



CITY OF NEWARK
DELAWARE

June 30, 2023

TO: Honorable Mayor & Council

FROM: Jeff Martindale, Chief Procurement & Projects Officer *JM*
Mark Farrall, Chief of Police *MAF*
Tim Filasky, Director of Public Works & Water Resources *TC* For TF
Bhadresh Patel, Director of Electric *BP*
David Del Grande, Finance Director *DD*

VIA: Tom Coleman, City Manager *TC*

SUBJECT: Recommendation to Amend the 2023-2027 Capital Improvement Program Budget and Award Contract 23-07 (City Hall Parking Lot Reconstruction)

BACKGROUND

The Municipal Center parking lot was originally budgeted for repaving in the early 2000s but has been delayed for over 20 years. The asphalt is cracked, allowing water to infiltrate and compromise the base. Additionally, there are areas with needs for substantial redesign to properly allow stormwater to drain into appropriate inlets—the current lot has drainage issues throughout and the building's loading dock, and subsequently the basement, have flooded several times throughout the building's history. Space also exists to add several parking spaces by reconfiguring the lot, including the addition of parking spaces designated for ADA-compliant electric vehicle charging that will soon to be required by law.

Beyond redesigning the parking lot, since 2013, it has been recommended to the City that a security fence with gate access control be added to protect the Newark Police Department and Alderman's Court. In 2013, the US Marshals Service provided a security audit of the Municipal Center and offered the following building security recommendations:

1. Installing a security checkpoint in the atrium (completed in 2022)
2. Close off S. Main St. entrance to employees only (completed in 2016, staff access added back in 2020)
3. Employ court security personnel/bailiffs (completed in 2016)
4. Secure employee-only areas of the building with door accesses and partitions for window service staff (completed in 2016)
5. Install secured parking area for NPD officers and Alderman Court judges.

Of the largest recommendations above, the security fence remains the only uncompleted item. A second security audit of the Municipal Center in 2022 completed by PMA Insurance Company similarly recommended the addition of security fencing for the Police Department.

Given that both redesigning the parking lot and installing a security fence are long-standing projects for Newark, both were included in Contract 23-07 (City Hall Parking Lot Reconstruction) and put out to bid in May 2023. Due to potentially cost-prohibitive elements of this project, the contract was broken out into three pieces:

1. Base Bid:
 - a. NPD Parking Lot Reconfiguration/Fence installation
 - b. Electrical work to install EV charging stations in the NPD lot
 - c. Redesign of the City Hall EV charging station spots to allow for ADA compliance
2. Add Item: City Hall Civilian Lot Repaving (not completed if “Add Alternate” is selected)
3. Add Alternate: City Hall Lot Reconfiguration and Resurfacing (not completed if “Add Item” is selected, increases space count by 14)

At a minimum, the base bid option should be completed for the ongoing security of the Newark Police Department and Alderman’s Court. While staff was hopeful to complete a full reconstruction of the City Hall lot, staff currently recommends the simple repaving of this lot due to the additional cost to reconstruct the lot (see more information below). While both options repave the City Hall lot, the full City Hall lot reconfiguration would remove the curved drive aisles, which currently make navigating the lot difficult for visitors and on-duty police officers, and add 14 additional parking spaces. It is the opinion of staff that this option requires additional funding that could potentially better serve Newark elsewhere. As such, simple repaving will address many of the existing conditional concerns without undue cost.

BID PROCESS

The Purchasing Division advertised Contract 23-07 in The News Journal, posted the contract on the City’s website (www.newarkde.gov/bids), and delivered contract documents via email to several contractors. Eight (8) contractors were present at the pre-bid meeting for this contract on Tuesday, May 30, 2023. On Tuesday, June 20, 2023, the Purchasing Division received four (4) sealed bids via email, mail, or hand delivery. These bids were opened shortly after the 2:00 p.m. bid deadline. The bidders were as follows:

VENDOR	BASE BID	ADD ITEM	ADD ALTERNATE	TOTAL BID (BASE + ADD ITEM)	TOTAL BID (BASE + ADD ALTERNATE)
WJV General Contractors, LLC	\$667,202.87	\$145,642.52	\$276,605.23	\$812,845.39	\$943,808.10
A-Del Construction Co., Inc.	\$866,542.50	\$140,063.00	\$362,111.00	\$1,006,605.50	\$1,228,653.50
Reybold Construction Group, LLC	\$891,843.00	\$162,210.00	\$356,111.00	\$1,054,053.00	\$1,247,954.00
Eastern States Construction Service, Inc.	\$1,188,844.00	\$105,680.00	\$225,803.00	\$1,294,524.00	\$1,414,647.00

CONTRACTOR EXPERIENCE

Staff and engineering consultant Pennoni Associates reached out to project managers of previous work for the lowest responsible bidder WJV General Contractors. Following favorable recommendations and positive reviews of the company, along with reviewing their project portfolio including completion of similar projects in the area, staff is confident they will be able to complete the scope of work satisfactorily.

