

SUBJECT: Award of proposal number 26-093P to Nvision Architecture, Inc. for the contract amount of \$115,380.00 to design the Iditarod Elementary School Cladding Repair.

AGENDA OF: February 17, 2026

ASSEMBLY ACTION:
 Approved under the consent agenda 02/17/26 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X _____ <small>Signed by: Rustin Krafft</small>
Public Works Director	X _____ <small>Signed by: Tom Adams, P.E.</small>
Finance Director	X _____ <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	X _____ <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	X _____ <small>Signed by: Mike Brown</small>
Borough Clerk	X _____ <small>Signed by: Lonnie McKechnie</small>

ATTACHMENT (S): Analysis Sheet (1p)
 Scope of Services (6p)

SUMMARY STATEMENT: On November 10, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting proposals from qualified firms to design repairs addressing significant failures in the Iditarod Elementary School's exterior tile siding system. The school is currently experiencing widespread tile detachment, deterioration of backer materials, and visible corrosion of wall components and conditions that confirm systemic moisture intrusion and structural degradation. The project will begin with a professional investigation to determine the root causes of deterioration, assess the condition of the building envelope, and evaluate related components such as windows, flashing, and roofing interfaces. Based on these findings, the architect will develop a comprehensive design and repair strategy to fully resolve the issues and prevent future damage. The scope of work

includes concept design, cost estimating, and, if authorized, final design, permitting, bidding support, and construction administration. The selected firm will ensure all work complies with applicable codes and is tailored to withstand local environmental conditions. This contract is essential to restoring the integrity of the building envelope, protecting the facility from further structural deterioration, and ensuring a safe and functional learning environment for students and staff.

Services purchased will support the Public Works Department in assembly district #4.

In response to the advertisement, four proposals were received. A proposal evaluation team made up of Borough Public Works and School District Facility staff evaluated the proposals and selected Nvision Architecture as the most advantageous firm for the Borough.

The completion date for this project is December 31, 2026.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 120 days for unforeseen circumstances.

The Public Works Department, Projects Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: February 17, 2026

SUBJECT: Award of proposal number 26-093P to Nvision Architecture, Inc. for the contract amount of \$115,380.00 to design the Iditarod Elementary School Cladding Repair.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$115,380	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 400.000.000 4xx.xxx	PROJECT# 40207-0700-0701
TO ACCOUNT #	PROJECT #
VERIFIED BY: <u>X</u> <u>Liese I Zanto</u> <small>Signed by: Liese I Zanto</small>	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	115.4					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	115.4					
TOTAL	115.4					

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: Cheyenne Heindel



26-093P Design Iditarod Elementary School Cladding Repair Scoring Summary

	Total	Project Understanding & Approach	Experience & Qualifications	Management & Communication
Supplier	/ 100 pts	/ 45 pts	/ 35 pts	/ 20 pts
Nvision Architecture, Inc.	77.67 pts	36 pts	25.67 pts	16 pts
Architects Alaska	76.33 pts	36 pts	25.67 pts	14.67 pts
Stantec Consulting Services Inc.	67.67 pts	30 pts	25.67 pts	12 pts
ECI	65 pts	27 pts	23.33 pts	14.67 pts

SCOPE OF SERVICES

26-093P, Design Iditarod Elementary School Cladding Repair

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified consultants to provide professional Architecture/Engineering (A/E) services for Iditarod Elementary Cladding Repair.

Project Narrative

The exterior tile siding at Iditarod Elementary School is failing and requires removal and replacement with an alternative siding material. Preliminary observations indicate that the tile backer has deteriorated due to moisture infiltration and freeze-thaw cycles, resulting in internal separation and loss of adhesion. The gypsum sheathing is splitting in the middle with a powdery consistency, indicating water penetration. Large sections of tile have detached from the building, and extensive rusting is visible on the Z-metal and fasteners, confirming that moisture has penetrated the wall assembly.

The full extent of the damage is unknown and will be determined through investigation as part of this project. The scope of services will include identifying the cause of failure and assessing the extent of water damage to the exterior envelope. The evaluation shall also include determining if windows can be removed and reinstalled or must be replaced. There are concerns with the flashing and joint seals around the building. Additionally, the roofing membrane and parapet materials will be examined for signs of subsurface water damage of the parapet backing materials.

Project Schedule

The proposed project schedule is:

Professional Services Contract Award	Dec 2025
Preliminary investigation & Report of causation	Jan 2026
Design Development	Feb 2026
Construction Documents	Mar 2026
Bid Advertisement for Construction	Mar 2026
Construction	May 2026

Reasonable alternative timeframes may be proposed, accompanied by written justification.

Construction Budget

The total estimated construction budget for this project is \$1,000,000. The repairs must fully correct the exterior wall assembly moisture and water penetration issues and result in a complete restoration of the exterior cladding that prevents future water intrusion or entrapment.

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 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 MSB:

Name

Project Responsibilities

Project Management
Architecture
Structural Engineering
Cost Estimating

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

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 addressed to the MSB Project Manager 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.

