

**Fiscal Comments**  
**Commission Meeting**  
**January 16, 2024**  
**Special Meeting**

**Policy Report**

**Consider Camp Leavenworth Event Management Contract**

During the 2024 Operating Budget and 2024 – 2028 CIP process, the City Commission approved \$268,184 for the 2024 Camp Leavenworth Festival.

The Camp Leavenworth City Festival has been managed for the last four (4) years by O'Neill Events and Marketing. The 2024 Scope of Work includes the same \$3,300 financial management fee as last year and an increased festival event management fee of \$68,002 (up from \$64,900 in 2023). Prior to 2024, the fees from O'Neill had not changed for several years.

The Camp Leavenworth City Festival is fully funded through Transient Guest Tax Revenues.

Staff recommends the approval of the contract with O'Neill Events and Management in the total amount of \$71,302 (\$68,002 for festival event management and \$3,300 for financial management) to manage the 2024 Camp Leavenworth City Festival.

**Policy Report No. PWD 24-01**

**Consider Approval of Easement and Right-of-Way Acquisition Services for the Vilas Street and Sidewalk Project**

**City Project 2022-997**

**Munis Project I2301**

During the 2024 Operating Budget and 2024 – 2028 CIP process, the City Commission approved \$1,690,334 for the Vilas Street and Sidewalk Project. The City has been awarded a Federal TA Grant for 80% of the construction and construction inspection costs of the project, which are budgeted to total \$1,582,300. The Grant amount is \$1,265,840. The remainder of the project will be funded by transfers from the General Fund to the Grant Matching Capital Projects Fund, as approved in the 2024 Operating Budget.

The Vilas Street and Sidewalk Project will require the acquisition of thirty-four (34) easements and rights-of way (ROW). Easement acquisition services following KDOT and Federal requirements will cost between \$1,195 and \$1,395 per tract. This is in addition to the amount each property owner will be compensated for the taking. The cost for the acquisition services for the project will be approximately \$41,000.

Staff recommends that the City Commission approve the proposal from Orrick & Erskine LLP for easement and ROW acquisition services for the Vilas ADA and Sidewalk improvement Project for a not-to-exceed amount of \$41,000.

**Policy Report PWD No. 24-03**

**Consider Approval of Low Bid for the City Hall HVAC Hydronic & Mechanical Condensate Piping Replacement**

**City Project 2023-010**

**Munis Project A2102 (ARPA Funded Portion) and E2402 (CIP Sales Tax Funded Portion)**

During the 2023 Operating Budget and 2023 – 2027 CIP process, the City Commission approved \$300,000 for City Hall Improvements, which includes HVAC Hydronic & Mechanical Condensate Piping Replacement, to be funded from the ARPA Fund. During the 2024 Operating Budget and 2024 – 2028 CIP process, the City Commission approved an additional \$318,910 for this project to be funded from the CIP Sales Tax Fund. The total for the entire project is estimated to be \$618,910, with the first \$300,000 paid for from the ARPA fund and the remaining \$318,910 paid for from the CIP Sales Tax Fund. To date, the City has expended \$12,500 on this project for design work and the creation of the bidding documents.

The project consists of replacing deteriorated and leaking piping, some of which is in finished office spaces that will require the removal and replacement of wall and ceiling finishes. The City hired BG Consultants to create the drawings and bid documents for the project. The project was advertised for bid in the Leavenworth Times and at Drexel Technologies. A pre-bid hearing was held on December 5<sup>th</sup> and the bid opening was on December 19<sup>th</sup>.

Three bids were received; however, one bidder did not submit the required paperwork and was considered non-responsive. The bids that were received are as follows:

<b>Company</b>	<b>City</b>	<b>Bid</b>
Rand Construction Company	Kansas City, MO	\$176,320.00
D'Agostino Mechanical Contractors, Inc.	Kansas City, KS	\$271,460.00
PM Construction	N/A	Incomplete

Rand Construction Company was the low bidder and met all bidding requirements. Rand Construction has been working with the Fire Department on boiler and A/C issues over the last year. The Fire Department has been very satisfied with the quality of work from Rand Construction Company. The company has the experience to satisfactorily perform this work for the City of Leavenworth.

ARPA funds will be used to cover the expenses for this project. There is \$287,500 remaining in the ARPA fund for this project. As the project will include tearing into walls from the basement through the 2<sup>nd</sup> floor of a 100-year old structure, it is likely that unplanned issues will be encountered. It is probable that these unplanned conditions will result in change orders. There is sufficient room in the ARPA fund budget to cover change orders.

Staff recommends that the City Commission approve the low bid submitted by Rand Construction Company for the City Hall HVAC Hydronic & Mechanical Condensate Piping Project in the amount of \$176,320 and approve the City Manager to approve change orders, if needed, for an additional \$44,000 (25%).

**Policy Report No. 2024-05**  
**Water Pollution Control – 2024 Chemical Purchase**  
**Bid No. #62WW-2023-14**

During the 2024 Operating Budget and 2024 – 2028 CIP process, the City Commission approved \$75,500 for the purchase of chemicals for the Wastewater Treatment Plant (WWTP). The chemicals are used for a variety of processes in the treatment of wastewater. A summary of the uses is shown below.

