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Proposal

Project Administration Services

Craig City School District

CEMS Rehabilitation

August 2024



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ANCHORAGE JUNEAU

210 FERRY WAY, JUNEAU, ALASKA 99801 • PHONE: 907-586-6806 • FAX: 907-523-0745

PROPOSAL

PROJECT ADMINISTRATION SERVICES

Craig Elementary and Middle School Rehabilitation

August 26, 2024

Jackie Hanson, Superintendent
Craig City School District
P.O. Box 800
Craig, AK 99921

Southeast Regional Resource Center, Inc. (SERRC) is excited to propose comprehensive project administration services for the complex implementation of your School Major Maintenance grant at Craig Elementary and Middle School. Our proven track record in capital construction for school districts, coupled with our deep involvement in this project from inception, positions SERRC as an ideal partner.

We recognize the challenges districts often face in managing large-scale construction projects, from securing funding to project closeout. Our expertise and in-depth knowledge of this specific grant, gained through collaboration with your district and the condition survey team, enable us to efficiently navigate the project lifecycle.

SERRC offers the following services to meet your capital project needs:

Scope of Work:

1. Project Restart and Grant Administration

Starting or restarting a school construction project can be complex and time-consuming. Our job is to simplify this process for the district, and relieve district personnel of as much of that burden as possible. We have been through this process many times, and have consistently had a good working relationship with EED. As part of our service, SERRC will:

- Assist the district in making sure that the project gets off the ground smoothly: We will diligently manage project documentation and payment applications to ensure timely submission to EED as project milestones are achieved. This streamlined process helps maintain positive cash flow for

the district. The payment schedule aligned with project milestones is detailed in Appendix B of your EED Project Agreement.

- Review and recommend approval of all “district-authorized” invoices associated with each phase of the project, and provide a separate accounting of expenditures to ensure that funds are allocated from the proper budget line-items. *This element is also contingent upon SERRC receiving expenditure information on a regular basis from the district’s business office.*
- Maintain project files during the design phase. Upon successful completion of the project, these files are typically archived at our offices. A copy of our project file can be made available to the district if requested.

2. Design Completion and Construction Bidding

SERRC will work with both the district and design team to review documents throughout the design phase of the project, and utilizing the documentation developed by the design team.

- Work closely with both the district and the design team to ensure that any issues or concerns that may arise during design are effectively communicated to all parties, helping to promote a smoothly run project and prevent additional change orders during construction;
- Review drawings, contract documents, and bidding procedures to ensure that all are in accordance with Alaska statutes and regulations prior to final submittal.
- Attend the pre-bid conference; (Typically these are held onsite, but due to travel restrictions and the remoteness of the site will likely occur via phone or video conference.)
- Attend bid opening; (Again, this will likely occur via phone or video conference.)
- Along with the design team, evaluate contractor bids for compliance with project bid specifications and rank the responsive bidders according to proposal costs (including additive alternates if any);
- Work with the district and design team to help determine how best to award the base bid and any alternates.

3. Construction Administration and Progress Inspections

It is our position and recommendation that the scope of work of the design team also include construction administration services. Their responsibility will be to review contractor submittals for compliance with the design specifications, review contractor

pay requests, and to make periodic inspections to ensure that the work being performed meets quality standards and design intent.

However, we also feel that it is important to have another set of eyes review activities during construction, if possible, to help see that the owner is getting the best value for their dollar and that progress is being made as reported. There are often gaps between inspections performed by the design team which we can help fill to provide more consistent observations.

During the construction phase of the project SERRC will:

- Attend the pre-construction conference; (Typically these are also conducted via teleconference or video conference.)
- Attend periodic teleconference progress meetings with design team and contractor; (These generally held weekly or bi-weekly throughout construction.)
- Provide two (2) construction and progress inspection and one (1) closeout inspection by SERRC Facilities staff with subsequent reports. This would be in addition to the inspections performed by the design team. Costs for these inspections are included as part of this proposal. (If requested by the District, SERRC can provide additional inspection trips at our standard daily rate plus expenses related to transportation, food and lodging.)

4. Project Closeout

At the end of the project SERRC will gather all information needed for closeout of the grant, and prepare and submit the final financial closeout paperwork to DEED. This element is contingent upon our receipt of financial reporting from the district's business office. *The final grant payment (typically 5%) is not available until this has been carried out. The District should be prepared to carry the final project expenses until such time as the grant can be closed out with DEED.*

Limitations

- Vendor payments will be the responsibility of the school district. SERRC will help to review and properly code expenses as described above.
- SERRC's submittal of annual grant reports and other information required as part of the project agreement will be contingent upon the district supplying required financial expenditure information to us in a regular and timely manner. The district's project accounting is expected to follow the DEED specified expense coding procedures. SERRC is happy to assist with setup of the project accounts.
- Travel expenses, including transportation, food, and lodging, are included in this proposal up to the maximum number of trips specified. Travel delays due to weather, airline scheduling, COVID travel restrictions, or other

reasons will be billed at SERRC's standard rate of \$575 per day plus expenses and overhead. If additional trips, not listed above, are requested by the District for any reason, those will be billed at SERRC's standard rate of \$575 per day plus expenses and overhead.

