

**State Fair Community College
Agriculture Innovation Center
Architect/Engineer Professional Design Services
RFQ 26-013
www.sfccmo.edu/bids**

**Issue Date: April 13, 2026
Closing Date and Time:
May 15, 2026 at 4:00 p.m. (CST)**

State Fair Community College
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I. PROJECT SUMMARY

State Fair Community College ("SFCC") is requesting qualifications from qualified professional Architect/Engineering firms to perform Architect/Engineering services for design through construction completion of a fully functional Agriculture Innovation Center/Laboratory to be located on the SFCC campus at 3201 W. 16th St, Sedalia.

SFCC will select the most qualified firm for the project based on the evaluation criteria outlined herein which will accomplish the objectives of the project while incorporating innovative and cost-effective methods. The successful firm will be responsible for remaining on established schedules for all services rendered to meet the proposed schedule for each project deliverable.

Federal Funds (2 CFR 200) are being utilized for all aspects of the project. All firms must agree to meet the Federal Compliance requirements, or their proposal will be rejected. Anywhere a conflict exists between the Federal requirements and other documents, the Federal requirements shall take precedence.

Firms must agree to submit a detailed scope and associated fee including hourly rates and estimated reimbursable expenses. Expenses shall not exceed GSA reimbursement amounts. Firms shall not request an upcharge for expenses.

THE INFORMATION IN SECTIONS I, II, III AND IV ARE THE REQUIREMENTS FOR THIS RFQ AND THE BASIS FOR THE SUBMITTALS TO BE PROVIDED BY ALL FIRMS ACCORDING TO THE DESCRIPTION IN SECTION V.

II. EXPERIENCE, QUALIFICATIONS, and PAST PERFORMANCE

SFCC is seeking an architect/engineer consultant with the following minimum qualifications to be deemed responsible and eligible for evaluation. If your company does not meet and/or exceed ALL the essential qualifications listed, your company is advised not to proceed with preparing and submitting an RFQ response to this solicitation.

1. Five (5) years of experience that the Company submitting has been providing Professional Architect/Engineering Services as a Prime Consultant on building an educational center focused on Agriculture. This experience must be from the company and not through arrangements with sub-contractors or individuals working at former positions.
2. The facility is envisioned to include covered outdoor and indoor space for working livestock, including facilities for AI, Ultrasound, a veterinarian office and space for loading and unloading livestock. Additionally, the space should include a livestock classroom/lab, an agronomy classroom/lab and an open bay shop space with overhead doors and a separate garage area. Other needs may arise during the design phase. It is estimated the facility will be an 8,000 sq ft to 9,000 sq ft building. Construction budget is TBD but anticipated not to exceed \$5,000,000.
3. Proposer has the staff and capability to perform the primary functions of this project/service.
4. Proposer must have the capability of work to be completed by or under the supervision of a Missouri-licensed professional Architect/Engineer.
5. Proposers shall have a track record of providing design services for similar construction which resulted in controlled costs and came in at or under budget, a quality product upon completion, and within the time frame specified in the original contract.
6. Proposers shall identify the Project Manager for the project and explain their qualifications for assurances they are adequately qualified to act in the capacity of the project manager.

III. TECHNICAL COMPETENCE

1. SCOPE OF WORK

- 1) To award a contract to the most qualified firm who will bring creativity and practical building

design to site work and construction of the project described above.

- 2) Firm shall perform the following functions:
 - Design of site and building
 - Bid documents, Plans and Specification development.
 - Bidding assistance as required.
 - Construction administration
 - Pay application review including verification of Prevailing Wage and MBE/WBE requirements.
 - Change order review.
 - Substantial completion verification inspection
 - Final inspection punch list development and general project support.
 - Site development including necessary site survey.
 - Geotechnical testing and utilities as required.
- 3) Wherever possible, the Firm shall use sustainable building designs in all areas of the building.

