

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

Project Name & Number: Roof Renovation of Storage/Training Facility @ 108 E. Main St. **CIP #:** 50944
Project # 12-2062

Project Description: To provide professional design and construction administration services.

Consultant: Fennell Design Inc.

Original Contract Amount: \$129,320.00 **Original Contract Date:** June 18, 2012 **Original Completion Date:**

Addendum No: One


Amendment Description: Design and construction administration of roof renovation plus reimbursable expenses.

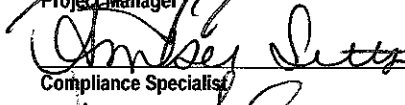
Current Contract Amount:	\$129,320.00	Current Completion Date:	
Change Requested:	\$21,570.00		
New Contract Amount:	\$150,890.00	New Completion Date:	

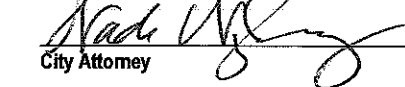
Funding Source This Request:

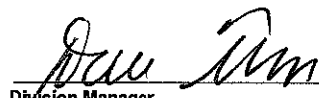
Amount	Dept.	Line Item	Fund	Comments
\$9,400.00	8915	4223	505	amended scope to include roof renovation
\$400.00	8915	4223	505	reimbursables for roof renovation
\$11,770.00	8915	4223	505	reimbursables for original contract scope
\$21,570.00	Total			

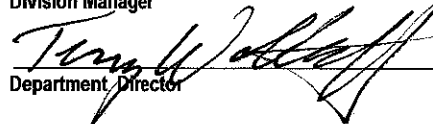
Agreement Review & Approvals

 11-13-12
Project Manager Date

 11/13/12
Compliance Specialist Date

 11/14/12
City Attorney Date

 11-14-12
Division Manager Date


 11-14-12
Department Director 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
11/15/12		<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> Y <input type="radio"/> N
Appropriation		
Cash Flow		

AMENDMENT NO. 1 TO AGREEMENT

Project: Roof Renovation of Storage Facility at 108 E. Main St.
Project No. 12-2062

Background Data: Effective Date of Agreement: June 18, 2012
Owner: City of Rapid City
Engineer: Fennell Design Inc.

Nature of Amendment: Addition of design and construction administration of
roof renovation plus reimbursable expenses.

Current Contract Amount: \$129,320.00

Change Requested: \$21,570.00

New Contract Amount: \$150,890.00

Owner and Engineer hereby agree to modify the above referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The effective date of this Amendment is:

_____.

CITY OF RAPID CITY:

ENGINEER:

By: _____
Mayor

By: _____
Fennell Design Inc.

Date Signed: _____

Date Signed: _____

ATTEST:

By: _____
Finance Officer

Date Signed: _____

REVIEWED BY:

Rod Johnson, Project Manager





FENNEL DESIGN INC
Architecture | Interiors | Project Management
201 Main Street, Suite 201
Rapid City, SD 57701

November 9, 2012

Chief Mike Maltaverne
Rapid City Fire Department
10 Main St.
Rapid City, SD 57701

Re: Proposal for Contract Modification
Arch #12002 RCFD FS #1
12002.1 – Roof Renovation of Storage/Training Facility @ 108 E. Main St

Dear Mike-

This letter will serve as a proposal for Architectural Services for the design, bidding and construction administration for roof renovation of the above mentioned facility.

We propose to provide the services described in the attached scope of services for the lump-sum fee of \$9,400. Reimbursable costs for Review and Bid Documents (estimated at \$400) will be in addition to this fee proposal. We are also requesting addition of the estimated reimbursable costs for the original scope of work. The estimate of \$11,770 was listed in the Proposal Letter but not included in the contract.

If the fee and scope seems appropriate, please forward this proposal to the appropriate City Administration as a modification of \$21,570 to the contract (AIA B203-2007, dated March 15, 2002 and signed June 18, 2012) we have for the Strategic Plan and Fire Station #1 Preliminary Design.

Please feel free to contact me with any concerns or questions.

Sincerely,
Fennell Design/Inc.

Gene A. Fennell

Attachment:
Scope of Service

Authorization to Amend Contract _____ Date _____

Mayor

Finance Officer

(Signature)

(Signature)

(Printed name and title)

(Printed name and title)

SCOPE OF SERVICES

- ❖ Schematic Design
 - Architectural
 - Roof Plan
 - Typical Details
 - Budget
 - Design Review
 - Opinion Of Probable Cost (\$/SF)
- ❖ Design Development
 - Architectural
 - Roof Plan
 - Details
 - Specification
 - List of sections
 - City Front end
 - Opinion of Probable Cost
 - Roofing Contractor Review and Opinion
- ❖ Construction Documents
 - Roof Plan
 - Details
 - Technical (Performance) Specifications
 - Bid Front End
 - Opinion of Probable Cost
 - Roofing Contractor & Manufacturer(s) Review and Opinion
- ❖ Bidding
 - Advertisement/Invitation
 - Bid Documents Distribution
 - Qualifications
 - Addenda
 - Bid Tabulation
 - Recommendations
- ❖ Construction Administration
 - Construction
 - Shop Drawing Reviews
 - Pertinent Progress Meetings At Pertinent Construction Progress
 - Pay Application Review & Recommendation
 - Change Proposal Reviews
 - Certificate of Substantial Completion
 - Punch List
 - Value of Incomplete Work
 - Close Out Documents