



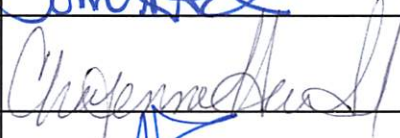




SUBJECT: Award of proposal number 23-086P to Stantec Architecture, Inc. for the contract amount of \$297,081.90 to design remodel and upgrades to the Animal Care facility.

AGENDA OF: June 20, 2023

ASSEMBLY ACTION:

Approved under the Consent agenda. 06/20/23. (SAP)

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To Department/Individual	Signature	Comments
Purchasing Officer		
Public Works Director	 6/7/23	
Finance Director		
Borough Attorney		
Borough Manager		
Borough Clerk	 6/12/23	

ATTACHMENT (S): Fiscal Note: Yes No
 Analysis Sheet (1p)
 Scope of Services (3p)

SUMMARY STATEMENT: On April 18, 2023, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms for Work will include a remodel of the kennel wing (3784sf), a covered kennel area south of the building and a remodel & renovation of the front reception desk area. Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, two proposals were received. A proposal evaluation team made up of Borough Public Works and Animal Care staff evaluated the proposals and selected Stantec

Architecture as the most advantageous firm for the Borough.

The completion date for this project is September 30, 2024.

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: June 6, 2023

SUBJECT: Award of proposal number 23-086P to Stantec Architecture, Inc. for the contract amount of \$297,081.90 to design remodel and upgrades to the Animal Care facility.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED \$297,081⁹⁰	FUNDING SOURCE Buro. Facilities Capital Projects
FROM ACCOUNT # 435.000.000 4xx-xxx	PROJECT #
TO ACCOUNT :	PROJECT #
VERIFIED BY: [Signature]	CERTIFIED BY:
DATE: 6/8/23	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	297.1					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	297.1					
TOTAL	297.1					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: **Chesenne [Signature]** DATE: _____
 APPROVED BY: _____ DATE: _____



23-086P Design Animal Care Facility Remodel and Upgrades

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
Stantec Architecture, Inc	85.53 pts	19.2 pts	20.53 pts	19 pts	13.2 pts	13.6 pts
Architects Alaska	70.73 pts	19.2 pts	13.2 pts	12.67 pts	13.2 pts	12.47 pts

SCOPE OF SERVICES

23-086P, Design Animal Care Facility Remodel and Upgrades

Project Description

The Matanuska-Susitna Borough is requesting proposals from qualified consultants to design modifications to the existing Animal Care Facility located at 9470 E. Chanlyut Circle, Palmer, AK 99645. Work will include a remodel of the kennel wing (3784sf) with HVAC upgrades, a covered kennel area south of the building, a remodel & renovation of the front reception desk area, and upgrades south of the building (referred to as the "Back 40").

Detailed Project Tasks and Services

1. Design

1. The proposal shall include all cost for design and professional stamps by appropriate Alaska licensed Architectural/Engineering (A/E) disciplines. The Work includes all calculations, studies, research and code analysis to design, including but not limited to civil (including the site access road), architectural, structural, mechanical and electrical design, and all required permitting.
2. All work shall comply with the current applicable code requirements of the IBC, IMC, NEC, UPC, IFC and current State of Alaska Amendments both as shown or implied by the type of construction and building use. Any omissions in the design to meet current codes shall be the responsibility of the A/E to correct at their cost for design & construction related issues.
3. All work shall be in full compliance with the most recent MSB FDCM (Facility Design Criteria Manual) unless other systems and designs are suited better for animal care. The A/E will advise Matanuska-Susitna Borough (MSB) Staff on facility systems and design to ensure the best systems and design are selected that suit animal care requirements. The A/E is also responsible for selecting building materials and systems suitable for local conditions and ease of maintenance.
4. All materials shall be new. Used materials are not allowed unless approved by MSB Project Mgr.
5. Survey / Locate all topographic elements needed for project design and construction purposes, including but not limited to drainage features, utilities above and below ground, ROW, Easements, and property corners.
6. **Scope:**

MSB has an initial budget of \$1.1m to begin design and start remodel, with an additional \$750K forthcoming. MSB priority is the Kennel Area (Base Bid) with the intent to finish the exterior kennel fall 2023, then do interior work throughout the winter. Add-Alts will be done as future funding allows. The A/E must include a consultant with Animal Care facility design, engineering and planning experience to provide finished products & design suited for long term animal care. A/E will need to explore options to reduce cost overruns and provide value engineering. The base bid & add-alt options (listed below) should remain in the design through the project development, but budget constraints may result in phased construction. If any add-alt option were to be declined following bid day, the building should still have systems designed to handle the addition of the add-alt work at a later date without extensive system remodels.

A. **Base: Kennel area (3784 SF) and Exterior Carport**

- Remodel to include, but not limited to, remove drywall & insulation, re-mediate mold, replace insulation, install cement board wall covering, epoxy wall & floor covering, add additional electrical circuits, move water lines inside wall, add kennel dividers, upgrade HVAC so heat/cooling work efficiently.
- Add approximately 36' x 50' concrete pad and covered carport roof structure over the kennels off the south (back) of the dog hall. Extend the existing chain link dog kennels in that area to accommodate 6 kennels per side (12 total).

