

SUBJECT: APPROVAL OF CHANGE ORDER NO. THREE FOR PHASE 2 DESIGN SERVICES OF CONTRACT NO. 23-020P WITH HDL ENGINEERING CONSULTANTS, LLC FOR THE MEADOW LAKES LOOP IMPROVEMENTS PROJECT IN THE AMOUNT OF \$99,890 AND EXTENSION OF THE COMPLETION DATE TO DECEMBER 31, 2026.

AGENDA OF: October 15, 2024

ASSEMBLY ACTION: Approved under the consent agenda 10/15/24 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Project Management Division Manager	10/11/2024 X Cole Branham <small>Signed by: Cole Branham</small>
Public Works Director	10/11/2024 X Tom Adams, P.E. <small>Signed by: Tom Adams</small>
Purchasing Director	10/2/2024 X Rustin Krafft <small>Signed by: Rustin Krafft</small>
Finance Director	10/2/2024 X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	10/2/2024 X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	10/2/2024 X Michael Brown <small>Signed by: Mike Brown</small>
Borough Clerk	10/3/2024 X Lonnie McKechnie <small>Signed by: Lonnie McKechnie</small>

ATTACHMENT (S) : FN
HDL Proposal

SUMMARY STATEMENT: On August 31, 2022, the Matanuska-Susitna Borough Purchasing Division, in collaboration with the Public Works Department, issued a solicitation for proposals for professional engineering services related to the Meadow Lakes Loop Improvements project. This project encompasses approximately 4.1 miles of road and will be completed in four phases. It is included in the Road Service Area 27 Meadow Lakes 2024 Road Improvement Project (RIP) List, adopted by the Assembly on January 16, 2024.

In response to the solicitation, two proposals were received. An evaluation team of MSB Public Works staff reviewed the proposals and selected HDL Engineering Consultants, LLC (HDL) as the most qualified firm.

The Purchasing Division, with the involvement of Public Works, negotiated with HDL to develop a fee proposal for the project. Services include Survey, Geotechnical Investigation and Recommendation, Plans, Specifications, Engineer's Estimate, Assistance During Bidding (Phase 1 only), and Assistance During Construction (Phase 1 only). The Plans, Specifications, and Engineer's Estimate included bringing the entire alignment to the 65% design level, developing the phasing plan, and then taking the first phase to final design. Design services for additional phases will be added to the contract by amendment.

On December 20, 2022, the Purchasing Division presented AM 22-152 to the Assembly, recommending the award of proposal No. 23-020P to HDL Engineering Consultants, LLC for a contract amount of \$274,051.00 to design improvements to Meadow Lakes Loop. The contract was approved under the consent agenda.

On January 3, 2023, the Borough entered into Contract 23-020P with HDL Engineering Consultants, LLC, with a total value of \$274,051.00 and a completion date set for October 31, 2024.

Change Order One (1) added services for culvert evaluations, a cul-de-sac design on Gentry Drive, assessment of an alignment alternative, optimization of horizontal and vertical designs, survey changes, and rate adjustments. This change order, approved by AM 24-037, added \$114,231.00 to the contract.

Change Order Two (2) adjusted the scope for Phase 1 to include the railroad crossing, the Alaska Railroad Corporation (ARRC) temporary construction permit, and a public use easement, adding \$11,760.00 to the contract.

Change Order No. Three (3) will add \$99,890 to provide services for Surveying/Right-of-Way (ROW) Mapping, Plans, Specifications and Estimate (PS&E), Bidding Assistance, and Assistance During Construction for Phase 2. This change order also includes a time extension to December 31, 2026, covering assistance during bidding and construction for Phase 1 and ROW, design, bidding, and construction for Phase 2. Phase 1 is expected to be advertised for construction bids this winter, with construction slated for 2025. Phase 2 construction is anticipated for summer 2026, contingent on the ROW acquisition process. Additional costs for ROW acquisition services are expected for Phase 2.

This change order modifies the total contract sum for all services and expenses to \$499,932.00, with the contract completion date extended to December 31, 2026. All other terms of the contract remain unchanged.

