

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

Date: **March 15, 2011**

Project Name & Number: Ellsworth Air Force Base Water Meter Relocation Evaluation;
Project No. W11-1936

CIP #: 50830

Project Description: Evaluation to determine feasible and cost effective locations for the EAFB Meter. The meter pit at the current location will be impacted by the reconstruction of the N. Maple Avenue/Anamosa Street intersection.

Consultant: FMG, Inc.

Original Contract Amount: \$19,900.00

Original Contract Date: March 3, 2011

Original Completion Date: 120 days after Notice to Proceed

Addendum No:

Amendment Description:

Current Contract Amount: _____

Current Completion Date: _____

Change Requested: _____

New Contract Amount: _____ \$0.00

New Completion Date: _____

Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$19,900.00	933	4223	602	
Total				

Agreement Review & Approvals

[Signature] _____ 3/4/11 _____
Project Manager Date

[Signature] _____ 3/4/11 _____
Compliance Specialist Date

[Signature] _____ 3/8/11 _____
City Attorney Date

_____ 3-4-11 _____
Division Manager Date

[Signature] _____ 3-4-11 _____
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	3/10/11	[Signature]	(Y)	N
Cash Flow			Y	N

**AN AGREEMENT BETWEEN THE CITY OF RAPID CITY AND FMG, INC. FOR
ELLSWORTH AIR FORCE BASE WATER METER PIT RELOCATION
EVALUATION, PROJECT NO. W11-1936; CIP NO. 50830**

This Agreement is made and entered into this 22nd day of March, 2011, by and between the City of Rapid City, located at 300 Sixth Street, Rapid City, South Dakota 57701, herein after referred to as the "City," and FMG, inc. located at 3700 Sturgis Road, Rapid City, South Dakota 57702 herein after referred to as the "Consultant."

WHEREAS, the City is in need of a firm to evaluate the relocation of the Ellsworth Air Force Base Water Meter pit; and

WHEREAS, the Consultant has the necessary technical expertise to perform such services on behalf of the City; and

WHEREAS, the City wishes to retain the Consultant to perform the professional services so desired; and

WHEREAS, the purpose of this Agreement is to establish the terms and conditions of the Consultant's proposed scope of work and the compensation it is to be paid for those services.

NOW THEREFORE, the parties hereby agree as follows:

1. The Consultant agrees to perform the scope of work identified in Exhibit A, which has been attached hereto and incorporated herein.
2. The City agrees to compensate the consultant in an amount not to exceed \$19,900.00, as identified in Exhibit B, for the work performed under this Agreement. The City shall not compensate the Consultant for any work in excess of this amount unless the Consultant first obtains prior written permission from the City.
3. The parties' rights and obligations under the Agreement shall be governed by, and construed in accordance with, the laws of the State of South Dakota. Any dispute concerning this Agreement shall be litigated, and venued, in Pennington County, South Dakota, in the Circuit Court of the Seventh Judicial Circuit for the State of South Dakota.

FMG, INC.

CITY OF RAPID CITY, SOUTH DAKOTA

Allen D. Foster, President

Alan Hanks, Mayor

ATTEST:

Pauline Sumption, Finance Officer

SEAL

EXHIBIT A

FMG, Inc.
SCOPE OF WORK
Ellsworth Air Force Base (EAFB) Water Meter Pit Relocation Evaluation
City of Rapid City
Project No. W11-1936; CIP No. 50830

BACKGROUND

Agreements signed when the Pactola Reservoir was constructed require that the City of Rapid City furnish water to Ellsworth Air Force Base (EAFB). Water supply to EAFB is through a water meter pit located at the intersection of Anamosa Street and Maple Avenue in Rapid City. The water supply is from the City's Low Level System and is delivered to the meter pit area through an existing 18" water main on Maple Avenue and a 16" water main on Anamosa Street. Because of the City's looped system, the existing supply is very dependable.

Water is carried through a 16" water main from the water meter pit to EAFB. The 16" water main is a concrete cylinder pipe which was constructed in the mid 1950's under a US Army Corps of Engineers contract. The water main goes northeasterly and easterly from the meter pit to EAFB.

