

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

**Date: May 28, 2009**

**Project Name & Number:** Catron Blvd./Highway 16B Sanitary Sewer Extension #SSW09-1782    **CIP #:** 50396

**Project Description:** Construction of a new sanitary trunk sewer in the Catron Blvd./Hwy 16B right-of-way between 5<sup>th</sup> Street and Wellington Dr. This will include abandonment of the existing sewage lift station at Wellington, and facilitate future sewer extension to allow abandonment of the lift station at Highway 16 / Catron Blvd. and expand service areas.

**Consultant:** Britton Engineering & Land Surveying, Inc.

<b>Original Contract Amount:</b> \$82,500.00	<b>Original Contract Date:</b> June 15, 2009	<b>Original Completion Date:</b> Dec. 31, 2009
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**Addendum No:**

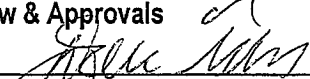

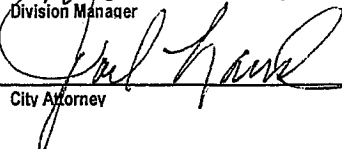
**Amendment Description:**

<b>Current Contract Amount:</b> _____	<b>Current Completion Date:</b> _____
<b>Change Requested:</b> _____	
<b>New Contract Amount:</b> _____ \$0.00	<b>New Completion Date:</b> _____

**Funding Source This Request:**

Amount	Dept.	Line Item	Fund	Comments
\$20,000.00	833	4223	604	Wastewater Replacement/Improvement
\$62,500.00	834	4223	604	Wastewater Expansion
\$82,500.00	Total			

### Agreement Review & Approvals

	JUN 2 2009		6-3-09
Project Manager	Date	Division Manager	Date
	6-2-09		6-3-09
Department Director	Date	City Attorney	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
6/3/09	JL	Y    N
Cash Flow		Y    N

**Britton Engineering & Land Surveying, Inc**

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8035 Black Hawk Road, Suite #5  
PO Box 649  
Black Hawk, South Dakota 57718  
(605) 716-7988

**Date:** May 21, 2009

**Client:** City of Rapid City  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

**Project:** Catron Boulevard / Highway 16B Sanitary Sewer Extension  
Project #SS09-1782 / CIP No. 50396

**Statement of Understanding**

It is understood that the City of Rapid City hereafter, referred to as the Owner, is interested in civil engineering and land surveying services necessary to prepare construction plans and obtain bids for construction of a public sanitary sewer main within the right-of-way of Catron Boulevard (Highway 16B) from 5<sup>th</sup> Street to Wellington Drive. Britton Engineering and Land Surveying, Inc, hereafter referred to as Britton Engineering, has prepared the following contract and fee proposal for preparation of the construction drawings and contract documents, and providing related services as describe herein, for the project.

**Scope of Services**

Britton Engineering has previously completed initial design work for a proposed extension of public sewer from the intersection of East Catron Boulevard and 5<sup>th</sup> Street to a proposed commercial development in the vicinity of Highway 16 and Promise Road, however, this development project is no longer viable. It is proposed to utilize a portion of the design work competed for that project in the performance of this contract. Plans for the prior work included with submittals to the Rapid City Growth Management Department on February 8, 2008 and dated January 28, 2008, are substantially at the 35% design stage and would be the starting point for services under this contract. These plans incorporate red line comments from a prior submittal in May of 2007 and meetings with the Rapid City Growth Management Department and Public Works Department, and the South Dakota Department of Transportation.

The scope of services for this proposal include completing any necessary geotechnical evaluation and report, additional surveying in the Par Subdivision area and coordination with Public Works for possible re-alignment issues, detail topography at the Wellington Lift Station location, the preparation of the Wellington Lift Station abandonment plan, a

traffic plan, sediment and erosion control plans, coordination with private utility companies, preparation of contract and bid documents for a publicly bid project using City of Rapid City Standard Specifications for Public Works Construction and standard city format and bid items, conducting a pre-bid meeting, prepare addenda and answer bidder questions as necessary, attend the bid opening, prepare a tabulation of bids received, make a recommendation for award of construction contracts, and participate in a pre-construction conference.

