



## **Addendum No. 1**

**October 15, 2024**

### **Fort Wayne Community Schools**

#### **RFP#101812: Architect / Engineer (AE) Services for An Early Learning Childcare Center**

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Documents issued September 23, 2024 for **Request for Architect / Engineer (AE) Services for an Early Learning Childcare Center** are hereby revised as indicated.

##### **ITEM 1. Meeting Minutes for the Preproposal Meeting**

Please see the following pages for the meeting minutes, Presentation, and sign in sheets from the Preproposal Meeting held .

##### **ITEM 2. RFP Amendments**

1. Section 00004 2.2 Submission Requirements A.
  - a. Provide one electronic copy, one original hard copy and **seven (7)** additional hard copies of Part A Submittals.
2. Section 00005 Part 1 Milestone Schedule and Standard Design Professional Services Agreement, Schedule C
  - a. Anticipate onsite construction activities of 14 months. Actual commencement and completion will be based on securing remaining funding.
3. Standard Design Professional Services Agreement, Schedule A, 7.2.4
  - a. Adjust language from "...not less than once every week,..." to "... not less than 10 hours per week,...".
4. Standard Design Professional Services Agreement, Schedule A, 7.2.4.1
  - a. Remove the section in its entirety.

All other provisions of this Request for Proposals remain unchanged.

**END OF ADDENDUM NO. 1**



Preproposal Meeting Minutes for:  
RFP's 101812  
A/E Services for an Early Childhood Learning Center

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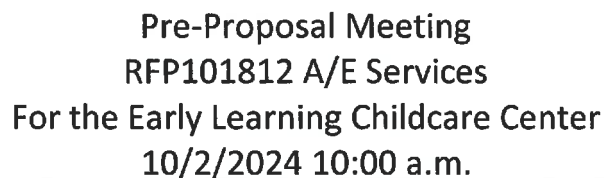
**FORT WAYNE COMMUNITY SCHOOLS**

Pre-Proposal Meeting took place at FWCS Facilities Department Training Room on 10/2/2024 at 11:00 a.m. The following items were reviewed and discussed.

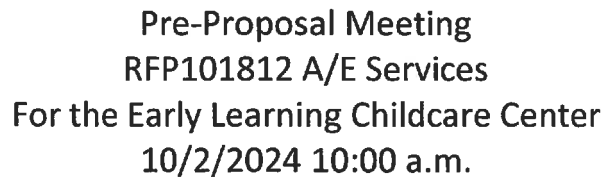
1. Sign in was available and has been attached.
2. Reviewed presentation. See the attached PDF of the presentation.
3. Questions and Answers from Pre-Proposal Meeting
  - Will buses be coming onsite?
    - Buses are not intended to come onsite.
  - Does the construction budget include playground equipment?
    - Yes, any equipment requiring foundations would be a part of the construction budget. Loose pieces would not.
  - Construction window
    - It was discussed that currently design is to go through DD per the schedule outlined to assist with securing remaining funding required for the center. The remaining schedule design for Construction Documents, Bidding and Construction Admin will be determined in the future. Based on discussion the construction timeline is anticipated to be 14 months.

**Facilities**

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Josh Summers	FWCS	
Zach Evans	FWCS	
Katie Ziegler	FWCS	
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## FORT WAYNE COMMUNITY SCHOOLS



