

REQUEST AUTHORIZATION FOR MAYOR AND FINANCE OFFICER TO SIGN PROFESSIONAL SERVICES AGREEMENT OR AMENDMENT

Date: May 15, 2017

Project Name & Number: WRF Potable Water Improvements; Project No. 15-2266

CIP #: 51079

Project Description: Professional Engineering services for construction administration of potable water improvements at the Water Reclamation Facility (WRF). Improvements will include a metering/backflow prevention facility, exterior loop piping improvements, additional fire hydrants, building service line improvements and required building metering and backflow prevention devices.

Consultant: Banner Associates, Inc.

Original Contract Amount: \$53,760.00	Original Contract Date: May 15, 2017	Original Completion Date: 60 days after Completion of Construction
--	---	---

Addendum No:

Amendment Description:

Current Contract Amount: _____	Current Completion Date: _____
Change Requested: _____	
New Contract Amount: _____ \$0.00	New Completion Date: _____

Funding Source This Request:

Amount	Dept.	Line Item	Fund	Comments
\$53,760.00	833	4223	604	
Total				

Agreement Review & Approvals

[Signature] _____ 4/25/17
Project Manager Date

[Signature] _____ 4/25/17
Compliance Specialist Date

[Signature] _____ 4/24/17
City Attorney Date

[Signature] _____ 4-28-17
Division Manager Date

[Signature] _____ 4-28-17
Department Director Date

ROUTING INSTRUCTIONS

Route two originals of the Agreement for review and signatures.
 Finance Office - Retain one original
 Project Manager - Retain second original for delivery to Consultant
 cc: Public Works
 Engineering
 Project Manager

FINANCE OFFICE USE ONLY

(Note to Finance: Please write date of Agreement in appropriate space in the Agreement document)

	Date	Initials		Approved
Appropriation	4/28/17	SW	Y	N
Cash Flow			Y	N

**Agreement Between City of Rapid City and Banner Associates, Inc. for
Construction Administration Services for Water Reclamation Facility (WRF)
Potable Water Improvements, Project No. 15-2266**

AGREEMENT made May 15, 2017, between the City of Rapid City, SD (City) and Banner Associates, Inc., (Engineer), located at 2201 Jackson Blvd., Suite 200, Rapid City, SD, 57702. City intends to obtain construction administration services for the WRF Potable Water Improvements, Project No. 15-2266. 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.)

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 Non Discrimination 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 \$53,760.00 unless the scope of the project is changed as outlined in Section 4. If expenses exceed the maximum amount, the Engineer shall complete the construction observation/administration 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 markup 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 within 60 days after construction is complete.

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 occurrence form 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 shall be maintained for 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.
- 7.4.4 Professional liability insurance providing claims-made 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.



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:

Engineer:

MAYOR


BANNER ASSOCIATES, INC.

DATE: _____

DATE: APRIL 25, 2017

ATTEST:

FINANCE OFFICER

Reviewed By:


DAN COON – OPERATIONS MANAGEMENT ENGINEER

DATE: 4/25/17

CITY'S DESIGNATED PROJECT
REPRESENTATIVE

ENGINEERING FIRM'S DESIGNATED
PROJECT REPRESENTATIVE

NAME Dan Coon
PHONE 605-394-4154
EMAIL Dan.Coon@rcgov.org

NAME Jim Housiaux
PHONE (605) 692-6342
EMAIL jimh@bannerassociates.com



EXHIBIT A -- SCOPE OF SERVICES

Professional services consist of: Basic Construction Services, and Enhanced Construction Services.

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.

1. Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees.
2. Provide written clarification regarding drawing and specification requests for information (RFIs). Provide recommendations to address changed or unknown conditions that may appear during construction.
3. Review and take action on shop drawings, product submittals, test results, and other submittals.
4. Finalize Operations and Maintenance Manual (Meter Building), and assist with check out activities. Operation and Maintenance limited to default and final equipment settings for all meter building equipment.
5. Schedule and coordinate equipment training with manufacturers and Maintenance personnel (Meter Building/New Boiler).
6. Construction Administration Major Submittals. Provide Project Record Book to include: Construction Plans of Record, Specifications, Shop Drawings, Testing Reports, Equipment Operation and Maintenance Manuals, Warranties, Daily Field Reports, Final Pay Request, Progress Meeting Minutes, and project pictures.

Deliverables:

- For the Project Record Book and O & M Manual, provide two (2) hard copies and two (2) electronic copies (DVD or CD) of the documents.

EXPANDED CONSTRUCTION SERVICES:

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

1. Mark removal limits of appropriate items.
2. Arrange and conduct appropriate progress meetings. Record minutes and distribute to all attendees.
3. Provide on-site observation to assure that the methods and materials used by the contractor meet the intent of the plans and specifications. For buried installations such as for water mains the Consultant shall be on site all of the time the Contractor is installing these buried installations. In addition, on-site observations will include inspection of stormwater protection requirements during construction and witnessing of assurance testing (soil and concrete testing) during construction.

4. Provide location (horizontal and vertical), description, and size of utilities uncovered during construction.
5. Provide full time inspection during flushing/disinfection of site piping.
6. Prepare daily reports. A daily record of activity will be maintained by the inspector including weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and any other pertinent information. Such information shall be neatly and concisely entered into the City of Rapid City Project Inspector's Diary and Inspection quantity book. Submit detachable copies to Engineering Services on a weekly basis.
7. Prepare and submit monthly pay request information using CORC standard Pay Request Book format.
8. Prepare change orders, and extra work orders for contractor on City of Rapid City forms and make recommendations for their approval or denial.
9. Prepare and submit City of Rapid City project "Construction Project Close-out Remaining Contractual Obligations" indicating compliance with Standard Specifications and acceptance of the various infrastructure components. The Consultant is responsible for coordinating completion of the checklist items with the Contractor.
10. Following successful completion of construction, it is expected that the Engineer of Record will certify via a written and stamped statement that the project has been constructed in accordance with the drawings and specifications.

EXHIBIT "B"

Agreement for Basic and Enhanced Construction Phase Services

**Rapid City WRF Potable Water Improvements
Project No. 15-2266 / CIP No. 51079**

BASIC CONSTRUCTION SERVICES

1	Prepare for, Coordinate & Conduct Pre-Construction Conference	\$1,690
2	Written Clarification regarding Plans & Specifications (RFIs)	\$834
3	Review & Return Shop drawings	\$2,989
4	Final O&M Manual for Meter Building	\$430
5	Schedule/Coordinate Equipment Training	\$443
6	Construction Administration Major Submittals (Project Book)	\$1,283
		\$7,669

EXPANDED CONSTRUCTION SERVICES

1	Mark Removal Limits	\$148
2	Prepare for, Coordinate & Conduct Progress Meetings (Bi-Monthly)	\$7,080
3	Daily On-Site Observation of construction/stormwater protection/testing	\$16,384
4	Provide location/description of Util. uncovered during construction.	\$2,728
5	Provide full time inspection for flushing/disinfection of site piping	\$3,240
6	Provide Daily Construction Observation reports	\$1,520
7	Prepare & submit monthly pay requests	\$1,668
8	Assist and Prepare Change Orders	\$1,164
9	Prepare and Submit CORC Project Close-out Remaining Contractual Obligations	\$739
10	Certification Letter(s) at End of Construction	\$493
Subtotal		\$35,164

Basic and Expanded Construction Services Total	\$42,833
---	-----------------

Subconsultant (not included in above totals)	At Cost
1 Skyline Engineering, Inc.	\$ 8,427.00

Subconsultants Total \$ 8,427.00

Banner Reimbursables (Estimated) \$ 2,500.00

Total Fee w/ Reimbursables and Subconsultants \$53,760

EXHIBIT "C"
SCHEDULE OF LABOR RATES AND EXPENSES

Rapid City WRF Potable Water Improvements
Construction Administration Services
Project No. 15-2266 / CIP No. 51079

Banner Associates, Inc. 2017 Rates – valid for the duration of this Agreement

<u>EMPLOYEE CLASSIFICATION</u>	<u>ID</u>	<u>2017 Rate/Hr</u>
Sr. Project Manager	2057	\$174.00
	2087	\$139.00
	1691	\$139.00
	2047	\$111.00
Project Engineer/ Designer	2058	\$ 96.00
	2021	\$ 92.00
Staff Engineer/ Designer	2138	\$ 81.00
	2140	\$ 76.00
	2147	\$ 74.00
CADD Manager	1701	\$ 91.00
CADD Technician	2155	\$ 69.00
Administrative	2009	\$111.00
	2085	\$ 49.00
Part-time/Temporary	2164	\$47.00

1. Transportation at \$0.50 per mile in addition to the above hourly rates.
2. Meals at State Rates.
3. Lodging at actual cost.
4. Reproduction:

Photocopy	\$0.07/Copy
Color Copies	0.30/Copy
Black & White Laser Prints.....	0.15/Sheet
Vellabond & Plain Paper Plots	0.45/Sq.Ft.
Mylar Film Copies and Plots	0.90/Sq.Ft.
5. Subcontracts..... Actual Cost
6. All other direct project expenses at actual cost of materials.