SHAWNEE MISSION SCHOOL DISTRICT

Contact information:

Shawnee Mission School District
Purchasing Department
8200 W. 71st Street
Shawnee Mission, Kansas 66204

ATTN: Reed Beebe

Please note that vendors may request a copy of this RFQ in Word format by emailing purchasing@smsd.org.

DATE: July 20, 2026 RFQ NO. 26-010

RFQ TITLE: **Architectural Services – Future Construction Projects**

Responses will be accepted until:

Date: **August 7, 2026**

Day: **Friday**

Time: **11:00 a.m. (local time)**

Terms, conditions, and specifications under which responses are requested are included. Please review thoroughly.

Introduction:

The Shawnee Mission School District ("the District") requests a written response to this Request for Qualifications ("RFQ") for the purpose of obtaining qualification information from firms interested in providing architectural services capable of meeting the District's needs.

The District seeks to engage **multiple architectural firms** to assist with the design and construction efforts of upcoming projects including, **but not limited to,** projects defined by the District's 2027 Bond Referendum. Bond construction is anticipated to span a five-year period (see **Exhibit B** – this project outline is for initial reference only and subject to change).

All RFQ responses shall be delivered, and shall adhere to the format, as further indicated herein. The District shall have the right to ask additional questions of – or request additional information from – responding firms. The District will utilize a **qualifications-based selection (QBS) process** to evaluate interested firms. Following an initial review of the firms' respective responses, the District will select a shortlist of qualified firms for interviews, with the intent of selecting a preferred list of firms. (The District currently anticipates that this preferred list of firms will range from three to five firms.) Once preferred firms are selected, proposals that include detailed services and fees will be requested on a project-by-project basis.

Notwithstanding the finalized Bond Referendum timeframe, the District would like to utilize the preferred firms for architectural services over the course of a five-year period.

As this is a QBS selection process, firms should not submit any fee or pricing information in response to this RFQ.

Overview:

The District is located in suburban northeast Johnson County, Kansas, ten miles from downtown Kansas City, Missouri. The District is the third largest school district in the state of Kansas and is dedicated to guiding students to success.

The District is initiating a 2027 Bond Referendum. See **Exhibit B** for an estimated project outline – please note that this outline is subject to change, and the District's architectural service needs are not limited to this Bond Referendum outline.

Desired Services:

The District currently desires the following architectural services. Please note that the District is currently considering a Construction Manager At-Risk (CMAR) delivery model for the larger bond projects. The District may utilize direct contracting with trade contractors for smaller construction projects and will need more bidding and contract-preparation assistance for these smaller projects.

Preliminary Phase

- Assist with developing project scope
- Identify any required surveys and investigations

Design Phase

- Final design development
- Preparation of complete working drawing and specifications
- Preparation of detailed cost estimates
- Submission of plans to appropriate community jurisdictions and regulatory agencies
- Assist the District in selecting and placing furniture, fixtures and equipment that matches the aesthetics of the design

Bidding Phase

- Preparation of bid documents
- Assistance with advertising bids in compliance with state and (if applicable) federal procurement standards
- Scheduling and attendance of pre-bid meetings
- Review and tabulation of bids
- Recommendation of award
- Preparation of construction contracts

Construction Phase

- Attendance at pre-construction meetings
- Construction observation
- Review of shop drawings and submittals
- Site visits and reporting
- Review and certification of pay applications
- Change order review
- Final inspection and close-out certification

RFQ Response Requirements:

Submitted responses should be limited to the sections and items identified below. The capacity of the respondent to make a complete and responsive presentation will be favorably considered.

Submittals should contain the following items:

A. **Letter of Interest:** Provide a brief letter expressing the respondent's interest and appropriate qualifications. The letter of interest should include the following information:

- Title of this RFQ **("RFQ 26-010: Architectural Services -Future Construction Projects");**
- Name and mailing address of respondent (including physical location, if mailing address is a P.O. Box);
- Contact person, telephone number, and email.

B. **Completion of Exhibit A Questionnaire:** Respond to the questions listed in **Exhibit A**. Please note that a Word copy of this RFQ, including Exhibit A, can be requested by emailing purchasing@smsd.org.

C. **References:** Provide three (3) references for similar services provided within the last five (5) years, to institutions of similar size and needs to the District. Provide a brief description of the services provided. While specific reference contacts (client names, email addresses, etc.) do not have to be provided at this time, if a vendor is selected for subsequent negotiations/discussions/interviews, the vendor may be asked to provide specific reference contact names, addresses, and telephone numbers that can provide feedback on the proposed products and services.

Response Submittal Instructions:
Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The District shall not be responsible for re-routing responses delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether accepted or rejected, shall become the property of the District and will not be returned. The District reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. The District reserves the right to seek additional responses if the received responses are deemed unsatisfactory. All costs associated with response preparation shall be borne by the respondent.

The District prefers that firms submit responses via the District's online bid platform, **Public Purchase**, as outlined in **Exhibit C**.

Alternatively, responses may be submitted in hardcopy format (one physical copy, **along with a thumb drive containing a digital copy of the response**) to the **"Official Contact**" address listed in this RFQ, and shall be received by delivery in person or via service (US Mail, UPS, FedEx, etc.) in a sealed envelope or box. Electronic delivery (i.e., email) will not be accepted.

All responses must be received no later than **11:00 a.m. (local time), Friday, August 7, 2026** and should be clearly marked **"RFQ 26-010 – Architectural Services – Future Construction Projects."**

Please note that vendors may request a copy of this RFQ in Word format by emailing purchasing@smsd.org.

Official Contact/Deadline for Questions:
Additional feedback or questions may be addressed by the official contact below:

Reed Beebe
Shawnee Mission School District
8200 W. 71st Street
Shawnee Mission, KS 66204
913-993-6475

purchasing@smsd.org

All questions concerning this RFQ must be received no later than **Monday, July 27, 2026 by 4:00 p.m. (local time).** The District will address questions via addenda (see **"Addenda/Cancellation"** below); it is currently anticipated that any applicable addenda will be issued by **Wednesday, July 29, 2026 by 4:00 p.m. (local time).**

Response and Response Evaluation Availability:
To the extent allowed by the laws of the State of Kansas, including the Kansas Open Records Act (K.S.A. 45-215 *et seq*.), responses received by the District will not be open to public review, nor disclosed to unauthorized persons, prior to award of a contract (or a decision by the District not to award a contract) for the services listed in the RFQ. Likewise, the District's evaluation documentation of the received responses will not be open to public review nor disclosed to unauthorized persons, prior to award of a contract/decision not to award. Thereafter, all responses and related evaluation documentation shall be open to public inspection.

Addenda/Cancellation:
The District may modify or cancel this RFQ at any time prior to the RFQ due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District's website, currently: **smsd.org (Go to About; Department Teams; Purchasing & Bidding; Bids & Bid Summaries View Page.** https://www.smsd.org/about/departments/purchasing-bidding/bids-bid-summaries

Selection Criteria:
The following criteria will be used by the District to evaluate the RFQ responses:

- The response's adequacy in providing the desired information outlined in this RFQ (**5 points**);
- The firm's familiarity and experience working with school districts and other educational institutions in the state of Kansas and greater Kansas City metropolitan area communities (**20 points**);
- The experience and qualifications of the firm's listed staff team (**25 points**)
- The firm's capacity (staffing levels, available contractors/partners, licensing, resources, etc.) to meet the District's needs, as outlined in this RFQ (**50 points**).

After the District's initial review of submitted responses, the District will select a shortlist of qualified firms for interviews, with the intent of selecting a preferred list of firms. Once preferred firms are selected, proposals that include detailed services and fees will be requested on a project-by-project basis.

Confidentiality of Respondent Information:
The District is a state agency, and information submitted to the District in response to District solicitations for product or service information is generally a public record. Accordingly, no response shall restrict the District's ability to produce the solicitation response and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq*.)

Confidentiality of District Information:
Respondent acknowledges that any information provided by or obtained from the District in connection with this RFQ is the sole property of the District and must be treated as confidential, and that this confidential information is not to be used for any purpose other than replying to this RFQ, and that this confidential information must not be disclosed without the prior written authorization of the District, and,

if applicable, that this confidential information must be returned to the District immediately upon the request of the District.

Information in RFQ Only an Estimate:
The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFQ or issued via addenda. Any quantities, timelines, or data contained in this RFQ or related addenda are good-faith estimates provided only as general background information.

Governing Law:
It is understood and agreed that the construction and interpretation of this RFQ and related addenda shall be governed by the laws of the State of Kansas.

