EXHIBIT A
SCOPE OF SERVICES
Cell 16 Final Cover
Project No. 18-2448 / CIP 51202

The City of Rapid City has determined the need to procure professional engineering services including Preliminary Design Services, Final Design Services, and Bidding Services for the installation and placement of a final cover system and Gas Collection and Control System (GCCS) over the in-place municipal solid waste (MSW) in Cell 16. Basic Construction Services and Expanded Construction Services will be negotiated at a later date as a separate contract.

In addition to the Cell 16 Final Cover and GCCS design, the City also has determined the need for professional services for the design, bidding, and construction of litter control netting along the perimeter of Cell 18 with emphasis on the western and northern portion. Services through construction of the litter control netting will be included in this scope of services but will be allocated exclusively to subtasks 1.13, 2.23, and 3.07. Task 4 and Task 5 in their entirety are exclusively reserved for the litter control project component.

It is anticipated that the Cell 16 Final Cover improvements will include the following:

1. Preliminary final cover system design which will incorporate current permit requirements and South Dakota Department of Environment and Natural Resources (DENR) standards.

2. Analysis of current fill grades and relationship to final permitted contours. A ground survey will be required to determine if Landfill Operations has reached or exceeded permitted waste grades.

3. On-site geotechnical investigations for clay materials and borrow areas.

4. Integrating the proposed final cover system into the existing capped cells located to the north and east; also ensuring the future cells to the south may be filled adequately and efficiently against the proposed capped cells.

5. Evaluation of the existing asbestos monofill disposal site and integration into the closure plan.

6. Establishing existing and future maintenance access roads to be used by Landfill Operations personnel including improvements as necessary to address traffic movements and drainage.

7. Construction phasing required to keep the Landfill operating efficiently, protecting the public safety, and maintain Landfill Operations within permit requirements.

8. Drainage improvements along the main access road to reduce roadway overtopping and erosion issues.

9. Methane Gas Collection System design and incorporation.

10. Site stabilization and revegetation design.

It is anticipated that the Litter Control improvements will include the following:
1. The Consultant shall provide a preliminary netting and pole material evaluation and recommendations. The location evaluation will be discussed in a technical memorandum or Conceptual Design Report specific to the litter netting project. Upon completion of this task, the netting material evaluation will be narrowed down to the preferred materials before completing subsequent specifications and drawings.

2. The Consultant shall perform a preliminary semi-permanent litter netting location analysis and a temporary litter netting analysis. The semi-permanent litter netting is envisioned as being generally located on the perimeter of Cell 18 and the temporary litter netting is envisioned as the portable units currently utilized by Operations that may be set up on the leachate berm along the eastern side of Cell 18. The location analysis options will be discussed in a technical memorandum or Conceptual Design Report specific to the litter netting project. Upon completion of this task, the netting layout will be narrowed down to one preferred design before completing subsequent specifications and drawings. The litter control netting analysis shall also consider the concept of being able to reset or reuse components of the litter control system on the future cell expansions.

3. The Consultant shall provide the City a complete design, bidding, and construction project package for construction of the litter netting and also shall provide construction administration services for the litter control netting project to be installed along the perimeter of Cell 18.

FMG was selected as the primary Consultant through the City’s selection process to provide Engineering Services for the overall Landfill Permit 2018 project and the above described tasks for the Cell 16 Final Cover; however, it was decided early during contract negotiations to enter into two separate Professional Services contracts. Therefore, Cell 16 Final Cover Tasks 1, 2, and 3 are included in this agreement. It is anticipated that a contract amendment for the Task 4 Basic Construction Services and Task 5 Expanded Construction Services will be negotiated prior to construction of the Cell 16 Final Cover and GCCS project construction. Negotiations are anticipated to occur sometime around October 2019.

The level of effort and specific tasks for each phase of work is described in greater detail in the following sections.

**TASK 1 - PRELIMINARY DESIGN SERVICES:**

This task consists of all services necessary to take the project from beginning through the Preliminary Design submittal stage and may include the following itemized services:

1.01 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.

1.02 Review background information listed in the RFP, and any other resources as necessary. Background information includes City of Rapid City GIS maps, 2013 Solid Waste Permit, Title V Air Quality Permit, plans of existing facilities, and any operational plans or master plans on file for the facility.

1.03 Perform site surveys: This task consists of services required to perform a topographic survey for design. A portion of this tasks fee, in the amount of $4,000.00, will be billed as a lump-sum fee.

A. Perform site surveys sufficient for design plan preparation. The route and topographic survey shall be in NAD 83 (2011) NAVD 88 South Dakota State Plane South Zone. One call locating service will be notified for marking of existing utilities. This task also
includes a Pre-Construction Survey to confirm final grades once waste placement operations are complete. This will provide an updated topographic survey as close to construction as possible to provide final quantities of required fill and cover materials after final waste elevations have been reached and any settlement of the waste has occurred.

B. Perform initial site topographic survey for design. This task during waste placement to assist City with waste placement activities to ensure permitted final cover contour elevations are not exceeded and airspace is maximized. Drone Survey. Initial topographic survey will include a high definition aerial image for use in planning, design, and construction. This task does not include any engineering calculations or design. This task will be billed on a lump-sum fee basis by percent complete.

1.04 Determine Locations of Existing Infrastructure: A third-party locator may be required. If required, this performed by the City or contracted by the City.

1.05 Existing Leachate Collection System Evaluation and Recommendations: This task shall include an evaluation of the expected leachate volumes anticipated and review of Operations data to compare to the actual volume collected. The lift station and pump will also be reviewed to determine adequate function for expected leachate volume after Cell closure. Current maintenance and condition of the system will be reviewed with Operations to determine if work is necessary prior to Cell closure. This task does not include any engineering calculations or design. This task will be billed on a lump-sum fee basis by percent complete.

1.06 Landfill Gas Collection and Control System (GCCS) Expansion Design.

This work shall include the work to design the GCCS system for Cell 16 and shall coordinate with the phasing of the placement of the final cover system.

A. A portion of the background information review will be completed on a lump sum fee basis by percent complete.

B. This portion of Task 1.06 will include the following subtasks and shall be billed on a time and materials basis.

B.1 The remaining portion of the background information review will be completed and billed on a time and materials basis.

B.2 Prepare an Overall GCCS Design to make certain that the proposed system in Cell 16 is adequately sized to convey the landfill gas (LFG) generated. Note that this scope of work does not include the development of any GCCS Overall Master Plan/LFG Phasing Plans or the evaluation of any existing equipment or infrastructure currently in place. The scope of services does include evaluation of the pipe network that will need to be installed in Cell 16 as part of the capping project.

B.3 Reimbursibles: This line item includes expenses related to travel. This item does not include hourly labor. The estimate for this task assumes one trip to the site and includes additional printing and shipping costs. The estimate for this item is on a not-to-exceed basis. Unused funds in this item shall not be available for reallocation to other tasks.
The City is anticipating that the GCCS sub-consultant for this project will likely be under contract with the City for GCCS assistance and evaluation of GCCS components not directly related to the Cell 16 Final Cover project. It is recognized that better efficiency in design and project coordination should be achieved utilizing the same sub-consultant. Work that has been included in separate scopes, proposals, and/or contracts is not part of this contract. If work required for the Cell 16 GCCS system design has been completed under a separate contract, it will not be billed under this contract. Conversely, if work included in a separate scope or contract has not been completed and is required for Cell 16 GCCS system design, it is not part of this scope and would be additional work. Work products will be shared between contracts for the benefit of the Owner.

1.07 Preliminary Final Cover System Analysis:

The Consultant shall analyze the final cover system options prior to completing the Conceptual Design Report. The final cover system analysis shall include evaluation of multiple final cover system options. These conceptual options and preliminary cost estimates will be presented to the City for review and discussion. Coordination with DENR will also occur under this task to ensure that the final cover options are in general conformance with DENR rules and regulations. Upon completion of this task, the final cover options will be narrowed down to one preferred design before completing subsequent design reports and drawings.

This task shall also include an evaluation of additional waste placement areas outside the limits of Cell 16. Options for expanding the waste placement areas and final cover will be presented to and discussed with the City and DENR. This task shall also include basic grading contours and any proposed adjustments to the permitted contours.

1.08 Stormwater Drainage and Erosion Control Evaluation and Preliminary Design:

The Consultant shall perform a detailed analysis of the stormwater drainage patterns of the existing Cell 15 stormwater pond and contributing drainage basin. An analysis of the proposed grading of the closed Cell 16 and the preferred final cover options for these areas will also be performed to determine viable options for stormwater management and erosion control measures to prevent cross-contamination of leachate and stormwater. This evaluation will not include design of any stormwater pumping systems.

1.09 Conceptual Design Submittal:

The Conceptual Design Submittal shall generally consist of the following documents:

A. Conceptual Design Report:

The Consultant shall establish and indicate project specific design criteria and standards within the Conceptual Design Report. The Consultant shall submit all design assumptions for clay material, geosynthetic cap materials, landfill gas extraction system, drainage components, stormwater protection, existing water, sewer, and storm sewer locations, existing utility locations, etc. The Consultant shall include design life, design criteria, and reference of design resources. The Consultant shall use the City Infrastructure Design Criteria Manual to establish design criteria and standards.
Design criteria for the projects shall include the current edition of the following items: City of Rapid City Design Criteria manuals; City of Rapid City Standard Specifications, current edition; City of Rapid City Drafting Standards; South Dakota Department of Environmental Resources Standards; and the US Environmental Protection Agency (EPA) Resource Conservation and Recovery Act (RCRA) Subtitle D regulations, as adopted and supplemented by DENR. The City of Rapid City Solid Waste Division must adhere to site specific permit requirements and DENR rules and regulations.

If conflicts are identified between standards to be used or design criteria documents, they shall be resolved in favor of the more stringent requirement as determined by the Director of Public Works. Use of other documents or references may be proposed; however, this will require written concurrence from the City through the Project Manager and may require “Exceptions” per the City exception process.

The Conceptual Design Report shall include evaluation and discussion of the final cover system chosen after preliminary final cover system analysis and options are presented.

The Conceptual Design Report shall evaluate and recommend potential on-site borrow source(s) for clay material and other components of the final cover system. The Consultant shall elaborate on other project components as necessary.

The Conceptual Design Report shall include a discussion relating to sequencing and coordination with the landfill gas collection system construction.

A probable opinion of construction costs for the project(s) shall be included. The costs shall be itemized based on the City’s standard bid items and appropriate contingency item allowance.

The Consultant shall establish and indicate project specific design criteria and standards within the Conceptual Design Report and use the City of Rapid City Infrastructure Design Criteria Manual to establish design criteria and standards. The Conceptual Design Report shall provide review of compliance with City of Rapid City Standard Specifications for construction of the project(s).

The Consultant shall submit three (3) copies and a PDF version of the Conceptual Design Report and preliminary plans and specifications to the City’s Project Manager for review and comment.

B. Conceptual Drawings

The Consultant shall provide three (3) copies and a PDF version of the conceptual drawings. It is anticipated the conceptual drawings shall contain the following sheets at a minimum:

- Cover Sheet – note the index of sheets indicating the anticipated drawing sheets shall be provided
- Survey Control Sheet
- Property Layout and Land Ownership
- Overall Project Layout Sheet
- Cell 16 Final Cover Layout and Grading Sheets
- Cell 16 Final Cover Cross Sections – showing existing and proposed grades and any utilities
- Plan and Profile Sheets – show existing and proposed utility mains and existing services, storm sewers, roadways, fittings, and proposed surfacing and drainage items
- Sediment/Detention Pond Plan
- Anticipated Standard Details
- Special Details – conceptual layouts for special/critical elements; for example borrow areas, haul roads, roadway crossings, etc.
- Proposed GCCS Site Plan
- Vertical Extraction Well Details
- Pipeline Trench Details
- Isolation Valve Details
- Miscellaneous Details

Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards. Establish standard sheet size of 22x34 1” = 20’ H & 1” = 5’ V typical

1.10 Perform Geotechnical Evaluation

A. An on-site geotechnical evaluation of potential final cover material borrow source(s) will be performed. A significant volume of data exists for the on-site potential materials at the Landfill. FMG, and other geotechnical consultants have performed boreholes and laboratory testing for borrow areas throughout the Landfill area. This existing data will be reviewed and additional boreholes or test pits and laboratory testing will be performed as necessary to sufficiently identify and verify the suitability of the borrow source(s) for use as the clay cap material. Existing on-site borrow source(s) will be preferred; however, off-site sources will be considered if necessary.

The evaluation will also include a cursory analysis of the volumes of material needed for the project and the estimated volume of suitable material available at the selected borrow source(s).

The on-site evaluation may require equipment rental or hiring a subcontractor to perform test-pit excavations. It is possible that the City may provide equipment and an operator to perform this work. If provided by the City, the equipment rental or subcontractor portion of the expendables fee in 1.13A will be reallocated to Task 2.24.

B. Laboratory testing will be completed for samples collected. It is assumed that most of the laboratory testing could be completed at FMG’s lab; however, some additional testing from a third-party laboratory may be required. The findings of the evaluation will be summarized in a written report. The report will provide a discussion of the evaluation methods, exploration and testing results, suitability of the borrow source(s), estimated volumes of material, and recommendations for reclamation of the borrow site(s).

1.11 Attend and Coordinate Meetings

The Consultant shall schedule and coordinate an initial kickoff meeting with DENR staff. It is assumed this meeting will take place in the DENR offices in Pierre, SD. The Consultant shall prepare an agenda, take minutes, and distribute minutes. The Consultant shall submit the Concept Plan documents to DENR for initial review and comments, and conference call with DENR staff.
to discuss the submittal. The Consultant shall prepare an agenda, take minutes, and distribute minutes, and shall prepare a response to DENR concept plan comments.

In addition to the DENR coordination meetings, the Consultant shall attend submittal review meeting with City staff.

Progress meetings between the Consultant Project Manager and City Project Manager will be scheduled on a weekly or bi-weekly basis as required. It is assumed these meetings will be held over the phone or combined with other scheduled meetings as necessary. Eight (8) additional hours have been included under this task for unforeseen meeting requests that may be necessary but are not definable at this time.

Multiple design concept/review meetings will also be required to ensure design plans incorporate City Engineering and Operations requirements. It is assumed that up to three (3) such meetings may be required and will occur at the City or FMG offices in Rapid City.

1.12 DENR Solid Waste Grant Application Preparation

This task includes completion of the DENR Solid Waste Management Program grant application and submittal to DENR. This task also assumes up to two (2) coordination meetings with City staff and one (1) coordination meeting with DENR Solid Waste Grant Funding staff. This assumes the City meetings will be held in Rapid City via teleconference and the DENR meeting will be in Pierre. It is assumed that the meeting in Pierre will be coordinated with one of the other budgeted Pierre trips elsewhere in the scope of services. The purpose of the application will be to obtain grant funding and/or low interest loans for the Cell 16 Final Cover and Gas Collection and Control System project.

1.13 Litter Control Netting Preliminary Design

The level of effort and specific tasks associated with the Preliminary Design phase of the Litter Control Netting portion of the project are described below. This will be billed as a lump sum fee on a percent complete basis.

A. Review Background Information. Background information includes City of Rapid City GIS maps, 2019 Permit Renewal Documents, Landfill Operations and phasing plans, and previous litter control netting project documents.

B. Perform Site Surveys. The route and topographic survey shall be in NAD 83 (2011) NAVD 88 South Dakota State Plane South Zone. One call locating service will be notified for marking of existing utilities. The City will be responsible for costs if a private locating service must be contracted with to provide for additional locates.

C. Preliminary Design of Litter Control Netting. This task will include determination of horizontal layout and alignment of netting, height, material types, and design.

D. Conceptual Design Submittal

The Consultant shall provide three (3) copies and a PDF version of the conceptual drawings. It is anticipated the conceptual drawings shall contain the following sheets at a minimum:
- Cover Sheet – the index of sheets indicating the anticipated drawing sheets shall be provided
- Survey Control Sheet
- Overall Project Layout Sheet
- Litter Control Netting Layout Sheet
- Detail Sheets - show standard netting height, connections, poles, tensioners, etc.
- Sediment/Erosion Control Plan

Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.

