



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, MAY 2, 2023 6:00 P.M.

Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting
Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube

Study Session:

1. Semi-Annual Report from University of Saint Mary (pg. 02)
2. Semi-Annual Report from Leavenworth Public Library (pg. 03)
3. 312 Delaware Street Discussion (pg. 04)
4. Discussion on City Commission Meeting Schedule (pg. 36)
5. Traffic Calming Study Report and Discussion (pg. 38)

**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTATION BY
UNIVERSITY OF SAINT MARY**

MAY 2, 2023

Sister Diane Steele, University of Saint Mary will provide a semi-annual review to the City Commission.

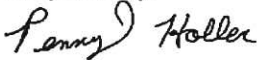
**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTED BY
LEAVENWORTH PUBLIC LIBRARY**

MAY 2, 2023

Library Director Matt Nojonen will provide the semi-annual update to the City Commission.

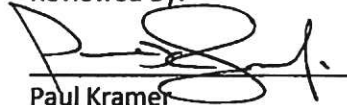
**Policy Report
312 Delaware Street
May 2, 2023**

Prepared By:



Penny Holler
Assistant City Manager

Reviewed By:



Paul Kramer
City Manager

ISSUE:

Provide direction on next steps for 312 Delaware Street (formerly the Youth Achievement Center).

BACKGROUND:

The City of Leavenworth supported the acquisition of a building that would be used for a downtown Youth Achievement Center with \$70,000 in 2009. As part of that agreement, funds would be returned to the City should the YAC dissolve as an organization or the building be used for another purpose. The non-profit Youth Achievement Center operated for many years and served local youth with tutoring services and other positive mentorship.

The Youth Achievement Center, Inc. organization has since dissolved and the building has fallen into a state of disrepair. During the March 14, 2023 meeting, the Commission acting as the Leavenworth Land Bank Board accepted conveyance of the property at 312 Delaware St for the purpose of redevelopment. The neighboring property at 310 Delaware Street was previously sold to a private party in 2019.

The one-story building had visible issues including sections of the floor that had collapsed. City staff requested an engineer evaluate the current state of the building for safety concerns and to develop an estimated cost list of essential repairs. Engineers from Norton and Schmidt included their findings in the attached 23-page report. That report identified significant deterioration of floor joists as well as issues with columns and support beams, resulting in a recommendation that all floor framing be replaced. Cost estimates for the flooring alone ranged from \$47,600 to \$101,400. The report also recognized needed review and repairs for portions of the roof and walls.

Since the City does not have a municipal purpose for the property, the ideal situation would be for an entity to purchase and redevelop the site. The downtown building is along an improved street that includes ADA accessible sidewalks, curbs, and parking spaces, as well as landscaped areas with decorative benches and lighting. It is adjacent to a City-owned public parking lot and diagonal from the downtown movie theatre. This is an area that has benefited from downtown revitalization in recent years. Activity at this site would contribute to the growing vibrancy of the downtown.

Multiple parties have already contacted the City to express their interest in the building. Next steps that could be considered include posting a Request for Proposals (RFP) for interested parties that intend to purchase and redevelop the site. The property could also be simply listed for sale. Staff requests direction on next steps for 312 Delaware Street.

ATTACHMENT:

Engineering Report 312 Delaware Street
RFP used for the 600 Cherokee bid process

April 11, 2023

Mr. Brian Faust
Director of Public Works/City Engineer
City of Leavenworth
100 N. 5th Street
Leavenworth, KS 66048
brian.faust@firstcity.org



**RE: YOUTH ACHIEVEMENT CENTER
312 DELAWARE STREET
LEAVENWORTH, KANSAS 66048**

JOB #2023-0168

Dear Mr. Faust:

This letter is in regard to my visual observations of problems with the floor system in the above-referenced building. A site visit was made Tuesday, March 28, 2023, at your request and in your company. Mr. Earl Williams, the Deputy Director of Public Works, and Mr. Hal Burdette, the Chief Building Inspector, were also present. I would like to present my findings and these opinions for your information.

General

The one-story building faces south for the purpose of this report and is bearing on stone masonry foundation walls, which enclose a basement. Exterior walls of the building are multiwythe brick masonry. There are two buildings on this address, both with individual basements and a masonry common wall between the two. At the back of the east side there is a small area with shallow foundations walls and a concrete slab-on-grade. The remaining floors and roof are conventionally framed with wood. A somewhat newer concrete cap/slab has been installed on the wood floor framing. The roof areas are low sloped and drain to the north. The building is estimated to be over 100 years old.

We met at the site, and you explained that a portion of the main level floor framing in the western half of the building had collapsed. You questioned the extent of damage and possible repairs.

Visual Observations

Foundation:

Access was gained into the basement by means of a newer stairway located at the back of the eastern half of the building. The stone masonry walls were found to be generally plumb in all locations that I could review. Of note is the amount of deterioration and erosion in mortar joints found periodically in various locations. The interior of the walls should be cleaned of loose material, and tuckpointing needs to be accomplished to create solid masonry in all locations.



Floor Framing:

Observations of the collapsed area of floor framing beneath the middle of the western building area revealed that there is significant deterioration and rot in various framing members. It appears that support posts and beams in the middle part of the western section of the building failed, allowing the floor joists to collapse downward and break. The floor joists themselves were also found to be in poor condition due to significant deterioration and rot problems.

