



Fargo Public Schools Request for Qualifications For Construction Management at Risk

Due: August 8, 2024 by 2:00 pm

INTRODUCTION

Fargo Public School District (FPS) seeks proposals from interested construction management companies (company) that can provide construction management at risk services. Companies responding to this request must submit their written proposal in accordance with the enclosed specifications.

The submittal shall be sent to:

Jackie Gapp
Chief Financial Officer
Fargo Public Schools
700 7th Street South
Fargo, ND 58103

GENERAL INFORMATION AND RESULTS DESIRED

A. Fargo Public Schools Selection Committee

1. James Hand, Director of Facilities
2. Rob Remark, JLG Architects
3. Nathan Boerboom, City of Fargo
4. Andrew Pringle, AP Signature Homes

B. Description of the Project

The project involves several upgrades and improvements across multiple facilities within the Fargo Public Schools district. This multi-facility project will enhance the educational environment and ensure the facilities meet modern standards and best practices. The project encompasses various upgrades and improvements across the district.

Completion dates for the individual projects will be established in collaboration with the Owner, Architect, and CMAR.

C. Project Budget

The preliminary budget for the project is \$6.5 million.

D. Schedule

Advertise for proposals
Proposals due

July 17, 24, & 31, 2024
August 8, 2024

Review Responses and prepare shortlist	August 14, 2024
Interview Selected Candidates	August 27-30, 2024
Board Approval	September 10, 2024
Begin Design Phase Services	September, 2024

E. Submission Procedure

1. This request for qualifications is being released on July 17, 2024
2. Responses shall comply with all requirements and provide all information identified in this document. Responses found to be incomplete or failing to comply with these requirements may be considered non-responsive.
3. Responses, including attachments, shall not exceed 25 pages. The page count excludes the front and back cover, which may include images, logo, firm identification, or other content that is not a required part of the response.
4. Responses shall be in an 8 ½” x 11” format, using 1-inch standard margins with a font size not smaller than 12 point. Headers, footers, and page numbering can occur outside of the 1-inch standard margins.
5. Responses must submit (3) copies of the RFQ response to the office of Jackie Gapp, Chief Financial Officer, Fargo Public Schools, 700 7th Street South, Fargo, ND 58103 no later than August 8, 2024 at 2:00 P.M.
6. Include an electronic copy in .PDF format on a thumb drive.
7. Sealed envelope/box shall be clearly marked: “CMAR Services, August 8, 2024.”
8. Fee proposal to be submitted in a separate sealed envelope marked “(Company Name) CMaR Fee Proposal.” Provide (3) copies of the fee sheet as well as an electric copy on a thumb drive.
9. Proposals must be completed when received. Faxed documents will not be accepted. Late proposals will not be considered.
10. Questions regarding this Request for Qualifications should be directed to our website at <https://www.fargo.k12.nd.us/RFP>.

F. Qualifications Evaluation Criteria

1. Related Experience on Similar Projects
 - a. Provide a list of similar projects completed by the firm in the last five years meeting the following criteria in chronological order:
 - i. Projects effecting multiple buildings with various scopes of work
 - ii. Located in North Dakota (firms may also include projects within a 500-mile radius of Fargo, but all ND projects should be included)
 - iii. Provide the following information:
 - a. Project Name
 - b. Owner
 - c. Total Project Budget
 - d. Brief Description
 - e. Architect
 - f. Email address and phone number for Architect and Owner representatives
 - b. Provide examples of three completed projects that most closely resemble the proposed Multi-Facility program. Include the following detail:
 - i. Name of project

- ii. Date completed or expected completion
 - iii. Total project cost, scopes of work, and other relevant information
 - iv. Include a gantt schedule with the following durations/milestones:
 - a. Design phase
 - b. Program/Project start
 - c. Phasing of project
 - d. Substantial completion
 - e. Punch list
 - f. Final completion
 - v. Project delivery method
 - vi. Design firm name
 - vii. Lead architect name, phone number and email address
 - viii. Owner's name and address
 - ix. Owner's representative name and telephone number
 - x. CM Project team with each member's role and responsibility
2. Recent/Current and Projected Workload of the Person or Firm
- a. Firm historical (3 year), current, and projected workload through the planned completion of this project
 - b. Indicate current commitment and availability of all personnel listed in Criteria 3.
 - c. Indicate your agreement, unless prevented by circumstances outside of your control, to retain the proposed project manager/key proposed team members until the scope of work is complete.
3. Key Personnel
- a. Organizational chart for all members on team
 - b. Provide the following information for the proposed team members:
 - i. Summary of role on this project (include percentage of time involved during design phase and construction phase)
 - ii. Relevant project experience
 - iii. Years of construction experience and years with company
 - iv. Location of employee during design phase and construction of this project
4. The Safety Record of the Company
- a. EMR for the past 3 years
 - b. Company safety leader resume and anticipated involvement in this project
 - c. Provide .pdf copy of company safety manual/policy on thumb drive (do not provide printed copies)
 - d. Provide example(s) of high-risk activity safety plans
 - e. List any safety recognitions/awards received in the past 3 years
5. Familiarity with the Location of the Project
- a. Number and type of employees by office location
 - b. Summary of construction experiences in the Fargo-Moorhead area
 - c. Provide information that demonstrates a positive working relationship with local subcontractors, including references from key mechanical and electrical contractors attesting to the ability of the CMAr to complete the

