

Request for Qualifications Architectural Services

Fort Totten Public School District

The Fort Totten Public School District is requesting statements of qualifications for architectural services for design options for new expansion construction for Four Winds High School Alternative-CTE Building and Gymnasium. The project will need to include but may not be limited to; new expansion design to the Four Winds High School Alternative-CTE building and gymnasium. The architect will be responsible for design services, pre-referendum support, construction cost estimates, construction procurement, and contract administration.

To receive the Request for Qualifications (RFQ) submittal instructions, please contact the Business Manager by either of the following methods:

Mail: Fort Totten Public School
District Attn: Christina Anderson
PO Box 239
Fort Totten, North Dakota 58335
Telephone: (701) 766-1438
E-mail: fwhs.business@k12.nd.us

Questions regarding the content of the Request for Qualifications submittal instructions can be directed to the Business Manager, Christina Anderson (701) 766-1438.

Responses must be received no later than **12:00 p.m.**, Central Time, **Monday, July 3, 2026**, at the Fort Totten Public School Alternative CTE Building 7268 Hwy 57 Fort Totten or via email to fwhs.business@k12.nd.us.

Request for Qualifications Submittal Instructions

I. INTRODUCTION

The Fort Totten Public School District requests statements of qualifications for architectural services for expansion design for Fort Totten Public School Alternative-CTE building.

The district has been planning for an expansion for Fort Totten Public School to house the entire student body for grades PreK Special Needs and 9-12 in one building as the current space is inadequate for the enrollments with a gymnasium.

The architect will need to work with the District Staff to develop a scope and budget to present to the board for final approval. The architect will be responsible for design development, construction procurement, and contract administration.

II. SCOPE OF SERVICES

Anticipated building design includes but is not limited to: architectural design of the building expansion and gymnasium; pre-referendum support; site design; assistance determining construction delivery method; design of building electrical, mechanical and plumbing systems; estimation of project construction cost; interior design services; fixture and equipment bid documentation, with a priority on energy efficiency. Architect shall provide all drawings, specifications and bid documents necessary for bidding and completing the development and construction of the project and prepare the contracts between the school district and successful bidders for review by the school district and subject to approval by the school district.

The selected architectural firm will be required to procure engineering and other ancillary services within their scope as well as obtain required Spirit Lake Tribal Employment Resource Office permitting and licenses as required by Spirit Lake Tribal Code. Firms submitting qualifications are asked not to include structural, mechanical, electrical and plumbing engineering services at this time. The selected architectural firm along with the Fort Totten Public School District will collaborate in the selection process.

III. FIRM REQUIREMENTS

Architectural firms shall comply with the following requirements to be considered for selection. Qualifications submitted by firms failing to meet these requirements shall be considered nonresponsive.

- a. Architects shall be licensed to practice in the State of North Dakota.
- b. The responding firm shall have K-12 school experience with preference for design of middle, junior, or high school and gymnasiums that are highly energy efficient within the last ten years.
- c. The firm shall carry and maintain a minimum of \$2,000,000 professional liability insurance coverage. This insurance coverage shall be provided at no additional cost to the school district.
- d. The firm shall be capable of meeting the project schedule and have the resources available to begin and complete each phase of work.
- e. All contract documents shall be produced in an electronic format acceptable to the school district.

IV. SUBMITTAL REQUIREMENTS

Prepare and submit qualifications as described below:

- a. Qualifications shall comply with all requirements and provide all information identified in this Request for Qualifications document. Qualifications found to be incomplete or failing to comply with these requirements may be considered nonresponsive.
- b. Qualifications, including attachments, shall not exceed 60 pages.
- c. Submit qualifications in an 8 1/2" x 11" format, using 1-inch standard margins with a font size not smaller than 12 point. Headers, footers and page numbering can occur outside of the 1-inch standard margins.
- d. Responses must be received no later than 12:00 p.m., Central Time, Monday, July 3, 2026. No responses will be accepted after that time.
- e. The District will work with applicants for their preferred delivery method.
Electronic Responses should be emailed to fwhs.business@k12.nd.us
Flash drives and hard copies may be delivered to:
Fort Totten Public School District
Attn: Christina Anderson
PO Box 239
Fort Totten, ND 58335
- h. Sequence of Events: The following represents the sequence of events for the qualification and selection of an architect.

