

#### IV. **REVISED SCOPE OF SERVICES**

The contractor will provide professional engineering services on an on-call task order basis to assist the County in effectively delivering capital improvement projects, with high quality scoping, design, and management of projects.

##### **PROJECT TASKS**

Task orders issued under the contracts resulting from this solicitation will fall within one of the Specialization Areas. Project tasks will vary depending on the nature of the specific project. The contractor, regardless of Specialization Area, may be asked to perform one or more of the Project Support Services described below. The contractor must perform the tasks described under the Specialization Areas and the Project Support Services in-house; however, the contractor may use sub-contractors for tasks described under the Optional Project Support Service and for the work considered incidental to each Specialization Area.

All work must be completed in accordance with all applicable Arlington County, Federal Highway Administration (FHWA), Virginia Department of Transportation (VDOT), and/or other standards and regulations as identified by each task's funding source. The County receives funding from various sources including FHWA, VDOT, Federal Transit Administration (FTA), Virginia Department of Rail and Public Transportation (DRPT), Northern Virginia Transportation Commission (NVTC) and the Northern Virginia Transportation Authority (NVTA).

##### **SPECIALIZATION AREAS**

The types of work that may be assigned per Specialization Area are described below.

###### A. **STREETSCAPE ENGINEERING & DESIGN**

Streetscape Engineering & Design includes preparing preliminary and final street plans that accommodate the full range of right-of-way users: ADA users, pedestrians, bicyclists, motorists, transit riders, and motor freight. Work may include developing, reviewing, and incorporating urban design elements and concepts for street improvement projects, which may include architectural and landscaping elements (architectural services are not required under this specialization), public art, impact design, and sustainable or "green infrastructure" design.

Examples of potential work tasks may include:

1. Plan preparation, including following elements:
  - a. Cover Sheet/Title Sheet of the construction plan set
  - b. Legend sheet that describes the various line types, abbreviations, etc. on a plan
  - c. Existing Conditions
  - d. Geometric Control Plan
  - e. Erosion and Sediment Control Plan
  - f. Erosion and Sediment Control Notes
  - g. Demolition Plan
  - h. Pollution Prevention Plan
  - i. Road Plan & Profile
  - j. Grading Plan
  - k. Sight Distance Plan & Profile
  - l. Road Typical Sections
  - m. County standard details or customized project details

- n. Accessible Ramp Details
  - o. Curb Return Profiles
  - p. Drainage Divides & Storm Computations
  - q. Storm Sewer Profiles
  - r. Storm Sewer Details
  - s. Stormwater Management Plan
  - t. Stormwater Management Details
  - u. Watermain Plan & Profiles
  - v. Watermain Details
  - w. Sanitary Sewer Plan & Profiles
  - x. Sanitary Sewer Details
  - y. Signals Plan
  - z. Signals Detail
  - aa. Streetlight Plan
  - bb. Landscape Plan
  - cc. Tree Preservation Plan
  - dd. Cross Sections
  - ee. Pavement Marking Plan
  - ff. Signage Plan
  - gg. Transportation Management Plan
  - hh. Turning Templates
2. Permitting:
    - a. Environmental Permits
    - b. Land Disturbance Permits, including Stormwater Pollution Prevention Plan (SWPPPs)
    - c. Virginia Stormwater Management Permits (VSMP)
    - d. VDOT Permits
  3. Dry utility coordination with utility companies, including Dominion Virginia Power (DVP), Verizon, Comcast, MCI & Washington Gas Light (WGL), Arlington County Department of Technology Services (DTS).
  4. Bid document preparation:
    - a. Specifications including any required special provisions
    - b. Cost estimates
  5. Procurement services:
    - a. Assisting in the Preparation of Invitation to Bid (ITB) documents
    - b. Preparing an itemized project quantities list for bidding purposes
    - c. Attending pre-bid meetings
    - d. Preparing and delivering presentations for pre-bid meetings
    - e. Responding to Requests for Clarification (RFC) during bidding
    - f. Assisting the County in bid selection
  6. Exhibits for easement and right-of-way acquisitions purposes.
  7. Exhibits and presentations for public communication and project outreach to County residents and businesses, Pentagon, National Parks Service, Washington Metropolitan Transit Authority (WMATA), Metropolitan Washington Airports Authority (MWAA), Northern Virginia Regional Park Authority (NVRPA), VDOT & various other stakeholders.
  8. Public meeting participation and outreach support.
  9. Participate in meetings with stakeholders within the County, including meeting with the Project Officer.

