

SUBJECT: Award of bid number 26-037B to Tutka, LLC for the contract amount of \$131,750.00 for Maud Road Station Site Fill Clearing.

AGENDA OF: October 7, 2025

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	<div>9/15/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>Recoverable Signature</div> <div>X Tom Adams, P.E.</div> <div>Signed by: Tom Adams</div>
Finance Director	<div>Recoverable Signature</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>9/16/2025</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>9/16/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>9/25/2025</div> <div>X Brenda J. Henry for</div> <div>Signed by: Brenda Henry</div>

ATTACHMENT (S) : Analysis Sheet (1p)
Scope of Work (4p)

SUMMARY STATEMENT: On August 8, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to perform various site improvement activities on Maud Road in Palmer, Alaska. The work includes site clearing and grubbing, site water depth investigation, and water well installation. Construction Services purchased will support the Public Works Department in assembly district #1.

In response to the advertisement, nine bids were received. Award recommendation is being made to Tutka, LLC as the lowest responsive and responsible bidder based on Total Bid Amount.

The final completion date for this project is November 15, 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 Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: October 7, 2025

SUBJECT: Award of bid number 26-037B to Tutka, LLC for the contract amount of \$131,750.00 for Maud Road Station Fill Site Clearing.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$131,750.00	FUNDING SOURCE Emergency Services Capital Projects
FROM ACCOUNT # 405.000.000 4xx.xxx	PROJECT# 45085-6600-6613
TO ACCOUNT :	PROJECT #
VERIFIED BY: <div style="text-align: right;">9 / 1 6 / 2 0 2 5</div> <div style="text-align: center;">X L i e s e l Z a n t o</div> <div style="text-align: center;">S i g n e d b y : L i e s e l Z a n t o</div>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		131.8				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		131.8				
TOTAL		131.8				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____



Recoverable Signature

X

C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

Signed by: C h e y e n n e H e i n d e l

BID 26-037B
Maud Road Station Fill Site Clearing
SCOPE OF WORK

PROJECT NARRATIVE

The Maud Road and S. Ingolf Street site (Southeast corner) is planned for a future warm-storage fire station and truck-fill location. These improvements will be performed in phases, with the first phase including site clearing and grubbing, water well installation, and groundwater depth investigation. A later Phase 2 will be bid separately for construction of the warm storage building with an underground water tank.

PROJECT SCOPE

The project scope includes clearing a 300 ft x 300 ft building site, digging six (6) test pits on the property (to approximately 18-20 feet) for water level and soils investigation, and drilling and testing a water well.

The contractor shall understand that this work includes, but is not limited to, the following:

- Obtain all required building permits.
- Obtain Alaska DEC water well permit.
- Dig six (6) soils investigation holes, 18-20 feet deep, for water depth and soil characteristics.
- Install four (4) PVC water-depth standpipes for groundwater monitoring.
- Cut down and remove cottonwood trees from the site.
- Cut down birch trees; all trees over 5" diameter at 6 ft height shall be stacked on the west property line for firewood salvage.

PRIOR TO CONSTRUCTION

- Hold a pre-construction conference with the Borough Project Manager (PM).
- Discuss work hours and workdays.
- Provide and discuss the project schedule.
- Provide a Schedule of Values
- Receive a Notice to Proceed (NTP).
- A Borough purchase order will be issued.

GENERAL

Upon receiving an NTP from MSB, the contractor shall commence authorized services and billable expenses only as stipulated. Subcontractors involved in the project must be named and directly supervised by the contractor. The NTP will include a schedule of values for project invoicing, which must be submitted to the assigned MSB Project Manager.

All project coordination and correspondence shall be conducted through the authorized MSB Project Manager. The contractor is required to maintain a detailed project schedule outlining tasks and milestones, serving as the basis for performance measurement throughout the project duration.

BILLING

Monthly billings must align with the NTP schedule of values and shall not exceed authorized amounts. Each billing report must include complete details as required by the MSB Project Manager.

- After award, the contractor must obtain a Department of Labor (DOL) number for certified payroll.
- The contractor will provide a schedule of values for billing purposes and tracking installed work for payment. Invoices must include certified payroll for the period billed.
- Payments will be processed through Projectmates, the Borough's Project Management Information System (PMIS).

PROJECT MANAGEMENT

The contractor shall provide a single point of contact (POC) for business matters and a separate single POC for field operations.

