

**SUBJECT:** Award of quote number 25-049Q to The Boutet Company for the contract amount of \$114,365.29 to Design Sushana Drive at Coal Creek Fish Passage Improvements.

**AGENDA OF: October 1, 2024**

**ASSEMBLY ACTION: Approved under the consent agenda 10/01/24 - BJH**

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

Route To:	Signature
Purchasing Officer	X <u>Dustin Silva for Russ Krafft</u> <small>Signed by: Dustin Silva</small>
Public Works Director	X <u>Michael Brown</u> <small>Signed by: Mike Brown</small>
Finance Director	X <u>Cheyenne Heindel</u> <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	X <u>Nicholas Spiropoulos</u> <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	X <u>Michael Brown</u> <small>Signed by: Mike Brown</small>
Borough Clerk	X <u>Lonnie McKechnie</u> <small>Signed by: Lonnie McKechnie</small>

**ATTACHMENT (S):** Analysis Sheet (1p)  
 Scope of Work (6p)  
 Fiscal Note (1P)

**SUMMARY STATEMENT:** On August 20, 2024, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting quotes from 23-100P term contract holders to provide design services to improve the fish passage at the crossing of Coal Creek and N Sushana Drive off W Schrock Road. Services purchased will support the Public Works Department in assembly district #7.

In response to the advertisement, three quotes were received. Award recommendation is being made to The Boutet Company as the lowest responsive and responsible bidder based on the Total Quote Amount.

The final completion date for this project is August 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.

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: October 1, 2024

SUBJECT: Award of quote number 25-049Q to The Boutet Company for the contract amount of \$114,365.29 to Design Sushana Drive at Coal Creek Fish Passage Improvements.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$114,365.29	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 30114-1800-1835/30114-5500-5535
TO ACCOUNT :	PROJECT #
VERIFIED BY:  <input checked="" type="checkbox"/> <u>          L i e s e l W e i l a n d          </u> <small>S i g n e d b y : L i e s e l W e i l a n d</small>	CERTIFIED BY:
DATE: 9/19/2024	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
<b>TOTAL OPERATING</b>						

<b>CAPITAL</b>	<b>114.4</b>					
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<b>REVENUE</b>						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<b>114.4</b>					
<b>TOTAL</b>	<b>114.4</b>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

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

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

9 / 2 0 / 2 0 2 4

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

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

S i g n e d b y : 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 for Public Works

**Site Visit Date & Time:** Tuesday, August 27, 2024 by 10:00 AM AKDT Onsite

**Quote Due Date & Time:** Friday, September 6, 2024 by 12:00 PM AKDT

**Task # & Title:** 25-049Q Design Sushana Drive at Coal Creek Fish Passage Improvements

**Funding Source:** Federal

### **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. Questions or requests for clarification directed to any other member of the Borough staff other than Borough Purchasing, or consultants may be grounds for rejection of quote as being irregular, E-mail questions to [Purchasing@matsugov.us](mailto:Purchasing@matsugov.us). 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. **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: DESIGN SERVICES**

#### **Project Description**

This project continues a partnership between the Matanuska Susitna Borough (MSB), the Alaska Department of Fish and Game (ADF&G), and the U.S. Fish and Wildlife Service (USFWS) to address priority fish passage barriers in the MSB. Sites were selected based on assessment data and prioritized by the extent of upstream habitat and the severity of the barrier. The culvert at Sushana Drive and Coal Creek crossing impedes movement of juvenile and adult fish. The outlet of the culvert is perched, and the culvert is bowed in the middle, disrupting stream and floodplain ecological functions. Coal Creek flows into the Little Susitna River which flows directly into Cook Inlet, providing important spawning and rearing habitat for several species of salmon and local fish species. Coal Creek supports Coho and Chinook salmon. ADF&G has designated this site as #247-41-10100-2313 on the anadromous waters catalogue.

The Matanuska-Susitna Borough (MSB) requests professional design services to enhance fish passage at the crossing of Coal Creek and N Sushana Drive off W Schrock Road. This project is within Road Service Area (RSA) 28. All tasks shall follow current MSB design standards and culvert design references to the MSB Subdivision Construction Manual for roads and fish passage culverts.

