

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH AETTA ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE DOWNTOWN FIRE HALL REPLACEMENT PROJECT (PHASES 2
AND 3)**

WHEREAS, the City of Dillingham (the "City") owns and operates fire suppression and emergency response infrastructure, including the Downtown Fire Hall, which has reached the end of its serviceable life and requires replacement to ensure continued public safety operations; and

WHEREAS, the City Council adopted Resolution No. 2026-01, accepting a State of Alaska Designated Legislative Grant (Grant No. 25-DC-078) in the amount of \$600,000 to advance design activities for the Downtown Fire Hall Replacement Project, with a grant lapse date of June 30, 2029; and

WHEREAS, Phase 1 Predesign work has been completed, establishing the baseline program, site concepts, and preliminary cost estimates for the replacement facility; and

WHEREAS, the City requires professional architectural and engineering (A/E) services to advance the project through Phase 2 (Due Diligence: geotechnical investigation, survey, and civil) and Phase 3 (Schematic Design / Design Development, approximately 30%–65% completion), sufficient to support future grant applications and improve construction readiness; and

WHEREAS, pursuant to Dillingham Municipal Code (DMC) § 4.30.090(B) and (C), contracts for professional services estimated to exceed \$51,000 are procured by competitive sealed proposal, and the City Manager may first solicit Statements of Qualifications (SOQs) to identify responsible firms, then limit the competitive field to those satisfying the responsible bidder criteria; and

WHEREAS, an RFQ for Statements of Qualifications (RFQ No. 2026-01) was publicly advertised on February 20, 2026, with a submission deadline of April 29, 2026, in accordance with the publication and competitive solicitation requirements of DMC § 4.30.100; and

WHEREAS, six (6) firms submitted Statements of Qualifications — ECI, Aetta Architects, Bettisworth North, Architects Alaska, Alder Architects & Designers, and LCG Inc. — each of which constitutes a competitive submission as contemplated under DMC § 4.30.090; and

WHEREAS, the City Manager evaluated all submissions against the published selection criteria, which included demonstrated experience with rural fire station projects, planning and design expertise, local and regional experience, references, and ability to meet RFQ requirements, consistent with the "responsible bidder" criteria established at DMC §

4.30.030(A); and

WHEREAS, based on that evaluation, Aetta Architects, 247 S Alaska Street, Palmer, AK 99645, was determined to be the highest-ranked, most qualified firm; and

WHEREAS, a Notice of Intent to Award was issued on May 14, 2026, identifying Aetta Architects as the intended awardee and notifying all bidders of record of their right to protest within five (5) working days per DMC § 4.30.100(E)(2); and

WHEREAS, no protests were received within the protest period; and

WHEREAS, pursuant to DMC § 4.30.090(B) and § 4.30.120, and consistent with the selection authority granted to the City Manager under DMC § 4.30.010, the City Manager is authorized to negotiate and execute a professional services agreement with the highest-ranked firm following a qualifications-based competitive process; and

WHEREAS, the professional services agreement shall include all protective contract clauses required by DMC § 4.30.110 for contracts exceeding \$20,000, including provisions for adjustments, change orders, liquidated damages, termination for default and convenience, subcontractor oversight, and audit rights; and

WHEREAS, the City Council finds that the procurement process conducted was consistent with the competitive, qualifications-based professional services selection framework established in DMC § 4.30.090 and § 4.30.100, and that the public interest is served by proceeding with award;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dillingham, Alaska, as follows:

Section 1. Findings Incorporated. The recitals set forth above are incorporated herein and adopted as findings of the City Council.

Section 2. Authorization to Execute Agreement. The City Manager is hereby authorized and directed to negotiate and execute a Professional Services Agreement with Aetta Architects, 247 S Alaska Street, Palmer, AK 99645, for architectural and engineering services for Phase 2 (Due Diligence) and Phase 3 (Schematic Design / Design Development) of the Downtown Fire Hall Replacement Project, in accordance with the scope, terms, and conditions established through the competitive qualifications-based solicitation (RFQ No. 2026-01).

Section 3. Funding. The Professional Services Agreement shall be funded through the State of Alaska Designated Legislative Grant No. 25-DC-078 in the amount of \$600,000, with a lapse date of June 30, 2029. The negotiated fee shall not exceed available grant funds without prior City Council authorization.

Section 4. Future Phases. Upon satisfactory completion of Phase 2 and Phase 3 services, the City Council expressly reserves the right to either extend the Professional

Services Agreement for subsequent phases through a contract amendment, or to procure those services through a new solicitation, at the City's sole discretion.

Section 5. Notice to Proceed. No work shall commence, no materials shall be purchased, and no subcontracts shall be entered into by Aetta Architects until both parties have executed the Professional Services Agreement and the City has issued a written Notice to

Proceed, consistent with AS 36.30.365 and the requirements stated in the Notice of Intent to Award dated May 14, 2026.

Section 6. Conditions Precedent to Notice to Proceed. Prior to issuance of the Notice to Proceed, Aetta Architects shall provide to the City: (a) current and valid State of Alaska and City of Dillingham Business Licenses; (b) Certificate of Insurance and Worker's Compensation coverage; and (c) proof of Commercial Insurance, with coverage limits to be established during contract negotiation consistent with the minimum thresholds referenced in Addendum No. 1 to the RFQ.

Section 7. City Manager Authority. The City Manager is authorized to take all actions necessary and appropriate to carry out the purposes of this Resolution, including executing the Professional Services Agreement, coordinating with the State of Alaska grant program, and issuing the Notice to Proceed upon satisfaction of all conditions precedent.

Section 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 6, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk