

QUAIL CREEK COMMUNITY FACILITIES DISTRICT
April 9, 2007
District Board Meeting
Anamax Park Recreation Center

Pursuant to A.R.S. ' 38-431.02 notice is hereby given to the public that the District Board of the Quail Creek Community Facilities District will be holding a Regular Meeting on Monday, April 09, 2007. The Regular Meeting will begin at or after 7:00 p.m. at the Anamax Park Recreation Center, 17501 S. Camino de Las Quintas, Sahuarita, Arizona.

To better serve our community, the meeting location is wheelchair accessible. Any person who by reason of any disability is in need of special services as a result of their disability, such as assistive listening devices, agenda materials printed in Braille or large print, or a signer for the hearing impaired, etc., will be accommodated. These special services are available upon prior request at least ten working days prior to the meeting.

REGULAR MEETING AGENDA
At or after 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
 - Board Member Conklin
 - Board Member Minor
 - Board Member Moreno
 - Board Member Oldham
 - Board Member Skelton
 - Board Member Sullivan
 - Board Member Taylor
- 3. APPROVAL OF MINUTES-MARCH 26, 2007**
- 4. RESOLUTION NO. 5, ADOPTING PURCHASING POLICIES FOR THE DISTRICT.**
- 5. RESOLUTION NO. 6, DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE PURCHASE OF SERVICES, THROUGH MOHAVE EDUCATIONAL SERVICES COOPERATIVE (MESCO), TO DESIGN QUAIL CREEK PARK BY 3D/I FOR A TOTAL COST NOT TO EXCEED \$206,619.00.**
- 4. ADJOURNMENT.**

Action may be taken by the District Board on any item listed on this agenda.

POSTED: DATE: _____ TIME: _____ Office School Basha's

**Quail Creek Community Facilities District Board Meeting Minutes
March 26, 2007**

1. CALL TO ORDER

Mayor Oldham called the meeting to order at 8:05 p.m.

2. ROLL CALL Board Conklin, Board Member Moreno, Board Member Oldham, Board Member Skelton, Board Member Sullivan, Board Member Taylor, Board Member Minor

Present: Board Member Moreno, Board Chair Oldham, Board Member Skelton, Board Member Sullivan, Board Member Minor

Absent: None

Excused: Board Member Taylor, Board Member Conklin

3. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF MEMBERSHIP OF THE QUAIL CREEK COMMUNITY FACILITIES DISTRICT IN THE MOHAVE EDUCATIONAL SERVICES COOPERATIVE.

Debbie Summers, Parks & Recreation Director, addressed the Board on this item.

MOTION: To have the Quail Creek Facilities Community District become a member of the Mohave Educational Services Cooperative. *Motion: Board Member Moreno; 2nd: Board Member Sullivan. Motion passed 5-0 (Board Member Taylor; Board Member Conklin excused).*

8. ADJOURNMENT

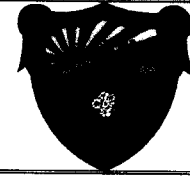
Mayor Oldham adjourned the meeting at 8:07 p.m. with no objections.

Charles E. Oldham

Sandra R. Olivas, CMC

**QUAIL CREEK CFD
BOARD
MEETING
INFORMATION**

**QUAIL CREEK
COMMUNITY FACILITIES
DISTRICT**



MEETING DATE: April 9, 2007

DATE PREPARED: March 28, 2007

AGENDA ITEM # 4

TO: District Board

FROM: A.C. Marriotti, Finance Director

SUBJECT: RESOLUTION NO. 05, ADOPTING PURCHASING POLICIES FOR THE DISTRICT.

DISCUSSION: The District is ready to begin the design and construction of the CFD park, and as part of this process, the District needs to have purchasing policies. The proposed policies are almost identical to the Town's policies, with changes necessary to make them apply to the District instead of the Town.

Provisions have been added to allow alternative project delivery methods, such as design/build and contractor-at-risk. In addition, the policies allow the District to enter into Job Order Contracts up to \$1.5 million. This provision was added to permit the District to construct the park using a Job Order Contract if desired.

STAFF RECOMMENDATION: Staff recommends the adoption of the proposed purchasing policies, in order to permit the District to move forward with the design and construction of the park.

SUGGESTED MOTION: Move to Approve Resolution No 05.

**QUAIL CREEK COMMUNITY FACILITIES DISTRICT
RESOLUTION NO. 05**

A RESOLUTION OF THE QUAIL CREEK COMMUNITY FACILITIES DISTRICT, ADOPTING PURCHASING POLICIES FOR PURCHASES AND CONTRACTS BY THE DISTRICT.

WHEREAS, the Quail Creek Community Facilities District has been formed pursuant to the laws of the State of Arizona, and is in need of policies relating to the purchase of goods and services.

NOW, THEREFORE, BE IT RESOLVED by the Community Facilities District Board as follows:

- Section 1.** The CFD hereby adopts the Purchasing Policies attached hereto as Exhibit "A" and incorporated herein by this reference.
- Section 2.** The various District officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.
- Section 3.** All ordinances, resolutions, or motions and parts of ordinances, resolutions or motions of the District Board in conflict with the provisions of this Resolution are hereby repealed, effective as of the effective date of this Resolution.
- Section 4.** If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the District Board this 9th day of April, 2007.

Charles E. Oldham, Board Chair

ATTEST:

Sandra R. Olivas, CMC
District Clerk

APPROVED AS TO FORM:

Daniel J. Hochuli
District Attorney

**QUAIL CREEK COMMUNITY FACILITIES DISTRICT
PURCHASING POLICIES**

1. Scope of chapter. This chapter shall govern the purchase of any goods or services for or on behalf of the District. This chapter is intended to supplement state law; however, should applicable state law provide more strict provisions regarding any proposed transaction, those more stringent provisions shall apply.
2. Board approval – When required. Notwithstanding other provisions of this section, no purchases shall be made by or on behalf of the District without first obtaining District Board approval in the following instances:
 - a. Where prior approval is required by state law or District policy;
 - b. Where funds for the purchase are not provided in the budget as adopted;
 - c. When required by Section 5.
3. Purchasing director – Duties.
 - a. The District Manager shall serve as the purchasing director and shall direct and control all purchases of goods and services made by or on behalf of the District. The purchasing director may delegate his or her administrative function.
 - b. The purchasing director shall approve or deny all purchase requests and shall report to the District Board on any purchase requiring District Board approval.
4. Emergency purchases – Procedure. In case of an emergency which requires immediate purchase of supplies or services and when time is of the essence and applicable state law does not provide otherwise, the District Chair shall be empowered to authorize the purchasing director to acquire goods or services without complying with the requirements and procedures in this section. A full report of the circumstances of such emergency and the goods or services obtained shall be made to the District Board at its next meeting.
5. Purchases in general – Bids.
 - a. Purchases Under \$5,000. Whenever the contemplated purchase or contract for services is for the sum of less than \$5,000, upon completion of a requisition form and purchase order form, the purchasing director may obtain the goods or services without further formality.
 - b. Over \$5,000 But Under \$14,000 Inclusive. Whenever any contemplated purchase or contract for services is for the sum of at least \$5,000 but not more than \$14,000, the purchasing director is authorized to let contracts on an “informal bid” process, by obtaining at least three bids by phone or in writing. The purchasing director may then award the purchase or contract of service to the lowest responsible bidder.
 - c. In Excess of \$14,000. Whenever any contemplated purchase or contract for services is for a sum exceeding \$14,000, the purchasing director shall cause to be published in two issues of a newspaper of general circulation in the District, notice inviting bids, which notice shall be published at least 10 days prior to the date set

for the receipt of bids. The notice herein required shall include a general description of the articles to be purchased or services to be performed and the time and place for opening bids. In addition, the purchasing director shall post a notice inviting bids in the Sahuarita town hall and may also mail to all responsible prospective suppliers a copy of the notice inserted in the newspaper.

- d. No contract in excess of \$14,000 shall be let except by the District Board. Whenever any contemplated purchase or contract for services is in excess of \$14,000, the purchasing director shall present the bids to the District Board for approval, and advise the District Board of the advantages or disadvantages of the contract and bid proposals.

6. Exceptions.

- a. **Exclusive Service.** In the event that there is only one firm or company or individual capable of providing a particular service or commodity and such services or commodities cannot be secured from other persons or companies, the bidding procedures set forth in Section 7 shall not be applicable, and such services or commodities may be secured without bidding. The District Manager shall report to the District Board at the next meeting any such purchases.
- b. **Used Equipment.** Upon recommendation of the District Manager, the District Board may elect to waive the bid procedures with respect to the purchase of used equipment.
- c. **Cooperative Purchasing.** In the event of a purchase made by, through, or with the state of Arizona or its political subdivisions, the District Board may approve such purchases or award such contracts for services without a formal bidding process whenever other governmental units have done so for the same item or service, if in the opinion of the District Manager a separate bidding process is not likely to result in a lower price for such items or services. Purchases made by, through, or with the state of Arizona or its political subdivisions or the United States federal government's General Services Administration need not be submitted to the District Board for approval.

7. Bidding procedure. Except as provided in state law, the purchasing director shall follow the procedure set forth in this section for all purchases and contracts subject to the formal bidding process:

- a. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted.
- b. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
- c. Bids shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
- d. All bids shall be opened in public at the time and place specified, and a tabulation of all bids shall be posted in Sahuarita town hall for public inspection.

- e. All bidders shall be notified in writing of the award or rejection of any and all bids.
8. Lowest responsible bidder.
- a. Unless the District Board or the purchasing director, as appropriate, shall exercise the right of rejection, all goods and services shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, the District Board or the purchasing director shall consider:
 - i. The ability, capacity and skill of the bidder to perform the contract or provide the services required in a timely manner;
 - ii. The quality of performance in previous contracts with the District or Town of Sahuarita, together with previous and existing compliance with Town or District requirements;
 - iii. The financial resources and ability of the bidder;
 - iv. The quality, availability and adaptability of the goods or service.
 - b. The purchasing director shall select providers of goods and services without regard to race, color, national origin, ethnicity, religion or creed, sex, handicap, age, marital or familial status as required by the District policy of equal opportunity and nondiscrimination.
9. Alternative Project Delivery Methods. Any project constructed or financed may use any project delivery method set forth in Title 34, Arizona Revised Statutes. Any job order contract pursuant to A.R.S. § 34-101 *et seq.* shall be permitted for a total individual project cost not to exceed \$1,500,000.
10. Performance bond. The purchasing director shall have the authority to require a performance bond, in such amount as the purchasing director may deem sufficient to secure the execution of a contract for construction; provided, however, that in a contract for construction in excess of \$10,000, such a bond shall be required. In all cases of construction to which state law applies, any requirement for a bond shall be incorporated into the contract.
11. Professional and technical services.
- a. The provisions of this section shall not apply to professional or technical services.
 - b. No person or firm practicing in a professional or technical field for which a license is required by state law shall be engaged by the District unless possessing a current license in good standing.
 - c. Upon engagement, the District shall enter into a written agreement or memorandum of understanding for the performance of professional and technical services setting forth the scope of services and the unit or total price therefor.
12. Surplus supplies and equipment. All departments and offices shall submit to the purchasing agent, at such time and in such form as shall be prescribed, reports showing

all supplies and equipment which are no longer used or have become obsolete or worn out. The purchasing agent shall have the authority to sell all supplies and equipment which cannot be used or which have become unsuitable for District use, or to exchange the same for or trade in the same for new supplies and equipment in accordance with applicable state statutes.

13. Signatures on checks.

- a. All checks for expenditures of District moneys for an amount of less than \$1,000 shall bear one signature of either the District Manager, District Clerk, District Finance Director, or Board Chair.
- b. All checks for expenditures of District moneys for an amount equal to or greater than \$1,000 shall bear two signatures of the District Manager, District Clerk, District Finance Director, or Board Chair.

14. State preemption. Notwithstanding any other portion of this section, in the event any purchase or contract falls within the definitions for limitations of A.R.S. § 34-201 et seq., as amended, the provisions, requirements and specifications of the relevant portions of the Arizona Revised Statutes shall supersede this chapter and control any such bidding procedures.

BOARD OF DIRECTORS MEETING INFORMATION	QUAIL CREEK COMMUNITY FACILITIES DISTRICT	
MEETING DATE: April 9, 2007		DATE PREPARED: March 22, 2007
AGENDA ITEM # 5		
TO:	Chairperson of the Board & Board Members	
FROM:	Deborah Summers, CFD Representative	
SUBJECT:	Resolution No. 6 - Discussion and possible action to authorize the purchase of services, through Mohave Educational Services Cooperative (MESC), to design Quail Creek Park by 3D/I for a total cost not to exceed \$206,619	

DISCUSSION	<p>Mohave Educational Services Cooperative (MESC) purchase materials, services and construction from vendors at the price and terms contained in the contracts between MESC and those vendors.</p> <p>MESC conducts all procurements in compliance with the Arizona State Procurement Code. They seek contracts for a variety of materials, services, equipment and/or construction to enable their member to be compliant with local, State, or Federal laws and rules.</p> <p>The Quail Creek CFD has been accepted into membership with MESC. As a member, the Quail Creek Facilities District can use MESC to obtain the services of 3D/I to begin design of Quail Creek Park as outlined by District Staff.</p> <p>The Quail Creek Facility District will benefit in using the membership with MESC for this project by reducing the time and cost needed to obtain a design consultant, keeping cost contain during the design phase of the project and facilitating producing a design within the project budget.</p> <p>3D/I has good references with MESC and has had their contract satisfactorily renewed each year since 2003. 3D/I also has a good work history with the Town of Sahuarita Parks and Recreation Department for completing projects efficiently.</p> <p>District Staff developed a scope of service to be completed by 3D/I include the architectural and engineering services which included a revised concept plan based on the site restriction; amenities phased for building; and 100% construction drawings for the amenities within the initial project budget. The initial project budget is \$1,387,000 for construction. Additional amenities planned in the concept will be scheduled as funding becomes available in the future.</p>
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STAFF RECOMMENDATION	Adoption of Resolution No. 6.
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SUGGESTED MOTION	I move the adoption of Resolution No. 6.
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**QUAIL CREEK COMMUNITY FACILITIES DISTRICT
RESOLUTION NO. 6**

A RESOLUTION OF THE QUAIL CREEK COMMUNITY FACILITIES DISTRICT (CFD) OF SAHUARITA, ARIZONA, AUTHORIZING THE PURCHASE OF SERVICES, THROUGH MOHAVE EDUCATIONAL SERVICES COOPERATIVE, TO DESIGN QUAIL CREEK PARK BY 3D/I FOR A TOTAL COST NOT TO EXCEED \$206,619.

WHEREAS, the District has previously authorized the construction of a community park with Community Facility District funds in the Quail Creek area, and desires to move forward with the engineering and design of said park; and

WHEREAS, in order to move forward with the park design, the District requires the services of a qualified firm to render certain professional engineering/architectural services; and

WHEREAS, Mohave Educational Services Cooperative has already established contracts with qualified firms that are duly registered and licensed as a professional engineer/architect pursuant to the laws of the State of Arizona for its members and such firm are qualified and willing to provide such services; and

WHEREAS, the Quail Creek Community Facilities District has become a member of the Mohave Educational Services Cooperative and entitled to all benefits and services of the cooperative procurement process available to membership; and

WHEREAS, the District has identified 3D/I as a qualified firm that has a contract with Mohave Educational Services Cooperative to render these services, and one of the principals of said firm is duly registered and licensed as a professional engineer/architect pursuant to the laws of the State of Arizona, and the District is securing the services of 3D/I pursuant to the terms of 3D/I's contract with Mohave Educational Services Cooperative and such firm is qualified and willing to provide such services; and

WHEREAS, the District has allocated funds sufficient to enter into an agreement with 3D/I through Mohave Educational Services Cooperative, as set forth in Exhibit "A" attached hereto, and desires to issue an authorizing purchase order.

NOW, THEREFORE, BE IT RESOLVED by the Chairperson and Board of Directors of the Quail Creek Community Facilities District of Sahuarita, Arizona, as follows:

Section 1. The Quail Creek Community facilities District is hereby authorized to issue a purchase order to Mohave Educational Services Cooperative for securing the design

services of 3D/I, as set forth on the attached Exhibit "A," incorporated herein by this reference.

- Section 2.** The Chairperson of the Board of Directors is hereby authorized and directed to execute said Agreement on behalf of the Quail Creek Community Facilities District, and the District staff is hereby authorized and directed to take all steps necessary to implement said purchase agreement and give it effect.
- Section 3.** The various District officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution and sections of the Community Facilities Districts bylaws.
- Section 4.** All ordinances, resolutions, or motions and parts of ordinances, resolutions or motions of the District in conflict with the provisions of this Resolution are hereby repealed, effective as of the effective date of this Resolution. All internal references within the bylaws to any affected provision are hereby updated.
- Section 5.** If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Chairperson and Board of Directors of the Quail Creek Community Facilities District of Sahuarita, Arizona, this 9th day of April, 2007.

Charles E. Oldham,
Chairman, Board of Directors

ATTEST:

Sandra R. Olivas, CMC
District Clerk

APPROVED AS TO FORM:

Daniel J. Hochuli
District Attorney

Mark Anderson
Program Manager
3D/I
AZ Licenses: B01-ROC145813
A-ROC167500
2480 W. Ruthrauff Road
Suite 140i
Tucson, AZ 85705
T: 520-293-3625
F: 520-408-0874
M: 520-349-5460
anderson@3di.com
www.3di.com

February 28, 2007

Mr. Kenneth Ventura

Project Manager, Quail Creek Community Facilities District
17501 S. Camino de las Quintas
PO Box 879
Sahuarita, AZ 85629
(520) 625-2731
(520) 625-2814 Fax
kventura@ci.sahuarita.az.us

Re: Fee Proposal – Quail Creek Park, Sahuarita, AZ.

Dear Ken:

Per your request, 3D/I is pleased to present its fee proposal to provide design and cost estimating for the Quail Creek Park project.

We understand the project will be the preconstruction design phase. We anticipate the Work to be approximately 4 months in duration. During this phase, we will schedule progress meetings to discuss specific matters such as design components, engineering, schedules, budgets and site-specific issues as they evolve.

Our fees for the proposed services are delineated as follows:

Design Phase Services	\$206,619
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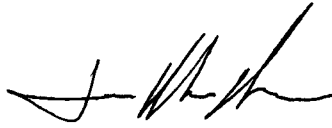
3D/I

Upon completion and acceptance of our design/engineering work 3D/I will then propose for the subsequent construction phase in accordance with the construction documents produced in the Design work.

Please find our attached estimate worksheet which itemizes and details this fee for you and the Mohave purchase order requirements. We look forward to working with you and would like to begin work on this project as quickly as possible.

Thank you for the opportunity.

Sincerely,



Mark Anderson
Program Manager

Attachments: Estimate Detail

3D/I

**Scope Confirmation Letter – Design Services
Quail Creek Park, Sahuarita, AZ.**

Quail Creek Park Design Phase

General

1. The project site consists of 25 acres on the west side of Old Nogales Highway at Quail Crossing Blvd. 17 acres of the park are located in a floodway, 8 acres are located in a floodplain. A floodplain feasibility study was performed on the property with recommendations; refer to the Floodplain Feasibility Study prepared by Castro Engineering dated December 11, 2006.
2. The floodway area of the site cannot contain any chain link fencing or enclosed structures to impede flow or catch debris. The area will be utilized for parking and a multipurpose soccer / football field, ramada's, playground area and a full size basketball court. The west end of the property may require a barbed wire fence to keep cattle out.
3. The floodplain area of the site will be utilized for the entry road off of Old Nogales Highway, 2 future baseball fields with fencing, off leash dog park and a future 40' x 40' restroom / concession stand / storage building that will be designed in a later phase.
4. The project will require permitting through the Town of Sahuarita and Pima County flood control.
5. Construction estimating will be provided by 3D/I during the Schematic Design, Design Development and Construction Document phases of the project in order to keep the park within the town's budget and adjustments by the design team may be required.
6. Reimbursable expenses for this project including printing and travel must be included in the design fee proposal as a fixed fee.

Park Amenities

1. Handicap accessible.
2. 1 large group ramada with lighting, approximately 20' x 40' to accommodate 6-8 picnic tables, 6'-8' long.
3. 2-3 ramada's with lighting, approximately 20' x 20' to accommodate 2-4 picnic tables.
4. 3 drinking fountains.
5. Paved entry road and parking lot with security lighting only.
6. Fenced dog area divided into 3 areas with grass and decomposed granite, dog pots, 3 entry gates and shade provided by trees.
7. Area and security lighting.
8. Full size basketball court with lighting.
9. Regulation size combination football / soccer field without lighting.
10. (2) 350' radius baseball fields without lighting and space for future bleachers.
11. 8' wide 4" thick sidewalks with some areas using 3000 psi concrete 6" thick for heavy vehicle travel.
12. Grass will only be used for fields and is not to exceed 10 acres, other areas to be decomposed granite.
13. Playground area with swing sets, play structure, shade structure and wood chips.
14. Signage.
15. Utilities – extend water, power and cable to the site.

Park Design Phases

Programming/Master Plan

A master plan was developed by the land owner prior to the feasibility study done by Castro Engineering. Two concept plans were developed by Castro Engineering after learning the restrictions on the site. The owner would like one additional concept prepared based on the property's restrictions and utilizing the original concept as much as possible.

1. Review the findings of the Floodplain Feasibility Study.
2. Meet and coordinate with permitting authorities and implement their requirements.
3. Visit the site to familiarize with the area.
4. Provide a native plant preservation survey of the site and prepare plans to be submitted to the permitting authority based on their requirements.
5. Provide a pygmy owl survey if required by the permitting authority based on their requirements.
6. Provide an archeological survey of the site and prepare a report based on the findings to be submitted to the permitting authority based on their requirements.
7. Prepare time line schedule for all phases of the project.

8. Conduct Start-up meeting with owner at Anamax Park in Sahuarita, AZ.
9. Prepare one alternative concept for the site layout implementing the findings of the Floodplain Feasibility Study and original concept.
10. Provide 8 copies of the concept plans for owner review.
11. Conduct concept review meeting with owner at Anamax Park in Sahuarita, AZ.

Schematic Design Phase 30% complete

1. Obtain a geotechnical analysis for use by consultants.
2. Coordinate with utility providers and implement their requirements.
3. Prepare schematic design documents based on owner approval of the concept plans.
4. Provide 10 copies of the schematic design plans for owner review. 3D/I will prepare a construction estimate for review with owner and consultants in two weeks.
5. Provide a 30"x42" colored rendering on foam core board of the project layout for the town to present to the public.
6. Conduct SD review meeting with owner at Anamax Park in Sahuarita, AZ.
7. Conduct meeting 2 weeks after SD review with owner at Anamax Park in Sahuarita to review owner comments and 3D/I estimate.

Design Development Phase 60% complete

1. Prepare design development documents based on owner and 3D/I comments.
2. Provide 10 copies of the design development documents for owner review. 3D/I will prepare a construction estimate for review with owner and consultants with in two weeks.
3. Conduct DD review meeting with owner at Anamax Park in Sahuarita, AZ.
4. Conduct meeting 2 weeks after DD review with owner at Anamax Park in Sahuarita to review owner comments and 3D/I estimate.

Construction Document Phase 95% complete

1. Prepare construction documents based on owner and 3D/I comments.
2. Coordinate with utility providers and implement their requirements.
3. Provide 10 copies of the construction documents for owner review. 3D/I will prepare a construction estimate for review with owner and consultants in two weeks.
4. Conduct CD review meeting with owner at Anamax Park in Sahuarita, AZ.

5. Conduct meeting 2 weeks after CD review with owner at Anamax Park in Sahuarita to review owner comments and 3D/I estimate.

Construction Document Phase 100% complete

1. Prepare construction documents based on based on owner and 3D/I comments.
2. Submit required number of copies of the construction documents to permitting authorities for review and comment.
3. Submit 6 copies of the construction documents for owner review. 3D/I will prepare a construction estimate for review with owner in two weeks.
4. Respond and implement to the comments from the permitting authorities.
5. Provide in electronic form all files used on the project for the owners records.

**Fee Proposal – Quail Creek Park, Sahuarita, AZ.
Design Phase Services \$206,619**

OWNER Comments:

3D/I

OWNER Approval:

NAME; TITLE

Date

Please fax or return to Mark Anderson, 3D/I
520-408-0874 (Fax)