

City of Dillingham Action Memorandum Agenda of: February 4, 2016
2016-01
Action Memorandum No. _____

Subject:
Award a contract to Agnew::Beck for Planner Services

City Manager: Recommend Approval

Signature: Rose Deera

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:

- None

Summary Statement:

The City advertised for a Planning Director for over 6 months. The one applicant we were interested in took a position with another municipality. We did not have any other qualified applicants. We then advertised a RFP to contract for planning services as required by DMC 4.30.100 for contracts over \$20,000. The City received two bids: Bristol Engineering Services Corporation and Agnew::Beck.

The submitted bids were evaluated by two staff members and Agnew::Beck was selected as the firm that would best suit the City's current needs, and they were the low bidder. Agnew::Beck is assigning Adam Smith to this contract, who has about 15 years of city planning experience, and was involved in the Public Safety / Fire Hall Feasibility Study.

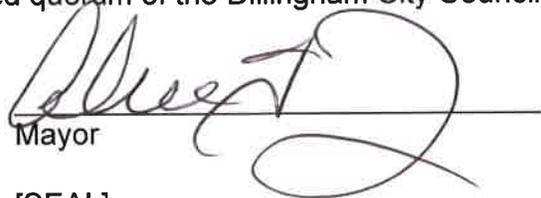
The contract is for an hourly rate of \$115 for Adam Smith and rates from \$75 - \$170 for other team members when needed. Out of pocket expenses such as travel costs to Dillingham from Anchorage will also be reimbursed. The plan at this time is to have an onsite visit at least once a quarter for meetings with the Planning Commission. The contract will be for six months with a possibility of extending an additional six months.

The services will be paid from the operating budget for the Planning Department.

Action Memorandum No. 2016-01

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on 4/4/16.



Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	