



City of Homer

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Memorandum 22-034

TO: Mayor Castner and City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, Director of Public Works
DATE: February 16, 2022
SUBJECT: Recommend award of Task Orders for technical services

Issue: The purpose of this Memorandum is to recommend award of a contract for technical field work to support the Green Infrastructure Storm Water Program.

I. Background

At its February 14 regular Meeting, the Homer City Council adopted Ordinance 22-08, authorizing the expenditure of up to \$60,000 for technical support services to support the Green Infrastructure Storm Water Management System. This work is necessary in order to design the green infrastructure projects. The work involves the following representative activities:

- Task 1 – Fabricating and installing ground water test wells and monitoring groundwater levels
- Task 2 – Fabricating and installing weirs on open ditches and measuring water discharge rates
- Task 3 – Collecting and analyzing water samples to develop a baseline of water quality parameters
- Task 4 – Collecting and analyzing soils data, including determining depths of peat layers
- Task 5 – Wetland delineation

This work is labor intensive and needs to be exacting because getting comprehensive and precise data is crucial for effective design. We propose to do this work through a multi-disciplinary collaboration of local firms/organizations:

1. Coble Geophysical Services, Senior Hydrologist/Geophysicist – will lead the technical team, design/fabricate field instruments, analyze data and assist with design.
2. Public Works Department, GIS Technician/Parks Technician/Mechanic – will provide mapping as well as assist with fabrication, installation and monitoring of field instruments.
3. Homer Soil & Water Conservation (HSWC), soil/water scientists – will assist with fabrication and installation of field instruments as well as data collection.

4. Semester-By-The-Bay Intern, marine biology graduate – will assist with water sampling and laboratory testing.
5. Bishop Engineering, civil engineer – will be part of the engineering design team and their in-house biologist will do wetland delineation.
6. Citizen scientists – will help with on-going data collection

The City currently has Term Contracts with Coble Geophysical, HSWC and Bishop Engineering. These contracts allow us to issue Task Orders for specific Scopes of Work, with Not-To-Exceed Budgets for given scopes of work. These are “time and material” contracts meaning we pay for the actual labor and cost of materials, with Not-to-Exceed amounts, which is a standard contract method for engineering and other technical services.

City code, HCC 3.16.060 allows procurements of “consultant and technical services” to be exempt from competitive bidding.

II. Recommendation

That the City Council authorize the issuance of Task Orders to the designated firms to perform the scopes of services identified above for the stipulated amounts:

a. Coble Geophysical Services – cost not to exceed	\$45,000
b. Bishop Engineering – cost not to exceed	\$10,000
c. HSWC – cost not to exceed	<u>\$ 5,000</u>
	\$60,000