

**Fiscal Comments  
Commission Meeting  
January 10, 2023  
Regular Meeting**

**Policy Report**

**Accept Low Bid for Planters II Removal and Installation of All Flooring and Cove Base on all Floors 2 Through 10**

The Planters II Capital Project Fund is a reimbursement type grant that allows for capital improvements of the 10 story apartment building. The Housing Manager has received 2 quotes for the replacement of flooring and cove base at Planters II to include hallways, laundry rooms, and elevator lobbies on floors 2 through 10.

The Leavenworth Housing Authority contacted five companies to supply a proposal for the specified work. Three companies responded and two companies provided a proposal. The procedure was performed in accordance with HUD's procurement policy. The proposal was also given in compliance with David-Bacon wages. The quotes are as follows:

| <b>Vendor</b>            | <b>Quote</b>    |
|--------------------------|-----------------|
| Seifert's Flooring, Inc. | \$99,755.72     |
| Midwest Carpet Center    | \$100,028.00    |
| Purecraft LLC            | Declined to bid |

There are sufficient funds available in the Capital Fund Program grant to cover this expenditure.

Staff recommends that the City Commission approve the low quotation from Seifert's Flooring, Inc, for the replacement of flooring and cove base at Planters II to include hallways, laundry rooms, and elevator lobbies on floors 2 through 10 of Planters II in the amount of \$99,755.72.

**Policy Report No. PWD 23-01**

**Consider Award of a 4-Ton Trailer Mounted Falcon Hotbox  
Public Works Department – Streets Division**

During the 2023 Annual Budget and CIP process, the City Commission approved \$45,170 for the purchase of a 4-ton trailer mounted hotbox.

Staff prepared bid specifications and researched options for purchasing the hotbox. After reviewing available purchase options, staff chose to utilize the cooperative purchase option through Sourcewell. This program allows the City to purchase the hotbox that meets are needs while guaranteeing that standard governmental purchasing practices are followed.

The cost of the hotbox, through Sourcewell, is \$54,279, which is \$9,109 higher than the \$45,170 that was approved through the 2023 Annual Budget and CIP process. The bid specifications for the hotbox includes a dual burner. The dual burner keeps the pothole fill material soft and workable, thereby making the process of filling potholes more efficient. In addition, the dual burner allows for the recycling of millings. The hotbox will be purchased through Sourcewell because the 4-Ton Trailer Mounted Falcon

Hotbox is the only hotbox that met the bid specifications, which included the dual burner. There are sufficient reserves in the CIP Sales Tax fund to cover the additional \$9,109.

Staff recommends the City Commission approve the purchase of a 4-Ton Trailer Mounted Falcon Hotbox from Kirby-Smith Machinery, 8320 Ruby Avenue, Kansas City, Kansas 66111 in the amount of \$54,279.

### **Policy Report PWD No. 23-03**

### **Consider Approval of the Design Services Contract with Bartlett & West for the Vilas Street ADA and Sidewalk Upgrades Project**

### **City Project No. 2022-997**

On October 26, 2022, the City formally accepted the KDOT TA Grant for the Vilas Street ADA and Sidewalk Upgrades Project. The total estimated cost for the construction of the project is \$1,582,300. The Federal TA funding covers 80% of that amount (\$1,265,840). The City will cover 20% (\$316,460) of the project amount. The Federal TA funding is only available for the construction and construction inspection phases of the project. Therefore, the City is financially responsible for the preliminary engineering, design, right-of-way, and utility relocation costs, along with the 20% local construction match.

It is estimated that it will take approximately 14 months for the project to go through KDOT design and review requirements, after which the project can be finalized and ready to advertise for construction bids. Therefore, costs for construction work will be included in the 2024 CIP budget. The costs for the engineering and design work for this project will be incurred in 2023.

The City generally uses the Qualifications Base Selections (QBS) process to select engineers for professional services. Bartlett & West is one of our on-call engineering firms that was selected through a QBS process. They have significant experience with this type of work in Kansas. Bartlett & West's quote for the design of this project is \$198,666.

The cost of the project will be funded with Federal Fund Exchange funds in an amount not to exceed \$198,666.

Staff recommends that the City Commission approve the design services contract with Bartlett & West for the Vilas Street ADA and Sidewalk Upgrades Project in an amount not to exceed \$198,666.

**Policy Report No. 23-02**  
**Bid Approval – Water Pollution Control Division Chemicals**  
**Bid No. 01WW-2022-07**

During the 2023 Annual Budget and CIP process, the City Commission approved \$72,500 for the purchase of chemicals used in the treatment of wastewater.

