

SUBJECT: Award of proposal number 25-079P to Collins Architecture + Energy Conservation, LLC for the contract amount of \$127,357.00 to Design School District Elevator Replacements.

AGENDA OF: March 4, 2025

ASSEMBLY ACTION: Approved under the consent agenda 03/04/25 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

| Route To: | Signature |
|-----------------------|--|
| Purchasing Director | X Rustin Krafft <small>Signed by: Rustin Krafft</small> |
| Public Works Director | X Tom Adams, P.E. <small>Signed by: Tom Adams</small> |
| Finance Director | X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</small> |
| Borough Attorney | X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos</small> |
| Borough Manager | X Michael Brown <small>Signed by: Mike Brown</small> |
| Borough Clerk | X Lonnie Mckechnie <small>Signed by: Lonnie Mckechnie</small> |

ATTACHMENT (S): Analysis Sheet (1p)
Scope of Services (5p)

SUMMARY STATEMENT: On October 16, 2024, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for design services to replace elevators at three Matanuska-Susitna Borough School District Schools, Palmer High, Palmer Jr HS, and Big lake Elementary. Palmer High School needs a new ADA-compliant elevator, as the current shaft is too small. Palmer Middle and Big Lake Elementary schools must replace their aging elevators with ADA-compliant models. Services purchased will support the Public Works Department in assembly districts 2 & 5.

In response to the advertisement, three proposals were received. A proposal evaluation team, consisting of Borough Public Works and School District Facilities staff, reviewed the submissions and selected Collins Architecture + Energy Conservation, LLC as

the most advantageous firm for the Borough

The completion date for this design project is April 15, 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: March 4, 2025

SUBJECT: Award of proposal number 25-079P to Collins Architecture + Energy Conservation, LLC for the contract amount of \$127,357.00 to Design School District Elevator Replacements.

| | |
|---|--|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE) | FISCAL IMPACT YES NO |
| AMOUNT REQUESTED \$127,357 | FUNDING SOURCE School Capital Projects |
| FROM ACCOUNT # 400.000.000 4xx.xxx | PROJECT# 40207 |
| TO ACCOUNT : | PROJECT # |
| VERIFIED BY:  X Liesel Weiland <small>Signed by: Liesel Weiland</small> | CERTIFIED BY: |
| DATE: 2/19/2025 | 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 | 127.4 | | | | | |
|---------|-------|--|--|--|--|--|

| | | | | | | |
|---------|--|--|--|--|--|--|
| REVENUE | | | | | | |
|---------|--|--|--|--|--|--|

FUNDING: (Thousands of Dollars)

| | | | | | | |
|---------------------|-------|--|--|--|--|--|
| General Fund | | | | | | |
| State/Federal Funds | | | | | | |
| Other | 127.4 | | | | | |
| TOTAL | 127.4 | | | | | |


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

25-079P, Design School District Elevator Replacements

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified Architectural/Engineering (A/E) consultants to provide professional services for elevator design to replace elevators at 3 Matanuska-Susitna Borough School District Schools (MSBSD), Palmer High, Palmer Jr HS, and Big lake Elementary.

School locations:

Palmer High School - 1170 W Arctic Ave, Palmer, AK 99645

Palmer Middle School - 1159 S Chugach St, Palmer, AK 99645

Big Lake Elementary - 3808 S Big Lake Rd, Big Lake, AK 99652

The scope includes elevator replacement design, specifications, and bid docs. CA services to include bid support, addressing conflicts during construction, and final inspection.

GENERAL

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

All reports, plans, specifications, estimates, and similar work products provided by the Consultant shall be prepared by or under the supervision of an Architect, Engineer, or Land Surveyor currently registered in Alaska. The Consultant shall name individuals whom all services must be performed by or under the direct supervision of; replacement of or addition to the Project Staff named below shall be accomplished only by prior written approval of the MSB:

| <u>Name</u> | <u>Project Responsibilities</u> |
|--------------------|--|
| | Project Management |
| | Architecture |
| | Structural Engineering |
| | Mechanical Engineering |
| | Electrical Engineering |
| | Cost Estimating |

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

The consultant 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 Consultant progress and billings.

