

**SUBJECT:** Award of proposal number 22-104P to DOWL, LLC for the contract amount of \$206,758 to design school pedestrian pathways.

**AGENDA OF:** June 21, 2022

**ASSEMBLY ACTION:**

*Approved under the Consent Agenda  
6-21-22 [Signature]*

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

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

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>[Signature]</i>	
	Public Works Director	<i>[Signature]</i>	
	Finance Director		
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>Boat for JRM</i>	

**ATTACHMENT (S) :** Fiscal Note: Yes X No       
Scoring Summary (1p)  
Scope of Services (4p)

**SUMMARY STATEMENT:** On March 4, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to design school pedestrian improvements to multiple schools in the Borough. Work will include pathways, sidewalks, roadways, safety, drainage, excavation, pavement, roadside hardware, signing, striping, school zone flashers and ADA features Services purchased will support the Public Works Department in assembly districts 1, 3, 5, 6 and 7.

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 DOWL, LLC as the most advantageous firm for the Borough.

The final completion date for this project is December 31, 2023.

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 22-104P** to **DOWL, LLC** for the contract amount of **TWO HUNDRED SIX THOUSAND SEVEN HUNDRED FIFTY EIGHT DOLLARS AND 00/100 CENTS (\$206,758.00)** to **DESIGN SCHOOL PEDESTRIAN PATHWAYS**.

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: June 21, 2022

SUBJECT: Award of proposal number 22-104P to DOWL, LLC for the contract amount of \$206,758.00 to design school pedestrian pathways.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <u>206,758.00</u>	FUNDING SOURCE <u>Road + Bridges Cap Project</u>
FROM ACCOUNT # <u>430.000.000 4XX.XXX</u>	PROJECT # <u>35472</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>[Signature]</u>	CERTIFIED BY:
DATE: <u>6/7/22</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>206.8</u>				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		<u>206.8</u>				
TOTAL		<u>206.8</u>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: [Signature] PHONE: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED BY: [Signature] DATE: 6/8/22



## 22-104P 2022 Road Bond Design Phase 3 Pedestrian Projects

### Scoring Summary

	Total	Objectives and Services	Relevant Project Experience	Workload and Resources
Supplier	/ 100 pts	/ 45 pts	/ 35 pts	/ 20 pts
DOWL	83.67 pts	36 pts	30.33 pts	17.33 pts
Kinney Engineering	80 pts	36 pts	28 pts	16 pts

**RFP 22-087P – 2022 ROAD BOND DESIGN PHASE 3  
(B) - MSB SCHOOL DISTRICT 2018 PEDESTRIAN PROJECTS**

**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):

<u>Name</u>	<u>Project Responsibilities</u>
Aaron Christie, PE	Contract Management
Sam Tyler, PE	Project Management/Civil Engineering
Josh Varney, PLS	Surveying
Sam Klump, PE	Traffic & Safety Analysis
Jason Kewin, PE	Utilities Services
Roy Pace, PE	Electrical Design

- 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 construct improvements at six (6) school sites as outlined in the General Infrastructure Recommendations of the Matanuska-Susitna Borough School District (MSBSD) Safe Routes to School Plan (2014).
- 2.2 The purpose of the project is to improve safety around schools.
- 2.3 Improvements may include new pedestrian pathways, signing, and lighting.
- 2.4 The Contractor shall provide complete bid-ready plans, specifications and an Engineer's estimate.
- 2.5 When authorized by a NTP, Contractor shall provide the following services: Surveying for Design; Electrical Design; Traffic & Safety Analysis; Design Memo; Plans, Specifications & Engineer's Estimate (PS&E); and Utility Services.
- 2.6 MSB reserves the right to add other required services by amendment if necessary.

**3.0 Summary of Contract Services**

- 3.1 Surveying for Design
  - 3.1.1 It is strongly recommended to limit survey efforts to only survey what is necessary to complete the project's design scope.

AM 22-076

- 3.1.2 Based on the scoping figures, identify refined areas requested for survey. The scoping figures will be based on existing LiDAR, aerial imagery, and information obtained during the site visit.
- 3.1.3 Perform a design level topographic survey of the defined survey limits, including above ground and visible improvements, topographic features, drainage features, and underground utilities. Adjacent property boundaries to define Right-Of-Way (ROW) along the planned improvements.
- 3.1.4 Deliverables:
  - 3.1.4.1 ROW Basemap (where needed to verify improvements within ROW)
  - 3.1.4.2 TOPO Basemap
  - 3.1.4.3 Survey Control Sheets
- 3.2 Geotechnical Investigation
  - 3.2.1 Not currently needed based on understanding of improvements and discussions between Contractor and MSB. If geotechnical investigations are needed during design, MSB will authorize additional services or obtain services of the MSB geotechnical term contract to provide additional information.
- 3.3 Electrical Design
  - 3.3.1 Work will include basic electrical layout design to support preliminary cost estimating and design. Contractor will work with Matanuska Electric Association (MEA) to identify existing facilities. Existing facilities will be identified in a summary of findings.
  - 3.3.2 Anticipated improvements include:
    - 3.3.2.1 Electrical design for a load center near the intersection of Knik Knack Mud Shack Road and South Alix Drive. The effort includes all necessary coordination with Matanuska Electric Association for new service.
    - 3.3.2.2 Provide three schools zone flashers: two at the intersection of Knik Knack Mud Shack Road and South Alix Drive and one near the intersection of Knik Knack Mud Shack Road and South Alan's Drive.
    - 3.3.2.3 Provide power to intersection illumination upgrade at the intersection of Knik Knack Mud Shack Road and South Alix Drive.
  - 3.3.3 Deliverables:
    - 3.3.3.1 Design drawings (\*.pdf format) for 75% and Final plans
    - 3.3.3.2 Special Provisions
    - 3.3.3.3 Bid Tabs
- 3.4 Traffic and Safety Analysis
  - 3.4.1 Contractor will collect and process traffic counts and pedestrian counts at the intersection of Clap Chapman and Knik Knack Mud Shack Rd.



