

MINUTES OF MEETING
DELAWARE SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

DATE: September 27, 2018

LOCATION: Delaware Solid Waste Authority
Administrative Office
1128 S. Bradford Street
Dover, DE 19904

TIME: 5:00 p.m.

ATTENDEES:

DIRECTORS

Timothy P. Sheldon
Temple Carter
Norman D. Griffiths
Michael R. Paraskewich, Ph.D, P.E.
Tonda L. Parks
William J. Riddle

STAFF

Richard P. Watson, P.E., BCEE
Robin M. Roddy, P.E., BCEE
Michael D. Parkowski
Jason M. Munyan, P.E., BCEE

LEGAL COUNSEL

F. Michael Parkowski, Esquire (PG&S)

GUESTS

None

REGULAR BOARD MEETING

The Vice Chairman, Timothy Sheldon, called the three hundred and ninety-seventh regular meeting of the Delaware Solid Waste Authority Board of Directors to order on Thursday, September 27, 2018. He announced the meeting had been duly noticed.

A. MINUTES

Vice Chairman Sheldon called for additions or corrections to the draft of the Minutes of the August 30, 2018, meeting of the Board of Directors.

Motion A – moved by Ms. Parks

“The Minutes of the August 30, 2018, Board of Directors’ meeting of the Delaware Solid Waste Authority be accepted as written.”

Second - Mr. Griffith

Vote – (Carter, Griffiths, Paraskewich,
Parks, Riddle, Sheldon)

Motion Adopted
(6 Yes, 0 No, 1 Absent)

Report of the Technical and Facilities Management Committee

**B. DESIGN AND CONSTRUCTION INSPECTION SERVICES FOR DOVER
ADMINISTRATION BUILDING – CONTRACT S-18-790-DO**

Motion B – moved by Mr. Griffiths

“The Board awards the contract for the Design and Construction Inspection Services for the Dover Administration Building to Becker Morgan Group.”

Second – Mr. Carter

Mr. Watson said that staff reviewed six proposals that were received, scored and then reduced it down to the top two who were selected to be interviewed. Those two were Tevebaugh and Becker Morgan Group. Staff went to the August Technical and Facilities Management Committee to request permission to negotiate with the Becker Morgan Group. Ms. Roddy said that after the August meeting staff opened the envelope with the pricing and began negotiations. The pricing included architectural and engineering design along with providing inspection services during the construction process. The pricing included original prices for items in the request for proposals and for some additional work for the site. Some of the additional work includes combining the two parcels of land into one to maximize usage of the space; to have the set-back requirement on the rear portion of the property modified; to have LEED Silver applied to the building. Staff was able to negotiate the pricing with Becker Morgan. Becker Morgan is highly qualified and did a good job proposing. They will be a good advocate for DSWA with the City of Dover and following through with DSWA’s mission of not just the office building but the education center that is part of the project as well. Mr. Griffiths asked why the rear set-back was changed to 100 feet. Ms. Roddy said that there was residential construction several years ago on an adjacent area after the development phase of our area that changed the set-back. Mr. Paraskewich asked if the proposal amount included legal representation at the board of adjustment meetings. Ms. Roddy said that it didn’t. That DSWA would use their legal counsel, the amount was for their professional services. Mr. Paraskewich asked how you set a number for a variance of something that you don’t know if you are going to get. Ms. Roddy said that Becker Morgan would use their experience and what they think the adjustment is going to require for their number of manhours

and meetings. Ms. Parks asked if Becker Morgan would be working with us to select the contractor for this project. Ms. Roddy said that Becker Morgan will design the building, work with DSWA to develop the bid specifications, the bidding will be done through DSWA’s office. In terms of selecting the contractor, this will be a competitive bid and the low bid, barring any unforeseen issues, will be awarded the contract. Becker Morgan will stay with DSWA through the process of construction by providing a person to oversee that what is being built meets the specifications. They will also provide clarification to questions from the building contractor. Mr. Griffiths asked if some of the specialty issues would be subbed out like IT work. Ms. Roddy said that for both the design and construction Becker Morgan will use multiple parties. They have companies that will design items such HVAC system and during construction there will be several subs for the different aspects of the building. Mr. Griffiths asked if the subs would report to Becker Morgan. Ms. Roddy explained that there were two parts to this project. One is the design of the building. Becker Morgan if awarded the contract will be the main contact for that portion. They will have subs to do the work that is not their expertise. Once the bid goes out and DSWA issues a construction contract there will be the contractor that wins the bid and DSWA will work with them. That contractor will have subs to do the work they can’t as an example the electrical work. Those subs will report directly to the construction contractor. Mr. Sheldon asked that since this is a general contractor bid, they have to do 20% of the work. Ms. Roddy said that was correct they have to provide 20% self-performance. Mr. Sheldon asked if the testing of the concrete and the soil was outside of this scope of work. Ms. Roddy said that work would be part of the bid specs and the contractor’s responsibility to have that performed and Becker Morgan will review the results.

Mr. Carter	Yes
Mr. Griffiths	Yes
Mr. Paraskewich	Yes
Ms. Parks	Yes
Mr. Riddle	Yes
Mr. Sheldon	Yes

Motion Adopted

(6 Yes, 0 No, 1 Absent)

C. CONTRIBUTIONS

Motion B – moved by Ms. Parks

“The Board approves the request from the American Heart Association for a \$1000 contribution to sponsor the Kent County and Sussex County Heart Walks in accordance with DSWA’s Policy Guidance on Contributions.”

Second – Mr. Griffiths

Mr. Watson said that DSWA has supported the American Heart Walks for many years. This contribution gives \$500 to Kent County and \$500 to Sussex County. As this follows DSWA’s contribution policy staff recommends giving them the donation. Ms. Parks noted that these events give DSWA opportunities for public outreach.

Mr. Carter	Yes
Mr. Griffiths	Yes
Mr. Paraskewich	Yes
Ms. Parks	Yes
Mr. Riddle	Yes
Mr. Sheldon	Yes

Motion Adopted

(6 Yes, 0 No, 1 Absent)

NEW BUSINESS

Ms. Roddy updated the Board on a recent article in the Cape Gazette that involved a Notice of Violation from the Department of Natural Resources and Environmental Control. It involves a capping project at the Southern Solid Waste Management Center.

PUBLIC COMMENT

No comment

Motion – moved by Mr. Carter

“The Board Meeting is adjourned.”

Second – Mr. Griffiths

**Vote – (Carter, Griffiths, Paraskewich,
Parks, Riddle, Sheldon)**

Motion Adopted
(6 Yes, 0 No, 1 Absent)

Respectfully submitted,

Pamela Williamson

Meeting Adjourned: 5:29 p.m.