- **Hydrogen Peroxide** is injected into the raw sludge line before the belt press to control the release of hydrogen sulfide gas in the pressroom.
  - Projected 2024 usage: 24 – 55 gallon drums
- **Sodium Hypochlorite and Sodium Hydroxide** are used in the wet air scrubber to control odors from the dewatering operation.
  - Projected 2024 usage: 4 – 55 gallon drums of **Sodium Hypochlorite** and 4 – 55 gallon drums of **Sodium Hydroxide**
- **Ferrous Chloride** is added to the influent to control odors from the plant processes.
  - Previous year usage was 42,190.09 gallons (extra was used to neutralize high H2S levels)
  - Projected 2024 usage: 33,000 gallons
- **Polymer** is a coagulating agent used in the sludge dewatering process.
  - Previous year usage: 11,000 pounds
  - Projected 2024 usage: 11,000 pounds

Bids for the Hydrogen Peroxide, Ferrous Chloride, and Polymer were opened on December 28, 2022. Bid results were as follows:

<b>Bidder</b>	<b>Address (City / State)</b>	<b>Hydrogen Peroxide (24 – 55gal. Drums)</b>	<b>Ferrous Chloride (33,000 gallons)</b>	<b>Polymer (11,000 pounds)</b>
Atlantic Coast Polymers	Lauderdale-by-the-Sea, FL	No Bid	No Bid	\$2.64 per pound (\$29,040)
Edward’s Chemicals	Elwood, KS	\$375 per drum (\$9,000)	No Bid	No Bid
Brenntag Mid-South, Inc	Kansas City, MO	\$0.45 per pound (\$5,600)	No Bid	No Bid
Pennco, Inc	San Felipe, TX	No Bid	\$1.69 per pound (\$55,770)	No Bid
Harcos, Inc	Kansas City, KS	Not Read	Not Read	Not Read

Quotes were obtained for the Sodium Hypochlorite and Sodium Hydroxide as follows:

<b>Vendor</b>	<b>Address City &amp; State</b>	<b>Sodium Hypochlorite (4 – 55 gal. drums)</b>	<b>Sodium Hydroxide (4 – 55 gal. drums = 4 x 564 pounds)</b>
Edwards Chemicals	Elwood, KS	\$188 / drum (\$752.00)	\$188.94 / 564 lbs. (\$756.00)
Harcos, Inc	Kansas City, KS	\$203.50 / drum (\$814.00)	\$198.90 / 564 lbs. (795.60)

The lower bidder / quote for each chemical is as follows:

<b>Chemical</b>	<b>Price in 2022</b>	<b>Price in 2023</b>	<b>Cost per unit for 2024</b>	<b>Total Cost for 2024</b>	<b>Vendors for 2024</b>
Ferrous Chloride	\$0.95 per lb. Fe	\$1.29/lb. Fe	\$1.69/lb. Fe	\$55,770.00	Pennco, Inc.
Hydrogen Peroxide	\$0.35/lb.	\$0.39/lb.	\$0.45/lb.	\$5,600.00	Brenntag Mid-South
Sodium Hypochlorite	\$1.66/gal	\$3.30/gal	\$3.42/gal	\$752.00	Edwards Chemicals
Sodium Hydroxide	\$0.32/lb.	\$0.64/lb.	\$0.335/lb.	\$756.00	Edwards Chemicals
Polymer	\$2.53/lb.	\$2.77/lb.	\$2.64/lb.	\$29,040.00	Atlantic Coast Polymers
<b>Total Cost of Chemicals in 2024 for WWTP</b>				<b>\$91,918.00</b>	

The total bid exceeds the amount budgeted by \$16,418. There are sufficient reserves in the Sewer Fund to cover this difference.

Staff recommends approval by the City Commission of the low bids that meet the specifications for the above chemicals, as shown, not to exceed \$91,918.

**Policy Report PWD No. 24-02**

**Consider Contract with Brungardt Honomichl & Company for the Redesign of the 4<sup>th</sup> Street Improvements from Choctaw Street to Seneca Street Project**

**City Project No. 2020-939**

**Finance Project No. I2101**

During the 2024 Operating Budget and 2024 – 2028 CIP Budget Process, the City Commission approved \$5,200,000 for the 4<sup>th</sup> Street from Choctaw Street to Seneca Street Improvement Project. The City received approval for a City Connection Link Improvement Program (CCLIP) grant in the amount of \$1,000,000 for the project. The budget allocated the remaining \$4,200,000 from the Streets Capital Projects Fund, Countywide Sales Tax Fund, and the Special Projects Fund. Because of the CCLIP funding, KDOT was a participant in the project.

The City entered into an agreement with Brungardt Honomichl & Company (BHC) and KDOT in September 2021 for the design of the improvements to 4<sup>th</sup> Street. Due to KDOT’s participation, there were a number of additional steps and additional paperwork required before the project was bid. Many of the items are above and beyond what would be required if the project was funded using only city funds.

KDOT opened bids for the project on December 13<sup>th</sup>, 2023. Bids were considerably higher than the budget and the engineer’s estimate. In addition, the joint KDOT/City project required costs for project inspection, anticipated change orders, and future landscaping that pushed the estimated cost of the 4-block project to almost \$8,000,000. Based on direction received during the December 19<sup>th</sup> Commission work session, the city notified KDOT that we would not be moving forward with the project as designed.

City Staff worked with BHC to arrive at a modified design scope for the project that will provide the necessary upgrades to 4<sup>th</sup> Street while limiting the subsurface replacement of sanitary and storm lines. The design will focus on reducing all costs so that they will fall within the original budget of \$4,200,000.

BHC completed the original design work for the project, therefore Staff believes it is in the best interest of the City to use BHC for the redesign of the project. BHC’s quote to complete the design, including new drawings and bidding documents is \$202,844. This is approximately half of what it would cost to have the project designed from scratch.

Staff recommends that the City Commission authorize the Mayor to sign a contract with BHC for the redesign of the 4<sup>th</sup> Street between Choctaw and Seneca Streets Improvement Project in an amount not to exceed \$202,844.