



Rinker Design Associates, P.C.

*Land Development * Surveying * Land Planning
Transportation * Environmental * Right of Way*

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October 28, 2019

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

RE: **Amendment #1** for Phase II of Project (Survey, Utility Coord. & Engineering Services):
Old Courthouse Road NE Extended (Westbriar Ct NE to “East” Town Line) – Install Sidewalk and
C&G Typical Section and Drainage Improvements

Dear Mr. Gallagher:

Please find attached our fee proposal for professional engineering, right of way assistance, utility relocation monitoring, limited construction and engineering, inspection support, and limited surveying services (stake-out only) for the utility relocation and construction phase the proposed pedestrian improvements for the following:

- o Old Courthouse Road NE – Approx. 1,700 linear foot curb & gutter section (with 6’-8’ sidewalk) along Old Courthouse Road between Westbriar Court NE and the Town-Line and approximately 300’ into Fairfax County to connect to an existing curb & gutter section towards Tysons.

Services will be prepared in accordance with the Town’s requirements and the RFP 12-01 On-Call Engineering Services (RFP) in conjunction with any VDOT Permit’s Office submittal requirements since the project extends into Fairfax County by approximately 300 LF.

1.0 Scope of Services:

The scope of services, based on information provided by the Town, will consist of the following:

1. **Right of Way Services:** There are two jurisdictions within the project.

Right of Way Services (Within Fairfax County): RDA will provide full right of way acquisition services for the two (2) properties requiring easements for project construction and future maintenance, as follows:

- 8530 Old Courthouse Road (Fairfax Water Property)
 - o Right of Way/Fee Taking, Temporary Construction Easement and Utility Easement for Utility Relocations
- Amberwood HOA Property (Tax Map #029-3-24-A)
 - o Temporary Construction Easement

For each property, RDA will obtain a certified title report, prepare a Basic Administrative Report (BAR), if necessary, prepare a complete request for donation package in accordance with Town and State of Virginia requirements, and perform right of way negotiations on behalf of the Town if the property owners do not donate property needs for the project.

RDA will handle the final titles and the closings. Plats will be prepared for these two (2) properties, if deemed necessary. The Town Attorney shall be responsible for all other aspects.

Town will be provided sample copies of all documents to be presented to the property owners for the Town's review and approval prior to contacting property owners.

Right of Way Services (Within Town): RDA understands within the Town limits, the standard practice by the Town of Vienna, is to request right of entry agreements (in lieu of temporary construction easement) for all construction needs of the project. As discussed in scoping, RDA will provide the following as requested:

- a. Provide color graphic exhibits of plans for obtaining Right of Entry for the properties (Town prepares/mails formal letters to homeowners.)
 - i. Also, as needed, prepare minor plan revisions by design engineers, due to changed field condition since project started or due through additional coordination with property owners during right of way discussion and/or construction to satisfy property owners to obtain/retain right of entry agreement.
 - b. RDA will assist the Town with a 2nd Citizen's Meeting, if scheduled for start of the project.
2. **Utility Coordination/Monitoring:** As discussed in scoping, due to the extensive utility relocations required for the project, RDA will (on an as-needed basis) assist the Town to perform the following:
- a. Utility Stake-out for poles, easements and/or lines (i.e. gas lines, waterline etc.) when requested by utility companies or the Town.
 - b. At the direction of the Town's Construction Manager, RDA will monitor utility companies (and/or their designated Contractor) on a regular or semi-regular interval as determined by the Town's Construction Manager. The level of monitoring will be solely determined by the Town and based on number of utilities being relocated at a given time during the utility relocation phase.
 - i. RDA will review a given utility's relocation stake-out, the utility Contractor's weekly planned efforts and planned construction activity (as provided by the utility Contractor) to ensure it complies with the approved utility relocation plans and does not conflict with the approved roadway/pedestrian improvement plans.
 - ii. RDA will alert the Town Construction Manager when a potential conflict arises so either the project's plan can be revised and/or the utility company shall be advised to construct relocations per plans. RDA will submit weekly reports for the project file.



For Task #2: RDA's efforts are estimated/limited to 545 man-hours, as shown in **Attachment 2**. If additional hours are needed, unused hours in other Tasks may be utilized with Town authorization, unless a contingency is released, or an additional amendment is approved.

