PLANNERS
ENGINEERS
LANDSCAPE ARCHITECTS
LAND SURVEYORS

July 30th, 2015

Mr. Michael Gallagher, P.E.
Department of Public Works, Town of Vienna
127 Center Street, South
Vienna, Virginia 22180

Re: Town of Vienna – Town Hall Parking Lot Improvements
RFP 13-05-On Call Civil Engineering Services
Urban, Ltd. # 15-431.00

Dear Mr. Gallagher,

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 consists of engineering, survey and related work as discussed in our meeting with Town Staff on July 8th, 2015 on the project as described herein.

This proposal and the scope of services and fees described herein are based upon codes, ordinances, and regulations of 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 the hourly rate schedule attached hereto, or, alternatively, in accordance with a change order, which 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	$ 28,000.00
Budget estimate for reprographics and reimbursable expenses:	$ 1,000.00
The total fee for the contract is up to:	$ 29,000.00

(continued on next page)

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 on the Town Hall site and survey the boundary and the topographic information in the project area for purposes of preparing an existing conditions base for use in the construction plan.

Fee: $3,500.00, Hourly Rate Not to Exceed without Client authorization

Task 2 – Construction Plan 30%
Urban shall prepare a construction plan for the alteration of the rear parking lot of Town Hall as discussed in the 7/8/2015 meeting. The construction plan will propose shrinking the parking lot ot a normal width, establishing additional green space behind the lot to construct a linear BMP facility. Construction plan will adjust and augment the storm system as needed. Construction plan includes sizing of any new inlets and new pipe based on received flows via a drainage analysis, however it will not analyze the capacity of the receiving system. Plan will contain information on erosion and sediment control, pavement patching, and other various notes and details as needed. Plan will not include specifications. Landscape Plan will be provided under separate task.

Fee: $5,000.00, Hourly Rate Not to Exceed without Client authorization

Task 3 – Construction Plan 95%
Urban shall respond to Town comments to the 30% set and complete the design to the 95% level.

Fee: $9,000.00, Hourly Rate Not to Exceed without Client authorization

Task 4 – Construction Plan 100%

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

Fee: $3,000.00, Hourly Rate Not to Exceed without Client authorization

Task 5 – Landscape Plan

Urban shall prepare a landscape plan for the raingardens and surrounding green space. The plantings will be those required of the raingardens per state code as well as additional planting for the surrounding space to compliment the back parking lot. The landscape plan will be supplied to the Town for input on species and locations for one round of Town comments at time of 95% submission of the Construction Plan and the final 100% landscape plan will be provided at the 100% Construction Plans.

Fee: $2,000.00, Hourly Rate Not to Exceed without Client authorization

Task 6 – Informational Signage (If Requested)

Urban shall prepare sign details for signage to be located at the raingarden facility for purposes of educating the public and school children that will likely visit the raingarden. Signage scope and extent

is still to be determined, therefore an assumed budget is established with this proposal that may need to be extended. The signage details will be supplied to the Town for input one round of Town comments at time of 95% submission of the Construction Plan and the final 100% signage details will be provided at the 100% Construction Plans. It is assumed that two (2) unique signs will be created with a simple graphic and text. Exploration of previously prepared signage by others to utilize in lieu of custom signage will be provided as a first step.

Fee: $3,500.00, Hourly Rate Not to Exceed without Client authorization

Task 7 – Meetings, Coordination, Special Exhibits and Misc. Services

Meetings and Coordination effort with Client as requested. Services performed under this task may also include any miscellaneous related work if requested by Client and not applicable under any other task.

Fee: $2,000.00, Hourly Rate Not to Exceed without Client authorization

SECTION 2 – EXCLUSIONS

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

1. Landscape Plan and computations
2. Tree Preservation Plan
3. Detailed hardscape design (benches, monuments, etc.)
4. Design of sight light improvements or photometrics
5. Electrical engineering design of lighting circuits
6. Private utility easement plats or vacation plats
7. Federal, State, and/or local permits other than any of those described herein
8. Revisions to work caused by Ordinance changes and/or Client requested changes
9. Any field surveying not covered in Task descriptions
10. Construction stakeout
11. Wetlands consulting
12. Environmental and historical resources consulting
13. Geotechnical investigation and/or design
14. Structural engineering design
15. Construction and contract administration
16. SWM/BMP design
17. Specification Package
18. Color Renderings

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 $500.00

SECTION 4 – REPROGRAPHIC CHARGES

"Reprographic Charges" will be billed in accordance with "Schedule A". It is anticipated that majority of submissions will be done electronically.

Fee: Budget Estimate $500.00

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 $28,000 plus reimbursable and reprographic expenses, which have been budgeted herein at $1,000.00. 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 work day, 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

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 Town of Vienna.

Sincerely,

Urban, Ltd.

Digitally signed by C. Ryan Connor
DN: cn=C. Ryan Connor, o=Urban, ou, email=rconnor@urban-ltd.com, c=US
Date: 2015.07.31 16:07:52 -04'00'

C. Ryan Connor, P.E.
Senior Associate

Town of Vienna hereby accepts all terms and conditions of this Proposal (including the Standard Terms and Conditions) 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*

*1/2-hour minimum

(iii) CD's will be billed at $20.00 per disc.
(iv) Local Auto travel at $0.51 per mile

SCHEDULE IV

Hourly Rate Schedule – Town of Vienna

Principal - Expert Witness	$304.80
Principal	$213.36
Associate	$169.16
Sr. Transportation Engineer	$142.24
Sr. Project Coordinator	$121.92
Sr. Landscape Architect	$137.16
Sr. Land Planner	$167.64
Project Coordinator	$111.76
Engineer	$101.60
Engineer Technician	$76.20
Land Planner	$111.76
Landscape Architect	$111.76
Landscape Designer	$81.28
Jr. Landscape Designer	$73.15
Sr. CADD Designer	$109.73
CADD Operator	$91.44
Jr. CADD Operator	$73.15
Field Coordinator	$116.84
Survey Manager	$132.08
Licensed Land Surveyor	$132.08
Field Party	$147.32
Sr. Survey Technician	$101.60
Jr. Survey Technician	$73.15
Clerical	$50.80