

**City of Dillingham Action Memorandum**

Agenda of: September 24, 2018

Action Memorandum No. 2018-09

**Subject:**

Authorize the City Manager to Award a Contract to PND for D Street and Seward Street Rehabilitation.

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City Manager: Recommend Approval

Signature: 

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**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

- RFP 2018-05 D & Seward St Geotechnical information
- RFP Statement of Qualifications
- RFP Committee Recommendation

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with PND Engineers, Inc. for the geotechnical, survey, and design services required to complete the design phase of this project.

Proposals were due on August 30, 2018, at 4:00 PM and proposals were evaluated by committee comprised of three individuals. Notices were also posted in three public places: City Hall, N&N Market, AC Store, and the Post Office. Additionally, the RFPs were advertised on the City website and in the Bristol Bay Times on August 9 and 16.

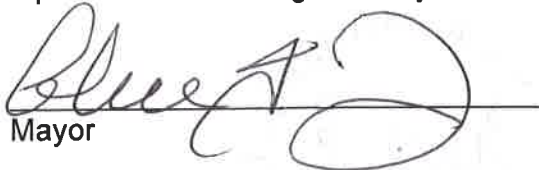
(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the late of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2018-09

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on 9/24/2018.

  
Mayor

ATTEST:

[SEAL]

  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: August 2, 2018

CIP Projects #1 Wastewater System Upgrade - Lagoon Aeration and #3 Landfill Ground Water projects engineering portion.

ORIGINATOR: Cynthia Rogers

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <b>\$107,689</b> Budget Approved		FUNDING SOURCE <b>City of Dillingham</b>	
FROM ACCOUNT		Project	
3009 8520 30 62 4415 0	\$89,891	CIP #1 & #3	
2200 8520 30 81 0000 0	\$17,798		
TO ACCOUNT:	VERIFIED BY: <b>Anita Fuller</b>	Date:	<b>7/27/2018</b>

EXPENDITURES

OPERATING	FY19			
Contract Services	\$ 107,689.00			
<b>TOTAL OPERATING</b>	<b>\$ 107,689.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds				
State/Federal Funds				
Capital Project	107,689.00			
Other				
<b>TOTAL FUNDING</b>	<b>\$ 107,689</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

ANALYSIS: (Attach a separate page if necessary)

See Resolution 2018-12

PREPARED BY: Anita Fuller AF

August 2, 2018

DEPARTMENT: Finance

APPROVED BY: \_\_\_\_\_

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** September 19, 2018  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** RFP 2018-05,-06,-07: D and Seward Streets Rehabilitation

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The scoring team met to evaluate the submittals in response to the Requests for Proposals for Statement of Qualifications (SOQ) and pricing for D and Seward Streets rehabilitation projects:

- RFP 2018-05 Geotechnical Services
- RFP 2018-06 Survey Services
- RFP 2018-07 Design Services

The recommendation of the scoring team is to select PND for all three RFPs. This is based on the following:

1. PND is the only submitter for survey services.
2. PND provided a competitive price point. The full price as submitted by PND was used for scoring. But in their submittal PND offered a 5% discount if they were awarded two contracts, and a 10% discount if they were awarded three contracts. This discount further underscored their competitive price point.
  - a. Without the added discount they were the least cost submitter for design services.
  - b. Without the discount they were the second least cost submitter for geotech services, but only missed being the least cost by a very small margin. With the discount, the difference in geotech services is very small. The higher Quality of Service scores resulted in PND having the highest overall point score for geotech.
3. PND identified an acceptable, alternative design methodology that provided for a cost effective, efficient design solution.
4. PND has demonstrated a history of past performance in prior Dillingham projects.
5. Using a single source for contracting will provide for efficient, streamlined oversight from the City of Dillingham, and prevent any issues that could arise when using multiple contractors for different parts of a project.

Two summaries of the scoring sheets are attached; one with prices to be kept internal and one with only the final scores to be released publicly. Please let me know if you have any questions.

<b>Dillingham SOQ Response: Team Summary</b>						
Statement of Qualifications and Pricing for D and Seward Streets Rehabilitation Project						
Sep-18	60 pts max	40 pts max	100 max pts each member , 300 max pts for all 3 team members			
	PRICING POINTS <sup>2</sup>	QUALITY OF SERVICE POINTS <sup>3</sup>			ALL TOTAL POINTS <sup>4</sup>	
	#1	#2	#3			
<b>2018-05 GEOTECHNICAL</b>						
Golder	31	30	23	25	171	
Northern Geotechnical	42	28	27	30	212	
PDC	60	31	30	25	266	
PND <sup>5</sup>	49	33	37	40	258	
PND: Price - 5% (One Additional Contract)	52	33	37	40	266	
PND: Price - 10% (Two Additional Contracts)	55	33	37	40	275	
<b>2018-06 SURVEY</b>						
PND <sup>5</sup>	60	35	32	40	287	
<b>2018-07 DESIGN</b>						
CRW	28	35	34	40	193	
PND <sup>5</sup>	60	35	34	40	289	
Kuna	21	28	30	40	161	
TBC	32	35	32	40	204	
NOTES:						
	1. The Main RFP scope included the rehabilitation of D and Seward Streets. Addendum 1 added Main Street and Central Ave.					
	2. Pricing points were calculated the same by all reviewers: Pricing Points = (Lowest Cost / Total Cost)*Max Points Possible.					
	3. Quality of Service Points = All categories except pricing (Cover Letter+Relevant Project Experience+Project Team+Methods and Schedules).					
	4. Total Points = the sum of all individual scores (note the pricing points were included in the individual scores for each member of the scoring team).					
	5. PND offered 5% price reduction with 2 contracts, 10% price reduction with 3 contracts.					