

**SUBJECT:** Award of proposal number 26-090P to AMC Engineers for the contract amount of \$103,800.00 to provide Station 7-1 & 8-1 Apparatus Fill Tank Design.

**AGENDA OF: February 3, 2026**

**ASSEMBLY ACTION:**

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

| Route To:             | Signature  |
|-----------------------|--|
| Purchasing Officer    | X D U S T I N S I L V A<br>Signed by: Dustin Silva                         |
| Public Works Director | X T o m A d a m s , P E<br>Signed by: Tom Adams                            |
| Finance Director      | X C h e y e n n e H e i n d e l<br>Signed by: Cheyenne Heindel             |
| Borough Attorney      | X N i c h o l a s S p i r o p o u l o s<br>Signed by: Nicholas Spiropoulos |
| Borough Manager       | X M i c h a e l B r o w n<br>Signed by: Michael Brown                      |
| Borough Clerk         | X L o n n i e M c K e e c h n i e<br>Signed by: Lonnie McKechnie           |

**ATTACHMENT(S):** Scope of Services (7p)

**SUMMARY STATEMENT:** On November 12, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to provide professional Architectural/Engineering (A/E) services for the design of fire apparatus tank fill systems at Fire Station 7-1, located at 1685 North Pittman Road, Wasilla, Alaska, and Fire Station 8-1, located at 3047 South Big Lake Road, Big Lake, Alaska. Services purchased will support the Public Works Department in assembly district #7.

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

The estimated final completion date for this project is October 30, 2026.

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, Construction Management Division, will be administering the contract.

**RECOMMENDATION OF ADMINISTRATION:** Approve the subject action memorandum.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: February 3, 2026

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|  |                                     |
|--|-------------------------------------|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE)   | FISCAL IMPACT <b>YES</b> NO         |
| AMOUNT REQUESTED \$103,800   | FUNDING SOURCE FSA Capital Projects |
| FROM ACCOUNT # 405.000.000 4xx.xxx   | PROJECT# 45244-6600-6699            |
| TO ACCOUNT :   | PROJECT #                           |
| VERIFIED BY:<br><br>X L i e s e l Z a n t o<br>S i g n e d b y : L i e s e l Z a n t o | CERTIFIED BY:                       |
| DATE: 1/21/2026  | DATE:                               |

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

| OPERATING              | FY2026       | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 |
|------------------------|--------------|--------|--------|--------|--------|--------|
| Personnel Services     |              |        |        |        |        |        |
| Travel                 |              |        |        |        |        |        |
| Contractual            |              |        |        |        |        |        |
| Supplies               |              |        |        |        |        |        |
| Equipment              |              |        |        |        |        |        |
| Land/Structures        |              |        |        |        |        |        |
| Grants, Claims         |              |        |        |        |        |        |
| Miscellaneous          |              |        |        |        |        |        |
| <b>TOTAL OPERATING</b> |              |        |        |        |        |        |
| <b>CAPITAL</b>         | <b>103.8</b> |        |        |        |        |        |
| <b>REVENUE</b>         |              |        |        |        |        |        |

## FUNDING:

(Thousands of Dollars)

|                     |              |  |  |  |  |  |
|---------------------|--------------|--|--|--|--|--|
| General Fund        |              |  |  |  |  |  |
| State/Federal Funds |              |  |  |  |  |  |
| Other               | <b>103.8</b> |  |  |  |  |  |
| <b>TOTAL</b>        | <b>103.8</b> |  |  |  |  |  |

## 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: \_\_\_\_\_

S i g n e d b y : C h e y e n n e H e i n d e l DATE: \_\_\_\_\_

## SCOPE OF SERVICES

### 26-090P, Station 7-1 & 8-1 Apparatus Fill Tank Design

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#### **Purpose of Solicitation**

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified consultants to provide professional Architectural/Engineering (A/E) services for the design of fire apparatus tank fill systems at Fire Station 7-1, located at 1685 North Pittman Road, Wasilla, Alaska, and Fire Station 8-1, located at 3047 South Big Lake Road, Big Lake, Alaska.

