

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

Date: February 12, 2013

Project Name & Number: Water Reclamation Facility Pretreatment Improvements – Construction and Installation; WRF11-1928 **CIP #:** 50855

Project Description: Provide construction phase services for improvements to the WRF Pretreatment System screening and grit handling equipment, piping, valves, HVAC, controls and building.

Consultant: HDR Engineering, Inc.

Original Contract Amount: \$148,618.00	Original Contract Date: January 17, 2012	Original Completion Date: Dec. 1, 2012
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Addendum No: 1


Amendment Description: Additional compensation for construction administration services due to extended project schedule.


Current Contract Amount: \$148,618.00	Current Completion Date: Dec. 1, 2012
Change Requested: \$8,400.00	
New Contract Amount: \$157,018.00	New Completion Date: Feb. 28, 2013

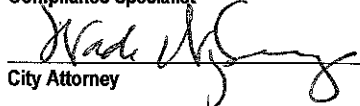
Funding Source This Request:

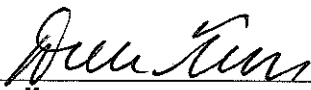
Amount	Dept.	Line Item	Fund	Comments
\$8,400.00	833	4223	604	
	Total			

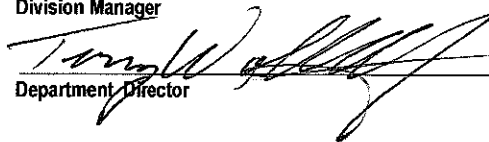
Agreement Review & Approvals

 1-30-13
Project Manager Date

 1/30/13
Compliance Specialist Date

 2/1/13
City Attorney Date

 1-30-13
Division Manager Date

 _____
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	1/31/13	JD		N
Cash Flow				N

AMENDMENT NO. 1 TO AGREEMENT

Project: Water Reclamation Facility Pretreatment Improvements – Construction and Installation
Project No. WRF11-1928

Background Data: Effective Date of Agreement: January 17, 2012
Owner: City of Rapid City
Engineer: HDR Engineering, Inc.

Nature of Amendment: Additional compensation for construction administration services due to extended project schedule.

Current Contract Amount: \$148,618.00

Change Requested: \$ 8,400.00

New Contract Amount: \$157,018.00

Owner and Engineer 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: February 18, 2013.

CITY OF RAPID CITY:

By: _____
Mayor


Date Signed: _____

ATTEST:

By: _____
Finance Officer


Date Signed: _____

REVIEWED BY:



Dan Coon, P.E. Project Manager

ENGINEER:

By: 

HDR Engineering, Inc.

Date Signed: 1-29-13





January 4th, 2013

Mr. Dan Coon, P.E.
Engineering Services Division
300 Sixth Street
Rapid City, SD 57701

RE: Water Reclamation Facility Pretreatment Improvements – Amendment Request
to Construction Phase Professional Services Agreement

Dear Mr. Coon:

Throughout the past year, HDR has greatly enjoyed the opportunity to work with you and WRF staff on design and construction administration of the Water Reclamation Facility (WRF) Pretreatment Improvements project. The project is nearly complete and we look forward to seeing this project in operation and your expectations met.

Unfortunately, due to delays beyond our control, construction of the improvements was not completed within the anticipated timeframe. HDR's original scope agreement assumed a late 2012 completion with very little work following substantial completion. This regrettably has not been the case. HDR remains committed to seeing this project through to completion; however, the original agreement lacked the manhours necessary for the extended project duration.

Original Substantial Completion Date	November 1 st , 2012
Substantial Completion Time Extension	November 9 th , 2012
Project Final Acceptance	Incomplete

As quoted below from our original project scope proposal, the estimated HDR man-hours were made based simply on the scheduled substantial completion date and the expected time per week to coordinate construction activities.

PROJECT SCHEDULE

Please note that the attached Exhibit B spreadsheet with estimated manhours and associated fee was based on an anticipated construction schedule. If, for some unforeseen reason, the construction schedule extends beyond this time frame then additional hours or an adjustment in daily inspection levels may be needed in order to meet the project requirements. The estimated manhours were based on project completion deadlines as follows:

RECEIVED

JAN 4 2013

**ENGINEERING
SERVICES**

Mr. Dan Coon, P.E.
January 4, 2012

Bid Opening Date December 20, 2011
Construction Completion Date November 1, 2012

TASK 2 – EXPANDED CONSTRUCTION SERVICES:

2.4 Provide on-site observation as necessary to assure that the methods and materials used by the contractor meet the intent of the plans and specifications. HDR's estimated manhours and fee was based on 16 hours per week of on-site observation for the duration of the construction project.

