



**BUREAU OF ADMINISTRATION  
OFFICE OF THE STATE ENGINEER**

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<http://boa.sd.gov/divisions/engineer/>

**MEMORANDUM**

November 23, 2015

FROM: Kristi Honeywell, P.E.

RE: Library Renovation  
Black Hills State University  
Spearfish, South Dakota  
OSE # R0816--05X

The Office of the State Engineer, on behalf of Black Hills State University, is soliciting Statements of Interest from firms interested in providing professional architectural and engineering services for the project referenced above. Your firm has expressed interest in projects of this size and type in the Black Hills area.

The project scope will involve the design, bid, and construction for the renovation of existing unfinished basement space to create a photography studio and library compact storage and to relocate the utility tunnel. The photography studio is currently located in Pangburn Hall which is scheduled for demolition. This project includes installing finished mechanical and interior finishes to create inhabitable space.

The total budget for the project is \$635,888. This budget shall include all project costs including necessary demolition, ancillary architectural & electrical construction costs, design fees, and administrative fees.

Firms desiring to be considered for providing professional services for this project should send a Statement of interest that outlines their qualifications and experience for this project. Statements of Interest should include at a minimum:

- Specialized expertise, capabilities and technical competence in design of library renovations, as well as general experience in university facilities design and construction. Provide information on your proposed approach to ascertain the scope and design to meet University design and project requirements. Provide project examples which illustrate your capabilities for designing and executing similar or related projects. Examples shall include a brief description of the project scope, the year work was completed, and the extent of consultant services provided. (40%)

- Resources and personnel available to perform the professional design services. Provide resumes of those who will be providing the professional services throughout the duration of the project, and what responsibilities each person will have in the proposed project. Resumes shall include project examples that illustrate the broader background experience of the personnel and each individual's role in each project listed. (30%)
- Provide a description of your firm/team's methods for managing previous projects, including cost projection information, ability to meet established design schedules, how special project constraints were developed and met, construction administration, assurance of systems operations and maintenance to design requirements, and contract administration. (20%)
- Availability and familiarity with project locale. (10%)

The firm shall be selected by the technical review committee which includes an OSE project engineer and members of BHSU Facilities Services based upon the Statement of Interest. Questions or requests for additional information about the project and the areas of work may be directed to Randy Culver at Black Hills State University (p. 605-688-6251 or c. 605-691-3421), or to Kristi Honeywell at the Office of the State Engineer (p. 605-773-3466). The Preliminary Facility Statement is available upon request.

Copies of the Statement of Interest shall be submitted by recyclable hard copy and in digital format (pdf) by 5:00 pm CDT, December 10, 2015 as directed to each of the following:

Kristi Honeywell  
 (2 hard copies, 1 CD/USB drive)  
 Office of the State Engineer  
 523 E Capitol  
 Pierre, SD 57501-3182

Randy Culver  
 (3 hard copies)  
 Black Hills State University  
 Facilities Services  
 1200 University Street, Unit 9513  
 Spearfish, SD 57799 – 9513

Thank you for your interest in this project.




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KRISTI HONEYWELL, P.E.  
 State Engineer  
 Office of the State Engineer

Cc: Randy Culver, BHSU  
 Kathy Johnson, BHSU  
 Katie Greer, BHSU  
 Project File