

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

Date: June 1, 2015

Project Name & Number: Mount Rushmore Road Utilities Reconstruction – Saint James Street to Kansas City Street. Project No. 13-2139 **CIP #:** 50950

Project Description: Landscaping and utility improvements to be built concurrently with the SDDOT Reconstruction Project from Saint James Street to Kansas City Street.

Consultant: Advanced Engineering and Environmental Services, Inc.

Original Contract Amount: \$165,284.00

Original Contract Date: 9/16/14

Original Completion Date: 1/31/16

Amendment No: 1

Amendment Description: Sewer Service locating and easement acquisition.

Current Contract Amount:	\$165,284.00	Current Completion Date:	January 31, 2016
Change Requested:	\$18,422.00		
New Contract Amount:	\$183,706.00	New Completion Date:	January 31, 2016

Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$14,422.00	833	4223	604	
\$4,000.00	933	4223	602	
\$18,422.00	Total			

Agreement Review & Approvals

Todd Pechl 6/1/15

 Project Manager Date

Andrew Lewis 6/1/15

 Compliance Specialist Date

Donna Tom 6-2-15

 Division Manager Date

T. Wolcott 6-2-15

 Department Director Date

 City Attorney 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	
Appropriation	6/3/15	JW	Y	N
Cash Flow			Y	N

AMENDMENT NO. 1 TO AGREEMENT

Project: Mount Rushmore Road Utilities Reconstruction –
Saint James to Kansas City Street. Project #13-2139.
CIP No. 50950.

Background Data: Effective Date of Agreement: 9/16/14
Owner: City of Rapid City
Engineer: Advanced Engineering and Environmental
Services, Inc.

Nature of Amendment: Additional design services for sewer service locating
and ROW acquisition.

Current Contract Amount: \$165,284.00

Change Requested: \$18,422.00

New Contract Amount: \$183,706.00

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: _____
Advanced Engineering & Environmental
Services, Inc.

Date Signed: _____

Date Signed: _____

ATTEST:

By: _____
Finance Officer

Date Signed: _____

REVIEWED BY:

Todd Peckosh, Project Engineer



EXHIBIT A – AMENDMENT 1

**Mount Rushmore Road Utilities Reconstruction
St. James Street to Kansas City Street
Project No. 13-2139 CIP 50950 PCN X03L
May 29, 2015**

SCOPE OF SERVICES

MOUNT RUSHMORE ROAD UTILITY LOCATING

Due to the proposed construction phasing of the next two phases of the Mount Rushmore Road reconstruction project, the sanitary sewer main will need to be installed on the west side of the roadway. This will require sewer services to be stubbed out to the east and then hooked up when the east side of the roadway is reconstructed. It is proposed to push camera and locate the services along the route where the existing locations are in question. This includes several locations on the west side of the roadway as well.

Primary work for this amendment includes contacting and coordinating with the landowners to camera the sanitary sewer service lines to the extent possible and marking the location on the ground and associated topographic survey to include in the construction plans for each construction project.

Below are project outlines that list anticipated work items for each task:

TASK 1 – Mount Rushmore Road Utility Locating

- 1.1. Coordinate with sanitary sewer locating sub-contractor to contact land/business owners and camera-locate services.
- 1.2. A topographic survey of the sanitary sewer service ground marked locates
- 1.3. Incorporate into the base utility file for the construction plans.

SUBMITTALS (MOUNT RUSHMORE ROAD MEDIAN)

- A. Submit findings to the City of Rapid City Project Manager and incorporate sanitary sewer locations within design plan submittals listed in the original contract for this amendment.

LANDOWNER NEGOTIATION AND EASEMENT PREPARATION FROM SAINT JAMES TO KANSAS CITY (CONSTRUCTION PHASE 2)

As part of the Mount Rushmore Road (MRR) Reconstruction Project, the City of Rapid City (CORC) has requested AE2S, Inc. perform Right-of-Way services to obtain easements necessary for CORC water service and sanitary sewer service infrastructure being proposed as a result of the reconstruction of Mount Rushmore Road from Saint James to Kansas City Street. It is

anticipated that 8 easements may be necessary beyond the limits of the easements proposed by the South Dakota Department of Transportation project easements for the services.