FUNDING

In addition to the above noted pricing for parking lot reconstruction, costs for engineering, gate access controls, and advertising total \$142,500. Therefore, the total cost of this project is as follows for the different options:

- Base bid only: \$809,702.87
- Base bid plus add item: \$955,345.39
- Base bid plus add alternate: \$1,086,308.10

ARPA funding in the amount of \$625,000 was allocated to CIP H2203 (City Hall Parking Lot Rehabilitation); funding in the amount of \$77,175 is currently available in CIP E2001 (Electric Vehicle Charging Station Wiring) in Energize Delaware grants for the EV charging station components. An additional \$100,000 grant for the NPD fencing from the Homeland Security Grant Program Weapons of Mass Destruction Subcommittee is currently pending; staff will know the status of this grant in November and will be able to apply this grant funding to the project in 2024 as a retroactive reimbursement. However, this funding cannot be accounted for at this time

as it is not yet realized.

For the base bid plus add item option (staff's recommendation), staff additionally recommends bringing the budget to \$1,050,000.00 to account for any additional or unforeseen issues potentially encountered throughout the project. As such, a budget amendment of \$347,825.00 is required to complete this project as recommended. The table on the following page reflects the funding scenarios for both of the options covering the entire Municipal Center parking lot:

Source of Funds	Base bid plus add item	Base bid plus add alternate
<i>Bid Options (rounded to the whole dollar):</i>	<i>\$955,346</i>	<i>\$1,086,309</i>
Budget		
ARPA (H2203)	\$625,000	\$625,000
Energize Delaware Grant (E2001)	\$77,175	\$77,175
Proposed Amendment (Source 2018 Referendum Funding)	\$347,825	\$478,788
Revised Budget	\$1,050,000	\$1,180,963

RELATED DOCUMENTS

1. Updated CIP sheet for H2203
2. Bid Plans showing difference between existing and proposed conditions (City Hall side shows full reconfiguration, which staff is not recommending)

RECOMMENDATION

I move that Council approve a budget amendment to the 2023-2027 Capital Improvement Program as presented and award Contract No 23-07 to the lowest responsible bidder WJV General Contractors in the amount of \$812,845.39 for the base bid and add item option.



PROJECT NO: H2203
PROJECT TITLE: City Hall Parking Lot Rehabilitation
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ 447,825	\$ -	\$ -	\$ -	\$ -	\$ 447,825
*Prior Authorized Balance:	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ 525,000
2023-2027 Funding:	\$ 972,825	\$ -	\$ -	\$ -	\$ -	\$ 972,825

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	PWWR
DIVISION:	Street
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 993,762
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ 20,937
% Complete (if underway):	2.1%
Balance to be funded ¹ :	\$ 972,825

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

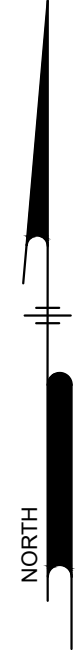
PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	3063006.9860	\$ 90,775
Materials:	3063006.9622	\$ 882,050
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 972,825

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
The parking lot at City Hall was originally budgeted for repaving in the early 2000's, this project has been delayed for nearly 20 years. It is difficult to see the lines, the asphalt is cracked and alligatored allowing water to infiltrate and compromise the base. Space also exists to add several spots, including the spaces that will be designated for EV charging station. This project would included an optimized redesign, safety review, milling, patching, paving and striping to accomplish the goal of efficiently using the space available to us. In addition to the above, the City would be looking to add a parking lot fence to protect our Police and Alderman's Court entrances. In 2013 a security survey of police headquarters and city hall was completed by the United States Marshals Service. In their report, the US Marshals made numerous recommendations to increase security at both police headquarters and city hall. Among the identified weaknesses was the unsecured police parking lot with no barrier preventing access by the public. The report cited the ability of a potential assailant to observe police officers and Alderman Judges movement along with allowing unrestricted access to them and their vehicles and the ability to confront them as they leave the building. The report recommended the installation of a high walled security fence with key card or remote-controlled access system to prevent access by pedestrians and non-police vehicles. The report also recommended that within this security fence be parking for the City Alderman so they can access their vehicles and leave the area outside of public view. This would be accomplished by assigning the City Alderman a parking space within the enclosed parking lot on the north side of the building and adjacent to the Court 40 Corridor. While numerous upgrades were made to City Hall, the recommendations for the fenced police parking area were never implemented. As a result, our officers, police vehicles and high valued equipment are vulnerable to assault, vandalism, or theft. This fence will help reduce that exposure and increase the security of our officers and equipment. Please note, in 2021 \$20,937 in prior authorized reserves was transferred from H0206 to H2203. This funding is primarily used for patching and striping high need areas. *Please be advised that \$347,825 in 2023 Bond Funding was added to this project as part of the "Recommendation to Amend the 2023-2027 Capital Improvement Program Budget and Award Contract 23-07 (City Hall Parking Lot Reconstruction)" on 6/30/2023.

