



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 – Follin Lane 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 and sidewalks along Follin Lane SE from 500 feet east of Alma to Electric Avenue. The conceptual layout, typical section and scope was provided by the Town. The engineering services will include the design associated with approximately 1500 feet of sidewalk along the west side of Follin Lane SE.

I. SCOPE OF WORK

Task 1: Survey Services

WRA's survey sub-consultant, Rice Associates, will conduct the property, topographic, and 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 if requested by the Town. It is anticipated that one complete plan assembly for construction will be provided.

Conceptual and Preliminary Submission (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 mostly 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 strip 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 concept 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 Plans
- Staking Details of curb gutter and curb ramps
- 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 acceptance 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 **\$60,345.78** 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



Attachment A
Town of Vienna On-Call Task Order Contract
Task - Robinson Sidewalk Follin Lane SE

COST PLUS BILLABLE HOURLY RATES CONTRACT

A.	DIRECT LABOR, ESCALATION, PAYROLL BURDEN, FEE Est. Man-hours X Fixed Billable Hourly Rates	\$	31,184.36
B.	NONSALARY DIRECT COSTS, ESTIMATE	\$	544.00
C.	SUB-CONSULTANT FEES		
	Rice Associates	\$	28,617.42
D.	TOTAL ESTIMATED COST PLUS FIXED FEE (BASE FEE) (A+B+C)	\$	60,345.78
E.	ALLOWANCE (D)	\$	-
F.	TOTAL CONTRACT AMOUNT (BASE + ALLOWANCE) (D+E)	\$	60,345.78

COMPUTATION OF SALARY, PAYROLL BURDEN AND FEE

	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
PROJECT MANAGER/SENIOR PROJECT ENGINEER	25	\$155.96	\$3,899
PROJECT ENGINEER	95	\$127.94	\$12,154
ENGINEER	119	\$98.15	\$11,680
DESIGNER	47	\$73.43	\$3,451
TOTAL	286	NA	\$31,184

Town of Vienna On-Call Task Order Contract
Task - Robinson Sidewalk Follin Lane SE

Distribution of Manhours

TASK	PROJECT MANAGER/SENIOR PROJECT ENGINEER		PROJECT ENGINEER		ENGINEER		DESIGNER		TOTAL	
	\$155.96		\$127.94		\$98.15		\$73.43			
	HOURS	DOLLARS	HOURS	DOLLARS	HOURS	DOLLARS	HOURS	DOLLARS	HOURS	DOLLARS
30% Plan Set	9	\$1,404	23	\$2,943	44	\$4,319	18	\$1,322	94	\$9,986.60
90% Plan Set	8	\$1,248	50	\$6,397	36	\$3,533	23	\$1,689	117	\$12,866.97
100% Plan Set	8	\$1,248	22	\$2,815	39	\$3,828	6	\$441	75	\$8,330.79
PERCENT	8.74%	12.50%	33.22%	38.98%	41.61%	37.45%	16.43%	11.07%	100%	100%
TOTALS	25	\$3,899.00	95	\$12,154.30	119	\$11,679.85	47	\$3,451.21	286	\$31,184.36

Town of Vienna On-Call Task Order Contract
Task - Robinson Sidewalk Follin Lane SE

LABOR ESTIMATE

Task	PROJECT MANAGER/SENIOR PROJECT ENGINEER	PROJECT ENGINEER	ENGINEER	DESIGNER	Total
30% Plan Set					
Data (Base Mapping, DTM, etc.) Review	1	1	4		6
Field Visit	2	4	4		10
Develop Layouts based on concepts provided by the Town	1	4	10	8	23
Develop Title Sheet	1	2	2		5
Develop Preliminary Typical Sections	1	2	4	2	9
Develop Preliminary Plan and Detail Sheets	1	4	14	6	25
Develop Critical Cross Sections (Not submitted)		2	6	2	10
QA/QC and submission of Preliminary Design	2	4			6
Task Subtotal	9	23	44	18	94

Town of Vienna On-Call Task Order Contract
Task - Robinson Sidewalk Follin Lane SE

