

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

**Project Name & Number:** Meade Channel Rehab Project  
Project # 15-2255

**CIP #:** 51051

**Project Description:** Task 1- 3 Design and Bidding Services for Meade Channel Rehab Project

**Consultant:** HDR, Inc.

**Original Contract Amount:** \$24,860

**Original Contract Date:** 4/6/2015

**Original Completion Date:**

**Addendum No:**

**Amendment Description:**

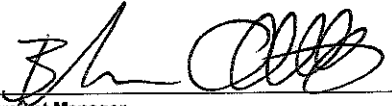
**Current Contract Amount:** \_\_\_\_\_  
**Change Requested:** \_\_\_\_\_  
**New Contract Amount:** \_\_\_\_\_ \$0.00

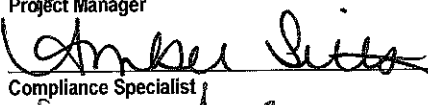
**Current Completion Date:** \_\_\_\_\_  
**New Completion Date:** \_\_\_\_\_

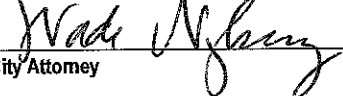
**Funding Source This Request:**


Amount	Dept.	Line Item	Fund	Comments
\$24,860.00	7402	4223	609	Stormwater Replacement / Improvements
\$24,860.00	<b>Total</b>			

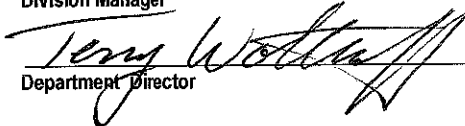
**Agreement Review & Approvals**

 \_\_\_\_\_ 3/18/15  
Project Manager Date

 \_\_\_\_\_ 3/18/15  
Compliance Specialist Date

 \_\_\_\_\_ 4-17-15  
City Attorney Date

 \_\_\_\_\_ 3-18-15  
Division Manager Date

 \_\_\_\_\_ 3-20-15  
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	3/19/15	ed	<input checked="" type="radio"/> Y <input type="radio"/> N		
Cash Flow			<input type="radio"/> Y <input checked="" type="radio"/> N		

**Agreement Between City of Rapid City and HDR, Inc. for Design and Bidding  
Professional Services for Meade Channel Rehab Project,  
Project No. 15-2255, CIP No. 51051**

AGREEMENT made \_\_\_\_\_, 20\_\_\_\_, between the City of Rapid City, SD (City) and HDR, Inc., (Engineer), located at 703 Main Street, Suite 200, Rapid City, SD 57702. City intends to obtain services for design and bidding for Meade Channel Rehab Project, Project No. 15-2255 CIP No. 51051. 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 **\$24,860** 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 Final Design on or before July 11<sup>th</sup>, 2015, for an anticipated bid opening on July 28<sup>th</sup>, 2015, based on an award date of May 6<sup>th</sup>, 2015. This contract shall remain in effect until the bidding services tasks in Exhibit A are complete.

## **Section 7—Insurance Requirements**

### **7.1 Insurance Required**

The Engineer shall secure the insurance specified below. The insurance shall be issued by insurance company(s) acceptable to the City and may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance including any policy endorsements shall be provided to the City prior to or upon the execution of this Agreement.



## 7.2 Cancellation

The Engineer will provide the City with at least 30 days' written notice of an insurer's intent to cancel or not renew any of the insurance coverage. The Contractor agrees to hold the City harmless from any liability, including additional premium due because of the Contractor's failure to maintain the coverage limits required.

## 7.3 City Acceptance of Proof

The City's approval or acceptance of certificates of insurance does not constitute City assumption of responsibility for the validity of any insurance policies nor does the City represent that the coverages and limits described in this agreement are adequate to protect the Engineer, its consultants or subcontractors interests, and assumes no liability therefore. The Engineer will hold the City harmless from any liability, including additional premium due, because of the Engineer's failure to maintain the coverage limits required.

## 7.4 Specific Requirements

7.4.1 Workers' compensation insurance with statutory limits required by South Dakota law. Coverage B-Employer's Liability coverage of not less than \$500,000 each accident, \$500,000 disease-policy limit, and \$500,000 disease-each employee.

