



Dewberry Architects Inc. | 703.849.0100  
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August 09, 2024

Town of Vienna  
 Attn: Jerry Amacker, Procurement Officer  
 Vienna Town Hall – Renovation Project  
 127 Center Street S  
 Vienna, VA 22180

RE: Town Hall Renovations – Architectural Drawings for Construction

Dear Mr. Amacker,

Thank you for selecting Dewberry Architects Inc. (Dewberry) to provide A&E services for the Vienna Town Hall Renovations – Architectural Drawings for Construction. We are honored to have this opportunity to work with the Town of Vienna to make this a successful project. Dewberry is hereby submitting our proposal for this project. This proposal letter serves as our Technical and Fee Proposal. A pre-proposal meeting was conducted by Vienna Town Hall staff for members of the Dewberry team on April 10, 2024 @ 11:00am with a subsequent scoping clarification meeting August 05, 2024. Our proposal reflects all the discussions held in those meetings.

#### **PROJECT UNDERSTANDING**

The contract is for Programming Validation, Design and Construction Administration services for a renovation to the first floor of the Vienna Town Hall building approximately 4,400 square feet located at 127 Center Street S, Vienna, VA 22180. The renovation includes:

- furthering developing test fit concept and program of requirements (completed under Phase 1)
- reconfigure existing spaces in accordance with the final test fit concept.
- Provide limited interior construction to accommodate the reconfiguration of spaces.
- Modify mechanical, electrical, and plumbing systems only as needed or required by code.
- Replace interior finishes: carpet, paint, flooring (and overhead only as needed for reconfiguration)
- Provide new furniture, fixtures, and equipment.
- The project scope does not include restrooms, elevator, or security improvements.



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There will be no improvements to the exterior of the existing building. The Town will make arrangements for half the departments that are impacted by the renovation to be moved offsite or provide a work from home policy for the duration of construction, and therefore two construction phases will be required.

A Vienna Town Hall Interior Study was completed by PMA Architects dated 5, February 2024 this represents the previous planning for the project. The design team will review, coordinate, and confirm whether the programming information is still valid, and revise the information, as necessary. It is anticipated that the program will not be significantly altered from the content and recommendations of this original assessment.

### **SCOPE OF WORK**

Dewberry and our Consultants will provide the following services in the Basic Scope of Work:

1. Initial Assessment and Planning
2. Schematic Design
3. Design Development
4. 50% Construction Documents
5. 95% Construction Documents
6. Permitting
7. Bidding and Contract Award
8. Construction Administration

### **TASK #1 – Initial Assessment and Planning**

1. Project Initiation meeting with Town of Vienna Stakeholders, Dewberry Architects and Engineers and other invited parties to introduce the design team and owner representatives. The meeting will cover the project overview, goals, and intent, as well as the project schedule, key milestones, and potential challenges. We will also discuss roles and responsibilities, including team roles, the decision-making process and communication protocols. Additionally, we will review budget, cost control measures, the design process (including phasing and owner input), the review and approval process, permitting requirements and the Town's role in phasing and construction planning.
2. On-Site verification of the interior space and above the ceiling investigation by A/E team.
3. Identify critical success factors.
4. Review and validate the program, test fit and space standards with the Town of Vienna.
5. Revise the program and test fit based on our meeting with the Town of Vienna
6. Confirm spaces can accommodate furniture and storage needs and complies with ADA.
7. Review ADA, confirm plumbing fixture count requirements and confirm the ADA code requirements for 20% of construction budget going to ADA upgrades.
8. Existing Furniture Survey and Inventory
9. (3) meetings with the town + meeting minutes





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## **TASK #2 – SCHEMATIC DESIGN**

1. Develop Code Analysis & Code Plans for 2 phases
2. Develop Demolition Plans for 2 phases
3. Develop Annotation Plans for 2 phases
  - a. Discuss Acoustics
4. Develop Dimension Plans for 2 phases
5. Develop Reflected Ceiling Plans for 2 phases
6. MEP Coordination & Technology/AV/IT (Narratives)
7. Specifications (TOC)
8. (1) Meeting + meeting minutes

