

Bowman

April 9, 2026

Mr. David Donahue
Town of Vienna
Department of Public Works
127 Center St S,
Vienna, VA 22180

Re: Southside Park Ball Field Improvements Project (the "Project")
Vienna, Virginia 22180
Proposal to provide Surveying, Engineering, and Supporting Services (the "Proposal")

Dear Mr. Donahue:

We are pleased to submit this Proposal to provide Engineering and Supporting Services for the above referenced Project. Upon verbal or written direction to proceed with performance of the services described herein, this Proposal, along with all attachments thereto, will constitute a binding agreement (the "Agreement") between Bowman Consulting Group, Ltd. ("Bowman") and the Town of Vienna (the "Client" or the "Town"). The services described herein will be performed under the current Terms and Conditions as outlined within the contract titled RFP 23-37 On-Call Civil Engineering Services.

PROPOSAL ASSUMPTIONS AND PROJECT UNDERSTANDING

Our understanding is that, according to the CIP and subsequent discussion with your office, Bowman will provide Surveying and Engineering services for the Southside Park Ball Field Improvements Project. This project includes the reconstruction of Fields #1 and #2 and associated improvements including:



- Amending, grinding, laser grading and seeding the infield, wings areas, and home plate from the back stop
- Provide maintenance vehicle access between the two diamond fields
- Replacing perimeter fencing
- Replacing/Adding MUSCO LED lighting for the ball fields and basketball court
- Replacing with pre-fab/standard dugouts
- Installing warning track and foul poles
- Installing bleachers with score table and permanent shade structure
- Installing lighted batting cages and pitching lanes
- Improvements to the existing parking lots (Southside Park Entrance and Ross Dr SW)
- Refurbishing the existing basketball court
- Locating material storage and trash receptacles
- Replacing metal railing at the creek crossing near bathroom facility

Improvements would include assembly areas for wheelchair spaces as identified by the American with Disabilities Act (ADA) standards and may extend to the parking areas. For the purposes of this proposal, improvements to the press box are excluded. Once the improvements are better understood, Bowman will provide the necessary services, internally or externally, via Contract Modification. Scope also assumes no new, extended, or upgraded services (water, electric, etc.) are required.

Standard of Care - Services provided by Bowman under this proposal will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession practicing under similar circumstances, including standard of care at the time the services were provided.

Quality Control - A portion of the stated compensation is set-aside for Quality Control/Quality Assurance, which is part of the Bowman Quality Control Policy.

SCOPE OF SERVICES AND FEES

The scope of services (the "Scope") and associated fees shall be as follows:

PHASE 1 - Site Investigation and Survey

TASK 1: Boundary Verification and Topographic Survey:

Bowman will perform boundary verification for five (5) parcels in the Town of Vienna identified as 0482-02-0013B, 0482-03-2350A, 0482-03-2350B, 0482-03-A, & 0491-02-0004. A field run partial topographic survey of said parcels will be completed, approximately 15 acres (see exhibit for graphic of proposed topographic survey limits). A design base sheet will be prepared at a scale of 1"=30' with contour intervals of one (1) foot, showing visible improvements on the property to include building outline above ground level, stoops, walls, fences, walks, driveways, utility poles, overhead utility lines, visible evidence of underground features such as manholes; catch basins, telephone and cable TV pedestals, and transformers. Topographic survey includes as-built of storm and sanitary sewer structures on site and one structure off site.



