

SUBJECT: Award of Proposal No. 26-126P to Jacobs Project Management Co., for the annual contract amount not to exceed \$150,000.00 to Provide On-Call Engineering Consulting Services for the Central Landfill.

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 / 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 / 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: Lindsey Brisard	6 / 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 / 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 / 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 / 6 / 2 0 2 6

ATTACHMENT (S): Fiscal Note (1p)
Analysis Sheet (1p)
Scope of Services (5p)

SUMMARY STATEMENT: On May 6, 2026, the Matanuska-Susitna Borough issued a Request for Proposals to secure professional engineering consulting services to support the safe, reliable, and compliant operation of the Borough's Central Landfill, the primary facility responsible for managing municipal solid waste, construction debris, and hazardous materials for the community. This contract provides critical technical expertise for regulatory compliance, long-term planning, infrastructure design, and construction management, ensuring continued alignment with federal, state, and local requirements while advancing the 2020 Central Landfill Development Plan.

Approval of this contract supports operational continuity, mitigates environmental and regulatory risk, and enables the Borough to proactively plan and deliver cost-effective solid

waste services essential to public health, environmental stewardship, and long-term fiscal responsibility.

Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, four proposals were received. A proposal evaluation team made up of Borough Staff evaluated the proposals and selected Jacobs Project Management Co. as the most advantageous firm for the Borough.

The initial contract period of performance begins upon contract execution and ends on June 30, 2029. The term length for this agreement is for one year with two additional one-year renewals (potentially five-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, Solid Waste 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. 26-126P to Jacobs Project Management Co., for the annual contract amount not to exceed \$150,000.00 to Provide On-Call Engineering Consulting Services for the Central Landfill.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$150,000	FUNDING SOURCE Solid Waster Operating Budget
FROM ACCOUNT # 510.150.416 4xx.xxx	PROJECT
TO ACCOUNT :	PROJECT #
VERIFIED BY: X <u>L i e s e l Z a n t o</u> 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	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual		150.0				
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING		150.0				

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		150.0				
TOTAL		150.0				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

7 / 6 / 2 0 2 6

X L y n d s e y B r i s a r d f o r C H

APPROVED BY: _____ DATE: _____

Signed by: Lyndsey Brisard



26-126B Landfill Engineering Consulting Services Scoring Summary

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management
Supplier	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 18 pts	/ 17 pts
Jacobs Engineering	71.48 pts	13.44 pts	14.96 pts	13.68 pts	15.12 pts	14.28 pts
Burns & McDonnell Engineering Inc	71.4 pts	22.08 pts	17.6 pts	12.16 pts	9.36 pts	10.2 pts
SCS Engineers	63.24 pts	14.4 pts	15.84 pts	10.64 pts	10.8 pts	11.56 pts
RESPEC	49.68 pts	11.52 pts	8.8 pts	9.12 pts	9.36 pts	10.88 pts

SCOPE OF SERVICES

26-126B, Landfill Engineering Consulting Services

The Matanuska-Susitna Borough (MSB) is soliciting proposals from qualified consultants to provide professional engineering services for the Solid Waste Division within the Department of Public Works.

The selected Consultant will provide ongoing operational support and on-call engineering services related to landfill operations, regulatory compliance, planning, design, and construction management at the Central Landfill and associated facilities.

Contract Narrative

The Central Landfill (CLF), owned and operated by the MSB, is located at 1201 N. 49th State Street, Palmer, Alaska. The facility encompasses approximately 620 acres, with approximately 200 acres currently used for waste disposal.

CLF serves as the Borough's primary Class I municipal solid waste disposal facility and accepts municipal solid waste (MSW), construction and demolition debris (C&D), and household hazardous waste (HHW). The landfill also supports ancillary solid waste management programs, including recycling, composting, and public outreach and education services.

The Consultant shall support landfill operations and long-term development consistent with the 2020 Central Landfill Development Plan and applicable federal, state, and local regulations.

