

**SUBJECT:** Award of bid number 23-047B to Carlos Tree Service, Inc. for the contract amount of \$354,205.00 to perform clearing at the Central Landfill.

**AGENDA OF:** January 17, 2023

**ASSEMBLY ACTION:**

*Adopted without objection.  
1-17-23 SP*

**MANAGER RECOMMENDATION:** Present to the Assembly for consideration.

**APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:**

*MB*

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>MB</i>	
	Public Works Director	<i>MB</i>	
	Finance Director	<i>MB</i>	
	Borough Attorney	<i>SMB</i>	
	Borough Clerk	<i>MB 1/9/23</i>	<i>SP</i>

**ATTACHMENT(S) :** Fiscal Note: Yes X No \_\_\_\_\_  
 Analysis Sheet (1p)  
 Scope of Work (6p)

**SUMMARY STATEMENT:** On December 1, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to survey and clear approximately 40 acres for the Central Landfill. Construction Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, four bids were received. Award recommendation is being made to Carlos Tree Service, Inc. as the lowest responsive and responsible bidder based on Total Bid Amount for the Base Bid only.

The substantial completion date for this project is April 15, 2023 with the final completion of April 28, 2023.

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: January 17, 2023

SUBJECT: Award of bid number 23-047B to Carlos Tree Service, Inc. for the contract amount of \$354,205.00 to perform clearing at the Central Landfill.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$354,205</u>	FUNDING SOURCE <u>Landfill Capital Projects</u>
FROM ACCOUNT # <u>420.00.00 4xx.xxx</u>	PROJECT # <u>25029-0400-0111</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>[Signature]</u>	CERTIFIED BY:
DATE: <u>1-5-23</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		<u>354.2</u>				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		<u>354.2</u>				
TOTAL		<u>354.2</u>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

PHONE:

DEPARTMENT:

DATE:

APPROVED BY:

DATE:

[Signature]

1/10/23



**MATANUSKA-SUSITNA BOROUGH: PURCHASING  
BID OPENING PRELIMINARY RESULTS**

23-047B Central Landfill Clearing

<b>BIDDER</b>		<i>Western Const. + Equip.</i>		<i>Clear Excavating</i>		<i>AK Land Clearing</i>	
Signed Bid 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	
Bid Guarantee		<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	
Qualifications(Q), Experience(E), & Equip. List(EL)		<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> EL		<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> EL		<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> EL	
<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>BID AMOUNT</b>		<b>BID AMOUNT</b>		<b>BID AMOUNT</b>	
1.	Total Base Bid	\$ <i>399,660.00</i>		\$ <i>370,778.00</i>		\$ <i>361,320.00</i>	
2.	Additive Alternate #1	\$ <i>15,000.00</i>		\$ <i>45,000.00</i>		\$ <i>112,500.00</i>	
3.	Additive Alternate #2	\$ <i>15,000.00</i>		\$ <i>50,000.00</i>		\$ <i>55,000.00</i>	

  

<b>BIDDER</b>		<i>Carlos Tree Service</i>					
Signed Bid Form		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Receipt of Addendum - #1		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bid Guarantee		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Qualifications(Q), Experience(E), & Equip. List(EL)		<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> EL		<input type="checkbox"/> Q <input type="checkbox"/> E <input type="checkbox"/> EL		<input type="checkbox"/> Q <input type="checkbox"/> E <input type="checkbox"/> EL	
<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>BID AMOUNT</b>		<b>BID AMOUNT</b>		<b>BID AMOUNT</b>	
1.	Total Base Bid	\$ <i>354,205.00</i>		\$		\$	
2.	Additive Alternate #1	\$ <i>146,250.00</i>		\$		\$	
3.	Additive Alternate #2	\$ <i>80,600.00</i>		\$		\$	

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

Friday, December 30, 2022  
DATE



PURCHASING OFFICER



PURCHASING REPRESENTATIVE

WITNESS

AM 23-0024

**BID 23-047B**  
**CENTRAL LANDFILL CLEARING**  
**SPECIFICATIONS/SCOPE OF SERVICES**

**GENERAL**

The Matanuska-Susitna Borough (MSB) is soliciting a qualified Contractor to survey and clear for projects at the Central Landfill. The intent of the contract is to clear right of way, easements, and MSB land in anticipation of upcoming projects. A qualified contractor must have a strong record of experience and safety, so that MSB is assured to get dependable, responsive, proven, and expert survey and clearing services.

