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February 1, 2023

Ms. Christine Horner
Acting Director
Department of Public Works, Town of Vienna
127 Center Street South
Vienna, Virginia 22170

Re: Town of Vienna: Glen Avenue Pedestrian Improvements
RFP 19-01-On Call Civil Engineering Services
Urban, Ltd. # 23-008.R1

Dear Ms. Horner:

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 engineering and related work as discussed with the Town regarding road curb/gutter/sidewalk and stormwater improvements along both sides of Glen Avenue, consistent with the included Exhibit A totaling approximately 1,440 linear feet on each side of the existing road.

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	\$ 142,250.00
Budget estimate for reprographics and reimbursable expenses:	\$ 200.00
Total fee for contract, up to:	\$ 142,450.00

(continued)

SECTION 1 – SCOPE OF SERVICES AND FEES

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

Task 1 – Survey of Existing Conditions

Urban shall establish horizontal and vertical survey control and survey full street section as well as 50 feet into properties on both sides of street for area shown on Exhibit “A”, for purposes of preparing an existing conditions base for use in the construction plan. This task includes the as-built of storm drainage and as-built of sanitary sewers within the survey limits, establishing property lines for lots and right-of-way in the survey limits, topography, surface features, drafting and field walk by a survey manager.

Fee: \$7,000.00, Hourly Rate Not to Exceed without Client authorization

Task 2 – Outfall Survey

Urban shall survey storm outfalls for approximately 1,200 feet downstream along Courthouse Road and approximately 1,100 feet downstream along Millwood Court generally in the direction shown on Exhibit “A”.

Fee: \$4,500.00, Hourly Rate Not to Exceed without Client authorization

Task 3 – 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: \$4,800.00, Hourly Rate Not to Exceed without Client authorization
(includes sub-contractor fee and Urban’s fee to locate)**

Task 4 – Concept Planning and General Consulting

Service includes early-stage concept planning and exhibit preparation of the proposed improvements prior to actual construction plan preparation. Urban shall assist the Town in the development of the concept for use in sharing with stakeholders prior to construction plan kickoff. Service includes preparation and attendance of one public information meeting. Service also includes general consulting and coordination that may be required during the course of the project.

Fee: \$6,500.00, Hourly Rate Not to Exceed without Client authorization

Task 5 – Construction Plan 30%

Urban shall prepare a construction plan for the road improvements along both sides of the subject street totaling approximately 1,440 linear feet. Improvements and scope assumptions are as follows and will be completed to the approximate percentages as shown in title of each Construction Plan task:

1. Curb and Gutter
2. Sidewalk both sides
3. Aprons for all driveway connections

4. CG-12s at the four intersections, totaling up to twelve CG-12 designs.
5. Pavement plan for patch/new pavement as applicable.
6. Plan will include general notes, typical section, demo plan, erosion and sediment control plan and narrative, grading plan, details, and other items necessary for construction.
7. Plan will include typical storm drainage improvements in the immediate area of improvements to the extent possible and practical. If extensions further downstream are required to connect to the system once initial evaluations are completed, this may need to be an additional work order / scope increase.
8. See Section 2 for Exclusions of exclusions.

Fee: \$16,500.00, Hourly Rate Not to Exceed without Client authorization

Task 6 – Construction Plan 95%

Urban shall respond to Town comments to the 30% set and complete the design to the 95% level.

Fee: \$28,500.00, Hourly Rate Not to Exceed without Client authorization

Task 7 – Construction Plan 100%

Urban shall respond to Town comments on the 95% set and complete design to the 100% level.

Fee: \$9,750.00, Hourly Rate Not to Exceed without Client authorization

Task 8 – Stormwater Management

Urban shall prepare a comprehensive SWM plan for the project. Services includes analysis and design of stormwater facilities for the project. Scope assumes reaching full detention and quality requirements with no outfall upgrades proposed and as further explained:

1. Plan will provide full water quality and quantity analysis for the site area based on current Vienna and Virginia standards.
2. Plan will provide up to five (5) SWM/BMP facilities in the right-of-way to satisfy water quality and quantity requirements. If quality is not entirely met onsite, up to 25% would be considered for purchasing water quality credits or covered by other Vienna water quality projects. Facilities are assumed to be micro bioretention facilities with surface storage and media storage routed for quantity coverage in addition to quality. Facilities may include oversized underground chambers to achieve quantity controls. Final designs may vary. It's not expected to have the necessary space for any wet or dry ponds, therefore those are excluded.
3. Outfall analysis to the appropriate extent of review based on outfall analysis standard practice. Identification of downstream pipe deficiencies on the plan for future or separate scope of work to upgrade/replace.
4. Excludes upgrading or replacing undersized or poor condition pipes downstream.

Fee: \$24,750.00, Hourly Rate Not to Exceed without Client authorization

Task 9 – Landscape Plan for Bio-retention Facilities

Urban shall prepare a separate landscape plan for the planting requirements, details, and specifications for the landscaping proposed for the bioretention facilities. It is assumed there will be five (5) facilities and they will be planted to typical state specifications, however limited to vegetation that does not block sight lines for traffic. Service assumes no other plantings or street trees are to be proposed.

