

# KENTUCKY DEPARTMENT OF EDUCATION REQUEST FOR PROPOSALS

for

## ARCHITECTURAL/ENGINEERING SERVICES

School District: **Allen County Public Schools**

Project: **Design & Development of Athletic Fields & Facilities**

RFP Date: **October 21, 2024**

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## 1.ANNOUNCEMENT

- A. The Allen County Board of Education will receive proposals from qualified Architect/Engineer (A/E) firms for design services.

- B. The intended project is:

**The intended project is the complete redesign and reconstruction of the extracurricular facilities at Allen County-Scottsville High School, including the demolition of existing structures and the construction of new, modernized athletic fields and facilities. This project is supported by HB 678-2022 REG and aims to provide state-of-the-art amenities for students, staff, and the community.**

- 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:  
(Owner to Complete this Section)

**Allen County Board of Education  
Attn. Travis Hamby, Superintendent  
570 Oliver Street  
Scottsville, KY 42211**

- D. The Owner will 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 **1:00 p.m.** on **November 11, 2024.**

**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. Experience in Designing High School Athletic Fields and Facilities;**
- 3. Professional Liability Insurance;**
- 4. Ability to Provide Experienced Staff**

- I. Questions concerning Request for Proposals or the project should be addressed to:

**Travis Hamby, Superintendent**  
**Phone: (270)618-3181**  
**Email: [travis.hamby@allen.kyschools.us](mailto:travis.hamby@allen.kyschools.us)**

**Brian Carter, Deputy Superintendent**

Phone: (270)618-3181

Email: [brian.carter@allen.kyschools.us](mailto:brian.carter@allen.kyschools.us)

- 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:

***Allen County Board of Education  
Attn. Travis Hamby, Superintendent  
570 Oliver Street  
Scottsville KY 42164***

### D. Number of Copies:

The respondent shall furnish seven (7) copies, minimum, 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**

The project involves a comprehensive redesign and rebuild of the extracurricular facilities at Allen County-Scottsville High School as outlined in Section 2c, #5 of the District Facility Plan. The scope includes the demolition of existing field houses, concession stands, restrooms, and grandstand bleachers, followed by the construction of entirely new facilities. The design will incorporate modern athletic fields for football, soccer, baseball, and softball, complete with new lighting systems, irrigation, and ADA-compliant seating. Additional features include the construction of a new press box, expanded restroom facilities, and enhanced parking areas. The project also includes upgrades to the JROTC obstacle course, new tennis courts with lighting, and other necessary infrastructure improvements. This complete rebuild aims to create a premier environment for athletics and extracurricular activities, ensuring long-term benefits for the school and its community.

### **4. TENTATIVE PROJECT SCHEDULE**

*(Owner to Complete this Section)*

|               |  |
|---------------|--|
| October 2024  | RFP Issued                                 |
| November 2024 | Board Reviews Architectural Firm Proposals |
| December 2024 | Board Hires Architectural Firm             |
| July 2025     | Design Finalized & Bid Documents Approved  |
| August 2025   | Project out to Bid                         |
| October 2025  | Award Bid                                  |
| November 2025 | Bond Sale                                  |
| December 2025 | Construction Begins                        |

## 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: \_\_\_\_\_