

January 13, 2026

Mr. Justin Roe
Director of Transportation and Maintenance
Bourbon County Schools
Paris, Kentucky

Re: Bourbon Co. Board of Education
District Facilities Plan & KFICS Assessment – Architectural & Engineering Services

Dear Mr. Roe:

As a follow-up to our conversation, we appreciate the opportunity to submit this proposal to assist in the completion of your District Facilities Plan (DFP). It is our understanding in crafting this proposal that your Kentucky Facilities Inventory & Classification System (KFICS) assessment will be completed/updated as a part of these services.

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 August 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 & KFICS Assessment: We will complete the KFICS evaluation, taking a team of trained design professionals to each of the facilities you have designated to be a part of this project. When on site, we will photo-document the condition of the building and the elements within the Asset Planner. We will then use the Space Planner template to evaluate the building square footage for the designated use in relationship to the KDE Model Program. We will assist in uploading this information to KDE and Ameresco and see that the KFICS process is completed. At the close of the KFICS process, we will look again at 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 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. If additional draft DFPs are required, we will provide under additional services.

Meeting Attendance: In addition to the services described above, we will attend up to six (6) meetings with either your Local Planning Committee (LPC) or the Board of Education. In addition, we will be available for one meeting directly with KDE in Frankfort, if necessary, to review your plan. You should expect meetings to occur as a part of your DFP process per the attached document.

As you know, KDE initially recommended a fee of \$.05 per square foot more than fifteen years ago for this work, which was before the KFICS system was made a requirement of the process. We propose our fee for the completion of the KFICS assessment to \$.02 per square foot, and are now proposing to provide services for your DFP for \$.015 per square foot, which brings the total for both services to \$.035 per square foot. This fee proposal includes the required services of mechanical, electrical, and plumbing engineers. Given your district's approximate gross square footage of 460,693, our fee would be computed as **\$16,124**.

This amount also includes the required services of mechanical, electrical, and plumbing engineers.

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

Sincerely,



Randy Brookshire, AIA LEED AP
Senior Principal

/rb

c: File 26001

Accepted By:

Board of Education

Date: _____