

**Agreement Between City of Rapid City and HDR Engineering, Inc.
for Professional Services for Water Reclamation Facility Pretreatment
Improvements – Evaluation Phase, Project No. WRF11-1928 / CIP No. 50855**

AGREEMENT made March 8, 2011 between the City of Rapid City, SD (City) and HDR Engineering, Inc., (Engineer), located at 3820 Jackson Boulevard Suite 1 Rapid City, South Dakota 57702. City intends to obtain services for Water Reclamation Facility Pretreatment Improvements – Evaluation Phase, Project No. WRF11-1928, CIP No.50855. The scope of services is as described in Exhibits A and B.

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project as defined in Exhibits A and B, 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.



1.2 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 Exhibits A and B.)

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. Such consent shall not be unreasonably withheld.
- 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 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 by agreement or otherwise. In such case, the Engineer shall be liable to the City for any additional cost occasioned thereby.



- 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.
- 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 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. 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 rate schedule. (See Exhibit C.)

5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed \$44,933.00 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.

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 at the rates 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 May 27, 2011.

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, in the amount of \$1,000,000 each occurrence and \$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

William W Brinker
HDR Engineering, Inc.

DATE: _____

DATE: 2/19/2011

ATTEST:

FINANCE OFFICER

Reviewed By:

Dan Coon
Dan Coon, Project Manager

DATE: Feb. 21, 2011



EXHIBIT A

SCOPE OF ENGINEERING SERVICES**WATER RECLAMATION FACILITY
PRETREATMENT IMPROVEMENTS – EVALUATION PHASE
PROJECT NO. WRF11-1928 CIP 50855****PROJECT DESCRIPTION**

HDR will provide services related to providing an evaluation study including alternative investigations and life cycle cost analysis. An Evaluation Phase Findings Report will be developed, recommending improvements and proposed phasing of such improvements to coincide with need and available funding (if required). It is anticipated that future phases of this project will follow the Evaluation Phase and include the final design of the initial project recommended improvements (if the study identifies more than one project), bidding services, and construction administration for this initial project.

It is anticipated that the Evaluation Phase of the project will include the following:

1. Review of drawings and information available for the existing pretreatment system.
2. Evaluation of pretreatment equipment or process modifications.
3. Evaluation of life cycle costs (both capital and operation and maintenance costs) for the systems identified.
4. Recommendation of pretreatment modifications that will best fit the City's needs.
5. Evaluation and recommendations for ancillary equipment and systems such as piping, valves, HVAC, controls, and building structure and facade.
6. Periodic meetings with City staff members to discuss alternatives.
7. Development of a draft and final Evaluation Phase findings report.
8. Assist the City of Rapid City with an application to modify the scope of activities allowed for reimbursement under an existing SRF Loan.
9. Note: All meetings will be held at the Rapid City Water Reclamation Facility unless otherwise noted.

It is anticipated that Future Phases of the project will include the following:

1. Develop design drawings, specifications and bid documents in accordance with the Evaluation Phase findings.
2. Bidding Assistance
3. Construction Services.

BACKGROUND INFORMATION

Much of the background data for the project has been collected by HDR previously. Additional background information to be provided to HDR includes:

- Additional construction plans for the pretreatment facilities project(s)
- The basis of design reports for those projects
- The most recent facilities plan

- Current wastewater flow projections
- Historical wastewater flow records in Excel spreadsheet format (5 years desired)
- SCADA requirements for WRF Facilities
- City of Rapid City historical bid tabulation/cost data.

DESIGN CRITERIA

Design criteria for the projects shall include the current edition of the following items: City of Rapid City Draft Design Criteria manuals; City of Rapid City Standard Specifications, current edition; City of Rapid City Drafting Standards; South Dakota Department of Environmental Resources Standards; Ten States Standards as adopted and supplemented by SDDENR; the International Building Code; and Regional Wastewater Facilities supplemental design criteria. Conflicts between design criteria documents shall be resolved in favor of the more stringent requirement. Other documents and references may be proposed for use and requires written concurrence by the City Project Manager and may require "Exceptions" per City exception process.

EVALUATION PHASE SCHEDULE

Evaluation Phase Contract Approval	March 7, 2011
Notice to Proceed with Design	March 8, 2011
Equipment Site Visits	April 11-15, 2011
Evaluation Phase Draft Report	May 15, 2011
Evaluation Phase Final Report	May 27, 2011

The Consultant shall allow 7 working days for City review of the Evaluation Phase report.

SCOPE OF SERVICES – EVALUATION PHASE

TASK 1 – EVALUATION PHASE DESIGN SERVICES:

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

- 1.1 Project Management and Administration.
- 1.2 Kick-off Conference: The consultant shall meet with City staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
- 1.3 Compile & Review Background Information: Compile information HDR has, request and collect additional information and review for project.
- 1.4 Perform Site Visit for Condition Assessment: A site visit will be conducted by the Project Engineer and Project Architect. They will collect information and photo or video document

conditions for use in their evaluation and by the other Evaluation Team members to determine existing conditions and identify improvements to be evaluated, including those to meet building code requirements. The Evaluation Team will be consist of staff that specialize in wastewater treatment facilities and understand their special needs. The team will include the Project Manager, Project Engineer, Architect, Structural Engineer, Mechanical Engineer and Electrical/Instrumentation Engineer.

