



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

Questions & Answers

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

1. Do the materials in the appendices count towards the 50-page limit?

Yes, all materials included in your submission—including appendices and attachments—count toward the 50-page limit. As stated in the RFQ under "Instructions to Proposers":

- 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."*

Please ensure that your entire proposal, excluding the front and back cover, does not exceed 50 pages.

2. What specific licenses and certifications are required to be included in the Firm Requirements Compliance Section and the Appendices?

Firms may list all relevant licenses and certifications that demonstrate your firm's qualifications and compliance with professional standards. While not required to include full-size copies of these documents in your submission, please be prepared to provide them upon request.

Typical licenses and certifications may include:

- Professional Licenses for Key Personnel:
 - Registered Architect (RA)
 - Professional Engineer (PE)
 - Certified Educational Facility Planner (CEFP)
- Firm Licenses and Registrations:
 - Business licenses valid in the state of North Dakota
 - Certificates of Authorization for architectural and engineering services
- Specialized Certifications:
 - LEED Accredited Professional (LEED AP)

- Project Management Professional (PMP)
- Any other certifications pertinent to the scope of work (e.g., sustainability, security design)
- Insurance Coverage:
 - General liability insurance
 - Professional liability (errors and omissions) insurance
 - Workers' compensation insurance

Please include this list in the "Firm Requirements Compliance" section of your proposal. Ensure that the information is accurate and up to date. Full documentation may be requested during the evaluation process.

3. Can we include an 11" x 17" page that would count as 2 pages?

Yes, you may include 11" x 17" pages in your submission, provided they are folded to fit within the 8.5" x 11" format. Each 11" x 17" page will count as two pages toward the 50-page limit.

Please ensure that any oversized pages are folded neatly and are easily accessible within the proposal.