

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9620

DATE 2-16-23

TITLE

**RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL
CONSULTING SERVICES WITH MCKISSICK ARCHITECTURE**

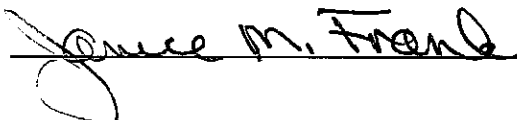
BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT, that the Mayor and the City Controller are authorized to execute the attached contract for professional consulting services for revision of the current HARB Ordinance.

BE IT FURTHER RESOLVED, that said agreement will be binding upon both parties from February 1, 2023 and continue through the approval of the revised ordinance, not to exceed beyond December 31, 2023.

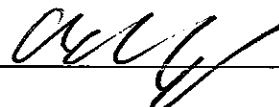
BE IT FURTHER RESOLVED, that the total fees for the contract period are in a not-to-exceed amount of \$12,000 for all administrative services.

BE IT FURTHER RESOLVED, that payments shall be made every 2 months with a 20% retainer until the ordinance is approved by City Council.

Approved



City Clerk



President

Cynthia M. Ward
Community & Economic Development
City of Williamsport
100 West Third St, 3rd Fl
Williamsport, PA 17701

December 12, 2022

RE: Consultation Service for Revising HARB Ordinance for City of Williamsport

Dear Cynthia:

We are writing in follow-up to our conversation of late last month regarding the City's desire to contract for outside consultation in conjunction with a planned revision of the current HARB ordinance. Given Trina and my own long-term familiarity with the City of Williamsport we very much look forward to assisting with reviewing current ordinances and consideration of possible revisions/replacement.

Overview: The City's present ordinance (*Article 1729: Historic Districts*) dates back several decades (*enacted in 1967*) and has proven cumbersome and is perceived to have aspects that may hinder the effectiveness of the 11 member board and the enabling ordinances functioning in the city. In 2022, the City received a grant from the Pennsylvania Historic and Museum Commission to support this effort.

The review process is reportedly taking 60 to 90 days on average and there is a desire to investigate strategies for streamlining the review and permitting process. Recent staffing changes within the City administration have also presented an opportunity for implementing a change in approach. This effort is not intended to include substantial changes to the HARB design guidelines or update of the existing historic district designations or records.

Proposed Scope: MA will provide investigation, meeting facilitation, and development of proposed revisions for discussion and review by the HARB, Administration and City Council.

- Inclusions
 - Facilitation of listed meetings.
 - Preparation of written minutes of all meetings.
 - Printed materials for use with HARB Board members at meetings.
 - Electronic submission of final documentation to City Council.
 - Assistance with reporting to PHMA under the grant agreement with the City.

Vern L. McKissick, III, AIA, ALEP
President
Carl J. Kanaskie, Jr., AIA
Director of Architecture
Associate Partner
Trina L. Gribble, AIA
Director of Operations
Benjamin F. Crum, AIA
Director of Design
R. Wayne Roberts, AIA, CPTED
Senior Vice President
Robert A. Oeffl, Jr., AIA
Associate
Henry D. Brunett, III, AIA
Associate
Kristen P. McKissick
Associate

- Exclusions
 - Attendance at additional meetings beyond those listed would be billed at \$350 each.
 - Travel to offsite locations – travel costs for prescribed meetings as outlined above are included in hourly rates.
 - Legal review of proposed revisions to be provided through City Solicitors office or other City designated legal counsel.
 - Services more than 240 days past the date of contract execution would be subject to renegotiation.

Project Schedule: It is our understanding that the City's goal is to undertake the above-described services during the first half of 2023. Based on our current understanding of the scope of the effort, we envision the following schedule.

- January 26 Agreement execution
- February 7 Kickoff factfinding meeting with Administration
- February 21 Initial Meeting with HARB Board (following regular meeting, re treat format, or Zoom video conference)
- March 14 Administration Work session
- April 18 HARB Board Follow-on Discussion
- May/June 2023 City Council Presentation?

Compensation: We have developed the overall scope so as to remain within the parameters of the available grant funding. McKissick Architects will provide services as outlined in this proposal on a time & expense basis not to exceed \$12,000 (approximately 100 hours +/-). Primary consultation will be provided by Vern McKissick AIA and Trina Gribble AIA and will be billed at an hourly rate of \$136.31. Other hourly rates and reimbursable expenses are as attached.

We would bill monthly to 80% completion of our services, and final billing would follow Council action on proposed revisions. If action is not taken within 120 days of submission to Council, MA reserves the right to bill remaining amounts.

Contract Form: Given the nature and scope of this effort, we would propose to utilize the City's PO process with this letter proposal as attachment. In addition to \$2.0 million in professional liability insurance MA carries all other statutory insurances as required for PA municipalities. Please see copy attached.


On behalf of Trina Gribble and myself, we look forward to working with the City Administration, Council, and HARB members to work through the refinements and updating of the historic architectural review process.



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Please do not hesitate to contact us with any questions or clarifications.

