

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

Date: August 6, 2012

Project Name & Number: Arrowhead Drainage Basin Detention Cells 200 & 201 Maintenance **CIP #:** 50786
Project No. DR12-2037

Project Description: To provide professional engineering services.

Consultant: Sperlich Consulting, Inc.

Original Contract Amount: \$24,897.50 **Original Contract Date:** August 6, 2012 **Original Completion Date:** December 30, 2012

Addendum No:

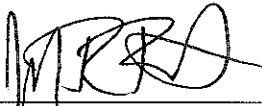
Amendment Description:

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
\$24,897.50	8911	4223	505	
	Total			

Agreement Review & Approvals

 _____ 7-24-12
Project Manager Date

 _____ 7-25-12
Division Manager Date

 _____ 7/24/12
Compliance Specialist Date

 _____ 7-25-12
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	7/25/12	[Signature]	(Y) N
Cash Flow			(Y) N

**Agreement Between City of Rapid City and Sperlich Consulting, Inc.
for Professional Services for Arrowhead Drainage Basin Detention Cells AH200 &
AH201 Maintenance, Project No. DR12-2037 / CIP No. 50786**

AGREEMENT made August _____, 2012 between the City of Rapid City, SD (City) and Sperlich Consulting, Inc.,(Engineer), located at 821 Columbus Street, Rapid City, 57701. City intends to obtain services for Arrowhead Drainage Basin Detention Cells AH200 & AH201 Maintenance, Project No. DR12-2037, CIP No. 50786. 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.)
- 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 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 \$24,897.50 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 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 December 30, 2012 based on an award date of August 6, 2012.

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:

Engineer:

MAYOR

Kale H. McNaboe

Sperlich Consulting, Inc.

DATE: _____

DATE: 7-24-12

ATTEST:

FINANCE OFFICER

Reviewed By:

Mary Bosworth

Mary Bosworth, PROJECT MANAGER

DATE: 7-24-12

CITY'S DESIGNATED PROJECT REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED PROJECT REPRESENTATIVE

NAME Mary Bosworth, PE
PHONE 605- 394-4154
EMAIL ADDRESS mary.bosworth@rcgov.org

NAME Kale McNaboe, PE
PHONE 605-721-4040
EMAILADDRESS kale.mcnaboe@sperlichconsulting.com



Exhibit A
Scope of Services for
Arrowhead Drainage Basin Detention Cells AH200 & AH201 Maintenance
PROJECT NO. DR12-2037 / CIP 50786

PROJECT LOCATION AND DESCRIPTION:

The Arrowhead Drainage Basin is located in southwest Rapid City and Arrowhead Drainage Basin Detention Cells AH200 and AH201 are generally located west of Sheridan Lake Road and north of Country Club Drive. The detention cells are located in the front yard of residents located at 2616 and 2710 Country Club Drive. See attached Vicinity Map. The consultant will provide services related to design plans, including the “means and methods” to be used by the contractor, for the removal of sediment and debris from the detention ponds. The ponds have shallow “permanent” pools and by-pass pumping will need to be addressed as part of the plans.

BACKGROUND:

Background information includes Arrowhead Drainage Basin Design Plan (1991), City of Rapid City GIS maps, City of Rapid City benchmark data, City of Rapid City water, sanitary sewer and storm sewer maps, the City of Rapid City historical bid tabulation/cost data, and plans of existing facilities.

DESIGN CRITERIA:

Design criteria for the projects shall include the current edition of the following items: City of Rapid City Design Criteria manuals; City of Rapid City Standard Specifications; City of Rapid City Drafting Standards; South Dakota Department of Environmental Resources Standards; and Ten States Standards as adopted and supplemented by SDDENR. Conflicts between design criteria documents shall be resolved in favor of the more stringent requirement. Other documents and references may be proposed for use and requires written concurrence by the Project manager and may require “Exceptions” per City exception process.