The Administration requests approval of Change Order No. Three (3) for Contract No. 23-020P with HDL Engineering Consultants, LLC for the Meadow Lakes Loop Improvements project in Road Service Area 27. Additionally, the Administration seeks authority to extend this contract by up to 120 days for unforeseen circumstances.

RECOMMENDATION OF ADMINISTRATION: Approve Change Order No. Three (3) for Phase 2 design services for Contract No. 23-020P with HDL Engineering Consultants, LLC for the Meadow Lakes Loop Project, adding \$99,890 and extending the contract to December 31, 2026. Additionally, grant authority to extend the time of performance by up to 120 days.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: October 15, 2024

SUBJECT: APPROVAL OF CHANGE ORDER NO. THREE FOR PHASE 2 DESIGN SERVICES OF CONTRACT NO. 23-020P WITH HDL ENGINEERING CONSULTANTS, LLC FOR THE MEADOW LAKES LOOP IMPROVEMENTS PROJECT IN THE AMOUNT OF \$99,890 AND EXTENSION OF THE COMPLETION DATE TO DECEMBER 31, 2026.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$99,890	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 30047
TO ACCOUNT:	PROJECT #
VERIFIED BY: X <u>Liesel Weiland</u> Signed by: Liesel Weiland	10/2/2024

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						
CAPITAL		99.9				
REVENUE						

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		99.9				
TOTAL		99.9				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	10/2/2024
X <u>Cheyenne Heindel</u>	

Signed by: Cheyenne Heindel

September 30, 2024

Cole Branham
Project Management Division Manager
Matanuska-Susitna Borough Public Works
350 E. Dahlia Avenue
Palmer, AK 99645

Subject: Phase 2 – PS&E & PUE Exhibits
Meadow Lakes Loop Improvements Phase 2 (RSA 27) – Wasilla, AK
Project # 23-27-1861

Dear Mr. Branham:

As requested by the Matanuska-Susitna Borough (MSB), HDL Engineering Consultants, LLC (HDL) has prepared this amendment proposal for additional professional services for the following:

- Surveying/ROW – Phase 2 Easement Exhibits
- PS&E – Phase 2 Final Design

Scope of Services

Phase 2 consists of Meadow Lakes Loop from Sta “ML” 268+50 to 311+65, approximately Juliana Drive to Pittman Road, with a total length of 4,315-feet (0.8-miles). This segment has a moderate amount of ROW and utility impacts with the majority of the roadway requiring pavement rehabilitation.

Task 1: Surveying/ROW Mapping

During the 65% Design phase, Right-of-Way (ROW) requirements were identified along seven (7) properties within Phase 2 project requiring Public Use Easements and include the following.

- Melton Tract B (2851 N Meadow Lakes Loop)
- Scott Lk Add #2 Block 2 Lot 1 (2974 N Melton Lane)
- Garrison RDG 2023 Lot 1A (2968 N Spook Hollow Circle)
- Garrison RDG Ph 2 Block 1 Lot 4 (3424 N Meadow Lakes Loop)
- Phillips Unit #1 Lot 3 (3750/3752 N Meadow Lakes Loop)
- Phillips Unit #1 Lot 2 (3890 N Meadow Lakes Loop)

An HDL survey crew will visit each site and ensure any permanent structures within 25 feet of the proposed Public Use Easements are located and will be shown on the easement exhibits.

Civil
Engineering

Geotechnical
Engineering

Transportation
Engineering

Aviation
Engineering

W/WW
Engineering

Environmental
Services

Surveying &
Mapping

Construction
Administration

Material
Testing

We will prepare PUE Exhibits for each of the six (6) properties. Deliverables will include draft and final PUE Exhibits.

Task 4: Plans, Specifications, & Estimate

95% Design Review. Comments from the 65% Design Review will be addressed, the design further developed, and a Phase 2 95% complete package of plans, specifications, and cost estimate (PS&E) will be prepared. The 95% set will include quantity summary tables, cut/fill by station, erosion and sediment control plan, and traffic control and permanent construction signage plans. The project manual will include MSB standard modifications, project special provisions, and bid form. PDF and Word files of the PS&E will be submitted for review via email or shared on HDL’s electronic file share site, depending total file size. A single CAD file with base mapping and proposed linework in Civil3D 2023 format will also be provided. A design progress memorandum, along with written responses addressing review comments, will be included with the submittal.