The design for this project will utilize the USFWS Fish Passage Design Guidelines updated on April 9, 2018 (attached as PDF) and the Streambank Revegetation and Protection Guide, published in 2005 by ADF&G, located at the following link: [http://www.adfg.alaska.gov/static/home/library/pdfs/habitat/98\\_03.pdf](http://www.adfg.alaska.gov/static/home/library/pdfs/habitat/98_03.pdf)

Additional guidelines include Appendix C in the U.S. Forest Service 2008 publication: Stream Simulation: An Ecological Approach to Providing Passage for Aquatic Organisms at Road-Stream Crossings available at: [https://www.fs.fed.us/biology/nsaec/fishxing/aop\\_pdfs.html](https://www.fs.fed.us/biology/nsaec/fishxing/aop_pdfs.html)

Anticipated services include:

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

The MSB estimates this work to be less than **\$130,000**. A project location map is provided in **Attachment A**.

## **Project Tasks and Services**

### ***Task 1 – Survey (Fixed Price)***

The survey scope includes a control survey, design survey, and surveying for ROW for the project corridor.

The Consultant shall survey all topographic and hydrologic elements needed for project design and construction purposes, including but not limited to roadway features, drainage features, ground breaks, waterline for water bodies, utilities (above and below ground), ditch lines, structures and property corners necessary to determine ROW limits. The Consultant is responsible for coordinating locates with the utility companies and differentiating the different utility owners on the base map. Perform topographic 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 shall perform roadway approach surveys collecting topographic points along the roadway every 25 feet or as required to delineate the road prism and adjacent ground. The survey is expected to include 300 feet of the road on both approach sides to accommodate adjusting the road grade for the new culvert. Points taken shall include edges of road, centerline of road, toe of fills, bottom of ditch or banks, tops of banks, utilities, ground shots, and other features necessary to model site conditions required for the replacement design.

The Consultant shall perform a hydrologic survey for both sites, including channel depth, cross-section, waterline, ordinary high water, and any other hydraulic features necessary to design infrastructure in the water. Additional fish passage survey requirements shall apply to the Coal Creek fish passage culvert site, as described in **Attachment B**.

The Consultant shall perform control surveys, including establishing horizontal and vertical control points as directed by the MSB. The Contractor shall prepare a Survey Control Drawing (SCD) showing the control survey results to be used for construction. At least two temporary benchmarks for vertical control shall be established at each site using stable objects. Horizontal and vertical coordinates shall use State Plane Zone 4 and NAVD 88, respectively, or translation to these coordinate systems shall be provided.

All survey services shall be conducted by, or under, the direct supervision of a Professional Land Surveyor (PLS) holding current registration in the State of Alaska. A PLS shall be an active, on-site field supervisor of the survey crew. A PLS shall also be directly involved in the preparation of all survey deliverables. The Consultant shall furnish hardbound field books for recording survey information. The books shall become the property of the Contracting Agency after the survey information has been entered and the contract completed. Each book shall be labeled with the project name and an appropriate title, e.g. Horizontal Control, Vertical Control, etc., and shall have an index and comments page. The index page shall reference the contents by page number. A readable PDF copy of the field books is acceptable.

#### Deliverables:

- Topographic Survey Base Map
- Survey Control Drawing
- ACAD drawing and TIN surface files, including point files
- Survey Report with control computations and adjustments
- Survey field notes
- Fish Passage Survey Data

### ***Task 2 – Preliminary Engineering (Fixed Price)***

The Consultant shall perform preliminary engineering to examine various appropriate alternatives for the culvert replacements to determine the most cost-effective solution for the proposed project. Preliminary engineering calculations and appropriate alternatives shall be provided in a draft design study memorandum.

#### *2.1 Hydrologic and Hydraulic*

The Consultant shall perform hydrologic and hydraulic investigations and calculations, as necessary, to determine the ordinary high-water elevation, wetland limits, and other information necessary to design the culvert to minimize the project's impacts on the existing or natural hydrologic patterns and wetlands. Hydrologic and hydraulic calculations for flood flows and scour protection, shall be included in the draft design study memorandum in the body of the text or as an attached memorandum.

## *2.2 Culvert Designs (35%)*

Preliminary figures and cost estimates for an initial culvert design shall be presented to the MSB in a meeting hosted by the Consultant. After the initial design consultation meeting, the consultant shall progress plans to the 35% design level by developing a typical section, design for the culvert, plan and profile, approximate cut and fill limits and volumes, foundation and structure concepts, and a preliminary cost estimate with appropriate contingencies. At or before the 35% 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. A draft design study memorandum will be submitted as part of the preliminary engineering submittal and will document the design process for the crossing, with justifications for each recommendation. The design study memorandum submittal will also include 35% level design plans as an attachment for the final selected alternative. The design study memorandum shall include at a minimum the following sections:

- Project Description (Location, Existing Conditions, Purpose and Need)
- Design Standards and Guidelines
- Typical Section
- Soil Conditions
- Hydrologic and Hydraulic
- Safety Improvements
- Right-of-Way Requirements
- Utility Relocation and Coordination
- Cost Estimate
- Exceptions to Design Standards
- Permitting Requirements
- 35% Design Plans

Deliverables:

- Draft Design Study Memorandum
- Preliminary Plans

## ***Task 3 – Final Design and Construction Plans, Specifications, & Estimate (Fixed Price)***

Develop plans, specifications, and an engineer's estimate for the construction of the fish passage culvert, as well as associated road and safety improvements. The culvert design will adhere to the stream simulation method, which replicates natural channel dimensions and processes to ensure that passage conditions within the culverted section are comparable to those of the natural stream channel.

