


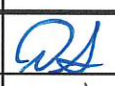
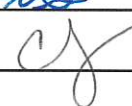

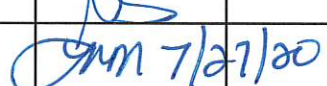
SUBJECT: Award of Proposal No. 20-146P, Official Streets and Highways Plan Update to Kinney Engineering, LLC, for the contract amount of \$131,048.00.

AGENDA OF: August 4, 2020

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer		7/21/2020
	Planning Director		
	Finance Director		
	Borough Attorney		
	Borough Clerk		KBJ

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

SUMMARY STATEMENT: On May 27, 2020, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to update the 2007 MSB Official Streets and Highways Plan (OSHP) and map reflecting prioritized roadway projects, including proposed connections and improvements to current facilities, for both short and long-term projects as identified in the 2035 MSB Long Range Transportation Plan (LRTP). All of the roadways identified in the LRTP, existing and planned, will be shown in the updated OSHP narrative and map. The OSHP will be used to assist staff, Platting Board, Planning Commission, and the Assembly in guiding investments in road infrastructure for the next 4-10 years.

In response to the advertisement, three proposals were received. A proposal evaluation team made up of Borough Planning Department staff evaluated the proposals and selected Kinney Engineering, LLC as the most advantageous firm for the Borough through a combination of qualifications and pricing.

The initial contract period of performance begins on contract execution and ends on May 30, 2021.

The Planning Department, Planning Services 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. 20-146P, OFFICIAL STREETS AND HIGHWAYS PLAN UPDATE** to **KINNEY ENGINEERING, LLC** for the contract amount of **ONE HUNDRED THIRTY ONE THOUSAND FORTY EIGHT DOLLARS AND 00/100 CENTS (\$131,048.00)**.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: August 4, 2020

SUBJECT: Award of Proposal No. 20-146P, Official Streets and Highways Plan Update to Kinney Engineering, LLC, for the contract amount of \$131,048.00.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$131,048</u>	FUNDING SOURCE <u>Misc Capital Projects Fund</u>
FROM ACCOUNT # <u>480.000.000 4XX.XXX</u>	PROJECT # <u>47038-1400-1402</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Kim M. M. M.</u>	CERTIFIED BY:
DATE: <u>7-22-2020</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual	<u>131.0</u>					
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING	<u>131.0</u>					

CAPITAL						
---------	--	--	--	--	--	--

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

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>131.0</u>					
TOTAL	<u>131.0</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: Chesnee Denard DATE: _____
 APPROVED BY: _____ DATE: 7/22/2020



Analysis Sheet 20-146P

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management	Fee Proposal
Supplier	/ 100 pts	/ 14 pts	/ 14 pts	/ 12 pts	/ 10 pts	/ 10 pts	/ 40 pts
Kinney Engineering	89.19 pts	12.6 pts	11.67 pts	11.2 pts	9 pts	9 pts	35.72 pts (\$131,048.00)
HDR, Inc.	88.64 pts	11.67 pts	11.2 pts	10.4 pts	8 pts	8 pts	39.37 pts (\$118,907.67)
Kachemak Geospatial	71.73 pts	7.467 pts	7.467 pts	6.8 pts	5.333 pts	4.667 pts	40 pts (\$117,039.00)

Am 20-075

SCOPE OF SERVICES

20-146P, OFFICIAL STREETS AND HIGHWAYS PLAN UPDATE

2007 Official Streets and Highways Plan Update

The consultant shall update the 2007 MSB Official Streets and Highways Plan (OSHP) and map reflecting prioritized roadway projects, both proposed new connections and improvements to current facilities, including proposed connections and improvements to current facilities, for both short and long-term projects as identified in the 2035 Matanuska-Susitna Borough (MSB) Long Range Transportation Plan (LRTP). All of the roadways identified in the LRTP, existing and planned, will be shown in the updated OSHP and map. The goal of this project is to develop the OSHP document and create a GIS file for the existing and proposed facility improvements to guide investments for the next 4-10 years based on input from the project management team.

Project Management Team

The MSB, Transportation Advisory Board (TAB) will make up the project management team (PMT). Other agencies that may be consulted include members from the following agencies:

- ADOT&PF
- MSB – Public Works, Land Management, and Capital Projects
- Cities of Palmer, Houston, and Wasilla
- Utilities
- Bike and Pedestrian advocates

Estimated Contract magnitude for this engagement:

Less than \$150,000.00

Preliminary Work Schedule

Work from this engagement shall be done by May 30, 2021, it anticipated that a contract will be signed in late July 2020.

1. Official Streets & Highways Plan Phase I

Task 1 – Project Management Team (PMT)

The contractor will be expected to work with the PMT to outline the schedule of tasks, deliverables, all meetings and share information on project details. The contractor will be expected to prepare agendas, take notes and draft meeting summaries.

Deliverables:

Kick-off meeting with PMT- outline project schedule and scope

- a. Organize PMT Meetings (# to be determined based on fully developed project schedule)
- b. Send out Bi-weekly Project Status e-updates (including budget, tasks, and schedule status)
- c. Draft sample resolution/letter of support of the OSHP Plan & Map for use by PMT Member Organizations.
- d. Coordinate with MSB Project Manager for submittal of the OSHP & Map to the Transportation Advisory Board (TAB), Platting Board (PB), Planning Commission (PC) and Assembly, including assistance with presentations.

