



& ASSOCIATES, INC.

PLANNING
ENGINEERING
SURVEYING

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June 11, 2015

374GHLTS/PRO

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

Dear Mr. Davis:

RE: PROPOSAL - DESIGN PERIOD ENGINEERING SERVICES
Glassford Hill – Long Look Traffic Signal & Intersection Improvements CIP # S

Dava & Associates, Inc. is pleased to provide this proposal for design period engineering services for the Glassford Hill – Long Look Signal and Intersection Improvements Project. Our proposed work scope is enclosed with the following estimated maximum fees summarized below:

D&A Design Period Services	\$62,040.00
Lee Engineering (Sub-Consultant Services)	\$14,520.00
Reimbursable Expenses	<u>\$ 440.00</u>
Design Period Total	\$77,000.00

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

Glassford Hill – Long Look Traffic Signal & Intersection Improvements, CIP # S

This scope, in general, consists of:

Providing professional design services to replace the existing traffic signal equipment and expand the intersection of Glassford Hill Road and Long Look Drive providing additional traffic lanes in all directions to relieve peak hour congestion; and to provide left turn capability at the Glassford Hill and Tuscany Lane intersection for enhanced safety and accessibility. The basic service tasks the CONSULTANT will accomplish for this scope are listed herein.

Task 1 – Base Mapping Services:.....Fixed Fee of \$13,230

The CONSULTANT will provide Base Mapping Services, as follows:

1. Data Acquisition: Acquire new and available data applicable for the design of this project, including GIS, previous plans, blue stake & other information. Review previous plans; acquire existing easement and right of way documents; ROW Maps; available GIS information, available as-built or record drawings, available field markings for blue stake etc. applicable to this project.
2. Design Survey: Provide topographic survey in appropriate level of detail to supplement the available GIS information received from the Town. Locate visible surface features. Survey available bluestake for underground utilities to verify location, as applicable. Survey above ground utility facilities; cross section existing roadway surface; determine existing dimensions, elevations, slopes, fencing, and as-built features. Set construction control monuments every 500 feet or so along alignments.
3. Base Map: Prepare base map with existing conditions and structures added since original 2008 mapping. Confirm project is in TOPV 2008 mapping datum. Include benchmarks, found pins, property lines, fencing, easements, rights-of-way, and encroachments, as well as available existing utility information.

Task 2 – Preliminary Design Services (60% Plans):Fixed Fee of \$25,000

The CONSULTANT will provide Preliminary Design Services, as follows:

1. Meetings: Meet with Town staff and other entities including Humboldt Unified School District and Fain Land & Cattle Company to refine the scope, acquire data, identify special conditions, and schedule.
2. Preliminary Plans: Prepare preliminary plan set. Prepare preliminary plans to 60% level of completeness. The preliminary 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 provide other details including typical sections 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. Traffic Signal Design: Present preliminary design of expanded traffic signal at Glassford Hill Road and Long Look Drive prepared by Lee Engineering.

3. Utility Relocation: Coordination with Arizona Public Service Company (APS) to provide exhibits and information to enable the relocation of the existing overhead power lines crossing Glassford Hill Road at the Long Look intersection.
4. Right of Way Description: Determine right of way limits. Preparation of exhibits for property descriptions for presentation to Fain Land & Cattle Company for acquisition and reservation of property needed for project.
5. Quantities and Preliminary Cost Estimate: Determine preliminary construction quantities for preliminary cost estimation.
6. Submittals: Submit the preliminary plans to the Town of Prescott Valley. Address Town review comments; make corrections as required; and resubmit as necessary until approved.
7. Utilities Coordination: Coordinate with utilities and provide each utility with a copy of the preliminary design plans for their review. Receive utility company input and address their comments and concerns. Field survey to mark potential alignment and utility conflicts; collect location of existing facilities as marked or located by the utility companies. It is understood that any pothole location services will be provided by the Town using Town forces or contractors. Minimize, as feasible, the relocation of all utilities during preliminary design.
8. Traffic Signal Design: Coordinate and incorporate preliminary design with Lee Engineering who will prepare traffic signal design plans noted in 2.g. above based in part from direction received from the Town and recommendations by Lee Engineering. Provide CADD drawing files to Lee Engineering for their use in preparing traffic signal design. Lee Engineering will provide a preliminary design for the traffic signal needed for the expanded intersection of Glassford Hill Road and Long Look Drive. A copy of the Lee Engineering services proposal is included with this scope.

Task 3 – Final Design Services (95% Plans):.....Fixed Fee of \$13,440

The CONSULTANT will provide Final Design Services, as follows:

1. Meetings: Meet with Town staff and other entities including Lee Engineering and Fain Land & Cattle Company as necessary to update progress; address plan review comments; identify special conditions; and refine construction schedule.
2. Final Design Plans (95%): Update the preliminary plan sheets per the approved preliminary design plans and Staff direction. Complete final design and prepare 95% level plans. The 95% level plans will include other sheets as requested in the Preliminary Plan Review.
3. Bid Documents: Prepare draft Technical Specifications, Special Provisions, and Bid Schedules.
4. Provide submittals to the Town for review. Address review comments and make corrections. Resubmit with the original comments for approval.
5. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the 95% design 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.
6. Right of Way Description: Adjust right of way limits in accordance with direction received from Towns Staff and property owners. Preparation of property descriptions for presentation to Fain Land & Cattle Company for acquisition and reservation of property needed for project.
7. Quantities and Cost Estimate: Determine quantities and Provide Detailed Opinion of Probable Cost (Engineer’s Estimate).
8. Traffic Signal Design: Coordinate final design with Lee Engineering who will provide final design for the traffic signal needed for the expanded intersection of Glassford Hill Road and Long Look Drive.

Task 4 – Final Construction Drawings (100% Plans):..... Fixed Fee of \$6,590

The CONSULTANT will provide Final Construction Drawings as follows:

1. Construction Drawings (100% Plans): Update the final plan sheets per the approved final design plans and Staff direction. Complete design and prepare 100% level plans.
2. Bid Documents: Update and revise Technical Specifications, Special Provisions, and Bid Schedules per Staff direction.
3. Submittals: Provide submittals to the Town for review. Make final corrections and resubmit, with the original comments, for approval.
4. Utilities Coordination: Continue to coordinate with utilities and provide each utility with a copy of the final construction drawings for their information.
5. Quantities and Final Cost Estimate: Determine Final Quantities and provide detailed Opinion of Probable Cost (Engineer's Estimate).
6. Meetings: Meet with Town staff and other entities to update progress; address plan review comments; identify special conditions; and refine construction schedule.

Task 5 – Bidding Services Task:..... Fixed Fee of \$3,780

The CONSULTANT will provide Bidding Services, as follows:

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

Sub-consultant Fees & Expenses..... Allowance Not to Exceed \$14,960

The CONSULTANT will have direct project expenses including, but not limited to: sub-consultant fees and allowances, printing, copying, submittal, review, shipping, permitting fees, and other related expenses. The direct project expenses are excluded from the fees for each task and will be billed at actual cost with a 10% markup in accordance with our Town Engineer Services contract.

TOTAL D&A Services:	\$62,040
Sub-Consultants Fees – Traffic Signal Design	\$14,520
Expenses:	\$ 440
Total Expenses	\$14,960

TOTAL:..... \$77,000

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>); and
6. All applicable local, state, and federal laws and regulations.



ARIZONA
TEXAS
NEW MEXICO
OKLAHOMA

April 23, 2015

Mr. Gordon Bowers, PE
Dava & Associates
310 East Union St.
Prescott, AZ 86301

**RE: *Scope & Fee Proposal – Traffic Signal Design
Glassford Hill Road at Long Look Drive***

Dear Mr. Bowers:

Pursuant to your e-mail, Lee Engineering respectfully submits this proposed Scope of Work and Fee for subject project. It is assumed that this project will follow the ADOT Permit process.

SCOPE OF WORK:

1. Discuss with Dava & Associates and applicable Town staff specific design issues:
 - Civil improvements,
 - Changes in signal sequence as consequence of civil changes, and
 - Other issues as identified by Dava & Associates and/or Town staff.
2. Conduct field observations and measurements of existing conditions, as necessary. Observe locations of existing electrical service point, surface utility facilities. Dava & Associates to provide any additional information relative to any known relocations of utilities already planned and any information that may affect location of electrical service.
3. Obtain civil and signing/stripping CADD plans of any existing or proposed civil improvements, including utilities and right-of-way information from Dava & Associates. Any available CADD files shall be supplied to Lee Engineering by Dava & Associates in whatever native format being used for the civil design, and converted by Lee Engineering into Intergraph Microstation for the signal design.
4. Prepare signal design plans. One sheet shall be a plan view (1"=20'), and one sheet shall be an equipment and conductor schedule. A third sheet shall depict signal phasing and signing requirements. Additional sheets shall be added, if necessary, for details. Design plans shall be submitted to Dava & Associates for transmittal to necessary parties for review. Revisions shall be provided based on comments at the 60%, 95% and 100% stage submittals. Final plans shall be provided, full-size, As PDF, and sealed by an Arizona Registered Professional Engineer.

5. Develop Engineer's Estimate, Bid Item List and Special Provisions. Submit Estimate, Bid List and Special Provisions for review, along with plans.
6. Respond to telephone inquiries during the bid and construction phases, as necessary. Review and comment on equipment submittals.
7. Develop revised signal timing for installation after project completion, at next scheduled routine controller maintenance (typically April or November).

PROJECT SCHEDULE:

Lee Engineering shall commence work immediately upon receipt of a signed contract or written (or e-mail) Notice to Proceed from Dava & Associates followed by official paperwork.

Review times are beyond the control of Lee Engineering, but a one week turn-around on the part of the reviewers would be desirable.

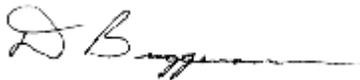
- 60% Plans - 15 working days from receipt of signed contract and civil CAD files,
- 95% Plans - 10 working days from receipt of 60% review comments,
- Final PS&E - 5 working days from receipt of 95% review comments.

COST PROPOSAL:

Lee Engineering proposes to conduct the above stated scope of work for a lump sum fee of Thirteen Thousand Two Hundred Dollars (\$ 13,200). Additional services, such as post design oversight of construction, may be negotiated upon request.

Thank you for the opportunity to continue serving Dava & Associates and the Town of Prescott Valley!!

Sincerely,
Lee Engineering, LLC



Dave Bruggeman, PE, PTOE
Principal