

City of Bethel Action Memorandum

Action memorandum No.	17-51		
Date action introduced:	August 2, 2017	Introduced by:	Peter Williams, City Manager
Date action taken:	August 2, 2017	X	Approved Denied
Confirmed by:	<i>RM</i>		

negotiate and execute

Action Title: Direct Administration to ~~sign~~, oversee, and manage a contract with Company X to complete the Sewer Lagoon Dredging and Baffle Installation construction project.

Attachment(s): Contract between City of Bethel and Company X; blank score sheet.

Department/Individual:	Initials:	Remarks:
Finance/Purchasing Agent	<i>RM</i>	
City Manager/Administration		
Public Works/Director		

Amount of fiscal impact:	Description	Account information:
\$2,233,316	Grant Agreement 14EP70.	To be assigned by Finance
\$2,035,851	Grant Agreement 16EP29	To be assigned by Finance
\$300,037	Grant Agreement 17EP77	To be assigned by Finance

Summary Statement

Using Village Safe Water grant funding, the City of Bethel hired CH2M to prepare a Request for Proposals document to hire a contractor to dredge the sewer lagoon and install two sets of baffles. CH2M prepared the RFP, made changes to it based on comments by City Administration and the Alaska Department of Environmental Conservation (DEC), and issued it on June 30, 2017. It was posted on the City's website, sent to The Plans Room and other bid document dissemination services, and notice was sent to known dredging companies. A classified ad for the RFP was placed in the Anchorage Dispatch News and in the Seattle Times.

DEC's Village Safe Water Program awarded the City three grants in the amounts of \$2,233,316, \$2,035,851, and \$300,037. All three grants provide funding for the dredging and baffle installation construction project and include Village Safe Water engineer/administration costs.

The pre-proposal conference was held on July 11, 2017. Four contractors attended the meeting. One addendum issued on July 15, 2017 answered questions voiced at the pre-proposal meeting and questions submitted in writing to CH2M, per the RFP. Two companies submitted a proposal by the July 20, 2017 deadline.

Two City employees scored the proposals and their recommendation and process was approved by the Purchasing Agent and City Manager. The proposal scores out of 100 points were:

Company X
 Reviewer #1: 89
 Reviewer #2: 99

Company Y
 Reviewer #1: 79
 Reviewer #2: 91