

SUBJECT: Award of Proposal No. 22-039P to Architects Alaska, Inc. in the contract amount of \$542,593.58 to design the new Palmer Emergency Services Facility.

AGENDA OF: November 16, 2021

ASSEMBLY ACTION:

approved under the consent agenda. KBJ 11.16.21

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: MB

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>MB</i>	
	Public Works Director	<i>TDL</i>	<i>2 Nov 2021</i>
	Finance Director	<i>MB</i>	
	Borough Attorney	<i>MB</i>	
	Borough Clerk	<i>BMA for YRM</i>	

ATTACHMENT(S) : Fiscal Note: Yes X No
 Analysis Sheet (1p)
 Scope of Services (3p)

SUMMARY STATEMENT: On September 2, 2021, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to design a new Emergency Services Facility in Palmer, Alaska. The new facility will be located on a 5.72 acre parcel at the corner of the Glenn Hwy. and E. Marsh Rd., specifically CEDAR HLS #2 PH 1 RSB T/A TRACT 5. The project scope is to design a combined facility that will address the operational needs for Emergency Medical Services, Emergency Medical Training, Emergency Services Telecommunications and use by the Palmer Fire Department. Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, five proposals were received. A proposal evaluation team made up of Borough Public Works and Emergency Services staff evaluated the proposals and rated Architects Alaska, Inc. as the most advantageous firm for the Borough.

The initial contract period of performance begins upon contract execution and ends on December 31, 2022. The Public Works Department, Project Management Division will be administering the contract.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 30 days for unforeseen circumstances.

RECOMMENDATION OF ADMINISTRATION: Award of **PROPOSAL NO. 22-039P, DESIGN PALMER EMERGENCY SERVICES FACILITY** to **ARCHITECTS ALASKA, INC.** for the contract amount of **FIVE HUNDRED FORTY TWO THOUSAND FIVE HUNDRED NINETY THREE THOUSAND DOLLARS AND 58/100 CENTS (\$542,593.58)**.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: November 16, 2021

SUBJECT: Award of Proposal No. 22-039P, Design Palmer Emergency Services Facility to Architects Alaska, Inc., for the contract amount of \$542,593.58.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <u>\$542,593.58</u>	FUNDING SOURCE
FROM ACCOUNT # <u>405.000.000 4XX.XXX (8227,889.30)</u> <u>425.000.000 4XX.XXX (8241,241.28)</u>	PROJECT # <u>45288</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>[Signature]</u>	CERTIFIED BY:
DATE: <u>11-3-21</u>	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	<u>543.0</u>					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>543.0</u>					
TOTAL	<u>543.0</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: Chugach Division DATE: _____
 APPROVED BY: _____ DATE: 11/3/2021



22-039P Design Palmer Emergency Services Facility

Scoring Summary

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management
Supplier	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 18 pts	/ 17 pts
Architects Alaska, Inc.	76.72 pts	15.36 pts	16.72 pts	15.2 pts	15.84 pts	13.6 pts
Burkhart Croft Architects	76.56 pts	18.24 pts	19.36 pts	15.96 pts	10.08 pts	12.92 pts
PDC Engineers, a RESPEC Company	75.08 pts	21.12 pts	12.32 pts	13.68 pts	13.68 pts	14.28 pts
Wolf Architecture	72.36 pts	14.4 pts	17.6 pts	14.44 pts	13.68 pts	12.24 pts
MCG Explore Design	71.84 pts	13.44 pts	16.72 pts	14.44 pts	12.96 pts	14.28 pts

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SCOPE OF SERVICES

22-039P, DESIGN PALMER EMERGENCY SERVICES FACILITY

GENERAL

The Matanuska-Susitna Borough (MSB) requests proposals for Architectural/Engineering (A/E) services to design a new Emergency Services Facility in Palmer, Alaska. The new facility will be located on a 5.72 acre parcel at the corner of the Glenn Hwy. and E. Marsh Rd., specifically CEDAR HLS #2 PH 1 RSB T/A TRACT 5.