100% Final Construction Documents. Upon receipt and review of comments, a 100% complete, bid-ready PS&E package will be prepared and provided to MSB in hard copy along with PDF and Word files emailed or shared on HDL’s electronic file share site. We will also provide all project information obtained during the course of the survey and design, including a final CAD file in Civil3D 2023 format with base mapping and proposed linework. A design summary memorandum, along with written responses addressing review comments, will be included with the submittal.

Task 5: Bidding Assistance

After completion of bid-ready documents, HDL will assist the MSB with bidding. As requested, we will participate in a pre-bid conference, interpret and clarify bid documents, and prepare any necessary addenda to the bid documents.

Task 6: Assistance During Construction

During project construction, HDL will assist the MSB, as requested. We have budgeted 20 hours to participate in a preconstruction meeting, interpret and clarify project documents, perform up to three (3) site visits, and review up to ten (10) submittals. We have also budgeted 30 hours for preparation of redline drawings for as-builts.

Contract Extension

The September 10, 2024 Purchase Order (No. 2023-00002449) authorizing Change Order #2 for additional services lists a contract completion date of October 31, 2024. A revised completion date will be required to continue the project. We propose a contract extension, with a new contract completion date of December 31, 2026, to complete the work related to Phase 1 Assistance During Bidding and Assistance During Construction services, Final PS&E Design of Phase 2, Phase 2 PUE Exhibits preparation, and Phase 2 Assistance During Bidding and Assistance During Construction services.

Assumptions/Exclusions

This quote is prepared using the following assumptions and exclusions; deviation may require additional compensation.

1. Easement Exhibit preparation is for six (6) properties only. Exhibits for additional properties may be added upon request.
2. MSB ROW department will furnish Title Reports for the lots needing Public Use Easements.
3. Work within DOT&PF ROW at Pittman Road is assumed to be considered maintenance activities; therefore, an Approach Permit should not be required.
4. Design criteria are the MSB 2022 Subdivision Construction Manual, supplemented by AASHTO's *A Policy on Geometric Design of Highways and Streets, 8th Edition, 2018*, (known as the Green Book), AASHTO's *Guidelines for Geometric Design of Low-Volume Roads, 2nd Edition, 2019*, and AASHTO's *Roadside Design Guide, 4th Edition, 2011*.
5. A preliminary engineering report or a design study report is not included but may be added upon request.
6. A hydrologic study or a hydraulic study is not included but may be added upon request. Design of drainage improvements is not included, except roadside ditches and culverts. Culvert sizing will be based on MSB recommendations. Design of storm drain detention ponds or storage facilities is not included.
7. Environmental analysis, recommendations, coordination, and preparing permits are not included but may be added upon request.
8. An MSB Floodplain Permit is not included but may be added upon request.
9. Public involvement services are not included but may be added upon request.
10. Utility coordination is limited to providing plans no later than 35% design to the utility companies (Enstar, GCI, MEA, and MTA) to review and verify the accuracy of the locates and identify, if any, missing utilities. Additional coordination for conflict resolution may be added upon request.
11. MSB will provide the MSB-modified sections of the 2017 DOT&PF Standard Specifications for Highway Construction for use in preparing specifications for this project. The template will be in MS Word format.
12. Erosion and Sediment Control Plan (ESCP) sheets will be included in the project plans; however, there will be no ESCP narrative in the specifications. The ESCP sheets will be a base map for the contractor to use in preparation of the Storm Water Pollution Prevention Plan and will include arrows showing general site drainage flow directions. BMP's will not be shown on the ESCP.
13. Traffic Control Plan(s) will be provided by the construction contractor.
14. The project construction for Phase 2 will be bid in one (1) final PS&E package without additive alternatives.
15. Assistance during construction is limited to 20 hours, as requested, as outlined above for meeting(s), site visits, submittal reviews, etc. Additional services may be added upon request.

