



PRESCOTT CITY COUNCIL JOINT STUDY SESSION/ VOTING MEETING AGENDA

**PRESCOTT CITY COUNCIL
PUBLIC MEETING
TUESDAY, JANUARY 8, 2008
3:00 P.M.**

**Council Chambers
201 S. Cortez Street
Prescott, AZ 86303
(928) 777-1100**

The following Agenda will be considered by the Prescott City Council at its Joint Study Session/Regular Voting Meeting pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

CALL TO ORDER

INTRODUCTIONS

INVOCATION: Rabbi Cohen of Temple B'Rith Shalom

PLEDGE OF ALLEGIANCE: Councilman Lamerson

ROLL CALL:

MAYOR AND CITY COUNCIL:

Mayor Wilson

Councilman Bell

Councilman Lamerson

Councilwoman Lopas

Councilman Luzius

Councilman Roecker

Councilwoman Suttles

SUMMARY OF CURRENT OR RECENT EVENTS

NOTE: *Anyone wishing to speak regarding an item on the agenda must address the Council using the microphone at the podium. PLEASE NOTE: Comments from the public regarding any item on the agenda will be limited to five (5) minutes. Please refer to the Clerk's desk for the timing sequence of the lighting signals: GREEN at the beginning of comments, YELLOW with one minute remaining, and RED when time has ended.*

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 48 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE IN THIS MEETING.

I. PUBLIC COMMENT (*Please limit your comments to five minutes*)

- A. Andre Hebert of Pete's Family Restaurant re Construction on Iron Springs Road.
- B. Frank Creelman re Scooter Patrol, Stop-Bar Ordinance, Sidewalks, Trees, Pedestrian Crossings and Roundabouts.
- C. Gene Gertler re *Celebrate the Legacy of Dr. Martin Luther King, Jr.* at Yavapai College.

II. PRESENTATION

- A. Jim Holt re Big Chino Project Update.

III. REGULAR AGENDA

- A. Approval of Contract Amendment No. 1 to Contract No. 2007-089 with Fann Contracting, Iron Springs Road Reconstruction, for \$36,484.50 for improvements at Fire Station 72.
- B. Acceptance of two grants from the Arizona Department of Transportation in the amounts of \$10,552.00 and \$7,623.00 for the Airport Master Plan Update Study at Ernest A. Love Field.
- C. Adoption of Ordinance No. 4639-0841 – An ordinance of the Mayor and Council of the City of Prescott, Yavapai County, Arizona, authorizing the sale and exchange of certain real properties belonging to Williams Family Revocable Trust and the City of Prescott, approving the conveyance of title to certain real property belonging to the City of Prescott and accepting title to that certain real property which will be included in the Prescott Greenways Multi-Use Trail System, and authorizing the Mayor and staff to execute all necessary sale and conveyance documents to complete the exchange.
- D. Approval of a contract with HydroSystems, Inc., in an amount not to exceed \$58,400.00 for hydrology and other services necessary for renewal of the City's recharge, underground water storage, and recovery permits.
- E. Approval of a professional services agreement with Civiltec Engineering, Inc., in the amount of \$90,757.00 for the Willow Creek 14" Transmission Main Project.
- F. Approval of Supplemental Agreement No. 1 to Contract No. 2007-254 with Tonto Supply, Inc., FY07 Small Water Main Replacement Project, in the amount of \$18,557.19.

- G. Approval of Revision of Plat to adjust the lot lines of Lots 1 and 2 of the Antelope Hills Subdivision and extend the boundary located at 4 Perkins Drive, APN 102-05-002A and 102-07-066, Owners Jerry and Nancy Del Mar (RE07-001).
- H. Approval of Final Plat for Cedar Ridge Condominiums, a Planned Area Development, comprising the conversion of 30 apartment units to 30 condominium units located on approximately 2.3 acres, at 337 Robinson Drive, APN 110-05-016, Owner MRD Properties (FP07-011).
- I. Public Hearing for annexation of approximately 8.9 acres lying between Shoup Street, Adams Avenue and Iron Springs Road, Property owned by Kile St. Enterprises (ANX07-003).
- J. Approval to split one residential lot into two lots within the Willow Creek Heights subdivision, Owner is Benson Family Trust, Lloyd Benson, APN 106-20-028, Zoning SF-35 (RE07-028).
- K. Approval of a professional services agreement with Shepard-Wesnitzer, Inc., in the amount of \$99,240.00 for design of the FY08 Pavement Reconstruction Project in Yavapai Hills Subdivision.
- L. Adoption of Ordinance No. 4638-0840 – An ordinance of the Mayor and Council of the City of Prescott, Yavapai County, Arizona, abandoning a portion of unused and unimproved Carleton right-of-way located west of McCormick Street and northeast of the Pioneers Home within the City of Prescott Original Townsite and authorizing the Mayor and City staff to take all necessary steps to effectuate such abandonment.
- M. Request for waiver from Land Development Code Street Design Standards for Streets in proposed Unit 8 of The Ranch subdivision.
- N. Approval of a professional services agreement with Olsson Associates in the amount of \$272,825.00 for design of the Rosser Street Traffic Calming Project, Tatum Place to SR89.
- O. Approval of a professional services agreement with Post Buckley Shuh & Jernigan in the amount of \$268,120.17 for design of the FY08 Unpaved Streets Project including Idylwild Drive, Ring Drive and Lindbergh Lane.
- P. Approval of the Minutes of the Prescott City Council of the Regular Voting Meeting of November 13, 2007, the Joint Study Session/Special Meeting of November 20, 2007, the Regular Voting Meeting of November 27, 2007, the Special Meeting of November 30, 2007, the Study Session of December 4, 2007, the Regular Voting Meeting of December 11, 2007 the Joint Study Session/Regular Voting Meeting of December 18, 2007, and the Special Meeting of December 26, 2007.

Q. Recess into Executive Session.

IV. EXECUTIVE SESSION

A. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

1. Property located east of Montezuma in the Prescott Downtown District.

V. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____, at _____ .m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Elizabeth A. Burke, MMC, City Clerk

COUNCIL AGENDA MEMO – January 8, 2008

DEPARTMENT: City Clerk

AGENDA ITEM: Public Comment by Gene Gertler re *Celebrate the Legacy of Dr. Martin Luther King, Jr.* at Yavapai College

Approved By:

Date:

Department Head: Elizabeth A. Burke, City Clerk

01/03/08

Finance Director: Mark Woodfill

City Manager: Steve Norwood



1-3-08

Mr. Gene Gertler will be addressing the Council under Public Comment to notify the Council and public of the upcoming *Celebrate the Legacy of Dr. Martin Luther King, Jr.* event being held at Yavapai College. He has provided the attached flier regarding the event.

Additionally, he has provided an endorsement sheet for anyone who would like to endorse this event. There is no obligation whatsoever, but if you do submit a sheet, your name will appear in the program. The program will be going to print the evening of January 8, so if you do wish to endorse this event, please complete the endorsement sheet and get it to me prior to the meeting, and I will give them to Mr. Gertler on Tuesday.

Recommended Action: No action required.



Keynote speaker
Heidi Beirich, Ph.D.

Heidi Beirich is the Director of
Research and Special Projects for the
Intelligence Project at the
Southern Poverty Law Center.

Program also includes:

Lou Burrell, Emcee

Nicosia Garrison, Soloist

*Pocahontas Gertler,
Quoting Coretta Scott King*

*Yavapai-Prescott Indian Tribe
Life Skills Youth*

Community Choirs

Choir of Temple B'rith Shalom, Gwen Krochok, Director
Sacred Heart Latino Choir, Nancy Godinez, Director
Unity Church Choir, Cindy Lewis, Director

CELEBRATE THE LEGACY OF DR. MARTIN LUTHER KING, JR

YAVAPAI COLLEGE PERFORMANCE HALL

MONDAY, JANUARY 21, 2008 at 7 PM

Believing in the principles of peace, freedom, justice, and equality put forth by Dr. Martin Luther King, Jr., I hereby endorse the celebration of Dr. King's legacy and authorize the Yavapai College MLK Committee to list my name in the event program as an endorser of the event and the principles it represents.

NAME (please print): _____

POSITION (optional): _____

SIGNED: _____ **DATE:** _____

EMAIL (optional): _____

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COUNCIL AGENDA MEMO – January 8, 2008	
DEPARTMENT:	Public Works
AGENDA ITEM:	Big Chino Project Update - Presentation

Approved By:	Date:
Department Head: Craig V. McConnell <i>Craig McConnell</i>	12-28-07
Finance Director: Mark Woodfill	
City Manager: Steve Norwood <i>S. Norwood</i>	

Item Summary

Jim Holt, Big Chino Project Manager, will provide a design, right-of-way acquisition, and schedule update.

COUNCIL AGENDA MEMO – 01/08/08

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M

DEPARTMENT: Fire

AGENDA ITEM: Fire Station 72 Asphalt Paving – Contract amendment # 1 to city contract # 07-089 Iron Springs Road improvement project.

Approved By:

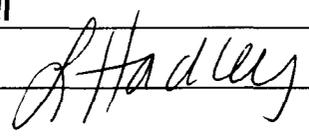
Date:

Department Head: Darrell Willis

1/02/08

Finance Director: Mark Woodfill

City Manager: Steve Norwood



1-3-08

Background

The parking and driveway areas of Fire Station 72 are in need of new asphalt pavement. The current pavement installed in 1978 at the completion of the station's construction, has been spot repaired but never totally resurfaced. There are severe cracks, potholes, and disintegration of the current material. The parking lot borders the current Iron Springs and Williamson Valley Road project. Fann Contracting Inc., as part of that project bid, is committed to repair the entry and exit points of the parking lot and a long ditch that was dug out for a waterline. Despite the Iron Springs Road construction, this paving project is identified as a top priority for our fire station refurbishment plan.

Status

We requested an estimate from Fann Contracting Inc. to remove the existing pavement and install new pavement throughout the parking lot. The quote, \$36,484.50, is based on unit costs from the 2005 pricing used for the Iron Springs Road bid. There are no mobilization charges in the cost estimate as well. The Iron Springs Road construction manager for the City reviewed the quote and found it acceptable. The timing of this project is perfect as it coincides with the Iron Springs Road final paving phase.

Financial

For FY 2008 Council approved \$150,000.00 in the capital improvement budget for fire station refurbishment. Parking lot repaving is part of that project detail.

Recommended Action: MOVE to approve Contract Amendment #1 to City Contract #07-089 with Fann Contracting for improvements at Fire Station 72.

COUNCIL AGENDA MEMO – January 8, 2007

DEPARTMENT: Airport

AGENDA ITEM: Acceptance of two grants from the Arizona Department of Transportation in the amount of \$10,552 and \$7,623 for the Airport Master Plan Update Study at Ernest A. Love Field.

Approved By:

Date:

Department Head: Benjamin Vardiman, Airport Manager

1/2/07

Finance Director:

City Manager:

A. Hadley

1-3-08

Summary

This is a request to accept two grants from the Arizona Department of Transportation (ADOT) for funding part of the Airport Master Plan Update Study. The two grants are for:

(1) Grant #E8F78 in the amount of \$10,552 to fund 2.5% of the \$193,242 total project cost which is eligible for 95% Federal Aviation Administration (FAA) funding under the existing FAA master plan grant.

(2) Grant #E8S79 in the amount of \$7,623 to fund 85% of the cost of the lease rate analysis study which is not eligible for FAA grant funding.

Background Information

On June 26, 2007 Council approved a contract with the Louis Berger Group, Inc. in the amount of \$239,610 to be the consultant to perform an Airport Master Plan Update Study at Ernest A. Love Field. The master plan update provides an opportunity to review and forecast aviation activity and recommend future capital projects.

We have included additional work in the study to generate a comprehensive analysis of the airport property lease rates and make recommendations for future lease activity. The study will also review the Airport Specific Area Plan (ASAP) and make additional recommendations for compatible off-airport land use in the vicinity of the airport. The recent focus on near term development of land and infrastructure in the vicinity of the airport makes the land use element of this study a critical item for future land use decisions.

The total project cost authorized by Council is \$239,610. The FAA grant funding amount in place is \$185,000. The two ADOT grants combined will fund \$18,175. The City matching share of the total project cost is \$36,435.

Presently the consultant is working with airport staff to complete an inventory of current airport facilities and activity. A committee representing multiple interests is being formed to meet in January to begin extensive public involvement in the planning process. The draft document is expected to be delivered in the fall of 2008 for FAA, ADOT and local review.

Recommended Action: **MOVE** to accept ADOT grants #E8F78 and #E8S79 from the Arizona Department of Transportation for the Airport Master Plan Update Study.

COUNCIL AGENDA MEMO – January 8, 2008

DEPARTMENT: Parks, Recreation, and Library Department

AGENDA ITEM: Request for approval of land exchange for Prescott's Mile-High Trail System

Approved By:

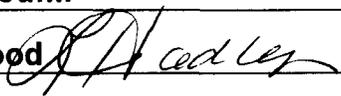
Date:

Department Head: Rudy Baranko

12-31-07

Finance Director: Mark Woodfill

City Manager: Steve Norwood



1-3-08

The Prescott Greenways Multi-Use Trail System is a long-envisioned 3.5-mile trail system along Miller and Granite Creeks for walking and bicycling. This "interior" trail system is designed to connect neighborhoods, schools, colleges, VA Complex, parks, businesses, and points of interest. It is designed for both recreational and transportation purposes. In 2001, Prescott City Council approved the application of a federal Transportation Enhancement (TEA-21) grant through Arizona Department of Transportation (ADOT) of \$511,970 (to include the City's required 5.7% match) for the Greenways Multi-Use Trail System. In 2003, the Prescott Greenways Project was identified as a high priority within the Council-adopted 2003 Prescott Bicycle and Pedestrian Master Plan. To secure the right of way for the project, the City has used donated public trail easements, land donations, and land exchanges.

The process that led to this proposed land exchange along Granite Creek is as follows: In 2004, the Williams Family Revocable Trust donated requested public trail easements to the City of Prescott. At the same time, when Canavest was purchasing the adjacent 10-acre James Fann parcel, the Williams Family Revocable Trust requested that Canavest quit claim deed an area encroached by Williams Family Revocable Trust/Ponderosa Mini-Storage before Canavest donated five acres to the City of Prescott. The quit claim deed never transpired, and as a result, Williams Family Revocable Trust/Ponderosa Mini-Storage are now encroaching onto City-owned property and desire to resolve the encroachment. At the same time, Williams Family Revocable Trust/Ponderosa Mini-Storage own a portion of Granite Creek that the City needs for the Greenways project.

At this time, staff is requesting land exchange for City Council consideration. The land exchange required a public notice publication, was published in the Prescott Daily Courier on December 2nd and 9th, 2007, and no inquiries were received as a result of the public notice publication. Additional information on the land exchange is as follows:

The City of Prescott would receive an 11,236 square foot (.26 acres) parcel from the Williams Family Revocable Trust along Granite Creek for the Prescott Greenways Project. Based on the real estate appraisal prepared in November 2007 by Michael Wolff, Real Estate Appraisal Services, this parcel carries a minimum value of \$10,500. The Williams Family Revocable Trust would receive the encroachment area that is a 4300 square foot (.10 acres) parcel from the City of Prescott. Based on the real estate appraisal prepared in November 2007 by Michael Wolff, Real Estate Appraisal, this parcel carries a minimum value of \$12,900.

There is a difference in value of \$2,400 between the two values, and the Williams Family Revocable Trust will to pay the difference to the City.

Recommended Action: If desired, MOVE to approve Ordinance No. 4639-0841.



Downtown Greenways Trails

Bridge

Parking

Bike Lane

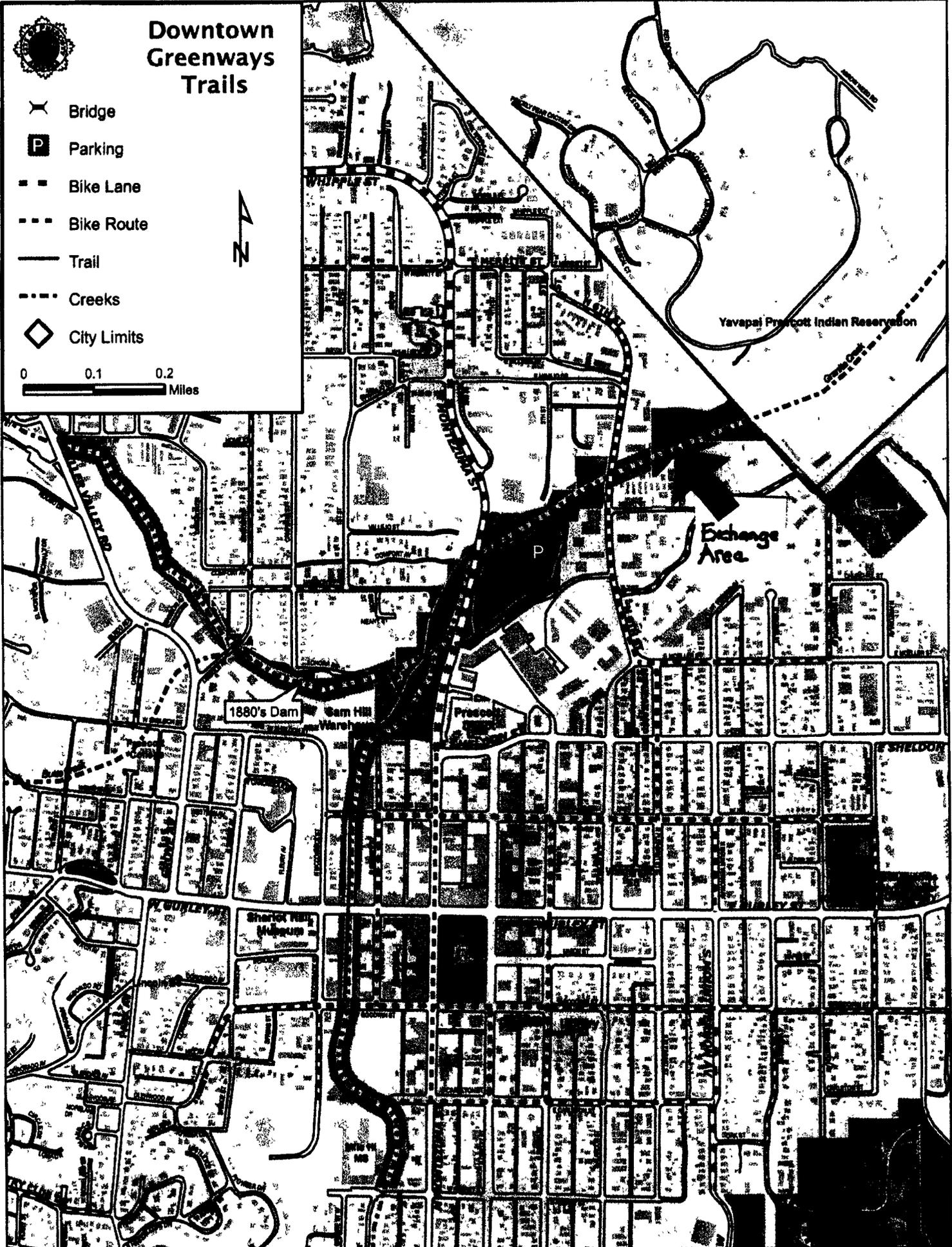
Bike Route

Trail

Creeks

City Limits

0 0.1 0.2 Miles



Yavapai Prescott Indian Reservation

Exchange Area

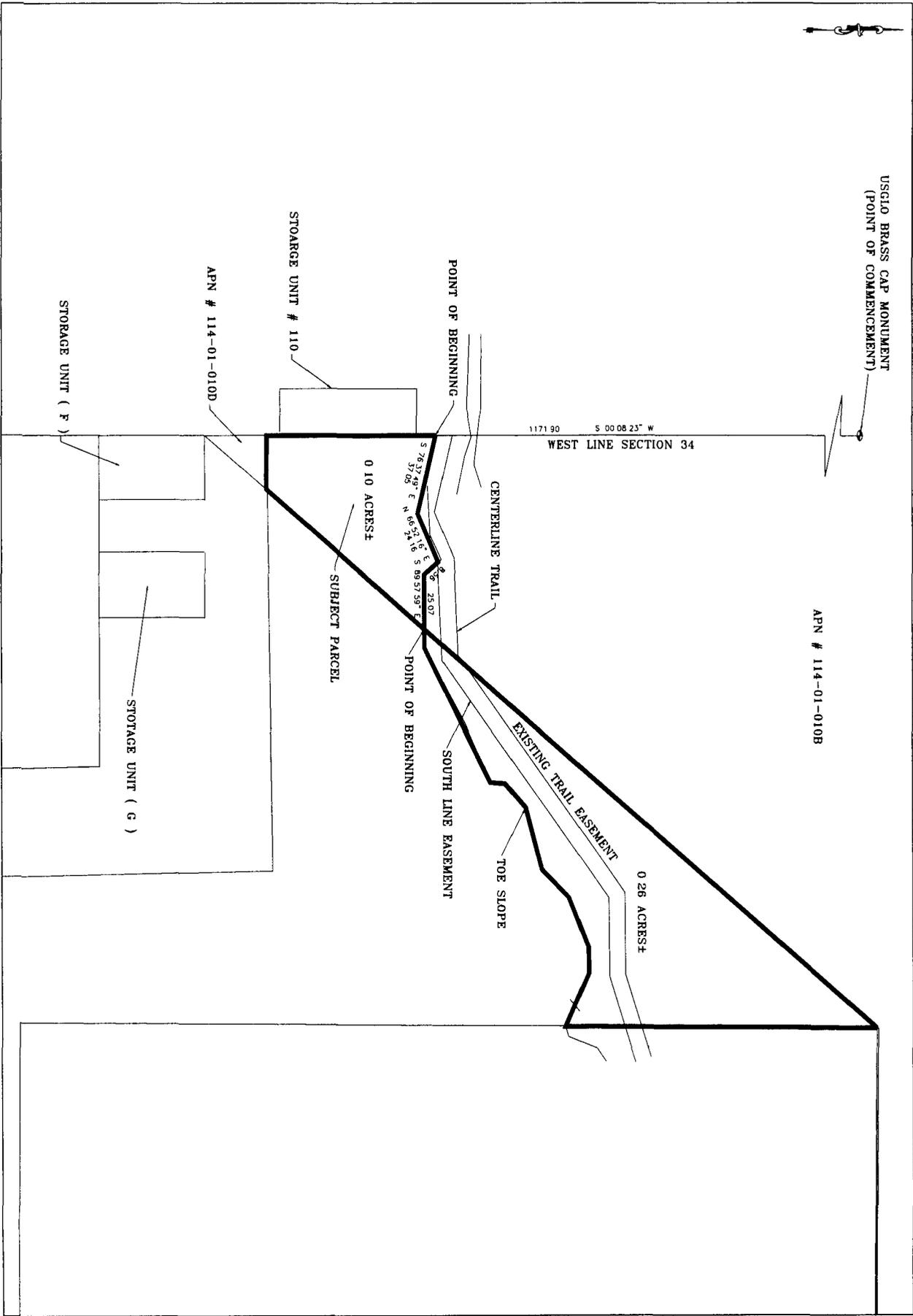
1880's Dam

Sam Hill

Warehouse

Sheldon

SHeldon



JOB # 07-0095
 DATE 7-16-07
 SCALE 1" = 20'
 SHEET 1
 OF ONE


RST
 Land Surveying Inc.
 3720 N ROBERT ROAD STE 2
 PRESCOTT VALLEY AZ 86314
 TEL (928) 775-9890 FAX (928) 775-9891

MAP TO ACCOMPANY DESCRIPTION
 SECTION 34, TOWNSHIP 14 NORTH, RANGE 2
 WEST, G&SRM, YAVAPAI COUNTY, ARIZONA
 EXHIBIT A

OWNER INFORMATION CITY OF PRESCOTT	REVISIONS
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ORDINANCE NO. 4639-0841

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SALE AND EXCHANGE OF CERTAIN REAL PROPERTIES BELONGING TO WILLIAMS FAMILY REVOCABLE TRUST AND THE CITY OF PRESCOTT, APPROVING THE CONVEYANCE OF TITLE TO CERTAIN REAL PROPERTY BELONGING TO THE CITY OF PRESCOTT AND ACCEPTING TITLE TO THAT CERTAIN REAL PROPERTY WHICH WILL BE INCLUDED IN THE PRESCOTT GREENWAYS MULTI-USE TRAIL SYSTEM, AND AUTHORIZING THE MAYOR AND STAFF TO EXECUTE ALL NECESSARY SALE AND CONVEYANCE DOCUMENTS TO COMPLETE THE EXCHANGE

RECITALS:

WHEREAS, the Williams Family Revocable Trust is the owner of certain property and improvements thereto consisting of a 11,236 square foot (.26 acres) parcel located along Granite Creek in the City of Prescott and more particularly described in Exhibit "A" attached; and

WHEREAS, the City is the owner of certain property consisting of an encroachment area which is part of a five acre parcel donated by Canavest to the City consisting of a 4300 square foot (.10 acres) parcel more particularly described in Exhibit "B" attached, and whereas the exchange of this property is determined to be of equal public benefit is to the citizens of Prescott by exchanging it with the Williams Family Revocable Trust in return for the Williams family trust property, since the Williams property will become a part of the Prescott Greenways Multi-Use Trail System; and

WHEREAS, Article I, Section 3 of the Prescott City Charter empowers the City of Prescott to acquire property and sell property as its interests may require; and

WHEREAS, the requirements of Article VIII, Section 12 of the Prescott City Charter have been complied with; and

WHEREAS, there have been no further proposals received as a result of the land exchange public notice publication; and

WHEREAS, the City and the Williams Family Revocable Trust have agreed to enter into a fee simple land exchange Agreement setting forth the terms of the real property exchange herein; and they have determined that their mutual interests and those of the public would be served by the conveyance of the above-referenced properties for purchase and a property trade of value(s); the Williams' property valued at \$10,500 and the City's property valued at \$12,900 for a difference between the two values of \$2,400. Further, the Williams Family Revocable Trust will pay the difference of \$2,400 to the City, which sum has been reviewed by City staff and determined to be a fair exchange.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT the Council of the City of Prescott has determined that the mutual interests and those of the public would be best served by the sale and exchange of real properties with the Williams Family Revocable Trust more particularly described in Exhibits "A" and "B" .

SECTION 2. THAT the conveyances of the above-referenced properties for exchange and payment by the Williams Family trust of the difference of \$2,400 to be paid to the City pursuant to the terms and conditions as set forth herein are hereby approved.

SECTION 3. THAT the Council of the City of Prescott hereby accepts title to said real property from the Williams Family Revocable Trust more particularly described in Exhibit "A". That upon payment of the foregoing sum by the Williams Family Revocable Trust, the Mayor and staff are hereby authorized to execute a Quit-Claim Deed and any other instruments in order to carry out the conveyances as set forth herein.

SECTION 4. THAT the Mayor and staff are hereby authorized to execute any and all documents necessary to transfer the respective property titles and complete the real property purchase and exchange with the Williams Family Revocable Trust as set forth in Section 2.

PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 8th day of January, 2008.

JACK D. WILSON, Mayor

ATTEST:

APPROVED AS TO FORM:

ELIZABETH A. BURKE, City Clerk

GARY D. KIDD, City Attorney

EXHIBIT 'A'
PROPERTY DESCRIPTION

THAT PORTION OF SECTION 34, TOWNSHIP 14 NORTH, RANGE 2 WEST, GILA AND SALT RIVER MERIDIAN, CITY OF PRESCOTT, YAVAPAI COUNTY ARIZONA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CLOSING CORNER OF SECTION 33 AND 34 TOWNSHIP 14 NORTH, RANGE 2 WEST, BEING A U.S. GLO BRASS CAP:

THENCE ALONG THE WEST LINE OF SECTION 34, S.00°08'23"W., A DISTANCE OF 1,171.90 FEET TO A POINT ON THE SOUTH LINE OF THE PROPOSED TRAIL EASEMENT #1 BOOK 111 PAGE 89 OF LAND SURVEY.

THENCE ALONG SAID SOUTH EASEMENT LINE S.76°37'49"E., A DISTANCE OF 37.05 FEET;

THENCE CONTINUING ALONG SAID SOUTH EASEMENT LINE N.66°52'16"E., A DISTANCE OF 24.16 FEET;

THENCE LEAVING SAID SOUTH EASEMENT LINE S.41°43'16"E., A DISTANCE OF 8.56 FEET;

THENCE S.89°57'59"E., A DISTANCE OF 25.07 FEET TO THE TRUE POINT OF BEGINNING;

THENCE N.41°03'31"E., A DISTANCE OF 279.58 FEET;

THENCE S.00°25'28"W., A DISTANCE OF 144.97 FEET;

THENCE N.65°41'52"W., A DISTANCE OF 26.56 FEET;

THENCE S.89°25'01"W., A DISTANCE OF 12.07 FEET;

THENCE S.68°01'00"W., A DISTANCE OF 24.24 FEET;

THENCE S.45°16'16"W., A DISTANCE OF 18.17 FEET;

THENCE S.75°13'46"W., A DISTANCE OF 29.69 FEET;

THENCE S.49°11'14"W., A DISTANCE OF 14.51 FEET;

THENCE S.04°55'28"W., A DISTANCE OF 6.95 FEET;

THENCE S.63°37'24"W., A DISTANCE OF 69.38 FEET;

THENCE N.89°58'06"W., A DISTANCE OF 8.45 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 11,236.0 SQUARE FEET +/- OR 0.26 ACRES, MORE OR LESS.