The City is planning to reconstruct Anamosa Street in the next few years. Preliminary design for the reconstruction indicates that the road will be widened to add traffic lanes and that the grade of the intersection of Anamosa Street and Maple Avenue will be lowered between 4' and 5'. The water meter pit is located immediately behind the curb and gutter in Maple Avenue/Anamosa Street right-of-way and will have to be relocated to allow for the street reconstruction.

The purpose of the study is to evaluate alternate locations and provide budget estimates for the meter pit relocation. FMG, Inc. will perform the following scope of work:

SCOPE OF WORK

1. Kick-Off Meeting: FMG will meet with City staff to detail project concept and scope.
2. Data Gathering/Detail Maps/City GIS Info: This task includes an inventory of existing facilities, water system plans and maps, design reports, master plan information and City GIS information.
3. Base Map Preparation: This task includes preparation of a base map for the study area. The City of Rapid City will furnish a copy of the GIS mapping information that is needed for the base map.
4. Meetings with EAFB/City Personnel: This task will include meeting with EAFB and City personnel to discuss the project and get input for the study.
5. System Review - Existing/Designed/Planned Facilities: This task will include a review of the existing water system (mains, storage, and supply facilities), review plans for system expansion and/or planned improvements and review the water system master plan as they relate to serving possible sites for relocation of the water meter pit.
6. Alternate Sites Analysis/Review: As a part of this task, a conceptual design/layout of a new meter pit will be developed. Constructed in-place or prefabricated pit as well as above grade versus buried structure will be explored.

EXHIBIT A

Sites for possible water meter pit relocation will then be identified. Once the sites have been identified we will gather information and evaluate each site as to their suitability for the relocation. Items to be considered include, but are necessarily limited to, the following:

- a. Can the existing City water system serve the site, if not, what improvements are needed. FMG does not anticipate any computer modeling, but will use simplified calculations with Bentley FlowMaster® where needed.
 - b. Current land ownership
 - c. Current Zoning
 - d. Site Access – Roadways, rights-of-way, easements.
 - e. Flood plain information, if any
 - f. Security concerns
 - g. Other site constraints/benefits
 - h. Conceptual site plan for estimating purposes.
 - i. What to do with existing 16” pipe between existing water meter pit and new meter location.
7. Opinion of Probable Cost: This task will include preparation of an Opinion of Probable Cost for each alternate site including the cost of any system improvements needed to utilize the site for meter pit relocation.
 8. Draft Report Preparation: Prepare a draft report showing FMG, Inc.’s findings and recommendations.
 9. Review Meeting: This task is for a review meeting with City and EAFB personnel.
 10. Final Report Preparation: This task to prepare the final report incorporating review comments.

The Scope of Work identified above will be completed within 120 days after the receipt of Notice to Proceed with the project. Interim milestone dates will be established at the project kick-off meeting.

EXHIBIT B
TASK SCHEDULE - ESTIMATED MAN-HOURS AND FEES
EAFB WATER METER PIT RELOCATION
Project No. W11-1936; CIP No. 50830
 Prepared by FMG, Inc.
 March 1, 2011

		PE/PR	PE/SE	CADD	CL	
		\$ 120.00	\$ 95.00	\$ 60.00	\$ 45.00	
TASK 1 - SCOPE OF WORK						
1.1	Kick-Off Meeting	2	2			\$ 430.00
1.2	Data Gathering/Detail Maps/City GIS Info		2			\$ 190.00
1.3	Base Map Preparation		2	12		\$ 910.00
1.4	Meetings EAFB/City Personnel	4	4			\$ 860.00
1.5	System Review/Future Expansion/Improvement Plans	4	8			\$ 1,240.00
1.6	Alternate Sites Analysis/Review	12	60			\$ 7,140.00
1.7	Opinion of Probable Cost for Alternate Sites	4	16	4		\$ 2,240.00
1.8	Draft Report Preparation	6	24	18	2	\$ 4,170.00
1.9	Review Meetings	4	4			\$ 860.00
1.10	Final Report Preparation	2	12	4	2	\$ 1,710.00
1.11	Reimbursables, Printing, Supplies, Expendables					\$ 150.00
	TOTAL	38	134	38	4	\$ 19,900.00

PE/PR = Professional Engineer/Principal
 PE/SE = Professional Engineer/Senior Engineer
 CADD = CADD Operator
 CL = Clerical