

**CONTRACT FOR PROFESSIONAL SERVICES
CITY OF BISBEE**

**CONSTRUCTION ADMINISTRATION
WASTEWATER COLLECTION SYSTEM EXPANSION FOR THE TINTOWN AREA
SEWERS IN THE CITY OF BISBEE**

THIS CONTRACT is made this 31st day of October, 2013, by and between the City of Bisbee (hereinafter "the City") and Westland Resources, Inc. ("WRI"), an Arizona corporation (hereinafter "the Contractor").

WHEREAS the City is in need of construction administration for the construction of the Wastewater Collection System for Tintown; and

WHEREAS the Contractor has offered to perform the proposed work in accordance with the terms of this Contract and as is more specifically described in the Proposal from WRI, dated July 12, 2013, as attached as Exhibit A and incorporated herein by reference; and

NOW, THEREFORE, in consideration of the promises and covenants stated herein,
IT IS HEREBY AGREED THAT:

1. The Contractor promises and agrees to perform the work and to provide the services as described in this Contract and in the attached Scope of Work, Construction Administration Services for the Wastewater Collection System Expansion for the Tintown Area Sewers. This work shall be provided in a good and competent manner, and to the satisfaction of the City, or its designees. This work shall also be performed in a manner that is consistent with the "Standard Terms and Conditions, City of Bisbee Contract," which terms are incorporated into this Contract by reference.
2. The Contractor further agrees to provide all of the services required by this Contract in a complete and acceptable form, as is customarily provided according to professional standards applicable to completion of this type of service work.
3. This Contract shall remain in effect for a period of two (2) years from the date of its approval by both parties. It may be renewed for an additional period upon the mutual agreement of the parties.
4. The City will compensate the Contractor for its performance, and the Contractor agrees to accept as complete payment for such full performance, a total sum not to exceed One Hundred Forty-Nine Thousand, Seven Hundred Fifty-Nine Dollars and No Cents (\$149,759.00). The City shall have the right to reject all or any work or work product submitted under this Agreement which does not

meet the required specifications. In the event of any such rejection, the Contractor agrees to promptly remedy any and all deficiencies. No compensation shall be due for any rejected work until such deficiencies have been corrected, and corrected at the Contractor's sole cost.

5. Payment shall be made by the City to the Contractor on the basis of invoices detailing the work included within each billing period. The Contractor's billing period shall be on a monthly basis. The Contractor shall provide periodic reports and updates on the progress being made in connection with these payment requests, sufficient for the City to determine that satisfactory progress is being made. Except as otherwise stated herein, the payments for each designated task shall not exceed the amounts indicated in the Contractor's Financial Proposal, dated July 12, 2013, attached as Exhibit A. The payments of the full amount for each designated task shall not be made until all work for that task has been completed and accepted.

6. The Contractor shall maintain the insurance required under this paragraph. The City of Bisbee shall be named as an additional insured in each policy as herein provided, except Worker's Compensation and professional Liability insurance. All insurance shall be maintained continuously during the life of the Agreement and contractor's Professional Liability Insurance shall be continued in force for a minimum of three (3) years after the later of completion of the services furnished under this Agreement or until completion of any construction contemplated by this Agreement. Contractor shall furnish City of Bisbee certificates showing the type, amount, class of operations, effective dates and dates of expiration of policies. It is understood and agreed that City of Bisbee shall be entitled to notification at least thirty (30) days prior to the expiration of such policies. Failure by the Contractor to maintain insurance coverage as agreed shall be a material breach of this Agreement and will result in termination of this Agreement. The types and amounts of insurance required are generally as follows but may be increased if greater coverage is required by the Prime Agreement:

6.1	Worker's Compensation	
	State:	Statutory
	Employer's Liability:	\$1,000,000
6.2	General Liability	Comprehensive
	Bodily Injury and Property	\$2,000,000
6.3	Automobile Liability	
	Bodily Injury and Property Damage	
	Combined Single Limit	\$1,000,000
6.4	Professional Liability	
	CONSULTANTS' Errors and Omissions	\$1,000,000

7. In the event of any dispute between these parties, the prevailing party shall be entitled to recover its attorneys' fees, any costs of suit, any expert witness fees, and the actual cost of any test or inspection incurred in connection with any effort undertaken to enforce any of the terms of this

Contract.

8. All notices, invoices and payment shall be made in writing and may be given by personal delivery or by mail. The names and addresses of the designated recipients for such notices, invoices and payments are as follows:

TO CONTRACTOR:

Kara Festa, P.E.
Vice President
Westland Resources, Inc.
4001 E. Paradise Falls Drive
Tucson, AZ 85712
520-206-9585

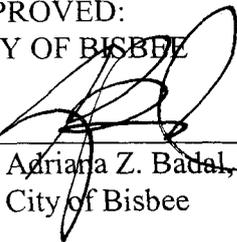
TO CITY:

Thomas J. Klimek, P.E., R.L.S.
City Engineer/ Public Works Director
City of Bisbee
118 Arizona Street
Bisbee, AZ 85603
520-432-6002

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this Contractor as indicated below:

APPROVED:
CITY OF BISBEE

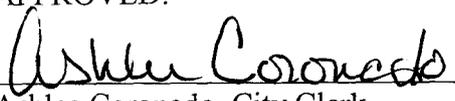
By


Adriana Z. Badal, Mayor
City of Bisbee

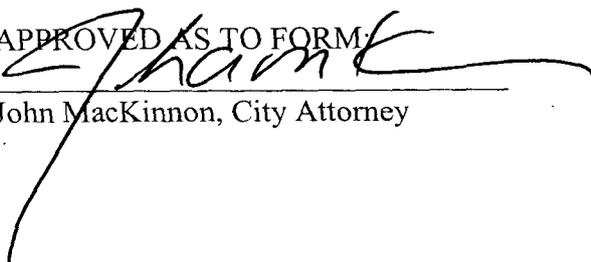
APPROVED:
CONTRACTOR


Kara Festa, P.E.
Vice President, Westland Resources, Inc.
4001 E. Paradise Falls Drive
Tucson, AZ 85712

APPROVED:


Ashlee Coronado, City Clerk

APPROVED AS TO FORM:


John MacKinnon, City Attorney

**STANDARD TERMS AND CONDITIONS
CITY OF BISBEE CONTRACT**

1. Contract Documents

1.1 The Contract shall be based upon the Notice of Solicitation issued by the City and the Offer submitted by the Contractor in response. The Offer shall substantially conform to the terms, conditions and specifications and other requirements specified by the City, unless expressly noted by the Contractor and specifically agreed to in writing by the City.

1.2 In the event of any conflict in the provisions of the Contract as accepted by the City and as it may be amended, the following shall prevail in the order set forth below:

- a. Contract and Special Terms and Conditions, if any.
- b. Standard Terms and Conditions, City of Bisbee Contract
- c. Specifications, Scope of Work or Requirements
- d. Notice of Solicitation
- e. Offer and response from the Contractor

1.3 This Contract may be modified only by a written contract amendment signed and approved by the parties in the same manner as the original Contract was approved.

1.4 This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall alter the express written terms. No prior oral or written understanding that has not been specifically incorporated into this Contract shall be of any force or effect.

1.5 This Contract shall be interpreted and applied based upon the laws of the State of Arizona. Each and every provision of law and any clause required to be included in the Contract shall be read and enforced as though it were included herein. This shall include, but not be limited to, the requirement to comply with all conditions that may be imposed as a requirement for the use of any grant or other specific public funds that may be expended in connection with this Contract.

2. Relationship of the Parties

2.1 The Contractor under this Contract is an independent contractor and shall act only in its individual capacity. Neither party to this Contract shall be deemed to be the employee nor agent of the other party and no employee of one party shall be, or be deemed to be, the employee or agent of the other party for any purpose.

2.2 The City will not withhold taxes, Social Security payments or any other types of employee withholding from payments made by the City under this Contract. The

Contractor is required to make arrangements for the direct payment of all such taxes and expenses.

2.3 Pursuant to A.R.S. § 38-511, as applicable, the provisions which are incorporated herein by reference, all parties are hereby put on notice that this Contract is subject to cancellation by the City if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the City is, at any time while the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter of the Contract.

3. Payment and Costs

3.1 Unless otherwise specified, all prices shall be "F.O.B. Destination" and shall include all freight delivery costs and unloading expenses at the destination.

3.2 The Contractor shall be responsible for paying all applicable state, local and federal taxes. Transaction privilege or sales taxes that apply to the sale, if any, are the responsibility of the Contractor to remit.

3.3 In order to receive a payment from the City, the Contractor shall have a current W9 form on file with the City.

3.4 Contractor shall present all invoices to the City on or about the 15th of every month based upon percentage of completion up to the last day of the previous month, per the fee set forth in the Agreement. Invoices shall be due and payable when delivered. Payment is to be made at 4001 E. Paradise Falls Drive, Tucson, Arizona 85712.

A separate invoice shall be issued by the Contractor for each shipment of material or delivery of services. No payment shall be issued by the City prior to the receipt of the subject material or services and the submission of a correct and accurate invoice. The tender of a bill of lading shall not operate as the tender of the materials.

4. Performance Requirements

4.1 No subcontract shall be entered into by the Contractor with any other party to furnish any of the materials or services specified without the prior written approval of the City. All subcontractors that are identified in the Offer shall be deemed to be approved, unless otherwise noted. All subcontractors shall comply with all applicable terms of this Contract, including all requirements of state or federal law, in the same manner as the Contractor. The Contractor is fully responsible for the Contract performance whether or not subcontractors are used.

4.2 No right or interest in this Contract shall be assigned by the Contractor without the prior written permission of the City and no delegation of any duty of the Contractor shall be made without the prior written approval of the City.

4.3 The Contractor shall at all times keep all public areas within the City of Bisbee and all City property free from the accumulation of waste material or rubbish. Prior to the completion of any work, the Contractor shall remove and properly dispose of any rubbish and waste from the site of the work and all tools, equipment and materials that are not the property of the City. Upon completion of the work, the Contractor shall leave all City and public property used in connection with the work in a clean, neat and workmanlike condition.

4.4 The Contractor shall maintain, in current status, all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor, including a City business license, as applicable to this Contract.

4.5 All materials and services provided by the Contractor are subject to final inspection and acceptance by the City. The title and risk of loss of material and services shall not pass to the City until the City actually receives the materials and service at the point of delivery and accepts them, unless otherwise expressly provided in this Contract. Any material or service failing to conform to the specification of this Contract shall be held at the Contractor's sole risk and may be returned to the Contractor. If returned, all costs are the responsibility of the Contractor.

4.6 The Contractor warrants that all materials and services delivered under this Contract shall conform to the specifications of this Contract and are fit for the intended purposes for which they are used. The mere receipt of a shipment of materials or delivery of services shall not alter or affect the obligations of the Contractor or the rights of the City under this Contract.

4.7 Unless otherwise specified in this Contract, all materials provided under this Contract shall be guaranteed for a minimum period of one (1) year from the date of acceptance by the City against defects in material and workmanship. At any time during this period, if a defect should occur in any item, that item shall be replaced or repaired at no additional cost to the City except where it may be demonstrated that the defect was caused by misuse and not by faulty workmanship or design. Additional warranty requirements may be set forth in the Contract Documents.

5. Risk and Liability

5.1 The Contractor shall provide such insurance as may be required by law and as may be specifically required by the Contract.

5.2 The Contractor shall defend, hold harmless, and indemnify the City, its officers, agents and employees, from all claims, demands, suits, damages and expenses, including attorney's fees, which arise, or are alleged to have arisen, from the negligent acts, errors or omissions or intentional torts of the Contractor, its agents, subcontractors, officers and employees, in the performance of this Contract. This indemnity shall not

include the negligence or intentional torts, if any, of the City, its officers, agents and employees, or that portion of any joint liability which is attributable to them. The extent of the foregoing Contractor liabilities shall be limited to and determined by the respective fault of the parties, their agents, subcontractors and employees, in comparison with others, including, but not limited to, the other party, who may have contributed to or in part caused any such claim to arise. It is agreed that the Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable, in whole or in part.

5.3 The Contractor shall indemnify, defend and hold harmless the City against any liability, including defense costs and expenses, for any the infringement, or alleged infringement of any patent, trademark or copyright or other property rights of any third parties arising out of the performance of this Contract or the use by the City of any materials or services furnished by the Contractor to the City.

5.4 Notwithstanding any limitation in the term of this Contract, paragraphs 5.2 and 5.3 shall remain in full force and effect with regard to any such claims that may arise under these provisions.

5.5 The parties hereby agree to make a good faith effort to resolve any controversy or claim through informal negotiations. Any claim or controversy must first be presented in writing, with supporting documentation, to the agent of the other party. The recipient shall have seven (7) days to prepare and deliver a response. Thereafter, if the parties fail to resolve the claim or controversy following a reasonable period for such resolution, but not less than ten (10) days, the aggrieved party may pursue its legal remedies, if any.

6. General and Miscellaneous Terms

6.1 The provisions of this Contract are severable. Any term that may be held to be invalid shall not affect any other provision or application of the Contract or the enforcement of the remainder of this Contract.

6.2 The venue for any legal action brought by either party for the enforcement of this Contract, or any portion of it, shall be in Cochise County, Arizona.

6.3 This is a non-exclusive agreement. The City reserves the right to obtain like goods and services from another source, in its sole discretion.

6.4 The Contractor assigns to the City any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor and are ultimately delivered to the City under this Contract.

6.5 All services, information, programs, elements, reports, plans and other deliverables which may be created under this Contract are the sole property of the City

and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.

6.6 The Contractor who provides “services” in this state, as defined at A.R.S. § 41-4401D.(5), hereby warrants that the Contractor and all Subcontractors are in compliance with all federal immigration laws and regulations that relate to the employees of the Contractor and any Subcontractors. The Contractor further warrants that the Contractor and all Subcontractors have complied with the verification of employment eligibility requirements of Arizona law, as required by A.R.S. § 23-214. Pursuant to A.R.S. § 41-4401, the Contractor acknowledges and agrees that any breach of this warranty shall be deemed to constitute a material breach of the Contract and may cause the Contract to be terminated. If the Contractor establishes that the Contractor and all Subcontractors have complied with the employment verification provisions prescribed by Sections 274.A and 274.B of the federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214.A, the Contractor shall not be deemed to be in material breach of the Contract on these grounds. The Contractor also acknowledges and agrees that the City retains the legal right and obligation to inspect the papers of any employee of the Contractor or any Subcontractors who perform work on this Contract and to conduct random verification reviews to ensure that the Contractor and Subcontractors are complying with these requirements.

6.7 Pursuant to A.R.S. § 35-391.06 and 35-393.06, the Grantee and subcontractors certify that they do not have a scrutinized business operation in Sudan or Iran. For the purpose of this Section the term “scrutinized business operations” shall have the meanings set forth in A.R.S. § 35-391 and 35-393, as applicable. If the State of Arizona or the Authority determines that the Grantee submitted a false certification, the Authority may impose remedies as provided by law including cancellation or termination of this Agreement

7. Suspension and Termination of the Contract

7.1 The City may, without cause and for its convenience, order the Contractor in writing to suspend, delay or interrupt its performance in whole or in part for such period of time as the City may determine. In any such event, the City shall make an equitable adjustment in the delivery schedule or the Contract price, or both.

7.2 Upon receipt of a suspension or termination notice from the City, the Contractor shall promptly discontinue all services (unless the notice directs otherwise), and deliver or otherwise make available to the City, as requested by the City and at the City’s cost, copies of all data, design calculations, drawing, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Contractor in performing this Contract.

7.3 The City may terminate the Contract for cause if the Contractor:

- (a) persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials, as applicable, to perform this Contract;
- (b) fails to make payment to subcontractors for materials or labor in accordance with respective agreements between the Contractor and the subcontractors, as applicable;
- (c) persistently disregards laws, ordinances or rules, regulations or orders of a public authority having jurisdiction; or
- (d) otherwise is guilty of a substantial breach of a provision of the Contract.

When any of the above reasons exist, the City may without prejudice to any other rights or remedies of the City and after giving the Contractor ten (10) days written notice and an opportunity to respond, terminate the Contract. The Contractor shall be entitled to receive payment for its performance, subject to any damages incurred by the City.

7.4 The City, by written notice to the Contractor, may terminate this Contract in whole or in part when in the sole discretion of the City it is in the City's best interests to do so. In such case, the Contractor shall be paid for all material, equipment and services provided or work performed to that date.

7.5 The Contractor may terminate the Contract if the performance is stopped for a period of fourteen (14) days through no act or fault of the Contractor or its agents or employees or any other persons performing portions of the Contract, for any of the following reasons:

- (a) issuance of an order of a court or other public authority having jurisdiction;
- (b) an act of government, such as a declaration of national emergency, making material unavailable;
- (c) because the City has not made payment within the time stated in the Contract;
- (d) if repeated suspensions, delays or interruptions by the City constitute in the aggregate more than 25% of the total number of days scheduled for completion.

If one or more of the above reasons exists, the Contractor may, upon ten (10) days written notice to the City terminate the Contract and recover from the City payment for its performance.

End of Standard Terms and Conditions, City of Bisbee Contract

**Scope of Work
Construction Administration Services
Waste Collection System Expansion for the Tintown Area Sewers
In
The City of Bisbee, Arizona**

I. Purpose and General Information

The City of Bisbee (CITY) desires to obtain the services of a Construction Administrator (CA) for construction administration services for the replacement/realignment of an existing offsite gravity sewerline, construction of a new gravity conveyance system, lift station, and forcemain for the community of Tintown and decommissioning of existing onsite wastewater treatment systems.

General Background: The City of Bisbee (City) is located in the southeastern portion of the State of Arizona. The City has a population of approximately 5,547 (2010 U.S. Census). A small community of Bisbee known as Tintown is located along the east side of Highway 92 between San Jose and the Warren District. Tintown is approximately 90 miles southeast of Tucson and 5 miles north of the International border with Mexico.

The community of Tintown contains 40 lots, including 32 residential lots, seven commercial lots and a lot containing a community park. Based on a recent survey of Tintown, it was determined that 22 of the dwelling units are currently occupied. The commercial lots that are currently occupied include a restaurant, a men's homeless shelter, and a church. Tintown does not currently have a collection system, and most of the developed lots in the community are served by non-conforming cesspools. Only three lots – one home, the restaurant, and the Men's homeless shelter – appear to be served by septic tanks. This project will provide House Connection Services (HCS's) to all of the lots and connections will be made to each of the existing dwellings. The aging cesspools and septic tanks will be decommissioned once the collection system is brought online, permitted to discharge, and the dwellings are connected to the City's wastewater treatment plant.

The Tintown will be served by a gravity collection system that will collect wastewater throughout the community and route it to a centralized lift station within the community. This lift station will then pump the wastewater through a force main, across Highway 92 and into the City of Bisbee wastewater collection system.

The proposed improvements also include the offsite replacement of approximately 1,970 LF of 6-inch above-ground asbestos concrete pipe with new 8-inch underground gravity sewer main. The underground sewer will have a new alignment that follows the historic railroad bed. It will be constructed in two parts. Approximately 720 LF of sewerline upstream of the Tintown tie-in will be constructed by the City's wastewater crew, while the remaining downstream gravity sewerline will be constructed by the contractor, including the crossing of Highway 92 a second time. All survey for the onsite and offsite sewer will be performed as part of the project. This project is estimated to take 9 months to complete.

The CA will be expected to demonstrate flexibility for the successful management of these projects. Tintown sanitary sewer project is being co-funded by the United States Department of Agriculture-Rural Development (USDA-RD) and the United States Environmental Protection Agency (USEPA). Funding from the USEPA will be administered by the North American Development Bank (NADBank).

The CONSTRUCTION ADMINISTRATOR (CA) will perform all of the duties shown, described and required in this Scope, including by way of illustration and not limitation, the management, and administration for the CITY of the PROJECT(S), coordinating the work of the CITY, and construction contractors, and any other persons working at the sites, so as to improve the efficiency of the work and the quality of the final result, and so as to reduce total cost to the CITY. The CA shall also advise the CITY in areas of the project, provide general liaison duties between the CITY and construction contractors, FUNDER(S), state and regulatory authorities. More specifically, the CA will perform the tasks described in the following narrative.

II. Task Descriptions

CA'S services will include the following:

TASK 1 ON-SITE PERSONNEL (CONSTRUCTION MANAGEMENT)

The CA will provide the services of a qualified Construction Management team, acceptable to the CITY, to exercise the powers and duties enumerated in the Agreement.

