



M E M O R A N D U M

DATE: April 6, 2020
TO: Phil Zavadil, City Manager
FROM: Michael Dahl
SUBJECT: Dispensing Station Progress Report
CC: Ed Paulus, Public Works Director

Phil,

Bid specifications for construction of the new Dispensing Station at Bulk Fuel are complete. Bid documents are based on advertising and selecting a contractor to supply all materials and labor and construct the new dispensing station.

Due to the change in all of our lives due to COVID-19, the bids have not been advertised.

At this point there are a couple of alternatives to keep the project moving forward if you so choose.

1. Advertise for bid as initially proposed.
 - a. Revise bid documents for different submittal date,
 - b. Change bid documents so no site inspection allowed,
 - c. Add current site photographs (provided by city) to the bid package, or a site hosted by the City,
 - Would allow project bid to start up and move forward without travel to Island.
 - Contractor submittal of shop drawings and fabrication of tanks and dispensing could commence. Would require possibly 16 weeks for fabrication.
 - Construction in late September or October and take 4 weeks to complete.
2. Request bid proposals from vendors for supply of materials including tanks, dispensing station and pumps.
 - a. New material supply bid documents with existing drawings,
 - Would allow for selection of tanks and dispensing and allow fabrication to commence. Again, around 16 weeks for fabrication.
 - b. Revise bid documents for different submittal date and add owner supplied materials,
 - c. Depending on timing, site inspection may be possible in July or August, or keep with no site inspection allowed,
 - d. Add current site photographs (provided by city) to the bid package, or a site hosted by the City,
 - Would also allow project bid to start up and move forward without travel to Island.
 - City takes on the responsibility for coordinating fabrication and shipping.
 - Construction in October and take 4 weeks to complete.

3. Postpone project and put out to bid next winter for construction first thing in the spring.

No matter which method is used to go forward, the long lead time required for fabrication controls when construction could take place.

I would recommend either option 1 or option 3 as keeps the project more streamlined, and minimizes the coordination work required by the City to complete the project.

Let me know when you can be available to discuss the project schedule and options.

Mike