



PLANNERS
ENGINEERS
LANDSCAPE
ARCHITECTS
LAND
SURVEYORS

September 26, 2017

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

Re: Town of Vienna – Orchard Street NW Drainage Improvements
RFP 13-05-On Call Civil Engineering Services
Urban, Ltd. # 17-896.00

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 on 9/13/17 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	\$ 29,300.00
Budget estimate for reprographics and reimbursable expenses:	\$ 100.00
The total fee for the contract is up to:	\$ 29,400.00

(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 – Construction Plan 30%

Urban shall prepare a construction plan for the installation of improvements to Orchard Street to improved drainage conditions. Improvements and scope assumptions are as follows:

1. Proposed curb and gutter from existing terminal point on edge of 445 Orchard Street NW across 443 Orchard Street NW and continuing across 441 Orchard Street NW.
2. Aprons to be proposed at 443 and 441.
3. No sidewalk is to be proposed.
4. Storm system extensions, inlets, etc. will be proposed along the new curb and gutter and tie into the existing system in place. It is assumed this will be limited to two inlets, and pipe extension.
5. On the east side of the apron of 441, it is assumed that the plan will include some receiving storm structure to allow for interception of the larger storm flows from the western outlet of the 445 driveway culvert. Currently this flow discharges into a gravel diaphragm system at the base of a private retaining wall, and the capacity and performance is unknown. This custom solution will be determined during design with Town staff.
6. Downstream system will be analyzed for three pipe segments to determine its current capacity. It is assumed that no improvements downstream will be made, and the evaluation is for purposes of documenting the capacity only.
7. Plan will provide VRRM spreadsheet for the water quality requirement computation based on the increased impervious coverage. It is assumed the plan will not propose any water quality devices, and only determine the increased loading. In the event that water quality device(s) are desired to be included, then this will be provided by work order.
8. Plan will include general notes, grading plan, demolition plan, road section, drainage divides, storm computations, erosion and sediment control plan, narrative and other items as necessary for construction.
9. 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.
10. See Section 2 for Exclusions.

Fee: \$6,200.00, 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: \$8,300.00, 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: \$2,300.00, Hourly Rate Not to Exceed without Client authorization

Task 4 – Survey of Existing Conditions

Urban shall establish horizontal and vertical survey control and survey the area shown in Exhibit A, along Orchard St NW, 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, and 3 pipe segments downstream. Price includes establishing property lines for lots and right-of-way in the survey limits, topography, drafting and field walk by a survey manager.

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

Task 5 – 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: \$3,000.00, Hourly Rate Not to Exceed without Client authorization
(Includes sub-contractor fee and Urban's fee to locate)**

Task 6 – 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 7 – 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: \$1,550.00, Hourly Rate Not to Exceed without Client authorization

Task 8 – 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: \$2,000.00, 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 \$100.00

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 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 \$29,300, plus reimbursable and reprographic expenses, which have been budgeted herein at \$100.00. 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.

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