#### **Project Narrative**

Fire Station 7-1 has an underground tank with a capacity of 6,000 gallons, while Fire Station 8-1 has an estimated underground tank capacity of 9,000 gallons. The available water recovery volume and pump flow rates at both locations are insufficient to fill multiple 3,000-gallon fire apparatus tankers for emergency response.

MSB is seeking Architectural/Engineering services for the design of a tank with a preferred capacity of 30,000 gallons and a fill rate of 500 gallons per minute (gpm). If the preferred specifications are not feasible, alternative designs with a minimum volume of 20,000 gallons and pumps capable of at least 350 gpm may also be considered.

To optimize cost savings, the Consultant is asked to consider a single design that can be adapted for each site. The Consultant shall identify shared design elements and site-specific adjustments necessary to adapt the design for each location. An underground tank is anticipated to be the most suitable option and should be located at each site to accommodate potential future development and expansion. The evaluation should also consider building components such as concrete versus steel tanks, assessing cost saving benefits, and product lifespan. Equipment selections should adhere to the MSB Facility Design Criteria Manual to maintain consistency in operations and maintenance across MSB facilities.

The Consultant shall provide separate construction bid packages for each location and a statement of probable construction cost (SPCC) for each.

This RFP is for Design which includes site investigations and design work to complete the construction bid documents.

If approved and added by contract amendment, future phases of work may include services for construction administration and other services as necessary.

#### **Project Schedule**

The project will be executed using the traditional design-bid-build approach. The construction phase may experience delays due to current funding constraints or may be limited to constructing one facility at a time. The Borough may adjust milestone dates based on design complexity and permit review durations.

The proposed project schedule is:

|                                      |                          |
|--------------------------------------|--------------------------|
| Professional Services Contract Award | January 2026 (estimated) |
| Preliminary Schematic Design (35%)   | March 2026               |
| Design Development (65%)             | April 2026               |
| Pre-Construction Documents (95%)     | May 2026                 |

|                                    |                          |
|------------------------------------|--------------------------|
| Bid Advertisement for Construction | June 2026 (estimated)    |
| Construction Start                 | July 2026 (estimated)    |
| Project Completion                 | October 2026 (estimated) |

Reasonable alternative timeframes may be proposed, accompanied by written justification.

### **Construction Budget**

The Borough anticipates the design cost for this project to be less than \$60,000, which includes all design disciplines and sub-consultant expenses.

The construction budget will be determined after the engineering review is completed. According to data from past projects, MSB expects the cost for each facility to remain under \$500,000. The chosen firm is required to provide construction solutions that support equipment durability and cost efficiency.

### **General**

The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the MSB. No services shall commence until written authorization is issued via Notice to Proceed (NTP) from the Borough Project Manager. Consultant shall not perform services or incur billable expenses except as authorized by an 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, 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 MSB:

### **Project Responsibilities**

#### Project Management

- Civil Engineering
- Geotechnical Engineering (if applicable)
- Surveying
- Architecture
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering

All coordination and correspondence for the project shall be handled through or with the concurrence of the MSB 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 addressed to the MSB Project Manager 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.

Final invoices must be clearly marked as "FINAL."

### **Guarantee**

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

### **Scope of Services**

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

#### **Phase 1 – Design**

##### **Task 1 – 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 shall implement internal quality assurance and quality control (QA/QC) procedures throughout the project, with documented review at each submittal stage.

The Consultant will also manage sub-consultants, maintain the project schedule and budget, anticipate and mitigate potential issues and delays, and coordinate with the MSB Project Manager to keep them updated on the project's overall progress. The A/E will interact with MSB 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
- Schematic Design Review (35%)
- Design Development Review (65%)
- Construction Document Review (95%)

The Consultant will be responsible for coordinating aspects of the project using the Borough's designated project management software, Projectmates. This includes, but is not limited to, scheduling tasks, application for payment, preparing and updating the detailed design schedule, preparing meeting agendas and minutes, and submitting project deliverables through the software platform. The

consultant must ensure that all team communications, documentation, and submittals are organized within the system, providing visibility for all project activities. Regular updates and reports generated from the software will be required to ensure the project stays on track, meeting the budget, and all deadlines.

