

TOWNSHIP OF LOWER MERION

FINANCE COMMITTEE

**Wednesday, July 10, 2024
6:00 PM (Approximately)**

Chairperson: V. Scott Zelov
Vice Chairperson: Ray Courtney, Sean Whalen

AGENDA

1. **AWARD OF CONTRACT – SOUTH ARDMORE PARK PLAYGROUND IMPROVEMENTS**
2. **AWARD OF CONTRACT – ST PAUL’S TOT LOT PLAYGROUND IMPROVEMENTS**
3. **AWARD OF CONTRACT – BLISS STREET – RIVER ROAD REPAIR**
4. **AWARD OF CONTRACT – LIBRARY - WIDE VOICE OVER INTERNET PROTOCOL (VOIP) SYSTEM UPGRADE**
5. **AWARD OF CONTRACT – LIBRARY - WIDE CAMERA SYSTEM UPGRADE**
6. **AWARD OF CONTRACT – OWNER’S REPRESENTATIVE FOR THE ARDMORE AVENUE COMMUNITY CENTER, PALM SENIOR CENTER REPLACEMENT AND RENOVATION PROJECT AND THE ASHBRIDGE HOUSE RENOVATION AND ADDITION PROJECT**



AGENDA ITEM INFORMATION

ITEM: AWARD OF CONTRACT – SOUTH ARDMORE PARK PLAYGROUND IMPROVEMENTS

Consider for recommendation to the Board of Commissioners approval to award a contract for South Ardmore Park Playground Improvements to the following bidder in accordance with bids received on Thursday, June 13, 2024 at 11:00 A.M. prevailing time and the recommendation of the Interim Director of Finance with the approval of the Director of Public Works and the Township Engineer:

Couzens Inc.	
Total Lump Sum Bid:	\$168,000.00
Total Bid Contingencies Item: (2-1)	1,000.00
Total Bid Add Alt. Items: (3-1 – 3-3)	<u>47,000.00</u>
Total Bid:	\$216,000.00

PUBLIC COMMENT

ADDITIONAL INFORMATION:

Funds are available through the American Rescue Plan Fund under Capital Projects – Playground Replacement Program (Job # 4492). The construction budget was \$223,000. The total bid amount is \$216,000 or 3% (\$7,000) less than the budget.

ATTACHMENTS:

Description	Type
▣ AWARD OF CONTRACT – SOUTH ARDMORE PARK PLAYGROUND IMPROVEMENTS	Backup Material
▣ AWARD OF CONTRACT – SOUTH ARDMORE PARK PLAYGROUND IMPROVEMENTS	Bid Tabulation



**TOWNSHIP
OF
LOWER MERION**
MONTGOMERY COUNTY


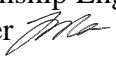
TOWNSHIP ENGINEER

75 E. Lancaster Avenue
Ardmore, PA 19003-2376
Telephone: (610) 649-4000
www.lowermerion.org

LOWM 093969

MEMORANDUM

TO: Christopher A. Welde, CPA, Assistant Director of Finance

FROM: Joseph Mastronardo, PE, Township Engineer 
Joann Ma, PE, Senior Engineer 

DATE: June 26, 2024

SUBJECT: South Ardmore Park Playground Improvements
Bid Review / Award Recommendation
LMT Contract No. 4492-24-21

As requested, we have reviewed the following bid submitted by Couzins, Inc., the apparent low bidder for the referenced project, and are herewith providing our recommendation for award.

By way of background, South Ardmore Park is 18.2 acres and located along Sussex Road between E. Spring Avenue and Athens Avenue in Wynnewood. The existing playground equipment needs replacement along with repairs to the site features and amenities. This project is for selective demolition; the preparation of the playground area; installation of fence with gate; stormwater management; construction of sidewalk and curb / playground edging; landscaping; erosion and sediment control measures; and site restoration. The new playground equipment and playground surface will be furnished and installed by a separate contractor under separate award.

Base Bid	\$168,000.00
Contingencies	<u>\$ 1,000.00</u>
Base Bid + Contingencies	\$169,000.00

Add Alternate #1: Based on Poured-in-Place Playground Surface in lieu of Wood Fiber Safety Surface by Others, adjustments to the base bid consisting of: (a) Reduced Excavation Under Playground; and (b) Addition of continuous concrete shelf along playground edging	\$10,000.00
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Add Alternate #2: Additional Selective Demolition, including items to be removed and salvaged	\$25,000.00
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Add Alternate #3: Removal of Select Trees	\$12,000.00
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The poured-in-place playground surface was preferred and selected for installation under the separate contractor, therefore, Add Alternate #1, in the amount of \$10,000, is recommended for the field adjustments required to accommodate the approved surface.

Add Alternate #2 and #3 are for the demolition of the playground equipment with footings, fence with gate and footings, sidewalk, pavers, playground edging, planter walls, benches with footings, and select trees, along with salvage and reinstallation of park signs and a trash receptacle. We find the combined cost of \$37,000 reasonable for the additional work required, and therefore, recommend including the alternative.

We find the price bid of \$216,000 (Base Bid + Contingency + Add Alternate #1 to #3) to be reasonable for the items of work required. The bid is \$7,000, or 3%, less than the construction estimate of \$223,000. Please note the \$1,000 of contingencies will only be used if and when directed by the Township.

Therefore, we recommend that the contract be awarded to Couzins, Inc., contingent upon the remainder of the contract requirements being in order. Funds are by the American Rescue Plan under Capital Projects Fund #4492 – Playground Replacement Program Project.