10. Peer review of plans prepared by others for constructability and value engineering.

Incidental work:

1. Dry Utility Design
2. Geotech Analysis
3. Survey and Right-of-Way Services
4. Traffic Analysis

**B. DRY UTILITIES DESIGN SERVICES**

Dry Utilities Design Services include assisting in the relocation and/or undergrounding of existing telecommunications, electric, and gas facilities.

Tasks may include:

1. Preparing detailed design plans, specifications and estimates for bidding and construction purposes.
2. Obtaining plan approval from the appropriate agencies and/or utilities such as VDOT, Dominion Virginia Power (DVP), Verizon, Comcast, Washington Gas & Light (WGL) and MCI, as well as signature approval from several departments and divisions within Arlington County.
3. Serving as the County's agent and representative in negotiations and coordination with the utility companies and general consultation with the County surrounding the appropriate planning, design, and construction of these utility systems.
4. Coordinating easements with DVP, Verizon, Comcast, WGL & other stakeholders.
5. Reviewing designs, estimates & schedules prepared by utility companies.

Incidental work:

1. Traffic Engineering, Traffic Analysis, Design
2. Geotech Analysis, Design
3. Survey and Right-Of-Way Services

**C. STREAM RESTORATION DESIGN**

Stream Restoration Design Services includes the preparation of preliminary and final plans, which may include stream restoration and/or stabilization design and construction administration services.

Required services may include:

1. Stream restoration using natural channel design
2. Regenerative stormwater conveyance
3. Stormwater outfall repair and energy dissipation
4. Traditional and bio-engineering stabilization methods
5. Pre-design stream assessment, such as:
  - a. Wetland delineation
  - b. Geomorphic surveys measurements and analysis
  - c. Chesapeake Bay Program stream restoration expert panel report measurements and analysis for MS4 permit/TMDL crediting
  - d. Sediment, nutrient, and biological stream monitoring
6. Design services, such as:

- a. Hydrology and Hydraulic modeling
  - b. Wetlands permitting
  - c. Floodplain analysis and permitting
  - d. Mitigation Planting Plans / Planting Plans
  - e. Riparian corridor restoration plans; Invasive plant control plans
7. Post-construction services, such as:
- a. Stream surveys
  - b. Geomorphic measurements and analysis
  - c. Vegetation measurements and analysis
  - d. Chesapeake Bay Program stream restoration expert panel report measurements and analysis for MS4 permit/TMDL crediting and credit verification.
  - e. Technical support for maintenance activities
  - f. Sediment, nutrient, and biological stream monitoring

Incidental work:

- 1. Geotech Analysis, Design
- 2. Survey and Right-Of-Way services

#### D. STORMWATER MANAGEMENT ANALYSIS

Tasks under the Stormwater Management Analysis and Design Services may include:

- 1. Hydrologic & hydraulic modeling of basins.
- 2. Inlet analysis using rational method on a large scale in the County to determine whether adequate overland relief exists.
- 3. Localized flooding investigations due to, inadequately sized inlets, inadequately sized storm sewers, lack of inlets and lack of storm sewers and other factors.
- 4. Data collection for storm sewer infrastructure planning purposes, including to distributing surveys to residents and compiling their results.
- 5. Rainfall monitoring, including supplying, installing, and maintaining equipment needed for monitoring (i.e., rain gauges).
- 6. Flow monitoring, including supplying installing and maintaining equipment needed for monitoring in streams, channels and storm sewers.
- 7. Preparing summary reports of rainfall monitoring and flow monitoring data
- 8. Preparing detailed design plans, specifications and estimates for bidding and construction purposes for green stormwater infrastructure BMP's such as: bioretention, dry swales, urban bioretention (including expanded tree pits along roadways), infiltration practices, permeable pavement and stormwater pond retrofit.
- 9. Preparing detailed design plans, specifications and estimates for bidding and construction purposes for stormwater infrastructure (culverts, storm sewer) projects.
- 10. Preparing detailed design plans, specifications and estimates for bidding and construction purposes for detention facilities.

