

Request for Proposal (RFP) For

**Professional Architectural &
Engineering Design Services**

**Lexington R-V School District
1113 S. 24th Street
Lexington, MO 64067
(660)259-4369**

Amanda Finkeldei Superintendent

Lexington R-V School District

May 5, 2026

PURPOSE

The Lexington R-V School District (“District”) 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 District’s discretion. The District is seeking proposals from Consultants to provide full architectural services through the design and construction phases of the requested projects.

The Lexington R-V School District operates 1 Early Childhood Center (PK), 1 Elementary School (K-4), 1 Middle School (6-8), 1 Senior High School (9-12), and 1 Lex La Ray Technical Center. The Board of Education recently approved a School Reconfiguration Plan that will remodel/update the LBS K-2 wing, remodel the LBS gymnasium, and create safe and secure entrances at LMS, LHS, and LRRTC. These plans will require architectural and engineering design services. The District may undertake additional projects that require architectural and engineering design services.

The District will assign projects to the selected Consultant as needed over a period of five (5) years from the date of 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 contract. All insurance documents must be on file with the District before the selected Consultant is 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.

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 District 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 District will utilize the selected Consultant.

POTENTIAL PROJECT SCOPE

The Scope of Services includes full architectural services through the design and construction phases of all assigned projects.

Potential projects could include

- District-wide facility improvements
- Leslie Bell Elementary K-2 and gym improvements
- Safe and Secure entrances at LMS, LHS, and LBS

These subject areas are being evaluated along with the current building capacity to determine the required spatial needs.

The following may also be included in the needed services:

- Assistance in the evaluation of new or existing sites for planned construction.
- Planning and needs assessment
- Providing revised cost estimates for the proposed projects.

The Consultant will also meet, as needed, with District Facilities staff, neighborhood organizations and District administrators for programming guidance. The Consultant will lead a community engagement process working through the fall and winter to complete the facility needs analysis. The selected Consultant(s) may be used to assist with project planning, scheduling, and budgeting for a possible future bond process. The Consultant will lead political campaigns to encourage community votes for possible bond and levy elections during the contract term.

PROPOSAL REQUIREMENTS

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

Cover Sheet - The Consultant shall include a cover sheet that includes the following:

REQUEST FOR PROPOSAL, LEXINGTON R-V SCHOOL DISTRICT

Professional Architectural & Engineering Design Services

Attn: Amanda Finkeldei

1111. S. 24th St.

Lexington, MO 64096

Letter of Transmittal – the Consultant shall include a Letter of Transmittal, signed by the person authorized to legally bind the Consultant to the proposal. The letter shall contain a brief executive summary that demonstrates an understanding of the scope of services and reasons why the Consultant is best suited to provide the services.

Company Background and Project Experience - Consultant shall provide a brief but informative history of the firm. The proposal shall include information on the type of work done, number of years in business, number of employees, and a breakdown between supervisory and non-supervisory employees. Specify a primary contact to include name, title, telephone number, and e-mail address.

The Consultant shall demonstrate general competence, geographic location of Consultant relative to the District, years of relevant experience, Consultant's workload, and capacity. Specific emphasis should be placed on local school district experiences.

Consultant's Project Approach - Consultant shall describe the firm's project management approach and team organization during programming, design, construction, and post-construction phases. The Consultant shall describe systems used for planning, scheduling, estimating, and managing design services and how the Consultant proposes to include District Administration, the Design Teams, Professional Staff, and the Board of Education. The Contractor shall describe the firm's experience in quality assurance, both during design and construction administration. Explain the proposed method and/or system used to control costs.

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. Specify a primary contact to include name, title, telephone number, and email address.

Consultant's Experience - The consultant should provide information about its experience on similar school facility projects. Please provide project descriptions, locations, and photos of at least 3 relevant projects completed in the last **5** years. All submitted projects should be completed by the Consultant.

Cost Control - The Consultant will provide information about how it handles budget and cost control procedures to align with project needs.

Consultant References - The Consultant will provide a reference list from three (3) recent (within 5 years) public projects. Include the name of the project, contact name, and telephone numbers. All submitted references should be projects completed by the Consultant.

Why Should Lexington R-V School District Utilize Your Firm - Please feel free to include information describing what makes your firm or team unique.

Detailed fees and schedule(s) are not requested by the District as part of this solicitation and are not to be included in your response.

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 Consultant's responsibility to email a PDF with bookmarks for each section described above to Amanda Finkeldei. Parties are requested to sign the proposal and, when in the name of a company, by some officer whose title is shown.

The deadline for submitting your response will be no later than 3:00 PM on May 19, 2026. Proposals received after this date and time will not be considered.

Proposal questions or clarifications prior to submission may be directed to **Amanda Finkeldei, Superintendent**, [at afinkeldei@lexr5.org](mailto:afinkeldei@lexr5.org) or (660)259-4369. Questions must be submitted by 3:00 pm on May 19, 2026.

Board action is anticipated to be at the May 20, 2026, meeting.

EVALUATION CRITERIA

The Lexington R-V School District 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, have been demonstrated with either the District or elsewhere.
2. The capacity and capability of the Consultant to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
3. The Consultant's past record of performance with respect to control of costs, quality of work, design, appearance, utility, and the ability to meet time schedules.
4. The firm's proximity to and familiarity with the area where the projects shall be located.
5. Completion of similar projects throughout the region

RESERVATIONS

The Selection Team and the Lexington R-V School District Board of Education reserve the right to reject any and 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 judgment, best meets the requirements of the project.

All costs incurred in preparing the response to this Request for Proposal will be the sole responsibility of and borne entirely by the Consultant. All responses to this Request for Proposals become the property of the Lexington R-V School District.

CONTRACT NEGOTIATIONS

The Board shall select the firm considered best qualified and capable of performing the desired services and shall negotiate a contract. Should the Board be unable to negotiate a contract acceptable to the District with the firm first selected, the Board may negotiate a contract with

another firm from the list or may direct the superintendent or designee to seek additional statements of qualifications from other firms and then submit a new list of qualified firms.