



Addendum No. 1

April 11, 2025

Fort Wayne Community Schools

RFP#101835: Architect / Engineer (AE) Services for On-Call Projects 2026-2030

Documents issued March 24, 2025 for **Request for Architect / Engineer (AE) Services for On-Call Projects 2026-2030** 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 April 8, 2025.

ITEM 2. RFP Amendments

1. Section 00003 Terms and Conditions.
 - a. Add 3.11 Based on the funding sources it is possible that some funding sources will be available after Mid-January of each calendar year. That is when the district would be able to write PO's for A/E services for that calendar years projects. Design and bidding will likely start prior to that date for summer focused projects.
2. Section 00006 Fee Proposal Form, Allowances.
 - a. Revise the allowances to read \$2,500.00 for the following projects.
 - i. Project I: General Building Systems
 - ii. Project III: Mechanical/Electrical/Plumbing
 - iii. Project IV: Building Envelop
 - iv. Project V: Site and Traffic
3. Standard Design Professional Services Agreement, Schedule B 2.2, Fee Tables
 - a. Adjust the allowances listed in the fee tables to align with the following for the various projects.
 - i. \$2,500.00 – Project I: General Building Systems, Project III: Mechanical/Electrical/Plumbing, Project IV: Building Envelop, Project V: Site and Traffic
 - ii. \$10,000.00 – Project II: Small Renovations, Project VI: Site Development

ITEM 3. Questions and Answers

1. Are the quantities in the project descriptions on a per year or total contract basis?
 - a. The quantities are the anticipated breakdown per year for the project. Each year will vary based on the needs of each particular year.

Fort Wayne Community Schools Facilities Department

1519 Catalpa Street • Fort Wayne, IN 46802 • Phone: 260.467.2075 • Fax: 260.467.2534



2. Will restroom renovations be small renovations/GBS or MEP? They have varied in the past.
 - a. It is anticipated those would primarily be within small renovation moving forward. As in the past, we may look to adjust closely related scope items to attempt to balance the workload across contracts on any given year. Projects I, III, IV, and V are anticipated to be more focused discipline scoping projects with some cross-discipline needed. Projects II and VI are anticipated to be more cross-disciplined.

All other provisions of this Request for Proposals remain unchanged.

END OF ADDENDUM NO. 1

FORT WAYNE COMMUNITY SCHOOLS



WE ARE YOUR SCHOOLS

On Call Projects 2026-2030

RFP101835: ARCHITECTURAL AND ENGINEERING SERVICES

PRE-PROPOSAL MEETING

April 8, 2025

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



INTRODUCTIONS



INTRODUCTIONS

FWCS FACILITIES TEAM

HEATHER KREBS - *DIRECTOR OF FACILITIES*

- Heather.Krebs@fwcs.k12.in.us

JOHN HUDSON - *COORDINATOR OF DESIGN CONTROLS*

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

TRAVIS SEARLES - *COORDINATOR OF CAPITAL PROJECTS*

- *Design and Construction Administration*

KEVIN THOMAS - *COORDINATOR OF CAPITAL PROJECTS*

- *Design and Construction Administration*
-

The background is a solid orange color with a repeating pattern of white line-art icons. These icons represent various educational fields: science (flasks, beakers, lightbulbs), art (paint palette, brushes), geography (globe), mathematics (compass, ruler, protractor), and general education (books, graduation cap, magnifying glass, briefcase, trophy, pencil, apple, backpack, notebook, and a brain).

INSTRUCTIONS TO PROPOSERS



INSTRUCTIONS TO PROPOSERS

PROCUREMENT SCHEDULE

RFPs Released	March 24, 2025
Pre-Proposal Meeting	April 8, 2025
Last Day to Submit Questions	April 16, 2025
Proposals Due	April 24, 2025
Interviews (If Necessary)	May 14 and 15, 2025 (1p-5p)
Board Approval	June 9, 2025

Following board approval requests for scoring information can be made.