CONSULTANT SCHEDULE:

Notice to Proceed with Design	August 7, 2012
Final Plans, Specifications, and Contract	September 21, 2012
Project Bid Opening Date	October 9, 2012
Project 100% Construction Complete	December 30, 2012

SCOPE OF SERVICES:

TASK 1 - PRELIMINARY DESIGN SERVICES:

This task consists of all services necessary to take the project from beginning through the Preliminary Design submittal stage, and includes 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 and any other resources as necessary.
- 1.3 Perform site surveys sufficient for design plan preparation. The topography survey shall be tied to at least two City of Rapid City Monument Control system monuments utilizing State Plane coordinates.
- 1.4 Identify temporary construction easements acquisition needs. Include size and extent of such easements and contact information of property owners.
- 1.5 Prepare preliminary opinion of probable construction costs for the project.
- 1.6 Prepare preliminary plan sheets evaluating the required pond maintenance.
- 1.7 Prepare preliminary design report evaluating and recommending 'Means and Methods' to be used by the contractor to complete the pond maintenance. Report shall include, at a minimum, by-pass pumping and erosion and sediment control methods.
- 1.8 **Preliminary Submittal**
 - Provide 3 copies of the preliminary plan sheets and design report. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.
 - Provide 1 copy of the preliminary opinion of probable construction costs for the project.
 - Attend preliminary submittal review meeting with City staff, if necessary.

TASK 2 - FINAL DESIGN SERVICES:

This task consists of all services necessary to take project from Task 1 Preliminary Design Services through the Final Design Services, and includes the following itemized services:

- 2.1 Address City comments from the preliminary submittal review.
- 2.2 Prepare easement and ROW exhibits as necessary.
- 2.3 Prepare Erosion and Sediment Control plan. Provide a complete stormwater pollution prevention narrative which will include detailed erosion and sediment control measures and specifications. Provide a complete erosion and sediment control site plan which includes station and offset locations for each implemented measure. Include both temporary and permanent erosion and sediment control measures. Include an erosion and sediment control sequence of implementation and phasing schedule. Each erosion control item shall be bid separately. The consultant shall prepare project supplemental specifications for erosion and sediment control devices in accordance with City of Rapid City Standard Specification format.
- 2.4 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.
- 2.5 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.
- 2.6 **95% Submittal**
 - Provide 3 copies of complete plans, specifications, and opinion of probable construction cost. The 95% 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.
- 2.7 Address 95% submittal City comments as necessary for final submittal.
- 2.8 Provide any and all permits with exhibits required for the project that require City signatures.
- 2.9 Identify permits that will be required for the Contractor.
- 2.10 **Final Submittal**

Deliver the following:

- Provide one (1) copy and a PDF version of bid documents including complete plans, specifications, 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 2008 or newer 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.
 - Provide Engineer's Estimate of probable construction costs as a component of this submittal.

- 2.11 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 or a properly executed exception to the Standard Specifications and/or Infrastructure Design Criteria Manual has been secured ". 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.

TASK 3 – BIDDING SERVICES:

This task consists of all services necessary for the administration of the Bidding Services of the project, and includes the following itemized services:

- 3.1 Attend a Pre-bid Conference. Record attendance and minutes. Distribute copies to all attendees.
- 3.2 Issue addenda to the bid documents as required.
- 3.3 Review Bidder's Proposals and review and sign the City Engineering Services prepared Bid Tab and Award Summary.
- 3.4 Review construction contract documents and other submittals from the contractor and submit to City of Rapid City project manager for distribution to City Attorney's for approval and signatures of the Mayor and Finance Officer.

TASK 4 – BASIC CONSTRUCTION SERVICES:

This task consists of all services necessary for the administration of the Basic Construction Services of the project construction stage, and includes the following itemized services:

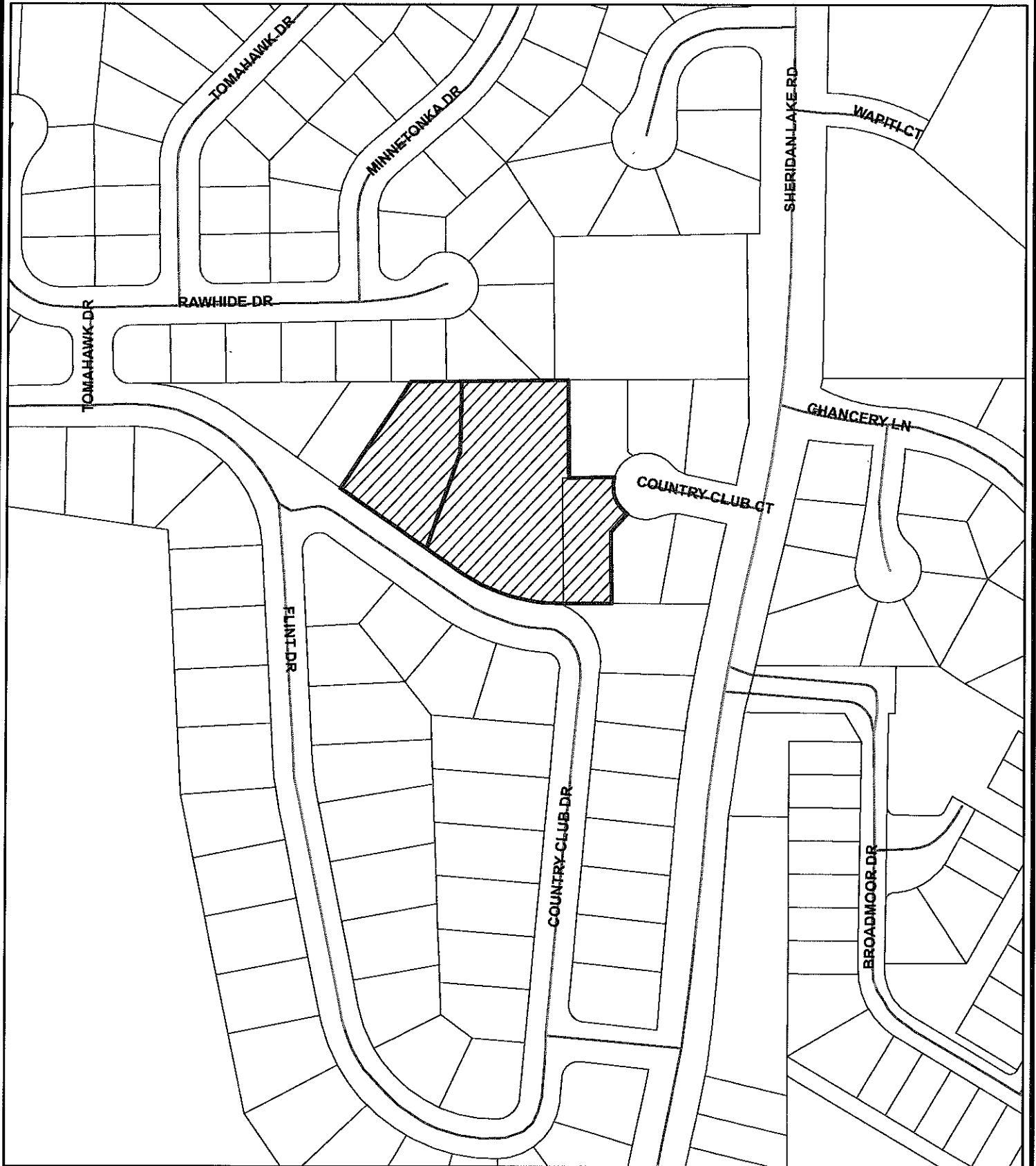
- 4.1 Prepare Notice to Proceed for City of Rapid City project manager signature and distribution to contractor for execution.
- 4.2 Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees. An example of an agenda is enclosed as Attachment Six for your information.
- 4.3 Provide written clarification regarding drawing and specification questions.

- 4.4 Provide recommendations to address changed or unknown conditions that may appear during construction.
- 4.5 Review and take action on shop drawings, product submittals, test results, and other submittals.
- 4.6 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 2008 or newer format. Submit to Engineering Services within 30 days of project completion. In the event that the City did not issue a “Notice to Proceed” for Task 5 services, then the City shall forward construction record documents for preparing the “As-Built” plans and specifications.

TASK 5 – EXPANDED CONSTRUCTION SERVICES:

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

- 5.1 Mark removal limits of appropriate items.
- 5.2 Prepare Public Service Announcements (P.S.A.’s) for Engineering Services. Engineering Services will be responsible for distribution to all local media. Copies of P.S.A.’s shall be distributed one week prior to start of work or change in operations that may significantly affect the public.
- 5.3 Appropriately notify affected Property Owners.
- 5.4 Arrange and conduct appropriate progress meetings. Record minutes and distribute to all attendees.
- 5.5 Provide daily on-site observation to assure that the methods and materials used by the contractor meet the intent of the plans and specifications. For buried installations such as for sewer and water mains the Consultant shall be on site all of the time the Contractor is installing these buried installations.
- 5.6 Prepare daily reports. A daily record of activity will be maintained by the inspector including weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and any other pertinent information. Such information shall be neatly and concisely entered into the City of Rapid City Project Inspector’s Diary and Inspection quantity book. Submit detachable copies to Engineering Services on a weekly basis.
- 5.7 Perform stormwater inspections, prepare reports, and keep the erosion and sediment control plans current as required by the ordinance regulating construction site runoff control, Chapter 8.46, and the Stormwater Quality Manual.
- 5.8 Provide assurance testing (or witness Contractor testing) according to the Standard Specifications. All test results shall be submitted to the City of Rapid City within 30 days of project completion.
- 5.9 Prepare and submit monthly pay request information.
- 5.10 Prepare change orders, and extra work orders for contractor on City of Rapid City forms and make recommendations for their approval or denial.
- 5.11 Prepare and submit project completion punch list items to the Contractor and Engineering Services and oversee its completion.
- 5.12 Prepare and submit City of Rapid City project “Construction Project Close-out Checklist” indicating compliance with Standard Specifications and acceptance of the various infrastructure components. The Consultant is responsible for coordinating completion of the checklist items with the Contractor. The checklist is enclosed as Attachment Four for your information.
- 5.13 Prepare letter of certification of project completion verifying compliance with plans and specifications and start of warranty period.
- 5.14 Ensure Contractor’s two-year warranty surety is provided to the City of Rapid City either within the performance bond or as a separate bond.
- 5.15 Assist the City in addressing and communicating warranty items with the Contractor that may arise during the City’s two year warranty period.