The successful Contractor will be required to interface with the Project Manager and Construction Inspector to schedule, provide updates, and coordinate as needed. The contract shall commence upon execution of the agreement and notice to proceed.

**EXPERIENCE REQUIREMENTS**

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.

The clearing Contractor shall have 3 years of on-site experience in clearing services performed on public right-of-way in the past 6 years. The superintendent shall be on site when clearing operations are taking place.

The Contractor shall submit the experience history of their superintendent and surveyor.

**EQUIPMENT**

Clearing equipment shall be suitable for the intended purpose.

All equipment shall meet state and federal safety standards. Equipment shall be inspected by the Contractor prior to commencement of work. The MSB reserves the right to inspect the Contractor's equipment at any time to ensure it meets the standards. Any equipment found defective shall be immediately repaired or replaced.

During work use personal protective equipment (PPE).

**SUBMITTALS WITH BID**

The following items shall be submitted with the Contractor's bid as explained in the experience requirement section:

- Surveyor and superintendent qualifications
- Contractor's experience performing clearing activities in public right-of-way
- Clearing Equipment list

### **PRE-CONSTRUCTION SUBMITTALS**

A pre-construction meeting will be scheduled following contract award. The following items shall be submitted prior to the Notice to Proceed, upon changes during the work, and upon request of the MSB Project Manager:

- Schedule
- Daily Report Template
- Safety Plan
- Traffic Control Plan
- Work Plan with equipment to be used and personnel responsibilities
- Quality Control Plan

### **FAILURE TO EXECUTE AND TERMINATION**

If the MSB observes the Contractor's failure to execute work properly or failure to comply with the contract requirements, they will notify the Contractor. The Contractor shall correct the failure not later than five (5) working days following the notice unless the Borough specifies a shorter time frame. This provision is not meant to affect the Borough's ability to terminate the agreement pursuant to Section 10 of the Construction Agreement.

### **SCOPE OF WORK**

It is the intent of this contract to procure a professional team to perform surveying and clearing services.

The Contractor shall call utility locates prior to any clearing activities and avoid disturbing utilities. Damages caused by the Contractor are the Contractor's responsibility.

The scope of work anticipated is as follows:

#### **1. Progress Schedule**

- 1.1. Within five (5) days after the Purchase Order has been issued, the Contractor shall supply to the MSB Project Manager a written schedule specifying when the specific tasks of the work are to be completed.
- 1.2. The Contractor shall complete the work in one continuous timeframe. As it pertains to this agreement, continuous means no more than one (1) working day shall elapse without working while mobilized on any one project site. No more than three (3) working days shall elapse without working while mobilizing to subsequent project sites. A working day is defined as any non-holiday Monday thru Friday. Time is of the essence.
- 1.3. The project schedule shall be strictly adhered to.
- 1.4. The contractor shall promptly notify the Project Manager in writing of any delay and therein specify the number of days of extension requested.

#### **2. Mobilization and Demobilization**

- 2.1. Perform work and operations necessary to:

- 2.1.1. Move personnel, equipment, supplies, and incidentals to the project site.
- 2.1.2. Perform other work and operations and pay costs incurred, before beginning construction.
- 2.1.3. Complete similar demobilization activities.
- 2.1.4. Furnish all required submittals.
- 2.1.5. Comply with all Alaska Department of Labor and Workforce Development requirements.

### **3. Flagging and Surveying**

- 3.1. The Contractor shall layout all clearing limits including property lines, right-of-way and easements.
  - 3.1.1. All clearing limits must be flagged or staked. Use blue and yellow ribbon.
  - 3.1.2. Any easement that needs to be cleared must be staked. Identify the Easement and complete stake with flagging.
  - 3.1.3. Flagging and/or staking shall be line of sight continuously visible.
  - 3.1.4. Stake to identify corners and each point of deflection (R/W or Easement corner written on stake) complete with flagging.
- 3.2. All electronic and hard copy printouts, field notes, sketches, and calculations for layout must be retained by the surveyor and available to the MSB at all times and shall be turned over to the Project Manager upon completion of the contract.

