

EXHIBIT A – SCOPE OF PLANNED CONSULTING SERVICES AND COMPENSATION
Highland Mesa Park FUTS Realignment
On-Call Civil Engineering Services

WLB Project No. 318008A006

COF Project No. TBD

Prepared September 26, 2025, Revised November 6, 2025

PROJECT UNDERSTANDING

The City of Flagstaff is in the process of developing and new park in the Boulder Point Neighborhood, Highland Mesa Park. The new park is located southeast of Highlands Mesa Road and west of the Staples store and shopping area. The southern boundary of the new park is along the northernly right-of-way line for Interstate 40. There is an existing asphalt FUTS trail running through the park site. The City is planning to abandon the FUTS through the Park and realign it to provide less steep access to the park site. The realigned access will connect to the existing concrete FUTS along Highland Mesa Road by the Mountain Trail Apartments. Part of the realignment will be to connect to the McConnell Drive Road alignment at the northeast corner of the park. Figure 1 below shows the Location of the Park and the existing and proposed FUTS alignments.

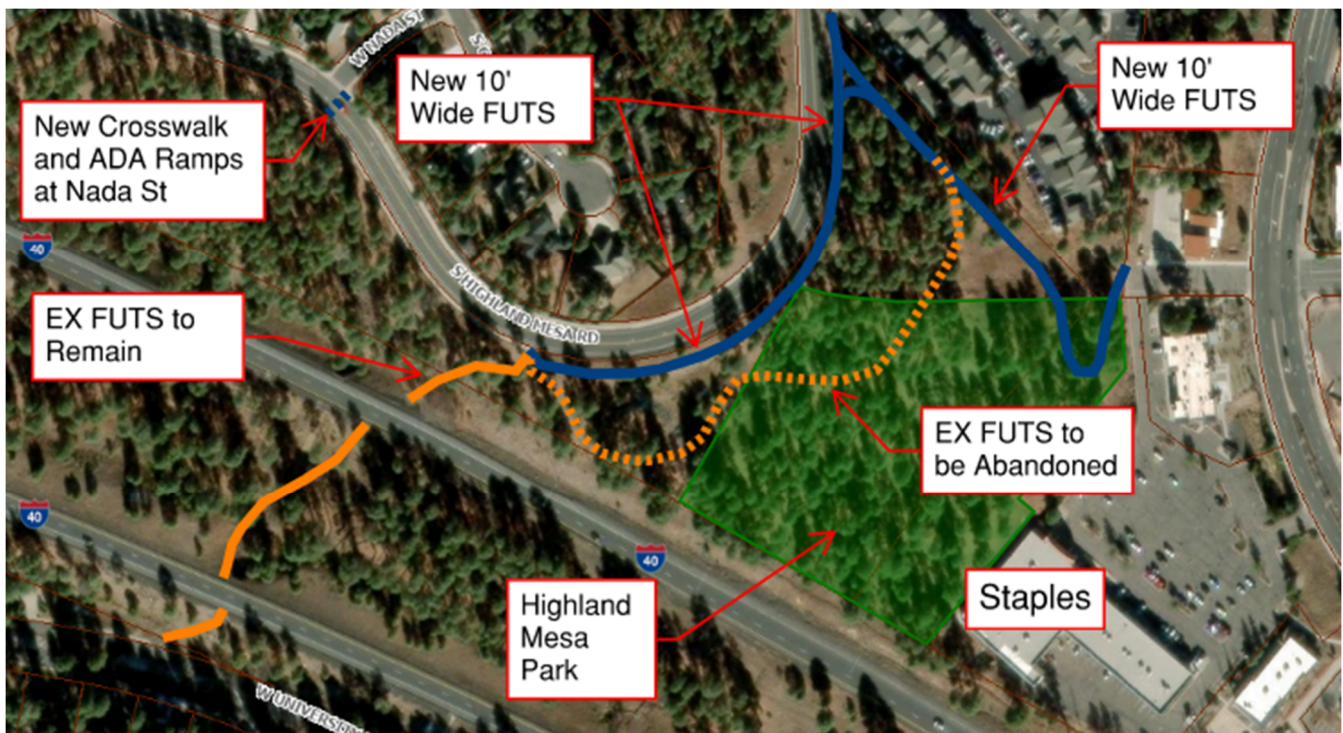


Figure 1 – Project Location

The scope of the realigned FUTS Trail is shown in Figure 1 and will include the following:

1. Replace/add ADA ramps at Nada and Highland Mesa Drive and add a Crosswalk for pedestrian traffic to the park
2. Construct approximately 1,700' of new 10' wide FUTS trail along Highland Mesa Road and through the open space north of the park to provide a connection to the McConnell Drive FUTS in the Future. FUTS trail along Highland Mesa Road will be concrete. FUTS trail through the opens space is anticipated to be asphalt, but final selection of asphalt or concrete material will be determined during the project design and/or construction bidding.
3. Provide guardrail analysis, based on ADOT and AASHTO standards as applicable, to determine if guardrail along Highland Mesa road in the vicinity of the FUTS improvements and detention basin is warranted.
4. Add retaining wall along Highland Mesa Road for construction of the FUTS between the roadway and the Boulder Point detention basin. If warranted by the guardrail analysis, retaining wall design will incorporate a vehicle barrier component.
5. Evaluate the FUTS connection to the McConnell drive corridor, including route, any potential need of retaining walls, and which side of the road the FUTS alignment would take based on existing site conditions, infrastructure, and constraints.
6. Provide a topographic survey for the areas not previously surveyed with the park site including trees. Pothole Utilities crossing the new FUTS alignment that are in the old McConnell Drive alignment.
7. Prepare an overall map showing easements for the FUTS. Following approval of the easement locations prepare legal descriptions and exhibits for the easements required for the new alignment through the Woodlands Village Residential Owners Association and the Mountain Trail Apartments property

The City will be providing the following information for the design of the improvements.

1. As-Built Record Drawings for the existing utilities and storm drainage for Highland Mesa Road and the utilities along the north side of the park.
2. Planned Location for the FUTS connection at McConnell Drive

WLB will be providing the following services for the design of the Highland Mesa Park FUTS trail realignment:

- a. Topo Survey of the FUTS trail alignment and preparation of a new project basemap, see Figure 2.
- b. Coordinate utility potholing for the locations where the new FUTS crosses the existing utility corridor (3 locations).
- c. Attend a kickoff meeting with the City once a draft concept for the re-alignment is prepared.
- d. Update the Highland Mesa Park Concept Plan with the proposed realignment of the FUTS Trail for resubmittal to IDS for Approval of the park and FUTS alignment. Approximately 30% design.
- e. Prepare Plans, Specifications, and Engineers Estimate of Probable Cost for 60%, Final I (90%) and Final II (100%) plan submittals for permitting.
- f. Provide geotechnical and structural engineering for the retaining wall along Highland Mesa Road.
- g. Post-Design Servies to support the city during bidding and construction of the project.

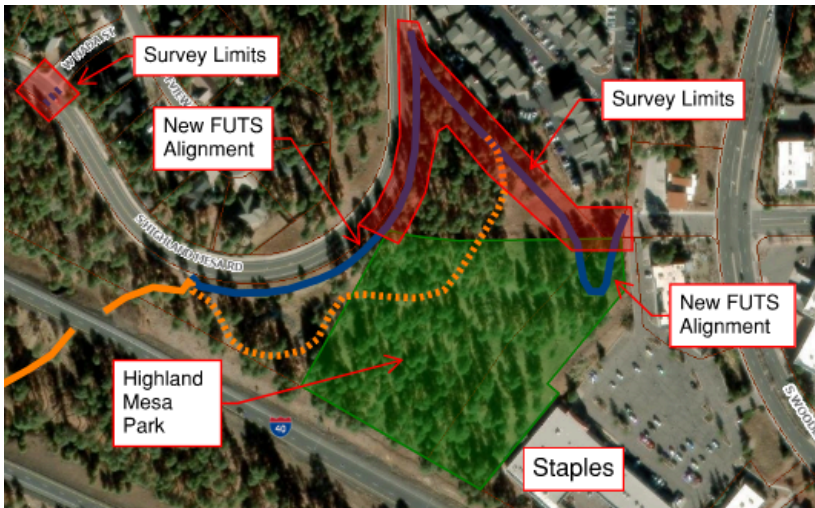


Figure 2: Survey Limits

BASIC SERVICES

Task 1 – Topographic Survey:

WLB will prepare a topographic survey of the FUTS corridor and intersection of Highland Mesa Rd and Nada Drive, see Figure 2. The survey will include:

- Existing surface improvements and hardscape
- Road Striping
- Site topography
- Fences
- Visible utility surface appurtenances
- Trees greater than 6” DBH

WLB will prepare an ACAD drawing from the survey elements and mapping for use as a basemap for the site design. The ACAD basemap will also include any available underground utility line information as provided by the City of Flagstaff and franchise utility companies via their maps and/or GIS data. Any GIS data will be incorporated into the ACAD basemap based on found utility appurtenances. The survey data is supplemental to the topographic survey data WLB is using for the adjacent Highland Mesa Park project. WLB will combine the new survey data with the park topographic survey data to create a complete project basemap.

Deliverables: None. Basemap used for design.

Task 2 – Concept Plan

Based on the previously provided project scoping review comments, WLB will develop a conceptual layout of the FUTS trail for the project utilizing the topographic survey information from Task 1. WLB will prepare a basis of design (BOD) that will include:

- Guardrail warrant analysis for Highland Mesa Rd
- Option Analysis for FUTS cross section between Highland Mesa Rd and the existing Detention basin.
- Analysis of the McConnell Drive connection.

WLB will review a preliminary FUTS alignment and our recommendations based on the analysis in the BOD with the client. After client review, WLB will finalize the BOD and the FUTS Concept Plan. Scope of improvements for the Highland Mesa Rd and Nada Dr intersection, and locations of new FUTS easement across private property will also be included. The FUTS Concept Plan will be included with adjacent Park's Concept Plan resubmittal to City of Flagstaff IDS. Utility potholing for crossings of the FUTS near McConnel Drive, by WLB's subconsultant, will also be conducted during this phase of the project.

Deliverables: FUTS Concept Plan, Basis of Design

Task 3 – 60% Plans, Specifications, and Engineers Estimate of Probable Cost

Upon approval of the concept plan, WLB will prepare the 60% Plans, Specifications, and Engineers Estimate of Probable Cost for the FUTS trail. The plans will be developed concurrently with the adjacent park project, but will be a standalone planset and construction documents. The plans will include:

- Cover/Notes/Detail Sheets
- Construction Control
- Existing conditions and removals
- FUTS Plan & Profile (5 sheets)
- Grading, Drainage, and Striping – Nada Intersection
- Erosion Control/SWPPP

WLB anticipates up to 2 meetings during this project phase with the City to review comments and design elements. WLB will prepare a preliminary drainage analysis for hydrology and hydraulics to address needs of any stormwater conveyance structures. WLB will also prepare exhibit as needed to support the City's outreach to the private property owners to obtain any necessary easements. The new wall along Highland Mesa Rd will be designed by WLB's Structural Engineering subconsultants. Applicable elements from the structural design will be included with the submittal.

Deliverables: 60% PS&E submittal

Task 4 – Final I Plans, Specifications, and Engineers Estimate of Probable Cost

WLB will meet with the City to review any comments from the 60% Plan submittal. Any comments will be incorporated into a Final I (90%), Plans, Specifications, and Engineers Estimate of Probable Cost. The Plans will follow the format of the 60% plans. WLB will also prepare a final drainage memo addressing the hydrology and hydraulics associated with the project design. The Final 1 plan will be use City permit Plan review. WLB will also provide any updated exhibits, as needed by the City, for the City's coordination with the private property owners. The structural design of the wall and supporting structural calculation will also be included with the submittal.

Deliverables: Final I PS&E, Final Drainage Memo

Task 5 – Final II Plans, Specifications, and Engineers Estimate of Probable Cost

WLB will meet with the City to review any comments from the Final I Plan submittal's Civil Plan Review. Using comments from the Final I plans WLB will prepare an updated, Final II (100%), Plans, Specifications, and Engineers Estimate of Probable Cost. The plans will be re-submitted to the City for final review and Civil Improvements Plan approval.

Deliverables: Final II PS&E

Task 6 – Post-design Services

Following approval of the Final II Plans WLB may provide the following post-design as requested by the City:

1. Assistance with Bidding
2. Pre-construction meeting
3. RFI's
4. Punch walk
5. Final punch walk
6. Review contractor record drawings.

Deliverables: To include the following:

- *Assistance with Bidding / Bid Review*
- *Review of RFI and Submittals*
- *Punch list*
- *Record drawing review*

END OF BASIC SERVICES

COMPENSATION:

Our fee for this project Tasks 1-5 is \$83,700, and our time and material budget for post design services Task 6 is \$7,000. Our total compensation is **\$129,040** for basic services including the \$38,340 budget for subconsultants/reimbursable expenses. A breakdown of the costs is presented in the table below:

| TASK | BASIC SERVICES (Lump Sum) | FEE |
|---|---------------------------|-----------------|
| 1 | Topographic Survey | \$9,600 |
| 2 | Concept Plan | \$15,600 |
| 3 | 60% PS&E | \$23,500 |
| 4 | Final 1 PS&E | \$24,700 |
| 5 | Final 2 PS&E | \$10,300 |
| Subtotal Lump Sum Basic Services | | \$83,700 |

| TASK | BASIC SERVICES (Time and Materials) | BUDGET |
|---|-------------------------------------|----------------|
| 6 | Post-Design Services | \$7,000 |
| Subtotal Time and Materials Services | | \$7,000 |

| REIMBURSABLE EXPENSES BUDGETS | |
|---|------------------|
| Structural Engineering (Sirius Structures, \$6,590 + 10%) | \$7,250 |
| Geotechnical Engineering (WTI, \$6,500 + 10%) | \$7,150 |
| Utility Potholing (T2, \$21,400 + 10%) | \$23,540 |
| Printing, Copying | \$400 |
| TOTAL BASIC SERVICES | \$129,040 |

We will bill monthly on percent complete for basic services. We will bill monthly for reimbursable expenses and time and materials services.

ASSUMPTIONS

The proposal is based on the following assumptions:

1. Services not specifically included in the above Basic Services are excluded, but can be provided as additional services.
2. Survey Services are for supplemental topographic survey only. No boundary survey is conducted or implied.
3. Easement legal descriptions are excluded but can be provided as an additional services.
4. The City is responsible for coordination with the private property owners for approval of any new easements.
5. Utility designs are excluded.
6. Drainage design is limited to hydraulic analysis. It is assumed no retention or detention is required. Design of retention and/or detention systems, including the stormwater report and modeling, would be an additional service.

7. It is assumed no resource protection analysis is required. Providing a resource protection analysis will be considered an additional service.
8. The project design and construction plan development will be concurrent with the City's project for Highland Mesa Park.
9. Structural design proposal and fee listed in the compensation section includes an Add Alternate for the retaining wall to be inclusive of a vehicle barrier or ADOT guardrail, see Sirius Structures' proposal. This Add Alternate will only be utilized if warranted and/or requested by the City.
10. All review and application fees will be provided by the City.
11. The project will be constructed using job order contracting (JOC) or bidding.
12. WLB will prepare Project Special Provisions following the City's standard format for Public Improvement projects will be provided in case the project is bid. The City will be responsible for the preparation of the Bid Manual.
13. The As-built survey as well as the Civil Engineer's sealing of as-builts/record drawings for COF submittals are the responsibility of the contractor.
14. Additional services if required and approved by the client will be billed in accordance with the Fee Schedule for Professional Services for The WLB Group, Inc.

We appreciate the opportunity to submit this proposal and look forward to working with you. If the above-described arrangements are satisfactory to you, please indicate so by signing below and returning one copy to our office along with a signed copy of our attached Standard Conditions. If you have any questions, please feel free to contact me.

Sincerely,
THE WLB GROUP, INC.

Accepted By:
The City of Flagstaff

Daniel Burke, P.E.
Director of Operations – Flagstaff Office

By: _____

Date: _____

Attachments:

- City of Flagstaff On-Call Fee Schedule for Civil Engineering for The WLB Group, Inc.

END OF EXHIBIT A – SCOPE OF SERVICES



EXHIBIT B – HOURLY RATE SCHEDULE

**CITY OF FLAGSTAFF LANDSCAPE ARCHITECTURE 2022
FEE SCHEDULE FOR PROFESSIONAL SERVICES**

TYPICAL HOURLY RATES

| Personnel | Hourly Rate |
|--|--------------------|
| Principal..... | \$190.00 |
| Public Presentation or Expert Testimony..... | \$290.00 |
| Director of: Engineering/Landscape Arch./Planning/Inspection/Surveying..... | \$180.00 |
| Senior Project Manager | \$160.00 |
| Project Manager..... | \$150.00 |
| Sr. Project: Engineer/Landscape Arch./Planner /Inspector /Surveyor/Designer..... | \$135.00 |
| Project: Engineer/Landscape Arch./Planner /Inspector /Surveyor/Designer..... | \$130.00 |
| Staff: Design Engineer/Landscape Arch./Planner /Inspector /Surveyor/Designer | \$120.00 |
| Sr. Cadd Operator..... | \$110.00 |
| Senior Technician | \$105.00 |
| Design Technician..... | \$100.00 |
| Technician/Cadd Operator | \$95.00 |
| Draftsperson/Assistant Technician | \$90.00 |
| Clerical..... | \$70.00 |
| Three Man Survey Crew | \$195.00 |
| Two Man Survey Crew | \$175.00 |
| One Man Survey Crew..... | \$150.00 |

End of Exhibit B – Hourly Rate Schedule