

REVISED 5-06-16

**AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
May 10, 2016
SEAFORD CITY HALL - 414 HIGH STREET**

- 7:00 P.M.** - Mayor David Genshaw calls the Regular Meeting to Order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to agenda for this meeting.
 - Approval of minutes of the regular meeting on April 26, 2016.
 - Approval of the FY17 Budget Workshop meeting on May 2, 2016

**OATH OF OFFICE - Mayor David Genshaw
- Councilwoman Leanne Phillips-Lowe**

Mayor Genshaw holds election for Vice-Mayor

Asst. City Manager Charles Anderson to introduce Kathryn Hickey, Supt. of Parks and Recreation.

CORRESPONDENCE:

1.

NEW BUSINESS:

1. Bids - Generator Maintenance.
2. Bids - Stein Highway Sidewalk
3. Present for approval the construction phase limited engineering services with George, Miles, and Buhr.

OLD BUSINESS:

1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Budget workshops - May 17 from 6 p.m. - 8 p.m. at City Hall.
2. Clean Up Week is from May 9th to May 13th for the City of Seaford residential households only. Go to www.seafordde.com and click on home then services for the drop down information on Clean Up week to find out what will and will not be picked up during the week.

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AGENDA - REVISED MAY 5, 2016

Regular Meeting of Mayor and Council

May 10, 2016

REMINDER OF MEETINGS & SETTING NEW MEETINGS (Continued):

3. Mayor's Right Choice Award taking applications from a high school senior living in the Seaford School District until 5 p.m., May 6, 2016. Information available at www.seafordde.com.

COMMITTEE REPORTS:

1. Police & Fire - Councilwoman Leanne Phillips-Lowe
2. Administration - Councilman H. William Mulvaney III
3. Parks and Recreation - Councilman Orlando Holland
4. Operations Committee - Councilman Dan Henderson
5. Electric - Councilwoman Peterson

Mayor Genshaw solicits a motion to adjourn the regular council meeting.

NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

NB#1
5/10/16

MEMORANDUM

TO: Dolores Slatcher, CM

FR: Berley Mears, Director of Public Works

RE: Generator Maintenance Bid

DT: May 5, 2016

The City received four bids for the above referenced project. Please see the below table:

Bidder	Total Base Bid
Premium Power Services, LLC	\$4,025.14
Fidelity Power	\$4,079.00
All Power Generator	\$4,295.00
Alban Cat	\$4,879.00
Power Pro-Tech Services	\$5,430.00
Ransome Cat	\$6,227.00

It is my recommendation that the bid be awarded to Premium Power Services, LLC in the amount of \$4,025.14 which is the low bidder. I have contacted Premium Power Services and discussed their experience in this field and they have assured me that they are more than capable of performing the required obligations of this bid

Please present this information to Mayor and Council at their meeting on May 10, 2016 for their consideration.

Please contact me should you have any questions,.

Thank you.

N.B.2
 5/10/16

ARCHITECTS
 ENGINEERS

400 HIGH STREET
 SEAFORD, DE 19973
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May 4, 2016

City of Seaford
 P.O. Box 1100
 414 High Street
 Seaford, DE 19973

Attn: Charles D. Anderson

Re: Engineer's Recommendation to Award
 Stein Highway Sidewalk
 Seaford, Delaware
 GMB File No. 140189.A

Dear Mr. Anderson:

Bids for the referenced project were accepted and opened on Wednesday, April 27, 2016. Three (3) bids were received as shown following:

	<u>Base Bid</u>	<u>Bid Alternate (Add)</u>
Grassbusters Landscaping Co. Inc. Newark, Delaware	\$ 93,294.00	\$630.00
Shea Concrete, Ltd. Milford, Delaware	\$165,080.00	\$693.00
Kent Construction Co. Inc. Smyrna, Delaware	\$192,163.50	\$819.00

A detailed bid tabulation is enclosed along with the bid opening sheet. Please note that the bid form included an alternate bid item for upgrading the fencing along the Oddfellows Cemetery with a black vinyl coating, instead of replacement "in kind", in order to match fencing recently placed along Market Street. The Oddfellows have agreed to reimburse the City for the cost of the fence upgrade.

We have reviewed the bids and verified that Grassbusters Landscaping Co. Inc. is the low bidder. Also, we found their bid to be consistent with the bidding requirements with the exception that the bid was not accompanied by a Contractor Qualification Statement. Sufficient evidence of contractor qualification was later provided, upon request. We consider this to be a minor irregularity which may be waived by the City.

JAMES H. WILLEY, JR., PE
 PETER A. BOZICK, JR., PE
 JUDY A. SCHWARTZ, PE
 CHARLES M. O'DONNELL, III, PE
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 DAVID A. VANDERBEEK, PE
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Mr. Charles D. Anderson
May 4, 2016
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Since we have not worked directly with the low bidder before, we have reviewed their qualifications and contacted references regarding previous project experience. We have concluded that they are qualified to perform the work, having done similar projects in several other towns/cities including DelDOT jurisdictions. Further, we have verified that the low bidder has experience with ADA compliant sidewalk and ramp construction.

Accordingly, we recommend that a construction contract be awarded to Grassbusters Landscaping Co. Inc. in the amount of \$93,924.00, which is calculated as the Base Bid plus the Add Alternate, i.e. $\$93,294.00 + \$630.00 = \$93,924.00$.

Please present this recommendation to the Mayor & Council at their next regular meeting on May 10, 2016.

If you have any questions, please do not hesitate to call.

