



February 18, 2021

Mr. Michael Gallagher, P.E.
Director of Public Works
Town of Vienna
127 Center Street South
Vienna, VA 22180

Re: Park Street, NE Sidewalk Improvements – ROW Services

Contract: RFP 17-02, On Call Engineering Services for State/Federal Projects

Mr. Gallagher:

Whitman, Requardt and Associates, LLP is pleased to provide you with our proposal to provide Right of Way Services for the referenced project. The purpose of this task is to assist the Town and provide Right of Way acquisition services for the purchase of 10 temporary construction easements for the sidewalk improvements along Park Street NE.

I. SCOPE OF WORK

Please refer to WRA's sub-consultant Diversified Property Services, Inc (DPS) scope of service and fee which is attached.

We are prepared to begin immediately upon receiving ROW Authorization and your notice to proceed. It is a great pleasure to work for the Town of Vienna and we look forward to the successful completion of this project.

Whitman, Requardt and Associates, LLP

A handwritten signature in black ink, appearing to read 'Tyler L Long', is written over a horizontal line.

Tyler L Long
Senior Project Engineer

Enclosures

Cc: Erin Smith, DPS

Signature

Printed Name & Title

Date

ATTACHMENT A

DIVERSIFIED PROPERTY SERVICES, INC.
SCOPE AND FEE



Right-of-way- Acquisition Services

- ❑ All Right of Way Acquisition Services shall be performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, USPAP, the VDOT Right of Way and Utilities Manual of Instructions, and the Code of Virginia, Title 25, Chapter 6, Articles 1, 2, and 3.
- ❑ Title reports and Settlement services will be handled by Key Title. Title search will cover a period of 60 years and include all exceptions. Settlement will include deed preparation, HUD1, and coordination with the landowner to execute all legal documents.
- ❑ In place of a full appraisal and appraisal review, a BAR report will be prepared using VDOT format and procedures. The report will be submitted to the Town for approval before the offer is made. **landowners have the right to request an appraisal. Estimated fees were added as a Contingency to the fee proposal.
- ❑ All negotiations will be in accordance with the laws, rules, regulations, policies, and procedures set forth by VDOT and handled in a way to best meet the requirements of the Town of Vienna, VA.
- ❑ A bona fide offer will always be made in person unless the owner resides out of state and cannot attend a meeting with the negotiator. The offer will also include a copy of the BAR, title report, plats, plans, and options. The right of way agent will explain the project to the owner and the items in the offer package to ensure they understand what is being presented.
- ❑ The offer will be based on the approved BAR and the right of way agent will stay within the limits set with a written justification for going over the approved value if necessary. The right of way agent will be certain to let all property owners know that any agreement reached is contingent upon approval from the Town.
- ❑ Settlement will be performed by Key Title and will include the recording of the deeds of easement.

Basic Assumptions

The following assumptions were made when preparing the preceding bid proposal:

1. The fees are based on a project that contains 10 acquisitions with Temporary Construction easements only. Should the number of parcels or the acquisition areas change the fee will change too.
2. All fees for appraisals, reviews, and negotiations are based on acquisition prior to filing for condemnation. Any changes after the parcel has been turned in for condemnation that will include additional work in these areas are not included in this proposal.
4. This proposal does not include eminent domain work for the appraiser or negotiator, i.e. court preparation, court testimony, depositions, etc. The fee for the appraiser for this type of work is \$1,500 per day and \$800 per day for the negotiator.
5. Our bid includes title work, title updates, and settlements. However, the lender's fee to provide the release, an additional appraisal required by the lender, or title insurance are not included in this proposal. These services are not typically required on TCE only acquisitions. If the acquisition area changes these might be required.
6. This proposal does not include additional costs incurred for changing documents due to design changes. If there is a design change that impacts the area of acquisition revisions to the BAR report and offer package documents will be required.
7. If changes are made to the taking after the initial offer has been made that requires a new offer be made, an additional fee for this new offer will be charged. This fee will be based on the hourly rate for the negotiator.
8. The hours proposed for the negotiations are based on the assumption that the landowners are amicable to working with our agents. That based on the Town's experience of negotiating these will be fairly uncomplicated negotiations. DPS has proposed an average of 22 hours per negotiations, our standard proposed average is around 40 hours per negotiation. (Includes agent review and prep time, presenting the initial offer, ongoing negotiation and follow up; updating contact records, and closing out file)

