Exhibit "A"

July 29, 2011

Ray Smith, P.E., R.L.S.
Engineering Division Manager
Town of Prescott Valley Public Works
7501 E. Civic Circle
Prescott Valley, AZ 86314
928-759-3035

Subject: Bidding and Construction Phase Services Scope and Estimated Fees Western Boulevard Stormwater Management Improvements Project Phase 2, Town of Prescott Valley

Dear Mr. Smith:

We are pleased to furnish this scope of services and fee estimate for the assistance during bidding, provision of construction administration services, preparation of the final record drawings, and close out of the project.

We propose to perform the following services associated with the project:

Phase 1 – Bidding Services

Task 1: Utility Coordination and Meeting

This task includes a representative from Lyon coordinating and meeting with the local utility companies (Unisource, Qwest, Cableone, and APS) to facilitate the relocation of any underground utilities that are in conflict with the proposed plans.

Task 2: Pre-Bid Meeting

This task includes three representatives from Lyon coordinating and conducting the pre-bidding meeting, preparation of the agenda, meeting minutes, preparation of an addendum to the bid documents if required and response to questions from the contractors.

Task 3: Recommendation of Award

After bids are received, Lyon Engineering will evaluate and tabulate the contractor's bids and prepare a recommendation for award. The recommendation of award will be based on a complete and correctly prepared bid.

Phase 2 – Pre-Construction Activities

Task 1: Attend Pre-Construction Meeting

Lyon Engineering will coordinate and conduct the pre-construction meeting, prepare meeting minutes, prepare an addendum to the bid documents if required and respond to questions from the contractor. The pre-construction meeting will include Town staff, all utility companies, the contractor, and all parties involved in construction related activities.

Phase 3 –Construction Phase Activities

Task 1: Construction Observation

Provide periodic construction observation services for grading, paving, drainage pipe, and water installation. Sufficient inspection regarding the water line installation will be provided to allow documentation.

Inspection will be photo documented by Lyon, and inspection reports will be furnished to the Town on a weekly basis.

Conduct and prepare meeting agenda and meeting minutes for the weekly construction meetings. These meetings will include coordination of the construction schedule, survey staking requests, conflict resolution, traffic control, SWPPP maintenance, and property owner notification.

Lyon Engineering will review Quality Control (QC) testing performed by the contractor. We will provide recommendations for the frequency and location of QC testing based on the project specifications.

Task 2: Project Administration

This task will include the following activities:

Provide responses to Request for Information on an as-needed basis.

Provide responses to Shop Drawing submittals from the contractor regarding whether or not materials are in conformance with the plans and specifications.

Review and field measure quantities and provide a recommendation for the contractor's monthly progress payment requests.

Review and provide a recommendation to the Town personnel regarding change order request or contractor allowance request for quantities and contract time modifications.

Task 3: Project Surveying
Provide project survey layout, office calculations, and digital file preparation for collection of surveyed observations (for quality assurance). Include survey data in final as-built plans and ADEQ/Town submittals.

The survey layout includes the location of the proposed storm drain pipe and inlets, and re-establishing the centerline for roadway paving.

Task 4: Quality Assurance
This task will include quality assurance by an independent subcontractor to Lyon Engineering. Their scope will be to verify, sample, and test materials installed by the contractor to ensure compliance with the plans and specifications. The quality assurance firm will not be a sub-consultant for the contractor and not have a conflict of interest. The allowance for this work will be billed at cost plus fifteen percent.

Phase 4 –Post Construction Phase Activities

Task 1: Final Project Walk-Through
Attend final walk-through with Town of Prescott Valley personnel, contractor, and others. Identify items to be included on final punch list.

Task 2: Punch List
Prepare a project punch list from observation and comments from the final walk through prior to the final project acceptance and certification.

Task 3: Project Certification
Provide project certification as it relates to engineering issues under our direction. Utilize the field measured as-built quantities to approve final payment requests for close out and retention release.

Task 4: As-Built Survey
Provide a final survey of the completed project and incorporate changes from the original design into the final as-built project drawings. The record drawings will be based on the contractor's as-built information, our site observations and measurements during construction and the final survey. These field measurements will be used in Task 3 for the final payment request by the contractor.

Our estimated hours and the associated fees for the services identified above are shown on the attached spreadsheet. If other services are needed, above and beyond the scope of services outlined in this proposal, a contract addendum will be issued defining the additional scope of services and fee.

We appreciate the opportunity to provide construction period services for the Town of Prescott Valley on the project. Please call or email if you have any questions regarding the Tasks included in this proposal.

Regards,
Lyon Engineering

Scott A. Lyon, P.E., R.L.S.
Vice President

Attachments:
Lyon Scope and Fee Worksheet Dated July 29, 2011

LYON ENGINEERING
WESTERN BOULEVARD PHASE 2

SCOPE AND FEE
WORKSHEET

TASK DESCRIPTION		LABOR CODE/STAFF HOURS							TOTALS	
Task No.	Task Description	GPS	STCH	SMGR	PRJENG	PRNENG	INSPEC	-	HOURS	FEE
	PHASE 1 Pre-Bidding Services									
1	Coordinate and Meet with utility companies				12				12	$1,320
2	Coordinate and Conduct Pre-Bid Meeting				6	2	2		10	$1,090
3	Recommendation of Award				6	1			7	$800
	Subtotal								**17**	**$3,210**
	PHASE 2 Pre-Construction Activities									
1	Coordinate & Conduct Pre-Construction Meeting				3	3	3		9	$975
	Subtotal								**9**	***$975***
	PHASE 3 Construction Activities									
1	Construction Observation & Weekly Meeting				20		280		300	$23,200
2	Project Administration				20	2			22	$2,480
3	Project Surveying	80		8					88	$12,880
4	Quality Assurance (allowance, cost plus 15%)								0	$3,000
	Subtotal								***410***	***$41,560***
	PHASE 4 Post Construction Phase Activites									
1	Final Project Walk-Through					4	4		8	$860
2	Punch List					1	2		3	$290
3	Project Certification					4	2		6	$710
4	As-built Survey and Office Preparation	4	6	2	4	2	2		20	$2,200
	Subtotal								***37***	***$4,060***
		GPS	STCH	SMGR	PRJENG	PRNENG	ADMIN	-	PAGE TOTALS	
	TOTAL	84	6	10	71	19	295	0	**485**	**$49,805**
	Hourly Rates	$150	$85	$110	$110	$140	$75			

GPS: Survey Crew
STCH: Survey Technician
SMGR: Survey Manager

PRJENG: Project Engineer
PRNENG: Principle Engineer
ADMIN: Administrative
INSPEC: Inspector