- 3.4.2 Contractor will analyze the traffic patterns and volumes at proposed locations for school crosswalks. The analysis will identify potential safety, pathway and roadway improvements for pedestrian access to Dena'ina Elementary School.
- 3.4.3 Pedestrian crossing recommendations will be provided in a draft memo and will be provided for review before completing the final pedestrian crossing recommendation memo.
- 3.4.4 Contractor will conduct a traffic signal warrants study to determine the need of school zone flashers at Clay-Chapman and Knik Knack Mud Shack Road.
- 3.4.5 Contractor assumes pedestrian movements are predominantly north-south across Clay-Chapman Road and that no speed data collection is needed.
- 3.4.6 Deliverables:
  - 3.4.6.1 Draft Pedestrian crossing and school zone flashers recommendations memo
  - 3.4.6.2 Final Pedestrian crossing and school zone flashers recommendations memo
- 3.5 Design Memo
  - 3.5.1 Contractor shall conduct a site visit with MSB staff, including:
    - 3.5.1.1 Project Manager
    - 3.5.1.2 MSB Engineer
    - 3.5.1.3 Operations & Maintenance RSA Superintendent
    - 3.5.1.4 Utility Coordination (if applicable)
    - 3.5.1.5 Right-of-Way Acquisition Officer (if applicable)
  - 3.5.2 Contractor will prepare a Design Memo to document existing conditions, establish design criteria, consider alternatives, estimate construction cost, and make recommendations.
  - 3.5.3 Deliverables:
    - 3.5.3.1 Site Visit Memo
    - 3.5.3.2 Draft Design Memo
    - 3.5.3.3 Final Design Memo
- 3.6 Plans, Specifications and Estimate (PS&E)
  - 3.6.1 Preliminary Design. Consultant shall prepare scoping level figures as necessary to convey proposed project alternatives, including rough alignment, widths, lengths, costs, and other information in support of the alternatives analysis. This will include review meetings and comment responses. Plan sheets will include scoping level plan figures, typical section, and an engineer's estimate.
  - 3.6.2 Consultant will advance plans from Preliminary Design. Two submittals will be completed including review meetings and comment responses.
    - 3.6.2.1 Plans in Hand will consist of approximately 75% complete design. A specifications memo, title sheet, legend and abbreviation sheet, typical sections, quantities table, details, pathway plan and profile sheets,

signing and striping, detail sheets, illumination design and an engineer's estimate.

3.6.2.2 Final PS&E Review- Will consist of completed plans and the following for submittal.

a. Complete, signed, and sealed Plans (no cross sections included)

b. Complete Specifications including Appendices

c. Signed Engineer's Estimate

d. Special Notice to Bidders

e. Draft Bid Form

g. Highway Design Checklist

h. Brief Report of significant changes made

i. Final responses to all comments

j. Letter describing any unusual design features, and the reasons for them.

k. Quantity calculations

3.6.3 Deliverables:

3.6.3.1 Scoping Figures Submittal

3.6.3.2 Scoping Figures Comment Responses. Following stakeholder review the team will provided responses.

3.6.3.3 Plans-In-Hand Review Submittal - 75% Design

3.6.3.4 Plans-In-Hand Initial Comment Responses. Following stakeholder review the team will provided responses.

3.6.3.5 Final PS&E Submittal - 100% design

3.7 Utilities Services

3.7.1 Contractor shall research and request redlines and utility questionnaires from all utility companies that have facilities within the project area. Identify any utilities in the corridor at each of the sites.

3.7.2 Contractor will identify and summarize the conflicts. Based on design, identify the conflicts with existing utilities and any construction impacts or potential relocations.

3.7.3 If there are conflicts, MSB will coordinate directly with owning utility to develop relocation plans and agreements.

3.7.4 Consultant will not be required to prepare utility relocation plans.

3.7.5 Deliverables:

3.7.5.1 Memo of existing utilities at each project location

3.7.5.2 Analysis and memo of conflicts or potential conflicts with existing utilities