Request for Proposals

For

Architectural / Engineering Design Services and

Competitive Bidding Process for a New 400-Bed Residence Hall

RFP Issued: August 3, 2026

RFP Response Deadline: October, 2, 2026

Kara Wheeler, Interim Vice President for Finance and Operations
Allen Community College
1801 N Cottonwood St
Iola, KS 66749

Issued by the Office of Procurement Services

Table of Contents

Table of Contents 2
2. Project Background and Objectives 3
2.1 Project Goals 3
3. Scope of Design Services 3
3.1 Pre-Design / Programming 4
3.2 Schematic Design (SD) 4
3.3 Design Development (DD) 4
3.4 Construction Documents (CD) 4
3.5 Bidding / Procurement Assistance 4
3.6 Construction Administration (CA) 4
3.7 Additional Services (as needed, negotiated separately) 5
4. Project Description and Program Summary 5
5. Project Delivery and Bidding Process 6
6. Submission Requirements 6
6.1 Required Contents 6
6.2 Format 7
7. Selection Process and Evaluation Criteria 7
7.1 Stage 1 — Responsiveness Review 7
7.2 Stage 2 — Qualitative Evaluation 7
7.3 Stage 3 — Shortlist Interviews 8
7.4 Stage 4 — Negotiation and Award 8
8. RFP Schedule 8
9. Instructions to Respondents 9
9.1 Pre-Proposal Conference 9
9.2 Questions 9
9.3 Addenda 9
9.4 Reservation of Rights 10
9.5 Confidentiality and Public Records 10
10. Contract Terms and Insurance Requirements 10
11. Point of Contact 10

1. Introduction and Invitation

Allen Community College invites qualified architecture and engineering (A/E) firms to submit proposals for full architectural and engineering design services, culminating in construction documents suitable for a competitively bid, new 400-bed residence hall on the Institution's main campus in Iola, Kansas.

This Request for Proposals (RFP) describes the project background, scope of design services, the process by which the Institution will select its design consultant, and the subsequent competitive bidding process through which a General Contractor (GC) will be selected to construct the project. Firms responding to this RFP are referred to as "Respondents," and the firm ultimately selected is referred to as the "Consultant" or "Architect of Record."

The Institution reserves the right to reject any or all proposals, to waive informalities or minor irregularities, and to negotiate final terms with the highest-ranked Respondent, all as further described in Section 9 (Reservation of Rights).

2. Project Background and Objectives

The Institution's housing capacity is currently 300 students. We have reached maximum capacity for multiple years indicating a need for growth. We have 7 different housing options currently including suite style and apartment style housing. Our current facilities are aging with some in great need of repair or replacement. Our Campus Housing Master Plan with an emphasis on enrollment growth has identified the need for approximately 400 new beds of on-campus housing to replace aging inventory and support first- and second-year live-on requirements. The new residence hall is expected to be a signature building on campus, supporting recruitment, retention, and the residential life program.

2.1 Project Goals

- Deliver 400 beds of high-quality, durable, and cost-effective student housing ready for occupancy by the start of the Fall 2030 academic term.
- Achieve a facility that supports community-building through a mix of unit types, shared social and study spaces, and staff/RA presence throughout the building.
- Provide a design and construction estimated cost that will be used to secure funding sources inclusive of design fees, construction, FF&E, and contingency.
- Ensure the design is fully accessible, resilient, secure, and compatible with adjacent campus buildings, utilities, and pedestrian circulation.
- Support a transparent, competitive construction bidding process that maximizes qualified GC and subcontractor participation.

3. Scope of Design Services

- The selected Consultant will provide comprehensive architectural and engineering services through all phases of the project, including but not limited to the following:

3.1 Pre-Design / Programming

- Validate and refine the housing program (bed count, unit mix, community spaces) in collaboration with Student Life, Facilities, and Student Affairs stakeholders.
- Conduct site analysis, utility investigation, geotechnical coordination, and existing conditions survey coordination.
- Facilitate visioning and programming workshops with campus stakeholders and produce a final Program of Requirements document.

