



PLANNERS  
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LANDSCAPE  
ARCHITECTS  
LAND  
SURVEYORS

March 18, 2022

Mr. Michael Gallagher, P.E.  
Department of Public Works, Town of Vienna  
127 Center Street South  
Vienna, Virginia 22170

**Re: Town of Vienna – Sidewalk Study for Hillcrest Drive SW**  
RFP 19-01-On Call Civil Engineering Services  
Urban, Ltd. # 22-159.R1

Dear Mr. Gallagher:

We are pleased to have this opportunity to provide professional services on the referenced project. Upon verbal or written authorization to proceed with performance of the services described herein, this proposal, along with all attachments hereto, will constitute a binding agreement (“Agreement”) between Urban, Ltd. (“Urban”) and the Town of Vienna (“Client”).

It is our understanding of the Project that it will consist of a sidewalk study generally consistent with the recent Town prepared studies scope and format, as discussed with Client, regarding sidewalk studies for the subject street. Study will be from Meadow Lane to Kingsley for both sides. Single side length of about 2,750 feet.

This proposal and the scope of services and fees described herein are based upon codes, ordinances, and regulations of the Town of Vienna and the Commonwealth of Virginia in effect of the date of this proposal. Modifications to Client requirements or to codes and regulations that would require additional services to be performed will be invoiced on an hourly rate basis in accordance with Rate Schedule attached hereto, or, alternatively, in accordance with a change order that will specify the additional services and the associated additional fees.

Urban’s fees for Basic Services for each phase are described herein with a summary below:

|                                                              |              |
|--------------------------------------------------------------|--------------|
| Base fee for the tasks                                       | \$ 47,000.00 |
| Budget estimate for reprographics and reimbursable expenses: | \$ 100.00    |
| Total fee for contract, up to:                               | \$ 47,100.00 |

*(continued next page)*

## **SECTION 1 – SCOPE OF SERVICES AND FEES**

The scope of services (“Scope”) and associated fees shall be as follows:

### **Task 1 – Site Visit**

Urban shall visit and perform a site walk to review various constraints.

**Fee: \$1,500.00 Hourly Rate Not to Exceed without Client authorization**

### **Task 2 – Preparation of Exhibit Report**

Urban shall prepare an Exhibit Report for the street in general conformance with the examples provided by the Town. The Exhibit Report shall consist of a GIS generated base file, manually drawn features estimated that are not available from GIS, colorization and photograph inlays. The reporting aspect shall be included on the exhibit and be bullet point in nature as per the example.

**Fee: \$9,500.00 Hourly Rate Not to Exceed without Client authorization**

### **Task 3 – Address Comments**

This task shall cover addressing Town comments on the Exhibit Report and/or making minor modifications as requested to meet project goals.

**Fee: \$2,800.00 Hourly Rate Not to Exceed without Client authorization**

### **Task 4 – Meetings and Coordination**

Urban shall attend meetings as requested by Client for scoping, coordination, preparation and presentation to Council, follow-up coordination and Citizen meetings. Cumulative meeting time of over 7 hours will require a change order for additional meeting time.

**Fee: \$1,500.00 Hourly Rate Not to Exceed without Client authorization**

### **Task 5 – Arborist Tree Assessment**

Urban’s ISA certified arborist will make one site visit to review existing trees along both sides of all street segments in this contract and will provide in a memorandum report a preliminary assessment as to the health/condition and potential general construction impacts to the existing trees in or immediately adjoining the street right of way/proposed sidewalk construction area. Detailed analysis of specific sidewalk construction proposals and tree preservation plans/specifications are not included with this initial assessment.

**Fee: \$2,800.00 Hourly Rate Not to Exceed without Client authorization**

**Task 6 – Survey of Existing Conditions**

Urban shall establish horizontal and vertical survey control and survey both sides of the street segment and including the intersections for purposes of preparing an existing conditions base for use in the future construction plan. Survey corridor shall approximately 35' each side of and including the 50' road right of way and be a total width of approximately 120' in total width. This task includes the as-built of storm drainage from the survey limits, establishing property lines for lots and right-of-way in the survey limits, topography, surface features, utility marking survey, drafting and field walk by a survey manager.

**Fee: \$15,600, Hourly Rate Not to Exceed without Client authorization**

**Task 7 – Private Utilities**

Urban shall subcontract a utility firm to paint locations of utilities in the survey limits. Urban shall survey the markings and incorporate into the existing conditions base.

**Fee: \$13,300.00, Hourly Rate Not to Exceed without Client authorization  
(includes sub-contractor fee and Urban's fee to locate)**

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## **SECTION 2 – EXCLUSIONS**

The Scope of Services is generally limited to those items listed above and specifically excludes the following:

1. Easement Plats. Generally, since the Town uses right-of-entry agreements, it is assumed that easement plats may not be needed. In the event that they are needed, a separate work order will be required.
2. Landscape Plan and computations
3. Tree Preservation Plan
4. Detailed hardscape design (benches, monuments, etc.)
5. Maintenance of Traffic Plan
6. Design of sight light improvements or photometrics and electrical engineering design of lighting circuits
7. Private utility easement plats or vacation plats
8. Federal, State, and/or local permits other than any of those described herein
9. Revisions to work caused by Ordinance changes and/or Client requested changes
10. Any field surveying not covered in Task descriptions
11. Construction stakeout
12. Wetlands consulting
13. Environmental and historical resources consulting
14. Geotechnical investigation and/or design
15. Structural engineering design
16. Construction and contract administration
17. Specification Package
18. Design of drainage pump systems

## **SECTION 3 – REIMBURSABLE EXPENSES**

“Reimbursable Expenses” shall include actual expenditures made by Urban or its subconsultants in the interest of the Project and will be billed at the actual cost to Urban plus five percent (5%) for handling and indirect costs. Reimbursable Expenses shall include, without limitation, costs of items such as the following:

1. Messenger service, special mailing, long distance telephone calls and fax charges
2. Submission fees
3. Fees and expenses of special consultants
4. Rental of special equipment
5. Local auto travel
6. Delivery charges for samples, field testing equipment, etc.

**Fee: Budget Estimate \$50.00**

#### **SECTION 4 – REPROGRAPHIC CHARGES**

“Reprographic Charges” will be billed in accordance with Schedule “A”. It is anticipated that the majority of submissions will be done electronically.

**Fee: Budget Estimate \$50.00**

#### **SECTION 5 – FEES FOR SERVICE**

- a. Urban’s fees for Basic Service for each Phase are described herein. The total fee for the contract is up to \$47,000.00 plus reimbursable and reprographic expenses, which have been budgeted herein at \$100.00. Urban’s fees for Additional Services shall be billed on an hourly basis at Urban’s current standard rates. Urban’s current hourly rate schedule is attached hereto as Schedule “B”.
- b. Fees and expenses of consultants to Urban for services where approved by Client, shall be paid by Client in the amount invoiced to Urban, plus five percent (5%) for handling and indirect costs.

If the Client requests and authorizes work to be expedited beyond the production of a normal work day, Urban will attempt to meet such requested schedule, and the fee for such overtime work will be invoiced at 1.5 times the normal billing rate.

#### **SECTION 6 – CLIENT RESPONSIBILITIES**

Client agrees to provide full reliable information regarding its requirements for the Project and, at its expense, shall furnish the information, surveys and reports, if any, listed below. In addition, Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the Project as may be required from time to time, to be provided by Client for the performance of Urban’s work. Client shall designate a Project Representative authorized to act on behalf of Client with respect to this Contract and agrees to render any decisions promptly to avoid unreasonable delay to the Project and the performance of Urban’s work. It shall be the responsibility of the Client to obtain permission for Urban, its employees and subcontractors, to enter onto the subject property to perform Engineering and Surveying Services in accordance with the scope of this Contract, prior to the execution of this document. The Client shall provide (where applicable) the following:

1. Title Report (if required)
2. Any required submission and permitting fees
3. Wetland Permitting (if required)
4. Urban Forestry inspections and recommendations
5. Specification Package

## **SECTION 7 – OTHER TERMS**

Town of Vienna Standard Terms and Conditions shall apply.

To accept this proposal, please execute both originals, initial all pages and return one executed original. The individual executing this proposal represents and warrants that he has the authority to sign on behalf of the Town of Vienna.

Sincerely,  
**Urban, Ltd.**

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C. Ryan Connor, P.E.  
Principal

The Town of Vienna hereby accepts this proposal, including all Standard Terms and Conditions attached hereto, and authorizes Urban to proceed with the Project.

### **Town of Vienna**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE A

### Reprographic Charges

- (i) Paper prints and Reproducible Mylar Sepias will be billed according to print media and print size. Urban's print charges are as follows:

|                                          |          |                 |
|------------------------------------------|----------|-----------------|
| Paper                                    | \$ 0.25  | per square foot |
| Color Line Work on Regular Paper         | \$ 2.00  | per square foot |
| Reproducible Mylar                       | \$ 2.50  | per square foot |
| Black & White Prints on Color Bond Paper | \$ 7.00  | per square foot |
| Color Prints – Regular Paper             | \$ 10.00 | per square foot |
| Color Prints – Color Bond paper          | \$ 10.25 | per square foot |
| Color Prints – Photo Finish              | \$ 13.00 | per square foot |
|                                          |          |                 |
| Mounted – Black & White                  | \$ 4.25  | per square foot |
| Mounted – Color Plot Paper               | \$ 14.00 | per square foot |
| Mounted – Color Plot Photo Finish        | \$ 17.00 | per square foot |

- (ii) Color Plots will be billed on a Time and Material basis when requested and authorized by the Client.

AutoCAD Operator \$ 101.80 per hour\*

\*½ - hour minimum

- (iii) CDs will be billed at \$20.00 per disc.  
(iv) Local Auto travel will be billed at \$0.51 per mile.

**SCHEDULE B**  
**HOURLY RATE SCHEDULE**  
**Town of Vienna**  
**July 1st, 2021, to June 30, 2022**

|                             |    |        |
|-----------------------------|----|--------|
| Principal - Expert Witness  | \$ | 304.80 |
| Principal                   | \$ | 213.36 |
| Sr. Associate / Associate   | \$ | 188.50 |
| Sr. Transportation Engineer | \$ | 158.40 |
| Sr. Project Coordinator     | \$ | 135.70 |
| Sr. Landscape Architect     | \$ | 152.90 |
| Sr. Land Planner            | \$ | 167.64 |
| Project Coordinator         | \$ | 124.40 |
| Engineer                    | \$ | 113.20 |
| Engineer Technician         | \$ | 84.80  |
| Land Planner                | \$ | 111.76 |
| Landscape Architect         | \$ | 124.40 |
| Landscape Designer          | \$ | 90.40  |
| Jr. Landscape Designer      | \$ | 81.40  |
| Sr. CADD Designer           | \$ | 122.30 |
| CADD Operator               | \$ | 101.80 |
| Jr. CADD Operator           | \$ | 73.15  |
| Field Coordinator           | \$ | 130.10 |
| Survey Manager              | \$ | 147.10 |
| Licensed Land Surveyor      | \$ | 147.10 |
| Field Party                 | \$ | 164.20 |
| Sr. Survey Technician       | \$ | 113.20 |
| Jr. Survey Technician       | \$ | 81.40  |
| Clerical                    | \$ | 50.80  |

Also see Subconsultant Rates

