

MEMORANDUM No. 22

TO: Kentucky School Architects and School Districts

FROM: Greg Dunbar, District Facilities Branch Manager; greg.dunbar@education.ky.gov

DATE: April 11, 2012

RE: Correspondence

While our combined workloads in school design, review and construction are not exactly on any given cycle, there are times during the year that it seems we have a greater number of project submissions at KDE than at other times. At about this time of year we seem to be inundated with projects. Our districts do not always appreciate the amount of time needed to design, develop bidding document and review this work much less the time needed for bidding and construction for each project. This lack of understanding results in our districts giving our design teams the challenging task of developing projects in very short amounts of time. This effort is only to allow contractors to construct this work during the summer, which in itself is a feat.

Having been on the design side of this equation, I can tell you I appreciate your dilemma. At the same time, we at KDE suffer from trying to coordinate the submittals that we receive. We are asking for your help in this process by including the information needed to allow us to “move the work” through our office as quickly as possible. Please assist with the following;

- 1) Try to provide complete submittals that include all of the needed information;
 - a. Correct (or any) board order
 - b. Original signatures and dates from all parties
 - c. Complete and accurate purchase orders
 - d. Change Orders that are submitted in sequence (with Change Order Supplemental Forms)
 - i. It drives us crazy trying to determine the contract price change if we get Change Order 12 before we get Change Order 5.
Having to stop and set aside a review to find these items only delays the review and frustrates not only the design team and the Owner who are on a deadline, but also our plan reviewers who are simply trying to keep their information in a manageable state.
- 2) Include the following on ALL correspondence (in order of importance).
 - a. BG number
 - b. District Name
 - c. Project NameThis is the only way we can easily track and file information and it helps in our ability to process the work.
- 3) Provide a written response to each item in our review and note where this can be found on subsequent submittals. This helps in our subsequent review of your submittals.
- 4) We would also like to solicit your assistance in our on-going district education. Groups like KSBA, KSPMA and KASA are always looking for programs and speakers. One program that would be wonderful would be for Architects to educate these groups on what you do, how you do it and how long it takes.

Thank you for your assistance. If you have any questions, please contact me at 502-564-4326.