We trust that this memorandum adequately addresses this matter. As always, please feel free to contact us if you have any questions or concerns.

cc: Ernie B. McNeely, Township Manager
Brandon J. Ford, MPA, MPS, Assistant Township Manager
Donna Heller, Director of Parks and Recreation
Dave DeAngelis, Parks Supervisor
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TOWNSHIP OF LOWER MERION
TABULATIONS OF BIDS: SOUTH ARDMORE PARK PLAYGROUND IMPROVEMENTS
CONTRACT NUMBER: 4492-24-21
BIDS RECEIVED: JUNE 13, 2024 - 11:00 AM

Bidder:		Couzins, Inc.	T. Schiefer Contractors, Inc.	Premier Builders, Inc.	Premier Concrete, Inc.	DePaul and Company
Item No.	Description					
1-1	Mobilization and General Condition: Permit, Contractor's License, Bonding, Insurance, etc.	\$ 9,000	\$ 8,000	\$ 37,500	\$ 20,000	\$ 34,567
1-2	Submittals and Preconstruction Video	2,000	1,000	4,000	2,500	2,000
1-3	Selective Demolition	5,000	36,000	7,695	25,000	56,789
1-4	Erosion & Sediment Control Measures	15,000	2,000	8,350	12,500	12,345
1-5	Stormwater Management and Drainage Improvements, including Stone Backfill	68,000	32,500	49,000	75,000	29,087
1-6	Concrete Playground Edging	18,000	24,000	-	42,000	28,900
1-7	Concrete Sidewalk	9,000	12,000	12,500	15,000	12,345
1-8	Fence and Posts with foundation	17,000	24,670	38,750	25,000	34,897
1-9	Single Gate Entrance	1,500	4,700	1,500	1,500	1,500
1-10	Concrete Sidewalk	2,000	1	-	15,000	10,980
1-11	Soil Analysis and Amendment	6,000	6,800	2,500	5,000	5,460
1-12	Mulch Ring	1,000	2,400	3,000	3,000	65,789
1-13	Mulch Ring	2,500	8,200	4,360	2,000	19,800
1-14	Concrete Pad and Install Salvaged Trash Receptacle	1,000	3,000	1,000	1,500	2,567
1-15	B&B Plant	1,000	2,500	1,350	2,000	1,500
1-16	Lawn Seed	3,000	8,400	24,300	3,000	4,567
1-17	Install Salvaged Signage	2,000	3,000	3,375	1,500	1,800
1-18	Close out Documents and Record Drawings	5,000	2,000	5,000	2,500	1,500
	Total Lump Sum Price Bid for Base Contract	\$ 168,000	\$ 181,171	\$ 204,180	\$ 254,000	\$ 326,393
Item No.	Description (Contingency Item)					
2-1	Additional B&B Plant (1 each)	\$ 1,000	\$ 2,000	\$ 1,350	\$ 7,500	\$ 1,500
	Total Price Bid for Contingencies	1,000	2,000	1,350	7,500	1,500
	Total Lump Sum Price Base Bid plus Contingencies	\$ 169,000	\$ 183,171	\$ 205,530	\$ 261,500	\$ 327,893
Item No.	Description (Add Alternates)					
3-1	Add Alternate #1: Based on Poured-in-Place Playground Surface in lieu of Wood Fiber Safety Surface by Others, adjustments to the base bid consisting of: (a) Reduced Excavation Under Playground; and (b) Addition of continuous concrete shelf along playground edging	\$ 10,000	\$ 62,000	\$ 327,000	\$ 327,000	\$ 95,678
3-2	Add Alternate #2: Additional Selective Demolition, including items to be removed and salvaged	25,000	9,200	28,000	28,000	45,678
3-3	Add Alternate #3: Removal of Select Trees	12,000	8,200	12,500	12,500	18,900
	Total Price Bid for Add Alternates	\$ 47,000	\$ 79,400	\$ 367,500	\$ 367,500	\$ 160,256



AGENDA ITEM INFORMATION

ITEM: AWARD OF CONTRACT – ST PAUL’S TOT LOT PLAYGROUND IMPROVEMENTS

Consider for recommendation to the Board of Commissioners approval to award a contract for St Paul’s Tot Lot Playground Improvements to the following bidder in accordance with bids received on Thursday, June 13, 2024 at 11:00 A.M. prevailing time and the recommendation of the Interim Director of Finance with the approval of the Director of Public Works and the Township Engineer:

Couzins Inc.	
Total Lump Sum Bid:	\$168,030.00
Total Bid Contingencies Item: (2-1 – 2-4)	1,500.00
Total Bid Add Alt. Items: (3-1 – 3-2)	<u>15,000.00</u>
Total Bid:	\$184,530.00

PUBLIC COMMENT

ADDITIONAL INFORMATION:

Funds are available through a \$200,000 Community Development Block Grant (CDBG) under Capital Projects - Playground Replacement Program (Job # 4492). The construction budget was \$207,000. The total bid amount is \$184,530 or 11% (\$22,470) less than the budget.

ATTACHMENTS:

Description	Type
▣ AWARD OF CONTRACT – ST PAUL’S TOT LOT PLAYGROUND IMPROVEMENTS	Backup Material
▣ AWARD OF CONTRACT – ST PAUL’S TOT LOT PLAYGROUND IMPROVEMENTS	Bid Tabulation



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TOWNSHIP ENGINEER

75 E. Lancaster Avenue
Ardmore, PA 19003-2376
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www.lowermerion.org

LOWM 093970

MEMORANDUM

TO: Christopher A. Welde, CPA, Assistant Director of Finance

FROM: Joseph Mastronardo, PE, Township Engineer 
Joann Ma, PE, Senior Engineer 

DATE: June 26, 2024

SUBJECT: St. Paul's Tot Lot Playground Improvements
Bid Review / Award Recommendation
LMT Contract No. 211-6005-0136-0046-4492-24-22

As requested, we have reviewed the following bid submitted by Couzins, Inc., the apparent low bidder for the referenced project, and are herewith providing our recommendation for award.

