



Steven L. Beshear
Governor

Terry Holliday, Ph.D.
Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION**

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601
Phone: (502) 564-4770 • www.education.ky.gov

September 3, 2014

Mr. Larry Hammond, State Manager
Breathitt County Public Schools
420 Court Street
PO Box 750
Jackson, KY 41339

RE: BG 15-030, BREATHITT CO. – Breathitt Co. Area Technology Center – Emergency Roof Replacement


Dear Mr. Hammond:

The BG-1 Project Application Form for the referenced project is approved in accordance with 702 KAR 4:160. A copy of the approved application is enclosed for your information and files. Also enclosed is a copy of the Checklist for School Building Construction Projects. Please use this checklist as a guide for submitting the documentation required for Kentucky Department of Education approval through completion of the project.

All Board Orders revising an approved BG-1 shall state in detail the basis for revision, e.g. scope change, change in financing sources, etc. and shall be placed in the district's project file and be available upon request by the office.

If you have any questions regarding KDE requirements, please call our office at (502) 564-4326.

Sincerely,


Gregory C. Dunbar, AIA, Manager
District Facilities Branch
Division of District Support

GCD/GTL/ASA

Enclosures: BG-1, Checklist

c: KDE/DFMB
DFB Project File/District Correspondence File



KENTUCKY DEPARTMENT OF EDUCATION

702 KAR 4:160

BG-1

PROJECT APPLICATION FORM

SCHOOL DISTRICT: BREATHITTInitial: ☒Revised: XBG# 15-030PROJECT NAME: BREATHITT COUNTY AREA TECHNOLOGY CENTER EMERGENCY ROOF REPAIRS

II. PROPOSED PLAN TO FINANCE APPLICATION

A. Statement of Probable Costs:

1. Total Construction Cost	\$132,000.00
2. Architect/Engineer Fee	\$12,936.00
3. Construction Manager Fee	
4. Bond Discount	\$1,000.00
5. Fiscal Agent Fee	\$3,000.00
6. Construction Contingencies	\$6,600.00
7. Site Acquisition	
8. Equipment/Furnishings	
9. Equipment/Computers	
10. Technology Network Sys. (KETS)	
11. Other* Printing	\$1,000.00
12. Other* Thermal Roof Scan	\$1,100.00
13. Other* HBC Review	\$250.00
14. Other* Bank and Rating Fee	\$3,680.00
Total Project Cost	\$161,566.00

B. Funds Available:

1. SFCC Cash Req.	
2. SFCC Bond Req.	
3. SFCC Bond Sale	
4. Local FSPK Bond Sale	\$100,000.00
5. Local Gen. Fund Bond Sale	
6. Cash - General Fund	
7. Cash - Capital Outlay	
8. Cash - Building Fund	
9. Cash - Inv. Earnings	
10. KETS	
11. KYTC Reimbursement	
12. Other* 20% Voc. Fund	\$61,566.00
13. Other* (Project 18CA)	
14. Other*	
Total Funds Available	\$161,566.00

*Define

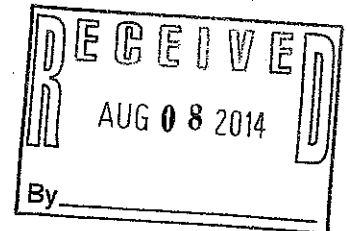
*Define

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.

[Signature] Superintendent
[Signature] Finance Officer
[Signature] Chairman

7/22/14 Date
7/22/14 Date
7/22/14 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:

[Signature]
 Branch Manager KDE - District Facilities Branch

8-18-2014
 Date

TO BE COMPLETED ON INITIAL & REVISED APPLICATION:
 Tentative financial approval based upon information provided to this office in support of projected cost.

