MATANUSKA-SUSITNA BOROUGH ACTION MEMORANDUM **AM No. 26-068**

SUBJECT: Award of Quote No. 26-155Q to PND Engineers, Inc. for the contract amount of $123,550.00 to provide engineering consulting services and construction management for upgrades to Lewis Loop Bridge under Term Contract 26-096P.

AGENDA OF: June 2, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	5/12/2026 X Rustin Krafft Signed by: Russ Krafft
Public Works Director	5/12/2026 X Tom Adams, PE Signed by: Tom Adams
Finance Director	Recoverable Signature X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	5/13/2026 X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	5/13/2026 X MichaelBrown Signed by: Mike Brown
Borough Clerk	5/15/2026 X Brenda J. Henry for Signed by: Brenda Henry

ATTACHMENT(S): Analysis Sheet (1p)
Scope of Work (4p)

SUMMARY STATEMENT: On April 23, 2026, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting quotes from contractors under the 26-096P Term Contract to provide engineering consulting services and construction management for the upgrades to Lewis Loop Bridge. The existing bridge is over 30 years old, and has signs of damage and rot. A June 2024 inspection by DOT&PF found several concerning deficiencies, mostly associated with the deck and abutment walls. These design services will produce a solution to correct the issues. Services purchased will support the Public Works Department in assembly district #5.

In response to the advertisement, three quotes were received. Award recommendation is being made to PND Engineers, Inc. as the lowest responsive and responsible bidder based on Total Task Quote Price.

The final 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, Project Management Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE
Agenda Date: June 2, 2026

SUBJECT: Award of quote number 26-155Q to PND Engineers, Inc. for the contract amount of $123,550.00 to provide engineering consulting services and construction management for upgrades to Lewis Loop Bridge under Term Contract 26-096P.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT **YES** NO
AMOUNT REQUESTED $123,550	FUNDING SOURCE RSA Capital Projects
FROM ACCOUNT # 410.000.000 4xx.xxx	PROJECT# 35000-1800-1805
TO ACCOUNT :	PROJECT #
VERIFIED BY: 5/13/2026 X Liesel Zanto Signed by: Liesel Zanto	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	123.6					
REVENUE						

FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	123.6					
TOTAL	123.6					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

Recoverable Signature

X Cheyenne Heindel

APPROVED BY: Signed by: Cheyenne Heindel DATE: _____

AM No. 26-068

26-155Q Lewis Loop Bridge Upgrades Design and Construction Management
Scope of Work

Project Overview: The Matanuska-Susitna Borough (MSB) is seeking engineering consulting services for design and construction management to upgrade the Lewis Loop Bridge (bridge no. 1209), specifically replacing the existing wooden deck and abutment walls with a new deck and walls. Lewis Loop crosses Fish Creek, which provides habitat for anadromous fish and is located 1.6 miles north of the intersection of Knik Goose Bay Road and Point MacKenzie Road near Wasilla, Alaska.

The existing bridge is over 30 years old, and its design and construction are poorly documented. Weight restrictions are in place based on the latest load rating by DOT&PF. In summer of 2025, damage occurred to the end boards of the deck and steel plates were installed as a temporary measure. The MSB has decided to replace the existing bridge deck with a new deck built to current design standards and eliminate the weight restrictions. The most recent inspection of the bridge by the Alaska Department of Transportation & Public Facilities (DOT&PF) shows the bridge is functional, but has several deficiencies, mostly associated with the deck and abutment walls (see Attachments #1 & #2 for more information).

Scope of Work: Work for the Lewis Loop Bridge shall include all tasks listed below, through design and construction. All design work shall be in accordance with the current MSB Design Criteria Manual (found here: https://matsugov.us/public-works/dcs). All deliverables must be reviewed and accepted in writing by the MSB Project Manager (PM) as meeting the accuracy, completeness, and format requirements of this Scope of Work.

Task #1 – Survey [Fixed Price]: The survey scope includes a control survey and a design survey for the project site.

The Consultant shall survey all topographic elements needed for project design and construction purposes, including but not limited to bridge and roadway features, ordinary high waterline for water bodies, utilities (above and below ground), ditch lines, structures, and property corners necessary to determine ROW limits. Perform topographic survey suitable to generate 1-foot contour intervals and to accurately design any changes in finished grade. Provide vertical and horizontal control within 0.01-foot accuracy.

The Consultant shall perform roadway approach surveys collecting topographic points along the roadway every 25 feet or as required to delineate the road prism and adjacent ground. The survey is expected to include 300 feet of the road on both approach sides to accommodate adjusting the road grade for the new deck. Points taken shall include edges of road, centerline of road, toe of fills, bottom of ditch or banks, tops of banks, utilities, ground shots, and other features necessary to model site conditions required for the replacement design.

The Consultant shall perform control surveys, including establishing horizontal and vertical control points. The Consultant shall prepare a Survey Control Drawing (SCD) showing the control survey results to be used for construction. At least two temporary benchmarks for vertical control shall be established at the site using stable objects. Horizontal and vertical coordinates shall use State Plane Zone 4 and NAVD 88, respectively, or translation to these coordinate systems shall be provided.

All survey services shall be conducted by, or under, the direct supervision of a Professional Land Surveyor (PLS) holding current registration in the State of Alaska. Survey drawings shall be stamped by a PLS licensed in the state of Alaska. A PLS shall be an active, on-site field supervisor of the survey crew. A PLS shall also be directly involved in the preparation of all survey deliverables. The Consultant shall furnish hardbound field books for recording survey information. The books shall become the property of the Borough after the survey information has been entered and the contract completed. Each book shall be labeled with the project name and an appropriate title, e.g. Horizontal Control, Vertical Control, etc., and shall have an index and comments page. The index page shall reference the contents by page number. A readable pdf copy of the field books is acceptable.

Deliverables:

- Topographic Survey Base Map.
- Survey Control Drawing.
- ACAD drawing and TIN surface files, including point files Survey Report with control computations and adjustments Survey field notes.

Task #2 – Preliminary Engineering and Plans-In-Hand Design (65%) [Fixed Price]: The Consultant shall perform preliminary engineering for the proposed project.

2.1 Bridge Deck and Abutments and Road Approach Designs
The work shall include development of a typical roadway and bridge section, design for both bridge components and road, plan and profile, approximate cut and fill limits and volumes, abutment wall and structure concepts, and plans-in-hand cost estimates for at least two design options for deck and abutment wall replacement. All options shall use wood as the material for the deck and include at least one option for removal of the load limitations. The bridge rails shall be evaluated for remaining useful life and may be added to the design at the discretion of the MSB if railing replacement is determined to be warranted or advisable based on safety and economic factors. Because of the isolated nature of the area north of the bridge, traffic maintenance shall be considered during the evaluation of preliminary design options and a traffic maintenance concept shall be included in the plans-in-hand submittal. Plans-in-hand drawings and cost estimates shall be presented in a memorandum as part of the preliminary design submittal, along with the consultant's analysis and recommendations.

The consultant shall schedule and lead monthly progress meetings with the MSB PM during the plans-in-hand design stage. A design review meeting shall be scheduled by the consultant with the PM three (3) weeks after the plans-in-hand submittal to discuss the review comments and responses. Initial responses to MSB comments shall be sent to the MSB PM at least three business days ahead of the review meeting.

Deliverables:
- Plans-In-Hand engineer's estimates.
- Plans-In-Hand Plans (11" x 17").
- Written responses to address review comments from MSB review of Preliminary Design within two weeks of review completion.

Plans-In Hand drawings shall include:
- Cover sheet (use MSB standard drawing template).
- Typical sections.
- Plan and profile.
- Structural plan and profile.
- Bridge deck details.

Task #3 – Final Design and Construction Plans, Specifications, & Estimate [Fixed Price]: The Consultant shall perform final engineering for the proposed project based on a continuation of the preliminary design as modified during the review process.

3.1 Pre-PS&E Design (95%): Include draft of final documents including engineering and survey control plans, the MSB standard mods, project special provisions, scope of work, and refined engineer's estimate.

Deliverables:
- Draft engineer's estimate.
- Plans (11" x 17") and Specifications. One hard copy and digital pdf files.
- Written responses to address review comments from MSB review of Preliminary Design within two weeks of review completion.

3.2 Final PS&E Design (100%): Include complete plans sealed by the engineer of record and bid documents including the project special provisions, scope of work, and final engineer's estimate.

Deliverables:
- Final engineer's estimate.
- Final Plans (11" x 17").
- Project Specification Standard Modifications and Special Provisions.
- ACAD files of final design and survey drawings in 2023 Civil 3D format.
- Excel file for final quantities and cost estimate.

100% plans shall include (but are not limited to):
- Cover sheet.
- Survey control.
- Typical sections.
- Plan and profile.
- Summaries of quantities.
- Structural Plan and Profile.

- Details.
- Erosion and Sediment Control.
- Traffic control.

The consultant shall schedule and lead monthly progress meetings with the MSB PM during the final design stage. A design review meeting shall be scheduled by the consultant with the PM to occur within 2 weeks of the Pre-PS&E (95%) submittal to discuss the review comments and responses. Responses to MSB comments shall be sent to the MSB PM ahead of the review meeting.

In addition to all previous information, include any required permits, engineer's estimate, total disturbed area, and any other pertinent information to complete a bid-ready set of documents. Include estimating and conversion factors for materials. All final drawings, specifications, and engineering reports shall be sealed by a professional engineer licensed in the State of Alaska, in accordance with AS 08.48.

Task #4 – Permitting [Fixed Price]: The consultant shall prepare applications and supporting documentation for the following permits, which are anticipated for this project:

- Alaska Department of Fish and Game (ADF&G) Fish Habitat Permit.
- United States Army Corps of Engineers (USACE) Clean Water Act, Section 404 Permit.
- MSB Flood Hazard Development Permit.

The consultant shall submit permit applications to the MSB PM shortly following the Plans-In Hand review meeting and then to the relevant agencies in advance of the Pre-PS&E (95%) design, to allow adequate time for agency review and approval prior to submittal of the final PS&E submittal. All permit fees will be paid by the MSB and the payment of application fees and application submittals shall be coordinated through the MSB PM.

