



SHAWNEE MISSION SCHOOL DISTRICT

Contact information:

Shawnee Mission School District
Purchasing Department
8200 W. 71st Street
Shawnee Mission, Kansas 66204

ATTN: Reed Beebe

**Please note that vendors may request a copy of
this RFQ in Word format by emailing
purchasing@smsd.org.**

DATE: August 25, 2025 RFQ NO. 25-009

**RFQ TITLE: Shawnee Mission West High School
Synthetic Turf Combo Field**

Responses will be accepted until:

Date: **September 10, 2025**

Day: **Wednesday**

Time: **11:00 a.m. (local time)**

**Terms, conditions, and specifications under which
responses are requested are included. Please review
thoroughly.**

Introduction:

The Shawnee Mission School District (“the District”) requests a written response to this Request for Qualifications (“RFQ”) for the purpose of obtaining information from qualified vendors interested in providing turnkey design, engineering, and construction services for the extension of a current **synthetic** turf softball/soccer/football field at Shawnee Mission West High School to include and incorporate a baseball field.

This is a request for qualification information only; this RFQ is issued by the District solely for its information and planning purposes, and the RFQ does not commit the District to contract for any supplies or services whatsoever.

The District, at this time, is not seeking detailed proposals that outline specific pricing and terms and conditions, but the District intends to follow-up with selected vendor(s) that offer services that are of interest to the District, with possible subsequent negotiation of a contract with the desired vendor(s).

All RFQ responses shall be delivered, and shall adhere to the format, as further indicated herein. The District shall have the right to ask additional questions of – or request additional information from – responding vendors. The responses may, upon review by District staff, result in a qualified list of vendors for the products and services requested in this RFQ; should this occur, finalists will be notified, and formal proposals will be requested that include specific pricing and other terms and conditions for the District’s consideration.

Overview:

Shawnee Mission West High School (“SM West”) is located at **8800 W. 85th Street, Overland Park, KS 66212**. The District desires an extension of a current softball/soccer/football field at SM West to include and incorporate a baseball field. The field is in the northeast corner of the SM West campus. The extension will require site/base work to extend existing **synthetic turf** athletic surface into an adjacent parking lot.

Non-Mandatory Site Tour:

To help interested vendors get a sense of the project’s scope, a non-mandatory site tour of the SM West field will be provided on **September 2, 2025 at 10:00 a.m. (local time)**. As a courtesy, the District requests that vendors planning to attend this tour email purchasing@smsd.org to notify District staff.



Desired Services:

The District will work with the selected design/build firm to develop project plans and specifications. The selected vendor shall be able to provide turnkey design, engineering, and construction services for this extension.

Additional ancillary site improvements could possibly include the following:

- Backstop replacement
- Safety netting
- Integration of storage container
- New/renovated batting cages
- Additional team storage
- Fencing
- Portable field partition/fencing

The selected vendor will be able to provide services for all phases of the design build. The use of subcontractors is permitted, but firms intending to utilize subcontractors should note this in their response to the RFQ.

Specific service capabilities include:

Scoping: The ability to assess the current field layout and develop a comprehensive plan (scope of work, work timeline, etc.) for a turnkey turf extension.

Staffing: The ability to provide skilled and knowledgeable staff capable of developing and executing a turnkey turf extension.

Operations: The ability to furnish labor, equipment, tools, supplies, and materials required for the desired turnkey turf extension.

Cooperative Contract Pricing: The District is interested in utilizing cooperative contract pricing that satisfies the statutory bidding requirements of K.S.A. 72 – 1151; examples of such cooperative organizations include, but are not limited to: BuyBoard; Greenbush; Omnia Partners, Sourcewell; State of Kansas; TIPS.

NOTE: While the District is interested in utilizing cooperative contract pricing for this project and any subsequent field work or repairs/modifications to the field, a firm's inability to provide cooperative contract pricing is not disqualifying.

Desired Budget and Implementation Timeframe:

The District currently anticipates that the field extension will commence as early as November 1, 2025 (this start date is contingent upon completion of the fall

athletic season); **the desired project completion date is March 1, 2026.** The District would work with the selected vendor to finalize this schedule.

The District currently estimates that this project will not exceed \$1,500,000.00. However, at this time the District is interested in gauging general cost ranges (the vendor's general cost estimate range for projects of this scope) and payment structures for this type of work.

RFQ Response Requirements:

Submitted responses should be limited to the sections and items identified below. The capacity of the respondent to make a complete and responsive presentation will be favorably considered.

