



# Nome Public Schools Board of Education Meeting Agenda

January 26, 2021 - 5:30 PM  
Work Session/Regular Meeting, NBMHS RC/Zoom  
2920 3.5 Nome-Teller Hwy  
Nome, Alaska 99762

PO Box 131  
Nome, AK 99762

*We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.*

### SCHOOL BOARD MEMBERS

Mrs. Sandy Martinson, President  
Dr. Barb Amarok, Vice President  
Mrs. Nancy Mendenhall  
Mrs. Darlene Trigg  
Mr. Bob Metcalf

## AGENDA

### A. Call to Order

Work Session

### B. Items for Discussion

- |                                     |    |
|-------------------------------------|----|
| 1. Student Achievement Presentation | 3  |
| 2. Law Enforcement & Schools        | 16 |

### C. Call to Order

Regular Meeting

- |  |    |
|--|----|
| 1. Pledge of Allegiance                  |    |
| 2. Nome Public Schools Mission Statement | 34 |
| 3. Roll Call                             |    |
| 4. Approval of Agenda                    |    |

### D. Opportunity for Public Comments on Agenda/Non-agenda Items

(3 minutes per speaker, 30 minutes aggregate)

### E. Action Item

- |   |    |
|---|----|
| 1. Approval of Civil Engineering Contract for New Teacher Housing             | 35 |
| 2. Approval of Architectural and Engineering Contract for New Teacher Housing | 49 |

### F. Upcoming Events:

- Tuesday, February 9, Regular Meeting, 5:30 pm, NBMHS RC/Zoom
- Tuesday, February 23, Work Session, 5:30 pm, NBMHS RC/Zoom

### G. Adjournment

To join the public Zoom meeting on your computer or smart device, please use the link:  
<https://us02web.zoom.us/j/89091840027?pwd=dkhQSIV3RnJBQ0ViN0pzU29hYlpPZz09>

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Meeting ID: 890 9184 0027  
Passcode: 522692



# Class Report

**Leeper, Lisa**  
**Class: ACSA Attendance-8(A)**

**Term Rostered:** Fall 2020-2021  
**Term Tested:** Fall 2020-2021  
**District:** Nome School District  
**School:** Anvil City Science Academy

**Norms Reference Data:** 2020 Norms.  
**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Math: Math K-12

Summary	
Total Students With Valid Growth Test Scores	55
Mean RIT	217.4
Median RIT	217
Standard Deviation	15.6
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
Math: Math K-12	7	13%	17	31%	13	24%	10	18%	8	15%	215-217-220	217	15.6

### Explanatory Notes

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**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Math: Math K-12

### Growth: Math 2-5 AK 2012 / AK Mathematics: 2012

Summary	
Total Students With Valid Growth Test Scores	12
Mean RIT	209.1
Median RIT	208.5
Standard Deviation	9.3
District Grade Level Mean RIT	198.3
Students At or Above District Grade Level Mean RIT	10
Norm Grade Level Mean RIT	209.1
Students At or Above Norm Grade Level Mean RIT	5

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
<b>Overall Performance</b>													
<b>Growth: Math 2-5 AK 2012 / AK Mathematics: 2012</b>	2	17%	1	8%	4	33%	5	42%	0	0%	206-209-212	209	9.3
<b>Goal Area</b>													
<b>Operations and Algebraic Thinking</b>	1	8%	0	0%	6	50%	3	25%	2	17%	210-213-215	210	9.4
<b>Number and Operations</b>	1	8%	5	42%	2	17%	2	17%	2	17%	204-208-211	206	11.3
<b>Measurement and Data</b>	2	17%	2	17%	7	58%	1	8%	0	0%	202-205-209	210	11.1
<b>Geometry</b>	1	8%	2	17%	3	25%	4	33%	2	17%	208-211-214	212	10.8

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**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

**Math: Math K-12**

**Growth: Math 6+ AK 2012 / AK Mathematics: 2012**

Summary	
Total Students With Valid Growth Test Scores	43
Mean RIT	219.7
Median RIT	218
Standard Deviation	16.3
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
<b>Overall Performance</b>													
<b>Growth: Math 6+ AK 2012 / AK Mathematics: 2012</b>	5	12%	16	37%	9	21%	5	12%	8	19%	217-220-222	218	16.3

Goal Area													
<b>Operations and Algebraic Thinking</b>													
	3	7%	16	37%	8	19%	7	16%	9	21%	219-222-224	218	17.3
<b>The Real and Complex Number Systems</b>													
	8	19%	8	19%	10	23%	9	21%	8	19%	220-223-225	221	18
<b>Geometry</b>													
	9	21%	14	33%	6	14%	7	16%	7	16%	215-218-220	213	17
<b>Statistics and Probability</b>													
	10	23%	13	30%	6	14%	7	16%	7	16%	215-217-220	215	17

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**School:** Anvil City Science Academy

**Norms Reference Data:** 2020 Norms.  
**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Language Arts: Reading

Summary	
Total Students With Valid Growth Test Scores	47
Mean RIT	212
Median RIT	216
Standard Deviation	17
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
Language Arts: Reading	8	17%	10	21%	10	21%	8	17%	11	23%	209-212-215	216	17

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**Term Tested:** Fall 2020-2021  
**District:** Nome School District  
**School:** Anvil City Science Academy

**Norms Reference Data:** 2020 Norms.  
**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Language Arts: Reading

### Growth: Reading 6+ AK 2012 / AK English Language Arts: 2012

Summary	
Total Students With Valid Growth Test Scores	35
Mean RIT	214
Median RIT	217
Standard Deviation	17.2
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
<b>Overall Performance</b>													
Growth: Reading 6+ AK 2012 / AK English Language Arts: 2012	7	20%	7	20%	7	20%	6	17%	8	23%	211-214-217	217	17.2
<b>Goal Area</b>													
Literature	6	17%	7	20%	4	11%	8	23%	10	29%	212-215-218	220	19.1
Informational Text	6	17%	9	26%	6	17%	10	29%	4	11%	210-213-216	212	17.4
Vocabulary Acquisition and Use	8	23%	4	11%	9	26%	9	26%	5	14%	211-214-217	216	17.5

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## Language Arts: Reading

### Growth: Reading 2-5 AK 2012 / AK English Language Arts: 2012

Summary	
Total Students With Valid Growth Test Scores	12
Mean RIT	206.2
Median RIT	204.5
Standard Deviation	15.5
District Grade Level Mean RIT	193.2
Students At or Above District Grade Level Mean RIT	10
Norm Grade Level Mean RIT	204.5
Students At or Above Norm Grade Level Mean RIT	6

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
<b>Overall Performance</b>													
Growth: Reading 2-5 AK 2012 / AK English Language Arts: 2012	1	8%	3	25%	3	25%	2	17%	3	25%	202-206-211	205	15.5
<b>Goal Area</b>													
Literature	4	33%	1	8%	2	17%	0	0%	5	42%	198-204-210	203	20.4
Informational Text	1	8%	2	17%	3	25%	3	25%	3	25%	204-208-212	207	12.9
Vocabulary Acquisition and Use	1	8%	3	25%	1	8%	5	42%	2	17%	201-206-211	210	15.7

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**Term Tested:** Fall 2020-2021  
**District:** Nome School District  
**School:** Anvil City Science Academy

**Norms Reference Data:** 2020 Norms.  
**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Language Arts: Language Usage

Summary	
Total Students With Valid Growth Test Scores	45
Mean RIT	210
Median RIT	210
Standard Deviation	13.9
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
Language Arts: Language Usage	6	13%	11	24%	12	27%	10	22%	6	13%	208-210-212	210	13.9

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**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Language Arts: Language Usage

**Growth: Language 2-12 AK 2012 / AK English Language Arts: 2012**

Summary	
Total Students With Valid Growth Test Scores	45
Mean RIT	210
Median RIT	210
Standard Deviation	13.9
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
<b>Overall Performance</b>													
<b>Growth: Language 2-12 AK 2012 / AK English Language Arts: 2012</b>	6	13%	11	24%	12	27%	10	22%	6	13%	208-210-212	210	13.9
<b>Goal Area</b>													
<b>Writing: Plan, Organize, Develop, Revise, Research</b>	7	16%	10	22%	10	22%	9	20%	9	20%	209-211-213	211	15.3
<b>Language: Understand, Edit for Grammar, Usage</b>	8	18%	11	24%	10	22%	9	20%	7	16%	207-209-211	210	14.2
<b>Language: Understand, Edit Mechanics</b>	5	11%	11	24%	14	31%	9	20%	6	13%	208-210-213	212	14.4

10

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**Weeks of Instruction:** 4 (Fall 2020)  
**Small Group Display:** No

## Science: Science K-12

Summary	
Total Students With Valid Growth Test Scores	50
Mean RIT	209.7
Median RIT	209
Standard Deviation	11.3
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
Science: Science K-12	4	8%	7	14%	12	24%	14	28%	13	26%	208-210-211	209	11.3

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**Small Group Display:** No

## Science: Science K-12

### Growth: General Science AK 2006 V2 / AK Science: 2006

Summary	
Total Students With Valid Growth Test Scores	50
Mean RIT	209.7
Median RIT	209
Standard Deviation	11.3
District Grade Level Mean RIT	*
Students At or Above District Grade Level Mean RIT	*
Norm Grade Level Mean RIT	*
Students At or Above Norm Grade Level Mean RIT	*

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
<b>Overall Performance</b>													
<b>Growth: General Science AK 2006 V2 / AK Science: 2006</b>	4	8%	7	14%	12	24%	14	28%	13	26%	208-210-211	209	11.3
<b>Goal Area</b>													
<b>Concepts of Physical Science</b>	4	8%	8	16%	9	18%	18	36%	11	22%	209-210-212	211	10.8
<b>Concepts of Life Science</b>	6	12%	12	24%	5	10%	15	30%	12	24%	208-210-211	209	12.9
<b>Concepts of Earth Science</b>	4	8%	9	18%	13	26%	11	22%	13	26%	207-209-211	209	13

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# Student Growth Summary Report

## Aggregate by School

Term: Fall 2020-2021  
 District: Nome School District

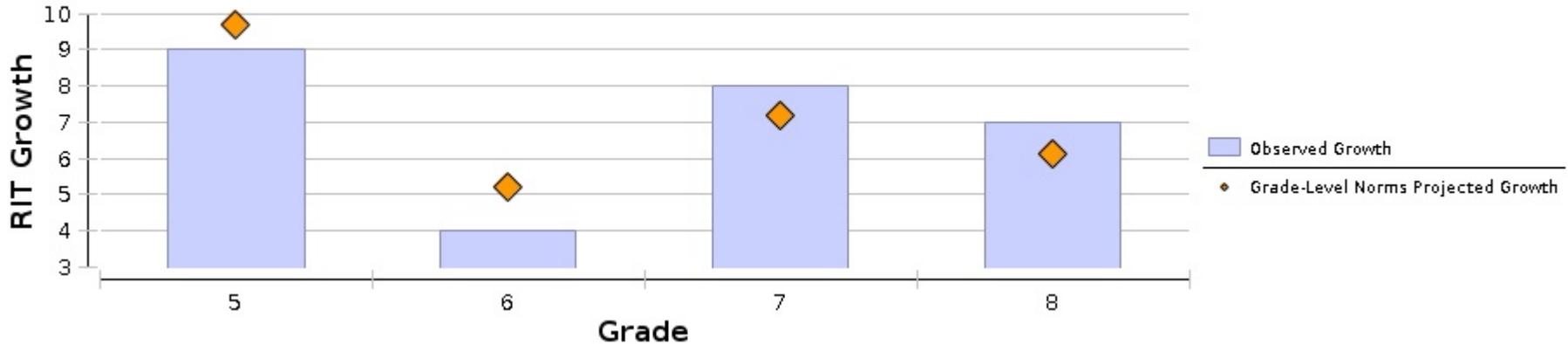
Norms Reference Data: 2020 Norms.  
 Growth Comparison Period: Fall 2019 - Fall 2020  
 Weeks of Instruction: Start - 4 (Fall 2019)  
 End - 4 (Fall 2020)  
 Grouping: None  
 Small Group Display: No

### Anvil City Science Academy

Math: Math K-12

Grade (Fall 2020)	Growth Count‡	Comparison Periods							Growth Evaluated Against							
		Fall 2019			Fall 2020			Growth		Grade-Level Norms			Student Norms			
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
5	12	200.3	10.9	54	209.1	9.3	50	9	2.3	9.7	-0.68	25	12	6	50	49
6	16	206.0	15.0	33	210.4	13.9	29	4	2.7	5.2	-0.46	32	16	5	31	34
7	16	213.8	11.3	45	222.1	14.6	59	8	1.6	7.2	0.64	74	16	10	63	53
8	13	222.2	12.3	59	229.4	13.1	68	7	1.1	6.1	0.67	75	13	7	54	52

### Math: Math K-12



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#### Explanatory Notes

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

Term: Fall 2020-2021  
 District: Nome School District

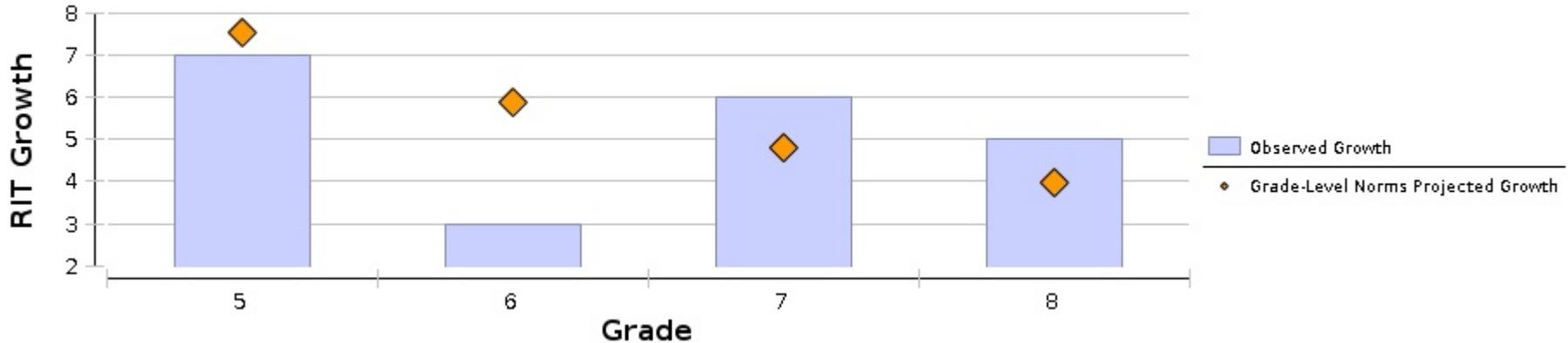
Norms Reference Data: 2020 Norms.  
 Growth Comparison Period: Fall 2019 - Fall 2020  
 Weeks of Instruction: Start - 4 (Fall 2019)  
 End - 4 (Fall 2020)  
 Grouping: None  
 Small Group Display: No

### Anvil City Science Academy

Language Arts: Reading

Grade (Fall 2020)	Growth Count <sup>‡</sup>	Comparison Periods							Growth Evaluated Against							
		Fall 2019			Fall 2020			Growth		Grade-Level Norms			Student Norms			
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
5	12	199.7	13.1	66	206.2	15.5	60	7	2.5	7.5	-0.72	23	12	5	42	40
6	13	202.6	6.7	40	205.9	18.6	28	3	3.7	5.9	-1.56	6	13	5	38	34
7	11	207.9	12.7	38	213.9	13.6	48	6	1.7	4.8	0.74	77	11	6	55	48
8	13	217.2	11.8	66	222.1	12.3	70	5	2.6	4.0	0.69	75	13	9	69	65

### Language Arts: Reading



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#### Explanatory Notes

<sup>‡</sup>Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

Term: Fall 2020-2021  
 District: Nome School District

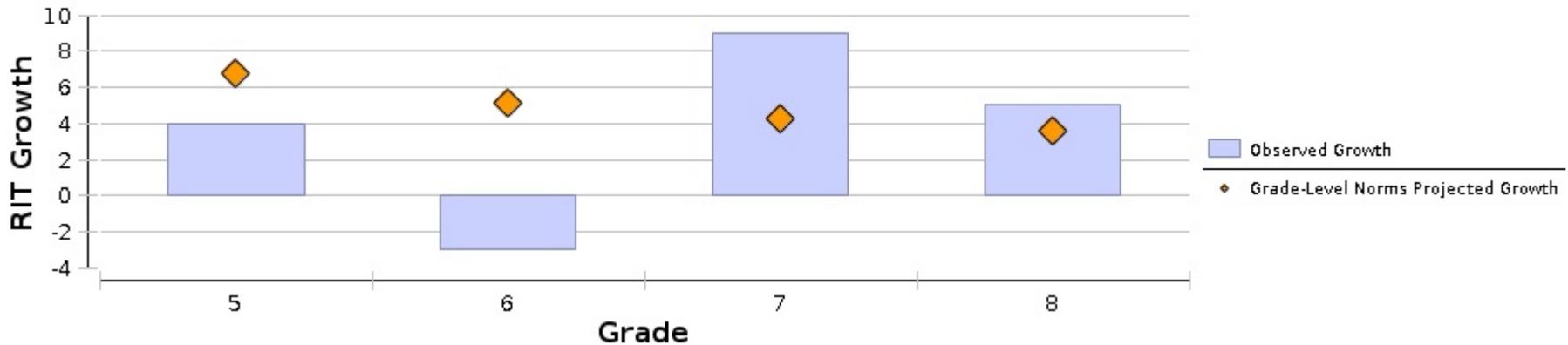
Norms Reference Data: 2020 Norms.  
 Growth Comparison Period: Fall 2019 - Fall 2020  
 Weeks of Instruction: Start - 4 (Fall 2019)  
 End - 4 (Fall 2020)  
 Grouping: None  
 Small Group Display: No

### Anvil City Science Academy

Language Arts:  
 Language Usage

Grade (Fall 2020)	Growth Count‡	Comparison Periods						Growth Evaluated Against								
		Fall 2019			Fall 2020			Growth		Grade-Level Norms			Student Norms			
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
5	12	200.3	12.0	67	203.8	11.2	48	4	1.7	6.8	-2.12	2	12	4	33	20
6	11	204.6	14.8	53	202.0	15.4	12	-3	2.9	5.2	-5.01	1	11	3	27	20
7	12	206.3	11.3	31	214.8	10.0	62	9	1.6	4.2	3.08	99	12	10	83	76
8	13	214.8	7.3	62	219.8	10.9	73	5	1.6	3.6	1.10	86	13	8	62	63

### Language Arts: Language Usage



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#### Explanatory Notes

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.

# LAW ENFORCEMENT & SCHOOLS



## Nome-Beltz Middle High School

Jay Thomas, Principal

Teriscovkya Smith, Assistant Principal

26 January 2021

# THE ROLE OF LAW ENFORCEMENT AT NBMHS

- Parental rights
- Student and/or staff safety
- Incident prevention
- Additional agency partnerships

# PARENTAL RIGHTS

When are  
parents or  
guardians  
contacted?

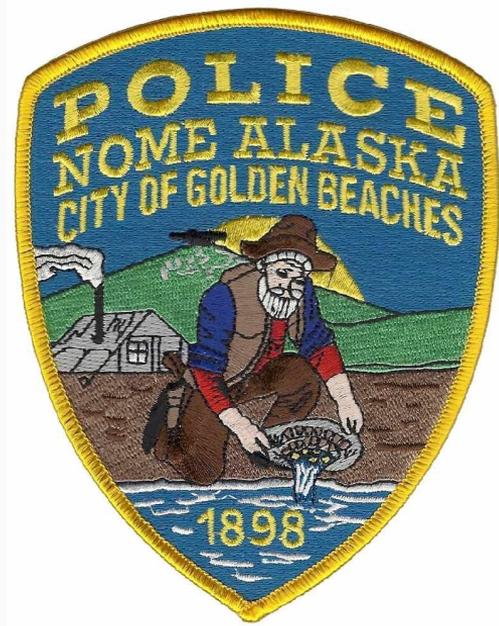
When are  
parents or  
guardians *not*  
contacted?

# STUDENT AND STAFF SAFETY

Category	Reports
Mandated reporting of sexual abuse	9
Student refusal/Guardian unavailable	2
Threat of self-harm transport	9
Gaggle: digital threat	2
Threat to use a firearm	2
Major theft	1
Response with EMS	2
Student exiting campus	3
<b>Total</b>	<b>30</b>

# INCIDENT PREVENTION

- Bree's Law
- Erin's Law
- ATV safety





# ADDITIONAL AGENCY PARTNERSHIPS

A white icon on a blue background showing a stylized family: a large figure representing a parent and two smaller figures representing children, all standing under a simple roof structure.

**OFFICE OF  
CHILDREN'S  
SERVICES**

A white icon on a blue background showing a large umbrella sheltering a group of seven diverse children standing in a line.

**CHILD  
ADVOCACY  
CENTER**

A photograph of a modern, multi-story building with large windows and a curved facade, likely a behavioral health services center.

**BEHAVIORAL  
HEALTH  
SERVICES**

# NBMHS Incident Protocol

IF THIS HAPPENS		Then DO THIS
<p><b>Suspicion or Report of ABUSE</b> IF IMMEDIATE DANGER THEN FOLLOW THOSE PROCEDURES</p> <p>Physical-Neglect-Mental Injury</p> <p>Suspicion or Report of SELF HARM or Recent (Past) Suicide Threat/Attempt Includes fresh or scabbing cuts *If old cuts please check with counselors</p> <p>Any incident where the student says NPD/OCS was already notified. (we want to make sure it was reported)</p>		<p>1<sup>st</sup> step: Notify OCS (Email is better option) *CC Admin &amp; Counselor on email *Teacher does not call home</p> <p>2<sup>nd</sup> step: Immediately notify in person or by phone administration or counselors so their steps can</p>
<p><b>Suspicion or Report of ABUSE</b> SEXUAL ABUSE</p> <p>Current Suicide Threat **See Immediate Danger**</p>		<p><b>SEXUAL ABUSE REPORTING</b> Call NPD to notify of situation with an administrator or counselor present</p> <p><b>IMMEDIATE DANGER PROCEDURES</b> **If the child is in immediate danger** ("I'm afraid to go home"; "I have a plan to kill myself"; "I was just assaulted at school")</p> <ol style="list-style-type: none"> <li>1. Do not leave the kid alone</li> <li>2. Contact Help in this order             <ol style="list-style-type: none"> <li>a. Front Office</li> <li>b. Administration or Counselors</li> <li>c. Behavior Specialist</li> <li>d. Nome PD</li> </ol> </li> <li>3. If no one is able to respond, call NPD.</li> </ol> <p>**you must notify someone in this chain immediately before following OCS steps**</p>
<p><b>*Do not investigate the child</b> (do not probe them for information). Write who the perpetrator was if they say, but do not ask.</p> <p><b>**Notify your building administration and/or counselor about what you reported:</b></p> <p>Principal#: _____</p> <p>AP#: _____</p> <p>Counselor#: _____</p>	<p><b>What to include in an OCS report:</b></p> <ul style="list-style-type: none"> <li>-Students (full legal name, DOB, home address, parent/guardian name &amp; contact)</li> <li>-Description of incident(s) or situation Use direct quotes if possible.</li> <li>-Action Taken (was NPD called, was the family informed).</li> </ul>	<p><b>How to Notify OCS</b></p> <p><a href="mailto:reportchildabuse@alaska.gov">reportchildabuse@alaska.gov</a></p> <p>OR</p> <p><b>800-478-4444</b></p>

Thank you!



# STUDENT ACHIEVEMENT

26 January 2021



## Nome-Beltz Middle High School

Jay Thomas, Principal

Teriscovkya Smith, Assistant Principal

# Impact of the pandemic on instructional time

<b>Academic Year</b>	<b>Red Phase</b>	<b>Classes hours/Possible class hours</b>	<b>Loss of instruction</b>
2019-2020	3/23-5/21	0/52	Q4 = 100%
2020-2021	8/25-8/28 11/23-12/18	51/72	S1 = 30% Q2 = 52% <sup>25</sup>

# 2020 Semester 1 Middle School Passing Rates

<b>Grade</b>	<b># of students</b>	<b>Q1 → Q2 drop +5% or more</b>	<b>No credit for 1+ core content classes</b>
6	30	33%	4%
7	39	62%	33%
8	32	69%	34%

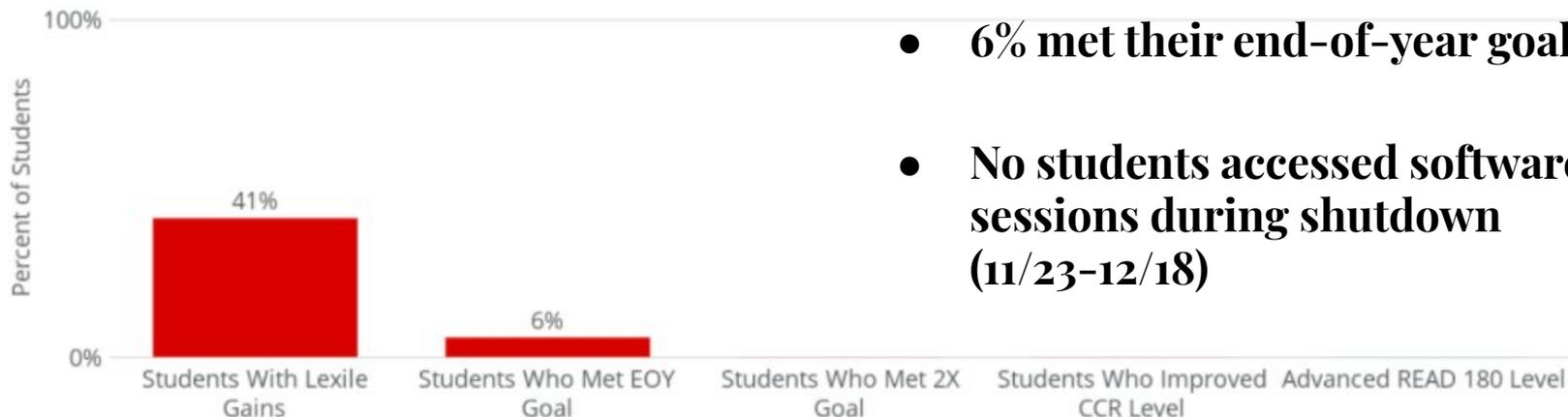
# Read 180 2018-2019 Data (Grades 7-8)

School	Number of Students	Grade Range	Reading Inventory Lexile Metrics							READ 180 Universal Metrics			
			Mean Initial Lexile	Mean Current Lexile	Change in Lexile	Low End Annual Growth Goal	High End Annual Growth Goal	Growth Rate	Percent Exceeding Average Growth	Mean Software Sessions & [MAX]	Mean Sessions Per Week	Mean Minutes per Session	Mean Completed Segments
Nome Beltz Jr-Sr High School	40	7 to 8	637	709	72	75	119	0.7	48%	54 [89]	2.5	16	5
<b>District Totals</b>	<b>40</b>	<b>7 to 8</b>	<b>637</b>	<b>709</b>	<b>72</b>	<b>75</b>	<b>119</b>	<b>0.7</b>	<b>48%</b>	<b>54 [89]</b>	<b>2.5</b>	<b>16</b>	<b>5</b>

- **Average of 2.5 software sessions per week**
- **48% exceeded average growth**

## Summary Growth Metrics

- 41% increased by at least one point
- 6% met their end-of-year goal
- No students accessed software sessions during shutdown (11/23-12/18)



Total Students in  
*Reading Inventory*  
Sample



17 Students with Reading Invt.

# 2020 Semester 1 High School Loss of Credit

<b>Grade</b>	<b># of students</b>	<b>No credit for 1+ core content classes</b>
9	50	30%
10	44	45%
11	38	29%
12	44	18%

# CREDIT RECOVERY

- One–three week cycles
- Standards–driven
- Goal oriented
- Competency–based
- Personalized for students
- Self–contained
  - Content delivery
  - Proficiency demonstration

# NBMHS Competency Intensive Week

## 3rd-quarter cycle

One-week cycle

5-day sequence

2.5 hours x 5 days =  
12.5 total hours

Possible offerings:

- Algebra 1
- English 1
- English 2

# SKILLS REINFORCEMENT

- Band
- Choir
- Welding I & II
- Carpentry I & II
- Design Technology
- Woodworking
- Aviation Ground School
- Small Engines
- Alaska Native Arts
- Cultural Eskimo Dance
- Parky Sewing
- Sivuqaq Lifestyle

# POST-SECONDARY SUCCESS

- College preparation
  - Scholarship applications
  - FAFSA/Financial aid
- Vocational track planning
- Independent Study <sup>32</sup>
- NACTEC courses
- Elective courses

Thank you!





## *Our Mission*

We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.

## *Our Vision*

Together, strong in identity, purpose, potential

## *Board and Superintendent Guiding Principles*

- ✦ Works to ensure academic success for all students
- ✦ Works to promote positive community partnerships
- ✦ Provides leadership and support to ensure reading proficiency by 3rd Grade
- ✦ Supports the recruitment and retention of effective staff

## *Board and Superintendent Goals*

- ✦ Provide the resources for the development and adoption of curriculum as per Board Policy (BP 6141).
- ✦ Support the integration of a student's culture in the curriculum within the context of the community through implementation of the Alaska standards for culturally responsive schools.
- ✦ Work to ensure all students feel connected to their peers and the adults in their schools by improving school climate.

## SCHOOL BOARD COMMUNICATION

**Title:** Approval of Civil Engineering Contract for New Teacher Apartment

**Date:** January 26, 2021

**Administrator:** Jamie Burgess, Superintendent

**Attachments:** Bristol Engineering Task Order with City of Nome

**Action Needed**     **For Discussion**     **Information**     **Other**

## BACKGROUND INFORMATION

John Blee of Bristol Engineering is the City of Nome’s Civil Engineer under contract. Mr. Blee will provide civil engineering services for the new Teacher Apartment Building in coordination with the selected Architectural & Engineering Team under a separate Task Order. He will bill the City for his services, and the City will invoice the District.

The costs for the architecture and engineering phase of the Building will be covered out of a combination of the Alaska Housing Finance Corporation grant and the District Apartment Fund.

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of payment for Bristol Engineering’s Task Order Amendment with the City of Nome in the projected amount of \$74,879.00 for Civil Engineering Services.

**Sample Motion: I move to approve payment for Bristol Engineering’s Task Order Amendment with the City of Nome in the projected amount of \$74,879.00 for Civil Engineering Services.**

January 15, 2021

32114044

Glenn Steckman  
City Manager  
City of Nome  
PO Box 281  
Nome, Alaska 99732

**Subject: Nome Public Schools 18-Unit Apartment Building  
Task Order 44, Amendment 2 - Modification to include Civil Design,  
Owner's Representation, and Bid Phase Services.**

Bristol Engineering Services Company, LLC (Bristol) is pleased to provide this fee proposal to provide professional engineering support for the City of Nome and Nome Public Schools 18-Unit Apartment Building (18-Plex) project. The purpose of this letter is to define our scope of services, proposed schedule, and estimated fee for completing the work.

## **BACKGROUND**

Nome has a need for quality housing for the workforce and professionals that are vital to the community's success. This 18-unit apartment project would house Nome Public school employees, their families, and possibly other public employees.

The location of the 18-unit apartment building would be on consolidated Lot 3B, Block 31 between East 3<sup>rd</sup> Ave. and East 1<sup>st</sup> Ave just east of Steadman St. The apartment building is proposed to be located on the northern portion of the lot and the parking and access would be near 1<sup>st</sup> Ave. The site is currently home to the community ice rink. Utilities are located on both E. 1<sup>st</sup> and 3<sup>rd</sup> Avenues.

## **SCOPE OF SERVICES**

Bristol has developed the following scope of services to outline the project approach and anticipated work. This scope is based on a 01/04/2021 phone conversations with Bettisworth North and Nome Public Schools. The following is a list of sub-tasks for the project:

### Task 1: Project Management, Coordination, and Bidding Assistance:

This task includes civil engineering design management of the project including, but not limited to; project accounting, scheduling, Owner and Architect team coordination, whole design team plan and estimate reviews, and project startup and closeout. Time is included to generate the City's standard bid documents, respond to questions that may arise during bidding, and to prepare conformed documents after the bidding has been completed.

### Task 2: 35% Design Confirmation, Site Planning, and Design Narrative:

This task includes development of 35% Civil Site sheets showing site features, building and site amenities locations, property boundaries, existing buildings, necessary demolition, offsets, site and fire access, parking, and utilities.

Site planning for the 18-Plex will be accomplished during the 35% Design Confirmation Phase. 35% Site Development Plan drawings will be developed showing the planned grading, driveway, parking, utilities, drainages, building location, and other items. Specifications will not be developed during this phase.

A 35% level cost estimate will be provided by HMS as part of the Architect team. Bristol will review this cost estimate and provide comments to HMS. An owner-designer review meeting is planned at the completion of this phase.

A geotechnical investigation will be performed by Golder and driveway / pad / foundation recommendations will be provided. A topographic survey is currently underway by George Krier, PLS. Mr. Krier will locate or establish lot corners, site topography and base flood elevation of the site, and verify NJUS utility locations adjacent to the site.

### Task 3: 90% Construction Documents:

In this task, the documents provided in the 35% Design Confirmation phase will be refined to the 90% Construction Document level incorporating design review comments. Coordination with local utilities, the local fire department, permitting agencies, and other team members will be carried out at this stage. Specifications will be developed during this phase. A cost estimate will be further refined by HMS as part of the Architect team during this task, and Bristol will review this cost estimate and provide comments to HMS.

An owner-designer review meeting is planned at the completion of this phase. Periodic over-the-shoulder check-in meetings with the Owner are anticipated during this task.

### Task 4: 100% Bid Documents:

This task includes completions of 100% Bid Documents for the 18-Plex. These documents will incorporate all comments from the 90% design reviews of the drawings and specifications.

### Task 5: Civil Permitting:

Bristol will coordinate a Fill and Excavation permit from the City of Nome. A stormwater pollution prevention plan (SWPPP) will not be provided by Bristol for this project. Specifications will indicate that the Contractor will be responsible for preparing a SWPPP for construction activities at the site. No ADEC permitting for stormwater, water, and wastewater services are anticipated for this project, however coordination with Nome Joint Utility Services (NJUS) will be accomplished.

## **ASSUMPTIONS**

- Design will be in English Units (feet / inches).
- No site visits are anticipated for the design of this project.

- We anticipate that review meetings will be conducted by video conference.
- We anticipate that the on-site fuel tank will not require a SPCC (< 1,300 gallons).
- Cost estimating shall be provided by the Architect team's estimator, HMS.
- Foundation design will be provided by others.
- No contamination remediation coordination is included in this fee estimate.
- Design for power, communications, and data utilities shall be provided by others,
- It is expected that conventional below ground gravity sewer and water service connections are possible based on existing NJUS as-builts.
- Additional permit applications that may be necessary for this project includes Section 106 Archeological Report, borrow source permitting, and NEPA documents are not included in this estimate.
- This fee proposal does not include preparation of a SWPPP or erosion/sediment control (ESC) plan.
- Landscaping plan if required shall be prepared by others.
- It is assumed that the deliverables will be submitted in PDF format for this project.

## SCHEDULE

The 35% Design Confirmation phase shall be completed with an advanced pile package in March 2021, the 95% Construction Document phase shall be completed in May 2021, and the 100% Bid Documents shall be completed by June 28<sup>th</sup>, 2021. The project is expected to be bid shortly thereafter and awarded to a construction contractor in August of 2021.

## FEE PROPOSAL

Bristol is prepared to complete the above scope of services in accordance with the project schedule on a Time and Expense Basis. At this time, we recommend budgeting \$74,879 for these services. We will notify you when we reach 80% of this amount so we can discuss the remaining scope of work and any necessary revisions of the budget. Bristol has provided itemized fee spreadsheets as part of this proposal, included as Attachment A.

Thank you for the opportunity to work with you on this very important project. Please contact me directly if you have any questions as you review our proposal.

Very respectfully yours,



John Blees, PE  
Civil Project Manager

Attachments:

- Attachment A -- Fee Proposal
- Attachment B – Task Order No. 44, Amendment No. 2

Cc: Jamie Burgess, Superintendent – Nome Public Schools

Attachment A  
**Fee Proposal**

**Price per Task Summary**

FIRM:



PROJECT TITLE:

Nome Public Schools 18-Unit Apartment Building Civil Services

Date: 11-Jan-2021

Fee type: Time and Expense

Task	Description	Labor	Expenses	Subs	Total Price
1	Project Management, Coordination, and Bidding Assistance	\$28,885	\$110	\$0	\$28,995
2	35% Design Confirmation	\$17,529	\$55	\$0	\$17,584
3	90% Construction Documents	\$17,626	\$110	\$0	\$17,736
4	100% Bid Documents	\$8,600	\$110	\$0	\$8,710
5	Civil Permitting	\$1,799	\$55	\$0	\$1,854
6	0	\$0	\$0	\$0	\$0

**Total Fee = \$74,879**

Checked by: John Bles, PE

COST ESTIMATE PER TASK											
FIRM: Bristol Engineering Services Co., LLC				PROJECT TITLE: Nome Public Schools 18-Unit Apartment Building Civil Services					BESC Proj: 32114044		
TASK NO: 1		NSHC Warehouse Building <b>Project Management, Coordination, and Bidding Assistance</b>							Date: 11-Jan-2021		
GROUP:		METHOD OF PAYMENT: Time and Expense					PREP BY: D Squier				
SUB-TASK NO.	SUB-TASK DESCRIPTION	Varies	LABOR HOURS PER JOB CLASSIFICATION							Sub-Task Total	
			PM / Sr. Engineer	Senior Engineer	Civil Engineer III	Civil Engineer II	Civil Engineer I	Admin	NA		NA
1.	General Project Management		8	4					4		\$2,328
2.	Owner and Project Consultant Team coordination		80								\$14,640
3.	Bid Phase Services (Bid Docs, Civil Bidder's Inquiries)		40	16		8			1		\$10,438
4.	Conformed Documents		1	4		8					\$1,479
5.											\$0
6.											\$0
											\$0
											\$0
<b>TOTAL LABOR HOURS</b>			129	24	0	16	0	5	0	0	174
<b>LABOR RATES (\$/HR)</b>			\$183.00	\$146.00	\$134.00	\$89.00	\$81.00	\$70.00	\$0.00	\$0.00	<b>41</b>
<b>LABOR COSTS (\$)</b>			\$23,607	\$3,504	\$0	\$1,424	\$0	\$350	\$0	\$0	\$28,885
<b>EXPENSES</b>					Notes:						
NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
a.	Misc. Expenses (Copying, office equipment, etc.)	1	\$100.00	\$100.00							
b.				\$0.00							
c.				\$0.00							
d.				\$0.00							
e.				\$0.00							
<b>TOTAL EXPENSES:</b>					<b>\$100</b>	<b>TOTAL COST OF LABOR:</b>			<b>\$28,885</b>		
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>TOTAL EXPENSES + 10% Markup:</b>			<b>\$110</b>			
<b>FIRM:</b>								<b>SUBCONTRACTORS + 5% Markup:</b>	<b>\$0</b>		
<b>AMOUNT:</b>							\$0				
					<b>TOTAL SUBS</b>	<b>TOTAL PRICE:</b>			<b>\$28,995</b>		

COST ESTIMATE PER TASK										
FIRM: Bristol Engineering Services Co., LLC				PROJECT TITLE: Nome Public Schools 18-Unit Apartment Building Civil Services				BESC Proj: 32114044		
TASK NO: 2		TASK DESCRIPTION: 35% Design Confirmation						Date: 11-Jan-2021		
GROUP:		METHOD OF PAYMENT: Time and Expense						PREP BY: D Squier		
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								Sub-Task Total
		PM / Sr. Engineer	Senior Engineer	Civil Engineer III	Civil Engineer II	Civil Engineer I	Admin	NA	NA	
1.	Team Meetings	4	4		4					\$1,672
2.	Coord. w/ Arch, Mech, Elec, Fire, & NJUS	1	4		4					\$1,123
3.	Site Layout - Parking Building Location	1	4		12					\$1,835
4.	Site Grading/Drainage - Building FF, Snow	2	16		16					\$4,126
5.	Site Access - Drive and Fire Access	1	2		4					\$831
6.	Site Design Details and Typical Sections	1	4		8					\$1,479
7.	Water Service P&P and Details	1	8		12					\$2,419
8.	Sewer Service P&P and Details	1	8		12					\$2,419
9.	Calculations Water, Sewer, Storm Runoff		1		4					\$502
10.	Cost Estimate Review	1	4		4					\$1,123
11.										\$0
12.										\$0
13.										\$0
14.										\$0
15.										\$0
16.										\$0
<b>TOTAL LABOR HOURS</b>		13	55	0	80	0	0	0	0	148
<b>LABOR RATES (\$/HR)</b>		\$183.00	\$146.00	\$134.00	\$89.00	\$81.00	\$70.00	\$0.00	\$0.00	
<b>LABOR COSTS (\$)</b>		\$2,379	\$8,030	\$0	\$7,120	\$0	\$0	\$0	\$0	\$17,529
<b>EXPENSES</b>					Notes:					
NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE						
a.	Plotting/copying/postage/misc	1	\$ 50.00	\$50.00						
b.				\$0.00						
c.				\$0.00						
d.				\$0.00						
		<b>TOTAL EXPENSES:</b>			<b>\$50</b>	<b>TOTAL COST OF LABOR:</b>			<b>\$17,529</b>	
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>TOTAL EXPENSES + 10% Markup:</b>			<b>\$55</b>		
FIRM:						<b>SUBCONTRACTORS + 5% Markup:</b>			<b>\$0</b>	
AMOUNT:					\$0					
					<b>TOTAL SUBS</b>	<b>TOTAL PRICE:</b>			<b>\$17,584</b>	

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COST ESTIMATE PER TASK											
FIRM: Bristol Engineering Services Co., LLC				PROJECT TITLE: Nome Public Schools 18-Unit Apartment Building Civil Services				BESC Proj: 32114044			
TASK NO: 3		TASK DESCRIPTION: 90% Construction Documents						Date: 11-Jan-2021			
GROUP:		METHOD OF PAYMENT: Time and Expense						PREP BY: D Squier			
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								Sub-Task Total	
		PM / Sr. Engineer	Senior Engineer	Civil Engineer III	Civil Engineer II	Civil Engineer I	Admin	NA	NA		
1.	Team Meetings - Weekly	4	4		4					\$1,672	
2.	Coord. w/ Arch, Mech, Elec, Fire, & NJUS	1	6		4					\$1,415	
3.	Site Layout - Parking Building Location	1	2		8					\$1,187	
4.	Site Grading/Drainage - Building FF, Snow	1	8		12					\$2,419	
5.	Site Access - Drive and Fire Access	1	1		2					\$507	
6.	Site Design Details and Typical Sections	1	4		8					\$1,479	
7.	Water Service P&P and Details	1	6		8					\$1,771	
8.	Sewer Service P&P and Details	1	6		8					\$1,771	
9.	Calculations Water, Sewer, Storm Runoff		1		4					\$502	
10.	Specifications	4	16		8					\$3,780	
11.	Cost Estimate Review	1	4		4					\$1,123	
12.										\$0	
13.										\$0	
14.										\$0	
15.										\$0	
16.										\$0	
<b>TOTAL LABOR HOURS</b>		16	58	0	70	0	0	0	0	144	
<b>LABOR RATES (\$/HR)</b>		\$183.00	\$146.00	\$134.00	\$89.00	\$81.00	\$70.00	\$0.00	\$0.00		
<b>LABOR COSTS (\$)</b>		\$2,928	\$8,468	\$0	\$6,230	\$0	\$0	\$0	\$0	\$17,626	
EXPENSES											
NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE							
a.	Plotting/copying/postage/misc	1	\$ 100.00	\$100.00							
b.				\$0.00							
c.				\$0.00							
d.				\$0.00							
e.				\$0.00							
<b>TOTAL EXPENSES:</b>				<b>\$100</b>	<b>TOTAL COST OF LABOR:</b>					<b>\$17,626</b>	
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>TOTAL EXPENSES + 10% Markup:</b>					<b>\$110</b>	
<b>FIRM:</b>					<b>SUBCONTRACTORS + 5% Markup:</b>					<b>\$0</b>	
<b>AMOUNT:</b>				\$0							
					<b>TOTAL SUBS</b>	<b>TOTAL PRICE:</b>					<b>\$17,736</b>

COST ESTIMATE PER TASK										
FIRM: Bristol Engineering Services Co., LLC				PROJECT TITLE: Nome Public Schools 18-Unit Apartment Building Civil Services				BESC Proj: 32114044		
TASK NO: 4		TASK DESCRIPTION: 100% Bid Documents						Date: 11-Jan-2021		
GROUP:		METHOD OF PAYMENT: Time and Expense						PREP BY: D Squier		
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								Sub-Task Total
		PM / Sr. Engineer	Senior Engineer	Civil Engineer III	Civil Engineer II	Civil Engineer I	Admin	NA	NA	
1.	Team Meetings	2	4		4					\$1,306
2.	Coord. w/ Arch, Mech, Elec, Fire, & NJUS	1	4		2					\$945
3.	Site Layout - Parking Building Location	1	2		4					\$831
4.	Site Grading/Drainage - Building FF, Snow	1	2		6					\$1,009
5.	Site Access - Drive and Fire Access	1	1		1					\$418
6.	Site Design Details and Typical Sections	1	2		4					\$831
7.	Water Service P&P and Details	1	2		4					\$831
8.	Sewer Service P&P and Details	1	2		4					\$831
9.	Calculations Water, Sewer, Storm Runoff		1							\$146
10.	Specifications	1	4		4					\$1,123
11.	Cost Estimate Review	1	1							\$329
12.										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
<b>TOTAL LABOR HOURS</b>		11	25	0	33	0	0	0	0	69
<b>LABOR RATES (\$/HR)</b>		\$183.00	\$146.00	\$134.00	\$89.00	\$81.00	\$70.00	\$0.00	\$0.00	
<b>LABOR COSTS (\$)</b>		\$2,013	\$3,650	\$0	\$2,937	\$0	\$0	\$0	\$0	\$8,600
EXPENSES										
NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE						
a.	Plotting/copying/postage/misc	1	\$ 100.00	\$100.00						
b.				\$0.00						
c.				\$0.00						
d.				\$0.00						
e.				\$0.00						
<b>TOTAL EXPENSES:</b>				<b>\$100</b>	<b>TOTAL COST OF LABOR:</b>		<b>\$8,600</b>			
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>TOTAL EXPENSES + 10% Markup:</b>		<b>\$110</b>			
<b>FIRM:</b>					<b>SUBCONTRACTORS + 5% Markup:</b>		<b>\$0</b>			
<b>AMOUNT:</b>					\$0					
					<b>TOTAL SUBS</b>	<b>TOTAL PRICE:</b>		<b>\$8,710</b>		

COST ESTIMATE PER TASK										
FIRM: Bristol Engineering Services Co., LLC				PROJECT TITLE: Nome Public Schools 18-Unit Apartment Building Civil Services				BESC Proj: 32114044		
TASK NO: 5		TASK DESCRIPTION: <b>Civil Permitting</b>						Date: 11-Jan-2021		
GROUP:		METHOD OF PAYMENT: Time and Expense						PREP BY: D Squier		
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								Sub-Task Total
		PM / Sr. Engineer	Senior Engineer	Civil Engineer III	Civil Engineer II	Civil Engineer I	Admin	NA	NA	
1.	Nome Fill and Excavation Permit	1	4		6					\$1,313
2.										\$0
3.										\$0
4.										\$0
5.						6				\$486
										\$0
										\$0
										\$0
<b>TOTAL LABOR HOURS</b>		1	4	0	6	6	0	0	0	17
<b>LABOR RATES (\$/HR)</b>		\$195.00	\$146.00	\$134.00	\$89.00	\$81.00	\$70.00	\$0.00	\$0.00	
<b>LABOR COSTS (\$)</b>		\$195	\$584	\$0	\$534	\$486	\$0	\$0	\$0	\$1,799
EXPENSES										
NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE						
a.	Plotting/copying/postage/misc	1	\$ 50.00	\$50.00						
b.				\$0.00						
c.				\$0.00						
d.				\$0.00						
e.				\$0.00						
<b>TOTAL EXPENSES:</b>				\$50	<b>TOTAL COST OF LABOR:</b>				\$1,799	
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>TOTAL EXPENSES + 10% Markup:</b>				\$55	
<b>FIRM:</b>					<b>SUBCONTRACTORS + 5% Markup:</b>				\$0	
<b>AMOUNT:</b>				\$0	<b>TOTAL PRICE:</b>				\$1,854	
					<b>TOTAL SUBS</b>					

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Attachment B  
**Task Order No. 44, Amendment No. 2**

## TASK ORDER AMENDMENT

This Task Order pertains to an Agreement by and between the City of Nome, (“OWNER”), and Bristol Engineering Services Company, LLC, (“ENGINEER”), dated January 11, 2011 as amended January 1, 2021, (“the AGREEMENT”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: **044**

AMENDMENT NUMBER: **02**

PROJECT NAME: **Nome Public Schools District – 18-Unit Apartment Building**

PART 1.0 PROJECT DESCRIPTION: Civil Design, Owner’s Representation, and Bid Phase Services

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER:  
The ENGINEER will:

Added under this modification:

- Perform Civil Design Services, Owner’s Representation & Architect Team Coordination, and Bid Phase Services as described further in the attached cover letter.

PART 3.0 OWNER’S RESPONSIBILITIES: City will provide any available and relevant documents to review.

PART 4.0 DELIVERABLES

Deliverables for this project will include:

- Civil Design Documents
- Bid Documents for the Construction Contract

PART 5.0 PAYMENTS TO ENGINEER (Estimate of not-to-exceed costs):

Task Order 044 original Contract including Amendment No. 1: \$10,000

**Task Order 044, Amendment No. 2**  
**Estimate of not-to-exceed costs: \$74,879**

Total Task Order 044 Contract Amount: \$84,879

PART 6.0 OTHER:  
Not Used

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

City of Nome  
"OWNER"

Bristol Engineering  
Services Company, LLC  
"ENGINEER"

By: Glenn Steckman

By: John Bles, P.E.

Signature: \_\_\_\_\_  
Title: City Manager

Signature:   
Title: Project Manager

## SCHOOL BOARD COMMUNICATION

**Title:** Approval of Architectural and Engineering Contract for New Teacher Apartment

**Date:** January 26, 2021

**Administrator:** Jamie Burgess, Superintendent

**Attachments:** Bettisworth North A&E Proposal

**Action Needed**     **For Discussion**     **Information**     **Other**

## BACKGROUND INFORMATION

Bettisworth North Architects and Planners Inc. (BNAP) was selected as the Architect for the New Teacher Apartment, and will be teaming with RSA Engineering to provide mechanical and electrical engineering services.

The proposed lump sum for these services is \$620,764 and cost for this phase of the New Teacher Apartment building will be covered with a combination of the Alaska Housing Finance Corporation grant and the district Apartment Fund.

Bidding and Construction Administration is shown in the proposal and will be billed on a time and materials basis. Costs for this phase will be paid by the District and billed to the City of Nome, to be covered with bond proceeds.

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of a contract with Bettisworth North Architects and Planners, Inc. for Architectural and Engineering Services for the New Teacher Apartment Building in the projected amount of \$620,764, and for Bidding and Construction Administration costs not to exceed \$220,416.

**Sample Motion: I move to approve a contract with Bettisworth North Architects and Planners, Inc. for Architectural and Engineering Services for the New Teacher Apartment Building in the projected amount of \$620,764, and for Bidding and Construction Administration costs not to exceed \$220,416.**

**FEE MEMORANDUM**

**DATE** January 18, 2021  
**TO** Jamie Burgess, Superintendent, Nome Public Schools; John Bles, Project Manager, Bristol Engineering Services Co.  
**FROM** Roy Rountree, Principal  
Bettisworth North Architects and Planners Inc. (BNAP)  
**PROJECT NO.** 21-103 Nome Public Schools 18-Unit Apartment Building  
**SUBJECT** Full Design Services – Rev1

Dear Ms. Burgess and Mr. Bles,

Thank you for the opportunity to provide a fee proposal for professional design and engineering services for the new 18-unit apartment building comprised of 2- and 3-bedroom apartments, separate unit-specific storage, and facility support spaces including mechanical, electrical and janitor rooms. We have included the tasks and associated fee to complete the work under this cover, please review.

**Services Provided:** Architectural Design, Interior Design, Landscape Design and Engineering Services  
**Type of Agreement:** Design Fee - Lump Sum  
Bidding and Construction Administration - Time and Materials Not to Exceed  
**Fees:** Design Fee - Lump Sum: \$620,764  
Bidding and Construction Administration - Time and Materials Not to Exceed: \$220,416

**Project Scope:**

The scope of the design effort will include (3) chronological design phase efforts broken out as:

- 1. 35% Schematic Design Package
- 2. 95% Construction Documents Package
- 3. 100% Signed Construction Documents Package and Permitting Assistance (Fee proposal combines phases 2 & 3 in one matrix)

Bidding and Construction Administration will begin at the conclusion of these design phases and be billed as a Time and Materials Service.

**Basic Services:**

The scope of professional services proposed for this project is limited to:

- Landscape, Structural, Architectural, Interiors, Mechanical, and Electrical Engineering and Design Services, Drawings, Narratives, and Specifications
- Review of cost estimate, value engineering suggestions; cost estimate to be provided by the HMS Estimating.
- Design Services Include:
  - (2) Submittal review meetings with the client, to be organized by BNAP
  - Bi-Weekly Coordination meetings with Design Team, to be organized by BNAP

This proposal is offered with the understanding that:

- Design Documents are to be a digital submittal, including:
- Drawings: 22x34 PDF (Full Size), 11x17 PDF (Half Size)  
Specifications: 8.5x11 PDF
- Consultant Engineering Team remains as:
  - Structural – BBFM Engineers, Inc.
  - Mechanical, Plumbing, & Electrical – RSA Engineering, Inc.
  - Estimating – HMS Estimating

**Architectural Services:**

Scope:

- Code review (IBC, ADA, ANSI 117.1-2009, Fair Housing Act)
- Architectural plans, elevations, sections, details, schedules, and specifications to obtain building permit
- Cost estimate review
- Permitting assistance
- Bidding assistance
- Construction Administration services

**Landscape Services:**

Scope:

- Provide landscape plans, details and specifications appropriate to attain a building permit
- Details will include standard planting details and site furnishings
- We will coordinate landscape lighting with Electrical. Landscape lighting will be represented on the Electrical site plan

**Interior Design Services:**

Scope:

- Provide interior design finish schedules, legends, specifications, details, finish plans in support of building permit documents and to inform a comprehensive construction cost estimate
- Provide digital samples of interior finish materials for Owner review and design record

**Excluded Services:**

This proposal specifically excludes:

- Printing of Drawing/Narrative Submittals, all submittals to be digital PDF
- Interior FF&E (Furniture selection, specification and procurement assistance) to be handled under separate contract
- Wayfinding, custom sign design and environmental graphic design
- Civil design scope. Design team will coordinate with Civil engineers for a complete design package, but civil engineering scope and fees are not included in this contract.

**Cost Estimation:**

- To be provided by HMS Estimating and evaluated by the design team members at each phase.

**Proposed Draft Schedule with Deliverables:**

Design Phases: Lump Sum Fee

1. 35% Schematic Design
  - a. Deliverables
    - i. 22x34 PDF Drawings
    - ii. 8.5x11 Design Narratives
    - iii. 8.5x11 Cost Estimate
  - b. Schedule
    - i. Start – January 25, 2021
    - ii. End – March 10, 2021

2. Advanced Pile Package
  - a. Deliverables
    - i. 22x34 PDF Drawings
    - ii. 8.5x11 PDF Specifications
    - iii. March 31, 2021
3. 95% Construction Documents
  - a. Deliverables
    - i. 22x34 PDF Drawings
    - ii. 8.5x11 PDF Specifications
    - iii. 8.5x11 PDF Cost Estimate
  - b. Schedule
    - i. Start – March 17, 2021
    - ii. End – May 10, 2021
4. 100% Signed Construction Documents
  - a. Deliverables
    - i. 22x34 PDF Drawings Stamped
    - ii. 8.5x11 PDF Specifications
  - b. Schedule
    - i. Start – May 14, 2021
    - ii. End – June 28, 2021

Bidding Assistance & Construction Administration: Time and Materials Fee

1. Bidding Assistance
  - a. Services
    - i. Prepare Bidding addenda
    - ii. Answer bidder questions
    - iii. Conformed documents
    - iv. Prepare bid Solicitations
    - v. Attend bid opening
    - vi. Contractor negotiations
2. Construction Administration
  - a. Services
    - i. Submittal Review
    - ii. ASI/RFI/DCVR Responses
    - iii. Inspections with Field Reports (1 Architect, 2 trips)
    - iv. Punchlist Walkthrough (2 Architects, one trip)
    - v. Construction Meetings as required
    - vi. As-Built Drawing updates based on contractor provided redlines

We look forward to working with you, thank you.



Roy Rountree, AIA, Principal

**End of Memorandum**

Bettisworth North Architects and Planners  
Professional Services Fee Proposal  
Date: January 15, 2021

**Owner:** Nome Public Schools  
**Project:** 18-Unit Apartment Building  
**Phases:** Full Design Services

**Professional Services Summary**

Fee Scope	Fee Type	Bettisworth North Architects and Planners			Subconsultants	Markups	Totals by Phase
		Investigative Services	Design Services	Bidding and Construction Services	Consultants Fees		
Pre-design and Planning	T&E	\$0			\$0	\$0	\$0
Concept Design	Lump Sum		\$0		\$0	\$0	\$0
Schematic Design	Lump Sum		\$150,430		\$89,924	\$4,539	\$244,893
Design Development	Lump Sum		\$0		\$0	\$0	\$0
Construction Documents	Lump Sum		\$233,710		\$135,319	\$6,842	\$375,871
<b>Sub Total Design Fee</b>		<b>\$0</b>	<b>\$384,140</b>		<b>\$225,243</b>	<b>\$11,381</b>	<b>\$620,764</b>
Bidding Services	T&E			\$8,090	\$2,820	\$141	\$11,051
Construction Services	T&E			\$144,568	\$61,416	\$3,381	\$209,365
Post Construction Services	T&E			\$0	\$0	\$0	\$0
<b>Subtotal Bidding, Construction Services, and Post Construction</b>				<b>\$152,658</b>	<b>\$64,236</b>	<b>\$3,522</b>	<b>\$220,416</b>
<b>Professional Services Fees and Direct Costs</b>							
BN							<b>\$536,798</b>
Subconsultants							<b>\$289,479</b>
Total Markups							<b>\$14,903</b>
BN Markup Applied to Direct Expenses			5.00%				
BN Markup Applied to Sub Direct Labor			5.00%				
<b>Total Fee</b>							<b>\$841,180</b>

Bettisworth North Architects and Planners  
 Professional Services Fee Proposal  
 Date: January 15, 2021

**Owner:** Nome Public Schools  
**Project:** 18-Unit Apartment Building  
 Full Design Services

Task Labor	Hours																Totals								
	Principal	Project Manager	Senior Architect	Architect	Design Tech II	Design Tech I	Senior LS Architect	LS Architect	LA Design Tech I	Senior Int Designer	Int. Designer	Int. Design Tech	Client Service Manager	Drafter I	Project Assistant	Admin Assistant									
<b>Schematic Design Services</b>																									
<b>Lump Sum</b>																									
<b>Architectural Tasks</b>																									
Schematic drawings		16	80	60	80	60																			
Schematic narratives		16	24														4								
Consultant coordination		60	60		20	20																			
Internal coordination		20	20	20	16	16																			
Code Review	4	24	24		8	8																			
Materials Research		8	16	20	20	20																			
Cost Estimate Coordination and Review		4	6																						
3D views or renderings					20	40																			
Submittal Prep		2	4		8	4											4								
Q/C and follow up	4	4	8	4	4	4																			
Subtotal Hours	8	154	242	104	176	172											8								
<b>Architecture Tasks Subtotal</b>	<b>\$1,800</b>	<b>\$28,490</b>	<b>\$36,300</b>	<b>\$14,040</b>	<b>\$20,240</b>	<b>\$17,200</b>											<b>\$720</b>	<b>\$118,790</b>							
<b>Interiors Tasks</b>																									
Schematic drawings											30	40													
Schematic narratives											8														
Consultant coordination											10														
Internal coordination											30	10													
Code Review (incl. FHA and Accessibility)									2		12														
Materials Research											20	20													
Cost Estimate Review									2		4														
FF&E (Excluded from Fee)																									
Q/C and follow up									2		4	8													
Subtotal Hours									6	118	78														
<b>Interiors Tasks Subtotal</b>									<b>\$930</b>	<b>\$14,160</b>	<b>\$7,800</b>						<b>\$22,890</b>								
<b>Landscape Tasks</b>																									
Drawings							2		48																
Narratives									4																
Presentation Site Graphics																									
Code Review							2		2																
Q/C and follow up							4		4																
Subtotal Hours							8		58																
<b>Landscape Tasks Subtotal</b>							<b>\$1,800</b>		<b>\$6,090</b>								<b>\$7,890</b>								
<b>Total Hours</b>	<b>8</b>	<b>154</b>	<b>242</b>	<b>104</b>	<b>176</b>	<b>172</b>	<b>8</b>		<b>58</b>	<b>6</b>	<b>118</b>	<b>78</b>					<b>8</b>								
Billing Rates Used for all Tasks	\$225.00	\$185.00	\$150.00	\$135.00	\$115.00	\$100.00	\$225.00	\$135.00	\$105.00	\$155.00	\$120.00	\$100.00	\$185.00	\$120.00	\$100.00	\$90.00									
<b>Subtotal Labor Fee</b>	<b>\$1,800</b>	<b>\$28,490</b>	<b>\$36,300</b>	<b>\$14,040</b>	<b>\$20,240</b>	<b>\$17,200</b>	<b>\$1,800</b>		<b>\$6,090</b>	<b>\$930</b>	<b>\$14,160</b>	<b>\$7,800</b>				<b>\$720</b>	<b>\$149,570</b>								
<b>Other Direct Costs</b>																									
	Number	Unit	Rate	Sets	Amount	Subconsultants										Fees	ODC's								
Air Fare: <i>locations</i>		total r/t																							
Meals and Lodging		days				BBFM Engineers										\$18,954									
Auto Rental		days				RSA Engineers - Mechanical										\$33,820									
Parking		days	\$16.00			RSA Engineers - Electrical										\$26,200									
		Units				HMS Estimators										\$10,950									
Reproduction Expenses																									
B/W plots (plotter)	60	sheets	\$5.00	2	\$600																				
Color plots (plotter)		sheets	\$15.00																						
Copies - Letter Size	500	sheets	\$0.10	1	\$50																				
Copies - 11x17 Size	500	sheets	\$0.20	1	\$100																				
Scanning sheets		sheets	\$5.75																						
Compile CD	1	per set	\$60.00	1	\$60																				
Long Distance Phone Service	1	sheets	\$50.00	1																					
Postage/express pouch	1	each	\$50.00	1	\$50																				
		months																							
		months																							
<b>BNAP ODC Subtotal</b>					<b>\$860</b>	<b>Subconsultants Total</b>										<b>\$89,924</b>									
<b>BNAP Markup</b>		5%			<b>\$43</b>	<b>BNAP Markup on Sub DC</b>										<b>5.00%</b>	<b>\$4,496</b>								
																<b>Task Total</b>									<b>\$244,893</b>



Bettisworth North Architects and Planners  
 Professional Services Fee Proposal  
 Date: January 15, 2021

**Owner:** Nome Public Schools  
**Project:** 18-Unit Apartment Building  
 Full Design Services

Task Labor	Hours																Totals	
	Principal	Project Manager	Senior Architect	Architect	Design Tech II	Design Tech I	Senior LS Architect	LS Architect	LA Design Tech I	Senior Int Designer	Int. Designer	Int. Design Tech	Client Service Manager	Drafter I	Project Assistant	Admin Assistant		
<b>Bidding Assistance</b>																		
<b>T&amp;E</b>																		
<b>Architectural Tasks</b>																		
Attend PreBid Meeting		2																
Prepare addenda		2	8															
Answer bidders questions		2	8															
Conformed drawings		2			4													
Prepare bidding solicitations		8																
Attend bid opening		2																
Contractor negotiations		2																
Subtotal Hours		20	16		4													
<b>Architecture Tasks Subtotal</b>		\$3,700	\$2,400		\$460												\$6,560	
<b>Interiors Tasks</b>																		
Prepare addenda											2							
Answer bidders questions											2							
Conformed drawings											2							
Subtotal Hours											6							
<b>Interiors Tasks Subtotal</b>											\$720						\$720	
<b>Landscape Tasks</b>																		
Prepare addenda											2							
Answer bidders questions											2							
Conformed drawings											2							
Subtotal Hours											6							
<b>Landscape Tasks Subtotal</b>											\$810						\$810	
Task Subtotal Hours		20	16		4						6							
Billing Rate	\$225.00	\$185.00	\$150.00	\$135.00	\$115.00	\$100.00	\$225.00	\$135.00	\$105.00	\$155.00	\$120.00	\$100.00	\$185.00	\$120.00	\$100.00	\$90.00		
<b>Task Subtotal Labor Fee</b>		\$3,700	\$2,400		\$460						\$720						\$8,090	
<b>Other Direct Costs</b>	Number	Unit	Rate	Sets	Amount	Subconsultants											Fees	ODC's
Air Fare: locations		total r/t																
Meals and Lodging		days																
Auto Rental		days				RSA Engineers - Mechanical											\$1,340	
Parking		days	\$16.00			RSA Engineers - Electrical											\$1,480	
		Units																
		Units																
Reproduction Expenses																		
B/W plots (plotter)		sheets	\$5.00															
Color plots (plotter)		sheets	\$15.00															
Copies - Letter Size		sheets	\$0.10															
Copies - 11x17 Size		sheets	\$0.20															
Scanning sheets		sheets	\$5.75															
Compile CD		per set	\$60.00															
Long Distance Phone Service		sheets	\$50.00															
Postage/express pouch		each	\$50.00															
		months																
		months																
<b>BNAP ODC Subtotal</b>						<b>Subconsultants Total</b>											\$2,820	
<b>BNAP Markup</b>		5%				<b>BNAP Markup on Sub DC</b>											5.00%	\$141
<b>Task Total</b>																	\$11,051	

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Bettisworth North Architects and Planners  
 Professional Services Fee Proposal  
 Date: January 15, 2021

**Owner:** Nome Public Schools  
**Project:** 18-Unit Apartment Building  
 Full Design Services

Task Labor	Hours																Totals	
	Principal	Project Manager	Senior Architect	Architect	Design Tech II	Design Tech I	Senior LS Architect	LS Architect	LA Design Tech I	Senior Int Designer	Int. Designer	Int. Design Tech	Client Service Manager	Drafter I	Project Assistant	Admin Assistant		
<b>Construction Assistance Services</b>																		
<b>T&amp;E</b>																		
<b>Architectural Tasks</b>																		
Submittal Review - Office			24	40		80												
RFIs and DCVRs			40	40		80												
Product procurement assistance				24		24												
Subcontractor proposal review assistance			8	16														
Site Observation			24	24														
Pay request review			20															
Construction progress meetings			40	40		40												
Inspections/Site Visits with reports			40	24														
Final Inspection			24	24														
Record documents from Contractors As-builts			4	4		36												
Review Contractors O&M manuals			2	12														
Project Close Out			2	24		24												
Subtotal Hours			228	272		284												
<b>Architecture Tasks Subtotal</b>			\$42,180	\$40,800		\$32,660											\$115,640	
<b>Interiors Tasks</b>																		
Submittal Review - Office											8	40						
RFIs and DCVRs											8	40						
Site Observation											8							
FFE assistance (excluded)																		
Inspections/Site Visits with reports											20	20						
Record documents from Contractors As-builts											4	12						
Review Contractors O&M manuals											4							
Subtotal Hours											52	112						
<b>Interiors Tasks Subtotal</b>											\$6,240	\$11,200					\$17,440	
<b>Landscape Tasks</b>																		
Submittal Review - Office										4								
RFIs and DCVRs										8								
Record documents from Contractors As-builts										4								
Subtotal Hours										16								
<b>Landscape Tasks Subtotal</b>										\$1,680							\$1,680	
<b>Task Subtotal Hours</b>			228	272		284				16	52	112						
<b>Billing Rate</b>	\$225.00	\$185.00	\$150.00	\$135.00	\$115.00	\$100.00	\$225.00	\$135.00	\$105.00	\$155.00	\$120.00	\$100.00	\$185.00	\$120.00	\$100.00	\$90.00		
<b>Task Subtotal Labor Fee</b>		\$42,180	\$40,800		\$32,660				\$1,680		\$6,240	\$11,200					\$134,760	
<b>Other Direct Costs</b>	Number	Unit	Rate	Sets	Amount	Subconsultants											Fees	ODC's
Air Fare: <i>construction location</i>	6	total r/t	\$600.00		\$3,600													
Meals and Lodging	18	days	\$250.00		\$4,500	BBFM Engineers											\$11,960	
Auto Rental		days				RSA Engineers - Mechanical											\$24,310	\$3,596
Parking	18	days	\$16.00		\$288	RSA Engineers - Electrical											\$21,550	
Reproduction Expenses		Units																
B/W plots (plotter)	120	sheets	\$5.00	2	\$1,200													
Color plots (plotter)		sheets	\$15.00															
Copies - Letter Size	200	sheets	\$0.10	1	\$20													
Copies - 11x17 Size	200	sheets	\$0.20	1	\$40													
Scanning sheets		sheets	\$5.75															
Compile CD	1	per set	\$60.00	1	\$60													
Long Distance Phone Service	1	sheets	\$50.00	1	\$50													
Postage/express pouch	1	each	\$50.00	1	\$50													
		months																
		months																
<b>BNAP ODC Subtotal</b>					\$9,808	<b>Subconsultants Total</b>											\$57,820	\$3,596
<b>BNAP Markup</b>	5%				\$490	<b>BNAP Markup on Sub DC</b>											5.00%	\$2,891
<b>Task Total</b>																\$209,365		

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**Nome School Apartment Building**

CLIENT: BNAP  
PREPARED BY: DLBerry  
DATE: 8 January 2021

BBFM Engineers, Inc.  
Structural Fee Proposal

**COMMENTS:**

- Lump Sum design fee
- 25,000 sf two story wood frame structure on piling
- Will have back and front entry ramps and stairs
- Geotech recommendations by Golder and Associates
- 
- No site visits included for Design or CA. If needed they will be billed hourly with expenses
- 
- 
- Special Inspection by others
- Seismic design of mechanical and electrical equipment support not included in this proposal, but can be included as added scope with added fee.

<b>FEE SUMMARY</b>		Labor	Expenses	Total
Design				
Schematic Design	35%	\$18,954	\$0	\$18,954
Construction Documents	65%	\$35,201	\$0	\$35,201
Subtotal		\$54,155	\$0	\$54,155
Construction Administration		\$11,960	\$0	\$11,960
Totals		\$66,115	\$0	\$66,115

**Nome School Apartment Building**

BBFM Engineers, Inc.  
Structural Fee Proposal

<b>TASKS</b>	Senior	Principal	Associate	Sr Project	Project	Structural	CAD	Office	Clerical
<b>Design</b>	Principal			Engineer	Engineer	Designer	Tech	Manager	
Design Loads	1	0	0	0	0	4	0	0	0
Roof Framing	2	0	0	0	0	32	0	0	0
Floor Framing	4	0	0	0	0	72	0	0	0
Columns/Walls	2	0	0	0	0	8	0	0	0
Foundations	4	0	0	0	0	16	0	0	0
Misc Struct	2	0	0	0	0	8	0	0	0
Lateral Loads	8	0	0	0	0	64	0	0	0
A/M/E Minor Support	2	0	0	0	0	8	0	0	0
S1 Gen Notes & Abbrev	0	0	0	0	0	0	4	0	0
S2 Pile Plan	0	0	0	0	0	0	12	0	0
S3/S4 Floor Frmg Plans	0	0	0	0	0	0	24	0	0
S5 Roof Framing Plan	0	0	0	0	0	0	12	0	0
S6 Foundation Details	0	0	0	0	0	0	20	0	0
S7/S9 Framing Details	0	0	0	0	0	0	40	0	0
Design Meetings	16	0	0	0	0	8	0	0	0
Specifications	6	0	0	0	0	0	0	0	0
Quality Control	0	4	0	0	0	0	0	0	0
Permit/Govt Review	4	0	0	0	0	4	0	0	0
<b>TOTAL HOURS</b>	<b>51</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>224</b>	<b>112</b>	<b>0</b>	<b>0</b>
<b>RATE</b>	<b>\$245.00</b>	<b>\$195.00</b>	<b>\$170.00</b>	<b>\$145.00</b>	<b>\$130.00</b>	<b>\$115.00</b>	<b>\$135.00</b>	<b>\$75.00</b>	<b>\$175.00</b>
<b>HOURS * RATE</b>	<b>\$12,495</b>	<b>\$780</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,760</b>	<b>\$15,120</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL LABOR</b>	<b>\$54,155</b>								
<b>EXPENSES</b>									
Reproduction	\$0								
Delivery	\$0								
<b>TOTAL EXPENSES</b>	<b>\$0</b>								
<b>TOTAL FEE</b>	<b>\$54,155</b>								

<b>TASKS</b>	Senior	Principal	Associate	Sr Project	Project	Structural	CAD	Office	Clerical
<b>Construction Admin</b>	Principal			Engineer	Engineer	Designer	Tech	Manager	
Office Consultation	8	0	0	0	0	40	12	0	0
Shop Drawing Review	4	0	0	0	0	20	0	0	0
Site Visits	0	0	0	0	0	0	0	0	0
Record Drawings	0	0	0	0	0	2	2	0	0
<b>TOTAL HOURS</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>14</b>	<b>0</b>	<b>0</b>
<b>RATE</b>	<b>\$245.00</b>	<b>\$195.00</b>	<b>\$170.00</b>	<b>\$145.00</b>	<b>\$130.00</b>	<b>\$115.00</b>	<b>\$135.00</b>	<b>\$75.00</b>	<b>\$175.00</b>
<b>HOURS * RATE</b>	<b>\$2,940</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,130</b>	<b>\$1,890</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL LABOR</b>	<b>\$11,960</b>								
<b>EXPENSES</b>									
Travel	\$0								
Food	\$0								
Lodging	\$0								
Auto	\$0								
Parking	\$0								
Reproduction	\$0								
Delivery	\$0								
<b>TOTAL EXPENSES</b>	<b>\$0</b>								
<b>TOTAL FEE</b>	<b>\$11,960</b>								

January 8, 2021  
**Revised January 15, 2021**

Bettisworth North Architects & Planners  
2600 Denali Street, Suite 710  
Anchorage, AK 99503

ATTENTION: Kate Incarnato

Dear Kate,

**REFERENCE: Nome Public Schools 18-Unit Apartment Building  
Mechanical and Electrical Fee Proposal**

RSA Engineering is pleased to offer a fee proposal for mechanical and electrical engineering services for the referenced project. We have based our scope of work on your e-mail correspondence dated 1/6/2021 and along with the following assumptions:

- Scope: Provide mechanical and electrical engineering services for design of a 25,000 square foot. The project will be located in Nome, Alaska and will be a 2-story apartment building with 18 apartments, mechanical, electrical, telecom, vestibule, and unit storage rooms.
- Mechanical Scope: The mechanical design will include a central boiler system to serve hydronic terminal heat. Ventilation will be provided by individual HRV's for each apartment that draw from a central outside air duct. Plumbing will be designed to extend to the edge of the building. Water and sewer will be connected to city services. Domestic hot water will be provided from hot water generators connected to the boiler system.
- A fire sprinkler system will be performance specified for detailed design by the fire protection contractor.
- Electrical Scope: Electrical design will include interior lighting, site lighting, power for receptacles, unit kitchen appliances, and mechanical equipment, cable television system, door bell system, fire alarm system, and headbolt heater outlets. Perform lighting, load, and short circuit calculations.
- We will provide an AKWarm energy model of the facility to show BEES 5-star compliance. This model will count on a high performance building envelope to achieve the rating.
- Specifications: We will provide bound CSI specifications.
- Deliverables: There will be a 35% submittal in February, a **95%** submittal will be in March, and a 100% signed document in April. The **95%** submittal will be submitted for building permit.
- Cost estimates: We will review two cost estimates provided by others. One cost estimate will be at the 35% submittal and one will be provided at the **95%** submittal.
- Permitting: We will answer any questions that come up during the plan review process and issue any sketches or clarifications as required.
- Construction phase services include, submittal review, DCVR review/response, two construction inspections for each discipline, review of operation and maintenance manuals and preparation of record drawings based upon contractor generated redline mark-ups.

**Exclusions:**

- No site visits to Nome during design have been included.
- Cost Estimating, LEED, and Commissioning services are not included in our proposal.

RSA proposes the following lump sum fees for this project:

<u>Design Phase</u>	<u>Mechanical</u>	<u>Electrical</u>	<u>Total</u>
35% Concept Design	\$33,820.00	\$26,200.00	\$60,020.00
<b>95% Construction Design</b>	\$37,190.00	\$30,410.00	\$67,600.00
100% Construction Documents	\$10,630.00	\$9,230.00	\$19,860.00
Bidding & Permitting	\$1,340.00	\$1,480.00	\$2,820.00
<b>Design Subtotal:</b>	<b>\$82,980.00</b>	<b>\$67,320.00</b>	<b>\$150,300.00</b>

<u>Construction Phase</u>			
In Office C/A	\$19,980.00	\$15,540.00	\$35,520.00
Inspections	\$4,330.00	\$6,010.00	\$10,340.00
<b>C/A Subtotal:</b>	<b>\$24,310.00</b>	<b>\$21,550.00</b>	<b>\$45,860.00</b>

**GRAND TOTALS: \$107,290.00 \$88,870.00 \$196,160.00**

Reimbursable Expenses: **\$3,596.00**

Grand Total with Reimbursable: **\$199,756.00**

Please review and advise if this proposal is acceptable by signing below and returning a copy to our office as our notice to proceed. We look forward to working with you on this project.

Sincerely,

Xuan P. Ta, P.E.  
Principal Electrical Engineer

xpt/mrf/hhm  
21-0007r/P20-377

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Accepted for Bettisworth North Architects & Planners



4103 Minnesota Drive  
Anchorage, AK 99503

P: 907.561.1653  
F: 907.562.0420

mail@hmsalaska.com

DATE
1/15/2021
FEE PROPOSAL NO.
P21-01-09 (Rev. 2)
HMS PROJECT NO.
N/A

<i>Fee Proposal Prepared For:</i>
Bettisworth North 2600 Denali Street, Suite 710 Anchorage, Alaska 99503  Attn: Kate Incarnato

*Project:* Nome Public Schools  
18-Unit Apartment Building

*Location:* Nome, Alaska

**1. Project Description and Service**

Provide cost estimates for construction of an 18-unit, 27,000 SF, two-story apartment building in Nome, Alaska.

Estimates will be prepared in DEED Cost Format and priced for construction on a date to be determined.

**2. Fee Breakdown and Schedule (Lump Sum)**

35% Design Estimate	\$ 10,950.00	<b>Within (12) Full Working Days</b>
95% Design Estimate	<u>12,658.00</u>	<b>Within (14) Full Working Days</b>

**TOTAL FEE:** \$ 23,608.00

Should any phase of estimating be omitted from this proposal, HMS reserves the right to increase fee for subsequent estimate by 10% to 30% depending upon the additional level of effort. Also, add two extra days to the schedule for completion of the estimate.

The above fee does not include preparation of additive bid items or alternates. See 3. Terms below.

Allow the above full working days to provide the proposed services. Time for task completion will begin following receipt of all available design information for that particular phase. Please note the above durations exclude weekends, holidays and partial days. Please give two weeks advance notice for commencing each phase of work.

**3. Terms**

*Deliverable:*

HMS Inc. will provide a copy of our estimate via email in a PDF file format or in Excel, if necessary. Should a hard copy of the estimate be necessary, at your request, a bound or loose copy will be provided to you.



4103 Minnesota Drive  
Anchorage, AK 99503

P: 907.561.1653  
F: 907.562.0420

mail@hmsalaska.com

DATE
1/15/2021
FEE PROPOSAL NO.
P21-01-09 (Rev. 2)
HMS PROJECT NO.
N/A

**3. Terms (Continued)**

*Drawings:*

Architect/Engineer shall provide HMS Inc. with full size, correct scale drawings, along with an electronic set (PDF format preferred). Should these not be provided, it may be necessary to increase our fee proposal and add additional days to complete our work.

Should it be necessary, HMS Inc. has the capability to print one or two drawings, however, depending on the quantity, an additional charge may be added at \$4.00/sheet.

*Additive Bid Items or Alternates:*

Our fee proposal does not include preparing estimates for additive bid items or alternates (except those included in Section 2 Fee Breakdown) that require re-measurement of work items included in the Base Bid cost estimate. We reserve the right to renegotiate our fee should alternates become necessary beyond one or two minor alternates or additive bid items.

*Reimbursable Expenses:*

This fee proposal does not provide for long distance phone calls, site visits, meetings with the owner, or any other unforeseen expenses unless listed in Section 2. Fee Breakdown. Any such items, if required, will be charged on a time-and-expense basis at our current rate schedule.

*Penalty/Bonus Condition:*

This proposal is made on the understanding that we will not be entering into an agreement with the client that includes a penalty/bonus condition dependent on the outcome of the bid. Should such a clause be required, we reserve the right to modify our proposal or possibly withdraw from the project.

*Additional Insured:*

Any requirements to name additional insureds on our insurance policies may be subject to additional fees should fees be added to our policy by our carrier.

*Payment Terms:*

Payment shall be made within (45) days of invoice date. Delayed payment beyond that period is subject to a 1.5% fee per month.

*Expiration Date:*

This fee proposal is valid for (6) months from the date of issue. HMS Inc. reserves the right to adjust the fee to incorporate the current years rates after the (6) month period.

*Change in Scope:*

Should the project scope or format change, HMS Inc. reserves the right to modify this proposal. Written approval for work on increased scope items prior to proceeding with additional work will be required.

*Notice to Proceed:*

Designer/owner will provide written notice to proceed. Delivery of documents is not considered a notice to proceed.

Prepared By:

Kent Gamble, Principal  
KG/as



4103 Minnesota Drive  
Anchorage, AK 99503

P: 907.561.1653  
F: 907.562.0420

mail@hmsalaska.com

DATE
1/15/2021
FEE PROPOSAL NO.
P21-01-09 (Rev. 2)
HMS PROJECT NO.
N/A

## FEE BREAKDOWN (2020 SCHEDULE OF RATES)

*Project:* Nome Public Schools  
18-Unit Apartment Building  
*Location:* Nome, Alaska

*A/E Firm:* Bettisworth North  
*Prepared By:* Kent Gamble, Principal

<i>Discipline</i>	<i>Rate</i>		<i>Hours</i>		<i>Subtotal</i>	<i>Total Hours</i>	<i>Total Fee</i>
<b>35% Design Estimate:</b>							
Estimator V	165.00	x	2	=	330.00		
Estimator IV	144.00	x	25	=	3,600.00		
Estimator III	134.00	x	21	=	2,814.00		
Estimator II	115.00	x	21	=	2,415.00		
Estimator I	77.00	x	16	=	1,232.00		
Office Support II	77.00	x	5	=	385.00		
Office Support I	58.00	x	3	=	174.00		
<b>Total 35% Design Estimate:</b>						<b>93 Hours</b>	<b>\$ 10,950.00</b>
<b>95% Design Estimate:</b>							
Estimator V	165.00	x	2	=	330.00		
Estimator IV	144.00	x	29	=	4,176.00		
Estimator III	134.00	x	24	=	3,216.00		
Estimator II	115.00	x	24	=	2,760.00		
Estimator I	77.00	x	21	=	1,617.00		
Office Support II	77.00	x	5	=	385.00		
Office Support I	58.00	x	3	=	174.00		
<b>Total 95% Design Estimate:</b>						<b>108 Hours</b>	<b>\$ 12,658.00</b>
<b>TOTAL:</b>						<b>201 Hours</b>	<b>\$ 23,608.00</b>