

KENTUCKY DEPARTMENT OF EDUCATION REQUEST FOR PROPOSALS

for

CONSULTING ENGINEERING DESIGN SERVICES

School District: **Hopkins County Schools**

Project: **James Madison Middle School HVAC Upgrades BG 27-069**

RFP Date: **August 18, 2026**

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1.ANNOUNCEMENT

- A. The **Hopkins County** Board of Education will receive proposals from qualified Architect/Engineer (A/E) firms for design services.
- B. The intended project is:
James Madison Middle School HVAC Upgrades (BG 27-069)
SITE: James Madison Middle School
510 Brown Road
Madisonville, KY 42431
- 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:

Martin W. Cline, Jr.
Assistant Superintendent
Hopkins County Schools
2135 North Main Street
Madisonville, KY 42431
- D. The Owner (will/will not) **will not** 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 **9:00am central time** on **August 26, 2026**.
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. **Professional Liability Insurance;**
 3. **Ability to Provide Experienced Staff;**
 4. **Experience with HVAC engineering and design**
- I. Questions concerning Request for Proposals or the project should be addressed to:
Martin W. Cline, Jr.
Assistant Superintendent
Hopkins County Schools
2135 North Main Street
Madisonville, KY 42431
- 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:

**Martin W. Cline, Jr.
Assistant Superintendent
Hopkins County Schools
2135 North Main Street
Madisonville, KY 42431**

D. Number of Copies:

The respondent shall furnish **eleven (11)** 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

Scope of Services

Hopkins County Schools is requesting proposals from qualified consulting engineering firms to provide professional design services for the proposed HVAC upgrades at James Madison Middle School.

The selected firm shall provide engineering and design support for the development of the project, including coordination with Trane and preparation of documents required for bidding and permitting.

Project Objective

The objective of this project is to modernize the school's HVAC system by replacing aging equipment and improving ventilation performance while retaining serviceable central plant components currently in place.

Required Services

The consulting engineering firm shall provide, at a minimum, the following services:

- **Design Coordination:**
 - Collaborate with Trane to develop HVAC design concepts.
 - Participate in construction planning and design coordination discussions.
 - Review existing conditions as necessary to support the proposed design approach.
- **Procurement/Bid Support**
 - Assist Trane in preparing an RFP package for prospective subcontractors.
 - Develop and/or support the preparation of drawings, technical specifications, and other documentation required for subcontractor pricing and bidding.
- **Construction Documents and Regulatory Submission**
 - Prepare complete "for-construction drawings" suitable for project execution.
 - Provide documentation required for submission to the Kentucky Department of Housing, Buildings and Construction.
 - Provide documentation required for submission to the Kentucky Department of Education.
 - Incorporate any revisions necessary to support permitting and approval requirements.

Project Scope

The HVAC upgrade scope is anticipated to include the following:

- Replacement of existing aged water-source heat pumps (WSHPs).
 - Replacement of hose kits and hydronic specialties serving the WSHP units excluding existing PVC piping.
 - Upgrades to the ventilation air systems to achieve compliance with ASHRAE 62.1 standards.
- The following existing equipment is intended to remain in place. These central plant components are newer and are not included in the replacement scope.

- Existing cooling towers
- Existing boilers

Deliverables

The selected firm shall provide the following deliverables:

- HVAC design concepts and supporting coordination documentation
- Drawings and specifications for inclusion in subcontractor bid/RFP packages
- Final for-construction drawing set
- Documents required for regulatory submission and review

General Expectations

The selected firm shall be expected to:

- Coordinate with Hopkins County Schools, Trane, and other project stakeholders as required.
- Perform services in accordance with applicable codes, standards, and regulatory requirements.
- Support the project through design development, bidding support, and permitting/documentation phases as required.

4. TENTATIVE PROJECT SCHEDULE

The following milestone schedule outlines the anticipated project timeline from RFP issuance through contract execution and construction mobilization.

No.	Milestone	Target Date
1.	Board of Education (BOE) issues Request for Proposal (RFP)	August 18, 2026
2.	Proposal due	August 26, 2026
3.	BOE Selection of Engineer & Contract Approval	August 27, 2026
4.	Project Kick-Off with Engineer	August 31, 2026
5.	100% Drawings and Specifications Complete	October 15, 2026
6.	Prospective subcontractor walkthrough	October 20, 2026
7.	Deliver final BG-1 and Trane final contract to BOE	November 10, 2026
8.	BOE Approval of Trane final contract	November 16, 2026
9.	Submission of project documents to the Kentucky Department of Education (KDE)	November 19, 2026
10.	Submission of project documents to the Kentucky Department of Housing, Buildings and Construction (HBC)	TBD
11.	Execute Trane Contract	November 24, 2026
12.	Mobilization and Begin Construction	TBD

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: _____