

Rushmore Plaza Civic Center Barnett Arena Rapid City, South Dakota

Request for Qualifications (RFQ)
for Architectural Team

January 16, 2018

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Architectural Team

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The TEGRA GROUP has been retained by the City of Rapid City (“City”) to provide Owner Representation services for their upcoming arena project. The City intends to either construct a new 10,000-13,000 seat arena adjacent to their existing arena or renovate their existing arena to meet current ADA standards.

The City is seeking an Architect to lead the process. If your firm is interested please reply to this Request for Qualifications (“RFQ”). The City intends to short-list two or three firms in late January, 2018. Short-listed firms will be invited to respond to a Request for Proposal (RFP) for full-service architectural and engineering services. The owner intends to interview shortlisted firms in February and award shortly thereafter.

The purpose of this RFQ is to obtain qualifications of the individuals who will lead the design efforts for the key components of the project. The City believes that strong project leadership is key to a successful project. Therefore, you are invited to submit qualifications for the following two or three individuals within your organization and partnering organization:

- Proposed **Principle in Charge**
- Proposed **Lead Project Architect** and/or **Lead Project Manager**

Please consider assigning your best qualified/most experienced individuals to these key roles as their professional qualifications, project history and availability will be the primary selection criteria for shortlisting firms who will receive an RFP and interview. These key individuals will be expected to attend all applicable project meetings and be the City’s primary day-to-day architectural contacts for the duration of the project.

The scope of services/required expertise in the future RFP will likely include: Programming/Planning, Site Planning, Civil, Landscape, Architecture / Code and Master Planning, Structural Engineering, Interior Architecture / Interior Design, Mechanical, Plumbing, Fire Protection, Electrical, Sound, Video, Multi-Media, Data/Telecommunications, Broadcast, Security, Lighting, Code Consultant, Acoustics, Curtainwall/Building Envelope, Vertical Transportation, Parking, and Food Service design.

Please organize your RFQ response in the following order:

1. Firm Overview Information

- a. Firm name and website address
- b. Primary contact person name, address, direct phone and e-mail address
- c. List of any architectural partner for this project (engineering team will be part of the RFP)

2. Proposed Principle in Charge

- a. Name of proposed person who would be the City’s primary contact for contracts and personnel
- b. Years of professional experience and tenure with current employer
- c. Current role, percentage of time commitment and project duration for all projects that they are currently overseeing. Please indicate percentage of time available for this assignment

- d. List of relevant project experience where the proposed Principle in Charge was the primary client contact for the assignment (include role on project, project name, location, type, size, construction cost, year completed, client contact information, etc.). Examples may include:
 - Mixed use arena projects
 - Renovations and code upgraded facilities
 - Comparable size projects in the State of South Dakota and/or projects in similar cities

3. Proposed Lead Project Architect and/or Project Manager

- a. Name of proposed person(s) who would be the City's primary contact for the design and design management of the project
- b. Years of professional experience and tenure with current employer
- c. Current role, percentage of time commitment and project duration for all projects that they are currently assigned. Please indicate percentage of time available for this assignment.
- d. List of relevant project experience where the proposed lead architect was the primary client contact for the assignment (include role on project, project name, location, type, size, construction cost, year completed, client contact information, etc.). Examples may include:
 - Mixed use arena projects
 - Renovations and code upgraded facilities
 - Comparable size projects in the State of South Dakota and/or projects in similar cities

Questions regarding the RFQ to be submitted to TEGRA Group at the email address provided below by **12:00 PM on January 19, 2018**. Responses to questions will be provided via email by end of the business day on January 22, 2018.

Qualification submittals for your proposed lead individuals are due by **3:00 PM on January 26, 2018**. We request submittals to be 8 ½ x 11 format (minimum 11 pt. font) with a maximum of four pages, or eight faces, not counting cover or one-page cover letter and be focused on pertinent information only. Please submit six (6) hard copies and an electronic copy of your qualifications to the City of Rapid City and to the TEGRA Group at the address provided below.

City of Rapid City
Attn: Dale Tech
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Rapid City, SD 57701
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TEGRA Group
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