

**SUBJECT:** Award of bid number 26-045B to Steppers Construction for the contract amount of \$264,975.00 to Design/Build O&M Covered Storage.

**AGENDA OF:** October 7, 2025

**ASSEMBLY ACTION:**

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

Route To:	Signature
Purchasing Director	<div>9 / 2 2 / 2 0 2 5</div> <div>X     R u s t i n   K r a f f t</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>9 / 2 2 / 2 0 2 5</div> <div>X     M i c h a e l   B r o w n</div> <div>Signed by: Mike Brown</div>
Finance Director	<div>9 / 2 2 / 2 0 2 5</div> <div>X     C h e y e n n e   H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>9 / 2 2 / 2 0 2 5</div> <div>X     N i c h o l a s   S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>9 / 2 2 / 2 0 2 5</div> <div>X     M i c h a e l   B r o w n</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>9 / 2 5 / 2 0 2 5</div> <div>X     B r e n d a   J .   H e n r y   f o r</div> <div>Signed by: Brenda Henry</div>

**ATTACHMENT (S) :** Analysis Sheet                    (1p)  
                                  Scope of Work                    (7p)

**SUMMARY STATEMENT:** On August 19, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to design and construct a covered storage building at the MSB Operations & Maintenance (O&M) Facility located at 1420 South Industrial Way, Palmer, Alaska.

This new covered storage facility will serve as both an operational benefit and an asset preservation tool, helping to lower future costs. The facility is designed to provide cover for our large equipment items, which are critical pieces in the winter months. This will alleviate the excessive time required to clear them when they are needed. Some of the equipment to be housed includes an excavator, backhoe, snow blower, and asphalt recycling trailer, all of which have open-air actuating components that are restricted when snow/ice is covered. Currently, this mitigation

requires the use of limited heated shop space, resulting in reduced availability for fleet maintenance.

An added benefit of the new facility is that it will allow further organization of the O&M yard with the goal of reducing the current number of shipping containers in use.

Design and Construction Services purchased will support the Public Works Department in assembly district # 2.

In response to the advertisement, six bids were received. Award recommendation is being made to Steppers Construction as the lowest responsive and responsible bidder based on the Total Base Bid 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 Project Management Division will be administering the contract.


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

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: October 7, 2025

SUBJECT: Award of bid number 26-045B to Steppers Construction for the contract amount of \$264,975.00 to Design/Build O&amp;M Covered Storage.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$264,975.00	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 30092
TO ACCOUNT :	PROJECT #
VERIFIED BY:  <div style="text-align: center;">  <span style="font-family: cursive;">L i e s e l Z a n t o</span> </div> <div style="text-align: center;"> <small>S i g n e d b y : L i e s e l Z a n t o</small> </div>	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		265.0				
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		265.0				
TOTAL		265.0				

## 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: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**SOLICITATION #26-045B**  
**DESIGN-BUILD O&M COVERED STORAGE**  
**SCOPE OF WORK & SPECIFICATIONS**

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The Matanuska-Susitna Borough (MSB) Project Management Division is soliciting proposals from qualified Contractors to provide design-build services to construct a covered storage building at the MSB Operations & Maintenance (O&M) Facility located at 1420 South Industrial Way, Palmer, Alaska. The scope of work will require a site survey, then civil, structural and architectural professional engineers to develop design drawings and documents needed for a contractor to construct a 60-foot-wide x 80-foot-long enclosed structure. The building will be located on the southwest corner of the lot and store heavy equipment. Project design is anticipated to begin during the fall of 2025 with final construction completed during the summer of 2026.

**ADMINISTRATIVE REQUIREMENTS**

**GENERAL**

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

The Contractor shall name individuals for whom all services must be performed by, or under the direct supervision of, in addition to the Project Staff.

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

Contractors are 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.

The MSB will use project management software *Projectmates*. The Contractor will be responsible for coordinating aspects of the project with the MSB PM (Project Manager). This includes, but is not limited to, providing schedule updates, product submittals, applications for payment and submitting project deliverables for input into *Projectmates*.

