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

Project Name & Number: 16-2371  
Project Description: Landfill Cell 18 Construction Administration agreement with FMG Engineering to include Tasks 4 & 5 Basic And Expanded Construction Services  
Consultant: FMG Engineering  
Original Contract Amount: $260,550.00  
Original Contract Date: 2/20/18  
Original Completion: 90 days after Cell #18 Construction has been completed

Addendum No: One  
Amendment Description: The City is currently constructing Cell #18 at the Rapid City Landfill. During this construction the City became aware that the current Landfill property's Storm Water Pollution Prevention Plan (SWPPP) was out of date and needed to be updated. The current SWPPP was last formally updated in 1999. This amendment is for a complete rewrite of the SWPPP narrative, calculations to estimate storm water runoff volumes, recommend Best Management Practices (BMP's), and preparation of maps, figures, and forms for permitting purposes and to assist Landfill personnel in utilizing, applying, and managing the SWPPP.

Current Contract Amount: $289,746.00  
Change Requested: $43,344.00  
New Contract Amount: $303,894.00

Current Completion Date: 90 days after Cell #18 Construction  
New Completion Date: Amendment #1 Fall of 2020

Funding Source This Request:

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Agreement Review & Approvals

Project Manager  
Date: 8/6/18  
Division Manager  
Date: 8/6/18  
Department Director  
Date: 8/6/18

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

Appropriation  
Date: 8/4/18  
Initials:  
Approved: Y N

Cash Flow  
Date: 8/4/18  
Initials:  
Approved: Y N

Rev. 03/2009

108A Authorization for Mayor & Finance Officer to Sign
AMENDMENT NO. 1 TO AGREEMENT

Project: Landfill Cell 18 Liner and Leachate Collection, Project No. 16-2371

Background Data: Effective Date of Agreement: February 20, 2018
Owner: City of Rapid City
Engineer: FMG Engineering

Nature of Amendment: The City is currently constructing Cell #18 at the Rapid City Landfill. During this construction the City became aware that the current Landfill property’s Storm Water Pollution Prevention Plan (SWPPP) was out of date and needed to be updated. The current SWPPP was last formally updated in 1999. This amendment is for a complete rewrite of the SWPPP narrative, calculations to estimate storm water runoff volumes, recommend Best Management Practices (BMP’s), and preparation of maps, figures, and forms for permitting purposes and to assist Landfill personnel in utilizing, applying, and managing the SWPPP.

Current Contract Amount: $260,550.00
Change Requested: $43,344.00
New Contract Amount: $303,894.00

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: ____________________________

CITY OF RAPID CITY

By: ____________________________
   Mayor

Date Signed: ____________________

ATTEST:

By: ____________________________
   Finance Officer

Date Signed: ____________________

ENGINEER:

By: ____________________________
   FMG Engineering, Inc.

Date Signed: 8/3/18

REVIEWED BY:

________________________________________
Stacey Titus, Operations Project Manager
AMENDMENT NO. 1
FMG ENGINEERING

AMENDMENT NO.1 TO AGREEMENT FOR SCOPE OF SERVICES

FOR

TASK 4 – BASIC CONSTRUCTION SERVICES
TASK 5 – EXPANDED CONSTRUCTION SERVICES

RAPID CITY LANDFILL
CELL 18 LINER AND LEACHATE COLLECTION
Project No. 16-2371

GENERAL

During construction of Cell 18, the City was notified by the Department of Environment and Natural Resources (DENR) that the current Storm Water Pollution Prevention Plan (SWPPP) for the Rapid City Landfill is out of date and needs to be updated in accordance with Section 2 of the General Permit. The SWPPP is a requirement of the Rapid City Landfill’s General Permit for Stormwater Discharges Associated with Industrial Activities.

The current SWPPP was last updated in 1999. The required update will include a complete re-write of the SWPPP narrative, calculations to estimate storm water runoff volumes, recommended Best Management Practices (BMP’s), along with the preparation of maps, figures and forms to assist Landfill personnel in utilizing, applying, and keeping the SWPPP up to date moving forward.

The City reserves the right to amend the existing contract or enter into a new contract at any point for additional services related to this scope.

Attachment C of the original agreement will be utilized for billing of this amendment.

AMENDED SCOPE OF SERVICES

The scope of work in this contract amendment for the SWPPP update will include Task A1 – SWPPP Preparation & Training. The specific tasks for this additional work are summarized below.

Task A1 – SWPPP Preparation & Training

A1.1 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.

A1.2 Review background information and any other resources as necessary. Identify and briefly summarize all active landfill permits.
A1.3 Storm Water Discharge (SWD) Permit Renewal
South Dakota's General Permit for Stormwater Discharges Associated with Industrial Activities expired September 30, 2017, and has been administratively extended. DENR has sent a renewal notice to each permitted facility with instructions for submitting a Notice of Intent for Reauthorization and a Certification of Applicant form. FMG will assist with completing the form that will continue permit coverage until the new general permit is issued.

A1.4 Comprehensive Site, Procedures, & Training Compliance Evaluation
The SWD Permit requires the permittee to conduct a comprehensive site compliance evaluation at least once per year.

A Site Evaluation
Areas contributing to storm water discharge shall be visually inspected for evidence of, or the potential for, pollutants entering the drainage system, this shall include any areas with exposed native soils. Measures to reduce pollutant loadings shall be evaluated to determine whether they are adequate and properly implemented or whether additional control measures are needed. Structural controls, sediment and erosion controls, and other structural pollution prevention measures identified in the current plan shall be observed to ensure that they are operating correctly. A visual inspection of equipment needed to implement the plan, such as spill response equipment shall be made. This evaluation will be used to determine if the existing controls are adequate or inadequate. If found to be inadequate, follow-up recommendations will be given in the SWPPP narrative. These recommendations will be general and will not include design or construction ready plans.

B Procedures & Training Evaluation
In addition to a site evaluation, FMG will review current procedures and employee training regarding SWPPP Management, installation and maintenance of Best Management Practices (BMP's), spill response, good housekeeping, material management practices, and truck & equipment washout procedures. This shall include an evaluation of vehicle track out and track in measures, and recommendations regarding vehicle washout procedures or other BMPs.

C Onsite Employee Training
FMG will generate training content and conduct two (2), 4-hour training courses including the topics in section B above. Only supervisor training will be conducted. The supervisors will then conduct employee training.

A1.5 Preliminary SWPPP

A SWPPP Narrative
The Landfill is generally considered an industrial facility for the purposes of Surface Water Discharge. An industrial process wastewater appendix has already been completed and submitted to DENR that established the basis for requirements and limits of the Surface
EXHIBIT A

Water Discharge Permit (#SD0027685). The SWPPP should identify potential sources of storm water pollution, describe control measures used to reduce or eliminate pollutants in storm water discharges, and identify procedures the operator will use to comply with the terms and conditions of the Surface Water Discharge Permit. FMG will focus on the requirements of Section 2.0 of the General Permit, and utilize a recommended outline of topics from DENR to be included in the preparation of the SWPPP narrative. General topics will include;

- Overview of Facility
- Storm Water Pollution Prevention Response Team
- Potential Sources of Storm Water Pollution
- Best Management Practices
- Inspections
- Non-Storm Water Discharges
- Record Keeping and Reporting

B Storm Water Runoff Volume Calculations
The SWPPP should detail the water runoff rates, volumes, paths, detention, and discharge points for a 2 year – 24 hour storm. FMG will review existing topography and conveyance elements to determine the necessary runoff volumes using the NRCS Curve Number Method and use that information to prepare site maps described below.

C Maps, Figures, and Forms
The SWPPP will include maps, figures, and inspection forms to allow the operator to easily understand and use the document. These elements of the SWPPP will be the most used and referenced portions of the document and will need to be accurate, user friendly and updateable. In general, the maps will show;

- Location, boundary, & size of property
- Location and extent of significant structures
- Locations of significant traffic paths and structures
- Directions of storm water flow
- Locations of all structural control measures
- Locations of any receiving waters in the immediate vicinity
- Locations of all storm water conveyances (ditches, pipes, swales)
- Locations of potential pollutant sources
- Locations of previous significant spills or leaks
- Locations of all storm water monitoring points
- Locations of all storm water discharge points
- Locations of all storm water outfalls with outline of area draining to each outfall
- MS4’s and where site storm water will discharge to them
- Locations and descriptions of all non-storm water discharges (Leachate)
- Locations where following activities are exposed to precipitation;
  - Fueling stations
  - Vehicle maintenance/cleaning areas
EXHIBIT A

- Loading/unloading areas
- Locations used for treatment, storage, or disposal of wastes
- Liquid storage tanks
- Processing and storage tanks
- Track-in and track-out areas of concern
- Locations of potential cross-contamination points where leachate or other material may enter the stormwater system.

