

Agenda Item for June 22, 2023

Owner - Architect Agreement Contract for BG-023-406 – Chapman Career & Tech Upgrades

Mr. Ken Kippenbrock, Executive Director of Human Resources and Operations

Rationale

When construction projects have a budget that is larger than \$1,000,000, the Board of Education must solicit proposals for design services. CIPS District advertised in the local paper requesting letters of interest from architectural and engineering firms and received one response for the requested services.

We are requesting the Covington Independent Board of Education to approve the proposed Owner-Architect Agreement with PCA Architecture for the following projects as advertised pending review and approval by the Kentucky Department of Education.

- BG-023-406, Chapman Career & Tech Upgrades

Comments

Please see attached items of record outlining the process requested by the Local BOE when soliciting bids and/or A & E Services:

1. 4/13/2023 - Request to advertise – informational item on BOE Agenda
2. 4/27/2023 – Approval given to advertise for A & E Services for BG23-406
3. 4/28/2023 – Confirmation for legal ad placed with Cincinnati & KY Enquirer and Cincinnati.com with publish date of 5/04/2023
4. 4/28/2023 – Promotional verification for ad with the Greater Cincinnati African-American Chamber of Commerce
5. 3/24/2023 – Email strand verification requesting information on promoting ads for services and bids through the Greater Cincinnati African-American Chamber of Commerce platform. Notice highlighted link provided.
6. 5/02/2023 – PCA Architecture letter of interest response to legal advertisement for A & E Services for BG23-406
7. 5/15/2023 – A & E Services letters of interest due date. CIPS District received one letter of interest to provide A & E Services for the BG23-406, Chapman Career & Tech Upgrades Project from PCA Architecture.
8. 6/22/2023 – Request submitted to Local BOE to approve the proposed Owner-Architect Agreement with PCA Architecture.

Mr. Garrison should not sign the contracts until I send over the completed contract AND KDE approves them.

Recommended Motion

The Covington Board of Education approves the Architect Agreement Contract with PCA Architecture for BG 23-406, Chapman Career & Tech Upgrades

April 13, 2023 – Request to Advertise for Architectural Services

VIII.3. Architectural Services Request for BG23-406, Chapman Career & Tech Upgrades

Mr. Ken Kippenbrock, Executive Director of Human Resources and Operations

Rationale

It is recommended that the Covington Board of Education accept as an informational item the request to advertise for architectural/engineering proposals through the legal ad process for BG 23-406, Chapman Career & Tech Upgrades.

When projects have a construction budget that is larger than \$1,000,000, the BOE must solicit proposals for design services. The district may advertise in the local paper and then select firms to be reviewed more carefully or simply contact firms directly to solicit a least three (3) firms to be considered.

Recommended Motion

Informational with the option to approve

April 27, 2023 – Approval given to advertise for Architectural Services for BG23-406

VIII. Consent Agenda **Comments**

Some items may be pulled for individual vote.

Recommended Motion

The Covington Board of Education approves the Consent Agenda

Actions Taken

Motion Passed: The Covington Board of Education approves the Consent Agenda passed with a motion by Ms. Glenda Huff and a second by Mr. Stephen Gastright.

Member Votes

Ms. Hannah Edelen	Yes
Mr. Stephen Gastright	Yes
Ms. Glenda Huff	Yes
Mr. Kareem Simpson	Absent
Mr. Tom Haggard	Yes

Consent Items

VIII.1 Approval of Minutes ~ April 13, 2023 Regular Meeting

VIII.2 Fundraiser Request ~ Glenn O. Swing Spring Carnival

VIII.3 Architectural Services Request for BG23-406, Chapman Career & Tech Upgrades

VIII.4 Chapman Career & Tech Upgrades BG1

VIII.5 Holmes High School End of the Year Dates

VIII.6 2024 Site Based Decision Making (SBDM) Allocation

#3

THE
ENQUIRER
Cincinnati.com

CINCINNATI.com



**The
Community
Recorder**
Because community matters.



**The
Community
Press**
Because community matters.

CONFIRMATION

COVINGTON INDEPENDENT PUB SCH
ATTN: JANICE WILKERSON
COVINGTON KY 41011-

<u>Account</u>	<u>AD#</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Method</u>	<u>Payment Amount</u>	<u>Amount Due</u>
CIN-880246	0005886040	118.16	\$0.00	\$118.16	Invoice	\$0.00	\$118.16

