

MATANUSKA-SUSITNA BOROUGH ACTION MEMORANDUM

AM No. 22-147

SUBJECT: Award of contract number 23-045C to HDL Engineering Consultants, LLC for the contract amount of \$135,966.00 to design pavement rehabilitation on Seldon road and improvements to Lucille Street.

AGENDA OF: December 20, 2022

ASSEMBLY ACTION: *Approved Under the consent Agenda.*
12/20/22 SP

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *WB*

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>Q</i>	
	Public Works Director	Tom Adams	Digitally signed by Tom Adams Date: 2022.12.05 14:17:14 -09'00'
	Finance Director	<i>CX</i>	
	Borough Attorney	<i>AB</i>	
	Borough Clerk	<i>SP</i> 12/13/22	<i>SP</i>

ATTACHMENT (S) : Fiscal Note: Yes ☒ No ☐
 Scope of Services (6p)
 Manager's Waiver of Formal Bidding (2p)

SUMMARY STATEMENT: HDL Engineering Consultants, LLC (HDL) was contracted in 2008 to complete a reconnaissance level study of Lucille Street from Spruce Avenue to Schrock Road. In 2013 the Matanuska-Sustina Borough (MSB) contracted HDL to provide professional services on the Seldon Road and Lucille Street Upgrades project. As a result, the Lucille Street portion, including upgrades to the Pathway, was advanced to the 75% plans-in-hand level. The work to the 75% level included environmental, cultural resources, geotechnical investigation/report, hydrologic and hydraulic study, traffic and safety analysis, preliminary engineering report, corridor access management plan, utility conflict report, plans, specifications, and estimate. At the plans-in-hand level, it was determined that there was insufficient funding to complete the Lucille Street portion, and it was removed from the project.

This project is split into two phases Lucille Street Upgrade and Pathway from Spruce Avenue to Seldon Road and Pavement Rehabilitation from Seldon Road to Schrock Road. For the Lucille Street Upgrade and Pathway phase (TIP21 funded), HDL will review the previous 75% design and prepare a revised 75% design. Once the review is complete, HDL may need an additional survey to pick up any changed conditions from the 2014 survey. If needed, this will be addressed by an amendment. Once the 75% design has been updated, HDL will progress the design to 95% and then the final bid-ready Plans, Specs, and Estimate (PS&E) package. For the Pavement Rehabilitation phase (RSA funded), HDL's tasks include PS&E(95% and 100% deliverables), permitting, and assistance during bidding.

Retaining HDL as the designer will minimize redundant work, saving the Borough significant time and money. The Borough spent over \$1.8 million on engineering services for the Seldon Road and Lucille Street Upgrades from 2014 to 2016. This effort can be picked up where it left off. We expect to construct the project earlier by utilizing the previous designer.

The final completion date for this project is January 15, 2024.

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: December 20, 2022

SUBJECT: Award of contract number 23-045C to HDL Engineering Consultants, LLC for the contract amount of \$135,966.00 to design pavement rehabilitation on Seldon road and improvements to Lucille Street.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$135,966</u>	FUNDING SOURCE <u>PSA Cap. Proj. / Roads & Bridges</u>
FROM ACCOUNT # <u>410/430 - 00.00 000.00 x</u>	PROJECT # <u>30048 / 35472</u> <u>Cap. Projects</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>[Signature]</u>	CERTIFIED BY:
DATE: <u>12-7-22</u>	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	<u>136.0</u>					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>136.0</u>					
TOTAL	<u>136.0</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: Chesenne Hendel DATE: 12/8/22
 APPROVED BY: _____ DATE: _____

October 4, 2022-November 4, 2022

Cole Branham
Matanuska-Susitna Borough
Public Works Department
350 East Dahlia Avenue
Palmer, AK 99645

Civil
Engineering

Subject: Proposal for Final Design
Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road
Lucille Street Upgrades: Spruce Avenue to Seldon Road

Geotechnical
Engineering

Dear Cole:

Transportation
Engineering

HDL Engineering Consultants, LLC (HDL) is pleased to provide this proposal to Matanuska-Susitna Borough (MSB) for final design services for Lucille Street Upgrades: Spruce Avenue to Seldon Road and Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road.