BILLING

The Consultant shall provide a typical report with each monthly billing for months in which services are performed. Billings shall be consistent with the NTP and values shall not exceed NTP amounts.

The report shall include:

- Name and address of the firm requesting payment
- Statement number
- Date of invoice
- Period covered by the invoice
- Project name and number
- Purchase order number

- Contract amount or upper limit
- Previous accumulative amount
- Current amount billing
- Total accumulative amount
- Percent complete
- For supplemental agreements, the invoice must show the current supplemental agreement and the revised Contract amount or upper limit.
- Summary of work effort performed for each task during the period covered by the invoice.
- Planned work for the next billing period.
- Final billings must be clearly marked as "FINAL."

Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

PROJECT NARRATIVE

Palmer High School's existing elevator requires replacement. Additionally, the school needs a new ADA-compliant elevator. The current elevator shaft cannot accommodate a larger elevator that meets ADA requirements. Therefore, the plan is to replace the existing elevator and repurpose it as a material/ non-ADA elevator. A new location must be identified for an ADA-compliant elevator that will service all three floors of Palmer High School. The school district prefers a packaged elevator solution to avoid constructing a new elevator shaft, but multiple elevators may be considered to access all three floors if necessary.

Palmer Middle School's elevator has reached the end of its useful life and needs to be replaced with an ADA-compliant model. The existing shaft might be suitable for an ADA upgrade with some modifications. This elevator services two stops and features a double door configuration.

Big Lake Elementary's elevator also requires a complete replacement and must be upgraded to meet ADA standards. The shaft is believed to be sufficiently large to accommodate the new elevator with minimal difficulty. The existing elevator has two stops and a single operating door.

SCOPE OF SERVICES

Based on a mutually agreed upon scope of work, schedule and fee, the Consultant's services may include, but not necessarily be limited to:

- A. Develop an understanding of the Client's needs.
- B. Prepare Plans, Specifications, and Statements of Probable Construction Costs.
- C. Assistance During Construction Bidding
- D. Construction Administration of the Construction Contract

Project Management

Provide project management services for quality control and administration of the work, including agenda and minutes for progress meetings, monthly invoices, progress reports, and budget tracking. The Consultant shall manage its team and overall project activities in a manner consistent with the Borough's direction to meet the project schedule and budget. The Consultant shall manage sub-consultants, maintain schedule and budget, anticipate and mitigate potential issues and delays, and coordinate and update the MSB Project Manager on the project's overall progress. The A/E will interact with MSB staff to develop a design that meets requirements and shall document and distribute meeting minutes for approval after each meeting. Meetings will be held at times and locations that are convenient for MSB Staff. Meetings shall be held at key project milestones and shall include but are not limited to:

- Kick-off Meeting
- Preliminary Findings Meeting
- Schematic Design Review (35%)
- Design Development Review (65%)
- Construction Document Review (95%)

Plans, Specifications, and Estimate (PS&E)

The selected A/E will be required to perform all calculations, studies, research, and code analysis to be in full compliance with state laws governing the practice of architecture and engineering. The A/E shall produce drawings, specifications, and a statement of probable construction cost (SPCC) with updates at each design phase. All work must be in full compliance with the most recent School Facility Design Criteria Manual, MSB Facility Design Criteria Manual, current International Building Codes, as well as all other pertinent federal, state and local codes.

The A/E will advise Borough Staff on facility systems and designs to ensure the appropriate systems and designs are selected that suit MSB needs and code requirements. The A/E is also responsible for selecting building materials and systems suitable for local conditions and ease of maintenance.

