



REQUEST FOR QUALIFICATIONS
IDIQ PROFESSIONAL DESIGN SERVICES
RFQ C-26021

RESPONSE MUST BE RECEIVED BY: THURSDAY JULY 2, 2026, by 4:00PM CST

**RESPONSES MUST BE SUBMITTED TO: KANSAS CITY PUBLIC SCHOOLS
E-BIDDING SYSTEM, B2GNow
<https://kcpublicschools.gob2g.com>**

**ATTENTION TO: ASHLEA BLUE-HARRIS
PURCHASING DIRECTOR**

Response submittals will only be accepted by attaching all required documents to the District's E-bidding system, B2GNOW. All documents may be submitted and attached as one document. All Vendors must be registered on the E-bidding system to submit their proposal on-line.

1.0 GENERAL INFORMATION

- 1.1 Kansas City Public Schools (KCPS) serves more than 14,000 students in grades pre-kindergarten through 12. KCPS consists of seven (7) high schools, three (3) middle schools, twenty-two (22) elementary schools, nine (9) being signature schools), two (2) early learning community schools, and one (1) Vocational/Technical school. KCPS encompasses 76 square miles and employs nearly 2,500 professionals.

KCPS received full accreditation by the Missouri State Board of Education January 11, 2022. KCPS continues to adopt an aggressive approach to implementing the Missouri Learning Standards while pursuing an increased use of personal computing and technology.

For additional information about the Kansas City Public Schools, please visit KCPS's website at www.kcpublicschools.org.

Under this solicitation, KCPS will consider statements of qualification (SOQ) based upon what constitutes the best response selected from the most qualified firm(s).

- 1.2 **Schedule.** This schedule is tentative and is subject to change for reasons, including, but not limited to changes in deadlines by KCPS.

RFQ Issued:	June 19, 2026
RFQ Questions Due:	June 24, 2026 by 4:00 PM CST
RFQ Answers Addenda Posted:	June 26, 2026 by 4:00 PM CST
Statements of Qualifications Due:	July 2, 2026 by 4:00 PM CST
Shortlisted: (Interviews (if needed)):	Week of July 6, 2026
(Shortlisted) Proposals Due:	July 13, 2026 by 4:00 PM CST

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2.0 SCOPE OF WORK AND OTHER REQUIREMENTS FOR RFQ C-26021

2.1 Background.

The Kansas City Public School District proposes to retain qualified firms/teams for professional design services for Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. To facilitate the selection of consultants for this project, interested firms are invited to submit qualifications for consideration. The submissions should contain, at a minimum, the information requested in Section VI of this RFQ. The qualified firms will work with Navigate Building Solutions, who serves as the District's Owner's Representative.

2.2 Project Description.

The anticipated scope of work shall include but are not limited to, interior renovations, exterior improvements, structural design/repair, Building Envelope for Capital Improvement Projects. The general scopes of work include ADA code compliance, selective demolition, parking lots, playgrounds, building envelopes, flooring, new wall tile, isolated, gypsum wall furring, new toilet partitions and screens, new plumbing fixtures with manual flush valves, new toilet accessories, HVAC and painting.

2.3 Scope of Services.

The design team will provide complete construction documents for bidding purposes, including:

- A. Accelerated Design Process
- B. Architectural Plans with Plan Sheet Specifications
- C. MEP Plans with Plan Sheet Specifications
- D. Civil Design with Plan Sheet Specifications
- E. Structural Plans with Plan Sheet Specifications
- F. Furniture Design with Plan Sheet Specifications
- G. Landscape Design with Plan Sheet Specifications
- H. Graphics Design with Plan Sheet Specifications
- I. Roofing Design with Plan Sheet Specifications
- J. Construction Administration

2.4 Contract Format.

The selected design firm(s) will be required to enter into a contract agreement with the District using a modified AIA B101 (see Exhibit A). Design firms shall list any concerns with the provision in Exhibit A that must be noted, under a sperate tab, in the RFQ response.

2.5 Selection Process.

The District intends to award a contract(s) to the most qualified firms/teams which best demonstrates the commitment and application of experience, resources and methods to the unique requirements.

Your written response to this RFQ will be used to evaluate your firms/team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project.

2.6 Interviews.

Upon review of all responsive Statement of Qualifications and using the criteria outlined above, KCPS may select up to three Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, KCPS may choose to proceed without interviewing any respondents.

Firms selected for onsite interviews must include an overall Project Manager, lead designer and key engineering partners as part of the interview team (not to exceed six participants). This Project Manager will be identified in the RFQ response, and it is the expectation of KCPS that this manager will lead the actual implementation if a contract is awarded.

2.7. Contract Negotiations

Upon final ranking of the Firms, Fee negotiations shall commence. Fee negotiations will require the selected Firm(s) to proceed with the development of a Scope of Work and costs for all the components of the project as outlined herein. If any Firm(s) fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, KCPS may cancel negotiations with that Firm(s) and commence negotiations with the next ranked Firm. If KCPS deems there is no Firm(s) that is viable, it will cancel the procurement. All aspects of the scope of work and pricing may be subject to negotiation.

2.8 Statement of Qualifications.

Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information." Please provide:

- A. Brief history and general overview of your company. Please include the name, address, email, and phone number of your primary point of contact.
- B. Introduction of any and all subconsultants required for the completion of the Project. Clearly define your past history of working together.
- C. A list of related project experience designing K-12 school facilities by the lead firm. Please provide a similar list of each subconsultant. List the project, project description and services completed, client, client contact information, date completed, and who from your proposed project team was involved.
- D. Organization Chart of key personnel.
- E. A narrative describing who will be leading and supporting each major task identified.
- F. Resumes describing the experience and capabilities of key personnel involved.

- G. Provide a management plan that sufficiently defines your understanding of Kansas City Public Schools and how you would approach completing the services.
- H. Provide a schedule for the typical completion of services and by doing so confirm whether or not you believe in the following “tentative” milestones set by the District.
 - 1. Firm Selected: August 26, 2026
 - 2. Design Completed (1 month): September 2026
 - 3. Project Bidding: October 2026
 - 4. Substantial Completion: November 2026
- I. Provide information, reference letters and any other data that substantiates your record of performance.
- J. Provide information detailing your proximity and familiarity with the facilities of Kansas City Public Schools.

2.9 Miscellaneous Information.

- A. Design services are expected to start immediately upon execution of a contract with the successful firm(s) and proceed as quickly as possible.
- B. Nothing contained herein will create any contractual relationship between the District and the firm submitting qualifications. Statements contained in the response of the successful firm(s) may become part of the agreement for services.
- C. Information received from each firm will become the property of the District. Information submitted by the firm cannot be considered confidential.
- D. The District reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- E. The Owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all information provided is true.
- F. The District reserves the right to accept or reject any or all qualifications and to wave any irregularities.
- G. The District is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the response to this RFQ or subsequent negotiations of a contract for professional services.
- H. As a part of your cover letter, provide name, address, telephone and fax number, and email address of the firm responding to this RFQ. Please designate a single representative or prime contact through whom the District may communicate at the firm.
- I. Indicate ability of the Firm to retain workers compensation insurance in at least statutory amounts; and automobile and general liability insurance with umbrella

coverage of \$2,000,000 per project naming the Owner as an additional insured. Indicate your ability to retain professional liability insurance in the amount of \$1,000,000 per claim. Upon selection of Firm, the Firm will be required to complete documents regarding enrollment in the Federal Work Authorization Program and E-Verify. See information attached to this Request for Statement of Qualifications.

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3.0 RESPONSE PREPARATIONS INSTRUCTIONS

3.1 Vendor's Understanding of the RFQ. In responding to this RFQ, Vendor accepts the responsibility to fully understand the RFQ in its entirety, and in detail, including making any inquiries to KCPS as necessary to gain such understanding. KCPS reserves the right to disqualify any Vendor who demonstrates less than such understanding. Further, KCPS reserves the right to determine, in its sole discretion, whether the Vendor has demonstrated such understanding. Related to this, KCPS's right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to KCPS.

3.2 Response Organization. Vendors shall present responses in a format that can be readily identified. Vendors may present narrative responses provided that such responses follow the same outline and numbering scheme of this RFQ. Vendors shall ensure that their responses include page numbers and are organized in a manner that will facilitate the KCPS evaluation of them. KCPS reserves the right to reject without prior notice and without liability of any kind or amount any response that it deems overly complex, disorganized, or difficult to evaluate. KCPS reserves the right to make such a decision without any input or communication from any other party.

