



Agenda for City Council Meeting

City Council Chambers, City Hall
Wednesday, July 27, 2016

5:30 P.M.

- 1) Call to Order by the Mayor
- 2) 16-223. Review and Approve Agenda
- 3) 16-224. General Business and Appearances
- 4) 16-225. Consideration of the Consent Agenda:
 - a) Minutes - None
 - b) Construction Contract Award: Concrete Sidewalk Repair 
 - c) Contract Award for FY17 Retaining Walls 
 - d) Approve Funding Plan and authorize City Manager to sign Contract with EF Wall for MSAC's September, 2016 Renovation (Acoustic) Project 
 - e) Payroll and Bills
- 5) 16-226. Opportunity for Announcements
- 6) Adjournment



CITY COUNCIL Agenda Item #16-225(c)

Date: 7/27/2016

Consent x Discussion **Time Sensitive** x
(outlined below)

SUBJECT: Recommendation of Contract Award for FY17 Retaining Walls

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Award of the construction contract for FY17 Retaining Walls to the bidder meeting the bid requirements as recommended by the Director. Designate City Manager as duly authorized agent.

RELATED COUNCIL GOAL/PRIOR ACTION: G. Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment.

EXPENDITURE REQUIRED: To be presented

SOURCE OF FUNDS: CIP – Retaining Walls (\$160K)

LEGAL REQUIREMENTS: Contractual Agreement

BACKGROUND INFORMATION: The Department of Public Works solicited competitive bids for retaining walls and all associated work including sidewalk preparation, utility relocation, earthwork, drainage, and lawn restoration. Sealed bids will be publicly opened at 10:00 A.M. on Wednesday 7/27/2016. DPW staff will conduct an analysis of the received bids and present a bid tabulation with staff's recommendation at the City Council meeting.

SUPPORTING DOCUMENTS: Bid Tabulation

INTERESTED PARTIES: Public Works, Adjoining Property Owners, MTAC

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.



CITY COUNCIL Agenda Item #16-225(d)

Date: July 27, 2016

Consent x Discussion **Time Sensitive x
(outlined below)**

SUBJECT: MSAC / 58 Barre Street Acoustic Project – Proposed Contract and Funding Plan for Renovations

SUBMITTING DEPARTMENT: MSAC (Senior Center)

RECOMMENDED ACTION: Approve funding plan and authorize City Manager to sign contract with EF Wall for September 2016

RELATED COUNCIL GOAL/PRIOR ACTION:

1. At 8/26/15 City Council Meeting, plan was proposed and Council requested MSAC seek additional non-City funding sources to support funding for the plan.
2. At 10/14/15 City Council Meeting, City Council approved MSAC to make up to \$50,000 withdrawals from Jackman Funds for current facility capital improvements, along with the balance of money already invested in the Smith Barney (Morgan Stanley) account. MSAC agreed that efforts would be made to raise non-Senior Center invested funds for capital improvements as well.

EXPENDITURE REQUIRED: Approximately \$107,100

SOURCE OF FUNDS: Jackman Fund \$50,000; State of Vermont BGS Grant \$15,000; Morgan Stanley/Smith Barney Account, approximately \$42,100

LEGAL REQUIREMENTS: City of Montpelier Building Permit

BACKGROUND INFORMATION: This project is almost the same as the project we submitted last August for Council consideration. We hope to install moveable soundproofing partitions and a glass half-wall in the first floor Art Area in order to create and improve additional programming space, to add a better kitchenette area for member use in the Community Room, and to install sound absorption tiles in the upstairs Activity Room to improve acoustics in crucial programming and service space (this third element was a delayed element of last year's proposal). Over the past year, we successfully secured \$15,000 in State of Vermont Facility Grant funds to support this

project, as directed by City Council last August. In recent months, we worked with architect GBA again and asked the low bidder, EF Wall, to rebid the project including the upstairs alternative. Small improvements / modifications were made to the project design, and the new bid, one year later, is approximately \$15,000 higher than the original bid (if upstairs portion was included) but still lower than the next bidder one year ago. The increase is attributed primarily to labor costs changing over one year.

SUPPORTING DOCUMENTS:

Schedule of Values

8/26/2015 Project Summary Document submitted for City Council Meeting

10/14/15 Senior Center Pre-Investment Withdrawals Policy approved by City Council

INTERESTED PARTIES: Senior Center, EF Wall, Gossens Bachman Architects

TIME SENSITIVITY: Senior Center space has best availability between program quarters in mid-September and has made adjustments to room schedules to plan ahead, and that is when the contractor is anticipating the project will happen. Materials need to be ordered very soon in order to keep the desired schedule or else we risk disrupting considerable amounts of programs and services.

