

Special Meeting  
Wednesday, April 23, 2025 5:30 PM

Virtual Online via Ring Central  
109 Charles W St  
Petersburg, AK 99833

## **Agenda**

1. **CALL TO ORDER**
2. **DETERMINE QUORUM**
3. **ACTION:** Agreement for CIP Contract Administration - MS/HS Roof
4. **ACTION:** Agreement for CIP Contract Administration- HS Office Remodel
5. **ADJOURN**

**WORK PLAN AND FEE PROPOSAL  
LCG LANTECH, INC**

		Principal in Charge	Principal I	Sr Engineer IV	Architect III	Sr Engineer III	Engineer Tech. IV	Engineer Tech. III	Office Tech II	Amount
		221.00	189.00	185.00	160.00	164.00	116.00	110.00	105.00	
<b>PBSD</b>										
<b>HS-MS Roof Replacement</b>										
<b>CA Services</b>										
<b>Revision 0 - 3.21.25</b>										
<b>HOURLY LABOR RATES</b>										
<b>CONST ADMINISTRATION (CA) OFFICE</b>										
1	Task coordination; general mgmt	6			12	6			6	4,860.00
2	Preconstruction Conference;	1			4	2			1	1,294.00
3	Submittal Reviews; responses				9	3	4		2	2,606.00
4	DCVR and RFI reviews; responses; coord				9	3	4	4	1	2,941.00
5	Prepare As-Built Record Drawings; coord				6	2	4	4	1	2,297.00
<b>M&amp;E Consultant: HZA Engineering</b>										
<b>Expenses</b>										
<b>SUBTOTAL</b>										
		7			40	16	12	8	11	<b>22,535.50</b>
<b>CONST ADMINISTRATION (CA) SITE</b>										
1	Task coordination; general mgmt	4			8				4	2,584.00
2	Interim Architectural Inspection	20							2	4,630.00
3	Substantial Completion (Arch)	20							2	4,630.00
4	Final Inspection (Arch)	20							2	4,630.00
5	Trip Reports	6							6	1,956.00
<b>M&amp;E Consultant: HZA Engineering</b>										
<b>Expenses</b>										
<b>SUBTOTAL</b>										
		70			8				16	<b>36,793.20</b>
<b>TOTAL LABOR HOURS</b>										
		77			48	16	12	8	27	
<b>TOTAL FEE</b>										
										<b>59,328.70</b>

**WORK PLAN AND FEE PROPOSAL**  
**LCG Lantech, Inc.**

<b>PBSD</b> <b>HS-MS Roof Replacement</b> <b>CA Services</b> <b>Revision 0 - 3.21.25</b>				
EXPENSE ITEM	UNITS	QUANTITY	UNIT COST	AMOUNT
<b>CONST ADMINISTRATION (CA) OFFICE</b>				
<b>REIMBURSABLE COSTS (Cost+15%)</b>				
Miscellaneous Expenses	job	1	250	250.00
Mark-up at Cost + 15%				37.50
<b>SUBTOTAL EXPENSES @ 15% Mark-up</b>				<b>287.50</b>
<b>I. Site Inspection Visit</b>				
Airfare: ANC to Petersburg	round trip	3	\$ 1,100.00	3,300.00
Lodging	job	3	200.00	600.00
Per diem	job	6	95.00	570.00
Parking	day	3	16.00	48.00
Car Rental	job	3	150.00	450.00
Mark-up - 15%				745.20
<b>SUBTOTAL SITE INSPECTION EXPENSES</b>				<b>\$ 5,713.20</b>
<b>TOTAL EXPENSES</b>				<b>\$ 6,000.70</b>



April 30, 2024

LCG Lantech, Inc.  
250 H Street  
Anchorage, AK 99501

Attention: Wallace Swanson

Subject: PBSB Middle/High School Roof Replacement.

Dear Wally:

Thank you for the opportunity to provide this proposal for mechanical and electrical engineering services for the referenced project. We understand the scope of work to be as follows:

1. **General:** Mechanical and electrical design associated with replacement of the roof at the Petersburg middle school / high school located in Petersburg Alaska. We understand the existing school is approximately 95,000 square feet and consists of several different roof types. We anticipate the project will be procured as a design bid type project. We anticipate the scope of work will include repairs indicated in the roof condition survey report dated April 2023, 35% schematic design drawings, as well as associated email correspondence during the weeks of 4/15-4/26.
2. **Site Investigation:** We have included a separate line item for a site visit to Petersburg as part of the design process to gather and verify information relating to mechanical and electrical systems to facilitate roof replacement. We note the site visit may be combined with a site visit for the Front Office Upgrades project if both project schedules allow. We anticipate the site visit will be a two-day trip with overnight stay in Petersburg due to availability of flights. We anticipate the Petersburg School District will provide transportation to/from the airport and to our hotel if out of walking distance.
3. **Mechanical Design:** We anticipate mechanical design to include plumbing and HVAC systems as applicable to roof replacement. We anticipate the majority of the roof mounted equipment will be removed and reinstalled to facilitate roof replacement. We do not anticipate design associated with replacement of roof mounted equipment unless specifically indicated. We anticipate mechanical design associated with systems and repairs will be limited to the following:
  - New overflow drain serving Roof Area E
  - Insulation on ductwork located in the attic.
  - Removal and reinstallation of mechanical systems located in the mechanical room.
4. **Electrical Design:** We anticipate electrical design to include power and lighting systems as applicable to roof replacement. We anticipate this will be limited to

equipment on the roof and fixtures/device in/on the ceiling in Mechanical Room 202. It is our understanding that existing equipment is to be removed and reinstalled and that no new equipment, fixtures, or devices is to be installed. We anticipate design for disconnection and reconnection of power connections to this equipment. It is our understanding that new heattrace is not to be added and that the Tsunami warning system, if needed to be removed and/or disconnected and reconnected, will be by others and is not included in our design.

5. Specialty Systems: We do not anticipate any scope of work associated with specialty systems such as camera surveillance, security systems, sound, and similar systems.
6. Fire Protection Systems: We anticipate that fire protection systems including sprinkler systems and fire alarm systems will be performance specified with actual system design by the specialty contractor.
7. Seismic Restraint: The proposed fees do not include design of seismic restraint systems. Such systems are structural in nature and are not relevant to mechanical and electrical design. We anticipate that design of seismic restraint systems will be addressed by the subcontractor as a deferred submittal.
8. Cost Estimating: We anticipate that others will prepare cost estimating if required and it is not included in our proposed fees.
9. Specifications: We anticipate providing sheet type specifications.
10. Bid/Construction Administration Phase: We have included a separate line item for providing bid and construction phase services to include response to questions during bidding, review of contractor submittals, responding to contractor questions, one site inspection (rough-in) for each discipline, and preparation of record drawings based on contractor field markups.

For these mechanical/electrical engineering services we propose lump sum fees as follows:

**35% Schematic Design**

Mechanical	\$ 6,000
<u>Electrical</u>	<u>\$ 4,500</u>
Subtotal	\$ 10,500

**65% Design Development**

Mechanical	\$ 5,500
<u>Electrical</u>	<u>\$ 4,000</u>
Subtotal	\$ 9,500

**95% Construction Documents**

Mechanical	\$ 5,500
<u>Electrical</u>	<u>\$ 4,000</u>
Subtotal	\$ 9,500

**Bid Documents**

Mechanical	\$ 2,000
<u>Electrical</u>	<u>\$ 1,500</u>
Subtotal	\$ 3,500

**Site Investigation**

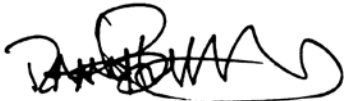
Mechanical	\$ 5,000
<u>Electrical</u>	<u>\$ 5,000</u>
Subtotal	\$ 10,000

**Bid/Construction Phase Support**

Mechanical	\$ 9,000
<u>Electrical</u>	<u>\$ 9,000</u>
Subtotal	\$ 18,000

Thank you again for your consideration on this project. If you have any questions or comments, please contact me.

Sincerely,



Randy Burnham, PE  
HZA Engineering

**WORK PLAN AND FEE PROPOSAL  
LCG LANTECH, INC**

		Principal in Charge						Office Tech II			Amount
		Principal I	Sr Engineer IV	Architect III	Sr Engineer III	Engineer Tech. IV	Engineer Tech. III	Engineer Tech. III	Engineer Tech. III	Office Tech II	
		221.00	189.00	185.00	160.00	164.00	116.00	110.00	105.00		
<b>HOURLY LABOR RATES</b>											
<b>CONST ADMINISTRATION (CA) OFFICE</b>											
1	Task coordination; general mgmt	6			12	6			6		4,860.00
2	Preconstruction Conference;	1			4	2			1		1,294.00
3	Submittal Reviews; responses				9	3	4		2		2,606.00
4	DCVR and RFI reviews; responses; coord				9	3	4	4	1		2,941.00
5	Prepare As-Built Record Drawings; coord				6	2	4	4	1		2,297.00
	<b>M&amp;E Consultant: HZA Engineering</b>										8,250.00
	<b>Expenses</b>										287.50
	<b>SUBTOTAL</b>	7			40	16	12	8	11		<b>22,535.50</b>
<b>CONST ADMINISTRATION (CA) SITE</b>											
1	Task coordination; general mgmt	4			8				4		2,584.00
2	Substantial Completion (Arch)	20							2		4,630.00
3	Final Inspection (Arch)	20							2		4,630.00
4	Trip Reports	6							6		1,956.00
	<b>M&amp;E Consultant: HZA Engineering</b>										12,650.00
	<b>Expenses</b>										3,808.80
	<b>SUBTOTAL</b>	50			8				14		<b>30,258.80</b>
	<b>TOTAL LABOR HOURS</b>	57			48	16	12	8	25		
	<b>TOTAL FEE</b>										<b>52,794.30</b>

**WORK PLAN AND FEE PROPOSAL**  
**LCG Lantech, Inc.**

<b>PBSD</b> <b>High School Office Remodel</b> <b>CA Services</b> <b>Revision 0 - 3.21.25</b>				
EXPENSE ITEM	UNITS	QUANTITY	UNIT COST	AMOUNT
<b>CONST ADMINISTRATION (CA) OFFICE</b>				
<b>REIMBURSABLE COSTS (Cost+15%)</b>				
Miscellaneous Expenses	job	1	250	250.00
Mark-up at Cost + 15%				37.50
<b>SUBTOTAL EXPENSES @ 15% Mark-up</b>				<b>287.50</b>
<b>I. Site Inspection Visit</b>				
Airfare: ANC to Petersburg	round trip	2	\$ 1,100.00	2,200.00
Lodging	job	2	200.00	400.00
Per diem	job	4	95.00	380.00
Parking	day	2	16.00	32.00
Car Rental	job	2	150.00	300.00
Mark-up - 15%				496.80
<b>SUBTOTAL SITE INSPECTION EXPENSES</b>				<b>\$ 3,808.80</b>
<b>TOTAL EXPENSES</b>				<b>\$ 4,096.30</b>



April 30, 2024

LCG Lantech, Inc.  
250 H Street  
Anchorage, AK 99501

Attention: Wallace Swanson

Subject: PBSB Middle/High School - Front Office Upgrades

Dear Wally:

Thank you for the opportunity to provide this proposal for mechanical and electrical engineering services for the referenced project. We understand the scope of work to be as follows:

1. **General:** Mechanical and electrical design associated reconfiguration of offices located near the front of the Petersburg middle school / high school located in Petersburg Alaska. The office area to be reconfigured is indicated on the preliminary drawings as approximately 2,100 square feet. We anticipate the project will be procured as a design bid type project.
2. **Site Investigation:** We have included a separate line item for a site visit to Petersburg as part of the design process to gather and verify information relating to mechanical and electrical systems to facilitate office upgrades. We note the site visit may be combined with a site visit for the Roof Replacement project if both project schedules allow. We anticipate the site visit will be a two-day trip with overnight stay in Petersburg due to availability of flights. We anticipate the Petersburg School District will provide transportation to/from the airport and to our hotel if out of walking distance.
3. **Mechanical Design:** We anticipate mechanical design to include plumbing and HVAC systems as applicable to reconfiguration of the office area. We anticipate redistribution of existing systems unless otherwise noted. We anticipate modifications to the existing heating, plumbing, and ventilations systems as appropriate for the new space layout. We note the preliminary plans show a new heating zone located on the building exterior. We note a new exhaust fan to serve the Sick Room may be added as determined during design.
4. **Electrical Design:** We anticipate electrical design to include power, lighting, and telecommunication systems as applicable to the renovated Admin. spaces. We do not anticipate providing design for any exterior fixtures or devices. We understand that the existing main telecommunication equipment is not located within the space to be renovated, and anticipate that the equipment has capacity for the new devices and cables and therefore do not anticipate design for any new telecom equipment. We anticipate that the existing electrical service and distribution panels have adequate

capacity and configuration for the new loads to be added and our fees therefore do not include design for upgrade or modification of the service or distribution panel.

5. Specialty Systems: We anticipate providing design for the removal and relocation of existing specialty system devices such as intercom, clock, access entry, and cameras to new locations as applicable to the renovated spaces. We do not anticipate any new devices will need to be added. We understand that the existing space to be renovated does not contain the headend equipment for these systems or any other electrical specialty systems and therefore we do not anticipate design for the upgrade or replacement of these systems.
6. Existing MEP infrastructure: The proposed fees are based on the assumption that the existing building MEP infrastructure has adequate capacity and is readily available to serve the proposed renovation. The proposed fees do not include upgrade of existing MEP infrastructure unless specifically noted.
7. Fire Alarm: We anticipate providing design for the removal and relocation of existing fire alarm devices to new locations as applicable to the renovated spaces. We anticipate this design will be performance specified with actual system design by the specialty contractor. We understand that the existing space to be renovated does not contain the fire alarm control panel or other headend equipment and anticipate that the renovation will not require a complete system replacement and therefore we do not anticipate design for the upgrade or replacement of the fire alarm system.
8. Fire Protection Systems: We anticipate modification to existing fire protection systems including sprinkler systems and fire alarm systems will be performance specified with actual system design by the specialty contractor.
9. Seismic Restraint: The proposed fees do not include design of seismic restraint systems. Such systems are structural in nature and are not relevant to mechanical and electrical design. We anticipate that design of seismic restraint systems will be addressed by the subcontractor as a deferred submittal.
10. Cost Estimating: We anticipate that others will prepare cost estimating if required and it is not included in our proposed fees.
11. Specifications: We anticipate providing sheet type specifications.
12. Bid/Construction Administration Phase: We have included a separate line item for providing bid and construction phase services to include response to questions during bidding, review of contractor submittals, responding to contractor questions, one site inspection (rough-in) for each discipline, and preparation of record drawings based on contractor field markups.

For these mechanical/electrical engineering services we propose lump sum fees as follows:

**35% Schematic Design**

Mechanical	\$ 4,500
<u>Electrical</u>	<u>\$ 6,000</u>
Subtotal	\$ 10,500

**65% Design Development**

Mechanical	\$ 4,000
<u>Electrical</u>	<u>\$ 5,500</u>
Subtotal	\$ 9,500

**95% Construction Documents**

Mechanical	\$ 4,000
<u>Electrical</u>	<u>\$ 5,500</u>
Subtotal	\$ 9,500

**Bid Documents**

Mechanical	\$ 1,500
<u>Electrical</u>	<u>\$ 2,000</u>
Subtotal	\$ 3,500

**Site Investigation**

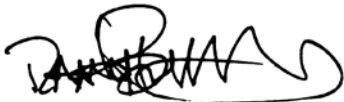
Mechanical	\$ 5,000
<u>Electrical</u>	<u>\$ 5,000</u>
Subtotal	\$ 10,000

**Bid/Construction Phase Support**

Mechanical	\$ 9,000
<u>Electrical</u>	<u>\$ 9,000</u>
Subtotal	\$ 18,000

Thank you again for your consideration on this project. If you have any questions or comments, please contact me.

Sincerely,



Randy Burnham, PE  
HZA Engineering