

SUBJECT: Award of proposal number 25-148P to Collins Construction for the contract amount not to exceed \$15,750,000.00 to design and build Academy Charter School.

AGENDA OF: June 17, 2025

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 <small>Signed by: Dustin Silva</small>	/ 4 / 2 0 2 5
Public Works Director	X T o m A d a m s , P E <small>Signed by: Tom Adams</small>	
Finance Director	X C h e y e n n e H e i n d e l <small>Signed by: Cheyenne Heindel</small>	
Borough Attorney	X N i c h o l a s S p i r o p o u l o s <small>Signed by: Nicholas Spiropoulos</small>	/ 6 / 2 0 2 5
Borough Manager	X M i c h a e l B r o w n <small>Signed by: Mike Brown</small>	/ 6 / 2 0 2 5
Borough Clerk	X L o n n i e M c K e c h n i e <small>Signed by: Lonnie McKechnie</small>	/ 6 / 2 0 2 5

ATTACHMENT (S) : Scope of Services (4p)

SUMMARY STATEMENT: On March 17, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for the development, design and construction of the new Academy Charter School for grades 9 to 12. In addition to the Design and Construction of the new school, there will be various predesign services to include, but not limited to Education Specification Development, Traffic Impact Analysis and Site Investigations. Design & Construction Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, four proposals were received. A proposal evaluation team composed of MSB Public Works and MSBSD staff reviewed the proposals and determined that Collins Construction/MCG Explore Design team offered the most advantageous proposal for the Borough.

In accordance with MSBSD Board policy 7220, the Matanuska-Susitna Borough School District approved the selection of Collins Construction's Designer MCG Explore Design during their May 7, 2025 regular school board meeting.

The completion date for this project is September 16, 2027.

In accordance with MSB 3.08.170(C), Administration requests a 5% (\$787,500.00) change order authority to modify the resulting contract for reasons established under 3.08.170(B).

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: June 17, 2025

SUBJECT: Award of proposal number 25-148P to Collins Construction for the contract amount not to exceed \$15,750,000 to design and build Academy Charter School.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$15,750,000	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 400.000.000 4xx.xxx	PROJECT# 40007
TO ACCOUNT :	PROJECT #
VERIFIED BY: X <u>L i e s e l Z a n t o</u> <small>S i g n e d b y : L i e s e l W a l l a n d</small>	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	15,750.0					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	15,750.0					
TOTAL	15,750.0					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

6 / 5 / 2 0 2 5

X

C h e y e n n e H e i n d e l

APPROVED BY:

Signed by: C h e y e n n e H e i n d e l

DATE: _____

Project Narrative

Academy Charter School is dedicated to developing knowledgeable, hardworking, and responsible citizens. The school's mission is to establish a learning environment that nurtures and develops students' inherent abilities, fostering competence, confidence, productivity, and responsibility in young adults.

This project involves construction of a new high school facility for Academy Charter School, located in the Matanuska-Susitna Borough School District. Serving grades 9 through 12, the new school will be situated on a 10-acre portion of a parcel west of the existing K-8 Academy School property at 701 E Arctic Avenue in Palmer, Alaska.

The proposed facility will be approximately 29,700 square feet within two stories, with capacity to accommodate 180-190 students. Key spaces will include:

- 8 classrooms
- 1 art room
- 1 Harkness room
- 1 science lab
- 1 special education room
- 2 innovation labs
- 1 multipurpose room
- 1 assembly/stage area

Additionally, the facility will feature various support spaces for faculty and students, parking spaces, traffic queuing, and sidewalks. Subject to funding availability, a track and field area may also be included. The design will prioritize energy efficiency, low maintenance, and future expansion. A Craftsman-style aesthetic with block construction is preferred. The new facility's mechanical and electrical systems must be designed to accommodate a future 15,000-square-foot addition. Furthermore, the site will be planned to support a 15,000-square-foot expansion and additional parking in the future.

The building will include ample electrical outlets, LED lighting, and an in-floor heating system, minimizing the need for forced air. The Matanuska-Susitna Borough will collaborate closely with the selected design-build team to ensure the project delivers maximum value for both the School District and Academy Charter School.

A Traffic Impact Analysis (TIA) will need to be conducted, and an Approach Road Permit will be required through the Alaska Department of Transportation & Public Facilities. The TIA will evaluate current traffic patterns, access points, and safety concerns, guiding the design of the driveway, drop-off and pick-up areas, parking, and overall site circulation. The analysis will also assess the project's potential impact on traffic congestion and safety to adjacent roadways, recommending solutions to mitigate any issues.

