

**Town of Riverdale Park  
Work Session  
April 24, 2021**

**In Attendance**

Alan K. Thompson, Mayor  
CM Marsha Dixon, Ward 1  
CM David Lingua, Ward 3  
CM Hala Mayers, Ward 6

John N. Lestitian, Town Manager  
Jessica Barnes, Town Clerk/Director of Administrative Services  
Paul Smith, Finance and Employee Services Director  
Gentry Jones, Deputy Director of Finance Services  
David Morris, Chief of Police  
Ivy Lewis, Public Projects and Services Director  
Ryan Chelton, Development Services Director

**Absent**

CM Aaron Faulx, Ward 2  
CM Christopher Henry, Ward 4  
CM Colleen Richardson, Ward 5

**Call to Order**

Mayor Thompson called the Work Session to order at 9:42 a.m.

**Approval of Agenda**

There were no changes to the agenda for the April 24, 2021 Work Session.

**Public Comments**

There were no public comments.

**Work Session Discussion Item**

1. Municipal Center Project Bid Process and Staff Recommendation

Public Projects and Services Director Ivy Lewis provided an overview of the bid process for the Municipal Center project and staff's recommendation regarding a contractor. Director Lewis stated that staff would be seeking authorization at the April 26<sup>th</sup> Special Legislative Meeting to enter into an agreement with Popowski Brothers Inc. T/A PBI Commercial (PBI).

Director Lewis discussed the two bids that were submitted and reported that only one bid was responsive. Director Lewis stated that a virtual interview was conducted with the responsive bidder, PBI Commercial, and PBI demonstrated a thorough understanding of the scope of work and the expertise and experience needed to complete the project.

Mayor Thompson asked if the bid deemed to be not responsive was missing critical components and Director Lewis provided an overview of what was missing from the bid.

Resident Lora Katz asked if staff knew why so few bids had been received. Director Lewis discussed the feedback provided by two contractors that decided not to bid and stated that once a contract was awarded, staff would do additional outreach to get more feedback from the vendors that did not bid on the project. Ms. Katz stated that she wished that more contractors had submitted bids, so that it was more of a competitive process and Director Lewis agreed. Director Lewis stated that staff had hoped to receive more bids as several contractors participated in the site visit as well as the Pre-bid Meeting.

Town Manager Lestitian stated that the Town's architects stated that it was not unusual to receive so few bids. Director Lewis stated that the Town was also competing against a lot of other projects and the Town's project was relatively small as it was under \$1 million.

CM Lingua requested Director Lewis' comments on the cost breakdown provided by PBI. Director Lewis discussed the price of lumber as well as the cost for the Police Department's entrance and stated that PBI gave a reasonable explanation for both as well as a built-in contingency to avoid overages. Director Lewis stated that the project bid was realistic.

Mayor Thompson stated that he would review the meeting materials (600 pages) prior to the Special Legislative Meeting on April 26<sup>th</sup>.

#### **New Business**

There was no new business.

#### **Unfinished Business**

There was no unfinished business.

#### **Adjournment**

The meeting was adjourned at 9:54 a.m.