- It is anticipated that project completion and closeout of the grant can be accomplished within one year of the project's substantial completion date. However, in the past some districts have elected not to close out their project grants in a timely manner for various reasons. Services, as described in this proposal, provided to the district beyond the one-year anniversary of the project substantial completion, may incur additional fees at SERRC's standard rate.

Fee Schedule

SERRC proposes to offer the aforementioned services for the sum of **\$46,055.00 (Forty-six thousand and fifty-five dollars)**. These fees are based on professional service hours, administrative costs, and travel expenses including transportation, meals, and lodging. **Costs for these services are reimbursable as a project expense under the *District Overhead* and the *Construction Management by Consultant* budget lines as indicated in the project agreement.**

Facilities Staff

Christopher Giron, SERRC Facilities Program Manager; Maintenance Management Specialist

Chris joined SERRC as the Workforce Development Admissions Coordinator in September of 2017, administering the Juneau Construction Academy (JCA) and STEP Welding grants for the FY18 year. He assumed the role of administering the computerized maintenance management system (CMMS), in May of 2018. During FY22 Chris has been certified to conduct AHERA re-inspections, and has undertaken project administration and closeout responsibilities.

Prior to his work at SERRC, Chris was in the construction industry for 27 years as a residential building contractor in both California and Alaska, and commercial building project superintendent for DMC, in Monterey, CA. Chris attended college at Lewis and Clark as a history major and lived and taught English in China from 1985 to 1988. Chris has lived in Alaska since 2011.

David Landis, SERRC Facilities Specialist

David Landis was raised in a family of teachers in Ketchikan Alaska; both parents spent their careers with the Ketchikan Gateway Borough School District. After running charter boats each summer to fund his undergraduate degree at Oregon State University, David started working in the construction industry as a carpenter, foreman and contractor, completing numerous residential and commercial projects in Oregon and Alaska. Those experiences led to positions

with Ketchikan Indian Community and Cape Fox Corporation, where Landis worked with all phases of large and small construction projects along with working into executive management and administrative duties. The same pattern of capital projects and management leadership brought David to the SSRAA regional salmon hatchery association for six years, where he served until January 2022.

David has also been active in municipal government, elected three times to the Ketchikan Gateway Borough Assembly and twice to the mayor's office. He has served on many local, State and national boards of directors and committees.

David holds a Master's degree in Project Management from New England College in Henniker, New Hampshire and a Bachelor's degree in Geosciences from Oregon State University.

History and Experience

The Southeast Regional Resource Center, Inc. (SERRC) is a private, nonprofit education service agency, authorized by Alaska Statute 14.12.150 and incorporated in 1981. SERRC operates under Alaska Business License No. BL 30719. SERRC has been in continuous operation since 1976, during which time it has provided a vast array of educational, social and management services to all regions of the state. Selected past projects with which we've assisted districts include:

2023 Kuspuk School District – Jack Egnaty, Sr. School, Sleetmute – Design Contract Procurement, In progress. Providing project design administration. Total project budget TBA. Contact Madeline Aguillard, Superintendent Kuspuk School District (907) 675-4250

2022 Southeast Island School District – Hollis Replacement School – Project and Construction Administration, In progress. Providing project, construction and closeout administration. Total project budget of \$10,355,919. Contact Branzon Anania, Maintenance Director, Southeast Island School District (907) 254-3411

2022 Petersburg Borough School District – Petersburg Middle School/High School Roof Replacement – Condition and Design Contract Procurement. Providing project design administration. Total project budget of \$4,306,542. Contact Erika Kludt-Painter, Superintendent Petersburg Borough School District (877) 526-7656

2021 Pribilof School District – St. Paul School Roof Replacement – Project and Construction Administration, In progress. Provided project and construction administration. Total project budget of \$2,291,097. Contact John Bruce, Superintendent Pribilof School District (907) 371-5052

2019 Southeast Island School District – Thorne Bay Maintenance Bldg Roof Replacement – Project and Construction Administration. Provided project and construction administration. Total project budget of \$161,680. Contact Branzon Anania, Maintenance Director (907) 828-8254

2019 Southeast Island School District – Thorne Bay K-12 School Playground Upgrades – Project and Construction Administration. Provided project and construction administration. Total project budget of \$226,137. Contact Branzon Anania, Maintenance Director (907) 828-8254

2019 Southeast Island School District – Kasaan K-12 School Covered Play Area Construction – Project and Construction Administration. Provided project and construction administration. Total project budget of \$449,421. Contact Branzon Anania, Maintenance Director (907) 828-8254

2018 Petersburg Borough School District – Districtwide Food Service - Project and Construction Administration. Assisted in procurement and negotiation of A/E services and providing project and construction administration. Total project budget \$1,491,767. Contact Ms. Erica Kludt Painter, Superintendent (907) 772-4271

Conclusion

As your District's primary liaison between all parties associated with your capital construction project, we will ensure that what you do and when and how you do it is not in conflict with accepted practice and/or DEED requirements, and that time and costs are managed in the best interests of the project, the district, and the State of Alaska.

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,

Chris Giron
Facilities Program Manager
Southeast Regional Resource Center

Proposal Accepted by

Date