

EXHIBIT “A “- SCOPE OF WORK

1.0 SCOPE OF SERVICES

Consultant agrees to: prepare Construction Documents, including Construction Plans, Technical Specifications and Engineer’s Opinion of Probable Cost for the recommended park improvements as presented in the Field Assessment Report and Concept Master Plan for SARA Park as follows:

1.1 COMPILE DATA / TOPOGRAPHIC SURVEY

Consultant will compile available existing information to identify potential design issues and concerns and to accurately survey the Project area to establish a base drawing for design.

1.2 DESIGN

Consultant will prepare the drainage design report and construction documents for each phase of the Project as follows:

1.2.1 Drainage Design and Report

The Drainage Design and Report will include analysis and design calculations for park improvements.

- a. Hydrology: Include a summary of the hydrologic study for the watershed using the existing Lake Havasu Storm Water Master Plan and Mohave County Flood Control District Manual.
- b. Report: A drainage report will be prepared per the Mohave County Flood Control District requirements.

1.2.2 Construction Documents

The construction documents for SARA Park will be comprised of the following sheets and documents:

- a. Construction Drawings: Construction drawings will be produced in AutoCAD format at a 1” = 20’ horizontal scale and a 1” = 5’ vertical scale (or as required) to be delivered per the milestone schedule on one set of each 24” x 36” sheets and 11” x 17” sheets and will include:
 - i. Soccer field and baseball diamonds plans to delineate the field dimensions, grading and drainage.
 - ii. Parking lot grading and drainage site improvements.
 - iii. Hardscape plans grading and drainage.
 - iv. Landscape plans.
 - v. Irrigation plans.
 - vi. Horizontal layout plans.
 - vii. Water system plans to include service to buildings, drinking fountains irrigation system and hose bibs.
 - viii. Wastewater treatment and disposal plans to serve the buildings and application for approval to construct to Mohave County.
 - ix. Lighting and electrical plans.
 - x. Shade canopy plans at a suitable architectural scale.

- xi. Restrooms/Concession/Maintenance building plans at a suitable architectural scale.
- xii. Typical and special construction details for the soccer fields, parking lot construction, road improvements, hardscape, landscape, irrigation, lighting, ramada, restrooms/concession/ maintenance building and playground.
- xiii. The anticipated plan sheets are as follows (sheets may be combined into one):
 - Cover Sheet
 - General Notes
 - Survey Control Sheet
 - Demolition Plans
 - Soccer field Plans
 - Baseball diamond Plans
 - Parking Lot Grading and Drainage Plans
 - Parking Lot Striping Plan
 - Hardscape Plans
 - Horizontal Layout Plan
 - Landscape Plans
 - Field and Landscape Irrigation Plans
 - Water System Plans
 - Wastewater Treatment and Disposal Plans
 - Lighting and Electrical Plans
 - Shade Canopy Plans
 - Restrooms/Concession/Maintenance Building Plans
 - Typical Sections and Details
 - Storm Water Pollution Prevention Plans
- b. Engineer's Opinion of Probable Cost (EOPC): Prepare construction bid items, units, quantities, cost estimates for bid items (cost estimate to exclude overhead, general conditions and indirect costs) for recommended park improvements.
- c. Technical Specifications: Prepare Technical Specifications for the project. In coordination with the Construction Plan creation, Technical Specifications will be drafted using Lake Havasu City Standards base documents. The documents will be drafted with standardized language and formatted in response to the particular details of this project site and selected design. The technical specifications will be coordinated with the following sections of the contract provided by the City; the General Bid Section, Special Conditions, and General Conditions. Technical Specifications will be provided with the Preliminary and Final design milestone.
- d. Storm Water Pollution Prevention Plan (SWPPP): Prepare a SWPPP to be included in the Construction Plans that will identify temporary and permanent erosion protection facilities per ADEQ requirements. The SWPPP developed under this scope of work will address initial SWPPP best management practices and controls only; modifications to the SWPPP to address on-site changes are the responsibility of the Contractor. ADEQ

National Emissions Standard for Hazardous Air Pollutants (NESHAP) is typically obtained directly by the Contractor and is not included in this scope of work. Permit fees shall be paid by the Contractor.

1.2.3 Project Management and Coordination

- a. Meetings: Consultant will attend two project design review/coordination meetings at the City offices or at the Site. Attend up to four project design review/coordination meetings via teleconference from Consultant's offices. Consultant will produce meeting minutes and distribute to attendees.
- b. Project Administration, Scheduling & Progress Updates: Consultant will prepare a project schedule and submit it to City for approval prior to beginning design work. Consultant will maintain and update the schedule during the design phase and will provide the updates as part of bi-weekly progress reports to the City. Includes general project administration tasks such as accounting, submittal preparations, coordination and correspondence necessary to complete the project.
- c. QA/QC shall be incorporated at all phases of design. This will include a value engineering review. The Consultant shall manage the project to assume timely delivery of project deliverables that are complete and of professional quality meeting area standards. Consultant will review the Plans, Specifications and Estimates to ensure proper coordination has been provided between disciplines/sub-consultants as well and review for any errors and omissions prior to submitting to the City for review.

1.2.4 Bid Services

Consultant shall prepare bid tabulation, due diligence and contractor recommendation.

1.2.5 Reimbursable Expenses

Reimbursable expenses include travel expenses, FedEx charges, plan reproduction costs.

2.3 SUB-CONTRACTED SERVICES

2.3.1 Lighting: Sub-contract with an Electrical Engineer to prepare lighting, mechanical and plumbing plans for the soccer fields, baseball diamonds, hardscape, restroom/concession/maintenance building and the parking areas.

2.3.2 Landscape Architect: Sub-contract with a Landscape Architect to prepare the soccer fields, baseball diamonds, landscape, irrigation and hardscape layout plans.

2.3.3 Architect: Sub-contract with an Architect to prepare the restroom/concession/maintenance buildings and structural plans.

2.3.4 Geotechnical Engineer: Sub-contract with a Geotechnical Engineer to provide recommendations for the design of the grading, foundation and pavement section.

2.3.5 Aerial Survey Co.: Sub-contract with an Aerial Survey Company to provide a topographic survey of the project and surrounding area to use as a base map for the design.

2.4 DELIVERABLE ITEMS

2.4.1 Deliverables

All Milestone Submittals:

- a. Digital PDF format copies of all project drawings, and cost estimate.

Upon Acceptance of Final Plans, Specifications and Cost Estimate:

- b. AutoCAD DWG format base maps used for the final drawings along with any point files required to create a complete dataset.
- c. GIS shape files, if any, used for hydrology with DDMSW or other software.
- d. Electronic files for any hydrologic or hydraulic modeling.
- e. Final construction plans are to be delivered with at least one paper 24" x 36" sets per the City requirements, in addition to PDF copies of the entire final submittal package.

2.0 SCHEDULE

Work will commence upon receipt of an executed Agreement and authorization to proceed is expected to require 20 weeks. Consultant will complete the design project per the approved project schedule. Consultant shall provide a schedule of milestone dates for the preliminary and final submittals. The approved schedule will be subject to review and amendment at the design kickoff meeting.

3.0 ASSUMPTIONS

1. Any additional work which may be indicated by the discovery of unanticipated conditions in the field or revisions to this scope instigated by others will be performed, only upon City's authorization, in accordance with Consultant's standard fee schedule.
2. Wastewater treatment and disposal to be a standard septic and leach field system.
3. City to provide topographic survey, existing utility locations and property boundary.
4. References: The following additional references may also be used in the development of the project:
 - a. City Standards.
 - b. Mohave County Flood Control District Drainage Manual.
 - c. MAG Standard Details and Specifications.
5. Additional meetings/site observations will be billed on an hourly basis per our current standard fee schedule.

4.0 SERVICES NOT INCLUDED

Traffic studies, boundary survey, off-site water line main extensions, dry utility design not mentioned above, construction phase services, construction staking, 404 permitting,

environmental studies, 401 certification, or any other work not specifically identified in Section 3.0, Scope of Services. All Agency and/or permitting fees are to be paid by City.

5.0 OPINIONS OF COST

Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over Contractor's methods of determining prices, or other competitive bidding or market conditions, practices, or bidding strategies. Cost estimates are based on Consultant's opinion based on experience and judgment. Consultant cannot and does not guarantee that proposals, bids, or actual project construction costs will not vary from cost estimates prepared by Consultant.

