

**SUBJECT:** Award of proposal number 25-121P to Kinney Engineering, LLC for the contract amount of \$907,678.00 to design Green Forest Drive.

**AGENDA OF: June 17, 2025**

**ASSEMBLY ACTION:**

Approved under the consent agenda 06/17/25 - EMW

**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: Dustin Silva	4 / 2 0 2 5
Public Works Director	X <u>T o m A d a m s , P E</u> Signed by: Tom Adams	
Finance Director	X <u>C h e y e n n e H e i n d e l</u> Signed by: Cheyenne Heindel	5 / 2 0 2 5
Borough Attorney	X <u>N i c h o l a s S p i r o p o u l o s</u> Signed by: Nicholas Spiropoulos	
Borough Manager	X <u>M i c h a e l B r o w n</u> Signed by: Mike Brown	6 / 2 0 2 5
Borough Clerk	X <u>L o n n i e M c K e c h n i e</u> Signed by: Lonnie McKechnie	

**ATTACHMENT (S) :** Analysis Sheet (1p)  
Scope of Services (4p)

**SUMMARY STATEMENT:** On February 21, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to provide professional Design services for the Green Forest Drive Reconstruction project located in Palmer, Alaska. The project corridor spans N. Green Forest Drive and E. Schelin Spur from E. Palmer Wasilla Highway to E. Bogard Road. Originally constructed as a local residential road, the corridor is now heavily used for through traffic and is classified as a Minor Collector on the Official Streets and Highways Plan (OSHP). This project will upgrade the existing road to Minor Collector standards to reduce traffic congestion, improve connectivity, enhance safety and increase the reliability of the transportation system. Services purchased will support the Public Works Department in assembly district #4.

In response to the advertisement, four proposals were received. A proposal evaluation team made up of Borough Public Works staff evaluated the proposals and selected Kinney Engineering, LLC as the most advantageous firm for the Borough.

The completion date for this project is December 15, 2029.

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, Projects Division will be administering the contract.

**RECOMMENDATION OF ADMINISTRATION:** Approve the subject action memorandum.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: June 17, 2025

SUBJECT: Award of proposal number 25-121P to Kinney Engineering, LLC for the contract amount of \$907,678.00 to design Green Forest Drive.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$907,678.00	FUNDING SOURCE Roads and Bridges Capital Projects
FROM ACCOUNT # 430.000.000 4xx.xxx	PROJECT# 35474-1000-1008
TO ACCOUNT :	PROJECT #
VERIFIED BY:  X <u>L i e s e l Z a n t o</u>  Signed by: L i e s e l W a l l a n d	CERTIFIED BY:
DATE:	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	907.7					
---------	-------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

## FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	907.7					
TOTAL	907.7					

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

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

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

6 / 5 / 2 0 2 5

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

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

Signed by: C h e y e n n e H e i n d e l

# **Matanuska-Susitna Borough Provide Professional Design Services Green Forest Drive Reconstruction**

The Matanuska-Susitna Borough (Borough) is soliciting proposals from qualified consultants to provide professional Design services for the Green Forest Drive Reconstruction project located in Palmer, Alaska. The project corridor spans N Green Forest Drive and E Schelin Spur from E Palmer Wasilla Highway to E Bogard Road. Originally constructed as a local residential road, the corridor is now heavily used for through traffic and is classified as a Minor Collector on the Official Streets and Highways Plan (OSHP). This project will upgrade the existing road to Minor Collector standards to reduce traffic congestion, improve connectivity, enhance safety and increase the reliability of the transportation system.

The Borough has identified the following key design challenges:

- The Green Forest and Trunk Road corridor has been identified as an area of concern in the draft Safe Streets for All Comprehensive Safety Action Plan published in December 2024. Improvements and design should evaluate methods to improve vehicle and pedestrian safety in the project corridor.
- A pair of sharp horizontal curves in the Green Forest Drive alignment near the E Frances Lane will make intersection improvements in this area challenging.
- Limited ROW south of E Frances Lane will make upgrading the roadway challenging.
- Coordination with DOT&PF will be needed on the north end of the roadway corridor to tie into the Bogard Road at Engstrom Road/Green Forest Drive Intersection Improvements Project.

Attachment #1 is a map showing the proposed project limits.

## **Phasing and Scoping**

The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the Borough. Consultant shall not perform services or incur billable expenses except as authorized by a NTP. The MSB anticipates this project will be split into four NTPs identified below with supporting tasks:

NTP 1 consists of developing a Design Study Report (DSR) including a schematic level design (15%) and initial rough order of magnitude (ROM) cost estimates for utility relocation, Surveying, Traffic and Safety Analysis, and Public Involvement. The Contractor shall perform the following tasks along the project corridor in support of developing the DSR:

- Task 2: Environmental Support
- Task 3: Design and Control Surveying
- Task 5: Geotechnical Investigations/Recommendations
- Task 8: Traffic and Safety Analysis
- Task 11: Design Study Report
- Task 12: Public Involvement

NTP 2 will advance the design to a Plans in Hand level (75%) that will be used for additional public involvement, permitting, ROW acquisition, and utility relocation. Work in this NTP will include the following tasks:

- Task 4: Right of Way Surveying and Mapping
- Task 7: Electrical Design
- Task 14 to 14.6.2: Plans, Specifications, & Engineer's Estimate (PS&E)
- Task 15: Utility Services

NTP 3 will advance the design to develop a final bid package that will be used for construction bidding purposes. The bid package will contain a construction ready plan set, complete project manual, and engineer's estimate. Work in this NTP will include the following tasks:

- Task 13: Erosion and Sediment Control Plan
- Task 14 Remainder: Plans, Specifications, & Engineer's Estimate (PS&E)

NTP 4 will be authorized as necessary for support during bidding and construction. The work in this phase will include the following tasks:

- Task 17: Assistance during Bidding
- Task 18: Assistance During Project Closeout
- Task 19: Assistance during Construction

### **Project Schedule**

The anticipated project milestone schedule is:

Professional Service Agreement Award	June 2025
Traffic and Safety Analysis Report	August 2025
Design Survey Submittal	October 2025
DSR Submittal	December 2025
Preliminary Design Submittal	February 2026
Plans in Hand Submittal	March 2026
ROW Mapping & Acquisition	April 2026
Pre-PS&E Review	June 2027
Final PS&E (Complete Bid Documents)	August 2027
Bid Advertisement Construction	September 2027
Award Construction Contract	November 2027
Construction Finished	October 2029

### **Cost**

The MSB anticipates the level of effort for the entire contract **will be less than \$XXX,000** with an anticipated contract completion date of **December 15, 2029**.

### **General**

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 and clearly identify the qualifications of 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 Borough:

- Project Management – Joshua E. Cross, PE, PTOE
- Civil Engineering – Tae Voight, PE
- Environmental Support – Teresa Zimmerman, Robert Meinhardt
- Surveying – AJ Griffin, PLS
- Traffic and Safety – Jeanne Bowie, PE, PhD, PTOE
- Cost Estimating – Tae Voight, PE

All coordination and correspondence for the project shall be handled through or with the concurrence of the Borough 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 project advancement and used to track Consultant progress and billings.

### **Billing**

The Consultant must provide a monthly report with each invoice that includes:

- Firm details and invoice information.
- Project name, contract number, and purchase order number.
- Sequentially numbered with a date range covered by the invoice.
- Project specifics, contract amounts, previous and current billings.
- Summary of work performed and planned activities for the next billing period.

The consultant is required to notify the Borough Project Manager when 75% and 90% of the authorized billing amount for each task has been expended.

Final invoices must be clearly marked as "FINAL."

### **Guarantee**

No guarantee is given that the Consultant will be required to provide all of the services detailed in this Statement of Services or that the Consultant will incur all of the costs estimated. Likewise, no guarantee is given that the Consultant will perform other services for the project beyond those defined in this contract.

## **Scope of Services**

### **Project Management**

The Consultant shall provide project management services focused on quality control and administration of the work. This includes preparing agendas and minutes for progress meetings, managing monthly invoices, and generating progress reports along with budget tracking. The Consultant will oversee its team and overall project activities in alignment with the Borough's direction to ensure that the project adheres to its schedule and budget.

The Consultant will also manage sub-consultants, maintain the project schedule and budget, anticipate and mitigate potential issues and delays, and coordinate with the Borough Project Manager to keep them updated on the project's overall progress. The Consultant will interact with Borough staff to develop a design that meets all requirements, documenting and distributing meeting minutes for approval following each meeting.

Periodic progress meetings will be held at a frequency agreed upon between the Borough Project Manager and the Consultant. Review meetings will also be held at key project milestones, which include but are not limited to:

- Design Kick-off Meeting
- Preliminary Findings Meeting
- Draft DSR Review Meeting
- Preliminary Design Review
- Plans in Hand Review
- Pre-PS&E Review

The Consultant will be responsible for coordinating aspects of the project using the Borough's designated project management software. This includes, but is not limited to, scheduling tasks, application for payment and submitting project deliverables through the software platform. The consultant must ensure all team communications, documentation, and submittals are organized within the system, providing visibility for all project activities. Regular updates and reports generated from the software will be required to ensure the project stays on track, meeting the budget and all deadlines.

The MSB will provide the Consultant with a single license that affords the Consultant the necessary rights and access credentials to use the designated project management software. The Consultant is responsible for maintaining security of the rights and access credentials that have been provided by MSB; however, the Consultant is not responsible for maintaining the security of the designated project management software and any damages or loss of data resulting from breaches in security that occur if the Consultant is not found at fault.

The Consultant shall designate one individual as the project manager and primary contact for the Borough. This individual will be responsible for maintaining clear lines of communication and will serve as the designated liaison for the Borough Project Manager. Additionally, this person will assist the Borough Project Manager in providing updates to interested stakeholders.



## 25-121P Design Green Forest Drive

### Scoring Summary

	Total	Project Understanding & Approach	Experience & Qualifications	Management & Communication
Supplier	/ 100 pts	/ 45 pts	/ 35 pts	/ 20 pts
Kinney Engineering	92.67 pts	45 pts	30.33 pts	17.33 pts
HDL Engineering Consultants LLC	84.67 pts	36 pts	32.67 pts	16 pts
PTS, Inc.	80.67 pts	39 pts	25.67 pts	16 pts
PND Engineers, Inc.	71 pts	33 pts	23.33 pts	14.67 pts