

FORT SCOTT COMMUNITY COLLEGE

BOARD OF TRUSTEES – SPECIAL MEETING MINUTES

March 2, 2026 – 12:00 p.m.

Burris Hall

PRESENT: Ronda Bailey, Destry Brown, Chad Cosens, Marilyn Hoyt, Chad McKinnis, Doug Ropp

ABSENT: None

ALSO PRESENT: President Dr. Jack Welch; Clerk Gina Shelton; Lindsay Hill; Rory Chaplin; members of the public.

1.0 Call to Order

The meeting was called to order at 12:00 p.m. with a roll call of the board members.

2.0 Flag Salute & Invocation

Completed.

3.0 Consideration of RFP – Contractor – FRAME Grant (Action)

There was discussion. On February 17, 2026, an RFP was published for a contractor to build two duplexes as part of the FRAME grant awarded for \$528,000. Only one proposal was received by Bourbon County Revitalization, LLC in the amount of \$450,000. Lindsay Hill, Dean of Advancement and Rory Chaplin, Director of Career and Technical Education and Workforce Development, answered questions in regard to publication of the RFP, the FRAME grant purpose and deadlines, FSCC supervision of the build, and how students would be incorporated into the project. Gina Shelton, CFO, discussed parameters of the contract to include a max price contract, along with payment and performance bonds and for the contract to be reviewed by FSCC’s attorney prior to execution.

Motion by Ropp to accept the bid submitted by Bourbon County Revitalization, LLC; second by McKinnis; motion approved unanimously.

REQUEST FOR PROPOSAL (RFP)

Fort Scott Community College – FRAME Grant Project

Construction of Two Duplexes

Issue Date: February 17th, 2026

Proposal Due Date: Ten (10) calendar days from the date of this posting

With Questions, Contact:

Fort Scott Community College

Rory Chaplin

Email: roryc@fortscott.edu

1. Introduction

Fort Scott Community College (FSCC) invites qualified **General Contractors** to submit proposals for the construction of 2 **Duplexes**, part of FSCC's FRAME Grant Project. The project provides a hands-on, real-world learning opportunity for FSCC students enrolled in Construction Technology, Heavy Equipment Operations, and related programs.

The selected contractor will collaborate closely with FSCC faculty and students throughout the building process, ensuring quality construction while supporting an educational environment.

2. Project Overview

The Project will consist of approximately Two - **1,792 square foot duplexes**, featuring:

- Two bedrooms and one bath per unit (Two units in one duplex)
- A functional, open floor plan
- Energy-efficient materials and construction methods
- High-quality craftsmanship at an affordable price

This RFP covers **two individual duplexes (two structures)** to be constructed:

- **Phase I:** One duplex **MUST** be completed by **May 31, 2026**
- **Phase II:** The second duplex may be constructed simultaneously, but **MUST** be completed no later than **May 31, 2027**.

Construction must adhere to all applicable local, state, and federal building codes and safety requirements.

3. Scope of Work

The selected contractor shall provide all necessary labor, supervision, equipment, and services to complete the construction of the Duplexes in accordance with provided plans and specifications. Building materials will be purchased in accordance to the FRAME Grant and FSCC policies (tax exempt).

Scope Includes:

- Site preparation, grading, and utility connections
- Foundation and framing
- Roofing, siding, and exterior finishes
- Insulation and drywall
- Electrical, plumbing, and HVAC systems
- Interior finishes including flooring, cabinetry, and fixtures
- Driveways, sidewalks, and landscaping as required
- Compliance with all energy-efficiency standards

Educational Collaboration Requirements

- Must be willing to work collaboratively with FSCC faculty and students throughout the project.
- A designated **FSCC instructor** will be present whenever students are on-site.
- The contractor shall participate in **weekly or bi-weekly coordination meetings** with FSCC staff to discuss progress, safety, and student participation.
- Opportunities for students to gain hands-on learning experience in various phases of the project are a key objective.

4. Timeline

Milestone	Target Date
RFP Published	February 17, 2026
Proposals Due	10 days after publication – 2/26/26 at 5pm
Review and Selection	Following FSCC Board of Trustees approval
Anticipated Start Date	As soon as possible after award
Completion Date (Phase I)	May 31, 2026
Completion Date (Phase II)	Following fiscal year

5. Funding and Payment Terms

This project is funded through the **FRAME Grant** received by FSCC.

Payment terms will be negotiated between FSCC and the selected contractor upon award. The selected contractor must comply with all federal and state requirements associated with grant-funded projects.

6. Proposal Submission Requirements

Proposals must include the following:

1. **Cover Letter** – Include company name, address, contact person, and summary of interest, and relevant projects.
2. **Project Understanding & Approach** – Statement describing your understanding of the project goals and how you will support the educational mission.
3. **Proposed Timeline & Schedule**
4. **Cost Proposal** – Provide a detailed breakdown of costs, including materials, labor, and subcontractors.
5. **Bonding & Insurance** – Proof of current bonding and insurance.
6. **Commitment to Student Collaboration** – Describe how your team will incorporate FSCC students into the construction process.

Submission Instructions

Proposals must be submitted **electronically (PDF format)** or **in a sealed envelope** clearly marked “*RFP – FRAME Grant Duplexes*” by the deadline to:

Fort Scott Community College

Attn: Gina Shelton

2108 S. Horton Street

Fort Scott, KS 66701

Email: RFP@fortscott.edu

Late submissions will not be considered.

7. Evaluation Criteria

FSCC reserves the right to reject any or all proposals, to waive informalities or irregularities, and to accept the proposal deemed to be in the best interest of the College.

8. Terms and Conditions

- FSCC reserves the right to negotiate scope and pricing with the selected proposer.
 - The contractor shall comply with all applicable labor laws, safety regulations, and equal opportunity employment requirements.
 - All work performed shall meet or exceed local building codes.
 - The contractor is responsible for obtaining required permits and inspections.
 - Any change orders must be approved in writing by FSCC prior to implementation.
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9. Contact Information

For questions or to request a copy of the full project plans and specifications, please contact:

Rory Chaplin

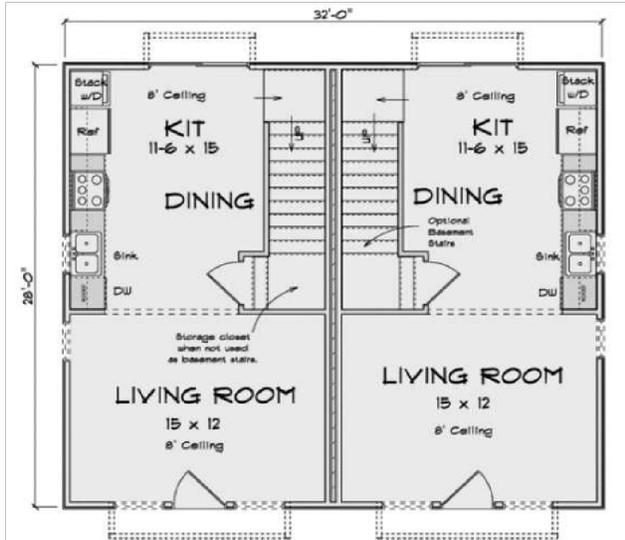
Fort Scott Community College

Email: roryc@fortscott.edu

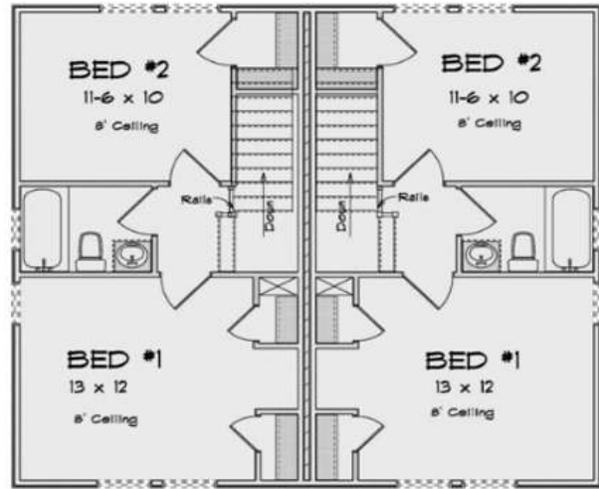
Phone: 620-223-2700 x.3610

Project Overview:

1,792 square foot, two-bedroom, one-bath traditional duplex. The home will feature a functional open floor plan, energy-efficient materials, and high-quality craftsmanship at an affordable price.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



FRAME Grant Duplexes Proposal

Submitted to: Fort Scott Community College

Attn: Gina Shelton

2108 S. Horton Street

Fort Scott, KS 66701

Email: RFP@fortscott.edu

Submitted by:

Bourbon County Revitalization (BCR)

810 Burke St. - Fort Scott, Kansas

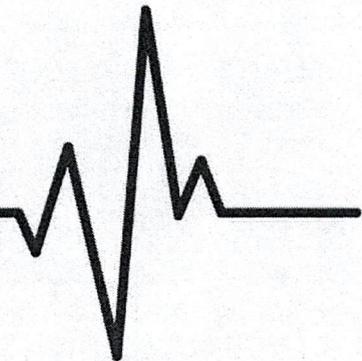
With Offices at 2801 S. Horton St. – Fort Scott, Kansas

Owner: Rob Morris (513)-415-0508



BOURBON CO.

REVITALIZATION



Fort Scott Community College
Attn: Gina Shelton

Dear Mrs. Shelton,

Bourbon County Revitalization (BCR) is pleased to submit this proposal in response to the **RFP – FRAME Grant Duplexes**. As a Fort Scott native, I founded BCR to directly address the critical shortage of safe, affordable housing in our community by rehabilitating uninhabitable homes and developing new housing opportunities.

BCR has successfully completed new construction projects in partnership with **Osage Construction**. We are excited to expand this work through collaboration with **Fort Scott Community College (FSCC)**. This project aligns perfectly with our mission to strengthen Fort Scott through housing development while providing hands-on education and workforce training for students.

Our team is committed to delivering high-quality duplex housing while creating meaningful educational opportunities that allow students to gain real-world construction experience from foundation through final finishes.

We appreciate the opportunity to submit this proposal and look forward to partnering with FSCC to deliver lasting community impact.

Sincerely,

Rob Morris



Owner, Bourbon County Revitalization

2. Project Understanding & Approach

Understanding of Project Goals

BCR understands the FRAME Grant Duplex project has two primary goals:

1. **Develop affordable housing in Fort Scott**
2. **Provide hands-on construction training for FSCC students**

This project represents a powerful opportunity to combine community revitalization with workforce development.

Our Approach

Housing Development

BCR will oversee the construction of **two new duplexes** designed to provide high-quality, durable, and affordable housing.

Educational Integration

We will work in direct collaboration with **Fort Scott Community College** to integrate students into the construction process from start to finish. Students will gain exposure to:

- Site preparation and layout
- Foundations and framing
- Mechanical rough ins
- Exterior finishes and roofing
- Interior finishes and final inspections

This approach ensures students graduate with **real job-site experience**.

Project Management

BCR will serve as project lead and coordinate all subcontracted work with **Osage Construction**, ensuring schedule, quality, and safety compliance.

3. Proposed Timeline & Schedule

Phase	Milestone	Target Completion
Project kickoff & permitting	Groundbreaking	March 2026
Duplex #1 Construction	Full Construction Complete	May 31, 2026
Duplex #2 Construction	Structure dried-in	May 31, 2026
Duplex #2 Completion	All Finishes Complete	Fall 2026

4. Cost Proposal

Construction Costs

Subcontractor: Osage Construction

Cost per duplex: \$225,000

Cost Category	Duplex #1	Duplex #2	Total
Labor & General Construction	\$125,000	\$125,000	\$250,000
Materials	\$90,000	\$90,000	\$180,000
Subcontractor Overhead & Management	\$10,000	\$10,000	\$20,000
Construction Subtotal	\$225,000	\$225,000	\$450,000

Infrastructure Contribution

City-approved funding contribution:

Category	Amount
Water, Sewer, Gas, Electric Materials	\$40,000 (City Funded)

Total Project Cost Summary

Item	Amount
Duplex Construction (2 units)	\$450,000
City Funded Infrastructure Materials	\$40,000
Total Project Summary	\$450,000

5. Licensing & Insurance

BCR will ensure all construction work is completed by licensed and insured subcontractors.

