



**Request for Proposal:
Campus Master Plan
Refresh and Update**

Request for Proposal Number:
WDTC-CMP-26

PROPOSAL DUE DATE AND TIME:
March 27, 2026 – 2:00 P.M. Mountain Time

Request for Proposal Opening:
March 27, 2026 – 2:00 P.M. Mountain Time

Question Deadline:
March 20, 2026 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit:
March 10, 2026 – 2:00 P.M. Mountain Time

FACILITIES REPRESENTATIVE:
Matthew Kingrey
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TELEPHONE NO: (605) 391-2372

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SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

Addendum: Written or graphic instruments issued prior to the opening of bids that clarify, correct, or change the bid documents or the related procurement documents.

Bid / Bid Form: The price and/or form that is submitted to the college to fulfill the request for proposal.

Bidder / Firm: The company/vendor that is submitting a bid.

Contract: An agreement between WDTC and the bidder that will include a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, as well as the bidder's response to the RFP.

Contractor: The Company awarded a contract or PO for this Bid.

Evaluation Committee / Stakeholders: WDTC hired contractors or employees that have an interest in the project.

Purchase Order / PO: A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

Request for Proposal (RFP) / Proposal: This formal publicly released document outlining a need and inviting businesses to submit bids to fulfill our request.

Schedule of Values: A start-to-finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.

Specifications / Scope of Work: Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.

WDTC: Western Dakota Technical College, a nonprofit technical college located in Rapid City, South Dakota, and the issuing institution for this Request for Proposal (RFP).

SECTION 2: SPECIFICATIONS AND SCOPE OF WORK

1. Purpose

- 1.1. WDTC is seeking proposals from qualified professional campus Planner/Designer Services for the development of a Long-Term Campus Master Plan (CMP) (10 years with intermediate phasing 1-4 each years). This plan will need to integrate the requirements of the college's mission and educational programs along with the needs of the surrounding community. Services will include completion of a comprehensive review and evaluation of some of the college's facilities, identification of current and anticipated facility requirements, and preparation of a plan for the development of the campus that addresses the identified needs.

- 1.2. The CMP shall align with WDTC's mission, academic programming, workforce development goals, and community partnerships, while supporting future capital planning and budgeting decisions.
- 1.3. The CMP update may also be used to support and justify capital construction / renovation submissions to the State of South Dakota Facilities Planning Department or be included in fundraising campaigns to support capital projects.

2. Background

- 2.1. WDTC is a nonprofit technical institution serving western South Dakota and the surrounding areas. It was founded in 1968. The main campus covers over 64 acres and has 2 buildings. It also has 3 off-site locations in Whitewood SD, Phillip SD, and Hot Springs SD. There are over 40 programs, with 26 of those being associate degree options. The student population was approximately 1153 enrolled and of those 830 are degree seeking for the Spring 2026 semester. There are 51 full-time, 41 adjunct, 54 faculty, and 3 part-time employees. Mitchell Technical College also has classes on our campus along with numerous educational, cultural, and legislative events that are held on a year-round basis.

3. Scope of required services

WDTC's goal with the CMP:

- 3.1. Help clarify/adjust institutional goals and objectives as they relate to the need for new physical resources.
 - The college has identified the consolidation and relocation of all skilled trades programs into a new, purpose-built trades facility as a priority for Phase 5 of the ongoing Campus Master Plan.
 - Programs identified for relocation include welding, plumbing, HVAC, electrical, automotive technology, machining, and construction trades currently located in the main building.
- 3.2. Help clarify/adjust institutional goals and objectives related to existing physical resources.
 - The college has identified the renovation and repurposing of existing trade shop spaces into modern laboratory and classroom environments to support medical programs, computer and information technology programs, engineering and architectural programs, and to provide flexibility for the development of new academic offerings aligned with future community and workforce needs.

- As an optional consideration, the college is evaluating the potential expansion of the Badlands Building to accommodate Automotive Technology, including the relocation of that program to complement existing Diesel Technology facilities.

3.3. The completed CMP must be developed and offer recommendations pertaining to the academic, physical, and financial context. WDTC will assist in the development of these recommendations.

3.4. WDTC is anticipating four trips to the campus for the awarded bidder. Please include a tentative schedule for anticipated meetings and identify the stakeholders that should be involved.

3.5. Preparation of documents supporting the primary planning recommendations with alternative considerations as applicable. The CMP should include a summary, narrative, diagrams and drawings, implementation phasing, and projected costs for each recommended project. The update is to consider not only immediate needs but to develop a recommended 0 to 5 years and a 5 to 10 Year implementation/phasing plan.

3.6. Preparation for presentations including, but not limited to, college employees and the Board of Trustees.

4. Stakeholders

4.1. The chosen consultant(s) will be required to include participation by all affected stakeholders. A partial listing is noted below.

- College students, full and part-time
- College employees and various committees
- Community leaders and organizations
- Surrounding neighborhoods
- State of South Dakota
- Others as needed or added by WDTC

5. Deliverables

5.1. A first draft document of trades building will be delivered on or before 7/1/2026.

5.2. A final draft document of trades building will be delivered on or before 8/1/2026.

5.3. A first draft document of full CMP will be delivered on or before 9/1/2026.

5.4. A final draft document of full CMP will be delivered on or before 10/1/2026.

5.5. Provide a written plan for the utilization of all buildings involved and what programs/class uses will be housed in those buildings. This should include any space

reallocation, relocation of departments and programs, and possible renovation of buildings.

5.6. Provide the Campus Master Plan and present it to the Leadership Group and others as identified, the Board of Trustees, and the college community.

5.7. All deliverables will consist of six (6) original copies and one (1) electronic copy. Additional deliverables may be requested at the option of the college.

5.8. The CMP should include the following:

- Maps, Drawings, Architects renderings
- Budget Estimates
- Graphs
- Narrative reports
- Timelines

6. Schedule

6.1. The completed report and associated deliverables are due within twelve (12) months after contract signing. The Consultant will meet regularly with the committee to give updates on the progress of the Master Plan.

7. Miscellaneous Information

7.1. The college will make available to the Consultant the relevant information in its files that may pertain to the Scope of Services required by this project.

7.2. The college will arrange as necessary meetings between the Consultant, and the college departments and offices related to the scope of services required by this project.

7.3. Previous master plans will be made available to all bidders upon the request of the bidder. Please contact Matthew Kingrey at Matthew.Kingrey@wdt.edu.

8. Proposal Format

8.1. Letter of Interest / Introduction: This letter shall explain your firm's overall desire to be awarded this project and an introduction of your company and its employees. The letter shall contain the name, address, and phone number of the person who will serve as the principal contact and who will be making the presentation on behalf of your firm. The letter shall bear the signature of the person who has proper authority to make formal commitments on behalf of your firm.

- 8.2. Firm Experience: Submittals will include a detailed description of the firm's overall capabilities, experience and approach to providing the scope of services described. Also include any subcontractor's information that will be used.
- 8.3. Qualifications of Key Personnel: Submit qualifications of those who will be involved in completing the scope of services. We prefer project personnel who have completed several contracts that are similar in type and scope.
- 8.4. Project Team: Description of the proposed project team and how you propose to organize staff, and manage the project, including time committed to the project. Give the name of the person from your firm that would be our primary contact from start to finish if you were awarded this project.
- 8.5. Deliverables: Address the deliverables we could expect to receive from your firm if it were chosen for this project. We would welcome samples of other master plans your firm has completed to help clarify what we would receive as a finished product.
- 8.6. References: Provide references for similar projects. Include the names of the organizations, a brief summary of work done, and the names and phone numbers of contact people.
- 8.7. Licenses: Proof of any licenses and/or certifications that may be relevant to this project. If proof is not provided, that information will not be considered during the evaluation process.
- 8.8. Pricing: Provide pricing for each section noted below and a lump-sum total for the entire project including all expenses such as travel, mileage, car rental, meals, lodging, etc. If misc. items such as copying, printing, etc., are not included in your proposed pricing; please give detailed pricing for those items separately. Also, show detailed hourly fees for any additional work that may arise not shown in this scope of work.
- 8.9. Pricing should be broken out by:
 - Program & Facility Planning
 - Campus Master Plan
 - Expenses reimbursables not included in your lump sum prices
 - Hourly fees for additional work that exceeds the scope of this RFP
 - Travel costs if we were to request more than the 4 trips that are to be included in the base price. This should be a flat fee per day per person.

- 8.10. Bidder Presentations: To aid in the evaluation process, the college may ask one or more firms to present. This should not be construed as negotiations or an indication of the college's intention to award.
- 8.11. Financial Statement: WDTTC reserves the right to request a bidder provide a financial statement(s) or other means to demonstrate the financial stability of your firm and its capacity to take on a project of this size.

SECTION 3: EVALUATION METHODOLOGY

1. Overview:

- 1.1. WDTTC will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this request for proposal. An evaluation committee will evaluate proposals. The evaluation committee is made up of members who represent subject expertise on the project.

2. Evaluation Criteria:

- 2.1. Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).

- Pricing: Although a concern, the bidder with the most favorable pricing may not necessarily be awarded the order. The award will be based on what is considered the best value to the college.
- Specifications/Qualifications: Bidder has met the terms, criteria, and qualifications that are considered necessary and/or essential components of this proposal.
- Reputation: Information acquired through references and other sources available to WDTTC. Results of previous projects (if any) on our campus.
- Experience: How much experience does the bidder and their personnel have with the work they are proposing.
- Sub-Contracting: What portions of the work will be performed by the bidder and what portions of the work will be performed by sub-contractors?
- Timeliness: Time required to complete the project. Can the bidder complete the project by the dates shown in the proposal?
- Etc.: Other miscellaneous criteria.

SECTION 4: Instructions to Bidders and Bid Requirements

1. General Conditions:

- 1.1. The Business Office will receive proposals for providing a Campus Master Plan. Proposals are due no later than **3/27/2026, 2:00 P.M. Mountain Time.**
 - 1.2. WDTC reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, if it doesn't give an advantage to the bidder submitting the proposal or disadvantage any competing bidders.
 - 1.3. WDTC may also accept or reject any and all proposals. WDTC does not bind itself to the lowest proposal but rather the proposal that is felt to be in the institution's best interest. Although pricing is important, it is not the only factor considered when evaluating proposals.
 - 1.4. WDTC reserves the right to negotiate with the successful firm, within the requirements of the RFP, to serve the best interests of WDTC. In the event WDTC is unsuccessful in negotiating a contract with the apparent best firm within a reasonable time frame, WDTC may begin negotiations with another firm. Respondents are cautioned, however, to submit proposals initially on a most favorable basis, since an award decision shall be made without any negotiation, based on price and terms of the original proposal.
 - 1.5. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.
 - 1.6. WDTC will ensure that minority business enterprises are afforded full opportunity to submit proposals. WDTC will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful bidder shall comply with the Americans with Disabilities Act and the South Dakota Fair Employment Practices Act.
 - 1.7. The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
 - 1.8. All proposals in response to this request become public records and are subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined as any information that is not generally known to competitors, and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.
2. Preparation of Proposals

- 2.1. Bidders are encouraged to examine all documents, specifications, scope of work, addendum(s), and attend scheduled site visits associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in the preparation of each proposal. The RFP is available on WDTC's website <https://www.wdt.edu/about/business-office/>. WDTC assumes no responsibility for errors, misinterpretations, and/or verbal communication resulting from the use of incomplete proposal documents.
 - 2.2. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (see SECTION FIVE) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
 - 2.3. Any deviation or substitution from the specifications, scope of work or drawings must be noted in detail and attached to the bid form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specification's deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications.
 - 2.4. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item(s) offered and or the entire proposal.
 - 2.5. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.
 - 2.6. Proposal prices must include all material, labor, bonds, insurance, profit, and delivery (FOB) WDTC, Rapid City SD. Include a copy of material and labor warranties when applicable. In case of an error in the extension of prices in the proposal, unit prices will govern.
 - 2.7. If applicable, please submit a schedule of values with each payment application in your proposal package. The schedule of values will need to be agreed upon by the bidder and WDTC. Paying invoices will be based upon the bidder successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services. WDTC prefers the AIA G702 format.
 - 2.8. Any expenses incurred in proposal preparation, pre-bid meeting, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by WDTC.
3. Pre-Proposal Meeting and Job Walk
 - 3.1. A non-mandatory pre-proposal meeting will be held on **3/10/2026, 2:00 P.M. Mountain Time**. The meeting location will be the Pennington County Room in the Main Building

on WDTC Campus. After the meeting is concluded, a job walk will begin for potential bidders to view the work site.

- 3.2. This meeting and job walk are non-mandatory but strongly recommended that bidders view the jobsite(s) before bidding.
- 3.3. WDTC stakeholders will be present at the pre-proposal meeting to answer any questions with respect to the interpretation or clarification of this proposal. If these interpretations or clarifications are deemed essential / material, an addendum will be issued to all websites where the RFP is posted.

4. Submission / Modifications / Withdrawals / Late Bids

- 4.1. Sealed proposals should be accompanied by the attached WDTC – Bid Form and signed by the proper official of the firm. All sealed proposals must be in the possession of the WDTC Business Office representative by the due date and time. Any proposal that is not sealed or in possession of the representative by the due date and time will be rejected.
- 4.2. On the Bid Form the Total Lump Sum Price will need to include all costs to complete the item outlined on the Bid Form and in the proposal. This includes, but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, per diem, tax, shipping, and removal and proper disposal of existing materials.
- 4.3. Sealed Proposals must be mailed or hand delivered to:

Attention: Business Office WDTC

800 Mickelson Dr.

Rapid City SD, 57703
- 4.4. Clearly mark on the outside of your sealed proposal “CAMPUS MASTER PLAN WDTC-CMP-26”
- 4.5. A proposal that is in the possession of the Business Office may be modified or withdrawn by email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening.
- 4.6. Modifications must be initialed by the person signing the proposal.
- 4.7. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Business Office prior to proposal opening.

- 4.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
- 4.9. If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.
- 4.10. Telephone, fax, or electronic submittals will not be accepted.

5. Questions About the RFP / Addendums

5.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.

- Matthew Kingrey, Director of Facilities
- 800 Mickelson Dr.
- Rapid City, SD 57703
- Phone: (605) 391-2372
- Email: Matthew.Kingrey@wdt.edu

5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 3/20/2026 2:00pm mountain time. Any questions received after the deadline will not be accepted or considered. WDTC will try and post any addendums within 2 business days from the above date and time.

5.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the WDTC Facilities Department. No oral or telephone interpretations of this bid proposal shall be binding upon WDTC.

5.4. Bidders are responsible for checking these sites before submitting their proposals. All issued addendums should be acknowledged on the bid form.

6. Bid Opening

6.1. A public bid opening of each bid received will be conducted on date: 3/27/2026 at 2:00pm mountain time. The location will be Pennington County Room in the Main Building on the WDTC campus. The Bid opening is a public meeting, open to anyone interested in attending.

6.2. Each firm submitting a proposal agrees that their proposal shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this Bid.

7. Award and Contract Information:

- 7.1. A contract will be issued by WDTC for this project. The contract between WDTC and the successful bidder will include the wording contained in the formal written contract, the request for proposal, addendums (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the bidder's response to the request for proposal.
 - 7.2. The bidder expressly warrants to WDTC that it has the ability, expertise, and required legal credentials to perform the contract if awarded. In doing so it shall use the highest standards of professional workmanship.
 - 7.3. Awarded bidder is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm without the prior written consent of WDTC.
 - 7.4. In the event that the successful bidder decides not to accept the contract, WDTC reserves the right to grant the contract to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.
8. Required Documentation for Awarded Proposal:
- 8.1. The bidder who is awarded this proposal shall provide a certificate of insurance showing the following minimum coverage and limits with WDTC as a named additional insured. This will need to be on file with the Business Office before work can begin.
 - 8.2. Current State of South Dakota Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the Business Office before work can begin.
 - Commercial General Liability
 - Each Occurrence \$1,000,000
 - Personal Injury/Advertising Injury \$1,000,000
 - General Aggregate \$2,000,000
 - Products/Completed Operations \$2,000,000
 - Business Automobile
 - Combined Single Limits \$1,000,000
 - 8.3. Approval of the insurance by WDTC shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
 - 8.4. In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, and other insurance coverages, as hereinabove

provided, WDTC shall have the right to cancel and terminate the Contract forthwith and without notice.

