

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

Date: March 15, 2019

Project Name & Number: Rapid City Administration Center Renovation CIP #: 51225  
Project No. 19-2491

Project Description: Provide design and construction administration services for the renovation of City Hall Building  
located at 300 Sixth Street, Rapid City, SD 57701.

Consultant: TSP, Inc.

Original Contract Amount: \$238,200      Original Contract Date: April 2, 2019      Original Completion Date: September 1, 2020

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
\$238,200.00	132	4223	107	Vision Funds
<b>Total</b>				

### Agreement Review & Approvals

 \_\_\_\_\_ 3/18/19  
Project Manager Date

 \_\_\_\_\_ 3/18/19  
Compliance Specialist Date

 \_\_\_\_\_ 3-18-19  
City Attorney Date

 \_\_\_\_\_ 3-18-19  
Division Manager Date


 \_\_\_\_\_ 3-18-19  
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	3/19/19		<input checked="" type="radio"/> Y	N
Cash Flow			<input type="radio"/> Y	N