

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

Date:

**Project Name & Number:** Mount Rushmore Road Reconstruction. Project No. 11-1926

**CIP #:** 50840

**Project Description:** Project will replace Water and Sewer mains within the SDDOT Reconstruction limits. Project will also include landscaping islands and decorative street lights per as outlined in the corridor study.

**Consultant:** CETEC Engineering Services, Inc.

**Original Contract Amount:** \$176,959.50

**Original Contract Date:**

**Original Completion Date:**

**Addendum No:** 1

**Amendment Description:** Amendment to provide additional services for the installation of monument and median near the intersection of Mount Rushmore Road and Main Street, as well as ROW acquisition services for Phase 1.

**Current Contract Amount:** \$176,959.50

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

**Change Requested:** \$42,228.00

**New Contract Amount:** \$219,187.50

**New Completion Date:** September 1, 2014

**Funding Source This Request:**

Amount	Dept.	Line Item	Fund	Comments
\$7,500.00	8911	4223	505	
\$7,500.00	933	4223	602	
\$27,228.00	132	4223	107	Vision
\$42,228.00	<b>Total</b>			

### Agreement Review & Approvals

Todd Pachal 8/29/13  
Project Manager Date

John Tim 8-20-13  
Division Manager Date

Cherie Sires 8/20/13  
Compliance Specialist Date

Tony Wolff  
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
8/21/13	JA	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

**AMENDMENT NO. 1 TO AGREEMENT**

**Project:** Mount Rushmore Road Reconstruction.  
Project No. 11-1926

**Background Data:** Effective Date of Agreement: September 19, 2011  
Owner: City of Rapid City  
Engineer: CETEC Engineering Services, Inc.

**Nature of Amendment:** ROW acquisition services and design services for installation of monument and median at the intersection of Mount Rushmore Rd and Main St.

**Current Contract Amount:** \$176,959.50

**Change Requested:** \$42,228.00

**New Contract Amount:** \$219,187.50

Owner and Engineer hereby agree to modify the above referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The effective date of this Amendment is:  
\_\_\_\_\_.

CITY OF RAPID CITY:  
By: \_\_\_\_\_  
Mayor

ENGINEER:  
By: \_\_\_\_\_  
CETEC Engineering Services, Inc.

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

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

ATTEST:  
By: \_\_\_\_\_  
Finance Officer

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

REVIEWED BY:  
  
\_\_\_\_\_  
Todd Peckosh, Project Manager



## **EXHIBIT A - AMENDMENT**

### **Mount Rushmore Road Utilities Reconstruction Mount Rushmore Road Median & Right-of-Way Services Project No. SSW11-1926 CIP 50840**

#### **SCOPE OF SERVICES**

##### **MOUNT RUSHMORE ROAD MEDIAN**

As part of the Mount Rushmore Road (MRR) Reconstruction Project, the City of Rapid City (CORC) proposes to install a landscaped median within Mount Rushmore Road immediately north of the Main Street intersection. Similar work was proposed in the Mount Rushmore Road Corridor Development Plan however this work is outside of the South Dakota Department of Transportation's proposed reconstruction limits for Mount Rushmore Road. Therefore this amendment is being proposed as a standalone project.

Primary work includes survey, median design, landscape design, and monument footing design. Actual installation of the monuments would likely happen within the MRR reconstruction project. Coordination with the South Dakota Department of Transportation will be necessary for approaches onto and off of Mount Rushmore Road for the hotel and commercial building on the west and east sides of the street respectively. It is our understanding that construction for this project will happen after Labor-Day 2014.

Below are project outlines that list anticipated work items for each task:

##### **TASK 1 – Mount Rushmore Road Median at Main Street**

- 1.1. Assemble and review background information and plans.
- 1.2. Conduct a site survey of the proposed area and prepare a base plan to design from.
  - 1.2.1. Obtain and review water and sewer service cards
  - 1.2.2. Courthouse research for property boundary identification adjacent to project site.
  - 1.2.3. Property Owner and Tenet identification.
  - 1.2.4. Field topographic survey of project area.
  - 1.2.5. Base Plan development
  - 1.2.6. Field Check to confirm survey data.
- 1.3. Prepare a 35% Design Concept for CORC and Stakeholder Review.
  - 1.3.1. Prepare a preliminary opinion of probable construction costs
  - 1.3.2. Meet with CORC staff to discuss and comment on 35% design concept.
  - 1.3.3. Take minutes at meeting, prepare and submit to CORC.
- 1.4. Revise design concept per review comments and finalize concept drawing.
- 1.5. Contact and conduct landowner meetings with adjacent landowners to project. One meeting each with Adoba Eco Hotel and Assurant is anticipated.

- 1.5.1. Take minutes at meeting, prepare and submit to CORC.
- 1.6. Contact and meet with affected private utilities on the project.
  - 1.6.1. Take minutes at meeting, prepare and submit to CORC.
- 1.7. Prepare 95% plans. Anticipated plan sheets include the following:
  - 1.7.1. Title Sheet
  - 1.7.2. Estimate of Quantities
  - 1.7.3. Plan Notes
  - 1.7.4. Typical Section
  - 1.7.5. Survey Control and Property Ownership sheet.
  - 1.7.6. Construction Sequence plan.
  - 1.7.7. Erosion and Sediment Control plan.
  - 1.7.8. Demolition and Removal Plan.
  - 1.7.9. Traffic Control Plan
  - 1.7.10. Plan sheet with curb and gutter elevations
  - 1.7.11. Standard and project specific details
  - 1.7.12. Meet with CORC and review 95% plans
    - 1.7.12.1. Take minutes at meeting, prepare and submit to CORC.
- 1.8. Revise 95% plans based on CORC review and prepare and submit 100% plans to City of Rapid City.
  - 1.8.1. Plans will be submitted in full size PDF format for the CORC to print and bid the project.
- 1.9. Anticipated Meetings include the following:
  - 1.9.1. Public Works and Parks Department Meeting (1)
  - 1.9.2. Meetings with SDDOT (2)
  - 1.9.3. Meeting with MRR Group (1)
  - 1.9.4. Prebid Meeting (1)
    - 1.9.4.1. Answer bidding questions and issue addenda for CORC distribution.
  - 1.9.5. Take minutes at all meetings, prepare and submit to CORC.

## **SUBMITTALS (Mount Rushmore Road Median)**

- A. Meeting minutes for all meetings that Engineer attends on behalf of the City of Rapid City.
- B. Preliminary 35% Design Concept (2 hard copies and PDF)
- C. Finalized 35% Design Concept (2 hard copies and PDF)
- D. 95% Plans. Anticipated sheets are listed above. (2 hard copies and PDF)
- E. 100% Plans. (2 hard copies and PDF)

## **LANDOWNER NEGOTIATION AND EASEMENT PREPARATION FROM TOWER ROAD TO FLORMANN (CONSTRUCTION PHASE 1)**

As part of the Mount Rushmore Road (MRR) Reconstruction Project, the City of Rapid City (CORC) has requested CETEC Engineering Services, Inc. perform Right-of-Way services to obtain easements necessary for CORC water main infrastructure being proposed as a result of the reconstruction of Mount Rushmore Road from Tower Road north to Flormann Street. It is anticipated that 3 easements will be necessary for the installation of fire hydrants.

Primary work includes easement document preparation, conduct landowner meetings, complete negotiations on required Right-of-Way (ROW) forms in accordance with "The Uniform Act (1970 amended)", Coordination and discussion with CORC staff and Attorney, and final meetings to sign documents. Once documents are signed, it is our understanding that the CORC will file the documents at the courthouse. ROW forms will be provided by the SDDOT.

Below are project outlines that list anticipated work items for each easement:

### **TASK 2– Landowner Negotiation & Easement Preparation from Tower Road to Flormann**

- 2.1 Prepare easement documents (Exhibits). It is assumed that these will be permanent easement documents and no ROW will be acquired. It is our understanding that CETEC will prepare the exhibits and the CORC Attorneys office will prepare the documents for signatures.
- 2.2 Schedule and conduct meetings with 3 separate landowners. The proposal is based on only three parcels.
- 2.3 Keep a written record of all discussions with landowners on applicable DOT ROW forms.
- 2.4 Coordinate and discuss easement meetings and offers between CORC staff and Landowners.
- 2.5 Complete final revisions to easement exhibits and have Landowners sign documents.
- 2.6 Submit to CORC for staff to process payments if necessary and file at the court house.

## **ADDITIONAL SERVICES**

Additional Services Requiring Owner's Advance Written Authorization. If authorized in writing by Owner, Engineer shall furnish or obtain from others, additional services of the types listed below.

