

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

Date: September 20, 2010

Project Name & Number: Downtown Area Improvement Project – 6th Street, Omaha Street to Kansas City Street ST10-1817 CIP #: 50138
 Project Description: To provide construction administration services.

Consultant: FourFront Design, Inc.

Original Contract Amount: \$52,462.00	Original Contract Date: October 5, 2010	Original Completion Date: 90 Days after Construction Completion
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Addendum No:
 Amendment Description:

Current Contract Amount: \$52,462.00	Current Completion Date: _____
Change Requested: _____	
New Contract Amount: \$52,462.00	New Completion Date: _____

Funding Source This Request:

\$2,660.00	135	4223	107	
\$12,450.50	833	4223	604	
\$12,450.50	933	4223	602	
\$12,450.50	8910	4223	505	
\$12,450.50	811 8910	4223	505	
\$52,462.00	TOTAL			

Agreement Review & Approvals

Handwritten Signature _____ 9/22/10
 Project Manager Date

Handwritten Signature _____ 9/22/10
 Compliance Specialist Date

 City Attorney Date

Handwritten Signature _____ 9-22-10
 Division Manager Date

Handwritten Signature _____ 9-22-10
 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
9/22/10	[Signature]	(Y) N
Cash Flow		(Y) N

**Agreement Between City of Rapid City and FourFront Design, Inc.
for Professional Services for Downtown Area Improvement Project – 6th Street
from Omaha Street to Kansas City Street, Project No. ST10-1817 / CIP No. 50138**

AGREEMENT made October 5, 2010, between the City of Rapid City, SD (City) and FourFront Design, Inc., (Engineer), located at 517 Seventh Street, Rapid City, SD 57701. City intends to obtain construction administration services for Downtown Area Improvement Project – 6th Street from Omaha Street to Kansas City Street, Project No. ST10-1817 / CIP No. 50138. The scope of services is as described in Exhibits A and B.

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project as defined in Exhibits A and B, 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.



1.2 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 Exhibits A and B.)

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 be paid for any authorized, necessary 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 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 by agreement or otherwise. In such case, the Engineer shall be liable to the City for any additional cost occasioned thereby.



- 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.
- 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 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. 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 rate schedule. (See Exhibit C.)



5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed \$52,462.00 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 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.

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 at the rates 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 the construction contract is complete.

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, in the amount of \$1,000,000 each occurrence and \$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:

Engineer:

MAYOR

FOURFRONT DESIGN, INC.

DATE: _____

DATE: _____

ATTEST:

FINANCE OFFICER

Reviewed By:

KLARE SCHROEDER, PROJECT MANAGER

DATE: _____



EXHIBIT "A"

A.1 Personnel Effort - Tasks 4 & 5

PROJECT: CONSTRUCTION ADMINISTRATION FOR SIXTH STREET RECONSTRUCTION PROJECT
 No.: Project #ST10-1817 CIP# 50138
 By: FourFront Design, Inc.
 Date: 9/20/2010

CONSTRUCTION ADMINISTRATION FOR SIXTH STREET RECONSTRUCTION PROJECT

Number	PHASE Construction Phase	Total Costs
TASK 4 – BASIC CONSTRUCTION SERVICES		
1	Questions/Clarifications/Field Directives	\$9,310.50
2	Review Shop Drawings and Contractor Submittals	\$12,941.00
3	“As-Built” Drawings and Specifications	\$7,129.00
TASK #4 TOTAL COST		\$29,380.50
TASK 5 – EXPANDED CONSTRUCTION SERVICES		
1	Attend Progress Meetings (every other one, as required)	\$3,520.00
2	Misc. Coordination Meetings (estimated 4)	\$1,999.50
3	Field Observation as Designer-of-Record (approx. 4)	\$4,397.00
4	Formulate RFPs and Change Orders	\$7,919.50
5	Final Inspections and Close-out Functions	\$5,245.50
TASK #5 TOTAL COST		\$23,081.50

CONSTRUCTION ADMINISTRATION FOR SIXTH STREET RECONSTRUCTION PROJECT
 TASKS 4 AND 5 = \$52,462.00

EXHIBIT "B"

- B.1 Project Description
- B.2 Scope of Services Summary
- B.3 Scope of Services Requested
- B.4 Consultants Schedule
- B.5 Payments to the Engineer for Service

B.1 PROJECT DESCRIPTION

Original Project Description: The Downtown Improvement Project – Sixth Street from Omaha Street to Kansas City Street (ST10-1817 CIP #50138) consists of complete re-construction of Sixth Street from Omaha Street to Kansas City Street, including demolition, replacement of water mains, replacement and additions to storm sewer, minor sanitary sewer repairs, water and sewer service tie-ins or replacements, boring utilities beneath railroad tracks, new light poles and fixtures, grading, complete replacement of sidewalks, curb and gutter, street with PCC pavement, striping and signage, and associated streetscaping and landscaping. The project does not include construction in any intersection except limited tie-ins of utilities. There is no street signalization included in this project.

The project extends the full ROW width of Sixth Street. Existing basement encroachments beneath sidewalks will be infilled or upgraded to current safety standard. Sidewalks will be removed and replaced up to property boundaries. In some cases, thresholds into business entrances will be demolished, re-graded and replaced.

B.2 SCOPE OF SERVICES SUMMARY

The professional services to be provided will include Tasks 4 and 5:

Under this Contract

Task 4 – Basic Construction Services

Task 5 – Expanded Construction Services

B.3 SCOPE OF SERVICES REQUESTED

The Scope of Services as Requested will include Tasks 4 and 5. Each of the Tasks are outlined below.

The professional services to be rendered under this contract will include Task 4 and 5 as outlined below, unless indicated otherwise.

TASK 4 – BASIC CONSTRUCTION SERVICES:

This task consists of services necessary for the Limited Administration of the Basic Construction Services of the project construction stage, and includes the following itemized services.

- 4.1 Provide written clarification regarding drawing and specification questions.
- 4.2 Provide recommendations to address changes or unknown conditions that may appear during construction.
- 4.3 Review and take action on shop drawings, product submittals, test results, and other submittals.
- 4.4 Prepare “As-Built” plans and specifications. “As-Built” plans and specifications shall be submitted as a hard copy and on CD compatible with AutoCAD Release 2006 format. Submit to Engineering Services within 30 days of project completion.

TASK 5 – EXPANDED CONSTRUCTION SERVICES:

This task consists of services necessary for the administration of the Expanded Construction Services of the project construction stage, and includes the following itemized services.

FourFront Design, Inc. and their design subconsultants will provide limited expanded construction services to the City of Rapid City, including the following:

- 5.1 Attend progress meetings (every other one, as required).
- 5.2 Attend miscellaneous coordination meetings (estimated 4).
- 5.3 Provide site observation and submit field observation reports as designers of record (approximately 4 per design professional).
- 5.4 Formulate RFPs and Change Orders as needed.
- 5.5 Participate in final inspections and close out functions.

B.4 CONSULTANT SCHEDULE

The Consultants services shall be 90 days following contract completion date of July 2, 2011.

Note that the Engineer has no final control over the Contractors final completion deadline. Should the Contractor fail to meet the scheduled completion milestone, and the project extends beyond the completion milestone, the Engineer will amend the contract to correspond with the revised completion dates.

B.5 PAYMENTS TO THE ENGINEER FOR SERVICE

For the Engineering services performed by the ENGINEER under the Agreement, and as full compensation therefore, and for all expenditures made and all expenses incurred by the Consultant in connection with the Agreement, except as otherwise expressly provided herein, subject to and in conformance with all provisions of the Agreement, the OWNER will pay the ENGINEER as follows:

For the Engineering services described in Section B.3, the OWNER will pay the ENGINEER in accordance with the provisions of "Exhibit C". The services will be billed on a monthly basis. The task subtotals and total fee will vary depending on the actual work performed and conditions.

The estimated fees for the services outlined in Section B.3 are as follows:

<u>TASK NUMBER</u>	
TASK #4	\$29,380.50
TASK #5	\$23,081.50
SUBTOTAL	\$52,462.00

TOTAL ESTIMATED PROJECT FEES = \$52,462.00

The "Total Estimated Project Fee" is a maximum not to exceed value based upon the Contractor meeting the scheduled Completion Milestones. The actual amount billed per Task Number may be more or less than indicated in the preceding Table.

Total project fees will not exceed the estimated fee without justification from the Consultant and prior approval of the City of Rapid City.

For additional services rendered, the OWNER will pay the Engineer on the basis of the Engineer's standard hourly rates.

EXHIBIT "C"

Effective Labor Rates

EXHIBIT "C"
EFFECTIVE LABOR RATES

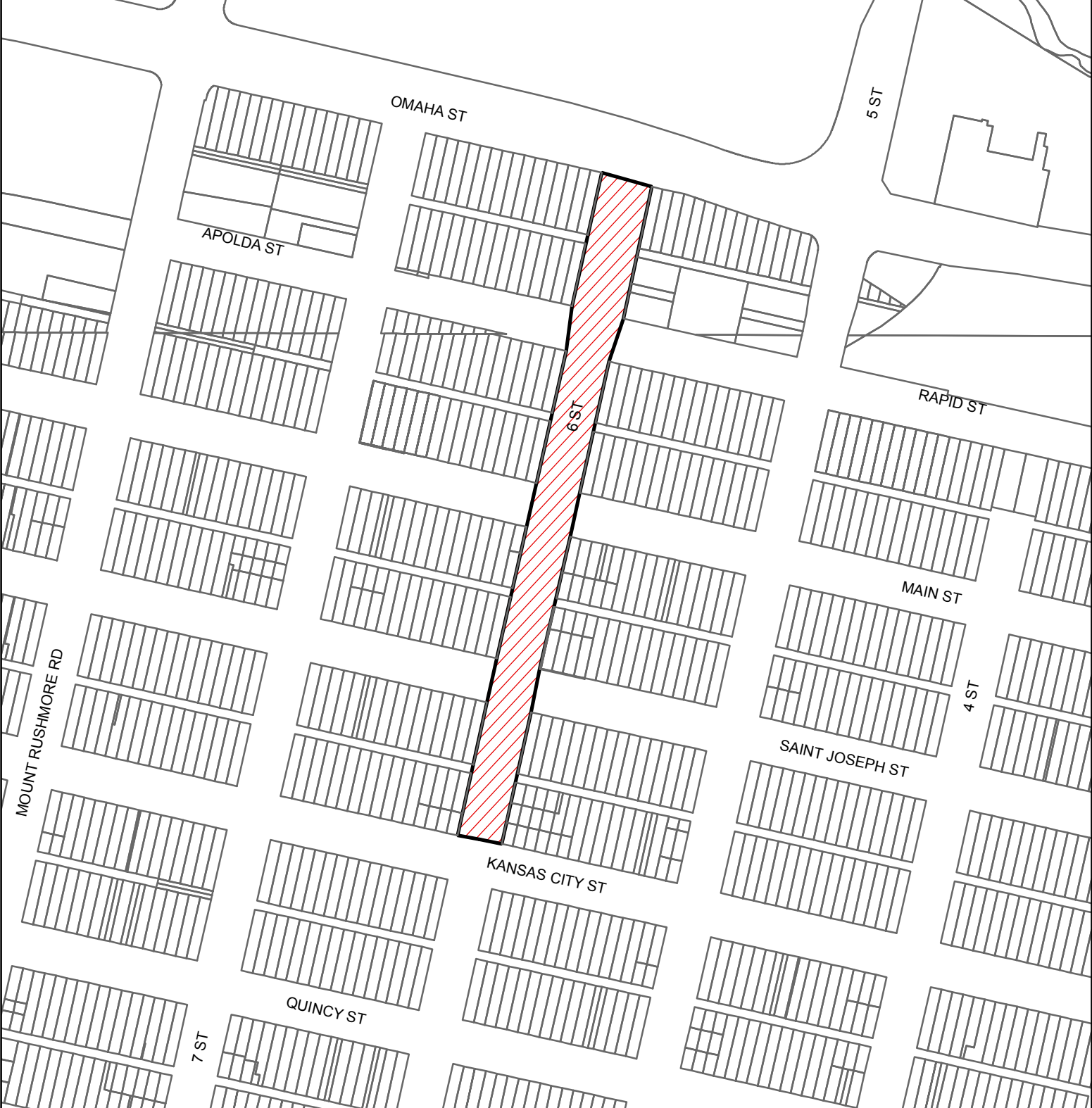
FourFront Design, Inc.
2010 Hourly Fee Schedule and Reimbursable Costs

FourFront Design Staff:	Hourly Rate:
Principal	\$168.25
Sr. Project Architect/Engineer/Project Manager	\$150.00
Department/Program Manager	\$132.50
GIS Manager	\$112.50
Architect/Engineer/Project Manager	\$110.00
IT Manager	\$98.50
Admin/Acct Manager	\$95.00
CADD Manager	\$77.50
Architect/Engineer/Landscape Architect (In Training)	\$72.50
Arch/Eng/BIM Tech	\$63.50
Project Manager Assistant/Specs	\$60.00
Interior Designer	\$55.00
CADD/GIS Technician	\$55.00
Executive Assistant/HR	\$50.00
Design Intern	\$50.00
Clerical	\$42.50
Construction Observer 1 (PE/A)	\$90.00
Construction Observer 2	\$65.00
 Outside Consultants:	 Cost + 15%
 Reimbursable Expenses:	
Automobile Mileage	\$0.50/mile automobile/pickup
Long Distance Telephone Calls	Cost
Faxes	\$0.22/each
Data Expense (Records, Maps, etc.)	Cost
Plotting	\$1.00/sq. ft.
Black & White Prints	\$0.40/sq. ft.
Blue Prints	\$0.30/sq. ft.
	\$0.12/page (BW) \$0.85/page
Photocopies	(Color)
Photographs	\$1.00/each (Prints)
Lodging	Cost
Per Diem	\$36 day/person
Other:	Cost + 10%

(Subject to change periodically)

EXHIBIT "A"

SCALE 1" = 300'



**DOWNTOWN STREET IMPROVEMENTS-PHASE 2
OMAHA STREET TO KANSAS CITY STREET
PROJECT NO. ST10-1817**

CIP NO. 50138