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September 18, 2024

Fargo Public Schools (Owner) requests statements of qualifications from professional firms for Architectural Design Standards Development, Educational Specifications Development, Pre-Design Services, Bond-Referendum Engagement Support, and Owner's Representation Services. The selected firm will collaborate with the District to develop a comprehensive framework for future facility improvements and expansions aligned with educational goals and community expectations.

As background information, the 2024 Long-Range Facility Plan and additional information can be found on the District's Long-Range Facility Planning website:

<https://www.fargo.k12.nd.us/departments/facilities/long-range-facility-planning>. This document provides detailed insights into the District's future needs, including strategic recommendations for new constructions, renovations, and consolidations across its facilities portfolio. The firm is expected to align its work with the recommendations and strategies outlined in this document.

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 October 15-16, 2024. The Board of Education of the City of Fargo will be asked to award a contract for professional services at the October 22, 2024 board meeting.

The firm selected 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,

/s/Jackie Gapp

Jackie Gapp
Chief Financial Officer



**Fargo Public Schools (FPS) Request for Qualifications (RFQ)
Architectural Design Standards, Educational Specifications, Bond Referendum
Engagement, and Owner's Representation Services**

Due: October 3, 2024, by 2:00 pm

Comprehensive Scope

All phases of this RFQ involve the development of comprehensive facilities and programming to address the diverse needs of Fargo Public Schools. This includes but is not limited to academic buildings, athletic facilities, support services, technology infrastructure, performing arts spaces, and community-use areas. The selected firm will be expected to integrate these elements holistically into the planning, design, and execution of all projects. Examples of specific spaces include, but are not limited to, gymnasiums, classrooms, cafeterias, libraries, science labs, administrative offices, and outdoor play and athletic fields.

The scope of work is defined to the best of our ability. We will collaborate with the awarded firm to review the scope of work in its entirety to ensure the desired outcomes are met.

Conflict of Interest Notice

The firm selected through this RFQ process will be ineligible to propose on or participate in any subsequent work resulting from a successful bond referendum as the architect of record, construction manager, or in any similar capacity.

Scope of Services

The selected firm will perform services in four key phases:

Phase 1: Architectural Design Standards Development, Educational Specifications

The selected firm will work closely with FPS stakeholders to review, establish, and memorialize the district's expectations for building performance, safety, sustainability, educational spaces, and operational efficiency to develop comprehensive Design Standards and Technical Specifications to guide the planning, design, construction, and modernization of all FPS facilities. These documents will ensure consistent quality, safety, sustainability, and functionality across the district's portfolio of schools and administrative buildings.

FPS intends to use these documents for all future projects, including new construction, renovations, and maintenance activities.

Note on Timeline and Development Process:

The development of the Design Standards and Educational Specifications will be an iterative process. The selected firm is expected to advance these standards sufficiently to achieve project milestones and support subsequent phases of work. The standards will likely not be considered final before the next phase begins; instead, they will continue to be refined and expanded throughout the entire scope of the project to ensure they remain aligned with evolving needs and objectives.

A. Design Standards Documentation

a. Project Specifications

- i. Develop detailed project specifications using the MasterFormat system to ensure clarity and consistency across all projects. Develop a master list of approved materials, products, and construction techniques that align with FPS's sustainability, durability, and cost-effectiveness goals.

b. Approved Materials and Construction Techniques

- i. Develop basis of design narratives for building materials, equipment, building systems, and construction techniques that align with FPS's sustainability, durability, and cost-effectiveness goals. Include a proposed list of preferred exterior materials and interior material finishes for each space type.

c. Standardized Facility Elements

- i. Develop pre-approved standard architectural and engineering details for repetitive facility elements such as doors, windows, fixtures, and finishes to streamline design and construction processes.

B. Educational Specifications

a. Standards for Educational and Support Spaces

- i. Establish detailed standards for all educational and support spaces, including:

1. Classrooms: Flexible layouts to accommodate various teaching methods and future technology integration.

2. Common Areas: Design guidelines for hallways, cafeterias, libraries, and other shared spaces.

3. Administrative Offices: Efficient and secure designs for staff workspaces.

4. Specialized Spaces: Specifications for labs, auditoriums, gymnasiums, and other specialized facilities.

5. Outdoor Facilities: Guidelines for playgrounds, athletic fields, and community-use areas.

b. Aesthetics, Materials, and Finishes

- i. Define standards focusing on durability, maintainability, and visual appeal to create conducive learning environments.

c. Examples of focus areas are listed below. These areas are high priority areas for the district but are not intended to limit the scope of work, but to serve as examples of the level of effort required to accomplish the desired outcome.

d. Safety and Security

- i. Integrated Security Measures: Develop specifications for controlled access points, surveillance systems, secure entryways, and emergency communication systems.

- ii. Design for Supervision: Ensure spaces allow for effective supervision while maintaining a welcoming atmosphere.

- iii. Signage and Lighting: Establish standards to enhance visibility, support emergency response, and ensure safe evacuation routes.

e. Accessibility

- i. Regulatory Compliance: Ensure full compliance with ADA standards and North Dakota building codes.

- ii. Universal Design Principles: Incorporate features that accommodate a wide range of mobility, sensory, and cognitive needs, exceeding minimum requirements.

- iii. Inclusive Facilities: Examples include enhanced wayfinding, accessible playground equipment, and additional maneuverability in high-traffic

areas.

- f. Energy & Sustainability
 - i. Establish a Sustainability Task Force
 - 1. Work with FPS to form a task force of key stakeholders, including FPS administrators, teachers, students, parents, local businesses, and city representatives, to guide the sustainability initiative.
 - ii. Conduct Community Listening Sessions
 - 1. Facilitate a series of in-person and virtual listening sessions to gather input from a broad range of community members on energy use, renewable resources, and sustainability priorities.
 - 2. Develop and administer surveys to capture feedback from those unable to attend the sessions.
 - iii. Facilitate Focus Groups
 - 1. Conduct targeted focus groups with key stakeholders (e.g., energy professionals, transportation planners) to address specific sustainability topics, including energy efficiency, renewable energy, and waste management.
 - iv. Organize Workshops and Demonstration Projects
 - 1. Plan and execute educational workshops and demonstration projects that showcase FPS's sustainability initiatives and engage the community in hands-on learning.
 - v. Draft Sustainability Philosophy and Plan
 - 1. Synthesize feedback from the community and task force to develop a draft sustainability philosophy and action plan for FPS, focusing on renewable energy, waste reduction, and sustainability education.
 - vi. Present the draft for community review and incorporate feedback before finalization.
- g. Site Planning and Landscaping Standards
 - i. Outdoor Space Design: Create guidelines for playgrounds, athletic fields, parking areas, and traffic management to ensure safety and efficiency.
 - ii. Environmental Controls: Develop specifications for stormwater management, water-efficient landscaping, and approved plantings to enhance ecological performance.
- h. Building and Room Numbering Guidelines
 - i. Standardization: Establish a consistent system for building and room numbering to improve navigation and emergency response.
- i. Technology Integration
 - i. Infrastructure Readiness: Design guidelines for IT infrastructure, including networking, data centers, and classroom connectivity.
 - ii. Educational Technology: Standards for integrating technology into classrooms and learning spaces.
 - iii. Security Systems: Incorporate advanced technology for security monitoring and access control.
- j. Indoor Environmental Quality
 - i. HVAC Systems: Standards for heating, ventilation, and air conditioning to ensure comfort and health.
 - ii. Acoustic Design: Guidelines to minimize noise and enhance sound quality in learning environments.
 - iii. Lighting Design: Specifications for optimal lighting conditions using energy-efficient solutions.
- k. Flexibility and Adaptability
 - i. Modular Spaces: Design principles for creating adaptable learning

- environments.
- ii. Furniture and Equipment: Recommendations for flexible and movable furnishings.
- iii. Future Growth: Planning for scalability and adaptability in facility design.
- l. Community Use and Engagement
 - i. Shared Facility Use: Guidelines for designing spaces that can be used by the community.
 - ii. Accessibility After Hours: Security and access control measures for community use.
 - iii. Community Partnerships: Design considerations that facilitate partnerships and programs.
- m. Wellness and Health
 - i. Physical Activity Spaces: Standards for gyms, playgrounds, and recreational areas.
 - ii. Mental Health Spaces: Design of counseling centers and quiet zones.
 - iii. Healthy Environments: Use of non-toxic materials and promotion of indoor air quality.
- n. Transportation and Access
 - i. Traffic Management: Efficient design of vehicular and pedestrian traffic flows.
 - ii. Parking and Accessibility: Adequate parking and ADA-compliant access points.
 - iii. Safe Routes: Planning for safe walking and biking paths to school.
- o. Maintenance and Lifecycle Costs
 - i. Durability: Selection of materials and systems with low maintenance requirements.
 - ii. Cost Efficiency: Design strategies that reduce long-term operational costs.
 - iii. Facility Management: Incorporation of features that facilitate easy maintenance.
- p. Cultural Responsiveness and Inclusivity
 - i. Inclusive Design Elements: Spaces that are welcoming to all students.
 - ii. Cultural Representation: Incorporation of artwork and symbols that reflect community diversity.
 - iii. Multilingual Support: Signage and resources accommodating multiple languages.
- q. Innovation and Future-Ready Spaces
 - i. STEM Facilities: Design of specialized labs and maker spaces.
 - ii. Collaborative Areas: Open spaces that encourage group work and innovation.
 - iii. Technology Hubs: Areas dedicated to advanced technological learning.
- C. Capital Improvement Project Manual
 - a. Process and Procedure Development
 - i. Create a comprehensive manual detailing processes and guidelines for managing capital improvement projects, covering:
 1. Project Initiation
 2. Procurement
 3. Contract Management
 4. Construction Oversight
 5. Project Closeout
 6. Warranty Management
 - b. Standard Contract Templates
 - i. Develop customized AIA contract templates for design and construction services, aligned with FPS's needs and compliant with North Dakota

- regulations.
 - c. Project Documentation and Compliance
 - i. Include templates and guidelines for documentation, reporting, and compliance with local, state, and federal regulations to ensure legal adherence.
 - d. Additional Requirements
 - i. Define procedures for:
 1. Commissioning
 2. Data Transfer
 3. Building Information Modeling (BIM) Requirements
 4. As-Built Documentation
- D. Space Planning Management
- a. Current Space Analysis: A space analysis was completed as part of the LRF process in 2023.
 - b. Space Allocation Guidelines
 - i. Develop guidelines to ensure equitable distribution of space across educational and support functions based on district-wide needs.
 - c. Integration with Standards
 - i. Align space management practices with design standards and educational specifications to meet current needs and accommodate future growth.
 - d. Monitoring and Adjustment Processes
 - i. Establish procedures and tools for continuous monitoring of space utilization, allowing for adjustments as needs evolve.

Implementation Considerations

- Stakeholder Engagement: Involve relevant stakeholders for each new focus area, such as technology coordinators for technology integration and health professionals for wellness design.
- Phased Development: Prioritize key focus areas based on project milestones and resources, ensuring critical areas are addressed first while others are developed over time.
- Interdisciplinary Approach: Collaborate across disciplines to integrate these focus areas holistically into the design standards and specifications.

Additional Notes

- Property of FPS: All documents and standards developed will become the property of FPS for use in guiding future projects.
- Alignment with Strategic Goals: The firm is expected to ensure all deliverables support FPS's strategic objectives and operational requirements.
- Flexibility and Adaptability: The standards should be designed to accommodate future changes in educational practices and technological advancements.

Phase 2: Pre-Design Services

- A. Site Analysis
 - a. Environmental Assessments: Coordinate completion of detailed environmental assessments to evaluate the impact of existing and future facilities on the surrounding environment.
 - b. Topographic Surveys: Coordinate completion of topographic surveys to understand the physical characteristics of the sites under consideration.
 - c. Utility Evaluations: Coordinate assessment of current utility infrastructure and the capacity to support future developments, including water, power, waste

- management, and other essential services.
- d. Ensure FPS standards for site design are incorporated into the site planning process. This includes exterior educational spaces, athletic fields for competitive and physical education, and support facilities that may be required on site.
- B. Conceptual Design
 - a. Development of Options: Create conceptual design options based on the educational specifications, stakeholder input, and site analysis findings. These designs should be comprehensive, including all necessary facility types.
 - b. Preliminary Cost Estimates: Provide preliminary cost estimates for each conceptual design option, ensuring all potential expenses (construction, materials, labor, technology, contingencies) are accounted for.
 - c. Preliminary Schedules: Develop initial schedules for the design and construction phases of the projects.
- C. Feasibility Studies
 - a. Site Suitability: Assess the suitability of the identified sites for the proposed developments, including considerations for zoning, environmental regulations, and proximity to key community resources.
 - b. Phasing Options: Evaluate the potential for phased development and construction to minimize disruption to ongoing school operations and ensure alignment with the bond referendum.
- D. Review and Update Program and Project Schedules
 - a. Program Schedule Alignment: Review and update the program schedule to ensure alignment with the District's goals, timelines, and strategic plans.
 - b. Project Schedule Coordination: Coordinate the overall project schedules, including the timeline for pre-design, design, bidding, construction, and closeout. Ensure these schedules align with the proposed bond referendum dates and other District priorities.
- E. Develop Project Budgets
 - a. Budget Development: Establish preliminary project budgets based on conceptual designs and feasibility studies. These budgets will guide the District in determining the final bond referendum amount.
 - b. Comprehensive Costing: Ensure that all potential costs, including construction, materials, labor, technology, and contingencies, are factored into the budget.
 - c. Coordination with Financial Team: Work closely with the District's financial team to ensure the budgets are comprehensive, accurate, and aligned with the District's funding capabilities.

Phase 3: Bond-Referendum Communication and Engagement Support

- A. Communication Strategy
 - a. Development of Engagement Messaging: Create clear and compelling messages that articulate the need for the bond referendum and the benefits of the proposed facility improvements across academic, athletic, and support services.
 - b. Multi-Channel Outreach: Utilize various communication channels, including public meetings, digital media (social media, websites, email newsletters), printed materials (brochures, flyers, posters), and local media partnerships to disseminate information.
 - c. Marketing Materials: Design and produce marketing materials that effectively communicate the goals and benefits of the bond referendum to the community.
 - d. Public Relations: Manage public relations efforts to address community concerns, provide updates, and highlight success stories related to the facilities improvements.
- B. Stakeholder Engagement
 - a. Community Meetings and Workshops: Organize and facilitate community

- meetings and workshops to engage stakeholders, gather feedback, and address questions about the bond referendum and proposed projects.
 - b. Collaboration with District Leadership: Work closely with District leadership to ensure consistent messaging and coordinated efforts in engaging with educators, parents, students, and community members.
 - c. Feedback Mechanisms: Establish and manage mechanisms for collecting and responding to community feedback, ensuring that stakeholder input is incorporated into the engagement strategy.
 - d. Volunteer Coordination: Recruit and manage volunteers to support outreach and engagement activities, including canvassing, phone banking, and event staffing.
- C. Engagement Implementation
- a. Timeline Management: Develop and adhere to a detailed timeline for all engagement activities, ensuring that key milestones are met in preparation for the bond referendum vote.
 - b. Event Planning: Plan and execute events such as information sessions, open houses, and fundraising events to promote the bond referendum and engage the community.
 - c. Digital Engagement: Implement targeted digital engagement, including social media advertising, email marketing, and website updates, to reach a broad audience and drive support for the bond referendum.
 - d. Monitoring and Reporting: Track the effectiveness of engagement activities, analyze engagement metrics, and provide regular reports to the District on engagement progress and outcomes.
- D. Support for Bond-Referendum Execution
- a. Materials Preparation: Assist in the preparation and distribution of official bond referendum materials, ensuring accuracy and compliance with all regulatory requirements.
 - b. Voter Education: Develop educational content and resources to inform voters about the bond referendum, including the proposed projects, financial implications, and expected benefits.
 - c. Legal and Compliance Support: Ensure that all engagement activities comply with local, state, and federal election laws and regulations, providing guidance on legal requirements and best practices.

Phase 4: Owner's Representation Services

The depth and specific scope of the Owner's Representation Services will be further developed and defined during the Pre-Design Phase to ensure alignment with the District's goals, project complexities, and requirements.

- A. Project Management
- a. Overall Project Oversight: Provide comprehensive project management services to ensure all phases of the bond-funded projects are executed efficiently and in alignment with the District's goals.
 - b. Coordination with Stakeholders: Act as the primary liaison between the District, architects, engineers, contractors, and other stakeholders to ensure seamless communication and project flow.
 - c. Schedule Monitoring: Track project schedules and timelines to ensure on-time completion, including identifying and mitigating potential delays.
 - d. Budget Monitoring: Monitor project budgets closely to ensure spending aligns with the established financial plans. Provide ongoing budget updates to the District and proactively address potential cost overruns.

- B. Design Coordination
 - a. Review of Design Plans: Collaborate with architects and design teams to ensure all design plans meet the District’s established standards, specifications, and educational goals.
 - b. Consistency with Standards: Verify that design elements are consistent with the standards developed during the pre-design phase.
 - c. Design Reviews and Approvals: Facilitate design review meetings with District stakeholders to ensure transparency and that the designs align with District expectations.
 - d. Value Engineering: Provide recommendations for value engineering, ensuring high-quality designs that maximize cost-efficiency and long-term sustainability.
- C. Construction Oversight
 - a. Consultative Support: Be available upon request to offer suggestions and provide guidance when construction-related issues arise. Serve as an advisor to the District and project team, helping to resolve concerns efficiently and in line with project goals.
 - b. Issue Resolution: When issues are escalated, provide professional advice and recommendations to ensure that solutions are both cost-effective and maintain the integrity of the project.
 - c. Periodic Check-Ins: Perform occasional site visits and check-ins as requested by the District to provide feedback and ensure the project is progressing according to plan.
 - d. Change Order Advice: Offer expert opinions on proposed change orders, ensuring that any changes are necessary and align with the District’s objectives.
- D. Post-Occupancy Support
 - a. Closeout Documentation: Ensure all project closeout documentation is complete and accurate, including as-built drawings, warranties, and operations manuals.
 - b. Warranty Management: Provide oversight during the warranty period to ensure any post-occupancy issues are promptly resolved. Assist the District in navigating warranty claims and coordinating any required repairs or adjustments.
 - c. Post-Occupancy Evaluations: Conduct post-occupancy evaluations to gather feedback from District staff, students, and community members. Use the insights to recommend any further adjustments or improvements.

Timeline

Not included in this scope of work

Currently – Pre-Bond Referendum Study (Financial Modeling and Voter Survey)

October through December – Community Redevelopment Engagement

Procurement Timeline

- October 3, 2024 – Statement of Qualifications Due
- October 4, 2024 – Invites to Interview and Request for Fee Proposal (Fee proposal brought to the interview)
- October 15-16, 2024 – Firm Interviews
- October 22, 2024 – Board Approval of Selection

Scope of Work Timeline

- October 28, 2024 – Phase 1 Scope of Work Begins

- January 8, 2025 – Board Work Session
- January 14, 2025 – Board Meeting – Present Results of Voter Survey

Please note that Phases 2, 3, and 4 are subject to change. The timing of these phases may vary due to various factors, and Fargo Public Schools cannot guarantee that this work will proceed as outlined.

- December 2024 – Phase 2 Scope of Work Begins
- February 2025 – Phase 3 Scope of Work Begins
- Spring 2025 – Bond Referendum Vote/Phase 4 Scope of Work Begins

Firm Requirements

1. Relevant Experience and Expertise
 - a. K-12 Educational Experience: Demonstrated experience in planning, designing, and managing projects of comparable scale and complexity within the K-12 educational sector.
 - b. Specialized Expertise: Proven expertise in developing architectural design standards, educational specifications, bond referendum engagement, and providing owner's representation services.
 - c. Project Portfolio: A strong portfolio of at least three similar projects completed within the last five years, including references.
2. Capacity and Resources
 - a. Adequate Staffing: The firm must have sufficient staffing levels and resources to meet the project's timelines and deliverables without compromising quality.
 - b. Key Personnel Commitment: Commitment that key personnel, including the project manager and principal design members, will be assigned to the project for its entire duration unless prevented by circumstances beyond control.
 - c. Availability: Confirmation of the availability of key team members to commence work immediately upon selection and to meet all project milestones.

Instructions to Proposers

This request for qualifications is being released on September 18, 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 50 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 (5) 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 October 3, 2024, at 2:00 P.M.
- E. Sealed envelope or box shall be clearly marked: “Architectural Design Standards, Educational Specifications, Bond Referendum Engagement, and Owner's Representation Services RFQ – [Company Name] October 3, 2024”.

- F. Include an electronic copy in .PDF format on a thumb drive. Digital file name shall be “[Company Name] – Design Standards, Ed Specs, Bond Ref, Owner’s Rep Services Qualifications”
- 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

- a. Organization Name: Provide the full legal name of your firm.
- b. Contact Information: Include the mailing address, phone number, email address, and website URL.
- c. Primary Contact Person: Provide the name, title, phone number, and email address of the individual authorized to represent your firm regarding this proposal.

B. Introductory Letter

Provide an introductory letter on your firm's letterhead that includes:

- a. Executive Summary:
 - i. Understanding of the Project: Summarize your understanding of the project's scope, objectives, and significance to Fargo Public Schools.
 - ii. Why Your Firm Should Be Chosen: Highlight the unique qualifications, strengths, and value your firm brings to this project.
 - iii. General Information: Include any additional information you wish the planning team to consider.
- b. Authorized Signature:
 - i. The letter must be signed by an authorized representative of your firm who has the authority to commit the firm to contractual obligations.

C. Firm Profile and Location

- a. Firm Overview:
 - i. Headquarters Location: Specify the city and state where your firm is headquartered.
 - ii. Office Locations: Provide a list of all office locations, including addresses.
- b. Staffing Summary:
 - i. Office Staffing: Summarize the staffing at each office location, including the number of professionals in each discipline (e.g., architects, engineers, project managers).

- D. Project Team: Provide detailed information about the project team members who will be directly involved in this project.
- a. Organizational Chart:
 - i. Include an organizational chart showing the structure of the project team, including subconsultants if any. Clearly delineate roles and lines of communication.
 - b. Key Personnel:
 - i. Project Manager: Identify the individual who will serve as the Project Manager, responsible for day-to-day coordination and primary point of contact.
 - ii. Principal Design Professional: Identify the lead design professional responsible for overseeing the design aspects.
 - c. Team Member Profiles: For each key team member, including the Project Manager and Principal Design Professional, provide:
 - i. Name:
 - ii. Title and Role in Project:
 - iii. Specific Duties: Describe the specific responsibilities and tasks they will perform on this project.
 - iv. Education and Professional Qualifications: Include degrees, certifications, and licenses (e.g., Registered Architect, Professional Engineer).
 - v. Relevant Experience:
 1. Similar Projects: Detail recent experience with projects of similar scale and complexity, particularly in K-12 educational facilities.
 2. Project Role: Describe their role and responsibilities in these projects.
 3. Project Outcomes: Highlight any notable achievements or successful outcomes.
 - vi. Current and Projected Workload:
 1. Availability: Indicate their current commitments and confirm their availability to dedicate sufficient time to this project.
 - d. Commitment to Project:
 - i. Continuity Assurance: Confirm your firm's agreement to retain the Project Manager and key team members throughout the duration of the project unless circumstances beyond your control prevent it. Describe your succession plan in the event of unforeseen personnel changes.
- E. Relevant Experience and Past Performance. Demonstrate your firm's experience and excellence in projects of comparable scale, complexity, and function.
- a. Project Examples: Provide detailed information on three (3) completed projects that most closely resemble the proposed scope of work. For each project, include:
 - i. Project Name:
 - ii. Location:
 - iii. Client/Owner Name:
 1. Address:
 2. Contact Person: Include name, title, phone number, and email address (with permission to contact for reference).

