



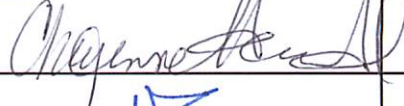


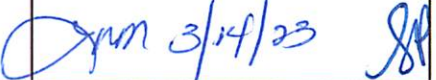
**SUBJECT:** Award of proposal number 23-035P to Burkhart Croft Architects, LLC, Architects Alaska, Inc. and Stantec Architecture, Inc. for the contract amounts not to exceed \$500,000 per year per firm to support various construction projects design and development.

**AGENDA OF:** March 21, 2023

**ASSEMBLY ACTION:**

Approved under the consent  
Agenda 3/21/23. (SP)

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

Route To Department/Individual	Signature	Comments
Purchasing Officer		
Public Works Director	 3/21/23	
Finance Director		
Borough Attorney		
Borough Manager		
Borough Clerk	 3/14/23 SP	

**ATTACHMENT (S) :** Fiscal Note: Yes X No         
 Analysis Sheet (1p)  
 Scope of Services (2p)

**SUMMARY STATEMENT:** On December 28, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting proposals from qualified firms for facility design support, building assessments, and other related services described in the scope. The intent of the work is to efficiently support project design and development, facility assessments, and overall project planning and execution throughout the Borough on projects typically categorized as vertical construction. Services purchased will support the Public Works Department in all assembly districts.

In response to the advertisement, five proposals were received. A proposal evaluation team made up of Borough Public Works staff evaluated the proposals and selected Burkhart Croft Architects, LLC, Architects Alaska, Inc. and Stantec Architecture, Inc. as the most advantageous firms for the Borough.

These contracts provide the Project Management Division with a set of pre-qualified/pre-selected consultants, based on qualifications, for use on projects under \$50,000 from start to finish. By utilizing these agreements, consultant selection is faster and we are able to bring pricing in as a selection factor. Projects exceeding \$15,000 will be quoted between the three firms with the lowest quote being awarded the task order. It is not anticipated that annual limit will be reached on any of these contracts, however by establishing authority beyond anticipated capacity, it will allow for competition throughout the entire year.

The term length for this agreement is for one year with two additional one year renewals (potentially three-year contract), subject to annual appropriation of funds by the Borough Assembly. The initial contract period of performance begins upon contract execution ends on June 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: March 21, 2023

SUBJECT: Award of proposal number 23-035P to Burkhart Croft Architects, LLC, Architects Alaska, Inc. and Stantec Architecture, Inc. for the contract amounts not to exceed \$500,000 per year per firm to support various construction projects design and development.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>NTE \$500,000/yr each</u>	FUNDING SOURCE <u>TBD at time of task</u>
FROM ACCOUNT # <u>TBD #</u>	PROJECT # <u>TBD</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Shirley McNeil</u>	CERTIFIED BY:
DATE: <u>3-8-23</u>	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	<u>* ———</u>					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>* ———</u>					
TOTAL	<u>* ———</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) \* Available funding will be verified as tasks are ordered

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

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

APPROVED BY: \_\_\_\_\_ DATE: 3/8/23



## Scoring Summary

### 23-035P Architectural and Engineering Services Term Contract

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Management	Methods
Supplier	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 17 pts	/ 18 pts
Burkhart Croft Architects, LLC	75.07 pts	19.2 pts	17.6 pts	11.4 pts	12.47 pts	14.4 pts
Architects Alaska, Inc.	69.87 pts	19.2 pts	16.13 pts	8.867 pts	12.47 pts	13.2 pts
Stantec	67.47 pts	17.6 pts	17.6 pts	8.867 pts	10.2 pts	13.2 pts
Nvision Architecture	64.4 pts	16 pts	16.13 pts	8.867 pts	10.2 pts	13.2 pts
Alder Architecture & Design, LLC	58.93 pts	14.4 pts	14.67 pts	8.867 pts	10.2 pts	10.8 pts

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## **SCOPE OF SERVICES**

### **23-035P, Architectural and Engineering Services Term Contract**

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The Matanuska-Susitna Borough (MSB) requests proposals from professional architectural and engineering (A/E) firms for facility design support, building assessments, and other related services described below. The intent of the work is to efficiently support project design and development, facility assessments, and overall project planning and execution throughout the Borough on projects typically categorized as vertical construction.

The MSB's intent is to enter a contract with up to three qualified firms. Once under contract, the A/E will serve as the prime consultant with various sub-consultant services as needed. Small projects under \$15,000 will be given to the next in line of the three contracted firms, starting with the firm receiving the highest ranking, then the second and third. Tasks exceeding an estimated \$15,000 will be quoted by the Purchasing Division between the three firms under contract, with the lowest quote receiving the task order. The successful firm will be required to provide a Project Manager to interface with the Borough's Project Manager in order to streamline communications and deliverables. Firms will keep communication open and respond timely to task order requests and requests for information regarding task orders.

The anticipated work load for calendar year 2023 is estimated to be less than \$1,500,000 (3 contracts not to exceed \$500,000 per year). The three individual contracts will have a task order limit of \$50,000. The work performed under these contracts is dependent on the general need, and approved project funding through the Borough budget, grants, disaster relief, and other funding sources as they become available.

These agreements will run through the 2023 calendar year from the time of execution, and may be extended for two (2) additional one-year periods by written mutual agreement of both parties. Firms will be issued a purchase order for each task order or project awarded under this contract.

#### **Task Order Terms:**

1. Task Orders will determine project scope of work and deliverables.
2. Task Orders must have the appropriate Purchase Order attached prior to commencing any work.
3. Multiple task orders, whether with the same or different firm are prohibited on any one project.
4. All task orders may be issued on a lump sum or T&M Not to Exceed cost basis.
5. All Task Orders will have a firm completion/deliverable date.
6. Task Orders may have a total length of time to complete of 18 months from date of issue. All terms and conditions will remain in effect throughout the performance of a Task Order regardless of term contract 23-035P time of performance.

Task order scopes of services may include but is not limited to:

1. Design services
  - a. Architectural
  - b. Mechanical
  - c. Electrical
  - d. Civil design and surveying
  - e. Structural
  - f. Fire suppression/health and life safety
2. Planning support services
  - a. Master plan development
  - b. Cost estimating
3. Disaster-related support
  - a. FEMA-qualified post-event facility inspections for safety and occupancy
  - b. Structural evaluations

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4. Contract Administration
  - a. Construction management
  - b. Submittal reviews
  - c. Asbuilts/record drawings
  - d. Request for Information support
5. General/Other
  - a. Building code verification and advisement
  - b. Fire code verification and advisement
  - c. General facility assessment including all systems and assemblies
  - d. Destructive assessment and inspection services
  - e. Mold testing
  - f. Asbestos testing
  - g. Design criteria and specification development
  - h. Development of project bid documents, scopes of work, and bridging documents
  - i. Environmental advice and permitting

State of Alaska (SOA)/Federal Emergency Management Agency (FEMA) funded procurements. This term contract may be used for "Pre-Bid" emergency contracts that are funded by the SOA/FEMA. There is no guarantee that emergency work will result from this contract, however in an effort to be prepared to resolve life health & safety issues in the MSB this contract will be pre-established with applicable SOA/FEMA terms and conditions and forms. These SOA/FEMA terms and conditions and forms will only be applicable for SOA/FEMA funded/reimbursable emergency contracts.