

SUBJECT: APPROVAL OF A CONTRACT AMENDMENT WITH RESPEC FOR \$109,749 FOR CONTINUED SUPPORT WITH THE METROPOLITAN PLANNING ORGANIZATION DEVELOPMENT.

AGENDA OF: March 19, 2024

ASSEMBLY ACTION:

Approved under the consent agenda 03/19/24 - *emw*

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	<div>3 / 4 / 2 0 2 4</div> <div>X Kim Sollie n</div> <div>Signed by: Kim Sollie n</div>
Department Director	<div>3 / 4 / 2 0 2 4</div> <div>X Alex S traw n</div> <div>Signed by: Alex</div>
Purchasing Director	<div>3 / 4 / 2 0 2 4</div> <div>X </div> <div>Signed by: Russ Kraft</div>
Finance Director	<div>3 / 5 / 2 0 2 4</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>3 / 5 / 2 0 2 4</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>3 / 5 / 2 0 2 4</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: Michael Brown</div>
Borough Clerk	<div>3 / 5 / 2 0 2 4</div> <div>X L o n n i e M c K e c h n i e</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S): Scope, Schedule and Budget narrative (3 pp)
Contract Amendment (1 p)

SUMMARY STATEMENT: On July 6, 2020, the Matanuska-Susitna Borough entered contract no. 20-129P with RESPEC, (a division of PDC, Inc.) for \$94,743.11 for consulting services and development support needed to establish the Mat-Su Metropolitan Planning Organization (MPO).

The new MPO still has many steps to complete before it is an independent organization and can hire its own staff. These final formation steps and tasks are outlined in the scope of work.

Funds are available for this amendment in project No. 47038 with

federal grant funds passed through the Alaska Department of Transportation and Public Facilities (ADOT&PF) (subproject 1401) and MSB-provided 9.03% Match (sub-project 4201).

RECOMMENDATION OF ADMINISTRATION: Recommend approval of an amendment to contract No. 20-129P, adding \$109,749 to the contract.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: 3/19/2024

SUBJECT: APPROVAL OF A CONTRACT AMENDMENT WITH RESPEC FOR \$109,749 FOR CONTINUED SUPPORT WITH THE DEVELOPMENT OF THE METROPOLITAN PLANNING ORGANIZATION.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$109,749	FUNDING SOURCE Miscellaneous Capital Projects
FROM ACCOUNT #	PROJECT
TO ACCOUNT:# 480.000.000 4xx.xxx	PROJECT # 47038
VERIFIED BY: X <u>Liese l W e i l a n d</u> Signed by: L i e s e l W e i l a n d	

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	109.7					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	109.7					
TOTAL	109.7					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	 X <u>C h e y e n n e H e i n d e l</u> Signed by: C h e y e n n e H e i n d e l
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Signed by: C h e y e n n e H e i n d e l

AM No. 24-027
Ordinance Serial No. 24-____
Resolution Serial No. 24-____

MVP for Transportation – Scope, Schedule, and Budget for March 2024 through June 2025

Task	Sub-task	Description	Schedule	
Project Administration/Support	Team coordination; invoices and billing reports	On a monthly basis, gather task summary reports from subcontractor(s), formalize summary reports with combined monthly completed and ongoing tasks, and calculate spent budgets. Send documentation and billing invoices to the client.	Monthly	\$4,115
	Weekly team meetings	A brief weekly meeting to check-in on ongoing tasks. Review and edit meeting agendas and provide the most up-to-date meeting materials for inclusion in SC and PB packets. Discuss next steps.	Weekly	\$15,000
	Policy Board meetings	Schedule Policy Board meetings and track attendance. Review and edit meeting agendas and meeting materials. Drive the meeting, take notes, and answer questions or present as needed.	Monthly	\$5,625
	Technical Committee meetings	Schedule Steering Committee meetings, record, and track attendance. Review and edit meeting agendas and meeting materials. Drive the meeting, take notes, and answer questions or present as needed.	Monthly	\$5,625
	Meeting minutes	Review meeting recordings and combine meeting notes into formal meeting minutes. Review and confirm meeting minutes with the subcontractor.	Twice a month	\$1,930
	Intergovernmental/agency meeting support	Attend meetings with DOT and local member governments to provide guidance and support for MPO planning decisions. Meet with the other MPOs and attend quarterly MPO meetings, as requested.	As needed	\$1,000
	Advertisements for meetings	Compose and send meeting invites and reminders with attached materials to member organization representatives. Update the website with meeting materials and upcoming meeting announcements. Compose and post public meeting announcements in local newspaper and on the DOT online meeting notification system.	Twice a month	\$440
	As-needed planning support/advising/drafting correspondence	Provide as-needed subject-matter expert (SME) advising support to the client on MPO development process, questions, and issues.	As needed	\$ --
	Train MVP staff	Train new MVP staff on documentation, meetings, and other support activities that RESPEC has been conducting	As needed	\$3,000
Gardino				\$23,408
Project Administration/Support Total				\$60,143

