

**SUBJECT:** Award of quote number 26-041Q to The Boutet Company, Inc. for the contract amount of \$102,025.00 to N. Doubloon Dr., W. Cove Dr., W. Jolly Roger Dr., and W. Captain Kidd Ave. Improvements.

**AGENDA OF: September 2, 2025**

**ASSEMBLY ACTION:**

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

Route To:	Signature
Purchasing Officer	<div>8/20/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>Recoverable Signature</div> <div>X Michael Brown</div> <div>Signed by: Michael Brown</div>
Finance Director	<div>Recoverable Signature</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>8/21/2025</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>Recoverable Signature</div> <div>X Michael Brown</div> <div>Signed by: Michael Brown</div>
Borough Clerk	<div>8/21/2025</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div>

**ATTACHMENT (S):** Analysis Sheet (1p)  
Scope of Work (6p)

**SUMMARY STATEMENT:** On August 4, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting quotes from qualified contractors to design improvements for the N. Doubloon Dr., W. Cove Dr., W. Jolly Roger Dr., and W. Captain Kidd Ave. improvement project under the current Engineering and Survey Services Term Contract. Services purchased will support the Public Works Department in assembly district #7.

In response to the advertisement, three quotes were received. Award recommendation is being made to The Boutet Company, Inc. as the lowest responsive and responsible firm based on Total Quote Amount.

The final completion date for this project is September 30, 2027.

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: September 16, 2025

SUBJECT: Award of quote number 26-041Q to The Boutet Company, Inc. for the contract amount of \$102,025.00 to N. Doubloon Dr., W. Cove Dr., W. Jolly Roger Dr., and W. Captain Kidd Ave. Improvements.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$102,025.00	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 30047
TO ACCOUNT :	PROJECT #
VERIFIED BY:  Recoverable Signature X Liesel Zanto Signed by: Liesel W. Zanto	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		102.0				
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		102.0				
TOTAL						

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

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

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



Recoverable Signature

X

Cheyenne Heindel

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Signed by: Cheyenne Heindel

**QUOTE 26-041Q**  
**N. DOUBLOON DR., W. COVE DR., W. JOLLY ROGER DR., AND W. CAPTAIN KIDD AVE.**  
**IMPROVEMENTS**

**SPECIFICATIONS/SCOPE OF SERVICES**

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**Project Overview:** The Matanuska-Susitna Borough (MSB) is requesting quotes for design services under the current Engineering and Survey Services Term Contract for the N. Doubloon Dr., W. Cove Dr., W. Jolly Roger Dr., and W. Captain Kidd Ave. improvement project. Along with the quote, firms must provide a proposed design schedule that outlines their plan to meet the final design deliverable date of **March 11, 2027**.

A site visit will be held on **Monday, August 11, 2025 at 1:00 PM AKDT** at 6498 W Cove Dr., Wasilla, AK in the Public Parking Pull-off.

All submissions are due via the MSB online Euna Procurement portal on **Tuesday, August 19, 2025 by 1:00 PM AKDT**.

**Scope of Work:** The Matanuska-Susitna Borough requests professional design services to upgrade existing portions of N. Doubloon Dr., W. Cove Dr., W. Jolly Roger Dr., and W. Captain Kidd Ave. to current MSB standards. The total project length is approximately 0.85 miles and is located within Road Service Area 27 Meadow Lakes. The project aims to:

- Upgrade the roadway to Local-Residential standards.
- Improve horizontal and vertical alignment.
- Enhance drainage.
- Enhance sight distance.
- Improve intersection control.
- Reconstruct and raise the roadway.
- Enhance overall safety.
- Reduce maintenance costs.
- Improve long-term reliability of the transportation network.

The roads are classified as local-residential on the Official Streets and Highways Plan (OSHP), and the proposed upgrades will bring them into compliance with current engineering standards.

*Phasing And Scoping:* The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the Borough. Consultants shall not perform services or incur billable expenses except as authorized by an NTP. The MSB anticipates this project will be split into three (3) NTP, each with supporting tasks:

*NTP 1: Field Investigations, Design Submittal Memo, Permitting, and Development of Plans, Specifications, and Estimates (PS&E)*

- Task 1: Surveying
- Task 2: Design Coordination
- Task 3: Permit Coordination
- Task 4: Plans, Specifications, and Estimate (PS&E)

*NTP 2: Public Use Easement Exhibits*

- Task 5: Right-of-Way Mapping

*NTP 3: Bidding and Construction Support*

- Task 6: Assistance during Bidding
- Task 7: Assistance during Construction

Task 1 – Surveying (Fixed Price): The survey scope includes control survey, design survey, and surveying for the Right-of-Way (ROW) within the project corridors.

