



Request for Qualifications (RFQ)

**Professional Architectural &
Engineering Design Services**

Académie Lafayette
201 E. Armour Blvd.
Kansas City, MO 64111
Phone: 515-979-6871

Rick Carpenter, Director of Operations

December 10, 2025

PURPOSE

Académie Lafayette is seeking an Architectural and Engineering firm (Consultant) to provide architectural and engineering design services for a variety of projects to be assigned at the School's discretion. The decision to undertake any project and the assignment of the same to the selected Consultant shall be in the District's sole and absolute discretion. The contracted services to be performed will be to furnish all the required labor, materials, equipment, parts, and supplies necessary for Conceptual Design, Preliminary Plans, Schematic Design, Design Development, Construction Documents and Specifications, and Construction Review to include construction permit review approvals through the appropriate governing authorities. The School reserves the right to approve all consultants that make up the selected Consultant's team that may be required for the completion of a project. Upon successful approval, the School will utilize the selected Consultant.

Académie Lafayette will screen and select the most highly qualified firms from those submitted and will select the firm considered best qualified and capable of performing the proposed work.

The data submitted will be evaluated against the following criteria:

1. The specialized experience and technical competence, including that of partners and associates, demonstrated with K-12 education work.
2. The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limits established for the completion of the project.
3. The firm's past record of performance with respect to controlling costs, quality of work, design, appearance, utility, and the ability to meet time schedules.
4. The firm's proximity to and familiarity with the geographical area in which the projects shall be located.
5. Completion of similar projects throughout the region

POTENTIAL PROJECT SCOPE

The firm will use information previously collected and lead the community engagement process working through the fall and winter to complete various facility needs. When called upon, the firm will produce architectural and engineered drawings for projects.

Potential projects could include

- HVAC Upgrades Oak Campus
- Window Replacement Oak Campus

These subject areas are being evaluated along with current building capacity to determine the required spatial needs. The selected Consultant(s) may be used to assist with project planning, scheduling and budgeting for future projects.

The following may also be included in the services needed:

- Assistance in evaluation of sites for planned construction
- Planning and needs assessment
- Providing revised cost estimates for proposed projects

Core Design Teams will be established to work with the selected Architectural / Engineering Firm(s) and Administration once the final project scope is determined.

SERVICE PERIOD SCHEDULE

The school will assign projects to the selected Consultant as needed over a period of five (5) years from contract execution. Any project assigned to the selected Consultant during this term will remain with the Consultant until its completion unless otherwise terminated in accordance with the final contract. All insurance documents must be on file with the district prior to the selected Consultant being authorized to proceed.

The contract shall be subject to renewal for two (2) consecutive one-year periods after the initial contract period, pending agreement between both parties and Board of Education approval.

PROPOSAL REQUIREMENTS

The formal proposal response shall contain the following information, in the following sequence and format. Written proposals should follow this prescribed format:

Title Page

Letter of Introduction

Table of Contents

Consultants shall choose to direct their proposal to any or all subject areas that may be a strength for your firm.

- 1) Prime Consultant's Firm Profile and Philosophy**
All the information submitted should be related to the Prime Consultant.
- 2) Prime Consultant's Project Approach**
Submit a project approach regarding your firm's understanding of the content areas identified above. In detail, describe your firm's planning process and how you propose to include School Administration, the Design Teams, Professional Staff and the Board of Directors.
- 3) Consultant's Personnel Assigned to the Project**
Identify the names of any personnel who will be members of the project team, and identify their degrees, certifications, and years of experience performing the service. Include relevant project experience for each.
- 4) Prime Consultant's Experience**
Prime Consultant should provide information about its experience on similar school facility projects. Please provide project descriptions, locations and color photos on at least 3 relevant projects that have occurred in the last **5** years. All projects submitted should be completed by the Prime Consultant.
- 5) Sustainable Design Experience.** Consultant should provide information about its sustainable design experience and capabilities on projects.
- 6) Consultant References**
The Prime Consultant will provide a reference list from five (5) recent (within 5 years) public projects. Include name of project, contact name and telephone numbers. All references submitted should be completed by the Prime Consultant.
- 7) Why Should Académie Lafayette Utilize Your Firm**
Please feel free to include information describing what makes your firm or team unique.

SUBMITTING YOUR RESPONSE

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the Prime Consultant to email a pdf file with bookmarks for each section described above to Mr. Rick Carpenter. No hard copies of the submittal are required. Parties are requested to sign the proposal and, when in the name of a company, by some officer whose title is shown. Submissions should be titled as follows:

REQUEST FOR QUALIFICATIONS, ACADEMIE LAFAYETTE

**Professional Architectural &
Engineering Design Services**

Attn: Rick Carpenter

hcarpenter@academielafayette.org

Académie Lafayette

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Phone: 515-979-6871

**The deadline for submitting your response will be 11:00 AM on January 5, 2026.
Proposals received after this date and time will not be considered.**

Proposal questions or clarification prior to submittal may be directed to:

Mr. Rick Carpenter, Director Operations, hcarpenter@academielafayette.org.

E-Verify (page 12) Must adhere to 285.530 RSMO Federal Work Authorization Program

Must Adhere to 290.210.340 RSMO Prevailing Wage

Must Adhere to 292.675 RSMO- OSHA Training

SELECTION

The Selection Team will evaluate proposals immediately after receipt and will select the firm which, in their judgment, is best qualified and capable of providing the services required. The board action is anticipated to be at the November meeting.

RESERVATIONS

The Selection Team reserves the right to reject all proposals, waive informality and any technicalities or clerical error in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgement, best meets the requirements of the project.

All costs incurred in the preparation of the response to this Request for Proposal will be the sole responsibility of and borne entirely by the submitter. All responses to this Request for Qualifications become the property of Académie Lafayette. Confidential/proprietary information will be redacted as necessary.

CONTRACT NEGOTIATIONS

Académie Lafayette will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm. This process will continue until an agreement is reached.

SCORING RUBRIC

Criteria	Description	Points	Weight
1. Specialized Experience & Technical Competence	Demonstrated experience with K–12 projects; includes Prime Consultant’s philosophy and approach	0–10 points	20%
2. Project Approach & Planning Process	Clear understanding of project scope; collaborative approach with District stakeholders and design teams	0–10 points	20%
3. Personnel Qualifications	Relevant experience, certifications, and roles of team assigned to the project	0–10 points	15%
4. Past Performance	Evidence of success controlling costs, maintaining quality, and meeting timelines on similar projects	0–10 points	15%
5. Familiarity with Area	Knowledge of local conditions, codes, and community expectations	0–5 points	5%
6. Sustainable Design	Demonstrated ability to incorporate sustainable design practices	0–5 points	5%
7. References	Strength and relevance of five recent references from similar clients	0–5 points	10%
8. Uniqueness & Fit	Clear rationale for why this firm is best suited to serve Académie Lafayette	0–5 points	10%

