

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

Project Name & Number: Nordby Lane Reconstruction Project No. 14-2175

CIP #: 50803

Project Description: Design and Bidding Services for the reconstruction of Nordby Lane.

Consultant: Kadmas, Lee and Jackson, Inc.

Original Contract Amount: \$106,500.00

Original Contract Date: 6-2-14

Original Completion Date: March 15, 2015

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	Fund	Line Item	Dept.	Comments
\$21,300.00	604	4223	833	Sewer Replacement / Improvements
\$21,300.00	602	4223	933	Water Replacement / Improvements
\$21,300.00	505	4223 8910	8910	Streets
\$42,600.00	505	4223 8911	8911	Drainage
\$106,500.00	Total			

Agreement Review & Approvals

Keith Johnson 5/15/14
Project Manager Date

Amber Little 5/15/14
Compliance Specialist Date

[Signature] 05/20/14
City Attorney Date

[Signature] 5-15-14
Division Manager Date

[Signature] 5-15-14
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
Appropriation	5/19/14	JW	<input checked="" type="radio"/> Y <input type="radio"/> N
Cash Flow			<input type="radio"/> Y <input type="radio"/> N

**Agreement Between City of Rapid City and KLJfor Design and Bidding
Professional Services for Nordby Lane Reconstruction,
Project No. 14-2175 / CIP #50803**

AGREEMENT made _____, 20____, between the City of Rapid City, SD (City) and Kadrmas, Lee and Jackson, Inc., (Engineer), located at 330 Knollwood Drive Rapid City, SD 57701-6611. City intends to obtain services for design and bidding for Nordby Lane Reconstruction, Project No. 14-2175 CIP No. 50803. The scope of services is as described within this document and as further described in Exhibits A, B and C (attached).

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project and as further defined in Exhibits A, B and C (attached), 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.
- 1.1.4 The contract will be based on an hourly rate and reimbursable fee schedule with a maximum not-to-exceed amount.



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 Exhibit A.)
- 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 and reimbursable rate schedule described in Exhibit C.

5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed \$106,500.00 unless the scope of the project is changed as outlined in Section 4. If expenses exceed the maximum amount, the Engineer shall complete the 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 per the hourly rates and allowable reimbursable as 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 March 15, 2015 based on an award date of June 2, 2014.

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

Kadmas, Lee, and Jackson, Inc.

DATE: _____

DATE: _____

ATTEST:

FINANCE OFFICER

Reviewed By:

Keith Johnson

KEITH JOHNSON, PROJECT MANAGER

DATE: 5/15/14

CITY'S DESIGNATED PROJECT
REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED
PROJECT REPRESENTATIVE

NAME Keith Johnson
PHONE 605-394-4154
EMAIL keith.johnson@rcgov.org

NAME Dana Foreman
PHONE 605-721-5553
EMAIL dana.foreman@kljeng.com





EXHIBIT A
SCOPE OF SERVICES
FOR
NORDBY LANE RECONSTRUCTION
Project No. 14-2175 / CIP No. 50803

PROJECT BACKGROUND

The Nordby Lane Reconstruction Project is needed due to numerous complaints regarding the pedestrian crosswalks and traffic signals at Nordby Lane and West Main Street and the accessible route to South Canyon Elementary School. The reconstruction project will upgrade the existing South Canyon Elementary school route, roadway curb, gutter and pavement along Nordby Lane from Main Street to Saint Louis Street. The traffic signal at Main Street is the last span-wire system in the city and is in need of updating. Additionally, the water and sanitary sewer are cast iron and VCP, respectively, having reached the end of their useful lives, and are in need of replacement.

Professional services are divided into three tasks: Preliminary Design, Final Design, and Bidding Services included in this contract.

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 shall include the following itemized services.

- 1.1 Kick-off Conference: KLJ shall meet with City staff to detail project concept and scope. KLJ will prepare an agenda, take minutes, and distribute minutes.
- 1.2 KLJ will review background information listed in the RFP, and any other resources as necessary.
- 1.3 Perform site surveys of Nordby Lane from Main Street to Saint Louis Street 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.
- 1.4 Develop and distribute a survey questionnaire to property owners adjacent to proposed construction areas approximately 3 months or more ahead of soliciting bids for construction. The questionnaire should be developed to obtain information on site-specific concerns such as landscaping or irrigation systems, service line locations, special needs such as access considerations during construction, or history of utility or infrastructure problems at the property. Questionnaires would be returned to and evaluated by KLJ, who would follow up with appropriate individual contact with property owners prior to completion of 100% plans and contract documents to review project considerations that may be addressed or mitigated by the project work. Arrange and conduct public and /or affected property owners meetings.
- 1.5 Meet with individual property owners regarding ROW and permanent and temporary easement needs and regarding specific project issues and components.



1.6 Conceptual Design Submittal

The Conceptual Design Submittal shall generally consist of the following documents:

A. Conceptual Design Report

Prepare a Conceptual Design Report: KLJ shall establish and indicate project specific design criteria and standards within the Conceptual Design Report (including ADA requirements). KLJ will submit all design assumptions for pipe sections, water, sewer, and storm sewer locations, pavement sections, etc. KLJ shall include design life, design criteria, and reference of design resources. KLJ will use the City Infrastructure Design Criteria Manual to establish design criteria and standards.

The Conceptual Design Report shall evaluate and recommend pavement design; based on a life cycle cost analysis, preliminary horizontal and vertical alignments for utilities, roadways, project phasing and limits, and other public improvements. Establish pipe sizes, lane configurations, 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 Conceptual Project Design Report and include soil classifications, N values, water levels, proctors, CBR's, resistivity tests, pavement design, and testing recommendations. The Consultant shall elaborate on other project components as necessary.

A probable opinion of construction costs for the project(s) shall be included. The costs shall be itemized based on the City's standard bid items and appropriate contingency item allowance.

KLJ will establish and indicate project specific design criteria and standards within the Conceptual Design Report. Use the City Infrastructure Design Criteria Manual to establish design criteria and standards. The Conceptual Design Report shall provide review of compliance with City's Standard Specifications for construction of the project.

Identify the existing right-of-way (ROW) location and any ROW or easements necessary for the Project. Include size and extent of such ROW and easements and contact information of property owners.

Identify all non-conforming water and sewer service lines and include a map showing a proposed solution to making them conform with the City's current standards.

Submit three (3) copies and a PDF version of the Conceptual Design Report and preliminary plans and specifications to City of Rapid City's project manager for review and comment.

B. Conceptual Drawings

Provide three (3) copies and a PDF version of the conceptual drawings. The conceptual drawings shall contain the following sheets:

- Cover Sheet – Note the index of Sheets indicating the anticipated drawing sheets shall be provided.
- Survey Control Sheet
- Anticipated traffic control phasing and erosion control measures
- Property Layout and Land Ownership
- Plan and Profile Sheets - Show existing and proposed utility mains and existing services, storm sewers, traffic signal location, driveway locations, fittings, and proposed surfacing and drainage



items, including water quality rain garden near South Canyon Elementary. The utilities should be shown in profile as well. Design Criteria elements like profile grades, "K" values, vertical and horizontal curve data should be included.

- Anticipated Rapid City Standard Details
- Special Details - Conceptual layouts for special/critical elements for example buildings, special drainage structures, pump facilities, etc.
- Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.

- 1.7 Attend submittal review meeting with City staff, if necessary.
- 1.8 Attend Public Works and Council meetings as necessary.
- 1.9 South Canyon Sanitary Sewer & Water Study

The Study shall generally consist of the following:

C. Report

South Canyon Study Area is from W. Main Street on the south to W. Chicago Street on the north, 44th Street and Platt Street forming the west and east limits respectively.

KLJ will identify all existing sanitary sewer, non-conforming service lines and sanitary sewer easements within the South Canyon Study Area. The Study objective is to compare and make recommendations regarding the cost of maintaining the existing sanitary sewer mains at their current locations, creating easements, removing non-conforming services and constructing access roads versus constructing sanitary sewer mains within the existing roadways and removing non-conforming services that meet City Infrastructure Design Criteria Manual.

The water portion of the study will identify all existing water mains and non-conforming service lines within the South Canyon Study Area. The Study objective is to provide a cost to remove non-conforming services and constructing water mains within the existing roadways that meet City Infrastructure Design Criteria Manual.

The Study will include maps showing existing conditions and proposed solutions.

City will provide information that is on file in their office regarding existing water and sewer mains and services and easement book and page numbers.

Submit three (3) copies and a PDF version of the Study to City of Rapid City's project manager for review and comment.

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 shall include the following itemized services.

- 2.1 Address City comments from the Task 1 City review(s) and finalize Conceptual Design Report and South Canyon Sanitary Sewer & Water Study. The Conceptual Design Report should be now titled "Project Design Report".
- 2.2 Provide project layout to include lot lines (front and side) and addresses of all properties (adjacent to construction, or alternatively, in service area). Identify if property is owner occupied or a rental.
- 2.3 Determine removal limits with approval of City of Rapid City representative.
- 2.4 Coordinate with the geotechnical engineer to complete these services, and provide a geotechnical report to be included in the Project Design Report and project plans or specifications,
- 2.5 Incorporate design features as necessary to meet the requirements outlined in the Project Design Report.
- 2.6 Incorporate ADA compliance items, for example fillet, driveway and sidewalk improvements. All applicable ADA requirements shall be outlined in the Project Design Report;
- 2.7 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.
- 2.8 Provide detailed traffic control plans showing all devices required for a MUTCD compliant plan. Show all streets and alleys that may be impacted by this project. Show all existing signage, pavement markings, etc. All work zones, road closures, lane closures, and pavement marking removals shall be indicated on the plan. A detailed layout will be included for each phase of multi-phased projects. The traffic control sequence of implementation and phasing schedule shall coincide with erosion and sediment control sequence of implementation and phasing schedule. Each traffic control device shall be bid separately. The City will provide an electronic version of an aerial photo for the selected consultant's use.
- 2.9 Provide a Project Sequence of implementation and phasing schedule, which shall include such items as traffic control, erosion and sediment control, utility installations, paving, restoration, and construction milestones.
- 2.10 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 followed by a specific private utility coordination meeting in two to three weeks.
- 2.11 Notify the City Project Manager if private utilities will need to be relocated so PM can formally notify the utilities to relocate.



- 2.12 If desiring exceptions from City requirements or specifications, it is KLJ'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.
- 2.13 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.
- 2.14 Engineer shall obtain a design exception for Infrastructure Design Criteria manual requirements as needed.
- 2.15 Provide complete plans and specifications for a unit price construction contract. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.
- 2.16 Plans documents shall adhere to current City of Rapid City guidelines.
- 2.17 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.
- 2.18 Assist the City with easement(s) acquisition, and obtain property owner contact information, prepare easement and ROW exhibits as necessary, provide copies of current deeds of properties where easements are needed, conduct property owner meetings for easement and ROW acquisition, and document acquisition meetings.
 - 2.19 Provide two (2) copies and a PDF version of the finalized Project Design Report and South Canyon Sanitary Sewer & Water Study.
 - 2.20 Provide three (3) copies and a PDF version of the Final Design Services 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 Final Design Services 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.
 - 2.21 Address 100% submittal staff comments as necessary.
 - 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 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.

- 2.23 Prepare any and all permits with exhibits the City will need to execute for the project.
- 2.24 Identify permits that will be required for the Contractor. Identify permit costs and indicate if any permit costs are paid for directly by the owner or if it is a Contractor cost. Typically all permit costs are the Contractor's obligation.
- 2.25 Prepare final "Engineer's Estimate" of probable construction cost for the project.
- 2.26 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 2011 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.
 - Print and distribute five (5) copies of plans/drawings to the City of Rapid City at 11" x 17" scale for construction services personnel.
- 2.27 Prior to the advertisement for bids, arrange and conduct a public open house with affected residents. The open house shall be held sufficiently ahead of the project advertisement for bids such that public comments and concerns may still be addressed within the final project documents. Notice of the open house shall be mailed to all property owners adjacent to the proposed work area(s), as well as those in the immediate area who may be directly impacted by the construction, as determined by the City. The Consultant shall tabulate the public comments and concerns and provide written recommendations for staff review regarding possible inclusion or exclusion of such requests.
- 2.28 The City will submit plans and specifications to the Department of Environment and Natural Resources for approval, and the Consultant shall address any comments or corrections required.
- 2.29 Attend Public Works and Council meetings as necessary.



TASK 3 – BIDDING SERVICES:

This task consists of all services necessary for the administration of the Bidding Services of the project, and shall 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 Consultant shall proof print quality at printers before full production of copies are made.
- 3.3 Arrange and conduct a Pre-bid Conference. Record attendance and minutes. Distribute copies of minutes to only Consultant and City.
- 3.4 Prepare and issue addenda to the bid documents as required.
- 3.5 Attend Public Works Committee and Council Meetings as required.
- 3.6 Review Bidder's Proposals and review and sign the City Engineering Services prepared Bid Tab, and prepare an award recommendation letter to the City of Rapid City project manager.

