

**SUBJECT:** Award of contract number 26-017C to Wolf Architecture for the contract amount of \$306,968.00 to provide Construction Administration Services for American Charter Academy School Construction.

**AGENDA OF: August 5, 2025**

**ASSEMBLY ACTION:**

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X <u>D u s t i n S i l v a</u> Signed by: D u s t i n S i l v a
Public Works Director	X <u>C o l e B r a n h a m f o r T o m</u> Signed by: C o l e B r a n h a m
Finance Director	X <u>L i e s e l Z a n t o f o r C H</u> Signed by: L i e s e l Z a n t o
Borough Attorney	X <u>J o h n A s c h e n b r e n n e r</u> Signed by: J o h n A s c h e n b r e n n e r
Borough Manager	X <u>M i c h a e l B r o w n</u> Signed by: M i c h a e l B r o w n
Borough Clerk	X <u>L o n n i e M c K e c h n i e</u> Signed by: L o n n i e M c K e c h n i e

**ATTACHMENT (S):** Manager Bid Waiver (1 page)

**SUMMARY STATEMENT:** On September 9, 2022 The Matanuska-Susitna School District (MSBSD) independently sourced and engaged Wolf Architecture (Wolf) as the American Charter Academy project designer. Subsequently, the responsibility for the school's construction has been transferred to the Matanuska-Susitna Borough (MSB).

Wolf will support the MSB by providing comprehensive professional construction administration services for the construction phase of the new 30,335 square-foot school. These services are crucial for overseeing the construction phase and ensuring adherence to project specifications, timelines, and budget. These services mitigate risks, facilitate effective communication among stakeholders, and maintain quality control, leading to successful project execution and delivery.

Given that the school district has already completed the process of selecting Wolf as the designer and has collaborated with them extensively during the design effort, it is not efficient or necessary for the MSB to competitively solicit services for the construction administration phase. Thus, the reasoning for a manager's waiver of formal bidding (attached).

Services purchased will support the Public Works Department in assembly district #6.

The completion date for this project is December 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: August 5, 2025

SUBJECT: Award of contract number 26-017C to Wolf Architecture for the contract amount of \$306,968.00 to provide Construction Administration Services for American Charter Academy School Construction.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$306,968.00	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 40008
TO ACCOUNT :	PROJECT #
VERIFIED BY:  X M e r i s s a C a r r e l l  Signed by: M e r i s s a C a r r e l l	CERTIFIED BY:
DATE:	DATE:

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	307.0					
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REVENUE						
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## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	307.0					
TOTAL	307.0					

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

7 / 2 3 / 2 0 2 5

X

L i e s e l Z a n t o

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Signed by: L i e s e l W e i l a n d



# MATANUSKA-SUSITNA BOROUGH

## Purchasing Division

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### MEMORANDUM

Date: July 23, 2025

To: Michael Brown, Borough Manager

From: Dustin Silva, Assistant Purchasing Officer

Subject: Request for Waiver of Formal Bidding: 26-017C American Charter Academy Construction Administration Services

Manager Brown,

I am requesting a waiver of formal bidding procedures in accordance with MSB Code 3.08.320 for the procurement of professional A/E (Architectural/Engineering) services, specifically for the Construction Administration (CA) services for the American Charter Academy School project.

*MSB 3.08.320 states: The manager may waive, in writing, some or all of the formal bidding procedures of this chapter when there is not sufficient time to comply with the waived requirements, or the best interests of the borough shall be served by the waiver.*

#### Justification for Waiver:

The Matanuska-Susitna School District (MSBSD) has independently sourced and engaged Wolf Architecture, Inc. (Wolf) as the designer for the American Charter Academy School project. Subsequently, the responsibility for the school's construction has been transferred to the Matanuska-Susitna Borough (MSB). Given that the school district has already completed the process of selecting Wolf as the designer and has collaborated with them extensively during the design effort, it is not efficient or necessary to competitively solicit services for the construction administration phase.

#### Summary of Wolf Proposal:

Wolf has provided a comprehensive proposal outlining their services for the construction phase. The proposal encompasses the fees for the entire design team, with each discipline providing a breakdown of their respective tasks and efforts. The expected duration for the construction phase is estimated to be complete by 9/15/2026. Wolf has presented a lump-sum fixed-fee offer to establish a separate contract from the MSBSD's contract. The total amount for Construction Services, as stated in their proposal, is \$306,968.

#### Waiver Request:

Based on the aforementioned justification and the comprehensive proposal submitted by Wolf, we request a waiver of the bid process for the construction administration services. This waiver will allow us to proceed efficiently and seamlessly with Wolf, who possess the necessary expertise, familiarity with the project, and successful collaboration with the school district.

#### Reporting to the Assembly:

As per Code Rule 3.08.320(B), we will report all contracts where formal procedures are waived to the assembly. The report will contain the necessary information as described in MSB 3.08.350

#### Next Steps:

Considering the school construction effort is close to the beginning, the Purchasing Division is requesting that the formal bidding procedures for the American Charter Academy School Construction Administration services project be waived, as it is in the best interest of the Borough based on the information presented in this memo.

☒ APPROVE / ☐ DISAPPROVE

**Michael Brown**

Michael Brown, Borough Manager

Digitally signed by Michael Brown  
Date: 2025.07.23 09:29:27 -08'00'

Date