The A/E is responsible for designing all aspects of the facility including, but not limited to, architectural, signage, structural, mechanical, electrical systems, permitting, all utility planning, coordination with utility installation/connection, and cost estimates. A/E Services will include project drawings to include construction and record drawings and O&M manuals.

The A/E shall participate in reviews to ensure the project design conforms to applicable code requirements of authorities having jurisdiction and will make any changes required to the Construction Documents for issuance of all permits and legal authorizations required for construction. The A/E shall, on behalf of the Borough, investigate required permits, file the required documents, and secure all permits and authorizations required for construction and occupancy during the design of the project, including paying any associated fees.

Budgetary estimates (allowances) for permit fees shall be included in the fee proposal. Any remaining balance after fees are paid shall be credited back to the MSB.

The MSB may engage an independent professional consultant to provide comprehensive constructability/peer reviews. The A/E Shall integrate recommended changes into the design as directed by the MSB Project Manager.

Cost Estimating & Construction Budget

The A/E shall submit an updated Statement of Probable Cost (SPCC) for each phase of the design process through the construction documents. The SPCC may not exceed the construction budget.

Schematic Design Documents

The A/E Shall provide Schematic Design Documents and updated SPCC based on the approved and mutually agreed upon schedule and construction budget. The documents shall establish the project's conceptual design, illustrating the scale and relationship of project components. The Schematic Design shall include plans, sections, and elevations. Preliminary selection of major systems and construction materials shall be described in a written report. The A/E shall submit a PDF copy and up to five (5) hard copies of drawings and will review the design with MSB staff.

Design Development Documents

The A/E Shall provide Design Development Documents and updated SPCC based on the approved schematic design and review comments. The Design Development Documents shall illustrate and describe the refinement of the project's design, relationships, forms, size, and appearance by means of plans, sections, elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications identifying major materials, systems. The A/E must request approval for any deviations from the FDCM at this stage of design. The A/E shall submit a PDF, three (3) full-size, and two (3) half-size hard copies of drawings and shall review the design with MSB staff for approval.

Construction Documents

At the 95% and 100% design reviews, a PDF and up to five (5) copies of the project narrative and drawings, including sections, elevations, and typical construction details, and updated SPCC, shall be submitted for MSB

review and approval. After review and approval, final Construction Documents utilizing searchable PDF and AutoCAD shall be submitted.

The final Construction Documents shall set forth in detail the requirements for the project's construction and shall include drawings and specifications that establish all materials and systems required for the project.

During the development of the Construction Documents, the A/E shall assist the Borough in the development and preparation of bidding and procurement documents, including specifications, using a standard approved format by the MSB Project Manager. The A/E shall also assist the Borough in preparing the bid documents in electronic format. The Borough will provide general/supplementary conditions and contract forms. The A/E shall provide all other bidding documents. The Borough will publish bid documents electronically.

The A/E shall submit a final updated SPCC to the Borough and advise of any adjustments to previous estimates indicated by design change, changes of requirements, or other general market conditions.

Assistance During Construction Bidding

The A/E is responsible for assisting the MSB as requested during project bidding. Personnel who were in responsible charge for architecture, engineering, and other personnel as necessary and appropriate, must be available to interpret and clarify documents prepared during project development and to assist the MSB with preparing any necessary addenda to the bid documents. Do not communicate this project to any potential bidders.

The A/E shall participate in a pre-bid conference for prospective bidders. The Designer shall prepare responses in a Borough-approved format to questions from prospective bidders and provide clarifications and interpretations of the bid documents to all prospective bidders in the form of addenda, which the Borough will distribute.

The A/E shall assist in evaluating bids and preparing recommendations concerning contract award. The Borough will execute the contract agreement.

If the first bidding produces prices in excess of the approved SPCC, the A/E shall participate with the Borough in such redesign and re-bidding at no additional expense to the Borough, as necessary to obtain prices within the approved budget.

