


SUBJECT: Approval of a contract amendment with RESPEC for \$70,000 and contract extension to June 30, 2025, for continued support with the Pre- Metropolitan Planning Organization (Pre-MPO) planning services.

AGENDA OF: October 17, 2023

ASSEMBLY ACTION: Approved under the consent agenda 10/17/23 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	<div>10/14/2023</div> <div>X kim sollien</div> <div>Signed by: Kim Sollien</div>
Department Director	<div>10/14/2023</div> <div>X Alex Strawn</div> <div>Signed by: Alex</div>
Purchasing Director	<div>10/13/2023</div> <div>X </div> <div>Signed by: Russ Krafft</div>
Finance Director	<div>10/12/2023</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>10/13/2023</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>10/13/2023</div> <div>X Michael Brown</div> <div>Signed by: Michael Brown</div>
Borough Clerk	<div>10/16/2023</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S): Fiscal Note (1 p.)
Budget Amendment Details (1 p.)

SUMMARY STATEMENT: On July 6, 2020, the Matanuska-Susitna Borough entered contract no. 20-129P with RESPEC, (a division of PDC, Inc.) for \$94,743.11 for consulting services and development activities needed to establish the Mat-Su Metropolitan Planning Organization (MPO).

Because the MPO has not been formed yet, we still need the expertise and coordination support of the consultant team to continue working through the formation deliverables. Change Order No. 7, if approved, will increase the contract by \$70,000. Attached

is the proposed budget.

Funds are available for this amendment in Project No. 47038 with federal grant funds passed through the Alaska Department of Transportation and Public Facilities (ADOT&PF) (subproject 1401) and MSB-provided 9.03% match (subproject 4201).

In addition, a contract extension to June 30, 2025, is requested to allow the consultant ample time to complete the remaining work needed to form the Mat-Su MPO. Additional consultant support may also be required once the new organization is formed. If approved, the contract timeline will match the funding timeline. IM No. 23-225 and Resolution No. 23-110 to be presented to the Assembly on October 17, 2023, if approved, will extend the project funding to June 30, 2025.

RECOMMENDATION OF ADMINISTRATION: Recommend approval of an amendment to contract no. 20-129P, adding \$70,000 and extending the completion date to June 30, 2025.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: Oct 17, 2023

SUBJECT: Approval of a contract amendment with RESPEC for \$70,000 and contract extension to June 30, 2025, for continued support with the Pre- Metropolitan Planning Organization (Pre-MPO) planning services.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$70,000	FUNDING SOURCE Miscellaneous Capital Projects
FROM ACCOUNT # 480.000.000 4xx.xxx	PROJECT# 47038
TO ACCOUNT :	PROJECT #
VERIFIED BY: _____ <div style="text-align: right; font-size: small;">1 0 / 5 / 2 0 2 3</div> <div style="text-align: center; font-size: x-small;">X L i e s e l W e i l a n d</div> <div style="text-align: center; font-size: x-small;">S i g n e d b y : L i e s e l W e i l a n d</div>	CERTIFIED BY: _____
DATE: 10/5/2023	DATE: _____

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		70.0				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		70.0				
TOTAL		70.0				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

1 0 / 5 / 2 0 2 3

APPROVED BY:

X

C h e y e n n e H e i n d e l

DATE:

S i g n e d b y : C h e y e n n e H e i n d e l

RESPEC – Budget Amendment Details

Task	Sub-task	Budget	Schedule
Admin/Support	Coord.; invoices; reports	\$2,125	On-going
	Weekly team mtgs	\$11,250	Weekly
	PB meetings	\$8,750	Monthly
	SC meetings	\$8,750	Monthly
	PB + SC mtg minutes	\$3,025	Monthly
	Intergovernmental/agency meeting support	\$2,100	As needed
	Advertisements for meetings	\$2,500	Monthly
	As-needed planning support/advising	\$4,475	As needed
	Admin TOTAL	\$42,975	
Documentation	Non-profit documents for formation	\$3,525	September
	2023-24 UPWP	\$1,750	October – funding update November -public comment period December – Policy Board approval
	Intergovernmental MOU	\$550	October – Policy Board approval
	Personnel policies & procedures	\$2,725	On-going
	Tribal consultation agreement	\$1,550	On-going
	AMATS consultation agreement	\$650	January 2024
	Grandfather agreements for STIP projects	\$675	October 2023
	Performance target agreements	\$1,350	February 2024
	Legislation research to ensure compliance	\$2,250	On-going
	MTP scope update	\$725	January 2024
	Title VI plan	\$4,250	On-going
	Documentation TOTAL	\$20,000	
Public Participation	Website edits/updates/maintenance	\$5,750	On-going
	Social media content	\$750	On-going
	Review public meeting materials	\$2,525	As needed
	Public Participation TOTAL	\$7,025	
	GRAND TOTAL	\$70,000	