City of Dillingham Action Memorandum Agenda of: August 3 2017

Action Memorandum No. 2017-13

Subject:

Authorize the City Manager to enter into a contract with PND Engineers to design a new float system at the Dillingham Small Boat Harbor.

City Manager: Recommend Approval

Signature:

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

Other Attachments:

-RFP 2017-07 Harbor Float Design
-RFP 2017-07 Notice of Intent to Award

Summary Statement:

The City of Dillingham is soliciting design proposals for design of a new float system for the Dillingham Small Boat Harbor. The Dillingham Small Boat harbor is the only harbor in the Bristol Bay region and is the home port for over 400 Bristol Bay drift boats each season. The Dillingham Small Boat Harbor's current float system is over 30 years old. Each year a rubber compound is painted on the bottom of the "float arm floats" to help keep water from penetrating through the deteriorated bottoms. It is the City's desire to have a new float system designed in order to have a "shovel ready project" so that we may pursue funding to install the new system.

The project went out to bid on June 2, 2017. A pre-bid conference was held on June 13, 2017 and subsequently two addenda were issued. As such, the proposal deadline was extended and bids closed on July 20, 2017 at 2:00 PM.

Five firms submitted proposals, including Windward Project Solutions, AECOM, LCG Lantech Inc., R&M Consultants, Inc.

PND Engineers was selected to award the contract for the float design.

Action Memorandum No. 2017-13

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 8/4/17.

Mayor

ATTEST: [SEAL]

City Clerk

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

City of Dillingham
Fiscal Note

Agenda Date: August 3, 2017

Contract w/ PND Engineers to design a new float system at the Dillingham Small Boat Harbor.

ORIGINATOR: Don Moore

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $91,000		FUNDING SOURCE **Port/Harbor Fund**
FROM ACCOUNT 2400 7060 70 71	$91,000	Project **Design new float system at Harbor.**
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 7/28/2017

EXPENDITURES

OPERATING	FY18			
TOTAL OPERATING	$ -	$ -	$ -	$ -

CAPITAL	$ 91,000			

REVENUE				

FUNDING

General & Special Rev. Funds	$91,000			
State/Federal Funds				
Other				
TOTAL FUNDING	**$ 91,000**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Action Memorandum 2017-13

PREPARED BY: Navin Bissram July 28, 2017

DEPARTMENT: Finance

CITY OF
DILLINGHAM
ALASKA

REQUEST FOR PROPOSALS
RFP 2017-07 Harbor Float Design

The City of Dillingham is soliciting design proposals for design of a new float system for the Dillingham Small Boat Harbor. The Dillingham Small Boat harbor is the only harbor in the Bristol Bay region and is the home port for over 400 Bristol Bay drift boats each season. The Dillingham Small Boat Harbor's current float system is over 30 years old. Each year a rubber compound is painted on the bottom of the "float arm floats" to help keep water from penetrating through the deteriorated bottoms. It is the City's desire to have a new float system designed in order to have a "shovel ready project" so that we may pursue funding to install the new system.

A pre-bid conference will be held on June 13, 2017 at 10 AM – Please email Courtenay Carty, City Planner, planner@dillinghamak.us to register for the pre-bid conference and receive the teleconference information.

Inquiries and questions should be directed to:
Jean Barrett, Port Director
harbor@dillinghamak.us 907 842-1069

Bids will be accepted until 3:00 PM on Monday, July 3, 2017 and a Notice of Intent to Award will be given the following business day. A contract to award will be authorized at the July 13, 2017 special meeting of the Dillingham City Council.

Scope of Work

The qualified firm or individual will work directly with the Port Director and City Planner for the purpose of designing the new float system. It is the City's intent to award a negotiated contract to the most qualified firm for completion of design, drawings and specifications. The design shall be complete by November 1, 2017.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 3:00 PM on Monday, July 3, 2017.

Please mark the envelope to identify the project: **RFP 2017-07 Harbor Float Design**

Delivery instructions – mail or hand deliver in a sealed envelope to:
City Planner's Office
City of Dillingham
PO Box 889
Dillingham, AK 99576

Required Proposal Content
Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee
- References

Electronic and faxed proposals will not be accepted.

Proof of Insurance and Licensing
Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of 2017 City of Dillingham Business License
- State of Alaska Business License
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees.
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million dollars
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million ($1,000,000) dollars per occurrence combined
- Single limit bodily injury and property damage

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

Evaluation and Selection Criteria

EVALUATION CRITERIA	RELATIVE WEIGHT
TRANSMITTAL LETTER	5%
REFERENCES	15%
PROPOSED RATES	5%
QUALIFICATIONS AND EXPERIENCE	60%
OVERALL QUALITY OF PROPOSAL	15%

A committee will review the submittals. A city employee will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award. The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City standard professional services contract form, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

CITY OF DILLINGHAM ALASKA

NOTICE OF INTENT TO AWARD

ISSUE DATE: July 26, 2017

RFP NUMBER AND TITLE: RFP 2017-07 Harbor Float Design

RFP DEADLINE: July 20, 2017 at 2:00 PM

BIDDERS OF RECORD INCLUDE:

-Windward Project Solutions
-PND Engineers Inc.
-LCG Lantech Inc.
-AECOM
-R&M Consultants, Inc.

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

PND Engineers Inc
501506 W 36th Avenue
Wasilla, Alaska 99503

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Janice Williams, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E.

The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in RFP 2017-07, to the City of Dillingham prior to C.O.B on August 1, 2017.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

Donald L. Moore
City Manager
(907) 842-5148
manager@dillinghamak.us