By way of background, St. Paul's Tot Lot is located at the corner of E. Spring Avenue and St Pauls Road in Ardmore. The existing playground equipment needs replacement along with repairs to the site features and amenities. This project is for selective demolition; the preparation of the playground area; replacement of the retaining wall and fence with gates; stormwater management; construction of sidewalk and curb / playground edging; landscaping; erosion and sediment control measures; and site restoration. The new playground equipment and playground surface will be furnished and installed by a separate contractor under separate award.

Base Bid	\$168,030.00
Contingencies	<u>\$ 1,500.00</u>
Base Bid + Contingencies	\$169,530.00

Add Alternate #1: Based on Poured-in-Place Playground Surface in lieu of Wood Fiber Safety Surface by Others, adjustments to the base bid consisting of: (a) Reduced Excavation Under Playground; and (b) Addition of continuous concrete shelf along playground edging	\$2,500.00
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Add Alternate #2: Additional Selective Demolition	\$15,000.00
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Add Alternate #1 was provided for potential field adjustments if a poured-in-place playground surface was selected. Since the wood fiber safety surface was selected, this add alternate is not required, and therefore, not recommended.

Add Alternate #2 is for the demolition of the playground equipment with footings, playground edging, and benches with footings. We find the cost of \$15,000 reasonable for the additional work required, and therefore, recommend award.

We find the price bid of \$184,530 (Base Bid + Contingency + Add Alternate #2) to be reasonable for the items of work required. The bid is \$22,470, or 10.8%, less than the construction estimate of \$207,000. Please note the \$1,500 of contingencies will only be used if and when directed by the Township.

Therefore, we recommend that the contract be awarded to Couzins, Inc., contingent upon the remainder of the contract requirements being in order. Funds for this project are available through the \$200,000 Community Development Block Grant under Capital Projects Fund #4492 – Playground Replacement Program Project.

We trust that this memorandum adequately addresses this matter. As always, please feel free to contact us if you have any questions or concerns.

cc: Ernie B. McNeely, Township Manager
Brandon J. Ford, MPA, MPS, Assistant Township Manager
Donna Heller, Director of Parks and Recreation
Dave DeAngelis, Parks Supervisor
Emily Crane, Economic & Community Development
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TOWNSHIP OF LOWER MERION
TABULATIONS OF BIDS: ST. PAUL'S TOT LOT PLAYGROUND IMPROVEMENTS
CONTRACT NUMBER: 211-6005-0136-0046-4492-24-22
BIDS RECEIVED: JUNE 13, 2024 - 11:00 AM

Bidder:		Couzins, Inc.	Joseph J. Danielle, LLC	T. Schiefer Contractors, Inc.	Premier Concrete, Inc.	Premier Builders, Inc.	DePaul and Company
Item No.	Description						
1-1	Mobilization and General Condition: Permit, Contractor's License, Bonding, Insurance, etc.	\$ 7,500	\$ 5,000	\$ 8,000	\$ 20,000	\$ 38,000	\$ 18,000
1-2	Submittals and Preconstruction Video	2,000	1,875	1,000	2,000	4,000	2,000
1-3	Selective Demolition	13,000	14,007	26,000	27,500	15,000	45,000
1-4	Erosion & Sediment Control Measures	5,000	10,785	2,000	5,000	12,000	8,000
1-5	Stormwater Management and Drainage Improvements	18,000	18,618	24,000	32,500	32,000	36,789
1-6	Stone Backfill Under Playground Surface (Note: Based on Wood Fiber Safety Surface by Others)	29,000	30,908	18,684	27,500	24,000	15,000
1-7	Concrete Playground Edging	30,000	17,489	16,400	27,500	13,500	28,900
1-8	Concrete Sidewalk	6,000	9,405	14,000	15,000	13,500	8,000
1-9	Fence and Posts with foundation	15,000	23,031	22,000	21,000	43,200	28,900
1-10	Single Gate Entrance (2 Locations)	3,000	2,300	9,400	2,900	3,000	1,200
1-11	Double Gate	3,000	3,450	7,200	2,400	3,000	1,500
1-12	Concrete Sidewalk	6,000	9,193	1	15,000	-	5,780
1-13	Retaining Wall, including pavement restoration	10,000	22,562	37,000	18,500	23,000	35,678
1-14	Soil Analysis and Amendment	5,000	750	6,800	2,000	2,500	4,800
1-15	Peat Pot Plants (117 Each)	3,510	7,678	5,499	5,850	3,276	4,095
1-16	#1 Container Plants (13 Each)	390	2,306	1,950	650	754	1,014
1-17	#2 Container Plants (10 Each)	300	2,586	2,250	500	1,000	450
1-18	#3 Container Plants (6 Each)	180	1,998	1,800	1,200	750	468
1-19	B&B Plants (5 Each)	150	2,109	12,500	1,500	5,000	490
1-20	Lawn Seed	3,000	1,810	7,000	1,000	7,500	3,500
1-21	Salvage and reinstall signage	2,000	1,063	4,000	750	2,500	3,500
1-22	New Signage	1,000	1,926	2,500	2,500	2,500	2,800
1-23	Close out Documents and Record Drawings	5,000	6,500	2,000	2,500	5,000	1,000
	Total Lump Sum Price Bid for Base Contract	\$ 168,030	\$ 197,350	\$ 231,984	\$ 235,250	\$ 254,980	\$ 256,864
Item No.	Description (Contingency Item)						
2-1	Additional #1 Container Plants (3 Each)	\$ 300	\$ 532	\$ 450	\$ 300	\$ 501	\$ 294
2-2	Additional #2 Container Plants (3 Each)	300	776	675	300	750	294
2-3	Additional #3 Container Plants (3 Each)	300	999	900	900	1,200	294
2-4	Additional Excavation and disposal to remove unsuitable soils, then backfill and compact with 2A stone (4 CY)	600	3,476	600	300	5,000	3,200
	Total Price Bid for Contingencies	1,500	5,783	2,625	1,800	7,451	4,082
	Total Lump Sum Price Base Bid plus Contingencies	\$ 169,530	\$ 203,133	\$ 234,609	\$ 237,050	\$ 262,431	\$ 260,946
Item No.	Description (Add Alternates)						
3-1	Add Alternate #1: Based on Poured-in-Place Playground Surface in lieu of Wood Fiber Safety Surface by Others, adjustments to the base bid consisting of: (a) Reduced Excavation Under Playground; and (b) Addition of continuous concrete shelf along playground edging	\$ 2,500	\$ 15,938	\$ 44,000	\$ 210,000	\$ 10,800	\$ 47,890
3-2	Add Alternate #2: Additional Selective Demolition	15,000	13,568	18,200	28,000	32,000	18,900



