

BOARD OF SUPERVISORS



WORKSHOP

AGENDA

July 9, 2019

4:00 p.m.

LOCATION: Temporary Township Administration Office
415 Eagleview Boulevard, Suite 116
Exton, PA 19341

I. Call to Order	Packet page #
A. Salute to the Flag	
B. Moment of Silence	
C. Inquire If Any Attendee Plans to Audio or Video Record the Meeting	
II. Upland Farms Farmhouse ~ Authorize Advertisement of a Request for Proposal for mold remediation	2
III. Environmental Advisory Council (EAC) ~ Consider Establishing an EAC	7
IV. Upcoming Meetings:	July 15, 2019 7:00 p.m. Board of Supervisors Meeting followed by a Hearing for Vantage Point Retirement Living -- Byers Station Parcel 6C
	July 24, 2019 6:00 p.m. Conditional Use Hearing for Chester County Facilities & Parks – Struble Trail Extension Phase II
	August 13, 2019 4:00 p.m. Board of Supervisors Workshop
	August 13, 2019 6:00 p.m. Conditional Use Hearing for Windsor Baptist Church
	August 13, 2019 7:00 p.m. Conditional Use Hearing for Profound Technologies
V. Open Session	
VI. Adjournment	



UPPER UWCHLAN TOWNSHIP

MEMORANDUM

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ADMINISTRATION

TO: BOARD OF SUPERVISORS, UPPER UWCHLAN TOWNSHIP
CC: Cary Vargo, Township Manager
FROM: Shanna Lodge, Assistant Township Manager
SUBJECT: Upland Farmhouse Remediation – Notice to Bidders
DATE: July 3, 2019

The Township contracted with Eagle Industrial Hygiene Associates Inc. to conduct an analysis of the Farmhouse at Upland Farms in February 2019. The assessment determined that the structure requires remediation from mold. Remediation is necessary for the continued use of the building for storage of documents and historic artifacts, and for the eventual conversion of the space into a community center or other public building.

Due to the scope and projected cost, the mold remediation project requires competitive sealed bids. Funding for the project is included in the 2019 Capital Budget. Attached is the Notice to Bidders and Request for Proposals.

I respectfully request that the Board authorize advertisement of the attached RFP for mold remediation of the Farmhouse at Upland Farms.

NOTICE TO BIDDERS

The Board of Supervisors of Upper Uwchlan Township is accepting bids to perform mold remediation on an historic structure located at Upland Farms Park, 301 Pottstown Pike, Chester Springs. Proposals must be received in a sealed envelope clearly marked "Upland Farmhouse Remediation" prior to 1:00 pm, August 13, 2019 by the Assistant Township Manager, Upper Uwchlan Township, 415 Eagleview Blvd, Suite 116, Exton, PA 19341 accompanied by a bid bond in the amount of ten percent (10%) of the bid price. Bids will be publicly opened and read on August 13, 2019 at 1:00 pm at the township office. Please note the new township address due to temporary relocation. The bid specifications, summarized, include necessary demolition, cleaning, and sealing to contain, remove, and prevent the future development of microbial growth within the structure. The complete Bid Specification is available on the Township website (www.upperuwchlan-pa.gov/bids) or at the Township Office during normal business hours, Monday-Friday, 9:00-4:00. A mandatory pre-bid meeting will be held on July 30, 2019 at 9:30 am the remediation site, 301 Pottstown Pike, Chester Springs 19425. Bids may be awarded at the Board of Supervisors Meeting Monday, August 19, 2019, beginning at 7:00 p.m. or subsequent meeting as determined to be in the best interest of Upper Uwchlan Township. The Township reserves the right to reject any and all Bids. The public is invited to attend.

To be published July 15, 2019; July 22, 2019



Upper Uwchlan Township

NOTICE TO BIDDERS

Request for Proposals: Mold Remediation – Upland Farms Historic Farmhouse 301 Pottstown Pike, Chester Springs, PA 19425

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Project Description. The Upland Farms Park Farmhouse is an historic structure located at 301 Pottstown Pike in Chester Springs. The house is currently unoccupied. An assessment of the house was conducted by Eagle Industrial Hygiene Associates, Inc. (EIH) in February 2019 and determined that the structure requires remediation from mold. Upper Uwchlan Township ("the Township") is seeking a qualified firm to complete remediation of mold and water damage within the Farmhouse.