Comments:

[Signature]
 KDE - District Financial Management

Date: 8/20/2014
 BG-1 Form - 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]
 KDE - District Support

Date: 8/26/14
 BG # 15-030

G

KENTUCKY DEPARTMENT OF EDUCATION
702 KAR 4:160

BG-1
PROJECT APPLICATION FORM

PROJECT IDENTIFICATION

Initial: ✓

Revised: _____

Emergency: _____

X

District

Name: BREATHITT

District

Code: 61

Facility

Name: BREATHITT CO. AREA TECH. CNT

School

Code: _____

Grade Level Served: _____

Current Student Capacity: _____

District Facilities Plan Date: _____

Jun-13

Project Name: Breathitt Co. Area Technology Center - Emergency Roof Replacement

Building ID Number: _____

Project Site

2303 Bobcat Lane

Jackson, KY

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) Emergency roof replacement for the the flat-roof portion



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.

Emergency roof replacement for the flat-roof portion.

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

702 KAR 4:160

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. For additional information regarding 702 KAR 4:160 Capital Construction Process refer to the Best Practices Manual. KDE forms and the Best Practices Manual are available on the KDE website. (<http://education.ky.gov/districts/fac/Pages/Construction.aspx>)

Note: (AIA) Refers to American Institute of Architects

Required Items Are Checked (*Indicates Board Order / Board Approval required on file)

DATE RECEIVED

- | | |
|---|--|
| <input type="checkbox"/> _____ | 1. Submit a written request for site inspection. |
| * <input type="checkbox"/> _____ | a. Following tentative approval of site inspection, submit for approval documentation required by 702 KAR 4:050 Building Sites; Inspection, Approval. |
| * <input checked="" type="checkbox"/> 8/08/14 | 2. Submit for approval, a board-approved BG-1 Project Application Form (2013) including all funding sources and in accordance with the current District Facility Plan. |
| <input type="checkbox"/> _____ | a. If an emergency occurs, the superintendent shall: |
| <input type="checkbox"/> _____ | 1) Proceed with corrective actions as needed. |
| <input type="checkbox"/> _____ | 2) Notify the department of the emergency and request approval to continue with corrective action. |
| <input type="checkbox"/> _____ | 3) Advise the board to declare an emergency. |
| <input type="checkbox"/> _____ | 4) Submit the BG-1 Form (Emergency indicated) and board order declaring the emergency in accordance with KRS 424.260 (4) (bid law) or KRS 45A.380 (model procurement) and KRS 45A.355. |
| <input type="checkbox"/> _____ | b. If project will use donated labor, material or funds from external sources, or if the district proposes to self-perform any work, request KDE instructions. |
| * <input checked="" type="checkbox"/> _____ | 3. Submit Design Professional Contract. |
| <input checked="" type="checkbox"/> _____ | a. Board-approved Proposed Contract (AIA O/A Standard Form of Agreement – KDE Version) for approval, or board-approved letter of agreement for projects under \$50,000. |
| <input checked="" type="checkbox"/> _____ | b. Executed Contract (AIA), or letter of agreement for projects under \$50,000. |
| <input checked="" type="checkbox"/> _____ | c. Professional Liability Insurance Certificate. |
| <input checked="" type="checkbox"/> _____ | d. Executed KDE Non-Collusion Affidavit. |
| * <input type="checkbox"/> _____ | 4. Submit Construction Management Contract (if applicable). |
| <input type="checkbox"/> _____ | a. Board-approved Proposed CM Contract (AIA O/CM Standard Form of Agreement – KDE Version) for approval. |
| <input type="checkbox"/> _____ | b. Executed CM Contract (AIA). |
| <input type="checkbox"/> _____ | c. Executed Performance Bond and Payment Bond (AIA). |
| <input type="checkbox"/> _____ | d. Professional Liability Insurance Certificate. |
| <input type="checkbox"/> _____ | e. Executed KDE Non-Collusion Affidavit. |
| * <input type="checkbox"/> _____ | 5. Submit board-approved Schematic Design Documents and a copy of the educational program specifications, for approval. |
| <input type="checkbox"/> _____ | a. Schedule review meeting with District Facilities Branch prior to initiation of Design Development. |
| <input type="checkbox"/> _____ | b. Submit comparison of proposed program of spaces to KDE model program of spaces. |
| <input type="checkbox"/> _____ | c. Site Plan demonstrating compliance with 702 KAR 4:170. |
| <input type="checkbox"/> _____ | d. Confirm property is above 100 year floodplain. |
| <input type="checkbox"/> _____ | e. Confirm that crime prevention designs have been reviewed by the district as required by KRS 158.447. |

