2 meter) W1GLO repeater. This is the main communicatoins channel for amateur radio operations on Cape Ann. Additional capabilities

are added on a regular basis as funds are available. These facilities are used nearly every weekend during the spring, summer a fall in support of public events on Cape Ann.

Major maintenance work is funded through special fundraisers. CAARA members have always favorably responded to these fundraisers. Other sources of funds are under investigation, including local corporate sponsorships in order to improve the facility for operations, training, exams, equipment servicing and meetings.

Category	Budget - Current Year		
	Actual	2013 Budget	Difference
INFLOWS	8,037.63	7,550.00	487.63
DONATIONS	1,849.35	1,600.00	249.35
+ Coffee Fund	393.92	400.00	-6.08
+ General Donations	1,131.68	1,200.00	-68.32
- PayPal Fees	-6.53	0.00	-6.53
DUES: + 2013	2,210.00	2,800.00	-590.00
DUES: - PayPal Fees	-40.75	0.00	-40.75
FUNDRAISING	3,854.03	2,800.00	1,054.03
+ Income	4,834.60	2,800.00	2,034.60
- Ebay Fees	-847.74	0.00	-847.74
- PayPal Fees	-132.83	0.00	-132.83
MISC INCOME	165.00	350.00	-185.00
Budgeted	0.00	350.00	-350.00
VE Session	165.00	0.00	165.00
OUTFLOWS	9,242.93	9,300.00	57.07
INSURANCE	492.00	700.00	208.00
Liability	273.00	528.00	255.00
Property	219.00	172.00	-47.00
LEASE	2.00	1,000.00	998.00
LEGAL FEES	89.00	100.00	11.00
ARRL Annual Dues	39.00	0.00	-39.00
MA Annual Report	50.00	0.00	-50.00
MEMORIALS	45.00	300.00	255.00
MISC EXPENSE	388.55	250.00	-138.55
Budgeted	388.55	250.00	-138.55
SNOWPLOWING	180.00	250.00	70.00
SUPPLIES & EQUIPMENT	4,985.47	3,750.00	-1,235.47
Equipment	287.34	0.00	-287.34
Repeater	1,744.22	0.00	-1,744.22
Supplies	2,953.91	0.00	-2,953.91
UTILITIES	3,060.91	2,950.00	-110.91
Electric	961.09	0.00	-961.09
Natural Gas	824.29	0.00	-824.29
Telecommunications	1,203.33	0.00	-1,203.33
Water & Sewer	72.20	0.00	-72.20
Net Difference:	-1,205.30	-1,750.00	544.70

Accounting notes:

- In the FY2013 budget, \$1750.00 was taken from reserves to purchase and install a replacement for CAARA's main repeater—W1GLO and maintenance on W1RK, CAARA's 440 MHz repeater.
- Dues for FY2014 were raised from \$30 to \$40/year.

Accounts - As of 10/31/2013

Account	Balance
ASSETS	
Cash and Bank Accounts	
Citizens Bank	15,710.95
Cash Account	301.64
PayPal	534.45
TOTAL Cash and Bank Accounts	16,547.04

Note: Current accounts are higher than normal due to fund raising for extensive building maintenance scheduled for 2014.

11-5

5. **Certificate of Non Collusion** (see SECTION 14)

11-6

6. **Project Description** (see p.7, Site Development Proposal)

9-B-1

The Proposer must provide a narrative description of the proposed use of the property. This narrative description is required so that the City can determine if the proposed use is in compliance with the terms and conditions of the RFP and other municipal laws and regulations.

The Cape Ann Amateur Radio Association maintains and operates a fully equipped local, regional and national emergency communications base station at 6 Stanwood Street. This base station, when called upon to do so, acts with the ARES and RACES local and national communications headquarters during disasters. As part of this mission, CAARA also provides backup capabilities for Gloucester’s Emergency Operations Center. If EOC communications fail, CAARA will be able to provide a radio link to MEMA through MEMA’s statewide VHF repeater link.

CAARA has improved the backup power system of 6 Stanwood by installing a tap in the natural gas line to fuel its modified backup generator. This will allow the building to be powered without the need for stored fuel, or refueling—providing uninterrupted heat and power to the building.

CAARA already stocks emergency food supplies at 6 Stanwood and maintains a working kitchen—critical for emergency operations. CAARA recently upgraded its telecommunications system with high-speed cable Internet service and cable TV—allowing for monitoring of events via local television. Also installed is a video/computer projector and screen for monitoring local television or computer displays or presentations for medium sized groups. Included in the communications is Wi-Fi for CAARA, plus public Wi-Fi through a Comcast Xfinity hotspot.

CAARA maintains many radio stations, including at least six HF (high frequency) stations for long distance communications, at least two VHF stations for local communications. In the planning stations are backup stations for the MEMA VHF repeater system and Red Cross frequencies. CAARA also maintains its operators’ skills primarily through public service events. These events allow CAARA operators to work within network protocols to communicate events to event organizers—events such as road races, parades, boat races (Blackburn Challenge) and the like. Two CAARA members worked the 2013 Boston Marathon.

CAARA currently uses 6 Stanwood for training, FCC license examinations, equipment evaluation and repair, planning and drills. Improvement of operator skills is an important aspect of CAARA’s mission—skilled operators are the key to effective operations.