**PROFESSIONAL REGISTRATION**

All plans, specifications and similar work products provided by the Contractor shall be prepared by or under the supervision of a licensed professional Surveyor, Architect or Engineer registered in the State of Alaska.

**BILLING**

The Contractor shall provide a schedule of values to be approved by the MSB Project Manager. The schedule of values shall be formatted as requested by the MSB Project Manager. The Contractor shall provide a typical report with each monthly billing for months in which services are performed. Billings will be submitted no later than the 15th of each month. Billings shall be consistent with the NTP, and values shall not exceed NTP amounts.

The report shall include:

- Name and address of the firm requesting payment
- Statement number

- Date of invoice
- Period covered by the invoice
- Project name and number
- Purchase order number
- Schedule of Values
  - Contract amount or upper limit
  - Previous accumulative amount
  - Current amount billing
  - Total accumulative amount
  - Percent complete
- For supplemental agreements, the invoice must show the current supplemental agreement and the revised Contract amount or upper limit.
- Summary of work effort performed for each task during the period covered by the invoice.
- Planned work for the next billing period.
- Final billings must be clearly marked as "FINAL."

Any delayed costs from previous billing periods included in the current billing must be explained in the report.

## **PLAN SHEETS AND DOCUMENTS**

The Contractor shall use the latest MSB standard bid forms. These documents are available as Word documents on the Public Works Department webpage.

<https://matsugov.us/public-works/dcs>

Small Contractor logos are allowed on documents produced for the project. The Contractor 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 Contractor'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.

## **PROJECT MEETINGS**

### **Kickoff and Notice to Proceed (NTP)**

After the contract award, the MSB Project Manager will arrange a kickoff meeting with the Contractor. The meeting agenda will include at a minimum:

- Review and emphasize the Borough's needs and design objectives.
- Operations and Maintenance requirements
- Design Schedule (required prior to NTP)
- Modifications during design
- Submittals during design
- Project site available to the Contractor
- Access requirements

- Schedule of Values (required prior to NTP)
- Contractor SPOC (Single Point of Contact) - name, email, and phone number
- Payment

### **Periodic Meetings**

Periodic design and construction progress meetings will be held, at a minimum, one every two weeks unless otherwise approved by the MSB Project Manager. The Contractor shall provide meeting notes summarizing meeting discussions to the MSB within 7 calendar days of the meetings.

### **Design Reviews**

Design shall include a 35%, 65% and 95% submittal plan review by MSB Project Manager and MSB O&M staff to verify design meets required layout and specifications.

At each design submittal, following the review, the MSB Project Manager will provide written comments and (if needed) hold a meeting to discuss and resolve comments and design issues. The Contractor's personnel responsible for the work products under review shall attend the meeting to interpret and explain the content. The Contractor 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.

### **Pre-Construction**

The following deliverables shall be submitted at least one week before the Pre-Construction Meeting.

- Project Schedule with construction portion fully developed.
- A list of subcontractors for this project
- Safety Plan
- Quality Control Plan
- Dept. of Labor Notice of Work (required for work over \$25,000)

Before construction starts, 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
- Submittal Process
- Construction Schedule
- Work Hours

## **SCOPE OF SERVICES**

### **PRE-BID**

Site Visitation: The MSB will host a site visit to give potential bidders the opportunity to verify existing conditions and the work's nature. Any discrepancies between the conditions existing and those herein specified must be reported in writing. The Borough is not responsible for any discrepancy not reported. The project site will be shown to interested parties at 1420 South Industrial Way, in Palmer, Alaska on Tuesday, August 26, 2025 @ 10:00 AM. Any questions will be answered in an addendum.

### **PROJECT NARRATIVE**

The objective of the project is to design and construct a covered building to store heavy equipment out of the weather. MSB has structured the bid to include a complete engineered design package and the "building shell" as the base bid. but reserves the right to add any or all the bid alternates based on priorities and funding.

Contractors may price at either building package option (wood or metal). Both metal and wood framed structures meeting the specifications will be accepted.

