



Craig City School District

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Chris Reitan, Superintendent
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Memorandum Item 8f

FOR: School Board Members
FROM: Chris Reitan
DATE: December 14, 2022
SUBJECT: R&M Engineering-Ketchikan, Inc. Fee Proposal for Bidding and Construction Administration Services for the CHS Biomass Project

CCSD applied for \$750,000 in funding through the USDA Southeast Alaska Sustainable Strategies (SASS) funding source and was awarded the funding for the CHS Biomass Project. CCSD has also secured \$500,000 in grant funding through the Denali Commission and the CCSD Board approved \$355,000 in funding on November 18, 2020 for a total of \$1,555,000.

This fee proposal provides updates for bidding and construction management to include the following:

- Update the drawings and specifications to clarify the wood boiler is owner supplied, contractor installed.
- Update the drawings and specifications to incorporate changes made by addendum in the first bidding process.
- Update the drawings for State Fire Marshal Plan Review.
- Update specifications and drawings to issue for bidding.
- Updated construction cost breakdown associated with project
- Participate in pre-bid contractor meeting via conference call/video conference.
- Develop and issue addendums as required.
- Answer questions from contractors during bidding.
- Shop drawing review.
- Respond to contractor RFI's.
- Answer questions from contractors during construction.
- Review O&M manuals.
- Review installed project and issue an inspection report and list of items to complete.
- Specifications in CSI format in electronic PDF format.
- Stamped and signed drawings in electronic PDF format.
- Substantial Completion and Close Out inspection reports in electronic PDF format.

Included with this item is a fee proposal letter from R&M Engineering-Ketchikan, Inc. and the contract for services. The \$61,000 would come from the \$355,000 previously approved by the CCSD School Board during the November 18, 2020 CCSD School Board meeting.

Suggested Motion: Move to approve the fee proposal from R&M Engineering-Ketchikan, Inc for bidding and construction administration services for the CHS Biomass Project for \$61,000.