E. South Dakota Department of Environment and Natural Resources (DENR) Coordination. The Consultant shall schedule and coordinate a conference call with DENR staff, prepare an agenda, take minutes, and distribute minutes, submit the Concept Plan documents to DENR for initial review and comments. The Consultant shall schedule and coordinate a conference call with DENR staff to discuss the submittal, prepare an agenda, take minutes, and distribute minutes, and prepare a response to DENR concept plan comments.

F. Attend submittal review meeting with City staff.

1.14 Reimbursables: This task accounts for expenses and costs such as printing costs, equipment rental, mileage, etc. The estimates for expenses and reimbursables are on a not-to-exceed basis. Unused funds in this item shall not be available for reallocation to other tasks without City Project Manager’s approval.

TASK 2 - FINAL DESIGN SERVICES:

This task consists of all services necessary to take project from Task 1 Preliminary Design Services through the Final Design Services.

2.01 Address City comments from the Task 1 City review(s) and finalize Conceptual Design Report. The Conceptual Design Report should be now titled “Project Design Report.” The consultant shall provide two (2) copies and a PDF version of the finalized Project Design Report.

2.02 Provide coordination layout to include location of borrow area(s) for clay material, haul roads for the contractor, haul roads and access roads for Landfill operations and customers, and location of contractor work with relation to daily operations and traffic patterns.

2.03 Provide geotechnical report to be included in the Project Design Report and project plans or specifications.

2.04 Incorporate design features into the drawings and specifications as necessary to meet the requirements outlined in the Project Design Report.

2.05 Provide a complete stormwater pollution prevention narrative which will include detailed erosion and sediment control measures and specifications. The Consultant shall provide a complete erosion and sediment control site plan which includes station and offset locations for each implemented measure and includes both temporary and permanent erosion and sediment control measures. Include an erosion and sediment control sequence of implementation and
phasing schedule. Each erosion control item shall be a separate bid item.

2.06 Provide detailed traffic control plans showing all devices required for a Manual on Uniform Traffic Control Devices (MUTCD) compliant plan. Show all roads and routes that may be impacted by this project. Show all existing signage, pavement markings, etc. All work zones, road closures, lane closures, and pavement marking removals shall be indicated on the plans. A detailed layout will be included for each phase of multi-phased projects. The traffic control sequence of implementation and phasing schedule shall coincide with erosion and sediment control sequence of implementation and phasing schedule. Each traffic control item shall be a separate bid item.

2.07 Provide a project sequence of implementation and phasing schedule which shall include such items as traffic control, erosion and sediment control, utility installations, paving, restoration, and construction milestones.

2.08 GCCS Construction Level Drawings and Bid Documents:

At a minimum the Consultant will provide the following:

A. Preliminary Staking of GCCS Layout: This phase of design preparation includes a physical staking of the preliminary GCCS layout in the field to allow the design engineer the opportunity to make minor adjustments to the design to accommodate actual field conditions at the time of construction and confirm bid quantities.

B. Preparation of GCCS Construction-Level Drawings and Details: These drawings will be prepared based on the information gained during the preliminary layout of the GCCS in a manner that it can be used by the potential contractors to prepare bids and complete GCCS installation.

C. Preparation of Technical Specifications and the bid form: The technical specifications will be prepared to be used in conjunction with the construction drawings for bidding purposes and guidance for GCCS construction. The bid form will be prepared to make to allow the City to evaluate all prospective bidders.

D. Pre-Bid Meeting Support: This involves the coordination of a meeting prior to bid submittal that will allow the contractor to pose questions and obtain additional detail concerning contractor question submittal dates, contractor question response dates, etc. The Consultant will assist with preparation of responses to contractor questions and bid clarifications.

2.09 Coordination with Utility Companies: The Consultant shall coordinate with utility companies’ engineering divisions to ensure that all existing utilities are completely and accurately identified and located in the field; that pertinent information regarding depth, material, size, etc. are noted on the plans; and that conflicts requiring relocation of utilities or special construction techniques are fully specified in the contract documents. Completed preliminary plans shall be provided to the pertinent utilities for comment followed by a specific private utility coordination meeting.

