



**Office of the State Engineer**  
523 East Capitol Ave. Pierre, South Dakota 57501  
605.773.3466 / <http://boa.sd.gov/state-engineer>

September 29, 2022

RE: PROPOSAL REQUEST  
CULTURAL HERITAGE CENTER  
PIERRE, SOUTH DAKOTA  
OSE# ACC22 - - 24X/SWMR

## **1.0 INTRODUCTION**

Office of the State Engineer (“OSE” and/or “Owner”) is conducting a competitive Request for Proposals (RFP) process to retain one (1) firm to provide moving services (“Mover” or “Movers”) for the Cultural Heritage Center Project located in Pierre, South Dakota (the “Project”). OSE WILL ONLY BE ACCEPTING PROPOSALS ELECTRONICALLY - Proposals are to be submitted to Stacy Watters via email [stacy.watters@state.sd.us](mailto:stacy.watters@state.sd.us) by the Due Date/Time.

**1.1 PRE-PROPOSAL CONFERENCE and SITE VISIT-** A Pre-Proposal Conference will be held at 1:30 PM CST on October 14, 2022, at the Cultural Heritage Center (“CHC”). A site visit will occur immediately following the Pre-Proposal Conference. Attendance in this conference and site visit is strongly encouraged.

**1.2 Background.** The Cultural Heritage Center is undergoing significant renovations but will continue to be open to public for research in an alternate location. During this time, all archives and most artifacts will be relocated. When the renovations are complete the collections will be returned to the original facility. This bid will be awarded the move out and move back into the facility.

**1.3 Location.** Moves will be located within the city limits of Pierre South Dakota between the CHC and the physical address of 1615 N Harrison Ave, Pierre, SD, 57501.

**1.4 Summary of Work.** The successful mover will be responsible for the coordination and staging in addition to the moving services. Move coordination services, shall be conducted with a representative of OSE’s office, McGough Construction, and at least two (2) representatives from the Cultural Heritage Center that are responsible for the collections. Proposers are required to provide all moving services requested under this request for proposals. The collections will be bar coded for tracking and for easy retrieval during the time the materials are in the temporary location. This move will include the packaging and movement to a temporary location in January 2023 and the move back when the renovation is complete estimated to be September 2024.

The move will fall into the following categories:

1.4.1 Group 1 - Archive and National Register Move: Most of these materials are paper products and books that are used for research purposes. This collection must be cataloged in a full and complete manner to ensure that materials can be found easily in the temporary location. The National Register is contained in 26 filing cabinets.

1.4.2 Group 2 - Artifact Move: This collection includes nontraditional items of varying shapes and sizes. This can be bulky historical furniture pieces to political buttons. Generally, the Mover will be required to coordinate with the OSE representative, McGough Construction representative, and the museum staff to plan and coordinate the moving of these items.

1.4.3 Bulk Furniture: When the collections are packaged for movement it will be the responsibility of this proposer to relocate and reassemble the shelving into new location. Archive boxes will be placed back onto the shelving by this proposer. All Artifacts will remain packaged throughout the duration until moved back into the original location.

**1.5 Estimated Volume.** Collection information is available by requesting access from Andrea Smith through [andrea.smith@mcgough.com](mailto:andrea.smith@mcgough.com).

## **2.0 SCHEDULE**

Issue Date September 29, 2022

Pre-Proposal Conference and Site Visit October 14, 2022, 1:30 PM CST

Question Deadline October 19, 2022, 5:00 PM CST

Final Addendum Issuance (if necessary) By October 21, 2022

***Proposal Due October 25, 2022, 2:00 PM CST***

The following dates are tentative and subject to change without notice:

Notice of Intent to Award By November 8, 2022

Estimated Contract execution By November 15, 2022

OSE will make every effort to adhere to the above schedule. It is, however, subject to change.

## **3.0 QUESTIONS, SOLICITATION REVISION REQUESTS, CHANGE OR MODIFICATION, APPEALS**

### ***3.1 Questions.***

3.1.1 All questions and contacts with OSE regarding any information in this RFP must be addressed in writing via email to Andrea Smith at [andrea.smith@mcgough.com](mailto:andrea.smith@mcgough.com) no later than the Question Deadline as stated in Section 2.0. If a Proposer is unclear about any information contained in this document or its exhibits (Project, scope, etc.), they are urged to submit those questions for formal clarification.

## **4.0 INSTRUCTIONS TO PROPOSERS**

### ***4.1 Summary of Work.***

4.1.1 The Work contemplated in this document shall be for OSE in connection with the Project described in Section 1.0 of this document.

### ***4.2 Pre-Proposal Conference and Site Visit.***

4.2.1 The Pre-Proposal Conference and Site Visit will be administered in person. A recording of the pre-proposal conference will be made available after the fact. The Proposer is highly recommended to attend the Pre-Proposal Conference and Site Visit. Proposers will be required to provide their name, firm name, and email address on a written sign in sheet provided by the Contract Administrator at the beginning of the Pre-Proposal Conference.

4.2.2 No statement made by any officer, agent, or employee of OSE in relation to the physical conditions pertaining to the Work site will be binding on OSE, unless included in writing in the documents included as exhibits to this RFP or an Addendum.

4.2.3 Date and Time of a Pre-Proposal Conference is located schedule of this RFP.

#### **4.3 Proposal Submission.**

4.3.1 Submit one (1) electronic version via email to Stacy Watters at [stacy.watters@state.sd.us](mailto:stacy.watters@state.sd.us) . All cost proposals will be collected one week after the submission date as described in section 4.8.1

4.3.2 All Proposals must be received by OSE before the Due Date/Time. OSE's official clock shall prevail in any time conflict. Any Proposal received after the Due Date/Time will be rejected and will be retained and made part of OSE's archive records in accordance with OSE Standards.

#### **4.4 Proposal Submission Requirements.**

4.4.1 Your Proposal must be contained in a document including pictures, charts, graphs, tables and text you deem appropriate to be part of OSE's review of your Proposal. Resumes of key individuals proposed to be involved in this Project is highly recommended.

4.4.2 OSE may reject any Proposal not in compliance with all applicable OSE solicitation procedures and requirements and may cancel this solicitation or reject for good cause, all Proposals upon a finding by OSE that it is in the public interest to do so.

4.4.3 Note that throughout this procurement process, OSE will not accept Proposals that require OSE to pay the cost of production or delivery.

4.4.4 Telephone and facsimile transmitted Proposals will not be accepted. Proposals received after the Due Date/Time will not be considered.

#### **4.5 Acceptance or Rejection of Solicitation Responses by OSE.**

4.5.1 The procedures for Contract awards shall be in compliance with the provisions of OSE standards and policies adopted by OSE.

4.5.2 OSE reserves the right to reject any or all Proposals and to waive minor informalities in compliance with the provisions of OSE standards and policies adopted by OSE.

#### **4.6 Withdrawal of Solicitation Response.**

4.6.1 At any time prior to the Due Date/Time, a Proposer may withdraw its Proposal in accordance with OSE Standards. This will not preclude the submission of another Proposal by such Proposer prior to the Due Date/Time.

4.6.2 After the Due Date/Time, Proposers are prohibited from withdrawing their Proposal, except as provided by OSE Standards.

**4.7 Evaluation Process.** The Proposals received in response to this RFP will be evaluated by a selection committee. The members of the selection committee will discuss the strengths and weaknesses of all Proposers. The members of the selection committee will then score the Proposals based on all information submitted to aid in final scoring. Upon completion of final scoring, an Intent to Award will be issued identifying the Apparent Successful Proposer and negotiations may commence with the Apparent Successful Proposer.

**4.8 Evaluation Criteria.** The award of the moving contractor will follow the procedures for design-build procurement. These procedures can be found here: <https://boa.sd.gov/state-engineer/db-procedures.aspx> . All proposers shall include the following in their submission:



- (1) Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
- (2) Resources available to perform the work, including any specialized services, within the specified time limits for the project;
- (3) record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
- (4) Availability to the project locale;
- (5) Familiarity with the project locale;
- (6) Proposed project management techniques; and
- (7) Ability and proven history in handling special project constraints.
- (8) Ability and plan to maintain the security and safety of all artifacts during transport in this scope.

4.8.1 COMPENSATION PROPOSAL. As part of the Site Visit and manifest provided upon request, all materials subject to the move will be reviewed as described in Section 1.4 above. Proposal should include all costs associated with the move to the temporary location and the return of the materials to the original site. After proposals are submitted to Stacy Watters, a price form will be sent to each proposer within one week of the due date/time. This will allow for the proposers to submit their cost submission via a secure website and all proposals will be opened concurrently.

