

Exhibit "A"



*Civil, Water, Wastewater, Drainage and Transportation Engineering
Construction Management • Surveying
California • Arizona*

September 12, 2016

Neil Wadsworth, PE
Town of Prescott Valley
7501 E Civic Circle
Prescott Valley, AZ 86314

Subject: Scope of Services and Fee for Professional Engineering and Surveying Services:
Section 2 Sewer Improvements

Dear Mr. Wadsworth,

Civiltec Engineering, Inc. is pleased to provide you with the following proposal to provide professional Engineering and Surveying services for the aforementioned project.

Project Understanding:

Section 2 of Township 14N, Range 01W is currently undeveloped State Land. It is located between E. Roundup Drive, N. Ramada Lane, E. Manley Drive and N. Bronco Lane. There is an existing sewer main in Section 2 that generally follows the alignment of the Santa Fe Loop. The existing sewer line in the southwest corner of Section 2 is a recently upsized 18-inch PVC sewer main. The 18-inch PVC main joins an 8-inch PVC sewer main from the northwest corner of Section 11. From this point downstream, the existing sewer main is 12-inch PVC. The 12-inch PVC sewer joins another 8-inch PVC sewer main from the northeast corner of Section 11 near N. Ramada Lane. The existing configuration of this connection is such that primary and secondary sewer flows are split between a sewer main continuing north near N. Ramada Lane and another main nearby continuing east near E. Long Mesa Drive.

The scope of services for this project includes the design of a new 18-inch PVC sewer main from the existing 18-inch main in Section 2 to the intersection of N. Prairie Lane and E. Roundup Drive (northeast corner of Section 2). This is approximately 6,700 linear feet.

It is assumed that no 404/401 permitting will be needed for this project. These improvements should be covered under a Nationwide Permit 12 Utility Line Activities. This NWP covers activities required for the construction, maintenance, repair, and removal of utility lines and associated facilities in waters of the United States, provided the activity does not result in the loss of greater than 1/2-acre of waters of the United States for each single and complete project. It is also assumed a pre-construction notification to the District Engineer will not be needed based on the notification criteria for NWP 12.

It is assumed that no cultural or environmental surveys, studies or clearances will be needed for this project if construction activities are limited to the existing easement. However, if additional easement

Prescott Valley Section 2 Sewer Improvements

acquisition is needed from the State Land Department, these services may be needed and can be added to our scope of services through a contract addendum.

It is assumed that no geotechnical testing and report will be needed for this project.

Additional information includes the following:

- There is an existing easement for the existing sewer main in Section 2. This easement will need to be located. If possible, the new sewer main should be located in the existing easement. If this is not possible, the existing easement may need to be widened.
- It is likely that the existing 12-inch sewer main is to remain in place. The new 18-inch main will be the primary sewer main. However, the existing 12-inch main may be utilized in the future.
- Project research will include obtaining the new Viewpoint Drive – Santa Fe Loop Road alignment and flood control channel design in the project area, and non-conflict planning will be considered in this design.
- The project will utilize MAG Specifications and Quad City Details. Prescott Valley details will be used when appropriate.
- The project scope of services will include a design report (technical memorandum) and obtaining and ADEQ Approval to Construct through Yavapai County Environmental Services. All review fees will be paid separately by the Town and are not included in Civiltec's fees.
- Post design consultant services and ADEQ post construction certification will be provided through a separate agreement next fiscal year.
- The Town's Sewer Master Plan identifies Section 2 as an area with no development. Currently, Section 2 is planned for residential land use excluding the northwest corner as open space. Design flows from the Master Plan will have to be updated based in the current proposed land use for Section 2.
- The record drawings for the existing 12-inch sewer main are based on a different vertical datum. A conversion to the current Town vertical datum will be identified and performed when using these drawings for informational purposes.
- The Town's existing 2 foot contour interval topographic mapping and field surveying will be used to develop the project base map.

Scope of Services:

Phase 1 – Surveying Services –

Task 1 – Field Survey: This task includes conducting a field survey of the existing sewer system and easement in Section 2. The field survey will include locating existing manhole rims, inverts, topography and field monuments relevant for locating the existing easement. (Fee: \$3960.00)

Prescott Valley Section 2 Sewer Improvements

Task 2 – Easement and ROW Location: This task includes office work and calculations necessary to determine the location of the existing sewer easement and road right-of-way at our sewer join points. The easement lines and right-of-way locations will be approximated from existing found boundary monuments, maps, legal descriptions, etc. (Fee: \$4120.00)

Task 3 – Base Map Preparation: This task includes compiling the aforementioned sewer, topographic, easement and right-of-way information into an electronic CADD base map. Our data will be combined with the Towns topographic mapping to produce a base map for the project. (Fee: \$3595.00)

Phase 2 – 30% Design Engineering Services

Task 1 – Concept Alternatives: This task includes development of concept alternatives outlining various solutions to upsizing line capacity. Solutions to be analyzed include a parallel augmenting main line, a parallel replacement main line, and upsizing existing line with other technologies. A technical memorandum will be provided with a ranking matrix supporting the chosen alternative. (Fee: \$1120.00)

Task 2 – Utility Research: This task includes requesting all utility data and as-built plans from relevant utility companies and adding the record data into the project base map. (Fee: \$1480.00)

Task 3 – 30% Improvement Plans: This task includes the preparation of 30% improvement plans. At this stage, the plans will include a cover sheet, general note sheets and plan and profile sheets. The plans will include utility locations based on utility maps and field observations. (Fee: \$5556.00)

Task 4 – 30% Cost Estimate: This task includes preparation of the initial 30% EOPC for the construction of the improvements. (Fee: \$715.00)

Task 5 – 30% Utility Coordination: This task includes distribution of the 30% improvement plans to utility companies and correspondence with the utility companies to identify facilities not shown or shown incorrectly on the plans. (Fee: \$1040.00)

Phase 3 – 60% Design Engineering Services

Task 1 – Utility Potholes: This task includes a potential for utility potholing services through a Civiltec sub consultant. For budgetary purposes, it is assumed that up to 5 potholes will be required and each pothole will cost \$500. This task will be performed and billed only if it is deemed that potholing is desired. (Fee: \$4365.00)

Task 2 – 60% Improvement Plans: This task includes the preparation of 60% improvement plans. At this stage, the plans will include a cover sheet, general note sheets, survey and geometric data sheet, plan and profile sheets, and some detail sheets. The plans will include utility locations based on the pothole information and will address 30% design stage comments from the Town. (Fee: \$8912.00)

Prescott Valley Section 2 Sewer Improvements

Task 3 – 60% Special Provisions: This task includes the preparation of the initial 60% special provisions. The general specifications will be the Uniform Standards Specifications and Details for Public Works Construction (MAG 2016). The special provisions will modify and clarify the general specifications for this project. (Fee: \$3236.00)

Task 4 – 60% Cost Estimate: This task includes preparation of the 60% EOPC for the construction of the improvements. (Fee: \$715.00)

Task 5 – 60% Sewer Design Report: This task includes preparation of the initial 60% (preliminary) sewer system design report/memorandum. The report/memorandum will include design elements relevant for obtaining the ADEQ Approval to Construct through Yavapai County Environmental Services. Design flows will be modified from the Town's Sewer Master Plan based on current land planning documents for Section 2. (Fee: \$3858.00)

Task 6 – 60% Utility Coordination: This task includes distribution of the 60% improvement plans to utility companies, correspondence with the utility companies to identify facilities not shown or shown incorrectly on the plans, discussion of the results of the pothole investigation, and identification of utilities in conflict. (Fee: \$780.00)

Phase 4 – 90% Design Engineering Services

Task 1 – 90% Improvement Plans: This task includes the preparation of 90% improvement plans. At this stage, the plans will include a cover sheet, general note sheets, survey and geometric data sheet, plan and profile sheets, detail sheets, and other sheets needed for the plans to be substantially complete. The plans will include utility relocations if necessary and will address 60% design stage comments from the Town. (Fee: \$8912.00)

Task 2 – 90% Special Provisions: This task includes the preparation of 90% special provisions. The special provisions will modify and expand on the special provisions provided in the 60% submittal and will address all 60% design stage comments from the Town. (Fee: \$1618.00)

Task 3 – 90% Cost Estimate: This task includes preparation of the 90% EOPC for the construction of the improvements. (Fee: \$903.00)

Task 4 – 90% Sewer Design Report: This task includes preparation of the 90% (pre final) sewer system design report/memorandum. The report/memorandum will modify and expand on the report/memorandum provided in the 60% submittal and will address all 60% design stage comments from the Town. (Fee: \$1618.00)

Task 5 – 90% Utility Coordination: This task includes distribution of the 90% improvement plans to utility companies and correspondence with the utility companies regarding any potential relocations necessary for the construction of the project. (Fee: \$780.00)

Phase 5 – 100% Design Engineering Services

Task 1 – 100% Improvement Plans: This task includes the preparation of 100% improvement plans. These plans will include the final modifications and details necessary for the project bid documents and will address all 90% design stage comments from the Town. (Fee: \$5216.00)

Prescott Valley Section 2 Sewer Improvements

Task 2 – 100% Special Provisions: This task includes the preparation of 100% special provisions. These special provisions will include the final additions and modifications necessary for the project bid documents and will address all 90% design stage comments from the Town. (Fee: \$280.00)

Task 3 – 100% Cost Estimate: This task includes preparation of the 100% EOPC for the construction of the improvements. This EOPC will be the basis for the project bid proposal. (Fee: \$623.00)

Task 4 – 100% Sewer Design Report: This task includes preparation of the 100% (final) sewer system design report/memorandum. The report/memorandum will modify and expand on the report/memorandum provided in the 90% submittal and will address all 90% design stage comments from the Town. (Fee: \$903.00)

Task 5 – ADEQ Approval to Construct: This task includes the preparation of submittal forms, submittal, and coordination with Yavapai County Environmental Services to obtain the Approval to Construct for the project. (Fee: \$1040.00)

Task 6 – 100% Utility Coordination: This task includes distribution of the 100% improvement plans to utility companies. (Fee: \$260.00)

Phase 6 – Project Management

Task 1 – Kick-off Meeting: This task includes the preparation of a meeting agenda, sign-in-sheet, project exhibit, project schedule, meeting minutes, and the attendance of two (2) Civiltec employees. (Fee: \$590.00)

Task 2 – 30% Design Review Meeting: This task includes the preparation of a meeting agenda, sign-in-sheet, and meeting minutes, and the attendance of two (2) Civiltec employees. (Fee: \$590.00)

Task 3 – 60% Design Review Meeting: This task includes the preparation of a meeting agenda, sign-in-sheet, and meeting minutes, and the attendance of two (2) Civiltec employees. (Fee: \$590.00)

Task 4 – 60% Utility Coordination Meeting: This task includes the preparation of a meeting agenda, sign-in-sheet, meeting minutes, and the attendance of two (2) Civiltec employees. The goal of this meeting will be to review the 60% improvement plans with the utility companies, identify utilities in conflict, discuss project schedule, and discuss relocation design and schedule. (Fee: \$590.00)

Task 5 – 90% Design Review Meeting: This task includes the preparation of a meeting agenda, sign-in-sheet, and meeting minutes, and the attendance of two (2) Civiltec employees. (Fee: \$590.00)

Task 6 – 90% Utility Coordination Meeting: This task includes the preparation of a meeting agenda, sign-in-sheet, and meeting minutes, and the attendance of two (2) Civiltec employees. The goal of this meeting will be to review the 90% improvement plans with the utility companies, discuss project schedule, and discuss relocation design and schedule. (Fee: \$590.00)

Prescott Valley Section 2 Sewer Improvements

Task 7 – Processing & Correspondence: This task includes general project management, processing and correspondence, and schedule updates. (Fee: \$5760.00)

Civiltec greatly appreciates the opportunity to work with the Town of Prescott Valley on the Section 2 Sewer Improvement Project. We are prepared to begin this project immediately.

Our hourly rates and estimate fee for the project are included on the attached spreadsheet. Please contact me if you have any questions or concerns.

Thanks again,
CIVILTEC ENGINEERING, INC.



Rick Shroads, PE, RLS
Founder



Chris Dusza, PE, CFM
Vice President

PP16061.00-PV Section 2 Sewer Main