

# REQUEST AUTHORIZATION FOR MAYOR AND FINANCE OFFICER TO SIGN PROFESSIONAL SERVICES AGREEMENT OR AMENDMENT

**Project Name & Number:** Rapid City Public Library Roof Replacement IDP05-1516

**Project Description:** Replace single ply membrane on roof of original library structure.

**Consultant:** Lund Associates LTD

**Original Contract Amount:** \$3000      **Original Completion Date:** 12/31/05

**Amendment Number:** \_\_\_\_\_

**Amendment Description:** \_\_\_\_\_

**Current Contract Amount:** \_\_\_\_\_      **Current Completion Date:** \_\_\_\_\_

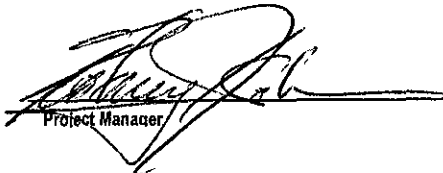
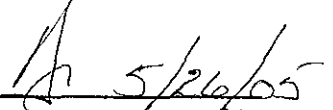
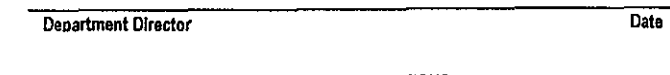
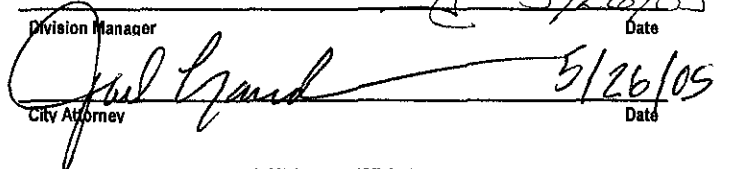
**Change Requested:** \_\_\_\_\_

**New Contract Amount:** \_\_\_\_\_      **New Completion Date:** \_\_\_\_\_

**Funding Source This Request:**

Amount	Cost Center	Line Item	Comments
\$3000.00	8915	4223	
<b>Total</b>			

**Agreement Review & Approvals**

 _____ Project Manager	5/26/05 _____ Date	 _____ Division Manager	5/26/05 _____ Date
 _____ Department Director	_____ Date	 _____ City Attorney	5/26/05 _____ Date

**ROUTING INSTRUCTIONS**

Route two originals of the Agreement for review and signatures  
 Finance Office: Retain one original  
 Project Manager: Retain second original for delivery to Consultant  
 cc: Public Works  
       Engineering  
       Project Manager

**FINANCE OFFICE USE ONLY**

(Note to Finance: Please write date of Agreement in appropriate space in the Agreement document)

Date	Initials	Approved	
5/26/05	[Signature]	[Signature]	N
Appropriation			N
Cash Flow			Y



May 26, 2005

Mr. Rod Johnson  
Rapid City Public Works  
300 Sixth Street  
Rapid City, SD 57701

Dear Rod,

Thank you for considering Lund Associates, Ltd. for Architectural Design Services on your Rapid City Library Reroof Project.

We propose a fee of \$2,500.00 for bidding documents and \$500 for reimbursables. If this is acceptable, please sign and return one copy of this proposal.

Sincerely,  
LUND ASSOCIATES, LTD.

A handwritten signature in black ink, appearing to read "Bill Graesser".

Bill Graesser

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

 Mayor

\_\_\_\_\_ Date: \_\_\_\_\_

Finance Officer



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## Public Works Department

300 Sixth Street

Telephone: (605) 394-4165

FAX: (605) 394-6636

Web: [www.ci.rapid-city.sd.us](http://www.ci.rapid-city.sd.us)

### CITY OF RAPID CITY ROOF REPLACEMENT IMPROVEMENTS SCOPE OF PROFESSIONAL SERVICES

#### I. DESCRIPTION OF PROJECT

The City of Rapid City is preparing to replace roofs on existing City buildings. The improvements will consist of the following:

1. Rapid City Public Library: approximately 30,000 sf

Project objectives include:

1. Quality systems and materials
2. Functionality, efficiency, safety and security
3. Operating, maintenance, and energy efficiency
4. Timely design and construction
5. Value for the cost
6. Construction scheduling to allow continuous and on-going use of the facility.

#### II. SCOPE OF WORK

The City is seeking Professional Consultant Services for the design and construction administration of these improvements.

#### III. ANTICIPATED ITEMS OF WORK

Design:

1. Meet with City Staff to determine specific project goals, needs, expectations and limitations.
2. Review and gain full understanding of the buildings and drawings for the existing facilities.
3. Determine construction materials and methods, based on use suitability, project budget, and projected annual and long-term operating costs.
4. Provide complete construction drawings and specifications.
5. Review and refine project budget.

Construction Administration:



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

(Addressee)

(Date)

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1. Provide complete bidding administration, including fielding contractor questions, issuing appropriate addenda and conducting a pre-bid meeting.
2. Attend the bid opening, review bids and make bid-award recommendations.
3. Provide complete contract administration, including a pre-construction meeting, progress meetings, field and change orders, pay requests, and contract close-out. Explanations of variations in contracts and project updates may be required at monthly intervals.
4. Provide adequate construction inspection with proper documentation to assure that the work has been constructed in accordance with the Contract Documents.
5. Review and update project budget.
6. Provide an end-of-warranty inspection and appropriate recommendations.

#### IV. PROJECT SCHEDULE

The ability of the Project Team to meet the Project Schedule is imperative. The anticipated Project Schedule is provided. Review the schedule to determine if the time-frames are reasonable and appropriate.

- 6/6/2005                      Award Consultant Design Team Contract
- 7/1/2005                      Complete Final Design
- 7/14/2005                     Bid Opening, Award Construction Contract
- 12/30/2006                    Complete Construction.

#### V. ESTIMATED COSTS AND FUNDING

It is anticipated that the total project cost will be \$200,000. Costs for the Library and Fire Station will be funded through Capital Improvements Government Buildings 2005.