

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

**Date: 11/23/04**

**Project Name & Number:** Creek Drive Bridge Replacement – ST05-1241

**CIP #:** 50309

**Project Description:** Replacement of timber bridge structure with concrete structure, grade approaches & channel, and construct water-main crossing for future north-south connection.

**Consultant:** CETEC Engineering, Inc.

**Original Contract Amount:** \$ 99,915.00

**Original Completion Date:** February 15, 2006

**Amendment Number:**

**Amendment Description:**

**Current Contract Amount:** \_\_\_\_\_

**Current Completion Date:** \_\_\_\_\_

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

**New Contract Amount:** \_\_\_\_\_ \$0.00


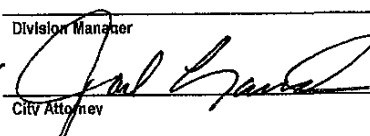

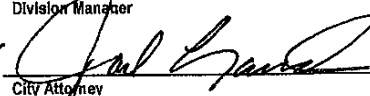
**New Completion Date:** \_\_\_\_\_

**Funding Source This Request:**

Amount	Dept.	Line Item	Comments
\$4,585.00	933	4223	Water Main Creek Crossing
\$18,036.00	8910	4223	Bridge Funds (20% match)
\$77,294.00	SDDOT	SDDOT	\$5150 - Urban STP Funds (ROW), \$72,144 - Bridge Funds (80%)
\$99,915.00	<b>Total</b>		

### Agreement Review & Approvals

11/23/04

	Date		Date
Project Manager	Date	Division Manager	Date
	11-23-04		12-8-04
Department Director	Date	City Attorney	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
Appropriation	11/30/04	es
Cash Flow		<input checked="" type="checkbox"/> N <input type="checkbox"/> Y



cetec@rushmore.com

### AUTHORIZATION AND AGREEMENT FOR SERVICES

Date: November 24, 2004

#### CLIENT - OWNER - INFORMATION

Name: City of Rapid City

Billing Address: 300 6th Street City/State/Zip Code: Rapid City, South Dakota, 57701-2724

Contact Person/Title: Klare Schroeder, PE

Phone: 605-394-5377 Ext. 222 Fax: 605-394-6636

Project Title: Utility Plans and Details for Creek Drive Bridge Replacement  
(City of Rapid City Project No. ST04-1241)

Scope of Services: Engineering services per Attachment 1.

Job Location - City: Rapid City, SD County: Pennington

Estimated Completion Date: Schedule per Attachment 1.

Contract Amount: Maximum Limiting Fee of \$4,568.37 per Attachment 1.

CLIENT AGREES TO THE GENERAL TERMS AND CONDITIONS ATTACHED WHICH ARE A PART OF THIS AGREEMENT. PLEASE READ, SIGN AND RETURN ONE COPY TO CETEC ENGINEERING AT THE ADDRESS BELOW. WORK WILL NOT COMMENCE OR BE SCHEDULED UNTIL SIGNED AND COPIES RETURNED. THIS INSTRUMENT SHALL NOT CONSTITUTE AN AGREEMENT OR CONTRACT BETWEEN THE PARTIES UNTIL EXECUTED BY CETEC ENGINEERING SERVICES, INC.

I HEREBY APPROVE AND ACCEPT THIS AGREEMENT AND HAVE RECEIVED COPY OF SAME.

Accepted: City of Rapid City, South Dakota

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

Attested: \_\_\_\_\_ Date: \_\_\_\_\_  
City Finance Officer

Accepted: Engineering Division

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Manager

Accepted by CETEC: Randy Sauter Date: 11-24-04  
Randy Sauter, P.E., Project Manager



cetec@rushmore.com

November 24, 2004

Mr. Klare Schroeder, P.E.  
City of Rapid City, Engineering Division  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

**Attachment 1 to  
Authorization and  
Agreement for  
Services**

Re: Utility Plan and Details Proposal for  
Creek Drive Bridge Replacement  
City of Rapid City Project No. ST04-1241, CIP #50309  
SDDOT Project No. BRO8052 ( ), PCEMS H100

Dear Klare:

CETEC Engineering hereby submits our proposal (per our November 23, 2004, conversation) for engineering services for the referenced project utility plans and details.

**DESCRIPTION OF PROJECT**

The City of Rapid City proposes to reconstruct the Creek Drive Bridge (SDDOT bridge #52-432-308). This bridge is located across Rapid Creek on Creek Drive south of SD Highway 44 and 0.4 mile north of St. Patrick Street. Included with the bridge replacement is a 12" water-main creek crossing. This proposal is for the water-main creek crossing. The bridge and roadway portion of the project will be accomplished under a SDDOT work order.

Design criteria for this utility project shall include the various City of Rapid City design criteria manuals, the City of Rapid City Standard Specifications, the Ten State Standards and others.

The following items are anticipated with respect to the project:

- Plans and specifications will be per typical practice for urban systems projects. The plans will be incorporated into the SDDOT bridge replacement plans.
- The design for the 12" water main creek crossing is for the crossing only. The existing water mains off the bridge ends will not be extended to connect to the crossing at this time.
- Utility permits are included.
- SDDOT will handle the bid letting.



- SDDOT will perform construction administration and observation. The need for the Consultant to provide construction monitoring services will be evaluated at a later date. The design contract may be amended to include these services.

## SCOPE OF SERVICES

Based on the above description.

### 1. PRELIMINARY DESIGN PHASE

- 1.1 Survey data will be from the bridge replacement project.
- 1.2 Determine preliminary location and details of the water main crossing.
- 1.3 Coordinate with private utilities.
- 1.4 Prepare preliminary opinion of probable construction costs.
- 1.5 Prepare Preliminary Design Report with recommendations for review and comment by City staff.

### 2. FINAL DESIGN

- 2.1 Provide complete plans and specifications for a unit price construction contract. Plan sheets shall be prepared utilizing the latest State and City Drafting Standards using AutoCAD software. Plan sheets will be incorporated into the SDDOT bridge replacement plans.
- 2.2 Provide general sequence of construction requirements in order to ensure no interruption of service to users, etc.
- 2.3 Provide Detailed Specifications supplementing the current City of Rapid City Standard Specifications as necessary.
- 2.4 Prepare opinion of probable construction cost (engineer's estimate) for the project.
- 2.5 Prepare any permits required, e.g. Utility Permit.
- 2.6 Deliver the following:
  - Construction plans on 11"x17" paper for printing by the SDDOT.
  - Construction plans drawings on CD in AutoCAD Release 14 format or newer.
  - All topographic, control, and design points in the .dwg file and in tabular format, both on disk and on a hard copy print-out
  - Complete specifications on disk in Word 97 format for printing by the SDDOT
  - A unit price cost estimate on disk in Excel 97 format
- 2.7 Answer questions during bidding phase.

2.8 Review and take action on shop drawings.

### 3. BIDDING PHASE

Bidding phase services not included except for small amount of time included for answering plans questions during bidding phase (time included under final design above.)

### 4. CONSTRUCTION PHASE

Shop drawing review is included under final design phase.

Provide construction management services as negotiated, which may include:

- Attend pre-construction conference and periodic progress meetings
- Prepare revised plans drawing and specifications when necessary to accommodate construction changes necessary to the timely completion of the project
- Issuance of the statement of substantial completion will be performed by the City
- Prepare 1 set of as-built drawings & provide a copy of the revised drawings in CD form.

It is anticipated that SDDOT will provide the construction administration and observation for the project. The need for consultant to provide construction-monitoring services will be evaluated at a later date. The design contract may be amended to include these services.

