Council Committee of the Whole Agenda

November 24, 2020 - 6:00 p.m.

This meeting will be held remotely via WebEx. Public participation information is as follows:

Phone: 1-408-418-9388

Link:
https://cityofdoverde.webex.com/cityofdoverde/onstage/g.php?MTID=eac62949a6faf535a66aa34f459ad6f04

Event number: 173 747 0207

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Public comments are welcomed on any item and will be permitted at appropriate time. When possible, please notify the City Clerk (736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

Utility Committee

Adoption of the Agenda

Actionable Items

1. **Evaluation of Proposals - Update to the City of Dover Water Master Plan**
   (Staff recommendation: Award contract to Whitman, Requardt & Associates for the Update to the City of Dover Water Master Plan, RFP #21-0013WW, for the amount of $143,501)

2. **Adjournment of the Utility Committee**

Legislative, Finance, and Administration Committee

Adoption of the Agenda

Actionable Items

1. **Evaluation of Bids - Dover Police Department - CIP Projects: Chiller, Cooling Tower & Pumps Replacement**
   (Staff recommendation: Award the replacement contract, based upon RFP #21-0012PD for the Furnishing and Installation of Chiller, Cooling Tower and Pumps Replacement for the City of Dover Police Department, to Service Unlimited in the amount of $362,952.00 based on the graded criteria)

Legislative, Finance, and Administration Committee - Actionable Items (Continued)

2. Emergency COVID-19 Relief Economic Retention Electric Fund

3. Adjournment of the Legislative, Finance, and Administration Committee

Adjournment of Council Committee of the Whole meeting

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The agenda items as listed may not be considered in sequence. Pursuant to 29 Del.C. §1004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility Committee)
DEPARTMENT OF ORIGIN: Water & Wastewater **DATE SUBMITTED**: 11/13/2020
PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater
SUBJECT: Evaluation of Proposals – Update to the City of Dover Water Master Plan
REFERENCE: N/A
RELATED PROJECT: Resolution Application for Drinking Water Matching Planning Grant
APPROVALS: City Manager
EXHIBITS: N/A
EXPENDITURE REQUIRED: $71,750.50* **BUDGET**: $100,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater- Water Engineering Account No.: 400-40-26-99-000-53031. *The City of Dover was awarded a Drinking Water Matching Planning Grant to cover 50% of the cost of the project, this was accepted by the Water Infrastructure Advisory Council (WIAC). Actual cost of the project is $143,501.
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in one hundred and twenty (120) calendar days.
RECOMMENDED ACTION: Award contract to Whitman, Requardt & Associates for the Update to the City of Dover Water Master Plan, RFP #21-0013WW, for the amount of $143,501.

BACKGROUND AND ANALYSIS

This operationally funded project includes a consultant to provide a complete re-evaluation of the City water system, including the water supply, water storage and water distribution system. The plan will update the projected long term demands of the City, the water supply and new technology research for aquifer recharge, water storage and water distribution system. The plan will update the projected long term demands of the City, the impact of water supply and availability of water, confirmation and calibration of our existing water model, including the water storage and distribution demands as well as an evaluation of the existing water distribution system. This update will also provide an evaluation of existing operational practices, including public outreach to customers. This update will provide a twenty (20) year capital outlook on improvements for the water system. This update will work in conjunction with the adopted 2019 City of Dover Comprehensive Plan.