WE ARE YOUR SCHOOLS

### EARLY LEARNING CHILDCARE CENTER

RFP101812: ARCHITECTURAL AND ENGINEERING SERVICES

PRE-PROPOSAL MEETING

October 2, 2024

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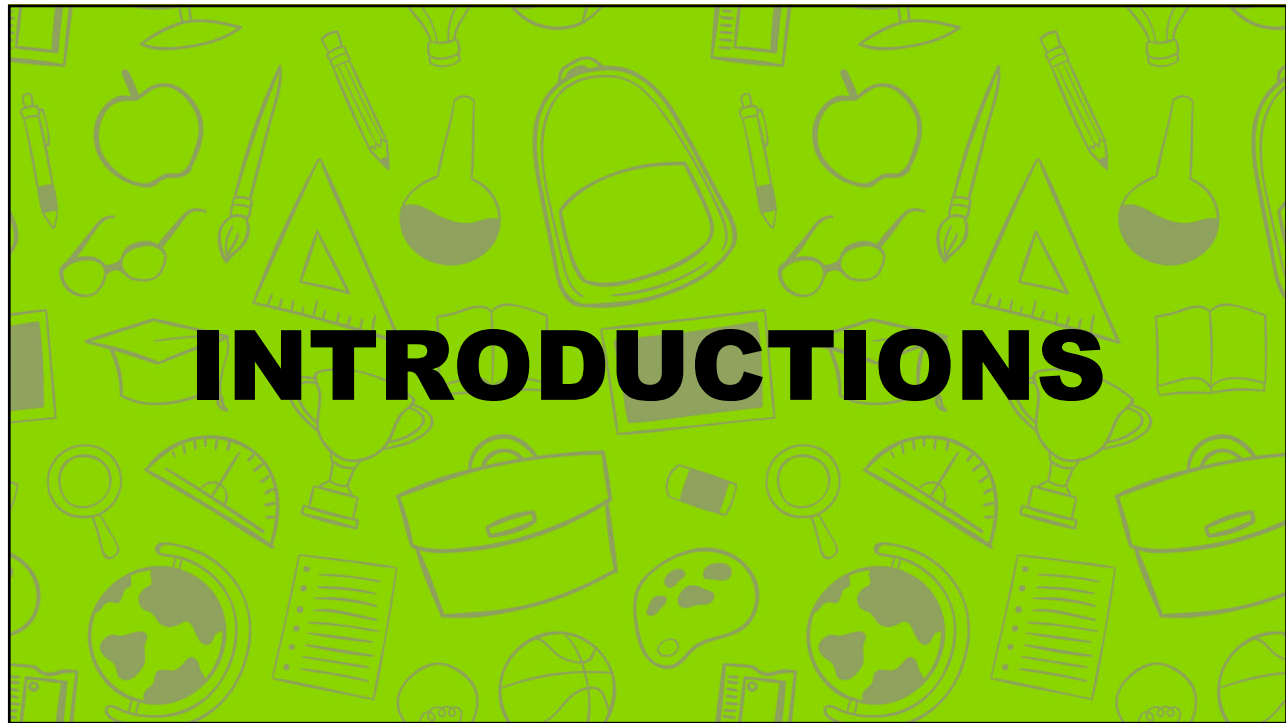


WE ARE YOUR SCHOOLS

## AGENDA

- **INTRODUCTIONS**
- **INSTRUCTIONS TO PROPOSERS**
- **PROJECT OVERVIEW**
- **A/E**
  - *A/E SERVICES OVERVIEW*
  - *SELECTION CRITERIA*
- **Q&A**

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## INTRODUCTIONS

### PROJECT PARTNERS

- *East Allen Community Schools*
- *Head Start and Early Head Start*
- *ECHO by Lutheran Social Services*
- *Early Childhood Alliance*
- *Healthier Moms and Babies*

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## INTRODUCTIONS

### FWCS FACILITIES TEAM

DARREN HESS - *DIRECTOR OF FACILITIES*

- [Darren.Hess@fwcs.k12.in.us](mailto:Darren.Hess@fwcs.k12.in.us)

JOHN HUDSON- *COORDINATOR OF DESIGN CONTROLS*

- *Design, District Standards, and Procore Project Management Software Administration*

JOSH SUMMERS - *COORDINATOR OF CAPITAL PROJECTS*

- *Design and Construction Administration*

ZACH EVANS - *COORDINATOR OF CAPITAL PROJECTS*

- *Design and Construction Administration*

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## INSTRUCTIONS TO PROPOSERS

### ***PROCUREMENT SCHEDULE***

RFPs Released	Sept 23, 2024
Pre-Proposal Meeting	Oct 2, 2024
Last Day to Submit Questions	Oct 10, 2024
Proposals Due	Oct 17, 2024
Interviews (If Necessary)	Nov 7, 2024 (1p-5p)
Board Approval	Nov 25, 2024

Following board approval requests for scoring information can be made.

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## PROPOSAL REQUIREMENTS

### ***A/E SUBMISSION REQUIREMENTS***

- PART A SUBMITTAL: Qualifications
  - Responses to Proposal Evaluation Selection Criteria (narrative) as described in RFP Section 00004 Part 1, 1a-1c
  - Bound, 8.5" x 11" format. **1 original printed copy, 6 additional printed copies, and one electronic copy on flash drive.**
- PART B SUBMITTAL: Fee
  - Fee proposal form (RFP Section 00006) – Final total fee will be assessed as 100% of base bid, 100% of accepted alternates and 80% of not accepted alternates.
  - Rate Schedule (RFP Section 00007)
  - Proposal Attachments – Attachments A-D
  - One original printed copy and one electronic copy (may be on same flash drive as Part A proposal, separate files)

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## RFP POINT OF CONTACT/QUESTIONS

### **POINT OF CONTACT**

- All questions regarding the RFP should be emailed to Darren Hess ([Darren.Hess@fwcs.k12.in.us](mailto:Darren.Hess@fwcs.k12.in.us)).
  - Please include “Early Learning Childcare Center” in the subject line.
  - Questions will only be answered in writing, via addendum.

