

# **Request for Qualifications**

## **Construction Management At Risk (CMAR) Services**

*Heritage Middle School Additions*

*and*

*South Elementary Demolition, Addition & Renovations*

West Fargo Public School District #6  
207 Main Ave W  
West Fargo ND 58078

Contact: Levi Bachmeier, Business Manager

Telephone: 701-356-2002

E-mail: [lbachmeier@west-fargo.k12.nd.us](mailto:lbachmeier@west-fargo.k12.nd.us)

*To be informed of any future addenda or other communications about this Request for Proposal, please E-mail Randy Cummings at [rcummings@west-fargo.k12.nd.us](mailto:rcummings@west-fargo.k12.nd.us) and request to be added to the distribution list.*

## Introduction

West Fargo Public School District #6 (“school district”) conducted a special election on February 17, 2025 for the purpose of requesting authorization to issue up to \$99,700,000 in general obligation bonds. This election included funding for additions to the Heritage Middle School and a major update to South Elementary. On February 24, 2025, the School Board authorized the administration to solicit proposals to secure CMAR services for these projects. The school district has hired YHR Partners to lead the design of these projects, create construction drawings and perform construction administration.

- Heritage Middle School

The Heritage Middle School additions are intended to finish the original 183,500 square foot building that was completed in 2021 with a capacity of approximately 900 students. The full build-out will serve up to 1,200 students. The current plans show the new additions at 45,600 square feet. Construction is expected to begin in the Summer of 2025, with completion prior to the start of school in the Fall of 2027.

The preliminary overall cost estimate for the project is \$22,610,200. This includes design fees, building construction, CMAR fees, furnishings, construction contingency, Special Inspections & Quality Assurance testing, and Independent Commissioning. The construction of the additions, including CMAR fees, must not exceed \$19,354,000.

The additions include 25,100 square feet of academic additions composed of general education classroom pods, plus classrooms for CTE, Art, and FACS; 14,700 square feet of athletics spaces composed of an additional gym, lockers rooms, fitness room and support spaces; and 5,800 square feet of a choir room/music room and support spaces. Also included is the expansion of the west parking lot and the northeast parking lot, along with associated site work.

The academic portions of the building have a steel structure with metal studs, metal panels, and brick exterior veneer. The gymnasium and service core are precast concrete exterior wall and floor construction with steel joist/deck roof structure. The building has adhered EPDM roof. Interiors are porcelain tile in the commons & hallway walls, and vinyl wall covering and carpet tile flooring in team centers and classrooms. Gymnasium flooring is wood gym, with sealed concrete in locker rooms and athletic areas.

The HVAC system includes dual-fuel boilers, a chiller and air handlers. Supplementary heating and cooling in classroom and office areas is provided by a chilled beam system. The original heating and cooling plant was sized to accommodate the future additions. The mechanical and electrical systems are fully integrated into the district’s Building Automation System

The future additions are intended to closely match the finishes used in the original building.

- South Elementary School

The South Elementary School demolition, addition and remodeling is intended to bring this school to the standards of newer elementary schools within the school district. The building will be occupied during the school year throughout the entire construction process, so special attention will need to be paid to ensure the least disruption to teaching and learning. Construction is expected to begin in the Spring of 2026, with completion prior to the start of school in the Fall of 2028.

The preliminary overall cost estimate for the project is \$17,845,000. This includes design fees, building construction, CMAR fees, furnishings, construction contingency, Special Inspections & Quality Assurance testing, and Independent Commissioning. The construction of the project, including CMAR fees, must not exceed \$14,375,000.

The project includes a multi-phased demolition and rebuilding of the east academic wing that was built in 1952, and the remodeling of existing classrooms in the remainder of the building to meet existing school district standard for size and amenities. It will provide additional small group rooms and special education spaces, as well as renovations to create a new kitchen and expanded commons/cafeteria space. The new addition to the building is planned to be 24,850 square feet, and the remodeled spaces are planned to be 16,450 square feet.

The existing boiler room in the 1952 wing will be demolished and a new boiler plant will be created in new or remodeled space. New fire sprinkler systems will be installed throughout the school. Site work will consist of a new drop-off loop, additional parking and a playground.

This Request for Qualifications ("RFQ") intends to solicit responses from prospective parties. These responses will be reviewed and will be ranked by a selection committee appointed by the school district. The respondents with the highest ranking will be invited to participate in a formal interview process. The formal response and interview will be used to determine the most qualified applicant.

### Selection Timeline

The timeline for the process will be as follows:

- **Wednesday, March 12, 2025:** Publication of the notice to solicit responses
- **Wednesday, March 12, 2025:** Request For Qualifications available for distribution
- **Wednesday, April 2, 2025 @ 4:00 p.m. Central Time:** Deadline for firms to submit qualifications for consideration by school district
- **Friday, April 4, 2025 @ 4:00 p.m. Central Time:** Initial rankings by selection committee compiled for finalist selection
- **Wednesday, April 9, 2025 from 3:00 p.m. to 7:00 p.m.:** Interviews with finalists
- **Monday, April 14, 2025 @ 6:00 p.m. Central Time:** Award of contract by school board

## **Terms and Conditions**

1. The school district reserves the right to reject any and all responses, and to waive minor irregularities in any response.
2. The school district reserves the right to request clarification of information submitted and to request additional information for any response.
3. The school district reserves the right to award the contract at its sole discretion to the firm or firms determined to be the most qualified for each project. The district intends to negotiate the final fee for the construction phase of each project. If the school district and any firm are unable to successfully negotiate and execute a contract within 10 days of this selection, the school district reserves the right to negotiate with and award the contract to the next most qualified firm.
4. The contract resulting from the acceptance of a proposal by the school district shall be in a form supplied or approved by the school district and shall reflect the specifications in the RFQ. The school district reserves the right to reject any contract that does not conform to the specifications contained in this RFQ or that does not meet with the approval of the school district's attorney. This RFQ and the firm's response shall be incorporated into the agreement.
5. Upon determination of the guaranteed maximum price, the firm shall deliver to the school district a payment and performance bond, to the benefit of the school district, in the amount of the guaranteed maximum price.

The school district shall not be responsible for any costs incurred by the respondent related to preparing, submitting or presenting its response to the RFQ.

## **Submittal Requirements**

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 nonresponsive.
2. Responses, including attachments, shall not exceed 25 single-sided pages, excluding front and back covers and section dividers.
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. Provide two (2) printed copies in a 3-ring binder.
5. Provide an electronic copy in an Adobe PDF format.
6. Responses must be received no later than 4:00 p.m. Central Time on April 2, 2025. No responses will be accepted after that time.
7. Clearly indicate "Response to RFQ for CMAR Services" on the outside of any envelope or box containing submittal materials.
8. Deliver responses to:  
Levi Bachmeier, Business Manager  
West Fargo Public School District  
207 Main Ave W  
West Fargo ND 58078

## **Scope of Services**

1. Estimating and budget analysis services throughout the design phase based on regular participation in design meeting with the owner, architect, consultants, and in the drawings of the architect and their consultants. This shall include development of an estimated Guaranteed Maximum Price (GMP) within 10 working days of the end of the Schematic Design and Design Development phases of the project.
2. Provide a construction schedule throughout design and construction phases.
3. Solicitation of subcontractor bids per N.D.C.C. 48-01.2-22, analysis of bids received and recommendations for award of work based on a timeline established in cooperation with the owner. Any work that the CMAR intends to self-perform must be bid at the same time and same manner as subcontractor bids.
4. Determination of the GMP upon completion of the Construction Document phase by the Architect.
5. Provide complete and comprehensive construction phase oversight and administration in coordination with the Architect's construction administration services. The CMAR shall include on-going, full-time on-site project supervision, project management and inspection of work. The CMAR shall provide collaborative project management systems for use in coordinating and communicating with owner and design team, reviewing submittals and shop drawings, preparing change orders, processing pay requests, conducting final inspections, and compiling project close-out documentation.
6. Schedule, conduct, and preside over meetings to discuss construction procedures, progress, and scheduling with the Owner, each Contractor, and the Architect. The Construction Manager shall prepare agendas and progress schedules, and promptly distribute them to the Owner, Architect, and all meeting participants.
7. Coordinate and discuss all contractor change requests for changes in scope and provide recommendations to the Owner concerning the acceptance of change requests to be processed in a change order. Negotiate pricing with contractors, prepare documentation required, and revise project budget and/or schedule to reflect approved change orders.
8. Oversee all safety related activities including but not limited to conducting safety meetings, performing work site safety assessment inspections, recordkeeping, and pre-construction safety audits.
9. Provide recommendations regarding materials and construction feasibility throughout the design phase.

## **Response Format**

### **Cover Letter**

1. Business name and address
2. Contact name, address, telephone number and e-mail address
3. Brief statement outlining the key reasons why the applicant should be considered, and if the applicant is submitting a proposal for the Heritage Middle School project, the South Elementary School project or both.

### **Similar Experience** – *(Firms may submit for either one or both projects)*

1. Provide examples of at least 3 past public buildings that have been completed by the firm within the past 7 years and have comparable total project cost, function and similar construction methods to the Heritage Middle School project. If responding, please include:
  - a. Project Name
  - b. Date completed or expected completion
  - c. Total construction cost, square footage and other relevant information
  - d. Owner's name and address
  - e. Owner's representative, telephone number and email address
  - f. Lead architect's name, telephone number and email address
  - g. CMAR Project Team with each member's role and responsibility
2. Provide examples of at least 3 past public buildings that have been completed by the firm within the past 7 years and have comparable total project cost, function and similar construction methods to the South Elementary School project. If responding, please include:
  - a. Project Name
  - b. Date completed or expected completion
  - c. Total construction cost, square footage and other relevant information
  - d. Owner's name and address
  - e. Owner's representative, telephone number and email address
  - f. Lead architect's name, telephone number and email address
  - g. CMAR Project Team with each member's role and responsibility

### **Resources of the Applicant**

1. Provide information on 3 years of historical, current and projected workload
2. Provide details on the number and type of employees by office location

### **Key Personnel**

1. Provide the following information on personnel involved in the project(s), including the principal in charge, lead project manager, job superintendent, design phase lead and other key personnel:
  - a. Summary of role on the project(s)
  - b. Relevant project experience
  - c. Years of construction experience and years with the company
  - d. Location of the employee during design and construction

### **Safety Record**

1. Provide metrics that summarize the firm's safety record during the most recent 3 years
2. Provide information or documentation on your processes for safety compliance with applicable agencies to mitigate risk to employees, subcontractors, visitors and others during construction

3. Provide details on the individual who will be responsible for safety compliance

#### Familiarity with Location and Local Construction

1. Summarize construction experiences within the Fargo-Moorhead Metropolitan Area
2. Summarize how you will forecast local bidding and construction conditions to ensure a sufficient workforce, timely delivery of materials & services, and management of project costs.

#### Fees and Expenses

1. Include a proposed fixed fee for the design & cost estimating phases of each project. List the fee separately for the Heritage Middle School project and/or the South Elementary School project.
2. Include a proposed fee for the construction phase of the project that is based on a percentage of the proposed project construction costs. Construction costs used to determine the fee percentage should **not** include design fees, furnishings, construction contingency, builder's risk insurance, Special Inspections & Quality Assurance testing, and Independent Commissioning, as these costs will be assumed by the school district. List the fee separately for the Heritage Middle School project and/or the South Elementary School project. The fee is intended to cover the following costs:
  - a. Wages or salaries of the CMAR's administrative and supervisory personnel who are engaged in the management of the project (but excluding CMAR employees who are self-performing construction of the project).
  - b. All taxes, benefits, pensions, holidays, and vacations of the CMAR's administrative and supervisory personnel who are engaged in the management of the project.
  - c. Bonuses, profit sharing, or any other discretionary payments made to either employees or subcontractors.
  - d. Costs of managing the job site, including construction trailer(s), temporary utilities, fencing and security.
  - e. Document productions, facsimile transmissions, telephone services, postage and parcel delivery, or any petty cash expenses.
  - f. Premiums for insurance required by this project, including performance bond, payment bond, general liability and worker's compensation
  - g. Expenses incurred by the CMAR for relocation and temporary living allowances for its employees stationed at the site of the work
  - h. Building permit fees, Storm Water Pollution Prevention Plan permit fees, and any other required permitting fees.
  - i. Any other expenses related to a large capital project that have not been specifically identified as being outside the scope of the CMAR services.

#### Compliance with State/Federal Laws

1. Summarize your understanding of the CMAR requirements of the North Dakota Century Code, including the requirements for selection of subcontractors
2. 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
3. Disclose any information or findings relevant to this project regarding your current or historical compliance with state and federal laws
4. Provide a copy of your North Dakota Contractor's License or renewal
5. Attach a Certificate of Insurance for General Liability and Worker's Compensation

## **Selection Methodology**

The Selection Committee shall consist of:

Owner Representative – Levi Bachmeier, West Fargo Public Schools  
Licensed Architect – Mark Lundberg, YHR Partners  
Licensed Engineer – Tony Eukel, MBN Engineering  
Licensed Contractor – Jason Thomas, Grotberg Electric

The Selection Committee shall be supported and advised by Mark Lemer and Jeff Goebel of West Fargo Public Schools, as well as Adam Pangrac and Rich Meier of YHR Partners.

The selection of professional consultants by the school district is not based on competitive bidding. Rather, it is based on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. The successful firm will have demonstrated their qualifications in the submittal, completed a successful interview and will have conveyed a willingness and ability to work in the best interest of the school district. The attached form shall be used to assist with the determination of firms selected for interview and the final recommendation for approval by the School Board.

Instructions for scoring:

- 1) Individual committee members shall score each criteria with a Raw Score from 0 – 10, with 0 being “Poor” and 10 being “Excellent”;
- 2) Multiply the Raw Score by the Weight to determine the Weighted Score;
- 3) Add the Weighted Scores to determine the Total Weighted Scores;
- 4) The individual committee member Total Weighted Scores shall be added together to determine the Overall Weighted Score;
- 5) The top Overall Weighted Scores from the initial ranking will determine who shall be selected for interview on April 8, 2025;
- 6) This form shall be completed again as a part of the interview process and will assist with the selection of the finalist for recommendation to the School Board.



### Scoring Rubric

**APPLICANT NAME:** \_\_\_\_\_

☐ Heritage Middle School Submission

☐ South Elementary Submission

☐ Initial Ranking based on written submittal

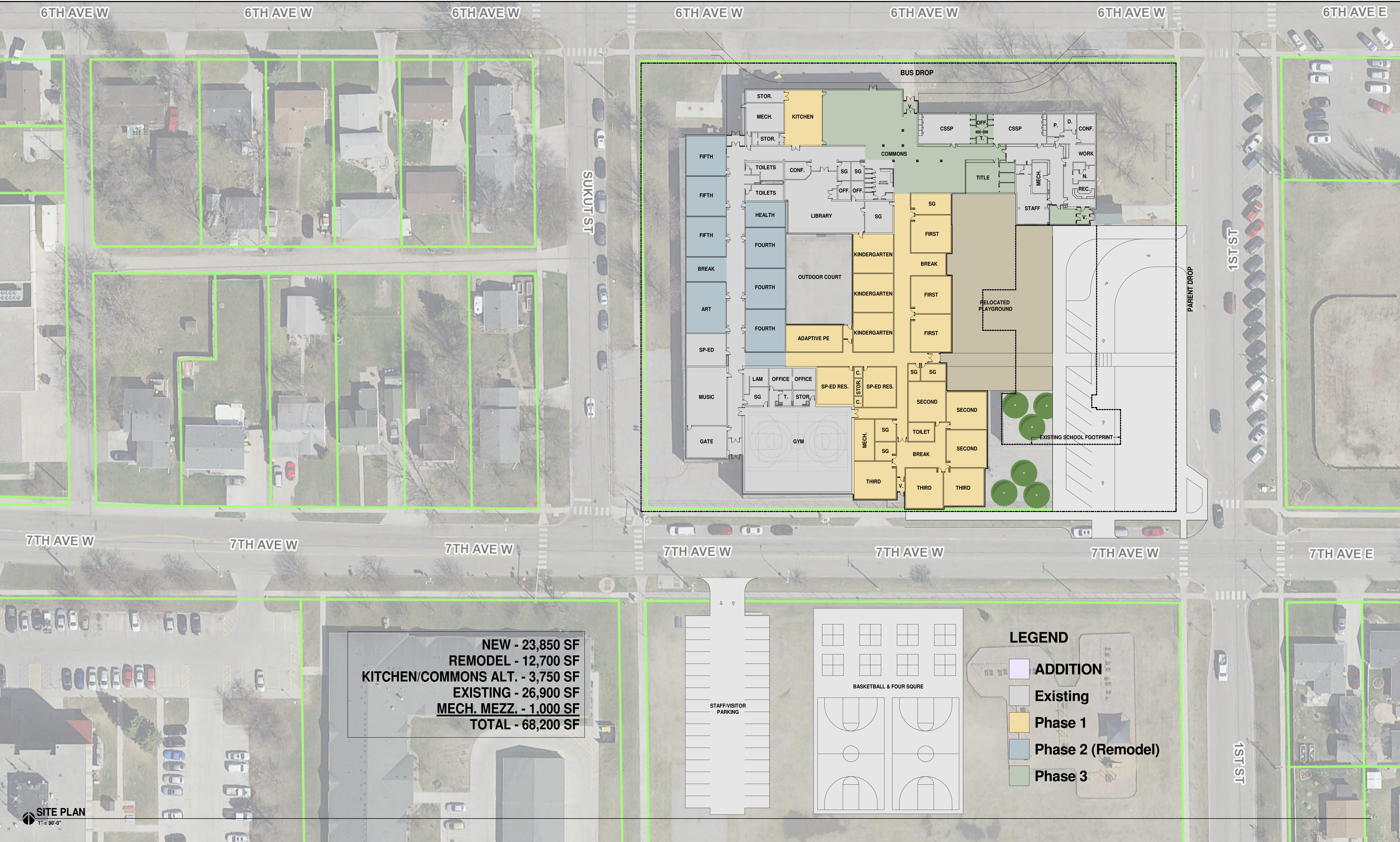
☐ Final Ranking including interview

CRITERIA	RAW SCORE	WEIGHT	WEIGHTED SCORE
1. Similar Experience:		20%	
2. Resources of the Applicant:		10%	
3. Key Personnel:		20%	
4. Safety Record:		5%	
5. Familiarity with Location and Local Construction:		10%	
6. Fees and Expenses:		20%	
7. Compliance with State/Federal Laws:		5%	
8. Other considerations:		10%	
Total Weighted Score			

Note: Fees and Expenses will be computed using the lowest fee as the basis for comparing all fees. A standard score will be given to each respondent based on the following methodology:

$(\text{Lowest proposed fee})^2 / (\text{Respondent's proposed fee})^2 \times 10 \text{ points}$





SITE PLAN  
1"= 30'-0"

# SOUTH ELEMENTARY - CONCEPT 4A

WEST FARGO PUBLIC SCHOOLS

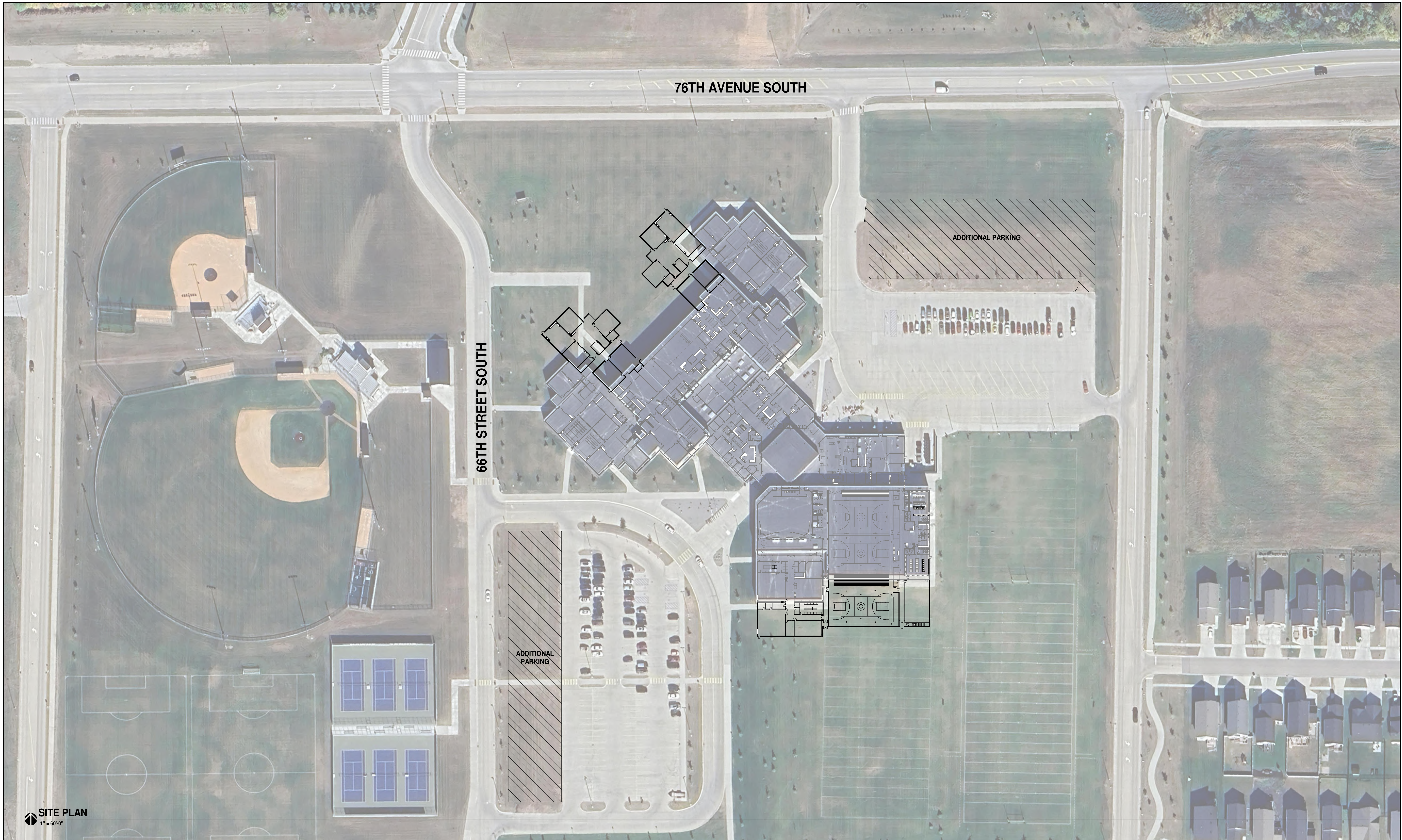
WEST FARGO, NORTH DAKOTA

02/27/23

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ARCHITECTURE | PLANNING  
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Moorhead, MN 56501  
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SITE PLAN  
1" = 60'-0"