### 5. MEETINGS AND SUBMITTALS

5.1 Project team members will include:

5.1.1 The Consultant

5.1.2 City Engineering Division staff

- Project management
- Design
- Construction coordination

5.1.3 Operations Division staff

- Utility maintenance
- Fire Department
- Police Department

5.1.4 SDDOT LGA and other staff

5.2 Meetings requiring the Consultant's participation will include:

- Kick-off Meeting
- Preliminary Design Report Presentation and Discussion
- Utility companies coordination meeting
- 60% Plans and Specifications Review
- 95% Plans and Specifications Review
- Pre-bid Conference
- Pre-construction Conference (as negotiated later)
- Construction Progress Meetings (as negotiated later)

5.3 Submittals required during the design phase include:

- Preliminary Design Report
- 60% Plans and Specifications
- 95% Plans and Specifications
- 100% Plans and Specifications

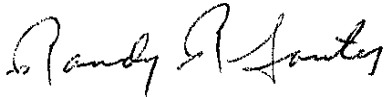
6. PROJECT SCHEDULE

- |   |   |
|---|---|
| • 6.1 Preliminary Design Submittal for TS&L | March 31, 2005                                  |
| • 6.3 Final Hydraulic Data Sheet            | 30 days after receipt of TS&L<br>summary letter |
| • 6.4 95% Final Design Submittal            | January 1, 2006                                 |
| • 6.5 100% P&S Submittal                    | February 15, 2006                               |

The proposed maximum limiting fee is per the attached break-out of hours and expenses for the project.

Sincerely,

CETEC Engineering Services, Inc.



Randy R. Sauter, P.E.

attachment

**CETEC Engineering LABOR ESTIMATE**

Project: Utility Plans and Details for Creek Drive Bridge Construction Project, City of Rapid City Project ST04-1241, BRO8052( ), PCEMS H100

Prepared By: CETEC Engineering Services, Inc.

Date: November 23, 2004

TASK	Proj. Manager Rdwy & Bridge Engineer, RS	Project Utilities&Check Engineer, TS	Project Technician RF	Project Surveyor KP	Survey Assistant JM	Clerical SF	Consultants	Expenses
<b>Utility Plans and Details</b>								
<b>Preliminary Design Phase</b>								
Preliminary water main creek crossing		6	8					
Coordinate private utilities		1						
Opinion of probable construction cost		1	1					
Preliminary design report		2				1		
Meetings-kickoff, prelim design(TS&L), utility coord.		2						
<b>CETEC Totals Preliminary Design Phase (hrs)</b>	0	12	9	0	0	1		
<b>CETEC Direct Hourly Rates</b>	30.29	30.29	21.00	21.16	13.50	17.50		
<b>CETEC Hourly Rate Extension</b>	0.00	363.48	189.00	0.00	0.00	17.50		
<b>CETEC Total Direct Labor</b>								569.98
<b>CETEC Combined General Overhead (105.00%)</b>								598.48
<b>CETEC Direct Labor and Overhead</b>								1168.46
<b>CETEC Cost of Money (0.26% on Direct Labor)</b>								1.48
<b>CETEC Profit (13% on Direct Labor and OH)</b>								151.90
<b>CETEC Fee</b>								1321.84
<b>Total Preliminary Design Phase Fee</b>								<b>\$1,321.84</b>
<b>Final Design Phase</b>								
Utility plans and details		16	16					
Sequence of construction		2	1					
Detailed specifications		2				1		
Utility permits		2	4					
Opinion of probable construction cost		1	1					
Meetings--60%, 95%		2						
Revisions		2	2					
Answer questions during bidding phase		1						
Shop drawing review		1						
<b>CETEC Totals Final Design Phase (hrs)</b>	0	29	24	0	0	1		
<b>CETEC Direct Hourly Rates</b>	30.29	30.29	21.00	21.16	13.50	17.50		
<b>CETEC Hourly Rate Extension</b>	0.00	878.41	504.00	0.00	0.00	17.50		

