

Myerstown, PA
Monday, May 9, 2016

President Bryan L. Rittle called the planning meeting of the Myerstown Borough Council to order at 6:27 p.m., on Monday, May 9, 2016. The meeting was held in Borough Council Chambers in the Myerstown Municipal Center, 101 East Washington Avenue, Myerstown, PA 17067.

A roll call was taken. Present were: President Bryan L. Rittle, Vice President Michael D. Behm, President Pro Tem Park W. Haverstick, II, Councilmember Jeffrey L. Thomas, Mayor Gloria R. Ebling, Deputy Secretary Lisa A. Brubaker, Assistant Manager Barry A. Ludwig and Manager Christopher J. Moonis. Absent were: Councilmembers Dana Reich, Vince Podolski, and Eric Powell.

No minutes of past meetings were presented for approval at this planning meeting and no action was taken on any minutes.

The planning meeting is being held to interview the Architects/Engineer RFP's (request for proposals) for the Myerstown School Building. There are five (5) firms giving presentations to the Council; LeFevre Funk, Murphy & Dittenhafer, Beers & Hoffman, Crabtree, Rohrbaugh & Associates, and TKS.

First to present was LeFevre Funk, located in Lancaster, PA. The President welcomed them. Representatives Steven Funk and Tammie Fitzpatrick were present. Steven Funk provided information about their company and staff. The client relationship is most important. Having the client involved in the design and work on their project helps to reach the goal of the client, it is a team effort.

Steven Funk reviewed relevant projects they have done that mimic the school project. LeFevre Funk has many clients they continue to work with on expansion projects. Their company is currently doing a historic rehabilitation project. Mr. Funk stated there may be funding for municipal historical preservation projects like our project.

Tammie Fitzpatrick reviewed the steps of a project. They have partnered with Peters Consultants for this project. The steps are as follows: 1.) programming and pre-designing; 2.) schematic design; 3.) design development; 4.) construction documents; 5.) post construction; 6.) construction and project administration; 7.) bidding and negotiation. They are proposing to limit the work in Phase I to the Borough office space, the business center and ADA entrance. They feel these are the biggest needs at this point.

They have estimated a fourteen (14) week construction timeline for Phase I. Which could change upon final design and the contractor's schedule. As tenants come into the building, they would gladly provide their services to them in designing their space. They provided some additional ideas they had for the use of the building. LeFevre Funk support what the Council is working towards doing with the building. This is an opportunity to spur redevelopment in the community.

Tammie Fitzpatrick asked if there were any questions. The President asked in their fourteen (14) week schedule, they will have by-weekly site inspections. Would they have a project supervisor who would be on the job site? Tammie Fitzpatrick stated a project architect would be assigned but the contractor is the one who would provide a site supervisor. Councilmember Park W. Haverstick, II asked for examples of the marketing that was mentioned in the post construction phase. Tammie Fitzpatrick stated they would provide base plans of the spaces. It could include exterior rendering and interior rendering. Those renderings could be used to show possible tenants space design, which is a marketing tool. The Manager stated their compensation for this proposal primarily centers around Phase I. If the borough decides to do a phased approach would fees then have to be assessed at each phase? Steven Funk stated that is correct and the design fee for the HVAC system is not included until we choose a system.

Steven Funk stated this project is the type of project they love to work on. The building is an amazing building with a lot of potential. They are familiar with rehabilitation of older buildings. The President asked what is their timeframe on design? Tammie Fitzpatrick stated they could start right away and could have schematic designs and cost estimates in about three weeks. The President and Council thanked them for their presentation.

The second presentation is from Murphy & Dittenhafer, located in York, PA. The President thanked them for coming and expressed the Councils appreciation in the effort being put into the presentations being given tonight. Representatives Bruce Johnson, Jennifer Mull and Todd Grove were present.

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Bruce Johnson stated the Borough project is very similar to several projects they have done. He provided background history on the firm and employee's. Their firm can do architect, interior design and furniture if needed. A Structural Engineer, Baker Ingram Associates will be part of the team for this project. Murphy & Dittenhafer understands the mechanical and electrical renovation needed for this type of building and are skilled in working around any tenants that are occupying the building. They have done a lot of projects where they repurposed classrooms. They know how to take an older building and bring it up to current standards.

Bruce Johnson reviewed projects they have done that are similar to the Borough project. Todd Grove stated they understand municipal needs. You have to service the public but also need privacy for work. The building finishes are in good shape. The main needs are the ADA improvements and HVAC placement. They would provide test sketches for review, then changes can be made to meet the Borough needs. Bruce Johnson stated managing security would be part of the plan.

The Manager asked why should the Borough pick them, what sets them apart? Bruce Johnson stated they have a team in place with extensive experience in this type of project, it is in their wheel house. He feels they are a responsive creative team that listens to their client. They understand there is a limited budget. They have an excellent design record and awards, they want the job and can start immediately.