2.10 Notify the City Project Manager (PM) if private utilities will need to be relocated so the PM can formally notify the utilities to relocate.
2.11 Obtain Design or Specification Exceptions: Exceptions to the Standard Specifications shall be documented on the General Notes sheet of the Construction Plans and include the following:

- City Exception File Number
- Specification Section
- Description
- Stipulations

2.12 Provide detailed specifications supplementing the City of Rapid City Standard Specifications, as necessary. Typically, project drawing specific issues should be indicated as a General Note on the drawings and material types and material specific items should be indicated as detailed specifications.

2.13 Provide QA/QC Plan per Administrative Rules of South Dakota (ARSD) 74:27:12:22 requirements. ARSD 74:27:12:22 requires that a construction quality assurance plan be developed and approved prior to commencing construction.

2.14 Provide complete plans and specifications for a unit price construction contract. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards. Plan documents shall adhere to current City guidelines.

2.15 Plans shall provide staking information including station offsets and required grades for all items of work requiring field staking. Machine control files shall also be created to provide contractor grading information.

2.16 Provide two (2) copies and a PDF version of the finalized Project Design Report to the City for review and two (2) copies to DENR for review.

2.17 Provide three (3) copies and a PDF version of the Final Design Services submittal to the City for review and two (2) copies to DENR for review. The submittal shall consist of complete plans, specifications, contract documents, and opinion of probable construction cost to the City’s Project Manager for review. The Final Design Services submittal will be made to the City when the Consultant believes the plans, specifications, contract documents, and opinion of probable construction cost are 100% complete and ready for bid.

2.18 The Consultant shall address 100% submittal comments as necessary.

2.19 All submittals (drawings and specifications) believed by the Engineer of Record to be final, shall contain a Certification Statement of Conformance with City Standards which shall read, “I (insert Engineer of Record’s name) Certify that I have read and understand the provisions contained in the City of Rapid City Standard Specifications for Public Works Construction, current edition and the City of Rapid City’s adopted Design Criteria Manuals. The drawings and specifications contained here within, to the best of my knowledge, were prepared in accordance with these documents or a properly executed exception to the Standard Specifications and/or Infrastructure Design Criteria Manual has been secured.” This statement shall appear on the title sheet of the drawings and on the first page of the specifications after the cover sheet. The “Certification Statement of Conformance with City Specifications” shall be signed and dated by the Engineer of Record.

2.20 Prepare any and all permits with exhibits the City will need to execute for the project. Copies
of the permit application/forms will be provided in the contract documents, appendices, or a specification section.

2.21 Identify permits that will be required for the Contractor: Identify permit costs and indicate if any permit costs are paid for directly by the owner or if it is a Contractor cost. Typically, all permit costs are the Contractor’s obligation. Copies of the permit application/forms will be provided in the contract documents, appendices, or a specification section.

2.22 Attend Public Works and City Council meetings as necessary.

2.23 Litter Control Netting Final Design:

A. Address City comments from the Task 1 City review(s) and finalize Conceptual Design Drawings.

B. Provide a complete stormwater pollution prevention narrative which will include detailed erosion and sediment control measures and specifications. Provide a complete erosion and sediment control site plan with station and offset locations for each proposed measure, and both temporary and permanent erosion and sediment control measures. An erosion and sediment control sequence of implementation and phasing shall be provided. Each erosion control item shall be bid separately.

C. Provide a project sequence of implementation and phasing schedule which shall include such items as traffic control, erosion and sediment control, restoration, and construction milestones.

D. Notify the City Project Manager if private utilities, other improvements or facilities will need to be relocated so PM can make necessary arrangements to relocate.

E. Provide detailed specifications supplementing the City of Rapid City Standard Specifications, as necessary. Typically, project drawing specific issues should be indicated as a General Note on the drawings and material types and material specific items should be indicated as detailed specifications.

F. Provide complete plans and specifications for a unit price construction contract. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards. Plan documents shall adhere to current City guidelines. Establish standard sheet size of 22x34 1” = 20’ H & 1” = 5’ V typical

G. Plans shall provide staking information including: Station offsets and required grades for all items of work requiring field staking.

H. Provide three (3) copies and a PDF version of the Final Design Services submittal to the City, and two (2) copies and PDF version to DENR. The submittal shall consist of complete plans, specifications, contract documents, and opinion of probable construction cost to the City’s Project Manager for review. The Final Design Services submittal will be made to the City when the Consultant believes the plans, specifications, contract documents, and opinion of probable construction cost are 100% complete and ready for bid.
I. Address 100% submittal staff comments as necessary.