AGENDA ITEM INFORMATION

ITEM: AWARD OF CONTRACT – BLISS STREET – RIVER ROAD REPAIR

Consider for recommendation to the Board of Commissioners approval to award a contract for Bliss Street and River Road Repair to the following bidder in accordance with bids received on Thursday, June 13, 2024 at 11:00 A.M. prevailing time and the recommendation of the Interim Director of Finance with the approval of the Director of Public Works and the Township Engineer:

Foresite Concepts LLC	
Total Lump Sum Bid:	\$410,000.00
Total Bid Contingencies Item: (2-1 – 2-4)	<u>5,000.00</u>
Total Bid:	\$415,000.00

PUBLIC COMMENT

ADDITIONAL INFORMATION:

Funds are available through the Capital Projects Fund – Road Stabilization (Job # 4217). The construction budget was \$400,000. The total bid amount is \$415,000 or 4% (\$15,000) more than the budget.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> AWARD OF CONTRACT – BLISS STREET – RIVER ROAD REPAIR Backup Material	
<input type="checkbox"/> AWARD OF CONTRACT – BLISS STREET – RIVER ROAD REPAIR Bid Tabulation	



**TOWNSHIP
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TOWNSHIP ENGINEER

75 E. Lancaster Avenue
Ardmore, PA 19003-2376
Telephone: (610) 649-4000
www.lowermerion.org

LOWM 093969

MEMORANDUM

TO: Christopher A. Welde, CPA, Assistant Director of Finance

FROM: Joseph Mastronardo, PE, Township Engineer 
Joann Ma, PE, Senior Engineer 

DATE: June 26, 2024

SUBJECT: Bliss Street – River Road Repair
Bid Review / Award Recommendation
LMT Contract No. 4217-24-23

As requested, we have reviewed the following bid submitted by Foresite Concepts, LLC, the apparent low bidder for the referenced project, and are herewith providing our recommendation for award.

By way of background, Bliss Street (aka River Road) is a dead-end road located between I-76 Schuylkill Expressway and the Norfolk Southern Railroad Tracks adjacent to Schuylkill River in Gladwyne. Portions of Bliss Street have long and tall sections of retaining walls lining each side due to steep slopes. Significant rain events coupled with areas of deteriorated masonry walls resulted in a local failure of the retaining walls and portion of the adjacent roadway towards the end of dead-end road. This project is to repair and stabilize the failed section of retaining walls, roadway, and adjacent slopes. It consists of repair to the roadway and masonry stone walls; installation of precast modular block retaining walls, and guiderail; stormwater management with a cast-in-place channel, inlet, concrete energy dissipater, and culvert pipe, along with temporary bypass measures; slope stabilization; erosion and sediment control measures; and site restoration.

Base Bid	\$410,000.00
Contingencies	<u>\$ 5,000.00</u>
Base Bid + Contingencies	\$415,000.00

We find the price bid of \$415,000 (Base Bid + Contingency) to be reasonable for the items of work required. The bid is \$15,000, or 3.7%, more than the construction estimate of \$400,000. Please note the \$5,000 of contingencies will only be used if and when directed by the Township.

Therefore, we recommend that the contract be awarded to Foresite Concepts, LLC, contingent upon the remainder of the contract requirements being in order. Funds are available under Capital Projects Fund #4217 – Road Stabilization Project.

We trust that this memorandum adequately addresses this matter. As always, please feel free to contact us if you have any questions or concerns.

CC: Ernie B. McNeely, Township Manager
Paul McElhaney, Director of Public Works
Domenic Marcellino, Highway Supervisor

Brandon J. Ford, MPA, MPS, Assistant Township Manager
Jesse Hunting, Assistant Director of Public Works
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TOWNSHIP OF LOWER MERION
TABULATIONS OF BIDS: BLISS STREET- RIVER ROAD REPAIR
CONTRACT NUMBER: 4217-24-23
BIDS RECEIVED: JUNE 13, 2024 - 11:00 AM