The 6 Stanwood St. property has light, heat, power and communications, and is available as a “respite” station to rest emergency responders. No one yet knows how long we would have to endure in place in response to a widespread crisis, (current estimates are 6-8 weeks), but

we are working on the task force to ensure that our members are prepared, and we will have excess capacity to serve emergency workers and our own volunteers. 6 Stanwood is not licensed for and cannot serve as a public shelter at this time, although emergency respite of volunteer communications workers is possible and part of our mission.

9-B-5

SECTION 13: References

Proposer must provide references for all contracts or similar ventures performed within the past five years of similar size and scope to this project.

Reference	Gloucester Fire Department	Contact	Ch. Eric Smith, Fire Chief Emergency Mgt. Director
Address	8 School St	City, State, Zip	Gloucester, MA 01930
Telephone	(978) 281-9760	Fax	(978) 281-9822
Description of similar project performed			
Manned Gloucester EOC for Blizzard of 2012 and have worked with Ch. Smith on emergency communications issues related to the Gloucester Emergency Operations Center.			

Reference	Gloucester Fire Department	Contact	Dep. Ch. Miles Schlichte
Address	8 School St	City, State, Zip	Gloucester, MA 01930
Telephone		Fax	
Description of similar project performed			
CAARA supported planning and operation of several events including Gloucester Run, Gloucester Triathlon, and MEMA Harbor Disaster Drill. CAARA manned all activations of the Gloucester Emergency Operation Center at Fuller School. Worked with Dep. Ch. Schlitche on Emergency Communications trailer.			

Reference	Gloucester Fire Department - EMS	Contact	Sander Shultz, EMS Coordinator
Address	8 School St	City, State, Zip	Gloucester, MA 01930
Telephone	978-281-9760	e-mail	sschultz@gloucester-ma.gov
Description of similar project performed			
CAARA supported planning and operation of several events including Gloucester Run, Gloucester Triathlon, and MEMA Harbor Disaster Drill. CAARA manned all activations of the Gloucester Emergency Operation Center at Fuller School.			

Reference	Gloucester Police Department	Contact	Lt. Joe Aiello
Address	8 School St	City, State, Zip	Gloucester, MA 01930
Telephone	978 283-1212	Fax	
Description of similar project performed			
CAARA supported planning and operation of several events including Gloucester Run, Gloucester Triathlon, and MEMA Harbor Disaster Drill. CAARA manned all activations of the Gloucester Emergency Operation Center at Fuller School.			

Reference	Addison Gilbert Hospital	Contact	Ruth George
St. Address	298 Washington St.	City, State, Zip	Gloucester, MA 01930
Telephone	(978) 283-4000	e-mail	rgeorge@nhs-healthlink.org
Description of similar project performed			
Ruth George heads the Addison Gilbert Hospital Emergency Room. During public events such as road races, a member of CAARA is located at AGH's emergency communications station for direct communication between the race organizers and AGH.			

Reference	Gloucester CERT (Community Emergency Response Team)	Contact	Carol McMohan, Assitant to Emergency Mgt. Director, CERT Program Manager
Address	8 School St	City, State, Zip	Gloucester, MA 01930
Telephone	978-290-1080	e-mail	carol.mcmahon@comcast.net

Description of similar project performed

Performed radio communication training for CERT class. Performed net control support for CERT house number visibility community outreach program exercise (10-19-2013). CAARA members trained CERT members in net control protocol for house number project, and conducted the net for coordination of the event. CAARA members provided radio equipment for net control and local radios for CERT members in the exercise.

Reference	Cape Ann Emergency Planning Team	Contact	Ch. Dan Doucette, Essex Fire Dept.
Address		City, State, Zip	Essex, MA
Telephone	(978) 768-6511	e-mail	ddoucette@essexma.org

Description of similar project performed

CAARA has four members on the CAEPT, Curtis Wright (board member), Stan Stone (communications), Bill Cauty (communications & website) and Ron Beckley (CAARA & Red Cross). CAARA advises the CAEPT on backup emergency communications issues, and provides training to members who are interested.

Reference	American Radio Relay League	Contact	Phil Temples, K9HI Eastern Massachusetts Section Manager
St. Address		City, State, Zip	Watertown, MA 04272
Telephone	617-744-0367	e-mail	phil@temples.com http://ema.arrl.org/node/1785

Description of similar project performed

CAARA is a Special Service Affiliated Club of the American Radio Relay League. The ARRL is the largest organization dedicated solely to amateur radio. Mr. Temples is the Eastern Massachusetts Section Manager and familiar with CAARA as an organization.

Reference	Pursuit Racing, Inc.	Contact	Steph Murray
St. Address	P.O. Box 208	City, State, Zip	Portsmouth, NH 03802
Telephone		e-mail	steph@pursuitventuresinc.com

Description of similar project performed

CAARA has managed emergency communications and course supervision for the Twin Lights Half Marathon for the last two years. <http://www.twinlightshalfmarathon.com>

Reference	YuKan Sports, Inc.	Contact	Rich Morrell
St. Address	P.O. Box 780	City, State, Zip	Rockport, MA 01966
Telephone		e-mail	rmorrell@yukanrun.com

Description of similar project performed

CAARA has managed emergency communications and course supervision for most of the races (marathons and half-marathons) on Cape Ann. <http://www.yukanrun.com>

Reference	Gloucester Christmas Parade Committee	Contact	Anthony (Tony) Marks
St. Address	350 Washington St	City, State, Zip	Gloucester, MA 01930
Telephone	978-281-3240	e-mail	aamarks@comcast.net

Description of similar project performed

CAARA supports the Gloucester Christmas parade throught the North Shore Radio Association