



FLOYD COUNTY BOARD OF EDUCATION
 Anna Whitaker Shepherd, Superintendent
 442 KY RT 550
 Eastern, KY 41622
 Telephone (606) 886-2354 Fax (606) 886-4550
 www.floyd.kyschools.us

Linda C. Gearheart, Board Chair - District 1
 William Newsome, Jr., Vice-Chair - District 3
 Dr. Chandra Varia, Member - District 2
 Keith Smallwood, Member - District 4
 Steve Stone, Member - District 5

Consent Agenda Item (Action Item): Consider/Approve advertising for Request for Proposals (RFP) to consider Architectural Services for the renovation of Duff Allen Central Elementary.

Applicable State or Regulations: 702 KAR 4:160 – Capital Construction Process

Fiscal/Budgetary Impact: Fees and schedule for the project shall be established at the completion of the selection process utilizing the A/E Fee Guidelines.

History/Background: The board accepted an Offer of Assistance in the amount of \$10,975,466 from the School Facilities Construction Commission (SFCC) to be used for the renovation of DACE in June 2021. (Order# 19861). The offer was contingent upon receipt of Federal Funds from House Bill 556. In April 2023 the funds became available to the district for use on the project.

Recommended Action: Staff recommends approving advertising and accepting Request for Proposals for architectural services as presented.

Contact Person(s): Linda Hackworth, 874-9569

N/A
 Principal

Linda Hackworth
 Director

Anna W. Shepherd
 Superintendent

Date: November 2, 2023

REQUEST FOR PROPOSALS
Floyd County Schools
Architectural Services

The Floyd County Board of Education will receive proposals from qualified Architect firms for design services. The intended project is renovation of the original 1990 building of Duff Allen Central Elementary to include new roofing, HVAC replacement, and upgrades to the fire alarm/suppression system.

Interested and qualified firms can receive a copy of the official Request for Proposals (RFP) by submitting a request via e-mail to linda.hackworth@floyd.kyschools.us or mailing a one-page letter of interest to:

Linda Hackworth, Chief Facilities Officer
442 KY RT 550
Eastern, KY 41622
(606) 874-9569

The Floyd County Board of Education will receive Architectural Service Proposals until 2:00 PM, Wednesday, December 20, 2023. Proposals received after this date and time will not be accepted. The board of education plans to review the proposals and consider making a selection at the January 2024 regular scheduled meeting that will be held at 6:30 PM at the May Valley Elementary located at 481 Stephens Branch Rd, Martin, KY 41649. Proposals shall be submitted only on the form of proposal as received from the Floyd County Board of Education. Proposal shall be enclosed in envelope which clearly indicate a Proposal for Architect/Engineer Services. Proposals may be mailed or hand delivered to Linda Hackworth, Chief Facilities Officer, Floyd County Board of Education, 442 KY RT 550, Eastern, KY 41622.

Proposing Architectural Services will be required to meet 702 KAR 4:160 and certain qualifications set out in the RFP and which include the following:

1. Experience in Designing Educational Buildings;
2. Errors and Omissions Insurance;
3. Ability to Provide Experienced Staff.

The Floyd County Board of Education will review all proposals received, meeting all specifications and conditions, and subject to all other provisions of the request for proposal and may select an architect firm deemed to be in the best interest of The Floyd County Board of Education. The Floyd County Board of Education reserves the right to reject any and/or all proposals.

KENTUCKY DEPARTMENT OF EDUCATION REQUEST FOR PROPOSALS

for

ARCHITECTURAL/ENGINEERING SERVICES

School District: Floyd County Board of Education

Project: Duff Allen Central Elementary Renovation

RFP Date: _____

CONTENTS

1.	Announcement.....	Page 2
2.	Instructions to Proposers.....	Page 3
3.	Project Description.....	Page 4
4.	Tentative Project Schedule.....	Page 4
5.	Goals for the Architect/Engineer.....	Page 5
6.	Architect/Engineer Qualifications.....	Page 5
7.	Response to Request for Proposals.....	Page 5,6
8.	Overview, Experience, Project Organization, Ability to Complete Projects within Budget and on Time	Page 6
9.	Construction Management, Experience with the Kentucky Department of Education, School Funding, References, Summary Statement, Document Utilized with Contract	Page 7

