

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

**Project Name & Number:** Solid Waste Citizen Campus

**CIP #:** 615001

**Project Description:** To provide professional engineering services.

**Consultant:** HDR Engineering

**Original Contract Amount:** \$252,808.00

**Original Contract Date:** May 7, 2012

**Original Completion Date:** August 16, 2012

**Addendum No: 1**


**Amendment Description:** To provide additional design and construction administration services.

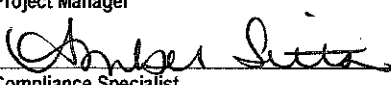
<b>Current Contract Amount:</b>	\$252,808.00	<b>Current Completion Date:</b>	August 16, 2012
<b>Change Requested:</b>	\$249,872.00		
<b>New Contract Amount:</b>	\$502,680.00	<b>New Completion Date:</b>	November 30, 2013

**Funding Source This Request:**

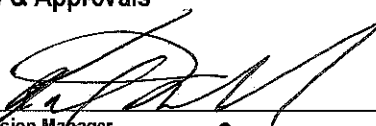
Amount	Dept.	Line Item	Fund	Comments
\$149,923.00	7102	4223	615	
\$87,455.00	7103	4223	616	
\$12,494.00	7101	4223	612	
\$249,872.00	<b>Total</b>			

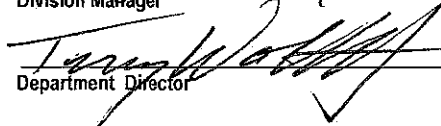
### Agreement Review & Approvals

  
 \_\_\_\_\_ 2-21-13  
 Project Manager Date

  
 \_\_\_\_\_ 2/21/13  
 Compliance Specialist Date

\_\_\_\_\_  
 City Attorney Date

  
 \_\_\_\_\_ 2-21-13  
 Division Manager Date


  
 \_\_\_\_\_ 2-21-13  
 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	2/21/13	ME		<input checked="" type="checkbox"/>	N
Cash Flow				<input checked="" type="checkbox"/>	N

AMENDMENT NO. 1 TO AGREEMENT

**Project:** Solid Waste Citizen Campus

**Background Data:** Original Contract Date: May 7, 2012  
Owner: City of Rapid City  
Engineer: HDR Engineering

**Nature of Amendment:** Additional design and construction administration services.

**Current Contract Amount:** \$252,808.00

**Change Requested:** \$249,872.00

**New Contract Amount:** \$502,680.00

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:

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

ATTEST:

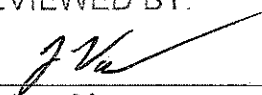
By: \_\_\_\_\_  
Finance Officer

ENGINEER:

By:   
HDR Engineering

Date: 2-21-13

REVIEWED BY:

  
\_\_\_\_\_  
Project Manager

**EXHIBIT A**

**City of Rapid City  
Solid Waste Citizen Campus Design  
HDR Engineering – Phase 2 Scope of Services**

## ***Project Background***

HDR Engineering was selected by the City of Rapid City in May 2012 to complete design services for the Solid Waste Citizen Campus at the Rapid City Solid Waste Facility.

The City of Rapid City, Department of Public Works, Solid Waste Division owns and operates landfill, recycling, and composting facilities for residents and businesses in the City and surrounding area. The purpose of a Citizen Campus is to provide for the safety and convenience of customers wishing to drop off waste, reuse materials, pick up compost, and provide a faster turnaround for large-load commercial customers. Benefits to residential customers will include keeping pickup trucks and cars off the main landfill disposal area, a reuse center, recycling and yard waste drop off, and new scale operations. Access to the Solid Waste Facility is a vital component to the City's waste management system, so every effort will be made to minimize the impacts to daily customers during construction.

Professional services have been divided into five Tasks with Preliminary Design, Final Design, and Bidding Services in Phase 1 and Basic Construction and Expanded Construction Services in Phase 2. HDR Engineering will complete Phase 1 services for preliminary and final design in January of 2013. The following scope items are included for Phase 2 services for Construction Administration assistance and survey/staking on the project performed by HDR with subcontractor support of American Engineering Testing, Inc (AET) for geotechnical testing, Wyss Associates, Inc, and Berberich Design for basic construction support.

## ***Project Phase 2 Scope of Services***

### **TASK 2A – ADDITIONAL DESIGN SCOPE ITEMS:**

This task consists of the additional project design efforts that were required due to changes in the various scope assumptions made prior to completion of the Phase 1 preliminary design. These items were discussed with city staff prior to proceeding with final design efforts and were summarized in an August 29<sup>th</sup> written correspondence and were included in this amendment based on actual time expended at the approved 2012 fee schedule rates for the project. During the plan review and submittal process, there were also additional efforts required to complete or modify the design items bulleted below.

- Implement bid amendments and phases to the project to allow the city funding flexibility in their project construction budget
- Landfill gas flare relocation
- Develop remote scale logic process, controls, and communication with scale house
- Full design and build-out of the education center and maintenance buildings including, rest rooms, casework, windows, and sheetrock insulated walls with power receptacles
- Landfill gas barrier design beneath buildings

### **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, and may include the following itemized services.

- 1.1 Project Management and Administration consisting of all correspondence with the City and other project stakeholders as necessary.

**EXHIBIT A**

**City of Rapid City**  
**Solid Waste Citizen Campus Design**  
**HDR Engineering – Phase 2 Scope of Services**

- 1.2 Schedule, coordinate, and conduct a Pre-Construction Conference. Prepare agenda, record minutes, and distribute minutes by addendum.
- 1.3 Receive, log and coordinate reviews and responses to Contractor's requests for information/interpretations (RFI's).
- 1.4 Assist City staff and administer necessary or desirable changes in the work utilizing systems to track changes from initiation through completion.
  - a. Coordinate the preparation and issuance of necessary or desirable changes in the form of Change Proposal Requests (CPR's).
  - b. Review costs presented on Change Proposal Requests by Contractor, and conduct negotiation of pricing as necessary.
  - c. Review all Change Proposal Request items and negotiated costs with Owner for Owner's approval.
  - d. Assemble approved Change Proposal Requests periodically into Change Orders. Include justification documentation with each Change Order.
  - e. Maintain current status log of all Change Proposal Requests and Change Orders and review at construction progress meetings.
  - f. Review as recorded drawings to verify changes in work are reflected as applicable.
  - g. Review pay requests to verify Change Order items are broken out and that payment is not made until work is complete.
- 1.5 Administer shop drawing and other submittal requirements to effect substantial compliance with the intent of the Contract requirements.
  - a. Review and approve the Contractor's shop drawing submittal schedule to ascertain that all significant submittals are accounted for.
  - b. Receive, log and conduct review of shop drawing submittals to confirm Contractor's compliance requirements.
  - c. Distribute for review and re-distribute reviewed shop drawings, operation and maintenance manuals and equipment data sheets, and other submittal information.
  - d. Establish and maintain a tracking system for submittals to provide review action status identification of each submittal as well as submittal distribution status.
  - e. 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.
  - f. Receive, log and take appropriate action on miscellaneous informational submittals generated by the Contractor during construction.
- 1.6 Prepare "As-Recorded" plans and specifications. "As-Recorded" plans and specifications shall be submitted as a hard copy and on CD compatible with current AutoCAD Release. 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, and may include the following itemized services.

- 2.1 Schedule, coordinate, and conduct progress meetings every other week. Prepare agenda, record minutes, and distribute to all attendees.
- 2.2 Review, approve, and monitor the Contractor's detailed construction schedule.
  - a. Ascertain that the Contractor has accounted for the scheduling of all significant components of the total construction, has sequenced activity to conform with stipulated sequencing, and has scheduled to meet the project completion date.
  - b. Evaluate look-ahead schedules and actual progress with respect to the approved planned progress schedule, and report status at construction meetings
- 2.3 Attend and document pre-installation conference for the scale equipment.

