



PLANNING  
ENGINEERING  
SURVEYING

**& ASSOCIATES, INC.**

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May 28, 2014

374ANTPK/PRO

Brian Witty  
Parks & Recreation Director  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

Dear Mr. Witty:

RE: PROPOSAL – CONSTRUCTION PERIOD SERVICES  
Antelope Park Lighting & Parking Lot Expansion Project, CIP #P366

Dava & Associates, Inc. is pleased to provide this proposal for construction period services for lighting improvements and parking lot expansion at Antelope Park. Our proposed work scope is enclosed with the following estimated maximum fees summarized below:

ENGINEERING SERVICES

Dava & Associates Construction Period Services	\$ 10,080.00
Electrical Design & Cad Services	\$ 440.00
Expenses	<u>\$ 110.00</u>
Total project fee	\$10,630.00

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

SCOPE OF SERVICES AND FEES

**Antelope Park Lighting and Parking Lot Expansion Project, CIP# P366**

This project, in general, involves construction period services for the administration and survey for the lighting and parking lot expansion project at Antelope Park. 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 \$800**

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 personnel contact list, 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. 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.
5. 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 \$6,120**

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. Coordinate with the Contractor as to schedule for staking, acceptance of staking, and preservation of stakes.
3. Provide pavement removal limits.
4. Provide grading and pavement control stakes.
5. Provide horizontal control staking for light placement.

**Task 7 – Construction Observation:..... Fixed Fee of \$1,200**

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. 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): Review test and re-test results from the Contractor.
4. 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 minutes for each meeting and transmit promptly to all concerned parties.

**Task 8 – Project Close-Out: ..... Fixed Fee of \$1,960**

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.
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.

**Project Expenses ..... Allowance Not to Exceed \$550**

The CONSULTANT will have direct project expenses including, but not limited to: an allowance for consultation with Electrical Design & CADD Services (EDCS) on matters relating to lighting design, 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.

<b>TOTAL Tasks:</b> .....	<b>\$10,080</b>
<b>TOTAL Electrical Design and CADD Services:</b> .....	<b>\$ 440</b>
<b>TOTAL of Expenses:</b> .....	<b>\$ 110</b>
<b>TOTAL:</b> .....	<b>\$10,630</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.