Contract Term

Engineering Consulting Services will be for a three-year term with options for two (2) additional one-year extensions not to exceed five (5) years. Dates for completion and submittal of deliverables shall be as follows:

Anticipated Notice to Proceed

July 1st, 2026

Scope Framework and Task Authorization

All services under this contract shall be authorized through sequentially numbered Notices to Proceed (NTPs) issued by MSB. Each NTP will define, at a minimum:

- Scope
- Deliverables
- Schedule
- Fee Structure

Consultant shall not proceed without written NTP and accompanying Purchase Order. MSB reserves the right to modify, suspend, or terminate individual tasks and to procure services independently if a mutually agreeable scope or fee cannot be reached.

Budget and Task Structure

Schedule 1 – Operational Support

Tasks under Schedule 1 represent ongoing, recurring services necessary to support landfill operations and regulatory compliance.

- Work will be negotiated on a fixed price or time-and-expense basis.

- The total annual value of Schedule 1 work shall not exceed \$150,000, subject to appropriation.

Schedule 2 – On Call Engineering and Construction Management

Schedule 2 tasks represent project specific or capital improvement efforts.

- Tasks will be individually negotiated and authorized by NTP.
- MSB reserves the right to solicit these services separately if agreement cannot be reached.
- Work is subject to annual appropriation of funds.

General

The Consultant shall designate a manager as the primary point of contact and coordinate directly with the Borough contract administrator and other Borough staff as applicable. All coordination and correspondence for the project shall be handled through or with the concurrence of the MSB contract administrator.

Consultant must maintain a schedule detailing contract tasks and milestones. The schedule will show the interdependence and duration of the various design activities/contract tasks. The schedule will be the basis of performance measurements throughout the Contract and used to track Consultant progress and billings.

Deliverables

Deliverables for each task will be defined in the NTP and may include technical memoranda, reports, design drawings and specifications (30%, 65%, 95%, and final), cost estimates, permit applications, construction administration documentation, and record drawings.

Billing

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

- Firm details and invoice information.
- Task order number, brief description of services, 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".

Document Accessibility Requirement

All public-facing deliverables shall comply with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA.

At a minimum, documents shall include:

- Structured headings and tagging
- Alternative text for graphics
- Accessible tables
- Adequate color contrast
- Logical reading order
- Screen reader compatibility

PDFs must be fully tagged and pass accessibility checks. Non-compliant deliverables shall be corrected at no additional cost.

Professional Standard of Care

The Consultant shall perform all professional services under this Contract in accordance with the generally accepted standard of care exercised by licensed engineers practicing in the same or similar locality, under similar circumstances, and at the time the services are performed. All 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.

Scope of Services Overview

The Consultant shall provide engineering, planning, permitting, regulatory compliance, design, and construction management services to support landfill operations and development.

Services include but are not limited to:

- Landfill gas and leachate management
- Regulatory permitting and compliance
- Development planning and rate studies
- Design and construction management
- Operational and technical support.

Services will be provided in accordance with applicable federal, state, and local regulations and as further detailed within this Section. MSB anticipates awarding the **first nine tasks** (Schedule 1) under this professional service agreement. Future tasks (Schedule 2) are included for informational purposes, so the Consultant can develop and propose an appropriate team to address these anticipated future needs.

SCHEDULE 1 – OPERATIONAL SUPPORT (ONGOING)

Schedule 1 tasks represent baseline operational support anticipated to occur annually.

Task 1 – Project Coordination and General Support

The Consultant shall provide general engineering support for CLF operations and MSB Solid Waste Division programs. Services shall include coordination with MSB staff, participation in quarterly coordination meetings (including at least two onsite meetings annually), and on-call professional assistance as required.

