

SUBJECT: Award of proposal number 25-097P to Lounsbury & Associates Inc. for the contract amount of \$174,935 to provide Construction Management Services for Midway Street Improvements.

AGENDA OF: April 1, 2025

ASSEMBLY ACTION: Approved under the consent agenda 04/01/25 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

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

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

SUMMARY STATEMENT: On January 24, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to Provide Construction Management Services for Midway Street Improvements. Services purchased will support the Public Works Department in assembly district #3.

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 Lounsbury & Associates, Inc. as the most advantageous firm for the Borough.

The substantial completion date for this project is September 30, 2025 with the final completion of July 31, 2026.

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: April 1, 2025

SUBJECT: Award of bid number 25-097P to Lounsbury & Associates, Inc. for the contract amount of \$174,935.00 to Provide Construction Management Services for Midway Street Improvements.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$174,935	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 30036-2100/6600
TO ACCOUNT :	PROJECT #
VERIFIED BY:  Recoverable Signature X Liesel Weiland Signed by: Liesel Weiland	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	174.9					
---------	-------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	174.9					
TOTAL	174.9					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____



Recoverable Signature

X

Cheyenne Heindel

APPROVED BY: _____ DATE: _____

Signed by: Cheyenne Heindel

SCOPE OF SERVICES

25-097P PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR MIDWAY STREET IMPROVEMENTS

The Matanuska-Susitna Borough (Borough) is soliciting proposals from qualified consultants to provide Construction Management Services for the Midway Streets Improvement Project in Road Service Area (RSA) 9 - Midway.

Project Narrative

The Midways Streets Improvements Project is located within Road Service Area (RSA) 9 – Midway. The primary objective of this project is to realign, upgrade, improve drainage, and pave the roads along approximately 8,712 linear feet of the following streets: S. Vicki Way, E. Dewan Court, E. Greenstreet Circle, E. Barley Avenue, E. Dimond Way, S. Begich Drive, and S. Hay Street.

The work for this project includes, but is not limited to:

- Clearing and grubbing
- Utility relocation
- Excavation and grading
- Import and placement of borrow material
- Import and placement of aggregate base and surface courses
- Installation of hot mix asphalt
- Installation of drainage culverts
- Placement of topsoil and seeding

All construction activities will be conducted in strict accordance with the **Alaska Department of Transportation and Public Facilities (DOT&PF) Standard Specifications for Highway Construction (SSHC), 2017 Edition**, as well as the Borough standard modifications and project-specific special provisions.

This project is located in an area with both residential homes and businesses. The CM will be responsible for coordinating with the contractor and property owners as needed to address driveway tie-ins and other concerns.

Construction is anticipated to take place during the summer of 2025.

Project Schedule

The anticipated project schedule is:

Construction Bidding	October 2024 (Complete)
Pre-Construction Activities Commence	January-February 2025
Construction Substantial Completion	September 30, 2025
Construction Final Completion	July 31, 2026
Final Closeout Documentation	September 30, 2026

General

The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the Borough. Consultant shall not perform services or incur billable expenses except as authorized by an NTP.

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

Project Staff

The Consultant shall provide adequate professional staff and facilities to complete the services outlined in this scope of work. The Consultant must designate individuals who will perform all services or supervise them directly. Any replacement or addition to the Project Staff listed below requires prior written approval from the Borough Project Manager:

Project Staff Responsibilities

- Construction Manager
- Project Engineer (AK Registered Civil Engineer)
- Construction Inspector (WAQTC Certified)
- Storm Water Management (AK-CESCL Certified)

The Construction Manager (CM) shall ensure adequate observation and inspection of the work to verify compliance with contract plans and specifications. The CM must ensure that all project staff hold any necessary professional licenses required by the State of Alaska.

No changes to project staff shall occur without prior written approval from the Borough Project Manager. Administrative support staff do not require prior written approval.

Staff is expected to be available during contractor's working hours (typically 7 AM – 7 PM) and weekends as needed to provide adequate observation and inspection of the work, ensuring compliance with contract plans and specifications, and to monitor progress.

