

PENNINGTON COUNTY MASTER FACILITIES PLAN

Request for Qualifications

May 13, 2009

Pennington County Board of Commissioners

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I. Introduction

Pennington County is seeking Statements of Qualifications (SOQ) from consulting firms that are interested, experienced and knowledgeable in developing Master Facilities Plans.

The Board of Commissioners (BOC) would like to develop a Master Facilities Plan which will identify all commitments related to facilities, assess existing facility deficiencies and possibilities, propose and prioritize solutions to the county's needs. The BOC intends this plan to become a "Living Document" maintained and updated by the Buildings & Grounds Department with periodic review and input from outside consultants. It is expected that the plan will be used to pursue a proactive approach to meeting the space needs of various entities and to assist officials in maximizing the county's resources to achieve goals through efficient utilization of funding as it becomes available.

II. Background

Pennington County is located in western South Dakota and has a population of approximately 96,000 with approximately 62,000 people residing in its county seat, Rapid City. The county is experiencing a great deal of growth and development. Therefore the services the county provides as required by law and those traditionally expected by the population are expanding. The expansion of services translates to increasing facility needs.

Pennington County is once again in need of space to accommodate its departments and associated agencies. But rather than developing plans to meet just the current need, the county would like to develop a master plan that identifies current and future needs and proposes solutions. Solutions that would avoid costly additional construction since future needs would have been considered.

The county has a history of long term or master planning. These plans have typically resulted in a construction project, but use of these plans later is very limited. Typically another consultant is hired to prepare another plan for the current Board of Commissioners and continuity between new and previous work is lost.

It is expected that the Master Facilities Plan will be developed with strategic thinking in mind. The county will maintain the plan and use it to make informed, timely facility decisions to address growth and change and contain costs.

III. Project Scope

As envisioned, the scope of service for this proposal will include the following components. Please note that consultant firms are not limited to the components presented here. Proposers are encouraged to expand on the suggested components and the approach they would take to develop a Master Facilities Plan.

1. Project Coordination

The Consultant will report to the Board of Commissioners and coordinate with appointed advisory committees and the Buildings & Grounds Department staff throughout the course of the project. Regular meeting and status reports are expected to keep the project on schedule and to keep all identified stakeholders apprised of the progress of the planning process.

- a. Establish project objectives, the communication process, schedule with milestones, team members' roles and responsibilities, the approval process and measures for success.

2. Develop Planning Standards and Data Collection Procedures

- a. Develop planning standards based on currently accepted standards from similar organizations. Customize with input from departments and agencies. A planning standard should be supported with documentation that shows how the standard was developed.
- b. Develop data collection procedures while gathering information about the needs of the various departments and agencies. Identify factors that may be used to predict growth.

3. Facility Inventory and Analysis

- a. Utilize existing inventory data and classification of facilities as a baseline to evaluate the capacity and functionality of existing facilities to accommodate current and future needs. On site inspections shall be used to verify documentation and fill gaps in information.
- b. Identify deficiencies, constraints and opportunities for development, rehabilitation and maintenance. Examples of specific elements to be evaluated follow:
 1. Overall structural condition of the building.
 2. Conditions of exterior and interior systems including but not limited to walls, floors, roof, water and air tightness.
 3. Compliance with applicable codes.
 4. Historical significance of buildings and sites.
 5. Existing condition and overall capacities of mechanical and electrical systems.

6. Capacity of building to meet current needs of occupant(s) and ability to meet needs of others.
 7. Environmental hazards and hazardous materials assessment. (If potential hazards are identified and testing is deemed necessary, testing will be handled outside the contract by the County.)
 8. Suitability of site for services provided from that location.
 9. Potential for expansion on site.
- c. Prepare CAD floor plans for facilities that do not have existing backgrounds as indicated on list of buildings. Backgrounds shall be done in DWG format compatible with the latest version of AutoCAD. CAD file conventions shall conform to AIA Standards. (Refer to Supplemental Information at the end of this document to identify buildings with existing CAD files and those that require files as part of this project.)
 - d. Calculate and categorize square-footage as useable or support space. Further categorize by current department or agency usage.

