

Exhibit "A"

**Durham Road (PCC) Water Line Project, CIP# W360
SCOPE OF SERVICES AND FEES**

This project, in general, consists of installation of approximately 700 lineal feet of new 8 inch water line and fire hydrants on E. Durham Road in the southwest portion of Prescott Country Club between E. Brangus Lane and E. Manzanita Trail. There are approximately 121 parcels in said area and provision of potable water and fire flow is currently dependent upon the integrity of a single source water system. Installation of a short section of new water line will: 1) provide a looped configuration for customers, thus enhancing the reliability of water supply, and 2) provide additional firefighting capability by increasing the number of fire hydrants.

The basic service tasks the CONSULTANT will accomplish for this project are listed herein.

Task – Base Mapping Services: Fixed Fee of \$3,100.00

The CONSULTANT will provide Base Mapping Services, as follows:

1. Data Acquisition: Acquire all available and applicable data for the design of this project, including:
 - a. Meetings: Meet with Town staff and other entities to refine the scope, acquire data, identify special conditions, schedule, etc.
 - b. GIS, As-Built & Other Information: Acquire all record drawings, ROW Maps, GIS information, etc. applicable to this project. Utilize as much of the GIS information for design, as possible, with the accuracy of such data in mind.
 - c. Utilities: Acquire all utilities information applicable to this project. Coordinate this project with all the utility entities. Minimize the relocation of all utilities during design, as feasible. Survey available bluestake for all above ground utilities to verify location, as applicable.
 - d. Design Survey: Provide topographic survey and boundary verification in appropriate level of detail to supplement the available GIS and utilities information. Locate, confirm and tie into at least two benchmarks. Locate existing property pins. Locate visible surface features, identifying existing dimensions, elevations, slopes, etc.
 - e. Develop, survey, secure, and submit all required easement information for the Yavapai County Flood Control District properties associated with project.
2. Base Map: Prepare the planimetric base map of existing conditions and structures. Include all benchmarks, found pins, property lines, easements, rights-of-way, and encroachments, as well as utilities information on the base map.—Submittals: Submit the Base Map(s) to the Town. (Refer to Town of Prescott Valley, Public Works Department, Engineering Division Design and Construction Standards and Specifications for requirements on submittals.) Receive the Town’s review comments, make corrections and resubmit, until approved.

Task – Preliminary Design Services: Fixed Fee of \$2,760.00

The CONSULTANT will provide Preliminary Design Services, as follows:

1. Preliminary Design Concept: Design preliminary infrastructure per the base map(s) and the scope of the project. Receive the utilities’ comments and the Town’s approval on the preliminary design concept before preparing detailed preliminary design and plan formatting.

2. Preliminary Plans: Prepare the preliminary plan sheets per the design concept as approved by the Town. The preliminary plans shall include the following sheets:
 - a. Cover: Provide a cover sheet that includes, vicinity map, project drawing with areas defined with sheet page numbers, legend, contacts list, table of contents, approval signature lines, etc.
 - b. General Notes: Prepare general notes either on their own sheet or combined with other sheets.
 - c. Details: Prepare details either on their own sheet or combined with other sheets.
 - d. Project Summary Map: Provide a sheet(s) summarizing the overall project, including connections to other on-site and existing off-site infrastructure and, any proposed future infrastructure.
 - e. Geometrics: Provide geometrics sheet(s).
 - f. Plan and Profile Sheets: Prepare Plan and Profile sheets for the following:
 - i. Transportation (streets, side streets, sidewalks/trails, etc.)
 - ii. Town-Utilities (sewer, water, reclaimed water)
3. Constructability Review: Review and implement changes to the design as necessary to provide ability to construct, and to simplify construction.
4. Submittals: Refer to the Town of Prescott Valley, Utilities Department, Engineering Division Design and Construction Standards and Specifications for requirements on submittals.
5. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the preliminary design plans for their input. Receive their input and either make changes or respond to them as to why we can not accommodate their request(s).
6. Town Approval: Provide submittals to the Town for review. Receive the review comments and make corrections and resubmit, with the original comments, for approval to start the Final Design Services.

