

**OLDHAM COUNTY BOARD OF EDUCATION**

**CONCERN**

Consider Approval of Proposal for Site Assessment for the District Wide Landscaping and Site Improvements Project.

**DISCUSSION**

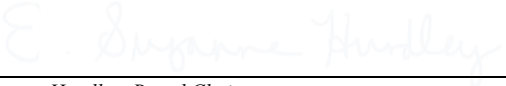
On July 10, 2023, the board approved Element Design, PLLC for the District Wide Landscaping and Site Improvements Project. Since that time Element Design PLLC have prepared a proposal for the proposed scope and process for evaluating the district's needs and potential methods of completing the work (see attached).

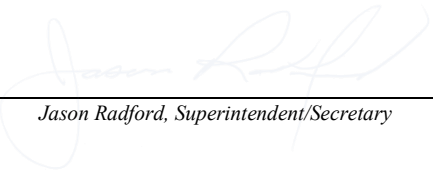
**RECOMMENDATION**

Approve the Proposal for Site Assessment for the District Wide Landscaping and Site Improvements Project for submission to the Kentucky Department of Education, District Facilities Branch, Division of District Support and hereby authorize the Director of Facilities Management to execute the necessary documentation.

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On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved the Proposal for Site Assessment for the District Wide Landscaping and Site Improvements Project for submission to the Kentucky Department of Education, District Facilities Branch, Division of District Support and hereby authorize the Director of Facilities Management to execute the necessary documentation.

  
\_\_\_\_\_  
*Suzanne Hundley, Board Chair*

  
\_\_\_\_\_  
*Jason Radford, Superintendent/Secretary*

September 19, 2023

Oldham County Schools  
Brent Bohannon  
Denise Schindler

Re: **Districtwide Site Improvements Project**

Thank you for the opportunity to provide a proposal for this project. Provided below is a detailed description of the proposed scope and process. The proposed scope is based on our conversations regarding the district's needs and potential methods for completing the work. The below scope proposal is phased to show an order of operations and phasing of work.

The Assessment Phase will occur first, followed by the Recommendations Phase. These are critical steps in understanding the project sites and district wide needs and planning the remainder of the work. Following the Recommendations Phase, the work of the Project Implementation and Documentation Phases may occur simultaneously as needed.

**PROPOSED FEE AND SCOPE:**

The following outlines the proposed fees and scope, which will be completed through 2 separate contracts. The District Development Plan and Design Standards will encompass the Assessment, Recommendation, and Documentation Phases. The Project Implementation Phase will be completed as a separate contract.

**DISTRICT DEVELOPMENT PLAN AND DESIGN STANDARDS**

**Assessment Phase**

The goal of the Assessment Phase is to gather information and evaluate all sites district-wide. By the end of the phase, the team should have a holistic understanding of the district's site development needs and goals.

- Gather all available site information for District campuses and properties. Develop base maps.
- Identify gaps in site information and collect aerial drone topography information.
- Develop District Map of Properties, including a Vacant Land Inventory.
- Develop project goals and objectives. Establish preliminary schedule.
- Select Model Site for first assessment to develop Assessment Tool and test process. Site visit, inventory, and analysis of Model Site.
- Document Model Site Assessment and review with Owner.
- Inventory & Assessment may include review of the following. The assessment tool will be developed in coordination with the Owner:
  - Parking & Vehicular Circulation
  - Drop-off & Queuing
  - Pedestrian Circulation & Safety
  - Accessibility
  - Play Areas
  - Services Areas
  - Sports Facilities
  - Signs & Wayfinding
  - Site lighting

- Fencing
  - General Landscape
  - Mature or Significant Trees
  - Site Furnishings
  - Site Materials
  - Photographic record of existing conditions at each site
- Commence assessment of all district sites once Model Site Assessment is completed and approved.
- Present progress reports and findings to Board (2)
- Bi-weekly progress meetings w/ Owner, (1) virtual and (1) in person per month
- Assessment Phase Deliverables:
  - Report Draft to include documentation of process and assessment of each site in hard copy (1) and digital format.
  - Compiled Site Base Maps and Plans in digital format.

### **Recommendations Phase**

The goal of the Recommendations Phase is to process the assessment information and develop preliminary proposals for implementation of district-wide site improvements and design standards. By the end of the phase, the team has a refined set of plans and recommendations to use as a guideline in finalizing all documentation.

