



# MEMORANDUM

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## Resolution 23-099, A Resolution Issuing a Term Contract to ChemTrack Alaska, Inc., and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

**Item Type:** Backup Memorandum  
**Prepared For:** City Council  
**Date:** September 12, 2023  
**From:** Janette Keiser, PE, Public Works Director/City Engineer  
**Through:** Rob Dumouchel, City Manager

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**I. Issue:** The purpose of this Memorandum is to recommend the City issue a Term Contract to ChemTrack Alaska, Inc.

**II. Background:**

Several of the City's grants with state or federal agencies require the City to use, or exercise good faith efforts to use, MWDBE businesses; that is, businesses owned by minorities, women or disadvantaged individuals. A Best Practice for identifying such businesses is to create a Bidder's List by advertising a Request for Qualifications ("RFQ") for such businesses and creating a roster of firms meeting one or more of the designations. We published a RFQ asking for Statements of Qualifications (SOQ) for services we were likely to need for various projects. We received a SOQ from a Woman-Owned Business Enterprise ("WBE") called ChemTrack Alaska, Inc. ("ChemTrack") is a 40+ year-old company specializing in the design and construction of environmental remediation services, including abatement of asbestos, PCBs, lead, etc. Much of ChemTrack's work has been with the Army, Air Force, and Coast Guard. While based in Anchorage, ChemTrack has successfully performed projects in many remote Alaskan locations. In short, they are well qualified and experienced with this specialized, highly-regulated work all over the State.

We believe the experts at ChemTrack can help us develop a strategy, and importantly, a sensible cost estimate, for remediating the HERC building(s) because they have hands-on, design-build experience with similar projects. Having meaningful cost information will be important as the City continues discussions with the EPA about a potential brownfield grant. We would like to issue ChemTrack a small Task Order to help us develop a path forward.

**III. RECOMMENDATION:** That the City Council approve a Term Contract to ChemTrack Alaska, Inc.