### **4. Clearing**

- 4.1. The Contractor shall cut and remove, or grind all trees (unless otherwise specified), down timber, stubs, brush, and bushes from all areas designated.
  - 4.1.1. Unless otherwise specified by the Project Manager all clearing shall be within 6 inches of the existing ground.
  - 4.1.2. Clearing area will be based on the 2D area as shown plus 25% to compensate for the slopes in areas with steep terrain.
  - 4.1.3. Fell trees toward the center of the area to be cleared, in order to minimize damage to the trees that are to be left standing. Remove and dispose of trees unavoidably falling outside the specified limits. Avoid felling trees into roadways and structures.
- 4.2. All roads, paths, driveways, parking lots, private land, yards, and waterways shall be free of operation wood residue such as brush, wood, large sections of tree trunks, large limbs, wood chips, and other such products produced or generated by this operation. Disposal of said residue shall be the sole responsibility of the Contractor and at approved locations. All severed limbs and branches (hangers) shall be removed. All disposal costs shall be included in the price submitted on the bid.
- 4.3. The Contractor shall follow the Migratory Bird Treaty Act (MBTA).
  - 4.3.1. Requirements can be found here: <https://www.fws.gov/birds/policies-and-regulations/laws-legislations/migratory-bird-treaty-act.php>
- 4.4. Do not disturb wetlands.

4.5. No trash, containers, or other non-wood residue shall be deposited and left on the project site.

## **5. Limbing and Stacking Trees**

- 5.1. Remove the limbs and top of trees larger than 6 inches in diameter and neatly stack in an area designated by the Project Manager.
- 5.2. Stacks of timber should be in a stable condition taking account of the width and height of the stack.

## **6. Erosion and Dust Control**

- 6.1. Erosion controls shall be implemented as needed to prevent sediment from migrating off-site and adversely impacting adjacent waterways, wetland areas, or land. Erosion controls will consist of perimeter silt fencing, straw waddles, or other best management practices. In addition, a dust control plan shall be implemented as needed.
- 6.2. Erosion and dust control are considered subsidiary to clearing and shall be included in the cost submitted on the bid.

## **7. Traffic Maintenance**

- 7.1. Protect and control traffic during the contract where necessary. Furnish, erect, maintain, replace, clean, move and remove the traffic control devices required to ensure the traveling public's safety. Perform all administrative responsibilities necessary to implement this work. Maintain all roadways and pedestrian and bicycle facilities affected by the work in a smooth and traversable condition. Construct and maintain approaches, crossings, intersections, and other necessary features throughout the project for the life of the contract.
- 7.2. Provide a Temporary Traffic Control Plan (TTCP) when working near traffic prior to starting work for review and approval. The TTCP must provide sufficient detail to demonstrate compliance with the requirements of the MUTCD and Alaska Traffic Safety Manual.
- 7.3. Traffic Maintenance is considered subsidiary to clearing and shall be included in the cost submitted on the bid.

## **8. Payment**

- 8.1. Payment for Mobilization and Demobilization will be on a lump sum basis.
  - 8.1.1. When the Contractor earns 4 percent of the original contract amount from other bid items: 40 percent of the amount bid for Mobilization and Demobilization, or 4% of the original contract amount, whichever is less, will be paid.
  - 8.1.2. When the Contractor earns a total of 8 percent of the original contract amount from other bid items: an additional 40 percent of the amount bid for Mobilization and Demobilization, or an additional 4 percent of the original contract amount, whichever is less, will be paid.



- 8.1.3. The remaining balance of the amount bid for Mobilization and Demobilization will be paid after all submittals required under the contract are received.
- 8.2. Payment for Flagging and Surveying will be on a lump sum basis for the approximate percent complete.
- 8.3. Payment for Clearing will be based on the acres cleared. Measurements will be rounded up or down to the nearest 0.1 acre. No payment will be made for more than the area on bid schedule unless directed by the MSB Project Manager.
- 8.4. Payment for Limbing and Stacking Trees will be on a lump sum basis for the approximate percent complete.
- 8.5. Payment will be made no later than 30 days after the MSB receives an invoice for services that have been approved by the MSB Project Manager.
- 8.6. The contract documents intend to include in the contract price the cost of all labor and materials, equipment, transportation, and all other expenses as may be necessary for the proper execution of the work.
- 8.7. Directives authorize work by the unit bid price or agreed price, limited by and paid with the Interim Work Authorization (IWA) contingency. The Project Manager or their designee can issue directives and issue IWA.
- 8.8. The Purchasing Officer must authorize all Change Orders.

**Clearing Sites**

The unit price will not be adjusted if more or less quantity is needed to complete the work. Additional quantities will be paid for at the unit price bid.

The clearing sites include:

Site	Clearing (Acres)
Cell 5 Clearing	22.5
Central Landfill Access Road	12.4
Central Landfill Access Road (Lot 1)	4.8

Completion Date: **April 28<sup>th</sup>, 2023**

AM 23-004