



We Are Your Schools

Addendum No. 1

October 9, 2025

Fort Wayne Community Schools

RFP#101870: Architect / Engineer (AE) Services for Expansion and Renovation of the FWCS Transportation Center

Documents issued September 29, 2025 for **Request for Architect / Engineer (AE) Services for Expansion and Renovation of the FWCS Transportation 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.

ITEM 2. RFP Addendum Items

1. Revision: Section 00004 – Part 2 – 2.2 Submission Requirements
 - a. Revise number of additional hard copies to 5
2. Revision: Section 00005 – Part 1 – Milestone Schedule
 - a. Revise Construction Phase end date to be July 31, 2027.
3. Revision: Section 00005 – Part 2 Construction Budget
 - a. Revise budget number to read \$6,500,000.
4. Revision: Section 00006A – Fee Proposal Form – Project Budget
 - a. Revise budget number to read \$6,500,000.
5. Revision: Section 00006A – Fee Proposal Form – Bullet Point 3
 - a. Revise the payment on Not Accepted Alternates to 72% of the fee.
6. Revision: AIA B133 – 8.2.4 – Litigation
 - a. Insert below: Any litigation between the parties hereto, whether arising out of any claim or arising out of this Agreement or any breach thereof, shall be brought, maintained, and pursued only in the appropriate State courts of the State of Indiana; and OWNER and DESIGN PROFESSIONAL each hereby waives and renounces any and all rights and options which they, or either of them, have or might have to bring to maintain any such litigation or action in the Federal Court system of the United States. IN ADDITION, THE PARTIES EXPRESSLY WAIVE ALL RIGHTS TO TRIAL BY JURY IN ANY LITIGATION INVOLVING THE PROJECT OR THIS AGREEMENT.

ITEM 3. Additional Questions Received

1. Is the district looking for a combined A/E and CMC team proposal for the projects?
 - a. No, each RFP is for the services outlined within that RFP. FWCS will select from



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the proposals received for each individual RFP to select the final project team.

All other provisions of this Request for Proposals remain unchanged.

END OF ADDENDUM NO. 1



Preproposal Meeting Minutes for:
RFP's 101870-101871
A/E and CMC Services Associated with the
Expansion and Renovation of the FWCS Transportation Center

FORT WAYNE COMMUNITY SCHOOLS

Pre-Proposal Meeting took place at FWCS Facilities Department Training Room on 10/7/2025 at 9:00 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. Additional Information Shared and Questions and Answers from Pre-Proposal Meeting
 - Buses
 - The District is in the process of procuring 15 additional buses to add to the fleet than what is onsite at this time.
 - Do Proposers need to let Heather know when they will be visiting the site?
 - The Transportation Department knows of the hours listed. Please make sure to check into the office when you arrive so they know someone is on-site. When on-site, pay attention to your surroundings; buses have the ROW. If you hear a backup single, look around. Another reminder, know that staff engagement and comments outside of the channels listed in the RFP are discouraged and may result in inaccurate information.
 - Is the office area between the garage bays a part of the area of work?
 - Minimal work is anticipated in the garage office area.
 - What is the maintenance activity like during the summer?
 - The site still operates daily throughout the summer to maintain the fleet, support the summer District transportation needs, and complete inspections. For the lift replacement, only one lift will be able to be impacted at a time.
 - Survey and Soil Boring Status
 - The District is in the process of completing requests for surveys and soil borings. It's anticipated that they will be completed around the time of Board approval on the RFP.

Facilities

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

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EXPANSION AND RENOVATION OF THE FWCS TRANSPORTATION CENTER

RFP101870: ARCHITECTURAL AND ENGINEERING SERVICES

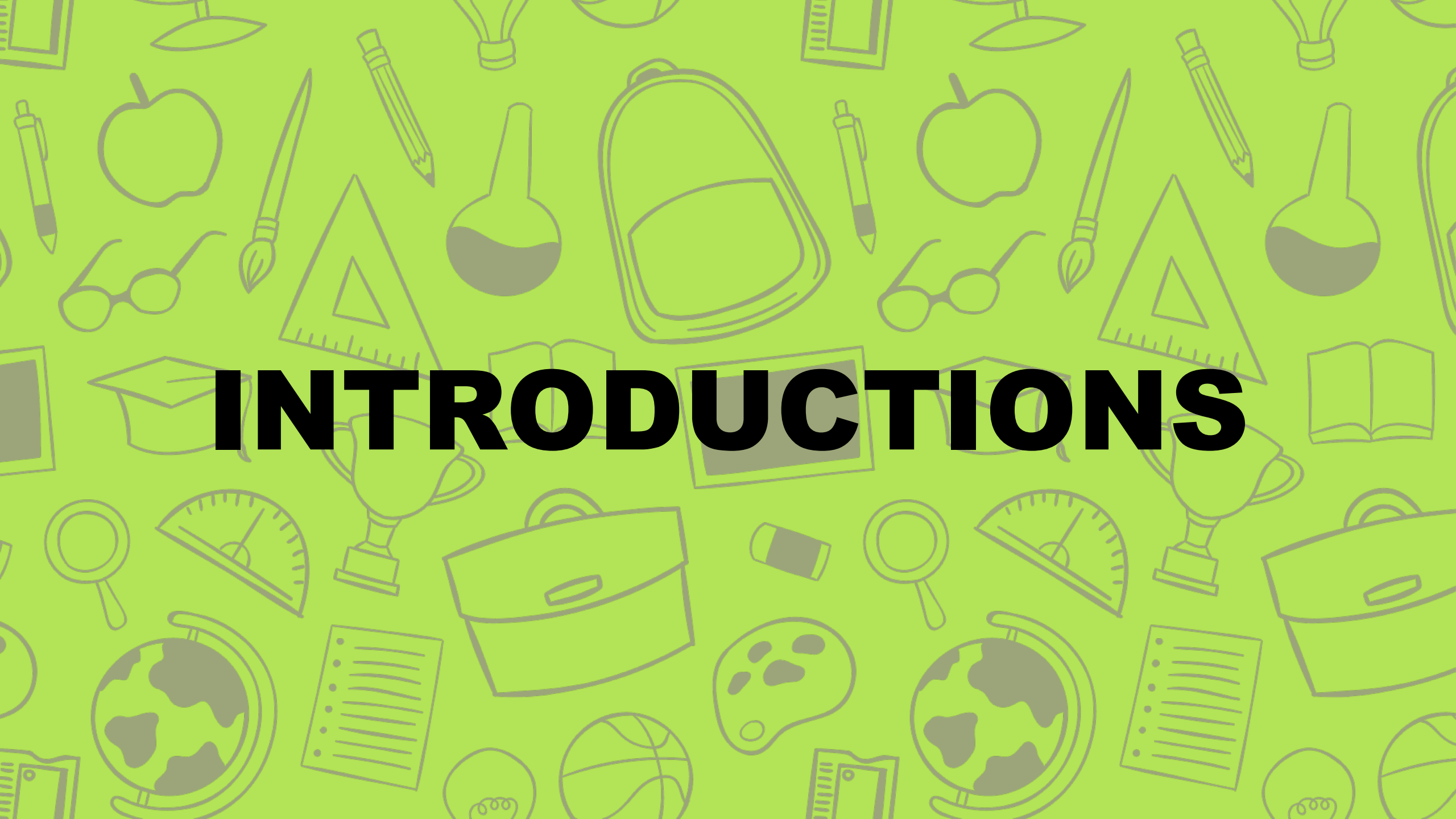
RFP101871: CONSTRUCTION MANAGER AS CONSTRUCTOR (CMc) SERVICES

PRE-PROPOSAL MEETING

October 7, 2025



- ***INTRODUCTIONS***
 - ***INSTRUCTIONS TO PROPOSERS***
 - ***PROJECT OVERVIEW***
 - ***A/E***
 - ***A/E SERVICES OVERVIEW***
 - ***SELECTION CRITERIA***
 - ***CMC***
 - ***SCOPE OF CMC SERVICES***
 - ***PROPOSAL CONTENT & SELECTION CRITERIA***
 - ***Q&A***
-



INTRODUCTIONS

FWCS TRANSPORTATION TEAM

DARREN HESS – *EXECUTIVE DIRECTOR OF OPERATIONS*

ROSHANDA ARMSTRONG – *TRANSPORTATION DIRECTOR*

FWCS FACILITIES TEAM

HEATHER KREBS – *FACILITIES DIRECTOR* – HEATHER.KREBS@FWCS.K12.IN.US

JAYDE STEFFEN - *COORDINATOR OF CAPITAL PROJECTS*

JOHN HUDSON - *COORDINATOR OF DESIGN CONTROLS*

INSTRUCTIONS TO PROPOSERS

PROCUREMENT SCHEDULE

RFPs Released	September 29, 2025
Pre-Proposal Meeting	October 7, 2025 9a
Site Visitation	Next slide
Last Day to Submit Questions	October 13, 2025 12p
Proposals Due	October 16, 2025 2p
Interviews (If Necessary)	October 29, 2025 10a-2p
Board Approval	November 24, 2025

Following board approval, requests for scoring information can be made.