### *3.1 Plans-In-Hand Submittal (65%):*

Prepare a set of plans at 65% completion, a specifications memo, a full set of cross sections, and an engineer's estimate. Clearly indicate on the plans any locations where additional right-of-way or easements will be required. The consultant may be asked to provide a fee proposal for preparing the necessary easement descriptions and drawings.

Show existing and proposed road surfaces and culverts with slope catch points; provide a complete set of cross-sections. Include alignment and vertical adjustments to minimize ROW impacts and to maximize cut/fill balance. The plans should include road profiles with existing and proposed road slopes in the plans. Use a scale not smaller than 1:40 for the plans. Provide a draft utility conflict report.

Deliverables:

- Final Design Study Memorandum
- Draft engineer's estimate
- Utility conflict report
- Plans (11" x 17") and Specifications. One set of hard copies and digital PDF files
- Comment-response table with written responses to address review comments on previous submittal

### *3.2 Pre-PS&E Design (95%):*

The 95% design submittal should include complete bidding documents: plans, specifications, a full set of cross sections, scope of work, and the engineer's estimate. Incorporate MSB standard modifications into the specifications and include project-specific special provisions if needed. Additionally, provide a draft Alaska Construction General Permit (CGP) checklist (see **Attachment C**) and design progress memorandum outlining any significant revisions from the previous design submittal.

#### Deliverables:

- Engineer's estimate and scope of work
- Plans (11" x 17") and Specifications. One set of hard copies and digital PDF files
- Draft CGP Permit Checklist
- Comment-response table with written responses to address review comments on previous submittal
- Provide a design progress memorandum with the submittal

### *3.3 Final PS&E Design (100%):*

Include complete plans sealed by the engineer of record and bid documents including the standard modifications to the specifications, project special provisions, scope of work, and final engineer's estimate.

#### Deliverables:

- Bid Form (in pdf and word file formats)
- Scope of Work (in pdf and word file formats)
- Final CGP Permit Checklist
- Final Engineer's Estimate
- Final Plans (11" x 17")
- Project Specification Standard Modifications and Special Provisions
- Comment-response table with written responses to address review comments on previous submittal
- ACAD files of final design and survey drawings in 2013 and 2023 Civil 3D format
- Excel file for final quantities and cost estimate
- Provide a design summary memorandum with the submittal

#### 100% plan set shall include (but is not limited to):

- Cover sheet with vicinity map
- Survey control
- Summaries of quantities
- Demolition
- Roadway plan and profiles
- Stream plan and profiles
- Details
- Erosion control plan
- Diversion and dewatering plan
- Construction sequencing plan
- Typical sections and details for stream channel, roadway, excavation, channel restoration and revegetation, seeding, and others as needed
- Traffic control plan
- Any other sheets as required or discussed with MSB according to design review comments.

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.

**Task 4 – Permitting (Time & Expense)**

The consultant shall prepare applications and supporting documentation for the following permits, which are anticipated for this project:

- Alaska Department of Fish and Game (ADF&G) Fish Habitat Permit
- United States Army Corps of Engineers (USACE) Clean Water Act, Section 404 Permit
- Alaska Department of Natural Resources – Temporary Water Use Authorization
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Prepare and send initiation (agency scoping) letters to solicit comments and information on the proposed Project from agencies, organizations, tribes, and individuals who may have expertise or interest in the area affected by the Project. Also, perform a Phase 1 archeological survey to comply with the implementing regulations of Section 106 of the National Historic Preservation Act (NHPA) (36 CFR §800) and determine if the proposed Project will adversely affect historic properties. The survey should include pre-field data review and subsurface testing before construction activities in areas disturbed outside the existing road. Deliver a technical memorandum describing the methods and findings of the investigation. Coordinate this effort with the U.S. Army Corps of Engineers to ensure compliance with their requirements. Include all permit fees in the design quote.