The proposal was advertised to the public as a Request for Proposals in accordance with the City's purchasing policy by the City's Purchasing Agent under RFP #21-0013WW. Proposals were opened on October 28, 2020. The City of Dover received two (2) proposals. Each proposal was rated in six (6) categories and evaluated by two (2) staff members. The proposal evaluations are as follows:

CONTRACTOR	LOCATION	AVG. EVALUATED SCORE	TOTAL COST
WHITMAN, REQUARDT & ASSOCIATES	**WILMINGTON, DE**	**85.5**	**$143,501**
DUFFIELD ASSOCIATES	DOVER, DE	81.7	$99,500*

** - Duffield Associates claimed local vendor preference which provided a 3% reduction on their evaluation score, actual evaluatedl price for project was $95,515.*

City staff reviewed the submissions and found that the Whitman, Requardt & Associates (WRA) proposal met all requirements for the qualifications of the project and received the highest average score from the evaluators. Although Duffield Associates provided a proposal cost approximately 30% cheaper than WRA, the level of experience with water master planning efforts was considerably higher for WRA. Additionally, with the use of the Water Matching Planning Grant, this cost to the City will fall within the budget of the project. Staff recommends awarding the contract to WRA in the amount of $143,501 for the Update to the City of Dover Water Master Plan.

ACTION FORM

PROCEEDING:	Council Committee of the Whole Legislative, Finance and Administration Meeting
DEPARTMENT OF ORIGIN:	Police **DATE SUBMITTED:** 10/30/20
PREPARED BY:	Captain Chris Hermance / Administrative Division Commander
SUBJECT:	Evaluation of Bids – Dover Police Department – CIP Projects: Chiller, Cooling Tower & Pumps Replacement
REFERENCE:	CIP Budget, Projects PD2004 & PD2103
RELATED PROJECT:	N/A
APPROVALS:	Interim City Manager, Matt Harline
EXHIBITS:	None
EXPENDITURE REQUIRED:	$362,952.00 **PROJECT BUDGET:** $498,300
FUNDING SOURCE (Dept./Page in CIP & Budget):	Police Department, CIP Project PD2004, CIP Project Name: Police Station Chiller Replacement, Amount: $179,000 and CIP Project PD2103, CIP Project Name: PD Cooling Station Tower and Pump Replacement, Amount: $319,300, Account No: 101-11-17-00-000-54031. The combined total for the two projects is $498,300.
TIMETABLE:	Notice to Proceed to be issued within 60 days of Council approval. Project anticipated to be completed by 6/30/21.
RECOMMENDED ACTION:	Award the replacement contract, based upon RFP #21-0012PD for the Furnishing and Installation of Chiller, Cooling Tower and Pumps Replacement for the City of Dover Police Department, to Service Unlimited based on the graded criteria.

BACKGROUND

The Police Station building was updated/expanded around 1996, which makes the building's heating, ventilation and air-conditioning (HVAC) components over 20 years old. The chiller, cooling tower and condenser & chilled water pumps are key components of this system and work together to provide cool air for air-conditioning in the summer. This equipment is nearing the end of its life cycle and many of the controllers on the chiller unit already failed and were replaced. The chiller controllers regulate the temperatures in the HVAC system and provide communication between the chiller unit and the computer program that controls the whole system.

CIP Project PD2004 for the Chiller Replacement was originally approved for funding in the FY20 CIP, page 181 and a sealed bid was completed on February 18, 2020 for the project award. However at the Police Department Budget Meeting in March 2020 at City Hall, the City Manager requested the department to delay the start of the project until FY21 and to combine and bid it with CIP Project PD2103, PD Cooling Station Tower and Pump Replacement. As a result the FY20 project was carried forward into FY21 and the sealed bid for the combined project was completed on October 27, 2020 for the project award. Three vendors submitted bids:

Vendor (Address)	**Bid Amount**
Gaudelli Brothers, Inc. (202 South Wade Blvd, Millville, NJ 08332)	$494,200.00
*Service Unlimited, Inc. (19 Southgate Blvd, New Castle, DE)	$362,952.00
Statewide Mechanical (3295 Harris Road, Townsend, DE 19734)	$496,495.00

*Police Department personnel reviewed the bids using the grading criteria specified in the RFP package and respectfully requests the bid be awarded to Service Unlimited, Inc. This vendor also holds the current HVAC maintenance contract for the Police Station.

ACTION REQUESTED: The Council Committee of the Whole approve the project award as requested.