

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

**Project Name & Number:** Water and Sewer Extension Projects Project # 13-2100

**CIP #:** 50961

**Project Description:** Construction administration for several projects modifying water lines and sewer lines extensions to eliminate non-conforming service lines.

**Consultant:** FMG, Inc.

**Original Contract Amount:** \$125,245.00

**Original Contract Date:** 8/3/2015

**Original Completion Date:** 90 days after construction complete

**Addendum No:**

**Amendment Description:**

**Current Contract Amount:** \_\_\_\_\_

**Current Completion Date:** \_\_\_\_\_

**Change Requested:** \_\_\_\_\_


**New Contract Amount:** \$0.00


**New Completion Date:** \_\_\_\_\_

**Funding Source This Request:**

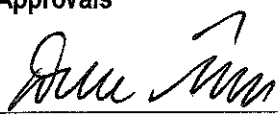
\$31,300.00	604	4223	833	Sewer Replacement / Improvements
\$75,150.00	604	4223	834	Sewer Expansion
\$6,260.00	602	4223	933	Water Replacement / Improvements
\$12,535.00	602	4223	934	Water Expansion
\$125,245.00	<b>Total</b>			

**Agreement Review & Approvals**

  
 \_\_\_\_\_  
 Project Manager  
 Date: 7/22/15

  
 \_\_\_\_\_  
 Compliance Specialist  
 Date: 7/23/15

\_\_\_\_\_  
 City Attorney  
 Date:

  
 \_\_\_\_\_  
 Division Manager  
 Date: 7-23-15

\_\_\_\_\_  
 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
Appropriation	7/24/15	JW	Y
Cash Flow			N

**Agreement Between City of Rapid City and FMG Engineering for Construction  
Professional Services for Water and Sewer Extension Projects  
Project No. 13-2100 / CIP No. 50961**

AGREEMENT made \_\_\_\_\_, 20\_\_\_\_, between the City of Rapid City, SD (City) and FMG Engineering, (Engineer), located at 3700 Sturgis Road, Rapid City SD 57702. City intends to obtain construction administration services for Water and Sewer Extension Projects, Project No. 13-2100 CIP No. 50961. The scope of services is as described within this document and as further described in Exhibits A, B, C and D (attached).

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project and as further defined in Exhibits A, B, C and D (attached), serve as the City's professional engineering representative for the Project, and give professional engineering consultation and advice to the City while performing its services.

**Section 1—Basic Services of Engineer**

**1.1 General**

- 1.1.1 The Engineer shall perform professional services described in this agreement, which include customary engineering services. Engineer intends to serve as the City's professional representative for those services as defined in this agreement and to provide advice and consultation to the City as a professional. Any opinions of probable project cost, approvals, and other decisions provided by Engineer for the City are rendered on the basis of experience and qualifications and represent Engineer's professional judgment.
- 1.1.2 All work shall be performed by or under the direct supervision of a professional Engineer licensed to practice in South Dakota.
- 1.1.3 All documents including Drawings and Specifications provided or furnished by Engineer pursuant to this Agreement are instruments of service in respect of the Project and Engineer shall retain an ownership therein. Reuse of any documents pertaining to this project by the City on extensions of this project or on any other project shall be at the City's risk. The City agrees to defend, indemnify, and hold harmless Engineer from all claims, damages, and expenses including attorney's fees arising out of such reuse of the documents by the City or by others acting through the City.
- 1.1.4 The contract will be based on an hourly rate and reimbursable fee schedule with a maximum not-to-exceed amount.



## 1.2 Scope of Work

The Engineer shall:

- 1.2.1 Consult with the City, other agencies, groups, consultants, and/or individuals to clarify and define requirements for the Project and review available data.
- 1.2.2 Perform the tasks described in the Scope of Services. (See Exhibit A.)

## Section 2—Information Provided by City

The City will provide any information in its possession for the project at no cost to the Engineer.

## Section 3—Notice to Proceed

The City will issue a written notification to the Engineer to proceed with the work. The Engineer shall not start work prior to receipt of the written notice. The Engineer shall not be paid for any work performed prior to receiving the Notice to Proceed.

## Section 4—Mutual Covenants

### 4.1 General

- 4.1.1 The Engineer shall not sublet or assign any part of the work under this Agreement without written authority from the City.
- 4.1.2 The City and the Engineer each binds itself and partners, successors, executors, administrators, assigns, and legal representatives to the other party to this agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, regarding all covenants, agreements, and obligations of this agreement.
- 4.1.3 Nothing in this agreement shall give any rights or benefits to anyone other than the City and the Engineer.
- 4.1.4 This agreement constitutes the entire agreement between the City and the Engineer and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.
- 4.1.5 The Engineer shall make such revisions in plans which may already have been completed, approved, and accepted by the City, as are



necessary to correct Engineer's errors or omissions in the plans, when requested to do so by the City, without extra compensation therefore.

- 4.1.6 If the City requests that previously satisfactorily completed and accepted plans or parts thereof be revised, the Engineer shall make the revisions requested by the City. This work shall be paid for as extra work.
- 4.1.7 If the City changes the location from the one furnished to the Engineer, or changes the basic design requiring a new survey for the portions so changed, the redesign will be paid for as extra work.
- 4.1.8 The City may at any time by written order make changes within the general scope of this Agreement in the work and services to be performed by the Engineer. Any changes which materially increase or reduce the cost of or the time required for the performance of the Agreement shall be deemed a change in the scope of work for which an adjustment shall be made in the Agreement price or of the time for performance, or both, and the Agreement shall be modified in writing accordingly. Additional work necessary due to the extension of project limits shall be paid for as extra work.
- 4.1.9 Extra work, as authorized by the City, will be paid for separately and be in addition to the consideration of this Section.
- 4.1.10 For those projects involving conceptual or process development services, activities often cannot be fully defined during the initial planning. As the project does progress, facts and conditions uncovered may reveal a change in direction that may alter the scope of services. Engineer will promptly inform the City in writing of such situations so that changes in this agreement can be renegotiated.
- 4.1.11 This Agreement may be terminated (a) by the City with or without cause upon seven days' written notice to the Engineer and (b) by the Engineer for cause upon seven days' written notice to the City. If the City terminates the agreement without cause, the Engineer will be paid for all services rendered and all reimbursable expenses incurred prior to the date of termination.

If termination is due to the failure of the Engineer to fulfill its agreement obligations, the City may take over the work and complete it. In such case, the Engineer shall be liable to the City for any additional cost to the extent directly resulting from Engineer's action.



- 4.1.12 The City or its duly authorized representatives may examine any books, documents, papers, and records of the Engineer involving transactions related to this agreement for three years after final payment. All examinations will be performed at reasonable times, with proper notice. Engineer's documentation will be in a format consistent with general accounting procedures.
- 4.1.13 The City shall designate a representative authorized to act on the City's behalf with respect to the Project. The City or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Engineer in order to avoid unreasonable delay in the orderly and sequential progress of the Engineer's services.
- 4.1.14 Costs and schedule commitments shall be subject to renegotiation for delays caused by the City's failure to provide specified facilities or information or for delays caused by other parties, excluding sub-contractors and sub-consultants, unpredictable occurrences including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God, or the public enemy, or acts of regulations of any governmental agency or any other conditions or circumstances beyond the control of the City or Engineer. Temporary delays of services caused by any of the above which results in additional costs beyond those outlined may require renegotiation of this agreement.
- 4.1.15 The City will give prompt written notice to the Engineer if the City becomes aware of any fault or defect in the Project or nonconformance with the Project Documents.
- 4.1.16 Unless otherwise provided in this Agreement, the Engineer and the Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos products, polychlorinated biphenyl (PCB), or other toxic substances.
- 4.1.17 In the event asbestos or toxic materials are encountered at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of Engineer's services, Engineer may, at their option and without liability for consequential or any other damages, suspend performance of services on the project until the City retains appropriate specialist CONSULTANT(S) or contractor(s) to identify, abate, and/or remove the asbestos or hazardous or toxic materials.



- 4.1.18 This agreement, unless explicitly indicated in writing, shall not be construed as giving Engineer the responsibility or authority to direct or supervise construction means, methods, techniques, sequences, or procedures of construction selected by any contractors or subcontractors or the safety precautions and programs incident to the work of any contractors or subcontractors.
- 4.1.19 Neither the City nor the Engineer, nor its Consultants, shall hold the other liable for any claim based upon, arising out of, or in any way involving the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, or gases, waste materials, or other irritants, contaminants, or pollutants.
- 4.1.20 Neither the City nor the Engineer, nor its Consultants, shall hold the other liable for any claim based upon, arising out of, or any way involving the specification or recommendation of asbestos, in any form, or any claims based upon use of a product containing asbestos.
- 4.1.21 Engineer hereby represents and warrants that it does not fail or refuse to collect or remit South Dakota or City sales or use tax for transactions which are taxable under the laws of the State of South Dakota.

#### 4.2 **City of Rapid City NonDiscrimination Policy Statement**

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination act of 1975, the Americans with Disabilities Act of 1990, and other nondiscrimination authorities it is the policy of the City of Rapid City, 300 Sixth Street, Rapid City, SD 57701-5035, to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the City of Rapid City.

Engineer will permit access to any and all records pertaining to hiring and employment and to other pertinent data and records for the purpose of enabling the Commission, its agencies or representatives, to ascertain compliance with the above provisions.

This section shall be binding on all subcontractors or suppliers.



## **Section 5—Payments to the Engineer**

### **5.1 Schedule of Pay Rates**

The City will pay the Engineer for services rendered or authorized extra work according to the Engineer's hourly and reimbursable rate schedule described in Exhibit C.

### **5.2 Fee**

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed \$125,245.00 unless the scope of the project is changed as outlined in Section 4. If expenses exceed the maximum amount, the Engineer shall complete the construction observation/administration as agreed upon here without any additional compensation. Sub task dollar amounts may be reallocated to other tasks as long as the total fee is not exceeded. Prime consultant may not mark up sub-consultant or sub-contractor services.

### **5.3 Progress Payments**

Monthly progress payments shall be processed by the City upon receipt of the claim as computed by the Engineer based on work completed during the month per the hourly rates and allowable reimbursable as established in Section 5.1 and approved by the City.

Net payment to the Engineer shall be due within forty-five (45) days of receipt by the City.

## **Section 6—Completion of Services**

The Engineer shall complete services on or before 90 days after construction is complete based on an award date of August 3, 2015.

## **Section 7—Insurance Requirements**

### **7.1 Insurance Required**

The Engineer shall secure the insurance specified below. The insurance shall be issued by insurance company(s) acceptable to the City and may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance including any policy endorsements shall be provided to the City prior to or upon the execution of this Agreement.



## 7.2 Cancellation

The Engineer will provide the City with at least 30 days' written notice of an insurer's intent to cancel or not renew any of the insurance coverage. The Contractor agrees to hold the City harmless from any liability, including additional premium due because of the Contractor's failure to maintain the coverage limits required.

## 7.3 City Acceptance of Proof

The City's approval or acceptance of certificates of insurance does not constitute City assumption of responsibility for the validity of any insurance policies nor does the City represent that the coverages and limits described in this agreement are adequate to protect the Engineer, its consultants or subcontractors interests, and assumes no liability therefore. The Engineer will hold the City harmless from any liability, including additional premium due, because of the Engineer's failure to maintain the coverage limits required.

## 7.4 Specific Requirements

- 7.4.1 Workers' compensation insurance with statutory limits required by South Dakota law. Coverage B-Employer's Liability coverage of not less than \$500,000 each accident, \$500,000 disease-policy limit, and \$500,000 disease-each employee.
- 7.4.2 Commercial general liability insurance providing occurrence form contractual, personal injury, bodily injury and property damage liability coverage with limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 aggregate products and completed operations. If the occurrence form is not available, claims-made coverage shall be maintained for three years after completion of the terms of this agreement. The policy shall name the City and its representatives as an additional insured.
- 7.4.3 Automobile liability insurance covering all owned, nonowned, and hired automobiles, trucks, and trailers. The coverage shall be at least as broad as that found in the standard comprehensive automobile liability policy with limits of not less than \$1,000,000 combined single limit each occurrence. The required limit may include excess liability (umbrella) coverage.
- 7.4.4 Professional liability insurance providing claims-made coverage for claims arising from the negligent acts, errors or omissions of the Engineer or its consultants, of not less than \$1,000,000 each occurrence and not less than \$1,000,000 annual aggregate.





Coverage shall be maintained for at least three years after final completion of the services.