1.ANNOUNCEMENT

- A. The Floyd County Board of Education will receive proposals from qualified Architect/Engineer (A/E) firms for design services.
- B. The intended project is: **Renovation to Duff Allen Central Elementary**
- C. Interested and qualified firms can receive a copy of the official Request for Proposals (RFP) by submitting a one-page letter of interest to **Floyd County Board of Education**
Attention: Linda Hackworth
442 KY RT 550
Eastern, KY 41622
- D. The Owner (will/will not) **WILL NOT** retain the services of a Construction Manager (CM) for this project and if so will involve that entity in both the design and construction phases of the work.
- E. An authorized representative of the Board of Education will receive A/E Proposals until **2:00 PM**, December 20, 2023.
Proposals received after this date will not be accepted.
- F. Proposals shall be submitted only on the form as received from the soliciting Board of Education.
- G. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Architect/Engineer Services.
- H. Responding A/Es will be required to meet 702 KAR 4:160 and certain qualifications set out in the RFP and which include the following:
 - 1. **Experience in Designing Educational Buildings;**
 - 2. **Professional Liability Insurance;**
 - 3. **Ability to Provide Experienced Staff**

Questions concerning Request for Proposals or the project should be addressed to

Linda Hackworth, Chief Facilities Officer
Floyd County Schools
442 KY RT 550
Eastern, KY 41622

- J. This Request for Proposals is subject to KRS 45A.455 prohibition against conflict of interest, and gratuities and kickbacks.

2. INSTRUCTIONS TO PROPOSERS:

A. Preparation of Proposals:

1. The respondent is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a forward straight concise description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the RFP, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFP.
3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the respondent will meet, in every detail, the conditions stipulated in this RFP.

B. Fees:

Fee and schedule for this project shall be negotiated at the completion of the selection process utilizing the Architect / Engineer Fee Guideline for Basic Services for A/E services.

C. Submission of Proposal:

The responding A/E shall complete a RFP package which includes responses to this document.

Proposals shall be addressed to:
Linda Hackworth, Chief Facilities Officer
442 KY RT 550
Eastern, KY 41622

D. Number of Copies:

The respondent shall furnish seven (7) copies of the proposal.

E. Form of Agreement:

The form of agreement to be used shall be the current American Institute of Architects (AIA) Owner and Architect agreement required by 702 KAR 4:160 based upon the project delivery method.

3. PROJECT DESCRIPTION

Major renovation to original 1990 Building of Duff Allen Central Elementary to include roof replacement on oldest remaining roof, gutters, downspouts, and roof drains. HVAC replacement. Upgrade fire alarm and suppression systems.

4. TENTATIVE PROJECT SCHEDULE

RFP Due:	December 2023
Architectural Selection:	January 2024
Design Begins:	February 2024
Project's Complete	August 2026

5. GOALS FOR THE ARCHITECT/ENGINEER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Design within the defined time schedule, approved budget, and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.

6. ARCHITECT/ENGINEER QUALIFICATIONS

- A. Knowledgeable of current applicable statutes and codes related to educational building projects in Kentucky.
- B. Maintains Professional Liability Insurance with minimum coverage as stated in the appropriate AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect – KDE Version or AIA Document B132-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition – KDE Version required by 702 KAR 4:160.
- C. Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.
- D. The architect of record must directly employ personnel in-house to perform seventy-five percent (75%) of architectural project document preparation and 100% of the architectural work of the construction administration work.

7. RESPONSE TO REQUEST FOR PROPOSALS

INSTRUCTIONS

All items below should be included in the response in the same order and in similar format. Include the certification and signature at the end of this section.

Note: *If more than one firm is involved in a joint-venture, a complete response from each firm is required.*

- A. **Firm Identification:** Please provide the following information about your firm:
 - *Name*
 - *Address*
 - *City, State ZIP*
 - *Telephone Number*
 - *Principal-In-Charge Contact Name and Email Address, Architect Registration Number*
 - *Designated Contact Name, Architect Registration Number*
 - *Designated Contact's Email Address*
 - *Type of Organization (Sole Proprietorship, Professional Corporation/Association, Corporation, Partnership, Joint Venture*, Other* - If Joint Venture or Other provide details)*
 - *Number of years firm has been in business*
 - *Location of any branch offices*

B. Personnel:

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by discipline.

C. Sub-Consultants:

If outside consultants are utilized to perform any of your A/E services, list firms and the services they will provide on your behalf. See Firm Identification in Section A above.