## **TASK #3 – DESIGN DEVELOPMENT**

1. Refine plans developed in Task #2 - Schematic Design Phase
2. Develop Furniture Plans for 2 phases
3. Develop Finish Plans for 2 phases
4. Enlarged Plans (As Needed)
5. Interior Elevations (As Needed)
6. Specifications – Outline
7. FF&E selection and coordination
8. Present (3) finish schemes to Town of Vienna that coordinate with other floors in the building.
9. Process interior renderings to relay design concept
10. Mechanical, Electrical and Plumbing plans developed to a Design Development level
11. Coordination with AV/IT and Security
12. First Cost Estimate
13. (2) Meetings + meeting minutes

## **TASK #4 – 50% Construction Documents**

1. Refine plans developed in Task #2 & 3 – Schematic and Design Development Phases
2. Develop Signage Plans for 2 phases
3. Further develop MEP Design
4. Discuss and develop door hardware
  - a. Schedules
5. Coordinate power and data plans with electrical engineer
6. Begin Interior Detailing
7. Further develop interior elevations
8. Further development of specifications to 50%
9. (2) meetings + meeting minutes
10. (1) Town Council Meeting / Presentation



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### **TASK #5 – 95% Construction Documents**

1. Finalize plans developed in Task #2, 3, & 4 – Schematic, Design Development and 50% construction documents
2. Finalize Interior Detailing
3. FF&E procurement schedule and specifications (FF&E specifications on the drawings)
4. Partition Type Details
5. 100% specifications
6. Final Cost Estimate
7. (2) meetings + meeting minutes

### **TASK #6 – Permitting**

1. Provide sign and sealed drawings and completed permitting forms to Town of Vienna for submission to the building department.
2. Respond to any comments from the building department and provide revised sheets.
3. Provide drawings for re-submission.
4. Receive Permit approval
5. Prepare BID documents

### **TASK #7 – Bidding and Contract Award**

1. Issue BID set to Town of Vienna for distribution.
2. Dewberry to answer any questions during bidding.
3. Dewberry to provide BID comparison analysis.
4. Dewberry to assist in the selection of the contractor.
5. Pre-BID meeting
6. Post-BID meeting

### **TASK #8 – Construction Administration**

1. Dewberry to attend Pre-Construction meeting.
2. Bi-weekly progress meetings
3. Submittal Review
4. Shop Drawing Review
5. RFI's
6. Meeting Minutes
7. (1) Punchlist
8. Provide Record Drawings

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## IDENTIFICATION OF TEAM

Dewberry will be the Prime design contractor for this project and will provide Project Management, Programming, Architecture, Interiors, FF&E, Mechanical, Electrical, Plumbing and Fire Protection Engineering, Security, Technology, IT and Cost Estimating.

The following firm will provide the noted service under subcontract agreements with Dewberry:

**Downey & Scott LLC** will provide cost estimating services for this project.

## SCOPE CLARIFICATIONS

The scope of Services included in the proposal are consistent with the requirements of the “Standard Form of Agreement Between Owner and Architect, AIA Document B101, Article 3” (Agreement) unless clarifications or exclusions are noted below.

### General

Planning, design and coordination of any temporary facilities and associated planning for relocation of customer property, equipment and furnishings is not included.

A/E field investigation work may take place during regular working hours but will be coordinated with the Town and staff schedules.

The drawings have been exported from the dropbox link that was provided by the Town in our scoping meeting call on Monday August 5, 2024. Any drawings provided by the Town of Vienna will be utilized at the sole discretion of Dewberry and are not to be considered a deliverable to the client. CADD files will be provided for record drawings at the completion of construction.

As-built drawings will be provided by the construction contractor in accordance with the Agreement. Dewberry will incorporate the changes and provide the Town of Vienna a set of record drawings.

