

PROJECT IDENTIFICATION

Initial: _____

Revised: _____

Emergency: ☐

District Name: _____

District Code: _____

Facility Name: _____

School Code: _____

Grade Level Served: _____

Current Student Capacity: _____

District Facilities Plan Date: _____

Project Name: _____

Building ID Number: _____

Project Site Physical Address: _____

Street

City

Construction Delivery Method:

☐

General Contractor

☐

Construction Mgr.

☐

Guaranteed Energy Savings Contract

District's Procurement Standard:

☐

Model Procurement
(KRS 45A)

☐

Bid Law
(KRS 424.260)

1. DESCRIPTION AND SCOPE OF PROPOSED PROJECT

A. Check and complete the applicable items:

☐

1. New Building

☐

2. Addition

☐

3. Major Renovation (Describe) _____

☐

4. New Relocatable Classroom

Number _____

Size _____

☐

5. Equipment/Furnishings Procurement (Describe) _____

☐

6. Minor Project (Describe) _____

☐

7. Site (Complete the Following)

a. New Site Acquisition _____

Expansion _____

Number of Acres _____

b. A site has been acquired in accordance with 702 KAR 4:050 requirements. _____

c. Location _____

d. Proposed site currently owned by District ☐ Yes

☐

No If no, list site owner: _____

B. Compliance with 702 KAR 4:180 and 702 KAR 4:160

This application is being submitted for (refer to current District Facility Plan):

1. Priority Category: _____

2. Discretionary Item Number: _____

3. Minor project not listed on Facility Plan: _____

C. Provide a complete narrative of the proposed project.

D. Proposed work related to the project but excluded from the scope of this BG1: _____

SCHOOL DISTRICT: _____ Initial: _____ Revised: _____ BG# _____

PROJECT NAME: _____

II. PROPOSED PLAN TO FINANCE APPLICATION

A. Statement of Probable Costs:

1. Total Construction Cost _____
 2. Architect/Engineer Fee _____
 3. Construction Manager Fee _____
 4. Bond Discount _____
 5. Fiscal Agent Fee _____
 6. Construction Contingencies _____
 7. Site Acquisition _____
 8. Equipment/Furnishings _____
 9. Equipment/Computers _____
 10. Technology Network Sys. (KETS) _____
 11. Other* _____
 12. Other* _____
 13. Other* _____
 14. Other* _____
- Total Project Cost \$0.00

B. Funds Available:

1. SFCC Cash Req. _____
 2. SFCC Bond Req. _____
 3. SFCC Bond Sale _____
 4. Local Bond Sale _____
 5. Cash - General Fund _____
 6. Cash - Capital Outlay _____
 7. Cash - Building Fund _____
 8. Cash - Inv. Earnings _____
 9. KETS _____
 10. KYTC Reimbursement _____
 11. Other* _____
 12. Other* _____
 13. Other* _____
 14. Other* _____
- Total Funds Available \$0.00

*Define

*Define

THE ABOVE INFORMATION IS A STATEMENT OF PROBABLE COST AND FUNDS AVAILABLE AND IS REQUIRED TO BE REVISED TO CORRESPOND TO ACTUAL BIDS RECEIVED PRIOR TO THE SIGNING OF CONSTRUCTION CONTRACTS.

TO BE COMPLETED ON INITIAL & REVISED APPLICATION: The signing of this financial document certifies the above stated funds are available and designated for this project during this fiscal year.

Superintendent _____ Date _____

Finance Officer _____ Date _____

Chairman _____ Date _____

NOTE: Any district anticipating the financing of this and/or other projects in a combined school revenue Bond should discuss the financing with the Director/Branch Manager, KDE - District Financial Management.

TO BE COMPLETED ON INITIAL APPLICATION:

This building project application is approved by the KDE - District Facilities Branch indicating compliance with current District Facility Plan or minor project under 702 KAR 4:180.

Comments: _____

Branch Manager, KDE - District Facilities Branch

Date _____

TO BE COMPLETED ON INITIAL & REVISED APPLICATION:

Tentative financial approval based upon information provided to this office in support of projected cost.

Comments: _____

KDE - District Financial Management

Date: _____

TO BE COMPLETED ON INITIAL APPLICATION:

This building project application is hereby approved according to the conditions outlined in the application. Proceed in accordance with the attached submittal checklist.

