

**SUBJECT:** Award of proposal number 22-094P to The Boutet Company, Inc. for the contract amount of \$193,752 for Felton Street Construction Management Services.

**AGENDA OF:** April 19, 2022

**ASSEMBLY ACTION:**

*Adopted without objection  
4-19-22 [Signature]*

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

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

*WB*

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>[Signature]</i>	
	Public Works Director	<i>TDL</i>	6 Apr 2022
	Finance Director	<i>[Signature]</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>CM 4/11/22</i>	<i>[Signature]</i>

**ATTACHMENT (S) :** Fiscal Note: Yes ☒ X No ☐  
Scope of Services (6p)

**SUMMARY STATEMENT:** On March 1, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified consultants to provide construction management (CM) services for the Felton Street Extension project. This roadway project will include a new road and pathway segments, signal improvements, illumination, storm drain and other infrastructure. These services will support the Public Works Department in assembly district #1.

In response to the advertisement, one proposal was received. A proposal evaluation team made up of Borough Public Works staff evaluated the proposal and found it to be sufficient.

The final completion date for this project is October 31, 2022.

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 22-094P, FELTON STREET CONSTRUCTION MANAGEMENT SERVICES** to **THE BOUTET COMPANY, INC.** for the contract amount of **ONE HUNDRED NINETY THREE SEVEN HUNDRED FIFTY TWO DOLLARS AND 00/100 CENTS (\$193,752.00)**

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: April 19, 2022

SUBJECT: Award of proposal number 22-094P to The Boutet Company, Inc. for the contract amount of \$193,752 for Felton Street Construction Management Services.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$193,752</u>	FUNDING SOURCE <u>Roads + Bridges Cap. Proj.</u>
FROM ACCOUNT # <u>430.000.000 4xx.xxx</u>	PROJECT # <u>35401/35471</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Amel W. ...</u>	CERTIFIED BY:
DATE: <u>4-7-22</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>193.8</u>					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>193.8</u>					
TOTAL	<u>193.8</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 DEPARTMENT: Chesterne Dinkel DATE: 4/7/2020  
 APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## SCOPE OF SERVICES

### 22-094P, Felton Street Construction Management Services

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#### PROJECT BACKGROUND AND DESCRIPTION

The Matanuska-Susitna Borough is seeking professional engineering services to provide construction management (CM) for the Felton Street Extension project. This roadway project will include a new road and pathway segments, signal improvements, illumination, storm drain and other infrastructure. The project is located in the City of Palmer between the Palmer-Wasilla Highway and Bogard Road. See attached vicinity map.

Compensation for CM services will be paid on a time & materials (T&M) basis, and not exceed an agreed upon maximum amount for each project without mutual agreement through a contract amendment. Each firm's T&M rates should be included with their fee proposal.

The Borough Project Manager will provide engineering plans, specifications and a construction cost estimate for the project to the CM for constructability review and comment. The engineering design services are provided under a separate contract.

The funding for this project comes from various state grants and local sources. The total project budget for construction and engineering including CM services is approximately \$4 million. The CM is expected to know the funding source requirements as they pertain to construction for this project.

The successful proposer shall maintain a formal Quality Assurance program to ensure that the MSB receives high quality construction and technically correct deliverable documents. The Selected CM firm shall provide a written submittal of their QA plan. MSB reserves the right to audit the contractors Quality Assurance Program at any time.

#### ESTIMATED PROJECT SCHEDULE

Construction Bidding: March 2022

Construction Manager NTP: Late April 2022

Contractor NTP: May 16, 2022

Substantial Completion: October 15th, 2022

Final Completion: July 14th, 2023

#### SCOPE OF SERVICES

General Request for Proposal

It is the intent of this contract to procure a professional team to perform Construction Management services. In addition, detailed coordination will be required with the MSB Public Works staff and other contractors and consultants working on the project.

The scope of work anticipated is as follows:

##### A. PRE-CONSTRUCTION SERVICES

The Construction Management (CM) services shall consist of providing Pre-Construction Phase services as required.

##### 1. Project Review

1.1 The CM shall meet with the Owner, the Project Designer and any other design team members to fully understand the Project, the design documents, the project scope and all other pertinent aspects of the Project.

