

SUBJECT: Award of proposal number 23-020P to HDL Engineering Consultants, LLC for the contract amount of \$274,051.00 to design upgrades to Meadow Lakes Loop.

AGENDA OF: December 20, 2022

ASSEMBLY ACTION: *Approved under the consent Agenda. 12/20/22 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>[Signature]</i>	
	Public Works Director	Tom Adams	Digitally signed by Tom Adams Date: 2022.12.07 13:48:42 -09'00'
	Finance Director	<i>[Signature]</i>	
	Borough Attorney	<i>[Signature]</i>	
	Borough Clerk	<i>[Signature]</i>	<i>12/13/22 SP</i>

ATTACHMENT (S) : Fiscal Note: Yes X No
 Analysis Sheet (1p)
 Scope of Services (4p)

SUMMARY STATEMENT: On August 31, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for to provide professional engineering services for the Meadow Lakes Loop Improvements. The project will upgrade Meadow Lakes Loop, located in Road Service Area 27. Improvements will include roadways, safety, drainage, excavation, pavement, roadside hardware, and signing. The construction timeframe expected to complete the approximately 4.1 miles of road rehabilitation is within four construction seasons. See scope for detail. Services purchased will support the Public Works Department in assembly district #7.

In response to the advertisement, two proposals were received. A proposal evaluation team made up of Borough Public Works staff evaluated the proposals and selected HDL Engineering Consultants, LLC as the most advantageous firm for the Borough.

The completion date for phase 1 of this project is October 31, 2024.

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: December 20, 2022

SUBJECT: Award of proposal number 23-020P to HDL Engineering Consultants, LLC for the contract amount of \$274,051.00 to design upgrades to Meadow Lakes Loop.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED \$274,051	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.00 xxx.xxx	PROJECT # 30047
TO ACCOUNT :	PROJECT #
VERIFIED BY: <i>[Signature]</i>	CERTIFIED BY:
DATE: 12-7-22	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	274.1					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	274.1					
TOTAL	274.1					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: _____ DATE: _____
 APPROVED BY: *[Signature]* DATE: 12/8/22



23-020P Design Meadow Lakes Loop Scoring Summary

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management
Supplier	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 18 pts	/ 17 pts
HDL Engineering Consultants LLC	88.07 pts	19.2 pts	22 pts	16.47 pts	16.8 pts	13.6 pts
PTS, Inc.	83.53 pts	19.2 pts	17.6 pts	16.47 pts	14.4 pts	15.87 pts

AM 22-152

RFP 23-020P – MEADOW LAKES LOOP DESIGN SERVICES

STATEMENT OF SERVICES

1.0 General

- 1.1 The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the Matanuska-Susitna Borough (MSB). Consultant shall not perform services or incur billable expenses except as authorized by a NTP.
- 1.2 All reports, plans, specifications, estimates, and similar work products provided by the Consultant shall be prepared by or under the supervision of an Engineer or Land Surveyor currently registered in Alaska.
- 1.3 All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval of the MSB):

<u>Name</u>	<u>Project Responsibilities</u>
David Lundin, PE	Contract Management
Shawn Hull, PE	Project Management
Matt Coburn, PE	Civil Engineering
Joe Zych, PLS	Surveying
Doug P. Simon, PE	Geotechnical

- 1.4 All coordination and correspondence for the project shall be handled through or with the concurrence of the MSB Project Manager.
- 1.5 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.

2.0 Billing

- 2.1 The Consultant shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall include:
 - 2.1.1 Name and address of the firm requesting payment
 - 2.1.2 Project name and number
 - 2.1.3 Date of invoice
 - 2.1.4 Period covered by the invoice
 - 2.1.5 Purchase order number
 - 2.1.6 Sequential invoice number
 - 2.1.7 Contract amount or upper limit
 - 2.1.8 Previous cumulative amount
 - 2.1.9 Current amount billed
 - 2.1.10 Total accumulative amount
 - 2.1.11 Percent complete
 - 2.1.12 For supplemental agreements, the invoice must show the current supplemental agreement and the revised Contract amount or upper limit.
 - 2.1.13 Summary of work effort performed for each task during the period covered by the invoice.
 - 2.1.14 Planned work for the next billing period.
 - 2.1.15 Final billings must be clearly marked as "FINAL."

- 2.2 Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

3.0 Project Location and Description

- 3.1 The project will upgrade Meadow Lakes Loop, located in Road Service Area 27. Improvements will include roadways, safety, drainage, excavation, pavement, roadside hardware, and signing. The project will improve approximately 4.1 miles of Meadow Lakes Loop and is anticipated to be completed in phases. No work is anticipated for the railroad crossing or the fish passage culverts.
- 3.2 The purpose of the Project is to upgrade to minor collector standards, improve road facilities, reduce maintenance costs, and enhance safety.
- 3.3 When authorized by NTP, the Consultant shall provide the services listed in section 4.0 Summary of Contract Services.
- 3.4 Once the 65% design documents for the entire Meadow Lakes Loop and the phasing plan are complete, the Consultant may be requested to complete additional design services, including permitting, ROW Mapping, plans, specifications, and an Engineer's estimate for the next phase(s).
- 3.5 MSB reserves the right to add other required services by amendment if necessary.