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 MSB Project Manager. Additionally, this person will assist the MSB Project Manager in providing updates to stakeholders.

## **Task 2 – Site Investigations**

The Consultant will conduct thorough investigations of Fire Stations 7-1 and 8-1 to collect critical data necessary for the design and construction of new water tanks. An evaluation of site characteristics and existing conditions will inform project decisions and feasibility assessments, ensuring the fill tanks are appropriately sized and built to meet the operational requirements of the Fire Department. The Consultant shall document all site visits with photographs and notes, and submit a summary of findings to the MSB Project Manager within ten (10) business days.

## **Task 3 – Design**

The selected firm will be required to perform all calculations, studies, research and code analysis to be in full compliance with state laws governing the practice of architecture and engineering. The A/E will produce new drawings and specifications and a statement of probable construction cost (SPCC) with updates at each phase of design. All work must be in full compliance with the most recent MSB Facility Design Criteria Manual, current International Building Codes, as well as all other pertinent federal, state and local codes.

The Designer will interact with the MSB, and Fire Department to develop a design that meets the facility's requirements. The Designer will document and distribute meeting minutes for approval after each design meeting. Meetings will be held at times and locations that are convenient for MSB staff.

The A/E is responsible for all aspects of design, including architectural, civil, structural, mechanical, and electrical components. Services may involve construction administration during the construction contract period, permitting, preparation of project drawings such as construction and record drawings, O & M manuals, on-site representation, special inspections, support and inspection during the warranty period.

Each design milestone shall include updated drawings, specifications, and SPCC in PDF format. Final Construction Documents shall be provided in searchable PDF and native AutoCAD (.dwg) format compatible with current MSB systems. The Designer shall participate in reviews to ensure the project design conforms to applicable code requirements of agencies having jurisdiction and will make any changes required to the Construction Documents for issuance of all permits and legal authorizations required for construction. The Designer shall, on behalf of the Borough, investigate required permits, file the required documents and secure/pay all permits and authorizations required for construction during the design of the project.

### **A. Schematic Design**

The selected architecture/engineering (A/E) firm shall provide Schematic Design Documents and a mutually agreed-upon schedule.

The A/E will also prepare a written report detailing the preliminary investigation findings, including structural, mechanical, electrical, and construction materials. This report will address feasibility and

hose tower solutions, with compliance with relevant building codes. Additionally, an initial Statement of Probable Construction Cost (SPCC) will be provided for review and approval.

The A/E shall submit digital PDFs drawings, and the initial SPCC for review and approval. All submissions should be organized clearly, emphasizing clarity and detail to facilitate effective feedback from stakeholders.

#### B. Design Development

The Designer shall provide Design Development Documents based on the approved Schematic Design, adhering to the mutually agreed-upon schedule and construction budget. A PDF copy of the drawings will be submitted for review and approval. The Design Development Documents will detail the agreed-upon systems, including product specifications. All systems will be manufacturer-approved, where applicable, to ensure warranty inclusion. The A/E will coordinate with electrical and mechanical engineers to ensure proper placement of all equipment. This coordination will ensure that all elements are accurately reflected across all sheets (architectural, electrical, mechanical, etc.) in the construction documents.

The A/E shall review the design development with the MSB and Fire Department.

#### C. Construction Documents

The Designer shall provide Construction Documents based on the approved Design Development Documents and an updated Statement of Probable Construction Cost (SPCC). These documents will detail the requirements for the construction of the project and include drawings and specifications that establish the quality of materials and systems required.

During the development of the Construction Documents, the Designer shall assist the Borough in preparing bidding information. The Designer will compile these elements alongside the Borough's standard bidding requirements and forms, ensuring that the specifications adhere to the standard Construction Specifications Institute (CSI) Master Format and that no single-source specifications are included in the design without written justification.