4. Inventory of Services and Analysis

- a. Inventory existing services provided by entities included in plan and determine how and where they are delivered. Identify service users and providers; determine how service is best provided in regard to facilities based on the experience of these groups.
- b. Recognize existing partnerships and collaborations involving entities included in plan. Utilize staff knowledge and experience to identify entities with similar interests and explore potential opportunities that improve service or cut the cost of service.

5. Needs Assessment/ Future Outlook

- a. Collect and analyze existing demographics, studies and reports produced by various organizations to predict growth in Rapid City, Pennington County, and the wider regional trade area. Organize pertinent data into a format that clearly expresses information that affects entities included in plan.
- b. Utilize valid research methods to identify needs in the near (5 years) and long term (20 years) by facilitating goal development of entities through interaction with officials, department heads, staff and service users. Identify trends and patterns that impact the services provided by the entities included in the plan. The consultant shall facilitate discovery by presenting organized data collected as part of this project. Individual need assessments shall be reported back to each organization for verification.

- c. Use planning standards for macro-level programming (SF per space type) to evaluate current conditions, identify current needs and predict future needs in the near and long term.
- d. Identify potential and expected growth on the fairgrounds through existing plans for the Central States Fair.
- e. Use facility assessments to identify needs due to deficiencies, maintenance or needed improvements.

6. Analyze Past Studies and Planning

- a. Analyze past planning documents to determine if recommendations have been followed and if they may still be relevant. (See Supplemental Information at the end of this document)
- b. Compare predicted growth to actual. Identify and evaluate methods used to predict growth to determine if they have been effective and if they are still relevant.
- c. Review the Central States Fair Long Range Capital Improvements Plan and the Pennington County Courthouse Historic Preservation Plan for incorporation into the Master Facilities Plan. Identify any standards or factors that may be utilized in further planning efforts.

7. Identification of Opportunities, Strategies and Vision

- a. Present developing work in the form of preliminary reports or presentations that outline what has been learned, details options and identifies decisions that need to be made by the advisory committee or BOC. Final outcomes will be incorporated into the Master Facilities Plan.
- b. Develop and evaluate conceptual options that utilize existing facilities or require construction of new facilities to meet the established needs of entities and the people they serve.
- c. Provide recommendations for functions to be located at the Courthouse Complex in the future based on the potential for expansion and suitability for services provided.
- d. Outline a vision for the Board of Commissioners that identifies priorities, opportunities and strategies that allow the county to maximize its resources to achieve goals through efficient utilization of funding as it becomes available.

8. Master Facilities Plan Documents and Executive Summary

It is expected that the plan will include the following as a minimum:

- a. Documentation should clearly convey to those not involved in the process (i.e. future commissions) how and why decisions were made. Include supporting documentation.
- b. Documentation in the form of tables, charts and graphs which clearly illustrate expected growth of departments and agencies and how that translates to facility needs 20 years out.
- c. Individual facility recommendations in written and graphic format to meet needs in the near (5 years) and long term (20 years). Potential facility expansions or reorganization of space shall be illustrated with floor and site plans in general terms (appropriately sized and identified blocks of space). Use photographic documentation to identify the facility and elements affected by recommendations.
- d. Prepare a Courthouse Complex Master Plan in written and graphic format with the following elements:
 1. A site plan indicating proposed building sites and anticipated use.
 2. A phasing plan that describes how various entities will be relocated to meet changing needs over time.
 3. The plan should identify circulation for pedestrians and vehicles as well as location and size of proposed parking areas.
 4. Identify areas to be maintained as open space.
 5. Indicate how the complex's utility infrastructure will adapt to changing needs.
 6. Identify "Areas of Interest" for potential land acquisition for future growth of complex.
 7. Design guidelines to maintain the visual character of complex in future development.
 8. Reference and incorporate recommendations of recently completed Pennington County Courthouse Historic Preservation Plan.
- e. Provide recommendations for maintaining the Master Facilities Plan as a current and relevant document. Include plan development methodology so that it can be utilized by the Buildings & Grounds Department to collect data, track growth and inform the BOC of future and changing needs.

- f. Implementation plan that prioritizes, estimates costs and provides a timeline for execution of projects based on outcomes. Following are some of the issues that should be considered when evaluating projects.
 - 1. Is the project mandated by law?
 - 2. Is the public or employee health or welfare in jeopardy?
 - 3. How will change affect the public? Improved service? Lower or increased cost of service?
 - 4. Is a building worth additional investment?
 - 5. Does the project require a public vote to move forward?
 - 6. What are alternatives?
- g. Publish the final plan in both hard copy (10 copies) and electronic format. Graphic documentation shall be provided in PDF format and DWG format compatible with the latest version of AutoCAD to be utilized by the Buildings & Grounds Department.
- h. Formal presentation of final plan documents to the Board of Commissioners for adoption.