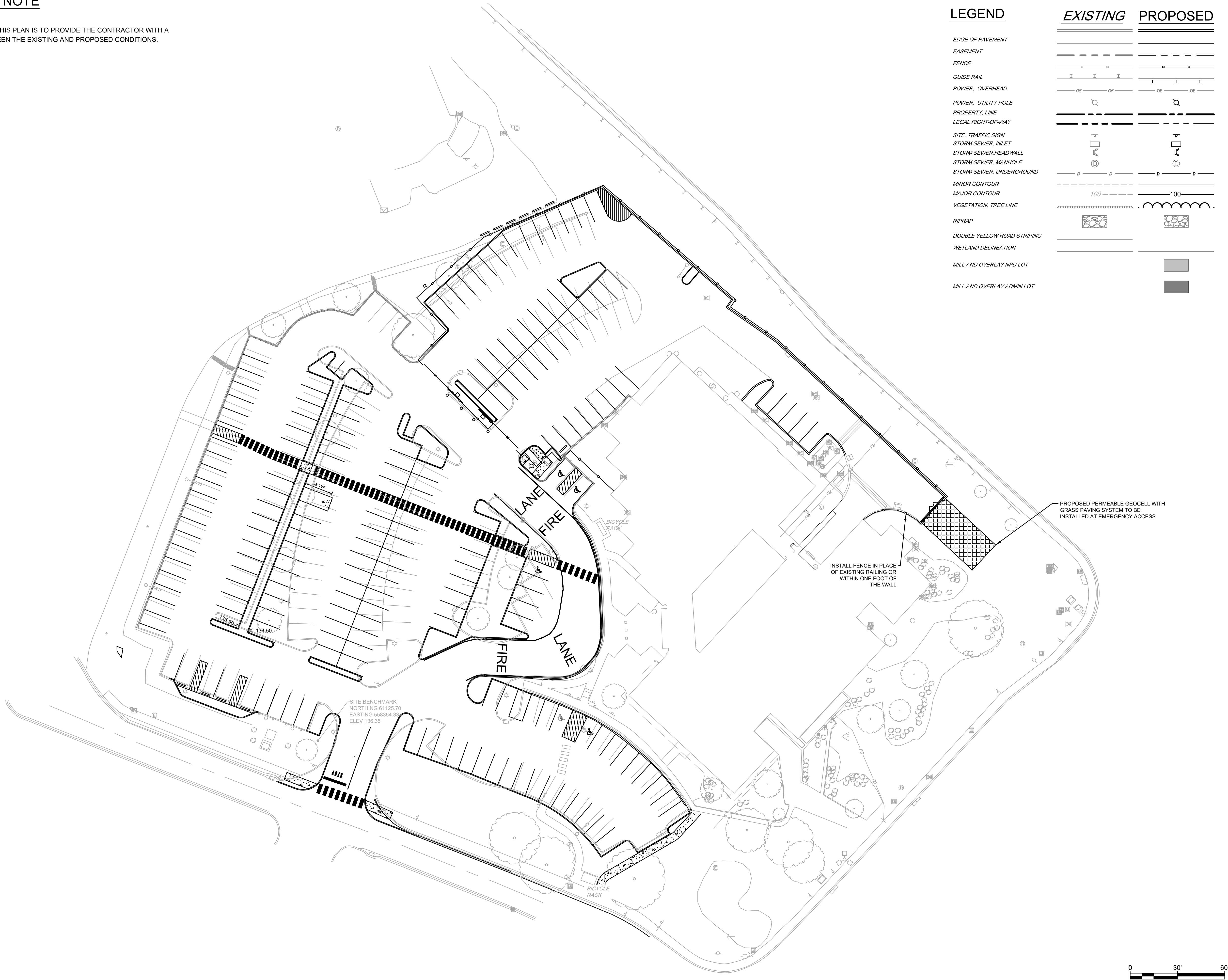
PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance ² 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	20,937	-	20,937	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS State Bond Bill (June 2022)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	347,825	-	-	-	-	\$ 347,825
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	525,000	-	-	\$ 525,000	625,000	-	-	-	-	\$ 625,000
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 545,937	\$ -	\$ 20,937	\$ 525,000	\$ 972,825	\$ -	\$ -	\$ -	\$ -	\$ 972,825
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2023	2024	2025	2026	2027	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -

I:\projects\cnn\cnn\cnn\CNEWK22005 - rd parking lot paving and repair\CS1006.dwg PLOTTED: 8/2/2023 10:14 PM BY: Andrew Shultz, PLOTTED: 8/2/2023 10:14 PM BY: Andrew Shultz PROJECT STATUS: —



PURPOSE NOTE

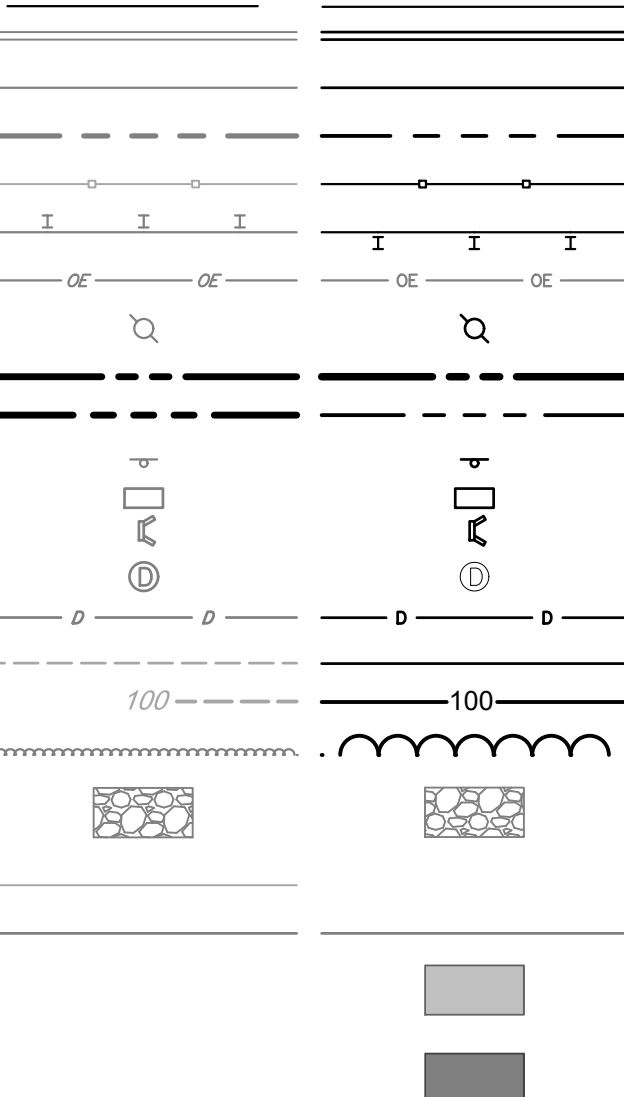
THE PURPOSE OF THIS PLAN IS TO PROVIDE THE CONTRACTOR WITH A REFERENCE BETWEEN THE EXISTING AND PROPOSED CONDITIONS.



LEGEND

- EDGE OF PAVEMENT
- EASEMENT
- FENCE
- GUIDE RAIL
- POWER, OVERHEAD
- POWER, UTILITY POLE
- PROPERTY, LINE
- LEGAL RIGHT-OF-WAY
- SITE, TRAFFIC SIGN
- STORM SEWER, INLET
- STORM SEWER, HEADWALL
- STORM SEWER, MANHOLE
- STORM SEWER, UNDERGROUND
- MINOR CONTOUR
- MAJOR CONTOUR
- VEGETATION, TREE LINE
- RIPRAP
- DOUBLE YELLOW ROAD STRIPING
- WETLAND DELINEATION
- MILL AND OVERLAY NPD LOT
- MILL AND OVERLAY ADMIN LOT

EXISTING PROPOSED



CITY HALL PARKING LOT RECONSTRUCTION
220 SOUTH MAIN STREET
NEWARK, DE 19711
PROPOSED CONDITIONS OVERLAYED EXISTING
CONDITIONS PLAN

NO.	DATE	REVISIONS	BY
1	06-09-2023	ADDENDUM #2	ALS

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATES, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT	CNEWK22005
DATE	2023-05-18
DRAWING SCALE	1"=30'
DRAWN BY	MRW/ALS
APPROVED BY	MJE

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK