



December 6, 2016

Susan Yantis – Project Coordinator
Town of Clifton
syantis@hunton.com
703.623.2198

Re: **Clifton Streetscape – Phase 2**
Town of Clifton, Virginia
J2E #CT1601R1

Dear Susan:

We are pleased to have this opportunity to provide professional design services on the referenced project. Upon written authorization to proceed with performance of the services described herein, this proposal, along with all attachments hereto will constitute a binding agreement (the "Agreement") between J2 Engineers, Inc. ("J2E") and Town of Clifton (the "Client").

It is our understanding the project will be prepared in accordance with Fairfax County PFM, as required by VDOT Structure and Bridge Manual, MUTCD and Chapter 3 of the VDOT Traffic Engineering Design Manual. The project is to prepare construction documents for Phase 2 of the Towns Streetscape project from Ford Lane to Chapel Street.

This proposal, and the scope of services and fees described herein, is based upon codes, ordinances and regulations of Fairfax County and the Commonwealth of Virginia in effect as of the date of this Proposal. Modifications requiring additional services may be performed on an hourly rate basis in accordance with the hourly rate schedule (attached); alternatively, they may be performed in accordance with a change order which will specify the additional services and the associated additional fees.

We look forward to working with the Town of Clifton and VDOT on this project. If you have any questions, please feel free to contact me at 703.361.1550 Ext. 202.

Sincerely,
J2 Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'James C. Bishoff', written over a blue horizontal line.

James C Bishoff, PE
Principal

Town of Clifton hereby accepts all terms and conditions of this Proposal (including the Standard Terms and Conditions) and authorizes to proceed with the Project.

Town of Clifton

By: _____

Printed Name: _____

Title: _____

Date: _____



SCOPE OF SERVICES

Town of Clifton - Streetscape Project for Main Street – Phase 2
Project Limits: Chapel Street to Ford Lane

PROJECT DESCRIPTION

Streetscape Design - Phase 2 will consist of preparing construction documents from approximately Fords Lane to 50' east of Chapel Road. The project is to implement pedestrian safety improvements and parking along Main Street as identified in the approved Streetscape Master Plan.

J2 Engineers, Inc. ("J2E"), as prime consultant for the Project, is proposing to provide the following services for this contract:

- Project Management
- VDOT concept and waiver processing
- Sidewalk, crosswalk, pedestrian safety improvements, parking, landscaping, curb ramps, bioretention or alternative measures including TMDL credit purchase through VDOT
- Utility relocations and coordination efforts
- Preparation for and attend public meetings
- Process documentation required by federal funding
- Prepare Right-of-Way plans and easement plats
- Geotechnical investigation
- Prepare final construction documents
- Bid assistance – *Optional Task*
- Construction Administration – *NIC – Moved to CN phase*
- Material testing
- *Note: It is understood this project will not require a VDOT – Value Engineering Evaluation*

This project prepares construction documents for pedestrian safety facilities, parking, utility relocations and traffic calming:

- Prepare construction plans, details and exhibits.
- Erosion & Sediment Control (to be submitted to FFX. CO.), utility adjustments, signing, pavement marking, and traffic management plans are included in this proposal.
- *No traffic engineering services are anticipated for this project*
- The project will be developed in accordance with the VDOT and AASHTO design criteria, in general compliance with the approved streetscape master plan.
- Landscape Architecture is provided by LPDA.
- Utility relocations/coordination by Davis Utility Consulting for the Utility Field Inspection Phase
- VDHR project review forms; CE environmental documentation and permitting by WSSI (Thunderbird Archaeology, if required)
- Geotechnical investigation and testing will be performed by Triad Engineering – this task is required in both PE phase for design and the CN Phase during construction.
- Bid assistance by J2 Engineers
- Construction Administration will be by Potomac Development Group
- Drawings will be prepared using AutoCAD
- Tier 1 - VDOT - LAP

100 – Meetings and Coordination

Attend meetings and coordinate with Client, VDOT LAP, Fairfax County, if required - Department of Rail and Public Transportation and other design consultants as necessary during the engineering phase. Service includes meetings and coordination with regulatory review agencies as necessary to facilitate plan preparation and approval.

This task will include coordination efforts with VDOT to support the Town request for angled parking and waiver requirements.

