

**SUBJECT:** APPROVAL OF CHANGE ORDER NO. 1 FOR CONTRACT NO. 25-001P WITH LOUNSBURY AND ASSOCIATES, INC., FOR THE GUARDRAIL INVENTORY AND ASSESSMENT PROJECT FOR ROAD SERVICE AREA 25, BOGARD TO ADD \$40,900 AND EXTEND THE CONTRACT TO JUNE 30, 2025.

**AGENDA OF: March 4, 2025**

**ASSEMBLY ACTION:** Approved under the consent agenda 03/04/25 - BJH

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

| Route To:                           | Signature  |
|-------------------------------------|--|
| Project Management Division Manager | X Cole Branham<br><small>Signed by: Cole Branham 2/19/2025</small>                 |
| Public Works Director               | X Tom Adams, PE<br><small>Signed by: Tom Adams</small>                             |
| Purchasing Director                 | X Rustin Krafft<br><small>Signed by: Rustin Krafft 2/19/2025</small>               |
| Finance Director                    | X Cheyenne Heindel<br><small>Signed by: Cheyenne Heindel 2/19/2025</small>         |
| Borough Attorney                    | X Nicholas Spiropoulos<br><small>Signed by: Nicholas Spiropoulos 2/19/2025</small> |
| Borough Manager                     | X Michael Brown<br><small>Signed by: Michael Brown 2/19/2025</small>               |
| Borough Clerk                       | X Lonnie McKechnie<br><small>Signed by: Lonnie McKechnie 2/20/2025</small>         |

**ATTACHMENT (S):** Cost Proposal (1 Page)

**SUMMARY STATEMENT:** On June 10, 2024, the Assembly authorized the award of Contract No. 25-001P to Lounsbury & Associates, Inc. (Lounsbury) for the Guardrail Inventory and Assessment Project in Road Service Area 25 (Bogard). The current contract amount is \$99,600.00.

The contract consists of two parts. Part 1 included field investigation, guardrail assessment, asset management software input, and the initial report. Upon completion of Part 1 and

identification of guardrail inventory and deficiencies, Part 2 was to be negotiated. Part 2 includes surveying, length-of-need analysis, cost estimation for identified guardrail repairs, and the final report. Lounsbury has successfully completed Part 1.

This change order requests an additional \$40,900 and extends Lounsbury's contract through June 30, 2025, to complete Part 2 of the guardrail analysis report.

The administration seeks approval of Change Order No. 1 to Contract No. 25-001P with Lounsbury & Associates, Inc., as well as the authority to extend the contract by up to 90 days for any unforeseen circumstances.

**RECOMMENDATION OF ADMINISTRATION:** Approve Change Order One (1) for Contract No. 25-001P with Lounsbury & Associates, Inc., for the Guardrail Inventory and Assessment for Road Service Area 25 Bogard, to add \$40,900 and extend the contract to June 30, 2025. Additionally, authorize contract extension authority up to 90 days.



February 14, 2025

Matanuska-Susitna Borough  
Public Works Department  
533 E Fireweed Avenue  
Palmer, AK 99645

**Attention:** Cole Branham  
PM Division Manager

**Subject:** Scope and Fee Proposal  
Guardrail Inventory and Assessment for RSA 25, Phase 2  
Amendment #1 – Survey and Final GAR  
MSB Project No. 30045-4212

Thank you for the opportunity to provide a Scope and Fee proposal for the subject project. We understand the work consists of conducting survey work for failed guardrail sections, Length of Need (LON) calculations, and a Final GAR Report.

## SCOPE OF WORK

### Amend TASK No. 2 – Inventory & Assessment

Lounsbury has completed the preliminary analysis of the field work for the Guardrail Analysis Report (GAR) and has provided the locations that survey will be needed to calculate LON. After the survey field work is completed, Lounsbury will process the additional topo survey collected for the 21 sites that need it, complete LON calculations, and submit a final GAR Report. Additionally, a preliminary cost analysis for those sites will be conducted using an assumed length of rail (since LON calcs have not been completed yet) and the number of terminals.