The contractor/supplier shall manage its team and overall project activities in accordance with Borough directives to meet the project schedule. Responsibilities include overseeing subcontractors, maintaining schedule adherence and budget compliance, proactively identifying and resolving potential issues, using Projectmates (the Borough PMIS) as required, and providing regular progress updates to the MSB Project Manager.

PRE-CONSTRUCTION MEETING AFTER AWARD

Prior to construction commencement, the following deliverables must be submitted and discussed at the pre-construction meeting:

- Schedule of Values
- Project Schedule (construction portion fully developed)
- List of subcontractors for this project

Project Communication:

The contractor will arrange a pre-construction meeting with the Borough. The agenda will include, at a minimum:

- Correspondence procedures
- Jobsite safety
- Roles and responsibilities
- Lines of communication
- Progress payments and billing
- Submittal process
- Material procurement plan (lead times, suppliers, delivery schedules)
- Construction schedule
- Work hours
- Site security
- Submittals

- Quality control plan
- Signage and barriers
- Building access
- Jobsite housekeeping
- Substantial completion
- Final completion
- Closeout

DELIVERY, STORAGE, AND HANDLING

The contractor is responsible for the storage and security of all materials and equipment until project acceptance by the MSB Project Manager. Materials may be pre-staged on the property at the contractor's own risk. The MSB Project Manager (PM) must be promptly notified of any material shortages or issues that may cause delays.

CONSTRUCTION

The contractor is responsible for providing resources to complete the project without adjustments to the original contract amount. All permits must be acquired prior to construction.

Construction activities are limited to 7:30 AM – 7:00 PM on weekdays; weekend work requires prior notification and approval by the MSB PM.

The well contractor will provide a well log, water test, and closeout documentation, with prior DEC approval. The contractor shall notify the MSB Project Manager of substantial completion and may request a pre-final inspection. The MSB Project Manager will conduct the inspection and provide a Punch List for any deficiencies requiring correction.

After substantial completion, a final completion inspection will be conducted, and a completion letter issued.

PROJECT SITE CONDITIONS AND CLEAN-UP

The contractor shall be responsible for daily clean-up and site security. The site must be free of all equipment, debris, containers, and packaging prior to substantial completion.

QUALITY CONTROL

The quality of all work shall be the responsibility of the contractor. The contractor shall inspect and test all work as needed to ensure that materials, workmanship, construction, finish, and functional performance comply with all applicable standards.

PERMITTING

The Contractor is responsible for identifying and securing all necessary permits for this project. They shall obtain and cover the costs of all permits. It is the Contractor's responsibility to comply with all permitting requirements and ensure the completion of all necessary documentation and reporting.

UTILITIES

The contractor is responsible for any coordination of power and gas utilities. (Matanuska Electric Authority (MEA), MTA, GCI, and ENSTAR Gas Co.).

WARRANTY

The Contractor shall warrant all work, materials, and components to be free of defects for a period of one year from the date the facility is accepted by the Owner. At a minimum a one-year warranty inspection is required, and a warranty statement should be included in the bid.

PROJECT CLOSEOUT

Final payment will be released after all work is complete and the following have been received:

- Record Drawings
- Warranty
- Certified Payroll
- DOL Notice of Completion
- Consent of Surety
- Contractor's Release (with no exceptions)
- Final Pay Application

PROJECT SCHEDULE

Time is of the essence. The Contractor must meet the construction substantial, final, and closeout dates listed below.

Substantial Completion date for the project is October 30, 2025, and Final Completion date is November 15, 2025.

The anticipated expenditure for this project is less than \$700,000.00.

Bid Analysis - 26-037B Maud Road Station Fill Site Clearing							
Vendor Name	Tutka, LLC	Meier Excavation, LLC	Power Full Effects	Dirtworks, Inc.	Pro Built, LLC	American Landscaping	Ficklin Construction, LLC
Line Item Description	Total	Total	Total	Total	Total	Total	Total
1. Perform site clearing and grubbing, water well installation, and groundwater depth investigation in accordance with the bid documents.	\$100,150.00	\$119,450.00	\$129,290.00	\$152,400.00	\$339,495.00	\$391,809.75	\$539,000.00
2. Install 6-inch water well casing up to 200 feet in accordance with the bid documents.	\$31,600.00	\$28,000.00	\$27,000.00	\$17,200.00	\$26,750.00	\$54,000.00	\$19,800.00
Total: Base Bid	\$131,750.00	\$147,450.00	\$156,290.00	\$169,600.00	\$366,245.00	\$445,809.75	\$558,800.00