Milage and Per Diem

The Matanuska-Susitna Borough will not allow charges for mileage and/or per diem for projects deemed to be within the Core Area of the Borough. The core area is defined as the area north of Knik River Bridge and south of Chickaloon Road on the Glenn Highway, and all areas on Parks Highway south of the Willow Creek Bridge. Mileage and per diem outside the core area will be paid at the rates published by the State of Alaska, AAM 60 – Travel.

Billing

The Consultant must provide a monthly report 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.

The consultant is required to notify the Borough Project Manager when 75% and 90% of the authorized billing amount has been expended.

Final invoices must be clearly marked as "FINAL."

Guarantee

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

A. Project Schedule

- a. The CM shall review the Contractor's plan and schedule monthly and provide regular monitoring of the schedule as construction progresses, identify potential variances between scheduled and desired completion dates, review the schedule for work not started or incomplete and notify the Owner of schedule related issues.
- b. The CM shall prepare and maintain a schedule showing milestone dates.

B. Project Staffing

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

C. Pre-Construction Activities

- a. The CM shall review project documents.
- b. The CM will prepare a Construction Management Quality Assurance Plan.
- c. The CM will take pre-construction photos to adequately document conditions.
- d. The CM will receive Contractor's submittals.
- e. The CM will facilitate a pre-construction meeting.

D. Project Observation and Inspection

- a. The CM shall establish an on-site organization and lines of authority in order to observe and inspect the work of the Contractor for compliance with the contract documents and communicate with the Contractor regarding the acceptability of the work.
- b. The CM shall monitor corrective actions taken by Contractor needed to correct work that is not in compliance with Contract Documents.
- c. The CM or their designated representative shall schedule and coordinate and perform Quality Assurance testing.
 - i. Assume soil samples/proctor/gradation @ 3 per material source/type (assume 6 sources/types)
 - ii. Assume density tests every 1000 LF per lift/lane/material type
 - iii. Asphalt
 1. Marshall density, flow
 2. Ignition points

3. Content sampling with gradation every 500 LF
 4. Asphalt density every 500 tons (assume Materials Technician onsite at all times during paving)
- d. Inspector to be onsite daily to observe construction activities. Actual time commitment to be adjusted based on construction activities, progress and conditions onsite.
 - i. Utility relocation inspection
 - ii. Document work through daily diary, reports and photos
 - iii. Perform measurement of quantities
 - iv. Confirm traffic control, safety measures, and permit compliance
 - v. Document changed conditions
 - vi. Field-coordinate quality control monitoring and testing

E. Meetings

- a. The CM shall schedule and conduct regular progress meetings as conditions require and the CM shall conduct weekly owner's meetings and other meetings as may be directed by the Owner, at which the Contractor, 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 prepare agendas and take/distribute complete minutes of meetings to attendees and others as directed by the Owner.

F. Permits

- a. 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.
- b. The CM will have a thorough working knowledge of Storm Water Management and perform inspections of the construction site to ensure that the Contractor's operation follows pollution prevention and good housekeeping best practices conforming to the Storm Water Management Plan and Alaska Department of Environmental Conservation (DEC) requirements.
 - i. Review Storm Water Pollution Prevention Plan (SWPPP) documents for compliance and applicability
 - ii. Monitor BMPs and SWPPP activities
 - iii. Perform weekly site inspections with the Contractor's SWPPP Manager
 - iv. Review documents and logs for compliance and report to Borough with compliance issues
 - v. Keep SWPPP documentation throughout the project and deliver final documentation to Borough PM at completion of project.
 - vi. The CM is required to have a current Alaska Certified Erosion & Sediment Control Lead (AK-CESCL) on staff.
- c. The CM will have a thorough working knowledge of the construction requirements of project specific environmental and other permits issued to the project and inspect project areas covered by these permits and ensure that the Contractor comply with the permit requirements. The CM will organize documents from the Contractor and be responsible for the Owner's compliance.
- d. The CM will address agency concerns with concurrence of the Borough PM.

