



RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Transportation • Traffic • Structures & Bridge
Right of Way • CEI • Land Planning • Environmental

October 22, 2019

Michael Gallagher, P.E.
Director of Public Works – Town of Vienna
127 Center Street (S)
Vienna, VA 22180

RE: Proposal for Professional Engineering Services
RFP 20-03: Maple Avenue Utility Undergrounding Feasibility Study

Dear Mr. Gallagher:

Please find attached our fee proposal for professional engineering services to provide a feasibility study for the undergrounding of existing overhead utilities along Maple Avenue. This investigation will be performed utilizing records obtained from the utility companies, GIS and information of record that is available from the Town as well as from our previous design files. The total length of the alignment along Maple Avenue is approximately 9,800 linear feet.

Scope of Services

The scope of services, based on the Request For Proposal and our discussions with the Town, will consist of the following:

Task 1: Data Collection

- Research and coordinate with Town of Vienna to obtain existing site plans and GIS data
- Coordinate with utility companies to request their facility plans identifying all existing overhead and underground utilities within the project limits
- Perform field investigation and inventory of existing facilities
- Prepare base mapping compiling the data obtained from the Town and the utility companies

Task 2: Conceptual Design

- Meet with each utility company to determine their facility requirements in order to incorporate their required conduits, manholes, switches, pedestals, etc., into our preliminary design. Please note that the utility companies may not be willing to expend any labor on this project without a Purchase Order. We shall coordinate with the utility companies where possible and develop our own design based upon our experience
- Develop preliminary horizontal alignments for the underground duct banks and devices
- Identify easement needs
- Coordination with the Town and utility companies to develop the conceptual design
- Identify segments of undergrounding which may be phased
- Prepare ballpark cost estimates for the undergrounding

Task 3: Implementation Strategies

- Research funding strategies
- Research and develop code requirements to facilitate undergrounding
- Assist the Town with utility franchise agreements

Task 4: Final Report

- Finalize conceptual plans and funding/implementation strategies
- Prepare final report summarizing concept plan, findings, and recommendations
- Meeting with Town Council

Excluded Project Services:

The following represents a list of services/items that were not priced as part of this feasibility study. RDA is committed to providing a wide range of services, and if the Town needs additional services including those excluded (provided they are among RDA's services), we will gladly submit a contract modification for any additions at the Town's request.

1. Topographic Survey
2. Utility Designates or Utility Test holes
3. Preparation of complete Construction Bid Documents/Package
4. Easement Acquisition Services

Deliverables and Work Schedule:

RDA is committed to attempting to meet any reasonable deadline the Town requires for this project. An estimated schedule is presented below showing a schedule for 44 weeks (approx. 11 months), excluding any additional time required for reviews by stakeholders:

Task Number *	Task Description	Task Duration (Weeks)
1	Data Collection	12 weeks
2	Conceptual Design	16 weeks
3	Implementation Strategies	8 weeks
4	Final Report	8 weeks
	Total:	44 weeks

Fee Summary

The estimated Total Project Fee, to be administered lump-sum, for this project is **\$99,660.00**. No contingency for this Contract has been assigned. Please see Attachment 1 for a breakdown of the Contract Fee Summary.

RDA is looking forward to the opportunity to provide these professional engineering services for the Town of Vienna. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at sdusza@rdacivil.com.

Sincerely,



Sharon D. Dusza, P.E.
Senior Project Manager/Principal

APPROVED:

Michael Gallagher, P.E., Director
Town of Vienna – Dept. of Public Works

Date

ATTACHMENT 1
Fee Proposal and Scope of Work By Phase

Contract Description:

RDA COST PROPOSAL
Town of Vienna - Maple Avenue Utility Undergrounding Feasibility Study

	<u>PRINCIPAL</u>	<u>PROJECT MANAGER</u>	<u>SENIOR ENGINEER</u>	<u>PROJECT ENGINEER 1</u>	<u>PROJECT ENGINEER 2</u>	<u>ENGINEER 3</u>	<u>ENGINEER TECHNICIAN</u>	<u>CLERICAL</u>	<u>LAND SURVEYOR</u>	<u>SURVEY TECHNICIAN</u>	<u>2 MAN FIELD CREW</u>	<u>ROW MANAGER</u>	<u>TOTAL MANHOURS</u>	<u>ITEM TOTAL</u>
AVERAGE HOURLY RATE	\$ 255.00	\$ 185.00	\$ 165.00	\$ 140.00	\$ 120.00	\$ 105.00	\$ 90.00	\$ 75.00	\$ 155.00	\$ 90.00	\$ 155.00	\$ 215.00		
Task 1: Data Collection														
Kick off meeting/Project Initiation			8	8									16	\$ 2,800.00
Utility/Plan Research			16	40									56	\$ 9,560.00
Base Map Preparation			16	20	60								96	\$ 14,660.00
													subtotal	\$ 24,220.00
Task 2: Conceptual Design														
Preliminary Alignment	2	36	60	80									178	\$ 28,270.00
Utility Coordination/Meetings	4	40	40										84	\$ 15,020.00
													subtotal	\$ 43,290.00
Task 3: Implementation Strategies														
Research Funding Strategies	4	16											20	\$ 3,980.00
Research Code Requirements	2	12	24										38	\$ 6,690.00
Coordination/Communication	4	16											20	\$ 3,980.00
													subtotal	\$ 14,650.00
Task 4: Final Report														
Finalize Report	4	12	24										40	\$ 7,200.00
Town Council Presentation	8	16											24	\$ 5,000.00
													subtotal	\$ 12,200.00
Estimated Hours	<u>28</u>	<u>188</u>	<u>216</u>	<u>140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>572</u>	
Estimated Direct Labor Costs	\$ 7,140.00	\$ 34,780.00	\$35,640.00	\$ 19,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,160.00	\$ 97,160.00
DIRECT COSTS (Estimates only):														
Prints	\$ 1,500.00													\$ 97,160.00
Deliveries	\$ 500.00													\$ 2,500.00
Reimbursable (Mileage, etc.)	\$ 500.00													\$ 99,660.00
Total Direct Costs	\$ 2,500.00													
SUBCONSULTANTS:		Subconsultant Fee (15%)	Total											
			\$0.00											

Services \$ 97,160.00
Reimbursable Expenses \$ 2,500.00
Total Estimated Costs \$ 99,660.00

RDA Cost Proposal	\$99,660.00
Subconsultants	\$0.00
Total	\$99,660.00