3.2 Schematic Design (SD)

- Prepare conceptual floor plans, building sections, exterior elevations, and site plan options.
- Prepare an initial sustainability strategy and energy modeling approach.
- Prepare a Class C (±15-20%) construction cost estimate reconciled to the project budget.

3.3 Design Development (DD)

- Advance architectural, structural, mechanical, electrical, plumbing, fire protection, civil, and landscape design.
- Finalize room layouts, furniture systems, finishes palette, and building systems selections.
- Update the cost estimate (Class B, ±10-15%) and reconcile scope to budget, identifying alternates as needed.

3.4 Construction Documents (CD)

- Prepare complete, permit-ready and bid-ready drawings and specifications (CSI Master Format) for all disciplines.
- Coordinate code review, permitting submissions, and utility agency approvals.
- Prepare a final Class A (±5-10%) cost estimate and Engineer's Estimate for bidding purposes.

3.5 Bidding / Procurement Assistance

- Assist the Institution in preparing bid documents and the Invitation for Bid (IFB) package for the General Contractor procurement.
- Respond to contractor questions, issue addenda, attend the pre-bid conference, and assist in bid evaluation and leveling.
- Provide a recommendation of award to the Institution following bid receipt.

3.6 Construction Administration (CA)

- Review submittals, shop drawings, and RFIs; conduct regular site observation visits and prepare field reports.
- Process change orders and pay applications; maintain the project schedule and budget log.

- Conduct substantial completion and final completion inspections; compile punch lists and closeout documentation, including record (as-built) drawings.

3.7 Additional Services (as needed, negotiated separately)

- LEED/sustainability certification administration and commissioning coordination.
- Furniture, fixtures, and equipment (FF&E) design and procurement assistance.
- Building information modeling (BIM) to campus standard, including an as-built model for facilities management handoff.

4. Project Description and Program Summary

The table below summarizes the anticipated project scope. Final program, site, and budget figures will be validated and refined during the programming phase in collaboration with the selected Consultant.

Element	Description / Target
Total Beds	400 beds
Unit Mix (target)	Single occupancy rooms, double rooms, semi-suites, and 15–20% ADA-adaptable units; approx. 30% single occupancy rooms and 30% double occupancy units / 40% suite-style, to be refined during programming
Community & Support Spaces	Central lobby/reception with 24-hour desk, mail/package room, community kitchens (1 per floor/wing), laundry rooms, study lounges, community bathrooms, multipurpose/programming room, music practice room, fitness room, staff offices, RD apartments/suites.
Building Systems	Central or distributed HVAC with energy recovery, card-access security system, fire suppression/life safety systems, structured cabling and campus Wi-Fi, building automation system
Site	Site to be recommended on the campus at 1801 N. Cottonwood St., Iola, KS 66749 including required parking, service/loading access, and landscaped outdoor gathering space
Sustainability Target	Minimum LEED Silver (LEED Gold preferred); compliance with Allen's applicable energy requirements
Delivery Method	Design-Bid-Build with a qualifications-based selection of the Architect/Engineer of Record for design services; the awarded firm will prepare documents for public competitive bidding of the General Contractor

Note: All figures above are preliminary planning estimates provided for proposal purposes and are subject to confirmation during the programming and schematic design phases.

5. Project Delivery and Bidding Process

This RFP encompasses two sequential procurement actions that Respondents should understand when preparing their proposals:

1. Design Services Selection (this RFP): The Institution will select an A/E firm through the qualifications-based selection (QBS) process described in Section 7, consistent with applicable state procurement requirements for professional design services.
2. Construction Bidding: Following completion of construction documents, the Institution will publicly bid the project to prequalified or licensed General Contractors under a Design-Bid-Build (DBB) delivery model. The Consultant selected under this RFP will support the Institution throughout that bidding process as described in Section 3.5, but the GC selection is a separate, subsequent solicitation and is not part of this RFP.

Respondents should note that the Institution reserves the right to consider alternative delivery methods (e.g., Construction Manager at Risk) if approved by the Institution's governing board prior to the start of Design Development; any such change would be communicated to the Consultant in writing and may adjust the scope of bidding-phase services accordingly.

