



## **Fargo Public Schools Request for Qualifications For Construction Management at Risk**

Due: February 6, 2025 by 2:00 pm

### **INTRODUCTION**

Fargo Public School District (FPS) seeks proposals from interested construction management companies (company) that can provide construction management at risk services. Companies responding to this request must submit their proposal in accordance with the enclosed specifications.

**All submissions must be submitted through the online Bonfire Portal at:**  
<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>

Vendors should contact the Euna Support team at [Support.Bonfire@eunasolutions.com](mailto:Support.Bonfire@eunasolutions.com) for technical questions. Vendors can also visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com>. Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

### **GENERAL INFORMATION AND RESULTS DESIRED**

#### **A. Fargo Public Schools Selection Committee**

1. Merritt Larson, Facilities Project Manager
2. Architect
3. Engineer
4. Contractor

#### **B. Description of the Project**

The Facilities Maintenance Project aims to implement facility upgrades, ensuring modern standards, improved energy efficiency, and enhanced educational environments. This project includes diverse scopes of work across multiple schools and administrative facilities.

Example Projects that will be evaluated as a part of this scope of work may include but are not limited to:

- Electronic site sign replacements
- Space Renovation
- Playground enhancement/replacement
- Roofing/enclosure repair/replacement

- Smart building modernization (security systems, air quality, lighting, etc.)
- Finish upgrades
- Tennis Courts Replacement
- Building Services lifecycle replacements (boilers, AHU's, etc.)

**C. Project Budget**

The preliminary budget for the project is \$10 million.

**D. Schedule**

Advertise for proposals	January 15, 22, 29, 2025
Proposals due	February 6, 2025
Review Responses and prepare shortlist	February 13, 2025
Interview Selected Candidates	March 3-4, 2025
Board Approval	March 11, 2025
Review Project List	Spring 2025
Architect Procurement	Summer 2025
Design Phase	Fall/Winter 2025
Construction Phase	Spring 2026
Target Completion	Fall 2026

**E. Submission Procedure**

1. 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.
2. 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.
3. 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.
4. **All submissions must be submitted through the online Bonfire Portal at:**  
<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>
5. Submissions by other methods will not be accepted. Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. Javascript and browser cookies must be enabled.
6. Vendors should contact the Euna Support team at [Support.Bonfire@eunasolutions.com](mailto:Support.Bonfire@eunasolutions.com) for technical questions. Vendors can also visit Bonfire’s help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
7. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible to be evaluated.

8. Submissions may be amended, but only before the Submission Deadline. Vendors wishing to amend their Submissions may amend before the Submission Deadline directly on the Bonfire portal.
9. Late proposals will not be considered.
10. Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com>. Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

## **F. Qualifications Evaluation Criteria**

1. **Related Experience on Similar Projects (20 points)**
  - a. Provide a list of similar projects completed by the firm in the last five years meeting the following criteria in chronological order:
    - i. Projects effecting multiple buildings with various scopes of work
    - ii. Located in North Dakota (firms may also include projects within a 500-mile radius of Fargo, but all ND projects should be included)
    - iii. Provide the following information:
      - a. Project Name
      - b. Owner
      - c. Total Project Budget
      - d. Brief Description
      - e. Architect
      - f. Email address and phone number for Architect and Owner representatives
  - b. Provide examples of three completed projects that most closely resemble the proposed Facilities Maintenance Project. Include the following detail:
    - i. Name of project
    - ii. Date completed or expected completion
    - iii. Total project cost, scopes of work, and other relevant information
    - iv. Include a gantt schedule with the following durations/milestones:
      - a. Design phase
      - b. Program/Project start
      - c. Phasing of project
      - d. Substantial completion
      - e. Punch list
      - f. Final completion
    - v. Project delivery method
    - vi. Design firm name
    - vii. Lead architect name, phone number and email address
    - viii. Owner's name and address
    - ix. Owner's representative name and telephone number
    - x. CM Project team with each member's role and responsibility

2. Recent/Current and Projected Workload of the Person or Firm **(15 points)**
  - a. Firm historical (3 year), current, and projected workload through the planned completion of this project
  - b. Indicate current commitment and availability of all personnel listed in Criteria 3.
  - c. Indicate your agreement, unless prevented by circumstances outside of your control, to retain the proposed project manager/key proposed team members until the scope of work is complete.
  
