

MEMORANDUM

TO: Board of Education
FROM: Taw Lindsey
Superintendent of Schools
RE: ACTION ITEM
Date: 7-21-2026

Status: Seeking Board approval for architectural services with Nvisions Architecture to assist the District for the DEED CIP application to address three projects in the amount of \$69,564.00. A Detailed budget is listed below:

- Architectural Services for project: \$63,240.00
- Contingency 10%: \$6,324.00
- **Total Approval:** **\$69,564.00**

Option 1: The Board may choose to approve the above action item as listed.

Option 2: The Board may choose to *not* approve the above action item as listed.

Recommendation: The Superintendent recommends the Board to approve the above action item as listed.

Issue Summary:

The District went through a formal RFP process in the spring of 2026 to secure architectural services to assist the District with applying for a Capital Improvement Grant (CIP) through the Alaska Department of Education (DEED). This agreement is the fee schedule to complete the work. The 10% contingency is listed in the event of unknowns that result in change orders. The DEED CIP Grant is intended to address the following critical infrastructural projects:

1. Main water line through the high school campus from 4th Avenue to 8th avenue.
2. High school gutter system replacement.
3. Elementary and Middle School entryway cover pillars replacement.

Attachment: Nvisions fee agreement dated July 15, 2026

July 15, 2026

Mr. Taw Lindsey, Superintendent
Annette Island School District
P.O. Box 7
Metlakatla, AK 99926

RE: ANNETTE ISLAND SCHOOL DISTRICT – DEFERRED MAINT. COMPONENT CONDITION ASSESSMENT & 35% DESIGN SERVICES
File: 2600.18 Proposal / Agreements

Dear Taw,

Nvision Architecture, Inc. appreciates this opportunity to provide you with a proposed Agreement of fees and services on the above referenced project.

Project Summary

Our understanding is that the Annette Island School District (AISD) is seeking professional services under the current term contract to perform Component Condition Surveys for three deferred maintenance components at the school campus in Metlakatla, Alaska, followed by the preparation of 35% design documents for the recommended improvements. The components identified for evaluation are:

1. Underground water line serving the campus in front of the High School (extending from 4th Avenue to 8th Avenue)
2. Exterior gutter system on the High School
3. Exterior wood log canopy supports at the Middle School and Elementary School

The Component Condition Surveys will document the existing condition of each system, identify deficiencies, evaluate the causes of deterioration or failure, and assess the remaining useful life of the components. Based on our findings, we will provide recommendations for repair or replacement of the deficient systems, along with conceptual approaches to address the identified issues. Each report will include documentation of the observed deficiencies, recommended corrective actions, and an opinion of probable construction cost to assist AISD in understanding the anticipated funding required to restore these components and maintain compliance with current applicable building codes and standards.

Following completion of the condition surveys, we will prepare 35% design documents that establish the recommended design approach for each improvement project. These documents will provide the level of detail necessary to define the scope of work, establish the basis for project budgeting, and support future design development and construction. The 35% design services will include:

- Existing Conditions Verification
- Conceptual Site and Building Improvements
- Preliminary Architectural, Civil, & Structural Engineering Coordination, as applicable
- Outline Technical Specifications
- Preliminary Code Analysis
- Opinion of Probable Construction Cost
- 35% Design Drawings suitable for planning and budgeting purposes

We understand that the primary purpose of the Component Condition Surveys and the 35% design documents is to support future State of Alaska Department of Education and Early Development (DEED) deferred maintenance grant applications. While any subsequent repair or replacement work will be funded under separate future projects, our

approach will consider the long-term implementation of the recommended improvements to facilitate an efficient transition into final design and construction.

To maximize the value of this effort, we will review and incorporate available record drawings and previous project documentation provided by AISD. We will also coordinate with the District's DEED grant consultant to ensure that the condition surveys, cost estimates, and preliminary design documents align with the grant application requirements and provide the technical information necessary to support future funding requests.

Scope of Services

Scope of services includes services provided by the Architect, the Architect's Employees, and Architect's Consultants. Service shall be performed as expeditiously as is consistent with professional skill and care. Time limitation will be as outlined further in these documents. Services consist of the following and any normal civil, structural, and cost estimating services.

Project Administration/Management and Design Services

- Project Administration
- Consultant Coordination/Document Checking
- Owner-Supplied Data Coordination
- Schedule Development/Monitoring
- Preliminary Estimate for the Cost of Work
- Life Safety Analysis and Code Study
- Written Survey and Report
- Schematic Design Deliverables

Changes or Additions in the Work

After execution of the Contract, changes in the Work may be accomplished. The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract schedule, scope and compensation being adjusted accordingly. Additional services shall be provided if authorized and confirmed in writing by the Owner and shall be paid for by the Owner as agreed through negotiation.

Supplemental Conditions

1. Only services listed above are provided.
2. Fees do not include reimbursables as listed later in this document.
3. All required consultants (Civil, Structural, and Cost Estimating) shall contract directly with Architect.
4. Unless otherwise provided in this Agreement, the Architects or the Architect's Consultants shall not have any responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project Site, including but not limited to asbestos, asbestos products, polychlorinated biphenyls (PCBs) or other toxic substances.
5. The Architect and Architect's Consultants shall have the right to use representations such as photographs, among the Architect's or Architect's Consultants promotional and professional materials. Representations shall not include Owner's confidential or proprietary information if Owner advises the Architect of such items in writing.
6. Site visit is included in scope of work.
7. Work will commence after receipt of signed contract agreement.
8. Deliverables will include a digital copy of the completed component condition survey and 35% Schematic Design Drawings.

Payments and Compensation

We proposed to perform the above services on a lump sum, except where noted Time and Material, basis in the following amount:

Assessment and Survey Report Services

Architectural	\$12,960
Civil	6,200
Cost Estimating	2,500
Consultant Mark-up 10%	<u>870</u>
Total	\$22,530

Estimated Reimbursables: \$2,000

Schematic Design Services

Architectural	\$14,400
Civil	13,350
Structural	3,000
Cost Estimating	5,750
Consultant Mark-up 10%	<u>2,210</u>
Total	\$38,710

Grand Total: \$63,240

The Architect shall be reimbursed for expenses incurred in the interest of the project, plus an administrative fee of ten percent (10%). Reimbursable items include:

1. Printing and Reproduction of Graphics/Drawings
2. Travel Expenses (including meals)
3. Postage and Shipping

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid (30) days after invoice date shall bear interest from the date payment is due at the rate of (10%).

Proposed Schedule

Our proposed schedule is as follows:

Conduct Condition Assessment	June 3, 2026
Submit Complete Survey Report	July 31, 2026
Submit Schematic Design	July 31, 2026
Submit Cost Estimates	August 14, 2026

If through no fault of the Architect, the services covered by this Agreement have not been completed within six (6) months of the date hereof, compensation for the Architect's services beyond that time shall be appropriately adjusted.

Termination, Suspension or Abandonment of Work

The Agreement can be terminated by either party upon no less than seven days' written notice should either party fail substantially to perform in accordance to this Agreement through no fault of the party initiating the termination.

Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

If the Owner fails to make payments when due the Architect for services and expenses, the Architect may, upon seven days of written notice to the Owner, suspend services under this Agreement. Unless payment in full is received by the Architect within seven days of the written notice, the suspension shall take effect without further notice. In

the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

If the project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to the notice of such suspension. When the project is resumed, the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of Architectural services.

This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect in the event that the project is permanently abandoned. If the project is abandoned by the Owner for more than 90 consecutive days, the Architect may terminate this Agreement with written notice. In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with reimbursable expenses then due.

Ownership and Use of Architect's Drawings, Specifications and Other Documents

Intellectual Property and Copyrights

Documents prepared by the Architect and Architect's Consultants are instruments of service of the Architect's or Consultant's service for use by CRSD with respect to this project and and future projects involving these schools for which the instruments of service may be relevant or beneficial, including funding requests, additions, maintenance, remodeling, and renovations to these schools. The Architect or Consultant shall retain all common law, statutory and other reserved rights, including the copyright. They are not to be used by the Contractor, Subcontractor, or material or equipment supplier for other projects without the written consent of the Owner and Architect. Transfer of the Architect's or Consultant's information, in electronic or hard copy formats, does not transfer any license or extinguish the Architect's or Consultant's right to reuse the information in the general use of professional practice.

Re-Use

Re-use or transfer of documents by anyone other than the Architect or Architect's Consultant, or without their verification and adaptation may be a violation of copyright and is at the Owner's own risk. The Owner shall indemnify, protect and hold harmless Nvision Architecture, Inc., their employees and their consultants from any harm, claims, losses or damages resulting from such re-use.

Electronic Media Copies

Data stored in electronic media can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator; therefore, signed and sealed hard copy documents will govern over any conflict or change.

Indemnification

Nvision Architecture, Inc. (Architect) shall indemnify, defend, and hold harmless CRSD from and against any claim of, or liability for, negligent acts, errors, and omissions of Architect or its Consultants under this agreement. Architect is not required to indemnify, defend, or hold harmless CRSD for a claim of, or liability for, the independent negligent acts, errors, or omissions of CRSD. If there is a claim of, or liability for, a joint negligent act, error, or omission of the Architect or its Consultants, and CRSD, this indemnification, defense, and hold harmless obligation shall be apportioned on a comparative fault basis.

Insurance

Nvision Architecture, Inc. and their consultants are covered by Professional Liability Insurance. Insurance requirements above or beyond our standard limits will require negotiation on an as-needed basis due to the increase in fees/premiums. Proof of insurance from the Architect or any consultant shall be made available upon request by the Owner.

Your signature below will serve as an acceptance of this proposed Agreement. Please forward an original signed copy to our office. We look forward to working with you on this project.

Should you have any questions, please do not hesitate to call.

Sincerely,

NVISION ARCHITECTURE, INC.



Paul Baril, AIA
Principal Architect

Attachments

- 2026 Nvision Rates
- RESPEC (Civil) Fee Proposal

Agreed:

Signature

Title / Discipline

Date

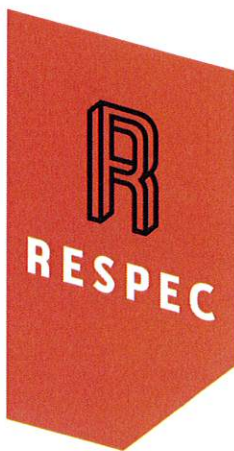


Personnel Hourly Rates

January 1, 2026

Principal Architect	\$250.00
Associate Principal	\$210.00
Sr. Project Architect	\$200.00
Project Architect	\$180.00
Project Manager	\$160.00
Job Captain	\$150.00
Intern Architect	\$110.00
CAD Level I	\$120.00
CAD Level IV	\$110.00
Administrative	\$120.00

All reimbursables are subject to a 10% mark-up



July 6, 2026

NVision Architecture, Inc.
1600 A Street, Suite 300
Anchorage, Alaska 99501

ATTN: Paul Baril, AIA
Principal Architect

RE: Annette Island School District Metlakatla High School Water Line Replacement
Alternative Analysis and Concept Development

Dear Paul,

RESPEC is pleased to provide NVision Architecture with a fee proposal for the Annette Island School District (AISD) Metlakatla High School. Metlakatla High School is located at 4th and Lower Milton Street in Metlakatla, Alaska. The existing waterline that serves the high school is in need of replacement and AISD would like relocate the waterline further away from the building.

The Metlakatla High School is served by a community water system operated by the Metlakatla Indian Community. The school is connected to water mains in 8th Avenue and 4th Avenue (providing a looped system.) Water service to the school runs underneath the school's driveway east of the school near the high school building (within 10 feet). The water service provides service to the school in two separate locations (north side of the school west of the entrance and on the southeast side of the school. This water service also provides service to the CTE Building and the High School Annex Building. In addition to drinking water, the water service provides water for fire systems including sprinklers and hydrants (exterior to the building.) AISD has experienced maintenance issues with this line including water breaks and would like to relocate this line south of the school.

SCOPE OF WORK

RESPEC will perform the following services for waterline replacement:

Concept Development

Concept Analysis – RESPEC will prepare a conceptual alignment for the waterline based on available information including property boundary and lot restrictions, existing utilities, existing buildings, water connection points and other existing site facilities. These routes will be based on information obtained from as-builts, water system maps, GIS data, and site photography.

2700 GAMBELL STREET
SUITE 500
ANCHORAGE, AK 99503
907.743.3200

respec.com

Schematic Design (35%)

Schematic Design –RESPEC will prepare schematic level drawings using LIDAR survey data, existing school as-builts, GIS data, water system asbuilts, and site photography. These drawings will include plan layout of the water line, proposed trench sections, plan and profiles, and identification of impacts with existing site features and utilities.

ADDITIONAL INFORMATION NEEDED

To assist with design, RESPEC requests the following additional information for concept development and schematic design:

- Metlakatla Indian Health As-builts for water mains in 4th Avenue and 8th Avenue at the high school.
- Available Geotechnical Data

ASSUMPTIONS

- No site visit will be completed by RESPEC. AISD will provide RESPEC with information on water and sewer service connections to the High School, the High School Annex, and the CTE Building.
- No survey will be completed as part of the concept or schematic design. A topographical and utility survey will be required to be completed for Construction Documents.
- Property data will be supplied by AISD. Boundary survey will be required for Design Development
- Work will include a desktop review of existing available data for contaminated sites and wetlands from the Alaska Department of Environmental Conservation (ADEC) and Alaska Corp of Engineers. No environmental site investigations will be completed as part of this project.
- A review of existing geotechnical data will be completed based on provided information. No geotechnical

SCHEDULE

RESPEC is prepared to begin work within one week of an issued Notice to Proceed and will complete the concept alternative development within two weeks of when the additional information is provided. RESPEC understands that time is of the essence and will complete the Concept Development within 1 week of receiving the NTP. Schematic Design will be completed by July 30, 2026.

FEE SUMMARY

RESPEC will complete the above-mentioned work on a lump sum basis for **\$19,840**. See below for fee breakdown.

Task	Cost
Task 400 – Concept Design	\$6,200.00
Task 410 – Schematic Design	\$13,350.00
Total:	\$19,550.00

Please see the attached fee spreadsheet for the requested work. RESPEC will keep you apprised of budget and scope status throughout the duration of the project and alert you of any non-scope items that may affect the budget.

We appreciate the opportunity to be of service to NVision on the AISD, and we look forward to working with you. Should you have any questions, please do not hesitate to contact me at your convenience.



Sincerely,

Rebecca Campbell, P.E.
Civil Engineer V
RESPEC