PRICE PROPOSAL

PROJECT: Town of Vienna- Park Street project

A. PROJECT MANAGEMENT-

60 Hours @ \$109.38/per hour

\$6,562.80

TOTAL FOR PROJECT MANAGEMENT

\$6,562.80

B. BAR REPORT (10)

100 agent hours @ \$84.46/per hour

\$8,446.00

TOTAL FOR APPRAISALS

\$8,446.00

C. NEGOTIATIONS - (10)

220 hours @ \$84.46 per hour

\$18,581.20

120 hours @ \$64.60 per hour

\$7,752.00

Mileage @ \$.575/per mile

\$966.00

TOTAL FOR NEGOTIATIONS

\$27,299.20

DIRECT EXPENSES

D. TITLE REPORTS- (10)

2 title reports @ \$1000

\$2,000.00

8 title reports @ \$800

\$6,400.00

30 Updates @ \$100.00

\$3,000.00

TOTAL FOR TITLE REPORTS SERVICES

\$11,400.00

*****Title Insurance Premium as requested \$3.90 per \$1,000 of coverage.**

E. SETTLEMENT COORDINATION -

10 Settlement services @ \$725.00

\$7,250.00

0 Releases @ \$375.00

\$0.00

TOTAL FOR SETTLEMENT COORDINATION

\$7,250.00

TOTAL MAXIMUM COMPENSATION PAYABLE (A+B+C+D+E) =

\$60,958.00

CONTINGENCY

1 AA appraisals @ \$3,500

\$3,500.00

1 appraisal reviews @ \$1500

\$1,500.00

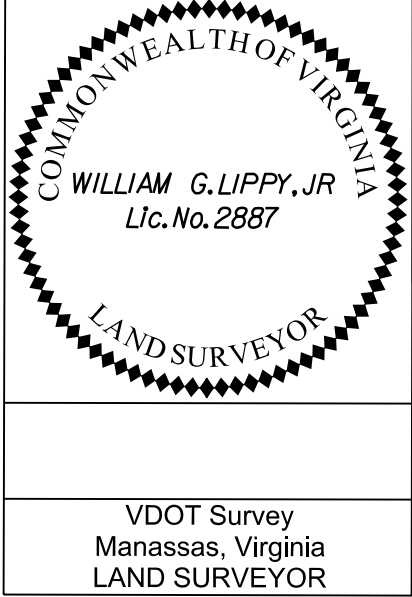
DIVERSIFIED PROPERTY SERVICES, INC.



By: President

Date: 1/20/21

PROJECT MANAGER MICHAEL J. GALLAGHER, P.E. (703) 255-6380
SURVEYED BY, DATE RICE ASSOCIATES (703) 968-3200, AUGUST 2018
DESIGN BY WHITMAN, BEQUARDT & ASSOCIATES, LLP (703) 293-9717
SUBSURFACE UTILITY BY, DATE RICE ASSOCIATES, AUGUST 2018



REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	6676	(NFO) EN17-153-114	3RW