### **Section 8—Hold Harmless**

The Engineer hereby agrees to hold the City harmless from any and all claims or liability including attorneys' fees arising out of the professional services furnished under this Agreement, and for bodily injury or property damage arising out of services furnished under this Agreement, providing that such claims or liability are the result of a negligent act, error or omission of the Engineer and/or its employees/agents arising out of the professional services described in the Agreement.

### **Section 9—Independent Business**

The parties agree that the Engineer operates an independent business and is contracting to do work according to his own methods, without being subject to the control of the City, except as to the product or the result of the work. The relationship between the City and the Engineer shall be that as between an independent contractor and the City and not as an employer-employee relationship. The payment to the Engineer is inclusive of any use, excise, income or any other tax arising out of this agreement.

### **Section 10-Indemnification**

If this project involves construction and Engineer does not provide consulting services during construction including, but not limited to, onsite monitoring, site visits, site observation, shop drawing review and/or design clarifications, City agrees to indemnify and hold harmless Engineer from any liability arising from the construction activities undertaken for this project, except to the extent such liability is caused by Engineer's negligence.

### **Section 11-Controlling Law and Venue**

This Agreement shall be subject to, interpreted and enforced according to the laws of the State of South Dakota, without regard to any conflicts of law provisions. Parties agree to submit to the exclusive venue and jurisdiction of the State of South Dakota, 7<sup>th</sup> Judicial Circuit, Pennington County.

### **Section 12-Severability**

Any unenforceable provision herein shall be amended to the extent necessary to make it enforceable; if not possible, it shall be deleted and all other provisions shall remain in full force and effect.



**Section 13—Funds Appropriation**

If funds are not budgeted or appropriated for any fiscal year for services provided by the terms of this agreement, this agreement shall impose no obligation on the City for payment. This agreement is null and void except as to annual payments herein agreed upon for which funds have been budgeted or appropriated, and no right of action or damage shall accrue to the benefit of the Engineer, its successors or assignees, for any further payments. For future phases of this or any project, project components not identified within this contract shall not constitute an obligation by the City until funding for that component has been appropriated.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

**City of Rapid City:**

**Engineer:**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
FMG ENGINEERING

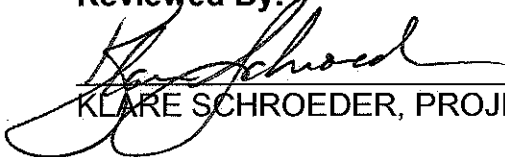
DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
FINANCE OFFICER

**Reviewed By:**

  
\_\_\_\_\_  
KLARE SCHROEDER, PROJECT MANAGER

DATE: 7/22/15

CITY'S DESIGNATED PROJECT REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED PROJECT REPRESENTATIVE

NAME Klare Schroeder  
PHONE 605-394-4154  
EMAIL klare.schroeder@rcgov.org

NAME Jason Pettyjohn  
PHONE 605-342-4105  
EMAIL jpettyjohn@fmgengineering.com



**FMG ENGINEERING  
SCOPE OF SERVICES**

**FOR**

**TASK 4 – BASIC CONSTRUCTION SERVICES  
TASK 5 – EXPANDED CONSTRUCTION SERVICES**

**WATER & SEWER EXTENSION PROJECTS:**

**ALLEY BLOCK 3 FLORMANN ADDITION  
AND ST. CLOUD STREET AND SAINT JAMES STREET  
SEWER EXTENSION  
PROJECT No. 14-2152 & 14-2206 / CIP No. 50961.2 & 51053**

**ALLEY BLOCK 13 BOULEVARD ADDITION  
AND NINTH STREET SEWER EXTENSION  
PROJECT No. 14-2153 / CIP No. 50961.3**

**TWELFTH STREET, FULTON STREET AND  
ALLEY BLOCKS 32 AND 41 BOULEVARD ADDITION  
WATER AND SEWER EXTENSION  
PROJECT No. 14-2154 / CIP No. 50961.4**

**CLIFTON STREET  
AND RYTHUR STREET  
AND BLOCK 12 BOULEVARD ADDITION  
WATER AND SEWER EXTENSION  
PROJECT No. 14-2155 & 15-2251 / CIP No. 50961.5 & 51085**

**HARTER ADDITION  
12" WATER MAIN ABANDONMENT  
PROJECT No. 14-2222 / CIP No. 51055**

**GENERAL**

This project is for the extension of a new sanitary sewer mains and water mains in multiple locations throughout Rapid City. In general the new water and sewer extensions are to eliminate non-conforming sanitary sewer and water service lines.

Professional services included in this contract are Task 4 Basic Construction Services and Task 5 Expanded Construction Services for the 5 project bid packages listed above. However, multiple sites are included in each bid package with a total of 12 individual project sites.



## EXHIBIT A

Individual tasks and subtasks to complete the work are shown in Exhibit B - Task Schedule. The list of tasks will not be necessarily limited to those shown. Tasks will be increased in scope, tasks added, or tasks deleted, including cost adjustments in all cases, as needed to complete the project.

### **TASK 4 – BASIC CONSTRUCTION SERVICES:**

This task consists of all services necessary for the administration of the Basic Construction Services of the project construction stage, and may include the following itemized services. Each of these services will be included in each of the 6 project bid packages.

- 4.1 Arrange and conduct Pre-construction Conference including agenda. Record meeting minutes and distribute to all attendees.
- 4.2 Provide written clarification regarding drawing and specification questions.
- 4.3 Provide recommendations to address changed or unknown conditions that may appear during construction.
- 4.4 Review and take action on shop drawings, product submittals, test results, and other submittals.
- 4.5 Prepare “As Built” plans and specifications. A hard copy of “As Built” plans and specifications shall be submitted to the City in the same size and format as construction plans. Additionally, the Consultant will provide PDF’s, and CAD files on a CD or DVD. The digital submittal must be compatible with AutoCAD Civil 3D 2010, or newer, containing all files and data packaged in a format that will allow City personnel to seamlessly open “As Built” drawings. The Consultant will work with the City CAD technicians, in person, to demonstrate the CAD file operation and compatibility with City CAD software.

### **TASK 5 – EXPANDED CONSTRUCTION SERVICES:**

This task consists of all services necessary for the administration of the Expanded Construction Services of the project construction stage, and may include the following itemized services. Each of these services will be included in each of the 6 project bid packages.

- 5.1 Notify and coordinate with the Utility Maintenance office of new services to allow inspection and service activation.
- 5.2 Arrange and conduct appropriate progress meetings with the Contractor and City. Record meeting minutes and distribute to all attendees. Meet with property owners as necessary to answer questions and concerns.
- 5.3 Provide daily on-site observation to assure that the methods and materials used by the contractor meet the intent of the plans and specifications. For buried installations such as for sewer mains, water mains and storm sewers, the Consultant shall be on site all of the time the Contractor is installing these buried installations unless otherwise directed by the City Project Manager.

Prepare daily reports. A daily record of activity will be maintained by the inspector including weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and any other pertinent information. Such information shall be neatly and concisely entered into the City of Rapid City Project



## EXHIBIT A

- Inspector's Diary and Inspection Quantity book. Submit detachable copies to Engineering on a weekly basis.
- 5.4 Perform storm water inspections and prepare reports, and check if the contractor is keeping the erosion and sediment control plans current.
  - 5.5 Provide compaction testing and other materials testing in accordance with the Project Specifications. All test results shall be submitted to the City of Rapid City within 30 days of project completion.
  - 5.6 Provide assurance testing (or witness Contractor testing) according to the Project Specifications. All test results shall be submitted to the City of Rapid City within 30 days of project completion.
  - 5.7 Prepare and submit to City reports for quantities installed and/or stored materials for use in monthly pay request information.
  - 5.8 Prepare change orders, and extra work orders for contractor on City of Rapid City forms and make recommendations for their approval or denial.
  - 5.9 Prepare and submit project completion punch list items to the Contractor and Engineering Services and oversee its completion.
  - 5.10 Prepare and submit City of Rapid City project "Construction Project Close-out Checklist" indicating compliance with Project Specifications and acceptance of the various infrastructure components. The Consultant is responsible for coordinating completion of the checklist items with the Contractor.
  - 5.11 Prepare letter of opinion of project completion regarding compliance with plans and specifications and start of warranty period.
  - 5.12 Prepare a letter to SDDENR notifying them of project completion.
  - 5.13 Ensure Contractor's two year warranty surety is provided to the City of Rapid City within the performance bond or as a separate bond.