Bidder:		Foresite Concepts, LLC	Joseph J. Danielle, LLC	DePaul and Company	Road-Con, Inc.
Item No.	Description				
1-1	Mobilization and General Condition: Permit, Contractor's License, Bonding, Insurance, etc.	\$ 19,685	\$ 19,250	\$ 54,567	\$ 100,000
1-2	Submittals and Preconstruction Video	4,835	2,500	2,000	15,900
1-3	Demolition and E&S Key Note #1	8,284	23,700	49,000	48,000
1-4	Demolition and E&S Key Note #2 and 2A	16,900	34,835	59,003	29,000
1-5	Demolition and E&S Key Note #3	10,000	17,600	10,000	75,000
1-6	Demolition and E&S Key Note #4	12,890	13,373	46,908	16,500
1-7	Demolition and E&S Key Note #5	13,855	25,272	65,900	230,000
1-8	Demolition and E&S Key Note #6	2,413	4,299	5,000	1,900
1-9	Demolition and E&S Key Note #7	3,266	7,668	19,000	5,900
1-10	Proposed Work Key Note #21	25,480	65,981	107,678	85,000
1-11	Proposed Work Key Note #22	15,525	62,305	68,900	15,800
1-12	Proposed Work Key Note #23	43,200	91,242	58,900	90,000
1-13	Proposed Work Key Note #24 and 25	57,100	116,141	46,789	109,000
1-14	Proposed Work Key Note #26	66,200	96,144	36,789	180,000
1-15	Proposed Work Key Note #27	24,800	16,842	46,908	22,190
1-16	Proposed Work Key Note #28	17,175	21,097	24,980	11,700
1-17	Proposed Work Key Note #29	39,900	45,527	84,567	46,200
1-18	Proposed Work Key Note #30 and 31	10,980	19,539	26,798	15,000
1-19	Proposed Work Key Note #32	10,515	15,864	34,567	11,100
1-20	Proposed Work Key Note #33	6,076	5,469	78,095	5,900
1-21	Close out Documents and Record Drawings	921	2,500	8,000	6,000
	Total Lump Sum Price Bid for Base Contract	\$ 410,000	\$ 707,147	\$ 934,349	\$ 1,120,090
Item No.	Description (Contingency Item)				
2-1	Additional Demolition and E&S Key Note #4 15 SY	\$ 375	\$ 429	\$ 6,840	\$ 525
2-2	Additional Proposed Work Key Note #22 20 CY	1,300	37,600	12,000	13,000
2-3	Additional Proposed Work Key Note #28 20 LF	2,200	8,963	4,680	2,300
2-4	Additional Proposed Work Key Note #29 15 SY	525	1,650	2,835	1,500
2-5	Additional Proposed Work Key Note #32 10 CY	600	7,250	6,890	4,000
	Total Price Bid for Contingencies	5,000	55,892	33,245	21,325
	Total Lump Sum Price Base Bid plus Contingencies	\$ 415,000	\$ 763,039	\$ 967,594	\$ 1,141,415



AGENDA ITEM INFORMATION

ITEM: AWARD OF CONTRACT – LIBRARY - WIDE VOICE OVER INTERNET PROTOCOL (VOIP) SYSTEM UPGRADE

Consider for recommendation to the Board of Commissioners approval to award a contract for Library-wide VOIP System Upgrade to the following bidder in accordance with bids received on Thursday, May 2, 2024 at 11:00 A.M. prevailing time and the recommendation of the Interim Director of Finance with the approval of the Director of Libraries and the Township Engineer:

CM3 Building Solutions, Inc..	
Total Lump Sum Bid:	\$85,140.00
Total Bid Contingencies Item:	3,162.00
Total Bid Add Alt. Items:	<u>3,827.00</u>
Total Bid:	\$92,129.00

PUBLIC COMMENT

ADDITIONAL INFORMATION:

Funds are available through the Capital Projects Fund – Library System Remote Storage and Technology Upgrades (Job # 4061). The construction budget was \$85,000. The total bid amount is \$92,129 or 8% (\$7,129) more than the budget

ATTACHMENTS:

Description	Type
<input type="checkbox"/> AWARD OF CONTRACT – LIBRARY - WIDE VOICE OVER INTERNET PROTOCOL (VOIP) SYSTEM UPGRADE	Issue Briefing

TOWNSHIP OF LOWER MERION
Library Committee

Issue Briefing

Topic: Award Recommendation - Library-wide VOIP system and Camera System Upgrade

Prepared By: Lynn Williamson, Director of Libraries

Date: July 10, 2024

I. Action To Be Considered By The Board: Award contracts to furnish and install (a) Voice Over Internet Protocol (VOIP) System and (b) Security Camera System Upgrade at the six LMLS libraries and Processing Center.

II. Why This Issue Requires Board Consideration: The VOIP and security camera projects are programmed under Capital Improvement Program #4061 *Library System Remote Storage and Technology Upgrades*. Board action is required to award the contracts.

III. Current Policy Or Practice (If Applicable): The libraries' current analog telephone system is over 17 years old, is no longer under warranty, and has limited functionality. Furthermore, the Plain Old Telephone Service (POTS, traditional copper analog voice transmission phone system) has been deregulated by the Federal Communications Commission (FCC) and requires phone carriers to transition from POTS to modern technology, like fiber and wireless. VOIP is an updated, better supportable and reliable phone system. Other Township facilities have already transitioned to VOIP.

The libraries' current security cameras were installed primarily during their respective renovations between 2012 – 2018. The current security camera systems are of different types (some coaxial and other ethernet), different manufacturers, poor video resolution, and lack of functionality. The new Power Over Ethernet (PoE) camera system will standardize, upgrade, and expand equipment and systems across the libraries.

IV. Other Relevant Background Information: The Board initially approved the Library VOIP System upgrade in 2017 Capital Improvement Program, and the project was re-appropriated to 2020. The Board approved the Security Camera System Upgrade in the 2022 Capital Improvement Program. The Office of the Township Engineer (OTE) recommended combining the two projects into one RFP for reasons of efficiency. Vendors were able to bid on either or both projects. Additionally, the Security Camera System Upgrade was offered in three options:

- System Option #1: Service provider furnishes and installs Camera System, which will become LMLS Owned Equipment with Private Remote Access to NVRs (No Subscription Service)
- System Option #2: Similar to System Option #1, but with Cloud-Based Video Surveillance Subscription Service in lieu of NVR
- System Option #3: Cloud-Based Video Surveillance Subscription with leased camera equipment

The RFP was publicly advertised, posted via PennBID for public bid on 4/1/2024, and bids were opened on 5/2/2024.

CM3 Building Solutions, Inc. was the only company who bid on the VOIP project.

No bids were received for Security Camera options #1 and #3. Three companies responded to Security Camera option #2,

- CM3 Building Solutions, Inc.
- Resurgent Technology Services, LLC d/b/a Lantek and Connect-Tek Tech Logic Corporation
- Harris Technology Services (disqualified because they did not provide the required Bid Bond)

CM3 and Resurgent performed their respective system demonstrations on 5/16/2024. Key members of LMLS and OTE attended.

