

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

Project Name & Number: 5th St. & Catron Blvd. Traffic Signal Modifications
Project No. 13-2143

CIP #: 51020

Project Description: To provide professional engineering services.

Consultant: HDR Engineering, Inc.

Original Contract Amount: \$20,864.00

Original Contract Date: November 4, 2013

Original Completion Date: January 31, 2014

Addendum No: 2

Amendment Description: Additional project scope added and modifies completion dates.

Current Contract Amount: \$24,314.00

Current Completion Date: _____

Change Requested: \$63,215.00

New Contract Amount: \$87,529.00


New Completion Date: 90 days after constr

Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$63,215.00	8910	4223	505	
	Total			


Agreement Review & Approvals


Project Manager 2/3/16
Date


Compliance Specialist 2/3/16
Date

City Attorney Date


Division Manager 2-4-16
Date


Department Director 2-4-16
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
2/5/16	JH	<input checked="" type="radio"/> Y <input type="radio"/> N
Appropriation		<input type="radio"/> Y <input checked="" type="radio"/> N
Cash Flow		<input type="radio"/> Y <input checked="" type="radio"/> N

AMENDMENT NO. 2 TO AGREEMENT

Project: 5th Street & Catron Blvd. Traffic Signal Modifications
Project No. 13-2143

Background Data: Original Contract Date: November 4, 2013
Owner: City of Rapid City
Consultant: HDR Engineering, Inc.

Nature of Amendment: Additional project scope to include additional signal design, sanitary sewer design, storm sewer design, coordination with the SDDOT, and adding bidding services, basic construction services and expanded construction services to agreement. Amendment also includes modifying the completion date for Tasks 1 & 2 to May 1, 2016 and the completion date for Tasks 3, 4 & 5 to 90 after construction completion.

Current Contract Amount: \$ 24,314.00

Change Requested: \$ 63,215.00

New Contract Amount: \$ 87,529.00

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

_____.

CITY OF RAPID CITY

By: _____
MAYOR

Date: _____

ATTEST

By: _____
FINANCE OFFICER

Date: _____

Engineer

By:  _____
HDR Engineering, Inc.

Date: 2-5-16



January 4th, 2016

Nicole Lecy, Project Engineer
City of Rapid City – Public Works
300 Sixth Street
Rapid City, SD 57701

Dear Ms. Lecy:

In response to our recent conversations, we are respectfully submitting this amendment request for your consideration on out of scope tasks requested for the traffic signal and street lighting design services for the intersection of 5th Street and Catron Boulevard in the City of Rapid City. Based on our understanding of the changes since the project commenced, the additional work associated with the design services are:

Task 1: Preliminary Design Services. The original scope of work assumed plans for the traffic signal design would be prepared and incorporated into plans prepared by a different consultant. The traffic signal work will now be let as a separate project with additional utility work.

- ✓ Project Administration & QA/QC. The task includes additional time associated with schedule delays and added scope for managing project staff, documenting project correspondence for distribution, tracking budget and invoicing, and QA/QC.
- ✓ Coordination with the City and SDDOT regarding the approach for traffic control (4-way stop, temporary signal).
- ✓ Sanitary Sewer Design
 - Sanitary sewer design shall include replacement of an existing manhole in the intersection, extension of the sanitary sewer main through the south construction limits, and installation of a terminating manhole at the south construction limits. The design shall be based on an existing layout provided by the City.
- ✓ Storm Sewer Design
 - Storm sewer design shall include extension of an existing culvert in the southwest quadrant, construction of a new standard storm sewer intake, and minor grading to accommodate the new storm intake. The design shall be based on existing layout provided by the City.

- ✓ Private utility coordination
 - Preliminary plans shall be provided to the pertinent utilities for comment at the time they are complete followed by a private utility coordination meeting in two to three weeks. Subsurface utility exploration may be required on this project. The City will provide a list of private utilities and any available information related to previous utility coordination.
- ✓ Traffic Signal footing design
 - HDR will complete a structural design of the three new traffic signal footings based on SDDOT borings and recommendations completed with the original signal design

TASK 1 MEETINGS:

- Traffic Control Coordination Meeting
- Private Utility Coordination Meeting

Task 2: Final Design. A stand alone City of Rapid City plan set and specifications will be completed for bidding and construction.

- ✓ 95% Plan Submittal including the following additional design items:
 - Sanitary sewer extension on the south leg of the intersection including 2 manholes
 - Storm sewer extension and catch basin installation adjacent to the southwest quadrant of the intersection
 - Traffic control plan for traffic signals and utility work
 - Sidewalk and curb and gutter layout to edge of existing pavement on the south end of 5th St
 - Concrete pavement layout and jointing along curb and gutter on the south end of 5th St
 - Grading plan
 - Coordination of the project with construction of south leg (interim pavement markings, vehicle detection, and signal head location). Provide 2 copies of complete plans, specifications, and opinion of probably construction costs. Provide 1 copy of plans in pdf format.