- iv. Project Description:
 1. Scope of Work: Describe the services provided by your firm.
 2. Size and Complexity: Provide details on the project's scale and any unique challenges.
 3. Project Cost: Include the original budget and final cost, explaining any significant variances.
 4. Completion Date: Indicate the date completed or expected completion date.
 5. Project Team: List the team members involved and their roles.
- v. Outcomes and Achievements:
 1. Success Metrics: Highlight how the project met or exceeded client objectives.
 2. Awards or Recognition: Mention any awards or accolades received.
- b. Client References:
 - i. Provide at least three (3) client references from the projects listed, including contact information and permission to contact.
- F. Project Approach and Work Plan. Present a clear and concise outline of your proposed approach to successfully deliver this project.
 - a. Understanding of Scope:
 - i. Discuss your comprehension of the project's requirements and objectives, including any key issues or challenges you anticipate.
 - b. Methodology:
 - i. Work Plan: Provide a draft detailed work plan outlining the steps your firm will take to complete each phase of the project, including:
 1. Phase 1: Development of Design Standards and Educational Specifications.
 2. Phase 2: Pre-Design Services.
 3. Phase 3: Bond-Referendum Communication and Engagement Support.
 4. Phase 4: Owner's Representation Services.
 - ii. Timeline:
 1. Include a preliminary schedule showing key milestones and deliverables, aligned with the project's timeline provided in the RFQ.
 - c. Quality Control and Assurance:
 - i. Describe your firm's quality management practices to ensure high standards are maintained throughout the project.
 - d. Communication Plan:
 - i. Outline how you will facilitate effective communication with FPS staff, stakeholders, and the community.
 - e. Innovation and Value-Added Services:
 - i. Highlight any innovative approaches or additional services your firm offers that may add value to the project.
- G. Typical Fee Structure: Note: Provide information about your firm's typical fee structure for projects of this nature. Formal proposals will be requested from short-listed firms invited for interviews.
 - a. Fee Structure Overview:
 - i. Basis of Fees: Explain how your firm typically calculates fees for projects

similar in scope and complexity to this one. Indicate whether your fees are based on:

1. Percentage of Construction Cost: Provide typical percentage ranges.
 2. Lump Sum Fees: Explain how lump sum amounts are determined.
 3. Hourly Rates: Include standard hourly rates for key personnel and staff classifications.
 4. Combination: Describe how different fee structures are combined.
- b. Phase-Specific Fees: Provide typical fee percentages or ranges for each phase of work:
- i. Phase 1: Development of Design Standards and Educational Specifications.
 - ii. Phase 2: Pre-Design Services.
 - iii. Phase 3: Bond-Referendum Communication and Engagement Support.
 - iv. Phase 4: Owner's Representation Services.
- c. Reimbursable Expenses:
- i. Typical Reimbursable Items:
 1. Identify expenses that are generally considered reimbursable and not included in your basic fee structure, such as:
 - a. Travel Expenses: Mileage, airfare, lodging, meals.
 - b. Printing and Reproduction Costs: Large format drawings, reports, and documents.
 - c. Communication Costs: Postage, courier services.
 - d. Permits and Fees: Costs for required permits or approvals.
 - e. Subconsultant Fees: Fees for specialized consultants not included in base fee.
 - f. Other Expenses: Specify any other typical reimbursable costs.
 - ii. Billing Methods: Describe how these expenses are calculated and billed to the client (e.g., at cost, with or without markup).
- d. Additional Services:
- i. Outline any services that are not generally included in your standard fee structure but may be relevant to this project, such as:
 1. Environmental Assessments
 2. Geotechnical Services
 3. Specialized Engineering Services
 4. Community Engagement Beyond Standard Scope
 5. Additional Meetings or Presentations
 - ii. Fee Approach for Additional Services:
 1. Explain how fees for additional services are determined (e.g., hourly rates, negotiated lump sum).
- e. Assumptions and Clarifications:
- i. List any assumptions that affect your typical fee structure, such as:
 1. Project Size and Complexity
 2. Duration of the Project
 3. Number of Meetings or Site Visits
 4. Extent of Community Engagement Required

- f. Clarifications:
 - i. Provide any clarifications necessary to understand how your typical fee structure would apply to this project.
- H. Firm Requirements Compliance. Confirm your firm's compliance with the Firm Requirements outlined in the RFQ.
 - a. Licensing and Professional Qualifications:
 - i. Provide copies of relevant licenses and certifications.
 - b. Legal and Financial Standing:
 - i. Disclose any litigation history and provide evidence of financial stability.
 - c. Acknowledgment:
 - i. Include a signed statement confirming compliance with all firm requirements.
- I. Appendices
 - a. Attach any supplementary materials that support your proposal, such as:
 - b. Resumes of Key Personnel: Detailed resumes may be included here.
 - c. Certificates and Accreditations: Copies of relevant certificates.
 - d. Letters of Recommendation: Any letters from past clients attesting to your firm's capabilities.

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 Phase 1 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: Proposing 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.
- 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.