

Agreement for Professional Services

This Agreement made on the 21th day of October, 2016, between City of Ramsey (hereinafter “City”) and Short Elliott Hendrickson Inc. (hereinafter “Consultant”).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project titled Well House 3 Standby Generator Design, generally described as the engineering design and support for the addition of a permanently installed standby generator to Well House No. 3. The project is divided into three phases for the Design, Quotation, and Construction of this work.

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Phase 1 – Design Phase

- Complete generator sizing calculation for standby natural gas generator. Contact vendors to verify sizing, cost of unit and preliminary foot print.
- Prepare construction documents for new standby generator consisting of drawings and electrical specifications
- Prepare opinion of probable cost for the installation of the standby generator.

Phase 2 – Quotation Phase

- Assist the City in obtaining quotations from a minimum of three (3) qualified contractors
- Respond to questions from prospective contractors
- Issue necessary addenda to Project Construction Documents
- Review submitted quotes and provide recommendations to the City
- Assist the City in the award of the Project

Phase 3 – Construction Phase

- Set-up and attend a pre-construction meeting
- Provide review of Shop Drawings
- Respond to RFIs submitted
- Review Contractor’s Applications for Payment
- Review of Operation & Maintenance Manuals
- Attend generator test
- Prepare a Punch List
- Perform final inspection

Services Provided by the City: The City shall provide the Consultant with the following services:

- Provide drawings of the existing facilities

Schedule: The anticipated schedule for the completion of work described in the scope is described below:

Action Item	Scheduled Date
Commence Design	Upon approval of proposal
Prepare construction documents and Opinion of Probable Cost	Within five weeks of approval of proposal
Receive quotations from contractor	Within nine weeks of approval of proposal
Award contract	Within twelve weeks of approval of proposal
Construction:	
Project Close-Out	Within five months of award of contract

Compensation for Services: The fees for each phase have been determined and are described below:

Phase 1 Engineering Fees: The Consultant shall complete Phase 1 – Design efforts on an hourly basis for a Not-to-Exceed Fee of \$8,800, which includes reimbursable expenses.

Phase 2 Engineering Fees: The Consultant shall complete Phase 2 – Quotation Assistance efforts on an hourly basis for a Not-to-Exceed Fee of \$2,200, which includes reimbursable expenses.

Phase 3 Construction Administration & Observation Engineering Fees: The Consultant shall complete Phase 3 – Construction on an hourly basis for a Not-to-Exceed Fee of \$4,000, which includes reimbursable expenses

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

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Short Elliott Hendrickson Inc.

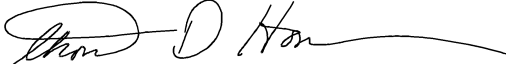
City of Ramsey

By:  _____

By: _____

Title: Miles B. Jensen, PE
Principal | Regional Practice Center Leader

Title: John Nelson
Utilities Supervisor

By:  _____
Title: Thomas Honer, PE
Sr. Professional Engineer II