The maps will be prepared from City provided aerial imagery and contour lines. Recent Cell 17 and 18 grading from record drawings will be amended to the existing contours and shown on maps in the NGVD 29 datum, which is the preferred datum at the Landfill to match existing permit elevations. The consultant will coordinate with City Surveyor regarding horizontal control datum to utilize with the NGVD 29 vertical datum.

The site maps will be updated to reflect changed conditions at the 2-year point.

The map preparation will include field survey of existing inlet and outfall pipes that do not have good existing size and slope information.

Submit eight (8) copies and a PDF version of the Preliminary SWPPP to City of Rapid City’s project manager for review and comment. The City will submit to SD DENR for review.

A1.6 Attend submittal review meeting with City staff.

A1.7 Final SWPPP
Address City comments from the review of the Preliminary SWPPP and finalize the document and all attachments.

Submit eight (8) copies and a PDF version of the SWPPP and all other pertinent electronic project files to City of Rapid City’s project manager. FMG will prepare package for submittal to SD DENR under City cover.

The consultant will coordinate with City CADD personnel regarding DWG CADD file submission and final map documents, etc. The SWPPP document shall also be submitted per City current practice in MS Word.

Submit four (4) copies and a PDF version of the updated SWPPP site maps, including all pertinent electronic files to City of Rapid City’s project manager. This will occur at the 2-year point from the Final SWPPP submittal.
A1.8 Self-Assessment Review
After the issuance of the new SWPPP and training of the staff, FMG will return for a self-assessment regarding the adequacy of the plan and the state of reporting and record keeping at a period of 3 months, 1 year, and 2 years after implementation. The timing may not be exactly at the described intervals depending on seasonal limitations. Each assessment will include a drive thru tour of major storm water control elements and desktop review of the SWPPP and applicable records with the Landfill staff to ensure compliance with the SWD Permit. The inspections will be conducted similar to a SD DENR permit inspection.

A1.9 Spill Prevention, Control, and Countermeasure (SPCC) Plan
The SWPPP will address any potential contamination and spill response for fuel storage. A separate EPA federally mandated Spill Prevention, Control and Countermeasure (SPCC) Plan will be prepared if required in accordance with 40 CFR art 112 for above ground oil storage of greater than 1,320 gallons. This separate document will be prepared as an appendix to the SWPPP.

A1.10 Reimbursables including, Printing, Supplies, Mileage, Expendables for SWPPP Preparation.

ANTICIPATED SCHEDULE

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<td>Notice to Proceed</td>
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<td>Preliminary SWPPP Submittal</td>
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<td>Staff Training</td>
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<td>Final SWPPP Submittal</td>
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<tr>
<td>2-year SWPPP Map Update</td>
<td>TBD Fall, 2020</td>
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ASSUMPTIONS & CLARIFICATIONS

The SWPPP will identify monitoring locations in conjunction with the existing environmental monitoring and sampling program. The SWPPP is not intended to detail monitoring or sampling procedures.

The SWPPP is required to maintain 3-years of sampling data. The SWPPP will refer to the current environmental monitoring and sampling program and no review of sampling data will be performed for this project.
The initial Surface Water Discharge Permit has already been obtained. It is assumed DENR’s Process Wastewater Appendix that is used to establish the permit discharge requirements and limits is up to date. The SWPPP preparation effort will review the permit requirements but will not update or provide any sampling data to DENR.

END OF SCOPE NARRATIVE
**FMG ENGINEERING**
**TASK SCHEDULE-ESTIMATED FEES**
Amendment No.1 - SWPPP Preparation

**RAPID CITY LANDFILL**
**CELL 18 LINER AND LEACHATE COLLECTION**
Project No. 16-2371

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<th>TASK A1 - SWPPP PREPARATION &amp; TRAINING</th>
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<td>A1.2 Review Background Information</td>
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<td>A1.7 Final SWPPP</td>
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**TOTAL FOR TASK A1 - SWPPP PREPARATION & TRAINING SERVICES** $43,344.00

PELL - Professional Engineer/Principal Civil
PE/SGE - Professional Engineer/Senior Geotechnical Engineer
PE/SDE - Professional Engineer/Senior Civil
PE/DE - Professional Engineer/Civil Engineer
CADD - Ceed Technician
RLS - Registered Land Surveyor
SCC - Survey Crew Chief
CLER - Clerical

Although dollar values have been provided for each task FMG retains the right to reallocate monies to other tasks subject to availability.