IV. Consultant Selection Process

The following is the expected schedule for selection of a consultant.

Request for Qualifications Issued	May 13, 2009
Statement of Qualifications Submittal	May 27, 2009
Consultants Notified of Short List Candidates	June 3, 2009
Written Proposal Submittal	June 19, 2009
Presentation / Interviews (tentative)	June 23-24, 2009
Consultant Selection	June 26, 2009
Contract Negotiation and Scope Refinement	June 29 – July 15, 2009
Board of Commissioners Contract Approval	July 21, 2009

It is expected that work will start immediately after commission contract approval and it is anticipated that the work will take 6 to 12 months to complete.

Submittals shall be delivered by or before the close of business on dates indicated above to:

Pennington County Board of Commissioners
Suite 156, Pennington County Courthouse
Rapid City, South Dakota 57701

Submittals should be made in sealed envelopes or containers with the name of the project, the submitting firm's name, address and telephone number clearly indicated on the outside of the envelope or container.

Questions can be sent in writing to Mike Kuhl at the mailing or the email address below:

Mike Kuhl
Pennington County Buildings & Grounds Department
302 Kansas City Street
Rapid City, South Dakota 57701
Email: mikek@co.pennington.sd.us

Responses will be provided through email in order to expedite the process unless an objection is raised by a firm; in which case that firm may request to receive the information by fax or mail. Collected questions and the corresponding responses will be posted on the county website (<http://www.co.pennington.sd.us/>) on May 22, 2009.

1. Selection of Short List Candidates

A review committee will be assembled to review and evaluate the submitted Statements of Qualifications. The committee will rank proposals to determine a short list of qualified candidates. The submittal should be bound in an 8 ½" x 11" format and the following information should be included. Submit five (5) copies.

- a. Cover letter of transmittal
- b. Legal name of the consultant firm, address, phone, fax and email address, year firm was established and type of business
- c. A description of the consultant team organization including the Project Principal, Project Manager and all sub-consultants. Include brief resumes for each individual identifying their qualifications and experience.
- d. An organizational chart indicating roles of all individuals and firms involved in this project.
- e. Major experience of key personnel and expertise of the firm, particularly in strategic & master planning.
- f. A brief statement of the consultant firm's philosophy toward strategic planning and the firm's approach to be used in this project.
- g. Similar work experience
- h. Demonstrated ability to lead, facilitate and coordinate project involving committees and multiple departments.
- i. References from clients with similar projects

2. Final Consultant Selection

A selection committee will be assembled to review and evaluate submitted proposals and presentations. The selection committee will rank proposals based on the criteria stated below.

- a. Demonstration of knowledge and understanding of the scope of the project and a logical methodology for carrying out the tasks in the scope of work.
- b. Management approach to the project and philosophy towards strategic planning.
- c. Qualifications of the team members assigned to the project.
- d. Experience and past record with similar projects.
- e. Strength of references.
- f. Schedule or timeline for project.
- g. Innovative ideas & approaches.
- h. Approach to insuring quality data collection.
- i. Principal participation.
- j. Consultant's work load.
- k. Availability of firm's personnel for meetings.

Pennington County reserves the right to reject any and all SOQ or proposals received as a result of this RFQ. Pennington County is under no obligation to award a contract as a result of this RFQ.

All expenses involved with the preparation and submission of proposals to Pennington County, or any work performed in connection with proposal, shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s), prior to commencement of work as defined by a contract approved by the Pennington County BOC.