Task – Final Design Services: Fixed Fee of \$3,240.00

The CONSULTANT will provide Final Design Services, as follows:

1. Final Design Plans: Prepare the final plan sheets per the approved preliminary design plans. The final design plans shall include the following sheets:
 - a. Cover: Provide a cover sheet that includes, vicinity map, project drawing with areas defined with sheet page numbers, legend, contacts list, table of contents, approval signature lines, etc.
 - b. General Notes: Prepare general notes either on their own sheet or combined with other sheets.
 - c. Details: Prepare details either on their own sheet or combined with other sheets.
 - d. Project Summary Map: Provide a sheet(s) summarizing the overall project, including connections to other on-site and existing off-site infrastructure and, any proposed future infrastructure.
 - e. Geometrics: Provide geometrics sheet(s).
 - f. Plan and Profile Sheets: Prepare Plan and Profile sheets for the following:
 - i. Transportation (streets, side streets, sidewalks/trails, etc.)
 - ii. Town-Utilities (sewer, water, reclaimed water)
2. Submittals: Refer to the Town of Prescott Valley, Utilities Department, Engineering Division Design and Construction Standards and Specifications for requirements on submittals.
3. Provide submittals to the Town for review. Receive the review comments and make corrections and resubmit, with the original comments, for approval.
4. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the final design plans for their use. Coordinate with utilities so that any utility relocations are completed before the project begins. Provide information to the utilities upon request, as needed for them to relocate utilities.
5. Bidding Documents, Specifications, and Special Provisions (using Town template).
6. Final Quantities.

7. Design report for proposed water improvements. Report will cover basis of design assumptions, design calculations and results.
8. Detailed Opinion of Probable Cost (Engineer's Estimate).
9. Permit Applications & Permits: Obtain Approval to Construct and Approval of Construction permits.

Task – Bidding Services Task: Fixed Fee of \$1,600.00

The CONSULTANT will provide Bidding Services, as follows:

1. Pre-Bid Conference, attend, conduct, and document the Pre-Bid Conference, including preparation of agenda, sign-in sheets, and minutes.
2. Addenda: Prepare all required Addenda and submit to the Town for approval and distribution.
3. Bid Tabulation: Tabulate bids. Verify lowest responsive bidder. Prepare letter of recommendation of award.

Task – Construction Administration: Fixed Fee of \$2,200.00

The CONSULTANT will continue to provide Construction Administration for the duration of the construction, as follows:

1. Pre-Construction Conference: Attend, conduct, and document the Pre-Construction Conference, including preparation of agenda, sign-in sheet, and minutes.
2. Key Personnel Contact List: Prepare, issue, and maintain a list of key personnel assigned to the project by the contractor, subcontractors, major suppliers of materials and equipment, consultant, Town, utility companies, other agencies, and other involved parties. Include names, addresses, phone numbers, affiliation, and responsibilities. Designate emergency 24-hr contacts on the list.
3. Construction Schedule: Review and critique the contractor's preliminary schedule, and all regular updates to the construction schedule. Monitor and report opinion of the status and progress of the construction work, as well as current conflicts, including work sequence, durations, interim milestones, etc. to the Town and to the Contractor.
4. Submittals: Prepare and maintain a matrix of required submittals. Review shop and erection drawings, material submittals, equipment O&Ms, and other data as required and submitted by the Contractor, for compliance with design concepts. Maintain a submittal log.
5. Test Results: Prepare and maintain a matrix of required Quality Control (QC) test results, and any Quality Assurance (QA) test results. Review all tests for compliance with the construction contract documents. Such test results will include, but not be limited to: densities, gradations, plasticity indexes, proctors, marshals, chlorination, residual chlorine, bacteriological, cylinder compression breaks, oil content, laboratory, shop, and mill test reports on materials and equipment, etc.
6. Utility Coordination: Coordinate utility relocation with utility companies as necessary to minimize conflicts with project.
7. Professional Design Support: During construction, provide professional services to facilitate and enable construction to be accomplished in conformance to the construction drawings, specifications, and other contract documents. Clarify and/or interpret construction contract documents, when requested by the contractor and/or the Town.
8. Represent the Owner: Issue instructions from the Town to the Contractor. Resolve issues in the best interests of the Town. Make recommendations to the Town on corrective actions or contractual measures that may be exercised by the Owner.

9. Changes: Consider, evaluate and notify the Town of changes and/or alterations believed to be in the Town's best interest, due to actual field conditions encountered, etc. Provide supporting detail, including sketches, if needed, of the proposed change(s). Prepare an estimate of the cost and time impact of the change(s) and conduct negotiations with the Contractor. Prepare and process any change orders, and/or any field orders that may be required.
10. Contractor's Progress Payments: Review progress payments, based on degree of completion of the work. Prepare cover letter for the Progress Payment, recommending issuance of such payment(s) by the Town. Copy the contractor on all pay recommendations letters.
11. Claims Support: Provide claims review, documentation, and correspondence.

Task – Construction Surveying: Fixed Fee of \$2,310.00

The CONSULTANT 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 control. Provide project monumentation.
2. Collect and calculate survey data, as needed.
3. 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.
4. Provide water main stakes at 25' intervals.
5. Provide staking for intersection monumentation as necessary and record final As-Built information.
6. Provide as-built shots of the water, sewer, and storm drain inverts and record on the record plans.

Task – Construction Observation: Fixed Fee of \$2,100.00

The CONSULTANT will provide a qualified construction observer and perform Construction Observation, as follows:

1. Coordination: Develop working relationships and act as the liaison for the Town with the Contractor. Keep the contractor aware of the inspection and testing requirements and the effect of these on the project schedule to help avoid delays and misunderstandings.
2. Observation: Conduct timely, on-site construction observation to monitor the progress and process of ongoing and completed construction work, on an as-needed basis, to determine and certify compliance in accordance with the construction contract documents. Notify the contractor and report to the Town, when construction work is unsatisfactory, faulty or defective, or does not conform to the construction contract documents, or does not meet the requirements of inspections, tests, or approvals required to be made, or has been damaged prior to final payment; and advise Town when it is believed that work should be corrected or rejected, or should be uncovered for observation, or requires special testing, inspection, or approval.
3. Observation Reports: Prepare daily observation journal reports, including, at a minimum, comments on schedule and construction work progress; photos; list of equipment and personnel on site; weather and site conditions (including temperatures & times); list of tests performed; decisions/instructions/information given/received; any developments critical to the schedule or quality of the project; and any deficiencies noted and issues that may result in claims or additional expense to the project. Distribute observation journal reports to the Town on a regular basis.

4. Maintain Project Records: Maintain job site orderly files for correspondence, meeting minutes, shop drawings and sample submissions, construction contract documents, including addenda, change orders, field orders, etc. Coordinate with the Town to ensure that the Town receives copies of all construction administration documentation.
5. Tests and System(s) Start-Ups: Verify that tests and systems start-ups and operating and maintenance instructions are conducted as required by the construction contract documents and in presence of the required personnel (such as the Town, and OMI), and that the Contractor maintains required records thereof. Observe, record and report details relative to the test procedures and startups.
6. Quality Control Testing (QC): Observe sample collection and testing provided by the Contractor's testing sub-consultant. Collect and review test and re-test results from the Contractor.
7. Public Safety and Convenience: Keep the Town informed of events and developments which could be critical to public safety and convenience.
8. Construction Progress Meetings: Conduct regularly scheduled construction progress meetings with interested parties to provide close coordination and to verify the Contractor's understanding of each aspect of the work, and to discuss project progress and issues. Prepare agenda, sign-in sheets, and minutes for each meeting and transmit promptly to all concerned parties.

Task – Project Close-Out:..... Fixed Fee of \$ 1,500.00

The CONSULTANT will provide Project Close-Out Services, as follows:

1. Punch List: Perform final observations with Town and Contractor personnel and develop the "punch list" of deficiencies and incomplete work that needs to be corrected and finished for final acceptance and release of retention.
2. Final Acceptance: Upon the contractor's completion of all punch list items, the CONSULTANT will conduct a final inspection to ensure and verify all punch list items are complete and prepare a recommendation of final acceptance letter to the Town.
3. Final Quantities: Determine final contract quantities.
4. Project Documentation and Records: Compile project records, including project reports, correspondence, and pertinent project information and submit them to the Town. Compile shop drawings, inspection reports, geotechnical reports, photographs, and as-built drawings in final format for Town records.
5. As-Built Drawings: Prepare an "Engineer's Certification" that all work has been completed in substantial conformance with the plans, specifications, and contract documents, including modifications to reflect shop drawing review, substitutions, clarifications, and change orders. Prepare and certify reproducible "Record Drawings" (one 36" x 24" Mylar set and one set of the scanned Mylar images in Town-approved digital formats) showing the "as-built" condition of the Work for submission to the Town for their permanent records. Also, submit all planimetric and contour/dtm data used to develop the final project to the Town in DWG or DXF format.
6. Retain Project Information: Retain one complete copy of the project deliverables to respond to future questions.

Task – Project Expenses:..... Allowance Not to Exceed \$ 1,500.00

The CONSULTANT will have direct project expenses including, but not limited to: printing, copying, submittal, review, expedited shipping, permitting fees and other related expenses. These direct project expenses will be billed at actual cost with a 15% markup.

TOTAL of Tasks: \$20,310.00

Services provided shall be in conformance with:

1. this agreement, and all amendments thereof,
2. Town Code, specifically, but not limited to, Chapter 16 Engineering (<http://www.pvaz.net/Index.aspx?page=274>); and
3. hence, the Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction, latest edition, including latest revisions and supplements (<http://www.mag.maricopa.gov/publications.cms>); and
4. hence, the Yavapai Association of Governments (YAG) Central Yavapai County Governments Unified Construction Standards and Details, latest edition, including latest revisions (supplement to MAG); and
5. the Town of Prescott Valley, Public Works Department, Engineering Division Design and Construction Standards and Specifications (<http://www.pvaz.net/Index.aspx?page=261>)
6. all applicable local, state, and federal laws and regulations.