

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

**Date:**

**Project Name & Number:** ATTA Powwow Gardens and Market

**CIP #:**

**Project Description:** Site Study and definition of general scope for Alliance of Tribal Tourism Advocates (ATTA) Powwow Gardens and Market

**Consultant:** Wyss Associates, Inc

**Original Contract Amount:** \$9500

**Original Contract Date:** May 21, 2007

**Original Completion Date:** July 15, 2007

**Amendment Number:**

**Amendment Description:**

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

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

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

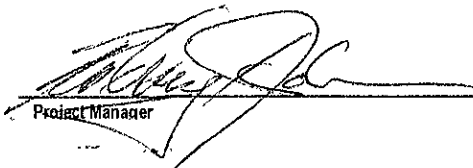
**New Contract Amount:** \_\_\_\_\_ \$0.00

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

**Funding Source This Request:**

Amount	Dept.	Line Item	Fund	Comments
\$9,250.00	132	4223	107	Site Study
\$250.00	132	4223	107	Reimbursables
\$9,500.00	<b>Total</b>			

### Agreement Review & Approvals



5-8-07

Project Manager

Date

Division Manager

Date

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		Y N
Cash Flow		Y N



# Wyss Associates, Inc.

728 Sixth St ▪ Rapid City, SD 57701 ▪ Ph. 605 348.2268 ▪ Fx 605 348.6506 ▪ Email: info@wyssassociates.com ▪ www.wyssassociates.com  
May 7, 2007

Mayor Shaw and City Council Members  
300 Sixth St  
Rapid City, SD 57701

Mayor Shaw and City Council Members:

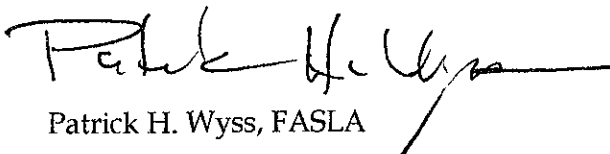
As requested, the following is a proposal to provide a site selection study for the proposed Powwow Gardens and Market in Rapid City, SD. Wyss Associates, Inc. will work closely with the ATTA Organization and the City of Rapid City in preparing this report. Specifically this report will include:

1. Evaluation of up to three separate sites studied concurrently for the outdoor Powwow facility.
2. We will work with ATTA to define the general project scope (short term and long-term).
3. Each site will be evaluated in terms of:
  - a. Overall size to accommodate the proposed facility
  - b. Buildability of the site, such as costs, terrain, property line configuration, soils, vegetation, zoning etc.
  - c. Convenient access to public right-of-ways.
  - d. Land ownership.
  - e. Potential for future expansion
  - f. Other site location items to be determined that could affect the completion of a successful project.
4. We will utilize available existing boundary maps, aerial photos and topographic surveys in displaying the alternate sites.

We will present our preliminary findings to ATTA and the City of Rapid City for input prior to finalizing our recommendations. The report can be completed over a 45 day period from your authorization to proceed. The fee for these services will be a total of \$9,250 plus direct expenses (less than \$250).

Please call me if you have any questions concerning the above proposal.

Sincerely,



Patrick H. Wyss, FASLA

cc: Daphne Richards-Cook, ATTA

Authorization to Proceed:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date