



Addendum 1
101774 CMc Services
Wayne High School Kitchen
and Cafeteria Renovation



FORT WAYNE COMMUNITY SCHOOLS

Pre-Proposal Meeting Minutes

RFP101774 CMc Services

For the Wayne High School Kitchen and Cafeteria Renovation

5/1/2024 11:00 a.m.

1. Sign in was available and has been attached.
2. Reviewed presentation. See the attached PDF of the presentation.
3. Items discussed.
 - Phasing
 - There were conversations on the construction timeline being able to shift based on conversations through the rest of the design. Guidance on phasing based on material timelines and other availability will be critical elements of the CMc Preconstruction services.
 - Project Takeover
 - There was some discussion of thoughts on how the area will be turned over for contractor use. Some critical elements of the space would be nice if access could be maintained/alternated during construction. Some spaces will need to be utilized thinking through flows and temporary needs will be an element of preconstruction services.

Facilities

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

Sign-In

5/1/24

Ugare Kitchen & Cafeteria Renovation
Pre Proposal Meeting

Kourtney Teegardin

Hagerman

Houston Pattee

Hagerman

Eric Tyler

Schenkel

Greg Schenkel

Schenkel

TJ Moreno

Hagerman

Stephanie Lyst

FWCS Nutrition Services

Felipe Guerra

FWCS nutrition services

J. Hudson

FWCS Facilities

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CONSTRUCTION MANAGER AS CONSTRUCTOR (CM_c) SERVICES FOR
RFP101774: WAYNE HIGH SCHOOL KITCHEN AND CAFETERIA RENOVATION

PRE-PROPOSAL MEETING
MAY 1, 2024



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AGENDA

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



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INTRODUCTIONS

DARREN HESS - *DIRECTOR OF FACILITIES*

- Darren.Hess@fwcs.k12.in.us

FELIPE GUERRA – DIRECTOR OF NUTRITION SERVICES

JOHN HUDSON - *COORDINATOR OF DESIGN CONTROLS*

- *Design, District Standards, Budget and Procore Project Management Software Administration*
- John.Hudson@fwcs.k12.in.us

JOSH SUMMERS - *COORDINATOR OF CAPITAL PROJECTS*

- *Design and Construction Administration*
- Josh.Summers@fwcs.k12.in.us



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INSTRUCTIONS TO PROPOSERS

PROCUREMENT SCHEDULE

RFPs Released	April 22, 2024
Pre-Proposal Meeting	May 1, 2024
Last Day for Q&A	May 6, 2024
Proposals Due	May 8, 2024
Construction Manager Interviews	May 15, 2024
Board Approval	June 10, 2024

Site visitation is May 1 9a-10:30a. PPE is required in the Kitchen and Serving Areas.



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PROPOSAL REQUIREMENTS

SUBMISSION REQUIREMENTS

- Response to RFP
 - Responses to Selection Criteria and Submission Requirements (narrative) as described in RFP Section 03, A.1 – A.5
 - Bound, 8.5” x 11” format. 1 original printed copy, 6 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

