

# **Roadway Improvements at Canyon Lake Park Scope of Professional Services**

## **I. DESCRIPTION OF PROJECT**

The City of Rapid City is preparing to make roadway safety improvements to City parks properties. The project specifically includes areas in Canyon Lake Park and includes the construction of a barrier wall to allow for safe access through the park.

In addition to the barrier wall the improvements may also consist of roadway, landscaping, irrigation, lighting, bike path and sidewalks, parking, storm water, and other facility improvements that conform with the historical as well as the aesthetic intent of the park site.

Construction of these improvements may require multiple contracts including but not limited to civil engineering, safety analysis, equipment purchase, site improvements, and floodway (hydraulic) analysis.

## **II. SCOPE OF WORK**

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

## **III. ESTIMATED COSTS AND FUNDING**

The estimated cost of the project is \$ 48,000 which will be funded from the Rapid City Capital Improvement Fund.

## **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.

- 6/2006            Consultant Selection
- 7/2006            Award Consultant Design Team Contract
- 9/2006            Complete Final Design, Advertise for Bids
- 10/2006          Bid Opening, Award Construction Contract
- 5/2007            Complete Construction.

## **V. ANTICIPATED ITEMS OF WORK**

### **A. PROGRAMMING**

1. Meet with City Officials and Project Task Force to determine specific project goals, needs, expectations and limitations.

2. Review and gain full understanding of roadway safety, aesthetics and accessibility requirements.
3. Establish a program for the park roadway improvements to include all amenities and components and the recommended requirements for each.
4. Meet with various interest groups, including the Project Task Force and City Staff, to review programming and potential programming modifications.
5. Develop a thorough and complete project schedule.
6. Prepare a final program schedule of activity and construction requirements. Periodic review meetings with the Design Review Team will be required throughout the project.
7. Develop a Project Budget based on the final program schedule. The Project Budget shall include all project costs, including survey, geo-technical, consulting fees (including reimbursable costs), construction and inspection expenses, and appropriate contingency.

#### B. SCHEMATIC DESIGN

1. Review and gain full understanding of the project requirements, safety, aesthetics and accessibility requirements.
2. Meet with City staff, Project Task Force and others to establish additional design criteria.
3. Prepare schematic design based on approved programming, design criteria, operations and budget considerations.
4. Prepare and deliver a schematic design presentation that addresses all of the critical design elements, budget and on-going operations issues.
5. Develop a complete project cost estimate to include all required services, equipment costs and contingencies to assure budget compliance.

#### C. PRELIMINARY DESIGN

1. Determine construction materials and methods, based on use suitability, project budget, and projected annual and long-term operating costs.
2. Provide topographical survey services as necessary.
3. Provide geo-technical services for footing and foundation recommendations as necessary.

4. Based on the approved schematic design, materials and methods, provide preliminary construction drawings and specifications.
5. Meet with City Staff, Design Review Team and others to review preliminary design.
6. Review and refine project budget.
7. Make formal presentations as necessary.

#### D. FINAL DESIGN

1. Based on the approved preliminary design, provide complete construction drawings and specifications.
2. Review and refine project budget.

#### E. 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 structure 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.

### **VI. PROPOSAL CONTENT**

Proposals shall include management plan, schedule, and other data requested.

1. Management Plan and Organization – Identify the design team submitting the proposal, including the name and address of the contact person representing the same, and also names of other firms or individuals participating in the proposal. Identify the role and responsibility of each firm or team member in the project.

2. Resumes of Key Professional and Managerial Personnel – Resumes shall clearly identify the role that the professional and managerial personnel played in previous design and construction projects within the last five years.
3. Quality Assurance Plan – Provide a plan identifying how quality control will be implemented throughout the design and construction process.
4. Schedule - Provide a plan identifying how the schedule will be maintained throughout the design and construction process.
5. References - Provide at least three similar project references (project name, description of services provided, contact person, address and phone number) for each team member for projects similar in nature and completed within the last 5 years.

## **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 12:00 pm Friday, June 16, 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 on June 22, 2006 at the Parks and Recreation Offices, 125 Waterloo Street, Rapid City.