



PLANNING
ENGINEERING
SURVEYING

& ASSOCIATES, INC.

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May 7, 2014

374SLSWR/PRO

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

Dear Mr. Wadsworth:

RE: PROPOSAL – CONSTRUCTION PERIOD SERVICES
High School Sewer line Up-Sizing Project, CIP # W362

Dava & Associates, Inc. is pleased to provide this proposal for construction period 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 Construction Period Services	\$27,520.00
ETC Quality Assurance Testing (Allowance)	\$ 6,120.00
Reimbursable Expenses (Allowance)	<u>\$ 660.00</u>
Design Period Total	\$34,300.00

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 Up-sizing Project, CIP# W362

This project, in general, involves construction period services for the administration of the installation project to replace the existing main through the high school property. The design and bidding of the approximately 2,500 feet of continuous 8 inch diameter replacement sewer has been completed. The project duration will last approximately 6 weeks.

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

Task 5 – Construction Administration:..... Fixed Fee of \$2,980

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. Submittals: Prepare and maintain a project submittal review log. Review shop and material submittals, key personal contact list with emergency 24-hr contact numbers, construction schedule, and other data as required and submitted by the Contractor, for compliance with design intent and contract documents. Review the contractor's initial schedule, and all regular updates to the construction schedule.
3. Test Results: Review all QC and QA tests for compliance with the contract documents. Test results will include: densities, gradations, plasticity indexes, proctors, marshals, and oil content.
4. Utility Coordination: Coordinate with utility companies as necessary to minimize conflicts with project.
5. 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. Keep the Town informed of events and developments which could be critical to public safety and convenience.
6. Observation Reports: Prepare observation journal reports, including, at a minimum, comments on schedule and 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.
7. Maintain Project Records: Maintain job site orderly files for correspondence, meeting minutes, shop drawings and material 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.
8. 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 changes. Prepare an estimate of the cost and time impact of the changes and coordinate changes with the Contractor.
9. Claims Support: Provide RFI and/or claims review, documentation, and correspondence. 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 completion of the work. Prepare cover letter for the Progress Payment, recommending issuance of such payments by the Town. Copy the contractor on all pay recommendations letters.

Task 6 – Construction Surveying:..... Fixed Fee of \$8,330

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 horizontal and vertical survey control.
2. Collect and calculate construction survey data, as needed.
3. Coordinate with the Contractor as to schedule for staking, acceptance of staking, and preservation of stakes.
4. Provide pavement removal limits.
5. Provide sewer main stakes at contractor requested intervals.
6. Provide horizontal and vertical control stakes for manholes.
7. Provide horizontal control staking for fence replacement.
8. Locate existing manholes as needed for contractor abandonment

Task 7 – Construction Observation:..... Fixed Fee of \$9,340

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, as-needed, on-site construction observation to monitor the progress and process of ongoing and completed work, to determine and certify compliance in accordance with the contract documents. Notify the contractor and the Town, when work is unsatisfactory, faulty or defective, or does not conform to the contract requirements, or does not meet the requirements of inspections, tests, or approvals, or has been damaged prior to final acceptance. 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. Quality Control Testing (QC): Collect and review test and re-test results from the Contractor.
4. Tests: Verify that compliance tests are conducted by the contractor as required by the contract documents and in presence of the required personnel (such as the Town, and OMI). Observe and report details relative to the test procedures.
5. Professional Design Support: 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 contract documents, when requested by the contractor and/or the Town. Provide field survey for each manhole to verify grade.
6. Progress Meetings: Conduct regularly scheduled progress meetings with Contractor, Town personnel and other 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 8 – Project Close-Out:..... Fixed Fee of \$6,870

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. 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
3. Final Quantities: Determine final contract quantities.
4. Record Drawings: 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.
5. 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.
6. Retain Project Information: Retain one complete copy of the project deliverables to respond to future questions.
7. County Submittal: Prepare and submit Engineer’s Certificate of Completion to Yavapai County Environmental Unit for processing and issuing the Authorization to Discharge.

Project Expenses Allowance Not to Exceed \$6,780

The CONSULTANT will have direct project expenses including, but not limited to: an allowance for Quality Assurance Testing from Engineering Testing Consultants (ETC), printing, copying, submittal and review fees, permitting fees, shipping, and other related expenses. These direct project expenses will be billed at actual cost with a 10% markup according to Dava Associates Town Engineer Agreement.

TOTAL Tasks:	\$27,520
TOTAL QA expense:	\$ 6,120
TOTAL of Expenses:	\$ 660
TOTAL:	\$34,300

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.