POINT OF CONTACT

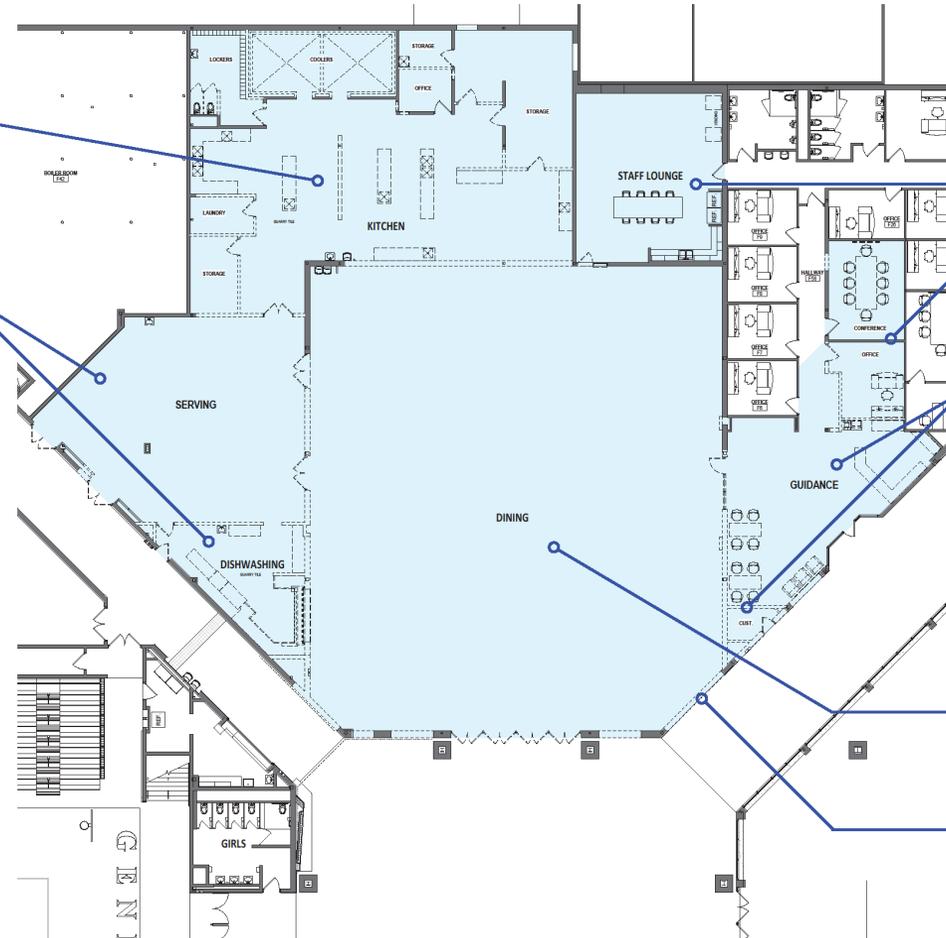
- All questions regarding the RFP should be emailed to Darren Hess (Darren.Hess@fwcs.k12.in.us).
 - Please include “Wayne High School Kitchen Renovation” in the subject line.
 - Questions will only be answered in writing, via addendum.
- ***Contact with district personnel outside of the FWCS Facilities Department (Administration, Employees, Board of Education, etc.) regarding the RFP or Project may be cause for disqualification.***



Demo Plan By Design Collaborative

Existing kitchen area to be renovated. Demo block walls, doors, windows, and kitchen equipment as shown. Existing quarry tile to remain, patch and repair as needed.

Existing serving and dishwashing area to be relocated. Demo block walls as required for new Dining layout. Demo quarry tile and prepare for new infill and floor finish.



ALTERNATE: Relocate vending, demo portion of VCT flooring, see renovation plan.

ALTERNATE: Existing conference room to become new office and storage room. Convert office to new Guidance Reception