LABOR ESTIMATE

Task	PROJECT MANAGER/SENIOR PROJECT ENGINEER	PROJECT ENGINEER	ENGINEER	DESIGNER	Total
90% Plan Set					
Incorporation of 30% Plan Review Comments					
Update Title Sheet			2		2
General Notes Sheet		1	1		2
Update Typical Sections	1	2	1		4
Update Plan Sheets	1	8	8	6	23
Develop/Update Cross Sections	1	6	2	6	15
Develop/Update Staking Details for Curb Ramps	1	10	8	3	22
Develop/Update Grading Plan and Demo Plan	1	10	5	6	22
Develop ESC Plan		4	6	2	12
Provide responses to 30% Plan Review Comments	1	3	3		7
QA/QC, Constructability Review and submission of 90% Plan Set	2	6			8
Task Subtotal	8	50	36	23	117

Town of Vienna On-Call Task Order Contract
Task - Robinson Sidewalk Follin Lane SE

LABOR ESTIMATE

Task	PROJECT MANAGER/SENIOR PROJECT ENGINEER	PROJECT ENGINEER	ENGINEER	DESIGNER	Total
100% Plan Set					
Incorporation of 90% Plan Review Comments					
Finalize Title Sheet	1	1			2
Finalize General Notes Sheet		1	2		3
Finalize Typical Sections		1	3		4
Finalize Plan Sheets		1	8		9
Finalize Cross Sections		1	6		7
Finalize Staking Details for Curb Ramps		1	10	6	17
Finalize Grading Plan and Demo Plan	1	4	8		13
Provide responses to 90% Plan Review Comments	1	3			4
Respond to additional comments prior to construction submission	1	1	2		4
QA/QC of Final Plans	2	8			10
Sign and Seal Plans	2				2
Task Subtotal	8	22	39	6	75

ATTACHMENT B

**COST PLUS FIXED BILLABLE HOURLY RATES CONTRACT
COMPUTATION OF FEE**

**COMPUTATION OF REIMBURSABLE COSTS
NON-SALARY DIRECT COSTS - DERIVATION**

▪	<u>TRAVEL</u>					
	Travel for design meetings (preliminary, field, etc.) and site visits					
	Anticipate	10 round trips @	11 miles	110 miles @	0.585 /mi	\$64.00
▪	<u>POSTAGE/OVERNIGHT MAIL</u>					\$0.00
	Allowance for shipment of plans, reports, brochures, etc.					
▪	<u>REPRODUCTION</u>					\$230.00
	Includes printing meeting materials and roll plans					
▪	<u>PUBLIC MEETINGS DISPLAYS</u>					
	We will prepare display boards, typical sections, plans for use in information meetings, public hearings and various other presentations. We will have all displays mounted for each public meeting.					
	We estimate	50 SF	@	\$5.00 /SF		\$250.00
▪	<u>MATERIALS & SUPPLY</u>					\$0.00
	Includes film, developing and enlargements of photographs for inventory of existing conditic					
▪	<u>IN-HOUSE PLOTTING</u>					
	Plotting charges will only be billed for color plots for stakeholder meetings.					
	We estimate	SF	@	\$5.00 /SF		\$0.00
					TOTAL	\$544.00

**COST PLUS FIXED BILLABLE HOURLY RATES CONTRACT
COMPUTATION OF FEE**

REPRODUCTION

Charge will be made for printing various submittals for the Town including three internal distribution and permanent file copies. Cost of review and check prints during design will not be charged to the job.

Printing of submittals is normally done through an outside firm. The current cost of prints = \$.10/sq.ft.

Estimated number of sheets.

"1 Series" Title Sheet				1
Location Map				
Index of Sheets				
Right of Way Data Sheet				
Revision Data Sheet				
Survey Alignment Data Sheets				0
Construction Alignment Data Sheets				0
Underground Utility Test Hole Information				
Transportation Management Plan				0
"2 Series" General Notes				1
Typical Sections				1
Summary Sheets				0
Roadway Detail Sheets				1
SWPP and SWM Computations/Analysis				0
Staking Detail Sheets				2
3, 4 etc Design Plan Sheets (scale 1"=25')				4
Design Profile Sheets				0
Entrance Profile Sheets				0
E&S Control Sheets				4
Drainage Description Sheets				0
Storm Drain Profiles				0
X-Section Scale 1" = 5'				10
			Subtotal	24
3 Full-Size (6 SF Each) and 2 Half-Size Plans (1.5 SF Each)	30%	Cost=		\$50
3 Full-Size (6 SF Each) and 2 Half-Size Plans (1.5 SF Each)	90%	Cost=		\$79
3 Full-Size (6 SF Each) and 2 Half-Size Plans (1.5 SF Each)	100%	Cost=		\$50
3 Full-Size (6 SF Each) and 2 Half-Size Plans (1.5 SF Each)	Constr.	Cost=		\$50
			Total=	\$230