It is assumed that all work will be designed at one time and that one general contractor will be responsible for all construction.

### Architectural / Interiors

The space standards and study developed by PMA Architecture (Phase 1) will be used as a basis for space standards and will be utilized in our test fit and furniture plans.

The Town of Vienna will provide Dewberry the FF&E procurement contract to utilize discounted pricing and direction on the available furniture manufacturers that can be utilized under that contract.

### Programming

During the initial assessment and planning phase, the Vienna Town Hall Interior Study developed by PMA Architecture (Phase 1) will undergo a validation effort via (1) meeting with selected stakeholders of

the occupant groups and Town Staff. We will validate the test fit and provide (2) revisions to the test fit based on the program of requirements.

#### Mechanical, Electrical, Plumbing and Fire Protection

**Base Building Infrastructure:** The Basic Scope of Work and associated fee assume that the existing base building infrastructure is of sufficient capacity and condition to support the intended use of the space in accordance with market-typical provisions. Infrastructure includes but is not limited to floor air handling units, outside air delivery, primary air ducts, electrical distribution equipment, plumbing domestic cold-water supply, plumbing sanitary drain system, and sprinkler riser and mains. Deficiencies preventing execution of the tenant design and requiring remediation under this project will require reevaluation of the proposed scope and fee.

**Mechanical System Revisions:** Mechanical design scope includes the relocation and/or replacement of secondary distribution equipment (VAV, Fan-powered boxes, etc.) and adjustment or replacement of secondary distribution ductwork downstream of the boxes to meet the revised programming. All primary equipment such as air handling units are understood to be adequate and acceptable for reuse. At this time, it is not anticipated that any supplemental HVAC systems are required.

**Energy Code Compliance:** The design will achieve compliance with applicable code utilizing prescriptive means. Energy modeling services have not been included in the Basic Scope and Fee.

**Electrical System Modifications:** Electrical design scope includes revision to branch circuit and terminal equipment circuiting. Distribution equipment including panelboards, switchboards, and emergency distribution system are assumed to be of adequate capacity and with ample bus space for the proposed programming.

**Fire Protection Sprinkler Systems:** The design of the fire suppression/sprinkler systems will be based on Division 21 performance specifications. Sprinkler branch piping and sprinkler head locations will be addressed by performance specifications. Where sprinkler lines require close coordination with architectural features and tight conditions, Dewberry will work with architect to develop details and pathways for coordination of this piping system.

**Specialized Engineering Services:** Unless otherwise indicated as included under basic services; non-typical or above building standard design services such as engineered smoke control system(s), UPS systems, building life-safety generators, SCIF Rooms/Areas, PDU's, computer rooms, pre-action sprinkler systems, supplemental AC units over 3-tons cooling capacity, supplemental AC units not connected to the building chilled or condensers water systems, etc. that could potentially add significant engineering man-hours and fee increases have been excluded from the Basic Services. If required, the MEP design and construction administration services associated with these above building standard systems and spaces will be performed as an additional service.

#### Security/Technology/IT

#### **Information and Communications Technology (ICT) Cabling Systems**

The ICT cabling systems scope of work shall include ANSI/EIA/TIA standards compliant horizontal and backbone cabling systems for support of owner/user furnished phone, data, network, and communications systems. When applicable, existing standards shall be implemented. Systems shall be comprised of the following-

1. Cabling infrastructures including conduit, back box, inner duct, duct bank, cable tray, j-hooks and other cable support mechanisms.
2. Telecommunications grounding network including bus bars, grounding/bonding conductors, lugs, etc.
3. Intrabuilding backbone cabling including fiber optic cable and if applicable, copper cable.
4. Horizontal cabling systems including cable, work area outlet, patch panel, and patch cables. Cabling performance to be identified in design.
5. CATV cabling system design for distribution of cable television services including bi-directional amplifiers, splitters/taps, cabling, and terminations.
6. Assist in development of cabling infrastructure for Wi-Fi antenna system.
7. Assist in identifying cabling routing and termination methods for furniture systems.
8. Coordinate power requirements including loading, un-interruptible backup, and emergency generator requirements.
9. Testing means and methods as required for industry standard cabling warranties.
10. Identification of installation means and methods compliant with industry standards.