#### **Deliverable(s):**

- Final Guardrail Analysis Report (PDF and Hard Copy)
- Preliminary Cost Analysis (PDF and Hard Copy)

### Add TASK No. 3 – Guardrail Survey

Lounsbury will mobilize to the field to conduct needed topo survey and cross-sections required to analyze the 21 failed sites designated in the Phase 1, GAR Report. The survey will be used to calculate LON's at each failed end treatment and provide site grading plans for grading around guardrails as needed to complete the project. No survey control will be developed for this project. We have assumed we will be conducting topo survey under winter conditions.

#### **Deliverable(s):**

- CAD site surveys for 21 GR sites



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1175 N. Leatherleaf Loop Ste. D Wasilla, Alaska 99654 T: 907-357-9129 F: 907-357-9140  
418 Wedgewood Drive Fairbanks, Alaska 99701 T: 907-374-8547

WWW.LOUNSBURYINC.COM



## **SCHEDULE**

Assuming Lounsbury receives a Purchase Order no later than March 5, 2025, final deliverables will be prepared and delivered to MSB by June of 2025.

If, through no fault of Lounsbury, such periods of time or dates are changed, or the orderly and continuous progress of Lounsbury's work is impaired, delayed or suspended, then the time for completion of Lounsbury's services, and the rates and amounts of compensation, may be adjusted equitably.

## **ESTIMATED COST AND FEE BASIS**

Lounsbury proposes to complete the scope of work described above for a total fixed fee of **\$40,900.**

Thank you for this opportunity to provide professional services. We look forward to working with you. If I can answer any questions, please give me a call at (907) 240-0847.


Sincerely,  
**Lounsbury & Associates, Inc.**



Scott Pulice, PE  
Project Manager

*Cc: Joe Taylor*  
*Attached: Summary Fee sheet*

**PRICE PER TASK SUMMARY**

|  |  |   |                        |
|--|--|---|------------------------|
| <b>Project:</b> Guardrail Inventory and Assesment for RSA 25<br><b>Project No.:</b> 30045-4212 | <b>Client:</b> Mat-Su Borough<br><b>Firm:</b> Lounsbury & Associates |  | <b>DATE:</b> 2/12/2025 |
|--|--|---|------------------------|

| TASK                                      | TASK DESCRIPTION              | LABOR           | EXPENSES        | TOTAL COST        | FIRM'S TOTAL PRICE        | SUB-CONSULTANT        | SUB-CONSULTANT MARK UP        | PRICE PLUS SUBS        |
|---|-------------------------------|-----------------|-----------------|-------------------|---------------------------|-----------------------|-------------------------------|------------------------|
| 1   | PROJECT / CONTRACT MANAGEMENT | \$0             | \$0             | \$0               | \$0                       | \$0                   | \$0                           | \$0                    |
| 2   | INVENTORY AND ASSESSMENT      | \$9,200         | \$0             | \$9,200           | \$9,200                   | \$0                   | \$0                           | \$9,200                |
| 3   | SURVEY                        | \$31,700        | \$0             | \$31,700          | \$31,700                  | \$0                   | \$0                           | \$31,700               |
| 4   | PS&E                          | \$0             | \$0             | \$0               | \$0                       | \$0                   | \$0                           | \$0                    |
| <b>FIRMS TOTAL PRICE - Basic Services</b> |                               | <b>LABOR</b>    | <b>EXPENSES</b> | <b>TOTAL COST</b> | <b>FIRM'S TOTAL PRICE</b> | <b>SUB-CONSULTANT</b> | <b>SUB-CONSULTANT MARK UP</b> | <b>PRICE PLUS SUBS</b> |
|   |                               | <b>\$40,900</b> | <b>\$0</b>      | <b>\$40,900</b>   | <b>\$40,900</b>           | <b>\$0</b>            | <b>\$0</b>                    | <b>\$40,900</b>        |