

The following procedural steps must or shall be followed by the local school district in initiating and carrying out a school construction project. Each step completed will be acknowledged by the Kentucky Department of Education and authorization given to proceed. Reference 702 KAR 4:160 for all required KDE contracts and forms.

Required Items Are Checked (\*Indicates Board Order or copy of Board Meeting Minutes required with submittal)

**DATE RECEIVED**

- ☐ \_\_\_\_\_ 1. Submit a written request for site inspection.
  - ☐ \_\_\_\_\_ a. Submit documentation required by Site Selection Process, 702 KAR 4:050.
- ☐ \_\_\_\_\_ 2. If project uses donated labor/material or if the district proposes to self-perform any work, request KDE instructions.
- \* ☒ 7/2/13 APRR 3. Submit for approval, a BG-1 Project Application Form, in accordance with the current District Facility Plan.
  - \* ☐ \_\_\_\_\_ a. If an emergency project, submit a board order declaring the emergency in accordance with KRS 424.260 or KRS 45A.380 (1) and submit the accompanying BG-1 Form (2008).
- ☒ \_\_\_\_\_ 4. Pursuant to KRS 157.455, the district is strongly encouraged to:
  - ☒ \_\_\_\_\_ a. Meet or exceed efficient school design standards in planning and designing all new buildings and major renovation projects;
  - ☒ \_\_\_\_\_ b. Use life-cycle cost analysis to evaluate different design proposals; and
  - ☒ \_\_\_\_\_ c. Consider the possibility that each new school building or major renovation of a building could be a net zero building, either during the construction or renovation, or at a later date as resources become available.
- ☒ \_\_\_\_\_ 5. Submit Design Professional Contract
  - \* ☒ \_\_\_\_\_ a. Proposed Contract (AIA) for approval.
  - ☒ \_\_\_\_\_ b. Executed Contract (AIA)
  - ☒ \_\_\_\_\_ c. Professional Liability Insurance Certificate
  - ☒ \_\_\_\_\_ d. Architect/Engineer response to the district's advertisement or Request for Proposal.
  - ☒ \_\_\_\_\_ e. KDE Non-Collusion Affidavit
- ☐ \_\_\_\_\_ 6. Submit Construction Management Contract (if applicable)
  - \* ☐ \_\_\_\_\_ a. Proposed CM Contract (AIA) for approval
  - ☐ \_\_\_\_\_ b. Executed CM Contract (AIA)
  - ☐ \_\_\_\_\_ c. Performance Bond and Payment Bond (AIA)
  - ☐ \_\_\_\_\_ d. Professional Liability Insurance Certificate
  - ☐ \_\_\_\_\_ e. Construction Manager's response to the district's Request for Proposal.
  - ☐ \_\_\_\_\_ f. KDE Non-Collusion Affidavit
- \* ☒ 7.2.13 7. Submit Schematic Plans for approval. Schedule review meeting with District Facilities Branch prior to initiation of Design Development:
  - ☒ \_\_\_\_\_ a. Submit proposed space program with comparison to KDE model/space program.
  - ☒ \_\_\_\_\_ b. For existing facilities, provide program for accessibility compliance.
  - ☒ \_\_\_\_\_ c. Site Plan demonstrating compliance with 702 KAR 4:170.
  - ☒ \_\_\_\_\_ d. Submit evidence that crime prevention designs have been reviewed as required by 2013 HB 354 and 2013 SB 8.
- \* ☒ \_\_\_\_\_ 8. Submit Design Development Plans for approval. Schedule review meeting with District Facilities Branch.
  - ☒ \_\_\_\_\_ a. BG-2, Outline Specifications
  - ☒ \_\_\_\_\_ b. BG-3, Estimate of Probable Construction Cost
  - ☒ \_\_\_\_\_ c. One-quarter (1/4) inch scale drawings of requested special areas.
  - ☒ \_\_\_\_\_ d. Obtain approval of KETS Building & Wiring Checklist.

