

Matthew G. Bevin
Governor



Hal Heiner
Secretary
Education and
Workforce Development Cabinet

Stephen L. Pruitt, Ph.D.
Commissioner of Education

KENTUCKY DEPARTMENT OF EDUCATION

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Phone: (502) 564-3141 • www.education.ky.gov

April 20, 2016

Mr. Wayne Benningfield, Superintendent
Todd County Public Schools
205 Airport Road
Elkton, Kentucky 42220

RE: BG-16-173, TODD CO. – Todd Co. Schools – HVAC Upgrades

Dear Mr. Benningfield:

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 this office.

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

Sincerely,

A handwritten signature in black ink that reads "Gregory C. Dunbar".

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

GCD/JaB

Enclosures: BG-1, Checklist

KENTUCKY DEPARTMENT OF EDUCATION

702 KAR 4:180

BG-1

PROJECT APPLICATION FORM

SCHOOL DISTRICT: Todd County Initial: Revised: _____ BG# 16-173

PROJECT NAME: Todd County Schools Misc HVAC Upgrade - 2016

II. PROPOSED PLAN TO FINANCE APPLICATION

A. Statement of Probable Costs:

1. Total Construction Cost	\$980,000.00
2. Architect/Engineer Fee	\$85,750.00
3. Construction Manager Fee	_____
4. Bond Discount	\$23,300.00
5. Fiscal Agent Fee	\$12,650.00
6. Construction Contingencies	\$49,000.00
7. Site Acquisition	_____
8. Equipment/Furnishings	_____
9. Equipment/Computers	_____
10. Technology Network Sys. (KETS)	_____
11. Other* Review Fee/Misc	\$4,000.00
12. Other* Bank & Rating	\$10,300.00
13. Other*	_____
14. Other*	_____
Total Project Cost	\$1,165,000.00

B. Funds Available:

1. SFCC Cash Req.	_____
2. SFCC Bond Req.	_____
3. SFCC Bond Sale	\$520,000.00
4. Local FSPK Bond Sale	\$645,000.00
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*	_____
13. Other*	_____
14. Other*	_____
Total Funds Available	\$1,165,000.00

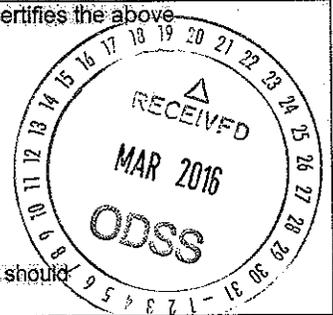
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*Define

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.

Ways Bennett Superintendent 3/17/16 Date
Mackay Finance Officer 3/17/16 Date
Matthew Chairman 3/17/16 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: SFCC APPROVAL REQ'D

Megan C. Dunbar Branch Manager, KDE - District Facilities Branch 3-22-2016 Date

TO BE COMPLETED ON INITIAL & REVISED APPLICATION:

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

Comments: _____

Jenny Coules
 KDE - District Financial Management

Date: 3/22/2016

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: _____

Dana Edmundson
 KDE - District Support

Date: 3/24/16

16-173

PROJECT IDENTIFICATION Initial: X Revised: _____ Emergency: _____

District Name: Todd County District Code: 551 Facility Name: NTE, STE, TCCHS, TCMS School Code: 005, 015 095, 080

Grade Level Served: K-12 Current Student Capacity: _____ District Facilities Plan Date: Jun-12

Project Name: Todd County Schools Misc HVAC Upgrade - 2016

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) Misc HVAC upgrade at North/South Elem, TCCHS and TCMS
- 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: 1C1, 1C2, 1C3, 1C4
- 2. Discretionary Item Number: _____
- 3. Minor project not listed on Facility Plan: _____

C. Provide a complete narrative of the proposed project. North Todd Elementary: Renovation of Mechanical room equipment.

New RTU serving Office and split serving Art Room. Replace Water heater. Replace Exterior lighting to LEDs.
South Todd Elementary: Renovation of Mechanical room equipment. New RTU serving Office and split serving Art room.
Replace water heater. Replace Exterior lighting to LEDs.
TCCHS: Replace existing water heater with storage tank to high efficiency water heater. Gym lighting upgrade, Gym HVAC
upgrade to package roof top with fabric ductwork.
TCMS: Replace water heater at East wing. Replace air handling unit serving office with split sytem.
Replace chiller and generator for center area.
Replace air cooled chiller, water heaters and parking lot lighting at the West wing area.

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

- _____
 - * _____
 - * 3/20/16
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1. Submit a written request for site inspection.
 - a. Following tentative approval of site inspection, submit for approval documentation required by 702 KAR 4:050 Building Sites; Inspection, Approval.
 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.
 - a. If an emergency occurs, the superintendent shall:
 - 1) Proceed with corrective actions as needed.
 - 2) Notify the department of the emergency and request approval to continue with corrective action.
 - 3) Advise the board to declare an emergency.
 - 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.
 - 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.
 3. Submit Design Professional Contract.
 - 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.
 - b. Executed Contract (AIA), or letter of agreement for projects under \$50,000.
 - c. Professional Liability Insurance Certificate.
 - d. Executed KDE Non-Collusion Affidavit.
 4. Submit Construction Management Contract (if applicable).
 - a. Board-approved Proposed CM Contract (AIA O/CM Standard Form of Agreement – KDE Version) for approval.
 - b. Executed CM Contract (AIA).
 - c. Executed Performance Bond and Payment Bond (AIA).
 - d. Professional Liability Insurance Certificate.
 - e. Executed KDE Non-Collusion Affidavit.
 5. Submit board-approved Schematic Design Documents and a copy of the educational program specifications, for approval.
 - a. Schedule review meeting with District Facilities Branch prior to initiation of Design Development.
 - b. Submit comparison of proposed program of spaces to KDE model program of spaces.
 - c. Site Plan demonstrating compliance with 702 KAR 4:170.
 - d. Confirm property is above 100 year floodplain.
 - 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.
- * _____
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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

- _____
10. Submit all Change Orders for changes to construction contracts and/or purchase orders.
- a. 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.
 - b. 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:
- a. 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).
 - b. The board-approved BG-5 Project Closeout Form (2013) confirming acceptance of project, closeout of all contracts, and reconciliation of final project cost.
 - c. Confirmation that district has possession of record documents.
 - d. Updated inventory file.
- _____
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- _____
12. Other _____.