The project scope is to design a combined facility that will address the operational needs for Emergency Medical Services, Emergency Medical Training, Emergency Services Telecommunications and use by the Palmer Fire Department.

Leadership in Energy and Environmental Design (LEED) certification is not required for this project. However, LEED principles should be applied.

The project delivery will follow the traditional design-bid-build process. Design will be completed by March 2022 in order to be advertised in April for 2022 construction start.

The Borough anticipates the total magnitude for design & construction to be less than \$5 million.

SCOPE OF SERVICES

Design the new facility and surrounding areas to include parking lots, street and traffic access, trails, fencing, lighting and landscaping as necessary. Additionally, the selected firm shall facilitate the selection of "off the shelf" furnishings, built in furnishings shall be the responsibility of the construction contractor.

The selected A/E shall perform all calculations, studies, research and code analysis to ensure full compliance with state laws governing the practice of architecture and engineering. The A/E shall produce drawings, specifications, and a statement of probable construction cost (SPCC) with updates at each phase of design. All work shall be completed in full compliance with the most recent MSB Facility Design Criteria Manual, current International Building Codes, as well as all other pertinent federal, state and local codes.

The A/E shall advise Borough Staff on facility systems and design to ensure the appropriate systems and design are selected to suit MSB's needs. The A/E shall select materials and systems suitable for local conditions and ease of maintenance.

The A/E shall interact with the Design Advisory Committee consisting of MSB Staff to develop a design that meets MSB's needs. The A/E shall document and distribute meeting minutes for approval after each meeting to the Project Manager.

The A/E is responsible for designing all aspects of the facility, including but not limited to architectural, civil, site survey and mapping to one-foot contour intervals in the area of the new facility, geotechnical investigation, test pits, borings, sampling, testing and evaluation, and any other pertinent information to be compiled into a formal geotechnical report, landscape design, access routes, signage, structural, mechanical, electrical, food service, acoustical, permitting, all utility planning, cost estimates and coordination with utility installation/connection. A/E services shall include project drawings, construction and record drawings, construction administration, on-site representation/inspections, and warranty period support.

The A/E shall participate in reviews to ensure the project design conforms to applicable code requirements of authorities having jurisdiction and will make any changes required to the Construction Documents for issuance of all permits and legal authorizations required for construction. The A/E shall, on behalf of the Borough, investigate required permits, file the required documents and secure all permits and authorizations required for construction during the design of the project, including paying any associated fees.

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The borough adopts by reference the following codes for the regulation of buildings and structures which are constructed, improved, or modified within the borough:

- (1) International Mechanical Code, as adopted by [13 AAC 50.023](#);
- (2) International Building Code, as adopted by [13 AAC 50.020](#);
- (3) Uniform Plumbing Code, as adopted by [8 AAC 63.010](#);
- (4) National Electrical Code, as adopted by [8 AAC 70.025](#);
- (5) International Fire Code, as adopted by [13 AAC 50.025](#); and
- (6) International Fuel and Gas Code, as adopted by [13 AAC 50.024](#).

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.

The MSB may engage an independent professional consultant to provide comprehensive constructability/peer reviews. The A/E shall integrate recommended changes into the design as directed.

The A/E shall assist in design presentations during design phases of the project for the Design Advisory Committee, Senior Staff, public meetings, and Borough Assembly reviews as required.

CONSTRUCTION BUDGET

The A/E shall submit an updated Statement of Probable Construction Cost (SPCC) with each phase of the design process through Construction Documents. The SPCC may not exceed the construction budget.

SCHEMATIC DESIGN DOCUMENTS

The A/E shall provide Schematic Design Documents and updated SPCC based on the approved and mutually agreed upon schedule and construction budget. The documents shall establish the conceptual design of the project illustrating the scale and relationship of project components. The Schematic Design shall include a site plan, building plans, sections and elevations. Preliminary selections of major building systems and construction materials shall be described in a written report. Product samples of interior and exterior finishes will also be provided along with color schemes for approval. The A/E shall submit a PDF copy and up to five hard copies of drawings and will review the design with MSB staff.

