



February 16, 2024

Andrew Jinks
Transportation Engineer – Town of Vienna
127 Center Street (S)
Vienna, VA, 22180

RE: Task Proposal for Professional Services
RFP 23-17 On-Call Engineering Services for Local-State-Federal Projects:
Intersection Improvements – Ayr Hill Avenue NW at Lawyers Road NW

Dear Mr. Jinks:

Please find attached our fee proposal for professional engineering design and surveying services for the completion of plans for improving the intersection at Ayr Hill at Lawyers Road. The proposed improvements will provide for improved curb returns and pedestrian improvements as conceptually shown in Attachment 5. RDA will utilize the survey/design previously conducted with the Town in 2016 as a base. The plans will be prepared in accordance with the Town’s and/or VDOT’s requirements and the RFP 23-17 On-Call Engineering Services (RFP), whichever may apply.

Scope of Services

The scope of services has been determined by Rinker Design Associates (RDA) based discussions with the Town to review the project’s limits:

Survey Task(s)

- 1. Obtain topographic and property survey along Ayr Hill Avenue NW and Lawyers Road NW, adequate to complete design of the intersection/sidewalk improvements identified. As requested by the Town of Vienna, the following will also be applicable:
a. RDA will provide utility designations and conduct underground utility designation research, since the potential to add storm sewer arises with this project. RDA will utilize a sub-consultant to conduct the utility designation. (See Attachment 4)
b. Topographic survey will extend a minimum of 25 feet onto adjacent private properties, which shall include all topographic items (man-made and natural items, e.g. trees, shrubs, planters, etc.).
c. RDA has assumed up to four (4) utility test pits may be required to avoid utility relocation with storm sewer design. If additional utility test-pits are required, a change order shall be required to obtain the additional test-pits.
d. RDA will conduct boundary research for property lines and show with topographic survey.
e. RDA will prepare survey notification letters for the Town’s review prior to mailing. Town to provide letterhead.

Design Task(s)

- 1. The design of the sidewalk will also consist of the following:
a. Typical section will consist of a proposed curb and gutter section with a utility strip (width to be determined by Town) with a five-foot sidewalk, and a one-foot hinge area. Town of Vienna





- at its discretion shall determine the utility/buffer strip width, which shall be determined prior to start of project.
- b. Plans to clearly depict limits of construction toe of slope, existing vegetation/trees/shrubs to be removed.
 - c. The plans will also show the potential locations for trees of the Town's choice to be installed in the utility strip if warranted/desired; however a landscaping plan will not be provided within the project's plan set.
2. Minor roadway improvements are assumed to be necessary for the scoped sidewalk to add curb & gutter section. The project will not make any geometric (vertical or horizontal) improvements to the roadway or roadway's cross-slope. The sidewalk and proposed curb and gutter will be designed to be in conformance with the existing roadway's geometry. If the proposed project requires extensive improvements for the roadway (e.g. design matching existing cross-slopes can't be utilized) a contract modification may be requested based on additional man-hours required to complete work.
 3. Curb ramps will be provided within the project limits to meet the latest ADA requirements as needed/directed by the Town.
 4. RDA will provide for drainage improvements within the project limits to address drainage concerns that may be present. Given cost is a limiting factor, all drainage improvements are subject to actual construction funding and RDA will work with Town to provide as much as possible.
 - a. RDA will review water quantity requirements. For the scope of this project no man-hours have been assumed to design any downstream improvements/design(s) to address any potential substandard conditions. If the Town requires downstream improvements be made, additional man-hours will be required.
 5. No stormwater management pond or BMP will be designed as part of this project. RDA will propose a design that utilizes nutrient credits only.
 6. RDA will prepare quantities/estimate for final construction package and project's bid-package. Additionally, RDA will prepare a scope of work for the overall bid-package (prepared by the Town) and assist the Town with any follow up questions from the bid-package.
 7. RDA will perform utility coordination services as appropriate. RDA assumes Town's utility franchise agreements will be in effect for all utilities. At this time forty (40) man-hours are allocated. If additional man-hours are needed, RDA will request a change order.
 8. RDA will prepare one exhibit and attend a meeting to provide technical support.
 - a. RDA will support the Town to help document what impacts are made to adjacent properties and what accommodations may be made during construction. This will ensure that once construction is started the property owners are assured of what will occur. Town will still be responsible for preparing property letters/obtaining right of entry permissions separately.
 9. RDA will provide Construction Engineering Support to assist the Town's construction manager during construction on an as needed basis for addressing RFI's, minor plan revisions and/or shop drawings. This line item will be implemented on an as needed basis. At this time, 80 man-hours are allocated.