Comments: _____

KDE - District Support Services

Date: _____

District Name: _____ District Code: _____ Facility Name: _____ School Code: _____

Project Name: _____

PROJECT TYPE: Yes No Gross Building Area (sf.)

New Building ☐ ☐ _____

Addition ☐ ☐ _____

Renovation ☐ ☐ _____

Provisions for Future Expansion: _____

Proposed Alternates: (1) _____
(2) _____
(3) _____

Describe special conditions, phasing of project and alternates, attach a supplemental sheet, if needed.

BUILDING CONSTRUCTION CHARACTERISTICS:

Description of Building Structure:

Foundation: _____

Exterior Walls: _____

Roof Structure: _____

ENERGY EFFICIENT DESIGN (KRS 157.450 and KRS 157.455):

_____ Energy Consumption "Existing" (kBtu/sf/yr)

_____ Energy Consumption Target (kBtu/sf/yr)

YES NO

☐ ☐ LEED Certified Other: _____

☐ ☐ Designed to meet Energy Star

☐ ☐ Exceeds ASHRAE 90.1(2007) by 10% (Minimum)

☐ ☐ Whole Building Life Cycle Cost Analysis Demonstrating Cost Effective Design

Life Cycle Cost Analysis Software Used: _____

If not yes to one or more of the above, explain why. _____

☐ ☐ Designed to be Net-Zero

☐ ☐ Designed to be Net-Zero Ready

Energy Efficient Design Features: (See List Page 4, or Use Drop Down List)

East / West Building Orientation ☐ YES ☐ NO

Gross Exterior Wall Area (sf): _____ Avg. Exterior Wall R-Value: _____

Gross Window / Door Area (sf): _____ Avg. Window/Door R-Value: _____

Gross Roof Area (sf): _____ Avg. Roof R-Value: _____

Exterior Wall Type: _____ Other: _____

Roofing Type: _____ Other: _____

HVAC System Type: _____ Other: _____

Classroom Lighting: _____ Other: _____

Active Daylighting: _____ Other: _____

Passive Daylighting: _____ Other: _____

On Site Energy Generation: _____ Other: _____

Air Purification Systems : ☐ YES ☐ NO

Gray Water System : ☐ YES ☐ NO

Low Water Use Fixtures : ☐ YES ☐ NO

Other: _____

PLUMBING:

Type of Sewage Disposal: _____

HEATING, VENTILATION AND AIR CONDITIONING:

Heating Only: _____ Heating & Mechanical: _____ HVAC: _____ A/C Only: _____
Ventilation Only

Fuel Source/Backup (if applicable): _____

ELECTRICAL:

Source of Electric Power: _____

Voltage Serving Facility: _____

Number of Convenience Outlets:

Classrooms _____

Library/Media Center _____

Business Ed _____

Family & Consumer Science _____

Camera System: _____

Lighting Intensity (ft. and sf.):

Std. Classrooms _____

Library/Media Ctr _____

Science Lab _____

Science Clrm _____

Band/Music _____

Business Ed _____

Shops _____

Corridors _____

Stairways _____

Cafeteria _____

Pre-School Clrm _____

Art Classroom _____

Gymnasium _____

SPECIAL EQUIPMENT:

System

Conduit Only

Conduit & Wiring

Complete with Equipment

Bell _____

Clock _____

Fire Alarm _____

Intercom _____

Telephone _____

Television _____

Computer _____

Wireless Network _____

Interactive White bd _____

Voice Amplification _____

FIXED EQUIPMENT:

Teacher Cabinet _____

Student Lockers _____

Folding Bleachers _____

Library Furnishings _____

Dry Food Shelves _____

Custodial Room Shelves _____

Science Laboratories _____

Family & Consumer Sci _____

Other _____

Other _____

INTERIOR FINISH SCHEDULE:

AREA	FLOOR	WAINSCOT	WALLS	CEILING
General Office				
Corridors				
Custodial				
Kitchen				
Cafeteria				
Gym				
Showers/Locker				
Toilets				
Library/Media Cntr				
Classrooms				
Music				
Art				
Science				
FMD				
OTHER AREAS				

Miscellaneous Project Specific Features: _____

Kentucky Registered Architect: _____ Date: _____
Signature

Kentucky Registered Engineer: _____ Date: _____
Signature

Board Designee or Superintendent: _____ Date: _____
Signature

Energy Efficient Design Features Lists

Exterior Wall Type

- A - face brick, captured air space, board insulation and waterproof CMU
- B - face brick, captured air space, sprayed insulation on CMU
- C - face brick, captured air space, sheathing over metal insulated stud system, interior finish system
- D - face brick, ICF poured concrete, interior finish system
- E - other, describe