This task assumes up to 20 meetings identified below:

1. Project initiation - VDOT LAP – Kickoff Meeting
2. Client meeting at 30%
3. Post submission meeting with VDOT LAP Manager at 30%
4. Pre-meeting for Public Hearing (PH)
5. VDOT meeting prior to PH
6. Project Public Hearing
7. Town Council Meeting for approval of PH Summary
8. Meeting with Utility owners and VDOT – gather as-built plans for utility coordination
9. Client meeting at 60%
10. Post submission meeting with VDOT LAP Manager at 60%
11. Utility Field Inspections (UFI) meeting
12. Summary of UFI Meeting
13. Meeting with VDOT R/W Division
14. Submission of Plats
15. Client meeting at 90%
16. Post Submission at 90%
17. Client meeting at 100%
18. Final Plat submission for negotiations and recordation
19. Post Submission at 100%
20. Pre-Construction Meeting w/ Contractor and VDOT

270 – Prepare 30% Concept Plans

J2E will prepare conceptual plans for Phase II of the Clifton Streetscape Project. This task will include engineering the proposed improvements from Ford Lane to Chapel Street/Chapel Road. The concept will include updated topo (surveying), sidewalks, crosswalks, bump-outs, parking, entrances and centerline adjustments. This task will include development and processing the required waivers for the pedestrian safety, parking, crosswalks, low-impact development measures and traffic calming.

313 Conduct Location Survey

J2E will perform the necessary research of public records and prepare a list of owners affected by the Project. This is for verification of current ownership since the survey information is from VDOT process in Oct. 2008. It will collect surface data required for design of the proposed improvements. This will include locating improvements of existing businesses, parking, sidewalks, etc.

It is suggested the utilities be re-designated to determine if conditions have changed within the project limits since 10/2008. This task will include utility designations and up to 4 test holes. Testholes are to determine the vertical location of a utility at the crossing and is not associated with pavement corings.

J2E will perform the stake-out of all soil borings and determination of ground surface elevations for said borings.

Task 1000, Utility designations, will be initiated prior to starting surveys which is required for the survey update.

360 - 60% Design Plans - 1st Submission PLANS

REVIEW OF RECOMMENDED CONCEPT

Based on the recommended concept, J2E will develop a 1st submission construction plan for review and comment by the Town prior to submission to VDOT and Fairfax County.

J2E will finalize the preliminary design for Phase II. This service will include finalizing the horizontal and vertical geometrics, utilizing AutoCAD and associated design software and perform Quality Control for the Town, Fairfax County, and VDOT compliance. It is anticipated the 1st submission plans will include preparation of the following:

Title sheet – VDOT Tier 1 cover sheet

Developing overall design

General notes and details

Traffic Management Plan

Pavement Marking and Signage Plans

Grading plan

Determination of right-of-way and easement requirements

Preparing the preliminary property impacts

Drainage and utility profiles and computations

LID (Low Impact Development Measures) design and computations or computations for purchasing TMDL credits through VDOT

Landscape Plans

Erosion & sediment control plans (for submission to Fairfax County)

J2E will design an appropriate drainage system for the Project which will include, but not be limited to, enclosed storm drain systems, drop inlets, culverts, ditches, channels and bioretention facilities.

J2E will work with the Town and VDOT to purchase necessary TMDL credits, if required for this project.

J2E will provide an erosion and sediment control plan for the Project which meets the requirements of the Fairfax County and Virginia Erosion and Sediment Control Regulations.

Provide an adequate outfall evaluation and narrative.

All analysis and design will be completed in accordance with VDOT policies. Procedures and criteria contained in the VDOT's Drainage Manual, Road Design Manual, Technical Supplements, Instructional and Informational Memoranda and other directives, as appropriate.

FIRST SUBMISSION

J2E will attend and participate in the review process with Town, County, and VDOT staff. Personnel proposed to attend will include the Project Manager, Lead Designer and select Subconsultants. This task will include the review of the 60% plans and discussion of unusual situations and potential resolutions.

We will incorporate VDOT staff comments, as a result of the review.

362 - 60% Design Plans – Storm Water Management Plan (IF REQUIRED)

J2E assumes this task will create a stormwater management plan required to meet the requirements of the Fairfax County and the Virginia Stormwater Management Regulations, if TMDL Nutrient Load credits cannot be acquired for

this project. It is anticipated this task will not be required since the project is reducing impervious areas and replacing it with grass/vegetated areas.

