

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

Date:

Project Name & Number: Rapid City Utility Maintenance Facility Project # 13-2120

CIP #: 50870

Project Description: New Utility Maintenance Facility on property west of current Street and Utility Maintenance Facility (former Hills Materials Redi-Mix Plant).

Consultant: Upper Deck Architects, Inc.

Original Contract Amount: \$55,066

Original Contract Date: 11-4-13

Original Completion Date:


Addendum No: 1


Amendment Description:
Task 2, 3 and 4: Design, bidding and construction administration services

Funding Source This Request:


Amount	Dept.	Line Item	Fund	Comments
\$200,625.00	0823-604	4223	0602-833	Sewer Replacement / Improvements
\$200,625.00	0923-604	4223	0604-833	Water Replacement / Improvements
\$401,250.00	Total			

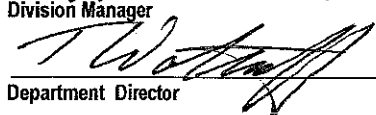
Agreement Review & Approvals


Project Manager _____ Date 5-1-14


Compliance Specialist _____ Date 5/5/14

City Attorney _____ Date _____


Division Manager _____ Date 5-5-14





Department Director _____ Date 5-5-14

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	
Appropriation	<u>5/7/14</u>			N
Cash Flow				N

AMENDMENT NO. 1 TO AGREEMENT

Project: Rapid City Utility Maintenance Facility

Background Data: Original Contract Date: 11/4/2013
Owner: City of Rapid City
Contractor: Upper Deck Architects, Inc.

Nature of Amendment: Addition of Design, Bidding and Construction Administration services.

Current Contract Amount: \$ 55,066.00

Change Requested: \$ 401,250.00

New Contract Amount: \$ 456,316.00

Owner and Contractor 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

UPPER DECK ARCHITECTS INC

By: _____
Mayor

By: _____

Date: _____

Date: _____

ATTEST:

By: _____
Finance Officer

Date: _____



50 MINNESOTA ST. - SUITE 1
RAPID CITY, SD 57701
PH: 605 721-0237
FAX: 605 721-0240

February 11, 2014

Mr. Rod Johnson
City of Rapid City Public Works
300 6th St.
Rapid City, SD 57701

Re: Rapid City Utility Maintenance Facility
Task 2, 3, and 4 – Design Services
Rapid City, South Dakota

Dear Rod:

Please accept this letter for modification to our design for Upper Deck Architects, Inc. to provide Task 2 – Final Design Services, Task 3 – Bidding Period Services, and Task 4 - Basic Construction Administration Services for the new Rapid City Utility Maintenance Facility. This proposal is based upon our preliminary submittal dated 12/30/2013 and subsequent meeting dated 1/27/2014.

Scope of the Project:

Based on the revised plan layout the new 30,592 square foot facility will consist of a 23,350 square foot heated vehicular and maintenance area including mezzanine storage, and a 7,242 square foot administrative area. We have now defined the scope to one combined facility. Per the combined facility layout the new Public Works Utility Maintenance Facility will include the following:

1. Vehicular bays (78'x148') will be constructed "three deep" and will accommodate 24 various water, sewer, and storm sewer vehicles. One vehicular bay will be equipped with a self-supporting one-ton crane for tapping machine.
2. Three sewage vacuum trucks and three backhoes will be stored in a 59'x102' area, separated by a concrete or precast wall which will also serve at the vehicle wash area.
3. A 23'x66' maintenance equipment bay will accommodate existing welding, pipe and sheet bending equipment, and general maintenance.
4. Upper mezzanine floor will accommodate general storage, originally designated for both heated and cold storage equipment.
5. The 7,242 square foot administrative area will include the following
 - a. Six offices, reception area, conference room, break room, locator and document areas.
 - b. Restrooms and locker rooms.
 - c. Workroom, approximately 18' x 16'.
 - d. Miscellaneous storage, approximately 22' x 16'.
 - e. IT room 7'x16'.

6. Parking for 25 City and employee vehicles.
7. Access, circulation and egress considerations.
8. Proper lighting, signage and landscaping.

Scope of Services:

Upper Deck Architects will provide **Task 2 – Final Design Services** for the project identified above. This task consists of all services necessary to take the project from Preliminary Design Services through Final Design Services, and may include the following itemized services:

1. Address City comments from the Task 1 City review project design report.
2. Coordinate with the geotechnical engineer to complete service indicated in report.
3. Incorporate ADA standards.
4. Incorporate erosion and sediment control items.
5. Provide three (3) copies of the Final Design Service submittal for review.
6. Address 100% submittal staff comments.
7. Plan documents shall adhere to current City of Rapid City guidelines.
8. Construction staking shall be included in documents.
9. Provide complete specifications.
10. Prepare permits with exhibits required by the City.
11. Provide final engineers estimate of probable construction costs.
12. Provide one (1) copy and a pdf version of bid documents to include plans, specifications, and estimate.
13. Provide complete plans on CD in Autocad release 2006 to 2008 formats.
14. Provide complete specifications on CD in Microsoft Word XP or previous versions.

Upper Deck Architects will provide **Task 3 – Bidding Services**. This task consists of all services necessary for the administration of the Bidding Services, and may include the following itemized services:

1. Submit sufficient information to the City of Rapid City project manager for the completion of City Advertising Authority form.
2. Conduct a Pre-bid Conference, Record attendance and minutes and distribute copies to all attendees.
3. Issue addenda to bid documents as required.
4. Attend Public Works and City Council meetings as necessary.
5. Review bidder's proposals and review and sign City Engineering Services prepared Bid Tab and Award Summary.
6. Review construction contract documents and other submittals from the contractor and submit to the City of Rapid City project manager for distribution to City Attorney.

Upper Deck Architects will provide **Task 4 – Basic Construction Services**. This task consists of all services necessary for the administration of the Basic Construction Services, and may include the following itemized services:

1. Prepare Notice to Proceed for the City of Rapid City project manager signature and distribution to the contractor for execution.

2. Conduct a Pre-Construction Conference including agenda, Record minutes and distribute to all attendees.
3. Provide written clarification regarding drawing and specification questions.
4. Provide recommendations to address changed or unknown conditions that may appear during construction.
5. Review and take action on shop drawings, product submittals, test results, and other submittals.
6. Provide construction observation to assure compliance with the Contract Documents.
7. Attend periodic meetings.
8. Issue Supplemental Instructions, Request for Proposals, Change Orders, Final Punch-list, Letter of Substantial Completion and other documents to provide necessary administration of the Contract.

Proposed Fees:

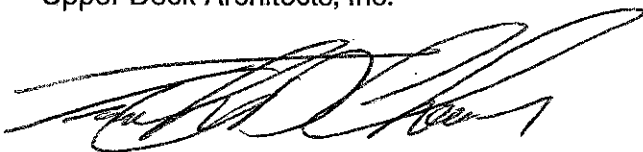
Upper Deck Architects will complete the Scope of Services identified above for a lump sum fee of **Three Hundred Eighty-Seven Thousand, Two Hundred Fifty Dollars (\$387,250.00)** plus reimbursable expenses.

We estimate reimbursable expenses to be \$14,000.00.

Task 2: Construction Documents	\$ 295,945.00
Task 3: Bidding	\$ 18,270.00
<u>Task 4: Construction Administration</u>	<u>\$ 73,035.00</u>
TOTAL FEE:	\$ 387,250.00

I trust that this proposal meets with your anticipated needs. Please feel free to call me with questions.

Upper Deck Architects, Inc.



Timothy D. Cheever
Principal / Architect