3. **Construction Engineering & Inspection Support:** As discussed in scoping, RDA will assist the Town's Construction Manager during construction on an as-needed basis for construction documentation efforts and assisting with construction related matters (i.e. on-site support, maintenance of traffic review, checking/collecting material tickets, erosion/siltation control review, shop drawing review, review RFI's and recommend course of action and any other construction related services etc.).

RDA understands this line item shall be implemented on an as-needed basis with a cap of 385 hours total as shown in **Attachment 2**. The minimum allotment per day, is 5 hours, including travel time when on-site support is required.

- a. Task 3 is at the sole direction of the Town's Construction Manager, RDA will perform as-needed services when requested, within the allowable cap of hours aforementioned.
- b. RDA will coordinate and arrange for concrete lab testing through a qualified sub-consultant. RDA is allocating \$5,000 for this effort. This allocation is on a time and materials allotment only. RDA will coordinate with the Town prior to authorization of any release of this allotment.
- c. RDA will perform pavement inspection in accordance with VDOT and Town of Vienna standards.
- d. RDA will also participate in the pre-construction conference prior to start of construction, once scheduled by the Town Construction Manager.
- e. RDA will assist the Town's Construction Manager with project's maintenance of traffic and sequencing coordination with Contractor.

For Task #3: RDA's efforts are estimated/limited to 385 man-hours, as shown in **Attachment 2**. If additional hours are needed, unused hours in other tasks may be utilized with Town authorization, unless contingency is released or an additional amendment is approved.

4. **VDOT Land Use Permit Assistance:** RDA's CEI Staff will assist the Town and the Town's Contractor to obtain a VDOT LUP Permit for construction. This is to ensure the Town's Contractor follows all the VDOT requirements with respect to VDOT permit process. It is assumed the Town or the Town's Contractor will be the permit holder. All permit fees are the responsibility of the Town and/or Town's Contractor.
 - a. Currently a VDPES permit is not required for this project. In Vienna the project's improvements are anticipate disturbing less than 1 AC. Within Fairfax County improvements between 2,500 SF and 1 AC (which this project falls under) will require a General Permit. RDA will assist the Town to obtain the General Permit.
5. **VDOT Street Acceptance and Punch-Out:** When construction is considered substantially complete within the segments under VDOT's LUP, RDA's CEI Staff will assist the Town with street acceptance and VDOT punch-out, to ensure VDOT acceptances the improvements for maintenance.

3.0 Excluded Project Services:



The following represents a list of services/items that were not priced as part of this scope of work, and at this time it is not anticipated they will be needed as part of this task. 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.

- Utility Test-Pits and
- Generating Shop Drawings or As-built drawings.
- Any review fees/submittal fees required by VDOT or Fairfax County.
- Fees/Purchase of Nutrient Credits
- Environmental Assessment/Review, Mitigation and any related permits.

4.0 Schedule:

Given the Town is partnering with Fairfax County, RDA is committed to attempting to meet any additional reasonable deadlines the Town requires for this project. The schedule is solely dependent on the utility relocation schedule and the eventual Contractor awarded the project.

5.0 Task Order Fee Summary

The estimated fee for Amendment #1 is **\$186,938** of which is \$169,944 is to be administered as Not to Exceed (includes \$4,476 for direct costs) and \$16,994 is a contingency. Services will not be billed until authorized or approved by the Town.

Please see **Attachment 1, 2 & 3** for a breakdown of the Task Order 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 mkim@rdacivil.com.

Sincerely,



Mo Kim, P.E.
President/COO



Attachment 1

Rinker Design Associates, P.C. Town of Vienna Old Courthouse Road NE, Extended Project

Fee Proposal

Utility Stakeout and Utility Monitoring	\$56,084
Construction Engineering & Inspection	\$45,122
LUP and Street Acceptance Support	\$16,643
Right of Way Services	\$47,619
Direct Cost Budget	<u>\$4,476</u>
Sub -Total of Project Fee	\$169,944
Contingency (@10%)	\$16,994
Estimated Total Project Fee	\$186,938

All work is on a time and materials basis (hourly) on an as needed basis with prior authorization from the Town.