### **Security Electronics Systems**

The security electronics systems scope of work shall include ANSI/EIA/TIA and recognized industry standards compliant surveillance (CCTV) and electronic door control (access control). When applicable, existing standards shall be implemented. Systems shall be comprised of the following-

1. Cabling infrastructures including conduit, back box, inner duct, duct bank, cable tray, j-hooks and other cable support mechanisms.
2. Extension of telecommunications grounding network including bus bars, grounding/bonding conductors, lugs, etc.
3. CCTV system including cabling, terminations, cameras, mounting hardware, servers, storage, and viewing workstations.
4. Access control system including cabling, terminations, credential readers, control panels, monitoring/programming workstations, and power supplies.
5. Coordination with door hardware for electro mechanical locking devices, request to exit switches, position and monitoring switches.
6. Coordination of control with traffic gate entry control systems if required
7. Burglar/duress alarm notification system including cabling, terminations, alarm monitoring devices, control panels, and power supplies.
8. Intercommunication/paging systems including master stations, substations, controller, amplification, speakers, and cabling systems.
9. Transient voltage surge suppression for externally mounted devices.
10. Security Local Area Network hardware, programming and integration with facility Local Area Network.
11. Coordinate power requirements including loading, un-interruptible backup, and emergency generator requirements.
12. Testing means and methods.
13. Identification of installation means and methods compliant with industry standards.

### **Audio Visual Systems**

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The Audio/Visual scope of work shall include ANSI/TIA/EIA standards compliant presentation systems comprised of video presentation, audio reinforcement, and integrated control systems. When applicable, existing standards shall be implemented. Systems shall apply to meeting, conference, training, and classroom spaces and shall be comprised of the following-

1. Cabling infrastructures including conduit, back box, inner duct, duct bank, cable tray, j-hooks and other cable support mechanisms.
2. Extension of telecommunications grounding network including bus bars, grounding/bonding conductors, lugs, etc.
3. Coordination of power and cooling for Audio Visual spaces and cabinets.
4. Video presentation technologies including projection systems, flat panel displays, switching/processing hardware, signal delivery hardware, cabling, and software.
5. Audio reinforcement systems including microphones, digital signal processors, amplification, speakers, and assisted listening devices.
6. Integrated control systems including processing equipment, interface hardware, pushbutton and or touch screen control interfaces.
7. Digital Signage Display Systems including displays, content software, and distribution hardware.
8. Audio Visual Local Area Network hardware, programming and integration with facility Local Area Network.
9. Coordinate power requirements including loading, un-interruptible backup, and emergency generator requirements.
10. Testing means and methods.
11. Identification of installation means and methods compliant with industry standards.

**The Technology scope of work includes the following-**

1. Programming
  - a. Develop systems program.
  - b. Identify owner/user standards
  - c. Identify Owner/User Stake Holders
2. Schematic Design:
  - a. IT Coordination Meeting to coordinate project scope.
  - b. Security Coordination meeting to coordinate project scope.
  - c. Audio/Visual Coordination meeting to coordinate project scope.
  - d. Schematic Design Package Deliverables:
    - i. Narratives for Information and Communication Technology Cabling Systems, Security Electronics, and Audio Visual Systems.
    - ii. Preliminary plans and diagrams.
    - iii. Outline specifications.
    - iv. Review and feedback of Schematic cost estimate.
3. Design Development
  - a. IT Coordination Meeting to review system operational and functional requirements.
  - b. Security Coordination Meeting to review system operational and functional requirements.
  - c. Audio/Visual Coordination Meeting to review system operational and functional requirements.
  - d. Design Development Package Deliverables:
    - i. Revised and final Narratives for Information and Communication Technology Cabling Systems, Security Electronics, and Audio Visual Systems.

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- ii. Floor/Ceiling Plans
- iii. Block diagrams.
- iv. Specifications.
- v. Review and feedback of cost estimate.

4. Construction Documents

- a. Final IT Coordination Meeting to review system operational and functional requirements.
- b. Final Security Coordination Meeting to review system operational and functional requirements.
- c. Final Audio/Visual Coordination Meeting to review system operational and functional requirements.
- d. Construction Document Package Deliverables:
  - i. Floor/Ceiling Plans
  - ii. Block diagrams.
  - iii. Elevations, large scale plans, details, schedules
  - iv. Complete Specifications.
  - v. Review and feedback of cost estimate.

e.

5. Systems design shall comply with current industry standards, recognized trends, and existing Owner/User standards.

6. Technical specifications writing.

7. Revit drawing development.

8. Review of shop drawings.

9. Final inspections and review of warranties.

10. Meet with Architect, Owner, and Users to review the program.

11. Submit Schematic Design program narrative.

12. Inter-disciplinary coordination with Architecture, MEP, and Interiors.

13. All drawings done in Revit.

### **Anticipated Trips – Technology/IT/AV**

- Site trips are excluded from scope of work. Architectural project manager will be responsible for obtaining information requested by the technology team. All construction punches will be performed by the Architect project manager's team.

### **Exclusions -**

If applicable to the project, the design and documentation of the following systems are excluded from the scope of work-

1. Mass notification systems.
2. Active Building Local Area Network for support of computer, phone, copier, printer, etc. Inclusive of network switches, routes, servers, storage devices, and wireless access points.
3. Telephone/Unified Communications system.
4. Site and design emergency generator system.
5. Computer workstations and printers.
6. Rescue assistance communications systems.
7. Building Management Systems
8. Monument Signage
9. Digital and Interactive Signage



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10. Promotional Signage
11. Coordination of storage facility for new or existing furniture
12. Art and Plant Selection
13. Furniture Showroom Visits
14. Furniture Mock-up
15. Restrooms are excluded from the scope.
16. Elevators are excluded from the scope.
17. Security improvements are excluded from the scope.
18. Photometric calculations are excluded from the scope.
19. Energy Modeling is excluded from the scope.
20. Value Engineering services is excluded from the scope.

#### Cost Estimating

See Attached proposal from Downey & Scott Cost Estimators

#### FF&E

All specifications for Furniture Procurement will be added to the construction documents, a separate furniture procurement package is not included. Specifications include free standing furniture in offices, public areas, workstations, and conference rooms. Installation consulting services are not included.

#### Permit Expeditor

The Town of Vienna shall directly bear any required permit fees. Permit Expeditor fees are excluded from this scope of work.

#### Sustainability

This project has no defined sustainability requirements. This project is excluded from the Virginia High Performance Building Act due to the fact it is under 5,000 SF.

#### Community Meetings

The A/E team understands the importance of community involvement in the Town's planning process. This proposal assumes that the A/E team, along with town representatives, would conduct one meeting including the Town Council presentation.

#### Submittal Review Process

At the end of each project phase the A/E will make a formal submission based on the schedule of deliverables listed below. It is anticipated that the Town's project manager, and all other stakeholders will review these documents for a period of (1) week during which the Town's project manager will assemble a consolidated set of review comments. After the town's review period, comments will be distributed to the A/E team for review and response within a one (1) week period.

#### Construction Administration



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Traditional construction administration services will be provided for this project as part of basic services. This includes participation in preconstruction and construction progress meetings; conducting periodic site visits; review and approval of contractor schedules, shop drawings and payment request reviews; verification of compliance with the contractor for construction; responding to Requests for Information (RFI's) and substantial completion and final inspections.

### **REQUIRED TOWN ASSISTANCE**

Plan with Town of Vienna for design team to perform an onsite visual inspection of the interior space and above the ceiling inspection.

