DATE:  June 17, 2005

SUBJECT:  Approve the Award of Agreements to Four Firms for Multi-modal Transportation Planning, Engineering and Project Construction Management Services.

RFP and Agreement Number 87-05

C. M. RECOMMENDATIONS:

1. Approve the award of four separate agreements under RFP Number 87-05 to Vanasse Hangen Brustlin, Inc., Kimley Horn and Associates Inc., Post, Buckley, Schuh & Jernigan Inc. and Toole Design Group LCC, for Multi-modal Transportation Planning, Engineering and Project Management Services, not to exceed a five year period, in an amount not to exceed $250,000.00 per project.

2. Authorize the Purchasing Agent to execute the contract documents, subject to review by the County Attorney.

ISSUES:  None.

SUMMARY:  The Department of Environmental Services (“DES”) historically has developed contracts for professional design and engineering services for specialty or large projects including transit planning and facility design, arterial street planning and facility design, pedestrian and bike safety and facility design and grants management. Due to the large number of current projects, the Division of Transportation (“DOT”) has developed a process to address the specific design, engineering and project management needs of multi-modal transportation and transit-related projects in Arlington County through the use of a single RFP.

By this approach, the County will be able to obtain consulting services on an as-needed basis, ranging from preliminary planning though construction management. The four firms recommended for the award of agreements have local and national experience and specialized areas of expertise needed for County projects.

BACKGROUND:  DES historically has developed contracts for professional design and engineering services for specialty or large projects. Due to the large number of current projects, a process was developed to address the specific design, engineering and project management needs of multi-modal transportation and transit-related projects in Arlington County through the use of a single RFP.
management needs of multi-modal transportation and transit-related projects in Arlington County through the use of a single RFP. On March 31, 2005, the Purchasing Agent received 13 responses to Request for Proposal Number 87-05. A multi-stage selection process was used to evaluate the original submitted proposals to screen to a short list of 7 offerors. Based on the additional submissions, final presentations and interviews, the four highest ranked offerors were identified.

**DISCUSSION:** In accordance with the Purchasing Resolution, a multi-divisional panel recommended that the awards be made to the firms below:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Vanasse Hangen Brustlin, Inc.</td>
<td>8330 Boone Boulevard Suite 400</td>
</tr>
<tr>
<td>Post, Buckley, Schuh &amp; Jernigan Inc. (PBS&amp;J)</td>
<td>3859 Centerview Drive Suite 160</td>
</tr>
<tr>
<td>Kimley Horn and Associates, Inc.</td>
<td>13755 Sunrise Valley Drive Suite 450</td>
</tr>
<tr>
<td>Toole Design Group LCC</td>
<td>4603 Calvert Road</td>
</tr>
<tr>
<td>Chantilly, VA 20151</td>
<td>College Park, MD 20740</td>
</tr>
</tbody>
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Each of the four firms has expertise in a variety of specialized areas including pedestrian and bike safety and facility design, grants management, transit planning and facility design, and arterial street planning and facility design.

For each project task order, staff will request a cost proposal from one or more selected firms based on their expertise in specialized areas. Staff may choose to request cost proposals from multiple firms to compare different professional approaches to delivering project requirements. The firm(s) will respond with a work plan and cost proposal for approval by the County. Work can commence when the proposal has been approved by the County Project Manager and the firm has received a valid County Purchase Order covering each individual project/task order. The tasks available are outlined in Attachment A.

**FISCAL IMPACT:** The award of these contracts does not require a specific appropriation at this time. As the County Board appropriates funds for individual projects, services may be performed either by County staff or by one of the firms listed above. The firm providing the service will then be authorized to proceed. The amount of work authorized by the County for any individual project through this contract will not exceed $250,000.00 per project.

Subject: Approve the Award of a Contract to Multiple Firms
Attachment A

RFP 87-05 PROJECT TASK CATEGORIES

Project tasks will vary depending on the nature of the specific project and may include, but are not limited to, any or all of the following:

**Task #1 - Preliminary Project Planning**

1A - Preliminary planning may include planning studies to determine the feasibility of a proposed project, and to identify and evaluate associated multi-modal transportation opportunities and impacts.

Work may include establishing project purpose and goals, providing an inventory of existing conditions, developing conceptual planning layouts, proposing and analyzing alternate improvements, identifying state and federal requirements including environmental issues, conducting public-involvement activities and writing a technical report to document the study process and results.