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- 1.2 The CM shall become an integral part of the Project Team that will coordinate the development and progress of the design and construction processes.
2. Project Development
  - 2.1 The CM shall attend regularly scheduled meetings with the Project Designer and other consultants during the Design Phases established by the contract between the Owner and the Project Designer, to advise them on matters relating to building methods, construction details, building, phasing and sequencing. The CM shall provide written recommendations on construction feasibility if requested by the Owner.
3. Value Analysis
  - 3.1 The CM shall, after a complete review of the Project, evaluate the designs available to provide cost savings suggestions and best value recommendations to the Owner.
  - 3.2 Value analysis efforts shall result in a design that is most effective in construction costs as well as long term operational costs relative to facility maintainability.
  - 3.3 The CM shall also conduct value analysis studies during each of the Construction Document Phases to evaluate specific items as requested by the Owner.
4. Constructability Review
  - 4.1 CM shall review the design throughout the pre-construction phase as to constructability. At each phase of design the CM shall submit a written report as directed by the Owner that shall contain: (1) A description of constructability issues with background information; (2) a summary of the CM's in-depth study/research; and, (3) written recommendations for addressing the issues.
5. Coordination of Contract Documents
  - 6.1 The CM shall review the drawings and specifications as they are being prepared, recommending alternative solutions whenever design details affect costs, construction feasibility or schedules.
  - 6.2 The CM shall provide a thorough interdisciplinary coordination review of the Construction Drawings and Specifications. Review shall be performed utilizing a structured and industry accepted process. The CM shall review the final documents to see that all comments have been incorporated.
7. Bid assistance
  - 7.1 In coordination with the MSB Purchasing Division:

The CM shall provide assistance in the preparation of Bid documents.

The CM shall assist the owner in conducting the Pre-construction conference for the project.

The CM shall provide assistance in review of bids.

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B. CONSTRUCTION PHASE SERVICES

The Construction Management (CM) Services shall consist of providing Construction Phase services as required.

1. Project Schedule

1.1 The CM shall review each construction contractor's plan and schedule each month, and provide regular monitoring of the schedule as construction progresses, identify potential variances between scheduled and desired completion dates, review schedule for work not started or incomplete and notify the owner of all schedule related issues.

1.2 The CM shall prepare and maintain a program schedule showing all projects and their milestone dates.

2. Project Staffing

2.1 The CM shall maintain a competent and adequate full-time staff approved by the Owner at the various contract sites to provide adequate observation and inspection of the work to insure that all work is being performed in accordance with contract plans and specifications, and to monitor progress on each contract at all times.

2.2 It is understood that the designated and approved on-site resident CM representatives will remain on the job and in responsible charge as long as those persons remain employed by the CM, unless the Owner has reason to agree otherwise during the course of the project.

3. Project Observation and Inspection

3.1 The CM shall establish an on-site organization and lines of authority in order to observe and inspect the work of the various Contractors for compliance with the contract documents and communicate with the Contractors regarding the acceptability of the work.

3.2 The CM shall monitor corrective actions taken by Contractors needed to correct work that is not in compliance with Contract Documents.

3.3 The CM or their designated representative shall schedule and coordinate and perform Quality Assurance testing.

3.4 The CM shall accept delivery and arrange for storage, protection and security for any Owner purchased materials, systems and equipment that are a part of the work until such items are turned over to the respective contractor.

4. Meetings

4.1 The CM shall schedule and conduct regular progress meetings as conditions on the various contracts require but at least weekly, and the CM shall conduct bi-weekly owner's meetings and other meetings as may be directed by the Owner, at which Contractors, Owner, Project Designers, and other designated representatives, and the CM can discuss jointly such matters as progress, scheduling, and construction-related problems. The CM shall take and distribute complete minutes of meetings to all attendees and others as directed by the Owner.

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5. Permits

5.1 The CM will have a thorough working knowledge of Soil Erosion and Sediment Control and perform inspections of the construction site to assure that specified soil erosion and sedimentation controls are installed correctly, performing as intended, and maintained daily.

5.2 The CM will have a thorough working knowledge of Storm Water Management and perform inspections of the construction site to assure that the Contractor's operation is following pollution prevention and good housekeeping best practices conforming to the Storm Water Management Plan.

5.3 The CM will have a thorough working knowledge of the construction requirements of all project specific environmental and other permits issued to the project and inspect project areas covered by these permits and assure that the Contractors comply with the permit requirements.

6. Requests for Information (RFIs)

6.1 The CM shall be responsible for tracking and monitoring all contractor RFIs throughout the Construction Phase in a timely manner until they are processed by the Project Designer and the Owner.

7. Substitution Requests

7.1 The CM shall be responsible for tracking and monitoring all substitution requests throughout the Construction Phase until all substitution requests are processed by the Project Designer and the Owner. The CM shall be responsible to see that all substitution requests are submitted in a timely manner per the contract specifications.

