

August 1, 2025

RE: REQUEST FOR STATEMENT OF INTEREST
HEALTH LABORATORY, NEW DOH PUBLIC HEALTH LABORATORY
CAPITOL COMPLEX
PIERRE, SOUTH DAKOTA
OSE# ACC22--28X

The State is looking for firms interested in providing professional BSL3 Commissioning (Cx) and Operational Readiness, Transition, and Move Planning Services for the project referenced above. The project scope will involve both the BSL3 Commissioning services as well as Lab Operational Readiness, Transition, and Move Planning services as detailed in the attached scope of work for the Health Lab, New DOH Public Health Lab at the Capitol Complex in Pierre, South Dakota, OSE # ACC22--28X.

The attached project scope of work details what will be required of the selected consultant with the expectation that the selected consultant will work very closely with all project team members, including but not limited to the following:

- Office of the State Engineer (Project Manager)
- Department of Health (Building Occupant)
- TSP, Inc. (Architectural/Engineering Firm)
- McGough/Puetz Joint Venture (Construction Manager at Risk)
- Questions & Solutions Engineering (Base Building Commissioning Agent)

The construction budget for the project is approximately \$65,900,000.00, but be advised that this number is subject to change. The entire project must be completed by December 31, 2026. The lab transition/completion is required to be completed by June 2026.

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

1. Specialized expertise, capabilities, and experience in commissioning BSL3 labs as well as providing operation readiness, transition, and move planning services for similar facilities, and technical competence as demonstrated by the team's capabilities, proposed approach and methodology to meet the project requirements. (40%)
2. Resources available to perform the work, including any specialized services, within the specified time limits for the project. Include resumes of all personnel, including sub-consultants who will be assigned to this project for the entire duration. (30%)
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. (10%)
4. Availability to project locale. (5%)
5. Familiarity with project locale. (5%)
6. Proposed project management techniques. (5%)
7. Ability and project history in handling special project constraints. (5%)

A technical review committee will select the firm based on the criteria shown. The committee respectfully requests that statements of interest be limited to 25 pages or less. This is not a requirement, merely a request.

Copies of the statement of interest must be submitted by **4:00 PM CT on Thursday, August 14, 2025**. Please send an electronic copy ONLY (media or e-mail attachment) as quantified to the following:

(1 electronic copy)

Kristine Day, Deputy State Engineer

Office of the State Engineer

Joe Foss Building

523 E. Capitol Avenue

Pierre, SD 57501-3182

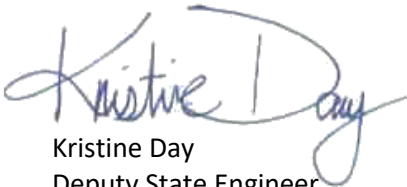
Phone: 605-773-2434

E-mail: Kristine.Day@state.sd.us

Firms wanting additional site/project information or to schedule a site visit should contact the OSE Project Engineer, Kristine Day.

Before submitting on this project, please review the OSE Service template contract and be familiar with the terms and conditions. These terms and conditions are not negotiable. Thank you for your interest in this project; we look forward to working with you.

Respectfully,



Kristine Day

Deputy State Engineer

CC: Kristine Day, Deputy State Engineer
Scott Gregg, DOH
Darrell Bren, TSP
Tanner Solberg, McGough Construction
Slade Weller, Puetz Design/Build

Attachments:

- Scope of Work: BSL3 Commissioning and Operation Readiness, Transition, and Move Planning Services.
- Copy of the Service Contract. Please note that the contractual terms and definitions are not negotiable.

SCOPE OF WORK: BSL3 Commissioning & Operation Readiness, Transition, and Move Planning Services

Table of Contents

1	Introduction.....	1
2	Scope of Work.....	1
2.1	General	1
2.1.1	Kick-off Meeting	1
2.1.2	Commissioning & Transition Schedule Coordination	1
2.1.3	Participation in Bi-Weekly Project Progress Meetings	2
2.2	Scope of Work – BSL3 Commissioning.....	2
2.2.1	Development of BSL3 Cx Execution Plan.....	2
2.2.2	Submittal and Base Building Commissioning Review	2
2.2.3	Development of BSL3 Functional Performance Tests (FPT)	3
2.2.4	Execution of BSL3 Functional Test Procedures.....	4
2.2.5	Final BSL3 Commissioning Report.....	4
2.3	Transition, Operation Readiness and Move Planning	4
2.3.1	Transition Planning and Coordination.....	4
2.3.2	Operational Readiness Framework	5
2.3.3	Regulatory Compliance and Accreditation Support.....	5
2.3.4	Risk Management and Business Continuity Planning	5
2.3.5	Equipment Move and Relocation Management	5
2.3.6	Hazardous Materials and Cold Chain Logistics	5
2.4	Staff Training and Orientation.....	6
2.5	General Move Services	6
2.6	Final Validation and Go-Live Support.....	6
2.7	Decontamination of Vacated Facility	6

1 INTRODUCTION

The South Dakota Public Health Laboratory (SDPHL) is undergoing a significant renovation and expansion initiative that includes the construction of new laboratory spaces and the upgrade of existing infrastructure. These new and improved facilities must support uninterrupted diagnostic testing, meet rigorous regulatory and accreditation standards, and accommodate operations at Biosafety Level 2 (BSL-2) and Biosafety Level 3 (BSL-3).

To ensure a safe, efficient, and compliant transition into these facilities, SDPHL is seeking proposals from qualified firms to provide BSL3 Commissioning (Cx) and Operational Readiness, Transition, and Move Planning Services. This support is essential to maintain the project schedule, continuity of critical public health services throughout the transition process, and to achieve full operational capability in the new environment with minimal risk and disruption. The new laboratory facility must be complete, commissioned, and operational by June 2026.