Incidental work:

- 1. Traffic Engineering, Traffic Analysis, Design
- 2. Geotech Analysis, Design
- 3. Survey and Right-of-Way Services

E. WATER & WASTEWATER ANALYSIS AND DESIGN

Tasks under the Water & Wastewater Analysis and Design Services may include the following:

1. Water, sanitary sewer and wastewater treatment consulting services in the planning, and engineering of water mains, sanitary sewer mains, force mains, water pump stations, sewage lift stations, water storage tanks, wastewater treatment and related work. Permitting will include at a minimum obtaining approval from VDH for water mains over 20", County Land Disturbing Activities (LDA), VDOT Land Use, VDOT Open Cut, VA DEQ Virginia Storm Water Management (VSMP).
2. Preparation of detailed design plans, specifications and estimates for bidding and construction purposes.
3. Bid phase services, including preparation of responses to questions from bidders, evaluating bid packages for recommendation of award, and creating conformed documents.
4. Water and sanitary sewer system studies, including water and sanitary sewer master planning and modeling.
5. Water and sanitary sewer system support, such as valve exercise program implementation and inspection, water and sewer asset condition assessments, GIS analysis and application development intersection drawing updates, record updates, database analysis, water meter technology upgrades, leak detection technology upgrades, and other support to the water distribution and sanitary sewer collection systems as identified over the contract period.
6. Wastewater treatment plant support, such as minor design of new treatment process components or appurtenances as well as construction management support. Analysis of current and projected capacities at a process and/or facility level.
7. Research into and implementation of process optimization for chemical, energy, and/or other cost savings.
8. Mechanical, electrical and instrumentation engineering service support both at the water pollution control facility and/or at 11 remote wastewater pumping locations and at water distribution pump stations and other pressure monitoring sites throughout the County.
9. Data analysis to ensure permit compliance and improve reliability.

Incidental work:

1. Traffic Engineering, Traffic Analysis, Design
2. Geotech Analysis, Design
3. Survey and Right-of-Way Services

F. TRAFFIC ENGINEERING, TRAFFIC ANALYSIS, AND STREETLIGHT DESIGN

Tasks under the Traffic Engineering Traffic Analysis and Streetlight Design Services may include the following:

1. Design and preparation of the following types of plans:
  - a. Maintenance of Traffic plans
  - b. Pavement marking and signage plans
  - c. Traffic Signal designs, such as rebuilds, replacements, modifications, and temporary signals.

- d. Streetlighting (including photometric design, coordination with electrical service providers, and voltage drop calculations)
  - e. Intelligent Transportation System design, such as adaptive system layout, Dynamic Messaging Sign (DMS) design, ITS device installation plans, etc.
2. Analysis in support of signal design, including the calculation of all clearance and change intervals per the Institute of Transportation Engineers (ITE) Traffic Signal Timing Manual, latest edition or VDOT approved method. Completion of Left-turn phase warrants using methodology approved by the County.
  3. MOT Alternatives Analysis (MOTAA) for determining the impacts of proposed work zones and determining temporary signal timing data for use during construction.
  4. Preparation of specifications, cost estimates, or standards in support of traffic engineering and streetlight design and construction.

