

MEMORANDUM

TO: Board of Education

FROM: Taw Lindsey
Superintendent of Schools

RE: ACTION ITEM

Date: February 24, 2026

Status: Seeking Board approval to enter into contract with Southeast Regional Resource Center (SERRC) to provide professional services in support of CIP projects for \$15,000, including travel and 5 days of contingency work.

SCOPE OF WORK

- Engineering Selection RFP and Negotiations.
- FY28 CIP Grant Writing Services.

FEE SCHEDULE

- Base fee for scope of work: \$8,013.00
 - 5 days of contingency work: \$3,520.00
 - Travel allowance: \$3,467.00
- Total: \$15,000.00

Option 1: The Board may choose to approve the above action item as listed.

Option 2: The Board may choose to *not* approve the above action item as listed.

Recommendation: The Superintendent recommends the Board to approve the above action item as listed.

Issue Summary:

The District has several emergency capital improvement projects that need to be addressed as soon as possible, including the main waterline through the high school campus. SERRC has the expertise to assist the District in applying for State CIP grant funds through the Department of Education (DEED) and the Legislature.



SERRC FACILITIES PROGRAM

Proposal

Annette Island School District

- Term Contract for Engineering Services

- FY 2028 CIP Grant Application

February 2026



PROPOSAL

A-E SERVICES PROCUREMENT and CIP PREPARATION

February 13, 2026

Taw Lindsey, Superintendent
Annette Island School District
PO Box 7
Metlakatla, Alaska 99926

The Southeast Regional Resource Center, Inc. (SERRC) is pleased to respond to the district's recent request for assistance in procuring a term contract for engineering services, along with CIP grant writing for FY28. Our understanding is that this contract will be to provide engineering services on an as-needed and requested basis for the district for a period of three years. During that period, the selected firm would be permitted to provide engineering services with no further competitive selection process required for projects within the district, and engineering services would be provided by the selected firm at the agreed-upon rates for the life of the term. It is further understood that the district will be pursuing a combined FY28 CIP grant application based on findings from an initial engineering condition survey.

We believe that our Facilities and Project Administration team has strong, relevant experience for these project scopes. SERRC has a distinguished history of assisting school districts in the capital construction process. We understand that most districts do not have the support staff, time and/or technical knowledge to effectively and efficiently administer a major school construction project from submission of the funding application to final project completion and closeout.

With this in mind, SERRC proposes to offer the following services as they relate to your capital project needs:

Scope of Work:

1. Engineering Selection RFP and Negotiations

Alaska statute requires that architectural/engineering services that may exceed \$50,000 be solicited according to state procurement procedures. It is anticipated that the district will undertake one or more future projects with expected engineering fees that may surpass this amount. A competitive selection of an engineering firm will be required; however, once selected, that firm will be able to complete all future engineering work during the three-year period of a term contract without a subsequent RFP process. This will allow the district's projects to proceed uninterrupted once funding has been obtained. To that end, SERRC will:

- Assist the district with the development and advertisement of a Request for Proposals for the term contract for engineering services.
- Distribute the RFP to interested parties and collect the submitted proposals.



- Assist the district in the proposal scoring and selection process.

In the past, SERRC has assisted districts in scheduling and facilitating interviews with the top two or three proposing firms; however, with the district's relative experience in this process, it is likely that interviews will not be required in this case. Therefore, labor hours and/or travel expenses associated with the interview process have not been included in the base proposal. If the district later decides that it would prefer to interview prospective firms, this service may be added to the scope of work.

In addition to the above, SERRC will typically act as a liaison with the selected engineering firm during negotiations, working closely with the school district to ensure that the scope of work is detailed sufficiently to meet the needs of the district. Depending upon the district's wishes, this may include:

- Assisting the district in negotiating fees with the selected engineering team.
- Based on our experience, reviewing and recommending possible changes to the professional services agreement between the parties.
- Acting as a liaison between the engineering team and the school district and answering technical and procedural questions.

2. FY28 CIP Grant Writing Services

Our understanding of the district's intent is to include the preceding engineering and cost estimate information into a complete, consolidated CIP application for your capital project, as approved and prioritized by your district's Board of Education. This cost is based on professional service hours, reproduction expenses and overhead required in the development and preparation of a maximum of one (1) consolidated CIP grant application.

SERRC will also support the district in producing the required maintenance reports for the CIP application, including detailed evaluative narratives that address energy management, capital planning, the custodial program, and staff training. We will collaborate with the school district to update the Renewal and Replacement Schedules, ensuring all relevant systems and components are accurately accounted for.

Limitations

- The cost of advertising an RFP for engineering services is not included in this proposal. Costs for this may be paid directly by the district or may be paid by SERRC as a reimbursable expense, according to district preference. In either case, the costs will be a reimbursable project expense.
- Travel expenses, including transportation, food, and lodging to conduct interviews are not included in this proposal.
- Timely receipt of required information to complete each application, (e.g., Facility maintenance management elements addressed in the CIP Application instructions; optional information required to help improve the district's position in regard to EED



prioritization such as current Facility Condition Surveys, Facility Appraisals and other appropriate informational or compliance reports.

- If additional projects are requested to be included in the application packet, they will be completed at a rate of \$704.00 per day plus indirect and any related direct costs.

Fee Schedule

SERRC proposes to offer the aforementioned services for the sum of **\$8,013.00 (Eight Thousand and Thirteen Dollars)**. These fees are based on professional service hours and administrative costs, not including travel expenses if directed. These fees, along with the district's other CIP project-related expenses, are eligible for reimbursement through DEED.

Conclusion

What does this all mean? It means that SERRC would become the district's primary liaison between all parties associated with your project. We help to ensure that what you do and when and how you do it is not in conflict with accepted practice and/or EED requirements, and that time and costs are managed in the best interests of the project, school district and state.

SERRC does not make decisions on behalf of the district. But we do make every effort to ensure that the district has all the information and expertise it needs to fully execute its fiduciary and legal responsibilities from project beginning to project end.

Again, we are pleased to provide you with our proposal for the above-referenced project and look forward to the opportunity of working with you.

Sincerely,

Christopher Giron
Facilities Program Manager
Southeast Regional Resource Center