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April 20, 2026

Town of Vienna
Attn: Brad Baer – Director of Public Works
Vienna Town Hall – Basement & 2nd Floor Renovation
127 Center Street S
Vienna, VA 22180

RE: Town Hall Renovations – Basement & 2nd Floor Renovation

Dear Mr. Baer,

Thank you for selecting Dewberry Architects Inc. (Dewberry) to provide A&E services for the Vienna Town Hall Renovations – Basement and 2nd Floor Renovations. We are honored to have this opportunity to continue 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.

PROJECT UNDERSTANDING

The contract is for Initial Assessment through project closeout services for a renovation to the basement and 2nd floor of the Vienna Town Hall building approximately 3,838 square feet located at 127 Center Street S, Vienna, VA 22180. The renovation includes and is based on the approved test fits for the basement and 2nd Floor move into Design Development.

- reconfigure existing spaces in accordance with the final approved 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 ceilings
- The project scope does not include restrooms, or elevator
- Provide mechanical survey of existing conditions.
- Provide data survey of existing conditions.

There will be no improvements to the exterior of the existing building. The Town will make arrangements for 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 Dewberry Architects dated 12, February 2026 this represents the current planning for the project. The design team will review and coordinate with the current program.

SCOPE OF WORK

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

1. Initial Assessment and Planning
2. Design Development
3. 50% Construction Documents
4. 95% Construction Documents (Permit Set)
5. Bidding and Contract Award (Bid Set)
6. Construction Administration
7. Project Closeout

TASK #1 – Initial Assessment and Planning

1. On-Site verification of the interior space and above the ceiling investigation by MEP and AV/IT/Security team.
2. Field survey of mechanical, electrical, and plumbing systems within accessible areas.
3. Identification of areas where ceiling heights fall below the 7'-0" minimum clearance requirement per applicable codes.
4. Investigation into causes of reduced ceiling heights.
5. Documentation of findings with photographs and field notes.
6. Dewberry will perform a comprehensive survey of existing data infrastructure, including:
 - Identification and documentation of all visible data drops and outlet locations.
 - Mapping data drops to associated telecommunication closets (IDF/MDF locations) where feasible.
 - Verification of existing IT room locations, sizes, and accessibility.
 - Coordination with Town IT staff to validate findings and understand system requirements.

TASK #2 – DESIGN DEVELOPMENT

1. Develop Code Analysis & Code Plans for 2 phases (Basement and 2nd Floor)
2. Develop Demolition Plans & RCP for 2 phases
3. Develop Annotation Plans for 2 phases
4. Develop Dimension Plans for 2 phases
5. Develop Reflected Ceiling Plans for 2 phases Further develop and coordinate with MEP& Technology/AV/IT
6. Develop Furniture Plans for 2 phases
7. Develop Finish Plans for 2 phases Interior Elevations
8. Process interior renderings to relay design concept
9. Mechanical, Electrical and Plumbing plans developed to a Design Development level
10. Coordination with AV/IT and Security
11. Develop AV/IT and Security Plans for 2 phases
12. (1) Meetings + meeting minutes

TASK #3 – 50% Construction Documents

1. Refine plans developed in Task #2 –Design Development Phase.
2. Develop Signage Plans for 2 phases
3. Further develop MEP Design for 2 phases
4. Develop door hardware
5. Coordinate power and data plans with electrical engineer
6. Further develop AV/IT & Security design for 2 phases
7. Further develop Interior Detailing
8. Further development of interior elevations
9. (1) meetings + meeting minutes

TASK #4 – 95% Construction Documents (Permit Set)

1. Finalize architectural, MEP and AV/IT/SEC plans developed in Task #2 & 3 – Design Development and 50% construction documents
2. FF&E procurement schedule and specifications (FF&E specifications on the drawings)
3. Partition Type Details
4. 100% specifications
5. (1) meetings + meeting minutes
6. Provide signed and sealed drawings and completed permitting forms to Fairfax County for submission to the building department.

TASK #5 – Permitting

1. Coordinate permit submission to Fairfax County.

2. Respond to any comments from the building department and provide revised sheets.
3. Provide drawings for re-submission.
4. Receive Permit approval.