ALTERNATE: Existing Guidance Reception to become new coffee area

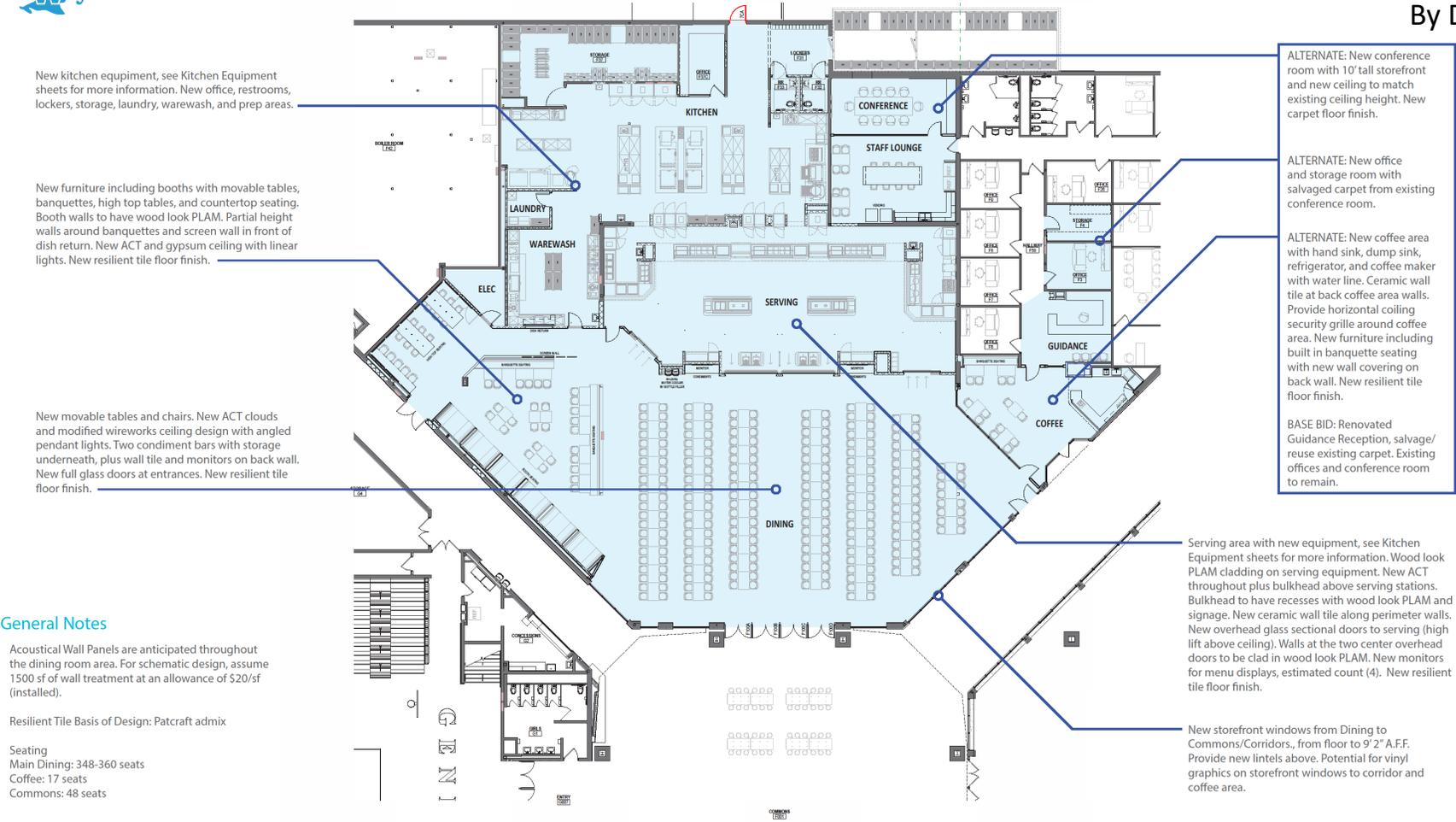
BASE BID: Custodial closet and part of existing Guidance Reception shall become Dining.

Salvage ACT pads, Wireworks ceiling, and pendant lights for use in new ceiling design.

Demo portions of existing block wall for new storefront windows and doors.



Schematic Plan By Design Collaborative





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WAYNE HIGH SCHOOL



Schematic MP Plan
By Design Collaborative





Electrical Narrative

This narrative discusses the electrical re-design of the cafeteria within Wayne High School. This new design will include dining, kitchen, serving, and dishwashing spaces, as well as rearrange the storage, conference, and reception areas in the guidance office to provide room for a coffee shop. The renovation will be separate from but tie into the ongoing renovation of Wayne High School and building materials from the original renovation will be reused where possible. The original design goals focusing on collaboration, transparency, and accessibility will be continued into this project and built upon to include flexibility, choice, and ease of flow.

CODES

At a minimum, the renovation will meet the design parameters set forth in the following codes:

- 2014 Indiana Building Code (2012 IBC) with amendments*
- 2024 Indiana Electrical Code (2023 NEC) with amendments*
- *The 2024 Indiana Electrical Code is scheduled to be adopted in June of 2024
- 2010 Indiana Energy Conservation Code (ASHRAE 90.1-2007)

SERVICE AND DISTRIBUTION

The electrical panels K, D1-2P, D1-3P, and D1-4P will be relocated and replaced as part of this project. Panel K will be replaced with a new 277/480V 3P panel. Panels D1-2P, D1-3P, and D1-4P will be replaced with new 120/208V 3P panels, two of which can be reused from the original renovation. All of these new panels will be located in the new electrical room off the dining space.