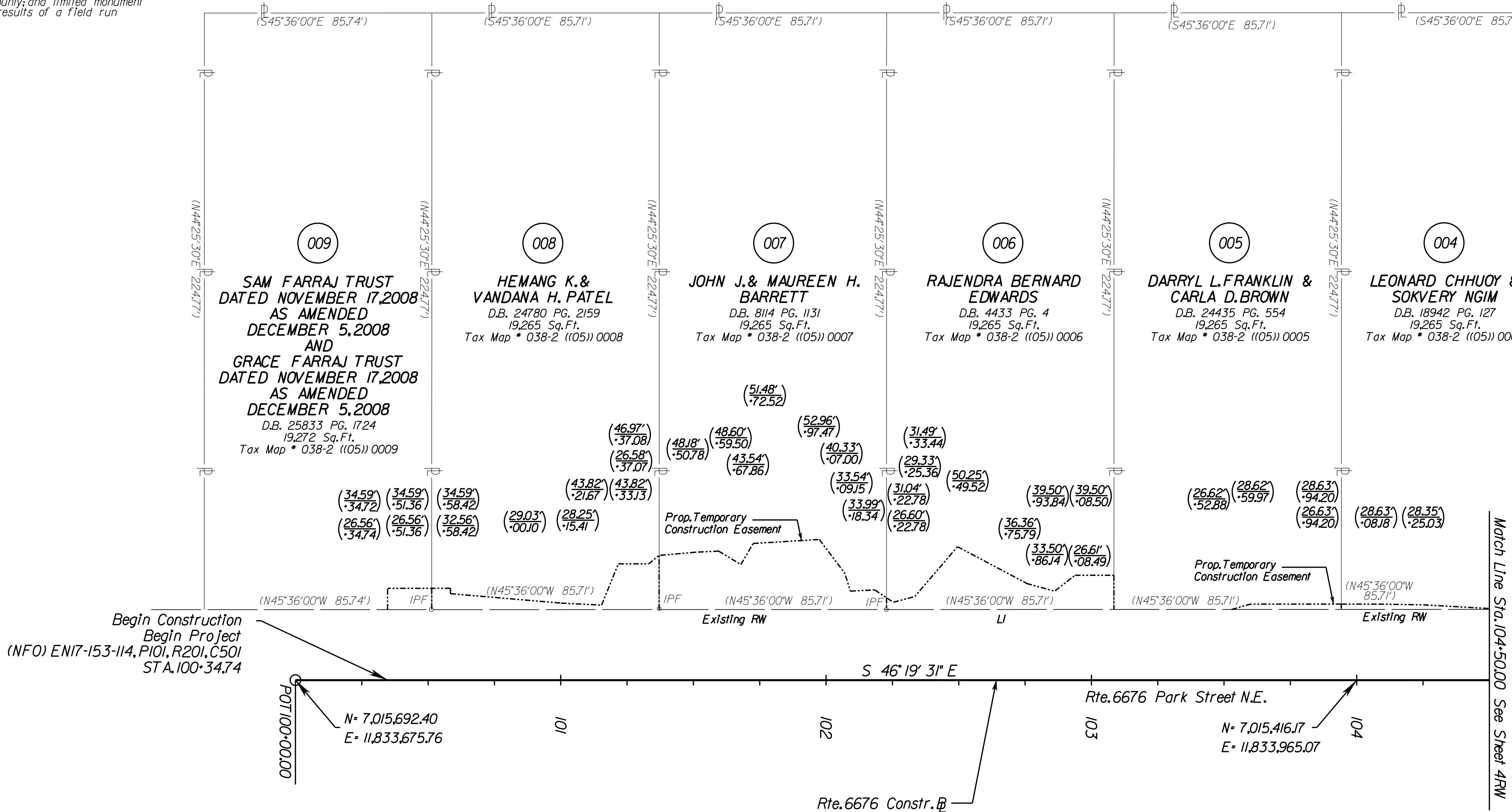
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

General Notes:

- All of the properties' physical improvements are not shown hereon.
- This plan sheet was performed without the benefit of a title report and may not show all easements which may affect the properties shown hereon.
- The horizontal datum is Virginia State Plane Coordinate System 83 (North Zone), and the vertical datum is NAVD88.
- The horizontal and vertical unit of measurement is U.S. Survey Foot.
- Property lines shown on this survey are a compilation from deeds, plats, surveys by others, or combination thereof among the land records of Fairfax County, and limited monument ties, and does not represent the results of a field run boundary survey.