*Topographic Survey:*

- Survey all elements necessary for design and construction, including roadway features, drainage features, ground breaks, utilities (above and below ground), ditch lines, and property corners.
- The Consultant is responsible for coordinating all utility locates and distinguishing different utility owners on the base map.
- Perform a topographic survey capable of generating 1-foot contour intervals and accurately designing any changes in finished grade.
- Provide vertical and horizontal control with an accuracy of 0.01 feet.

*ROW Survey:* Establish the existing ROW and prepare ROW lines for construction plans.

*Deliverables:*

1. Field Book (Upon Request)
2. Survey Control Sheets
3. CAD Files (Drawings)

Task 2 – Design Coordination (Fixed Price): This task includes general design coordination and preparation of the Design Progress Memorandum, which provides a structural summary of key design considerations, decisions, and progress at each project stage. Refer to Attachment #2 for the Design Progress Memorandum template.

1. Design Coordination
2. Design Progress Memorandum
  - a) *Project Status:* Summarize design progress (35%, 65%, 95%).
  - b) *Design Standards:* List MSB, DOT&PF, AASHTO, and other standards used.
  - c) *Typical Section:* Detail cross-sections, widths, slopes, and exceptions.
  - d) *Structural Section:* Specify pavement and base materials, geotextiles, and stabilization methods.
  - e) *Earthwork:* Outline cut/fill balance, subgrade concerns, and geotechnical risks.
  - f) *ROW Compliance:* Confirm whether all improvements are within ROW.
  - g) *Drainage Design:* Summarize existing and proposed drainage conditions.
  - h) *Driveways:* Ensure all driveways meet standards (MSB Code Chapter 11.12 or DOT Standards as applicable).
  - i) *Utilities:* Identify utility owners and preliminary coordination efforts.
  - j) *Permitting:* List required permits and approval statuses.
  - k) *Design Deviations:* Discuss any deviation from design criteria.
  - l) *Specifications:* Discuss any non-standard specifications, if applicable.
  - m) *Bid Form & Engineer's Estimate:* Provide estimated costs.

*Deliverables:*

1. Structured memorandum per design submittal phase.
2. Project Schedule.
  - a) Periodic updates in Projectmates. The schedule can be created directly within the platform (no additional software required) or uploaded from Microsoft Project, Excel, Planner, or Primavera.

Task 3 – Permit Coordination (Time & Expense Not to Exceed): The Consultant will provide comprehensive engineering and technical support for the preparation of environmental documents and permit applications required for the project. This includes assisting the Borough with the preparation of permit applications, including the creation of permit application drawings and the necessary calculations for each permit. For each permit application, the Consultant will also prepare an attachment detailing the project enhancements integrated into the proposed action. After the permits are obtained by the Borough, the Consultant will review the design drawings to ensure consistency with the permit requirements and provide a written consistency review. Anticipated Permits are:

1. DOT&PF Approach Road Permit
2. USACE Engineering Nationwide Permit

Task 4 – Plans, Specifications, & Estimate (Fixed Price): Provide construction contract documents and other deliverables as outlined below. The project design must accommodate the geographic location, site-specific constraints, and project requirements as defined by the Borough.

*Support Data*: Throughout the design phase, provide data to support Borough activities related to project design, including:

- Topographic Survey
  - Provide survey figures showing areas requiring additional topographic survey for project design or property rights acquisition.
  - Update survey data as the design progresses.
- ROW Survey
  - Provide survey figures identifying areas where ROW confirmation is needed for additional property rights acquisition.
- Data for Borough Support Groups
  - Provide environmental permitting data as required.
  - Provide ROW negotiation data as needed.
- CAD Files
  - Provide CAD files for use by utility companies or contractors, including required disclaimers as approved by the Borough Project Manager.
- Cross Sections
  - Include original ground, roadway template, ROW limits, grid lines, offsets, elevations, and roadway stationing.
  - Plot cross-sections at a standard scale without vertical exaggeration on 11" by 17" sheets.