EXHIBIT B DESIGN ENGINEERING FEE SUMMARY

PROJECT No. 14-2175 / CIP 50803

Nordby Lane Reconstruction Project

		Total Hours	DIRECT LABOR
Task	Project Assignment		
TASK			
1	PRELIMINARY DESIGN SERVICES		
1.1	Kick-off Conference	4	\$ 443.00
1.2	Review Background Information	23	\$ 2,795.00
1.3	Site Survey	115	\$ 9,776.00
1.4	Questionnaire & Meet w/ Property Owners	11	\$ 1,318.00
1.5	Meet w/ Property Owners Regarding Easements	14	\$ 1,750.00
1.6	Conceptual Drawings & Design Report	67	\$ 7,552.00
	Geotechnical Investigation & Report (Terracon)		\$ 3,690.00
	Cover Sheet	1.5	\$ 138.00
	Survey Control	1.5	\$ 138.00
	Traffic Control	5	\$ 488.00
	Property Layout	4	\$ 368.00
	Roadway Plan & Profile	21.5	\$ 1,999.50
	Water Plan & Profile	22	\$ 2,024.00
	Sewer Plan & Profile	21	\$ 1,932.00
	Storm Drain Plan & Profile	18.5	\$ 1,751.50
	Rain Garden	13	\$ 1,495.00
	Signal Design	34	\$ 3,436.00
	Details	8	\$ 792.00
1.7	Attend Submittal Review Meeting w/ City	5	\$ 556.00
1.8	Attend Public Works & Council Meetings as Necessary	1.5	\$ 158.00
1.9	South Canyon Sewer & Water Study	130	\$ 13,230.00
	Task 1 Subtotal	520.5	\$ 55,830.00
2	FINAL DESIGN SERVICES		
2.1	Address City Comments, Finalize Design Report	30	\$ 3,277.00
	Finalize South Canyon Sewer & Water Study	15	\$ 1,714.00
2.2	Provide Property Layout	22	\$ 2,264.00
2.3	Determine Removal Limits	13	\$ 1,287.00
2.4	Coordinate Geotechnical Engineer	2	\$ 240.00
2.5	Incorporate Design Features	48	\$ 4,800.00
	Rain Garden	16	\$ 1,802.00
	Signal Design	106	\$ 11,014.00
	Signal Electrical Design	19	\$ 2,211.00
	Signal Foundation Design	17	\$ 1,957.00
2.6	Incorporate ADA Features	22	\$ 2,532.00
2.7	SWPP & Erosion Control Plan	16	\$ 1,792.00
2.8	Traffic Control Plan	12	\$ 1,160.00
2.9	Sequencing & Phasing Plan	9	\$ 1,047.00
2.10	Coordinate w/ Utility Companies	2	\$ 240.00
2.11	Notify City Project Manager regarding Utilities	1	\$ 120.00

EXHIBIT B DESIGN ENGINEERING FEE SUMMARY
PROJECT No. 14-2175 / CIP 50803
Nordby Lane Reconstruction Project

		Total Hours	DIRECT LABOR
Task	Project Assignment		
	TASK		
2.12	Request Design Exceptions	1.5	\$ 152.00
2.13	Specifications	6	\$ 720.00
2.14	Obtain Design Exceptions	2	\$ 240.00
2.15	Provide Complete Plans & Specs.	3	\$ 375.00
2.16	Plan Documents Adhere to Rapid City Criteria	1	\$ 127.00
2.17	Staking Information	5	\$ 488.00
2.18	Assist City w/ Easements	26	\$ 3,046.00
2.19	Provide City Two Copies of Design Report & Study	3	\$ 309.00
2.20	Final Design Submittal	4	\$ 429.00
2.21	Address 100% Review Comments	11	\$ 1,225.00
2.22	Certification Statement	0.5	\$ 46.00
2.23	Prepare Permits w/ Exhibits	2	\$ 212.00
2.24	Identify Permits Required for Contractor	1	\$ 120.00
2.25	Final Engineers Estimate	13	\$ 1,407.00
2.26	Deliverables	5	\$ 486.00
2.27	Public Open House	9	\$ 950.00
2.28	Address DENR Comments	2	\$ 212.00
2.29	Attend Public Works & Council Meetings as Necessary	1	\$ 127.00
	Task 2 Subtotal	446	\$ 48,128.00
3	BIDDING SERVICES		
3.1	Advertising Information	1	\$ 120.00
3.2	Proof Printing	2	\$ 154.00
3.3	PreBid Conference	3	\$ 316.00
3.4	Issue Addenda	12	\$ 1,382.00
3.5	Attend Public Works & Council Meetings as Necessary	1	\$ 127.00
3.6	Bid Tabulation & Recommend Award	4	\$ 443.00
	Task 3 Subtotal	23	\$ 2,542.00
Total Hours		990	\$ 106,500.00
LABOR		\$ 102,810.00	\$ 106,500.00
		TOTAL	\$ 106,500.00