PO#

Sales Rep: RLewis

Order Taker: RLewis

Order Created 04/28/2023

Product	Placement/Classification	# Ins	Start Date	End Date
CIN-EN Cincinnati Enquirer	CIN-Public/Legal Notices	1	05/04/2023	05/04/2023
CIN-EN Cincinnati.com	CINW-Public/Legal Notices	1	05/04/2023	05/04/2023
CIN-EN Kentucky Enquirer	CIN-Public/Legal Notices	1	05/04/2023	05/04/2023

* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION

Text of Ad: 04/28/2023

Seeking Architect/Engineering Firms
The Covington Independent School District is seeking letters of interest from Architects wishing to be considered for the renovation to the Chapman Career and Tech Center. Interested and qualified firms please respond by submitting a one-page letter of interest to:
Ken Kloppenbrock, Executive Director Human Resources and Operations
Covington Independent Schools
25 East Seventh Street
Covington, Kentucky 41011
The final Request for Proposals must be received by the district no later than 4:00 PM local time,
May 15, 2023.
CIN_May4_7385886040

#4

AA CoPC - promotion ad
for Voca A&E Services 4/28/2023

Submit Your Event, Promotion, Flyer, and more for a promotion across our Social Media pages and Newsletter.

Thank you for reaching out! Please submit your flyer or other information below. For our members, please note that your flyer will be posted across our Facebook and Instagram pages and stories, as well as our Instagram highlights under "Community Events" and our Newsletter. Additionally, any registration links will be housed in our Linktree. For non-members, your flyer will be posted across our Facebook and Instagram stories and our Newsletter. Please submit your flyer at least 2 weeks before your event date. Submitting events/promos outside the selected timeframe may result in a delay or no promotion. For the "provide a caption/description" section, please provide 1-2 sentences about your event/promotion/success. This language will be used for Social Media & Newsletter captions. Additionally, please follow the guidelines written below and we are excited to share your event:

Flyer Requirements:

- For Social Media ONLY: Must be 1080 px x 1080 px (square). If outside of these dimensions we may have to manipulate the flyer to fit in the correct size
- Files MUST be .png, .jpg, OR .jpeg
- Name of event/promo
- Date
- Time
- Location
- Ticket price
- Link to the event page to buy tickets and or registration

eric.neff@covington.kyschools.us [Switch account](#)

 Draft saved

- The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

Any files that are uploaded will be shared outside of the organization they belong to.

• Indicates required question

Email •

eric.neff@covingtonkyschools.us

Your Name: •

Eric Neff

Business name: •

Covington Independent Public Schools

Are you a member with us? •

- ☒ Yes, I am a member
- ☐ No, I am not a member.
- ☐ No, but I am interested in learning more



Are you a board member (of AACC)? *

- ☐ Yes, I am a board member.
- ☒ No, I am not a board member.

Phone number and email to contact you for questions: *

859-392-1015 - ken.kippenbrock@covington.ky

Registration Link (Type in N/A if not applicable) *

N/A

Provide a small caption/description of your event *

Seeking Architect/Engineering Firms

The Covington Independent School District is seeking letters of interest from Architects wishing to be considered for the renovation to the Chapman Career and Tech Center. Interested and qualified firms please respond by submitting a one-page letter of interest to,

Ken Kippenbrock, Executive Director Human Resources and Operations
Covington Independent Schools
25 East Seventh Street
Covington, Kentucky 41011

The final Request for Proposals must be received by the district no later than 4:00 PM local time, May 15, 2023.

Upload flyer(s) here: *

 Chapman Career... 