RDA will send out survey notification letters to properties, on the Town's behalf, within the Project's limits prior to RDA survey crews surveying properties. It is anticipated that no plats are required for the project for right of way, drainage easements, and/or construction easements needed for construction. This project assumes right of entry will be granted between Town and property owner separately. If plats are required, it will be \$3,000.00 per plat, and RDA will obtain written separate approval from the Town prior to preparing any plats.



RINKER DESIGN ASSOCIATES, P.C.

CIVIL ENGINEERS • SURVEYORS

All design plans will be prepared in accordance with the latest Town of Vienna Standards.

RDA will provide, if requested, a stormwater pollution plan and narrative and provide any information necessary for a VSMP permit that may be prepared by and submitted by Town of Vienna. RDA is not responsible for preparing any permits or VSMP as part of this project.

3.0 Excluded Project Services:

The following represents a list of services/items that were not priced as part of this scope of work, and at this time it is not anticipated they will be needed as part of this task. RDA is committed to providing a wide range of services, and if the Town needs additional services including those excluded (provided they are among RDA's services), we will gladly submit a contract modification for any additions at the Town's request.

1. Shop Drawings or As-built drawings
2. Preparation of complete Construction Bid Documents/Package
 - RDA is only preparing the Scope and Quantities Section.
3. Construction management and inspection
 - If Town requires RDA assistance during construction a contract modification can be submitted prior to start of construction.
4. Review/Approve Contractor's Request for Change Orders
5. Right of Way Acquisition Services
6. Any Traffic Engineering studies, traffic counts, signal plans
7. Design Waiver/Exception Request(s)
8. Any Construction or Utility Stakeout
9. Any Title Reports
10. Any stormwater management design
11. Fees/Purchase of Nutrient Credits
12. Environmental Assessment/Review, Mitigation and any related permits, including VSMP permits.

4.0 Deliverables and Work Schedule:

Schedule: RDA is committed to attempting to meet any additional reasonable deadline the Town requires for this project.

Deliverables: RDA will obtain written (emailed) approval, or receipt of previous stage comments from the Town before proceeding next plan level stage.

- Pre-Final Plan (90%) to Submit/share to all stakeholders/property owners, for final approval.
- Meeting Exhibit (With Town Staff/Property Owners, as needed)
- Final Plans/Construction Plan (100%) – RDA will provide plans that will provide all the additional construction details and quantities.

If significant changes (including any drainage design changes) are requested for Final Submission due to property owner negotiations, RDA shall be permitted, based on man-hours to make adjustments request additional man-hours/funds to make the changes.



5.0 Task Order Fee Summary

The estimated Total Project Fee, for this project is **\$115,464**. No contingency for this Task Order has been assigned. Please see **Attachment 1 & 2** for a breakdown of the Task Order Fee Summary.

RDA is looking forward to the opportunity to provide these professional engineering services for the Town of Vienna. Should you have any questions, please do not hesitate to contact me at 703-334-9300, or e-mail me at awelschenbach@rdacivil.com

Sincerely,

Adam Welschenbach
Assist. Director of Transportation Engineering

Attachments:

Attachment 1: Overall Fee Summary

Attachment 2: Fee Breakdown

Attachment 3: Overhead Breakdown

Attachment 4: Accumark Scope/Fee

Attachment 5: Concept Design to Advance



Attachment 1:

Overall Fee Summary

Attachment 1

**Rinker Design Associates, P.C.
Town of Vienna**

Ayr Hill Ave NW at Lawyers Rad NW - Intersection Improvements

Fee Proposal

Survey Task Total (Lump Sum):	\$32,967
Engineering Design Task Total (Lump Sum):	\$49,950
Utility Coordination (Lump Sum)	\$15,012
Construction Engineering Support (Not to Exceed)	\$16,333
Total Direct Costs (Lump Sum)	<u>\$1,202</u>
Estimated Total Project Fee	<i>\$115,464</i>

Note: Assumes plans will be submitted VIA PDF's only.



