



October 10, 2016

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

Subject: **Proposal for providing professional construction period services for Viewpoint Drive Stormwater Channelization Phase 2, CIP # S168.5b**

Dear Mr. Pine:

Thank you for the opportunity to provide Lyon Engineering's proposal for professional construction period services for Viewpoint Drive Stormwater Channelization Phase 2, CIP # S168.5b. We look forward to continuing our excellent working relationship with Town staff. Please find attached our proposed scope of services and fees, summarized as follows:

Pre-Construction Activities	\$ 4,560
Construction Activities	\$16,130
Post-Construction Activities	\$ 6,355
<u>TOTAL</u>	<u>\$27,045</u>

The services will be provided on a fixed fee basis. If the scope of services and fees meet your approval, we can commence at your direction. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Kevin D. Horton'.

Kevin D. Horton, P.E., CFM
Vice President

SCOPE OF SERVICES AND FEES

This project, in general, consists of:

Providing professional construction period services for Viewpoint Drive Stormwater Channelization Phase 2 (Project). The project includes approximately 1,025 feet of flood control infrastructure within the Viewpoint Drive corridor upstream of Manley Drive to just downstream of Custer Circle; replacing/realigning two (2) sewer services, constructing approximately 1,025 lf of channel, and roadway fill placement for future Viewpoint Drive in the Town of Prescott Valley (Town), Arizona. Per the project specifications, the project duration is sixty (60) calendar days which equals eight (8), five (5) day work weeks for the purpose of the CONSULTANT's scope and fee proposal.

Total Agreement Amount.....\$27,045

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

Task 1000 - Pre Construction Activities.....Fixed Fee of \$4,560

The CONSULTANT will provide pre-construction activities services, as follows:

Task 1001: Prepare Project Bid Tab, Specifications, and Special Provisions

This task includes the preparation of the bid tabulation sheet that will be included in the Town's bid package. Town standard specifications and special provisions will be prepared specific to Phase 2. Addendums to the bid tab and special provisions based on pre-bid RFI's and responses are included in this task.

Task 1002: Coordinate and Conduct Pre-Bid Meeting

This task includes preparation of the pre-bid meeting agenda, attendance at the pre-bid meeting to answer questions and take notes, and preparing the pre-bid meeting minutes and notes.

Task 1003: Bid Review and Recommendation of Award

This task includes the review of contractor's bids to determine conformance with the bid documentation and the apparent qualified low bidder for recommendation to the Town.

Task 1004: Coordinate and Conduct Pre-Construction Meeting

This task includes coordinating and conducting a pre-construction meeting with Town Staff, the general contractor, and private utility companies. A meeting agenda and meeting minutes will be prepared.

Task 1005: Shop Drawing Review

This task includes the review, response, and approval of the shop drawing packet submitted by the general contractor to ensure conformance of the proposed construction materials with the project plans and specifications.

Task 2000– Construction Activities.....Fixed Fee of \$16,130

Task 2001: Construction Staking and Surveying

The CONSULTANT will provide the following survey services for Lyon Engineering's proposed improvements only, including construction stakes, lines and grades in conformance with 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 channel excavation and cut slopes.
4. Provide horizontal control for staking of sewer services.
5. Provide rough grade vertical and horizontal control of finished ground (historic ground elevations) beneath existing stockpile area on the northeast corner of the Spouse Drive and Viewpoint Drive intersection.

Task 2002: Project Construction Administration

The CONSULTANT will provide construction administration for the project as follows:

1. Quality Control (QC) Testing Review: Collect and review test results from the contractor's Quality Control firm.
2. 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.
3. 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.
4. 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 2003: Construction Observation and Weekly Meetings:

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 general contractor on a limited basis with focus on the sewer installation and turf reinforcement mat installation. Conduct limited on-site construction observation site visits 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. Town staff is anticipated to be on-site daily to observe the majority of the earthmoving operation.
2. Weekly Construction Meeting: One (1) weekly regularly scheduled construction progress meeting (eight (8) in total) will be conducted with interested parties including Town Staff, the general contractor, and private utilities to provide coordination and to verify Contractor's understanding of each aspect of the work during the duration of construction. Project progress and issues will be identified and documented. Meeting notes for each meeting will be prepared and distributed to all concerned parties.

Task 3000 – Post-Construction Activities.....Fixed Fee of \$6,355

The CONSULTANT will provide project post-construction close-out services, as follows:

Task 3001: Punch List and Substantial Completion

Perform field observations with Town and General Contractor personnel and develop the “punch list” of deficiencies and incomplete work. Coordinate with Town and General Contractor to ensure completion and satisfaction of punch list items.

Task 3002: Final Project Walk-Through

Conduct a final inspection to ensure and verify all punch list items were completed and the project conforms to the intent of the plans and specifications.

Task 3003: Project Certification and Final Acceptance

Upon the contractor’s completion of all punch list items and final walk-through, prepare an “Engineer’s Certification” for acceptance of all completed work.

Task 3004: As-Built Survey and Record Drawings

Field surveys to collect measurements of completed construction items after completion of the final walk through. Determine final contract quantities. Excavation quantity and channel final grades will not be verified or as-built. 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 final project as-built CAD file to the Town in DWG or DXF format.

Total Consultant Amount (Lyon Engineering & Surveying):\$27,045

Items not included in this Scope/Fee Agreement:

- a) RFI’s, construction staking, shop drawing review, meetings, QA oversight and coordination directly related to Dava and Associates Viewpoint Drive Earthwork Improvement Planset (CIP # S168.5b)
- b) Arizona State Land Department right-of-way permitting, implementation, and permit/lease agreement coordination and/or compliance
- c) Fain Land & Cattle Company ranching operation and temporary fencing coordination (to be completed by the Contractor per the bid specification documents)
- d) Environmental analysis, cultural analysis, permitting and mitigation coordination and/or compliance
- e) Clean Water Act Section 404 permitting and/or compliance
- f) Private dry utility company inspection, survey, certification and/or as-built plans (APS, Unisource, CableOne, Century Link, etc)
- g) Traffic control compliance and/or coordination