

SUBJECT: Award of proposal number 26-016P to Lounsbury & Associates, Incorporated for the contract amount of \$497,266.00 to design King Arthur Drive Reconstruction.

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: Michael Brown
Borough Clerk	X Brenda J. Henry for Signed by: Brenda Henry

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

SUMMARY STATEMENT: On November 7, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to design King Arthur Drive Reconstruction. This project will reconstruct King Arthur Drive from Parks Highway to No Name Hill Drive, including grading, drainage improvements, signage, paving, shoulder widening, and structural section replacement. The corridor serves as a major east-west link between Parks Highway and Meadow Lakes, an area experiencing rapid growth. In 2022, flooding from the Little Susitna River severely damaged approximately ½ mile of the roadway, and FEMA will provide pass-through funding to the State of Alaska Department of Homeland Security and Emergency Management and the City of Houston to restore the damaged segment to its pre-disaster condition.

Services purchased will support the Public Works Department in assembly district #7.

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

The completion date for this project is June 15, 2028.

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 26-043P to Lounsbury & Associates, Incorporated for the contract amount of \$497,266.00 to design King Arthur Drive Reconstruction.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$497,266	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 35474-1000-1010
TO ACCOUNT :	PROJECT #
VERIFIED BY: 1 1 / 5 / 2 0 2 5 X <u>L i e s e l Z a n t o</u> S i g n e d b y : L i e s e l Z a n t o	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	497.3					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	497.3					
TOTAL	497.3					

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: _____

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

DATE: _____

SCOPE OF SERVICES

26-016P, Design King Arthur Drive Reconstruction

The Matanuska-Susitna Borough (Borough) is soliciting proposals from qualified consultants to provide professional Engineering and Design services for the King Arthur Drive Reconstruction Project.

Project Narrative

This project will reconstruct King Arthur Drive from Parks Highway to No Name Hill Drive, including grading, drainage, signage, paving, shoulder widening, and structural section replacement. This corridor is a major east-west link between the Parks Highway and Meadow Lakes, an area experiencing significant growth. King Arthur Drive experienced substantial flooding in 2022 from the Little Susitna River causing significant damage to approximately ½ mile of the roadway. FEMA will be providing pass-through funding to the State of Alaska Department of Homeland Security and Emergency Management and the City of Houston (Houston) to fund reconstruction to existing conditions of the damaged segment. The Consultant shall evaluate the cost and benefit of raising the segment of roadway currently located within the Floodplain. The Consultant will provide a separate fee to design improvements to No Name Hill Drive from King Arthur Drive to Ballyshannon Drive for Houston.

The Consultant shall coordinate with the Borough to identify and separate FEMA-eligible work from Borough and Houston funded work. All bid documents, quantities, cost estimates, and project schedules must clearly delineate FEMA-reimbursable elements and Houston funded work, including pay item codes, quantity tables, and phasing plans if applicable.

The Project is funded through a grant from the State of Alaska Division of Homeland Security and Emergency Management (DHS&M) AK-22-288.

Phasing and Scoping

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. The Borough anticipates this project will be split into four NTPs identified below with supporting tasks:

NTP 1 consists of developing a Design Study Report (DSR) including a schematic level design (15%). The Contractor shall perform the following tasks along the project corridor in support of developing the DSR:

- Task 2: Environmental Support
- Task 3: Surveying
- Task 5: Geotechnical Investigations
- Task 6: Hydrology and Hydraulic Analysis
- Task 8: Traffic and Safety Analysis
- Task 11: Design Study Report
- Task 12: Public Involvement

NTP 2 will advance the design to a Plans in Hand level (75%) that will be used for public involvement, permitting, and utility relocation. Work in this NTP will include the following tasks:

- Task 14 to 14.6.2: Plans, Specifications, & Engineer's Estimate (PS&E)
- Task 15: Utility Services

NTP 3 will advance the design to develop a final bid package that will be used for construction bidding purposes. The bid package will contain a construction ready plan set, project manual, and engineer's estimate. Work in this NTP will include the following tasks:

- Task 13: Erosion and Sediment Control Plan

Task 14 Remainder: Plans, Specifications, & Engineer's Estimate (PS&E)

NTP 4 will be authorized as necessary for support during bidding and construction. The work in this phase will include the following tasks:

Task 17: Assistance during Bidding

Task 18: Assistance During Project Closeout

Task 19: Assistance during Construction

Project Schedule

The anticipated project milestone schedule is:

Design Survey	August 2025
Traffic and Safety Analysis Report	October 2025
Hydrology and Hydraulics Report	October 2025
Geotechnical Engineering Report	October 2025
DSR Submittal	December 2026
Preliminary Design Submittal	January 2026
Plans in Hand Submittal	March 2026
Pre-PS&E Review	May 2026
Final PS&E (Complete Bid Documents)	June 2026
Construction Bid Advertisement	August 2026
Award Construction Contract	September 2026
Construction Substantially Complete	October 2027

Cost

The Borough anticipates the level of effort for the entire contract **will be less than \$500,000** with an anticipated contract completion date of **June 15, 2028**.

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
Environmental Activities
Hydrology and Hydraulics
Surveying
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.
- Any additional information needed for FEMA funding requirements.

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 shall maintain a cost tracking system that distinguishes FEMA reimbursable costs from locally funded work. This includes establishing separate accounts for cost tracking, invoicing, and quantity reporting.

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 and DSR Review
- 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 shall be 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. Additional user accounts or licenses beyond the designated individual may be obtained at the Consultant's sole expense.

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, and may be considered a failure to perform under the terms of this Contract.



26-016P Design King Arthur Drive Reconstruction

Scoring Summary

	Total	Project Understanding & Approach	Experience & Qualifications	Management & Communication
Supplier	/ 100 pts	/ 45 pts	/ 35 pts	/ 20 pts
Lounsbury	88.6 pts	39.6 pts	32.2 pts	16.8 pts
Stantec Consulting Services Inc	76.4 pts	36 pts	25.2 pts	15.2 pts
PND Engineers, Inc.	72.8 pts	32.4 pts	25.2 pts	15.2 pts
CRW Engineering Group, Inc.	72 pts	32.4 pts	25.2 pts	14.4 pts
PTS, Inc.	65.6 pts	28.8 pts	22.4 pts	14.4 pts