The bid pricing must, at a minimum, meet the specifications of all the bid attachments. MSB reserves the right to upgrade specs or equipment via a change order after a contract award.

The Contractor shall be solely responsible for site security and public safety throughout all project phases.

#### **1. SURVEY:**

- a. Provide a site survey to establish building location and elevation.
  - i. The building will run parallel to the south lot line and be set back a minimum of 10 feet from the south and west lot lines.
  - ii. The finished slab elevation shall be above the surrounding areas to allow for a minimum 4% positive drainage grade 10 feet away from the building.

#### **2. DESIGN:**

- a. Provide a complete engineered design package to include, but not limited to, civil, structural and architectural drawings and specifications.
- b. Design must comply with all federal, state and local building codes, as applicable, and include seismic, wind and snow load calculations for construction in Palmer, Alaska.
- c. The design package must include all elements of bid alternates to allow for future phased construction, if elected.
- d. All permits & associated fees required for construction are the contractor's responsibility.

#### **3. SITE WORK:**

- a. Provide a compacted gravel pad for a 60' x 80' building capable of carrying all the building load and 100,000 lb. equipment loads.

#### **4. BUILDING – Wood Frame**

Supply & install a 60-foot x 80-foot wood structure to include the following:

- a. Perimeter footing to support the building load
- b. 18-foot-high walls with exterior wood core 5/8-inch T1-11 siding
- c. Wood trusses with 4/12 pitch (minimum), energy rated truss heel, 2-foot eave overhang and 18-inch gable end overhang
- d. Frame openings with structural headers to accommodate the following:
  - i. West wall – 1 each 3ft man door
  - ii. East wall – 3 each 14ft wide x 16ft high overhead doors and 1 each 3ft man door
- e. Architectural shingles (rated for a minimum 25-year lifespan) with metal drip-edge throughout roof
- f. 42-inch-high metal wainscot on all four sides of the building to include all required metal flashing trim(s), outside corners, and horizontal “bellyband” transition trim from metal to T1-11. NOTE: metal wainscot must have a 5/8” plywood backing over framing.
- g. Paint all exterior walls & trim per painting specifications (see bid attachments)

– OR –

#### **5. BUILDING - Metal Frame**

Supply & install a 60-foot x 80-foot metal structure to include the following:

- a. Perimeter footing to support the building load
- b. 18-foot-high walls with exterior metal siding
- c. Roof shall be all metal roofing and all metal flashing
- d. Frame openings with structural headers to accommodate the following:
- e. West wall – 1 each 3ft man door
- f. East wall – 3 each 14ft wide x 16ft high overhead doors and 1 each 3ft man door
- g. NOTE: a Pre-Engineered Metal Building (PEMB) package must include engineered stamped drawings to meet all applicable code requirements, including but not limited to structural, seismic, wind and snow load for construction in Palmer, Alaska.

#### **6. ADDITIVE ALTERNATE 1 – EXTERIOR DOORS**

- a. Supply & install three (3) each 14-foot-wide x 16-foot-high overhead doors and openers located on the east side of the building. NOTE: At a minimum doors must be commercial/industrial rated and include: R-16 insulation with double-end stiles, 3" continuous angle mount track, trussing, solid torsion shafts, and commercial-grade openers.
- b. Supply & install, two (2) each 3 feet wide commercial rated, insulated, steel doors and steel frames with Corbin Russwin or Schalge lever handle locksets (must have D-1 core keyed to MSB master key) NOTE: doors, frames & hardware must meet specs of MSB Facility Design Criteria Manual (see bid attachment)
- c. Man doors shall be painted per painting specifications (see bid attachment)



## **7. ADDITIVE ALTERNATE 2 – CONCRETE SLAB**

- a. Install a reinforced concrete slab suitable for 100,000 lb. rated equipment.
- b. Plumb in 3 each x 40-foot floor trench drains centered under each overhead door bay for future hook up.
- c. NOTE: all overhead door openings shall have at a minimum, 3/8" x 4" x 4" angle plate steel embedded into the concrete slab edge (for the entire width of the door opening) to keep the slab from breaking off when tracked excavators are driven in.