RIGHT-OF-WAY PLAN

THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION



Area Tabulation		
Parcel	Proposed Right of Way	Proposed Temporary Construction Easement
001	-----	253 Sq.Ft.
002	-----	1,023 Sq.Ft.
003	-----	1,011 Sq.Ft.
004	-----	85 Sq.Ft.
005	-----	76 Sq.Ft.
006	-----	1,059 Sq.Ft.
007	-----	1,683 Sq.Ft.
008	-----	596 Sq.Ft.
009	-----	134 Sq.Ft.
010	-----	1,617 Sq.Ft.

LEGEND:

Denotes Iron Pin Found

Denotes Existing Property Line

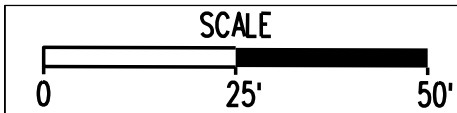
Denotes Temporary Construction Easement

Denotes Temporary Construction Station/Offset

Existing RW Curve Table						
Curve	Radius	Length	Delta	Chord Bearing	Chord	Tangent
C1	25.00'	38.28'	87°43'40"	S 89°46'45" W	34.65'	24.03'
C2	110.00'	86.21'	44°54'13"	S 23°27'48" W	84.02'	45.45'
C3	255.00'	138.86'	31°12'00"	S 16°36'42" W	137.15'	71.20'

Existing RW Line Table		
Line	Bearing	Distance
L1	N 46°20'15" W	600.00'
L2	N 46°21'25" W	271.10'

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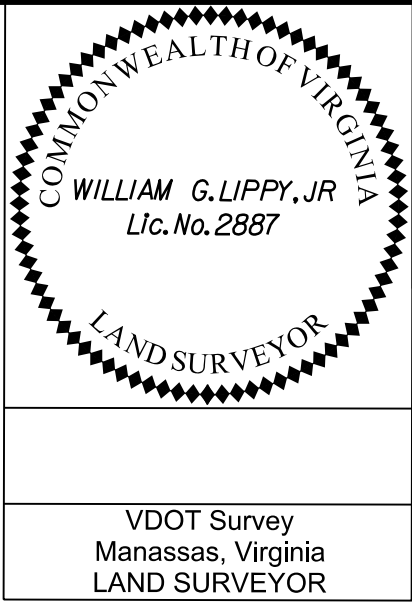
PROJECT
EN17-153-114