Aviation
Engineering

Background

In 2008, MSB contracted with HDL to complete a reconnaissance level study of Lucille Street from Spruce Avenue to Schrock Road. The purpose of the study was to assist the MSB with selecting a design alternative and to prepare a preliminary engineer's estimate of construction cost to assist the MSB with the required funding needed. Neither a field survey nor a geotechnical subsurface investigation was completed as part of this effort.

Environmental
Services

In 2013, MSB contracted with HDL to provide professional services on the Seldon Road and Lucille Street Upgrades project. The Lucille Street portion, including upgrades to the road and pathway, was advanced to the 75 percent Plans-In-Hand (PIH) level. As part of that, all the field studies, which included environmental scoping, coordination and reporting; a cultural resources investigation; permitting; geotechnical subsurface investigation, geotechnical report and recommendations; hydrologic and hydraulic study; traffic and safety analysis; a preliminary engineering report; a design study report; a corridor access management plan; and a utility conflict evaluation and report were all completed and submitted to the MSB as final documents. After submitting the PIH design, it was determined that there was inadequate funding to complete most of the Lucille Street portion and it was removed from the original project.

Surveying &
Mapping

Construction
Administration

Material
Testing

The final design was completed for the Seldon Road and Lucille Street Upgrades project in 2014, which included approximately 800 feet of Lucille Street south of the Seldon Road/Lucille

*Proposal: for Final Design: Lucille Street: Spruce Ave. to Seldon Rd. & Seldon Rd. to Schrock Rd.
October 4, 2022 November 4, 2022*

Street intersection. Construction of the Seldon Road and Lucille Street project was substantially completed in fall 2014.

Scope of Services

Our proposed scope of services for each project segment is presented below.

Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road

Task 1 Plans, Specifications, and Engineers Estimate Design

We will prepare and submit a 95% design deliverable that includes a draft project manual and engineer's estimate. The project manual will include the scope of work, bid form, and project specifications. As part of the project manual, we will include figures that define the project limits, typical section, and any details needed for side street and driveway tie-ins and for the tie-ins at either end of the project. There will be no separate plan set developed for this project.

As part of the design effort, we will provide a pavement overlay section. A site visit will be completed to visually evaluate the existing pavement to assist with the pavement overlay design recommendation. The 95% PS&E will be submitted via email for review in PDF format along with Word files of the project manual.

Upon receipt and review of comments, a 100% complete, bid-ready package will be prepared and provided to MSB via email in PDF format along with Word files of the project manual.

Task 2 DOT&PF Approach Road Permit

We will prepare a driveway/approach road permit for the roadway connection with DOT&PF's Schrock Road. We will coordinate with DOT&PF throughout the permit process until the permit is approved. We will use DOT&PF's online system for acquiring the driveway/approach road permit and follow DOT&PF's guidelines in the application checklist.

Task 3 Assistance During Bidding

HDL's design team will be available to interpret and clarify construction documents during bidding, attend the pre-bid meeting, and prepare addenda, as needed.

Lucille Street and Pathway Upgrades: Spruce Avenue to Seldon Road

Task 1 Plans, Specifications, and Engineers Estimate Design

HDL will review the previously completed PIH design and will prepare a revised PIH submittal that includes the plans and estimate and submit a hard copy and PDF copy to the MSB for review. A design progress memorandum will be included with the submittal.

*Proposal: for Final Design: Lucille Street: Spruce Ave. to Seldon Rd. & Seldon Rd. to Schrock Rd.
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Upon receipt and review of comments, a 95% complete pre-Plans, Specifications, and Estimate (PS&E) package will be prepared. The pre-PS&E set will include a title page, typical sections, estimate of quantities, summary tables, detail sheets, plan and profile sheets, signing and striping sheets, illumination sheets, erosion and sediment control plan, and traffic control and permanent construction signage plans. A hard copy of the pre-PS&E package will be submitted for review, and PDF and Word files will be emailed. CAD files of the base mapping and linework in Civil3D2019 format will also be included in the email. A design progress memorandum will be included with the submittal.