OVERVIEW

State when the firm was founded, how it is organized, and its operating philosophy.

EXPERIENCE

Provide the following information on completed projects of a comparable nature over the past three (3) years. (Maximum of ten projects)

- *Name of project*
- *Location by city and state*
- *Brief description of the project*
- *Construction cost and year project was completed*
- *Name of owner's representative with address and telephone number*
- *Names and addresses of contractors for project*

PROJECT ORGANIZATION

Provide an organization chart which illustrates the key staff members of your firm and the roles they will perform including the Principal-In-Charge and the Project Manager. Similarly, illustrate your consultant's key staff members and their roles on the project. Identify the contact person to be called by the Owner.

ABILITY TO COMPLETE PROJECTS WITHIN BUDGET AND ON TIME

Choose not more than five projects listed above, that are most similar to this project and provide the following additional information:

- *Owners Construction Budget (in dollars)*
- *Architect's Construction Estimate*
- *Total Contract Award Amount*
- *Scheduled months for design activities*
- *Actual months for design activities*
- *Scheduled months for construction activities*
- *Actual months for construction activities*

CONSTRUCTION MANAGEMENT

Describe your experience with construction management and how you plan to interface with such services on this project, if CM services are utilized.

EXPERIENCE WITH THE KENTUCKY DEPARTMENT OF EDUCATION

Describe your experience working with the Kentucky Department of Education staff and how you view their role in the design and construction process.

SCHOOL FUNDING

Generally describe your understanding of the funding sources that drive decisions made on Kentucky school construction projects.

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best qualified for this project.

DOCUMENTS UTILIZED WITH CONTRACT

The following documents will be utilized to execute a contract based upon project delivery method.

- A. AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect – KDE Version; or
- B. AIA Document B132-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition – KDE Version
- C. KDE Architect / Engineer Fee Guidelines for Basic Services
- D. KDE Non-Collusion Affidavit

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and may be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Principal-in-Charge: _____

Date: _____



**School Facilities Construction Commission
Finance and Administration Cabinet**

700 Louisville Road
Frankfort, Kentucky 40601
(502) 564-5582

Andy Beshear
Governor
Ms. Holly M. Johnson
Secretary

Heather Overby
Chairman
Chelsey Couch
Executive Director

June 2, 2021

Mr. Danny Adkins, Superintendent
Floyd County Schools
442 KY Rt. 550
Eastern, KY 41622

Dear Mr. Adkins:

House Bill 556, Section 17 appropriates Federal Funds from the Coronavirus Capital Projects Fund of the American Rescue Plan of 2021 to the School Facilities Construction Commission to support school facility construction costs. Funds will be disbursed based upon the facility rankings on the Kentucky Facilities Inventory and Classification System report as of February 27, 2020.

In accordance with HB556 of the 2021 General Assembly, the School Facilities Construction Commission has been authorized to make an additional offer of assistance to Floyd County Schools in the amount of \$10,975,466 to be used for the renovation of Duff-Allen Central Elementary School. The legislation governing this offer of assistance requires that all local available resources be applied towards this project.

This means that the Commission is making an offer to be used for the completion of the above cited project and may not be used for any other purpose.

This offer of assistance is contingent upon the receipt of Federal Funds. The SFCC currently has no projection as to when these funds will be received.

In the meantime, the SFCC will need a board order accepting this offer of assistance for Duff-Allen Central Elementary School. Please put this on the agenda for your next meeting so that we have Board acceptance in place prior to funds being received and provide our office with an excerpt of your Board Minutes either accepting or rejecting the offer within **thirty (30) days**.

Please do not hesitate to contact our office with any questions.

Sincerely,

Chelsey Couch
Executive Director



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Floyd County Board of Education Regular Meeting

June 28, 2021 6:30 PM

Central Office Board Room/Library

Eastern, KY

Attendance Taken at 6:30 PM:

Present Board Members:

Ms. Linda Gearheart

Mr. William Newsome

Dr. Chandra Varia

Mr. Keith Smallwood

Absent Board Members:

Mr. Steve Slone

Mr. Danny Adkins, Secretary was not in attendance. Board Attorney attended.

1. Chair's Welcome/Call to Order

1.A. Roll Call/Welcome

1.B. Review Focus Areas- Safety and Health of Students and Staff; Transition Ready; Remain Fiscally Solvent; ACT 19.5; Student Growth; Student Participation

1.C. Reminder for a Request to Speak

1.D. Pledge of Allegiance

1.E. Moment of Individual Silent Reflection: "Why are we here?"

