

**SUBJECT:** APPROVAL OF CHANGE ORDER NO. 3 TO TERM CONTRACT NO. 23-100P(B) WITH LOUNSBURY AND ASSOCIATES, INC. TO RENEW FY2027 ANNUAL CONTRACT AUTHORITY AND EXTEND THE COMPLETION DATE TO JUNE 30, 2027, FOR ENGINEERING AND SURVEYING SERVICES.

**AGENDA OF: June 16, 2026**

**ASSEMBLY ACTION:**

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

Route To:	Signature
Project Management Division Manager	<div style="text-align: right;">5 / 27 / 2026</div> X Cole Branham <small>Signed by: Cole Branham</small>
Public Works Director	<div style="text-align: right;">5 / 27 / 2026</div> X Tom Adams, P.E. <small>Signed by: Tom Adams</small>
Purchasing Director	<div style="text-align: right;">5 / 27 / 2026</div> X R Krafft <small>Signed by: Russ Krafft</small>
Finance Director	<div style="text-align: right;">5 / 28 / 2026</div> X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	<div style="text-align: right;">5 / 28 / 2026</div> X Shannon Bodolay <small>Signed by: Shannon Bodolay</small>
Borough Manager	<div style="text-align: right;">6 / 5 / 2026</div> X Michael Brown <small>Signed by: Mike Brown</small>
Borough Clerk	<div style="text-align: right;">6 / 5 / 2026</div> X Lonnie Mckee <small>Signed by: Lonnie Mckee</small>

**ATTACHMENT (S) :**

**SUMMARY STATEMENT:** On April 21, 2023, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting proposals from qualified professional land surveying and engineering firms to provide right-of-way identification, surveying, engineering, and administration/management services for public civil construction projects throughout the Borough. The intent of the contract was to support the planning, design, and construction phases of civil construction and related public infrastructure projects across all Assembly districts.

In response to the solicitation, six proposals were received. A proposal evaluation team comprised of Borough Public Works staff evaluated the proposals. The three highest ranked firms were HDL Engineering Consultants, LLC; Lounsbury & Associates, Inc.; and The Boutet Company, Inc. The selected firms were awarded term contracts to provide professional services for projects under \$150,000. Projects exceeding \$15,000 were to be quoted among the three firms, with the lowest responsive quote receiving the task order assignment. Each contract included an annual not-to-exceed limit of \$500,000.

The following contracts were awarded:

- Contract No. 23-100P(A) - HDL Engineering Consultants, LLC
- Contract No. 23-100P(B) - Lounsbury & Associates, Inc.
- Contract No. 23-100P(C) - The Boutet Company, Inc.

The initial period of performance began upon contract execution and was scheduled to expire on June 30, 2024. The contracts included two additional one-year renewal options.

Amendments to Contract No. 23-100P(B) with Lounsbury and Associates, Inc. are summarized below:

Change Order No. 1 extended the contract completion date to June 30, 2025.

Change Order No. 2 extended the contract completion date to June 30, 2026.

Change Order No. 3 is requested to renew the annual contract authority for FY2027 task orders and extend the contract completion date to June 30, 2027.

The requested extension exceeds the original renewal period contemplated in the solicitation and contract documents. However, the Administration has determined that extending the contract for one additional year is in the best interest of the Borough. Current capital project funding levels and the anticipated FY2027 workload do not justify issuing a new solicitation at this time. Additionally, maintaining these on-call professional service contracts provides the Borough with continued access to qualified engineering and surveying support for time sensitive or emergency related work.

The additional contract authority will allow the Borough to continue issuing task orders on an as-needed basis during FY2027 while maintaining continuity of services. Extending the existing contract also avoids requiring consultants to expend additional

time and resources preparing proposals when only a limited amount of work, if any, is anticipated during FY2027.

The Administration requests approval of Change Order No. 3 to Term Contract No. 23-100P(B) with Lounsbury and Associates, Inc. to renew FY2027 annual contract authority and extend the completion date to June 30, 2027. All other terms and conditions of the contract shall remain unchanged.

**RECOMMENDATION OF ADMINISTRATION:** Approve the legislation as presented.

**MATANUSKA-SUSITNA BOROUGH**

**FISCAL NOTE**

Agenda Date: June 16, 2026

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED *	FUNDING SOURCE TBD
FROM ACCOUNT # *	PROJECT
TO ACCOUNT:	PROJECT #
VERIFIED BY: _____ X <u>          L i e s e l Z a n t o          </u> _____ S i g n e d b y : L i e s e l Z a n t o	

**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						
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REVENUE						
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**FUNDING:** (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		*				
TOTAL		*				

**POSITIONS:**

Full-Time						
Part-Time						
Temporary						

**ANALYSIS:** (Attach a separate page if necessary) \*Funds will be certified as available at the time of PO creation.

APPROVED BY:	_____ X <u>          C h e y e n n e H e i n d e l          </u> _____ S i g n e d b y : C h e y e n n e H e i n d e l
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