



CITY OF NEWARK
DELAWARE

January 10, 2024

TO: Honorable Mayor & Council

FROM: Jeff Martindale, Chief Procurement & Projects Officer
Joe Augustine, Facilities Maintenance Superintendent
David Del Grande, Finance Director

JM
JA

VIA: Tom Coleman, City Manager

TC

SUBJECT: Recommendation to Award a Contract Stemming from Invitation to Bid No. 24-01
(Council Chamber Security & Accessibility Renovations) – CIP N2302

BACKGROUND

Renovating the Newark Council Chamber has been a long-discussed topic between staff and Council over the last several years. Little has been done to improve the security or accessibility of the room since its construction, which has resulted in multiple issues:

- Questionable Americans with Disability Act (ADA) access to the dais;
- Insufficient ADA access for the public to the main seating area;
- Limited access to exits in cases of emergency;
- Failing ceiling lights due to wooden slats in ceiling and custom and outdated light fixtures; and
- Poor seating arrangements for staff.

This project aims to cover each of these items through the following procedures:

- Adding an emergency exit to South Main Street;
- Adding a stairwell between the dais and staff seating area to access back door;
- Bumping out the staff seating area and building built-in desk space;
- Replacing the ADA elevator with an ADA-accessible mezzanine seating area;
- Replacing wooden slats on dais with drywall;
- Replacing dais and staff seating countertops;
- Replacing wooden slats on the ceiling with drop down ceiling; and
- Replacing light fixtures throughout the room.

BID PROCESS

The Purchasing Division advertised Invitation to Bid (ITB) 24-01 in The News Journal, posted the ITB on the City's website (www.newarkde.gov/bids), and delivered ITB documents via email to several contractors. Four (4) contractors were present at the pre-bid meeting for this ITB on December 14, 2023. On Tuesday, January 9, 2024, the Purchasing Division received three (3) sealed bids via email, mail, or hand delivery. These bids were opened shortly after the 2:00 p.m. bid deadline. The bids were as follows:

VENDOR	DEMOLITION	ARCHITECTURAL IMPROVEMENTS	STRUCTURAL IMPROVEMENTS	ELECTRICAL IMPROVEMENTS	TOTAL BID
BSS Contractors LLC	\$15,000.00	\$100,000.00	\$7,000.00	\$22,800.00	\$144,800.00
Ventresca Brothers, Inc.	\$14,300.00	\$114,100.00	\$17,600.00	\$26,400.00	\$172,400.00
Nowland Associates, Inc.	\$25,670.00	\$107,775.00	\$45,525.00	\$40,765.00	\$219,735.00

CONTRACTOR EXPERIENCE

Engineering consultant JMT reached out to project managers of previous work for the lowest responsible bidder BSS 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.

FUNDING

Capital Project N2302 (Municipal Center Master Plan) has \$225,000 earmarked specifically for this project, of which \$190,000 is ARPA funding. JMT's services and advertising for this ITB total \$44,135.48, meaning the total of all project items currently identified will cost \$188,935.48 and be fully covered through ARPA funds. No current resources will be used for the initial set of services described herein.

RELATED DOCUMENTS

1. CIP sheet for N2302
2. Bid Plans showing proposed renovations

RECOMMENDATION

I move that Council award a contract stemming from Invitation to Bid No. 24-01 to the lowest responsible bidder BSS Contractors, LLC in the amount of \$144,800.



PROJECT NO: N2302
PROJECT TITLE: Municipal Center Master Plan
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	City Municipal Building
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:	2023
Est. Completion Date:	2024
Est. Useful Life (in years):	11
Est. Total Cost:	\$ 460,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 420,000
% Complete (if underway):	91.3%
Balance to be funded ¹ :	\$ 40,000

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:		\$ -
Materials:	6006016.9621	\$ 7,750
Other Contracts:	6006016.9621	\$ 32,250
TOTAL PROJECT COST		\$ 40,000

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:
This project aims to consolidate all previously approved and/or needed facility improvements for the Municipal Center:
NEW PROJECT: Replacement of diesel underground storage tank (UST): the existing diesel UST on site at the Municipal Center is 30+ years old and has been recommended to be replaced soon for both environmental and insurance/liability reasons. This project will replace the UST with an above-ground diesel storage tank.
Council Chamber security renovations (ongoing project): \$225,000 total estimated: \$190,000 ARPA (previously authorized funding), \$35,000 current resources (previously authorized funding)
Misc. grounds improvements (ongoing project): Involves landscaping modifications to accommodate Council Chamber security renovations, the NPD visual deterrent barrier made from evergreen trees on Apple Road, etc. \$30,000 total estimated from current resources (previously authorized funding).
Interior building repairs/improvements (new project): Involves improvements to the interior of City Hall, including wall repairs between offices for better soundproofing (and privacy for HR), asbestos abatement and associated flooring replacement in the basement and recoloring the floor in the City Hall lobby and bathrooms, repainting damaged areas of NPD, etc. \$85,000 total estimated from current resources (previously authorized funding).
Project items completed by 12/31/23: - Alderman's Court seating upgrades - Breakroom kitchenette
*Building facade improvements (painting brick) was approved for this project in FY23. However, the cost to complete this project item ultimately became too prohibitive and is no longer recommended. Cornice repairs are being completed through CIP N2203.
Budget Amendment (22): Please be advised that there was a Budget Amendment, Approved by City Manager through an email correspondence from 3/13/23, that moves \$10,000 in 2023 Current Resources funding from N2302 to N2201.

PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP		
CURRENT RESOURCES	200,000	-	200,000	\$ -	40,000	-	-	-	-	\$ 40,000		
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -		
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -		
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -		
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -		
AMERICAN RESCUE PLAN ACT	190,000	-	190,000	\$ -	-	-	-	-	-	\$ -		
OTHER Court Security Fees	30,000	14,170	15,830	\$ -	-	-	-	-	-	\$ -		
TOTAL:	\$ 420,000	\$ 14,170	\$ 405,830	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000		
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:		2024	2025	2026	2027	2028	TOTAL
					INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -

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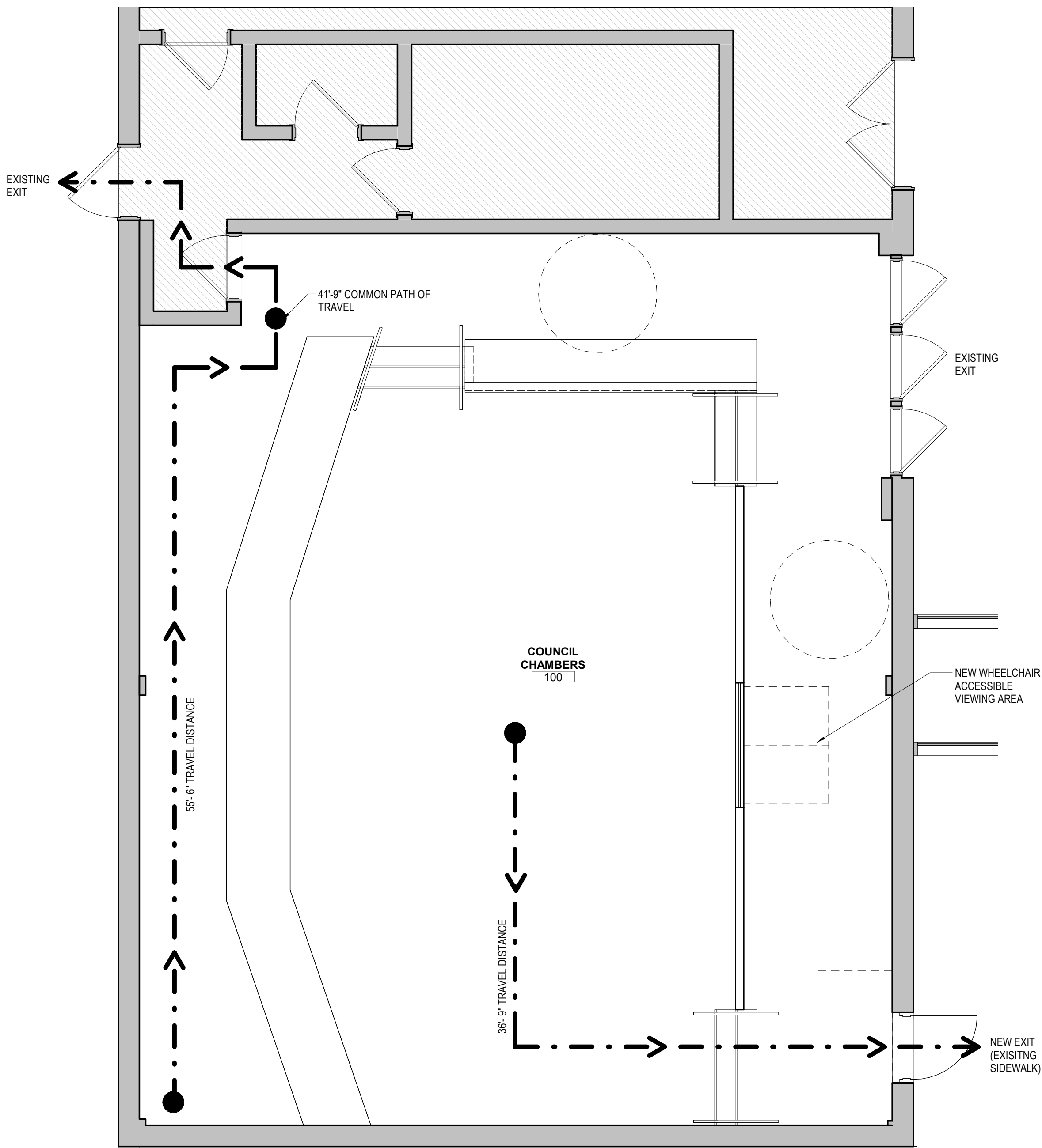
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1
A100
LIFE SAFETY PLAN
1/4" = 1'-0"

