

**MEMORANDUM No. 6**

TO: Kentucky School Architects

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

DATE: March 25, 2009

RE: School Project General Construction- Final Plans and Specification Submittals

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In previous memos we have outlined the submittal procedures and would expand and comment on our requirements for the submittal of Final Construction Documents;

1. Submit the Completed Plans and performance or bid Specifications (Construction Documents) for approval prior to advertising for bids, **accompanied by a board order.**
  - a. Submit the actual Contract Documents to be reviewed by the Contractors.
    - i. **Place KDE Facilities Management on the bid list to allow this office to receive project correspondence and amendments in the same timely manner as the Contractors.**
  - b. Do not submit drawings developed for review only.
2. Submit a BG-3, May 1993 (Estimate of Probable Construction Cost), **accompanied by a board order.**
3. Submit copy of the letter transmitting final plans and specifications to the Department of Housing, Building & Construction or local building code authority having jurisdiction over the project.
4. Submit copy of review and approval letters from other regulatory agencies having jurisdiction over the project, i.e., Department of Highways, Department of Natural Resources, etc.
5. **Submit for approval all addenda to the completed plans & specifications.**
  - a. By placing this office on the bid, we should automatically receive all addenda in the same manner as the bidders on the project.
  - b. If we see items on the addenda that require our response, we will contact the Architect immediately, but realize that the review of addenda that sometimes exceed 100 pages is difficult for this office to undertake in a few days, not to mention the contractors having to review this information in preparation of their bids.
6. KDE will provide a written review of the Contract Documents. **Do not advertise for bids without written approval from KDE.**
7. Advertise for bids.

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