7.4.2 Commercial general liability insurance providing occurrence form contractual, personal injury, bodily injury and property damage liability coverage with limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 aggregate products and completed operations. If the occurrence form is not available, claims-made coverage shall be maintained for three years after completion of the terms of this agreement. The policy shall name the City and its representatives as an additional insured.

7.4.3 Automobile liability insurance covering all owned, nonowned, and hired automobiles, trucks, and trailers. The coverage shall be at least as broad as that found in the standard comprehensive automobile liability policy with limits of not less than \$1,000,000 combined single limit each occurrence. The required limit may include excess liability (umbrella) coverage.

7.4.4 Professional liability insurance providing claims-made coverage for claims arising from the negligent acts, errors or omissions of the Engineer or its consultants, 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, 7<sup>th</sup> 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

\_\_\_\_\_  
HDR, Inc.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
FINANCE OFFICER

**Reviewed By:**

  
\_\_\_\_\_  
BRANDON QUIETT, PROJECT MANAGER

DATE: 3/16/15

CITY'S DESIGNATED PROJECT  
REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED  
PROJECT REPRESENTATIVE

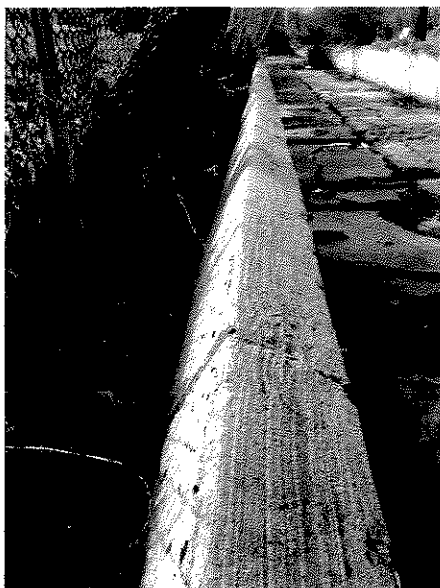
NAME Brandon Quiett  
PHONE 605-394-4154  
EMAIL Brandon.quiett@rcgov.org

NAME Jody Page  
PHONE 605-791-6100  
EMAIL jody.page@hdrinc.com



## General

The Meade drainage channel is a concrete lined channel through residential neighborhoods in central Rapid City. The channel is aging and showing signs of significant deterioration, but functions properly to convey flows from storm events. However, City staff recently became aware of approximately 320' wall section of this channel that has shown to be failing and tipping into the structure. The following scope of work is to address this section of wall by designing a project to remove and replace.



## Scope of Services

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### ***TASK SERIES 100 – PRELIMINARY DESIGN SERVICES***

This task consists of all services necessary to take the project from beginning through the Preliminary Design submittal stage, including the following itemized services.

#### **Task Activities**

- 111 Kick-off Conference: HDR shall meet with City staff to detail project concept and scope.
- 112 Review background information
- 113 Perform site surveys sufficient for design plan preparation. The route and topographic survey shall be in NAD 83 (2011) NAVD 88 South Dakota State Plane South Zone. The horizontal and vertical coordinates may be established from the Rapid City Primary Control Network. Survey shall verify with private utility companies that private utilities are shown correctly.
- 114 Draft letter or postcard for City mailing to adjacent homeowners in the area to make them aware of the upcoming project, expected impacts during construction, and anticipated schedule of improvements. Assist City with individual property owner coordination for parcels regarding temporary easement needs and specific project issues and components.
- 115 Prepare a Conceptual Design Report: HDR shall establish and indicate project specific design criteria and standards within the Conceptual Design Report. HDR shall submit all design assumptions, design criteria, and reference of design resources.
  - The Consultant shall use the City Infrastructure Design Criteria Manual to establish design criteria and standards.
  - Report shall 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.
  - A probable opinion of construction costs for the project shall be included. The costs shall be itemized based on the City's standard bid items and appropriate contingency item allowance.
  - Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.
  - Submit two (2) copies and a PDF version of the Conceptual Design Report and preliminary plans (22"x34") and specifications to City of Rapid City's project manager for review and comment containing the following sheets:
    - Cover Sheet
    - Survey Control Sheet
    - Anticipated traffic control phasing and erosion control measures
    - Property Layout and Land Ownership
    - Plan and Profile Sheet
    - Anticipated Rapid City Standard Details
    - Special Details - Conceptual layouts for special/critical elements
- 116 Attend conceptual design review meeting with City staff.

