

## TOWN OF OCEAN VIEW

201 CENTRAL AVENUE  
OCEAN VIEW, DE 19970

### MEMORANDUM

**TO:** Mayor  
Town Council Members

**FROM:** Kenneth L. Cimino  
Director of Planning, Zoning & Development

**VIA:** Carol S. Houck  
Town Manager

**DATE:** October 10, 2023

**SUBJECT:** Discussion, Consideration, and Possible Voting on a Contract Award for the Town of Ocean View General Engineering Services – Town Engineer Contract, OV 24-0001

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**Background:** A request for proposals was placed in local papers and on the Town's website for General Engineering Services – Town Engineer.

The work involves furnishing all necessary labor, materials, and equipment to provide the Town of Ocean View with professional engineering services when required. The Town of Ocean View reserves the right to vary the number of personnel required from the Consultant dependent on the demand required to meet the urgency of the analytical and/or construction project.

Sealed bids were due by 1:00 p.m. on Monday, October 2, 2023. One sealed bid and one unsealed bid were received and opened as follows:

KCI Technologies – Sealed Bid  
Davis, Bowen & Friedel, Inc.

The proposals were read and rated by the Director of Planning and Development. The selection of the successful firm was based on the firm's experience, knowledge, skills and abilities demonstrated in the technical review.

**Recommendation:** It is therefore recommended that the Mayor & Council authorize the Town Manager to enter into a contract with KCI Technologies for this open ended contract for a term of three (3) consecutive years with a Town option for two (2), one (1) year extensions.