CITY MANAGER'S APPROVAL:





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MSAC Acoustics

Montpelier, VT

Schedule of Values

Div.	Description	2015 bid	Increase	2016 Bid
1	General Requirements	\$15,502	109%	\$16,922.00
2	Sitework & Bldg. Demo/Patch	\$3,954	116%	\$4,572.00
6	Carpentry	\$6,988	111%	\$7,743.00
6	Carpentry			
7	Sealants	\$1,019	123%	\$1,256.00
8	Doors			
8	Doors	\$4,960	134%	\$6,647.00
9	Patch	\$6,247	75%	\$4,689.00
9	SACT	\$850	123%	\$1,046.00
9	Metal Framing	\$3,674	108%	\$3,968.00
9	GWB	\$4,348	90%	\$3,892.00
9	Acoustic Insulation	\$439	113%	\$498.00
9	Wall & Ceiling Panels	\$10,656	125%	\$13,309.00
9	Painting	\$5,169	121%	\$6,261.00
10	Specialties	\$905	124%	\$1,119.00
10	Operable Partition	\$18,300	112%	\$20,563.00
12	Cabinets	\$4,864	147%	\$7,140.00
15	Mechanical	\$7,950	113%	\$8,950.00
16	Electrical	\$925	132%	\$1,225.00
2015				
Alt. 5	Remove Wing Walls	-\$780		
VE 2	Access at once	-\$1,445		
VE 4	Owner provides Clean up	-\$800		
	Duct change at 110 & 112 into soffit/ non spiral & provide Soffit at			
VE 6C	side entry landing	-\$1,163		
VE 7B	Use non spiral duct at Prep Room 8	-\$345		
2016				
Alt. 6	ADDED AC 4 relocation-			-\$1,700
Alt. 7	ADDED Added Hot water maker & tempering Valves			-\$1,000
	Added Filter			
	Hardware changes			
	Glass change			
Change Orders				
		\$0		
Building Total		\$92,217	116%	\$107,100

**Montpelier Senior Activity Center
First Floor Acoustics Improvement Capital Project**

Request for Approval for City Manager to negotiate and sign a Contract with EF Wall for up to \$82,102
City Council Meeting August 26, 2015

1. **Project Summary:** The Project consists of the following improvements within the occupied Montpelier Senior Activity Center at 58 Barre Street in Montpelier:
 - a. Acoustic Operable Partitions installed to enclose and soundproof the Arts & Crafts room
 - b. A storage closet, a kitchenette with sink, cabinets, and countertop outside of the Arts & Crafts Room (in the Community Room where meals are served and large events happen)
 - c. A new sound-proofing door for a countertop pass-thru opening, miscellaneous hardware at Kitchen.
 - d. Interior glazing in an existing opening to enclose Arts & Crafts room.
 - e. Interior acoustic treatment on walls and ceiling of the Conference room is not included. This portion has been pulled from this project and could be easily done as separate work for similar cost or at a savings.
 - f. Miscellaneous associated mechanical, electrical, plumbing, selective demolition, and refinishing to match existing. This includes ventilation of Arts & Crafts room.
2. **Justification for Project:** Lack of sufficient soundproofed, smaller space on MSAC's first floor has been the source of major complaint by the public and has prevented staff from scheduling many activities and rentals in the "Arts and Crafts" space. The project will allow greater and more diverse use of the space as well as consolidate kitchenette functions and beverage service closer to the main kitchen and dining areas. Soundproofing will allow significant improvement for users' experience.
3. **Process:** After thorough consideration of project goals, GBA was selected as the design contractor due to their role in designing the building in 2011-2012 and their familiarity with the facility. An RFP went out via public media and City announcement in Spring 2015, and two contractors responded with complete bids. Negotiations ensued with the low bidder, EF Wall. \$30,000 in funding was requested through the VT Arts Council Facility grant program but on August 7th we learned that the grant request was not funded. Project has been scheduled to commence mid-September in order to take advantage of time between class quarters and to secure contractor's current pricing.
4. **Project cost:** Estimated at between \$80,357 and \$82,102 depending on final negotiation of several pre-contract negotiations under discussion. GBA is assisting with negotiations.
5. **Funding proposal:**
 - a. We propose to use a combination of two funds to finance this project:
 - i. An existing "endowment fund" with Morgan Stanley with a balance of approximately \$50,000, which would be depleted after this project.
 - ii. New funds received as a bequest in December 2014 from the Christina Jackman Estate. Fund began at \$350,000 with first disbursement. \$8,171 budgeted as revenue in FY16 to support MSAC operations. Executor has indicated that up to \$100,000 in additional funds may be disbursed this Fall. Thus, the balance of the fund after completion of this project and end of FY16 would be estimated at approximately

\$310,000-\$410,000 (depending on receipt of second anticipated disbursement). Note: City Investment Committee has not yet established new policy for such donated funds.