For the purpose of this fee proposal, we have assumed the design may include incorporation of LID measures within or adjacent to the roadway section. Current state criteria will require evaluating the Project using the energy balance equations and presenting computations for approval.

All analysis and design will be completed in accordance with policies, procedures and criteria contained in the VDOT's Drainage Manual, Road Design Manual, Technical Supplements, Instructional and Informational Memoranda and other directives, as appropriate.

371 - Public Hearing (Limited Role)

The Town Council will require a formal public hearing as set forth in the VDOT – LAP Manual. One (1) public hearing will be scheduled by the Town and possibly with a Town Council meeting. J2E will prepare the hearing brochure, two sets of digital ortho's, and typical sections. All of the above will be reviewed and approved by the Town prior to the public hearing.

381 - Plat Development - Preliminary

J2E will prepare record plats associated with the 60%, 1st Submission plans. The plats will be developed in accordance with Fairfax County standards and will be submitted to the Town for review and distribution to VDOT Right of Way Division. It is assumed that the Project could impact 3 to 5 properties.

It is assumed the Town attorney will prepare the deeds required to accompany the plat.

420 – UTILITY FIELD INSPECTION (UFI- PART OF THE PE PHASE OF PLAN DEVELOPMENT)

Implementing of the 60% comments received from VDOT and Fairfax County; the J2E team will prepare for and hold a UFI to address utility impacts associated with the proposed Project. It is believed this task will be more a coordination effort for adjustments. There will be poles removed and current utility drops will have to be relocated.

J2E will oversee and review plan utility work for coordination with the proposed improvements.

460 - 90% PLANS

After the acceptance and comment of the 60% plans by VDOT; J2E will prepare 90% construction plans including the construction sequence, drainage, and grading plan. This task includes locating the appropriate safety devices into the plans and processing any necessary right-of-way revisions. All special design details will be prepared by J2E or its design team for incorporation into the final plans.

SUMMARY TAKEOFFS

J2E will finalize a VDOT Engineers estimate for identification of improvement items, quantities and costs. This task will include bid tabs to be used to the project CN advertisement and will require concurrence with VDOT – Construction Division (Central Office).

ASSEMBLY AND CHECKING OF CONSTRUCTION PLANS

J2E will complete the plan assembly, checking and incorporation of all plans into the construction documents for 90% submission. We will provide the final design Quality Control/Quality Assurance checklist and furnish:

Construction documents

An updated construction fee estimate

SECOND SUBMISSION

J2E will attend and participate in the review process with Town and VDOT staff. Personnel proposed to attend will include the Project Manager, Lead Designer and select Subconsultants. This task will include the review of the 90% plans and discussion of unusual situations and potential resolutions.

We will incorporate staff comments, as a result of the review.

650 - 100% FINAL PLANS

FINAL DESIGN

After final approval by the Town Council of the 90% Plans, J2E will finalize the construction plans including the construction sequence, drainage, and grading plan. This service also includes locating the appropriate safety devices into the plans and processing any necessary right-of-way revisions. All special design details will be prepared by J2E for incorporation into the final plans.

The Town will need to perform subsurface investigation. Laboratory soils testing and prepare geotechnical report summarizing findings and design recommendations. Pavement design will be performed by J2E once the roadway sub base has been placed and tested.

SUMMARY TAKEOFFS

J2E will finalize a VDOT Engineers estimate for identification of items, quantities and costs.

Final Bid Tabs

Special Provisions

ASSEMBLY AND CHECKING OF CONSTRUCTION PLANS

J2E will complete the final assembly, checking and incorporation of all plans into the final construction documents.

We will provide the final design Quality Control/Quality Assurance checklist and furnish:

Construction documents

An updated construction estimate

A completed copy of the Quality Control Checklist.

FINAL SUBMISSION TO VDOT

J2E will attend and participate in the review process with Town and VDOT staff. Personnel proposed to attend will include the Project Manager, Lead Designer and select Subconsultants. This task will include the review of the 100% plans. We will incorporate staff comments, as a result of the review.

681 - Plat Development - Final

J2E will address staff comments and resubmit the revised plats to the Town for review, distribution and approval. Once the plats are approved, J2E will prepare mylar documents for distribution and signatures, if requested.

This task includes preparing the Right of Way Certification letter for the Town to VDOT. This letter and associated plans/plats will allow Right of Way Authorization.

