

Attached is a tentative timeline and schedule to work through our DFP for Henderson County Schools during the 2024 and 2025 calendar years. The HCS DFP is not due until Feb. 2026. HCS must submit a fully adopted DFP by the board to KDE no later than 45 days prior to the Feb. 2026 KDE board meeting.

It is our request to you to approve the following steps in regards to our District Facility Plan.

1. We contract with RBS to be our Architect/Engineer Evaluator at a cost not to exceed 0.05 cents per square foot for the facility plan based on the allowance of the DFP manual. RBS will also enter information into KFICS and on Space Planner on an hourly basis pay as seen in the attached contract exhibits A and B.. Attached is a proposed contract from RBS for this work. We have reached out to RBS because they have served us in completing this same task for our last two DFP's without any issues or concerns.
2. We contract to use a qualified facilitator during our DFP process at a cost of approximately \$7000. This cost is outlined in KDE's publication "Master Facility Plan Guidelines". We recommend the contract be awarded to Kentucky School Plant Management Association (KSPMA)/Pete Galloway. We recommend Mr. Galloway and KSPMA because we have used them in our previous DFP without any issues or concerns. Attached is a contract with KSPMA/Pete Galloway

Please consider these requests so that work can begin by RBS and KSPMA/Pete Galloway and we are allowed to move forward with additional steps needed to accomplish this task.

## District Facilities Plan (DFP)

### Process/Timeline/Needs

1. Select the Local Planning Committee (LPC) (Oct)
2. Select Architect/Engineering consultant (Sept)
3. Select a facilitator (Sept)

#### Architect/Engineering work to be done

1. Evaluate Bldg/Site Conditions
2. Create Inventory/Analyze Bldg and Site needs
3. Provide Plan Drawings for each bulge. and site
4. Provide construction cost estimates to correct deficiencies

LPC work-(Oct. 2024-Nov. 2025)

Schedule and conduct orientation meeting when the Architect work is completed.

Hold a series of forums to develop the DFP

- Minimum of 3 meetings and forums. The orientation meeting is one of the meetings.

Research information to be gathered and shared:

CSIP/Transportation information/Student Assessment/Education Programs/Munis/Financial information regarding bonding

Develop a draft plan for KDE review

LPC votes on draft plan based on KDE review and comments

Local Board votes on the draft DFP

A hearing process for public input and then the report is given to the board and the DFP is voted on by the board.

The board approved DFP is submitted to KDE

KDE votes on the DFP for final approval