6. Commitment to Student Collaboration

BCR is deeply committed to workforce development in Fort Scott.

Student Participation Plan

Students from FSCC will be incorporated into:

Phase 1 – Site & Foundation

- Site prep observation and participation
- Concrete and layout education

Phase 2 – Structural Construction

- Framing assistance and instruction
- Roofing and exterior envelope installation

Phase 3 – Mechanical & Interior

- Electrical and plumbing rough-in observation
- Drywall, trim, and finish carpentry training

Phase 4 – Completion & Inspection

- Punch list completion
- Final walkthrough and project closeout

Outcomes for Students

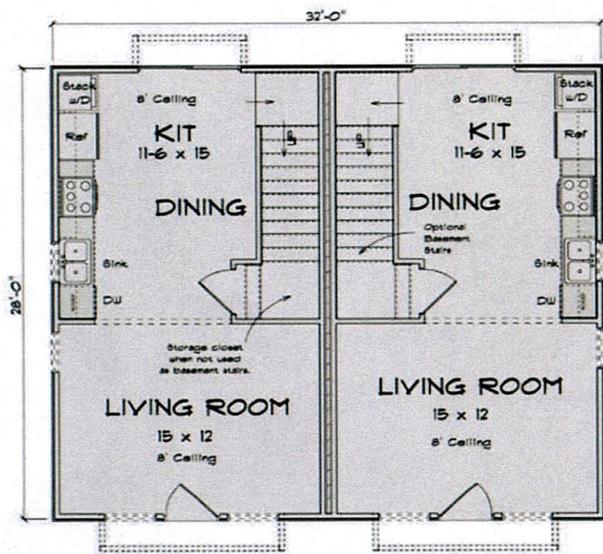
Students will gain:

- Real job-site experience
- Exposure to licensed trades
- Workforce-ready construction skills
- Career pathway opportunities in local trades

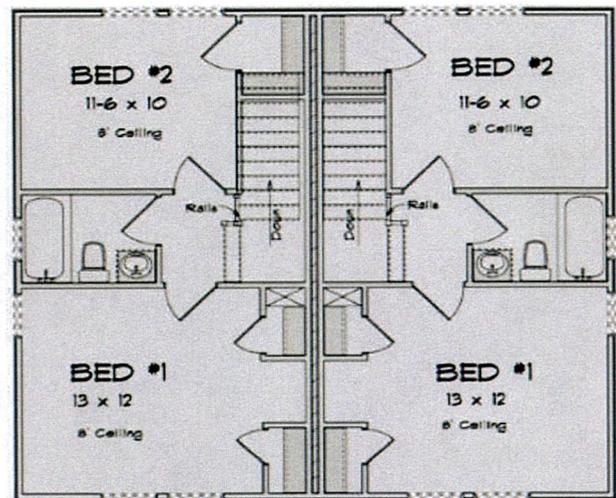
This collaboration strengthens Fort Scott by building both homes and skilled workers.

Project Overview:

1,792 square foot, two-bedroom, one-bath traditional duplex. The home will feature a functional open floor plan, energy-efficient materials, and high-quality craftsmanship at an affordable price.



FIRST FLOOR PLAN



SECOND FLOOR PLAN

4.0 Adjournment (Action)

Motion by Ropp; second by Cosens; to adjourn at 12:21 p.m.; motion approved unanimously.

Board Chair: Chad McKin

Date: 3-13-26

Attest:

Clerk, Board of Trustees: Luis Delton

Date: 03-13-26

Re: 03/02/2026 Minutes