



PLANNING
ENGINEERING
SURVEYING

& ASSOCIATES, INC.

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June 28, 2016

374SLCSL/PRO

Ron Pine, P.E., CFM
Engineering Manager
7501 E. Civic Circle
Prescott Valley, AZ 86314

Dear Mr. Pine:

RE: PROPOSAL - Construction Period Engineering Services
Glassford Hill Summit Trail – Castle Drive Improvements, CIP # P41.2

Dava & Associates, Inc. is pleased to provide this proposal for construction period engineering services for the Glassford Hill Summit Trail – Castle Drive Improvement Project. Our propose work scope is enclosed with the following estimated maximum fees summarized below:

D&A Construction Period Services	\$20,570.00
Engineering Testing Consultants (ETC) Services	\$ 2,830.00
Reimbursable Expenses	<u>\$ 220.00</u>
Construction Period Total	\$23,620.00

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 Summit Trail - Castle Drive Improvements, CIP #P41.2

This scope, in general, consists of:

Providing professional construction period services to assist in the construction of the improvements to Castle Drive between Sunset lane and Antelope Lane. The basic service tasks the CONSULTANT will accomplish for this scope are listed herein.

Task 5 – Construction Administration:Fixed Fee of \$3,150

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

1. Pre-Construction Meeting: Attend the Pre-Construction Meeting, including review of the agenda and minutes.
2. Submittals: Prepare and maintain a project submittal review log. Review shop and material submittals, key personal contact list with emergency 24-hr contact numbers, 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. 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: Provide RFI and/or claims review, documentation, and correspondence. Prepare and process any change orders, and/or any field orders that may be required. Keep the Town informed of events and developments which could be critical to public safety and convenience.
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.

Task 6 – Construction Surveying:Fixed Fee of \$9,720

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 subgrade and ABC grade control.
6. Provide horizontal location of signing and marking.

Task 7 – Quality Assurance:Fixed Fee of \$3,350

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: compaction densities,

gradations, plasticity indices, proctors, LA abrasion, cylinder compression breaks, oil content, and laboratory analysis.

Task 8 – Construction Observation & Coordination:.....Fixed Fee of \$3,660

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 as to 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 9 – Project Close-Out:.....Fixed Fee of \$3,740

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 Quantities: Determine final contract quantities by survey or other methods. Prepare and process final reconciliation change order.
3. Record Drawings: Prepare and certify reproducible “Record Drawings” 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.
4. 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.

D&A	\$20,570
QA ETC	\$2,830
REIMBURSABLE EXPENSES	\$220
TOTAL:	\$23,620

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.



Engineering & Testing Consultants, Inc

Quality Control Cost Estimate

Date - June 28, 2016

Town of Prescott Valley-Castle Dr. Improvements QA (Revised) Prescott Valley, AZ

PROPOSED SERVICES:

S/G, ABC, Concrete, Chip Seal Sampling & Testing

Quality Control Testing, Earthwork

Quality Control Technician	12	Hrs.	\$70	Per hr.	\$840
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Quality Control Testing, Concrete

Quality Control Technician	3	Hrs.	\$70	Per hr.	\$210
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Quality Control Testing, Chip Seal

Quality Control Technician, Sampling	4	Hrs.	\$70	Per hr.	\$280
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Laboratory Testing

ASTM D-698 Proctor	2	Each	\$120	Per test	\$240
Plasticity Index	1	Each	\$100	Per test	\$100
Los Angeles Abrasion (LAR)	1	Each	\$500	Per test	\$500
Fractured Face	2	Each	\$85	Per test	\$170
Specific Gravity & Absorption - Coarse	0	Each	\$60	Per test	\$0
Specific Gravity & Absorption - Fine	0	Each	\$110	Per test	\$0
Particle Size Analysis/Gradation	2	Each	\$80	Per test	\$160
Concrete Compression Tests (4 per set)	4	Each	\$18	Per test	\$72

ESTIMATED COST, BASE BID/QC Tests \$2,572

Any night or weekend work will be billed at 1.5 times normal rates. (Not included in this proposal)
 This proposal does not include A/C or Concrete plant control.
 Rates are portal to portal from our Prescott office with no mileage charges or minimum hourly trip charges.
 This estimate is based on our review of the project documents.
 We do not intend to say that the project can be constructed within the time frame we listed.
 For estimating purposes you should use our unit rates.
 ETC will only invoice for actual time and costs for the project.
 This estimate is based on an on-call basis only and it is the responsibility of the client for scheduling.
GEOTECHNICAL ENGINEERING · SOILS & MATERIALS TESTING · SPECIAL INSPECTION
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