#### **Assumptions**

- HDR's scope of support on individual property owner coordination is estimated at providing associated figures and project information to City staff

and attending a minimum of one round of meetings to total the estimated amount of thirteen (13) hours included for this specific task.

- No geotechnical exploration will be included in this design and proper assumptions shall be made to account for expected soil materials.
- No hydraulic calculations or design will be performed and channel design will match existing shape and capacity.

#### Deliverables

- Kickoff Meeting Minutes
- Landowner Meeting Minutes
- Conceptual Design Report

### ***TASK SERIES 200 – FINAL DESIGN SERVICES***

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

- 201 Address City comments from the Task 1 City review and finalize Conceptual Design Report. The final version of the Conceptual Design Report shall be titled "Project Design Report".
  - Provide two (2) copies and a PDF version of the Project Design Report
- 202 Prepare 95% Design Submittal:
  - 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.
  - Determine removal limits with approval of City of Rapid City representative.
  - Coordinate with the geotechnical engineer (if necessary) to complete these services, and provide a geotechnical report (if necessary) to be included in the Project Design Report and project plans or specifications,
  - Incorporate design features as necessary to meet the requirements outlined in the Project Design Report,
  - 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.
  - Provide detailed traffic control plans, if necessary. 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.
  - Provide a Project Sequence of implementation and phasing schedule which shall include such items as traffic control, erosion and sediment control.
  - 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.
  - Notify the City Project Manager if private utilities will need to be relocated so PM can formally notify the utilities to relocate.
  - 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.

- 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.
- 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.
- 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.
- Staking information shall include station offsets for all items of work requiring field staking.
- Provide two (2) 22"x34" 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 HDR believes the plans, specifications, contract documents, and opinion of probable construction cost are 100% complete.
- 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.

203 HDR shall assist City staff on temporary easements acquisition, prepare easement exhibits as necessary, provide copies of current deeds of properties where easements are needed, conduct property owner meetings for easement acquisition, and document acquisition meetings.

204 Address 95% submittal staff comments as necessary.

205 Assist City staff in preparing required permits with exhibits for the City to execute for the project.

206 Prepare Final Design Submittal:

207 Deliver the following:

- Provide one (1) 22"x34" 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.
- 208 Attend Public Works and Council meetings (as necessary).

**Assumptions**

- HDR's scope of support on temporary easement acquisition is estimated at providing associated figures and project information to City staff and attending a minimum of one round of meetings to total the estimated amount of nine (9) hours included for this specific task.

**Deliverables**

- Project Design Report
- Temporary Easement Documents
- 95% Design Submittal
- Final Design Submittal

***TASK SERIES 300 – BIDDING SERVICES***

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

- 301 Submit sufficient information to the City of Rapid City project manager for completion of City Advertising Authority form.
- 302 HDR shall proof print quality at printers before full production of copies are made.
- 303 Arrange and conduct a Pre-bid Conference, prepare an agenda and record attendance and minutes.
- 304 Prepare and issue addenda to the bid documents as required.
- 305 Attend Public Works Committee and Council Meetings as required.
- 306 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.

**Deliverables**

- Pre-bid Conference Minutes and Agenda
- Addenda (as necessary)
- Award Recommendation

***PROJECT SCHEDULE***

The proposed schedule for design services is based on a Notice to Proceed of May 6<sup>th</sup> with a goal of the Final Design Submittal by July 11<sup>th</sup> for a Bid Opening date of July 28<sup>th</sup>. HDR is prepared to meet the project deadlines for the scope items as needed and is always open to discussion on schedule adjustments to meet the City's goals for the project.