4.0 Summary of Contract Services

- 4.1 Surveying and Mapping
 - 4.1.1 Consultant shall research records of surveys applicable to the requirements of the Project.
 - 4.1.2 Consultant shall survey all topographic elements needed for project design and construction. Perform a topographic survey suitable to generate 1-foot contour intervals and accurately design all changes in the finish grade.
 - 4.1.3 Consultant shall provide vertical and horizontal control within 0.01 foot accuracy.
 - 4.1.4 Consultant shall complete office services necessary to reduce data collected to a form useful for permitting and design.
 - 4.1.5 Deliverables:
 - 4.1.5.1 Civil 3D DSM drawing
 - 4.1.5.2 Civil 3D Base Map
 - 4.1.5.3 Control Drawing
- 4.2 Geotechnical Investigation and Recommendation
 - 4.2.1 Consultant shall prepare an exploration plan and coordinate with the MSB Project Manager prior to performing the geotechnical drilling.
 - 4.2.2 Consultant shall conduct geotechnical site investigations to provide accurate information for the design. Representative Samples of materials collected during field activities shall be tested to determine those material characteristics pertinent to the design and construction of the project.

- 4.2.3 The Consultant shall provide a draft and final Geotechnical Engineering Report, presenting data collected during the geotechnical investigation/analysis and providing design recommendations.
- 4.2.4 Deliverables:
 - 4.2.4.1 Field Exploration Plan
 - 4.2.4.2 Bore Map and logs
 - 4.2.4.3 Draft and Final Geotechnical Engineering Report
- 4.3 Design: Plans, Specifications, and Engineer's Estimate (PS&E)
 - 4.3.1 Following authorization to proceed, the Consultant shall provide a PS&E Assembly suitable for project bidding and construction.
 - 4.3.2 The design assembly shall present the design that best accommodates the information derived from prior tasks. This task will be complete when MSB accepts the Final bid document assembly.
 - 4.3.3 Consultant shall submit to MSB a Preliminary Design Assembly consisting of Drawings, Specifications, and Engineer's Estimate representing the design effort approximately 35% complete. A field inspection of the project and a meeting shall be conducted to review the plans and discuss comments.
 - 4.3.4 Consultant shall evaluate existing drainage patterns and inspect each existing culvert. Prepare a drainage memorandum that documents findings, recommendations for culvert replacements, and drainage improvements.
 - 4.3.5 Consultant shall evaluate the existing utilities and prepare a memorandum that documents potential utility conflicts.
 - 4.3.6 Upon authorization to proceed, the Consultant shall prepare the Intermediate Design Assembly consisting of Drawings, Specifications, and Engineer's estimate that represents the design effort 65% complete. In addition, the Consultant shall work with the MSB Project Manager to prepare a phasing plan that best accommodates the information derived from previous tasks and the project budget.
 - 4.3.7 Upon authorization to proceed, the Consultant shall prepare the Final Design Assembly for Phase 1 consisting of Drawings, Specifications, and Engineer's estimate that represents the design effort 95% complete.
 - 4.3.8 The Bid Check Assembly shall consist of signed and sealed Drawings, Specifications, and Engineer's Estimate and represent the completed design effort for Phase 1.
 - 4.3.9 Deliverables:
 - 4.3.9.1 Preliminary Design Assembly
 - 4.3.9.2 Draft and Final Utility Conflict Memorandum
 - 4.3.9.3 Draft and Final Drainage Review Memorandum
 - 4.3.9.4 Intermediate Design Assembly
 - 4.3.9.5 Phasing Plan
 - 4.3.9.6 Final Design Assembly (Phase 1)
 - 4.3.9.7 Bid Check Assembly (Phase 1)

4.4 Assistance During Bidding

4.4.1 Consultant shall assist the MSB as requested during project bidding. Personnel who were in responsible charge for engineering, and other personnel, as necessary and appropriate, must be available to interpret and clarify documents prepared during project development and to assist the MSB with preparing any necessary addenda to the bid documents. Do not communicate about this Project with any potential bidders.

4.5 Assistance During Construction

4.5.1 Consultant shall assist the MSB as requested during project construction. The Consultant must be available to interpret and clarify documents prepared during project development and bidding; to review and approve shop drawings, materials/catalog submittals, and other items as necessary; and to assist the MSB with preparing any necessary change order documents. All communication about this Project must be through the MSB Project Manager. Do not communicate directly with the successful bidder.

5.0 Schedule

5.1 Project Schedule

Field Investigations	June 1, 2023
Preliminary Design	August 1, 2023
Intermediate Design	October 2, 2023
Final Design Assembly (Phase 1)	January 15, 2024
Bid Check Assembly (Phase 1)	March 1, 2024
Construction (Phase 1)	June-September 2024