EXHIBIT A: QUESTIONNAIRE

Please respond to the questions below; a Word copy of the RFQ, including Exhibit A, can be requested by emailing purchasing@smsd.org. In addition to completing this questionnaire, please provide a letter of interest and references, as outlined on pages 2 and 3 of this RFQ.

1. Please discuss your firm's qualifications; specifically, please provide a general overview of your staff's applicable education, training, licenses, experience and past performance. Please indicate whether your firm is licensed to practice architecture in Kansas, and for how many years your firm has serviced Kansas clients. Please include information regarding your firm's years of operation and service to institutions of similar size and needs to the District, as well as general information about your staffing size.

2. Please identify your firm's staff team that is likely to be working with the District at the commencement of services. What are their respective qualifications?

3. Please discuss your firm's experience with public facility construction. Does your firm have experience working with school districts in the state of Kansas?

4. Please discuss your firm's experience working on sites in the District's geographic area. What projects has your firm completed in this area?

5. Please discuss your firm's qualifications to provide the services outlined in this RFQ. Please detail your firm's available resources (staffing levels, available contractors/partners, licensing, etc.) to execute the District's needed services.

6. Please outline your firm's approach to leading the preliminary design phase in a Construction Manager At-Risk (CMAR) delivery method. Please address how your firm approaches costing exercise intervals during the design phase.

7. Please discuss your firm's experience in working with construction management partners in a CMAR construction delivery method to achieve design intent compliance.

8. Please outline how your firm works with clients during the design phase to identify required surveys and investigations, as well as the preparation of final documents and cost estimates.

9. Please discuss your firm's experience with helping clients prepare bidding documents and with facilitating the bid procurement process.

10. Please discuss your firm's experience with the construction phase of your clients' projects. Also, please discuss your firm's ability to review contractors' change orders and certify pay applications.

11. Please discuss your firm's experience in developing community engagement strategies to best inform the public of planned bond projects.

12. Is there any additional information about your firm's capabilities or ability to meet the needs of the District, not addressed in the questions above or in the District's list of desired services, that you would like to share? You are welcome to submit any additional information materials (brochures, online links, etc.) that you think may be of interest to the District.

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References: Provide three (3) references for similar services provided within the last five (5) years, to institutions of similar size and needs to the District. Provide a brief description of the services provided. While specific reference contacts (client names, email addresses, etc.) do not have to be provided at this time, if a vendor is selected for subsequent negotiations/discussions/interviews, the vendor may be asked to provide specific reference contact names, addresses, and telephone numbers that can provide feedback on the proposed products and services.

EXHIBIT B: PROJECT OUTLINE

Below is a list of projects that the District currently anticipates will be funded via bond funds over the next five years:

- Three (3) elementary school rebuilds
- Ten (10) secondary school additions/renovations
- One (1) new career tech high school build
- Fifteen (15) athletic facility renovations

The District will also need aesthetic improvements (flooring, ceiling, etc.) at various sites throughout the five-year term that may be funded via a combination of capital and bond funds.

In addition to the projects above, the District will need architectural services over the course of a five-year period for various smaller, non-bond funded projects.

EXHIBIT C

INSTRUCTIONS FOR SUBMITTING RESPONSES VIA PUBLIC PURCHASE

The District will be using Public Purchase, a free web-based e-Procurement service. Firms submitting responses via Public Purchase will need to follow the two-step registration instructions detailed below. Please register as soon as possible so that you have access to the District's notifications.

INSTRUCTIONS

1. **Register with Public Purchase:**

   Use the link below to begin the registration process. ***It can take up to 24 hours for your account to become active.*** **You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the response notification emails being sent to your junk folder.**

   https://www.publicpurchase.com/gems/register/vendor/register

   If you are already registered with Public Purchase, please proceed directly to step 2.

2. **Register with The Shawnee Mission School District:**
   1. Once you have received your activation email from Public Purchase log in to www.publicpurchase.com and accept the terms and conditions of use.
   2. Click on the "Tools" tab located on the far right of the menu header.
   3. On the new list of sub-tabs, click on "Agencies"
   4. Search for the agency: **Shawnee Mission School District** - Make sure the Registration Status field is set to "All"
   5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
   6. Complete the registration steps with the agency.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities via Public Purchase from the **Shawnee Mission School District.** *It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

All of this is provided at no charge to you.

If you need any assistance with this process please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

NOTE: Alternatively, hard copy responses may be submitted as outlined in the RFQ under **"Response Submittal Instructions."**