*Contact with district personnel outside of the FWCS Facilities Department (Administration, Employees, Board of Education, etc.) regarding the RFP or Project may be cause for disqualification.*

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## SCOPE OF WORK

### **Purpose**

- Keep parenting high school students in school and graduating.
- Provide early learning to develop high-quality brain development for youth ages birth to 5.
- Provide an environment where early detection of cognitive and physical disabilities is offered, welcomed, and accepted.
- Support the development of highly trained early learner workers.
- Provide a neighborhood anchor in an underserved areas.

### **Certification**

- Path to Quality Level 4

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## SCOPE OF WORK

### **Site**

- Parking lot with 125 spaces and a short-term parking/drop-off lane
- Site lighting
- Secure playground and outdoor classrooms
  - Hardscape and softscape (grass and artificial turf) playgrounds
  - Storage and shade
- Site utilities
  - Stormwater detention already addressed through larger development



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## SCOPE OF WORK

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### ***Administrative***

- Secure Vestibule
- Reception
- 5 Offices
- 1 Visiting Services Office
- Teacher Work / Staff Break

### ***Childcare***

- Classrooms, Restrooms, and Storage
    - 0-13 Months (3), 13-26 Months (3), 26-36 Month (2), 36-60 Months (2)
  - Activity / Movement Rooms (2)
  - Food Preparation
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## SCOPE OF WORK

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### ***Training (CDA)***

- Classrooms (2)
- Restrooms
- Offices (2)
- Storage

### ***Community (Security and Access Control)***

- Community Room
  - Parent Room/Conference Room
  - General Storage
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## SCOPE OF WORK

### ***Building Services***

- Laundry
  - Custodial
  - Staff / General Use Restrooms
  - Mechanical / Electrical
  - Receiving
  - Storage
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## BUDGET

### ***BUDGET***

- Construction Budget = \$12,370,000
    - Budget number does not include temperature controls, camera and building access cabling or end user devices, or loose furniture and equipment. These services will be provided under separate contracts.
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## SCHEDULE

### ***SCHEDULE***

- Design: Nov 26, 2024 – May 31, 2025 DD Set
- Construction Documents: TBD
- Bidding: TBD
- Construction: TBD

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## A/E SERVICES

### ***SCOPE OF DESIGN SERVICES***

- Contract form to be FWCS The Standard Form of Agreement Between Owner and Architect
- Draft/Example copy of agreement included in RFP
- Scope of Design Services shall include all architectural, plumbing, mechanical, electrical, telecommunications/data, civil engineering, structural and interior design services as outlined in the RFP

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## A/E SERVICES

### ***SCOPE OF DESIGN SERVICES, cont.***

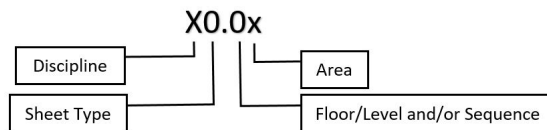
- Supplemental **onsite** construction administration/field observation during project phases (min. 10 hours/week).
- Preparation of as-designed record drawings (For Construction Set) and as-constructed record drawings (As-Builts).

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## FWCS DESIGN DOCUMENT STANDARDS

- In order to maintain processes and systems that support ongoing facilities planning, development and management needs, FWCS has established Design Document Standards for the collection, organization and maintenance of necessary project records.
  - Standard Sheet Naming and Arrangement



- Required use of BIM (Revit or similar) software
- Provide update of CAD base plans/floor plans.

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## DESIGN TEAM & PROJECT EXPERIENCE

### **DESIGN TEAM STAFFING AND MANAGEMENT**

- Team Members
  - List each team member, project roles and provide a brief resume.
- Design Staffing and Management
- Construction Phase Staffing and Management

### **PROJECT EXPERIENCE**

- Provide 3 examples of Early Childhood Learning Centers projects of similar size and scope to the project being proposed.
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## PROJECT APPROACH

### **DESIGN DELIVERY SCHEDULE**

- There will be numerous partners involved with the project. How does the design team plan to manage the process to maintain the overall schedule.

### **TIGHT CAMPUS**

- The size and shape of the property will likely be a significant challenge. What are some past solutions you could provide of challenging properties?

### **SPACE UTILIZATION**

- What thoughts do you have to create quality spaces across the user groups that balance resources and security separations?

### **Overall Considerations**

- What special qualifications/experience would your firm bring to these projects?
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## SELECTION CRITERIA/SCORING

### ***RFP RESPONSE (PART A) – 100 Points Possible***

- Design Team Staffing – 30 points
- Project Experience – 30 points
- Project Approach – 40 points

### ***FEE (PART B) - 20 Points Possible***

- Weighted based on lowest fee proposal received

### ***INTERVIEW (if necessary) – 80 Points Possible***

- Interview topics will be determined at the time of short list notice

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