

DAVA

PLANNING
ENGINEERING
SURVEYING

& ASSOCIATES, INC.

310 East Union Street
Prescott, AZ 86303

(928) 778-7587

FAX: (928) 778-1047
www.davacivil.com

July 11, 2013

374FCDTP/PRO

Ray Smith, P.E.
Manager, Engineering Division
Town of Prescott Valley
7501 E. Civic Circle
Prescott Valley, AZ 86314

Dear Mr. Smith:

RE: Proposal for Design Engineering Services
Tonopah Drive Drainage Improvement Project

Dava & Associates, Inc. is pleased to provide this proposal for planning, engineering design, and preparation of construction documents for the bidding of the Tonopah Drainage Improvement Project. Our proposed Scope of Professional Services is enclosed with the following estimated maximum fees summarized below:

Task 1	Survey	\$ 8,730.00
Task 2	Storm Drain Design	\$ 7,340.00
Task 3	Preliminary Plans	\$10,375.00
Task 4	Utility Coordination	\$ 3,425.00
Task 5	Public Meeting	\$ 2,605.00
Task 6	Final Plans	\$11,805.00
Task 7	Construction Documents	\$ 3,350.00
Task 8	Bid & Award	\$ 2,390.00
TOTAL		<u>\$50,020.00</u>

The above scope of services will be provided on a time and materials basis in accordance with our Town Engineer contract and will not exceed the estimated maximum fee. If this proposed scope of services meets with your approval, we are ready to proceed at your direction. Should you have any questions, please contact me.

Sincerely,

DAVA & ASSOCIATES, INC.


Gordon Bowers, P.E.
Civil Engineer

Encl.

cc: Norm Davis, P.E. Public Works Director
K:\374pv\374fcdtp\PRO\FCDTP WRK Scope.pro.doc

SCOPE OF PROFESSIONAL SERVICES and FEES

The Town of Prescott Valley and the Yavapai County Flood Control District have entered into mutually beneficial relationships whereby flood control projects are identified, properly scoped, funded, and implemented for the general welfare of the Town's citizens. For the upcoming and current fiscal year, the Town anticipates continuing this relationship by requesting project funds to analyze, design, and install a sub-surface drain system along Tonopah Drive in East Prescott Valley. This project has been anticipated by the Town of Prescott Valley's Master Drainage Plan and identified as Number 15 on the priority list. The first 14 projects have been either completed, addressed, or are in the process of resolution, i.e. under design.

The 2003 MDP scoped approximately 2200 feet of storm drain along the residential street of Tonopah to collect and convey storm water runoff currently handled by roadside channels and undersized driveway culverts. The location of the storm drain piping will most likely be under pavement with multiple lateral inlets to each side along the route. The project was programmed in 2003 for \$400,000, but costs have likely risen since with a projected cost today of \$600,000. The project is budgeted for \$560,000 and construction is scheduled to begin in early 2014.

The following scope for professional services is proposed to provide engineering design services to prepare construction documents for the bidding and award of a construction contract to install the drainage improvements for Tonopah Drive. The basic service tasks Dava & Associates will accomplish for this project are listed herein.

Task 1 – Survey & Background Mapping:Fixed Fee of \$8,730

Dava & Associates, Inc. will provide field survey coverage to collect additional topographical and cultural data to update and augment the detail of Town topographic mapping. Obvious and visible property corner locations will be measured and analyzed with record documents to determine probable position of remaining unfound right of way monuments. The data will be used to prepare the background drawing of existing conditions and to locate right of way and property lines.

Task 2 – Preliminary Storm Drain Design:Fixed Fee of \$ 7,340

The major component of the Tonopah drainage improvements will be the installation of closed pipe storm drain system to convey storm water runoff from the top of the Navajo Basin divide near Superstition Drive down Tonopah to Navajo Wash at Lakeshore Drive. Using 100-year discharge rates established by the Prescott Valley Master Drainage Plan, Dava & Associates will provide hydraulic computations and preliminary design of the subsurface drain system. We will prepare initial plan and profile views to illustrate the line and grade of the drain system for review and discussion with Town Staff.

Task 3 – Preliminary Plans (60%) & Cost Estimates:Fixed Fee of \$ 10,375

Dava & Associates will prepare preliminary plans (60%) based on the conclusions discussed with Town Staff of the initial design parameters. The preliminary plans will include the storm drain system with approximately 30 inlet locations along the route and the anticipated pavement replacement limits. We will submit the preliminary plans to Town Staff for review and discussion. Final adjustments to the design and limits of construction will be determined during the plan review process and easement acquisition will be defined. If changes to the preliminary plans become significant due to input from the review process, another edition of the preliminary plans will be resubmitted prior to proceeding to final design. A preliminary drainage report will be prepared and submitted with the 60% plans that describe and document the storm drain system. Copies of the preliminary plans will be distributed to the utility companies to alert them of the pending improvements and allow time to initiate any necessary relocation of their facilities.

Task 4 – Utility Coordination:Fixed Fee of \$ 3,425

Concurrent with the submittal of preliminary plans to Town Staff, we will engage the utility companies and begin coordination with their representatives. We will distribute the 60% level preliminary drawings to each of the utility companies along with other information to assist them in their determinations of possible conflicts. We anticipate marking proposed improvements in the field at various times through-out the project design process. Known conflicts will be identified as information becomes available. Adjustments to avoid reported conflicts will be made during the preparation of 95% plans, which then will be distributed back to each of the utility companies. Final plans will be sent out to the utility companies once the project is out for bid.

Task 5 – Public Meeting:Fixed Fee of \$ 2,595

Upon completion and review of the preliminary plans, we will prepare exhibits and attend a meeting with interested residents and other public interests. We will document comments and evaluate for inclusion in the project design.

Task 6 – Final Plans (95%) & Cost Estimates:Fixed Fee of \$ 11,805

Subsequent to resolution of the preliminary plans and estimates, and incorporation of utility company information, we will complete the final design and prepare 95% level construction drawings for submittal and review. A final property survey will be done to locate additional right of way monumentation and mark construction easements if needed. Any additional information identified during the preliminary plan preparation or review will be collected. Preparation of easement descriptions based on final agreement with property owners will be prepared. A draft of the technical specifications will be submitted with the drawings to assist in review. Final adjustments to the Storm Drain Documentation Report will also be completed and submitted. Final comments and

concerns will be addressed at this time and adjustments will be made to the final construction drawings and contract bid documents.

Task 7 – Preparation of Final Construction Documents:.....Fixed Fee of \$ 3,350

Final comments and concerns will be addressed and adjustments will be made to the construction drawings and contract bid documents. A draft of the completed bid package will be submitted if necessary for final approval.

Task 8 – Bid and Award:Fixed Fee of \$ 2,390

Dava & Associates will complete the bid package documents and construction drawings for distribution to potential bidders. We will attend the pre-bid meeting and prepare any addenda required to clarify bid documents. We will assist the Town in evaluating contractor bids, provide a tabulation of the bid results, and recommend an award of contract to the successful bidder.

PROJECT FEES:

The following is a summary of the estimated fixed fees for the above described scope of services:

Task 1	Survey	\$ 8,730.00
Task 2	Storm Drain Design	\$ 7,340.00
Task 3	Preliminary Plans	\$10,375.00
Task 4	Utility Coordination	\$ 3,425.00
Task 5	Public Meeting	\$ 2,605.00
Task 6	Final Plans	\$11,805.00
Task 7	Construction Documents	\$ 3,350.00
Task 8	Bid & Award	\$ 2,390.00

Fixed Fee Cost – not to exceed:.....\$50,020.00

Should additional design elements not anticipated by this scope be identified over the course of the project, we will prepare and present supplemental project scopes for consideration. Reimbursable expenses include foreseeable printing and reproduction costs normal to the work described and include 10% for administration in accordance with our Town Engineer’s contract.