

Subject: Authorize the Mayor or City Manager to Execute a Contract with CH2M Hill to develop a comprehensive "Request for Proposal (RFP)" document which would seek proposal from firms engaged in the manufacture and installation of municipal solid waste disposal systems

Agenda of: August 1, 2013

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Project Manager / Steve Cropsy	SC (initials)	
X	Finance / Carol Shade	CS (initials)	
X	City Clerk / Janice Williams	JW (initials)	

Fiscal Note: Yes X No _____ Funds Available: Yes X No _____

Other Attachment(s): None

Summary Statement.

The purpose of this Action Memorandum is to authorize the Mayor or City Manager to execute a contract with CH2M Hill to develop a comprehensive RFP document which would seek proposals from firms engaged in the manufacture and installation of municipal solid waste disposal systems. The scope of work will include recommendations for site selection, building and foundation, permitting requirements and to develop a comprehensive Request for Proposal in the manufacturing and installation of a municipal solid waste (MSW) disposal system.

The RFP was publically advertised for the required period of time for soliciting proposals from qualified contractors to provide the recommendation for the disposal of MSW. Four responsible and qualified firms responded and submitted proposals, all of which were determined to be responsive.

A committee of five individuals independently evaluated and assigned scores to each scoring criteria. CH2M Hill achieved the collective highest score and was, therefore, the unanimous selection of the committee.

A Notice of Intent to Award was sent on July 26, 2013. Any proposer not receiving the contract can appeal the award to CH2M Hill provided the proposer notifies the City Clerk within 10 days of the date of the Notice of Intent to Award. If the City Clerk has not

received an appeal notice by August 6, 2013 the City can by City Ordinance and State Statute enter into a contract for this project.

The contract amount is not to exceed \$250,000. Funding for this contract will come from a number of sources – 1) Municipal Matching Grant (MMG) # 23803 in the amount of \$124,280, originally funded in 1999, 2) the Legislative Appropriation funded in 2013 of \$1.9 million, or 3) a Municipal Matching Loan. The City will use the MMG first as that grant has a deadline of 12/31/13, and the other funding sources when needed. The City is working closely with DEC to get on their “intended use plan” so that it can apply for construction funds. Using some of DEC funds to pay for the comprehensive assessment provides the City with an additional point for future funding.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 1, 2013.

A handwritten signature in black ink, appearing to read "Alice Ruby".

Alice Ruby, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Janice Williams".

Janice Williams, City Clerk

