

SUBJECT: Award of bid number 25-007B to Steppers Construction, Inc. for the contract amount of \$6,462,378.00 to construct the new Gateway Visitor Center.

AGENDA OF: November 19, 2024

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X <u>Rustin Krafft</u> <small>Signed by: Rustin Krafft 11/7/2024</small>
Public Works Director	X <u>Tom Adams, P.E.</u> <small>Signed by: Tom Adams 11/7/2024</small>
Finance Director	X <u>Cheyenne Heindel</u> <small>Signed by: Cheyenne Heindel 11/7/2024</small>
Borough Attorney	X <u>Nicholas Spiropoulos</u> <small>Signed by: Nicholas Spiropoulos 11/7/2024</small>
Borough Manager	X <u>Michael Brown</u> <small>Signed by: Mike Brown 11/7/2024</small>
Borough Clerk	X <u>Brenda J. Henry for</u> <small>Signed by: Brenda Henry 11/8/2024</small>

ATTACHMENT (S): Analysis Sheet (1p)
Scope of Work (4p)

SUMMARY STATEMENT: On September 20, 2024, the Matanuska-Susitna Borough Purchasing Division issued a solicitation inviting bids from qualified contractors to construct a new Gateway Visitor Center in Palmer, Alaska. This facility will encompass approximately 9,400 square feet on a scenic 40-acre site with views of the Matanuska and Knik Valleys and the Chugach Mountains. The Gateway Visitor Center will serve as the new home of the Matanuska-Susitna Convention and Visitor Bureau, which will operate the building year-round, providing a visitor information center, event venue, meeting space, and educational facility. The project scope includes building construction, site work, and all associated finishes. The construction services acquired will support the Public Works Department in Assembly District #2.

In response to the advertisement, nine bids were received. Award

recommendation is being made to Steppers Construction, Inc. as the lowest responsive and responsible bidder based on Total Bid Amount (Base bid, Alt. bid #6).

The final completion date for this project is March 31, 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.

In accordance with MSB 3.08.170(C), Administration requests \$670,246.86 (remaining project funds) in change order authority to modify the resulting contract for reasons established under 3.08.170(B).

The Public Works Department, Project Management Division will be administering the contract with the aid of Wolf Architecture who will be performing construction administration services.

The construction of this project is partially funded by the United States Economic Development Administration (EDA). Administration will await final contract approval from the EDA prior to executing the agreement.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: November 19, 2024

SUBJECT: Award of bid number 25-007B to Steppers Construction, Inc. for the contract amount of \$6,462,378.00 to construct the new Gateway Visitor Center.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$6,462,378	FUNDING SOURCE Boro Facilities Capital Projects
FROM ACCOUNT # 435.000.000 4xx.xxx	PROJECT# 10022
TO ACCOUNT :	PROJECT #
VERIFIED BY: <input checked="" type="checkbox"/> <u> Liese l W e i l a n d </u> <small>Signed by: Liese l W e i 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	6,462.4					
---------	---------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	6,462.4					
TOTAL	6,462.4					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

11/7/2024

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

APPROVED BY: _____ DATE: _____

Signed by: Cheyenne Heindel

**SCOPE OF WORK
BID 25-007B**

CONSTRUCT GATEWAY VISITOR CENTER

The Matanuska-Susitna Borough (MSB) invites bids from qualified Contractors for the construction of a new Gateway Visitor Center facility in Palmer, Alaska. The project includes building construction, site work, and all associated finishes.

PROJECT NARRATIVE

The Gateway Visitor Center will encompass approximately 9,400 square feet on a scenic 40-acre site overlooking the Matanuska and Knik Valleys and the Chugach Mountains. The site features natural and cultural attributes, including a salmon spawning tributary. Located near the interchange of the Parks Highway and the Glenn Highway, it offers travelers accessibility and is adjacent to the Matanuska Lake State Recreation Area and Matanuska Greenbelt, enhancing its appeal as a public amenity.

The facility will be the new home of the Matanuska Susitna Convention and Visitor Bureau (MSCVB), which will operate the building year-round. Functions include a visitor information center, event venue, meeting space, and educational facility.

PROJECT SCOPE

The project scope is defined within the plans and specifications provided by Wolf Architecture. The work consists of constructing all Civil, Landscaping, Architectural, Structural, Mechanical, and Electrical components necessary for the completion of the building project.

The Contractor shall understand that this work includes but is not limited to the following:

- Clearing and grubbing
- Excavation
- Export and import of fill
- Grading
- Demolition of existing structures/items
- Protection of designated wetlands
- Temporary stormwater/drainage control
- Utility installation (power, communication, gas)
- Water well installation
- New septic system installation
- Sidewalk and road work
- Site lighting installation
- Landscaping improvements
- Constructing the building according to architectural plans and specifications
- Installation of mechanical systems (HVAC, plumbing)
- Electrical system installation (wiring, fixtures)
- Interior finishing work (flooring, walls, ceilings, etc.)
- Exterior finishing work (siding, roofing, windows, doors)
- Compliance with building codes and regulations
- Coordination with subcontractors and suppliers
- Testing and commissioning of building systems

Any other items not specifically described here but shown and/or noted in the contract documents.

