PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
NEW SALEM-ALMONT PUBLIC SCHOOLS

Introduction and Project Description:

New Salem-Almont Public Schools is requesting statements of qualifications from licensed architectural firms interested in providing professional architectural services for the continued design and development of a stand-alone community center in New Salem, North Dakota. The selected architectural firm will be expected to work with the plans and specifications that meet the district's needs, comply with applicable building codes and accessibility requirements, and remain within the established budget.

Scope of Services:

New Salem-Almont School District will choose one or more firms to complete the work as outlined in this document. The selected architectural firm will be required to procure services within this scope. These services will comprise of the development of the detailed project program.

Consultants:

Firms submitting qualifications are asked not to include structural, mechanical, electrical, and plumbing engineering services. The selected architectural firm along with New Salem-Almont School District will work together in any selection of consultants for the referred disciplines.

SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA

New Salem-Almont Public Schools requests the following material for use in the selection of a professional design firm:

A. Past Performance

1. Demonstrated experience and excellence in rural North Dakota K-12 school projects with comparable scale, complexity, and function.

2. Proven capabilities for providing conceptual design of educational facilities. Firms are asked to submit appropriate graphic material supporting analysis, thoroughness, and clarity (may be the same projects).

B. The Ability of Professional Personnel

Qualifications of the principals and project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:

1. An organizational chart for all members in the designated design team.

2. Indicate the names of employed persons that will be designated as the project manager and principal design member. Indicate the person that will serve as point of contact for all matters relating to management of contract and design services.

C. Willingness to Meet Time and Budget Requirements

1. Indicate your intent to complete the Work within the negotiated fee and include specific references where this has been accomplished.

2. Present an outline of the basic work plan anticipated to accomplish the work.

D. Related Experience on Similar Projects

1. Recent Relevant Work: List up to three projects completed within the past five years, or currently under construction that most closely resemble this project. Include the project name, client, year of completion, value in place, and reference contact. May also be the projects listed in Section A.

E. Location, with higher priority given to firms headquartered in North Dakota

F. Recent/Current and Projected Workload of the Person or Firm Evaluate the recent, current, and projected workload of the firm based on the following criteria:

1. Agreement, unless prevented by circumstances outside of the firm's control, to retain the project manager and the principal design team member on the project until all work under this contract is complete.

2. Availability of all personnel included in Section B.

Interview Process:

Firms that are selected for interviews will be asked to present on how their firm will work collaboratively with the owner's vision to develop a process and schedule.

V. PROCEDURES FOR SUBMISSIONS

A. Architects wishing to be considered may submit their qualifications via email to brian.christopherson@k12.nd.us or by providing a copy at 310 Elm Avenue, PO Box 378, New Salem, North Dakota, 58563. Bids must be submitted by 10:00A.M. Wednesday, November 25, 2026.

B. Sequence of Events: The following represents the sequence of events contemplated in the qualification and selection procedure established for retaining an architect:

Advertise for proposals November 4, 2026
Proposals due November 25, 2026
Review Responses and prepare shortlist November 25, 2026
School Board Approval November/December 2026
Selection Notification November/December 2026

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