- A property corner recovery survey will be performed
- Elevations at first floor and basement floor of existing building will be taken at points of entry (where accessible)
- Horizontal and vertical survey control will be established by GPS means to get the project on the Virginia Coordinate System North (NAD 83) and the County's preferred vertical datum (NGVD 29)
- This survey will be in accordance with state statute under Title 54.1, Chapter 4, 18VAC 10-20-382

Task excludes: Boundary Survey Plat, Written Descriptions, Easement Research, Interior Survey of Building, Tree Survey, Utility Sweep

FEE: Lump Sum of \$27,268.60

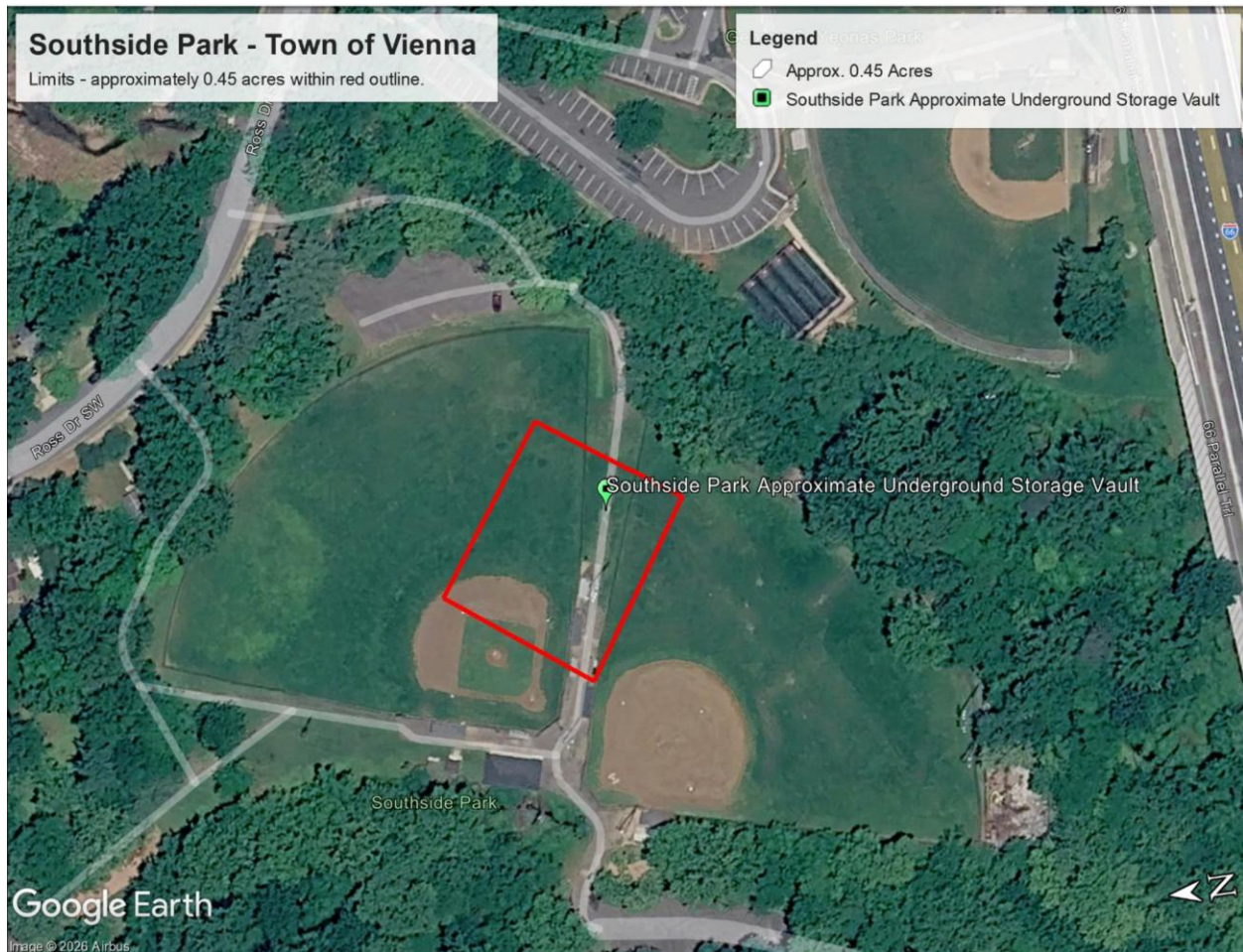
TASK 2: Utility Mark Out – Subsurface Utility Services:

Under this task Bowman shall retain the services of a utility location company, Armor Utility Locating LLC, to designate utilities within the area of the topographic survey described above. Bowman will survey the utility markings and incorporate them onto the survey topographic base sheet for design. This service is two-dimensional only and does not provide depth of underground utility.