END OF DESCRIPTION.

EXHIBIT 'B'**PROPERTY DESCRIPTION**

THAT PORTION OF SECTION 34, TOWNSHIP 14 NORTH, RANGE 2 WEST, GILA AND SALT RIVER MERIDIAN, CITY OF PRESCOTT, YAVAPAI COUNTY ARIZONA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CLOSING CORNER OF SECTION 33 AND 34 TOWNSHIP 14 NORTH, RANGE 2 WEST, BEING A U.S. GLO BRASS CAP:

THENCE ALONG THE WEST LINE OF SECTION 34, S.00°08'23"W., A DISTANCE OF 1,171.90 FEET TO THE TRUE POINT OF BEGINNING ON THE SOUTH LINE OF THE PROPOSED TRAIL EASEMENT #1 BOOK 111 PAGE 89 OF LAND SURVEY.

THENCE ALONG SAID SOUTH EASEMENT LINE S.76°37'49"E., A DISTANCE OF 37.05 FEET;

THENCE CONTINUING ALONG SAID SOUTH EASEMENT LINE N.66°52'16"E., A DISTANCE OF 24.16 FEET;

THENCE LEAVING SAID SOUTH EASEMENT LINE S.41°43'16"E., A DISTANCE OF 8.56 FEET;

THENCE S.89°57'59"E., A DISTANCE OF 25.07 FEET;

THENCE S.41°03'31"W., A DISTANCE OF 98.05 FEET;

THENCE N.89°18'03"W., A DISTANCE OF 24.83 FEET;

THENCE N.00°08'23"E., A DISTANCE OF 79.11 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 4304.6 SQUARE FEET +/- OR 0.10 ACRES, MORE OR LESS.

END OF DESCRIPTION

M	COUNCIL AGENDA MEMO – January 8, 2008
L	DEPARTMENT: Public Works
S	AGENDA ITEM: Approval of a contract with HydroSystems, Inc., in an amount not to exceed \$58,400.00 for hydrology and other services necessary for renewal of the City's recharge, underground water storage, and recovery permits
M	

Approved By:**Date:****Department Head:** Craig V. McConnell*Craig McConnell*

12-28-07

Finance Director: Mark Woodfill**City Manager:** Steve Norwood*Steve Norwood*

1-03-08

Item Summary

This item is to approve a contract with HydroSystems, Inc., Phoenix, AZ, for hydrology and other associated work necessary to renew the City's recharge, underground storage, and recovery permits issued by the Arizona Department of Water Resources (ADWR).

Background

The ADWR permits allowing the City to recharge and store treated effluent for Assured Water Supply credits will expire on July 8, 2008; renewal will require a new hydrology study. In conjunction with the City's October 2007 application to modify its Assured Water Supply designation, the new permits will also identify additional recharge basins and request an increase in the quantity of underground water storage. HydroSystems, Inc., will apply ADWR's groundwater model to prepare the hydrology report and permit renewals for a 20-year term; and additionally assist with other permitting of the new and existing wells at the Airport for recovery and distribution purposes as required by the City's current Assured Water Supply designation.

Sheila Ehlers, Senior Water Resource Analyst for HydroSystems, Inc., will manage the project. In her former capacity as an ADWR staff member, Ms. Ehlers reviewed the current (expiring) permits, and is familiar with ADWR procedures and the City's facility.

Budget

Funding is available for this \$58,400.00 contract in the Water and Sewer Funds.

Attachment - Scope of Work and Cost Breakdown

Recommended Action: Move to approve a contract with HydroSystems, Inc., in an amount not to exceed \$58,400.00 for hydrology and other services necessary for renewal of the City's recharge, underground water storage, and recovery permits.

December 28, 2007

CITY OF PRESCOTT
Sundog Wastewater Treatment Plant (WWTP)
Underground Water Storage Permit Modifications
Service Area Well Permit
Monitor Well Rehabilitation
SCOPE OF WORK

This scope of work consists of services anticipated to be necessary to modify the existing City of Prescott (COPR) Underground Storage Facility (USF), Water Storage (WS) and Recovery Well permits prior to expiration in 2008. The scope additionally includes service area well permitting and redevelopment/rehabilitation of a monitor well.

Task 100 Pre-application Meetings and Modeling Proposal

This task includes attending up to three pre-application meetings with ADWR for expansion of the Sundog WWTP USF. As requested by ADWR, this task will involve preparation of a proposal describing the approach to modeling the impact analysis over a 20-year timeframe. The proposal will be submitted to the COPR for review prior to submittal to ADWR. Information provided by ADWR will be incorporated into the impact analysis.

Task 200 Preparation of Hydrologic Report Update, Underground Storage Facility and Water Storage Permit Modifications

This task includes development of the hydrologic report for the USF, which will require HSI to collect, update, and analyze existing data from previous consultants, ADWR, ADEQ and other published sources.

HSI will propose the use of ADWR's most recent Prescott AMA model update (2002) for the 20-year impact analysis. This task assumes that additional model updates or calibration will not be required. If required, this will be considered Contingent Services subject to prior approval from the COPR and performed on a time and materials basis.

The ADWR Modflow Model will be converted into Groundwater Modeling System (GMS) software for simulation of groundwater conditions. Once the GMS model is prepared, the model will be used to project the 20-year impact of the recharge at the facility. The complete modeling update effort will be documented in a final report. This document may also include the applicable modeling documentation as part of the appendices. The groundwater model report will be a support

document to the COPR USF application to ADWR. HSI will provide one (1) draft copy of the report for review, and six (6) copies of the final groundwater modeling report.

This task further entails accomplishing modifications to the existing Underground Storage Facility permit to include an additional infiltration basin and increase the Water Storage permit volume. HIS will prepare the individual permit applications, hydrologic report, and supporting documentation for submittal to ADWR. Four copies of the USF and WS application will be prepared for ADWR, two copies for COPR and two copies for HSI files. Application and permit fees are not included and will be the responsibility of the COPR.

Task 300 Agency Administrative and Substantive Reviews; Permit Review

HSI will prepare written responses upon requests for information from ADWR during administrative and substantive reviews, respectively; and will attend up to two additional meetings with ADWR to assist navigation of the permits through their process. This task also includes reviewing the draft permits and providing comments.

Task 400 Recovery Well Permit Modifications.

This task entails preparing a modification to add new wells to the current Recovery Well permit. The task includes review of an existing well spacing analysis and responding to questions from ADWR to help move the permit through the process. This task also includes review and comments on the draft permit. Application and permit fees will be the responsibility of COPR.

Task 500 Service Area Well Permitting

HSI will prepare the Service Area Well Permit Applications for signature by the COPR to add newly drilled wells to the COPR Service Area Right. This may include well spacing analysis, if not already available, as part of Task 400. Application and permit fees will be the responsibility of COPR.

Task 600 Project Administration

This task includes overall project administration, coordination, and up to four additional meetings not otherwise included in the preceding tasks, which may become necessary during progress of the work.

Task 700 Redevelopment of Monitor Well

This task will be to review data collected as part of the drilling and aquifer testing performed during the drilling of this well as well as recent performance data to determine the strategy for redeveloping the monitor well. This task will include video logging the well, if a recent well video log is not available, to inspect the condition of the casing.

HSI will develop the rehabilitation/redevelopment specifications, recommend a list of contractors, evaluate the bids and make a recommendation on the contract award. The estimated cost of well redevelopment, to be accomplished via a separate contract, is \$50,000. The COPR will contract directly with the drilling contractor for that work.

Task 800 Contingent Services

This is a task for accomplishment of necessary but unforeseen supplementary services that may arise during the course of completing the project. These services could involve additional hydrogeologic data gathering, possible aquifer protection permit modifications, and/or other professional work. HSI will proceed under this task only with prior City approval; work will be billed on a time and materials basis according to the attached fee schedule, and separately identified on our invoice(s).

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COUNCIL AGENDA MEMO – January 8, 2008

DEPARTMENT: Public Works

AGENDA ITEM: Approval of a professional services agreement with Civiltec Engineering, Inc., in the amount of \$90,757.00 for the Willow Creek 14" Transmission Main Project

Approved By:		Date:
Department Head: Craig V. McConnell <i>Craig McConnell</i>		12-28-07
Finance Director: Mark Woodfill		
City Manager: Steve Norwood <i>R. Hadley</i>		1-3-08

Item Summary

This is a professional services agreement with Civiltec Engineering Inc., Prescott, for design of a new 14" water transmission main. The line will replace 1700 lineal feet of existing, undersized 12" main consisting of two material types: 26-year old asbestos cement pipe, and ductile iron pipe for the segment within Willow Creek (see attached map). The new line will be armored to withstand the recurring scour damage affecting the existing line.

Schedule

Project milestones are as follows:

Commence Design	January 2008
30% Design	May 2008
100% Design	September 2008
Advertise for Bids	November 2008
Construction Start/Completion	January/May 2009

Budget

FY 08 funding has been budgeted and is available within the Water Fund for this project, enabling award of the engineering services contract to Civiltec Engineering, Inc., in the amount of \$90,757.00.

- Attachments**
- Location Map
 - Scope of Work and Cost Breakdown

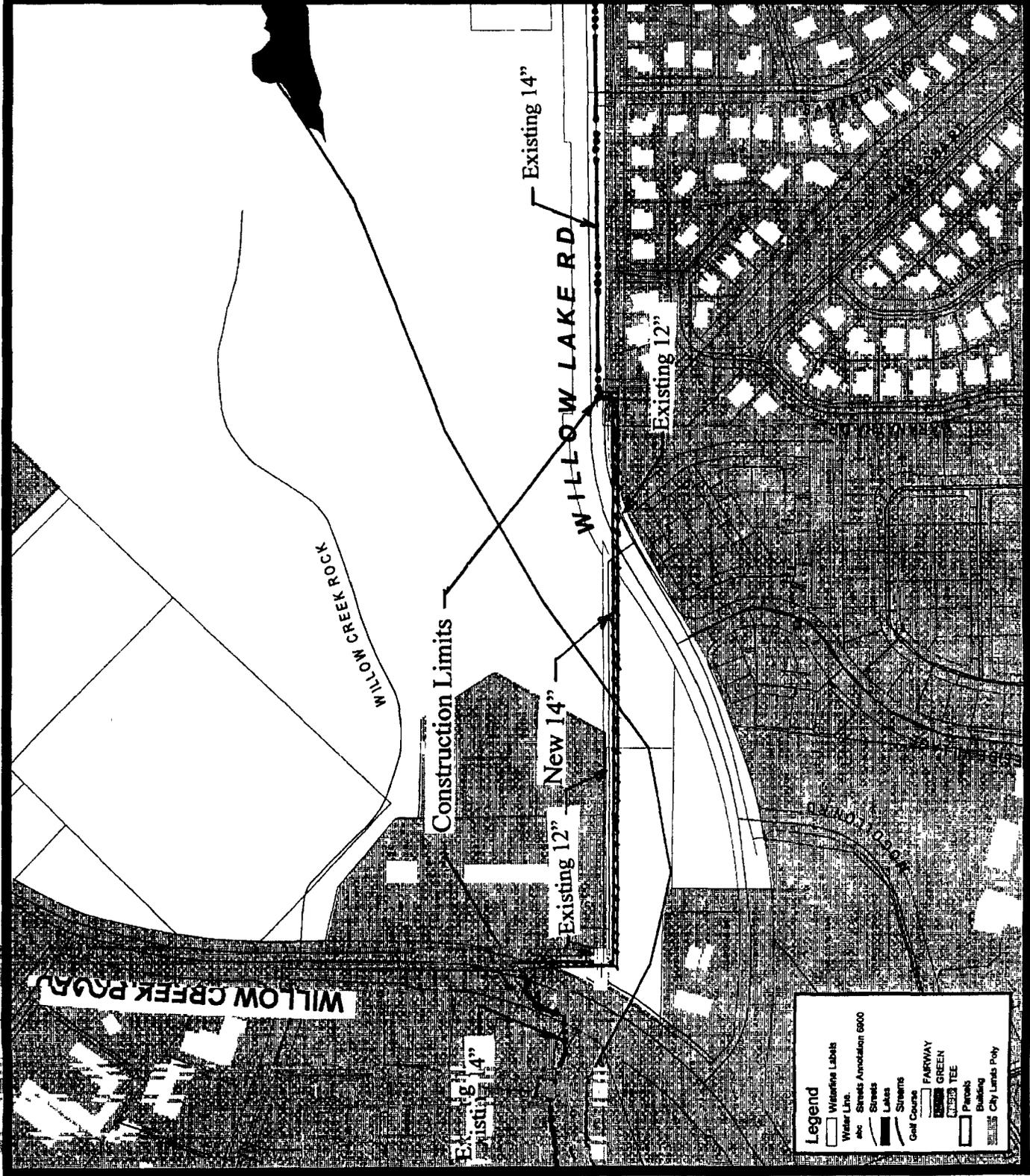
Recommended Action: MOVE to approve a professional services agreement with Civiltec Engineering, Inc., in the amount of \$90,757.00 for the Willow Creek 14" Transmission Main Project.



This map is a product of the City of Prescott GIS



0 1" = 342'



Legend

- Water Line
- Street Annotation 6000
- Streets
- Lakes
- Streams
- Golf Course
- FAIRWAY
- GREEN
- OBSTACLE
- TEE
- Pavement
- Building
- City Limits Poly

**City of Prescott, Arizona
Reconstruct Willow Creek 14" Transmission Main
Evaluation, Preliminary Design Report and Design**

**Scope of Work
Prescott Project No. 02-90533**

December 2007

Introduction

This Scope of Work defines the engineering services to be provided by Civiltec Engineering Inc. (Civiltec) for evaluation, preliminary design report, and design for replacing the City of Prescott (City) existing 12" pipe with a new or redundant 14" pipeline and appurtenant facilities. The existing City-owned 12" pipeline is approximately 1700 feet in length, consisting of both ductile iron and ACP pipe. The pipeline begins at approximately 126 feet north of the southwest corner of the southwest quarter of Section 10 Township 14 South, Range 2 West and extends easterly across Willow Creek to the north right of way line of Willow Lake Road, and ends along the South side of Willow Lake Road across from the Sewer Lift Station.

Background

The existing 12" pipeline was originally constructed in 1981 of ACP pipe, with Ductile Iron Pipe in the creek crossing area. A portion of the water system, east of the bridge structure at Willow Creek Road just north of Willow Lake Road has been reconstructed due to washouts from previous floods. A preliminary evaluation of the pipeline was included as part of the City's recent Water Collection System Model/Master Plan (Carollo, 2007). Carollo developed a new model that requires a build out, for a 14" pipe diameter.

Project Purpose

The purpose of this project is to evaluate the existing pipeline and appurtenances, and to provide design and plans for improving/replacing or adding additional 14" redundant pipe the entire length of the 12" pipeline, extending East from the West side of the bridge (approximately 1700 feet) to the existing 14" line on the south side of Willow lake Road.

Project Assumptions

- 1) The City will provide available information on the existing pipeline, including documentation for the existing pipeline right-of-way.
- 2) The City will provide development plans and utility information for the pipeline route and immediately adjacent properties.
- 3) The City is responsible for all permit-related fees.
- 4) Contract documents prepared as part of the design will be formatted assuming the project will be designed for one construction packages.
- 5) The project will be required to comply with Section 404 of the Clean Water Act. It is assumed that the project will be permitted under the Nationwide Non-Notifying Permit, with no single utility crossing impacting greater than 0.10 acres of jurisdictional waters, and no crossing impacting "critical resource waters," which include designated critical habitat for threatened or endangered species.

This evaluation, preliminary design report, and design will include the following:

- 1) Obtain and review existing information for the project, including drawings, existing utilities, property boundaries, rights-of-way, and pipeline operations history (under City ownership).
- 2) Review plans and coordinate with developments regarding existing and proposed developer improvements to portions of the pipeline.
- 3) Conduct a field investigation of the existing pipeline, including topographic survey of the pipeline route, and geotechnical investigation of the pipeline route.
- 4) Prepare a Technical Memorandum that summarizes the pipeline evaluation.
- 5) Prepare a Preliminary Design Report that includes system hydraulics, horizontal and vertical alignment, alternative pipe materials and construction methods, recommended phasing (if applicable), and preliminary opinions of construction costs.
- 6) Final design and construction documents for the pipeline.

PIPELINE EVALUATIONS

Task 1 - Obtain & Review Existing Information

Obtain and review existing information for the project, including drawings, existing utilities, property boundaries, rights-of-way, and pipeline operations history (under City ownership). Review with City personnel existing and proposed plans for separate development of pipeline segments (commercial development, etc.). Prepare overall project map, which shows project limits, general existing alignment, location of existing project features, and recently constructed pipeline segments.

Task 2 - General Inspection/Documentation

In conjunction with City staff, Civiltec will conduct a field review of the existing pipelines. Field discussions and review will include history of City operations, adjacent properties and development, potential construction conflicts, and City goals for design and operations. Affinity RV is in the process of doing some reconstruction adjacent to and within the existing 15 foot water easement and coordination is required with their construction. Civiltec will gather photo documentation of the existing conditions along the pipeline route.

Task 3 - Field Survey

Provide field survey to record topographic features along the pipeline route and in the areas of existing and proposed structures. The width of survey along the pipeline route will be the easement width, or width of the creek bed flow or 50 feet. The topographic survey will include sufficient area to support the hydrologic study in the Willow Creek area, and will also include recently rebuilt portions of the utility systems.

Task 4 - Geotechnical Investigation

Provide geotechnical field investigation, to include soil borings along the pipeline route and additional borings in the locations of any proposed structures. The investigation and report will include coring and seismic survey in the rocky areas of the proposed alignments. The geotechnical investigation and results/recommendations will be summarized in a bound report.

Task 5 - Technical Memorandum

The procedures and results of the pipeline evaluation, Tasks 1 through 4, will be detailed in a Technical Memorandum. The Draft Technical Memorandum will be submitted to the City for review. The Final Technical Memorandum will become part of the Preliminary Design Report.

PRELIMINARY DESIGN REPORT

Task 6 - Pipeline Alignment/Rights-of-Way

Based on available documentation and on field survey results, Civiltec will develop an overall map of the existing pipeline alignment and rights-of-way. The map will include information on intersecting rights-of-way and ownership of adjacent properties.

Task 7 - Pipe Materials/Construction Options

In coordination with City staff, Civiltec will identify available pipe materials and construction techniques for completion of the pipeline project. The options will include open-cut excavation and pipe replacement, and in-situ pipe lining and/or pipe insertion. Pros and cons of the alternate materials/techniques, including budget-level cost estimates, will be identified and evaluated for application in the varying conditions along the pipeline route. Civiltec will meet with City staff to review the available options and to select the preferred option(s) for implementation.

Task 8 - Utility Coordination

Based on information provided by the City, Civiltec will contact utility companies that are identified as having existing utilities in the pipeline project area. Existing utility information provided by the utility companies will be included on the project plans. Civiltec will provide pipeline plans to the applicable utility companies and will communicate with them to address potential conflicts with the proposed pipeline construction.

Task 9 - Preliminary Design Report

Civiltec will prepare a Preliminary Design Report (PDR) that details and summarizes the activities and results of Tasks 5 through 8. The PDR will include conceptual plans for the pipeline, and include opinions of construction costs for the proposed project, and a draft implementation schedule for final design and construction.

PIPELINE DESIGN

Task 10 - Preliminary Design & Plans

Civiltec will prepare preliminary plans for the pipeline. The preliminary plans will include single plan/profile drawings for the pipeline and typical section views. The preliminary plans will be prepared using either the current Microstation Version or Autocadd.

Task 11 - Preliminary Opinion of Costs & Outline Specifications

Based on the preliminary design and plans, a preliminary opinion of construction cost will be developed for the pipeline. Outline specifications (CSI format) will be prepared for the proposed improvements.

Task 12 - Preliminary Plan Submittal & Review

Civiltec will submit the preliminary plans, opinion of costs, and outline specifications to the City for review. A workshop will be conducted at the City to discuss review

comments and summarize recommended changes for developing the final plans.

Task 13 - Final Plans, Specifications & Opinions of Costs

Civiltec will prepare final plans, specifications, and opinions of construction costs for the pipeline. Civiltec technical specifications (CSI format) will be reviewed for compatibility, incorporated with City specifications and contract documents for bidding.

Task 14 - Final Document Submittal & Review

Civiltec will submit the pre-final plans, opinion of costs, and outline specifications to the City for review. A workshop will be conducted at the City to discuss review comments and summarize recommended changes for developing the final plans. Comments on the pre-final documents will be incorporated into the final bid documents.

Task 15 – Project Management

This task includes project management for the evaluation, preliminary design report, and design components of the scope. Civiltec will conduct project meetings in coordination with City staff, including scheduling and meeting documentation. It is anticipated that ten meetings in Prescott will be required, including the project kickoff meeting/workshop and nine progress meetings. It is assumed that the preliminary and final review workshops will be accomplished as part of regular progress meetings. The meetings are budgeted with a maximum of two Civiltec personnel attending each progress meeting and three Civiltec personnel attending the kickoff. Perform project administration, including schedule/budget monitoring, monthly progress reports, and billings.

PROJECT DELIVERABLES

Project deliverables for Tasks 1 through 9 will be provided to the City as follows:

- 1) Task 1 - Overall project map (paper and digital copies)
- 2) Task 2 - Existing condition photo log (digital copy)
- 3) Task 3 - Topography survey results (digital copy)
- 4) Task 4 - Geotechnical investigation report (Two copies)
- 5) Task 5 - Pipeline Evaluation Technical Memorandum (8 copies of Draft and Final)
- 6) Task 6 - Technical Memorandum for preliminary pipeline sizing and alignment (8 copies of Draft and Final)
- 7) Task 7 - Preliminary Design Report (8 copies of Draft and Final)
- 8) Task 8 - Preliminary Plans, Opinion of Costs & Outline Specifications (8 copies)
- 9) Task 9 - Final Plans, Specifications & Opinions of Costs (8 copies of Pre-Final and Final)

STANDARD OF CARE

Civiltec shall be responsible to the level of competency and standard of care presently maintained by other practicing Professional Engineers performing the same or similar type of work at the time notice to proceed is issued. Civiltec and City of Prescott mutually agree that standard of care, as applied to design professionals, shall be defined as the ordinary and reasonable care required and established by expert testimony of what a reasonable and prudent professional would have done under the same or similar circumstances.

Civiltec 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 Civiltec opinion based on experience and judgment. Civiltec cannot and does not guarantee that proposals, bids, or actual Project construction costs will not vary from cost estimates prepared by Civiltec.

Willow Creek Water Main													
TASK	DESCRIPTION	Principal	Proj. Mgr.	Proj. Engr.	Staff Engr.	Designer	Drafter	Admin.	Survey Mgr.	Survey Tech	Survey Crew	Subs & Direct Expenses	TOTALS
RATES		143	127	114	110	91	70	45	112	91	180		
	Phase 1 - Pipeline evaluations												
1.1	Obtain and review existing information			8		12							\$ 2,004.00
1.2	General site visitation / documentation		3	3								\$ 4,000.00	\$ 723.00
1.3	Survey, topography, and reduction		4	8			24	8			40	\$ 9,988.00	\$ 14,900.00
1.4	Geotechnical investigation		8	4									\$ 11,440.00
1.5	Generate alternative alignments		12	24		16	32						\$ 7,956.00
1.6	Technical Memorandum		8										\$ 1,016.00
	Phase 2 - Preliminary Design and Report												
2.1	Alignment and R.O.W. map based on survey & data		2	4						40			\$ 4,350.00
2.2	Pipe materials, construction options		2	8									\$ 1,188.00
2.3	Utility coordination & potholing		4			12				8	8	\$ 4,000.00	\$ 7,608.00
2.4	Biological and Archeological services		8									\$ 5,320.00	\$ 6,336.00
2.5	Preliminary design report		4	16									\$ 2,332.00
	Phase 3 - Final Design												
3.1	30% plans, estimate, specifications		8	24		32	40						\$ 9,464.00
3.2	30% review workshop		3	3									\$ 723.00
3.3	60% plans, estimate, specifications		8	16		24	32						\$ 7,264.00
3.4	60% review workshop		3	3									\$ 723.00
3.5	100% plans, estimate, specifications		4	8		16	24						\$ 4,556.00
3.6	100% plan submittal												\$ -
3.7	ADEQ processing			6		8							\$ 1,412.00
	Phase 4 - Project Management												
4.1	Meetings, scheduling, correspondence, billings		24	24								\$ 1,000.00	\$ 5,764.00
4.2	Admin, Reproduction, mileage, reimbursables												\$ 1,000.00
	SUBTOTAL	0	105	159	0	120	128	0	8	72	46	\$ 24,288.00	\$ 90,757.00
	Total												\$ 90,757.00

M	COUNCIL AGENDA MEMO – January 8, 2008
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	DEPARTMENT: Public Works
	AGENDA ITEM: Approval of Supplemental Agreement 1 to Contract No. 2007-254, FY 07 Small Water Main Replacement Project, with Tonto Supply, Inc., in the amount of \$18,557.19

Approved By:**Date:**

Department Head: Craig V. McConnell	<i>Craig McConnell</i>	12-28-07
Finance Director: Mark Woodfill		
City Manager: Steve Norwood	<i>Steve Norwood</i>	1-3-08

Item Summary

This item is to amend Contract No. 2007-254, awarded by the Council on May 8, 2007, to Tonto Supply, Inc., in the amount of \$798,460.00, and comprising the Fiscal Year 2007 increment of an ongoing program for replacement of various undersized and aging water lines. During the course of the contract work, the City was notified by Yavapai County of their plan to pave Canyon Drive, a County-maintained road in the Mountain Club (see attached map).

The County's project involved removal of road material to a depth of 2-3 feet, and replacement with base material and paving. Following confirmation of the size, condition, shallow depth, plan for future-year replacement, and short length of City water line located within Canyon Drive, 120 lineal feet of 6" pipe was installed at lower depth, replacing the existing deteriorated, undersized 2" galvanized line. Construction of the new main prior to the road improvements both benefited City water customers on Canyon Drive, and avoided cutting of the pavement in an upcoming year.

Budget

FY 08 funding is available in the Water Fund for this supplemental agreement in the amount of \$18,557.19.

Attachment - Location map

Recommended Action: MOVE to approve Supplemental Agreement 1 to Contract No. 2007-254, FY 07 Small Water Main Replacement Project, in the amount of \$18,557.19.

Agenda Item: FP07-011 – Cedar Ridge Condominiums - a PAD

side of the existing entrance (where the sign is located) where there are no trees in the R.O.W. (subject to Engineering Department review and approval).

Photo: Looking South on Robinson Drive



Setbacks. The applicant proposes a new front yard setback requirement of 0' for the construction of several carports along Robinson Drive where only the parking lot currently exists. No other changes in setbacks are proposed.

Water. A Water Service Agreement was previously approved for 10.5 acre feet in conjunction with the Preliminary Plat approval by City Council on August 14, 2007.

STAFF RECOMMENDATION: There are no department comments. Staff recommends approval.

