

**Action Memorandum No.** 2016-03

**Subject:**

Award RFP 2016-03 Engineering Services for Design Repairs to the City Lagoon to CRW Engineering Group, LLC

City Manager: Recommend Approval

Signature: X Rose Doera

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

**Summary Statement:**

The City has had a Request for Proposal advertised for over 30 days with a deadline for submittal of 3/2/2016 at 12 pm.

We received four proposals from WH Pacific, Umiaq Design & Municipal Services, LLC, CRW Engineering Group, LLC & Bristol Engineering Services Corp. We did not score WH Pacific since their proposal was a design bid proposal which we were not interested in doing. The proposal fees ranged from \$103,280 - \$120,672.

We are recommending awarding the contract to CRW Engineering Group for \$116,675 as they had the most experienced team, project methodology was clear and concise, the overall quality of their proposal was great and the experience we have had with them brought their score the highest. Both Bristol and Umiaq proposed using sub-contractors for their mechanical and electrical engineers and were scored less for this.

The funds for this project will come from the Wastewater Treatment Municipal Matching Grant and the grant from ANTHC.

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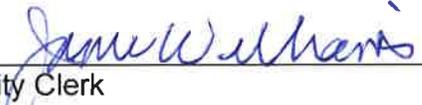
Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on 3/3/16.

  
\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

  
\_\_\_\_\_  
City Clerk

| Route to | Department Head  | Date   |
|----------|------------------|--------|
| X        | Finance Director | 3/8/16 |
|          |                  |        |
|          |                  |        |
| X        | City Clerk       | 3/2/16 |

City of Dillingham  
Fiscal Note

Agenda Date: March 3, 2015

Award RFP 2016-03 Engineering Services for Design Repairs to the City Lagoon to CRW Engineering Group, LLC

ORIGINATOR: Rose Loera

|  |                                   |   |                 |
|--|-----------------------------------|---|-----------------|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE)                       |                                   | FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                 |
| AMOUNT REQUESTED:<br><p style="text-align: right;">\$116,675</p> |                                   | FUNDING SOURCE<br><b>Municipal Matching &amp; ANTHC Grants</b>                    |                 |
| FROM ACCOUNT   |                                   | Project   |                 |
| 4423 7040 30 62 4415 0   | \$81,673                          | <b>Design Repairs to City Lagoon</b>  |                 |
| 3009 7040 30 62 4415 0   | \$35,002                          |   |                 |
| TO ACCOUNT:  | VERIFIED BY: <u>Navin Bissram</u> | Date:   | <u>3/2/2016</u> |

EXPENDITURES

| OPERATING                 | FY16                 |             |             |             |
|---------------------------|----------------------|-------------|-------------|-------------|
| Personnel                 |                      |             |             |             |
| Fringe Benefits           |                      |             |             |             |
| Gravel                    |                      |             |             |             |
| Road Maintenance Products |                      |             |             |             |
| Land/Buildings            |                      |             |             |             |
| Engineering Services      | \$116,675            |             |             |             |
| <b>TOTAL OPERATING</b>    | <b>\$ 116,675.00</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

|         |  |  |  |  |
|---------|--|--|--|--|
| CAPITAL |  |  |  |  |
|---------|--|--|--|--|

|         |  |  |  |  |
|---------|--|--|--|--|
| REVENUE |  |  |  |  |
|---------|--|--|--|--|

FUNDING

|                              |                      |             |             |             |
|------------------------------|----------------------|-------------|-------------|-------------|
| General & Special Rev. Funds |                      |             |             |             |
| State/Federal Funds          |                      |             |             |             |
| Other                        | \$116,675            |             |             |             |
| <b>TOTAL FUNDING</b>         | <b>\$ 116,675.00</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

POSITIONS

|           |  |  |  |  |
|-----------|--|--|--|--|
| Full-Time |  |  |  |  |
| Part-Time |  |  |  |  |
| Temporary |  |  |  |  |

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2016-03

PREPARED BY: Rose Loera

March 2, 2016

DEPARTMENT: Administration

APPROVED BY: Navin Bissram

2-Mar-16