

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

Project Name & Number: Space Study for City Administration Facility
Project No. 15-2310

CIP #:

Project Description: To provide professional consulting services.

Consultant: TSP

Original Contract Amount: \$73,360.00

Original Contract Date: December 7, 2015

Original Completion Date: May 31, 2016

Addendum No:

Amendment Description:

Current Contract Amount: _____

Current Completion Date: _____

Change Requested: _____


New Contract Amount: _____ \$0.00

New Completion Date: _____

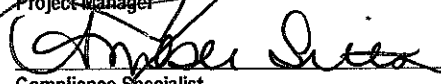
Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$73,360.00	8915	4223	0505	
	Total			

Agreement Review & Approvals



 Project Manager _____ Date 11-24-15



 Compliance Specialist _____ Date 11/24/15

_____ Date _____
 Division Manager

_____ Date _____
 Department Director

_____ Date _____
 City Attorney

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
11/25/15	JD	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Cash Flow		<input type="checkbox"/> Y <input type="checkbox"/> N

**Agreement Between City of Rapid City and TSP for Professional Services for
Space Study for City Administration Facility
Project No. 15-2310**

AGREEMENT made _____, 20____, between the City of Rapid City, SD (City) and TSP, (Engineer), located at 600 Kansas City Street, Rapid City SD 57701. City intends to obtain services for Space Study for City Administration Facility, Project No. 15-2310. The scope of services is as described within this document and as further described in Exhibits A, B and C (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 and C (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.)
- 1.2.3 Conduct a location survey of the Project to the extent deemed necessary to provide adequate site information.
- 1.2.4 Prepare a report presenting the results of the study as outlined in the scope of services.

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 rate schedule described in Exhibit B & C.

5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed \$73,360.00 unless the scope of the project is changed as outlined in Section 4. If expenses exceed the maximum amount, the Engineer shall complete the design 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 May 31, 2016 based on a notice to proceed on or before December 21, 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, 7th 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:

MAYOR

Engineer:

Eric Monroe - Principal
TSP

DATE: _____

DATE: 11/25/2015

ATTEST:

FINANCE OFFICER

Reviewed By:

ROD JOHNSON, PROJECT MANAGER

DATE: _____

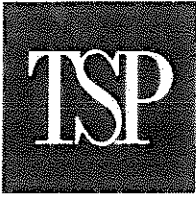
CITY'S DESIGNATED PROJECT
REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED
PROJECT REPRESENTATIVE

NAME Rod Johnson
PHONE 605-394-4154
EMAIL rod.johnson@rcgov.org

NAME Eric Monroe
PHONE 605-343-6102
EMAIL monroeec@teamtsp.com





To Solve. To Excel. Together.

600 Kansas City Street
Rapid City, SD
57702

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www.teamtsp.com

Architecture
Engineering

November 19, 2015

Rod Johnson
Public Works Department
City of Rapid City
300 Sixth Street
Rapid City, SD 57702

Re: Space Study for City Administration Facility
Rapid City, SD
Proposal – Project No. 15-2310
TSP # 03151041

Dear Rod,

Thank you for the opportunity to provide Professional Consulting Services for the Space Study for the City Administration Facility.

Per the RFP dated 9/1/2015, addendum dated, 9/21/2015 and recent conversation with your project team on 10/29/2015 we are excited to provide the following proposal to complete this study.

Scope of Work

We propose the following scope of work will include in general the following items:

1. Identify the City's current and future staffing and programming needs for the facility
2. Provide updated floor plans of the facility. Deliverables to be in both AutoCad 2014/15 format and pdf.
3. Identify inter-department relationships that benefit from adjacencies in the facility. This includes both public and staff benefits.
4. Review of security and safety concerns, both present and future
5. Identify options that could include and consider:
 - a. Expansion of CSAC
 - b. Redistribution of City and School District space
 - c. Other City owned administrative facility and / or leasing opportunities
6. Provide estimated costs for options and any proposed improvements
7. Make recommendations that will allow the City to make the best use of the space for the next 5,10,20, and 30 years
8. Analysis of the parking and pedestrian circulation for the facility
9. Provide a report outlining and detailing this scope of work

We plan to schedule workshop/meetings that will include department representatives, facility management, and other selected individuals that will be considered the Stakeholder Representatives throughout the project. The following tasks have been identified to accomplish the aforementioned goals of the project:

Part 1 Initial Stakeholder Engagement

1. Project goal determination with steering committee
2. Gather existing information

Marshalltown, IA
Marshall, MN
Minneapolis, MN
Rochester, MN
Omaha, NE
Rapid City, SD
Sioux Falls, SD
Sheridan, WY

Part 2 Development of Existing Conditions and Information

1. Field Inventory
2. Department and Misc. Interviews and Meetings
3. Review of Parking/ Pedestrian/ Circulation and Site Development Issues
4. System Evaluation – Mechanical/Electrical/ IT

Part 3 Programming and Evaluation

1. Programming for department spaces/ efficiency / Flexibility analysis
2. Space Programming options 5,10,20,30 years
3. Existing Building Floor Plan Options- Current and Future
4. Other Option Identification and Development / System evaluation for concepts
5. Budget options

Part 4 Presentations of the Study

1. Workshop #1- Kick-off Meeting
2. Workshop #2 - Program Reviews
3. Workshop #3 - Process Concept / Cost Analysis
4. Workshop #4 - Final Concept Review / Open House
5. Final Document Presentation

Workshop #1 will include a kickoff meeting with all stakeholder representatives to outline the overall process and answer or identify any issues that need to be considered in the study

Workshop #2 will occur after Part 2 information has been gathered including department meetings and review of the existing facility condition, opportunities, and constraints.

Workshop #3 will occur after Part 3 and include review and identification of all options and overall budget impacts

Workshop #4 will take input from WS #3 and identify the final concept and options and also include an open house with individuals/ groups / etc. as identified by the Stakeholder Committee

Final Document Presentation – This will present the final document to the Council or other selected groups as determined by the Steering Committee.

The anticipated project schedule is attached.

Exclusions include:

1. Additional in-depth civil engineering / traffic studies for options outside of the initial project site have not been included at this time.
2. Additional workshops if required will be determined at a later time based on input from the stakeholder meetings.
3. Project materials, exhibits, flyers, etc. will be considered a reimbursable expense.
4. It is not anticipated that it will be necessary for FHU to attend any meetings or site visits at this time, if decided later that a trip will be required costs for travel, lodging, and meals will be considered a reimbursable expense.

Based on the above Scope of Work through design and bidding we propose a lump sum fee of \$71,960, not including reimbursable expenses. We have budgeted reimbursable expenses at \$1,400, but these will be billed at actual cost x 1.15

If this proposal meets your expectations, please sign below. Upon notice to proceed we can start immediately to meet the anticipated milestone. Please don't hesitate to contact me with any questions you may have. We are excited to be able to help you with such a project.

Sincerely,



TSP
Robert Morcom, P.E.
Principal



Eric Monroe, AIA
Project Manager

(client)

(date)

CC: TBD

Encl: 2015-11-17 Fee Breakdown
Project Schedule

2015-11-19 City of Rapid City - Administrative Space Study
Study Task List, Fee, and Expense Worksheet

Stage no.	Task	*Total Hours	Total Fee
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(* Total hours shown (and fee) reflect a summary of total discipline hours - A detailed breakdown of hours/fees can be provided upon request)

Part I: Initial Stakeholder Engagement

1	Kick-off Event		
	A. Discussion / Project Goal Determination		
	B. Workshop #1 - Stakeholder Kickoff Meeting (See Part IV)		
	Subtotal Kick-off Event	4	
2	Existing Information		
	A. Key department interviews-5 groups - 2 hrs/group		
	B. Meeting with facility management		
	C. Gather existing floor plans, M/E data, other information		
	Subtotal Existing Information	36	
Subtotal Initial Stakeholder Engagement Hours		40	
Subtotal Cost			\$ 5,460

Part II: Existing Conditions

		Total	Total
1	Field Inventory (subcategories in red)		
	A. Building Floorplan Update		
	B. Building Condition investigation		
	C. Criteria Development		
	D. Security /Safety Issues		
	E. Site condition survey - pavement condition / site issues		
	F. Other City Owned Administrative Facilities		
	Subtotal Field Inventory	80	
2	Department Meetings (subcategories in red)		
	A. Department Demographics		
	B. Interdepartment relationships		
	C. Department Survey		
	D. Security and Safety Concerns		
	E. Preliminary Study Narrative		
	F.		
	Subtotal Market Review	84	
3	Parking / Pedestrian / Circulation Review/Site Development (subcategories in red)		
	A. Vehicle / Parking / Circulation		
	B. Bicycle and Pedestrian Circulation		
	C. Site Development Issues		
	D. Preliminary Study Narrative		
	Subtotal Transportation Review	42	
4	System evaluation (subcategories in red)		
	A. Mechanical Systems		
	B. Electrical Systems		
	C. IT Systems		
	Subtotal Events Review	24	
Subtotal Existing Conditions Hours		230	
Subtotal Cost			\$ 30,980

Part III - Programming and Evaluation

		Total	Total
1	Programming for department spaces/ efficiency / Flexibility analysis		
2	Space Programming options 5,10,20,30 years		
3	Existing Building Floor Plan Options- Current and Future		
4	Other Option Identification and Development / System evaluations for concepts / Parking & Pedestrian Evaluation		
5	Budget options		
6			
	Subtotal Programming, Site Selection, and Evaluation	176	
Subtotal Programming, Site Selection, and Evaluation Hours		176	
Subtotal Cost			\$ 24,300

Part IV - Presentation of Study

		Total	Total
1	Workshop #1- Kick-off Meeting		
2	Workshop #2 - Program Reviews		
3	Workshop #3 Process Concept / Cost Analysis		
4	Workshop #4 Final Concept Review / Open House		
5	Final Document Presentation		
6			
7			
	Subtotal MP Report Development	76	

Subtotal Design Concepts Hours

76

Subtotal Cost

\$ 11,220

Sub-Total Estimate Project Hours

522

Sub-Total Estimated Project Expense:

\$71,960.00

Estimated Reimbursable Expense Allowance

Note: Expenses listed below are estimated and will be billed in addition to the fees defined above. Also, all expenses will be billed at direct cost plus 1.15%

a. General Expense and Reproduction Costs(Budgetary Cost)

Printing/Plots Allowance		\$100.00
Concept Dev Dwgs for Workshop 2,3,4, and final presentation	\$ 100.00	
Copies		\$700.00
General project reproductions	\$ 50.00	
Summary Reports for WS 2,3,4, & Final - \$50/ report per WS	\$ 200.00	
Final Study Report - 30 reports @ \$15/ea	\$ 450.00	
Presentation Boards and Power Point		\$600.00
Board costs and color printing (10 @ 40.00)	\$ 400.00	
Flyers / Pamphlets / Brochures	\$ 200.00	
Misc.(postage,phone,fax,etc.)		
	Subtotal	\$1,400.00

Total Estimated Project Expense Allowance:

(included allowance for 1.15% markup)

\$1,400.00

Additional Expenses (not included):

Additional Presentation and Drawing Issue sets(Reimbursable by owner)

Flyers/Pamphlets/Brochures

Additional rendering and presentation Materials

2015-11-19 City of Rapid City - Administrative Space Study
Study Task List, Fee, and Expense Worksheet

Stage no.	Task	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total Fee
		\$190		\$135	\$140	\$140	\$140	\$140	\$140	\$100	

(* Total hours shown [and fee] reflect a summary of total discipline hours - A detailed breakdown of hours/fees can be provided upon request)

Part I: Initial Stakeholder Engagement	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total
1 Kick-off Event										
A. Discussion / Project Goal Determination	2									
B. Workshop #1 - Stakeholder Kickoff Meeting (See Part IV)	2									
Subtotal Kick-off Event										
2 Existing Information										
A. Key department interviews-5 groups - 2 hrs/group	12									
B. Meeting with facility management	4									
C. Gather existing floor plans, M/E data, other information	2									
Subtotal Existing Information										
Subtotal Initial Stakeholder Engagement Hours	2									
Subtotal Cost	\$380									\$5,460

Part II: Existing Conditions	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total
1 Field Inventory (subcategories in red)										
A. Building Envelope Update	8									
B. Building Condition Investigation	4									
C. Egress Developments	4									
D. Security and Safety Issues	4									
E. Site condition survey - pavement condition / site issues	4									
F. Other City Owned Administrative Facilities	4									
Subtotal Field Inventory	0	24	12	16	16	20	4	0	4	80

2 Department Meetings (subcategories in red)	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total
A. Department Demographics	16									
B. Interdepartment relationships	16									
C. Department Survey	8									
D. Security and Safety Concerns	8									
E. Preliminary Study Narrative	12									
F. Other City Owned Administrative Facilities	4									
Subtotal Market Review	0	60	8	12	16	20	4	0	0	84

3 Parking / Pedestrian / Circulation Review/Site Development (subcategories in red)	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total
A. Vehicle / Parking / Circulation										
B. Bicycle and Pedestrian Circulation										
C. Site Development Issues										
D. Preliminary Study Narrative										
Subtotal Transportation Review	0	0	0	0	0	0	10	16	16	42

4 System evaluation (subcategories in red)	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total
A. Mechanical Systems										
B. Electrical Systems										
C. IT Systems										
Subtotal Existing Conditions Hours	0	0	0	8	16	0	0	0	0	24
Subtotal Cost	\$0	\$4	\$28	\$44	\$24	\$14	\$16	\$20	\$2,000	\$30,980

Part III - Programming and Evaluation	TSP	PM	Arch	Mech	Elec	Struc	Civil	FHU	DW	Total
1 Programming for department spaces/ efficiency / Flexibility analysis										
2 Space Programming options 5,10,20,30 years	16									
3 Existing Building Floor Plan Options- Current and Future	24									
4 Other Options Identification and Development / Systems evaluations for concepts / Parking & Pedestrian Evaluation	4									
5 Budget options	4									
6 Subtotal Programming, Site Selection, and Evaluation	8	84	16	16	16	20	8	20	8	176
Subtotal Programming, Site Selection, and Evaluation Hours	8	84	16	16	16	20	8	20	8	176
Subtotal Cost	\$1,520	\$11,340	\$2,240	\$2,240	\$2,240	\$2,240	\$1,120	\$2,800	\$800	\$24,300