This fee proposal does not include construction staking (it would be our intention to include that item as a contractor cost in the bid proposal) or any construction observation services. This proposal also presumes the drafting format utilized for the previously prepared initial (35%) plans is acceptable, except for the title sheet and bidding documents which would be prepared or modified to comply with the City's drafting format.

### **Fee Proposal**

The proposed fee to perform the surveying and civil engineering services describe above would be an amount not to exceed \$82,500.00, payable as follows: \$32,000.00 as a lump sum payment, due upon receipt of 35% plans per the schedule below, and services thereafter paid in accordance with the attached Fee Schedule for hourly personnel rates and expenses, the maximum cost of those services through the length of the contract is not to exceed \$50,500.00 The Owner shall pay any submittal and/or application fees required by the governing authorities. Additional services beyond the above mentioned "Scope of Services" will require amendment to this contract.

### **Proof of Liability Insurance**

Britton shall maintain liability insurance in accordance with the City of Rapid City's Consultant Selection Policy.

### **Schedule**

Work on the project will begin/continue when Britton Engineering receives written notice to proceed (approval of this contract). Work on the Engineering Design will begin as soon as possible. With the following Tentative Schedule:

1. Submit 35% plans including applicable previously prepared drawings, and draft/preliminary drawings of additional plan sheets (title sheet, traffic control, sediment and erosion control, lift station abandonment, etc.) – June 22, 2009
2. 35% meeting/review – July 6, 2009
3. 65% meeting/review – August 3, 2009
4. 95% meeting/review – September 1, 2009
5. Plans complete – September 18, 2009
6. Bid Advertisement – October 10, 2009
7. Pre-Bid Meeting – October 20, 2009
8. Bid opening – October 27, 2009

**Documents Furnished**

Copies of all documents, reports, plan and profile sheets, electronic copies, etc. will be provided to the Owner, in the quantity required for review and construction, upon their request and as required. Blue print and processing fees charged in accordance with the attached fee schedule.

**Payment**

Invoice statements will be rendered monthly, within payment due within 45 days of receipt. Britton Engineering reserve the right to terminate work in progress in the event that payments are not received in accordance with these payment provisions.

**Termination of Contract**

This contract may be terminated by either party upon ten (10) days written notice by either party. Britton Engineering shall then be paid for the services completed up to the time of termination date in accordance with the terms of this agreement.

**Ownership of Documents**

All documents, including but not limited to the original drawings, estimates, specifications, field observation notes, etc. shall remain the exclusive property of Britton Engineering as instruments of service. The Owner may, at their expense, obtain record prints of drawings in consideration of which the Owner will use solely in connection with the above referenced project ONLY.

**Acceptance**

If this proposal/contract meets with your approval, please indicate your acceptance by signing, dating and forwarding one copy to our office and keeping another copy for your records. If you have any questions regarding any of the aforementioned, please do not hesitate to contact me. Thank you for the opportunity to present this contract and proposal to you.

Reviewed by: \_\_\_\_\_  
City Engineering Services

**Britton Engineering & Land Surveying, Inc**

8035 Black Hawk Road, Suite #5  
Black Hawk, South Dakota 57718  
(605) 716-7988

**2009 FEE SCHEDULE**

Registered Professional Engineer/Professional Land Surveyor	\$90.00
Graduate Engineer (E.I.T.)	\$55.00
Engineering/Surveying Technician	\$45.00
Two Person Survey Crew/GPS	\$95.00
Three Person Survey Crew	\$105.00
Travel Time (to/from job site)	\$50.00
Drafter / CADD Technician	\$45.00
Clerical	\$30.00
Mileage (per mile)	\$ 0.55
Expenses, including room and subsistence	At Cost
Outside Consultation	At Cost
Geotechnical Services	\$6,400
Printing Costs (Blue Prints)	\$ 0.70/Sheet
Printing Cost (Reports)	\$ 0.05/Sheet

**Acceptance -- (continued)**

City of Rapid City, South Dakota:

\_\_\_\_\_  
Alan Hanks, Mayor

Attest:

\_\_\_\_\_  
James F. Preston

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

Britton Engineering and Land Surveying, Inc.:

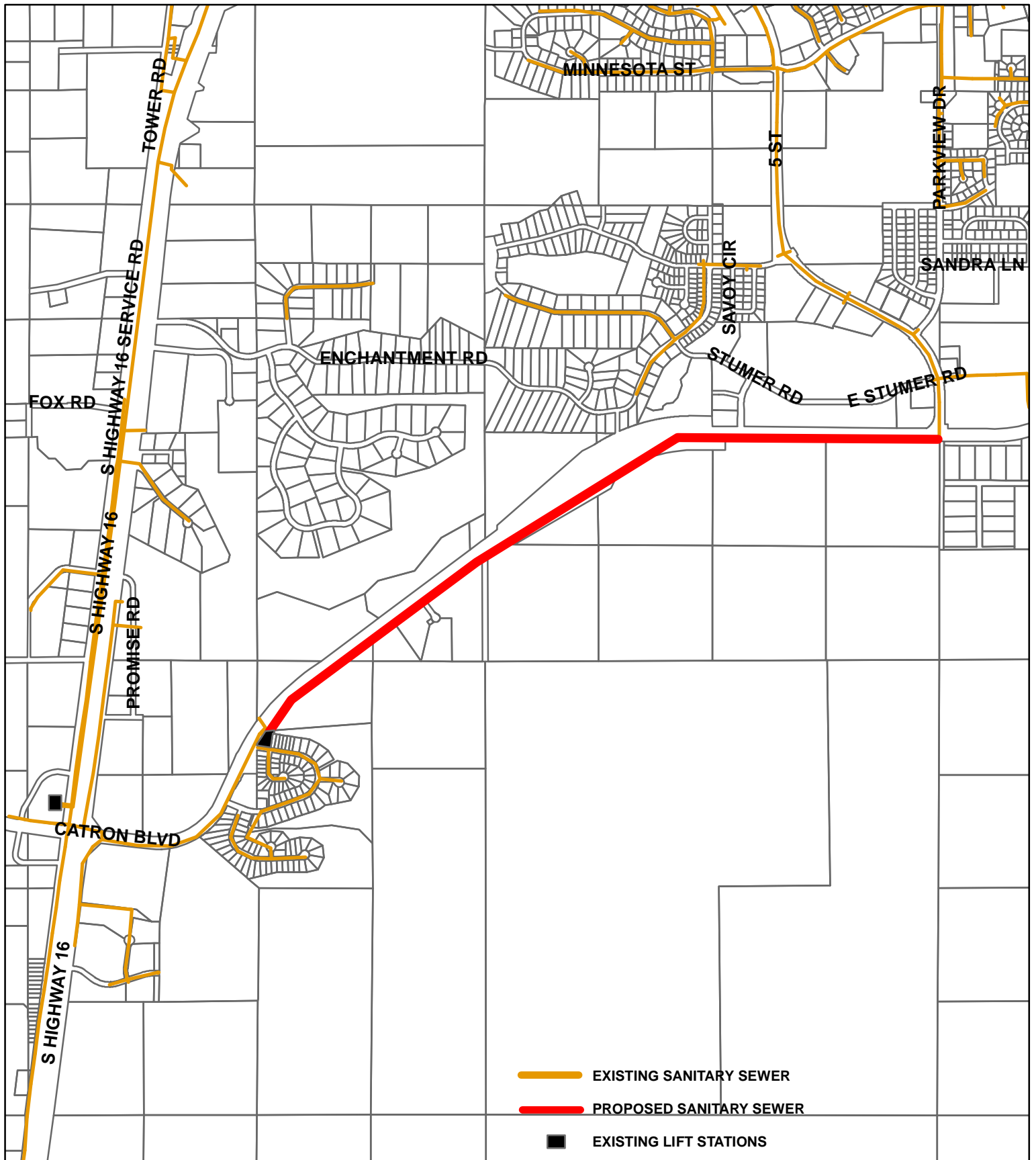
By: \_\_\_\_\_  
Steven O. Thingelstad, President

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

# EXHIBIT "A"

PW060909-13

SCALE 1" = 1500'



**CATRON /HWY 16B SANITARY TRUNK SEWER EXTENSION**  
**PROJECT NO. SS09-1782** **CIP NO. 50396**