

FARGO BOARD OF EDUCATION MEMO #47 – 2024-25

October 22, 2024

RE: RFQ-Architectural Design Standards, Educational Specifications, Bond Referendum Engagement, and Owner's Representation Services

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

BOARD FOCUS: Action Required

Background: The Request for Qualifications (RFQ) for the development of architectural design standards, educational specifications, bond referendum engagement, and owner's representation services resulted in a sole submission from Woolpert, Inc. Woolpert, Inc. is a nationally recognized firm with experience in K-12 facility planning, design, and project management. Their proposal is in alignment with the goals outlined in our long-range facilities plan and addresses all phases from design to bond referendum communication and owner's representation.

Scope of Work Summary: Woolpert Inc.'s submission includes the following key phases:

1. **Development of Architectural Design Standards and Educational Specifications:** Establishing comprehensive guidelines and specifications to be implemented throughout the district, ensuring consistency, sustainability, and alignment with our educational goals.
2. **Pre-Design Services:** Gathering data, conducting feasibility studies, and providing conceptual designs for future projects based on the established standards.
3. **Bond Referendum Engagement:** Supporting the community engagement process with factual, clear communication regarding the bond proposal.
4. **Owner's Representation:** Providing oversight and advocacy throughout all construction phases, ensuring project goals are met effectively and efficiently.

Phase-Specific Fees: Woolpert Inc.'s submission includes the following fee schedules based on phase:

1. **Phase 1:** Design Standards and Educational Specifications are lump sum projects based on an agreed upon scope and will range from 0.5%-0.75% of construction, depending on the number of in-person work sessions decided upon.
2. **Phase 2:** The Pre-Design phase is a lump sum fee and will range from 1.2%-1.5% of construction budget based on the number of facilities, new vs. renovations, and our assumed approach.
3. **Phase 3:** The Bond-Referendum support will be a lump sum fee ranging from \$40,000 - \$50,000 not including expenses for hourly services for communication, research, creative design, and administrative support.
4. **Phase 4:** The proposed fees Owner's Representation will be set at a percentage of the total construction cost should a bond referendum pass, aligned with percentages across the industry for this type of service offering. For services rendered prior to the bond passage, services will be billed at standard hourly rates ranging from \$150-\$300 per hour.

Fees include all reimbursables with a set number of site visits required. The proposal also includes 11-month or 23-month warranty walks (dependent on whether a 1- or 2-year warranty is selected).

Woolpert, Inc. has a proven record of successful school projects across the country, including a history of working with Fargo Public Schools on the development of our long-range facilities plan. Their integrated approach, emphasizing stakeholder engagement, community outreach, and expertise in K-12 environments, makes them uniquely qualified to lead this project to completion. Woolpert, Inc. has demonstrated strong communication, effective project management skills, and a commitment to ensuring our facilities reflect best practices in education.

RECOMMENDATION: Approval to select Woolpert, Inc. for Development of Architectural Design Standards and Educational Specifications, Pre-Design Services, Bond Referendum Engagement, and Owner's Representation services and to enter into a contract accordingly.