Preliminary planning work will be based on existing data including street surveys, site plans, traffic counts, land-use studies and other available reports and studies.

1B - Project cost estimates and funding requirements, based on preliminary conceptual work, may be requested as part of preliminary planning. Work may include identifying funding sources, grant opportunities and assisting in applying for grants.

**Task #2 - Inventory and Analysis**

2A - Project inventory may include the preparation or acquisition of accurate topographic and ROW survey base sheets. Include proposed and approved new development data when available. Collect current and projected use data to include but not limited to traffic/pedestrian/transit counts, destination surveys, transit use data, existing utilities and other data as needed to represent a multi-modal project approach. Topographic surveys may need to be prepared according to Arlington County DES survey data standards. (See Attachment A)

2B - Analysis studies may include but not be limited to alternative transportation studies, pedestrian safety, traffic impact analysis, video analysis, traffic forecasting, traffic simulation, parking impact analysis, traffic count analysis, traffic control analysis, accident analysis, signal warrant studies, parking studies, origin-destination studies, transit operational analysis, gap studies, bus checks and bus routing analyses, transit access improvement analyses, curb management studies and transportation demand management studies (TDM) and bike use studies.

**Task #3 - Project Design, Engineering and Cost Estimation**
3A - Project design may include modeling based on previously conducted analysis or inventories. Modeling may be requested to be compatible with Virginia Department of Transportation (VDOT) / Council of Governments (COG) / Virginia Dept of Rail and Public Transportation (DRPT) standards. Design studies may be prepared as written reports or as scaled drawings and presentations as approved and as appropriate for the project type. Some examples of design work include PS&E, traffic simulation utilizing Synchro and SymTraffic, traffic signal timing, curb management study, bus station and bus stop design, Maintenance of Traffic (MOT), Pedestrian and Safe Routes to School studies, TDM reports and compliance reviews.

3B - Project engineering may include preliminary and final street plans, profiles, cut sheets, streetscapes, parking layouts, street lighting design, traffic signal design, striping plans, signage plans, landscape design, traffic control plans, utilities, construction details, product specifications and general notes as needed to prepare a complete bid and construction package. Project engineering work may be requested to be submitted for staff review at the 25%, 50% and 90% completion stages for comments.

3C - Cost estimation may include, but is not limited to, time-and-materials cost estimates based on local market rates, capital facilities lifecycle cost analysis, benefit - cost analysis, purchase specifications, and bid documentation.

Task #4 - Right-Of-Way Services

The County Project Manager will identify to the PC when right-of-way acquisition services are required and what tasks need to be included. All work shall be completed to Arlington County standards and are subject to Arlington County Right-of-Way Section approval. The PC or sub-consultant needs to prepare a status report (on a bi-monthly basis) updating status of each project and with individual properties broken out. Typical tasks are as follows:


4B - Prepare / update Site Surveys, Deeds of Temporary Easement & Construction Agreements, Deeds of Temporary Easement, Construction & Wall Maintenance Agreements, Deeds of Permanent Easement, Other documents necessary to complete ROW acquisition. Provide revisions as necessary.

4C – Attend Coordination meetings with civic associations / property owners. Prepare letters and other correspondence to property owners for signature by County Right-of-Way Section. Provide file copies for the County of all prepared documents and correspondence. Mail letters, deeds and other necessary documents to appropriate owner representative(s) and County officials. Contact property owners, revise documents (as necessary) and secure signatures. Prepare subordination agreements, if necessary.
Provide property owners and County with fully executed copies of each agreement.

**Task #5 - Project Management and Construction Management**

5A - Project management for multi-modal transportation projects may include project tracking and reporting, preparation of grant applications, grant administration, regulatory permit applications and coordinating resources as needed to prepare for and initiate construction. Provide analysis of ownership / maintenance / cost-sharing agreements and other operational documents, to insure enforceability, consistency and completeness. Assist in the coordination of Maintenance of Traffic and traffic control.

5B - Contract Management and Compliance. May include assistance with procurement pre-bid meetings and bid reviews, review of contracts for form and detail; insure consistency with state and local ordinances; Provide expertise in compliance with federal requirements.

5C - Construction management may include coordinating contractors, scheduling stake-outs, providing inspections, problem-solving during construction, coordinating as-built surveys, project close-out, cost reporting and providing follow-up project and process evaluation.

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