Attachment 2:

Fee Breakdown Summary

Rinker Design Associates, P.C.
Town of Vienna
Ayr Hill Ave NW at Lawyers Rad NW - Intersection Improvements
Fee Estimate

Element of Work	MAN-HOURS											Hours / Fee Estimate
	Rate /Hr	Lump Sum	Engineering				Surveying					
			Project Manager	Engineer IV	Engineer III	Engineer II	Land Surveyor	Survey PM	Tech. III	Party Chief	Instru. Operator	
		\$253.63	\$203.36	\$171.95	\$143.99	\$208.96	\$150.22	\$121.02	\$107.27	\$77.20		
SURVEY, DESIGN & CONST. SUPPORT												
100 - FIELD SURVEY AND BASE MAPPING												
Survey Notification Letters			1		4	4						
Land Records Research						2	6	8			16	
Boundary Survey						2	6	8	8	8	32	
GPS Control						1	4		4	4	13	
Topographic Survey (Field and Field Coord.)						2	6		20	20	48	
Topographic Survey (CADD)							6	24				
Check Survey Data for Completeness			1		8	4	16				29	
101 - UTILITY DESIGNATION												
Utility Designation*		\$2,422				1	4	8			13	
Test-Pits (4 @ 1,246.00 each**)		\$4,984										
Test Pit (Traffic Control**)		\$2,500										
* See Accurmark Proposal in Attachment 4												
** Per Approved Customary Rates in Master Contract												
Hours			2		12	4	12	48	48	32	32	190
Subtotal (LUMP-SUM)		\$9,906	\$254		\$1,376		\$2,508	\$7,211	\$5,809	\$3,433	\$2,470	\$32,967
200 - DESIGN SERVICES												
Title Sheet & Typical Sections/Plan Details			1	2	8	8						19
Concept Plans/Color Exhibits					8	8						16
Plan and Profile			2	12	12	12						38
E/S Control Measures			1		8	1						10
Drainage Design			4	12	16	12						44
Storm Profiles			1	2	16	12						31
Drainage Area and Plan Research				2	8	2						12
Drainage Computations			4	8	8	16						36
Cross-Sections			2	2	18	16						38
TMP/SOC Plan			1	2	8	2						13
Quantities and Scope/Bid Assistance			1	12	12	6						31
Hours ((LUMP-SUM))			17	54	122	95						288
Subtotal (LUMP-SUM)			\$4,312	\$10,981	\$20,978	\$13,679						\$49,950
300- UTILITY COORDINATION				40	40							80
Hours (LUMP-SUM)				40	40							80
Subtotal (LUMP-SUM)				\$8,134	\$6,878							\$15,012
400- CONSTRUCTION ENGINEERING SUPPORT (not CEI Services)			20	30	30							80
Hours (NOT TO EXCEED)			20	30	30							80
Subtotal (NOT TO EXCEED)			\$5,073	\$6,101	\$5,159							\$16,333
ESTIMATED PROJECT TOTAL												\$114,262



Attachment 3:

Overhead Breakdown

Rinker Design Associates, P.C.
Town of Vienna
Ayr Hill Ave NW at Lawyers Rad NW - Intersection Improvements

Direct Cost Summary

1) Meetings/Travel	\$402
2) Presentation Materials (For deliverables only, to be billed at cost)	\$0
3) Engineering Products (For deliverables only, to be billed at cost)	\$330
4) Other Miscellaneous Costs (For deliverables only, to be billed at cost)	\$470
TOTAL ESTIMATED DIRECT COSTS	\$1,202

Rinker Design Associates, P.C.
Town of Vienna
Ayr Hill Ave NW at Lawyers Rad NW - Intersection Improvements

Direct Cost Summary

1) Meetings/Travel (Federal Milage Rate = 67 cent for 2024)

a. Project Site				
3 trips @	100 miles r/t x	\$0.67 per mi	=	\$201.00
			=	
b. Client/Public Meetings				
3 trips @	100 miles r/t x	\$0.67 per mi	=	<u>\$201.00</u>
Subtotal				\$402