Tasks under the Traffic Analysis may include the following:

1. Transportation Demand Modeling and macro-simulation.
2. Traffic micro-simulation analyses for multi-modal conditions, including the development of Synchro, VISSIM or other microsimulation models.
3. Various Safety Studies including, such as crosswalk studies, four-way stop evaluations, crash analysis, speed studies, etc.
4. Alternatives Analysis (including Maintenance of Traffic AA)
5. Gap studies
6. Warrants for the installation of new traffic signals and High intensity Activated crosswalk (HAWK) Signals.
7. Operational Safety and Analysis Report (OSAR) and Interchange Access Reports (IAR) per VDOT IIM-LD-200.11
8. Parking occupancy studies and other curbside and off-street parking related analysis.
9. Operational studies such as corridor optimization, Transit Signal Priority analysis and design, and other micro or macro simulation applications.
10. Data collection, including traffic turning movement counts, parking maneuvers and occupancy data, origin destination studies, spot speed data, tube counts or other items to support the various analysis listed above.

Incidental work:

1. Dry Utilities Design
2. Structural Analysis, Design
3. Geotech Analysis, Design
4. Survey and Right-of-Way Services

#### G. STRUCTURAL ANALYSIS AND DESIGN

Tasks under the Structural Analysis and Design of all civil infrastructure and Services may include the following:

1. Analyzing and designing footings, including detail drawings for various structures such as streetlights & traffic signals.

2. Analyzing and designing walls, including retaining walls and other structures including preparation of detail drawings.
3. Analyzing and designing structures.
4. Analyzing design elements to determine impacts on existing structures, such as underground garages, retaining walls, existing buildings & bridges.
5. Advising the County on design alternatives to minimize impacts on existing structures.
6. Inspecting and documenting the condition of existing structures prior to construction and after construction.
7. Assisting the County with conflicts during construction that may require structural engineer input.
8. Reviewing Virginia Uniform Statewide Building Code (USBC) design and building permit requirements.

Incidental work:

1. Traffic Engineering, Traffic Analysis, Design
2. Geotech Analysis, Design
3. Survey and Right-of-Way Services

H. GEOTECHNICAL ANALYSIS AND DESIGN

Tasks under the Geotechnical Analysis and Design Services may include the following:

1. Performing soil borings.
2. Performing ground penetrating radar services.
3. Performing inspections prior to and during construction.
4. Laboratory testing of soils.
5. Soil classification based on field samples.
6. Obtaining necessary data for design recommendations, such as:
  - a. Unconfined compressive strength
  - b. Standard penetration test values
  - c. Location of water table
  - d. Water tests for condition of groundwater
  - e. Location and classification of rock
  - f. Location of obstructions
  - g. Atterberg tests
  - h. Compaction tests
  - i. Consolidation tests
  - j. Compression tests
  - k. Chemical test (pH) of the soil
  - l. Identification of contaminated soils
  - m. Corrosion
  - n. Retaining wall design
  - o. California Bearing Ratios (CBR) for pavement design
  - p. Soil infiltration rates
7. Provide engineering recommendations for the following:
  - a. Allowable soil bearing values
  - b. Discussion of evidence of expansive soils and recommended solutions.

- c. Lateral earth design pressures on retaining walls or basement walls, including dynamic pressures
- d. Removal or treatment of contaminated soil
- e. Discussion of potential for consolidation and/or differential settlements, with design recommendations
- f. Use and treatment of in-situ materials for use as engineered fill
- g. Recommendations for future sampling and testing
- h. Recommendations for pavement designs, including base and sub-base thickness and sub-drains
- i. Foundation drainage, sub-drainage, including appropriate details.
- j. Shallow and Deep foundation types based on field conditions, such as footings, strip footings, spread footings, mat foundation, piles, micro piles and friction piles
- k. Discussion of radon values and recommendation for mitigating measures
- l. Mitigation measures for poor soil
- m. Slope stabilization and slope failure

Incidental work:

1. Survey Services

I. Survey and Right-Of-Way Services

Survey and Right-of-Way Services include the preparation of accurate topographic, boundary, and ROW surveys and assistance with acquiring land and easements. All work must be completed to Arlington County standards and is subject to Arlington County Real Estate Bureau approval.