V. LMLS VOIP System: The base bid, in the amount of \$85,140, encompasses the replacement of 59 existing phones, the decommission and disposal of the old phone system, VOIP Number Porting, Network Equipment, 8-hour Back-up Power Equipment, a choice of two different phone models, and training for staff at each library and the Processing Center. The base bid also includes e-faxing abilities at each library, and a 2-year warranty and technical services.

A contingency, in the amount of \$3,162, are for potential equipment adjustments that may be needed during implementation. These contingencies will only be used if and when directed by the Township.

Add alternates were included in the bid. After re-evaluating staff's usage and needs, eight additional staff workroom and circulation desk telephones are recommended to improve staff efficiency in high-use areas, in the amount of \$3,826.67.

The total for Base Bid, Contingency, and recommended Add Alternates is \$92,128.67.

	Base Bid	\$ 85,140.00	
	Contingency	<u>\$ 3,162.00</u>	
	Base Bid + Contingency		\$ 88,302.00
Add Alternate #12-1:	\$	245.00	
Bala Library P14 - Staff Workroom B105 - Desk 2			
Add Alternate #12-2:	\$	245.00	
Bala Library P15 - Children's Circulation desk - Seat 2			
Add Alternate #12-3:	\$	245.00	
Gladwyne Library P7 - Children's Office (Basement)			
Add Alternate #12-4:	\$	245.00	
Gladwyne Library P8 - Circ Desk 106 - Seat 2			
Add Alternate #12-6:	\$	245.00	
Ludington Library P21 - Right Hand side of Circ Desk Main Floor			
Add Alternate #12-7:	\$	245.00	
Ludington Library P22 - Staff Workroom 117 4th seat (main floor)			
Add Alternate #12-8:	\$	245.00	
Ludington Library P23 - Staff Lounge 133 (main floor)			
Add Alternate #12-9:	\$	245.00	
Ludington Library P24 - Staff Workroom 204 Desk 2			
Add Alternate #13-1:	<u>\$</u>	<u>1,866.67</u>	
Two-Year Plan for Additional 8 Phones			
Add Alternate Total			<u>\$ 3,826.67</u>

Base Bid + Contingency + Add Alternates**\$ 92,128.67**

VI. LMLS Security Camera System Upgrade – Option #2: The base bid, in the amount of \$98,159.60, includes the decommission of existing security systems; installation of 42 security cameras with the necessary wiring and appurtenances; 2-year warranties and technical services which includes two years of Verkada's 1-year camera licenses; and staff training at each library and the Processing Center.

A contingency, in the amount of \$4,526.16, are for potential equipment adjustments that may be needed during implementation. These contingencies will only be used if and when directed by the Township.

Add alternates were included. After revisiting the security incidents, existing sight lines, and high traffic areas of the libraries, 15 new security cameras are recommended in the amount of \$27,368.70. Furthermore, Camera C2 at Belmont Hills Library in the base bid will be deleted at a credit of \$1,255.44.

The total for Base Bid, Contingency, recommended Add Alternates, and Change Order credit is \$128,799.02.

	Base Bid	\$ 98,159.60	
	Contingency	\$ 4,526.16	
	Base Bid + Contingency		\$ 102,685.76
	Add Alternate #10-2:	\$ 1,474.44	
Ardmore Library C8 - 1st Floor Circ Desk Area	Add Alternate #10-3:	\$ 1,630.44	
Ardmore Library C9 - Mezzanine	Add Alternate #10-4:	\$ 1,054.44	
Bala Library C9 - 1st Floor Popular Reading Section	Add Alternate #10-5:	\$ 1,054.44	
Bala Library C10 - 1st Floor Teen section	Add Alternate #10-7:	\$ 1,054.44	
Bala Library C12 - children's collection entrance 2nd Floor	Add Alternate #10-11:	\$ 1,214.44	
Belmont Hills Library C5 - Circ Desk	Add Alternate #10-14:	\$ 2,426.44	
Gladwyne Library C7 - exterior rear	Add Alternate #10-18:	\$ 1,474.44	
Ludington Library C18 - stairwell from 1st Floor	Add Alternate #10-19:	\$ 1,474.44	
Ludington Library C19 - 1st Floor Circ Desk	Add Alternate #10-20:	\$ 1,474.44	
Ludington Library C20 - 1st Floor Reference Area Lancaster Ave Windows	Add Alternate #10-21:	\$ 1,474.44	
Ludington Library C21 - 1st Floor Periodical Area and Emergency Exit	Add Alternate #10-22:	\$ 1,474.44	
Ludington Library C22 - 1st Floor Reference Area facing elevator	Add Alternate #10-23:	\$ 1,474.44	
Ludington Library C23 - 1st Floor Teen Area Entrance	Add Alternate #10-28:	\$ 1,474.44	
Ludington Library C28 - Second Floor Stair S-01			

	Add Alternate #10-29:	\$ 1,474.44	
Ludington Library C29 - Children's Department Program Room 209 (2nd Floor)			
	Add Alternate #11-1:	<u>\$5,664.10</u>	
Two-Year Plan for Additional 15 Cameras			
	Add Alternate Total		\$27,368.70
Change Order #1A: Delete Belmont Hills Camera C2		\$ (915.00)	
Change Order #1B: Delete Two-Year Plan for Belmont Hills Camera C2		<u>\$ (340.44)</u>	
	Change Order Total		<u>\$ (1,255.44)</u>
Base Bid + Contingency + Add Alternates + Change Order			\$128,799.02

VII. Impact On Township Finances: The combined bids of \$220,697.79 (Base Bid + Contingency + Add Alternates + Change Order credit for Belmont Hills Camera C2) is \$60,697.79, or 38%, more than the CIP budget of \$160,000. Please note the \$7,688.16 of contingencies will only be used if and when directed by the Township.

