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July 17, 2024

Fargo Public Schools (Owner) requests statements of qualifications from architectural firms for a comprehensive facilities maintenance project. The project involves various upgrades and improvements across multiple facilities within the Fargo Public Schools district and will utilize the Construction Manager at Risk (CMAR) delivery. The scope of services will encompass architectural planning, design development, construction documents, and contract administration.

The anticipated budget for the entire project is \$6,600,000. Completion dates for the various projects will be established collaboratively by the Owner, Architect, and Construction Manager.

Please direct questions regarding the project or this request to our website at <https://www.fargo.k12.nd.us/RFP>. Questions will only be answered through website submission.

Upon review of the qualifications and completion of reference evaluations, not more than three firms will be selected for interviews which will take place between August 14-16, 2024. The Board of Education of the City of Fargo will be asked to award a contract for architect services at the August 27, 2024 board meeting.

The firm selected as architect for this project will begin working with our project planning team immediately and will be considered a vital part of this project until completion.

Sincerely,

Jackie Gapp
Chief Financial Officer



Fargo Public Schools Request for Qualifications
Architect Services
Multi-Facility Project
Due: August 8, 2024 by 2:00 pm

Scope of Services

Architectural services shall include all professional services for the project including but not limited to architectural, mechanical, electrical, structural, civil engineering, landscaping, food service, and furniture, fixture, and equipment (FF&E) design.

A. Schematic Design

1. Meet with the project planning team to gain an understanding of the project program and constraints
2. Interview employees and relevant service providers of Owner that will be affected by the project
3. Coordinate with Owner Facilities team to incorporate lessons learned and best educational practices throughout design

B. Design Development

1. Prepare design development, construction drawings and contract documents based on programmatic needs and approved schematic design
2. Meet regularly, as often as needed, with Owner and Construction Manager
3. Prepare an interior design plan, including details needed for construction and for items provided by Owner

C. Contract Documents

1. Prepare project manuals and bid specifications for site preparation, work, and facility construction interiors
2. Work with Construction Manager to develop bid packages for bidding the work
3. Copy of the as-built CAD file(s) shall be provided to Owner at end of project

D. Bidding

1. Be present at bid opening, in conjunction with the Construction Manager, to analyze bids for compliance and specifications
2. Work with Construction Manager to summarize bids received and recommend bid awards to Owner

E. Construction Administration

1. Coordinate with Construction Manager in observation and inspection of construction work, prepare change orders, issue pay requests and ASIs
2. Participate in punch lists and preparation of project close-out documents

F. Warranty Period

1. Ensure compliance and enforcement of project warranty

G. Architect will be responsible for ensuring all applicable federal, state, and local codes and regulations related to the facility design are met.

H. Throughout project Architect will make presentations to Owner as requested for periodic updates and will participate in public hearings as required.

Firm Requirements

Architectural firms shall comply with the following requirements to be considered for selection.

- A. Architects shall be AIA licensed to practice in the State of North Dakota and shall be registered with the North Dakota State Board of Architecture.
- B. The responding firm shall have recent experience designing K-12 school buildings and managing programs of projects across different scopes and facilities.
- C. The firm shall be capable of meeting future project schedules and have the resources available to complete projects in a timely manner.

Instructions to Proposers

This request for qualifications is being released on July 17, 2024.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. Include an electronic copy in .PDF format on a thumb drive.
- F. Sealed envelope shall be clearly marked: “Architectural Services RFQ – [Company Name] August 8, 2024”.
- G. Proposals must be complete when received. Faxed documents will not be accepted. Late proposals will not be considered.
- H. Questions regarding this Request for Qualifications should be directed to our website at <https://www.fargo.k12.nd.us/RFP>.

Content of Proposal

The following content will be evaluated by the planning team and used as a basis for selecting architectural firms to be interviewed. Proposals should be organized for ease of understanding and be arranged in the following order:

- A. Cover sheet with organization name and contact information
- B. Introductory Letter
 1. Prepare an executive summary stating your understanding of the project and why your firm should be chosen. Include any general information that you wish the planning team to consider about the proposal.
- C. Location
 1. Provide a listing of all office locations and where your firm is headquartered.
 2. Provide a summary of who is staffed at these offices.

