

FARGO BOARD OF EDUCATION MEMO #24 – 2024-25

August 27, 2024

RE: Award of Proposal - Community-Driven Redevelopment
Professional Facilitator

FROM: James Hand, Director of Facilities
Jackie Gapp, Chief Financial Officer
Dr. Rupak Gandhi, Superintendent

BOARD FOCUS: Action Required

Professional Facilitator proposals were received on Thursday, August 8, 2024, for the Community-Driven Redevelopment Project. The scope of work involves guiding community task forces in the redevelopment of decommissioned school sites (Ben Franklin, Hawthorne, Roosevelt, and Madison) proposed in the first phase of the Long-Range Facilities Plan.

Three responses to the Request for Proposals (RFP) were received. Administration and two board members interviewed the top firm on Friday, August 16, 2024. Firms were ranked based on the following rubric:

Criteria	Points Possible	Confluence	DLR Group	CESO
Understanding of Project Objectives	15	14	14	14
Experience and Qualifications	20	18	18	19
Methodology and Approach	20	19	20	18
Community Engagement Strategy	15	15	15	13
Reporting and Deliverables	10	8	9	9
Budget and Timeline	15	14	12	12
Additional Value and Innovation	5	5	3	2
Total	100	93	91	87
Proposed Fee		\$149,790	\$298,325	\$49,450

Following administrative review, it is recommended that Confluence be awarded the contract for Professional Facilitator Services for the Community-Driven Redevelopment Project.

RECOMMENDATION: Accept the proposal from Confluence for Professional Facilitator Services and issue a contract accordingly.