CODE SYNOPSIS

SITE LOCATION:	CITY OF NEWARK COUNCIL CHAMBERS 220 S MAIN ST, NEWARK DE 19711
BUILDING OWNER:	CITY OF NEWARK
APPLICANT:	JOHNSON, MIRMIRAN & THOMPSON 40 WIGHT AVENUE, HUNT VALLEY, MARYLAND 21030 - 2059
DESIGN PROFESSIONAL:	SAME AS APPLICANT
APPLICABLE CODES:	INTERNATIONAL BUILDING CODE, 2018 INTERNATIONAL EXISTING BUILDING CODE INTERNATIONAL ENERGY CONSTRUCTION CODE, 2018 INTERNATIONAL FIRE CODE, 2018 DELAWARE STATE FIRE PREVENTION CODE NFPA FIRE PREVENTION CODE
ACCESSIBILITY:	STATE OF DELAWARE ARCHITECTURAL ACCESSIBILITY STANDARDS
USE GROUP:	ASSEMBLY GROUP A-3 (B - BUSINESS FOR EXISTING BUILDING)
CONSTRUCTION TYPE:	2B
SPRINKLERS:	REQUIRED / BUILDING HAS AN EXISTING AUTOMATIC FIRE SUPPRESSION SYSTEM IN COMPLIANCE WITH NFPA
AREA OF WORK SQUARE FOOTAGE:	1,464 SF
OCCUPANT LOAD:	1,464 SF ACTUAL / 15 NET PER OCCUPANT = 97 OCCUPANTS
REQUIRED EXITS:	2 REQUIRED / 3 PROVIDED
MAX EXIT ACCESS TRAVEL DISTANCE:	250' MAX, 55'-6" ACTUAL
MAX COMMON PATH OF TRAVEL:	75' MAX, 41'-9" ACTUAL
EGRESS WIDTH:	3' X 97 = 29.1 / 44" MIN AT STAIRWAYS 2 X 97 = 19.4 / 36" MIN AT STAIRWAYS
STAIRWAY WIDTH:	44" MIN ACTUAL



LEGEND

	DIRECTION TO PATH OF TRAVEL
	EGRESS PATHWAY
	EXIT
	EXIT LOCATION
	N.I.C.



ARCHITECTURE

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40 WIGHT AVENUE
HUNT VALLEY, MARYLAND 21030-2059
410.372.4617
WWW.JMTARCHITECTURE.COM

SEAL:



PROJECT:

CITY OF NEWARK
COUNCIL
CHAMBERS
IMPROVEMENTS

220 S MAIN ST, NEWARK, DE 19711

PREPARED FOR:

CITY OF NEWARK

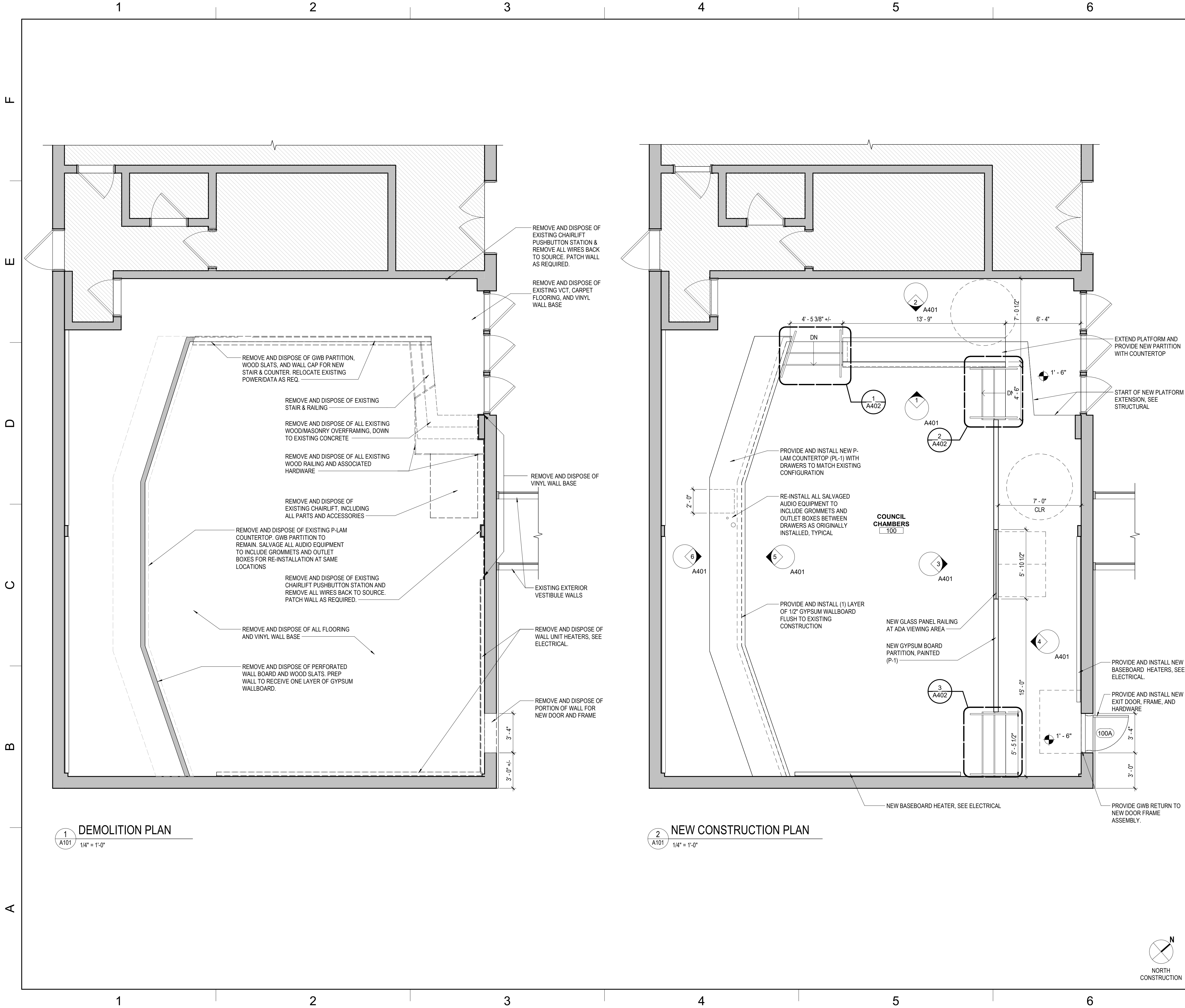
220 S MAIN ST, NEWARK, DE 19711

MARK	DATE	DESCRIPTION
PROJECT NO: 20-03026-024		
DATE: 12/06/23		
SCALE: As indicated		
DESIGNED BY: JLH		
DRAWN BY: CKM		
CHECKED BY: DCH		

DRAWING TITLE:
CODE COMPLIANCE
AND EGRESS

SHEET NUMBER:

A100



SEAL:



PROJECT:

**CITY OF NEWARK
COUNCIL
CHAMBERS
IMPROVEMENTS**

220 S MAIN ST, NEWARK, DE 19711

PREPARED FOR:

CITY OF NEWARK

220 S MAIN ST, NEWARK, DE 19711

MARK DATE DESCRIPTION

PROJECT NO: 20-03026-024

DATE: 12/06/23

SCALE: As indicated

DESIGNED BY: JLH

DRAWN BY: CKM

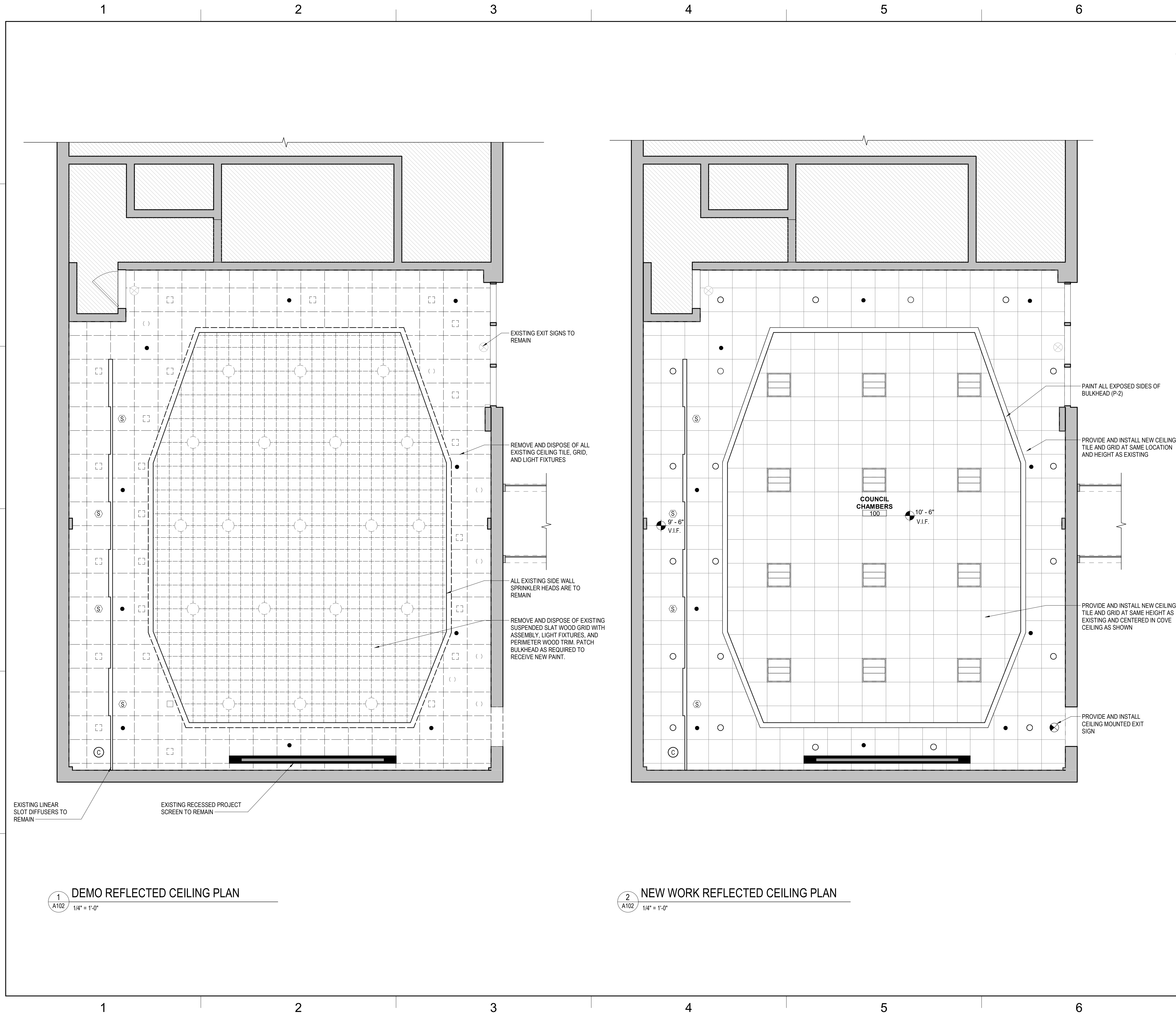
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DRAWING TITLE:
**DEMOLITION AND NEW
WORK PLANS**

SHEET NUMBER:

A101

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GENERAL NOTES

1. ALL EXISTING CEILING DEVICES ARE TO REMAIN U.N.O.

LEGEND

- | | |
|--|---|
| | REMOVE AND DISPOSE OF EXISTING LIGHT FIXTURES |
| | PROVIDE AND INSTALL NEW LED DOWN LIGHT FIXTURES |
| | PROVIDE AND INSTALL NEW 2X2 LIGHT FIXTURES |
| | PROVIDE & INSTALL NEW CEILING MOUNTED EXIT SIGN |
| | EXISTING SPEAKERS TO REMAIN |
| | EXISTING CAMERAS TO REMAIN |
| | EXISTING SPRINKLER HEADS TO REMAIN |
| | ELEVATION TAKEN FROM FINISH FLOOR |
| | N.I.C. |



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SEAL:



PROJECT:

**CITY OF NEWARK
COUNCIL
CHAMBERS
IMPROVEMENTS**

220 S MAIN ST, NEWARK, DE 19711

PREPARED FOR:

CITY OF NEWARK

220 S MAIN ST, NEWARK, DE 19711

MARK DATE DESCRIPTION

PROJECT NO: 20-03026-024

DATE: 12/06/23

SCALE: As indicated

DESIGNED BY: JLH

DRAWN BY: CKM

CHECKED BY: DCH

DRAWING TITLE:

**DEMOLITION AND NEW
WORK REFLECTED
CEILING PLANS**

SHEET NUMBER:

A102

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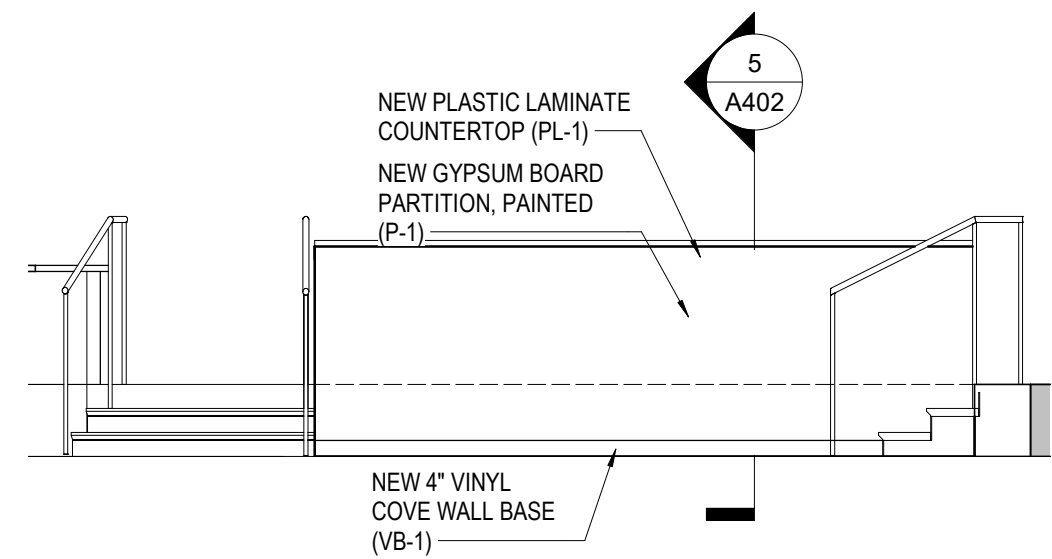
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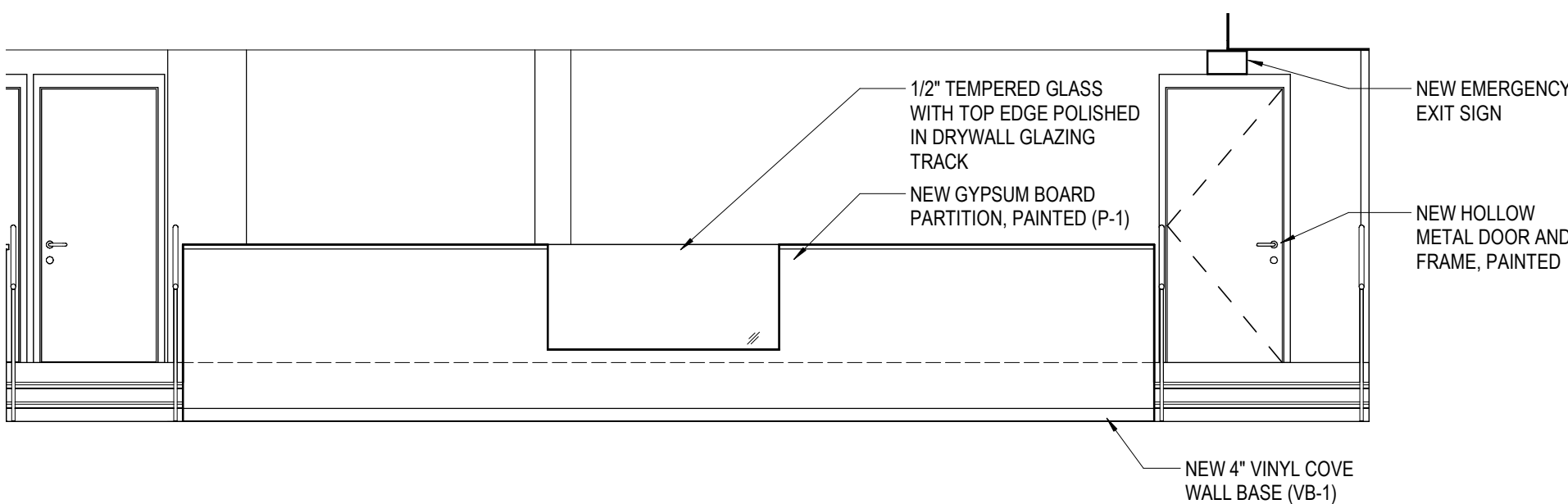
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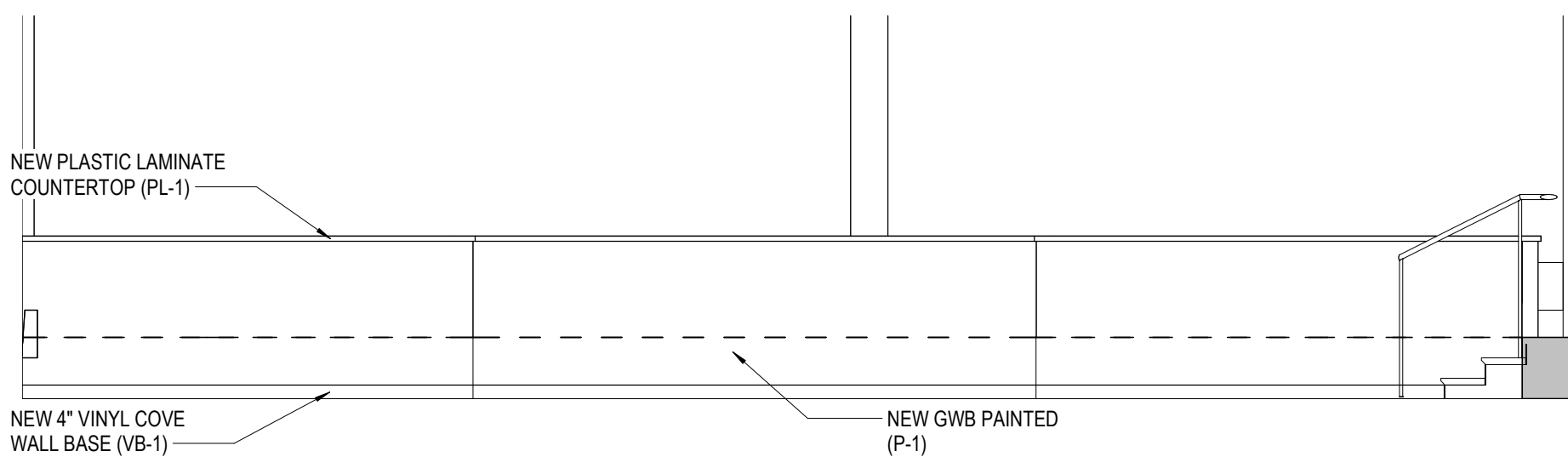
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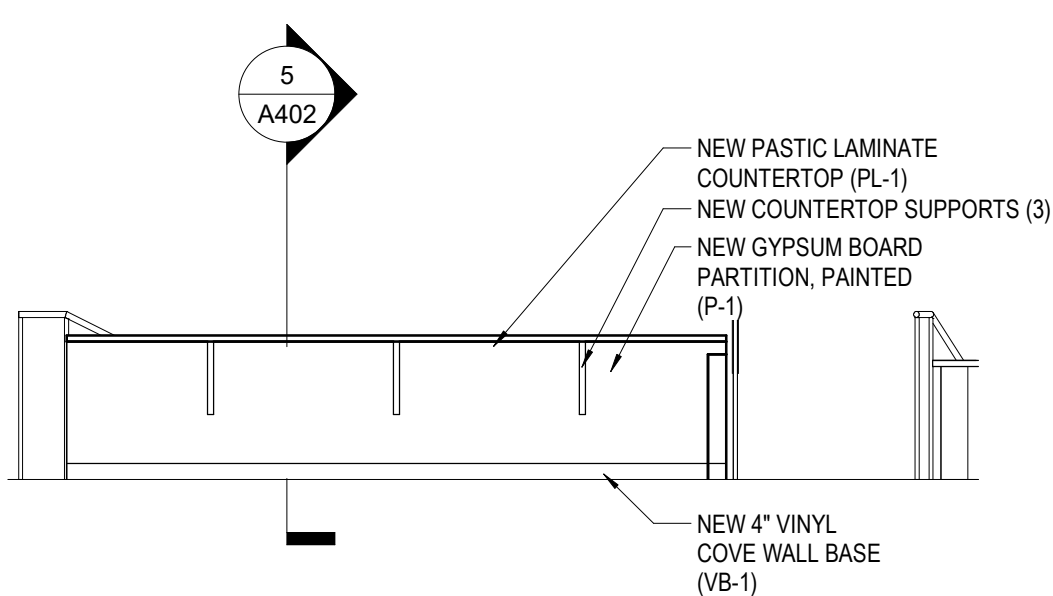
1 NEW COUNTER ELEVATION - NORTH
A401 1/4" = 1'-0"