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, 5 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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PROPOSAL REQUIREMENTS

A/E SUBMISSION REQUIREMENTS

- Please limit the proposal responses to 25 pages or less.
 - Please outline the proposals to align with the RFP format for information.
 - If proposing for multiple projects please submit a separate proposal for each.
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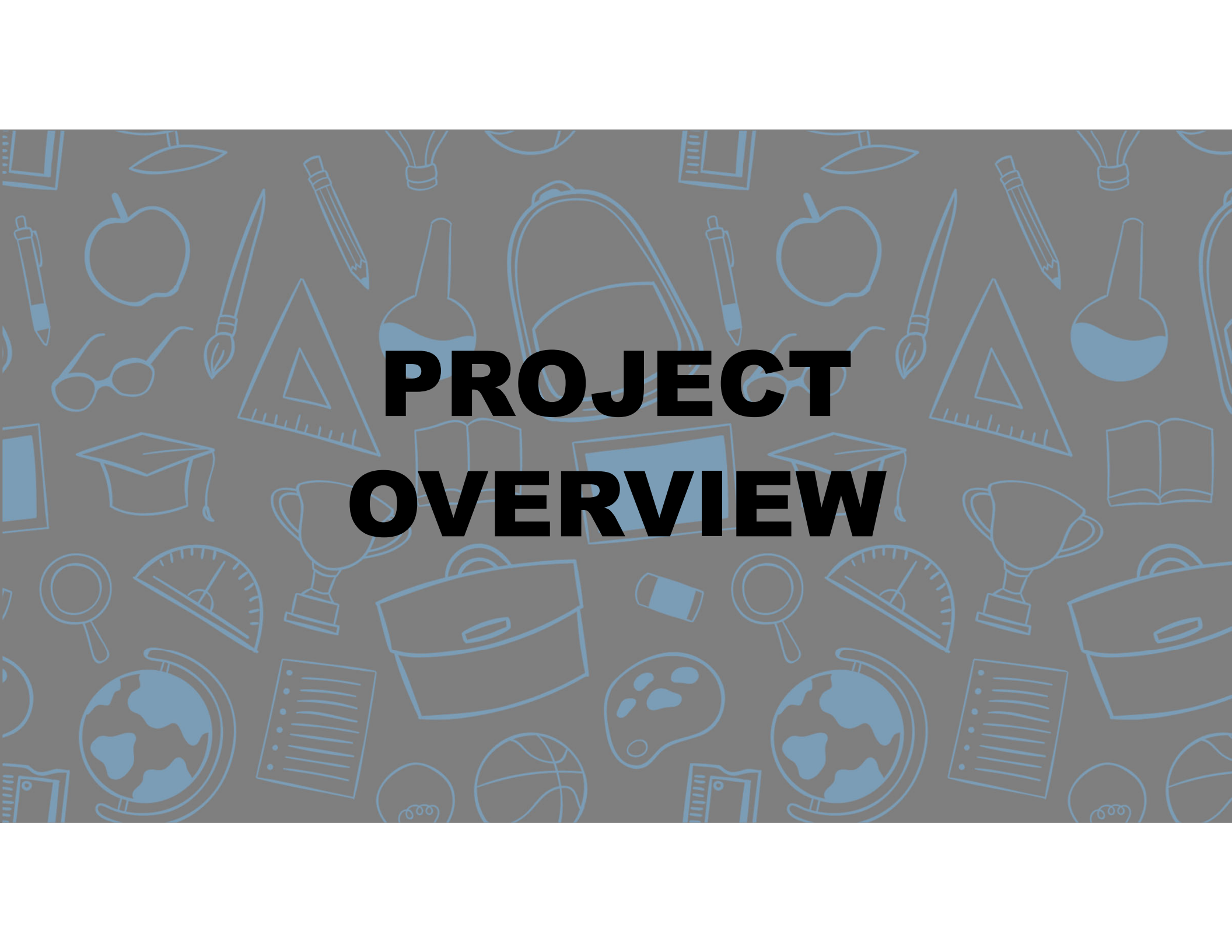


RFP POINT OF CONTACT/QUESTIONS

POINT OF CONTACT

- All questions regarding the RFP should be emailed to Heather Krebs (Heather.Krebs@fwcs.k12.in.us).
- Please include “On-Call Projects” 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.