Until recently, we were expecting to adjust our project efforts/hours to keep costs within our original contract amount. With the amount of outstanding obligations on the part of the Contractor and the close-out process incomplete, we are now respectfully requesting your consideration for an Amendment to our Professional Engineering Services contract for the project. Our request is based on the following calculation of manhours and our actual additional costs to date:

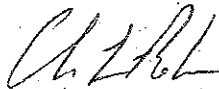
HDR Calculated Hours for Project Time beyond Substantial Completion Date	
Additional CM time spent to date (7 weeks @ 16 hrs/wk)	112 hours
Additional CM time anticipated (3 weeks @ 16 hrs/wk)	48 hours
Total Calculated Additional Labor Costs	
Project Engineer/Inspector (\$102/hr)	\$16,320
<u>Additional Direct Costs and Project Expenses</u>	<u>\$ 260</u>
Subtotal	\$16,580

However, in an effort to demonstrate our commitment to meeting the original contract amount, HDR has been efficient in limiting our project expenses to date and would only request approximately fifty percent of the calculated costs for an additional **\$8,400** to finish our responsibilities on this project.

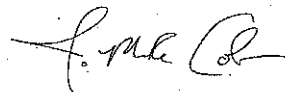
As I have previously discussed with you, it is certainly not my intent to request additional fees for minor project extras and we understand project delays are unfortunate and we are not try to capitalize on the situation. But I hope that you understand the additional effort that has been and will be expended by HDR to see this project through to completion.

Thank you for your time and consideration on this matter. Please let me know of any questions or comments that you have.

Very Respectfully,
HDR ENGINEERING, INC.



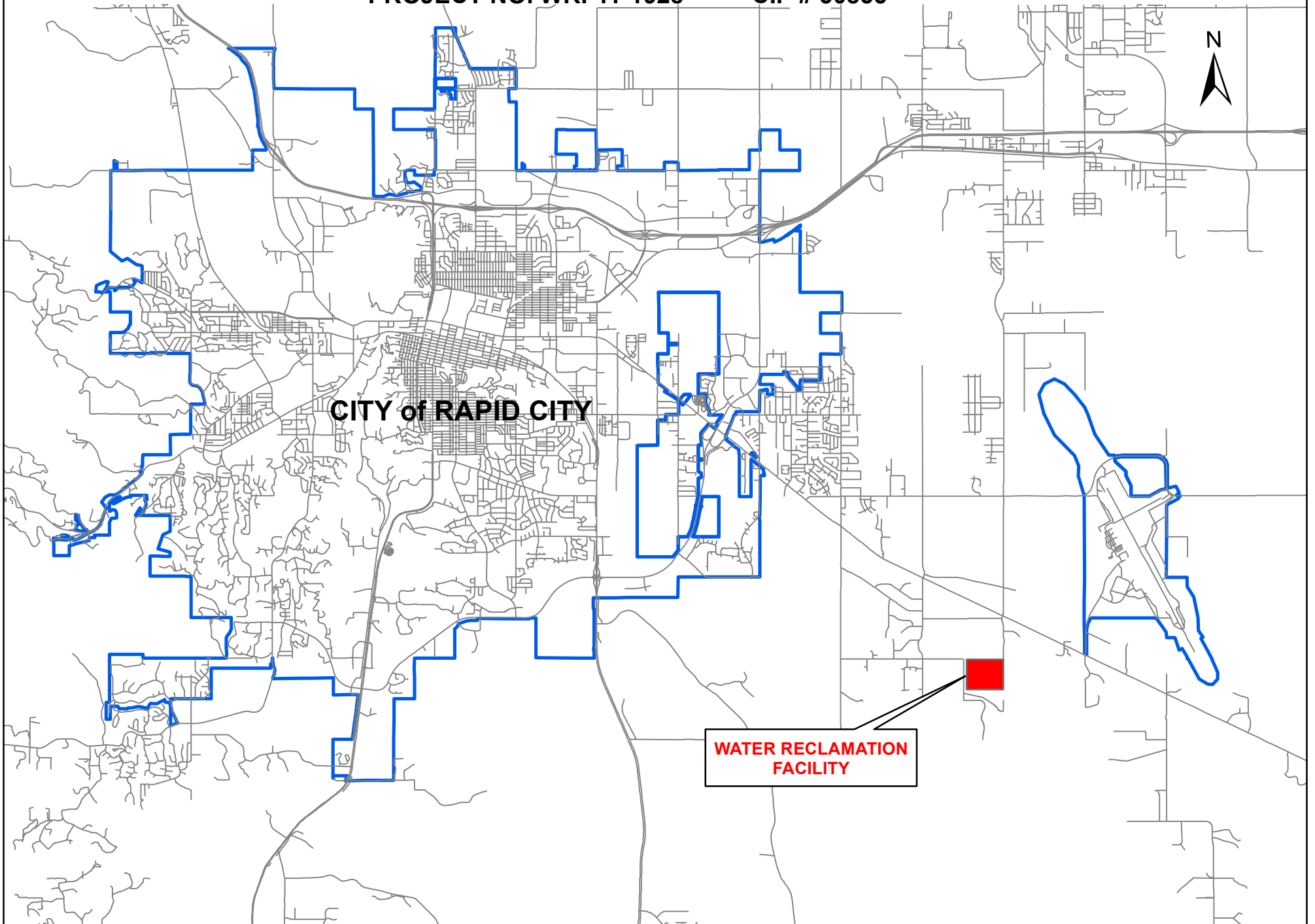
Chris L. Robinson, P.E.
Project Engineer



J. Michael Coleman, PE & LS
Vice President

cc Dave VanCleave

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



CITY of RAPID CITY

**WATER RECLAMATION
FACILITY**