9. Qualifications of Bidder:

9.1. The bidder may be required to submit three (3) letters of reference from past projects that are similar to the work described by the specification of the request for proposal. The preference would be that these projects were completed within the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.

9.2. The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. WDTC will cooperate with the successful bidder in obtaining all licenses and/or permits. The successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

10. Laws and Regulations:

10.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all WDTC policies.

10.2. The bidder has the sole responsibility of compliance with all applicable State Statutes. WDTC reserves the right to request written verification of compliance.

11. Environment, Health, and Safety:

11.1. The bidder agrees to indemnify and hold WDTC harmless for any release of toxic wastes or hazardous material, and / or any violation of laws or regulations of the EPA or DEQ that is caused by the bidder.

11.2. The successful bidder shall take reasonable and proper care of WDTC property, facilities, and equipment under its care, custody, and control in a manner that shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.

Section 5: Schedule of Activities

Activity	Date	Time (Mountain Time)
<i>Issue / Post RFP</i>	<i>2/27/26</i>	N/A
<i>Site Visit (recommended)</i>	<i>3/10/26</i>	2:00 pm
<i>Last Date for clarification inquiries</i>	<i>3/20/26</i>	2:00 pm
<i>Proposal submission deadline/Proposal opening</i>	<i>3/27/26</i>	2:00 pm
<i>Project Award</i>	<i>Week of 3/30/26</i>	N/A
<i>Project Start</i>	<i>4/3/26</i>	8:00 am
<i>Trades Building Draft Due</i>	<i>7/1/26</i>	N/A
<i>Trades Building Due</i>	<i>8/1/26</i>	N/A
<i>Draft Masterplan Due</i>	<i>9/1/26</i>	N/A
<i>Masterplan Due</i>	<i>10/1/26</i>	N/A

WESTERN DAKOTA TECHNICAL COLLEGE

CAMPUS MASTER PLAN RFP

BID FORM

Western Dakota Technical College (WDTC)

800 Mickelson Drive

Rapid City, South Dakota 57703

1. BIDDER INFORMATION

Firm Name: _____

Primary Contact Person: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Website: _____

2. PROPOSAL SUBMISSION

The undersigned bidder hereby proposes to provide professional planning services for the Western Dakota Technical College Campus Master Plan, in accordance with the RFP documents, specifications, and all addenda issued.

Addendum No. ____ Dated _____

Addendum No. ____ Dated _____

Addendum No. ____ Dated _____

3. LUMP SUM BASE BID

Base Bid Amount: \$_____

(Written Amount: _____)

4. ALTERNATE SERVICES (If Applicable)

Alternate 1: _____ \$ _____

Alternate 2: _____ \$ _____

Alternate 3: _____ \$ _____

5. PROJECT SCHEDULE

Notice to Proceed: _____

Data Collection & Stakeholder Engagement Complete: _____

Draft Master Plan Submission: _____

Final Master Plan Submission: _____

6. CERTIFICATIONS

The bidder certifies:

- The proposal shall remain firm and binding for a period of forty-five (45) calendar days from the submission deadline.
- The firm is licensed and authorized to perform professional planning services in the State of South Dakota.
- The firm carries required professional liability insurance.
- The firm has not colluded with any other bidder.

7. SIGNATURE

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

8. REQUIRED ATTACHMENTS

- Technical Proposal
- Project Approach & Methodology

- Relevant Experience & References
- Proposed Project Team
- Certificate of Insurance
- W-9 Form
- Any additional forms required in the RFP