### **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 and pay for all permits prior to construction (if applicable). No deviations from the approved design shall be made without prior written authorization from the MSB Project Manager.

The Contractor shall coordinate all construction work with MSB Project Manager and on-site staff.

Complete work between 7 AM and 7 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 by updating the AutoCAD files with information provided on the record drawings, contract modifications, and other applicable shop drawings, sketches, and data. AutoCAD files and searchable PDF shall be provided to the MSB.

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 an inspection or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the MSB Project Manager will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance.

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

### **Delivery and Storage**

Contractors shall provide their own tools & supplies. Tools may be stored on site at the contractors' risk.

### **Products**

All materials shall be new. Used materials are not allowed unless approved by MSB Project Mgr.

### **Site Conditions**

- Contractor will be provided keys for access (if applicable)
- The Contractor will be responsible for removing all construction debris from jobsite. MSB Dumpsters cannot be used.
- Contractor must provide a portable bathroom during construction.
- Contractor must provide signs & barricades around the work area and maintain a neat & clean job site eliminating hazards to the public.

- Contractor shall coordinate work so as not to interfere with daily activities at the project location

### **CODE REQUIREMENTS**

All work shall comply with the current applicable code requirements of the IBC, IMC, NEC, UPC, IFC and current State of Alaska Amendments as implied by the type of construction and building use. Any omissions in the work scope to meet current code requirements shall be the responsibility of the Contractor to correct at their cost.

### **QUALITY CONTROL**

The quality of all work shall be the responsibility of the Contractor. All quality control documentation (example: inspections, sequence of operations) must be available for the MSB Project Manager to review at any time. Provide all quality control documentation at closeout.

### **WARRANTY**

The Contractor shall warrant all work, materials, and components to be free of defects for one year from the project completion accepted by the Owner.

### **PROJECT CLOSEOUT**

Prior to the project closeout the contractor shall provide the following:

1. O&M Manuals
  - a. O&M manuals must be a combined, indexed document showing mfg., model, and warranty service provider for all items. Provide electronic PDF copy indexed by Construction Specifications Institute (CSI) format.
2. As-built record drawings
  - a. AutoCAD Format
  - b. Electronic PDF format
3. Copies of all contractor inspections
4. Final payment will be released after the Record Drawings, O&M manuals, 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**

The Contractor must meet the construction substantial, final, and closeout dates listed below. Estimated dates for design submittals, MSB Reviews, material procurement, construction commencement, and other important dates shall be provided on a proposed schedule, to be included with the proposal.

The proposed project schedule is:

<u>Milestone</u>	<u>Completion Date</u>
Design Start	Fall 2025
Pad Excavation Start	Fall 2025
Construction Start	May 2026
Substantial Completion	July 31, 2026
Final Completion	August 31, 2026
As-Built Drawings and Closeout	September 15, 2026

### **BUDGET**

The MSB estimates these services to be less than \$275,000.00

Bid Analysis - 26-045B Design-Build O&M Covered Storage						
Vendor Name	Steppers Construction	Talon Construction	H5 Construction	Northwest Design & Build	Kuchar Construction	Orion Construction
Line Item Description	Total	Total	Total	Total	Total	Total
BASE BID - Design and Build 60' x 80' Covered Storage Building in accordance with the specifications	\$264,975.00	\$389,200.00	\$487,000.00	\$489,500.00	\$505,000.00	\$628,400.00
Additive Alternate No. 1 - Exterior Doors, per specifications	\$60,535.00	\$51,068.00	\$56,000.00	\$58,380.00	\$65,000.00	\$53,960.00
Additive Alternate No. 2 - 60' X 80' reinforced concrete slab, per specifications	\$106,431.00		\$137,000.00	\$77,495.00	\$78,000.00	\$146,750.00
		\$82,588.00				
Total: Base Bid + Add. Alt. 1 + Add. Alt. 2	\$431,941.00	\$440,268.00	\$680,000.00	\$625,375.00	\$648,000.00	\$829,110.00