EXHIBIT “B” – FEE SCHEDULE

TASK	PHASE 1	PHASE 2
Drainage Report	\$12,000	\$10,000
Construction Documents	\$306,000	\$235,000
Project Management	\$20,000	\$20,000
Bid Services	\$10,000	--
Reimbursable Expenses	\$12,000	\$5,000
TOTAL	\$360,000	\$270,000

Travel expenses included in fees above. Any additional work which may be indicated by the discovery of unanticipated conditions in the field or revisions to the design instigated by others will be performed in accordance with Consultant’s current standard fee schedule. No additional work will be performed without City authorization.

SHEPHARD-WESNITZER, INC. - 2017 HOURLY RATES

STANDARD RATE SCHEDULE

E-5	ENGINEER 5.....	\$175/HOUR
E-4	ENGINEER 4.....	\$160/HOUR
E-3	ENGINEER 3.....	\$140/HOUR
E-2	ENGINEER 2.....	\$125/HOUR
E-1	ENGINEER 1.....	\$110/HOUR
EIT-4	ENGINEER IN TRAINING	\$110/HOUR
EIT-3	ENGINEER IN TRAINING	\$100/HOUR
EIT-2	ENGINEER IN TRAINING	\$95/HOUR
EIT-1	ENGINEER IN TRAINING	\$90/HOUR
CADD-4	CADD DESIGNER	\$105/HOUR
CADD-3	CADD DESIGNER	\$95/HOUR
CADD-2	CADD DESIGNER	\$80/HOUR
CADD-1	CADD DESIGNER	\$60/HOUR
CAD-4	CAD DRAFTER.....	\$80/HOUR
CAD-3	CAD DRAFTER.....	\$70/HOUR
CAD-2	CAD DRAFTER.....	\$60/HOUR
CAD-1	CAD DRAFTER.....	\$50/HOUR
A-1	CLERICAL.....	\$65/HOUR
RLS	REGISTERED LAND SURVEYOR, PROJECT MANAGER	\$135/HOUR
RLSPC	REGISTERED LAND SURVEYOR, PARTY CHIEF.....	\$115/HOUR
LSIT	LAND SURVEYOR IN TRAINING, PARTY CHIEF.....	\$85/HOUR
NRL	NON-REGISTERED LAND SURVEYOR, PARTY CHIEF.....	\$95/HOUR
T-4	CONSTRUCTION INSPECTION TECHNICIAN.....	\$105/HOUR
T-3	PROJECTCOORDINATOR.....	\$90/HOUR

INT -1	INTERN.....	\$50/HOUR
	MARKETING DIRECTOR	\$64/HOUR
	GIS COORDINATOR	\$95/HOUR
	INSTRUMENT PERSON	\$60/HOUR
	GPS RECEIVER.....	\$30/HOUR PER RECEIVER
	ROBOTIC TOTAL STATION.....	\$25/HOUR
	ARCHIVE FILE RESEARCH	\$60/HOUR, 1 HOUR MINIMUM

OUTSIDE SERVICECOST + 10%

PRINTS

BOND.....	\$2.75EACH
VELLUMS	\$5.00EACH
MYLAR.....	\$6.00EACH

PLOTS

BOND.....	\$5.00EACH
VELLUM	\$10.00EACH
MYLAR.....	\$10.00EACH
COLOR PLOTS/BOND.....	\$15.00EACH
XEROX	\$.09EACH
CD'S.....	\$5.00EACH
MILEAGE.....	\$.65 PER MILE
FOR ANY AND ALL SERVICES RELATED TO LITIGATION OR OTHER LEGAL PROCEEDINGS TWO TIMES OUR STANDARD RATES	

WORK OUTSIDE NORMAL BUSINESS HOURS WILL BE CHARGED AT 1½ TIMES HOURLY RATE. PAYMENT IS DUE UPON RECEIPT OF MONTHLY BILLINGS AND INVOICES ARE DELINQUENT THIRTY (30) DAYS AFTER DATE OF INVOICE. WORK IN PROGRESS WILL BE BILLED MONTHLY FOR PORTIONS COMPLETED AND UPON JOB COMPLETION FOR FINAL BALANCE. IF PAYMENTS ARE NOT MADE IN FULL PRIOR TO DELINQUENCY, THE CLIENT AGREES TO PAY INTEREST ON THE UNPAID AMOUNT AT THE RATE OF 2% PER MONTH FROM DELINQUENCY DATE. ALL PAYMENTS RECEIVED SHALL FIRST BE CREDITED TO PAYMENT OF INTEREST, AND THEN TO THE PRINCIPAL BALANCE.