Continued review of the floor framing that was still in place revealed significant deterioration and rot problems as well as extensive termite damages in some areas. Columns, support beams, and joists, were all found to be affected to varying degrees. There are locations where joist ends are partially crushed due to the extensive termite damage or rot conditions that are present. Support beams are twisted/rolled and/or sagging due to deterioration in the columns, or the support beams themselves. Generally, all of the floor framing for both building sections was found to be in very poor condition.

At the southeast end of the east building, the floor framing had been modified to close off the old basement stairway access location. Some of the framing in this area has failed and partially collapsed.

The extent of deterioration, rot, termite damage, etc. has created an unsafe condition for the floors of the building. I recommend that all of the floor framing be removed and replaced.

The interior of the building will need to have all stored materials and some of the finishes removed so that the floor system can be safely removed. Once this is done, new wood framing including footings, columns, support beams, joists, and subfloor can be installed. Alternately, the basement could be backfilled, and a concrete slab-on-grade installed. In either situation, the electrical services, water, and sewer services will need to be redone to accommodate whichever new floor system is chosen.

Walls:

A brief review in the building of the multi-wythe brick masonry walls revealed that they are generally plumb and straight at this time. The exterior face of the walls has been protected with finishes in most locations concealing them. Inside, the brick is only partially concealed. There are a number of locations where brick masonry has shifted or is loose. This is due to washed out mortar joint conditions at old chimney locations for the most part. When repairs are made to the building, I recommend that the brick masonry walls be closely reviewed and that any areas of brick masonry that is loose, shifted, cracked, or moved be rebuilt and that where mortar joints are partially or fully washed that they be appropriately repaired and tuckpointed.

Roof Framing:

The roof is framed with conventional joists in the eastern portion and with field constructed trusses in the western portion. There is notable sag in the truss framing on the west side. When repairs are made to the building, I recommend that the joists on the east side of the building be reviewed and that any individual joists that are cracked, split, or otherwise damaged be repaired/sistered on an as-needed basis. Truss framing on the west side of the building should also be reviewed due to the sagging that is present. It is likely that some repair in the form of additional truss framing members and connection improvements will be needed for each of the individual trusses to ensure structural soundness.



Roofing:

Access was gained up onto the roof and I found that both the eastern and western halves of the building are covered with granular surface modified bitumen roofing (SBS). This roofing shows signs of significant aging, and the granule surfacing is worn off significantly in many areas. These conditions indicate that this roofing is many years old and nearing the end of its useful life. I would estimate that there is less than five years of useful life left in the roofing membranes on the buildings.

Cost Estimate

You requested cost information to replace the main floor in this building. These cost estimates were prepared with regards to removing the existing floor framing and replacing floor systems either with conventional wood framing or backfill and a poured concrete slab-on-grade. They are based on Xactimate cost estimating. Only the cost to disconnect the electrical, supply plumbing and sewer systems and terminate them below the main floor level are included. Costs to remove interior finishes are limited to only that needed to allow for the work on the floor to proceed.

Excluded items include:

- Electrical
- Plumbing
- Repairs to basement walls
- Repairs to brick walls
- Repairs to roof joists and trusses
- Repairs to the interior finishes
- Tenant finishes

Option 1:

The cost to remove the existing floor system and the cost to install a new floor system with wood joists and OSB subfloor.

Option 1 Estimated Total \$47,584.02

Option 2:

Cost to remove the existing floor system and the cost to backfill the basement area and install concrete supports and a concrete slab-on-grade.

Option 2 Estimated Total \$101,371.81

Conclusion

Based on these observations, it is my opinion that the floor systems in both halves of this building are in poor condition and are unsafe due to extensive deterioration and rot problems, and past termite damage. The floor systems in the building need to be replaced and additional repairs and modifications are needed to the walls and roof.




Scope & Terms

These visual observations were of the damaged floor systems in the building and no attempt was made to review components that were not readily viewable or accessible. No attempt was made to review for environmental hazards. When making visual observations of a building or its components, it is required that certain assumptions be made regarding the existing conditions. Because these assumptions may not be verifiable without expending added sums of money, or destroying adequate or serviceable portions, the owner or recipient of this report agrees that we will be held harmless, and indemnified and defended, by you from and against all claims, loss, liability, or expense, including legal fees arising out of the services provided by this report. Norton & Schmidt makes no guaranty or warranty expressed or implied concerning water that may seep into the basement. Proper maintenance of the home and the surrounding property are major factors in creating and sustaining a dry basement. Use of this report constitutes acceptance of these terms and the scope.

If there are any questions, please call.

