

# COUNCIL MEETING AGENDA

## MONDAY, OCTOBER 3, 2016

### SPECIAL

Ed Foster, Mayor  
Vice Mayor Davidson

Carol Kelley  
Loretta Warner  
Vacant

Mark Orgeron  
Gunny St. Germain

**Quartzsite Town Hall  
Council Chambers  
465 North Plymouth Avenue  
Quartzsite, Arizona**

**Special Meeting  
4:00 p.m.**

*Members of the Quartzsite Common Council may attend either in person or by telephone conferencing.*

#### SPEAKING TO THE COUNCIL

*If you are interested in speaking to the Council during Public Hearings, Communications from Citizens, or other designated agenda items, you must fill out a speaker card (located on the table inside the front entrance to the Council Chambers) and deliver it to the Town Clerk prior to the convening of the meeting. Each individual will be limited to three (3) minutes for their remarks.*

*All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council Rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly, will be asked to leave.*

#### EXECUTIVE SESSION

*An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.*

#### CELL PHONES AND RECORDING DEVICES

*As a courtesy to others please turn off or silence all cell phones or pagers. Reporters or others with recording devices are requested to be staged at the back of the public seating area in order not to interfere with the meeting.*

*Items may be discussed earlier or in a different sequence.  
Headphones are available upon request for the hearing impaired.*

	<b>AGENDA ITEM</b>	<b>COUNCIL ACTION</b>
	<b>CALL TO ORDER OF SPECIAL MEETING</b>	
	<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b>  <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
	<b>ROLL CALL</b>	
	<b>CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS</b> - <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. There is a 3 minute limit for each speaker. The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i>	

	<p align="center"><b>ADMINISTRATIVE ITEMS</b></p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
1.	<p><b>HAWK PROJECT</b> - Discussion and possible action to approve the Main Street HAWK crosswalks project at McDonald's driveway and Palo Verde Avenue, and authorize the Town Manager to enter into a contract with Amec Foster Wheeler.</p>	Discussion; possible action by MOTION.
2.	<p><b>ELECTRONIC AGENDAS</b> – Presentation, review and discussion of retrieving Council agendas on the iPad Air 2.</p>	Presentation and discussion.
3.	<p><b>FUTURE AGENDA ITEMS</b> – Direction to staff regarding future agenda items.</p>	Discussion.
4.	<p>Reports from the MAYOR on current events.</p>	
5.	<p>Reports from the COUNCIL on current events.</p>	
6.	<p>Reports from the TOWN MANAGER to the Council.</p>	
	<p><b>ADJOURN</b></p>	MOTION to adjourn.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: \_\_\_\_\_, Town Clerk's Office.

# Town of Quartzsite

## Main Street HAWK Crosswalks –

- 1) McDonalds Driveway
- 2) Palo Verde Ave

### ENGINEERING SCOPE OF SERVICE – Construction Support

#### PURPOSE

The intent of this scope is to outline those typical professional engineering services necessary to provide the CLIENT (Town of Quartzsite, Arizona) support during periods encompassing contractor bidding through construction completion. There are two project sites on Main Street, one located at Main Street’s intersection with McDonalds’ driveway, and the other located at Main Street’s intersection with Palo Verde Avenue. Intended construction is identified on Improvement Plans titled *Urbanized Area, Town of Quartzsite, Main Street High-Intensity Activated Crosswalks (HAWKs)*, seal date 4/26/2016; and Technical Specifications titled *Main Street High Intensity Activated Crosswalks (HAWKs), Main St/McDonalds Drwy and Main St/Palo Verde Ave, Special Provisions*, seal date 4/26/2016. The specific work to be performed by the ENGINEER (Amec Foster Wheeler) for the CLIENT is described as follows:

#### 1. Contractor Bidding Services

The ENGINEER will support the CLIENT’s solicitation of contractors to publically bid on the subject construction. Advertisement and Invitation documents will be prepared for legal review by the Town Attorney, then provided to the Town Clerk for publication. A pre-bid meeting will be conducted at Town Hall to provide information to potential bidders, gather questions that may be asked regarding bid package documents, and lead a field trip to the subject construction site. Formal bidding period question-answer period will be supported. Up to four (4) addendums will be prepared during the bidding period, if necessary, and provided to the Town Clerk for distribution to registered plan holders. Bids received by the Town Clerk will be opened and Apparent Low Bidder announced on the date of Call for Bids. The ENGINEER will review submitted bids for compliance and provide the CLIENT written conclusions and recommendations for consideration by the Town Council. Upon contractor award by Town Council, ENGINEER will review bonding and insurance documents Contractor provides to Town Clerk, then provide written summary of compliance findings. Following summarizes Bidding Service and associated key team participants:

SERVICE	KEY PARTICIPANTS
A) Prepare Admin. Contract Docs.	ENGINEER(Sr Egr), Town Attorney
B) Publish Invitation to Bid	ENGINEER(Sr. Egr), Town Clerk
C) Pre-Bid Meeting	ENGINEER(Sr. Egr/ Project Egr), Town PW Director, Town Mgr.
D) Questions-Answers-Addendums	ENGINEER(Manager/ Project Egr), Town PW Director, Town Clerk
E) Bid Results & Evaluation	ENGINEER(Sr. Egr), Town PW Director, Town Attorney, Town Mgr
F) Award Contractor	ENGINEER(Sr. Egr), Town Clerk, Town Manager, Town Council
G) Review Bonding & Insurance	ENGINEER(Sr. Egr), Town Attorney
H) Execute Agreement	Town Clerk, Town Attorney, Town Manager

Fee..... \$ 12,491.00



**2. Construction Engineering Services**

The ENGINEER will support the selected Contractor’s schedule by participating in meetings, review of submittals, and reporting on construction status. The ENGINEER will report to CLIENT findings of construction progress, any cautionary advice, and any corrective recommendations, based upon observations/ inspections/ testing/ submittals, by others. Prior to construction commencement the ENGINEER will receive/ review Contractor’s Traffic Control Plan and Neighborhood Notification Plan. The ENGINEER will participate in Contractor’s pre-construction meeting, providing Quality Assurance and documentation expectations to Contractor and Contractor’s subcontractors. Onsite observation/ inspection/ communication on construction progress by the CLIENT, or by CLIENT’s separate agreements external to this scope of service, is then relied upon to fully support construction and the ENGINEER’s evaluation of progress. The ENGINEER will receive and process testing results documentation, by others, and final completion letter, by Contractor, stating project specifications have been satisfied. The ENGINEER will then provide the municipal certification of proper construction completion. Following summarizes Construction Engineering Service and associated key team participants:

SERVICE	KEY PARTICIPANTS
A) Issue Contractor N.T.P	Town Public Works Director (PW)
B) Review Traffic Control Plan	ENGINEER(Project Egr), Town PW Director
C) Review Neighbor. Notifica. Plan	ENGINEER(Project Egr), Town PW Director
D) Pre-construction Meeting	ENGINEER(Sr. Egr/ Project Egr), Town PW Director, Town Mgr.
E) Const. Progress Reporting	ENGINEER(Project Egr), Town PW Director
F) Review Completion Docs.	ENGINEER(QA/ Project Egr)
G) Certify Proper Completion	ENGINEER(QA/ Project Egr)
H) Facility Acceptance & Operation	ENGINEER(Project Egr), Town Council, Town PW Director

**Fee..... \$ 15,890.00**

**3. Additional Services**

Relied upon is dutiful and forthright performance by each member of the Team. However, the ENGINEER has no control over other organizations, including the Contractor’s methods/ means/ sequencing of construction. The ENGINEER can provide additional services not specifically described in Tasks 1 & 2, but desired by the CLIENT, to further support the project and public. A lump sum fee is not associated with this task, but will be provided on a Time and Material basis according to the ENGINEER’S latest fee schedule. Additional services will only be performed after written authorization by CLIENT.

**Fee..... \$ N/A (T&M if necessary)**

**TOTAL CONSTRUCTION SUPPORT FEE, Tasks 1 and 2 ..... \$ 28,381.00**



## UNDERSTANDINGS & ASSUMPTIONS

1. It is understood that referenced Improvement Plans and Specifications have been approved and are sufficient for soliciting contractor bids and for completing construction. Therefore the above scope excludes design modifications and preparation of special provisions to project specifications.
2. It is assumed the selected Contractor will be responsible for obtaining permits and/or any special permissions that may be required during the course of construction. Therefore the above scope excludes preparation of associated documents or fees associated with applications/reviews/permits/etc.
3. The above scope includes up to two (2) reviews each of Contractor's hired testing lab results, facility startup procedures/ results, certification of completion letter, and warranty documents. The above scope excludes preparation of Operation & Maintenance Manuals and hiring specialty subconsultants to verify Contractor-supplied materials/ workmanship/ documentation.
4. It is understood that construction observation, inspection, testing, and as-built documentation is being performed under separate contract. The above scope therefore excludes all those and related services, though relies upon others' resulting documentation that demonstrates material/ workmanship satisfies project specification.
5. It is assumed the CLIENT will receive, evaluate, and process all Contractor pay requests. Services pertaining to that task is therefore excluded from the above scope.
6. Coordination with jurisdictions other than Town of Quartzsite, such as State or Federal agencies, and utility providers, is excluded from the above scope.
7. Public participation coordination and stakeholder communications are assumed to be provided by the CLIENT, therefore excluded from the above scope.
8. It is assumed that ENGINEER will provide all written correspondences and documents electronically in pdf format. It is understood CLIENT will provide any needed copying, printing, and distribution, therefore copying, printing, and distribution is excluded from the above scope.
9. It is understood the Contractor is responsible for safety of workers and the public interfacing construction activity. The above scope excludes monitoring or control of any site safety conditions.
10. Any services or products not specifically stated and defined in the above scope is excluded. We may provide additional services under Task #3, if desired and authorized.

< END >