Scope of Work. The contracted company will conduct remediation in accordance with the instructions in the attached assessment. The Township will remove or secure all moveable contents and belongings from the Farmhouse prior to the remediation process and provide clear access to the work area for the duration of the Remediation. Remediation shall consist of items 4 -12 from the EIH Recommended Plan of Action:

- Construct poly containment barriers and zip walls to segregate the affected work areas from the remainder of the building and unaffected areas.
- Operate HEPA-filtered air filtration units within the work areas and exhaust them to the exterior to place the work areas under negative pressure with respect to the balance of the building, remove airborne particulate (including mold spores) from the air, and to prevent microbial contamination of unaffected areas.
- Operate HEPA-filtered air filtration units throughout the remainder of the building and set to recirculate/scrub to remove fugitive airborne particulate (including mold spores) from the air.
- Operate Low Grain Refrigerant (LGR) units or similar industrial-grade dehumidification units within the work areas to dry remaining building materials exposed during the demolition process.
- Wet, water-damaged, and/or mold-colonized gypsum wallboard (GWB) and plaster ceilings and walls must be removed and discarded. At a minimum, it is recommended that the following materials be removed:
 - 2nd Floor Right Rear Room w/ stairs to Kitchen - Remove all water-damaged, water-stained, and/or moldy gypsum wallboard ceiling/wall materials and wood paneling. Inspect ceiling/wall cavities exposed by the demolition activities for additional damage and address accordingly.
 - 2nd Floor Rear Bathroom - Remove all water-damaged, water-stained, and/or moldy gypsum wallboard ceiling materials. Inspect ceiling cavities exposed by the demolition activities for additional damage and address accordingly.
 - All gypsum wallboard and plaster ceiling and wall materials and associated insulation materials shall be removed a minimum of 1'-2' beyond any visible signs of water damage, staining, and visible mold growth.

- Stained or visibly contaminated fibrous glass insulation or other loose insulating materials should be removed and discarded, as they cannot be effectively cleaned. Replace insulation with new materials following the completion of mold remediation activities.
- Remove all visible debris from the work areas, HEPA-vacuum all exposed surfaces throughout the work areas, including but not limited to, wall cavities, wood framing, flooring, remaining contents, etc. No visible dust or debris associated with the work shall remain following remediation activities.
- Damp wipe the affected surfaces (wood framing, etc.) with Zinsser Perma-Wash™, Microban®, or a similar detergent/disinfectant material or solution. DO NOT wet the surfaces by spraying, sponging, or otherwise excessively wetting the materials. Use a cloth that is saturated with the cleaning solution that has been wrung out to remove excess liquid.
- Continue to operate the HEPA-filtered air filtration units within the work areas for a minimum of 48-72 hours following the completion of the mold remediation activities.

The contracted firm shall conduct these and all other necessary demolition, cleaning, and sealing actions to contain, remove, and prevent the future development of microbial growth within the structure. The contracted firm shall be responsible for the disposal of all demolition debris. The Township will engage EIH or a comparable firm to conduct a post remediation analysis to confirm remediation completion.

Mandatory Pre-Bid Meeting. There will be a **mandatory pre-bid meeting held on July 30, 2019 at 9:30 am** at the remediation site. At this time, bidders will have the opportunity to inspect the space, take necessary measurements, and ask questions.

Addenda to the RFP. If the Township deems it necessary to revise any part of this RFP before the proposal response date, the Township will post an addendum to the bid posting on the UUT website.