# COMPLETION OF HERITAGE MIDDLE SCHOOL

WEST FARGO PUBLIC SCHOOLS

HORACE, NORTH DAKOTA

03/03/25

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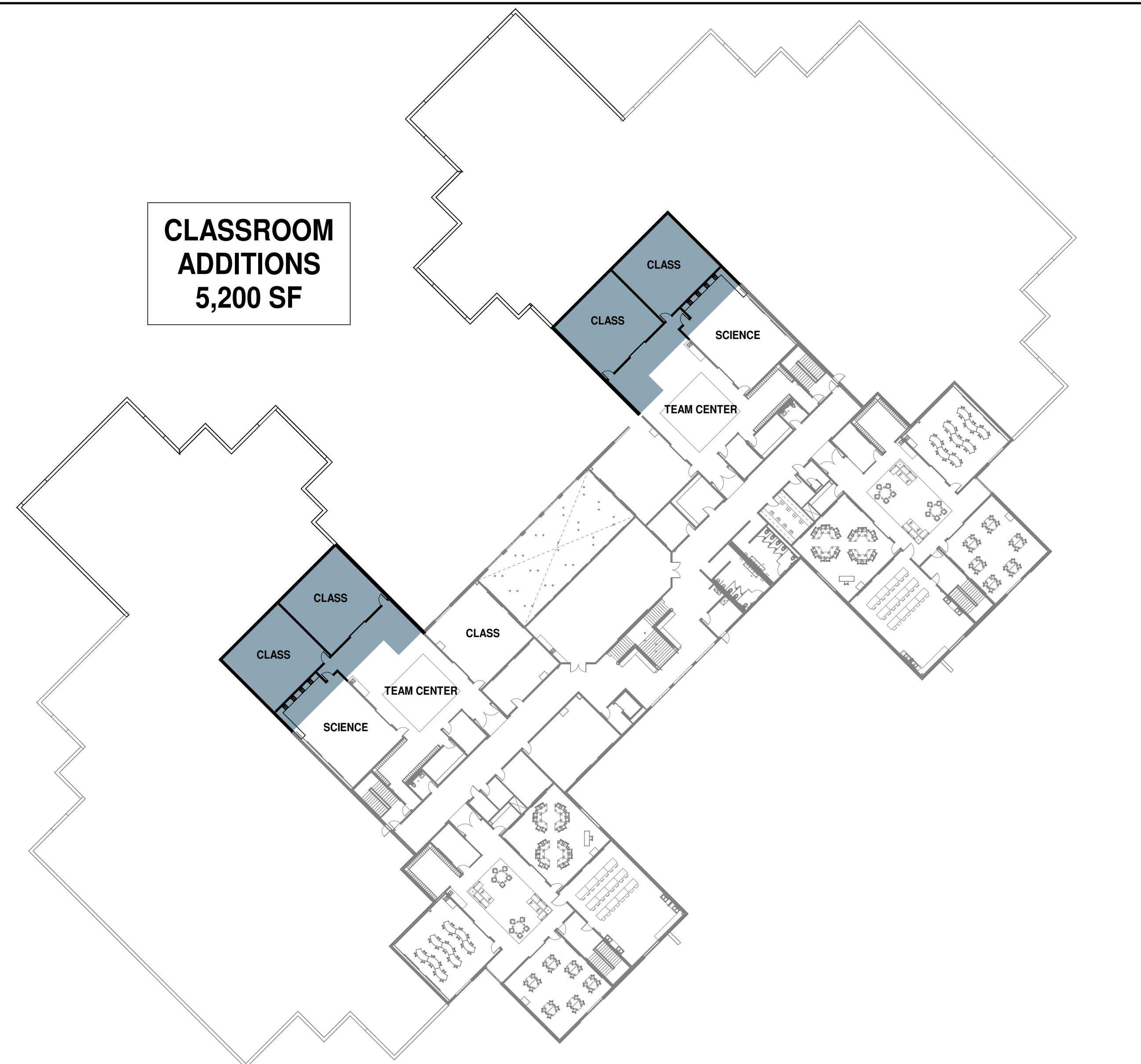


