



PLANNERS
ENGINEERS
LANDSCAPE
ARCHITECTS
LAND
SURVEYORS

February 26, 2018

Mr. John Jay Sergent
Department of Public Works, Town of Vienna
127 Center Street, South
Vienna, Virginia 22180

Re: Town of Vienna – Lawyers Roundabout Consulting
RFP 13-05-On Call Civil Engineering Services
Urban, Ltd. # 18-056.R2

Dear Mr. Sergent,

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 the Landscape Architecture, Civil Engineering, Traffic Engineering and related work as discussed during our phone call on 1/19/2018 and as more particularly 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	\$ 27,390.00
Budget estimate for reprographics and reimbursable expenses:	\$ 505.00
The total fee for the contract is up to:	\$ 27,895.00

(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 – Rendering of Roundabout

Urban shall prepare a rendering of the proposed concept roundabout at Lawyers and Church to depict the geometry of the 2015 study, as well as the adjustment to Church for one-way traffic and 45 degree parking. The exhibit shall be provided in digital format and suitable for presentations purposes.

Fee: \$1,200.00, Hourly Rate Not to Exceed without Client authorization

Task 2 – Street View Rendering of Roundabout

Urban will prepare one digitally rendered perspective exhibit from a viewpoint to be selected by the client. This task includes construction of a digital model from compatible digital plan information (i.e. Autocad) and preparation of the rendered output. This exhibit shall be color rendered in digital form and formatted to be suitable for presentation purposes. This task 2 requires some engineering effort from Task 3 for vertical information of the roundabout.

Fee: \$1,800.00, Hourly Rate Not to Exceed without Client authorization

Task 3 – Engineering Consulting and Coordination

This task shall cover the necessary work effort to coordinate with Town on scoping, engineering coordination with Landscape Architecture staff to give concept vertical information for the roundabout features, and any meetings, calls 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 tasks.

Fee: \$1,290.00, Hourly Rate Not to Exceed without Client authorization

Traffic Engineering Sub-Consultant: (see Attachment A for scope)

Task 4 – Data Collection

Fee: \$2,100.00, Hourly Rate Not to Exceed without Client authorization

Task 5- Traffic Modelling

Fee: \$13,125.00, Hourly Rate Not to Exceed without Client authorization

Task 6 – Traffic Report

Fee: \$4,725.00, Hourly Rate Not to Exceed without Client authorization

Task 7- Design Support, Coordination and Meetings

Fee: \$3,150.00, 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. Easement Plats. Generally since the Town uses right-of-entry agreements, it is assumed that easement plats may not be needed. In the event they are needed, a separate work order will be required.
2. Landscape Plan and computations
3. Tree Preservation Plan
4. Detailed hardscape design (benches, monuments, etc.)
5. Maintenance of Traffic Plan
6. Design of sight light improvements or photometrics and Electrical engineering design of lighting circuits
7. Private utility easement plats or vacation plats
8. Federal, State, and/or local permits other than any of those described herein
9. Revisions to work caused by Ordinance changes and/or Client requested changes
10. Any field surveying not covered in Task descriptions
11. Construction stakeout
12. Wetlands consulting
13. Environmental and historical resources consulting
14. Geotechnical investigation and/or design
15. Structural engineering design
16. Construction and contract administration
17. Specification Package

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 \$505.00 (Subconsultant \$500 + 5%)

SECTION 4 – REPROGRAPHIC CHARGES

“Reprographic Charges” will be billed in accordance with “Schedule A”. It is anticipated that all submissions will be submitted electronically and that no reprographic charges will be needed.

Fee: Budget Estimate \$0.00

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 \$4,290, plus reimbursable and reprographic expenses, which have been budgeted herein at \$0.00. 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 Ryan Connor
Date: 2018.02.26
18:29:10 -05'00'

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