1.F. The Adoption of Agenda

Order #19857 - Motion Passed: Motion to adopt the agenda with the changes:move Item 6-L to the front of the agenda and to table the following until the intermin has a chance to review: Item 6-AA, Item 6-BB, and Item 6-HH. passed with a motion by Mr. Keith Smallwood and a second by Dr. Chandra Varia.

4 Yeas - 0 Nays.

Ms. Linda Gearheart

Yes

Mr. William Newsome

Yes

Dr. Chandra Varia

Yes

Mr. Steve Slone

Absent

Mr. Keith Smallwood

Yes

6.C. Superintendent's Report on Personnel

6.C.1. Actions Taken

6.C.2. Consider Requests for Leaves of Absences

6.D. Consider/Approve amended school calendar for 2020-2021

6.E. Consider/Approve the Technology Plan 2019-2022

6.F. Consider/Approve contract between the Floyd County Health Department and Floyd County Schools to provide (3) Registered Nurse to deliver direct health services to students for the 2021-2022

6.G. Consider/Approve partnership with AppHarvest for instructional use with Floyd County School District beginning 2021-2022 school year

6.H. Consider/Approve accepting the SFCC offer of assistance in the amount of \$10,975,466 to be used for the renovation of Duff-Allen Central Elementary School

6.I. Consider/Approve local agreement for cooperation on full utilization of Head Start for 2021-2022 school year

6.J. Consider/Approve donation of 66 passenger bus to City of Prestonsburg to assist Kentucky Emergency Management/Department of Health Region 8

6.K. Consider/Approve surplus buses (1304, 201, 1002, 1102)

6.L. Consider/Approve adopting Bylaw 25-6 into Floyd County Athletic Handbook

6.M. Consider/Approve the surplus of technology items for the schools listed

6.N. Consider/Approve contract between the Floyd County Board of Education and infoHandler for Medicaid Billing Program for the 2021-2022 school year

6.O. Consider/Approve limited contract for services with Central Kentucky Interpreter Referral, Inc., to meet interpretation needs for the 2021-2022 school year

6.P. Consider/Approve renewing the NWEA MAP Suite of products including MAP Growth Assessment for all K-5 students at all Floyd County Schools, MAP Accelerator personalized Mathematics online learning tool for all students in grades 3-8 at all Floyd County Schools and MAP Science Assessments for all students in grades 2-12 at all Floyd County Schools

6.Q. Consider/Approve a shortened school day/week for students with special needs for the 2021-2022 school year

6.R. Consider/Approve principals, assistant principals, guidance counselors, special education consultants and the chief special education as ARC chairpersons

6.S. Consider/Approve to hire Karen White as a contract evaluation expert for visually impaired children for the 2021-2022 school year

5. Action or Special Reports - Student Support

5.A. Receive Report of Superintendent

Order #19859 - Motion Passed: Receive Report of Superintendent passed with a motion by Mr. Keith Smallwood and a second by Dr. Chandra Varia.

4 Yeas - 0 Nays.

Ms. Linda Gearheart	Yes
Mr. William Newsome	Yes
Dr. Chandra Varia	Yes
Mr. Steve Slone	Absent
Mr. Keith Smallwood	Yes

5.B. Receive Utility Report for Prestonsburg High School

Order #19860 - Motion Passed: Receive Utility Report for Prestonsburg High School passed with a motion by Mr. Keith Smallwood and a second by Dr. Chandra Varia.

4 Yeas - 0 Nays.

Ms. Linda Gearheart	Yes
Mr. William Newsome	Yes
Dr. Chandra Varia	Yes
Mr. Steve Slone	Absent
Mr. Keith Smallwood	Yes

6. Action by Consent

Order #19861 - Motion Passed: Motion to approve all consent items as presented with the exception of Item 6-BB and 6-HH passed with a motion by Mr. Keith Smallwood and a second by Dr. Chandra Varia.

4 Yeas - 0 Nays.

Ms. Linda Gearheart	Yes
Mr. William Newsome	Yes
Dr. Chandra Varia	Yes
Mr. Steve Slone	Absent
Mr. Keith Smallwood	Yes

6.A. Consider Approval of Minutes

6.B. *Consider Payment of Bills and Claims