3. Key Personnel **(20 points)**
  - a. Organizational chart for all members on team
  - b. Provide the following information for the proposed team members:
    - i. Summary of role on this project (include percentage of time involved during design phase and construction phase)
    - ii. Relevant project experience
    - iii. Years of construction experience and years with company
    - iv. Location of employee during design phase and construction of this project
  
4. The Safety Record of the Company **(10 points)**
  - a. EMR for the past 3 years
  - b. Company safety leader resume and anticipated involvement in this project
  - c. Provide a company safety manual/policy as a separate document
  - d. Provide example(s) of high-risk activity safety plans
  - e. List any safety recognitions/awards received in the past 3 years
  
5. Familiarity with the Location of the Project **(20 points)**
  - a. Number and type of employees by office location
  - b. Summary of construction experiences in the Fargo-Moorhead area
  - c. Provide information that demonstrates a positive working relationship with local subcontractors, including references from key mechanical and electrical contractors attesting to the ability of the CMAr to complete the project and coordinate the various aspects of the work.
  - d. Summarize how you will forecast local bidding and construction conditions to ensure a sufficient work force and to manage project costs.
  
6. Fees and Expenses **(5 points)**
  - a. Include a proposed fixed fee for the design phase of the project ONLY.
    - i. Do not include fees for construction.
    - ii. Any additional fees that are included will not be considered.
    - iii. Submit a fee proposal as a separate document.

7. Compliance with State and Federal Law **(10 points)**
  - a. Summarize your understanding of the CMAR requirements of the North Dakota Century Code, including the requirements for selection of subcontractors
  - b. Summarize your understanding and compliance with state and federal wage & hour regulations, minimum wage requirements, OSHA, Drug-Free Workplace, and other laws, regulations and requirements that will impact the construction of the project
  - c. Disclose any information or findings relevant to this project regarding your current or historical compliance with state and federal laws
  - d. Provide a copy of your North Dakota Contractor's License or renewal
  - e. Attach a Certificate of Insurance for General Liability and Worker's Compensation

#### **G. Subcontractor Selection Process**

1. Services required from subcontractors will be procured through a public advertisement and competitive bid selection process.
2. FPS reserves the right to approve any and all subcontractors based on either a legal dispute or poor past performance.
3. The firm shall agree to self-perform only work:
  - a. that they have competitively bid; or
  - b. upon approval of the owner, that they agree to perform for the lowest bid received in lieu of accepting the bid of the subcontractor.

#### **H. Number of Finalists**

1. The number of finalists will be limited to three.

#### **I. Interview Process**

1. Firms that are selected for interviews will be asked to present on the following items:
  - a. Design phase methodology
    - i. Estimating
    - ii. Constructability
    - iii. Long-lead procurement challenges
  - b. Schedule
    - i. Provide preliminary project schedule
    - ii. Methodology to meet project milestones
  - c. Budget
    - i. GMP development
    - ii. Change management
    - iii. Contingency methodology
    - iv. Open Book accounting
  - d. Quality Assurance
    - i. Project monitoring/inspections
    - ii. Project closeout
    - iii. Warranty issues
  - e. Other topics as requested

#### **J. Fees and Prices**

1. Only the design phase fee will be reviewed as part of CMAR selection process.
2. Other CM fees such as profit and overhead, staffing, bonding, general conditions, etc. will be negotiated once the budget and schedule has been established.

#### **K. Contract Method**

1. Contract Terms will be based on AIA Document AI33-2019, Agreement between Owner and Construction Manager.
2. Initial services are for design phase only. After design phase services have progressed sufficiently to provide the construction manager at-risk with the necessary project details, FPS will enter negotiations for a guaranteed maximum price and contract terms. If FPS is unable to negotiate a satisfactory contract with the highest qualified person on the list of finalists, FPS will terminate negotiations. FPS will commence negotiations with the next most qualified person on the list in sequence until an agreement is reached, or a determination is made to reject all persons on the list.

#### **L. Selection Procedure**

1. Proposals will be evaluated by the FPS selection committee. The successful proposal will be that which the selection committee judges best overall based upon the Evaluation Criteria. FPS will only consider proposals that meet satisfactory levels of the criteria. Proposals that do not meet these requirements will not be evaluated. Interviews will be at the discretion of the selection committee.
2. FPS is not responsible for any costs incurred by respondents to this RFQ or for any work performed in connection therein. Late proposals or late modifications will not be considered.
3. Respondents may withdraw their proposals from consideration at any time before the proposal deadline via the Bonfire portal.