CONSTRUCTION ADMINISTRATION

710 - CONSULTATION FOR ADVERTISEMENT (Add Optional)

J2E and the design team will begin assemblage of the bid documents for advertisement. This task is to include preparing Bid Items, Invitation to Bid documents, Special Provisions, Project Specifications and final Bid package.

750 - CONSULTATION DURING CONSTRUCTION (Deferred to CN Phase and Not in contract)

Not in contract.

TOWN OF CLIFTON - STREETScape PHASE 2

Town of Clifton, Virginia

Summary of Fixed Fee Amounts

TASK	DESCRIPTIONS	FIXED FEE AMOUNT
Task 1	Direct Costs - Printing, mileage and postage	\$ 3,694.50
Task 100	Project Meeting and Coordination	\$ 11,270.00
Task 270	Concept Plan - 30%	\$ 5,730.00
Task 313	Field Surveys & Base Mapping	\$ 11,305.00
Task 360	60% Design - 1st Submission	\$ 31,705.00
Task 371 ++	Public Hearing	\$ 5,620.00
Task 381**	Plat Development - Preliminary	\$ 14,635.00
Task 420	Utility Field Inspection	\$ 9,450.00
Task 460	90% Design - 2nd Submission	\$ 18,825.00
Task 650	100% Design - Final Submission	\$ 12,340.00
Task 681**	Plat Development - Final	\$ 3,770.00
		\$ -

J2 Engineers - SUBTOTAL \$ 128,344.50

Additional Services - If Required

Task 362	60% SWM (LID) Design - Add Alternate	\$ 12,120.00
Task 462	Final SWM (LID) Design - Add Alternate	\$ 6,205.00
Task 710	Bidding Assistance Services	\$ 10,200.00
	J2 Engineers - TOTAL	\$ 156,869.50

PE Phase \$ 213,826.75

RW Phase \$ 18,405.00

CN Phase \$ -

TOWN OF CLIFTON - STREETScape PHASE 2

Town of Clifton, Virginia

Summary of Fixed Fee Amounts

SUBCONSULTANTS

TASK	DESCRIPTIONS	FIXED FEE AMOUNT
Task 1000	Utility Designation	\$ 6,930.00
Task 2000	Geotechnical Services	\$ 14,272.50
Task 3000	Environmental & Cultural Resource Support (Optional)	\$ 5,500.00
Task 4000	Utility Coordination	\$ 39,325.00
Task 5000	Landscaping and Hardscape Design	\$ 35,054.25
Task 6000*	Construction Administration	\$ -
TOTAL		\$ 101,081.75

CONTRACT TOTAL = \$ 257,951.25

++ - Reduced role at Town's Request

* - Tasks removed at Town's Request

** - Moved to RW Phase

*** - Moved to CN Phase

TOWN OF CLIFTON - STREETScape PHASE 2

Town of Clifton, Virginia

Computations for Reimbursable Costs

Direct Non-Salary Costs

	UNITS	QTY.	RATE	AMOUNT
Travel				
Travel for field work, civic, informational, public involvement and design meeting.				
Estimated 15 trips @ 40 miles round trip	LS	600 x	\$ 0.57	\$ 342.00
Postage/Overnight Mail				
Shipment of plans, reports, brochures. Town of Clifton is assumed to provide for mass mailings, if required.				
	LS	1 x	\$ 300.00	\$ 300.00
Reproduction				
Paper (Derivation is Attached)	SF	11730 x	\$ 0.25	\$ 2,932.50
Mylar (Derivation is Attached)	SF	0 x	\$ 2.00	\$ -
8 1/2 x 11 copies	EA	0 x	\$ 0.10	\$ -
Public Involvement				
Displays (Estimate)	SF	0 x	\$ 2.50	\$ -
Mounted Color Displays (Estimated)	SF	24 x	\$ 5.00	\$ 120.00
Informational Brochures (est.)	EA	0 x	\$ 5.00	\$ -
In-house Color Plotting (est.)	SF	0 x	\$ 2.25	\$ -
TOTAL				\$ 3,694.50

TOWN OF CLIFTON - STREETScape PHASE 2

Town of Clifton, Virginia

Reproduction Derivation

Printing costs associated with plan coordination and review submissions.

