

**CITY OF PALMER  
ACTION MEMORANDUM NO. 14-026**

**Subject:** Authorize the City Manager to Negotiate and Execute an Agreement with Hattenburg Dilley and Linnell LLC to Develop the Master Plan for the Palmer Municipal Airport

**Agenda of: April 8, 2014**

**Council Action:** Authorized

**Approved for presentation by:**

**City Manager** *Douglas B. Griffin*  
**City Attorney** \_\_\_\_\_  
**City Clerk** \_\_\_\_\_

**Certification of Funds:**

Total amount of funds listed in legislation:		\$ <u>400,000</u>
This legislation (√):		
<input type="checkbox"/> Has no fiscal impact		
Creates:		
<input checked="" type="checkbox"/> A negative fiscal impact in the amount of:		\$ <u>25,000</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) ➤ 03-01-10-7124		\$ <u>25,000</u>
b) ➤ 24-03-10-7124		\$ <u>375,000</u>
a) Funds originally budgeted in line item : \$ _____		
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: \$ _____		
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):**

- Bid Tabulation form
- Evaluation Spreadsheet
- Frontiersman advertisement
- Notice of Intent to Award

**Summary statement:** The Federal Aviation Administration notified the City that the grant application to fund the new master plan for the Palmer Municipal Airport was approved under a funding allocation from the Airport Improvement Program (AIP). The FAA has granted up to \$375,000 in federal funding. The City's match, under this allocation, is \$12,500 and the State of Alaska Department of Transportation and Public Facilities (DOT/PF) share is \$12,500. The City will pay up to \$25,000, and will apply for reimbursement of up to \$12,500 from the DOT/PF at the close of the project.

The project went out to bid. There were three responsive proposers: DOWL HKM, HDR Alaska, and Hattenburg Dilley and Linnell, LLC (HDL). The proposals were independently evaluated by a team of four.

The scores were tallied and Hattenburg Dilley and Linnell, LLC, was the winning proposer. The maximum project cost (\$400,000) may be less once the final Scope of Work is developed with HDL.

**Administration recommendation:** Approve action memorandum 14-026.



**Bid Opening for Airport Master Plan Bid  
February 5, 2014  
2 P.M.**

**A. Call to Order**

The bid opening for the Airport Master Plan was called to order at 2:02 P.M. in the city council chambers, Palmer, Alaska.

**B. Present**

Staff present:

<b>Name:</b>	<b>Title:</b>
<u>Jon Owen</u>	<u>Director of Public Safety</u>
<u>Anita Cagle</u>	<u>Admin. Assistant- Dept. Public Safety</u>
<u>Ailis Vann</u>	<u>Admin. Assistant- Dept. Public Work</u>
<u>Summer Rife</u>	<u>Deputy City Clerk</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

**C. Bids Received**

The following bids were received:

Name: HDR

Name: Dowl

Name: HDL

BID TABULATIONS

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
	HDR	Dowl HKM	HDL		
BID PROPOSAL	Bid Amount				
Acknowledged Addenda 1 ( Y/N)	Y	Y	Y		
Acknowledged Addenda 2 ( Y/N)					
Signed Proposal (Y/N)					
Bid Security (Bond) (Y/N)					
Base Bid					
Total Bid					

	Bidder 5	Bidder 6	Bidder 7	Bidder 8	Bidder 9
BID PROPOSAL	Bid Amount				
Acknowledged Addenda 1 ( Y/N)					
Acknowledged Addenda 2 ( Y/N)					
Signed Proposal (Y/N)					
Bid Security (Bond) (Y/N)					
Bidder Qualification Form					
Base Bid					
Total Bid					

	Bidder 10	Bidder 11	Bidder 12
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount
Acknowledged Addenda 1 ( Y/N)			
Acknowledged Addenda 2 ( Y/N)			
Signed Proposal (Y/N)			
Bid Security (Bond) (Y/N)			

Name: \_\_\_\_\_

**D. Close of Bid Opening**

The bid opening closed at 2:05 P.M.

Bernadette Packa

Signature of member of the Clerk's Office attending the bid opening

I hereby certify that the bids listed were received prior to the established deadline and remained sealed until the bid opening was called to order.

