

Davison County, South Dakota Public Safety Center

Request for Proposal (RFP) for Architect/Engineer Services

October 6, 2026



Davison County PSC
RFP for Architect / Engineer Services

Section One: General Information

The TEGRA GROUP has been retained by Davison County (“Owner”) to provide owner representation services for a proposed new public safety center in Mitchell, South Dakota.

1.1 Background

The proposed project will include jail-related spaces, including inmate cells, sallyport, kitchen, exercise area, booking and intake, evidence storage, records storage, sheriff’s office, courtroom, court services, and state’s attorney offices. In 2026, the Owner obtained a jail population trend study which concluded there is a need for a facility that can accommodate 113 inmates; up to 150 inmates should be considered during design. Total project budget is currently estimated at \$35-45 million. The Owner intends to procure preconstruction services from a construction manager concurrently with AE selection.

This Request for Proposal document is available on the County’s website:

<https://www.davisoncounty.org>

1.2 Preliminary Project Schedule

The project is anticipated to be broken into the following steps:

- **Step One:** Define needs, programming, conceptual designs, site plan block diagrams, establish a project cost model and provide public engagement and education support if a public referendum is required. A proposed schedule for Step One is provided below. Step One will extend from time of contract award through the June 8, 2027 vote with the majority of services performed prior to March 15, 2027.
- **Step Two:** Subject to County approval of a public bond, the County may authorize the AE team to proceed with schematic design, design development, and construction documents.
- **Step Three:** Subject to approval of a GMP, the County may authorize the CMAR to proceed with construction. (Currently estimated to begin late 2027 or early 2028)

Throughout this RFP, reference to AE is assumed to include the AE and any other firm and/or personnel that the AE has elected to partner with for purposes of this project. AE will be responsible for all communications, contracting, payment, and other matters with partner firms and personnel selected by the AE.

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Step One Schedule																			
November		December				January				February				March					
23	30	7	14	21	28	4	11	18	25	1	8	15	22	1	8	15	22	29	
AE and CM Notice to Proceed																			
Conceptual Design																			
Tour Jails (as needed)																			
Contractor Pricing Input																			
Commission Update																			
Refine Design																			
Refine Cost Model																			
Commission Update																			
Commission Approval																			
Ballot Language Due																			

1.3 Selection Timeline

AE selection is expected to track the following schedule but may be revised if necessary.

RFP Release Date	Tuesday, October 6, 2026
RFP Questions Due	Tuesday, October 13, 2026 by 5:00 PM
RFP Questions Answered	Thursday, October 15, 2026
Deadline for Proposal Submissions	Tuesday, October 27, 2026 at 5:00 PM
Shortlist Candidates for Interviews	Week of November 9, 2026 (anticipated)
Interviews Conducted	Week of November 16, 2026 (anticipated)

Proposed AE personnel who attend the interviews must be the same key personnel who will be in charge of the Project from Step 1 through project completion.

1.4 Contact Information / Requests for Clarification

Prospective responders may direct questions and requests for clarification in writing only (no oral questions will be entertained) to:

County Auditor Kathy Wingert: auditor@davisoncounty.org

Tyler Klatt: tklatt@tegragroup.com

All questions are due no later than **5:00 PM on Tuesday, October 13, 2026**. Response to questions will be posted on the County website: <https://www.davisoncounty.org>

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 any other County employees. Other means of communication or contact may disqualify the submitting firm.

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1.5 Response Delivery

RFP Responses must be delivered no later than **Tuesday, October 27, 2026 at 5:00 PM.**

Proposals submitted after the deadline will not be accepted. Please note the specific format and page limitations outlined in Section 3.

	Hard Copies	Electronic Copies
Package 1 Service Proposal	Submit seven (7) hard copies to: Kathy Wingert County Auditor 200 East 4 th Ave. Mitchell, SD 57301	Submit an electronic copy to: Kathy Wingert, County Auditor auditor@davisoncounty.org Tyler Klatt, Tegra Group tklatt@tegragroup.com Dick Strassburg, Tegra Group dstrassburg@tegragroup.com
Package 2 Cost Proposal	Submit seven (7) hard copies in a separate envelope to: Kathy Wingert County Auditor 200 East 4 th Ave. Mitchell, SD 57301	Submit an electronic copy to: Kathy Wingert, County Auditor auditor@davisoncounty.org Tyler Klatt, Tegra Group tklatt@tegragroup.com Dick Strassburg, Tegra Group dstrassburg@tegragroup.com

Section 2: Delivery Method and Required AE Services

2.1 Construction Delivery Method

Davison County intends to use a Construction Manager at Risk (“CMAR”) with a Cost of the Work plus a Fee with a Guaranteed Maximum Price construction delivery method and retain preconstruction services from the CMAR during the design phases to assist Davison County, Tegra, and the AE team with cost estimating and project planning.

2.2 AE Services

Davison County intends to contract AE services under a modified AIA Document B133-2019 Agreement and related A201-2017 (collectively “B133-2019”). Step Two is intended to include Basic Services described in Article 3 of the B133-2019. Basic Services are to be aligned with the approved program and project needs and include usual and customary architectural, landscape architectural, civil, structural, mechanical, and electrical engineering services and specifications, and cost review support (but not cost estimating services), subject to negotiation of the B133-2019.

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Step One: Concept Study

Step One AE Basic Services to include the following tasks to create a well-vetted conceptual option that the County can rely upon to make an informed decision regarding the long-term needs of the County.

Programming and Concept Design Phase Services

- Lead project programming efforts with County staff.
- Refine space block diagrams showing adjacencies and circulation.
- Develop conceptual plans that will allow the CMAR to provide reliable budgets and schedules for the new facility that include “must-have” and “nice-to-have” options.
- Assist the CMAR and the County with preparation of cost models based on programming and preliminary design.
- Assist with development of preliminary master design and construction schedule.
- Develop visual representations of conceptual design (e.g., plans, renderings)
- Assist with public engagement as requested by the County.

Step One Deliverable

- Provide architectural space program.
- Provide conceptual floor plans for contractor pricing.
- Provide conceptual scope narrative for contractor pricing including building materials and building systems (structural, mechanical, electrical, detention security electronics, and communications).
- Provide presentation-quality conceptual site plan, floor plan, and exterior rendering.

Step Two: Schematic Design, Design Development, Construction Documents and Administration

AE to participate in meetings with County, CMAR and key contractors to review project design and to help assure compliance with the budget, including value engineering efforts.

Schematic Design

- Submit drawings and other descriptive information to CMAR for estimates of the Cost of the Work at 50% complete and 100% complete Schematic Design (“SD”).
- Provide energy and life-cycle analysis, as needed.
- Provide schematic FF&E and AV plans.

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- If revisions are required to comply with the budget for Cost of the Work at the conclusion of the SD phase, AE will incorporate the required revisions in the Design Development (“DD”) phase at no additional cost to the County.

Design Development

- AE will prepare pricing packages at 90% complete DD, for purposes of pricing by the CMAR and confirming that the Cost of the Work is in compliance with the budget. The Guaranteed Maximum Price (“GMP”) package to include 100% complete DD documents, a written narrative which includes the AE’s description of incomplete elements of the DD documents, and AE’s statement of intended scope (including anticipated qualities and quantities) with respect to incomplete elements.
- County and AE to review CMAR’s GMP estimates and work collectively to agree on the GMP at the end of DD. If revisions to the DD documents are required to comply with the budget, AE will make required revisions without additional fee or expense to County until DD documents support completion of construction in conformity with the approved budget.
- AE to assist in selecting FF&E from public procurement contract or provide specifications for competitive bidding if not available via a public procurement contract.
- AE to include alternates equal to 5% decrease and 5% increase of the GMP as part of Basic Services.
- Alternates to be included in the bid package.

Construction Documents

- Prior to the conclusion of Construction Documents (“CD”) phase, AE will submit CD documents for CMAR and County to review as to cost, constructability, schedule, and value engineering and for County review, comment, and approval. If revisions to the construction documents are required to comply with the GMP, the AE will incorporate the required revisions into the construction documents without additional fee or expense to the County unless the revisions are necessary because of inaccuracies or omissions in the CMAR’s GMP.

Bidding or Negotiation

- Participate in key contractor interviews as jointly determined by AE and CMAR

Step Three: Construction Administration

- Before the beginning of construction, and in agreement with the CMAR, AE will participate in pre-construction conferences and thereafter participate in construction progress meetings.
- If during the construction phase any changes or corrections to the constructed work are required due to an error or omission of the AE, its consultants, or any party in contract with the same, at no additional cost to the County, AE will provide on-site observation of the work to be corrected until such correction is complete.
- Prepare the project punch list and review completion of identified items.

Changes in the Work

- Upon completion of construction the AE will prepare and deliver one set of as-constructed record drawings and specifications in an electronic format acceptable to the County, incorporating revisions made by the AE during the construction phase and field changes noted on the CMAR's marked-up field set.

Section Three: RFP Response

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 and personnel to this Project. The County will evaluate the initial proposals and select a shortlist of firms to interview, after which the County will make a preliminary selection based upon the skill sets, experience, professional backgrounds, and interview performance. After the preliminary selection is made, the County will incorporate Part 2 to evaluate if the tentatively selected firm is providing the best value relative to the other candidates.

3.2 Submittal Packages

Package 1 – Services Proposal

Your proposal and interview presentation should be a demonstration of your ability to communicate concisely. **Proposals are to be organized in the same sequence outlined below and sections should be tabbed and clearly identifiable. Proposals shall not exceed twenty (20) 8 ½" x 11" single-sided sheets, minimum font size of 11 point. The front and back covers, one-page transmittal letter, table of contents, section dividers, and Exhibit A - Cost Proposal worksheet are excluded from the page count.** The minimum contents of a proposal are as follows:

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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. Consortia, joint ventures, or teams submitting proposals must establish contractual responsibility solely with one company or legal entity. Services Proposal should indicate the entity responsible for execution on behalf of the proposal team.

2. Company Profile

- a. Briefly describe your organization as well as any firm partnering for the project.

3. Project Staffing, Relevant Experience, Roles on the Team, and References

- a. Please identify who will be our day-to-day contact through the design phase and who will perform construction administration services.
- b. Identify the proposed staffing plan and all consultants to be retained by the AE.
- c. Identify 3 – 5 relevant projects, including: (1) key team member, (2) project name, (3) project location (city and state), (4) total construction cost, (5) number of inmate beds, (6) year completed, (7) role on project, (8) client reference and contact information.
- d. Describe proposed project leader's experience relevant to the project.
- e. Define roles of proposed team members and describe team members' history of working together.
- f. Provide references for proposed team members.

4. Design Process

- a. Describe the design process envisioned on this project.
- b. Describe methodologies used to maintain design schedule, drive value engineering and "best practices" efforts, quality control on drawings, and design to budget.
- c. Address budget contingency need/use experience in the design and construction process.

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5. Additional Services

- a. Advise on supplemental design and/or engineering services/consultants that the County should consider for this project, including any to be noted in Article 1.1.10 and/or Article 4 of the B133-2019.

Package 2 – Cost Proposal

Please complete Exhibit A. Step One fee to be a lump sum and Step Two fee to be a percentage of construction. Please submit this worksheet in a separate envelope labelled “Package 2 – Cost Proposal” and submit the electronic copy via a separate email attachment labelled “Package 2 – Cost Proposal”.

Provide Step Two fee as a percentage of the construction anticipated between \$35 and \$45 million

3.3 Addenda

If any addenda are issued for this Request for Proposals, they will be posted on the County’s website at <https://www.davisoncounty.org>

Section 4: Evaluation Criteria for Shortlisting

The evaluation will be conducted by the County. Upon receipt of proposals, the County will determine a shortlist of firms whose proposals are deemed to have met the following qualifications:

- a. Company background
- b. Applicable and relevant jail experience
- c. CMAR project delivery in South Dakota
- d. Team / personnel experience working together and on similar projects
- e. Demonstrated knowledge of the local and regional codes and regulations

The County will review proposals from all candidate firms. The County will shortlist no more than three firms and will contact these firms to finalize interview times. All proposals will be treated as closed records until a contract award.

Section 5: Selection Criteria

The County will rely on the qualitative information contained and presented in the Service Proposal, interviews, and reference checks in making the decision to select the most qualified firm to provide services for this project. Selection criteria will be based on:

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- a. Experience, qualifications, and availability of proposed team leaders
- b. Broader team structure
- c. History of project team working together
- d. Technical work process
- e. Proposal, interview, and response – specified format and completeness of RFP response will be considered
- f. Proposed fee and requested reimbursable expenses.

Upon completion of the interviews, the firms will be ranked. The County will start negotiations of the contract with the highest-ranking firm. If an agreement for services cannot be reached with the highest ranked firm, the County will move to the second ranked firm. The same process will be repeated with the other ranked firms. If no such agreement can be reached, the County reserves the right not to select a firm as part of this process.

Acceptance of a proposal shall be by written notice to the AE submitting the accepted proposal, and by simultaneously notifying the other AE firms that their proposals were not accepted.

Excluding proprietary information, the proposal and the professional service contract of the AE awarded the contract are deemed public records and shall be available to the public upon request. In addition, the County shall maintain a record of proposals received in accordance with South Dakota State Law.

Section 6: Notice to AE RFP Respondents

- a. This RFP is not a contract and does not in any way bind the County to any obligations.
- b. The County is not responsible for costs incurred by anyone responding to the Request for Proposal.
- c. Upon submission, all proposals become the property of the County, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- d. The County 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. The County is not bound to accept the lowest cost proposal.
- f. Proposers are held legally responsible for their proposals.
- g. The County reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the County deems to be in its best interest.
- h. The County 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.

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- i. The County reserves the right to request any additional information at any stage of the RFP process.
- j. The County reserves the right to waive any minor irregularities in the proposal request process.

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Exhibit A
AE Cost Proposal

Step One Fee		
Step One Fee (Lump Sum)		\$
Step One Reimbursables (not to exceed)		\$
Step Two & Three Fee		
Schematic Design	%	\$
Design Development	%	\$
Construction Documents	%	\$
Construction Administration	%	\$
Total	%	\$