



3/3/2023, rev. 3/10/2023

Jerry Amacker, CPPB, VCO, VCA

Procurement Officer

Town of Vienna

127 Center Street South

Vienna, VA 22180

Re: Proposal for Landscape Architectural Services

Maple Avenue – Church Street Streetscape

LSG project #: 23.00005.P0

Dear Mr. Amacker:

LSG Landscape Architecture Inc. (LSG) is pleased to submit this proposal for landscape architectural services for the above referenced project. Based on the drawings and information you provided, and prior experience with the Maple Avenue and Church Street streetscapes, we note the following as a basis for our proposed scope of services and fee schedule:

ASSUMPTIONS AND EXCLUSIONS

1. This project is located in, owned by, and developed by the Town of Vienna, Virginia.
2. The project consists of design and installation of streetscape planting improvements along Maple Avenue from East Street to 213 Maple Avenue West and Church Street from Mill Street NE to Lawyers Road NW. Project will consist of replacement of understory planting and soil amendment/replacement as deemed necessary by design team. Understory planting will be designed to be colorful, native/adaptive, and provide seasonal interest throughout the year. Two planting options will be provided, one that includes annual planting and one that does not.
3. There are 81 planters on Maple Ave, which are irrigated between East Street and Lawyers Road/Courthouse Road. There are 46 planters on Church street that are not currently irrigated by will have irrigation installed by the Town prior to installation of this project.
4. Root pruning may be necessary and is included in this scope of work, but tree limb pruning and/or tree removal is not part of project scope.
5. No hardscape design, installation, demo, or repair is included in the scope.
6. LSG is the prime consultant for the project. The LSG team Principal in Charge is Connie Fan, a Virginia licensed landscape architect, assisted by project manager Sabrina Miller, a Virginia Licensed landscape architect.

7. Sub-consultants include the following:
 - a. Surveyor Price Land Surveying
 - b. Planting Consultants Larry Weaner Landscape Associates (LWLA)
 - c. Contractor Ruppert Landscape
8. The schedule for this project is as follows (a total of 3.5 months):
 - a. Mid-March Kickoff meeting (in person)
 - b. Late March Submit Survey
 - c. Early April Draft Design Presentation to TOV Staff
 - d. Mid-April Public Engagement Session at Vienna Community Center
 - e. Late May Meet with Town to review final landscape design
 - f. Mid-June Implement Design
 - g. End of July Project completion
9. This proposal does not include irrigation design nor irrigation construction documents. There is an automatic irrigation system installed at all of the planters along Maple Avenue. Per the RFP, this proposal assumes the existing irrigation system still works, and no repair work is necessary. Irrigation along Church Street is to be installed by the town prior to this project construction, per the RFP.
10. Industry wide, there is a 4-week delay on survey work now. Conceptual designs for both Maple Avenue and Church Street will be staggered. LSG possesses a digital base of Maple Avenue from previous work completed for the Town of Vienna. We assume this information will be adequate and a topographic survey of Maple Avenue will not be procured. Once a NTP is released to LSG, our plan is to start conceptual design for Maple Avenue right away, while survey work for Church Street is schedule.
11. Permit fees, if any, will be paid by the owner.
12. Preparation of any legal documents will not be required.
13. The proposal is valid for 6 months from NTP.
14. Updated on 3/10/2023:

TOV is interested in executing the contract in two phases, Phase I (design) and Phase II (construction). This proposal is for Phase I only. A separate proposal will be provided towards the end of Task 4 - Construction Document.

SCOPE OF RESPONSIBILITY

LSG team's responsibilities shall include the following scope of services:

A. SURVEY

- Existing Conditions Survey of Church Street

The team already possesses documentation of Maple Avenue. Preparation of an existing conditions survey of the Church Street portion of the project is required. The base map generated will be in accordance with Town of Vienna, Virginia standards and will be composed of the following tasks:

Item 1: Datums

Establish survey datums as required by local ordinances.

Horizontal Datum: Virginia State Grid North of 1983 (VCS 83-North)

Vertical Datum: North American Vertical Datum of 1988 (NAVD 88)

Item 2: Topographic Survey

In accordance with the minimum standards and procedures of surveys determining topography as described in Statute 18VAC10-20-382 of the Code of the Commonwealth of Virginia, Price Land Surveying will provide an existing conditions survey utilizing conventional methods for the referenced area. The survey in general will include locating all visible above ground improvements, delineating major break-lines and collecting mass-points on the above-described area, including overlap. A certified topographic survey will be prepared.

Horizontal Scale: 1" = 30' (50' grid)

Contour Interval: 2'

Item 3: Tree Location Survey

- i. Locate and tag all trees at breast height (dbh) within the Survey limit.

