

REQUEST FOR PROPOSALS (RFP)

Fort Scott Community College

REFERENCE: Professional Architectural & Design Services – FSCC TEC+

Location: FSCC TEC+ Workforce Education & Technical Training Center

Owner:

Fort Scott Community College
2108 South Horton Street
Fort Scott, KS 66701

Issue Date: 08/08/2026

Proposal Due Date: 08/28/2026 2:00 p.m.

Submit Proposals To:

Fort Scott Community College
Attn: Gina Shelton
CFO/Vice President of Finance & Operations
2108 South Horton Street
Fort Scott, KS 66701
Phone: (620) 223-2700
Email: rfp@fortscott.edu

Project Overview

Fort Scott Community College (FSCC) is requesting proposals from qualified architectural firms to provide professional architectural planning and design services for the renovation and modernization of the **FSCC TEC+** workforce education center located on the Fort Scott Community College campus in Fort Scott, Kansas.

The College is seeking an architectural partner capable of developing a modern, innovative, and flexible workforce education facility that will serve students, employers, and regional industry for decades to come. The selected firm will assist the College in transforming an existing industrial facility into a state-of-the-art technical education center while creating professional renderings and conceptual designs suitable for fundraising, grant applications, donor presentations, and future construction.

The College intends to enter into an agreement with the firm determined to provide the best overall value based upon qualifications, experience, project approach, proposed timeline, and overall understanding of the project.

Notice to Proposers

Fort Scott Community College is soliciting proposals from qualified architectural firms licensed to practice in the State of Kansas for professional architectural and design services associated with the renovation and expansion planning of the FSCC TEC+ workforce education center.

Interested firms should possess demonstrated experience in:

- Community college facilities
- Career and Technical Education (CTE) facilities
- Workforce development centers
- Industrial training facilities
- Adaptive reuse of existing buildings
- Higher education renovations
- Capital campaign visualization and donor presentation materials

The selected firm will provide comprehensive architectural services from initial programming through conceptual design, design development, construction documents, and bidding assistance. Additional services may include engineering coordination, construction administration, and other related professional services as negotiated.

FSCC reserves the right to reject any or all proposals, waive informalities, negotiate with proposers, and accept the proposal determined to be in the best interest of the College.

Submission instructions, evaluation criteria, project scope, and required proposal components are contained within this Request for Proposals.

Background

About Fort Scott Community College

Fort Scott Community College is a public community college serving southeast Kansas and surrounding regions. The College provides transfer education, career and technical education, workforce development, adult education, athletics, and community enrichment programming while maintaining strong partnerships with business and industry throughout the region.

The College continually evaluates workforce demands to ensure students are prepared with the technical skills required by today's employers. As workforce needs continue to evolve, FSCC is committed to expanding access to high-quality technical education through modern instructional facilities designed to support hands-on learning and industry collaboration.

Background of the FSCC TEC+

The **FSCC TEC+** project represents one of the College's most significant workforce development initiatives and is designed to become the regional hub for career and technical education, business partnerships, apprenticeships, and customized workforce training.

The project will renovate an existing **11,250-square-foot** industrial facility into a modern workforce education center capable of supporting current instructional programs while allowing for future expansion as regional workforce needs evolve.

The College has intentionally named the facility **TEC+** to reflect its vision of providing education that extends beyond traditional technical training. The "Plus" represents innovation, collaboration, business partnerships, apprenticeships, workforce development, and future opportunities that will continue expanding throughout the life of the facility.

The facility will provide students with access to modern instructional spaces while creating opportunities for employers to partner with the College in workforce training, customized instruction, internships, apprenticeships, and economic development initiatives.

Project Vision

The vision for **FSCC TEC+** is to create an innovative workforce education center that serves as the premier technical training facility in southeast Kansas.

The completed facility should:

- Support hands-on technical instruction.
- Provide flexible instructional spaces that can adapt to changing workforce demands.
- Strengthen partnerships with regional business and industry.
- Serve as a destination for workforce training and customized employer education.
- Create a welcoming environment for prospective students, employers, donors, and community partners.
- Reflect modern industrial design while maintaining long-term functionality.
- Position Fort Scott Community College as the regional leader in workforce education and technical training.

Project Description & Existing Conditions

Project Description

Fort Scott Community College (FSCC) is seeking professional architectural and design services for the renovation and modernization of the **FSCC TEC+** facility located on the Fort Scott Community College campus in Fort Scott, Kansas.

The project involves the adaptive reuse and renovation of an existing industrial building into a comprehensive workforce education center designed to support Career and Technical Education (CTE), workforce development, apprenticeships, customized business and industry training, and future program expansion.

The College intends for the facility to become the regional hub for technical education while providing flexible instructional spaces capable of adapting to changing workforce needs.

The selected architectural firm will work closely with College administration throughout the planning process to maximize the functionality, efficiency, safety, and long-term usability of the facility while creating a visually appealing environment that reflects the College's commitment to workforce excellence.

Although the initial focus is on renovation of the existing structure, the design should also consider future expansion opportunities and phased improvements that may occur as funding becomes available.

Existing Conditions

The existing facility consists of approximately **11,250 square feet** and provides a strong structural foundation for renovation into a modern workforce education center.

The building currently includes:

- Existing structural shell
- Existing restroom facilities requiring renovation and modernization
- Existing utilities
- Existing parking areas
- Existing exterior access points

The College anticipates significant interior reconfiguration to improve instructional flow, maximize usable space, increase flexibility, and better support students, faculty, business partners, and community members.

While portions of the building will remain unchanged structurally, the interior layout should be evaluated without limitation to current configurations. The College encourages innovative solutions that improve functionality while maintaining cost-effective construction.

The successful proposer should assume that selective demolition, renovation, and reconstruction of interior spaces will be required.

Project Goals

The College has identified the following goals for the project:

- Create a welcoming entrance that reflects the identity of the FSCC TEC+ facility.
- Develop an efficient and functional interior layout.
- Maximize instructional flexibility.
- Design collaborative spaces for students and industry partners.
- Create professional meeting and conference areas.
- Modernize restroom facilities to current ADA standards.
- Improve circulation throughout the building.
- Incorporate modern technology infrastructure.
- Design spaces that promote student recruitment and retention.
- Create a facility suitable for public tours, donor visits, grant opportunities, and workforce demonstrations.
- Provide a design that can be completed in phases if necessary due to available funding.

Anticipated Facility Components

While the final programming will be completed with the selected architectural firm, the College anticipates that the completed facility will include spaces similar to the following:

Workforce Administration Area

- Administrative support space
- Reception area
- Conference room
- Business and Industry meeting space

Instructional Spaces

- Heavy Equipment classroom
- Welding instructional area
- HVAC instructional area
- Construction Trades instructional area
- Shared technical classroom(s)
- Flexible laboratory space
- Equipment storage
- Faculty offices
- Faculty workroom

Student Support Areas

- Student gathering area
 - Student study space
 - ADA-accessible restrooms
- General storage

Future Expansion Opportunities

The architectural design should consider future expansion opportunities for programs such as:

- Electrical Technology
- Plumbing Technology
- Advanced Manufacturing
- CNC/Machining
- Additional workforce training classrooms
 - Apprenticeship training
 - Customized employer training

The design should allow future expansion with minimal disruption to existing operations.

Scope of Architectural Services

The selected architectural firm will provide comprehensive professional services necessary to develop the overall design, construction documents, and implementation strategy for the FSCC TEC+ project.

Services shall include, at a minimum, the following:

Phase I – Discovery & Programming

The architect shall:

- Meet with College leadership and designated stakeholders.
 - Review existing building conditions.
 - Verify existing measurements and building conditions.
 - Identify code-related concerns.
- Review current utilities and building systems.
- Conduct programming sessions to determine space requirements.
- Evaluate opportunities for phased construction.
- Identify opportunities to maximize the existing facility.

Deliverable:

- Existing Conditions Report
 - Programming Summary
 - Preliminary Project Schedule
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Phase II – Conceptual Design

The architect shall prepare multiple conceptual layout options illustrating potential space utilization and traffic flow.

Concepts should address:

- Student flow
- Visitor flow
- Faculty workflow
- Industry partner access
- ADA accessibility
- Security
- Classroom relationships
- Shared instructional space
- Future expansion opportunities

Deliverables shall include:

- Multiple conceptual floor plans
 - Preliminary site plan
 - Space utilization diagrams
 - Adjacency diagrams
 - Preliminary cost opinions
 - Written design narrative
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Phase III – Schematic Design

Following College approval of the preferred concept, the architect shall prepare schematic design documents including:

- Floor plans
 - Reflected ceiling plans
 - Exterior elevations
 - Building sections
- Preliminary finish concepts
- Exterior material recommendations
- Preliminary furniture layouts

The architect shall participate in meetings with College leadership to review and revise schematic designs.

Phase IV – Design Development

The architect shall prepare detailed design development documents including:

- Architectural drawings
- Structural coordination
- Mechanical coordination
- Electrical coordination
- Plumbing coordination
- Fire protection coordination
- Technology infrastructure planning
- Security planning
- Access control planning
- Audio/visual planning

The architect shall coordinate all engineering disciplines necessary to complete the project.

Phase V – Construction Documents

Prepare complete construction documents suitable for public bidding including:

- Architectural plans
 - Demolition plans
 - Interior elevations
 - Building sections
 - Finish schedules
 - Door schedules
 - Window schedules
 - Specifications
 - Bid package
 - Permit-ready drawings
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Phase VI – Bidding Assistance

The architect shall assist the College by:

- Preparing bid documents
 - Responding to contractor questions
 - Issuing addenda
 - Reviewing substitutions
 - Assisting with bid evaluation
 - Providing recommendations for contract award
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Phase VII – Construction Administration (Optional Alternate)

Provide optional pricing for:

- Construction observation
 - Shop drawing review
 - Pay application review
 - Change order review
 - Punch list preparation
 - Final inspections
 - Project closeout documentation
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Capital Campaign & Grant Support Deliverables

Because the College intends to pursue philanthropic support, grants, and community fundraising for portions of the project, the selected architect shall also provide presentation-quality materials suitable for public use, including:

- Full-color exterior renderings
- Interior perspective renderings
- High-resolution digital images for print and web
- Presentation-ready floor plans
 - Concept boards illustrating material palettes and finishes
 - 3D views of key instructional and collaboration spaces
 - Site plan graphics for donor presentations
 - Renderings suitable for grant applications, capital campaign materials, and Board presentations

All digital files shall become the property of Fort Scott Community College for use in fundraising, marketing, grant applications, and public communications.

Design Philosophy & Expectations

Fort Scott Community College seeks an architectural partner that shares the College's vision of creating a modern, innovative, and highly functional workforce education facility. The FSCC TEC+ should not simply renovate an existing building—it should establish a welcoming destination that reflects the College's commitment to workforce development, technical education, business partnerships, and student success.

The College encourages firms to think creatively while maintaining practical, durable, and cost-effective solutions. The completed facility should inspire students, impress business and industry partners, support faculty instruction, and serve as a showcase for workforce education throughout southeast Kansas.

Overall Design Philosophy

The architectural design should emphasize:

- Modern industrial aesthetics that reflect technical education and skilled trades.
 - Flexible learning environments that can adapt as workforce needs evolve.
 - Durable materials designed for heavy daily use with low long-term maintenance.
 - Open, welcoming spaces that encourage collaboration among students, faculty, employers, and community partners.
 - Efficient circulation patterns that minimize congestion while maximizing instructional space.
 - Natural lighting where feasible.
 - High visibility into instructional labs through interior observation windows and glass features when appropriate.
 - Technology integration throughout the facility.
 - A professional appearance suitable for prospective students, business partners, legislators, donors, and grant reviewers.
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Student Experience

The architect should design a facility that creates a positive first impression for students and visitors.

The College envisions a facility that:

- Feels welcoming and inviting upon entry.
 - Clearly identifies instructional areas.
 - Provides comfortable spaces for studying and collaboration.
 - Encourages interaction between students and faculty.
 - Promotes pride in Career and Technical Education.
 - Reflects innovation and opportunity.
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Workforce & Industry Experience

The FSCC TEC+ will serve as more than an instructional building. It will also function as a regional workforce development center where employers, economic development organizations, legislators, and community partners regularly visit the campus.

The design should include professional meeting spaces appropriate for:

- Employer meetings
- Workforce consortiums
- Apprenticeship partners
 - Industry advisory committees
 - Customized workforce training
 - Community presentations
 - Grant and donor tours

The facility should project professionalism while remaining functional for technical education.

Flexibility & Future Growth

The College anticipates continued growth in workforce education and expects the architectural design to support future expansion.

Designs should:

- Allow instructional spaces to be repurposed as programs evolve.
 - Maximize shared-use classrooms whenever practical.
 - Consider future additions without significant disruption.
 - Allow infrastructure capacity for future technologies and equipment.
 - Support changing workforce trends over the next 20–30 years.
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Sustainability & Long-Term Value

The College encourages design solutions that reduce long-term operating costs while maintaining high-quality learning environments.

Consideration should be given to:

- Energy-efficient building systems
- Durable finishes
- Low-maintenance materials
- LED lighting
- Efficient HVAC design
- Water conservation
- Long-life building components
 - Sustainable construction practices where financially practical

Technology Expectations

Technology should be integrated throughout the facility and support modern teaching, learning, and workforce partnerships.

The architect should consider:

- Robust wireless connectivity throughout the building
 - Technology-ready classrooms
 - Interactive presentation capabilities
 - Security camera integration
 - Electronic access control systems
 - Digital signage opportunities
 - Charging stations throughout student areas
 - Flexible technology infrastructure that allows future upgrades without major renovations
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Exterior Identity

The exterior of the facility should establish the FSCC TEC+ as a recognizable destination on campus.

The College encourages creative concepts that include:

- A distinctive entrance
 - Modern architectural elements
 - Highly visible TEC+ branding
 - Outdoor gathering areas where appropriate
 - Attractive landscaping
 - Exterior lighting that enhances safety and appearance
 - Wayfinding signage
 - A design that complements the existing campus while creating its own identity
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Capital Campaign Considerations

Because architectural renderings will be used extensively for fundraising, grant applications, and donor engagement, presentation-quality graphics are an essential project deliverable.

Renderings should communicate the College's vision while helping prospective donors, legislators, grant reviewers, and community members understand the transformational impact of the project.

The selected architect should be prepared to assist the College by producing graphics suitable for:

- Capital campaign materials
- Foundation fundraising

- State and federal grant applications
 - Legislative presentations
 - Community presentations
 - Marketing materials
 - Website and social media content
 - Board of Trustees presentations
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Overall Project Vision

The completed **FSCC TEC+** should become a signature facility for Fort Scott Community College—one that demonstrates innovation, strengthens workforce development, expands educational opportunities, and serves the region for decades to come.

The College is seeking an architectural partner that will help transform an existing building into a destination that reflects excellence in Career and Technical Education, fosters collaboration with business and industry, and creates opportunities for students to succeed in high-demand careers.

Proposal Requirements

Firms shall submit a concise proposal demonstrating their qualifications, relevant experience, project understanding, and approach to providing the professional services described in this RFP. Proposals should be organized in the order below.

- ☐ Cover Letter – Identify the firm, primary contact, office location, and commitment to the project.
- ☐ Firm Profile – Provide a brief history of the firm, organizational structure, size, areas of practice, and Kansas licensure information.
- ☐ Project Team – Identify the principal-in-charge, project architect, key consultants, and other personnel expected to work on the project. Include relevant credentials and responsibilities.
- ☐ Relevant Experience – Describe at least three comparable projects, with preference for community college, Career and Technical Education, workforce development, industrial training, adaptive reuse, or higher education renovation projects.
- ☐ Project Approach – Describe the firm’s approach to programming, stakeholder engagement, conceptual design, cost awareness, phasing, coordination of engineering disciplines, and development of bid-ready construction documents.
- ☐ Capital Campaign & Visualization Experience – Provide examples of presentation-quality renderings, donor materials, grant-support graphics, or similar visualization work.
- ☐ Project Schedule – Provide an anticipated schedule for programming, conceptual design, schematic design, design development, construction documents, and bidding assistance.
- ☐ References – Provide at least three client references for similar projects, including organization, contact name, telephone number, email address, and project description.
- ☐ Insurance – Provide evidence of the insurance coverage described in this RFP. The selected firm will be required to provide current Certificates of Insurance before services begin.
- ☐ Fee Information – Provide the information requested under the Fee Proposal section. Fee information should be clearly identified as a separate section of the proposal.

Minimum Qualifications

At a minimum, the proposing firm shall:

- ☐ Be legally authorized to provide architectural services in the State of Kansas and maintain all required professional licenses and registrations.
- ☐ Demonstrate experience managing architectural projects of similar scope, complexity, and public-facing importance.
- ☐ Demonstrate the ability to coordinate structural, mechanical, electrical, plumbing, fire protection, technology, security, and other disciplines required for the project.
- ☐ Have sufficient staff and consultant resources to perform the work within the proposed schedule.
- ☐ Demonstrate experience developing construction documents suitable for competitive public bidding.
- ☐ Demonstrate the ability to produce high-quality conceptual renderings and presentation materials suitable for fundraising, grants, public presentations, and Board review.

Questions & Clarifications

Questions regarding this solicitation or requests for clarification should be directed to:

Lindsay Hill

Email: lindsayh@fortscott.edu

Phone: 620-223-2700, ext. 5830

Firms are encouraged to submit questions sufficiently in advance of the proposal due date to allow the College time to respond. The College may issue written clarifications or addenda when appropriate. Oral interpretations shall not modify the requirements of this RFP.

Proposal Submission Instructions

Proposals must be received by the proposal due date and time shown on the cover page. Proposals may be submitted electronically or by mail/delivery as follows:

Electronic Submission

Email: rfp@fortscott.edu

Subject Line: FSCC TEC+ – Architectural & Design Services Proposal

Mail or Delivery

Fort Scott Community College

Attn: Gina Shelton, CFO/Vice President of Finance & Operations

2108 South Horton Street

Fort Scott, KS 66701

The proposer is responsible for ensuring that its proposal is received by the College before the stated deadline. Late proposals may be rejected at the discretion of the College.

Due Date: August 28, 2026, 2:00 p.m.

Evaluation & Selection Process

FSCC intends to select the firm that, in the College's judgment, is best qualified to meet the needs of the project. The College may review proposals, contact references, request clarifications, conduct interviews, request additional information, and negotiate the final scope and terms with the preferred firm.

The initial evaluation will emphasize professional qualifications and demonstrated ability to successfully complete the project. The following criteria may be used as a guide:

Evaluation Criterion	Weight
Qualifications and experience of the firm and proposed project team	25%
Relevant experience with CTE, workforce, higher education, adaptive reuse, or similar facilities	20%
Understanding of the FSCC TEC+ vision and proposed project approach	25%
Quality of visualization, fundraising, and presentation capabilities	10%
Proposed project schedule, responsiveness, and capacity to perform the work	10%
References and demonstrated past performance	10%

The College may shortlist firms for interviews or presentations. FSCC reserves the right to modify the evaluation process when determined to be in the best interest of the College.