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SITE VISITATION

DATES

- **October 8, 9, 13, and 14, 2025 6a – 5p**
 - **October 13 would be a good day to complete any exploration within the building as it will be a little slower.**
 - **October 8, 9, and 14, particularly between 6-9:30a and 1:30-5p would be good to observe the peak activity times that take place each school day.**
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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, 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 72% 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

CMc SUBMISSION REQUIREMENTS

- Response to RFP
 - Responses to Selection Criteria and Submission Requirements (narrative) as described in RFP Section 03, A1 – A5
 - Bound, 8.5” x 11” format. 1 original printed copy, 5 additional printed copies, and one electronic copy on flash drive.
 - Supplemental Forms
 - Attachment A: Fee Proposal and Submission Terms Agreement
 - Attachment B: Indiana Legal Employment Declaration Form
 - Attachment C: Statement of Equal Opportunity (EEO) Policy
 - Attachment D: Data Security Agreement
-



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SUPPLEMENTAL INFORMATION

SUPPLEMENTAL INFORMATION IS AVAILABLE ON PROCORE

- Archive (As-Built) Drawings
- CAD and PDF Base Plans
- Periodic Inspection Reports for various building systems

Please email John Hudson to request access to Procore.

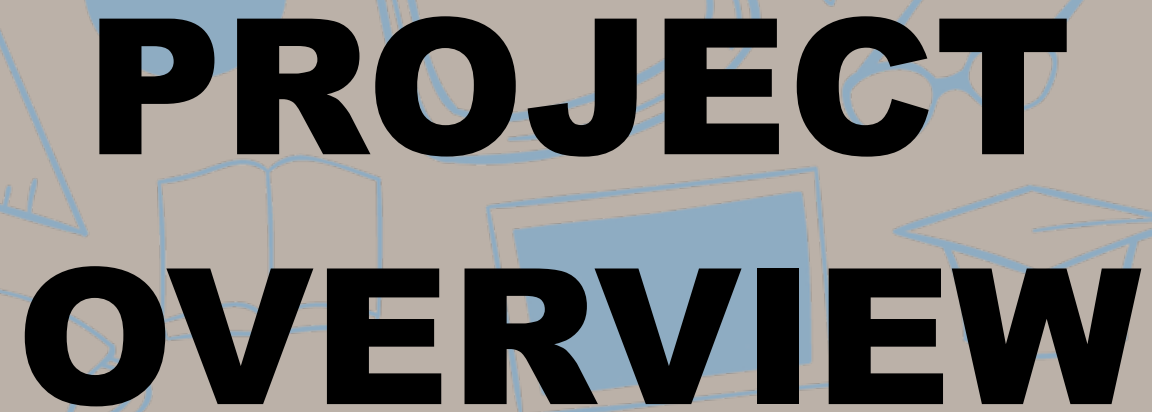
Provide names, emails, and company information (company name, address and phone) of all individuals to receive access.



POINT OF CONTACT

- All questions regarding the RFP should be emailed to Heather Krebs (Heather.Krebs@fwcs.k12.in.us).
 - Please include “FWCS Transportation 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.



PROJECT OVERVIEW



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TRANSPORTATION CENTER



- Located at 301 W Cook Rd, Fort Wayne, IN 46825
- Total Building Area: ~15,345 sqft
- Original construction 1972, additions 1979, 1989, 1994



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SCOPE OF WORK

- Office Area Expansion and Reconfiguration
 - Dedicated Drivers Area
 - New HVAC, Plumbing, and Electrical improvements to support changes
 - Bus Lift Replacement

 - Health and Wellness Improvements

 - Site Utility Improvements
 - Paving improvements and Replacement
 - Removal of Modular Building
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BUDGET

BUDGET

- Construction Budget = \$5,500,000
 - Budget number does not include temperature controls, asbestos abatement, camera and building access cabling or end user devices, or loose furniture and equipment. These services will be provided under separate contracts.