2) Presentation Materials (For deliverables only, to be billed at cost)

a. Xerochrome Color Copies (8 1/2" x 11")				
x	\$1.50	per copy	=	\$0.00
b. Graphic Foam Core Displays (4.0' x 8.0')				
number @	\$400.00	per display	=	<u>\$0.00</u>
Subtotal				\$0

3) Engineering Products (For deliverables only, to be billed at cost)

a. Engineering Mylar (24" x 36")				
0 x	\$10.00	each	=	\$0.00
b. Engineering Paper Print (11" x 17")				
120 x	\$1.00		=	\$120.00
c. Engineering Paper Print (24" x 36" for submissions)				
120 x	\$1.75		=	\$210.00
Subtotal				\$330

4) Other Miscellaneous Costs (For deliverables only, to be billed at cost)

a. Reports & Site Plan research for Design			=	\$50.00
b. Plan Assembly (If hard copies needed)			=	\$250.00
c. Postage			=	\$50.00
d. Plan/Exhibit Delivery			=	<u>\$120.00</u>
Subtotal				\$470

TOTAL ESTIMATED DIRECT COSTS				\$1,202
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Attachment 4:

Accumark Scope/Fee

Accumark Inc

9500 King Air Court
Ashland, VA 23005



Proposal to perform subsurface utility services to Rinker Design in reference to Ayr Hill Ave NW – Town of Vienna, VA, TO #1

Date	Services Performed By:	Services Performed For:
February 13, 2024	Accumark Inc 22900 Shaw Rd Sterling VA 20166	Rinker Design Adam Welschenbach, PE, PTOE 11100 Endeavor Ct Ste 200 Manassas VA 20109 Phone: 703-334-9300 Email: awelschenbach@rdacivil.com

Scope of Work

Accumark will perform designating in compliance with CI/ASCE 38-02, *Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data*, hereinafter referred to as Standard 38-02.

Quality Level B (QL-B) Utility Designation Standard Procedures

- **Quality Level B Designation Operations**
 - Accumark personnel will contact the client, facility and utility owning agencies, as deemed appropriate, in order to request and acquire records of the existing underground facilities. Utility record information will be used as an aid in the identification of the number, identity, size and material of utilities located in the field. Records will not be used as a substitute for actual geophysical location unless the system cannot be verified electronically using industry standard techniques for this level of investigation.
 - Upon receiving notice to proceed, contact will be made with the client and/or their consultant, to acquire a digital copy of the base mapping for the project. Those drawings will be used in preparing designating field draft sheets and later for a base mapping background reference used in the QA/QC process.

- Designators will draft field sheets that show the location, trend and configuration of utilities detected. Field sheets will show all scoped underground utility surface features and lines, and will be prepared with color to differentiate the utility systems. Utilities will be annotated with size and material where available. Project specific field notes will be shown as deemed appropriate.
- **Photos may be taken of the field marked utilities in particularly congested areas, where applicable, to assist the CAD draftsmen in applying the surveyed data correctly.**
- **Survey Operations**
 - The density of the individual survey control points provided for Accumark's use should be dense enough that conventional surveying methods can be used without extra time and effort being spent to traverse between the existing control points. Should the distances between the existing survey control points provided by the Client or Client's survey consultant be too great, Accumark reserves the right to review and revise the fee for the utility paint locations.

Referencing the project's survey control the utility paint will be surveyed, processed utilizing an applicable CAD platform and plotted for QA/QC review. This Quality Assurance – Quality Control effort (QA/ QC) involves a Project Manager reviewing the CAD drafted utility locations against available records, site drafted utility sketches, survey notes, imagery and base mapping. If available, the Client shall provide Accumark with a digital copy of the project's base mapping for use in the review process. If project mapping has been made available, the digital base map will be referenced into the utility designation file and plotted with the planimetric mapping faded for clarity during the final QA/QC check. During these processes, if any anomalies or discrepancies are observed between the various data sets and the drafted utilities, the Project Manager will execute a site walk with the plots 'in hand', at a minimum, in attempt to identify the source of the discrepancy and assign a corrective action prior to delivery.

