

**WORK ORDER FOR CONSULTANT SERVICES  
LOCAL GOVERNMENT PROJECTS**

DOT 917-B  
05/28/2024

**GENERAL**

1 **Work Order No.** BI-50-26    2 **Agr. No.** 410975    3 **Date** 03/23/2026  
 4 **Amendment No.**  
 5 **Consultant** KLJ

**PROJECT INFORMATION**

6 **Project No.** PT NBIS(50)    7 **PCN** 06V0    8 **County/City** Pennington County  
 9 **Project Description** Bridge Inspections  
 10 **Project Location** Countywide  
 11 **Work Type** Bridge Inspections

For Specifics on the Scope of Work, See Attachment I

12 **MAXIMUM LIMITING AMOUNT** \$116,442.23    13 **FIXED FEE** \$14,842.00  
 14 **Amendment Amount**    15 **FIXED FEE**  
 16 **New Maximum Limiting Amount** \$116,442.23    17 **FIXED FEE** \$14,842.00  
 18 **COMPLETION DATE** 05/01/2027

See Attachment I for interim dates and deliverables.

**19 CONTACT PERSONS**

**Consultant** Shawn Mayfield, KLJ  
**City or County** Pennington County Highway Superintendent  
**SDDOT** Cody Axlund, SDDOT

**INSURANCE REQUIREMENTS**

20 Type of Insurance	Expiration Date	On File
General Liability	09/13/2026	Yes
Automobile Liability	09/13/2026	Yes
Workers Compensation	09/13/2026	Yes
Professional Liability	09/13/2026	Yes

**21 ATTACHMENTS**

**Services Required**  
 Reimbursement for Travel

**APPROVAL BY:**

**Consultant:** *Jessica Kraus*    Date: 3/25/2026  
**City or County:** *Shawn Miller*    Date: 3/30/26  
 Concurrency  
**22 DOT:** *Ganne in flight*    Date: 30 March 2026

- DISTRIBUTION:**
- (1) Original - Audits
  - (1) Copy - Consultant
  - (1) Copy - Originating Office
  - (1) Copy - Local Government Agency

## Axlund, Cody

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**From:** Axlund, Cody  
**Sent:** Monday, March 16, 2026 8:15 AM  
**To:** Shawn Mayfield  
**Cc:** Axlund, Cody  
**Subject:** 2026 Bridge Inspections (Scope) - Pennington County  
**Attachments:** Pennington County1.xlsx

TO: KLJ  
FROM: Cody Axlund, SDDOT Local Government Assistance  
PROJECT: PT NBIS(50), PCN 06V0

Pennington County has requested that your firm be employed to complete their bridge inspection work for 2026. Please prepare a breakdown of estimated costs required to accomplish this work and submit it to **SDDOT Local Government Assistance, c/o Cody Axlund**, for preparation of the work order under the State's retainer contract.

The following contains the number of structures to be inspected in 2026. The cost breakdown should include estimated travel, per diems, personnel wages, fixed fee, and any other costs associated with the inspections. This summation will be the basis for the maximum limiting amount of the work order.

- Refer to the current Master Retainer Agreement for a complete list of technical requirements and provisions.
- All data will be collected and/or verified per the Specifications for the National Bridge Inventory (SNBI) and coded into BrM 7.
- Inspections will be performed by the time requirements in CFR 650.311(e) and will be updated in BrM 7 within three months of the field inspection date.
- Work will be complete by November 1, 2026, except for the county/city meeting, unless a time extension has been authorized prior to the deadline. Inspections past due without prior authorization are subject to penalty according to the Retainer Agreement.
- All required submittals to SDDOT will be electronic and uploaded to BrM Multimedia. Consultant will also upload existing plans, shop plans, and inventory documents for every structure inspected in 2026.
- A cross section will be performed and uploaded to BrM for all structures, excluding culverts and pipe, on the upstream side of bridge to monitor scour.
- Complete and update a Non-Redundant Steel Tension Member (NSTM) form for all NSTM structures.
- Complete and update a Critical Finding form where applicable and distribute to the local agency and SDDOT.
- Complete and update a Scour Plan of Action (POA) on all structures where item B.AP.03 is coded C, D, or U.
- All structures with plans or that can be rated by field measurements must have a load rating performed and kept in the bridge file for the three (3) South Dakota legal load configurations and SHV's according to the Manual for Bridge Evaluation (MBE) and all revisions. Any structure needing a new rating will follow the SDDOT Load Rating Manual and include an electronic AASHTOWare Bridge Rating (BrR) model to be submitted to the Department.
- Structures within one road mile from the Interstate Highway System will also require load rating of the EV2 and EV3 vehicles. These must be rated if an analysis can be done by plans or field measurements.
- Update all National Bridge Elements (NBEs) and Bridge Management Elements (BMEs) according to the AASHTO Guide Manual for Bridge Element Inspection and SDDOT Bridge Inspection Field Manual.
- Collection of element data is not required on closed structures. All other data collection and inspection requirements remain the same for closed structures.
- Consultants will have until January 1, 2027, to meet with each county commission or city council to go over inspection findings unless other arrangements are approved by this office.
- The bridge inspection Team Leader is required to be on location during all bridge inspections as per the criteria specified in 23 CFR 650.

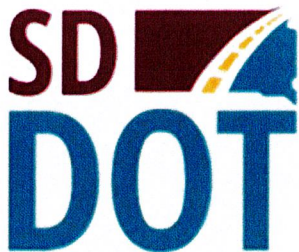
**Total Initial Inspections - 0**  
**Total Re-Inspections - 58**



Pennington County  
PT NBIS(50) PCN 06V0  
2026 Bridge Inspections  
Estimated Engineering Costs

<b>Direct Labor Salary Cost:</b>		Estimated	2026	Estimated
		Hours	Hourly	Costs
			Rate	
Mayfield, Shawn M	Senior Engineer	104	\$ 74.26	\$ 7,723.04
Dubois, Angela L	Project Specialist II	16	\$ 35.28	\$ 564.48
Schroeder, Josh	Engineer	248	\$ 55.17	\$ 13,682.16
Henson, Dustin	Engineer	160	\$ 43.70	\$ 6,992.00
Bear, Mindy	Project Assistant I	32	\$ 27.56	\$ 881.92
DeWitt, Katie	Engineer	56	\$ 51.95	\$ 2,909.20
Isley, Matt L	Senior Engineer	16	\$ 69.51	\$ 1,112.16
<b>Total Direct Labor Cost</b>		<b>632</b>		<b>\$ 33,864.96</b>
<b>Labor Overhead Cost</b>			<b>192.18%</b>	<b>\$ 65,081.68</b>
<b>Fixed Fee</b>			<b>15.00%</b>	<b>\$ 14,842.00</b>
<b>Capital Cost of Money</b>			<b>1.93%</b>	<b>\$ 653.59</b>
<b>Direct Expenses</b>				
Meals and Lodging				<b>\$ 2,000.00</b>
<b>Total</b>				<b>\$ 116,442.23</b>

REVIEWED  
DATE 3-23-26  
APPROVED BY ct



# Department of Transportation

Division of Planning & Engineering

Office of Local Government Assistance

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3390 FAX: 605/773-4870

March 30, 2026

Mr. Shawn Mayfield  
KLJ  
330 Knollwood Drive  
Rapid City, SD 57701

RE: PT NBIS(50), PCN 06V0  
WORK ORDER BI-50-26, PENNINGTON COUNTY

Dear Mr. Mayfield:

Enclosed with this letter is a fully executed Work Order Number (BI-50-26) to be performed under the terms of Agreement Number 410975 between your firm and the South Dakota Department of Transportation.

This letter will also serve as your Notice to Proceed with the work detailed in the Work Order.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cody Axlund', written over a light blue horizontal line.

Cody Axlund  
LGA Lead Bridge Engineer

Enclosures

cc: Internal Audits  
County or City  
File