GENERAL

Upon receiving a Notice-to-Proceed (NTP) from MSB, the Contractor shall commence authorized services and billable expenses only as stipulated. Subcontractors involved in the project must be named and supervised directly by the Contractor. The NTP will include a schedule of values for project invoicing, to be submitted to the assigned MSB Project Manager.

All project coordination and correspondence shall be conducted through the authorized MSB Project Manager. The Contractor is required to maintain a detailed schedule outlining project tasks and milestones, serving as the basis for performance measurements throughout the project duration.

BILLING

Monthly billings must align with the NTP schedule of values and should not exceed authorized amounts. Each billing report must include complete details as required by the MSB Project Manager.

PROJECT MANAGEMENT

Provide project management services for quality control and administration of the work, including agenda and minutes for progress meetings, monthly invoices, progress reports, construction invoicing and tracking. The Contractor shall manage its team and overall project activities in a manner consistent with the Borough's direction to meet the project schedule. The Contractor shall manage sub-contractors, maintain schedule and budget, anticipate and mitigate potential issues and delays, and coordinate and update the MSB Project Manager on the project's overall progress. The Contractor will interact with MSB staff to hold regular weekly status meetings and distribute meeting minutes for approval after each meeting. Meetings will be held at times and locations that are convenient for MSB Staff.

Meetings shall be held at key project milestones and shall include but are not limited to:

- Pre-Construction
- Periodic Meetings (Weekly)
- Commissioning Kick-Off

The Contractor will assign a Project Lead for the project who will interface with the MSB Project Manager. This Lead will be responsible for the administration of the work, progress meetings, monthly invoices, progress reports, RFIs, Submittals, interaction with the Specialty Inspections Contractor and is responsible for quality control. The Contractor will assign a Field Superintendent who will be responsible for the day-to-day activities of the construction on site.

The Superintendent is responsible for executing the work safely and efficiently and will also interface with the MSB Project Manager on a regular basis. The Superintendent will be asked to participate in regular progress meetings at specific times, and will be responsible for interfacing with the Specialty Inspections Contractor.

PRE-CONSTRUCTION MEETING

Prior to construction commencement, the following deliverables must be submitted and discussed at the Pre-Construction Meeting:

- Schedule of Values
- Project Schedule with construction portion fully developed.
- A list of subcontractors for this project
- Project Communication and Architect interface

The Contractor will arrange a Pre-Construction Meeting with the Borough. The Meeting Agenda will include the following at a minimum:

- Correspondence procedures
- Jobsite Safety
- Roles and responsibilities
- Lines of Communication
- Progress Payments, billing
- Submittal Process
- Material Procurement Plan (Lead times, suppliers, delivery schedules)
- Construction Schedule
- Work Hours
- Site Security
- Submittals
- Quality Control Plan
- Traffic Control
- Storm Water Pollution Prevention Plan (SWPPP)
- Inspection hold points

- Jobsite housekeeping
- Substantial Completion
- Closeout

DELIVERY, STORAGE, AND HANDLING

Storage and security of all materials and equipment is the responsibility of the Contractor until project acceptance by the MSB Project Manager. Materials may be pre-staged on the property at the Contractor's Risk. The MSB Project Manager will be notified immediately of any material shortages or problems that may cause delays.

CONSTRUCTION

The Contractor is responsible for providing resources to complete this project without any adjustment in the original contract amount. The Contractor is required to acquire all permits prior to construction.

The Contractor is responsible for calling in utility locates.

Complete work between 7:00 AM and 7:00 PM. Weekends shall be 8:00 AM to 6:00 PM.

Maintain a set of record drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. On completion of the total project, coordinate with the designer to prepare official record drawings. Provide record drawings updating with the information provided on the record drawings, contract modifications, and other applicable shop drawings, sketches, and data. A searchable PDF shall be provided to the MSB. The record drawings (As-Builts) shall be submitted to the Project Manager 10 days before substantial completion, who will work with the Architect of Record to walk down the project and verify that these drawings are complete.

Notify the MSB Project Manager that the project is substantially complete and request a pre-final inspection. Upon receipt of notification that the project is substantially complete, the MSB Project Manager will proceed with inspection or will advise the Contractor of items that prevent the project from being designated as substantially complete.

If the work is determined to be substantially complete following pre-final inspection, the MSB Project Manager will prepare a list of deficiencies (Punch List) to be corrected before final acceptance. The Contractor shall complete the work described on the list of deficiencies within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, the Borough may replace or correct the work with an appropriate reduction in the contract price.

The contractor will have a project sign (4' X 8') made and installed in an appropriate location which shows that the project is partially funded by an Economic Development Administration Grant. Details to be provided.

PROJECT SITE CONDITIONS AND CLEAN-UP

The Contractor shall be responsible for clean-up and securing the area on a daily basis. The facility and site shall be free of all equipment, debris, containers, packaging, etc. prior to substantial completion.