702 KAR 4:160

- * ☐ _____
- ☐ _____
- * ☐ _____
6. Submit board-approved Design Development Documents, including one-quarter (1/4) inch scale drawings of requested special areas, for approval.
- a. Schedule review meeting with District Facilities Branch.
- b. Submit a board-approved BG-2 Outline Specifications Energy Design Criteria (2013), for approval.
- Pursuant to KRS 157.450 and KRS 157.455, the district is strongly encouraged to:
- 1) Meet or exceed efficient school design standards in planning and designing all new school buildings and major renovation projects;
- 2) Use life-cycle cost analysis to evaluate different design proposals; and
- 3) 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.
- * ☒ _____
- ☐ _____
- ☐ _____
- c. Submit a board-approved BG-3 Estimate of Probable Cost (2013), for approval.
- d. Obtain approval of KETS Building & Wiring Checklist.
- e. Submit a copy of transmittal to KYTC or other regulatory agencies having jurisdiction regarding entrance and right-of-way improvements.
- * ☒ _____
7. Submit for approval, the board-approved completed Construction Documents for bidding prior to advertising for bids.
- * ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- a. Submit a board-approved BG-3 Estimate of Probable Cost (2013), and revised BG-1 if amount exceeds 110% of approved BG-1.
- 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 approval letters from other regulatory agencies having jurisdiction over the project, (i.e., Kentucky Transportation Cabinet, Department of Natural Resources).
8. Submit for approval when distributed to Bidders, all addenda to the completed Construction Documents for bidding. If Addenda contain significant changes, more than general corrections or clarifications, consider extending Bid Date.
9. 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 for each successful bidder(s).
- d. Architect's (and CM, if utilized) Letter of Recommendation.
- e. Board-approved Proposed Construction Contract (AIA Owner-Contractor Standard Form of Agreement – KDE Version) for each successful bidder(s).
- f. Board-approved KDE Purchase Order Summary (2013), if owner direct Purchase Orders utilized.
- g. Board-approved revised BG-1 (2013), Page 2 Financial Summary, conforming to the construction contract amount and bond sale, including a written rationale for additional cost if accepted bid exceeds BG-3 Form by ten (10) percent.

All Documents shall be received 10 business days prior to the sale of bonds and in an approvable form at least 5 business days prior to scheduled bond sale, otherwise the sale date shall be postponed.

When the above documents are approved, submit the following:

- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- h. Executed AIA Owner-Contractor Agreement with the successful bidder(s).
- i. Copy of all executed purchase orders for each contract, if utilized.
- j. Executed Contractors' Performance and Payment Bonds (AIA).
- k. Contractor's Certificate of Insurance.

702 KAR 4:160

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10. Submit all Change Orders for changes to construction contracts and/or purchase orders.
- Submit board-approved proposed change orders that increase or decrease the contract or purchase order by more than \$25,000 per change event and are within the remaining contingency amount for approval by KDE prior to execution. Include the Change Order Supplemental Information Form.
 - Submit board-approved executed Change Orders, along with the Change Order Supplemental Information Form, that change the contract or purchase order by less than \$25,000 and are within the remaining contingency amount.

*☒ _____

11. Submit for record the following:
- The board-approved BG-4 Contract Closeout Form (2013) approving final contract payment upon completion of the punch list items and reconciling each contract and the Purchase Order Summary, if utilized. Submit one BG-4 per contract (Owner Contractor Agreement).
 - The board-approved BG-5 Project Closeout Form (2013) confirming acceptance of project, closeout of all contracts, and reconciliation of final project cost.
 - Confirmation that district has possession of record documents.
 - Updated inventory file.

*☒ _____

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☐ _____

☐ _____

12. Other _____