

**REQUEST FOR QUALIFICATIONS FOR:  
GENERAL ARCHITECTURAL AND PROFESSIONAL ENGINEERING  
SERVICES**

Submittals shall be sealed and marked  
Sealed Proposal in Response to Request for Qualifications For General Architectural  
Services

And submitted to:

Kingston K-14 School District, Cadet, MO 63630

The Kingston K-14 School District will accept separate sealed proposals from qualified persons or firms interested in providing the following: Architectural Services.

Number of Submittals required 3 or send  
electronically

**MUST BE RECEIVED BY:**

**September 9, 2021 at 12:00 PM**

The Kingston K-14 School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the District. Complete RFQ may be viewed at: <https://kingston.k12.mo.us/>

Contact Information for Inquiries:

District Contact: Dr. Lee Ann Wallace

Phone: 573-438-4982 x4

Email: wallace.leeann@k-14.org

The Kingston K-14 School District is seeking to establish a relationship with an Architectural and Engineering firm (Consultant) for the purpose of developing a long range Master Plan with the Kingston K-14 School District to make possible renovations/additions to the existing Pre-K, elementary school, middle school, and high school. The District desires to select a full service firm or team who will be available to assist with all aspects of Master Planning, architectural design, engineering and construction administration for the projects. The Kingston K-14 School District is considering a construction project that will allow for renovation or expansion at each building, pending completion of a long-range planning process, which will require the District to place a financing proposal on an upcoming election ballot to fund construction project.

The District is currently attempting to obtain grant funding for a FEMA Safe Room. If selected to move forward with the grant process, grant application assistance could be included in these services. Furthermore, contingent on funding, programming, design, construction documents and construction administration services for a FEMA 361 Safe Room for the District could also be included.

The selected design professional will:

- work directly with the Superintendent and the Board of Education,
- be expected to listen to and understand the identified priorities and needs regarding the selected construction projects
- be expected to make presentations to the Superintendent and the Board of Education as needed by the District
- be expected to attend all other meetings as proposed by the Superintendent - foster and facilitate ongoing and open communication between themselves, the Superintendent, and the Board of Education.
- Serve as architect for any project that the Board of Education elects to pursue pursuant to an agreement acceptable to and approved by the Board.
- The selected design professional will work with the District to develop a plan which will guide the School District and the architect in making recommendations and decisions related to the project.
- The selected design professional will be expected to design, implement, and serve as project architect for any such project.
- The design professional will include a detailed rationale behind their recommendations.
- Submit list of projects, specifically those related to Education and FEMA Safe Rooms that have been completed. Complete contact information for references on listed projects should be included.
- List Project Teams technical knowledge and experience with regards to the design of FEMA 361 Safe Rooms. Include specific completed projects and personal resumes of key team members.

### **1. Schedule of Process**

Timeline for Process: The timeline listed below is the District's estimation of time required to complete the selection process. All efforts shall be made to abide by this schedule but it is not guaranteed.

Advertise RFQ Notification: Wednesday, August 25, 2021

Receive Proposals by: Thursday, September 9, 2021

Interviews if Needed: **TBD**

### **Instructions to Respondents**

In accordance with Section 8.291(5) of the Missouri Revised Statutes, the Board of Education has adopted a qualification-based selection procedure commensurate with state policy for the procurement of architectural, engineering and land surveying services. Consistent with Section 8.285 of the Missouri Revised Statutes, Board Policy FEB CRITICAL (the "Policy") provides that the Board will select qualified firms and negotiate contracts for architectural, engineering, and land surveying services for building projects in the district. The Policy further provides, as authorized by statute,

that the selection shall be made on the basis of demonstrated competence and qualification for the types of services specified by the district at fair and reasonable prices. Accordingly, the District will use the criteria set forth in the Policy to select the design firm most responsive to the District's needs. The Policies attached to this RFQ and is incorporated by reference under this section, Evaluation of Proposals. To determine which proposal is most responsive to the Kingston K-14 School District's need in relation to the criteria set forth in the Policy, the District will proceed as follows:

Members of the Board of Education will also review each responsive proposal based on the following criteria:

- The specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere, with respect to the type of services desired by the Board.
- The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
- The firm's past record of performance with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
- The firm's proximity to and familiarity with the geographical area in which the project shall be located.

1. All submittals shall contain the following information:

- a. Basic Information
  - i. Single page executive summary of firm(s) profile
  - ii. Name of the firm proposed to be involved in the project.
  - iii. Firm(s) contact person(s) including phone, email, fax, etc.
  - iv. Direct mailing addresses
  - v. Overview of firm(s) history
  - vi. State of the firm(s) financial history and independent financial reference
  - vii. Proof of the level and types of insurance carried to cover errors and omissions, improper judgement, negligence, and other potential liabilities.
- b. Firm(s) Experience Profile and References (list contacts and phone numbers);
  - i. Listing of Missouri public school district clients
- c. Firm(s) Personnel Profile
  - i. Experience and credentials
  - ii. Information specific to the manager assigned to this project
  - iii. Support personnel overview

d. TO BE NEGOTIATED WITH SELECTED FIRM (this is NOT to be provided with the initial proposal:

Cost: During the negotiations process which takes place after a firm is selected on the basis of qualifications, a firm will be required to identify all costs related directly or indirectly to this project, including, but not limited to employee classification, hourly rate, travel time, out-of-pocket expenses, etc. This is to be signed by an authorized representative of the firm. The entity type and Tax ID number must also be provided.

- i. Task and Personnel Breakdown. Describe the task and estimated total hours to complete task: list the personnel responsible for the task, their job classification, estimated hours per personnel classification by task, and total hours for complete project.
- ii. Fee Schedule. Schedule of hourly billing rates for services. List personnel classification, typical work tasks and hourly billing rates. This section is to be signed by an authorized representative of the firm. The entity type and Tax ID number must also be provided.
- iii. Service related direct expenses. List description of item and unit cost.
- iv. Total Cost to include all related cost associated with the complete project, personnel, total hours and service related expense for each component to be completed.

2. Completing the Submittal: Submittals must be submitted as requested in this document. All information must be legible. Any and all corrections and/or enclosures must be initialed. Each submittal must be signed by the authorized representative and required information must be provided.

3. Accuracy of the Submittal: Each bid is publicly opened and is made part of the public record of the District. Therefore, it is necessary that any and all information presented is accurate.

4. Submission of the Submittal: Submittals are to be sealed and submitted to the location provided above.

5. Late submittals, Modifications & Withdrawals: Submittals received after the deadline designated in this document shall not be considered.

Submittals shall be sealed and marked: **“Submittal for Architectural and /or Engineering Services”** and be addressed to: Dr. Lee Ann Wallace

Submittals are to be received by the Kingston K-14 School District office no later than **12:00 PM on Thursday, September 9, 2021.**

Submittals will be opened at the District office at **12:15 PM on Thursday, September 9, 2021.**

\*Firms are not required to be present for proposal opening

The School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the District. Complete RFQ may be viewed at: <https://kingston.k12.mo.us/>

Contact Information for Inquiries:  
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Email: [wallace.leeann@k-14.org](mailto:wallace.leeann@k-14.org)

### **Contract Award**

The District will select the firm best aligned with the goals and expectations of the project and negotiate a contract with the same. In the event that a contract cannot be agreed upon, the District will select the next best firm that is aligned with the goals and expectations of the project and attempt to negotiate an agreeable contract. If an agreeable contract still cannot be agreed upon, the District will continue to move to the next best qualified firm and attempt to negotiate an agreeable contract.

Any firm submitting a proposal acknowledges and agrees that the Board's selection of their firm as the most qualified shall in no way create a valid or binding contract between the firm and the District. Any firm submitting a proposal agrees, by submitting a proposal, that the minimum contract terms enumerated below, in addition to general terms and conditions, will be made part of the final contract between the firm and the District, and can only be modified by the District in its sole discretion.

The submitting firm further agrees that it will make no attempt to change, delete or otherwise modify these contractual terms, and further agrees that any attempt to do so shall constitute failed negotiations and allow the District to negotiate a contract with the next most qualified firm(s).

Further, any attempt to change, delete or otherwise modify these terms in the proposal itself shall be grounds for the District to reject the firm's proposal.

#### **1. Tax Exempt:**

The District and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.

#### **2. Safety:**

All practices shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

#### **3. Rights Reserved:**

The District reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award to the response deemed to be most advantageous to the District.

**4. Respondent Prohibited:**

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the previous written approval of the District.

**5. Disclaimer of Liability:**

The District, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever, and the Agreement with the District shall so provide.

**6. Hold Harmless:**

The contractor shall agree to protect, defend, indemnify, and hold the School Board, School District, its officers, commissions, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.

**7. Law Governing; Public Works:**

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri. Contractor acknowledges the District is a public entity subject to public works and other requirements applicable to other bodies and the District's agreements must include such requirements.

**8. Anti-Discrimination Clause:**

No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

**9. Conflicts:**

No salaried officer or employee of the District and no member of the School Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed to work on this project.

**10. Federal Work Authorization Program ("E-Verify")**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District, to the extent allowed by E-Verify. In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District by.