Agreement Between City of Rapid City and FMG Engineering for Professional Services for Rapid City Landfill Stormwater Plan

Project No. 20-2568 / CIP No. 51274

AGREEMENT made _______________________, 20____, between the City of Rapid City, SD (City) and FMG Engineering, (Engineer), located at 3700 Sturgis Road, Rapid City, SD 57702. City intends to obtain services for Landfill Stormwater Plan, Project No. 20-2568 CIP No. 51274. The scope of services is as described within this document and as further described in Exhibits A, B and C (attached).

The City and the Engineer agree as follows:

The Engineer shall provide professional engineering services for the City in all phases of the Project and as further defined in Exhibits A, B and C (attached), serve as the City's professional engineering representative for the Project, and give professional engineering consultation and advice to the City while performing its services.

Section 1—Basic Services of Engineer

1.1 General

1.1.1 The Engineer shall perform professional services described in this agreement, which include customary engineering services. Engineer intends to serve as the City's professional representative for those services as defined in this agreement and to provide advice and consultation to the City as a professional. Any opinions of probable project cost, approvals, and other decisions provided by Engineer for the City are rendered on the basis of experience and qualifications and represent Engineer's professional judgment.

1.1.2 All work shall be performed by or under the direct supervision of a professional Engineer licensed to practice in South Dakota.

1.1.3 All documents including Drawings and Specifications provided or furnished by Engineer pursuant to this Agreement are instruments of service in respect of the Project and Engineer shall retain an ownership therein. Reuse of any documents pertaining to this project by the City on extensions of this project or on any other project shall be at the City's risk. The City agrees to defend, indemnify, and hold harmless Engineer from all claims, damages, and expenses including attorney's fees arising out of such reuse of the documents by the City or by others acting through the City.

1.1.4 The contract will be based on an hourly rate and reimbursable fee schedule with a maximum not-to-exceed amount.
1.2 **Scope of Work**

The Engineer shall:

1.2.1 Consult with the City, other agencies, groups, consultants, and/or individuals to clarify and define requirements for the Project and review available data.

1.2.2 Perform the tasks described in the Scope of Services. (See Exhibit A.)

1.2.3 Conduct a location survey of the Project to the extent deemed necessary to provide adequate site information.

1.2.4 Prepare a report presenting the results of the study as outlined in the scope of services.

**Section 2—Information Provided by City**

The City will provide any information in its possession for the project at no cost to the Engineer.

**Section 3—Notice to Proceed**

The City will issue a written notification to the Engineer to proceed with the work. The Engineer shall not start work prior to receipt of the written notice. The Engineer shall not be paid for any work performed prior to receiving the Notice to Proceed.

**Section 4—Mutual Covenants**

4.1 **General**

4.1.1 The Engineer shall not sublet or assign any part of the work under this Agreement without written authority from the City.

4.1.2 The City and the Engineer each binds itself and partners, successors, executors, administrators, assigns, and legal representatives to the other party to this agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, regarding all covenants, agreements, and obligations of this agreement.

4.1.3 Nothing in this agreement shall give any rights or benefits to anyone other than the City and the Engineer.

4.1.4 This agreement constitutes the entire agreement between the City and the Engineer and supersedes all prior written or oral understandings.
This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

4.1.5 The Engineer shall make such revisions in plans which may already have been completed, approved, and accepted by the City, as are necessary to correct Engineer’s errors or omissions in the plans, when requested to do so by the City, without extra compensation therefore.

4.1.6 If the City requests that previously satisfactorily completed and accepted plans or parts thereof be revised, the Engineer shall make the revisions requested by the City. This work shall be paid for as extra work.

4.1.7 If the City changes the location from the one furnished to the Engineer, or changes the basic design requiring a new survey for the portions so changed, the redesign will be paid for as extra work.

4.1.8 The City may at any time by written order make changes within the general scope of this Agreement in the work and services to be performed by the Engineer. Any changes which materially increase or reduce the cost of or the time required for the performance of the Agreement shall be deemed a change in the scope of work for which an adjustment shall be made in the Agreement price or of the time for performance, or both, and the Agreement shall be modified in writing accordingly. Additional work necessary due to the extension of project limits shall be paid for as extra work.

4.1.9 Extra work, as authorized by the City, will be paid for separately and be in addition to the consideration of this Section.

4.1.10 For those projects involving conceptual or process development services, activities often cannot be fully defined during the initial planning. As the project does progress, facts and conditions uncovered may reveal a change in direction that may alter the scope of services. Engineer will promptly inform the City in writing of such situations so that changes in this agreement can be renegotiated.

4.1.11 This Agreement may be terminated (a) by the City with or without cause upon seven days’ written notice to the Engineer and (b) by the Engineer for cause upon seven days’ written notice to the City. If the City terminates the agreement without cause, the Engineer will be paid for all services rendered and all reimbursable expenses incurred prior to the date of termination.

If termination is due to the failure of the Engineer to fulfill its agreement obligations, the City may take over the work and complete it. In such
case, the Engineer shall be liable to the City for any additional cost to the extent directly resulting from Engineer's action.

4.1.12 The City or its duly authorized representatives may examine any books, documents, papers, and records of the Engineer involving transactions related to this agreement for three years after final payment. All examinations will be performed at reasonable times, with proper notice. Engineer's documentation will be in a format consistent with general accounting procedures.

4.1.13 The City shall designate a representative authorized to act on the City's behalf with respect to the Project. The City or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Engineer in order to avoid unreasonable delay in the orderly and sequential progress of the Engineer's services.

4.1.14 Costs and schedule commitments shall be subject to renegotiation for delays caused by the City's failure to provide specified facilities or information or for delays caused by other parties, excluding sub-contractors and sub-consultants, unpredictable occurrences including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God, or the public enemy, or acts of regulations of any governmental agency or any other conditions or circumstances beyond the control of the City or Engineer. Temporary delays of services caused by any of the above which results in additional costs beyond those outlined may require renegotiation of this agreement.

4.1.15 The City will give prompt written notice to the Engineer if the City becomes aware of any fault or defect in the Project or nonconformance with the Project Documents.

4.1.16 Unless otherwise provided in this Agreement, the Engineer and the Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos products, polychlorinated biphenyl (PCB), or other toxic substances.

4.1.17 In the event asbestos or toxic materials are encountered at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of Engineer's services, Engineer may, at their option and without liability for consequential or any other damages, suspend performance of services on the project until the City retains appropriate
specialist CONSULTANT(S) or contractor(s) to identify, abate, and/or remove the asbestos or hazardous or toxic materials.

4.1.18 This agreement, unless explicitly indicated in writing, shall not be construed as giving Engineer the responsibility or authority to direct or supervise construction means, methods, techniques, sequences, or procedures of construction selected by any contractors or subcontractors or the safety precautions and programs incident to the work of any contractors or subcontractors.

4.1.19 Neither the City nor the Engineer, nor its Consultants, shall hold the other liable for any claim based upon, arising out of, or in any way involving the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, or gases, waste materials, or other irritants, contaminants, or pollutants.

4.1.20 Neither the City nor the Engineer, nor its Consultants, shall hold the other liable for any claim based upon, arising out of, or in any way involving the specification or recommendation of asbestos, in any form, or any claims based upon use of a product containing asbestos.

4.1.21 Engineer hereby represents and warrants that it does not fail or refuse to collect or remit South Dakota or City sales or use tax for transactions which are taxable under the laws of the State of South Dakota.

4.2 City of Rapid City NonDiscrimination Policy Statement

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination act of 1975, the Americans with Disabilities Act of 1990, and other nondiscrimination authorities it is the policy of the City of Rapid City, 300 Sixth Street, Rapid City, SD 57701-5035, to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the City of Rapid City.

Engineer will permit access to any and all records pertaining to hiring and employment and to other pertinent data and records for the purpose of enabling the Commission, its agencies or representatives, to ascertain compliance with the above provisions.

This section shall be binding on all subcontractors or suppliers.
Section 5—Payments to the Engineer

5.1 Schedule of Pay Rates

The City will pay the Engineer for services rendered or authorized extra work according to the Engineer's hourly and reimbursable rate schedule described in Exhibit C.

5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed $53,290.00 unless the scope of the project is changed as outlined in Section 4. If expenses exceed the maximum amount, the Engineer shall complete the design as agreed upon here without any additional compensation. Sub task dollar amounts may be reallocated to other tasks as long as the total fee is not exceeded. Prime consultant may not mark up sub-consultant or subcontractor services.

5.3 Progress Payments

Monthly progress payments shall be processed by the City upon receipt of the claim as computed by the Engineer based on work completed during the month per the hourly rates and allowable reimbursable as established in Section 5.1 and approved by the City.

Net payment to the Engineer shall be due within forty-five (45) days of receipt by the City.

Section 6—Completion of Services

The Engineer shall complete services on or before December 31, 2020 based on a notice to proceed on or before February 20, 2020.

Section 7—Insurance Requirements

7.1 Insurance Required

The Engineer shall secure the insurance specified below. The insurance shall be issued by insurance company(s) acceptable to the City and may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance including any policy endorsements shall be provided to the City prior to or upon the execution of this Agreement.
7.2 Cancellation

The Engineer will provide the City with at least 30 days' written notice of an insurer's intent to cancel or not renew any of the insurance coverage. The Contractor agrees to hold the City harmless from any liability, including additional premium due because of the Contractor's failure to maintain the coverage limits required.

7.3 City Acceptance of Proof

The City's approval or acceptance of certificates of insurance does not constitute City assumption of responsibility for the validity of any insurance policies nor does the City represent that the coverages and limits described in this agreement are adequate to protect the Engineer, its consultants or subcontractors interests, and assumes no liability therefore. The Engineer will hold the City harmless from any liability, including additional premium due, because of the Engineer's failure to maintain the coverage limits required.

7.4 Specific Requirements

7.4.1 Workers' compensation insurance with statutory limits required by South Dakota law. Coverage B-Employer's Liability coverage of not less than $500,000 each accident, $500,000 disease-policy limit, and $500,000 disease-each employee.

7.4.2 Commercial general liability insurance providing contractual, personal injury, bodily injury and property damage liability coverage with limits of not less than $1,000,000 per occurrence, $2,000,000 general aggregate, and $2,000,000 aggregate products and completed operations. If the occurrence form is not available, claims-made coverage may be provided. Claims-made coverage shall continue through the term of this Agreement, and Engineer shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) shall demonstrate through Certificates of Insurance that Engineer has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) shall continue for at least a period of three years after completion of the terms of this Agreement. The policy shall name the City and its representatives as an additional insured.

7.4.3 Automobile liability insurance covering all owned, nonowned, and hired automobiles, trucks, and trailers. The coverage shall be at least as broad as that found in the standard comprehensive automobile liability policy with limits of not less than $1,000,000 combined single limit each
occurrence. The required limit may include excess liability (umbrella) coverage. The policy shall name the City and its representatives as an additional insured.

7.4.4 Professional liability insurance providing coverage for claims arising from the negligent acts, errors or omissions of the Engineer or its consultants, of not less than $1,000,000 each occurrence and not less than $1,000,000 annual aggregate. Coverage shall be maintained for at least three years after final completion of the services. If this policy provides for claims-made coverage, the claims-made coverage shall continue through the term of this Agreement, and Engineer shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) shall demonstrate through Certificates of Insurance that Engineer has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue for at least a period of three years after completion of the terms of this Agreement.

Section 8—Hold Harmless

The Engineer hereby agrees to hold the City harmless from any and all claims or liability including attorneys' fees arising out of the professional services furnished under this Agreement, and for bodily injury or property damage arising out of services furnished under this Agreement, providing that such claims or liability are the result of a negligent act, error or omission of the Engineer and/or its employees/agents arising out of the professional services described in the Agreement.

Section 9—Independent Business

The parties agree that the Engineer operates an independent business and is contracting to do work according to his own methods, without being subject to the control of the City, except as to the product or the result of the work. The relationship between the City and the Engineer shall be that as between an independent contractor and the City and not as an employer-employee relationship. The payment to the Engineer is inclusive of any use, excise, income or any other tax arising out of this agreement.

Section 10—Indemnification

If this project involves construction and Engineer does not provide consulting services during construction including, but not limited to, onsite monitoring, site visits, site observation, shop drawing review and/or design clarifications, City agrees to indemnify and hold harmless Engineer from any liability arising from the construction activities undertaken for this project, except to the extent such liability is caused by Engineer's negligence.
Section 11-Controlling Law and Venue

This Agreement shall be subject to, interpreted and enforced according to the laws of the State of South Dakota, without regard to any conflicts of law provisions. Parties agree to submit to the exclusive venue and jurisdiction of the State of South Dakota, 7th Judicial Circuit, Pennington County.

Section 12-Severability

Any unenforceable provision herein shall be amended to the extent necessary to make it enforceable; if not possible, it shall be deleted and all other provisions shall remain in full force and effect.

Section 13—Funds Appropriation

If funds are not budgeted or appropriated for any fiscal year for services provided by the terms of this agreement, this agreement shall impose no obligation on the City for payment. This agreement is null and void except as to annual payments herein agreed upon for which funds have been budgeted or appropriated, and no right of action or damage shall accrue to the benefit of the Engineer, its successors or assignees, for any further payments. For future phases of this or any project, project components not identified within this contract shall not constitute an obligation by the City until funding for that component has been appropriated.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

City of Rapid City:  

__________________________  
Steve Allender, Mayor

Engineer:  

__________________________  
Jason Hinds, PE  
FMG Engineering

DATE: ______________________  

DATE: 1/30/20

ATTEST:

__________________________  
Pauline Sumption, Finance Officer
Reviewed By:

Brandon Quiett, Project Engineer

DATE: 1/30/2020

CITY'S DESIGNATED PROJECT REPRESENTATIVE

NAME: Brandon Quiett, PE
PHONE: 605-394-41454
EMAIL: brandon.quiett@rcgov.org

ENGINEERING FIRM'S DESIGNATED PROJECT REPRESENTATIVE

NAME: Jason Hinds, PE
PHONE: 605-342-4105
EMAIL: jhinds@fmengineering.com
FMG ENGINEERING  
SCOPE OF SERVICES  

FOR  
RAPID CITY LANDFILL STORMWATER PLAN  
PROJECT NO. 20-2568 / CIP NO 51274

The City of Rapid City has requested professional engineering services for the preparation of the Rapid City Landfill Stormwater Plan (LSP). The study area is as shown on the attached project vicinity map.

FMG Engineering (FMG) completed an update to the Landfill Stormwater Pollution Prevention Plan (SWPPP) in 2018. This update included preliminary drainage basin analysis for the design of erosion and sediment control Best Management Practices (BMPs) in compliance with the South Dakota Department of Environment and Natural Resources (DENR) Industrial Stormwater Discharge Permit for the Landfill facility. The SWPPP drainage analysis was a cursory level review of drainage patterns for operational uses only.

Stormwater for past projects at the Landfill has been analyzed independently for each specific project. No overall engineering design analysis of the entire landfill has been completed except for a conceptual plan prepared as part of the 2005 City of Rapid City East Highway 79/Landfill Drainage Basin Design Plan (DBDP). The actual Landfill area in the DBDP was not analyzed to the level needed for Landfill operations and is no longer valid due to changes at the Landfill.

The LSP is intended to be a conceptual design document to provide overall engineering analysis and develop guidance for Landfill management as related to stormwater for existing and future operations.

The proposed scope of the Landfill Drainage Basin Design Plan shall generally include the following:

- An updated hydrologic and hydraulic flow analysis shall be prepared for current site conditions.

- Two significant time frames will be analyzed. 1) Existing site conditions, 2) Final site conditions after closure of all remaining permitted cells based on permitted final cover contours. Analysis of future land use conditions based on preliminary cell grading plans and permitted final cover contours. This analysis will also rely on information from the concurrent fill progression and cell build-out plan being conducted by FMG.

- Limited recommendations regarding proposed hydraulic improvements for conveyance systems and detentions ponds will be described in general terms in the report.

- Calculations will use the U.S. Army Corps of Engineers HEC-HMS Modeling System as the basis of runoff and routing analysis.

- Drainage Basins or Sub-Basins that have been re-vegetated or are undisturbed and have limited industrial activity will not be analyzed in detail. See Study Area on Vicinity Map.

- Wetland delineation or analysis is not within the scope of this study.
• Professional services for the LSP consist of three Tasks: 1) Investigative, 2) Draft Analysis and Report, and 3) Final Analysis and Report.

• Individual Tasks are described in more detail as follows.

**TASK 1 – INVESTIGATIVE SERVICES:**

This task consists of services necessary for investigative services to locate, gather, and compile various background data. Various methods and sources will be used and may include the following itemized services.

1.1 Kick-off Conference: The consultant shall meet with City Public Works staff prior to beginning work to discuss the project. FMG will prepare an agenda, take minutes, and distribute minutes.

1.2 On Site Investigative Meeting with Landfill Staff. Purpose of this meeting is for additional understanding of ongoing issues/concerns. Areas of issues/concerns to be observed in field during this meeting.

1.3 Review SDDENR Stormwater Requirements for Landfills and City of Rapid City Stormwater Criteria that will be applicable to the site. Review current SDDENR approvals for stormwater at the Rapid City Landfill.

1.4 Obtain and review available GIS data, engineering drawings, reports, and other available information for the site.

1.5 Create Site Topographic Map by compiling recent design drawings and historic topographic maps. Limited supplemental survey may be required to certain small areas and for various pipe, inlet, and miscellaneous important feature information that is not currently available. City aerial contour topographic information will be utilized in areas where no data exists. Only minimal survey time has been included in this estimate. Detailed field survey of large areas is not included within this scope.

1.6 FEMA Floodplain Information. Obtain FEMA Dfirm data for floodplains and incorporate onto the topographic map. Floodplain analysis is excluded.

1.7 Estimate Infiltration Rates of Final Cover where composted topsoil mix has been used. Two to four double ring infiltrometer tests will be made for this rate estimation. Prepare estimation of soil porosity and depth of the topsoil at these same locations. This data will be used as appropriate for runoff modeling.

1.8 Coordination with Landfill staff to attempt to identify possible sources of Ammonia in stormwater runoff. All testing and field work is outside this scope and will be conducted by City staff.

1.9 Prepare Investigate Report summarizing findings from Task 1.

1.10 Meetings for project, including meetings for Tasks 2 and 3. It is assumed that all meetings will take place locally in Rapid City or by teleconference. For the purposes of this estimate, three (3) meetings are estimated in addition to the kick-off meeting.

1.11 Expendables and mileage.
TASK 2 – PRELIMINARY PLAN TASKS

The following generally described tasks are in Task 2.

2.1 RUNOFF MODELING AND REPORT

2.1.1 Layout drainage sub basins and hydraulic routing network skeleton. Sub-basins and hydraulic routing will be established for current conditions as well as anticipated closed landfill conditions.

2.1.2 Prepare Stage Storage Discharge curves for existing stormwater ponds at Landfill. City will provide estimate of sediment settlement velocity in Landfill ponds.

2.1.3 Develop Computer Modeling Input Data. This task will prepare the input data needed for the hydrologic and hydraulic modeling.

2.1.4 Calculations for various landfill conditions and various storm events. Two significant time frames will be analyzed. 1) Existing site conditions, 2) Final site conditions after closure of all remaining permitted cells based on permitted final cover contours. Storm events to be calculated will include Stormwater Treatment event, 2-year, 10-year, 25-year, and 100-year storms.

2.1.5 Prepare Report of Findings.

2.2 STORMWATER QUALITY NEEDS

2.2.1 Stormwater Quality Improvements. This task is to identify potential methods for stormwater quality improvements and develop recommendations. Limited revised modeling is anticipated in this task for potential changes to detention ponds and channels. This task will be limited to general recommendations. Detailed design calculations or drawings will not be completed for proposed improvements under this scope.

TASK 3 – FINAL ANALYSIS AND REPORT

This task consists of services necessary for preparing the Final Analysis and Report. The following generally describes services in Task 3.

3.1 Address city comments from Task 1 and 2 submittals.

3.2 Prepare final review stormwater report and plans.

3.3 Submit three (3) hard copies, PDFs, and CAD files of Final Stormwater Report and Plans.

SCHEDULE MILESTONES

The milestones listed below shall be subject to change as the project advances.

Notice to Proceed
Preliminary Plan Submittal
Final Submittal

February 20, 2020
July 31, 2020
TBD Fall, 2020
FMG ENGINEERING
TASK SCHEDULE - ESTIMATED FEES
CITY OF RAPID CITY LANDFILL DRAINAGE STUDY
Project No. 20-2568, CIP No. 51274

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<thead>
<tr>
<th>TASK 1 - INVESTIGATIVE SERVICES</th>
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<tr>
<td>1.1 Kickoff Meeting</td>
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<tr>
<td>1.2 On-Site Investigative Meeting with Landfill Staff</td>
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<td>1.3 Review Regulatory Stormwater Requirements</td>
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<tr>
<td>1.4 Obtain and Review GIS Data, Engineering Drawings, Reports and Background Information</td>
<td>$ 880.00</td>
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<td>1.5 Create Site Topographic Map</td>
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<td>1.6 FEMA Floodplain Information Review and Incorporation</td>
<td>$ 320.00</td>
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<td>1.7 Infiltration Rate Field Testing</td>
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<td>1.8 Site Investigation/Possible Contaminant Review</td>
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<td>1.9 Prepare Investigative Report</td>
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<td>1.10 Meetings (Includes meetings for Tasks 2 and 3)</td>
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<td>1.11 Reimbursables, Printing, Supplies, Mileage, Expendables for Concept Design</td>
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<td>TOTAL FOR TASK 1-INVESTIGATIVE SERVICES</td>
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<th>TASK 2 - PRELIMINARY REPORT AND PLANS</th>
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<td>2.1 Runoff Modeling and Reporting</td>
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<td>2.2 Stormwater Quality Needs</td>
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<th>TASK 3 - FINAL PLANS AND REPORTING</th>
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<tr>
<td>3.1 Address City Comments from Tasks 1 and 2</td>
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<tr>
<td>3.2 Prepare Final Review Stormwater Report and Plan</td>
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<td>3.3 Submit Three (3) Hard Copies, PDFs and CAD Files of Final Stormwater Report and Plans</td>
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<td>TOTAL FOR TASK 3-BIDDING PHASE</td>
<td>$ 10,540.00</td>
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TOTAL FEES ALL TASKS $ 53,290.00

Although dollar values have been provided for each task FMG retains the right to reallocate monies to other tasks subject to the maximum limiting fee shown above.
EXHIBIT C

FMG ENGINEERING
2020 RATE SCHEDULE
FOR
RAPID CITY LANDFILL STORMWATER PLAN
PROJECT No. 20-2568 / CIP No. 51274

<table>
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<td>Senior Administrative Assistant</td>
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**VEHICLES & EXPENSES**

- Mobilization (support vehicle) $0.85/mile
- Travel Costs - air, lodging, transport, meals, etc. cost
- Document/Plans Reproduction cost
PROJECT LOCATION

Project No. 20-2568 / CIP 51274
Rapid City landfill Drainage Study