2. PROJECT REQUIREMENTS

Professional services may include, but are not limited to the following categories:

- * Initial project design shall fit into what is anticipated to be a \$5,000,000 +/- construction cost.
- * Final construction cost and project cost budgets will be determined as part of schematic design.
- * The selected firm will be required to meet with stakeholders from SFCC Administration, SFCC Agriculture programming, and other interested parties to present preliminary design, and other documents throughout the design process to ensure the building meets the core requirements of each group.

The awarded Firm will be required to submit and present floor plans, schematic design, cost estimates and project construction schedule to designated staff upon completion. This presentation shall include 3D design photos of the building. A final hard copy report with the construction cost estimate details will also be provided by the Firm during this presentation. The entire presentation shall be provided to SFCC in hard copy and a digital format prior to final payment for this phase.

Construction Documents – Prepare bid documents with alternates listing scopes of work to be removed if construction proposals are over allocated funds. Ensure that fair and open competition is outlined in the specifications for goods and services.

Finalize Technical Specs and other bid documents, including unit price sheets if requested. Answer bid questions/clarifications as requested by SFCC. Attend pre-bid meeting at site prior to bid close.

Firm shall attend a pre-construction meeting to be held prior to construction NTP. Firm shall assist SFCC staff with scheduling and other details associated with the project upon request. Firm shall make periodic visits, as many as necessary, to the site to determine progress of the work and determine if the project is proceeding in accordance with the contract documents. Answer RFIs, review shop drawings and assist with final closeout review and documentation.

IV. CAPACITY AND CAPABILITY.

A. PROJECT SCHEDULE

Respondents shall have the technical capability of meeting project schedules established by SFCC while providing reliable service with good quality. It is critical that the designated project manager can deliver a quality project on schedule. Firms shall describe any management process or tools that the project manager may use to successfully manage the project in order to complete it in the time allotted in the final contract.

Proposers shall submit a detailed project schedule for design through final completion of project based

on a Notice to Proceed for design of no later than June 1, 2026 or upon execution by both parties. The project is on an expedited schedule with a desired construction NTP in Fall 2026. (October/November). The ability to meet this expedited schedule will be a consideration in SFCC's decision.

Reports, plans and estimates for review and approval will be submitted at appropriate project milestones (i.e. 30%, 60% and 90%) which will be ascertained and defined during scoping discussions. Meetings will be held through various phases of the project with representatives from SFCC as needed at appropriate times to discuss progress and issues.

Upon completion of the defined services, final construction drawings, estimates and specifications shall be submitted for review and approval in a timely manner to accommodate the bidding and construction schedule (final deadline would be discussed between parties and is subject to approval by SFCC). Such date would need to allow sufficient time for handling and preparation of the bid prior to advertisement and issuance.

B. PROJECT IMPLEMENTATION

Selected firm shall detail how coordination with SFCC and various outside agencies and/or stakeholders may be necessary. Give examples of how this was done on another project for a higher learning institution or local government agency on a similar size project.

C. PROJECT CLOSE OUT

Proposers shall outline their process for Construction Phase Services and how they assist with the close out of project.

V. EVALUATION AND SUBMITTAL INFORMATION

A. SELECTION AND EVALUATION FACTORS:

Proposals that do not meet the minimum requirements as set forth in this RFQ may be deemed non-responsive and may not be evaluated by the Selection Committee.

1. Proposals deemed to meet the requirements shall be evaluated by a Selection Committee and will be scored for each of the following areas to determine the selection of the firms for award:
 - a. Experience, Qualifications, Past Performance (300 points);
 - b. Technical Competence (250 points);
 - c. Capacity, Capability and Timeline - Project Schedule (400 points)
 - d. Quality, Organization and Completeness of Proposal Response (50 points); and
 - e. Interviews (1000 points)
2. The selection criteria are listed directly above and shall be the basis determination of the firms to be awarded and short-listed for personal interview.
3. SFCC reserves the right to interview a select number of firms. Interview scores shall be added to the Written Proposal Evaluation for a cumulative total and final ranking of the most qualified firm.