Final invoices must be clearly marked as "FINAL."

Guarantee

No guarantee is given that the Consultant will be required to provide all the services detailed in this Statement of Services or that the Consultant will incur all 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

Based on a mutually agreed upon scope of services, schedule, and fee, Consultant's services may include, but not necessarily be limited to:

Phase 1 – Professional investigation and Report of causation

Task 1 – 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 will also manage sub-consultants, maintain the project schedule and budget, anticipate and mitigate potential issues and delays, and coordinate with the MSB Project Manager to keep them updated on the project's overall progress. The A/E will interact with MSB and MSBSD 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 Report and review meeting
- Design Development Review (65%)

- Construction Document Review (95%)
- Bid Documents 100%

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 MSB Project Manager. Additionally, this person will assist the MSB Project Manager in providing updates to interested stakeholders.

The Consultant is 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. One Projectmates license will be provided for this designated individual.

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.

Task 2 – Site Investigations

The Consultant shall conduct site investigations to confirm and expand on a previously completed preliminary report provided to the MSBSD. The review of the current report will provide direction for further investigation to collectively provide critical data to support the successful design to repair the facility. By thoroughly assessing the current report, physical characteristics and environmental factors of the site, the Consultant will ensure that all relevant aspects are considered in the design process. The site investigations will facilitate informed decision-making and minimize potential risks associated with the extent of the repairs. Each investigation will yield valuable insights that contribute to the overall feasibility and sustainability of the project, ultimately resulting in a facility repair that addresses the current conditions that resulted in the current cladding failure.

Task 3 – Concept Design and Cost Estimate

Following completion of the site investigations, the Consultant shall report on the findings and develop a concept design and cost estimate for the exterior wall assembly and cladding repairs based on the findings. The concept design shall identify the recommended repair approach, materials, and construction scope of work necessary to correct moisture, water penetration, and rust development issues.

The Consultant shall prepare schematic drawings and a written design narrative describing proposed repair details, integration with existing building systems, and measures to prevent future water intrusion or entrapment. The concept design shall also address related elements such as windows, parapets, flashing, and roofing interfaces as informed by the site investigation results.

A preliminary construction cost estimate shall be developed to support budgeting and funding decisions. The estimate shall include all major components of work, associated design assumptions, and contingencies appropriate to the conceptual level of design.

Phase 2 – Final Design Through Construction

Phase 2 Services are NOT anticipated to be included in the initial award. The MSB reserves the right to add these services by amendment.

Task 3 – Design

The primary focus is to repair the facility.

The selected firm will be required to perform all calculations, studies, research and code analysis to be in full compliance with state laws governing the practice of architecture and engineering. The A/E will produce new drawings and specifications and a statement of probable construction cost (SPCC) with updates at each phase of design. All work must be in full compliance with the most recent MSBSD Facility Design Criteria Manual, current International Building Codes, as well as all other pertinent federal, state and local codes.

The Designer will advise Borough and School District Staff on facility repairs and design to ensure that the design will correct the current problems. The Designer is also responsible for making recommendations on maintaining systems and will select cladding systems suitable for local conditions and ease of maintenance.

The Designer will interact with the Borough and School District Staff to develop a design that meets the school requirements. The Designer will document and distribute meeting minutes for approval after each design meeting. Meetings will be held at times and locations that are convenient for Borough and School District Staff.

The A/E will be responsible for all aspects of the design. Services may include construction administration throughout the duration of the construction contract, permitting, project drawings to include construction and record drawings, O & M manuals and on-site representation, record drawings, special inspections, warranty period support and inspection.

The Designer shall participate in reviews to ensure the project design conforms to applicable code requirements of agencies having jurisdiction and will make any changes required to the Construction Documents for issuance of all permits and legal authorizations required for construction. The Designer shall, on behalf of the Borough, investigate required permits, file the required documents and secure/pay all permits and authorizations required for construction during the design of the project.

The Designer shall assist the MSB Project Manager in presenting documents during the design phases of the project for the School Board, Public Works Director, and Borough Assembly reviews as required.

The A/E shall submit digital documents in searchable PDFs and AutoCAD formats along with five printed copies of the report, drawings, and the initial SPCC for review and approval. All submissions should be organized clearly, emphasizing clarity and detail to facilitate effective feedback from stakeholders.

A. Design Development

The Designer shall provide Design Development Documents based on the approved Concept Design, adhering to the mutually agreed-upon schedule and construction budget. A PDF copy and up to five hard copies of the drawings will be submitted for review and approval, along with product samples that illustrate the finished products. The Design Development Documents will detail the agreed-upon systems, including markings, logos, coverage, product specifications, sub-surface preparation, and cladding system assembly. All systems will be manufacturer-approved, where applicable, to ensure warranty inclusion. The A/E will coordinate with electrical and mechanical engineers to ensure proper placement of connections for systems during demo and reconstruction. This coordination will ensure that all elements are accurately reflected across all sheets (architectural, electrical, mechanical, etc.) in the construction documents.

