

**CITY OF PALMER
ACTION MEMORANDUM NO. AM 14-040**

Subject: Authorize the City Manager to Negotiate and Enter Into a Professional Services Agreement with Hattenburg Dilley & Linnell for Construction Administration of Palmer Airport Crack Sealing in an Amount Not To Exceed \$25,000

Agenda of: May 27, 2014

Council Action: Authorized

Approved for presentation by:

City Manager (Acting) *Sandra Harley*
 City Attorney *[Signature]*
 City Clerk *[Signature]*

Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>25,000.00</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input checked="" type="checkbox"/> A negative fiscal impact in the amount of:	\$ <u>25,000.00</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) ➤ 24-03-10-7125 (FAA Crack Seal Grant)	\$ <u>25,000.00</u>
b) ➤	\$ _____
c) ➤	\$ _____
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 Tabulations

Summary statement: The City of Palmer was awarded a grant from the Federal Aviation Administration (FAA) for crack sealing at the Palmer Municipal Airport. Under this grant \$25,000.00 was allotted for Construction Administration (CA). To be eligible for reimbursement under the grant, the FAA requires that engineering consultants be selected based upon qualifications, experience, and Disadvantaged Business Enterprise (DBE) rather than price.

On April 29, 2014, the City emailed a request to four engineering firms asking for a statement of their qualifications and interest in performing the CA work for the crack sealing. On May 9, 2014, two responses were received. A team of three independently evaluated the proposals. The following chart depicts the total scores:

Proposer	Qualifications	Experience	DBE	Total
DOWL HKM	27	24	20	71
HDL	28	29	26	83

It is recommended that the City Manager be authorized to negotiate and enter into a Professional Services Agreement with Hattenburg Dilley & Linnel for construction administration of the crack sealing project in an amount not to exceed \$25,000.

Administration recommendation: Approve action memorandum 14-040.

Evaluator 1

Proposer	Qualifications 1-10	Experience 1-10	DBE 1-10	Total Points	
DOWL HKM	10	8	9	27	
Hattenburg, Dilley, and Linnell	10	10	10	30	

Evaluator 2

Proposer	Qualifications 1-10	Experience 1-10	DBE 1-10	Total Points	
DOWL HKM	8	7	6	21	
Hattenburg, Dilley, and Linnell	9	9	8	26	

Evaluator 3

Proposer	Qualifications 1-10	Experience 1-10	DBE 1-10	Total Points	
DOWL HKM	9	9	5	23	
Hattenburg, Dilley, and Linnell	9	10	8	27	

Total Tabulations

	Qualifications	Experience	DBE	Total
DOWL HKM	27	24	20	71
Hattenburg, Dilley, and Linnell	28	29	26	83