

**Subject:** City of Dillingham Action Memorandum No. 2013-27 Authorize the Mayor or City Manager to Execute a Contract with Agnew::Beck to provide consulting services for a new Public Safety and Fire Department Buildings

Agenda of: **September 5, 2013**

Council Action:
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Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade		
X	City Clerk / Janice Williams		

Fiscal Note: Yes  No  Funds Available: Yes  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 Agnew::Beck for consulting services and planning efforts for a new Public Safety and/or Fire Department Building.

The project was advertised for 30 days and we received 2 proposals. In accordance with the Dillingham Municipal Code, the RFP was publically advertised for the required period of time for soliciting proposals from qualified contractors or individuals to provide the consulting services for the Public Safety Building project. Two responsible and qualified firms responded and submitted proposals, both of which were determined to be responsive.

A committee of two, City Manager and Finance Director, independently evaluated and assigned scores to each scoring criteria. Agnew::Beck achieved the highest score in all categories and was therefore the unanimous selection for the scoring group.

The scope of services will include:

- Organize, facilitate and document meetings with stakeholders to develop project recommendations;
- Engage the Alaska Army National Guard and possibly the Alaska State Troopers regarding co-locating with the COD;
- With Stakeholder input identify and rank alternate options for facility and location for either one building or multiple buildings for Public Safety and Fire Department;

- Identify costs for the project including land acquisition;
- Explore funding opportunities for the project; and
- Provide a final report that has recommendations as to location, occupancy and building recommendations.

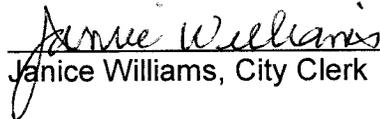
The contract is for a not-to-exceed amount of \$68,450. The project schedule is for one year with 8 specific tasks.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 5, 2013.

SEAL:



ATTEST:

  
Janice Williams, City Clerk

  
Alice Ruby, Mayor