**Task 5 – Assistance during Bidding (Time & Expense)**

Assist the MSB as requested during project bidding. Personnel who were in responsible charge for engineering, surveying, permitting, etc. must be available to interpret and clarify documents prepared during project development and to assist the MSB with answering bidder’s questions, as necessary, through addenda and/or revisions to the bid documents.

**Task 6 – Assistance during Construction (Time & Expense)**

Provide assistance to the MSB throughout the project construction phase as needed. The Consultant will interpret and clarify documents prepared during project development and bidding, review and approve shop drawings, material/catalog submittals, and other relevant items, and assist the MSB with preparing change order documents. All project-related communication must be directed through the MSB. The Consultant should plan to attend a preconstruction meeting, three construction progress meetings (as needed), three site visits (for two periodic progress checks and substantial completion), and review up to ten submittals.

At the project's completion and before final payment, the Consultant shall deliver all records to the MSB, including a complete set of Record Drawings that incorporate all revisions to the plans, redlines, and changes made in the field. The MSB Project Manager will coordinate the delivery of redline drawings to the Consultant for this purpose.

**Project Schedule**

The Consultant shall perform the work as outlined in the following general schedule. The Consultant shall prepare a detailed project schedule with specific dates for submittals, reviews, and other milestones and submit it to the MSB Project Manager for review and approval following award.

<b><u>Milestone</u></b>	<b><u>Date</u></b>
Notice to Proceed / Project Start	September 2024
35% Design Review	January 2024
65% Design Review	March 2025
95% Pre PS&E Review	June 2025
Final Plans, Specifications, and Estimate	September 2025
Bid Advertisement	October 2025
Construction	Spring/Summer 2026



## **ADMINISTRATIVE REQUIREMENTS**

### **General**

The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the MSB. Consultant shall not perform services or incur billable expenses except as authorized by an NTP.

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.

### **Professional Registration**

All reports, plans, surveys, specifications, estimates, and similar work products provided by the Consultant shall be prepared by or under the supervision of a professional Engineer or Land Surveyor, as applicable, who is registered in the State of Alaska.

The Consultant shall name individuals whose services must be performed by or under direct supervision. Replacement of or addition to the Project Staff named shall be accomplished only by prior written approval of the MSB.

### **Plan Sheets and Documents**

The Consultant shall use the latest MSB standard drawings, cover sheet, bid forms, and standard modifications to the specifications. These documents are available as Word documents on the Public Works Department webpage. Small Consultant logos are allowed on documents produced for the project. The Consultant logo or company name shall be included in the title block adjacent to the engineer's seal. Documents produced for the MSB shall include the Consultant's company name and/or logo at the bottom right of the first page, cover sheet or title sheet only. All Specifications shall be developed using Microsoft Word or compatible software. Final specifications modifications and special provisions shall be sealed by the engineer of record and submitted as an Adobe pdf file. Develop the Engineer's Estimate in an MS Excel spreadsheet program.

### **Review Meetings**

Following each review, the MSB Project Manager will provide written comments and hold a meeting to discuss and adjudicate comments and design issues. The Consultant's personnel who are in-responsible-charge for the work products under review shall attend the meeting to interpret and provide explanations of the content. The Consultant shall provide a written response with subsequent submittals that address all written and oral comments from the MSB and third-party reviewers. All changes from previous submittals shall be clearly explained.

### **Right-of-Entry Permits**

The MSB will obtain Right-of-Entry authorizations for the Consultant, when required. The Consultant shall provide a minimum of 10 working days advance notice to acquire any authorization. Should the authorizations take additional time to obtain, performance schedule(s) may be adjusted accordingly. The Consultant shall not be entitled to any additional compensation for any delay incurred in obtaining Right-of-Entry Permits.

### **Attachments**

- A. Project Location Map (1 page)
- B. Fish Passage Survey Requirements (4 pages)
- C. Alaska Construction General Permit (1 page)



**MATANUSKA-SUSITNA BOROUGH PURCHASING DIVISION**

QUOTE OPENING PRELIMINARY RESULTS

25-049Q Design Sushana Drive at Coal Creek Fish Passage Improvements

9/6/2024

<b>Vendor</b>		Lounsbury	HDL Engineering Consultants, LLC	The Boutet Company, Inc.
Signed Quote Form		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Receipt of Addendum - #1		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>TOTAL QUOTE AMOUNT</b>	<b>TOTAL QUOTE AMOUNT</b>	<b>TOTAL QUOTE AMOUNT</b>
1.	Total Quote Amount	<b>\$133,760.00</b>	<b>\$121,175.00</b>	<b>\$114,365.29</b>

**RECOMMENDATION:** ALL BIDS ARE TAKEN UNDER ADVISEMENT