6. Submission Requirements

Respondents must submit one (1) electronic PDF copy via email to wheeler@allencc.edu no later than the deadline in Section 8. Proposals should be organized as follows and should not exceed 40 pages (excluding resumes, forms, and required certifications):

6.1 Required Contents

3. Cover Letter — Signed by an authorized officer of the firm, identifying the prime firm and all sub-consultants.
4. Firm Qualifications and History — Including firm size, office locations, relevant licensure, and financial capacity to perform.
5. Relevant Project Experience — A preferred minimum of three (3) comparable higher-education residence hall or student housing projects completed within the last 10 years, including project size, cost, schedule performance, and client references with current contact information.
6. Project Team — Organizational chart and resumes for the principal-in-charge, project manager, lead architect, and key engineering consultants (structural, civil, mechanical, electrical, plumbing, fire protection, landscape); identification of any sub-consultants.
7. Project Approach and Work Plan — Narrative describing the Respondent's understanding of the project, proposed design process, stakeholder engagement approach, sustainability strategy, and preliminary project schedule by phase.
8. Quality Control / Cost Management Approach — Description of the firm's approach to budget reconciliation, value engineering, and quality assurance across design phases.

9. Proposed Fee — A not-to-exceed lump-sum or percentage-of-construction-cost fee proposal broken down by phase (see Section 3), together with an hourly rate schedule for additional services and a reimbursable expense policy.
10. Required Forms and Certifications — Completed and signed: Conflict of Interest Disclosure, Non-Collusion Affidavit, Equal Employment Opportunity / Non-Discrimination Certification, Insurance Acknowledgment, and Kansa Vendor Registration confirmation.
11. Litigation and Debarment Disclosure — Disclosure of any litigation, claims, or debarment actions involving the firm within the past five (5) years.

6.2 Format

- 8.5" x 11" page size, minimum 11-point font, single-spaced narrative sections.
- Proposals must be submitted in PDF format; file size should not exceed 35 MB.
- Late or incomplete proposals will not be accepted.

7. Selection Process and Evaluation Criteria

Proposals will be evaluated by a Selection Committee composed of representatives from Facilities, Student Life, Student Affairs, Finance and Operations, a college Board of Trustees representative, and a student representative. The evaluation will proceed in the following stages:

7.1 Stage 1 — Responsiveness Review

Finance and Operation staff will review all proposals for completeness and responsiveness to mandatory submission requirements. Non-responsive proposals may be eliminated from further consideration.

7.2 Stage 2 — Qualitative Evaluation

The Selection Committee will independently score responsive proposals against the weighted criteria below.

Criterion	Description	Weight
Relevant Experience & Qualifications	Firm and key staff experience with comparable higher-education residence hall / student housing projects of similar scale, delivery method, and budget.	**25%**
Project Team & Key Personnel	Qualifications, availability, and continuity of the proposed principal-in-charge, project manager, lead architect, and key consultants (structural, MEP, civil, landscape, food service if applicable).	**20%**
Approach & Understanding of Project	Demonstrated understanding of the project goals, site constraints, phased occupancy needs, and proposed design and delivery methodology.	**20%**

Criterion	Description	Weight
Sustainability & Resiliency Expertise	Track record achieving certifications (e.g., LEED, WELL) and designing for energy performance, resiliency, and life-cycle cost reduction in student housing.	**10%**
References & Past Performance	Feedback from prior institutional clients regarding budget adherence, schedule performance, and quality of construction administration.	**10%**
Proposed Fee & Value	Reasonableness and transparency of the proposed fee structure, staffing hours, and reimbursable approach relative to scope.	**15%**

7.3 Stage 3 — Shortlist Interviews

The Institution anticipates shortlisting three (3) to five (5) firms for in-person interviews and, at its discretion, may request a technical presentation or design charrette exercise. Interview scores will be combined with written proposal scores to determine final ranking.

