EXHIBIT A

SCOPE OF SERVICES

FOR

ST. PATRICK STREET RECONSTRUCTION – MT. RUSHMORE RD. TO 5TH ST. PROJECT

Project No. 20-2582 / CIP No. 51126

PROJECT BACKGROUND

The St. Patrick Street Reconstruction project includes reconstruction of St. Patrick St. from Mt. Rushmore Rd. to the 5th St. intersection (approximately 1515 linear feet of 36’ wide roadway). Project includes the replacement of curb/gutter, pavement, sidewalk, 450 LF of retaining walls, water main, sanitary sewer main and storm drain utility replacement, signal upgrades at the St. Patrick St. and 5th St. intersection (all four quadrants) and roadway lighting. Project also includes approximately 265 LF of water main extension and 125 LF of sanitary sewer main extension along 7th St. from St. Patrick St. to St. Andrew St., 325 LF of sewer main reconstruction within alley or along 5th St. between St. Patrick St. and St. Andrew St., 175 LF of sanitary sewer and water main reconstruction south of St. Patrick St. along 7th St. and 6th St. and removal and replacement of pavement, curb, gutter and driveway necessary for extension and sewer and water reconstruction.

Professional services are divided into three tasks: Preliminary Design, Final Design and Bidding Services included in this contract.

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 shall include the following itemized services.

1.1 Kick-off Conference: KLJ shall meet with City staff to detail project concept and scope. KLJ will prepare an agenda, take minutes, and distribute minutes.
1.2 KLJ will review background as-builts, studies and service cards, and any other resources as necessary.
1.3 Perform site topographic surveys sufficient for design plan preparation. The route and topography survey shall be in NAD 83 (2011) NAVD 88 South Dakota State Plane South Zone. The horizontal and vertical coordinates shall be established from the Rapid City Primary Control Network.
   A. Topo survey will be approximately 6.50-acre area, see attached Survey Topo Exhibit.
   B. 1-ft. contours
   C. Utilities as marked by provider
   D. St. Patrick St. and 5th St. Intersection signal poles, conduits, junction boxes, detectors associated with signals.
   E. Manhole and inlet inverts
   F. Hard surfaces, walls, drainage conveyances, etc.
G. Right of way determination, assumes existing property pins can be found and accurate. No property pins will be set and no survey beyond the right of way will be necessary to resolve the boundary.

H. Courthouse research to obtain plat and deed information of existing parcels located within the outlined project area

1.4 Determine locations of existing water main and services.
   A. Rapid City Utility Maintenance will provide locating services for all water mains.
   B. Rapid City Utility Billing and Service will operate curb stops to verify individual water connections. City will be responsible for repairing broken or inoperable curb stops.
   C. Engineer will coordinate schedule with Rapid City Billing and Service and be responsible for notifying property owners of temporary water shutoffs and request for entry into structures to verify shutoffs.
   D. Water service to structures will be verified by Engineer following closing of the curb stop.
   E. Verification will at a minimum require operating an outside hose bib valve to ensure water is shutoff by the curb stop.
   F. Water services will be located by Engineer’s utility locating subcontractor using available tracer wire or by connecting to metallic water service components inside of each structures. See attached Water Service Exhibit showing boundary of services to be located. Assume up to 45 services and 4,000 LF of service line.

1.5 Determine locations of existing sanitary sewer services.
   A. Rapid City Utility Maintenance will provide locating services of all sanitary sewer mains. City will flush sanitary sewer mains as necessary prior to CCTV work.
   B. Rapid City Utility Maintenance will provide a vacuum truck and operator in the event that the vertical location of a sanitary sewer service is in question or in potential conflict with proposed facilities.
   C. Engineer will retain the services of a third party to provide video inspection of sanitary sewer services. See attached Sanitary Sewer Service Exhibit showing boundary of services to be located. Assume up to 50 services and 4,000 LF of service line.
   D. Sewer services will be inspected via recorded CCTV from each structure to the sanitary sewer main using a locator. Location of the sanitary sewer camera/service line will be recoded on the ground surface using GPS survey equipment. Engineer subconsultant will flush sanitary sewer services prior to CCTV inspection.
   E. If necessary, the third-party inspection company may be required to CCTV the sewer main at tap locations and Engineer will operate a fixture(s) inside each structure to verify service connection location.
   F. To resolve conflicting information, Engineer and/or its subconsultant may utilize dye tablets to determine sewer service tap locations.
   G. Sewer main and sewer service CCTV inspection will be completed according to NASSCO standards.

1.6 Develop and distribute a survey questionnaire to property owners adjacent to proposed construction areas ahead of soliciting bids for construction, assume 50 total. The questionnaire should be developed to obtain information on site-specific concerns such as landscaping or irrigation systems, service line locations, special needs such as
access considerations during construction, or history of utility or infrastructure problems at the property. Questionnaires would be returned to and evaluated by the KLJ, who would follow up with appropriate individual contact with property owners prior to completion of 100% plans and contract documents to review project considerations that may be addressed or mitigated by the project work.

1.7 Arrange and conduct one (1) public one meeting via ZOOM

1.8 Conceptual Design Submittal

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

A. Conceptual Design Report

Prepare a Conceptual Design Report: KLJ shall establish and indicate project specific design criteria and standards within the Conceptual Design Report (including ADA requirements). KLJ will submit all design assumptions for pipe sections, water, sewer and storm sewer locations, pavement sections, etc.

The Conceptual Design Report will include a traffic study chapter. This chapter will include a review of the previous hospital traffic study with conclusions about how recommendations from that study either do or do not apply to this project. Traffic projections will be obtained from the MPO and an existing and future Level of Service (LOS) analysis will be conducted to determine whether additional turn lanes are needed at the 5th Street intersection. KLJ will conduct an off-peak traffic count at 5th Street so a.m., p.m. and off-peak timing plans may be created. Traffic recommendations will be provided for city consideration.

KLJ shall include design life, design criteria, and reference of design resources. KLJ will use the City Infrastructure Design Criteria Manual to establish design criteria and standards. The Conceptual Design Report shall evaluate and recommend pavement design, preliminary horizontal and vertical alignments for utilities, roadways, project phasing and limits, and other public improvements. Establish pipe sizes, lane configurations, drainage system capacity, water quality assessment, etc. Provide justification for facility and analysis of alternatives. Roadway lighting design with light level and uniformity calculations provided to City for documentation and approval of compliance with design standards. The project’s geotechnical report shall be included within the Conceptual Project Design Report and include six (6) Standard Penetration Test (SPT) borings along the alignment to depths of approximately 15 feet below grade, soil classifications, N values, water levels, proctors, CBR’s, resistivity tests, pavement design, and testing recommendations. The Consultant shall elaborate on other project components as necessary.

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.

KLJ will establish and indicate project specific design criteria and standards within the Conceptual Design Report using the City Infrastructure Design Criteria Manual. The Conceptual Design Report shall provide review of compliance with City’s Standard Specifications for construction of the project.

Identify the existing right-of-way (ROW) location and any ROW or easements necessary for the Project. Include size and extent of such ROW and easements and contact information of property owners.
Identify all non-conforming water and sewer service lines and include a map showing a proposed solution to making them conform with the City’s current standards.

Submit a PDF version of the Conceptual Design Report and 11”x17” preliminary plans and specifications to City of Rapid City’s project manager for review and comment.

B. Conceptual Drawings 11”x17” color
Provide a PDF version of the conceptual drawings. The conceptual drawings shall contain the following sheets:

- Cover Sheet – Note the index of Sheets indicating the anticipated drawing sheets shall be provided.
- Survey Control Sheet
- Anticipated traffic control phasing and erosion control measures
- Property Layout Plan
- Removals Plan
- Plan and Profile Sheets - Show existing and proposed roadway, proposed lane configurations, water, sanitary sewer main, storm sewers, driveway locations, fittings and proposed surfacing and drainage items, existing and proposed services. The utilities should be shown in profile as well. Design Criteria elements like profile grades, “K” values, vertical and horizontal curve data should be included.
- Roadway Lighting Plan
- Retaining Wall Plan
- Erosion Control Plan
- General Notes
- Anticipated Rapid City Standard Details
- Special Details
- Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.

1.9 Attend one (1) submittal review meeting with City staff.

1.10 Attend one (1) Public Works and one (1) Council meetings as necessary.

**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 and shall include the following itemized services.

2.1 Address City comments and respond to all comments in writing via Word document or pdf. from the Task 1 City review(s) and finalize Conceptual Design Report. The Conceptual Design Report should be now titled “Project Design Report”.

2.2 Provide project layout to include lot lines (front and side) and addresses of all properties (adjacent to construction, or alternatively, in service area). Identify if property is owner occupied or a rental.

2.3 Determine removal limits with approval of City of Rapid City representative.
2.4 Coordinate with the geotechnical engineer to complete these services, and provide a geotechnical report to be included in the Project Design Report and project plans or specifications.

2.5 Incorporate design features as necessary to meet the requirements outlined in the Project Design Report.

2.6 Incorporate ADA compliance items, for example fillet, driveway and sidewalk improvements. All applicable ADA requirements shall be outlined in the Project Design Report.

2.7 Provide a complete storm water pollution prevention narrative which will include detailed erosion and sediment control measures and specifications. Provide a complete erosion and sediment control site plan which includes station and offset locations for each implemented measure. Include 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 bid separately.

2.8 Provide detailed traffic control plans showing all devices required for a MUTCD compliant plan. Show all streets and alleys that may be impacted by this project. Show all existing signage, pavement markings, etc. All work zones, road closures, lane closures, pavement marking removals, pedestrian and bicycle routes shall be indicated on the plan. 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 device shall be bid separately. The City will provide an electronic version of an aerial photo for the selected consultant’s use.

2.9 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.

2.10 The consultant shall create a detailed list of all potential utility conflicts caused by the project. City Project Manager shall schedule the Private Utility Coordination Meeting. The consultant shall prepare the meeting agenda and include the list of utility conflicts for discussion at the meeting. If a private utility intends to replace their infrastructure, the consultant shall coordinate a location corridor for the utilities and show the proposed location on the drawings. Indicate if the private utilities intend to abandon or replace the infrastructure prior to or during this project’s construction. Coordinate directly 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. Preliminary plans shall be provided to the pertinent utilities for comment at the time they are complete followed by a specific private utility coordination meeting in within one week.

2.11 Provide the City Project Manager a list of all private utility conflict resolutions. If private utilities will need to be relocated, assist PM as necessary with formal notification.

If desiring exceptions from City requirements or specifications, it is KLJ’s responsibility to request and secure exceptions. Failure by the City to comment on a nonconforming item during a review does not constitute the granting of an exception.
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. Material types and material specific items would be included as a detailed specification.

2.13 Engineer shall obtain a design exception for Infrastructure Design Criteria manual requirements and Standard Specifications as needed. Exceptions to the Standard Specifications shall be documented on the General Notes sheet of the construction plans. The table shall include the following:

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

2.14 At 65% and 100%, 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.

- Cover Sheet – Note the index of Sheets indicating the anticipated drawing sheets shall be provided.
- Survey Control Sheet & Alignments
- Traffic Control Plans & Phasing
- Water Main Phasing Plans
- Property Layout Plans
- Removals Plans
- Plan and Profile Sheets - Show existing and proposed roadway, proposed lane configurations, water, sanitary sewer main, storm sewers, driveway locations, fittings and proposed surfacing and drainage items, existing and proposed services. The utilities should be shown in profile as well. Design Criteria elements like profile grades, “K” values, vertical and horizontal curve data should be included.
- Curb and Gutter Grade Plans
- ADA Ramp Layout and Grade Plans
- Permanent signing and striping Plans
- Signal Layout Plan at St. Patrick St. & 5th St. Intersection
  - Conduit and cable quantity tables
  - General notes relating to signal
- Signal Wiring and Timing diagrams
- Roadway Lighting Plan
  - Conduit and cable quantity tables
  - General lighting notes
- Retaining Wall Plan & Profile
- Stormwater Pollution Prevention Narrative & Notes
- Erosion Control Plan
- General Notes
- Anticipated Rapid City Standard Details
- Special Details
  - Signal and Lighting Footing
2.16 Staking information shall include:
   - Station offsets and required grades for all items of work requiring field staking.

2.17 Act as the City’s Agent to complete the following tasks: assist with easement(s) acquisition, and obtain property owner contact information, prepare easement and ROW exhibits as necessary, provide copies of current deeds of properties where easements are needed, conduct property owner meetings for easement and/or ROW acquisition (1 meeting per property owner), and document acquisition meetings. Assume total of 32 easements and/or ROW acquisition needed.

2.18 Provide a PDF version of the finalized Project Design Report

2.19 Provide a PDF version of the Final Design Services submittal. The submittal shall consist of complete plans, specifications, contract documents, and opinion of probable construction cost to the City of Rapid 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.

2.20 Address 65% and 100% submittal City review comments and respond to all City review comments in writing via Word document or pdf.

2.21 All submittals (drawings and specifications) believed by the Engineer of Record to be a 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 specifications after the cover sheet. The “Certification Statement of Conformance with City Specifications” shall be signed and dated by the Engineer of Record.

2.22 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.

2.23 Prepare 65%, 100% and final “Engineer’s Estimate” of probable construction cost for the project.

2.24 Deliver the following:
• Provide a PDF version of bid documents including complete plans 11”x17”, specifications, and Engineer’s Estimate of probable construction cost to the City of Rapid City’s project manager for City distribution.

• Provide complete plans on CD compatible with AutoCAD Release 2018 or newer format.
  o Provide all topographic, control, and design points in the .dwg file and in tabular format, both on CD and on hard copy printout.

• Provide complete specifications and contract documents on CD in Microsoft Word XP or previous versions.

• Provide a unit price cost estimate on CD in Microsoft Excel XP or previous version on the City of Rapid City “Engineer’s Estimate” form.
  o Provide Engineer’s Estimate of probable construction costs as a component of this submittal.

• Provide all final design documents in PDF format

2.25 Prior to the advertisement for bids, arrange and conduct a public open house with affected residents. The open house shall be held sufficiently ahead of the project advertisement for bids such that public comments and concerns may still be addressed within the final project documents. Notice of the open house shall be mailed to all property owners adjacent to the proposed work area(s), as well as those in the immediate area who may be directly impacted by the construction, as determined by the City. The Notice shall be mailed on City letterhead and shall bear the City Project Manager Signature. The Consultant shall tabulate the public comments and concerns and provide written recommendations for staff review regarding possible inclusion or exclusion of such requests.

2.26 The City will submit plans and specifications to the Department of Environment and Natural Resources for approval, and the Consultant shall address any comments or corrections required.

2.27 Attend Public Works and Council meetings as necessary (1 each).

**TASK 3 – BIDDING SERVICES:**

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

3.1 Submit sufficient information to the City of Rapid City project manager for completion of City Advertising Authority form.

3.2 Consultant shall proof print quality at printers before full production of copies are made.

3.3 Participate in Pre-bid Conference. Record attendance and minutes. Distribute copies of minutes to only Consultant and City.
3.4 Prepare and issue addenda to the bid documents as required.

3.5 Attend Public Works Committee and Council Meetings as necessary (1 each).

3.6 Review Bidder’s Proposals and review and sign the City Engineering Services prepared Bid Tab and prepare an award recommendation letter to the City of Rapid City project manager.

3.7 Prepare Submittal Register that shall include a list of required construction material submittals for project bid items.

3.8 Prepare “As-Built” plans and specifications. PDF’s and CAD files on a CD or DVD of the “As-Built” plans and specifications shall be submitted to the City in the same size and format as construction plans. The digital submittal must be compatible with AutoCAD Civil 3D 2018, or newer, and contain all files and data packaged in a format that will allow City personnel to seamlessly open “As Built” drawings. The Consultant will work with the City CAD technician, in person, to demonstrate the CAD file operation and compatibility with City CAD software. If the Consultant is hired for Tasks 4 and 5, “As Built” plans and specifications shall be provided thirty (30) days following project acceptance. However, if the Consultant is not hired for Tasks 4 and 5, “As Built” shall be provided thirty (30) days following the Consultant’s receipt of City markups/redlines. The Consultant will be paid for this work in advance, on the last invoice, but is required to complete the work at a later date per the contract, even if the Consultant has billed 100% of the contract and the City has closed the contract. All “As Built” plans and specifications, believed by the Engineer of Record to be a final, shall contain a Certification Statement of Conformance, which shall read, “I (insert Engineer of Record’s name) Certify that the As Built Drawings and specifications contained here within, to the best of my knowledge, represent the constructed project.” This statement shall appear on the title sheet of the drawings and on the first page of specifications after the cover sheet. The Certification Statement of Conformance shall be signed and dated by the Engineer of Record.
### EXHIBIT C

**PROJECT No. 20-2582 / CIP 51126**

**St. Patrick St. Reconstruction - Mt. Rushmore Rd. to 5th St. Project**

**KLJ Standard Billing Rates**

<table>
<thead>
<tr>
<th>Position</th>
<th>Staff</th>
<th>2021 Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Manager</td>
<td>Dana Foreman</td>
<td>$185</td>
</tr>
<tr>
<td>Senior Engineer (Structural)</td>
<td>Shawn Mayfield</td>
<td>$175</td>
</tr>
<tr>
<td>Structural Engineer III</td>
<td>Matt Isley</td>
<td>$145</td>
</tr>
<tr>
<td>Senior Engineer (Traffic)</td>
<td>Steve Grabill</td>
<td>$215</td>
</tr>
<tr>
<td>Engineer In Training (Traffic)</td>
<td>Cassidy Trapp</td>
<td>$95</td>
</tr>
<tr>
<td>Engineer I (Structural)</td>
<td>Oz Khan</td>
<td>$113</td>
</tr>
<tr>
<td>CAD Tech III</td>
<td>Sheldon Wolf</td>
<td>$115</td>
</tr>
<tr>
<td>Engineer II</td>
<td>TBD</td>
<td>$120</td>
</tr>
<tr>
<td>Engineer III</td>
<td>Emily Fisher</td>
<td>$134</td>
</tr>
<tr>
<td>Senior ROW Professional</td>
<td>Dale Young</td>
<td>$135</td>
</tr>
<tr>
<td>Surveyor II</td>
<td>TBD</td>
<td>$88</td>
</tr>
<tr>
<td>Surveyor IV</td>
<td>Greg Frear</td>
<td>$169</td>
</tr>
<tr>
<td>CADD Technician I</td>
<td>TBD</td>
<td>$75</td>
</tr>
<tr>
<td>CADD Technician II</td>
<td>TBD</td>
<td>$86</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>TBD</td>
<td>$65</td>
</tr>
</tbody>
</table>

Mileage and printing costs included in hourly rates. Courthouse copy cost at 1:1