CADD Procedures

Accumark will provide the final utility file in Accumark CAD standards, 1"=25' unless otherwise specified.

Project Limitations

This service will be provided with due diligence and in a manner consistent with standards of the subsurface utility mapping industry. Every reasonable effort will be made to locate all systems of interest whether indicated on records available to us or not. However, we do not guarantee that all existing utility systems can or will be detected. It may not be possible to detect utilities without prior knowledge, such as systems that are not depicted on records made available to us. Further, this service is not intended to detect non-utility structures such as, but not limited to: foundations, sanitary & storm systems, irrigation systems, septic systems, wells, tunnels, concrete or metal structures, or the true size and limits of subsurface utility vaults and manholes. **Gravity-Flow Sanitary and Storm Sewer systems are excluded from this scope of work.** Use of this service does not relieve interested parties from their responsibility to make required notifications prior to excavation.

The mapping services will reflect interpretation of electronic data collaborated with record and visual indications. Professional judgment will be used to reflect the underground utilities with the intended utmost accuracy and comprehensiveness. The results may be affected by numerous site conditions, including but not limited to utility materials, joint types, fittings, density of underground utilities, interference with above ground conductors and soil characteristics. There is no guarantee that all facilities can be found and shown.

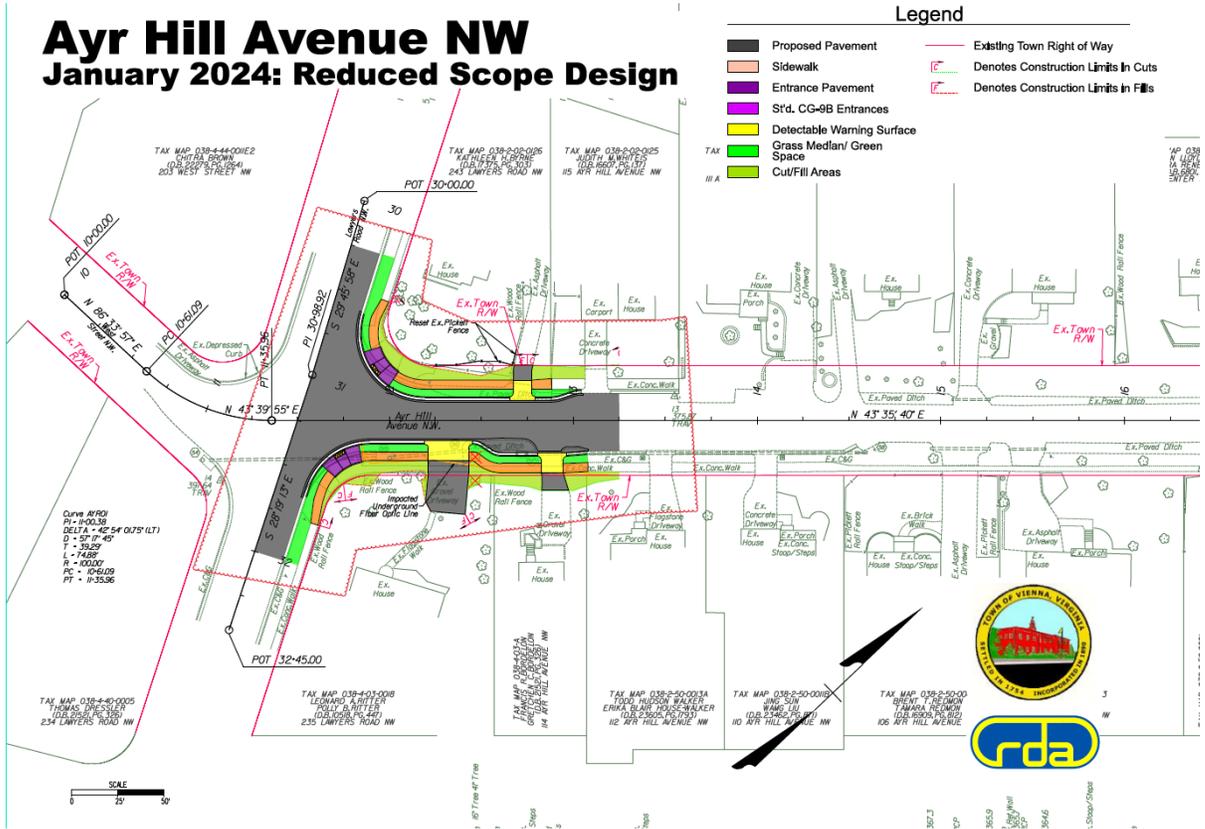
Every reasonable attempt will be made to find, locate and map all active and abandoned underground utilities at Quality Level "B" of the Standard 38-02. All non-locatable utilities that are shown on record or learned about from verbal recollections or otherwise will be shown at Quality Levels "C" or "D" of the Standard 38-02. In addition, an effort will be made to learn the existence of non-locatable and non-recorded utilities that we may become aware of due to the presence of site features or otherwise. Those findings will be noted and provided to the client. The intent of the service is to map all underground utilities, included in the scope, active or abandoned if possible. Our work does not relieve the users of our drawings from contacting the one call protection office and we are typically not responsible for the damage of utilities caused by others due to the responsibilities borne on utility owning agencies and the one call system.