The A/E shall present the design development to the School Board.

B. Construction Documents

The Designer shall provide Construction Documents based on the approved Design Development Documents and an updated Statement of Probable Construction Cost (SPCC). These documents will detail the requirements for the construction of the project and include drawings and specifications that establish the quality levels of materials and systems required.

During the development of the Construction Documents, the Designer shall assist the Borough in preparing bidding and procurement information, as well as coordinating the Borough's Conditions of the Contract for Construction between the Owner and Contractor. This includes both General and Supplementary Conditions, the Agreement form, and General Requirements. The Designer will compile these elements alongside the Borough's standard bidding requirements and forms, ensuring that the specifications adhere to the standard Construction Specifications Institute (CSI) Master Format.

The Designer shall submit a comprehensive Statement of Probable Construction Cost to the Borough, advising of any adjustments to previous estimates resulting from design changes, modifications in requirements, or general market conditions.

At the 95% design review stage, the Designer shall submit a PDF and up to five copies of the project narrative and drawings, including sections, elevations, and typical construction details, along with the updated SPCC for review and approval by the Borough and School District staff. The A/E shall present the 95% design to the School Board and the Assembly.

After receiving approval, the Designer shall prepare the final Construction Documents in both searchable PDF and AutoCAD formats.

Task 4 – Permitting

The A/E shall, on behalf of the Borough, investigate required permits, file the necessary documents, and secure all permits and authorizations needed for construction and occupancy during the project design, including payment of any associated fees. This includes permits for both the building and site development, such as Fire Marshal and driveway permits.

Budgetary estimates (allowances) for permit fees shall be included in the fee proposal. Any remaining balance after fees are paid shall be credited back to the Matanuska-Susitna Borough.

Task 5 – Competitive Construction Bidding

The Borough will provide general and supplementary conditions, along with proposed contract forms. All other construction documents will be supplied by the design firm. Bid documents will be published electronically by the Borough.

The Designer shall participate in a pre-bid conference for prospective bidders and will prepare responses to their questions in Borough format. Any clarifications or interpretations of the bid documents will be provided in addenda, which the Borough will distribute.

If the initial bidding results in prices exceeding the approved SPCC, the Designer will collaborate with the Borough on redesign and re-bidding at no additional cost, ensuring prices align with the approved SPCC or are acceptable to the Borough.

The Designer will assist in evaluating bids, while the Borough will handle the Contract Award and Notice to Proceed.

Task 6 – Construction Administration

The A/E shall perform construction administration for the contract between the Owner and Contractor in accordance with the General and Supplementary Conditions of the Contract for Construction. The A/E will utilize the Borough's designated software to track and submit construction documents, pay applications, submittals, and other relevant construction administration documents that require approval or tracking.

The A/E's responsibilities include, but are not limited to:

- **Manage Weekly Progress Meetings:** Conduct weekly meetings with the Owner and General Contractor, producing minutes for each session.
- **Define Roles and Responsibilities:** Establish clear roles and develop a construction management plan.
- **Maintain Submittal Logs:** Develop and maintain logs for submittals and shop drawings, ensuring they are complete, accurate, and meet project requirements. Review all submittals within 15 calendar days.
- **Conduct Inspections:** Perform periodic inspections, including electrical/mechanical rough-ins, weekly quality assessments, substantial completion, final inspections, and end-of-warranty checks.
- **Coordinate Testing and Inspections:** Manage project testing and special inspections, reviewing test reports and providing recommendations as needed.
- **Review Change Order Requests:** Evaluate change order requests from the General Contractor for legitimacy and make recommendations. Maintain a change order log tracking status and total costs.
- **Respond to Contractor Inquiries:** Address contractor questions within 15 calendar days. Track and maintain a log of DCVRs, directives, field memos, RFIs, RFQs, etc.
- **Review Payment Requests:** Check payment requests for completeness and accuracy, making recommendations to the Owner (Borough Project Manager).
- **Represent the Owner:** Act as the Owner's representative with permitting agencies and utility companies.
- **Provide Progress Documentation:** Regularly supply progress photos and videos.
- **Conduct Tours with Officials:** Organize and lead tours for officials with concurrence of the Borough Project Manager
- **Prepare Punch Lists:** Collaborate with the Owner to prepare punch lists and monitor their completion by the General Contractor.
- **Training:** Manage, track, and support owner training.
- **Coordinate Project Closeout:** Collect all closeout items, including as-built drawings, operation and maintenance manuals, and warranties. Assist in resolving contract issues, warranties, and bonds at project closeout.

The A/E shall gather Operations and Maintenance (O&M) Manuals based on approved submittals from the Contractor, including a separate section for warranty data. Specifications will require four (4) hard copies of the manuals and a searchable PDF format. The A/E will also provide four (4) hard copies of record drawings based on red-line drawings and other data supplied by the Contractor, in the latest version of AutoCAD and searchable PDF format. The A/E shall collect and approve all closing documents necessary for project completion on behalf of the Borough.