- Address City comments from the 95% review.
- ✓ Final Design Plans and applicable bid package for a City of Rapid City letting
 - Provide a pdf of the complete plans and specifications for reproduction to be done by the City.
 - Provide 1 copy of the final opinion of probable construction costs for the project.
 - Provide the City a unit price cost estimate in Microsoft Excel format.
 - All final submittals 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.
 - Provide the City complete specifications and contract documents in Microsoft Word XP.
 - Provide complete plans compatible with AutoCAD 2014 format.

TASK 2 SUBMITTALS:

- 95% Plan Submittal
- 95% Cost Estimate
- 95% City Comment Responses
- Final Plan Submittal
- Final Cost Estimate

TASK 2 MEETINGS:

- 95% Submittal Review Meeting

Task 3: Bidding Services. The original scope of work did not include 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.

- ✓ Submit sufficient information to the City of Rapid City project manager for completion of City Advertising Authority form.
- ✓ Provide pdf of plans and specifications for City reproduction and distribution.
- ✓ Conduct a Pre-bid Conference. Record attendance and minutes. Distribute copies to all attendees.
- ✓ Issue addenda to the bid documents as required.
- ✓ Attend the bid opening (to be held at the City Finance Office).
- ✓ Prepare an award recommendation letter to the City of Rapid City project manager.
- ✓ Review construction contract documents and other submittals from the contractor and submit to City of Rapid City project manager for distribution to City Attorney's for approval and signatures of the Mayor and Finance Officer.

TASK 3 SUBMITTALS:

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

TASK 3 MEETINGS:

- Pre-bid Conference Meeting
- Bid Opening

Task 4: Basic Construction Services. This task consists of all services necessary for the administration of the Basic Construction Services of the project construction stage including the following itemized services:

- ✓ Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees.

- ✓ Receive, log and coordinate reviews and responses to Contractor's requests for information/interpretations (RFI's)
- ✓ Provide recommendations and administer necessary or desirable changes in the work utilizing systems to track changes from initiation through completion. This sub-task must be authorized by the City prior to proceeding with the work.
 - Coordinate the preparation and issuance of necessary or desirable changes in the form of Change Proposal Requests (CPR's)
 - Review costs presented on Change Proposal Requests by Contractor, and conduct negotiation of pricing as necessary.
 - Review all Change Proposal Request items and negotiated costs with Owner for Owner's approval.
 - Assemble approved Change Proposal Requests periodically into Change Orders and review at construction progress meetings.
 - Review as recorded drawings to verify changes in work are reflected as applicable.
 - Review pay requests to verify Change Order items are broken out and that payment is not made until work is complete.
- ✓ Administer shop drawing and other submittal requirements to effect substantial compliance with the intent of the Contract requirements.
 - Review and approve the Contractor's shop drawing submittal schedule to ascertain that all significant submittals are accounted for.
 - Receive, log and conduct review of shop drawing submittals to confirm Contractor's compliance requirements.
 - Distribute for review and re-distribute reviewed shop drawings, operation and maintenance manuals and equipment data sheets, and other submittal information.
 - Establish and maintain a tracking system for submittals to provide review action status identification of each submittal as well as submittal distribution status.
 - Verify at Substantial Completion that all shop drawings on file have A or B Review actions, and that all required operation and maintenance information and warranties have been received.
 - Receive, log and take appropriate action on miscellaneous informational submittals generated by the Contractor during construction.

- ✓ Prepare "As-Built" plans and specifications. Plans and specifications shall be submitted as a hard copy and digital format compatible with AutoCAD 2014. Submit to Engineering Services within 30 days of project completion.

Task 5: Expanded Construction Services. This task consists of all services necessary for the administration of the Expanded Construction Services of the project construction stage including the following itemized services.

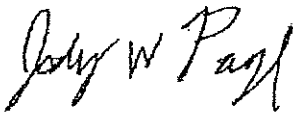
- ✓ Daily On-Site Observation shall include the items listed below. For the purposes of this scope, hours for on-site construction observation have been estimated at 20 hours per week for 8 weeks and 40 hours per week for 1 week during underground work.
 - Review removal limits of appropriate items marked for removal by the Contractor.
 - Assist Engineering Services in preparing Public Service Announcements. Engineering Services will be responsible for distribution to all local media. Copies of PSAs shall be distributed one week prior to start of work or change in operations that may significantly affect the public.
 - Schedule, coordinate, and conduct progress meetings every other week. Prepare agenda, record minutes, and distribute to all attendees.
 - Provide partial on-site observation as necessary to assure that the methods and materials used by the Contractor meet the intent of the plans and specifications. For buried installations such as for sanitary and storm sewer HDR shall be on site all of the time the Contractor is installing these buried installations.
 - Prepare On-Site construction reports. A daily record of activity will be maintained by HDR including weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and any other pertinent information. Such information shall be neatly and concisely entered into the Project Inspector's Diary and Inspection quantity book. Submit detachable copies to Engineering Services on a weekly basis.
 - Perform stormwater inspections, prepare reports, and keep the erosion and sediment control plans current.

