



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919

(907) 828-8254

Fax: (907) 828-8257

E-mail: sisd@sisd.org

Meeting: December 16, 2022 – Special Board of Education Meeting

Category: Business Item

Subject: SERRC Proposal for Hollis K-12 School Replacement Project Administration Services (\$28,949)

RECOMMENDATION

It is the administration's recommendation that the School Board approve the SERRC Proposal for Hollis K-12 School Replacement Project Administration Services for \$28,949.

PERTINENT FACTS:

SERRC has a distinguished history of assisting school districts in the capital construction process. The focus of the project administration services provided under this proposal will be on furniture & equipment installation, finding a qualified commissioning agent, and project closeout.

Appendix A of the State of Alaska - Department of Education & Early Development Professional Services for School Capital Projects Handbook is a Table of Typical Services Provided by Architects and Engineers. Appendix A is currently under revision and the copy showing these revisions is included as an attachment to the Board's agenda. This proposal falls under Contract Administration Services identified in the table. A breakdown showing how these services are currently being covered follows:

- Submittal Services - Architect and SISD Maintenance Director
- Observation Services - SISD Maintenance Director
- Project Representation - SISD Maintenance Director
- Testing & Inspection Administration - SISD Maintenance Director provides any services outside of what Architect and Contractors are responsible for
- Commissioning - Requires qualified commissioning agent
- Supplemental Documentation - SISD Maintenance Director
- Quotation Requests/ Change Orders - SISD Maintenance Director
- Contract Cost Accounting - SISD Business Office
- Furniture & Equipment Installation Administration - needed (part of SERRC proposal)
- Interpretations and Decisions - Architect and SISD Maintenance Director
- Project Closeout - needed (part of SERRC proposal)

The Hollis School Replacement Project grant includes an administration budget of \$470,000. This contract would be covered by that budget.

RECOMMENDED MOTION:

Approve the SERRC Proposal for Hollis K-12 School Replacement Project Administration Services for \$28,949.