SHEET NO.
3RW

PROJECT MANAGER MICHAEL J. GALLAGHER, P.E. (703) 255-6380
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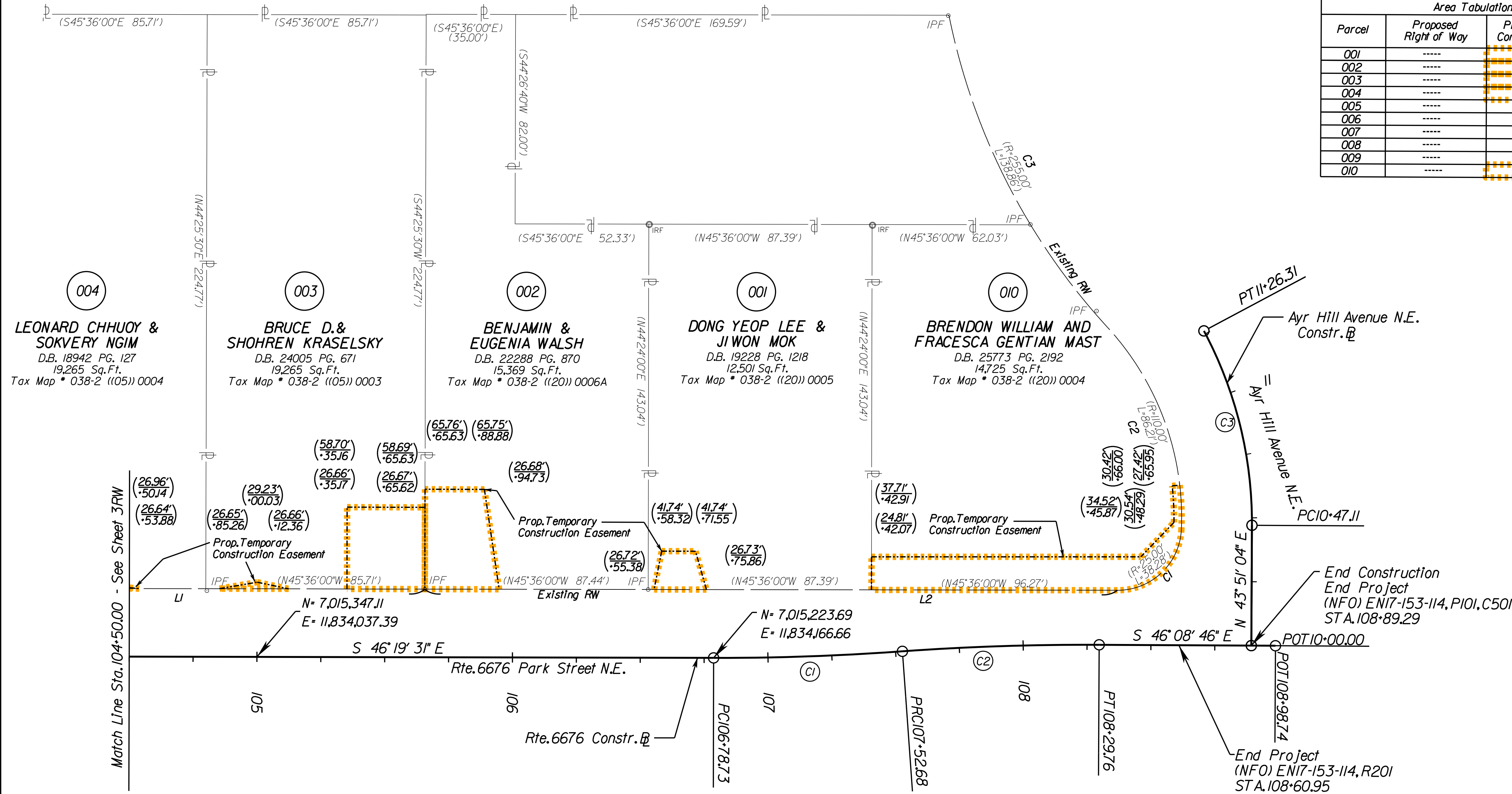
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REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	6676	EN17-153-114	4RW

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002	-----	1023 Sq.Ft.
003	-----	1011 Sq.Ft.
004	-----	85 Sq.Ft.
005	-----	76 Sq.Ft.
006	-----	894 Sq.Ft.
007	-----	1598 Sq.Ft.
008	-----	596 Sq.Ft.
009	-----	134 Sq.Ft.
010	-----	1617 Sq.Ft.



(C1) Curve PS001
PI = 107+15.72
DELTA = 4° 14' 14.36" (LT)
D = 5' 43' 46"
T = 36.99'
L = 73.96'
R = 1000.00'
PC = 106+78.73
PRC = 107+52.68


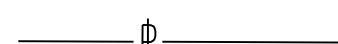
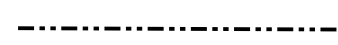
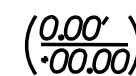
(C2) Curve PS002
PI = 107+91.24
DELTA = 4° 24' 59.22" (RT)
D = 5' 43' 46"
T = 38.56'
L = 77.08'
R = 1000.00'
PC = 107+52.68
PT = 108+29.76

(C3) Curve AYRI
PI = 10+88.76
DELTA = 28° 21' 41.06" (LT)
D = 35' 48' 36"
T = 40.43'
L = 79.20'
R = 160.00'
PC = 10+48.33
PT = 11+27.53

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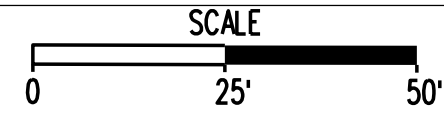
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4RW