

Minnehaha County Highway Maintenance Facility

Request for Qualifications (RFQ)
for Architectural Services

February 28, 2020

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Minnehaha County (“MC”) is issuing this Request for Qualifications (“RFQ”) for full-service architectural/engineering services for a new Highway Department facility. MC intends to review submitted qualifications to determine the three most qualified firms. Short listed firms will be invited to respond to a Request for Proposal (“RFP”) and will be interviewed in early April. MC has retained the TEGRA GROUP as owner reps to assist with the process.

The proposed project will consist of offices for 15-20 staff members, 4-6 bays for maintenance, 40,000 to 60,000 sf storage of a large variety of highway maintenance equipment, some of which may be stored in a second building for off-season equipment. The site will include at least two salt storage domes as well as brine production and storage areas. Other potential features may include a fuel island and truck wash bays. The project budget is anticipated to fall in the \$8m to \$10m range.

The purpose of this RFQ is to obtain qualifications of your firm and key individuals who will lead the design efforts for the project. The project is anticipated to be broken into the following steps:

- Step One: Programming/Planning, Concept Design, location selection analysis (3 to 4 months duration)
- Step Two: Schematic Design, Design Development, Construction Documents and Construction Administration. (Schedule to be determined)

Please organize this RFQ response in the attached proposal Qualifications Summary Sheet. In addition to providing the information requested on the summary sheet, please include case studies with photos of your most applicable projects, along with resumes of your key team members.

The primary selection criteria will be the qualifications of your proposed primary project team leaders and key contributors who will perform the majority of the work and their experience on similarly sized projects. Said projects shall be limited to municipal, county, state highway maintenance and/or other public works/public utility facilities. Demonstrated acumen within this realm of projects is essential.

Questions to be submitted to:

- Dick Strassburg, TEGRA dstrassburg@tegragroup.com

Qualification submittals are due by **3:00 PM on March 6, 2020**. We request submittals to be 8 ½ x 11 format (minimum 11 pt. font) with a maximum of fifteen face pages, not counting cover, one-page cover letter or dividers. Submittals to be focused on pertinent information only. Please submit an electronic copy of your qualification submittal to the following email addresses.

- Carol Muller, Minnehaha County Commission cmuller@minnehahacounty.org
- Dick Strassburg, TEGRA dstrassburg@tegragroup.com

We look forward to your response.