

Request for Qualifications (RFQ) for Professional Architectural Services

Garden City Public Schools – USD 457

Issued by:

Garden City Public Schools
1205 Fleming Street
Garden City, KS 67846

Date Issued: October 31, 2025

Purpose

Garden City Public Schools (USD 457) is seeking qualified architectural firms to serve as the District Architect of Record for all upcoming facility planning, design, and construction projects. The selected firm will partner with the Board of Education and district administration to support the design and delivery of safe, functional, and future-focused school facilities that reflect our district's mission of delivering an unparalleled educational experience for our students, staff, and community.

District Background

USD 457 serves approximately 6900 students across 18 campuses in Garden City, Kansas. The district includes one early childhood center, one alternative learning center, eleven elementary schools, two intermediate centers, two middle schools, and one comprehensive high school. Recent facility planning has focused on aligning grade configurations to K–5, 6–8, and 9–12, addressing a community wide desire to limit student transitions. The district intends to develop a long-term facilities master plan that positions Garden City Public Schools for continued success and community growth.

Scope of Services

The Architect of Record will provide comprehensive architectural and engineering services, including but not limited to:

- Facility planning, design, and documentation
- Cost estimating and phasing recommendations
- Assistance with CMAR or traditional bid processes
- Construction administration and close-out
- Warranty and post-occupancy review
- Consultation in planning projects, facility maintenance and on-going items as needed by the district.

All engineering disciplines (civil, structural, mechanical, electrical, and plumbing) must be provided by Kansas-licensed professionals. The selected architect will work collaboratively with district leaders and potentially a Construction Manager At-Risk (CMAR) to ensure efficiency, fiscal responsibility, and design excellence.

RFQ Submission Requirements

Interested firms shall submit qualifications following the outline below. Please keep responses concise and organized in this sequence:

1. Firm Profile & Philosophy
2. Key Personnel & Consultants
3. Experience with Educational Projects
4. Project Delivery & Cost Control
5. References
6. Additional Information & Unique Qualifications

Insurance and Contract Requirements

The selected firm must carry Professional Liability Insurance of at least \$1,000,000 and will enter into a modified AIA B121 Owner–Architect Agreement with USD 457.

Submission Instructions

Submit eight (8) bound copies and one (1) electronic PDF (via email) to:

Contact: Jessica Nothern, CFO
Garden City Public Schools, USD 457
1205 Fleming Street
Garden City, KS 67846
Email: jnothern@gckschools.com
Phone: 620-805-7007

Mark sealed proposals clearly: “Qualifications – USD 457 Architect of Record”

Schedule of Events

Event	Date
Issue RFQ	October 31, 2025
Deadline for Written Questions	November 7, 2025
Response to Questions Issued	November 11, 2025
RFQ Submission Deadline	November 14, 2025, by 12:00pm (Noon)
Evaluation Committee Review	TBD
Finalist Interviews (if requested)	TBD
Board of Education Recommendation	November 19, 2025
Contract Award	December 8, 2025

Evaluation Criteria and Scoring Rubric

The Selection Committee will evaluate each submission based on the following criteria and associated point values:

Criteria	Description	Points
Firm Profile & Philosophy	Clarity of mission, firm stability, and relevance to K–12 public education.	15
Key Personnel & Consultants	Qualifications, experience, and organization of project team.	20
Experience with Educational Projects	Demonstrated success on similar Kansas K–12 projects.	20

Project Delivery & Cost Control	Experience managing costs, schedules, and CMAR partnerships.	15
References	Quality and relevance of references from Kansas districts.	15
Firm Distinction	Innovation, communication, community engagement, and overall fit.	5
Interview (if applicable)	Clarity, responsiveness, and understanding of district needs.	10

****Total Possible Points: 100****

Closing Statement

Garden City Public Schools values partnerships that help us use taxpayer dollars wisely, build spaces that inspire learning, and strengthen our community's future. We look forward to reviewing your firm's qualifications.

At Garden City Public Schools, Everyone Leads.