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**KENTUCKY DEPARTMENT OF EDUCATION**

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**MEMORANDUM No. 41**

TO: Design Professionals providing services to  
Kentucky’s Public Schools

FROM: Greg Dunbar, AIA, Manager  
District Facilities Branch

DATE: April 5, 2017

**RE: Project Tiering**

Project “tiering” for **initial** BG-1 Project Application Forms will be operational on April 9, 2018.

To reduce the number of document submittals and reviews required by **702 KAR 4:160 Capital Construction Process**, FACPAC (the Facilities Planning and Construction system) has been enhanced to evaluate an initial BG-1 Project Application based on a defined set of criteria.

Projects will be grouped by tiers (Tier 1, 2, 3 or 4) based on their funding sources, program, complexity, and cost utilizing the following matrix:

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<b>Funding</b>	SFCC Bond Other Bonds	SFCC Cash Other Bonds ROW Reimbursement	Capital Outlay Building Fund	General Funds External Partners
<b>Program Type</b>	ECIS-spatial	ECIS- non spatial EC/non EC- spatial	Any non spatial Athletic >\$50K	Athletic <\$50K
<b>Const. Type</b>	New Construction Major Renovation	Renovation Safety, ADA	Single System	Any

EC Educational Center

IS Instructional Space

ROW Reimbursement reimbursement by  
KYTC, Fiscal Court, etc. for improvements in a  
public right of way (ROW)

BG-1 checklists have been modified to correspond to each tier and will be provided to the district with BG-1 approval through FACPAC. Projects will be reviewed based on the highest level of criteria. Tier assignments may be revised if the project scope and/or fund source changes after the initial BG-1 is approved. Guaranteed Energy Savings (GES) projects will receive a separate checklist.



### **Tier 1**

The submittals and review process for projects involving instructional spaces in educational centers will remain essentially the same requiring Schematic Design (with information related to the Model Program of Spaces), Design Development and Construction Document phase submittals and reviews, BG-2, BG-3, BG-4 and BG-5.

### **Tier 2**

Similar to Tier 1 with the Model Program of Spaces information and Design Development submittal requirements removed. Examples: classroom finishes, kitchen/ cafeteria renovations, or ADA work.

### **Tier 3**

Projects that do not involve interior spaces at educational or non-educational centers will require the Construction Document phase submittal, a BG-2 (if modifications are made to the thermal envelope), BG-3, BG-4 and BG-5. Examples: roof replacement, exterior repairs, site development (not involving improvements in a right of way), etc.

### **Tier 4**

Projects involving athletic facilities with a scope less than \$50,000 funded in total by General Funds or by External Partners will require only a BG-4 and BG-5. Examples: baseball/softball dugouts.

### **Document Submissions**

Phase submittal documents are to include those required by the Owner/Architect Agreement and by **702 KAR 4:160 Capital Construction Process** as noted on the checklist and will be reviewed based on the requirements of **702 KAR 4:170 Facility Programming and Construction Criteria** and **702 KAR 4:180 School Facilities Planning Manual**.

This FACPAC enhancement eliminates the manual development of checklists by branch staff, provides a set of consistent requirements to districts and their design professionals based on a project's tier and streamlines project delivery to districts based on objective criteria and the "risk" associated with each project. Please note that through the "tiering" process, KDE will be providing reduced administrative oversight for the projects which are in the higher tiers, these projects still must comply with the district's procurement standard, statutory requirements including performance and payment bonds, building codes and requirements of other agencies having jurisdiction.

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