Estimated number of Sheets (VDOT Format)		QTY.
"1 Series"	Title Sheet, Location Map, Geometric Layout, Survey Controls, References, Sequence of Construction, Drainage Descriptions	5
"2 Series"	Notes, Typical Section, Construction Details, Ditch Details, E&S Sheets, Summary Sheets	5
3,4, etc.	Grading Plans	2
	Plan and Profiles	2
	E&S/divides	4
	Storm & Utility Profiles	1
Traffic Maintenance Plan		2
Pavement Marking		2
SWM/BMP Computation		3
Storm Computations		2
Adequate Outfall		1
Landscape Plans		4
Details/Special Plans		6
X-Sections		4
<hr/> TOTAL		43 Sheets in a plan set

Plan Sets Required	QTY.	
30% Plan Submission	6	
Coordination Prints	3	
60% Plan Submission	10	
Coordination Prints	3	
90% Plan Submission	10	
Coordination Prints	3	
100% Plan Submission	6	
Construction Bid Sets	4	
<hr/> Total		45

Standard Plan Sheet size is 24"x36" (6 square feet)

Total SF of Site Plan (Estimated)	11,610 SF
Project Plats (3sf per plat)	120 SF
Total SF of Printing	11,730 SF
Cost/SF	0.25
Estimated Total Printing Cost	\$ 2,932.50

Field Surveys & Base Mapping
Distribution of Manhours

Project: TOWN OF CLIFTON - STREETScape PHASE 2A

313	Element of Work	QC Manager		Project Manager		Lead Engineer		Engineer I		Engineer III		Survey Manager		Survey Crew		Technician		Administration		Total		
		Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	
	Field & Utility Surveys & Base Mapping																					
	Deed & Property Research												4				8					12
	Field Survey (Run & Compile)											8				24						56
	Establish control, geometric, & survey data											2				4						10
	Property Owner Notifications					1																7
	Preparation of Digital Terrain Model (DTM)					2						2										8
																						0
	Total Hours	0	0%	0	0%	3	3%	0	0%	0	0%	16	17%	28	30%	42	45%	4	4%			93
	Total %																					

Hourly Rates

\$ 195.00	\$ 195.00	\$ 155.00	\$ 120.00	\$ 100.00	\$ 100.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ 100.00	\$ 100.00	\$ 65.00
\$ -	\$ -	\$ 465	\$ -	\$ -	\$ -	\$ 2,320	\$ 4,060	\$ 4,200	\$ 260	\$ 11,305	\$ -

60% Design - 1st Submission
Distribution of Manhours

Project: **TOWN OF CLIFTON - STREETScape PHASE 2A**

Element of Work	QC Manager Hours	Project Manager Hours	Lead Engineer Hours	Engineer I Hours	Engineer III Hours	Survey Manager Hours	Survey Crew Hours	Technician Hours	Administration Hours	Total Hours
60% Submission										
Cover Sheet, Notes and Details		2	8	12	8			8		38
Traffic Management Plan			4	8	8			8		28
Pavement Marking Plan			2	8	8			8		26
Typical Sections			2	4	2					8
Right of Way		2	4							6
Grading Plans		2	16	12	8					38
Plan and Profiles		2	8	12	8					30
Drainage Design			8	8	8					24
BMP Computation			8	8						16
Landscape Plans (inserts)				2				4		6
Erosion & Sediment Controls		2	2	6	4					14
Estimate			4	4						8
QC Review	4									4
Submission	4	10	66	84	56	0	0	30	1	251
Total Hours	2%	4%	26%	33%	22%	0%	0%	12%	0%	
Total %										

Hourly Rates	\$ 195.00	\$ 195.00	\$ 155.00	\$ 120.00	\$ 100.00	\$ 145.00	\$ 145.00	\$ 100.00	\$ 65.00	
	\$ 780	\$ 1,950	\$ 10,230	\$ 10,080	\$ 5,600	\$ -	\$ -	\$ 3,000	\$ 65	\$ 31,705

Plat Development - Preliminary
Distribution of Manhours

Project: TOWN OF CLIFTON - STREETSCAPE PHASE 2A

381	Element of Work	QC	Project	Lead	Engineer I	Engineer III	Survey	Survey	Survey	Technician	Administration	Total
		Manager	Manager	Engineer	Hours	Hours	Manager	Crew	Hours	Hours	Hours	Hours
	Right of Way & Easement Plats (Assume 6)	4		2			24			36		66
	Addressing Comments			2			15			30		47
	Meetings & Coordination Town Attorney						4			4		8
	Total Hours	4	0	4	0	0	43	0	0	70	0	121
	Total %	3%	0%	3%	0%	0%	36%	0%	0%	58%	0%	

