

**SUBJECT: APPROVAL OF CHANGE ORDER NO. 3 FOR CONTRACT NO. 22-090P(B) WITH LOUNSBURY & ASSOCIATES, INC, FOR THE DESIGN OF HEMMER ROAD EXTENSION PROJECT TO ADD \$62,983 AND EXTEND THE COMPLETION DATE TO JUNE 30, 2027.**

**AGENDA OF: March 17, 2026**

**ASSEMBLY ACTION:**

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To:	Signature
Originator	X C D B for A W S Signed by: Cole Branham 3/4/2026
Project Management Division Manager	X Cole Branham Signed by: Cole Branham 3/4/2026
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams 3/4/2026
Purchasing Director	X R Krafft Signed by: Russ Krafft 3/5/2026
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel 3/5/2026
Borough Attorney	X Shannon Bodolay for N S Signed by: Shannon Bodolay 3/5/2026
Borough Manager	X Michael Brown Signed by: Mike Brown 3/5/2026
Borough Clerk	X Lonnie Mckechnie Signed by: Lonnie Mckechnie 3/5/2026

**ATTACHMENT (S):** Fee Proposal (8 pp)

**SUMMARY STATEMENT:** Hemmer Road Extension South is one of the twenty projects included in the Transportation Infrastructure Program 2021 (TIP21) package. The project entails field investigations, preliminary engineering, right-of-way (ROW) acquisition, final design, utility relocation, and the construction of a new roadway.

On May 12, 2022, Purchasing awarded contract No. 22-090B to Lounsbury & Associates, Inc, for an original contract amount of

\$471,645 and an original completion date set for October 31, 2024. The award was approved by the Assembly through AM 22-032.

Change Order 1, added \$53,725 to update the 2021 rates that were originally used in the contract to current rates, adding efforts for public involvement support, and extend the final completion date to October 31, 2026. This amendment was approved by the Assembly on October 1, 2024, with AM 24-107.

Change Order 2, added \$88,345 to incorporate France Road re-alignment and intersection design.

Change Order No. 3 proposes extending the final completion date to June 30, 2027, and increasing the contract amount by \$62,983 for additional design efforts associated with the pathway, expanded right-of-way mapping due to a greater number of property impacts than originally anticipated, additional survey work to establish new property corners, and construction support. This change will increase the total contract amount to \$676,980 and extend the contract term to align with the current grant funding period. Based on the current schedule, a future extension of both the grant and the contract may be required depending on the timeline for right-of-way acquisition. All other terms and conditions of the contract remain unchanged.

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

**RECOMMENDATION OF ADMINISTRATION:** APPROVE CHANGE ORDER NO. 3 FOR CONTRACT NO. 22-090P(B) WITH LOUNSBURY & ASSOCIATES, INC, FOR THE DESIGN OF HEMMER ROAD EXTENSION PROJECT TO ADD \$62,983 AND EXTEND THE COMPLETION DATE TO JUNE 30, 2027.

**MATANUSKA-SUSITNA BOROUGH**

**FISCAL NOTE**

Agenda Date: March 17, 2026

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$62,983	FUNDING SOURCE Roads and Bridges Capital Projects
FROM ACCOUNT # 430.000.000 4xx.xxx	PROJECT# 35472
TO ACCOUNT:	PROJECT #
VERIFIED BY:  X <u>L i e s e l Z a n t o</u> <small>Signed by: Liesel Zanto</small>	
<small>3 / 5 / 2 0 2 6</small>	

**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	63.0					
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REVENUE						
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**FUNDING:** (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	63.0					
TOTAL	63.0					

**POSITIONS:**

Full-Time						
Part-Time						
Temporary						

**ANALYSIS: (Attach a separate page if necessary)**

APPROVED BY:	<small>3 / 5 / 2 0 2 6</small>
X <u>C h e y e n n e H e i n d e l</u>	
<small>Signed by: Cheyenne Heindel</small>	

February 26<sup>th</sup>, 2026

Matanuska-Susitna Borough  
Public Works Department  
533 E Fireweed Avenue  
Palmer, AK 99645

**Attention:** Andrew Strahler  
Project Manager

**Subject:** Revised Scope and Fee Proposal  
Bond Designs Phase 2 – Hemmer Road PSE - Amendment #4  
ROW Acquisition Map, Parcel Plats, Project Close-Out,  
Sidewalk Extension, Right Turn Lane Extension

