KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

ARCHITECTURAL/ENGINEERING SERVICES

School District: **Kenton County**

Project: **Beechgrove Elementary School Roof Replacement**

RFP Date: **September 8, 2026**

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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 complete roof replacement of approximately 25,000 square feet at Beechgrove Elementary School, located at 1029 Bristow Rd, Independence, KY 4105. *See Appendix A for roof section to be replaced.*

C. 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.

D. An authorized representative of the Board of Education will receive A/E Proposals until **1:00 PM EST / 12:00 PM CST** on **Monday, September 21, 2026**.

Proposals received after this date and time will not be accepted.

E. Proposals shall be submitted only on the form as received from the soliciting Board of Education.

F. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Architect/Engineer Services.

G. 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. **Experience in Cost Analysis and Budget Control;**
4. **Ability to manage projects with minimal Change Orders;**
5. **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 three (3) 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

Remove the existing failing roof system down to the deck and install a new, highly durable, energy-efficient commercial roofing system that meets or exceeds all current Kentucky Building Codes (KBC) and Kentucky Department of Education (KDE) facilities standards. Potential for limited replacement of roof decking exists with possible rust damage that will not be know until existing roof is removed.

4. TENTATIVE PROJECT SCHEDULE

The following is a tentative schedule that may be subject to change and negotiation between the awarded Architect/Engineer and the Kenton County School District. Preference will be to expedite the schedule to have roof installation completed before January 2027, if at all possible.

October 2026	Schematic Design and Design Development
November 2026	Construction Documents
December 2026	General Contractor Selection and work commences
February 2027	Work to commence

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 with similar roof replacement projects in the last five years with public school facilities in Kentucky.

  2. Provide the following information on completed projects of a comparable nature: *(Maximum of three 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 Approach and Methodology (20 points)***
  Describe your firm's approach to roof design, energy efficiency/sustainability, drainage optimization, and minimizing disruption during active school schedules.

- ***Ability to complete projects within budget and on time (30 points)***
  Provide the following information for each project listed in #2 of the Experience section above:
  - *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*

- ***References (30 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 5, 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*
- *Nearest location of the firm's primary or branch office to the work-site (Beechgrove Elementary School, 1029 Bristow Rd., Independence, KY 41051*

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 Manger 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: _____

APPENDIX A

Portion of roof to be replaced outlined in red

