



PLANNING  
ENGINEERING  
SURVEYING

**& ASSOCIATES, INC.**

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January 30, 2014

374NSWR/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  
Northside Sewer Installation Project, CIP # E280.3

Dava & Associates, Inc. is pleased to provide this proposal for design period engineering services for the Northside Sewer Installation Project, CIP # E280.3. Our proposed work scope is enclosed with the following estimated maximum fees summarized below:

D&A Design Period Services	\$28,690.00
Pothole Exploration Services (Allowance)	\$ 5,500.00
Reimbursable Expenses (Allowance)	<u>\$ 440.00</u>
Design Period Total	\$34,630.00

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

**Northside Sewer Installation Project, CIP # E280.3**

This project, in general, consists of installation of approximately 7900 feet of 16-inch sewer trunk line as presented in Dava & Associates, Inc. November 15, 2009, Northside Community Facilities District No.1 Utility Improvements plans to enable the commercial properties north of Highway 89A to access existing and new sewer mains to encourage development. Town Council approved the installation of the trunk line via sewer enterprise funds on November 7, 2013. The monies expended will be recouped from developer connection fees based upon proportional use of the conveyance system.

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

**Task 1 – Base Mapping Services:..... Fixed Fee of \$7,970**

The CONSULTANT will provide Base Mapping Services, as follows:

1. Data Acquisition: Acquire new and available data applicable 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, and schedule.
  - b. GIS, As-Built & Other Information: Acquire new record drawings, ROW Maps, GIS information, etc. applicable to this project
  - c. Design Survey: Provide topographic survey and boundary verification in appropriate level of detail to supplement the available GIS and utilities information collected previously. Locate, confirm and tie into at least two benchmarks. Locate existing property pins. Locate visible surface features, identifying existing dimensions, elevations, slopes, etc.
2. Utilities: Acquire new utility and easement information applicable to this project. Coordinate this project with all the utility entities. Survey available bluestake for all above ground utilities to verify location, as applicable.
3. Kinder-Morgan High Pressure Natural Gas Main Crossing: Initiate contact with Kinder-Morgan to discuss crossing their 20-inch high-pressure natural gas main along antelope Meadows Drive. Prepare and submit application of request to cross facility.
4. Arizona State Land Department Easement Application: Initiate contact with State Land Department for application for easement across state land property in Section 36. Prepare and submit application for easement.
5. Arizona Department of Transportation R/w Permit: Initiate contact with the Prescott District Office for application of right of way construction permit crossing State Route 89A. Prepare and submit application for permit.
6. Base Map: Update the existing base map with existing conditions and structures added since original survey. Translate previous project and plans into TOPV 2088 mapping datum. Include all benchmarks, found pins, property lines, rights-of-way, known and discovered easements; encroachments, as well as utility information.

**Task 2 – Preliminary Design Services:..... Fixed Fee of \$9,540**

The CONSULTANT will provide Preliminary Design Services, as follows:

1. Meetings: Meet with Town staff and other entities to refine the scope, acquire data, identify special conditions, schedule.
2. Preliminary Plans: Update offsite plan & profile sewer main sheets prepared for the Northside CFD to reflect the current project limits per the information acquired in Task 1 and Step 1 of Task 2. The preliminary plans shall include the following sheets:

- a. Cover: Update the 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: Update the geometrics sheet(s)
  - c. General Notes: Update general notes either on their own sheet or combined with other sheets.
  - d. Details: Include latest revision of ToPV Standard Details and other details that may be necessary. Provide on their own sheet or combined with other sheets.
  - e. Erosion Control Plan: Prepare a sheet(s) summarizing the overall project, with erosion control measures as necessary.
  - f. Plan and Profile Sheets: Update the Plan and Profile sheets for the sewer improvements to reflect 2008 datum and other improvements made since original project.
3. 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.
  4. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the preliminary design plans for their input. Address their comments and concerns. Field survey to mark potential alignment and collect location of existing facilities as marked or located by the utility companies. Pothole potential conflicts as necessary using a hydro-excavation process or other methods. (An allowance is included for pothole operations as noted in Project Expenses.) Minimize, as feasible, the relocation of all utilities during preliminary design.
  5. Arizona State Land Department Easement Application: Monitor progress of State Land Application; Address comments and advise ToPV of any extra requirements not covered by this proposal;
  6. Arizona Department of Transportation R/w Permit: Coordinate Permit requirements with ToPV; Evaluate possible redesign requests from ADOT District Office and advise ToPV on potential costs.

**Task 3 – Final Design Services: ..... Fixed Fee of \$3,400**

The CONSULTANT will provide Final Design Services, as follows:

1. Final Design Plans: Update the 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.
8. Monitor progress of SLD utility easement application and ADOT R/w permit application.

**Task 4 – Bidding Services Task: ..... Fixed Fee of \$3,510**

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.

**Project Expenses ..... Allowance Not to Exceed \$440**

The CONSULTANT will have direct project expenses including, but not limited to: an allowance for up to 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 above and will be billed at actual cost plus 10% administration charges.

<b>TOTAL Tasks:</b> .....	<b>\$28,690</b>
<b>TOTAL Allowances (Utility Pothole – 8 Explorations)</b> .....	<b>\$ 5,500</b>
<b>TOTAL Expenses:</b> .....	<b>\$ 440</b>
<b>TOTAL:</b> .....	<b>\$34,630</b>

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.