B. Add-Alt Option 1: Front reception area

- Remodel to include, but not limited to, demo existing reception area, relocate reception area to interior wall with new hall by exterior wall, add tempered glass safety barrier for all desk area, add 1 entry door into desk area and 1 exit door through back hall by cat isolation room.

C. Add-Alt Option 2: Back 40 Upgrades

- Remove existing south (back) fence, extend fence line to the berm. Install two access gates on west & east side.
- Fill in the low depression near south lot line out to the berm/new fence line. Add top soil and grade the area, ensuring proper drainage.
- Remove the existing "Husky Alley" chain link enclosures and the "old cluster" of chain link enclosures.
- Add new 72' x 92' chain link fenced dog mushing containment area, capable of housing 30 dogs.
- Establish a separate livestock containment area, utilizing AC&R existing livestock fencing and gates.
- Move 40' connex & 20' connex to east lot line.
- Move wood livestock run-in structure to new livestock containment area.
- Relocate green storage building in between the livestock and dog mushing containment areas. Add water and 110/220v electric to building, after it is relocated.
- Add 2ea x 20ft connex with 2ea 8x7 overhead doors (per connex) installed on sides for livestock run-ins at the livestock containment area.
- Add lighting improvements to the back area.
- Add a dog walking path inside the perimeter fence around the livestock and dog mushing containment areas.

7. Each milestone of deliverables shall include a design progress memorandum, written responses to address review comments, and design PDF file emailed with each step. The A/E shall submit a Statement of Probable Construction Cost (SPCC) with the 65%, 95% and Final design through Construction Documents.

- **35% (conceptual) design:**
-Schedule review with MSB
- **65% design:**
-Schedule review with MSB
- **95% design:**
-Schedule review with MSB
- **Final design:**
-Plans shall include (but are not limited to): Title, Survey, Construction Plans and sections, Details, Summaries of quantities, and any other sheets as required or discussed with MSB according to design review comments.
-Provide a PDF of the design summary memorandum with the submittal

2. Permitting

1. A/E is responsible for filing for and obtaining all required plan reviews and permits including, but not limited to, State of Alaska Fire Marshal plan review. The A/E shall, on behalf of the Borough, secure/pay all permits and authorizations required for construction and occupancy during the project.
2. 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 & any permitting overages will be covered by a Time & Expenses basis as needed for the project.

3. Assistance during Bidding

1. The Borough will provide general/supplementary conditions and contract forms. All other bidding documents shall be provided by the A/E. Specifications shall follow the most recent *CSI MasterFormat* Divisions. The Borough will publish bid documents electronically.

2. The A/E shall participate in a pre-bid conference for prospective bidders. The Designer shall prepare responses in MSB format to questions from prospective bidders and provide clarifications and interpretations of the bid documents addenda as necessary. MSB will distribute to all prospective bidders. Do not communicate about this project with any potential bidders.
3. If the bidding produces prices in excess of the approved SPCC plus 10%, the A/E shall perform redesign and re-bidding at no additional expense to the Borough, as necessary to obtain bids within the approved budget.
4. The A/E shall provide all Conformed Documents, with all Addenda items, and accepted alternatives, to the Borough for the bidder to perform its contract.

4. Assistance during Construction

1. The A/E shall provide construction administration throughout the duration of the contract between the Owner and Construction Contractor, commencing with the award of the initial contract for construction, and terminating with the final one year warranty review. The A/E shall provide on-site representation/inspections support through one year warranty period. The A/E shall provide MSB meeting notes for all phases of construction from design through and including a one year warranty
2. Provide assistance to the MSB as requested during project construction. The A/E must be available to interpret and clarify documents prepared during project development and bidding; to review and approve shop drawings, materials/catalog submittals, and other items as necessary; and to assist the MSB with preparing any necessary change order documents. All communication about this project must be through the MSB. Do not communicate directly with the successful bidder.
3. The A/E shall furnish marked-up changes made during the construction period. Incorporate all significant changes marked up by the construction contractor, inspector, project engineer, project manager, and/or construction manager into the drawings. The drawings shall be noted "RECORD DRAWINGS" and dated. The A/E shall prepare record drawings by making changes to the original contract drawings (with amendments posted). Upon verification, the A/E will submit the originals to the MSB Project Manager in hard copy and PDF. The Consultant shall deliver the record drawings to the MSB Project Manager within sixty (60) days after receiving the marked-up documents.
4. The A/E shall gather Operations and Maintenance (O&M) Manuals based on A/E approved submittals from the Contractor. O&M manuals will have a separate section for warranty data.
5. The A/E will collect and approve all closing documents required to close the project on behalf of the MSB to include mold remediation, and hazardous abatement documentation (if applicable).

Project Design Schedule

Milestone	Date
35% Design Review	June 2, 2023
65% Design Review	June 23, 2023
95% Design Review	July 14, 2023
Final Design & Bid Docs	August 1, 2023
Bid Advertisement	NLT – August 15, 2023
Exterior Kennel Completion	December 30, 2023
Substantial Completion	September 1, 2024

AM 23-060