

SUBJECT: Award of proposal number 26-043P to RESPEC Company, LLC for the contract amount of \$494,921.00 to design a new Household Hazardous Waste Facility.

AGENDA OF: November 18, 2025

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X Rustin Krafft Signed by: Rustin Krafft
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	X Michael Brown Signed by: Mike Brown
Borough Clerk	X Brenda J. Henry for Signed by: Brenda Henry

ATTACHMENT (S): Scope of Services (3p)

SUMMARY STATEMENT: On August 14, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation for proposals from qualified firms to design a new Hazardous Waste Facility at the central landfill in Palmer, Alaska.

This project is funded through fees collected from Solid Waste customers and is independent of the Borough General Fund. The Solid Waste Enterprise fund accounts for activities financed and operated similarly to a private business, using user fees to cover costs.

The existing Household Hazardous Waste building is too small, making it difficult and costly to collect and store the amount of material collected daily. Due to the volume of HHW being collected, it is being stored in four separate areas around the landfill requiring additional handling as well as separate covered facilities to meet regulations.

The proposed facility, estimated at approximately 6,000 square feet, will safely receive, store, and manage domestic hazardous waste materials dropped off by the public. It will feature separate storage areas for various hazardous materials, a fire sprinkler system, personnel wash-down stations, and a 30,000-gallon water storage tank for fire protection. Used oil collected at the site will be filtered and repurposed to heat the building, supporting sustainable operations. The proposed HHW Facility will meet the EPA requirements as well as ADEC and EPA regulations currently being drafted and updated by the State of Alaska.

In response to the solicitation, only one proposal was received, and after evaluation, it was determined to be acceptable and the most advantageous option for the Matanuska-Susitna Borough.

Services purchased will support the Public Works Department in assembly district #2.

The completion date for this project is February 26, 2027.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 180 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: November 18, 2025

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$494,921	FUNDING SOURCE Landfill Capital Projects
FROM ACCOUNT # 420.000.000 4xx.xxx	PROJECT# 25007-2400-2407
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 Z a n t o	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	494.9					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	494.9					
TOTAL	494.9					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____



Recoverable Signature

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

SCOPE OF SERVICES

26-043P, Design Household Hazardous Waste Facility

Project Description

The Matanuska-Susitna Borough (MSB) requests professional Architectural/Engineering (A/E) design services to design a new **Hazardous Waste Facility** for the Solid Waste Site in Palmer, AK 99645. Proposals shall be for completing the design of the new facility including all sitework and utilities. Recent new construction in the area which includes a new Tipping Building, Tipping Office, and new Scales & Scale House has recent drawings for reference that are in the package.

Detailed Project Tasks and Services

1. Design

1. The proposal shall include all costs for design and professional stamps by appropriate Alaska licensed Architectural/Engineering (A/E) disciplines. The Work includes all calculations, studies, research and code analysis needed 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 that result in failure to meet current codes shall be the responsibility of the A/E to correct at their own 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 better suited for hazardous waste facilities. 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 hazardous waste use. The A/E is also responsible for selecting building materials and systems suitable for the building use as a domestic hazardous waste facility. Reference applicable codes for requirements, fire protection, water storage and applicable structural materials suited for the intended use.
4. All materials shall be new. Used materials are not allowed unless approved by MSB Project Manager.
5. The design shall include: Surveying and locating 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 a current budget of \$4.5 Million for the entire project. The building concept is a metal building approximately 60X100 with a concrete foundation. There will be an approximately 30,000 gallon water storage tank built into the foundation design (to be designed by the successful consultant). There will also be a fire sprinkler system and other personnel wash down areas. The interior layout is yet to be determined but will need to accommodate separate storage areas for the various materials being dropped off. The used oil will be filtered and used to heat the new building. More information will be coordinated with the successful design team. The incoming water 2" line from a new well will be brought into the building area as part of other work in 2025.

The proposal is for the design of the entire facility and site work. After award, there will be design reviews at 35%, 65%, and 95%, then final design and assembly of the contractor bid package. CA services during construction will be part of this contract.

Proposals will be graded based on firm qualifications, past experience in similar construction, staffing plan, schedule, sub-discipline design support, and will be evaluated by a team of experienced Project Managers, Purchasing, and Solid Waste staff. The selected firm will enter into a negotiation for price, and if an agreement cannot be reached, the team will go to the next qualified bidder.

7. After award, 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, specifications and sections, Details, Summaries of quantities, and any other sheets as required or discussed with MSB according to design review comments. (PDF and CAD/BIM submittal)
 - Provide a PDF of the design summary memorandum with the submittal.
 - Provide a contractor bid package for the project and support the project during bidding. CA services will be part of this award during construction.

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 and pay all permits and authorizations required for construction and occupancy.
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 A/E shall prepare responses in MSB format to questions from prospective bidders and provide clarifications and interpretations of the bid documents through addenda as necessary. MSB will distribute these 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. Communication during bidding will be through Addendums issued during the bidding process. The Architect will assist in these Addendums as necessary for clarification and direction.

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).
6. All Architect/Engineering firms will be required to use the Matanuska-Susitna Borough Project Management Division's project management and submittal exchange software, Projectmates. User access will be provided, and training will be included as part of the onboarding process and this contract.

General Contract Requirements

1. After award and negotiations, the Architect will submit a Schedule of Values for purposes of payment and tracking formatted as requested by the Borough Project Manager.
2. The Architect will submit a Design Schedule with their proposal that meets the requirements of the RFP.
3. The Architect will submit in their proposal narrative the firms they will be using for the various disciplines, including the staffing from each firm.
4. The Consultant is required to utilize Projectmates, the Borough's designated project management software, for all relevant aspects of project coordination and documentation as required under this Contract. This includes, but is not limited to, managing and updating the design schedule, uploading design deliverables, submitting invoices for professional services, documenting meeting minutes, and tracking project correspondence and decisions. The platform shall serve as the official system of record for the project.
5. The Consultant shall designate one individual to serve as the primary point of contact for all Projectmates related activities. This individual shall be responsible for maintaining the Consultant's information within the system and ensuring compliance with all platform requirements. One Projectmates license will be provided for this designated individual.
6. The Consultant shall ensure that all entries in Projectmates are timely, accurate, and complete. The system must be kept current and well organized throughout the duration of the project. The Borough may require regular updates and reports generated from Projectmates to monitor progress, verify alignment with the approved project schedule and budget, and support timely decision making. Failure to utilize Projectmates as required may result in delayed review or approval of deliverables, invoices, or other project related documents.
7. The MSB general conditions will address the standard contractual requirements.
8. The MSB reserves the right to add other required services by amendment if necessary.

Proposed Project Design Schedule

Milestone	Date
35% Design Review	November 11, 2025
65% Design Review	January 20, 2026
95% Design Review	March 10, 2026
Permitting	April 5, 2026
Final Design & Bid Docs	April 10, 2026
Bid Advertisement	April 18, 2026
Bid Evaluation	May 18, 2026
Construction	May 10- December 31, 2026