The Designer shall submit a comprehensive Statement of Probable Construction Cost to the Borough, advising of any adjustments to previous estimates resulting from design changes, modifications in requirements, or general market conditions.

At the 95% design review stage, the Designer shall submit a PDF and copies of the project narrative and drawings, including sections, elevations, and typical construction details, along with the updated SPCC for review and approval by the Borough and stakeholders.

After receiving approval, the Designer shall prepare the final Construction Documents in both searchable PDF and AutoCAD formats.

#### **Task 4 – Permitting (if applicable)**

The A/E shall, on behalf of the Borough, investigate required permits, file the necessary documents, and secure all permits and authorizations needed for construction and occupancy during the project design, including payment of any associated fees. The Consultant shall provide a permitting matrix summarizing all required permits, responsible agencies, and anticipated review durations.

Budgetary estimates (allowances) for permit fees shall be included in the fee proposal. Any remaining balance after fees are paid shall be credited back to the Matanuska-Susitna Borough.

## **Task 5 – Competitive Construction Bidding**

The Borough will provide general and supplementary conditions, along with proposed contract forms. All other construction documents will be supplied by the design firm. Bid documents will be published electronically by the Borough.

The Designer shall participate in a pre-bid conference for prospective bidders and will prepare responses to their questions in Borough format. Any clarifications or interpretations of the bid documents will be provided in addenda, which the Borough will distribute.

If the initial bidding results in prices exceeding the approved SPCC, the Designer will collaborate with the Borough on redesigning and re-bidding at no additional cost, ensuring prices align with the approved SPCC or are acceptable to the Borough.

## **Phase 2 – Construction Administration**

Phase 2 Services are NOT anticipated to be included in the initial award. The MSB reserves the right to add these services by amendment.

## **Task 1 – Construction Administration**

The A/E shall perform construction administration for the contract between the Owner and Contractor in accordance with the General and Supplementary Conditions of the Contract for Construction. The A/E will utilize MSB Projectmates software to track and submit construction documents, submittals, and other relevant construction administration documents that require approval or tracking.

The A/E's responsibilities may include, but are not limited to:

- **Maintain Submittal Logs:** Develop and maintain logs for submittals and shop drawings, ensuring they are complete, accurate, and meet project requirements. Review all submittals within 15 calendar days.
- **Conduct Inspections:** Perform periodic inspections, including electrical/mechanical rough-ins, weekly quality assessments, substantial completion, final inspections, and end-of-warranty checks.
- **Coordinate Testing and Inspections:** Manage project testing and special inspections, reviewing test reports and providing recommendations as needed.
- **Review Change Order Requests:** Evaluate change order requests from the General Contractor for legitimacy and make recommendations. Maintain a change order log tracking status and total costs.
- **Respond to Contractor Inquiries:** Address contractor questions within 15 calendar days. Track and maintain a log of DCVRs, directives, field memos, RFIs, RFQs, etc.
- **Provide Progress Documentation:** Regularly supply progress photos and videos.
- **Prepare Punch Lists:** Collaborate with the Owner to prepare punch lists and monitor their completion by the General Contractor.
- **Commissioning and Training:** Manage, track, and support equipment commissioning and owner training.
- **Coordinate Project Closeout:** Collect all closeout items, including as-built drawings, operation and maintenance manuals, and warranties. Assist in resolving contract issues, warranties, and bonds at project closeout.

The A/E shall gather Operations and Maintenance (O&M) Manuals based on approved submittals from the Contractor, including a separate section for warranty data. Specifications will require four (4) hard copies of the manuals and a searchable PDF format. The A/E will also provide four (4) hard copies of record drawings based on red-line drawings and other data supplied by the Contractor, in the latest version of AutoCAD and searchable PDF format. The A/E shall collect and approve all closing documents necessary for project completion on behalf of the Borough.

**Attachments**

1. MSB Facility Design Criteria Manual  
<https://matsugov.us/docs/general/16733/2009-msb-facility-design-criteria-manual.pdf>
2. Fire Station 7-1 (1984 Plans)
3. Fire Station 8-1 (1983 Plans)