

SECTION 00002- INSTRUCTIONS TO PROPOSERS

Project: ARCHITECTURAL AND ENGINEERING SERVICES FOR
RFP #101892: LEVAN SCOTT ACADEMY RENOVATION

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: November 3, 2026 by 2:00 PM EDT (local time)

Pre-proposal Meeting: October 19, 2026 at 11:00 AM EDT
1519 Catalpa Street, Fort Wayne, IN 46802
Maintenance and Operations Training Room (Enter Door 10)

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

Site Visitation Opportunities: October 14-15, 19-23, 26-27 from 3:45-6pm (after school)
October 30 from 8am – 4pm (no staff or students)

Project Location(s): **Levan Scott Academy**
950 E Fairfax Ave, Fort Wayne, IN 46806

You are hereby invited to submit your Proposal for architectural and engineering services for the Levan Scott Academy Renovation in accordance with the enclosed documents. Proposals shall be received at the FWCS Facilities Office, 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.

All Respondents are prohibited from making any contact with the District Personnel, Board of Education, or any other administrator or employee of the District regarding the RFP or Project, other than in the manner and to the person(s) designated herein. The Director of Facilities and Superintendent reserve the right to disqualify any Respondent found to have contacted the people listed above in any manner regarding the RFP or Project.

Any questions regarding the RFP should be e-mailed to Heather Krebs at Heather.Krebs@fwcs.k12.in.us. Please include "Levan Scott Renovation" in the subject of the e-mail. The last day for questions to be submitted is October 29, 2026.

Supplemental information relevant to the project will also be available for viewing purposes via the FWCS Procore Project Management website from the day of the RFP release to the RFP due date. These materials include archive drawings, AutoCAD files and other reference materials relevant to the project. For access to the website, please send an email request to John Hudson at john.hudson@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.

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

A. Background and Proposed Project Scope(s) of Work

Founded in 1857, Fort Wayne Community Schools is a public school district encompassing 150 square miles in and around Fort Wayne, Indiana. The district utilizes 61 educational and support buildings on 59 sites and has a student population of nearly 30,000. The District operates approximately 5,537,114 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.

B. PROJECT INFORMATION

The Project

Levan R. Scott Academy is a one-story elementary school located in south Fort Wayne. The original facility was constructed in 1955 using masonry bearing-wall construction and has undergone multiple improvements and additions over its operating life. The original building was comprehensively renovated in 1985, with subsequent improvements to exterior systems and finishes. A restroom addition was completed in 2019, followed by a significant building addition in 2024 that provided new classrooms, a secure entrance and administrative offices, cafeteria, and associated support spaces.

Fort Wayne Community Schools (FWCS) intends to undertake a comprehensive renovation of the remaining original portions of Levan R. Scott Academy. The overall objective is to modernize these areas to a level generally consistent with the recently completed addition while addressing aging building systems, deferred renewal needs, accessibility, code compliance, educational functionality, and long-term maintainability.

FWCS intends to utilize an integrated project delivery approach involving the Owner, Architectural/Engineering (A/E) team, Construction Manager as Constructor (CMc), and other consultants and stakeholders. The selected A/E and CMc teams will be expected to collaboratively evaluate existing conditions, validate the proposed program and scope, develop appropriate design and construction solutions, establish and maintain the project budget and schedule, and identify opportunities to maximize the District's investment.

The anticipated project scope includes, but is not necessarily limited to, the following:

- **Programming and Space Utilization:** Evaluate identified areas for potential reprogramming, renovation, or reconstruction, including the former administrative office area, media center, restrooms, and original boiler room. The design team will work with FWCS stakeholders to confirm programmatic needs and develop appropriate solutions for these spaces.
- **Building Exterior and Structural Systems:** Evaluate existing exterior masonry, foundations, and related building-envelope conditions and develop appropriate repair, restoration, or remediation recommendations. Exterior modifications associated with new mechanical systems, including required louvers and penetrations, shall be coordinated with the overall architectural design.
- **Architectural Improvements:** Provide comprehensive interior renovations, including accessibility and code-compliance improvements; replacement of floor, wall, and ceiling finishes; and replacement or refurbishment of doors, hardware, casework, display surfaces, and other interior components as appropriate.
- **Mechanical Systems:** Evaluate and substantially modernize HVAC systems serving the original building. Anticipated improvements include expansion or modification of central heating and cooling systems, new hydronic distribution, replacement of existing air-handling and classroom HVAC equipment, exhaust and relief systems, supplemental cooling for technology spaces, and coordination of new DDC temperature controls. The existing description anticipates a four-pipe hydronic system and classroom vertical unit ventilators; however, the A/E and CMc teams should evaluate these concepts and recommend systems that best address performance, maintainability, energy efficiency, phasing, first cost, and life-cycle considerations.
- **Plumbing Systems:** Evaluate existing domestic water, sanitary, storm, fixtures, and distribution systems throughout the project area. Replace restroom plumbing trees and fixtures where identified and develop recommendations for repair or replacement of other existing piping and fixtures based upon condition, expected service life, and compatibility with the renovated facility.
- **Electrical, Technology, and Life-Safety Systems:** Modernize electrical distribution, feeders, branch circuits, devices, pathways, lighting, low-voltage raceways, structured cabling, fire alarm, instructional A/V, and associated systems. Existing IP camera systems are generally anticipated to remain and shall be protected and coordinated with the renovation work.

- **Existing Conditions and Infrastructure:** Investigate concealed and exposed existing conditions sufficiently to support design development, cost estimating, constructability review, and reduction of construction-phase risk. The project team should identify systems or conditions approaching the end of their useful life and advise FWCS regarding whether their inclusion in the project represents prudent long-term investment.
- **Phasing and Continuity of Operations:** Develop a design and construction approach that recognizes the operational requirements of an active elementary school. The A/E and CMc teams shall collaboratively evaluate construction sequencing, temporary conditions, utility interruptions, occupant separation, safety, logistics, and other measures necessary to minimize disruption to school operations.
- **Cost and Constructability:** Throughout design, the CMc shall provide estimating, constructability review, scheduling, phasing analysis, value analysis, and recommendations regarding material and system selection. The A/E and CMc shall work collaboratively with FWCS to reconcile the project scope with the established construction budget and schedule at appropriate design milestones.

The scope identified above represents FWCS's current understanding of the anticipated project requirements and is intended to establish the general character and extent of the work. The selected A/E and CMc teams will be expected to assist FWCS in further investigating existing conditions, validating priorities, evaluating alternatives, and refining the final project scope, budget, schedule, and phasing strategy. The District is seeking teams that will bring practical renovation experience, proactive problem-solving, and a collaborative approach to delivering a durable, maintainable, and cost-effective facility that supports FWCS educational programs and long-term facility objectives.

CONSTRUCTION MANAGEMENT CONTRACT: It is the intent of the Owner complete these projects utilizing CMc or Construction Management as Constructor delivery as provided by Indiana Code 5-32.

CONSTRUCTION TIMELINE: Construction is anticipated to begin in December 2027 and be completed by July 21, 2028.

C. Scope of Design Services

The full scope of design services to be provided under this contract is listed within the draft contract and in the supplemental Project Delivery Responsibilities Matrix included in this RFP.

D. 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.

E. 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