Sincerely,


04/21/23
LAURENCE C. FEHNER
LICENSED
12668
KANSAS
PROFESSIONAL ENGINEER

Laurence C. Fehner, P.E.
Principal
KS COA #E-1771
MO COA #2008019746
NE COA #CA-2167

ch

Enclosure: Photographs and Captions
Floor Repair Estimates
Billing Invoice



1. Front/south side of building.



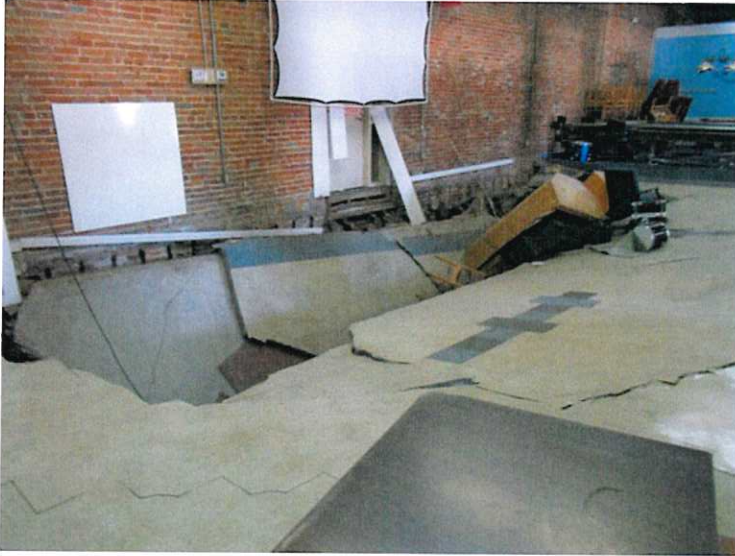
2. East/right side of building.



3. Building as seen from the northeast.



4. Building as seen from the northwest. The brick is the western half, and the blue finish is the eastern half.



5. Collapsed floor in the western half of the building as seen from the southeast.



6. Looking south at the collapsed floor in the western half of the building.



7. Collapsed wood framing as seen in the basement.



8. Close-up of deterioration and rot in the center support beam.



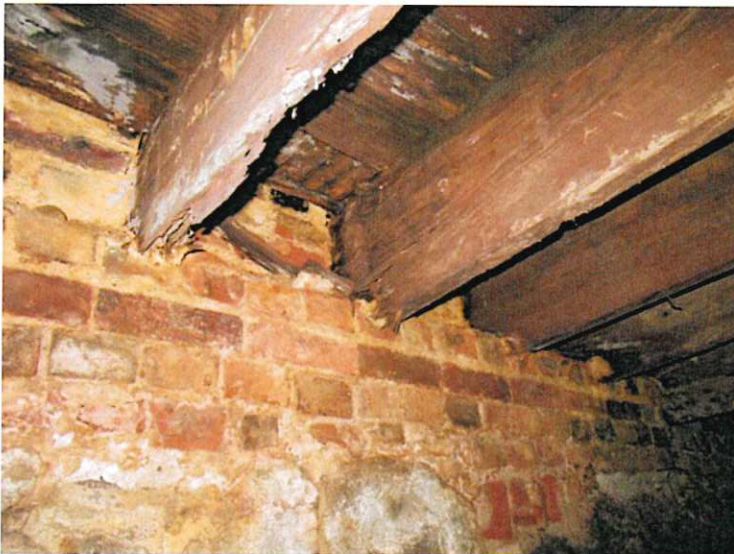
9. Looking north in the basement area at the collapsed framing.



10. Looking south in the eastern half of the basement.



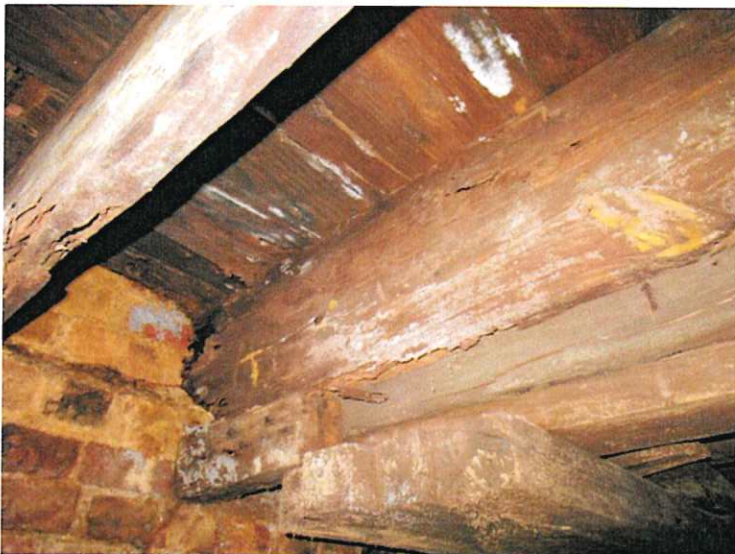
11. Extensive deterioration, rot, and termite damage in the floor joist framing along the east wall.



12. Extensive deterioration, rot, and termite damage in the floor joists along the east wall. Note the ends of the joists are crushing.



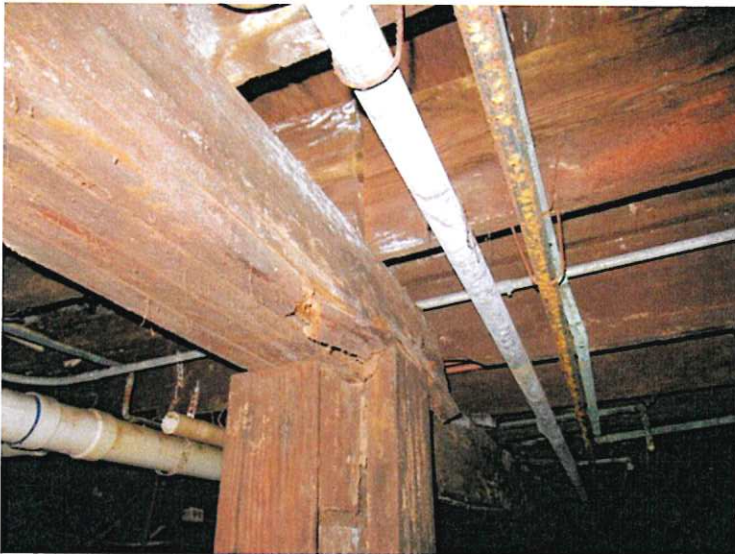
13. Close-up of Photo #12.