Hourly Rates	\$ 195.00	\$ 195.00	\$ 155.00	\$ 120.00	\$ 100.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ 100.00	\$ 65.00	
	\$ 780	\$ -	\$ 620	\$ -	\$ -	\$ 6,235	\$ -	\$ -	\$ 7,000	\$ -	\$ 14,635

Utility Field Inspection
Distribution of Manhours

Project: TOWN OF CLIFTON - STREETSCAPE PHASE 2A

420	Element of Work	QC	Project	Lead	Engineer I	Engineer III	Survey	Survey	Survey	Technician	Administration	Total
		Manager	Manager	Engineer	Hours	Hours	Manager	Crew	Manager	Hours	Hours	Hours
	Prepare plans For UFI			4	4	4				4		16
	Address Major VDOT 60% Comments		2	8	16	8				4		38
	Coordination with DUC and VDOT Utilities		8	8								16
	Total Hours	0	10	20	20	12	0	0	0	8	0	70
	Total %	0%	14%	29%	29%	17%	0%	0%	0%	11%	0%	

Hourly Rates

\$ 195.00 \$ 195.00 \$ 155.00 \$ 120.00 \$ 100.00 \$ 145.00 \$ 145.00 \$ 100.00 \$ 65.00

\$ - \$ 1,950 \$ 3,100 \$ 2,400 \$ 1,200 \$ - \$ 800 \$ - \$ 9,450

90% Design - 2nd Submission
Distribution of Manhours

Project: **TOWN OF CLIFTON - STREETScape PHASE 2A**

460	Element of Work	QC Manager Hours	Project Manager Hours	Lead Engineer Hours	Engineer I Hours	Engineer III Hours	Survey Manager Hours	Survey Crew Hours	Technician Hours	Administration Hours	Total Hours
	90% Submission			4	8	4					16
	Cover Sheet, Notes and Details			2	4	4					10
	Traffic Management Plan			2	4	2					8
	Pavement Marking Plan			2	2						4
	Typical Sections			2							4
	Right of Way		2	2							4
	Grading Plans		2	8	8	8					26
	Plan and Profiles		2	4	4	4					14
	Drainage Design			4	8	8					20
	BMP Computation			4	8						12
	Landscape Plans (inserts)			2	2				4		6
	Erosion & Sediment Controls			2	4	4					10
	Estimate			4	4						8
	QC Review	4									4
	Submission	4	6	38	56	36	0	0	2	1	5
	Total Hours	3%	4%	26%	38%	24%	0%	0%	4%	1%	147

Hourly Rates

\$ 195.00	\$ 195.00	\$ 155.00	\$ 120.00	\$ 100.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ 100.00	\$ 65.00
\$ 780	\$ 1,170	\$ 5,890	\$ 6,720	\$ 3,600	\$ -	\$ -	\$ 600	\$ 65	\$ 18,825

100% Design - Final Submission
Distribution of Manhours

Project: **TOWN OF CLIFTON - STREETScape PHASE 2A**

650	Element of Work	QC	Project	Lead	Engineer I	Engineer III	Survey	Survey	Technician	Administration	Total
		Manager	Manager	Engineer	Hours	Hours	Hours	Manager	Hours	Hours	Hours
	90% Submission	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Cover Sheet, Notes and Details	1	2	2	2						5
	Traffic Management Plan	1	1	1	2						4
	Pavement Marking Plan	1	1	1	2						4
	Typical Sections	1	1	1							2
	Right of Way	1	1	1							2
	Grading Plans	1	2	2	2						5
	Plan and Profiles	1	2	2	2						5
	Drainage Design		4	4	4						8
	BMP Computation		2	2	4						6
	Landscape Plans (inserts)			2	2				4		6
	Erosion & Sediment Controls			2	4	4					10
	Estimate			2	4	4					10
	QC Review	8	2								10
	Submission	2	2	2	4				2	1	11
	Total Hours	8	11	22	28	12	0	0	6	1	88
	Total %	9%	13%	25%	32%	14%	0%	0%	7%	1%	

Hourly Rates	\$ 195.00	\$ 195.00	\$ 155.00	\$ 120.00	\$ 100.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ 100.00	\$ 65.00	
	\$ 1,560	\$ 2,145	\$ 3,410	\$ 3,360	\$ 1,200	\$ -	\$ -	\$ 600	\$ 65	\$ 12,340	