Primary work includes easement document preparation, conduct landowner meetings, complete negotiations on required Right-of-Way (ROW) forms in accordance with "The Uniform Act (1970 amended)", Coordination and discussion with CORC staff and Attorney, and final meetings to sign documents. Once documents are signed, it is our understanding that the CORC will file the documents at the courthouse. ROW forms will be provided by the SDDOT.

Below are project outlines that list anticipated work items for each easement:

TASK 2– Landowner Negotiation & Easement Preparation from Saint James to Kansas City Street

- 2.1 Prepare easement documents (Exhibits). It is assumed that these will be temporary easement documents and no ROW will be acquired. It is our understanding that AE2S, Inc. will prepare the exhibits and the CORC Attorneys office will prepare the documents for signatures.
- 2.2 Schedule and conduct meetings with 8 landowners. The proposal is based on 8 parcels.
- 2.3 Keep a written record of all discussions with landowners on applicable DOT ROW forms.
- 2.4 Coordinate and discuss easement meetings and offers between CORC staff and Landowners.
- 2.5 Complete final revisions to easement exhibits and have Landowners sign documents.
- 2.6 Submit to CORC for staff to process payments if necessary and file at the court house.

ADDITIONAL SERVICES

Additional Services Requiring Owner's Advance Written Authorization. If authorized in writing by Owner, Engineer shall furnish or obtain from others, additional services of the types listed below:

- A. Preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project (which are not part of Basic Services).
- B. Preparation of traffic impact studies, traffic capacity analysis, or pedestrian studies.
- C. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by

changes in Laws and Regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Engineer's control. Engineer will notify Owner within 48 hours once Engineer is aware of a change and will not proceed without written direction from Owner.

- D. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those identified in Exhibit A.
- E. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
- F. Undertaking investigations and studies including, but not limited to, detailed consideration of operations, maintenance, and overhead expenses; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules, and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing, and assisting Owner in obtaining process licensing; detailed quantity surveys of materials, equipment, and labor; and audits or inventories required in connection with construction performed by Owner.
- G. Furnishing services of Engineer's Consultants for other than Services identified in Exhibit A.
- H. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- I. Preparing additional Bidding Documents or Contract Documents for work outside of the scope identified in Exhibit A requested by Owner for the Work or a portion thereof.
- J. Assistance in connection with Bid protests, re-bidding, or renegotiating contracts for construction, materials, equipment, or services. Re-bidding or renegotiating contracts to reduce the contract costs to funds available shall be considered Additional Services.
- K. Providing Construction Phase services and Construction Staking services.
- L. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Project.
- M. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner other than those outlined in Exhibit A.
- N. Additional Services not identified at inception of project- Services resulting from changes in scope, extent, or character of the project are not included as part of the above Scope of Services. If required, or requested by the Client, AE2S will provide additional services on an hourly basis in accordance with Exhibit C.

- O. Structural design of retaining walls and surface elements. Primary design for retaining walls and grades on the project shall be completed by the SDDOT.
- P. Parking impact studies, parking design concepts, business parking plans and cost estimates associated with removal or modification of business or on street parking.
- Q. Design of highways, driveways or approaches into and out of residences or businesses along Mount Rushmore Road or intersecting streets is not included.
- R. Design for items listed in the Mount Rushmore Road Corridor Development plan not specifically included within the scope of work listed in Exhibit A.
- S. Private utility design services.

ANTICIPATED PROJECT SCHEDULE

Below are anticipated timeframes for each phase of work based on estimated SDDOT bid letting dates. Project schedule is completely dependent on SDDOT plans completion schedule and Right-of-Way acquisition. Because AE2S has no control over the project schedule, hourly billing rates proposed in Exhibit C will be applied when the work is completed. Below is the estimated schedule at the time of this contract.

Notice to Proceed.....June 2015

Project 3: St. James Street to Kansas City Street

95% plan submittalJuly 2015
 Final comments back from CORC.....August, 2015
 100% review submittal to SDDOT/FHWASeptember 10, 2015
 100% plan submittal to SDDOT Bid Letting.....October 28, 2015
 Bid LettingJanuary 20, 2016

EXHIBIT B- AMENDMENT #1

Mount Rushmore Road Utilities Reconstruction -St. James to Kansas City St.

Project No. 13-2139 / CIP 50950 / PCN X03L

Advanced Engineering and Environmental Services, Inc.

TASK SCHEDULE

May 29, 2015

1. Sanitary Sewer Service Locating		Task Cost
1.1	Coordination and data transfer with subcontractor	\$ 641.00
1.2	Follow up on Landowner contacts (allowance)	\$ 354.00
1.3	Topographic survey of locates (4 mobilizations)	\$ 1,875.00
	Supplies, Mileage, Printing allowances	\$ 52.00
	GPS Expenses	\$ 200.00
	SubContractor-Rapid Rooter	\$ 6,500.00
	Subtotal / Sewer Service Locating Services	\$ 9,622.00

2. Landowner Negotiation & Easement Preparation		Task Cost
2.1	1212 Mount Rushmore Road	\$ 1,087.00
2.2	1210 Mount Rushmore Road	\$ 1,087.00
2.3	1208 Mount Rushmore Road	\$ 1,087.00
2.4	1120 Mount Rushmore Road	\$ 1,087.00
2.5	1118 Mount Rushmore Road	\$ 1,087.00
2.6	1116 Mount Rushmore Road	\$ 1,087.00
2.7	1110 Mount Rushmore Road	\$ 1,087.00
2.8	1108 Mount Rushmore Road	\$ 1,087.00
	Supplies, Mileage, Printing allowances	\$ 104.00
	Subtotal / Landowner Negotiation and Easement Preparation Services	\$ 8,800.00

TOTAL ESTIMATED FEES - AMENDMENT #1	\$ 18,422.00
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Note: Advanced Engineering and Environmental Services, Inc. shall retain the right to reallocate task costs subject to the maximum limiting fee.

EXHIBIT C

Mount Rushmore Road Utilities Reconstruction Saint James Street to Kansas City Street Project No. 13-2139 CIP 50950

Advanced Engineering and Environmental Services, Inc.	2015
Position Title	Hourly Billing Rate
Principal	\$ 130.00
Project Manager	\$ 118.00
Design Engineer	\$ 91.00
Construction Manager	\$ 101.00
CADD Technician	\$ 79.00
Survey Manager	\$ 87.00
Surveyor	\$ 74.00
Survey Assistant	\$ 51.00
Clerical	\$ 47.00

Hourly Rates modified January 1st of Each Year:

Project Travel:\$ 0.65/mile
 GPS Equipment:\$ 20.00/hour
 UTV Ranger:\$ 25.00 /hour
 Blue-line Printing:.....Actual Cost
 Outside Printing:Actual Cost
 Traffic Control:Actual Cost

Wyss Associates, Inc.	2015
Position Title	Hourly Billing Rate
Principal Landscape Architect	\$ 165.00
Senior Landscape Architect	\$ 116.00
Design Associate I	\$ 94.00
Construction Administrator	\$ 116.00
Administrative Assistant	\$ 48.00

Rapid Rooter

3219 Teewinot Dr
Rapid City, SD 57703
605-342-6669

Estimate

Date	Estimate #
5/26/2015	1

Name / Address
Advanced Engineering Rich Marsh 1560 Concourse Dr Rapid City, SD 57703-4732

Description	Qty	Cost	Total
Camera Locate Specifically: Camera locate sewers at 42 individual properties on Mount Rushmore Road, and paint location on ground Rapid City, SD. Rapid Rooter will contact land owners and schedule sewer locates. Per hour (this quote uses 42 properties at 1 hour each)	42	150.00	6,300.00T
General Parts and materials needed to complete locates will be set by technicians at time of service		200.00	200.00T
Exempt from Sales Tax		0.00%	0.00

One week notice prior to start of project. Mondays are not available to start project.

Total \$6,500.00

Customer Signature _____