*Plan Sheets*: The Consultant shall provide a complete set of plan sheets required for the project, which may include:

- *Title, Legend/Symbols, and Sheet Layout*: Use the Borough's standard cover sheet with the Public Works Director's approval stamp. Include a table that shows the project length and basic design criteria including roadway width(s), functional class, estimated traffic volumes, and design speed.
- *Survey Control*: Provide survey control per survey task.
- *Typical Sections*: Provide any typical sections required for the project.
- *Estimate of Quantities*: Include a table including an estimate of all quantities that matches the bid form.
- *Summary Tables*: Include a summary of quantities for all necessary items, including an earthwork summary spreadsheet and table of estimating factors.
- *Details*: Provide construction details as necessary.
- *Plan and Profile Sheets*: Required for the entire "mainline" improvement. Provide details for cross culverts and other necessary improvements. Include pavement marking plans on the F Sheets (if applicable).
- *Grading Sheets*: Detail grading considerations such as intersections, driveways, cul-de-sac, pads, special drainage, and other features.
- *Traffic Sheets*: Provide plan sheets to include legend and symbols, signing, striping, and illumination as applicable.
- *Traffic Control Plan*: Provide a Traffic Control Plan (TCP) following applicable standards.
- *Utility Plan Sheets*: Provided by utility agencies but may be incorporated into the Plan set or separated at the discretion of the Borough Project Manager.
- *Erosion and Sediment Control Plan (ESCP)*: Depict the entire project, including contours and drainage flow arrows, to guide the contractor during construction and assist in preparing the Contractor's erosion and sediment control plan.

### *Specifications*

- The Borough will provide Standard Modifications to the Standard Specifications for Highway Construction.
- Combine these with any project specific Special Provisions developed through the project.
- Regularly update the Specifications unless otherwise directed by the Borough Project Manager.
- Use performance-based specifications over method-based specifications when possible.
- Notify the Borough Project Manager of any sole-source or proprietary items for Purchasing Officer approval before incorporating them into the project.
- Appendices to Specifications.
- Include the following appendices:
  - Materials Certification List
  - Sign Shop Drawings
  - Permits

*Engineer's Estimate (EE):* Develop the EE using standard pay items unless special items are required. Include unit prices and total costs for all items. The EE must remain confidential until after construction bids are opened. Sign and date the EE.

*Submittal Packages and Reviews:* The Project Manager may review and request changes to submittals. The following submittals and meetings are required:

- Preliminary Design Submittal: Plans 35% complete, engineer's estimate, full set of cross-sections, and other specified deliverables.
  - Initial Comment Responses: Respond to Borough's comments before the review meeting.
  - Preliminary Design Meeting: Attend with the Project Manager, Project Engineer, and responsible design staff.
- Plans In Hand Submittal: Plans 65% complete, specifications memo, basic construction schedule, full set of cross-sections, and updated engineer's estimate.
  - Initial Comment Responses: Respond to Borough's comments before the review meeting.
  - Plans In Hand Review Meeting: Attend with the Project Manager, Project Engineer, and responsible design staff.
  - Field Review: Attend with the Project Manager and relevant design staff.
- Pre-PS&E Review Submittal: Complete plans (95%), specifications, Special Notice to Bidders, construction schedule, full cross-sections, and engineer's estimate.
  - Initial Comment Responses: Respond to Borough's comments before the review meeting.
  - Pre-PS&E Review Meeting: Attend with the Project Manager and design staff.
- Final PS&E Submittal: Submit complete, signed, and sealed plans, specifications, signed engineer's estimate, Special Notice to Bidders, bid form, traffic control documents, erosion and sediment control plans, and quantity calculations.
  - Final Revisions: Revise the final PS&E set as directed by the Borough Project Manager.

*Deliverables:* See attached instructions for each submittal for a more detailed explanation. Below is an outline of anticipated submittals:

- CAD Files for Support Groups.
- Cross-Sections.
- Preliminary Design Submittal.
- Preliminary Design Initial Comment Responses.
- Plans In Hand Submittal.
- Plans In Hand Initial Comment Responses.
- Pre-PS&E Review Submittal.
- Pre-PS&E Review Initial Comment Responses.
- Final PS&E Submittal.
- Advertisement Package.