B. LANDSCAPE PLANTING DESIGN

- Plantings -LSG to draft and detail planting approach as per presented concepts, with collaboration with LWLA. Design and documentation of all proposed shrubs, grasses, perennials, groundcover, and annuals. Documentation shall include plans, details, schedules, and specifications. Plant selection will be focused on aesthetic intent but will also be selected based on maintenance requirements and the appropriate soil and light conditions for each species.
- Soil Testing – LSG and LWLA will conduct soil testing to determine necessary steps to remediate or replace existing soils to ensure long-term health and success of installed planting and existing trees.

C. INSTALLATION

- Ruppert Landscape will install the project as designed.
- LSG/LWLA will supervise construction to ensure installation is per drawings and specifications. LSG will be in regular communication with the TOV staff during this phase.

SECTION ONE – SCOPE OF SERVICES

TASK 1 - PROJECT MANAGEMENT AND COMMUNITY ENGAGEMENT

- 1.1 MEETINGS. Provide coordination between the Town and project team to ensure projects progress on schedule and on budget. Prepare/update meeting minutes after each call (per the RFP, a total of 8 meetings are budgeted).
 - Kick-off meeting with key members from the LSG team and TOV. We will review project goals, budget and schedule to make sure all parties are informed.

- Coordinate submissions, present design concepts, address comments and provide written responses.
 - Attend milestone and review meetings with the Town.
 - Provide progress reports, submitted monthly with each invoice.
 - Construction phase meetings are included separately in Task 5 below.
- 1.2 COMMUNITY ENGAGEMENT. This task includes all time spent preparing presentation exhibits, review with TOV staff and community, revision after receiving input. This proposal is based on attendance at the following:
- Up to two (2) Community Engagement Meetings, per the RFP.

TASK 2 – SURVEY FOR CHURCH STREET PROJECT AREA, AND DATA COLLECTION

- 2.1. DATA COLLECTIONS. The team will collect and review all relevant documents and past records. Team will field verify conditions on Maple Ave. The team will collect and submit soil samples for testing, and review results in terms of impacts on existing and future plantings.
- 2.2 TOPOGRAPHIC SURVEY (WITHOUT UTILITY MAPPING). The team will provide topographic survey of Church Street. The team will field-verify record plans for Maple Avenue.

TASK 3 – CONCEPTUAL DESIGN

- 3.1. CONCEPTUAL PLANS. Based on the previously shared concepts during proposal stage, LSG and LWLA will further develop the design concepts for streetscape planting. A planting palette for each planter will be created that provides both a cohesive sense of place along each road, and responds to the specific conditions of each planter to best ensure long term plant success. Each planter will include a legible matrix of plants that are resilient to the challenges inherent in these conditions, provide multi-season interest and upon maturity provide a dense weed resistant planting.
- 3.2 REVISION AFTER TOV STAFF REVIEW. Based on TOV staff feedback the team will revise conceptual design plans (1) time. Community outreach #1 may occur around this time.
- 3.3 FINAL CONCEPT. The team will revise conceptual design plans (1) time to incorporate any input received during Community Outreach #1, to produce a final concept plan.
- 3.3 COST ESTIMATION. The team will provide a cost estimate at the time of the final concept to ensure the project is remains on-budget.

TASK 4 – 100% CONSTRUCTION DOCUMENTS AND FINAL DESIGN

The LSG design team (LSG+LWLA) will carry out the following tasks (4.1~4.5) during this phase. During Final Plan stage, in addition to the Construction Documents, team member Rupert Landscape will prepare a construction schedule outlining the items noted on RFP page 4. This schedule will be discussed with and agreed to by the TOV staff.

- 4.1. DEMOLITION PLAN. Prepare plan indicating understory planting removals and details.
- 4.2. PLANTING SOIL PROFILE. Prepare details for soil remediation technique(s) and indicate which planters to receive remediations/soil replacement.
- 4.3. LANDSCAPE PLANS AND DETAILS. Prepare detailed planting plans of all planters. Plant lists and details will be included.
- 4.4. COST ESTIMATION. The team will provide a cost estimate at the time of the final concept to ensure the project is remains on-budget.

- 4.5. TEAM MEETINGS. LSG will meet with TOV staff and the project team to present and coordinate final construction documents.
- Meetings are included in Task 1.

SECTION TWO – ADDITIONAL SERVICES

Should any additional services be required which are not specifically identified in Section One or which arise from changes in project scope or complexity, LSG will be pleased to provide such services as authorized, with additional compensation. Such services may include:

- Illustrative/rendered plans or sketches not prepared as part of previously identified tasks;
- Schedule (design and construction) change;
- Changes to plans or other work products after their approval;
- Additional phases and bid set packages;
- Meetings or site visits in excess of the numbers quoted above;
- Preparation of marketing package or graphics;
- Formal tree assessment, tree limb pruning or tree removals;
- Installation or repair of irrigation system;
- Hardscape design and documentations;
- Any other services not described under Section One.