Plat Development - Final
Distribution of Manhours

Project: TOWN OF CLIFTON - STREETScape PHASE 2A

681	Element of Work	QC	Project	Lead	Engineer I	Engineer III	Survey	Survey	Survey	Technician	Administration	Total
		Manager	Manager	Engineer	Hours	Hours	Manager	Crew	Manager	Hours	Hours	Hours
	Right of Way & Easement Plats (Assume 6) and submission						6			15	2	23
	Addressing Comments						4			4		8
	Meetings & Coordination Town Attorney						2					2
	Total Hours	0	0	0	0	0	12	0	0	19	2	33
	Total %	0%	0%	0%	0%	0%	36%	0%	0%	58%	6%	

Hourly Rates	\$ 195.00	\$ 195.00	\$ 155.00	\$ 120.00	\$ 100.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ 100.00	\$ 65.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,740	\$ -	\$ 1,900	\$ 130	\$ 3,770

Subconsultant Fees

Project: TOWN OF CLIFTON - STREETSCAPE PHASE 2A

Task	Element of Work	Consultant	Contract Fee	Allowance	Allowance Notes	Markup		Contract Amount
						10%		
Task 1000	Utility Designation	Mid-Atlantic	\$ 4,050.00	\$ 2,250.00	Assuming 3 restholes.	\$ 630.00	\$	\$ 6,930.00
Task 2000	Geotechnical Services	Triad Engineering	\$ 6,740.00	\$ 6,235.00	Additional coring borings for BMP and MOT services if flagging is required	\$ 1,297.50	\$	\$ 14,272.50
Task 3000	Environmental & Cultural Resource Support (Optional)	Wetland Studies	-	\$ 5,000.00	Reimbursable & Hourly Consulting	\$ 500.00	\$	\$ 5,500.00
Task 4000	Utility Coordination	Davis Utility Consulting	\$ 22,750.00	\$ 13,000.00	Utility Construction Admin.	\$ 3,575.00	\$	\$ 39,325.00
Task 5000	Landscaping and Hardscape Design	LPDA	\$ 31,867.50			\$ 3,186.75	\$	\$ 35,054.25
Task 6000	Construction Administration	Potomac Development Group	\$ 77,920.00			\$ 7,792.00	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						\$ -	\$	\$ -
						Total = \$		\$ 101,081.75



J2E Contract # CT1601

This contract is made as of November 17, 2016 and revised on December 6, 2016 between Town of Clifton ("Client"), and J2 Engineers, Inc. ("J2E"), a Virginia Corporation. As provided in the Contract, J2E will provide professional engineering and/or surveying services for the following project (the "Project"):

Clifton Streetscape – Phase 2
Loudoun County, Virginia

I. Standard of Care

All civil engineering services performed by J2E shall be conducted with the same level and skill exercised by members of its profession practicing in the same location at the same date and under similar conditions. Under no circumstances shall any other representation (expressed or implied) or any type of warranty or guarantee be included or intended by J2E during the completion of its services under this agreement.

II. Scope of Services

A. For the fees defined under this Agreement, J2E shall perform the services specifically described in Exhibit A. Any services required of J2E, not described in Exhibit A, shall be performed only in accordance with the additional scope and fees outlined in a written agreement signed by both J2E and Client. Under no circumstances is J2E required to perform any additional services until a written agreement covering these services is finalized.

B. Unless specifically included under the scope of services described in Exhibit A, neither J2E nor its subconsultants (if any) shall assume liability for the following:

- Construction means and methods (including monitoring or inspections of any kind)
Project scheduling
Budgeting, quantity opinions, or cost estimates
Construction management
Permitting
Geotechnical engineering or any other analysis or testing of subsurface conditions (including soils and the location of any utilities or structures not visible on the surface)
Identification or advice pertaining to any hazardous conditions, including but not limited to asbestos, petroleum, radioactive materials, hazardous waste, wetland delineation or other environmentally sensitive areas.
Environmental Site Assessments
Job site safety or OSHA compliance

D. Paper Prints, Reproducible Mylar Sepias and Electronic Media charges

- J2E's print charges are as follows:
Paper \$ 0.25 per square foot
Reproducible Mylar \$ 2.50 per square foot
Color Prints – Regular Paper \$10.00 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
2. Color Plots will be billed on a Time and Material Basis when requested and authorized by the Client.
3. CD's will be billed at \$20.00 per disc.