Staff posted a bid notice for the purchase of the chemicals in the Leavenworth Times. The bid specifications were also sent to several chemical suppliers. Of the five chemicals on the bid specifications, staff received one bid from three different vendors for three of the chemicals. There was no bid on two of the chemicals. The bids that were received are listed in the below table.

| <b>Bids Received</b>  |                   |                   |                 |                             |                    |                         |
|---|-------------------|-------------------|-----------------|-----------------------------|--------------------|-------------------------|
| <b>Chemical</b>   | <b>2021 Price</b> | <b>2022 Price</b> | <b>2023 Bid</b> | <b>2023 Estimated Usage</b> | <b>2023 Total</b>  | <b>Vendors for 2023</b> |
| Ferrous Chloride  | \$0.96/lb.        | \$0.95/lb.        | \$1.29/lb.      | 33,000 lbs.                 | \$42,570           | OFS, INC                |
| Hydrogen Peroxide   | \$0.31/lb.        | \$0.35/lb.        | No bid          | 11,799 lbs.                 | (see below)        |                         |
| Sodium Hypochlorite   | \$1.50/gal.       | \$1.66/gal.       | \$3.30/gal.     | 275 gal.                    | \$907.50           | Edwards Chemicals       |
| Sodium Hydroxide  | \$0.235/lb.       | \$0.329/lb.       | No bid          | 2,820 lbs.                  | (see below)        |                         |
| Polymer   | \$1.92/lb.        | \$2.53/lb.        | \$2.77/lb.      | 11,000 lbs.                 | \$30,470           | Atlantic Coast Polymers |
| <b>Total for Ferrous Chloride, Sodium Hypochlorite, and Polymer</b> |                   |                   |                 |                             | <b>\$73,947.50</b> |                         |

Staff did not receive bids for the Hydrogen Peroxide and Sodium Hydroxide. Based on 2022 prices and estimated 2023 usage, those chemicals will cost approximately \$4,200 and \$1,000, respectively. Staff will solicit quotes for those chemicals at a later date.

The combined low bids for the Ferrous Chloride, Sodium Hypochlorite, and Polymer is \$73,947.50. This exceeds the \$72,500 budget for WWTP Chemicals by \$1,447.50. The Sewer Fund has sufficient reserves to cover the additional \$1,447.50 for these three chemicals and the additional funds needed to purchase the Hydrogen Peroxide and Sodium Hydroxide, at a later date.

Staff recommends that the City Commission approve the bids from the following vendors: OFS, INC (Ferrous Chloride, not to exceed \$1.29/lb.), Edwards Chemicals (Sodium Hypochlorite, not to exceed \$1.66/gal.), and Atlantic Coast Polymers (Polymer, not to exceed \$2.77/lb.).

**Policy Report PWD No. 23-04**  
**Consider Contract with Alfred Benesch & Company for the 2023 Biennial Bridge Inspection Services**  
**City Project 2023-004**

During the 2023 Annual Budget and CIP process, the City Commission approved \$40,000 for the 2023 inspection of the of the City's 39 bridges that are not on the state system.

In 2021, the City selected Alfred Benesch & Company for the Bridge Inspection Services based on their experience and their response to our Request for Qualifications (RFQs). As part of their work, Benesch inspected the bridges and imported the data into an electronic format that can be used moving forward to create an asset management component. Using the same firm for several inspection cycles creates

consistency in the inspections and reduces cost, as a new firm would need to familiarize their staff with the City's bridges and with previous evaluations.

Alfred Benesch & Company provided City staff with a contract to complete the Biennial Bridge Inspection Services for \$35,536. This is \$4,464 less than what was approved during the 2023 Annual Budget and CIP Process.

Staff recommends that the City Commission approve the contract submitted by Alfred Benesch & Company for the 2023 Biennial Bridge Inspection Services in an amount not to exceed \$35,536.

**Policy Report No. P&R 01-23**  
**Parks & Recreation Department**  
**Wollman Aquatic Center Revitalization Project**

The City Commission has approved the use of American Rescue Plan Act (ARPA) funds for the purpose of revitalizing the Wollman Aquatic Center (WAC). This amount covers the revitalization of the main pool and the addition of new features in the youth pool at WAC. Staff recommends the following work be completed in order to improve WAC:

1. Rebuild and/or overhaul the existing main pool pump and the slide pumps.
2. Refurbish the Starburst water feature in the main pool.
3. Replace water features in the youth pool with more interactive features.
4. Replace missing tiles, re-grout tile, and repaint the youth pool.
5. Replace canopy fabric of existing shade structures.
6. Install three new cantilever shade structures.

