



TogetherEd

For Thriving Communities

REQUEST FOR PROPOSALS

Early-Stage Architectural & Conceptual Design Services

[The Museum School of Avondale Estates](#)

923 Forrest Boulevard
Decatur, Georgia 30030

Project Context

The Museum School of Avondale Estates ("TMS") is seeking proposals from qualified architectural firms to provide early-stage architectural and conceptual design services in support of the school's long-term facilities planning.

TMS is a DeKalb County charter school serving approximately 588 students in grades K-8. Since 2012, the school has operated from the former Forrest Hills Elementary School at 923 Forrest Boulevard and has invested more than \$10 million in improvements to the campus. As TMS looks ahead, school leadership is considering additional investments that can further strengthen the campus and support the school's distinctive museum-based educational model.

TMS has engaged [TogetherEd](#) to serve as its strategic advisor and project lead for this phase of work, supporting school leadership and the Board in refining the facilities vision, evaluating potential investment, and coordinating project partners.

Through this RFP, TMS is seeking an architectural partner to help translate its emerging priorities into a compelling and feasible conceptual vision for the campus. The work will provide sufficient design definition for TMS's preconstruction partner to develop rough order-of-magnitude pricing and help the school understand the potential scale of future capital investment. TMS anticipates completing this initial scope of work by the end of October 2026.

This engagement is intentionally focused on early-stage planning and conceptual design rather than full architectural services. However, TMS hopes this initial work will establish a strong partnership with a design firm that may have the opportunity to support subsequent phases of the project as plans advance.



Scope of Services

The selected firm will work collaboratively with TMS, TogetherEd, and the school's preconstruction partner to:

- Review existing facility information and prior planning and engage with TMS and the project team to understand priorities for future improvements.
- Advise on design and facility feasibility considerations and develop conceptual design options responsive to TMS's educational program, priorities, and existing campus.
- Develop visual materials, which may include conceptual plans, diagrams, renderings, or other artifacts, that clearly communicate the potential vision for the campus.
- Coordinate with the preconstruction partner to provide sufficient design information and assumptions to support ROM cost estimating.
- Refine the conceptual design and supporting materials based on feedback from TMS and the broader project team.

TMS welcomes firms' perspectives on the appropriate approach and deliverables for this early stage of planning.

Desired Qualifications

TMS is seeking a firm and project team with demonstrated experience in areas including:

- K-12 educational facility planning and design.
- Improvement of existing and occupied school facilities.
- Early-stage programming, conceptual design, and feasibility analysis.
- Development of visual materials that support stakeholder understanding and decision-making.
- Experience with charter schools and district-owned facilities, where applicable.

Proposal Requirements

Proposals should be concise and include:

- Brief firm overview and identification of the proposed project team.
- Relevant experience, including examples of comparable projects.
- Proposed approach and anticipated deliverables.
- Proposed schedule and confirmation of availability to complete the work by the end of October 2026.



- Proposed fixed fee, including key assumptions or exclusions.
- Minimum of two client references.

TMS anticipates that professional fees for this initial engagement will **not exceed \$25,000**.

Evaluation & Selection

TMS will evaluate proposals based on the following criteria:

Evaluation Criteria	Weight
Relevant K-12 and comparable project experience	20%
Proposed approach and understanding of TMS's needs	25%
Qualifications of the proposed project team	15%
Fee and overall value	15%
Availability and ability to meet the project schedule	25%
Total	100%

Selection will be based on the proposal that best meets TMS's needs based on the evaluation criteria above. TMS may invite firms to participate in follow-up conversations as part of the selection process.

TMS reserves the right to request clarification of proposals, negotiate final scope and fee with the preferred firm, reject any or all proposals, or elect not to proceed with the engagement.

RFP Process & Timeline

Milestone	Date
RFP Issued	8/28/26
Questions Due	9/7/26
Responses to Questions Issued	9/8/26
Proposals Due	9/11/26
Firm Selection	9/18/26

All questions regarding this RFP should be submitted in writing to **Nick Perry** at nperry@togetheredpartners.org by the deadline above. Responses to substantive questions will be shared with all firms that have expressed interest in the RFP.



Proposals should be submitted electronically in PDF format to nperry@togetheredpartners.org by 5:00pm ET on Friday, September 11, 2026.

TMS is committed to a fair and open procurement process and encourages participation by qualified small businesses, minority-owned businesses, women's business enterprises, and other diverse firms.