SCHEDULE

- Design: November 25, 2025 – March 20, 2026
- Package Bidding: March 23, 2026-April 23, 2026
- Establishment of GMP: April 30, 2026
- Board Approval: May 11, 2026
- Construction: May 26, 2026 – July 31, 2027**

**Time is of the essence for this project. Proposed timeline is subject to change based on Owner and CMc input, design professional feedback, and what is best suited to the project and local requirement approval.



A/E SERVICES OVERVIEW



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A/E SERVICES

SCOPE OF DESIGN SERVICES

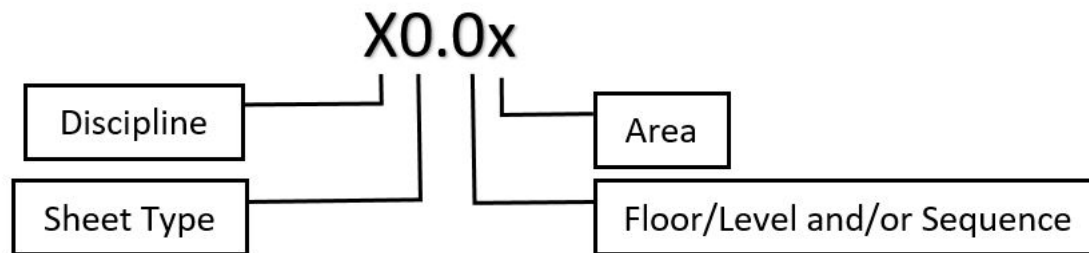
- Contract form to be The Standard Form of Agreement Between Owner and Architect Construction Manager as Construction Edition shall be AIA Document B133 - 2019 with Standard FWCS Edits
 - Draft/Example copy of agreement included in RFP
- Scope of Design Services shall include all architectural, plumbing, mechanical, electrical, telecommunications/data, civil engineering (as/if needed), structural and interior design services as outlined in the RFP, Contract and Role and Responsibility Matrix CMc Delivery.



SCOPE OF DESIGN SERVICES, cont.

- Review and verification of Owner's program documents and base floor plans.
 - Matterport scan of existing condition maintained through design and construction.
 - Supplemental 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).
-

- 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.

A/E SELECTION CRITERIA



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DESIGN TEAM & PROJECT EXPERIANCE

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 Administration or Service Center renovation projects of similar size and scope to the project being proposed. Identify which parties of the proposed team were a part of the projects.
 - Discuss how your experience on past FWCS projects has/will shape your approach to this project.
-



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PROJECT APPROACH

DESIGN DELIVERY SCHEDULE

- How does the design team plan to manage the various FAA, State, and Local design approvals to maintain the overall design and project schedule?

MAINTAINING OPERATIONS

- The site is heavily used from 5a-5p throughout the school year and has ongoing operations throughout the summer. Describe the challenges you foresee and thoughts on possible remedies.

DESIGN APPROACHES

- There will need to be a mix of open and enclosed office environments. Provides some thoughts on office organizational approaches.
- Provide thoughts and examples of flexible spaces and fitness centers.
- Will your approach differ from past projects your team has work on with FWCS?