Attachment 2

Rinker Design Associates, P.C. Town of Vienna Old Courthouse Road NE, Extended Project Fee Estimate

Element of Work	MAN-HOURS									
	Rate /Hr	Lump Sum	Project Manager \$155.12	Senior Engineer \$129.33	Project Engineer \$99.04	Engineer Technician \$80.62	Land Surveyor \$142.65	Survey Technician \$87.55	2 Man Field Crew \$152.53	Hours / Fee Estimate
SURVEY, DESIGN & CONST. SUPPORT										
100 - UTILITY STAKEOUT										
Dominion Energy Poles							2	8	8	18
Washington Gas							2	8	24	34
Waterline Relocation							4	16	32	52
Utility Easements							1	8	12	21
101 -UTILITY RELOCATION MONITORING										
Dominion Energy Poles/Aerial Relocation (Est. 190				16		60				76
Verizon Aerial Relocation (Est. 200 days*)				16		40				56
Cox Aerial Relocation (Est. 100 days*)				8		40				48
Washington Gas Relocation (Est. 200 days)				40		80				120
Waterline Relocation (Est. 200 days)				40		80				120
<i>(*Based on Utility P&E Schedule Provided)</i>										
Hours				120		300	9	40	76	545
Subtotal (Not to Exceed)				\$15,520		\$24,186	\$1,284	\$3,502	\$11,592	\$56,084
201 - Construction Engineering/Inspection Support										
Construction Engineering Support			50	110		225				385
Concrete Inspection (Lab Work)		\$5,000								
Hours			50	110		225				385
Subtotal (Not to Exceed)		\$5,000	\$7,756	\$14,226		\$18,140				\$45,122
301 & 401 - VDOT LUP and VDOT Street Acceptance										
LUP Assistance				24						24
General Permit (Fairfax County)		\$616	40							40
Street Acceptance & Punch-Out Assistance				32		32				64
Hours			40	56		32				128
Subtotal (Not to Exceed)		\$616	\$6,205	\$7,242		\$2,580				\$16,643
501 - Right of Way Services										
Right of Way Services (Within County)			30	60	44	44				178
Title Reports/Closings		\$6,000								
Plats (2 @ \$2,000/each)		\$4,000								
Right of Way Services (Within Town)										
CIM Assistance			10		16	16				42
RW Revisions, As Needed			20	20	40	40				120
Hours			60	80	100	100				340
Subtotal (Not to Exceed)		\$10,000	\$9,307	\$10,346	\$9,904	\$8,062				\$47,619
ESTIMATED PROJECT TOTAL		\$15,616	\$23,268	\$47,334	\$9,904	\$52,968	\$1,284	\$3,502	\$11,592	\$165,468



Attachment 3

Rinker Design Associates, P.C. Town of Vienna

Old Courthouse Road NE, Extended Project

Direct Cost Summary

1) Meetings/Travel

a. Project Site				
135 trips @	50 miles r/t x	\$0.535 per mi	=	\$3,611.25
			=	
b. Client/Public Meetings				
10 trips @	48 miles r/t x	\$0.535 per mi	=	<u>\$256.80</u>
Subtotal				\$3,868

2) Presentation Materials (For deliverables only, to be billed at cost)

a. CD of PDFs/CAD Files				
x	\$5.00	per copy	=	\$0.00
b. Graphic Foam Core Displays (4.0' x 8.0')				
number @	\$400.00	per display	=	<u>\$0.00</u>
Subtotal				\$0

3) Engineering Products (For deliverables only, to be billed at cost)

a. Regular Rports (8.5" x 11")				
400 x	\$0.05	each	=	\$20.00
b. Engineering Paper Print (11" x 17")				
350 x	\$0.25		=	\$87.50
c. Engineering Paper Print (24" x 36" for submissions)				
500 x	\$1.00		=	\$500.00
Subtotal				\$608

4) Other Miscellaneous Costs (For deliverables only, to be billed at cost)

a. Reports & Site Plan research for Design			=	\$0.00
a. Long Distance Telephone			=	\$0.00
b. Postage			=	\$0.00
c. Plan/Exhibit Delivery			=	<u>\$0.00</u>
Subtotal				\$0

TOTAL ESTIMATED DIRECT COSTS	\$4,476
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