Task 2 – Landfill Gas Collection, Control, and Reuse

The Consultant shall assist MSB with operation, optimization, and expansion of the existing landfill gas collection and control system (GCCS). Services may include troubleshooting, system performance evaluation, expansion planning during active filling and closure phases, construction administration, documentation, and regulator coordination.

The Consultant shall also assist MSB in evaluating landfill gas reuse options identified in the 2020 Development Plan, including but not limited to leachate evaporation and energy recovery, and provide support for stakeholder coordination and feasibility evaluations.

Task 3 – Leachate Management and Treatment

The Consultant shall provide professional services related to landfill leachate management, including storage pond operations, pumping systems, treatment alternatives, and compliance with discharge requirements to Anchorage Water and Wastewater Utility (AWWU).

Services shall also include the design, construction administration, and operational support for leachate recirculation systems consistent with ADEC regulations and the RD&D permit under review.

Task 4 – Landfill Cell Support and Fill Planning

The Consultant shall provide ongoing planning and engineering support for active landfill cells, including Cell 4. Services shall include slope management, fill sequencing, compliance with permit requirements, and coordination of landfill gas and leachate infrastructure during development.

The Consultant shall also provide planning guidance to support future cell development, including coordination with anticipated Cell 5 construction boundaries.

Task 5 – Landfill Permitting and Regulatory Updates

The Consultant shall assist MSB with landfill permitting activities, including review and updates required for permit renewals. Services include review and updates of the Solid Waste Permit for the 2030 renewal and the RD&D Permit for the 2026 renewal, as well as coordination with regulatory agencies.

Task 6 – ADEC Compliance and Regulatory Assistance

The Consultant shall assist MSB with ongoing regulatory compliance support, including interpretation of ADEC requirements, response to compliance issues, and coordination with state and federal regulatory agencies.

Task 7 – Development Plan Update

The Consultant shall update the 2020 Central Landfill Development Plan to reflect current operations, future needs, regulatory changes, best management practices, and infrastructure considerations, including landfill gas and leachate management strategies.

Task 8 – Rate Study

The Consultant shall perform a rate review for solid waste disposal services in FY27 to support rate adjustments for inclusion in the FY28 budget cycle and beyond.

Task 9 – Annual Greenhouse Gas Emissions Reporting

The Consultant shall assist MSB with preparation and submittal of required annual greenhouse gas emissions reports in compliance with EPA regulations.

SCHEDULE 2 – ON CALL ENGINEERING AND CONSTRUCTION MANAGEMENT

Schedule 2 tasks represent project specific or capital improvement efforts. Services under Schedule 2 shall be authorized only upon acceptance of a negotiated fee and issuance of an NTP.

Task 10 – Landfill Gas Well Construction Management

The Consultant shall provide construction management services for landfill gas well installation, including construction observation, responses to contractor inquiries, documentation, and record drawings.

Task 11 – Tipping Floor Fire Suppression System

The Consultant shall provide engineering services for evaluation, design, and construction support of a tipping floor fire suppression system, including rover or comparable systems, to mitigate fire risks associated with solid waste handling operations.

Task 12 – Closure of Cells 2B and 3

The Consultant shall provide engineering services for closure of Cells 2B and 3, including cap design, coordination with landfill gas extraction infrastructure, construction administration, and operational support.

Task 13 – Cell 5 Predesign and Design

The Consultant shall provide Pre-Design and design services for Cell 5, including geotechnical investigation planning, floor elevation refinement, excavation limits, material balance analysis, and development of construction documents to minimize overall construction costs

Deliverables

Deliverables for each task will be defined in the NTP and may include technical memoranda, reports, design drawings and specifications (30%, 65%, 95%, and final), cost estimates, permit applications, construction administration documentation, and record drawings.

Billing

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

- Firm details and invoice information.
- Task order number, brief description of services, 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.
- No travel or per diem allowed under this contract, and that the Borough will not provide any additional compensation in the form of office space, transportation of computer equipment etc.

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 the contract.