SECTION THREE – FEE SCHEDULE

Although the RFP asks for one quote for design consultant and contractor installation costs, the Town indicates a desire for the LSG design team to act as a neutral party during construction, as the owner’s agent supervising contractor’s work. Because of this we have separated the design fees from the installation costs.

Based upon the foregoing, we propose to be reimbursed for the services outlined in Section One for the following fee:

LSG design team fees (LSG+LWLA)

TASK 1 - PROJECT MANAGEMENT & COMMUNITY ENGAGEMENT	Lump Sum	\$14,250.00
TASK 2 - SURVEY FOR PROJECT AREA	Lump Sum	\$24,150.00
TASK 3 - CONCEPTUAL DESIGN	Lump Sum	\$18,515.00
TASK 4 - FINAL DESIGN (100% and Final Plans)	Lump Sum	\$26,530.00

Maple Avenue – Church Street Streetscape
 Proposal for Landscape Architectural Services
 March 3, 2023, rev. 3/10/2023 - Page 6

Project Name: RFP_23-26_Maple_Avenue_Church_Street_Streetscape, PH I												
Date: March 3, 2023, rev. March 10, 2023												
		Estimated Staff Hours by Task					Estimated Staff Hours by Task					
Team Member	LSG Landscape Architecture (LSG)					Larry Weaner Landscape Design					Totals	
Expertise	Landscape Architecture					Planting Design Expert						
Staff	Principal	Arborist	Associat el Project Manager	Staff Landscape Architect		Principal + Founder	Sr Assoc + Arborist	Assoc	Landscape Designer			
Hourly Rate	\$255	\$210	\$150	\$100	Subtotal	\$275	\$175	\$150	\$115	Subtotal	Direct Costs	Totals
Scope of Work												
TASK 1 – Project Management and Community Engagement												
1.1 Meetings (up to 8 meetings)	2		16	20	\$12,200					\$1,700	\$350.00	\$14,250
1.2 Community Engagement (up to 2 public outreach events, at Conceptual Design and Final Concept)					\$4,910	5	1	1		\$1,700	\$350.00	
1. Community Meeting #1(Stakeholders)	4		4		\$1,620							
a. Develop a presentation			4		\$600							
b. Revise materials following Project Manager's review			1	4	\$550							
2. Revise design per Community Engagement			4	8	\$1,400							
3. Community Meeting #2 (Town Council)	4		4		\$1,620							
a. Develop a presentation			4		\$600							
b. Revise materials following Project Manager's review			1	4	\$550							
4. Revise design per Community Engagement			1	2	\$350							
TASK 2 – Survey for Project Area												
2.1 Data Collection (review past records, soil sample tests, etc.)	2		8		\$1,710		20	19		\$6,350	\$1,700.00	\$24,150
2.2. Topographic Survey of Church Street, as built, trees. Field verify conditions at Maple Avenue.			2		\$300					\$0	\$8,150.00	
2.3 Soil Sample (Lab Fees, Shipping, Processing - up to 30 samples))			2		\$300				6	\$690	\$1,450.00	
2.4 Existing Conditions Plan			8	16	\$2,800		4			\$700		
TASK 3 – Conceptual Design												
3.1 Conceptual Design Plans	2		8	40	\$5,710	2	6	8		\$2,800		
3.2 Revision after TOV project manager review			4	16	\$2,200			2		\$300		
3.3 Final Concept Design	1		4	32	\$4,055			1		\$150		
3.4 Cost Estimate			2		\$300					\$0	\$3,000.00	
TASK 4 – Final Design (100% and Final Plans)												
4.1 Demolition Plan/Tree Protection Plan	2		4	24	\$3,510		3	1		\$675		
4.2 Planting Soil Profile + Locations	2		4	16	\$2,710		4	2		\$1,000		
4.3 Planting Plan	2		24	80	\$12,110	2	1	8		\$1,925		
4.4 Cost Estimate			4		\$600					\$0	\$4,000.00	
Subtotal Hours	21	0	113	262		9	39	42	6			
Subtotal Cost per Staff	\$5,355	\$0	\$16,950	\$26,200	\$48,505	\$2,475	\$6,825	\$6,300	\$690	\$16,290	\$18,650.00	\$83,445
Total Hours per Firm					396					96		

INCORPORATION PROVISION

The parties expressly agree to the GENERAL CONDITIONS TO LETTER AGREEMENT FOR ARCHITECTURAL SERVICES, which are attached to this Letter Agreement and incorporated herein by reference.

We are pleased to again have the opportunity to work with the Town of Vienna. We look forward to being involved in this interesting project. If the above terms and conditions are acceptable, please sign where indicated below and return the original to our office. We are prepared to begin work upon receipt of a signed contract.

Sincerely,

LSG Landscape Architecture, Inc.

Connie Fan, ASLA LEED AP
 Principal