



**LAND SURVEYORS
CIVIL ENGINEERS
LAND USE PLANNERS**

March 31, 2021

via e-mail: spleitez@cityoffernley.org

Mr. Salvador Pleitez, P.E.
City of Fernley Engineering Department
595 Silver Lace Blvd.
Sparks, NV 89431

**RE: PROPOSAL FOR SURVEYING AND CIVIL ENGINEERING SERVICES
GREEN VALLEY PARK, 7.0± AC, 1245 RICCI LN, FERNLEY, NEVADA**

Dear Salvador,

Thank you for contacting us about this project. We have prepared this proposal based on our site visit with you and our experience on similar projects. The following outlines our scope of services and associated fees to perform this work.

CFA's Scope of Services for this project is as follows:

SURVEYING

TASK S1A – BOUNDARY SURVEY

CFA will perform a boundary survey of the subject park parcel. Research will be performed with Lyon County for maps and/or deeds of the subject parcel and adjacent parcels. The results of the field survey will be analyzed, and final boundary lines will be determined by a Professional Land Surveyor. CFA will authorize Ticor Title of Nevada to process a title search of the project site (Cost for this is \$825, and included in the price below).

TASK S1B – TOPOGRAPHIC SURVEY AND MAPPING

CFA will perform a topographic survey to map the planimetric and topographic features of the subject parcel. Sufficient data will be collected to enable preparation of a 1-foot contour map at a suitable scale. Existing features and surface apparent utilities will be located. Off-site utilities within Slate Way between Agate Way and Jasper Way will be surveyed for location and elevation of rim and inverts sufficient for civil utility design of the future restroom structure. Easements of record will be shown per preliminary title report. The final deliverable will be in AutoCAD format delivered to CFA's engineering team to be used as the basis of their design work.

CONSTRUCTION DOCUMENTS & PERMIT SUBMITTAL

TASK C1A – PRELIMINARY/FINAL SITE AND UTILITY PLAN

CFA will prepare linework for the proposed park improvements and have budgeted for one round of client revisions. A 60% review of the plans by the City of Fernley has been accounted for to determine preliminary budget and phasing limits. A geometric site and utility plan will be developed based on prior discussion, site visit, and the survey base map prepared by CFA (above). The civil site plan will show existing improvements to remain, or to be removed, proposed civil improvements, references to job specific details, and site work dimensions necessary for construction, including boundary, easements, and structure setbacks (if required). The utility plan will include a single sanitary sewer service lateral from the existing infrastructure to the proposed bathroom as well as identify any storm drain catch basins to be replaced. For the purposes of this proposal, it is assumed that major water improvements will not be required. We have assumed that all adjacent public storm drain has adequate capacity for the development of this park; therefore, design of off-site storm drain utilities is not included in this proposal. Electric and site lighting will be shown schematically based on designs by others. Light pole base design and structural calculations shall be provided by others (e.g., structural engineer or geotechnical engineer). This item has been specifically excluded from this proposal.

TASK C1B – SITE GRADING AND DRAINAGE PLAN

CFA will prepare a final grading and drainage plan for the proposed park and adjacent flatwork to include finish grade contours and spot elevations. Earthwork quantity estimates will not be provided. If required, structural retaining wall calculations, wall details, and footing details shall be provided by others (e.g., structural engineer or geotechnical engineer). These items have been specifically excluded from this proposal.

TASK C1C – DETAILS, SPECIFICATIONS, AND QUANTITIES

CFA will prepare site specific construction details for the civil improvements. Details and specifications will be shown on the plans and/or referenced to the Standard Specifications for Public Works Construction, as required by the reviewing agencies. CFA will develop project specific specifications to outline the construction methods and materials. A quantity estimate will be developed to provide an idea of project phasing.

TASK C1D – MEETINGS, APPLICATIONS, AND COORDINATION

CFA will meet, correspond, and coordinate with the public agencies, other consultants, and the City of Fernley to ensure compatibility between civil plans and other disciplines. Research and coordinate suppliers, specification's, and available pricing for proposed gazebos. We will also prepare commercial service applications and provide base map information to utility purveyors as needed. CFA will coordinate utility services and assist the client in obtaining necessary "Will Serve" letters from SW Gas and the City of Fernley, as required. Since the project area will is larger than one acre, we will prepare a Dust Control Permit and a NDEP Notice of Intent (NOI) application. Storm Water Pollution Prevention Plan (SWPPP) to be completed by the Contractor. CFA will provide signed copies of any applications required by the City of Fernley. CFA will submit plans and applications to utility providers, as necessary.

TASK C1E – PERMIT REVIEW AND PROCESSING

CFA will address all agency review comments and redlines relative to the civil improvement plans/reports and prepare revised sheets, as needed, to obtain the building permit. CFA will also provide printing of any plans, specifications, and permits as required.

BIDDING SERVICES

TASK C2A – BIDDING SERVICES

CFA will provide services related to the bidding and awarding of the project or its phases. CFA will determine phasing specific material quantities and specification updates as well as manage the advertisement and distribution of the plan set and specifications in Portable Document Format (PDF). CFA will attend the pre-bid meeting and be available to answer any technical questions. All questions and responses will be documented and provided to the City of Fernley. All questions regarding legal aspects of the contract will be directly referred to the City of Fernley. CFA will attend the bid opening, review the bids received for irregularities, tabulate all bids received, and provide a recommendation for award. Any printing required for the bidding process will be billed under Task C1E mentioned above.

CONSTRUCTION SERVICES

TASK S2A – CONSTRUCTION SURVEYING (ESTIMATE)

CFA will provide construction staking services to the contractor for layout of site improvements. Until a site plan is completed, this task can only be estimated based on prior experience on similar projects.

TASK C3A– CIVIL ENGINEERING CONSTRUCTION SUPPORT (T&M)

CFA will provide construction administration services to include review of shop drawings, review and respond to contractor request for information (RFI), review and approval of contractor submittals for conformance to the contract documents.

CFA will attend any preconstruction meetings and provide construction support during the installation of the civil improvements. For budgeting purposes, we are estimating a three (3) month construction duration. Should the Contractor's scheduled duration vary, we will provide an updated estimate. Based on similar projects that we have completed; we estimate construction support will require an average of two (2) hours of an engineer's time per week for the construction duration. The services to be provided include:

- Site visits during installation of civil improvements
- Review and response to contractor requests for information (RFI)
- Review and approval of contractor submittals for conformance to the contract documents
- Assist in preparation of a final punch list associated with civil improvements

FEES

CFA will provide the services outlined above for the following fees:

Task S1A-S1B – Boundary and Topographic Surveying & Mapping.....	\$ 6,525
Tasks C1A-C1C – Preliminary/Final Plans.....	\$ 23,000
Task C1D – Meetings, Applications & Coordination (T&M).....	\$ 3,500*
Task C1E – Permit Review & Processing (T&M)	\$ 1,600*
Task C2A – Bidding Services (T&M NTE).....	\$ 6,000*
Task S2A – Construction Surveying (Est.)	\$7,000-11,000
Task C3A– Civil Engineering Construction Support (T&M)	\$ 3,500*
Total Fee (Including T&M Items):	\$ 51,125-55,125

*Notes: * - Client understands that the T&M estimated costs provided herein are estimates only, that T&M identified services will be performed on a time & materials basis, and that various line items included herein may be either exceeded or reduced by actual billing. Consultant will not exceed the T&M NTE budget estimate without written authorization from the client.*

ITEMS TO BE PROVIDED BY CLIENT

You will need to provide us with the following items:

- All fees payable to government entities.
- Owner/applicant affidavits.
- All fees payable to utility companies.
- Site lighting information and plans.
- Landscaping and irrigation plans and demands, as necessary.
- Geotechnical report, if necessary.
- Structural design of all retaining walls, gazebo foundations, and light pole bases, if necessary.
- Client understands that the T&M estimated costs provided herein are estimates only, that T&M identified services will be performed on a time & materials basis, and that various line items included herein may be either exceeded or reduced by actual billing.

Thank you for contacting CFA regarding this project. We are confident we will provide the quality and timeliness of professional services needed to assist in making this a successful project. If the terms of this proposal are acceptable, we will forward our standard contract for your signature. Should you have any questions or require additional information, please feel free to contact me at (775) 322-4849 or by email at kknight@cfareno.com.

Regards,
CFA, Inc.


Kathleen Knight, P.E.
Senior Civil Engineer