**RESIDENT PROJECT REPRESENTATIVE FOR TASK 5**

The Consultant shall provide the services of a Resident Project Representative (RPR) at the Site to assist the Consultant and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth herein. The furnishing of such RPR's services will not limit, extend, or modify Consultant's responsibilities or authority except as expressly set forth in herein

- A. Consultant shall furnish a Resident Project Representative (RPR), assistants, and other field staff to assist Consultant in observing progress and quality of the Work. The RPR, assistants, and other field staff may provide full time representation or may provide representation to a lesser degree as work activities require if directed to do so by the City.
- B. Through such additional observations of Contractor's work in progress and field checks of materials and equipment by the RPR and assistants, Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the Work. However, Consultant shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over the Contractor's Work nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incident to the Contractor's work in progress, for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's performing and furnishing the Work, or responsibility for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- C. The duties and responsibilities of the RPR are limited to those of the Consultant in the Professional Services Agreement with the Client and described as follows:
  1. RPR is Consultant's agent at the Site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with Consultant and Contractor, keeping Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.
  2. Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
  3. Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.



## EXHIBIT A

4. Liaison:
  - a. Serve as Consultant's liaison with Contractor, working principally through Contractor's superintendent, assist in providing information regarding the intent of the Contract Documents.
  - b. Assist Consultant in serving as Client's liaison with Contractor when Contractor's operations affect Client's on-Site operations.
  - c. Assist in obtaining from Client additional details or information, when required for proper execution of the Work.
5. Report to Consultant when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Consultant.
6. Shop Drawings and Samples:
  - a. Record date of receipt of Samples and approved Shop Drawings.
  - b. Receive Samples which are furnished at the Site by Contractor, and notify Consultant of availability of Samples for examination.
  - c. Advise Consultant and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Consultant.
7. Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations, to Consultant. Transmit to Contractor in writing decisions as issued by Consultant.
8. Review of Work and Rejection of Defective Work:
  - a. Conduct on-Site observations of Contractor's work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - b. Report to Consultant whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.



## EXHIBIT A

### 9. Inspections, Tests, and System Startups:

- a. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Client's personnel, and that Contractor maintains adequate records thereof.
- b. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Consultant.

### 10. Records:

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
- c. Record names, addresses, fax numbers, e-mail addresses, web site locations, and telephone numbers of all Contractors, subcontractors, and major suppliers of materials and equipment.
- d. Maintain records for use in preparing Project documentation.
- e. Upon completion of the Work, furnish original set of all RPR Project documentation to Consultant.

### 11. Reports:

- a. Furnish to Consultant periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Consultant proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Consultant and Client copies of all inspection, test, and system start-up reports.





## EXHIBIT A

- d. Immediately notify Consultant of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern. .
12. Review Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
  13. Completion:
    - a. Participate in a Substantial Completion inspection, assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.
    - b. Participate in a final inspection in the company of Consultant, Client, and Contractor and prepare a final list of items to be completed and deficiencies to be remedied.
    - c. Observe whether all items on the final list have been completed or corrected and make recommendations to Consultant concerning acceptance and issuance of the Notice of Acceptability of the Work.
- D. Resident Project Representative shall not:
1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items) unless authorized by the Consultant.
  2. Exceed limitations of Consultant's authority as set forth in the Agreement or the Contract Documents.
  3. Undertake any of the responsibilities of Contractor, subcontractors, suppliers, or Contractor's superintendent.
  4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor's work unless such advice or directions are specifically required by the Contract Documents.
  5. Advise on, issue directions regarding, or assume control over safety practices, precautions, and programs in connection with the activities or operations of Client or Contractor.
  6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Consultant.
  7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
  8. Authorize Client to occupy the Project in whole or in part.