TASK #5 – Bidding and Contract Award (Bid Set)

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 #7 – Construction Administration

1. Dewberry to attend Pre-Construction meeting.
2. Bi-weekly progress meetings (6 onsite meetings and 12 OAC mtgs per phase)
3. Submittal Review
4. Shop Drawing Review
5. RFI's
6. Meeting Minutes
7. (1) Punchlist per phase
8. Provide Record Drawings

TASK #8 – Project Close out

1. Provide as-builts based on GC mark ups
2. Contract close out

IDENTIFICATION OF TEAM

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

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 existing drawings have been Provided to Dewberry to use as reference. 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.

ARCHITECTURAL / INTERIORS

The architectural scope assumes that there will be no schematic design phase as part of this project and that the previously approved test fits will be used as the basis to develop the DD, 50% & 100% CD drawings.

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 include 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.
- 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

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. 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.
 - ii. Floor/Ceiling Plans

- iii. Specifications.
2. 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. Elevations, large scale plans, details, schedules
 - iii. Complete Specifications.
 - e.
3. Systems design shall comply with current industry standards, recognized trends, and existing Owner/User standards.
4. Technical specifications writing.
5. Revit drawing development.
6. Inter-disciplinary coordination with Architecture, MEP, and Interiors.
7. 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.

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

- 20. Cost Estimating
- 21. Structural Engineering

Assumptions:

If the owner elects to award only a portion of the Scope of Services at this time, Dewberry reserves the right to renegotiate fees for any remaining or deferred services. Should the owner request completion of the remaining scope later, fees will be adjusted to reflect then current labor rates, escalation, market conditions, and any impacts associated with project delay or changes in scope.

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.

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.

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 week of April and the design phase being complete by mid-July 2026 (approximately 4 consecutive months). Extension of the design schedule beyond the stated periods will require additional service fees.

Site Investigation: 1 week
Design Phase: 12 weeks
(Design Development – 95% Construction Documentation)

Permitting: 14 weeks – estimated
Bidding: 7 weeks – estimated
Construction: 24 weeks (12 weeks per phase)

Total Estimated Project Duration: 45 weeks

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,



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



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

Town Hall Renovations - Town of Vienna Fee proposal

	Phase / Discipline	%	Architecture Dewberry (DAI)	MEP&F Dewberry (DEI)	AVIT/Sec Dewberry (DEI)	Cost Estimating Downey & Scott	TOTAL
1	TASK 1 - INITIAL ASSESSMENT & PLANNING PHASE	DAI	\$ 3,710.00	\$ 2,309.48	\$ 1,943.04		\$ 7,962.52
2	TASK 2 - SCHEMATIC DESIGN	DAI	\$ -				\$ -
3	TASK 3 - DESIGN DEVELOPMENT	DAI	\$ 24,255.00	\$ 25,251.19	\$ 4,620.00		\$ 54,126.19
4	TASK 4 - CONSTRUCTION DOCUMENTS (50%)	DAI	\$ 19,092.50	\$ 17,265.41	\$ 2,220.00		\$ 38,577.91
5	TASK 5 - CONSTRUCTION DOCUMENTS (95%)	DAI	\$ 11,270.00	\$ 13,536.86	\$ 1,840.00		\$ 26,646.86
6	TASK 6 - PERMITTING	DAI	\$ 7,070.00	\$ 3,283.35			\$ 10,353.35
7	TASK 7- BIDDING AND CONTRACT AWARD	DAI	\$ 4,585.00	\$ 917.70	\$ 316.00		\$ 5,818.70
8	TASK 8 - CONSTRUCTION ADMINISTRATION	DAI	\$ 23,100.00	\$ 18,364.50	\$ 832.00		\$ 42,296.50
9	TASK 9- PROJECT CLOSEOUT	DAI	\$ 2,180.52	\$ 3,812.03			\$ 5,992.55
	Subtotal		\$ 95,263.02	\$ 84,740.52	\$ 11,771.04	\$ -	\$ 191,774.58
10	OTHER ADDITIONAL SERVICES						
	FF&E / Existing Furniture Survey	DAI					0
	ODCs (printing, mileage, etc.)						0
	Total Other Additional Services		0	0		0	0
	Total All Services		95,263	84,741	11,771	0	191,775