

Minnehaha County Administrative Office
Renovation Project

Request for Proposal (RFP) for
Architect/Engineer Services

September 11, 2020

Section 1: Request for Proposal / General Information

Your firm is invited to submit a proposal to provide Architect/Engineering (“AE”) services for the renovation of the Extension building located at 220 W. 6th Street in Sioux Falls and a portion of County Administrative building located at 415 North Dakota Ave in Sioux Falls.

Background:

The University of South Dakota Beacom School of Business performed a Facility Evaluation Study in 2017. As indicated in the final report dated June 1, 2017, additional space is needed for several departments within the County, specifically State’s Attorney offices. The Minnehaha County Commission has tentatively approved “Enhanced USD Plan – Option B” of the study. This Option calls for the “gut and remodel” of all of 3rd floor, approximately 2/3rd of 2nd floor and a small portion of 1st floor. This will include removal of office and corridor walls, ceilings, and column wrappings (where possible). The USD report is posted on the Minnehaha County website at:

<https://www.minnehahacounty.org/notices/biddersProposals/adminArch/EvalPlanRecommendations.pdf> and the tentatively approved Enhanced USD Plan – Option B is located at:

<https://www.minnehahacounty.org/notices/biddersProposals/adminArch/FloorPlanOptionB.pdf>.

In addition, restrooms will be renovated on 2nd and 3rd floor, and possibly on 1st floor if budget allows. Restrooms will receive cosmetic updates and may require reconfiguration of the fixture placement to comply with ADA.

Total remodeled area within the Administration building is approximately 30,000 sf. Also, the Extension building, located directly east of the Administration building will be remodeled. It is approximately 10,000 square feet. Basic Services for Fixtures, Furniture and Equipment (“FF&E”) design will be limited to furniture layout plans.

Optional Services to include the following:

- 1) FF&E: Complete furniture plans, specifications, and inventory of existing furniture for potential re-use and repurposing.
- 2) Existing Building Survey: Basic Services include creating electronic drawings based on field measurements of building perimeter, structural grid and building core and shell elements such as restrooms, vertical chases, elevator and stairways. Option Services include providing 3D cloud-based laser scanning of existing conditions. Optional Services to include scanning all architectural, structural, mechanical, electrical, and plumbing systems for portions of the building that will be modified as required to produce accurate Construction Documents and BIM integration. The deliverables from the collected laser scan point cloud data shall include 2D plans and 3D Revit models.

The design process will be executed in three steps:

STEP ONE: AE to provide programing to determine the needs for the following departments: 1) planning and zoning, 2) public advocates, 3) human resources, 4) equalization and 5) State’s attorney offices. Following programing, AE to develop conceptual and schematic level

documents for Owner approval and CMAR pricing. This initial phase will culminate in two or three months with a presentation package for the Minnehaha County (“MC”) Commissioners to consider.

STEP TWO: AE to provide complete Design Development level documents and a scope narrative for any incomplete scope of work. These documents will be submitted to the CMAR who will develop a GMP. The GMP will be presented to the MC Commissioners for approval.

STEP THREE: AE to provide complete Construction Documents and Construction Administration services.

The total project budget for the Administration building project, including hard construction and soft costs is \$4.6 - \$5 million dollars. The total project budget for the Extension building remodel, including hard construction and soft costs is \$234,000 to \$648,000. The targeted start date for design is mid-October 2020. The project scope/budget/schedule will be finalized with input from the AE team and the CMAR during STEP ONE. The construction and relocation process will be accomplished in phases. The initial phase will be to complete the remodel of the Extension building to allow the relocation the Equalization offices out of the Administration building, the next phase will gut and remodel the space previously occupied by Equalization. The renovation/move sequencing of the project will be determined in Step One of the project. Summer 2022 is the targeted completion date for all phases of the projects.

The specific role of the Architect/Engineer is defined below.

1.1 Architect/Engineer Team Selection Process

Throughout this RFP, reference to Architect/Engineer (“AE”) is assumed to include the design firm and any other firms and/or personnel with which the design firm has elected to partner for purposes of the Project. AE engagement will be direct between MC and the design firm. AE team will be responsible for all communications, contracting, payment, and other matters with partner firms.