Submittals should contain the following items:

- A. **Letter of Interest:** Provide a brief letter expressing the respondent's interest and appropriate qualifications. The letter of interest should include the following information:
 - Title of this RFQ (**"RFQ 25-009: Shawnee Mission West High School Combo Turf Field"**);
 - Name and mailing address of respondent (including physical location, if mailing address is a P.O. Box);
 - Contact person, telephone number, and email.
- B. **Completion of Exhibit A Questionnaire:** Respond to the questions listed in **Exhibit A**. Please note that a Word copy of this RFQ, including Exhibit A, can be requested by emailing purchasing@smsd.org.
- C. **Completion of Exhibit B Checklist:** Please check "Yes" or "No" regarding your firm's ability to provide the desired features and services listed in the provided checklist. You may also use this checklist to clarify or provide additional information regarding your firm's ability to provide services that addresses the District's desired services. Please note that a Word copy of this RFQ, including Exhibit B, can be requested by emailing purchasing@smsd.org.
- D. **References:** Provide three (3) references for similar services provided within the last five (5) years, to institutions of similar size and needs to the District. Provide a brief description of the services provided. While specific reference contacts (client names, email addresses, etc.) do not have to be provided at this time, if a vendor is selected for subsequent negotiations/discussions/interviews, the vendor may be asked to provide specific reference contact names, addresses, and telephone numbers that can provide feedback on the proposed services.

Response Submittal Instructions:

Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The District shall not be responsible for re-routing responses delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether accepted or rejected, shall become the property of the District and will not be returned. The District reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. The District reserves the right to seek additional responses if the received responses are deemed unsatisfactory. All costs associated with response preparation shall be borne by the respondent.

Responses may be submitted in hardcopy format (one physical copy, **along with a thumb drive containing a digital copy of the response**) to the “Official Contact” address listed in this RFQ, and shall be received by delivery in person or via service (US Mail, UPS, FedEx, etc.) in a sealed envelope or box. Electronic delivery (i.e., email) will not be accepted.

All responses must be received no later than **11:00 a.m. (local time), Wednesday, September 10, 2025**, and should be clearly marked “**RFQ 25-009 – Shawnee Mission West High School Synthetic Turf Combo Field.**”

Please note that vendors may request a copy of this RFQ in Word format by emailing purchasing@smsd.org.

Official Contact/Deadline for Questions:

Additional feedback or questions may be addressed by the official contact below:

Reed Beebe
Shawnee Mission School District
8200 W. 71st Street
Shawnee Mission, KS 66204
913-993-6475
purchasing@smsd.org

All questions concerning this RFQ must be received no later than **Wednesday, September 3, 2025 by 4:00 p.m. (local time)**. The District will address questions via addenda (see “**Addenda/Cancellation**” below); it is currently anticipated that any applicable addenda will be issued by **Thursday, September 4, 2025 by 4:00 p.m. (local time)**.

Response and Response Evaluation Availability:

To the extent allowed by the laws of the State of Kansas, including the Kansas Open Records Act (K.S.A. 45-215 *et seq.*), responses received by the District will not be open

to public review, nor disclosed to unauthorized persons, prior to award of a contract (or a decision by the District not to award a contract) for the services listed in the RFQ. Likewise, the District's evaluation documentation of the received responses will not be open to public review nor disclosed to unauthorized persons, prior to award of a contract/decision not to award. Thereafter, all responses and related evaluation documentation shall be open to public inspection.

Addenda/Cancellation:

The District may modify or cancel this RFQ at any time prior to the RFQ due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District's website, currently: **smsd.org (Go to About; Department Teams; Purchasing & Bidding; Bids & Bid Summaries View Page.**

Selection Criteria:

After the District's initial review of submitted responses, the District intends to choose one (1) to three (3) highly qualified vendors considered best qualified and capable of providing/performing the desired products/services outlined in this RFQ and, if desired, request interviews or discussions with select vendors.

Once the District has selected a list of one to three qualified vendors, the District's intent is to request detailed proposals for turnkey design/engineering/construction services from this vendor list, for the District's consideration. The District intends to award a final contract to one vendor, based on the proposal(s) received. However, at its sole discretion, the District reserves the right not to seek or solicit, or accept, subsequent proposals for these services if the District decides not to proceed with the turf extension.

The following criteria will be used by the District to evaluate the RFQ responses:

- The response's adequacy in providing the desired information outlined in this RFQ;
- The respondent's provided past client reference list indicates past work with clients of similar size and needs to the District;
- The respondent's qualifications, including education, training, licenses, experience, and past performance of the respondent's agents, employees, and (if applicable) sub-contractors;
- The respondents general service capabilities, including the ability to offer cooperative contract pricing, per the information provided in the Exhibit A questionnaire;
- The desirability to the District of the typical pricing information and billing structure in relation to the District's needs;
- The respondent's ability to provide the desired services with the desired timeframe, as outlined in the RFQ;
- The respondents general turnkey process for turf extensions, per the information provided in the Exhibit A questionnaire.

Confidentiality of Respondent Information:

The District is a state agency, and information submitted to the District in response to District solicitations for product or service information is generally a public record. Accordingly, no response shall restrict the District's ability to produce the solicitation response and/or any corresponding documents in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 *et seq.*)

Confidentiality of District Information:

Respondent acknowledges that any information provided by or obtained from the District in connection with this RFQ is the sole property of the District and must be treated as confidential, and that this confidential information is not to be used for any purpose other than replying to this RFQ, and that this confidential information must not be disclosed without the prior written authorization of the District, and, if applicable, that this confidential information must be returned to the District immediately upon the request of the District.

