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

Project Name & Number: Omaha Trunk Sewer - First Street to Maple Avenue
Project No. 16-2353
CIP #: 50878

Project Description: This Contract is for final design services and bidding services for the sanitary trunk sewer in Omaha Street between First Street and Maple Avenue.

Consultant: FMG, Inc.

Original Contract Amount: $110,095.00
Original Contract Date: September 4, 2017
Original Completion Date: November 30, 2018

Addendum No: 1
Amendment Description:

Current Contract Amount: ____________________________
Change Requested:
New Contract Amount: ____________________________

Current Completion Date: ____________________________
New Completion Date: ____________________________

Funding Source This Request:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Dept.</th>
<th>Line Item</th>
<th>Fund</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$95.00</td>
<td>833</td>
<td>4223</td>
<td>604</td>
<td></td>
</tr>
</tbody>
</table>

$95.00 Total

Agreement Review & Approvals

[Signatures and dates]

ROUTE 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)

Appropriation
Cash Flow

106A Authorization for Mayor & Finance Officer to Sign

Rev. 03/2009
Agreement Between City of Rapid City and FMG, Inc. for Design and Bidding Professional Services for Omaha Trunk Sewer – First Street to Maple Avenue, Project No. 16-2353

AGREEMENT made ___________________________, 20____, between the City of Rapid City, SD (City) and FMG, Inc, (Engineer), located at 3700 Sturgis Road, Rapid City, SD 57702. City intends to obtain services for design and bidding for Omaha Trunk Sewer – First Street to Maple Avenue, Project No. 16-2353 CIP No. 50878. 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 subcontractors and sub-consultants, unpredictable occurrences including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God, or the public enemy, or acts of regulations of any governmental agency or any other conditions or circumstances beyond the control of the City or Engineer. Temporary delays of services caused by any of the above which results in additional costs beyond those outlined may require renegotiation of this agreement.

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

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

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

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

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

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

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

4.2 City of Rapid City NonDiscrimination Policy Statement

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

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

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

5.1 Schedule of Pay Rates

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

5.2 Fee

The maximum amount of the fee for the services as detailed in Section 1.2 shall not exceed $110,095.00 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 November, 30 2018 based on an award date of September 5, 2017.

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:

______________________________
MAYOR

DATE: _______________________

ATTEST:

______________________________
FINANCE OFFICER

Reviewed By:

______________________________
Michelle Lashley, PROJECT MANAGER

DATE: 8/21/17

CITY’S DESIGNATED PROJECT REPRESENTATIVE

NAME Michelle Lashley
PHONE 605-394-4154
EMAIL michelle.lashley@rcgov.org

ENGINEERING FIRM’S DESIGNATED PROJECT REPRESENTATIVE

NAME Jason Pettyjohn
PHONE 605-342-4105
EMAIL jpettyjohn@fmgengineering.com
FMG ENGINEERING
SCOPE OF SERVICES
FOR
TASK 2 – FINAL DESIGN SERVICES
AND TASK 3 – BIDDING PERIOD SERVICES

OMAHA TRUNK SEWER – FIRST STREET TO MAPLE AVENUE
PROJECT NO. 16-2353 CIP 50878

FMG Engineering completed Preliminary Design and trunk sewer sizing services from East Boulevard to St. Patrick Street in Task 1. The Preliminary Design recommended that the project be constructed in multiple phases over a number of years. The first phase of said projects proposed to occur in 2018 in conjunction with, or just before, the East Boulevard/East North Street Reconstruction project (CIP No. 50142, Project No. St08-1511).

Phase 1 includes new trunk sewer along Omaha Street from 1st Street to Maple Avenue along with a new collector sewer in the alley south of Omaha Street between East Boulevard and Maple Avenue.

The Scope of Work in this amendment is for Task 2 – Final Design Services and Task 3 – Bidding Period Services only. A separate contract(s) will be negotiated and prepared for Task 4 – Basic Construction Services and Task 5 – Expanded Construction Services.

FMG Engineering will be the lead Consultant and provide Civil Engineering Design, Geotechnical Evaluation, and Survey services. Stanley Design Group will provide Landscape Design services as a Sub-Consultant to FMG.

TASK 2 – FINAL DESIGN SERVICES

This task consists of all services necessary to take the project from Preliminary Design through the Final Design submittal stage, and may include the following itemized services.

2.1 Address City comments 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 Perform site surveys sufficient for design plan preparation. The route and topography survey shall be in NAD 83 (2011) NGVD 29 South Dakota State Plane South Zone. The horizontal and vertical coordinates may be established from the Rapid City Primary Control Network. The Datum has been chosen to match the companion project.
2.3 Perform Geotechnical Evaluation: Evaluate the existing soil and groundwater conditions to sufficient depths and develop recommendations for City utility construction, a total of 3 borings are planned within areas being considered for City utilities. The boreholes will be drilled to depths of approximately 25 feet below existing grades. Field testing will be performed and samples will be extracted for further laboratory analysis. Select soil samples will be tested in our laboratory to determine their general classification, physical properties, and engineering characteristics with respect to utility design and installation. Piezometers will be installed in select borings for monitoring of groundwater elevations. Upon completion of the field and laboratory testing and analysis, a report will be prepared that transmits the geologic logs and testing results, and provides recommendations. In general, the recommendations will include excavation and fill placement recommendations, utility installation recommendations, and general construction recommendations that are considered applicable to the site conditions encountered.

2.4 A. Meet with individual property owners regarding ROW and permanent and temporary easement needs and regarding specific project issues and components. Act as the City’s Agent to complete the following tasks: easement(s) acquisition, and obtain property owner contact information, conduct property owner meetings for easement and ROW acquisition, and document acquisition meetings. A separate notice to proceed will be issued for this task. Consultant shall not complete work for this task without prior authorization.

B. Prepare easement and ROW exhibits as necessary, provide copies of current deeds of properties where easements are needed.

2.5 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 two to three weeks.

Notify the City Project Manager if private utilities will need to be relocated so PM can formally notify the utilities to relocate. The City’s Project Manager will issue a letter to the private utilities requesting their intentions as to leaving their existing infrastructure as is or if their intent is to replace all or a portion of it. 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.
2.6 A. Coordinate with City of Rapid City Parks Department regarding impacts to existing landscaping features and irrigation systems. Provide design for replacement of existing landscaping and irrigation systems.

B. Design of new irrigation system north of Omaha Street between existing system near East Blvd. and Maple Avenue. A separate notice to proceed will be issued for this task. Consultant and/or Sub-Consultant shall not complete work for this task without prior authorization.

2.7 Coordinate with City staff and Engineer for companion project; East Boulevard/East North Street Reconstruction project (CIP No. 50142, Project No. St08-1511)

2.8 Provide Complete Plans and Specifications. It is anticipated the complete plans and specification will include the items listed below. Additional design requirements follow the list of anticipated sheets.

- Title Sheet
- Legend Sheet
- Estimate of Quantities and General Note Sheets
- Estimate of Quantities Tables
- Survey Control Sheet / Horizontal/Vertical and Alignment Data
- Property Control Drawings with Easement Layout, Ownership/Type of Occupancy Sheets
- Project Sequencing and Phasing Schedule Notes
- Detailed Traffic Control Sheets
- Existing Condition and Removal Sheets
- SWPPP sheets with City Std. Notes Plus SDDENR requirements
- Erosion Control Plan Sheets
- Utility Plan Sheets
- Utility Profile Sheets
- Landscaping Replacement Sheets
- Standard City Details
- Special Project Details
- Corrosion Control and Details

The total number and/or type of sheets may vary upon final design depending on final project requirements.

Project layout sheet is 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.

Provide a complete stormwater 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.

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, and pavement marking removals 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.

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.

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. 11”x17” color plans will be prepared to compliment the companion project.

Plans documents shall adhere to current City of Rapid City guidelines.

Staking information shall include either of the following formats:

On the Plans
• Station offsets for all items of work requiring field staking.
In tabular form on a plan sheet (schedule)
• Coordinates and description of inter-visible control points.
• Coordinates of all items of work requiring field staking.
• Benchmark information shall be provided on each sheet.

2.9 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

2.10 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.

2.11 Submit Final Design Documents for Final Review. Provide two (2) copies and a PDF version of the finalized Project Design Report, 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.

2.12 Address 100% submittal staff comments as necessary.

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

2.14 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 except as indicated in the City’s contract front end documents.

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

2.17 Deliver the following final submittals:
   - Provide one (1) copy and a PDF version of bid documents including complete plans, 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 2010 or newer format.
   - 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. Provide Engineer’s Estimate of probable construction costs as a component of this submittal.

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.

2.18 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.

**TASK 3 – BIDDING PERIOD 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.

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.

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

3.5 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.

3.6 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 CD or DVD. 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.

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” plans shall be provided thirty (30) days following the Consultants 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.

**PROJECT SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed (On or About)</td>
<td>September 5, 2017</td>
</tr>
<tr>
<td>Final Design Services Submittal</td>
<td>December 2018</td>
</tr>
<tr>
<td>Final Plans, Specifications, and Contract</td>
<td>January 2018</td>
</tr>
<tr>
<td>Documents Complete</td>
<td></td>
</tr>
<tr>
<td>Project Bid Opening Date</td>
<td>February 2018</td>
</tr>
<tr>
<td>Project 100% Construction Complete</td>
<td>November 2018</td>
</tr>
</tbody>
</table>

END OF SCOPE NARRATIVE
## EXHIBIT B

### FMG ENGINEERING - TASK SCHEDULE

**OMAHA TRUNK SEWER - FIRST STREET TO MAPLE AVENUE**

**PROJECT NO. 16-2353 CIP 50878**

**August 18, 2017**

### TASK 2 FINAL DESIGN SERVICES

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Address City Comments from Task 1/Finalize Design Report</td>
<td>$5,640.00</td>
</tr>
<tr>
<td>2.2</td>
<td>Site Survey</td>
<td>$14,955.00</td>
</tr>
<tr>
<td>2.3</td>
<td>Geotechnical Evaluation</td>
<td>$4,750.00</td>
</tr>
<tr>
<td>2.4 A.</td>
<td>Meet with Property Owners (Separate NTP)</td>
<td>$5,040.00</td>
</tr>
<tr>
<td>2.4 B.</td>
<td>Prepare Easement Exhibits</td>
<td>$3,255.00</td>
</tr>
<tr>
<td>2.5</td>
<td>Private Utility Conflicts/Coordination</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>2.6 A.</td>
<td>Coordinate w/ Parks Dept &amp; Design Replacement Irrigation System</td>
<td>$11,300.00</td>
</tr>
<tr>
<td>2.6 B.</td>
<td>Design Irrigation System Expansion (Separate NTP)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>2.7</td>
<td>Coordinate with Companion E. Blvd. Project</td>
<td>$960.00</td>
</tr>
<tr>
<td>2.8</td>
<td>Final Plans &amp; Specifications</td>
<td>$34,235.00</td>
</tr>
<tr>
<td>2.9</td>
<td>Obtain Design Exceptions</td>
<td>$860.00</td>
</tr>
<tr>
<td>2.10</td>
<td>Detailed Specifications</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>2.11</td>
<td>Final Design Document(s) Submittal</td>
<td>$1,480.00</td>
</tr>
<tr>
<td>2.12</td>
<td>Address 100% Submittal City Comments</td>
<td>$7,040.00</td>
</tr>
<tr>
<td>2.13</td>
<td>Prepare City Permits &amp; Exhibits</td>
<td>$620.00</td>
</tr>
<tr>
<td>2.14</td>
<td>Identify Contractor Permits</td>
<td>$310.00</td>
</tr>
<tr>
<td>2.15</td>
<td>Final Cost Estimate</td>
<td>$1,910.00</td>
</tr>
<tr>
<td>2.16</td>
<td>Final Bid Document(s) Submittal</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>2.17</td>
<td>City Submittal to DENR, Address Comments As Necessary</td>
<td>$620.00</td>
</tr>
<tr>
<td>2.18</td>
<td>Expendibles &amp; Mileage</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**TASK 2 FINAL DESIGN SERVICES SUBTOTAL**

$103,275.00

### TASK 3 BIDDING PERIOD SERVICES

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Information for Advertising Authority</td>
<td>$120.00</td>
</tr>
<tr>
<td>3.2</td>
<td>Proof Plans at Printing Service</td>
<td>$120.00</td>
</tr>
<tr>
<td>3.3</td>
<td>Arrange &amp; Conduct Pre-Bid Meeting</td>
<td>$480.00</td>
</tr>
<tr>
<td>3.4</td>
<td>Prepare and Issue Addenda</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>3.5</td>
<td>Review Bidder's Proposal</td>
<td>$240.00</td>
</tr>
<tr>
<td>3.6</td>
<td>Prepare As-Built Plans</td>
<td>$2,370.00</td>
</tr>
<tr>
<td>3.7</td>
<td>Sub-Consultant Bidding Period Fees</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>3.8</td>
<td>Expendibles &amp; Mileage</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**TASK 3 BIDDING PERIOD SERVICES SUBTOTAL**

$6,820.00

### OVERALL TASK 2 & 3 PROFESSIONAL SERVICES

$110,095.00
# FMG Engineering Rate Schedule

## Omaha Trunk Sewer – First Street to Maple Avenue

**Project No. 16-2353 CIP 50878**

### Primary Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Civil Engineer</td>
<td>$140.00/hr</td>
</tr>
<tr>
<td>Senior Civil Engineer</td>
<td>$120.00/hr</td>
</tr>
<tr>
<td>Civil Engineer – PE / II</td>
<td>$85.00/hr</td>
</tr>
<tr>
<td>Registered Land Surveyor</td>
<td>$85.00/hr</td>
</tr>
</tbody>
</table>

### Support Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineer – PE / I</td>
<td>$80.00/hr</td>
</tr>
<tr>
<td>Civil Engineer – EIT</td>
<td>$75.00/hr</td>
</tr>
<tr>
<td>CADD Technician</td>
<td>$70.00/hr</td>
</tr>
<tr>
<td>GIS Specialist</td>
<td>$80.00/hr</td>
</tr>
<tr>
<td>Engineering Technician</td>
<td>$55.00/hr</td>
</tr>
<tr>
<td>Survey Crew Chief</td>
<td>$65.00/hr</td>
</tr>
<tr>
<td>Survey Technician</td>
<td>$55.00/hr</td>
</tr>
<tr>
<td>Senior Administrative Assistant</td>
<td>$55.00/hr</td>
</tr>
</tbody>
</table>

### Vehicles & Expenses

- Mobilization (support vehicle) $0.70/mile
- Travel Costs - air, lodging, transport, meals, etc. cost
- Document/Plans Reproduction cost