**ARROWHEAD DRAINAGE BASIN
DETENTION CELLS 200 & 201 MAINTENANCE
PROJECT NO. 12-2037**

CIP # 50786



EXHIBIT B

**TASK SCHEDULE/BUDGET FOR PROFESSIONAL SERVICES FOR
ARROWHEAD DRAINAGE BASIN DETENTION CELLS,
AH200 & AH201 MAINTENANCE
PROJECT NO. DR12-2037 / CIP NO. 50786**

START DATE: AUGUST 7, 2012 (NOTICE TO PROCEED)

END DATE: SEPTEMBER 21, 2012 (FINAL PLANS AND SPECS)

Number	Task Item	Total Costs
TASK 1 - PRELIMINARY DESING SERVICES		
1.1	KICK OFF CONFERENCE	\$105.00
1.2	REVIEW BACKGROUND INFORMATION	\$315.00
1.3	PERFORM SITE SURVEYS	\$3,060.00
1.4	IDENTIFY TEMPORARY CONSTRUCTION EASEMENTS	\$200.00
1.5	ESTIMATE PROBABLE CONSTRUCTION COSTS	\$210.00
1.6	RECOMMEND LOCATION AND EXTENT OF GEOTECHNICAL SERVICES	\$0.00
1.7	PREPARE PRELIMINARY PLAN AND PROFILE SHEETS	\$2,060.00
1.8	PREPARE PRELIMINARY DESIGN REPORT	\$970.00
1.9	PRELIMINARY SUBMITTAL INCLUDING (3 COPIES PLANS AND REPORT, COST EST)	\$385.00
TASK #1 TOTAL COST =		\$7,305.00
TASK 2 - FINAL DESING SERVICES		
2.1	ADDRESS CITY COMMENTS FROM PRELIMINARY SUBMITTAL REVIEW	\$210.00
2.2	PREPARE EASEMENT AND ROW EXHIBITS AN NECESSARY	\$330.00
2.3	PREPARE EROSION AND SEDIMENT CONTROL PLAN	\$860.00
2.4	OBTAIN EXCEPTIONS FOR INFRASTRUCTURE DESIGN CRITERIA	\$52.50
2.5	PROVIDE DETAILED SPECIFICATIONS TO BID DOCUMENT	\$315.00
2.6	PREPARE 95% SUBMITTAL OF PLANS, SPECS, COSTS	\$2,310.00
2.7	ADDRESS 95% SUBMITTAL CITY COMMENTS	\$1,220.00
2.8	PROVIDE PERMITS WITH EXHIBITS THAT REQUIRE CITY SIGNATURES	\$205.00
2.9	IDENTIFY ALL PERMITS REQUIRED BY THE CONTRACTOR	\$52.50
2.10	PREPARE FINAL SUBMITTAL (PDF OF PLANS, AND BID DOCS, COST ESTIMATE, ETC.)	\$700.00
2.11	PLACE ENGINEERS CERTIFICATION STAMP ON THE DRAWINGS	\$32.50
TASK #2 TOTAL COST =		\$6,287.50

EXHIBIT B

**TASK SCHEDULE/BUDGET FOR PROFESSIONAL SERVICES FOR
ARROWHEAD DRAINAGE BASIN DETENTION CELLS,
AH200 & AH201 MAINTENANCE
PROJECT NO. DR12-2037 / CIP NO. 50786**

START DATE: AUGUST 7, 2012 (NOTICE TO PROCEED)

END DATE: SEPTEMBER 21, 2012 (FINAL PLANS AND SPECS)