- A. The project scope and associated fee are based on an understanding that there will be minimal design changes to the finalized median design concept. All requests beyond standard code revision requirements shall be considered additional services to the contract.
- B. Preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project (which are not part of Basic Services).
- C. Preparation of traffic impact studies or traffic capacity analysis.
- D. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of this Agreement or are due to any other causes beyond Engineer's control.
- E. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those identified in Exhibit A.
- F. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
- G. Undertaking investigations and studies including, but not limited to, detailed consideration of operations, maintenance, and overhead expenses; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules, and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing, and assisting Owner in obtaining process licensing; detailed quantity surveys of materials, equipment, and labor; and audits or inventories required in connection with construction performed by Owner.
- H. Furnishing services of Engineer's Consultants for other than Services identified in Exhibit A.
- I. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- J. Preparing additional Bidding Documents or Contract Documents for work outside of the scope identified in Exhibit A requested by Owner for the Work or a portion thereof.

- K. Assistance in connection with Bid protests, re-bidding, or renegotiating contracts for construction, materials, equipment, or services. Re-bidding or renegotiating contracts to reduce the contract costs to funds available shall be considered Additional Services.
- L. Providing Construction Phase services, Construction Staking services, and Project Record Documents.
- M. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Project.
- N. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner other than those outlined in Exhibit A.
- O. Other services performed or furnished by Engineer not otherwise provided for in this Agreement.
- P. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner so as to make compensation commensurate with the extent of the Additional Services rendered.
- Q. Structural design of elements beyond the foundations necessary for proposed monuments.

**PROJECT SCHEDULE**

Notice to Proceed.....	September 2013
0-35% Design .....	September 2013-November 2013
35% Concept to CORC.....	Early December 2013
35% Comments from CORC .....	End of December 2013
Coor. w/LO, MRR Grp & Design (35-95).....	January-February 2014
95% Plans to CORC.....	February 3, 2014
95% Comments from CORC .....	February 24, 2014
100% Plans to CORC .....	March 17, 2014
CORC Bid Letting .....	April 17, 2014
Construction .....	After Labor Day 2014

**EXHIBIT B**

**DESIGN & RIGHT-OF-WAY SERVICES for  
 Mount Rushmore Road Utilities Reconstruction - Contract Amendment #1  
 Project No. SSW11-1926 / CIP 50840  
 CETEC Engineering Services, Inc.  
 TASK SCHEDULE  
 July 29, 2013**

<b>TASK 1 - Mount Rushmore Road Median</b>		<b>Task Cost</b>
1.1	Assemble and review background information-plans	\$ 224.00
1.2	Site Survey and Prepare Base Plan	\$ 3,218.00
	-Obtain and review water and sewer service cards	
	-Courthouse research	
	-Property Owner/ Tenant identification	
	-field topographic survey verify control	
	-develop base plan	
	-field check	
1.3	35% Design Concept	\$ 6,028.00
	-Prepare Preliminary Opinion of Probable Construction Costs	
	-Meeting Minutes	
1.4	Revise Concept per review comments and finalize concept	\$ 1,734.00
1.5	Set up & conduct meetings with Landowners	\$ 1,328.00
	-Adoba Meeting (1)	
	-Assurant Meeting (1)	
	-Meeting Minutes	
	-Follow up	
1.6	Utility Meeting	\$ 336.00
	-Meeting Minutes	
1.7	95% Plans	\$ 13,946.00
	-Title Sheet	
	-Estimate of Quantities	
	-Plan Notes	
	-Typical Section	
	-Survey Control and Property Ownership	
	-Construction Sequence	
	-Erosion Control	
	-Demolition and Removal Plan	
	-Traffic Control	
	-Plan Sheet & C&G Elevations	
	-Standard Details	
	-95% Design Meeting	
	-Minutes	
1.8	Revisions & 100% Plans. CORC will bid project	\$ 4,420.00
1.9	Anticipated Meetings & Misc.	\$ 5,208.00
	-PW & Parks Department Meeting (1)	
	-Meeting Minutes	
	-Subconsultant Coordination	
	-SDDOT Meetings (2)	
	-Minutes	
	-MRR Group (1)	
	-Minutes	
	-Prebid Meeting (1)	
	-Minutes	
	-Bidding Questions & Addenda	



**EXHIBIT B**

**DESIGN & RIGHT-OF-WAY SERVICES for**  
**Mount Rushmore Road Utilities Reconstruction - Contract Amendment #1**  
**Project No. SSW11-1926 / CIP 50840**  
**CETEC Engineering Services, Inc.**  
**TASK SCHEDULE**  
**July 29, 2013**

<b>TASK 2 - Easement Preparation and Negotiation</b>		
2.1	Easement Preparation and Negotiation (3 estimated)	\$ 5,466.00
	<b>Task 1 Subtotal</b>	\$ 36,442.00
	<b>Task 2 Subtotal</b>	\$ 5,466.00
	Supplies, Mileage, Printing allowances	\$ 320.00
	<b>Amendment TOTAL</b>	<b>\$ 42,228.00</b>

## EXHIBIT C - AMENDMENT

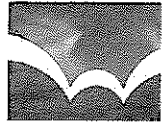
### Mount Rushmore Road Utilities Reconstruction Project No. 11-1926 CIP 50840

CETEC Engineering Services, Inc.	2013	2014	2015
Position Title	Hourly Billing Rate	Hourly Billing Rate	Hourly Billing Rate
Principal	\$ 124.00	\$ 126.00	\$ 128.00
Project Manager	\$ 112.00	\$ 114.00	\$ 116.00
Project Engineer	\$ 86.00	\$ 89.00	\$ 91.00
Survey Manager	\$ 78.00	\$ 76.00	\$ 79.00
CADD Manager	\$ 74.00	\$ 76.00	\$ 78.00
Survey Crew Chief	\$ 72.00	\$ 74.00	\$ 76.00
Survey Assistant	\$ 48.00	\$ 49.00	\$ 51.00
Clerical	\$ 48.00	\$ 50.00	\$ 52.00

Hourly Rates modified January 1<sup>st</sup> of Each Year:  
 Project Travel:..... \$ 0.65/mile  
 GPS Equipment: ..... \$ 40.00/hour  
 UTV Ranger:..... \$ 25.00 /hour  
 Blueline Printing:..... Actual Cost  
 Outside Printing: ..... Actual Cost  
 Traffic Control: ..... Actual Cost

Wyss Associates, Inc.	2013 Hourly Billing Rate	2014 Hourly Billing Rate	2015 Hourly Billing Rate
Position Title			
Principal Landscape Architect	\$ 155.00	\$ 160.00	\$ 165.00
Senior Landscape Architect	\$ 109.00	\$ 113.00	\$ 116.00
Design Associate I	\$ 88.00	\$ 91.00	\$ 94.00
Construction Administrator	\$ 109.00	\$ 113.00	\$ 116.00
Administrative Assistant	\$ 44.00	\$ 46.00	\$ 48.00

Albertson Engineering Inc.	Hourly Billing Rate
Position Title	
Principal Engineer	\$ 145.00
Design Engineer	\$ 120.00
Engineer In Training	\$ 90.00
CAD Technician	\$ 65.00



# Wyss Associates, Inc.

728 Sixth St. ▪ Rapid City, SD 57701 ▪ Ph: 605.348.2268 ▪ Fx: 605.348.6506 ▪ Email: [info@wyssassociates.com](mailto:info@wyssassociates.com) ▪ [www.wyssassociates.com](http://www.wyssassociates.com)

July 29, 2013

Rich Marsh, PE  
CETEC Engineering Services, Inc.  
1560 Concourse Drive  
Rapid City Sd 57703

Re: Additional Service Request for Mt. Rushmore Road and Main Street Median Enhancements

Rich,

First, I want to thank you again for working with Wyss Associates, Inc on the Mt. Rushmore Road Project. This is such a great project for our community and our firms to be working on.

As requested we have reviewed the median proposal and added features for a new median located at the intersection of Mt. Rushmore Road and Main Street. Below I have outlined the additional service fees to complete these requested scope of service changes:

Wyss Associates: \$11,678.00

The services provided for the fee will include:

1. 35% concept/layout using C&G line-work from CETEC.
2. Revise concept based on review comments and finalize concept drawing.
3. Design 35%-95%
4. 95% Plans and Specifications (raised median planting bed, irrigation etc.)
5. 100% Final Plans and Specifications
6. Meetings & Misc.
  - a. 35% Concept Meeting(1)
  - b. 95% Concept Meeting(1)
  - c. PW & Parks Dept. Meeting. (1)
  - d. Meetings with CETEC (2)
  - e. Meetings/ with MRR Group (1)
  - f. Pre-bid Meeting (1)
  - g. Coordination with Structural & Electrical & Civil.

Deliverables:

1. 35% Concept
2. Revised Concept Drawing (this will likely be used by the CORC to show what is being proposed)
3. 95% Plans and Specifications
4. 100% Plans and Specifications for bidding.

