


**SUBJECT:** Award of bid number 24-028Q to The Boutet Company, Inc. for the contract amount of \$148,730.00 to design repairs for damages to the Demaree Circle Bridge over Cottonwood Creek and Sushana Drive Bridge over the Little Susitna River.

**AGENDA OF: September 5, 2023**

**ASSEMBLY ACTION:** Approved under the consent agenda 09/05/23 - BJH

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

Route To:	Signature
Purchasing Officer	X  Signed by: Russ Kraftt 8/23/2023
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams 8/23/2023
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel 8/24/2023
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos 8/24/2023
Borough Manager	X Michael Brown Signed by: Michael Brown 8/24/2023
Borough Clerk	X

**ATTACHMENT (S) :** Scope of Work (3p)

**SUMMARY STATEMENT:** On July 27, 2023, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to design repairs for damages to the Demaree Circle Bridge over Cottonwood Creek and Sushana Drive Bridge over the Little Susitna River. These bridges were damaged as part of the 2018 Earthquake Federal Emergency Management Agency (FEMA) Disaster Number DR-4413-AK. Services purchased will support the Public Works Department in assembly districts 3 and 5.

In response to the advertisement, one bid was received. Award recommendation is being made to The Boutet Company, Inc as the lowest responsive and responsible bidder based on Total quote price.

The final completion date is October 31, 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, Projects Division will be administering the contract.

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

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: August 23, 2023

SUBJECT: Award of bid number 24-028Q to The Boutet Company, Inc. for the contract amount of \$148,730.00 to design repairs for damages to the Demaree Circle Bridge over Cottonwood Creek and Sushana Drive Bridge over the Little Susitna River.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$148,730.00	FUNDING SOURCE FEMA
FROM ACCOUNT # 445.000.000 4XX.XXX	PROJECT# 55027
TO ACCOUNT :	PROJECT #
VERIFIED BY: _____ Signed by: Liesel W eiland	CERTIFIED BY:
DATE: 08/23/2023	DATE:

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	148.7					
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	148.7					
TOTAL	148.7					

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

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

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

8 / 2 4 / 2 0 2 3

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



# REQUEST FOR QUOTATION

## MATANUSKA-SUSITNA BOROUGH Purchasing Division

907-861-8601

[purchasing@matsugov.us](mailto:purchasing@matsugov.us)

**Term Contract** 23-100P Engineering & Survey Services Term Contract

**Site Visit:** Tuesday, August 8, 2023 @ 10:00 AM AKDT

**Questions Due Date & Time:** Wednesday, August 9, 2023 by 5:00 PM AKDT

**Quote Due Date & Time:** Thursday, August 17, 2023 by 12:00 PM AKDT

**RFQ Task #:** 1

**Task Title:** 24-028Q Design Demaree and Sushana Roadway Bridge Earthquake Repairs

**Funding Source:** DHS&EM/FEMA Funding DR-4413-AK

### **VENDOR NOTICE (This is NOT an Order):**

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after the task award. The term contract's terms and conditions apply to this task order. The vendor has read and understands the quoting documents and the vendor's quote is made in accordance therewith. The vendor shall include in their quote sums sufficient to cover all items required by the task and the site(s) conditions and shall rely entirely upon their own examination in making their quote. The submission of a quote shall be taken as a prima facie evidence of compliance with this paragraph. Task quotes exceeding \$150,000 will be rejected. **Submit the quote by the above time and date to the Borough through Bonfire.** Late quotes will not be accepted. Task award will be made to the responsive and responsible vendor with the lowest Total Task Quote Price. No work must commence until receipt of the signed purchase order & direction from Borough Project Manager.

### **Scope of Work:**

#### **Project Description**

The Matanuska-Susitna Borough (MSB) requests professional design services to repair damages to the Demaree Circle Bridge over Cottonwood Creek and Sushana Drive Bridge over the Little Susitna River. These bridges were damaged as part of the 2018 Earthquake Federal Emergency Management Agency (FEMA) Disaster Number DR-4413-AK. All documents shall meet the requirements of FEMA. This project is located within Road Service Area (RSA) 14 Fairview and RSA 28 Gold Trail respectively.

Attachment #1 includes a map showing the project area at each site.

#### Demaree Circle – Bridge #2287 over Cottonwood Creek

Design of erosion slope protection at the bridge abutments and the repair of the road embankments and approach at the south end of the bridge.

#### Sushana Drive – Bridge #1698 over the Little Susitna River

Provide the design of the concrete repair require at the abutments, girders and piers. Also include design for the repair and replacement of the concrete and asphalt roads surfaces on the bridge and each approach.

See Attachment #2 *Seismic Damage Inspection Report Demaree and Sushana Bridges* by PND Engineers, Inc. for further detail on the damage and recommended repairs at each site.

Anticipated services include:

- Surveying
- Hydrology and Hydraulic Design
- Plans, Specifications & Engineer's Estimate (PS&E)
- Permitting
- Assistance during Bidding
- Assistance during Construction

Site visit will take place on Tuesday, August 8, 2023 @ 10:00 AM AKDT, beginning at the Sushana Drive Bridge.

The MSB estimates this work to be **less than \$133,000**.

## **Project Tasks and Services**

### **Task #1 – Survey [Fixed Price]**

Survey scope includes control survey, design survey, and surveying for Right of Way for the project corridors.

