

Request for Proposal  
**Rustad Recreation Center**  
**Architectural Design Services**

RFP Release Date: October 18, 2023  
Proposal Submittal Deadline: 11AM on November 9, 2023  
Interviews/Presentations if needed: November 13-17, 2023  
Selection Process Completed by Park District: November 21, 2023



For additional information contact:

Josh Mathern  
Operations Director

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701-551-7117

West Fargo Park District  
601 26th Ave E  
West Fargo, ND 58078

## Notice

REQUEST FOR PROPOSALS  
ARCHITECTURAL DESIGN SERVICES  
WEST FARGO PARK DISTRICT  
WEST FARGO, NORTH DAKOTA

Notice is hereby given that West Fargo Park District of Cass County, North Dakota, is issuing a Request for Proposals (RFP) for Architectural Design services for the design of an expansion to the Rustad Recreation Center. Proposals will be accepted at the West Fargo Park District Administrative Offices, 601 26th Ave E, West Fargo, ND 58078 until 11:00 A.M. on Thursday, November 9, 2023. The RFP with submission instructions, general information, and all pertinent details can be obtained at the West Fargo Park District's website [www.wfparks.org](http://www.wfparks.org) and visiting the About: Agenda and Minutes section. All questions regarding the RFP can be directed to Josh Mathern at the West Fargo Park District, 701-551-7117. No proposal will be accepted after the deadline for the receipt of proposals. The West Fargo Park District reserves the right to reject any or all proposals, or to waive any informalities, irregularities, or defects in any proposal, should it deem to be in the best interest of the Park District to do so.

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## Owner Statement

The West Fargo Park District operates, maintains, oversees, and manages 500 acres of public park land, an ice arena, activity centers, recreation facilities, gymnasiums, ballfields, and other facilities in West Fargo, ND.

Our Rustad Recreation Center was built in two phases, 2016 and 2019. It is a multi-use community facility that has gymnasiums, walking track, indoor turf, meeting rooms, party rooms, and indoor playground. The facility hosts recreational events, open gym, public playground use, tournaments, practices, meetings, and other community activities.

The Park District is making plans for the expansion of the Rustad Recreation Center. The Park District is interested in expanding parking in the next 12 months and we want to have building concepts in place prior to parking expansion to reduce conflicts in future phases.

Building expansion may include gym space, pickleball courts, playground improvements, and common space.

The Park District is looking for an architectural firm that can evaluate current facilities, tie in new construction to existing, and create a visually impressive entry and building exterior. Expansion could include an estimated 30,000 sq. ft. of additional building footprint. A construction budget for the project has not yet been set.

Initial steps would include space study, conceptual drawings, statement of probable costs, and site planning. After conceptual drawings are complete, the West Fargo Park District will move forward with expansion of the parking lot. Building expansion will be planned for 2025 or later.



Josh Mathern

Operations Director  
West Fargo Park District

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701-551-7117

# Request for Proposal West Fargo Park District Architectural Design Services

The West Fargo Park District, West Fargo, North Dakota (“Owner” or “Park District”) solicits proposals for architectural services to expand the Rustad Recreation Center.

Potential and prospective proposers to this Request for Proposals (RFP) shall hereafter be referred to as “Proposer(s)”. The architect, firm, or consultant selected through this RFP will be referred to as “Architect.”

## Proposals

### Submitting Proposals

Proposals are due to the Operations Director at the West Fargo Park District Administrative Office at the Rustad Recreation Center no later than 11:00 a.m. Thursday, November 9, 2023.

After review, the Park District intends to select one Proposer and to enter into an agreement to do site planning, conceptual development, design, construction documents, bidding administration, construction oversight, and other services necessary for the successful completion of the project. Parking expansion will be planned in conjunction with building concept drawings but may be administered outside of the Architect’s scope of services.

### Instructions to Proposers

1. Submit proposal as two printed copies and one PDF on flash drive. Proposals should be mailed or hand delivered to:  
West Fargo Park District  
ATTN: Josh Mathern  
601 26 Avenue East  
West Fargo, ND 58078
2. Questions, clarifications, and requests for information related to this RFP shall be directed to:  
Josh Mathern, Operations Director  
West Fargo Park District  
josh@wfparks.org
3. Proposals in response to this RFP shall be in a sealed package that is labeled “Rustad Architect RFP” with the Proposer’s name and return address. Proposals will not be accepted via email.
4. All submitted Proposals and materials will become property of the Park District and shall not be returned unless a written request to withdraw is received prior to the submission deadline. The Proposer agrees that its Proposal may be held by the Park District for up to ninety (90) days from the date Proposals are due for the purpose of Proposal evaluation. Proposals must be valid for that period of evaluation and through negotiation with the selected Proposer.

