



MEMORANDUM

Ordinance 26-38, an Ordinance of the City Council of Homer, Alaska, Amending the FY27 Capital Budget by Appropriating an Additional \$5,000 from the Water CARMA Fund and an Additional \$5,000 from the Sewer CARMA Fund to the 2025 Water and Wastewater Master Plan Projects. City Manager/ Public Works Director.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: August 17, 2026
From: Melissa Jacobsen, City Manager

At the August 10, 2026, introduction of Ordinance 26-38, a request was made for confirmation of the dollar amount of additional funding needed for the Water and Sewer Master Plan project and the reasoning behind the request for \$10,000.

When the initial draft of the ordinance was submitted it incorrectly included the amount of \$7500 and rounded up to \$10,000 to provide a contingency. The error was caught and corrected to \$750. As noted in Memorandum CC-26-147, when bidding the project, we didn't consider the ADEC administrative fee that is equal to 0.5% of each loan amount, which is the \$750.

When considering the contingency, staff acknowledged that the funding request in the ADEC questionnaire was likely not sufficient for this project and discussed that the other bids came in significantly higher than the winning bid, as seen in the chart on Memorandum CC-25-276. For these reasons, we left the ask at \$10,000 split equally between water and sewer CARMA funds.

Any amount not expended will go back into those accounts at project closeout.

RECOMMENDATION: Adopt Ordinance 26-38.

ATTACHMENT:

- Memorandum CC-25-276



MEMORANDUM

Resolution 25-104, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Development of the 2025 Water and Wastewater Master Plan to Bristol Engineering Services Company, LLC Of Anchorage Alaska in the Amount of \$149,987 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

Item Type: Backup Memorandum
Prepared For: City Council
Date: November 4, 2025
From: Daniel Kort, Public Works Director
Through: Melissa Jacobsen, City Manager

I. Issue:

The purpose of this Memorandum is to request approval to award the contract for the development of the 2025 Water and Wastewater Master Plan to Bristol Engineering Services Company, LLC (Bristol).

II. Background:

A Water and Sewer Master plan was prepared for the City of Homer by Bristol in 2006. Bristol's plan provided an evaluation of the construction costs; treatment plant operation and maintenance (O&M) costs; technical requirements; system management impacts; estimated revenues and expenses to operate an expanded system; and other related considerations for these proposed improvements and expansions. Bristol's Water and Sewer Master Plan covered a 20-year planning period (2006-2025).

The City submitted questionnaires to receive two loans from the Alaska Department of Environmental Conservation's (ADEC) State Revolving fund. One application was for the water portion of the master plan and the other for the wastewater portion. The State Revolving Fund doesn't technically issue grants, but they can issue loans and then forgive a portion of the loan, which they call principal forgiveness. In total, the two loans have \$150,000 in principal forgiveness attached, which is the full value of the loans.

The Scope of Services is as follows:

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to prepare a master plan. This effort will include creating a computer model of the existing water and wastewater system, identifying how service can be most effectively extended into areas not currently served, determining what improvements to the

existing system will be needed to support expansion, define the cost and suggest a schedule for necessary future capital improvements, and incorporate water and sewer data into the City's GIS information system. The water treatment plant, fire flow transmission, distribution, and storage capacities will be evaluated. The wastewater treatment plant, piped collection system and pump station capacities will be evaluated. The computer models prepared as part of this plan will allow the City to understand (before development occurs) what impact it will have on the existing wastewater and water system. Even though the final deliverable will be a single document, the consultant shall bill separately for the water and wastewater components.

The complete RFP can be found on the City website at- <https://www.cityofhomer-ak.gov/cityclerk/request-proposals-professional-engineering-services-2025-water-wastewater-master-plan>

III. Proposals Received:

In accordance with the Procurement Policy Manual, the City advertised a Request for Proposals (RFP) in the Homer News on September 11 and 18, 2025 and in the Anchorage Daily News on September 14, 2025. Proposals were opened at 3:00 PM on October 28, 2025, and three proposals were received. These proposals were scored by a team of evaluators according to criteria established in the RFP documents. Below is a table showing the proposals received along with their respective scores and proposal prices.

	Bristol	RESPEC	DOWL
Similar Projects (200 possible pts)	172	148	172
Project Manager (100 possible pts)	90	72	84
Project Team (150 possible pts)	120	87	126
Cost (50 possible pts)	50	22	26
Cost (Numeric)	\$149,987.00	\$341,787.60	\$283,795.00
Total Points	432	329	408

IV. Recommendation

The Public Works Department recommends that the City Council of Homer Alaska award a contract for the design of the 2025 Water and Wastewater Master Pan to Bristol Engineering Services Company, LLC of Anchorage Alaska in the amount of \$149,987.