

**SUBJECT:** Award of Proposal No. 17-121P, Engineering and Survey Services to HDL, Lounsbury and Stantec, for an amount not to exceed \$500,000 each per year per firm. Contracts are for one (1) year but may be renewed for up to two additional one (1) year periods.





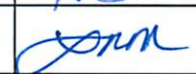
**AGENDA OF:** August 1, 2017

**ASSEMBLY ACTION:**

*Adopted with Assemblymember  
McKee opposed 8-1-17 BON*

**MANAGER RECOMMENDATION:** Present to the assembly for consideration.

**APPROVED BY JOHN MOOSEY BOROUGH MANAGER:** 

Route To:	Department/Individual	Initials	Remarks
	Purchasing		
	Public Works Director		13 July 17
	Finance Director		
	Borough Attorney		
	Borough Clerk		7/24/17

**ATTACHMENT (S):** Fiscal Note: Yes X No \_\_\_\_\_  
 Advertisement (1p)  
 Analysis Sheet (1p)

**SUMMARY STATEMENT:** On May 9, 2017, the Matanuska-Susitna Borough issued a solicitation seeking proposals from professional land surveying and engineering firms for right-of-way identification, survey and engineering of public road projects throughout the Borough. The intent of the work is to better manage public right-of-ways as part of the pre-design, design and construction phase of road project development.

In response to the advertisement, nine (9) proposals were received which than were evaluated by a team of six (6) Borough employees. The top 3 ranked proposers are HDL, Lounsbury and Stantec (see analysis sheet).

These contracts provide the Operations and Maintenance Division with a set of pre-qualified/pre-selected survey and design consultants, based on qualifications, for use on projects under \$75,000 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 \$25,000 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 Public Works Department, Operation and Maintenance Division will be administering the contract with the aid of the Purchasing Division monitoring and tracking the task orders.

**RECOMMENDATION OF ADMINISTRATION:** Award of **PROPOSAL NO. 17-121P, ENGINEERING AND SURVEY SERVICES** to **HDL, LOUNSBURY AND STANTEC** for the contract amount not to exceed **FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) PER FIRM PER FISCAL YEAR.**

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: August 1, 2017

SUBJECT: Award of Proposal No. 17-121P, Engineering and Survey Services to HDL, Lounsbury and Stantec, for an amount not to exceed \$500,000 each per year per firm. Contracts are for one (1) year but may be renewed for up to two additional one (1) year periods.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">YES</span> NO
AMOUNT REQUESTED <i>NTE \$1,000,000 *</i>	FUNDING SOURCE
FROM ACCOUNT # <i>varies</i>	PROJECT #
TO ACCOUNT :	PROJECT #
VERIFIED BY: <i>Barbara Baumgardner</i>	CERTIFIED BY:
DATE: <i>7/17/17</i>	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		<i>NTE \$1,000</i>				
---------	--	--------------------	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		<i>NTE 1,000</i>				
TOTAL		<i>NTE 1,000</i>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) *\* Funds will be verified on the P.O's issued for the engineering and surveying services*

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED BY: *Cherianne Hersch* DATE: *7/17/17*

**MATANUSKA-SUSITNA BOROUGH**  
**350 East Dahlia**  
**Palmer, Alaska 99645**

**ADVERTISEMENT**

<b>VENDOR</b>		<b>ACCOUNT #</b>	<b>DATE FOR ADVERTISEMENT</b>
Frontiersman		CONTRACT	May 10, 2017
Anchorage Dispatch News		MATA 0070	May 9, 2017
<b>TYPE OF AD:</b>	( ) Display	( X ) Classified	( ) Public Information

The material herein must be printed in its entirety on the dates shown above. Affidavit of publication is required prior to payment.

**MATANUSKA-SUSITNA BOROUGH**  
**#17-121P**  
**ENGINEERING AND SURVEY SERVICES**

The Matanuska-Susitna Borough (MSB) is requesting proposals from professional land surveying and engineering firms for right-of-way identification, survey, and engineering services for public civil construction projects throughout the Borough. The intent of the work is to better manage public right-of-ways as part of the pre-design, design, and construction phases of road project development. The MSB's intent is to enter a contract with up to three qualified firms.

Proposal documents are available beginning **May 9, 2017** in the Purchasing Division, Matanuska-Susitna Borough, 350 E. Dahlia Ave., Palmer, AK 99645. Info: (907) 861-8601, Fax (907) 861-8617, e-mail [purchasing@matsugov.us](mailto:purchasing@matsugov.us). No solicitations documents will be available for pickup. This proposal document will be available on the internet at [www.matsugov.us/contractopportunities](http://www.matsugov.us/contractopportunities).

Proposal closing: **June 8, 2017 @ 4:00PM in the Purchasing Division**

Proposals must be received in the Purchasing Division prior to the time fixed for closing of the RFP to be considered. Time of receipt will be determined by the time stamp in the Purchasing Division.

Persons needing accommodation in order to participate should contact the borough ADA coordinator at (907) 861-8404.

The Matanuska-Susitna Borough reserves the right to accept or reject any or all proposals, waive any and all technicalities or informalities it deems appropriate. Award of this project is subject to the availability of funding.

Page 1 of 1	Approved by: Signature on File
-------------	--------------------------------

DEPARTMENT ACCOUNT NO.: 100.180.183.422.000

Am 17-073

## 17-021P Engineering and Survey Services

### EVALUATION SCORES

Rodney P Kinney	DOWL	CRW	PND	TBC	STANTEC	LOUNSBURY
51.25	72.08	71.25	54.58	57.08	72.25	78.67

HDL	KAE					
81.50	42.92					