Recommended Action:

Move to Approve FP07-011 – Cedar Ridge Condominiums Final Plat – A Planned Area Development

SF-35

CACTUS DR

LOST TR
SANTAFEE TR

Project Location

Separate Parcel

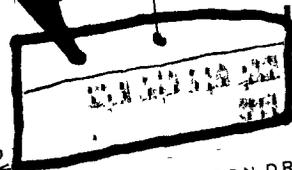
OVERLAND RD

OVERLAND RD

BUTTERFIELD RD

MF-M

CANYON VIEW ST



MF-H

ROBINSON DR

MF-M

SHEFFIELD

ROBINSON DR

STETSON

DANIELS DR

MF-M

SF-9

STETSON

WEBB DR

RHONDA

GUNLEY

STETSON

WEBB PL

SF-35

AVEN DR

MARTIN

BG (PAD)

420

SON RD

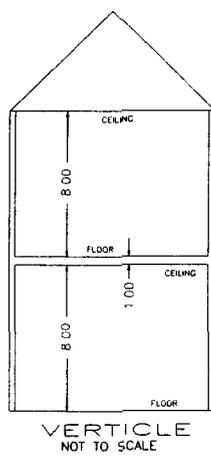
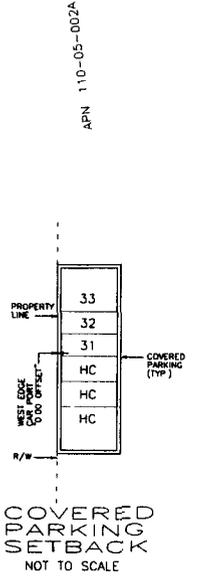
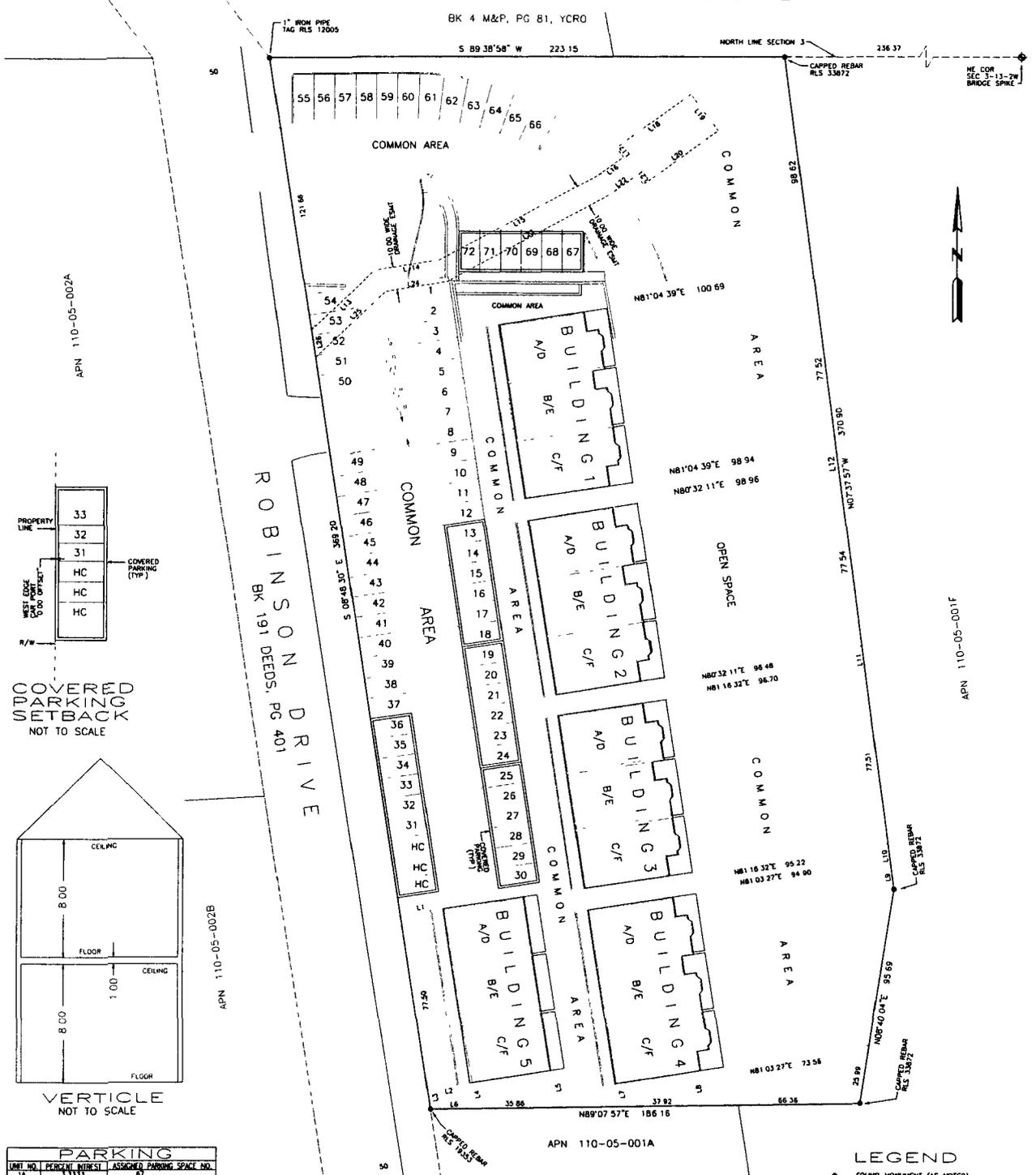
FINAL PLAT OF
CEDAR RIDGE CONDOMINIUMS
 "A PLANNED AREA DEVELOPMENT"

LOCATED IN THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 13 NORTH,
 RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN
 CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA

CONTAINING 99,829 SQUARE FEET OR 2.29 ACRES, MORE OR LESS



GREEN MANOR HEIGHTS



UNIT NO.	PERCENT INTEREST	ASSIGNED PARKING SPACE NO.
1A	100.0000	0
1B	100.0000	0
1C	100.0000	0
1D	100.0000	0
1E	100.0000	0
1F	100.0000	0
1G	100.0000	0
1H	100.0000	0
1I	100.0000	0
1J	100.0000	0
1K	100.0000	0
1L	100.0000	0
1M	100.0000	0
1N	100.0000	0
1O	100.0000	0
1P	100.0000	0
1Q	100.0000	0
1R	100.0000	0
1S	100.0000	0
1T	100.0000	0
1U	100.0000	0
1V	100.0000	0
1W	100.0000	0
1X	100.0000	0
1Y	100.0000	0
1Z	100.0000	0
2A	100.0000	0
2B	100.0000	0
2C	100.0000	0
2D	100.0000	0
2E	100.0000	0
2F	100.0000	0
2G	100.0000	0
2H	100.0000	0
2I	100.0000	0
2J	100.0000	0
2K	100.0000	0
2L	100.0000	0
2M	100.0000	0
2N	100.0000	0
2O	100.0000	0
2P	100.0000	0
2Q	100.0000	0
2R	100.0000	0
2S	100.0000	0
2T	100.0000	0
2U	100.0000	0
2V	100.0000	0
2W	100.0000	0
2X	100.0000	0
2Y	100.0000	0
2Z	100.0000	0
TOTAL	100	COVERED PARKING SPACES

NO.	BEARING	DISTANCE
1.1	S 81°11'27" W	18.71
1.2	S 81°11'27" W	18.71
1.3	N 89°07'57" E	186.16
1.4	N 89°07'57" E	186.16
1.5	N 89°07'57" E	186.16
1.6	N 89°07'57" E	186.16
1.7	N 89°07'57" E	186.16
1.8	N 89°07'57" E	186.16
1.9	N 89°07'57" E	186.16
1.10	N 89°07'57" E	186.16
1.11	N 89°07'57" E	186.16
1.12	N 89°07'57" E	186.16
1.13	N 89°07'57" E	186.16
1.14	N 89°07'57" E	186.16
1.15	N 89°07'57" E	186.16
1.16	N 89°07'57" E	186.16
1.17	N 89°07'57" E	186.16
1.18	N 89°07'57" E	186.16
1.19	N 89°07'57" E	186.16
1.20	N 89°07'57" E	186.16
1.21	N 89°07'57" E	186.16
1.22	N 89°07'57" E	186.16
1.23	N 89°07'57" E	186.16
1.24	N 89°07'57" E	186.16
1.25	N 89°07'57" E	186.16
1.26	N 89°07'57" E	186.16

- LEGEND**
- FOUND MONUMENT (AS NOTED)
 - ◆ SECTION OR QUARTER CORNER
 - HC HANDICAP PARKING
 - COVERED PARKING SPACES 31-34 & 87-72

M HAYWOOD ASSOCIATES INC
 SURVEYING G P S PLANNING

115 E GOODWIN STREET
 PRESCOTT, AZ 86303
 (928) 778-5101

YAVAPAI COUNTY RECORDER
 FILED AND RECORDED AT REQUEST OF

NO. 20...
 AT ... O'CLOCK ... M
 PAGE ...
 RECORDS OF YAVAPAI COUNTY ARIZONA
 AND BETHANN - TRINIDAD
 COUNTY RECORDER

JOB NO 07-049 DRAWN JB
 CHECK JACHOWICZ DATE 12-17-07
 CLIENT MRD CHECKED C.M.H.
 SCALE 1"=20' DATE 12-17-07

SHEET 2 OF 4

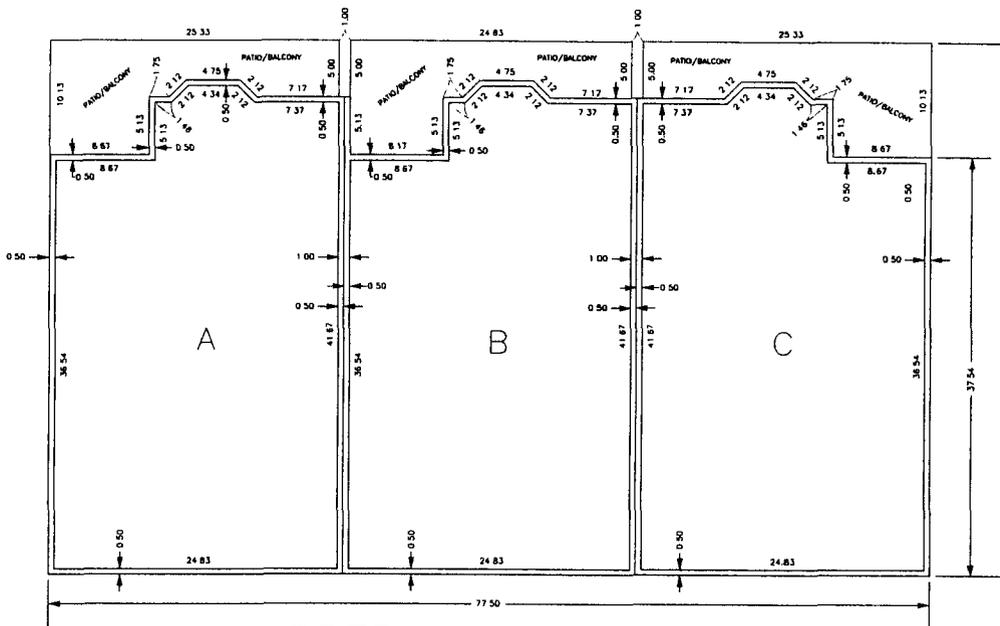


FINAL PLAT OF CEDAR RIDGE CONDOMINIUMS

"A PLANNED AREA DEVELOPMENT"

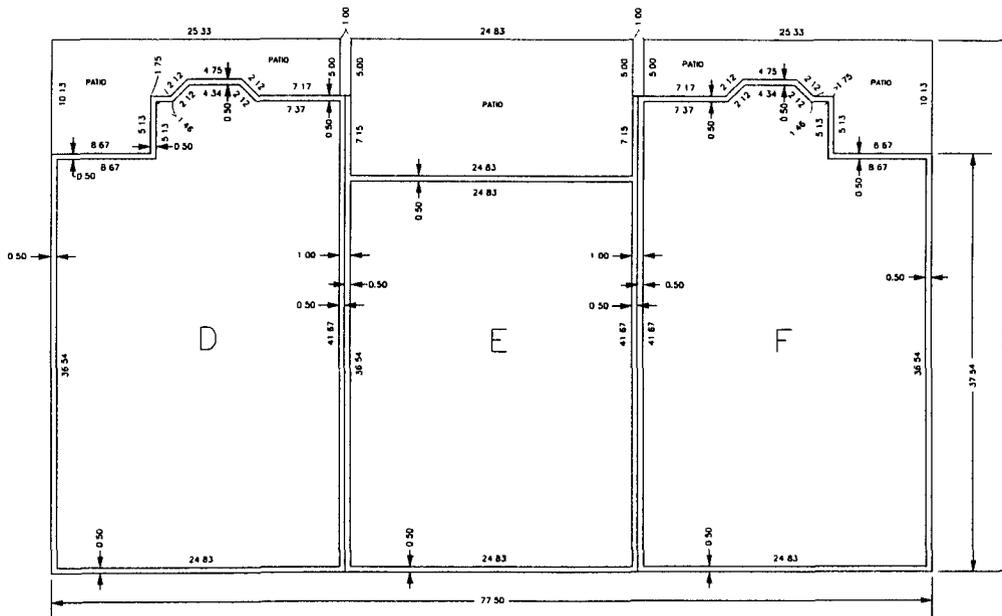
LOCATED IN THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 13 NORTH,
RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN,
CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA

CONTAINING 99,829 SQUARE FEET OR 2.29 ACRES, MORE OR LESS



UPPER LEVEL LAYOUT
BUILDINGS 1, 2, 3 & 4

AREAS		
UNIT	LIVABLE AREA	PATIO/BALCONY
A	999 SQ FT	162 SQ FT
B	999 SQ FT	156 SQ FT
C	999 SQ FT	162 SQ FT



LOWER LEVEL LAYOUT
BUILDINGS 1, 2, 3 & 4

AREAS		
UNIT	LIVABLE AREA	PATIO
D	999 SQ FT	162 SQ FT
E	999 SQ FT	302 SQ FT
F	999 SQ FT	162 SQ FT



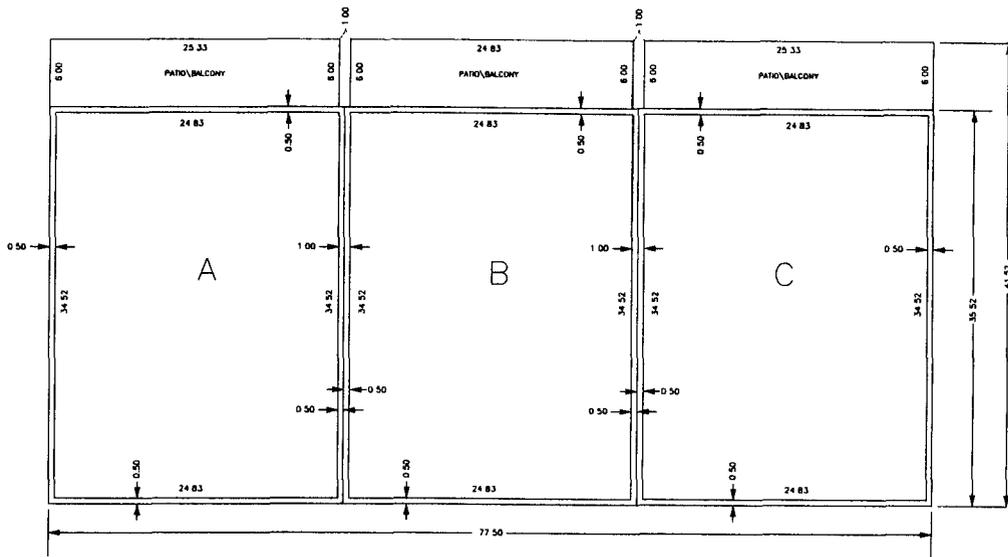
M. HAYWOOD ASSOCIATES, INC. SURVEYING G.P.S. PLANNING		TAVAPAI COUNTY RECORDER FILED AND RECORDED AT REQUEST OF
115 E GOODWIN STREET PRESCOTT, AZ 86303 (928) 778-5101		_____ AD 20__
JOB NO: 07-048 DRAWN: JH		AT _____ O'CLOCK _____ M
CREW: JACOBOWICZ	DATE: 12-17-07	BOOK _____ OF _____
CLIENT: WSD	CHECKED: CMH	PAGE _____
SCALE: 1" = 5'	DATE: 12-17-07	RECORDS OF YAVAPAI COUNTY, ARIZONA
SHEET 3 OF 4		APR. WATMAN-TANIGUCHI COUNTY CLERK

FINAL PLAT OF
CEDAR RIDGE CONDOMINIUMS

"A PLANNED AREA DEVELOPMENT"

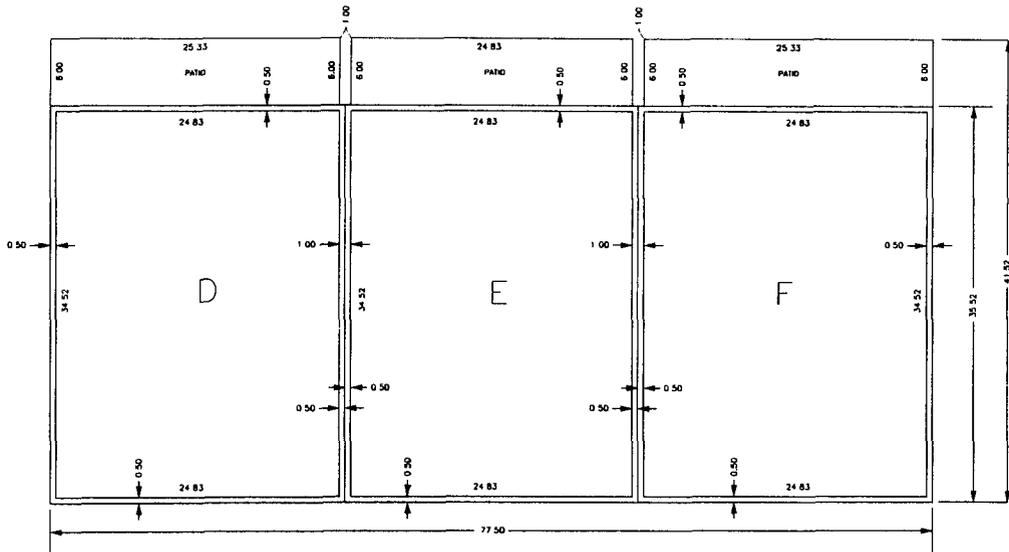
LOCATED IN THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 13 NORTH,
RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN,
CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA.

CONTAINING 99,829 SQUARE FEET OR 2.29 ACRES, MORE OR LESS



UPPER LEVEL LAYOUT
BUILDING 5

AREAS		
UNIT	LIVABLE AREA	PATIO/BALCONY
A	857 SQ FT	152 SQ FT
B	857 SQ FT	149 SQ FT
C	857 SQ FT	152 SQ FT



LOWER LEVEL LAYOUT
BUILDING 5

AREAS		
UNIT	LIVABLE AREA	PATIO/BALCONY
D	857 SQ FT	152 SQ FT
E	857 SQ FT	149 SQ FT
F	857 SQ FT	152 SQ FT



M. HAYWOOD ASSOCIATES, INC. SURVEYING G.P.S. PLANNING		YAVAPAI COUNTY RECORDER FILED AND RECORDED AT REQUEST OF	
115 E. GOODWIN STREET PRESCOTT, AZ 86303 (928) 778-5101		NO. 30...	
JOB NO. 07-019	DRAWN BY	AT _____ O'CLOCK _____ M	
CLIENT: JACHENWICZ	DATE: 12-17-07	BOOK _____ OF _____	
CLIENT: WRO	CHECKED: G.M.H.	PAGE _____	
SCALE: 1" = 5'	DATE: 12-17-07	RECORDS OF YAVAPAI COUNTY, ARIZONA	
SHEET 4 OF 4		AND WITNESS: TRAILBLAZER COUNTY RECORDER	

COUNCIL AGENDA MEMO – 1/08/2008
DEPARTMENT: Community Development
AGENDA ITEM: Proposed annexation of 8.9 acres lying between Shoup Street, Adams Avenue, and Iron Springs Road, creating a triangular parcel to be annexed. Property is owned by Kile Street Enterprise L.L.C. (ANX07-003)

Approved By:	Date:
Department Head: Tom Guice <i>TAG</i>	12-31-07
Finance Director:	
City Manager: Steve Norwood <i>A Hadley</i>	1-3-08

REQUEST

This is a request to annex approximately 8.9 acres of commercially (county zoned C1-4) zoned land into the city. The property includes nineteen parcels located west of Iron Springs Road in the vicinity of Adams Avenue and Shoup Street. An economic development agreement was approved in November 2005 with annexation to coincide the completion of the Iron Springs Rd. project. The economic development agreement stipulates that:

- *The parcel shall be zoned Business Regional at the time of annexation.
- *The property shall have not more than 12 acre feet of water, no single commercial business shall use more than 5 acre feet per year without first obtaining approval by city council.
- *Use exclusions prohibiting laundromats, car washes and residential.

The 2003 General Plan projects a commercial corridor along Iron Springs Road encompassing the subject site and surrounding areas. The General Plan designates the parcel as Commercial.

ROAD AND UTILITY CONNECTIVITY

The parcels will have access either off of Iron Springs Road, Adams Avenue, Shoup Street, and/or the new extension of Meadowridge west of Iron Springs Road.

The parcels will have access to a 8-inch sewer main along Shoup Street, Adams Avenue or along Kile Street. Current water service is provided by an 8-inch waterline connecting into the 12-inch main along Iron Springs Road.

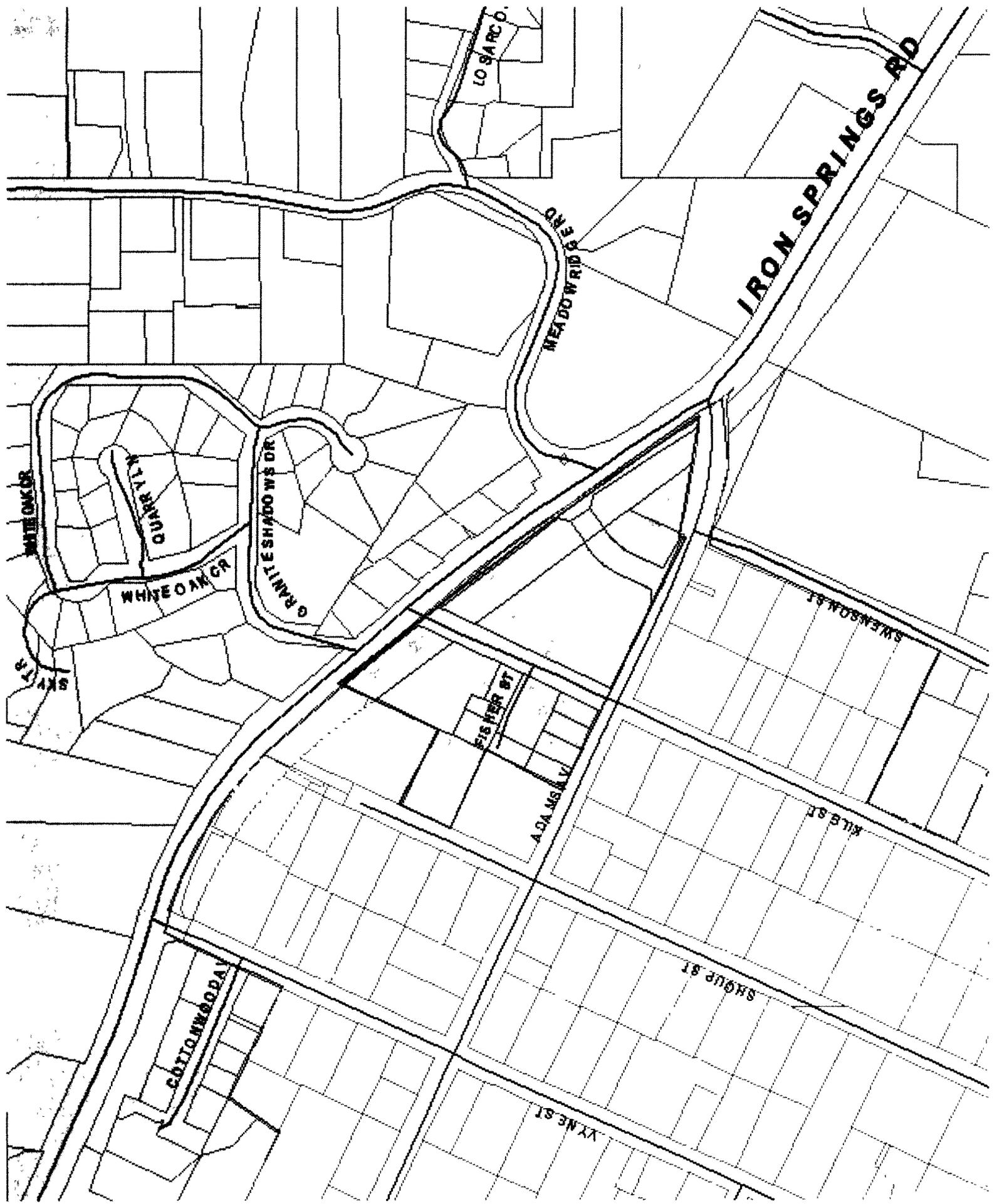
The following is a summary of the annexation process:

- Received the formal request for the annexation from the Kile Street Enterprise L.L.C. on July 27, 2007.
- Received list of property owners along with primary and secondary valuations from Yavapai County Assessors Office on 9/18/07.
- Received Real and Personal Property data and appraised values from Arizona Department of Revenue on 9/17/07.

Agenda Item: Kile Street Annexation (ANX07-003)

- Blank Petitions filed with Yavapai County Records Office 12/11/07. This starts the 30 day Public Notice Period which ends 01/10/08.
- Notice of Annexation request sent to Yavapai Count Board of Supervisors and Yavapai Fire District on 12/18/07.
- Public Hearing Notice Published 12/24/07 and property posted 12/26/07.
- Public Hearing to be held at City Council Meeting 01/08/08.
- Annexation Petitions to be sent to property owners for signature on 01/11/08.

Recommended Action: Move to close Public Hearing. (ANX07-003)



LO SARCO

IRON SPRINGS RD

MEADOW RID BEND

WHITE OAK CR

WHITE OAK CR

GRITTE SHADOWS DR

SKY ST

COTTONWOOD AV

EISNER BT

ADA MS & V

SMENSON ST

KYLE ST

SQUIP ST

LYNE ST

COUNCIL AGENDA MEMO – January 8, 2008

DEPARTMENT: Community Development – Planning

AGENDA ITEM: RE07-028 Split one residential lot into two lots within the Willow Creek Heights subdivision.

Approved By:		Date:
Department Head: Tom Guice	<i>GW</i>	<i>1/3/2008</i>
Finance Director:		
City Manager: Steve Norwood	<i>R. Hedley</i>	<i>1/3/08</i>

PARCEL: APN 106-20-028

Area: 2.75 Acres

Zoning: SF-35

LOCATION: 755 N. Lakeview Drive. On the South side of N. Lakeview Drive near the intersection with N. Flying Dream Street.

Agent:

Granite Basin Engineering, Ben Huza
PO Box 2318
Prescott, AZ 86302

Owner:

Benson Family Trust, Lloyd Benson
740 S. Lakeview
Prescott, AZ 86302

REQUEST: A replat of the West half of lot 17 of the Willow Creek Heights subdivision creating one additional parcel. Section 9.10.5.C.1.a of the Land Development Code requires that an increase in the number of lots within a subdivision be approved by Council. The applicant is also requesting a waiver for the length of the "pole" of the proposed flag lot. The LDC limits the access length to a flag lot to 150'. The applicant is proposing a 210' access. This is identical access as the adjacent flag lot.

PREVIOUS COUNCIL ACTION: The final plat for the Willow Creek Heights subdivision was approved by the Prescott City Council and recorded on February 23, 1960. A split on the adjacent property, which is the East half of lot 17, was approved by Council and recorded on February 21, 2003 prior to the adoption of the current LDC. The proposed split is a "mirror image" of this adjacent property.

DEPARTMENT AND AGENCY COMMENTS:

The Fire Department is requiring a 50' access easement with a hammerhead turnaround leading into the proposed rear lot. The applicant created a 50' access easement by utilizing the pole portion of the proposed and existing flag lots. The access driveway connects the 2 proposed lots and the 2 existing adjacent lots. The area is served by an 6 inch water line and 8 inch sewer line along N. Lakeview Drive to the North. No concerns regarding infrastructure have been expressed by Public Works and Engineering nor have any issues been identified by any other department or agency.

NEIGHBORHOOD COMMENTS:

An area meeting was held on December 19, 2007. The meeting was attended by 7 area residents and 4 applicant attendees. Items discussed included the flag lot access

Agenda Item: RE07-028 Split one residential lot into two within the Willow Creek Heights subdivision.

length and viewshed concerns. Generally, the residents voiced that they do not wish to see any more flag lots in the area, primarily because it will increase the probability that a home will be built closer to existing homes and may block the view. The concern focused on the belief that a precedent would be set regarding future flag lot waivers with access length greater than 150'.

The applicant expressed his desire not to encroach upon his neighbors. He discussed an existing self-imposed deed restriction requiring a 100' setback along the Southern boundary of the existing lot, and, also the adjacent flag lot. This deed restriction will carry over to the proposed flag lot requiring that no home be built within a 100 foot Southerly setback.

Written opposition has been received from 2 neighbors who were not in attendance at the area meeting. The written letters (attached) are of a generic nature opposing any setback or height variances in the area. One of authors verbally indicated that he is opposed to the flagpole waiver due to precedence and future home encroachment concerns along his lot.

STAFF ANALYSIS:

The existing parcel is zoned SF-35 which allows for the increased density. The proposed revision to plat will provide one additional single-family parcel to the subdivision. The property is within relatively flat terrain with the proposed lot predominately between zero and 20 percent slope. The topography of the area does not constrain the proposed splitting of the property. The resultant properties will be 38,057 and 73,075 square feet in size. The largest proposed parcel may not be further split in the future, under the provisions of the current LDC, unless access issues are addressed which include a required 20' connection provided to an established Right-of-way. There is no floodway associated with this area. The proposed parcels are currently vacant.

The neighbors expressed that they do not wish to set a precedent. There are currently 6 lots within the subdivision with flag lot access greater than 150'. None of the original 5 acre lots remain unaltered within this subdivision. The applicant is requesting identical access as the neighboring parcel to take advantage of the shared driveway, and to allow for the required 50' access easement to be shared by the adjacent property.

