



**CITY OF KOTZEBUE
RESOLUTION NO. 24-56**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE (“CITY”) AUTHORIZING THE CITY MANAGER TO EXTEND THE CITY’S CONTRACT WITH DOWL FOR ENGINEERING AND CAPITAL PROJECTS MANAGEMENT SERVICES THROUGH CALENDAR YEAR 2024 AND DIRECTING THE CITY MANAGER TO ISSUE AN RFP IN LATE OCTOBER 2024 FOR ENGINEERING AND CAPITAL MANAGEMENT SERVICES FOR CALENDAR YEAR 2025.

WHEREAS,	DOWL has provided engineering and capital project management services to the City for the past several years;
WHEREAS,	the City has been pleased with the services provided by DOWL and wishes to continue with those services for the remainder of calendar year 2024 as set forth in the City Manager’s memorandum attached hereto as Exhibit A and incorporated by reference herein;
WHEREAS,	the City has previously allocated funds for calendar year 2024 to cover the extension of the DOWL contract through December 31, 2024 as stated in the City Manager’s memorandum attached hereto as Exhibit A;
WHEREAS,	the best practice for soliciting continuing professional services of the type provided by DOWL encourage the use of an RFP process; and,
WHEREAS,	the City will be prepared to issue an appropriate RFP for continuing professional services of the type provided by DOWL in late October 2024 for such services starting in January 2025.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue, authorizes the extension of the current DOWL contract for engineering and capital projects management through December 31, 2024 and directs the City Manager to prepare an appropriate RFP in late October 2024 for continuing professional services of the type provided by DOWL starting January 1, 2025.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

Attachment: Exhibit “A” – City Manager’s Memorandum of September 12, 2024 [1 page]



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(907) 442-3401*

September 12, 2024

MEMEORANDUM: Recommendation to Extend Contract for DOWL Engineering

To: Kotzebue City Council
From: Tessa Baldwin, City Manager
Subject: Contract Extension for DOWL Engineering

Overview:

I am recommending an extension of the contract with DOWL Engineering through the calendar year 2024. This extension will ensure continuity in several ongoing city projects that require their expertise.

Budget Consideration:

We have allocated funds in our budget to continue working with DOWL, and approximately 75% of the associated costs are covered by various grants. This allows us to proceed with essential infrastructure work without putting undue strain on city finances.

Future RFP Process:

The city intends to issue a Request for Proposal (RFP) for engineering services in late October. This timeline provides a 30-day solicitation period, ensuring that we can review and award a new contract in time for services to begin in January 2025.

Please feel free to contact me if you have any questions or require further details.

Sincerely,
Tessa Baldwin
City Manager, City of Kotzebue