Task #5 – Assistance During Bidding [Fixed Price]: Assist the MSB, as requested, during project bidding. Personnel who were in responsible charge of engineering, surveying, permitting, etc. must be available to interpret and clarify documents prepared during project development and to assist the MSB with answering bidder's questions, as necessary, through addenda and/or revisions to the bid documents.

Task #6 – Construction Management [Time & Expense, Not to Exceed]:

6.1 Project Observation and Inspection: The Consultant shall establish an on-site organization and lines of authority to observe and inspect the Construction Contractor's work for compliance with the contract documents and communicate with the Construction Contractor regarding the acceptability of the work. The Consultant shall provide a professional engineer, licensed in the State of Alaska, to represent the MSB as the construction engineer and main point of contact for the construction phase of the project. The Consultant shall monitor the overall progress of the project, ensuring that the work is completed according to the contract documents, and inform the Construction Contractor when construction work does not comply, so that corrective actions can be taken in a timely manner. The Consultant shall notify the MSB as soon as possible when major discrepancies occur. The Consultant shall monitor corrective actions taken by Construction Contractors needed to correct work that is not in compliance with contract documents. The Consultant or their designated subconsultant shall schedule and coordinate and perform Quality Assurance testing, as required by the MSB.

During construction of structures and their foundations, the construction engineer shall be on site to inspect and accurately document construction information such as pile depths, subsurface conditions, obstructions encountered and prepare pile logs and other related structural engineering record documents.

The Consultant shall keep accurate and detailed written and photographic records of project progress during all stages of construction, which shall be summarized in a daily report. The daily report shall describe the construction activities of the day along with manpower and equipment usage, including that of the subcontractors. The report shall contain the results of any testing performed for each construction contract. The Consultant shall submit the daily reports to the MSB PM no later than the morning of the day following the date of the report. The consultant shall notify the MSB PM of potential change orders, claims, etc., as soon as practicable.

The Consultant shall not be responsible for the Contractor's construction means, methods, sequencing, or site safety, except to report observed noncompliance with contract requirements to the MSB.

6.2 Meetings and Schedule: The Consultant shall organize, coordinate and lead meetings as conditions on the various contracts require but at least weekly, in addition to the project pre-construction meeting. All meetings shall include the construction contractor, the MSB PM, utility companies and other agencies, as needed. At each meeting, the Consultant

shall review the construction contractor's plan and schedule, identify potential variances between scheduled and desired completion dates, review schedule for work not started or incomplete and notify the owner of all schedule related issues. The Consultant shall take and distribute complete minutes of meetings to all attendees and others as directed by the MSB PM.

6.3 Communications and Changes: The Consultant shall be the main point of contact for communications with the construction contractor. The Consultant shall be responsible for tracking and approval of construction contractor submittals and responding to all contractor Requests for Information (RFIs), substitutions, deviation requests and change requests in a timely manner. Changes to the design must be approved by the engineer of record, and where substantial, shall include revisions to the construction drawings. Changes to the construction contract amount shall be negotiated by the Consultant and MSB PM and must be approved by the MSB Purchasing Division before the work can commence.

The Consultant shall be responsible for tracking and reviewing all construction contractor pay requests for consistency with the work performed and provide recommendations to the owner as to payment. The construction engineer shall review and approve pay requests by signature to certify the quantities and work completion represented in the pay estimate is accurate and acceptable. Approved pay request should be forwarded to the MSB PM within 14 days of receipt from the construction contractor.

At the completion of the project and before final payment, the Consultant shall deliver all records to the MSB along with a complete set of Record Drawings incorporating revisions to the plans, red lines and changes that were made in the field.

Tentative Project Schedule: The Consultant shall perform the work as outlined in the following general schedule. The Consultant shall prepare a detailed project schedule with specific dates for submittals, reviews, and other milestones and submit it to the MSB Project Manager for review and approval following contract award. 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. Milestones are achieved upon MSB written acceptance of the associated deliverables.

Milestone	Date
Project Start	May 2026
Plans-In-Hand 65% Design Review	August 2026
95% Pre-PS&E Review	October 2026
Final Plans, Specs, & Estimate	December 2026
Construction Bidding	January 2027
Construction	Spring/Summer 2027

Attachments:
Attachment #1 – DOT&PF Bridge Inspection Report (13 pages)
Attachment #2 – 2025 Photos (6 pages)

MATANUSKA-SUSITNA BOROUGH PURCHASING DIVISION

QUOTE OPENING PRELIMINARY RESULTS

26-155Q Lewis Loop Bridge Upgrades Design & Construction Management (TC 26-096P)

5/7/2026

	Vendor	PND Engineers, Inc.	R & M Consultants, Inc.	RESPEC
BID ITEM	**DESCRIPTION**	**TOTAL TASK QUOTE PRICE**	**TOTAL TASK QUOTE PRICE**	**TOTAL TASK QUOTE PRICE**
1.	Total Task Quote Price	**$ 123,550.00**	**$ 308,710.00**	**$ 339,790.20**

RECOMMENDATION: ALL BIDS ARE TAKEN UNDER ADVISEMENT