EXHIBIT C

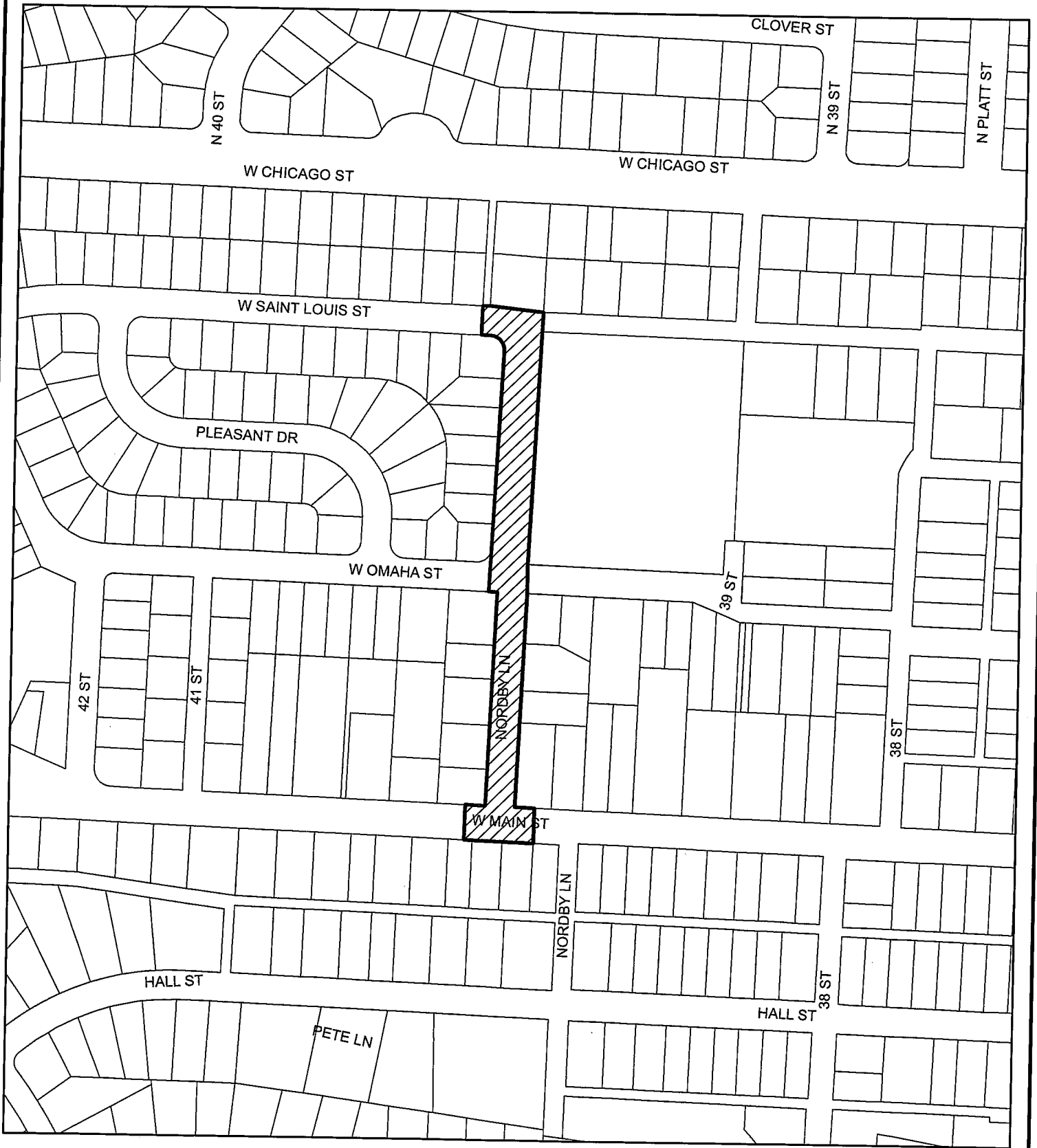
PROJECT No. 14-2175 / CIP 50803

Nordby Lane Reconstruction Project

KLJ Standard Billing Rates

Position	2014 Standard Rate
Project Manager/Engineer III	\$127
Quality Control/Construction Administration Manager Engineer IV	\$140
Project Engineer III	\$122
Landscape Architect/ADA Specialist	\$122
Traffic Engineer III	\$120
Engineer I	\$77
Signal Foundation Engineer II	\$110
Electrical Engineer IV	\$140
Survey Manager	\$145
Survey Technician	\$97
Survey Technician	\$60
CADD Technician	\$92
Administrative Assistant	\$60

EXHIBIT A



**NORDBY LANE RECONSTRUCTION
PROJECT NO. 14-2175 CIP NO. 50803**