Note:

- All deliverables will be submitted on 22x34 plan sheets.
- It is assumed that a structural engineer will design all footing and bases below grade to support the monument structure. Wyss Associates, Inc. will coordinate directly with the selected Structural Engineer.

Mt. Rushmore Road – Additional Service #1

July 29, 2013

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- It is assumed that an electrical engineer will design all lighting and electrical required on the monument structure. Wyss Associates, Inc. will provide design concepts and requirements to the electrical engineer who will light the sign.
- It is assumed that there are minimal design revision requests made by the city of Rapid City to the final design concept. All requests beyond standard code revision requirements will result and an additional service to the contract.

The anticipated schedule to complete the work listed above is:

Construction	After labor Day 2014
CORC Bid Letting:	April 17 2014
Final Plans to CORC:	March 17, 2014
95% review comments from CORC	February 24, 2014
95% Plans to CORC	February 3, 2014
Coor. w/ LO, MRR Grp & Design(35-95)	January -February 2014
35% comments from CORC	End of December 2013
35% Concept to CORC	Beginning of December 2013
0-35% Design	September 2013-November 2013
NTP from CORC	September 2013

We will work diligently and expediently to provide the maximum results for the time we incur on your behalf. Direct expenses of travel, copying and applicable sales tax will be invoiced at direct cost. We will invoice for the work on a monthly basis for work completed and payment is due within 21 days of invoicing.

Rich, we look forward to the opportunity of working with you and the city in the completion of this exciting project. Please call me if you have any questions concerning the above information.  
Sincerely,



**Mark Jobman, ASLA, IA-LA**  
**Senior Landscape Architect**



## Albertson Engineering Inc.

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June 21, 2013

Mr. Rich Marsh  
CETEC Engineering Inc.  
1560 Concourse Drive  
Rapid City, SD 57703

RE: Proposal for Structural Engineering Services  
Mount Rushmore Road Monument Foundation  
Rapid City, South Dakota  
Albertson Engineering File #2013-125

Dear Rich,

As requested, we have prepared a proposal for structural engineering services for the design of the foundations for the proposed monument signs which are included in the Mount Rushmore Road Project in Rapid City, South Dakota. The following will summarize our understanding of the project, our proposed scope of work, and our proposed compensation.

### PROJECT DESCRIPTION

It is our understanding that the project will consist of the installation of two (2) new monument signs along Mount Rushmore Road. The two signs are understood to be similar in style but different in size. The foundations for the two (2) signs will consist of a frost protected spread foundation system designed in accordance with the geotechnical report prepared by Terracon.

### SCOPE OF WORK

The following services are proposed to be included in our scope of work.

- Typical structural engineering services related to production of structural construction documents. Albertson Engineering Inc. will provide a complete set of structural drawings to be included in a multi-discipline construction document package.
- Construction administration services related to portions designed. Construction administration services to include coordination during construction, review of shop drawings, and construction observations made during the construction period. Construction observations shall not be considered inspections but rather reviews of the construction for general conformance with the construction documents. Construction inspections will be performed by CETEC Engineering.

**Albertson Engineering Inc.**  
3202 West Main, Suite C  
Rapid City, SD 57702  
605-343-9606  
605-341-7395 fax  
admin@albertsonengineering.com

## COMPENSATION

To complete this project, Albertson Engineering is anticipating that several people will assist in the design and completion of the project. The following lists their names and hourly billing rates.

- Michael D. Albertson, P.E., LEED AP – Engineering Manager - \$145 / hour
- David Leppert, P.E. – Design Engineer - \$120 / hour
- Blake Tideman, P.E. – Design Engineer - \$120 / hour
- Aaron Hartwell, P.E. – Design Engineer - \$120 / hour
- Jared Shippers, EIT - \$90 / hour
- Madisen Lane, EIT - \$90 / hour
- Mark Robinson – CAD Technician - \$65 / hour
- Kevin Koch – CAD Technician - \$65 / hour
- Clint Anderson – CAD Technician - \$65 / hour

We are proposing to provide the structural engineering design services for the project described above for a fee to be billed at an hourly rate not to exceed \$4,400. Please note that this proposal is not based on using the DOT audited rate schedule.

Thank you for the opportunity to present this proposal. Please call if you have any questions, or if we can be of further assistance.

Sincerely,

**Albertson Engineering Inc.**



Blake Tideman, PE



**Albertson Engineering Inc.**

3202 Suite C, Rapid City, SD 57702