

**KENTUCKY DEPARTMENT OF EDUCATION**  
**REQUEST FOR PROPOSALS**

for

**ARCHITECTURAL/ENGINEERING SERVICES**

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School District: **Campbell County Schools**  
Project: **Kentucky School Facilities Planning Process**  
RFP Date: **Monday, March 18, 2024**

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## 1. ANNOUNCEMENT

- A. The **Campbell County** Board of Education will receive proposals from qualified Architect/Engineer (A/E) firms for design services.
- B. The intended project is:  
*(Owner to Complete this Section)*  
**Assist with the Local Planning Committee (LPC) development of the District Facilities Plan (DFP) by completing a district-wide facility assessment as outlined in the Kentucky School Facilities Planning Manual and meet requirements set forth in 702 KAR 4:180.**
- 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)*
- Mr. Mark Krummen, Assistant Superintendent  
Campbell County Board of Education  
101 Orchard Lane  
Alexandria, Kentucky 41001  
859-635-2173**
- D. The Owner ~~will~~ 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 **Wednesday, April 24, 2024 at 9:00 AM**
- 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**
- I. Questions concerning Request for Proposals or the project should be addressed to: *(Owner to Complete this Section)*
- Mr. Mark Krummen, Assistant Superintendent  
Mark.Krummen@campbell.kyschools.us  
859-635-2173**
- 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.

### C. Submission of Proposal:

The responding A/E shall complete a RFP package which includes responses to this document.

Proposals shall be addressed to:

*(Owner to Complete this Section)*

**Mr. Mark Krummen, Assistant Superintendent  
Campbell County Board of Education  
101 Orchard Lane  
Alexandria, Kentucky 41001  
859-635-2173**

### D. Number of Copies:

The respondent shall furnish **one (1)** copy 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**  
(Owner to Complete this Section)

Assist with the Local Planning Committee (LPC) development of the District Facilities Plan (DFP) by completing a district-wide facility assessment as outlined in the Kentucky School Facilities Planning Manual and meet requirements set forth in 702 KAR 4:180.

**4. TENTATIVE PROJECT SCHEDULE**  
(Owner to Complete this Section)

Owner and A/E will begin immediate collaboration to develop a proposed timeline.

**5. GOALS FOR THE ARCHITECT/ENGINEER**

Assist with the Local Planning Committee (LPC) development of the District Facilities Plan (DFP) by completing a district-wide facility assessment as outlined in the Kentucky School Facilities Planning Manual and meet requirements set forth in 702 KAR 4:180.

**6. ARCHITECT/ENGINEER QUALIFICATIONS**

- A. Knowledgeable of current applicable statutes, regulations, 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*
  - *Provide a statement of proposer's liability insurance coverage (type, and dollar amount of coverage). Proof of this insurance will be required prior to the award of this contract to the winning proposal.*
- 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. If the firm name, or part of its design team, has been party to litigation or lawsuit originated by a school district, please provide an explanation of conditions.

## **EXPERIENCE**

- 1) Provide the following information on completed projects of a comparable nature over the past five (5) 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*
- 2) Provide school district name, district point of contact, and phone number for all completed Kentucky School Facilities Inventory Classification System (KFICS) projects over the last three (3) years.

**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**

Please list all Kentucky School Districts, with contact name and telephone number, for which you provide Architectural/ Engineering Services. Identify which school districts are serviced by the representative that will also serve the employees of The Board of Education.

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.

**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: \_\_\_\_\_