

## SCHOOL SITE PROCESS CHECKLIST (TYPICAL)

- Board of Education (BOE) request approval from Kentucky Department of Education (KDE) to purchase property or modify existing site.
- KDE schedules site visit(s) with BOE officials, KYTC Central Office (CO) Permits, and KYTC District Office (DO) Permits.
- Site(s) evaluated. If selected site is acceptable by KDE, KYTC DO, and KYTC CO, KDE will inform BOE to request letter of roadway adequacy and funding responsibility. (If site issues exist, KYTC may ask for alternative sites.)
  - KYTC provides requirements for School Site Traffic Volume Counts or Engineering Study.
- BOE request a letter of roadway adequacy and funding responsibility from KYTC CO.
  - Include School Site Traffic Volume Counts or Engineering Study (if applicable)
- CO Permits will create a KEPT entry for the School Permit.
- CO Permits will send School Site Traffic Volume Counts or Engineering Study to KYTC CO Design and/or CO Traffic for review as needed.
- CO Design will provide design parameters and rough estimate to CO Permits.
- CO Permits will send design parameters and estimate to DO Permits for review and approval.
- CO Permits shall prepare a memo for funding commitment to be signed by the KYTC Secretary.
- CO Permits shall prepare a letter to BOE confirming roadway adequacy and funding responsibility to be signed by the KYTC Division of Maintenance Director
  - Include Design Parameters.
  - Request KYTC Encroachment Permit Application if necessary.
  - Inform BOE that KYTC will need a bond from BOE or a letter of commitment from BOE that it will not release the contractor's bond until the permit is Complete.
- The BOE's engineering design firm shall submit to KYTC DO or CO Permits a detailed estimate and plans stamped and signed by a Licensed Professional Engineer.
  - Estimate shall include detailed KYTC bid items for all work on KYTC right-of-way, separate from work performed on school property.
- Plans and Estimate will be reviewed by DO and CO Permits, and will be routed to appropriate CO Divisions for review and comments.
- When plans and estimate are acceptable, KYTC DO or CO Permits shall inform BOE or representative they have KYTC approval to proceed with advertisement for bids.
- BOE or representative will submit bid to KYTC for CO Permits and DO Permits' review.
- If bid acceptable, KYTC DO or CO Permits shall inform BOE or representative they may issue the contract.
  - KYTC CO Permits shall Request TC-10 (Funding Authorization) based on funding approval by the KYTC Secretary.
  - KYTC CO Permits shall request KYTC Division of Purchases prepare MOA and route for signatures by BOE, KYTC CO Legal, and KYTC Secretary.
- When MOA finalized, Division of Purchases will send a copy of the fully executed MOA to the BOE and CO Permits.
- CO Permits will add comments and documents in KEPT and inform DO the permit is ready for approval.
- DO Permits will start approval workflow in KEPT and provide approved permit to BOE.
- BOE will inform KYTC DO or CO Permits when work is complete and shall submit reimbursement request with supporting documentation including invoices showing actual quantities for work on KYTC right-of-way and proof of payment to contractor.
- KYTC CO Permits shall request inspection and acceptance from KYTC District Office Permits.
- When inspected and accepted by DO and CO Permits, the reimbursement request will be processed by CO Permits.
- CO Permits shall add comments in KEPT when reimbursement request is processed.
- KYTC District Office Permits shall change permit status in KEPT to Complete and release permit bond or inform BOE or representative that contract bond can be released.

**Note:** Change Orders must be approved by DO & CO Permits prior to any associated work being done.

