

DAVA

PLANNING
ENGINEERING
SURVEYING

& ASSOCIATES, INC.

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January 27, 2014

374SLSWR/PRO

Neil Wadsworth, P.E.
Utility Department Director
7501 E. Civic Circle
Prescott Valley, AZ 86314

Dear Mr. Wadsworth:

RE: PROPOSAL - DESIGN PERIOD ENGINEERING SERVICES
High School Sewer Line Up-Sizing Project, CIP # W362

Dava & Associates, Inc. is pleased to provide this proposal for design period engineering services for up sizing the existing sewer line serving the Bradshaw Mountain High School and properties west of the high school.. Our proposed work scope is enclosed with the following estimated maximum fees summarized below:

D&A Design Period Services	\$31,970.00
Pothole Exploration Services (Allowance)	\$ 5,500.00
Reimbursable Expenses (Allowance)	\$ 440.00
Design Period Total	\$37,910.00

The above scope of services will be provided on a fixed fee basis in accordance with our Town Engineer contract. 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.

SCOPE OF SERVICES AND FEES

High School Sewer Line Up-Sizing Project, CIP # W362

This project, in general, involves upsizing and grade adjustment to the existing sewer main that bisects Bradshaw High School. The present line is interspersed with 6 inch and 8 inch pipes and was constructed with minimum slope. The noted construction issues contribute to improper conveyance of wastewater and associated constituents. Hence, frequent high-velocity cleaning of the main is required to prevent backups. Installation of approximately 2,500 feet of continuous 8 inch diameter piping with an appropriate slope will mitigate described problems.

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

Task 1 – Base Mapping Services:.....Fixed Fee of \$10,840

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.
 - 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. Obtain Bluestake, and survey all underground and 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 if visible. Locate pertinent visible surface features, identifying existing dimensions, elevations, slopes, etc.
 - e. Easements: Determine existence of existing usable easements.
2. Base Map: Prepare the planimetric base map of existing conditions and structures. Include all benchmarks, found pins, property lines, existing easements, rights-of-way, and encroachments, as well as utilities information on the base map

Task 2 – Preliminary Design Services:..... Fixed Fee of \$9,910

The CONSULTANT will provide Preliminary Design Services, as follows:

1. Meetings: Meet with Town staff and other entities to identify concerns or special conditions, review schedule.
2. Preliminary Design Concept: Design preliminary infrastructure per the base map and the scope of the project. Incorporate utility company comment and input into design and the Town's approval on the preliminary design concept before preparing detailed preliminary design and plan formatting
3. 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. Geometrics: Provide geometrics sheet(s)
 - c. General Notes: Prepare general notes either on their own sheet or combined with other sheets.
 - d. Details: Prepare details either on their own sheet or combined with other sheets.
 - e. Erosion Control Plan: Provide a sheet(s) summarizing the overall project, with erosion control measures as necessary.
 - f. Plan and Profile Sheets: Prepare Plan and Profile sheets for the sewer improvements.
4. Submittals: Submit the Preliminary plans to the Town. (Refer to Town of Prescott Valley, Public Works Department, Engineering Division Design and Construction Standards and Specifications for requirements on submittals.) Address Town review comments, make corrections; and resubmit, until approved.
 5. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the preliminary design plans for their input. Receive utility company input and address received comments and concerns. Pothole as necessary using hydro-excavation or other methods at potential conflicts discovered from utility company information. Field survey to mark potential alignment, collect location of existing facilities as marked or located by the utility companies; and measure depth from pothole operations. (An allowance is included for pothole operations as noted in Project Expenses.) Minimize, as feasible, the need for relocation of utility conflicts during preliminary design.
 6. Easements: Preparation of descriptions of needed easements for use in Town acquired utility easements.

Task 3 – Final Design Services: Fixed Fee of \$7,860

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 update the preliminary plan sheets and include other sheets as noted in the Preliminary Plan Review:
2. Provide submittals to the Town for review. Address review comments and make corrections and resubmit, with the original comments, for approval.
3. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the final design plans for their use. Coordinate with utility companies to facilitate any required utility relocation before the project begins. Provide information to the utility companies, as needed for relocation of utilities.
4. Bidding Documents, Specifications, and Special Provisions (using Town template).
5. Determine Final Quantities.
6. Provide Detailed Opinion of Probable Cost (Engineer's Estimate).
7. Design Report and prepare Permit Applications for Approval to Construct. Submit and obtain Approval to Construct.

Task 4 – Bidding Services Task: Fixed Fee of \$3,360

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.
4. Coordination and Meetings: Meet with Town staff to address construction issues, schedule, and budget. We need to define sensitive dates relative to Bradshaw mountain High School being on break. These dates will be tied directly to construction scheduling.

Task 5 - Project Expenses..... Allowance Not to Exceed \$5,940

The CONSULTANT will have direct project expenses including, but not limited to: an allowance for 8 utility exploration potholes; printing, copying, submittal, review, shipping, permitting fees, and other related expenses. These direct project expenses are excluded from the fees for each task and will be billed at actual cost with a 10% markup.

TOTAL Tasks:	\$31,970
TOTAL Allowances (Utility Pothole – 8 Explorations)	\$ 5,500
TOTAL Expenses:	\$ 440
TOTAL:	\$37,910

Services provided shall be in conformance with:

1. this agreement, and all amendments thereof,
2. Dava & Associates, Inc. Town Engineer Services Contract; and
3. Town Code, specifically, but not limited to, Chapter 16 Engineering (<http://www.pvaz.net/Index.aspx?page=274>); and
4. 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
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.