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Request RECONSIDERATION OF PM 20-051.
THE AMOUNT IS EXCESSIVE.

[Signature]

SUBJECT: Award of Proposal No. 20-117P, Engineering Services Term Contract for Public Works to HDL Engineering Consultants LLC, Lounsbury & Associates Inc., and Stantec Consulting Services Inc., for the contract amounts not to exceed \$500,000.00 per year per firm.

AGENDA OF: July 14, 2020

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER:

George Hays

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>AS</i>	
	Public Works Director	<i>TDL</i>	<i>18 Jun 2020</i>
	Finance Director	<i>CF</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>AM 7/7/20</i>	<i>KBJS</i>

ATTACHMENT (S) : Fiscal Note: Yes ☒ No ☐
Analysis Sheet (1p)
Scope of Services (2p)

SUMMARY STATEMENT: On April 22, 2020, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to provide professional land surveying and engineering 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.

In response to the advertisement, six (6) proposals were received. A proposal evaluation team made up of Borough Operation & Maintenance division staff evaluated the proposals. The top three ranked proposers are HDL Engineering Consultants, LLC, Lounsbury & Associates, Inc., and Stantec Consulting Services Inc., see analysis sheet for further detail.

These contracts provide the Operations and Maintenance Division with a set of pre-qualified/pre-selected design consultants, based on qualifications, for use on projects under \$50,000 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 \$15,000 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 term length for this agreement is for one year with two additional one-year renewals, subject to annual appropriation of funds by the Borough Assembly. The initial contract period of performance begins upon contract execution ends on June 30, 2021.

The Public Works Department, Operations & Maintenance 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. 20-117P, ENGINEERING SERVICES TERM CONTRACT FOR PUBLIC WORKS** to **HDL ENGINEERING CONSULTANTS LLC., LOUNSBURY & ASSOCIATES INC., AND STANTEC CONSULTING SERVICES INC.** for the contract amounts 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: July 14, 2020

SUBJECT: Award of Proposal No. 20-117P, Engineering Services Term Contract for Public Works to HDL Engineering Consultants LLC, Lounsbury & Associates Inc., and Stantec Consulting Services Inc., for the contract amounts not to exceed \$500,000.00 per year per firm.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED NTE \$1500,000 *	FUNDING SOURCE Varies
FROM ACCOUNT # Varies	PROJECT #
TO ACCOUNT :	PROJECT #
VERIFIED BY: Chisel Weiland	CERTIFIED BY:
DATE: 6/18/2020	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

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

CAPITAL	NTE 1500.0					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	NTE 1500.0					
TOTAL	NTE 1500.0					

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:

DATE:

Chapenne D. K... [Signature]

6/19/2020



Analysis Sheet

20-117P Engineering and Survey Services for Public Works

Supplier	Total / 100 pts	Objectives and Services / 22 pts	Relevant Project Experience / 22 pts	Proposed Project Staff / 20 pts	Methods / 18 pts	Management / 18 pts
HDL Engineering Consultants, LLC	83.6 pts	18.33 pts	19.07 pts	18 pts	13.8 pts	14.4 pts
Lounsbury & Associates	78.2 pts	17.6 pts	18.33 pts	14.67 pts	13.8 pts	13.8 pts
Stantec	77.47 pts	17.6 pts	17.6 pts	14.67 pts	13.8 pts	13.8 pts
CRW Engineering Group, LLC	76.33 pts	17.6 pts	17.6 pts	15.33 pts	13.2 pts	12.6 pts
The Boutet Company, Inc.	75.53 pts	16.87 pts	16.87 pts	16 pts	12.6 pts	13.2 pts
Kinney Engineering	74.07 pts	16.87 pts	16.13 pts	14.67 pts	13.2 pts	13.2 pts

Am 20-051

SCOPE OF SERVICES
20-117P, ENGINEERING AND SURVEY SERVICES FOR PUBLIC WORKS

The Matanuska-Susitna Borough (MSB) requests 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. Once under contract, survey/design/engineering tasks exceeding an estimated \$15,000 will be quoted by the Purchasing Division between the three firms under contract, with the lowest quote receiving the task order. Small projects under \$15,000 will be given to the next in line of the three firms selected, starting with the firm receiving the highest ranking, then the second and third. The successful firms will be required to provide a Project Manager to interface with the Borough's Civil Construction Project Manager in order to streamline communications and deliverables. Firms will schedule monthly update meetings at a minimum to provide detailed updates on each Task Order. Firms will keep communication open and respond timely to requests for information regarding Task Orders.

The anticipated fiscal year 2021 work load is estimated to be less than \$1,500,000 (3 contracts not to exceed \$500,000 per year). The three individual contracts will have a single project limit of \$50,000. The fiscal year 2021 work is dependent on approved Public Works Projects. The work is anticipated to begin August 1, 2020. These agreements are for one fiscal year from the time of execution and may be extended for two additional one-year periods with annual authorization of the Matanuska Susitna Borough Assembly and by written mutual agreement of both parties. Firms will be issued a Task Order for each project awarded them under this contract.

Task Order Terms:

1. Task Orders will determine project scope of work and deliverables.
2. Task Orders must have the appropriate Purchase Order attached prior to commencing any work.
3. Multiple task orders, whether with the same or different firm are prohibited on any one project.
4. All task orders may be issued on a lump sum or T&M Not to Exceed cost basis.
5. All Task Orders will have a firm completion/deliverable date.
6. Task Orders may have a total length of time to complete of 18 months from date of issue. All terms and conditions will remain in effect throughout the performance of a Task Order regardless of term contract 20-117P time of performance.

Project scope of work may include but is not limited to:

1. Right-of-way
 - a. Research and right-of-way determination including easements
 - b. Flagging of right-of -way and easements
 - c. Utility locations
 - d. As-built surveys
2. Plats and reports
 - a. Legal descriptions with easement drawings for land acquisitions
 - b. Record surveys
 - c. Monument records
 - d. Drainage studies
3. Engineering and Survey
 - a. Civil engineering and design survey services for plans, specifications, and estimate development for bid ready designs. Full design services shall compile creative, affordable, and quality projects.

AM 20-051

Projects will typically include Civil Construction Public Works projects within the MSB. A typical plan development process will include a pre-bid walkthrough, three stages of review (35%, 65%, 95%) before sealing and delivering a complete bid ready set.

- b. Bidding support such as pre-bid questions and consultation
- c. Construction administration

State of Alaska (SOA)/Federal Emergency Management Agency (FEMA) funded procurements. This term contract may be used for "Pre-Bid" emergency contracts that are funded by the SOA/FEMA. There is no guarantee that emergency work will result from this contract, however in an effort to be prepared to resolve life health & safety issues in the MSB this contract will be pre-established with applicable SOA/FEMA terms and conditions and forms. These SOA/FEMA terms and conditions and forms will only be applicable for SOA/FEMA funded/reimbursable emergency contracts.

Am 20-051