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

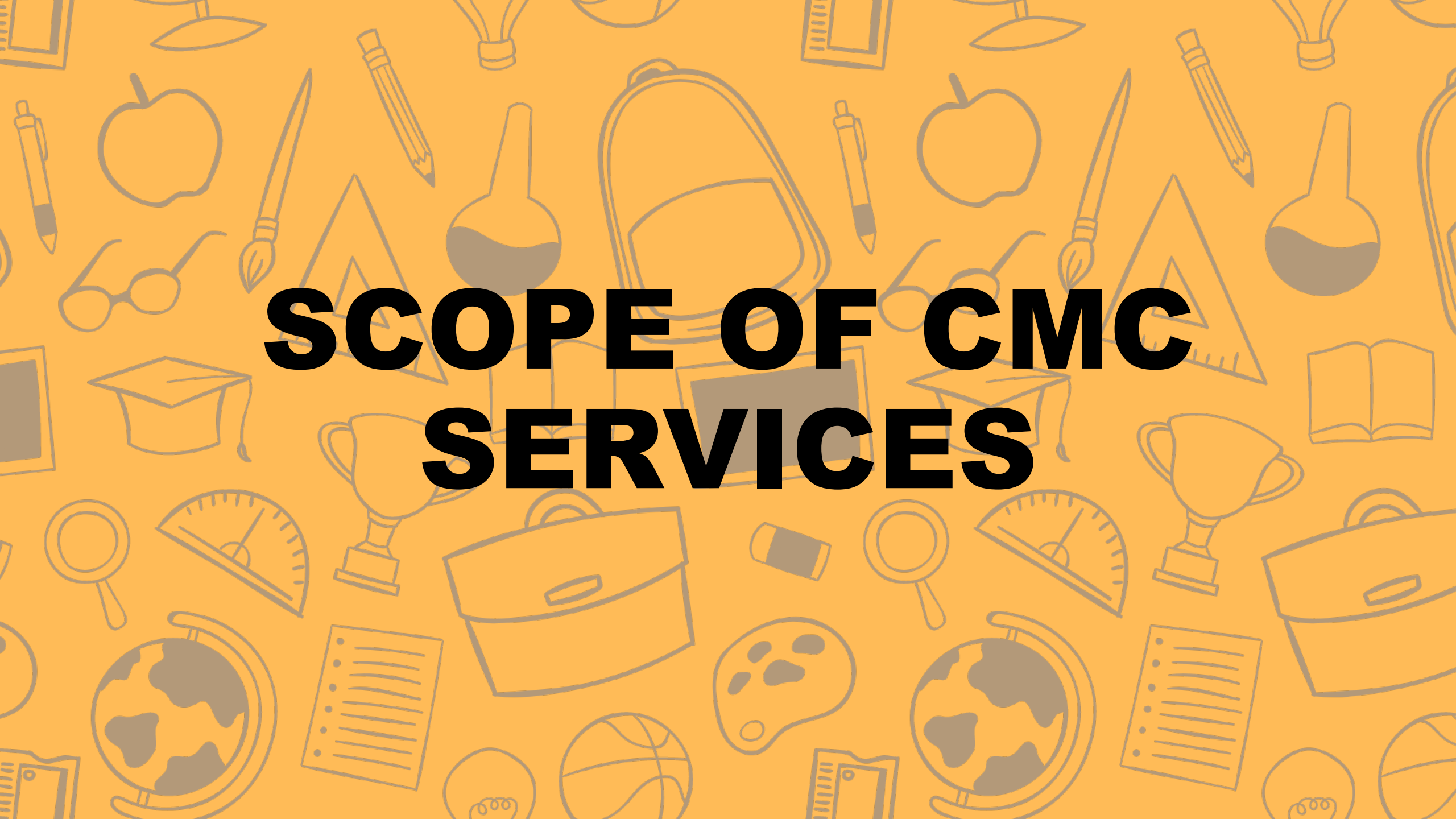
- Design Team Staffing – 30 points
- Project Experience – 30 points
- Project Approach – 40 points

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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The background is a solid orange color with a repeating pattern of various school and science-related icons in a lighter orange shade. These icons include a backpack, a pencil, a lightbulb, an apple, a flask with liquid, a paintbrush, a pair of glasses, a graduation cap, a trophy, a magnifying glass, a protractor, a globe, a notebook, a basketball, a palette, a ruler, a compass, a test tube, a book, a pencil sharpener, a pair of scissors, a microscope, a telescope, a clock, a calendar, a ruler, a compass, a test tube, a book, a pencil sharpener, a pair of scissors, a microscope, a telescope, a clock, and a calendar.

SCOPE OF CMC SERVICES



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PRECONSTRUCTION PHASE SERVICES

COMPENSATION

- Fixed Fee for Preconstruction Services

SCOPE OF PRECONSTRUCTION SERVICES

- Planning and scheduling, hard and soft cost budgeting, attendance at design meetings, cost estimating, quality review, scope/quality/value management, life cycle costing, coordination of investigative services, front end specifications, bid procurement, contract preparation, GMP proposal preparation and all associated staffing
-



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PRECONSTRUCTION PHASE SERVICES

MINIMUM REQUIREMENTS

- Attendance at weekly design meetings
 - Identification and coordination of field investigative services
 - Development of front-end specifications in coordination with FWCS standard front-end requirements
 - Draft specifications, delineation of proposed bid packages and detailed bid scoping documents shall be deliverable upon the completion of the Design Development phase documents
 - Subcontractor prequalification
 - To occur during Construction Documents design phase
 - Minimum 5 qualified subcontractors for each bid package
-