	CIP Budget	Recommendation *	CIP Difference
LMLS VOIP	\$ 85,000	\$ 92,128.67	\$ 7,128.67 , or 8% over budget
LMLS Security Camera	<u>\$ 75,000</u>	<u>\$ 128,799.02</u>	<u>\$ 53,799.02</u> , or 72% over budget
Total	\$ 160,000	\$ 220,927.69	\$60,927.69 , or 38% over budget

The transition from POTS to VOIP is expected to reduce the annual phone services by approximately \$7,440. The transition from local stored security camera footage to cloud-based services and video storage will require a license for each camera for an estimated total of \$8,736 annually after the initial 2-years (renewal late 2026). The annual camera license is invoiced at the time of renewal. Therefore, requiring an annual increase to the operating budget of approximately \$1,296 in 2026 and beyond. After the capital investment for implementation, there is minimal impact to the Library's operating budget with much greater benefits and features with the new phone and camera systems compared to existing systems.

Current Average Monthly POTS Bill	\$ 1,740	
Estimated Monthly VOIP Bill	- \$ 1,120	
Estimated Monthly Difference	\$ 620	
Estimated Annual Phone Services Difference		- \$ 7,440
Estimated Annual License Per Camera	\$ 156	
	<u>x 56 Cameras</u>	
		<u>\$ 8,736</u>
Estimated Additional Annual Operating Budget (2026 and beyond)		\$ 1,296

VIII. Staff Recommendation:

To award the contracts for VOIP and Security Camera projects, in the combined amount of \$220,927.69, to CM3 Building Solutions, Inc. Reasons for choosing CM3:

- CM3's proposal came nearly within budget for the VOIP base bid and was the only respondent.

- Both CM3 and Resurgent Technology Services, LLC proposed similar camera model equipment for the project from the same manufacturer, however Resurgent's bid came in significantly higher than CM3's bid.
- CM3 is experienced in both systems, has a local presence, and serves other clients in the nearby area.



AGENDA ITEM INFORMATION

ITEM: AWARD OF CONTRACT – LIBRARY - WIDE CAMERA SYSTEM UPGRADE

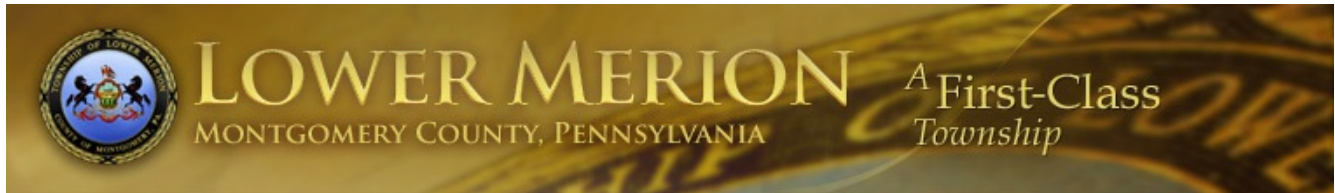
Consider for recommendation to the Board of Commissioners approval to award a contract for Library-wide Camera System Upgrade to the following bidder in accordance with bids received on Thursday, May 2, 2024 at 11:00 A.M. prevailing time and the recommendation of the Assistant Director of Finance with the approval of the Director of Libraries and the Township Engineer:

CM3 Building Solutions, Inc..	
Total Lump Sum Bid:	\$ 98,160.00
Total Bid Contingencies Item:	4,526.00
Total Bid Add Alt. Items:	27,369.00
Change Orders	<u>(1,256.00)</u>
Total Bid:	\$128,799.00

PUBLIC COMMENT

ADDITIONAL INFORMATION:

Funds are available through the Capital Projects Fund – Library System Remote Storage and Technology Upgrades (Job # 4061). The construction budget was \$75,000. The total bid amount is \$128,799 or 72% (\$53,799) more than the budget.



AGENDA ITEM INFORMATION

ITEM: AWARD OF CONTRACT – OWNER’S REPRESENTATIVE FOR THE ARDMORE AVENUE COMMUNITY CENTER, PALM SENIOR CENTER REPLACEMENT AND RENOVATION PROJECT AND THE ASHBRIDGE HOUSE RENOVATION AND ADDITION PROJECT

Consider for recommendation to the Board of Commissioners approval of a professional services contract with Accurate Construction Management to serve as the Owner’s Representative for the Ardmore Avenue Community Center - Palm Senior Center Replacement and Renovation Project and the Ashbridge House Renovation and Addition Project with staff recommendations.

Accurate Construction Management	
AACC & PALM:	\$560,000.00
Ashbridge House	<u>197,000.00</u>
If awarded both projects	\$589,000.00

PUBLIC COMMENT

ADDITIONAL INFORMATION:

Funds are available through the American Rescue Plan Fund under Capital Projects – Ardmore Avenue Community Center and Center for Positive Aging in Lower Merion (Job #4508) and Ashbridge Memorial Park Master Plan Implementation (Job #4489) respectively.

ATTACHMENTS:

Description	Type
<p>AWARD OF CONTRACT – OWNER’S REPRESENTATIVE FOR THE ARDMORE AVENUE COMMUNITY CENTER, PALM SENIOR CENTER REPLACEMENT AND RENOVATION PROJECT AND THE ASHBRIDGE HOUSE RENOVATION AND ADDITION PROJECT</p>	Resolution

TOWNSHIP OF LOWER MERION

Finance Committee

Issue Briefing

Topic: Owner's Representative for the Ardmore Community Center – PALM Senior Center Replacement and Renovation Project and the Ashbridge House Renovation and Addition Project.