## EXHIBIT A

City of Rapid City  
Solid Waste Citizen Campus Design  
HDR Engineering – Phase 2 Scope of Services

- 2.4 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. **HDR's estimated manhours and fee was based on 20 hours per week of on-site observation for the duration of the 40 week construction project.**
- a. A total of 3 trips for discipline specific (architectural, electrical, instrumentation and controls, landfill gas, etc) on-site observation are included in this task item.
- 2.5 Prepare a record of observed construction activities. A record of activity will be maintained by the inspector including weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and any other pertinent information.
- 2.6 Observe, document and respond to Contractor's non-compliance with regulatory and permit requirements specifically enumerated by the Contract Documents. Review of certified payroll reports and monitoring of compliance with Labor and Wage Determination requirements is not provided by HDR. Review salvaged materials and equipment to verify those items are salvaged and stored properly and that all items to be scheduled for salvage are accounted for. Take photos to document construction progress or construction deficiencies. Develop and maintain a logging system to enable easy retrieval of photos.
- 2.7 Coordinate with subconsultant (AET) to provide assurance testing (or witness Contractor 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.
- 2.8 HDR shall coordinate with Contractor Furnished construction staking provider in accordance with the City of Rapid City Standard Specifications. Contractor shall be responsible for constructing project in accordance with the stakes provided and the plans and specifications.
- 2.9 Review site conditions during construction to determine that the Contractor is maintaining site-related items in accordance with the Contract Documents.
- a. Periodically review overall condition of site for excessive construction debris, erosion, proper drainage, weed control and access/egress maintenance.
  - b. Periodically review Storm Water Pollution Prevention Plan controls for compliance with the approved plan.
  - c. Document deficiencies and notify the Contractor.
- 2.10 Review stored materials and/or equipment for quantity determination for Contractor payment and to verify that equipment and/or materials are adequately protected until installed.
- 2.11 Review Contractor's as-recorded drawings, throughout the course of the project, to verify the as-recorded drawings are up-to-date with contract modifications and annotated to reflect actual construction.
- 2.12 Assist City Staff in administering payment applications.
- a. Review and approve the Contractor's Schedule of Values to establish a reasonably balanced distribution of costs to serve as a basis for progress payments and determination of cost impact of changes.
  - b. Receive and review draft application for payment prepared by the Contractor and provide recommendation as to approval.
- 2.13 Achieve an orderly, well-documented and complete Project Closeout of the construction contract.
- a. Prepare and submit a project completion punch list to the Contractor and Engineering Services and oversee its completion.
  - b. Verify submittal of all required documents.
  - c. Review Contractor Record Drawings.
  - d. Administer Final Payment. Finalize all project costs and determine the final adjusted amounts for construction.
  - e. Prepare and submit City of Rapid City project "Construction Project Close-out Checklist" indicating compliance with specifications and acceptance of the various infrastructure components.
  - f. Prepare letter of certification of project completion verifying compliance with plans and specifications and start of warranty period.

**EXHIBIT A****City of Rapid City  
Solid Waste Citizen Campus Design  
HDR Engineering – Phase 2 Scope of Services**

- g. Prepare a letter to SD DENR notifying them of project completion and provide closeout documents such as the DENR acceptance form and final pay application.

***Project Schedule***

The proposed schedule for design services is based on the estimated construction schedule identified during project design. If the actual construct timeline varies from this expected schedule, then either the level of observation required or the contract fee may need adjustment.

Notice to Proceed for Construction	March 15, 2013
Construction Substantial Completion	October 1, 2013
Construction Final Completion	November 1, 2013
Final Project Closeout	November 2013

