



## BOARD OF DIRECTORS SPECIAL BOARD MEETING

Tuesday, June 29, 2021 @ 4:00 P.M.

IGU Office: 3408 International Street, Fairbanks, AK

Future IGU Office Location: 2525 Phillips Field Road Fairbanks, AK

### DRAFT AGENDA

*To participate via teleconference, call 1-253-215-8782;  
when prompted, enter meeting ID 867 6175 2052, Password 170252*

\*Given the ongoing COVID-19 concerns this meeting will be held **telephonically** only. Packets will be available to the public outside the door of the IGU Office \*

#### Join Zoom Meeting

<https://us02web.zoom.us/j/86761752052?pwd=NXRvODB3TWVXdEdNeHpYNDRKZDE2QT09>

1-253-215-8782

**Meeting ID:** 867 6175 2052

**Password:** 170252

#### I. CALL TO ORDER

- Roll call
- Approval of Agenda
- Public Comment – *limited to three minutes*

#### II. NEW BUSINESS (Board Discussion & Possible Action)

- 2525 Phillips Field Road Office Renovation Budget Approval and Contract Award
  - Resolution 2021-11 A RESOLUTION APPROVING THE CONTRACT AWARD FOR OFFICE RENOVATIONS OF 2525 PHILLIPS FIELD ROAD & INCREASING THE FISCAL YEAR 2022 BUDGET .....Page 04

#### III. DIRECTOR REQUESTS FOR IGU INFORMATION

#### IV. CLOSING COMMENTS

- General Manager
- IGU Attorney
- Directors

#### V. ADJOURNMENT

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE DELETION OF ITEMS OR EXECUTIVE SESSIONS, IF NEEDED.

# Public Comment

*Limited to 3 minutes*

# RESOLUTION 2021-11

## 2525 Phillips Field Road Office Renovation Budget Approval and Contract Award

**Suggested Motion:** Move to approve Resolution 2021-11 A RESOLUTION APPROVING THE CONTRACT AWARD FOR OFFICE RENOVATIONS OF 2525 PHILLIPS FIELD ROAD & INCREASING THE FISCAL YEAR 2022 BUDGET



Considered on: June 29, 2021

Approved on: June 29, 2021

**RESOLUTION No. 2021-11**

**A RESOLUTION APPROVING THE CONTRACT AWARD FOR OFFICE RENOVATIONS OF 2525 PHILLIPS FIELD ROAD & INCREASING THE FISCAL YEAR 2022 BUDGET**

**WHEREAS**, the Interior Gas Utility (IGU) Board of Directors approved IGU's purchase of 2525 Phillips Field Road for IGU office and warehouse headquarters; and

**WHEREAS**, the purchase of the property has been completed; and

**WHEREAS**: the IGU Board of Directors approved the FY 2022 Budget on June 1, 2021 including the renovation cost of \$300,000; and

**WHEREAS**: IGU staff and consultants completed design work for the required renovations, including new offices, board room and IT room; and

**WHEREAS**: IGU issued RFP 01-2021 – IGU Phillips Field Road Office Remodel, for the construction of the renovations in accordance with IGU procurement manual; and

**WHEREAS**: IGU received two responses to RFP 01-2021 and IGU's Evaluation Committee recommends an award to ALCAN Builders Inc. as the highest rank responder in accordance with IGU evaluation criteria;

**NOW, THEREFORE, BE IT RESOLVED**: that the IGU Board of Directors authorizes the IGU General Manager to award an agreement with ALCAN Builders in the amount of \$329,782.00 and complete all necessary documents to award the contract for renovations to 2525 Phillips Field Road.

**NOW, BE IT FURTHER RESOLVED**, that the IGU Board of Directors authorizes an increase to the Fiscal Year 2022 Budget for the office renovations from \$300,000 to \$465,000.00

Attachments: Revised Renovation Budget

Approved:

\_\_\_\_\_  
Steve Haagenson - Chair, IGU Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heather Thomas, Secretary to the IGU Board of Directors

\_\_\_\_\_  
Date

2525 Renovation Budget

Item	Description	Units	Qty	Price	Total	Comments
1	Gas Fired Boilers	Each	2	\$ 5,500.00	\$11,000	Budgetary Pricing provided by Frontier for a 300,000 BTU Modcon Boiler
2	Boiler Install	Each	2	\$ 5,000.00	\$10,000	Estimate
3	Office Build	Each	8	\$ 15,000.00	\$120,000	Budgetary Pricing by Capital Office
4	Cubicle/Work Station	Each	8	\$ 6,000.00	\$48,000	Internet Search
5	Board Room	Sq. Ft.	900	\$ 50.00	\$45,000	Budget based on Capital Office \$/sqft
6	Carpet	Sq. Ft.	2400	\$ 5.00	\$12,000	
7	Electric	Each	8	\$ 1,500.00	\$12,000	
8	Lighting Retrofit Warehouse	Each	20	\$ 300.00	\$6,000	
9	Architect	Each	1	\$ 10,000.00	\$10,000	
10	IT Move	Each	1	\$ 15,000.00	\$15,000	Rough Estimate
				Sub-Total	\$289,000	
				Contingency	10%	\$28,900
				<b>Total</b>	<b>\$317,900</b>	

Revised Renovation Budget

Item	Description	Units	Qty	Price	Total	Comments
1	Gas Fired Boilers & Mechanical Room Equipment	Lump Sum	1	\$ 2,912.76	\$2,913	Frontier Plumbing
2	Boiler Install	Each	2	\$ 5,000.00	\$10,000	Estimate
3	Office Build / Board Room /IT Room	Lump Sum	1	\$ 329,782.00	\$329,782	Per RFP 01-2021
4	Cubicle/Work Station	Each	4	\$ 6,000.00	\$24,000	Internet Search, Reduced QTY.
5	Board Room	Sq. Ft.	750	\$ -	\$0	Included with Item 3
6	Carpet	Sq. Ft.	2400	\$ -	\$0	Included with Item 3
7	Electric	Each	8	\$ -	\$0	Included. with Item 3
8	Lighting Retrofit Warehouse	Each	20	\$ 300.00	\$6,000	
9	Architect	Each	1	\$ 24,750.00	\$24,750	Design AK
10	IT Move	Each	1	\$ 15,000.00	\$15,000	Rough Estimate
11	General Moving Expense	Lump Sum	1	\$ 10,000.00	\$10,000	Estimate
				Sub-Total	\$422,445	
				Contingency	10%	\$42,244
				<b>Total</b>	<b>\$464,689</b>	

# Director Requests for IGU Information

# Closing Comments

- General Manager
- IGU Attorney
- Directors

# ADJOURNMENT