

Detailed Request for Proposal Instructions:
Sinte Gleska University
Box 105, Mission SD 57555
(605) 856-8000

Introduction

Sinte Gleska University (SGU) of the Sicangu Oyate is a public tribal land-grant university located in Mission, South Dakota on the Rosebud Indian Reservation. The university was founded in 1971 and named after Sicangu Lakota chief Sinte Gleska (Spotted Tail). SGU offers a range of academic programs including Associates, Bachelors, and Masters degrees, as well as certificate programs. SGU operates across two campuses: (1) the main campus located along US HWY 18 and (2) Lakeside Campus near Antelope Lake. SGU also has property in downtown Mission.

Sinte Gleska University was the first tribal college to be accredited at the Bachelors and Masters levels and the first Lakota language Bachelors program. Currently, the university boasts the following programs: Arts & Science, Business, Education, Human Services, Institute of Technologies, Nursing, Adult Basic Education, and Lakota Studies. SGU serves nearly 500 Native full-time students and over 800 additional part-time Native students. Additionally, close to 100 non-Native full-time students attend SGU. Approximately 70% of students live on the Rosebud Reservation. The average age of students is between 25-34.

Project Description

Sinte Gleska University has identified several deficiencies in campus buildings, as well as site and infrastructure conditions. The university is also lacking space to accommodate their growing academic programs and many programs are spread apart in different campuses and buildings. Additionally, SGU looks to provide more housing options for their students and staff.

Sinte Gleska University is seeking a qualified Planning and/or Architecture & Engineering (A&E) firm to assist in the development of Campus Facilities Master Plan. A Master Plan will assist SGU in establishing campus facility development priorities and provide a roadmap for future development.

Scope of Work

For this project, Sinte Gleska University anticipates the following scope of work:

1. Comprehensive Existing Site Assessments: consists of a preliminary site visit to each of SGUs properties to be included in this study, an analysis of existing site infrastructure available, geotechnical report for each site, development of existing conditions site plans, and a development of site analysis diagrams for future development.
2. Comprehensive Existing Building Assessments: consists of a comprehensive analysis of existing SGU buildings for reuse, renovation, and/or demolition. The analysis to include but not limited to the following: building structure, foundation, MEP systems, walls, windows, asbestos, etc.
3. Development of Campus Program of Uses: consists of the development of a present, phased, and future campus program of uses for SGU campus that aligns with the

university's strategic plan. It is anticipated that this scope of work will involve an interactive process to engage community, student, faculty and staff for input.

4. Development of Phased Campus Facility Master Plans: based upon the assessments and programming scope of works, the Planning Team will develop phased master plans for SGU's campuses.
5. Opinion of Probable Cost: based upon the final phased master plan, the Planning Team will develop an opinion of probable cost to understand preliminary conceptual costs of the projects for future capital campaigns, fundraising efforts, grant writing, and strategic budgeting of fiscal funds.
6. Development of Comprehensive Campus Facility Master Plan Document: the final scope of work for this effort will be a comprehensive final master planning document that will include all the previously mentioned work.

Statement of Qualifications (SOQ) Contents

Statement of Qualifications must follow the below order:

1. Cover Letter
 - Identify the Request for Proposal project for which this has been prepared.
 - Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
 - Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and email addresses.
 - List anticipated subconsultants (if applicable).
 - The cover letter must be signed by a corporate office or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the cover letter must be clearly shown immediately below the signature.
2. Firm Qualifications
 - Describe projects, accomplishments, and skill sets that differentiate the responder and give a unique set of qualifications for this project.
 - Provide the Responder's experience designing projects in Indian Country relating to TERO and your commitment to employee Native Americans.
 - Describe typical master planning process and design methodology
3. Relevant Experience
 - Outline the firm's specific experience with Tribal University and College master planning, campus building design, and/or working with Tribal communities.
 - List at least three (3) projects of similar scope in Indian Country that your firm has completed planning, architectural, and/or engineering work.
 - Provide references for each project with name, title, telephone, and e-mail.
4. Design Team
 - Provide an organizational chart of your Design Team.
 - Provide a list of key personnel and a description of their respective roles.
 - Provide a professional resume for each key person.
 - Provide a list of design team sub-consultants.
 - List necessary architectural and engineering licenses held as required for this project.

5. Insurance
 - Provide documentation showing Professional Liability/Error and Omissions Insurance held with limits per occurrence and aggregate amount.
6. Indian Ownership
 - Provide documentation of TERO Certification.

Selection Criteria

The following criteria will be used to evaluate respondents and their teams. Respondents will be scored a point value up to the maximum for each category for a possible total of 100 points.

30 points | Company experience in providing services for similar projects;
20 points | Qualifications and abilities of project team;
15 points | Demonstrated and extensive experience working with Tribal communities;
15 points | Preference for Native American owned firms;
15 points | References from relevant project clients
100 points | Total

Submittal Instructions

1. All submittals become the property of SGU and will not be returned.
2. Submit electronically via email in a single PDF.
3. Limit Statement of Qualifications PDF submission to 20 pages.
4. Subject line of email shall include "SGU RFQ".

Submit RFQ proposals to:

Cheryl Whirlwind Soldier
Vice President for Facilities
Cheryl.Whirlwindsoldier@sintegleska.edu

SGU will not be responsible for costs incurred by anyone in the development or submission of responses. Proposals not received on time due to technical difficulties, file corruption or other issues outside the control of SGU may not be accepted. SGU reserves the right to evaluate the responses submitted; waive any irregularities therein; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in SGU's best interest; or cancel the entire process.