PROJECT OVERVIEW



SCOPE OF WORK

Project I: General Building Systems (GBS) projects for 2026 – 2030

Scope of Work: General Building System improvements at up to 20 FWCS facilities and preparing up to three separate bid packages. Work could include items such as exterior and interior door replacements, toilet partition replacement, small window replacement projects, small interior renovations, flooring replacements, casework replacement, ADA compliancy work in hallways, classrooms and restrooms, ADA accessible entryways and pathways to public spaces.

Design Disciplines: The projects will primarily be architectural and have limited requirements MEP, structural, and civil for subconsultants.



SCOPE OF WORK

Project II: Small Renovation projects for 2026 – 2030

Scope of Work: Possible projects could include small interior renovations, restroom renovations, building space reprogramming, and small additions. A typical project may include up to 5 building sites and may be separated into multiple bid projects.

Design Disciplines: The projects will be more complex architectural-oriented projects and require sub-consultants across standard building design disciplines to support the project scope.



SCOPE OF WORK

Project III: Mechanical / Electrical and Plumbing (MEP) projects for 2026 – 2030

Scope of Work: Possible projects could include boiler plant replacements, air handling, rooftop or chiller replacements, misc. plumbing fixture and domestic piping replacements as well as lighting or fire alarm replacements at up to 10 facilities. As well as preparing two separate projects **per discipline**.

Design Disciplines: The projects will primarily be MEP and have limited requirements for architectural, structural, and civil subconsultants.

Project IV: Building Envelope projects for 2026 – 2030

Scope of Work: Partial roof replacements at up to twelve (12) sites district-wide. Preparing up to eight (8) separate roofing bid packages and two (2) masonry. Work will also include minor masonry restoration in areas that are touched by the proposed roof areas, replacing through wall flashings, sealants, raising curbs, replacing skylights, and miscellaneous sheet metal. Masonry projects can include complete restoration, tuck pointing and cleaning as well as repairs to other adjacent areas (soffits, EIFS, etc.) Work also includes updating FWCS Roof Replacement schedule and Roof Replacement CAD plans.

Design Disciplines: The projects will primarily be Building Envelope and have limited scope requirements for architectural, MEP, and structural subconsultants.



SCOPE OF WORK

Project V: Traffic and Site projects for 2026 – 2030

Scope of Work: Partial replacement of concrete walks and pavement, partial replacement of asphalt drives, parking lots and playgrounds, partial milling and resurfacing of asphalt drives, parking lots and playgrounds. Work also may include running track replacement, tennis court repair/replacement, ADA accessible ramps and walkways to public areas, and playgrounds. Work will be scheduled at up to 25 facilities and typically be a single package.

Design Disciplines: The projects will primarily be civil-oriented and have limited scope requirements for subconsultants.



SCOPE OF WORK

Project VI: Site Development projects for 2026 – 2030

Scope of Work: Possible projects include pick-up/drop-off lanes, traffic separation, playgrounds, and athletic facilities. Work will typically be in single-site packages but multiple packages may be pursued each year.

Design Disciplines: The projects will be more complex civil-oriented and require subconsultants across standard building design disciplines to support small structure construction and site utilities.

FEE PROPOSAL

- Each project has a set of forms (4 pages) to be filled out as part of Part B. The forms vary slightly on project budget ranges. The project location counts options are the same across projects.

