

City of Bethel Action Memorandum

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|-------------------------|------------|----------------|-----------------------|
| Action memorandum No. | 17-70 | | |
| Date action introduced: | 10-24-2017 | Introduced by: | City Manager Williams |
| Date action taken: | 10-24-2017 | X Approved | Denied |
| Confirmed by: | <i>KM</i> | | |

Authorizing the City Manager to negotiate and potentially contract with the top scorer(s) for Planning and Engineering Services.

Originator: Peter A. Williams, City Manager & Betsy Jumper, Planning Director

| Route to: | Department/Individual: | Initials: | Remarks: |
|----------------------------|------------------------|-----------|----------------|
| <i>KW</i> | <i>Jim Charing</i> | <i>JW</i> | <i>Approve</i> |
| <i>Admiral P. Williams</i> | | <i>JW</i> | <i>Approve</i> |

Attachment(s): Copy of the Request for Proposals; Draft Contract

| Amount of fiscal impact: | Account information: |
|---|----------------------|
| There is no direct financial impact for this contract, the charges will be project specific which will be budgeted in advance of the purchase, or brought back to Council through budget modifications. | |

Summary Statement

On August 21, 2017, the City of Bethel issued a Request for Proposals for Municipal Engineer and Planning Services. (a copy of the RFP is attached).

During the RFP, no questions for clarification were submitted and no protests were submitted). The RFP closed on September 13, 2017 at 4 pm AST. On that date, the City had received a total of 3 proposals. All of them were found to be responsive. No later proposals were received.

The proposals were scored by a committee of three city employees. The fee portion of the proposals was scored independently. The scores from the committee and the score for the fees were added together by the purchasing agent for a final figure. Based on the scores, a contract is being proposed for Company A, the top scorer. Company B, the 2nd top scorer is being recommended as an alternate contractor, to be utilized whenever Company A is unavailable to perform the services needed.

The use of the contractors will be on an as-needed basis and use of the contractors can only occur with the consent of the City Manager. The contract states that only the City

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Manager can authorize the use of the contractor. Each project will require an estimate of cost and approval of the estimate of cost prior to the project commencing. The standard fees for the Contractor (personnel, travel, customary fees, have been negotiated in advance).

The scores were as follows:

Company A:

Scoring Committee: (80+79+90) 249

Fee Score: 20

Total Score **269**

Company B:

Scoring Committee: (80+76+89) 245

Fee Score: 10

Total Score **265**

Company C:

Scoring Committee: (76+78+84) 238

Fee Score: 15

Total Score **253**