**EXHIBIT B**  
**CITY OF RAPID CITY - Meade Channel Rehab - Project No. 15-CIP51051**  
**PRELIMINARY, FINAL DESIGN & BIDDING SERVICES ENGINEERING FEE ESTIMATE**

	Manhour Total	Labor Total	Expense Total
<b>Task 1 - Preliminary Design Services</b>			
Kick-off Conference	3	\$455	\$0
Review Background Information	3	\$450	\$20
Perform Site Surveys	22	\$2,350	\$200
Meet with Individual Property Owners	13	\$1,915	\$50
Conceptual Design Submittal	17	\$2,150	\$110
Attend Submittal Review Meeting	5	\$745	\$0
Project Administration & QA/QC	9	\$935	\$0
<b>Task 1 Subtotal</b>	<b>72</b>	<b>\$9,000</b>	<b>\$380</b>
<b>Task 2 - Final Design Services</b>			
Address City Comments on Conceptual Design Submittal	3	\$385	\$0
Prepare 95% Plan Submittal Documents	63	\$6,990	\$50
Act as City's Agent to Complete Easement Acquisition	9	\$1,365	\$50
Address City Comments on 95% Design Submittal	9	\$1,220	\$0
Assist City on Permit Requirements	2	\$290	\$0
Prepare Final Plans Submittal Documents	18	\$2,045	\$300
Attend Public Works and Council Meetings (as necessary)	1	\$165	\$0
Project Management & QA/QC	5	\$615	\$0
<b>Task 2 Subtotal</b>	<b>110</b>	<b>\$13,075</b>	<b>\$400</b>
<b>Task 3 - Bidding Services</b>			
Submit Information for City Advertising Authority Form	1	\$145	\$0
Final Plans/Specs for City Production/Distribution to Bidders	2	\$240	\$0
Arrange and Conduct Pre-Bid Conference	4	\$600	\$0
Prepare & Issue Addenda to Bid Documents (as necessary)	4	\$545	\$0
Attend Public Works and Council Meetings (as necessary)	1	\$165	\$0
Prepare Award Recommendation/Review Bid Tab	1	\$145	\$0
Project Management & QA/QC	1	\$165	\$0
<b>Task 3 Subtotal</b>	<b>14</b>	<b>\$2,005</b>	<b>\$0</b>
<b>Task 4 - Basic Construction Services</b>			
<b>Task 5 - Expanded Construction Services</b>			
<b>TOTAL</b>	<b>196</b>	<b>\$24,080</b>	<b>\$780</b>
<b>TOTAL LABOR</b>		<b>\$24,080</b>	
<b>TOTAL EXPENSES</b>		<b>\$780</b>	
<b>TOTAL NOT TO EXCEED FEE</b>		<b>\$24,860</b>	



## HDR Engineering 2015 Hourly Billing Rates

Enclosed are the 2015 Hourly Billable Rates for HDR Engineering. These billing rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include Reimbursable Expenses or hourly billing rates for equipment as defined below.

<b>Description</b>	<b>Billing Rate/Hour</b>
Managing Principal	\$205
Senior Project Manager	\$195
Project Manager	\$165
ASME Disciplines	\$170
Engineer V	\$160
Engineer IV	\$145
Engineer III	\$130
Engineer II	\$110
Engineer I	\$95
Engineering Technician III	\$110
Engineering Technician II	\$90
Engineering Technician I	\$80
Cadd/GIS Technician IV	\$120
Cadd/GIS Technician III	\$95
Cadd/GIS Technician II	\$90
Cadd/GIS Technician I	\$80
Right of Way III	\$165
Right of Way II	\$150
Right of Way I	\$125
Environmental Scientist V	\$160
Environmental Scientist IV	\$145
Environmental Scientist III	\$125
Environmental Scientist II	\$95
Environmental Scientist I	\$80
Senior Land Surveyor	\$140
Land Surveyor	\$120
Survey Technician III	\$100
Survey Technician II	\$90
Survey Technician I	\$80
Senior Construction Manager	\$165
Construction Manager	\$130
Construction Engineer	\$110
Construction Field Rep	\$80
Public Involvement III	\$135
Public Involvement II	\$105
Public Involvement I	\$85
Accountant	\$95
Graphic Designer	\$80
Admin Assistant	\$65

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise is not subject to the above rates and associated billing rates are to be determined at the time of contract negotiation.

**Direct Expenses**

Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$20.00 per hour
Mileage	\$0.75 per mile
Technology Charge	\$3.70 per hour

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**OTHER REIMBURSABLE EXPENSES**

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. Unless negotiated otherwise in the contract, ENGINEER will add 10% to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability. Hourly equipment charges apply to specific equipment used on the project. Technology Charges apply to each hour an employee works on the project.