The commissioning of the BSL3 laboratory and transition of operations will require close coordination of numerous stakeholders and interdependent laboratory programs, many of which share support services, workflows, and sample handoffs. Therefore, SDPHL requires an integrated, cross-functional approach that ensures regulatory compliance, safety, and continuity across all aspects of laboratory operations. The selected Consultant will be expected to provide a validated, phased approach to BSL3 commissioning, transition planning, regulatory coordination, equipment relocation, business continuity, and staff training.

2 SCOPE OF WORK

2.1 GENERAL

2.1.1 KICK-OFF MEETING

Work Plan: The Consultant will conduct an on-site kick-off meeting for the project team, including the owner, user group, contractor, base building commissioning agent and design team representatives (some may participate remotely). The purpose of this meeting will be to provide an overview of the commissioning and regulatory verification process for the BSL3 portion of the facility along with the operational readiness, transition and move planning for the overall laboratory. The Consultant will provide the team with instructions for accessing/utilizing the web-based management software and discuss team roles and responsibilities for execution. The Consultant will provide a written agenda, presentation slides and meeting minutes to the project team.

Deliverables: Meeting agenda, presentation slides and meeting minutes (all in electronic format).

2.1.2 COMMISSIONING & TRANSITION SCHEDULE COORDINATION

Work Plan: During the construction phase, the Consultant will work with the contractor's scheduler to properly integrate BSL3 commissioning, laboratory operational transition activities, and regulatory verification activities into the overall construction and project schedule. The intent is to ensure that all pre-requisites are properly captured and scheduled such that they can be tracked and planned for. The Consultant will provide a list of activities, including estimated durations and dependencies, to the contractor for inclusion in the construction schedule and then review these with the contractor's scheduler via teleconference. The Consultant will then review the contractor's monthly construction schedule updates and provide written comments where necessary. Consultant must work directly with DOH staff to develop transition plan; Consultant is not authorized to make unilateral decisions.

Assumptions: Project schedules will be provided to the Consultant for review and the contractor's scheduler will work with the Consultant to integrate BSL3 Cx, Laboratory Transition, and regulatory verification related activities into the project schedule.

Deliverables: List of Cx, laboratory transition and regulatory verification activities, including estimated durations and dependencies, to be incorporated into the overall construction schedule. Comments on regular construction schedule updates as necessary.

2.1.3 PARTICIPATION IN BI-WEEKLY PROJECT PROGRESS MEETINGS

Work Plan: Except when onsite for site visits, the Consultant will participate in project progress meetings via teleconference. When onsite, Consultant will participate in these meetings in person. During each meeting, the Consultant will provide updates on the BSL3 Cx and Transition processes, including status reports for completion (when appropriate).

DELIVERABLES: Status reports (when appropriate)

2.2 SCOPE OF WORK – BSL3 COMMISSIONING

The BSL3 commissioning process is not intended to supplant or duplicate the base building commissioning that South Dakota is undertaking with Question & Solutions Engineering; rather it builds upon these commissioning activities to ensure regulatory requirements and best practices for BSL3 facility performance are achieved. The base building Pre Functional Checks (PFCs) and Functional Performance Testing (FPT) will be satisfactorily completed by Questions and Solutions Engineering for all building systems prior to BSL3 commissioning FPTs being executed, with base building FPTs completed for systems including:

- Supply air systems serving the BSL3 and all other building areas, including all TAB activities.
- Exhaust air systems serving the BSL3 and all other building areas, including all TAB activities.
- Hydronic systems including steam, energy recovery, heating water and chilled water.
- Domestic water systems.
- Normal, emergency, and UPS power systems.
- Low voltage systems including access control, security, communications and fire alarm.
- Lighting systems and controls.
- Building Automation System, inclusive of room level controls.

The BSL3 Cx scope of work shall encompass the following elements:

2.2.1 DEVELOPMENT OF BSL3 Cx EXECUTION PLAN

Work Plan: The Consultant will develop the draft BSL3 Cx Plan to detail the commissioning process, schedule, team and team member responsibilities. The BSL3 Cx Plan will also include descriptions of the systems to be commissioned. The BSL3 Cx Plan will detail the specific tasks that will occur during the Construction and Acceptance stages. A draft BSL3 Cx Plan will be submitted for review and comment by the project team. The BSL3 Cx Plan is intended to be a “living” document that is integrated with the base building commissioning plan and will be updated as necessary to include any additional information that becomes available as the project progresses.

Deliverables: BSL3 Cx Plan (all via electronic format only).

2.2.2 SUBMITTAL AND BASE BUILDING COMMISSIONING REVIEW

Work Plan: The Consultant will review all BSL3 performance relevant submittals from the contractor along with all relevant Pre-Functional Checks (PFCs) and Functional Performance Test (FPTs) test scripts and results generated by the Owner’s base building commissioning agent.

Submittals will be reviewed as an input to the generation of the BSL3 FPTs and comments returned regarding any elements that may affect BSL3 performance and regulatory compliance.

Base building PFCs and FPTs will be reviewed prior to execution and comments provided regarding alignment of the base building commissioning with BSL3 performance and regulatory compliance testing. Completed PFCs and FPTs will also be reviewed as input to the BSL3 FPTs and to ensure the facility is ready for BSL3 commissioning without duplicating efforts.

Deliverables: Review of submittals and base building commissioning PFCs and FPTs.

2.2.3 DEVELOPMENT OF BSL3 FUNCTIONAL PERFORMANCE TESTS (FPT)

Work Plan: The Consultant will develop drafts of the BSL3 FPT forms for the applicable integrated systems to be commissioned. FPT documents will serve to confirm system operations during normal, maintenance and failure (where applicable) modes. Sensor/device checks and data trending will also be included in the FPT.

Drafts of the FPTs will be submitted for Project team (owner, contractor, base building CxA, design) review and comment. The Consultant will provide written responses to Project team comments while integrating them into the final FPT documents. FPTs will be maintained on the web-based Cx management software for access by the Cx team, including the owner, contractor, base building CxA and design team representatives.

The following are the anticipated BSL3 FPTs to be performed:

1. Directional Airflow at the BSL3 Containment Perimeter – Normal Operation. This includes directional airflow and differential pressure measurement, confirmation of required visual indicators and BAS trending with values independently confirmed with calibrated differential pressure monitors.
2. Directional Airflow at the BSL3 Containment Perimeter - Failure Modes. This includes directional airflow and differential pressure measurement and trending over time, confirmation of required visual indicators, local and remote alarming, and BAS trending. Backflow prevention at the ducted Biological Safety Cabinets will also be confirmed. Failure scenarios are anticipated as follows:
 - a. LEF-5
 - b. LEF-6
 - c. LEF-5&6
 - d. LEF – 1/2/3/4
 - e. DOAS – 1, single and multiple supply fan failures
 - f. DOAS – 2, single and multiple supply fan failures
 - g. DOAS – 1 & 2
 - h. Normal Power Failure
 - i. Normal Power Restoration
3. Confirmation of Decontamination Systems – All waste coming from the BSL3 is decontaminated by a single barrier autoclave. Performance of this autoclave will be confirmed with Biological Indicator (BI) testing for each representative load, in triplicate. The operation of the interlocking doors of this autoclave will also be confirmed. It is anticipated that the Consultant will provide the FPT test script and SDPHL will conduct the validation cycles. The Consultant will then review results for completeness and inclusion in the BSL3 Cx Report.
4. BSL3 Exhaust HEPA filters have been efficacy tested in situ by particle challenge testing in accordance with IEST-RP-CC034.3 or IEST-RP-CC-006.3 within the last six months. It is anticipated that the testing of the HEPA filters will be by a 3rd party testing agency hired by the contractor, the Consultant will review results for regulatory compliance and inclusion in the BSL3 Cx Report.
5. Biological Safety Cabinets, both ducted and recirculating have been certified within the last six months in accordance with NSF/ANSI 49. It is anticipated that the testing of the BSCs will be by a 3rd party

testing agency hired by the Owner, the Consultant will review results for regulatory compliance and inclusion in the BSL3 Cx Report.

6. Room Integrity – each room within the BSL3 containment perimeter will be visually inspected to ensure there are no visible air leaks due to unsealed penetrations, cracks, etc. Surfaces will be inspected for smoothness to facilitate cleaning, decontamination, and the prevention of damage to PPE.
7. Laboratory Access – Laboratory access control will be verified with both valid and invalid credentials. Anteroom automatic door closers and door interlocks will be confirmed. Interlocks on any pass through chambers will be confirmed.
8. Operation of handsfree/automatic hand wash sinks will be verified at the exit from each lab and from the BSL3 suite.

Deliverables: One draft of the FPTs for each system for Project team review/comment; written responses to Project team comments. Final FPT documents (all in electronic format) to be maintained on the web-based Cx management software for access by the Project team.

2.2.4 EXECUTION OF BSL3 FUNCTIONAL TEST PROCEDURES

Work Plan: The Consultant will make a single trip to site to direct and oversee the functional performance testing of the relevant systems, which is expected to be completed within one working week. FPTs will occur after base building commissioning has been successfully completed. When on site for FPT execution, the Consultant will begin each day of testing with a briefing on issues discovered the previous day and the plan for testing each day. To optimize time onsite, the Consultant will work with the contractor's scheduling team to schedule the FPTs such that all relevant personnel can be onsite to conduct/witness the testing and such that any interactions with the existing, operational laboratory are minimized and properly scheduled.

Assumptions: Pricing is to be based on a single round of testing – no retesting is to be assumed. Contractor/subcontractor will provide resources to execute or assist in execution of FPTs under the Consultant's direction.

Deliverables: A Field Observation Report summarizing the Cx activities that took place along with brief description of the results shall be submitted upon completion of the site visit. Up-to-date FPT forms will be maintained on the web-based Cx management tool.

2.2.5 FINAL BSL3 COMMISSIONING REPORT

Work Plan: The Consultant will compile a BSL3 Cx Report that encompasses all data and results collected during the BSL3 Cx process. This report will include an executive summary of testing results, completed FPT forms, trend data reports, and a complete Cx Issues Log (including resolutions made). A draft Cx Report will be submitted for review/comment by the project team (owner, contractor, design). The Consultant will provide written responses to comments while integrating them into the Final BSL3 Cx Report. Additionally, all Cx documentation submitted during the BSL3 Cx Process will be compiled and provided to the owner electronically.

Deliverables: Provide one (1) report that documents verification of critical engineering controls and facility elements as described in CDC/NIH BMBL 6th Ed. BSL-3 guidelines, and NIH BSL-3 design guidelines. This report will be separate from the base building commissioning report.

2.3 TRANSITION, OPERATION READINESS AND MOVE PLANNING

2.3.1 TRANSITION PLANNING AND COORDINATION

The Consultant will be responsible for establishing and facilitating a cross-functional Transition Task Force composed of SDPHL leadership and relevant stakeholders. This task force will oversee the development and implementation of a master transition and move plan, incorporating clearly defined milestones, resource

allocations, and contingency protocols. The Consultant will work with the Project team to ensure transition tasks are accurately represented in the overall project schedule inclusive of predecessor and successor tasks such that the Project team can track progress towards an operational laboratory by June 2026.

Deliverables: Transition Plan; laboratory transition activities integrated into the project schedule.

2.3.2 OPERATIONAL READINESS FRAMEWORK

The Consultant will be expected to analyze and map current workflows across all functional units and propose future-state workflows optimized for the new laboratory environment. Essential services requiring uninterrupted operation during the transition must be identified and planned for. A phased activation strategy must be developed to support dual-location operations, minimize service disruptions, and address surge capacity requirements.

Deliverables: Updated Transition Plan; coordination with construction team for phased transition/activation and dual location operations.

2.3.3 REGULATORY COMPLIANCE AND ACCREDITATION SUPPORT

The Consultant will support SDPHL in maintaining compliance with all applicable federal, state, and local regulations during the transition. This includes assisting with preparing documentation for re-accreditation, facilitating permit transfers and license updates where applicable, and coordinating pre-occupancy inspections. The Consultant must provide guidance to ensure that all biosafety, diagnostic testing, chemical handling, and waste disposal requirements are addressed proactively including CLIA, ANAB and CDC requirements.

Deliverables: Regulatory and Accreditation Readiness Package.

2.3.4 RISK MANAGEMENT AND BUSINESS CONTINUITY PLANNING

The Consultant will develop and maintain a comprehensive risk register that addresses operational, regulatory, IT, staffing, and safety-related risks. Industry-standard methods such as Failure Mode and Effects Analysis (FMEA), Hazard and Operability Study (HAZOP), and scenario planning will be employed. In parallel, the Consultant must have knowledge and support the development of a Business Continuity Plan (BCP) specific to the transition, outlining backup testing arrangements, response procedures, and recovery timelines.

Deliverables: Risk Register and Move Mitigation Plan.

2.3.5 EQUIPMENT MOVE AND RELOCATION MANAGEMENT

The Consultant will review inventory of all existing laboratory equipment, identify items for relocation or decommissioning, and assist the coordination of procurement and deployment of new assets. Considerations include oversight of the decontamination, deinstallation, secure transport, reinstallation, and commissioning (IQ/OQ/PQ) of equipment in partnership with original equipment manufacturers (OEMs), SDPHL and certified vendors.

Deliverables: Equipment Move Matrix.

2.3.6 HAZARDOUS MATERIALS AND COLD CHAIN LOGISTICS

The Consultant will design and implement a compliant plan for the packaging, handling, and transportation of hazardous and temperature-sensitive materials, including biological samples, reagents, and chemicals. Coordinate with SDPHL intra-facility transfers of qualified materials using validated cold-chain procedures and compliance with applicable regulatory and quality standards and maintaining the integrity of materials throughout all stages of internal handling and transport. Coordination with certified hazardous materials

carriers and cold-chain vendors may be required to ensure regulatory compliance and material integrity during transit.

Deliverables: Cold Chain and Hazardous Materials Logistics Plan.

2.4 STAFF TRAINING AND ORIENTATION

The Consultant will be responsible for developing and executing a structured staff readiness program that aligns with the transition timeline. This includes orientation sessions, virtual walkthroughs, and interactive communication tools to support team preparedness. Dual-location coordination tools such as checklists and escalation protocols must also be developed.

Deliverables: Staff readiness plan and conduct of transition briefing and training.

2.5 GENERAL MOVE SERVICES

The Consultant will coordinate the relocation of non-laboratory assets such as office furniture, IT equipment, physical records including sensitive information, and administrative materials. These move activities must be scheduled in alignment with laboratory transition phases to minimize operational disruption.

Deliverables: Updated transition plan.

2.6 FINAL VALIDATION AND GO-LIVE SUPPORT

The Consultant will oversee the final operational readiness verification, including dry runs, internal validation exercises, and quality assurance testing. The Consultant will also coordinate final inspections and help refine workflows and SOPs based on early feedback post-occupancy.

Deliverables: Confirmation to Project team on transition readiness, in transition support, post transition support.

2.7 DECONTAMINATION OF VACATED FACILITY

The Consultant will be responsible for developing a comprehensive decontamination plan consistent with biosafety standards for BSL-2 and BSL-3 laboratories. This includes overseeing vendor engagement for surface sterilization and fumigation (e.g., vaporized hydrogen peroxide), managing hazardous waste disposal, and preparing regulatory documentation for space clearance.

Deliverables: Decontamination plan including validation criteria to allow repurposing/renovation of existing laboratory spaces.

STATE OF SOUTH DAKOTA

SERVICE AGREEMENT

BETWEEN

«**ServFirmCaps**»
«**ServAddressCaps**»
«**ServCityStZipCaps**»

Referred to as Consultant

STATE OF SOUTH DAKOTA
«**DeptAgencyCaps**»

Referred to as Owner

BUREAU OF HUMAN RESOURCES AND
ADMINISTRATION
OFFICE OF THE STATE ENGINEER

Referred to as OSE

«**ProjTitleCaps**»
«**ProjLocCaps**»
«**ProjCityCaps**», SOUTH DAKOTA
OSE# «**OSE_Caps**»

The State of South Dakota (“State”), acting through Owner and its representative OSE, hereby enters into this agreement (Agreement) as of «**ServDate**», for services with Consultant in consideration and pursuant to the terms and conditions set forth herein.

WITNESSETH:

WHEREAS, State and Consultant intend to: «**ServScope**» (hereinafter referred to as “**Services**”) with respect to [the] «**ProjTitle**» (hereinafter referred to as the “**Project**”);

WHEREAS, any additional terms and conditions attached to Consultant’s proposal are excluded. These agreement terms and conditions shall supersede any conflicting proposal terms;

NOW THEREFORE it is mutually agreed as follows:

The following documents and any other documents incorporated in them by reference constitute the agreement documents (hereinafter referred to as “Agreement Documents”):

1. This Agreement; and

2. Consultant's Proposal dated «**ServProposal**», excluding, however, any terms or conditions in or attached to that proposal that are in addition to, or conflict with, the terms and conditions in this Agreement, which supersede any conflicting proposal terms

II. TERM OF AGREEMENT

- A. The Agreement Documents shall commence upon the execution hereof by all signatories and, if all other terms and conditions are satisfied, **shall end on «ServEnd»** unless otherwise terminated or extended pursuant to the terms hereof., except for the Consultant's obligations under Parts V, VII, and VIII of this Agreement, which by their terms survive the completion of the Project and Part VI.A.2, which shall be continued for a minimum of 3 years after the date of the certification of the final Consultant's payment request.

III. BASIC SERVICES

- A. Consultant shall perform the work ("Basic Services") set forth and described in the Consultant's proposal and as otherwise required for the Project.
- B. Consultant, its employees, and consultants shall be responsible in the performance of the Services for exercising the degree of skill and care consistent with customarily accepted professional and technical practices and procedures for a consultant performing the type of services required for this Project, while providing services as expeditiously as reasonably possible, in accordance with the foregoing standard of care, to maintain the orderly progress of the Project.

IV. USE OF EQUIPMENT, SUPPLIES AND FACILITIES

Include only one of the following paragraphs. If the second paragraph is included, discuss with your attorney whether any additional provisions are needed due to address the use.

- A. Consultant will not use State equipment, supplies or facilities.
- B. With the exception of the following, Consultant will not use State equipment, supplies or facilities:
Identify any equipment, supplies or facilities to be used by consultant

V. INDEMNITY PROVISION

- A. Consultant agrees to indemnify and defend the State of South Dakota, its officers, agents, and employees, from and against all claims or proceedings for actions, suits, damages, liabilities, other losses or equitable relief that may arise at least in part as a result of an act or omission in performing services under this Agreement. Consultant shall defend the State of South Dakota, its officers, agents, and employees against any claim, including any claim, action, suit, or other proceeding related to the claim. Consultant's obligation to indemnify includes the payment of attorney fees and other costs of defense. In defending the State of South Dakota, its officers, agents, and employees, Consultant shall engage other professionals, subject to the written approval of the State which shall not be unreasonably withheld. Notwithstanding the foregoing, the State may, in its sole discretion and at the expense of Consultant, engage attorneys and other professionals to defend the State of South Dakota, its officers, agents, and employees, or to assist Consultant in the defense. This section does not require Consultant to be responsible for or defend against claims or proceedings for damages, liabilities, losses or equitable relief arising solely from errors or omissions of the State, its officers, agents or employees.

VI. INSURANCE

A. At all times during the term of this Agreement, Consultant shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

1. *Commercial General Liability Insurance:*

Consultant shall maintain occurrence-based commercial general liability insurance or equivalent form of coverage **with a limit of not less than «ServCGLwords» («ServCGLvalue») for each occurrence.** If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit. The insurance policy shall name the State of South Dakota, its officers and employees, as additional insureds, but liability coverage is limited to claims not barred by sovereign immunity. Coverage for commercial general liability that exceeds one million dollars (\$1,000,000) may be satisfied by excess liability (umbrella) coverage. However, the terms of any such excess liability coverage must follow form to, or otherwise be at least as broad as, the primary underlying commercial general liability coverage, and provide additional insured coverage to the State of South Dakota, its officers and employees. The State of South Dakota, its officers and employees do not hereby waive sovereign immunity for discretionary conduct as provided by law.

2. *Professional Liability Insurance or Miscellaneous Professional Liability Insurance:*

Consultant agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance **with a limit not less than one million dollars (\$1,000,000).** The State of South Dakota, its officers and employees do not hereby waive sovereign immunity for discretionary conduct as provided by law.

3. *Business Automobile Liability Insurance:*

Consultant shall maintain business automobile liability insurance or equivalent form **with a limit of not less than one million dollars (\$1,000,000) for each accident.** This insurance shall include coverage for owned, hired and non-owned vehicles. State, its officers and employees do not hereby waive sovereign immunity for discretionary conduct as provided by law.

4. *Worker's Compensation Insurance:*

Consultant shall procure and maintain workers' compensation and employers' liability insurance **as required by South Dakota or Federal law.**

Before beginning work under this Agreement, Consultant shall furnish State with properly executed certificates of insurance which shall clearly evidence all insurance required in this Agreement including naming State, its officers and employees, as additional insureds, as set forth above. In the event of a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, Consultant agrees to provide immediate notice to State and provide a new certificate of insurance showing continuous coverage in the amounts required. Consultant shall furnish copies of any insurance policies if requested by State.

VII. TERMINATION PROVISION

- A. This Agreement may be terminated by either party hereto upon thirty (30) days' written notice. In the event Consultant breaches any of the terms or conditions hereof, this Agreement may be terminated by State at any time with or without notice. If termination for a breach is affected by State, any payments due to Consultant at the time of termination may be adjusted to cover any additional costs to State because of Consultant's breach. Upon termination State may take over the work and may award another party an agreement to complete the work contemplated by this Agreement. If after State terminates for a breach by Consultant it is determined that Consultant was not at fault, then Consultant shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- B. State may, without being in default under this Agreement, terminate for its convenience all or any portion of the services provided under this Agreement by giving 20 days written notice to Consultant. In the event of such termination State shall pay to Consultant all compensation earned up to the effective date of termination. An equitable adjustment in compensation shall be made to provide Consultant with reasonable compensation for the costs of winding down its services and canceling its performance of services under this Agreement.
- C. Upon termination for either default or convenience, Consultant shall turn over to State all data, plans, specifications, drawings, and information gathered or developed for any uncompleted services covered by this Agreement.

VIII. OWNERSHIP, USE OF DOCUMENTS, CONFIDENTIALITY OF DOCUMENTS

- A. Ownership of Work Product: Upon payment as herein provided, the reports, plans, specifications, engineering calculations, technical data, all miscellaneous drawings, and all information contained therein provided by Consultant in connection with its performance under the Agreement Documents shall become the property of State. Consultant assigns to State all right, title, and interest, including all copyrights, in any work now existing or later create by Consultant under the Agreement Documents. Consultant shall sign any documents State considers necessary to secure any copyrights or other intellectual property rights to State with no additional charge. State hereby grants Consultant the right to retain copies of such materials and information to use these materials in any future work with State. Consultant may not disseminate these materials to any person or entity, nor may Consultant use these materials for purposes other than work for State, without the express written approval of State.

It is agreed that Consultant will not be responsible for State's use of these materials and information for purposes other than the Project, unless there is a written agreement between the parties specifying otherwise.

- B. Digital Data: All digital data associated with the Project is the property of State. The original developer of digital data shall not be responsible for any alterations of that digital data after sending to another party.

- C. Confidentiality of Work Product and Information Provided by State: All reports, plans, specifications, engineering calculations, technical data, miscellaneous drawings, and information contained therein provided or prepared by Consultant, its owners, officers, employees, agents, consultants, contractors, and contractors in connection with its performance under the Agreement Documents and all such information provided by State to Consultant for the performance of the Agreement Documents are confidential and Consultant, its owners, officers, employees, agents, consultants, construction managers, and contractors shall not disclose this information to any person, individual, or entity without the express written permission of State.
- D. Consultant shall include the requirements of Part IX in any agreement it enters into with other designers, consultants, contractors, contractors, persons, individuals, or entities for the performance of any of Consultant's obligations under the Agreement Documents.

IX. MISCELLANEOUS PROVISIONS

- A. While performing services hereunder, Consultant is an independent consultant and not an officer, agent, or employee of the State of South Dakota.
- B. This Agreement is intended to govern only the rights and interests of the parties named herein. It is not intended to create, does not and may not be relied upon to create, any rights, substantive or procedural, enforceable at law by any third party in any matters, civil or criminal.
- C. This Agreement may not be assigned without the express prior written consent of State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.
- D. Consultant will comply in full with all federal, tribal, state and local laws, regulations, ordinances, guidelines, permits, requirements and other standards applicable to the services provided under this Agreement and will be solely responsible for obtaining current information regarding the foregoing. Nothing herein shall constitute a waiver by State to any defense to jurisdiction nor shall anything herein constitute an acknowledgement by State that any tribe has or exercises any jurisdiction over this Agreement or the parties.
- E. Consultant agrees to abide by all applicable provisions of the following: Byrd Anti Lobbying Amendment (31 U.S.C. 1352), Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. 180), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity as amended by Executive Order 11375 and implementing regulations at 41 C.F.R. part 60, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 C.F.R. Part 38, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the agreement.

- F. Consultant agrees to report to State any event encountered in the course of performance of this Agreement which results in an injury to any person or property, or which may otherwise subject Consultant, or the State of South Dakota or its officers, agents or employees to liability. Consultant shall report any such event to State immediately upon discovery.

Consultant's obligation under this section shall only be to report the occurrence of any event to State and to make any other report provided for by their duties or applicable law. Consultant's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to State under this section shall not excuse or satisfy any obligation of Consultant to report any event to law enforcement or other entities under the requirements of any applicable law.

- G. Consultant may not use subconsultants to perform the services described herein without the express prior written consent of State. Consultant will include provisions in its subcontracts requiring its sub-consultants to comply with the applicable provisions of this Agreement, to indemnify State, and to provide insurance coverage in a manner consistent with this Agreement. Consultant will cause its sub-consultants, agents, and employees to comply with applicable federal, tribal, state, and local laws, regulations, ordinances, guidelines, permits and other standards and will adopt such review and inspection procedures as are necessary to assure such compliance. State, at its option, may require the vetting of any sub-consultants. Consultant shall assist in the vetting process.
- H. State reserves the right to reject any person from performing services under this Agreement who State believes would be detrimental to the services, presents insufficient skills, presents inappropriate behavior or is considered by State to be a security risk.
- I. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- J. The Agreement Documents constitute the entire agreement among the parties with reference to the services described herein and shall not be amended or modified except in writing, signed by an authorized representative of each party. The Agreement Documents supersede all prior negotiations, representations, or agreements, whether oral or written, relating to the services herein described.
- K. Notwithstanding anything in this Agreement to the contrary, neither party shall be liable for any delay or failure to perform under the terms and conditions of this Agreement, if the delay or failure is caused by war, terrorist attacks, riots, civil commotion, fire, flood, earthquake or any act of God, or other causes beyond the party's reasonable control provided, however, that in order to be excused from delay or failure to perform, the party must act diligently to remedy the cause of such delay or failure and must give notice to the other party as provided in this Agreement as soon as reasonably possible of the length and cause of the delay in performance.
- L. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision in this Agreement.
- M. Nothing in this Agreement is intended to constitute a waiver of sovereign immunity by or on behalf of the State of South Dakota, its agencies, officers or employees.

- N. Neither party shall disclose the contents of the Agreement except as required by applicable law or as necessary to carry out the terms of the Agreement or to enforce that party's rights under this Agreement. Consultant acknowledges that the State of South Dakota and its agencies are public entities and thus are bound by South Dakota open meetings and open records laws. It is therefore not a breach of this Agreement for State to take any action that State reasonably believes is necessary to comply with the South Dakota open records or open meetings laws, including, without limitation, posting this Agreement on the website pursuant to SDCL § 1-27-46. Consultant agrees that the Agreement and any prices, fees and rates agreed to be paid by State under the Agreement are not confidential.
- O. In the performance of these services and providing the deliverables under the Agreement, Consultant, and its employees shall exercise the degree of skill and care consistent with customarily accepted practices and procedures for the performance of the type of services required. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services and deliverables furnished by Consultant and any sub-consultants, if applicable, under this Agreement. It shall be the duty of Consultant to assure that its services and deliverables are technically sound and in conformance with all pertinent technical codes and standards. Consultant represents and warrants that: (i) it shall give high priority to the performance of the services; and (ii) the services shall be performed in a timely manner.
- P. Consultant shall be responsible to State for material deficiencies in the Agreement deliverables and services which result from the failure to meet the standard given herein. Consultant shall promptly correct or revise any material errors or omissions in deliverables and re-perform any services which are not in compliance with such representations and warranties at no cost to State, provided that Consultant's failure to comply is not due solely to the actions, errors, or omissions of State.
- Q. Permitted or required approval by State of any services or deliverables furnished by Consultant shall not in any way relieve Consultant of its responsibility for the professional quality and technical accuracy and adequacy of its work. State's review, approval, acceptance, or payment for any of Consultant's services or deliverables herein shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and except as provided herein Consultant shall be and remain liable in accordance with the terms of this Agreement and applicable law for all damages to State caused by Consultant's performance or failure to perform under this Agreement.
- R. In the event of a breach of these representations and warranties, State shall provide telephonic or electronic notice to Consultant. State may, in its sole discretion, require Consultant to cure such breaches. If it is necessary for Consultant to send at least one qualified and knowledgeable representative to State's site where the system is located, this will be done at Consultant's expense. This representative will continue to address and work to remedy the deficiency, failure, malfunction, defect, or problem at the site. The rights and remedies provided in this paragraph are in addition to any other rights or remedies provided in this Agreement or by law.

- S. The award of this Agreement to Consultant is not in any way an endorsement of Consultant or Consultant's services by the State of South Dakota and may not be so represented by Consultant in any advertising or publicity materials. Consultant agrees to submit to State all advertising, sales promotion, and other publicity relating to this Agreement wherein State's name is mentioned, or language is used from which the connection of State's name therewith may, in State's judgment, be inferred or implied. Consultant further agrees not to publish or use such advertising, sales promotion, or publicity without the prior written consent of State. Consultant may not in any way contract on behalf of or in the name of State, nor may release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this Agreement without obtaining the prior written approval of State.
- T. Consultant shall be responsible for all taxes, assessments, permit fees, or other charges pertaining to its performance of the services pursuant to the Agreement Documents, including exclusive liability for all contributions, taxes, or payments required to be made on account of Consultant's employees under State and Federal laws relating to unemployment compensation, worker's compensation, income tax, social security, or other legislation requiring the payment of similar contributions or taxes.
- U. Consultant shall maintain and provide necessary supporting documentation for audit purposes during the term hereof and for a period of one year after the completion of services hereunder. Accounting records shall be kept on the basis of generally accepted accounting principles. Records shall be available to State or its authorized agents and representatives upon request during normal business hours at mutually convenient times.
- X. NOTICE:**
- A. Any notice required under this Agreement provided for or permitted by the Agreement Documents shall be sufficient when mailed (by registered or certified mail, return receipt requested, postage prepaid), or through email communication, confirmation received. If notice is given by telephone it must be confirmed in writing, sent by any of the above methods on the same day; addressed to the parties as follows at the following addresses, or such other address as may be provided by any party by notice, and shall be deemed effective upon receipt:

If to Consultant:

«ServFirm»
Attn: «ServContact»
«ServAddress»
«ServCityStZip»
Phone: «ServPhone»
Email: «ServEmail»

If to Architect/Engineer: **Delete if n/a**

«AEFirm»
Attn: «AEContact»
«AEAddress»
«AECityStZip»
Phone: «AEPHONE»
Email: «AEEmail»

If to State: If giving notice to State, notice shall be given to both of the following, unless otherwise specifically specified in the Agreement Documents:

Bureau of Human Resources and
Administration,
The Office of the State Engineer
Attn: «SOSE», «SOSETitle»
Joe Foss Building 523 East Capitol Avenue
Pierre SD 57501-3182
Phone: 605.773.3466
Email: Stacy.Watters@state.sd.us

«ProjLoc»
Attn: «CampusContact»
«CampusAddress»
«CampusCityStZip»
Phone: «CampusPhone»
Email: «CampusEmail»

Either party may change the addresses set forth for notice herein upon written notice thereof to the other.

