



PLANNING
ENGINEERING
SURVEYING

& ASSOCIATES, INC.

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November 24, 2014

374ENTPW/PRO

Norm Davis, P.E.
Public Works Director
7501 E. Civic Circle
Prescott Valley, AZ 86314

Dear Mr. Davis:

RE: PROPOSAL – CONSTRUCTION PERIOD ENGINEERING SERVICES
Enterprise Parkway Improvement Project - Valley Road to State Route 69

Dava & Associates, Inc. is pleased to provide this proposal for construction period engineering services for the Enterprise Parkway Improvement Project. Our proposed work scope is enclosed with the following estimated maximum fees summarized below:

D&A Design Period Services	\$ 88,010.00
Sub-Consultant Services (Fees)	\$ 38,810.00
Reimbursable Expenses	\$ 440.00
Design Period Total	\$127,260.00

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

Enterprise Parkway Improvement Project, CIP# E364

This project, in general, consists of providing construction period services as further described:

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

Task 9 – Right of Way and Annexation Mapping Services:..... Fixed Fee of \$6,090

The CONSULTANT will provide Right of Way and Annexation Mapping Services, as follows:

1. Fence Location Survey: Provide field location stakes of anticipated fence position to indicate future right of way acquisition from land owner. Meeting with land owners to discuss right of way limits and construction impacts. Adjust and relocate fence corner positions as a result of land owner discussions for their review and approval.
2. Annexation Map and Description: Prepare description and exhibit for property annexation into Town of Prescott Valley. Preparation of annexation map for approval by Town Council.

Task 10 – Quality Assurance:.....Fixed Fee of \$40,170

The CONSULTANT will provide Quality Assurance monitoring as follows:

1. Coordination with Traffic Signal Consultant: Coordination with Lee Engineering on traffic signal installation activities.
2. Quality Control (QC) Testing Review: Collect and review test results from the Contractor's Quality Control firm.
3. Traffic Signal Observation and Acceptance: Lee Engineering will provide review, monitoring, and acceptance protocol for the installation of the traffic signal equipment.
4. Quality Acceptance Testing (QA): Engineering Testing Consultants (ETC) will provide verification testing of contractor activities. Such testing will include: densities, gradations, plasticity indices, proctors, marshals, cylinder compression breaks, oil content, LA abrasion, fracture face, coring, and laboratory analysis. ETC will serve as the ADOT Quality Assurance Representative to cover 50% of the testing frequency requirements for the activities in ADOT right of way as well as covering 20% of the testing frequency requirements in the Enterprise Parkway right of way.

Task 11 – Construction Administration:..... Fixed Fee of \$9,300

The CONSULTANT will provide Construction Administration for the project as follows:

1. Pre-Construction Conference: Attend, conduct, and document the Pre-Construction Meeting, including preparation of agenda, sign-in sheet, and minutes. Review contractor's preliminary schedule and all regular updates to the construction schedule.
2. Submittals: Review shop drawings, material submittals, and other data as required and submitted by the Contractor, for compliance with design concepts.
3. 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.
4. RFI Review: 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 and revised construction drawings, if needed, of the proposed change(s). Prepare and process any change orders, and/or any

field orders that may be required. 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.

5. 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.

Task 12 – Construction Observation & Coordination:Fixed Fee of \$11,100

The CONSULTANT will provide a qualified construction observer and perform Construction Observation as follows:

1. Observation & Coordination: Develop working relationships and act as the liaison for the Town with the Contractor. 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. Coordinate with the Contractor as to schedule for staking. Coordinate with utility companies as necessary.
2. Construction Progress Meetings: Conduct regularly scheduled construction progress meetings with interested parties including ADOT District Staff to provide coordination and to verify Contractor's understanding of each aspect of the work. Discuss project progress and issues. Prepare meeting notes for each meeting and distribute to all concerned parties.

Task 13 – Construction Surveying:Fixed Fee of \$40,160

The CONSULTANT will provide the following survey services, including construction stakes, lines and grades in conformance with MAG Section 105.8 and the project specifications, as follows:

1. Locate, check and confirm control. Provide project control. Collect and calculate survey data, as needed.
2. Provide limits for clearing and grubbing and limits of removals.
3. Provide vertical and horizontal control for staking of roadway excavation and embankment.
4. Provide vertical and horizontal control for staking of drainage pipes and structures.
5. Provide vertical and horizontal control for staking of curb and valley gutter.
6. Provide vertical and horizontal control for staking of traffic signal elements and provide verification.
7. Provide vertical and horizontal control for staking subgrade and ABC grade control.
8. Provide vertical and horizontal control for staking of guard rail and right of way fencing.
9. Provide horizontal location of signing and marking.

Task 14 – Project Close-Out; Record Documents:Fixed Fee of \$12,390

The CONSULTANT will provide Project Close-Out Services, as follows:

1. As-Built Survey: Field surveys to collect measurements of completed construction items.
2. Final Acceptance: Perform final observations with Town and Contractor personnel and develop the "punch list" of deficiencies and incomplete work. Upon the contractor's completion of all punch list items, conduct a final inspection to ensure and verify all punch list items are complete. Prepare an "Engineer's Certification" for acceptance of all completed work.
3. Final Quantities: Determine final contract quantities.
4. Project Documentation and Record Drawings: Prepare and certify reproducible "Record Drawings" (one set of the scanned or digitally recorded images in Town-approved formats) showing the "as-built" condition of the work for submission to the Town for their permanent records. Submit planimetric and contour/dtm data used to develop the final project to the Town in DWG or DXF format.

Task 15 – Record of Survey:..... Fixed Fee of \$7,090

The CONSULTANT will provide the following survey services for the preparation of a Plat of Dedication for Town Council approval, as follows:

1. Monuments: Locate and establish location of record monuments for roadway alignment at intersections, PC and PT's. Field surveys to set and establish right of way location monuments.
2. Plat of Dedication: Preparation of Plat of Dedication for approval by Town Council that will identify and document horizontal location of alignment and right of way monuments.

Task – Project Expenses Allowance Not to Exceed \$39,250

The CONSULTANT will have direct project expenses including, but not limited to: sub-consultant fees, printing, copying, submittal, review, shipping, permitting fees, and other related expenses. These direct project expenses will be billed at actual cost with a 10% markup in accordance with our Town Engineer Services Agreement. Sub-consultant fees listed below are also included in Task 10.

TOTAL Consultant (Dava):	\$88,010
Total Sub-Consultant (Lee)	\$ 6,430
Total Sub-Consultant (ETC)	\$32,380
Total Expenses	\$ 440
Total Tasks	\$127,260

Services provided shall be in conformance with:

1. this agreement, and all amendments thereof,
2. Dava & Associates, Inc. Town Engineer Services Agreement; 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.