

SUBJECT: Award of Proposal No. 26-176P to Shannon & Wilson for the annual contract amount not to exceed \$200,000.00 to Provide On-Call Geotechnical Engineering Services.

AGENDA OF: July 21, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature	
Purchasing Director	X <u>D u s t i n S i l v a</u> Signed by: Dustin Silva	/ 6 / 2 0 2 6
Public Works Director	X <u>T o m A d a m s , P E</u> Signed by: Tom Adams	/ 6 / 2 0 2 6
Finance Director	X <u>L y n d s e y B r i s a r d f o r C H</u> Signed by: Lyndsey Brisard	/ 6 / 2 0 2 6
Borough Attorney	X <u>N i c h o l a s S p i r o p o u l o s</u> Signed by: Nicholas Spiropoulos	/ 6 / 2 0 2 6
Borough Manager	X <u>M i c h a e l B r o w n</u> Signed by: Mike Brown	/ 6 / 2 0 2 6
Borough Clerk	X <u>E s t e l l e M . W i e s e f o r L</u> Signed by: Estelle Wiese	/ 6 / 2 0 2 6

Fiscal Note (1p)

ATTACHMENT (S): Analysis Sheet (1p)

Scope of Services (5p)

SUMMARY STATEMENT: On May 18, 2026, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to provide subsurface investigation, geotechnical analysis, and reporting services for public infrastructure projects throughout the Borough. These services will primarily support preliminary engineering, design, and construction phases by evaluating subsurface conditions and providing geotechnical recommendations for foundations, embankments, pavements, retaining structures, and related infrastructure. Work will typically include field investigation (drilling and test pits), laboratory testing coordination, engineering analysis, and preparation of geotechnical reports. Services purchased will support the Public Works Department in all assembly districts.

In response to the advertisement, six proposals were received. A

proposal evaluation team made up of Borough Public Works staff evaluated the proposals and selected Shannon & Wilson as the most advantageous firm for the Borough.

The term length for this agreement is for one year with two additional one-year renewals (potentially three-year contract), subject to annual appropriation of funds by the Borough Assembly.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Projects Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: July 21, 2026

SUBJECT: Award of Proposal No. 26-176P to Shannon & Wilson for the annual contract amount not to exceed \$200,000.00 to Provide On-Call Geotechnical Engineering Services.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED NTE \$200,000.00	FUNDING SOURCE Various
FROM ACCOUNT # Various Funds	PROJECT
TO ACCOUNT :	PROJECT #
VERIFIED BY: 7 / 6 / 2 0 2 6 X L i e s e l Z a n t o S i g n e d b y : L i e s e l Z a n t o	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Personnel Services						
Travel						
Contractual	*					
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING	*					

CAPITAL	*					
---------	---	--	--	--	--	--

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

FUNDING:

(Thousands of Dollars)

General Fund	*					
State/Federal Funds	*					
Other	*					
TOTAL	*					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) *Funds to be verified by each individual purchase order.

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

7 / 6 / 2 0 2 6

X

Lyndsey Brisard for CH

APPROVED BY: _____ DATE: _____

Signed by: Lyndsey Brisard



26-176P On-Call Geotechnical Engineering Services Scoring Summary

	Total	Project Understanding & Approach	Experience & Qualifications	Management & Communication
Supplier	/ 100 pts	/ 45 pts	/ 35 pts	/ 20 pts
Shannon & Wilson, Inc.	87 pts	37.8 pts	30.8 pts	18.4 pts
R & M Consultants Inc	86.8 pts	37.8 pts	32.2 pts	16.8 pts
Devise Engineering, Inc	84 pts	37.8 pts	29.4 pts	16.8 pts
Northern Geotechnical Engineering, inc.	78.6 pts	37.8 pts	28 pts	12.8 pts
Emprise Concepts	74.6 pts	37.8 pts	22.4 pts	14.4 pts
RECON LLC	68.4 pts	30.6 pts	26.6 pts	11.2 pts

SCOPE OF SERVICES

26-176P, On-Call Geotechnical Engineering Services

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified geotechnical engineering firms to provide subsurface investigation, geotechnical analysis, and reporting services for public infrastructure projects throughout the Borough.

These services will primarily support preliminary engineering, design, and construction phases by evaluating subsurface conditions and providing geotechnical recommendations for foundations, embankments, pavements, retaining structures, and related infrastructure. Work will typically include field investigation (drilling and test pits), laboratory testing coordination, engineering analysis, and preparation of geotechnical reports.

MSB intends to award one contract for this work.

Contracting Approach

Services will be issued through Task Orders under the resulting term contract.

- Each Task Order will define the scope, deliverables, schedule, and not-to-exceed amount.
- A valid Purchase Order is required prior to commencement of work.
- Task Orders may be issued on a time-and-expense (not-to-exceed), lump sum, or unit basis.
- The Consultant shall not exceed the authorized amount without prior written approval.
- Task Orders may extend beyond the master contract term if issued prior to expiration.

The Consultant shall designate a Project Manager as the primary point of contact and coordinate directly with the Borough Project Manager.

The Consultant shall:

- Maintain regular communication with the Borough
- Respond promptly to requests for services, including expedited or emergency work
- Participate in progress and coordination meetings as requested

Contract Capacity and Term

This contract may be utilized for up to \$200,000 of work per fiscal year.

- This amount is an estimate only and does not guarantee that this volume of work will be assigned.
- The actual amount of work will depend on approved Public Works projects, funding availability, and the Borough's needs.
- Anticipated start date: July 1, 2026

The initial contract term is one (1) year from execution, with the option to extend for up to two (2) additional one-year periods by mutual agreement.

Task Orders may extend beyond the expiration date of the Master Contract, provided the Task Orders were issued prior to the contract expiration date. No Task Order shall increase the total contract value or modify the terms and conditions in effect at the time of issuance unless otherwise agreed to by the Borough.

Fee Structure

Upon request the Consultant shall provide a detailed schedule of fully burdened hourly rates for all key personnel, including but not limited to:

- Project Manager
- Geotechnical Engineer(s)
- Field Engineer / Technician

- Drilling Oversight Staff

Rates shall include all labor, overhead, and administrative costs.

For task orders subconsultant and/or exploratory services (e.g., drilling, laboratory testing, geophysics) may be reimbursed at cost plus a markup not to exceed 10%.

Task Order Requirements

1. Task Orders will be sequentially numbered by contract abbreviation, year, and number (e.g., GEO-26-01, GEO-26-02).
1. Each Task Order will define the scope of work, deliverables, schedule, and compensation.
2. A valid Purchase Order signed by the MSB Purchasing Officer must be issued prior to commencement of any work.
3. Each Task Order will include a firm completion date.
4. All contract terms and conditions remain in effect for the duration of each Task Order.

Project Management Information System (PMIS) The Consultant shall utilize Projectmates as the Borough's official system of record for:

- Task Order tracking
- Invoicing
- Deliverables
- Cost and schedule updates

All reports, field logs, boring logs, laboratory results, and supporting documentation shall be uploaded and maintained in Projectmates with clear version control.

Professional Standard of Care

The Consultant shall perform all professional services under this Contract in a manner consistent with the generally accepted standard of care exercised by licensed geotechnical engineers practicing in the same or similar locality, under similar circumstances, and at the same time the services are performed. All professional reports, analyses, and designs shall be prepared under the responsible charge of, and signed and/or sealed by, a Professional Engineer licensed in the State of Alaska, as required by applicable law.

The Consultant makes no warranties, express or implied, including any warranty of fitness for a particular purpose or merchantability, regarding the professional services or work products provided under this Contract. The Consultant's services shall be judged solely in accordance with this professional standard of care.

Scope of Work

Services may include, but are not limited to, the following:

1. Subsurface Investigations

- Development of exploration programs (borings, test pits, probes, potholing, geophysics, etc.)
- Coordination and oversight of drilling and excavation activities
- Logging of soil and rock conditions in accordance with ASTM/DOT standards
- Sampling (disturbed and undisturbed)
- Groundwater observations and monitoring

- In-situ testing (SPT, CPT, infiltration testing, etc., as applicable)
- Utility coordination and site access planning

2. Laboratory Testing Coordination

- Coordination with certified laboratories for testing of soils and rock
- Testing may include classification, strength, consolidation, permeability, frost susceptibility, and other relevant properties
- Review and interpretation of laboratory results

3. Conventional Geotechnical Engineering Analysis and Reports

Preparation of conventional geotechnical reports including but not limited to:

- Site characterization and subsurface profiles
- Engineering properties of soils and rock
- Foundation recommendations (shallow and deep foundations)
- Bearing capacity and settlement analysis
- Pavement design support (subgrade evaluation, recommendations)
- Embankment and slope stability analysis
- Frost depth evaluation and mitigation recommendations
- Seismic considerations, as applicable
- Groundwater impacts
- Infiltration rates

4. Additional Design Elements

More complex design recommendations and full engineering designs may be required. The Borough anticipates this could include but is not limited to:

- Permanent excavation support and stabilization (e.g., MSE walls, cantilever walls, sheet pile walls, etc.)
- Temporary shoring and excavation support, as appropriate
- Landslide or slope stabilization
- Erosion and scour considerations
- Ground improvement
- Geo-environmental Recommendations
- Dams
- Horizontal Borings

5. Design Phase Support

- Coordination with design engineers and Borough staff
- Review of plans at 35%, 65%, and 95% stages

- Value engineering and constructability input
- Response to geotechnical related RFIs during design

6. Construction Support Services

- Review of contractor submittals related to geotechnical elements
- Evaluation of differing site conditions
- Recommendations for field adjustments
- Participation in progress meetings as requested

7. Emergency Response Services

- Rapid response for slope failures, roadway settlement, embankment failures, or other geotechnical emergencies
- Site assessment and stabilization recommendations
- Support for emergency procurement and documentation

8. Data Management and Deliverables

- Preparation of clear, concise, and technically sound reports
- Boring logs, test pit logs, and laboratory summaries
- Electronic deliverables compatible with Borough systems
- GIS-compatible data

Field Exploration Coordinate Requirements

All borings, test pits, and other subsurface exploration locations shall be tied to a recognized coordinate system suitable for integration with Borough systems. This includes horizontal coordinates and vertical elevations. Location data shall be accurate and suitable for incorporation into CAD and GIS platforms.

The Consultant shall provide all exploration location data in electronic format (e.g., CSV, CAD, or GIS-compatible files) to allow direct integration into Borough mapping and design systems.

Standard Turnaround Expectations

The Consultant shall perform services in a timely manner consistent with project schedules and Borough needs. Unless otherwise specified in the Task Order:

- Field exploration activities shall be scheduled within a reasonable timeframe after authorization, considering seasonal and site constraints.
- For conventional geotechnical investigations, a draft report shall be submitted within **three (3) weeks** following completion of field exploration and receipt of laboratory testing results. Final reports shall be submitted within **two (2) weeks** following receipt of Borough review comments, unless otherwise agreed.
- The timeline for completion of more complex recommendations and designs is to be coordinated with the Borough Project Manager prior to work approval.
- The consultant will notify the Borough of any delays or changes to the schedule, as soon as is practical.

Expedited or emergency services may require shorter turnaround times, which will be coordinated by the Borough Project Manager.

Emergency and Grant-Funded Work (SOA/FEMA)

This contract may be utilized for State of Alaska (SOA) and/or Federal Emergency Management Agency (FEMA) funded emergency work, including pre-established "pre-bid" emergency contracting.

There is no guarantee that emergency work will be issued under this contract. However, in support of life, health, and safety needs, the Borough may utilize this contract to expedite emergency response efforts.

When applicable, SOA/FEMA-specific terms, conditions, and required forms will apply only to those Task Orders funded or reimbursed through these sources.

Document Accessibility Requirement

All deliverables produced under this contract, including but not limited to reports, plans, specifications, and supporting materials, shall comply with applicable federal accessibility requirements, including Section 508 of the Rehabilitation Act (29 U.S.C. § 794d) and the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA.

Consultants are responsible for ensuring that all electronic documents are fully accessible to individuals with disabilities. At a minimum, this includes:

- Proper use of structured headings and document tagging
- Alternative text for images, figures, and graphics
- Accessible tables with defined headers
- Sufficient color contrast and non-reliance on color alone
- Readable fonts and logical reading order
- Bookmarks and navigation elements for longer documents
- Compatibility with screen reader technologies

All PDF deliverables shall be provided as fully tagged, accessible PDFs, not scanned images, and must pass accessibility checks using industry-standard tools (e.g., Adobe Acrobat Accessibility Checker).

The Consultant shall be responsible for correcting, at no additional cost, any deliverables found to be non-compliant with these requirements. Failure to meet accessibility standards may result in rejection of the deliverable.