



NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION BY A PUBLIC SERVANT

Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.

Prior to application, bid, and response submittal, this form must be filed with the Municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response. AMC 1.15.100B.1.

1. **Name:** Alissa Rountree **Phone:** (907) 223-1798

Email: rountree_alissa@asdk12.org

2. **I hereby provide notice that I or a member of my immediate family or household intend to respond to the following public solicitation:**

Solicitation No. 2026-605 Issued by: Anchorage School District Submission Deadline: Sept. 12, 2025

Project Description: Design Services ASD Transportation Center Garage Renovation

Solicitation is to provide: professional Architectural design services

Respondent proposes to: serve as prime consultant provide architectural and related design services

3. **I am a(n) ...** ☒ **Employee** Municipal Department: _____
MOA Corporate Authority: _____
ASD Department/School: Anchorage School District-Bowman Elementary
Job Title: Teacher

☐ **Board Member** Board/Commission/Authority/LRSA: _____

☐ **Elected Official** Elected Office: _____

4. **Please check one of the following:**

☒ Neither I, nor any member of my immediate family or household take any official actions that could directly affect the request for services, nor the award, execution, or administration of the solicitation.

☐ I, or a member of my immediate family or household, do take official actions that could directly affect the request for services, or the award, execution, or administration of the solicitation, and the following steps have been taken to prevent a potential conflict of interest: ***Please provide the information requested on the back of this form. (Attach separate sheets as necessary.)***

5. **All filers must affirm the following statement:** I am filing this notice timely for publication and I shall submit a copy to the Purchasing Department with my response to the solicitation. **I affirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge.**



Signature

September 4, 2025

Date

FOR MUNICIPAL CLERK'S OFFICE USE ONLY

Note: The Municipal Clerk's Office will publish this notice on the Municipality of Anchorage Website (www.muni.org).

Date Received: 09-05-2025

Date Electronically Published: 09-08-2025

TO THE PURCHASING OFFICER:

Return completed form to the Municipal Clerk's Office upon award of this public solicitation.

The integrity of the public solicitation process is not adversely affected by this award.

Purchasing Officer _____

Date _____

I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

Identify the Municipal Contract: *(Attach separate sheets as necessary.)*

Contract Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Amount of interest held: _____ ☐ self or ☐ family-household member

Could the performance of your official duties in any way affect the contract? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

and/or ...

Identify the Entity engaging in business with the Municipality: *(Attach separate sheets as necessary.)*

Entity Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Title of position held: _____ ☐ self or ☐ family-household member

Describe the responsibilities of the position held:

Could the performance of your official duties in any way affect the entity's business with the Municipality? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

This form must be signed by a municipal ethics officer or reviewed by the board of ethics (AMC 1.15.100.B.1.a).

I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

Ethics Officer's Signature Date

For Municipal Clerk's Office Use

Date Received: 09-05-2025

Date Reviewed by Board of Ethics: _____