1.2 Preliminary Project Team Assembly Schedule

RFP Release Date	Friday, September 11, 2020
RFP Questions Due	Wednesday, September 16, 2020 – 5:00 PM
RFP Questions Answered	Friday, September 18, 2020
Deadline for AE Proposal Submissions	Thursday, September 24, 2020 – 2:00 PM
AE Shortlisted	Tuesday, September 29, 2020
AE Interviews (anticipated date)	Thursday, October 8, 2020
Anticipated AE Contract Award	Mid- October 2020
Anticipated CMAR Contract Award	November 2020

1.3 Contact / Requests for Clarification

Prospective responders may direct inquiries/questions **in writing only** (no oral questions will be entertained) to:

Craig Dewey via email: cdewey@minnehahacounty.org and
Dick Strassburg via email: dstrassburg@tegragroup.com

Responses to submitted questions will be posted on County's website at:

<https://www.minnehahacounty.org/notices/biddersProposals/biddersProposals.php>

The contact persons listed above are the only individuals who can be contacted about the project before proposals are submitted. Responding firms are prohibited from communicating in any other manner about this project with County Commissioners or County employees. Other means of communications or contact may disqualify the submitting firm.

1.4 Response Delivery

RFP responses must be delivered as follows no later than **2:00 PM Thursday, September 24, 2020**. Proposals submitted after the 2:00 PM deadline will be declined.

Ten (10) printed copies and one (1) email copy including all attachments to:

Craig Dewey
Minnehaha County
415 N Minnesota Avenue
Sioux Falls, SD 57104
cdewey@minnehahacounty.org

One (1) email copy including all attachments to:

Dick Strassburg
dstrassburg@tegragroup.com

Connie Shields
cshields@tegragroup.com

Section 2: Delivery Method and Required AE Services

2.1 Delivery Method

MC intends to use a Construction Manager at Risk (CMAR) construction delivery method with a Cost of the Work plus a Fee with Guaranteed Maximum Price (GMP). The targeted date for the GMP is at the end of the Design Development phase. MC intends retain a CMAR within four to six weeks after the AE contract is awarded. The CMAR will provide pre-construction services during the design phases to assist the MC Commissioners, TEGRA and AE team with cost estimating and project planning.

2.2 Scope of AE Services

MC intends to use a modified AIA B101-2017 Agreement and corresponding A201 Agreement between Owner and Architect. Basic Services consist of those described in Article 3 of AIA B101-2017 including usual and customary architectural, mechanical, and electrical engineering services with the following clarifications:

Programing and Schmatic Design Phase Services

- A. Provide Programing including working with staff to define functional relationships, special requirements, building functions, and growth projections. Develop “bubble diagrams” showing adjacencies and circulation.
- B. Investigate and document existing conditions in areas impacted by the planned renovation. Determine the extent of demolition and modification necessary to accommodate the program. Architect to develop as-built electronic drawings of the existing facility.
- C. Provide an assessment of the existing mechanical and electrical systems and provide recommendations for upgrades if needed.
- D. Closely coordinate with the Owner and the Construction Manager during Step One to develop a disruption avoidance plan that allows construction to occur with minimal disruption to the occupants of the building with the goal of moving employees only once during the process.
- E. Provide a schematic design package that includes drawings and scope narratives as required for the Construction Manager to provide a complete cost estimate.

Design Development Phase Services

- A. As part of Basic Services, The Architect shall be responsible to include additive and deductive alternates in the GMP package that have the potential to increase the or decrease the Cost of the Work by approximately 5% of the Project Budget’s construction budget.
- B. Provide a performance specification for fire protection.
- C. Submit 50% and 100% Design Development Documents to the Owner and the Construction Manager for periodic cost estimates and constructability reviews. The Architect will be responsible to produce Design Documents that are consistent with the approved Project Budget. Upon receipt of the Construction Manager’s Design Development cost estimate, the Architect will assist with Value Analysis and make any required revisions without additional fee or expense to the Owner until the Design Development/GMP documents are in conformance with the Project Budget.

Construction Documents Phase Services

- A. The Architect will be responsible to produce Construction Documents that are consistent with the approved GMP. Upon receipt of the Construction Manager’s Construction Document cost estimate, the Architect will make any required revisions without additional fee or expense to the Owner until the Construction Documents are in conformance with the GMP.

- B. As part of Basic Services, The Architect shall be responsible to include Construction Documents for additive and deductive alternates that have the potential to increase the or decrease the Cost of the Work by approximately 5% of the Project Budget's construction budget.
- C. The Architect shall submit 75% Construction Documents to the Owner and the Construction Manager for cost estimates and constructability reviews. The Architect will be responsible to produce Construction Documents that are consistent with the approved GMP. Upon receipt of the Construction Manager's cost estimate, the Architect will assist with Value Analysis and make any required revisions without additional fee or expense to the Owner until the Construction Documents are in conformance with the GMP.

