



# CITY OF FLAGSTAFF

- CONFIRMING CHANGE ORDER NO.
- DESIGN CONTRACT CHANGE ORDER NO.
- CONSTRUCTION CONTRACT CHANGE ORDER NO.
- CONTRACT ALLOWANCE UPDATE NO.

\_\_\_\_\_  
 7  
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**PROJECT NO.** ST3369      **PROJECT NAME:** J.W. Powell Specific Plan Study

**FILE NO.** 03-16010      **PROJECT MANAGER:** David Pedersen

**FIRM NAME:** Peak Engineering, Inc.

Purchase Order Number: 18-001394	Line Number: 1	Amount \$ 706,121.21
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**Change Order originated by:**       CITY OF FLAGSTAFF       CONTRACTOR       DESIGN FIRM       OTHER: \_\_\_\_\_

**DETAILED DESCRIPTION:**

Change Order 7 will provide the funding for the completion of the engineering design of the new JWP Extension. The scope of work also includes all of the sub consultants necessary to complete the design work. Furthermore, the scope of work includes construction phase services to retain the design engineer during construction.

**JUSTIFICATION:**

This change order will fulfill the mission of this purchase order (PO) with the completion of the JWP Extension engineering design. Since the inception of this PO, the completion of the design extension between the western terminus, by Pine Canyon, to Canyon del Rio and ultimately Fourth Street, was the objective. With the relocation of the alignment to the west came a new design effort with new property owners and thus the ask of this change order.

**TIME ANALYSIS:**

The work associated with this change order will require an additional 1,096 calendar day contract time extension. The new contract duration will be 3,704 calendar days.

**COST ANALYSIS:**

The change order will request an additional \$1,044,595.00 of funding and the new value of the purchase order shall become \$1,750,716.21. The funding for this Change Order will come from account 001-09-402-3369-6-4421 and is accounted for with FY25 (\$10,339,304) and FY26 (\$34,806,375) funds.

<b>CITY OF FLAGSTAFF</b>		<b>PROJECT STATUS FORM</b>		
PROJECT NAME: J.W. Powell Specific Plan Study		<input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Other		
PROJECT NO. ST3369		FILE NO. 03-16010		
ACCT. NO. <u>048-10-117-3369-6-4421</u>		100.00	%	
ACCT. NO. _____			%	
COUNCIL APPROVAL DATE: February 20, 2018		ORIGINAL CONTRACT AMOUNT: \$ 316,299.00		
PROJECT BUDGET ( FY <u>25</u> ) \$ 10,339,304.00		PROJECT BUDGET ( FY <u>26</u> ) \$ 34,806,375.00		
NOTICE TO PROCEED DATE: 04/09/2018		ORIGINAL CONTRACT PERIOD (calendar days): 265		
ORIGINAL COMPLETION DATE: 12/30/2018		ORIGINAL CONTRACT ALLOWANCE: \$ 0.00		
DESIGN FIRM: Peak Engineering, Inc.				
Change Orders	C.O. Amount	C.O. Days	Start Date	REASON FOR CHANGE
Revision Date	New Total	New Total	New Comp. Date	
1				SEE DETAILS ON LAST TWO PAGES
2				
3				
4				
5				

**COMMENTS:** The allocations shown above are inclusive of all Change Orders shown. If there are more than 5 Change Orders, please request a separate form from Purchasing that includes additional spaces. Thank you!

		END DATES			
ORIGINAL CONTRACT PERIOD	<u>265</u>	Days	( <u>12/30/2018</u> )	ORIGINAL CONTRACT	\$ \$ <u>316,299.00</u>
PRIOR TIME CHANGES	<u>2343</u>	Days	( <u>05/31/2025</u> )	TOTAL PRIOR VALUE CHANGES	\$ \$ <u>389,822.21</u>
THIS TIME CHANGE	<u>1096</u>	Days	( <u>05/31/2028</u> )	VALUE OF THIS CHANGE	\$ \$ <u>1,044,595.00</u>
NEW CONTRACT PERIOD	<u>3704</u>	Days	( <u>05/31/2028</u> )	NEW CONTRACT	\$ \$ <u>1,750,716.21</u>



# CITY OF FLAGSTAFF


- CONFIRMING CHANGE ORDER NO.
- DESIGN CONTRACT CHANGE ORDER NO. 7
- CONSTRUCTION CONTRACT CHANGE ORDER NO. \_\_\_\_\_
- CONTRACT ALLOWANCE UPDATE NO. \_\_\_\_\_


**PROJECT NO.** ST3369 **PROJECT NAME:** J.W. Powell Specific Plan Study

**FILE NO.** 03-16010 **PROJECT MANAGER:** David Pedersen

## SIGNATURES

### SUBMITTER

**Project Manager** 06/05/2025 **Approved Signature**   
Date

**Department Head** 06/04/2025 **Approved Signature**   
Date Paul Mood  
2025.06.04 09:13:20 -07'00'

### COMMITTEE

**Water Services** 2025-06-09 **Approved Signature** Douglas Slover Jr Digitally signed by Douglas Slover Jr  
Date: 2025.06.09 10:14:49 -07'00'  
Date

**Public Works** 6-10-2025 **Approved Signature**   
Date

**City Engineering** 6/10/25 **Approved Signature**   
Date

**City Attorney**          **Approved Signature** Christina A. Kinnear Digitally signed by Christina A. Kinnear  
DN: cn=Christina A. Kinnear, o=City of Flagstaff,  
ou=City Attorney,  
email=christina.kinnear@flagstaffaz.gov, c=US  
Date: 2025.06.10 13:40:44 -07'00'  
Date

**Finance** 06/10/2025 **Approved Signature**   
Date


**Purchasing (Chair)**          **Approved Signature** Patrick Brown Digitally signed by Patrick Brown  
Date: 2025.06.10 15:09:11 -07'00'  
Date

### EXECUTIVE

**City Manager**          **Approved Signature** \_\_\_\_\_  
Date


**Council Meeting Date (if required)** 07/01/2025 **Council Approved?** Yes  No

We have given careful consideration to the proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, and perform all services necessary for the work specified.

**FIRM NAME:** Peak Engineering, Inc. **Signature:**  Digitally signed by Thomas E. Smith, P.E.  
Date: 2025.06.03 17:09:27 -07'00'

**Date:** 06/03/2025 **Print Name and Title:** Thomas E. Smith, Principal

Change Orders	C.O. Amount	C.O. Days	Council Date	REASON FOR CHANGE
Revision Date	New Total	New Total	New Comp. Date	
1	\$ 12,925.00	265.00	2/20/2018	Change Order 1 - Alternative alignment study for South Fourth St./JWP
11/8/2018	\$ 329,224.00	361.00	4/5/2019	
2	\$ 0.00	30.00	2/20/2018	Field Order 1 - Project on Hold
3/28/2019	\$ 329,224.00	391.00	5/5/2019	
3	\$ 0.00	30.00	2/20/2018	Field Order 2 - Project on Hold
4/17/2019	\$ 329,224.00	421.00	6/4/2019	
4	\$ 0.00	30.00	2/20/2018	Field Order 3 - Project on Hold
6/4/2019	\$ 329,224.00	451.00	7/4/2019	
5	\$ 0.00	30.00	2/20/2019	Field Order 4 - Project on Hold
6/25/2019	\$ 329,224.00	481.00	8/3/2019	
6	\$ 0.00	30.00	2/20/2018	Field Order 5 - Project on Hold
8/3/2019	\$ 329,224.00	511.00	9/2/2019	
7	\$ 0.00	30.00	2/20/2018	Field Order 6 - Project on Hold
9/2/2019	\$ 329,224.00	541.00	10/2/2019	
8	\$ 0.00	30.00	2/20/2019	Field Order 7 - Project on Hold
9/30/2019	\$ 329,224.00	571.00	11/1/2019	
9	\$ 0.00	30.00	2/20/2018	Field Order 8 - Project on Hold
10/28/2019	\$ 329,224.00	601.00	12/1/2019	
10	\$ 0.00	30.00	2/20/2018	Field Order 9 - Project on Hold
11/27/2019	\$ 329,224.00	631.00	12/31/2019	
11	\$ 0.00	30.00	2/20/2018	Field Order 10 - Project on Hold
12/23/2019	\$ 329,224.00	661.00	1/30/2020	
12	\$ 0.00	30.00	2/20/2018	Field Order 11 - Project on Hold
1/15/2020	\$ 329,224.00	691.00	2/29/2020	
13	\$ 0.00	30.00	2/20/2018	Field Order 12 - Project on Hold
2/20/2018	\$ 329,224.00	721.00	3/30/2020	
14	\$ 0.00	30.00	2/20/2018	Field Order 13 - Project on Hold
3/25/2020	\$ 329,224.00	751.00	4/29/2020	
15	\$ 0.00	30.00	2/20/2018	Field Order 14 - Project on Hold
4/28/2020	\$ 329,224.00	781.00	5/29/2020	
16	\$ 0.00	30.00	2/20/2018	Field Order 15 - Project on Hold
5/26/2020	\$ 329,224.00	811.00	6/28/2020	

17	\$ 0.00	262.00	2/20/2018	Change Order 2 - Time extension to complete new time line and scope.
6/24/2020	\$ 329,224.00	1,073.00	3/17/2021	
18	\$ 0.00	0.00	2/20/2018	Field Order 16 - Reallocation of unbilled line items to increased scope of work.
7/23/2020	\$ 329,224.00	1,073.00	3/17/2021	
19	\$ 41,401.25	30.00	2/20/2018	Change Order 3 - Additional public involvement during Phase 1
9/23/2021	\$ 370,625.25	1,103.00	4/16/2021	
20	\$ 115,353.34	540.00	2/20/2018	Change Order 4 - Additional design work for proposed new alignment
9/23/2021	\$ 485,978.59	1,643.00	10/8/2022	
21	\$ 0.00	0.00	2/20/2018	Field Order 17 - Reallocation of unbilled line items to Specific Plan effort
1/27/2023	\$ 485,978.59	1,643.00	10/8/2022	
22	\$ 220,142.62	601.00	2/20/2018	Change Order 5 - Additional time and funding to complete a Specific Plan
3/16/2023	\$ 706,121.21	2,244.00	5/31/2024	
23	\$ 0.00	365.00	2/20/2018	Change Order 6 - Additional time to complete Specific Plan with revised 
5/23/2024	\$ 706,121.21	2,609.00	5/31/2025	
24	\$ 1,044,595.00	1,096.00	2/20/2018	Change Order 7 - Engineering design services of new JWP extension
	\$ 1,750,716.21	3,704.00	5/31/2028	
25				
26				
27				
28				
29				
30				
<b>FINAL PAYMENT</b>	\$ 1,750,716.21	3,704	05/31/2028	

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## CHANGE ORDER #7 – JWP SPECIFIC PLAN STUDY, PHASE 1 JWP BOULEVARD CONSTRUCTION DOCUMENTS SCOPE OF SERVICES

Date: May 30, 2025  
June 3, 2025, Rev. 1

Project: John Wesley Powell Specific Plan Study, Phase 1

COF Project No: 03-16010 (PO 18-001394)

Peak Project No: 17COF02

Prepared For: David Pedersen, Capital Improvements Project Manager

Prepared By: Julie Leid, P.E.

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We have prepared this change order request to the John Wesley Powell Specific Plan Study, Phase 1 project for preparation of construction documents for JW Powell Boulevard, a new arterial roadway in an undeveloped area of Flagstaff. Specifically, Peak Engineering will prepare construction documents for the City's segment which includes the roadway portion through the Gibson-Smith (Elk Ridge Development, LLC) and Little America parcels, including the Rio de Flag crossing. Adjacent development is responsible for the design and construction of the portion of JWP Boulevard through STL405 and Canyon del Rio, the west and northeast legs of the roadway, respectively, on either end of the City's segment. The City's segment is approximately 4,200 LF.

Concept design is substantially complete for the City's segment of JWP Boulevard and was performed under a separate agreement with the City of Flagstaff. Also complete is topographic surveying and mapping and cultural and environmental studies of the Rio de Flag crossing. The concept design is the basis for this proposal and establishes the design intent. Refer to the Concept Plan, attached.

Design includes a water transmission line extension and sewer main(s) along the corridor and replacement of a ~365 LF section of the 42" sewer interceptor in the Rio de Flag floodplain.

This proposal incorporates the following subconsultants and their respective scopes of work, attached.

- **JE Fuller Hydrology and Geomorphology** – FEMA permitting documents for the Rio de Flag crossing
- **Northland Exploration Surveys** – Preparation of right of way and easement documents for right of way dedications, incidental survey data collection (sag survey of APS transmission lines)
- **Entellus** – Sewer modeling to inform collection main sizing and layout and to support ADEQ submittal requirements
- **Ninyo & Moore** - Geotechnical investigation & engineering
- **BetaPr** – Public involvement
- **Swaback** – Landscape design

We anticipate structural engineering for design of retaining walls and barriers; the scope and extent of structural engineering is not yet determined. The structural engineering component will be driven by the Rio de Flag crossing type, whether it is arches, boxes or pipes and input from the selected CMAR on cost and availability. For example, the CMAR Contractor may recommend a wall type by a vendor who would furnish shop drawings and calculations for their wall system. Walls could also be cast in place. We have included an allowance for structural engineering in this proposal.

The following tasks advance the concept design to 60%, 90% and 100% level construction documents.

### **TASK CD-1: PROJECT MANAGEMENT**

This task includes communications, project administration, regular coordination meetings during the design phase with City staff and the design team, progress design reviews, coordination with the developers' engineers at connection points, participation and support for City Council presentations/updates, Construction Manager at Risk (CMAR) selection support and coordination, and other administrative tasks for the anticipated duration of the project (through May 2028).

BetaPr is our public relations subconsultant and their scope is included and attached to this proposal. BetaPr would be responsible for public communication in the form of mailers, postcards, e-news, website, etc. We will work with the City to establish a schedule for public engagement.

This task would be billed hourly. The budget for this task is based on the estimated hours presented in the cost detail summary, attached, for this task. Note that there is a 10% subconsultant markup which covers administration of those subconsultant contracts and is separate from this task.

### **TASK CD-2: 60% DESIGN**

Peak Engineering will advance the concept design to the 60% design level. The 60% design includes design plans and a preliminary drainage report.

The geotechnical investigation (see proposal from Ninyo and Moore) will be conducted during development of the 60% design.

For the Rio de Flag crossing, Peak Engineering will show and call out the crossing structure geometry as specified by standard details (e.g. Contech arch or ADOT box culvert). We will show the location and heights of retaining walls and barriers.

The 60% design plans will include call-out text and construction notes but will not be keynoted or fully detailed. For 60% design, we will show horizontal and vertical alignments for the roadway centerline and back of curb. We will prepare plan and profile for water, sewer and stormdrain utilities. We anticipate the following design sheets and index:

- Cover
- General Notes, Legend & Index
- Construction Control (future submittal)
- Details (structural section, typical section, etc)
- Water & Sewer Sheets (standalone for future ADEQ submittal). The sheets will include the following elements:
  - Cover & General Notes
  - Details
  - Utility Index
  - Water Plan and Profile
  - Sewer Plan and Profile – this includes the portion of interceptor to be replaced at the Rio de Flag crossing
  - Valve & Hydrant Locations
  - Manhole Locations
- Street Improvements. The sheets will include the following elements:
  - Plan and Centerline, Back of Curb Profiles
  - Street Lighting and Conduit Locations (per APS's layout)
  - Striping & Signage

- Construction/Grading Limits
- Fencing and guardrail
- Rio de Flag Crossing Structure(s)
- Franchise utilities (APS, Unisource, communications)
- Stormdrain Plan and Profile Sheets
- Retaining wall Plan and Profile Sheets (adjacent to Rio de Flag crossing)
- SWPPP (future submittal)

Peak Engineering will prepare an engineer's opinion of probable construction cost (EOPCC) based on estimated quantities. We will furnish estimated quantities in an excel spreadsheet for the team's use. We will review the CMAR Contractor's cost model, if available.

Peak Engineering will coordinate with franchise utility companies.

*Deliverable:* 60% Design Plans, Overall Project Quantities (spreadsheet), EOPCC (PDF & Spreadsheet), Cost Model Review, Preliminary Drainage Report

### **TASK CD-3: FINAL 1 (90%) DESIGN**

Peak Engineering will prepare Final 1 (90%) Design which includes plans, drainage report and special provisions.

For the plans, please refer to Task CD-2 for anticipated plan sheets and index. The sheets listed as future submittals will be developed and included in this task. The Final 1 Plans will be fully developed and detailed for submittal to the City of Flagstaff and ADEQ. We will include cross section sheets showing the relationship between existing and proposed grades at regular intervals along the roadway. The street improvement plans will be construction ready but will be marked "Preliminary, Not for Construction" for City review.

The water and sewer plans will be fully developed and the profiles will show utility crossings. The water and sewer plans will be sealed for submittal to ADEQ.

Peak Engineering will prepare an Engineer's Design Report (EDR) for water and sewer per the requirements of ADEQ. The sewer report will be based on Entellus's work (see attached proposal). Peak Engineering will review the water model based on the water and sewer impact studies for the developments immediately adjacent to the corridor. We will assemble documents for inclusion in the engineer's design report for water. We do not anticipate having to create a water model for the area; it is our understanding that the City has a model that we can reference/include in the EDR.

Peak Engineering will prepare the ADEQ applications for the City's signature. We assume that the City will provide the forms required and make payment for the submittal fee in the ADEQ portal. Peak Engineering will upload documents to the ADEQ portal for the submittal.

Peak Engineering will coordinate with franchise utility companies to show location and trench details.

Peak Engineering will prepare a final drainage report for the stormdrain system in JWP Boulevard. We assume that, given the proximity to the Rio de Flag and ultimate discharge location, Low Impact Development for volume reduction will not be required. We will coordinate with the City's Stormwater division to evaluate water quality and treatment options such as catch basin filters.

Peak Engineering will prepare draft special provisions. The special provisions will reference the City of Flagstaff Engineering Standards & Specifications and MAG Specifications. We assume that the City will prepare the general conditions.

Peak Engineering will provide linework for right of way and easements to Northland Exploration Surveys for preparation of legal descriptions and exhibits.

Peak Engineering will provide construction documents to JE Fuller for preparation of the Conditional Letter of Map Revision.

Peak Engineering will update the EOPCC, provide an updated Overall Project Quantities (spreadsheet) and will review the Contractor's Guaranteed Maximum Price (GMP) documents.

Peak Engineering will prepare a waiver request for deviations from City engineering standards, if applicable.

Documents will not be sealed, with the exception of the ADEQ submittal, and will be marked as Draft, Ready for Construction.

*Deliverable:* Final 1 Plans, Engineer's Design Report, ADEQ Submittal, Final Drainage Report, Draft Special Provisions, Overall Project Quantities (spreadsheet), EOPCC, Cost Model/GMP Review

#### **TASK CD-4: FINAL 2 (100%) DESIGN**

Peak Engineering will address comments and edits in Final 2 Plans for Civil Improvement Plan approval and signatures. If required, Peak Engineering will address comments and resubmit to ADEQ. If required, we will prepare an addendum to the drainage report.

Peak Engineering will finalize the Special Provisions.

Peak Engineering will prepare Final 2 plans for City signature. The City's PM will coordinate signatures and Peak will prepare an electronic version (PDF) of the approved plans.

Documents will be sealed by an AZ registered professional engineer.

*Deliverable:* Final 2 Plans (PDF), Special Provisions, Drainage Report Addendum

#### **TASK CD-5: CONSTRUCTION PHASE SERVICES**

Scope of services for construction phase support may include participation in regular owner-engineer-contractor (OEC) meetings, response to requests for information, review of material submittals, preparation of design revisions (notice of field design changes), field visits to document conditions and general office support. The City of Flagstaff requires preparation of record drawings at project completion as part of the Contractor's responsibilities. We have included a budget amount for this effort and we assume that this effort is progressive during construction and that the CMAR will furnish the information required for inclusion in the record drawings.

Not all tasks listed above may be needed during construction and some tasks may require more effort. The scope of services is not explicit as it is construction phase support for a variety of tasks and response to unknown or new conditions.

This task would be billed hourly. To establish a budget, we have assumed a 52-week duration construction and 4 hours/week for Project Manager and 4 hours/month for Project Principal plus 40 hours for Project Manager and 60 hours for Designer to prepare record drawings.

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## TASK CD-6: RIO DE FLAG CROSSING OPTIONS/ADDITIONAL EVALUATION

This task is for continued evaluation and crossing analysis for the Rio de Flag drainage crossing. Options considered to date include a bridge, box culverts and arch culverts. Associated work is retaining wall design and the potential for a reclaimed water main alignment depending on the final design.

This task would be billed hourly.

### FEE SUMMARY

<b>Current Contract Amount:</b>	<b>\$706,121.21</b>
<b>This Proposal:</b>	
Construction Documents:	\$667,155
Subconsultants:	\$303,100
Construction Phase Services:	\$73,840
Expenses:	\$500
<b>Subtotal:</b>	<b>\$1,044,595</b>
<b>TOTAL Proposed Contract Amount:</b>	<b>\$1,750,716.21</b>

Please refer to the attached cost detail spreadsheet for hours and dollars for each task.

### SCHEDULE EXTENSION

This request includes a contract time extension through May 31, 2028 for a contract extension of 1,096 calendar days for a new contract period of 3,704 days. Note that the current contract expiration is May 31, 2025.

### ASSUMPTIONS & EXCLUSIONS

Roundabout and signalized intersection design is not anticipated or included.

Low Impact Design is limited to water quality implementations/strategies and does not include volumetric reduction such as basins or underground structures.

Design of a bridge over the Rio is not included in this proposal. This would require structural engineering that exceeds the included allowance and additional geotechnical work.

The City will provide the water system model (adjacent WSIA's) for the area for inclusion in the Engineer's Design Report to ADEQ.

Client Name: City of Flagstaff

Project Name: JWP Roadway, CO#7

Project Number: 17COF01

Client Information

Name: David Pedersen, CI PM

Address:

Project Budget Summary

Task	Task Description	Hourly Rate:		Principal Engineer		Project Manager		Project Engineer		Designer		Engineering Intern		Technical Drafter		Clerical		Total Hours	Labor Cost per Task
		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars		
1	Task CD-1: Project Management	163.00	\$ 39,120	307.00	\$ 66,005	-	\$ -	-	\$ -	107.00	\$ 16,050	-	\$ -	-	\$ -	-	\$ -	577.00	\$ 121,175
2	Task CD-2: 60% Design	109.00	\$ 26,160	341.00	\$ 73,315	-	\$ -	-	\$ -	525.00	\$ 78,750	-	\$ -	-	\$ -	-	\$ -	975.00	\$ 178,225
3	Task CD-3: Final 1 (90%) Design	110.00	\$ 26,400	358.00	\$ 76,970	-	\$ -	-	\$ -	797.00	\$ 119,550	-	\$ -	-	\$ -	-	\$ -	1,265.00	\$ 222,920
4	Task 4: Final 2 (100%) Design	42.00	\$ 10,080	97.00	\$ 20,855	-	\$ -	-	\$ -	162.00	\$ 24,300	-	\$ -	-	\$ -	-	\$ -	301.00	\$ 55,235
5	Task CD-5: Construction Phase Support	48.00	\$ 11,520	248.00	\$ 53,320	-	\$ -	-	\$ -	60.00	\$ 9,000	-	\$ -	-	\$ -	-	\$ -	356.00	\$ 73,840
6	Task CD-6: Rio de Flag Crossing Options	80.00	\$ 19,200	160.00	\$ 34,400	-	\$ -	-	\$ -	240.00	\$ 36,000	-	\$ -	-	\$ -	-	\$ -	480.00	\$ 89,600
7	Task CD-7:	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
8	Task CD-8:	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
9	Task CD-9:	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
10	Task CD-10:	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
LABOR TOTAL:			\$ 132,480		\$ 324,865		\$ -		\$ -		\$ 283,650		\$ -		\$ -		\$ -		\$ 740,995

Reimbursable Project Expenses

A	Printing & Reprographics	\$ 500
B	Mileage	\$ -
C	Meals & Lodging	\$ -
D	Equipment	\$ -
E	Other (Parking)	\$ -
F		\$ -
G		\$ -
RPE TOTAL:		\$ 500

Sub-Consultants

NES (survey)	\$ 4,390	10%	\$ 4,829
Entellus	\$ 57,513.50	10%	\$ 63,265
BetaPr	\$ 29,652	10%	\$ 32,617
Swaback	\$ 19,800	10%	\$ 21,780
N&M (Geotech)	\$ 39,000	10%	\$ 42,900
Structural	\$ 30,000	10%	\$ 33,000 (Allowance)
JE Fuller	\$ 95,190	10%	\$ 104,709
SUB-CONSULTANT TOTAL:			\$ 303,100

**PROJECT TOTAL:**  
\$ 1,044,595

Thursday, May 22, 2025

Peak Engineering  
tom@peakegr.com

Attn: Julie



817 N. Humphreys St.  
Flagstaff AZ 86001  
928.774.5058  
www.NESincAZ.com

**Re: JWP Corridor**

Please accept this letter as our estimate to provide surveying services for the subject project. The following is an itemized scope of work and fee schedule.

**Scope and Fee:**

ROW Dedication - Plat Map	\$2,080.00
Slope and Drainage Legal and Exhibit descriptions	\$1,040.00
<b>Total Field and Office cost:</b>	<b>\$3,120.00</b>

We will conduct the survey utilizing the Flagstaff Low Distortion coordinate system and NAVD 88 Vertical Datum. We will deliver an ASCII file of the surveyed points, a cad base file and a stamped PDF copy at a scale of 1" = 20' on a 24"x36" sheet.

Respectfully Submitted,

Robert Winter, R.L.S.

President

Northland Exploration Surveys, Inc.

Thursday, May 22, 2025

Peak Engineering  
tom@peakegr.com

Attn: Julie



817 N. Humphreys St.  
Flagstaff AZ 86001  
928.774.5058  
www.NESincAZ.com

**Re: JWP Corridor**

Please accept this letter as our estimate to provide surveying services for the subject project. The following is an itemized scope of work and fee schedule.

**Scope and Fee:**

Asbuilt power poles and sag	\$540.00
Asbuilt Map, cad base	\$130.00
Project Control (Previous work completed)	\$600.00
<b>Total Field and Office cost:</b>	<b>\$1,270.00</b>

We will conduct the survey utilizing the Flagstaff Low Distortion coordinate system and NAVD 88 Vertical Datum. We will deliver an ASCII file of the surveyed points, a cad base file and a stamped PDF copy at a scale of 1" = 20' on a 24"x36" sheet.

Respectfully Submitted,

Robert Winter, R.L.S.

President

Northland Exploration Surveys, Inc.

May 28, 2025

Julie Leid, P.E.  
**Peak Engineering, Inc.**  
110 N. Agassiz Street  
Flagstaff, AZ 86001

**RE: JWP Sewer Study Update**  
**Entellus Project No. 100.144A**

Dear Mrs. Leid:

We have developed the following work summary and fee proposal for Engineering Services for the JWP Sewer Study Update, based on our meeting on May 21<sup>st</sup>, 2025.



3033 N. 44<sup>th</sup> Street  
Suite 250  
Phoenix, Arizona  
85018

Tel: 602.244.2566  
Fax: 602.244.8947  
Web: [www.entellus.com](http://www.entellus.com)

**Background:**

The 2,002-acre John Wesley Powell (JWP) Specific Area has been a developing area in Flagstaff for many years. In 2019, Entellus completed a sewer master study for Peak Engineering and the City of Flagstaff that investigated the sewer capacity and routing for the existing and planned developments in the study area. Since this report was prepared, planning and development changes have occurred, requiring a new analysis of the area to ensure sewer capacity. Under this proposal, Entellus will perform the following work tasks.

**Summary of Work:**

Entellus will provide the following services in support of this work:

<b>1</b>	<b>Project Management &amp; Coordination</b>
1.1	Project Management & Consultant Coordination
1.2	Meetings (3 Virtual)
<b>2</b>	<b>JWP Sewer Analysis Update</b>
2.1	Review Revised Planning Documents and Data
2.2	Revise Demands for Planning Area
2.3	Revise Sewer Catchment Routing Scheme
2.4	Hydraulic Capacity Analysis
2.5	Prepare Sewer Report
<b>3</b>	<b>ALLOWANCES</b>
3.1	Sewer Design/Engineering Assistance (T&M)
3.2	Reimbursables
3.3	Bentley SewerCAD Licensing Allowance

The attached Fee Proposal provides a breakdown and hours assumed for this work.

Assumptions/Exclusions:

1. Existing TOPO files will be provided by others and will be utilized to establish the Base Mapping needed to complete this study. No survey or mapping is included in this summary but can be provided for an additional fee.
2. Sewer Analysis will include a trunkline sewer concept only and will not include additional ancillary collection sewers.
3. Entellus shall submit Draft Reports and deliverables to Peak Engineering for review and comment and submittal to the City. It is assumed that one (1) round of review comments will be received and addressed prior to issuing the final report.
4. Entellus has assumed three (3) virtual meetings will be required throughout this phase of the project. No in-person meetings are included in this proposal.
5. Entellus will be reimbursed by Peak Engineering for any project related printing, delivery, mileage or incidental costs directly, up to the allowance amount identified below. All deliverables will be electronic or pdf.
6. No Review fees or permitting fees have been included in this proposal.
7. Entellus will be provided any water or sewer modeling input files in electronic format (SewerCAD) that are needed to complete these tasks. This includes the current Flagstaff Sewer Model in Sewer CAD format.
8. It is anticipated that the zoning and land use mapping shall be provided to Entellus for this study.
9. Entellus can provide the final Proposed JWP Sewer Model in electronic SewerCAD format to the City upon request for the listed additional license fee required by Bentley Software. If an electronic deliverable is not required by the City, all hydraulic calculations will be provided in Excel Format.



3033 N. 44<sup>th</sup> Street  
Suite 250  
Phoenix, Arizona  
85018

Tel: 602.244.2566  
Fax: 602.244.8947  
Web: [www.entellus.com](http://www.entellus.com)

**Fee:**

Entellus will provide the above base services for the **LUMP SUM FEE** of Forty-three Thousand Two-hundred and Thirteen Dollars and Fifty Cents (\$43,213.50) plus additional services and a reimbursable allowance of Fourteen-Thousand Three-Hundred Dollars (\$14,300), for a **Total Contract Amount** of Fifty-seven Thousand Five-Hundred and Thirteen Dollars and Fifty Cents (**\$57,513.50**).

Thank you for your time and consideration for this request. Should you have any questions or require additional information, please do not hesitate to contact me at (602) 889-4457 or by email at [mweeden@entellus.com](mailto:mweeden@entellus.com).

Sincerely,

Martin Weeden, P.E.  
**Entellus, Inc.**  
Principal Project Manager

**EXHIBIT B  
PROJECT FEE PROPOSAL**

**ENTESELLUS, INC.**  
May 28, 2025  
Entellus Project No. 100.144A

**Peak Engineering, Inc.**  
JWP Sewer Study Update

#	WORK ITEM DESCRIPTION	PROJ. PRIN.		PROJ. MGR./ENGR.		EIT	CADD/GIS TECH.		ADMIN	TOTAL HOURS	DIRECT LABOR	OVERHEAD @ 1.5	PROFIT @ 10%	TOTAL FEE BY TASK
		5	17	11										
1	Project Management & Coordination	2	12	8					2	35	\$2,677.00	\$4,015.50	\$669.25	\$7,361.75
1.1	Project Management & Consultant Coordination								2	24	\$1,760.00	\$2,640.00	\$440.00	\$4,840.00
1.2	Meetings (3 Virtual)	3	5	3						11	\$917.00	\$1,375.50	\$229.25	\$2,521.75
2	JWP Sewer Analysis Update	15	64	84			40	2	2	205	\$13,037.00	\$19,555.50	\$3,259.25	\$35,851.75
2.1	Review Revised Planning Documents and Data	6	20	8						34	\$2,862.00	\$4,293.00	\$715.50	\$7,870.50
2.2	Revise Demands for Planning Area	2	6	10						18	\$1,214.00	\$1,821.00	\$303.50	\$3,338.50
2.3	Revise Sewer Catchment Routing Scheme	2	16	20			24			62	\$3,602.00	\$5,403.00	\$900.50	\$9,905.50
2.4	Hydraulic Capacity Analysis	1	6	10						17	\$1,109.00	\$1,663.50	\$277.25	\$3,049.75
2.5	Prepare Sewer Report	4	16	36					2	74	\$4,250.00	\$6,375.00	\$1,062.50	\$11,687.50
	<b>TOTAL STAFF HOURS BASIC DESIGN SERVICES</b>	20	81	95			40	4	4	240	\$15,714.00	\$23,571.00	\$669.25	\$43,213.50

**TOTAL DIRECT LABOR** \$15,714.00  
**Overhead (1.5 x Direct Labor)** \$23,571.00  
**Profit @ 10%** \$3,928.50  
**SUBTOTAL BASIC DESIGN SERVICES** **\$43,213.50**

**3 ALLOWANCES**

- 3.1 Sewer Design/Engineering Assistance (T&M) \$12,000.00
- 3.2 Reimbursables \$300.00
- 3.3 Bentley SewerCAD Licensing Allowance \$2,000.00

**SUBTOTAL ALLOWANCES** **\$14,300.00**

**TOTAL PROJECT COST** **\$57,513.50**

**May 16, 2025**

Julie Leid, P.E.  
Peak Engineering, Inc.  
201 E. Birch Ave., #3  
Flagstaff, AZ 86001

**Re: JW Powell Extension Project: Design Phase – Scope of Work and Estimate for Public Involvement Services**

Ms. Leid,

Beta Public Relations (BetaPr) respectfully submits this scope and estimated fee for Public Involvement Services for the design phase of the JW Powell Extension Project. These services include informing the community about the project, educating stakeholders on project details, hosting community meetings and compiling public comments.

Assuming a 6-month schedule, we have developed a comprehensive approach to public involvement for the surrounding community. Outlined below are the tasks associated with the project and estimated costs. If necessary, we can adjust our estimate to accommodate any changes to the scope of work.

Project Scope	Estimated Cost
<b>Task 1 – Project Fliers Design and Production</b> BetaPr will design and produce four (4) project fliers for distribution. Fliers will be designed to introduce the project, showcase maps of the design areas, highlight the project website, invite stakeholders to the community meetings and inform them on how to stay connected throughout the project.	\$3,500.00
<b>Task 2 – Project Flier Mailing</b> The project fliers will be bulk mailed to fully saturate areas in and around the project work zone four (4) times. In addition to this distribution, fliers will be mailed directly to property owners in the area using addresses provided by Peak Engineering (Peak) and City of Flagstaff (City) staff.	\$500.00

<p><b>Task 3 – Facilitate Community Meetings</b> BetaPr will facilitate four (4) community meetings for the project. The meetings will be held as the design of the project progresses to keep stakeholders up-to-date on the status and solicit feedback to help shape design. Facilitation includes acquiring a venue (if needed), designing and producing meeting materials and displays, assisting with presentations, and meeting set-up and take-down. After each meeting is complete, a public meeting summary will be provided to the team compiling all comments and input received at the meeting.</p>	<p>\$8,000.00</p>
<p><b>Task 4 – Project Meetings and Public Relations Updates</b> To coordinate the public involvement effort, plan community meetings and discuss any stakeholder question or concerns, BetaPr will attend project meetings and provide Public Relations Updates.</p>	<p>\$2,500.00</p>
<p><b>Task 5 – Press Releases and Social Media Support</b> BetaPr will develop press releases and generate copy for social media updates prior to each community meeting, with follow-up releases generated as design progresses to highlight milestones and status. Press releases and updates will be provided to the City's Public Information Officer to disseminate all media releases through internal City channels, and BetaPr will work to leverage their existing media contacts to provide additional coverage.</p>	<p>\$1,200.00</p>
<p><b>Task 6 – Domain Acquisition and Project Website Creation</b> BetaPr will acquire a user-friendly, project-specific web domain and create a project website. The website will be treated as the main hub for project details, and will be populated with project-specific information, FAQ's, and additional resources to help stakeholders understand the project and how they can stay connected as it develops. The website will be hosted on the City's new <i>Social Pinpoint</i> platform, and BetaPr will coordinate the creation and maintenance of the webpage with City staff.</p>	<p>\$2,000.00</p>
<p><b>Task 7 – Project Email Address Creation and Maintenance</b> BetaPr will create and maintain a project-specific email address. The email address will be used for sending eNewsletters and other project information to stakeholders. Emails will be monitored by BetaPr staff during the course of the project. All issues, questions or concerns will be directed to the project team for response if necessary.</p>	<p>\$1,500.00</p>
<p><b>Task 8 – Public Comments Log</b> A Public Comments Log documenting all project-specific emails received and the nature of those inquiries will be logged and provided to the team at each project meeting.</p>	<p>\$800.00</p>

<p><b>Task 9 – eNewsletter Releases and Database Development</b></p> <p>The main vehicle for disseminating project information will be the eNewsletter (eNews). eNews will be distributed electronically to interested stakeholders prior to each community meeting and to provide project status updates. Distribution will include a database generated from previous meeting sign-in sheets, contact information received from City and Peak staff, project-specific emails received, and requests received via stakeholder outreach. The project database will be updated to include any new interested party contacts for future eNews communications throughout the project.</p>	\$3,000.00
<p><b>Task 10 – Graphic Design Services</b></p> <p>BetaPr will design various graphic resources for this project, such as maps, FAQ's and educational pieces, as well as anything else requested from Peak or City staff.</p>	\$2,000.00
<p><b>Total Estimated Labor Expenses</b></p>	<b>\$25,000.00</b>

Direct Expenses	Estimated Cost
<p>Project Notification Fliers Printing – 5,000 pieces* x \$0.50 per piece</p> <p><i>* Includes mailings and supplying copies to project team. Fliers will be produced double-sided on cardstock at approximately 5.5" x 9.25.</i></p>	\$2,500.00
<p>Bulk mail postage – 3,600 pieces* x \$0.28 per piece (900 per mailing)</p> <p><i>* Based on current USPS data to fully saturate the project corridor and surrounding area four times, totaling 780 residents and 120 business addresses.</i></p>	\$1,008.00
<p>Direct mail postage – 800 pieces* x \$0.73 per piece (200 per mailing)</p> <p><i>* Includes addresses generated from Peak and City staff.</i></p>	\$584.00
<p>Digital Marketing Suite* – \$80.00 per month x 7 months</p> <p><i>* Digital Marketing Suite includes domain, project email address and eNews service.</i></p>	\$560.00
<p><b>Total Estimated Direct Expenses</b></p>	<b>\$4,652.00</b>

**Total Estimated Project Cost    \$29,652.00**

Thank you for the opportunity to work on this project. If you have any questions regarding the scope of work, feel free to contact me at (928) 440-5080. We look forward to working with Peak Engineering Inc. to provide effective public involvement support for this project.

Sincerely,



**Conner Cassens**

Vice President/Sr. Project Manager

**BetaPr**

June 3, 2025

Julie Lead, PE  
Peak Engineering, Inc.  
201 E. Birch Avenue, Suite 3  
Flagstaff, AZ 86001

Scope of Work and Fee Proposal for JW Powell at Rio de Flag Floodplain Modeling and FEMA Assistance

Julie

Thank you for requesting this proposal for professional services in conjunction with the proposed JW Powell bridge crossing of the Rio de Flag. It is our understanding that Peak Engineering, Inc. (Peak) will be the prime consultant and will contract with the City of Flagstaff for this project to provide civil engineering design services. JE Fuller/Hydrology & Geomorphology, Inc. (JEF) will serve as a subconsultant to Peak, with our role focusing on floodplain impacts related to the encroachment of the road on the Rio de Flag.

The attached scope and fee outline the services we believe are necessary for our role. We have included budget for the eventual Letter of Map Revision (LOMR); however, it should be understood that the scope and fee for that work may need to be renegotiated if the project construction is prolonged and/or if the project is not constructed as documented in the Conditional Letter of Map Revision (CLOMR).

Work performed will include the tasks defined in Exhibit A and will be performed under the Professional Services Agreement (Exhibit B). Our work will be done under a time and materials structure with a not-to-exceed fee of \$95,190.00 (ninety-five thousand one hundred ninety dollars) per the Project Fee Estimate (Exhibit C).

Once again, thank you for providing JE Fuller the opportunity to be a member of your team. If you have questions or concerns about any part of this proposal, please contact me at (520) 481-6151.

Sincerely,

JE Fuller/Hydrology & Geomorphology, Inc.



Ian P. Sharp, P.E., Vice President/Project Manager

Attachments:

- Exhibit A - Scope of Services
- Exhibit B - Professional Services Agreement
- Exhibit C – Staff Billing Rates and Project Fee Estimate

## Exhibit A – Scope of Services

### **Task 1: Data Collection and Review**

JE Fuller will coordinate with the City and Peak Engineering to obtain digital files pertaining to the proposed bridge. These files should include PDF plots of the plans, preferably at a 30% or better level, and digital files in a State Plane coordinate system. Elevations should be on NAVD 88.

### **Task 2: Existing Conditions Floodplain/Corrected Effective Model**

JE Fuller has a preliminary existing conditions model for the Rio de Flag at JW Powell (JWP). JE Fuller will finalize this model and will use it as the “Corrected Effective” model to present to FEMA changes that have occurred to the floodplain since the effective model was developed. The purpose of this model is to provide a more accurate representation of the existing conditions from which to develop the proposed condition model.

### **Task 3: Design Review and Coordination**

JE Fuller will provide design review and coordination for Peak Engineering as they develop their plans for the JWP crossing of the Rio de Flag. Our role will be limited to reviewing road and bridge designs as they relate to the Rio de Flag floodplain. It is understood that the final bridge arrangement has not yet been determined, and that iterative design will occur. JE Fuller will provide hydraulic models that update the Corrected Effective model with the proposed bridge alternative(s) being modeled and will summarize results to the team. It is anticipated that up to five (5) alternatives will be modeled. Additional work beyond this may require a change order.

### **Task 4: Prepare With-project Floodplain Model**

Once Peak finalizes their preliminary design, the Corrected Effective model will be updated to reflect the proposed bridge and limited channel grading around the bridge. The work performed in this task will include an analysis of how the bridge affects the floodway and floodplain.

### **Task 5: CLOMR Application**

JE Fuller will prepare a Conditional Letter of Map Revision (CLOMR) application consisting of a Technical Support Data Notebook (TSDN) of the floodplain study along with applicable FEMA MT-2 forms, hydraulic modeling, Special Flood Hazard Area delineation, and Topographic Workmap. This task includes the following elements:

1. A TSDN will be prepared that follows FEMA and ADWR formatting standards. The TSDN will include supporting documentation, exhibits, required MT-2 forms, and digital files.
  - a. The Corrected Effective and With-project Floodplain models will be included in the submittal to FEMA.
  - b. Proposed revisions to the Special Flood Hazard Areas (FEMA flood zones) will be made based upon our interpretation of the project’s impact upon the floodplain.
2. JE Fuller will access biological online resources such as the U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) tool and the

Arizona Game and Fish Department (AGFD) online review tool (among other sources) to obtain species lists for the subject parcel. Based on this information, JE Fuller will prepare a letter report identifying any species with potential habitat within the project area along with potential impacts (if any); no effects to any federally listed species are anticipated for this parcel. The letter report will provide sufficient proof of ESA compliance with a “no effect” statement for submittal with the MT-2 forms to FEMA for the CLOMR.

3. The completed TSDN will be submitted to the City for review and approval. Technical comments from the City will be addressed.
4. Following review, approval, and concurrence by the City, the TSDN will be submitted to FEMA. Technical comments from FEMA will be addressed. Please note: FEMA review fees will be incurred and passed through as direct expenses.
5. It should be understood by the design team and the City that this project encroaches upon an existing floodway and is very likely to alter the extent and water surface elevations. FEMA has protocols for this and will require that the design team present alternatives to the design and justification supporting why the encroachment is necessary. Furthermore, FEMA will require notification of affected property owners and a statement from the applicant (JE Fuller) that no insurable structures are impacted (if that is found to be the case). JE Fuller will coordinate these activities.

#### **Task 6: Scour Analyses**

JE Fuller will provide scour analyses for the Rio de Flag at the JWP crossing. Scour analyses will include design scour calculations for the Rio de Flag, including analyses for general scour, local scour, and bridge related scour components following City of Flagstaff design methodology.

#### **Task 7: Meetings, Correspondence, and Project Administration**

JE Fuller will conduct project review meetings via teleconference, at Peak’s office, and/or at the City’s office to discuss the project progress. It is assumed that biweekly meetings will occur over the 52 week long project. The budget includes time for 26 meetings.

#### **Task 8: LOMR Application**

After the project is constructed, and assuming it is built reasonably close to the plans submitted with the CLOMR, JE Fuller will prepare a Letter of Map Revision (LOMR) application consisting of a TSDN along with applicable FEMA MT-2 forms, hydraulic modeling, Topographic Workmap, and as-built plans provided by others. This task includes:

1. LOMR TSDN that is based upon and updates the CLOMR TSDN.
2. Coordination with the City for their review and concurrence.
3. Updates to the CLOMR with-project model to reflect as-built conditions.
4. Revisions to the Special Flood Hazard Areas.
5. Coordination with FEMA. Please note: FEMA review fees will be incurred and passed through as direct expenses.

This work will require that Peak, the City, or another third party provide as-built plans of the project impacting the floodplain.

Exhibit C. Staff Billing Rates and Project Fee Estimate

**Table 1. Staff Billing Rates**

Staff Description		Billing Rate (\$/Hour)
SE IV	Senior Engineer IV	\$ 200
SE III	Senior Engineer III	\$ 185
EIT	Engineer in Training	\$ 130
EP IV	Environmental planner IV	\$ 150
INT	Intern	\$ 85

**Table 2. Estimated Fee by Task**

Task	JEF Estimated Man-Hours						Labor Cost	
	SE IV	SE III	EIT	EP IV	INT	Total		
	\$ 200	\$ 185	\$ 130	\$ 150	\$ 85	Man-Hrs		
1	Data Collection and Review	2		2			4	\$ 660.00
2	Existing Cond./Corrected Effective Floodplain Model	4		4			8	\$ 1,320.00
3	Design Review and Coordination	50		40				\$ 15,200.00
4	Prepare With-Project Floodplain Model	4		4			8	\$ 1,320.00
5.1	CLOMR TSDN, mapping	45	5	10			60	\$ 11,225.00
5.2	CLOMR ESA compliance				12		12	\$ 1,800.00
5.3	CLOMR City Review	6		4			10	\$ 1,720.00
5.4	CLOMR FEMA Review	25		10			35	\$ 6,300.00
5	Scour Analyses	25					25	\$ 5,000.00
7	Meetings Correspondence and Project Admin.	100					100	\$ 20,000.00
8.1	LOMR TSDN, mapping, model update	20		8			28	\$ 5,040.00
8.2	LOMR City Review	3		3			6	\$ 990.00
8.3	LOMR FEMA Review	20		8			28	\$ 5,040.00
<b>Total Hours</b>		<b>304</b>	<b>5</b>	<b>93</b>	<b>12</b>	<b>-</b>	<b>324</b>	
							<b>Subtotal 1: Total JE Fuller Labor Fee</b>	<b>\$ 75,615.00</b>
<b>Direct Expense Description</b>								<b>Direct Cost</b>
Exhibits and TSDN printing cost (if printed)								\$ 500.00
FEMA CLOMR review fee estimate, see <a href="https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees">https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees</a>								\$ 6,500.00
Mileage billed at \$0.67 per mile								\$ 30.00
FEMA LOMR review fee estimate, see <a href="https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees">https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees</a>								\$ 8,000.00
							<b>Subtotal 2: Direct Expenses</b>	<b>\$ 15,030.00</b>
							<b>Contingency Budget (5%)</b>	<b>\$ 4,540.00</b>
							<b>Total Cost:</b>	<b>\$ 95,190.00</b>

May 23, 2025  
Proposal No. 12PCT02-00718

Ms. Julie Leid, PE  
Peak Engineering  
201 East Birch Avenue, Suite 3  
Flagstaff, Arizona 86001

Subject: Proposal to Provide Geotechnical Engineering Services  
City of Flagstaff  
JW Powell Boulevard Extension  
Station 200+00 to 246+00  
Flagstaff, Arizona

Dear Ms. Leid:

Ninyo & Moore, A SOCOTEC Company (Ninyo & Moore) is pleased to submit this proposal to provide geotechnical engineering services for the above-mentioned project. This proposal is based on the information that we received from your office and our subsequent conversation. It outlines our scope of services, project assumptions, anticipated schedule, and fee for this phase of work.

## **SITE/PROJECT DESCRIPTION**

The project includes the design and construction of the JW Powell Boulevard Extension project from Station 200+00 to 246+00 within the City of Flagstaff, Arizona; a distance of about 4,620 linear feet. This project will call for new pavement, underground utilities, and retaining walls; as well as draining features, like box culverts. Some site grading (+/- 15 feet vertically) will be needed to support the new roadway. The new underground utilities are assumed to be situated within or near the above-mentioned roadway improvement alignments and will extend 15 or less feet deep.

## **SCOPE OF SERVICES**

The geotechnical scope of services we will perform for the phase of the project are summarized below:

- Review available published and in-house geotechnical reports, topographic information, soil surveys, geologic literature, and aerial photographs of the project area.
- Obtain City of Flagstaff permission to conduct the field work.
- Conduct a field trip to the site for geologic reconnaissance.

- Conduct a site visit to select and mark out the proposed boring locations.
- Contact Arizona 811 to evaluate utility locations at our boring locations prior to drilling.
- Perform a geotechnical exploration, which will include the excavating of up to 10 soil borings extended up to 25 feet below the ground surface. These borings will be advanced with a two- or four-wheel drive truck mounted drill rig using hollow-stem augers.
- Collect soil samples in the borings for laboratory testing and analysis. The boreholes will be backfilled with soil spoils. Ninyo & Moore personnel will log the borings in general accordance with the Unified Soil Classification System and ASTM D2488 by observing cuttings and split-spoon samples. The soil samples will be transported to a Ninyo & Moore laboratory for testing.
- Perform up to five seismic refraction surveys at key locations where bedrock may be encountered during construction.
- Perform laboratory testing that will evaluate the on-site soil's index, strength and chemical characteristics.
- Prepare a geotechnical report to include the logs of the exploratory boring and results of the laboratory testing. The report will include a cover letter sealed by a Professional Engineer licensed in the State of Arizona. The report will include the following:
  - Site vicinity map and boring plan map;
  - Description of work scope, laboratory, and field procedures;
  - Encountered subsurface soil and groundwater conditions;
  - Geologic hazards;
  - Excavation characteristics of on-site soil and bedrock;
  - Earthwork factors;
  - Safe side slope stability of on-site soil and bedrock;
  - Vertical shoring;
  - Potential for re-use of on-site soils and bedrock;
  - Bedding;
  - Backfilling;
  - Subgrade preparation measures;
  - Recommendations for special soil conditions such as expansive, collapsible, or highly compressible soils;
  - Roadway pavement design;
  - Soil bearing for structural components: retaining walls and possibly arch structures;

- Box culvert foundation support;
- Recommendations relative to site drainage; and
- Discussion of soil corrosivity to steel and concrete.

## ASSUMPTIONS

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

- No traffic control services will be needed.
- Right of entry will be provided by others and site access will be granted.
- If auger refusal is encountered, we will terminate the drilling and notify your office.
- Some ground disturbance should be expected as a result of our field work.

## SCHEDULE

The fieldwork should be finished within about four to six weeks after we receive right of entry permission. The field work will take about two weeks to finish. We anticipate issuing our report within about 10 weeks from the date we receive we finish the field work. Preliminary recommendations can be provided about two weeks after the field work is done.

## FEE

We propose to perform the above tasks for a lump sum fee of \$39,000 (Thirty-Nine Thousand Dollars). Any additional services, not included in the aforementioned scope, will be charged on a time-and-materials basis in accordance with our current Schedule of Fees. To authorize our services, please sign and return the attached Work Authorization and Agreement.

We look forward to working with you.

Respectfully submitted,  
**NINYO & MOORE**



Steven D. Nowaczyk, PE  
Managing Principal Engineer

SDN/tp

Attachment: Work Authorization and Agreement



**LANDSCAPE ARCHITECTURAL SERVICES PROPOSAL**  
**JWP Extension Right of Way**  
**Landscape Design Services**

---

5.23.2025

Julie Lied  
Peak Engineering  
110 N. Agassiz Street  
Flagstaff, AZ 86001  
Via email transmittal: julie@peakegr.com

**Re: JWP Extension Right of Way**  
**Landscape Architectural Services for Roadway Improvements**

Dear Julie:

We are pleased to submit this proposal for landscape architectural services for the JWP Extension Right of Way project. Our understanding is that this project involves the design of landscape improvements for approximately one (1) linear mile of roadway improvement, encompassing both sides of the roadway, median areas, and interim construction conditions as required. We will coordinate our landscape design services to support your civil engineering plans through all phases of design development.

**A. OVERVIEW**

This process will primarily be focused on native planting design and landscape architectural plans that conform to city standards and integrate seamlessly with the civil engineering plans. Our approach will ensure all landscape elements support the overall roadway improvement goals while providing appropriate plant materials suitable for the local climate and maintenance requirements. We will work closely with your team to coordinate our submittals at 30%, 60%, 90%, and 100% construction document phases.

**B. SCOPE OF WORK AND FEES**

The following scope of services is organized around key tasks to ensure our time together is focused on an efficient and effective process. Our work with you and the team will begin with broad landscape concepts and gradually move toward detailed construction documentation. We will collaborate with you to establish the critical timeline, overall schedule, and specific deadlines.

### **Task One: Project Initiation and Site Analysis**

We will conduct a comprehensive review of existing conditions, civil engineering plans, and applicable city standards. This task includes site reconnaissance, establishment of design criteria, and coordination protocols with the civil engineering team.

1. **Site Analysis and Base Plan Review**  
Review of existing topographic surveys, civil engineering plans, and utility locations to establish landscape design parameters.
2. **City Standards Review**  
Analysis of applicable municipal landscape standards, plant material requirements, and installation specifications.

#### **Deliverables for Task One:**

- 1a. Site analysis summary
- 1b. Design criteria establishment
- 1c. Project coordination protocols
- 1d. Preliminary plant palette review

### **Task Two: Construction Document Development (30%, 60%, 90%, and 100% Submittals)**

We will develop landscape architectural plans and specifications through all phases of design progress, coordinating submittals with the civil engineering team at 30%, 60%, 90%, and 100% completion stages. Each phase will build upon the previous submittal with increasing levels of detail and refinement.

1. **30% Construction Documents**  
Development of preliminary landscape plans showing proposed planting areas, general plant locations, and basic specifications coordinated with the 30% civil engineering plans.
2. **60% Construction Documents**  
Refinement of landscape design with detailed plant locations, sizing, and enhanced specifications. Coordination with updated civil engineering plans and resolution of any conflicts.
3. **90% Construction Documents**  
Near-final landscape plans with complete plant specifications, installation details, maintenance requirements, and interim construction condition plans. Final coordination with civil engineering plans.
4. **100% Construction Documents**  
Final construction documents ready for bidding and construction. Complete coordination with final civil engineering plans and resolution of all outstanding issues.

#### **Deliverables for Task Two:**

- 2a. 30% landscape architectural plans and preliminary plant schedule

- 2b. 60% landscape architectural plans with detailed specifications and planting details
- 2c. 90% landscape architectural plans with complete specifications and interim construction plans
- 2d. 100% final landscape architectural plans and bid-ready documentation
- 2e. Coordination drawings at each phase
- 2f. Progressive design narratives documenting changes between phases

### **Task Three: Construction Administration Support**

Support during the construction phase including review of submittals, response to RFIs, and site observation as needed.

#### **Deliverables for Task Three:**

- 3a. Submittal reviews
- 3b. RFI responses
- 3c. Site observation (as needed)

#### **Services Specifically Excluded:**

The following services are specifically excluded from this proposal:

- Irrigation system design and drawings
- Hardscape design (walls, walkways, site furniture, etc.)
- Grading and drainage design
- Electrical and lighting design
- Survey services

**Total Fee Budget Estimate: \$19,800**

### **C. DETAILED CONSIDERATIONS**

The services included herein may be terminated by you at any time for any reason, as long as SWABACK has been paid for all services rendered to the date of termination. Likewise, SWABACK may terminate this agreement for any reason and provide the Owner a Letter of Notice, 30 days prior to separation.

The Terms and Conditions herein are part of an agreement for design services between SWABACK and the Owner/Client. The Scope of Work contained herein is limited to the description of services provided. SWABACK is not responsible for any technical information, detailed design or material specification associated with construction and implementation other than that related to this specific scope of services.

SWABACK has provided no environmental investigations on this site/project, has no knowledge of any adverse environmental conditions on the site/project, and is not responsible for and has no liability for any such environmental condition should one be found. It is the responsibility of the Client to investigate and make these environmental determinations.

SWABACK has no knowledge of legal matters associated with the property and assumes Client will provide pertinent information associated with ownership, zoning, survey, and title information. It is assumed that the Client grants SWABACK permission onto the property unless discussed in advanced to the contrary.

SWABACK has no authority over local jurisdictions and associated codes, ordinances, and standards. If requested as part of the scope of services, SWABACK will work with the Client to assist in the process of attempting to secure applicable approvals. Such desired entitlements and associated jurisdictional approvals cannot be "guaranteed" due to the unknown nature of such requests.

It is understood that parties hereto will neither assign, sublet, nor transfer any interest herein and, further, that each party binds himself and his partners, successors, executors, administrators, and assigns to the other party in all covenants hereto.

By signing this Agreement, Client's representative affirms he or she has the legal right, power and authority to enter into this Agreement and direct SWABACK to study the property/project, prepare plans for the project and entire the project subject site.

Client agrees to release SWABACK of any and all liability related to design, engineering, and product specification, and indemnify SWABACK for injuries, damages, or costs resulting from performance of designs or specifications or their specific execution.

Fees and all other charges will be billed monthly as the work progresses as a percentage of completion unless otherwise noted. The amount of each billing will be due and payable thirty (30) days after the date of such billing. Any portion of a billing not paid thirty (30) days of the billing date will be considered delinquent and will bear an interest charge of one and one-half (1-1/2) percent per month (annual percentage rate 18 percent) on the unpaid balance.

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**SWABACK**  
**2025 PROFESSIONAL SERVICES FEES**

<b>Partners</b>		\$350.00 / hour
<b>Design Partners</b>		\$250.00 / hour
<b>Associate</b>		\$190.00 / hour
<b>Architectural and Planning Staff</b>	Project Manager	\$200.00 / hour
	Senior Planner	\$175.00 / hour
	Senior Designer / Planner	\$165.00 / hour
<b>Support Staff</b>	Graphics / Marketing	\$130.00 / hour

**Reimbursable Costs**

All normal reimbursable expenses, including plotting, printing, reproductions, perspective renderings, mounting, delivery, long distance phone calls, travel expenses in business class and other consultant services that would be run thru our agreement. Cost Plus 15%

**Mileage Reimbursement** (per current IRS Schedule) \$0.670 / mile

Any request for 3-D fly-through videos would be extra

*SWABACK reserves the right to adjust these rates on an annual basis upon providing written notice to Client. Fees for Construction Document submittals through Construction Observation shall be refined based on a yet to be determined phasing strategy for development. Travel time will be billed in addition to the costs identified. Time travel will be dedicated to working on your project only.*

Reimbursable costs will not exceed **\$2,000.00**

**D. SUMMARY**

We want to express our enthusiasm for the opportunity to work together with Peak Engineering on this important roadway improvement project. We will give this opportunity our creative and technical best, ensuring that all landscape elements integrate seamlessly with your civil engineering plans and meet all applicable city standards. Please call me if you have any questions about the proposed approach or process. If the agreement is acceptable to you, please sign this letter and return an electronic copy. Our team looks forward to this project and is eager to begin.

**Respectfully submitted,**

Chris McKibben PLA, ASLA  
Design Partner | Swaback

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Julie Lied, Peak Engineering