



Addendum No. 2

April 17, 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. RFP Amendments

1. Reissue Request for Proposal pages 13-14, 17-18, 21-22, 25-26, 29-30, and 33-34 to reflect allowance adjustment from Addendum 1 and Question 4 from Addendum 2.
2. Contract Revisions
 - a. Article 1, Item 1.7
 - i. Substitute CAD for Revit for Projects I, III, IV, V, and VI.
 - b. Schedule A, Items 2.8, 3.12, 4.7
 - i. Remove the following sentence from each section, as reviews will be through the Owner's Bluebeam account;
 1. Printing/Reproduction costs of all review documents will be borne by DESIGN PROFESSIONAL and shall not be considered a reimbursable expense.
 - c. Schedule A 4.7.1
 - i. Remove the following language;
 1. one (1) printed copy in a 3 ring binder and

ITEM 2. Questions and Answers

1. Are the allowances in each project per year (i.e., \$2,500 each of the 5 years)?
 - a. The allowances are for each bid package per year. If there are multiple bid packages pursued under each RFP project a reimbursement allowance will be assigned accordingly.
2. For the Project V work in the past, we just used aerials from GIS to produce documents for those projects. Is that acceptable or do we need to get sites surveyed?
 - a. Site surveys are not anticipated as a part of Project V. It is anticipated that the A/E on Project V would be able to work through outlining minor grading adjustments for stair, ramp, walk, stoops, and other site elements replacements through field verification methods.
3. For the Project VI work, there will most likely need to be a survey for these types of projects. Is the survey provided by owner or is that fee part of the reimbursables?
 - a. Owner direct cost.

Fort Wayne Community Schools Facilities Department

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



4. This line in the proposal was unclear. We are giving a percentage for our fee. What is this “Lump Sum Fee Proposal” for?

TO: FWCS

The undersigned, hereinafter called the Proposer, having become familiar with the local conditions, nature, and extent of the Work, and having examined carefully the Request for Proposal (RFP) document dated March 24, 2025, all subsequent Addenda prepared by the Owner and their Consultants, and all other documents relating thereto, propose to provide design and construction administrative services for Project I: General Building Systems (GBS) projects for 2026 – 2030 in full accordance with the RFP documents for the following Lump Sum Fee Proposal:

- a. Agree, the language has been revised to remove “following Lump Sum Fee” and sheets reissued in item 1.1.
5. In Addendum 1, Proposal Requirements, Part B Submittal: Fee – The Fee Proposal Form (RFP Section 00006), Rate Schedule (RFP Section 00007), and Attachments A-D. Attachment A is the 42-page contract, do you want this attached and filled out in its entirety?
- a. No need to include Attachment A. Please include Attachments B-E.
6. For the On-Call Projects RFP, could you provide further clarification on the intended breakdown of the project location count? For example, the 2-10 project range in the \$0-\$600,000 range, would this be:
- 1) Five projects whose combined construction value is equivalent to \$600,000 or less (example: five \$100,000 projects for a total of \$500,000)?
- 2) Five projects that each have a value of \$0-\$600,000, but could have a total value greater than \$600,000 (example: five \$200,000 projects for a total of \$1,000,000)?
- a. The Project Location Count is defined as the number of buildings or sites included as part of the bid package. For example, a future project that is a \$450,000 bid package at a single building may have a different fee than a \$450,000 bid package including work at 8 buildings or a \$450,000 bid package including work at 15 buildings.

All other provisions of this Request for Proposals remain unchanged.

END OF ADDENDUM NO. 2

SECTION 00006- FEE PROPOSAL FORM

In accordance with the requirement to submit fees, please include the fee proposal form below with any response to the proposal in a separate, sealed envelope.

**FEE PROPOSAL FORM
FORT WAYNE COMMUNITY SCHOOLS**

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

Project Budget Range	Project Location Count		
	1	2-10	11+
\$0 - \$300,000	<u>%</u>	<u>%</u>	<u>%</u>
\$300,001 - \$600,000	<u>%</u>	<u>%</u>	<u>%</u>
\$600,001 - \$900,000	<u>%</u>	<u>%</u>	<u>%</u>
\$900,001+	<u>%</u>	<u>%</u>	<u>%</u>
ALLOWANCES			
Approved Reimbursables			<u>\$2,500.00</u>

Project Budget Range – cost of construction for that year’s projects

Project Location Count – number of buildings or sites included within a bid package

Total Fee – based on the percentage of construction cost in Project Budget Range

Fee Breakdown – 70% Design / 5% Bidding / 25% Construction Administration

Final Yearly Total Fee will be assessed as 100% of Base Bid, 100% of Accepted Alternates and 75% of NOT Accepted Alternates.