5. The Park District retains the right to accept or reject all Proposals or select multiple Architects.
6. The Park District reserves the right to waive any irregularities in proposals.
7. Causes for rejection of Proposals may include, but are not limited to the following reasons:
  - a. Submittal of an irregular Proposal;
  - b. Failure to submit the Proposal prior to the deadline;
  - c. Failure to provide all information required;
  - d. Failure to comply with the requirements of the Proposal instructions;
  - e. Determination by the District that the Proposer has placed conditions on or qualified its Proposal;
  - f. Failure to meet the minimum qualifications;
  - g. Discovery of any alteration, interlineations, or erasures of any project or proposal requirement by the Proposer; or
  - h. Evidence of collusion between potential Proposers. For purposes hereof, collusion means the unlawful communication between companies not under common ownership. An exception is made for consulting services from an Architect, Landscape Architect, or Engineer that is not qualified to respond to this RFP.
8. The Park District reserves the right to terminate this RFP and the selection process at any time.
9. During evaluation, the Park District may request additional information or clarification from Proposer or allow corrections to omissions.
10. Proposers are solely responsible for all costs associated with the preparation, presentation, and delivery of Proposals and in person presentations.
11. Proposer must be a North Dakota Licensed Architect by the North Dakota State Board of Architecture and Landscape Architecture and Proposer and all Sub-Contractors must be licensed to work in North Dakota and carry all required insurance including but not limited to North Dakota Workers' Compensation Insurance , Errors and Omissions Insurance, and/or Professional Liability Insurance as applicable.
12. It is the responsibility of each Proposer before submitting a proposal to:
  - a. Examine thoroughly the Request for Proposal documents.
  - b. Visit the sites or otherwise become familiar with and satisfy the Proposer as to the general, local, and site conditions that may affect cost, progress, performance, or furnishing of the work.
  - c. Consider federal, state, and local laws, codes, and regulations that may affect cost, progress, performance, or furnishing of the work.
  - d. Consider design, bidding, and construction schedule and ability of Proposer to meet desired project schedule.
  - e. Promptly notify the Park District of all conflicts, errors, ambiguities, or discrepancies that the Proposer has discovered in the Request for Proposal documents.

## Questions, Clarifications, Corrections, Additional Information, Addenda

Any requests for revision, additional information, clarification, or interpretation as to the meaning of any provision of this RFP shall be made via email and submitted to Josh Mathern, at [josh@wfparks.org](mailto:josh@wfparks.org) no later than 11 a.m. on Monday, October 30. Any revision, information, clarification, or interpretation issued by the Park District will be made in the form of written addenda. Only revisions, information, clarifications, or interpretations in a written addenda issued by the Park District shall be official.

## Form of Proposal

Proposals must include the following:

1. Cover letter stating interest in project with signature of duly authorized principal.
2. Description of technical qualifications.
3. Description of experience with similar projects involving public entities.
4. Description of experience of key personnel assigned to the project.
5. List of references from previous projects of a similar nature or scope with at least one being a government agency.
6. A tentative schedule, including a summer 2024 parking expansion, indicating the project elements and estimated time for each presented as a Gantt chart.
7. Cost Proposal for services.
8. One copy of the proposal in electronic format (PDF) on a Flash-Drive.

## Cost Proposal

A cost proposal must be submitted as part of the Proposal. Cost proposals should include costs of services for all components related to this project.

Rates and fees may be based on percentage of construction cost, hourly rates, hourly not to exceed, other, or a combination. If hourly rates or hourly not to exceed are used, an estimate of the number of hours anticipated is required.

List what other costs will be assessed to the Owner, such as consultants, engineers, mileage, testing, printing, production, or any other fee or pass-through costs that will be assessed to the Park District.

Different phases of the project can have different cost structures.

