

September 23, 2025

Mr. Chad Thompson
Henderson County Schools
1805 Second Street
Henderson, Kentucky 42420

Via e-mail: Chad.thompson@henderson.kyschools.us

Re: Henderson County High School Athletics Master Plan
Henderson, Kentucky

Dear Mr. Thompson:

Thank you for the opportunity to submit to you this Scope of Services / Fee Proposal for the above referenced project. This proposal has been prepared based on the conversations between you, Mr. Nathan Grace and Mr. Ryan Reusch surrounding the field house design, the two possible locations and their relation to other athletic current and future venues at the High School.

Rosstarrant Architects has completed several master plan / feasibility studies for universities and school districts. Recent examples include:

- Adair County Schools – A district wide athletics master plan for middle school and high school athletic venues.
- Western Kentucky University Athletics – Studies for Football Stadium improvements and Practice Facility construction.
- University of Kentucky Athletics – Various studies for Football, Baseball and Aquatics.
- Murrays State University Athletics – Long range plan for all Athletic Facilities upgrades and new construction.
- Fleming County Schools – Campus planning and alternates for Athletic Facilities.
- Lincoln County Schools – Feasibility study for all athletic facilities and some school building improvements.
- Clark County Schools – Athletics master plan for campus facilities at George Rogers Clark High School.

Project Description:

Perform an evaluation of existing Henderson County High School athletic facilities, activities and the available land at the High School campus for use in preparing an athletic master plan. Facilities included in the master plan process are the football field, track/field venues, soccer, baseball field, and support spaces, football grandstands/press box, concessions, restrooms, storage spaces, and a new indoor field house with a 50-yard regulation width field, dedicated cheer and wrestling spaces. Adding a venue for a swimming program should also be considered. Traditional activities such as tailgating at football games should also be considered in placing new venues. The High School softball venue is at a different district campus and would not be considered to move back to the high school. The purpose of the master plan is to develop options for maximizing the current use of the Henderson County High School Campus, plan for future athletic venues and support spaces, and to bring the athletic facilities to a level at or above other districts in the region.

Project Team: RossTarrant Architects has extensive experience in athletics studies, design and construction for P-12 and College/Universities throughout Kentucky. The in-house professionals that will be leading your team in this study have many years of expertise to draw from in athletics projects.

The consultant team as led by RossTarrant Architects, Inc., will consist of the following:

	RossTarrant Architects, Inc.	Architect, Site/Civil, Landscape Architect
	TBD (if needed)	Structural Engineer
	To Be Selected with District	Mechanical, Electrical & Plumbing Engineer

Proposed Scope of Services and Deliverables:

Work done as part of the master plan include:

- One (1) In person meeting with the Henderson County high school Athletic Director, Athletic Staff, and other District representatives for the high school athletics facilities will be held to determine functionality of the existing facilities, what they feel the facilities are lacking and what they would like to see included in their ideal facility. In person review of existing facilities will also be conducted on this trip by the design team.
- Touring the existing athletic facilities and their amenities to evaluate them and assess their general condition (This will occur on same day as meeting with Athletics Director and Staff).
- Two (2) online meetings with the Henderson County Athletic Director to review design options and the draft study in preparation for the final report.
- Prepare options for improvements to or replacements of existing facilities as well as construction of new facilities.
- Prepare programming level cost opinions for the design options to assist you in decision making.
- In person presentation of final master plan / feasibility study to Board of Education.

Upon completion of AD/Staff meetings, review of existing facilities and facility programming, RTA will prepare a report to include the following:

- Analysis and summary of the existing facilities.
- Three (3) potential solutions for incorporating the district's goals for campus improvements.
- Impacts of solutions on other District facilities.
- Programming level cost opinion for the master plan design options.
- 2D color renderings of the final master plan design option.
- Digital copy of the report and graphics.

Project Schedule: Based on our discussions to date, the master plan proposal will be presented to the Board at the October board meeting and the project process would begin in early November 2025. The actual completion date will need to be discussed and would depend on the complexity of the design solutions, but we would anticipate the final report would be complete by mid-February 2026.

Project Fee: For the above referenced scope of services and defined project team, we propose a fee of **\$31,000.00**. This fee is broken down as follows:

RossTarrant Architects	\$28,200
Structural (allowance)	Not included
MEP (allowance)	\$2,800
Total:	\$31,000

Fees for consulting engineers (structural, HVAC, plumbing and electrical) are estimated allowances that will be adjusted according to the final scope of work. Should actual fees exceed the above referenced amounts, we request the right to re-negotiate the above proposed fee prior to exceeding the allowance.

Project Meetings/Trips: We propose one (1) in-person meeting with Athletics personal and to tour facilities. Intermediate draft review meetings will occur online and by email correspondence. The final presentation will be an in-person meeting with the Board of Education.

Survey: We recommend that the District obtain a site survey of the existing property to verify existing conditions and for use in developing cost opinions. If this is not possible, all work will be done using currently available aerial photography and drawings made available by the District.

Existing Facility Drawings: Henderson County Schools will provide RTA copies (digital format if available) of drawings for all facilities included in the master plan. Field measuring and verification of existing facilities is not included in this fee proposal.

Conditions: The above fee is subject to the following conditions:

1. **Invoicing.** Invoices will be submitted monthly and will be based upon services performed, within the context of this proposal.
2. **LEED.** Analysis of this project in the context of LEED is not included in the proposed scope of services.
3. **Reimbursable expenses,** such as expenses for travel (mileage) are included in the above proposed fee. It is assumed that final deliverables will be provided in a digital format only. Should additional on-site meetings or presentation quality renderings be desired, costs associated will be billed as a separate, additional cost, billed at cost.
4. **Hazardous Materials.** This proposed scope of services excludes any services associated with the identification, assessment, proposed treatment, or abatement of hazardous materials.
5. **Extra Work Due to Changes:** Those services made necessary should the scope of the project or project schedule materially change from that upon which this proposal is based. These would arise as the result of unforeseen circumstances and therefore cannot be included in this agreement. The fee for any extra services be mutually agreed upon in writing before they are performed.
6. **Such Changes resulting in Extra Work** and thereby subject to additional services requests would include the following:
 - a) Increases in the scope of services beyond what is cited in this document.
 - b) Changes to the Work during the master plan process arising out of owner requested items or responses to unforeseen conditions.
 - c) Other such changes to the Work as agreed upon by Henderson County and RTA.

We are extremely excited to have this opportunity to assist Henderson County in addressing their athletics facilities' needs at the high school. Should you have any questions regarding this proposal, please feel free to call me.

Sincerely,


Suzanne Irwin, AIA
Project Manager

/si

c: Laith M. Ross, PE, LEED AP
Beth Bauer, AIA, LEED AP
File 25005 LT250917-service and fee proposal-25005

Accepted by:

Signature

Printed Name and Title

Date