- project and coordinate the various aspects of the work.
- d. Summarize how you will forecast local bidding and construction conditions to ensure a sufficient work force and to manage project costs.

6. Fees and Expenses

- a. Include a proposed fixed fee for the design phase of the project ONLY.
 - i. Do not include fees for construction.
 - ii. Any additional fees that are included will not be considered
 - iii. Submit fee proposal in a separate envelope marked “(Company Name) CMAR Fee Proposal.”
 - iv. Provide (3) copies of the fee proposal as well as an electric copy on a thumb drive.

7. Compliance with State and Federal Law

- a. Summarize your understanding of the CMAR requirements of the North Dakota Century Code, including the requirements for selection of subcontractors
- b. Summarize your understanding and compliance with state and federal wage & hour regulations, minimum wage requirements, OSHA, Drug-Free Workplace, and other laws, regulations and requirements that will impact the construction of the project
- c. Disclose any information or findings relevant to this project regarding your current or historical compliance with state and federal laws
- d. Provide a copy of your North Dakota Contractor’s License or renewal
- e. Attach a Certificate of Insurance for General Liability and Worker’s Compensation
- f. A statement must be included indicating if the CMAR has a common ownership with the design architect. No firms with common ownership to either firm will be considered for the project.

G. Subcontractor Selection Process

- 1. Services required from subcontractors will be procured through a public advertisement and competitive bid selection process.
- 2. FPS reserves the right to approve any and all subcontractors based on either a legal dispute or poor past performance.
- 3. The firm shall agree to self-perform only work:
 - a. that they have competitively bid; or
 - b. upon approval of the owner, that they agree to perform for the lowest bid received in lieu of accepting the bid of the subcontractor.

H. Number of Finalists

- 1. The number of finalists will be limited to three.

I. Interview Process

- 1. Firms that are selected for interviews will be asked to present on the following items:
 - a. Design phase methodology
 - i. Estimating

- ii. Constructability
- iii. Long-lead procurement challenges
- b. Schedule
 - i. Provide preliminary project schedule
 - ii. Methodology to meet project milestones
- c. Budget
 - i. GMP development
 - ii. Change management
 - iii. Contingency methodology
 - iv. Open Book accounting
- d. Quality Assurance
 - i. Project monitoring/inspections
 - ii. Project closeout
 - iii. Warranty issues
- e. Other topics as requested

J. Fees and Prices

1. Only the design phase fee will be reviewed as part of CMAR selection process.
2. Other CM fees such as profit and overhead, staffing, bonding, general conditions, etc. will be negotiated once the budget and schedule has been established.

K. Contract Method

1. Contract Terms will be based on AIA Document AI33-2019, Agreement between Owner and Construction Manager.
2. Initial services are for design phase only. After design phase services have progressed sufficiently to provide the construction manager at-risk with the necessary project details, FPS will enter negotiations for a guaranteed maximum price and contract terms. If FPS is unable to negotiate a satisfactory contract with the highest qualified person on the list of finalists, FPS will terminate negotiations. FPS will commence negotiations with the next most qualified person on the list in sequence until an agreement is reached, or a determination is made to reject all persons on the list.

L. Selection Procedure

1. Proposals will be evaluated by the FPS selection committee. The successful proposal will be that which the selection committee judges best overall based upon the Evaluation Criteria. FPS will only consider proposals that meet satisfactory levels of the criteria. Proposals that do not meet these requirements will not be evaluated. Interviews will be at the discretion of the selection committee.
2. FPS is not responsible for any costs incurred by respondents to this RFQ or for any work performed in connection therein. Late proposals or late modifications will not be considered. Respondents may withdraw their proposals from consideration at any time before the proposal deadline. To do so, the respondent must provide the District Administrator with written notification.

