

Kenai Peninsula Borough Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John D. Hedges, Purchasing & Contracting Director *JH*

FROM: Brenda Ahlberg, Office of Emergency Management Manager *BA*

DATE: October 11, 2021

RE: Authorization to Award a Contract for RFP22-003 Borough Code Revision

On August 24, 2021, the Kenai Peninsula Borough Office of Emergency Management formally solicited proposals for RFP22-003 Borough Code Revision. The request for proposals was advertised in the Peninsula Clarion and the Anchorage Daily News on August 24, 2021 and in the Homer News on August 26, 2021.

The project consists completing a comprehensive review of Kenai Peninsula Borough Code of Ordinances relating to disaster response and recovery in areawide and non-areawide capacities. Additionally, proposer will review the borough's Hazard Mitigation Plan, the borough's Emergency Operations Plan as well as state and federal laws relating to disaster response and recovery. Disasters can include man made, health and natural disaster occurrences.

On the due date of September 9, 2021, two (2) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Holmes Weddle & Barcott, PC	Anchorage, Alaska	240
Meridian Strategic Services, Inc.	Esopus, New York	225

The highest ranking proposal, which includes a cost factor, was submitted by Holmes Weddle & Barcott, P.C. with a cost proposal of \$97,935.00. The proposal review committee recommends award of a contract to Holmes Weddle & Barcott, P.C. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 271.11250.21VAC.43011.

Charlie Pierce

Charlie Pierce, Mayor

10/12/2021

Date

NOTES:

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>271.11250.21V/C.43011</u>	
Amount <u>\$97,935.00</u>	
By: <i>PP</i> BH	Date: <u>10/11/2021</u>