Staff has selected the Greenbush Cooperative Purchasing program for execution of this project. This program allows for the purchase of specified items and services that meet our needs through a manufacturer with a proven record of customer service in the region. It ensures that we are receiving the best possible price while guaranteeing standard governmental competitive purchasing practices are followed. Staff recommends Playscape Recreation LLC (Playscape) for execution of the revitalization project. The City had a positive experience with Playscape when they installed the new splash pad at Hawthorne Park in 2022.

The cost for the improvement and maintenance items listed above (not including the purchase of two youth pool water features that are presented in the following Policy Report No. P&R 02-23) is \$155,523.

Staff recommends that the City Commission approve the proposal from Playscape Recreation LLC on the Greenbush Cooperative Purchasing Contract #20.6 ESC-PLAYGROUNDREC-2022 for the Wollman Aquatic Center Revitalization Project in an amount not to exceed \$155,523.

In conjunction with this request, Staff is requesting the City Commission consider the purchase of two new features for the youth pool at WAC. The fiscal comments for that request immediately follow these fiscal comments. The amount being requested for those features is \$27,764.44, bringing the total amount being requested for the Wollman Aquatic Center Revitalization Project to \$183,287.44. These funds will come from the ARPA Fund.

**Policy Report No. P&R 02-23**  
**Parks & Recreation Department**  
**Wollman Aquatic Center Youth Pool Features**

As stated in the immediately preceding fiscal comments for Policy Report No. P&R 01-23, the City Commission has approved the use of American Rescue Plan Act (ARPA) funds for the purpose of revitalizing the Wollman Aquatic Center (WAC). This amount covers the revitalization of the main pool and the addition of new features in the youth pool at WAC. Policy Report No. P&R 01-23 covered the majority of the work that will be completed at WAC. Policy Report No. P&R 02-23 covers the purchase of two new features for the youth pool at WAC.

Staff considered various features for the youth pool. After discussions and site visits, staff is recommending the purchase of the following two features: a Devan Dolphin Water Slide play form and a Billy Box Turtle play form. Both play forms will be customized to fit the youth pool at WAC.

Staff has selected the Omnia Partners Cooperative Purchasing Program for the purchase and delivery of these items from Water Odyssey. This program allows for the purchase of specified items that meet our needs through a manufacturer with a proven record of customer service in the region. It ensures that we are receiving the best possible price while guaranteeing standard governmental competitive purchasing practices are followed.

The cost of the two features, including delivery, is \$27,764.44. The combined cost of P&R 01-23 (\$155,523.00) and P&R 02-23 (\$27,764.44) is \$183,287.44. These funds will come from the ARPA Fund.

**Policy Report No. P&R 03-23**  
**Parks & Recreation Department**  
**Stubby Park Shelter**

During the 2022 Budget and CIP process the City Commission approved \$800,000 for the completion of up to four park improvements projects, including:

1. Havens Park Restroom and Parking Lot
2. Stubby Park Restroom
3. Splash Pad at Hawthorn Park
4. Stubby Park Shelter

The City Commission approved the issuance of an \$800,000 temp note to fund these projects.

Because of cost uncertainties, the decision was made to complete the first three projects before committing to the completion of the Stubby Park Shelter. If sufficient funds remained after the completion of the first three projects, then those funds would be used to complete the Stubby Park Shelter. As of this date, the Havens Park Restroom and Parking Lot, the Stubby Park Restroom, and the Splash Pad at Hawthorn Park are either complete or close enough to being complete that the total cost of those three projects is known. Those three projects will cost a total of approximately \$720,000, therefore making \$80,000 available for the completion of the Stubby Park Shelter.

After considering purchasing options, staff elected to utilize the Sourcewell (Sourcewell) Cooperative Purchasing contract with BKM Construction LLC (BKM) to construct the Stubby Park Shelter. BKM is a Leavenworth based general contractor. They were the general contractor on the construction of the Stubby Park playground in 2020 and the Stubby Park restroom in 2022. The work by BKM on both of these projects was professionally completed. Based on this previous experience, staff feels confident that BKM will construct a high quality shelter at Stubby Park.

The City has successfully utilized Sourcewell contracts in the past. This purchasing contract allows for the purchase and installation of a shelter facility that meets our needs by a qualified contractor. It ensures that we are receiving the best possible price while guaranteeing standard governmental competitive purchasing practices are followed.

The contract amount for the Stubby Park shelter will be \$70,316.43. Therefore, there are sufficient funds remaining from the \$800,000 temp notes to cover this project. The cost of the four projects combined will be approximately \$790,000.

Staff recommends that the City Commission approve the proposal from BKM Construction, LLC on the Sourcewell Cooperative Purchasing contract for the construction of the shelter facility at Stubby Park in an amount not to exceed \$70,316.43