



Craig City School District

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Memorandum Item 10e

TO: CCSD School Board Members
FROM: Jackie Hanson, Superintendent
DATE: September 12, 2024
SUBJECT: SERRC Proposal for Project Administration Services of CEMS Rehabilitation Project

Attached to this memo is a Proposal from the Southeast Regional Resource Center (SERRC) for Program Administration Services to assist CCSD with the Capital Improvement Project (CIP) Agreement for GR 23-003 & GR 25-003, CEMS Rehabilitation Project.

In sum, the Proposal provides comprehensive Project Administration Services for the complex implementation of CCSD's Major Maintenance grant for the CEMS Rehabilitation Project. The Facilities Team at SERRC would in essence serve as CCSD's primary liaison between all parties associated with our Capital Improvement Project (CIP). SERRC will work with CCSD to ensure the District remains in compliance with the Department of Education & Early Development (DEED) requirements as well as adheres to accepted practice. SERRC will also ensure time and costs are managed in the best interests of the project, the District, and the State of Alaska.

Fees for Project Administration Services are based on professional service hours, administrative costs, and travel expenses including transportation, meals, and lodging. Costs for these services are 100% reimbursable as a project expense under the Construction Management (CM) by Consultant or District Administrative Overhead budget lines as indicated in the project agreement. Also of note, the Proposal encompasses a timeframe of the next 2+ years.

Suggested Motion: Move to approve acceptance of the Proposal from the Southeast Regional Resource Center (SERRC) for Program Administration Services to assist CCSD with the Capital Improvement Project (CIP) Agreement for GR 23-003 & GR 25-003, CEMS Rehabilitation Project in the amount of \$46,055.00.