14. Extensive deterioration, rot, and termite damage in the joists closer to the south end of the east side.



15. Partially collapsed floor framing at the old stairway location located at the southeast corner.



16. Extensive deterioration, rot, and termite damage in a support beam at a support post location.



17. Close-up of Photo #16.



18. Another support post and column location that are rolling and tipping due to the extensive deterioration and rot problems.



19. Floor joists that are partially missing due to extensive deterioration, rot, and termite damage. Note there is also damage in the support beam.



20. Another view of damages and missing portions of the floor joists.



21. Close-up of a floor joist where the upper portions are missing due to extensive deterioration and rot problems.



22. Looking north on the roof of the east half of the building.



23. Looking south at the roofing on the east half of the building.



24. Northern portion of the east roof with the western half of the building in the background.



25. Looking south over the entire east half of the roof.



26. Looking north over the western half of the roof.



27. Low angle view of the roof showing the sag present in the roofing.



28. Looking south over the west half of the roof.

Client: Youth Achievement Center
Property: 12 Delaware
Leavenworth, KS 66048

Operator: OFFICE

Type of Estimate:

Date Entered: 4/14/2023

Date Assigned:

Price List: KSKC8X_APR23

Labor Efficiency: Restoration/Service/Remodel

Estimate: YAC-DJ

YAC-DJ

Removal

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Remove Switchboard (main disconnect) Terminate existing electrical service. Includes: Labor cost to remove a main disconnect and can and to discard in a job-site waste receptacle.	1.00 EA	337.44	0.00	25.31	362.75
2. Plumbing - Labor Minimum Includes: Labor to disconnect plumbing service.	1.00 EA	0.00	320.11	24.01	344.12
3. General Laborer - per hour 4 general laborers for 5 days to clear existing concrete slab, framing, and debris from the basement and dispose in a job site waste receptacle. Includes: removal of plumbing and electrical lines that have been disconnected from service, existing building contents, interior wall finishes, and a bar, and cleaning and prepping the area for reconstruction.	160.00 HR	0.00	53.95	647.40	9,279.40
4. Dumpster load - Approx. 40 yards, 7-8 tons of debris 2 dumpsters for construction debris. Includes: Dumpster delivery, rental, transportation to disposal site, and dumping fees. Excludes: Demolition. Note: Price charged by a waste management company to pickup and dump an extra large dumpster (approximately 40 yards). Usually holds about 7-8 tons.	2.00 EA	720.00	0.00	108.00	1,548.00
Totals: Removal				804.72	11,534.27

Replace

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
5. Footings - labor & materials - Reinforced Includes: Concrete, forms, stakes, #4 (1/2") deformed steel rebar, and installation labor.	1.25 CY	0.00	577.25	54.12	775.68
6. Column - 3" pipe w/base pl./top bkt. Includes: Steel pipe, base plate, top bracket, non-shrink grout, the use of a crane, and installation labor.	84.00 LF	0.00	36.97	232.91	3,338.39
7. Wide Flange Beam - 10 1/8"d. x 5 3/4"w. x 1/4"thick Includes: Steel wide flange beam, the use of a crane, and installation labor.	166.00 LF	0.00	48.94	609.30	8,733.34
8. 2" x 10" x 10' #2 treated pine (material only) New treated 2x10 rim joists bolted into existing foundation walls. Includes: Lumber, nails, and installation labor. Quality: Treated S-P-F #3 and better lumber.	42.00 EA	0.00	19.98	62.94	902.10
9. Install Rim joist - installation labor Labor to install new rim joist.	420.00 LF	0.00	0.88	27.72	397.32

CONTINUED - Replace

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
10. Framing hanger - 2" x 10" or 2" x 12"	126.00 EA	0.00	14.92	140.99	2,020.91
Attach framing hangers for new floor joists to rim joist @ 16" on center around the perimeter of the floor.					
Includes: Framing hanger, nails and installation labor. Quality: 2" x 10" or 2" x 12" joist hanger.					
11. 2" x 10" lumber (1.67 BF per LF)	2,772.00 LF	0.00	3.74	777.55	11,144.83
Includes: Lumber, nails, and installation labor. Quality: S-P-F #2 lumber.					
12. Sheathing - OSB - 3/4" - tongue and groove	3,644.67 SF	0.00	2.23	609.57	8,737.18
Includes: Sheathing, nails or staples, construction adhesive, and installation labor. Quality: 3/4" tongue and groove OSB (waferboard).					
Totals: Replace				2,515.10	36,049.75

