

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

Date: March 6, 2007

Project Name & Number: Well No. 8 Pump Replacement
Project No. W07-1644

CIP #: 50677

Project Description: Replacement of existing submersible pump in City Well #8 near the North Rapid Reservoir.

Consultant: CETEC Engineering Services, Inc.

Original
Contract Amount: \$7,740.00

Original
Contract Date:

Original
Completion Date:

Amendment Number:

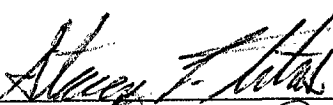
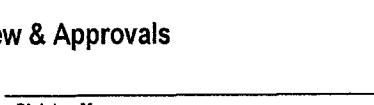

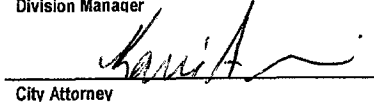
Amendment Description:

Current Contract Amount:	\$7,740.00	Current Completion Date:	July 1, 2007
Change Requested:			
New Contract Amount:	\$7,740.00	New Completion Date:	July 1, 2007

Funding Source This Request:

Amount	Dept.	Line Item	Comments
\$7,740.00	7011	4223	Water Enterprise Operational costs 602 / 7011 / 4223
\$7,740.00	Total		

Agreement Review & Approvals

 Project Manager 3-6-07 Date	 Division Manager 3/7/07 Date
 Department Director 3/7/07 Date	 City Attorney 3/7/07 Date

ROUTING INSTRUCTIONS

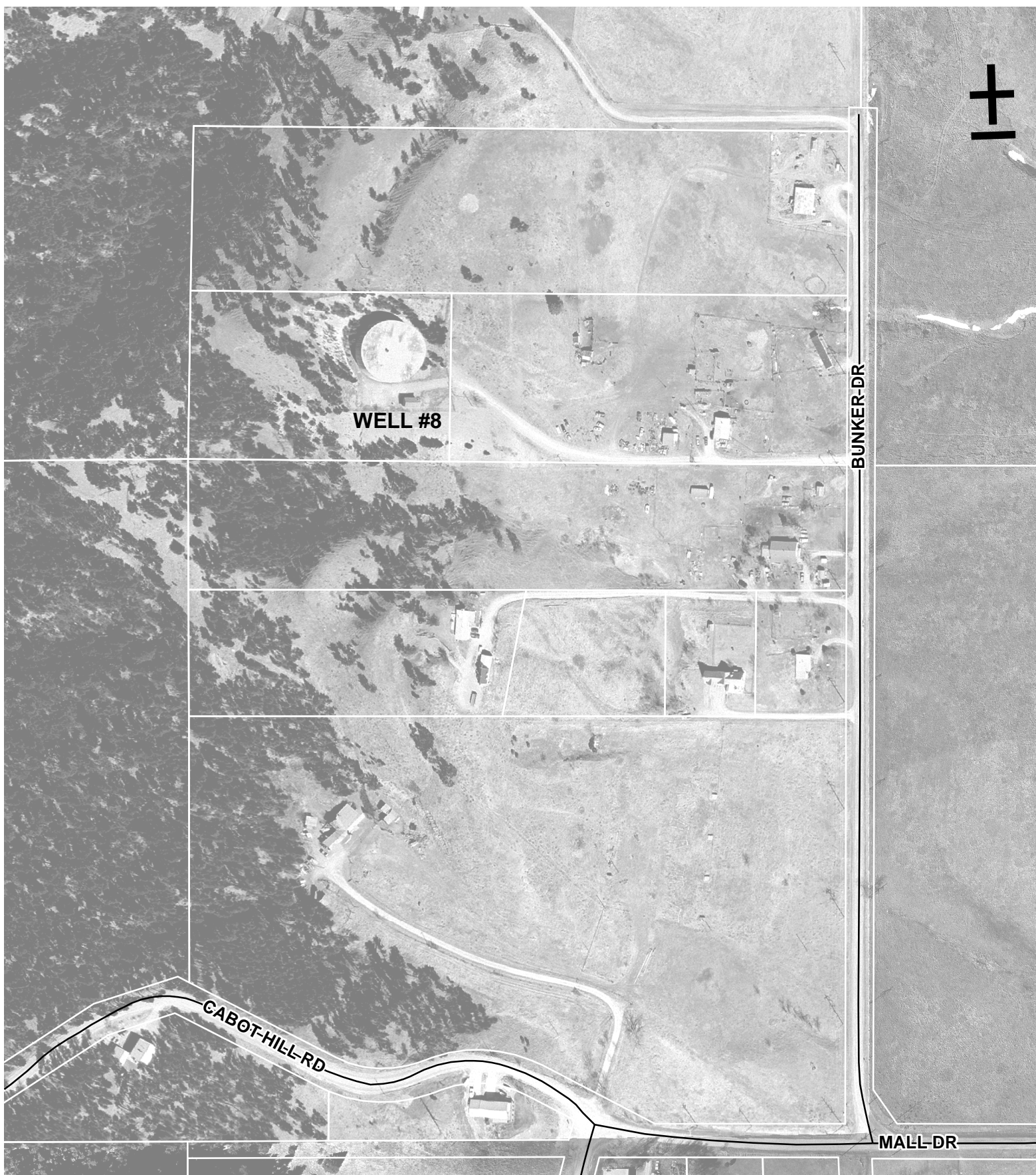
Route two originals of the Agreement for review and signatures.
 Finance Office - Retain one original
 Project Manager - Retain second original for delivery to Consultant
 cc: Public Works
 Engineering
 Project Manager

FINANCE OFFICE USE ONLY

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

Date	Initials	Approved
3/7/07	JW	Y N
Cash Flow		Y N

EXHIBIT "A"



**WELL #8 PUMP REPLACEMENT
PROJECT NO. WO7-1644 CIP #50677**

AUTHORIZATION AND AGREEMENT FOR SERVICESDate: March 6, 2007**CLIENT - OWNER - INFORMATION**Name: City of Rapid CityBilling Address: 300 6th Street City/State/Zip Code: Rapid City, South Dakota, 57701-2724Contact Person/Title: Stacey Titus, P.E.Phone: 605-394-4154 Fax: 605-394-6636Project Title: Well No. 8 Pump Replacement
City of Rapid City Project No. W07-1644 / CIP 50677Scope of Services: Engineering services per attached proposal dated March 6, 2007Job Location - City: Rapid City, SD County: PenningtonEstimated Completion Date: Schedule per attached proposal dated March 6, 2007.Contract Amount: \$7,740.00 (maximum limiting fee)

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: _____
MayorAttested: _____ Date: _____
City Finance Officer

Accepted: Engineering Division

By: Stacey Titus Date: 3-7-07
Stacey Titus, P.E., Project ManagerAccepted by CETEC: Theodore J. Schultz Date: 3-7-07
Theodore Schultz, P.E., Principal

1830 West Fulton St.
PO Box 9014
Rapid City, SD
57709-9014

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cetec
ENGINEERING SERVICES, INC.

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© 605.341.7800

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ENGINEERING SERVICES PROPOSAL
FOR
Well No. 8 Pump Replacement
City of Rapid City Project #W07-1644 / CIP 50677

To: City of Rapid City
 Engineering Division
 Attn: Stacey Titus, Project Manager
 300 6th Street
 Rapid City, SD 57701-2724

From: CETEC Engineering Services, Inc.
 1830 West Fulton Street
 P.O. Box 9014
 Rapid City, SD 57709-9014

Date: March 6, 2007

Project Description:

The project consists of replacement of the existing submersible well pump in City Well No. 8 near the North Rapid Reservoir. The existing pump has failed. It is intended to install a new pump with similar performance characteristics. The existing pitless unit and well house piping systems will remain unchanged. The motor control systems and down well conductors are anticipated to remain unchanged. The column pipe will be salvaged and reinstalled, but new column check valves will be included in the project.

Scope of Services:

Preliminary Design

1. Assemble and review existing well data and equipment information. Verify electrical system component sizes.
2. Evaluate system hydraulics and develop system head relationship. The City is concerned with continued Madison aquifer drawdown and how pump performance may be affected. Verify if pump lowering is warranted.
3. Establish the range of pumping system performance needed.

4. Perform trial pump selections and identify acceptable designs and alternate manufacturers for bidding, including motor and pump efficiencies, as well as pump reliability/durability.
5. Conduct a preliminary design review meeting with City staff and establish performance requirements and scope of work for bidding.

Final Design

1. Prepare final plans, specifications and bidding documents for Well No. 8 pump replacement and related materials and equipment.
2. Submit final plans and specifications for Owner review and comment.
3. Make revisions as needed and furnish final bid-ready plans and specifications to Owner. All final submittals shall contain a signed and dated Certification Statement of Conformance with City Standards on the title sheet of the drawings and on the first page of specifications after the cover sheet.

If exceptions from City requirements or specifications are desired, the Engineer is responsible for requesting and securing exceptions. Failure by the City to comment on a nonconforming item during a review does not constitute the granting of an exception.

Bid Phase

1. Assist with bid process administration.
2. Prepare advertisement for bid per City standards.
3. Prepare bid documents on City Microsoft Excel form.
4. A prebid conference is not included.
5. Respond to bidding questions and issue addenda as needed.
6. Attend the Bid Opening.
7. Attend Public Works Committee and Council Meetings as required.
8. Prepare Bid Tab in City format.
9. Provide recommendations regarding contract award.
10. Distribute up to 15 copies of plans and specifications for Owner's use and distribution to Contractors. Plans reproduction costs are included and will not be billed to the Owner, however, CETEC may charge a deposit to Planholders.

Construction Phase

1. Prepare contracts and submit to Contractor for execution.
2. Review contracts and submit to City for City Attorney's approval and signatures.

