

**REQUEST FOR PROPOSALS**  
**for**  
**MT. VIEW CEMETERY**  
**IRRIGATION SYSTEM IMPROVEMENTS**  
**PROJECT NO. PR03-1254**

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**PROJECT DESCRIPTION**

The City of Rapid City proposes to construct an automatic irrigation system in the currently non-irrigated areas of the cemetery, to convert the existing irrigation system to an automatic system, and to replace the existing quick couplers with new sprinkler heads.

Additional background information includes a layout of the current irrigation system. The project budget is \$35,000 per year for four years and is funded by CIP (910) Govt. Buildings.

**SCOPE OF SERVICES REQUESTED**

1. PRELIMINARY DESIGN PHASE
  - 1.1. Review the existing layout plan.
  - 1.2. Perform the following planning tasks:
    - Evaluate the ability of converting the existing system to an automatic system.
    - Determine water source for areas that are not irrigated.
  - 1.3. Recommend design concept.
  - 1.4. Prepare preliminary opinion of probable construction cost.
  - 1.5. Prepare preliminary irrigation systems and/or control valves layouts.
  - 1.6. Prepare Preliminary Design and conduct a review meeting with City staff.
2. FINAL DESIGN
  - 2.1. Provide complete plans and specifications for a unit price construction contract.

- 2.2 Coordinate directly with utility companies' engineering divisions to ensure that all existing utilities are completely and accurately located in the field; that pertinent information regarding depth, material, size, etc. are noted on the plans; and that conflicts requiring relocation of utilities or special construction techniques are fully specified in the contract documents.
- 2.3. Provide general sequence of construction requirements in order to insure proper operation of the system considering that the project will need to be constructed in phases.
- 2.4. Provide Detailed Specifications supplementing *City of Rapid City Standard Specifications* as necessary.
- 2.5. Prepare opinion of probable construction cost (engineer's estimate) for the project.
- 2.6. Deliver the following:
  - Construction plans on 22"x34" mylar for printing by the City
  - Construction plans on CD in AutoCAD Release 14 format or newer.
  - All topographic, control, and design points in the .dwg file and in tabular format, both on disk and on a hard copy print-out
  - Complete specifications on disk in Word 97 format for printing by the City
  - A unit price cost estimate on disk in Excel 97 format

### 3. BIDDING PHASE

Provide the following standard bidding phase services:

- *[Attend Prebid Conference]*
- *[Issue addenda to the bid documents if required]*
- *[Review prequalification submittals if required]*
- *[Assist owner in evaluating bids]*

Bid tabs will be prepared by City.

### 4. CONSTRUCTION PHASE

Provide construction management services as negotiated, which may include:

- Attend preconstruction conference and periodic progress meetings

- Review and take action on shop drawings, test results, and other submittals
- Provide construction observation - make periodic site visits at intervals appropriate to the various stages of construction
- Issue statement of substantial completion

## 5. MEETINGS AND SUBMITTALS

### 5.1. Project team members will include:

#### 5.1.1. The consultant

#### 5.1.2. City Engineering Division staff

- Project management
- Design
- Construction coordination

### 5.2. Meetings requiring the Consultant's participation will include:

- Kick-off Meeting
- Preliminary Design Report Presentation and Discussion
- 65% Plans and Specifications Review
- 95% Plans and Specifications Review
- Prebid Conference
- Preconstruction Conference
- Construction Progress Meetings as needed

### 5.3. Submittals required during the design phase include:

- Preliminary Design Report
- 65% Plans and Specifications
- 95% Plans and Specifications
- 100% Plans and Specifications

## **PROJECT SCHEDULE**

|                                |                         |
|--------------------------------|-------------------------|
| Contract Negotiations Complete | <i>August 4, 2003</i>   |
| Notice to Proceed with Design  | <i>August 19, 2003</i>  |
| Preliminary Design Submittal   | <i>October 3, 2003</i>  |
| 100% P&S Submittal             | <i>November 5, 2003</i> |

## **PROPOSAL SUBMISSION**

Please submit two (2) copies of your cost proposal no later than July 31, 2003.