EXHIBIT B TASK SCHEDULE

WATER & SEWER EXTENSION PROJECTS

June 24, 2015

TASK 4 BASIC CONSTRUCTION & TASK 5 EXPANDED CONSTRUCTION SERVICES

<b>TASK 4 BASIC CONSTRUCTION SERVICES</b>		
Bid Package #1	Clark Street, St. Cloud Street, & St. James Street	\$2,650.00
Bid Package #2	6th Street & 9th Street	\$1,650.00
Bid Package #3	12th Street, Fulton Street, & Alley	\$2,575.00
Bid Package #4	Clifton Street, Ryther Street, & Columbus Street	\$2,650.00
Bid Package #5	Harter Addition - 12" Abandon	\$1,650.00
	<i>Task 4 Subtotal</i>	<b>\$11,175.00</b>

<b>TASK 5 EXPANDED CONSTRUCTION SERVICES</b>		
Bid Package #1	Clark Street, St. Cloud Street, & St. James Street	\$26,860.00
Bid Package #2	6th Street & 9th Street	\$17,040.00
Bid Package #3	12th Street, Fulton Street, & Alley	\$26,950.00
Bid Package #4	Clifton Street, Ryther Street, & Columbus Street	\$26,860.00
Bid Package #5	Harter Addition - 12" Abandon	\$16,360.00
	<i>Task 5 Subtotal</i>	<b>\$114,070.00</b>
	<i>Task 4 and 5 Total</i>	<b>\$125,245.00</b>

**FMG ENGINEERING  
RATE SCHEDULE  
FOR  
TASK 4 – BASIC CONSTRUCTION SERVICES  
TASK 5 – EXPANDED CONSTRUCTION SERVICES**

**WATER AND SEWER EXTENSION PROJECTS:**

**PROJECT No. 14-2152 / CIP No. 50961.2  
PROJECT No. 14-2153 / CIP No. 50961.3  
PROJECT No. 14-2154 / CIP No. 50961.4  
PROJECT No. 14-2155 / CIP No. 50961.5  
PROJECT No. 14-2206 / CIP No. 51053  
PROJECT No. 14-2251 / CIP No. 51085  
PROJECT No. 14-2222 / CIP No. 51055**

<b><u>PERSONNEL</u></b>	<b><u>RATE</u></b>
Principal Civil Engineer	\$140.00/hr
Senior Civil Engineer	\$110.00/hr
Senior Materials Specialist	\$105.00/hr
Civil Engineer – PE	\$80.00/hr
Civil Engineer – EIT	\$70.00/hr
Construction Observer	\$80.00/hr
Environmental Scientist	\$80.00/hr
Soils Technician	\$55.00/hr
CADD Technician	\$68.00/hr
Senior Administrative Assistant	\$55.00/hr
<b><u>VEHICLES &amp; EXPENSES</u></b>	
Mobilization (support vehicle)	\$0.70/mile
Document/Plans Reproduction	cost

FMG ENGINEERING  
PROJECT LOCATION  
FOR

ALLEY BLOCK 3 FLORMANN ADDITION  
AND ST. CLOUD STREET AND SAINT JAMES STREET  
SEWER EXTENSION  
PROJECT No. 14-2152 & 14-2206 / CIP No. 50961.2 & 51053