3. Distribute executed contracts to Contractor.
4. Prepare Notice to Proceed for City signature.
5. Attend preconstruction conference.
6. Review and take action on Contractor submittals, shop drawings and manuals.
7. Perform site visits during construction.
8. Observe and document start-up activities.
9. Assemble manufacturer's manuals and as-built drawings and furnish 3 copies to City.
10. Provide review and recommendations on contract or pay applications.
11. Submit a Certificate of Completion and start of warranty period letter to the City signed by the Engineer.
12. Prepare "As Built" drawings and specifications on CD compatible with AutoCAD Release 2006 format.
13. Attend and participate in a post-construction project review and critique.
14. Provide written notification to Owner when the project is complete and ready for acceptance by the City Council (100 percent completion of all public improvements as shown on the drawings and described within the specifications).

Subconsultants:

Subconsultants are not anticipated for this project.

Excluded Services:

Services not anticipated to be necessary and therefore not included in the project scope or fee proposal are as follows:

1. Modifications to sitework, pumphouse, structure, mechanical or electrical systems are not included. It is anticipated that existing pumphouse and electrical systems will be used without modifications.

Schedule:

CETEC will endeavor to complete work in a timely manner, generally as outlined following:

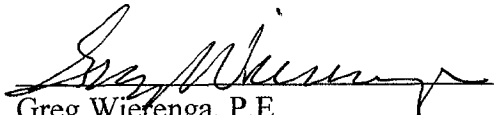
Notice to Proceed.....	March 20, 2007
Complete Preliminary Design.....	March 30, 2007
Complete Final Design	April 1, 2007
Begin Bid Process.....	April 6, 2007
Bid Opening.....	May 1, 2007
Complete Construction.....	June 30, 2007

Fee:

CETEC proposes a maximum limiting fee contract in the amount of \$7,740.00 for identified services as described in the Fee Estimate, included herein as Attachment No. 1.

Respectfully Submitted:

CETEC Engineering Services, Inc.


Greg Wierenga, P.E.

ATTACHMENT No. 1**Fee Estimate**

Project: Well No. 8 Pump Replacement, City Project #W07-1644 / CIP 50677
 Prepared For: City of Rapid City
 Prepared By: CETEC Engineering Services, Inc.
 Date: March 6, 2007

	Project Engineer Hours	Project Technician Hours	Clerical Hours	Survey Chief Hours	Survey Assistant Hours	Fee
Preliminary Design						
Project Coordination and Management	2	-	2	-	-	
Background information review	4	-	-	-	-	
Hydraulic analysis and head conditions	8	-	-	-	-	
Pump selection alternatives	4	-	-	-	-	
Preliminary Design Review Meeting	3	-	1	-	-	
Labor Hours	21		3			
Labor Rate (\$/hr.)	\$ 100.00	\$ 60.00	\$ 38.00	\$ 65.00	\$ 38.00	
Labor Fee	\$ 2,100.00	\$ -	\$ 114.00	\$ -	\$ -	\$ 2,214.00
Preliminary Design Subtotal						\$ 2,214.00
Final Design						
Detailed Specifications and Bid Documents	8	3	6	-	-	
Client Meetings / Reviews	3	-	-	-	-	
Labor Hours	11	3	6			
Labor Rate (\$/hr.)	\$ 100.00	\$ 60.00	\$ 38.00	\$ 65.00	\$ 38.00	
Labor Fee	\$ 1,100.00	\$ 180.00	\$ 228.00	\$ -	\$ -	\$ 1,508.00
Final Design Subtotal						\$ 1,508.00
Bidding Phase						
Clarifications / Addenda / Admin. / Distribution	8	-	8	-	-	
Labor Hours	8		8			
Labor Rate (\$/hr.)	\$ 100.00	\$ 60.00	\$ 38.00	\$ 65.00	\$ 38.00	
Labor Fee	\$ 800.00	\$ -	\$ 304.00	\$ -	\$ -	\$ 1,104.00
Bidding Phase Subtotal						\$ 1,104.00
Construction Phase						
Submittals	4	-	1	-	-	
Site Visits and Start-up	6	-	1	-	-	
Construction Administration / Meetings	6	-	1	-	-	
As-Builts and Manuals	4	4	4	-	-	
Labor Hours	20	4	7			
Labor Rate (\$/hr.)	\$ 100.00	\$ 60.00	\$ 38.00	\$ 65.00	\$ 38.00	
Labor Fee	\$ 2,000.00	\$ 240.00	\$ 266.00	\$ -	\$ -	\$ 2,506.00
Construction Phase Subtotal						\$ 2,506.00
Expenses						
Printing Allowance (15 sets @ \$25/set)						\$ 375.00
Travel (60 miles @ \$0.55/mile)						\$ 33.00
Expenses Subtotal						\$ 408.00
Total Maximum Fee						\$ 7,740.00