



Rinker Design Associates, P.C.

*Land Development * Surveying * Land Planning
Transportation * Environmental * Right of Way*

9385 Discovery Boulevard, Suite 200
Manassas, VA 20109

Local: 703-368-7373
www.rdacivil.com

February 24, 2014

Dennis Johnson, P.E.
Director of Public Works – Town of Vienna
127 Center Street (S)
Vienna, VA, 22180

RE: Proposal for Professional Services
Survey & Design Engineering Services:
Safe Routes to School (SRTS) –Cottage Street SW (Locust St. to Moore Ave.)

Dear Mr. Johnson:

Please find attached our fee proposal for professional engineering design and surveying services for the completion of plans for the proposed sidewalk improvements for the following:

- o Cottage Street SW – (Locust St. to Moore Ave.) – To provide a continuous pedestrian movement by providing pedestrian improvements starting at approximately Locust Street SW and terminating at Moore Avenue SW.

The plans will be prepared in accordance with the Town's requirements and the RFP 12-01 On-Call Engineering Services (RFP), whichever may apply.

1.0 Scope of Services:

The scope of services, based on information provided by the Town, will consist of the following:

1. Obtain topographic and property survey within the project's scope adequate to provide construction level plans of the sidewalk improvements identified. Survey is anticipated to be necessary to encompass just beyond the project limits to ensure proper drainage design. As requested by the Town of Vienna, the following will also be applicable:
 - a. RDA will provide utility designations and conduct underground utility designation research. RDA may utilize a sub-consultant to conduct the utility designation. (Note: This contract does not include any funds for test-pits that may be required.)
 - b. RDA will conduct boundary research for property lines and show with topographic survey.
2. The project's design improvements will generally follow the design intent as follows:
 - a. Typical section will consist of an existing curb and gutter section (existing or proposed as applicable) with a variable (to be determined by Town) utility strip with a five-foot sidewalk, and a one-foot bench area.
 - b. Curb ramps will be provided within the project limits to meet the latest ADA requirements as needed/directed by the Town.

- c. The plans will also show the potential locations for tree plantings of the Town's choice to be installed in the utility strip (or behind sidewalk) if warranted/desired; however a formal landscaping plan will not be provided within the project's plan set.
3. No adjustments to roadway grade/cross-slope are assumed to be necessary for the scoped sidewalk improvements.
4. RDA will review the drainage impacts for the project and provide documentation as needed. However, the following is noted:
 - a. No BMP or SWM facilities will be added with this project. This project is to be designed assuming to be to be exempt by the Town from any additional SWM/BMP requirements.
 - b. No drainage improvements are scoped or to be design. The existing drainage infrastructure will remain "as-is" and will not be improved as part of this project.
5. As part the scope of services for this project, only the following plan sheets are assumed to be required:
 - a. Title sheet
 - b. plan/profile Sheet
 - i. The plans will be set up to that if construction needs to occur in phases based on funding, logical termination points will be set up.
 - c. suggested erosion/control measures (not full multi-phase erosion control plan)
 - d. Drainage documentation sheets
 - e. grading plan (no cross-sections)
 - f. typical section information
6. RDA will prepare quantities/estimate for all of the submissions and project's bid-package. Additionally RDA will prepare a scope of work for the bid-package and assist the Town with any follow up questions from the bid-package.
7. RDA will assist the Town will utility coordination for the project. This task item will be set set-up as a "Not to Exceed" item, estimating 40 man-hours maximum. If more than 40 man-hours are required, RDA may submit a change order. At this time, no utility relocation design is included with the project.

RDA assumes the Town of Vienna will send out survey notification letters to properties within the Project's limits prior to RDA survey crews surveying properties.

In the event plats are required, RDA advises that any plats will cost \$1,250.00 per property, per plat for this project. RDA will only proceed with plats when provided with an additional approved P.O. received from the Town. This cost is not included in the lump-sum for this contract and requires a separate P.O. to be issued for each plat requested.

2.0 Excluded Project Services:

The following represents a list of services/items that were not priced as part of this scope of work, and at this time it is not anticipated they will be needed as part of this task. RDA is committed to providing a wide range of services, and if the Town needs additional services including those excluded (provided they are among RDA's services), we will gladly submit a contract modification for any additions at the Town's request.

- Given the small scale of this project, cross sections, a Traffic Management Plan/Sequence of Construction Plan (TMP/SOC), a multi-phase Erosion & Sediment Control Plan, and a survey & construction alignment data sheet were not included as part scope of this project.
- Utility Test-Pits and Utility relocation plans (Public and Private)
 - RDA advises the Town if test-pits are required, it will be \$850.00 per test pit and an additional \$75.00 per vertical foot after six feet for the test-pit. If test-pits are required RDA shall submit a contract addendum for approval prior to the work to be completed.
- Geotechnical Investigation and/ or Pavement Design
- Shop Drawings or As-built drawings
- Construction Services or Support Services
 - Preparation of complete Construction Bid Documents/Package
 - Construction management and inspection
 - Review/Approve Contractor's Request for Change Orders
- Right of Way Acquisition Services
- Any Traffic Engineering studies, traffic counts, signal plans, pavement marking/signage plans
- Design Waiver/Exception Request(s)
- Any Construction or Utility Stakeout
- Any Title Reports
- Any stormwater management Design/BMP Design. RDA/Town assumes existing drainage facilities/systems is to remain "as-is" for proposed elements to tie into.
- Environmental Assessment, Mitigation and any related permits, including VSMP permits.

4.0 Deliverables and Work Schedule:

Schedule:

Upon notice to proceed, RDA will meet with Town to determine a work schedule for the project. RDA is committed to attempting to meet any reasonable deadline the Town requires for this project.

Deliverables:

RDA will obtain written (emailed) approval, or receipt of previous stage comments from the Town before proceeding next plan level stage. Given the small scale nature of this plan, RDA only anticipates the following plan levels for this project, and has allocated up to 10 sets of plans to accompany each submission (based on past experience/submission to other agencies). Additional plan sets will be billed at the contract unit price per sheet.

- Pre-Final Plans (75%) – To be utilized for discussion(s) with property owners.

- Final Plans/Construction Plan (100%) – RDA will provide plans that will provide all the additional construction details and quantities.
 - If significant changes (including any drainage design changes) are requested for this plan submission, RDA may, based on man-hours to make adjustments requested additional funds to make the changes.

Note: No mylar prints are assumed to be required as part of this project.

5.0 Task Order Fee Summary

The estimated Total Project Fee is **\$54,940.00** of which is \$50,209 is to be administered LUMP-SUM and \$4,731 is to be administered as an amount NOT TO EXCEED for the utility coordination task for this project.

There is no contingency assigned/allocated for this project, but client is advised of additional fees mentioned in Contract for additional services, such as requests for plats etc.

Please see **Attachment 1** for a breakdown of the Task Order Fee Summary.

RDA is looking forward to the opportunity to provide these professional engineering services for the Town of Vienna. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at mkim@rdacivil.com.

Sincerely,



Mo Kim, P.E.
Principal/Vice President of Operations

APPROVED:

Dennis Johnson, P.E., Director
Town of Vienna – Dept. of Public Works

Date

Attachment 1

**Rinker Design Associates, P.C.
Town of Vienna
Cottage Street SW - Locust St. to Moore Ave.**

February 24, 2014

Fee Proposal

Survey Task Total (Lump Sum):	\$25,566
Engineering Design Task Total (Lump-Sum):	\$23,464
Utility Coordination (NTE)	\$4,731
Total Direct Costs (LUMP-SUM)	<u>\$1,179</u>
Total Project Fee	\$54,940



Rinker Design Associates, P.C.

**Town of Vienna
Cottage Street SW - Locust St. to Moore Ave.
February 24, 2014**

Fee Estimate

Element of Work	MAN-HOURS									
	Rate /Hr	Lump Sum	Project Manager	Senior Engineer	Project Engineer	Engineer Technician	Land Surveyor	Survey Technician	2 Man Field Crew	Hours / Fee Estimate
			\$155.12	\$129.33	\$99.04	\$80.62	\$142.65	\$87.55	\$152.53	
SURVEY, DESIGN & UTILITY COORD.										
100 - FIELD SURVEY AND BASE MAPPING										
Land Records Research							2	6		8
Boundary Survey							2	12	16	30
GPS Control							2	4	4	10
Topographic Survey							2	25	72	99
201 - Design to Check/Verify Survey Data for Completeness							4	16		20
101 -UTILITY DESIGNATION										
Utility Designation		\$2,100					2	8	8	18
Hours							14	71	100	185
Subtotal (LUMP-SUM)		\$2,100					\$1,997	\$6,216	\$15,253	\$25,566
200 - DESIGN SERVICES										
Title Sheet & Typical Sections/Plan Details			2		10	8				20
Plan and Profile			4	8	20	20				52
E/S Control Measures			2	4	12	12				30
Drainage Review			2	6	12	12				32
Drainage Area and Plan Research				10	10	10				30
Grading Plan			2	8	12	12				34
Quantities and Scope Assistance			8	6	8	8				30
Hours			20	42	84	82				156
Subtotal (LUMP-SUM)			\$3,102	\$5,432	\$8,319	\$6,611				\$23,464
300 - UTILITY COORDINATION			4	18	18					40
Hours (NOT TO EXCEED)			4	18	18					40
Subtotal (NOT TO EXCEED AMOUNT)			\$620	\$2,328	\$1,783					\$4,731
PROJECT TOTAL										\$53,761

Rinker Design Associates, P.C.
Town of Vienna
Cottage Street SW - Locust St. to Moore Ave.

Direct Cost Summary

1) Meetings/Travel

a. Project Site					
2 trips @	36 miles r/t x	\$0.55 per mi	=	\$39.60	
			=		
b. Client/Public Meetings					
2 trips @	36 miles r/t x	\$0.55 per mi	=	<u>\$39.60</u>	

Subtotal \$79

2) Presentation Materials (For deliverables only, to be billed at cost)

a. Xerochrome Color Copies (8 1/2" x 11")					
x	\$1.50 per copy		=	\$0.00	
b. Graphic Foam Core Displays (4.0' x 8.0')					
number @	\$400.00 per display		=	<u>\$0.00</u>	

Subtotal \$0

3) Engineering Products (For deliverables only, to be billed at cost)

a. Engineering Mylar (24" x 36")					
0 x	\$10.00 each		=	\$0.00	
b. Engineering Paper Print (11" x 17")					
100 x	\$1.00		=	\$100.00	
c. Engineering Paper Print (24" x 36" of 4 sets submissions)					
400 x	\$1.75		=	\$700.00	

Subtotal \$800

4) Other Miscellaneous Costs (For deliverables only, to be billed at cost)

a. Reports & Site Plan research for Design					
			=	\$100.00	
a. Long Distance Telephone			=	\$0.00	
b. Postage			=	\$0.00	
c. Plan Delivery			=	<u>\$200.00</u>	

Subtotal \$300

TOTAL DIRECT COSTS	\$1,179
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