School Name	Budget	Summary
Bennett Elementary	\$ 285,739	Repair exterior walls.
Bennett Elementary	\$ 200,000	Replace/repair asphalt driveways.
Bennett Elementary	\$ 7,968	Replace (1) hot/chilled water pump.
Bennett Elementary	\$ 9,296	Replace (1) hot/chilled water pump.
Bennett Elementary	\$ 7,968	Replace (1) hot/chilled water pump.
Bennett Elementary	\$ 7,968	Replace (1) hot/chilled water pump.
Bennett Elementary	\$ 150,000	Replace existing parking lot lighting fixture heads to L.E.D.style heads
Bennett Elementary	\$ 75,000	Replace existing static sign with new electronic sign.
Carl Ben Eielson Middle	\$ 2,875	Replace unit Heater
Carl Ben Eielson Middle	\$ 2,875	Replace unit Heater
Carl Ben Eielson Middle	\$ 35,561	Replace existing parking lot lighting fixture heads to L.E.D, and also replace the building mounted wall packs with L.E.D fixtures.
Centennial Elementary	\$ 1,000,000	Centennial High Priority Needs – Window Replacement and Roof Truss Evaluation/Remediation
Centennial Elementary	\$ 30,000	Replace hot water boiler unit in the mezzanine.
Centennial Elementary	\$ 119,700	Replace (1) boiler.
Centennial Elementary	\$ 32,477	Replace (1) AHU.
Davies High School	\$ 500,000	Repair geothermal well shutoffs and bring above grade into 2 new storage sheds
Davies High School	\$ 150,000	Tack surface structural spray and striping.
District Office	\$ 30,000	Replace site electrical distribution.
District Office	\$ 201,600	Replace antiquated Honeywell BAS control system and upgrade HVAC controls and instrumentation building wide.
District Office	\$ 5,040	Replace (1) VFD
District Office	\$ 5,040	Replace (1) VFD
District Office	\$ 3,719	Replace (1) exhaust fan.
District Office	\$ 3,679	Replace (1) exhaust fan.
District Office	\$ 3,719	Replace (1) exhaust fan.
District Office	\$ 2,608	Replace (1) exhaust fan.
District Office	\$ 3,719	Replace (1) exhaust fan.
Eagles Elementary	\$ 157,300	Replace old portion of existing playground.
Lincoln Elementary	\$ 119,700	Replace (1) boiler.
Lincoln Elementary	\$ 130,000	Replace bituminous parking lot.
Longfellow Elementary	\$ 6,640	Replace domestic water heater.

Longfellow Elementary	\$ 94,500	Replace (1) boiler.
Longfellow Elementary	\$ 94,500	Replace (1) boiler.
Longfellow Elementary	\$ 94,500	Replace (1) boiler.
Longfellow Elementary	\$ 163,800	Replace playground.
North High School	\$ 508,032	Replace parking lot.
North High School	\$ 50,000	Replace (1) Control Panel
North High School	\$ 125,000	Replace fire devices
North High School	\$ 70,000	Replace existing parking lot lighting fixture heads to L.E.D,
North High School	\$ 50,000	Replace roof shingles. Evaluate building for other maintenance issues and if a metal roof should be considered.
North High School	\$ 567,000	Replace paving.
Operations Center	\$ 310,000	Evaluate/mediate identified superstructure issue.
South High School	\$ 150,000	Track surface structural spray and striping.
South High School	\$ 150,000	Replace fire devices.
South High School	\$ 50,000	Replace (1) Fire Panel
South High School	\$ 30,000	Replacement of the rain gutter and downspout system.
South High School	\$ 6,300	Study Foundation CMU Corrosion
Trollwood Performing Arts	\$ 565,320	Replace South paved lot and grass parking lot.
Trollwood Performing Arts	\$ 25,886	Repair Trollwood Portable Classroom
Trollwood Performing Arts	\$ 27,488	Repair foundation.
Trollwood Performing Arts	\$ 20,000	Repair foundation.
Trollwood Performing Arts	\$ 20,945	Repair superstructure.
Trollwood Performing Arts	\$ 13,877	Replace fluorescent lighting fixtures.
Trollwood Performing Arts	\$ 3,320	Replace domestic water heater.
Trollwood Performing Arts	\$ 75,600	Refinish wood laminate arches.
Washington Elementary	\$ 50,000	Patch north section of sidewalks.
Total	\$ 6,606,258	