7.4 Stage 4 — Negotiation and Award

The Institution will enter into fee and scope negotiations with the highest-ranked firm consistent with applicable qualifications-based selection procurement law. If the Institution and the top-ranked firm are unable to reach agreement on fair and reasonable compensation within a reasonable time, the Institution reserves the right to terminate negotiations and proceed to the next-ranked firm.

8. RFP Schedule

The anticipated procurement and project schedule is as follows. Dates are subject to change at the Institution's discretion; any changes will be communicated via addendum through the procurement website.

Milestone	Date
RFP Issued	August 3, 2026
Deadline for Written Questions	August 21,2026, 5:00 PM CT
Addenda Issued (response to questions)	September 3, 2026
Mandatory Pre-Proposal Conference & Site Visit	September 11, 2026, 10:00 AM CT

Milestone	Date
Statement of Qualifications / Proposals Due	October 2, 2026, 3:00 PM CT
Shortlist Notification	October 16, 2026
Finalist Interviews	November 2–6, 2026
Selection & Notice of Intent to Award	November 13, 2026
Contract Negotiation Complete	December 4, 2026
Design Services Notice to Proceed	January 8, 2027
Schematic Design Complete	March 2027
Design Development Complete	June 2027
Construction Documents Complete / Bidding	October 2027
Construction Start	December 2027
Substantial Completion (ready for Fall occupancy)	June 15, 2029

9. Instructions to Respondents

9.1 Pre-Proposal Conference

A mandatory pre-proposal conference and site visit will be held on the date listed in Section 8 at Allen Community College, 1801 N. Cottonwood Street, Iola, KS 66749 in the Stadler Conference Room. Firms intending to submit a proposal must have at least one representative in attendance; sign-in will be recorded and attendance verified prior to opening proposals.

9.2 Questions

All questions must be submitted in writing via the procurement portal by the deadline in Section 8. Verbal questions or clarifications provided outside this process are not binding on the Institution. Responses will be issued in writing to all firms who have registered as plan holders on the RFP website.

9.3 Addenda

Any changes to this RFP will be issued only via written addendum posted to the procurement website. Respondents are responsible for monitoring the website for addenda.

9.4 Reservation of Rights

The Institution reserves the right to: reject any or all proposals; waive minor informalities; request clarification from any Respondent; cancel this RFP at any time; issue a subsequent RFP; negotiate with one or more Respondents; and award in whole or in part in the Institution's best interest. This RFP does not obligate the Institution to award a contract or reimburse any costs incurred in preparing a proposal.

9.5 Confidentiality and Public Records

Proposals submitted to the Institution may be subject to public records disclosure laws following contract award. Respondents should clearly mark any portions of their proposal considered proprietary or confidential; however, the Institution cannot guarantee non-disclosure of any content requested pursuant to applicable public records law.

10. Contract Terms and Insurance Requirements

The selected Consultant will be required to execute the Institution's standard Agreement for Professional Design Services, a copy of which is available upon request from the Procurement Office, and to maintain the following insurance coverage with insurers authorized to do business in Kansas:

- Commercial General Liability: $2,000,000 per occurrence and $4,000,000 general aggregate.
- Professional Liability/Errors and Omissions: $2,000,000 per claim and annual aggregate.
- Automobile Liability: $1,000,000 combined single limit, covering owned, hired, and non-owned vehicles.
- Workers' Compensation: Coverage as required by applicable Kansas law.
- Employer's Liability: $1,000,000 each accident, $1,000,000 disease—each employee, and $1,000,000 disease—policy limit.

Before issuance of the Notice to Proceed, the Consultant shall provide certificates of insurance and, upon request, copies of applicable additional-insured endorsements.

11. Point of Contact

All communications regarding this RFP must be directed in writing to:

Kara Wheeler
Interim Vice President for Finance and Operations
wheeler@allencc.edu
(620) 901-6306

Project specific questions may be directed in writing to:

Cami Keitel
Vice President for Student Affairs
keitel@allencc.edu
(620) 901-6213

Respondents are cautioned not to contact members of the Selection Committee, Residential Student Life staff, or other Institution personnel directly regarding this RFP; doing so may result in disqualification.