III. Fees for Services

- A. J2E's fees for Basic Services shall be as set forth in Exhibit A. J2E's fees for Additional Services shall be billed on an hourly basis at J2E's current standard rates. J2E's current hourly rate schedule is attached hereto as Exhibit B. After eighteen months from the execution of this contract, J2E's hourly rate schedule may be adjusted in January and July of each year, at the option of J2E.
- B. Fees and expenses of consultants to J2E for services where approved by Client, shall be paid by Client in the amount invoiced to J2E, plus fifteen percent (15%) for handling and indirect costs.

IV. Payment Terms

- A. An initial payment of \$ -0- shall be made upon execution of this Contract, which amount will be credited to the outstanding balances on the final invoice(s) submitted to Client.
- B. J2E will submit invoices to Client for services and Reimbursable Expenses on a regular basis. Amounts invoiced for Basic Services will be in proportion to the services performed within each Phase during the preceding billing period, and amounts invoiced for Reimbursable Expenses, Consultant's fees, and Additional Services will be based on amounts incurred and services performed prior to the invoice date.
- C. Invoices are due and payable upon receipt. Any questions or disagreements concerning invoices submitted must be brought to the attention of this office in writing within fifteen (15) days; otherwise, invoices will be considered acceptable. Interest, at a rate of one and one half percent (1 ½%) per month, will accrue on all accounts not paid within sixty (60) days of the invoice date. If invoices are not paid within sixty (60) days, J2E will have the right to "stop work", and lien the project for services rendered. All "Waiver of Lien" documents must be signed by a Corporate Officer of J2 Engineers, Inc. In addition, Client shall pay all costs and expenses, including, without limitation, reasonable attorney's fees and expenses incurred by J2E in connection with the collection of overdue accounts of Client.

V. Client's 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 on attached Exhibit C. 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 J2E'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 J2E's work. It will be the responsibility of the Client to obtain permission for J2E, 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.

VI. Access to the Site

J2E and J2E's employees and consultants shall have access to the project site at all reasonable times and shall be permitted to perform surveying procedures and photograph the Project during construction and upon completion for its records and future use.

VII. Use of Documents

Plans, drawings, and specifications prepared or provided by J2E hereunder are prepared for this Project only, but may be used by J2E for purposes of illustrating the scope and nature of project involvement. They shall not be used by Client for other projects or extensions to the Project without written agreement of J2E, and Client agrees to indemnify J2E and hold J2E harmless from and against any and all claims, demands, losses, costs, liabilities, and damages arising out of or related to such unauthorized use.

VIII. Limitation of Liability

Client agrees that J2E's liability for any damage on account of any error, omission, or other professional negligence will be limited to a sum not to exceed \$1,000,000.00. J2E has current professional liability errors and omissions insurance in the amount of \$2,000,000.00. Proof of said policy can be submitted upon request.

IX. Disputes

Any disputes, claims, or other matters of disagreement arising out of or relating to this Contract, the breach hereof, or the work and/or services of J2E must be brought to the attention of J2E in writing within ninety (90) days of said occurrence, or they will not be considered valid. If, after proper notification, the parties cannot reach an agreement, said claim shall be settled through the Judiciary System of the Commonwealth of Virginia.



X. Termination

This contract may be terminated by either Client or J2E by giving written notice at least thirty (30) days prior to the date of termination. In the event of such termination, Client shall pay J2E for services and Reimbursable Expenses performed or incurred prior to the termination date plus all cost and expenses directly attributable to such termination for which J2E is not otherwise compensated.

XI. Miscellaneous Provisions

This Contract is valid from the execution date to the time of completion of the outlined work and subsequent payment in full of all outstanding invoices. Twelve months after the execution date, J2E has the right and option to renegotiate fees and rates for work not completed. This Contract becomes null and void if not executed by both parties within sixty (60) days from the date included in Paragraph 1 of this document. This Agreement represents the entire Agreement between Client and J2E. This Agreement may be amended only in writing, signed by both Client and J2E.

J2 ENGINEERS, INC., a Virginia Corporation:

CLIENT: Town of Clifton

By: 
(Electronic Signature)

By: _____
(Signature)

Name: James C. Bishoff, P.E.

Name: _____

Title: Principal

Title: _____

Date: December 6, 2016

Date: _____

ALL INVOICES SHALL BE SENT TO THE FOLLOWING ADDRESS:

