

Exhibit “A”
SCOPE OF SERVICES AND FEES

This project, in general, consists of planning, survey, design, bidding and construction related services for roadway improvements for the Town of Prescott Valley LOOS DRIVE WIDENING PROJECT PHASE 2– HOFFMAN ROAD TO RANGER ROAD, CIP #S339.2 in a portion of Section 14, Township 14 North, Range 1 West, of the Gila and Salt River Base and Meridian. The purpose of this project is to provide survey, design, and construction administration according to Town of Prescott Valley standards and in compliance with the Community Block Development Grant (CDBG) requirements. Funding for the project is through a CDBG grant and all grant administrative tasks will be performed by the Town of Prescott Valley.

The basic service tasks the ENGINEER will accomplish for this project are listed herein. For the purpose of this “Scope of Services and Fees”, the term ENGINEER or SWI refers to Shephard-Wesnitzer, Inc. All professional services fees are estimates of our anticipated work effort and are based on an hourly rate billing plus reimbursable expenses, with the estimates not to be exceeded without Town approval. The following services are included:

Schematic Design Services Hourly Not to Exceed Fee Estimate of \$10,172.00

- Data Acquisition: Meetings, GIS, As-Builts - Review of Construction Improvement Plans by Others: SWI will review the available improvement plans, drainage reports, and other existing information prepared by other design consultants for work in or near the Loos Drive Widening project. Town GIS data will be incorporated into the project as necessary. SWI will attend a meeting with the Town and other Stakeholders for project coordination during the project planning.
- Survey – SWI will perform a topographic verification survey based on Town of Prescott Valley control datum for use as the base mapping for the construction plans within the approximate limits of the project as shown on the preliminary plans by others. Existing boundary monuments found in the field will be located during the survey for preparation of the final right-of-way map.
- Engineered Soils Report – A Soils Report will not be prepared for this project. The pavement section as shown on the roadway cross sections prepared by others will be used for this project unless modified by the Town during the initial planning meeting.
- Grading and Drainage Analysis – SWI will prepare a grading and drainage analysis addressing site specific drainage improvement requirements.
- Basis of Design Report (BODR) – SWI will prepare a BODR to summarize the Schematic Design decisions and include the Drainage Analysis to document the project design requirements.
- Utilities Coordination – Due to the accelerated design phase of the project, SWI will provide Design Development and Final Plans to the Utility companies for project review.
- Recommend options for dividing the Project into segments for the purpose of defining the essential requirements as the “base bid”, and bid additives in increasing order of importance- SWI will structure the bid documents to include the base bid for required CDBG improvements with additional bid alternates for phased construction of the road and other improvements identified during the design process.

- Schematic Design Plans: This submittal will be the culmination of all the previous project design decisions, show anticipated utility and other project constraints, and establish the construction items and general configuration of the improvements. Plans will consist of one or two large scale overall project design sheet(s) with the significant construction elements identified. The Schematic Design plans and bid documents will be submitted for review by the Town, Utility Companies and other key stakeholders. SWI will also attend one progress review meeting to discuss the plans with the Town at the end of the Towns review.
- Quality Check, Value Engineering Review, Plan Check Quantity Verifications, and Constructability Review, before submission to Town for approval – SWI will perform the necessary reviews both in our Prescott office and by our Cottonwood office for an independent review of the documents.

Design Development Services

Hourly Not to Exceed Fee Estimate of \$15,258.00

- Design Development Plans & Specifications: SWI will prepare a complete set of 60% plans and bid documents for review by the Town and other key stakeholders. Plans will include geometrics, plan/profile sheets, drainage structures, utility information, and existing easements and rights-of-ways to an approximate 60% level of detail. SWI will also attend one progress review meeting to discuss the plans with the Town at the end of the Towns review. The Specifications will incorporate the CDBG elements of the contract documents.
- Cost Estimate – SWI will prepare a preliminary opinion of construction cost to verify that the construction elements are in harmony with the available funding. The cost estimate will include any identified bid alternates.
- Utilities Coordination –SWI will provide Design Development plans to the Utility companies for project review.
- Quality Check, Value Engineering Review, Plan Check Quantity Verifications, and Constructability Review, before submission to Town for approval – SWI will perform the necessary reviews both in our Prescott office and by our Cottonwood office for an independent review of the documents.

Final Design Services:

Hourly Not to Exceed Fee Estimate of \$7,300

Upon review, comment and approval of the Design Development preliminary plans by the Town, SWI will prepare the 100% final construction documents for bidding.

- Final Plans: SWI will prepare the 100% final plans and construction documents for review by the Town, including details and bid alternates suitable for bidding and construction of the improvements.
- Utilities Coordination: SWI will provide copies of the 100% plans to the Utility companies for the project record.
- Quantities & Construction Estimates – SWI will prepare the Engineers Estimate of the construction costs along with a bid schedule itemizing the plan quantities for bidding purposes.
- Specifications – SWI will prepare the project Specifications for inclusion in the project bid manual. SWI will also assist the Town with preparation of the necessary CDBG bid documents.
- Bid Documents – SWI will prepare the final bid documents for the purpose of bidding the project in conformance with Town and CDBG grant requirements.

- Permits Coordination, as required – SWI will provide assistance to the Town for permitting of the project construction.
- Quality Check, Value Engineering Review, Plan Check Quantity Verifications, and Constructability Review, before submission to Town for approval – SWI will perform the necessary reviews both in our Prescott office and by our Cottonwood office for and independent review of the documents.

Deliverables - Provide final bid documents including one full size (24" x36") set of construction plans on mylar, and one original set of specifications/bid documents to the Town.

Provide two full copies via Compact Disc of the complete set of all plans, specifications, contract documents, estimates, etc. for the bidding process, in an approved format.

Bidding Phase:

Hourly Not to Exceed Fee Estimate of \$930.00

The Town will copy bid packets, including plans, distribute the bid packets, maintain the plan holder's list, and receive the bids. SWI shall:

- Attend and participate in the Pre-Bid Conference and assist the Town in the preparation of the meeting agenda, notes, minutes, list of attendees, and other relevant Pre-Bid tasks.
- Receive questions from bidders and prepare all required addenda for delivery to the Town. The Town will distribute the addenda to everyone on the plan holder's list.
- Evaluate and Tabulate Bids, and prepare a recommendation of award letter to the Town for the low bidder. SWI will also perform a check of the status of the two lowest bidders licenses and complaint history with the Arizona State Registrar of Contractors.

Construction Administration & Oversight Hourly Not to Exceed Fee Estimate of \$23,620.00

The Engineer shall be the representative of the Town during the Construction Phase, and shall advise and consult with the Town.

- Pre-construction conference – SWI will attend the conference and prepare minutes of the meeting for distribution to the Town and Contractor.
- Construction Surveying – SWI anticipates four trips to the site and will provide the following survey services, including construction stakes, lines and grades in conformance with the MAG Section 105.8 and the project specifications, as follows:
 1. Locate, check and confirm construction staking control.
 2. Provide one set of offset stakes for curbs, sidewalk ramps, catch basins, culvert alignments and inverts per the elevations shown on the plans. Due to the match up nature of the roadway construction to the existing asphalt and new curb grades, subgrade and ABC bluetop staking will only be required for the roadway widening improvements on the south side of Loos Drive where no new curbs are being installed.
 3. Provide one set of offset stakes for misc culverts/structures.
 4. Provide one set of offset stakes for drainage channel limits.
 5. Provide roadway centerline and right-of-way offset monument stakes. Contractor shall set the monuments provided by the Town. SWI will as-built the monuments for the final Record of Survey drawing.
 6. Perform one trip to the site for an as-built conditions and right-of-way survey.
 7. Coordinate with the Contractor as to schedule for staking, acceptance of staking, preservation of stakes, and contractor's responsibility for cost of re-staking, per

MAG 105.8. SWI requires a minimum of 2 working days notice from the contractor prior to requiring our presence on site for construction staking.

8. Construction re-staking or additional staking requests by the Contractor shall be considered an additional service to the contract and reimbursed at \$150/hour per the contract bid documents.

- Quality Assurance Testing – SWI will review the Quality Control testing by the Contractors certified and independent testing lab for work on the project in conformance with the project specifications. All QC testing will be a Contractor supplied service. An allowance has been included for on-call Quality Assurance testing directed by SWI as necessary for the project.
- Construction Observation & Diary – SWI will prepare photo documented results of our periodic site inspections as the work progresses. Reports will be submitted to the Town and the Contractor on a weekly basis. SWI will attend weekly field progress meetings with the Contractor and the Town and prepare the agenda and minutes for those meetings.
- Review and approve Contractor submittals, including shop drawings, & Product Data and Samples – SWI will perform the reviews and approvals as necessary for the project and as required by the Specifications.
- General Project review – SWI will monitor the progress of the work and advise the Town and Contractor of any concerns that result from the general observations.
- Change order review, preparation, and recommendation of approval – SWI will perform these services as necessary for the project.
- Claims review, documentation, and correspondence – SWI will perform these services as necessary for the project. If the claims are not related to deficiencies in the plans or by actions of SWI, services related to claims by the Contractor shall be considered an additional service to the contract and reimbursed on a negotiated fee or hourly rate basis.
- As-built quantities & drawings – SWI will prepare final as-built drawings for the construction and a final quantities summary for final payment purposes.
- Record of Survey for R/W centerline monumentation – SWI anticipates one trip to the site for as-built survey data and to prepare and record a Record of Survey drawing for the roadway right-of-way from Robert Road to the Mountain Valley Park entrance.
- Review progress payments, and prepare recommendation of payment letters – SWI will perform these services as necessary for the project construction.
- Prepare and recommend/authorize field design adjustments – SWI will perform these services as necessary for the project construction.
- Project close-out, final inspection, punch lists – SWI will perform the necessary final inspection, close out certification letter and punch lists for final acceptance of the Contractors work by the Town and for CDBG requirements.
- As-Built Drawings (one full size Mylar set of as-built plans and one set of scanned .tif images of as-built plan set) submitted to the Town for acceptance – SWI will prepare and submit these drawings and digital files to the Town as part of the final close out of the project.

Follow-Up

Hourly Not to Exceed Fee Estimate of \$0.00

- Retain one complete copy of the Project deliverables to respond to future questions – SWI will maintain a complete copy of the Project deliverables, our photo-documented inspections, as-built plans and other project related correspondence.

Reimbursable Expenses:

\$500.00

- SWI will have direct project expenses including, but not limited to: printing, copying, expedited shipping, permitting fees, mileage, equipment and other related expenses. These direct project expenses are included in the fee and will be billed on a percent complete basis.

TOTAL of Tasks:

Hourly Not to Exceed Fee Estimate of \$57,780.00

Geotechnical Subconsultant Allowance:

\$3,000.00 Allowance

- Due to the expedited nature of the design and construction for this project, the pavement section as shown on the approved plans by others will be used for this project. If a geotechnical report is deemed necessary by the Town, SWI will contract with a local geotechnical firm acceptable to the Town via a subconsultant agreement with SWI. The results of this investigation and report will be used as the basis of SWI modifications to the existing roadway pavement section and general excavation requirements as included in the project bid documents.

QA Testing Allowance:

\$2,500.00 Allowance

SWI will provide on-call quality assurance testing through an independent materials testing laboratory for verification of the Contractors Quality Control program. The fee is an allowance set aside for the work to be used as necessary for the project.

TOTAL of ALLOWANCES:

\$5,500.00 in Allowances

GRAND TOTAL of all Tasks including Geotech and QA testing Allowances:

\$63,280.00

CONSULTANT ASSUMPTIONS

1. It is assumed that the entire project lies within property owned by the Town of Prescott Valley or within existing easements sufficient to construction the improvements.
2. No reports, applications, certifications or other submittals are required for the construction to any agencies other than the Town of Prescott Valley and CDBG.
3. Construction staking assumes four trips to the site for construction staking and two trips to the site for final as-built survey of the visible components and record of survey mapping. All re-staking will be paid for by the Contractor directly to SWI.
4. The Town will make any necessary submittals to any other agencies.
5. Services provided shall be in conformance with:
 - A. This agreement, and all amendments thereof,
 - B. The Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction, latest edition, including latest revisions and supplements
 - C. The Yavapai Association of Governments (YAG) Central Yavapai County Governments Unified Construction Standards and Details, latest edition, including latest revisions (supplement to MAG)
 - D. The "Town of Prescott Valley, Public Works Department, Engineering Division Design and Construction Standards and Specifications", hereinafter referred to as PVDCSS
 - E. Applicable local, state, and federal laws and regulations

END OF EXHIBIT A – LOOS DRIVE PHASE 2 PROJECT