

**CITY OF PALMER
ACTION MEMORANDUM NO. 13-060**

Subject: Authorize the City Manager to Negotiate and Enter Into a Professional Services Agreement with HDL Engineering to Design a Storm Water Master Plan in an Amount Not To Exceed \$105,000

Agenda of: August 13, 2013

Council Action: Authorized

Approved for presentation by:

City Manager *J Douglas B. Griff*
City Attorney _____
City Clerk *JH*

Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>105,000.00</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input checked="" type="checkbox"/> A negative fiscal impact in the amount of:	\$ <u>105,000.00</u>
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input checked="" type="checkbox"/> Funds are budgeted.	
Funds are budgeted from this (these) line item(s):	
a) ➤ 08-10-11-6220 (Grant 13-DC-175)	\$ <u>105,000.00</u>
b) ➤	\$ _____
a) Funds originally budgeted in line item :	\$ <u>115,000.00</u>
Difference in budgeted funds:	\$ _____
b) Funds originally budgeted in line item :	\$ _____
Difference in budgeted funds:	\$ _____
<input type="checkbox"/> Funds are not budgeted.	
Budget amendment required in the total amount of:	\$ <u>0.00</u>
Affected line item(s):	
➤	\$ _____
➤	\$ _____
➤	\$ _____
<input type="checkbox"/> General fund unassigned balance (after budget modification)	\$ _____
<input type="checkbox"/> Enterprise unrestricted net position (after budget modification)	\$ _____
Director of Finance signature certifying funds:	<u><i>[Signature]</i></u>

Attachment(s):

- DCCED Grant 13-DC-175 Narrative
- Request For Proposals
- Total Point Scoring Summary

Summary statement: The City of Palmer was awarded grant 13-DC-175 from the Department of Commerce, Community, and Economic Development (DCCED) in the amount of \$115,000. The grant will assist the City in designing a storm water master plan to review and document the existing out-dated and unregulated storm water system and to provide a planning document to guide future improvement and development projects.

A Request for Proposals for engineering services to prepare a Storm Water Master Plan was publicly solicited on June 7, 2013. Four proposals were received and publicly opened and read aloud on July 1, 2013. The four proposals were received from the following firms:

- USKH
- PDC Inc. Engineers
- DOWL-HKM
- HDL Engineering

The four proposals were independently reviewed and scored by the following individuals:

- Sandra Garley; Director of Community Development
- Greg Wickham; Superintendent of Public Works
- Victoria Paulson; Grants/Contracts Reviewer, Public Works
- Lance Ketterling; Police Commander
- Mike Rabe, P.E.; Civil Engineer, CRW Engineering

Total point scoring for the four firms is as follows:

<u>FIRM</u>	<u>POINTS</u>
USKH	454
PDC Inc. Engineers.....	428
DOWL-HKM	454
HDL Engineering	474

HDL Engineering received the most points and is considered a reputable firm so it is therefore recommended that the City Manager be authorized to negotiate and enter into a Professional Services Contract with HDL Engineering to prepare a Storm Water Master Plan.

Administration recommendation: Approve action memorandum 13-060.

Agency: Commerce, Community and Economic Development**Grants to Municipalities (AS 37.05.315)****Grant Recipient: Palmer****Federal Tax ID: 92-6000194****Project Title:****Project Type: Planning and Research**

Palmer - Storm Water Improvement Master Plan

State Funding Requested: \$115,000**House District: Mat-Su Areawide (13-16)**

One-Time Need

Brief Project Description:

Prepare a storm water management plan to review and document the existing out-dated and unregulated storm water system to provide a planning document to guide future improvement and development projects.

Funding Plan:

Total Project Cost:	\$115,000
Funding Already Secured:	(\$0)
FY2013 State Funding Request:	<u>(\$115,000)</u>
Project Deficit:	\$0

*Funding Details:**This is a new project with no past funding.***Detailed Project Description and Justification:**

The management plan will review the existing system, document the existing condition of significant pipes and structures, estimate system capacity, forecast anticipated increased system demand, and recommend repairs, capacity improvements and system extensions.

Palmer operates an unregulated storm water system to manage storm water within City right-of-ways. Storm water is collected through gutters and ditches, conveyed in buried pipes, and discharged into the Matanuska River. The network has been installed over the past 50 or more years with little consideration of the impact new connections have to the existing system. Many pipes are over-capacity, resulting in occasional localized flooding. As development continues, the frequency and impact of the local flooding will increase.

The management plan will also analyze discharge quality and identify alternatives for quality improvements, both physical and regulatory and will provide a planning document to guide future improvement and development projects. The current storm water system provides little or no ability to manage the discharge quality. As there are currently no regulatory agencies requiring monitoring and no monitoring being performed, little is known about the quality of the storm water being discharged.

If the US Environmental Protection Agency designates parts of the Mat-Su Valley as an "urbanized area" as defined by the National Pollutant Discharge Elimination System (NPDES) Storm Water Phase II Final Rule, the City's storm water system would be considered a "small municipal separate storm sewer system," or small MS4. The City will then be required to develop, implement, and enforce a storm water management program to reduce the discharge of pollutants from their MS4.

CITY OF PALMER, ALASKA
Request for Proposals

June 7, 2013

REQUEST FOR PROPOSALS

RFP # 13-05-PW

**ENGINEERING SERVICES
FOR
Stormwater Master Plan**

The City of Palmer (City) is seeking proposals from qualified professional engineering firms to prepare a Stormwater Master Plan.

Proposals must be received prior to 3:00 PM Alaska Daylight Time on Monday, July 1, 2013 at the Palmer City Hall Customer Service Counter located at 231 W. Evergreen Avenue, Palmer, Alaska 99645-6952. Office hours are 8:00 a.m. to 12:00 p.m., and 1:00 p.m. to 5:00 p.m., Monday through Friday. Time of receipt will be as determined by the Customer Service Counter Time Stamp. Proposals received after the stipulated date and time will not be considered and will be returned unopened. Facsimile, email, or any other electronic submittals will not be accepted.

A copy of the Request For Proposal may be obtained from the City of Palmer website at: www.cityofpalmer.org. Click on Bids and Proposals.

Proposals will be publicly opened and the name of each proposer read aloud and recorded as a matter of public information within thirty (30) minutes after the receipt time and date have past. **PROPOSED PRICING WILL NOT BE READ AT THE PUBLIC OPENING.**

For information about this solicitation, contact Tom Cohenour, Director of Public Works by telephone at 907-761-1350 or 907-863-0741 or by email at tcohenour@palmerak.org. All correspondence should include the project title.

The City of Palmer reserves the right to reject any and all proposals and to waive any informalities in procedure. Thank you for your interest in this project.



Stormwater Master Plan RFP Review Points

Overall Point Summary

<i>Reviewer Name</i>	<i>Title</i>	<i>USKH Points</i>	<i>PDC Points</i>	<i>DOWL Points</i>	<i>HDL Points</i>
Sandra Garley	Director of Community Development	88	70	93	95
Greg Wickham	Superintendent of Public Works	93	92	81	93
Victoria Paulson	Grants / Contracts Auditor	95	87	92	95
Lance Ketterling	Police Commander	80	90	95	96
Mike Rabe	CRW Engineering, P.E.	98	89	93	95
Final Point Totals		454	428	454	474