Pricing Information for General Information Purposes Only:

Any pricing/cost model information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only when specified by the express terms of a subsequent bid or negotiation process, or where established through the execution of a written agreement.

The District understands that specific pricing will be determined by the services selected by the District, and at this time the District is interested in information regarding general cost ranges, not a finalized price quote.

Information in RFQ Only an Estimate:

The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFQ or issued via addenda. Any quantities or data contained in this RFQ or related addenda are good-faith estimates provided only as general background information.

Governing Law:

It is understood and agreed that the construction and interpretation of this RFQ and related addenda shall be governed by the laws of the State of Kansas.

EXHIBIT A: QUESTIONNAIRE

Please respond to the questions below; a Word copy of the RFQ, including Exhibit A, can be requested by emailing purchasing@smsd.org. In addition to completing this questionnaire, **please provide a letter of interest and references, along with completing Exhibit B**, as outlined on page 4 of this RFQ.

1. Please discuss your firm's qualifications; specifically, please provide a general overview of your staff's applicable education, training, licenses, experience and past performance. Please include information regarding your firm's years of operation and service to institutions of similar size and needs to the District, as well as general information about your staffing size.
2. Please discuss your firm's ability to develop and implement a turnkey synthetic turf extension. How does your firm typically work with clients on implementing a field turf extension? What is a typical timeframe to develop a proposed implementation plan, from the date of a client's request for such a proposal to the finalization of such a plan? Once a plan is developed and a client authorizes you to proceed, how long does a typical implementation take your firm, from authorization to completion. Is your firm able to work within the timeframe outlined in this RFQ.
3. Please describe how you propose to integrate the design and construction phases of the desired turf extension.
4. Will subcontractors be used for this project? If so, what is your process for selecting subcontractors?
5. Please discuss your firm's experience with sports construction projects. How does your firm address construction projects that are contingent upon a school's sports schedule?
6. Please describe your firm's project scheduling system or methodology for turf extension projects.
7. Please discuss your firm's start-up and close-out procedures for turf extension projects.
8. How will your firm work with the District to review proposed designs and select materials for the turf extension?
9. Is your firm able to utilize cooperative contract pricing for its services? For context, a cooperative contract is a contract that has been awarded by a lead government agency, in cooperation with a cooperative group (for example, Greenbush, Sourcewell, Omnia, etc.) that can be utilized by other government entities.

10. The District understands that final costs for services and materials are contingent upon final products and services selected by the District, and the District is not seeking a formal or binding quote or proposal at this time. However, based on the District's needs as identified in this RFQ, the District would appreciate your firm's typical pricing information for a field synthetic turf extension similar to the District's needs, with an average project cost.
11. Please describe your firm's typical billing process through the various phases. What sort of fee structure is typically utilized by your firm for field turf extensions?
12. Please describe your firm's ability to provide any needed ongoing repair services to the turf field, once construction is complete.
13. Is there any additional information about the capabilities of your firm's ability to meet the needs of the District, not addressed in the questions above or in the District's checklist of desired services, that you would like to share? You are welcome to submit any additional information materials (brochures, online links, etc.) that you think may be of interest to the District.

EXHIBIT B: DESIRED SERVICES CHECKLIST

Please check “Yes” or “No” regarding your firm’s ability to provide the desired turnkey services listed below; a Word copy of the RFQ, including Exhibit B, can be requested by emailing purchasing@smsd.org. In addition to completing this questionnaire, **please provide a letter of interest and references, along with completing Exhibit A**, as outlined on page 4 of this RFQ. **NOTE: The District understands that some firms may not be able to provide all of the desired services listed below, and the inability of a firm to provide all desired features is not automatically disqualifying for consideration.** The checklist below is meant to help District staff gauge which desired services may be available from a vendor.

Desired Features/Services	Yes	No
Scoping: The ability to assess the current field layout and develop a comprehensive plan (scope of work, work timeline, etc.) for a turnkey turf extension.		
Staffing: The ability to provide skilled and knowledgeable staff capable of developing and executing a turnkey turf extension.		
Operations: The ability to furnish labor, equipment, tools, supplies, and materials required for the desired turnkey turf extension.		
Cooperative Contract Pricing: The ability to utilize cooperative contract pricing; examples of cooperative contract organizations include, but are not limited to: BuyBoard; Greenbush; Omnia Partners, Sourcewell; State of Kansas; TIPS.		
Timeframe: The ability to provide turnkey services within the desired timeframe outlined in this RFQ.		

CLARIFICATIONS -- If you would like to clarify or provide additional information regarding your firm’s ability to provide services that addresses the District’s needs, you may do so below: