



July 29, 2024

Mr. Chris Brady
Superintendent
Marion County Schools
755 East Main Street
Lebanon, Kentucky 40033

Re: District Facilities Plan – Architectural & Engineering Services

Dear Mr. Brady:

As a follow-up to our conversations, we appreciate the opportunity to submit this proposal for the update of the Kentucky Facilities Inventory and Classification System (KFICS) to include services to assist in the completion of your District Facilities Plan (DFP.)

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 2021 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 Assessment: We will incorporate the KFICS evaluation of 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 and site 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.

Meeting Attendance: In addition to the services described above, we will attend up to five (5) meetings with either your Local Planning Committee (LPC) or the Board of Education. In addition, we will be available for one (1) 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.

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 a requirement. In recognition of our longstanding partnership with Marion County Board of Education, we are proposing to discount our fee for the completion of the KFICS assessment update to \$.015 per square foot, and to provide services for your DFP for \$.02 per square foot, which brings the total for both services to \$.035 per square foot. Based on our understanding of the District's total gross square footage of 529,148, this equates to **\$18,520**. This fee proposal includes reimbursable costs, such as mileage, and the required services of mechanical, electrical and plumbing engineers.

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

Sincerely,



Randy Brookshire, AIA, LEED AP BD+C
Senior Principal

/rb

c: Remington Bard, Mary Lynne Lange – RTA
File

Accepted By:

Marion County Board of Education

Date: _____