

**AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER**

**TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF FALL RIVER COUNTY:**

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of this County on this 30<sup>th</sup> day of April, 2018.

Total Amt of Deposit in First Interstate Bank: \$2,834,480.54

Total Amt of Deposit in First National Bank of Lead: \$1,000.00

Total Amount of Cash: \$7,719.36

Total Amount of Treasurer's Change Fund: \$ 900.00

Total Amount of Checks in Treasurer's Possession Not Exceeding Three Days: \$382,637.99

**SAVINGS:**

First Interstate Bank: \$251,173.67

First National Bank of Lead: \$2,013,604.35

**CERTIFICATES OF DEPOSIT:**

First Interstate-Hot Springs: \$3,650,237.92

Black Hills Federal Credit Union: \$250,000.00

Bank of the West \$506,381.99

Itemized list of all items, checks and drafts that have been in the Treasurer's possession over three days:

Register of Deeds Change Fund: \$500.00

Highway Petty Cash: \$20.00

Election Petty Cash: \$15.00

**RETURNED CHECKS:**

TOTAL \$9,898,670.82

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Dated This 30<sup>th</sup> Day of April, 2018.

Sue Ganje, County Auditor of Fall River County.

County Monies: \$7,027,237.49

Held for other Entities: \$2,656,449.88

Held in Trust: \$214,983.45

TOTAL: \$9,898,670.82

The Above Balance Reflects County Monies, Monies Held in Trust, and Monies Collected for and to be remitted to Other ENTITIES: SCHOOLS, TOWNS, TOWNSHIPS, FIRE AND AMBULANCE DISTRICTS, AND STATE.

# Estimate

Straight Line Striping  
1713 Space Court  
Rapid City, SD 57701  
Cell 605-381 4940  
Home 605-341-0863  
Dan St.Pierre

Name/Address
Fall River Courthouse 906 Morris River Rd. Hot Springs, SD 57747

Date	Estimate No.	Work Order #
05/14/18	310	

Item	Description	Quantity	Cost	Total
Handicap	Handicap Emblem	6	30.00	180.00T
Poles	Poles Blue HCP	4	7.00	28.00T
4" yellow	4"Yellow Stripe	2,519	0.14	352.66T
Blowing Parking	Blowing Parking Lot For Striping Area	1	75.00	75.00T
Trip Charge	Trip Charge	1	100.00	100.00T
	Sales Tax		2.00%	14.71
ESTIMATE IS GOOD FOR 30 DAYS			Total	\$750.37

L&B Dustless Blasting LLC

PO BOX 501

Hermosa, SD 57744

605-545-3820

# Estimate

Date	Estimate #
5/24/2018	66

Name / Address
Fall River County 906 N.River st Hot Springs SD 57747

Description	Qty	Rate	Total
Propane Tank and stand	1,371	3.00	4,113.00T
white primer	12	60.00	720.00T
white paint	12	60.00	720.00T
labor and masking	10	58.00	580.00T
Disposal of blasting products	1	25.00	25.00T
excise tax		2.041%	125.68
		<b>Total</b>	\$6,283.68

5/02/18	FALL RIVER COUNTY	3+ YEAR BUDGET WORKSHEET	DIR. OF EQUAL.	(FRI)	AS OF	APRIL	18	LRBUDM	PAGE
ACCOUNT DESCRIPTION	GL#	15 ACTUAL	16 ACTUAL	17 ACTUAL	3-YEAR AVERAGE	18 BUDGET	18 YTD ACTUAL	19 REQUESTED	23 APPROVED
4110.162 D.O.E. SAL	10100X4110162	154,899.79	144,053.81	149,431.40	149,461.67	157,510.00	47,655.18	30	
4120.162 DIR OF EQUAL SOC SEC	10100X4120162	11,849.83	11,020.12	10,894.34	11,254.76	12,050.00	3,403.25	28	
4130.162 D.O.E. RETIREMENT	10100X4130162	7,647.24	7,671.55	8,965.93	8,094.91	9,455.00	2,859.31	30	
4140.162 WORKMAN'S COMP	10100X4140162	1,820.89	2,230.73	2,383.06	2,144.89	2,231.00	.00		
4150.162 D.O.E. HEALTH INS	10100X4150162	12,153.87	11,355.00	12,619.50	12,042.79	12,852.00	4,278.00	33	
BLUE CROSS DEDUCTIBLE	10100X4151162	.00	.00	.00	.00	.00	.00		
4160.162 UNEMPLOYMENT	10100X4160162	.00	2,360.00	4,896.00	2,418.67	.00	.00		
4180.162 D.O.E. DENTAL INS	10100X4180162	1,416.60	1,294.40	1,456.20	1,389.07	.00	485.40		
ACCOUNT TYPE TOTALS	41	189,788.22	179,985.61	190,646.43	186,806.75	194,098.00	58,681.14	30	
4210.162 INSURANCE	10100X4210162	1,050.67	508.98	630.89	730.18	1,100.00	.00		
4220.162 APPRAISAL & FIELD FOR	10100X4220162	600.75	8,241.31	.00	2,947.35	400.00	50.40	13	
4230.162 D.O.E. PUBLISHING	10100X4230162	668.22	603.35	704.18	658.58	800.00	45.75	6	
4241.162 POSTAGE LEASE	10100X4241162	2,768.04	3,038.81	453.08	2,086.64	500.00	113.27	23	
4260.162 D.O.E. SUPPLIES	10100X4260162	2,337.13	1,125.64	1,457.36	1,640.04	1,500.00	1,508.30	101	
APPRAISAL SUPPLIES (NOT USED)	10100X4261162	.00	.00	.00	.00	.00	.00		
4263.162 D.O.E. LEASE	10100X4263162	3,599.18	2,819.82	2,728.59	3,049.20	3,000.00	1,051.26	35	

Payroll calculations  
 to be done by Auditor  
 as per Union Contract  
 negotiations.  
 \* NOTE - Staffing  
 increase request  
 (see attached sheets)

1100.00  
 400.00  
 800.00  
 500.00  
 1500.00  
 3000.00

5/02/18	FALL RIVER COUNTY	3+ YEAR BUDGET WORKSHEET	DIR. OF EQUAL.	(FR)	AS OF APRIL	18	18 YTD	19	PAGE 24
ACCOUNT DESCRIPTION	GL#	15 ACTUAL	16 ACTUAL	17 ACTUAL	3-YEAR AVERAGE	18 BUDGET	18 YTD ACTUAL	19 REQUESTED	19 APPROVED
4265.162 POSTAGE SUPPLY	10100X4265162	.00	373.45	2,114.55	829.33	2,500.00	2,146.49	2500.00	
4270.162 D.O.E. TRAVEL & EDUCA	10100X4270162	4,957.00	5,028.17	5,016.33	5,000.50	5,090.00	1,753.08	5050.00	
4272.162 D.O.E. CAR MAINTENANC	10100X4272162	922.86	198.00	1,111.17	744.01	1,000.00	70.00	1000.00	
4280.162 D.O.E. PHONE	10100X4280162	3,090.37	3,850.98	5,103.45	4,014.93	4,200.00	1,491.67	4200.00	
ACCOUNT TYPE TOTALS	42	19,994.22	25,788.51	19,319.60	21,700.78	20,090.00	8,230.22		41
4340.162 D.O.E. OFFICE EQUIP & 10100X4340162		14,439.04	12,433.88	11,347.09	12,740.00	10,200.00	8,450.00	10,200.00	83
ACCOUNT TYPE TOTALS	43	14,439.04	12,433.88	11,347.09	12,740.00	10,200.00	8,450.00		83
FUND TOTALS	10100	224,221.48	218,208.00	221,313.12	221,247.53	224,388.00	75,361.36		34
DEPT TOTALS	162	224,221.48	218,208.00	221,313.12	221,247.53	224,388.00	75,361.36		34

\* = BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS

## **2019 Budget requests for DOE – June, 2018**

I have submitted our Budget requests for 2019. The office budget is virtually the same as last year. We have been able to operate within this range for the past few years.

I would like to have a discussion on my staffing for next year. I have put together some numbers for you to look over. I know you do not make final decisions until later in the summer, but would like to remind you that Marty is leaving August 10. I am still down my part-time staff member, so am planning to start the hire process for that in July.

We had discussed a few different options in the past few months, so would like to continue that discussion so I know how to advertise the position.

**Option #1** – is to hire a full time person now that could work in the DOE office part of the time and then “float” to the other offices as needed. Then we would only need one summer helper.

**Option #2** - is to hire the year round part-time position, and then using two summer helpers next year to assist the certified assessors.

### **Advantages:**

**Summer Helper:** this allows the assessors to go out in two teams, which results in twice the amount of work getting done in one day.

**Full time vs. Part time:** as you remember, we did not have much luck trying to hire a part time person in March/April. It is very difficult to find “good” part time help. A full time person that was properly trained and versatile would be valuable to all departments. It may be worth the expense of the benefit package to have such a position available.

I know this will not get decided today, but appreciate the time for the discussion. I hope we can find a solution we are all happy with, and give the taxpayers the most for their money.

Sincerely,

Susie Simkins

**2019 FALL RIVER COUNTY Proposed Budget - DOE**

<u>GL #</u>	<u>GL Account Name</u>	<u>Account Details</u>	<u>Est</u>	<u>Proposed Budget</u>	<u>Prev Year Budget</u>
4210.162	Vehicle Ins	vehicle ins & office equip ins	1100	1100	1100
4220.162	Appraisal & Field Work	appraisal supplies	400	400	400
4230.162	DOE Publishing			800	800
		Exempt list Ads	700		
		Job Ads	100		
4241.162	Postage Meter Lease - DOE	Quarterly Lease	500	500	500
4260.162	Supplies	Misc Office Supplies	1500	1500	1500
4263.162	DOE Lease (copier)	Annual Copier Lease & copies	3000	3000	3000
4265.162	Postage Supply	Postage used and supplies	2500	2500	2500
4270.162	Travel & Education			5050	5090
		Conference (for 2 assessors)	1200		
		School (for 2 assessors)	2000		
		USPAP (for 2 assessors)	0		
		Workshops	600		
		Vangaurd Training (for 2 assessors)	600		
		IAAO Annual Dues (for 2 assessors)	150		
		Field Work Fuel	500		
4272.162	DOE Vehicle Maint.	oil changes/tires/repairs x 2 vehicles	1000	1000	1000
4280.162	DOE Phone	Annual phone service & calls	4200	4200	4200
4340.162	Office Equip & Software			10200	10200
		Computers / printers	1000		
		Software (Vangaurd program)	8000		
		PRC Parcel Card Create	1200		
		<b>TOTAL BUDGET</b>		<b>30250</b>	<b>30290</b>

2019 FALL RIVER COUNTY Proposed Budget - DOE // Option #1

<u>Staff</u>	<u>Job Description / Position</u>	<u># hours</u>	<u>\$ per Hour</u>	<u>2018 Wages</u>	<u>2017 Wages</u>
Permanent					
Susie Simkins	Director of Equalization	FT - 2080	SALARY	\$54,120	
Frances Denison	Dept. Director - Cert. Assessor	FT - 2080	\$ 16.12	\$33,530	
Caitlin Turner	Certified Assessor	FT - 2080	\$ 12.41	\$25,813	
Justine LeBar	Administrative Assistant	FT - 2080	\$ 11.00	\$22,880	
New Hire	Administrative Assistant	FT - 2080	\$ 11.00	\$22,880	
	TOTAL PAYROLL (change PT to FT)			\$159,222	\$154,900
New Hire	Summer Helper	Temp - 560	\$ 10.00	\$5,600	
	TOTAL PAYROLL			\$164,822	
				+ full benefits for FT	
current staffing					
change in staffing					



2019 FALL RIVER COUNTY Proposed Budget - DOE // Option #1

Staff	Job Description / Position	# hours	\$ per Hour	2018 Wages	2017 Wages
Permanent					
Susie Simkins	Director of Equalization	FT - 2080	SALARY	\$54,120	
Frances Denison	Dept. Director - Cert. Assessor	FT - 2080	\$ 16.12	\$33,530	
Caitlin Turner	Certified Assessor	FT - 2080	\$ 12.41	\$25,813	
Justine LeBar	Administrative Assistant	FT - 2080	\$ 11.00	\$22,880	
New Hire	Administrative Assistant	FT - 2080	\$ 11.00	\$22,880	
	TOTAL PAYROLL (change PT to FT)			\$159,222	\$154,900
New Hire	Summer Helper	Temp - 560	\$ 10.00	\$5,600	
	TOTAL PAYROLL			\$164,822	
				+ full benefits for FT	
current staffing					
change in staffing					

ACCOUNT DESCRIPTION GL# ACTUAL<sup>15</sup> ACTUAL<sup>16</sup> ACTUAL<sup>17</sup> 3-YEAR AVERAGE<sup>18</sup> BUDGET<sup>18</sup> 18 YTD ACTUAL<sup>18</sup> REQUESTED<sup>19</sup> APPROVED<sup>19</sup>

4260.438 2-1-1 10100X4260438 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 .00

*Same Request for 2017*

ACCOUNT TYPE TOTALS 42 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 .00

FUND TOTALS 10100 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 .00

DEPT TOTALS 438 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 .00

\* = BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS

Helpline Center, Inc.  
(A Non-Profit Organization)

Sioux Falls, South Dakota

\* \* \* \* \*

Audited Financial Statements  
December 31, 2016

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12	Statement of Functional Expenses



# KMWF & Associates, PC

## Certified Public Accountants

6009 South Sharon Avenue, Suite #101  
Sioux Falls, SD 57108-5745  
Phone: 605-336-7213  
Toll Free: 888-861-7949  
Fax: 605-336-7253  
www.kmwfcpa.com

Nordell Griebel, CPA  
Mary Pat Mullen, CPA  
Mark Feehan, CPA  
Justin Schneider, CPA

Locations  
Sioux Falls  
Dell Rapids  
Lennox  
Harrisburg

### INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Helpline Center, Inc.

We have audited the accompanying financial statements of **Helpline Center, Inc.** (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Helpline Center, Inc. as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Sioux Falls, South Dakota  
May 18, 2017

**HELPLINE CENTER, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2016**

<u>ASSETS</u>	UNRESTRICTED	TEMPORARILY RESTRICTED	PERMANENTLY RESTRICTED	TOTAL
<b>CURRENT ASSETS</b>				
Cash and cash equivalents (see note #6)	\$ 423,970	\$ 171,149	\$ -	\$ 595,119
Restricted cash - board designated	35,058	-	-	35,058
Investments (see note #2)	183,329	-	-	183,329
Accounts receivable	58,769	-	-	58,769
Prepaid expenses	24,842	-	-	24,842
Total Current Assets	725,968	171,149	-	897,117
<b>FIXED ASSETS</b>				
Furniture and equipment	132,607	-	-	132,607
Software	23,000	-	-	23,000
Building improvement	16,661	-	-	16,661
Total Cost	172,268	-	-	172,268
Less accumulated amortization / depreciation	(112,605)	-	-	(112,605)
Net Fixed Assets	59,663	-	-	59,663
<b>OTHER ASSETS</b>				
Sioux Falls Area Community Foundation Agency Endowment Fund	2,077	-	59,050	61,127
Total Other Assets	2,077	-	59,050	61,127
<b>TOTAL ASSETS</b>	<u>\$ 787,708</u>	<u>\$ 171,149</u>	<u>\$ 59,050</u>	<u>\$ 1,017,907</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 1,561	\$ -	\$ -	\$ 1,561
Accrued payroll and other	30,140	-	-	30,140
Accrued vacation payable	17,555	-	-	17,555
Total Current Liabilities	49,256	-	-	49,256
<b>TOTAL LIABILITIES</b>	49,256	-	-	49,256
<b>NET ASSETS</b>				
Unrestricted	703,394	-	-	703,394
Unrestricted - Board Designated - Other	35,058	-	-	35,058
Total Unrestricted Assets	738,452	-	-	738,452
Temporarily Restricted (See note 3)	-	171,149	-	171,149
Permanently Restricted (See note 4)	-	-	59,050	59,050
<b>TOTAL NET ASSETS</b>	738,452	171,149	59,050	968,651
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 787,708</u>	<u>\$ 171,149</u>	<u>\$ 59,050</u>	<u>\$ 1,017,907</u>

The accompanying notes are an integral part of these financial statements.

**HELPLINE CENTER, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

	UNRESTRICTED	TEMPORARILY RESTRICTED	PERMANENTLY RESTRICTED	TOTAL
<b>REVENUES, GAINS AND OTHER SUPPORT</b>				
Contributions	\$ 118,966	\$ 5,250	\$ -	\$ 124,216
Grants	598,499	67,690	-	666,189
United Way Funding (See note 8)	435,401	-	-	435,401
City government funding (See note 8)	109,290	-	-	109,290
County government funding (See note 8)	30,700	-	-	30,700
Contract services	161,702	-	-	161,702
Sales	1,738	-	-	1,738
Special events	157,682	6,500	-	164,182
Interest and investment income	6,821	-	-	6,821
Realized (losses) gains on endowment	712	-	-	712
Change in unrealized (losses) gains on investments	5,639	-	-	5,639
Change in unrealized (losses) gains on endowment	1,142	-	-	1,142
Training	20,495	-	-	20,495
Miscellaneous	21,583	-	-	21,583
Board designated contribution to endowment	(25,000)	-	25,000	-
	<u>1,645,370</u>	<u>79,440</u>	<u>25,000</u>	<u>1,749,810</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>				
Satisfaction of restrictions (See note 3)	329,358	(329,358)	-	-
<b>TOTAL REVENUES, GAINS AND OTHER SUPPORT</b>	<u>1,974,728</u>	<u>(249,918)</u>	<u>25,000</u>	<u>1,749,810</u>
<b>EXPENSES</b>				
Program	1,689,061	-	-	1,689,061
General/Administrative	135,862	-	-	135,862
Total Expenses	<u>1,824,923</u>	<u>-</u>	<u>-</u>	<u>1,824,923</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	149,805	(249,918)	25,000	(75,113)
<b>NET ASSETS, BEGINNING</b>	588,647	421,067	34,050	1,043,764
<b>NET ASSETS, ENDING</b>	<u>\$ 738,452</u>	<u>\$ 171,149</u>	<u>\$ 59,050</u>	<u>\$ 968,651</u>

The accompanying notes are an integral part of these financial statements.

HELPLINE CENTER, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2016

<b>CASH FLOW FROM OPERATING ACTIVITIES:</b>	
Change in net assets	\$ (75,113)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:	
Depreciation	12,778
Change in unrealized losses (gains) on investments	(5,639)
Non-cash change in endowment fund	(2,429)
Non-cash in-kind donation of equipment	(15,000)
Change in current assets and liabilities:	
Accounts receivable	(10,488)
Prepaid expenses	(10,137)
Accounts payable	(1,471)
Accrued wages, payroll taxes and vacation	10,809
<b>NET CASH (USED) PROVIDED BY OPERATING ACTIVITIES</b>	<u>(96,690)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES:</b>	
Purchase of fixed assets	(19,949)
Contribution to agency fund	(25,000)
Investment maturities	(691)
Investment income reinvested	(920)
<b>NET CASH (USED) PROVIDED FOR INVESTING ACTIVITIES</b>	<u>(46,560)</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(143,250)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>773,427</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>\$ 630,177</u></u>

The accompanying notes are an integral part of these financial statements.



HELPLINE CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Business The Helpline Center, Inc. (Center) was incorporated as a nonprofit corporation under the laws of South Dakota on March 4, 1974. The Center's primary purpose is to promote, facilitate and coordinate service oriented volunteer citizen involvement in the management of community social problems by providing linkages between volunteers and community needs as well as the needs of programs designed by other community and statewide organizations. In addition, the Center operates a crisis hotline and connects callers with the appropriate community organizations.

Method of Accounting The financial statements of the Center have been prepared utilizing the accrual basis of accounting.

Financial Statement Presentation The Center has presented its financial statements in accordance with generally accepted accounting principles for not-for-profit organizations. Under this guidance, the Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. In addition, the Center is required to present a statement of cash flows.

Revenue Recognition Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. All cash contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

Unrestricted net assets represent resources over which the Board of Directors has discretionary control and are used to carry out operations of the Center.

Donated materials and equipment are recorded as contributions at their estimated fair values at date of receipt. No amounts are recorded for donated volunteer services inasmuch as no objective basis is available to measure the value of such service; however, a substantial number of volunteers have donated significant amounts of their time in the Center's program services.

The Center grants credit to its customers and grantors for services rendered by the Center's information/referral line and personnel. The Center determines creditworthiness on a case by case basis. Substantially all of the accounts receivable are considered collectible. Accordingly, no allowance for doubtful accounts is required. If accounts become uncollectible, they are charged to operations when that determination is made.

Income Taxes The Center is a non-profit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Use of Estimates The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents The Center considers investments with maturities of three months or less, when purchased, to be cash equivalents. Restricted cash consists of a savings account set up for the board designated funds.

Investments Investments are recorded at quoted market value. Realized gains and losses are computed on the average cost method. Unrealized gains and losses are charged or credited to the statement of activities.

HELPLINE CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Compensated Absences Center employees are entitled to paid vacations and sick days depending on the length of service and other factors. As stated in the personnel policy, sick leave will not be paid out to employees upon termination. Employees will, however, be paid for any accrued vacation, in accordance with the employee handbook. A liability has been recorded in the accompanying financial statements for accrued vacation.

Significant Concentrations During 2016 the Center received 32% of its revenue from United Way and the City of Sioux Falls. If the Center's relationship with these organizations was disrupted, it could hinder the Center's ability to execute its mission.

Fixed Assets Purchased assets are carried at original cost, and donated assets are recorded at fair value at the time of donation. Expenditures for maintenance and repairs are charged to the expense as incurred. Depreciation is calculated on the straight-line method over the estimated useful lives of the assets. It is the policy of the Center to capitalize all asset purchases/donations over \$1,000.

Functional Allocation of Expenses The costs of providing various programs and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Fundraising Expenses Fundraising expenses include printing, postage and occupancy expenses as well as a percentage of employee salaries and benefits. Total fundraising expenses are included in Helpline General/Administration expenses on the Statement of Functional Expenses.

NOTE 2 - FAIR VALUE MEASUREMENT

The Center has determined the fair value of certain assets and liabilities in accordance with the provisions of ASC 820 Fair Value Measurements and Disclosures, which provides a framework for measuring fair value under generally accepted accounting principles.

ASC 820-10 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. ASC 820-10 requires that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs.

This guidance establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimizes the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the Center has the ability to access as of the measurement date. The fair values of debt and equity investments that are readily marketable are determined by obtaining quoted prices on nationally recognized securities exchanges.

Level 2: Significant other observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect the Center's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

In many cases, a valuation technique used to measure fair value includes inputs from multiple levels of the fair value hierarchy. The lowest level of significant inputs determines the placement of the entire fair value measurement in the hierarchy.

HELPLINE CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 2 – FAIR VALUE MEASUREMENT (CONT'D)

Investments as of December 31, 2016 are summarized as follows:

	<u>Cost</u>	<u>Fair Value</u>	
Certificates of deposit	\$ 53,652	\$ 53,652	Level 1
Mutual Funds	124,038	129,677	Level 1
Endowment Funds	<u>59,985</u>	<u>61,127</u>	Level 2
Total	\$ <u>237,675</u>	\$ <u>244,456</u>	

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended December 31, 2016:

	<u>2016</u>
	<u>Unrestricted</u>
Interest and dividends	\$ 5,040
Net realized gain (loss) on investments	712
Net change in unrealized gain (loss) on investments	<u>6,781</u>
Total investment return	\$ <u>12,533</u>

NOTE 3 – TEMPORARILY RESTRICTED NET ASSETS

Temporarily Restricted Net Asset activity is summarized below. Donor-imposed restrictions determine what assets are required to be set aside for specific programs. The balance as of December 31, 2016 is restricted for use in 2017 for the Center's overall primary purpose.

Temporarily Restricted Net Assets 12/31/15	\$ 421,067
Restricted revenues received	79,440
Release from restriction	<u>(329,358)</u>
Temporarily Restricted Net Assets 12/31/16	\$ <u>171,149</u>

NOTE 4—PERMANENTLY RESTRICTED NET ASSETS

Permanently restricted net assets consist of endowment funds to be held indefinitely. The income from the endowment funds is unrestricted and expendable based upon the Center's discretion.

NOTE 5—CONCENTRATION OF CREDIT RISK

The Center maintains cash balances at several financial institutions. Accounts at each institution as of December 31, 2016 are fully insured by the Federal Deposit Insurance Corporation.

NOTE 6 – CASH FLOW INFORMATION

For purposes of the statements of cash flows, cash and cash equivalents are defined as cash on hand and demand deposits and money markets with financial institutions.

NOTE 7 – IN-KIND CONTRIBUTIONS

In-kind contributions consist of treats for programs, office furniture and various other expenses. The in-kind revenue is included with miscellaneous income or the appropriate income category, and the expenses are

HELPLINE CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 7 – IN-KIND CONTRIBUTIONS (CONT'D)

recorded in their respective expense accounts. In-kind donations of furniture and equipment are capitalized and depreciated according to the Center's capitalization policy.

NOTE 8 – SELECTED FINANCIAL INFORMATION

The Center receives support from the following United Ways, cities and counties:

	<u>2016</u>
<u>United Way Funding</u>	
Sioux Empire United Way	\$ 358,627
Brookings United Way	48,429
Rapid City United Way	17,145
Northern Hills United Way	2,330
Southern Hills United Way	2,530
Sturgis United Way	2,340
Huron United Way	<u>4,000</u>
Total United Way Funding	\$ <u>435,401</u>

<u>City Government Funding</u>	
City of Sioux Falls	\$ 89,936
City of Rapid City	12,104
City of Belle Fourche	1,000
City of Spearfish	500
City of Hot Springs	1,000
City of Sturgis	750
City of Huron	<u>4,000</u>
	\$ <u>109,290</u>

<u>County Government Funding</u>	
Lincoln County	\$ 4,000
Minnehaha County	4,000
Pennington County	2,500
Bon Homme County	4,700
Yankton County	13,000
Fall River County	1,500
Lawrence County	<u>1,000</u>
	\$ <u>30,700</u>

Special projects on the statement of functional expenses include the following:

Volunteer Connections – Volunteer Sioux Falls and Spirit of Volunteerism Awards

Sioux Empire Suicide and Crisis Support – Step Forward to Prevent Suicide, the Helpline Open and suicide prevention projects through the South Dakota Department of Social Services and South Dakota Department of Health

Statewide Suicide and Crisis Support – Step Forward to Prevent Suicide, statewide suicide prevention projects administered through the South Dakota Department of Social Services and South Dakota Department of Health

General/Administrative – Camp Capacity

HELPLINE CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 9 – RETIREMENT PLAN

The Center has a 401(k) retirement program for the benefit of eligible employees. The Center matches up to 6% of eligible employee's contributions and employees can elect to make an additional discretionary contribution. The retirement expense for 2016 was \$24,487.

NOTE 10 – FOUNDATION ENDOWMENT

Permanently restricted net assets at December 31, 2016, consist of endowment funds established to benefit the Center as described in Note 4. Contributions are made up of Center funds transferred directly to the Sioux Falls Area Community Foundation (Community Foundation). As required by generally accepted accounting principles, net assets associated with endowment funds are reported as an asset in the accompanying balance sheet. The Community Foundation will hold and administer all assets contributed to the endowment in accordance with the provisions of the agreement with the Center and the provisions of the articles of incorporation, bylaws, and policies of the Community Foundation. The Community Foundation annually informs the Center of the amount available for grant making and the Center can then request a distribution. The Center can carry over distributions for a maximum of 5 years.

The following summarizes changes in the agency endowment investment for the year ended December 31, 2016:

Balance at December 31, 2015	\$ 33,698
Contributions	25,000
Unrealized Gain (Loss)	1,142
Realized Gain (Loss)	712
Interest / Dividends	850
Investment Expense	<u>(275)</u>
Balance at December 31, 2016	<u>\$ 61,127</u>

Additionally, the Center has a beneficial interest in an endowment held by the Sioux Falls Area Community Foundation (SFACF). As of December 31, 2016, the market value of the beneficial interest was \$16,850, made up of gifts made directly to the Community Foundation and investment earnings. The beneficial interest, in accordance with generally accepted accounting principles, is not reported as an asset in the accompanying balance sheet.

NOTE 11 - OPERATING LEASE COMMITMENTS

The Center leases its office spaces under leases expiring at various dates through March 31, 2019. Certain lease rates are subject to annual increases equal to the CPI for Sioux Falls region or 2%, whichever is less. Rent expense for the Center's office spaces totaled \$54,284 in 2016.

Future minimum rental payments required on leases with terms exceeding one year are as follows:

<u>For the year ended</u>	
December 31, 2017	\$ 55,756
December 31, 2018	56,713
December 31, 2019	<u>13,942</u>
	<u>\$ 126,411</u>

HELPLINE CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

NOTE 12 – SUBSEQUENT EVENTS

The Center has evaluated all subsequent events through May 18, 2017, the date the financial statements were available to be issued.



## KMWF & Associates, PC Certified Public Accountants

6009 South Sharon Avenue, Suite #101  
Sioux Falls, SD 57108-5745  
Phone: 605-336-7213  
Toll Free: 888-861-7949  
Fax: 605-336-7253  
www.kmwfcpa.com

Nordell Griebel, CPA  
Mary Pat Mullen, CPA  
Mark Feehan, CPA  
Justin Schneider, CPA

Locations  
Sioux Falls  
Dell Rapids  
Lennox  
Harrisburg

### INDEPENDENT AUDITORS' REPORT ON ADDITIONAL INFORMATION

To the Board of Directors  
Helpline Center, Inc.

We have audited the financial statements of Helpline Center, Inc. (a nonprofit organization) as of and for the year ended December 31, 2016 and our report thereon dated May 18, 2017, which expressed an unmodified opinion on those financial statements appears on page 1. Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The schedule of functional expenses is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Sioux Falls, South Dakota  
May 18, 2017

STATEMENT OF FUNCTIONAL EXPENSES

SHOWN ON FOLLOWING PAGES



HELPLINE CENTER, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2016

SIOUX EMPIRE

	<u>211</u>	<u>Child Care Resources</u>	<u>Volunteer Connections</u>	<u>RSVP</u>	<u>Suicide Crisis &amp; Support</u>	<u>Older Adult Outreach</u>	<u>Network of Care</u>
Salaries	\$ 300,260	\$ 43,439	\$ 91,627	\$ 49,878	\$ 75,927	\$ 37,257	\$ 43,036
Payroll Taxes & Employee Benefits	54,937	8,835	12,743	8,656	7,733	2,282	6,329
Total salaries and related expenses	355,197	52,274	104,370	58,534	83,660	39,539	49,365
Rent & Utilities	21,002	1,417	3,778	3,225	3,306	945	945
Equipment & Software	13,647	2,275	9,152	1,528	227	138	32,552
Insurance	1,338	317	1,949	2,411	635	0	4,067
Supplies	1,597	227	2,399	1,402	935	17	201
Telephone	8,717	437	1,886	600	1,094	0	490
Printing/Marketing	19,309	223	3,586	16,285	4,940	2,806	2,217
Postage	764	291	385	457	467	73	3
Conf/Trng/Outside Serv	5,392	0	1,835	1,155	2,204	106	139
Professional Fees	704	36	176	0	241	1,275	150
Special Projects	0	1,421	8,780	0	21,010	0	0
Miscellaneous	167	32	176	0	66	0	0
Dues & Publications	1,760	30	360	15	750	0	0
Depreciation	6,700	408	2,120	0	817	0	2,556
TOTAL EXPENSES	\$ 436,294	\$ 59,388	\$ 140,752	\$ 85,612	\$ 120,352	\$ 44,899	\$ 92,685

HELPLINE CENTER, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2016

<u>BLACK HILLS</u>			<u>SOUTH DAKOTA</u>					
<u>211</u>	<u>Volunteer Connections</u>	<u>Volunteer Income Tax Act</u>	<u>211</u>	<u>Suicide Crisis &amp; Support</u>	<u>Volunteer Connections</u>	<u>Program Total</u>	<u>General/ Administrative</u>	<u>Total Program &amp; General/ Administrative Expense</u>
\$ 84,729	\$ 64,675	\$ -	\$ 45,079	\$ 156,674	\$ 15,359	\$ 1,007,940	\$ 23,176	\$ 1,031,116
10,966	7,929	0	0	16,818	916	138,144	6,498	144,642
95,695	72,604	0	45,079	173,492	16,275	1,146,084	29,674	1,175,758
3,555	3,882	0	0	9,917	0	51,972	4,007	55,979
3,948	3,382	375	1,918	221	1,702	71,065	8,446	79,511
1,200	190	0	0	0	0	12,107	4,212	16,319
361	2,009	215	0	1,012	393	10,768	3,447	14,215
2,757	1,435	0	731	914	1,334	20,195	1,631	21,826
8,894	24,468	9,134	2,913	6,357	6,051	107,183	32,329	139,512
299	193	29	31	297	46	3,335	1,327	4,662
2,084	2,475	5	917	3,120	860	20,292	1,929	22,221
0	17	0	0	0	0	2,599	11,925	14,524
0	13,053	0	0	179,704	0	223,968	33,783	257,751
31	-45	0	6	0	0	433	3,615	4,048
478	423	0	0	496	650	4,962	857	5,819
0	272	0	0	1,225	0	14,098	(1,320)	12,778
\$ 119,302	\$ 124,358	\$ 9,758	\$ 51,595	\$ 376,755	\$ 27,311	\$ 1,689,061	\$ 135,862	\$ 1,824,923

The accompanying notes are an integral part of these financial statements.

5/02/18	FALL RIVER COUNTY	3+ YEAR BUDGET WORKSHEET					ADDICTION RECOVERY		AS OF APRIL		18	LPBUDW	PAGE	81
ACCOUNT DESCRIPTION	GL#	15 ACTUAL	16 ACTUAL	17 ACTUAL	3-YEAR AVERAGE	18 BUDGET	18 YTD ACTUAL	19 REQUESTED	19 APPROVED					
4229.443 CARE	10100X4229443	.00	.00	.00	.00	.00	.00							
4240.443 DRUG CENTER RENTAL	10100X4240443	.00	.00	.00	.00	.00	.00							
4270.443 TRANSPORTATION	10100X4270443	.00	.00	.00	.00	.00	.00							
4290.443 DRUG CENTER	10100X4290443	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	100	12,000.00				
ACCOUNT TYPE TOTALS	42	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	100	12,000.00				
FUND TOTALS	10100	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	100	12,000.00				
DEPT TOTALS	443	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	100	12,000.00				
* = BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS														

Addiction Recovery Centers of the Black Hills business office  
 is now located at  
 1520 Haines Ave, Suite 6  
 Rapid City SD 57701

Thank you  
 Randa

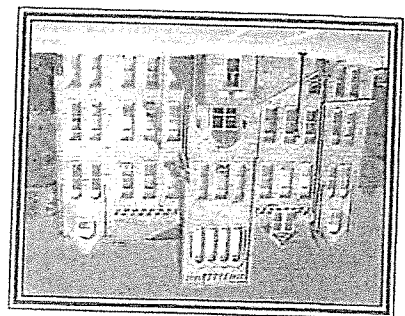
FALL RIVER & OGLALA LAKOTA COUNTIES  
AUDITOR'S OFFICE

County Courthouse  
906 North River Street  
Hot Springs, South Dakota 57747  
Ph (605) 745-5130

Meet with county commissioners  
6-7-19 @

fr caud @ gwtc = not

May 02, 2018



Enclosed you will find a 2019 budget request form for your organization, which also shows the amount budgeted for the current year. Please indicate the amount you are requesting for 2019 on each line below the column headed "19 requested" and return to our office by May 10, 2018.

If you are requesting an increase over this year's budget, please explain reason for the increase on the bottom of the form. If you are not a county entity, please return a financial report with your budget request.

Also, if you have been approved for 2018 funds but have not received the allotment to date, a voucher is enclosed for your convenience. Please complete the organization name and address on the front of the voucher, then sign on the "claimant" line.

Please contact me if you have any questions. We will be scheduling budget request meetings with the Board for May and will contact you for an appointment.

Thank you.

Sue Ganje

Fall River / Oglala Lakota County Auditor



350 Elk Street | Rapid City, SD 57701 | 605.343.7262  
www.BMSCares.org

May 23, 2018

County Auditors Office  
Fall River County Commissioners  
Fall River County Courthouse  
906 N. River Street  
Hot Springs, SD 57747

Dear Commissioners:

I would like to take this opportunity to thank you for supporting Behavior Management Systems in the past. We appreciate your commitment in helping us offer quality behavioral health services to the people of Fall River County.

To allow us to continue to provide the current level of service, we are requesting \$7,500 for this budget year from your county, the same amount you allocated to us in calendar year 2018. During the first ten months of our fiscal year (July 1, 2017 to April 30, 2018) we have served 166 clients from Fall River County. Over half of these clients (62%) have an annual family income of \$20,000 or less; 57 persons are children under the age of 18; and the remainder is adults. Your subsidy will assist us in continuing to provide services to these individuals still receiving services as well as other Fall River County residents in need of future services. Additionally, we have provided staff to assist Fall River County residents to obtain discounted or free psychiatric medications valued in excess of **\$8,000 per month**. This is a direct savings to Fall River County as these are clients who do not have any other means to pay.

I have enclosed information regarding our programs and services. If you have any questions regarding these services or any other questions about Behavior Management Systems, please call me at our Elk Street office. We welcome the opportunity to attend a meeting, at your convenience, to further explain our services.

Support from your county is critical for us to maintain needed services. We sincerely appreciate your continued support of Behavior Management Systems.

Sincerely,

Alan Solano  
CEO

Enclosure

ACCOUNT DESCRIPTION	GL#	15 ACTUAL	16 ACTUAL	17 ACTUAL	3-YEAR AVERAGE	18 BUDGET	18 YTD ACTUAL	19 REQUESTED	19 APPROVED
231.444 W.R. MENTAL HEALTH	10100X4291444	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	100	
ACCOUNT TYPE TOTALS	42	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	100	875000

FUND TOTALS	10100	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	100	
DEPT TOTALS	444	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	100	

= BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS

2419 Fall River County  
 Requested 18 Month: 875000  
 Under Budget Value CFO 8/28/2017  
 Behavior Management System Inc.

**AMENDMENT NUMBER 1  
AGREEMENT NUMBER 715993**

**BACKGROUND:**

1. On April 28, 2016, the State of South Dakota, acting by and through its Department of Transportation, referred to in this Amendment as the "STATE," and Fall River County, South Dakota, referred to in this Amendment as the "COUNTY," entered into Bridge Improvement Grant Agreement for preservation of structure number 24-029-014, which agreement, referred to in this Amendment as the "AGREEMENT," was signed by representatives of each party and assigned number 715993 by the STATE; and
2. The STATE and the COUNTY wish to amend the AGREEMENT to allow the COUNTY to let the project instead of the STATE.

**THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

1. Paragraph 5 of the AGREEMENT is revised to read as follows:
  5. The STATE will hire the professional engineering firm selected by the COUNTY to perform the design engineering for the PROJECT. The scope of the design engineering services to be performed is identified in the attached **Revised Exhibit B**.
2. Paragraphs 7 through 12 of the AGREEMENT are deleted in their entirety and replaced with the following:
  7. If applicable, the COUNTY will require the bridge design engineering firm to submit scour analyses and develop a Quality Control/Quality Assurance (QC/QA) plan. The QC/QA plan must follow the format developed by the STATE.
  8. The COUNTY will obtain and submit to the STATE a copy of the bid documents, plans, and specifications sealed and signed by a professional engineer licensed in the State of South Dakota. The COUNTY will address, in writing, all comments made by the STATE to the STATE'S satisfaction. The COUNTY must obtain the STATE'S approval of the final bid documents, plans, and specifications before proceeding with any award of the contract.
  9. If applicable, the COUNTY will have the design engineer review shop plans of prefabricated products.
  10. The COUNTY will retain a construction engineering firm to perform the construction engineering services for the PROJECT. The COUNTY will select and hire the firm from the STATE'S current consultant retainer list for construction administration, inspection, and testing. The scope of the construction engineering services to be performed is identified in the attached **Exhibit E**.
  11. The COUNTY will obtain the STATE'S concurrence in the award of the contract.
  12. The STATE will review and approve a quality assurance and testing plan for construction testing and inspection.
3. Paragraphs 13, 15, and 16 of the AGREEMENT are revised to read as follows:
  13. Payment for the cost of the PROJECT is as follows:
    - A. The STATE will directly pay the design engineering firm for all design engineering costs for the PROJECT. The COUNTY will reimburse the STATE for twenty percent (20%) of the costs for design engineering.
    - B. The COUNTY will directly pay the construction engineering firm for all PROJECT costs. The STATE will reimburse the COUNTY for eight percent (80%) of the actual cost of construction engineering.
    - C. For all other PROJECT work, the STATE will reimburse the COUNTY for eighty percent (80%) of eligible costs, except that the STATE'S required match on the combined total of the design engineering and other PROJECT work cannot exceed the BIG award amount of One Hundred Eighty-nine Thousand Six Hundred Eighty-four Dollars and Eighty Cents (\$189,684.80). The COUNTY will be one hundred percent (100%) responsible for any costs, excluding construction engineering costs, which exceed the BIG award amount of One Hundred Eighty-nine Thousand Six Hundred Eighty-four Dollars and Eighty Cents

(\$189,684.80). The COUNTY will be one hundred percent (100%) responsible for any PROJECT costs incurred prior to the date of the letter of award or after the PROJECT completion date.

D. The COUNTY will submit all documentation requested by the STATE, relating to the PROJECT costs paid by the COUNTY. Documentation submitted by the COUNTY will include the COUNTY'S preservation contracts including any amendments and the pay estimates. The COUNTY will submit a written request for reimbursement of engineering fees on the form developed by the STATE, a copy of which is attached to this Agreement as **Exhibit F**. The COUNTY must submit all documentation, including but not limited to progress reports and a summary of QC/QA test results, to the STATE on at least a quarterly basis, but not more frequently than monthly.

15. The COUNTY will notify the STATE upon completion of the preservation work under this Agreement. The STATE will conduct a final inspection of the PROJECT.

16. The COUNTY will obtain all necessary PROJECT environmental clearances and permits as required for this Agreement. If any part of the PROJECT affects the Federal Emergency Management Agency's (FEMA) flood plain insurance maps, the COUNTY will be responsible for all map revisions and obtaining FEMA approval or a Conditional Letter of Map Revision (CLOMR).

4. Exhibit B to the original AGREEMENT is deleted in its entirety and replaced by the **Revised Exhibit B**, attached to and incorporated in this Amendment by reference.

5. Except as specifically modified by this Amendment, all terms and conditions of the AGREEMENT will remain in full force and effect.

6. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered the Chairperson with the authority to sign this Amendment on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Amendment by the Chairperson as the COUNTY'S authorized representative is attached to this Amendment as **Exhibit G**.

This Agreement is binding upon signatories not as individuals but solely in their capacities as officials of their respective organizations and acknowledges proper action of the STATE and the COUNTY to enter into the same.

Fall River County, South Dakota

By: \_\_\_\_\_

Its: County Commission Chairperson

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
County Auditor/Clerk

(COUNTY SEAL)


State of South Dakota  
Department of Transportation

By: \_\_\_\_\_

Its: Program Manager, Administration Program

Date: \_\_\_\_\_

Approved as to Form:

  
\_\_\_\_\_  
Special Assistant Attorney General



## Bridge Improvement Grant Work Order Requirements for Structure Preservations

**Note:** Not all preservation work will require hydraulic analysis or foundation investigation. For this reason, several of the related items below have been marked "~~if needed~~." If the Subject project does not require hydraulic analysis and/or foundation investigation, simply do not include these items in the breakdown of estimated costs.

### SCOPE OF SERVICES – Structure Preservation

1. **Field survey for completion of the Drainage Data Sheet and Contour Map.** The information required for placement on these sheets is listed below. An example is attached containing the required information.
  - ☐ Stationing from south to north or west to east.
  - ☐ Beginning and ending stations of the current structure.
  - ☐ Proposed and inplace gradelines.
  - ☐ Stream profile. (Including a table of stations and elevations for each shot taken.)
  - ☐ Sea level datum is required. Stations, elevations, and offsets from and descriptions of permanent objects will be required for project benchmarks. (The High Accuracy Reference Network (HARN) map and the County Bench Mark map for the State of South Dakota can be found at the following web site – [www.state.sd.us/dot/pe/roaddesign/survey.htm](http://www.state.sd.us/dot/pe/roaddesign/survey.htm))
  - ☐ Include an electronic file containing the plan/profile of the inplace gradeline at the structure.
  - ☐ Landowners with their addresses, phone numbers, and location of property.
  - ☐ Utilities with their addresses, phone numbers, and locations along the project.
2. **Field survey as necessary for preparation of construction plans.** Required information is listed below.
  - ☐ Establishment of transit points, land ties and benchmarks as well as cross sections and topography. (Stations, elevations, and offsets from permanent objects will be required for project benchmarks.)
  - ☐ Project limits as established by consultation with the County Highway Superintendent.
  - ☐ Additional legal survey as required for preparation of right-of-way plats.
  - ☐ The geometrics of horizontal and vertical alignment in accordance with the Local Roads Plan design standards.
  - ☐ 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 County upon request.
3. **~~(If needed)~~ Preliminary Hydraulic Data Sheet, Plan/Profile Sketches (Preliminary Hydraulic Layouts) and gradelines, Electronic Copy of HEC-RAS File, Final Drainage Memo/Letter in accordance with the newest version of the South Dakota Drainage Manual, and cost estimates for existing and all proposed structure alternatives. (More than one feasible alternative is required. This includes options on different alignments if applicable.)** The newest version of the South Dakota Drainage Manual is available at the following location: <http://www.sddot.com/business/design/forms/drainage/>. Guidance and an example Final Drainage Memo/Letter can be found in Chapter 6 of the manual. The current preliminary hydraulic data sheet to be used can be found at the following internet location: <ftp://ftp.state.sd.us> Folder Path – DOT/LGA/Forms/Hydraulic Data Sheet – Current.doc. Directions for filling out the form can be found at the same location. All items will be submitted to the Local Government Assistance Office for distribution to SDDOT personnel for review for compliance with minimum required State and Federal standards. Necessary revisions shall be provided in writing by the SDDOT and shall be forwarded to the Consultant by the Local Government Assistance Office. The Consultant is wholly responsible for the accuracy of the design calculations and the independent check design calculations.
4. **Conduct TS&L inspection, assistance in the selection of the type of rehabilitation, and preparation of TS&L summary letter.** The county or city (owner) shall be in attendance and if time allows, a member of the Local Government Assistance office.
5. **~~(If needed)~~ Report of Foundation Investigation.** Conduct field investigation and provide design recommendations according to AASHTO LRFD Bridge Design Specifications Section 10. Report shall include

boring information, lab results, and design recommendations. See **Attachment 2** and **Attachment 3** following the **Attachments**, for reports that are typically developed by SDDOT Geotechnical Engineering Activity.

6. **(If needed.) Final Hydraulic Design Report and Final Hydraulic Data Sheet** (use the current data sheet found at the following internet location: <ftp://ftp.state.sd.us> Folder Path – DOT/LGA/Forms/Hydraulic Data Sheet – Current.doc.) These items will be considered draft if subsurface investigation will be conducted during the design phase.
7. **Survey and plans for the above referenced project as described in the TS&L letter and Final Hydraulics Data Sheet, design calculations, independent design check, and load ratings.** Review plans (100% complete) are to be submitted in PDF format. Specifications shall follow the most current edition of the Standard Specification for Roads and Bridges. South Dakota Department of Transportation Bid Items, Standard plates and plan notes, from the SDDOT website, must be used in development of the **11" x 17" Non Section Method** plan set.  
  
If applicable to the type of rehabilitation, the consultant shall provide design calculations, independent check, and load ratings for the structure as set forth in the Master Retainer Contract. In addition, load ratings for the Special Hauling Vehicles specified in **Attachment 2** shall also be submitted. The Consultant is wholly responsible for the accuracy and safe keeping of the design calculations and the independent design check.
8. **Incorporation into the plans of any changes that may be requested in the SDDOT plan review comments or provide written explanation for items not changes.**
9. **Review of shop fabrication drawings as may be required and submittal of the approved shop drawings to the Consultant.** This item is to be completed within two (2) weeks of receipt of shop or fabrication drawings from the contractor and shall be noted accordingly in the plans.

Please refer to the checklist in **Attachment 4** for the TS&L Packet of items that shall be submitted to the Local Government Assistance Office.

**Attachment 2** contains applicable excerpts from the Current SDDOT Consultant Retainer, DOT-900 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES.

**Attachment #1**  
**Bridge Improvement Grant**  
**Checklist for Structure Preservation Work Order**

These items must be submitted to DOT/Local Government Assistance.  
If any of these items are missing, the full packet will be returned for completion and resubmission to this office.

Project Number \_\_\_\_\_ County \_\_\_\_\_ PCN \_\_\_\_\_  
**CROSS OFF ANY NON-APPLICABLE ITEMS**

☐

Survey Sheets and Contour Map Including the following Information:

☐

Stationing from south to north or west to east

☐

Beginning and ending stations of the existing structure

☐

Beginning and ending stations of proposed structures

☐

Proposed and existing gradelines

☐

Stream profile and cross sections (Downstream to upstream direction including a table showing stations and elevations for each shot taken)

☐

Elevation and location of buildings and other structures

☐

Survey information using sea level datum and showing station, elevation, offset, and physical description of each project benchmark

☐

Landowner names, addresses, phone numbers, and legal descriptions of their property

☐

Utility names, addresses, phone numbers, and locations along the project

☐

Preliminary Hydraulic Data Sheet (use current data sheet found at: <ftp://ftp.state.sd.us> Folder Path – DOT/LGA/Forms/Hydraulic Data Sheet – Current.doc) including the following information:

☐

Calculated flows

☐

Inplace conditions (Ordinary High Water Elevation, HW<sub>100</sub>, Vmax, OTfr)

☐

Proposed conditions for each option (HW<sub>2</sub>, HW<sub>25</sub>, HW<sub>100</sub>, Vmax Qot, OTfr, ELOvertop)

☐

Ordinary High Water Elevation Shown on Cross-Sections (vegetation elevation on stream banks – approx. 2-year flow)

☐

Observed High Water Elevation (identifiable high water mark)

☐

Electronic copy of HEC-RAS model of existing and proposed conditions

☐

Final Drainage Memo/Letter (example and directions can be found in Chapter 6 of the SD Drainage Manual located at: <http://www.sddot.com/business/design/forms/drainage/>)

☐

Plan and profile sketches (preliminary hydraulic layout sheets) for the existing structure and proposed gradelines for each option (More than one feasible alternative is required. This includes options on different alignments if applicable.)

☐

Cost Estimates (including design and construction engineering and construction costs for each option.)

- ☐ TS&L Summary Letter
- ☐ Final Hydraulic Data Sheet with Scour Recommendations
  - Use current data sheet found at: <ftp://ftp.state.sd.us> Folder Path – DOT/LGA/Forms/Hydraulic Data Sheet – Current.doc
  - Scour memo, scour calculations, and berm slope protection recommendations (Bridges Only)
- ☐ Final Hydraulic Design Report
- ☐ Report of Investigation (Bridges) or Undercut Recommendation (Boxes/Pipe)
- ☐ Review Plans (100% complete & ready for review) In PDF Format
- ☐ Design calculations, independent design check, and load ratings

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To be submitted after plan review is complete

- ☐ Memo Addressing Plan Review Comments
- ☐ Final Plans – Electronic PDF file of the engineered, stamped set of plans

Attachment #2  
Bridge Improvement Grant  
Load Rating Requirements for the Special Hauling Vehicles



# Memorandum

**Subject:** ACTION: Load Rating of Specialized Hauling Vehicles

**Date:** November 15, 2013

**From:** /s/ Original Signed by  
Joseph S. Krolak  
Acting Director, Office of Bridge Technology

**In Reply Refer To:**  
HIBT-10

**To:** Federal Lands Highway Division Engineers  
Division Administrators

The purpose of this memorandum is to clarify FHWA's position on the analysis of *Specialized Hauling Vehicles* (SHVs) as defined in the AASHTO Manual for Bridge Evaluation (MBE) during bridge load rating and posting to comply with the requirements of the *National Bridge Inspection Standards* (NBIS). The intent of the load rating and posting provisions of the NBIS is to insure that all bridges are appropriately evaluated to determine their safe live load carrying capacity considering all unrestricted legal loads, including State routine permits, and that bridges are appropriately posted if required, in accordance with the MBE.

The SHVs are closely-spaced multi-axle single unit trucks introduced by the trucking industry in the last decade. Examples include dump trucks, construction vehicles, solid waste trucks and other hauling trucks. SHVs generally comply with Bridge Formula B and are for this reason considered legal in all States, if a States' laws do not explicitly exclude the use of such vehicles.

NCHRP Project 12-63 (Report 575, 2007) studied the developments in truck configurations and State legal loads and found that AASHTO Type 3, 3-S2 and 3-3 legal vehicles are not representative of all legal loads, specifically SHVs. As a result, legal load models for SHVs were developed and adopted by AASHTO in 2005, recognizing that there is an immediate need to incorporate SHVs into a State's load rating process, if SHVs operate within a State. The SHV load models in the MBE include SU4, SU5, SU6 and SU7 representing four- to seven-axle SHVs respectively, and a Notional Rating Load (NRL) model that envelopes the four single unit load models and serves as a screening load. If the load rating factor for the NRL model is 1.0 or greater, then there is no need to rate for the single-unit SU4, SU5, SU6 and SU7 loads. However, if the load rating factor for the NRL is less than 1.0, then the single-unit SU4, SU5, SU6 and SU7 loads need to be considered during load rating and posting.

The SHVs create higher force effects, and thus result in lower load ratings for certain bridges, especially those with a shorter span or shorter loading length such as transverse floor beams, when compared to AASHTO Type 3, 3-S2 and 3-3 legal loads and HS20 design load. Therefore, SHVs, i.e., SU4, SU5, SU6 and SU7 or NRL, are to be included in rating and posting analyses in accordance with Article 6A.2.3 and Article 6B.9.2 of the 1<sup>st</sup> Edition of the MBE (Article 6B.7.2 of the 2<sup>nd</sup> Edition of the MBE), unless one of the following two conditions is met:

**Condition A:** The State verifies that State laws preclude SHV use; or

**Condition B:** The State has its own rating vehicle models for legal loads and verifies that the State legal load models envelope the *applicable* AASHTO SHV loading models specified in Appendix D6A and Figure 6B.9.2-2 of the 1<sup>st</sup> Edition of the MBE (Figure 6B.7.2-2 of the 2<sup>nd</sup> Edition of the MBE), and the State legal load models have been included in rating/posting analyses of all bridges. The SHV types, e.g. six- or seven-axle SHVs, precluded by State laws need not be considered.

The SHV load models apply to Allowable Stress Rating, Load Factor Rating, and Load and Resistance Factor Rating in accordance with Section 6A and 6B of the MBE.

The FHWA recognizes that there are bridges in the inventory that have not been rated for SHVs and that it is not feasible to include SHVs in the ratings for the entire inventory at once. FHWA is establishing the following timelines for rating bridges for SHVs, if neither Condition A or B is met:

**Group 1:** Bridges with the shortest span not greater than 200 feet should be re-rated after their next NBIS inspection, but no later than December 31, 2017, that were last rated by:

- a) either Allowable Stress Rating (ASR) or Load Factor Rating (LFR) method and have an operating rating for the AASHTO Routine Commercial Vehicle either Type 3, Type 3S2, or Type 3-3 less than 33 tons (English), 47 tons (English), or 52 tons (English) respectively; or
- b) Load and Resistance Factor Rating (LRFR) method and have a legal load rating factor for the AASHTO Routine Commercial Vehicle, either Type 3, Type 3S2 or Type 3-3, less than 1.3.

**Group 2:** Rate those bridges not in Group 1 no later than December 31, 2022.

For either group, if a re-rating is warranted due to changes of structural condition, loadings, or configuration, or other requirements, the re-rating should include SHVs.

The selection of load rating method should comply with FHWA's Policy Memorandum *Bridge Load Ratings for the National Bridge Inventory*, dated October 30, 2006.

A State may utilize an alternative approach in lieu of the above to address the load rating for SHVs for bridges in their inventory; however, the approach must be reviewed and formally accepted by FHWA.

The timeline presented above will be incorporated into the review of Metric 13 under the National Bridge Inspection Program (NBIP); specifically, it is expected that all bridges meeting Group 1 criteria be load rated for SHVs by the end of 2017. Please work with your State to assist them in developing appropriate actions to meet those timelines. If your State is currently developing or implementing a Plan of Corrective Actions (PCA) for load rating bridges, the PCA should be reviewed and modified as necessary to take into account the rating of SHVs for those bridges and these timelines.

We request that you share this memorandum with your State or Federal agency partner. All questions that cannot be resolved at the Division Office level should be directed to Lubin Gao at [lubin.gao@dot.gov](mailto:lubin.gao@dot.gov) or at 202-366-4604.

**Attachment #3  
Bridge Improvement Grant  
Excerpts from Current DOT-900 (09/2014) AGREEMENT FOR  
PROFESSIONAL ENGINEERING SERVICES (SDDOT  
Consultant Retainer)**

**FURNISHING OF DOCUMENTS (DOT-900, 09/2014, Section 3.)**

Except where otherwise specifically provided, the CONSULTANT will furnish to the DEPARTMENT all documents, exhibits, electronic files, and other presentations for all phases of the work performed under the terms of this Agreement.

The CONSULTANT will furnish to the DEPARTMENT all design and check design computations. All documents furnished, including all original drawings, software generated electronic files, design computations, and check design computations, will become and remain the property of the DEPARTMENT and may be used by the DEPARTMENT without restriction for any public purpose.

The CONSULTANT will provide survey documents for bench levels and for the checking of bench levels on standard loose-leaf transit field book sheets. The CONSULTANT will provide all other data collected in an electronic format and will include the following files: FWD file, DGN file, DTM file, ALG file, and the RAW data file. The FWD file, DGN file, DTM file, and ALG file, will be compatible with the DEPARTMENT'S current version of InRoads. The RAW data file will be in ASCII format and will include the following information: point number, northing, easting, description, and any pertinent notes corresponding to a particular point.

The CONSULTANT, as requested by the DEPARTMENT, will submit construction documents, either electronic or paper format, and said documents will become and remain the DEPARTMENT'S property.

The CONSULTANT will return all data furnished to the CONSULTANT by the DEPARTMENT to the DEPARTMENT.

Compliance with all of the foregoing will be considered to be within the purview of this Agreement and will not constitute a basis for additional or extra compensation.

**GENERAL REQUIREMENTS (DOT-900, 09/2014, Section 19.C.)**

2. Survey for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
3. Wetland delineation will be in conformance with the US Army Corps of Engineers Wetland Delineation Manual and Regional Supplements. Wetland mitigation plans will include construction plans, performance criteria, and a five (5) year monitoring plan.
4. Hydrologic/Hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.

**ROADWAY DESIGN (DOT-900, 09/2014, Section 19.D.)**

Unless otherwise modified by the Work Order, the CONSULTANT will meet the following requirements:



1. Roadway design will be in accordance with the edition of the Department of Transportation Roadway Design Manual (and its revisions) currently in place at the time of execution of the Work Order and the American Association of State Highway and Transportation Officials (AASHTO) Specifications, "A Policy on Geometric Design of Highways and Streets" (2011 or the version in place at the time of execution of the Work Order), and Interims, or the Local Roads Plan.
2. The CONSULTANT will complete and furnish to the DEPARTMENT, at the time the plans are delivered to the DEPARTMENT, a DEPARTMENT provided checklist. This checklist will provide certification that a separate check has been performed, all review revisions have been made, and the plans are correct and complete.
3. The CONSULTANT will furnish basic design criteria in the Scope Summary Report and in the Scope of Services.
4. The CONSULTANT may obtain standard drawings of roadway appurtenances from the DEPARTMENT'S Office of Roadway Design.
5. The CONSULTANT will contact the DEPARTMENT'S Office of Bridge Design, if a DEPARTMENT structure's drainage area is greater than 1,000 acres. For these structures, the DEPARTMENT'S Office of Bridge Design will make a hydraulics recommendation, or will concur on the hydraulics requirement if hydraulics is part of the work order scope.
6. The DEPARTMENT will furnish basic surfacing design criteria, such as type, thickness, and width of pavement.
7. The DEPARTMENT will furnish material recommendations.

#### **STRUCTURE DESIGN (DOT-900, 09/2014, Section 19.E.)**

Unless otherwise modified by the Work Order, the CONSULTANT will meet the following requirements:

1. Prior to initiating design, the CONSULTANT will be required to submit the QC/QA plan/procedure to be followed for structure design to the DEPARTMENT for approval. The CONSULTANT may not begin structure design work until the QC/QA plan/procedure is approved and documented. If the CONSULTANT has a prior approved structure design QC/QA plan/procedure document on file with the OBD, and no changes to that document are anticipated for the current contract, the CONSULTANT will not need to resubmit a structure design QC/QA plan/procedure document.
2. The CONSULTANT will design bridges, box culverts, and miscellaneous highway structures in accordance with the edition of the "AASHTO LRFD Bridge Design Specifications," currently in place at the time of execution of the Work Order except as modified by the DEPARTMENT'S design practices. Prior to beginning design work, the DEPARTMENT will supply the CONSULTANT with a copy of design practices along with examples of standard detailing procedures and typical plans.
3. The CONSULTANT will design highway structures for a vehicular live loading of HL-93. Additional design criteria may be included in the Scope of Work.
4. The CONSULTANT will load rate each structure, including culverts that are bridge length, in accordance with the edition of the AASHTO "Manual for Bridge Evaluation" with latest Interim Revisions using the LRFR method currently in place at the time of execution of the Work Order. The CONSULTANT will perform an HL-93 Design Load Rating for each structure. The CONSULTANT will analyze the AASHTO HS20 vehicle for Inventory and Operating

Ratings. The CONSULTANT will also perform a Legal Load Rating for South Dakota legal trucks, the notional rating load, and the four specialized hauling vehicles. The CONSULTANT will submit a copy of the rating analyses to the DEPARTMENT along with the Final Plans for bid letting purposes. The Bridge Management Engineer from the DEPARTMENT'S Office of Bridge Design will review load ratings. Load ratings must be above the Legal Loads. The CONSULTANT will provide a separate summary table of all load ratings to be included in the Bridge Inspection file.

5. The CONSULTANT will provide the DEPARTMENT a hard copy of design computations, independent check design computations, and load ratings, including computer output if applicable, with the final review set of drawings.
6. The CONSULTANT will review shop plans for fabricated items, and will forward marked-up shop plans to the DEPARTMENT. The DEPARTMENT must authorize any fabrication.

#### **PLANS, SPECIFICATIONS, AND ESTIMATES, GENERAL (DOT-900, 09/2014, Section 19.H.)**

Unless otherwise modified by the Work Order, the CONSULTANT will meet the following requirements:

1. When complete plans, supplemental specifications, or special provisions are prepared, these will become the property of the DEPARTMENT, County, or City.
2. The CONSULTANT will furnish and deliver to the DEPARTMENT original drawings of all sheets comprising the set of plans, together with all reports, drawings, computer files, studies, memoranda, and other data pertaining thereto.
3. The CONSULTANT will furnish to the DEPARTMENT an electronic MS Word file of all special specifications.
4. The CONSULTANT will prepare plans in conformance with the DEPARTMENT'S customary practices. The CONSULTANT will use standard format for notes, tables, and rates of materials.
5. The CONSULTANT will prepare plans on sheets 11" x 17" or 8 1/2" x 11" in size, under the guidance of the Road Design Manual's Chapter 18 – Plans Assembly: [www.sddot.com/business/design/forms/roaddesign/Default.aspx](http://www.sddot.com/business/design/forms/roaddesign/Default.aspx) or as directed by the DEPARTMENT. The CONSULTANT will follow the specific section of the Road Design Manual's Chapter 18 as it relates to plans produced by consultants in order to provide accurate electronic plans and bid items for the DEPARTMENT'S electronic bidding system. The CONSULTANT will utilize the DEPARTMENT'S web site: <http://www.sddot.com/business/design/Default.aspx> for Plan Preparation (i.e. Road Design Manual, CADD Procedure Manual, and User Guide for Electronic Plan Review), Downloadable Files (i.e. Form Letters, Microstation and InRoad files, and Plan Notes) and other information as necessary to design and prepare plans. The CONSULTANT will follow the properties and procedures set up for the DEPARTMENT'S electronic plans as set forth in document located at the following web site address: <http://www.sddot.com/business/design/docs/cadd/ElectronicPlans.pdf>. Electronic plans will be used for bidding purposes and must contain a watermark on each sheet stating "For Bidding Purposes Only." Refer to Paragraph 12 below for details on the set of plans to be used for construction.
6. The CONSULTANT will prepare plans with sufficient precision to permit the convenient layout in the field for construction and for other purposes. The plans will also provide for the

production of an accurate estimate of quantities for the work to be performed in the construction of the project.

7. The CONSULTANT will furnish such other pertinent information and data with respect to the plans and designs as the DEPARTMENT may request.
8. The DEPARTMENT will require all persons designing, detailing, and checking structure plans to legibly place their names or initials on each plan sheet in the spaces provided for this purpose.
9. The DEPARTMENT will designate the basic premises and criteria for the design. The CONSULTANT will develop plans in accordance with the DEPARTMENT'S standard specifications for roadway and bridge construction.
10. As part of the work embraced in the preparation of plans, the CONSULTANT will prepare and furnish to the DEPARTMENT special provisions in standard DEPARTMENT format, for items of work included in the plans which are not covered by the standard specifications, plan notes, or DEPARTMENT-approved special provisions.
11. The CONSULTANT will ensure scales, lettering, and the general delineation of the plans mirror the DEPARTMENT format and provide readily legible reproductions.
12. The CONSULTANT will ensure each plan sheet bears the South Dakota registered professional seal and endorsement of the CONSULTANT as per the requirements of the South Dakota Board of Technical Professions.
13. The CONSULTANT will use software acceptable to the DEPARTMENT as agreed to in the Work Order.

Note: The DEPARTMENT'S standard software programs are the Bentley Civil Products (InRoads Suite), MicroStation, AASHTOWare products, Adobe Acrobat, and the Microsoft Office Suite. The DEPARTMENT may require other software on Work Orders.

#### **CONSTRUCTION ENGINEERING TECHNICAL REQUIREMENTS (DOT-900, 09/2014, Section 20.)**

- A. CONSULTANT'S RESPONSIBILITIES.** The CONSULTANT will be responsible to the DEPARTMENT, and will complete all work to the DEPARTMENT'S satisfaction.

Subject to availability, the CONSULTANT will provide personnel for the areas of expertise necessary to satisfactorily complete the work specified in the Work Order and this Agreement. The DEPARTMENT will notify the CONSULTANT as to the proper medium that will be used for recording purposes of field data. The CONSULTANT will submit reports in a timely manner as directed by the DEPARTMENT'S Office issuing the Work Order. The responsibilities for these areas are described in **Exhibit 4, CONSTRUCTION ENGINEERING CONSULTANT RESPONSIBILITIES.**

#### **EXHIBIT 4 (DOT-900, 09/2014)**

##### **CONSULTANT RESPONSIBILITIES**

#### **GENERAL**

##### **The CONSULTANT will:**

1. Be knowledgeable of the requirements of the project plans and specifications, the DEPARTMENT'S Survey Manual, Road Design Manual, South Dakota Drainage Manual, and CADD Procedures Manual.

2. Assure project personnel are knowledgeable of their duties and responsibilities.
3. Assure project personnel are knowledgeable of the DEPARTMENT'S Materials Manual.
4. Oversee day to day activities to ensure the project is constructed in accordance with plans and specifications.
5. Ensure all documentation and reports are accurate and kept current.
6. Prepare and electronically submit Biweekly Progress Reports, Construction Change Orders, Progress Pay Estimates, Final Pay Estimate, and Final Construction Change Order, all on the current version of the DEPARTMENT'S Construction Management System. The CONSULTANT will submit these reports in a timely manner as directed by the DEPARTMENT'S Office issuing the Work Order.
7. Require all individuals providing acceptance testing and independent assurance testing of construction materials or acceptance inspection to record all data/results electronically on the current version of the DEPARTMENT'S Construction Management System, or as instructed by the DEPARTMENT.
8. Require all individuals providing acceptance testing and independent assurance testing of materials or acceptance inspection to meet the requirements of the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual.
9. Ensure testing equipment identified in the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual be calibrated and documented according to the designated frequencies and procedures designated in the Manual.
10. Perform other duties assigned by the DEPARTMENT as defined in this Agreement.

**The CONSULTANT'S PROJECT ENGINEER will:**

1. Assist with conducting the pre-construction meeting.
2. Prepare Biweekly Progress Reports, Construction Change Orders, Progress Pay Estimates, Final Estimate, and Final Construction Change Order electronically on the current version of the DEPARTMENT'S Construction Management System.
3. Handle EEO and Labor Compliance activities.
4. Ensure that subcontractors working on the project are approved by the DEPARTMENT.

**The CONSULTANT'S INSPECTOR will:**

1. Assure the asphalt or concrete plant is properly calibrated.
2. Perform scale accuracy checks.
3. Ensure construction activities remain inside the acquired right-of-way or easement as specified on the plans unless approved by the DEPARTMENT.

**The CONSULTANT'S SURVEY PARTY CHIEF will:**

1. Record field notes for slope stakes, blue tops, paving grades, pipe, structure layout, and other items of the same sort in electronic format, FWD files, DGN files, DTM files, ALG files, and RAW files compatible to the current version of InRoads being used by the DEPARTMENT.
2. Set centerline, offset lines, bluetops, slope stakes, pipe stakes, structure stakes, and other items of the same sort by electronic or manual means.
3. Run bench levels within acceptable tolerances of the DEPARTMENT'S Survey Manual and maintain field notes on standard loose-leaf transit field book sheets.
4. Obtain necessary topographic data within acceptable tolerances of the DEPARTMENT'S Survey Manual.
5. Supervise and assure the survey crew is knowledgeable as to its duties and responsibilities.

**The CONSULTANT'S TEST PERSON AND EQUIPMENT will:**

1. Be knowledgeable of the requirements of the project plans and specifications.
2. Sample and test materials for acceptance as specified by the DEPARTMENT'S Materials Manual. Perform material tests for QC/QA projects in accordance with QC/QA manual and have the proper QC/QA certification.
3. Recognize and have the ability to take corrective action for calibration of testing equipment.

**EXAMPLE #1**  
**REPORT OF FOUNDATION INVESTIGATION**

**PROJECT:** BRO 8048(03) Mellette County PCN 02DY

**LOCATION:** Structure No. 48-102-010, 18.9 miles North & 0.8 miles West of Cedar Butte over the White River.

**METHOD OF INVESTIGATION:**

All soundings are made according to the Standard South Dakota Subsurface Investigation Techniques and AASHTO Specifications. Auger holes are drilled with a 4-1/2 inch continuous flight auger. Penetration and Push Test holes are drilled with a 6-5/8 inch continuous hollow stem auger. Push core samples are obtained by hydraulically ramming a 2 foot long lined split spoon sampler into the soil to obtain 2 inch nominal diameter soil samples. Penetration tests are conducted by dropping a 140 pound hammer 30 inches to obtain 2 inch nominal diameter samples and to measure the resistance to penetration of the soil. Corings with the SDDOT drive rig are performed by using a California retractable plug sampler, which is driven with a 490 pound hammer. The drill stem is P.K. rod, which is 2-7/8 inch O.D., and 2 inch nominal diameter cores are obtained. All laboratory tests are performed in accordance with standard AASHTO or SDDOT laboratory procedures.

**RECOMMENDATIONS:**

**Abutments:**

**I. Steel HP10 X 42 Piling**

A. A LRFD maximum factored pile bearing resistance of 77 tons can be used for design.

B. The anticipated tip elevations are:

<u>Station</u>	<u>Elevation</u>
22+06	1910
25+27	1892

C. The nominal pile bearing resistance shall be 192 tons verified by the SDDOT's Modified ENR formula.

**Bents:**

**I. Drilled Shafts**

A. A LRFD maximum factored resistance value of 2,800 psf can be used for design below elevation 1912 ft. or maximum scour whichever is lower.

B. Permanent casings will be required to elevation 1915 ft.

C. The point of fixity within the bedrock can be assumed to be the elevation 1912 ft.

**DISCUSSION:**

The proposed structure location is underlain by brown sand-silt (alluvium) overlying brown silt-sand with gravel (alluvium). The alluvial sediments rest upon gray silt-clay (Pierre Shale). The D50 of the brown sand-silt, brown silt-sand with gravel, and gray silt-clay (Pierre Shale) can be assumed to be 0.06 mm, 1.0 mm, and 0.004 mm. The D95 of the brown sand-silt, brown silt-sand with gravel, and gray silt-clay (Pierre Shale) can be assumed to be 1.0 mm, 6.0 mm, and 0.06 mm.

Steel HP10X42 piling along with the anticipated tip elevations, are listed in the recommendations for use in the abutments. Drilled Shafts are listed in the recommendations for use at the bents.

The piling were evaluated for drivability and group effects at the LRFD Strength Limit State. Settlement of the substructure units and horizontal movement of the abutment piling were evaluated at the LRFD Service Limit State.

Drivability –

A drivability analysis was performed for the steel HP10X42 piling using the wave equation analysis program (GRLWEAP). A group of pile hammers that were evaluated and found to produce acceptable driving stresses is listed later in this report for inclusion in the plans.

#### Pile Group Effects:

##### Axial Loading – Abutments

For a single row of piling, AASHTO requires the center-to-center pile spacing to be at least 30" or 2.5 times the width of the pile, whichever is greater. Therefore, for the steel HP10x42 piling at the abutment the center-to-center spacing shall be at least 30".

##### Settlement –

The steel pile tips will be founded in the Pierre Shale. Unconfined compression test results of the Pierre Shale exceed the proposed bridge loadings. Past experience for piling driven into hard shale soil bedrocks has shown little, if any, settlement has occurred. Therefore, 1/4 inch or less of total settlement can be used to design the substructure units.

##### Horizontal Movement –

AASHTO states that if the center-to-center spacing of the piling in the substructure unit is greater than 5 times the width of the pile then group effects can be ignored. Therefore, if the designed spacing is greater than 5 times the pile width a group efficiency factor of 1.0 can be used with no reduction in pile loading required. If this minimum pile spacing is not met a reduction factor will need to be calculated according to the AASHTO code.

Horizontal movement at the substructure units can be calculated using the following soil parameters:

Sand-silt (alluvium); phi angle = 24 degrees, cohesion = 50 psf, wet unit weight = 118 pcf  
Silt-sand with gravel (alluvium); phi angle = 32 degrees, cohesion = 0 psf, wet unit weight = 130 pcf  
Silt-clay (Pierre Shale); phi angle = 18 degrees, cohesion = 1,000 psf, wet unit weight = 130 pcf

For the drilled shafts, a LRFD maximum factored resistance value (skin friction) of 2,800 psf is recommended below elevation 1912 for the bents or maximum scour whichever is lower. The point of fixity within the bedrock can be assumed to be 1912 for the bents.

Each drilled shaft shall have a minimum of 3 access tubes for a shaft diameter of 3.0' and less. The number of access tubes needed shall be increased by 1 for each foot increase in shaft diameter above the 3.0'. The access tubes shall be furnished and installed according to the South Dakota Department of Transportation's 2004 Standard Specifications for Roads and Bridges. These access tubes shall be equally spaced in the shaft reinforcement prior to placing the reinforcement cage.

A representative of the CONSULTING FIRM (NAME AND NUMBER) shall be present during drilling operations to confirm the elevations provided in this report and to observe the placement of the drilled shafts. In addition to the notes below, contact the CONSULTANT REPRESENTATIVE for the most current drilled shaft construction notes to be included in the plans.

#### The following notes shall be placed in the plans:

A drivability analysis was performed using the wave equation analysis program (GRLWEAP). The pile hammers listed below were evaluated and found to produce acceptable driving stresses. Pile hammers not listed will require evaluation and approval prior to use from the CONSULTANT REPRESENTATIVE NAME AND PHONE NUMBER.

*Hammers need to be sized according to site specific soil parameters and structure design requirements. The following list of hammers is owned and readily available by contractors that do work in SD. Select and specify in the report which hammers are acceptable for use on individual projects.*

ICE 180  
Delmag D19-42  
Delmag D25-32

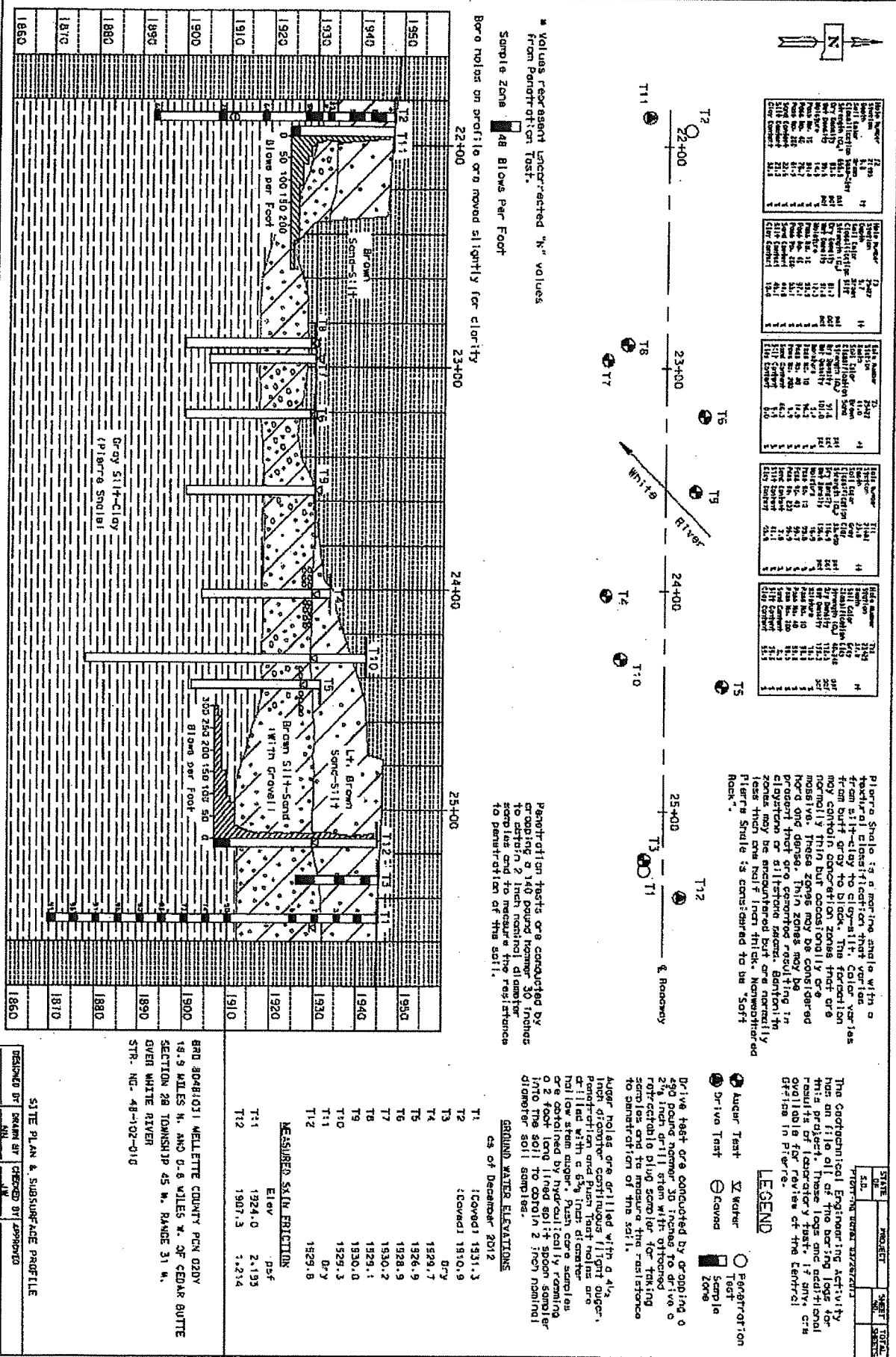
Delmag D12-42  
MVE M-19  
Delmag D30-32

FEC 1500  
ICE 42S  
SPI D30

Delmag D16-32  
MKT DE 42/35  
Delmag D46-32

Delmag D19-32  
APE D19-42





**EXAMPLE #2  
RECOMMENDATIONS**

Re: BRO 8027(29), Gregory County, PCN 00QR  
Str. No. 27-030-081, located 2.0 West & 0.1 South of the Jct of SD44/SD47  
RCBC Undercut Recommendation

Soils maps of the area indicate the soils at the location of the proposed structure have the following characteristics.

Station 16+86 (Str. No. 27-030-081)

CLASSIFICATION: A-7  
Clay & Silty Clay  
AVERAGE LIQUID LIMIT: 66  
SHRINK-SWELL POTENTIAL: High to Very High  
FROST ACTION POTENTIAL: Low  
CORROSIVITY: High for steel, Low to Moderate for concrete

**RECOMMENDATIONS:**

Provide 24 inches of undercut and backfill.

**DISCUSSION:**

The project consists of replacing an existing single span 22' steel stringer bridge with a 2 barrel 13' x 6' cast-in-place RCBC. The proposed box culvert will be in the same location as the existing bridge location. The existing surfacing on the road is gravel and will be resurfaced with gravel upon completion. Minimal grading at the proposed box culvert location is anticipated, therefore, the material shall be compacted using the Ordinary Compaction Method.

A subsurface investigation was conducted for the proposed RCBC. The subsurface investigation consisted of placing a boring near both the proposed inlet and outlet ends of the structure and logging the material to 3 feet below the flow line. Samples were collected from below the flow line for soils classification. A dynamic cone penetrometer was used at both the inlet and outlet ends to identify the change in relative density of the subsurface material below flow line.

Subsurface soils at the proposed site consist of brown silt-clay to 3' below the existing flow line.

The 2' undercut depth is recommended to remove the low strength soils with high shrink-swell potential from below the box culvert.

**The following paragraphs shall be placed in the plans:**

Compaction of earth embankment and box culvert backfill material shall be governed by the Ordinary Compaction Method.

Any questions about the recommendations or the subsurface conditions can be directed to the CONSULTANT CONTACT NAME AND PHONE NUMBER.

**Bridge Improvement Grant  
Work Order Requirements for Structure Preservations**

**SCOPE OF SERVICES – Construction Engineering**

██████████ contains applicable excerpts from the Current SDDOT Consultant Retainer, DOT-900 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES.

**Provide Quality Assurance / Quality Control Testing Plan based on SDDOT Materials Manual.** This document must be reviewed by the SDDOT prior to the notice to proceed being issued to the contractor. See ██████████ for requirements.

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**Attachment #1**  
**Bridge Improvement Grant**  
**Excerpts from Current DOT-900 (09/2014) AGREEMENT FOR**  
**PROFESSIONAL ENGINEERING SERVICES (SDDOT**  
**Consultant Retainer)**

**FURNISHING OF DOCUMENTS (DOT-900, 09/2014, Section 3.)**

Except where otherwise specifically provided, the CONSULTANT will furnish to the DEPARTMENT all documents, exhibits, electronic files, and other presentations for all phases of the work performed under the terms of this Agreement.

The CONSULTANT will furnish to the DEPARTMENT all design and check design computations. All documents furnished, including all original drawings, software generated electronic files, design computations, and check design computations, will become and remain the property of the DEPARTMENT and may be used by the DEPARTMENT without restriction for any public purpose.

The CONSULTANT will provide survey documents for bench levels and for the checking of bench levels on standard loose-leaf transit field book sheets. The CONSULTANT will provide all other data collected in an electronic format and will include the following files: FWD file, DGN file, DTM file, ALG file, and the RAW data file. The FWD file, DGN file, DTM file, and ALG file, will be compatible with the DEPARTMENT'S current version of InRoads. The RAW data file will be in ASCII format and will include the following information: point number, northing, easting, description, and any pertinent notes corresponding to a particular point.

The CONSULTANT, as requested by the DEPARTMENT, will submit construction documents, either electronic or paper format, and said documents will become and remain the DEPARTMENT'S property.

The CONSULTANT will return all data furnished to the CONSULTANT by the DEPARTMENT to the DEPARTMENT.

Compliance with all of the foregoing will be considered to be within the purview of this Agreement and will not constitute a basis for additional or extra compensation.

**GENERAL REQUIREMENTS (DOT-900, 09/2014, Section 19.C.)**

2. Survey for roadway and hydraulic design will be in accordance with the edition of the Department of Transportation Survey Manual currently in place at the time of execution of the Work Order.
3. Wetland delineation will be in conformance with the US Army Corps of Engineers Wetland Delineation Manual and Regional Supplements. Wetland mitigation plans will include construction plans, performance criteria, and a five (5) year monitoring plan.
4. Hydrologic/Hydraulic design will be in accordance with the edition of the South Dakota Drainage Manual (and its revisions) currently in place at the time of execution of the Work Order.

**ROADWAY DESIGN (DOT-900, 09/2014, Section 19.D.)**

Unless otherwise modified by the Work Order, the CONSULTANT will meet the following requirements:

1. Roadway design will be in accordance with the edition of the Department of Transportation Roadway Design Manual (and its revisions) currently in place at the time of execution of the Work Order and the American Association of State Highway and Transportation Officials (AASHTO) Specifications, "A Policy on Geometric Design of Highways and Streets" (2011 or the version in place at the time of execution of the Work Order), and Interims, or the Local Roads Plan.
2. The CONSULTANT will complete and furnish to the DEPARTMENT, at the time the plans are delivered to the DEPARTMENT, a DEPARTMENT provided checklist. This checklist will provide certification that a separate check has been performed, all review revisions have been made, and the plans are correct and complete.
3. The CONSULTANT will furnish basic design criteria in the Scope Summary Report and in the Scope of Services.
4. The CONSULTANT may obtain standard drawings of roadway appurtenances from the DEPARTMENT'S Office of Roadway Design.
5. The CONSULTANT will contact the DEPARTMENT'S Office of Bridge Design, if a DEPARTMENT structure's drainage area is greater than 1,000 acres. For these structures, the DEPARTMENT'S Office of Bridge Design will make a hydraulics recommendation, or will concur on the hydraulics requirement if hydraulics is part of the work order scope.
6. The DEPARTMENT will furnish basic surfacing design criteria, such as type, thickness, and width of pavement.
7. The DEPARTMENT will furnish material recommendations.

#### **STRUCTURE DESIGN (DOT-900, 09/2014, Section 19.E.)**

Unless otherwise modified by the Work Order, the CONSULTANT will meet the following requirements:

1. Prior to initiating design, the CONSULTANT will be required to submit the QC/QA plan/procedure to be followed for structure design to the DEPARTMENT for approval. The CONSULTANT may not begin structure design work until the QC/QA plan/procedure is approved and documented. If the CONSULTANT has a prior approved structure design QC/QA plan/procedure document on file with the OBD, and no changes to that document are anticipated for the current contract, the CONSULTANT will not need to resubmit a structure design QC/QA plan/procedure document.
2. The CONSULTANT will design bridges, box culverts, and miscellaneous highway structures in accordance with the edition of the "AASHTO LRFD Bridge Design Specifications," currently in place at the time of execution of the Work Order except as modified by the DEPARTMENT'S design practices. Prior to beginning design work, the DEPARTMENT will supply the CONSULTANT with a copy of design practices along with examples of standard detailing procedures and typical plans.
3. The CONSULTANT will design highway structures for a vehicular live loading of HL-93. Additional design criteria may be included in the Scope of Work.
4. The CONSULTANT will load rate each structure, including culverts that are bridge length, in accordance with the edition of the AASHTO "Manual for Bridge Evaluation" with latest Interim Revisions using the LRFR method currently in place at the time of execution of the Work Order. The CONSULTANT will perform an HL-93 Design Load Rating for each structure. The CONSULTANT will analyze the AASHTO HS20 vehicle for Inventory and Operating

Ratings. The CONSULTANT will also perform a Legal Load Rating for South Dakota legal trucks, the notional rating load, and the four specialized hauling vehicles. The CONSULTANT will submit a copy of the rating analyses to the DEPARTMENT along with the Final Plans for bid letting purposes. The Bridge Management Engineer from the DEPARTMENT'S Office of Bridge Design will review load ratings. Load ratings must be above the Legal Loads. The CONSULTANT will provide a separate summary table of all load ratings to be included in the Bridge Inspection file.

5. The CONSULTANT will provide the DEPARTMENT a hard copy of design computations, independent check design computations, and load ratings, including computer output if applicable, with the final review set of drawings.
6. The CONSULTANT will review shop plans for fabricated items, and will forward marked-up shop plans to the DEPARTMENT. The DEPARTMENT must authorize any fabrication.

#### **PLANS, SPECIFICATIONS, AND ESTIMATES, GENERAL (DOT-900, 09/2014, Section 19.H.)**

Unless otherwise modified by the Work Order, the CONSULTANT will meet the following requirements:

1. When complete plans, supplemental specifications, or special provisions are prepared, these will become the property of the DEPARTMENT, County, or City.
2. The CONSULTANT will furnish and deliver to the DEPARTMENT original drawings of all sheets comprising the set of plans, together with all reports, drawings, computer files, studies, memoranda, and other data pertaining thereto.
3. The CONSULTANT will furnish to the DEPARTMENT an electronic MS Word file of all special specifications.
4. The CONSULTANT will prepare plans in conformance with the DEPARTMENT'S customary practices. The CONSULTANT will use standard format for notes, tables, and rates of materials.
5. The CONSULTANT will prepare plans on sheets 11" x 17" or 8 ½" x 11" in size, under the guidance of the Road Design Manual's Chapter 18 – Plans Assembly: [www.sddot.com/business/design/forms/roaddesign/Default.aspx](http://www.sddot.com/business/design/forms/roaddesign/Default.aspx) or as directed by the DEPARTMENT. The CONSULTANT will follow the specific section of the Road Design Manual's Chapter 18 as it relates to plans produced by consultants in order to provide accurate electronic plans and bid items for the DEPARTMENT'S electronic bidding system. The CONSULTANT will utilize the DEPARTMENT'S web site: <http://www.sddot.com/business/design/Default.aspx> for Plan Preparation (i.e. Road Design Manual, CADD Procedure Manual, and User Guide for Electronic Plan Review), Downloadable Files (i.e. Form Letters, Microstation and InRoad files, and Plan Notes) and other information as necessary to design and prepare plans. The CONSULTANT will follow the properties and procedures set up for the DEPARTMENT'S electronic plans as set forth in document located at the following web site address: <http://www.sddot.com/business/design/docs/cadd/ElectronicPlans.pdf>. Electronic plans will be used for bidding purposes and must contain a watermark on each sheet stating "For Bidding Purposes Only." Refer to Paragraph 12 below for details on the set of plans to be used for construction.
6. The CONSULTANT will prepare plans with sufficient precision to permit the convenient layout in the field for construction and for other purposes. The plans will also provide for the

production of an accurate estimate of quantities for the work to be performed in the construction of the project.

7. The CONSULTANT will furnish such other pertinent information and data with respect to the plans and designs as the DEPARTMENT may request.
8. The DEPARTMENT will require all persons designing, detailing, and checking structure plans to legibly place their names or initials on each plan sheet in the spaces provided for this purpose.
9. The DEPARTMENT will designate the basic premises and criteria for the design. The CONSULTANT will develop plans in accordance with the DEPARTMENT'S standard specifications for roadway and bridge construction.
10. As part of the work embraced in the preparation of plans, the CONSULTANT will prepare and furnish to the DEPARTMENT special provisions in standard DEPARTMENT format, for items of work included in the plans which are not covered by the standard specifications, plan notes, or DEPARTMENT-approved special provisions.
11. The CONSULTANT will ensure scales, lettering, and the general delineation of the plans mirror the DEPARTMENT format and provide readily legible reproductions.
12. The CONSULTANT will ensure each plan sheet bears the South Dakota registered professional seal and endorsement of the CONSULTANT as per the requirements of the South Dakota Board of Technical Professions.
13. The CONSULTANT will use software acceptable to the DEPARTMENT as agreed to in the Work Order.

Note: The DEPARTMENT'S standard software programs are the Bentley Civil Products (InRoads Suite), MicroStation, AASHTOWare products, Adobe Acrobat, and the Microsoft Office Suite. The DEPARTMENT may require other software on Work Orders.

#### **CONSTRUCTION ENGINEERING TECHNICAL REQUIREMENTS (DOT-900, 09/2014, Section 20.)**

- A. CONSULTANT'S RESPONSIBILITIES.** The CONSULTANT will be responsible to the DEPARTMENT, and will complete all work to the DEPARTMENT'S satisfaction.

Subject to availability, the CONSULTANT will provide personnel for the areas of expertise necessary to satisfactorily complete the work specified in the Work Order and this Agreement. The DEPARTMENT will notify the CONSULTANT as to the proper medium that will be used for recording purposes of field data. The CONSULTANT will submit reports in a timely manner as directed by the DEPARTMENT'S Office issuing the Work Order. The responsibilities for these areas are described in **Exhibit 4, CONSTRUCTION ENGINEERING CONSULTANT RESPONSIBILITIES.**

#### **EXHIBIT 4 (DOT-900, 09/2014)**

##### **CONSULTANT RESPONSIBILITIES**

##### **GENERAL**

##### **The CONSULTANT will:**

1. Be knowledgeable of the requirements of the project plans and specifications, the DEPARTMENT'S Survey Manual, Road Design Manual, South Dakota Drainage Manual, and CADD Procedures Manual.

2. Assure project personnel are knowledgeable of their duties and responsibilities.
3. Assure project personnel are knowledgeable of the DEPARTMENT'S Materials Manual.
4. Oversee day to day activities to ensure the project is constructed in accordance with plans and specifications.
5. Ensure all documentation and reports are accurate and kept current.
6. Prepare and electronically submit Biweekly Progress Reports, Construction Change Orders, Progress Pay Estimates, Final Pay Estimate, and Final Construction Change Order, all on the current version of the DEPARTMENT'S Construction Management System. The CONSULTANT will submit these reports in a timely manner as directed by the DEPARTMENT'S Office issuing the Work Order.
7. Require all individuals providing acceptance testing and independent assurance testing of construction materials or acceptance inspection to record all data/results electronically on the current version of the DEPARTMENT'S Construction Management System, or as instructed by the DEPARTMENT.
8. Require all individuals providing acceptance testing and independent assurance testing of materials or acceptance inspection to meet the requirements of the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual.
9. Ensure testing equipment identified in the DEPARTMENT'S Materials Testing and Inspection Certification Program Manual be calibrated and documented according to the designated frequencies and procedures designated in the Manual.
10. Perform other duties assigned by the DEPARTMENT as defined in this Agreement.

**The CONSULTANT'S PROJECT ENGINEER will:**

1. Assist with conducting the pre-construction meeting.
2. Prepare Biweekly Progress Reports, Construction Change Orders, Progress Pay Estimates, Final Estimate, and Final Construction Change Order electronically on the current version of the DEPARTMENT'S Construction Management System.
3. Handle EEO and Labor Compliance activities.
4. Ensure that subcontractors working on the project are approved by the DEPARTMENT.

**The CONSULTANT'S INSPECTOR will:**

1. Assure the asphalt or concrete plant is properly calibrated.
2. Perform scale accuracy checks.
3. Ensure construction activities remain inside the acquired right-of-way or easement as specified on the plans unless approved by the DEPARTMENT.



**The CONSULTANT'S SURVEY PARTY CHIEF will:**

1. Record field notes for slope stakes, blue tops, paving grades, pipe, structure layout, and other items of the same sort in electronic format, FWD files, DGN files, DTM files, ALG files, and RAW files compatible to the current version of InRoads being used by the DEPARTMENT.
2. Set centerline, offset lines, bluetops, slope stakes, pipe stakes, structure stakes, and other items of the same sort by electronic or manual means.
3. Run bench levels within acceptable tolerances of the DEPARTMENT'S Survey Manual and maintain field notes on standard loose-leaf transit field book sheets.
4. Obtain necessary topographic data within acceptable tolerances of the DEPARTMENT'S Survey Manual.
5. Supervise and assure the survey crew is knowledgeable as to its duties and responsibilities.

**The CONSULTANT'S TEST PERSON AND EQUIPMENT will:**

1. Be knowledgeable of the requirements of the project plans and specifications.
2. Sample and test materials for acceptance as specified by the DEPARTMENT'S Materials Manual. Perform material tests for QC/QA projects in accordance with QC/QA manual and have the proper QC/QA certification.
3. Recognize and have the ability to take corrective action for calibration of testing equipment.

**Attachment #2**  
**Bridge Improvement Grant**  
**Example Quality Assurance / Quality Control Testing Plan**

**Use and Limitation:** The Consultant shall use this document as a guide in preparing a construction management plan to be included in the bid documents for their specific project. Consultants are cautioned that the provision of this suggested sample construction management plan is not an implied or explicit guarantee of grant obligation compliance. The Consultant is solely responsible for the preparation and submittal of compliant construction management plan in accordance with the grant conditions.

## Construction Management Plan

*[Date]*

*[Location]*

*[Project Number]*

*[PCN Number]*

**Prepared For**

[       ]

**Prepared By**

[       ]

## PROJECT INFORMATION

This Construction Management Plan (CMP) details the measures and procedures required to assure compliance with the quality assurance and acceptance provisions of the Bridge Improvement Grant construction contract for Project No. [ ] with [County or City name], South Dakota. The work to be accomplished in this project consists of:

PROJECT SPONSOR: *[Name & contact information for sponsor]*

CONTRACT  
ADMINISTRATION: *[Name of firm Responsible for Const.  
Observation & QA testing]*

*[Name of QA firm]* – Field tests

*[Name & contact info for QA lab]* – Lab tests

## **RESPONSIBILITIES**

### ***Project Manager/Engineer***

The Project Manager / Engineer, on behalf of the sponsor is the person with overall responsibility for contract administration of this project. The Project Manager / Engineer has the authority to take the necessary actions to monitor compliance with the contract documents.

### ***Construction Observer***

The responsibilities of the Construction Observer shall include monitoring all aspects of the job, sampling materials for acceptance, conducting tests on embankment and excavation areas, reviewing and analyzing all test results, assuring that work is within specification limits, advising the Contractor's Superintendent and Project Engineer of nonconformance and possible corrective actions, and measuring quantities for payment.

### ***Quality Acceptance Laboratory***

[As appropriate, clarify which firm is responsible for what QA duties], testing lab duties shall include sampling materials for acceptance and conducting tests on: [embankment, excavation, subbase, base, rip rap, class A45 concrete, pile, PCC]. (If responsibilities for testing of materials are split between different organizations, list which firm is responsible for which QA tests.)

[QA Lab name] personnel assigned to construction testing have received certified training from the [Name of appropriate certifications] (e.g. Troxler Nuclear Equipment Seminar and the American Concrete Institute (ACI)).

All QA testing shall be performed by an (ASTM C1077 and D3666) accredited laboratory and a copy of the current accreditation shall be supplied to the Engineer and Owner, for approval, prior to submitting test results.

## QUALITY ASSURANCE INSPECTION PROCEDURES

1. Quality Assurance Tests: A list of tests and certifications required by the contract specifications can be found in the attached Appendix A. The list includes the referenced specification section and testing requirements. All parties will be informed of their responsibilities. This information will be reviewed at the preconstruction conference and monitored throughout the project.
2. Submittals: The Engineer shall maintain a file containing certifications and submittals required by contract as provided by the contractor, as well as approvals from the Engineer.
3. [Names of firm(s) responsible for QA test reports] will provide acceptance test reports to the [Owner / Engineer] as soon as the results are available, electronically. Typed copies shall be made available within [one] working day [delivered via electronic mail].
4. Material Test Reports: Material test results shall be verbally made available to the [Owner / Engineer] within [one hour] after the test report is completed and typed copies shall be made available within one working day [delivered via electronic mail].
  - Calibration check on equipment used to determine the noncompliance item, if applicable.
  - Confirmation of noncompliance through retesting and/or follow-up observations.
  - If a solution to the nonconformance issue is not reached in a reasonable time frame, additional qualified contractor personnel will be contacted to assist in identifying and correcting the problem.
  - If a severe nonconformance problem is detected and a reasonable solution cannot be implemented in a reasonable time frame, the Construction Superintendent will consult with the Project Engineer and the work will be suspended.
  - The work will not begin again until the Construction Superintendent and Project Engineer concur that a solution to the problem has been found and successfully implemented.
5. Test Reports Which Require Corrective Actions: Should test results or observations indicate noncompliance with the project contract, plans, or specifications, the following communication and follow-up action will be implemented, as applicable:
  - Verbal notification to the sponsor, Construction Superintendent, workarea foreman and/or plant operator.

- On restarting the work, the nonconforming testing element or observation will be monitored at an appropriate higher frequency for a reasonable amount of time, e.g. double the testing frequency listed.
  - After the area in noncompliance has been repaired, acceptance retesting will resume. The test reports will include the failed test number for tracking.
6. Daily Reports: The project manager or his representative will maintain a daily diary summarizing pertinent construction items. Items recorded shall include (as a minimum):
- a) Date
  - b) Weather Conditions
  - c) Brief Summary of Work Performed
  - d) Number of workers on site
  - e) Type and Amount of Major Equipment being utilized
  - f) Running total of working/calendar days used on project
  - g) Significant Directives/Communication with contractor (e.g. regarding construction procedures or material quality)
  - h) Summary of QA tests performed that day
  - i) Arrival / Departure Time of On Site Inspection Staff
7. Bi-Weekly Reports: A summary of bi-weekly construction status shall be prepared and submitted to [owner] every [list day, e.g. Friday]. Report shall include summary of work completed in that 2 week period, summary of QA test results, discussion of any controversial issues that came up, and work anticipated during next reporting period. A sample report is included in Appendix B.
8. The resident observer and acceptance testing lab personnel shall maintain all acceptance test reports and provide copies to the owner/engineer as soon as results are available.
9. [Name of firm responsible for final construction report] will prepare a final project construction material testing and acceptance report that includes a summary of: all acceptance tests results, quantity of materials, and all bi-weekly reports. (Actual test reports will be available upon request). This will be submitted to the SDDOT with the final pay application.

## APPENDIX A

### List of Tests

Include listing of all QC/QA tests and certifications required by the contract specifications.

Recommend including the following information in your listing:

- Material
- Specification
- Specification reference section
- Test Required
- Minimum Testing Frequency
- Test Requirements
- Notes

Material	Specification	Spec Section	Test Required	Min. Test Frequency	Requirements	Notes

## Bi-Weekly Progress Report

Project No.	PCN	Period Ending
County		Contract Time
Type of Work		Working Days This Period
Prime Contractor		Working Days to Date
		Percent Complete

General Comments \_\_\_\_\_

\_ Work Started: \_\_\_\_\_  
 \_ Work Suspended: \_\_\_\_\_  
 \_ Work Resumed: \_\_\_\_\_  
 \_ Field Work Completed: \_\_\_\_\_

Day	Date	Working Day No.	Weather and Comments	Temperature	
				High	Low
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

7



## FALL RIVER COUNTY

## 3+ YEAR BUDGET WORKSHEET

## BOYS &amp; GIRLS CLUB

AS OF APRIL 18

LPBUDN

## PAGE 79

COUNT					*
ACTION					
G/L#	GL#				
ACTUAL	16	17	3-YEAR AVERAGE	18 YTD ACTUAL	19 REQUESTED APPROVED
ACTUAL	15	16	BUDGET	18	19
ACTUAL	17	18	ACTUAL	19	20

10100X4260439	6,000.00	6,000.00	6,000.00	6,000.00	7,500.00	7,500.00	100	\$7,500.00
TOTALS CLUB								

COUNT	42	6,000.00	6,000.00	6,000.00	7,500.00	7,500.00	100
TYPE TOTALS							

FUND TOTALS	10100	6,000.00	6,000.00	6,000.00	7,500.00	7,500.00	100
-------------	-------	----------	----------	----------	----------	----------	-----

DEPT TOTALS	439	6,000.00	6,000.00	6,000.00	7,500.00	7,500.00	100
-------------	-----	----------	----------	----------	----------	----------	-----

GET INCLUDES TRANSFERS AND/OR SUPPLEMENTS

8:58 AM

01/31/18

Accrual Basis

## Boys &amp; Girls Clubs of the Black Hills

## Profit &amp; Loss

January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
4000.1 - Grants	189,215.25
4000.2 - Contributions	233,297.38
4000.3 - Club Revenue	72,292.30
4000.4 - City/County Support	57,500.00
4000.5 - Interest Income	63.07
4500 - United Way	10,266.67
Total Income	562,634.67
Gross Profit	562,634.67
Expense	
5000 - Purchases - Concessions	1,109.46
5100 - Aluminum Can Shared Revenue	488.16
6000 - Advertising	1,478.43
6040 - Bank Service Charges	242.72
6042 - Credit Card Processing Fees	2,349.29
6050 - Conference Expense	2,351.07
6060 - Contracted Services	1,180.86
6070 - Activity Expense	8,915.07
6110 - Dues and Memberships	6,713.58
6120 - Finance Charges	364.17
6129 - Program Meals	8,603.84
6180 - Fund Raising Expense	934.43
6190 - Insurance	11,157.91
6200 - Interest Expense	388.35
6210 - Website Expense	731.36
6220 - Fees, Licenses and Permits	568.05
6235 - Meeting Expense	1,508.41
6240 - Miscellaneous	248.07
6250 - Payroll Expenses	421,026.74
6260 - Postage and Delivery	1,076.53
6270 - Printing and Reproduction	3,717.01
6280 - Professional Fees	18,078.39
6300 - Rent	16,616.00
6305 - Repairs & Maintenance	617.92
6309 - Janitorial	140.08
6315 - Sign Board - Gym	621.20
6320 - Supplies - Club	17,478.26
6330 - Telephone	6,257.87
6345 - Professional Development	1,648.39
6350 - Travel - Out of Service Area	3,721.53
6360 - Travel - Local Mileage	5,746.14
6370 - Youth of the Year	545.92
6390 - Utilities	11,455.62
Total Expense	558,080.83
Net Ordinary Income	4,553.84
Net Income	4,553.84

ACCOUNT DESCRIPTION	GL#	15 ACTUAL	16 ACTUAL	17 ACTUAL	3-YEAR AVERAGE	AS OF APRIL 18 BUDGET	18 YTD ACTUAL	19 REQUESTED	19 APPROVED
291.511 EDGE PYMT	10100X4291511	3,500.00	3,500.00	3,500.00	3,500.00	4,000.00	4,000.00	100	
292.511 H.S. PYMT	10100X4292511	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100	
ACCOUNT TYPE TOTALS	42	23,500.00	23,500.00	23,500.00	23,500.00	24,000.00	24,000.00	100	
FUND TOTALS	10100	23,500.00	23,500.00	23,500.00	23,500.00	24,000.00	24,000.00	100	
DEPT TOTALS	511	23,500.00	23,500.00	23,500.00	23,500.00	24,000.00	24,000.00	100	

= BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS

1488 (card holders)  
County Patrons  
@45.50 each =  
66,704-

Dawn Johnson  
5/10/18

John C. Smith

5/02/18	FALL RIVER COUNTY	3+ YEAR BUDGET WORKSHEET	COUNTY ECONOMIC DEVELOP				AS OF APRIL	18	LPBUD	PAGE 110
ACCOUNT DESCRIPTION	GL#	15 ACTUAL	16 ACTUAL	17 ACTUAL	3-YEAR AVERAGE	18 BUDGET	18 YTD ACTUAL	%	19 REQUESTED	19 APPROVED
260.721 ECONOMIC DEVELOPMENT	10100X4260721	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100	6,000.00	
ACCOUNT TYPE TOTALS	42	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100		
FUND TOTALS	10100	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100		
DEPT TOTALS	721	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100	6,000.00	
* = BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS										

\* = BUDGET INCLUDES TRANSFERS AND/OR SUPPLEMENTS

