Kansas City Kansas Community College

Request for Proposal/Bid 26-011 Building Assessments of KCKCC Facilities	
RFP/Bid Issued:	**September 24, 2026**
A non-mandatory pre-proposal meeting will be held on the site on September 30, 2026 at 10:00am. Please meet at our Facility Services building at 7140 State Ave., located on the south side of campus.	
Question/clarification deadline:	**October 5, 2026**
Proposals/Bids Due:	**October 16, 2026**
Buyer:	Linda Burgess Purchasing Specialist Finance Department, Jewell Building Kansas City Kansas Community College 7250 State Avenue, Kansas City Kansas 66112 Email: lburgess@kckcc.edu

FORM A

RESPONDENT ACKNOWLEDGEMENT

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Phone #	Date
Fax #	Tax ID #
Email Address	

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RFP INFORMATION, INSTRUCTIONS, FORMS

REQUEST FOR PROPOSALS NO. 26-011

PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE

Kansas City Kansas Community College is a centrally located public two-year institution in the Kansas City metropolitan area, in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center. In total, KCKCC serves about 8,000 students per year.

In 2026 KCKCC joined partners, Swope Health and Community America Credit Union, in the construction and opening of the Kansas City Kansas Community Education Health and Wellness Center in downtown Kansas City, Kansas.

The stated mission of KCKCC is “Inspire individuals and enrich our community one student at a time.”

INSTRUCTIONS FOR SUBMITTING PROPOSALS

SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

A. Must submit a PDF version of the completed bid to Linda Burgess, Purchasing Specialist, at lburgess@kckcc.edu by the deadline date and time.

B. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.

C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of sixty (60) days after the submittal.

D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 26-011.** If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.

E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.

F. Services shall ***not*** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.

G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.

H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College's website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**

I. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.

J. In all cases, no verbal communication will override written communication, and only written communications are binding.

K. The College shall not be obligated to return the respondent's submittal once submitted, whether or not the submittal is withdrawn.

SECTION 2: EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

A. **Approach to the Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.

B. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.

C. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.

D. **Experience.** The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.

E. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.

F. **Fee Proposal.** Cost will be considered as part of the evaluation process. The College reserves the right, in its sole discretion, to select the respondent determined to be the most responsible and responsive to this Request for Proposals. A responsible respondent is defined as a firm that possesses the demonstrated capability, experience, financial capacity, and resources necessary to fully perform the contract requirements and that exhibits the integrity and reliability required to ensure performance in good faith.

SECTION 3: PROPOSAL SUBMITTALS

Bid/Proposal Format

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP. *FORM A.*

2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages).

3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former public higher education clients for similar work.

4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the College. Include an organizational chart and resumes as appropriate.

5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements.

6. Warranty – Describe in detail any warranty provided on the project.

7. Fee Proposal – Provide a price proposal with a fixed price / lump sum amount for the project based on the scope of services outlined in this RFP. Also, include a fee schedule in an hourly billable rate format for all project personnel in the event additional services are requested. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services and to satisfy the RFP requirements.

SCOPE OF SERVICES

SECTION 1: INTRODUCTION TO PROJECT

Kansas City Kansas Community College (KCKCC) invites qualified firms with the necessary resources, qualifications, and experience to submit proposals for performing comprehensive building assessments of KCKCC facilities as outlined in this Request for Proposals (RFP).

KCKCC's Main Campus was originally designed and constructed in the early 1970s. While numerous renovations, modifications, and improvements have been completed over the years, the age of the existing buildings and infrastructure necessitates a comprehensive assessment of the current condition of the College's facilities.

The scope of this project will include a comprehensive assessment of KCKCC's Main Campus facilities, Centennial Hall which is the College's student housing facility, and all Technical Education facilities. All facilities included in this assessment are located in Kansas City, Kansas.

The purpose of the assessments is to provide KCKCC with a clear understanding of the current physical condition of its buildings and associated systems, identify existing deficiencies and deferred maintenance needs, and assist the College in establishing priorities for repairs, renovations, capital improvements, and long-term facility planning.

KCKCC Buildings included in scope:

Main Campus, 7250 State Avenue, Kansas City, KS 66112

- Performing Arts Center
- Nursing Building
- Flint Building
- Math Building (contains Kansas Bureau of Investigation secured lab)
- Science Building
- Jewell Building
- Social Science Building
- Humanities Building
- Learning Commons Building
- Health Professions Building
- Adult and Continuing Education Building
- Fieldhouse (Athletic Building)
- Police Academy
- Child Care Building
- Credit Union
- Print Shop
- Motorcycle Garage
- Facility Services Building
- Baseball structures

Softball structures

Centennial Hall (Student Housing), 7360 State Avenue, Kansas City, KS 66112

Technical Education Buildings:
Dr. Thomas R. Burke Technical Education Center (TEC 1), 6565 State Avenue, Kansas City, KS 66102
Auto Collision Repair and Auto Technology Center (TEC 2 & 3), 6736 State Avenue, Kansas City, KS 66112
Building housing Media Services currently (TEC 2A), 6736 State Avenue, Kansas City, KS 66112
Fire Science Building, 6840 State Avenue, Kansas City, KS 66112

SECTION 2: SCOPE OF WORK

The selected Firm shall provide a comprehensive assessment of the physical condition, performance, and remaining useful life of KCKCC's facilities identified in this RFP. The assessment shall evaluate the current condition of building components, systems, and infrastructure; identify deficiencies and deferred maintenance; and provide recommendations and priorities for repair, replacement, renovation, and long-term capital planning.

The assessment shall include, but not be limited to, the following services:

1. Building and Site Assessment
The Firm shall perform a visual and functional assessment of each facility and associated site improvements, including:

Building structure and structural components.
Foundations and visible below-grade conditions.
Exterior walls, façades, masonry, concrete, metal panels, and other exterior finishes.
Windows, doors, storefronts, curtain wall systems, and other openings.
Roof systems, including roofing materials, flashings, drainage, penetrations, and visible roof-mounted equipment.
Building envelope and water-infiltration concerns.
Interior walls, ceilings, floors, finishes, and other architectural components.
Stairs, ramps, railings, and other building circulation elements.
Exterior paving, sidewalks, curbs, parking areas, loading areas, and site drainage.
Exterior lighting and site furnishings, where applicable.
Landscaping and site conditions that may affect building performance.

2. Mechanical Systems
The Firm shall assess the condition, performance, age, and remaining useful life of mechanical systems, including, as applicable:

Heating, ventilation, and air-conditioning (HVAC) systems.
Boilers, chillers, cooling towers, and associated equipment.
Air-handling units and rooftop units.
Pumps, fans, motors, and associated mechanical equipment.
Ductwork and piping systems.
Building automation and controls.
Domestic water heating systems.
Ventilation and exhaust systems.
Kitchen and specialty exhaust systems.
Refrigeration and other specialty mechanical systems.
Mechanical insulation.
Equipment controls and operational functionality.

The assessment shall identify equipment that is obsolete, inefficient, undersized, oversized, or approaching the end of its useful life.

3. Electrical Systems
The Firm shall assess the condition and capacity of electrical systems, including, as applicable:

Electrical service and distribution systems.
Main switchgear and distribution equipment.
Electrical panels and disconnects.
Transformers.
Interior and exterior lighting systems.
Emergency lighting and exit lighting.
Emergency generators and associated systems.
Uninterruptible power supply (UPS) systems, where applicable.
Receptacles and branch circuits.
Grounding and bonding systems.
Surge protection.
Electrical equipment serving specialized instructional and technical education spaces.

The Firm shall identify deficiencies, safety concerns, capacity limitations, obsolete equipment, and systems approaching the end of their useful life.

4. Plumbing Systems
The assessment shall include, as applicable:

Domestic water distribution.
Sanitary sewer and waste systems.
Stormwater systems.
Domestic hot water systems.
Plumbing fixtures.
Valves, pumps, and related equipment.
Backflow prevention devices.
Natural gas distribution systems serving building equipment.
Visible piping conditions and evidence of leaks, corrosion, or deterioration.

5. Fire and Life Safety
The Firm shall assess building fire and life-safety systems and identify deficiencies or areas requiring further evaluation, including:

Fire alarm systems.
Fire sprinkler systems.
Standpipes and fire suppression systems.
Fire extinguishers and related equipment.
Emergency egress routes.
Exit doors and hardware.
Emergency lighting and exit signage.
Fire-rated walls, doors, and assemblies where readily observable.
Smoke control systems, where applicable.
Fire department connections and related exterior equipment.

The assessment shall identify conditions that may present life-safety concerns or require further evaluation by appropriately licensed or qualified professionals.

6. Accessibility
The Firm shall perform a general assessment of accessibility features and identify apparent deficiencies related to applicable accessibility requirements, including:

Accessible routes.
Building entrances.
Doorways and door hardware.
Elevators and lifts.
Restrooms.
Ramps, stairs, and handrails.
Accessible parking and site access.
Signage.
Accessible seating and other applicable facility features.

The Firm shall identify areas that warrant further investigation or corrective action. Where applicable, the Firm shall identify deficiencies in relation to current applicable accessibility requirements and distinguish between existing conditions and recommended improvements.

Tiered Recommendation and Prioritization
For each building assessed, the Firm shall provide recommendations based on the conditions observed and the findings documented during the assessment. Recommendations shall be organized into four priority tiers to clearly communicate the relative urgency, risk, and anticipated need for corrective action.

The Firm shall assign each recommendation to one of the following tiers:

Tier I – Urgent: Conditions requiring immediate attention or prompt corrective action due to an imminent or significant threat to life safety, building integrity, continued operations, or the potential for substantial damage if not addressed promptly.

Tier II – High Priority: Significant deficiencies or conditions that should be addressed in the near term to prevent further deterioration, reduce risk, maintain building functionality, or avoid more costly repairs in the future.

Tier III – Planned/Moderate Priority: Deficiencies or improvements that do not require immediate action but should be addressed through planned maintenance, repair, replacement, or capital improvement projects within an appropriate future planning period.

Tier IV – Long-Term/Low Priority: Conditions, improvements, or recommendations that are desirable but do not represent an immediate or significant risk. These items may be incorporated into long-range capital planning, future renovations, or facility improvement programs.

The Firm shall provide the tier designation for each recommendation within each building and shall clearly identify the basis for the assigned priority. Recommendations should consider, as applicable, life safety, code compliance, building performance, operational impacts, asset condition, risk of failure, potential for consequential damage, remaining useful life, and anticipated cost implications.

The final assessment report shall allow KCKCC to readily distinguish urgent needs from near-term, planned, and long-term needs and use the resulting recommendations to support capital planning, budgeting, and facility management decisions.

SECTION 3: CONTRACTOR RESPONSIBILITIES

a) Provide and manage project schedule.

b) Schedule and conduct weekly progress meetings.

c) Assess buildings and prepare reports which include recommendations and prioritization.

d) Present the assessments for each building to KCKCC Leadership. Presentation will include recommendations which will include priorities of repairs, renovations and capital improvements broken into four tiers:
   Tier I = Urgent
   Tier II = High Priority
   Tier III = Planned/Moderate Priority
   Tier IV = Long-Term/Low Priority

GENERAL CONTRACT TERMS AND CONDITIONS

SECTION 1: GENERAL TERMS

A. Governing Law. A standard contract document will be negotiated once the successful respondent(s) has been selected. Per state statute, Form DA-146a is required and the State of Kansas will be the governing law.

B. Independent Contractor. The respondent is now and shall remain a separate and independent entity from the College.

C. Submittal. The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**

D. Warranty. The agreement shall include the project schedule and acceptance of the final product. Respondent will provide a minimum 12-month warranty period on the signs and workmanship. This excludes normal wear and tear.

E. Insurance. While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

Type of Coverage	**Limits of Liability**
Workers' Compensation	Statutory
Employers' Liability	$500,000
Comprehensive General Liability	$1,000,000 per occurrence, $2,000,000 aggregate

Automobile Liability	$1,000,000 per occurrence, $2,000,000 aggregate
Umbrella	$2,000,000
Professional Liability	$1,000,000 per claim

F. Equal Employment Opportunity Clause.

Respondent hereby agrees to the following provisions:

1. **No Discrimination**

   The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

2. **Posting Non-Discrimination Notices**

   The respondent agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

3. **No Retaliation**

   The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

4. **Noncompliance**

   In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

5. **Subcontractors**

   The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of

Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

6. **Secretary of Labor Compliance**
   The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

G. Debarred Contractors. The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.

H. Smoke and Tobacco-Free College. The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at College locations.

I. Sales Tax Exemption. The College is exempt from sales tax, and it should be excluded from all proposals.

J. Executive Order 11246. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

K. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.

L. Procurement of Recovered Materials Clause. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. Wages & Working Conditions. Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**