

REQUEST FOR PROPOSALS (RFP) ARCHITECTURAL SERVICES FOR USD 417 MORRIS COUNTY

ISSUED BY:

USD 417 Morris County
Superintendent's Office

INTRODUCTION

USD 417 Morris County is seeking proposals from qualified architectural firms to provide professional services for facility planning, design, and cost estimation based on facility needs. The selected firm will assist in developing preliminary designs and cost estimates to guide discussions with the community and inform potential bond issuance considerations. If the Board of Education elects to move forward, the firm may also support pre-bond election efforts and subsequent project implementation.

Our facilities range in size and age. Council Grove Junior/Senior High School spans from 1918 to an addition in 1961, another in 1974, and the most recent in 2010. Council Grove Elementary School spans from 1951 to 1985, with one significant addition in 1996. Prairie Heights Elementary School spans from 1953 to an addition in 1993. The District Office/Transportation facility is a 1940 building.

SCOPE OF SERVICES

The selected architectural firm will be responsible for:

- Using current needs assessment and conducting necessary assessments, including site visits and stakeholder input.
- Developing conceptual designs and cost estimates for potential facility improvements.
- Working with a CMAR to ensure pricing is as accurate as possible.
- Presenting findings and recommendations to the Board of Education and community stakeholders.
- Assisting in community engagement and pre-bond election activities as necessary.
- Providing additional support through the bond election process if approved.

PROPOSAL REQUIREMENTS

Interested firms should submit a proposal including the following:

1. **Firm Information** – Company name, address, contact information, and history.
2. **Experience & Qualifications** – A description of experience with similar K-12 facility projects and bond issue support. The success of previous bond elections.
3. **Proposed Approach** – A summary of how the firm intends to assess needs, develop designs, and engage stakeholders.
4. **Project Team** – Key personnel assigned to the project and their qualifications.
5. **References** – At least three references from previous school district projects within the last 10 years.

6. **Fee Structure** – A breakdown of proposed fees for the scope of work. Both pre-bond and if the bond is approved.
7. **Timeline** – Estimated timeline for completion of the initial phase of work.

SELECTION CRITERIA

Proposals will be evaluated based on:

- Experience with school facility projects and bond-related services.
- Approach to assessing needs and engaging stakeholders.
- Qualifications of the project team.
- Demonstrated ability to work within budget constraints.
- Fee structure and overall value.
- If the BOE decides to conduct interviews, those groups will be notified of the times and dates for the presentations.

SUBMISSION DETAILS

- Proposals must be submitted no later than **April 14th at Noon**.
- Submissions should be sent electronically to tyson.eslinger@usd417.org and amber.weeks@usd417.org or mailed to **17 Wood St. Council Grove, KS 66846**.
- Questions regarding this RFP should be directed to **Tyson Eslinger, Superintendent of Schools** at **620-767-5192** or tyson.eslinger@usd417.org.

RESERVATION OF RIGHTS

USD 417 Morris County reserves the right to accept or reject any or all proposals, to waive informalities, and to negotiate with any firm to ensure the best outcome for the district.

We look forward to reviewing your proposals and partnering to enhance the facilities for our students and community. Thank you for your interest in working with USD 417 Morris County.