



PLANNERS  
ENGINEERS  
LANDSCAPE  
ARCHITECTS  
LAND  
SURVEYORS

September 4, 2018

Mr. Luis Blandon  
Department of Public Works, Town of Vienna  
127 Center Street, South  
Vienna, Virginia 22180

**Re: Town of Vienna – South Side Park Improvements  
Survey and Preliminary Engineering /Assessment Phase**  
RFP 19-01-On Call Civil Engineering Services  
Urban, Ltd. # 18-500.R1

Dear Mr. Blandon,

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 providing preliminary engineering analyses for improving the existing South Side Park to replace the existing field on the north portion of the property with two synthetic baseball fields. These improvements will include some drainage improvements, waterline relocation, lighting, increase in parking, stormwater management and water quality measures. Fees and Scope of Services are described herein and are to be performed at an hourly rate.

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.

Base fee for the tasks	\$ 48,450.00
Budget estimate for reprographics and reimbursable expenses:	\$ 1,000.00
The total fee for the contract is up to:	\$ 49,450.00

## **SECTION 1 – SCOPE OF SERVICES AND FEES**

The scope of services (“Scope”) and associated fees shall be as follows:

### **Part A – SURVEY AND CIVIL ENGINEERING SERVICES**

#### **Task 1 – Existing Conditions Survey**

Urban shall prepare an existing conditions survey for the development area. Urban shall prepare field run topography of the development which shall include spot elevations on curbs, pavement walkways etc., horizontal and vertical as-builts of sanitary and storm sewers and any topographical and drainage features. In addition, Urban shall review title report provided by client and plot boundary lines and easements in the development area. Urban shall deliver certified boundary survey plat showing topographic features.

**Fee: Lump Sum \$13,800.00**

#### **Task 2 – Preliminary Engineering/Assessment Phase**

Urban shall prepare a preliminary engineering analysis to assess potential improvements/costs associated with the proposed project as shown on Concept Design dated October 31, 2016. This service shall include a preliminary design of parking lot expansion, storm sewer, ballfield grading, waterline, sanitary sewer, tree clearing, stormwater management and water quality measures. Service will include AutoCADD drawing showing all the aforementioned information. Service includes preparation of preliminary cost estimate. Service also includes preparation of estimated floodplain elevation if information is not available from Town of Vienna.

**Fee: Hourly Rate Not to Exceed \$11,800.00 without Client authorization.**

#### **Task 3 – Meetings and Coordination**

If requested, Urban shall attend up to six (6) meetings with client and/or citizens. This task includes ongoing coordination with project team, and with utility companies if requested by Town.

**Fee: Hourly Rate Not to Exceed \$4,500.00 without Client authorization.**

**Part B – LANDSCAPE ARCHITECTURAL SERVICES**

**Task 4 – Landscape Assessment**

Urban’s landscape architects shall review the site in relation to the proposed uses and provide an assessment of any required landscape improvements that may be required. The landscape review will list the requirements and as feasible, projected tree quantities for tree canopy cover, interior and peripheral parking landscaping, and transitional screens and barriers.

**Fee: Hourly Rate Not to Exceed \$1,000.00 without Client authorization.**

**Task 5 – Schematic Landscape Design (If Requested)**

If requested, Urban’s landscape architects will provide schematic landscape/hardscape design services based upon the Client’s program for landscape and hardscape improvements. Plans will be prepared at an appropriately enlarged scale. These plans will describe the design approach and will illustrate the proposed spatial organization, potential materials and the landscape plantings through plans, sections, elevations and photographs as appropriate to communicate the design intent. Modifications of design may be prepared at Client’s request as an Additional Service to this task.

**Fee: Hourly Rate Not to Exceed \$3,800.00 without Client authorization.**

**Task 6 – Landscape Architect Meetings and Coordination**

Urban’s Landscape Architects shall attend meetings and coordinate with the Client, Client’s other consultants, community groups, design review and government agencies as requested by the Client during the design and development plan processes.

**Fee: Hourly Rate Not to Exceed \$1,300.00 without Client authorization.**

**Part C – SUB-CONSULTANT SERVICES**

**Task 7 – Environmental Services**

Services for Preliminary Mapping of Wetlands and Resource Protect Areas (RPAs) will be performed by Wetland Studies and Solutions, Inc., as detailed in their proposal provided as an attachment. This service will also include preparation of a concept plan of possible techniques that could be employed to restore the stream and potential impact of such work on the projected ball fields.

**Fee: Lump Sum \$7,250.00**

### **Task 8 – Preliminary Traffic Assessment**

Urban shall contract out Gorove/Slade Associates to provide a preliminary traffic assessment which will include data collection, analysis, and documentation. See their proposal provided as an attachment for detailed scope of service.

**Fee: Lump sum \$5,000.00**

### **SECTION 2 – EXCLUSIONS**

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

1. All tasks beyond the define scope above.
2. Changes by coordination with citizen meetings or complications due to small details of private owners needs or complication may need extra work order for effort.
3. Detailed hardscape design (benches, monuments, etc.).
4. Design of lighting or photometrics.
5. Electrical engineering design of lighting circuits.
6. Federal, State, and/or local permits other than any of those described herein.
7. Revisions to work caused by Ordinance changes and/or Client requested changes after substantial design complete.
8. Any field surveying not covered in Task descriptions.
9. Construction stakeout.
10. Detailed Wetland and RPA Mapping.
11. Geotechnical investigation and/or design.
12. Structural engineering design.
13. Construction and contract administration.
14. Specification Package.
15. Signage design; logo design; comprehensive sign plan documents.
16. Design of custom site fixtures/furniture.
17. Design studies for alternate proposals/changes in program
18. Detailed Tree Inventory/Tree Preservation Plan.
19. Dry Utility Investigation.
20. Legislative Application Services.
21. Preparation of Construction Plans.
22. Preparation of Existing Vegetation Map.

### **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. 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.
- C. 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. Specification Package
4. Geotechnical Services

## **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. Issuance of a Town Purchase Order for this proposal indicates acceptance of the proposal terms.

Sincerely,  
**URBAN, Ltd.**

\_\_\_\_\_  
David T. McElhaney, P.E.  
Principal

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 B**  
**HOURLY RATE SCHEDULE**  
**Town of Vienna**  
**July 1, 2018, to June 30, 2019**

Principal - Expert Witness	\$	304.80
Principal	\$	213.36
Sr. Associate / Associate	\$	188.50
Sr. Transportation Engineer	\$	158.40
Sr. Project Coordinator	\$	135.70
Sr. Landscape Architect	\$	152.90
Sr. Land Planner	\$	167.64
Project Coordinator	\$	124.40
Engineer	\$	113.20
Engineer Technician	\$	84.80
Land Planner	\$	111.76
Landscape Architect	\$	124.40
Landscape Designer	\$	90.40
Jr. Landscape Designer	\$	81.40
Sr. CADD Designer	\$	122.30
CADD Operator	\$	101.80
Jr. CADD Operator	\$	73.15
Field Coordinator	\$	130.10
Survey Manager	\$	147.10
Licensed Land Surveyor	\$	147.10
Field Party	\$	164.20
Sr. Survey Technician	\$	113.20
Jr. Survey Technician	\$	81.40
Clerical	\$	50.80