Examples of potential work tasks may include:

1. Boundary Surveys:  
Locate the property boundaries, adjacent public rights-of-way, and any easements for the area identified by the Project Officer. Boundary Surveys must be referenced to the Virginia Coordinate System of 1983 (VCS 83) with coordinate values shown in feet.
2. Planimetric and Topographic Surveys:  
Planimetric surveys of features, such as curb and gutter, sidewalks/ trails, and edge of pavement. Topography with elevations referenced to North American Vertical Datum of 1988 (NAVD 88) in the form of two-foot, one-foot, or one-foot interpolated from two-foot contour lines (as requested by the County Project Officer), key spot elevations such as high and low points, and drainage channels. Obtain finished floor elevations for buildings and structures. Also locate the boundary of any Resource Protection Area (as defined in the County's revised Chesapeake Bay Ordinance).
3. Tree Surveys:  
Locate all existing trees 3" at diameter breast height (DBH) or greater. Identify each tree on the drawing by its DBH and species type (i.e., 10" Oak). Field locate the boundaries of the extent of the drip line of the tree. Where there are stands of



onsite trees, the actual drip line/canopy may be combined to reflect the total canopy coverage of the onsite trees.

4. Utility Location:  
Locate all existing overhead and underground utilities by field-locating above-ground elements and obtaining and reviewing the records of all utility companies operating in Arlington County.
5. Preparation of Right-Of-Way or Easement Plats:  
Perform necessary land record research, prepare right-of-way acquisition plats sealed by a licensed surveyor, and obtain plat signature approval from the County's Department of Environmental Services (DES). Easement Plats shall be prepared according to County plat preparation procedures and per Virginia State Library and Archives Regulation 137.6 (Standards for Plats), and current Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) rules and regulations. Prepare temporary access easements in accordance with County plan preparation procedures, including area calculations.
6. Construction Stakeout:  
Provide construction stake out and cut sheet preparation.

J. System Integration Services for Process Control System (PCS) and Supervisory Control and Data Acquisition (SCADA) Systems

The contractor will be responsible for providing end-to-end control solutions that include systems design, engineering, programming, project management, technical support, maintenance, fabrication, installation, and system startup. The contractor may manage large control system integration projects and also coordinate with Original Equipment Manufacturers (OEM) package suppliers.

Tasks under the System Integration Services for PCS and SCADA Systems may include the following:

1. Regular maintenance, troubleshooting, upgrades, repair work, on-call emergency services, on-site and remote support to supplement County staff, developing summary reports, support or design of SCADA and electrical and instrumentation support.
2. Provide design, programming and/or hardware installation for the integration of new process control assets.
3. The contractor should possess the capability to design and implement new PCS systems from field device to visualization. It may be necessary to utilize different control system architectures within the same design where appropriate. Some projects will require the integration of new control system assets into existing systems and control strategies. The new assets may have a vendor supplied LCP, as is normally the case with OEM packages, or the new assets may be stand-alone equipment requiring the design and fabrication of an LCP or RIO panel. The contractor would be expected to design, install and program the system components as part of the project. Qualified subcontractors may be used for fabrication and field installation services with Project Officer's approval. The contractor would be required to update the Process Historian and PCS Asset Management system with each project. Project design includes the production of process documentation such as Process and Instrument Diagrams (P&ID), Loop

Sheets and I/O lists. County personnel would review and approve submittals, including shop drawings, product data and samples prior to the start of implementation. The contractor would be required to produce and submit As-Built documentation for approval at the end of every project. All work performed by the contractor will be subject to acceptance testing by County personnel.

