

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

Project Name & Number: Southside Drive Sanitary Sewer Extension **CIP #:** 50328
 Project Number 14-2095
Project Description: This project is for the final design and bidding services of a sanitary trunk sewer on Southside Drive and Reservoir Road.
Consultant: HDR Inc.
Original Contract Amount: \$483,809.00 **Original Contract Date:** July 16, 2013 **Original Completion Date:** March 31, 2014

Addendum No: 1



Amendment Description: This amendment is to extend the contract time for design services, adjust contract amount to reflect current billing rates, split the project into two bid projects and expand the wetland permitting area to include the area between Reservoir Road and the Jolly Lane lift Station.

Current Contract Amount:	\$483,809.00	Current Completion Date:	March 31, 2014
Change Requested:	\$57,255.00		
New Contract Amount:	\$541,064.00	New Completion Date:	February 29, 2016

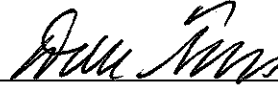
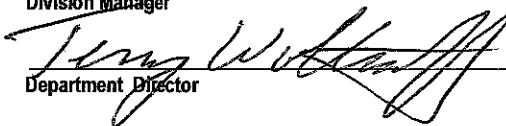
Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$57,255.00	831	4380	604	
		4223		
	Total			

Agreement Review & Approvals


 Project Manager 4/22/15
 Date

 Compliance Specialist 4/23/15
 Date

 City Attorney Date


 Division Manager 4-23-15
 Date

 Department Director 4-24-15
 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	4/23/15	JR		N
Cash Flow				N

AMENDMENT NO. 1 TO AGREEMENT

Project: Southside Drive Sanitary Sewer Extension

Background Data: Original Contract Date: July 16, 2013
Owner: City of Rapid City
Consultant: HDR Inc.

Nature of Amendment: Adjustment of project schedule, adjusted contract amount to reflect current billing rates, expand the wetland permitting area and cultural assessment of the area between Jolly Lane and Reservoir Road, split the project into two separately bid projects. Southside Drive will be bid as a project, and Reservoir Road will be bid as a project. These changes are described in attachments A, B, and C. The new contract completion date shall be February 29, 2016.

Current Contract Amount: \$ 483,809.00

Change Requested: \$ 57,255.00

New Contract Amount: \$ 541,064.00

Owner and Contractor 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

ENGINEER

By: _____
Mayor

By: _____

Date: _____

Date: _____

ATTEST:

By: _____
Finance Officer

Date: _____

Project Background

The southeast area of Rapid City has experienced a significant amount of growth recently. In order to keep up with the demands of the development in the area, the Jolly Lane Lift Station needs to be replaced with a large capacity gravity trunk sewer. Additionally, a diversion of sewer flows to the 42" trunk sewer on Highway 44 would allow development in the northeast area of Rapid City to continue. Multiple phases of construction are expected for the completion of this project including design and construction to complete a new trunk sewer extension in South Side Drive west of the Water Reclamation Facility and then north on Reservoir Road. Another phase will extend the trunk sewer to the Jolly Lane Lift Station and the final phase will complete the trunk sewer extension to the existing 27" trunk sewer near Highway 44.

HDR Engineering was selected by the City of Rapid City in July of 2013 to complete design services for the sanitary sewer extension project on the southeast side of Rapid City. After submitting a series of Preliminary Design Tech Memos in February of 2014, the project was put on hold by the City until November of 2014. The project has restarted now with a goal of late summer/fall 2015 construction. Along with the schedule delay, there were multiple other items that changed within HDR's design scope that are being captured in this Amendment #1. In general, the HDR Project #1 will be completed in two separate final design/bid packages with Project 1A for the work in the Southside Drive right of way and Project 1B within sewer easements along Reservoir Road. HDR will also be completing environmental permitting services for Project #2 for which the design is being completed by another consultant.

Amended Project Design Scope of Services

TASK 2A – 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.

2A.8 Environmental Permitting. The permitting anticipated to be required for this project includes a 404 Permit Application. The initial project area assumed to be included in the permit application includes only the locations impacted by the final design portion of HDR's Project #1. However, upon further coordination with USACE, it was noted that the complete Project extends from the Jolly Lane lift station to the end point on South Side Drive, therefore all segments will be included in one permit application.

