MATANUSKA-SUSITNA BOROUGH ACTION MEMORANDUM **AM No. 22-113**

SUBJECT: Award of proposal number 23-002P(A) to Kinney Engineering, LLC, for the contract amount of $399,492 to design upgrades to Fern Street and a new pedestrian pathway.

AGENDA OF: September 6, 2022

ASSEMBLY ACTION:
Approved under the consent agenda
9-6-22

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: MB

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer		
	Public Works Director	8/24	
	Finance Director		
	Borough Attorney	N.S.	
	Borough Clerk	8/30/22	

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

SUMMARY STATEMENT: On June 16, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for to design upgrades to Fern Street to Borough collector level road standards and include a paved pathway between Knik-Goose Bay Road (KGB) and Fairview Loop.

Services purchased will support the Public Works Department in assembly district #3.

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

The final completion date for this project is December 31, 2024.

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: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: September 6, 2022

SUBJECT: Award of proposal number 23-002P(A) to Kinney Engineering, LLC for the contract amount of $399,492 to design upgrades to Fern Street and a new pedestrian pathway.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT (YES) NO
AMOUNT REQUESTED $399,492	FUNDING SOURCE Roads & Bridges Capital Projects
FROM ACCOUNT # 430.000.000 4XX.XXX	PROJECT # 35472
TO ACCOUNT :	PROJECT #
VERIFIED BY: Luisa Wilcox	CERTIFIED BY:
DATE: 8-24-22	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						

REVENUE						

FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		399.5				
TOTAL		399.5				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

APPROVED BY: Cheyenne Hendel DATE: 8/24/22

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Scoring Summary

23-002P 2022 Transportation Designs Phase 4 - Edgerton Parks Rd., Fern St., Smith Rd. Ext.

	Total	Objectives and Services	Relevant Project Experience	Workload and Resources
Supplier	**/ 100 pts**	**/ 45 pts**	**/ 35 pts**	**/ 20 pts**
Kinney Engineering, LLC	90 pts	39 pts	35 pts	16 pts
PTS, Inc.	85 pts	42 pts	25.67 pts	17.33 pts
DOWL	84 pts	39 pts	30.33 pts	14.67 pts
HDL Engineering Consultants LLC	81 pts	36 pts	30.33 pts	14.67 pts
Lounsbury	71 pts	33 pts	23.33 pts	14.67 pts
Stantec Consulting Services Inc	69.67 pts	27 pts	28 pts	14.67 pts
The Boutet Company, Inc.	68 pts	30 pts	23.33 pts	14.67 pts

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RFP 22-104P – 2022 ROAD BOND DESIGN PHASE 3
(A) – 49TH STATE STREET PATHWAY

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):

Name	Project Responsibilities
John Pekar, PE	Contract Management/H&H Engineering
Josh Cross, PE, PTOE	Project Management
Robert Halcomb, PE, PTOE	Civil Engineering
James Smith, PE	Traffic and Safety Analysis
Chad Weiler, PLS	Surveying & Mapping
Stafford Glashan, PE	Geotechnical Engineering

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 upgrade Fern Street to Borough collector level road standards and include a paved pathway between Knik-Goose Bay Road (KGB) and Fairview Loop.

2.2 The purpose of the project is to ensure Fern Street provides safe and efficient travel for motorized and non-motorized traffic between KGB and Fairview Loop. Improvements may include paving, drainage, signing, striping, and utility relocations.

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, Hydrologic and Hydraulic (H&H) Engineering, Design Study Report (DSR), Plans, Specifications & Engineer's Estimate (PS&E), Environmental Permitting, Assistance During Bidding, and, Assistance During Construction.

2.5 MSB reserves the right to add other required services by amendment if necessary.

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3.0 Summary of Initial Contract Services

3.1 Task 1 - Surveying and Mapping

3.1.1 The Contractor shall conduct a survey that will be centered on the centerline of Fern Street from East Fairview Loop to north of Cottonwood Creek, approximately 8,100 feet in length. The width of the topographic limits will be 50 feet either side of Fern Street centerline and 150 feet down the improved surface of intersecting side streets and driveways. R&M will locate all improvements within the project limits which includes all above and below ground utilities. In the areas where additional topographic information is needed for design purposes, we will incorporate MSB LiDAR into the project design surface. R&M will submit a request to Alaska Digline to provide underground locates by the utility companies in the area. It should be noted that R&M's budget consists of compressed field time, so it is imperative that all utility companies provide underground locates during that schedule. If utility companies cannot accommodate, R&M may request assistance from the Borough to allow a budget increase so all information pertinent to design is captured. .

3.1.2 Complete an H&H Survey in accordance with DOT&PF's Highway Drainage Manual along Cottonwood Creek with the following parameters: Profile Thalweg for 1300 feet centered on Fern Street centerline; Expand planimetric / topographic survey to 160-foot wide, centered on Fern Street centerline for a length of 320' starting at the approach north of the culvert; and Cross section creek at 6 locations, 3 upstream and 3 downstream, based upon locations provided by the designer.

3.1.3 Conduct Control Survey to provide permanent control for the construction phase that will be set outside the project limits. All set and recovered monuments will be shown on the Survey Control Sheet (SCS).

