

Questions and Responses to Minnehaha County RFP for Campus Master Plan

Can you tell us who will make up the selection committee?

We have not finalized who will all serve on the selection committee, but it will be made up of some of the members of the committee that worked to draft the RFP. This includes Meredith Jarchow, the Assistant Commission Administrative Officer, Mark Kriens, Facilities Director; Carey Deaver, Director of Human Resources; Eric Bogue, Chief Civil Deputy State's Attorney; Susan Beaman, Finance & Budget Officer; Treasurer Kris Swanson; Karl Thoennes, Circuit Court Administrator; and Judge Robin Houwman.

Can you tell us how you will weigh the selection criteria including the fee?

All components listed in the Selection Process section of the Request for Proposal document will be weighed equally.

Understanding that a schedule is to be submitted with the RFP proposal, does the County have an ideal schedule for completing the Master Plan?

Ideally, the Master Plan would be completed and presented to the Commission by March of 2026.

Master Plan Budget – Does the county have a budget for the master planning scope of work?

At this time, the County has not finalized the total budget for the master planning scope of work.

Estimated Total Cost – The “Submissions” section of the RFP indicates the offeror is to provide an “Estimated Total Cost” as part of the submission. Please confirm if this is the total professional fees and expenses and if yes, is this to be submitted in a sealed envelope or as part of the overall submission?

The Estimated Total Cost in the Submissions cost refers to the submitting firm's proposal fee to conduct the assessments and provide a final Master Plan Report. Please include this in your overall submission in the sealed envelope as detailed in the Proposal Copies section.

Have there been former studies or master plans completed in the recent past?

There was a Facility Evaluation and Planning Recommendations Report conducted in 2017 and a Facilities Task Force that met in 2019.

Will there be any other County or City personnel beyond the Department heads that the County would wish to be included in the Space Needs Assessment?

Individual Department Heads may designate additional staff members to provide feedback on current space needs and/or on how the aspects of their jobs impact the layout of their respective offices.

Building Plans – Can you advise which of the existing county buildings covered by the Master Plan have existing plans and which do not?

Yes, all buildings have existing plans that will be available. However, not all plans are complete.

Are there good digital floorplans of all buildings available to the selected company?

While most of the building floorplans are already digital, we are in the process of digitizing the remaining building floorplans.

Does the county have good record of existing roof warranties available to the selected company?

Yes.

Will surface parking lots be included in the condition assessment?

Yes.

Are there any structured parking garages within the study area and if so, do those assets need to be included in the condition assessment?

Yes, there are two parking garages, one for the Courthouse and one for the Public Safety Building.

Are any facilities included in the National Register of Historic Places or otherwise subject to formal historic preservation compliance?

Yes, the Old Courthouse Museum, Extension Building, the Coliseum, and the Annex (addresses and the current use can be found under the List of Buildings section)

Is there desire to change the historic status of any buildings?

No.

Is there desire to move emergency management services downtown?

At this time there is not a specific desire or assumption that Emergency Management Services would relocate downtown; however, the County is open to that department maintaining their current location or relocation to any area that would improve their response times and operations.