

City of Dillingham Action Memorandum No. 2014-01

Subject: City of Dillingham Action Memorandum No. 2014-01 Authorize the Mayor or City Manager to Execute a Contract with Gary Gordon dba Gordon & Associates, Inc., to provide project management and owner's representative services in support of the development of projects for the City of Dillingham.

Agenda of: January 9, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Public Works/ Francisco "Pancho" Garcia	FG	
X	Planning / Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

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 Gary Gordon dba Gordon & Associates, Inc. to provide project management and owner's representative services in support of the development of projects for the City of Dillingham.

The City posted a Request for Proposal (RFP) for project management services for 30 days as required by code. We had seven companies respond. The companies that responded were LeMay Engineering & Consulting, Project Development Associates, Michael L. Foster & Associates, Bristol Engineering Services, DOWL HKM, Meridian and Gordon & Associates. There were four people on the review committee.

Our first review of the bidders was done on November 26, 2013 where the bids were scored based on the criteria set in the RFP using a weighted scoring system. The three companies with the highest scores were selected as the finalist and interviewed telephonically the week of December 9th by the evaluation committee. The telephonic interview was again scored based on new information gained from the interview. We also contacted the three references provided by the respondents and had a score from 1 to 5 for each of the questions. In all three review and interview processes, Gary Gordon dba Gordon & Associates, Inc. received the highest overall score.

The funds for project management services will be assessed against the project grants whenever possible. Other funding sources will be from a contracting line item in Administration's budget.

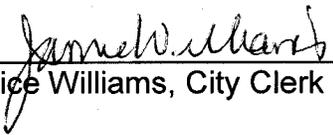
The projects for this upcoming year will be Waste Water Treatment Plant and Landfill.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 9, 2014.


Alice Ruby, Mayor

ATTEST:

[SEAL]


Janice Williams, City Clerk