FEE: Lump Sum of \$4,413.12 (incl. sub +15%)

TASK 3: Ground Penetrating Radar (GPR) – Subsurface Investigative Services:

Under this task Bowman shall retain the services of a utility location company, Armor Utility Locating LLC, to provide quality level B designating of the subject area and Ground Penetrating Radar (GPR). Bowman will survey the utility & GPR markings and incorporate them into an exhibit. This service is 2 dimensional only and does not provide depth of underground utilities. Subject area is defined in the graphic attached, approximate location of underground concrete vault



It is recommended that after the footprint of the underground facility is determined, the Town performs an investigative test hole to determine the depth. It is possible that a buried manhole access is located. Additional investigative services can be provided should they be desired.

FEE: Lump Sum of \$6,459.36 (incl. sub +15%)

TASK 4: Tree Inventory and Analysis:

In accordance with the Town of Vienna Tree Preservation and Planting Specifications Manual, a Bowman Certified Arborist shall GPS locate and prepare a Tree Inventory and Condition Analysis for all trees with critical root zones within and/or adjacent to the proposed limits of disturbance.

Per discussion with Staff on 1/14/26, Bowman's Certified Arborist will identify all onsite deciduous trees 4" DBH and greater, evergreen trees 6 feet height or taller and all multi-stemmed trees 8 feet or taller within an area **up to 100'** outside of the proposed limits of disturbance. A tree inventory and condition rating table identifying common name, trunk diameter, species rating, and condition factor for each tree identified through the activities as described above will be provided. Condition factors will be evaluated and documented through field observation using plant appraisal methodologies provided in the latest edition of the Guide for Plant Appraisal as published by the International Society of Arboriculture.

This task will be considered complete after submission to the Town. Revisions or changes requested after Town acceptance will be prepared under a separate contract amendment.

FEE: Lump Sum of \$18,468.64

PHASE 2 - Public Engagement and Conceptual Design

TASK 5: Public Engagement/Participation:

It is understood that given the visibility and public use of this project, it is anticipated to be a need and desire to engage the residents, interested groups, councils, commissions, and boards. These efforts foreseeably include engagement with:

- Working Groups
- Planning Commission
- Architectural Review Board
- Town Council

For the purposes of this proposal, Bowman estimates up to eight (8) public engagements, each for a duration of two hours. Visual and presentation materials will be prepared under a separate task and fee below.

During this phase, further details regarding the expectations for the dug outs will be explored. Based upon feedback and clarification of needs, Bowman may need to engage other design professionals such as an Architect and Geotechnical Engineer, under separate contract. Please note, as a committed partner, Bowman has already attended one working group to support the Town.

FEE: Lump Sum of \$6,137.28

TASK 6: Presentation Materials and Visuals:

If requested by the Client, Bowman will prepare color renderings and exhibits of the project and its features to support and inform public discussions and presentations. These illustrative plans may include the proposed ball fields and associated improvements, roadways, open space areas, landscaping, etc. superimposed on an aerial photo image of the area. Additionally, Bowman can create PowerPoint presentations or provide supporting materials for presentations created by others. Bowman can also create paper materials, such as posters, handouts, flyers, etc., as needed.