G. Requests for Information (RFIs)

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

H. Substitution Requests

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

I. Pay Requests

- a. The CM shall be responsible for tracking and monitoring Contractor pay requests and provide recommendations to the owner as to payment. Payment requests will be processed by the CM in 14 days.
- b. The CM shall be responsible for tracking and monitoring Contractor compliance with contract requirements (i.e. certified payroll, labor compliance, etc.)

J. Change Site Conditions

- a. 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.

K. Claims

- a. The CM shall monitor and advise the Borough on the schedule, budget, potential changes, and claims.
- b. The CM shall review claims and provide recommendations.

L. Project Photographs

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

M. Changes

- a. The CM shall develop and implement a system 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 for approval and assist in negotiations with contractors if requested.

N. Shop Drawings

- a. The CM shall develop and implement a system for review, acceptance or rejection, and processing of 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.

O. Project Documents

- a. The CM shall devise, implement, and maintain on a current basis, a structured document control system which includes and tracks records, RFI's, shop drawings, samples, purchases, materials, scale 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.

P. Public Involvement

- a. The CM shall designate a contact person to be listed in the project notification to the public.
- b. The CM shall address public concerns with concurrence of the Borough PM.

Q. Reports

a. General

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

b. Daily Diary

- i. The CM shall maintain a detailed daily diary of events, which occur at the jobsite 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 number of workers in various trades, materials delivered to the site, brief description of completed work, utility work onsite, quality control activities, complaints, incidents, and instructions issued to the contractor. The diary shall be available to the Owner at all times and shall be turned over to the Owner upon completion of the contract.

c. Daily Reports

- i. The CM shall compile a summary daily report and submit to the owner.

- d. 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) during active construction or at the Owner's request, a written report inclusive of project activities for the prior month.

- i. Project Status: Overall summary of the project status to date for each contract including the percentage of completion for each contract.
- ii. Schedule: Revised project schedule with a summary statement as to the status of construction, and major milestones (achieved and slipped), including a discussion of each slippage.
- iii. Cost Status: Overall summary of the financial status.

- iv. Change Orders: A summary statement as to the status of change orders inclusive of potential change orders, approved change order and rejected/voided change orders as well as change orders which require the Owner's immediate attention.
- v. Shop Drawings / Submittal and RFIs: A summary statement as to the status of shop drawings, submittals, and RFIs inclusive of items requiring the Owner and/or the Project Designer's immediate attention.
- vi. Quality Control/Inspections: A summary statement as to the status of quality control/inspections including, but not limited to, number and type of inspections made, overall project quality to date, descriptive summary and copies of quality assurance test, and recommendations.
- vii. A copy of monthly photographs highlighting the current progress, as necessary
- viii. A 30-day construction look ahead report.

R. Contract Close-Out

- a. The CM is responsible for compliance with Contract Close Out requirements for construction contracts per the Contract Documents. The CM shall obtain data from Contractors and maintain a current set of record drawings, specifications, and operating manuals by contract.
- b. The CM is to work closely with the Owner as to the procedures and schedule for Contract Close-Out and the contractual obligations therein. Including the following:
 - i. Facilitate substantial completion and final inspections with appropriate staff present
 - ii. Coordinate the punch list
 - iii. Report to regulatory agencies and close active permits
 - iv. Resolve contract amounts and final payment
 - v. Receive and verify contractor closeout documents as required by the contract
 - vi. Review contractor redlines, maintain record drawings, and prepare final record drawings
 - vii. Coordinate and organize paperwork.
- c. At the completion of each contract and before final payment, the CM shall deliver such records to the Owner along with a complete set of as-built drawings and coordinate with the Project Designer in preparing Record Drawings.



25-097P Provide Construction Management Services for Midway Street Improvements

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
Lounsbury & Associates	88.27 pts	22.4 pts	19.07 pts	16.47 pts	15.6 pts	14.73 pts
PTS, Inc.	82.87 pts	19.2 pts	20.53 pts	13.93 pts	15.6 pts	13.6 pts