


SUBJECT: Award of proposal number 22-143P to The Boutet Company, Inc. for the contract amount of \$158,115 to design upgrades to Williwaw Way, Kodiak Drive, and Helen Lane.





AGENDA OF: June 21, 2022

ASSEMBLY ACTION:

Approved under the Consent Agenda
6-21-22 

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer		
	Public Works Director		
	Finance Director		
	Borough Attorney	NS	
	Borough Clerk		

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

SUMMARY STATEMENT: On April 27, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to design upgrades to existing portions of Williwaw Way, Helen Lane, and Kodiak Drive to MSB standards, including surface improvements, dig-outs, drainage, and striping. Services purchased will support the Public Works Department in assembly district #4.

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 The Boutet Company, Inc as the most advantageous firm for the Borough.

The final completion date for this project is December 31, 2023. In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 30 days for unforeseen circumstances.

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

RECOMMENDATION OF ADMINISTRATION: Award of proposal number **22-143P** to **THE BOUTET COMPANY, INC.** for the contract amount of **ONE HUNDRED FIFTY EIGHT THOUSAND ONE HUNDRED FIFTEEN DOLLARS AND 00/100 CENTS (\$158,115.00)** to **DESIGN UPGRADES TO WILLIWAW WAY, KODIAK DRIVE AND HELEN LANE.**

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: June 21, 2022

SUBJECT: Award of proposal number 22-143P to The Boutet Company, Inc. for the contract amount of \$158,115.00 to design upgrades to Williwaw Way, Kodiak Drive and Helen Lane.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <u>\$158,115.00</u>	FUNDING SOURCE <u>RSA Capital Projects</u>
FROM ACCOUNT # <u>410.000.000 4XX.XXX</u>	PROJECT # <u>30045</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Miranda</u>	CERTIFIED BY:
DATE: <u>6/7/22</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>158.1</u>				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		<u>158.1</u>				
TOTAL						

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: _____ DATE: _____
 APPROVED BY: Cheryl A. Herrell DATE: 6/8/22



22-143P Williwaw, Kodiak, Helen Road Improvement Design Scoring Summary

	Total	Objectives and Services	Methods	Relevant Project Experience	Proposed Project Staff	Management
Supplier	/ 100 pts	/ 25 pts	/ 25 pts	/ 20 pts	/ 20 pts	/ 10 pts
The Boutet Company, Inc.	83 pts	20 pts	21.67 pts	16 pts	17.33 pts	8 pts
RESPEC	75.67 pts	21.67 pts	16.67 pts	13.33 pts	16 pts	8 pts

RFP 22-143P – WILLIWAW, KODIAK, HELEN ROAD IMPROVEMENT DESIGN

STATEMENT OF SERVICES

1.0 General

- 1.1 The Contractor shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the Matanuska-Susitna Borough (MSB). Contractor 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 Contractor 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>
Tim Alley, PE	Contract Management
Loren Becia, PE	Project Management/Civil Engineering
Anthony Hoffman, PLS	Surveying

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

2.0 Project Location and Description

- 2.1 This project will reconstruct Williwaw Way, Kodiak Drive, and Helen Lane, approximately 2.3 miles total, to MSB residential street standards as required by the Subdivision Construction Manual.
- 2.2 The purpose of the project is to resurface, restore and/or rehabilitate the deteriorated road embankment. Improvements may include new road section, drainage, signing, striping, utility relocations, culvert replacements and right-of-way acquisitions.
- 2.3 The Contractor shall provide complete bid-ready plans, specifications and an Engineer's estimate.
- 2.4 When authorized by a NTP, Contractor shall provide the following services: Surveying; Coordination with the Geotechnical Engineer; Design Criteria and Drainage Analysis Memorandum; Public Involvement Coordination; Plans, Specifications & Engineer's Estimate (PS&E); ROW Mapping; Utility Relocation Coordination; and Assistance During Bidding.
- 2.5 MSB reserves the right to add other required services by amendment if necessary.

3.0 Summary of Contract Services

3.1 Surveying

- 3.1.1 The Contractor shall field verify 2016 survey information and update as necessary to include recent maintenance improvements.
- 3.1.2 Obtain aerial image and topographic surface for areas outside of ROW to analyze drainage patterns and driveway catch limits and identify visible issues with the existing road embankment.

3.2 Geotechnical Investigation

- 3.2.1 Geotechnical Investigation is not included in this contract. Contractor shall coordinate with the selected geotechnical consultant to identify test hole/pit locations and information/recommendations to be included in the final report.