DESIGN DEVELOPMENT DOCUMENTS

The A/E shall provide Design Development Documents and updated SPCC based on the approved schematic design. The Design Development Documents shall illustrate and describe the refinement of the design, relationships, forms, size and appearance of the project by means of plans, sections, elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials, systems, sub-surface construction, and drainage systems. The A/E must request approval for any deviations from the FDCM at this stage of design. The A/E shall submit a PDF, three full size and two half size hard copies of drawings and will review the design with MSB staff for approval.

CONSTRUCTION DOCUMENTS

At the 95% and 100% design reviews, a PDF and up to five (5) copies of the project narrative and drawings including sections, elevations and typical construction details and updated SPCC shall be submitted for MSB review and approval. After review and approval, final Construction Documents utilizing searchable PDF and AutoCAD shall be submitted.

The final Construction Documents shall set forth in detail the requirements for construction of the project and shall include drawings and specifications that establish in detail all materials and systems required for the project.

During the development of the Construction Documents, the A/E shall assist the Borough in the development and preparation of bidding and procurement documents to include specifications using the standard CSI 49 Division format. The A/E shall submit a final updated SPCC to and advise the Borough of any adjustments to previous estimates indicated by design change, changes of requirements or general market conditions.

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COMPETITIVE BIDDING

The Borough will provide general/supplementary conditions and contract forms. All other bidding documents shall be provided by the A/E. The Borough will publish bid documents electronically and manage the procurement.

The A/E shall participate in a pre-bid conference for prospective bidders. The Designer shall prepare responses in Borough format to questions from prospective bidders and provide clarifications and interpretations of the bid documents to all prospective bidders in the form of addenda, which the Borough will distribute.

If the first bidding produces prices in excess of the approved SPCC, the A/E shall participate with the Borough in such redesign and re-bidding at no additional expense to the Borough, as necessary to obtain prices within the approved budget. The A/E shall assist in evaluating bids.

The A/E shall submit up to (5) hard copies and one PDF of the conformed construction documents based on revisions made during the bidding process.

CONSTRUCTION ADMINISTRATION OF THE CONSTRUCTION CONTRACT

The A/E shall perform construction administration of the contract between the Owner and Contractor per General and Supplementary Conditions of the Contract for Construction commencing with the award of the initial contract for construction and terminating with the final Certificate for Payment. The A/E shall represent the Borough through the initial contractor warranty period (typically one - two years).

A/E responsibilities include attending weekly progress review meetings, documenting meeting minutes, SWPP reviews and inspections, drafting field memos, responding to contractor questions, submittal reviews, cost proposal reviews, drafting change order documentation, representing the owner with permitting agencies and utility companies and conducting tours with officials. The A/E firm shall perform periodic inspections to include but not limited to electrical/mechanical rough in, weekly quality of work, substantial, final, and end of warranty. The A/E will develop punch lists and track items to completion. The A/E shall respond to contractor submittals and questions within 15 calendar days of receipt.

Use of software to track and submit construction documents must be approved by the Borough Project Manager.

The A/E shall gather Operations and Maintenance (O&M) Manuals based on A/E approved submittals from the Contractor. O&M manuals shall have a separate section for warranty data. Specifications shall require four manuals in hard copy form and searchable PDF format. The A/E shall furnish four hard copy sets of record drawings based on red-line drawings and other data furnished by the contractor. Record drawings shall be provided on disk in the latest version of AutoCAD and in searchable PDF format. The A/E shall collect and approve all closing documents required to close the project on behalf of the Borough to include hazardous abatement documentation (if applicable).

The A/E shall assist the Borough in preparation of the bid documents for advertisement. The Borough will provide applicable documents to incorporate into the bid documents in electronic format. Upon the request of the Borough, the Designer shall assist in evaluating bids and preparing recommendations concerning contract award. The Borough will execute the contract agreement

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