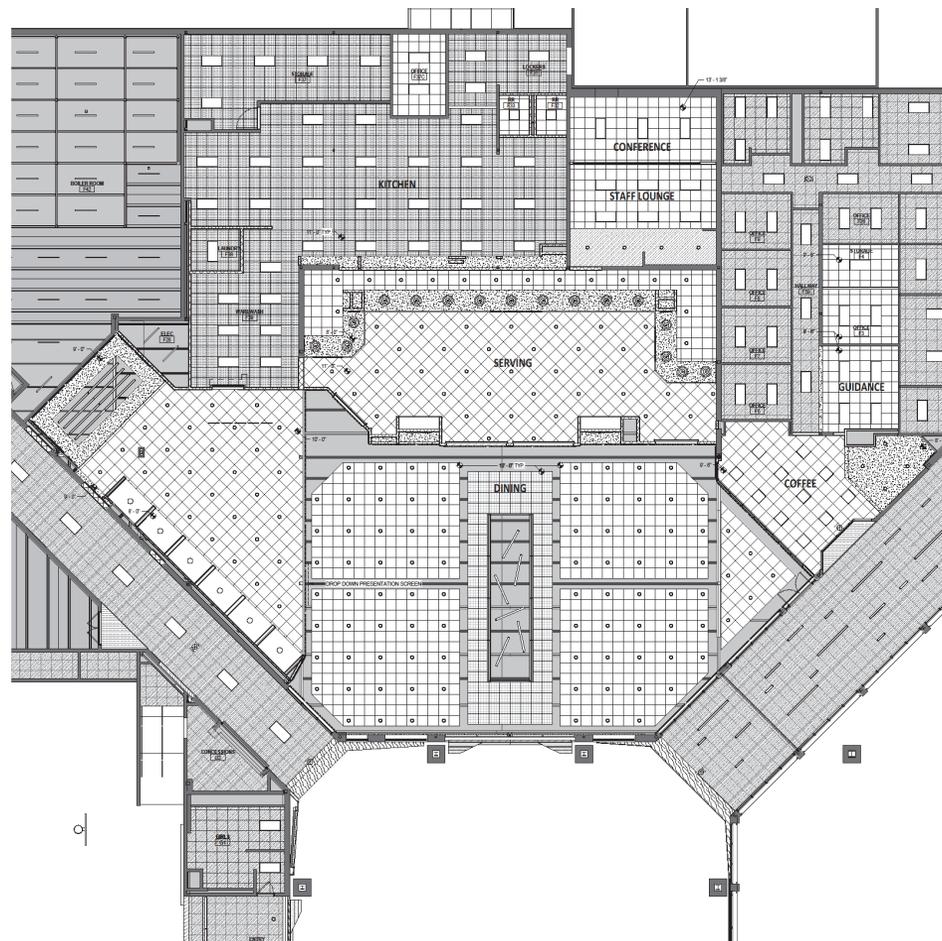
The existing circuits to remain that are powered from these panels will be re-fed, with wiring and boxes extended and reworked as needed. Panel K will feed new kitchen equipment as required from the provided kitchen drawings. Equipment to be generator-fed, such as refrigerators and freezers, will be fed from a nearby OS panel.

INTERIOR AND EXTERIOR LIGHTING

All lighting used in this project will be LED. In the kitchen, dishwashing, storage, office, and coffee spaces, lay-in style troffers will be installed. In the dining and serving spaces, a mix of recessed down lights, recessed linears, and decorative pendants will be used. The original renovation project included lay-in style troffers, recessed down lights, recessed linears, and cylindrical pendants that can be reused in this renovation. Additional fixtures may be required to meet new quantities.

LIGHTING CONTROLS

Within the dining, coffee, and guidance spaces, on/off/raise/lower wall switches will be paired with ceiling occupancy sensors. Within the serving, kitchen, dishwashing, storage, and bathroom spaces, on/off wall switches will be installed, paired with either ceiling or wall occupancy sensors depending on the size of the room. The light fixtures in this project will be controlled independently of other rooms and not be connected to a master header. However, the dining space lights may be tied into the existing building management system. As possible, switches and occupancy sensors will be reused from the original renovation project and installed in new locations.