B. PROPOSAL SUBMISSION AND FORMAT:

The following information being requested in each category below will be used as the primary basis in the determination of the firm's ranking.

1. **INTRODUCTION** - Include the following documents within the Proposal Response
 - a. Letter of Interest;
 - b. A summary of the following information about your company:
 - i. Company name, address and telephone number;
 - ii. Years established and former names of your company;
 - iii. Types of services your company is particularly qualified to perform;
 - iv. Names of principals and states in which the firm is registered; and

- v. Average number of staff employed.
- c. All deviations, modifications, additional or other changes, including but not limited to, the RFQ document, Insurance Requirements, (i.e. sample "Contract Agreement") and Addendums, shall be declared on company letterhead with reference to the affected document(s) and section(s). Any such deviations, modifications placed elsewhere and not described in this section shall be null and void. Further, deviations may result in the Proposer's submission being deemed as non-responsive.

2. EXPERIENCE, QUALIFICATIONS, and PAST PERFORMANCE

This proposal submission for these qualifications shall include each of the items listed below – See information regarding these categories in Section I.

a. Summary of Firm's Experience and Past Performance:

The proposer shall provide a summary listing previous architect/engineering projects similar to the work described herein based on size, scope, and complexity for which the Proposer was the Principal Professional. SFCC requests three (3) narrative project descriptions to be submitted.

The Selection Committee may use information from the organized summary of experience to perform any necessary reference checks. SFCC reserves the right to request additional information and/or clarification to assist in making assessments in either capacity. The Proposer shall address each of the following:

- i. Provide detailed narrative descriptions to highlight the similarities between the proposer's past performance/experience with similar design and construction management work for a construction project similar in size and scope. These descriptions shall include:
 - a) The time period of the project;
 - b) The scheduled and actual completion dates;
 - c) The firm's responsibilities;
 - d) Company/Entity name (including the name of a contact person, a current telephone number, and e-mail address); and
 - e) Each project description should identify whether the work was performed as the prime Design Firm or as a Subcontractor. If a firm performed as the prime Design Firm, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
 - f) Projects shall reflect a track record of providing design services for similar projects which resulted in controlled costs which came in at or under budget, a quality product upon completion, and within the time frame specified in the original contract.

b. Summary of Project/Staff Management Approach and Subcontractors

- i. The firm shall present a description of its proposed approach to the staff management of this project based on similar sized and scoped construction projects.
- ii. The firm shall provide information to substantiate that they have sufficient professional staff to meet each project schedule.
- iii. Proposers shall identify the Project Manager for the project and explain their qualifications for assurances they are adequately qualified to act in the capacity of the Project Manager.
- iv. The Proposer shall provide resumes for all key personnel proposed to work on the project. SFCC will consider the resumes as a key indicator of the Proposer's understanding of the skill mixes required to carry out the requirements of the

project in addition to assessing the experience of specific individuals. Resumes should not be longer than one (1) double-sided page. Resumes should include, at a minimum, individual's name, experience, and length of service with the company, academic background and degrees, professional certifications. An understanding of City of Sedalia and SFCC design and construction processes is beneficial and will be included in the evaluation process. Any changes in proposed personnel for each project once a contract has been issued shall only be implemented after written approval from SFCC.

Respective resumes for all key personnel to be used may be placed in the **Appendix**.

c. Subcontractors

If the Proposer intends to subcontract any part of its performance hereunder for each project, the Proposer shall provide to SFCC:

- i. name, address and email address of the Subcontractor(s);
- ii. list of specific tasks that will be performed by each Subcontractor(s)
- iii. percentage of performance hours intended for each Subcontract; and
- iv. total percentage of Subcontractor(s) performance hours.

The majority of work to be contracted for each project **MUST** be completed by the firm awarded a contract. SFCC reserves the right to reject Subcontractors proposed.

3. TECHNICAL COMPETENCE

This proposal submission for these qualifications shall include each of the items listed below – See information regarding these categories in Section II.

