



700 7th Street South
Fargo, ND 58103
701.446.1000
FAX: 701.446.1200
www.fargo.k12.nd.us

Dr. Rupak Gandhi, *Superintendent* • 701.446.1005
Dr. Robert Grosz, *Associate Superintendent* • 701.446.1073
Missy Eidsness, *Associate Superintendent* • 701.446.1069
Jackie Gapp, *Business Manager* • 701.446.1032
Dr. Jeff McCanna, *Human Capital Officer* • 701.446.1038
Tara B. Brandner, *General Counsel* • 701.446.1078
AnnMarie Campbell, *Executive Assistant & Communications* • 701.446.1005

October 2, 2024

Fargo Public Schools (FPS) is initiating a project to upgrade and modernize our facilities through the integration of smart building technologies. The goal is to enhance operational efficiency, improve security, optimize energy management, and create a better learning environment for students and staff.

FPS is seeking proposals from qualified firms with expertise in smart building technologies and facilities modernization to assist in pre-design efforts for this important initiative.

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, if necessary, not more than three firms will be selected for interviews which will take place November 4-5, 2024. The Board of Education of the City of Fargo will be asked to award a contract for professional services at the November 12, 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,

Jackie Gapp

Jackie Gapp
Chief Financial Officer



**Fargo Public Schools (FPS) Request for Proposals (RFP)
Smart Building Technologies Integration and Facilities Modernization**

Due: October 17, 2024, by 2:00 pm

Purpose of this Project is to:

1. Assess Current Facilities Systems: Evaluate existing infrastructure, technologies, and processes related to building operations.
2. Identify Opportunities for Improvement: Determine areas where smart technologies can enhance performance and efficiency.
3. Develop a Future State Vision: Create a strategic vision for modernized facilities that align with FPS's goals and objectives.
4. Provide Strategic Recommendations and Roadmap: Outline actionable steps, including hardware upgrades, prioritized initiatives, budgets, and a roadmap for implementation.

Key functional areas of focus include:

1. Building Automation Systems (BAS)
2. Building Security Systems
3. Facility Scheduling Systems
4. Automated Communications
5. Networking and Connectivity
6. Operational Technology (OT) Data Integration
7. Energy Management Systems
8. Smart Building Integration with CMMS (Computerized Maintenance Management Systems)
9. Development of Key Performance Indicators (KPIs) and Metrics for Smart Facilities

Scope of Services

- A. Comprehensive Assessment
 - a. Facilities Systems Evaluation
 - i. Conduct a thorough assessment of current facilities systems, including hardware, software, networks, and operational processes.
 - b. Stakeholder Engagement
 - i. Engage with key FPS stakeholders to understand needs, challenges, and objectives across all key functional areas.
 - c. Data Collection and Analysis
 - i. Gather relevant data and documentation to inform the assessment.
 - d. Maturity Assessment:
 - i. Evaluate the maturity level of existing systems and processes in relation to industry best practices.
- B. Future State Vision Development
 - a. Visioning Workshops

- i. Facilitate workshops with FPS leadership and stakeholders to define the desired future state of facilities systems.
 - b. Technology Opportunities Identification
 - i. Identify smart technologies and solutions, including necessary hardware upgrades, which align with FPS's strategic goals.
 - c. Gap Analysis
 - i. Analyze the differences between the current state and desired future state to identify gaps and areas for improvement.
- C. Strategic Recommendations and Roadmap
 - a. Recommendation Development
 - i. Provide strategic recommendations for facilities systems upgrades, including hardware upgrades, technology adoption, process improvements, and organizational changes.
 - b. Budgeting
 - i. Develop budget estimates for each recommendation, including costs for hardware upgrades, implementation, and ongoing maintenance.
 - c. Prioritization and Phasing
 - i. Prioritize initiatives based on impact, feasibility, alignment with FPS goals, and budget considerations.
 - d. Implementation Roadmap
 - i. Develop a high-level roadmap outlining the steps required to achieve the future state vision, including timelines, resource considerations, and budget allocations.
- D. Deliverables
 - a. Assessment Report
 - i. Detailed findings from the comprehensive assessment, including strengths, weaknesses, and opportunities in all key functional areas.
 - b. Future State Vision Document
 - i. A clearly articulated vision for modernized facilities systems, including objectives and desired outcomes.
 - c. Gap Analysis Report
 - i. Identification of gaps between current and future states, with implications and recommendations.
 - d. Strategic Recommendations
 - i. A set of actionable recommendations, including hardware upgrades, each with a rationale, expected benefits, alignment with FPS goals, and detailed budget estimates.
 - e. Implementation Roadmap
 - i. A prioritized roadmap outlining the sequence of initiatives, timelines, resource requirements, key milestones, and associated budgets.
 - f. Executive Presentation
 - i. A presentation summarizing key findings, recommendations, budgets, and the roadmap for FPS leadership and stakeholders.

Timeline

Procurement Timeline

- October 17, 2024 – Proposals Due
- November 4-5, 2024 – Firm Interviews (If necessary)
- November 12, 2024 – Board Approval of Selection

Scope of Work Timeline

- Mid November 2024 – Project Kick-off
- Mid February 2025 – Target Completion Date

Instructions to Proposers

This request for proposals is being released on October 2, 2024.

- 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.
- 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.
- 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.
- Responses must submit (5) 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 October 17, 2024, at 2:00 P.M.
- Sealed envelope or box shall be clearly marked: “Smart Building Technologies Integration and Facilities Modernization RFP – [Company Name] October 17, 2024”.
- Include an electronic copy in .PDF format on a thumb drive. Digital file name shall be “[Company Name] – Smart Building Technologies Integration and Facilities Modernization Proposal”
- Proposals must be complete when received. Faxed documents will not be accepted. Late proposals will not be considered.
- 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 architectural firms to be interviewed. Proposals should be organized for ease of understanding and be arranged in the following order:

- Cover Sheet
 - Organization Name: Provide the full legal name of your firm.
 - 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.

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 sub-consultants 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.
- 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. 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.

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. Project Cost: Include the original budget and final cost, explaining any significant variances.
 3. Completion Date: Indicate the date completed or expected completion date.
 4. Project Team: List the team members involved and their roles.
 - v. Client References:
 1. Provide at least one (1) client reference 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 the project.
 - ii. Timeline:
 1. Include a preliminary schedule showing key milestones and deliverables, aligned with the project's timeline provided in the RFP.
- G. Fee Proposal
- a. Total fixed price for the project.
 - b. Breakdown of fees by major tasks or deliverables.
 - c. Any assumptions or conditions that could affect pricing.
 - d. Details of any additional costs (e.g., travel, expenses).

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: 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.
- 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.