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Minneapolis, MN 55401  
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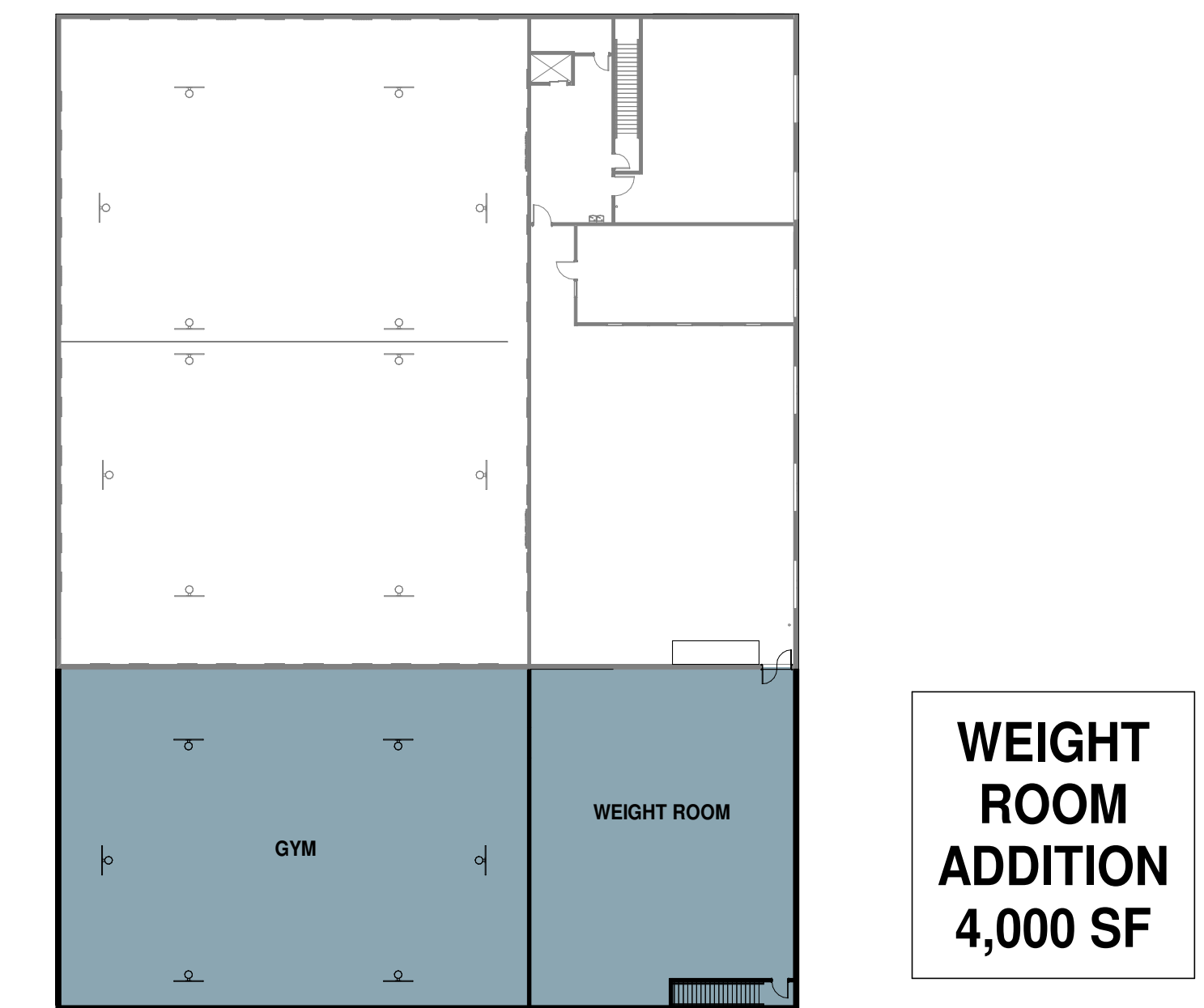




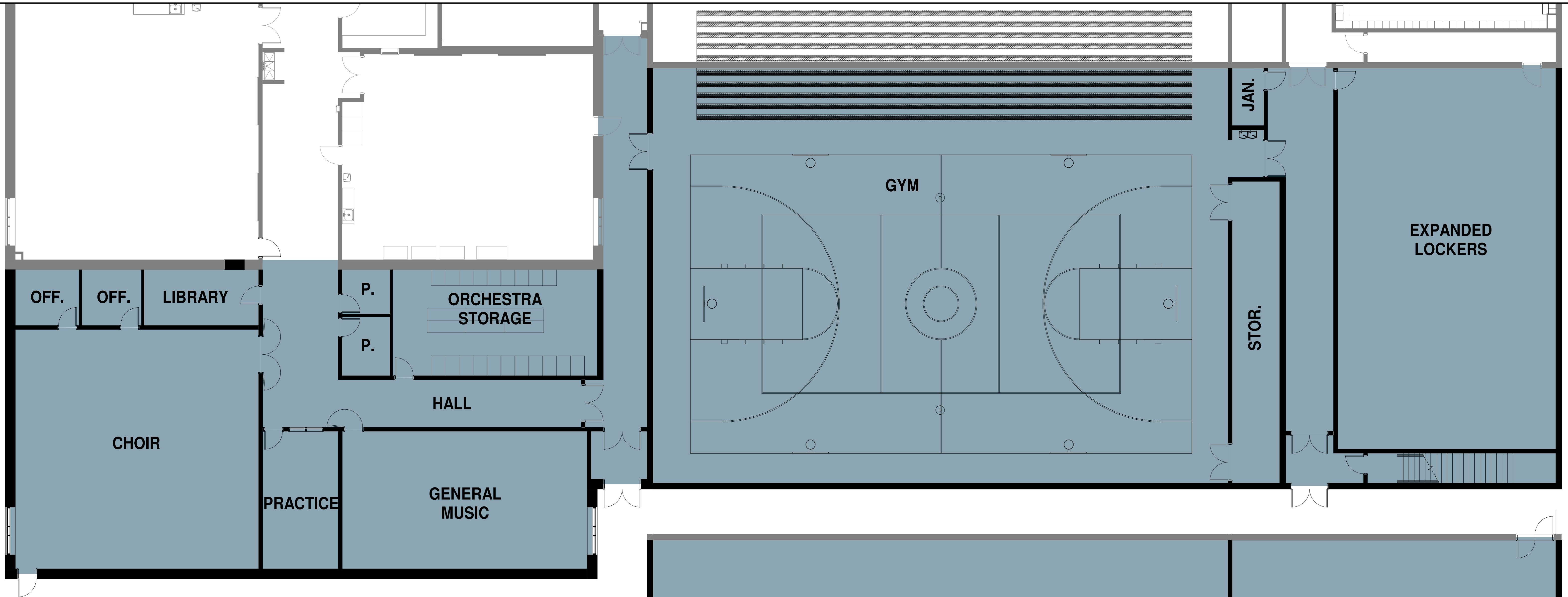
**FIRST FLOOR PLAN**  
1/32" = 1'-0"