Provide FF&E furniture procurement contract.

Provide any standards for FF&E systems.

### **SCHEDULE**

A detailed schedule including intermediate tasks will be completed after award. The schedule below is an estimate and may be subject to change due to potential decision making, scope changes, budget revisions, review and approval delays or unforeseen circumstances.

The proposed scope and fee are based on a kickoff meeting starting within the first two weeks of September and the design phase being complete by mid-March 2025 (approximately 6 consecutive months). Permitting will be approximately 14 weeks and is expected to be complete by mid-June 2025 and the Bidding will start in June 2025 and contract award by August 2025. Estimated timeframe for Construction Administration will start approximately September 2025 and is expected to last 8 months considering 2 phases. Extension of the design schedule beyond the stated periods will require additional service fees.

**Site Investigation:** 1 week

**Design Phase:** 26 weeks

(Programming Validation – Construction Documents)

**Permitting:** 14 weeks

**Bidding:** 7 weeks

**Construction:** 34 weeks (8 months) (2 phases)

**Total Project Duration:** 78 weeks (18 months)



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## FEE

The proposal is an hourly not to exceed broken down for each phase by discipline. Reference attached fee summary sheet.

## CLOSING

We appreciate this opportunity to work with the Town of Vienna. Please contact us with any comments, questions, or concerns. We look forward to beginning work on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read "Roderick D. Williams".

Roderick D. Williams, AIA, LEED AP BD+C  
Associate Principal

A handwritten signature in black ink, appearing to read "April Vacca".

April Vacca, RID, LEED AP ID+C, WELL AP  
Associate Principal



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## PRECONSTRUCTION SERVICES

08/08/2024  
 Dewberry  
 8401 Arlington Boulevard  
 Fairfax, Virginia 22031-4619

Attention: April Varca, RID, Associate Principal  
 Re: Fee Proposal and Letter of Engagement for Professional Services  
 Project/Property: Vienna Town Hall - Renovations  
 Location: Town of Vienna, VA  
 Via: email

Dear April:

As a follow-up to your request, I am pleased to submit the following revised fee for the subject project.

### A. Scope of Services:

To provide professional Cost Engineering / Cost Estimating services for the above mentioned project.

Scope: We will perform two tasks as outlined below and generally detailed as Task 1] Design Development Cost Estimating analysis for limited renovations to the existing Vienna Town Hall and 2] 95% Construction Document detailed construction cost estimate for limited renovations to the existing Vienna Town Hall. Areas of renovation are limited to approximately 4,500 GSF and will have minor Mechanical, Electrical and Plumbing scope. It is assumed that there will be no site work and the project is limited to interior renovations in two phases.

### B. Fees:

Refer to the following table:

Construction Cost Estimating	Principal		Senior Cost Engineer		Arch / Struct Cost Engineer		Mechanical Cost Engineer		Electrical Cost Engineer		Civil Cost Engineer		Technician		Expen	Line Extension
	\$221	per hour	\$180	per hour	\$149	per hour	\$149	per hour	\$149	per hour	\$149	per hour	\$118	per hour	misc.	
<b>Pre Construction Services</b>																
<b>Two Tasks - Submissions</b>																
<b>1) Design Development</b>	2	442	6	1,080	12	1,788	5	745	8	1,192	0	0	2	236	0	<b>\$5,483</b>
Meeting time allowance	2	442	2	360							0	0	0	0	0	<b>\$802</b>
<b>Subtotal Task 1</b>																<b>\$6,285</b>
<b>2) 95% Construction Document</b>	2	442	12	2,160	16	2,384	8	1,192	10	1,490	0	0	4	472	0	<b>\$8,140</b>
Meeting time allowance	2	442	2	360							0	0	0	0	0	<b>\$802</b>
<b>Subtotal Task 2</b>																<b>\$8,942</b>
<b>Total Base Services this proposal task 1 and task 2</b>																<b>\$15,227</b>