December 23, 2021

Revised: December 29, 2021; January 3, 2022; January 12, 2022; January 26, 2022; March 10, 2022

Tyler L. Long, P.E.
Senior Project Engineer
Whitman, Requardt & Associates, LLP
12700 Fair Lakes Circle, Suite 300
Fairfax, VA 22033

Subject: **Robinson Sidewalk Program – Follin Lane SE
Topographic, Drainage, Property, Subsurface Utility Mapping (QL-B)
Vienna, Virginia**

Dear Mr. Long,

Rice Associates is pleased to provide the following proposal for professional surveying services for the above referenced project. The scope of work in this proposal includes providing a topographic, drainage, and property survey with subsurface utility mapping (QL-B). The approximate limits of the survey are shown in yellow on the attached graphics and are generally from the center of the roadways to twenty-five (25) feet behind the curb gutter or edge of pavement. The limits will also include fifteen (15) feet of any existing sidewalk within the survey limits. The horizontal and vertical basis of this survey will be NAD83 and NAVD88 via GPS observation unless otherwise directed at notice to proceed.

Section I - Scope of Work

Task 1 - Mapping

Topographic Survey

The following items are generally incorporated in the mapping product:

- Permanent planimetric features that are visible to the surveyor include, but are not limited to signs, edge of pavement, roadways, utility pedestals, manholes, curbing, curb cuts, pavement striping, visible surface evidence of non-gravity utilities (power poles and lines, water wells, meters, valves, fire hydrants, etc.) and witness posts.
- Trees and tree lines are depicted as follows: where an area is totally wooded, or there are large groups of trees forming a continuous canopy, the tree line will be clearly shown and labeled. Individual trees within a totally wooded area or within a large group of trees are not

Surveying • Photogrammetry • 3-D Laser Scanning • Subsurface Utility Designation and Mapping

Corporate Office • 10661 Gaskins Way • Manassas, Virginia 20109 • Telephone 703.968.3200 • Fax 703.968.2705
Richmond Office • 308 Turner Road • Suite G • Richmond, Virginia 23225 • Telephone 804.674.9723 • Fax 804.674.9726
Virginia Beach Office • 3145 Virginia Beach Blvd. • Suite 103 • Virginia Beach, Virginia 23452 • Telephone 757.306.4260

required to be individually located. Any individual free-standing trees four (4) inches or larger will be located and labeled as to size, basic name (oak, pine, maple, etc.), and diameter of dripline. Hedges or bushes will not normally be individually located; however these areas will be outlined as planted or landscape areas.

- Contours will be generated utilizing data from LIDAR, conventional means, or a combination of these technologies. The end deliverable will show one (1) foot contours and the supporting surface data.

Property Surveys

- Property lines for the affected properties will be shown on the mapping.
- Properties and right-of-ways that are within the survey limits shown on the attached graphics will be included on the mapping.
- Property lines will be based on deeds and plats of record, limited monument ties and physical features. These surveys will not represent a boundary survey and property corners not recovered, will not be set.
- Easements will be graphically plotted to the extent that sufficient geometry exists to relate them to the property lines. No title report will be provided to the surveyor and all encumbrances may not be shown.

Task 2 - Subsurface Utility Mapping: Quality Level “B” Utility Designation

Rice Associates will provide subsurface utility engineering designating services within the area outlined on the attached Graphic, in accordance with CI/ASCE Standard 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.

