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Addendum No. 2

April 10, 2026

Fort Wayne Community Schools

**RFP#101885: Architect / Engineer (AE) Services for the
South Wayne Education Service Center**

Documents issued March 23, 2026 for **Request for Architect / Engineer (AE) Services for the South Wayne Education Service 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. Additional Questions Received

1. Is this building intended to just have staff, or will students be housed here? If students are housed there, are they there all day, or do they come intermittently for services?

Students will be there intermittently for assessment and placement purposes. It will mostly house staff.

All other provisions of this Request for Proposals remain unchanged.

END OF ADDENDUM NO. 2



Preproposal Meeting Minutes for:
RFP's 101885-101886
A/E and CMC Services Associated with the
South Wayne Education Service Center

FORT WAYNE COMMUNITY SCHOOLS

Pre-Proposal Meeting took place at FWCS Facilities Department Training Room on 4/7/2026 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
 - Do not attempt to visit the building. Utilize the Matterport link to gather information regarding the existing conditions of the area of the building to remain.
 - The Matterport provided by the District is image-based only. Any need the A/E has for a cloud point map as part of their verification process needs to be included within the respondent scope.
 - Please review and pay attention to the items outlined in the RFP they have been adjusted to clue in respondents to the information and formatting we are looking for.
 - When responding to the Project Experience sections of the RFP that is for past and general information on the given topic. When responding to the Project Approach items, that is for specific thoughts that could be applicable to the respondent's approach or exploration for this project.
 - Will the building be utilized for student classrooms or what types of spaces?
 - There are not anticipated to be any type of classroom services provided in the center. The center is a way to bring all the various support and testing required services together in a single location to make it easier for families to access. The services provided at the center will determine the levels of accommodations provided to the student when they are at their home school. There will likely need to be a larger space in the building to accommodate 50-75 people for various trainings or gathering events.

Facilities

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

FORT WAYNE COMMUNITY SCHOOLS



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SOUTH WAYNE EDUCATION SERVICE CENTER

RFP101885: ARCHITECTURAL AND ENGINEERING SERVICES

RFP101886: CONSTRUCTION MANAGER AS CONSTRUCTOR (CMc) SERVICES

PRE-PROPOSAL MEETING

APRIL 7, 2026



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AGENDA

- ***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



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INTRODUCTIONS

FWCS FACILITIES TEAM

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

JOHN HUDSON - *COORDINATOR OF DESIGN CONTROLS*

TBD - *COORDINATOR OF CAPITAL PROJECTS*



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INSTRUCTIONS TO PROPOSERS

PROCUREMENT SCHEDULE

RFPs Released	March 23, 2026
Pre-Proposal Meeting	April 7, 2026 9a
Site Visitation	Matterport Link
Last Day to Submit Questions	April 13, 2026 12p
Proposals Due	April 16, 2026 2p
Interviews (If Necessary)	April 29/30, 2026
Board Approval	May 11, 2026

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



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MILESTONE DATES

DATES

- SD, DD, and CD milestones are outlined in the RFP. Intermediate meeting topics and schedule are the responsibility of the Design Team.
 - Bidding and Construction Schedules are outlined.
 - Early Packages and timelines for those will be determined based on possible lead time issues determined during design.
-



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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

- **Part A - Response to RFP**
 - Responses to Selection Criteria and Submission Requirements (narrative) as described in RFP Section 03, A1 – A4
 - Bound, 8.5” x 11” format. 1 original printed copy, 5 additional printed copies, and one electronic copy on flash drive.
 - **Part B - Supplemental Forms**
 - Responses to Selection Criteria and Submission Requirements (narrative) as described in RFP Section 03, A5
 - 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
 - One original printed copy and one electronic copy (may be on same flash drive as Part A proposal, separate files)
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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.

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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 “South Wayne ESC” 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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SOUTH WAYNE EDUCATION SERVICE CENTER



- Located at 810 Cottage Ave, Fort Wayne, IN 46807
- Total Building Area: ~51,064 sqft
- Original construction 1922, additions 1961, 1992



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SCOPE OF WORK

- Demolition of the west (1922) portion of the building
 - Renovation and reprogramming of the eastern portions of the building (1961, 1992) to support centralized district-level special education and student support services
 - HVAC, plumbing, and electrical improvements
 - New addition to serve as main entry to center
 - ADA accessibility improvements and elevator access
 - Site and civil infrastructure to include expanded parking areas and necessary utility/storm system improvements
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BUDGET

BUDGET

- Construction Budget = \$9,000,000
 - 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.



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SCHEDULE

SCHEDULE

- Design: May 13, 2026 – November 25, 2026 (additional milestones listed)
- Package Bidding: December 7, 2026 – January 7, 2027
- Establishment of GMP: January 13, 2027
- Board Approval: January 25, 2027
- Construction: February 1, 2027 – December 11, 2027**

Early Packages and timelines for those will be determined based on possible lead time issues determined during design.

**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.



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A/E SERVICES

SCOPE OF DESIGN SERVICES

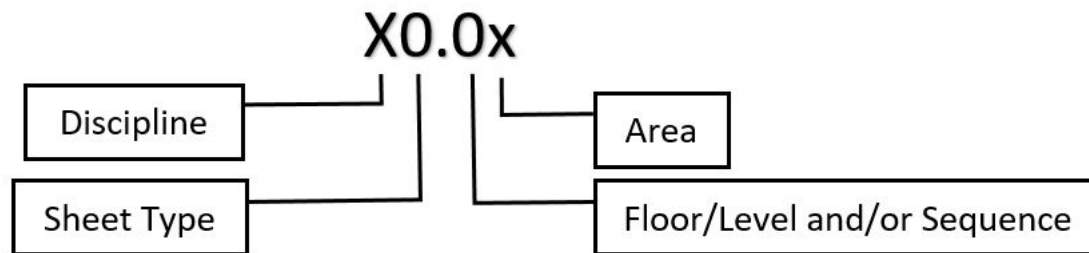
- Contract form to be The Standard Form of Agreement Between Owner and Architect Construction Manager as Construction Edition shall be AIA Document B133 - 2019 with Standard FWCS Edits
 - Draft/Example copy of agreement included in RFP
 - Scope of Design Services shall include all architectural, plumbing, mechanical, electrical, telecommunications/data, civil engineering, 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 is provided through the link in the RFP. (The District provided scan for RFP purposes does not include point cloud information. If that is desired, the A/E is to incorporate that into their fee.)
 - 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

- Project Organization and Team Structure
- Qualifications and Relevant Experience of Key Personnel
- Team Collaboration and Staffing Approach

PROJECT EXPERIENCE

- Provide 3 examples of adaptive reuse renovation projects of similar size and delivery methods to the project being proposed. Identify which parties of the proposed team were a part of the projects. (see information format breakdown)
 - Discuss additional relevant experience (max 5 pages).
 - Describe previous FWCS experience and relevant lessons learned for this project approach.
-



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PROJECT APPROACH

ADAPTIVE REUSE

- Describe past approaches utilized to evaluate for partial demolition, determining the best utilization for adaptive reuse of an existing, and integration of new systems.

CONSTRUCTION MANAGER AS CONSTRUCTOR

- Describe past approaches utilized during design to receive constructability, costing, and value analysis early in design.

SPECIALIZED SPACES

- Describe past approaches taken to design specialized program spaces supporting special education and student services functions.

SCHEDULE AND BUDGET

- Describe past approaches to maintain or get back on track for both the schedule and budget during design.

Provide specific examples of tools, processes, or strategies your firm will use to address these challenges. Proposers are encouraged to tailor their response specifically to the South Wayne Education Service Center Project rather than providing general descriptions. Conclude with a brief summary describing why your firm is well-suited to perform this work for Fort Wayne Community Schools.



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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 features a repeating pattern of various educational and professional icons in a light gray color on a yellow background. These icons include a lightbulb, a pencil, an apple, a flask, a backpack, a pen, a paintbrush, a pair of glasses, a protractor, a graduation cap, a trophy, a magnifying glass, a fan, a globe, a notebook, a briefcase, a palette, a basketball, a calculator, and a globe.

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
-



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PRECONSTRUCTION PHASE SERVICES

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.
 - See RFP, draft contract, and Roles and Responsibilities Matrix CMC Delivery for more
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CONSTRUCTION PHASE SERVICES

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
-



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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 = \$300,000
 - Additional allowances for specific scope of work items with prior approval of FWCS
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CONSTRUCTION PHASE SERVICES

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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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/Staffing Plan
-



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PROJECT EXPERIENCE

RELEVANT PROJECT EXPERIENCE

- Comperable Project Experience
 - Provide examples of 3 projects that your firm has completed using the CMc or Design-Build delivery method of similar scope and complexity. (See Project Information Breakdown)
 - Project Performance Metrics for all example projects.
 - Adaptive Reuse/School Renovation Experience
 - Describe approaches utilized to evaluate existing building condition, coordination with the design team, strategies for modernizing, and approaches for cost control and unforeseen conditions.
 - FWCS Experience
 - Provide examples of 3 projects completed with Fort Wayne Community Schools, indicating the proposed project team's involvement, including any takeaways/lessons learned.
 - References
 - 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, controls, value analysis, constructability and procurement strategies
 - **Bidding and Prequalification of Subcontractors**
 - Bid package structure, prequalification, bid solicitation, and XBE participation efforts
 - **Adaptive Reuse and Existing Building Integration**
 - Evaluation of existing conditions, new systems integration, risk and unforeseen condition mitigation, and cost and schedule management strategies
 - **Owner Advocacy and Project Communications**
 - Cost reporting, coordination with various project stakeholders, efficient use of public funding and proactive communication/issue resolution strategies
 - Discuss how your experience on past FWCS projects has/will shape your approach to this project and how you might approach it differently
-



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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	25
Relevant Project Experience and References	25
Project Approach	75
Compliance with terms and format of RFP	5
SUBTOTAL/INITIAL QUALIFICATION SCORE	150
FEE SCORE (Weighted Based on Proposal and Estimated Construction Cost)	20
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