Thank you for the opportunity to provide a Scope and Fee amendment for the subject project. A Plans-In-Hand and Design Study Report has been reviewed by MSB and this amendment has been requested to add the additional work required to complete the project through Final PS&E. We understand the work generally consists of completing the ROW Mapping task now that all acquisitions have been determined and see the project through the close-out phase to include setting final survey monumentation. MSB also requested that Lounsbury extend the pathway onto school property further and extend the right turn lane at the Palmer Wasilla Highway. Additionally, Lounsbury has completed the PI tasks and commitments for the project as originally negotiated and additional PI scope is required to complete the work.

## SCOPE OF WORK

### Amend TASK No. 1 – Survey

Lounsbury will expand on the previously scoped corridor survey to include additional topography to design the pathway extension leading to the school. We will also walk the corridor to ensure no structures exist within 25' of any ROW takes.

Once all project ROW needs have been identified and acquisitions complete, we will set new property corners at all geometry points of the new ROW corridor to include centerline monuments at all PC's, PT's and SI's. We have estimated this to be 36 monuments to set consisting of 5/8" x 30" rebar with 2" aluminum caps. Additionally, we will set a steel monument case with lid in the intersection of the Palmer-Wasilla Highway and Hemmer Road at the street intersection.

### **Deliverable(s):**

- C3D surface
- Topography basemap
- Final Property Corners established at new ROW limits and centerline geometry points



3230 C Street, Suite 201 Anchorage, Alaska 99503 T: 907-272-5451 F: 907-272-9065  
1175 N. Leatherleaf Loop Ste. D Wasilla, Alaska 99654 T: 907-357-9129 F: 907-357-9140  
418 Wedgewood Drive Fairbanks, Alaska 99701 T: 907-374-8547

WWW.LOUNSBURYINC.COM



AM 26-027

Amend TASK No. 2 – ROW Mapping

We have identified 12 takes to be needed for this project, an addition of 5 from the previously scoped 7 takes. Lounsbury will expand on the previously scoped ROW mapping to include these 5 additional parcel plats, and will update the ROW base/acquisition maps accordingly.

**Deliverable(s):**

- Five (5) additional Parcel Plats
- Additional ROW Base/Acquisition Mapping

Add TASK No. 7A – Public Involvement

This amendment adds scope to Lounsbury's PI task to cover the assumed remaining PI efforts. This includes 4 property owner meetings, attending one more community council meeting, and one more MSB Transportation Fair. This task will be billed on a T&E basis.

**Deliverable(s):**

- Representation at 4 ROW meetings with property owners, attendance of one Community Council meeting and one MSB Transportation Fair.

Amend TASK No. 8 – PS&E and ESCP

Task 8 will be amended to include design work to extend the pathway approximately 330 feet south to Valley Pathways School's first parking lot access. This work includes verifying and grading to ensure adequate clear zone exists along the school's access road so that the existing guardrail in the area can be removed. The work will add one F sheet to the plans, requires additional detail for grading parameters, and adds items to C and D sheets.

This task amendment also includes work to extend the length of the right turn lane onto the Palmer-Wasilla Highway. The work includes modification of lane lines, site grading and signage and will impact existing C, D, F, and H sheets.

**Deliverable(s):**

- Pre-PS&E Deliverables Package
- Final PS&E Deliverables Package

## SCHEDULE

Lounsbury can begin work immediately after receiving Notice to Proceed from MSB. It is assumed tasks 1 and 2 will get started immediately, plans development will pickup again after ROW negotiations have progressed, and PI efforts will continue to be ongoing.

If, through no fault of Lounsbury, such periods of time or dates are changed, or the orderly and continuous progress of Lounsbury's work is impaired, delayed or suspended, then the time for completion of Lounsbury's services, and the rates and amounts of compensation, may be adjusted equitably.

## ESTIMATED COST AND FEE BASIS

Our fee for the additional task and updated deliverables described above are shown below.

