



**SUBJECT:** Award of contract number 24-011C to MCG Explore Design for the contract amount of \$303,716.00 to provide Construction Administration Services for Mat-Su Central School Construction.

**AGENDA OF: August 1, 2023**

**ASSEMBLY ACTION:** Approved under the consent agenda 08/01/23 SP

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X  <small>Signed by: Dustin Silva</small>
Public Works Director	X Tom Adams, P.E. <small>Signed by: Tom Adams</small>
Finance Director	X Liesel Weiland <small>Signed by: Liesel Weiland</small>
Borough Attorney	X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	X  Michael Brown <small>Signed by: Michael Brown</small>
Borough Clerk	X Sonya Pevan for <small>Signed by: Sonya Pevan</small>

**ATTACHMENT (S):** Manager Bid Waiver (1 page)

**SUMMARY STATEMENT:** On March 30, 2022, The Matanuska-Susitna School District (MSBSD) independently sourced and engaged MCG Explore Design (MCG) as the Mat-Su Central School project designer. Subsequently, the responsibility for the school's construction has been transferred to the Matanuska-Susitna Borough (MSB).

MCG will support the MSB by providing comprehensive professional services for the construction phase of the new 50,000-square-foot school, including construction administration and commissioning. Professional construction administration services are crucial for overseeing the construction phase, ensuring adherence to project specifications, timelines, and budget. These services mitigate risks, facilitate effective communication among stakeholders, and maintain quality control, leading to successful project execution and delivery.

Given that the school district has already completed the process of selecting MCG as the designer and has collaborated with them extensively during the design effort, it is not efficient or necessary for the MSB to competitively solicit services for the construction administration phase. Thus, the reasoning for a manager's waiver of formal bidding (attached).

Services purchased will support the Public Works Department in assembly district #3.

The completion date for this project is June 30, 2025.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Project Management Division will be administering the contract.

**RECOMMENDATION OF ADMINISTRATION:** Approve the subject action memorandum.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: August 1, 2023

SUBJECT: Award of contract number 24-011C to MCG Explore Design for the contract amount of \$303,716.00 to provide Construction Administration Services for Mat-Su Central School Construction.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$303,716.00	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 400.000.000 4XX.XXX	PROJECT # 40206
TO ACCOUNT :	PROJECT #
VERIFIED BY:  X M e r i s s a C a r r e l l Signed by: M e r i s s a C a r r e l l	CERTIFIED BY:
DATE:	DATE:

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	303.7					
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	303.7					
TOTAL	303.7					

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

X    L i e s e l   W e i l a n d

APPROVED BY:

S i g n e d   b y :   L i e s e l   W e i l a n d

DATE:



# MATANUSKA-SUSITNA BOROUGH

## Purchasing Division

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[purchasing@matsugov.us](mailto:purchasing@matsugov.us)

[www.matsugov.us](http://www.matsugov.us)

### MEMORANDUM

Date: July 18, 2023

To: Michael Brown, Borough Manager

From: Dustin Silva, Assistant Purchasing Officer

Subject: Request for Waiver of Formal Bidding – 24-011C Construction Administration Services for Mat-Su Central School

I request a waiver of formal bidding procedures in accordance with MSB Code 3.08.320 for the procurement of professional A/E (Architectural/Engineering) services, specifically for the Construction Administration (CA) services for the Mat-Su Central School project.

*MSB 3.08.320 states: The manager may waive, in writing, some or all of the formal bidding procedures of this chapter when there is not sufficient time to comply with the waived requirements, or the best interests of the borough shall be served by the waiver.*

#### Justification for Waiver:

The Matanuska-Susitna School District (MSBSD) has independently sourced and engaged MCG Explore Design (MCG) as the designer for the Mat-Su Central School project. Subsequently, the responsibility for the school's construction has been transferred to the Matanuska-Susitna Borough (MSB). Given that the school district has already completed the process of selecting MCG as the designer and has collaborated with them extensively during the design effort, it is not efficient or necessary to competitively solicit services for the construction administration phase.

#### Summary of MCG Proposal:

MCG has provided a comprehensive proposal outlining their services for the construction phase, including CA-In House, CA-On Site, and Commissioning. The proposal encompasses the fees for the entire design team, with each member providing a breakdown of their respective tasks and efforts. The expected duration for the construction phase is estimated to be 12-14 months. MCG has presented a Lump Sum Fixed fee offer to establish a separate contract from the MSBSD's contract. The total amount for Construction Services, as stated in their proposal, is \$303,716.

#### Waiver Request:

Based on the aforementioned justification and the comprehensive proposal submitted by MCG, we request a waiver of the bid process for the construction administration services. This waiver will allow us to proceed efficiently and seamlessly with MCG, who possess the necessary expertise, familiarity with the project, and successful collaboration with the school district.

#### Reporting to the Assembly:

As per Code Rule 3.08.320(B), we will report all contracts where formal procedures are waived to the assembly. The report will contain the necessary information as described in MSB 3.08.350

#### Next Steps:

Considering the school construction effort is close to breaking ground, the Purchasing Division is requesting that the formal bidding procedures for the Mat-Su Central School Construction Administration services project be waived, as it is in the best interest of the Borough based on the information presented in this memo.



APPROVE / ☐ DISAPPROVE

Michael  
Brown

Digitally signed by  
Michael Brown  
Date: 2023.07.18  
14:04:58 -08'00'

7/18/23

Michael Brown, Borough Manager

Date