

## **SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES**

This is an Agreement between Brookings County Highway Department (Owner) and Banner Associates, Inc. (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as Design and Bidding Services for SN 06-248-040 (Project). Engineer's services under this Agreement (Services) are generally identified as: refer to attachment "Exhibit A – Engineer's Services".

Owner and Engineer further agree as follows:

### 1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

### 2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
  - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.
- C. Owner will complete requirements of the Preliminary Engineering BIG project by the SDDOT including, but not limited to: obtain traffic count for structure.
- D. Owner will obtain all necessary Right of Way (ROW) to construct and maintain the replacement structure, including temporary and permanent easements, and will complete the ROW Certification form.
- E. Owner will coordinate the project impacts with the existing utility owners, both underground and aerial, arrange for any adjustments, and will complete the Utility Certification form.
- F. Owner will provide necessary maintenance records for BIG application.

- G. Owner will provide approved Resolution agreeing to fund BIG replacement project at specified cost share.

3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: Refer to milestones identified in Exhibit A. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.0.
1. Hourly Rates. Owner shall pay Engineer for Services as follows:
- a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
  - b. Engineer's Standard Hourly Rates are attached as Appendix 1.
  - c. The total compensation for Services and reimbursement of expenses is estimated to be \$75,000.00.

- E. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

#### 5.01 Termination

##### A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
  - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

##### B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

##### C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments

identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

#### 6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:

1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
  2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
  3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$1,000,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal

securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

#### 7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### 8.01 Successors, Assigns, and Beneficiaries

- A. Successors and Assigns
  - 1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - 2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

10.01 Attachments

- A. Appendix 1: Engineer's Schedule of Labor Rates and Expenses.
- B. Exhibit A – Engineer's Services

This Agreement's Effective Date is December 2, 2025.

Owner:  
Brookings County Commission  
(name of organization)

Engineer:  
Banner Associates, Inc.  
(name of organization)

By: \_\_\_\_\_  
(authorized individual's signature)

By:   
(authorized individual's signature)

Date: \_\_\_\_\_  
(date signed)

Date: November 25, 2025  
(date signed)

Name: \_\_\_\_\_  
(typed or printed)

Name: Gregg Jorgenson, PE  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: Sr. Vice President  
(typed or printed)

Address for giving notices:  
520 3<sup>rd</sup> Street  
Suite 210  
Brookings, SD 57006

Address for giving notices:  
409 22<sup>nd</sup> Ave. S  
Brookings, SD 57006

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

This is **Appendix 1, Engineer's Schedule of Labor Rates and Expenses**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated December 2, 2025.

## **APPENDIX 1: SCHEDULE OF LABOR RATES AND EXPENSES**

January 2025

Administrative .....	\$60.00 to \$195.00/Hour
Surveying/Geomatics .....	\$80.00 to \$180.00/Hour
Engineering Technician .....	\$75.00 to \$140.00/Hour
Environmental Scientist .....	\$80.00 to \$185.00/Hour
Staff Engineer .....	\$100.00 to \$160.00/Hour
Project Engineer .....	\$120.00 to \$185.00/Hour
Project Manager .....	\$145.00 to \$285.00/Hour

1. Meals at State Rates.
2. Lodging at actual cost.
3. Reimbursables:
  - a. Mileage ..... \$0.85/Mile
4. All other direct project expenses at actual cost of materials.

Rates are subject to change annually.

This is **EXHIBIT A**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated December 2, 2025.

## **Engineer's Services**

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Article 1 of the Agreement is supplemented to include the following agreement of the parties.

### **Design and Bidding for BIG Bridge Replacement Project**

- 1) Develop preliminary layout drawing and preliminary plan and profile drawing (optional).
  - a) Drawings will be submitted to Owner and to SDDOT for review and comments.
  - b) Final design will proceed after acceptance by Owner and SDDOT.
- 2) Environmental Permitting (see below).
- 3) Prepare PE plats for permanent easements (if necessary).
  - a) Extents of permanent easement will be identified on preliminary plan and profile.
- 4) Prepare ROW Certificate.
  - a) Provide ROW donation forms to Owner to obtain signatures from affected landowners.
  - b) Provide signed PE plats, with ROW donation forms, for Owner to file at Register of Deeds.
  - c) Have Owner complete ROW Certificate form.
- 5) Prepare Utility Certificate.
  - a) Provide Owner with list of Utilities and contact information for utilities identified in the project area; identify location of utilities and any potential conflicts with proposed new structure.
  - b) Have Owner complete Utility Certificate form.
- 6) Prepare design calculations and independent design check calculations for proposed structure \*.
- 7) Perform initial Load Rating Analysis for proposed structure \*.
- 8) Prepare construction plans for structure replacement and approach grading.
  - a) Plans will follow SDDOT non-Section method.
- 9) Prepare Bidding documents and Construction front-end documents.
- 10) Develop Construction Management Plan (CMP).
- 11) Prepare Construction cost estimate.
- 12) Prepare draft Agreement for Construction Engineering (CE) services.
  - a) Include estimate of hours.
- 13) Prepare and submit BIG application with 100% review plans to SDDOT (12/31/2026).
  - a) Include bid documents, construction front-end documents, non-DOT specifications, and construction cost estimate.
  - b) Include design calcs, independent design check calcs, initial load rating analysis.
  - c) Include permits and certificates (USACE 404 permit, ROW and Utility Certificates, etc.).
  - d) Include draft CMP and draft CE services Agreement.
- 14) Address all SDDOT review comments (either by accepting or rejecting them; provide written responses for rejected comments).
  - a) Finalize Bidding and Construction front-end documents.
  - b) Obtain Letting Authorization DOT prior to advertising for bids.
- 15) Advertise project for bids, conduct bid letting, review and tabulate bids.
  - a) Recommend Conditional Award of Contract to lowest responsive bidder pending concurrence from SDDOT.
- 16) Assist Owner with selecting materials testing agency.
- 17) Prepare and submit NOI application for SD DANR Stormwater Permit for Construction Activities.

## **Environmental Permitting**

The approach to environmental permitting assumes no federal funding (Federal Highway Administration) is utilized for the project. Wetlands and waterways are present in the project area and are likely jurisdictional under Section 404 of the Clean Water Act. The project has the potential to permanently impact these areas, and a Section 404 permit application will be completed and provided to the US Army Corps of Engineers (USACE) for review and issuance of a permit.

Banner will complete a Section 404 permit application for the project. If an impact over 0.03 acre occurs to the stream or an impact over 0.1 acre occurs to wetlands, mitigation will likely be required as part of the permit. If required, Banner would be able to identify a mitigation bank and coordinate mitigation through an amendment to this scope. The following will be included to complete the Section 404 permit application:

- *Desktop Wetland Delineation and Wetland Impact Calculations*- Banner will complete a desktop wetland delineation that identifies wetlands and waterways within the identified project area. Banner will calculate the potential temporary and permanent impacts to the wetlands and waterways resulting from the proposed project. The desktop delineation will include a larger project area for the temporary stream diversion [if utilized]. The level of wetland impact due to the stream diversion will also be identified.
- Assumes the project can be permitted under nationwide permit.
  - o USACE Nationwide 14 includes a stream mitigation requirement for impacts exceeding 0.03 acre. If a permanent impact over 0.03 acre will occur, Banner can complete mitigation coordination under an amendment to this scope and fee.
- *Site Visit to Identify Northern Long Eared Bat Habitat*- Banner will visit the site and identify potential NLEB habitat. If habitat is present, commitments for construction will be identified.

## **Exclusions**

- 1) We cannot guarantee the timeline or receipt of a USACE Section 404 permit as these can be subject to changes in the review process/criteria.
- 2) A field wetland delineation is not included in the Scope of Services. Similarly, wetland mitigation is not included.
  - a) A Desktop Wetland Delineation will be performed as part of the Environmental Permitting process. Any further delineation or mitigation needs will be coordinated through an amendment.
- 3) The utility information included on the plans was obtained during the site survey and we cannot guarantee the accuracy of the utility markings provided from One Call.
- 4) Construction Engineering (CE) services are not included in the Scope of Services.
  - a) A separate agreement for CE services will be submitted for review to the SDDOT and will need to be executed prior commencement of services.
  - b) If Topeka shiner construction commitments are required as part of the issued USACE 404 permit, construction monitoring will be included in CE Scope of Services.

\* These services are not applicable to precast concrete box culvert structures. The design, independent design check, and the load rating analysis will be by the Precaster.