Number	Task Item	Total Costs
TASK 3 - BIDDING SERVICES		
3.1	ATTEND PRE-BID CONFERENCE	\$105.00
3.2	ISSUE ADDENDA TO THE BID DOCUMENTS	\$550.00
3.3	REVIEW BIDDERS PROPOSAL	\$105.00
3.4	REVIEW CONSTRUCTION CONTRACT DOCUMENTS AND SUBMITTALS	\$105.00
TASK #3 TOTAL COST =		\$865.00
TASK 4 - BASIC CONSTRUCTION SERVICES		
4.1	PREPARE NOTICE TO PROCEED	\$105.00
4.2	ARRANGE AND CONDUCT THE PRE-CONSTRUCTION CONFERENCE	\$210.00
4.3	PROVIDE WRITTEN CLARIFICATION REGARDING DRAWINGS, ETC.	\$445.00
4.4	PROVIDE RECOMMENDATIONS TO ADDRESS CHANGED OR UNKNOWN CONDITIONS	\$420.00
4.5	REVIEW AND TAKE ACTION ON SHOP DRAWINGS, SUBMITTALS, TEST RESULTS	\$630.00
4.6	PREPARE "AS-BUILT" PLANS AND SPECIFICATIONS	\$960.00
TASK #4 TOTAL COST =		\$2,770.00
TASK 5 - EXPANDED CONSTRUCTION SERVICES		
5.1	MARK REMOVAL LIMITS	\$430.00
5.2	PREPARE PUBLIC SERVICE ANNOUNCEMENTS	\$52.50
5.3	NOTIFY AFFECTED PROPERTY OWNERS	\$210.00
5.4	ARRANGE AND CONDUCT PROGRESS MEETINGS	\$210.00
5.5	PROVIDE DAILY ON-SITE OBSERVATION	\$3,720.00
5.6	PREPARE DAILY REPORTS	\$330.00

EXHIBIT B

**TASK SCHEDULE/BUDGET FOR PROFESSIONAL SERVICES FOR
ARROWHEAD DRAINAGE BASIN DETENTION CELLS,
AH200 & AH201 MAINTENANCE
PROJECT NO. DR12-2037 / CIP NO. 50786**

START DATE: AUGUST 7, 2012 (NOTICE TO PROCEED)

END DATE: SEPTEMBER 21, 2012 (FINAL PLANS AND SPECS)

Number	Task Item	Total Costs
5.7	PERFORM STORMWATER INSPECTIONS	\$750.00
5.8	PROVIDE SOIL COMPACTION TESTING	\$0.00
5.9	PROVIDE ASSURANCE TESTING	\$110.00
5.10	PREPARE MONTHLY PAY REQUEST INFORMATION	\$210.00
5.11	PREPARE CHANGE ORDERS	\$210.00
5.12	PREPARE PROJECT COMPLETION PUNCH-LIST	\$215.00
5.13	PREPARE "CONSTRUCTION PROJECT CLOSE-OUT CHECKLIST"	\$105.00
5.14	PREPARE LETTER OF CERTIFICATION	\$105.00
5.15	PREPARE LETTER TO SD DENR NOTIFYING THEM OF PROJECT COMPLETION	\$0.00
5.16	ENSURE CONTRACTORS TWO-YEAR WARRANTY SURETY IF PROVIDED	\$52.50
5.17	ASSIST CITY IN COMMUNICATING WARRANTY ITEMS	\$960.00
TASK #5 TOTAL COST =		\$7,670.00
ARROWHEAD DRAINAGE BASIN DETENTION CELLS AH200 & AH201 MAINTENANCE =		\$24,897.50

EXHIBIT C
EFFECTIVE LABOR RATES

SPERLICH CONSULTING, INC.
HOURLY RATES AND REIMBURSABLE COSTS
2012

Principal – Project Manager	\$ 105.00/hr.
Principal Design Engineer	\$ 105.00/hr.
Design Engineer	\$ 85.00/hr.
Registered Land Surveyor	\$ 100.00/hr.
Survey Crew – 2 Man	\$ 95.00/hr.
Survey Crew – 3 Man	\$ 135.00/hr.
Engineer’s On - Site Representative	\$ 400.00/day
Design Tech I	\$ 65.00/hr.
Design Tech II	\$ 55.00/hr.
Clerical	\$ 45.00/hr.
Mileage	\$ 0.55/mi.
Blue line copies	\$ 0.40/s.f.
Mylar Copy-15x26	\$ 5.00/each
Photo copies	\$ 0.50/ea.
Authorized commercial travel	1.1 x cost
Other Reimbursable Expenses	1.1 x cost