

THIS IS A DECISION PAPER

TO: HARDIN COUNTY BOARD OF EDUCATION

FROM: NANNETTE JOHNSTON, SUPERINTENDENT

DATE: MARCH 18, 2010

**SUBJECT: HIRE ARCHITECTUAL AND ENGINEERING SERVICE FOR DISTRICT
FACILITY PLAN**

ISSUE: The Board needs to approve hiring architectural and engineering services for the district facility plan.

FACTS

Every four years, the district must submit a revised District Facility Plan for State Board Approval. The due date for the next District Facility Plan (DFP) is April, 2011. The DFP contains many parts and there are many steps and meetings until a final document can be presented to the State Board for approval. (See attached Executive Summary of DFP Planning Process).

Sherman, Carter Barnhart has submitted a proposal to oversee the revision of the DFP with additional services of Shrout, Tate, Wison Consulting Engineers on a hourly basis at a not-to-exceed fee of \$12,000. (See attached letter from SCB).

RECOMMENDATION

I RECOMMEND THE BOARD APPROVE SHERMAN, CARTER, BARNHART WITH SHROUT, TATE, WILSON CONSULTING ENGINEERS FOR ARCHITECT AND ENGINEER SERVICES AND OVERSIGHT OF REVISION OF THE DISTRICT FACILITY PLAN ON AN HOURLY RATE BASIS AT A NOT-TO-EXCEED FEE OF \$12,000.

RECOMMENDED MOTION

I MOVE THE BOARD APPROVE SHERMAN, CARTER, BARNHART WITH SHROUT, TATE, WILSON CONSULTING ENGINEERS FOR ARCHITECT AND ENGINEER SERVICES AND OVERSIGHT OF REVISION OF THE DISTRICT FACILITY PLAN ON AN HOURLY RATE BASIS AT A NOT-TO-EXCEED FEE OF \$12,000.

Executive Summary of the District Facilities Planning Process

1. Local school district shall select the Local Planning Committee (LPC)
 - a. Submit to KDE for approval
 - b. Hire a facilitator (optional)
 - c. Hire an architectural/engineering consultant (required)
 - i. Facilities assessment
 1. Building Condition
 2. Program needs
 3. Architect/engineering input
 - d. Submit A/E information to KDE
 - e. Review information and standard forms on the KDE Website
2. Request and schedule required orientation from KDE
3. Collect information using current and new resources
 - a. Comprehensive School Improvement Plan
 1. Demographics
 2. Transportation
 3. Student assessment
 4. Educational programs
 - b. MUNIS
 1. Financial information
 - c. Include the district information in a narrative report
4. From collected information the LPC develops the District Facilities Plan
 - a. The LPC will hold a series of meetings to develop the DFP
 - b. LPC solicits public comments through informal public forums
 1. A minimum of three (3) LPC meetings and forums required (These should be at least seven (7) days apart)
 - a. One of these must be scheduled after the draft DFP is created
 2. All meetings and forums are subject to the Open Meetings Act, KRS Ch. 61.
 - a. The first Meeting must be advertised seven (7) days prior to the event, latter meeting require only 24 hour notice and do not need to be formally advertised (website announcements are acceptable).
 - b. All Forums must be advertised seven (7) days prior to the event
 - i. The forums may be scheduled just before or after LPC meetings

5. LPC develops a draft DFP
 - a. The DFP is submitted to KDE for review prior to the last LPC meeting
 - b. The DFP is sent back to the LPC with comments
 - c. The LPC votes on the reviewed draft DFP
6. LPC submits draft DFP to the local board of education
 - a. If accepted by a vote in a scheduled meeting, the local board of education submits the DFP to the KDE
 - b. If rejected by a vote in a scheduled meeting, the local board of education returns the draft DFP back to the LPC for revision and resubmission to the local board of education
7. Accepted draft DFP is then reviewed by the KDE and discussed with the district
 - a. Accepted draft DFP is then reviewed in a Local/State public hearing
 1. The LPC must advertise the local public hearing at least fourteen (14) days prior to the hearing.
 2. Copies of the draft DFP should be placed for public review in several community locations such as the local board office and district schools
 3. Each local public hearing should have:
 - a. Sign in sheet to record attendance
 - b. Recording device to document the proceedings
 - c. Public address system to allow those speaking to be heard
 - b. If rejected the KDE returns the draft DFP back to the local board of education for revision and resubmission to the KDE
 1. This may require resubmission by the local board of education to the LPC
8. Following the Local/State public hearing, the LPC and local board of education review the proposed final draft of the DFP
 - a. Consider public comments from local public hearing
9. Following the Local/State public hearing the hearing officer prepares a hearing report in a form templated by KDE
10. The hearing report and final DFP is submitted to the local board of education for review
 - a. If “accepted”, the local board of education votes for approval and submits the final proposal to the KDE
 - b. This final proposal is submitted to the KBE in their regular meetings
 - c. Following the meeting the local board of education is notified of the KBE’s decision.
 - d. If “rejected” the local board of education submits a letter explaining proposed modifications to the KDE for review.
 - e. The local board of education’s modification of the Hearing Report is noted and reviewed by the KDE and discussion continues

1. When “accepted”, the local board of education submits the final proposal to the KDE
2. This final proposal is submitted to the KBE at a regular meeting
3. Following the meeting the local board of education is notified of the KBE’s decision.

RECEIVED FEB 26 2010

1/22-27-10
forward to
D. Nibley

February 23, 2010

Ms. Nannette Johnston
Superintendent
Hardin County Schools
65 W.A. Jenkins Road
Elizabethtown, Kentucky 42701

Re: Hardin County District Facility Plan

Dear Nannette:

Sherman Carter Barnhart is pleased to offer you and the Hardin County Board of Education our fee proposal for the A/E Building Evaluations portion of your next district facility plan. We appreciate this opportunity to analyze the conditions of your buildings and identify every potential dollar of unmet need for your district.

I have attached a list of our broad experience helping districts craft their district facility plans, including, most recently, plans for Hart County Schools and Logan County Schools. We are happy to continue our relationship with you and Hardin County Schools, and are committed to providing the same exemplary service to your district.

You and the board may not be aware that, since your last district facility plan was prepared, KDE has completely changed the facility planning format and submittal/form procedures. Sherman Carter Barnhart has already completed district facility plans under the new procedures and guidelines, so we are experienced in using the new format.

In consideration of our existing relationship with Hardin County Schools, we propose to perform your district facility planning work on an hourly rate basis at a not-to-exceed fee of \$12,000.00. This fee includes the services of Sherman Carter Barnhart, as well as Shroul Tate Wilson Consulting Engineers, who will provide valuable input on the schools' mechanical, electrical, and plumbing needs.

Thank you again for this opportunity. We look forward to hearing from you, and I encourage you to call me if you have any questions.

Sincerely,



Kenny Stanfield AIA, LEED® AP
Partner