

DAVA

PLANNING
ENGINEERING
SURVEYING

& ASSOCIATES, INC.

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June 22, 2015

374WNSNG/PRO

Kimberly Moon, PE
Capitol Projects Coordinator
Town of Prescott Valley
7501 E. Civic Circle
Prescott Valley, AZ 86314

Dear Ms. Moon:

RE: Proposal for Final Design & Construction Period Engineering Services
Windsong Drive Pedestrian Improvements, Phase 1 – CIP # 371

Thanks you for the opportunity to provide professional services for the Windsong Drive Pedestrian Improvements Project. We appreciate the faith you have placed in us to complete the design and provide construction period services for this Community Development Block Grant (CDBG) funded project. Dava & Associates, Inc. is pleased to provide this proposal for engineering design and construction administration for the sidewalk and roadway improvements as outlined in the enclosed scope of work and summarized below:

Dava Associates Professional Services	\$33,460.00
ETC Professional Services (Quality Assurance)	\$ 5,110.00
Reimbursable Expenses	\$ 330.00
TOTAL	<u>\$38,900.00</u>

The above scope of services will be provided on a fixed fee basis in conformance 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

GB:gb

Encl.

cc: Norm Davis, P.E., Public Works Director
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Windsong Drive Pedestrian Improvements, Phase 1 - CIP # E371

SCOPE OF PROFESSIONAL SERVICES AND FEES

This project, in general, consists of design and construction period services to prepare final construction documents and provide construction survey and administration for the purpose of implementing sidewalk improvements along Windsong Drive south of Lakeshore Drive funded by a Community Block Development Grant (CBDG) as further described:

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

Task 1 – Survey and Preliminary Plan Review:..... Fixed Fee of \$1,950

The CONSULTANT will provide Survey and Preliminary Plan Review Services, as follows:

1. Survey & Mapping: Acquire new and available data applicable for the design of this project. The additional data will augment the previous work for preliminary design and Town’s topographical mapping; update and verify the base drawing used for project.
2. Review & Coordination: Submit preliminary plans to the Town for review of project goals and specifics. Meet with Town staff and other entities including Fain Signature Group as necessary to coordinate progress.
3. Utilities Coordination: Begin coordination with utilities and provide each utility with a copy of the preliminary 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 if necessary.

Task 2 – Final Construction Drawings (100% Plans):..... Fixed Fee of \$5,840

The CONSULTANT will provide Final Construction Drawings as follows:

1. Construction Drawings (100% Plans): Update the preliminary plan sheets per additional plan review comments and Staff direction. Complete design and prepare 100% level plans. The final plans shall include the following sheets:
 - a. Cover: Prepare 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: Revise geometrics and prepare geometric sheet.
 - c. General Notes: Update general notes to reflect current ToPV construction notes.
 - d. Details: Include latest revision of ToPV Standard Details and other details that may be necessary.
 - e. Erosion Control Plan: Prepare sheets summarizing the overall project, with erosion control measures as necessary.
 - f. Plan and Profile Sheets: Prepare plan and profile sheets for the roadway improvements to reflect 2008 datum, existing roadway, and proposed improvements.
 - g. Pavement marking and signing plan.
 - h. Traffic control guidance plan.
2. Bid Documents: Prepare draft Technical Specifications, Special Provisions, and Bid Schedules. Update and revise bid documents per Staff direction.
3. Quantities and Final Cost Estimate: Determine Final Quantities and provide detailed Opinion of Probable Cost (Engineer’s Estimate).
4. Submittals: Provide submittals to the Town for review. Make final corrections and resubmit, with the original comments, for approval.
5. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the final construction drawings for their information.
6. Meetings: Meet with Town staff and other entities to update progress; address plan review comments; identify special conditions; and refine construction schedule.

Task 3 – Bidding Services Task:..... Fixed Fee of \$3,020

The CONSULTANT will provide Bidding Services, as follows:

4. Pre-Bid Conference: Attend, conduct, and document the Pre-Bid Conference, including preparation of agenda, sign-in sheets, and minutes.
5. Addenda: Prepare necessary Addenda and submit to the Town for approval and distribution.
6. Bid Tabulation: Tabulate bids and verify lowest responsible bidder. Prepare memo for recommendation of award.
7. Coordination and Meetings: Coordination and administration of project. Meetings with Town staff to address bidding issues, schedule, and budget.

Task 4– Quality Assurance:..... Fixed Fee of \$5,510

The CONSULTANT will provide Quality Assurance monitoring as follows:

1. Quality Control (QC) Testing Review: Collect and review test results from the Contractor's Quality Control firm.
2. 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.

Task 5 – Construction Administration:..... Fixed Fee of \$5,450

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. 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 6 – Construction Observation & Coordination:..... Fixed Fee of \$4,660

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 regarding schedule for staking. Coordinate with utility companies as necessary.

2. Construction Progress Meetings: Conduct regularly scheduled construction progress meetings with interested parties 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 7 – Construction Surveying: Fixed Fee of \$8,010

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 preparation.
4. Provide vertical and horizontal control for staking of curb and gutter.
5. Provide vertical and horizontal control for staking subgrade and ABC grade control.
6. Provide horizontal control for staking of right of way fencing.
7. Provide horizontal location of signing and marking.

Task 8 – Project Close-Out; Record Documents: Fixed Fee of \$3,260

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 project design file to the Town in DWG or DXF format.

Task 9 – Record of Survey: Fixed Fee of \$870

The CONSULTANT will provide the following survey services for the preparation of a Record of Survey for Town's use, 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. Record of Survey: Preparation of Record of survey that will identify and document horizontal location of alignment and right of way monuments.

Project Expenses Allowance Not to Exceed \$5,440

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. Sub-consultant fees listed below are also included in Task 4 and Project Expenses. Reimbursable expenses listed below have not been included in above tasks, but are included in Project Expenses.

TOTAL Consultant (Dava):	\$33,460
Total Sub-Consultant (ETC)	\$ 5,110
Reimbursable Expenses	\$ 330
Project Total	\$38,900

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. the Town of Prescott Valley, Public Works Department, Engineering Division Design and Construction Standards and Specifications (<http://www.pvaz.net/Index.aspx?page=261>)
5. All applicable local, state, and federal laws and regulations.