- 1.5 Prepare Screenings & Accessory Alternatives Matrices: Develop the matrices for screening and grit handling alternatives.
- 1.6 Perform Criteria Concept Review (CCR): Internal review by HDR senior technical specialists in wastewater pretreatment for concept and alternatives applicability.
- 1.7 Preliminary Alternatives Selection: Review Matrices with City, Select Viable Alternatives including BIM Modeling
- 1.8 Equipment Alternatives Contacts: HDR will identify installations of screening alternatives to be evaluated and provide contact information to the City. If site tours by Rapid City staff are desired, HDR will arrange the tours to facilities within driving distance of Rapid City but will not accompany City staff.
- 1.9 Complete Matrices for Screenings and Grit Systems: Based upon the findings of the site reviews, the matrices will be completed to develop a ranking of most desirable technology/manufacturer options.
- 1.10 Equipment Selection Workshop: HDR will conduct workshop at the Rapid City Water Reclamation Facility to reach consensus on selecting equipment.
- 1.11 Prepare Opinions of Probable Construction Costs for Screenings and Grit Handling Alternatives, along with building improvements for condition and code compliance.
- 1.12 Prepare Draft Evaluation Phase Engineering Report and submit three (3) copies for City Review. This will include equipment recommendations and building condition and code compliance improvements proposed.
- 1.13 QA-QC Review: Internal QA-QC review conducted by senior HDR staff not directly involved in the project.
- 1.14 Incorporate Final City Comments into Report and submit three (3) copies of the Final Evaluation Phase Report
- 1.15 State Revolving Fund (SRF) Application Assistance: Provide information (Evaluation Phase Report and supporting information) to City for applying for a modification to the existing SRF loan to include the recommended pretreatment improvements. As per discussions with the City, the revisions will be submitted by the City. If the DENR were to require a new facilities plan for the proposed improvements, a scope and fee modification would be required if HDR conducts that effort.

Project Submittals shall include:

- Kick-off Meeting Minutes
- Draft Equipment Evaluation Matrices
- Completed Equipment Evaluation Matrices
- Draft Evaluation Phase Engineering Report
- Design Report Review Meeting Minutes
- Final Evaluation Phase Engineering Report

EXHIBIT B
CITY OF RAPID CITY - WATER RECLAMATION FACILITY PRETRI
PHASE 1 - EVALUATION STUDY ENGINEERING FEE ESTIMATE

Expenses

Labor Category	Project Princ	Postage	Travel	Tech Charge	Printing	Telephone	Expense Total
Billing Rate	\$200						

Phase 1 - Facility Evaluation Study							
1.1 Project Management and Administration	1	\$100		\$107	\$50	\$50	\$415
1.2 Kick-off Conference			\$480	\$37			\$554
1.3 Compile & Review Background Information				\$70			\$141
1.4 Perform Site Visit for Condition Assessment			\$550	\$155			\$861
1.5 Prepare Screenings & Accessory Alternatives Matrices				\$33			\$67
1.6 Perform Criteria Concept Review (CCR)				\$7			\$15
1.7 Preliminary Alternatives Selection				\$67			\$133
1.8 Equipment Alternatives Contacts				\$15			\$30
1.9 Complete Matrices for Screenings and Grit Systems				\$26			\$52
1.10 Equipment Selection Workshop			\$480	\$96			\$672
1.11 Prepare Opinions of Probable Construction Costs				\$48			\$96
1.12 Draft Evaluation Phase Engineering Report				\$303			\$607
1.13 QA-QC Review				\$41			\$81
1.14 Final Evaluation Phase Report				\$85			\$85
1.15 State Revolving Fund (SRF) Application Assistance				\$15			\$30
Task 100 Subtotal Hours	1	\$100	\$1,510	\$1,106	\$50	\$50	\$3,838

Direct Labor \$200

EXHIBIT C
SCHEDULE OF PAY RATES

HDR ENGINEERING, INC.

FEE SCHEDULE

PHASE 1 - WATER RECLAMATION FACILITY PRETREATMENT IMPROVEMENTS
PROJECT NO. WRF11-1928 CIP 50855

City of Rapid City, South Dakota

The following fee schedule is the 2011 Billable Rate Fee Schedule for HDR Engineering, Inc. This fee schedule and the hourly rates shown apply to the above referenced project. In instances where a discipline not listed below is required for the project, the billing rate will be prior submitted to the City.

<u>DISCIPLINE</u>	<u>BILLING RATE/HR</u>
Project Principal	\$200.00
Project Manager	\$195.00
Senior Project Engineer	\$160.00
Project Engineer	\$110.00
Architect	\$150.00
Structural Engineer	\$160.00
Mechanical Engineer	\$160.00
Electrical/Instrumentation Engineer	\$160.00
CADD/BIM	\$ 95.00
Senior Technical – CCR, QA/QC	\$195.00
Resident Project Representative (RPR)	\$110.00
Senior Construction Manager	\$150.00
Accounting / Admin	\$ 60.00
<u>DIRECT EXPENSES</u>	
Vehicle Mileage	\$ 0.50/Mile

OTHER REIMBURSABLE EXPENSES

Reimbursable expenses shall mean the actual expenses incurred directly or indirectly in connection with the project for transportation travel, subconsultants, printing, telephone, fax, shipping and express, and other incurred expenses.

**WATER RECLAMATION FACILITY
PRETREATMENT IMPROVEMENTS
PROJECT NO. WRF11-1928 CIP # 50855**