Upon receipt and review of comments, a 100% complete, bid-ready PS&E package will be prepared and provided to MSB in hard copy along with emailed PDF and Word files. Also in the email will be all project information obtained during the course of the design, including final CAD files in Civil3D 2019 format with base mapping and plan view design linework and CSV point file.

Task 2 Assistance During Bidding

HDL's design team will be available to interpret and clarify construction documents during bidding, attend the pre-bid meeting, and prepare addenda, as needed.

Basic Assumptions

The following basic assumptions were used to prepare the two estimates:

Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road

1. Purchase order will be received no later than November 18, 2022 with the final deliverable date based on timely reviews and responses from the Borough.
2. No additional fieldwork or studies will be required other than the one site visit listed in the scope of work above to evaluate the existing pavement and one site visit to evaluate for potential shoulder widening and side street and approach tie-ins.
3. No plan set will be included as part of the deliverables. Any plan sheets or graphics needed will be included as attachments in the project manual.
4. Improvements will tie into the existing northern approach to Seldon Road and will extend to the southern fog line of Schrock Road.
5. The design is limited to that stated in the scope of services above. Any additional design may be added by amendment.
6. Coordination with the utility companies is not included, but may be added upon request.
7. HDL will pay the application fee directly to DOT&PF for the approach permit and will invoice the MSB for reimbursement separate from this fee proposal.
8. The MSB will pay the retainer fee directly to DOT&PF for the approach design review.
9. Surveying, traffic studies, H&H, geotechnical, public involvement, and environmental services are not anticipated, but can be added by amendment.

*Proposal: for Final Design: Lucille Street: Spruce Ave. to Seldon Rd. & Seldon Rd. to Schrock Rd.
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10. All improvements will be contained within the existing ROW.
11. MSB will provide the MSB-modified sections of the 2017 DOT&PF SSHC for use in preparing specifications for this project. The template will be in MS Word format.
12. Erosion and Sediment Control Plan (ESCP) sheets will be included in the project plans; however, there will be no ESCP narrative in the specifications. The ESCP sheets will be a base map for the contractor to use in preparation of the Storm Water Pollution Prevention Plan and will include arrows showing general site drainage flow directions. BMP's will not be shown on the ESCP.
13. Traffic Control Plans will be provided by the construction contractor.
14. We have budgeted 20 combined hours for the Assistance During Bidding task. If additional hours are necessary, they will be added by amendment.
15. Assistance during construction is not included but may be added upon request
16. The project construction will be bid in one package without phasing or additive alternates.

Lucille Street and Pathway Upgrades: Spruce Avenue to Seldon Road

1. Purchase order will be received no later than November 18, 2022 with the final deliverable date based on timely reviews and responses from the Borough and the final ROW acquisitions approved.
2. The design of the Spruce Avenue intersection is not included. Improvements, including the pathway, will tie into the existing northern approach to Spruce Avenue.
3. All survey, geotechnical, traffic studies, H&H, public involvement, and environmental work has been completed. If any of these additional services are requested they can be added by amendment.
4. Additional survey work may be required to update topographic mapping to include changes since the existing surveying was completed. As these changes become known, an amendment may be required.
5. Preparation of easement documents are not included but may be added upon request.
6. ROW is required from several properties along Lucille Street. Support of ROW acquisition is not included, and the final PS&E deliverable schedule assumes final ROW is acquired by at least October 31, 2023 to meet a February 2024 advertisement schedule.
7. MSB will provide the MSB-modified sections of the 2017 DOT&PF SSHC for use in preparing specifications for this project. The template will be in MS Word format.
8. Erosion and Sediment Control Plan (ESCP) sheets will not be included.
9. Traffic Control Plans will be provided by the construction contractor.
10. We have budgeted 28 combined hours for the Assistance During Bidding task. If additional hours are necessary, they will be added by amendment.
11. Assistance during construction is not included but may be added upon request
12. The project construction will be bid in one package without phasing or additive alternates.