- Working from the Goals and Objectives established during the Assessment Phase, a typical Program will be developed to address the needs assessment of each site. This Program may be organized on a campus or individual school basis, depending on the finding of the Assessment Phase.
- Develop preliminary list of improvement projects for each site, organized by assessment categories.
- Develop a Property Acquisition Map to identify potential areas for physical growth (these are typically confidential and not included in the final reports)
- Develop site matrix for phasing plans to assist with prioritization of projects based on budget and need.
- Develop preliminary phasing plans for each site. Organize a high-level district-wide phasing plan to be used as a 'road map' for future work.
- Develop list of potential Pilot Projects for early implementation in 2024.
- Develop preliminary order of magnitude cost opinions.
- Compile and review list of potential material and design standards. Develop package of options for initial review and selection by owner.
- Present progress reports and findings to Board (2)
- Bi-weekly progress meetings w/ Owner, (1) virtual and (1) in person per month
- Recommendations Phase Deliverables:
  - o Report Draft to include Recommendations Phase work in hard copy (1) and digital format.
  - o Preliminary Property Acquisition Map in hard copy (1) and digital format.
  - o Preliminary Phasing Plans and Opinions of Cost in hard copy (1) and digital format.



**Documentation Phase**

The goal of the Documentation Phase is to finalize all assessment report documentation and deliverables. By the end of the phase, all reports, plans, and standards will be finalized and provided to the Owner.

- Final review of all design details, specifications, and other standards developed during the previous phases.
- Final review of site materials and product standards.
- Production of final plans, renderings, and reports developed throughout the previous phases.
- Present progress reports and findings to Board (2)
- Bi-weekly progress meetings w/ Owner, (1) virtual and (1) in person per month
- Documentation Phase Deliverables:
  - Final Assessment Report Document, including full site assessments, plans, maps, phasing, and cost opinions.
  - Final Standard Site Design Details
  - Final Standard Site Material and Product Guidelines
  - Final Standard Site Specifications
  - All deliverables to be provided in (1) hard copy and digital format (.dwg; .pdf; .docx)

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**District Development Plan and Design Standards Total Fee****\$120,000**

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**PROJECT IMPLEMENTATION PHASE**

The goal of the Implementation Phase is to refine preliminary implementation and design standards, and test those through Pilot Projects. By the end of the phase, the team will have a set of standard design details and specifications to use as a model for finalizing all standards.

- Select 3-4 projects (\$10M estimated construction cost total) from the list of Pilot Projects for Phase 1 Implementation in 2024.
- Develop Construction Drawings and Specifications for the Phase 1 Pilot Projects. Depending on the work of the Assessment Phase, some Pilot Projects may be prepared for construction prior to completion of the Recommendations Phase.
- Work with Owner to establish preliminary design standards to be used and / or tested with the Pilot Projects.
- Finalize list of standard site design details for use in construction documentation. Work with owner to refine and finalize details.
- Finalize list of standard site specifications for use in construction documentation. Work with the owner to refine and finalize specifications.
- Bi-weekly progress meetings w/ Owner, (1) virtual and (1) in person per month
- Implementation Phase Deliverables:
  - For each selected Pilot Project, Set of Construction Documents, including full length specifications, in hard copy (1) and digital format.
  - Final list of standard details and specifications.

**Project Implementation Total Fee****\$550,000**

Fee calculated at 5.5% of estimated construction cost based on KDE Fee Guidelines for projects \$10M-\$15M.

**Notes:**

1. The Project Implementation Phase may occur simultaneously with the Documentation Phase as needed to meet the goals and schedule established during earlier phases. The Implementation Phase may also extend beyond the conclusion of the Documentation Phase as required by construction schedules and Owner needs.
2. Additional construction drawings for projects beyond the initial Pilot Projects are not included currently and are considered additional services.
3. Additional services not described above or herein shall be considered additional services and will be billed separately per the hourly rates below or as negotiated.
4. Subconsultants are not currently included in this proposal. Should the need arise for additional professional design consultants, we can provide recommendations and / or procure those services as a subconsultant. Any associated additional fees, if required, will be negotiated at that time.

**Proposed Professional Services Rates (for items billed hourly):**

Principal Landscape Architect - \$195 / hour  
Professional Landscape Architect - \$165 / hour  
Professional Civil Engineer - \$165 / hour  
Landscape Designer / E.I.T. - \$125 / hour  
Staff Administration / Clerical - \$65 / hour

Additional services shall be billed at the above hourly rate or negotiated as a lump sum fee.

We appreciate the opportunity to provide a proposal for the project and look forward to getting started. Please don't hesitate to call if you have questions.

Sincerely,



Liz Piper, RLA, ASLA, LEED BD+C  
Partner, Element Design  
502.489.4221