


SUBJECT: Award of proposal number 24-060P to RESPEC Company, LLC for the contract amount of \$595,604.00 to design improvements to the new Central Landfill entrance.

AGENDA OF: February 6, 2024

ASSEMBLY ACTION: Approved under the consent agenda 02/06/24 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X  <small>Signed by: Russ Kraft</small>
Public Works Director	X Tom Adams, P.E. <small>Signed by: Tom Adams</small>
Finance Director	X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</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 Lonnie McKechnie <small>Signed by: Lonnie McKechnie</small>

ATTACHMENT (S): Analysis Sheet (1p)
Scope of Services (2p)

SUMMARY STATEMENT: On November 21, 2023, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to provide professional Architecture & Engineering services for the Phase One Entrance Improvements at the Central Landfill (CLF). The primary focus of these design services revolves around designing a new 8,000 square foot tipping floor, accompanying office building and new scale house along with scales at the new CLF entrance. Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, two proposals were received. A proposal evaluation team made up of Borough Public Works staff evaluated the proposals and selected RESPEC Company, LLC as the most advantageous firm for the Borough.

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, Projects Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: February 6, 2024

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$595,604	FUNDING SOURCE ARPA Funds
FROM ACCOUNT # 475.000.000 4xx.xxx	PROJECT# 47534-7100-7110
TO ACCOUNT :	PROJECT #
VERIFIED BY: <input checked="" type="checkbox"/> Liesel Weiland <small>Signed by: Liesel Weiland</small>	CERTIFIED BY:
DATE: 1/24/2024	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	595.6					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds	595.6					
Other						
TOTAL	595.6					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

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Cheyenne Heindel

APPROVED BY: _____ DATE: _____

Signed by: Cheyenne Heindel



24-060P Design Central Landfill Entrance Improvements

Scoring Summary

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management
Supplier	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 18 pts	/ 17 pts
RESPEC	87.04 pts	22.08 pts	16.72 pts	16.72 pts	16.56 pts	14.96 pts
Jacobs Engineering	84 pts	19.2 pts	19.36 pts	16.72 pts	15.12 pts	13.6 pts

SCOPE OF SERVICES

24-060P, Design Central Landfill Entrance Improvements

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified consultants to provide professional Architecture/Engineering services for the Phase One Entrance Improvements at the Central Landfill.

General

The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the MSB. Consultant shall not perform services or incur billable expenses except as authorized by an NTP.

All reports, plans, specifications, estimates and similar work products provided by the Consultant shall be prepared by or under the supervision of an Architect, Engineer, or Land Surveyor currently registered in Alaska.

All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval of the MSB):

Direct all questions to the Purchasing Division. Questions or requests for clarification directed to any other member of Borough staff, or consultants may be grounds for rejection of proposal as being irregular.

Name Project Responsibilities

Project Management Architecture
Civil Engineering Surveying
Structural Engineering
Electrical Engineering
Mechanical Engineering
Cost Estimating

All coordination and correspondence for the project shall be handled through or with the concurrence of the MSB Project Manager.

The consultant is required to maintain a schedule detailing project tasks and milestones. This schedule will show the interdependence and duration of the various design activities/contract tasks. The schedule will be the basis for performance measurements throughout the Project development and used to track Consultant progress and billings.

Billing

The Consultant shall provide a two-page (typical) report with each monthly billing for months in which services are performed.

The report shall include:

- Name and address of the firm requesting payment
- Statement number
- Date of invoice
- Period covered by the invoice.
- Project name and number
- Purchase order number
- Contract amount or upper limit
- Previous accumulative amount
- Current amount billing
- Total accumulative amount
- Percent complete

- For supplemental agreements, the invoice must show the current supplemental agreement and the revised Contract amount or upper limit.
- Summary of work effort performed for each task during the period covered by the invoice.
- Planned work for the next billing period.
- Final billings must be clearly marked as "FINAL."

Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

Scope of Engineering Services

Based on a mutually agreed upon scope of work, schedule and fee, Consultant's services may include, but not necessarily be limited to:

- A. Develop an understanding of the Central Landfill entrance and Solid Waste Division's needs.
- B. Perform surveying for control and design.
- C. Coordinate with regulatory agencies and obtain permits required to complete project.
- D. Complete design activities, including preparing plans, specifications, and estimates (PS&E) and conduct design review meetings (30%, 60%, 90%, and final). Design activities include but are not limited to civil, architectural, structural, mechanical, electrical, surveying, and cost estimating.
- E. Assist with bidding activities.
- F. Provide construction assistance.
- G. Coordinate Utility designs

At a minimum, the design is subject to the specifications and guidelines set forth in the Matanuska- Susitna Borough Facilities Design Criteria Manual.

Project Narrative-Design

The Central Landfill facilities are located at 1201 E 49th State Street, Palmer. The intent of this Request for Proposals to design:

- Design the first phase of the new landfill entrance.
- Design the new tipping floor(s)- based on annual tonnage of 20,000 tons per year or 50 tons per day. The enclosed tipping floor will include an office space to include two offices, a conference room, and a bathroom.
- Design the Z-Walls on each side of the tipping wall.
- Design the driveways / access incorporating the existing scale house design for the site and supporting appurtenances. The goal is a single traffic flow through the site.
- Designs to include site preparation, extension of electrical and telecommunication utility services to structures, on site improvements including water well, water lines and new septic tank and leach field.
- Design the road access improvements finish elevations, paving of roads, and show existing and proposed facilities on the site plan.
- Consultant will be responsible for all costs to design and deliver construction documents stamped by the appropriate Alaska licensed Architectural/Engineering disciplines, fees for all regulatory agency reviews and permits, such as but not limited to ADEC, Fire Marshal, Historian, MSB Code Compliance, etc. and all other authorities having jurisdiction. It will be the responsibility of the successful design firm to ascertain all requirements necessary to complete the entire project.

Note: The new entrance mass grading is currently under contract. This earthwork is anticipated to be completed by the end of June 2024. Attachment #3 includes the Central Landfill Entrance grading plans. The proposed facilities will be constructed on the newly graded entrance area per the attached plans.