



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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## Public Works Department

300 Sixth Street

Telephone: (605) 394-4165

FAX: (605) 394-6636

Web: [www.rcgov.org](http://www.rcgov.org)

October 7, 2008

### MEMO

To: Mayor Hanks, Rapid City Council

Re: Request Authorization to Seek Proposals for Professional Consultant Services  
Main Fire Station #1 Improvements

The City of Rapid City is preparing to make improvements to City Properties at Main Fire Station #1, located at 10 Main Street in Rapid City. The station currently serves as a fire and emergency response facility and also serves as the departments main administrative and training headquarters.

The City is seeking Professional Consultant Services for the design and construction administration of these improvements. It is anticipated that the services will be accomplished in two phases:

Phase 1. Programming and Schematic Design will include an inventory of the current facility and a space needs analysis based on current and future needs of the Fire Department. Schematic design will explore various options and estimated costs for meeting the requirements of the approved Program.

Phase 2. Design Development, Final Design and Construction Administration will carry the approved Schematic Design through construction completion.

Funding for Phase 1 is available in the Capital Improvements Government Buildings Fund. The results of this phase will be used to seek necessary funding for Phase 2.

Rodney K. Johnson, P.E.  
Project Manager



EQUAL OPPORTUNITY EMPLOYER

# **Rapid City Fire Department Scope of Professional Services**

## **I. DESCRIPTION OF PROJECT**

The City of Rapid City is preparing to make improvements to City Properties at Main Fire Station #1, located at 10 Main Street in Rapid City. The station currently serves as a fire and emergency response facility and also serves as the departments main administrative and training headquarters.

## **II. SCOPE OF WORK**

The City is seeking Professional Consultant Services for the design and construction administration of these improvements. It is anticipated that the services will be accomplished in two phases:

Phase 1. Programming and Schematic Design will include an inventory of the current facility and a space needs analysis based on current and future needs of the Fire Department. Schematic design will explore various options and estimated costs for meeting the requirements of the approved Program.

Phase 2. Design Development, Final Design and Construction Administration will carry the approved Schematic Design through construction completion.

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

Estimated costs for the project will be determined through the various phases of the project and will be used to secure project funding.

## **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.

- 11/2008          Consultant Selection
- 12/2008          Award Consultant Design Team Contract
- 3/2009          Complete Programming and Schematic Design
- TBD              Design Development, Final Design and Construction
- TBD              Complete Construction.

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

### **A. PROGRAMMING**

1. Meet with the Design Review Team to determine specific project goals, needs, expectations and limitations.
2. Review and gain full understanding of the operational needs of the Fire Department at this facility.
3. Develop a thorough and complete space needs analysis.
4. Prepare a final program. Periodic review meetings with the Design Review Team will be required throughout the project.
5. Develop a Project Budget based on the final program.

#### B. SCHEMATIC DESIGN

1. Review and gain full understanding of the Project Requirements, including NFPA Standards (1500, 1598), Life Safety Codes (101) and accessibility requirements.
2. Meet with Design Review Team to establish additional design criteria.
3. Prepare schematic designs 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. DESIGN DEVELOPMENT

1. Determine construction materials and methods, based on use suitability, project budget, and projected annual and long-term operating costs.
2. Based on the approved schematic design, materials and methods, provide preliminary construction drawings and specifications.
3. Meet with City Staff and Design Review Team and others to review preliminary design.
4. Review and refine project budget.
5. 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 4:00 pm Monday, November 3, 2008. Proposals received after 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 for the week of November 17, 2008.