### C. General Notes:

- This proposal is valid for 120 days. Please note that if not accepted prior to January 2025 our hourly rates will increase.
- We will include the costs of all Hard Construction Costs. Soft Costs are to be provided by others.
- We base this fee on sequential and consecutive submissions and changes to sequence will result in changes to this fee proposal.
- Joe Adams will be the Project Manager and the point of contact for this project.
- This fee is based upon the requested scope of work provided by Dewberry.
- Payment Terms: Fee based on payment terms of net 30 days following the date of our invoice.
- We require one (1) electronic set of plans and specifications to perform our work.
- We exclude any retention to be withheld from progress payments. Upon completion of the deliverable, the amount of the submission will be billed and is due in total.
- If site visits are required, hourly rates will apply as well as mileage reimbursement at the current Federal rate.
- We exclude onsite meeting time in our fee proposal and would propose if in person meetings are required they will be via Teams or Zoom.
- We exclude any HAZMAT abatement cost analysis.
- We will require an executed agreement prior to beginning our work for task 1.
- Please find attached hourly rates as a part of this proposal.

We appreciate the opportunity to submit a proposal for your project. Please do not hesitate to contact me if you need further assistance.

Sincerely,

**Bill Downey**

William G. [Bill] Downey  
 Downey & Scott, LLC  
 Principal  
[bill@downeyscott.com](mailto:bill@downeyscott.com)  
 File

Accepted by [authorized signature]

Date



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<b>2024 Construction Management &amp; Preconstruction Hourly Rates - Non FAR</b>		
note - FAR rates are higher		
	<i>Position</i>	<i>Hourly Rate</i>
<i>Pre Con</i>	<b>Principal</b>	<b>\$221.00</b>
<i>Pre Con</i>	<b>CVS/VMA Facilitator</b>	<b>\$190.00</b>
<i>Pre Con</i>	<b>Senior Project Manager/ Chief Estimator</b>	<b>\$180.00</b>
<i>Pre Con</i>	<b>Senior Scheduler</b>	<b>\$170.00</b>
<i>Pre Con</i>	<b>Senior Construction Manager</b>	<b>\$170.00</b>
<i>Pre Con</i>	<b>Architectural / Structural Estimator</b>	<b>\$149.00</b>
<i>Pre Con</i>	<b>Mechanical Estimator</b>	<b>\$149.00</b>
<i>Pre Con</i>	<b>Electrical Estimator</b>	<b>\$149.00</b>
<i>Pre Con</i>	<b>Civil Estimator</b>	<b>\$149.00</b>
<i>Pre Con</i>	<b>Estimator - Technician</b>	<b>\$118.00</b>
<i>Pre Con</i>	<b>Administrative</b>	<b>\$92.00</b>
<i>Con Mang</i>	<b>Senior Project Manager, Professional Engineer</b>	<b>\$221.00</b>
<i>Con Mang</i>	<b>Senior Project Manager, Construction</b>	<b>\$170.00</b>
<i>Con Mang</i>	<b>Project Manager, Construction</b>	<b>\$135.00</b>
<i>Con Mang</i>	<b>Assistant Project Manager</b>	<b>\$104.00</b>
<i>Con Mang</i>	<b>Senior Construction Inspector</b>	<b>\$107.00</b>
<i>Con Mang</i>	<b>Construction Inspector</b>	<b>\$85.00</b>
<i>Con Mang</i>	<b>Admin/Technical Support</b>	<b>\$92.00</b>
<i>Con Mang</i>	<b>Commissioning Authority</b>	<b>\$171.00</b>

Mileage reimbursement *at current GSA rate*  
 Printing reimbursement *at cost*  
 Travel and Lodgings reimbursement *none expected*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Meghan Sundergill
The Hilb Group of Maryland, LLC 3601 MacCorkle Ave, Ste 50		PHONE (A/C, No, Ext): E-MAIL ADDRESS: msundergill@hilbgroup.com
Charleston WV 25304		INSURER(S) AFFORDING COVERAGE INSURER A: Allmerica Financial Benefit Insurance Co
		NAIC # 41840
INSURED		INSURER B: The Hanover Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
Downey & Scott, LLC 6799 Kennedy Road #F Warrenton VA 20187		22292