6. **Attachment:** Bid and Negotiation & Contract Summary as of 8-18-15

7. **Additional information:**

- a. Architect Jessica Thyme of GBA and MSAC Director Janna Clar will both be present at City Council meeting on August 26th in case questions arise.
- b. MSAC Advisory Council supports this project after very thorough consideration and discussion over multiple years since occupying the newly renovated building in 2012.



Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

A Place for Healthy Aging and Lifelong Learning

802-223-2518 • msac@montpelier-vt.org • montpelier-vt.org/msac

Senior Center Fund Addendum for City of Montpelier Investment Policy

Submitted for City Council Meeting October 14, 2015

The Senior Center Finance Committee, Advisory Council and Staff members have weighed in on the following policy addendum to address the Senior Center fund.

The objectives of the Senior Center Fund are:

- 1) To serve as the fund for financial gifts made specifically to the Senior Center (Montpelier Senior Activity Center) that are not solicited for or specified for operating expenses of the current fiscal year.
- 2) To support the Senior Center's ongoing annual operating budget with a low (such as 4%) spending rate.
- 3) To serve as a long-term investment fund for long-range needs of the senior center.
- 4) To provide financial support for a potential large capital project, such as a new facility, with strong community support and Council approval.

Risk tolerance of the Senior Center Fund is requested to be low to moderate overall. For an amount of the fund principal that may be invested for a longer time, higher risk may be acceptable, and the eventual fund managers will advise the City, Investment Committee, and Senior Center stakeholders on allocations.

Separate from the Senior Center Fund Addendum: Pre-Investment Withdrawals

Submitted for City Council Meeting October 14, 2015

Senior Center stakeholders (staff, Finance Committee and Advisory Council) and City management believe that an initial withdrawal of up to \$50,000--for current facility capital improvements-- from the 2014-2015 Jackman Bequest Funds (\$455K) is reasonable, along with the money already invested in the Smith Barney account. Efforts are being made and will continue to be made to handle current and future capital improvements through grant and donation requests as much as possible rather than tapping into Senior Center invested Funds alone.



CITY COUNCIL Agenda Item #16-225(b)

Date: July 27, 2016

Consent x **Discussion** **Time Sensitive** x
(outlined below)

SUBJECT: Construction Contract Award: Concrete Sidewalk Repairs

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve award of contract to DuBois Construction, Inc. as recommended by the Director of Public Works and grant authorization for the City Manager to serve as the duly authorized agent.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G. Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment.

EXPENDITURE REQUIRED: \$128,809.00

SOURCE OF FUNDS: CIP/General Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: DPW staff developed contract documents and solicited bids from area contractors qualified to perform concrete sidewalk repair work. Two bids were received and opened (tabulation attached). DuBois Construction, Inc. submitted the lowest bid in the amount of \$128,809.00 which was found to be responsive and in compliance with the bid requirements.

The budget for the project is \$100,000.00. Where existing conditions allow, quantities related to sidewalk preparation will be adjusted in an attempt to retain the total area of repaired sidewalk without exceeding the budget.

SUPPORTING DOCUMENTS: Bid Tabulation

INTERESTED PARTIES: DPW/Montpelier Transportation Advisory Committee/Montpelier Alive

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]", written over a horizontal line.



BID TABULATION

Project Number: Montpelier Portland Cement Concrete Sidewalk Repairs FY17

Release Date: 7/12/2016

Quote Due Date/Time: 7/22/2016 @ 1:00 p.m.

Item #	Item	Unit	Quantity	DuBois Construction, Inc.		Engineers Construction, Inc.	
				Unit Price	Total Price	Unit Price	Total Price
1A	PCC Sidewalk w/Fiber (5")	SY	420	\$70.00	\$29,400.00	\$120.00	\$50,400.00
1B	PCC Sidewalk w/Fiber (6")	SY	41	\$80.00	\$3,280.00	\$130.00	\$5,330.00
1C	PCC Sidewalk w/Fiber (8")	SY	91	\$94.00	\$8,554.00	\$140.00	\$12,740.00
2.00	Excavation & Demo of Surfaces and Pavements	CY	265	\$100.00	\$26,500.00	\$200.00	\$53,000.00
3.00	Sub-Base of Crushed Gravel	CY	185	\$65.00	\$12,025.00	\$65.00	\$12,025.00
4.00	Remove & Reset Granite Curb	LF	300	\$52.00	\$15,600.00	\$75.00	\$22,500.00
5.00	Structure Adjustments	EA	1	\$450.00	\$450.00	\$500.00	\$500.00
6.00	Mobilize, Miscellaneous Work & Clean Up	LS	1	\$33,000.00	\$33,000.00	\$43,150.00	\$43,150.00
Total Bid Amount				\$128,809.00		\$199,645.00	

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