

**Request for Proposals**  
**Architect Services for Pre-Design Work, Development of Site Master Plan, and**  
**Preparation of Preliminary Cost Estimates for Possible Construction of a New**  
**Minnehaha County Regional Juvenile Detention Center**

Proposals will be received by the Board of Commissioners of Minnehaha County at the office of the County Auditor, 415 N. Dakota Avenue, Sioux Falls, South Dakota 57104 until 2:00 p.m., on Tuesday, November 10, 2009, from individuals or firms interested in providing professional Architect services for pre-design work, development of a site master plan, and preparation of preliminary cost estimates associated with the possible construction of a new Minnehaha County Regional Juvenile Detention Center or other potential options. Proposals will be evaluated by a multi-county planning group and a selection recommendation will be made to the Minnehaha County Commission at a regular meeting of the Commission.

All proposals shall be made in accordance with the specifications detailed in the Request for Proposals. The Request for Proposal specifications have been placed on file and may be reviewed at the Office of the Minnehaha County Auditor, Minnehaha County Administration Building, 415 N. Dakota Avenue, Sioux Falls, South Dakota, 57104 or on the county's web site at <http://minnehahacounty.org>, under "Notices".

The Board of County Commissioners, reserves the right to waive any irregularities deemed advantageous to the County, to reject any and all proposals, and to negotiate with the most qualified individual or firm submitting a proposal.

Rich Lietz, Assistant County Auditor

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## REQUEST FOR PROPOSALS

### **Project Title: Pre-Design, Master Plan Services, and Preliminary Cost Estimates**

Architectural services for pre-design work, site master plan development, and preliminary cost estimates for possible construction of a new Minnehaha County Regional Juvenile Detention Center or other potential options to include a remodeling of the current facility.

### **Project Summary:**

Minnehaha County is requesting proposals from individuals/firms interested in performing architectural services for pre-design work, development of a site master plan, and preliminary cost estimates associated with the possible construction of a new Minnehaha County Regional Detention Center or other potential options. The information developed through this process will be used by a planning group consisting of representatives from at least sixteen counties in the southeast region of South Dakota as part of the deliberations for replacing the current Minnehaha County Regional Detention Center.

The current detention center consists of fifty-five secure beds, eight holding/sleeping rooms in the intake portion of the center, administrative space, gymnasium, warming/prep kitchen with appropriate equipment, classroom space, and the support space for electrical and mechanical areas.

The selected architectural firm/individual will work the planning group and staff of the Minnehaha County Regional Detention Center to help determine necessary bed capacity, program areas, administrative and support spaces, along with preliminary cost estimates for both a new or remodeled facility. This information will be used for pre-design work, development of a conceptual site master plan, and preliminary cost estimates for the secure detention facility needs of the multi-county juvenile detention partnership.

The selected architectural firm will also inspect and review the non-secure detention facility located at 908 N. West Avenue, Sioux Falls, South Dakota to determine whether any increase in bed capacity or remodeling of the facility is necessary to meet the non-secure facility needs of the multi-county juvenile detention partnership.

Any individual/firm wishing to submit a proposal is strongly encouraged to view the present Minnehaha County Regional Juvenile Detention Center and the associated grounds where the facility is located prior to the submission of a proposal. Arrangements to view the area may be made by contacting Todd Cheever, Director of the Minnehaha County Juvenile Detention Center, at 367-4313. The facility is located at 4200 S. West Avenue, Sioux Falls, South Dakota.

Any individual/firm wishing to submit a proposal is strongly encouraged to view the non-secure detention facility located at 908 N. West Avenue, Sioux Falls, South Dakota and the associated grounds where the facility is located prior to the submission of a proposal. Arrangements to view this facility may be made by contacting Kim Wagley, Volunteers of America, Dakotas, at 367-

4293.

The selected individual/firm will be expected to enter into a formal contract with Minnehaha County for the provision of the architectural services. The final contract will be determined through negotiations between Minnehaha County and the selected individual/firm using the proposal submitted as a basis for negotiations. **The selected firm will be required to submit eight copies of its final report/work product no later than May 15, 2010.**

**Additional Information:**

a. Planning Group: The planning group consists of representatives from sixteen counties. The planning group meets on the first Wednesday of every month at the Minnehaha County Regional Juvenile Detention Center located at 4200 S. West Avenue, Sioux Falls, South Dakota. Meetings typically begin at 10:00 a.m. and average one to one and a half hours in length. The selected architect firm/individual will be required to provide monthly progress reports to the planning group. The regularly scheduled meeting will also be the opportunity for the architect to solicit input, as needed, from the planning group.

b. Secure Detention Space Needs Assessment: While there will be some input from the planning group on the space needs assessment portion of the project, the majority of input will come from staff of the Minnehaha County Regional Juvenile Detention Center.

c. Non-Secure Detention Space Needs Assessment: While there will be some input from the planning group on the non-secure detention space needs assessment portion of the project, the majority of input will come from the staff of Volunteers of American, Dakotas – the current non-secure detention bed provider.

d. Determination of Bed Capacity: The architect's main role in this portion of the project will be to advise the planning group as to the methodology and information needed to determine future bed capacity. The planning group will complete the necessary work to obtain future bed capacity information based on the architect's advice.

**Requirements for Submission of Proposals:**

Eight copies of the proposal must be received at the Minnehaha County Auditor's Office no later than 2:00 p.m., on Tuesday, November 10, 2009.

The proposal must include the following:

- 1) Name and address of the individual/firm that will perform the work described in the Project Summary.
- 2) Name, title and telephone and fax number of the person to contact concerning this proposal submission.

- 3) Names of key personnel who will be assigned to work on this project. Please provide a resume of each person named.
- 4) Relevant experience: Describe the work by the individual/firm which best illustrates current qualifications relevant to this request for proposals.
- 5) Availability: When is the organization/firm available to begin work on the project?
- 6) Cost summary: Provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary. Be advised that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.

**Evaluation and Award Factors:**

All proposals received by Minnehaha County will first be reviewed and ranked by a 5-6 member committee of the Minnehaha County Regional Juvenile Detention Center Planning Group. The planning group committee, at its discretion, may conduct interviews with firms/individuals as part of the selection process. The committee will rank the top four proposals and interviews, if conducted, will be with the firms submitting the top four proposals. The committee will present its findings to the sixteen member planning group. The planning group will make a recommendation for accepting a proposal to the Minnehaha County Board of Commissioners. The Minnehaha County Board of Commissioners will make the final determination in accepting a proposal and awarding a contract for service not later than December 29, 2009.

The planning group committee will rank the proposals and make its recommendation based on the following criteria:

- 1) Understanding of the requirements of this project as evidenced by the proposal content.
- 2) The individual's or firm's experience and qualifications.
- 3) Estimated cost of contained in the proposal to perform the work.

Questions regarding this request for proposals should be directed to the Minnehaha County Commission Office, 415 N. Dakota Avenue, Sioux Falls, SD, (605) 367-4206.

Minnehaha County reserves the right to reject any or all proposals.

