

December 5, 2022

Mr. Jeff Saylor
Superintendent
Estill County Board of Education
253 Main Street
Irvine, Kentucky 40336

Re: Estill Board of Education
District Facilities Plan & KFICS Assessment – Architectural & Engineering Services

Dear Mr. Saylor:

As a follow-up to our conversation, we appreciate the opportunity to submit this proposal to assist in the completion of your District Facilities Plan (DFP.) It is our understanding in crafting this proposal that your Kentucky Facilities Inventory & Classification System (KFICS) assessment will be completed/updated as a part of these services.

The scope of services we will provide includes the following:

Task 1: Existing DFP Review & Update: We will work with you to review work that has been completed or is under construction as identified on the current DFP approved in June 2019 by the Kentucky Board of Education (KBE.)

Task 2: Model Program Assessment: We will provide an analysis to compare the existing facilities and existing enrollment against the model program for a new facility and identify any space deficiencies. This assessment will be based on the current grade configuration.

Task 3: Building & KFICS Assessment: We will update your District's KFICS evaluation, taking a team of trained design professionals to each of the facilities you have designated to be a part of this project. When on site, we will photo-document the condition of the building and the elements within the Asset Planner. We will then use the Space Planner template to evaluate the building square footage for the designated use in relationship to the KDE Model Program. We will assist in uploading this information to KDE and Ameresco and see that the KFICS process is completed. At the close of the KFICS process, we will look again at each school center to determine the need and projected cost to update, renovate or replace systems in the next 4-6 years per KFICS indicated needs. We will also include projected costs for new facilities or additions to existing facilities.

Task 4: Deliverables: We will provide a report of space needs and an estimated cost opinion for building improvements based on the work completed within Tasks 1 and 2. We will edit and adjust this report based on the decisions made by the Local Planning Committee (LPC) and review comments from the Kentucky Department of Education (KDE.) We will produce exhibit floor plans for each facility and prepare cost opinions associated with the proposed new work and renovations. Additionally, we will assist the District in preparing the updated DFP, including project descriptions and cost opinions.

Throughout these tasks, we will work closely with you to prepare a single draft DFP for submission to KDE, and to assist in completing revisions requested by all parties. If additional draft DFP's are needed, we will provide under additional services.

Meeting Attendance: In addition to the services described above, we will attend up to eight (8) meetings with either your Local Planning Committee (LPC) or the Board of Education. In addition, we will be available for one meeting directly with KDE in Frankfort, if necessary, to review your plan. You should expect the following meetings to occur as a part of your DFP process.

LPC Meeting #1 (Orientation-part 1):

- Minimum 7-day advertisement required
- Introductions
- Select Chair and Vice-Chair
- View KDE Part 1 video
- Review Current District Facility Plan
- Review process & confirm schedule

LPC Meeting #2 (Orientation-part 2):

- LPC Meeting - minimum 24-hour notice required
- View KDE power point presentation
- Report on Bonding Potential (District to contact their fiscal agent)
- Report on Building Assessments
- Reports from School Principals
- Comprehensive School Improvement Plan (CSIP)
- Report from Director of Technology
- Transportation Report
- MUNIS Report
- Student Assessment Report
- Educational Programs Report

Public Forum #1, followed by **LPC Meeting #3**:

- Public Forum - minimum 7-day advertisement required
- LPC Meeting – minimum 24-hour notice required
- Review current District Facility Plan (DFP)
- Discuss initial options for utilization of facilities / spaces

Public Forum #2, followed by **LPC Meeting #4**:

- Public Forum – minimum 7 days advertisement required
- Minimum 24-hour notice required
- Continue discussion and review options for utilization of facilities
- Complete draft of facility plan and send to KDE for review

Once review comments are received back from the Kentucky Department of Education, the following meetings may occur:

Public Forum #3 (final), followed by **LPC Meeting #5**:

- Public Forum – minimum 7 days advertisement required
- LPC - minimum 24-hour notice required
- LPC presents reviewed DFP with KDE comments at public forum
- LPC reviews KDE comments
- LPC votes on reviewed DFP (or revises and resubmits draft DFP to KDE)
- Sends to Board of Education for consideration

Board Meeting

- Local Board votes on reviewed DFP
- Local Board selects a Hearing Officer
- Request hearing packet from KDE
- Sets date for Public Hearing

Public Hearing

- Minimum 14-day advertisement period required. (Copies of draft DFP to be available at Board office and local schools.)
- Hearing Officer prepares Hearing Report

Board Meeting

- Board votes on Hearing Report

Following the above steps, the District shall submit the final District Facilities Plan / Hearing Report to KDE, a minimum of 45 days prior to the Kentucky Board of Education (KBE) meeting.

As you know, KDE initially recommended a fee of \$.05 per square foot more than ten years ago for this work, which was before the KFICS system became available. We are now proposing to provide services for your DFP and KFICS for \$.055 per square foot, which is the same per square foot cost we charged you in 2019. This fee proposal includes the required services of mechanical, electrical and plumbing engineers. Given your District's approximate gross square footage of 465,355, our fee would be computed as **\$25,594**. Throughout the project, we'll only charge you for our mileage and printing costs as reimbursable expenses - without any additional markup.

Again, we thank you for the opportunity to provide you with this proposal. If this is acceptable, simply sign this letter and return one copy to our office. Our firm is honored to continue to serve the Estill County Board of Education.

Sincerely,



Randy S. Brookshire, AIA, LEED AP
Senior Principal

/ml

c: File

Accepted By:

Estill County Board of Education

Date: _____