Schematic Electrical Plan By Design Collaborative

LIFE SAFETY

Emergency egress lighting will be placed throughout the renovation space in compliance with life safety codes. Periodic light fixtures along the paths of egress will be fed from an existing generator-backed life safety panel. Exit signs will also be located throughout the space as required by code and can be reused from the original renovation project as possible.

The electrical contractor will be responsible for providing all shunt trip devices at kitchen hood locations. As required, the hood fire suppression system will be tied into the building fire alarm system.

AUXILIARY SYSTEMS

Fire Detection and Alarm

A fire alarm system is required per the current Indiana building code and will be extended to the renovation space from the building's existing fire alarm system. The system will consist of two parts, detection/initiation and annunciation.

The detection/initiation system will consist of:

- Manual pull stations near each building exit
- Duct smoke detectors in the return ducts of sizable air handling units

The annunciation system will consist of:

- Horn and strobe devices in large rooms
- Visual devices in small rooms

Telecommunications and A/V

Data and A/V devices throughout the space will be fed from an existing data rack in the IDF 3 G4A room. The dining space will feature a projector and drop-down presentation screen on the west side of the seating area. These will be paired with ceiling-mount speakers throughout the dining and serving spaces, sub woofers, microphones, and wall-mount auxiliary jacks. Wireless access points and digital signage TVs will also be scattered throughout the space.

Security

Security and access control will be provided by the owner's vendor. The electrical contractor shall be responsible for rough-ins, pathways, and line-voltage power where required. Cameras will be located throughout dining and kitchen spaces. Each exterior door will be access-controlled using electronic door access. Additional access control will be coordinated with the owner.

BUDGET

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

SCHEDULE

- Design: May 17, 2024 – September 2, 2024
- Bidding: September 2024
- Construction: March 2025 – September 2025



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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 completion of Design Development and Construction Documents phases of design.