# Project

## Services and Qualifications

1. Architect will design an expansion to the Rustad Recreation Center that includes indoor space, site plan, landscape, parking, and all related and relevant amenities, systems, and buildings.
2. Architect will design the expansion to coordinate and work in concert with the existing facility while minimizing disruptions to current operations.
3. Architect will engage Park District staff members by holding workshops, meetings, and/or interviews as needed to gather staff input.
4. Architect will know, understand, and follow all applicable zoning, covenants, building codes, ND Century Codes, and restrictions during design, bid, and construction phases.
5. Architect shall be capable of meeting the proposed construction deadlines, with appropriate time given for concept, development, design, construction documents, advertising, bidding, awarding contracts, and construction.
6. Architect will coordinate pre-bid and pre-award meetings, obtaining bids, and review and recommending awards, evaluating alternate bids, and prepare construction contracts, as well as assist in the evaluation of products or systems substitutions.
7. All documents and deliverables will be provided by the Architect to support the completion of all projects. These will be submitted in electronic form with printed forms provided as needed or requested including but not limited to:
  - a. Structural Engineering, (inspections, reports, and recommendations).
  - b. Schematic Design (existing conditions, demolition plan, site plan, and building plan),
  - c. Shop Drawing analysis,
  - d. Design Development documents,
  - e. Bid Documents and addenda,
  - f. Construction contracts,
  - g. Construction Documents,
  - h. All other related and necessary documents for successful completion of the project.

## Project Phases

### Pre-Design

Pre-Design will include analysis of current space and exploration of elements that could be included in the project.

Some components that may be included in the building addition include:

1. Indoor playground relocation and expansion
2. Gymnasium space
3. Multi-use activity space
4. Meeting and party rooms
5. Entryways and lobby expansion
6. Circulation space
7. Supporting and required facilities such as restrooms, storage, and office space.

### Schematic Design

Schematic Design will include building and site layout and cooperation with the Park District's chosen Engineer to coordinate design elements that will affect the design of the parking lot expansion. The initial phase of this design is to establish a footprint and enable parking construction to proceed.

### Design Development

After completion of SD, there may be a pause in work on the project as funding, timing, and needs are assessed and for the construction of a parking lot expansion in 2024.

In approximately fall of 2024, the Park District will continue with the building expansion planning for the Rustad Recreation Center at which time the Architect will be re-engaged to continue work on the project.

### Construction Documents

Architect will produce all construction documents necessary for the successful completion of the project.

### Bidding

Architect will plan and coordinate the public bidding process to comply with ND Century Code.

### Construction Administration

Architect will periodically visit the site to ensure proper construction, review and approve pay applications, answer questions and provide solutions regarding design and construction, complete inspections, and follow up on the project during the warranty period.



# Proposal Evaluation

The evaluation process will consist of at least two but up to three levels of review and evaluation by a selection committee consisting of staff of the West Fargo Park District. Level 3 Review will only take place if deemed necessary by the Park District.

## Level 1 Review:

Minimum Qualifications:

- 1. Proposer must be legally licensed under applicable laws in the State of North Dakota.
- 2. Proposer must have demonstrated prior experience in designing park facilities, athletic complexes, public facilities, or similar projects in accordance with applicable codes, standards, rules, and regulations.
- 3. Proposer must have experience in contract administration, public bidding, working with public entities, and construction management or oversight.
- 4. Proposer must provide a cost proposal as part of the Proposal.

Ability to meet the above Minimum Qualifications? – Yes or No. If Yes, continue to Level 2.

## Level 2 Review

- 1. Compliance with requirements of Request for Proposal documents. (0-5pts) \_\_\_\_\_
- 2. Research and understanding of design and construction requirements. (0-25pts) \_\_\_\_\_
- 3. Management plan/project schedule. (0-5pts) \_\_\_\_\_
- 4. Experience with similar projects involving public entities. (0-25pts) \_\_\_\_\_
- 5. Experience of key staff personnel assigned to the project. (0-10pts) \_\_\_\_\_
- 6. Professional/Owner References. (0-10pts) \_\_\_\_\_
- 7. Cost Proposal for services included in this RFP and related to this project. (0-20pts) \_\_\_\_\_

Total (0-100pts) \_\_\_\_\_

## Level 3 Review (at the discretion of the Park District)

If the Park District chooses, it may conduct interviews and/or have presentations from the top one to four scoring Proposers. The Proposers will be responsible for all costs associated with a Proposer’s participation in the Level 3 review. Proposers will be reviewed on the following criteria:

- 1. Past performance.
- 2. The ability of professional personnel.
- 3. Willingness to meet time and budget requirements.
- 4. Location, with higher priority given to firms headquartered in North Dakota.
- 5. Recent, current, and projected workloads of the persons or firms.
- 6. Related experience on similar projects.
- 7. Recent and current work for the West Fargo Park District



# Attachment A: Draft Conceptual Site Plan