The Manager asked how quickly can they provide the construction estimates on the design and how far can the Boroughs budget get them? The Borough needs this information quickly. Todd Grove stated the Phase I work can be done in the timeframe the Borough would need it to be completed. Bruce Johnson stated they would develop a cafeteria type of menu and work with the Council to prioritize the needs and give numbers based on those discussions. Todd Grove stated they have contractors that will assist them with the budgeting, which is the best way to get cost estimates. They may provide a range because of the quick timeframe, but they can do it. The President thanked them for coming.

The third presentation was from Beers & Hoffman, located in Lebanon, PA. Representatives Robert Hoffman and Peter Kerekgyarto were present along with a Representative from Century Engineering, John Wettengel and Greenebaum Structure, Ed Greenebaum. Robert Hoffman gave background history on the firm and employee's. He believes their firms' strength is they listen, low egos, and they do not come in and try to tell clients what to do. He reviewed examples of their firms work. He explained they do master planning, needs assessment, architectural design, construction administration, sustainable design, LEED consulting, and renderings/animations.

Peter Kerekgyarto gave an overview of the team structure. Greenebaum Structure will be part of the team on the project. Ed Greenebaum provided background on his company and examples of his work. Century Engineering will also be part of the team. John Wettengel gave an overview of his firm and examples of their work.

Peter Kerekgyarto reviewed the project elements and key components. Steckbeck Engineering will also be working on the project team. ADA access, restrooms and parking will need to be addressed. The design will incorporate the cohabitation with tenants. The Manager asked if that is all part of the basic fee structure? Peter Kerekgyarto stated it is. A Feasibility Study would be done to address code concerns, ADA, structural and mechanical integrity, and site conditions. Ed Greenebaum stated we have a building with an unknown structure and changing usage. He would want to do investigation work on the floor structure.

Robert Hoffman discussed sprinklers, heating and air systems. The Manager asked if the current sprinkler system is a good base for what they require. Robert Hoffman stated the system would need to be inspected. John Wettengel discussed heating and air systems. They would need to discuss with the Council how important is the need for separate utilities for tenants. Peter Kerekgyarto explained how the compiled information will be used to convert uses into area sizes, compare existing conditions to wants and needs, prioritize the wants and needs, budget impacts and possible phasing of the project. They are prepared to think quickly if changes occur.

The Manager stated Peter Kerekgyarto just led into the most important question for tonight. The Council has a short timeframe to make a decision as to whether or not they want to acquire the building. The expectation is in one (1) month they would need construction costs based on their scope at renovations. They need to know how far will the Borough budget get them in Phase I and can they produce it in the timeframe. Peter Kerekgyarto stated it will be tight, but they can do it. Robert Hoffman stated we are not building new so that will help because this is an ideal type of phased project. The President thanked them for their time.

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The fourth presentation was from Crabtree, Rohrbaugh & Associates, located in Mechanicsburg, PA. Representatives Richard LeBlanc, Leah Shiley and Bill Fleisher were present. Richard LeBlanc provided background history on their firm and employee's. He reviewed examples of their work. He reviewed the existing conditions of the school building and possible uses. The project approach for Phase I and Phase II was reviewed.

To prepare the request Leah Shiley toured the building with the Borough Manager and reviewed possible uses for the building. Richard LeBlanc reviewed the steps of the project. Step 1 - programming. This would look at the current space to assess the needs and define critical adjacencies; Step 2 - would be two (2) parts, review the existing conditions of the building and the building systems. This step will review the building floor plan and identify deficiencies based on current construction industry standards as well as technology, security, HVAC, plumbing and electrical systems. Bill Fleisher stated this step is needed to know what will be required to bring the systems up to code.

Richard LeBlanc continued. Step 3 - analysis site conditions, like lighting, landscape, signage, parking, storm water and utilities. Step 4 - program development. This would develop space planning standards for proposed functions and area summaries. Step 5 - pre-design. This would look at work flow, public access vs secure zones, and signage. Step 6 - concept development and Step 7 - cost analysis. This would give the preliminary schedule and phased approach for construction.

Richard LeBlanc stated they want community input, they would recommend open houses to get the public into the building and to help provide feedback. The cost analysis is going to be critical to the Borough. They pride themselves on providing very accurate cost estimates for their projects and that projects will come in on budget. Their promise is, if it does not come in on budget as to the estimate, they will redesign at their cost and rebid it. Crabtree, Rohrbaugh & Associates has done planning studies for many municipalities, counties, as well as the private sector.

