



City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council Initials: *SH*
FROM: Shawn Hart, Acting Assistant City Manager File #: MGR25-209
DATE: April 11, 2025 Mtg. #: 04/17/25 CAb
RE: **Award of Contract No. 25-10, Ted Ferry Civic Center Kitchen Upgrades – Dawson Construction, LLC**

The motion detailed below was prepared at the request of Assistant Public Works Director Amanda Robinson, who asked that it be placed before the City Council for consideration at its meeting of April 17, 2025. If adopted, the motion provides for awarding Contract No. 25-10, Ted Ferry Civic Center Kitchen Remodel, to Dawson Construction, LLC, in the amount of \$337,790 and approving a contingency of \$40,000 for a total project cost of \$377,790.

In adopting the 2025 General Government budget, the City Council appropriated \$424,000 to the Ted Ferry Civic Center Kitchen Upgrades capital account. As indicated in the attached memorandum from Ms. Robinson, staff advertised for and received bids for Contract No. 25-10, with bids opened on March 31, 2025, at 10:00 a.m. in the City Clerk's office. Two (2) bids were received, and Ms. Robinson's memorandum contains a summary of the bid amounts received. Dawson Construction, LLC submitted the apparent low bid of \$337,790. Staff is recommending that Dawson Construction, LLC be awarded Contract No. 25-10 with a contingency of \$40,000 for a total project cost of \$377,790. I concur with Ms. Robinson's recommendation.

A motion has been prepared for City Council consideration.

Recommended Motion:

I move that the City Council award Contract No. 25-10 Ted Ferry Civic Center Kitchen Upgrades to Dawson Construction, LLC in the amount of \$337,790; authorize the use of a contingency of \$40,000 for a total project cost of \$377,790; authorize funding from the 2025 Ted Ferry Civic Center Kitchen Upgrade capital account; and authorize the Acting City Manager to execute the contract on behalf of City Council.

PUBLIC WORKS / ENGINEERING DEPARTMENT
Seth Brakke, P.E., Public Works Director & Engineering Manager
Kara Jurczak, P.E., Assistant Public Works Director
Amanda Robinson, AIA, Assistant Public Works Director
Phone: 907.228.4727



MEMORANDUM

TO: Lacey Simpson, Acting City Manager
FROM: Amanda Robinson, AIA, Assistant Public Works Director
CC: Shawn Hart, Acting Assistant City Manager
Seth Brakke, Public Works Director
Michelle Johannsen, Finance Director
DATE: April 1, 2025
SUBJECT: **Contract No. 25-10 Ted Ferry Kitchen Remodel**

In adopting the 2025 General Government Budget, the City Council appropriated local funds in the amount of \$424,000 to remodel the kitchen at the Ted Ferry Civic Center. The project was advertised for bids on March 05, 2025. Sealed bids were opened on March 31, 2025, at 10:00 am, by the City Clerk in the Clerk's Office. Two complete bids were received, opened, and read aloud as listed below:

<u>Bidder</u>	<u>Bid Amount</u>
Southeast General Contractors	\$357,735.00
Dawson Construction, LLC	\$337,790.00

Notice of Intent to Award for Contract 25-10 Ted Ferry Civic Center Kitchen Remodel was issued on Monday, March 31, 2025, to all bidders.

Recommended Motion:

I move that the City Council award Contract No. 25-10, Ted Ferry Civic Center Kitchen Remodel to Dawson Construction, LLC in the amount of \$337,790; establishing a contingency of \$40,000 for a total project cost of \$377,790; directing the Acting City Manager to execute the contract on behalf of City Council.

Attachments:

Bid Tabulations
Notice of Intent to Award

Department: Civic Center

Priority Number: 1

Project Title: Kitchen Upgrades

Start Date: 01/24

End Date: 12/25

Description:

The commercial dishwasher, range, coffee machine, steamers and ice machine are reaching the end of their usable life and need to be replaced. In the course of replacing these appliances it is likely that electrical and plumbing upgrades will be required. Flooring replacement is also recommended at this time to address issues with moisture and potential slip hazards. The project was planned for 2021 but was deferred due to the economic impact of the COVID-19 pandemic.

Project Cost Category	Prior Years	Adopted 2025		Projected Requirements				Total Project
		Reappropriated	New Funding	Total	2026	2027	2028	
Public Art Design	31,000							31,000
Land/Property Acquisition (ROW)		9,000	415,000	424,000				424,000
Land/Property Improvements								
Construction Management								
Construction								
Vehicles/Moving Equipment								
Operating Equipment								
Environmental/Other Studies								
Other								
Total	31,000	9,000	415,000	424,000				455,000

Source of Funds	Fund No.	Prior Years	Adopted 2025		Projected Requirements				Total Project
			Reappropriated	New Funding	Total	2026	2027	2028	
Public Works Sales Tax Fund	111								
Transient Sales Tax Fund	210	31,000	9,000	415,000	424,000				455,000
Total		31,000	9,000	415,000	424,000				455,000



PUBLIC WORKS DEPARTMENT
Administrative Offices / Engineering
2930 Tongass Avenue, Ketchikan, AK 99901
PH (907) 228-4727 / FX (907) 225-8721

Sent via email to Josh.holstrom@gmail.com
planholder@dawson.com

DATE: March 31, 2025

NOTICE OF INTENT TO AWARD – CONTRACT NO. 25-10
Ted Ferry Civic Center Kitchen Remodel

COMPANY:	Southeast General Contractors	COMPANY:	Dawson Construction, LLC
ATTN:	Josh Holstrom	ATTN:	Chris Gilberto
ADDRESS:	91 Clover View Road Ketchikan, AK 99901	ADDRESS:	3930 Tongass Ave Ketchikan, Ak, 99901
EMAIL:	Josh.holstrom@gmail.com	EMAIL:	planholder@dawson.com

Please be advised that the City of Ketchikan intends to award the above referenced contract at the City Council meeting of April 17, 2025, as follows:

Dawson Construction, LLC

Two (2) proposals were received and screened by a committee of Two (2) representatives. A unanimous consensus was reached to recommend that the City Council award the contract to Dawson Construction, LLC.

*Any bidder objecting to the recommended award of the contract and which claims to be the most qualified respondent, may file a **written** notice of appeal with the City Clerk, Kim Stanker, 334 Front Street, Ketchikan, AK 99901 or by e-mail: kimstanker@ketchikan.gov. The notice of appeal shall specifically state: (i) all of the reasons for the appeal, (ii) the specific action requested by the bidder, (iii) the specific parts of the documents in which the appeal is based, and (iv) all statements, documents, and other relevant materials which the bidder will submit in support of its appeal. The notice of appeal shall be filed with the City Clerk by either:*

- 1. 5:00 pm on the Thursday one (1) week prior to the City Council meeting in which the bid is to be awarded; or*
- 2. Within five (5) calendar days from the date the intent to award was delivered to the bidder that filed the notification of appeal; Whichever is earlier.*

The City of Ketchikan expresses our appreciation for your proposal and hopes to see your interest extended into future projects.

Sincerely,

Amanda Robinson, AIA
Assistant Public Works Director

Attachment: Bid Tabulation Sheet

CITY OF KETCHIKAN

25-10 Ted Ferry Kitchen Remodel

Bid Item	Description	Quantity	Type	Southeast General Contractors		Dawson Construction		Engineer's Estimate	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Engineer's Directed Work	1	CS	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
2	Kitchen Remodel	1	LS	\$347,735	\$347,735	\$327,790	\$327,790	\$382,600	\$382,600
				TOTAL	\$357,735	TOTAL	\$337,790	TOTAL	\$392,600