3.3 Signature. KCPS may reject any Vendor's response if the areas/spaces are not signed as indicated and/or required within this RFQ.

3.4 Questions. Questions regarding this RFQ shall be made electronically via the E-bidding system, **B2GNOW**, <https://kcpublicschools.gob2g.com>. The deadline for submitting questions on this RFQ is **June 24, 2026 by 4:00 PM CST**. Responses to all properly submitted questions will be posted on the E-bidding website as addenda to this RFQ on **June 26, 2026 by 4:00 PM CST**. Any questions submitted after that date and time may not be considered or answered.

3.5 Addenda. KCPS may revise this RFQ by issuing written addenda. To view our current bid opportunities, please go to KCPS's E-bidding system, B2GNOW at <https://kcpublicschools.gob2g.com>. Interested Vendors are encouraged to check the KCPS E-bidding system frequently for addenda to this RFQ. Vendors are responsible for reviewing and understanding information in addenda to the same extent as the RFQ. KCPS has no obligation or duty to communicate addenda to Vendors beyond the posting of addenda on the E-bidding system.

3.6 KCPS Provides Information in Good Faith Without Liability. All information provided by KCPS in this RFQ is offered in good faith. Individual items are subject to change at any time. KCPS makes no certification that any item is without error. KCPS is not responsible or liable for any use of the information, or for any claims attempted to be asserted therefrom.

3.6 Verbal versus Written Communication. Verbal communication shall not be effective unless formally confirmed in writing by the specified KCPS procurement official in charge of managing this RFQ. In no case shall verbal communication override written communication.

3.7 Attention to Terms and Conditions. Vendors are cautioned to thoroughly understand and comply with all matters covered in this RFQ.

3.8 No Collusion. In connection with this RFQ, Vendor collusion with other Vendors or employees thereof, or with any employee of the KCPS, is prohibited and may result in Vendor disqualification and/or cancellation of award. Any attempt by the Vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in Vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to KCPS.

3.9 Improper Business Relationships. Vendors shall ensure that no improper, unethical, or illegal relationships or conflict of interest exist between the service provider; the KCPS; any employee, officer, director, or principal of the service provider or the KCPS; and any other party. KCPS reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. KCPS also reserves the right to decide at its sole discretion whether disqualification of the Vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to KCPS.

3.10 Corrections, Changes, and Providing Information on Forms within the RFQ. Vendors shall ensure that an authorized individual initial each correction using pen and ink. Vendors shall use pen and ink, typewriter, or word processor in providing information directly on pages, or copies thereof, contained within this RFQ.

3.11 Compliance with Applicable Laws. Vendors agree that they will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law that apply to Construction Management Agency, including all reporting and registration requirements. Vendors further agree that this RFQ and any contract awarded pursuant to it will be governed under the laws of the State of Missouri.

3.12 Minority Business Enterprises and Women-Owned Business Enterprises. Kansas City Public Schools (KCPS) and its Office of Purchasing have a long-standing commitment to creating and improving contract opportunities for Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE). The Office of Purchasing is dedicated to inclusiveness and diversity in its effort to serve business owners while aligning its work to the Strategic Plan of Kansas City Public Schools.

Under the term of this program, diverse suppliers and contractors are given an equal opportunity to compete for materials and service contracts on behalf of KCPS. To further support the Board's Equity Policy of inclusion and diversity, KCPS has established annual goals for MBE and WBE. The annual goal for **MBE** should equal 15 percent of the applicable District spend. The annual goal for **WBE** should equal 10 percent of the applicable District spend. KCPS will calculate prime and subcontractor spend toward these annual goals. Only certified diverse firms will be counted towards participation goals.

KCPS reserves the right to determine whether a Bidder/Offeror has demonstrated a good faith effort to comply with its MBE and WBE annual goals and reserves the right to initiate discussion/negotiation regarding Supplier Diversity participation with the Bidder/Offeror deemed most responsive.

Good Faith Efforts:

The following are guidelines as to how good faith efforts may be defined:

- (1) Good faith efforts are efforts that, given all relevant circumstances, a Bidder/ Offeror actively seeking to meet the participation goals can reasonably be expected to make. The Procurement Services Department may consider the following factors in evaluating good faith efforts:
 - (a) Advertised opportunities to participate in the contract in general circulation media, trade and professional association publications, small and minority business media, and diverse supplier publications in sufficient time to allow effective participation.
 - (b) Notified a reasonable number of diverse firms of opportunities in sufficient time to allow effective participation.
 - (c) Attempted to identify portions of the work for qualified, certified diverse firms in order to increase the likelihood of meeting the participation goals, including breaking down contracts into economically feasible units.
 - (d) Conferred with qualified, certified diverse firms and explained the scope and requirements of potential work, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities.
 - (e) KCPS reserves the right to ask a Bidder/Offeror to submit additional documentation of good faith efforts.

The **Supplier Diversity Utilization Form** must be signed and returned with proposal when diverse firms are utilized. **See Attachment A. You must attach a copy of the certificate from the certifying agency and return with your proposal package.**

The Request for Waiver with Good Faith Efforts documentation must be completed and returned with the RFQ when diverse firms are **not** utilized. See **Attachment A**. Any questions about the Supplier Diversity Program should be directed to the KCPS Procurement Services Department at 816-418-7300.

4.0 QUALIFICATION SUBMISSIONS

4.1 Response Submission - Statement of Qualifications (SOQ) to this RFQ will only be accepted by attaching all required documents to KCPS's E-bidding system, **B2GNOW**. These documents may be scanned and attached as one document. The Vendor must be registered on the E-bidding system to submit their response on-line. SOQs must be received no later than **July 2, 2026, by 4:00 PM CST**.

4.2 Response Costs. KCPS is not liable in any manner or to any extent for any cost or expense incurred by any Vendor in the preparation, submission, presentation, or any other action connected with submission or otherwise responding to this RFQ. Such exemption from liability applies whether such costs are incurred directly by the Vendor or indirectly through the Vendor's agents, employees, assigns or others, whether related or not to the Vendor.

4.3 Faxes and Emails Not Accepted. KCPS shall not accept responses received by fax or email.

4.4 Proprietary Information. If the Vendor needs to submit proprietary information, e.g., financials, all proprietary information needs to be submitted in a separate envelope from the response. The Vendor should ensure that the envelope is clearly designated and conspicuously labeled as such.

The remainder of this page has been left blank intentionally.

5.0 RESPONSE CERTIFICATION (VENDOR TO COMPLETE)

Explanation. This certification attests to the Vendor's awareness and agreement to the content of this RFQ and all accompanying provisions contained herein.

Action. The Vendor ensures that the following certificate is duly completed and correctly executed by an authorized officer of its company.

This Qualification's submission is submitted in response to Request for Qualifications issued by the Kansas City Public Schools. The undersigned, as a duly authorized officer, hereby certifies that

(Vendor Name)

Agrees to be bound by the content of this RFQ and agrees to comply with the terms, conditions and provisions included herein and any addenda. Exceptions are to be noted as stated in the RFQ.

The undersigned certifies that to the best of his/her knowledge: (**check one**)

There is no officer or employee of the Kansas City Public Schools who has, or whose relative has, a substantial interest in any Contract award subsequent to this response.

The names of any and all public officers or employees of the Kansas City Public Schools who have, or whose relative has, a substantial interest in any Contract award subsequent to this response are identified by name as part of this submittal.

The undersigned further certifies that its firm (**check one**) IS or IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the KCPS of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Qualifications are:

Name: _____ Title: _____

Signature: _____ Date: _____

(Signatures continued on following page)

Name: _____ Title: _____

Signature: _____

Date: _____

Signature of authorized officer

Date: _____

Printed name

F.E.I.N.: _____

**ATTACHMENT A
SUPPLIER DIVERSITY INTENDED UTILIZATION FORM**

This completed form must be submitted by a Bidder/Offeror who intends to utilize diverse firms. Please print or type all requested information.