 Add file

Location of Event/Promo: *

Covington, Kentucky

Time of Event/Promo: *

Time

04 : 00 PM 

Date of Event/Promo: *

Date

05/15/2023

Ticket price: (Write N/A if Event is free) *

Your answer

Your Business Social Media Handles (write N/A if none) *

N/A



#5

Neff, Eric - School Administrative Manager, Adult Learning High School

From: Admin <admin@african-americanchamber.com>
Sent: Friday, March 24, 2023 11:08 AM
To: Neff, Eric - School Administrative Manager, Adult Learning High School
Cc: Gregory Parker
Subject: RE: Bid Promotion

You don't often get email from admin@african-americanchamber.com. [Learn why this is important](#)

This email originated from outside of the Covington Independent Public School District. Please identify that the sender is legit before responding or opening any included attachments.

You're very welcome!

From: Neff, Eric - School Administrative Manager, Adult Learning High School <eric.neff@covington.kyschools.us>
Sent: Friday, March 24, 2023 10:54 AM
To: Admin <admin@african-americanchamber.com>
Cc: Gregory Parker <Gregory@african-americanchamber.com>
Subject: RE: Bid Promotion
Importance: High

I cannot thank you enough for your guidance with my request. Thank you for being patient with me and my lack of knowledge regarding the process, etc.

Have a great weekend!

Eric Neff, School Administrative Manager

Covington Adult High School
212 Levassor Avenue
Covington, Kentucky 41014
859-292-5864 ext. 33112 (Office)



From: Admin <admin@african-americanchamber.com>
Sent: Friday, March 24, 2023 10:48 AM
To: Neff, Eric - School Administrative Manager, Adult Learning High School <eric.neff@covington.kyschools.us>
Cc: Gregory Parker <Gregory@african-americanchamber.com>
Subject: Bid Promotion

You don't often get email from admin@african-americanchamber.com. [Learn why this is important](#)

This email originated from outside of the Covington Independent Public School District. Please identify that the sender is legit before responding or opening any included attachments.

Hi , Eric

I just spoke with you on the phone about promoting your bid.

Submit your flyer here and get FREE marketing on our Social Media Pages! Members get a lil' something extra too 😊

<https://forms.gle/29XtX6wNDgv1KAKC9>

I also would like to introduce you to Gregory Parker, Our Director of Membership services. He created a new program called Avenue, which connects our members to Projects, Contracts, & Procurement opportunities.

Best,
GAACC

Makayla Brown (she/her/hers) - Administrative Assistant

Direct: 513.475.7141 | Office: 513.751.9900

2303 Gilbert Ave. Cincinnati, OH 45206

[Click here to visit our websites, socials, contact sheet, upcoming events, newsletter sign-up, membership sign-up, and more...](#)



#6



May 2, 2022

Ken Kippenbrock, Executive Director of Human Resources and Operations
Covington Independent Schools
25 East Seventh Street
Covington, KY 41011

Submitted by PCA ARCHITECTURE^{PC}
Emma Adkisson, Architect, LEED AP
CEO / Director of Design
906 Monmouth Street
Newport, KY, 41071

Letter of Interest

Dear Mr. Kippenbrock,

I am writing to express PCA Architecture's keen interest in working with Covington Independent Schools on their upcoming Chapman Career and Tech Center projects. Our firm is dedicated to providing innovative, efficient, and environmentally conscious architectural and engineering services, and we believe that our expertise and experience make us an ideal partner for your project.

Our firm has had the pleasure of working with the Covington Independent School District for over 22 years, and we have been providing architectural services for school projects in Kentucky for nearly 30 years. We are well-versed in the Kentucky Department of Education's (KDE) requirements and regulations, and we can guide our clients through navigating the KDE process while delivering high quality results.

At PCA Architecture, we are a small team of seven professionals who pride ourselves on providing personalized service to our clients. Your project will be treated with the time, attention, and importance it deserves, and we will work closely with you to ensure that your vision is brought to life. We are committed to collaborating with you every step of the way, from the initial planning stages to the final construction and beyond.

We believe that our expertise, dedication, and commitment to excellence make us an ideal partner for the Chapman Career and Tech Center projects, and we look forward to discussing how we can best serve your needs.

Thank you for considering PCA Architecture for your project, and we look forward to the opportunity to work with you.

Sincerely,
PCA ARCHITECTURE^{PC}

EMMA ADKISSON
CEO / Director of Design

906 Monmouth St. Newport, KY 41071 www.pca-arch.com