HDR's amended environmental permitting scope includes the following:

- Coordination with Designers and Agencies. HDR will coordinate with the design consultant of Project #2 to compile their field survey information for wetlands and cultural. HDR will also coordinate throughout the preparation of the 404 permit with the design consultant for Project #2. Assumes two HDR personnel on three one-hour conference calls and up to eight hours for one HDR personnel to coordinate directly with designer.
- Wetland Delineation and Habitat Survey. Delineation has been completed as part of the original contract for HDR's Project #1. Delineation was started for Segment #2 and was not finished due to a hold put on the project. HDR will take the

information available and complete a formal delineation to confirm the presence and boundaries of wetlands and waters of the U.S.

- A wetland delineation will be conducted utilizing the US Army Corps of Engineers (USACE) current methodology in order to determine the waters of the U.S. and determine the wetland boundaries within the designated Project #2 area. Delineations will be recorded on site using a sub-meter Global Positioning System (GPS) unit. During the field delineation, habitat areas will be noted and compared to the county list of threatened and endangered species to determine if any species are potentially present.
- Informal or formal consultation for the Endangered Species Act is not included in this scope but if required by the USACE for the permit application can be completed as an additional amendment.
- The delineation will be completed by two HDR personnel, assumes two field days. Assumes landowner coordination will be coordinated by City or design consultant for Project #2.
- A delineation report for Project #2 will consist of a narrative discussing wetland delineation methodology and information regarding the findings of the field investigation. Figures will be developed that utilize the electronic file of the wetland area boundaries collected in the field. The report will be provided in electronic form. The findings of the delineation include identification of the type, size, and location of all potential waters of the U.S. Data forms will be provided for all areas of investigation.
- Cultural Resources Survey. Typically the requirement of cultural resources survey needed for a 404 permit application is survey completed in areas that have not been previously disturbed. Areas such as roadside ditches are considered disturbed, and therefore it is assumed a survey is not needed for Project #1A, this was confirmed during initial coordination with the USACE. For Project #2, it is assumed a survey would be required and was noted by the USACE during initial coordination. HDR will coordinate with QSI to complete a Level III cultural resources survey.
- Determine Project Impacts: Impacts to wetlands and waters of the U.S. from the proposed construction of the sewer will be determined for HDR's Project #1B and Project #2. HDR will assess the potential impacts to wetlands and waters of the U.S. and coordinate with design engineers to evaluate avoidance and minimization measures, if practicable. Assumes designer for Project #2 will provide boundaries of permanent fill activities and areas that will be temporary impact activities.
- Prepare 404 permit application: HDR will prepare a 404 permit application with the following for both HDR's Project #1B and Project #2:
 - Project Location
 - Description of the Proposed Activity
 - Project Purpose
 - Reasons for Discharge
 - Types of Materials Being Discharged
 - Surface Area in Acres of Wetlands or Other Waters Filled
 - Description of Avoidance, Minimization, and Compensation
 - Adjacent Landowners

Assumes no mitigation will be needed for the Project, if required, HDR can complete as an additional task item. Assumes design consultant for Project #2 will provide figures and calculations relevant, HDR will coordinate with consultant to request information and provide direction on what is needed.

2A.9 Final Design Services Submittals

- Final Design Services submittals for this project has been modified to include two (2) separate final design and bidding packages for the project to generally be broken out by the Southside Drive and Reservoir Road segments.
- All previous scope items for Final Design Services Submittals shall apply to both design packages.

2A.12 HDR shall arrange and conduct additional submittal review meetings to address Rapid City staff comments on 65% and 95% submittals as necessary.

2A.13 Project Management & QA/QC: Additional Project Management requirements for schedule extension and final design items. HDR QC requirements will include a detailed internal review of the design and construction documents including a thorough check for errors and omissions, review of quantities, plan clarity, and project scope requirements.

TASK 3 – BIDDING SERVICES

This task consists of all services necessary for the administration of the Bidding Services of the project modified to include two (2) separate bidding packages, 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 HDR 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 minute copies to only Consultant and City.
- 3.4 Prepare and issue addenda to the bid documents as required.
- 3.5 Assist City in submitting plans and specifications to the Department of Environment and Natural Resources for approval, and the Consultant shall address any comments or corrections required.
- 3.6 Review Bidder's Proposals and review and sign the City Engineering Services prepared Bid Tab, prepare an award recommendation letter to the City of Rapid City project manager, and sign a City Engineering Services prepared Award Summary.