Advertise for Proposals	June 13, June 20, June 27, 2026
Proposals Due	July 3, 2026 at 12:00 PM CST
Interview Selected Candidates*	July 6 - 10, 2026
Board Approval	July 13, 2026
Selection Notification	July 14, 2026

*Interview candidates may be asked to interview via video conference. The district will reach out to finalists for preferred interview method.

V. RESPONSE FORMAT

Provide your qualification information in the sequence and format as follows:

- Section 1: Cover Letter
 - a. Business name and address
 - b. Contact name, address, telephone number and e-mail address
 - c. Authorized signer's name, address, telephone number and e-mail address (if different from contact listed above)
 - d. Brief statement outlining the key reasons why the applicant should be considered as a finalist
- Section 2: Confirmation of Architectural Firm Requirements
 - a. State of North Dakota license
 - b. Office location(s)
 - c. Public school experience
 - d. Professional liability insurance
- Section 3: Architectural Firm Information (provide this for consulting Architectural Firm, if any, that is included in the response)
 - a. Number and type of employees by office location
 - b. Firm history and information
 - c. Summary of recent project history, highlighting projects in the school setting
 - d. Project participants
 - e. Pre-referendum support services
 - f. Special qualifications
 - g. Current workload with estimate of available time from project participants
- Section 4: Examples of past school projects
 - a. Name of project
 - b. Date completed
 - c. Total construction cost, total cost of change orders, square footage and number of students served
 - d. Examples of project budgets, construction estimates, and schedules or timelines associated with the project
 - e. Owner's name and address
 - f. Owner's representative and telephone number
 - g. Project Team with each member's role and responsibility
- Section 5: Design and Methodology
 - a. Provide a summary of professional development or continuing education opportunities completed by project participants, with emphasis on those related to innovative instructional practices
 - b. Describe your approach to the planning, design and construction process and how you will involve school district participants in that process
 - c. Describe your understanding of the overall project and address any significant issues, constraints or concerns that you perceive with this project
- Section 6: Project participants
 - a. Identify the Principal in Charge for the project
 - b. Identify the design architect for the project
 - c. Identify any other key firm employees who will work on the project and provide their role on the project
 - d. Identify consulting architects, if any, who will work on the project

Selection Methodology

The selection of professional consultants by the school district is not based on competitive bidding. Rather, it is based on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. Consideration will include, but not be limited to, the following factors:

- a. Relevant experience on similar projects within the region
- b. Performance evaluations from references regarding comparable work
- c. Affordability and design of comparable projects, including high-quality functional, technical, aesthetic and economic design with a focus on high efficiency of comparable projects
- d. Documented ability to produce project budgets, construction estimates, schedules, timelines and technical documents for comparable work
- e. Office location and staff employed within the Fort Totten area
- f. Abilities, qualifications and credentials of key personnel assigned to this project
- g. Ability to receive permitting from the Spirit Lake Tribal Employment Resource Office as required by Spirit Lake Tribal Code.
- h. Existing workload and evidence of ability to complete work within the time specified for a project
- i. Overall responsiveness to the RFQ

Terms and Conditions

- a. The school district reserves the right to reject any and all responses, and to waive minor irregularities in any response.
- b. The school district reserves the right to request clarification of information submitted and to request additional information for any response.
- c. The school district reserves the right to award the contract at its sole discretion to the firm determined to be the most qualified and able to receive permitting from Spirit Lake Tribal Employment Resource Office. If the school district and firm are unable to successfully negotiate and execute a contract within 30 days of this selection, the school district reserves the right to negotiate with and award the contract to the next most qualified firm.
- d. The contract resulting from the acceptance of a proposal by the school district shall be in a form supplied or approved by the school district and shall reflect the specifications in the RFQ. The school district reserves the right to reject any contract that does not conform to the specifications contained in this RFQ or that does not meet with the approval of the school district's attorney.
- e. The school district shall not be responsible for any costs incurred by the respondent related to preparing, submitting or presenting its response to the RFQ.