Proposals. Proposals must be typewritten. Each bidder shall submit two (2) copies of their proposal. Proposals shall include the following:

- A detailed work proposal for each room or hallway with actions and line item pricing.
- A total not-to-exceed cost for the work to be completed. *Change orders will be considered by Township personnel on an as needed basis.*
- A description of at least two (2) similar projects completed by your firm.
- A list of personnel who will be completing the work along with their qualifications.
- Certificates of insurance for General and Professional Liability Insurance (Minimum \$1,000,000.00) and Workers' Compensation Insurance.
- An indication of the estimated number days required to complete the work. *Work is to begin within 30 days of the Notice to Proceed.*

Bids must be submitted prior to 1:00 pm, August 13, 2019 in a sealed envelope clearly marked on the outside "Upland Farmhouse Remediation" to:

Assistant Township Manager
Upper Uwchlan Township
415 Eagleview Boulevard, Suite 116
Exton, PA 19341

Bid Bond. All bids must be accompanied by a bid bond or deposit in the form of a certified check in the amount of ten percent (10%) of the bid price.

Bid Opening. Bids received will be **publicly opened and read on August 13, 2019 at 1:00 pm**, at the Upper Uwchlan Township Office, 415 Eagleview Boulevard. The Board of Supervisors will award the bid for this contract at their meeting on Monday, August 19, 2019, beginning at 7:00 p.m. or subsequent meeting as determined to be in the best interest of Upper Uwchlan Township.

Incurring Costs. The Township is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the contract.

Requirements and Consultant Qualifications. The Township reserves the right to reject any or all proposals which are found to be insufficient. Acceptance of a proposal is contingent upon the Township's budgetary constraints.

Bid Tabulation. Any bidder wishing to receive a copy of the RFP tabulation is required to enclose a stamped, self-addressed envelope with their Submittal.

Shanna Lodge
Assistant Township Manager



UPPER UWCHLAN TOWNSHIP

MEMORANDUM

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TO: BOARD OF SUPERVISORS, UPPER UWCHLAN TOWNSHIP

CC: Cary Vargo, Township Manager

FROM: Shanna Lodge, Assistant Township Manager

SUBJECT: Environmental Advisory Councils

DATE: July 3, 2019

Role of an EAC

Municipalities in Pennsylvania are enabled to establish Environmental Advisory Councils (EACs) by the Pennsylvania General Assembly under Act 148 of 1973, as amended by Act 177 of 1996. The Act gives EACs the following specific powers:

1. Identify environmental problems and recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within its territorial limits.
2. Make recommendations as to the possible use of open land areas of the municipal corporations within its territorial limits.
3. Promote a community environmental program.
4. Keep an index of all open areas, publicly or privately owned, including flood-prone areas, swamps and other unique natural areas, for the purpose of obtaining information on the proper use of those areas.
5. Advise the appropriate local government agencies, including the planning commission and recreation and park board or, if none, the elected governing body or bodies within its territorial limits, in the acquisition of both real and personal property.

In addition, EACs are required to keep records of meetings and share an annual report with the Board of Supervisors and the public. EACs must be established by Ordinances consistent with Act 148.

Chester County EACs

Fifteen (15) municipalities in Chester County have a currently active EAC, including our neighboring municipalities of Wallace, East Nantmeal, West Vincent, and Uwchlan Townships. Councils in Chester County perform a variety of functions, including litter cleanup programs, invasive species education, recycling education, nature programs, renewable energy advocacy, open space efforts, review of SALDO plans and ordinances, and stormwater management programs.

Considerations

Necessity. Some programs already in place in Upper Uwchlan could be enhanced by an EAC, i.e., the Adopt a Road litter control program, recycling outreach, and MS4 Stormwater education. Other

functions, such as open space and trail recommendations, are currently undertaken by the Park and Recreation Board.

At least one Chester County municipality had an EAC but disbanded the Council because the duties of the EAC were handled by other boards and commissions, i.e., Planning Commission and Parks and Recreation Commission.

Candidates. At least three, and a maximum of seven, members serve on an EAC in staggered three-year terms. Before establishing an EAC, the Township should ensure that there are enough qualified and interested candidates to serve on the Council.

Additional Information

Further information about EACs can be found at the EAC Network website, www.eacnetwork.org.