

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

ARCHITECTURAL/ENGINEERING SERVICES

School District: Kenton County

Project: Dixie Heights High School Renovation and Addition

RFP Date: February 27, 2026

CONTENTS

1.	Announcement.....	Page 2
2.	Instructions to Proposers.....	Page 3
3.	Project Description.....	Page 4
4.	Tentative Project Schedule.....	Page 4
5.	Goals for the Architect/Engineer.....	Page 5
6.	Architect/Engineer Qualifications.....	Page 5
7.	Evaluation – Request for Proposals.....	Page 5
8.	Awarding of Contracts.....	Page 6
9.	Instructions.....	Page 8

1. ANNOUNCEMENT

A. The **Kenton County Board of Education** will receive proposals from qualified Architect/Engineer (A/E) firms for design services.

B. The intended project is:

Develop and execute plans for the renovation to the existing structure and an addition of an auditorium and field house per the District's current District Facility Plan (DFP) for Dixie Heights High School

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:

**Mr. Matthew Rigg, Chief Operations Officer
Kenton County School District
2044 Tuscanview Dr
Covington, KY 41017**

D. The Owner 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 **2:00 PM EST on Tuesday, March 31, 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. Experience in Designing High School Athletic Facilities;**
- 3. Professional Liability Insurance;**
- 4. Experience in Cost Analysis and Budget Control;**
- 5. Ability to manage project with minimal Change Orders;**
- 6. Knowledge of incorporating efficient energy design concepts into a renovation project.**

I. This Request for Proposals is subject to KRS 45A.455 prohibition against conflict of interest, and gratuities and kickbacks.

J. Questions concerning Request for Proposals or the project should be emailed to:

**Matthew Rigg, Chief Operations Officer
Email: matthew.rigg@kenton.kyschools.us**

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 established at the completion of the selection process utilizing the Kentucky Department of Education Architect / Engineer Maximum 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:

**Mr. Matthew Rigg, Chief Operations Officer
Kenton County School District
2044 Tuscanyview Dr.
Covington, KY 41017**

D. Number of Copies:

The respondent shall furnish six (6) 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

This will be a multi-year, phased project to allow for the creation of classroom spaces within the existing building and within newly constructed areas to prevent a disruption to the educational process. The following is not an exhaustive or complete listing of items to be addressed in the project, but represents a high-level overview of anticipated project scope:

Renovation of Existing Structure:

- **MECHANICAL (HVAC):** Replacement of mechanical system, equipment, and controls
- **TECHNOLOGY:** Replacement of network cabling, installation of smart TVs and/or video boards as determined by owner, installation of interior and exterior security cameras and HUDL cameras, add/move/remove door access control, theater sound, theater lighting, intercom expansion, clock replacement, teaching wall upgrades, gym sound upgrades, digital signage, multipurpose audio and video, conference room media upgrades, video scoreboards, security camera server upgrades, MDF/IDF air conditioning upgrades, RS2 hardware upgrades, athletic facility sound upgrades, athletic facility wireless upgrades, secure vestibule system upgrades
- **INTERIOR FINISHES:** Flooring replacement, acoustical tile and grid replacement, interior finish upgrades, restroom upgrades and new fixture installation, and installation of furring walls on exterior walls of 1936 portion of building facing Dixie Highway
- **ROOFING:** Replacement of roofing systems
- **INTERIOR RENOVATIONS NOT AFFECTING MODEL PROGRAM SPACES:** Elevator replacement
- **STUDENT NUTRITION/CAFETERIA:** Redesign flow of cafeteria serving area, replace select kitchen equipment, potentially to include walk-in refrigerator and freezer, serving lines, cooking equipment, and dishwashing system
- Convert current auditorium into a multi-purpose room space and/or classroom space
- Repair drainage around existing softball field and tennis courts
- Improve site circulation and parking capacity

NEW CONSTRUCTION:

- **AUDITORIUM:** seating capacity of approximately 550 with location to be determined after site surveys; desired outcome is direct connection to existing building
- **MULTI-PURPOSE ATHLETIC FIELDHOUSE:** to include restrooms and concession area to serve the baseball field

4. TENTATIVE PROJECT SCHEDULE

May 4, 2026	A/E RFP (Request for Proposal) Approval by Kenton County Board of Education
January 2027	Schematic Design Approval by the Kenton County Board of Education
March 2027	Design Development by the Kenton County Board of Education
May 2027	CD Design Approval by the Kenton County Board of Education
May 2027	Project out to Bid
June 2027	Bid Award and Approval by Kenton County Board of Education
June 2027	Start Construction
August 2033	Finish Construction (sooner if deemed possible after phasing plan development)

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. EVALUATION - REQUEST FOR PROPOSALS

From a written service proposal supplied with this bid a score from 0 – 100 points shall be given. This proposal shall include and be evaluated by the following:

- **Experience (20 points)**
 - 1. Specify the firm's years of experience and number of projects with construction and renovation of public school facilities in Kentucky. Describe the firm's familiarity with the Kentucky Department of Education's "BG" construction process.
 - 2. Provide the following information on completed projects of a comparable nature: *(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 (20 points)**
Describe the staffing levels (size) of the local architectural office that would be assigned to this project. List the Architects and Support Staff that will be dedicated to this project including their qualifications. List local firm's total number of personnel by discipline. Provide the organization chart for the local office Include names of all officers illustrating the key staff members of your firm and the roles they will perform including the Principal-In-Charge and the Project Manager. Identify the contact person to be called by the Owner.

- **Engineer Selection process (20 points)**
Describe your firm's evaluation process when choosing/working with an engineering firm. How will this process ensure The Board receives exceptional engineering services? What step(s) does your firm take to address change orders caused by design errors and/or omissions by the engineering firm?

- **Ability to complete projects within budget and on time (20 points)**
Choose not more than five (5) projects listed above, that are most similar to this project and provide the following 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*
 - *Total dollar amount of non-owner requested change orders and how your firm supported the owner in minimizing or negating non-owner requested change orders*

- **References (20 points)**
A list of three (3) client references of similar projects shall be supplied. Provide owner name, contact name, address, phone number and e-mail.

Note: *If a firm has been a service provider to the Board of Education over the past five (5) years - the Board reserves the right to provide the sole score.*

8. AWARDING OF CONTRACT(S)

Contracts may be awarded to the best overall evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this request for proposal. The Board of Education has the right to reject any and all proposals if it is deemed in its best interest. Proposals will be evaluated based on the criteria above.

9. INSTRUCTIONS

Provide the written service proposal (see page 6, section 7. *Evaluation – Request for Proposals*) and all items below 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*
- *Street Address, City, State, Zip*
- *Telephone Number*
- *Principal-In-Charge Contact Name, Email Address, and Architect Registration Number*
- *Designated Contact Name, Email Address, and Architect Registration Number*
- *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. 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: _____