Cost Proposal

We propose to provide the aforementioned services at the cost and method of payment identified below. Further detail is included on the attached worksheet.

Task	Method of Payment	Proposed Fee
#1 Surveying/ROW Mapping	Fixed Price	\$16,410
#4 PS&E	Fixed Price	\$71,020
#7 Bidding Assistance	Time & Expenses	\$4,170
#5 Assistance During Construction	Time & Expenses	\$8,290
Total		\$99,890

We look forward to continuing our work with you on this project. If you have any questions, please feel free to contact me.

Sincerely,
HDL Engineering Consultants, LLC



Shawn Hull, PE
Mat-Su Transportation Manager
e: SHull@HDLalaska.com | o: 907.746.5230 | c: 907.227.3041

Attach: Cost Proposal (5 pages)



FIRM: HDL Engineering Consultants, LLC	PROJECT TITLE: Design Meadow Lakes Loop - Phase 2	DATE: 9/30/2024
---	---	------------------------

TOTAL NEGOTIATED FIXED FEE:

GROUP	TASK	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST	FEE DISTRIBUTION	FIRM'S TOTAL PRICE	*SUB- CONTRACTS	PRICE PLUS SUBS
	1	\$16,410	\$0	\$0	\$16,410	\$0	\$16,410	\$0	\$16,410
	2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	4	\$71,020	\$0	\$0	\$71,020	\$0	\$71,020	\$0	\$71,020
	5	\$4,170	\$0	\$0	\$4,170	\$0	\$4,170	\$0	\$4,170
	6	\$8,290	\$0	\$0	\$8,290	\$0	\$8,290	\$0	\$8,290

*Subcontractors for negotiated professional or technical services, products, etc. (Commodity items available to the general public at market prices, equipment use, and unit priced items are generally included in estimate as expenses.)

ESTIMATED TOTALS	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST	FEE	FIRM'S TOTAL PRICE	*SUB- CONTRACTS	PRICE PLUS SUBS
FOR FIRM:	\$99,890	\$0	\$0	\$99,890	\$0	\$99,890	\$0	\$99,890

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants, LLC				PROJECT TITLE: Design Meadow Lakes Loop - Phase 2									
TASK NO: 1	TASK DESCRIPTION: Survey PUE Exhibits							DATE: 9/30/2024					
GROUP:		METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input type="checkbox"/>			PREPARED BY: Zych								
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION											
		Survey Manager	Survey SR PLS 35	Survey PLS 26	Survey PLS 21	Survey Tech. S18	2-Man Crew	Project Manager					
	Mgmt & Coordination	2						2					
	Research, Field Prep.					1							
	PUE improvements field survey						8						
	PUE Exhibits (6)			60									
	QA/QC		12	8									
TOTAL LABOR HOURS		2	12	68	0	1	8	2	0	0	0	0	0
* LABOR RATES (\$/HR)		\$215.00	\$205.00	\$160.00	\$135.00	\$120.00	\$270.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LABOR COSTS (\$)		\$430.00	\$2,460.00	\$10,880.00	\$0.00	\$120.00	\$2,160.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES													
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: This cost estimate is for 6 PUE exhibits.								
				\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
				\$0.00									
	Markup at 10%			\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$16,410						
								<i>IF CPFF, TOTAL INDIRECT COST @</i>	0.00%	\$0			
							TOTAL EXPENSES:	\$0	FIRM'S TOTAL EXPENSES				\$0
SUB-CONTRACTORS: Firm Initials and Price Per Task							FIRM'S TOTAL COST (no Subcontracts or Fee)			\$16,410			
FIRM:					Subtotal	10% Markup							
AMOUNT:					\$0	\$0	TOTAL SUBCONTRACTOR PRICES:					\$0	