**EXHIBIT B  
CITY OF RAPID CITY - LANDFILL CITIZEN CAMPUS PROJECT  
PHASE 2 - CONSTRUCTION MANAGEMENT FEE ESTIMATE**

	Total Hours Hours	Labor Cost \$	Expense Cost \$	Total Cost \$
<b>Task 2A - Design Services Amendment</b>				
1a - Education and Design Center and Foundations	208	\$23,656	\$200	
2a - Landfill Gas Retrofit	193	\$21,796	\$0	
3 - Leachate Pump	61	\$9,572	\$0	
2.3a - Additional 95% Plan Modifications	122	\$14,824	\$0	
<b>Task 2A Subtotal</b>	<b>584</b>	<b>\$69,848</b>	<b>\$200</b>	
<b>Task 4 - Basic Construction Services</b>				
1.1 Project Management, Administration, and QA/QC	40	\$4,876	\$150	
1.2 Pre-Construction Conference	14	\$1,652	\$0	
1.3 Manage Requests for Information	30	\$3,964	\$0	
1.4 Administer Changes in Work	90	\$10,572	\$0	
1.5 Administer Shop Drawing and Other Submittal Requirements	142	\$17,428	\$50	
1.6 Prepare "As-Recorded" Plans and Specification	58	\$5,440	\$50	
<b>Task 4 Subtotal</b>	<b>374</b>	<b>\$43,932</b>	<b>\$250</b>	
<b>Task 5 - Expanded Construction Services</b>				
2.1 Arrange and Conduct Bi-Weekly Progress Meetings	60	\$6,640	\$0	
2.2 Review, Approve, and Monitor Contractor's Detailed Construction Schedule	6	\$788	\$0	
2.3 Attend Pre-Installation Conferences	8	\$968	\$0	
2.4 On-Site Observation	736	\$71,792	\$4,100	
2.5 Record Observed Construction Activities	48	\$4,816	\$0	
2.6 Coordinate Assurance Testing and Observe Contractor Testing	16	\$1,688	\$0	
2.7 Coordinate Construction Surveying and Staking	24	\$2,416	\$0	
2.8 Review and Monitor Stored Materials	4	\$360	\$0	
2.9 Review Salvaged Materials	4	\$360	\$0	
2.10 Administer Contractor Payment Applications	24	\$2,408	\$0	
2.11 Complete Project Close-Out	40	\$3,880	\$50	
<b>Task 5 Subtotal</b>	<b>970</b>	<b>\$96,116</b>	<b>\$4,150</b>	
<b>TOTAL</b>	<b>1,928</b>	<b>\$209,896</b>	<b>\$4,400</b>	
		<b>HDR Labor Cost</b>	<b>\$209,896</b>	
		<b>HDR Expense Cost</b>	<b>\$4,400</b>	
<b>Subconsultants (Wyss-Landscaping, Berberich-Signage, AET-Materials Testing)</b>			<b>\$35,576</b>	
		<b>Total Phase 2 Fee</b>	<b>\$249,872</b>	