Documentation

Non-profit corporation documentation	<p>Research, develop, and file all required documentation for non-profit corporation formation. Steps:</p> <ul style="list-style-type: none"> • File Form 08-438, Articles of Incorporation (AOI) and attached approved Bylaws with the State of Alaska to form the non-profit corporation. • File Form SS-4 with the IRS to obtain an EIN number. • Apply for city and state business licenses. • Adopt personnel & fiscal policies. • Draft a Corporate Resolution to open a bank account, present it to the PB for approval, and identify check signers. • Open bank account with \$1. • Intergovernmental Operating Agreement (IGOA) is signed by the Governor, making MVP the official MPO for the Mat-Su. • File Form 1023 with the IRS to apply for tax-exempt 501c3 status. <i>Must be filed within 27 months of official formation of the non-profit corporation with the State of Alaska; this should occur after the organization is staffed but well before first tax return is due.</i> Attachments include: AOI, Bylaws, IGOA, MOU for operations of the MVP office (with membership fee and annual dues structure), job descriptions and resumes of highest compensated employees, 1 and 3-year (estimated) budgets. 	Form 1023 for 501c3 tax exempt status must be filed within 27 months of official formation (expected early 2026)	\$270
Review and comment on SOW for Travel Demand Model, Household Travel Survey and MTP	Prepare draft statement of work for the development of the MPO travel demand model, household travel survey, and Metropolitan Transportation Plan.	Late 2024	\$14,890
2025-2026 Unified Planning Work Program	Develop the 2025-2026 Unified Planning Work Program (UPWP) document with expected state and federal funding amounts. Compile and address member agency and public comments on the UPWP update.	Submit to ADOT&PF in August 2024	\$500
Personnel policies & procedures	Develop draft personnel policies and procedures document for the MPO. Present to the SC and PB. Compile and address comments. Update as necessary. Must be approved prior to hiring Director and staff.	March 2024 – PB approval (expected)	\$770

	Tribal consultation agreement	Consult with member tribal governments. Develop draft and final agreements. Compile and address comments. Update as needed.	On-going	\$ --
	TDM agreement w/ MPOs and DOT&PF	Develop draft and final agreements. Compile and address comments. Update as needed.	March 2024	\$1,330
	Grandfather agreements for STIP projects	Consult with DOT&PF. Develop draft and final agreements. Compile and address comments. Update as needed.	Spring 2024	\$500
	Performance target agreements	As a component of the MTP process, consult with DOT&PF and peer MPOs to develop draft and final agreements. Compile and address comments. Update as needed.	August 2024	\$1,000
	Legislation research to ensure compliance	Review all state and federal policies for compliance requirements and best practices. Incorporate changes into relevant documents as needed.	As needed	\$500
	Title VI plan	Finalize Title VI Plan for MVP for Transportation.	March 2024	\$380
	Project Evaluation Criteria	Support development of criteria for MVP for Transportation projects' evaluation. Compile and address comments. Update as needed.	Late 2024	\$7,760
	Cooperative planning agreement with DOT&PF	Prepare a cooperative planning agreement with DOT&PF. Compile and address comments. Update as needed.	Early 2024	\$3,270
	Gardino			\$7,084
	Documentation Total			\$38,254
Public Participation	Website edits/updates/maintenance	Compose and post announcements for specific meetings/events and/or milestones. Upload reports and documentation relevant to the planning process. Format the website for ease of use and navigability in desktop and mobile formats. Update meeting materials and minutes once meetings have occurred.	Anticipate weekly	\$6,600
	Update the PPP	Edit and update the public participation plan	As needed	\$1,000
	Develop and review public meeting materials	Provide support to MSB staff with materials development for public meetings and public comment periods.	As needed	\$2,440
	Expenses			\$388
	Gardino			\$924
	Public Participation Total			\$11,352



**MATANUSKA-SUSITNA BOROUGH
PURCHASING DIVISION
CONTRACT AMENDMENT**

MSB CONTRACT NO: _____

Change Order Number: _____
Contract Completion Date: _____

Date Prepared: _____

Project Name: _____ Project Number: _____
MSB Purchase Order Number: _____ Account Number: _____

Contractor/Consultant: _____

The following changes/modifications are hereby incorporated into the above referenced contract:
JUSTIFICATION:

By signing below, the individual approves/accepts the terms of this document

Recommended By: _____ Date _____
Project Manager

Recommended By: _____ Date _____
Contractor

Accepted By: _____ Date _____
Department Director

Accounting Only

Verified By: _____ Date _____
Finance Director

Approved By: _____ Date _____
Purchasing Officer

Contract Summary

Original Contract Amount: \$ _____	Previous Total: \$ _____
Previous Additions: \$ _____	This Change Adds: \$ _____
Previous Deductions: \$ _____	New Contract Total: \$ _____

Assembly Memorandum: # _____ attached which authorizes this modification. See 3.08.161 for Assembly Memorandum requirements to Contract Modifications. (Reference MSB Code 3.08.170)