Roofing Type List

- A - modified bitumen over rigid insulation
- B - EPDM over rigid insulation
- C - plastic single ply over rigid insulation
- D - metal roofing over nailable deck with insulation
- E - asphalt shingle roofing over nailable deck with insulation
- F - other, describe

HVAC System Type List

- A - two pipe unit ventilator system
- B - water source heat pump system with air make up
- C - ground source heat pump system with air make up
- D - hybrid water source heat pump system with boiler/chiller and well field with air make up
- E - variable refrigerant flow (VRF) with air make up
- F - hybrid geothermal/variable refrigerant flow (VRF) with air make up
- G - variable refrigerant volume (VRV) with air make up
- H - hybrid geothermal/variable refrigerant volume (VRV) with air make up
- I - chilled beam system
- J - hybrid chilled beam/geothermal system
- L - other

Classroom Lighting List

- A - T8 fluorescent fixtures
- B - T5 fluorescent fixtures
- C - high energy gas fixtures
- D - low voltage systems
- E - other

Active Daylight System List

- A - classroom fluorescent dimming including dimming switches, ballasts and sensors
- B - occupancy light control sensors
- C - remote sensor bi-level lighting with no fixtures dimming
- D - manual bi-level lighting with no fixture dimming
- E - other
- F - none

Passive Daylight Systems List

- A - upper classroom clerestory lighting with sloped ceiling plane
- B - lower classroom clerestory lighting that does NOT require sloping the ceiling place
- C - exterior light shelves
- D - solar tubes without dimming
- E - solar tubes with internal dimmers
- F - other
- G - none

On Site Energy Generation List

- A - solar water heating
- B - solar electric generation (small units for demonstration or for limited areas)
- C - solar electric generation (to support the entire building's energy needs)
- D - wind generation (small units for demonstration or for limited areas)
- E - wind generation (to support the entire building's energy needs)
- F - other
- G - none

For Reference

District Name: _____ District Code: _____ Facility Name: _____ School Code: _____

Project Name: _____

Project Phase: Design Development: ☐ Completed Plans & Specifications: ☐

- | | | |
|---|----|-------|
| 1. Site Development | \$ | _____ |
| 2. General Construction | \$ | _____ |
| 3. Heating, Ventilation & Air Conditioning | \$ | _____ |
| 4. Plumbing (Include Sprinkler System) | \$ | _____ |
| 5. Electrical Work | \$ | _____ |
| 6. Sewage Disposal System | \$ | _____ |
| 7. Total Construction Cost (1-6) | \$ | _____ |
| 8. Site Acquisition Cost (Purchase Price) | \$ | _____ |
| 9. Legal Services | \$ | _____ |
| 10. Fiscal Agent Fee | \$ | _____ |
| 11. Bond Discount | \$ | _____ |
| 12. Architect/Engineer Fee | \$ | _____ |
| 13. Construction/Manager Fee (if Applicable) | \$ | _____ |
| 14. Equipment/Furnishings (Not Fixed)/Computers | \$ | _____ |
| 15. Property & Topographic Survey | \$ | _____ |
| 16. Geotechnical Survey & Report | \$ | _____ |
| 17. Special Inspections | \$ | _____ |
| 18. Asbestos Abatement | \$ | _____ |
| 19. Commissioning Fee | \$ | _____ |
| 20. Plan Review Fee | \$ | _____ |
| 21. Printing & Distribution of Bid Docs | \$ | _____ |
| 22. Contingencies - Minimum 5% of Line 7 | \$ | _____ |
| 23. Other Cost (Describe) | \$ | _____ |
| 24. Total Other Cost (8-23) | \$ | _____ |
| 25. TOTAL PROJECT COST (line 7 + line 24) | \$ | _____ |
| a. Gross Square Foot Area* | | _____ |
| b. Total Cost Per Square Foot | \$ | _____ |
| c. Total Cost Per Pupil | \$ | _____ |
| d. Gross Sq. Ft. Area of Alternates | | _____ |
| * Base Bid Area Only | | _____ |

Kentucky Registered Architect/Engineer: _____ Date: _____

Construction Manager: _____ Date: _____

Board of Education Designee: _____ Date: _____

KENTUCKY DEPARTMENT OF EDUCATION

702 KAR 4:160

**BG-4
CONTRACT CLOSEOUT FORM**

District Name: _____ District Code: _____ Facility Name: _____ School Code: _____

