

Henderson County Schools

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To: Members of the Board of Education and Mrs. Marganna Stanley

From: Steve Steiner

Date: August 10, 2020

Re: Henderson County Schools District Facility Plan (DFP) proposal

Attached is a timeline/abbreviated schedule to work through our DFP for Henderson County Schools during the Fall semester of 2020. The HCS district plan is due this year to KDE.

It is my request to you to approve the following steps in regards to our District Facility Plan.

- We contract with RBS to be our Architect/Engineer Evaluator at a cost not to exceed .05 cents per square foot based on the allowance of the DFP manual. Attached is a proposed contract from RBS for this work. I have reached out to them because they served us in completing this task on our last DFP without any issues or concerns.
- I would also suggest we contract to use a qualified facilitator during this DFP process at a cost of approximately \$6,000. This cost will be negotiated based on having 13 schools in our district. (As reference, the DFP manual's stated cost for facilitators for up to ten schools is \$4,500) Reimbursement expenses if any will need to be established on the contract as well.

Please consider these requests so that work can begin by RBS and we are allowed to move forward with additional steps needed to accomplish the task.



The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.

Equal Educational and Employment Institution

District Facilities Plan (DFP)

Process/Timeline/Needs

1. Select the Local Planning committee (LPC) (Sept)
2. Select and Architect/Engineering consultant. (Aug)
3. Select a facilitator. (Aug)

Architect/Engineering work to be done prior to first LPC meeting.

(Approximately 3 months to complete)

1. Evaluate Bldg/Site Conditions
2. Create Inventory/Analyze Bldg and Site needs
3. Provide Plan Drawings for each bldg. and site
4. ID Deficiencies
5. Provide Construction Cost Estimates to correct deficiencies

LPC work—(Oct.-Dec.)

Schedule conduct Orientation meeting when Architect work complete.

Hold series of Forums to develop DFP

- Minimum of 3 meetings and forums Orientation mtg is one of the meetings.

Research information to be gathered and shared:

CSIP/Transportation info/Student Assessment/Education
Programs/Munis/Financial info regarding bonding

Develop Draft Plan for KDE review

LPC votes of draft plan based on KDE review comments

Local Board votes on presented draft plan

Hearing process for public then report given to the board and voted on.

Board approved DFP submitted to KDE

KDE votes on DFP.