The project requires coordination with multiple agencies and compliance with various codes and regulations. The Contractor is responsible for securing all necessary permits, including approval from the Department of Transportation & Public Facilities (DOT&PF) for driveway access and traffic control plans, obtaining necessary permits and approvals from the Department of Environmental Conservation (DEC), and coordinating with the City of Palmer for water, sanitary sewer, and building permits. Additionally, the Contractor must work with City of Palmer Planning & Zoning to ensure zoning compliance and engage with the Fire Marshal for design review and final approval. Timely coordination with all relevant agencies is essential to maintaining compliance and avoiding project delays.

The design must comply with all applicable codes, utilizing the most recent and approved versions of the IBC, IMC, IFC, and NEC, along with any relevant local codes. It must meet or exceed the snow load, wind load, and seismic requirements outlined in the latest State of Alaska-endorsed IBC, as well as fulfill minimum ADA access and fire suppression requirements. The design must also adhere to all NFPA and OSHA standards and meet the structural building codes as dictated by the local jurisdiction. Furthermore, the design must comply with all local, state, federal, and commercial building codes, in addition to meeting the requirements set forth in the most recent School District Facility Design Criteria Manual.

There is no requirement for 1% art.

This Request for Proposal (RFP) is intended to cover Notice to Proceed (NTP) Nos. 1 and 2, as outlined below; No. 3 is anticipated to be negotiated and added at a later date, subject to approval. If added, work for NTP No. 3 will be incorporated via contract amendment.

Phasing and Scoping

The following outlines each anticipated Phase and NTP and the associated scope of services for the project. Attachment 1 includes further details on the scope of work. Interim NTPs may be issued for early work on specific project elements as authorized by the Borough. The Contractor shall only perform services as authorized by sequentially numbered NTPs issued by the Borough Project Manager. The Contractor shall not perform any work or incur billable expenses without a written NTP.

Phase 1: Preconstruction

NTP No. 1: Investigations Through Schematic Design

This phase includes tasks such as surveying, geotechnical investigations, verifying permitting requirements, traffic impact analysis, site circulation study, site planning, scoping, workshops, preparation of educational specifications, utility investigations, and the schematic design. The educational specifications and schematic design must be approved by the Matanuska-Susitna Borough School District (MSBSD) Superintendent and the MSBSD School Board.

NTP No. 2: Preconstruction Development

After approval of the schematic design, the design will proceed to the Design Development (65%) stage. Once reviewed and approved by the Borough Project Manager, the Contractor will submit a formal proposal outlining the overall contract value and project schedule. This proposal will be negotiated and, if successful, result in a change order for the final contract amount.

Phase 2: Final Design and Construction

NTP No. 3: Final Design and Construction

This phase marks the transition to final design and construction. The Contractor will complete the construction documents, with the final documents submitted to and approved by the MSBSD School Board. Upon approval and after securing all necessary permits, the Contractor will proceed with construction according to the approved documents. Additionally, the Contractor will be responsible for testing and commissioning. The commissioning process must include all appropriate personnel, including the Borough Project Manager and Maintenance staff.

Upon substantial completion, and prior to final completion, the Contractor will provide the Borough with complete as-built drawings and all finalized operations and maintenance (O&M) manuals.

Anticipated Project Schedule

Educational Specifications	August 2025
Schematic Design	October 2025
Design Development	December 2025
Construction Documents	March 2026
Substantial Completion (Ready for Occupancy)	July 15, 2027
Final Completion & Closeout	September 16, 2027

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

Project Budget

The Maximum Allowable Design and Construct Cost is \$15,750,000.

General

All reports, plans, specifications, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of an Architect, Engineer, or Land Surveyor currently registered in Alaska.

The Contractor 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
- Construction Superintendent
- Architecture
- Civil Engineering

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

Contractor 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 Contractor progress and billings.

Project Management

The Contractor 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 Contractor 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 Contractor will also manage sub-contractors, 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 Design-Builder will interact with Borough and MSBSD 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 Contractor. Review meetings will also be held at key project milestones, which include but are not limited to:

- Kick-off Meeting
- Preliminary Findings Meeting
- Design Workshops
- Education Specifications
- Schematic Design Review (35%)
- Design Development Review (65%)
- Construction Document Review (95%)
- Pre-Construction
- Commissioning
- Closeout

The Contractor 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 Contractor will be responsible for coordinating aspects of the project using the Borough's designated project management software. This includes, but is not limited to, scheduling tasks, project photos, application for payment and submitting project deliverables through the software platform. The contractor must ensure 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.

Billing

The Contractor must provide a monthly report addressed to the Borough 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.
- Necessary backup documentation to support payment

Final invoices must be clearly marked as "FINAL."

Guarantee

No guarantee is given that the Contractor 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 Contractor will perform other services for the project beyond those defined in this contract.