D. Project Team

1. The proposal should clearly outline the background and experience of the firm and the team members who will be involved in the project. No change in personnel assigned to the project will be permitted without prior approval of Owner.
2. Provide an organizational chart for all members in the designated design team.
3. Indicate the key personnel that will be designated as the project manager and principal design member. Indicate the person that will serve as point of contact for all matters relating to management of contract and design services.
4. Provide the following information for each proposed team member:
 - a. Name
 - b. Job title for this project
 - c. Specific duties assigned on this project
 - d. Recent experience with similar educational facilities

E. Current and Projected Workload of the Person or Firm

1. Indicate current commitment and availability of all personnel listed in Criteria D.
2. Indicate your agreement, unless prevented by circumstances outside of your control, to retain the project manager, and the principal design team member on the project until all work of this contract is complete.

F. Past Performance

1. Provide a list of all K-12 projects completed by the firm in the past seven years meeting the following criteria in chronological order:
 - a. Project of similar nature that includes maintenance upgrades across multiple buildings.
 - b. Located in North Dakota (firms may also include projects within a 500-mile radius of Fargo, but all ND projects should be included)
 - c. Provide the following information:
 - i. Project Name
 - ii. Owner
 - iii. Project Budget
 - iv. Brief Description
 - v. Construction Manager (CM)/General Contractor (GM)
 - vi. Email address and phone number for CM/GC and Owner representatives

G. Related Experience on Similar Projects

1. Describe recent demonstrated experience and excellence in projects with comparable scale, complexity, and function. Provide examples of three completed projects that most closely resemble the proposed Multi-Facility Maintenance project. Include the following detail:
 - a. Name of project
 - b. Date completed or expected completion
 - c. Total project/program cost, scopes of work, number of facilities affected.
 - d. Owner's name and address
 - e. Owner's representative name and telephone number
 - f. CM/GM
 - g. CM/GM Lead Project Manager and
 - h. Project team with each member's role and responsibility

- H. Recent and Current Work for Owner
 - 1. Indicate recent and current work directly contracted with Owner over the past five years.
 - 2. If a firm has not worked for Owner in the past five years, project references may be utilized to evaluate this criterion.
- I. Willingness to Meet Time and Budget Requirement
 - 1. Indicate your intent to complete the work within the negotiated fee and include general references where this has been accomplished.
 - 2. Present an outline of a basic work plan for this project.
 - a. Services will begin immediately upon selection
 - b. CMAR is anticipated to begin design phase services as soon as September, 2024
 - c. Project is expected to be phased according to various component lead times, optimal scheduling considering facility usage, weather, lead times, etc. with a substantial completion date in Fall of 2025.
 - 3. Provide a fee structure for this sort of project (multiple buildings, scopes, schedules, etc.).
 - 4. Identify any reimbursable or other project related expenses that will not be provided as a part of the percentage fee and provide the following for each reimbursable expense:
 - a. Definition
 - b. Method of calculation
 - c. Rate to be billed to Owner

Terms

- A. Owner reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion of that amount. Owner reserves the right to negotiate contract changes following the award.
- B. Owner reserves the right to cancel this RFQ in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
- C. Owner reserves the right to stop the project after step A (Schematic Design) as described in the Scope of Services in this document, or at subsequent points if it is in the best interest of Owner.
- D. No proposer shall have a right to make a claim against Owner in the event Owner accepts a proposal or does not accept any proposals.
- E. Legal Compliance: Work performed, and plans produced shall comply with all state, federal, and local laws, including but not limited to those related to building, environmental, statutory, legal process, Occupational Safety and Health Act and the Fair Labor Standards Act.
- F. Acceptance of proposals: Owner reserves the right to reject all proposals and to waive informalities, if, at its discretion, the interests of Owner will be best served thereby.
- G. Validity of proposals: Proposals must be valid for at least 90 days.
- H. Proposer responsibilities: Architect is responsible for conducting necessary research and becoming familiar with conditions under which the work is to be performed.
 - 1. Owner will not be responsible for any costs incurred by applicants in preparing proposals.
 - 2. Applicants are held legally responsible for their proposals.
 - 3. Applicants are not to collaborate, for the purpose of restricting competition, with other applicants or competitors in developing proposals.

- I. Addenda to RFQ: Any changes, additions, or clarifications to the RFQ will be posted online at <https://www.fargo.k12.nd.us/RFP>.
 - a. Such addenda will be posted online and will be part of the proposal package, having the same binding effect as provisions of the original proposal.
 - b. All addenda, amendments and interpretations of this solicitation shall be in writing. Owner shall not be legally bound by any amendment or interpretation that is not posted online.
 - c. All contact that a proposer may have had before or after receipt of this RFQ with any individuals, employees or representatives of Owner, and any information that may have been read in news media or seen or heard in any communication regarding this proposal should be disregarded in preparing proposal responses.
 - d. Owner does not assume responsibility for receipt of any addendum provided online.

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.

School Name	Budget	Summary
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.

School Name	Budget	Summary
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	