

Request for Proposals
for a
Campus Master Plan

March 4, 2025
Minnehaha County, South Dakota
Proposal Request No: MC 25-01



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Request for Proposals

Minnehaha County, SD Requests Proposals for a Campus Master Plan

Proposals shall be received on April 14, 2025, not later than 12:00 p.m. central time. Proposals shall be publicly opened on or after April 14, 2025.

The RFP is available at

<https://minnehahacounty.gov/notices/biddersProposals/biddersProposals.php> or from the Commission Office at 415 N. Dakota Avenue, Sioux Falls, SD. Cite RFP No MC25-01.

Minnehaha County reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed in the best interest of Minnehaha County, SD.

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Request for Proposal

Minnehaha County, hereinafter the “County”, is seeking responses from responsible offerors interested in providing long term planning services to address existing and future county government physical facility needs. Proposals will be accepted at the Minnehaha County Auditor’s Office, 415 N Dakota Ave, Sioux Falls, SD 57104 Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals will be accepted up to but no later than 12:00PM, April 14, 2025.

The project includes, but is not limited to, production of a comprehensive master plan for the downtown campus in Sioux Falls or potentially moving those facilities to a more advantageous location in Sioux Falls. The comprehensive master plan will identify current conditions of the County buildings and facilities and propose future improvements to address County needs. The final product will be a formalized long-range plan with floor plans, sketches, images, site plans, phasing, and best available estimated costs for any future phase. Constructible plans are not included in the expected deliverables and may be part of a future solicitation.

Introduction & General Information

Background

Created in 1862, Minnehaha County is the largest county in South Dakota in terms of population. The 2020 Census recorded a population of 197,214, and the 2024 estimated population is 213,824. Minnehaha County is governed by a five-member part-time Board of County Commissioners. Daily operations are managed by 17 full-time Department Heads, 12 of which are appointed by the Commission and five of which are popularly elected (Auditor, Register of Deeds, Sheriff, State’s Attorney, and Treasurer). The County employs approximately 635 full-time employees across all departments. The County also has a statutory responsibility to provide building space for the UJS and the County also has a responsibility to provide for space to SF HD in the HS Building.

The County operates out of a variety of buildings and facilities. However, the vast majority of constituent services are provided out of the downtown campus (e.g. Administration Building, County Courthouse, Equalization Office, Public Defender’s Office, Health and Human Services, and the Old Courthouse Museum). A list of the County buildings and facilities to be included in the final Master Plan is included.

Project Goal

The County desires the development of a sound, actionable, and fiscally responsible facilities plan that supports the entire county government organization by providing safe and inviting work environments that meet the varying operational needs of the downtown County departments.

The County’s intent is to retain a consulting firm with the qualifications and staff resources necessary to perform County governmental facility planning services including, but not limited to, facilities conditions assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should identify opportunities for preservation and potential redevelopment and/or readapting of current facilities as well as the

identification of and/or planning for new facilities to establish a framework for the anticipated County facility needs for at least the next thirty years. These opportunities can include options on the current downtown campus or the potential relocation of certain offices to other locations.

List of Buildings



ID	Facility	Address	Current Use
A	Courthouse	425 N. Dakota Ave	2 nd Judicial Court, Court Security
B	Health & Human Services	521 N. Main Ave	Human Services and City of SF Health Dept.
C	Annex	413 N. Main Ave	Public Defender's Office
D	Extension Building	220 W. 6 th St.	Equalization Dept.
E	Old Courthouse Museum	200 W. 6 th St.	Siouxland Heritage Museums
F	Public Safety Building	500 N. Minnesota Ave	Facilities Dept., IT, Misc. Storage
G	Coliseum	515 N. Main Ave	Leased to LSS for the Multi-Cultural Center
H	Administration Building	415 N. Dakota Ave	Auditor, Register of Deeds, Treasurer, State's Attorney, Public Advocate, Planning & Zoning, HR, County Commission
I	Emergency Management	608 Sigler Ave (not pictured)	Emergency Management Department
P	Campus Parking	Various Locations	Public and Staff Parking

Voluntary Job Walk

If requested, the County will schedule a voluntary job walk on March 18, 2025 to tour County facilities. Participants shall meet in the Commission Training Room (415 N. Dakota Ave, 3rd floor) at 9AM. Participants will be required to provide their own transportation to the sites not within walking distance. Questions about the RFP process will not be answered during the job walk and should be submitted pursuant to the terms of this RFP.

Scope of Work

Nothing in this Request shall obligate the County to select an offeror or enter into any agreement with an offeror. Projects shall be contingent on a mutually agreed scope of work, fee proposal, and availability of budgeted funds. The following scope of services is included as a guide for the offeror. It is designed to identify the minimum service level expected from the successful offeror and as such should be modified and augmented based upon the experience of the offeror, as necessary to complete the project.

Current Facilities Conditions Assessment

The successful offeror (hereinafter referred to as “Consultant”) will perform a facilities condition assessment of the identified downtown facilities.

1. Prior to the start of on-site assessments, the Consultant shall work with the County to develop assessment standards which ensure the consistency and completeness of data gathered at different facilities.
2. The Consultant shall provide an assessment schedule with planned survey dates for specific facilities.
3. Consultant shall perform the assessment using individuals trained and licensed and/or certified in construction, engineering or architecture for the specific building systems they are assessing.
4. The Consultant shall obtain from the County, where available, existing drawings and plans for each facility to be assessed. The Consultant shall review those drawings and plans for each facility prior to its on-site assessment. It should be noted that in some cases complete records for a particular building may not be available.
5. The Consultant shall perform a non-destructive visual inspection of each facility to identify system level deficiencies and life-cycle conditions.
6. The Consultant shall review, document, and photograph physical condition deficiencies.
7. The Consultant, in coordination with the County Facilities staff and Information Technology staff, shall provide a facilities conditional assessment document which shall include, but shall not be limited to, the following for each facility:
 - a. A narrative summary of each facility and building shall be documented in addition to the standard quantitative information.
 - b. Categorization of immediate, short-term, and long-term capital repair and replacement requirements for each County-owned/operated building with project timelines that align with the final Master Plan report. The categorization should include for each building:
 - i. An assessment of current structural conditions.
 - ii. An assessment of compliance with all applicable building codes.
 - iii. An estimated life expectancy.
 - iv. An identification of major repairs which require immediate undertaking (present-5 years out) and estimate of the likely cost of necessary immediate repairs.

- v. An identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 20, and 30 years out), and estimate of likely costs of the long-term repairs.
- vi. An assessment of current mechanical, electrical, plumbing systems and other infrastructure components thereof.
- vii. An assessment of the functioning condition of each system and the components thereof.
- viii. An estimation of life expectancy of each system and/or components thereof.
- ix. An estimation of the likely cost of repairing each system and/or components thereof.

Space and Programming Needs Assessment

Utilizing the expected staffing level projections and other relevant facility information provided by County staff, the Consultant will produce a space needs analysis report ("Report"), listed by building and/or office/department as specified by the County.

1. The Report will assess whether the particular spaces will be adequate for immediate needs and the needs of the foreseeable future (5, 10, 20, and 30 years out) given the nature of the work performed/function of the space and the possible expansion of the work or the number of employees performing such work, as well as opportunities for electronic delivery of services.
2. The Report shall be compiled by department, office, or area of service and then formatted into particular use relationships for building purposes.
3. The Report shall examine the relationship between various departments to maximize efficiency of facility use, and how to best accomplish the intended needs at each identified increment level. The Report shall:
 - a. Review and analyze current workspaces and flow.
 - b. Identify any efficiency and cost-effective layout alterations that may provide space for additional employees.
 - c. Assess optional service locations.
 - d. Consider opportunities to increase efficiency through new technologies/electronic applications for services.
 - e. Determine the condition and deficiencies of the existing facilities including but not limited to storage and furniture/equipment needs.
 - f. Conduct an adjacency analysis of service locations to determine which services must remain within proximity of each other.
 - i. Identify the nature of work performed in or function of each workspace.
 - ii. Identify on an inter-departmental basis and an intra- and inter- divisional basis what working relationships exist and the level of intensity of those working relationships.
 - iii. Identify the physical proximity needs of the aforesaid interdepartmental and inter- and intra-divisional working relationships.
 - iv. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the

effectiveness and efficiency of the overall work performed in the two or more spaces.

- g. Assess parking capacity for the public, staff members, and County-owned vehicles.

The Report should include which facilities would be eligible for renovations/additions, relocations, or land acquisition and the building of new facilities.

Population Growth & Service Needs Analysis

As the County continues to grow, so will the needs for County services. When conducting the space and programming needs analysis, the Consultant will conduct a population growth and service needs analysis. The Consultant will review State and County growth projections and extrapolate demand for services, interview County staff service providers, and review the current and future participation rates of residents in County services. The Consultant will also engage the Second Judicial Circuit and the City of Sioux Falls Health Department to understand their needs.

Downtown Facilities Master Plan Report

The master plan report (“Master Report”) shall contain discussion, evaluation and analysis of findings of the Master Plan process as detailed in the Scope of Work. The Master Report shall contain elements necessary to meet the County’s short-term, mid-term, and long-term vision. At a minimum the Master Report shall include:

1. An executive summary that outlines the process taken to create the Master Report as well as summarizing the research and findings, with a prioritized list of recommendations, goals and findings.
2. An assessment of the condition of selected existing County Facilities. This shall include prioritized recommendations for renovation and maintenance plan of existing facilities.
3. An action plan containing a prioritized list of recommendations necessary to accommodate program growth and to create optimal and efficient use of County space.
4. Charts, graphs, maps and other data as needed to support the plan and its presentation to appropriate audiences.
5. A financial plan outlining the fiscal impact of each recommendation.

Phasing Plan

The final Master Plan should include a Phasing Plan, outlining the following:

1. A plan establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation. This plan should be developed by examining short-term (1-4 years), mid-term (5-15 years) and long term (15-30 years) sequence of events.
2. The phasing plan should also include any disruption to current services and/or the need to temporarily relocate staff, equipment, supplies, and all other necessary items.

Cost Estimation & Financial Capacity

The Consultant will provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the Master Report. The cost estimation should include any and all costs associated with service disruption (i.e. temporarily leasing space during renovations/construction), land acquisition, and construction (to also include furnishing).

General Requirements

The general requirements for interested offerors are as follows:

1. The offeror's firm shall have relevant documented experience with similar work and shall be competent and licensed/certified to perform the services required under this RFP. Offerors shall provide at least three references as well as contact information for the offeror's three most recently completed projects.
2. It is understood that all reports, information, or data prepared or assembled by the offeror shall be confidential in nature and shall not be made available to any individual or organization, except the County, without the prior written approval of the County unless otherwise required by law.
3. The offeror shall be responsible for complying with all local, state, and federal law, codes, , procedures, regulations, and ordinances affecting work in their professional area.
4. The County reserves the right to request proof of the offeror's insurance coverage at any time.
5. If the County selects an offeror to undertake and perform the project, the offeror will be expected to enter into a mutually acceptable and binding contract, which will, among other things, delineate the scope and nature of the work to be performed.
6. The offeror shall maintain compliance with the relevant provisions of the County's ordinances and policies on equal opportunity in employment by contractors and vendors with the County.

Submissions

Proposals will be evaluated on the basis of all information provided. To evaluate capabilities for completing the project, each proposal should provide the following information:

1. Offeror Overview
 - a. Name, mailing address, phone number, and email address.
 - b. Description of the firm's technical and professional capabilities and areas of expertise.
2. Offeror Qualifications & Understanding of the Scope of Work
 - a. Description of the offeror's ability to provide the service level as outlined.
 - b. Description of the offeror's method of approach to demonstrate an understanding of the project, challenges, and strategies that will be employed to complete the project.

- c. Proposed work timeline for the project.
 - d. A list of similar projects undertaken and completed in communities of similar size as Minnehaha County, to include descriptions of the projects, services performed, and project duration.
 - e. Please provide project information and contact information for the offeror's three most recently completed projects.
 - f. Description of other services offered as part of the overall project not otherwise described including, but not limited to, structural engineering, architectural design, security consultation, technology consultation, interior design, etc.
3. Estimated Total Cost

Proposal Copies

Offerors must submit two (2) original hard copies (marked "original") and one thumb drive with the proposal saved as one file to the thumb drive in a sealed envelope or package. Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the County before the April 14, 12:00PM deadline for receipt. Envelopes or packages must be addressed as follows:

Minnehaha County Auditor's Office
"Proposal to Provide Campus Master Plan"
415 N. Dakota Avenue
Sioux Falls, SD 57104

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunications or electronic means. Offerors assume the risk of the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service.

Questions

Any questions regarding this RFP should be directed to the attention of Meredith Jarchow, Assistant Commission Administrative Officer by mail at 415 N. Dakota Avenue, Sioux Falls, SD 57104; by phone at 605-367-4206; or by email at mjarchow@minnehahacounty.gov. The deadline for questions is 4:00PM, central time, on March 25, 2025.

If deemed necessary, addenda to the RFP will be issued and posted on the County's website. No addenda will be issued after 4:00PM, central time, on April 3, 2025.

Offerors are prohibited from communicating in any other manner about this project with any other County employee from the date of issuance of this proposal until the final selection. Other means of communication or contact may disqualify the submitting firm.

Selection Process and Timeline

Selection Process

A committee comprised of County staff will review each proposal and rank them based on qualifications. The County may conduct interviews with responsible offerors determined to be reasonably susceptible of being selected for the award.

The following criteria will be the basis on which offerors will be evaluated:

1. Quality of proposal submission
2. Description of the proposed approach to services, including an understanding of the project, risks, challenges, strategy, and methodology that will be employed to complete the project.
3. Past performance of the firm on similar planning projects with examples of projects that are of similar scope for similarly sized communities.
4. Professional qualifications and experienced staff.
5. Current workload and firm capacity.
6. Client references.
7. Estimated total costs to complete the scope of work.

The County reserves the right to accept the proposal that is most advantageous to the County after considering price and all evaluation criteria set forth above. There is no obligation that the County must select or enter into any agreement with a Consultant. Minnehaha County reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. No agreement shall be binding or enforceable unless it has been agreed to in writing and executed by authorized officers for each party.

Timeline

Below is the *intended* schedule for the proposal process. Minnehaha County will make every effort to adhere to this schedule. All times are in central time.

1. March 4, 2025: Notice to Offerors
2. March 18, 2025, at 9:00AM: Voluntary Job Walk Through
3. March 25, 2025, at 4:00PM: Deadline to Submit Questions Regarding RFP
4. April 3, 2025, at 4:00PM: County to Provide Responses to Questions
5. April 14, 2025, at 12:00PM: RFP Submissions Due
6. April 14, 2025, at 12:30PM: Public Opening of Proposals
7. April 14-April 25, 2025: Bids Evaluated
8. April 28-May 16, 2025: Interviews Conducted
9. May/June: Contract Award
10. June: Contract Effective Date