Specific activities which the CA will perform in accordance with the functions and duties generally defined above, include:

- Participate with the CITY and the CITY'S Professionals in the development of the contract documents, including the bid documents, and any other necessary document to obtain a contractor,
- With CITY input, endeavor to identify and take action to correct deficiencies which become apparent during construction,
- Endeavor to resolve problems in a timely manner as the Work proceeds, and coordinate the CITY and contractors,
- Endeavor to maintain both the pre-construction and construction activities on schedule and within budget,
- Facilitate the meetings related to the project and prepare the meeting minutes,
- Make recommendations to the CITY for payment to the contractors on project invoices,
- Interact with State and local agencies on an as needed basis to advise them of project status or areas of concern,
- Assist the CITY staff in the preparation of necessary documents (memos, schedules, graphics, and or reports) to respond to the issues related to the projects.

- Prepare and submit the Request for Discharge Authorization, as-built plans, testing and any other necessary documents required to obtain a Discharge Authorization permit from the Arizona Department of Environmental Quality (ADEQ) for all sewer constructed as part of the project by the Contractor(s) and City. The work performed and documents prepared by the CA shall be under the supervision of, a professional engineer registered in Arizona.

TASK 2 PREPARATION OF CONTRACT DOCUMENTS

The CA shall work with the CITY to prepare contract documents to obtain a Contactor(s) by first reviewing the Tintown Wastewater Collection System Design plans and technical specifications as prepared by AMEC Earth and Environmental, Inc.

2.A Prepare Bidding Documents

The CA must become familiar with the plans and specifications and prepare the contract documents for the construction of the Tintown Sanitary Sewer Project located in Bisbee, Arizona. All Contract preparation shall meet the requirements of the City, NADBank and USDA-RD

2.A Prepare Notice to Bidders/Advertise/Make Recommendation

Once the contract documents are completed and approved by the respective agencies; the CA shall prepare the notice to bidders/advertise bids to construct the project.

The CA shall assist the City of Bisbee with all bid period activities. The City of Bisbee will coordinate ALL activities during the bidding period

As part of the Bidding activities, the CA shall:

- Prepare bid advertisement and advertise the construction project identified in 2.A in a national engineering magazine, local business/legal newspaper, and newspaper in Mexico, preferably within close proximity of the City of Bisbee, Arizona.
- Provide bid documents to parties requesting a copy. Parties requesting bid documents will be charged a non-refundable fee for reproduction and shipping costs. Plans and technical specifications in PDF form shall be posted on the City website and made available to Contractors'.
- Respond to technical questions from bidders concerning clarifications to drawings, specifications,
- Prepare an addendum, as required, for revisions to the drawings and specifications for issuance by the City of Bisbee prior to bid date. All changes necessary, including changes to the contractual conditions, technical specifications and drawings, will be issued by an addendum,
- Assist the City of Bisbee in scheduling and conducting one (1) pre-bid Conference for the Tintown project. At the pre-bid conference, the Consultant shall provide a tour

of the site to the prospective bidders, identify and clarify bidders' questions, and answer them by addendum.

- Attend the bid openings, prepare a formal bid tabulation, evaluate bids and provide recommendations for award.

Upon receipt of bids the CA will open (as witnessed by the City Clerk), review the bids and make a recommendation for Contractor selection and possible hire to the City and present the recommendation to the Bisbee City Council for the lowest qualified bidder.

TASK 3 MOBILIZATION PHASE

The CA will mobilize the project by: establishing and updating the schedules; confirming budgets; and setting in place an overall schedule, acceptable to the CITY, to be followed by the CITY ENGINEER(S) and contractors.

The CA will maintain an appropriate Master Project Schedule of cost estimates, schedules, and job records. A design completion schedule with milestones and payment amounts will be set in place to keep the design on schedule. The master project schedule will identify all key constraints and establish milestones for the tasks related to design, procurement, construction, project close out, and occupancy. From the master schedule, detailed schedules will be developed and used for each major phase and project segment.

TASK 4 CONSTRUCTION PHASE

Construction phase services enable the CA to be aware of the status of the project on a current basis, thus enabling him to provide timely and accurate support and advice to the CITY.

4.A Pre-Construction Conferences

The CA will conduct a pre-construction conference with the selected construction contractor, in conjunction with the CITY and other stakeholders, to delineate project procedures, *requirements* and constraints and make contractors aware of their obligations.

4.B Schedule Analysis

The CA will use the Critical Path Method (CPM) to analyze the contractor's proposed path for construction and to review and verify the progress throughout each project. The CA will perform the following:

- Review the contractors' initial CPM submittals,
- Review monthly submittals to assess construction progress and to determine which activities, if any, are delaying the work,
- Update project schedule based upon agreed to progress of the work and agreed to logic changes,

- Assist in Resolving construction problems and obstacles to construction,
- Update master CPM schedule to reflect changes resulting from project-specific schedule reviews,
- Prepare schedule review comments for monthly progress meetings and correspondence, as required; and
- Prepare as-built schedules and schedule analysis, as required, for the negotiation and defense of contractor claims.

The contractor will be required to provide the CA with detailed scheduling information. The CA will review the initial CPM schedules and all updates for compliance with the contract requirements. The CA will review the schedules' status and implement any actions required to correct slippage in the overall schedule at the monthly schedule review meetings.

The scheduling requirements will be broken down into the following components

- Developing schedules
- Monitoring schedules
- Bi-weekly updating/revising schedules
- Preparing short-interval schedules

The procedures for each component are:

4.B.1 Monitoring Schedules: The CA will monitor and record actual start and finish dates of all contractor(s) scheduled activities concurrently. This data will be reviewed and compared during the bi-weekly update meetings and recorded. The agreed upon dates will serve as the historical record of the project. The contractor will notify the CA promptly if work is not, or will not, progress as scheduled. This will enable proper notification and coordination with all parties and allow timely revisions to assure the project is completed on time.

4.B.2 Bi-weekly Updating/Revisions to Schedules: The CA, based on information jointly provided by the contractor and the CA will report project progress bi-weekly. The reporting procedures will include a listing of activities on which the contractor has reported the costs, by activity in accordance with the format established, to the CITY during the month. The CA will furnish updated listings of printed reports bi-weekly, indicating the effect of progress on the original schedule. Corrective action will be required of the contractor to comply with the schedule. Where extensions in time are to be made, they will be included.

4.B.3 Preparing Short Interval Schedules: The contractor will be required to prepare and issue detailed short-interval (30-90-day) look-ahead schedules on a bi-weekly basis for his own use and for review by the CA. The contractor will present these schedules at each bi-weekly schedule review meeting where they will be reviewed and discussed, modified if necessary, and accepted. Interface with operations will be

reviewed, as necessary. These schedules will contain detailed day-by-day descriptions of work anticipated to be performed during the period and will be the subject of each coordination meeting.

4.C Shop Drawing Control

The CA will initiate a system to efficiently maintain the records of the submittal/approval process. The system will be designed so that, at any time during or after construction of the project, the CITY can determine the status and history of requests for information, coordination and interrelated shop drawings, submittals and resubmittals by the contractor, and approvals by the CITY. This system will include a submittal numbering system.

4.D Progress Meetings

Bi-weekly progress meetings will be held on the same day of the week as determined by the CITY, CA, contractor, and other applicable stakeholders. These bi-weekly meetings will be conducted to promote effective job communications. Minutes will be prepared by the CA within five (5) working days following the meeting. Minutes will be reviewed and approved by attending parties. Critical agenda items for each meeting include:

- Quality control and inspection issues,
- The status of the work progress in relation to the planned progress shown on the bi-weekly schedule/CPM,
- The status of change orders and requests for proposals,
- Equipment procurement and related shop drawings,
- Claims, and
- Other information needed for the job.

The CA will conduct the progress meetings, author and issue the meeting notes to all parties. The CA will also expedite the required action on outstanding issues by the respective parties. All topic items will be assigned to a specific party for action. The CA will also issue bi-weekly reports to the CITY, which will keep team members apprised of the project status and focus attention on critical issues requiring action. The reports will summarize costs (including change orders), schedules, claims, potential claims or problems as well as the status of each contract. They will also provide the CITY with recommendations and set action priorities and responsibilities for critical issues.

4.E Change Order Review and Approval

The CA will establish a procedure to expedite necessary change orders. Progress of every change will be monitored, from issuance of a request for proposal (or notice-to-proceed) to final signature. Cost and time estimates will be reviewed. Each Change order is to be thoroughly evaluated by the CA to determine the necessity for the change

order, recommendation as to which party is responsible for the cost of the change order, and the impact on the time schedule and budget for the entire project.

4.I Cost Control/Management

With the budget information and related systems established during the design phase, the CA will monitor and manage cost-related items throughout the construction phase. The CA will:

- Review and approve each contractor's schedule of values for installment payments,
- Review and approve each contractor's monthly payment requisition based on earned value and cost to complete,
- Use project estimates and a data base as a tool for evaluation of change orders and verification of the contractor's proposed payment values,
- Develop and maintain payment cash flow projections, (This will help to promote effective financial management and cash utilization),
- Maintain accurate project cost records, including, in part, monthly payments, change orders, claims, fees, retention and their effect on the CITY'S established budget;
- Coordinate cost control/management with time control/CPM schedule analysis., and
- Assist City Staff in submitting and obtaining financial reimbursement from the NADB and USDA-RD.

This information will be included in the bi-weekly reports to the CITY.

4.J Observations and Inspections (Monitoring)

The CA shall observe the progress of the Work and advise the CITY of any deviations, defects, or deficiencies the CA observes in the Work. The CA's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. These day-to-day observations will not, however, cause the CA to be responsible for those duties and responsibilities which belong to the ENGINEER(S) or the Contractor(s), and which include, but are not limited to, the ENGINEER(S)'s obligation to produce clear, accurate drawings and specifications and the Contractor(s) responsibilities for the techniques and sequences of construction and safety precautions incidental thereto, and for performing the construction work in accordance with the contract documents.

The CA shall provide a qualified resident ENGINEER(S) and inspection staff as required for on-site observation and inspection services. The CA's observers/inspectors will review schedules of upcoming work and assist in the remedy of quality and progress irregularities. Based on information obtained during observation and inspection, the CA will determine in general if such work is proceeding in accordance with the contract documents and keep the CITY informed of the progress of the work.

4.K Project Records/Documentation

Consistent with procedures established in the management/administrative plan, the CA will maintain on a current basis, complete sets of **DETAILED** project records and documents, including as-built records. The daily records will include identifying start/finish dates for each CPM activity, whether work was performed on CPM activities once started and prior to completion, manpower, equipment (including idle equipment), and comments on whether the contractor's level of effort is adequate to maintain the schedule. These records will also include the status of financial obligations, schedules, on-site observations, change orders and claims.

The CA must submit for and receive a Discharge Authorization (DA) Permit (or Partial Discharge Authorization permit) as required by the Arizona Administrative Code R18-9-A301 and scheduled with the Arizona Department of Environmental Quality's Southern Regional Office prior to discharging sewage into any of the conveyances or to/from the lift station.

4.L Engineer's Construction Services

The CA will monitor and control expenditures of Engineering Services during construction and provide a monthly report on budget status and projected cost at completion. The CA will monitor the number and duration of the shop drawings or clarifications reviewed.

TASK 5 PROJECT CLOSE OUT

Task 5.A Start up and Testing Support

The CA shall supervise the start-up of the project according to the start-up plan developed with the CITY. The CA shall prepare a start-up support plan, addressing activities during the start-up including those of the contractors.

The CA shall also work with the contractor to develop the detailed start-up schedules and coordinate with all affected members of the team. Preparation for start-up will take place well in advance of project completion.

The CA shall coordinate and manage the performance and acceptance testing as each phase of the work is completed. This will start with manufacturer factory testing. The CA shall witness the factory tests on critical items, and will require that the contractor provide certified test reports on all equipment.

Warranty management shall also take place during the start-up period.

Task 5.B Owner Training

The CA shall coordinate and observe the training with the ENGINEER(S) and video tape the sessions when appropriate. This task will be the point at which substantial completion and final inspections are initiated.

Task 5.C Contract Close out

As soon as practical after completion of the work under contract, the CA shall process a contract close out checklist. This checklist, which will be developed in a preliminary form upon contract award, will itemize all deliverables under the contract including final inspection, drawing approval, back charge satisfaction, and release of lien, where applicable. Upon assurance that all contract requirements have been met, a notice of completion shall be sent to the contractor.

The contract close out procedures will include training and turnover of documents, assemble all warranties, O&M manuals, test reports, as-built drawings, spare parts, tools and a list of service representatives.

TASK 6 ASSIST IN CONTRACTS

At the CITY'S discretion, the CA will assist in the review of submitted proposals. The CA will also be available to participate in the negotiation of contracts for the projects. The CA shall also be available for assistance in a project management overview capacity for projects under construction and being supervised by the CITY.

Task 6.A Technical Support

The CA shall provide technical support services on as-requested basis. The services will be provided to assist in such areas as alignment studies, project scopes development, design reviews, troubleshooting, claims, training, public relations, easement acquisition and negotiations, etc.

Task 6.B Claims/Dispute Resolution

The CA shall analyze claims for extension of time and impact cost, using the schedule reports. An impact evaluation report will be prepared which will reflect the actual impact to the schedule.

The CA shall prepare an estimate based on the alleged cause of claims submitted by the Contractor(s) and will prepare alternate estimates based on varying scenarios of the claim cause. These estimates will be transmitted to the CITY and will be used in claims rulings and negotiations.

The CA shall negotiate claims with the Contractor(s) on behalf of the CITY at the CITY'S instructions. The CA will make a final recommendation to the CITY concerning settlement or other appropriate action. The CA shall also be available for litigation support if required.

TASK 7 PROJECT MANAGEMENT/QUALITY CONTROL

The CA will manage the project team members, perform administrative tasks for the project to produce a quality product within budget and schedule. The CA will use the following methods to provide responsive coordination with the CITY:

- Use a progress monitoring system to track project team expenditures and product completion, providing the basis for CA actions,
- Use a bi-weekly review process that estimates level of effort to complete and determines value earned, providing the basis for work plan modifications to meet budget and schedule,
- Manage staff resources and sub-consultants to assure timely product generations and response,
- Conduct a quality control review and check each product of the work before final submittal to the CITY.

III. ASSISTANCE FURNISHED BY THE CITY

A. The CITY will provide a contact person to assist in the coordination of the CA's tasks for the duration of the Contract.

B. The following information will be available to the Offeror at the City offices located at 404 Bisbee Road, Bisbee, AZ. Visits shall be scheduled with Mr. Thomas J. Klimek, P.E. at 520-432-6002.

1. Tintown Wastewater Collection System, Tintown Area Sewers Plans
2. Bisbee Arizona Wastewater System Expansion, Tintown Area Sewers Technical Specifications.

IV. PROPOSAL EVALUATION/SELECTION PROCESS

A. Offerors are to make written proposals which present the Offeror's qualifications and understanding of the work to be performed. The City's preference is to award the project to one firm possessing adequate experience for the project. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the CITY may properly evaluate your capabilities to provide the required goods/services. The City's review will emphasize the proposal requirements outlined above.

B. Selection will be made of two or more Offerors deemed to be qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the CITY shall select the Offeror which in its opinion, has made the best proposal, and shall award the Contract(s) to that Offeror(s). Should the CITY determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.



WestLand Resources, Inc.
Engineering and Environmental Consultants

July 12, 2013

Thomas J. Klimek, P.E., R.L.S.
City Engineer, Public Works Director
CITY OF BISBEE
118 Arizona Street
Bisbee, Arizona 85603

**Re: FINANCIAL PROPOSAL
CONSTRUCTION MANAGEMENT AND SUPERVISION SERVICES
WASTEWATER COLLECTION SYSTEM FOR THE COMMUNITY OF TINTOWN
CITY OF BISBEE, ARIZONA**

Dear Mr. Klimek:

WestLand Resources, Inc. (WestLand) is pleased to present the City of Bisbee with our Financial Proposal to provide Construction Management services for the bidding and construction phase services for the Community of Tintown. The proposed scope of services and assumptions are reiterated in this letter, and the proposed hourly rates and associated level of effort and cost are summarized in the attached Staff Work Effort Matrix and Summary Table.

Task 1 – Project Management

Task 1.1 Kick-off Meeting

At the beginning of the project, our team will conduct a kick-off meeting with City of Bisbee and other stakeholders such as USEPA, USDA-RD, North American Development Bank (NADBank), and ADEQ to discuss the project goals and identify any issues to help ensure a successful project. At the Kick-off meeting, a walkthrough of the site will also be conducted and any potential “critical” construction aspects which will require special construction practices and close attention by the Construction Administrator will be identified and discussed. WestLand will develop the meeting agenda and send to the City of Bisbee and stakeholders for review and comment. Within five days of the meeting, WestLand will prepare meeting minutes and distribute to the group for review and recordkeeping. WestLand will be represented by the Project Manager and lead construction inspector at the Kick-off Meeting.

Task 1.2 Progress Meeting, Progress Reports, and Invoices

WestLand will conduct regular project progress meetings with the City. We anticipate the Project Manager and/or Project Engineer will attend the project progress meetings. WestLand will prepare an agenda for each meeting and provide to the City for their review and approval. The agenda will highlight the action items from the previous meetings, to allow effective tracking of various discussion items and resolution during the course of the project, especially during construction. Within five days of the meeting, WestLand will prepare meeting minutes and distribute to the City and funding agencies for review and recordkeeping.

WestLand will provide the City with a summary of the project status at the end of each week via email. Monthly project progress reports will be provided to summarize the work performed, the status of completion of each task, and any changes or problems, and resolutions. The status report will accompany or be incorporated into WestLand's invoice for the project period.

Task 1.3 Project Management and Coordination

WestLand will provide project management throughout the life of the project, including scope, schedule, and budget tracking, general coordination with the City of Bisbee and other stakeholders, and Quality Assurance for field testing and inspection reports and other recordkeeping. The Funding Analysis prepared by the City for the project will be reviewed monthly, to track and verify all costs against the grant funding.

Task 2 – Review of Contract Documents

One of the first tasks that WestLand's team will perform is to review the engineering drawings, specifications, schedule, cost estimates, and other construction documents, become familiar with the project, and verify the quantities associated with the bid schedule for the project. We will bring to the City's attention any general or particular comments noted about the design, as observed during this review. The review findings will be summarized in a memorandum and will be presented to the City and other stakeholders for review and consideration. Our review will also include verifying engineering design in conformance with the rules, regulations and requirements of the NADBank, USDA-RD, USEPA, ADEQ, Cochise County Health Department and the City/Maricopa Association of Governments (MAG) standards.

Task 3 – Construction Contract Bidding Process

Task 3.1 Prepare Bid Notice and Bid Package

WestLand will prepare a bid notice and bid instructions for inclusion with the Contract Documents. The bid instructions will be based upon the Engineers Joint Contract Document Committee (EJCDC) documents and forms, edited as required for the project. We will utilize the City's standard Construction Contract and General Conditions within the bid package. WestLand will provide Supplementary Conditions as required to explain any special considerations identified during the review of the construction documents. We will include any additional Supplementary Conditions that the funding agencies required to be incorporated into the Contract Documents. The bid package will be provided to the City and stakeholders for review.

Task 3.2 Assist with Public Bidding

WestLand will provide the bid notice advertisement and will also provide the bid documents to local and regional plan rooms. All bid documents will be made available electronically, and provided to any parties requesting a copy. WestLand will generate hard copies of the bid package, and will make these available upon specific request for a non-refundable fee; the electronic version of the documents will be the primary bid package. We will keep track of all plan-holders for purposes of notifying all parties regarding the availability of addenda and pre-bid meeting notes.

Task 3.3 Pre-Bidding Meeting

WestLand will assist the City in scheduling and conducting a Pre-Bid Meeting for the project, to include a site visit for prospective bidders. WestLand will provide an agenda for the meeting and provide Pre-Bid meeting notes within five days after the meeting. The Pre-Bid meeting notes will be incorporated by reference into an Addendum, and will become part of the Contract Documents for the project.

Task 3.4 Respond to Technical Questions and Prepare Addenda

WestLand will respond to bidders' questions regarding the project and Contract Documents. Questions will be accepted only in writing, up to approximately one week prior to the bid due date. All bidder questions will be answered in writing via an addendum that will become part of the Contract Documents for the project. WestLand will prepare addenda as required for the project. We assume that the quality of the plans and specifications for the project is such that the questions and clarifications required will be relatively minor and general in nature, and that significant additional engineering will not be necessary to prepare the addenda. All addenda will be transmitted to the City and funding agencies, and all registered plan holders.

Task 3.5 Attend Bid Opening, Tabulate Bids, and Prepare Bid Recommendation and Notification

WestLand will attend the bid opening, record the results, and then tabulate all bids. We will evaluate the bid unit prices, paying specific attention to the lowest bidder's submittal and unit prices. By this evaluation we will determine the lowest qualified bid and prepare a recommendation regarding the bid for the City and funding agencies. Following acceptance of the recommendation, WestLand will prepare the Notice of Intent to Award and/or Notice of Award for the City's use. We will provide the City with the Contract Document package including plans, specifications, and other information, for use in executing the contract with the Contractor.

Task 4 – Construction Administration Services

After the Contractor is selected and construction is ready to commence, WestLand will provide Construction Administration Services to the City throughout the life of the construction project. The scope of services requested for the Tintown project will provide thorough Construction Management and Supervision for the project, and are intended to result in the satisfactory completion of the work detailed in the Contract Documents. The services during the construction period have been divided into five subtasks for purposes of clarifying the various portions of the scope of work: Construction Meetings and Coordination, General Construction Administration and Recordkeeping, Inspection/Field Services and Documentation, Project Construction Finalization, and Engineering Design Services. For purposes of estimating the level of effort, we assume that the construction timeframe provided to the Contractor in the bidding documents will be approximately six months.

Task 4.1 Construction Meetings and Coordination

Task 4.1 will entail construction project related meetings and coordination. WestLand will attend a neighborhood kick-off meeting to discuss the construction project and schedule with the affected property owners and other interested parties. WestLand will also hold a Pre-Construction meeting with the Contractor to discuss the project, review the Contractor's construction project schedule, obtain and share contact information for all parties involved in the construction project, outline procedures for submittal of shop drawings, test reports, and other documentation, and establish the schedule of inspections, routine construction progress meetings, and other meetings with the City of Bisbee staff. Notes from the Pre-Construction meeting will be provided to all parties within five days of the meeting.

Our construction inspector will hold weekly construction meetings with the Contractor to review project status and address any issues. It is assumed that these meetings will coincide with the Project Progress Meetings discussed under Task 1.2. Questions or comments from the public and any items of note from the weekly site construction meetings will be described in the daily inspection logs for the project.

Task 4.2 General Construction Administration and Recordkeeping

Task 4.2 will include the majority of the “office-related” Construction Administration and Recordkeeping activities associated with the construction project. The “inspection/field-related” Construction Administration activities associated with the construction project, as described under the following Task 4.3, are complementary to and would be going on at the same time as the activities under this task. The “office-related” Construction Administration activities will rely on and support the “inspection/field-related” activities. General Construction Administration and Recordkeeping activities include the following:

- Log and Review:
 - Product Data (not regarded as submittals)
 - Equipment and Materials Shop Drawing Submittals (up to two times for each submittal)
 - Factory Test Reports (Materials and Equipment)
 - Field Test Reports (including Concrete and Soils Test Reports)
- Maintain Record of Product Data/Submittals for Use in O&M Manual
- Log and Respond to Contractor Requests for Information (RFIs)
- Evaluate "Equals" (at Contractor's Request and Expense if Determined "Not Equal")
- Review and Evaluate Requests for Change Orders
- Process Approved Change Orders through City and Funding Agencies, on Approved Forms
- Keep and Maintain Project File (to include Inspection Reports, Pay Estimates, Weekly Reports, Monthly Reports and Other Communications)
- Review and Approve Pay Requests Based on the Actual Status of Construction and Approved Schedule of Values
- Review Construction Schedule (Initially and Ongoing)
- Monitor Progress Against the Approved Construction Schedule and Notify City/Funding Agencies Regarding Slippage
- Prepare and Submit Construction Progress Reports
- Submit Monthly Project Status Reports with Field Photos (included in Task 1.2)
- Assist the City Generally in Administration of Project

Task 4.3 Inspection/Field Services and Construction Documentation

Task 4.3 will entail all inspection/field-related activities associated with the construction project. These efforts will be supported by the office staff as described previously in Task 4.2. WestLand will provide the services of qualified and experienced construction inspectors for the daily inspection services as required. These inspectors are fully qualified to review the work, and will fulfill the scope items described under the role of Resident Engineer, being fully supported by an Arizona registered Professional Engineer (PE) in WestLand’s Tucson office. The Project Manager and/or Project Engineer associated with the project will visit the site at least every two weeks, and more frequently as warranted by issues or items requiring the engineer’s presence at the site. The same construction inspectors will be involved throughout the course of the project, for continuity, barring illness or other issues that may require a temporary substitute. The monitoring of construction activities by the construction inspectors will be on a daily basis while construction work is on-going at the site. We will rely on the Contractor to properly coordinate with WestLand’s field staff regarding their schedule of work, in order to properly staff the project but avoid unnecessary trips to the site. Inspection/Field Services and Construction Documentation activities include the following:

- Monitor Construction Activities
- Document On-site Inspections and Testing
- Review Contractor's Testing Procedures and Testing Frequency
- Perform Sewer Collection System Testing per ADEQ Requirements
- Maintain Digital Photographic Record
- Evaluate Construction Status with Respect to Approved Construction Schedule
- Review and Evaluate Construction Status for Pay Requests
- Identify and Develop Resolutions for Unsatisfactory Work
- Evaluate and Assist in Resolution of Issues
- Log Occurrences of Damage, Incidents, and/or Interruptions, and Resolution
- Evaluate Conditions Involving Requests for Change Orders
- Create and Maintain Project Punch List
- Maintain Record Drawings for As-Builts

Task 4.4 Project Construction Finalization

Task 4.4 will include a number of construction project activities occurring near the end of the construction project, exclusive of the Construction Closeout activities specifically requested as such, which are included under Task 5. The Project Construction Finalization activities will include the following items:

- Prepare O&M Manual
- Final Survey of As-Built Sewer Locations by Arizona Registered Surveyor
- Prepare and Stamp As-Built Drawings
- Prepare Electronic Version (AutoCAD and pdf) of Final Project Drawings
- Conduct Final Site Inspection
- Prepare Documentation of Final Construction Acceptance
- Assemble Project and Testing Documentation and Submit for Discharge Authorization from ADEQ

Task 4.5 Engineering Design Services

This task will include required engineering design services which may arise during the course of the construction project, including minor clarifications, additions, or modifications to the approved drawings.

Task 5 – Project Closeout

WestLand will provide project closeout services for the Tintown Wastewater Collection System construction project. The one day lift station startup and commissioning will be provided as a part of the project closeout activities. A final punch list will be developed during the startup site visit. The final inspection to confirm the completion of all punch list items will be conducted under Task 4.4, and other preliminary inspections associated with the lift station electrical, mechanical, piping, and civil engineering, including preparation of a preliminary punch list, will be performed under Task 4.3. The project closeout will also include providing the City with one hard copy and one DVD with electronic (pdf) copy of all project inspection and recordkeeping documentation from the bidding and construction period as a project archive, and a closeout materials list, enumerating the documents provided. The project closeout will also include a final funding analysis summarizing the status of the project budget.

Task 6 – Supplemental Services

WestLand understands that some additional work effort may be required throughout the project for which the scope cannot currently be determined. WestLand is prepared to provide such Supplemental Services as may be requested by the City during the performance of the project. We understand that each of the requested services will be set forth in a written authorization and negotiated based on the agreed-upon rates for the project, or as required for other outside services.

Task 6.1 Asbestos/Pipe Removal

WestLand will summarize the State of Arizona National Emission Standards for Hazardous Air Pollutants (NESHAP) requirements for safe and legal handling, removal, and disposal of asbestos-containing material, and include appropriate language in the contract documents to assure that the Contractor selected for the Tintown Wastewater Collection System project is duly qualified and can take responsibility for the asbestos handling, removal, and disposal required for the project. The Contractor will be responsible for the Means and Methods of their work; WestLand's scope to assist the Contractor regarding asbestos handling, removal, and disposal during construction will entail oversight and review of the Contractor's safety protocols and recordkeeping. The records provided by the Contractor regarding asbestos removal and disposal will be compiled and provided to the City of Bisbee along with other construction Closeout Documents.

Task 6.2 Public Relations Plan

WestLand will develop a simple public relations plan for the project in coordination with the City of Bisbee. We assume that the approach to public relations will be a cooperative effort similar to that in the Bisbee Sewer Lateral Evaluation Pilot Project, in which the City provided a project-appropriate public relations effort with WestLand's input and assistance. We anticipate that the public communications will generally entail a figure showing the project location and description of the project and the potential impact on the public, for use in press releases, door hangers, and brochures. WestLand will work with the City to identify key audiences and will assist with the distribution of materials as requested. We assume that the City will develop address lists and send any mailings determined necessary for the project. WestLand will attend two public meetings in Bisbee near the project area to help explain the project to the affected public.

Task 6.3 Legal Descriptions

WestLand will provide easement and right of way legal descriptions required for the construction project as requested by the City. We assume that four legal descriptions will be provided and that property boundary work will not be required for development of the legal descriptions. If it is determined that additional surveying services and/or legal descriptions are needed, WestLand will notify the City regarding the required level of effort.

Task 6.4 Additional Engineering Services

WestLand will provide additional engineering services as requested by the City. As any engineering services are identified, WestLand will provide a scope and associated costs to the City for review and approval prior to commencing with the work.

Task 7 – 12 Month Warranty Period Services

Per the scope of work, additional inspection and engineering services will be provided during the Contractor's 12-Month Warranty Period. These services include assisting the City to resolve and expedite the fulfillment of any outstanding issues regarding warranties and the construction work, quarterly

inspections and a basic overview of the functioning of the lift station and collection system, and an update of the O&M manual at the end of the warranty period to include any items changed or modified during the warranty period.

Assumptions

We have thoroughly reviewed and clearly understand the details of the requested scope. We will provide a level of effort that is appropriate to the size and complexity of the project, will remove the burden for construction management and supervision services from the City, and will result in a well-reviewed construction project. The assumptions regarding the scope and approach for the project include:

- For purposes of determining the level of effort, we assume that the overall project including bidding, construction, and closeout will take approximately ten months, with an actual construction timeframe of approximately six months.
- Ongoing construction inspections will be conducted by a qualified and experienced Construction Inspector, which will fulfill the items described under the role of Resident Engineer, with the Construction Inspector being fully supported by an Arizona registered Professional Engineer (PE) in WestLand's Tucson office. The monitoring of construction activities by the construction inspectors will generally be on a daily basis while construction work is on-going at the site.
- We assume that the quality of the existing plans and specifications prepared for the project is such that significant additional engineering work will not be required during bidding or construction. The attachments to this proposal detail the assumed level of effort. Complete and high quality plans and supporting documentation are especially important as they relate to the septic to sewer tie overs planned on private property. We assume the existing construction documentation available for the project will provide the contractor an adequate level of detail on the existing conditions, and construction and required restoration on private property.
- The weekly construction meetings will be run by the Construction Inspector, and if these meetings do not coincide with the Project Progress Meetings, we assume that the Project Manager or Project Engineer will only attend the weekly meetings if there are issues requiring an engineer's input.
- We assume the Contractor will properly coordinate with WestLand's field staff regarding their schedule of work, to avoid unnecessary visits to the site.

Proposed Costs

The attached Staff Work Effort Matrix provides the assumed level of effort for the proposed scope of work, and the associated costs. These costs are summarized in the table on the following page. WestLand's 2013 Rate Schedule is attached. The forms provided in the Supplementary Information included with the Request for Proposals are also attached. All costs are in US Dollars.

Mr. Thomas J. Klimek, PE, RLS
July 12, 2013
Page 8

Cost Summary Table

Task	Task Total
Task 1 – Project Management	\$ 24,344
Task 2 – Review of Contract Documents	\$ 2,566
Task 3 – Bidding Assistance	\$ 7,094
Task 4 – Construction Administration Services	\$ 100,779
Task 5 – Project Closeout	\$ 5,781
Task 6 – Supplemental Services	\$ 4,465
Task 7 – 12-Month Warranty Period Services	\$ 4,731
TOTAL	\$ 149,759

The WestLand team appreciates this opportunity to present our proposal and looks forward to the opportunity to support the City of Bisbee with Construction Management and Supervision Services to help the City achieve its project goals. If you have any questions, I can be reached by phone at 520-206-9585 or by email at kfesta@westlandresources.com.

Thank you for your consideration.

Respectfully,
WestLand Resources, Inc.



Kara D. Festa, PE
Vice President

KDF:kmd

Attachments: Staff Work Effort Matrix
2013 Rates
Forms

TASK SUMMARY

	Task Name	Task Manager	Labor	Direct Expenses	Subcontractors	Task Total
Task 1:	Task 1 - Project Management	EC	21,512	2,832	0	24,344
Task 2:	Task 2 - Review of Contract Documents	EC	2,092	14	460	2,566
Task 3:	Task 3 - Bidding Assistance	EC	6,342	752	0	7,094
Task 4:	Task 4A - Construction Administration Services	MDO	6,330	863	0	7,193
Task 5:	Task 4B - Construction Administrative Services	MDO	8,382	55	1,725	10,162
Task 6:	Task 4C - Construction Administrative Services	MDO	61,896	8,625	2,990	73,511
Task 7:	Task 4D - Construction Administrative Services	MDO	4,070	255	3,335	7,660
Task 8:	Task 4E - Construction Administrative Services	EC	2,218	35	0	2,253
Task 9:	Task 5 - Project Closeout	EC	3,676	380	1,725	5,781
Task 10:	Task 6 - Supplemental Services	EC	2,630	110	1,725	4,465
Task 11:	Task 7 - 12-month Warranty Period Services	MDO	4,006	725	0	4,731
Task 12:	0	0	0	0	0	0
Task 13:	0	0	0	0	0	0
Task 14:	0	0	0	0	0	0
Task 15:	0	0	0	0	0	0
PROJEC T			123,154	14,645	11,960	149,759

Project Name: Construction Management and Supervision Services
 Task: Task 1 - Project Management
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: EC
 Code: 2013

Sub Task ID

- 1 Kick-off meeting
- 2 Progress meetings, reports, and invoices
- 3 Project management/coordination
- 4
- 5
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task						
				1	2	3	4	5	6	7
Principal Consultant-G17	\$172.00	64	\$11,008	8	40	16				
Engrn-Sr Proj Eng Sr PM-G16	\$167.00	0	\$0							
Const-Const. Inspector-G15	\$153.00	8	\$1,224	8						
Desig-Civil Designer-G10	\$95.00	0	\$0							
Desig-Civil Designer-G11	\$106.00	64	\$6,784	8	40	16				
Const-Const. Inspector-G10	\$95.00	0	\$0							
Admin-Tech Editr Admin Ast-G08	\$78.00	32	\$2,496	4	16	12				
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
TOTAL COST - LABOR		168	\$21,512	\$3,760	\$12,368	\$5,384	\$0	\$0	\$0	\$0

Direct Expenses

Item	\$/Unit	Unit							
Fed Ex (average)	\$24.00	package	\$0						
Mileage	\$0.75	mile	\$2,400	200	3000				
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$63	50	500	500			
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0						
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0						
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0						
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0						
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0						
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0						
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0						
Direct Expense Subtotal			\$2,463	\$153	\$2,280	\$30	\$0	\$0	\$0
G & A Fee	0.15		\$369	\$23	\$342	\$5	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$2,832	\$176	\$2,622	\$35	\$0	\$0	\$0

Subcontract

			\$0						
			\$0						
			\$0						
Subcontract Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL COSTS \$24,344 \$3,936 \$14,990 \$5,419 \$0 \$0 \$0 \$0

Project Name: Construction Management and Supervision Services
 Task: Task 2 - Review of Contract Documents
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: EC
 Code: 2013

Sub Task ID

- 1 Review of AMEC documents and develop memo
- 2
- 3
- 4
- 5
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task							
				1	2	3	4	5	6	7	
Principal Consultant-G17	\$172.00	4	\$688	4							
Engin-Sr Proj Eng Sr PM-G16	\$167.00	0	\$0								
Const-Const. Inspector-G15	\$153.00	4	\$612	4							
Desig-Civil Designer-G10	\$95.00	0	\$0								
Desig-Civil Designer-G11	\$106.00	6	\$636	6							
Const-Const. Inspector-G10	\$95.00	0	\$0								
Admin-Tech Editr Admin Ast-G08	\$78.00	2	\$156	2							
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
TOTAL COST - LABOR		16	\$2,092	\$2,092	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Direct Expenses									
Item	\$/Unit	Unit							
Fed Ex (average)	\$24.00	package	\$0						
Mileage	\$0.75	mile	\$0						
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$12	200					
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0						
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0						
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0						
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0						
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0						
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0						
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0						
Direct Expense Subtotal			\$12	\$12	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$2	\$2	\$0	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$14	\$14	\$0	\$0	\$0	\$0	\$0

Subcontract									
Richard Carney Engineering			\$400	\$400					
			\$0						
			\$0						
Subcontract Subtotal			\$400	\$400	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$60	\$60	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$460	\$460	\$0	\$0	\$0	\$0	\$0

TOTAL COSTS			\$2,566	\$2,566	\$0	\$0	\$0	\$0	\$0
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Project Name: Construction Management and Supervision Services
 Task: Task 3 -Bidding Assistance
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: EC
 Code: 2013

Sub Task ID

- 1 Prepare bid documents
- 2 Assist with public bidding
- 3 Schedule and conduct pre-bid meeting
- 4 Respond to request for information and prepare addenda as required
- 5 Attend bid opening, tabulate bids and prepare bid recommendations and notifications
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task							
				1	2	3	4	5	6	7	
Principal Consultant-G17	\$172.00	4	\$688	2	2						
Engin-Sr Proj Eng Sr PM-G16	\$167.00	8	\$1,336			6	2				
Const-Const. Inspector-G15	\$153.00	10	\$1,530	2		6	2				
Desig-Civil Designer-G10	\$95.00	0	\$0								
Desig-Civil Designer-G11	\$106.00	16	\$1,696	4	4		4	4			
Const-Const. Inspector-G10	\$95.00	0	\$0								
Admin-Tech Editr Admin Ast-G08	\$78.00	14	\$1,092	6	4		2	2			
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
TOTAL COST - LABOR		52	\$6,342	\$1,542	\$1,080	\$1,920	\$1,220	\$580	\$0	\$0	\$0

Direct Expenses

Personnel	\$/Unit	Unit									
Fed Ex (average)	\$24.00	package	\$48	2							
Mileage	\$0.75	mile	\$300			200		200			
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$66	300	500	100	100	100			
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0								
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0								
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0								
Plotter - Black & White 24 x 36	\$0.60	sheet	\$240		200				200		
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0								
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0								
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0								
Direct Expense Subtotal			\$654	\$66	\$150	\$156	\$6	\$276	\$0	\$0	\$0
G & A Fee	0.15		\$98	\$10	\$23	\$23	\$1	\$41	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$752	\$76	\$173	\$179	\$7	\$317	\$0	\$0	\$0

Subcontract

			\$0								
			\$0								
			\$0								
Subcontract Subtotal			\$0								
G & A Fee	0.15		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$0								

TOTAL COSTS			\$7,094	\$1,618	\$1,253	\$2,099	\$1,227	\$897	\$0	\$0	\$0
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Project Name: Construction Management and Supervision Services
 Task: Task 4A - Construction Administration Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: MDO
 Code: 2013

- Sub Task ID Construction meetings and coordination
 1 Attend neighborhood kick-off meeting
 2 Pre-con meeting
 3 Construction meetings with Contractor (inspector already on site)
 4
 5
 6
 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task						
				1	2	3	4	5	6	7
Principal Consultant-G17	\$172.00	6	\$1,032	6						
Engin-Sr Proj Eng Sr PM-G16	\$167.00	12	\$2,004		6	6				
Const-Const. Inspector-G15	\$153.00	6	\$918		6					
Desig-Civil Designer-G10	\$95.00	0	\$0							
Desig-Civil Designer-G11	\$106.00	18	\$1,908	6		12				
Const-Const. Inspector-G10	\$95.00	0	\$0							
Admin-Tech Editr Admin Ast-G08	\$78.00	6	\$468	2	4					
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
TOTAL COST - LABOR		48	\$6,330	\$1,824	\$2,232	\$2,274	\$0	\$0	\$0	\$0
Direct Expenses										
Item	\$/Unit	Unit								
Fed Ex (average)	\$24.00	package	\$0							
Mileage	\$0.75	mile	\$750	200	200	600				
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$0							
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0							
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0							
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0							
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0							
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0							
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0							
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0							
Direct Expense Subtotal			\$750	\$150	\$150	\$450	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$113	\$23	\$23	\$68	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$863	\$173	\$173	\$518	\$0	\$0	\$0	\$0
Subcontract										
			\$0							
			\$0							
			\$0							
Subcontract Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS			\$7,193	\$1,997	\$2,405	\$2,792	\$0	\$0	\$0	\$0

Project Name: Construction Management and Supervision Services
 Task: Task 4B - Construction Administrative Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: MDO
 Code: 2013

- Sub Task ID General Construction Administration/Recordkeeping
- 1 Log and review (product data, equipment and material shop drawings, test reports, field test reports); review equals
 - 2 Maintain record of product data/submittals for use in O&M manual
 - 3 Log and respond to RFIs
 - 4 Change orders (review and process, coordinate with the City)
 - 5 Review and approve pay requests
 - 6 Review progress - schedule, monitor progress against the approved construction schedule, notify of any slippage
 - 7 Prepare and submit bi-weekly project reports

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task						
				1	2	3	4	5	6	7
Principal Consultant-G17	\$172.00	0	\$0							
Engin-Sr Proj Eng Sr PM-G16	\$167.00	10	\$1,670	2		2	2	2	2	
Const-Const. Inspector-G15	\$153.00	4	\$612				4			
Desig-Civil Designer-G10	\$95.00	0	\$0							
Desig-Civil Designer-G11	\$106.00	34	\$3,604	6	2	4	4	6	6	6
Const-Const. Inspector-G10	\$95.00	0	\$0							
Admin-Tech Editr Admin Ast-G08	\$78.00	32	\$2,496	6	2	4	4	4		12
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
TOTAL COST - LABOR		80	\$8,382	\$1,438	\$368	\$1,070	\$1,682	\$1,282	\$970	\$1,572

Item	\$/Unit	Unit								
Fed Ex (average)	\$24.00	package	\$0							
Mileage	\$0.75	mile	\$0							
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$48	100	100	100	100	100	100	200
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0							
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0							
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0							
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0							
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0							
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0							
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0							
Direct Expense Subtotal			\$48	\$6	\$6	\$6	\$6	\$6	\$6	\$12
G & A Fee	0.15		\$7	\$1	\$1	\$1	\$1	\$1	\$1	\$2
TOTAL COST - DIRECT EXPENSES			\$55	\$7	\$7	\$7	\$7	\$7	\$7	\$14

Subcontract										
Richard Canney Engineering		\$1,500	\$1,500							
		\$0	\$0							
Subcontract Subtotal		\$1,500	\$1,500	\$0						
G & A Fee	0.15	\$225	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT		\$1,725	\$1,725	\$0						

TOTAL COSTS		\$10,162	\$3,170	\$375	\$1,077	\$1,689	\$1,289	\$977	\$1,586
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Project Name: Construction Management and Supervision Services
 Task: Task 4C - Construction Administrative Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: MDO
 Code: 2013

Sub Task ID Inspection and field services and Construction Documentation
 1 Provide field inspection services
 2
 3
 4
 5
 6
 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task						
				1	2	3	4	5	6	7
Principal Consultant-G17	\$172.00	0	\$0							
Engin-Sr Proj Eng Sr PM-G16	\$167.00	0	\$0							
Const-Const. Inspector-G15	\$153.00	32	\$4,896	32						
Desig-Civil Designer-G10	\$95.00	0	\$0							
Desig-Civil Designer-G11	\$106.00	0	\$0							
Const-Const. Inspector-G10	\$95.00	600	\$57,000	600						
Admin-Tech Editr Admin Ast-G08	\$78.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
TOTAL COST - LABOR		632	\$61,896	\$61,896	\$0	\$0	\$0	\$0	\$0	\$0

Direct Expenses										
Item	\$/Unit	Unit								
Fed Ex (average)	\$24.00	package	\$0							
Lodging (out of town)	\$85.00	day	\$0							
Mileage	\$0.75	mile	\$7,500	10000						
Perdiem (out of town)	\$32.00	day	\$0							
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$0							
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0							
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0							
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0							
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0							
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0							
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0							
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0							
Direct Expense Subtotal			\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$1,125	\$1,125	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$8,625	\$8,625	\$0	\$0	\$0	\$0	\$0	\$0

Subcontract										
Richard Canney Engineering			\$2,600	\$2,600						
			\$0							
			\$0							
Subcontract Subtotal			\$2,600	\$2,600	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$390	\$390	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$2,990	\$2,990	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL COSTS			\$73,511	\$73,511	\$0	\$0	\$0	\$0	\$0	\$0
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Project Name: Construction Management and Supervision Services
 Task: Task 4D - Construction Administrative Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: MDO
 Code: 2013

- Sub Task ID Project Construction Finalization
- 1 Prepare O&M manual
 - 2 Prepare as-builts
 - 3 Conduct final inspection
 - 4 Prepare documentation of final construction acceptance
 - 5 Assemble project and testing documentation and submit for Discharge Authorization from ADEQ
 - 6
 - 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task							
				1	2	3	4	5	6	7	
Principal Consultant-G17	\$172.00	2	\$344		2						
Engin-Sr Proj Eng Sr PM-G16	\$167.00	2	\$334	2							
Const-Const. Inspector-G15	\$153.00	0	\$0								
Desig-Civil Designer-G10	\$95.00	6	\$570		6						
Desig-Civil Designer-G11	\$106.00	8	\$848	4					4		
Const-Const. Inspector-G10	\$95.00	6	\$570			6					
Admin-Tech Editr Admin Ast-G08	\$78.00	18	\$1,404	6			4		8		
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
TOTAL COST - LABOR		42	\$4,070	\$1,226	\$914	\$570	\$312	\$1,048	\$0	\$0	

Direct Expenses											
Item	\$/Unit	Unit									
Fed Ex (average)	\$24.00	package	\$0								
Mileage	\$0.75	mile	\$150			200					
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$42	200	100	100	100	200			
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0								
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0								
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0								
Plotter - Black & White 24 x 36	\$0.60	sheet	\$30		50						
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0								
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0								
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0								
Direct Expense Subtotal			\$222	\$12	\$36	\$156	\$6	\$12	\$0	\$0	
G & A Fee	0.15		\$33	\$2	\$5	\$23	\$1	\$2	\$0	\$0	
TOTAL COST - DIRECT EXPENSES			\$255	\$14	\$41	\$179	\$7	\$14	\$0	\$0	

Subcontract											
Richard Canney Engineering			\$1,500	\$1,000	\$500						
Cardinal Land Surveying			\$1,400		\$1,400						
			\$0								
Subcontract Subtotal			\$2,900	\$1,000	\$1,900	\$0	\$0	\$0	\$0	\$0	
G & A Fee	0.15		\$435	\$150	\$285	\$0	\$0	\$0	\$0	\$0	
TOTAL COST - SUBCONTRACT			\$3,335	\$1,150	\$2,185	\$0	\$0	\$0	\$0	\$0	
TOTAL COSTS			\$7,660	\$2,390	\$3,140	\$749	\$319	\$1,062	\$0	\$0	

Project Name: Construction Management and Supervision Services
 Task: Task 4E - Construction Administrative Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: EC
 Code: 2013

Sub Task ID

- 1 Additional Engineering Design Services
- 2
- 3
- 4
- 5
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task							
				1	2	3	4	5	6	7	
Principal Consultant-G17	\$172.00	2	\$344	2							
Engin-Sr Proj Eng Sr PM-G16	\$167.00	4	\$668	4							
Const-Const. Inspector-G15	\$153.00	0	\$0								
Desig-Civil Designer-G10	\$95.00	6	\$570	6							
Desig-Civil Designer-G11	\$106.00	6	\$636	6							
Const-Const. Inspector-G10	\$95.00	0	\$0								
Admin-Tech Editr Admin Ast-G08	\$78.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
TOTAL COST - LABOR		18	\$2,218	\$2,218	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Direct Expenses

Item	\$/Unit	Unit							
Fed Ex (average)	\$24.00	package	\$0						
Mileage	\$0.75	mile	\$0						
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$0						
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0						
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0						
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0						
Plotter - Black & White 24 x 36	\$0.60	sheet	\$30	\$0					
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0						
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0						
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0						
Direct Expense Subtotal			\$30	\$30	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$5	\$5	\$0	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$35	\$35	\$0	\$0	\$0	\$0	\$0

Subcontract

			\$0						
			\$0						
			\$0						
Subcontract Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS			\$2,253	\$2,253	\$0	\$0	\$0	\$0	\$0

Project Name: Construction Management and Supervision Services
 Task: Task 5 - Project Closeout
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: EC
 Code: 2013

Sub Task ID

- 1 Lift station commissioning/startup
- 2 Project closeout filing and documentation preparation
- 3
- 4
- 5
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task						
				1	2	3	4	5	6	7
Principal Consultant-G17	\$172.00	0	\$0							
Engin-Sr Proj Eng Sr PM-G16	\$167.00	4	\$668		4					
Const-Const. Inspector-G15	\$153.00	8	\$1,224	8						
Desig-Civil Designer-G10	\$95.00	0	\$0							
Desig-Civil Designer-G11	\$106.00	8	\$848		8					
Const-Const. Inspector-G10	\$95.00	0	\$0							
Admin-Tech Editr Admin Ast-G08	\$78.00	12	\$936		12					
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
	\$0.00	0	\$0							
TOTAL COST - LABOR		32	\$3,676	\$1,224	\$2,452	\$0	\$0	\$0	\$0	\$0

Direct Expenses Item	\$/Unit	Unit								
Fed Ex (average)	\$24.00	package	\$0							
Mileage	\$0.75	mile	\$300	400						
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$30		500					
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0							
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0							
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0							
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0							
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0							
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0							
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0							
Direct Expense Subtotal			\$330	\$300	\$30	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$50	\$45	\$5	\$0	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$380	\$345	\$35	\$0	\$0	\$0	\$0	\$0

Subcontract										
Richard Carney Engineering			\$1,500	\$1,500						
			\$0							
			\$0							
Subcontract Subtotal			\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$225	\$225	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$1,725	\$1,725	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS			\$5,781	\$3,294	\$2,487	\$0	\$0	\$0	\$0	\$0

Project Name: Construction Management and Supervision Services
 Task: Task 6 - Supplemental Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: EC
 Code: 2013

Sub Task ID

- 1 Asbestos Pipe Removal Requirements
- 2 Public Relations Plan
- 3 Legal Descriptions
- 4
- 5
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task							
				1	2	3	4	5	6	7	
Principal Consultant-G17	\$172.00	4	\$688	2	2						
Engin-Sr Proj Eng Sr PM-G16	\$167.00	0	\$0								
Const-Const. Inspector-G15	\$153.00	0	\$0								
Desig-Civil Designer-G10	\$95.00	6	\$570		4	2					
Desig-Civil Designer-G11	\$106.00	10	\$1,060	4	6						
Const-Const. Inspector-G10	\$95.00	0	\$0								
Admin-Tech Editr Admin Ast-G08	\$78.00	4	\$312	2	2						
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
TOTAL COST - LABOR		24	\$2,630	\$924	\$1,516	\$190	\$0	\$0	\$0	\$0	\$0
Direct Expenses											
Item	\$/Unit	Unit									
Fed Ex (average)	\$24.00	package	\$0								
Mileage	\$0.75	mile	\$0								
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$15	100	100	50					
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0								
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$81		100						
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0								
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0								
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0								
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0								
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0								
Direct Expense Subtotal			\$96	\$6	\$87	\$3	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$14	\$1	\$13	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$110	\$7	\$100	\$3	\$0	\$0	\$0	\$0	\$0
Subcontract											
			\$0								
Cardinal Land Surveying			\$1,500			\$1,500					
			\$0								
Subcontract Subtotal			\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$225	\$0	\$0	\$225	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$1,725	\$0	\$0	\$1,725	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS			\$4,465	\$931	\$1,616	\$1,918	\$0	\$0	\$0	\$0	\$0

Project Name: Construction Management and Supervision Services
 Task: Task 7 - 12-month Warranty Period Services
 Client: City of Bisbee
 Project Manager: KDF
 Task Manager: MDO
 Code: 2013

Sub Task ID

- 1 12-month warranty period services
- 2 Quarterly commissioning services during 12-month warranty period
- 3 End of warranty period O&M Manual update
- 4
- 5
- 6
- 7

Staff Type	Hourly Rate	Total Hours	Total Billings	Hours and Costs By Task							
				1	2	3	4	5	6	7	
Principal Consultant-G17	\$172.00	2	\$344	2							
Engin-Sr Proj Eng Sr PM-G16	\$167.00	2	\$334	2							
Const-Const. Inspector-G15	\$153.00	0	\$0								
Desig-Civil Designer-G10	\$95.00	0	\$0								
Desig-Civil Designer-G11	\$106.00	4	\$424			4					
Const-Const. Inspector-G10	\$95.00	24	\$2,280	4	20						
Admin-Tech Editr Admin Ast-G08	\$78.00	8	\$624		4	4					
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
	\$0.00	0	\$0								
TOTAL COST - LABOR		40	\$4,006	\$1,058	\$2,212	\$736	\$0	\$0	\$0	\$0	\$0
Direct Expenses											
Item	\$/Unit	Unit									
Fed Ex (average)	\$24.00	package	\$0								
Mileage	\$0.75	mile	\$600		800						
Printer/Copier - Black & White 8.5 x 11	\$0.06	copy	\$30			500					
Printer/Copier - Black & White 11 x 17	\$0.13	copy	\$0								
Printer/Copier - Colored 8.5 x 11	\$0.81	copy	\$0								
Printer/Copier - Colored 11 x 17	\$1.62	copy	\$0								
Plotter - Black & White 24 x 36	\$0.60	sheet	\$0								
Plotter - Line Color 24 x 36	\$12.00	sheet	\$0								
Plotter - Full Color 24 x 36	\$24.00	sheet	\$0								
Plotter - Full Color 36 x 48	\$48.00	sheet	\$0								
Direct Expense Subtotal			\$630	\$0	\$600	\$30	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$95	\$0	\$90	\$5	\$0	\$0	\$0	\$0	\$0
TOTAL COST - DIRECT EXPENSES			\$725	\$0	\$690	\$35	\$0	\$0	\$0	\$0	\$0
Subcontract											
			\$0								
			\$0								
			\$0								
Subcontract Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G & A Fee	0.15		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COST - SUBCONTRACT			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS			\$4,731	\$1,058	\$2,902	\$771	\$0	\$0	\$0	\$0	\$0

WestLand Resources, Inc.
Engineering and Environmental Consultants

2013 Billing Rates

Engineering, Design, and Construction Services

Grade Level	Bill Rates	Engineering	Design/Drafting/Cartography/GIS	Construction/Observation/Operations
	\$200	Litigation Support		
G17	\$172	Principal Consultant		
G16	\$167	Sr Project Engineering/Sr PM G16		
G15	\$153	Sr Project Engineering/Sr PM G15	Civil Designer G15	Const Inspector G15
G14	\$140	Sr Project Engineering/Sr PM G14	Civil Designer G14	Const Inspector G14
G13	\$126	Project Engineering G13	Civil Designer/Sr GIS Specialist/Sr Cartographer G13	Const Inspector G13
G12	\$116	Project Engineering G12	Civil Designer/Sr GIS Specialist/Sr Cartographer G12	Const Inspector/Operator G12
G11	\$106	Project Engineering G11	Civil Designer/Sr GIS Specialist/Sr Cartographer G11	Const Inspector/Operator G11
G10	\$95	Engineering Tech G10	Civil Designer/GIS Specialist/Cartographer G10	Const Inspector/Operator G10
G9	\$85	Engineering Tech G9	Civil Designer/GIS Specialist/Cartographer G9	Const Inspector/Operator G9
G8	\$78	Engineering Tech G8	Civil Designer/GIS Specialist/Cartographer G8	Const Inspector/Operator G8
G7	\$70	Engineering Tech G7	Drafter/GIS Specialist/Cartographer G7	Const Inspector G7
G6	\$64	Engineering Tech G6	Drafter/GIS Specialist/Cartographer G6	Const Inspector G6
G5	\$57	Engineering Tech G5	Drafter G5	Const Laborer G5
G4	\$52	Engineering Tech G4	Drafter G4	Const Laborer G4
G3	\$47	Engineering Tech G3	Drafter G3	Const Laborer G3
G2	\$41	Engineering Tech G2	Drafter G2	Const Laborer G2
G1	\$36	Engineering Tech G1	Drafter G1	Const Laborer G1

Environmental, Cultural Resources, and Landscape Architecture Services

	Environmental/Scientist	Cultural Resources	Landscape Architecture
	\$200	Litigation Support	
G17	\$172	Principal Consultant	
G16	\$167	Sr Environmental Specialist/Sr Scientist G16	
G15	\$153	Sr Environmental Specialist/Sr Scientist G15	Cultural Program Director/Sr. PI/Sr. PM G16
G14	\$140	Sr Environmental Specialist/Sr Scientist G14	Program Director/SR Principal Investigator/Sr PM G15
G13	\$126	Sr Environmental Specialist/Sr Scientist G13	Program Director/SR Principal Investigator/Sr PM G14
G12	\$116	Sr Environmental Specialist/Sr Scientist G12	Sr Principal Investigator/ Sr PM G13
G11	\$106	Environmental Specialist/Scientist G11	Sr Principal Investigator/ Sr PM G12
G10	\$95	Environmental Specialist/Scientist G10	Principal Investigator/PM G11
G9	\$85	Environmental Specialist/Scientist G9	Principal Investigator/PM G10
G8	\$78	Environmental Specialist/Scientist G8	Archaeology PM/Lab Director G9
G7	\$70	Environmental Specialist/Scientist G7	Archaeology PM/Lab Director G8
G6	\$64	Environmental Tech G6	Lab Director/Crew Chief G7
G5	\$57	Environmental Tech G5	Lab Director/Crew Chief G6
G4	\$52	Environmental Tech G4	Asst Crew Chief G5
G3	\$47	Environmental Tech G3	Asst Crew Chief G4
G2	\$41	Environmental Tech G2	Archaeology Field Tech G3
G1	\$36	Environmental Tech G1	Archaeology Field Tech G2
			Archaeology Field Tech G1
			Sr Landscape Architect G16
			Sr Landscape Architect G15
			Sr Landscape Architect G14
			Sr Landscape Architect G13
			Landscape Architect G12
			Landscape Architect G11
			Landscape Architect G10
			Landscape Architect/Designer G9
			Landscape Designer G8
			Landscape Designer G7
			Drafter G6
			Drafter G5
			Drafter G4
			Drafter G3
			Drafter G2
			Drafter G1

Administration

G15	\$153	Tech Editor/Admin Asst G15
G14	\$140	Tech Editor/Admin Asst G14
G13	\$126	Tech Editor/Admin Asst G13
G12	\$116	Tech Editor/Admin Asst G12
G11	\$106	Tech Editor/Admin Asst G11
G10	\$95	Tech Editor/Admin Asst G10
G9	\$85	Tech Editor/Admin Asst G9
G8	\$78	Tech Editor/Admin Asst G8
G7	\$70	Tech Editor/Admin Asst G7
G6	\$64	Admin Asst G6
G5	\$57	Admin Asst G5
G4	\$52	Admin Asst G4
G3	\$47	Admin Asst G3
G2	\$41	Admin Asst G2
G1	\$36	Admin Asst G1

COST ESTIMATES¹
REMUNERATION
SERVICES IN HOME OFFICE

Name	Number of Staff-months	Home Office Monthly Rate	Estimated Amount
Kara D. Festa PE - Principal	0.50	\$27,520	\$13,760
Craig Cannizzaro, PE - Sr. Engineer	0.15	\$26,720	\$ 4,008
Mark Stucky - Civil Engineer	0.11	\$15,200	\$ 1,710
Erik Christenson, EIT - Civil Design	0.87	\$16,960	\$14,840
Dina Miller-Roat - Admin. Assistant	0.80	\$12,480	\$ 9,984
Home Office Total			\$44,302

SERVICES IN FIELD²

Name	Number of Staff-months	Field Monthly Rate	Estimated Amount
Kara D. Festa PE - Principal	0.05	\$27,520	\$ 1,376
Craig Cannizzaro, PE - Sr. Engineer	0.11	\$26,720	\$ 3,006
Erik Christenson, EIT - Civil Design	0.21	\$16,960	\$ 3,604
Mark Ostermann - Const. Inspector	0.45	\$24,480	\$11,016
Clay Jerald - Const. Inspector	3.94	\$15,200	\$59,850
Rick Canney - Electrical Engineer	0.36	\$23,920	\$ 8,625
Surveyor	0.15	\$22,080	\$ 3,335
Field Total			\$90,812

¹ specify currency used

² including travel time

OUT-OF-POCKET EXPENSES:

Prepare a schedule of other expenses using the following indicative headings. If necessary, prepared upon separate sheet(s).

1. Travel	0
2. Miscellaneous travel expenses	\$13,800
3. Per diem allowances	0
4. Communications	0
5. Reproduction & shipment of bidding documents, reports, etc.	\$ 845
6. Equipment and other items	0

	\$ 14,645
Other Expenses	
TOTAL	<u>\$149,759</u>