PROJECT FUNDING

- Projects may be funded through a number of different sources. There maybe times that project funding is not available until later in the design schedule and we will have to wait to pay until that funding becomes available.
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SCHEDULE

- Within the contract there is an example design schedule for a summer construction project.
 - Projects of larger scope will vary.
 - A specific project Schedule C will be issued at the beginning of each project under this contract.
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A/E SERVICES OVERVIEW



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
 - This will be the contract expected to be executed. We are not looking to adjust uniquely to teams.
 - If you are not familiar with FWCS and FWCS is not familiar with you it would be prudent to review and acknowledge some of the uniqueness's of our expectations.
 - If you are familiar with FWCS and FWCS is familiar with you it would be prudent to review and acknowledge where some of your past efforts may not have aligned.
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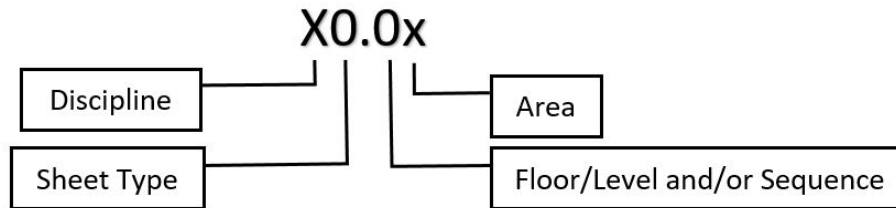
SCOPE OF DESIGN SERVICES, cont.

- Supplemental **onsite** construction administration/field observation during project phases (min. 10 hours/week).
 - This should be across all design disciplines based on the work happening.
 - Preparation of as-designed record drawings (For Construction Set) and as-constructed record drawings (As-Builts w CAD files).
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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



- Multi Site projects will have a Building Code associated with sheet naming.
 - Utilize existing room numbering on drawings.
 - Required use of BIM (Revit or similar) software (Larger remodels, Additions, and New Construction)
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SELECTION CRITERIA



DESIGN TEAM & PROJECT EXPERIENCE

DESIGN TEAM

- Team Members
 - List key team members, project roles and provide a brief resume.
- Project workload and responsiveness to requests.

DESIGN TEAM COORDINATION

- Philosophy regarding sub-consultant engagement during design and CA.
 - Past project experience influence.
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PROJECT APPROACH

FIELD VERIFICATION AND CONFIRMATION

- The District has general CAD files as a starting point, but the design team is still required to conduct verification. Outline your approach for verification and any tool or processes your team anticipates utilizing with your response.

QUALITY CONTROL PROCESS

- The District has standards for various building systems. Explain your process to ensure standards are reviewed and incorporated.
- Explain your process on review of design documents across disciplines prior to District review.

BUDGET AND COST ESTIMATING

- The District will provide overall budgets at the start of each individual project. Explain your process on budget confirmation and cost estimating.

CONSTRUCTION ADMINISTRATION

- These projects are expected to be design bid build. Explain your process for public bid projects and some lessons learned based on having to work with contractors of all types.
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SELECTION CRITERIA/SCORING

RFP RESPONSE (PART A) – 100 Points Possible

- Design Team – 25 points
- Design Team Coordination – 30 points
- Project Approach – 45 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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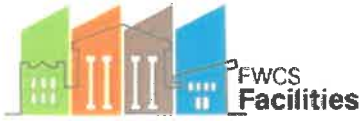


Q & A



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Thank you



Pre-Proposal Meeting
 RFP101835 AE Services
 For On-Call Projects 2026-2030
 4/8/2025 10:00 a.m.

FORT WAYNE COMMUNITY SCHOOLS

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Facilities



Pre-Proposal Meeting
 RFP101835 AE Services
 For On-Call Projects 2026-2030
 4/8/2025 10:00 a.m.

FORT WAYNE COMMUNITY SCHOOLS

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Facilities



Pre-Proposal Meeting
 RFP101835 AE Services
 For On-Call Projects 2026-2030
 4/8/2025 10:00 a.m.

FORT WAYNE COMMUNITY SCHOOLS

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Facilities