



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Public Works Department

300 Sixth Street

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CITY OF RAPID CITY ROOF REPLACEMENT IMPROVEMENTS SCOPE OF PROFESSIONAL SERVICES

I. DESCRIPTION OF PROJECT

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

1. Fire Station #1 – Main:	10 Main Street	22,000 sf
2. Fire Station #5 – Southwest:	2902 Park Drive	4140 sf
3. Wilderness Park Rest Room	514 City Springs Road	576 sf
4. Canyon Lake Park Storage Building	4161 Jackson Blvd	360 sf
5. Meadowbrook Golf Course Starter Shack	3431 Jackson Blvd	468 sf
6. Story Book Island Maintenance Shop	1301 Sheridan Lake Road	1200 sf
7. Story Book Island Concessions	1301 Sheridan Lake Road	465 sf
8. Rushmore Plaza Civic Center Theatre	444 Mt. Rushmore Road	28,000 sf
9. Water Reclamation Facility - Old Adm:	7960 County Road 239	4400 sf
10. Water Reclamation Facility – Maintenance:	County Road 239	3700 sf

Approximate Total Square Feet: 65,310 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:



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

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:

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.

- 1/2006 Consultant Selection
- 2/2006 Award Consultant Design Team Contract
- 5/2006 Complete Final Design
- 6/2006 Bid Opening, Award Construction Contract
- 7/2006 Start Construction
- 12/2006 Complete Construction.

V. ESTIMATED COSTS AND FUNDING

It is anticipated that the total project cost will be \$400,000 and will be funded through Capital Improvements Government Buildings Funds and Enterprise Funds.

VI. PROPOSAL CONTENT

Proposals shall include management plan, schedule, and other data requested and identified on the Consultant Interview and Proposal Evaluation Sheet.

VII. PROPOSAL SUBMISSION REQUIREMENTS

Submit seven copies of the proposal to the City of Rapid City Public Works Department, 300 Sixth St., Rapid City, South Dakota 57701, by 4:00 pm Monday, January 9, 2006. Proposals not received by the deadline will not be considered. Faxed proposals will not be accepted. The City reserves the right to reject any and all proposals.

VIII. CONSULTANT INTERVIEWS

Consultant interviews will be scheduled the week of January 16, 2006.