

SECTION 00002- INSTRUCTIONS TO PROPOSERS

Project: ARCHITECTURAL AND ENGINEERING SERVICES FOR IRWIN
ELEMENTARY SCHOOL: RFP #100869

Owner: Fort Wayne Community Schools

Contact: Attn: Heather Krebs
1519 Catalpa Street
Fort Wayne, IN 46802
Email: Heather.Krebs@fwcs.k12.in.us

Proposals Due: August 22, 2013 by 2:00 PM EDT (local time)

Pre-proposal Meeting: August 14 at 2:00 PM EDT
**1519 Catalpa Street Maintenance and Operations Training
Room (Enter South Door)**
Fort Wayne, IN 46802

Though it is not mandatory, all proposers are strongly encouraged to attend the Pre-proposal meeting.

Project Location: 3501 S. Anthony Blvd.
Fort Wayne, IN 46806

You are hereby invited to submit your Proposal for architectural and engineering services for Irwin Middle School in accordance with the enclosed documents. Proposals shall be received at the FWCS Facilities, 1519 Catalpa Street, Fort Wayne, IN, no later than the Proposals Due Date/Time stated above. Faxed proposals will not be valid. The apparent successful proposer(s) may be contacted for an interview(s).

Documents: Each proposer responding to this invitation can view and download proposal documents via the Internet at <http://distribution.easternengineering.com/View/Default.aspx>.

The reproduction cost of the documents will be borne by Fort Wayne Community Schools. Please limit your firm to one copy of the documents. The following company can provide reproductions:

Eastern Engineering Plan Room
1239 North Wells Street
Fort Wayne, IN 46808
Telephone: 260.429.3119
Fax: 260.426.3101
<http://distribution.easternengineering.com>
Click on "Public Jobs"

These documents are the exclusive property of Fort Wayne Community Schools. This information is not to be shared with other companies without written permission.

Proposals may be sent via delivery service or hand delivered; do not mail proposals. Proposals received after the due date and time will not be accepted.

Any questions regarding the RFP should be e-mailed to Heather Krebs at Heather.Krebs@fwcs.com. Please include "Irwin Elementary School" in the subject of the e-mail. The last day for questions to be submitted is August 17, 2013.

All questions will only be answered in writing, and sent to all proposers in the form of an addendum.

Supplemental information relevant to the project will also be available for viewing purposes via the FWCS Procure Project Management website from the day of the RFP release to the RFP due date. These materials include videos, additional drawings, AutoCAD files and other materials relevant to the project. For access to the website, please send an emailed request to Heather Krebs at Heather.Krebs@fwcs.k12.in.us. Provide first and last name of the person or persons to have access to the site, email address, company name, address and telephone number.

A. Background

Founded in 1857, Fort Wayne Community Schools is a public school district encompassing 145.7 square miles in and around Fort Wayne, Indiana. The district utilizes 64 educational and support buildings on 62 sites and has a student population of nearly 32,000. The District operates approximately 5,518,288 gross square feet and maintains approximately 900 acres of grounds. For more general information about FWCS visit our home page at www.fwcs.k12.in.us/about.php.

On May 8, 2012, voters within the FWCS voting district passed a referendum for the Fort Wayne Community School Building Basic Renewal / Restoration and Safety Project by a 2:1 margin. For more information on this project, visit our website at www.fwcs.k12.in.us/facility_planning.php.

Irwin Elementary School is a one- and two-story brick and limestone building originally occupied in 1927 with additions that were completed in 1965 and 1991.

The site is in southeast Fort Wayne and contains parking and play areas.

Construction is masonry wall bearing. Interior walls are concrete block, brick and plaster. Roof construction is metal deck on steel framing and built up roofing. Floors are terrazzo in corridors, ceramic tile in toilet rooms and carpet in classrooms. Ceilings are lay-in acoustical tile in corridors and classrooms. Lighting is primarily fluorescent. Heating is primarily gas boilers and unit ventilators. The office area and room 101 (computer room) are air-conditioned.

The Project

The Irwin Elementary project will consist of the renovation and upgrade to major facility components throughout the building. Updates will include; finishes, casework, display boards, ceilings, clocks, PA Systems, windows, masonry restoration, ADA, and building code upgrades. Additional MEP changes will include Electrical Service Upgrades, Lighting, Electrical Distribution, HVAC Ductwork, Unit Vents and Terminals, Chiller, Air Handlers and Temperature Controls. Plumbing upgrades will be included in changes to Fixtures and Piping.

B. Post-Proposal Review Meeting

Apparent successful Proposer(s) may be required to meet with the Owner to review their proposal and the scope of work prior to contract award. This may take place at the interview, or in a separate, subsequent meeting.

C. Addenda

Requirements contained in the Documents shall apply to all addenda, and the general character of the work called for in the addenda shall be the same as specified in the Documents for similar work, unless otherwise specified in the addenda. Incidental work necessitated by addenda shall be included in the proposals, even though not particularly mentioned.

Addenda shall become a part of the Documents, and shall be acknowledged in the Proposal.

End of Section