Procurement Phase

- A. The Architect shall assist the Owner in bidding the Project by preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Construction Documents to the prospective bidders in the form of addenda.

Construction Administration Services

- A. In addition to providing routine Construction Phase Services per Article 3, provide record drawings including design modifications, RFI's, and field modifications as indicated on the site superintendent's red-lined construction documents.

Section 3: RFP Evaluation Criteria and Required RFP Responses

3.1 Submittal Packages: Please submit your proposal response in two packages.

The intent of this request is to establish a process that will encourage candidate firms to assign top talent to this Project. The Office Renovation Committee ("ORC") will evaluate the initial proposals and select a short list of firms to interview, after which it will make a preliminary selection based upon the skillsets, experience and the professional backgrounds of the proposed team members submitted in Part 1 and the interviews. After the preliminary selection is made, the Project Leadership Team will open Part 2 to evaluate if the tentatively selected firm is providing the best value relative to the other candidates.

A. Package No. 1: Services Proposal

Your proposal and interview presentation should be a demonstration of your ability to communicate concisely and succinctly. Proposals are to be organized in the same sequence as outlined below and sections should be tabbed and clearly identifiable. **Limit proposal response to fifteen (15) 8 ½" x 11" single-sided sheets, minimum font size of 11 point (excludes transmittal cover letter and Cost Proposal).** Failure to include requested information may have negative impact on the evaluation of the proposal. The minimum contents of a proposal are as follows:

- 1. Transmittal Cover Letter
 - a. Identify all materials being forwarded collectively as a response to the RFP.
 - b. Provide the name, title, address, email and phone number of the person(s) authorized to make representations for the AE team.

- c. Signed by an individual authorized to commit the proposed team to the scope of work proposed.
2. Scope of Services
 - a. Include a detailed listing and description of tasks and deliverables.
3. Company Profile, Experience and Capacity
 - a. Describe your firms' organization.
 - b. Describe all partnering firms' organizations.
 - c. Indicate if an increase in employee headcount is required to provide the requested services.
 - d. Describe background and experience demonstrating ability to provide requested services.
 - e. Evidence of license to provide architectural and engineering design services in the State of South Dakota.
 - f. Provide name and address of Architect's and Architect's sub-consultant's insurance carriers, description of Proposer's proposed insurance coverage for the Project and description of proposed Professional Liability (E&O) insurance coverage, including each party's deductible.
4. Proposer Company and Proposed Team Information
 - a) Firm Overview
 - Your organization's (1) firm name, (2) address, (3) main phone number, (4) website.
 - Primary contact authorized to negotiate the contract (1) name, (2) direct phone number, (3) e-mail address.
 - Nature of organization (1) year established, (2) individual, partnership or corporation, (3) private or public
 - Proposed partner organizations (1) firm name, (2) services being provided, (3) address, (4) main phone number, (5) website, (6) past partnering relationships.
 - b) Staffing and Relevant Team Background and Experience
 - Proposed Staff – Provide the following information for each of your proposed key team members: (1) proposed role, (2) years of professional experience, (3) tenure with current employer, (4) current roles and duration on all other projects that they are currently assigned.
 - Resumes of key team members including education and professional work history.
 - Staff Relevant Project Experience - Provide the following information: (1) key team member, (2) project name, (3) project location (city & state), (4) total construction cost, (5) year completed, (6) role on project, (7) client reference with contact information.
 - Team History - Provide information on the proposed key team member's history of working together.
 - Project organization chart - indicate key team members, responsibilities, and relationships within the proposer's organization and the designated lead project coordinator. In response to this RFP, the proposer is not precluded from identifying, as part of the

proposer's team, persons or entities that would be responsible for one or more functions within the proposal even though those persons/entities may also be identified in another proposer's response.

- c) Professional consultants and sub-consultants used as project consultants should not be required to be exclusive to a particular AE team.
- Names, employers, addresses, and qualifications.
 - Document that the individuals or firms responsible for architectural design, engineering design, structural design or other professional design services are properly licensed or registered to perform such services in the State of South Dakota, as required by the relevant regulatory board.
 - Design consultants must be sufficiently covered by Professional Liability Insurance.
- d) Proposed team structure diagram, clearly illustrating who the primary responsible firms and individuals are, as well as the roles and responsible individuals of the planned consultants. Include the architect, engineering sub-consultants and specialty sub-consultants.

B. Package No. 2: Cost Proposal

Provide your cost proposal for services in a separate sealed envelope and a separate email labeled "***your firm name – Package No. 2 Cost Proposal***".

Indicate proposed cost of services as follows:

1. For the Scope of Work identified in Section 2, submit a percentage fee to provide all design services required to complete the project as contemplated. The fee should include all services necessary to produce complete Program documents, Schematic Design documents, Design Development documents, Construction Documents and Construction Administration services. The fee should include all design disciplines. The percentage fee will become a fixed fee at the time of the GMP. The fixed fee will not increase or decrease for change orders unless the initial GMP increases by more than five (5) percent of the original GMP. In that event, the fee on change orders shall increase at the same percentage as originally proposed for costs that exceed 105% of the initial GMP, however, change orders that are due to Design Team errors or omissions shall not be eligible for any increase in fees.
2. Provide a breakout of your fee for the initial phase of the project which will include programing and a level of schematic design sufficient for the CMAR to provide preliminary pricing so the project budget can be approved by MC.
3. Assume an early 2021 construction start.
4. In addition to your proposed fee for the above described Basic Services, submit a not to exceed proposal for Reimbursable Expenses. Provide a cost breakdown of Reimbursable Expenses for both design and construction phases. Reimbursable Expenses shall be in addition to the Basic Services fee. These expenses shall be for "out-of-pocket" expenses on behalf of the Project such as printing, deliveries, travel, long-distance calls, etc. No home office charges for accounting, computer systems, computer support will be allowed. Supporting documentation will be required. No mark-up will be allowed on Reimbursable Expenses.

5. Provide a Personnel Hourly Rate Schedule for Additional Services that shall be binding for the duration of the project.
6. Additional services known, anticipated, or recommended and the compensation basis for services of the AE team to provide additional services should not be included as part of your proposed fee or Reimbursable Expenses for Basic Services.

3.2 Addenda

If any addenda are issued for this Request for Proposal, it will be posted on MC's website at:

<https://www.minnehahacounty.org/notices/biddersProposals/biddersProposals.php>

Section 4: Evaluation Criteria

The evaluation will be conducted by the ORC. They will use the following criteria in their selection process:

- A. **RFP Understanding/Approach**
Demonstrates understanding, clarity, innovation, conciseness, organization, and overall responsiveness to the RFP.
- B. **Firm Experience**
The qualifications and expertise of the firm and key project personnel in performing the services required for the Project, as demonstrated by the quality of the firm's previous and current projects of similar size and scope.
- C. **Firm and Sub-Consultant Proposed Personnel**
The availability and geographic location of qualified and experienced staff responsible for the Project that have proven ability to work together as a team on projects of similar size and scope.
- D. **Overall Project Approach**
Applicability of proposed work plan to accommodate phased construction and disruption avoidance planning.
- E. **Firm History Working with Key Government Agencies**
Familiarity and demonstrated ability to work with the Minnehaha County and/or other applicable governmental and regulatory agencies.
- F. **Firm References**
The professional and ethical reputation of the firm and staff to meet project objectives, budgets and schedules, as determined by inquiries with previous clients, and with other references not limited to those specified in the proposal.
- G. **Proposed Fee for Services**
The best value of the proposed AE team's qualifications and fees (relative to other candidates).

The ORC will review proposals and short list two to four firms for interviews. MC reserves the right to select one or more proposers, including selecting sub-consultants proposed on other proposer's teams, negotiate contract terms and final pricing. Negotiations will continue until MC has reached a

satisfactory agreement. MC retains the right to reject all proposals at any time during the process. All proposals will be treated as closed records until a contract award. The project leadership committee will make a recommendation to Minnehaha County Commissioners for their approval.

Section 5: Notice to Proposers

- A. This RFP is not a contract and does not in any way bind MC to any obligations.
- B. MC is not responsible for costs incurred by anyone responding to the Request for Proposal.
- C. Upon submission, all proposals become the property of MC, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- D. MC expressly reserves the right to amend or withdraw this RFP at any time. It further expressly reserves the right to reject any or all proposals.
- E. MC is not bound to accept the lowest cost proposal.
- F. Proposers are held legally responsible for their proposals and proposal budgets.
- G. MC reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the MC deems to be in its best interest.
- H. MC reserves the right to negotiate any aspect of the proposal with any candidate and to negotiate with more than one candidate at the same time.
- I. MC reserves the right to request any additional information at any stage of the RFP process.
- J. MC reserves the right to waive any minor irregularities in the proposal request process.