3.3 Design Memorandum

- 3.3.1 The Contractor shall establish the Design Criteria for the project and report them in a Design Memorandum (DM) to MSB.
- 3.3.2 The Contractor shall utilize standards and guidelines from the American Association of State Highway and Transportation Officials (AASHTO), Alaska Department of Transportation Highway Preconstruction Manual and MSB Subdivision Construction manual, as appropriate, in preparation of the DM
- 3.3.3 DM shall establish the required roadway design characteristics to include design speed, traffic volumes, design vehicle, lane and shoulder width and slope, horizontal and vertical alignments, intersection criteria (site distances, return radii, and control), and structural section requirements.
- 3.3.4 Contractor shall analyze existing drainage patterns, identify problem areas and provide drainage solutions to mitigate standing water and subgrade issues due to saturated soils.

3.4 Public Involvement Coordination

- 3.4.1 Public Involvement (PI) is not included in this contract. The Contractor shall coordinate with the selected PI consultant to provide design updates, design alternatives and exhibits for the PI effort, as needed.

3.5 PS&E

- 3.5.1 Contractor shall initiate design after completion of the DM and develop plans, specifications and estimates for construction documents. PS&E deliverables, in the form of one hard copy and pdf files, will be provided at 35%, 65%, 95% and 100% levels of design for MSB review and comment.
- 3.5.2 35% Preliminary Design deliverables shall include:
 - 3.5.2.1 Existing and proposed road surfaces with catch limits
 - 3.5.2.2 Full set of cross-sections at 100-foot intervals for straight and 50' intervals for horizontal curve portions of the rad alignment
 - 3.5.2.3 Location of all utilities within ROW, existing culverts and other features/structures within ROW

- 3.5.2.4 Table showing project length and basic design criteria including roadway width(s), functional class, estimated traffic volumes and design speed.
 - 3.5.2.5 Provide utility companies (Enstar, MEA, MTA and GCI) with a base map to review the location of existing utilities to verify accuracy and any missing facilities.
 - 3.5.2.6 Field review with MSB staff.
 - 3.5.2.7 Design progress memorandum
 - 3.5.3 65% Plans-In-Hand Design deliverables shall include:
 - 3.5.3.1 Refined horizontal and vertical alignment to minimize ROW impacts and utility conflicts and maximize cut/fill balance.
 - 3.5.3.2 Cost estimate for easement descriptions and drawings, if identified.
 - 3.5.3.3 Driveway plan and profiles
 - 3.5.3.4 Engineer's Estimate for major bid items
 - 3.5.3.5 Written responses to 35% review comments
 - 3.5.3.6 Design progress memorandum
 - 3.5.4 95% Pre-PS&E Design deliverables shall include:
 - 3.5.4.1 Complete plans and bid documents including MSB standard modifications, project special provisions, scope of work and refined engineer's estimate.
 - 3.5.4.2 CAD files in Civil 3D 2021 format including base mapping and linework
 - 3.5.4.3 Written responses to 65% review comments
 - 3.5.4.4 Design progress memorandum
 - 3.5.5 100% PS&E Design deliverables shall include:
 - 3.5.5.1 Completed plans sealed by a professional engineer licensed in the state of Alaska including Title sheet, survey control diagram, typical sections, plan and profiles, summary of quantities, details, erosion control plan, traffic control plan, total disturbed area, and any other information required for a complete set of bid-ready documents and/or sheets required by MSB project manager.
 - 3.5.5.2 Final Engineer's Estimate
 - 3.5.5.3 Final MSB standard modifications and project special provisions in word and pdf format
 - 3.5.5.4 Written responses to 95% review comments
 - 3.5.5.5 CAD files in Civil 3D 2021 format including base mapping and linework
 - 3.5.5.6 Hard copy and pdf of the design summary memorandum
 - 3.5.5.7 Permits as needed
- 3.6 ROW Mapping (TBD)
 - 3.6.1 Contractor shall identify any impacts to properties outside of existing ROW and identify need for temporary construction easements, slope and/or maintenance easements and ROW acquisitions as needed to complete construction.
 - 3.6.2 Contractor shall coordinate with the MSB ROW coordinator to provide necessary documentation of easements or ROW acquisitions for recordation.

3.7 Utility Relocation Coordination

3.7.1 Contractor shall limit utility conflicts wherever possible. Where conflicts with design and existing utilities are unavoidable, the Contractor shall coordinate with the utility companies (Enstar, MEA, MTA, and GCI) as needed providing design plan and profile and cross sections to the utility for their use to design relocation of effected facilities.

3.8 Assistance During Bidding

3.8.1 Contractor shall assist the MSB as needed during advertisement and bidding of the project.

3.8.2 Contractor shall interpret and clarify 100% PS&E documents, detailed in section 3.5.5, to aid MSB in preparation of any necessary addenda to the bid documents.

3.8.3 Contractor shall not communicate with any potential bidders about this project.