These materials will be prepared to support meetings and inform discussions with stakeholders and other working groups including but not limited to residents, Planning Commission, Architectural Review Board and/or Town Council. *Note: Task excludes printing costs and materials which will be billed separately as a reimbursable expense.*

FEE: Hourly Rates (Not to Exceed \$8,806.02)

TASK 7: Concept Site Plan:

Bowman will work with the Town for the preparation of up to three (3) Conceptual Layouts. Bowman shall coordinate with Team members, as required, to review various aspects of the layouts relative to the Town's Zoning Ordinance and Development Standards. Once the Client approves the desired Conceptual Layout, Bowman shall develop a final Conceptual Plan for record submission.

FEE: Hourly Rates (Not to Exceed \$11,505.12)

PHASE 3: Preliminary Design Services

TASK 8: Geotechnical Services:

Bowman will contract with DMY Engineering Consulting Inc to execute a field exploration program consisting of the following:

- Drilling up to eight (8) Standard Penetration Test (SPT) borings including four (4) borings adjacent to the existing field dugout areas to a depth of 15 feet each, two (2) borings within the existing parking lots to a depth of 10 feet each, and two (2) borings for the adding field light locations to a depth of 20 feet each. The borings will be drilled to the target depth or auger refusal, whichever occurs first. Up to two (2) bulk samples for laboratory testing will be collected.
- Perform up to two (2) pavement cores within the existing paved parking lots to determine the asphalt thickness and subbase type and thickness.

DMY will drill the borings using our track-mounted drilling rig using hollow stem augers (HSA) method. Groundwater levels will be measured in all SPT borings during and immediately after drilling completion. Groundwater readings after 24 hours will not be performed.

DMY will prepare a geotechnical report to summarize their review of field and lab testing data, and their geotechnical recommendations for the proposed improvements. DMY will provide soil parameters for field light pole foundation. Includes addressing one (1) round of Town comments.

FEE: Lump Sum of \$24,147.16 (includes sub + 15%)

TASK 9: Preliminary (50%) Site Plan Design Submission:

Based upon the chosen Conceptual Design, Bowman will prepare a Preliminary Design package (50% Design level) to demonstrate the intended improvements and inform the initial Cost Estimating efforts. In general, this task effort will include:

- Existing Conditions Plan from Site Survey
- Preliminary Demolition Plan
- Preliminary Site and Grading
- Preliminary Drainage Plan
- Preliminary Erosion & Sediment Control Plan
- Preliminary Sod/Stabilization Plan
- Preliminary Site Amenity Plan (dugouts, warning track, foul poles, batting cages, pitching lanes, maintenance access road, parking lots, site access, multipurpose court, etc.)
- Preliminary Stormwater Virginia Runoff Reduction Method Analysis to quantify the anticipated nutrient reduction requirement.
 - Assumes Nutrient Reduction will be provided via purchase of credits and minimal quantity control.
- Preliminary Site Details
- Preliminary Site Electrical Plan
 - Electrical infrastructure and circuiting for new field lighting per Musco design.
 - New electrical service load letter to accommodate new lighting loads per Musco design and existing site loads.
 - New electrical distribution equipment for upgraded electrical service.
 - Electrical infrastructure and circuiting for new site power associated with new field lighting per Musco design.
 - Electrical infrastructure and circuiting for new field power devices and batting cage power devices per Owner direction.

Assumptions:

- Provided with CAD/Revit for new lighting fixture locations from Musco design.
- Provided with lighting cutsheets with full model numbers indicated for circuiting purposes, per Musco design.

Exclusions:

- Field lighting design.
- New water service.
- Utility Design.
- Plumbing Design.

Task excludes Architectural, Structural Design and Geotechnical Engineering Services

FEE: Lot 1 Civil = Lump Sum of \$25,292.70
Lot 2 Electrical = Lump Sum of \$8,000.00

TASK 10: Preliminary (50%) Construction Cost Estimate:

Based upon the Preliminary Design prepared under previous task and fee; Bowman will engage ALPHA as a 3rd-party to prepare a detailed construction cost estimate using Unit Prices provided by the Town and representative rates from previous task orders. Cost will be based upon historical data, industry trends and market current conditions. Bowman will review the Cost Estimate for consistency and accuracy prior to issuance to the Town.

FEE: Lump Sum of \$5,743.00 (incl sub + 15%)

PHASE 4: Construction Documentation Services

TASK 11: Construction Documentation (90%) Site Design Submission:

Based on Client approval of the Preliminary Design Plan, Bowman will advance the design and prepare a 90%-Design Package to incorporate review comments from the Client. In general, this task effort will include:

- Existing Conditions Plan from Site Survey
- Final Demolition Plan
- Final Comprehensive Site and Grading Plan
- Final Detailed Grading plan for field and ADA compliance
- Final Storm Drainage Plan
- Final Erosion & Sediment Control Plan (Phase I/II)
- Final Sod/Stabilization Plan
- Final Site Electrical Design (approx. \$5,000)
- Final Site Amenity Plan (dugouts, warning track, foul poles, batting cages, pitching lanes, maintenance access road, parking lots, site access, multipurpose court, etc.)
- Final Stormwater Virginia Runoff Reduction Method Analysis
- Final Stormwater Management Plan
- Final Site Construction Details

Task excludes Architectural, Structural Design and Geotechnical Engineering Services

FEE: Lot 1 Civil = Lump Sum of \$30,576.80
Lot 2 Electrical = Lump Sum of \$8,500.00

TASK 12: Irrigation Design Services:

Bowman will coordinate with Hydro-Tech Irrigation Company ("HTIC") to include irrigation design for all lawn areas within the fences including the "wings" between the baselines and the dugouts. The system will likely be made up of 19 zones consisting of 74 Hunter I-25 sprinkler heads mounted on swing joints and 37 Rain Bird spray heads on swing pipe for the "wings" between the dugouts and the baselines. The valves shall be Hunter PGA series 1-1/2" remote control valves with a PVC isolation valve upstream of each valve. The 2-1/2" cl. 200 PVC main line piping shall be installed at no less than 18" depth. Lateral lines to be installed at 12" minimum. The connection to domestic water shall be made in the bathhouse plumbing room at the existing 2" copper line and will include a backflow preventer and booster pump. This work will include installation of a Hunter ICC controller, rain sensor, winterization fitting, a dust control head for the softball infield, 2 quick coupler valves and all necessary pipe fitting and accessories for a complete and operating system.

HTIC to provide irrigation design at no cost for inclusion into the site plan. Town to provide measured water pressure at source.

FEE: Lump Sum of \$2,294.32

TASK 13: Construction Documentation (90%) Construction Cost Estimate:

Based upon the Preliminary Design prepared under previous task and fee; Bowman will engage ALPHA as a 3rd-party to prepare a detailed construction cost estimate using Unit Prices provided by the Town and representative rates from previous task orders. Cost will be based upon historical data, industry trends and market current conditions. Bowman will review the Cost Estimate for consistency and accuracy prior to issuance to the Town.

FEE: Lump Sum of \$6,143.14 (incl sub + 15%)

TASK 14: Permit Submission, Coordination, and Comment Resolution:

It is intended that the 90% Design Document package will be utilized for the required site permit application process. As such, this task includes revisions and modifications to plans and documents and resolution of comments generated during the Permit submission and review process. In addition, Bowman shall aid team members and Client in preparation of supporting the advancement of the overall design and permitting for construction.

Note: Task assumes no Building or Site-Related Submission to Fairfax County.

FEE: Hourly Rates (Not to Exceed \$9,986.88)

TASK 15: IFB/IFC (100%) Design & Bid Documents:

Based on Client and Site Permit review of the 90% Design Plan, Bowman will revise and finalize the plans and prepare necessary documents to be Issued for Bid/Issued for Construction (IFB/IFC). The plans will be revised and packaged for delivery to the Client for their assembly and distribution for Bid.

It is assumed the Field Lighting and Irrigation scope will be sole sourced to MUSCO and HTIC, respectively, and their involvement in the project design will not preclude them from the construction work. Field Lighting and Irrigation scope will be included for "Information Only."

Task includes assembly of bid documents and bid summary review as may be requested by Client. Task includes assistance to Client during contractor bidding and negotiation phase. Task may also include clarification / revision to site plan documents generated by bidder's comments and inquiries. Task excludes preparation of a Project Specification Manual.

FEE: Lump Sum of \$7,508.22

TASK 16: Meetings & Coordination:

Bowman will meet with Town staff up to ten (10) times, including up to two (2) times during initial kick off phase and up to eight (8) other meetings during the design phase. Any meetings beyond ten (10) will be billed using hourly rates per our Service Agreement.

FEE: Hourly Rates (Not to Exceed \$7,671.60)

PHASE 5: Construction Phase Services

TASK 17: VSMP General Permit and SWPPP:

Task includes preparation and submission of the VSMP application to the Virginia Department of Environmental Quality (DEQ) for a Virginia Stormwater Management Program (VSMP) General Permit VAR10 for Discharges of Stormwater from Construction Activities for the Project. Bowman will also prepare a Stormwater Pollution Prevention Plan (SWPPP) for the Project as required by the VSMP General Permit. The SWPPP will be developed based on the approved site plan and general requirements outlined in the permit conditions.

Please note that the following fee includes required coordination with DEQ to process the Permit request but does not include the required permit application fee or the actual inspections and reporting required under the SWPPP.

FEE: Lump Sum of \$3,517.04

TASK 18: Construction Phase Support:

Bowman will provide on-call support for general civil-related items during the construction phase of the project. Services include reviewing contractor submittals and shop drawings, responding to contractor RFIs, construction coordination meetings and field visits. Task budget assumes the following:

- Review up to fifteen (15) Product Submittal and Shop Drawing review
- Response to up to fifteen (15) Requests for Information (RFI)
- Attendance at one (1) Pre-Construction Meeting with Town and Contractor
- Attendance at up to five (5) miscellaneous site visits and meetings (via telecom or in person) as requested
- Attendance at one (1) Site Visit for Initial Completion Punch List
- Attendance at one (1) Site Visit for Substantial Completion Punch List

FEE: Lot 1 Civil/M/E/P = Hourly Rates (Budget Estimate of \$7,557.32)

TASK 19: Site As-Built Plan

Preparation of a site as-built plan in general accordance with Fairfax County Public Facility Manual Chapter 2-1200 requirements as of the date of this proposal. This fee is based upon the assumption that all site improvements are in conformance with the approved plans and are 100% complete, including but not limited to storm sewer, waterlines, buildings, grading, and parking. Structures or features that require traffic control measures, are obstructed, require special tools to open, or are otherwise not readily and easily accessible by Bowman personnel are not included in this task and the effort to access those structures will be billed to the As-built Review Comments task based on current hourly rates. Client and/or Contractor are responsible for coordinating and providing any traffic control measures deemed necessary by Bowman at no expense to Bowman. If additional site visits are required due to any of the above reasons, those efforts will be billed to the Review Comments task based on current hourly rates.

This task will be subject to a separate change order should the client require phased as-built locations and/or multiple submissions. Revisions & Town review comments will be handled through the As-builts Processing task with the exceptions of errors on the part of Bowman. Client understands and acknowledges this task is limited and does not include all the requirements for site plan as built submittal. Engineer of record will need to provide all engineering related certifications, coordination, computations, etc. and is responsible for submission.

Exclusions to this task include but are not limited to: Engineering Review or Certifications, Computations, Inspections, Submissions, Submission or Review Fees, Bathymetric Surveys, confined space entries, sanitary sewer as-built for County Wastewater and traffic control.

FEE: Lump Sum of \$8,472.12

ADDITIONAL SERVICES AS REQUIRED

TASK 20: Contingency:

Task provides additional budget for unexpected services and efforts to be used per written direction from the Client.

FEE: Allowance of \$9,979.95

ASSUMPTIONS

The fees and schedules outlined in this proposal are based on the following assumptions. Should these assumptions prove inaccurate, the Engineer reserves the right to renegotiate fees and schedules.

- Stormwater Management obligated VRRM nutrient reductions will be accommodated through purchase of off-site nutrient credits. Bowman will coordinate and attain necessary agreements. The Client will be responsible for ultimate purchase.
- The recently constructed stream restoration is considered a reinforced channel and energy balance is not required. It is assumed the engineered channel has adequate capacity and can accept all proposed discharges from the planned improvements and associated impervious areas. As such, no structural or non-structural SWM practices are expected to be required. Client to provide full engineering design and computations for adjacent stream restoration.
- Provided with CAD/Revit for new lighting fixture locations from Musco design.
- MUSCO to provide at no cost lighting cutsheets with full model numbers indicated for circuiting purposes.
- HTIC to provide irrigation design at no cost for inclusion into the site plan.
- Provided with all plumbing fixture cutsheets from the Town for the Restroom facility upgrade.

EXCLUSIONS

The following services are specifically excluded from the scope of this agreement and may be performed as contract addendums upon request:

- ALTA/ACSM Land Title, Boundary, or Bathymetric Survey
- Archaeological Survey
- Architectural or Structural Design Services other than described above
- Borings for field locating existing underground utilities
- Construction materials testing
- Construction Staking
- Cultural and Biological Investigation
- Dry utility Coordination, Design, and Permitting (assumes existing services are adequate)
- Environmental assessments, Reports, and/or Permitting excluding VSMP
- Extensive alteration to existing roadways, parking areas, etc. (restriping and paving is included)
- Jurisdictional delineation or Nationwide 404 permits
- Legal or title analysis of property ownership or easement rights
- Lighting design and permitting (provided by MUSCO)
- Mechanical, Electrical, Plumbing Services other than those detailed herein
- Nutrient Management Plan
- Off-site Design services other than those described
- Operations & Maintenance Guidance
- Plan review fees, permits, assessments, and other fees
- Post Construction As-built Survey
- Pre/Post Construction Monitoring and/or Testing
- Press box design and permitting (no longer needed per Community meeting)
- Project Specifications
- Retaining Wall Design
- Scour Analysis of wash crossings
- Traffic Engineering reports and design
- Utility relocation and/or upgrades/extensions
- Modifications to Parking Lot Entrances
- Building and Electrical Permitting
- Items and Services not specifically delineated in Scope

Bowman

CLIENT RESPONSIBILITIES

The Client shall be responsible for obtaining permission for Bowman, its employees, agents and subcontractors to enter onto the subject property and any properties in the vicinity as reasonably necessary for Bowman to perform the services described herein. By authorizing Bowman to proceed, the Client warrants and represents that it has obtained such permission. The Client shall provide the following items upon request of Bowman in a timely manner and at no expense to Bowman:

- **Design and Related Computations for Adjacent Stream Restoration**
- **Title Report and available Land Records (record site plan previously provided)**
- **Submission & Permit Fees as required**

OTHER TERMS

This proposal is based on the scope of services indicated herein and the information available at the time of the proposal preparation. If any additional services are required due to unforeseen circumstances and/or conditions, Client or regulatory requested revisions, additional meetings, regulatory changes, etc., Bowman will notify the Client that additional scope of work and fees are required and will obtain the Client's written approval prior to proceeding with any additional work.

Presiding Master Contract Terms and Conditions and Hourly Rate Schedule are incorporated into this Proposal by reference.

Sincerely,

BOWMAN CONSULTING GROUP, LTD.



Brad Glatfelter, PE
Principal, Branch Manager

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