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Schedule

Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road

Final deliverables for Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road will be submitted no later than **February 5, 2023**.

Lucille Street and Pathway Upgrades: Spruce Avenue to Seldon Road

Final deliverables for Lucille Street and Pathway Upgrades: Spruce Avenue to Seldon Road will be submitted no later than **January 15, 2024**.

Cost Proposal

We propose to provide these services at the cost and method of pavement identified below:

Lucille Street Pavement Rehabilitation: Seldon Road to Schrock Road

Task	Method of Payment	Proposed Fee
PS&E		
95%	Fixed Price	\$25,300
100%	Fixed Price	\$4,465
Permitting	Fixed Price	\$1,410
Assistance During Bidding	Time and Expense	\$2,900
Total		\$34,075

Lucille Street and Pathway Upgrades: Spruce Avenue to Seldon Road

Task	Method of Payment	Proposed Fee
PS&E		
65%	Fixed Price	\$43,738
95%	Fixed Price	\$34,018
100%	Fixed Price	\$19,439
Assistance During Bidding	Time and Expense	\$4,696
Total		\$101,891

Proposal: for Final Design: Lucille Street: Spruce Ave. to Seldon Rd. & Seldon Rd. to Schrock Rd.
~~October 4, 2022~~ November 4, 2022

We appreciate the opportunity to provide this proposal and look forward to working with you on this project.

Sincerely,
HDL Engineering Consultants, LLC

Heather Campfield

Heather Campfield
Environmental Manager
e: HCampfield@HDLalaska.com | o: 907.746.5230



MATANUSKA-SUSITNA BOROUGH


PURCHASING DIVISION

350 East Dahlia Avenue, Palmer, Alaska 99645-6488

PHONE (907) 861-8601 • FAX (907) 861-8617

EMAIL: purchasing@matsugov.us

To: Michael Brown, Borough Manager

From: Rustin Krafft, Purchasing Officer 

Subject: Waiver of Formal Bidding Procedures: Seldon Road and Improvements to Lucille Street

Date: November 28, 2022

Background

HDL Engineering Consultants, LLC (HDL) was contracted in 2008 to complete a reconnaissance level study of Lucille Street from Spruce Avenue to Schrock Road. In 2013 the Matanuska-Susitna Borough (MSB) contracted HDL to provide professional services on the Seldon Road and Lucille Street Upgrades project. As a result, the Lucille Street portion, including upgrades to the Pathway, was advanced to the 75% plans-in-hand level. The work to the 75% level included environmental, cultural resources, geotechnical investigation/report, hydrologic and hydraulic study, traffic and safety analysis, preliminary engineering report, corridor access management plan, utility conflict report, plans, specifications, and estimate. At the plans-in-hand level, it was determined that there was insufficient funding to complete the Lucille Street portion, and it was removed from the project.

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Requested Waiver

Based on the information above, a waiver of formal bidding procedures to include the following is requested: 3.08.260 Complete Sealed Request for Proposal Solicitation & 3.08.300 Professional Services procurement procedures. The resulting contract will be in the amount of \$135,966 and be complete by January 15, 2024.

Justification

Retaining HDL as the designer will minimize redundant work, saving the Borough significant time and money. The Borough spent over \$1.8 million on engineering services for the Seldon Road and Lucille Street Upgrades from 2014 to 2016. This effort can be picked up where it left off. We expect to construct the project earlier by utilizing the previous designer.

Code Authority

3.08.320 WAIVER OF FORMAL BIDDING PROCEDURES.

(A) 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.

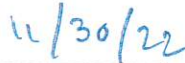
(B) All contracts for which formal procedures are waived under this section shall be reported to the assembly. The report shall contain the information described in MSB 3.08.350 and shall state the reasons for proceeding under this section.

This action requires your authorization and concurrence.

- ☒ Approve
☐ Denied



Michael Brown, Borough Manager



Date

Subject: Waiver of Formal Bidding Procedures: Seldon Road and Improvements to Lucille Street