J. All submittals (drawings and specifications) believed by the Engineer of Record to be final, shall contain a Certification Statement of Conformance with City Standards which shall read, “I (insert Engineer of Record’s name) Certify that I have read and understand the provisions contained in the City of Rapid City Standard Specifications for Public Works Construction, current edition and the City of Rapid City’s adopted Design Criteria Manuals. The drawings and specifications contained here within, to the best of my knowledge, were prepared in accordance with these documents or a properly executed exception to the Standard Specifications and/or Infrastructure Design Criteria Manual has been secured.” This statement shall appear on the title sheet of the drawings and on the first page of the specifications after the cover sheet. The “Certification Statement of Conformance with City Specifications” shall be signed and dated by the Engineer of Record.

K. Prepare any and all permits with exhibits the City will need to execute for the project. Copies of the permit application/forms will be provided in the contract documents, appendices, or a specification section.

L. The Consultant shall submit plans and specifications to DENR for approval and address any comments or corrections required.

M. Attend Public Works and City Council meetings as necessary.

N. Identify permits that will be required for the Contractor. Identify permit costs and indicate if any permit costs are paid for directly by the owner or if it is a Contractor cost. Typically, all permit costs are the Contractor’s obligation. Copies of the permit application/forms will be provided in the contract documents, appendices, or a specification section.

2.24 Supplemental Engineering Services

This task is for supplemental engineering services on an as-needed basis. These services could include but are not limited to additional grading design, meetings, technical memorandums or engineering calculations, cost estimates, civil design work, or other engineering consultation services. An allowance is established under Exhibit B for this task. If supplemental services are requested by the City, a proposal will be completed that defines deliverables and estimates the level of effort required to complete the supplemental services. The City will then review and comment or accept the proposal. As the work is progressing, if the Consultant believes the scope has changed or a new level of effort is needed, the Consultant shall notify the Project Manager for direction prior to commencing with the out-of-scope work. Work on this task will only commence after being approval by the City Project Manager and will be billed on a time and materials basis.
**TASK 3 – BIDDING SERVICES:**

This task consists of all services necessary for the administration of the Bidding Services of the project and may include the following itemized services:

3.01 Final cover system and Gas Collection and Control System (GCCS) over the in-place municipal solid waste (MSW) in Cell 16.

   A. Submit sufficient information to the City Project Manager for completion of City Advertising Authority form.
   
   B. Consultant shall proof drawing and specification print quality before full production of copies are made.
   
   C. Arrange and conduct a Pre-bid Conference, record attendance, and distribute minutes. Distribute minute copies to the City.
   
   D. Prepare and issue any addendums to the bid documents as required.
   
   E. Attend Public Works and City Council meetings as required.
   
   F. Review Bidder’s Proposals, review and sign the City Engineering Services prepared Bid Tab, prepare an award recommendation letter to the City Project Manager, and sign a City Engineering Services prepared Award Summary.

3.02 Litter Control Netting Bidding Services

   A. Submit sufficient information to the City Project Manager for completion of City Advertising Authority form.
   
   B. Consultant shall proof drawing and specification print quality before full production of copies are made.
   
   C. Arrange and conduct a Pre-bid Conference, record attendance, and distribute minutes. Distribute minute copies to the City.
   
   D. Prepare and issue any addendums to the bid documents as required.
   
   E. Attend Public Works and City Council meetings as required.
   
   F. Review Bidder’s Proposals, review and sign the City Engineering Services prepared Bid Tab, prepare an award recommendation letter to the City Project Manager, and sign a City Engineering Services prepared Award Summary.

3.03 Reimbursables: An allowance was established in Exhibit B for reimbursable expenses. The City will be responsible for producing the bid documents either by utilizing in-house resources or contracting with a printing company.
TASK 4 – BASIC CONSTRUCTION SERVICES:

This task consists of all services necessary for the administration of the Basic Construction Services for the Litter Control Netting project and includes the following anticipated types of services:

4.01 Review construction contract documents and other submittals from the contractor and submit to the City Project Manager for distribution to City Attorney for approval and signatures of the Mayor and Finance Officer.

4.02 Prepare Notice to Proceed for City Project Manager signature and distribution to contractor for execution.

4.03 Arrange and conduct Pre-construction Conference, provide agenda, record meeting minutes and distribute to all attendees.

4.04 Provide written clarification regarding drawing and specification questions.

4.05 Provide recommendations to address changed or unknown conditions that may appear during construction.

4.06 Review and take action on shop drawings, product submittals, test results, and other submittals.

4.07 Prepare as-built plans and specifications. This task will also include the topographic survey work required to identify pertinent features and grades for as-built plans. A hard copy of as-built plans and specifications shall be submitted to the City in the same size and format as construction plans. Additionally, the Consultant will provide PDF’s and CAD files on a CD or DVD. The digital submittal must be compatible with AutoCAD Civil 3D 2010, or newer, containing all files and data packaged in a format that will allow City personnel to seamlessly open as-built drawings.

TASK 5 – EXPANDED CONSTRUCTION SERVICES:

This task consists of all services necessary for the administration of the Expanded Construction Services for the Litter Control Netting project and includes the following anticipated types of services. Task 5 assumes a 4-month construction timeframe. If the construction schedule requires a longer timeframe, this proposed scope and associated estimated fees may need to be revised.

5.01 Mark removal limits of appropriate items.

5.02 Arrange and conduct appropriate progress meetings. Record minutes and distribute to all attendees.

5.03 Provide daily on-site observation to assure that the methods and materials used by the contractor meet the intent of the plans and specifications and are in accordance with the DENR requirements.

5.04 Prepare daily reports. A daily 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. Detachable copies of the daily reports will be submitted to Engineering Services on a weekly basis. Copies will be
submitted to DENR as required.

5.05 Perform stormwater inspections, prepare reports, and keep the erosion and sediment control plans current as required by the ordinance regulating construction site runoff control, Chapter 8.46, and the Stormwater Quality Manual.

5.06 Provide materials testing according to the City of Rapid City Standard Specifications and Detailed Specifications. All test results shall be submitted to the City within 30 days of project completion.

5.07 Provide all initial construction staking. This includes staking required to construct the litter control netting system. This task assumes initial staking only and does not account for disturbance of initial stakes by contractor or additional staking required due to circumstances beyond the owner or engineer’s control.

5.08 Provide topographic survey for payment purposes. This task will include the survey field work required to collect data necessary to determine quantities for measurement and payment.

5.09 Prepare and submit monthly pay request information in City project book format.

5.10 Prepare change orders, and field work orders for contractor on City of Rapid City forms and make recommendations for their approval or denial.

5.11 Prepare and submit project completion punch list items to the Contractor and Engineering Services and oversee its completion.

5.12 Prepare letter of certification of project completion verifying compliance with plans and specifications and start of warranty period.

5.13 Prepare documentation as required for DENR.

5.14 Ensure Contractor’s two-year warranty surety is provided to the City either within the performance bond or as a separate bond.

5.15 Assist the City in addressing and communicating warranty items with the Contractor that may arise during the City’s two-year warranty period.

5.16 Reimbursables: An allowance was established in Exhibit B for reimbursable expenses.
SCHEDULE MILESTONE DATES

Following are possible schedule milestone dates. These dates are goals and subject to change as the project advances.

Cell 16 Final Cover Schedule Milestones

- Council Approval: June 17, 2019
- Notice to Proceed with Tasks 1-3: On or around June 20, 2019
- Conceptual Design Services Submittal: October 1, 2019
- Final Design Services Submittal: November 1, 2019
- Final Plans, Specifications, & Contract Documents Complete: December 20, 2019
- Project Construction Begins: TBD, Spring 2020
- Project 100% Construction Complete: TBD, Fall 2020

Cell 18 Litter Control Netting Schedule Milestones

- Council Approval: June 17, 2019
- Notice to Proceed with Tasks 1-5: On or around June 20, 2019
- Conceptual Design Services Submittal: July 15, 2019
- Final Design Services Submittal: July 29, 2019
- Final Plans, Specifications, & Contract Documents Complete: August 9, 2019
- Project Construction Begins: TBD September 2019
- Project 100% Construction Complete: TBD December 2019