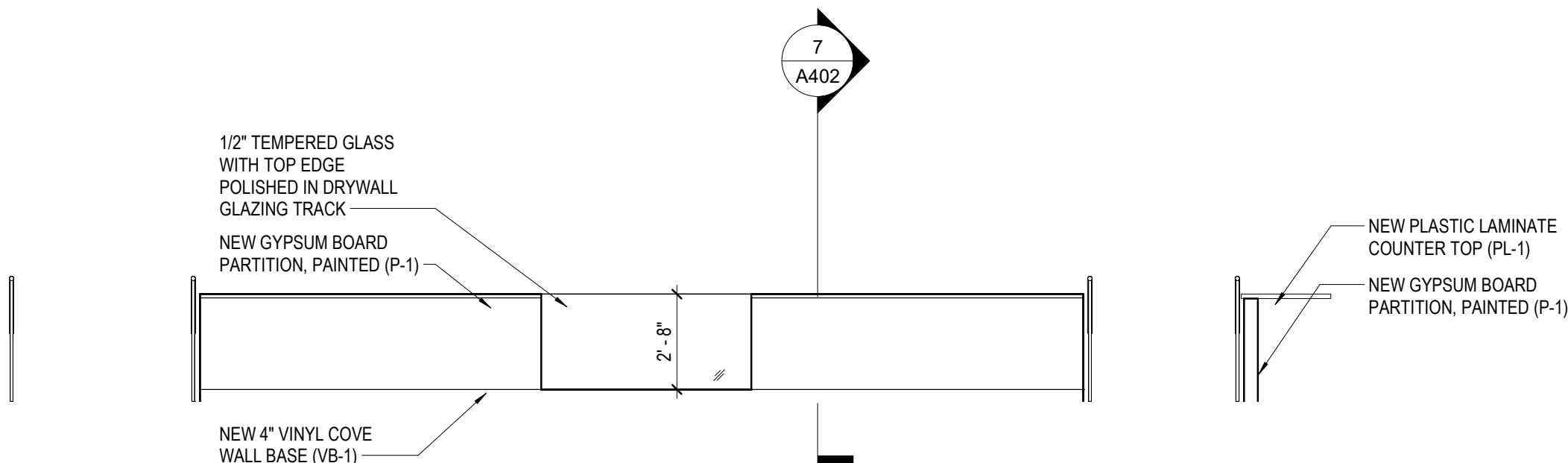
3 NEW PLATFORM ELEVATION - EAST
A401 1/4" = 1'-0"