QUALITY CONTROL

The quality of all work shall be the responsibility of the Contractor. An independent testing laboratory shall do the required testing. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings. Quality Control Daily Reports shall be completed by the Contractor. Test reports shall be completed by the person performing the test. Maintain Quality Control Daily Reports, Daily Test Report Information Sheets, and Accessibility Inspection Reports (attached) of quality control activities and tests.

All quality control documentation must be available for the MSB Project Manager to review at any time. Provide all quality control documentation at closeout.

PERMITTING

The contractor is responsible for identifying the required permits for this project. The Contractor shall obtain and pay for all Permits except the Fire Marshal review/permit.

UTILITIES

The contractor is responsible for payment and coordination of utility installation with the power, natural gas, and communications companies. (MEA, MTA, GCI, ENSTAR). The Borough has approved easements and has paid for the

engineering. The Borough has finalized these utilities' easements and routing with the aforementioned companies. The contractor is responsible for paying for the installation, coordination of the installation, temporary power, and utility costs until substantial completion of the building contract. The allowance for all utility installations is \$60,000. Any difference in actual costs will be settled by change order after the work is completed and billed.

COMMISSIONING / TRAINING

The Contractor will prepare a Commissioning Plan, ensuring all systems are complete and operational. Representatives from the Electrical and Mechanical contractors will be required to demonstrate these systems with the Architect and Project Manager in attendance. It will be required for these disciplines to hold Operations and Maintenance Training for the MSB Operations and Maintenance Department representatives to hand off these systems. Draft O&M Manuals for all systems will be presented at Substantial Completion, followed by the final documents at the project closeout.

WARRANTY

The Contractor shall warrant all work, materials, and components to be free of defects for a period of one year from the date the facility is accepted by the Owner. At a minimum a one-year warranty inspection is required, and a warranty statement should be included in the bid.

PROJECT CLOSEOUT

Final payment will be released after all work is completed and the Record Drawings, Warranty, Certified Payroll, DOL Notice of Completion, Consent of Surety, Receipt of the Contractor's Release with no exceptions, and final pay application have been received.

PROJECT SCHEDULE

Time is of the essence. The Contractor must meet the construction substantial, final, and closeout dates listed below.

The proposed project schedule is:

<u>Milestone</u>	<u>Completion Date</u>
Estimated Notice to Proceed	December 2024
Substantial Completion	NLT December 30, 2025
As-Built Drawings and Closeout Documents	NLT February 15, 2026
Final Completion	NLT March 31, 2026
One-Year Warranty Inspection	April 1, 2027

BUDGET

The MSB estimates these services to be less than \$6,000,000.00.

**DETAILED BID TABULATION:
25-007B Construct Gateway Visitor Center**

BID ITEM & DESCRIPTION	BIDDERS				
	F-E Contracting, Inc.	H5 Construction, LLC	Eklutna Construction & Maintenance	AMES 1, LLC	Roger Hickel Contracting Inc
	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
Total Base Bid	\$7,980,000.00	\$6,558,333.38	\$7,947,676.00	\$9,999,761.00	\$7,504,578.00
Alternate #1: Site Improvements	-\$105,952.00	-\$180,000.00	\$232,476.00	\$264,290.00	-\$142,973.00
Alternate #2: Exterior Siding	-\$33,414.00	-\$95,000.00	\$280,760.00	-\$581,800.00	-\$36,027.00
Alternate #3: Asphalt Paving	-\$30,405.00	\$28,000.00	\$14,000.00	\$82,232.00	\$29,341.00
Alternate #4: Lighting	-\$16,283.00	-\$16,500.00	-\$10,000.00	\$22,410.00	-\$11,202.00
Alternate #5: Flag Pole	-\$16,860.00	\$14,500.00	-\$16,000.00	-\$14,866.00	-\$10,989.00
Alternate #6: Security System	\$73,906.00	\$69,000.00	\$91,000.00	\$120,061.00	\$84,291.00
TOTAL AMOUNT BID (Base Bid & Alt. #6)	\$8,053,906.00	\$6,627,333.38	\$8,038,676.00	\$10,119,822.00	\$7,588,869.00

BID ITEM & DESCRIPTION	BIDDERS			
	Collins Construction	Osborne Construction Company	Steppers Construction, INC.	Alaskan Construction Services Corp
	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
Total Base Bid	\$6,584,267.00	\$8,194,700.00	\$6,396,693.00	\$7,906,533.00
Alternate #1: Site Improvements	-\$218,189.00	\$73,500.00	-\$195,500.00	-\$190,000.00
Alternate #2: Exterior Siding	-\$72,530.00	\$122,600.00	\$21,500.00	-\$29,750.00
Alternate #3: Asphalt Paving	-\$13,882.00	\$31,300.00	\$25,916.00	\$63,150.00
Alternate #4: Lighting	-\$15,676.00	\$17,400.00	-\$49,635.00	\$1,000.00
Alternate #5: Flag Pole	-\$14,039.00	\$7,300.00	-\$11,725.00	\$1,000.00
Alternate #6: Security System	\$68,177.00	\$64,900.00	\$65,685.00	\$67,500.00
TOTAL AMOUNT BID (Base Bid & Alt. #6)	\$6,652,444.00	\$8,259,600.00	\$6,462,378.00	\$7,974,033.00