

ITEMS SUBMITTED AFTER DEADLINE

**CONSIDER  
APPROVAL:**

SD DOT Work Order for Engineering Services -- 23<sup>rd</sup> Avenue  
Overlay Project

Request of Pheasants Forever/Pheasant Country Chapter to conduct  
a raffle with the drawing to be held at various times through October 2010



Schmucker, Paul, Nohr and Associates

2100 North Sanborn Blvd — PO Box 398

Mitchell SD 57301-0398

Phone (605) 996-7761

Wats (800) 952-3598

FAX (605) 996-0015

July 2, 2010

Tim McGannon, Public Works Director  
City of Mitchell  
612 North Main Street  
Mitchell SD 57301

RE: SD DOT Work Order for Engineering Services  
Project P 3658(03), PCN 02FF, City of Mitchell, LGA-139-09  
23<sup>rd</sup> Avenue Overlay Project

Dear Mr. McGannon:

Enclosed herewith are three copies of the Work Order for Engineering Services for the above referenced project. As per the instructions in the attached cover letter from SD DOT, please sign all three copies and return all copies to the SD DOT for signature and distribution as appropriate.

Please note that the SD DOT issued the Work Order with the completion dates that were provided to Wade Dahl on May 27<sup>th</sup> with the assurance that the Work Order would be issued within a matter of days after the submittal. The SD DOT did not change any of the completion dates that were sent on May 27<sup>th</sup>. Please understand that SPN cannot start until we get a signed copy of the Work Order back from the state. I would therefore appreciate it very much if you would sign and return the enclosed to SD DOT as soon as possible.

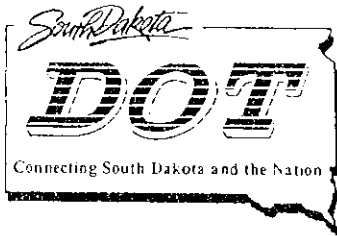
Sincerely,

**SCHMUCKER, PAUL, NOHR & ASSOCIATES**

A handwritten signature in black ink, appearing to read 'Harlan J. Quenzer', written over a horizontal line.

Harlan J. Quenzer, P.E.  
Division President

HJQ:rh



# Department of Transportation

## Division of Finance & Management

Office of Local Transportation Programs

700 E Broadway Avenue

Pierre, South Dakota 57501-2586

Phone: 605/773-3574

FAX: 605/773-4870

June 29, 2010

Mr. Terry Aaker  
Schmucker, Paul, Nohr & Associates, Inc.  
2100 N. Sanborn Blvd.  
Mitchell, South Dakota 57301

RE: Work Order for Project P 3658{03}, PCN 02FF, City of Mitchell,  
LGA-139-09

Dear Mr. Aaker:

Enclosed are three copies to be signed for the above referenced work order. Please sign them and forward them to the City. When all signatures have been obtained, I will return a completed copy to your office.

These are to be performed under the terms of Agreement Number 410426 between your firm and the South Dakota Department of Transportation.

Sincerely,

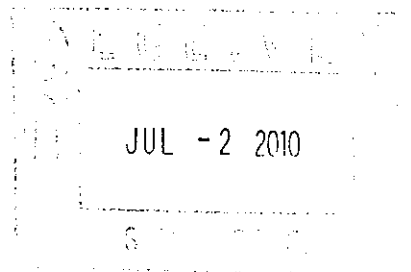
LOCAL TRANSPORTATION PROGRAMS

Noël Clocksin, Local Government Engineer

Enclosures

cc: Work Order file

**COPY**



WORK ORDER FOR CONSULTANT SERVICES

GENERAL

Work Order No.: LGA-139-09 Agreement No.: 410426 Date: June 29, 2010
Consultant: Schmucker, Paul, Nohr & Associates, Inc.

PROJECT INFORMATION

Project No.: P 3658(03) PCN: 02FF County/City: City of Mitchell
Project Type/Description: Design
Project Location: W 23rd Ave., from N Ohlman St to N Main St in Mitchell
Scope of Work: - See Attachment I

SERVICES REQUIRED

Estimated Hours Total Hourly Rate Estimated Cost
See Attachment II

REIMBURSEMENT FOR TRAVEL

Same as above

MAXIMUM LIMITING AMOUNT

\$ 18,545.40

COMPLETION DATE

See Attachment I (Scope of Services) for interim dates and deliverables. The overall completion date of this work order shall be 9/30/2011.

CONTACT PERSONS

SDDOT: Bruce Lindholm, Program Manager
CONSULTANT: Terry Aaker
COUNTY: City of Mitchell Official

INSURANCE REQUIREMENTS

Table with 3 columns: Types of Insurance, Expiration Date, On File. Rows include General Liability, Automobile Liability, Worker's Compensation, and Errors and Omissions.

APPROVAL BY:

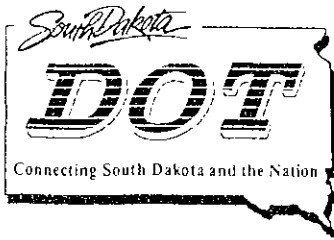
DOT: \_\_\_\_\_

CONSULTANT: [Signature] DATE 07/02/10

CITY: \_\_\_\_\_ CONCURRENCE \_\_\_\_\_ DATE \_\_\_\_\_

Distribution:

- (3) Originals - 1 Consultant, 1 Initiating Agency, 1 City
(3) Division of Finance
(1) Internal Audits
(1) Compliance Office
(1) File



# Department of Transportation

Division of Finance & Management

Office of Local Transportation Programs

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3574

FAX: 605/773-4870

ATTACHMENT I

## MEMORANDUM

DATE: May 27, 2010

TO: Schmucker, Paul, Nohr & Associates in Mitchell

FROM: Wade Dahl, Urban Systems Engineer  
Local Transportation Programs, Urban Systems

SUBJECT: Survey and Plans Preparation for P 3658(03), PCN ~~00FF~~<sup>02FF</sup> – W. 23<sup>rd</sup> Ave. from  
Ohlman Street to N. Main Street in Mitchell, SD.

The City of Mitchell has requested that your firm be employed to complete the work as defined in the following scope of services. Please prepare a breakdown of the estimated costs required to accomplish this work and submit it to Local Transportation Programs/Urban Systems in care of Noel Clocksin, for preparation of the work order under the State's retainer contract.

### SCOPE OF SERVICES

#### 1. Survey:

- Identify project limits and scope as established through consultation with the City Engineer or Public Works Director.
- Perform field survey as necessary to establish beginning and ending stations, and horizontal control points and horizontal alignment data as needed.
- Perform legal survey as required to establish easements and generate right-of-way plats (if necessary), for use by the city.
- Provide staking for right-of-way acquisition (if applicable).
- Survey notes are to be retained on file with the Consultant for subsequent use in the preparation of construction plans and are to be available to the City and DOT upon request.

## 2. Prepare Preliminary Plans:

- Prepare preliminary plans which include begin and end of project limits, stationing, horizontal alignments, work limits, and existing and proposed ROW drawn and dimensioned if appropriate. The preliminary plans should also include location of intersecting streets and access points, any utilities that may be affected, size and location of any pipes or structures, typical sections, and any items that could affect the environmental process (such as wetlands, park properties, cemeteries, etc...).
- Preliminary plans are to be submitted in PDF format with one hard copy to this office no later than **July 31, 2010**.
- Once the preliminary plans are submitted, your firm will schedule an on-site inspection with this office, the City Engineer or Public Works Director, the DOT Area Office, FHWA, and your firm. Within two weeks of the inspection, your firm will send a summary of the on-site inspection to those who attended.

## 3. Prepare and Submit Encroachment Survey:

- Prepare and submit an encroachment survey to this office once all permanent ROW boundaries have been determined. The encroachment survey will be submitted to this office no later than **October 1, 2010**.

## 4. Prepare and Submit Review Plans:

- Prepare and submit review plans as a PDF file (along with two hard copies) to the Office of Local Transportation Programs (LTP) for review and comments. Plans should be prepared according to the DOT Road Design Manual. Review plans are to be submitted no later than **October 1, 2010**. The review plans should be as close to 100% as possible and should include all details and information necessary to let the project. Project design must be in accordance with the Local Roads Plan, South Dakota Department of Transportation (SDDOT) specifications, and must be compliant with AASHTO, MUTCD, and ADA standards. Plans must include standard beginning and end stations, horizontal and vertical control points, and horizontal alignment data.
- Prepare and provide an electronic estimate for the project when requested by the City or SDDOT.

## 5. Prepare and Submit Final Plans:

- Revise plans in accordance with review letters and comments provided by the SDDOT and other appropriate entities.
- Provide a written response addressing each individual comment as to whether or not the comment was addressed (including a justification for any changes that are not made).
- Provide final plans (PDF file and two signed hard copies – One original and one copy) to LTP within three (3) weeks of the date of the last review letter.
- Attend final project meeting and plans inspection prior to construction.

The overall completion date for this work order will be September 30, 2011. The anticipated bid opening is March, 2011.

All information and data shall be submitted, and all questions and requests shall be directed to the Office of Local Transportation Programs.

cc: Noel Clocksin  
File

# ATTACHMENT II

Project Location		Mitchell, South Dakota							Prepared				04/17/10	
Project Name		23rd Avenue Overlay												
Estimated Design Phase Services														
Employee Classification	Principal	PE I	LS I	LS IV	Tech I	Tech II	Tech VI	CI II	Miles	Meals	Room			
Employee Number	4	22	12	19	48	8	53	10						
<b>Initial Project Coordination Meeting</b>														
Initial Coordination Meeting	2	2							4					
<b>Field Survey for Topo</b>														
Office Preparation				1										
Horiz and Vert Control				4			4		4					
Field Time for Topo Survey				10			10		10					
Data Reduction				1										
<b>Legal Survey for Easements &amp; Right-of-way</b>														
Office Preparation	Should not be required for a mill and overlay project													
Horiz and Vert Control	Should not be required for a mill and overlay project													
Field Time for Survey	Should not be required for a mill and overlay project													
Data Reduction	Should not be required for a mill and overlay project													
Generation of plats	Should not be required for a mill and overlay project													
Generation of easements	Should not be required for a mill and overlay project													
Drafting of Plats and/or exhibits	Should not be required for a mill and overlay project													
Drafting of easement exhibits	Should not be required for a mill and overlay project													
Filing of plats	Should not be required for a mill and overlay project													
Filing of easements	Should not be required for a mill and overlay project													
<b>Legal Survey for Staking of Easements &amp; Right-of-way Acquisition</b>														
Office Preparation	Should not be required for a mill and overlay project													
Horiz and Vert Control	Should not be required for a mill and overlay project													
Field Time for Survey	Should not be required for a mill and overlay project													
Data Reduction	Should not be required for a mill and overlay project													
<b>Encroachment Survey</b>														
Office Preparation & Research				1										
Field Time to establish property lines				6			6		8					
Calculations of Encroachment Survey Data				4										
Encroachment Survey Report				2				1						
<b>Preliminary Drafting</b>														
Roadway Topographic Survey					8									
Right-of-Way					1									
<b>Preliminary Plans</b>														
Project Layout and Design		6				3								
Vertical Alignment of Road	Should not be required for a mill and overlay project													
Horizontal Alignment of Road		2				1								
Submittal of Preliminary Plan to DOT		0.5				1			0.5					
<b>Meeting with Owner &amp; DOT</b>														
Field Meeting		4								4				
Meeting Notes		1							0.5					
<b>Final Design</b>														
Vertical Alignment Road	Should not be required for a mill and overlay project													
Horizontal Alignment of Roads	No Revisions anticipated													
Construction Limits		1				1								
Traffic Control		6				4								
Permanent Signing and Pavement Marking		2				4								
Erosion Control / SWPPP / Permit Applications		6				2								
Details		2				4								
Quantities and Plan notes		8				16			2					
Cross Sections and Profile		2				10								
Cover Sheet & Miscellaneous						4								
Submittal of Final Plan to DOT		0.5				1			0.5					

Employee Classification	Principal	PE I	LS I	LS IV	Tech I	Tech II	Tech VI	CI II	Miles	Meals	Room
Employee Number	4	22	12	19	48	8	83	10			
<b>Final Design Revisions</b>											
Vertical Alignment Road	Should not be required for a mill and overlay project										
Horizontal Alignment of Roads	No Revisions anticipated										
Construction Limits	No Revisions anticipated										
Traffic Control		1			2						
Permanent Signing		0.5			2						
Permanent Signing and Pavement Marking	No Revisions anticipated										
Erosion Control / SWPPP / Permit Applications	No Revisions anticipated										
Details	No Revisions anticipated										
Quantities and Plan notes		4			2						
Cross Sections and Profile		1			4						
Cover Sheet & Miscellaneous	No Revisions anticipated										
Submittal of Completed Plan to DOT		0.5			1			0.5			
<b>Final Meeting with Owner &amp; DOT Prior to Construction</b>											
Field Meeting		4							4		
Meeting Notes		1						0.5			
<b>Engineering consultation during Construction</b>											
Field Meetings		8							8		
Meeting Notes		2						1			
<b>General Project Supervision</b>											
Project Manager	10										
<b>Total Hours</b>	12	69	0	29	71	0	20	6.5	42	0	0
<b>Current Rates and Charges</b>	67.00	31.00	32.40	24.60	20.20	18.70	13.30	16.60	0.2644	1.00	1.00
<b>Total Charges per Category</b>	804	2139	0	713.4	1434.2	0	266	107.9	11.105	0	0
Total Labor Charges	5464.50	Based on 2010 salaries									
Direct Labor Overhead	3795.59	@ 69.459% of Direct Labor for year ending 2008 as submitted for review									
General Overhead	6856.75	@ 125.478% of Direct Labor for year ending 2008 as submitted for review									
Total Labor Cost	16116.83	<b>194,937%</b>									
Profit Margin	1934.02	@ 12% of Total Labor Cost									
Cost of Money	483.44	@ 8.847% of Direct Labor for year ending 2008									
	18534.30										
Expenses	11.10	miles @ \$0.2644 per mile for year ending 2008									
	0.00	meals									
Total Probable Cost	18545.40										

249.5 hrs  
Total

The total hours shown, and their distribution among the staff categories have been reviewed by me and are reasonable based on past projects of this type.

*Wade A. Paul*  
Approved

5-26-07  
Date

CITY OF MITCHELL  
RAFFLE PERMIT

Date of Application: 7/2/10  
Organization: Pheasants Forever / Pheasant County Chapter

SDCL #22-25-25 authorizes the following organizations or committees to conduct lotteries / raffles. Please indicate your category:

- |  |   |
|--|---|
| <input type="checkbox"/> Chartered veterans' organization  | <input type="checkbox"/> Religious organization                 |
| <input type="checkbox"/> Charitable organization   | <input type="checkbox"/> Educational organization               |
| <input type="checkbox"/> Fraternal organization  | <input checked="" type="checkbox"/> Local civic or service club |
| <input type="checkbox"/> Political party   | <input type="checkbox"/> Volunteer fire department              |
| <input type="checkbox"/> Political action committee or political committee on behalf of any candidate for a political office |   |

Contact Information:

Name: Brad Zimmerman / Dave Allen  
Address: 2805 WINDSOR CT  
Phone #: 605 996-8964 or 770-7095  
Email: brad@mdcodeprint.com

501(c) 3 - (Non-Profit): yes  no  eligible

Dates of Ticket Sales: July 18<sup>th</sup> - October 31

Date of Raffle Drawing: various items / times given away

Value of Raffle Prize: 400<sup>00</sup> Average

Proceeds Benefitting: Youth Shooting Sports / Wildlife habitat

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For Finance Office Use Only:

Council Approval Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Finance Office