TASK 3 SUBMITTALS:

- Pre-bid Conference minutes (2)
- Bid Addenda (as required)
- Bid Award Recommendation Letter (2)

TASK 3 MEETINGS:

- Pre-bid Conference Meeting (2)

Amended Project Schedule

The revised project schedule for design services is based on the updated information provided in discussion with City staff on their goals for the projects. HDR is prepared to meet the project deadlines as noted below and is always open to discussion on schedule adjustments to meet the City of Rapid City's goals for the project. The schedule allows 5 working days for Project 1A and 10 working days for Project 1B on City submittals and calendar dates for each milestone will be established at the latest progress meeting.

Project 1A

65% Plan Submittal	May 8 th
95% Plan Submittal	May 29 th
Final Plans	June 12 th
Bid Date	July 2 nd
Construction Start	August 3 rd
Substantial Completion Date	November 13 th
Final Completion Date	May 27 th , 2016

Project 1B

Permit Coordination Complete	May 15 th
USACE Permit Application Submitted	June 5 th
City ROW Document Approval	April 24 th
Easement Negotiations Complete	June 5 th
65% Plan Submittal	July 10 th
95% Plan Submittal	August 28 th
Final Plans	September 18 th
Bid Date	October 15 th
Final Completion Date	June 24 th , 2016

**EXHIBIT B
CITY OF RAPID CITY - SOUTH SIDE SEWER EXTENSION PROJECT
AMENDMENT #1 - FINAL DESIGN & PERMITTING SERVICES ENGINEERING FEE ESTIMATE**

	Total Hours	Total Labor	Total Expenses
Task 2A – Final Design Services - (For 2nd Project Plan Submittals)			
2A.8 Environmental Permitting	82	\$10,130	\$1,100
2A.9 Final Design Services Submittals			
65% Plan Submittal	65	\$6,915	\$100
95% Plan Submittal	85	\$9,075	\$100
2A.12 Submittal Review Meetings	15	\$1,760	\$0
2A.13 Project Management & QA/QC	37	\$5,415	\$121
Task 2A Subtotal	284	\$33,295	\$1,421
Task 3 - Bidding Services - (For 2nd Project)			
3.1 Submit Information for City Advertising Authority Form	3	\$425	\$0
3.2 Final Plans/Specs for City Production/Distribution to Bidders	8	\$900	\$20
3.3 Pre-Bid Conference	8	\$1,110	\$20
3.4 Issue Addenda to Bid Documents (as required)	18	\$2,295	\$0
3.6 Prepare Award Recommendation/Review Bid Tab	4	\$555	\$0
Task 3 Subtotal	41	\$5,285	\$40
Labor Escalation		\$12,314	
Amendment #1 Total	325	\$50,894	\$1,461
TOTAL LABOR		\$50,894	
TOTAL EXPENSES			\$1,461
Cultural Survey Subconsultant		\$4,900	
TOTAL NOT TO EXCEED FEE		\$57,255	

**EXHIBIT C
SCHEDULE OF PAY RATES**

HDR ENGINEERING, INC.

FEE SCHEDULE

**AMENDMENT #1 - PRELIMINARY, FINAL DESIGN, and BIDDING SERVICES
FOR SOUTH SIDE DRIVE SANITARY SEWER EXTENSION
Project No. 14-2095 / CIP No. 50328
City of Rapid City, South Dakota**

Enclosed are the 2015 Hourly Billable Rates for HDR Engineering. These billing rates may be adjusted annually to reflect any salary adjustments incurred by employees as approved by a City contract amendment. The rates listed below do not include Reimbursable Expenses.

Description Billing Rate / Hour

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

Mileage \$0.75 per mile

Copies:

24" x 36" Mylar	\$15.00 each
Plots Bond	\$8.00 each
Plain Paper Copies	\$0.15 each
Plain Paper Copies 11" x 17"	\$0.25 each
Color 11" x 17" Copies	\$1.25 each

OTHER REIMBURSABLE EXPENSES

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, telephone, telex, shipping and express, and other incurred expenses.