AMENDMENT NO. 1 TO AGREEMENT

Project:  City Hall Renovation – Phase 2 Project  Proj #2675 CIP #51225

Background Data:  Continuation of Phase 1 Renovation (Project #2491) per attached Scope of Services.

Nature of Amendment:  Primary improvements include 49 HVAC heat pump replacements, Lobby and Council Chambers renovations.

Current Contract Amount:  $238,200.00

Change Requested:  $76,616.00

New Contract Amount:  $314,816.00

Owner and Engineer hereby agree to modify the above referenced Agreement as set forth in this Amendment.  All provisions of the Agreement not modified by this or previous Amendments remain in effect.  The effective date of this Amendment is:  

CITY OF RAPID CITY:  
By: ____________________________  
STEVE ALLENDER, MAYOR  

Date Signed: ____________________

Consultant:  
By: ____________________________  

Date Signed: ____________________

ATTEST:

By: ____________________________  
Pauline Sumption, Finance Director

Date Signed: ____________________
December 2, 2021

RE: City Hall Renovation Phase 2
Rapid City, SD
TSP Project No. 03191310.1

Rod Johnson
Operations Management Engineer
City of Rapid City
300 Sixth Street
Rapid City, SD 57701

Rod,

Thank you for your past support of TSP and allowing us to continue our A/E services for Phase 2 renovation of City Hall. Per our conversations, we have prepared the following Professional Fee Proposal amendment for your review.

SCOPE OF PROJECT

We understand the Scope of the Project to be as follows:

TSP will continue to build on the planning that was completed together with your team on the renovation of City Hall. The renovation work will be focused on the Main Lobby, Council Chambers, HVAC, limited finishes upgrades and small renovation projects on the main floor.

SCOPE OF PROFESSIONAL SERVICES

We understand the Scope of Professional Services to be as follows:

PROJECT DESCRIPTIONS

- Main Lobby
  - Reworking the space to be more welcoming and feel warmer.
  - New flooring
  - Replace curtain wall glazing
  - New wall panels on exiting masonry
  - New pendant lighting
  - Handrails on existing stair
  - Updated fabric on sound panels
  - Operable sun shading devices for transaction counters.

- Council Chambers
  - Updated Council desk
  - Updated finishes
  - Remove curtain wall and install sound panels and assist with TV wall
  - Updated sound panels

- HVAC
  - Replace 49 heat pumps with same size capacity as existing
  - Investigate the cost implications of moving to variable speed and variable capacity
  - Heat pumps vs existing
Investigate any thermal comfort concerns throughout the building i.e., hot and cold spaces where heat pumps are oversized/undersized

Coordinate with City on full temperature control overhaul
  • Each new heat pump would receive new Bacnet controllers
  • Davis is to reach out to the City Energy Plant to see if the CSAC building is allowed to have its own Building Management System that Davis can control.
  • Currently the building is tied back to the energy plant and it causes headaches.

Assist City in developing a phasing plan for heat pump replacement, the goal is to replace four heat pumps per month or one per week

Electrical engineering in support of heat pump replacement

Finishes upgrades
  • Updated flooring in corridors
  • Updated flooring and stair treads/risers in stair towers and painting stringers as necessary

Main floor office renovation
  • Separating a large office into two offices and a storage room, adding a new door between spaces and adding separation vestibule at the entry of a suite.
  • Creating a break space and enclosing a storage alcove.

WORK PLAN

Review meetings to date.
  • Held multiple meetings with team members and two meetings with department heads.

Review meeting #1 with City Council Members
  • Introduce the projects and receive feedback
    ▪ Schedule: TBD (tentative December)

Review meeting #2 with City Council Members
  • Review changes requested during meeting #1
    ▪ Schedule: TBD (tentative December)

65% Review
  • Confirming the discussion during City Council member meetings and confirm direction.
    ▪ Schedule: TBD

95% Review
  • Review and confirmation of discussions from previous meeting. This will be a full room by room review of all renovated spaces and systems including confirmation of anticipated construction phasing and review of probable cost estimate.
    ▪ Schedule: TBD

100% Document delivery
  • Delivery of completed design documents and specifications for review by AHJ and potential bidding contractors.
    ▪ Schedule: TBD

Bidding
December 2, 2021
Rod Johnson
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- Assistance as required throughout the bidding process. Would include a pre-bid meeting.
  - Advertise: TBD
  - Bid opening: TBD
  - Bid Award: TBD
- Construction Administration
  - We would anticipate multiple construction phases. An estimated construction timeline is difficult and is dependent on materials deliveries and contractor availability.
    - Pre-Construction meeting
    - Weekly OAC meetings and site observations with reports
    - Review of shop drawings & contractor pay applications
    - RFI & Proposal request coordination with contractor
    - Substantial completion punchlist and closeout.
- Record Drawings
  - TSP to complete record drawings in electronic format based on red-line drawings provided by the contractor based on as-built conditions.

ASSUMPTIONS
- Delivery method: Design/Bid/Build
- Construction will be in multiple phases
- Use of Submittal Exchange
  - By City of Rapid City

EXCLUSIONS
The following item(s) are not currently included in the proposed scope of professional services for this project, but may be negotiated at the Owner’s convenience:
- LEED certifications or work associated with the pursuit
- FF&E selection or procurement
- Phone/Data, Cable TV, AV system or paging/intercom
- Design services other than what is listed above.

STANDARD OF CARE

TSP’s Professional Design services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing Design Professionals performing similar services in the same locality, and under the same or similar circumstances and conditions. TSP, Inc. makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

PROPOSED AMENDED PROFESSIONAL FEE

For services associated with Phase 2, TSP requests a fee amendment to the original not to exceed amount of Seventy-Six Thousand One Hundred Sixteen Dollars ($76,116.00), and any and all applicable taxes.
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Rod Johnson
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Fee is broken down into phases as follows:

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<thead>
<tr>
<th>Phase</th>
<th>Amount</th>
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<tr>
<td>1%-35% Documents (SD)</td>
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<tr>
<td>35%-95% Documents (DD)</td>
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<tr>
<td><strong>Total Fee Amendment Request</strong></td>
<td><strong>$76,116</strong></td>
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Phase 1 fee per original agreement = $238,200
Phase 2 fee amendment request = $76,116
Total fee Phases 1 & 2 = $314,316

Reimbursable expenses would be a Not-to-Exceed amount of $500.

Payments are due and payable upon presentation of the Architect’s invoice. Amounts unpaid after 45 days shall bear interest at 1.5%, compounded monthly.

Professional architecture and engineering fees are highly dependent on the unique nature of each specific project. This professional fee proposal is the opening dialogue to help clearly establish your anticipated and desired scope of services. Our ensuing joint conversations will define a project that fits your budget and provides a reasonable and fair fee for the high-quality services tailored to your specific needs and objectives.

Occasionally, due to changes in program, scope, or budget, it may become necessary to make revisions to previously approved documents. In such instances, TSP will provide the Owner with a proposal and obtain written authorization to proceed prior to commencing with the changes in our services.

**AUTHORIZATION**

If this amendment proposal meets with your approval, please provide TSP with the City of Rapid City’s amendment form for review and signature.

If you have any questions, please contact me. Thank you for allowing TSP the opportunity to assist you on this project.

TSP, Inc.

Mark Averett, AIA
Principal/Senior Architect