Replace Alt 1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
13. Footings - labor & materials - Reinforced	7.25 CY	0.00	577.25	313.88	4,498.94
Includes: Concrete, forms, stakes, #4 (1/2") deformed steel rebar, and installation labor.					
14. Reinforced concrete column	1.98 CY	0.00	295.12	43.83	628.17
Includes: Concrete, forms, ties, #4 (1/2") steel rebar tied in place at corners and 6" OC, #3 rectangular or circular formed hoops at 6" OC, and installation labor.					
15. Engineered fill (per CY)	1,080.00 CY	0.00	29.42	2,383.02	34,156.62
Includes: Engineered compactable earth, equipment, and labor to deliver, place, and compact.					
16. Concrete grade beam	13.00 CY	0.00	790.01	770.26	11,040.39
Includes: Concrete and forms					
17. Concrete slab on grade - 4" - finished in place	3,644.67 SF	0.00	5.86	1,601.83	22,959.60
Includes: Concrete, forms, and installation labor. Excludes: Slab reinforcement.					
18. Concrete slab reinforcement - #4 (1/2") - grid, 12" ea way	3,644.67 SF	0.00	3.80	1,038.73	14,888.48
Includes: Deformed steel rebar and installation labor. Quality: #4 (1/2") bar, tied in place at 12" OC each way, perimeter rebar placed 6" from each edge.					
19. General Laborer - per hour	1.00 HR	0.00	53.95	4.05	58.00
Includes time and equipment to drill dowel holes in existing stone foundation and epoxy dowel bars in place.					
20. Steel rebar - #4 (1/2")	840.00 LF	0.00	1.78	112.14	1,607.34
Includes: #4 (1/2") diameter deformed steel rebar, epoxied in place and installation labor.					
Totals: Replace Alt 1				6,267.74	89,837.54

Line Item Totals: YAC-DJ

9,587.56

137,421.56

April 11, 2023

BILLING INVOICE

Mr. Brian Faust
Director of Public Works/City Engineer
City of Leavenworth
100 N. 5th Street
Leavenworth, KS 66048
brian.faust@firstcity.org

**RE: YOUTH ACHIEVEMENT CENTER
312 DELAWARE STREET
LEAVENWORTH, KANSAS 66048**

JOB #2023-0168

For engineering services rendered: Site visit, photographs, captions, cost estimate and report.

4.00 hours @ \$230.00/hour Principal Engineer..... \$920.00

4.50 hours @ \$125.00/hour Project Engineer (estimate preparation) \$562.50

Reimbursable Charges \$189.15

1.75 hours @ \$70.00/hour Clerical \$122.50

Mileage (59 miles @ \$0.655/mile) \$38.65

Photographs \$28.00

TOTAL AMOUNT NOW DUE.....\$1,671.65

PLEASE REFER TO JOB NUMBER **2023-0168** WHEN REMITTING.

Norton & Schmidt would like to thank you for the opportunity to be of service to you. Should you have any questions or need additional services, please do not hesitate to call us. Statements are due in full 30 days from the date of this billing and unpaid balances are subject to a 1.5 percent per month interest charge.

Our Federal Tax Identification Number is 01-0552618.

LCF



REQUEST FOR PROPOSALS

600 Cherokee (Former Club Venom
Building)

City of Leavenworth, Kansas

RFP-CM #2022-01

EXECUTIVE SUMMARY

The City of Leavenworth, Kansas (City) invites interested parties to submit proposals for the acquisition, preservation, and redevelopment of the property generally known as the former “Club Venom Building”, located at 600 Cherokee Street (presently vacant) consisting of 0.15 acres. The site also features an address with frontage additionally located at 216 South 6th Street. The subject site is a rectangular shaped parcel located at the Southeast corner of South 6th Street and Cherokee Street.

The site is improved with a two-story, multi-tenant configuration with potential for multiple uses and possibilities. It was built in 1890 and historically served as restaurant, bar, and retail/commercial space. Overall, the building(s) currently feature 12,162 of total square feet. Additional details on the building are available for your information upon request.

The subject property has a zoning classification of Central Business District (CBD) and lies within the City’s Downtown Business District. The land use categories are intended to encourage and promote the redevelopment of the downtown area as the City’s commercial, governmental, cultural and professional center. Adjacent uses to the former Club Venom building are as follows: Leavenworth Water Department and restaurant to the south, public parking to the east, bank to the north and commercial/retail to the west. This property is also adjacent to the City-owned event space Haymarket Square. A listing of the permitted uses for CBD is available on the City’s website under Development Regulations Appendix A (beginning on page 132):

<https://www.leavenworthks.org/cd/page/planning-and-community-development-documents>

The subject property is located within the City’s preapproved Neighborhood Revitalization Area. The NRA allows property owners to receive a rebate of property tax up to 95% for up to 10 years. The rebate of 95% is on the incremental increase of property value after the property is improved

from its current state. An application can be obtained from the City's Economic Development office.

PROJECT INTENT

Redevelopment Goals: In addition to the general list of uses for the development of the former Club Venom building, a series of goals for the redevelopment of the property were established.

Those goals include:

- **Continuation for Revitalization of the Downtown.** The development of the property shall serve as a continuing development effort and redevelopment of the downtown core.
- **Linkages and Connections.** The property should be redeveloped with historic acknowledgement in mind so that the redevelopment effort maintains the physical and visual linkages and connections with the downtown and the immediate area.
- **Design Quality.** The development of the former Club Venom building should be redeveloped/restored with "landmark" visual qualities befitting the strategic location of the property. The architecture should follow existing redevelopment guidelines.
- **Fiscal Benefit to the City.** The development of the site should be fiscally beneficial to the City of Leavenworth by enhancing economic growth in the City, increasing the tax base, and attracting new business.

REQUIRED PROPOSAL CONTENTS AND FORMAT

The Request for Proposal (RFP) for the property should include, at a minimum, the following components:

1. Letter of transmittal. A generalized statement identifying the party seeking to purchase and redevelop the site.
2. A statement describing the company's/individual's understanding of the project and any special skills they will bring to the project.
3. General company/individual information including the following:
 - Company/Individual name, address, telephone number and email address;
 - Primary contact name, email and telephone number;

4. Information on the company's/individual's background and experience on similar projects.
5. Provide a description of the development and the use of the building/property.
6. Provide a narrative detailing the approach to complete the project.
7. Provide an overall schedule for the project.
8. Provide a general financial background showing the company's/individual's financial strength to complete the project.
9. Identify any additional or unique resources, capabilities, or assets which the company or individual would bring to this project.

To Request a Proposal Packet contact Charity Frey at 913-680-2604 or cfrey@firstcity.org.

Questions or requests for additional information in regard to the RFP for this property should be emailed to Paul Kramer, City Manager, City of Leavenworth, at pkramer@firstcity.org. Should you wish a tour of the building please contact Hal Burdette, Building Official, at 913-684-1056.

One original and a digital file of the proposal shall be delivered to the Office of the City Clerk and addressed to:

- Paul Kramer, City Manager
City of Leavenworth
Attn: Former Club Venom Building RFP
100 N. 5th Street
Leavenworth, KS 66048.

A first review of submitted proposals will be conducted on Friday March 11, 2022.

EVALUATION CRITERIA

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in the RFP, and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified.

A selection will be made by the City upon a careful evaluation of the proposals submitted by the prospective companies/individuals. The evaluation of proposals will be based on: (1) the capabilities of the proposed team assembled; and (2) the company's/individual's ability to meet or exceed the threshold proposal requirements established for the project. The City may, at its sole discretion, elect to waive requirements, either for all proposals or for a specific proposal which the City deems non-material. The Selection process will start immediately after the deadline for proposal submission.

The City has identified evaluative criteria against which each Proposal will be considered, including:

1. Project approach;
2. Proposed redevelopment process and land use components;
3. Proposed role of the City and extent of public investment;
4. Financial capability to complete the project;
5. Managerial capability;
6. Technical expertise in similar projects;
7. Performance record of past development projects;
8. Market experience; and
10. Compatibility with, and responsiveness to, the City objectives and goals.

ADDITIONAL INFORMATION

All questions or requests for additional information must be emailed to Paul Kramer, City Manager, City of Leavenworth at pkramer@firstcity.org. All questions or requests for additional information which are deemed appropriate by the City Manager will be answered in writing and will be emailed to all Proposers. Where provided, such written response may, at the City's option, constitute a written addendum to this RFP.

Other Requirements

Non-Collusion Affidavit

Any firm who fails to submit a signed/notarized Non-Collusion Affidavit will have their proposal rejected and will not be considered. Copy of Non-Collusion Affidavit attached to proposal packet.

Affirmative Action Program

It is required that firms submit Affirmative Action Program along with RFP responses to ensure that the program is acceptable to the City. The Affirmative Action Program is effective for one year with a universal renewal date of July 1 each calendar year. Contact Charity Frey, Executive Administrative Assistant to the City Manager at 913-680-2604 or at cfrey@firstcity.org to obtain the Affirmative Action Packet and approved Affirmative Action Letter to submit with your proposal.

DISCLOSURE AND DISCLAIMER

This Request for Proposals (RFP) is being issued by the City of Leavenworth. Any action taken by the City in response to proposals made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City.

All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof.

Presentations by the Proposer may be required to be made before the City Commission which will make a recommendation that may include one or more Proposers. Contract negotiations will take place with the first choice of the City and if a suitable contractual arrangement cannot be made, negotiations will commence with the second choice, and so on or the City may, at its sole discretion, withdraw this RFP.

The City reserves the right to select the proposal which, in the opinion and sole discretion of the City, will be in the best interest of and/or most advantageous to the City. The City reserves the right to waive any irregularities and technicalities and may at its discretion request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.

ACKNOWLEDGEMENT LETTER

Proposers shall incorporate in their proposal the following letter and disclosure and disclaimer attachment on the Proposer's letterhead.

RE: City of Leavenworth Redevelopment Proposal RFP for 600 Cherokee (Former Club Venom Building)

To Whom It May Concern:

The undersigned has read the City of Leavenworth Request for Proposals for its Redevelopment Project. On behalf of our proposal team, we agree to and accept the terms, specific limitations, and the conditions expressed therein. WE HAVE READ, RELY UPON, ACKNOWLEDGE, AND ACCEPT THE DISCLOSURE AND DISCLAIMER WHICH IS FULLY INCORPORATED BY REFERENCE INTO THIS LETTER.

Sincerely,

(Name and Title)
(Organization)

(Proposer Name)

NON- COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, say that he/she has not, nor has any other member, representative, or agent of the firm company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone such letting nor to prevent any person from bidding nor to include anyone to refrain for bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/ She further says that no person or persons, firms or corporation has; have to will receive directly, any rebate, fee gift, commission or thing of value on account of such of sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ____ day of _____, _____

(Name of organization)

(Title of person signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____)
)ss
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above name and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this ____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____

Policy Report

Discussion City Commission meeting schedule

May 2, 2023

Prepared by:



Paul Kramer
City Manager

Background

City Code Sec. 2-52 outlines and defines the required City Commission meeting schedule and outlines the differences between regular meetings, special meetings and work sessions. The applicable language is written as such:

- (a) *Regular meetings.* The regular meetings of the city commission shall ordinarily be held in the commission chambers of the city hall building on the second and fourth Tuesdays of each month at 6:00 p.m.
- (b) *Special meetings.* Special meetings will be held only for a special purpose. Special meetings may be called by the mayor or the city manager, specifying the object and purpose of such meeting, which request shall be read at a meeting and entered into the minutes.
- (c) *Work sessions and study sessions.* No agenda is required for a work or study session and no binding action may be taken during the work or study session.

Current practice is that along with the code-required regular meetings, the City Commission holds study sessions on the first and third Tuesdays of each month.

Issue

Based on Commission inquiry as to the number of meetings held each month and possible consolidation into fewer meetings, staff reviewed nearly a dozen other cities of the first class with similar populations and the same form of government as the City of Leavenworth. Staff did not review meeting schedules of school districts or counties.

A few notes related to that inquiry:

- Of the 11 cities reviewed, Leavenworth was the only entity that schedules four (4) meetings a month of the governing body.
- One theme that emerged is that other cities all do it a little differently.
 - Some do not have study sessions at all.
 - Some call for them as needed (some before meetings and others after regular meetings).

- Some start their regular meetings with a Study Session (an hour before the regular meeting) and then go into regular session.
- Some reserve a date (fourth Tuesday of the month, for example) and only hold it if needed.

Along with collecting the information about the 11 other cities, I spoke with some of my colleagues on the positives and negatives of how they do it. I came away with the following:

- If there was a change, it would not be recommended to start a meeting with a Study Session and then going into a regular meeting an hour later. The biggest problems are that items could run long, which means you have to stop at the time the regular meeting would start and reconvene at the end. This does not work well for any guests, nor does it work for members of the public. It could also seem rushed. In addition, you could finish in 20 min and you cannot start the regular meeting early, as it has a published start time.
- It would not be recommended to hold a date each month in case you needed it. That creates uncertainty and makes it harder to react to timely items.

Because study sessions are not prescribed by ordinance, any change to those meetings would simply be done by consensus and no action would need to be taken.

Discussion

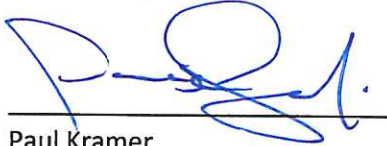
The item is before the Commission for discussion.

Policy Report

Traffic calming study report and discussion

May 2, 2023

Prepared by:



Paul Kramer
City Manager

Background:

As part of the City Commission's discussion related to American Rescue Plan Act (ARPA) funds, direction was given to explore a traffic calming solution in the area north of Leavenworth High School (defined roughly as Halderman Street north to Ohio Street and Klemp Street east to 10th Avenue). Staff engaged BG Consultants to study the area and present a recommendation traffic calming solution for the area.

Issue:

Staff will present the findings from BG Consultants and discuss next steps with the City Commission.

Action:

The Commission can take a number of next steps, including not moving forward, providing a consensus to have staff execute the plan, or make modification to the presented proposal.

Attachments:

- Map of the area including proposed changes
- Estimated cost sheet

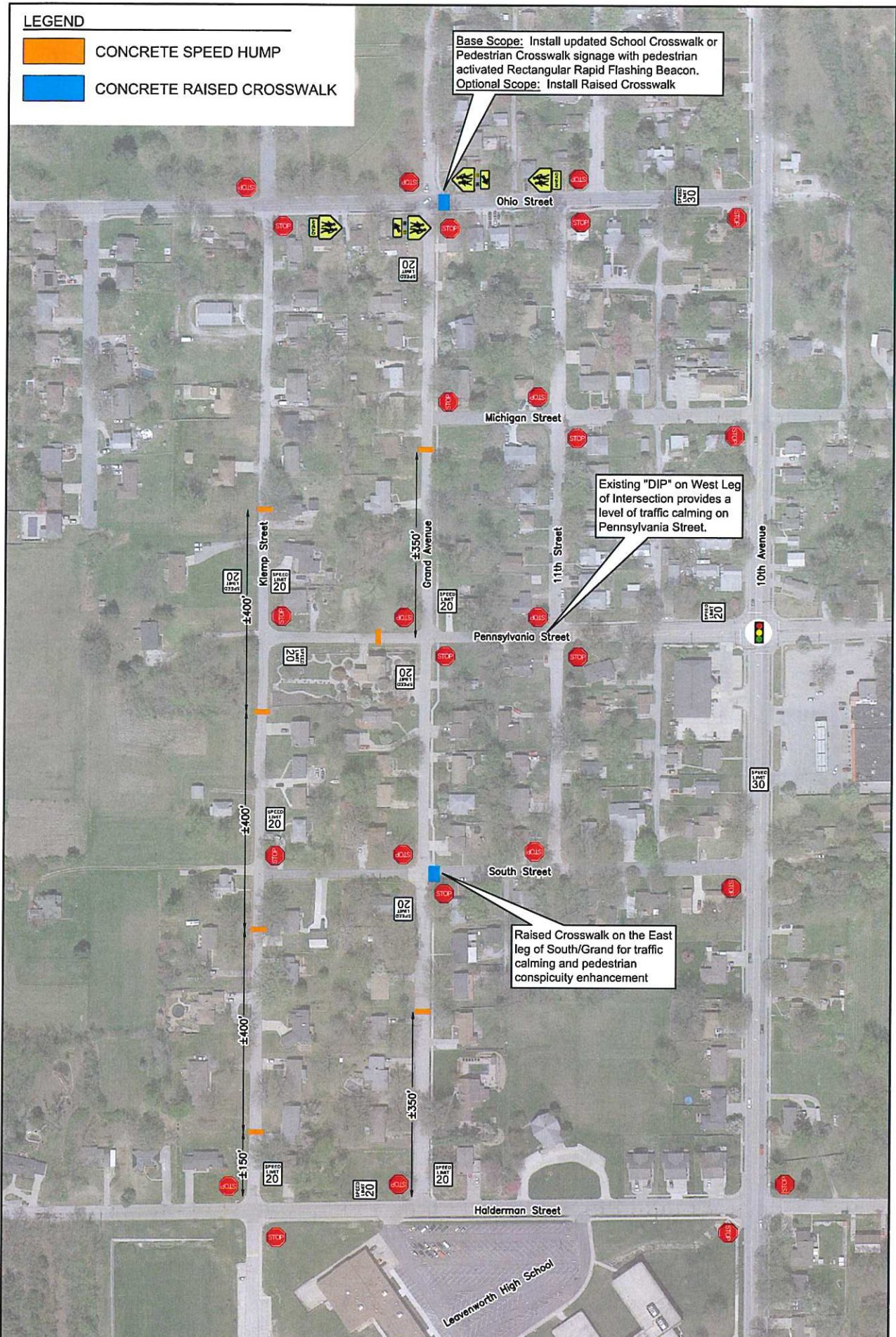
LEGEND

- CONCRETE SPEED HUMP
- CONCRETE RAISED CROSSWALK

Base Scope: Install updated School Crosswalk or Pedestrian Crosswalk signage with pedestrian activated Rectangular Rapid Flashing Beacon.
Optional Scope: Install Raised Crosswalk

Existing "DIP" on West Leg of Intersection provides a level of traffic calming on Pennsylvania Street.

Raised Crosswalk on the East leg of South/Grand for traffic calming and pedestrian conspicuity enhancement



Traffic Calming Plan North of Leavenworth High School - OPTION 1
 Leavenworth, Kansas
 Engineer's Opinion of Probable Project Costs
 Prepared by BG Consultants, Inc. (BG Project No. 22-1398L)
 April 21, 2023

Project Description: Traffic Calming Device Construction as depicted on Exhibit A - Option 1.

Phase 1 - Speed Hump Construction

<u>No.</u>	<u>Description</u>	<u>Qty.</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
1.	Mobilization	1	Lump Sum	\$ 15,000.00	\$ 15,000.00
2.	Temporary Traffic Control	1	Lump Sum	\$ 10,000.00	\$ 10,000.00
3.	Erosion Control and Permanent Seeding	1	Lump Sum	\$ 2,500.00	\$ 2,500.00
4.	Klemp St - Speed Hump (w/removal, signing and markings)	4	Each	\$ 12,500.00	\$ 50,000.00
5.	Grand Ave - Speed Hump (w/removal, signing and markings)	2	Each	\$ 15,000.00	\$ 30,000.00
6.	Penn. St - Speed Hump (w/removal, signing and markings)	1	Each	\$ 12,500.00	\$ 12,500.00
Construction Total =					\$ 120,000.00
+ 20% Contingency for unknowns =					\$ 24,000.00
TOTAL CONSTRUCTION WITH CONTINGENCY =					\$ 144,000.00
+ Engineering Design =					\$ 7,500.00
+ Bidding & Construction Phase Services =					\$ 10,000.00
PHASE 1 GRAND TOTAL =					\$ 161,500.00

Phase 2 - Raised Crosswalk Construction and Ohio Street X-Walk Improvement

1.	Contractor Construction Staking	1	Lump Sum	\$ 3,000.00	\$ 3,000.00
2.	Mobilization	1	Lump Sum	\$ 15,000.00	\$ 15,000.00
3.	Temporary Traffic Control	1	Lump Sum	\$ 15,000.00	\$ 15,000.00
4.	Erosion Control and Permanent Seeding	1	Lump Sum	\$ 2,500.00	\$ 2,500.00
5.	South/Grand - Raised Crosswalk	1	Each	\$ 25,000.00	\$ 25,000.00
6.	Ohio/Grand - Ped-activated RRFB System	1	Each	\$ 40,000.00	\$ 40,000.00
7.	Ohio/Grand - Raised Crosswalk	1	Each	\$ 35,000.00	\$ 35,000.00
Construction Total =					\$ 135,500.00
+ 20% Contingency for unknowns =					\$ 27,100.00
TOTAL CONSTRUCTION WITH CONTINGENCY =					\$ 162,600.00
+ Engineering Design =					\$ 15,000.00
+ Bidding & Construction Phase Services =					\$ 15,000.00
PHASE 2 GRAND TOTAL =					\$ 192,600.00

PHASE 1 + PHASE 2 TOTAL = \$ 354,100.00

NOTES:

1. Right-of-way and/or Easement Acquisition costs are not included.
2. Costs associated with the relocation of utilities are not included.