Bernadette Packa

Bernadette Packa, Deputy City Clerk

Original given to:

- Attorney
- City Manager's Office
- Department of Community Development
- Department of Finance
- Department of Public Works
- Department of Public Safety
- City Clerk's Office

**Palmer Municipal Airport Master Plan RFP 14-01PAQ**

		Criteria	Weight			
<b>Evaluator 1</b>				DOWL HKM	HDL	HDR
	Objectives and Services		20	17	18	15
	Methods		20	20	19	20
	Management		10	10	7	9
	Proposed Project Staff		20	18	20	16
	Workload and Resources		10	10	10	10
	Past Performance		20	18	18	16
Subtotal				93	92	86
<b>Evaluator 2</b>				DOWL HKM	HDL	HDR
	Objectives and Services		20	19	18	18
	Methods		20	19	20	18
	Management		10	8	9	9
	Proposed Project Staff		20	16	19	16
	Workload and Resources		10	10	10	8
	Past Performance		20	19	18	18
Subtotal				91	94	87
<b>Evaluator 3</b>				DOWL HKM	HDL	HDR
	Objectives and Services		20	10	18	19
	Methods		20	15	19	17
	Management		10	7	9	8
	Proposed Project Staff		20	10	20	10
	Workload and Resources		10	8	10	8
	Past Performance		20	18	18	18
Subtotal				68	94	80
<b>Evaluator 4</b>				DOWL HKM	HDL	HDR
	Objectives and Services		20	17	19	14
	Methods		20	18	18	15
	Management		10	9	9	9
	Proposed Project Staff		20	15	18	17
	Workload and Resources		10	10	10	10
	Past Performance		20	8	7	8
Subtotal				77	81	73
<b>Totals</b>				<b>329</b>	<b>361</b>	<b>326</b>

**Request for  
Proposal No.  
14-01PAQ  
AIRPORT MASTER  
PLAN  
PALMER  
MUNICIPAL  
AIRPORT  
City of Palmer,  
Alaska**

The City of Palmer is soliciting proposals for a contractor to develop the new Airport Master Plan for the Palmer Municipal Airport. This project is funded by the Federal Aviation Agency (FAA). The RFP is available on the internet at [www.city-ofpalmer.org](http://www.city-ofpalmer.org). Sealed responses for the RFP will be received until 2:00 p.m., local time, February 5, 2014, at the Palmer City Hall, 231 W. Evergreen Avenue, Palmer, AK 99645.  
FR#5176  
Publish January 5 & 12, 2014



Douglas B. Griffin  
City Manager

City of Palmer  
231 W. Evergreen Avenue  
Palmer, Alaska 99645-6952  
Phone (907) 761-1317  
dgriffin@palmerak.org  
www.cityofpalmer.org

11 March 2014

**TO: HDR Alaska, Inc.  
DOWL HKM  
Hattenburg Dilley & Linnell**

**TRANSMITTED VIA EMAIL**

**RE: NOTICE OF INTENT TO AWARD  
Request for Proposal No. 14-01PAQ  
Master Plan, Palmer Municipal Airport  
City of Palmer**

This is the City of Palmer's Notice of Intent to Award the contract for the development of a Master Plan for the Palmer Municipal Airport to Hattenburg Dilley & Linnell at the Palmer Council meeting scheduled for 7:00 p.m., April 8, 2014, in the Council Chambers at Palmer City Hall, 231 W. Evergreen Avenue, in Palmer.

The proposals were evaluated by a four member panel, working independently of each other. The scores reflect the high quality and qualifications of all respondents. The City Administration will recommend that the contract be awarded to Hattenburg Dilley & Linnell based upon the overall higher score. The bid tabulations are posted at [www.cityofpalmer.org/](http://www.cityofpalmer.org/).

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 awardee) within two business days after the issuance of this Notice of Intent to Award—in this case, by 5:00 PM, Thursday, March 13, 2014. 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.

Thank you for your interest in doing business with the City of Palmer.

Sincerely,

Jeffrey Combs  
Superintendent, Palmer Municipal Airport

City of Palmer