**EXHIBIT B  
CITY OF RAPID CITY - LANDFILL CITIZEN CAMPUS PROJECT  
PHASE 2 - CONSTRUCTION MANAGEMENT FEE ESTIMATE**

**Labor Hours by Category**

	Project Principal Coleman	Project Manager Page	QA/QC Grimes	Landfill Engineer Evans	Sr ASME	ASME	ASME CAD	Construction Inspector Bailey	Civil CAD Liggett	Accounting / Admin Ellen	Total Hours Hours	Labor
<b>Task 2A - Design Services Amendment</b>												
1a - Education and Design Center and Foundations	1	1	2	22	24	52	72		32	2	208	\$23,656
2a - Landfill Gas Retrofit	1	2		44	2	62	42		38	2	193	\$21,796
3 - Leachate Pump		1	2	29	20				9	2	51	\$6,572
2.3a - Additional 95% Plan Modifications		4	6	24	10	24	16		36	2	122	\$14,824
<b>Task 2A Subtotal</b>	<b>2</b>	<b>8</b>	<b>10</b>	<b>118</b>	<b>56</b>	<b>138</b>	<b>130</b>	<b>0</b>	<b>114</b>	<b>8</b>	<b>584</b>	<b>\$69,848</b>
<b>Task 4 - Basic Construction Services</b>												
1.1 Project Management, Administration, and QA/QC	4	12	2	2				12		8	40	\$4,876
1.2 Pre-Construction Conference		4		2				8			14	\$1,652
1.3 Manage Requests for Information		12		6				8		2	30	\$3,964
1.4 Administer Changes in Work		16		8	9	16	8	24	8	2	90	\$10,572
1.5 Administer Shop Drawing and Other Submittal Requirements		8		4	38	68		8		16	142	\$17,428
1.6 Prepare "As Recorded" Plans and Specification		2					24	8	24		58	\$5,440
<b>Task 4 Subtotal</b>	<b>4</b>	<b>54</b>	<b>2</b>	<b>24</b>	<b>46</b>	<b>84</b>	<b>32</b>	<b>68</b>	<b>32</b>	<b>28</b>	<b>374</b>	<b>\$43,932</b>
<b>Task 5 - Expanded Construction Services</b>												
2.1 Arrange and Conduct Bi-Weekly Progress Meetings			20					40			60	\$6,640
2.2 Review, Approve, and Monitor Contractor's Detailed Construction Schedule			4					2			6	\$788
2.3 Attend Pre-Installation Conferences			4					4			8	\$968
2.4 On-Site Observation			40	12	24			860			736	\$71,792
2.5 Record Observed Construction Activities			8					40			48	\$4,816
2.6 Coordinate Assurance Testing and Observe Contractor Testing			4					12			16	\$1,688
2.7 Coordinate Construction Surveying and Staking			4					16	4		24	\$2,416
2.8 Review and Monitor Stored Materials								4			4	\$360
2.9 Review Salvaged Materials								4			4	\$360
2.10 Administer Contractor Payment Applications			4					20			24	\$2,408
2.11 Complete Project Close-Out			8					20	4	8	40	\$3,880
<b>Task 5 Subtotal</b>	<b>0</b>	<b>98</b>	<b>0</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>822</b>	<b>8</b>	<b>8</b>	<b>970</b>	<b>\$98,116</b>
<b>TOTAL</b>	<b>6</b>	<b>158</b>	<b>12</b>	<b>154</b>	<b>126</b>	<b>222</b>	<b>162</b>	<b>890</b>	<b>154</b>	<b>44</b>	<b>1828</b>	<b>\$ 209,898</b>

**Expenses**

	Postage	Travel	Travel Construction Observer	Printing	Telephone	Expense Total Cost \$
<b>Task 2A - Design Services Amendment</b>						
3100			\$50	\$50		\$200
						\$0
						\$0
						\$0
	\$100	\$0	\$0	\$50	\$50	\$200
<b>Task 4 - Basic Construction Services</b>						
\$50	\$100					\$150
						\$0
						\$0
						\$0
			\$50			\$50
			\$50			\$50
	\$50	\$100	\$0	\$100	\$0	\$250
<b>Task 5 - Expanded Construction Services</b>						
						\$0
						\$0
						\$0
						\$0
	\$2,800	\$1,300				\$4,100
						\$0
						\$0
						\$0
						\$0
			\$50			\$50
	\$0	\$2,800	\$1,300	\$50	\$0	\$4,150
	\$50	\$2,800	\$1,300	\$150	\$0	\$4,400

**HDR Labor Cost**                                 **\$209,898**  
**HDR Expense Cost**                             **\$4,400**  
**Subconsultants (Wyss-Landscaping, Berberich-Signage, AET-Materials Testing)**     **\$35,576**  
  
**Total Phase 2 Fee**                             **\$249,872**



**EXHIBIT C  
SCHEDULE OF PAY RATES**

**HDR ENGINEERING, INC.**

**FEE SCHEDULE**

**SOLID WASTE CITIZEN CAMPUS DESIGN  
PROJECT NO. SW01-2012**

**Phase II - Construction Administration Services**

**City of Rapid City, South Dakota**

The following fee schedule is the 2013 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 Manager	\$ 152
Project Principal	\$ 192
Senior Landfill Engineer - QA/QC	\$ 192
Landfill Engineer	\$ 162
Sr. Civil Engineer	\$ 162
Civil Engineer	\$ 92
Sr. Electrical & Instrumentation Engineer / Sr. Architect / Sr. Structural Engineer / Sr. Mechanical Engineer	\$ 182
Electrical & Instrumentation Engineer / Architect / Structural Engineer / Mechanical Engineer	\$ 102
Engineering Technician/CADD	\$ 92
Construction Inspector	\$ 90
Registered Land Surveyor	\$ 108
Survey Crew Chief	\$ 88
Field Surveyor	\$ 72
Accounting / Admin	\$ 62
	~
<b><u>DIRECT EXPENSES</u></b>	
Vehicle Mileage	\$ 0.555/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.