

# KENTUCKY DEPARTMENT OF EDUCATION REQUEST FOR PROPOSALS

for

## ARCHITECTURAL/ENGINEERING SERVICES

School District: **Hopkins County Schools**

Project: **District Facilities Plan**

RFP Date: **September 10, 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:  
**To complete facility assessments and drawings per Section 102 of the Kentucky Department of Education School Facilities Planning Manual**
- 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 on September 17, 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 working with school districts on District Facilities Planning**
  - 5. **Knowledge and expertise on navigating AssetPlanner software and uploading information into the system on behalf of school districts.**
- 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 six (6) copies, minimum, 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**

To complete facility assessments and drawings per Section 102 of the Kentucky Department of Education School Facilities Planning Manual. Accessing and navigating the AssetPlanner software and uploading all necessary information and updates on behalf of Hopkins County Schools is an expectation. Attending LPC meetings and presenting findings and recommendations is also required.

**4. TENTATIVE PROJECT SCHEDULE**

Building assessments are expected to be completed in the fall of 2026 with expected LPC meeting presentations in November. The entirety local DFP process shall be complete in order for Kentucky Board of Education approval in June, 2027.

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