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July 24, 2024

Fargo Public Schools (Owner), in collaboration with the City of Fargo and the Fargo Parks District, is seeking proposals from qualified professional facilitators to guide community conversations in the redevelopment of decommissioned elementary school sites (Ben Franklin, Hawthorne, Roosevelt, and Madison). The facilitator will lead a structured and inclusive community engagement process to identify future uses for these sites that align with community needs and goals.

The decommissioning of the Ben Franklin, Hawthorne, Roosevelt, and Madison schools presents an opportunity to repurpose these sites into valuable public amenities. This initiative aims to engage the community in a transparent and collaborative process to ensure the redevelopment plans reflect local needs and priorities.

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 proposals and completion of reference evaluations, not more than three firms will be selected for interviews which will take place between August 15 and 16, 2024. The Board of Education of the City of Fargo will be asked to award a contract for professional services at the August 27, 2024 board meeting.

The firm selected as facilitator 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 Proposals
Professional Facilitator Services
Multi-Facility Project
Due: August 8, 2024 by 2:00 pm

Scope of Services

The selected facilitator will be responsible for the following tasks:

A. Preparation and Planning

1. Collaborate with FPS, the City of Fargo, and the Fargo Parks District to understand project objectives and timelines.
2. Develop a detailed facilitation plan, including meeting schedules and engagement strategies.

B. Facilitation of Community Conversations

1. Guide four separate conversations, one for each affected community.
2. Ensure inclusive participation, giving voice to local residents, community leaders, representatives from FPS, the City of Fargo, Fargo Parks District, local business owners, and stakeholders.
3. Maintain focus on objectives and timelines.

C. Community Engagement

1. Conduct surveys, focus groups, and town hall meetings to gather input from the wider community.
2. Ensure all community voices are heard and considered.
3. Analyze and present findings to the conversations for consideration.

D. Reporting and Collaboration

1. Compile a comprehensive report on the findings from community needs assessments.
2. Share the report with the community, City of Fargo, Fargo Parks District, and other stakeholders.
3. Facilitate workshops and meetings to brainstorm potential projects and initiatives.

E. Strategic Planning and Implementation

1. Assist in developing a strategic plan that outlines steps for implementing identified projects.
2. Set clear timelines and milestones.
3. Identify potential funding sources and resources needed for implementation.

Qualifications

Applicants must demonstrate the following qualifications:

- A. Proven experience in community engagement and urban planning.
- B. Successful track record of facilitating similar projects.
- C. Strong communication and conflict resolution skills.
- D. Ability to engage diverse community members and stakeholders.

Instructions to Proposers

- A. This request for qualifications is being released on July 24, 2024.
- B. 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.
- C. 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.
- D. 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.
- E. Responses must include (3) copies of the RFP 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.
- F. Include an electronic copy in .PDF format on a thumb drive.
- G. Sealed envelope shall be clearly marked: “Professional Facilitator RFP – [Company Name] August 8, 2024.”
- H. Proposals must be complete when received. Faxed documents will not be accepted. Late proposals will not be considered.
- I. Questions regarding this Request for Proposals 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 professional 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. 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 Community-Driven Redevelopment Plan project. Include the following detail:
 - a. Name of project
 - b. Date completed or expected completion
 - c. Description of project
 - d. Owner's name and address
 - e. Owner's representative name and telephone number
 - f. Project team with each member's role and responsibility

F. Budget and Timeline

1. Present an outline of a basic work plan for this project.
 - a. Services will begin immediately upon selection
2. Provide a detailed fee/budget proposal
3. Identify any reimbursable or other project related expenses that will not be provided as a part of the fee proposal 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 RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
- C. 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.
- D. 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.
- E. 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.
- F. Validity of proposals: Proposals must be valid for at least 90 days.
- G. Proposer responsibilities: Firm 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.
- H. Addenda to RFP: Any changes, additions, or clarifications to the RFP 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 RFP 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.