

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2013-64

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO ADVERTISE A REQUEST FOR PROPOSAL FOR PROJECT
MANAGEMENT SERVICES**

WHEREAS, the City of Dillingham is in need of a person possessing the skills and ability required to render services as a Project Manager; and

WHEREAS, the City is desirous of engaging the services of an independent contractor using independent professional judgment to accomplish assigned tasks; and

WHEREAS, the City will follow the Request for Proposal (RFP) process as outlined in DMC Section 4.30.090 B. Contracts for professional services;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorize the City Manager:

1. to advertise for a RFP for project management services; and
2. to bring back a recommendation to the Council for a responsive bidder based on the criteria outlined in the Request for Proposal.

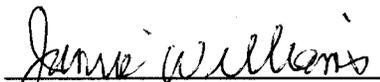
PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 10, 2013.

SEAL:



ATTEST:


Alice Ruby, Mayor


Janice Williams, City Clerk

Subject: Authorize the City Manager to advertise a RFP for Project Management Services

Agenda of: October 10, 2013

Council Action:

Manager: Recommend approval to advertise an RFP for Project Management Services.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Public Works / Francisco Garcia	FG	
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes X No _____ Funds Available: Yes _____ No _____

Other Attachment(s): N/A

Summary Statement.

Steve Cropsey is no longer providing project management services because he accepted a job in Barrow. Several people have contacted the City indicating their interest. It is being recommended that: 1) the City advertise for a RFP to engage the services of an independent contractor to provide the oversight of City projects; 2) engage in a year-to-year contract with the ability to extend up to 5 years. The criteria used to evaluate the responsive bidder would include:

- Degree in Engineering, Architecture or Construction Management desired;
- Education can be substituted with a minimum of 8 years of construction management;
- Prefer a minimum of 6 years professional experience in project management to include experience in cold regions such as Alaska;
- Must demonstrate experience working with municipality & construction projects;
- Must demonstrate the ability to develop planning & design documents and administers projects to completion;
- Ability to prepare conceptual estimates;
- Demonstrate the ability prepare bid documents, advertise for project and se
- Demonstrate knowledge of federal acquisition, contracting procedures and grant program management

- Demonstrate knowledge of construction and construction contracting procedures and practices applicable to Alaska;
- Demonstrate knowledge of national and state building codes;
- Demonstrate knowledge of project review and permitting processes.

Upcoming projects in 2014 for the City may include depending upon funding:

- Phase II of the WWTP to include upgrade Dock Lift Station, chlorination system at the lagoons, permanent septage receiving station;
- Dolphins for Dock
- Landfill – construction of building for gasifier, cement slab and installation of gasifier.

City of Dillingham
Fiscal Note

Agenda Date October 10, 2013

Request: Authority to Advertise a RFP for Project Management Services

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$ 68,000.00		FUNDING SOURCE General Fund & Capital Projects	
FROM ACCOUNT General Fund Admin \$ 15,000.00 Grant Funds \$ 53,000.00		Project Various Capital Projects	
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date:	9/26/2013

EXPENDITURES

OPERATING	FY14	FY15	FY16	FY17
Personnel				
Fringe Benefits				
Contract	\$15,000.00			
Computer Hardware				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 15,000.00	\$ -	\$ -	\$ -

CAPITAL	53,000.00			
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REVENUE				
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FUNDING

General Fund	\$ 15,000.00			
State/Federal Funds	53,000.00			
BBEDC	-			
TOTAL FUNDING	\$ 68,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Resolution 2013-64

PREPARED BY: Carol Shade

September 26, 2013

DEPARTMENT: Finance Department

September 26, 2013