

ARCHITECT MEMORANDUM No. 1

TO: Kentucky School Architects

FROM: Timothy K. Lucas
Planning Branch Manager, Division of Facilities Management

DATE: January 26, 2009

RE: School Project Procedures

The administration and development of a statewide system of schools requires the concerted efforts of all of those involved in the process. No member of this team is more valuable or potentially vulnerable than our Architects.

Section 162.060 of the Kentucky Constitution relating to school law states, "The chief state school officer shall be furnished a copy of all plans and specifications for new public school buildings contemplated by boards of education and for all additions to or alterations of old buildings". **This means all; schools, offices, athletic buildings (including bleacher and stadium seating installation), storage facilities, bus garages or any building being constructed, added onto or renovated regardless of how the work will be funded (including booster projects).** We have set policies to this affect initiating ALL projects with a BG-1. Once we receive this document, then we will determine how to proceed, but in no case shall work be performed without submission to this office and to HBC.

As a result of a recent situation in one of our districts, I am sending this memo to the Architects in the Commonwealth that provide the bulk of the services to our school districts. A BG-4 was sent to this office requesting the close-out of a building that had been constructed without any notification or plans having been sent to this office or to Housing Buildings and Construction (HBC). The most troubling thing was that an Architect completed the work for this owner. Unfortunately this is a scenario that is being played out to one extent or another throughout the State, most often though, without an Architect. In this case, the district felt that the job could be procured using the requirements of Model Procurement. Even though that may be allowed, it does not circumvent the need for submittal to this office, to HBC and the need for architectural services.

Architects are licensed in the Commonwealth to protect public safety. Part of that protection is compliance with regulatory agencies that have purview over construction. Non-compliance with these requirements either through ignorance, Owner persuasion or willful distain is not an option.

If you have any questions, please do not hesitate to contact me at 502-564-4326.