- Coordinate with HDR's geotechnical subconsultant to provide Quality Control testing in accordance with the City of Rapid City Standard Specifications. HDR will be responsible to assist in coordinating testing schedules, notifying testing company of requirements, and collecting test results.
- HDR shall coordinate with Contractor Furnished Quality Assurance and Construction Staking providers in accordance with the City of Rapid City Standard Specifications. Contractor shall be responsible for constructing project in accordance with the information provided and the plans and specifications.
- Review and make recommendation for payment of City prepared monthly pay applications. Provide quantities of completed work to the City for use in preparation of the pay applications.
- Prepare change orders, and extra work orders for contractor on City of Rapid City forms and make recommendations for their approval or denial.
- ✓ Achieve an orderly, well-documented and complete Project Closeout of the construction contract.
 - Prepare and submit a project completion punch list to the Contractor and Engineering Services and oversee its completion.
 - Verify submittal of all required documents.
 - Review Contractor Record Drawings.
 - Administer Final Payment. Finalize all project costs and determine the final adjusted amounts for construction.
 - Prepare and submit City of Rapid City project "Construction Project Closeout Checklist" indicating compliance with specifications and acceptance of the various infrastructure components.
 - Prepare letter of certification of project completion verifying compliance with plans and specifications and start of warranty period.
 - Prepare a letter to SD DENR notifying them of project completion and provide closeout documents such as the DENR acceptance from and final pay application.
 - Ensure Contractor's two-year warranty surety is provided to the City of Rapid City either within the performance bond or as a separate bond.

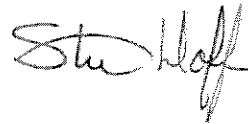
Also attached are the associated labor and expenses for the project based on our understanding and tasks noted above. As always, we are interested in reviewing and discussing this approach with you and adjusting the estimated effort levels as necessary to meet the City's budget and scope goals for the project.

Very Respectfully,

HDR ENGINEERING, INC



Jody W. Page, P.E.
Project Manager



Steve Hoff, P.E.
Vice President

EXHIBIT B
CITY OF RAPID CITY - 5th Street and Catron Boulevard Traffic Signal Modification Design
AMENDMENT #2 - PRELIMINARY & FINAL DESIGN SERVICES ENGINEERING FEE ESTIMATE

	Manhour Total Hours	Labor Total Cost \$	Expense Total Cost \$	Additional Fee Total
Task 1 - Preliminary Design Services				
Project Administration & QA/QC	14	\$1,700	\$0	\$1,700
Traffic Control Coordination	10	\$1,370	\$0	\$1,370
Sanitary Sewer Design	7	\$890		\$890
Storm Sewer Design	5	\$650		\$650
Private Utility Coordination	3	\$360		\$360
Traffic Signal Footing Design	12	\$1,620	\$0	\$1,620
Task 1 Subtotal	51	\$6,590	\$0	\$6,590
Task 2 - Final Design Services				
95% Plan Submittal	42	\$5,340	\$200	\$5,540
95% Submittal Review Meeting	2	\$240	\$0	\$240
Final Plan Submittal	28	\$3,490	\$0	\$3,490
Project Management & QA/QC	14	\$1,700	\$0	\$1,700
Task 2 Subtotal	86	\$10,770	\$200	\$10,970
Task 3 - Bidding Services				
Submit Information for City Advertising Authority Form	1	\$120	\$0	\$120
Final Plans/Specs for City Production/Distribution to Bidders	3	\$410	\$350	\$760
Pre-Bid Conference	3	\$410	\$0	\$410
Issue Addenda to Bid Documents (as required)	5	\$650	\$0	\$650
Attend Bid Opening	1	\$120	\$0	\$120
Prepare Award Recommendation/Review Bid Tab	2	\$290	\$0	\$290
Review Construction Contract Documents	3	\$410	\$0	\$410
Task 3 Subtotal	18	\$2,410	\$350	\$2,760
Task 4 - Basic Construction Services				
Arrange and Conduct Pre-Construction Conference	6	\$780	\$0	\$780
Provide Written Clarification of Drawing and Spec Inquiries	12	\$1,700	\$0	\$1,700
Shop Drawings, Product Submittals, Test Results, & Other Submittals	12	\$1,700	\$0	\$1,700
Prepare As-Built Plans and Specs	18	\$2,230	\$0	\$2,230
Task 400 Subtotal	48	\$6,410	\$0	\$6,410
Task 5 - Expanded Construction Services				
Daily On-Site Observation	200	\$27,000	\$400	\$27,400
Project Completion Closeout	38	\$5,130	\$0	\$5,130
Geotechnical Subconsultant	0	\$0	\$3,955	\$3,955
Task 500 Subtotal	238	\$32,130	\$4,355	\$36,485
TOTAL	441	\$58,310	\$4,905	\$63,215

TOTAL LABOR \$58,310
TOTAL EXPENSES \$4,905

TOTAL NOT TO EXCEED FEE \$63,215