

Attachment(s):

- Notice of Intent to Award, with proposal tabulation.

Summary statement:

The City issued a request for proposals from qualified architectural firms on November 21, 2014, for architectural services related to the Palmer Building Improvements Project. This project is funded by State grants and City funds and involves building improvements to the Public Safety Building, Community Center (Depot), WWTP Lab Building and Fire Station 3-6. The architectural firm will assist the City in scoping, estimating and designing these improvements.

Funding for this project is from the following sources:

Depot Expansion: City capital project appropriation of \$90,000.
Depot Safety Improvements: State grant 15-DC-132 of \$200,000
Public Safety Projects: State grant 13-DC-421, \$81,468 remaining. Station 3-6 siding.
Public Safety Building Repairs: State grant 15-DC-130 of \$435,000.
Replace WWTP Lab Building: State grant 15-DC-133 of \$145,000.

The City received four proposals on December 23, 2014. A panel of four city employees independently ranked the proposals. The firms submitting proposals and the total score each received are shown on the attached Notice of Intent to Award and proposal tabulation.

Wolf Architecture scored highest in the proposal ranking. In discussions with Wolf Architecture it was agreed that an initial scoping phase is necessary to determine more specifically what improvements to include in the project so that the City and Wolf Architecture can more accurately estimate a fee for design services for the project.

Approval of this action memorandum authorizes the manager to enter into a professional services agreement with Wolf Architecture for an initial project scoping phase for an amount not to exceed \$20,000. That process will define the project scope more clearly. The City and Wolf Architecture will then negotiate a fee for architectural services for the entire project and amend the agreement to include that scope and fee. The amendment will be the subject of a subsequent action memorandum for City Council consideration at a future meeting.

Administration recommendation: Approve Action Memorandum 15-005.



DEPARTMENT OF PUBLIC WORKS

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Director

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January 8, 2015

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Wolf Architecture – gwolf@wolfarchitecture.com

RE: NOTICE OF INTENT TO AWARD
Palmer Building Improvement Project

This is the City of Palmer's Notice of Intent to Award the contract for **Palmer Building Improvement Project** to **Wolf Architecture** at the Palmer Council meeting scheduled for **7:00 P.M., January 27, 2015**, in the Council Chambers at Palmer City Hall, 231 W. Evergreen Avenue, in Palmer.

Four RFP's were received and after a panel reviewed and scored them, Wolf Architecture scored the highest. The RFP scoring results are attached to this NOIA.

In accordance with Palmer Municipal Code 3.21.290 B., a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer city manager (with a copy previously served upon the intended awardees) within two business days after the issuance of this notice of intent to award - in this case, by **5 p.m., Monday, January 12, 2015**. Failure to meet this time line shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Sincerely,

Tom Healy
Director Public Works

Attachment – RFP Scoring Sheet

City of Palmer

Proposal Tabulation
Palmer Building Improvement Project
RFP# 14-11PW

Rate each proposal for each scoring category with a value within the range of points available for that category.

	Architects Alaska	Rim Architects	Stantec Architecture	Wolf Architecture
Project Approach 0 to 30 points	26/25/27/25 103	30/26/20/25 101	25/27/22/24 98	28/23/25/24 100
Firm Experience 0 to 25 points	20/22/23/22 87	20/23/20/21 84	19/20/23/19 81	20/22/25/22 89
Qualifications of Key Personnel 0 to 20 points	20/15/17/20 72	20/16/18/20 74	19/15/17/19 70	20/14/18/20 72
Management Plan 0 to 15 points	14/12/10/12 48	15/11/10/14 50	14/10/12/13 49	14/10/14/15 53
Overall Quality of Proposal 0 to 10 points	8/8/10/9 35	10/8/7/9 34	8/7/7/8 30	10/7/9/9 35
Total Points	88/82/87/88 345	95/84/75/89 343	85/79/81/83 328	92/76/91/90 349
Rank	3/2/2/3 2	1/1/4/2 3	4/3/3/4 4	2/4/1/1 1