Sincerely,



Vern L. McKissick III, AIA, ALEP, NCARB, LEED AP

President

enc. Hourly & Reimbursable rate schedule

COI

copy: August Memmi, City of Wmpt

Trina Gribble

to file

~~Wink Blaughter
Manager~~
~~Margaret J. Goodring
Controller~~
~~James M. Frank
City Clerk~~



These are the rates set for time and materials work for projects which are NOT contracted on a fixed-fee or quotation basis.

These rates are used for additional services which fall outside the scope or time period of a contract when those additional services are not provided as a fixed-fee quotation.

McKissick Associates does not charge for transportation or travel time. Invoices for time and materials include meeting duration and active consulting hours only.

Fixed fee consulting for educational planning contracts, especially those with a significant community participation component anticipate copying and large format printing within the negotiated fixed fee which will include copies of materials for community advisory team members.

Reimbursable rates will only apply to fixed-fee contracts if a client requests a significant number of additional copies of workbook materials or if additional printed materials are requested for wide-spread public distribution.

Hourly Billing Rates

The following are the prevailing McKissick Associates team billing rates as of August 1, 2022. (These rates adjust annually based upon the US CPI inflation index each year after contract initiation.)

Architectural Rates	
Principal	\$ 200.66 / hour
Project Architect/Specifications	\$ 163.65 / hour
Educational Planner	\$ 146.79 / hour
Project Manager	\$ 136.31 / hour
Architectural Designer	\$ 95.86 / hour
Interior Designer	\$ 118.11 / hour
Historic Preservationist	\$ 114.51 / hour
Graphic Design (web/print), Public Relations	\$ 113.03 / hour
CAD Specialist	\$ 82.64 / hour
CAD Draftsperson	\$ 73.45 / hour
Field Administrator	\$ 141.19 / hour
Field Assessors	\$ 112.16 / hour
Clerical	\$ 78.69 / hour
Other Professional Consulting Services	
Hourly Rate*	cost + 25%

* unless contracted directly by the client

Reimbursable Expenses

The aggregate of all reimbursable expenses is capped at 7.5% of the basic service fee established during contract negotiations.

The following are the prevailing McKissick Associates team billing rates as of August 1, 2022 for anticipated project expenses.

Printing & Copying	
Copies, B&W (letter or legal size)	\$ 0.32 / page
Copies, Color (letter or legal size)	\$ 1.34 / page
Copies, B&W (11 x 17)	\$ 0.54 / page
Copies, Color (11 x 17)	\$ 2.73 / page
Wide Format, B&W (D Size – 24" x 36")	\$ 3.77 / sheet
Wide Format, Color (D Size – 24" x 36")	\$ 12.50 / sheet
Wide Format, B&W (E1 Size – 30" x 42")	\$ 5.50 / sheet
Wide Format, Color (E1 Size – 30" x 42")	\$ 18.22 / sheet
Wide Format, B&W (E Size – 36" x 48")	\$ 7.55 / sheet
Wide Format, Color (E Size – 36" x 48")	\$ 24.99 / sheet
Wide Format, B&W (odd sizes)	\$ 0.74 / SF
Wide Format, Color (odd sizes)	\$ 2.45 / SF
Outsource Printing or Copying	cost + 15%
Fees & Expenses	
Postage, Shipping, Professional Photography	cost + 15%
Agency Approval Fees	at cost



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Erwin Agency LLC 242 West Chocolate Ave Hershey PA 17033	CONTACT NAME: PHONE (A/C No. Ext): 800-446-7254 FAX (A/C No.): 717-533-8136 E-MAIL ADDRESS: erwinc1@nationwide.com
INSURED McKissick Associates, PC 317 North Front Street Harrisburg PA 17101	INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACPGLK05405410163	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 200000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 200000 GENERAL AGGREGATE \$ 4000000 PRODUCTS - COMP/OP AGG \$ 4000000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACPBAK5405410163	03/01/2022	03/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 500000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACPCAF5405410163	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 2000000 AGGREGATE \$ 2000000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ACPWCK5405410163	03/01/2022	03/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500000 E.L. DISEASE - EA EMPLOYEE \$ 500000 E.L. DISEASE - POLICY LIMIT \$ 500000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Craig Erwin 03/08/2022
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/09/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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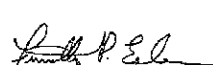
PRODUCER Fenner & Esler Agency, Inc 467 Kinderkamack Road P. O. Box 60 Oradell NJ 07649-0060		CONTACT NAME: certs@fenner-esler.com PHONE (A/C, No, Ext): (201) 262-1200 FAX (A/C, No): (201) 262-7810 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Endurance American Specialty Insurance Company	NAIC # 41718-
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES	CERTIFICATE NUMBER: Master 22-23	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Retro Active Date: Full Prior Acts			DPL30001516002	02/14/2022	02/14/2023	Per Claim Limit \$2,000,000 Aggregate Limit \$2,000,000 Per Claim Deductible \$15,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached If more space is required)

CERTIFICATE HOLDER Evidence of Coverage	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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