



PLANNERS  
ENGINEERS  
LANDSCAPE  
ARCHITECTS  
LAND  
SURVEYORS

June 5, 2018

Ms. Christine Horner, P.E.  
Department of Public Works, Town of Vienna  
127 Center Street, South  
Vienna, Virginia 22180

**Re: Town of Vienna – Traffic Calming Tapawingo and Kingsley**  
RFP 13-05-On Call Civil Engineering Services  
Urban, Ltd. # 18-307.00

Dear Ms. Horner,

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 engineering, survey and related work as discussed during our site walk 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	\$ 56,350.00
Budget estimate for reprographics and reimbursable expenses:	\$ 0.00
The total fee for the contract is up to:	\$ 56,350.00

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

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

### **Task 1 – Construction Plan 30%**

Urban shall prepare a construction plan for the installation of improvements to the intersection of Tapawingo Rd SW / Meadow Lane SW and the intersection of Kingsley Road SW and Meadow Lane SW. Improvements and scope assumptions are as follows:

1. Provide traffic calming curbing within the two intersections in general conformance with the exhibit provided by the Town.
2. Urban Bio-retention facilities in the feasible areas of these traffic calming projections. It is assumed that this will be five facilities, some of which may be multistage facilities due to grade changes.
3. Crosswalks and curb ramps will be proposed as generally indicated on the exhibits and a possible future crosswalk will be accounted for and shown as future across Kingsley as discussed with Staff during the site walk.
4. No sidewalk improvements are proposed other than the extent needed for item 3 above.
5. Storm system extensions, inlets, etc. will be proposed along the new curb and gutter and tie into the existing system in place as may be needed.
6. Given the reduction in flows inherent to bio-retention facilities, it is assumed that no drainage system analysis will be performed on the existing system, and only computation will be provided on new or modified system components.
7. It is assumed that no improvements downstream will be made.
8. Plan will provide VRRM spreadsheet for the water quality requirement computation based on the increased/decreased impervious coverage and will calculate load reductions.
9. Plan will include general notes, grading plan, demolition plan, road sections, drainage divides, storm computations, erosion and sediment control plan, narrative and other items as necessary for construction.
10. Assumptions to the plan scope are provided herein. In the event the scope increases, further fees may be needed by issuance of a work order.
11. See Section 2 for Exclusions.

**Fee: \$9,500.00, Hourly Rate Not to Exceed without Client authorization**

### **Task 2 – Construction Plan 95%**

Urban shall respond to Town comments to the 30% set and complete the design to the 95% level.

**Fee: \$17,500.00, Hourly Rate Not to Exceed without Client authorization**

### **Task 3 – Construction Plan 100%**

Urban shall respond to Town comments on the 95% set and complete design to the 100% level.

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

**Task 4 – Landscape Plan for Bio-retention Facilities**

Urban shall prepare a separate landscape plan for the planting requirements, details, and specifications for the landscaping proposed for the bioretention facilities. It is assumed there will be five facilities and they will be planted to typical state specifications, however limited to vegetation that does not block sight lines for traffic. Service assumes no other plantings or street trees are to be proposed.

**Fee: \$3,900.00, Hourly Rate Not to Exceed without Client authorization**

**Task 5 – Survey of Existing Conditions**

Urban shall establish horizontal and vertical survey control and survey the area shown in Exhibit A for purposes of preparing an existing conditions base for use in the construction plan. This task includes the as-built of storm drainage from the survey limits, establishing property lines for lots and right-of-way in the survey limits, topography, drafting and field walk by a survey manager.

**Fee: \$8,500.00, Hourly Rate Not to Exceed without Client authorization**

**Task 6 – Private Utilities**

Urban shall subcontract a utility firm to paint locations of utilities in the survey limits. Urban shall survey the markings and incorporate into the existing conditions base.

**Fee: \$5,700.00, Hourly Rate Not to Exceed without Client authorization  
(Includes sub-contractor fee and Urban's fee to locate)**

**Task 7 – Test Pits**

Urban shall subcontract a utility firm to provide test pitting services for approximately three (3) test pits. Urban shall survey the top of the utility and the diameter and utilize this information in the construction plan. The assumed fee of the test pitting sub-contractor is included in the pricing for budgetary purposes and may vary based the number of test pits ultimately needed.

**Fee: \$2,150.00, Hourly Rate Not to Exceed without Client authorization  
(Includes sub-contractor fee and Urban's fee to stakeout assuming 3 test pits)**

**Task 8 – Construction Cost Estimate**

Urban shall prepare a construction cost estimate for the project. Unit prices to be based on Fairfax County Unit Price List.

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

**Task 9 – Meetings, Coordination, Special Exhibits and Misc. Services**

Meetings and Coordination effort with Client as requested. Meeting with Citizens and Town onsite for scoping and ongoing coordination as needed. Services performed under this task may also include any miscellaneous related work if requested by Client and not applicable under any other tasks.

**Fee: \$2,800.00, 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. Traffic Engineering / Speed Study / Evaluation of calming effects of proposed improvements.
2. 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.
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.

It is anticipated that there will be no reimbursable expenses for this project. The sub consultants work effort is assumed within the fee of Task, and the other typical reimbursables are not expected to be needed for the performance of this project. If any reimbursables are needed, they will be coordinated with the Town and invoiced as necessary.

**Fee: Budget Estimate \$0.00**

#### **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 necessary.

**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 \$56,350.00, 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.**

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C. Ryan Connor, P.E.  
Senior Associate

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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