The Water Advisory Committee does not review applications up to 3 lots. WSA07-026 will be approved administratively if the City Council approves this request. The application for the Revision of Plat satisfies all submittal requirements. The LDC allows for flag lot access to be greater than 150' with Council approval. Should a waiver be granted, the proposed lots will meet all the requirements within the LDC for parcels in the SF-35 zoning district.

Attachments:

- Vicinity and Zoning Map
- Proposed Replat
- Letters
- Area Meeting Attendance

Agenda Item: RE07-028 Split one residential lot into two within the Willow Creek Heights subdivision.

RECOMMENDED ACTION:

1. Move to approve RE0-028, a Revision to Plat West half of lot 17 of Willow Creek Heights subdivision to create 2 parcels from one parcel within the subdivision.
2. Move to approve a waiver of Section 7.4.5.4.c allowing for a greater depth of the flagpole or panhandle to a maximum of 210 feet.

Parcel Report for APN: 106-20-028

Site Address 751 N LAKEVIEW DR
755 N LAKEVIEW DR

Owner
BENSON FAMILY TRUST
748 S LAKEVIEW DR
PRESCOTT AZ 86301

Subdivision Name WILLOW CREEK HEIGHTS

Max Lot Coverage 0.3%
Max Bldg Height 35 ft
Setbacks

Front 12 ft
Side 12 ft
Rear 30 ft
Corner 20 ft

Acres 2.45 acres
Square Ft 106,916 sq.ft.
TRS T14-R27-S15

DOR Usage Code Vacant/Res
Description VACANT RESIDENTIAL URBAN
SUBDIVIDED

Zoning Information

Zoning SF-35

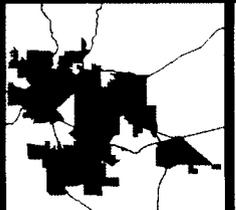
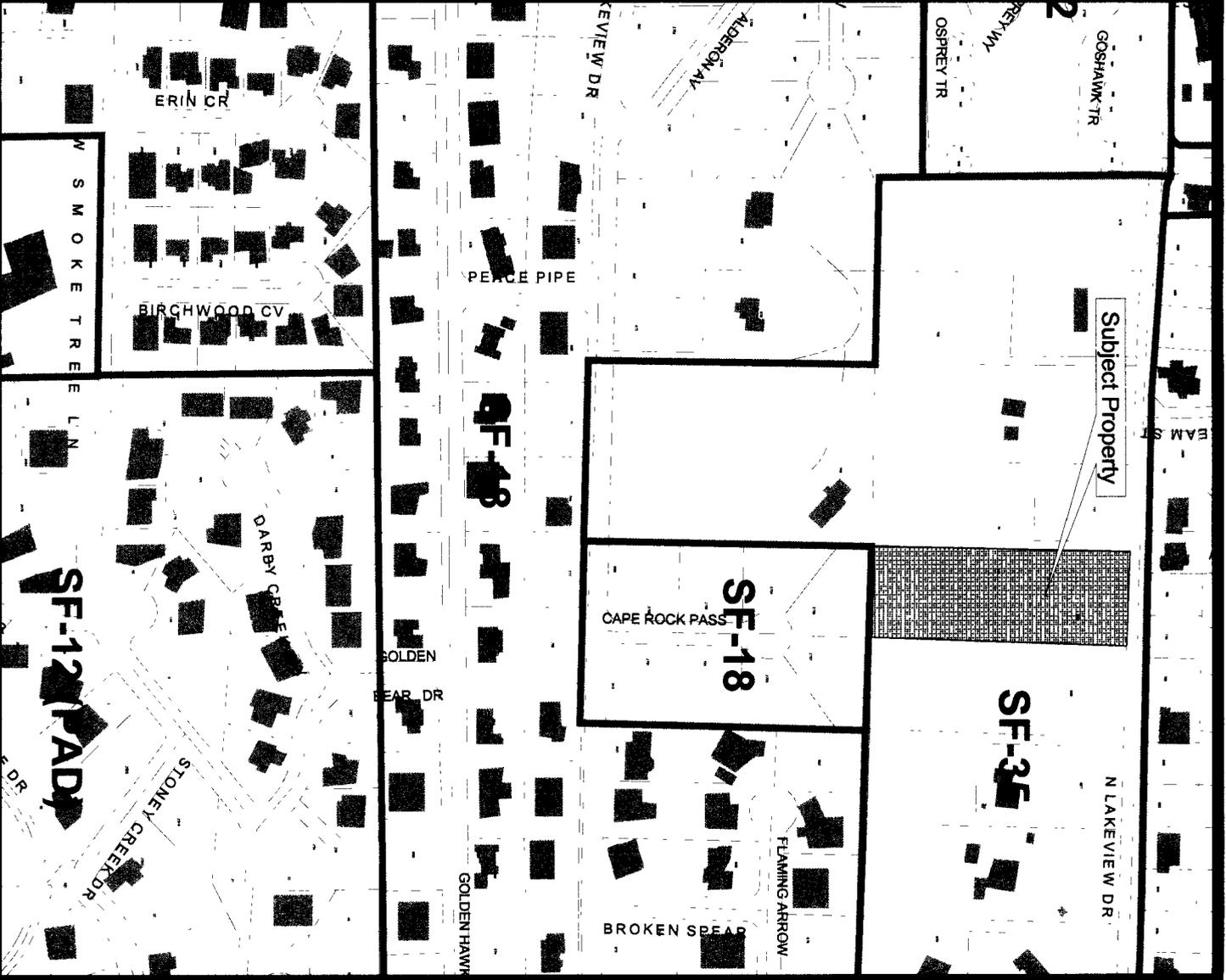
Flood Zone X:
FIRM Panel 04025C2080F

Overlay District Information

HPD District	No
NR District	No
Willow Creek District	Outside
Whipple-Zuma District	Outside
Hwy 69 District	Outside
Prescott East Area Plan	Outside
Prescott Enterprise	Outside
Airport Noise District	Outside
Urban Wildlife Interface	Outside

Planner's Actions:

DA-94-034: Development Agreements
Res 2682
DA-94-034A2: Development Agreements
NONE



755 N LAKEVIEW DR

This map is a product
of
The City of Prescott



December 12, 2007

Mr. Ryan Smith

Community Planner

City of Prescott

Subject: Parcel 106-20-029D & adjacent properties

You recently verbally confirmed that the rear setback on the subject parcel is 30 ft. and the maximum height of a home is 35 ft. from the natural grade.

We object to any requested setback or height variances for the subject parcel and the adjacent properties.

We would appreciate as much advanced notice as possible on any requested variances on the subject parcels.

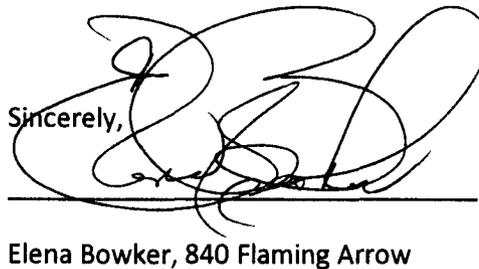
We understand that this letter will remain on file indefinitely and be held personally by you in your office. It will not be placed into any electronic filing system because there are no current capabilities for such. However, if the City Planning Office develops an electronic filing system we would appreciate you placing this letter on file under the subject parcel.

Sincerely,



Larry Bowker, 840 Flaming Arrow

Sincerely,



Elena Bowker, 840 Flaming Arrow

December 12, 2007

Mr. Ryan Smith

Community Planner

City of Prescott

Subject: Parcel 106-20-029D & adjacent properties

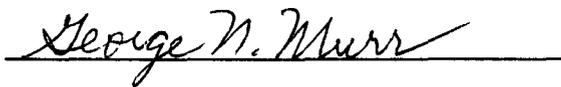
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We would appreciate as much advanced notice as possible on any requested variances on the subject parcels.

We understand that this letter will remain on file indefinitely and be held personally by you in your office. It will not be placed into any electronic filing system because there are no current capabilities for such. However, if the City Planning Office develops an electronic filing system we would appreciate you placing this letter on file under the subject parcel.

Sincerely,

A handwritten signature in cursive script that reads "George N. Murr". The signature is written in black ink and is positioned above a solid horizontal line.

George Murr, 822 Flaming Arrow, (Family Trust)

Sincerely,

A handwritten signature in cursive script that reads "Kristina K. Murr". The signature is written in black ink and is positioned above a solid horizontal line.

Kristina Murr, 822 Flaming Arrow, (Family Trust)



WELCOME CITY OF PRESCOTT AREA MEETING FOR

RE07-028

Date: 12-19-07 Time: 5:30

Please Print Your Name And Address Below

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
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Neyna Benson	748 A Lakeview	445-8127
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Scott Sandberg	P.V.	710-7920
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Ben Huza	3605 Crossings Dr.	717-0171
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Steve Walker	18305 E Trail End	533-3469
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Michael Roden	2707 Cape Rock Pass	899-4177
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Vicki Roden	2707 Cape Rock Pass	776-9789
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JERRY FOWLER	2660 TRAIL WALK	708-0159
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James R Roden	5869 E Ironwood	480-563-1977
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Jay Heatwole	805 N. LAKEVIEW DR.	776-0846
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Anne Heatwole	"	"
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COUNCIL AGENDA MEMO – January 8, 2008

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DEPARTMENT: Engineering Services

AGENDA ITEM: Approval of a professional services agreement with Shephard-Wesnitzer, Inc., in the amount of \$99,240.00 for design of the FY 08 Pavement Reconstruction Project in Yavapai Hills Subdivision

Approved By:

Date:

Department Head: Mark Nietupski

Finance Director: Mark Woodfill

City Manager: Steve Norwood



1/31/08

Item Summary

This item is to procure engineering services for the design of roadway pavement improvements for various streets within the Yavapai Hills Subdivision.

This project contributes to implementation of the Council's goal of improving the City's street system.

Background

The Pavement Reconstruction Project will address streets in Yavapai Hills, which are reaching the end of their design life requiring reconstruction. Pavement maintenance and/or rehabilitation strategies, as appropriate for other streets in the subdivision, will also be developed as a number of streets are manifesting various levels of deterioration. A geotechnical analysis will be conducted to assist in determining the most cost effective and durable rehabilitation solution for the various types of distresses observed.

Pavement treatments will range from rubberized chip-seal, to milling & overlay, and/or complete removal and replacement of particular pavement sections. Streets of specific focus include Yavapai Hills Drive, Sunrise Boulevard and Hornet Drive in light of their deteriorated condition and the higher volumes of traffic they carry.

The selection of Shephard-Wesnitzer, Inc., was made after a formal Request for Statements of Qualifications process was completed. Four candidate firms were short-listed and interviewed. Shephard-Wesnitzer, Inc. has a local office.

Schedule

Pending contract award, design will commence in February 2008 with design completion anticipated in April 2008.

Agenda Item: Approval of a professional services agreement with Shephard-Wesnitzer, Inc., in the amount of \$99,240.00 for design of the FY 08 Pavement Reconstruction Project in Yavapai Hills Subdivision

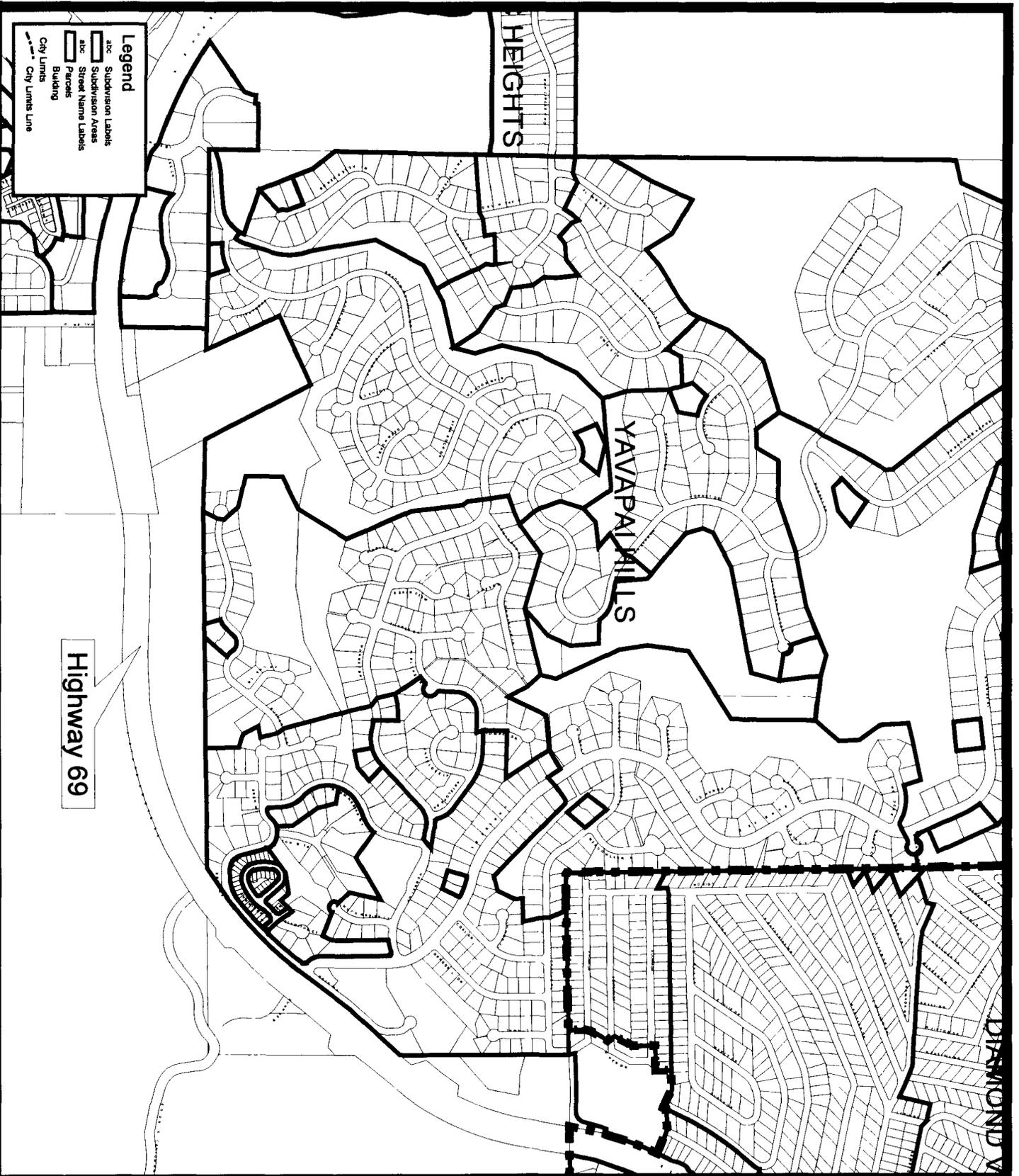
Budget

The total contract amount of \$99,240.00 is for roadway design. FY 08 funding is available in the amount identified for the Unpaved Streets Project from the One Cent Sales Tax for Streets and Open Space.

Attachments

- Scope of work and fee proposal
- Location map

Recommended Action: **MOVE** to approve a professional services agreement with Shephard-Wesnitzer, Inc., in the amount of \$99,240.00 for design of the FY 08 Pavement Reconstruction Project in Yavapai Hills Subdivision.



Highway 69



This map is a product of the
The City of Prescott GIS



City of Prescott - Yavapai Hills Pavement Replacement

SWI Project No. 07374

Engineers Budget Estimate of Construction Costs

Prepared December 20, 2007

Based on 0% Design & Generalized Project Construction Elements

Roadway Improvements

Item	Quantity	Unit	Price	Cost
1 Mob/Admin/Staking/Testing/Traffic Control		1 Job	\$80,000.00	\$80,000.00
2 Curb & Gutter replacement	900	LF	\$20.00	\$18,000.00
3 Removals	9,600	SY	\$3.00	\$28,800.00
4 Pavement Markings		1 LS	\$10,000.00	\$10,000.00
5 Drainage Allowance		1 LS	\$20,000.00	\$20,000.00
6 4"AC/6"ABC Pavement Section- Estimated	9,600	SY	\$30.00	\$288,000.00
7 Mill and Overlay w/Geotextile	14,900	SY	\$20.00	\$298,000.00
8 Concrete Flatwork (Sidewalks/Valley Gutters)	15	EA	\$3,000.00	\$45,000.00
9 Contingencies @ 10%		1 Job	\$78,780.00	\$78,780.00

TOTAL ENGINEERS ESTIMATED ROADWAY CONSTRUCTION BUDGET AMOUNT: \$866,580.00

Based on some discussion of possible Utility enhancements at the Scoping Meeting

Utility Improvements

Item	Quantity	Unit	Price	Cost
1 Mob/Admin/Staking/Testing/Traffic Control		0 Job	\$45,000.00	\$0.00
2 8" PVC Sewer Line		0 LF	\$50.00	\$0.00
3 4" Residential Sewer Service Lines		0 EA	\$800.00	\$0.00
4 8" DIP Water line		0 LF	\$45.00	\$0.00
5 Residential 3/4" Water Services		0 EA	\$1,200.00	\$0.00
6 48" Dia Manholes		0 EA	\$3,000.00	\$0.00
7 Contingencies @ 20%		0 Job	\$0.00	\$0.00

TOTAL ENGINEERS ESTIMATED UTILITY CONSTRUCTION BUDGET AMOUNT: \$0.00

Total Engineers Estimated Project Construction Budget Amount: \$866,580.00

The estimate is based on the following assumptions:

3,100 LF of roadway with PQI up to 3.9 - full depth AC/ABC replacement

5,000 LF of roadway with PQI between 4.0 and 5.9 - mill, geotextile and overlay

39,000 LF of roadway with PQU at 7.0 and higher - no improvements required

Roadway width = 28' typically

10% of roadway length needs curb replacment

15 intersections could use a valley gutter

No utility improvements are included



Shephard  Wesnitzer, Inc.

221 North Marine Street, Suite 10
Prescott, AZ 86301
928.541.0444
928.541.1075 fax
www.swiaz.com

Engineering an environment of excellence

Scope of Services for the Design of Yavapai Hills Improvements

City of Prescott, Arizona

Shephard-Wesnitzer Inc. Job #07374 – Prepared January 2, 2007

TABLE OF CONTENTS

PROJECT DESCRIPTION.....	2
1.0 PROJECT KICK OFF MEETING	3
2.0 OPEN HOUSE PRESENTATIONS AND COORDINATION	3
3.0 MONTHLY PROGRESS MEETINGS.....	3
4.0 TOPOGRAPHIC/BOUNDARY SURVEY, RIGHT-OF-WAY AND EASEMENTS	4
5.0 GEOTECHNICAL INVESTIGATIONS AND PAVEMENT DESIGN	5
6.0 PREPARATION OF A SWPPP.....	5
7.0 INVESTIGATION OF EXISTING UTILITIES.....	6
8.0 ACCOMMODATION OF EXISTING DRIVEWAYS AND INTERSECTIONS	6
9.0 PLAN REQUIREMENTS.....	7
10.0 PREPARATION OF PRELIMINARY (30%) PLANS	8
11.0 PREPARATION OF PRELIMINARY (60%) PLANS	8
12.0 PREPARATION OF PRE-FINAL (95%) PLANS	9
13.0 PREPARATION OF FINAL (100%) BIDDING DOCUMENTS	9
14.0 ASSISTANCE DURING THE BIDDING PROCESS	10
15.0 PROVISION OF POST-DESIGN CONSULTATION SERVICES	10

Yavapai Hills Scope of Work

PROJECT DESCRIPTION

The City of Prescott will be entering into a contract for consulting engineering services and other associated services required to produce a set of biddable documents (plans and specifications) for **Yavapai Hills Improvements (approximately 20,000 linear feet of roadway)**.

Preliminary Project Information

Existing Conditions

- Two lane roadways with and without curb & gutter
- Residential area
- On-street parking
- Match up driveways, some with significant approach angles to the roadway
- Steep grades and cross-slopes
- Aged utility lines
- Distressed pavement in older sections of the neighborhood

Proposed Improvements

- Reconstruct the roadway pavement sections within existing right-of-way
- Match pavement grades and install new curb & gutter where necessary – match existing types
- No change in pavement widths are anticipated
- Follow existing grades and elevations throughout the project area to maintain the existing roadway profiles.
- No utility improvements are included in the project scope and fee. If utility replacements/extensions are requested, these will be considered an additional service to the project.

Project Key Activities

- Initial project walk through and consultation with City Staff and Design Team to review pavement conditions and determine the range of degrees of failure of the existing pavement sections/curb areas
- Geotechnical investigations determined and initiated in areas identified for improvement
- Pavement Section structural designs to determine the typical sections required based on alternatives determined during the initial walk through and consultation
- Development of construction plans, specifications, and construction cost estimates based on the areas to be replaced and the pavement sections identified
- Meetings with City Staff, City Council, Public, and Utility representatives as necessary
- Existing utility locations identified for construction plan base maps only
- Topographic Survey (curbs/sidewalks, pavement crown, roadway geometry and intersection matchup) - Roadways are assumed to be within City rights-of-way and no boundary survey will be performed. Existing roadway monuments will be field located where visible during the topographic survey. Reference Section 10.2 for survey assumptions.
- Geotechnical & pavement design – 20 borings up to 10' deep for pavement section design and possible new utility installations
- Public participation – one Public meeting-open house

Yavapai Hills Scope of Work

1.0 PROJECT KICK OFF MEETING

1.1 Project kick off meeting – The Engineer will be required to attend a kick-off meeting with City staff at a time and on a date agreeable to both parties. At the kick off meeting the Engineer shall provide to the City:

- A detailed design schedule.
- A list of the team members who will be involved in the project along with their phone numbers and e-mail addresses.
- An organization chart showing the relationship of all of the team members.
- Any required contractual submittals.

2.0 OPEN HOUSE PRESENTATIONS AND COORDINATION

2.1 Open House Prep – The Engineer will prepare for one (1) open house. Prior to the open house, the City of Prescott will provide the meeting location, newspaper advertisements, and an electronic list of addresses within the distribution area for the project. The Engineer shall recommend the names of key participants and residential areas for the open house notice mailing. The City shall prepare and send the meeting notification letters to stakeholders, provide refreshments and comment cards, and similar meeting items. The Engineer shall provide display boards and construction plans.

2.2 Open House Participation – The Engineer will attend and provide assistance with exhibits for one (1) open house. This meeting will deal with project issues including right-of-way, project design description, and construction impacts.

2.3 Individual business/property owner meetings – None anticipated.

3.0 MONTHLY PROGRESS MEETINGS

3.1 Monthly Coordination Meetings – The City and Engineer will meet monthly to discuss the project status and any pertinent issues. Coordination meetings will continue for the duration of the schedule provided at the project kick off meeting.

3.2 Additional Coordination Meetings – The City and Engineer will augment the monthly coordination meetings with up to two (2) additional meetings when issues come up that require action during intervening periods.

Yavapai Hills Scope of Work

4.0 TOPOGRAPHIC/BOUNDARY SURVEY, RIGHT-OF-WAY AND EASEMENTS

- 4.1 Topographic/Boundary Survey – SWI will provide the necessary topographic survey for the roadway alignment. A boundary survey is specifically not included in the project scope of services. SWI shall provide a sealed topographic survey along with the necessary digital files in an AutoCAD 2000 format compatible with the City's software. The City Surveyor shall coordinate with the Engineer in regard to the information required by the Engineer to be shown on the survey.
- 4.2 Existing right-of-way mapping – The City will provide all existing right-of-way limits for delineation on the plans as well as a listing of all benchmarks, which are to be utilized on the project.
- 4.3 Legal Descriptions – The City shall prepare any necessary legal descriptions and a map for the acquisition of additional right-of-way parcels and or easements required to construct the proposed improvements. The City will provide pertinent title reports to the Engineer if required. The Engineer will not be required to negotiate with the pertinent property owners for the acquisition of any of the required right-of-way parcels/easements. No new easements are anticipated for the project.
- 4.4 Final Right-of-Way Map – A final right-of-way map (record of survey) will not be required which indicates the new right-of-way and any permanent easements required. Construction is assumed to be located in rights-of-way within existing curb limits.

Yavapai Hills Scope of Work

5.0 GEOTECHNICAL INVESTIGATIONS AND PAVEMENT DESIGN

- 5.1 Field Exploration – The field exploration will consist of drilling auger borings using a Mobile B-47 drilling rig with complete traffic control. This will include an exploration for soil characteristics and soil sampling, and water level measurements (if encountered). We anticipate 20 borings for the project drilled to depths of 10 feet or auger refusal at the locations selected for the proposed roadway improvements and pavement section design.
- 5.2 Laboratory Analysis – Selected field samples will be tested for soil characteristics as determined by the Geotechnical engineer.
- 5.3 Final Report – A final report will be compiled including at least:
- Boring logs showing the stratification lines of the various soil types encountered during field exploration.
 - Results from laboratory testing conducted on selected samples.
 - General site conditions including topography, vegetation and surface drainage conditions.
 - Description of the subsurface conditions encountered.
 - Recommendations for design parameters as outlined in the request. Such parameters will include existing roadway section information, replacement pavement thickness design, and other general recommendations.

6.0 PREPARATION OF A SWPPP.

- 6.1 Preparation of a SWPPP – The Engineer will be responsible for preparing a Storm Water Pollution Protection Plan in compliance with ADEQ requirements. SWI will prepare SWPP plans for the project at a maximum 1" = 200' scale. SWPPP plans include layout of silt fence, straw bales, rock mulch, and the like to control sediment runoff from the project site along with details for each of these treatments. The City or the Construction Contractor will be responsible for any necessary agency notifications or implementation of the plan.

Yavapai Hills Scope of Work

7.0 INVESTIGATION OF EXISTING UTILITIES

- 7.1 Existing Utility Mapping – The Engineer will be responsible for coordinating with all utility companies (i.e. water, sewer, cable TV, electric, gas, telephone) in the area. Available information shall be depicted on the plans as clearly and accurately as possible in order to minimize unforeseen utility conflicts.

Visible utilities and above ground utilities will be identified and located by SWI during the topographic survey, including sewer manholes (including inverts), water valves, hydrants, electrical poles, street lighting, equipment pads, telephone and television risers, and above ground gas facilities. Any available "Bluestake" markings of underground utilities (water, sewer, electrical, telephone, cable and gas) will also be surveyed.

- 7.2 Potholing – The City will be responsible for potholing utilities at locations where the possibility of conflict exists between the existing utilities and proposed underground improvements.
- 7.3 Utility Coordination – The Engineer shall be required to coordinate with the utility companies to assist them with their endeavors to upgrade, replace or enhance their facilities prior to or as part of the construction project. The Engineer will be responsible for providing each of the utility companies a set of plans at completion of the 30%, 60%, 95% and 100% levels and will be required to secure written responses from each of the involved utilities at the completion of each design level.
- 7.4 Regional Utility Coordination – The Engineer will not be required to attend a Regional Utility Coordination meetings.

8.0 ACCOMMODATION OF EXISTING DRIVEWAYS AND INTERSECTIONS

- 8.1 Existing Driveways and Intersections – The Engineer shall evaluate all intersections with side streets and driveways to assure that transitions are smooth, no abrupt breakovers are induced as a result of the roadway improvements. Changes to the existing horizontal and vertical alignments of the roadways are not anticipated.

Yavapai Hills Scope of Work

9.0 PLAN REQUIREMENTS

Note: The plans will be prepared at 1" = 20' horizontal scale; vertical scale as appropriate

9.1 General Sheets – This task involves work necessary for the creation of General Sheets. Tasks include necessary design calculations, summary of quantities calculations, annotations, and drafting. The following list of general plan sheets will be required for this project:

- Cover Sheet (with title, index of sheets, City seal, list of utility contacts, Mayor/Council names, approval signature blocks and key map.) – To be provided to the Engineer in digital format by the City
- General Notes Sheet (with general notes, earthwork quantities table, symbols legend and design data)
- Street Typical Sections and Pavement Sections Details
- Estimated Quantities Matrix (by sheet)
- Geometric Layout and Data Sheet

9.2 Roadway Sheets – This task involves work necessary for the creation of Plan & Profile Sheets. Tasks include Base sheet preparation (including survey control, topographic mapping, existing right-of-way, and existing utilities), necessary design calculations, drawing annotations, construction notes, and drafting.

The Engineer shall evaluate all intersections with side streets and driveways to assure that transitions are smooth, no abrupt breakovers are induced as a result of the roadway improvements. Changes to the existing horizontal and vertical alignments of the roadways are not anticipated.

The following list of roadway sheets will be required for this project.

- Plan & Profile Sheets (showing existing and proposed improvements) including 3 line profiles showing centerline and curb and gutter on both sides of the roadway. Horizontal and vertical locations will be indicated at all PC's, PT's, and at 25 foot stations in between.
- Intersection Detail Sheets (plan & profile for all side streets and non-residential driveways) if required

9.3 Traffic Sheets – This task involves work necessary for the creation of Traffic Sheets. The following list of traffic sheets will be required for this project.

- Traffic Control Plan (during construction)
- Pavement Marking & Signing Replacement Notes, Details, and Sign Summary Sheet (with quantities)
- Signing and Marking Plan Sheets

9.4 Sewer Sheets – (Additional Service) This task involves work necessary for the creation of Sewer Sheets. The following list of sewer sheets will be required for this project.

- Sewer Plan and Profile if utility extensions are required.

Yavapai Hills Scope of Work

9.5 Water Sheets – (Additional Service) This task involves work necessary for the creation of Water Sheets. The following list of water sheets will be required for this project.

- Plan and Profile View with water services shown – this information may be combined with the sewer plan/profile sheets if line extensions are required.

Sheets	30%	60%	95%	100%
Cover Sheet (with title, index of sheets, City seal, list of utility contacts, Mayor/Council names, approval signature blocks and key map.)	X	X	X	X
General Notes Sheet (with general notes, earthwork quantities table, symbols legend and design data)		X	X	X
Street Typical Sections and Pavement Section Details and Retaining Wall Details	X	X	X	X
Estimated Quantities Matrix (by sheet)			X	X
Geometric Layout and Data Sheet(s)	X	X	X	X
Survey Control Map (with coordinates-on City grid/State plane) – To be provided by the City		X	X	X
Plan & Profile Sheets (showing all existing and proposed improvements)	X	X	X	X
Water/Sewer Plan & Profile Sheets if necessary				
Intersection Detail Sheet(s) (plan & profile for all side streets and non-residential driveways) if necessary		X	X	X
Traffic Control Plan (during construction)			X	X
Pavement Marking and Signing Notes, Details and Sign Summary Matrix Sheet (with quantities)			X	X
Signing and Marking Plan Sheets			X	X
SWPPP Plan Sheet and Detail Sheet			X	X
ENGINEERS DESIGN REPORT TO INCLUDE:				
Geotechnical/Pavement Design Report	X			
Brief Project Overview	X			

10.0 PREPARATION OF PRELIMINARY (30%) PLANS

The Engineer shall submit to the city and to all utilities, a set of 30% preliminary plans. These plans will show basic plan and profile views with proposed and existing roadway grades and limits. These plans will be reviewed to assure satisfaction with the general grades and alignment of the proposed roadway improvements. Individual submittals will be required for each of the roadway segments. The Engineer shall include an estimate of probable construction cost to the City for each plan submittal.

10.1 Survey Control – Survey control for the project will be provided by SWI based on information provided by the City and will be in accordance with City of Prescott



Yavapai Hills Scope of Work

requirements as follows; existing roadway centerline will be established with PC's, PT's, CS's, SC's, ST's and PI's of curves, POT's at 50-foot stations along curves, and 100-foot stations on tangents. Benchmarks will be set at alternate sides of the roadway at intervals appropriate to the work.

- 10.2 Topographic Mapping – A field topographic survey will be done by SWI for the project within the limits established for the project. Limits of the survey would include up to the back of curb for existing roadways plus existing utility information. Other site specific features will be included as determined by SWI for design. The project area for topographic survey purposes will be determined in the field, based on the roadway conditions. SWI anticipates approximately 1,300 LF of roadway requiring topographic information. 1' contours will be generated for the construction plan base maps. A minimum of 3 construction control points will be shown on the plans and set in the field. City provided survey control information will also be shown on the plans.
- Traffic Study – A traffic study will not be necessary for this project. The City will furnish traffic volumes for use in the geotechnical report for pavement section design.
- 10.3 Water & Sewer Study – (Additional Service) A study will only be required if new water and sewer line extensions are identified for incorporation into the construction plans during roadway design.

11.0 PREPARATION OF PRELIMINARY (60%) PLANS

The Engineer shall incorporate any alternative selections, changes, corrections and/or additions as a result of the preliminary plan review. The resulting set of plans will be submitted to the City and utilities as a pre-final design, which will be reviewed by the City and utilities for any final adjustments or corrections. A cost estimate shall be included.

12.0 PREPARATION OF PRE-FINAL (95%) PLANS

The Engineer shall incorporate any alternative selections, changes, corrections and/or additions as a result of the preliminary plan review. The resulting set of plans will be submitted to the City and utilities as a pre-final design, which will be reviewed by the City and utilities for any final adjustments or corrections. A cost estimate shall be included.

13.0 PREPARATION OF FINAL (100%) BIDDING DOCUMENTS

The final plans shall be prepared incorporating any adjustments or corrections made during the review of the pre-final plans. Additionally, the Engineer shall prepare the technical specifications, special provisions, the Final Engineer's Estimate and bidding schedule. A set of final reproducible plans shall be provided on Mylar.

Yavapai Hills Scope of Work

14.0 ASSISTANCE DURING THE BIDDING PROCESS

- 14.1 Bid Assistance – The Engineer shall be required to attend and actively participate in the pre-bid meeting, the pre-construction meeting and the bid opening. The Engineer will assist in the preparation of any required Addenda for the projects during the Bid Phase.

15.0 PROVISION OF POST-DESIGN CONSULTATION SERVICES

- 15.1 AS-Built Plans – the Engineer will prepare final as-built plans from information provided by the City during construction and project close out. The Engineer will not be responsible for construction inspections or testing and the City will provide the final ADEQ certification for the project.
- 15.2 Post-design Consultation Services - The Engineer will be required to provide consultation assistance during construction, relative to questions pertaining to their design. This is for the purpose of addressing unforeseen or new issues that were not covered under the design scope of work or for the consideration of alternative solutions. However, any questions/concerns from the Contractor or City that arise as a result of design errors or omissions will be addressed by the Engineer at no additional cost and will not be considered as extra work under this item. Shop drawing reviews by the Engineer shall be included in this task.

END OF THE YAVAPAI HILLS SCOPE OF SERVICES

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COUNCIL AGENDA MEMO – January 8, 2008	
DEPARTMENT:	Engineering Services
AGENDA ITEM:	Adoption of Ordinance to abandon a portion of Carleton Street right-of-way west of McCormick Street and northeast of the Pioneers Home

Approved By:	Date:
Department Head: Mark Nietupski	
Finance Director: Mark Woodfill	
City Manager: Steven P. Norwood <i>A. Hadley</i>	1-3-08

Item Summary

This item is to abandon a portion of unimproved Carleton Street right-of-way west of McCormick Street within the City of Prescott Original Townsite Map, Bk. 4, Pg. 22. No future need for the street right-of-way is anticipated except for the creation of a public utility easement to accommodate existing overhead wire utilities. The right-of-way is proposed to be conveyed at market value

Background

This request was initiated by Mr. Kevin Backway owner of the property known as APN 109-02-045, which fronts McCormick Street adjacent to and north of this abandonment request. This portion of Carleton Street is 13,540.09 square feet in area, with native vegetation on an approximate 30% slope, has never been improved as a roadway.

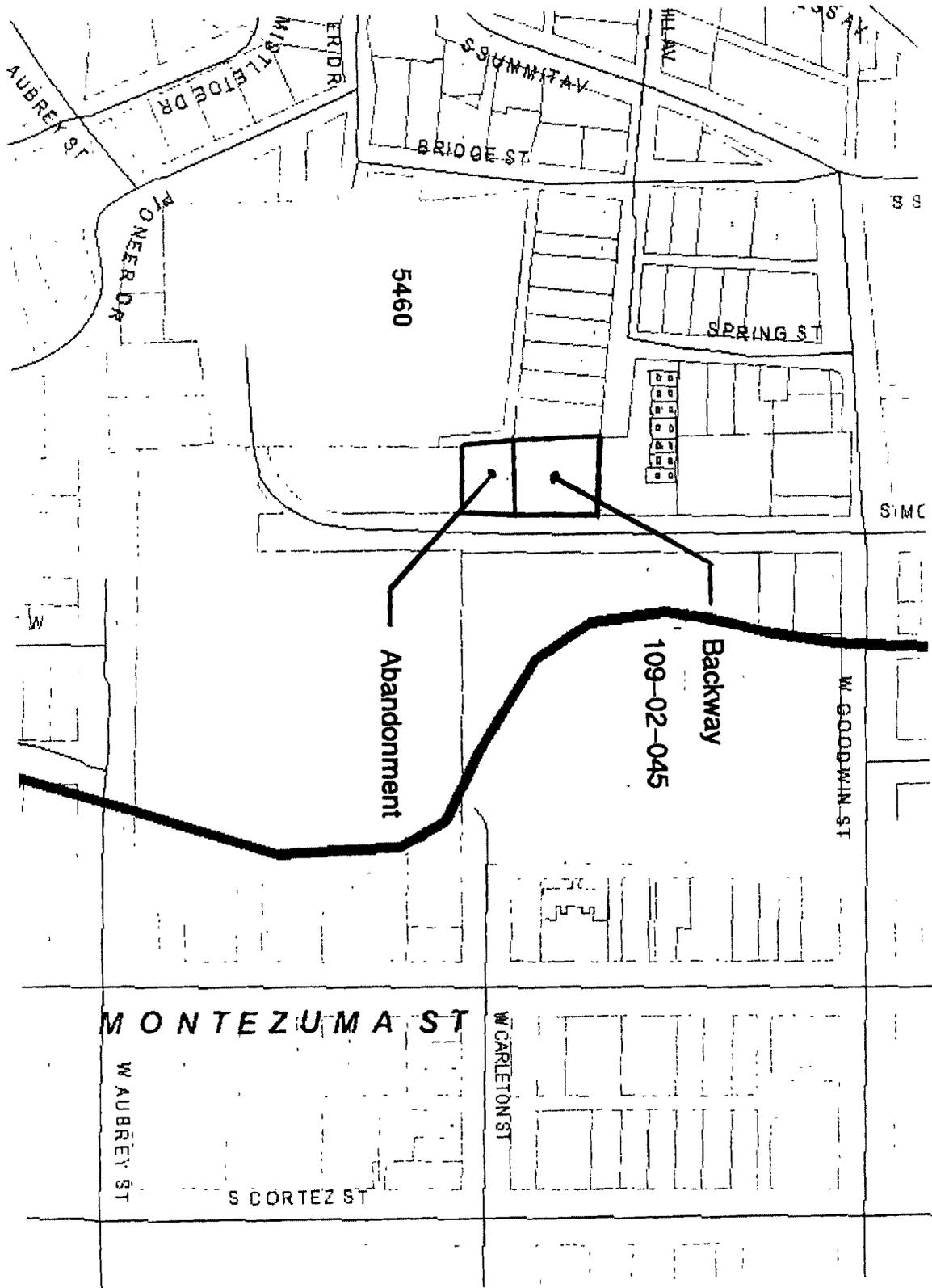
All utility companies have been contacted and as a result a public utility easement will be retained for existing overhead wire utilities as a part of this abandonment. The abandonment will not impact police and fire departments ability to provide emergency services. The Prescott Unified School District (property owner of the parcel immediately south of the subject area) was contacted and has no objection to the abandonment or interest in acquiring the proportionate south half. In 1938 Carleton Street east of McCormick Street was abandoned and acquired by the Yavapai School District No. 1.

The right-of-way value was appraised by an independent appraiser at \$2.36 per square foot. The portion of the abandonment to be retained as a public utility easement (800 square feet) will be conveyed at 25% of market value \$0.59 (\$2.36 X 0.25) because of the encumbrance. Mr. Backway will pay the amount of \$30,538.61 (12,740.09 SF X \$2.36 + 800 SF X \$0.59) plus \$265.00 for filing, processing and recording fees. The compensation will credit Account No. 7-774-01.

- Attachments**
- Area map
 - Ordinance No. 4638-0840

Recommended Action: If desired, **MOVE** to approve Ordinance No. 4638-0840.

Agenda Item: Adoption of Ordinance to abandon a portion of Carleton Street right-of-way west of McCormick Street and northeast of the Pioneers Home



Agenda Item: Adoption of Ordinance to abandon a portion of Carleton Street right-of-way west of McCormick Street and northeast of the Pioneers Home

Legal Description

A parcel of land in Section 4, Township 13 North, Range 2 West of the Gila and Salt River Base and Meridian, Yavapai County Arizona described as follows:

Beginning at the Southeast corner of Lot 9, Block H, Original Townsite, an "X" on a rock" and **True Point of Beginning** and Northeast corner of this parcel;

Thence North 89°13'11" West for a distance of 143.58 feet to the Southwest corner of said Lot 9 and Northwest corner of this parcel;

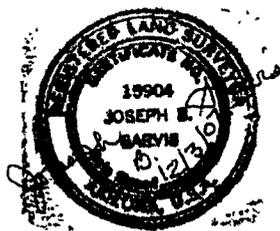
Thence South 10°20'06" East for a distance of 103.49 feet to the Southwest corner of this parcel;

Thence South 89°56' East for a distance of 125.00 feet to the Southeast corner of this parcel and also a point on the Westerly right of way line of South McCormick Street;

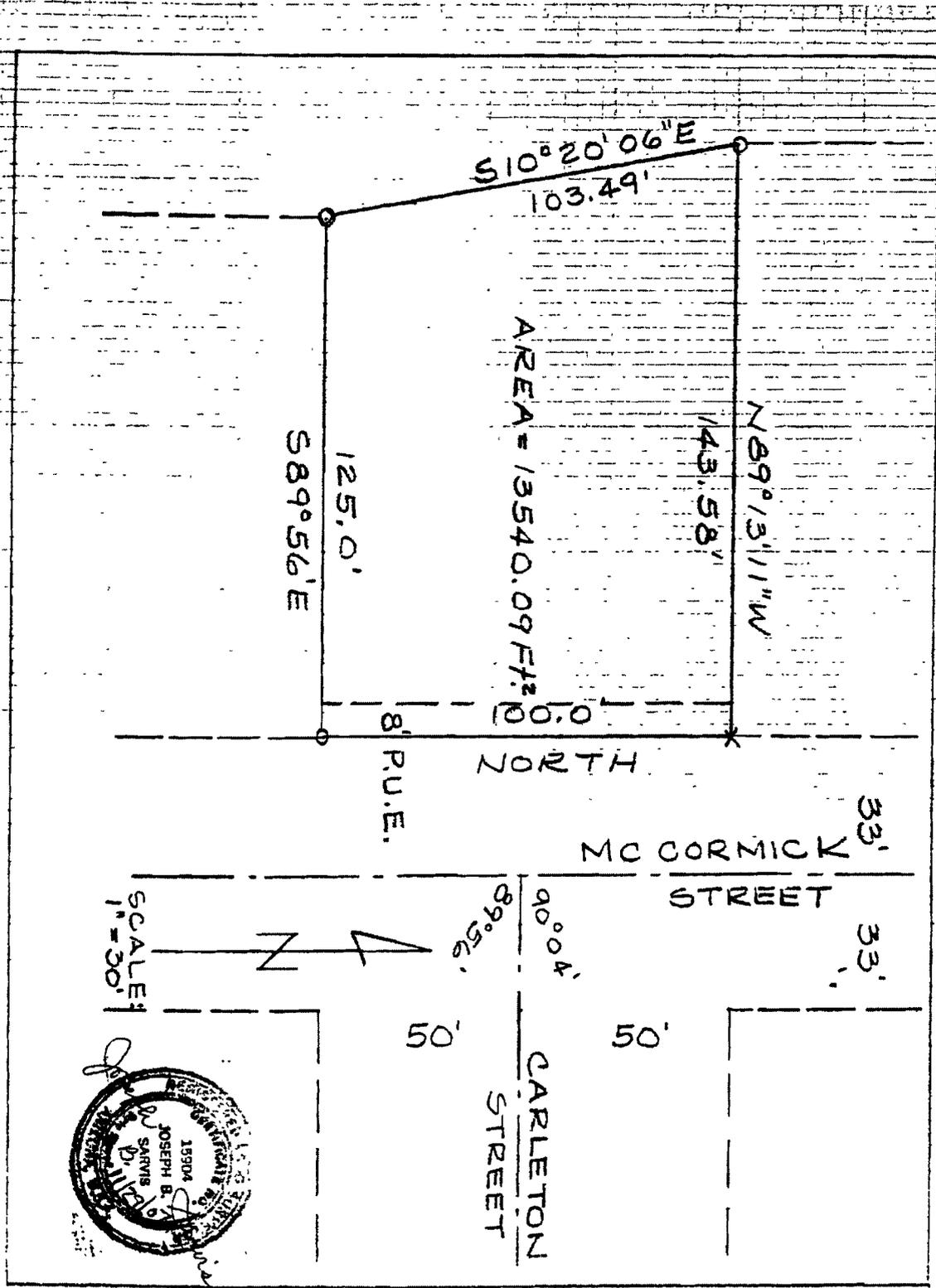
Thence NORTH along said Westerly right of way line for a distance of 100.00 feet to the **Point of Beginning**.

This parcel contains 13,540.09 square feet more or less.

J B. Sarvis, P.E., R.L.S. 11/28/2007



Agenda Item: Adoption of Ordinance to abandon a portion of Carleton Street right-of-way west of McCormick Street and northeast of the Pioneers Home



ORDINANCE NO. 4638-0840

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, ABANDONING A PORTION OF UNUSED AND UNIMPROVED CARLETON RIGHT OF WAY LOCATED WEST OF McCORMICK STREET AND NORTHEAST OF THE PIONEERS HOME WITHIN THE CITY OF PRESCOTT ORIGINAL TOWNSITE AND AUTHORIZING THE MAYOR AND CITY STAFF TO TAKE ALL NECESSARY STEPS TO EFFECTUATE SUCH ABANDONMENT

RECITALS:

WHEREAS, the City Council of the City of Prescott has determined that a City Right of Way, more particularly described in Exhibit "A", attached hereto and made a part hereof, is not needed nor likely to be needed within a reasonable future time by the City; and

WHEREAS, the City Council of the City of Prescott wishes to abandon a portion of that certain Right of Way as described on Exhibit "A"; retaining any and all public utility easements for existing overhead wire utilities located thereon; and to approve a request by Mr. Kevin Backway to abandon a portion of Carleton Street right-of-way west of McCormick Street in order to expand his property which fronts McCormick Street adjacent to and north of this abandonment request; and

WHEREAS, the Right-of-Way value was appraised by an independent appraiser at \$2.36 per square foot and therefore will be conveyed at market value. The portion of the abandonment to be retained as a public easement (800 sq. ft) will be conveyed at 25% of market value \$0.59 ($\2.36×0.25) because of the utilities and easement encumbrances. Mr. Backway will pay the amount of \$30,066.61 (12,740.09 sq.ft. x \$2.36) plus \$472.00 (800 sq.ft x \$0.59) plus \$265 for filing, processing and recording fees for a total amount of \$30,538.61; and

WHEREAS, this abandonment is in compliance with ARS Section 28-7201 et seq.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT certain municipal Right-of-Way as set forth in Exhibit "A", which constitutes an unimproved portion of that certain roadway described as a portion of Carlton Street right-of-way west of McCormick Street and northeast of the Pioneers Home within the City of Prescott Original Townsite Map, consisting of approximately 13,540 square feet, recorded at Book 4, Page 22, records of the Yavapai County Recorder, is no longer necessary for public use and the same is hereby vacated and abandoned, except for a public utility easement to accommodate existing overhead wire utilities.

SECTION 2. THAT title to that property set forth in Exhibit "A" shall vest in the owner of the adjacent property, located at 252 S. McCormick Street proportionally as described in Exhibit "A", which is made a part of this action. Prior to such conveyance, the owner, Mr. Kevin Backway, will pay to the City of Prescott pursuant to this abandonment the appraised market value of \$30,538.61, which sum and consideration is determined to be commensurate with the value of the abandoned property, and includes payment to the City of Prescott in the sum of \$265.00 in accordance with PCC Section 8-2-14.

SECTION 3. THAT upon payment of the foregoing sum, the Mayor and staff are hereby authorized to execute a Quit-Claim Deed and any other instruments in order to carry out the conveyances as set forth herein.

SECTION 4. THAT the City of Prescott hereby retains any necessary, publicly required access rights of way and public easements, as necessary for existing water, sewer, gas, electric, telephone and similar lines and appurtenances.

SECTION 5. THAT pursuant to ARS Section 33-404, the following disclosure is made:

The beneficiary of this abandonment is:

Kevin Backway
252 S. McCormick Street
Prescott, AZ 86303

PASSED AND ADOPTED by the Mayor and Council of the City of Prescott this 8th day of January, 2008

JACK D. WILSON, Mayor

ATTEST:

APPROVED AS TO FORM:

ELIZABETH A. BURKE, City Clerk

GARY D. KIDD, City Attorney

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COUNCIL AGENDA MEMO – January 8, 2008	
DEPARTMENT:	Engineering Services
AGENDA ITEM:	Request for waiver from Land Development Code Street Design Standards for Unit 8 of The Ranch subdivision

Approved By:	Date:
Department Head: Mark Nietupski	
Finance Director: Mark Woodfill	
City Manager: Steve Norwood	<i>A Hadley 1-3-08</i>

Item Summary

This item is a request for wavier from the Land Development Code (LDC) requirements to reduce the standard street cross section width from 28 feet to 24 feet and to eliminate the public sidewalk in the proposed Unit 8 of The Ranch.

Background

This wavier request is from The Ranch developer Mr. Scott Lee. Unit 8 (FP07-009), which is the last residential unit in The Ranch, has been submitted to the City for review. The waiver request pertains to Morning Glow Way (1133 LF); Indian Springs (593 LF) and Wild Rose Meadow (318 LF). The basis for Mr. Lee’s request is to maintain consistency with adjacent units within the subdivision, which were constructed with narrower street widths and no sidewalk in the past. All other infrastructure within the right-of-way will be designed and constructed per the adopted LDC and City Standards. The Fire Department will require “No Parking Signs” be placed on both side of the streets to provide emergency access for the 24 feet street width.

Attached is an exhibit showing the location and connectivity of the proposed Unit 8 within The Ranch subdivision.

Waiver Criteria

Section 9.10.13 of the LDC provides for waivers as follows:

*9.10.13 / Waivers
The City Council may approve, approve with conditions, or disapprove waivers of the standards in Sec. 7.4, Subdivision Design Standards, or to procedural requirements of Sec. 9.10, Subdivision and Land Split Review, when it is demonstrated to be appropriate for a project's viability, to not detract from the public good, and to be consistent with the Sec. 1.5, Purpose and Intent, of these regulations*

Agenda Item: Request for waiver from Land Development Code Street Design Standards for Unit 8 of The Ranch subdivision

A similar request for waiver of the street width standard was approved by City Council for last phase of the Heritage Subdivision in 2006.

Attachments - Area Map
 - Letter with waiver request

Recommended Action: Should the Council desire, **MOVE** to approve The Ranch Unit 8 street widths of 24 feet and no sidewalk for Morning Glow Way, Indian Springs, and Wild Rose Meadow.

Dick MASTON

11/29/07

November 26, 2007

Mark Nietupski
Engineering Department
City of Prescott
430 No. Virginia Street
Prescott, AZ 86301

*Please process as
we discussed for
Council consideration.
Please alert the Fire Dept.
for their input. Thanks
Mark*

RE: The Ranch at Prescott, Unit 8, Request for road width variance

Dear Mr. Nietupski:

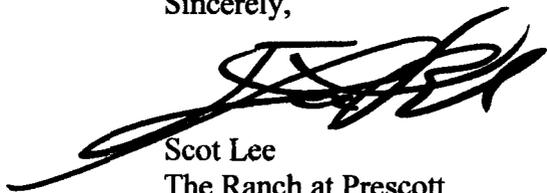
The Ranch at Prescott's Unit 6 was constructed in August of 1993, with an approved road width of 25 feet and no sidewalks. Unit 8 abuts Unit 6 with the main road, Morning Glow, extending approximately one half mile to Lee Boulevard.

In August of this year, I spoke with Dale Watts and another gentleman in engineering concerning the design width of the roads in Unit 8 as it pertains to the safety factor of traveling from a narrow road to a wider road. It was agreed that a 28 foot road width without sidewalks would better match the roads in Unit 6; therefore, we proceeded with the design of Unit 8 using the 28 foot road width.

The plans for Unit 8 are presently being reviewed by the city. We now understand that it is necessary to have a formal variance to alter the road width. We request this variance.

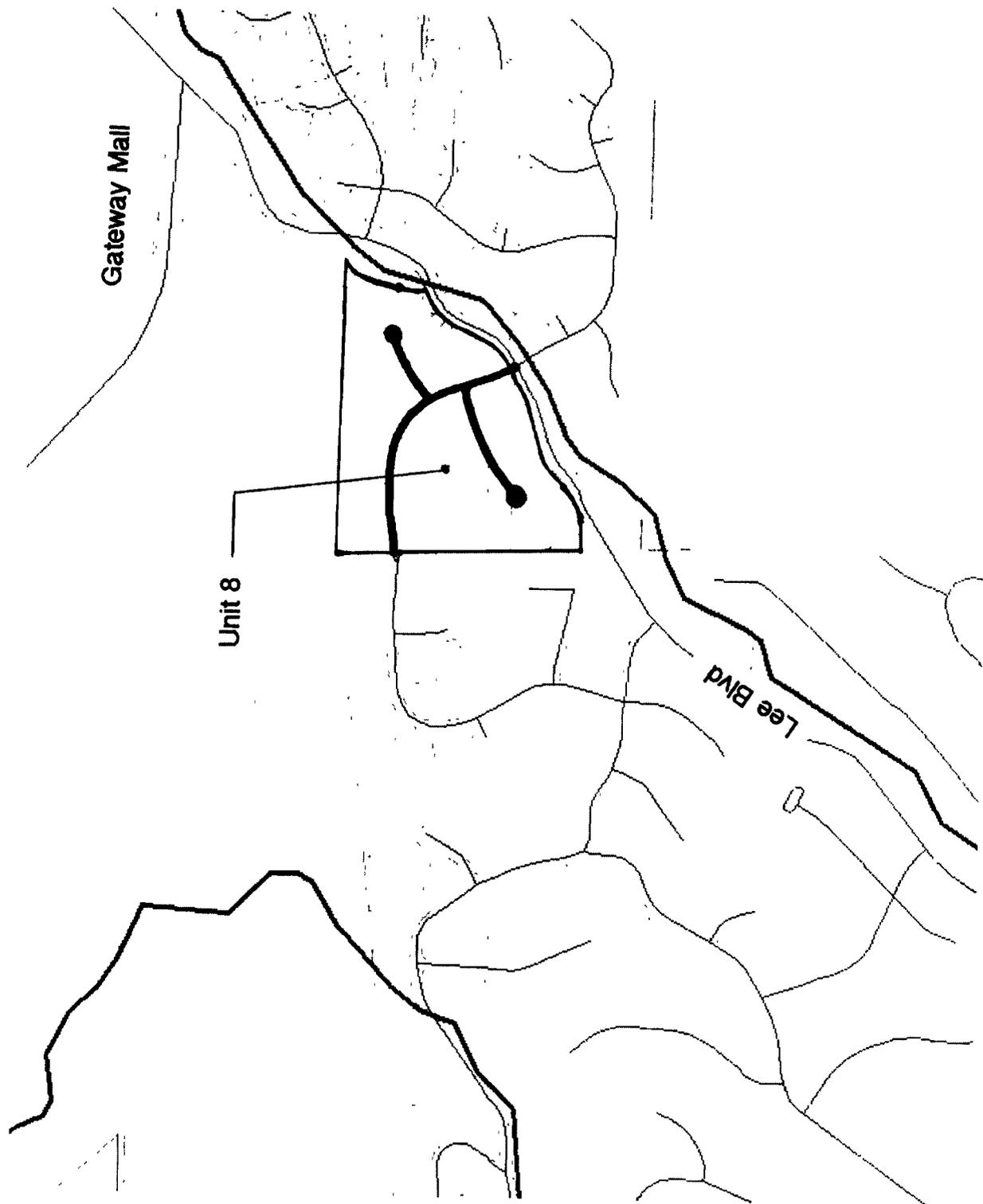
Thank you for your assistance with this matter.

Sincerely,



Scot Lee
The Ranch at Prescott

Agenda Item: Request for waiver from Land Development Code Street Design Standards for Unit 8 of The Ranch subdivision



M	COUNCIL AGENDA MEMO – January 8, 2008
L	DEPARTMENTS: Engineering Services / Public Works
S	AGENDA ITEM: Approval of a professional services agreement with Olsson Associates in the amount of \$272,825.00 for design of the Rosser Street Pavement Reconstruction, Utilities, and Traffic Calming Project Phase II, Tatum Place to SR 89.
M	

Approved By:	Date:
Department Heads: Mark Nietupski Craig V. McConnell	
Finance Director: Mark Woodfill	
City Manager: Steve Norwood <i>R Hadley</i>	<i>1-3-08</i>

Item Summary

This item is to procure engineering of street and utilities improvements to Rosser Street between Tatum Place and SR 89 (see attached map). This project contributes to implementation of the Council's goals of enhancing the City's streets and utility systems.

Background

Subsequent to the connection of Rosser Street between the Eagle Ridge and Cliff Rose subdivisions, traffic volumes have increased to 3,267 vehicles per day west of SR 89 a considerable amount of which is heavy construction traffic associated with land development. Olsson Associates was hired in 2003 to evaluate the traffic impacts for the entire length of Rosser Street between Willow Creek Road and SR 89 arising from completion of the aforementioned segment. The project was divided into three phases: Phase I (Willow Creek Road to Campbell Avenue); Phase II (Tatum Place to SR 89); and Phase III (Campbell Avenue to Tatum Place). It was anticipated that Olsson Associates would design improvements to the three phases in accordance with the schedule set forth for each one. Phase I construction was recently completed.

Olsson Associates' design will include: 1) reconstruction of the existing deteriorated roadway; 2) replacement of an aged 12" water main and services; 3) extension of 8" sewer main with services; 4) sewer lift station reconstruction to meet current standards; and 5) traffic calming to be achieved, where feasible, by median and side islands.

Schedule

Pending approval, design will commence in February 2008 with completion anticipated in August 2008.

Budget

The total contract amount of \$272,825.00 is comprised of \$114,480.00 for roadway design, \$35,695.00 for water, and \$122,650.00 for sewer line and lift station design.

Agenda Item: Approval of a professional services agreement with Olsson Associates in the amount of \$272,825.00 for design of the Rosser Street Pavement Reconstruction, Utilities, and Traffic Calming Project Phase II, Tatum Place to SR 89.

FY 08 funding is available in the amounts identified above for the Rosser Street Pavement Reconstruction, Utilities, and Traffic Calming Project, Phase II from the One Cent Sales Tax for Streets and Open Space, Water Fund, and Sewer Fund.

Attachments

- Scope of work and fee breakdown
- Location map

Recommended Action: **MOVE** to approve a professional services agreement with Olsson Associates in the amount of \$272,825.00 for design of the Rosser Street Pavement Reconstruction, Utilities, and Traffic Calming Project Phase II, Tatum Place to SR 89.

Scope of Work for the Design of
Cliff Rose Lift Station

City of Prescott, Arizona

PROJECT DESCRIPTION

The Project is located within the City of Prescott just southeast of Rosser Street and SR 89.

Development of this project will consist of reconstructing an existing sanitary sewer lift station and approximately ¼ mile of force main. Elements of work generally include Topographic Mapping, Geotechnical Investigation, Existing Right-of-way Mapping, Utility Mapping, Plans, Engineer's estimate, Bid Schedule, and Specifications. Elements of this construction will include a new pump station site, new pumps, electrical control equipment, a generator, diesel storage tank, odor control, and new force main.

Preliminary Project Information

Existing Condition

- Existing duplex pump station

Proposed Improvements

- 8' high block wall.
- Duplex station with one as backup.
- Diesel generator with 24 hr fuel supply.
- Floats and switches for controls.
- Future SCADA to be accommodated.
- A new force main.

Project Key Activities

- Evaluate Floodplain Impacts
- Evaluate Environmental Impacts
- Development of construction plans, specifications, and estimates
- Meetings with City staff, Public and Utilities
- Utility designation
- Control & Topographic Survey
- Geotechnical design

Services not required for this project

- No analysis to determine design Q for the proposed lift station. This will be provided by the City.
- No Archaeological (cultural resource), biological (for endangered species) surveys, or vegetative analysis (for endangered plants) are anticipated for this project other than a 404 evaluation.
- No storm drain design is anticipated for this project.
- No landscape design is anticipated for the project.

General Requirements

All work shall conform to:

- City of Prescott Design Standards
- Yavapai County Association of Governments (YAG.) Standard Specifications and Details
- Maricopa County Association of Governments (MAG) Standard Specifications and Details
- Arizona Department of Environmental Quality (ADEQ)
- The Engineer shall prepare technical specifications for the project using the specification format preferred by the City. The City shall supply the “front end” documents.
- The Engineer will work with the City to determine mapping, layering naming, and input/output as well as data entry and format standards for the project. This is needed so that both CADD and GIS components are consistent with city standards.

I. Pre-design Study

Olsson will visit the site of the existing lift station for documentation of the existing station including electrical service and distribution system. Documentation will include the types of pumps, ampage, voltage, and number of phases for the existing service. The size of the utility transformer(s) will be recorded as well as the City’s utility contact. General location of the electrical service, the utility service and the lift station control panel will be noted. The waste water staff will be interviewed for any electrical equipment manufactures, service voltage, and generator supplier preferences they may have. Digital photographs will be taken recording the existing electrical conditions. Other items may be documented if deemed significant to the existing electrical service and distribution or the rehabilitation design.

Olsson will complete an analysis of the existing service ratings and equipment with an emphasis on applicability to the rehabilitation design. Based on pump motor requirements for the new design Olsson will determine the optimum engine/generator size for the proposed pump motor size, inrush current and pump duty cycle. Engine/generator manufactures will be researched for production of units meeting the

projects needs. The unit with the highest hourly full load fuel consumption will be utilized to determine the 24 hour runtime requirements.

Once the fuel storage capacity is known, the Spill Prevention Control and Counter Measure (SPCC) plan requirements will be determined. Storage tanks meeting the identified SPCC requirements will be researched to determine probable cost.

Subsequent to the above analysis and research Olsson will document the predesign study process, make any necessary recommendations and develop an opinion of probable construction cost for the projects electrical requirements.

The Granite Creek floodplain will be reviewed to determine the required FF elevation of the proposed station. If it is determined that raising this pad will impact the floodplain, further work and modeling required to identify this will be submitted to the City and additional authorization from the FLOODPLAIN ALLOWANCE will be requested. No hydraulic modeling is included in the base fee.

The project team will coordinate with the Army Corp of Engineers to collect any Jurisdictional Delineations that have been done within Granite Creek. Based on the information collected, the 404 work required to construct the force main will be identified and additional authorization from the ENVIRONMENTAL ALLOWANCE will be requested.

The information gathered and evaluated will be documented in a Pre-Design Study report and submitted for approval. Once this report is approved it will serve as the basis of design.

II. 30% Design

Subsequent to the approval of the predesign study Olsson will begin the 30% design. All major elements of the design will be identified in this step to at least a 30% level. These elements will include the final hydraulics, siting of the wet well, valve box, engine/generator, fuel storage and related site electrical elements that can be determined at 30%. The one line diagram will be started as well as the sheets lift station electrical layout and 30% appropriate elevations and details. The 30% submittal will include a preliminary opinion of probable construction cost.

III. 60% Design

Upon receipt of 30% design comments from the Owner, a comment resolution meeting will be held. After the comment resolution meeting, the 60% design will commence. The 60% design will include further development of sheets begun for 30% as well as any adjustments for 30% comments. The opinion of probable construction cost will be updated and a draft of the electrical specifications will be made. The site layout as well

the individual geometry of the wet well, valve box, generator pad, diesel storage tank and other individual elements will be finalized at this time. Preliminary Project Special Provisions will be submitted at this time.

IV. 90% Design

Adjustments will be made based on any Owner comments from the 60% design and all of the electrical design elements will be developed to the 90% level. Structural detailing of the wet well will be completed at this time, and Project Special Provisions will be refined for this submittal.

V. 100% Design

Adjustments will be made based on any Owner comments from the 90% design and all of the design elements will be developed to the 100% level.

VI. Optional VFD Analysis – OPTIONAL TASK

Should the City of Prescott elect to analyze a variable frequency drive (VFD) for the Lift Station Rehabilitation, Olsson will provide the following additional services as part of the Preliminary Design Study.

VFD manufactures offering units suited to the motor horsepower for the rehabilitation and design for pumping type operations will be identified. Information will be gathered from end users of these products. That information will include operational histories, maintenance experience, and levels of support provided by the manufactures and their local representative. How long each particular model has been in production will also be noted.

Type and amount of harmonics produced by the drive will be determined from the manufactures technical data on the respective drives. What, if any internal harmonics mitigation is standard with the drives will be documented.

A comparison between float switch operation and VFD operation will be done for the station rehabilitation. This comparison will be based on daily and annual flow information provided by the City of Prescott, electrical cost from the utility and the estimated pump run time based on the flow information and the pump control systems.

Impacts of a VFD system on the opinion of probable construction cost will be determined and the findings of the analysis will be documented for inclusion on the Preliminary Design Study.



ENGINEERING & TESTING CONSULTANTS, INC.

December 13, 2007

Mr. Jeff Ford, P.E.
Olsson Associates
7250 North 16th Street, Suite 210
Phoenix, Arizona 85020

**SUBJECT: PROPOSAL FOR GEOTECHNICAL INVESTIGATION SERVICES –
PROPOSED LIFT STATION, ROSSER STREET & SR 89, PRESCOTT,
ARIZONA**

Dear Mr. Ford:

As requested, Engineering & Testing Consultants, Inc., (ETC) is pleased to have this opportunity to submit our proposal to perform geotechnical investigation services for the subject project referenced above.

ETC understands the objective of the project is to perform geotechnical engineering for the Lift Station design at Rosser Street and SR 89. ETC will provide recommendations for wet well design and earthwork construction for the proposed project. The field work, laboratory analysis, and report preparation will comply with The City of Prescott requirements. The following presents our scope of work:

- Drill at two locations at the proposed lift station to depths up to 20 feet to evaluate subsurface soil conditions. The field exploration will be completed using our Mobile B47 Drill Rig.
- Sample subgrade soils and test for particle size distribution, Atterberg limits, and other physical soil properties as determined by the geotechnical engineer

GEOTECHNICAL ENGINEERING • SOILS & MATERIALS TESTING • SPECIAL INSPECTION

417 NORTH ARIZONA STREET
PRESCOTT, ARIZONA 86301
928-778-9001 • FAX 928-778-4866

445 SOUTH 7TH STREET, STE. A
COTTONWOOD, ARIZONA 86326
928-639-3553 • FAX 928-639-1552



Mr. Jeff Ford, P.E.
 Olsson Associates
 Proposal for Geotechnical Services – Proposed Lift Station, Rosser Street & SR 89
 December 13, 2007
 Page 2 of 2

TOTAL ESTIMATED COST **\$ 2750.00**

WORK SCHEDULE/AUTHORIZATION

ETC can schedule some of the fieldwork to be performed within two weeks, upon your authorization to proceed. We anticipate completion of each geotechnical report in four to five weeks following the authorization. If you are in agreement with the scope of work, the lump sum fee, as quoted above, for the soil survey, and the conditions as stated in the Schedule of Fees, Charges and Conditions, presented as Attachment I, please sign both copies of this agreement and return the original (Attention: Richard G. Kelley, ETC) to indicate your understanding of and concurrence with the conditions set forth herein.

ETC would like to thank you for this opportunity to submit our proposal to you, and we are looking forward to working for you on this project. If you have any questions, please call at your convenience, (928) 778-9001.

Respectfully submitted,

ENGINEERING & TESTING CONSULTANTS, INC.

Richard G. Kelley, P.E.
 Project Manager

ACCEPTED AND APPROVED

Signature: _____ Date: _____

Printed Name: _____ Title: _____

EXHIBIT A

CITY OF PRESCOTT
CLIFF ROSE LIFT STATION IMPROVEMENTS

OLSSON ASSOCIATES DIRECT LABOR ESTIMATE

CLASSIFICATION		STAFF HOURS				
Project Manager	PM	PM	PE	ET	C	TOTAL
Project Engineer	PE					
Engineering Technician	ET					
Clerical	C					
WORK TASKS		STAFF HOURS				
		PM	PE	ET	C	TOTAL
1	Kickoff Meeting with City staff & Utilities	0	0			0
2	Attend Five Progress Meetings with City personnel	0	10			10
3	ADEQ Coordination	8	8			16
4	Prepare for and attend (1) Public Information Meeting @ 60% plan stage	0	8	0		8
5	Project Coordination & Management	14				14
						0
	SUBTOTAL HOURS	22	26	0	0	48
	Pre Design Study					
1	Site evaluation	2	18	0	8	26
2	Preliminary floodplain/scour evaluation	2	16	16	8	42
3	Preliminary 404 evaluation	2	4	16		22
4	Preliminary hydraulics evaluation	2	8			10
5	Preliminary electrical evaluation		8	8		16
6	Project Special Provisions					0
7	Cost Estimate	2	4			6
	SUBTOTAL HOURS	10	56	40		106
	30% Plans, Special Provisions & Estimates					
1	Site Layout	4	40	40	40	124
2	Hydraulics	4	24	24		52
3	Electrical Design	4	8	8		20
4	Force Main Plan and Profile	4	16	24	24	68
5	Electrical Design		2	8	6	16
6	Project Special Provisions					
7	Cost Estimate	2	4			6
	SUBTOTAL HOURS	18	94	104	70	286
	60% Plans, Special Provisions & Estimates					
1	Site Layout	2	24	24	24	74
2	Hydraulics	2	8	8		18
3	Electrical Design	4	8	8		20
4	Force Main Plan and Profile	4	12	12	12	40
5	Electrical Design		2	8	6	16
6	Project Special Provisions	12	8			
7	Cost Estimate	2	4			6
	SUBTOTAL HOURS	26	66	60	42	194
	90% Plans, Special Provisions & Estimates					
1	Site Layout	2	12	12	12	38
2	Hydraulics	2	4			6
3	Electrical Design	4	8	8		20
4	Force Main Plan and Profile	4	8	12	12	36
5	Electrical Design		2	8	6	16
6	Project Special Provisions	2	4			
7	Cost Estimate	2	4			6
	SUBTOTAL HOURS	16	42	40	30	128
	Final (100%) Bid Documents					
1	Site Layout	2	8	8	12	30
3	Electrical Design	4	8	8		20
4	Force Main Plan and Profile	2	6	6	6	20
5	Electrical Design		2	8	6	16
6	Project Special Provisions	2	4			
7	Cost Estimate	2	4			6
	SUBTOTAL HOURS	12	32	30	24	98
	Bid Assistance & Post Design Services					
1	Pre-Bid Meeting	4	8			12
	SUBTOTAL HOURS	0	0			0
	TOTAL DIRECT LABOR HOURS (ALL TASKS)--	90	230	170	96	586

**EXHIBIT B
CITY OF PRESCOTT
CLIFF ROSE LIFT STATION**

OLSSON ASSOCIATES ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Staff Hours</u>	<u>Hourly Rate</u>	<u>Labor Cost</u>
Project Manager	90	\$155.00	\$13,950
Project Engineer	230	\$120.00	\$27,600
Engineering Technician	170	\$80.00	\$13,600
Clerical	<u>96</u>	<u>\$50.00</u>	<u>\$4,800</u>
Total Hours	586		
Estimated Direct Labor Cost			\$59,950
Olsson Associates - Survey & Right of Way Services			\$5,900
Estimated Direct Expenses (Mileage, Printing, etc.)			\$1,750

SUBCONSULTANT SERVICES

@PJL SET PAGEPROTECT=AUTO

@PJL SET RESOLUTION=600

@PJL ENTER

Scope of Work for the Design of
Rosser Street II

Tatum Road to SR 89

City of Prescott, Arizona

TABLE OF CONTENTS

PROJECT DESCRIPTION 2

1.0 PROJECT KICK OFF MEETING AND FIELD REVIEW 3

2.0 OPEN HOUSE PRESENTATIONS AND COORDINATION..... 3

3.0 MONTHLY PROGRESS MEETINGS 4

4.0 RIGHT-OF-WAY AND EASEMENTS..... 4

5.0 GEOTECHNICAL INVESTIGATIONS AND PAVEMENT DESIGN..... 4

6.0 PREPARATION OF A SWPPP (NOT INCLUDED, BY CONTRACTOR)..... 5

7.0 INVESTIGATION OF EXISTING UTILITIES 5

8.0 ACCOMMODATION OF EXISTING DRIVEWAYS AND INTERSECTIONS..... 6

9.0 PLAN REQUIREMENTS..... 6

10.0 DRAINAGE..... 8

11.0 PREPARATION OF PRELIMINARY (30%) PLANS 8

12.0 PREPARATION OF PRELIMINARY (60%) PLANS 9

13.0 PREPARATION OF PRE-FINAL (95%) PLANS 9

14.0 PREPARATION OF FINAL (100%) BIDDING DOCUMENTS 9

15.0 ASSISTANCE DURING THE BIDDING PROCESS..... 10

16.0 PROVISION OF POST-DESIGN CONSULTATION SERVICES..... 10

PROJECT DESCRIPTION

The Project is located within the City of Prescott on Rosser Street between Tatum Place and SR 89. The project length is approximately 1/2 mile long.

Development of this project will consist of developing a preferred traffic calming option, public meetings, and roadway design services necessary for production of biddable Plans, Specifications, and Estimates. Elements of work generally include Topographic Mapping, Existing Right-of-way Mapping, Utility Mapping, Plans, Engineer's estimate, Bid Schedule, and Specifications. Elements of roadway construction generally include pavement, curb & gutter, sidewalk, driveways, and traffic calming features.

"Traffic Calming" Acct. 66-88640-410 was previously designed to a 60% level by OA and data collected under City contract #03-037 "Rosser Street Traffic Calming Project Design" will be incorporated in this project where appropriate.

The project also includes the design of the following water and sanitary sewer improvements:

- Evaluate and design a sewer line and taps along the south side of Rosser Street from Savage Lane North to Savage Lane South (approx. 350') with a stubout to Savage Lane South that are not sewered. OA will evaluate either main extensions with service taps or providing taps if there is an adjacent main.
- The existing 12" C900 water main from Boardwalk Avenue down to the highway (1500') will be replaced Street. New water services will replace existing services and connections with valves to side mains.

Preliminary Project Information**Existing Condition**

- Three-lane roadway with bike lanes each way and curb & gutter.
- Residential area

Proposed Improvements

- Any roadway improvements will be within the existing right-of-way
- Upgraded driveway entrances, curb & gutter, and sidewalks as required.
- Traffic Calming features as will be determined during the initial phase of this project.
- Replace existing 12" water line (approx. 1,500')
- Evaluate and install new 8" sewer (approx. 350')
- Replace existing returns w/ADA compliant returns where possible.

Project Key Activities

- Develop preferred traffic calming alternative
- Development of construction plans, specifications, and estimates

- Meetings with City staff, Public and Utilities
- Utility identification and location (existing and new)
- Control & Topographic Survey
- Geotechnical & pavement design
- Public participation
- TCE identification on plans. No new right-of-way is anticipated for this project.

Services not required for this project

- No Archaeological (cultural resource), biological (for endangered species) surveys, vegetative analysis (for endangered plants) or environmental studies are anticipated for this project.
- No storm drain design is anticipated for this project.
- No structural design is anticipated for this project.
- No landscape design is anticipated for the project.

General Requirements

All work shall conform to:

- City of Prescott Design Standards
- Yavapai County Association of Governments (YAG.) Standard Specifications and Details
- Maricopa County Association of Governments (MAG) Standard Specifications and Details
- The Engineer shall prepare technical specifications and special provisions for the project using the specification format preferred by the City. The City shall supply the “front end” documents.
- The Engineer will work with the City to determine mapping, layering naming, and input/output as well as data entry and format standards for the project. This is needed so that both CADD and GIS components are consistent with city standards.

1.0 PROJECT KICK OFF MEETING AND FIELD REVIEW

- 1.1 Project kick off meeting – OA shall attend a kick-off meeting and street walkthrough with the City at a mutually agreeable time and date. A street walkthrough will be performed with City staff to gather additional insight, concerns, and direction regarding the project. After the field review, the project team will conduct a working session with the Cliff Rose homeowners association.

2.0 OPEN HOUSE PRESENTATIONS AND COORDINATION

- 2.1 Open House Preparation/Participation – OA shall prepare for and participate in three (3) open house style Public Meetings or meetings with the Cliff Rose homeowners association. The first is anticipated to be a working session with the Cliff Rose

Board to develop options to be evaluated. The second is anticipated to be a presentation to the board where the evaluation of the selected alternatives is presented to the board and the selection of a preferred alternative selected. And the third will be an open house style meeting at the 60% plan stage to the community. Prior to the open house, the City of Prescott will provide the meeting location, purchase newspaper advertisements, and mail meeting notification letters to residents and stakeholders if required. OA shall prepare exhibits, provide refreshments, comment cards and give a brief presentation of the project.

3.0 PROGRESS MEETINGS

- 3.1 Coordination meetings – The City and OA will meet at project milestones (assume 6 meetings) to discuss the project status and any pertinent issues. Coordination meetings will continue for the duration of the approved schedule.

4.0 RIGHT-OF-WAY AND EASEMENTS

- 4.1 Existing Right-of-Way Mapping – OA will utilize available Yavapai County Recorder maps and land surveys in conjunction with surveyed monumentation to develop existing right-of-way to be shown on the project plans. The City will provide a listing of all horizontal and vertical control in the area necessary for OA to adjust field surveys to City of Prescott horizontal and vertical datum.
- 4.2 Legal Descriptions – OA will not be required to negotiate with property owners for acquisition of any of the required easements. No new right-of-way is anticipated for this project.
- 4.3 Temporary Construction Easements (TCE) – The Engineer shall determine needed easements, temporary construction easements and/or rights-of-way that would be needed to construct the project as designed. After review of those requirements with the City, the Engineer shall prepare the necessary documents. The City will acquire the needed easements, etc.

Each temporary construction easement necessary to perform work on private property will be provided to the City in the form of a sketch with dimensions showing the limits of the TCE in relation to the property boundaries.

5.0 GEOTECHNICAL INVESTIGATIONS AND PAVEMENT DESIGN

We understands the objective of the project is to perform geotechnical engineering pavement thickness design for the Phase 2 section of Rosser Street. The field work, laboratory analysis, and report preparation will comply with The City of Prescott requirements. The following presents our scope of work:

- Soil survey borings along the proposed roadway at accessible locations.
- Subsurface conditions.
- Pavement thickness design based on traffic volumes and site conditions.

WORK DESCRIPTION

Our approach to the field exploration will be as follows:

- Drill at six locations along the proposed roadways to depths up to 10 feet to evaluate subsurface soil conditions. The field exploration will be completed using our Mobile B47 Drill Rig.
- Sample subgrade soils and test for particle size distribution, Atterberg limits, and other physical soil properties as determined by the geotechnical engineer

6.0 PREPARATION OF A SWPPP (NOT INCLUDED, BY CONTRACTOR).

- 6.1 Preparation of a SWPPP – OA will not be responsible for preparing a Storm Water Pollution Protection Plan. The Contractor will be required to prepare the SWPPP.

7.0 INVESTIGATION OF EXISTING UTILITIES

- 7.1 Overview – OA shall provide Subsurface Utility Engineering (SUE) per ASCE publication CI/ASCE 38-02 “Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data” at a **Quality Level C**.

- 7.2 Identification of Utility Owners – OA will identify utility owners that may have facilities within the project limits. Sources of information include –

- City of Prescott Public Works Department
- Blue-Stake
- Visual site inspection
- Utility owners

- 7.3 Collection of Utility Owner Records –

- Previous construction plans in area
- City provided water and sewer maps, as-builts and available survey data.
- Record drawings
- Yavapai County Recorder Maps and Land Surveys
- Field Survey of surface features

- 7.4 Survey - Visible utilities shall be identified and located including sewer manholes, water valves, water meter boxes, hydrants, electrical poles, equipment pads, telephone and television risers, and aboveground gas facilities.
- 7.5 Blue Stake - The Engineer will request blue-staking for the project prior to survey. This information will be available for the surveyor to capture the information in the field to include on base maps.
- 7.6 Utility Locating – OA shall pothole utilities at locations where there are possible conflicts between existing utilities and proposed underground improvements. Up to twenty (20) potholes are anticipated.
- 7.7 Utility Coordination –OA shall supply a letter to utility companies notifying them of the project. OA shall provide each utility company a set of plans at completion of the 60%, and 100% levels; and shall request written responses from the utilities at the completion of each design level. The Engineer shall provide copies of all transmittal letters to the City for their files. The Engineer will attend two (2) Regional Utility Coordination Council (RUCC) meetings to provide project information and gather additional input.
- 7.8 Utility Tracing –OA will recommend specific traceable utilities that should be traced and will trace these utilities and incorporate these into the base file. This work will be done as an allowance. With up to 4,000 linear feet are included.

8.0 ACCOMMODATION OF EXISTING DRIVEWAYS AND INTERSECTIONS

- 8.1 Existing Driveways and Intersections – OA shall evaluate all intersections with side streets and driveways to assure that transitions are smooth, no abrupt breakovers are induced as a result of the roadway improvements, and vertical and horizontal sight visibilities are adequate. Where grade transitions are changed profile details of the driveways will be provided.

9.0 PLAN REQUIREMENTS

- 9.1 General Sheets – This task involves work necessary for the creation of General Sheets. Tasks include design calculations, summary of quantities calculations, annotations, and drafting. The following list of general plan sheets will be required for this project:
- City Provided Cover Sheet (with title, index of sheets, City seal, list of utility contacts, Mayor/Council names, approval signature blocks and key map.)
 - General Notes Sheet (with general notes, symbols legend, quantities, and design data) clearly identifying existing and proposed improvements.
 - Street Typical Sections and Pavement Section Details
 - Geometrics Layout and Data Sheet with Survey Control
 - Details Sheet

- 9.2 Roadway Design – This task involves work necessary for the creation of Paving Plan & Profile Sheets. Tasks include base sheet preparation (including survey control, topographic mapping, existing right-of-way, and existing utilities), design calculations, drawing annotations, construction notes, and drafting.

The following list of roadway sheets shall be generated for this project:

- Plan & Profile Sheets (showing existing and proposed improvements)
- Intersection Detail Sheets (plan & profile for all side streets and driveways, for City review only, not part of the bid package)

- 9.3 Water and Sewer Design – This task involves work necessary for the creation of Plan & Profile Sheets. Base sheets prepared for the roadway paving plans will be used to create the water and sewer plan sheets.

- Prior to establishing the sanitary sewer and water line alignments, the location of existing utilities will be identified through potholing. Once the utilities are located, OA will develop horizontal alignments for the proposed sanitary sewer and water lines and will meet with City staff to finalize the alignment of those utilities.
- OA will establish a plan to maintain service of the water and sanitary sewer lines and services during construction and will present the plan to the City for review and approval.
- OA will prepare an application for approval to construct and submit the application along with water and sewer plans to the ADEQ office in Phoenix for approval.
- OA will prepare as-built plans, from information provided by the City after construction is complete and submit the as-built plans to ADEQ along with the Engineer's Certification of Completion.
- One typical cross-section shall be shown on each plan and profile sheet at a scale of 1" = 10 ft vertical and horizontal. The typical cross-section shall extend 20 feet each side of the proposed utility. Each such cross-section shall show the proposed utility in relation to all existing utilities that may be affected by the installation of the utility.

- 9.4 Traffic Sheets – This task involves work necessary for the creation of Traffic Sheets.

The following list of traffic sheets shall be generated for this project:

- Pavement Marking and Signing Notes Sheet (with quantities)
- Sign Summary Matrix (by station)
- Signing and Marking Plan Sheets
- Traffic Signal Loop Detector Details

- Traffic control plans are not included in the scope of work

9.5 Cross-Section Sheets – This task involves work necessary for the creation of Cross-Section Sheets. Sections will be drawn at 50’ intervals along the project. Items included on the sections will be:

- Existing Ground
- Proposed surfaces
- Existing Right of Way

10.0 DRAINAGE

10.1 Onsite and offsite flows will not be computed for this project. Storm water runoff analysis will be limited to a comparison of existing and proposed conditions to evaluate the overall drainage level of service for the improved areas. Historic overtopping elevations, collection points, conveyance corridors and ultimate discharge locations will be maintained as close to their current conditions while accommodating the proposed roadway improvements. Computation, evaluation and addressing potential deficient areas or drainage systems will be considered as Additional Services and are not included in this Scope.

10.2 No drainage report will be prepared for this project.

11.0 PRE DESIGN STUDY AND 30% PLANS

Traffic Calming Study

OA shall prepare a short descriptive report for the evaluation of appropriate traffic calming measures on Rosser Street. The report will be used for meeting with the Cliff Rose HOA. Effective involvement of the HOA is critical to the success of this neighborhood traffic management program because residents are generally first to recognize problem areas. The first meeting with the HOA and City representatives will be a working session on discussing the problem areas and recommending specific neighborhood traffic calming management techniques for these areas and issues. The working session will also be used as the kickoff meeting. In cooperation with the City and the HOA, two preferred traffic calming alternatives will be selected for further evaluation.

Prior to the second meeting with the HOA and the City, OA shall prepare design plan exhibits for the preferred two traffic calming alternatives previously selected. The exhibit plans will show only plan view of the traffic calming devices on the selected section of the roadway. The exhibit plans will be presented to the City and the HOA to select the preferred traffic calming device or a combination of devices out of the two alternatives. The selected alternative will then be used to prepare a roll plot of the project.

OA shall not make a formal plan submittal to the City at the 30% plan level. A meeting with the City will be held to discuss a roll plot in lieu of a submittal. The plans shall show basic plan and profile views with proposed and existing roadway grades and limits and proposed alignments and grade of the new water and sewer lines. These plans will be reviewed to assure satisfaction with the general grades and alignment of the proposed roadway, water and sewer improvements.

- 11.1 Survey Control – Survey control for the project shall be in accordance with City of Prescott requirements. The coordinate system shall be US State Plane 1983 Datum WGS84, converted to City of Prescott Coordinate System. Vertical datum will be NAVD 88. Existing roadway centerline shall be established with Yavapai County Recorder’s maps and land surveys in conjunction with existing street monumentation.
- 11.2 Traffic Counts for Pavement Design –
 - City to provide traffic count data and truck percentage
 - Forecasts of future traffic volumes based on past traffic count data.

12.0 PREPARATION OF PRELIMINARY (60%) PLANS

OA shall submit to the City and to all utilities, three (3) full size sets of preliminary plans and special provisions at the 60% level of completion. These shall show, at a minimum, the final plan and profile views of all existing features, all new improvements, existing utility locations and existing and new right-of-way limits.

13.0 PREPARATION OF PRE-FINAL (95%) PLANS

OA shall incorporate any alternative selections, changes, corrections and/or additions as a result of the preliminary plan review. The resulting set of plans shall be submitted to the City and utilities as a pre-final design, which will be reviewed by the City and utilities for any final adjustments or corrections. The plans and cost estimates will be finalized and submitted to the City. Three (3) full size sets of Plans and Special Provisions will be submitted to the City for review.

14.0 PREPARATION OF FINAL (100%) BIDDING DOCUMENTS

The final plans shall be prepared incorporating any adjustments or corrections made during the review of the pre-final plans. Additionally, OA shall prepare the technical specifications, special provisions, the Final Engineer’s Estimate and bidding schedule. A set of final reproducible Mylars shall be provided.

For City budgetary purposes costs for construction items will need to be tracked under two separate account numbers. One number for “Traffic Calming” items and one number for “Reconstruction”.

The Engineer will supply the City with an electronic copy on a CD of the final project specifications in Microsoft Word format, and of the drawings in Microstation compatible format. Project specifications and each mylar shall be sealed and signed by an engineer registered in the state of Arizona.

15.0 ASSISTANCE DURING THE BIDDING PROCESS

- 15.1 Bid Assistance – OA shall be required to attend and actively participate in the pre-bid meeting, OA shall prepare Addenda necessary for clarification or correction of proposed design.

16.0 PROVISION OF POST-DESIGN CONSULTATION SERVICES

- 16.1 Pre-Construction Meeting – OA shall be required to attend a pre-construction meeting.
- 16.2 Post-design Consultation Services. – OA shall be required to provide consultation assistance during construction, relative to questions pertaining to their design. This is for the purpose of addressing unforeseen or new issues that were not covered under the design scope of work or for the consideration of alternative solutions. Any questions/concerns from the Contractor or City that arise as a result of design errors or omissions shall be addressed by OA at no additional cost and will not be considered as extra work under this item.

EXHIBIT A

CITY OF PRESCOTT
 ROSSER STREET IMPROVEMENTS
 TATUM ROAD TO SR 89

OLSSON ASSOCIATES DIRECT LABOR ESTIMATE

CLASSIFICATION						
Project Manager	PM					
Project Engineer	PE					
Engineering Technician	ET					
Clerical	C					
WORK TASKS	STAFF HOURS					
	PM	PE	ET	C	TOTAL	
Project Management & Meetings						
1	Kickoff Meeting with City staff & Utilities	6	7			13
2	Attend Five Progress Meetings with City personnel	18	9			27
3	Attend One Regional Utility Meetings	6	9			15
4	Prepare for and attend (1) Public Information Meeting @ 60% plan stage	6	50	10		66
5	Project Coordination & Management	36				36
SUBTOTAL HOURS		72	75	10		157
Pre Design Study						
1	Data Collection	2	4	8	0	14
2	Preliminary Concept Development	2	4	16	0	22
3	Prepare for and attend HOA meeting	8	8	16	0	32
4	Traffic Calming Study	14	46	65	0	125
5	Prepare for and attend 2nd HOA meeting	8	8	16	0	32
6	Development of Preferred Alternative	2	4	8	0	14
7	Preparation of Traffic Calming Memo	4	12	16	0	32
SUBTOTAL HOURS		40	86	145		271
Pre Design Study Plans						
1	Field Review of Water & Sewer Service Locations	1	8			9
2	Geometric Layout & Data with Survey Control	2	4	16		22
3	Typical Sections & Pavement Section Details	1	18	10		29
4	Paving Plan and Profiles (1"=20' horz, 1"=2' vert)	2	20	40		62
5	Water and Sewer Plan & Profiles (1"=20' horz, 1"-2' vert)	16	24	24		64
6	Review Meeting with City Personnel @ 30% plan stage	4	4			8
SUBTOTAL HOURS		26	78	90	0	194
60% Plans, Special Provisions & Estimates						
1	General Notes and Legend		1	4		5
2	Typical Sections & Pavement Section Details		1	4		5
3	Intersection Grading Details	2	8	12		22
4	Paving and Profile Sheets (1"=20' horz, 1"=2' vert)	3	16	32		51
5	Water and Sewer Plan & Profiles	2	16	20		38
6	Pavement Marking & Signing Plans		10	20		30
7	Pavement Marking & Signing Notes		5	10		15
8	Pavement Marking Details		5	15		20
9	Sign Summary Matrix		5	8		13
11	Draft Special Provisions	2	16	0		18
12	Construction Quantity & Cost Estimate	2	10	0		12
13	Mainline Cross Sections (At 50 Ft Intervals)	2	16	24		42
14	Prepare sketches for Temporary Construction Easements (Assume 5 Easements)	1	8	8		17
SUBTOTAL HOURS		14	117	157	0	288
95% Plans, Special Provisions & Estimates						
1	Intersection Grading Details	2	4	8		14
2	Paving and Profile Sheets (1"=20' horz, 1"=2' vert)	2	12	12		26
3	Water and Sewer Plan & Profiles	2	12	16		30
4	Pavement Marking & Signing Plans		5	10		15
5	Pavement Marking & Signing Notes		5	10		15
6	Pavement Marking Details		5	10		15
7	Sign Summary Matrix		3	10		13
8	Traffic Signal Loop Detail					0
9	Draft Special Provisions	2	4			6
10	Construction Quantity & Cost Estimate	2	11			13
11	Mainline Cross Sections (At 50 Ft Intervals)	2	4	16		22
SUBTOTAL HOURS		12	65	92	0	169
Final (100%) Bid Documents						
1	Final Plans, Profiles & Details	2	22	40		64
2	Final Special Provisions	2	4			6
3	Final Construction Quantity & Cost Estimate	2	6			8
SUBTOTAL HOURS		6	32	40		78
Bid Assistance & Post Design Services						
1	Pre-Bid Meeting	4	6			10
2	Prepare Addenda (Assume 1 Addenda) & Address Requests For Information)	4	16			20
3	Pre-Construction Meeting	3	5			8
SUBTOTAL HOURS		11	27			38
TOTAL DIRECT LABOR HOURS (ALL TASKS)		181	480	534	0	1195

**EXHIBIT B
CITY OF PRESCOTT
TATUM ROAD TO SR 89**

OLSSON ASSOCIATES ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Staff Hours</u>	<u>Hourly Rate</u>	<u>Labor Cost</u>
Project Manager	181	\$155.00	\$28,055
Project Engineer	480	\$120.00	\$57,600
Engineering Technician	534	\$80.00	\$42,720
Clerical	<u>0</u>	<u>\$50.00</u>	<u>\$0</u>
Total Hours	1195		
Estimated Direct Labor Cost			\$128,375
Olsson Associates - Survey & Right of Way Services			\$16,600
Estimated Direct Expenses (Mileage, Printing, etc.)			\$2,500

SUBCONSULTANT SERVICES

E.T.C. - Geotechnical Investigation Services			\$3,550
TOTAL LUMP SUM FEE			<u>\$151,025</u>

ALLOWANCES

TBE Group - Utility Locating Services	20 holes @ \$615.00/each		\$12,300
Potholing Traffic Control			\$2,000
Legal Descriptions	5 legals @ \$500.00/each		\$2,500
TOTAL LUMP SUM FEE PLUS ALLOWANCES			\$167,825

EXHIBIT A1
ROADWAY DESIGN TASK BREAKDOWN

ROSSER STREET IMPROVEMENTS
TATUM ROAD TO SR 89

OLSSON ASSOCIATES DIRECT LABOR ESTIMATE

CLASSIFICATION	
Project Manager	PM
Project Engineer	PE
Engineering Technician	ET
Clerical	C

WORK TASKS		STAFF HOURS				
		PM	PE	ET	C	TOTAL
Project Management & Meetings						
1	Kickoff Meeting with City staff & Utilities	4	5			9
2	Attend Three Progress Meetings with City personnel	12	5			17
3	Attend Two Regional Utility Meetings	4	5			9
4	Prepare for and attend one Public Information Meeting @ 60% plan stage	4	26	6		36
5	Project Coordination & Management	24				24
SUBTOTAL HOURS		48	41	6	0	95
Pre Design Study						
1	Data Collection	2	4	8		0
7	Prepare for and attend 2nd HOA meeting	4	12	16		0
SUBTOTAL HOURS		40	86	145	0	271
Pre Design Study Plans						
1	Field Review of Water & Sewer Service Locations					
2	Geometric Layout & Data with Survey Control	1	2	8		11
3	Typical Sections & Pavement Section Details		14	6		20
4	Paving Plan and Profiles (1"=20' horz, 1"=2' vert)	2	20	40		62
5	Water and Sewer Plan & Profiles (1"=20' horz, 1"=2' vert)					
6	Review Meeting with City Personnel @ 30% plan stage	2	2			4
SUBTOTAL HOURS		5	38	54	0	97
60% Plans, Special Provisions & Estimates						
1	General Notes and Legend		1	4		5
2	Typical Sections & Pavement Section Details		1	4		5
3	Intersection Grading Details	2	8	12		22
4	Paving and Profile Sheets (1"=20' horz, 1"=2' vert)	3	16	32		51
5	Water and Sewer Plan & Profiles	2	16	20		38
6	Pavement Marking & Signing Plans		10	20		30
7	Pavement Marking & Signing Notes		5	10		15
8	Pavement Marking Details		5	15		20
9	Sign Summary Matrix		5	8		13
11	Draft Special Provisions	2	16			18
12	Construction Quantity & Cost Estimate	2	10			12
13	Mainline Cross Sections (At 50 Ft Intervals)	2	16	24		42
14	Prepare sketches for Temporary Construction Easements (Assume 5 Easements)	1	8	8		17
SUBTOTAL HOURS		8	83	125	0	216
95% Plans, Special Provisions & Estimates						
1	Intersection Grading Details	2	4	8		14
2	Paving and Profile Sheets (1"=20' horz, 1"=2' vert)	2	12	12		26
3	Water and Sewer Plan & Profiles					0
4	Pavement Marking & Signing Plans		5	10		15
5	Pavement Marking & Signing Notes		5	10		15
6	Pavement Marking Details		5	10		15
7	Sign Summary Matrix		3	10		13
8	Traffic Signal Loop Detail					0
9	Draft Special Provisions	1	2			3
10	Construction Quantity & Cost Estimate	1	7			8
11	Mainline Cross Sections (At 50 Ft Intervals)	2	4	16		22
SUBTOTAL HOURS		8	47	76	0	131
Final (100%) Bid Documents						
1	Final Plans, Profiles & Details	1	16	28		45
2	Final Special Provisions	1	2			3
3	Final Construction Quantity & Cost Estimate	1	4			5
SUBTOTAL HOURS		3	22	28		53
Bid Assistance & Post Design Services						
1	Pre-Bid Meeting	2	3			5
2	Prepare Addenda (Assume 1 Addenda) & Address Requests For Information)	2	8			10
3	Pre-Construction Meeting	2	3			5
SUBTOTAL HOURS		6	14			20
TOTAL DIRECT LABOR HOURS (ALL TASKS)		118	331	434	0	883

EXHIBIT A2

ROADWAY DESIGN COST BREAKDOWN

ROSSER STREET IMPROVEMENTS
TATUM ROAD TO SR 89

OLSSON ASSOCIATES ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Staff Hours</u>	<u>Hourly Rate</u>	<u>Labor Cost</u>
Project Manager	118	\$155.00	\$18,290.00
Project Engineer	331	\$120.00	\$39,720.00
Engineering Technician	434	\$80.00	\$34,720.00
Clerical	<u>0</u>	\$50.00	<u>\$0.00</u>
Total Hours	883		
Estimated Direct Labor Cost			\$92,730.00
Olsson Associates - Survey & Right of Way Services			\$8,300
Estimated Direct Expenses (Mileage, Printing, etc.)			\$1,250

SUBCONSULTANT SERVICES

E.T.C. - Geotechnical Investigation Services			\$3,550
TOTAL LUMP SUM FEE			<u>\$105,830</u>

ALLOWANCES

TBE Group - Utility Locating Services	10 holes @ \$615.00/each		\$6,150
Legal Descriptions	5 legals @ \$500.00/each		\$2,500
TOTAL LUMP SUM FEE PLUS ALLOWANCES			\$114,480

EXHIBIT B1
UTILITIES DESIGN TASK BREAKDOWN

ROSSER STREET IMPROVEMENTS
TATUM ROAD TO SR 89

OLSSON ASSOCIATES DIRECT LABOR ESTIMATE

CLASSIFICATION	
Project Manager	PM
Project Engineer	PE
Engineering Technician	ET
Clerical	C

WORK TASKS	STAFF HOURS				
	PM	PE	ET	C	TOTAL
Project Management & Meetings					
1 Kickoff Meeting with City staff & Utilities	2	2			4
2 Attend Three Progress Meetings with City personnel	6	4			10
3 Attend Two Regional Utility Meetings	2	4			6
4 Prepare for and attend one Public Information Meeting @ 60% plan stage	2	24	4		30
5 Project Coordination & Management	12				12
SUBTOTAL HOURS					
	24	34	4		62
Pre Design Study					
1 Data Collection					0
2 Prepare for and attend 2nd HOA meeting					0
SUBTOTAL HOURS					
	0	0	0	0	0
Pre Design Study Plans					
1 Field Review of Water & Sewer Service Locations	1	8			9
2 Geometric Layout & Data with Survey Control	1	2	8		11
3 Typical Sections & Pavement Section Details	1	4	4		9
4 Paving Plan and Profiles (1"=20' horz, 1"=2' vert)					0
5 Water and Sewer Plan & Profiles (1"=20' horz, 1"=2' vert)	16	24	24		64
6 Review Meeting with City Personnel @ 30% plan stage	2	2			4
SUBTOTAL HOURS					
	21	40	36	0	97
60% Plans, Special Provisions & Estimates					
1 General Notes and Legend		1	2		3
2 Typical Sections & Pavement Section Details		1	2		3
3 Intersection Grading Details					0
4 Paving and Profile Sheets (1"=20' horz, 1"=2' vert)	2	4	8		14
5 Water and Sewer Plan & Profiles	2	16	20		38
6 Pavement Marking & Signing Plans					0
7 Pavement Marking & Signing Notes					0
8 Pavement Marking Details					0
9 Sign Summary Matrix					0
11 Draft Special Provisions	1	8			9
12 Construction Quantity & Cost Estimate	1	4			5
13 Mainline Cross Sections (At 50 Ft Intervals)					
14 Prepare sketches for Temporary Construction Easements (Assume 5 Easements)					
SUBTOTAL HOURS					
	6	34	32	0	72
95% Plans, Special Provisions & Estimates					
1 Intersection Grading Details					
2 Paving and Profile Sheets (1"=20' horz, 1"=2' vert)					
3 Water and Sewer Plan & Profiles	2	12	16		30
4 Pavement Marking & Signing Plans					0
5 Pavement Marking & Signing Notes					0
6 Pavement Marking Details					0
7 Sign Summary Matrix					0
8 Traffic Signal Loop Detail					0
9 Draft Special Provisions	1	2			3
10 Construction Quantity & Cost Estimate	1	4			5
11 Mainline Cross Sections (At 50 Ft Intervals)					0
SUBTOTAL HOURS					
	4	18	16	0	38
Final (100%) Bid Documents					
1 Final Plans, Profiles & Details	1	6	12		19
2 Final Special Provisions	1	2			3
3 Final Construction Quantity & Cost Estimate	1	2			3
SUBTOTAL HOURS					
	3	10	12	0	25
Bid Assistance & Post Design Services					
1 Pre-Bid Meeting	2	3			5
2 Prepare Addenda (Assume 1 Addenda) & Address Requests For Information)	2	8			10
3 Pre-Construction Meeting	1	2			3
SUBTOTAL HOURS					
	5	13	0	0	18
TOTAL DIRECT LABOR HOURS (ALL TASKS)					
	63	149	100	0	312

EXIBHIT B2

UTILITIES DESIGN COST BREAKDOWN

ROSSER STREET IMPROVEMENTS
TATUM ROAD TO SR 89

OLSSON ASSOCIATES ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Staff Hours</u>	<u>Hourly Rate</u>	<u>Labor Cost</u>
Project Manager	63	\$155.00	\$9,765.00
Project Engineer	149	\$120.00	\$17,880.00
Engineering Technician	100	\$80.00	\$8,000.00
Clerical	<u>0</u>	\$50.00	<u>\$0.00</u>
Total Hours	312		
Estimated Direct Labor Cost			\$35,645.00
Olsson Associates - Survey & Right of Way Services			\$8,300
Estimated Direct Expenses (Mileage, Printing, etc.)			\$1,250

SUBCONSULTANT SERVICES

E.T.C. - Geotechnical Investigation Services			\$0
TOTAL LUMP SUM FEE			<u>\$45,195</u>

ALLOWANCES

TBE Group - Utility Locating Services	10 holes @ \$615.00/each		\$6,150
Potholing Traffic Control			\$2,000
TOTAL LUMP SUM FEE PLUS ALLOWANCES			\$53,345

COUNCIL AGENDA MEMO – January 8, 2008

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DEPARTMENTS: Engineering Services / Public Works

AGENDA ITEM: Approval of a professional services agreement with Post Buckley Schuh and Jernigan in the amount of \$268,120.17 for design of the FY 08 Unpaved Streets Project including Idylwild Drive, Ring Drive and Lindbergh Drive

Approved By:	Date:
Department Heads: Mark Nietupski Craig V. McConnell	
Finance Director: Mark Woodfill	
City Manager: Steve Norwood <i>[Signature]</i>	1/3/08

Item Summary

This item is to procure engineering of roadway, water, and sewer improvements for several unpaved roadway segments (see attached location map): Idylwild Drive (Gurley St. to Lindbergh Drive), Ring Drive (Idylwild Drive to the south end), and Lindbergh Drive (Idylwild Drive to Oregon Avenue).

This project contributes to implementation of the Council's goals of improving the City's streets and utility systems.

Background

The Unpaved Streets Program was established by City Council to surface, over time, all remaining unpaved streets within the City. As each additional street segment is improved ongoing grading maintenance is eliminated along with dust generated by traffic. Due to the narrow right-of-way and topographical considerations the designs for the streets will incorporate a rural cross section, without curb and gutter or sidewalk.

This project also will upgrade and/or replace aged water and sewer facilities as identified in the City's Water and Sewer Models, and address drainage issues where feasible.

The selection of Post Buckley Schuh and Jernigan, Prescott office, was made after a formal Request for Statements of Qualifications process. Four candidate firms were short-listed and interviewed.

Schedule

Pending contract award, design will commence in February 2008 with completion anticipated in July 2008.

Agenda Item: Approval of a professional services agreement with Post Buckley Schuh and Jernigan in the amount of \$268,120.17 for design of the FY 08 Unpaved Streets Project including Idylwild Drive, Ring Drive and Lindbergh Drive

Budget

The total contract amount of \$268,120.17 is comprised of \$160,678.15 for roadway design, \$57,894.80 for water, and \$49,547.22 for sewer.

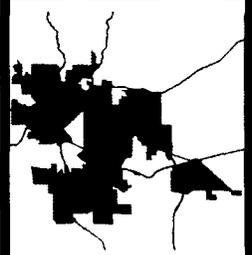
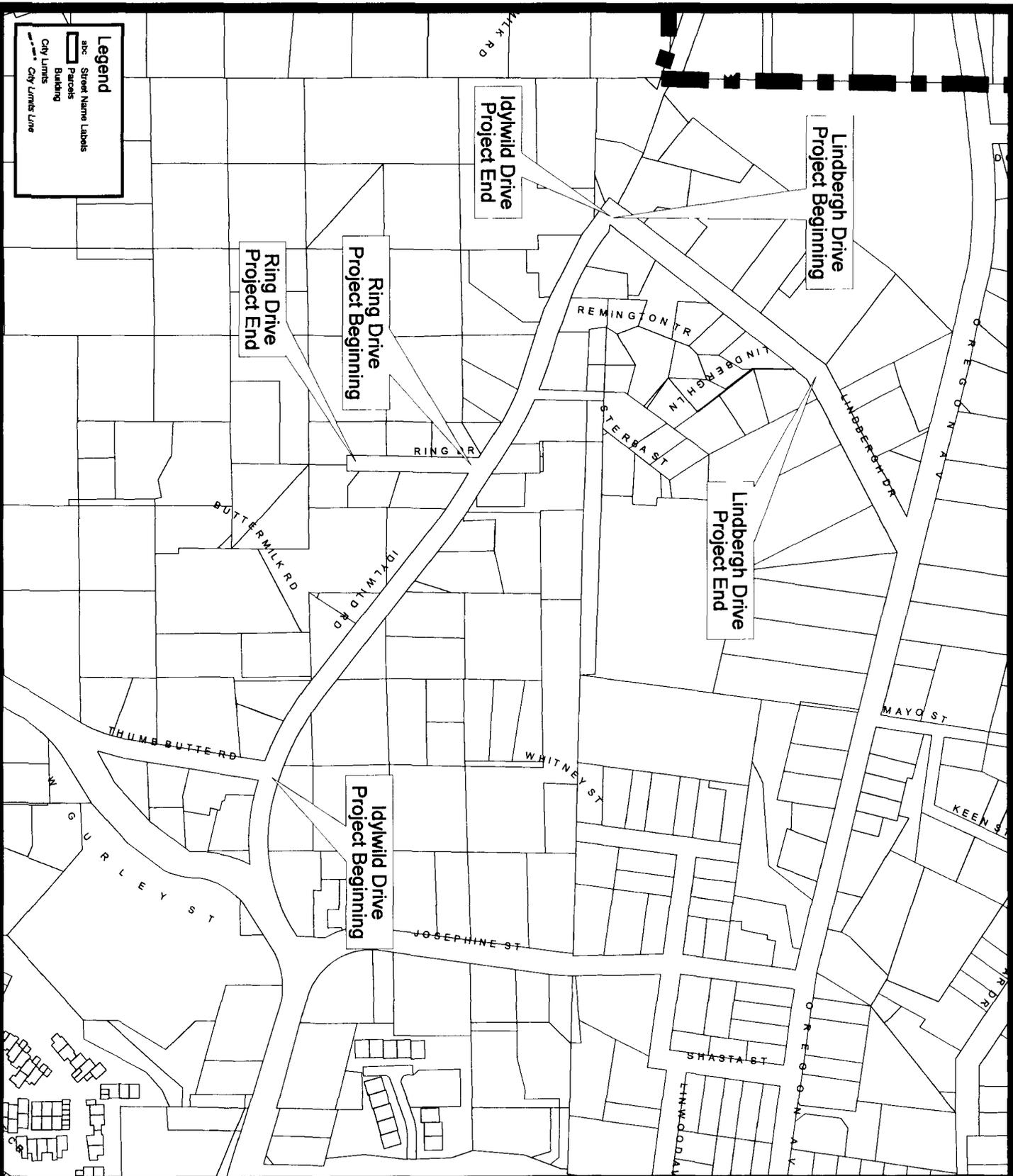
FY 08 funding is available in the amounts identified above for the Unpaved Streets Project from the One Cent Sales Tax for Streets and Open Space, Water Fund, and Sewer Fund.

- Attachments**
- Scope of work, fee breakdown, and schedule
 - Location map

Recommended Action: **MOVE** to approve a professional services agreement with Post Buckley Schuh and Jernigan in the amount of \$268,120.17 for design of the FY 08 Unpaved Streets Project including Idylwild Drive, Ring Drive, and Lindbergh Drive.

Legend

- abc Street Name Labels
- ▭ Parcels
- ▭ Building
- City Limits
- City Limits Line



Idylwild Drive Area Paving Projects Location Map

This map is a product of the
The City of Prescott GIS



This document is a graphic representation only of best available sources. The City of Prescott assumes no responsibility for any errors.

EXHIBIT A

**City of Prescott
Contract No. TBD**

SCOPE OF WORK

Unpaved Streets (Idylwild Drive, west of Lindbergh Lane to Gurley Street; Ring Drive, Idylwild Drive to the south end; Lindbergh Drive, Idylwild Drive to Oregon Avenue)

November 29, 2007

I. BACKGROUND:

The City of Prescott's goal is to pave all unpaved streets throughout the City under an annual program identified in their Capital Improvement Program (CIP). This program also includes upgrading city utilities, as required, in the areas identified within the annual program. The paving of Idylwild Drive, west of Lindbergh Lane to Gurley Street; Ring Drive, Idylwild Drive to the south end; Lindbergh Drive, Idylwild Drive to Oregon Avenue is consistent with this goal. City water and sewer facilities within this area will be replaced and upgraded in conjunction with this project.

This scope of work includes all necessary tasks to complete the design of the paving of Idylwild Drive, west of Lindbergh Lane to Gurley Street; Ring Drive, Idylwild Drive to the south end; Lindbergh Drive, Idylwild Drive to Oregon Avenue, and the design of the city water and sewer upgrades within this area.

Through this contract the Consultant (PBS&J) shall prepare a complete set of bid documents including geotechnical analysis, utility potholing, public involvement, drainage analysis and design, roadway improvement plans, water and sewer improvement plans, signing and striping plans, construction special provisions, construction cost estimate, bidding support, and post-design services.

All design will conform current City of Prescott standards, Yavapai Metropolitan Planning Organization (YAMPO) and Maricopa Association of Governments (MAG) standards and specifications.

II. SCOPE OF WORK

It is anticipated that PBS&J (Consultant) will perform the following tasks to prepare plans, specifications, and cost estimate (PS&E) for this project.

1.0 Project Management (Task Lead – Troy Sieglitz/Greg Barry)

Project Management will continue throughout the duration of the project. It includes, but is not limited to all work necessary to manage production efforts, coordinating with the City of Prescott, administering this contract, and monitoring progress.

While performing the work described under this task order, discussions with representatives from other agencies (Yavapai County, private utility agencies, etc.) as

well as other City of Prescott employees will be required. The Consultant will participate freely in these discussions, answer questions, and respond to requests for information. The Consultant will maintain records of these discussions and keep the City of Prescott Project Manager informed of any pertinent information. However, the Consultant will not accept any direction or take on additional work that is beyond the scope of this contract. During discussions with partner agencies, the Consultant will not suggest performance of additional work that is beyond the scope of this contract. The City of Prescott Project Manager is the only representative that has the authority to revise or add work under the requirements of this contract.

- Task 1. Identify the project requirements and determine the complexity of work, technical activities, schedules, and resources. Administer project contract/subcontracts and monitor progress. Discuss and coordinate project requirements with the City of Prescott Project Manager and designated project team contacts. Prepare and maintain project files and supporting documentation for correspondence, reports, design, and any additional information required for the preparation of project deliverables.
- Task 2. Develop and maintain a project schedule that identifies the deliverable item due dates, milestones, reviews, and meetings, and ensure meeting the completion date objective. Identify all critical tasks in meeting the completion date. This schedule will be used to coordinate activities, meetings, and delivery dates. Submit an initial copy of the schedule and any revised schedules to the City of Prescott.
- Task 3. Contact the City of Prescott Project Manager by phone at least every two weeks to discuss status and progress if no meetings are scheduled within the timeframe. Prepare and submit discussion notes within seven days if requested.
- Task 4. Attend site visits and conduct conference calls as necessary.
- Task 5. Schedule and attend bi-weekly internal project meetings and conference calls to coordinate project progress.
- Task 6. Establish and monitor necessary subconsultant contracts.
- Task 7. Submit a monthly progress report providing a summary of the previous month's accomplishments and activities, overall progress achieved toward completion of the contract, future month expectations, any issues or action items that need to be resolved or addressed with the City or partner agencies and all activities that will be undertaken during the succeeding month. Submit the progress report with each monthly invoice.

Deliverables for 1.0

- Meeting minutes
- Initial schedule and any revised schedules
- Discussion notes
- Monthly progress reports and invoices

2.0 Private Utility Agency Coordination (Task Lead – Greg Barry)

PBS&J will identify private utility/design conflicts, identify relocation requirements

Task 1. Concurrent with submittal to the City of the 30% design, PBS&J will submit copies to the private utility companies (electric, cable, telephone, gas) for their comments and/or clearance letters. PBS&J will provide to the City copies of each of the transmittal letters to each of the utilities. A workshop meeting, sponsored by and held at the City will be held between the City, PBS&J and reviewing agencies to discuss the conceptual plan and construction scheduling, and to Coordinate to resolve design and utility issues, associated right-of-way/easement requirements and resolve liability issues.

PBS&J will coordinate with private utility companies to determine future utility expansions within the project corridor. The design plans will consider these future expansions and make provisions where possible to accommodate these without major disruption to traffic or damage to new construction. PBS&J will not complete private utility relocation/designs as part of this project.

Task 2. Utility potholing. **Allowance Item** - Vacuum excavation potholing (test holes) will be provided on existing subsurface utilities up to a total of 20 test holes at a maximum allowable cost of \$12,800.

Based on the results of utility research, the locations for both private and public utility potholing to establish existing horizontal and vertical location of utilities will be established. For the purpose of this scope, PBS&J will provide up to twenty (20) utility potholes. A sub-contractor to PBS&J will perform the potholing using non-destructive digging/vacuumping techniques. After the potholes are excavated, utility type identified and recorded, and potholes backfilled, RST will survey the exact location of the utility for inclusion into the design drawings.

Deliverables for 2.0

- Pothole data summary
- Meeting documentation as needed

3.0 Water and Sewer Line Design (Task Lead – Greg Barry)

For this project, new water and sewer lines are proposed in Idylwild Drive, Lindberg Drive and Ring Drive. In general, the new sewer lines will be 8" diameter PVC and the water lines will be 8" ductile iron pipe except for Idylwild Drive. The new waterline in Idylwild will be 12" diameter ductile iron pipe and the sewer line will be 8" diameter.

Task 1. Water/Sewer Technical Memorandum. The technical memorandum will be developed at the 60% Plan Level stage and will include tables and exhibits as required to provide enough detail of the conceptual design and sizing of the water and sewer lines. The intent of this technical memorandum is to submit it to ADEQ during the plan approval process.

Task 2. Preliminary Alignment. A preliminary utilities alignment for the 30% Construction Plans will be developed. Information included at this stage is; utilities (electric, gas, water, sewer and storm drains) located within the project

limits, identify existing water meters, water valves, sewer manholes and cleanouts and other utility fixtures or potential utility conflicts.

Task 3. **Construction Cost Estimate.** A construction cost estimate will be developed for the project water and sewer lines and appurtenances. The estimate will include both materials and labor costs for the proposed improvements. The unit costs will be derived from current construction cost databases and suppliers budgetary quotes. All assumptions used to create the estimates will be clearly identified. A reasonable contingency cost will be added to the estimates where appropriate.

4.0 Hydrology/Hydraulics (Task Lead – Granite Basin Engineering)

The project includes drainage engineering services which consist of roadway improvements on Idylwild Drive from Gurley Street to Lindberg Drive, Lindberg Drive from Idylwild Road to Oregon Avenue, and Ring Drive.

Task 1: Granite Basin Engineering (GBE) will prepare a drainage report following City of Prescott standards. The report will identify all contributing watersheds for the project area. Existing runoff conditions will be evaluated including runoff rates, culvert capacities, street capacities, and downstream flow conditions. The concept for the hydraulics/hydrology is to use existing structures. GBE will verify and document existing conditions including cataloging downstream conditions. Existing structures that are damaged or deteriorated will be replaced in kind to ensure no adverse downstream impacts. GBE will investigate any known problems in the area that can be easily fixed with this project. Existing aerial mapping will be used for project hydrology. When the new aerial survey is available, the information will be compared for accuracy and updated if necessary. The SWPPP will be the responsibility of the contractor.

Task 2: **Coordination and Meetings:**

GBE will be available to attend the public open house meeting as well as monthly coordination meetings with the PBS&J and the City of Prescott as required to facilitate the drainage design. During investigation of downstream conditions, GBE will meet and coordinate with property owners as required to facilitate design of drainage appurtenances.

Deliverables for 4.0

- Hydrology/hydraulics report
- Preliminary and final drainage design plans

5.0 Roadway Paving Design (Task Lead – Suresh Raghavendra/Heather Thomas)

The Consultant will prepare 30%, 60%, 95% and 100% construction plans. An additional plans submittal will be made to ADEQ along with the 95% design. All plans and specifications will be prepared using current City of Prescott standards, Yavapai Association of Governments (YAG) and Maricopa Association of Governments (MAG) standards and specifications. The design submittals will include the following:

Tasks 1 - 3: 30%, 60%, & 95% Construction Plans, Specifications, and Estimate (PS&E). Included in these tasks are the following:

- Roadway improvements, including all required infrastructure plans and profiles, details, geometric layout, typical sections and structural sections, intersection staking detail, key map, etc.
- Water/Sewer. The alignments will be based on horizontal information only for the 30% design level, and generally will not include vertical placement until the 60% design level. The alignments will be developed from the topographic survey data and the approximate location of existing private and public utilities.
- Potholing will be complete after 30% Plans are developed and the results of this work will be included in the 60% Plans.
- Signing plans
- Pavement marking plans (if necessary)
- Traffic signal cabinet installation locations
- Engineers estimate of roadway/paving costs
- Engineers estimate of water/sewer line costs
- Draft details and summary of quantities
- Draft specifications and special provisions based on the City's boiler plate documents.

The plans will be submitted in 11"x17" format to the City of Prescott and to relevant private utility companies for review and comment. Ten (10) sets of the plans in 11"x17" format will be submitted. PBS&J will submit 95% Plans to ADEQ for their review and approval. It is expected that ADEQ will take approximately 8 to 10 weeks to complete the review of the plans.

Task 4: 100% Construction Documents

The Consultant shall advance the PS&E to the 100% level based on the City of Prescott's comments and responses from private utility companies. In addition, any relevant comments from ADEQ on the water and sewer line designs will be incorporated at this stage.

The 100% submittal will include all of the information from the previous submittals plus the following:

- Final roadway/intersection infrastructure improvement plans
- Bid Schedule
- Special details as required
- Technical special provisions
- Estimates of probable costs and bid item summaries
- Support the City of Prescott in the project advertisement and bidding

Specifications will be prepared in Microsoft Word™ and estimates of probable cost will be prepared in Excel™. Three bond-paper full-size plan sets and three copies of the special provisions and estimates will be submitted to the City of Prescott. The 11"x17" plans will also be submitted to relevant utility companies where previous conflicts have been identified.

Task 5: Bidding Support

PBS&J shall provide assistance to the City during the project advertisement, bidding, pre-construction, and post-design phases of the project by:

- Responding to requests for information
- Attending the pre-bid meeting
- Attending the bid-opening
- Attending the preconstruction meeting

Additional Services

Provision of Post-Design Consultation Services – PBS&J may provide consultation assistance during construction, relative to questions pertaining to the approved Construction Plans. The purpose of this work would be to address unforeseen or new issues that were not covered under the design scope of work for the consideration of alternative solutions presented by the Contractor. If desired by the City, fees for these services will be negotiated separately upon completion of the design services.

Deliverables for 5.0

- 30%, 60% and 95% plan sets (10 copies including copies for private utility companies) including a preliminary engineer's estimate and all appropriate special provisions
- 100% plan set (10 - 11"x17" copies, including copies for utility companies), technical special provisions, and estimates of probable cost and bid item summaries. One set of full-size mylars, one hardcopy of the technical special provisions and estimates of probable costs, and electronic copies of plans, specifications and estimates will be submitted to City of Prescott for inclusion in the bid packages.
- Final sealed plans, special provisions, and estimates of probable cost and bid item summaries
- Summaries of responses to requests for information

6.0 Meetings and Field Reviews (Task Lead – Troy Sieglitz)

The Consultant shall plan and attend 3 on-site meetings and 6 progress meetings and prepare all meeting documentation and minutes as necessary.

The first meeting will be a pre-design kick-off to discuss the execution of work, scheduling, expectations, approach, special conditions, contract documents, etc.

7.0 Public Involvement (Task Lead – EnviroSystems Management)

The Consultant shall coordinate project with the effected public and coordinate the driveway design tie-ins with individual property owners as necessary.

Task 1: Public Information Meeting. The Consultant shall coordinate and plan one public meeting to be held at the 30-percent design stage. Items included in the work shall include:

- Design and publish one public service announcement (press release)

- Design and publish one advertisement to be run twice in the local newspaper
- Prepare for bulk mailing an announcement advertising the public meeting. The mailing shall be sent to all effected residents and businesses within one-half mile of the project area.
- Prepare materials and attend one public Meeting

Task 2: Property owner coordination. The Consultant shall meet individually with effected property owners (as necessary) coordinate the design and access for driveways. It is assumed that there will need to be 20 meetings lasting one hour each.

8.0 Geotechnical (Task Lead – Ninyo & Moore)

See Exhibit B for geotechnical scope of work

9.0 Supplemental Survey – Allowance Item (Task Lead – RST)

Supplemental survey may be needed for the project. PBS&J will contract with RST to provide as-needed survey services. An allowance of \$10,000 will be included.

10.0 Quality Control and Assurance (Task Lead – Howard Pilkington)

The Consultant will follow its Quality Control and Assurance for Projects (QCAP) process to ensure that all work products are thoroughly reviewed for quality and accuracy. The Consultant will provide the City of Prescott a copy of the QCAP if requested.

Task 1. Ensure that all work is performed in accordance with the established QCAP program.

- All documents and supporting calculations submitted for review are fully checked by a qualified individual other than the originator before being released. Do not release any document that does not meet an acceptable level of quality. Complete QA/QC reviews as required to comply with established QA/QC procedures. Use the approved plan throughout the duration of the project to ensure that all products adequately conform to the City of Prescott practices, comply with all relevant design standards, are accurate and are of high quality.
- Mark all QC review documents with a tracking stamp to create a record of the date and responsible person(s) completing the review.
- Verify that work produced by sub-consultants meet the needs of the City of Prescott, complies with regulatory and contractual requirements, is consistent with the project intent and can be integrated into the broader project balancing risk between project constraints and good engineering judgment.

Deliverables for 10.0

- Copy of QCAP, if requested
- Copies of QA/QC documentation, if requested

III. SCHEDULE

The Consultant shall prepare and submit to the City of Prescott a draft project schedule within 10 days of receipt of a Notice to Proceed. Within 7 days of receipt of comments from the City, the Consultant shall revise and resubmit the final project schedule. Assuming a notice to proceed on January 18, 2008, the Consultant shall meet the following milestone dates:

Kick Off Meeting	February 4, 2008
Public Open House	March 5, 2008
30% Design Submittal	March 14, 2008
60% Design Submittal	May 9, 2008
95% Design Submittal	June 20, 2008
100% Construction Documents	July 18, 2008

IV. CITY PROVIDED SERVICES

The City of Prescott will provide the following services or information:

- A. Copies of all relevant reports, studies, drawings, correspondence, and other relevant project information or data.
- B. Assign one person to serve as the Client's project manager who has authority to represent the Client and will serve as the point of interface for all project issues and communications.
- C. Application and processing of all required permits and fees including complete environmental compliance.
- D. All available as-built drawings needed to show utilities, both public and private.
- E. Coordination, processing and fees with all private utility companies, except the collection of utility drawings, which will be performed by PBS&J.

V. ESTIMATE

See Exhibit B for cost proposal summary



EXHIBIT B

Cost Proposal Summary

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal (JM)	Snr. Project Manager (TS, GB)	Senior Engineer III (SR)	Senior Engineer I	Engineer II (AT, HT)	Engineer I	Senior Designer	Cadd Designer (JE)	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Project Management										
1 Administer project contract, identify schedule/resources coordinate with COP PM	4	8								12
2 Maintain project schedule			8							8
3 Coordination phone calls		6	6							12
4 Conference calls and on site meetings as necessary		8	16							24
5 Internal Project Meetings		2	6		3					11
6 Subconsultants		4								4
7 Progress reports		3	3						6	12
SUBTOTALS - HOURS	4	31	39	0	3	0	0	0	6	83
SALARY RATE, \$ PER HOUR	\$67 20	\$53 00	\$40 86	\$33 50	\$28 02	\$25 00	\$40 00	\$29 40	\$23 00	
SUBTOTALS - LABOR COSTS, \$	268 8	1643	1593 5	0	84 06	0	0	0	138	3727 40
TOTAL LABOR COST, \$ (this sheet)	3727 4									

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Water Line Design										
Kick-off meeting		2			2					4
Data collection and mapping		1			1					2
Supplemental survey from potholing		1								1
Existing water master plan review		4			4					8
30% Design										
Design report for ADEQ		6			20					26
Base utility plan design		16			27			42		85
Coordinate City's water master plan		6			10					16
Sewer/water potholing report		4			8					12
60% Design										
60% design plans		18			25			46		89
60% specifications		4			8				2	14
Engineers estimate		1			6					7
special provisions		4			9				8	21
95% Design										
95% design plans		10			19			27		56
95% specifications		2			6					8
Engineers estimate		1			2					3
Thrust restraint calculations		4			8					12
ADEQ review/response		2			3			6		11
100% Design										
100% Final construction documents		6			12			17		35
100% specifications		1			2				4	7
Pre-bid conference		2			4					6
Pre-construction meeting		2			4					6
Project coordination		20								20
SUBTOTALS - HOURS										
	0	117	0	0	180	0	0	138	14	449
SALARY RATE, \$ PER HOUR										
	\$67.20	\$53.00	\$40.86	\$33.50	\$28.02	\$25.00	\$40.00	\$29.40	\$23.00	
SUBTOTALS - LABOR COSTS, \$										
	0	6201	0	0	5043.6	0	0	4057.2	322	15623.80
TOTAL LABOR COST, \$ (this sheet)										
										15624

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Sewer Line Design										
Kick-off meeting		2			2					4
Data collection and mapping		1			1					2
Supplemental survey from potholing		1								1
30% Design										
Design report for ADEQ		6			20					26
Base utility plan design		16			27			42		85
Sewer/water potholing report		4			8					12
60% Design										
60% design plans		18			25			46		89
60% specifications		4			8				2	14
Engineers estimate		1			6					7
special provisions		4			9				8	21
95% Design										
95% design plans		10			19			27		56
95% specifications		2			6					8
Engineers estimate		1			2					3
ADEQ review/response		1			3			6		10
100% Design										
100% Final construction documents		6			12			17		35
100% specifications		1			2				4	7
Pre-bid conference		2			4					6
Pre-construction meeting		2			4					6
Project coordination		20								20
SUBTOTALS - HOURS	0	102	0	0	158	0	0	138	14	412
SALARY RATE, \$ PER HOUR	\$67.20	\$53.00	\$40.86	\$33.50	\$28.02	\$25.00	\$40.00	\$29.40	\$23.00	
SUBTOTALS - LABOR COSTS, \$	0	5406	0	0	4427.2	0	0	4057.2	322	14212.36
TOTAL LABOR COST, \$ (this sheet)										14212

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Highway Design										
30% Design										
Title Sheet			2		4		4			10
Survey Control and Geometry Sheet			2		3		4			9
Typical Sections			2		6		12			20
Summary of Quantities			2		8		4			14
Earthwork Summary			1		6		3			10
Tabulation of Quantities			4		12		3			19
Plan and Profile			12		40		20			72
Permanent Signing			2		12		8			22
Permanent Pavement Markings			2		2		2			6
Driveway Design			8		24		8			40
Erosion Control			4		8		8			20
Standard Drawings			2		2		2			6
Miscellaneous Design Elements			4		12		8			24
Roadway Cross Sections			8		36		8			52
Specifications		2	3		8				8	21
Estimate		1	3		8					12
Draft CPM Construction Schedule		1	6							7
30% Comment and Response Tracking Form		1	2		4					7
60% Design										
Title Sheet			1		1		1			3

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Survey Control and Geometry Sheet					1		1			2
Typical Sections			2		6		2			10
Summary of Quantities			1		3		2			6
Earthwork Summary			1		1		1			3
Tabulation of Quantities			2		8		4			14
Plan and Profile			4		16		24			44
Permanent Signing			1		2		2			5
Permanent Pavement Markings					1		1			2
Driveway Design			4		16		8			28
Erosion Control					4		4			8
Standard Drawings					2		2			4
Miscellaneous Design Elements			2		8		4			14
Roadway Cross Sections			2		12		6			20
Specifications		1	2		6				4	13
Estimate		1	2		4					7
Draft CPM Construction Schedule		1	2		2					5
60% Comment and Response Tracking Form		1	2		4					7
95% Design										0
Title Sheet					1		1			2
Survey Control and Geometry Sheet			1		1		1			3
Typical Sections			1		2		4			7
Summary of Quantities			1		1		2			4

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Earthwork Summary			1		1		1			3
Tabulation of Quantities			2		4		4			10
Plan and Profile			4		8		4			16
Permanent Signing			1		1		1			3
Permanent Pavement Markings										0
Driveway design			1		2		4			7
Erosion Control			1		2		2			5
Standard Drawings										0
Roadway Cross Sections			1		6		2			9
Specifications		1	2		4				8	15
Estimate		1	2		2					5
Draft CPM Schedule		1	2							3
95% Comment and Response Tracking Form		1	1		2					4
100% Construction Documents and Bidding Support										
Incorporate comments and print final construction docs		4	4		8		8			24
Support project bidding		6	24		8					38
Post design services		8	24		32		16			80
SUBTOTALS - HOURS	0	31	170	0	377	0	206	0	20	804
SALARY RATE, \$ PER HOUR	\$67 20	\$53 00	\$40 86	\$33 50	\$28 02	\$25 00	\$40 00	\$29 40	\$23 00	
SUBTOTALS - LABOR COSTS, \$	0	1643	6946 2	0	10564	0	8240	0	460	27852 74
TOTAL LABOR COST, \$ (this sheet)					27852 74					

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

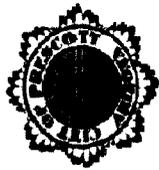
1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Meetings and Field Review										
1 Plan and attend 3 on site meetings and 6 progress meetings, prepare trip reports and meeting notes		24	36		16					76
2 Prepare materials and attend one public information Meeting		8	16		24			16	8	72
3 Meet with effected property owners as necessary - up to 20 individual meetings		10	10		10					30
SUBTOTALS - HOURS	0	42	62	0	50	0	0	16	8	178
SALARY RATE, \$ PER HOUR	\$67 20	\$53 00	\$40 86	\$33 50	\$28 02	\$25 00	\$40 00	\$29 40	\$23 00	
SUBTOTALS - LABOR COSTS, \$	0	2226	2533 3	0	1401	0	0	470 4	184	6814 72
TOTAL LABOR COST, \$ (this sheet)		6814 7								

PERSONNEL HOURS BY WORK TASK - DRAFT

**City of Prescott Public Works Department
Idylwild Drive, Ring Drive, and Lindbergh Drive Improvement Project**



PERSONNEL/RATE

TASK	PERSONNEL/RATE							TOTAL COST BY TASK
	Principal in Charge \$73.00	Project Manager \$46.00	Graphic Designer \$62.00	Community Relations Specialist \$90.00	Technical Staff Visual Aids \$31.00	Administrative Assistant \$16.00	Other Direct Cost Measure 31 Fees Buy Mail Postage Printing Fees Misc. Supplies Cost 4.7%	
Project Administration and Oversight	4	4	0	0	0	8		\$760.00
Progress Meetings	0	18	0	0	0	0	\$330.00	\$1,500.00
Public Service Announcements News Releases	0	2	0	2	0	2		\$290.00
Newspaper Ad Design and Distribution	0	4	12	0	0	0	\$900.00	\$1,940.00
Public Meeting Announcement, Production and Bulk Mail Distribution	0	4	8	4	0	4	\$600.00	\$1,700.00
City Website Coordination	0	0	0	2	4	0		\$250.00
Individual Property Owner Meetings and Documentation of Issues	0	2	0	8	0	0		\$570.00
Public Meeting	0	8	0	8	8	0	\$250.00	\$1,490.00
Total Labor Hours	4.0	42.0	20.0	24.0	12.0	14.0		
TOTAL COSTS	\$300.00	\$2,730.00	\$1,300.00	\$1,320.00	\$420.00	\$350.00	\$2,080.00	\$8,500.00

November 29, 2007
Proposal No. P-92049

Mr. Troy Sieglitz, P.E.
PBS&J
7310 North 16th Street, Suite 310
Phoenix, Arizona 85020

Subject: Proposal for Geotechnical Evaluation
Idylwild Drive and Lindbergh Drive
Roadway, Sewer and Water Improvements
Prescott, Arizona

Dear Mr. Sieglitz:

In accordance with your request, Ninyo & Moore is pleased to submit this proposal to perform a geotechnical evaluation for the above-referenced project. This proposal is based on the information we received from your office; it outlines our scope of services, estimated fee, project assumptions, and anticipated schedule for the work associated with this project.

SITE/PROJECT DESCRIPTION

We understand that PBS&J has been contracted by the City of Prescott to design roadway, sewer and water improvements along segments of Idylwild Drive and Lindbergh Drive in Prescott, Arizona. Specifically, the Idylwild Drive segment is located from Lindbergh Drive to Gurley Street and the Lindbergh Drive segment is located from Idylwild Drive to Oregon Avenue. There will also be a small segment of Ring Drive include with this project. A total of approximately 3,500 linear feet of improvement is planned.

SCOPE OF WORK

We propose the following geotechnical scope of work for this project:

- Conduct a visual reconnaissance of the project area and review available geologic literature and aerial photographs of the project area.
- Obtain appropriate City of Prescott permits to conduct the field work.
- Mark out the borings located in the field and notify Arizona Blue Stake of our drilling activities prior to the drilling work.

- Arrange for appropriate traffic control measures to conduct the field work.
- Excavate up to four borings using a truck-mounted drill rig equipped with hollow stem augers. These borings will extend up to 15 feet deep. A Ninyo & Moore employee will collect ring samples and bulk samples for laboratory testing, and will be responsible for preparation of field boring logs.
- Conduct up to three seismic refraction surveys on the ground surface along the proposed alignment.
- Perform laboratory testing to evaluate the index, compressibility, expansion, and chemical characteristics of the subsurface soils encountered.
- Prepare a geotechnical report that will contain the results of the field and laboratory analyses, with presentations of the engineering parameters for design, and recommendations for construction. In addition, the report will contain a vicinity map depicting the project limits, plans showing the boring locations, narrative descriptions of the surface and subsurface conditions, and laboratory test results. Geotechnical recommendations related to excavation characteristics, side slope stability, pipe bedding, pipe backfilling, subgrade support for pavements, pavement design sections, and the re-use of on-site soils for engineered fill will also be included in this report.

FEE ESTIMATE

We propose to perform the work scope described for a lump sum fee of \$8,900 (eight thousand nine hundred dollars). The estimated fee is based on the scope of services presented above and our understanding of the project. Any additional services not included in the aforementioned scope will be charged on a time and materials basis.

PROJECT ASSUMPTIONS

We have made the following assumptions in the preparation of this proposal:

- The improvements associated with this project will not extend deeper than 15 feet below the existing ground surface.
- The site is accessible to normal, two-wheel equipment and site access will be granted.
- The excavating can be done near the sides of the roadway and limited traffic control measures (cones and signs) will be needed to perform the work.
- Groundwater will not be encountered.
- If refusal or groundwater is encountered, we will terminate the drilling and notify your office.

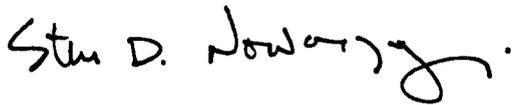
- The borings can be backfilled with the spoils.
- Ninyo & Moore will not be required to obtain any environmental clearance as a part of this project.

SCHEDULING

We are prepared to initiate this project immediately upon receiving your authorization to proceed. We anticipate issuing a report within about six weeks from the date we receive right-of-entry permission. Preliminary recommendations can be provided about one week after the field work is done.

If this proposal meets your expectations, please provide formal authorization in the form of a sub-consultant agreement, purchase order, or work authorization. We appreciate the opportunity to be of service to you during this phase of the project.

Sincerely,
NINYO & MOORE



Steven D. Nowaczyk, P.E.
Principal Engineer

SDN/hmf

Distribution: (1) Addressee

**CITY OF PRESCOTT
FEE ESTIMATE, LABOR COST**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

WORK ACTIVITY	Project Principal	Snr. Project Manager (HP)	Senior Engineer III	Senior Engineer I	Engineer II	Engineer I	Senior Designer	Cadd Designer	Administrative Asst	
	2007	2007	2007	2007	2007	2007	2007	2007	2007	
Quality Assurance / Quality Control										
Hydrology and hydraulics	1	4								5
Geotechnical	1	2								3
30% Design	1	8								9
60% Design	1	8								9
95% HWY Design	1	8								9
100% Construction Documents	1	8								9
SUBTOTALS - HOURS	6	38	0	0	0	0	0	0	0	44
SALARY RATE, \$ PER HOUR	\$67 20	\$53 00	\$40 86	\$33 50	\$28 02	\$25 00	\$40 00	\$29 40	\$23 00	
SUBTOTALS - LABOR COSTS, \$	403 2	2014	0	0	0	0	0	0	0	2417 20
TOTAL LABOR COST, \$ (this sheet)	2417 2									

**CITY OF PRESCOTT
SUMMARY OF UNPAVED STREETS ESTIMATE**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

ITEM	OVERHEAD FACTOR	PROFIT FACTOR	COST
LABOR COST (Unpaved Streets)			\$43,214.46
OVERHEAD (LABOR x OVERHEAD FACTOR)	162.22%		\$70,102.50
SUBTOTAL			\$113,316.96
PROFIT (LABOR + OVERHEAD)(PROFIT FACTOR)		10.00%	\$11,331.70
SUBTOTAL LABOR			\$124,648.65
DIRECT COSTS (Unpaved Streets)			
EQUIPMENT AND MATERIALS COST (60% of total E&M costs)			\$616.50
MISCELLANEOUS TRAVEL COST			\$873.00
SUB-CONSULTANTS (unpaved Streets)			
HYDROLOGY HYDRAULICS (Granite Basin Engineering)	\$15,020.00		\$15,020.00
GEOTECHNICAL (Ninyo & Moore)	\$2,900.00		\$2,900.00
PUBLIC INVOLVEMENT (EnviroSystems Management)	\$6,500.00		\$6,500.00
ALLOWANCES			
POTHOLING (TBD) (40% of total needed)	\$5,120.00		\$5,120.00
SURVEYING (RST) (50% of total needed)	\$5,000.00		\$5,000.00

**CITY OF PRESCOTT
SUMMARY OF WATER ESTIMATE**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

ITEM	OVERHEAD FACTOR	PROFIT FACTOR	COST
LABOR COST (Water)			\$15,623 80
OVERHEAD (LABOR x OVERHEAD FACTOR)	162 22%		\$25,344 93
SUBTOTAL			\$40,968 73
PROFIT (LABOR + OVERHEAD)(PROFIT FACTOR)		10 00%	\$4,096 87
SUBTOTAL			\$45,065 60
DIRECT COSTS (Water)			
EQUIPMENT AND MATERIALS COST			\$246 60
MISCELLANEOUS TRAVEL COST			\$174 60
SUB-CONSULTANTS (Water)			
GEOTECHNICAL (Ninyo & Moore)	\$3,600 00		\$3,600 00
PUBLIC INVOLVEMENT (EnviroSystems Management)	\$1,200 00		\$1,200 00
ALLOWANCES			
POTHOLING (TBD)	\$4,608 00		\$4,608 00
SURVEYING (RST)	\$3,000 00		\$3,000 00

**CITY OF PRESCOTT
SUMMARY OF SEWER ESTIMATE**

FIRM PBS&J
CONTRACT TBD

City of Prescott PM George Henderson

1/2/2008

ITEM	OVERHEAD FACTOR	PROFIT FACTOR	COST
LABOR COST (Sewer)			\$14,212.36
OVERHEAD (LABOR x OVERHEAD FACTOR)	162.22%		\$23,055.29
SUBTOTAL			\$37,267.65
PROFIT (LABOR + OVERHEAD)(PROFIT FACTOR)		10.00%	\$3,726.77
SUBTOTAL			\$40,994.42
DIRECT COSTS (Sewer)			
EQUIPMENT AND MATERIALS COST			\$164.40
MISCELLANEOUS TRAVEL COST			\$116.40
SUB-CONSULTANTS (Water & Sewer)			
GEOTECHNICAL (Ninyo & Moore)	\$2,400.00		\$2,400.00
PUBLIC INVOLVEMENT (EnviroSystems Management)	\$800.00		\$800.00
ALLOWANCES			
POTHOLING (TBD)	\$3,072.00		\$3,072.00
SURVEYING (RST)	\$2,000.00		\$2,000.00

**CITY OF PRESCOTT
SUMMARY OF FEE ESTIMATE**

FIRM PBS&J

City of Prescott PM George Henderson

1/2/2008

CONTRACT TBD

ITEM	OVERHEAD FACTOR	PROFIT FACTOR	COST
TOTAL ESTIMATED FEE - UNPAVED STREETS			\$160,678.15
TOTAL ESTIMATED FEE - WATER			\$57,894.80
TOTAL ESTIMATED FEE - SEWER			\$49,547.22