

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

www.henderson.kyschools.us



To: Lisa Baird
Jennifer Keach
Bradley Staton
Sally Sugg
Tracey Williams
Marganna Stanley

From: Steve Steiner

Date: November 21, 2016

Re: LPC Project Architect

Attached is the architect request for information on bidding for the above referenced project. I request your favorable consideration to approve this form for use in offering the job to local architects.

November __, 2016

Architect groups
Street or Drive
Place, KY. 11111

Dear Mr/Mrs _____:

The Henderson County School District is requesting proposals to assist our district in the facility planning process. The information we would like included within the proposal are as follows:

1. The standard cost per square foot to complete the standard KDE Architectural review of current facilities for an LPC.
2. How many hours do you estimate to complete the evaluation of our facilities
Scope of work to include:

<u>Item</u>	<u>Estimated Hours</u>
Existing Building Survey Walk-Through	
1 Preschool Center/PD Center Bldg.	_____
8 Elementary Schools	_____
2 Middle Schools	_____
1 High School including CTE area	_____
1 Alternative School	_____
1 Central Office Campus (4 buildings)	_____
1 Bus Garage	_____
1 Maintenance Building	_____
1 Archery building	_____
Travel Time	_____
Evaluations & Cost Estimates	
13 Schools x ____ hours each	_____
8 Buildings x ____ hours each	_____
Complete computer forms	_____
Format existing small scale plans	_____
Development of Facility Plan	
Complete computer forms	_____
Other Work (Describe)	_____
Total Hours	_____
Total Cost	_____

3. If you are selected to complete the work how soon would you be able to present this work to our LPC?.

4. The number of facility assessments completed within the last 2 years. Please include name and contact person for each district.

5. Estimated total cost to complete the work as indicated above as required under the Master Educational Facility Plan Guidelines.

Please let me know if you have any questions concerning this request for proposal. We would like all proposals to be submitted by _____, 2016. We appreciate your interest in Henderson County Schools.

Sincerely,

Steve Steiner
Assistant Superintendent
270-831-5000