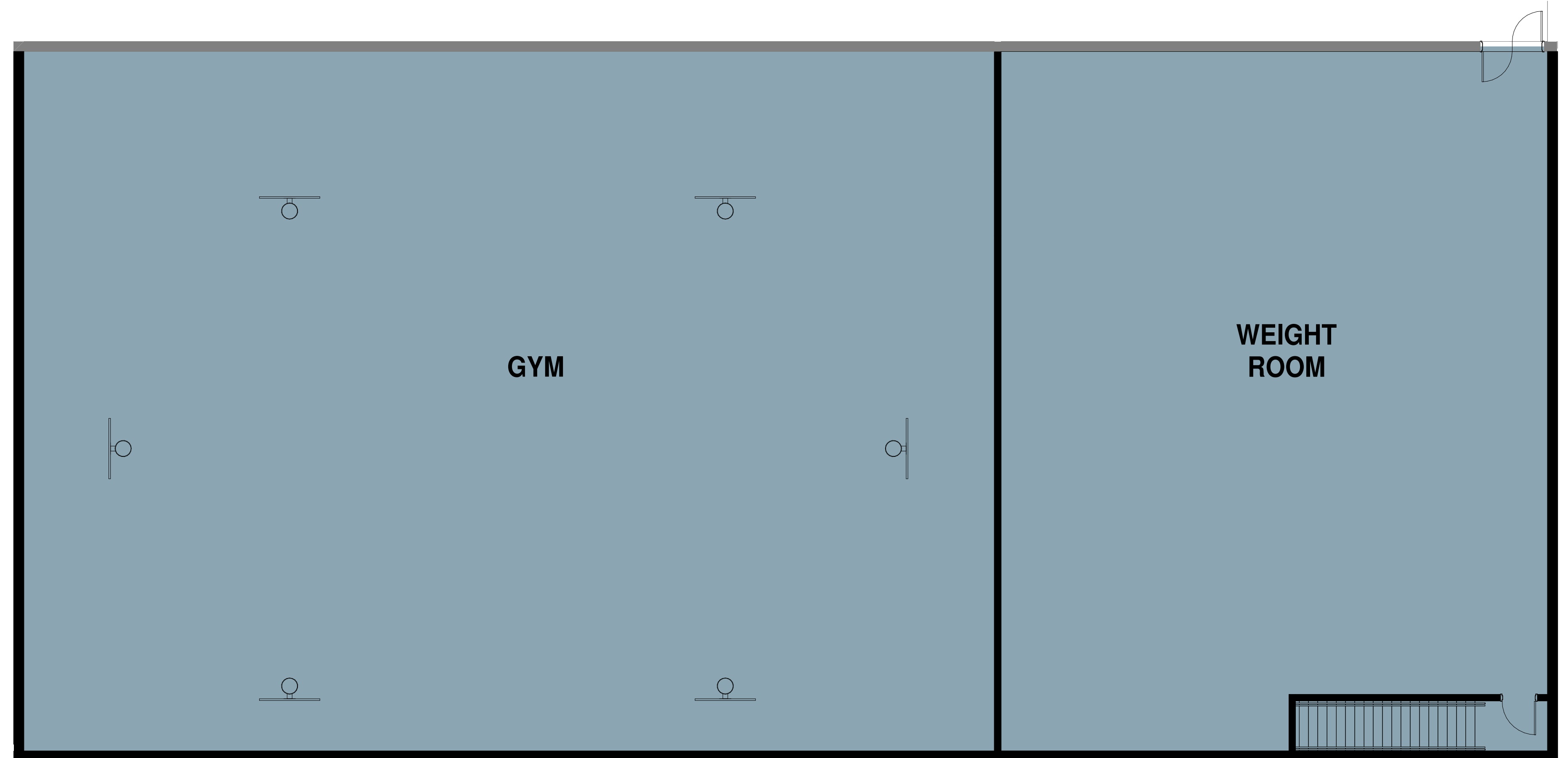
**SECOND FLOOR PLAN**  
1/32" = 1'-0"