Designating Utilities – Quality Level B Services

- Designating and marking underground utilities within the project limits using an appropriate suite of geophysical methods.
- The underground utilities shall be marked at a maximum of 50-foot intervals and at all changes in direction.
- Water lines, force mains, and other facilities where an inductive tone may not be achieved will be shown as Quality Level D or Quality Level C depending on the available information.
- Each utility run shall be labeled, and this information will be noted on the field sketch and used for assisting the surveyor and for quality control purposes.
- Designating of residential service lines, irrigation lines, and other such small non detectable utilities will not be included.
- Survey all markings that indicate the presence of a subsurface utility. This survey will be to the accuracies and precision dictated by the project’s survey control.

It may not be possible to detect utilities without prior knowledge, such as systems that are not depicted on records made available to Rice Associates or systems without above ground feature. Non-metallic and or non-locatable lines will be shown as Quality Level D or Quality Level C depending on the available information.

Section II – Factors

- All fieldwork will be performed continuously, once started.
- Portions of the survey area are in areas that may require access approval. Rice Associates will rely on the client to notify property owners as appropriate.
- Client understands that the fieldwork may involve minimal tree and brush trimming and that Rice Associates will not be restricted from this activity.
- The survey deliverable will be limited to existing conditions. No site plans or other conceptual information will be depicted.

Section III - Exclusions and Expansions

General

- Drainage surveys are excluded.
- Wetlands locations are excluded.
- Arborist services are excluded.
- Rice Associates will not be responsible for the removal of debris or obstruction from any area or structure for the purpose of gathering survey information.
- Rice Associates personnel may not be able to access private property until after property owners have been notified in writing by the client or Town of impending survey activity. Time of Performance identified in Section VI may be impacted to allow for the proper notification process.
- Any service not specifically included is excluded.

Subsurface Utility Mapping

- Rice Associates will depict the non-gravity subsurface utility features within the project limits. No attempt will be made to determine the location/depth of subsurface utilities via invasive methods.
- This service is not intended to depict structures such as, but not limited to, irrigation distribution systems, wells, roof drains, or the limits of subsurface utility structures such as vaults, manholes, septic systems, tunnels or other underground structures or facilities.
- Our work does not relieve the users of our drawings from calling MISS UTILITY and we are not responsible for damage to utilities caused by others due to the responsibilities of utility owning agencies and the one call system.

- Water and sewer service lines will be designated to the extent possible provided their construction allows for detection by electronic methods.
- The scope of services as outlined above is for one-time only. Utility mapping re-marking due to reasons beyond the control of Rice Associates is excluded.
- Utilities may exist which are not locatable.
- Client will assist Rice Associates to aid in the acquisition of utility plans/records from project owner.
- Rice Associates will not be responsible for the removal of debris or obstruction from any area or structure for the purpose of gathering utility information.
- Any service not specifically included is excluded.

Section IV - Items to be provided by Client

- Property owner notification of survey activities.
- Client will provide written notice to proceed after receiving notice to proceed from the Town of Vienna.
- Continuous, non-disrupted access to the subject properties (no work disruptions).

Section V - Deliverables

Tasks 1 & 2 - Mapping

The deliverable will include an AutoCAD compatible project disc with all supporting files, a hard copy topographic worksheet, one (1) foot contours and the associated surface at a scale of one-inch equals twenty-five feet (1" = 25').

Section VI – Time of Performance

Tasks 1 & 2– Mapping

The delivery date will be a mutually agreed upon date at notice to proceed and receipt of the items delineated in Section IV, with the exception of the design files. This schedule is subject to uncontrollable impacts, such as weather, and access disruptions.

Section VII - Basis of Payment

We propose to perform the services described under Section I of this proposal, on a lump sum basis. If for any reason additional work is required, you will be formally notified (for approval) prior to starting the additional work. Additional work will be invoiced on an hourly basis or mutually agreed to lump sum fee.

Section VIII- Fee Schedule

Task 1 – Survey Mapping (Lump Sum Fee)	\$ 12,139.69
Task 2 - Subsurface Utility Mapping (Lump Sum Fee)	\$ 16,052.13
Direct Costs (Mileage)	\$ 425.60

Thank you for your confidence in our firm. We look forward to working with you on this and future projects. Please call if you have any questions or require further information.