**Task 5 – Right-of-Way Mapping (Time and Expense Not to Exceed):** The Consultant shall perform all research, field surveys, drafting, and associated office work necessary to prepare Parcel Exhibits in accordance with the Alaska ROW Manual, Borough code, Borough standards, and instructions from the Borough Project Manager. All ROW mapping activities must be conducted under the supervision of a Professional Land Surveyor registered in Alaska, with all final documents sealed and signed. For the purposes of this quote, the Consultant shall anticipate preparing five (5) Parcel Exhibits for easements to be acquired. Exhibits shall be developed in AutoCAD format and include all required parcel information, title blocks, and features. The Consultant shall revise exhibits as requested by the Borough and submit final deliverables in the format specified by the Project Manager. Coordination with the Department of Public Works may be required for review and approval. Written authorization from the Borough must be obtained before work begins.

*Parcel Exhibits (up to 5 if required):*

- Prepare Easement Exhibits for temporary and/or permanent easements as design development identifies these needs.
- MSB will perform acquisition services using the documents provided by the consultant.

**Task 6 – Assistance during Bidding (Time & Expense Not to Exceed):** Assist the MSB as requested during project bidding. Personnel in charge of engineering shall participate in a pre-bid conference for prospective bidders. Personnel also must be available to interpret and clarify documents prepared during project development and to assist the MSB with preparing any necessary addenda to the bid documents. Do not communicate about this project with any potential bidders. For bidding purposes, assume 4 hours of the project manager’s time and 8 hours of the designing engineer’s time.

**Task 7 – Assistance during Construction (Time & Expense Not to Exceed):** Provide assistance to the MSB as requested during project construction. The Consultant must be available to interpret and clarify documents prepared during project development and bidding; review and approve shop drawings, materials/catalog submittals, and other items as necessary; and assist the MSB with preparing any change order documents. All communication about this project must be done through the MSB. Assume attending a preconstruction meeting, three site visits, and reviewing up to ten submittals. For bidding purposes, assume 8 hours of project manager’s time and 24 hours of the design engineer’s time.

**Tentative Schedule:**

<u>Milestone</u>	<u>Date</u>
Notice to Proceed	September 2025
Surveying	September – October 2025
35% Design	January 30, 2026
65% Design	April 24, 2026
95% Design	January 14, 2027
Final Design	March 11, 2027
Construction Bid Advertisement	March – April, 2027
Construction	May – September 2027

**Additional Notes:**

- MSB reserves the right to stop the design process at any time.
- A geotechnical investigation is in progress and results will be shared once received.
- Deliverables shall include both digital and hard copies.
- Plan for 10 business days to process a purchase order.
- Maintaining the proposed schedule is important to meet construction advertising and award deadlines. The consultant is responsible for ensuring adequate resources to meet the project’s schedule.
- Consultants are responsible for coordinating complete and accurate utility locates.
- This project will be managed in Projectmates, the Borough’s Project Management Information System (PMIS). All project documentation, coordination, pay applications, and approvals will take place within the system.
- The Borough estimates this work to be less than \$100,000.



**Attached:**

Attachment #1 – Project Map (1 page)

Attachment #2 – Preliminary ROW Research Map (for information only) (1 page)

Attachment #3 – Design Progress Memo Template (2 pages)

Attachment #4 – General Guidance for Design Submittal Stages (6 pages)

Attachment #5 – Alaska Construction General Permit Checklist (1 page)



## MATANUSKA-SUSITNA BOROUGH PURCHASING DIVISION

### QUOTE OPENING PRELIMINARY RESULTS

26-041Q N. Doubloon Dr., W. Cove Dr., W. Jolly Roger Dr., and W. Captain Kidd Ave. Improvements (TC 23-100P)

8/19/2025

<b>Vendor</b>		HDL Engineering Consultants, LLC	Lounsbury & Associates, Inc.	The Boutet Company, Inc.
<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>TOTAL QUOTE AMOUNT</b>	<b>TOTAL QUOTE AMOUNT</b>	<b>TOTAL QUOTE AMOUNT</b>
1.	Total Quote Amount	<b>\$ 148,815.00</b>	<b>\$ 120,420.00</b>	<b>\$ 102,025.00</b>

**RECOMMENDATION:** ALL BIDS ARE TAKEN UNDER ADVISEMENT