Fee: \$3,950.00, Hourly Rate Not to Exceed without Client authorization

Task 10 –ROE Exhibits

Urban to provide Right of Entry agreements for up to 20 lots. If this task is not utilized fully for ROEs, it may be utilized for other scope overages carried over from other tasks.

Fee: \$10,000.00, Hourly Rate Not to Exceed without Client authorization

Task 11 – Construction Cost Estimate

Urban shall prepare a cost estimate for the project utilizing unit price lists for the proposed improvements for the Town's use in budget preparation. This task assumes a single estimate preparation after the issuance of the 100% plan, and minor updates based on Town comments.

Fee: \$3,750.00, Hourly Rate Not to Exceed without Client authorization

Task 12 – Meetings, Coordination, Studies, Exhibits and RFI's

Meetings and Coordination effort with Client as requested. Meeting with Citizens and town onsite for scoping and ongoing coordination as needed. Services performed under this task may also include any miscellaneous related work if requested by Client and not applicable under any other task. Service also includes support services to Client, if necessary, for limited private utility coordination. It is expected per recent experience that the Town will handle the majority of private utility coordination.

Fee: \$6,500.00, Hourly Rate Not to Exceed without Client authorization

Task 13 – IFB Document Assistance

Urban shall assist the Town in the development of the IFB document(s). Urban will perform reviews and assist the Town in responding to comments/questions from potential bidders (for example: answering questions that will be incorporated into potential addendums during the Bid process). Urban will assist the Town in performing any post bid (low bid) analysis required for Town Council's request to Award.

Fee: \$6,500.00, Hourly Rate Not to Exceed without Client authorization

Task 14 – Construction Admin Assistance / RFI's / Submittal Review / Specifications

Urban shall provide consulting as needed for assistance with items such as construction administration, reviewing requests for information, submittals, contract administration and additional specifications beyond that indicated on the plans.

Fee: \$5,500.00, Hourly Rate Not to Exceed without Client authorization

Task 15 –Test Pits

Urban shall subcontract a utility firm to provide test pitting services for approximately three (3) test pits. Urban shall survey the top of the utility and the diameter and utilize this information in the construction plan. The assumed fee of the test pitting sub-contractor is included in the pricing for budgetary purposes and may vary based the number of test pits ultimately needed.

Fee: \$3,750.00, Hourly Rate Not to Exceed without Client authorization (Includes sub-contractor fee and Urban's fee to stakeout assuming 3 test pits)

SECTION 2 – EXCLUSIONS

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

1. Excess stormwater management or extensions as explained in Task 1 scope description
2. Excludes upgrading or replacing undersized or poor condition pipes downstream
3. Detailed Utility Coordination or Relocation
4. Extra test pitting.
5. Landscape Plan and computations, Tree Preservation Plan, Detailed hardscape design
6. Maintenance of Traffic Plan
7. Design of light improvements, photometrics or design of lighting circuits
8. Private utility easement plats or vacation plats
9. Federal, State, and/or local permits other than any of those described herein
10. Revisions to work caused by Ordinance changes and/or Client requested changes
11. Any field surveying not covered in Task descriptions
12. Construction stakeout
13. Wetlands consulting
14. Environmental and historical resources consulting
15. Geotechnical investigation and/or design
16. Structural engineering design

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 \$100.00

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 \$100.00

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 \$142,250.00 plus reimbursable and reprographic expenses, which have been budgeted herein at \$200.00. 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 workday, 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
6. Private utility coordination

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.



Digitally signed by C.
Ryan Connor
Date: 2023-02-01
09:30-05:00

C. Ryan Connor, PE
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	\$ 90.00	per hour*
Plotter	\$ 75.00	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 1, 2022, to June 30, 2023

Principal - Expert Witness	\$ 327.66
Principal	\$ 229.36
Sr. Associate / Associate	\$ 202.64
Sr. Transportation Engineer	\$ 170.28
Sr. Project Coordinator	\$ 145.88
Sr. Landscape Architect	\$ 164.37
Sr. Land Planner	\$ 180.21
Project Coordinator	\$ 133.73
Engineer	\$ 121.69
Engineer Technician	\$ 91.16
Land Planner	\$ 120.14
Landscape Architect	\$ 133.73
Landscape Designer	\$ 97.18
Jr. Landscape Designer	\$ 87.51
Sr. CADD Designer	\$ 131.47
CADD Operator	\$ 109.44
Jr. CADD Operator	\$ 78.64
Field Coordinator	\$ 139.86
Survey Manager	\$ 158.13
Licensed Land Surveyor	\$ 158.13
Field Party	\$ 176.52
Sr. Survey Technician	\$ 121.69
Jr. Survey Technician	\$ 87.51
Clerical	\$ 54.61