**KENTUCKY DEPARTMENT OF EDUCATION**

District Facilities Branch, Division of District Support

**HARDIN CO. NEW & BURKHEAD ELEM.**

**CHECKLIST FOR SCHOOL  
BUILDING CONSTRUCTION PROJECTS**

702 KAR 4:160

- \*☒ \_\_\_\_\_ 9. Submit the completed plans and specifications (construction and bidding documents) for approval prior to advertising for bids.
- \*☒ \_\_\_\_\_ a. Submit a BG3 (2008), Estimate of Probable Cost
- ☒ \_\_\_\_\_ b. Submit copy of letter transmitting final plans and specifications to the Department of Housing, Building & Construction, or local building code authority having jurisdiction over the project.
- ☒ \_\_\_\_\_ c. Submit copy of review and approval letters from other regulatory agencies having jurisdiction over the project, (i.e., Kentucky Department of Transportation, Department of Natural Resources)
- \*☒ \_\_\_\_\_ 10. Submit for approval, all addenda to the completed plans and specifications. When distributed to Bidders – If Addenda contain significant changes, more than general corrections or clarifications, consider extending Bid Date.
- \*☒ \_\_\_\_\_ 11. Advertisement for Bids. After receipt of bids, submit the following:
- ☒ \_\_\_\_\_ a. Copy of Advertisement
- ☒ \_\_\_\_\_ b. Tabulation of Bids
- ☒ \_\_\_\_\_ c. Form of Proposal and Bid Security of the low bidder.
- ☒ \_\_\_\_\_ d. Architect's Letter of Recommendation
- ☒ \_\_\_\_\_ e. Proposed Construction Contract (AIA Owner-Contractor Agreement) with the successful bidder.
- ☒ \_\_\_\_\_ f. Copies of unexecuted purchase orders and material supplier authorization forms.
- ☒ \_\_\_\_\_ g. Revised BG-1 (2008), Page 3, conforming to the construction contract amount and bond sale.

All Documents must be received in good order, 10 business days prior to the sale of bonds.

**When the above documents are approved, submit the following:**

- ☒ \_\_\_\_\_ h. Executed AIA Owner-Contractor Agreement with the successful bidder.
- ☒ \_\_\_\_\_ i. Copy of all executed purchase orders.
- ☒ \_\_\_\_\_ j. Executed letters of authorization from material suppliers.
- ☒ \_\_\_\_\_ k. Contractors' Performance and Payment Bonds (AIA)
- ☒ \_\_\_\_\_ l. Contractor's Certificate of Insurance
- \*☒ \_\_\_\_\_ 12. Submit all Change Orders for changes to construction contracts and/or purchase orders.
- a. Submit proposed change orders, increasing or decreasing, the contract or purchase order by more than \$7,500 shall be approved by KDE prior to execution. Include Change Order Supplemental Information Form, board order, and contractor's itemized quotation.
- \*☒ \_\_\_\_\_ b. Submit for record, all executed change orders less than \$7,500. Include Change Order Supplemental Information Form, board order, and contractor's itemized quotation.
- \*☒ \_\_\_\_\_ 13. Submit for record, the BG-4, signed by a representative of the Local board of Education upon completion of the punch list items and/or contract with Board Order confirming acceptance of project for final payment.
- \*☒ \_\_\_\_\_ a. Submit completed Building Inventory Report and Building Assessment Report A-1 required for BG-4 approval.

- \* \_\_\_\_\_ 14. Other \_\_\_\_\_

SCHOOL DISTRICT: Hardin (New Elem)Initial: GC Barkhead Revised: ✓

BG#

13-133

## PROPOSED PLAN TO FINANCE APPLICATION

## A. Statement of Probable Costs:

1. Total Construction Cost	\$13,600,000.00
2. Architect/Engineer Fee	\$775,203.00
3. Construction Manager Fee	\$0.00
4. Bond Discount	\$342,900.00
5. Costs of Issuance	\$96,897.00
6. Contingencies	\$680,000.00
7. Site Acquisition	\$450,000.00
8. Equipment/Furnishings	\$700,000.00
9. Equipment/Computers	\$0.00
10. Technology Network Sys. (KETS)	\$450,000.00
11. Other* Plan Review	\$5,000.00
12. Other* Printing	\$95,000.00
13. Other*	\$0.00
14. Other*	\$0.00
Total Estimated Cost	\$17,195,000.00

\*Define

## B. Funds Available:

1. SFCC Cash Requirement	\$0.00
2. SFCC Bond Req.	\$0.00
3. SFCC Bond Sale (QSCB)	\$0.00
4. Local Bond Sale	\$16,445,000.00 ✓
5. Cash - General Fund	\$0.00
6. Cash - Capital Outlay	\$0.00
7. Cash - Building Fund 320	\$700,000.00 ✓
8. Cash - Investment Earnings	\$50,000.00 ✓
9. KETS	\$0.00
10. Other	\$0.00
11. Other	\$0.00
12. Other	\$0.00
13. Other	\$0.00
14. Other	\$0.00
Total Funds Available	\$17,195,000.00 ✓

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.

[Signature] Superintendent  
[Signature] Finance Officer  
[Signature] Chairman  
 ORIGINAL SIGNATURES REQUIRED

5/16/13 Date  
5/16/13 Date  
5/16/13 Date

RECEIVED

JUN 27 2013

DFM

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, Division of District Operations.

## TO BE COMPLETED ON INITIAL APPLICATION:

This building project application is approved by the Division of Facilities Management indicating compliance with current Facility Plan or minor project under 702 KAR 4:180.

Comments:

[Signature]  
 Director/Branch Manager, Facilities Management

Date: 6/27/13

## TO BE COMPLETED ON INITIAL &amp; REVISED APPLICATION:

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

Comments:

[Signature]  
 Director/Branch Manager, Division of District Operations

Date: 7/1/2013

## 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:

[Signature]  
 Associate Commissioner, District Support Services

Date: 7/1/13

LOCAL BOARD ORDER AUTHORIZING PROJECT MUST BE ATTACHED ON INITIAL & REVISED APPLICATION