FROM: _____

Proposer

Address

Address

ID Corporate Charter No.

Federal I.D. No.

TO: FWCS

The undersigned, hereinafter called the Proposer, having become familiar with the local conditions, nature, and extent of the Work, and having examined carefully the Request for Proposal (RFP) document dated March 24, 2025, all subsequent Addenda prepared by the Owner and their Consultants, and all other documents relating thereto, propose to provide design and construction administrative services for Project I: General Building Systems (GBS) projects for 2026 – 2030 in full accordance with the RFP documents for the Proposal:

No variances are included in this proposal. []

OR

Variances in stated scope of work, amenities, and quality of construction, as requested in the RFP document, are proposed and are described within the Submittal package.

Furthermore, the Proposer hereby agrees that: []

a. The above Proposal shall remain in full force and effect for a period of ninety (90) calendar days after the time of receipt of this Proposal and the Proposer will not revoke or cancel this Proposal or withdraw from the project within the said sixty (60) calendar days.

b. In the event a contract is offered and awarded, the Proposer will enter into a formal written Agreement with the Owner in accordance with the accepted Proposal within ten (10) calendar days after said Agreement is submitted to the Proposer. Unless clarifications and/or questions are submitted with the Proposal, it is assumed that Proposer accepts Standard Design Professional Services Agreement in its entirety upon award.

c. The undersigned is empowered to bind the Proposer to the provisions of this RFP and any Agreement awarded pursuant to it, and shall attach evidence of this authority to this Proposal Form.

SECTION 00006- FEE PROPOSAL FORM

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**FEE PROPOSAL FORM
FORT WAYNE COMMUNITY SCHOOLS**

Project II: Small Renovation projects for 2026 - 2030

Project Budget Range	Project Location Count		
	1	2-10	11+
\$0 - \$500,000	%	%	%
\$500,001 - \$1,000,000	%	%	%
\$1,000,001 - \$2,000,000	%	%	%
\$2,000,001 – \$3,000,000	%	%	%
\$3,000,001+	%	%	%
ALLOWANCES			
Approved Reimbursables			\$10,000.00

Project Budget Range – cost of construction for that year’s projects

Project Location Count – number of buildings or sites included within a bid package

Total Fee – based on the percentage of construction cost in Project Budget Range

Fee Breakdown – 70% Design / 5% Bidding / 25% Construction Administration

Final Yearly Total Fee will be assessed as 100% of Base Bid, 100% of Accepted Alternates and 75% of NOT Accepted Alternates.

FROM: _____

Proposer

Address

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ID Corporate Charter No.

Federal I.D. No.

TO: FWCS

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No variances are included in this proposal. []

OR

Variances in stated scope of work, amenities, quality of construction, as requested in the RFP document, are proposed and are described within the Submittal package.

Furthermore, the Proposer hereby agrees that: []

a. The above Proposal shall remain in full force and effect for a period of ninety (90) calendar days after the time of receipt of this Proposal and the Proposer will not revoke or cancel this Proposal or withdraw from the project within the said sixty (60) calendar days.

b. In the event a contract is offered and awarded, the Proposer will enter into a formal written Agreement with the Owner in accordance with the accepted Proposal within ten (10) calendar days after said Agreement is submitted to the Proposer. Unless clarifications and/or questions are submitted with the Proposal, it is assumed that Proposer accepts Standard Design Professional Services Agreement in its entirety upon award.

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SECTION 00006- FEE PROPOSAL FORM

Please provide hourly rates per position for each proposed staff member of your team on the form below. Rates are assumed to increase over the life of the project, with mutually agreed-upon market increases.