BG #: _____ Project Name: _____

Contractor: _____ Bid Package: _____

A. Project Construction Cost:

1. Original Contract Amount	\$ _____
2. Net Total of Change Orders to Contract	\$ _____
3. Original Purchase Order Summary Amount	\$ _____
4. Net Total of Change Orders to Purchase Orders	\$ _____
5. Total Cost of Construction (sum of lines 1 - 4)	\$ _____

B. Verification of required approvals by other regulatory agencies:**1. Office of Housing, Buildings and Construction**

a. Certificate of Occupancy	DATE: _____	e. Sprinkler Certificate	DATE: _____
b. Plumbing Certificate	DATE: _____	f. Boiler Certificate	DATE: _____
c. Electrical Certificate:	DATE: _____	g. Range Hood Suppression	DATE: _____
d. Fire Alarm Certificate:	DATE: _____	h. Other	DATE: _____

2. Natural Resources and Environmental Protection Cabinet

a. Sewage Disposal Certificate	DATE: _____
b. Other _____	DATE: _____

C. Close Out:

1. Punch List Completed	DATE: _____	4. Owner Training on Systems	DATE: _____
2. Record Drawings Completed	DATE: _____	5. Verification of Payment of	
3. Warranty & Guarantees		Debts and Claims to Date	DATE: _____
Information Provided	DATE: _____	6. Other _____	DATE: _____

The work performed under this contract has been reviewed and found to be substantially complete, according to the plans and specifications approved by the Kentucky Department of Education.

Architect: _____	DATE: _____
Engineer: _____	DATE: _____
Contractor/ Construction Manager: _____	DATE: _____
The _____ Board of Education accepts this contract as being complete subject to the review of the Kentucky Department of Education.	
Local Board of Education Designee: _____	DATE: _____

LOCAL BOARD ORDER MUST BE ON FILE WITH DISTRICT
Submit one complete copy to KDE for each contract and purchase order summary, if utilized.

BG-4 Date: _____
Board Order Date: _____

District Name: _____ District Code: _____ Facility Name: _____ School Code: _____
BG #: _____ Project Name: _____

A. PROJECT COMPLETION & INVENTORY UPDATE

Project Total Gross Square Footage: _____

The work performed under this project has been reviewed and found to be substantially complete, according to the KDE approved Construction Documents.

Date of Project
Substantial
Completion : _____

Upon project completion, submit a revised total building inventory file, per 702 KAR 4:180, for building(s) modified or newly constructed during the project.

Date of Inventory
Update: _____

B. RECONCILIATION OF FINAL PROJECT COST

	CURRENT BG-1 COSTS (reconciled with bid amts.)	FINAL PROJECT COSTS		CURRENT BG-1 FUNDS AVAILABLE (reconciled with bid amounts)	FINAL FUND SOURCES UTILIZED
1. Total Construction Cost	\$ -	\$ -	1. SFCC Cash Req.	\$ -	\$ -
2. Architect/Engineer Fee	\$ -	\$ -	2. SFCC Bond Req.	\$ -	\$ -
3. Construction Manager Fee	\$ -	\$ -	3. SFCC Bond Sale	\$ -	\$ -
4. Bond Discount	\$ -	\$ -	4. Local Bond Sale	\$ -	\$ -
5. Fiscal Agent Fee	\$ -	\$ -	5. Cash - General Fund	\$ -	\$ -
6. Construction Contingencies	\$ -	\$ -	6. Cash - Capital Outlay	\$ -	\$ -
7. Site Acquisition	\$ -	\$ -	7. Cash - Building Fund	\$ -	\$ -
8. Equipment/Furnishings	\$ -	\$ -	8. Cash - Inv. Earnings	\$ -	\$ -
9. Equipment/Computers	\$ -	\$ -	9. KETS	\$ -	\$ -
10. Tech. Network Sys. (KETS)	\$ -	\$ -	10. KYTC Reimbursement	\$ -	\$ -
11. Other*	\$ -	\$ -	11. Other*	\$ -	\$ -
12. Other*	\$ -	\$ -	12. Other*	\$ -	\$ -
13. Other*	\$ -	\$ -	13. Other*	\$ -	\$ -
14. Other*	\$ -	\$ -	14. Other*	\$ -	\$ -
Total Costs:	\$ -	\$ -	Total Funds:	\$ -	\$ -

* Define

The expense totals reflected on this form were incurred as a result of the construction for the above reference project.
An accounting of the expenses was presented to the board for review and approval prior to payment.