4. Execute software and hardware upgrades to the County's various Process Control Systems (PCS) and SCADA systems. The upgrades may include software versions, hardware firmware updates and obsolete equipment replacement. The County's PCS and SCADA systems include programmable Logic Controllers (PLC), Human Machine Interfaces (HMI), Input/Output (I/O) devices, physical/virtual servers, and network equipment. The contractor will verify that any upgrade is compatible with the County's PCS and may be required to test the upgrade on County-approved hardware prior to deployment.
5. Perform on-call emergency response services on water and wastewater related controls and SCADA emergencies. The contractor's staff shall be available and capable of responding within four hours of notification. This could be either remote or on-site depending on the nature of the emergency.
6. Coordinate and provide training to County personnel on major changes to PCS and SCADA operation caused by the work, as well as periodic refresher trainings. The training will include a system overview along with a detailed explanation of the operation and maintenance of the new equipment. The contractor will be required to provide all training materials, technical manuals, and drawings necessary for County personnel to make full use of new systems. The contractor will be required to provide multiple training sessions to cover all operations shifts. Training may include classroom and/or hands-on field segments, depending on the project. The contractor will be required to submit all training materials to the County's Project Officer for approval prior to any training session.
7. Provide instrumentation and process control startup, configuration, and calibration for equipment, such as variable frequency drives (VFDs), flow meters, level sensors, pressure transmitters, and pumps and process analyzers.
8. Provide preventative maintenance and calibration services.

#### **OPTIONAL PROJECT SUPPORT SERVICES**

The types of work that may be assigned under the Optional Project Support Services for any of the Specialization Areas above are described below. These work descriptions are intended to be examples and not an all-inclusive listing. Work assignments may combine Optional Project Support Services tasks with Specialization Area tasks.

##### **A. GENERAL CIVIL ENGINEERING DESIGN SERVICES**

The County may require assistance to provide a full range of civil engineering design services such as:

1. Plan preparation
2. Permitting:
  - a. Environmental Permits
  - b. Land Disturbance Permits including SWPPPs
  - c. Virginia Stormwater Management Permit (VSMP)
  - d. VDOT Permit

3. Dry utility coordination with utility companies, such as Dominion Virginia Power (DVP), Verizon, Comcast, & Washington Gas Light (WGL), Arlington County Department of Technology Services (DTS)
4. Bid document preparation:
  - a. Specifications including any special provisions
  - b. Cost estimates
5. Procurement services, such as:
  - a. Assisting with preparing Invitation to Bid (ITB) documents
  - b. Preparing an itemized project quantities list for bidding purposes
  - c. Attending pre-bid meetings
  - d. Preparing and delivering presentations for pre-bid meetings
  - e. Responding to Requests for Clarification (RFC) during bidding
  - f. Assisting the County in bid selection
6. Exhibits for easement and right-of-way acquisitions purposes.
7. Exhibits and presentations for public communication and project outreach to County residents and businesses, Pentagon, National Parks Service, Washington Metropolitan Transit Authority (WMATA), Metropolitan Washington Airports Authority (MWAA), Northern Virginia Regional Park Authority (NVRPA), VDOT & various other stakeholders.
8. Public meeting participation and outreach support.
9. Participating in meetings with stakeholders within the County, including meeting with the Project Officer.
10. Peer review of plans prepared by others for constructability and value engineering.

## **PROJECT SUPPORT SERVICES**

For each Specialization Area described above excluding Optional Project Support Service, the County may require assistance to provide the following services:

### **1. CONSTRUCTION ADMINISTRATION (CA) SERVICES**

The County may require assistance to provide Construction Administration Services during the construction phase of a project.

Examples of potential work tasks include:

- a. Attend and participate in pre-construction meetings
- b. Prepare meeting summaries
- c. Responding to Request for Information (RFI's)
- d. Review and approve submittals including shop drawings, product data, samples, As-Built & test results
- e. Attend and participate in progress meetings
- f. Resolve conflicts during construction
- g. Provide solutions to unforeseen conflicts during construction.
- h. Review, evaluate and approving Potential Change Orders (PCOs).
- i. Prepare Change Orders (COs)
- j. Assist the County to determine whether work has been performed in accordance with the plans and specifications
- k. Field inspections to support the County construction manager
- l. Construction phasing analysis

## 2. CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Tasks under the Construction Management and Inspection Services may include the following:

- a. Daily inspection of the work
- b. Filling in daily reports
- c. Quantity measurement
- d. Reviewing and interpreting construction drawings and specifications for urban infrastructure projects
- e. Administering and interpreting construction contracts
- f. Conducting meetings, such as pre-construction, progress and stakeholder meetings, as well as preparing meeting minutes
- g. Performing field inspections and coordinating tests to ensure contractor's compliance with contract documents
- h. Monitoring construction progress, reporting on contractor's activities, identifying and resolving construction issues, and analyzing schedule updates
- i. Preparing daily reports, documenting installed quantities and responding to general inquiries
- j. Analyzing and processing change orders and payment requests
- k. Coordinating project work with utility companies, affected businesses, residents, community groups, and other stakeholders
- l. Monitoring and enforcing safe working conditions and compliance with environmental regulations
- m. Reviewing correspondence and responding when appropriate
- n. Conducting Constructability review of construction plans prepared by others at various stages of design
- o. Reviewing, or forwarding to the designer, shop drawings
- p. Setting progress meeting and publishing meeting minutes
- q. Negotiating claims and issuing change orders
- r. Reviewing construction schedule
- s. Reviewing and approving monthly invoices
- t. Checking As-Built drawings
- u. Coordinating with stakeholders
- v. Verifying expiration dates on permits
- w. Setting up walkthroughs
- x. Issuing punch list
- y. Processing final payment

## 3. STAFF AUGMENTATION:

The contractor may be required to provide a qualified individual to act as the County's Project Manager and/or Project Engineer under the specialization awarded to the contractor for a duration requested by the County. The individual may be contracted to work on a specific project or on multiple projects. The individual may also be required to perform design work or manage the work of the consultants and the construction contractor, that will be under separate contracts with the County, coordinate the design/construction with County user groups and facilitate the review and approval of the design/construction by County regulatory staff. The Work required may include everything described in the specialization awarded to the contractor and the project support services.

Staff augmentation is for staff working (full-time or part-time) at a County facility (contractor's field office) under the direct supervision of County staff. All office space and office equipment will be provided by the County. Compensation will be paid for actual hours worked, excluding County holidays.

#### **PROCEDURES FOR TASK ORDER PROJECT ASSIGNMENT**

The Contract will be used mainly by Arlington County Engineering Bureau; however, it may be used by any other County agency that needs the services covered by the resulting agreement.

The following are standard procedures that the County will follow to assign work to selected contractors. However, the County reserves the right to issue separate solicitations for any tasks or to waive the procedures set forth below, in part or whole, if the County Purchasing Agent determines that doing so is in the best interest of the County.

1. The County will assign a Project Officer to oversee the contractor's work for each task order assignment. The Project Officer for the task order will determine the appropriate Specialization Area for the task order project assignment, send a scope of work to the contractor that is next in the rotation for that Specialization Area and request a fee proposal from that contractor verbally, in writing or via an in-person meeting. The scope of work must include a description of the project, the deliverable items, and any required permits, licenses, and approvals. The Project Officer for the task order will advise if the work will be handled on a lump sum basis or an hourly rate basis.
2. The contractor must prepare a Fee and Schedule Proposal for the work that must be submitted within ten business days (unless the assignment specifies a different deadline) of receiving a request for proposal from the County. The proposals must include the contractor's proposed methodology to perform the work, key issues and proposed solutions, the proposed project team and resumes that highlight individuals' key qualifications and skills and describe their responsibilities. The proposal must also include either a not-to-exceed amount or a lump sum amount, as determined by the Project Officer for the task order, derived from the fully burdened hourly rates identified in the contract, and a description of all required tasks and the estimated number of hours necessary to complete each task and the entire assignment.
3. The County then will engage in negotiation with the contractor. If the negotiation fails, as determined by the County, then the County will formally terminate the negotiation process with the contractor and may at its discretion choose to request a proposal from the next contractor in the rotation for that specialization or another from contractor that was awarded another specialization.
4. The contractor will only be authorized to proceed with work on a task order assignment as approved in writing by the County Project Officer and upon receipt of a County Purchase Order.

**PERMITS, LICENSES AND APPROVALS**

The contractor will be responsible for securing all necessary permits, licenses, and approvals from local, state and Federal authorities unless otherwise agreed to in writing. The County will be responsible for payment of permit fees.