The A/E shall submit a PDF and up to five (5) hard copies of the conformed construction documents based on revisions made during the bidding process.

Construction Administration of the Construction Contract

The A/E shall perform construction administration of the contract between the Owner and Contractor per General and Supplementary Conditions of the Contract for Construction commencing the award of the initial contract for construction and terminating with the final Certificate for payment. The A/E shall represent the Borough through the initial contractor warranty period (typically one to two years). The A/E shall use software to track and submit construction documents. The Borough Project Manager must approve construction documents.

The A/E responsibilities include but is not limited to:

- Manage and conduct requested progress meetings with the Owner and General Contractor and produce minutes to address field issues that may arise during construction.
- Work with the Owner and General Contractor to clearly define roles and responsibilities during construction and develop a construction management plan.
- Develop and maintain submittal and shop drawing logs. Review to ensure that they are complete, accurate, and meet project requirements. Review all submittals within 7 calendar days.
- Perform periodic observation to include but not limited to electrical/mechanical rough-in, to determine that the work is being carried out in accordance to the contract documents, and provide substantial completion certificate and punch list for corrections, final completion inspection, and end of warranty inspection.

- Coordinate testing and special inspections of the project and review test report and make recommendations as necessary.
- Review, determine if they are legitimate, provide justification, and make recommendations on any change order requests from the General Contractor. Provide a change order summary reflecting the status of each change order and showing the individual cost and justification for each change order item. Package with a summary of the total cost of the changes on firms' letterhead.
- Respond to contractor questions within 7 calendar days. Review, coordinate, track, and maintain a log of DCVR, Directives, field memos, RFIs, RFQs, etc. Preferable using submittal exchange software.
- Review payment requests for completeness and accuracy and make recommendations to the owner.
- Representing the Owner to acquire permitting, Fire Marshal review and determine if utility companies will require involvement in the project.
- Provide Progress photos/videos during jobsite observations.
- Conduct tours with officials
- Prepare all punch lists in conjunction with the Owner. Monitor the completion of the punch lists by the General Contractor.
- Commissioning of building systems is required on all MSB projects that involve engineered systems for new or remodeled facility and determine if owner training of new systems is necessary.
- Coordinate, receive, and review items including, but not limited to: as-built drawings, operation and maintenance manuals, and warranties as required. Assist with resolving all contract issues, warranties, bonds, etc., at the close out of the project.

The A/E shall gather Operations and Maintenance (O&M) Manuals based on A/E approved submittals from the Contractor. O&M Manuals shall have a separate section for the warranty data. Specifications shall require four (4) manuals in hard copy form and a searchable PDF format. The A/E shall furnish four (4) hard copy sets of record drawings based on red-line drawings and other data furnished by the contractor. Record drawings shall be provided in the latest version of AutoCAD and in searchable PDF format. The A/E shall collect and approve all closing documents required to close the project on behalf of the Borough to include hazardous abatement documents (if applicable).

Project Schedule

The proposed project schedule is:

| <u>Milestone</u> | <u>Completion Date</u> |
|-------------------------------------|------------------------|
| Design contract award | November 2024 |
| Schematic Design Documents (35%) | December 10, 2024 |
| Design Development Documents (65%) | January 10, 2025 |
| Pre-Construction Documents (95%) | January 30, 2025 |
| Final Construction Documents (100%) | February 15, 2025 |



25-079P Design School District Elevator Replacements

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 |
| Collins Architecture + Energy Conservation LLC | 82.08 pts | 20.16 pts | 20.24 pts | 13.68 pts | 14.4 pts | 13.6 pts |
| Alder Architecture & Design, LLC | 61.64 pts | 15.36 pts | 12.32 pts | 13.68 pts | 10.08 pts | 10.2 pts |
| Determine Design | 53.04 pts | 12.48 pts | 13.2 pts | 10.64 pts | 7.2 pts | 9.52 pts |