

## **Additional Contract Terms for Architectural Firm**

### **Fee**

The KDE Scale is 5.50% for a \$10 million to \$15 million project. There is a 1.25 multiplier applied to a renovation project. Since our project will fall in this category, the overall fee for the architect would be 6.88% of the project construction cost.

For the purpose of the contract with Trigg County Public Schools, the contract will need to reflect a reduction for the fee percentage by a minimum of 1%.

### **Planning**

The Board of Education expects the architectural firm to review the [Trigg County District Facility Plan](#), tour facilities listed in the plan, review priorities, and advise the board on an approach to accomplish the most pressing needs on the plan.

The Board of Education expects a robust planning and design process for the primary and intermediate school renovation that includes input from multiple stakeholders. The planning and input process shall be jointly developed by the board of education, school and district administration, and architectural firm.

Collaboratively plan with school and district leadership for the effective management of the project with school in session, including limiting the distractions, disruptions to learning, and displacement of students.

### **Attendance at Board Meetings**

The primary architect shall be present at least once per month at a monthly board meeting to present an update on progress once construction has begun. Regular meetings of the board generally occur on the 2nd and 4th Thursday of each month.

In the event that a special called meeting is called for the primary purpose of construction discussion and/or action, then the primary architect is expected to be in attendance.

### **Site Visits**

The architectural firm shall conduct site visits as is necessary to carry out its professional responsibilities. At a minimum, the Board expects a site visit every other week during construction by a representative of the architectural firm. The Board further expects the primary architect to conduct a site visit at least once per month.

The architectural firm agrees to conduct additional site visits as requested. In heavier construction periods, this frequency may include weekly site visits by a representative of the firm.

### **Travel**

Any/All travel expenses incurred shall be the responsibility of the architectural firm.

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### **District Facility Plan**

At no additional cost to the district, the architectural firm agrees to provide support for the development of the District Facility Plan including any facility survey that must be completed and agrees to attend planning meetings. The plan must be completed and approved by the Trigg County Board of Education no later than April 1, 2019.

### **Communication and Request for Information**

During all phases of planning and construction, it is the expectation that district staff be kept informed through weekly email and/or conference call. All calls should be followed up with a summary in writing provided to superintendent and director of operations.

Additionally, the architectural firm will be responsive to any and all requests for information related to the project.

### **Document Submission**

All document submission to KDE shall be the responsibility of the architectural firm. While the BG-1 is the responsibility of the district, the architectural firm shall work with district staff to complete for district submission.