Prepared By: Donna L. Heller, Director of Parks & Recreation

Date: July 10, 2024

I. Action To Be Considered By The Board:

Consider for recommendation to the Board of Commissioners approval of a professional services contract with Accurate Construction Management to serve as the Owner's Representative for the Ardmore Community Center - Positive Aging in Lower Merion (PALM) Senior Center Replacement and Renovation Project and the Ashbridge House Renovation and Addition Project.

II. Why This Issue Requires Board Consideration:

The contract requires the approval of the Board of Commissioners.

III. Current Policy Or Practice (If Applicable):

The Township has had an Owner's Representative for the Addition and Alteration Projects at the Bala Cynwyd, Ardmore, Penn Wynne, Gladwyne and Belmont Hills Libraries. In each case, Township staff has found the experience to be of significant benefit to the Project and Township particularly since state regulations require multiple prime contractors instead of a general contractor.

The Owner's Representative shall lead the Township's effort in ensuring that the project is successfully completed, on schedule and within budget, by effectively coordinating the efforts of the Architect, Prime Contractors, and the Township. To accomplish these goals, the Owner's Representative will assist in bidding the project, administrative management, and related services that will ensure efficient and effective progress of the work by assisting in the evaluation and monitoring of the project schedule prepared by the General Contractor and their coordination with the other Prime Contractors; by conducting pre-construction and project progress meetings; identifying and facilitating resolution of issues, including avoiding change orders; by evaluating and monitoring the schedule of values submitted by the Prime Contractors, along with requests for payment; by developing cash flow reports and forecasts; and by preparing written progress reports for the Township. The Owner's Representative will make sure we are in compliance with RACP grant requirements throughout the project. Although not on site full-time, the Owner's Representative will have a significant presence during construction.

IV. Other Relevant Background Information:

On June 14, 2024, a Request for Proposals (RFP) was issued to three firms that previously submitted proposals for services as Owner's Representative. These firms were invited to provide a proposal to serve as Owner's Representative for either the Ardmore Community Center - PALM Senior Center Project, the Ashbridge House Project, or to serve as Representative for both projects. The three firms are Accurate Construction Management, HSC Builders & Construction Managers, and Boyle Construction.

Two of the three firms provided proposals, Accurate Construction Management and Boyle Construction, that were reviewed by a Selection Committee consisting of Director of Parks and Recreation, Donna Heller, Director of Public Works Paul McElhaney, Joann Ma from the Township Engineer's Office, and Assistant Township Manager, Brandon Ford.

The selection of Accurate Construction Management is based on their approach to project management, their experience with multiple projects, qualifications and experience of their personnel.

Township staff has worked with Anthony Cutrufello (Principal of Accurate Construction Management) who will have direct oversight and day-to-day responsibility for this project. Mr. Cutrufello has previously served as Owner's Representative on the previous five library addition and alteration projects. The Selection Committee has been impressed with his knowledge, experience, and communications skills. Mr. Cutrufello has worked as a general contractor in the past, which provides him with a unique ability to read and interpret construction documents and identify potential construction issues in advance. In addition, Mr. Cutrufello was available by phone and email on nights and weekends, and was responsive to the Township when working on past projects.

A review of the cost proposal reveals, in the reviewers' opinion, Accurate Construction Management is the best value. Based on the team's analysis, Accurate's proposal best met the needs set forth in the RFP. The table below shows the hours dedicated to the difference phases of the project. The hours reflected in Accurate's proposal reflect what we believe will be required for each project.

AACC & PALM HOURS/PHASE			
	ACCURATE	BOYLE	HSC
Bidding	217	345	No Proposal
Construction	3,623	6,488	No Proposal
Post-Construction	217	357	No Proposal

ASHBRIDGE HOUSE HOURS/PHASE			
	ACCURATE	BOYLE	HSC
Bidding	181	290	No Proposal
Construction	1,101	1,930	No Proposal
Post-Construction	145	112	No Proposal

AACC & PALM COST/PHASE			
	ACCURATE	BOYLE	HSC
Bidding	\$30,000	\$59,675	No Proposal
Construction	\$500,000	\$846,120	No Proposal
Post-Construction	\$30,000	\$43,890	No Proposal
TOTAL	\$560,000	\$949,685	No Proposal
% of Project Cost	2-3%	4-6%	-

ASHBRIDGE HOUSE COST/PHASE			
	ACCURATE	BOYLE	HSC
Bidding	\$25,000	\$41,020	No Proposal
Construction	\$152,000	\$302,570	No Proposal
Post-Construction	\$20,000	\$16,040	No Proposal
TOTAL	\$197,000	\$359,630	No Proposal
% of Project Cost	6-8%	11-15%	-

Combined Adjustment	-\$168,000	-\$192,345	No Proposal
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Total Cost Combined	\$589,000	\$1,116,970	No Proposal
% of Project Cost	2-3%	4-6%	-

Based on estimated cost ranges of \$15 to \$24 million for the Ardmore Avenue Community Center – PALM project, \$2.4 to \$3.4 million for the Ashbridge House project, and \$17.4 to \$27.4 million for a combined approach to both projects, Accurate’s cost proposal represents 2-3% of the project cost for the Ardmore Avenue Community Center – PALM project (if awarded alone), 6-8% of the project cost for the Ashbridge House project (if awarded alone), and 2-3% of the total project cost for both projects combined if selected as the Owner’s Representative for both projects.

V. Impact On Township Finances:

Funds are available through the American Rescue Plan Fund under Capital Projects - Ardmore Avenue Community Center and Center for Positive Aging in Lower Merion (Job #4508) and Ashbridge Memorial Park Master Plan Implementation (Job #4489) respectively.

VI. Staff Recommendation:

Staff recommends the Board to approve the professional services contract with Accurate Construction Management to serve as the Owner’s Representative for the Ardmore Community Center – PALM Senior Center Replacement and Renovation project and the Ashbridge House Renovation and Addition project.