The Assistant Manager asked what was driving the 2008 Assessment Report. Richard LeBlanc stated that was a district wide facilities study for the Eastern Lebanon County School District. Whenever a school district contemplates a project they have to do a district wide study. They look at every one of their buildings and assess those building to see what capital improvements are needed to bring them up to the current educational standards and assess the costs for upgrades. The Manager stated we need cost estimates for Phase I, which needs to include the mechanical system. Can those estimates be developed within thirty (30) days? Richard LeBlanc stated it can be done.

The Manager had one more comment/question. The Council had a public meeting regarding the purchase of the school building. There were suggestions from some members of the community that were upset at the time the building was closed. Part of the discussion was, they were advised the building had major renovation issues. Was that part of their plan and what their firm advised ELCO School District to do? It has been said publicly, it was determined that the building was not a good place to house students and long term it was not in the best interest of the school district to maintain the building as a school.

Richard LeBlanc stated their cost estimate showed that in order to bring the building up to standard and make it like new was an eight (8) million dollar project. The Borough is not looking to do that. The Borough will need to do a phased plan with x number of dollars to spend, so it is a completely different approach. The building is structurally sound.

Councilmember Michael D. Behm stated he liked their presentation here but he was at the School Board Meeting regarding the closing of the school and it seemed like their firm was pushing for the intermediate school. It was being pushed that the elementary building was unfit for public use, but now we are looking to use this building for public use. He doesn't understand what the difference was. Was it the School Board driving it because they were pushing the intermediate school? Richard LeBlanc stated he was not the architect on that study. When these type of studies are done, sometimes it is found it would be more economical to build new buildings. In some cases, when you have to convert a very old building and bring it up to a like new condition it is more expensive then to build a new building. The Manager thanked them for coming.

The fifth presentation was from TKS Architects, located in Mechanicsburg, PA. Representatives Doug Tilley and Kati Hoke were present. Doug Tilley provided background history on their firm and employee's. Their architects are members of the American Institute of Architects which requires annual continuing

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education credits. They have done a lot of sector work, including municipalities and county governments. He did an exercise with the group. The exercise shows each person heard the same direction, but each created something different. The point is the key to the success of any project is communication. Their office is fully automated with 3D realism used for designs. They try to give as much presentation material so the client can make informed decisions.

In a project like ours, the code requires twenty percent (20%) of the budget be used for handicap accessibility issues. In the first phase, we would change knob hardware to lever hardware, do signage, as well as address bathrooms and ramps. One of the big things is the bathrooms. Because of the way they are configured, wheelchairs cannot get into them. The nice thing with doing a renovation is you just have to meet the intent of the code. In the Borough's case, because this is a renovation, we are not required to renovate those bathrooms to be ADA compliant. We only have to provide an ADA bathroom. One option is, on the first floor in a classroom there is a toilet. With just some simple modifications, by changing the door swing and placing a wall, we can create an ADA compliant bathroom right off the lobby that meets all the code requirements. So nothing has to be done to the other bathrooms, because you are ADA complaint. There is the same situation on the second floor and would create the same compliance. In new construction everything must be ADA complaint, but again in renovation work you just have to meet the intent of the code.

The current ADA access ramp does not work. On the side of the building where the buses parked, Doug Tilley suggested placing an ADA ramp that would enter the building right at the elevator. Also, place handicap parking spaces in that same area with a simple change to the curb. The curb would be moved back two (2) feet so it would comply with the requirement and access would be much easier. These modification will allow for more funds to be used inside.

The HVAC system, with the Borough budget, we will not be able to heat and air condition this building. He is suggesting split systems. The building will have multiple classifications, sprinklers are required. The Manager reiterated there is a sprinkler system in the building now. Then the system will need to be inspected.

Why select TKS: Seventy percent (70%) of their work is renovations; Have extensive public sector experience; Thoroughly versed in the Davis Beacon Act; Fully automated office; Their moto is "Service First". Doug Tilley feels the Borough can achieve what they are doing here, we just need to be smart with the funds available and the design.

The Manager asked can they produce in thirty (30) days construction costs, estimates for the phasing of this facility and for the full build out in that timeframe. We currently have a settlement date of June 30, 2016. Doug Tilley stated he can provide it in fifteen (15) days at no cost. The Manager thanked them for coming.

The Council reviewed each presentation. This is an item on the agenda for the regular monthly meeting tomorrow, May 10, 2016 for action.

The Borough Council recessed the regular meeting and entered into Executive Session at 10:02 p.m. to discuss acquisition of real estate.

The Borough Council returned from Executive Session at 10:12 p.m. reconvening the regular session and resumed consideration of and action on the regular meeting agenda.

The President asked if there were any additional comments for the good of the borough. Seeing none, a motion was made by Michael D. Behm, seconded by Park W. Haverstick, II, to adjourn the meeting at 10:13 p.m. All those in favor: Motion unanimously carried.

Lisa A. Brubaker,
Deputy Secretary