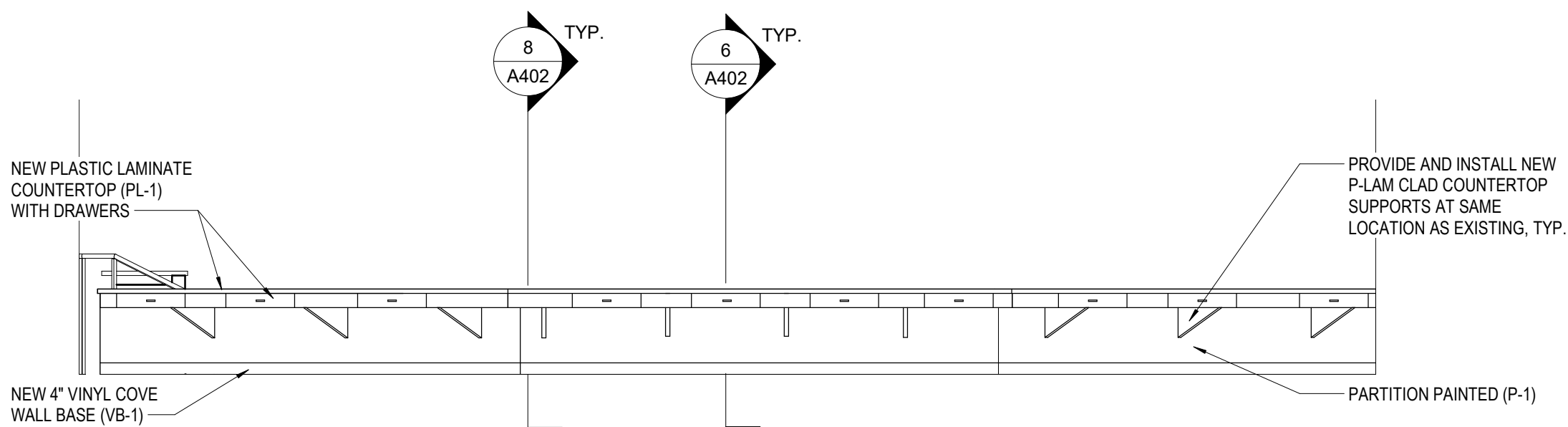
5 NEW COUNTERTOP ELEVATION - WEST
A401 1/4" = 1'-0"



2 NEW COUNTER ELEVATION - SOUTH
A402 1/4" = 1'-0"



4 NEW PLATFORM ELEVATION - WEST
A401 1/4" = 1'-0"



6 NEW COUNTERTOP ELEVATION - EAST
A401 1/4" = 1'-0"

GENERAL NOTES

1. PROVIDE AND INSTALL NEW GYPSUM BOARD PARTITIONS AS INDICATED. ALL NEW PARTITIONS SHALL BE PAINTED.
2. PROVIDE AND INSTALL NEW VINYL WALL BASE (TO MATCH EXISTING) AS INDICATED.
3. EXISTING CARPET FLOORING TO REMAIN. CONTRACTOR SHALL PROTECT EXISTING CARPETING FROM DAMAGE.



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SEAL:



PROJECT:

**CITY OF NEWARK
COUNCIL
CHAMBERS
IMPROVEMENTS**

220 S MAIN ST, NEWARK, DE 19711

PREPARED FOR:

CITY OF NEWARK

220 S MAIN ST, NEWARK, DE 19711

PROJECT NO: 20-03026-024

DATE: 12/06/23

SCALE: 1/4" = 1'-0"

DESIGNED BY: JLH

DRAWN BY: CKM

CHECKED BY: DCH

DRAWING TITLE:

INTERIOR ELEVATIONS

SHEET NUMBER:

A401

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- A402

