

SCOPE OF SERVICES AND FEES

This project, in general, consists of street widening, curb and gutter, drainage improvements, and sidewalk installation from Hoffman Road to Katie Circle East. The purpose of this project is to improve pedestrian access, improve drainage, and improve pedestrian safety. We have received a Community Development Block Grant administered through the State of Arizona Department of Housing, funded by the U.S. Department of Housing and Urban Development. This project will be located in a developed residential area and borders Mountain View Elementary School.

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

**Task – Base Mapping Services:.....Fixed Fee of \$7,514.00**

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.
  - 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 all relevant existing property pins. Locate visible surface features and underground features, identifying existing dimensions, elevations, slopes, etc.
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. Include the lightest visible shade of most recent available overhead photography (GIS) in the background as a visual supplement only.

**Task – Preliminary Design Services:.....Fixed Fee of \$8,091.00**

The CONSULTANT will provide Preliminary Design Services, as follows:

1. Preliminary Design Concept: Preliminary design concept has been provided during the SOQ process. Any changes to the preliminary design concept will have been addressed during the kick-off meeting to facilitate and streamline the design process.

2. Preliminary Plans: Prepare the preliminary plan sheets per the design concept as approved by the Town during the project kick-off meeting. 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.
  - e. Geometrics: Provide geometrics sheet(s).
  - f. Plan and Profile Sheets: Prepare Plan and Profile sheets for the following:
    - i. Transportation (street and sidewalks/trails.)
    - ii. Drainage (culverts, channels, catch basins, curb, gutter, drainage path directional arrows,).
3. Constructability Review: A constructability review will occur prior to the preliminary plan submittal.
4. Submittals: One submittal will be made for preliminary plans.
5. Utilities Coordination: 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 their request(s) cannot be accommodated.
6. Town Approval: Receive the review comments and incorporate into the successive plan set submittal. The original comment letter with responses will be included with the following submittal.

**Task – Final Design Services: .....Fixed Fee of \$5,576.00**

The CONSULTANT will provide Final Design Services, as follows:

1. Final Design Plans: Prepare the final plan sheets per the preliminary design plans as incorporating the Town’s review comments. 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, sidewalks/trails, etc.)
    - ii. Drainage (culverts, channels, catch basins, curb, gutter, drainage path directional arrows,
  - g. ROW and Property Owner Contact Information will be shown on the plan & profile sheets.
2. Submittals: Final construction plans will be submitted to the Town for review.

3. Final review comments will be incorporated and resubmitted for approval. The original comment letter with responses will be included with the submittal.
4. Utilities Coordination: Coordinate with utilities and provide each utility with a copy of the final design plans for their use. Coordinate with utilities so that any utilities 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 will be prepared using the Town template and submitted with the construction plans.
6. Final Quantities will be calculated and submitted with the construction plans.
7. Detailed Opinion of Probable Cost will be submitted with the construction plans.

**Task – Bidding Services Task:.....Fixed Fee of \$1,936.00**

The CONSULTANT will provide Bidding Services, as follows:

1. Pre-Bid Conference: Schedule, arrange, 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 \$3,758.00**

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

1. Pre-Construction Conference: Schedule, arrange, 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. Submittals: Prepare and maintain a matrix of required submittals. Review shop and erection drawings, material submittals, and other data as required and submitted by the Contractor, for compliance with design concepts.
4. Utility Coordination: Coordinate utility relocation with utility companies as necessary to minimize conflicts with project.
5. 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.
6. 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.

7. 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.
8. 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.

**Task – Construction Surveying:.....Fixed Fee of \$4,800.00**

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. Stake slopes at 50' intervals for the multi-use path.
2. Stake locations wing walls, energy dissipaters and other structures for grading and construction.
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 Storm drain stakes at 25' intervals.
5. Provide curb & gutter, sidewalk and driveway stakes.
6. Provide staking for extension of trail and sidewalks.
7. Provide as-built shots of the storm drain inverts and final grade shots of curb returns and record on the record plans.

**Task – Construction Observation:.....Fixed Fee of \$3,627.00**

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 weekly observation 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 weekly observation 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:** Verify that tests are conducted as required by the construction contract documents and in presence of the required personnel (such as the Town), and that the Contractor maintains required records thereof. Observe, record and report details relative to the test procedures.
6. **Quality Control Testing (QC):** Observe sample collection and testing provided by the Contractor's testing subconsultant. 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 \$3,319.00**

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 \$279.00**

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:..... \$38,900.00**

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", hereinafter referred to as PVDCCS (<http://www.pvaz.net/Index.aspx?page=261>)
6. all applicable local, state, and federal laws and regulations

LOOS DRIVE IMPROVEMENTS, PHASE 4  
HOFFMAN RD. - KATIE CIRCLE EAST

CIP #S339.4  
06/16/2014

TASK	TASK DESCRIPTION	RATE	PROJ MGR	PROJ ENG	INSPECTOR	DESIGNER	SURV MGR	LAND SURV	EXPENSES	TOTAL BUDGET
<b>TASK 1 BASE MAPPING SERVICES</b>										
A	Kickoff Meeting		2	2						\$ 530.00
B	Data Acquisition					2	2			\$ 398.00
C	Utility Locates/Potholing				2					\$ 186.00
D	Survey/DTM Verification					6	2			\$ 770.00
E	Site Survey					6	2	32		\$ 4,610.00
F	Verify/Update Base Map			2		6	2			\$ 1,020.00
<b>SUBTOTALS</b>			<b>2</b>	<b>4</b>	<b>2</b>	<b>20</b>	<b>8</b>	<b>32</b>	<b>\$ -</b>	<b>\$ 7,514.00</b>
<b>TASK 2 PRELIMINARY DESIGN SERVICES</b>										
A	Stage 1 Design		2	10		40				\$ 5,250.00
B	Constructability Review		1	1	2					\$ 451.00
C	Utility Coordination				4					\$ 372.00
D	Stage 1 Submittals (Review/Revisions)					16				\$ 1,488.00
E	Review/Comment Resolution Meeting		2	2						\$ 530.00
<b>SUBTOTAL</b>			<b>5</b>	<b>13</b>	<b>6</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 8,091.00</b>
<b>TASK 3 FINAL DESIGN SERVICES</b>										
A	Stage 2 Design Plans		1	2		16				\$ 1,878.00
B	Constructability Review		1	1	1					\$ 358.00
C	Utility Coordination				1					\$ 93.00
D	Bid Specifications		1	4	16					\$ 2,128.00
E	Opinion of Probable Costs			2		6				\$ 808.00
F	Submittals (Review/Revisions)			1		2				\$ 311.00
<b>SUBTOTAL</b>			<b>3</b>	<b>10</b>	<b>18</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 5,576.00</b>
<b>TASK 1 BIDDING SERVICES</b>										
A	Pre-Bid Conference			4						\$ 500.00
B	Addenda			6		2				\$ 936.00
C	Bid Tabulation			4						\$ 500.00
<b>SUBTOTAL</b>			<b>0</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 1,936.00</b>
<b>TASK 2 CONSTRUCTION ADMINISTRATION</b>										
A	Pre-Construction Conference			2	2					\$ 436.00
B	Submittals Management			1	6					\$ 683.00
C	Professional Design Support				2					\$ 186.00
D	Represent Owner			1	1					\$ 218.00
E	Change Order Evaluations			1	4					\$ 497.00
F	Progress Payment Reviews			2	16					\$ 1,738.00
<b>SUBTOTAL</b>			<b>0</b>	<b>7</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 3,758.00</b>
<b>TASK 3 CONSTRUCTION SURVEYING</b>										
A	Grade Stakes/Curb & Gutter Offset Stakes							20		\$ 2,400.00
B	Blue Tops							16		\$ 1,920.00
C	Drainage Structures/Pipe							4		\$ 480.00
<b>SUBTOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>\$ -</b>	<b>\$ 4,800.00</b>
<b>TASK 4 CONSTRUCTION OBSERVATION</b>										
A	Coordination				4					\$ 372.00
B	Observation (limited)				20					\$ 1,860.00
C	Project Records				3					\$ 279.00
D	Q/C Observations				2					\$ 186.00
F	Construction Progress Meetings				10					\$ 930.00
<b>SUBTOTAL</b>			<b>0</b>	<b>0</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 3,627.00</b>
<b>TASK 1 PROJECT CLOSE-OUT</b>										
A	Punch List				4					\$ 372.00
B	Final Acceptance				1					\$ 93.00
C	Final Quantities			1	4					\$ 497.00
D	As-Built Drawings			1	8	16				\$ 2,357.00
E	Retain Project Information									\$ -
<b>SUBTOTAL</b>			<b>0</b>	<b>2</b>	<b>17</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 3,319.00</b>
<b>TASK 3 PROJECT EXPENSES</b>										
A	Mileage, Mylar drawings								\$ 279.00	\$ 279.00
<b>SUBTOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 279.00</b>	<b>\$ 279.00</b>
		<b>HOURS</b>	10	50	113	118	8	72	371	
		<b>BUDGET</b>	\$ 1,400.00	\$ 6,250.00	\$10,509.00	\$10,974.00	\$ 848.00	\$ 8,640.00	\$ 279.00	<b>\$38,900.00</b>
		<b>GRAND TOTAL</b>					<b>\$38,900.00</b>			