The _____ Board of Education accepts this project as being complete subject to the review of KDE.

Local Board of Education Designee: _____ DATE: _____

LOCAL BOARD ORDER MUST BE ON FILE WITH DISTRICT
Submit one complete copy to KDE for each completed project.

SUBMIT AN INVENTORY UPDATE - PER 702 KAR 4:180

BG-5 Date: _____

Board Order Date: _____

<u>Cost of Construction</u>	<u>Fee</u>
Up to \$25,000	15.50%
\$25,000 to \$50,000	13.40%
\$50,000 to \$75,000	12.30%
\$75,000 to \$100,000	11.30%
\$100,000 and under \$200,000	9.80%
\$200,000 and under \$300,000	8.70%
\$300,000 and under \$400,000	8.40%
\$400,000 and under \$500,000	8.00%
\$500,000 and under \$600,000	7.70%
\$600,000 and under \$700,000	7.50%
\$700,000 and under \$800,000	7.40%
\$800,000 and under \$900,000	7.30%
\$900,000 and under \$1,000,000	7.00%
\$1,000,000 and under \$1,250,000	6.90%
\$1,250,000 and under \$1,500,000	6.80%
\$1,500,000 and under \$1,750,000	6.70%
\$1,750,000 and under \$2,000,000	6.60%
\$2,000,000 and under \$2,250,000	6.50%
\$2,250,000 and under \$2,500,000	6.30%
\$2,500,000 and under \$2,750,000	6.10%
\$2,750,000 and under \$3,000,000	6.00%
\$3,000,000 and under \$4,000,000	5.80%
\$4,000,000 and under \$5,000,000	5.70%
\$5,000,000 and under \$7,500,000	5.65%
\$7,500,000 and under \$10,000,000	5.60%
\$10,000,000 and under \$15,000,000	5.50%
\$15,000,000 and under \$20,000,000	5.45%
\$20,000,000 and under \$25,000,000	5.40%
\$25,000,000 and under \$30,000,000	5.35%
\$30,000,000 and under \$35,000,000	5.30%
\$35,000,000 and under \$40,000,000	5.25%
\$40,000,000 and under \$45,000,000	5.20%
\$45,000,000 and under \$50,000,000	5.15%
\$50,000,000 and under \$55,000,000	5.10%
\$55,000,000 and under \$60,000,000	5.05%
\$60,000,000 and over	5.00%

Renovation: $1.25 \times \text{Fee Percentage}$ (applicable to renovation only)

Repetitive Design: $.75 \times \text{Fee Percentage}$

BG #: _____ Change Order No.: _____

District: _____ District Code: _____ Facility Name: _____ School Code: _____

Project: _____ Time Extension Required: ☐ Yes ☐ No If yes, by _____ day(s)

Date of Change Order: _____ Change Order Amount: ☐ Increase ☐ Decrease ☐ Unchanged

Contractor / Vendor Name: _____ Bid Package No.: _____

1. This Requested Change Order Amount + / -	\$	
2. Change in A/E Fee for this Change Order +/-	\$	
3. Change in CM Fee for this Change Order +/-		
4. Remaining Construction Contingency Balance: (including lines 1, 2 and 3 above)	\$	

Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown.
Attach additional pages if necessary.

Contract change requested by: ☐ Local Board of Education ☐ General Contractor ☐ Architect/Engineer
☐ Construction Manager ☐ Code Enforcement Official ☐ Other: _____

Contract change reason code: ☐ Reduction of Scope ☐ Expansion of Scope ☐ Improved Plans/Specs
☐ Found Condition ☐ Code Compliance ☐ Other: _____

Change Order Description and Justification:	Cost Benefit to Owner:

Have contract unit prices been utilized to support the cost associated with this change order?
☐ Yes ☐ No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Cost Breakdown:

Total Change Order Amt.:	Labor	Materials	Profit & Overhead*	Bond & Insurance
\$	\$	\$	\$	\$
% of Total Change Order Amt.:	%	%	%	%

***Profit & Overhead shall not exceed 15% of net cost of change order**

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☐ No If no, explain why _____

Board of Education Designee's Signature _____ Date _____

Architect's Signature _____ Date _____

Finance Officer's Signature _____ Date _____

Construction Manager's Signature _____ Date _____