Sincerely,


Judy A. Schwartz, P.E.
Project Director

JAS/ccd

Enclosures

cc: City of Seaford
Attn: Dolores J. Slatcher (w/encl)
Attn: Berley Mears (w/encl)

**BID OPENING
FOR
Stein Highway Sidewalk
Seaford, Delaware
GMB FILE NO. R140189**

DATE April 27, 2016 10:00am

Contractor		Received Addendum #1	Bid Bond	Total Base Bid	Bid Add Alternate
1.	Kent Construction	X	10%	\$192,163.50	\$819.00
2.	Grassbusters	X	10%	\$93,294.00	\$630.00
3.	Shea Concrete	X	10% (certified check)	\$165,080.00	\$693.00

Bid Schedule - Steirn Highway Sidewalk

Item	Description	Size	Unit	Est. Ql.	Grassbusters Landscaping Co., Inc.		Shea Concrete, Ltd		Kent Construction Co., Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	-	L.S.	1	\$10,544.00	\$10,544.00	\$17,750.00	\$17,750.00	\$18,512.00	\$18,512.00
2	Removal, Relocation, and Disposal	-	L.S.	1	\$8,000.00	\$8,000.00	\$18,400.00	\$18,400.00	\$40,780.00	\$40,780.00
3	Excavation and Embankment	-	L.S.	1	\$4,000.00	\$4,000.00	\$53,000.00	\$53,000.00	\$25,976.00	\$25,976.00
4	Furnish & Install Concrete Sidewalk	4"	SF	3700	\$8.00	\$29,600.00	\$7.15	\$26,455.00	\$9.82	\$36,334.00
5	Furnish & Install Concrete Sidewalk at Entrances	6"	SF	300	\$9.00	\$2,700.00	\$12.35	\$3,705.00	\$20.66	\$6,198.00
6	Furnish & Install Type 1 Curb Ramp	-	EA	1	\$3,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$1,800.00	\$1,800.00
7	Furnish & Install Sidewalk Ramp at Driveway Entrances	-	EA	6	\$900.00	\$5,400.00	\$800.00	\$4,800.00	\$2,528.00	\$15,168.00
7	Furnish & Install Type 3-4 P.C.C. Curb and Gutter	-	L.F.	100	\$50.00	\$5,000.00	\$50.00	\$5,000.00	\$61.20	\$6,120.00
8	Furnish & Install Hot Mix Asphalt for Transition at Driveways	4"	SF	400	\$10.00	\$4,000.00	\$16.25	\$6,500.00	\$5.49	\$2,196.00
9	Furnish & Install Galvanized Chain Link Fence (No Vinyl Coating)	4'	LF	630	\$17.00	\$10,710.00	\$18.00	\$11,340.00	\$21.25	\$13,387.50
10	Furnish & Install Vinyl Coated Chain Link Fence (green)	5 1/2'	LF	120	\$37.00	\$4,440.00	\$40.00	\$4,800.00	\$49.30	\$5,916.00
11	Furnish and Install Topsoil, Fertilizing, Seeding and Mulching	-	L.S.	1	\$2,100.00	\$2,100.00	\$5,880.00	\$5,880.00	\$14,452.00	\$14,452.00
Contingent Bid Items:										
12	Excavation Below Subgrade	-	CY	20	\$20.00	\$400.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00
13	Furnish and Place Graded Aggregate Base	-	CY	20	\$60.00	\$1,200.00	\$50.00	\$1,000.00	\$13.20	\$264.00
14	Furnish & Place Special Backfill	-	CY	10	\$10.00	\$100.00	\$50.00	\$500.00	\$84.00	\$840.00
15	Misc Excavation & Backfill	-	CY	10	\$10.00	\$100.00	\$50.00	\$500.00	\$92.00	\$920.00
16	Furnish and Place Miscellaneous 3,000 psi Concrete	-	CY	5	\$300.00	\$1,500.00	\$130.00	\$650.00	\$460.00	\$2,300.00
	TOTAL BID					\$93,294.00		\$165,080.00		\$192,163.50

BID ALTERNATE NO. 1 (ADD) -- VINYL COATED CHAIN LINK FENCE

Item	Description	Size	Unit	Est. Qt.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
9A	Additional Cost for Vinyl Coated Fence (black)	4'	LF	630	\$1.00	\$630.00	\$1.10	\$693.00	\$1.30	\$819.00
TOTAL BID ALTERNATE NO. 1						\$630.00		\$693.00		\$819.00

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May 3, 2016

City of Seaford
414 High Street
Seaford, DE 19973

Attn: Berley Mears
Director of Public Works

Re: Construction Phase Services
Stein Highway Sidewalk
Seaford, Delaware
GMB File No. 140189.A

Dear Mr. Mears:

Please consider this letter as an amendment to our contract for providing construction phase engineering services on the referenced project.

We propose to accomplish the following *Limited Scope of Services*:

1. Attend Pre-construction Conference and monthly progress meetings.
2. Review and approval of shop drawings and certifications.
3. Preparation of change orders.
4. Site visits – once weekly and upon request
5. Attend Final Inspection and assist with preparation of punch list.
6. Preparation of Record (as-built) Drawings.
7. Response to questions and miscellaneous consultation.

Note that the following services are not included, as these will be handled by Berley Mears, Director of Public Works: a) Checking of contractor's requisitions, b) Chair all meetings and issue meeting minutes, c) Routine site inspections beyond those defined above.

We propose to accomplish the work for an estimated fee of \$6,350.00, based upon an estimated construction time of 100 days. Exhibit A is enclosed which shows an itemized manhour breakdown and derivation of fee. Billing would be based upon the actual hours expended, plus a fixed fee, i.e. cost-plus-fixed fee format.