- a. Understanding of the scope of work
- b. Project requirements

4. CAPACITY AND CAPABILITY – PROJECT SCHEDULE

This proposal submission for these qualifications shall include each of the items listed below – See information regarding these categories in Section III.

- a. Project Schedule
- b. Project Implementation
- c. Project Close Out

5. APPENDIX

- a. Resumes to be submitted for qualifications of proposed key staff

VI. RFQ AND CONTRACT INFORMATION

A. RFQ DOCUMENTS

Proposers are to promptly notify SFCC via email, prior to the close of the RFQ, of any ambiguity, inconsistency or error discovered upon examination of the RFQ documents,

B. CONTRACT PERIOD

The contract shall be for a period mutually agreeable between both parties at time of contract negotiations. SFCC reserves the right to abandon or terminate any contract at any time for convenience, and either re-advertise services or utilize other sources. SFCC also reserves the right to accomplish services for future phases on all projects with the selected consultant or select another consultant.

C. PROPOSAL SUBMISSION INFORMATION AND INSTRUCTIONS:

The RFQ response shall conform to all instructions, conditions and requirements outlined in the RFQ and related documents. Prospective proposers shall carefully examine all documents, attachments and requirements associated with this RFQ and be responsive to each requirement in the format prescribed. Proposals that do not conform may be deemed non-responsive.

IMPORTANT: At least three (3) hard copies of your proposal must be submitted to:
State Fair Community College
RFQ 26-013 Agriculture Innovation Center A&E Services
Business Office
Attn: Keith Acuff
3201 W. 16th Street
Sedalia, MO 65301

by 4:00 pm on Friday May 15, 2026 or if extended, then shall be no later than the closing date and time listed on the SFCC bid website (www.sfccmo.edu/bids). **No exceptions to this deadline will be given.** In addition to the hard copies you may also submit your response on an USB Flash Drive.

Contents shall be placed in separate tabs, properly organized in order by category as listed on the RFQ

All information deemed proprietary/confidential must be clearly identified as **“Proprietary/confidential information”**. Proprietary/confidential information not marked will not be deemed as such.

D. RFQ CLARIFICATION AND ADDENDA

Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach SFCC to the attention of the contact’s name listed below by May 4, 2026 or if extended, fourteen days prior to the close of the RFQ.

All inquiries regarding these specifications or other proposal documents shall be submitted in writing, via email, to the contact name listed below at SFCC:

Name: Keith Acuff
Email: kacuff@sfccmo.edu
Subject Line: Agriculture Innovation Center RFQ 26-013

These inquiries and/or responses shall be distributed to prospective proposers electronically as an addendum via the SFCC RFQ website.(www.sfccmo.edu/bids)

Oral interpretations/changes to the RFQ and related documents made in any manner other than written form will not be binding on SFCC; Proposers shall not rely upon oral interpretations.

No addendum will be issued less than ten (10) calendar days prior to the date and time for receipt of offers, except an addendum withdrawing the RFQ, or addendum including postponement.

E. INTERVIEWS

SFCC shall conduct in-person or remote electronic (e.g. Zoom) interviews/presentations after the ranking of the “Written Evaluation”.

Not all firms may be granted an opportunity to interview; SFCC reserves the right, in its discretion, to give interviews. The scores from the interviews will be added to the scores from the written evaluation.

1. SFCC will contact those short-listed firms to schedule interviews via email.
2. Interviews will be held in-person or via Zoom meeting and include subject matter provided by SFCC in advance of the interviews.

F. STAFF QUALIFICATIONS

The firm shall warrant that all persons assigned by it to the performance of this contract shall be the employees of the firm (or specified Subcontractor) and shall be fully qualified to perform the work required. The firm shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the firm to provide qualified staffing at the level required by the awarded contract may result in termination of the contract or damages.

G. OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES

All data, forms, procedures, software, manuals, system descriptions and workflows developed or accumulated by the firm under the contract resulting from this solicitation shall be owned by SFCC. The firm may not release any materials without the written approval of State Fair Community College.