



**Fargo Public Schools Request for Qualifications
Architect Services - Multi-Facility Project & CMAR
Questions & Answers**

Due: August 8, 2024 by 2:00 pm

When will the work occur and how many consecutive projects will be going on at the same time?

Section B states: *"Completion dates for the individual projects will be established in collaboration with the Owner, Architect, and CMAR."*

The project schedule will be developed collaboratively with the team to maximize project/program efficiency and limit disruption to students and staff.

What will the on site management requirements be per location?

Specific work plans (including site management) will be developed collaboratively with the project team during the preconstruction phase of the project.

Is it the Schools intent to perform work in the spring of 2025? You must have an idea of when you would like to see the work occur.

The intent is to perform the work as soon as it is feasible to do so. As stated in the RFQ, design phase services are expected to begin in September 2024. Some scopes of work could commence as soon as winter of 2024, while others (such as paving/exterior improvements) would likely start spring/summer of 2025. We anticipate that the work could be complete by fall of 2025.

What is the electronic data base of drawings for the proposed project sites? CAD, PDF, Revit, etc.? Will these drawings be made available to the team that is awarded the project?

A variety of existing facility documentation exists as mostly PDF along with some CAD files. All existing as-built data will be made available to the selected Architect and CMAR upon selection.

What is the planned duration of preconstruction and construction? Is the work anticipated to be one summer season? I assume if there is an addition that may take more than a summer season.

Project durations will be established by the Architect, Construction Manager, Owner collaboratively upon selection. Outdoor work is anticipated to be completed Spring/Summer/Fall 2025. There are no proposed building additions in the scope of work.

Is it possible for us to be able to walk through a couple of the schools to get a clearer understanding of the picture of the proposed repairs, etc.? If so, who is the best person to contact to make those arrangements?

We do not plan on facilitating walk throughs for this RFQ. For detailed questions regarding the scope of work, please submit them through the comments/questions portal on the RFQ website.

Please clarify if you want us to include engineering consultants in our proposal.

At this stage, we are only seeking architectural services, engineering consultants will be selected at a later date.

For the Multi-Facility RFQ for Architect Services, we wanted to confirm if the District would like us to include engineering consultants noted on Page 2 as part of the team in our submission.

The architectural services will include engineering as part of the agreement between the owner, but the selection of the engineering team will be done collaboratively with the Owners, Fargo Public Schools . The RFQ proposal should not include a proposed engineering team.

Question on the RFP 2. Recent /current and projected workload of the person or firm a. firm historical (3year) current and project workload through the planned completion of this project. Please confirm if you need a list of projects completed over the past 3 years. or if you are just looking for current and future workloads. Also, do you want this for each person listed on the proposal or the firm in general?

We request the firm's historical workload over the past three years, as well as their current and projected workloads, to assess their capacity to perform the required construction services. For major current and projected projects, please provide detailed information, while smaller, miscellaneous projects can be grouped together. Additionally, for each proposed individual, identify their projected workload and specify how much time they will be dedicated to this project versus other work. This information will help us understand the firm's and individuals' availability and ensure they have the capacity to manage our project effectively.

In section, F Past Performance, of the RFQ for Architectural Services (multi-facility upgrades). The RFQ is asking to "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" Does this mean that the projects we represent in this section must have all been under a single contract or are we able to lump in multi-contract projects under the same district? For example, we have done prior work with Fargo Public Schools that happened simultaneously, but each project was under its own individual contract (unlike what is proposed for this RFQ).

Firms may list projects that were undertaken simultaneously for a single owner, such as Fargo Public Schools, even if each project had its own individual contract. The key is to highlight the firm's coordination and management capabilities across multiple projects at the same time.

Do you have a budget determined for this endeavor? This will help us dial the team and project. As we see it, this project will require several public meetings, pop-up events to engage the public, and other tools to gather data and sentiment from the public.

Yes, we have allocated a budget for this project, which includes costs associated with public meetings, pop-up events, data collection tools, and other community engagement activities. The specific budget details can be discussed further during the proposal evaluation phase. Our goal is to ensure comprehensive community engagement and data collection to guide the redevelopment plans effectively.

Do you have a timeline in mind? I can come up with a timeline but it would help both of us if there was any specific event the School District would prefer to have the project done by.*

We aim to have the facilitator start immediately upon selection.

Key preliminary milestones include:

- Initial Planning and Coordination: August - September 2024
- Community Engagement Activities: September - November 2024
- Preliminary Findings Report: December 2024
- Final Report and Strategic Plan: January 2025

These dates are flexible to some extent, and we are open to adjustments based on the firms proposed timeline and strategies.

What kind of product are you looking to have at the end of the project? I have a feeling this is a planning document but would like to know what you had in mind.

The primary deliverable for this project is a comprehensive strategic planning document that outlines the redevelopment plans for the decommissioned school sites. This document should include:

1. Community Needs Assessment: Summarizing input from public meetings, surveys, and focus groups.
2. Findings Report: Detailed analysis of community feedback, identifying key priorities and concerns.
3. Strategic Plan: Recommendations for redevelopment, including potential uses, implementation steps, timelines, and milestones.
4. Implementation Plan: Detailed action plan with identified funding sources, required resources, and stakeholder roles.
5. Presentation Materials: For use in meetings with the Board of Education, City of Fargo, and other stakeholders.

The final product should be comprehensive, actionable, and reflect the community's needs and aspirations for these sites.