XI. AGREEMENT AMOUNT AND PAYMENT

- A. The fee to be paid to Consultant for Basic Services shall be «ServTotalFee».
- B. In the event of a change in the scope of the Project, which results in additional work by Consultant, an increase in the fee to be paid Consultant shall be negotiated.
- C. Consultant shall submit itemized invoices on a monthly basis to OSE. Invoices shall be submitted via email, include the OSE project number and document to the satisfaction of OSE the actual percentage of completion. **If you have phases add "of each phase as follows:" to the end of Part XII.C and list them below. Group/Rename/Delete phases as applicable.**
Delete the list below if not applicable

Programming	«ServProgFee»
Schematic Design Phase	«ServSDFee»
Design Development Phase	«ServDDFee»
Construction Documents Phase	«ServCDFee»
Bidding Phase	«ServBidFee»
Construction	«ServCAFee»
Closeout Phases	«ServCloseFee»
Total: «ServTotalFee»	

- D. If Owner retains any portion of payment that is properly due and undisputed beyond the time for payment specified herein and for reasons other than those required by statute, Owner shall owe and pay Consultant four percent (4%) interest compounded annually on the retained amount starting from the date payment first becomes due under this article.
- E. State will not pay Consultant's expenses, including but not limited to travel, lodging and meals, as a separate item. Payment will be made pursuant to itemized invoices. Payment will be made consistent with SDCL ch. 5-26. Any overpayment of this Agreement shall be returned to State within thirty (30) days after written notification to Consultant.

XII. CERTIFICATIONS

A. Certification regarding Debarment, Suspension, and Voluntary Exclusion

By signing this Agreement, Consultant certifies that neither Consultant nor its principals are presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntarily excluded from participating in transactions by the federal government or any state or local government department or agency. Consultant further agrees that it will immediately notify State if during the term of this Agreement Consultant or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

B. Compliance with Executive Order 2020-01

Pursuant Executive Order 2020-01, for contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by signing this contract **Consultant** certifies and agrees that it has not refused to transact business activities, have not terminated business activities, and have not taken other similar actions intended to limit its commercial relations, related to the subject matter of the contract, with a person or entity that is either State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of State of Israel to do business, or doing business in State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for State to terminate this contract. Consultant further agrees to provide immediate written notice to State if during the term of the contract it no longer complies with this certification, and agrees such noncompliance may be grounds for contract termination.”

C. Compliance with SDCL ch. 5-18A

Consultant certifies and agrees that the following information is correct:

Consultant is not an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates, of those entities or business associations, regardless of their principal place of business, which is ultimately owned or controlled, directly or indirectly, by a foreign parent entity from, or the government of, the People’s Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela.

It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the purchasing agency to reject the bid or response submitted by Consultant on this project and terminate any contract awarded based on the bid or response, and further would be cause to suspend and debar a business under SDCL § 5-18D-12.

Consultant further agrees to provide immediate written notice to the purchasing agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination and would be cause to suspend and debar a business under SDCL § 5-18D-12.

D. Certification of No State Legislator Interest

Consultant (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to this Agreement. By signing this Agreement, Consultant hereby certifies that this Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

XIII. CONTROLLING LAW AND VENUE

- A. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

XIV. AUTHORITY TO EXECUTE

[If Consultant is not a corporation, limited liability company, or a limited liability partnership, strike through Part XIV.A.]

Consultant represents and warrants that:

- A. Consultant is a corporation duly incorporated, a limited liability company duly formed, or a limited liability partnership duly formed; is validly existing and in good standing under the laws of its state of incorporation or formation; and has all requisite corporate or organizational (as the case may be) power and authority to execute, deliver and perform its obligations under this Agreement;
- B. The execution, delivery and performance of this Agreement has been duly authorized by Consultant; the individual(s) signing this Agreement on behalf of Consultant are authorized under the terms of its governing documents; and no approval, authorization or consent of any member, private party, governmental or regulatory agency is required in order for Consultant to enter into this Agreement and perform its obligations under this Agreement that has not been obtained;
- C. Consultant is duly authorized to conduct business in and is in good standing in each jurisdiction in which Consultant will conduct business in connection with this Agreement; and

- D. Consultant has obtained all licenses, certifications, permits, and authorizations necessary to perform the services under this Agreement and currently is in good standing with all regulatory agencies that regulate any or all aspects of Consultant's performance of the services. Consultant will maintain all required certifications, licenses, permits, and authorizations during the term of this Agreement at its own expense.

SAMPLE

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in one original counterpart the day and year above first written.

Consultant:

Recommended by:

_____	_____	_____	_____
	(DATE)	«SOSECaps»	(DATE)
(Print Name and Title)		«SOSETitle»	
«ServFirmCaps»		THE OFFICE OF THE STATE ENGINEER	
«ServAddress»			
«ServCityStZip»			

Owner:

[Add/Delete any un-needed signature blocks]

State of South Dakota

_____	_____	_____	_____
«S1»	(DATE)	«S2»	(DATE)
«S1Title»		«S2Title»	
«S1DeptAgency»		«S2DeptAgency»	

_____	_____	_____	_____
«S3»	(DATE)	«S4»	(DATE)
«S3Title»		«S4Title»	
«S3DeptAgency»		«S4DeptAgency»	

Reviewed by:

[Add/Delete any un-needed review blocks]

[Initials]

[DATE]

«OSEPM», OSE: _____	«R1», «R1Abbr»: _____
Required Documents Received	
	«R2», «R2Abbr»: _____
	«R3», «R3Abbr»: _____
	«R4», «R4Abbr»: _____
	«R5», «R5Abbr»: _____

[If ANY language is changed BHRA legal needs to review/approve OSE PM to coordinate.]