

**PROFESSIONAL LANDSCAPE ARCHITECTURE SERVICES AGREEMENT
FOR THE
PROJECT SPARKLE PHASE 1 FISCAL YEAR 2025 PROJECT**

**EXHIBIT "A"
SCOPE OF BASIC SERVICES**

INTRODUCTION

This exhibit outlines the scope of work for Basic Services to be provided to the City by the Consultant for the Project Sparkle Phase 1 Project. The City reserves the right to cancel, reprioritize, and/or alter the schedule of the Project as identified herein. The City will give written authorization, by means of a "Notice to Proceed", on a task-by-task basis.

PROJECT DESCRIPTION

The City requires preliminary design, final design, bidding phase support, and construction management support services for the Project Sparkle Phase 1 Project, park renovation improvements located at the following eight (8) locations:

1. **Brooks Tot Lot:** 1421 E. Brooks Ave., North Las Vegas, NV 89030
2. **Rotary Tot Lot:** 2600 N. Magnet St., North Las Vegas, NV 89030
3. **College Park:** 2613 E. Tonopah Ave., North Las Vegas, NV 89030
4. **Nicholas E. Flores, Jr. Park:** 4133 Allen Ln., North Las Vegas, NV 89032
5. **Gold Crest Park:** 714 Craig Creek Ave., North Las Vegas, NV 89032
6. **Joe Kneip Park:** 2800 Judson Ave., North Las Vegas, NV 89030
7. **Prentiss Walker Park:** 1509 June Ave., North Las Vegas, NV 89032
8. **Valley View Park:** 2000 Bennett St., North Las Vegas, NV 89030

Whereas this project will be utilizing a Construction Manager at Risk (CMAR) alternative delivery method, the general scope will include the new park amenities and improvements at each park location.

STANDARDS

The Improvements shall be designed in accordance with locally adopted standards and procedures. Such standards will include, but are not limited to:

1. Uniform Standard Specifications for Public Works' Construction Off-site Improvements, Clark County Area, Nevada, current edition.
2. Uniform Standard Drawings for Public Works' Construction Off-site Improvements, Clark County Area, Nevada, Volume I and II, current editions.
3. City of North Las Vegas Park Site Development Standards; Public and Private Park Sites.

When the Project involves other infrastructure, the locally adopted standards for such shall be recognized and followed. Such standards may include, but are not limited to:

1. City of North Las Vegas Water Service District Rules and Regulations, current edition.
2. Uniform Design and Construction Standards for the Water Distribution Systems, Clark County Nevada, current edition.

3. Design and Construction Standards for Wastewater Water Collection Systems, Southern Nevada, current edition.
4. Manual on Uniform Traffic Control Devices, Federal Highway Administration, current edition.
5. AASHTO Roadside Design Guide.
6. International Building Code, 2012 Edition as amended by the City of North Las Vegas.
7. Department of justice, Code of Federal Regulations 28CFR Part 36, Revised as of July 1, 1994 for Americans with Disabilities (ADA).
8. City of North Las Vegas Municipal Code (Title 17).

PURPOSE

The purpose of Exhibit "A" is to establish the scope for the following:

1. **Preliminary Design Services** – Services related to preparation of preliminary Design Documents and Cost Estimates for the Improvements.
2. **Final Design Services** – Services related to preparation of Construction Contract Documents and Cost Estimates for the Improvements.

SUBCONSULTANTS

The following subconsultants will be used for the Project:

Civil: GCW Engineering
Electrical: NV5

TASK 1 PRELIMINARY DESIGN SERVICES

1.1 Project Management

The Consultant shall:

- Perform day-to-day work and administer interrelated activities.
- Manage personnel and resources.
- Monitor detailed schedules, milestones, and budgets.
- Coordinate with City departments and divisions and other agencies as required.
- Provide monthly reports, schedule updates and project status to the City.
- Prepare and distribute monthly status reports.
- Develop agendas and prepare minutes for all meetings.
- Draft schedules, status reports, agendas, and minutes shall be submitted to the City for review and approval prior to distribution.
- The City shall coordinate and schedule all internal City staff.

1.2 Kick-off Meeting

The Consultant shall:

- Conduct an initial Project meeting with the City and other agencies as required within seven (7) working days following issuance of the Notice to Proceed. This meeting will be held to review the scope of work, discuss data and information provided by the City, review the timing and intent of project deliverables, review the Project schedule, introduce key personnel, establish lines of communication, clarify the City's and other government

agency requirements for the Project, and identify any missing data and information necessary to proceed with the Project.

- Prepare the meeting agenda and meeting minutes, noting discussion issues, decisions, and action items, for review by the City prior to issuing final versions for distribution. The proposed agenda will be provided to the City at least two (2) business days before the meeting and draft meeting minutes will be provided within three (3) business days of the meeting.

1.3 Monthly Status Reports

The Consultant shall:

- With each billing; prepare and submit a project status report outlining job tasks ongoing and completed during the billing month, and an analysis of the Project's compliance with the overall schedule and detailed milestone schedule.

1.4 Records Review and Information Research

The Consultant shall:

- Review all plans, maps, reports, record drawings, or other information that will likely affect the Project.

1.5 Topographic Survey

The Consultant shall:

- provide office and field survey services required to provide horizontal control, boundary, and topographic survey services. The topographic survey services will provide design-grade topography utilizing ground methods. It is assumed that no aerial photography or record-of-survey will be required.
- Ground shots will include existing utilities/appurtenances and on-site features including trees, area lights, benches, water fountain, play equipment and flat work.

1.6 Utility and Entity Coordination

The Consultant shall:

- Coordinate with affected utility companies, other governmental agencies and design consultants as necessary to obtain information on existing and proposed utility facilities within the vicinity of the proposed Improvements and determine where there may be conflicts. Agencies to be contacted by the consultant shall include, but are not limited to: City, Clark County Regional Flood Control District (CCRFC), FAST, Regional Transportation Commission of Southern Nevada (RTC), Southern Nevada Water Authority (SNWA), Nevada Energy Company, Century Link Telephone, Southwest Gas, Cox Communications and other local and state agencies.
- Review City water, sewer, and storm drainage facility GIS information, fiber optic information, and other available records in the area of the proposed improvements.
- Provide ongoing coordination throughout the Preliminary Design and Final Design phases to ensure utility conflicts are resolved.
- Track all utility submittals and comments on a Utility Submittal Matrix.

1.7 Permit Matrix

The Consultant shall:

- Research permits applicable to the Project and prepare all technical data and draft applications which may be necessary to obtain regulatory permits from state and local agencies, including the City, CCRFCD, Clark County SNWA, RTC, Nevada Energy Company, Southwest Gas, Century Link, National Park Service, State of Nevada Division of State Parks, State Historic Preservation Office and others as required. The City will sign all permit applications and pay application fees.
- Prepare a summary matrix of required permits. The City will provide a typical permit matrix form to the Consultant.

1.8 Design Development – (30% Design Submittal)

The Consultant shall:

- Design and prepare progress drawings and preliminary cost estimate to reflect a 30% level of completion.
- The Improvements drawings are anticipated to include:
 - Cover Sheet
 - General Notes
 - Clearing and Grubbing Plan
 - Civil Plans
 - Layout/Callout Plan
 - Planting Plan
 - Irrigation Plan
 - Structural Plans (as needed)
 - Electrical Plans
 - Details
- Prepare and submit one (1) sets of 11" x 17" PDF progress drawing for review and comment. The drawings shall be set up so that 11" x 17" drawings are true one-half size and can be scaled.
- Provide updated schedule, permit matrix, and utility submittal matrix.
- Meet with City staff to discuss the 30% drawings and collect comments to continue with 70% design.

TASK 2 FINAL DESIGN SERVICES

Upon receipt of written authorization by the City, the Consultant shall perform all Final Design Services necessary to provide for the construction of the Improvements including furnishing plans and specifications to the City for review, approval and printing.

2.1 Project Management

The Consultant shall:

- Perform day-to-day work and administer interrelated activities.
- Manage personnel and resources.
- Develop and monitor detailed design schedules, and milestones.
- Coordinate with City and other agencies.

- Prepare and distribute monthly detailed schedule updates.
- Prepare and distribute monthly status reports with billings.
- Prepare and distribute agendas and minutes for all meetings.
- Draft schedules, agendas, and minutes shall be submitted to the City for review and approval prior to distribution.

2.2 70% Design Submittal

The Consultant shall:

- Design and prepare progress drawings, technical specification, preliminary bid schedule, and an, as needed updated geotechnical evaluation, to reflect a 70% level of completion.
- The Improvements drawings are anticipated to include:
 - Cover Sheet
 - General Notes
 - Clearing and Grubbing Plan
 - Civil Plans
 - Layout/Callout Plan
 - Planting Plan
 - Irrigation Plan
 - Structural Plans (as needed)
 - Electrical Plans
 - Details
 - Technical Specifications
- Prepare and submit one (1) sets of 11" x 17" PDF progress drawing for review and comment. The drawings shall be set up so that 11" x 17" drawings are true one-half size and can be scaled.
- Prepare and submit documents to be submitted to the Permit Application Center. The documents shall include seven (7) full size "wet stamped" drawings, two (2) copies of the Geotechnical Report, two (2) copies of all calculations such as structural, mechanical and electrical, and all permit application forms.
- Provide updated design schedule, permit matrix, and utility submittal matrix.
- Meet with City staff to discuss the 70% drawings and collect comments to continue with final design.

2.3 100% Design Submittal

The Consultant shall:

- Develop 100% complete design documents, including additive bid alternatives, which incorporate all applicable 70% review comments.
- The Improvements drawings shall include:
 - Cover Sheet
 - General Notes
 - Clearing and Grubbing Plan
 - Civil Plans
 - Layout/Callout Plan
 - Planting Plan

- Irrigation Plan
 - Structural Plans (as needed)
 - Electrical Plans
 - Details
 - Technical Specifications
- Resolve all comments and concerns including City Divisions, outside agencies, funding agencies, and Permit Application Center (PAC). Subsequent submittals to PAC require two (2) full sized “wet stamped” copies.
 - Provide a response matrix including responses to all 70% review comments.
 - Prepare and submit two (2) sets of drawings on 24” x 36” media, two (2) copies of the contract documents for back check of the 70% submittal.
 - Meet with the City to discuss final comment and approval signatures on the final drawings. The final bid cover sheet shall be printed on mylar, all other sheets can be printed on bond.

2.4 Final Design Submittal

The Consultant shall:

- Address all final review comments and incorporate applicable comments pursuant to the City’s 100% review into the final plans, contract documents, special conditions, technical specifications, and bid schedule.
- Furnish to the City one (1) USB flash drive containing all Project drawings in AutoCAD format as requested by the City.
- Provide one set of final, sealed, full-size original bond (with mylar cover sheet) drawings (signed by the appropriate public agencies and utility companies), Technical Specifications, and Geotechnical Evaluation, all in a form approved by the City and suitable for reproduction.
- Provide calculations, design worksheets, and other information for the City’s files.
- Ensure that all drawings, specifications, and reports shall be sealed, signed, and dated for each discipline, by a registered landscape architect and appropriate professional engineer(s) licensed in Nevada.
- Provide a letter certifying that all improvements are in compliance with the Americans with Disabilities Act and associated regulations.

2.5 Permitting

The Consultant shall:

- Prepare final applications for all appropriate permits.
- Assist the City in preparing required exhibits and back up information.
- Coordinate City signatures on permit applications.
- Submit permit applications on the City’s behalf.
- Obtain approved permits from agencies.

2.6 Utility and Entity Coordination

The Consultant shall:

- Provide ongoing utility coordination