V. Supplemental Information

1. Functions and Programs Involved

County: (Additional Information at <http://www.co.pennington.sd.us/>)

Auditor's Office

- Elections

Board of Commissioners

Buildings & Grounds Department

Dispatch

Sheriff's Office

- City/ County Alcohol and Drug Programs
 - Detox
 - Friendship House
- Courthouse Security
- Pennington County Jail
 - Work Release
- Juvenile Services Center
- Law Enforcement
 - 24/7 Program
- Service Station

Information Technology Services

Emergency Management

Equalization

Fire Coordinator

Health & Human Services

- Veteran's Service Office

Highway Department

Human Resources

Ordinance Enforcement

Planning & Zoning Department

Public Defender

Treasurer's Office

Register of Deeds Office

States Attorney's Office

- Juvenile Diversion Program

- Victim's Assistance Program

Weed & Pest

Central States Fair (<http://www.centralstatesfair.com/>)

City:

Rapid City Police Department (<http://www.rcgov.org/police/>)

State:

Circuit Court Administration & Judges

Clerk of Courts

Court Services

(Additional Information at http://www.sdjudicial.com/circuit_courts/index.asp?circuit=7)

Extension Services (<http://www.co.pennington.sd.us/extension/extsvc.html>)

2. Facilities to be Included in Plan

<u>Building</u>	<u>Year Built/ Addition/ Remodel</u>	<u>Location</u>	<u>Existing CAD</u>
Original Courthouse	1922	PC Courthouse Complex	Yes
Courthouse Addition	1990	PC Courthouse Complex	Yes
PC Jail	1990	PC Courthouse Complex	Yes
B & G Building (Old Jail)	1922, 1963 & 2005	PC Courthouse Complex	Yes
Public Safety Building	1978 & 2005	PC Courthouse Complex	Yes
PC Jail Annex & Connector	2006 & 2009	PC Courthouse Complex	Yes
Parking Structure	2004	PC Courthouse Complex	Yes
Evidence Building	1996	PC Courthouse Complex	Yes
OHB Building	1950	PC Courthouse Complex	No *
SOB Building	1944	PC Courthouse Complex	No *
Public Health Building	1975	Rapid City	No *
Search & Rescue Building	1980	Rapid City	No *
Work Release Center	1960	Rapid City	No *
Weed & Pest Building	2002 & 2004	Rapid City	No *
Juvenile Services Center	1998 & 2000	Rapid City	Yes
Friendship House		Rapid City	Yes
Fairgrounds Office	1996	Central States Fairgrounds	Yes
Event Center	2003	Central States Fairgrounds	Yes
Walter Taylor Building	1960	Central States Fairgrounds	No *
Grandstands		Central States Fairgrounds	No *
Fine Arts Building		Central States Fairgrounds	No *
Soule Building		Central States Fairgrounds	No *
Celt Club Building		Central States Fairgrounds	No *
Other Fair buildings (See map on fair website)		Central States Fairgrounds	No
Highway Dept. Building	1980	Hwy Dept. Complex	Yes
Highway Salt Shed	2001	Hwy Dept. Complex	No *
Cold Storage Buildings	1980	Hwy Dept. Complex	No
Tire Barn		Hwy Dept. Complex	No
Highway Equipment Shed	1970	Hill City	No *
Highway Repair Garage	1970	Hill City	No
Highway Repair Garage	2004	Wall	No *
Highway Repair Garage	1960	Wall	No
Highway Building	1940	New Underwood	No
Highway Building	1953	Scenic	No

* Denotes buildings which will have CAD floor plans drawn as part of this project.

3. Previous Studies and Plans

<u>Study/ Plan & Consultant/ Author</u>	<u>Year</u>
Space Arrangement Study (Lucas Craig, Architects-Engineers)	1955
Pennington County Courthouse Study of Office Space Requirements (Hengel Associates)	1961
Pennington County Courthouse Space Study (Bell-Galyardt-Wells, Architects/ Engineers)	1971
Master Plan for Pennington County (Aukerman & Mazourek/ Synago Corp.)	1977
Justice System Master Plan for Pennington County, SD (TSP/ WMFL)	1985
Courthouse Complex Space Study (Lund Associates, Ltd. / Pennington County)	1988
Pennington County Campus Plan – Jail Annex & Public Safety Building (Lund Associates, Ltd.)	2002
The RCPD Five-Year Staff Plan 2006 – 2010 (Rapid City Police Department)	2005
Pennington County Courthouse Complex Facility Plan (Prelim. Work) (Pennington County Buildings & Grounds Department)	2007
Pennington County Courthouse Historic Preservation Plan (Four Front Design, Inc.)	2009

A Cost of Services Study that will include background and demographic information on Pennington County is currently underway and will be made available to the consultant.