



1621 Sheridan Lake Road, Suite A  
Rapid City, SD 57702-3423  
(605) 348-3555 FAX (605) 348-6254

**AUTHORIZATION AND AGREEMENT FOR SERVICES**

CLIENT INFORMATION: Job Number 05025  
Date Received 07/13/05 Taken By Gene Fennell From Whom Rod Johnson  
Name City of Rapid City Phone 394.4165 Fax 393.6636  
Billing Address 300 Sixth Street City/State/Zip Rapid City, SD 57701

PROJECT INFORMATION:

Job Title: City Of Rapid City Water Treatment Plant Roof Replacement  
Location: \_\_\_\_\_  
Description of Work:

See Scope of Professional Services from the City of Rapid City which is attached.

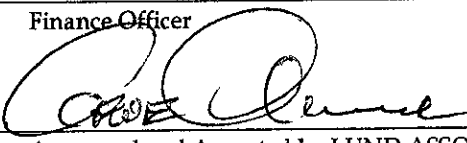
BILLING ARRANGEMENTS (all amounts are subject to applicable sales and use tax):

Lump sum of \$5,300 for bidding documents and a \$250.00 allowance for reimbursable expenses.

CLIENT AGREES TO THE GENERAL TERMS AND CONDITIONS ATTACHED WHICH ARE A PART OF THIS AGREEMENT. PLEASE READ, SIGN AND RETURN ONE COPY TO ADDRESS BELOW. WORK WILL NOT COMMENCE OR BE SCHEDULED UNTIL SIGNED AND COPY RETURNED. THIS INSTRUMENT SHALL NOT CONSTITUTE AN AGREEMENT OR CONTRACT BETWEEN THE PARTIES UNTIL EXECUTED BY LUND ASSOCIATES, LTD. RETURN OF FULLY EXECUTED WHITE COPY TO LUND ASSOCIATES, LTD. SHALL CONSTITUTE A NOTICE TO LUND ASSOCIATES, LTD. TO PROCEED WITH THE WORK.

By: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Officer

By:  Typed Name: Gene Fennell Date: July 14, 2005  
Approved and Accepted by LUND ASSOCIATES, LTD.



# 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 WATER TREATMENT PLANT ROOF REPLACEMENT 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. Water Treatment Plant: 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 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.

- 8/1/2005      Award Consultant Design Team Contract
- 8/26/2005    Complete Final Design
- 9/14/2005    Bid Opening
- 10/2005      Start Construction
- 12/2005      Complete Construction.

#### V. ESTIMATED COSTS AND FUNDING

It is anticipated that the total project cost will be \$200,000. Costs for the Water Treatment Plant will be funded through the Water Enterprise Funds.