Survey all topographic elements needed for project design and construction purposes at each site, including but not limited to roadway features, drainage features, ground breaks, utilities (above and below ground), ditch lines, high-water, and property corners. In addition complete a hydrologic (bathymetric) survey on Cottonwood Creek in support of hydraulic modeling, scour assessment, and riprap design. Perform topographic and hydrologic survey suitable to generate 1-foot contour intervals and to accurately design any changes in finished grade. Provide vertical and horizontal control within 0.01 foot accuracy. The Consultant is responsible for coordinating locates with the utility companies and distinguishing the different utility owners on the base map.

Perform services necessary to establish the existing Right of Way and prepare ROW Lines for Construction Plans.

### **Task #2 – Hydrology and Hydraulic Design [Fixed Price]**

Site erosion and scour protection riprap is proposed for Demaree Circle Bridge. Provide a hydraulic analysis and technical memorandum to assist with design, analyze scour, and provide sufficient information for permitting requirements.

### **Task #3 – Plans, Specifications, & Estimate [Fixed Price]**

Develop plans, specifications, and an engineer's estimate for construction. It is anticipated that the following drawings will be required at a minimum:

- Cover sheet with vicinity map
- Survey control
- Quantities
- Demolition Plan
- Roadway plan and profiles
- Site Plan
- Details
- Typical sections and details for bridge repairs, roadway, excavation, riprap, revegetation, and others as needed
- Erosion and sediment control plan
- Traffic Control Plan

### **Deliverables at 65% Design**

Show existing and proposed surfaces with slope catch points and provide cross-sections, preliminary plans and details for bridge repairs, and scour protection. Show ROW limits, location and owner of all utilities, existing culverts, and other features within the ROW. At or before the 65% design stage, provide each utility company (Enstar, GCI, MEA, and MTA) with a copy of the plan/profile sheets to review the surveyed location of existing utilities. Utility coordination is only to verify accuracy and identify missing utilities, not to start preliminary utility design. Use a scale not smaller than 1:40 for the plans. Provide a draft engineer's estimate for major bid items only.

- Provide one set of hard copies (11x17), and PDF file emailed
- Provide CAD Files in Civil 3D 2010 format to include base mapping and linework
- Provide a design progress memorandum with the submittal

### **Deliverables at 95% design:**

Include complete plans and bid documents including the MSB standard mods, project special provisions, scope of work, and refined engineer's estimate. The 95% submittal shall clearly distinguish repair and mitigation work and separate them on the estimate of quantities and bid schedule.

- Generate one set of hard copies (11x17), with PDF and Word files emailed
- Provide CAD files in Civil 3D 2010 format to include base mapping and linework
- Provide written responses to address review comments
- Provide a PDF of the design progress memorandum with the submittal

**Deliverables at 100% design:**

100% plans shall address all comments from the 95% design review and include complete plans and bid documents ready for construction bid advertisement.

In addition to all previous information, include any permits needed, engineer's estimate, total disturbed area, and any other pertinent information to complete a bid-ready set of documents. Include estimating and conversion factors for materials. All final drawings, specifications, and engineering reports shall be sealed by a professional engineer licensed in the State of Alaska, in accordance with AS 08.48.

- Generate one set in of hard copies (11x17), as well as PDF and word files
- Provide CAD files in Civil 3D 2010 format to include base mapping and line work
- Provide standard modifications to the specifications, the scope of work, bid form, and other attachments for the project bid and contract documents in Word and PDF files
- Provide a hard copy and PDF of the design summary memorandum with the submittal

**Task #4 – Permitting [Fixed Price]**

Secure all permits necessary for construction. The anticipated permits include:

- Alaska Department of Fish and Game – Fish Habitat Permit
- U.S. Army Corps of Engineers – 404 Permit
- Matanuska-Susitna Borough – Floodplain Development Permit

**Task #5 – Assistance during Bidding [T&E Not to Exceed]**

Assist the MSB as requested during project bidding. Personal responsible in charge for 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.

**Task #6 – Assistance during Construction [T&E Not to Exceed]**

Assist the MSB as requested during project construction. The Consultant must be available to 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 through the MSB. The contractor shall attend a preconstruction meeting, review submittals (assume up to 12), and have a qualified representative perform daily inspections. The Consultant shall schedule and facilitate substantial and final completion inspections and punch lists. The assumed construction schedule is 10 hours shifts, five days a week for six weeks. The Consultant shall prepare record drawings that incorporate red-lines drawings and other data furnished by the contractor and inspector. Provide a hard copy and an electronic copy of record drawings for the project.

**Project Design Schedule**

<b>Milestone</b>	<b>Date</b>
Notice to Proceed / Project Start	August 21, 2023
Surveying	August-September 2023
65% Design and Draft H&H Review	NLT October 2, 2023
95% Pre PS&E and Final H&H Review	NLT November 6, 2023
Draft Permit Documents and Apply	NLT November 17, 2023
<b>Final Plans, Specifications, Estimate, and Permits</b>	<b>NLT December 15, 2023</b>
FEMA Scope of Work Approval	December 2023 - February 2024
Bid Advertisement	March - April, 2024
FEMA Construction Award Approval	April-May 2024
Construction	June-September, 2024
Record Drawings	October, 2024