1. Project: _____
2. Name of Bidder/Offeror: _____
3. Diverse firm intended for utilization (if more than one, please complete this form for each firm):

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ E-mail Address: _____

Name of President/CEO: _____

4. Describe the scope of work to be performed on this project by the above listed diverse firm: _____

5. Total dollar amount of project: \$ _____

Total dollar amount of project to be performed by diverse firm: \$ _____

List percentage of total project by business enterprise:

_____ % Minority Business Enterprise (MBE)

_____ % Women Business Enterprise (WBE)

6. ***You must attach a copy of the certificate from the certifying agency and return with your bid package.***

7. Both the Bidder/Offeror and the participating diverse firm must sign this form.

Bidder/Offeror

Diverse Firm President/CEO

Signature

Signature

Date

Date

**REQUEST FOR WAIVER OF SUPPLIER DIVERSITY PARTICIPATION AND
DOCUMENTATION OF GOOD FAITH EFFORTS**

This form must be submitted by Bidders/Offeror when diverse firms are not utilized and will be used to evaluate the extent to which a good faith effort has been made.

Project:

Bidder/Offeror:

I, _____, of lawful age and upon my oath state as follows:

1. I am the duly authorized representative of the above listed Bidder/Offeror and am authorized to request this waiver on its behalf.
2. I request that a waiver or exemption be granted from the recommended Supplier Diversity goals on the above referenced project.
3. The following is a detailed summary of the reason(s) for this request. Please identify efforts taken by your firm to recruit diverse firms for various aspects of this project.

Bidder/Offeror

Signature

Date

QUALIFICATION DATA FORM A

Name of Firm or Individual:

Address: -----

Firm Point of Contact:-----

Telephone: -----

Email: -----

QUALIFICATION FORM B

DISCLOSURES

The respondent submitting this RFQ shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the respondent shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.

1. Has the respondent been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise?
Yes _____ No _____
2. Has the respondent been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government, or private enterprise?
Yes _____ No _____
3. Has the respondent defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded?
Yes _____ No _____
4. Has the respondent had any business or professional license, registration, certificate or certification suspended or revoked?
Yes _____ No _____
5. Have any liens been filed against the respondent as a result of its failure to pay subcontractors, suppliers, or workers?
Yes _____ No _____
6. Has the respondent been denied insurance coverage, or been discontinued by an insurance company?
Yes _____ No _____
7. Has the Firm been found in violation of any laws, including but not limited to antitrust laws, tax or licensing laws, labor or employment laws, environmental, health, or safety laws? **With respect to workplace safety laws, this statement is limited to willful federal and state safety law violations.*
Yes _____ No _____
8. Has the respondent or its owners, officers, directors, or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the respondent's business?
Yes _____ No _____
9. Has the respondent been subject to any bankruptcy proceedings? Yes _____ No _____
10. Are there or have there been any claims, judgments, lawsuits, or alternative dispute proceedings involving the respondent in the past 48 months? Yes _____ No _____
11. Is the respondent currently or has been the subject of any complaint, investigation, or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months? Yes _____ No _____

REQUIRED REPRESENTATIONS

In submitting this RFQ, the respondent makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

1. The respondent warrants that it is willing and able to comply with the State of Missouri laws with respect to foreign (non-state of Missouri) corporations.
2. The respondent warrants that all information provided by it in connection with this submittal is true and accurate.
3. The respondent will possess all applicable professional business licenses required for performing work in Kansas City, Missouri.
4. The respondent satisfies all insurance requirements as stipulated in the solicitation for this project.
5. The respondent and all subcontractors that are employed or that may be employed in execution of the Contract Work shall be in full compliance with KCPS requirements for Worker's Compensation Insurance.
6. The respondent represents that it has no conflicts of interest with KCPS if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to KCPS.

QUALIFICATION FORM C

EXPERIENCE / REFERENCES

Please provide a minimum of three references where your company has performed similar work to what is being requested on the RFQ within the past 36 months. Please include only the following information:

- Company Name
- Mailing Address
- Contact Person
- Telephone Number
- Project Name, Amount, and Date Completed

** Please list any Municipalities or County Governments that you have done work for in the past 48 months.*

State the Number of Years in Business: _____

State the current number of personnel on staff: _____

Company Name	
Address	
Contact Person	
Phone Number	
Project, Amount, and Date Completed	

Company Name	
Address	
Contact Person	
Phone Number	
Project, Amount, and Date Completed	

Company Name	
Address	
Contact Person	
Phone Number	
Project, Amount, and Date	

Completed	
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Company Name	
Address	
Contact Person	
Phone Number	
Project, Amount, and Date Completed	

Company Name	
Address	
Contact Person	
Phone Number	
Project, Amount, and Date Completed	