MINIMUM REQUIREMENTS

- Anticipate bidding of early procurement packages to meet extended material lead time constraints
 - Develop detailed critical path and phasing schedules with consideration of school and activities schedules
 - Administration of public bidding process per Indiana Code 5-32 and development of project GMP for Owner consideration and approval
 - Full, detailed line item estimates required at the completion of Design Development and Construction Documents phases of design.
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- See RFP, draft contract, and Roles and Responsibilities Matrix CMC Delivery for more
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COMPENSATION

- Fixed Fee for Staffing (not a Cost of the Work)
 - Includes all on-site and off-site executive, management, supervisory, administrative, accounting, secretarial and support personnel and all associated equipment, supplies, services, software, benefits and expenses of such personnel.
 - Minimum one qualified on-site superintendent and one qualified off-site project manager
 - Percentage Fee for Construction Phase Services
 - Figured on the Cost of Work
 - Includes overhead and profit for Construction Phase Services
-

COMPENSATION, cont.

- Cost of the Work
 - General Conditions for construction
 - Subcontractor/Trade bid packages
 - Any divisions of the Work which the CMc might intend to self-perform shall also be publicly bid.
 - Construction Contingency Allowance = \$200,000
 - Additional allowances for specific scope of work items with prior approval of FWCS
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MINIMUM REQUIREMENTS

- As delineated per Article 3 of AIA 133-2019 Standard Form of Agreement Between Owner and Construction Manager as Construction with FWCS standard edits and all associated or incorporated documents including AIA A201-2017 General Conditions of the Contract for Construction, the published Supplementary Conditions to the General Conditions of the Contract for Construction.
 - A draft of all are included within the RFP.
 - Utilization of FWCS's instance of Procore for all official OAC communications.
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CMc PROPOSAL CONTENT AND SELECTION CRITERIA



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COMPANY INFORMATION

BUSINESS IDENTIFICATION

- Name, Year Established, Contact Information

BUSINESS ORGANIZATION, OPERATIONS AND PROJECT STAFFING

- Business Structure: Individual, Partnership or Corporation
 - Brief Company History
 - Organizational Chart
 - Years Experience (CM, DB and/or GC Services)
 - Proposed Project Team
-



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PROJECT EXPERIENCE

RELEVANT PROJECT EXPERIENCE

- **CMc or Design-Build Project Experience**
 - Provide examples of 3 projects (Active Administration or Service Center Renovations) that your firm has completed using the CMc or Design-Build delivery method.
 - **FWCS Experience**
 - Provide examples of 3 projects completed with Fort Wayne Community Schools.
 - How will your past experience shape your approach on this project? Takeaways/Lessons learned.
 - **Public Works Project History of Success**
 - List any public works projects in the last 10 years that were not completed after commencing construction.
 - List any public works projects in the last 10 years which resulted in litigation, mediation or arbitration.
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PROJECT APPROACH

PROJECT APPROACH

- Preconstruction Phase Services Approach
 - Cost Estimating
 - Scheduling and Development of Project Phasing
 - Quality Control and Constructability Review
 - Cost and Schedule Evaluation of Various Systems
 - Bidding and Prequalification of 1st Tier Subcontractors
 - XBE Participation Efforts
 - Self-Performed Work
 - Maintaining site and building operations throughout the duration of the project.
 - Approaches for staging and parking on tight sites.
 - Approaches to maintaining schedules and getting back on schedule when work falls behind.
 - Owner Advocacy
 - Discuss how your experience on past FWCS projects has/will shape your approach to this project.
-



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PROPOSED FEES

PRECONSTRUCTION SERVICES

- Fixed Fee Proposal

CONSTRUCTION PHASE SERVICES

- Fixed Fee for Staffing
 - Percentage of the Cost of Work
 - Performance and Payment Bond, Commercial General Liability, Automobile, and umbrella insurance rate per \$1,000 of construction value meeting the requirements outlined in 11.1 of the supplementary conditions
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EVALUATION CRITERIA/SCORING

EVALUATION CRITERIA	POSSIBLE POINTS
Operations and Project Staffing	35
Relevant Project Experience and References	35
Project Approach	75
Compliance with terms and format of RFP	5
SUBTOTAL/INITIAL QUALIFICATION SCORE	150
Interview Scoring (Criteria to Be Determined Based on Content of Proposals Received)	50
TOTAL/FINAL SELECTION SCORE	200



Q & A



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Thank you