

SUBJECT: Award of proposal number 26-087P to ECI for the contract amount of \$718,484.00 to Design Willow Emergency Services Building.

AGENDA OF: April 7, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	X Rustin Krafft <small>Signed by: Rustin Krafft</small>
Public Works Director	X Tom Adams, P.E. <small>Signed by: Tom Adams</small>
Finance Director	X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	X Michael Brown <small>Signed by: Mike Brown</small>
Borough Clerk	X Brenda J. Henry for <small>Signed by: Brenda Henry</small>

ATTACHMENT (S): Analysis Sheet (1p)
Scope of Services (8p)

SUMMARY STATEMENT: On November 7, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation for professional design services for a new Willow Emergency Services Facility located at 32054 West Parks Highway on a 16.72-acre site shared with the Willow Community Center. The existing Willow Fire Station is an older, low-square-footage facility that was developed under prior standards and does not fully support current operational needs for apparatus space, staff accommodations, training, and EMS functions. Portions of the existing facilities are no longer suitable for use, and the overall layout and size do not align with current building, life-safety, and operational requirements for modern emergency services operations. The new facility, anticipated to be approximately 15,000 square feet, would consolidate fire, ambulance, rescue, and administrative services into a single,

centralized location. Co-locating these functions supports coordinated response activities, shared use of support spaces, and improved day-to-day operations. The project also supports workforce readiness by providing facilities designed for 24-hour staffing, training needs, and responder wellness, all of which are essential to maintaining reliable service. The design effort will focus on creating a centralized facility that meets current codes and standards while supporting long-term operational efficiency and responsible use of public resources. Shared infrastructure and coordinated planning are intended to reduce duplication, support sustainable facility operations, and maintain consistent emergency service coverage for the Willow area.

Services purchased will support the Emergency Services Department in Assembly District #7.

In response to the advertisement, three proposals were received. A proposal evaluation team made up of Borough Public Works and Emergency Services staff evaluated the proposals and selected ECI as the most advantageous firm for the Borough.

The completion date for this project is June 30, 2027.

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: April 7, 2026

SUBJECT: Award of proposal number 26-087P to ECI for the contract amount of \$718,484.00 to Design Willow Emergency Services Building.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$718,484	FUNDING SOURCE Emergency Services Capital Projects
FROM ACCOUNT # 425.000.000 4xx.xxx	PROJECT# 10191
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>X</u> <u>Liese I Zanto</u> <small>Signed by: Liese I Zanto</small>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	718.5					
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	718.5					
TOTAL	718.5					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

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X C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

Signed by: Cheyenne Heindel

SCOPE OF SERVICES

26-087P, Design Willow Emergency Services Building

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified consultants to provide professional Architecture/Engineering (A/E) services for the Willow Emergency Services design.

Project Narrative

The new facility will be located at 32054 West Parky Highway on a 16.72-acre lot shared with the Willow Community Center.

The current Fire Station is outdated, with inadequate apparatus bays, living quarters, and training rooms. One of the buildings is condemned and unsafe, and there are no EMS support facilities. The proposed new facility will consolidate the Fire Department, ambulance service, rescue services, and office space into a single complex. This new building will address these deficiencies by providing the necessary facilities and living spaces and will enhance response times for the Willow Area.

The project scope is to design a combined facility that meets the operational needs of both EMS and the Fire Department. The design team should consider the cost of remodeling the existing Station 12-1 Apparatus Bay (approximately 2,010 SF) with an addition compared to constructing a completely new structure. Additionally, the old building to the north and the garage structure to the south should be removed to allow for expansion.

The proposed facility is anticipated to encompass approximately 15,000 square feet. This increased space will accommodate fire apparatus bays, ambulance bays, gear and locker rooms, supply rooms, office spaces, and dorm rooms for up to eight staff members on 24-hour shifts. It will also include a kitchen, dining area, and workout rooms. The facility will feature an underground firewater holding tank that meets ISO standards, typically 33,000 gallons (minimum) plus all additional fire water capacity required for building fire suppression, and a 500 GPM (minimum) pump for filling fire trucks. Additionally, the existing well, septic system, and 80kw generator should be assessed for capacity to meet the demands of the expanded facility. As an additive alternate, a training room will be considered.

This RFP is for Phase 1 – Design which includes site investigations and design work to complete the construction bid documents. If approved and added by contract amendment, future phases of work may include services for construction administration and other services as necessary.

Project Schedule

The project delivery will follow the traditional design-bid-build process.

The proposed project schedule is:

Professional Services Contract Award	February 2026 (estimated timeframe)
Preliminary Schematic Design (35%)	August 2026
Design Development (65%)	November 2026
Pre-Construction Documents (95%)	January 2027
Permitting and Fire Marshal Review	March 2027
Bid Advertisement for Construction	April 2027 (estimate only)
Construction Start	June 2027 (estimate only)
Project Completion	December 2028 (estimate only)

Reasonable alternative timeframes may be proposed, accompanied by written justification.

Construction Budget

The total design budget for this project is \$700,000, which includes all design disciplines, subconsultant fees, and related costs. The estimated construction budget is \$8,000,000; however, funding for construction has not yet been secured. The Statement of Probable Construction Cost (SPCC), inclusive of all contingencies, should be developed with this estimate in mind and must not exceed the projected amount.

General

The Consultant shall provide services as identified and authorized by a sequentially numbered Notice-to-Proceed (NTP) issued by the MSB. Each phase will be initiated by a separate, sequentially numbered Notice to Proceed (NTP). Consultant shall not perform services or incur billable expenses except as authorized by an NTP.

All reports, plans, specifications, estimates and similar work products provided by the Consultant shall be prepared by or under the supervision of an Architect, Engineer, or Land Surveyor currently registered in Alaska.

The Consultant shall name individuals whom all services must be performed by or under the direct supervision of; replacement of or addition to the Project Staff named below shall be accomplished only by prior written approval of the MSB:

Project Responsibilities

- Project Management
- Architecture
- Civil Engineering
- Geotechnical Engineering
- Surveying
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Cost Estimating

All coordination and correspondence for the project shall be handled through or with the concurrence of the MSB Project Manager.

Consultant is required to maintain a schedule detailing project tasks and milestones. This schedule will show the interdependence and duration of the various design activities/contract tasks. The schedule will be the basis for performance measurements throughout the Project development and used to track Consultant progress and billings.

Billing

The Consultant must provide a monthly report addressed to the MSB Project Manager with each invoice that includes:

- Firm details and invoice information.
- Project name, contract number, and purchase order number.
- Sequentially numbered with a date range covered by the invoice.
- Project specifics, contract amounts, previous and current billings.
- Summary of work performed and planned activities for the next billing period.

Final invoices must be clearly marked as "FINAL."

Guarantee

No guarantee is given that the Consultant will be required to provide all the services detailed in this Statement of Services or that the Consultant will incur all the costs estimated. Likewise, no guarantee is given that the Consultant will perform other services for the project beyond those defined in this contract.

Scope of Services

Based on a mutually agreed upon scope of services, schedule, and fee, Consultant's services may include, but not necessarily be limited to:

Phase 1 – Design

Task 1 – Project Management

The Consultant shall provide project management services focused on quality control and administration of the work. This includes preparing agendas and minutes for progress meetings, managing monthly invoices, and generating progress reports along with budget tracking. The Consultant will oversee its team and overall project activities in alignment with the Borough's direction to ensure that the project adheres to its schedule and budget.

The Consultant will also manage sub-consultants, maintain the project schedule and budget, anticipate and mitigate potential issues and delays, and coordinate with the MSB Project Manager to keep them updated on the project's overall progress. The A/E will interact with MSB staff to develop a design that meets all requirements, documenting and distributing meeting minutes for approval following each meeting.

Periodic progress meetings will be held at a frequency agreed upon between the Borough Project Manager and the Consultant. Review meetings will also be held at key project milestones, which include but are not limited to:

- Kick-off Meeting
- Preliminary Findings Meeting
- Schematic Design Review (35%)
- Design Development Review (65%)
- Construction Document Review (95%)

The Consultant will be responsible for coordinating aspects of the project using the Borough's designated project management software, *Projectmates*. This includes, but is not limited to, scheduling tasks, application for payment, preparing and updating the detailed design schedule, preparing meeting agendas and minutes, and submitting project deliverables through the software platform. The consultant must ensure all team communications, documentation, and submittals are organized within the system, providing visibility for all project activities. Regular updates and reports generated from the software will be required to ensure the project stays on track, meeting the budget and all deadlines.

The Consultant shall designate one individual as the project manager and primary contact for the Borough. This individual will be responsible for maintaining clear lines of communication and will serve as the designated liaison for the MSB Project Manager. Additionally, this person will assist the MSB Project Manager in providing updates to interested stakeholders.

Task 2 – Site Investigations

The Consultant shall conduct site investigations necessary for the design of the new facility. These investigations will provide data necessary to support successful design and construction. By thoroughly assessing the physical characteristics and environmental factors of the site, the Consultant will ensure that all relevant aspects are considered in the design process. These site investigations will facilitate informed decision-making and minimize potential risks associated with construction and site development. Each investigation will yield valuable insights that

contribute to the overall feasibility and sustainability of the project, ultimately resulting in a facility that meets the needs of Emergency Services staff, and the community.

A. Survey

The scope of services for the design project includes comprehensive surveying. This will involve a topographic survey that generates one-foot contour intervals to accurately capture existing site features such as contours, vegetation, structures, and utilities. Additionally, the survey will establish property boundaries and any easements, with a boundary survey conducted to verify legal limits.

The survey will also encompass the right-of-way for adjacent roadways, ensuring adequate space for designing the driveway and necessary improvements. Existing utilities, both underground and aboveground, will be located within and adjacent to the site, and any wetlands present will be delineated.

Deliverables will include a basemap in PDF and AutoCAD format, along with the survey field notes.

B. Geotechnical Investigation

A geotechnical investigation will be conducted, involving soil test pits and borings to determine soil types, stratification, and properties at various depths. Laboratory testing of soil samples will assess compaction, shear strength, and consolidation characteristics.

The investigation will provide details on the appropriate foundation type based on the results, including potential mitigation strategies for issues such as soil settlement or groundwater concerns. It will also outline excavation parameters, slope stability measures, and any necessary ground improvement techniques tailored to the site's soil properties and the proposed building.

Groundwater elevations will be documented and included in the findings to inform onsite septic design and determine the requirements for gravity or pressurized systems. Deliverables will consist of both a draft and a final comprehensive geotechnical report summarizing the results and providing design and construction recommendations.

C. Traffic Study

The Traffic Study will evaluate current traffic patterns, access points, vehicle turn path layouts, and safety considerations to inform the design of driveway locations, parking, and overall site circulation for emergency response vehicles.

D. Utility Investigation

A utility investigation will assess the capacity and availability of essential utilities, including water (well), septic systems, electricity, natural gas, and telecommunications, to support the new facility. This investigation will confirm that the necessary infrastructure is in place to effectively accommodate the facility's needs.

Deliverables will include both a draft and a final memo summarizing the findings and providing design recommendations.

Task 3 – Design

The selected firm will be required to perform all calculations, studies, research and code analysis to be in full compliance with state laws governing the practice of architecture and engineering. The A/E will produce new drawings and specifications and a statement of probable construction cost (SPCC) with updates at each phase of design. All work must be in full compliance with the most recent MSB Facility Design Criteria Manual, current International Building Codes, as well as all other pertinent federal, state and local codes.

The Designer will advise MSB on facility systems and design to ensure that systems and designs are selected that suit the EMS and Fire Dept. requirements. The Designer is also responsible for making recommendations on maintaining systems and will select systems suitable for local conditions and ease of maintenance.

The Designer will interact with the MSB, EMS and Fire Dept. to develop a design that meets the facility's requirements. The Designer will document and distribute meeting minutes for approval after each design meeting. Meetings will be held at times and locations that are convenient for MSB staff.

The A/E will be responsible for all aspects of the design including, but not limited to, architectural, civil, landscape design, structural, mechanical, electrical, acoustical, permitting, all utility planning, cost estimates and coordination through utility installation/connection. Services may include construction administration throughout the duration of the construction contract, permitting, project drawings to include construction and record drawings, O & M manuals and on-site representation, record drawings, special inspections, warranty period support and inspection.

The Designer shall participate in reviews to ensure the project design conforms to applicable code requirements of agencies having jurisdiction and will make any changes required to the Construction Documents for issuance of all permits and legal authorizations required for construction. The Designer shall, on behalf of the Borough, investigate required permits, file the required documents and secure/pay all permits and authorizations required for construction during the design of the project.

The Designer shall assist the Borough in presenting documents to the Borough Assembly as required.

A. Schematic Design

The selected architecture/engineering (A/E) firm shall provide Schematic Design Documents for the new facility, a mutually agreed-upon schedule, and the established construction budget. The Schematic Design will include a detailed site plan that illustrates the layout of the site, encompassing landscaping, parking, and access points, demonstrating how the facility integrates with the surrounding environment, including drainage and maximizing cut/fill balance.

Building plans must outline the layout of each level, highlighting key areas such as apparatus bays, gear storage / locker rooms, dorm rooms, kitchen / dining rooms, common spaces, administrative offices, and support facilities. Cross-sectional views and exterior elevations will depict the building's height, massing, and architectural style.

The A/E will also prepare a written report detailing the preliminary selections of major building systems, including structural, mechanical, electrical, and plumbing systems, as well as construction materials. This report will address sustainability, energy efficiency, and compliance with relevant building codes. Additionally, an initial Statement of Probable Construction Cost (SPCC) will be provided for review and approval.

The A/E shall submit digital documents in searchable PDFs and AutoCAD formats along with five printed copies of the report, drawings, and the initial SPCC for review and approval. All submissions should be organized clearly, emphasizing clarity and detail to facilitate effective feedback from stakeholders.

The A/E shall present the schematic design to Borough Assembly.

B. Design Development

The Designer shall provide Design Development Documents based on the approved Schematic Design, adhering to the mutually agreed-upon schedule and construction budget. A PDF copy and up to five hard copies of the drawings will be submitted for review and approval, along with product samples that illustrate

the finished products. The Design Development Documents will detail the agreed-upon systems, including markings, logos, coverage, product specifications, sub-surface preparation, and drainage systems. All systems will be manufacturer-approved, where applicable, to ensure warranty inclusion. The A/E will coordinate with electrical and mechanical engineers to ensure proper placement of connections for systems and FF&E. This coordination will ensure that all elements are accurately reflected across all sheets (architectural, electrical, mechanical, etc.) in the construction documents. Engage with utility companies for service designs for all utilities required for the facility.

The A/E shall review the design development with the Borough & stakeholders.

C. Construction Documents

The Designer shall provide Construction Documents based on the approved Design Development Documents and an updated Statement of Probable Construction Cost (SPCC). These documents will detail the requirements for the construction of the project and include drawings and specifications that establish the quality levels of materials and systems required.

During the development of the Construction Documents, the Designer shall assist the Borough in preparing bidding information. The Designer will compile these elements alongside the Borough's standard bidding requirements and forms, ensuring that the specifications adhere to the standard Construction Specifications Institute (CSI) Master Format and that no single-source specifications are included in the design without written justification."

The Designer shall submit a comprehensive Statement of Probable Construction Cost to the Borough, advising of any adjustments to previous estimates resulting from design changes, modifications in requirements, or general market conditions.

At the 95% design review stage, the Designer shall submit a PDF and up to five copies of the project narrative and drawings, including sections, elevations, and typical construction details, along with the updated SPCC for review and approval by the Borough and stakeholders. The A/E shall present the 95% design to the Borough Assembly.

After receiving approval, the Designer shall prepare the final Construction Documents in both searchable PDF and AutoCAD formats.

Task 4 – Permitting

The A/E shall, on behalf of the Borough, investigate required permits, file the necessary documents, and secure all permits and authorizations needed for construction and occupancy during the project design, including payment of any associated fees. This includes permits for both the building and site development, such as Fire Marshal and driveway permits.

Budgetary estimates (allowances) for permit fees shall be included in the fee proposal. Any remaining balance after fees are paid shall be credited back to the Matanuska-Susitna Borough.

Task 5 – Competitive Construction Bidding

The Borough will provide general and supplementary conditions, along with proposed contract forms. All other construction documents will be supplied by the design firm. Bid documents will be published electronically by the Borough.

The Designer shall participate in a pre-bid conference for prospective bidders and will prepare responses to their questions in Borough format. Any clarifications or interpretations of the bid documents will be provided in addenda, which the Borough will distribute.

If the initial bidding results in prices exceeding the approved SPCC, the Designer will collaborate with the Borough on redesigning and re-bidding at no additional cost, ensuring prices align with the approved SPCC or are acceptable to the Borough.

The Designer will assist in evaluating bids, while the Borough will handle the Contract Award and Notice to Proceed.

Phase 2 – Construction Administration

Phase 2 Services are NOT anticipated to be included in the initial award. The MSB reserves the right to add these services by amendment.

Task 1 – Construction Administration

The A/E shall perform construction administration for the contract between the Owner and Contractor in accordance with the General and Supplementary Conditions of the Contract for Construction. The A/E will utilize software to track and submit construction documents, pay applications, submittals, and other relevant construction administration documents that require approval or tracking.

The A/E's responsibilities include, but are not limited to:

- Manage Weekly Progress Meetings: Conduct weekly meetings with the Owner and General Contractor, producing minutes for each session.
- Define Roles and Responsibilities: Establish clear roles and develop a construction management plan.
- Maintain Submittal Logs: Develop and maintain logs for submittals and shop drawings, ensuring they are complete, accurate, and meet project requirements. Review all submittals within 15 calendar days.
- Conduct Inspections: Perform periodic inspections, including electrical/mechanical rough-ins, weekly quality assessments, substantial completion, final inspections, and end-of-warranty checks.
- Coordinate Testing and Inspections: Manage project testing and special inspections, reviewing test reports and providing recommendations as needed.
- SWPPP Reviews and Inspections: Conduct reviews and inspections related to the Stormwater Pollution Prevention Plan (SWPPP).
- Review Change Order Requests: Evaluate change order requests from the General Contractor for legitimacy and make recommendations. Maintain a change order log tracking status and total costs.
- Respond to Contractor Inquiries: Address contractor questions within 15 calendar days. Track and maintain a log of DCVRs, directives, field memos, RFIs, RFQs, etc.
- Review Payment Requests: Check payment requests for completeness and accuracy, making recommendations to the Owner (Borough Project Manager).
- Represent the Owner: Act as the Owner's representative with permitting agencies and utility companies.
- Provide Progress Documentation: Regularly supply progress photos and videos.
- Conduct Tours with Officials: Organize and lead tours for officials with concurrence of the Borough Project Manager
- Prepare Punch Lists: Collaborate with the Owner to prepare punch lists and monitor their completion by the General Contractor.
- Commissioning and Training: Manage, track, and support building commissioning and owner training.



26-087P Design Willow Emergency Services Building

Scoring Summary

	B - Phase 2: Presentation	B-1 - Design Vision and Approach	B-2 - Integration of Stakeholder Input	B-3 - Functionality and Flexibility	B-4 - Sustainability and Cost Efficiency	B-5 - Presentation Quality and Team Dynamics
Supplier	/ 100 pts	/ 30 pts	/ 25 pts	/ 20 pts	/ 15 pts	/ 10 pts
ECI	70.3 pts	27 pts	15 pts	14 pts	6.3 pts	8 pts
Architects Alaska	68.5 pts	18 pts	22.5 pts	12 pts	9 pts	7 pts
Burkhart Croft Architects, LLC	42 pts	16.2 pts	6.5 pts	6.8 pts	6.3 pts	6.2 pts