AGreement Between City of Rapid City and FMG Engineering, Inc. for Professional Services for Springbrook Acres Water Main and PRV Abandonment; Project No. 21-2643

AGREEMENT made June 07, 2021, between the City of Rapid City, SD (City) and FMG Engineering, Inc., (Engineer), located at 3700 Sturgis Road Rapid City, SD 57702. City intends to obtain engineering services for the design of the Springbrook Acres water main and pressure reducing valve station abandonment Project No. 21-2643 CIP No. 51262. The Engineer will also provide basic construction services as part of the scope. 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 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 $190,417.00 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 sub-contractor 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 May 31, 2022 based on award date of June 07, 2021.

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) will 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 Pettyjohn, P.E.,  
FMG Engineering, Inc

DATE: _____________________  DATE: _____________________
ATTEST:

Pauline, Sumption, FINANCE DIRECTOR

Reviewed By:

Eduardo M. Lopez, P.E., PROJECT MANAGER

DATE: ____________________________

CITY’S DESIGNATED PROJECT REPRESENTATIVE

NAME: Eduardo Lopez, P.E.
PHONE: 605-394-4154
EMAIL: ed.lopez@rcgov.org

ENGINEERING FIRM’S DESIGNATED PROJECT REPRESENTATIVE

NAME: Jason Pettyjohn, P.E.
PHONE: 605-342-4105
EMAIL: jpettyjohn@fmgengineering.com
The City of Rapid City has determined the need to procure professional services for the water main and PRV abandonment project at Springbrook Acres. The professional services will include Preliminary Design, Final Design, Bidding, and Basic Construction Services. Expanded Construction Services, if requested, may be negotiated at a later date.

The scope of this project is to abandon the two existing Pressure Reducing Valve (PRV) stations and evaluate the water mains and service lines in between the two stations for replacement due to the anticipated higher pressures.

Professional services consist of the four tasks as outlined below.

**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. Effort may be shifted between tasks and subtasks for the entire scope of work.

1.1 Meetings – Prepare for, attend, take and distribute minutes for the following meetings:

A. 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.

B. Coordination with South Dakota Department of Agriculture and Natural Resources (DANR).

C. Bi-weekly during Preliminary Design. The consultant shall take and distribute minutes. Agendas will not be prepared in advance.

1.2 Project Management – Provide project team and client coordination to gather pertinent data for the project, implement QA-QC and keep project on budget and on schedule.

1.3 Review background information and any other resources as necessary.

1.4 Develop and distribute a survey questionnaire to property owners adjacent to proposed construction areas. This will be the first of two questionnaires. The second will be completed during Task 2 – Final Design approximately 3 months or more ahead of soliciting bids for construction. This first questionnaire will be developed to obtain information on site-specific concerns such as landscaping or irrigation systems, service line locations, and verify if a PRV is installed. Questionnaires would be returned to and evaluated by the consultant, 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. No public meetings are anticipated for this project.

1.5 Meet with individual property owners regarding ROW and permanent and temporary easement needs and regarding specific project issues and components. It is anticipated that one on one meetings will only be necessary at two homes where the inter-tie is proposed.
1.6 Coordinate with Springbrook HOA and road district for requirements on impacts during construction and final street repairs.

1.7 Private Utilities Base Plan Verification: The consultant shall send base plans to the private utilities requesting verification that their utilities are shown correctly per their records to verify that the utilities are shown correctly and to make plan revisions as needed. A meeting with the private utilities will not be held until Final Design and only then if there are utility conflicts.

1.8 Perform site 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. Limited topo survey will be completed. New aerial imagery will be collected and contours will be generated from the aerial survey verified by existing City lidar contour data and field benchmarks. Grade critical utility crossings will be surveyed and all utilities will be marked and captured in the aerial image. The property and ROW layout will be established based on found front corners abutting the street except for areas where new easements are proposed in which case all corners and a boundary survey will be completed.

1.9 Perform geotechnical evaluation. The project’s geotechnical report will include 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.

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

1.10 Prepare a Preliminary Design Report:

A. The consultant shall establish and indicate project specific design criteria and standards within the Preliminary Design Report. The consultant shall submit all design assumptions, proposed pipe material, sizes and alignments. 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.

B. The Preliminary Design Report shall evaluate and recommend preliminary horizontal and vertical alignments, project phasing and limits, and other required improvements. The report shall establish pipe sizes, identified need properties with existing PRV, properties in need of a PRV, etc. The project’s geotechnical report shall be included within the Preliminary Project Design Report.

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

D. 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.

E. Review asbestos and lead testing of the PRV station to be demolished.

F. Preliminary Water Modeling. A basic water model with the applicable reservoirs and pipes serving the Springbrook Acres pressure conversion area will be created to evaluate minimum and maximum pressures based on 100% and 50% reservoir levels along with static fire flows that can be provided.

G. Submit three (3) copies and a PDF version of the Preliminary Design Report and preliminary plans and specifications to City of Rapid City’s project manager for review and comment.
Preliminary Drawings

1.11 Provide three (3) copies and a PDF version of the Preliminary drawings. The Preliminary drawings shall contain the following sheets:

A. Cover Sheet – Note the index of Sheets indicating the anticipated drawing sheets shall be provided.

B. Survey Control Sheet – The Survey Control sheet shall include control points with Northing, Easting, Elevation, and Description with Station and Offset to the closest alignment. Horizontal alignments including beginning and end stations, and deflections and curve data. Combined ground to grid scale factor and Basis of Bearings.

C. Anticipated construction phasing and erosion control measures.

D. Property Layout and Land Ownership (if applicable).

E. Plan and Profile Sheets - Show existing and proposed utility mains and existing services, storm sewers, driveway locations, fittings, and proposed surfacing and drainage items. 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.

F. Anticipated Rapid City Standard Details

G. Special Details - Preliminary layouts for special/critical elements for example buildings, special drainage structures, pump facilities, etc.

H. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards. Use current City-provided drawing templates.

1.12 Attend submittal review meeting with City staff, if necessary.

Task 2  Final Design Services

This task consists of all services necessary to take the project from Preliminary Design Services through the Final Design Services, and may include the following itemized services. Effort may be shifted between tasks and subtasks for the entire scope of work. The Consultant shall allow 15 working days for City review of the Project Design report and Conceptual Design submittal, and the 65% and 100% complete plans; specifications; geotechnical report; and opinion of probable construction cost submittal.

2.1 Meetings – Prepare for, attend, take and distribute minutes for the following meetings:

A. Coordination with South Dakota Department of Agriculture and Natural Resources (DANR).

B. Monthly Progress Meetings, The consultant shall prepare agendas, take minutes, and distribute minutes

2.2 Address City comments from Task 1 City review(s) and finalize Preliminary Design Report. The Preliminary Design Report should be now titled “Project Design Report”

2.3 Provide project layout to include lot lines (front and side) and addresses of all properties (adjacent to construction, or alternatively, in service area).

2.4 Determine removal limits with approval of City of Rapid City representative.

2.5 Incorporate design features as necessary to meet the requirements outlined in the Project Design Report. Any refined project elements shall also be incorporated into the Project Design Report with supporting engineering evaluation. This does not include new project components that were not identified in this scope of services.
2.6 Provide a complete stormwater pollution prevention narrative which will include detailed erosion and sediment control measures and specifications
   A. Provide a complete erosion and sediment control site plan which includes station and offset locations for each implemented measure.
   B. Include both temporary and permanent erosion and sediment control measures.
   C. Include an erosion and sediment control sequence of implementation and phasing schedule.
   D. Each erosion control item shall be bid separately.

2.7 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.
   A. All work zones, road closures, lane closures, and pavement marking removals shall be indicated on the plan.
   B. A detailed layout will be included for each phase of multi-phased projects.
   C. The traffic control sequence of implementation and phasing schedule shall coincide with erosion and sediment control sequence of implementation and phasing schedule.
   D. Each traffic control device shall be bid separately.

2.8 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.

2.9 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.

2.10 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 the Consultant’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.

2.11 Develop and distribute a second survey questionnaire to property owners. The second questionnaire will obtain special needs such as access considerations during construction, or history of utility or infrastructure problems at the property, if a PRV installation will be needed or has one been installed.

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. Failure by the City to comment on a non-conforming item during a review does not constitute the granting of an exception. Exceptions to the Standard Specifications shall be documented on the General Notes sheet of the construction plans. The table shall include the following:
   A. City Exception File Number
B. Specification Section
C. Description
D. Stipulations

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.

Staking information shall include:

A. Station offsets and required grades for all items of work requiring field staking.

2.15 Facilitate permanent and/or temporary construction easement 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 ROW acquisition, and document acquisition meetings as needed.

2.16 Provide two (2) copies and a PDF version of the finalized Project Design Report

2.17 Provide three (3) copies and 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.

2.18 Address 100% submittal staff comments as necessary. Level of effort assumes that there is only one review and resubmittal required.

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.

2.19 Prepare any and all permits with exhibits the City will need to execute for the project.

2.20 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.

A. Typically all permit costs are the Contractor’s obligation except as indicated in the City’s contract front end documents.

B. Consultant shall obtain signatures and submit Notice of Intent to DENR for project coverage under the “General Permit for Stormwater Discharges Associated with Construction Activities”. A fee is associated with this permit which shall be a reimbursable through consultant invoicing.

2.21 Prepare final “Engineer’s Estimate” of probable construction cost for the project.

2.22 Deliver the following:
A. Provide one (1) copy and a PDF version of bid documents including complete plans (22x34 format), specifications, and Engineer’s Estimate of probable construction cost to the City of Rapid City’s project manager for City distribution.

B. Provide complete plans on USB thumb drive compatible with AutoCAD Release 2018 (Release currently used by the City) or newer format.

C. Provide all topographic, control, and design points in the .dwg file and in tabular format, both on USB thumb drive and on hard copy printout.

D. Provide complete specifications and contract documents on USB thumb drive in Microsoft Word XP or previous versions.

E. Provide a unit price cost estimate on USB thumb drive in Microsoft Excel XP or previous version on the City of Rapid City “Engineer’s Estimate” form.

F. Provide Engineer’s Estimate of probable construction costs as a component of this submittal.

G. Provide all final design documents in PDF format on a USB thumb drive.

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

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.

3.1 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. All costs for copies for bidding are the responsibility of the City and are not included in the reimbursable amounts in this agreement.

3.3 Arrange and conduct a Pre-bid Conference, prepare an agenda and record attendance and minutes. Distribute minute copies to only Consultant and City. An example of an agenda is enclosed as Attachment 4 for your information.

3.4 Prepare and issue addenda to the bid documents as required.

3.5 Attend Public Works Committee and Council Meetings as required.

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 After bid opening Consultant shall prepare a conformed set of plans and specifications that include all addenda’s or revisions generated during the biding process. The “Conformed” set of plans will be issued for construction to the contractor. A full size hard copy of the “Conformed” plans and specifications shall be submitted to the City. Additionally, the Consultant will provide PDF’s and CAD files on a USB Thumb Drive. The digital submittal must be compatible with AutoCAD Civil 3D 2011, or newer, and contain all files and data packaged in a format that will allow City personnel to seamlessly open “conformed” drawings. The Consultant will work with the City CAD technician, in person, to demonstrate the CAD file operation and compatibility with City CAD software. All costs for printing of conformed plan sets are the responsibility of the City and are not included in the reimbursable amounts in this agreement.

3.8 Prepare “As Built” plans and specifications. 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 USB Thumb Drive. The digital submittal must be compatible with AutoCAD Civil 3D 2011, 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.

3.9 “As Built” plans shall be provided thirty (30) days following the Consultants receipt of City markups/redlines.

3.10 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.

3.11 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.

A. “Conformed” plans shall be provided fifteen (15) days following the bid opening.

B. The Consultant may 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.

**TASK 4 BASIC CONSTRUCTION SERVICES**

This task consists of all services necessary for the administration of the Basic Construction Services of the project construction stage, and may include the following itemized services.

4.1 Review construction contract documents and other submittals from the contractor and submit to the City of Rapid City project manager for distribution to City Attorney’s for approval and signatures of the Mayor and Finance Officer.

4.2 Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees. An example of an agenda is enclosed as Attachment 5 for your information.

4.3 Provide written clarification regarding drawing and specification questions.

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

4.5 Review and take action on shop drawings, product submittals, test results, and other submittals
**SCHEDULE**

The project schedule below is subject to change as approved by the Consultant and City’s designated project manager to meet the needs of the project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTP (Tentative)</td>
<td>June 14, 2021</td>
</tr>
<tr>
<td>Preliminary Design Submittal 65%</td>
<td>August 27, 2021</td>
</tr>
<tr>
<td>Final Design Submittal</td>
<td>October 29, 2021</td>
</tr>
<tr>
<td>Bid Ready Construction Document Submittal</td>
<td>November 12, 2021</td>
</tr>
<tr>
<td>Begin Construction</td>
<td>March 2022</td>
</tr>
</tbody>
</table>

End of Exhibit A
## TASK 1 - PRELIMINARY DESIGN SERVICES

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Meetings</td>
<td>$4,215.00</td>
</tr>
<tr>
<td>1.2 Project Management</td>
<td>$3,480.00</td>
</tr>
<tr>
<td>1.3 Review Background Information</td>
<td>$1,370.00</td>
</tr>
<tr>
<td>1.4 Develop, Distribute, Receive, &amp; Analyze Survey Questionnaire to Property Owners</td>
<td>$9,195.00</td>
</tr>
<tr>
<td>1.5 Meet with Individual Property Owners</td>
<td>$5,410.00</td>
</tr>
<tr>
<td>1.6 Coordinate with Springbrook HOA &amp; Road District</td>
<td>$2,610.00</td>
</tr>
<tr>
<td>1.7 Private Utilities Base Plan Verification Meeting</td>
<td>$755.00</td>
</tr>
<tr>
<td>1.8 Perform Site Surveys</td>
<td>$26,392.00</td>
</tr>
<tr>
<td>1.9 Perform Geotechnical Evaluation</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>1.10 Preliminary Design Report</td>
<td>$12,595.00</td>
</tr>
<tr>
<td>1.11 Preliminary Drawings</td>
<td>$24,010.00</td>
</tr>
<tr>
<td>1.12 Attend Submittal Review Meeting with City Staff</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>1.13 Reimbursables</td>
<td>$1,500.00</td>
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</tbody>
</table>

**TOTAL FOR TASK 1 - PRELIMINARY DESIGN SERVICES**  
$99,072.00

## TASK 2 - FINAL DESIGN SERVICES

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Fees</th>
</tr>
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<tbody>
<tr>
<td>2.1 Meetings</td>
<td>$2,540.00</td>
</tr>
<tr>
<td>2.1 Address City Comments from the Task 1 City Review</td>
<td>$1,210.00</td>
</tr>
<tr>
<td>2.2 Provide Project Layout</td>
<td>$230.00</td>
</tr>
<tr>
<td>2.3 Determine Removal Limits</td>
<td>$460.00</td>
</tr>
<tr>
<td>2.4 Coordinate with the Geotechnical Engineer</td>
<td>$375.00</td>
</tr>
<tr>
<td>2.5 Incorporate Design Features in the Project Design Report</td>
<td>$3,020.00</td>
</tr>
<tr>
<td>2.6 Provide Complete Stormwater Pollution Prevention Narrative &amp; Plan</td>
<td>$1,670.00</td>
</tr>
<tr>
<td>2.7 Provide Detailed Traffic Control Plans</td>
<td>$1,065.00</td>
</tr>
<tr>
<td>2.8 Provide Project Sequence</td>
<td>$1,670.00</td>
</tr>
<tr>
<td>2.9 Provide Detailed List of Potential Utility Conflicts</td>
<td>$1,890.00</td>
</tr>
<tr>
<td>2.10 Provide City Project Manager List of Private Utility Conflict Resolutions</td>
<td>$1,890.00</td>
</tr>
<tr>
<td>2.11 Develop, Distribute, Receive, &amp; Review 2nd Survey Questionnaire to Property Owners</td>
<td>$6,915.00</td>
</tr>
<tr>
<td>2.12 Provide Detailed Specifications Supplementing the City Standard Specifications</td>
<td>$750.00</td>
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<tr>
<td>2.13 Obtain Design Exception for Infrastructure Design Criteria Manual Requirements</td>
<td>$1,065.00</td>
</tr>
<tr>
<td>2.14 Provide Complete Plans and Specifications for Unit Price Construction Contract</td>
<td>$22,280.00</td>
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<tr>
<td>2.15 Facilitate Permanent and/or Temporary Construction Easement Acquisition</td>
<td>$3,350.00</td>
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<tr>
<td>2.16 Provide 2 Copies and PDF Version of Finalized Project Design Report</td>
<td>$570.00</td>
</tr>
<tr>
<td>2.17 Provide 3 Copies and PDF Version of Final Design Services Submittal</td>
<td>$760.00</td>
</tr>
<tr>
<td>2.18 Address 100% Submittal Staff Comments as Necessary</td>
<td>$2,350.00</td>
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<tr>
<td>2.19 Prepare Permits with Exhibits for City</td>
<td>$565.00</td>
</tr>
<tr>
<td>2.20 Identify Permits Required for Contractor</td>
<td>$375.00</td>
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<tr>
<td>2.21 Prepare Final Engineer's Estimate</td>
<td>$1,770.00</td>
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<tr>
<td>2.22 Final Deliverables Submittal</td>
<td>$570.00</td>
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<td>2.23 Reimbursables</td>
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<tr>
<td>2.24 Supplemental Engineering Services</td>
<td>$20,000.00</td>
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**TOTAL FOR TASK 2 - FINAL DESIGN SERVICES**  
$77,765.00
## TASK 3 - BIDDING SERVICES

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Submit Information for Advertising Authority</td>
<td>$145.00</td>
</tr>
<tr>
<td>3.2 Proof Prints Before Production</td>
<td>$115.00</td>
</tr>
<tr>
<td>3.3 Arrange and Conduct Pre-Bid Conference</td>
<td>$605.00</td>
</tr>
<tr>
<td>3.4 Prepare and Issue Addenda</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>3.5 Attend Public Works and Council Meetings</td>
<td>$145.00</td>
</tr>
<tr>
<td>3.6 Review Bidder's Proposals and Review/Sign Engineering Services Prepared Bid Tab</td>
<td>$375.00</td>
</tr>
<tr>
<td>3.7 Prepare &quot;Conformed&quot; Plan Set</td>
<td>$1,895.00</td>
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<tr>
<td>3.7 Prepare As-Built Plans and Specifications</td>
<td>$3,645.00</td>
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<tr>
<td>3.8 Reimbursables</td>
<td>$50.00</td>
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</tbody>
</table>

**TOTAL FOR TASK 3 - BIDDING SERVICES** $8,375.00

## TASK 4 - BASIC CONSTRUCTION SERVICES

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>4.1 Review Construction Contract Documents and Submittals</td>
<td>$230.00</td>
</tr>
<tr>
<td>4.2 Arrange and Conduct Pre-Construction Conference</td>
<td>$980.00</td>
</tr>
<tr>
<td>4.3 Provide Written Clarification for Drawing and Specification Questions</td>
<td>$1,210.00</td>
</tr>
<tr>
<td>4.4 Provide Recommendations to Address Changed or Unknown Conditions</td>
<td>$1,210.00</td>
</tr>
<tr>
<td>4.5 Review and Take Action on Shop Drawings and Submittals</td>
<td>$1,525.00</td>
</tr>
<tr>
<td>4.6 Reimbursables</td>
<td>$50.00</td>
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</tbody>
</table>

**TOTAL FOR TASK 4 - BASIC CONSTRUCTION SERVICES** $5,205.00

**TOTAL ALL TASKS** $190,417.00

**NOTES:** 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 or as discussed in Exhibit A.
FMG ENGINEERING  
RATE SCHEDULE  
for  
SPRINGBROOK ACRES WATER MAIN & PRV ABANDONMENT  
PROJECT NUMBER 21-2643 / CIP 51262

<table>
<thead>
<tr>
<th>PERSONNEL</th>
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<tbody>
<tr>
<td>Principal Engineer II</td>
<td>$186.00/hr</td>
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<tr>
<td>Principal Engineer I</td>
<td>$160.00/hr</td>
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<tr>
<td>Senior Engineer</td>
<td>$145.00/hr</td>
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<tr>
<td>Engineer III – PE</td>
<td>$125.00/hr</td>
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<tr>
<td>Engineer II – PE</td>
<td>$115.00/hr</td>
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<tr>
<td>Engineer I – PE</td>
<td>$105.00/hr</td>
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<tr>
<td>Geospatial Analyst</td>
<td>$105.00/hr</td>
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<tr>
<td>Graduate Engineer II – EIT</td>
<td>$100.00/hr</td>
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<tr>
<td>Graduate Engineer I – EIT</td>
<td>$90.00/hr</td>
</tr>
<tr>
<td>CADD Technician II</td>
<td>$95.00/hr</td>
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<tr>
<td>CADD Technician I</td>
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<tr>
<td>Geologist - PG</td>
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<td>Environmental Scientist</td>
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<tr>
<td>Land Surveyor – LSIT</td>
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<tr>
<td>Survey Technician II</td>
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<td>Survey Technician I</td>
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<td>Engineering Technician III</td>
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<td>Engineering Technician II</td>
<td>$77.00/hr</td>
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<tr>
<td>Engineering Technician I</td>
<td>$74.00/hr</td>
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<tr>
<td>Administrative Assistant</td>
<td>$75.00/hr</td>
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</tbody>
</table>

VEHICLES & EXPENSES

Mobilization (Support Vehicle) $0.70/mile
Mobilization (Drill Rig) $2.00/mile
ATV $100/day
Travel Costs - air, lodging, transport, meals, etc. cost