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CONSTRUCTION PHASE SERVICES

COMPENSATION

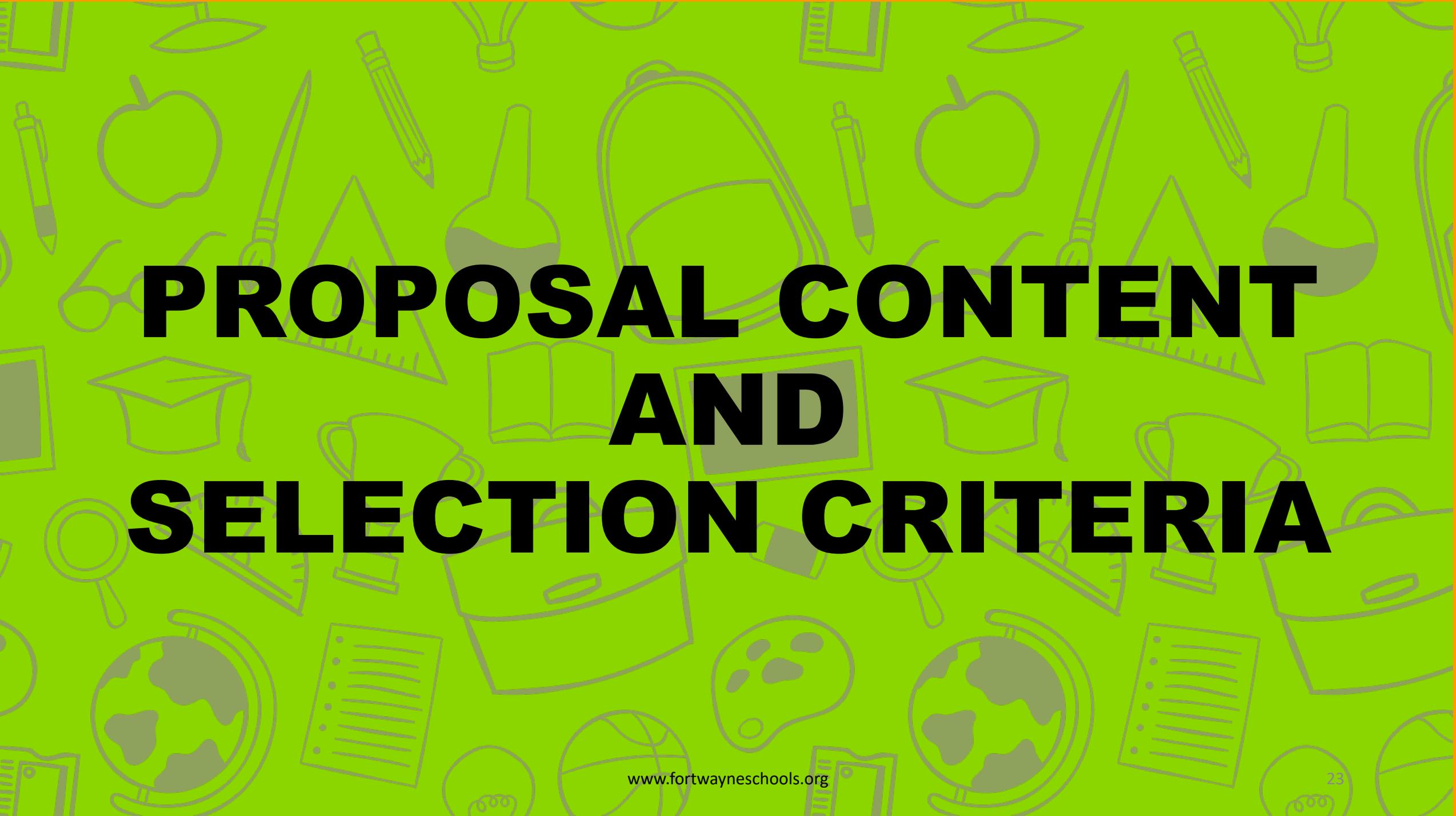
- Fixed Fee for Staffing (not a Cost of the Work)
 - Includes all on-site and off-site executive, management, supervisory, administrative, accounting, secretarial and support personnel and all associated equipment, supplies, services, and expenses of such personnel.
 - Includes coordination with owner provided items and including time in overall project schedule.
 - Minimum one qualified on-site superintendent and one qualified off-site project manager

COMPENSATION, cont.

- Percentage Fee for Cost of the Work
 - Includes overhead and profit for Construction Phase Services
- 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 = \$350,000
 - Additional allowances for specific scope of work items with prior approval of FWCS

MINIMUM REQUIREMENTS

- As delineated per Article 3 of AIA 133-2019 Standard Form of Agreement Between Owner and Construction Manager as Construction 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 Copy of both have been included within the RFP.



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

RELEVANT PROJECT EXPERIENCE

- CMc or Design-Build Project Experience
 - Provide examples of 3 projects (K-12 or other) 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.
- 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.

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
- Usage of Construction Contingency Allowance
- Punch Lists and Project Closeout
- Owner Advocacy and Stewardship of the Educational Environment and Public Funding



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PROPOSED FEES

PRECONSTRUCTION SERVICES

- Fixed Fee Proposal

CONSTRUCTION PHASE SERVICES

- Fixed Fee for Staffing
- Percentage of the Cost of Work



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EVALUATION CRITERIA/SCORING

EVALUATION CRITERIA	POSSIBLE POINTS
General Experience and Qualifications	10
Experience of Proposed Project Team	15
Relevant Project Experience	15
FWCS Experience	15
Preconstruction Phase Approach	20
Bid Procurement and Subcontractor Prequalification	10
Contingencies and Contingency Usage	5
Shop Drawing and Submittal Procedure	10
Punch List and Project Closeout Administration	5
Owner Advocacy and Stewardship of Public Funding	20
CMc Pre-Construction and Construction Phase Services Fees	20
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

The background is a repeating pattern of various school-related icons in a light blue color on a grey background. The icons include a pencil, a pen, a paper airplane, an apple, a lightbulb, a backpack, a flask with liquid, a ruler, a protractor, a pair of glasses, a graduation cap, a book, a trophy, a magnifying glass, a fan, a globe, a briefcase, a palette, a basketball, a calculator, and a notepad.

Q & A



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Thank you