

SUBJECT: APPROVAL OF A CONTRACT AMENDMENT WITH HDR ENGINEERING, Inc. FOR \$28,389 AND A CONTRACT EXTENSION TO JUNE 30, 2025, FOR THE URBANIZED AREA CORRIDOR STUDY.

AGENDA OF: April 2, 2024

ASSEMBLY ACTION: Approved under the consent agenda 04/02/24 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	3 / 11 / 2024 X <u>kim sollien</u> <small>Signed by: Kim Sollien</small>
Planning Director	3 / 12 / 2024 X <u>Alex Strawn</u> <small>Signed by: Alex</small>
Purchasing	3 / 13 / 2024 X <u>Rustin Krafft</u> <small>Signed by: Rustin Krafft</small>
Finance Director	3 / 20 / 2024 X <u>Cheyenne Heindel</u> <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	3 / 20 / 2024 X <u>John Aschenbrenner</u> <small>Signed by: John Aschenbrenner</small>
Borough Manager	3 / 20 / 2024 X <u>Michael Brown</u> <small>Signed by: Michael Brown</small>
Borough Clerk	3 / 21 / 2024 X <u>Lonnie McKechnie</u> <small>Signed by: Lonnie McKechnie</small>

ATTACHMENT (S): Budget Amendment Narrative (1 p)

SUMMARY STATEMENT: On April 28, 2022, the Matanuska-Susitna Borough entered contract no. 22-080P with HDR Engineering, Inc. in the amount of \$427,801.83 with a completion date of May 30, 2023. On March 21, 2023, the Assembly approved a time extension for contract completion to September 30, 2023 by AM No. 23-020. On August 15, 2023, the assembly approved a time extension for contract completion to June 30, 2024 by AM No. 23-089.

Due to MSB Planning staff transition, an additional contract extension to June 30, 2025, is requested to allow the contractor ample time to complete the remaining work needed for this project. Additionally, due to staff transition and changes in the MSB project manager, additional meetings will be necessary to educate

the new project manager about the remaining tasks in the project, support the additional project management and steering committee meetings, and assist with the public involvement process.

Funds are available for this amendment in project No. 47038. These funds are federal earmark passed through the Alaska Department of Transportation and Public Facilities (ADOT&PF.)

All other terms of the agreement remain unchanged.

RECOMMENDATION OF ADMINISTRATION: Planning staff respectfully recommend approval to amend Contract No. 22-080 to add \$28,389.00 to the budget and to extend contract timeline to June 30, 2025.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: April 2nd 2024

SUBJECT: APPROVAL OF A CONTRACT AMENDMENT WITH HDR ENGINEERING, INC. FOR \$28,389 AND A CONTRACT EXTENSION TO EXTEND THE FINAL COMPLETION DATE TO JUNE 30, 2025, FOR THE URBANIZED AREA CORRIDOR STUDY.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$28,389	FUNDING SOURCE Misc Capital Projects
FROM ACCOUNT # 480.000.000 4xx.xxx	PROJECT# 47038
TO ACCOUNT:	PROJECT #
VERIFIED BY: <div style="display: flex; justify-content: space-between;"> X 3 / 1 4 / 2 0 2 4 </div> <div style="display: flex; justify-content: space-between;"> L i e s e l W e i l a n d </div> <div style="display: flex; justify-content: space-between;"> S i g n e d b y : L i e s e l W e i l a n d </div>	

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	28.4					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	28.4					
TOTAL	28.4					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	3 / 2 0 / 2 0 2 4
<div style="display: flex; justify-content: space-between;"> X C h e y e n n e H e i n d e l </div>	

Signed by: Cheyenne Heindel



**MATANUSKA-SUSITNA BOROUGH
PURCHASING DIVISION
CONTRACT AMENDMENT**

MSB CONTRACT NO: _____

Change Order Number: _____
Contract Completion Date: _____

Date Prepared: _____

Project Name: _____ Project Number: _____
MSB Purchase Order Number: _____ Account Number: _____

Contractor/Consultant: _____

The following changes/modifications are hereby incorporated into the above referenced contract:

JUSTIFICATION:

By signing below, the individual approves/accepts the terms of this document

Recommended By: _____ Date _____
Project Manager

Recommended By: _____ Date _____
Contractor

Accepted By: _____ Date _____
Department Director

Accounting Only

Verified By: _____ Date _____
Finance Director

Approved By: _____ Date _____
Purchasing Officer

Contract Summary

Original Contract Amount: \$ _____ Previous Total: \$ _____
Previous Additions: \$ _____ This Change Adds: \$ _____
Previous Deductions: \$ _____ **New Contract Total:** \$ _____

Assembly Memorandum: # _____ attached which authorizes this modification. See 3.08.161 for Assembly Memorandum requirements to Contract Modifications. (Reference MSB Code 3.08.170)

Task 6 – 2024 Additional Work

The Contractor will continue to participate in Project Management teleconferences needed for the project. Each teleconference will be up to 1 hour and include up to 2 HDR staff. Assumes 2 teleconferences per month between March 2024 and September 30, 2024. The Contractor will continue to provide monthly invoices and progress reports between March 2024 and September 2024.

The Contractor will address one additional round of Steering Committee comments on the draft Bogard-Seldon Corridor Access Management Plan and will update the comment tracking spreadsheet. The Contractor will produce a webmap of the CAMP recommendations. One round of webmap comments will be addressed.

The Contractor will conduct additional coordination (up to 40 hours) to support the new MSB PM and the completion of the Fishhook Triangle, UMED, and Knik Goose Bay-Big Lake recommendations reports. This assumes the UMED and Knik Goose Bay-Big Lake recommendations are similar to those in the Fishhook Triangle report and do not need extensive coordination between HDR and the MSB.

The cost estimate to do this work on a lump sum basis is \$28,389.