FMG ENGINEERING  
PROJECT LOCATION  
FOR

ALLEY BLOCK 13 BOULEVARD ADDITION  
AND NINTH STREET SEWER EXTENSION  
PROJECT No. 14-2153 / CIP No. 50961.3

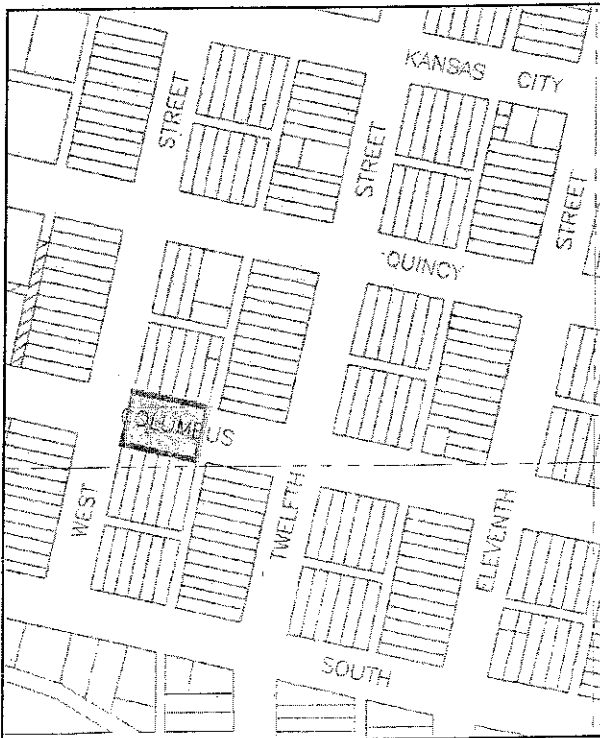
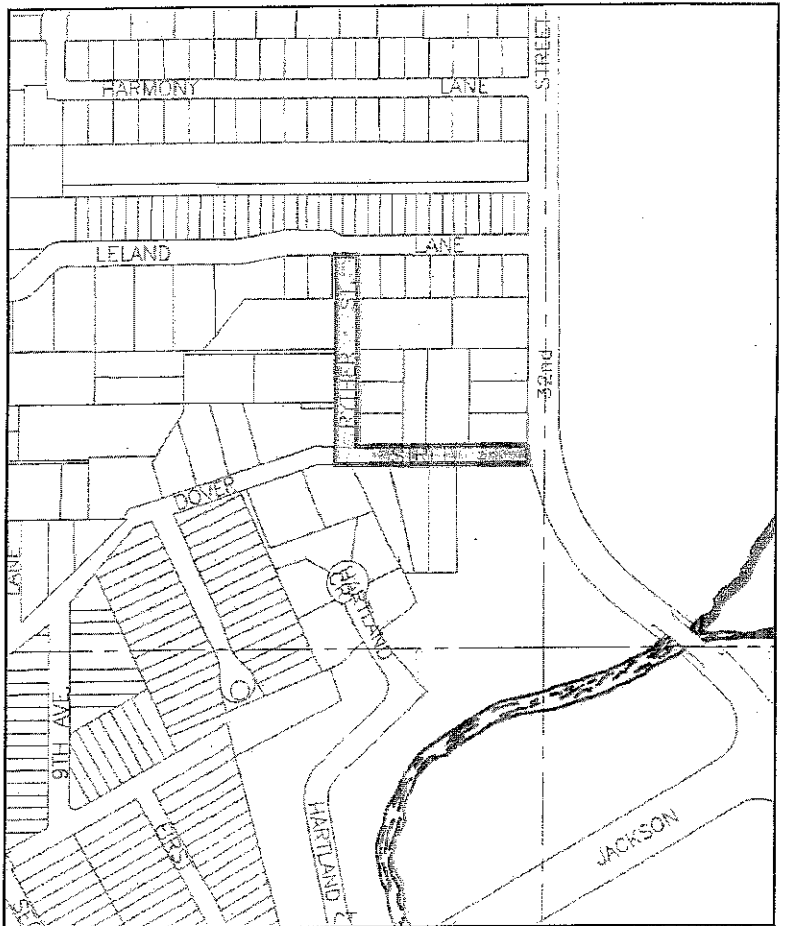
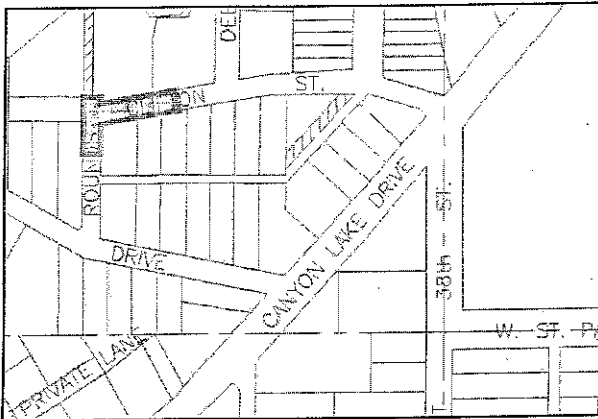


FMG ENGINEERING  
PROJECT LOCATION  
FOR

TWELFTH STREET, FULTON STREET AND  
ALLEY BLOCKS 32 AND 41 BOULEVARD ADDITION  
WATER AND SEWER EXTENSION  
PROJECT No. 14-2154 / CIP No. 50961.4



FMG ENGINEERING  
PROJECT LOCATION  
FOR  
CLIFTON STREET  
AND RYTHER STREET  
AND BLOCK 12 BOULEVARD ADDITION  
WATER AND SEWER EXTENSION  
PROJECT No. 14-2155 & 15-2251 / CIP No. 50961.5 & 51085



FMG ENGINEERING  
PROJECT LOCATION  
FOR  
HARTER ADDITION  
12" WATER MAIN ABANDONMENT  
PROJECT No. 14-2222 / CIP No. 51055

