

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

**Date: 5/07/08**

**Project Name & Number:** Universal Drive Reconstruction  
ST08 – 1701

**CIP #:** 50398-1701

**Project Description:** Engineering Services include Preliminary and Final Design, and Bidding Services for CIP No. 50398-1701

**Consultant:** Ferber Engineering

**Original Contract Amount:** \$ 62,340

**Original Contract Date:**

**Original Completion Date:**

**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	Comments
\$62,340.00	8910	4223	Street Funds
\$62,340.00	<b>Total</b>		

### Agreement Review & Approvals

  
 \_\_\_\_\_  
 Project Manager  
 Date: 5/7/08

  
 \_\_\_\_\_  
 Department Director  
 Date: 5-7-08

  
 \_\_\_\_\_  
 Division Manager  
 Date: 5-7-08

\_\_\_\_\_  
 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	5/7/08	JB	CY N
Cash Flow			Y N

**AGREEMENT  
FOR  
PROFESSIONAL SERVICES**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2008, by and between the City of Rapid City, hereinafter called the **OWNER**, and Ferber Engineering Company, Inc., a South Dakota Corporation, hereinafter called the **CONSULTANT**.

**WHEREAS**, the **OWNER** has determined the need to procure professional engineering services for design and bidding services of the **UNIVERSAL DRIVE RECONSTRUCTION - PROJECT ST08-1701, CIP#50398**, as identified herein; and,

**WHEREAS**, the **CONSULTANT** has satisfied the **OWNER** that **CONSULTANT** is capable of providing those services;

**NOW, THEREFORE**, the **OWNER** and **CONSULTANT** in consideration of the payments and agreements herein contained, do hereby agree as follows:

**PROJECT DESCRIPTION**

This **PROJECT** is design and bidding services related to street reconstruction for Universal Drive from Deadwood Avenue northwest to the Rapid City Limits. The total length of the project is approximately 1600 feet.

It is anticipated that improvements may be made in the following areas:

1. Street – Improvements will include a combination of total street reconstruction and overlay the limits of which will be determined during the preliminary design. Driveways will also be evaluated to see if they meet standards, and if substandard driveways can be brought into compliance. Recommendations will be made regarding street geometry, pavement section, intersection locations, approaches, street lighting and signing and striping.
2. Water – There is an existing 12” PVC water main located along the north side of the road. If the water main is found to be located under the proposed street section, it may need to be extended past the reconstructed portion of the road. Future water service needs will be identified and water main corridors/extensions addressed.
3. Sewer - There is an existing 8” PVC sewer located along the north side of the road. Vertical Adjustment to manholes is anticipated. Future sewer service needs will be identified including the potential service area for gravity sewer service.
4. Storm Sewer – The current road utilizes a rural section, with no storm sewer in Universal Drive. The limits of storm drainage improvements will be determined during preliminary design. Recommendations will be made regarding improvements

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which may include modifications to the existing ditch sections and/or installation of storm sewer and inlets.

5. Private Utilities – The consultant will need to coordinate with private utility companies to accommodate any relocation needs. The installation of conduit crossings to accommodate future utilities should be considered.

**ARTICLE I SCOPE OF SERVICES**

A “Notice to Proceed” will be issued for Tasks 1, 2A and 3 and a separate “Notice to Proceed” is required before any work can be done on Task 2B.

**TASK 1 - PRELIMINARY DESIGN SERVICES:**

This task consists of all services necessary to take the project from beginning through the Preliminary Design (35%) submittal stage, and may include the following itemized services.

- 1.1 Kick-off Conference: The consultant shall meet with City staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
- 1.2 Review background information listed in the project RFP, and any other resources as necessary.
- 1.3 Identify substandard driveways, and provide recommendations for bringing driveways into compliance.
- 1.4 Prepare Project Design Report: The consultant shall establish and indicate project specific design criteria and standards within the Project Design Report. The consultant shall submit design assumptions, design life, design criteria, and reference of design resources. The Project Design Report shall evaluate and recommend pavement design; based on a life cycle cost analysis, lane configurations, preliminary horizontal and vertical alignment for utilities, roadways, and other public improvements. Establish pipe sizes, drainage system capacity, complete water quality assessment, etc. Provide justification for the facility and analysis of alternatives. The project’s geotechnical report shall be included within the Project Design Report. Future water and sewer service needs for the adjacent property should be determined.
- 1.5 Perform site surveys sufficient for design plan preparation. The route and topography survey shall be tied to at least two City of Rapid City Monument Control system monuments utilizing State Plane coordinates.
- 1.6 Identify right-of-way (ROW) and easement acquisition needs. Include size and extent of such ROW and easements and contact information of property owners.
- 1.7 Prepare preliminary opinion of probable construction costs for the project.
- 1.8 Consultant will subcontract with American Engineering Testing, Inc. (AET) to conduct a Geotechnical Investigation for the Project. AET will provide a soils report compiling the field collected information, laboratory analyses and recommendations for pavement design.

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- 1.9 Consultant will subcontract with West Plains Engineering, Inc. (WPE) to provide electrical engineering design. WPE will recommend layout and spacing of street lights including conduit location and type and detector loops if necessary. WPE will also prepare estimates of probable construction cost for construction of electrical items.
- 1.10 Submit three (3) copies of the Project Design Report and 35% plans and specifications to City of Rapid City's project manager for review and comment. Plans should include locations of existing and new utilities and street alignment. Show existing utilities locations with probable depths.
- 1.11 Attend submittal review meeting with City staff, if necessary.
- 1.12 Attend Public Works and Council meetings as necessary.
- 1.13 Meet with all affected property owners, on an individual basis, to discuss ROW and easement needs and to discuss project specific issues along their property. Minutes of the meetings will be recorded.

**TASK 2A & 2B - FINAL DESIGN SERVICES:**

Based on the recommendations, the estimated construction costs and review comments provided from the City on the Project Design Report the Consultant will work with the City Project Manager to determine the extent of construction for the Project. Task 2A final design services will be for a total street reconstruct from Deadwood Avenue past the Windmill Truck Stop entrances with an overlay to the Rapid City Limits. Task 2B final design services will be for the additional work to extend the limits of the total street reconstruct past the Pete Lien and Sons access. Both Tasks will consist of all services necessary to take project from Task 1 Preliminary Design Services through the Final Design Services and may include the following itemized services.

- 2.1 Address City comments from the Task 1 City review(s) and finalize Project Design Report,
- 2.2 Assist the City with easement(s) acquisition, and obtain property owner contact information, prepare easement and ROW exhibits as necessary, conduct property owner meetings for easement and ROW acquisition, and document acquisition meetings.
- 2.3 Determine removal limits with approval of City of Rapid City representative.
- 2.4 Incorporate ADA compliance items, for example fillet, driveway and sidewalk improvements,
- 2.5 Incorporate Erosion and Sediment Control items,
- 2.6 Provide two (2) copies of the finalized Project Design Report,
- 2.7 Arrange and conduct a public open house.
- 2.8 Provide two (2) copies of the 100% Submittal. The submittal shall consist of complete plans, specifications, contract documents, and opinion of probable construction cost to the City of Rapid City's project manager for review. The 100% submittal will be made to the City when the consultant believes the plans, specifications, contract documents, and opinion of probable construction cost are 100% complete.
- 2.9 Provide and make 11-6-19 submittal as required.
- 2.10 Address 100% submittal comments as necessary.

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- 2.11 Provide Final plans and specifications for a unit price construction contract. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.
- 2.12 Plans documents shall adhere to current City of Rapid City guidelines. Staking information shall include either of the following formats:

On the Plans

- Station offsets for all items of work requiring field staking.  
In tabular form on a plan sheet (schedule)
  - Coordinates and description of inter-visible control points.
  - Coordinates of all items of work requiring field staking.
  - Benchmark information shall be provided on each sheet.
- 2.13 Provide project layout to include lot lines (front and side) and addresses of all properties (adjacent to construction, or alternatively, in service area).
- 2.14 Provide detailed traffic control plan showing all devices required for a MUTCD compliant plan.
- 2.15 Coordinate directly with utility companies' engineering divisions to ensure that all existing utilities are completely and accurately identified and 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. Preliminary plans shall be provided to the pertinent utilities for comment at the time they are complete.
- 2.16 If desiring exceptions from City requirements or specifications, it is the Consultant's responsibility to request and secure exceptions. Failure by the City to comment on a nonconforming item during a review does not constitute the granting of an exception.
- 2.17 Provide detailed specifications supplementing the City of Rapid City Standard Specifications, as necessary. Typically project drawing specific issues should be indicated as a General Note on the drawings. Material types and material specific items would be included as a detailed specification.
- 2.18 Prepare any and all permits with exhibits required for the City.
- 2.19 Identify permits that will be required for the Contractor.
- 2.20 Prepare final "Engineer's Estimate" of probable construction cost for the project.
- 2.21 Deliver the following:
- Provide five (5) copies of bid documents including complete plans, specifications, contract documents, and Engineer's Estimate of probable construction cost to the City of Rapid City's project manager for City distribution.
  - Provide complete plans on CD compatible with AutoCAD Release 2006 format.
    - Provide all topographic, control, and design points in the .dwg file and in tabular format, both on CD and on hard copy printout.
  - Provide complete specifications and contract documents on CD in Microsoft Word XP or previous versions.
  - Provide a unit price cost estimate on CD in Microsoft Excel XP or previous version on the City of Rapid City "Engineer's Estimate" form.

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- o Provide Engineer's Estimate of probable construction costs as a component of this submittal.
- 2.22 All submittals (drawings and specifications) believed by the Engineer of Record to be a final, shall contain a Certification Statement of Conformance with City Standards which shall read, "I (insert Engineer of Record's name) Certify that I have read and understand the provisions contained in the City of Rapid City Standard Specifications for Public Works Construction, current edition and the City of Rapid City's adopted Design Criteria Manuals. The drawings and specifications contained here within, to the best of my knowledge, were prepared in accordance with these documents". This statement shall appear on the title sheet of the drawings and on the first page of specifications after the cover sheet. The "Certification Statement of Conformance with City Specifications" shall be signed and dated by the Engineer of Record.
- 2.23 If needed, the Consultant shall submit plans and specifications to Department of Environment and Natural Resources for approval, and shall address any comments or corrections required.

**TASK 3 – BIDDING SERVICES:**

This task consists of all services necessary for the administration of the Bidding Services of the project, and may include the following itemized services.

- 3.1 Submit sufficient information to the City of Rapid City project manager for completion of City Advertising Authority form.
- 3.2 Print and issue plans and specifications to bidders, and five (5) copies to the City of Rapid City, refer to "Deliverable" above in Task 2. Maintain a plan holders list.
- 3.3 Print and distribute five (5) copies plans/ drawings to the City of Rapid City at 11" x 17" scale for construction services personnel.
- 3.4 Arrange and conduct a Pre-bid Conference. Record attendance and minutes. Distribute copies to all attendees.
- 3.5 Issue addenda to the bid documents as required.
- 3.6 Attend the bid opening (to be held at the City Finance Office).
- 3.7 Attend Public Works Committee and Council Meetings as required.
- 3.8 Prepare the Bid Tab in City of Rapid City Microsoft Excel project book format and submit electronic Bid Tab and a printed hard copy to Engineering Services within one (1) working day of the bid opening. Forward a copy of the final bid tab to all bidders and project manager.
- 3.9 Present award recommendation to City of Rapid City project manager.

**ARTICLE II OWNERS RESPONSIBILITY**

Except as otherwise provided herein, **OWNER** shall do the following in a timely manner so as not to delay the services of **CONSULTANT**, and shall bear all costs incident thereto:

- 2.1 Designate a person to act as **OWNER'S** representative with respect to the services to be performed or furnished by **CONSULTANT** under this Agreement.

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- 2.2 Provide all criteria and full information as to **OWNER'S** requirements for the **PROJECT**, including design objectives and constraints, capacity and performance requirements, and any budgetary limitations.
- 2.3 Assist **CONSULTANT** by placing at **CONSULTANT'S** disposal all available information pertinent to the **PROJECT** including previous design reports and any other data relative to design or construction of the **PROJECT**.

**ARTICLE III TIMES FOR RENDERING SERVICES**

**CONSULTANT'S** services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the **PROJECT**. Unless specific periods of time or specific dates for providing services are specified in this Agreement, **CONSULTANT'S** obligation to render services hereunder will extend for a period which may reasonably be required for the preparation of the Plans and Bidding Documents, including extra work and required extensions thereto.

SCHEDULE

- 3.1 The **CONSULTANT** will complete Preliminary Design Submittal by June 28, 2008.
- 3.2 The **CONSULTANT** will complete Final Plans, Specifications, and Contract Documents by August 6, 2008.
- 3.3 The **CONSULTANT** will complete the preparation of Bid Documents for an anticipated bid opening of August 26, 2008.

**ARTICLE IV PAYMENTS TO CONSULTANT FOR SERVICES**

- 4.1 **OWNER** shall pay to **CONSULTANT** for services performed in accordance with **ARTICLE I** on a per-diem basis in accordance with the attached Exhibit A, the **CONSULTANTS** hourly rates.
- 4.2 In addition to payments provided for in paragraph 4.1, **OWNER** shall pay **CONSULTANT** for Reimbursable Expenses incurred by **CONSULTANT** including mileage at the rates identified in Exhibit A.
- 4.3 The **CONSULTANT** will invoice the **OWNER** monthly for the services provided. Net payment for these services is due within thirty (30) days.
- 4.4 The maximum estimated fee for Article I, Tasks 1, 2A and 3, is **\$58,134**. The maximum estimated fee for Article I Task 2B is **\$4,206**. The maximum estimated fee for Article I Tasks 1, 2A, 2B and 3 is **\$62,340**.

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4.5 The **CONSULTANT** will not exceed the amounts in paragraphs 4.4 without prior authorization by the **OWNER**.

**ARTICLE V ADDITIONAL SERVICES**

5.1 If additional services beyond those contained in the scope of services must be performed, this agreement will be amended to identify the change in scope and the compensation due to the **CONSULTANT**.

**ARTICLE VI OPINIONS OF COST**

6.1 **CONSULTANT'S** opinions of probable Construction Cost provided for herein are to be made on the basis of **CONSULTANT'S** experience and qualifications and represent **CONSULTANT'S** best judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, since **CONSULTANT** has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractors methods of determining prices or over competitive bidding or market conditions, **CONSULTANT** cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by **CONSULTANT**.

**ARTICLE VII GENERAL TERMS AND CONDITIONS**

- 7.1 All services will be performed in accordance with the **CONSULTANT'S GENERAL TERMS AND CONDITIONS-RAPID CITY**, dated May 6, 2008 which are attached hereto and incorporated into this agreement by reference.
- 7.2 This Agreement represents the entire and integrated agreement between the **OWNER** and the **CONSULTANT** covering the services set forth herein and supersedes any prior negotiations, representations, or agreements therefore, either written or oral. This Agreement may be amended only by written instrument signed by both the **OWNER** and the **CONSULTANT**.



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

THE CITY OF RAPID CITY, SOUTH DAKOTA

\_\_\_\_\_  
Alan Hanks, Mayor

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_  
James F. Preston  
Finance Officer

FERBER ENGINEERING COMPANY, INC.

BY: \_\_\_\_\_  
Dan P. Ferber, President

Date: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS- RAPID CITY

1. Ferber Engineering Company, Inc., herein referred to as FEC, will bill the Client monthly with net payment due in thirty (30) days. In addition, FEC may, after giving seven (7) days notice, suspend service under any agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.
2. The stated fees and scope of services constitute our best estimate of the fees and tasks required to perform the services as defined. This agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. 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. FEC will promptly inform the Client in writing of such situations so that changes in this agreement can be renegotiated.
3. Costs and schedule commitments shall be subject to renegotiation for delays caused by the Client's failure to provide specified facilities or information or for delays caused by 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 or regulations of any governmental agency. 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. FEC will maintain insurance coverage for: Workers Compensation, General Liability, Professional Liability, and Automobile Liability. FEC shall at all times during the term of this Agreement maintain its General Liability insurance with a minimum of a One Million Dollar (\$1,000,000) limit per occurrence or equivalent. FEC shall furnish the Client with a certificate of insurance acceptable to the Client. Such certificate shall be attached hereto and incorporated herein along with a statement generally describing the coverage therein contained. Said insurance shall name the City of Rapid City as an additional insured.
5. It is acknowledged by both parties that FEC's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event FEC or any other party encounters asbestos or toxic materials 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 FEC's services, FEC may, at their option and without liability for consequential or any other damages, suspend performance of services on the project until the Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate, and or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.
6. The Client agrees to provide such legal, accounting, and insurance counseling services as may be required for the project.
7. Termination of this agreement by the Client or FEC shall be effective upon seven (7) days written notice to the other party. The written notice shall include the reasons and details for termination. FEC will prepare a final invoice showing all charges incurred through the date of the termination. Payment is due as stated in Paragraph 1. If the Client violates any of the agreements entered into between FEC and the Client or if the Client fails to carry out any of the duties contained in these terms and conditions, FEC may upon seven (7) days written notice, suspend services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of FEC. If FEC violates any of the agreements entered into between the Client and FEC or if FEC fails to carry out any of the duties contained in these terms and conditions, Client may upon seven (7) days written notice, suspend payment without further obligation or liability to FEC unless, within such seven (7) day period, FEC remedies such violation to the reasonable satisfaction of the Client.
8. All documents including Drawings and Specifications provided or furnished by FEC pursuant to this Agreement are instruments of service in respect of the Project and FEC shall retain an ownership therein. Reuse of any documents pertaining to this project by the Client on extensions of this project or on any other project shall be at the Client's risk. The Client agrees to defend, indemnify, and hold harmless FEC from all claims, damages, and expenses including attorney's fees arising out of such reuse of the documents by the Client or by others acting through the Client.
9. FEC will endeavor to provide all services in accordance with generally accepted professional practices. FEC will not provide or offer to provide services inconsistent with or contrary to such practices nor make any warranty or guarantee, expressed or implied, nor to have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, FEC will not accept those terms and conditions offered by the Client in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgement of receipt of the actual

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performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. FEC intends to serve as the Client's professional representative for those services as defined in this agreement and to provide advice and consultation to the Client as a professional. Any opinions of probable project cost, approvals, and other decisions made by FEC for the Client are rendered on the basis of experience and qualifications and represent FEC's professional judgment.
11. This agreement shall not be construed as giving FEC 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.
12. The parties agree that the terms of this Agreement shall be governed by the laws of the State of South Dakota. In the event of any conflict of laws, the law of the State of South Dakota shall be controlling. Any legal action arising out of or relating to this agreement shall be brought only in the Circuit Court of the State of South Dakota, Seventh Judicial Circuit, located in Rapid City, Pennington County, South Dakota.
13. In the event that any section(s), or provision(s) of this Agreement is declared invalid for any reason whatsoever by any competent court, such invalidity shall not affect any other section(s) or provision(s) of this Agreement if it can be given effect without the invalid section(s) or provision(s).

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**EXHIBIT A**

**2008 SCHEDULE OF CHARGES**

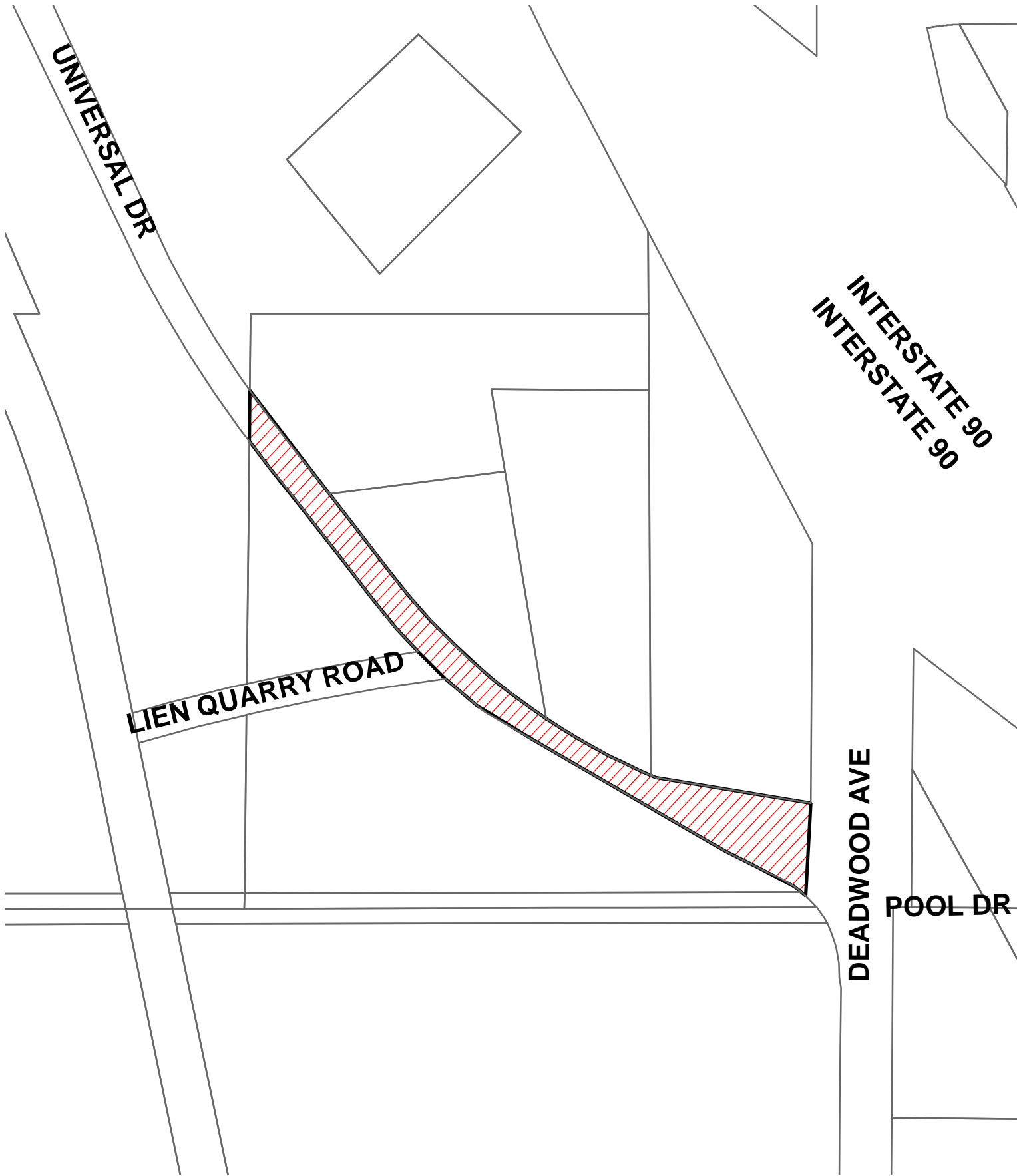
<b><u>EMPLOYEE CLASSIFICATION</u></b>	<b><u>HOURLY RATE</u></b>
Principal-In-Charge	\$110.00
Registered Land Surveyor	\$110.00
Registered Professional Engineer	\$100.00
Graduate Engineer III	\$65.00
Graduate Engineer II	\$60.00
Senior Technician II	\$65.00
Senior Technician I	\$60.00
Technician	\$45.00
Survey Crew 2-Man	\$90.00
Drafter	\$60.00
Clerical	\$50.00
Mileage	\$ .505
GPS Survey	\$20.00 + Tech*
*Tech includes hourly rate of employee plus expenses	

**PRINTING CHARGES**

Bond	\$ .20/sq ft
Vellum	\$ .30/sq ft
Mylar	\$ .50/sq ft
Clear Film	\$ .50/sq ft
Photocopies, 8 1/2" x 11" (BW)	\$ .10
Photocopies, 8 1/2" x 11" (Color)	\$ .50
Binding (up to 1")	\$ 2.00



# EXHIBIT "A"



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