8. Pay Requests

8.1 The CM shall be responsible for tracking and monitoring all Contractor pay requests and provide recommendations to the owner as to payment. All payment requests will be processed by the CM in 14 days.

8.2 The CM shall be responsible for tracking and monitoring all Contractor compliance with all contract requirements (i.e. certified payroll, labor compliance, etc.)

9. Change Site Conditions

9.1 The CM shall be responsible for the investigation of site conditions that differ from those described in the Contract documents; and shall review submittals in support, and recommendations for resolution, of any claims and disputes related to differing site conditions.

10. Project Photographs

10.1 The CM shall submit progress photographs to the owner monthly in sufficient detail to properly record the work of all contractors.

12. Changes

12.1 The CM shall develop and implement a system for all contracts for review, negotiation, and processing of proposed Change Orders. They shall, with complete supporting data to include cost estimates, recommend necessary changes to the Owner and the Project Designer for approval and assist in negotiations with contractors if requested.

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13. Shop Drawings

13.1 The CM shall develop and implement a system for review, acceptance or rejection, and processing of all shop drawings / submittals, including the projected lead time on the CPM schedule. The CM shall review this system with the Owner and the Project Designer, and obtain the Owner's approval prior to implementation.

14. Project Site Documents

14.1 The CM shall devise, implement and maintain at their Project office, on a current basis, a structured document control system which includes and tracks records of all necessary contracts, RFI's, shop drawings, samples, purchases, materials, weigh master certificates, and any other documents and revisions thereto which arise out of the Contract or the work. These documents shall be readily available to the Owner any time during the performance of this contract.

15. Reports

15.1 General

- a. The CM shall keep accurate and detailed written records of project progress during all stages of construction.
- b. The CM shall submit the required reports to the Owner on the status of construction, including update copies of all logs maintained at the site for change orders, claims, submittals, etc.

15.2 Daily Diary

The CM shall maintain a detailed daily diary of all events, which occur at the various jobsites or elsewhere, and which affect, or may be expected to affect, project progress for each contract. The diary shall record weather data, including minimum and maximum temperatures, precipitation type and amount, sky conditions, and wind velocities. The diary shall also record all visitors, and include a detailed list of all material deliveries to the site. The diary shall be available to the Owner at all times and shall be turned over to the Owner upon completion of the contract.

15.3 Daily Reports

The CM shall compile a summary daily report for each contract consisting of the following for submittal to the Owner:

The CM's Daily Diary

Each construction contractor's daily report describing the construction activities of the day along with manpower and equipment usage, including that of the subcontractors.

The report shall contain the results of any testing performed for each construction contract.

- 15.4 The CM shall provide to the Owner on a monthly basis (every 30 days beginning 30 days from the issuance of the Notice to Proceed for a Construction contract) or at the Owner's request, a written report inclusive of all project activities for each contract for the prior month.

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- a. Project Status: Overall summary of the project status to date for each contract including the percentage of completion for each contract.
- b. Schedule: Revised project schedules with a summary statement as to the status of construction for each contract, and major milestones (achieved and slipped), including a discussion of each slippage.
- c. Cost Status: Overall summary of the financial status of each contract.
- d. Change Orders: A summary statement as to the status of change orders for each contract inclusive of potential change orders, approved change order and rejected / voided change orders as well as change order which require the Owner's immediate attention.
- e. Shop Drawings / Submittal and RFIs: A summary statement as to the status of shop drawings / submittal and RFIs for each contract inclusive of items requiring the Owner and/or the Project Designer's immediate attention.
- f. Quality Control / Inspections: A summary statement as to the status of quality control / inspections for each contract including, but not limited to, number and type of inspections made, overall project quality to date, descriptive summary and copies of all quality assurance test, and recommendations.
- g. A copy of monthly photographs highlighting the current progress, as necessary
- h. A 30 day construction look ahead report.

16. Contract Close-Out

- 16.1 The CM is responsible for compliance with all Contract Close Out requirements for all construction contracts per the Contract Documents. The CM shall obtain data from all Contractors and maintain a current set of record drawings, specifications and operating manuals by contract.
- 16.2 The CM is to work closely with the Owner as to the procedures and schedule for Contract Close-Out and the contractual obligations therein.
- 16.3 At the completion of each contract and before final payment, the CM shall deliver all such records to the Owner along with a complete set of as-built drawings for use by the Project Designer in preparing Record Drawings.

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