**FEE PROPOSAL FORM
FORT WAYNE COMMUNITY SCHOOLS**

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

Project Budget Range	Project Location Count		
	1	2-10	11+
\$0 - \$500,000	%	%	%
\$500,001 - \$1,000,000	%	%	%
\$1,000,001 - \$2,000,000	%	%	%
\$2,000,001 – \$3,000,000	%	%	%
\$3,000,001+	%	%	%
ALLOWANCES			
Approved Reimbursables			\$2,500.00

Project Budget Range – cost of construction for that year’s projects

Project Location Count – number of buildings or sites included within a bid package

Total Fee – based on the percentage of construction cost in Project Budget Range

Owner-direct contract BMS quotes to be factored into the fee at 50% of A/E fee for construction value.

Fee Breakdown – 70% Design / 5% Bidding / 25% Construction Administration

Final Yearly Total Fee will be assessed as 100% of Base Bid, 100% of Accepted Alternates and 75% of NOT Accepted Alternates.

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No variances are included in this proposal. []

OR

Variances in stated scope of work, amenities, quality of construction, as requested in the RFP document, are proposed and are described within the Submittal package.

Furthermore, the Proposer hereby agrees that: []

a. The above Proposal shall remain in full force and effect for a period of ninety (90) calendar days after the time of receipt of this Proposal and the Proposer will not revoke or cancel this Proposal or withdraw from the project within the said sixty (60) calendar days.

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**FEE PROPOSAL FORM
FORT WAYNE COMMUNITY SCHOOLS**

Project IV: Building Envelop projects for 2026 - 2030

Project Budget Range	Project Location Count		
	1	2-10	11+
\$0 - \$500,000	%	%	%
\$500,001 - \$1,000,000	%	%	%
\$1,000,001 - \$2,000,000	%	%	%
\$2,000,001+	%	%	%
ALLOWANCES			
Approved Reimbursables			\$2,500.00

Project Budget Range – cost of construction for that year’s projects

Project Location Count – number of buildings or sites included within a bid package

Total Fee – based on the percentage of construction cost in Project Budget Range

Fee Breakdown – 70% Design / 5% Bidding / 25% Construction Administration

Final Yearly Total Fee will be assessed as 100% of Base Bid, 100% of Accepted Alternates and 75% of NOT Accepted Alternates.

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No variances are included in this proposal. []

OR

Variances in stated scope of work, amenities, quality of construction, as requested in the RFP document, are proposed and are described within the Submittal package.

Furthermore, the Proposer hereby agrees that: []

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Project V: Site and Traffic projects for 2026 - 2030

Project Budget Range	Project Location Count		
	1	2-10	11+
\$0 - \$300,000	%	%	%
\$301,000 - \$600,000	%	%	%
\$601,000 - \$900,000	%	%	%
\$901,000 +	%	%	%
ALLOWANCES			
Approved Reimbursables			\$2,500.00

Project Budget Range – cost of construction for that year’s projects

Project Location Count – number of buildings or sites included within a bid package

Total Fee – based on the percentage of construction cost in Project Budget Range

Fee Breakdown – 70% Design / 5% Bidding / 25% Construction Administration

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No variances are included in this proposal. []

OR

Variances in stated scope of work, amenities, quality of construction, as requested in the RFP document, are proposed and are described within the Submittal package.

Furthermore, the Proposer hereby agrees that: []

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Project VI: Site Development projects for 2026 - 2030

Project Budget Range	Project Location Count		
	1	2-10	11+
\$0 - \$600,000	<u>%</u>	<u>%</u>	<u>%</u>
\$601,000 - \$1,200,000	<u>%</u>	<u>%</u>	<u>%</u>
\$1,201,000 +	<u>%</u>	<u>%</u>	<u>%</u>
ALLOWANCES			
Approved Reimbursables			<u>\$10,000.00</u>

Project Budget Range – cost of construction for that year’s projects

Project Location Count – number of buildings or sites included within a bid package

Total Fee – based on the percentage of construction cost in Project Budget Range

Fee Breakdown – 70% Design / 5% Bidding / 25% Construction Administration

Final Yearly Total Fee will be assessed as 100% of Base Bid, 100% of Accepted Alternates and 75% of NOT Accepted Alternates.

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No variances are included in this proposal. []

OR

Variances in stated scope of work, amenities, quality of construction, as requested in the RFP document, are proposed and are described within the Submittal package.

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