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants, LLC			PROJECT TITLE: Design Meadow Lakes Loop - Phase 2									
TASK NO: 4	TASK DESCRIPTION: Plans, Specifications, and Estimate									DATE: 9/30/2024		
GROUP:	METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: Coburn						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Project Manager	Civil Engineer	EIT	Drafter	Contract Manager	Environ Specialist	Geotech Engineer			Sheets	
	General Mgmt & Coord. (Phase 2)	16	8			8	8					
	QC & Oversight (Phase 2)	16				8						
	Progress Meetings (Phase 2)	12	12									
	Title/Legend/Layout				1						3	
	Survey Control										1	
	Typical Sections		1	2	2						1	
	Estimate of Quantities		2	4	4						1	
	Summary Sheets		4	8	16						3	
	Detail/Grading Sheets		2	4	4						1	
	Erosion and Sediment Control		2	4	8						4	
	Plan and Profile - Roadway		12	32	32						11	
	Approach Profiles		4	24	24						2	
	Signing & Striping		4	8	16							
	Illumination & Signalization			none required								
	Traffic Control Plan		2	4	8						1	
	ROW Maps			none required								
	Specifications	4	8	4								
	Estimate & Quantities	2	4	24								
	Cross Sections		2	8	24						22	
	Design Memorandums (Phase 2)	2	4	4								
	Final PS&E Package	8	20	40	20							
	Phase 3 (To be negotiated later)											
	95% Submittal Package											
	Final PS&E Package											
	Phase 4 (To be negotiated later)											
	95% Submittal Package											
	Final PS&E Package											
	TOTAL LABOR HOURS	60	91	170	159	16	8	0	0	0	50	
	* LABOR RATES (\$/HR)	\$180.00	\$160.00	\$130.00	\$120.00	\$205.00	\$150.00	\$180.00				
	LABOR COSTS (\$)	\$10,800	\$14,560	\$22,100	\$19,080	\$3,280	\$1,200	\$0	\$0	\$0	\$0	
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: See proposal dated September 30, 2024 for project scope and assumptions.							
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00								
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$71,020							
				\$0.00	IF CPFF, TOTAL INDIRECT COST @ 0.00%							
				\$0.00	FIRM'S TOTAL EXPENSES \$0							
				\$0.00	FIRM'S TOTAL COST (no Subcontracts or Fee) \$71,020							
				\$0.00	TOTAL EXPENSES: \$0							
				\$0.00	SUB-CONTRACTORS: Firm Initials and Price Per Task							
				\$0.00	FIRM'S TOTAL COST (no Subcontracts or Fee) \$71,020							
FIRM:				Subtotal	10% Markup							
AMOUNT:				\$0	\$0	TOTAL SUBCONTRACTOR PRICES: \$0						

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants				PROJECT TITLE: Design Meadow Lakes Loop - Phase 2							
TASK NO: 6		TASK DESCRIPTION: Assistance During Construction							DATE: 9/30/2024		
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: Coburn					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Project Manager	Contract Manager	Civil Engineer	EIT	Clerical					
	General Mgmt & Coordination	4	2								
	Assistance during Construction (Phase 2)	4		8	8						
	Preparation of redline drawings (PDF)	2		4	24						
	To be negotiated later										
	Assistance during Construction (Phase 3)										
	Preparation of redline drawings (PDF)										
	Assistance during Construction (Phase 4)										
	Preparation of redline drawings (PDF)										
TOTAL LABOR HOURS		10	2	12	32	0	0	0	0	0	0
* LABOR RATES (\$/HR)		\$180.00	\$205.00	\$160.00	\$130.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LABOR COSTS (\$)		\$1,800.00	\$410.00	\$1,920.00	\$4,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES					COMMENTS: See proposal dated September 30, 2024 for project scope and assumptions.						
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
FIRM'S TOTAL COST OF LABOR (or Fixed Price):							\$8,290				
Markup at 10%					IF CPFF, TOTAL INDIRECT COST @ 0.00%		\$0				
TOTAL EXPENSES:					\$0		FIRM'S TOTAL EXPENSES	\$0			
SUB-CONTRACTORS: Firm Initials and Price Per Task							FIRM'S TOTAL COST (no Subcontracts or Fee)	\$8,290			
FIRM:	EDC				Subtotal	10% Markup					
AMOUNT:					\$0	\$0	TOTAL SUBCONTRACTOR PRICES:		\$0		