Sincerely,



Bill Lippy, LS

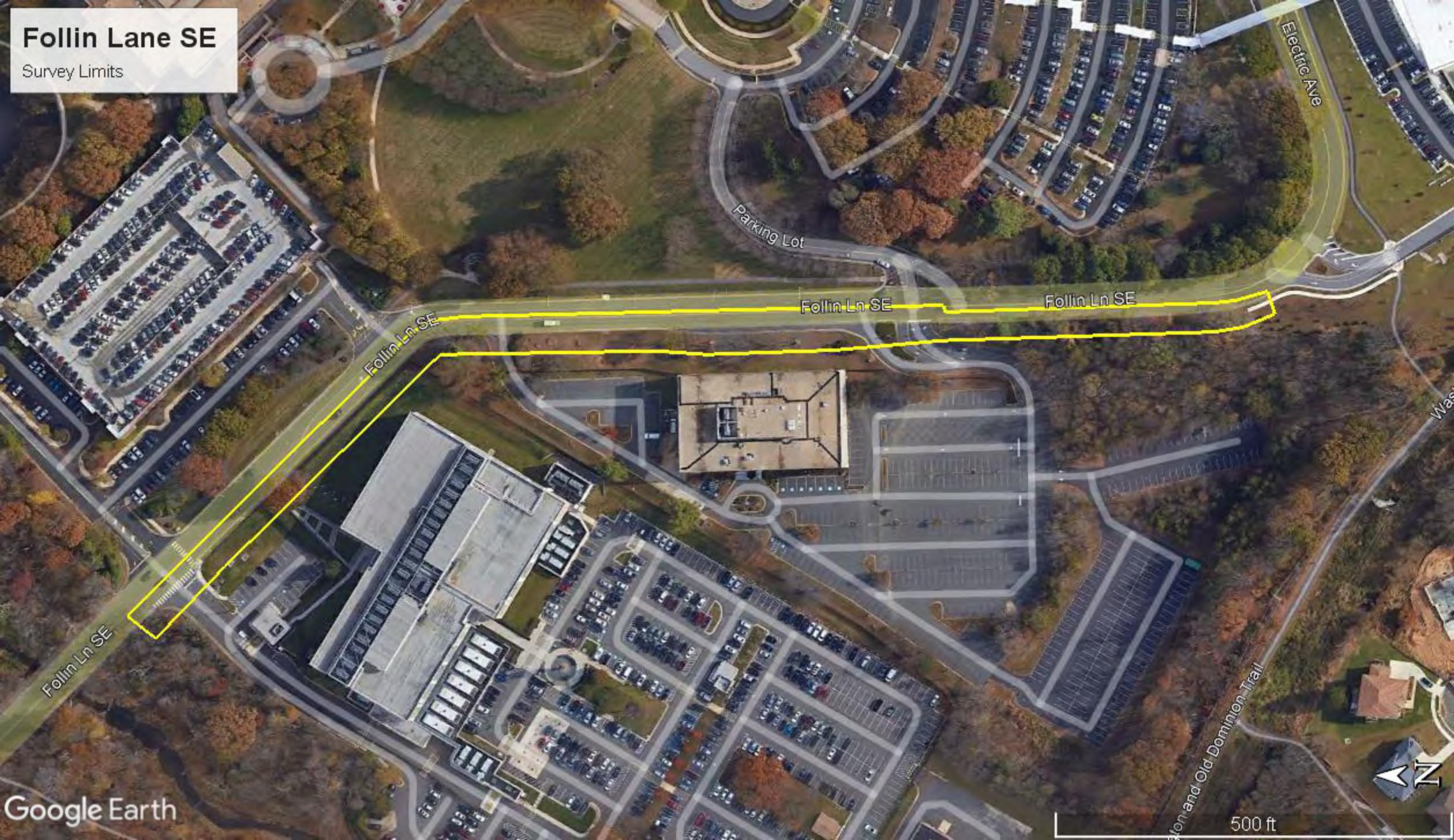
Attachments:

Fee Schedule

Graphics

Follin Lane SE

Survey Limits



Follin Ln SE

Follin Ln SE

Follin Ln SE

Follin Ln SE

Parking Lot

Electric Ave

Wash...

Old Dominion Trail