The role and responsibility of the PMT is to make decisions regarding the scope and schedule for the project. The PMT will ensure that the selected contractor receives all documentation required from their respective agencies for full performance of the contract scope. The PMT will work to develop consensus for acceptance and approval of project deliverables.

AM 20-075

Each agency representative will be responsible for meeting schedule deadlines to ensure their organizations input has an opportunity to be considered by the PMT as a whole before final approval is made. Should a consensus not be reached, a majority vote will be used to make final decisions for the project's deliverables.

Overview- OSH&P Phase 1

The OS&HP provides a means for the community to prepare for future development through establishing the location, classification, and minimum rights-of-way of those streets and highways required to accommodate the street and highway transportation needs of the community for years to come. The plan will integrate land use with transportation planning and provide design guidelines for any minor collectors, major collectors, minor arterials, major arterials, expressways, beltways and freeways within the MSB. This will address road network planning issues not already accounted for in the MSB's Subdivision Construction Manual. Phase I primarily involves data collection and analysis.

Task 2

Gather existing data and Information

Compare 2007 OS&HP with most up-to-date MSB subdivision and commercial business data files.

- a. Identify where new subdivisions have been approved that conflict with the development of Collector Roads and above.
- b. Identify where new subdivisions have been established since 2007 that lack adequate minor/major collector road connections.
- c. Identify commercial business locations and assess their access to the collector/arterial road network to identify road improvements or connections needed.
- d. Review and document roadway priorities in the current CIP
- e. Prepare a preliminary analysis for staff & PMT to review the comparison.
- f. Upon receipt of feedback from PMT prepare final analysis and any recommendations.

Task 3

Compare 2040 demographic forecasts used for the 2017 LRTP updated by TAZ (HH, EMP) along with trip forecasts.

- a. Identify where collectors and above are warranted based on forecasted growth trends.
- b. Identify existing bike and pedestrian facilities and where connections are needed.
- c. Identify existing Transit facilities.
- d. Prepare a preliminary analysis for staff & PMT review the comparison.
- e. Discuss the frequency of ATV use within the rights-of-way.
- f. Identify any significant topographic or land use constraints.
- g. Prepare a preliminary analysis for staff & PMT review the comparison.
- h. Upon receipt of feedback from the PMT, prepare final analysis and any recommendations.
- i. Upon receipt of feedback from the PMT, prepare recommendations.

Task 4

Compare results above with MSB Build-Out Analysis to determine anticipated growth trends beyond the year 2035.

- a. Identify where the MSB, ADOT, and Cities anticipates the need for major public facilities.
- b. Assess whether additions or modifications need to be made to above recommendations in order to preserve the ability to accommodate Build-Out projections.
- c. Prepare a preliminary analysis for staff & PMT to review of the assessment and facilitate a work session with the PMT to provide input for the final report.
- d. Upon receipt of feedback from the PMT prepare final analysis and any recommendation.

Am 20-075

2. Official Streets & Highways Plan Phase II

Overview

Phase II uses the data analysis from Phase I to draft the OS&HP.

Task 1

- a. Synthesize the three tasks from Phase I, produce a draft OS&HP map with supporting narrative for review by staff and the PMT can you make sure all the sentences have punctuation?
- b. Review Kinney Engineering's 2013 (Phase 1, attachment 3) and 2015 (Phase 2, attachment 4) Functional Classification System Study for the MSB and provide recommendations for adoption as part of the OS&HP Update.
- c. Discuss design standards for each of the classifications.
- d. Present a list of collectors/arterials and identify present and future right-of-way needs, intersection upgrades, traffic management tools such as signals, and frontage/backage road needs.
- e. Upon receipt of feedback from staff and the PMT, prepare a Final OS&HP Map.

Task 2

Prepare a Draft Implementation Chapter for the OS&HP

- a. Discuss rationale for OS&HP as an important policy document for the MSB.
- b. Discuss why and how communities use the OS&HP.
- c. Discuss public benefits and address typical concerns from property rights advocates.
- d. Discuss Title 43 and other MSB regulatory mechanisms' including the lack of a Traffic Impact Analysis tools to determine when road improvements are needed in relationship to new business traffic generation and the relationship to the OS&HP.
- e. Present draft implementation and recommendation to recommendations to staff and the PMT.

Task 3

Prepare a Final Implementation Chapter after receipt of feedback from MSB staff and the PMT.

Task 4

Develop the official OSHP presentation materials for TAB board, Platting Board, Planning Commission, and Assembly for Approval and Adoption. Schedule presentations, collect public comment and summarize the feedback from the boards, commissions, and the public and develop the final OSHP Document to be presented to the Assembly.

The OSHP document will provide details on the process, including the prioritization of roadways and a description of each project shown in the plan and on the map. This document will:

- a. Discuss rationale for OSHP & map as an important policy document for the MSB.
- b. Discuss why and how communities use the OSHP & Map.
- c. Discuss public benefits and address typical concerns from property rights advocates.
- d. Discuss MSB code and other regulatory mechanisms relationship to the OSHP
- e. Present recommended implementation "action plan"

Task 5

Prepare a Project Data package for the MSB

Package and provide all final OSHP documents to MSB

- a. GIS Data Layers and Final Maps
- b. Word and PDF documents associated with the OSHP prioritization report
- c. PowerPoint Presentation files

Am 20-075