**SECOND FLOOR PLAN**  
1/32" = 1'-0"



**GYM/MUSIC - FIRST FLOOR**  
1/8" = 1'-0"



**GYM/MUSIC - SECOND FLOOR**  
1/8" = 1'-0"



# COMPLETION OF HERITAGE MIDDLE SCHOOL

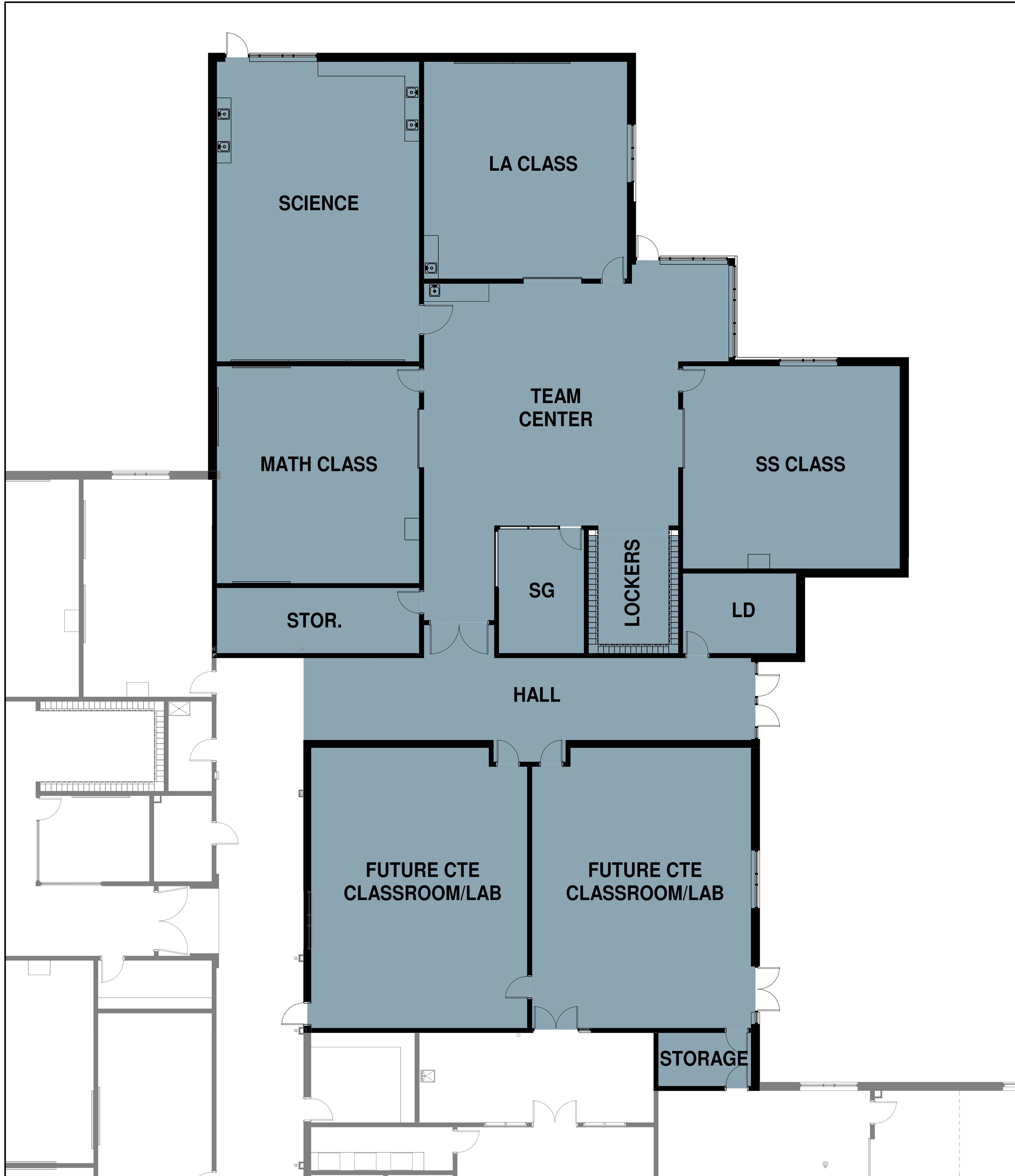
WEST FARGO PUBLIC SCHOOLS

HORACE, NORTH DAKOTA

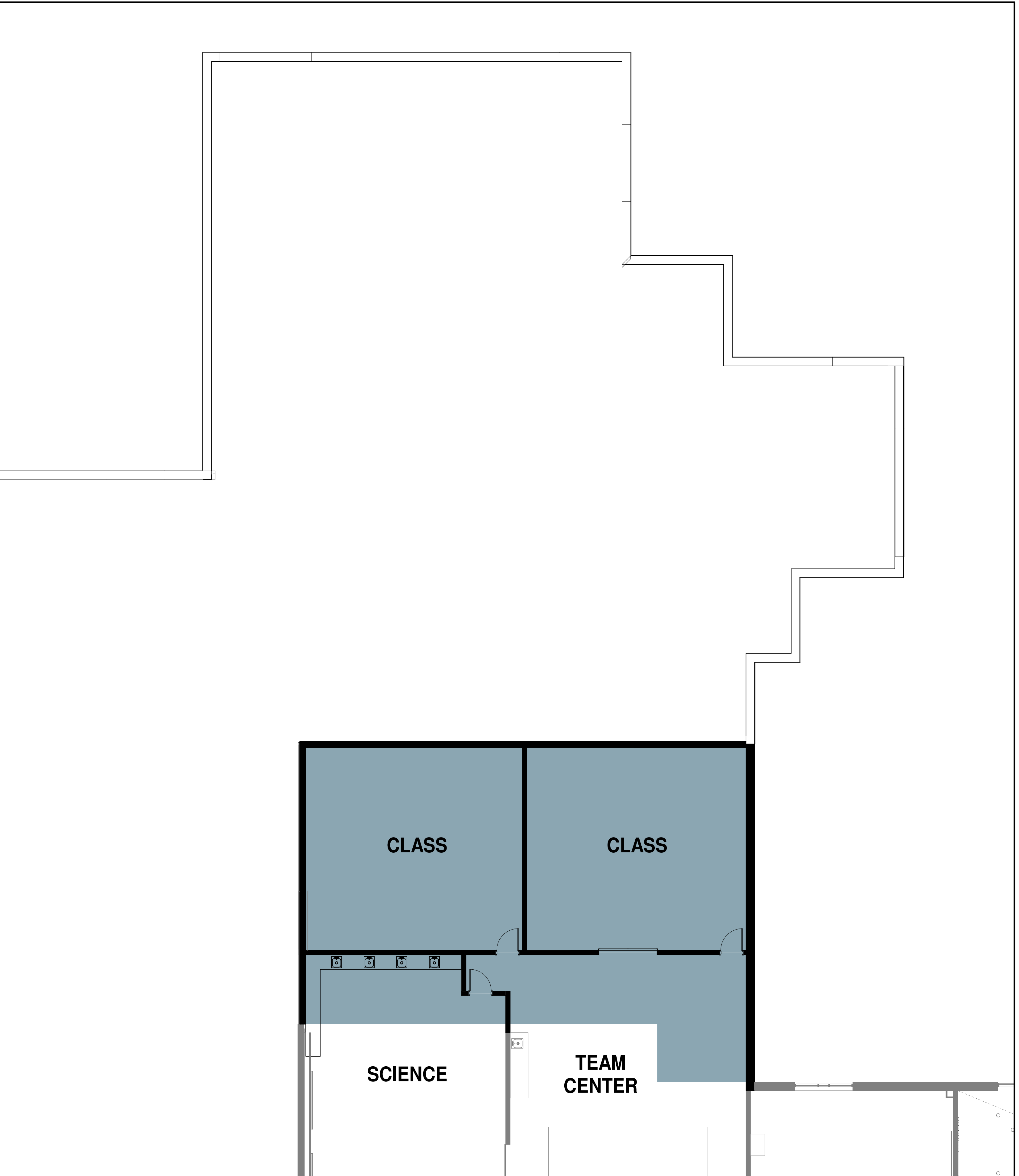
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ACADEMIC - FIRST FLOOR - WEST  
1/8" = 1'-0"



ACADEMIC - SECOND FLOOR - WEST  
1/8" = 1'-0"



# COMPLETION OF HERITAGE MIDDLE SCHOOL

WEST FARGO PUBLIC SCHOOLS

HORACE, NORTH DAKOTA

03/03/25

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