COVERAGES		CERTIFICATE NUMBER:		24/25 Master	REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <b>GEN'L AGGREGATE LIMIT APPLIES PER:</b> <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input checked="" type="checkbox"/> LOC  OTHER:			Z2R J621222 00	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000  \$	
							EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000  \$	
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							EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000  \$	
							EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000  \$	
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO  OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  <b>EXCESS LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			AWR J621268 00	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  \$	
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  \$	
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  \$	
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  \$	
							COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$  \$	
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR  <b>EXCESS LIAB</b> <input checked="" type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			Z2R J621222 00	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000  \$	
							EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000  \$	
							EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000  \$	
							EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000  \$	
							EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000  \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	W2R J621263 00	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
							<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
							<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
							<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
							<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
B	Architects Professional			LHR J620770 00	01/01/2024	01/01/2025	Each Claim - \$25k ded \$2,000,000 Aggregate - \$75k ded \$3,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER		CANCELLATION	
Proof of Coverage		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 	

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## Town Hall Renovations - Town of Vienna Fee proposal

	Phase / Discipline	%	Architecture Dewberry (DAI)	MEP&F Dewberry (DEI)	AV/IT/Sec Dewberry (DEI)	Cost Estimating Downey & Scott	TOTAL
<b>1</b>	<b>TASK 1 - INITIAL ASSESSMENT &amp; PLANNING PHASE</b>	DAI	\$ 12,828.75	\$ 503.50	\$ -		\$ 13,332.25
<b>2</b>	<b>TASK 2 - SCHEMATIC DESIGN</b>	DAI	\$ 16,463.13	\$ 2,756.00	\$ 1,968.00		\$ 21,187.13
<b>3</b>	<b>TASK 3 - DESIGN DEVELOPMENT</b>	DAI	\$ 33,478.97	\$ 27,838.25	\$ 4,620.00	\$ 6,285.00	\$ 72,222.22
<b>4</b>	<b>TASK 4 - CONSTRUCTION DOCUMENTS (50%)</b>	DAI	\$ 23,164.29	\$ 16,045.75	\$ 2,220.00		\$ 41,430.04
<b>5</b>	<b>TASK 5 - CONSTRUCTION DOCUMENTS (95%)</b>	DAI	\$ 18,549.13	\$ 12,892.25	\$ 1,840.00	\$ 8,942.00	\$ 42,223.38
<b>6</b>	<b>TASK 6 - PERMITTING</b>	DAI	\$ 4,609.20	\$ 3,127.00	\$ -		\$ 7,736.20
<b>7</b>	<b>TASK 7- BIDDING AND CONTRACT AWARD</b>	DAI	\$ 5,480.63	\$ 874.50	\$ 316.00		\$ 6,671.13
<b>8</b>	<b>TASK 8 - CONSTRUCTION ADMINISTRATION</b>	DAI	\$ 20,342.26	\$ 17,490.00	\$ 832.00		\$ 38,664.26
<b>9</b>	<b>TASK 9- PROJECT CLOSEOUT</b>	DAI	\$ 2,150.64	\$ 3,630.50	\$ -		\$ 5,781.14
	<b>Subtotal</b>		\$ 137,067.00	\$ 85,157.75	\$ 11,796.00	\$ 15,227.00	\$ 249,247.75
<b>10</b>	<b>OTHER ADDITIONAL SERVICES</b>						
	FF&E / Existing Furniture Survey	DAI	13,928				13,928
	ODCs (printing, mileage, etc.)		5,000				5,000
	<b>Total Other Additional Services</b>		18,928	0		0	18,928
	<b>Total All Services</b>		155,995	85,158	11,796	15,227	268,176