Fee Proposal

The College is primarily seeking the best-qualified architectural partner. Firms should provide fee information in a clearly identified, separate section so that the College can understand the proposed compensation structure and negotiate a final scope and fee with the preferred firm.

Fee information should include, as applicable:

- Proposed fee or fee methodology for programming and discovery.
- Proposed fee or fee methodology for conceptual design and schematic design.
- Proposed fee or fee methodology for design development and construction documents.
- Proposed fee or fee methodology for bidding assistance.
- Optional fee for construction administration services.
- Hourly billing rates for principal staff and key disciplines.
- Anticipated reimbursable expenses and any proposed markups.
- A list of services, consultants, or expenses excluded from the proposed fee.

The College may negotiate the final scope, fee, reimbursable expenses, and contract terms with the preferred firm before award. Submission of fee information does not obligate the College to accept the lowest proposed fee.

Insurance Requirements

The selected firm shall maintain insurance appropriate to the professional services performed and shall provide current Certificates of Insurance prior to commencement of services. At a minimum, the selected firm shall maintain:

Commercial General Liability – not less than \$1,000,000 per occurrence.

Professional Liability / Errors and Omissions – not less than \$1,000,000 per claim for architectural and professional design services.

Workers' Compensation – statutory coverage as required by applicable law.

Fort Scott Community College shall be named as an Additional Insured on the Commercial General Liability policy where applicable. The selected firm shall maintain required coverage throughout the term of the agreement and provide updated certificates upon renewal or request. Any additional insurance requirements applicable to the final scope of services may be addressed during contract negotiation.

General Conditions

- FSCC reserves the right to reject any or all proposals, waive informalities or minor irregularities, and cancel or modify this solicitation when determined to be in the best interest of the College.
- FSCC may request clarification, additional information, interviews, or presentations from one or more proposers.
- All costs associated with preparing and submitting a proposal are the responsibility of the proposer.
- The selected firm will be required to enter into a written professional services agreement acceptable to the College.
- Any proposed exceptions to the RFP or contract terms should be clearly identified in the proposal.
- Award is subject to applicable College approvals and the availability of project funding.
- FSCC may negotiate the final scope of services, schedule, deliverables, and compensation with the preferred firm.

PROPOSER SUBMISSION CHECKLIST

Firm Name: _____

Contact Person: _____

Phone: _____ Email: _____

Please confirm that the proposal includes the following:

- ☐ Cover Letter
- ☐ Firm Profile and Kansas Licensure Information
- ☐ Proposed Project Team and Consultants
- ☐ Relevant Project Experience
- ☐ Project Approach
- ☐ Capital Campaign / Visualization Examples
- ☐ Proposed Project Schedule
- ☐ Three or More Client References
- ☐ Evidence of Current Insurance Coverage
- ☐ Separate Fee Information
- ☐ Exceptions or Clarifications, if any

Submission Information

Proposal Due Date: _____

Proposal Due Time: _____

Email: rfp@fortscott.edu

Mail/Delivery: Fort Scott Community College, Attn: Gina Shelton, 2108 South Horton Street, Fort Scott, KS 66701

Questions

Lindsay Hill | lindsayh@fortscott.edu | 620-223-2700, ext. 5830

PROPOSER CERTIFICATION & SIGNATURE

By submitting a proposal, the proposer certifies that the information provided is accurate to the best of its knowledge; that the proposer is authorized and qualified to provide the professional services described; and that, if selected, the proposer is prepared to negotiate and enter into a professional services agreement with Fort Scott Community College.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Exceptions / Clarifications (if any):