Task	Fee Type	Fee
Amend Task Number 1 – Surveying	Lump Sum	\$23,915
Amend Task Number 2 – ROW Mapping	Lump Sum	\$13,753
Add Task Number 7A – Public Involvement	T&E	\$8,258
Amend Task Number 8 – PS&E/ESCP	Lump Sum	\$17,057
<b>TOTAL FEE FOR THIS AMENDMENT</b>		<b>\$62,983</b>
<b>TOTAL FEE THROUGH LAST AMENDMENT</b>		<b>\$613,715</b>
<b>TOTAL FEE FOR THIS AGREEMENT (Cumulative)</b>		<b>\$676,698</b>

Thank you for this opportunity to provide professional services. We look forward to working with you. If I can answer any questions, please give me a call at (907) 240-0847.

Sincerely,  
**Lounsbury & Associates, Inc.**



Scott Pulice, PE  
Project Manager

*Attached: Summary Fee sheets*

**TOTAL PROJECT SUMMARY**

**FIRM: Lounsbury and Associates, Inc.**

**PROJECT TITLE:**  
**MSB Road Bond No. 2 - Hemmer Road PSE - Amend No. 4**

**DATE: 2/26/26**

<b>TOTAL NEGOTIATED FIXED FEE:</b>	<b>\$5,427</b>
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GROUP	TASK No.	TASK DESCRIPTION	DIRECT LABOR	INDIRECT COST	EXPENSES	TOTAL COST	FEE PER TASK	FIRM'S TOTAL PRICE	*SUB-CONTRACTS	PRICE PLUS SUBS
	1	Surveying	\$8,041	\$12,874	\$990	\$21,905	\$2,010	\$23,915	\$0	\$23,915
	2	Additional ROW Mapping	\$4,789	\$7,667	\$100	\$12,555	\$1,197	\$13,753	\$0	\$13,753
	7A	Public Involvement	\$2,896	\$4,637	\$0	\$7,533	\$724	\$8,258	\$0	\$8,258
	8	PS&E and ESCP	\$5,983	\$9,579	\$0	\$15,562	\$1,496	\$17,057	\$0	\$17,057
<p>*Subcontractors for negotiated professional or technical services, products, etc. (Commodity items available to the general public at market prices, equipment use, and unit priced items are generally included in estimate as expenses.)</p>										
<b>ESTIMATED TOTALS</b>			<b>DIRECT LABOR</b>	<b>INDIRECT COST</b>	<b>EXPENSES</b>	<b>TOTAL COST</b>	<b>FEE</b>	<b>FIRM'S TOTAL PRICE</b>	<b>*SUB-CONTRACTS</b>	<b>PRICE PLUS SUBS</b>
TASKS 1 - 11			\$21,709	\$34,756	\$1,090	\$57,556	\$5,427	\$62,983	\$0	\$62,983

COST ESTIMATE PER TASK														
FIRM: Lounsbury and Associates, Inc.			PROJECT TITLE: Road Bond Design Phase 2 - Hemmer Road											
Task	1	TASK DESCRIPTION: Surveying										DATE: 1/27/26		
METHOD OF PAYMENT:		FP <input checked="" type="checkbox"/>	FPPE <input checked="" type="checkbox"/>	T&E <input type="checkbox"/>	CPFF <input type="checkbox"/>	PREPARED BY: JV								
SUB-TASK DESCRIPTION		LABOR HOURS PER JOB CLASSIFICATION												
		Survey Manager (Varney)	Project Surveyor (Eischens)	ROW Mapping (Hetlet)	Professional Land Surveyor	Survey Technician VI	2 M.C.	2 M.C. Overtime						Totals
<b>Management</b>														
Meetings and Coordination		1	1											0
														0
<b>Design Stage - Field Surveying</b>														
Comps for fieldwork			2											2
Additional Topo for School Pathway			1				4	1						6
Verify Structures within 25' of takes							4	1						5
														0
														0
<b>Design Stage - Office</b>														
Process Survey Data					2									2
Update Topo DWG			1			4								5
														0
<b>Closeout - Field Surveying</b>														
Comps for fieldwork		1	2	2										5
Set Centerline Monuments (10 total, 1 in case)			2				16	4						22
Set New Property Corners at Takes (26 total)			3				24	6						33
														0
														0
<b>Closeout - Office</b>														
Process Survey Data			1		4									5
Update ROW Acquisition Maps Maps			1	4										5
														0
														0
<b>TOTAL LABOR HOURS</b>		2	14	6	6	4	48	12						92
<b>LABOR RATES (\$/HR)</b>		\$84.13	\$64.90	\$60.10	\$55.00	\$43.00	\$95.00	\$142.50						
<b>LABOR COSTS (\$)</b>			\$908.60	\$360.60	\$330.00	\$172.00	\$4,560.00	\$1,710.00						\$8,041.20
<b>EXPENSES</b>					<b>Comments/Assumptions</b>									
SUB-TASK NO.	ITEM(S)	QTY.	UNIT PRICE	TOTAL PRICE	1. Field Time based on 10 hour days 2. Add in 1 day for additional topo to pickup structures within 25' of takes and topo pathway near school 3. Add in 36 monuments at parcel takes and centerlines to see project through to closeout									
1	Monument Supplies (36x Rebar/AC)	36	\$15.00	\$540.00										
1	Monument Case w/Lid (for centerline mons)	1	\$250.00	\$250.00										
1	Misc. Survey Supplies	1	\$200.00	\$200.00										
					<b>FIRM'S TOTAL COST OF LABOR:</b>									
					<b>TOTAL INDIRECT COST @ 160.1%</b>									
					<b>FIRM'S TOTAL EXPENSES</b>									
					<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>									
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>														
FIRM:														
AMOUNT:				\$0	<b>TOTAL SUBCONTRACTOR PRICES:</b>									

\* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK															
FIRM: Lounsbury and Associates, Inc.				PROJECT TITLE: Road Bond Design Phase 2 - Hemmer Road											
Task	2	TASK DESCRIPTION: Additional ROW Mapping										DATE: 1/30/26			
METHOD OF PAYMENT:		FP <input checked="" type="checkbox"/>	FPPE <input checked="" type="checkbox"/>	T&E <input type="checkbox"/>	CPFF <input type="checkbox"/>	PREPARED BY: JV									
SUB-TASK DESCRIPTION		LABOR HOURS PER JOB CLASSIFICATION										Totals			
		Survey Manager (Varney)	Project Surveyor (Eischens)	ROW Mapping (Hettlet)	Professional Land Surveyor	Survey Technician VI	2 M.C.	2 M.C. Overtime							
<b>Article 11 ROW Mapping</b>															
Meetings and Coordination		1		4										5	
ROW Acquisition Map (11.3)				4		8								12	
Draft Parcel Plats (5 new, 12 total) (11.4)				15		40								55	
ROW Negotiations		2	2	2		4								10	
Draft TCP				2		6								8	
Deliverables				2		4								6	
QA / QC		2	2	2										6	
<b>TOTAL LABOR HOURS</b>		5	4	31	0	62	0	0						<b>102</b>	
<b>LABOR RATES (\$/HR)</b>		\$84.13	\$64.90	\$60.10	\$55.00	\$43.00	\$95.00	\$142.50							
<b>LABOR COSTS (\$)</b>			\$259.60	\$1,863.10	\$0.00	\$2,666.00	\$0.00	\$0.00						<b>\$4,788.70</b>	
EXPENSES					Comments/Assumptions										
SUB-TASK NO.	ITEM(S)			QTY.	UNIT PRICE	TOTAL PRICE	1. Add 10% more time on ROW Acquisition Maps to account for 5 additional parcels 2. 5 new Parcel Plats, for 12 total 3. One (1) TCP to be drafted 3. MSB is responsible for all Title Reports 4. MSB will spearhead ROW Mapping through platting board 5. LAI to record SCD and reference recorded doc. # in planset and ROW maps								
	Misc. Printing Supplies			1	\$100.00	\$100.00									
						\$0.00									
						\$0.00									
						\$0.00									
<b>FIRM'S TOTAL COST OF LABOR:</b>														<b>\$4,789</b>	
<b>TOTAL INDIRECT COST @</b>														<b>160.1%</b>	<b>\$7,667</b>
<b>TOTAL EXPENSES:</b>						<b>\$100</b>	<b>FIRM'S TOTAL EXPENSES</b>							<b>\$100</b>	
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>						<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>									<b>\$12,555</b>
<b>FIRM:</b>															
<b>AMOUNT:</b>						<b>\$0</b>	<b>TOTAL SUBCONTRACTOR PRICES:</b>							<b>\$0</b>	

\* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK													
FIRM: Lounsbury and Associates, Inc.				PROJECT TITLE: Road Bond Design Phase 2 - Hemmer Road									
Task 7A		TASK DESCRIPTION: Public Involvement								DATE: 2/26/26			
METHOD OF PAYMENT:				FP <input type="checkbox"/>		FPPE <input type="checkbox"/>		T&E <input checked="" type="checkbox"/>		CPFF <input type="checkbox"/>		PREPARED BY: JT	
SUB-TASK DESCRIPTION		LABOR HOURS PER JOB CLASSIFICATION											
		Contract Manager (Taylor)	Project Manager (Pulice)	Civil Engineer (Gingrich)	Staff Civil Engineer	CADD Tech							
ROW and Property Owner Coordination (assume 4 meetings)		1	8	4	4	8							25
Prep and Attend Community Council Meeting			4	4	4	4							16
Prep and Attend MSB Transpo Fair			4	4	4	4							16
TOTAL LABOR HOURS		1	16	12	12	16							57
LABOR RATES (\$/HR)		\$85.00	\$71.40	\$46.00	\$39.00	\$40.56							
LABOR COSTS (\$)		\$85.00	\$1,142.40	\$552.00	\$468.00	\$648.96							\$2,896.36
EXPENSES					Comments/Assumptions								
SUB-TASK NO.	ITEM(S)			QTY.	UNIT PRICE	TOTAL PRICE	1. Additional PI Scope and effort is required to complete the work. We assume we will be needed to meet with several property owners to support MSB ROW negotiations and will attend prepare supporting deliverables and attend at least one other community event and one more MSB Transportation Fair.						
					\$0.00								
					FIRM'S TOTAL COST OF LABOR:				\$2,896				
					TOTAL INDIRECT COST @				160.1%	\$4,637			
					TOTAL EXPENSES:				\$0	FIRM'S TOTAL EXPENSES			
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)				\$7,533				
FIRM:					total								
AMOUNT:	\$0					\$0	TOTAL SUBCONTRACTOR PRICES:				\$0		

COST ESTIMATE PER TASK														
FIRM: Lounsbury and Associates, Inc.				PROJECT TITLE: Road Bond Design Phase 2 - Hemmer Road										
Task 8		TASK DESCRIPTION: PS&E and ESCP								DATE: 2/26/26				
METHOD OF PAYMENT:		FP <input checked="" type="checkbox"/>		FPPE <input checked="" type="checkbox"/>		T&E <input type="checkbox"/>		CPFF <input type="checkbox"/>		PREPARED BY: JT				
SUB-TASK DESCRIPTION		LABOR HOURS PER JOB CLASSIFICATION						Totals						
		Contract Manager (Taylor)	Project Manager (Pulice)	Civil Engineer (Gingrich)	Staff Civil Engineer	CADD Tech								
Design Pathway Extension onto School Property		1											1	
Additional F Sheet			4	4	16	8							32	
Additional Details			2	4	4	4							14	
Engineers Estimate			2	4	4								10	
Extend Right Turn Lane at PWH		1											1	
Design Effort (will go on existing F sheet)			4	4	16	12							36	
Additional H Sheet work (striping and signage)			2	4	16	8							30	
Engineers Estimate			1	4	4								9	
TOTAL LABOR HOURS		2	15	24	60	32							133	
LABOR RATES (\$/HR)		\$85.00	\$71.40	\$46.00	\$39.00	\$40.56								
LABOR COSTS (\$)		\$170.00	\$1,071.00	\$1,104.00	\$2,340.00	\$1,297.92							\$5,982.92	
EXPENSES										Assumptions				
SUB-TASK NO.	ITEM(S)			QTY.	UNIT PRICE	TOTAL PRICE	1. Efforts cover two submittals for 95% and 100% including plans, engineers estimate, etc. At least one more F sheet and a few details will need to be added to the plans.							
1				0	\$125.00	\$0.00								
						FIRM'S TOTAL COST OF LABOR:							\$5,983	
						TOTAL INDIRECT COST @	160.1%						\$9,579	
						TOTAL EXPENSES:	\$0						FIRM'S TOTAL EXPENSES	\$0
SUB-CONTRACTORS: Firm Initials and Price Per Task						FIRM'S TOTAL COST (no Subcontracts or Fee)						\$15,562		
FIRM:						total								
AMOUNT:						\$0	TOTAL SUBCONTRACTOR PRICES:						\$0	

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