Assumptions

Accumark is currently assuming that the client has survey control and that it will be provided to us prior to being on site.

Project Limits

Project limits are the red outlined area on the attached map.



Estimated Project Schedule

Schedule to be negotiated with client upon notice to proceed.

Fee Schedule

This proposal is only valid for 90 days from transmittal date to Buyer. After 90 day period, Accumark reserves the right to revise the proposal as necessary.

Item Description	Rate	Estimated Units	Subtotal
Utility Designation, Survey & CADD	\$1.73/per LF	1,400'	\$2,422.00
Estimated Project Total			\$2,422.00

Standard Terms of Payment

- **Standard Terms of Payment**
 - Payments for services invoiced are to be received within 30-days from date of invoice. If payment is contingent upon Buyer being paid by a “Third Party” for services, Accumark must be notified of the name and address of the “Third Party” prior to commencement of services. Buyer will submit invoices to the “Third Party” in a timely manner and Accumark will receive payments from Buyer within 15 days of Buyer being paid. If this is not the case then Accumark reserves the right to modify this clause to reflect a revised payment schedule.

IN WITNESS WHEREOF, the parties hereto have caused this proposal to be effective as of the day, month and year first written above.

Rinker Design

By: _____
 Name:
 Title:

Accumark Inc

By: 
 Name: Ryan Martin
 Title: Vice President



Attachment 5:

Concept to Advance

Ayr Hill Avenue NW

January 2024: Reduced Scope Design

-  Proposed Pavement
-  Sidewalk
-  Entrance Pavement
-  St'd. CG-9B Entrances
-  Detectable Warning Surface
-  Grass Median/ Green Space
-  Cut/Fill Areas
-  Existing Town Right of Way
-  Denotes Construction Limits in Cuts
-  Denotes Construction Limits in Fills



Curve AYR01
 PI = 11+00.38
 DELTA = 42° 54' 01.75" (LT)
 D = 57° 17' 45"
 T = 39.29'
 L = 74.88'
 R = 100.00'
 PC = 10+61.09
 PT = 11+35.96

TAX MAP 038-4-40-0005
 THOMAS DRESSLER
 (D.B. 21521, PG. 326)
 234 LAWYERS ROAD NW

TAX MAP 038-4-03-0018
 LEONARD A. RITTER
 POLLY B. RITTER
 (D.B. 10518, PG. 447)
 235 LAWYERS ROAD NW

TAX MAP 038-4-03-A
 FRANCIS R. BORDELON
 GRETCHEN C. BORDELON
 (D.B. 21521, PG. 326)
 114 AYR HILL AVENUE NW

TAX MAP 038-2-50-0013A
 TODD HUDSON WALKER
 ERIKA BLAIR HOUSE-WALKER
 (D.B. 23605, PG. 1793)
 112 AYR HILL AVENUE NW

TAX MAP 038-2-50-0011B
 JING SUN
 WANG LIU
 (D.B. 23462, PG. 871)
 110 AYR HILL AVENUE NW

TAX MAP 038-2-50-00
 BRENT T. REDMON
 TAMARA REDMON
 (D.B. 16909, PG. 812)
 106 AYR HILL AVENUE

