



March 10, 2022

Mr. Robert Froh, P.E.

Department of Public Works
Town of Vienna
127 Center Street South
Vienna, VA 22180

Re: Robinson Trust Sidewalks – Branch Road SE and Locust Street SE Improvements

Dear Mr. Froh:

Whitman, Requardt and Associates, LLP is pleased to provide you with this proposal to perform engineering services for the design of new curb ramps, sidewalks and concrete driveway aprons along Branch Road SE between Locust Street SE and Valley Drive SE and along Locust Street SE between Branch Road SE and Charles Street SE. The conceptual layout, typical section and scope was provided by the Town. The engineering services will include the design associated with new sidewalk along the west side of Branch Road SE and approximately 500 feet of sidewalk along the west side of Locust Street SE.

I. SCOPE OF WORK

Task 1: Survey Services

WRA's survey sub-consultant, Rice Associates, will conduct the property, topographic, drainage surveys with subsurface utility mapping as described in the attached scope of service and fee.

Task 2: Plan Development

Plans will be developed in accordance with the Town's Public Infrastructure Manual (PIM). WRA will provide 1 hard copy full size plan sets and PDFs at each submission. AutoCAD files will be provided at the final submission as requested by the Town. It is anticipated that one complete plan assembly for construction for the Branch Road SE design and one complete plan assembly for construction for the Locust Street SE will be provided.

Conceptual and Preliminary Design (30% Plan Set)

- WRA will visit the sites to gain an overall understanding of the existing site conditions and identify design and/or construction constraints to confirm the scope provided by the Town.
- WRA will develop a preliminary layout of the sidewalk to minimize impacts to utilities and private properties. It is anticipated that the proposed improvements will be within the existing Right of Way. The Town will acquire Rights of Entry for any required grading outside of existing Right of Way. A minimum 4-foot buffer and 5-foot sidewalk will be attempted provided sufficient Right of Way exists. The proposed sidewalk will be 6-foot wide when curb abutted, and no buffer strip is provided. New curb ramps will be provided at locations shown on the preliminary layouts provided by the Town.
- WRA will prepare preliminary plans (30%) for submission. The preliminary plans will include typical sections, plans and details.

- The Town's review comments will be incorporated into the plans during development of the Final Submission plan set.

Final Submission (90% Plan Set)

WRA will advance the plans to the Final Design (90%) stage. The plans are anticipated to include:

- Title Sheet
- General Notes
- Typical Sections
- Plan/Grading Sheet
- Erosion and Sediment Control Plan
- Staking Details of curb gutter, curb ramps and concrete aprons
- Demolition and clearing plan
- Cross Sections

The 90% Submission will be reviewed for constructability and will be submitted to the Town for review and approval.

- The Town's review comments will be incorporated into the plans during development of the Construction Submission plan set.

Construction Submission (100% Plan Set)

WRA will coordinate with the Town Project Manager and will incorporate review comments.

Upon acceptance of the 100% Plans, WRA will sign and seal the Construction Plan Set.

Drainage and Stormwater Management Design

WRA understands that the preliminary layout provided by the Town does not include proposed drainage inlets or storm sewer. Therefore, Drainage and Stormwater Management Design will be excluded from this scope.

Erosion and Sediment Control Design

WRA will delineate preliminary limits of disturbance and identify locations of erosion and sediment control devices. This will be based on topography, drainage areas and the preliminary horizontal and vertical geometry. An Erosion and Sediment Control Plan will be prepared for the project and incorporated into the plan set. The Erosion and Sediment Control plans will meet the requirements of the Virginia Erosion and Sediment Control Regulations and VDOT's Erosion and Sediment Control Standards and Specifications as approved by the Department of Conservation and Recreation (DCR).

Project Management

WRA will submit progress reports with invoices which will provide status updates on schedule, budget, and deliverables to the Town. WRA assumes 3 meetings with the Town.

II. SUMMARY OF DELIVERABLES

The following is a summary of deliverables anticipated for this project:

- Preliminary (30%) Plan Set
- Final (90%) Plan Set
- Construction (100%) Plan Set (Signed and Sealed Final Plans)
- Project disk with AutoCad electronic files



III. EXCLUSIONS

1. Environmental Documentation
2. Drainage/SWM Design and Report
3. Dry Utility Coordination
4. Lighting / Dry Utility design and/or relocation
5. Traffic Counts
6. Landscape design
7. Geotechnical investigation and design
8. Value Engineering
9. Nutrient Credit Purchase Fees
10. Quantity Take Off and Cost Estimating
11. Construction Related Services and Inspection
12. Bid documents
13. Public Involvement Assistance
14. Services not included in this scope are excluded

IV. Schedule

Survey Completion	60 days from issuance of Purchase Order
Preliminary Submission (30%)	30 days from receipt of Survey
Final Submission (90%)	45 days from receipt of all 30% submission comments
Construction Submission (100%)	15 days from receipt of all 90% submission comments
Signed/Sealed Drawings	5 days from receipt of 100% Plans

Note: The survey completion schedule assumes the Town will complete the Property owner notification of survey activities prior to issuance of Purchase Order.

V. Estimated Fee

The estimated fee for this project is **\$100,848.26** and is included in Appendix A.

WRA will work with the Town to accelerate the schedule as much as possible to ensure on-time project completion.

We are prepared to begin immediately upon your notice to proceed. Should the Town have any questions please contact us.

Very truly yours,



Tyler L. Long, P.E., Associate
Whitman Requardt & Associates, LLP

Enclosures

cc: Dean Westman, PE