3.1.4 Perform Surveying for ROW to establish the section line within the project limits which is the basis of the ROW for Fern Street. Enough property and subdivision corners fronting Fern Street will be located to check the computed ROW lines. The computed Fern Street ROW will be shown in the project Civil 3D topographic basemap drawing.

3.1.5 ROW mapping is excluded

3.1.6 Rights of Entry, if needed, will be provided by the MSB

3.1.7 Deliverables:

3.1.7.1 Civil 3D Topographic Drawing with 1-foot contours

3.1.7.2 SCS referencing all found and set monuments / control points.

3.2 Task 2 – Drainage Analysis and Design

3.2.1 Contractor will complete a drainage and hydrology analysis for the project area. The analysis will be limited to determining alternatives that maintain flow patterns, methods to direct stormwater runoff away from the road, and sizing drainage elements.

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3.2.2 Contractor shall develop a complete Hydraulic and Hydrologic (H&H) analysis for Cottonwood Creek at Fern Street. The H&H analysis will incorporate work completed for Cottonwood Creek at Edlund Road in 2017.

3.2.3 Deliverables:

3.2.3.1 Draft Hydrologic and Hydraulic Report

3.2.3.2 Final Hydrologic and Hydraulic Report

3.2.3.3 Engineering "No-Rise" Certification

3.3 Task 3 - Preliminary Engineering and Design Study Report (DSR)

3.3.1 The Contractor shall provide a DSR to present the project purpose, feasible design alternatives, and to compare significant parameters, such as typical section, right-of-way requirements, construction cost, and safety. This memorandum shall document the selection of a preferred design alternative.

3.3.2 Conduct Geotechnical Engineering investigations and material testing to determine subsurface conditions, recommend suitable road and pathway structural sections, and provide information for the Cottonwood Creek crossing design.

3.3.3 Notify utility companies of anticipated project and obtain record information.

3.3.4 Deliverables:

3.3.4.1 Draft Geotechnical report

3.3.4.2 Final Geotechnical report included as an appendix to the Design Study

3.3.4.3 Structural Section Recommendations

3.3.4.4 Draft DSR

3.3.4.5 Final DSR

3.4 Task 4 - Plans Specifications, and Estimates

3.4.1 The Contractor shall provide a PS&E Assembly suitable for project bidding and construction.

3.4.2 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.

3.4.3 Contractor shall submit to MSB a Preliminary Design Assembly consisting of drawings, specifications, and engineer's estimate that represents the design effort approximately 65% complete. A field inspection of the project and a meeting shall be conducted to review the plans and discuss comments.

3.4.4 Upon authorization to proceed, the Contractor shall prepare the Final Design Assembly consisting of Drawings, Specifications, and Engineer's estimate and represent the design effort 95% complete.

3.4.5 The Bid Check Assembly shall consist of signed and sealed Drawings, Specifications, and Engineer's Estimate and represent the completed design effort.

3.4.6 Deliverables:

3.4.6.1 Preliminary Design Assembly

3.4.6.2 Final Design Assembly

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3.4.6.3 Bid Check Assembly

3.5 Task 5 - Permitting, Utility Relocations, and ROW Acquisition Support

3.5.1 The Contractor shall coordinate with permitting agencies and prepare required permit applications for replacing the culvert at Cottonwood Creek and other wetlands areas as required.

3.5.1.1 Prepare a pre-application scoping letter, and conduct initial consultations with permitting agencies.

3.5.1.2 Prepare permit applications for MSB signatures

3.5.2 The contractor shall identify utilities in conflict with the proposed design.

3.5.2.1 Prepare figures to initiate relocation agreements with affected utilities

3.5.2.2 Prepare draft notification letters.

3.5.3 The Contractor shall assist with needed ROW Acquisitions

3.5.3.1 Prepare parcel plats for impacted parcels as needed based on found ROW in the corridor and the proposed project footprint.

3.5.3.2 Coordinate with MSB for acquisition of title reports for impacted parcels and review of those title reports.

3.5.3.3 Conduct field work in support of the acquisitions to include staking proposed ROW lines for negotiators, locating critical features, and staking new ROW boundaries in as-acquire locations.

3.5.4 The contractor shall conduct a traffic analysis to support structural section development and determine if separate turn lanes are warranted at intersections.

3.5.5 The contractor shall prepare and submit the project for a DOT&PF Approach Road and ROW permit using DOT&PF's Online Permits System (e-permits).

3.5.6 Deliverables:

3.5.6.1 Environmental Permit Applications ready for MSB signature

3.5.6.2 Draft Utility notification letters and figures ready for MSB signature

3.5.6.3 ROW Acquisition parcel plats and legal descriptions

3.5.6.4 Traffic analysis memorandum

3.5.6.5 DOT&PF ARR permit application

3.6 Task 6 - Assistance during Bidding

3.6.1 Contractor will assist MSB during the pre-advertisement review and revise PS&E, as necessary. Contractor will prepare addenda to clearly explain any changes, additions, deletions, or clarifications the bidding documents.

3.7 Task 7 - Assistance during Construction

3.7.1 Upon authorization, the Contractor shall respond to questions and requests, prepare plan revisions, and conduct special inspections.

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