

COUNCIL COMMITTEE OF THE WHOLE AGENDA



JULY 10, 2018 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS - 15 LOOCKERMAN PLAZA, DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

AGENDA ADDITIONS/DELETIONS

- 1. UPDATE - HEALTHY NEIGHBORHOOD SUBCOMMITTEE ON BEHAVIORAL HEALTH (POLCE)**
- 2. ADJOURNMENT OF PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING**

UTILITY COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. EVALUATION OF PROPOSALS

A. SCHUTTE PARK GRADING PLAN ENGINEERING DESIGN SUPPORT

(STAFF RECOMMENDS AWARDED THE CONTRACT TO DUFFIELD ASSOCIATES FOR THE SCHUTTE PARK GRADING PLAN ENGINEERING DESIGN SUPPORT, BID #18-0031PW, FOR THE AMOUNT OF \$42,300)

B. WELLHEAD REDEVELOPMENT PROGRAM

(STAFF RECOMMENDS AWARDED A THREE (3) YEAR CONTRACT, WITH THE CITY OPTION OF TWO (2), ONE (1) YEAR EXTENSIONS, FOR THE WELLHEAD REDEVELOPMENT PROGRAM TO A.C. SCHULTES OF DELAWARE, INC. AS PER THE PRICING INCLUDED IN THE PROPOSAL SUBMITTAL)

- 2. ADJOURNMENT OF UTILITY COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

AGENDA ADDITIONS/DELETIONS

- 1. PROPOSED ORDINANCE #2018-07 AMENDING CHAPTER 106 - TRAFFIC AND VEHICLES, ARTICLE III - STOPPING, STANDING AND PARKING, DIVISION 1 - GENERALLY, SECTION 106-130 - WRECKED, NONOPERATING, OR IMPROPERLY PARKED OR EQUIPPED VEHICLES**
- 2. ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING**

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. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility) AGENDA ITEM NO.:	
DEPARTMENT OF ORIGIN: Public Works	DATE SUBMITTED: 06/29/18
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Proposals – Schutte Park Grading Plan Engineering Design Support	
REFERENCE: CIP - Schutte Park Land Improvements	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A – Aerial Map	
EXPENDITURE REQUIRED: \$42,300	BUDGET: \$190,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Parks and Recreation Department, CIP Project #PR1802, CIP Project Name: Schutte Park Land Improvements, Account No.: 147-1500-525.40-31.	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in ninety (90) calendar days.	
RECOMMENDED ACTION: Award the contract to Duffield Associates for the Schutte Park Grading Plan Engineering Design Support, Bid #18-0031PW, for the amount of \$42,300.	

BACKGROUND AND ANALYSIS

This aspect of the capital investments project involves a consultant creating a grading plan for a portion of the City of Dover's Schutte Park that shall take into consideration the concept plan for athletic fields and parking areas as well as the preparation of construction bid documents for the City of Dover Department of Public Works. The primary purpose of this grading plan is design for a multimodal path that meets American with Disabilities Act (ADA) requirements.

This work is only a portion of the overall Schutte Park Land Improvements capital investment project. Additional aspects will follow this grading plan creation.

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 #18-0031PW. Proposals were opened on May 16, 2018. The City of Dover received five (5) proposals. Each proposal was rated in six (6) categories and evaluated by two (2) staff members. The proposal evaluations are as follows:

CONTRACTOR	LOCATION	AVERAGE EVALUATED SCORE	TOTAL COST
DUFFIELD ASSOCIATES	DOVER, DE	83.0	\$42,300
CENTURY ENGINEERING	DOVER, DE	78.5	\$42,500
PENNONI ASSOCIATES	NEWARK, DE	68.5	\$70,000
APEX ENGINEERING, INC.	NEWPORT, DE	65.5	\$64,900
RAUCH ENGINEERING	EASTON, MD	64.0	\$54,620

City staff reviewed the submissions and found that the Duffield Associates' proposal met all requirements for the qualifications of the project and received the highest average score from the evaluators. Staff recommends awarding the contract to Duffield Associates in the amount of \$42,300 for the Schutte Park Grading Plan Engineering Design Support.

Exhibit "A"

Schutte Park Grading Plan



0 75 150 300 Feet



Date Printed: June 29, 2018
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caf_schutte_park_grading_plan
Department: Public Works GIS
City of Dover, Delaware



ACTION FORM

PROCEEDING: Committee of the Whole (Utility)	AGENDA ITEM NO.:
DEPARTMENT OF ORIGIN: Public Works	DATE SUBMITTED: 06/28/2018
PREPARED BY: Sharon J. Duca, P.E. – Director of Public Works / City Engineer	
SUBJECT: Evaluation of Proposals - Wellhead Redevelopment Program	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS:	
EXPENDITURE REQUIRED: TBD AMOUNT BUDGETED: \$90,000 FY '19	
FUNDING SOURCE (Dept./Page in CIP & Budget): Public Works - Water/Wastewater, Wellhead Redevelopment Program, CIP Project Code: WD1901, Account: 417-6800-568.40-31. Historical spending: FY '16 - \$51,625; FY '17 - \$75,920; FY '18 - \$52,637.	
TIMETABLE: Well inspection and testing to start upon Council approval. Preliminary testing is to be performed each year of the contract. All wells will be tested by FY 2021 and additional work will be performed only upon City authorization on an as needed basis.	
RECOMMENDED ACTION: Staff recommends awarding a three (3) year contract, with the City option of two (2), one (1) year extensions, for the Wellhead Redevelopment program to A.C. Schultes of Delaware, Inc. as per the pricing included in the proposal submittal.	

BACKGROUND AND ANALYSIS

The Department of Public Works maintains multiyear contracts with contractors to ensure that the procurement rules are adhered to for any contractors that might be hired to perform work for the Department. These contracts are priced as a "time, equipment, and material" contract and may exceed \$25,000 annually. This contract will provide for the testing and inspection of twenty (20) production wells to maintain operations and/or increase the yield of each well as it relates to the permitted allocation. The recommended contractor will perform flow testing of each well and provide a report detailing testing results as well as recommendations. Upon reviewing information provided by the contractor, the City of Dover will plan for and/or schedule further repairs as needed based upon the prices provided.

A Request for Proposal (RFP) was advertised according to the City Purchasing Policy by the City's Purchasing Agent under RFP #18-0029PW. One (1) contractor submitted a proposal. The proposal was evaluated using the following criteria: demonstrated experience with similar projects including a history of achieving highest and best results among its peers; cost; previous projects in the City of Dover; and availability to perform duties. Staff reviewed the proposal from A.C. Schultes, Inc. and concluded that the pricing was fair, and the proposal was complete. A.C. Schultes of Delaware, Inc included a 3.5% annual escalation.

A.C. Schultes of Delaware, Inc. submitted all the contractor's qualification information, which included a list of recently completed projects similar in scope, as well as a financial statement that were all found to be adequate. In conclusion, staff recommends awarding a three (3) year contract, with the City option of two (2), one (1) year extensions, for the Wellhead Redevelopment program to A.C. Schultes of Delaware, Inc.

CITY OF DOVER PROPOSED ORDINANCE #2018-07

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 1 - Generally, Section 106-130 - Wrecked, Nonoperating, or Improperly Parked or Equipped Vehicles of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 106-130. - Wrecked, nonoperating, or improperly parked or equipped vehicles.

(a) *Prohibited.* It shall be unlawful for any person to park any vehicle or permit any vehicle to remain parked on the streets of the city when that vehicle is wrecked, nonoperating or improperly equipped to such an extent that it would be unlawful to drive the vehicle upon the streets of the city in its condition.

(b) Leaving vehicles on property.

(1b) ~~Leaving vehicles on property.~~ It shall be unlawful for any person in charge or in control of any property within the city, whether as owner, tenant, occupant, lessee or otherwise, to:

a. allow any vehicle partially dismantled, stripped, nonoperating or in such ~~disrepair~~ **repair** as to render it unable to operate legally on a public street, or a wrecked, junked or discarded vehicle to remain on the property **for more longer** than five days; ~~or, in the case of operating unregistered or uninspected vehicles, to remain on the property for more than 90 days. No person shall leave such vehicle on any property within the city for a time longer than five days or 90 days in the case of operating unregistered or uninspected vehicles.~~

b. allow any operable unregistered or uninspected vehicle to remain on the property for more than 90 days.

(2) This subsection shall not apply with regard to a vehicle in an enclosed building or enclosed area designed and approved for such purposes, a vehicle on the premises of a business enterprise **licensed and approved for vehicle storage or salvage or repair**, or a vehicle in an appropriate storage place or depository maintained in a lawful place and manner **as approved** by the city.

(3) Unregistered or uninspected vehicles whose owners have properly parked and **locked secured** them and **who** have notified the department of planning and inspections may be granted extensions of the 90-day limit on ~~the~~ keeping of unregistered or uninspected vehicles ~~by the department of planning and inspections~~ for reasons including but not limited to out-of-state military service, illness, extended travel or **such** other reasons ~~acceptable to as approved by the department of planning and inspections.~~

(c) *Parking in grass.* Vehicles shall not be permitted to be parked in front, side, or rear yards required by appendix B pertaining to zoning, except in approved driveways, garages, carports, or parking pads.

(Code 1968, § 31-81; Code 1981, § 13-37; Ord. of 11-12-1996)

State Law reference - Driving of hazardous vehicles prohibited, 21 Del. C. § 4335.

ADOPTED: *

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SYNOPSIS

The proposed ordinance clarifies the provisions limiting the leaving of vehicles on property. Depending on the condition of the vehicle, the timeframe may be limited to 5 days or 90 days with provisions for extension of the time limit subject to certain criteria.

(SPONSORS: HUGG AND *)

Actions History

07/10/2018 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee