

SUBJECT: Award of proposal number 26-059P to PND Engineers for the contract amount of \$182,209.00 to Design Charley Drive at Anderson Lake Fish Passage Improvements.

AGENDA OF: November 18, 2025

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X Rustin Krafft Signed by: Rustin Krafft
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	X Michael Brown Signed by: Mike Brown
Borough Clerk	X Brenda J. Henry for Signed by: Brenda Henry

ATTACHMENT (S): Scoring Summary (1p)
Scope of Services (17p)

SUMMARY STATEMENT: On September 9, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for Design Charley Drive at Anderson Lake Fish Passage Improvements.

Funding for this project is provided through a grant from the National Oceanic and Atmospheric Administration Fisheries, along with a local match.

The outlet stream from Anderson Lake is a tributary of Cottonwood Creek. This project will construct a new culvert at the outlet of Anderson Lake near Wasilla, Alaska, where it crosses Charley Drive. ADF&G has designated this site as #20401271 in the anadromous waters catalogue and categorized the existing crossing as inadequate for fish passage, significantly

limiting anadromous fish from reaching Anderson and Kings Lakes. Additionally, the existing culvert does not provide sufficient flood capacity.

The new culvert will be designed and constructed to improve access to important spawning and rearing habitat for several species of salmon and resident fish species as well as provide additional flood capacity.

Services purchased will support the Public Works Department in assembly district #6.

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

The final completion date for this project is August 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: November 18, 2025

SUBJECT: Award of proposal number 26-059P to PND Engineers for the contract amount of \$182,209.00 to Design Charley Drive at Anderson Lake Fish Passage Improvements.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$182,209	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 30114-5500-5541/30114-1800-1841
TO ACCOUNT :	PROJECT #
VERIFIED BY: _____ X _____ Signed by: L i e s e l Z a n t o 1 1 / 5 / 2 0 2 5	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	182.2					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	182.2					
TOTAL	182.2					

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

SCOPE OF SERVICES

26-059P, Design Charley Drive at Anderson Lake Fish Passage Improvements

The Matanuska-Susitna Borough (Borough) is soliciting proposals from qualified consultants to provide professional Engineering and Design services for the Charley Drive at Anderson Lake Outlet Fish Passage Improvements.

This project is partially funded by the Department of Commerce and the Alaska Department of Fish & Game under National Oceanic and Atmospheric Administration (NOAA) Grant No. NA24NMF438G0056.

Disadvantaged Business Enterprises (DBE) firms are encouraged to submit proposals. This federally assisted project seeks to increase the participation of businesses owned and controlled by socially and economically disadvantaged individuals. This applies to both DBE firms that submit proposals as prime contractors and those who participate as subcontractors.

As a condition of proposal responsiveness on federally funded projects, the bidder must complete, sign, date, and submit the Certification of Offeror/Bidder Regarding Tax Delinquency and Felony Convictions with their proposal. As a condition of approval of Subcontracts on federally funded projects, the Subcontractor or Lower Tier Subcontractor must complete, sign, and date the certification statements and the Contractor must submit the certifications with the subcontracts for approval.

Project Narrative

The Matanuska-Susitna Borough (MSB) is seeking professional consulting services for engineering design and construction management for a new culvert to enhance fish passage and flood capacity at a stream crossing of Charley Drive and the outlet of Anderson Lake near Wasilla, Alaska. The outlet stream from Anderson Lake is a tributary of Cottonwood Creek and provides important spawning and rearing habitat for several species of salmon and resident fish species. ADF&G has designated this site as #20401271 in the anadromous waters catalogue.

Project Schedule

The anticipated project milestone schedule is:

Professional Service Agreement Award	October 2025
Draft Hydrologic and Hydraulic (H&H) Report	December 2025
Plans in Hand	January 2026
Pre-PS&E	April 2026
Final PS&E (Complete Bid Documents)	June 2026
Bid Advertisement Construction	August 2026
Award Construction Contract	October 2026

General

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

The Consultant shall name individuals whom all services must be performed by or under the direct supervision of; replacement of or addition to the Project Staff named below shall be accomplished only by prior written approval of the Borough:

Project Responsibilities

Project Management
Civil Engineering
Hydrology and Hydraulics Design
Environmental Activities
Cost Estimating

All coordination and correspondence for the project shall be handled through or with the concurrence of the Borough 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 must provide a monthly report with each invoice that includes:

- Firm details and invoice information.
- Project name, contract number, and purchase order number.
- Sequentially numbered with a date range covered by the invoice.
- Project specifics, contract amounts, previous and current billings.
- Summary of work performed and planned activities for the next billing period.

The consultant is required to notify the Borough Project Manager when 75% and 90% of the authorized billing amount for each task has been expended.

Final invoices must be clearly marked as "FINAL."

Guarantee

No guarantee is given that the Consultant will be required to provide all of the services detailed in this Statement of Services or that the Consultant will incur all of the costs estimated. Likewise, no guarantee is given that the Consultant will perform other services for the project beyond those defined in this contract.

Scope of Services

Project Management

The Consultant shall provide project management services focused on quality control and administration of the work. This includes preparing agendas and minutes for progress meetings, managing monthly invoices, and generating progress reports along with budget tracking. The Consultant will oversee its team and overall project activities in alignment with the Borough's direction to ensure that the project adheres to its schedule and budget.

The Consultant will also manage sub-consultants, maintain the project schedule and budget, anticipate and mitigate potential issues and delays, and coordinate with the Borough Project Manager to keep them updated on the project's overall progress. The Consultant will interact with Borough staff to develop a design that meets all requirements, documenting and distributing meeting minutes for approval following each meeting.

Periodic progress meetings will be held at a frequency agreed upon between the Borough Project Manager and the Consultant. Review meetings will also be held at key project milestones, which include but are not limited to:

- Kick-off Meeting
- Preliminary Findings Meeting
- Preliminary Design Review
- Plans in Hand Review
- Pre PS&E Review

The Consultant shall designate one individual as the project manager and primary contact for the Borough. This individual will be responsible for maintaining clear lines of communication and will serve as the designated liaison for the Borough Project Manager. Additionally, this person will assist the Borough Project Manager in providing updates to interested stakeholders.

The Consultant are required to utilize Projectmates, the Borough's designated project management software, for all relevant aspects of project coordination and documentation as required under this Contract. This includes, but is not limited to, managing and updating the design schedule, uploading design deliverables, submitting invoices for professional services, documenting meeting minutes, and tracking project correspondence and decisions. The platform shall serve as the official system of record for the project.

The Consultant shall designate one individual to serve as the primary point of contact for all Projectmates related activities. This individual shall be responsible for maintaining the Consultant's information within the system and ensuring compliance with all platform requirements.

The Consultant shall ensure that all entries in Projectmates are timely, accurate, and complete. The system must be kept current and well organized throughout the duration of the project. The Borough may require regular updates and reports generated from Projectmates to monitor progress, verify alignment with the approved project schedule and budget, and support timely decision making. Failure to utilize Projectmates as required may result in delayed review or approval of deliverables, invoices, or other project-related documents.

Tasks

Following is a table of the tasks included in this Statement of Services and the assigned Task Numbers for each task.

Task No.	Task	Included
1	Reconnaissance Engineering Study	EXC
2	Environmental Support	X
3	Surveying	NIC
4	Right of Way Mapping	NIC
5	Geotechnical Investigations/Recommendations	X
6	Hydrologic and Hydraulic Design	X
7	Electrical Design	EXC
8	Traffic and Safety Analysis	EXC
9	Structural Design	NIC
10	Foundation Design	X
11	Design Study Report	NIC
12	Public Involvement	NIC
13	Erosion and Sediment Control Plan	X
14	Plans, Specifications and Estimates	X
15	Utilities Services	NIC
16	Right of Way Acquisition and Relocation Services	NIC
17	Assistance during Bidding	X
18	Assistance with Design Project Closeout	X
19	Assistance during Construction	X
20	Construction Management Services	X

NIC is an abbreviation for Not in Contract. The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

EXC is an abbreviation for Excluded and these services are not anticipated to be added to the contract.

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

TASK 1 – RECONNAISSANCE ENGINEERING STUDY - Excluded

Excluded. These services are not anticipated to be added to the contract.

TASK 2 – ENVIRONMENTAL SUPPORT

2.1 Engineering & Permitting Support

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.

2.2 Deliverable Items

- Permit Applications and Support Documents
- Consistency Review

TASK 3 – SURVEYING – Not in Contract (NIC)

The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

Timberline Surveying and Mapping have previously completed a design survey. Survey sheets are attached.

TASK 4 – RIGHT OF WAY MAPPING – Not in Contract (NIC)

The Borough anticipates that right-of-way mapping services will be provided through a separate contract. However, the Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

TASK 5 – GEOTECHNICAL INVESTIGATIONS/RECOMMENDATIONS

5.1 General

The Consultant shall submit a geotechnical exploration plan, conduct the necessary geotechnical investigation, and provide geotechnical recommendations, along with draft and final geotechnical reports. All test hole logs, data, and reports shall use English units, and data from external sources shall be converted to English units when included in the PS&E. All work shall comply with the ADOT&PF Engineering Geology and Geotechnical Exploration Procedures Manual.

5.2 Geotechnical Exploration Plan

The Consultant will either be provided with an existing geotechnical exploration plan or submit a new plan for review and acceptance by the Department of Public Works. The plan shall include proposed personnel, equipment, test hole locations, estimated depths, and sampling/testing frequencies. The plan must be approved before fieldwork can commence.

5.3 Drilling and Field Activities

The Consultant shall oversee all field activities, including auger drilling, rock core boring, backhoe or excavator pits, peat probes, rock structure mapping, instrumentation installation, and sample

collection. These activities must adhere to the guidelines outlined in the ADOT&PF Engineering Geology and Geotechnical Exploration Procedures Manual and the AASHTO Manual on Subsurface Investigations. The Consultant is responsible for ensuring that all drilling activities are performed in accordance with the approved exploration plan.

5.4 Geotechnical Investigation

The geotechnical investigation shall evaluate the following key criteria:

- Usability of excavation and borrow site materials
- Presence of materials affecting excavation (e.g., cobbles, boulders, bedrock, groundwater)
- Suitability of foundation soils or rock for embankments or structures
- Stripping depths, maximum cut slope angles, subcut depths, and drainage control
- Muskeg design, geotextile usage, and potential geologic hazards
- Special treatments (e.g., geotextile use, stability measures)

The Consultant shall ensure the investigation addresses all relevant factors impacting project design and construction.

5.5 Geotechnical Recommendations

Based on the field investigation, the Consultant shall provide geotechnical recommendations to address the criteria outlined above. These recommendations will evolve as the design progresses, and the Consultant shall update them as necessary to reflect changes. The Geotechnical Recommendations shall not be included, appended or otherwise identified in the Geotechnical Report. Geotechnical recommendations become final concurrently with final design.

5.6 Geotechnical Report

The Consultant shall prepare a Geotechnical Report summarizing the data collected during the investigation. The report shall include:

- Project location map and description of scope
- Field investigation findings, including descriptions of earth materials encountered
- Laboratory test results
- Test hole locations on plan and profile sheets
- The draft report shall be submitted concurrent with the Plans in Hand Review, and the final report shall be submitted with the Final Design documents.

5.7 Deliverable Items

The Consultant shall provide the following deliverables:

- Geotechnical exploration plan (for approval before mobilization)
- Periodic geotechnical investigation progress reports
- Draft and final Geotechnical Reports
- Test hole logs and field data, provided in both hard copy and electronic formats

TASK 6 – HYDROLOGIC AND HYDRAULIC DESIGN

6.1 General Requirements

The Consultant shall provide the Hydraulic and Hydrologic Design (H&H) required for the project, which may include any or all of the following tasks.

The Consultant shall perform hydrologic and hydraulic calculations as needed to design fish passage, temporary de-watering culverts, or stormwater runoff as necessary to minimize the project's impacts on existing or natural hydrologic patterns. A summary of the hydrologic conditions and project components designed to accommodate stormwater runoff shall be included in the H&H report. Hydrologic and hydraulic calculations for culverts, pipes, and other system features shall be included in the H&H as an appendix.

The Consultant shall coordinate with the operations and maintenance (O&M) team to identify issues that need to be addressed. This includes inspecting all existing culverts within the project limits that O&M has flagged for attention, or that the Consultant believes should be inspected. All ditches shall be inspected to identify which require modification and/or cleaning to handle the design stormwater discharge. The Consultant shall determine which of these elements are expected to be functionally or structurally inadequate during the design year of the project. The Consultant will also identify which culverts and ditches need to be cleaned.

Additionally, the Consultant shall determine where erosion is a concern, including areas that may impact waterbody banks (if applicable). The Consultant will also identify locations where existing roads are affected by surface water or groundwater.

The results of these inspections shall be documented with text and visuals as appropriate. Coordination with the Borough Project Manager is required to determine what drainage and erosion control work will be included in the project.

The Consultant shall consider potential groundwater and wetland impacts when designing project features.

6.2 Fish Passage

The Consultant shall investigate and evaluate the project area, as well as the surrounding area, to determine the context and parameters necessary for stream simulation design and hydraulic analysis. This will include determining the 100-year flood level at the crossing. The design must follow the Borough Design Criteria for Fish Passage Culverts, the Alaska Highway Drainage Manual (AHDM), and the US Fish and Wildlife Service Design Guidelines. The Consultant shall analyze hydrology and drainage issues, including peak storm flows, floodplain permitting requirements, sizing conveyance to meet hydrologic fish passage requirements, and scour analysis.

The Consultant shall create a reconnaissance-level map of the stream profile and representative cross-sections, including channel plan and profile, grade control, and geomorphic features, to identify the optimal placement for long-term stability and habitat. This analysis shall also include a pebble count within a riffle for substrate design in the culvert.

6.3 Report

The Consultant shall provide a H&H Report that describes the existing hydraulic features and their ability to meet current design standards. The report shall recommend improvements for hydraulic features that are inadequate and propose modifications to meet current design standards. The Consultant may also be required to evaluate the impacts of any improved hydraulic features within the

project limits on existing hydraulic features downstream of the project limits. If applicable, the H&H Report shall support the evaluation of floodplain impacts and shall be included with the application for floodplain development, as needed. Any additional floodplain and hydraulic analysis information required by the Borough Floodplain Administrator shall also be included in this report.

The Consultant shall document all hydrologic and hydraulic design decisions in a report format.

A registered professional engineer must stamp all hydraulic reports.

The Hydrologic and Hydraulic Report shall include, but is not limited to, the following information:

- Introduction
- Location
- History of the Site (such as activity, debris problems, icing, geomorphology, structure, etc.)
- Hydrology/Hydraulics
- Fish Passage
- Rip Rap Sizing (If Applicable)
- All information required by subsection 1120.5.6 in the Alaska Highway Preconstruction Manual and the Alaska Highway Drainage Manual that is applicable to this project
- Necessary information required for all permit applications
- The U.S. Army Corps of Engineers (USACE) Nationwide Permits (NWP) for work in wetlands and other waters regulated by Section 404 of the Clean Water Act and/or Section 10 of the Rivers and Harbors Act of 1899 (If Applicable)
- Summary of findings, including floodplain impacts and design standards
- Conclusion
- Illustrations

A draft of the Hydrologic and Hydraulic Report shall be submitted with the Preliminary Design assembly. The Borough shall be allowed four weeks to provide written comments. The Consultant shall address these comments to the satisfaction of the Department of Public Works before making the next submittal. The final Report, sealed and signed by the supervising registered engineer, shall be submitted with the Pre-PS&E Review assembly.

6.4 Deliverable Items

The Consultant shall provide the following deliverables:

- Hydrologic and Hydraulic Report (Draft and Final)

TASK 7 – ELECTRICAL DESIGN - Excluded

Excluded. These services are not anticipated to be added to the contract.

TASK 8 – TRAFFIC AND SAFETY ANALYSIS - Excluded

Excluded. These services are not anticipated to be added to the contract.

TASK 9 – STRUCTURAL DESIGN – Not in Contract (NIC)

The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

TASK 10 – FOUNDATION DESIGN

10.1 General Requirements

The Consultant shall provide the foundation design services required for the project. This may include, but is not limited to, civil and foundation design work necessary to support the culvert, minor retaining structures, and embankment support structures.

10.2 Deliverable Items

See Task No. 14.

TASK 11 – DESIGN STUDY REPORT – Not in Contract (NIC)

The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

TASK 12 – PUBLIC INVOLVEMENT – Not in Contract (NIC)

The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

TASK 13 – EROSION AND SEDIMENT CONTROL PLAN (ESCP)

13.1 General Requirements

The Consultant shall provide an Erosion and Sediment Control Plan (ESCP). All temporary erosion and sediment controls are to be shown on the ESCP Plan. Submit the Draft ESCP as part of the PS&E Review. Respond to comments from the Borough and other review agencies and submit the revised plan with all adjudicated comments.

13.2 Deliverable Items

The Consultant shall provide the following deliverables:

- ESCP (Draft and Final)

TASK 14 – PLANS, SPECIFICATIONS AND ESTIMATES

14.1 General

Provide construction contract documents and other deliverables as described herein. The project design must accommodate the geographic location, site specific constraints, and project values defined by the Borough.

14.2 Support Data

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

14.2.1 Topography Survey

Provide survey figures showing areas requiring further topographic survey for project design or property rights acquisition. Update as design progresses.

14.2.2 Right of Way Survey

Provide survey figures showing areas where right of way confirmation is needed for additional property rights acquisition.

14.2.3 Data for Borough Support Groups

Provide data for environmental permitting or Right of Way negotiations as required.

14.2.4 CAD Files

Provide CAD files for use by utility companies or contractors, with required disclaimers, as approved by the Borough Project Manager.

14.2.5 Cross-Sections

Include original ground, roadway template, right of way limits, grid lines, offsets, elevations, and roadway station. Plot cross-sections at a standard scale without vertical exaggeration on 11" by 17" sheets.

14.3 Plan Sheets

The Consultant shall provide a complete set of plan sheets required for the project, which may include any or all of the following.

14.3.1 Title Sheet

Use Borough standard cover with Public Works Director approval stamp.

14.3.2 Survey Control

See Task No. 3.

14.3.3 Typical Sections

Provide any typical sections required for the project.

14.3.4 Summaries of Quantities

Provide a summary of quantities for all necessary items including an earthwork summary spreadsheet.

14.3.5 Detail Sheets

Provide any necessary details for construction.

14.3.6 Plan and Profile

Required for the entire "mainline" improvement. Provide details for cross culverts, turning and merging lane construction, and other necessary improvements. Include pavement marking plans on the F Sheets and Passing/No Passing zones (if applicable).

14.3.7 Fish Passage Sheets

Provide fish passage designs for anadromous culverts identified for replacement, as well as corresponding plan sheets, specifications, and quantity calculations.

14.3.8 Utility Plan Sheets

Provided by others but may be incorporated into the Plan set or separated at the discretion of the Borough Project Manager.

14.3.9 Right of Way Sheets

Show right of way and easement lines on plan sheets.

14.3.10 Traffic Control Plan

If necessary, provide a Traffic Control Plan (TCP) following the applicable standards.

14.4 Specifications

The Borough will provide the Standard Modifications to the Standard Specifications for Highway Construction. Combine these with project specific Special Provisions. Update the Specifications regularly unless otherwise directed by the Borough Project Manager. Use performance specifications over method specifications when possible. Notify the Borough Project Manager of any sole source or proprietary items for Borough Purchasing Officer approval before incorporating into the project.

14.4.1 Appendices

Provide the following appendices to the Specifications:

- Materials Certification List
- Sign Shop Drawings
- Permits

14.5 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.

14.6 Submittal Packages and Reviews

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

14.6.1 Preliminary Design Submittal

Plans 30-50% 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.

14.6.2 Plans in Hand Submittal

Plans 75% 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.

14.6.3 Pre-PS&E Review Submittal

Complete plans, 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.

14.6.4 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.

14.7 Deliverable Items

Provide the following deliverables:

- Topography Survey Needs List/Figure(s)
- Right of Way Survey Needs List/Figure
- Data/Figures for Support Groups
- 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 15 – UTILITIES SERVICES – Not in Contract (NIC)

The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

TASK 16 – RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES – Not in Contract (NIC)

The Borough reserves the right to add NIC tasks by amendment. However, it is under no obligation to do so and reserves the right to complete the services by any other means, including the use of in-house forces.

TASK 17 – ASSISTANCE DURING BIDDING

17.1 General Requirements

Assist the Borough as requested during project bidding. Personnel who were in responsible charge for engineering, and other personnel as necessary and appropriate, must be available to interpret and clarify documents prepared during project development and to assist the Borough with preparing any necessary addenda to the bid documents. Do not communicate about this project with any potential bidders.

TASK 18 – ASSISTANCE WITH DESIGN PROJECT CLOSEOUT

18.1 General Requirements

The Consultant shall submit the original of all documents prepared during project development. These include notes, sketches, maps, photographs, survey data, computations, cross sections, meeting and site visit notes, and any other materials created to develop, record, or justify services provided. Clearly identify all assumptions made in the documentation. Retain copies of all development documents until construction is complete.

Within two weeks after construction bids are opened, provide the following:

- Conformed Plans
- As-Awarded Project Specifications
- As-Awarded CAD Files
- All Amendments Developed During the Bidding Process
- Public Involvement Report

TASK 19 – ASSISTANCE DURING CONSTRUCTION

19.1 General Requirements

Provide assistance to the Borough as requested during project construction. Personnel who were in responsible charge of engineering, along with any other necessary and appropriate personnel, must be available to interpret and clarify documents prepared during project development and bidding; review and approve shop drawings, materials/catalog submittals, trench stability designs, and other items as needed; and assist the Borough with preparing any necessary change order documents.

19.2 Communication

All communication regarding this project must be directed through the Borough. Do not communicate directly with the successful bidder.

19.3 Documents

Within one month after the Borough accepts the completed project, submit to the Borough the original copies of all documents that were prepared or modified during the performance of services for this task.

19.4 Record Drawings

The construction contractor will provide marked-up drawings indicating changes made during the construction period. The Consultant shall incorporate all significant changes marked by the

construction contractor, inspector, project engineer, project manager, and/or construction manager into the drawings. These drawings shall be labeled "RECORD DRAWINGS" and dated. The Consultant shall update the original contract drawings by making the necessary changes (with amendments included). A copy of the updated drawings shall be sent to the appropriate parties for verification. Upon verification, the Contractor shall submit the final originals to the Borough Project Manager in both hard copy and PDF formats. The Contractor must deliver the record drawings to the Borough Project Manager within sixty (60) days of receiving the marked-up documents.

TASK 20 – CONSTRUCTION MANAGEMENT SERVICES

20.1 General Requirements

Provide Construction Management Services to the Borough as requested during project construction. The Consultant shall provide adequate professional staff and facilities to complete the services outlined in this scope of work. The Consultant must designate individuals who will perform all services or supervise them directly. Any replacement or addition to the Project Staff listed below requires prior written approval from the Borough Project Manager:

Project Staff Responsibilities

- Construction Manager
- Project Engineer (AK Registered Civil Engineer)
- Construction Inspector (WAQTC Certified)
- Storm Water Management (AK-CESCL Certified)

The Construction Manager (CM) shall ensure adequate observation and inspection of the work to verify compliance with contract plans and specifications. The CM must ensure that all project staff hold any necessary professional licenses required by the State of Alaska.

20.2 Project Schedule

The CM shall review the Contractor's plan and schedule monthly and provide regular monitoring of the schedule as construction progresses, identify potential variances between scheduled and desired completion dates, review the schedule for work not started or incomplete and notify the Owner of schedule related issues.

The CM shall prepare and maintain a schedule showing milestone dates.

20.3 Pre-Construction Activities

The Construction Manager (CM) shall review the project documents to ensure all aspects are in alignment with the project requirements. Additionally, the CM will prepare a Construction Management Quality Assurance Plan to outline the procedures and standards for the project. To adequately document conditions, the CM will take pre-construction photos. The CM will also be responsible for receiving the Contractor's submittals and ensuring they are properly reviewed. Furthermore, the CM will facilitate a pre-construction meeting to ensure all parties are aligned before the commencement of construction.

20.4 Project Observations and Inspection

The Construction Manager (CM) shall establish an on-site organization and define lines of authority to effectively observe and inspect the Contractor's work for compliance with the contract documents. The CM will communicate with the Contractor regarding the acceptability of the work and ensure that

corrective actions are taken if the work does not meet the contract requirements. The CM, or their designated representative, will schedule, coordinate, and perform Quality Assurance testing as needed. An inspector will be on-site daily to observe construction activities, with the time commitment adjusted based on the progress, activities, and conditions at the site. The inspector will be responsible for tasks such as utility relocation inspection, documenting work through daily diaries, reports, and photos, measuring quantities, confirming traffic control, safety measures, and permit compliance, documenting changed conditions, and coordinating quality control monitoring and testing in the field.

20.5 Meetings

The CM shall schedule and conduct regular progress meetings as conditions require and the CM shall conduct weekly owner's meetings and other meetings as may be directed by the Owner, at which the Contractor, Owner, Project Designers, and other designated representatives, and the CM can discuss jointly such matters as progress, scheduling, and construction-related problems. The CM shall prepare agendas and take/distribute complete minutes of meetings to attendees and others as directed by the Owner.

20.6 Permits

The Construction Manager (CM) will possess a thorough working knowledge of soil erosion and sediment control, conducting inspections of the construction site to ensure that specified controls are correctly installed, functioning as intended, and maintained daily.

The CM must also be well-versed in Storm Water Management and perform site inspections to confirm that the Contractor adheres to pollution prevention practices and follows the Storm Water Management Plan, as well as the requirements set by the Alaska Department of Environmental Conservation (DEC). This includes reviewing the Storm Water Pollution Prevention Plan (SWPPP) for compliance and applicability, monitoring Best Management Practices (BMPs) and SWPPP activities, and performing weekly site inspections in collaboration with the Contractor's SWPPP Manager.

The CM will review documents and logs for compliance, reporting any issues to the Borough, and maintaining SWPPP documentation throughout the project, which will be delivered to the Borough Project Manager at project completion. The CM is also required to have a current Alaska Certified Erosion & Sediment Control Lead (AK-CESCL) certification on staff.

The CM must have a strong understanding of the construction requirements for project specific environmental and other permits. The CM will inspect areas covered by these permits to ensure the Contractor's compliance. The CM will also organize relevant documentation from the Contractor and be responsible for ensuring the Owner's compliance.

The CM will address any agency concerns in coordination with the Borough Project Manager.

20.7 Requests for Information

The CM shall be responsible for tracking and monitoring Contractor RFIs throughout the Construction Phase in a timely manner until they are processed by the Project Designer and the Owner.

20.8 Substitution Requests

The CM shall be responsible for tracking and monitoring substitution requests throughout the Construction Phase until substitution requests are processed by the Project Designer and the Owner. The CM shall be responsible to see that substitution requests are submitted in a timely manner per the contract specifications.

20.9 Pay Requests

The CM shall be responsible for tracking and monitoring Contractor pay requests and provide recommendations to the owner as to payment. Payment requests will be processed by the CM in 14 days.

The CM shall be responsible for tracking and monitoring Contractor compliance with contract requirements (i.e. certified payroll, labor compliance, etc.)

20.10 Change Site Conditions

The CM shall be responsible for the investigation of site conditions that differ from those described in the Contract documents; and shall review submittals in support, and recommendations for resolution, of any claims and disputes related to differing site conditions.

20.11 Claims

The CM shall monitor and advise the Borough on the schedule, budget, potential changes, and claims.

The CM shall review claims and provide recommendations.

20.12 Project Photographs

The CM shall submit progress photographs to the owner monthly in sufficient detail to properly record the work of contractors.

20.13 Changes

The CM shall develop and implement a system for review, negotiation, and processing of proposed Change Orders. They shall, with complete supporting data to include cost estimates, recommend necessary changes to the Owner for approval and assist in negotiations with contractors if requested.

20.14 Shop Drawings

The CM shall develop and implement a system for review, acceptance or rejection, and processing of shop drawings/submittals, including the projected lead time on the CPM schedule. The CM shall review this system with the Owner and the Project Designer and obtain the Owner's approval prior to implementation.

20.15 Project Documents

The CM shall devise, implement, and maintain on a current basis, a structured document control system which includes and tracks records, RFI's, shop drawings, samples, purchases, materials, scale certificates, and any other documents and revisions thereto which arise out of the Contract or the work. These documents shall be readily available to the Owner any time during the performance of this contract.

20.16 Public Involvement

The CM shall designate a contact person to be listed in the project notification to the public.

The CM shall address public concerns with the concurrence of the Borough Project Manager.

20.17 Reports

The Construction Manager (CM) is responsible for maintaining accurate and detailed written records of project progress throughout all stages of construction. These records include daily logs of events at the jobsite, such as change orders, claims, and submittals, which are submitted to the Owner

regularly. The CM must also maintain a detailed daily diary documenting important project events, including weather conditions, worker attendance, material deliveries, completed work, utility work, quality control activities, complaints, incidents, and instructions given to the contractor. This diary should be available to the Owner at all times and will be handed over to the Owner upon completion of the contract.

In addition to the daily diary, the CM must compile and submit a daily summary report to the Owner. On a monthly basis, starting 30 days from the issuance of the Notice to Proceed, the CM will provide a comprehensive written report to the Owner that covers project activities for the prior month. This report will include an overall summary of the project status, including the percentage of completion for each contract. It will also provide a revised project schedule, outlining major milestones, including any slippage, and an explanation of delays. The financial status of the project will be reviewed, along with a summary of change orders, including potential, approved, and rejected ones, and those requiring immediate Owner attention.

The monthly report will further include a summary of the status of shop drawings, submittals, and RFIs, as well as any issues that need immediate attention from the Owner or Project Designer. The CM will also include a report on quality control and inspections, detailing the types of inspections conducted, overall project quality, and any recommendations. The report will be supplemented with monthly photographs to highlight the project's current progress and a 30-day construction look-ahead report.

20.18 Contract Closeout

The CM is responsible for compliance with Contract Close Out requirements for construction contracts per the Contract Documents. The CM shall obtain data from Contractors and maintain a current set of record drawings, specifications, and operating manuals by contract.

The CM is to work closely with the Owner as to the procedures and schedule for Contract Close-Out and the contractual obligations therein. Including the following:

- Facilitate substantial completion and final inspections with appropriate staff present
- Coordinate the punch list
- Report to regulatory agencies and close active permits
- Resolve contract amounts and final payment
- Receive and verify contractor closeout documents as required by the contract
- Review contractor redlines, maintain record drawings, and prepare final record drawings
- Coordinate and organize paperwork.

At the completion of each contract and before final payment, the CM shall deliver such records to the Owner along with a complete set of as-built drawings and coordinate with the Project Designer in preparing Record Drawings.

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Supplier	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management
	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 18 pts	/ 17 pts
PND Engineers, Inc.	79.20 pts	16 pts	17.60 pts	▲ 15.20 pts	16.80 pts	▲ 13.60 pts
R & M Consultants Inc	77.27 pts	20.80 pts	▲ 13.20 pts	16.47 pts	13.20 pts	▲ 13.60 pts
Lounsbury	71.27 pts	17.60 pts	17.60 pts	12.67 pts	13.20 pts	10.20 pts

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