

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201

AMENDMENT COVERPAGE

<b>TO:</b> TOOLE DESIGN GROUP, LLC	<b>DATE ISSUED:</b>	NOVEMBER 5, 2019
8484 GEORGIA AVENUE	<b>CONTRACT NO:</b>	18-105-9
SUITE 800	<b>CONTRACT TITLE:</b>	TRANSPORTATION PLANNING
SILVERSPRING, MARYLAND 20910	<b>AMENDMENT NO.:</b>	2

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**THIS IS A NOTICE OF RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 18-105-9 including any attachments or amendments thereto.

**EFFECTIVE DATE:** NOVEMBER 5, 2021

**EXPIRES:** NOVEMBER 4, 2022

**RENEWALS:** THIS IS THE SECOND OF FOUR (4) ONE YEAR OPTIION EXTENSION

**COMMODITY CODE(S):** 92593

**LIVING WAGE:** N

**ATTACHMENTS:**

AMENDMENT No.2

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

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**VENDOR CONTACT:** Jennifer L Toole

**VENDOR TEL. NO.:** (301) 927-1900

**EMAIL ADDRESS:** [jtoole@tooledesign.com](mailto:jtoole@tooledesign.com)

**COUNTY CONTACT:** Jason Widstrom (DES Transportation Planning)

**COUNTY TEL. NO.:** (703) 228-XXXX

**COUNTY CONTACT EMAIL:** EMAIL@ARLINGTONVA.US

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**PURCHASING DIVISION AUTHORIZATION**

Sy Gezachew

Title: Procurement Officer

Date: October 29, 2021

**ARLINGTON COUNTY, VIRGINIA**

**AGREEMENT NO. 18-105-9  
AMENDMENT NUMBER 2**

This **Amendment Number 2** (hereby changed from Modification to Amendment) is made on **October 11, 2021** by the County and amends **Agreement Number 18-105-9** ("Main Agreement") dated November 5, 2019 between **Toole Design Group, LLC**. ("Contractor") and the **County Board of Arlington County, Virginia** ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

1. PURSUANT TO PROVISION 2: **CONTRACT TERM**, THE COUNTY HEREBY EXERCISES THE 2<sup>ND</sup> OF FOUR (4) ONE YEAR OPTION EXTENSIONS FOR THE PERIOD OF NOVEMBER 5, 2021 TO NOVEMBER 4, 2022.
2. PROVISION 6: **CONTRACT AMOUNT**, IS HEREBY REVISED TO READ AS FOLLOWS:  
The County will pay the Contractor in accordance with the terms of the Payment section below and of Exhibit B for the Contractor's completion of the Work as required by the Contract Documents. The Contractor will complete the Work for the total amount specified in this section ("Contract Amount").

The County will not compensate the Contractor for any goods or services beyond those included in Exhibit A unless those additional goods or services are covered by a fully executed amendment to this Contract. Additional services will be billed at the rates set forth in Exhibit E unless otherwise agreed by the parties in writing.

3. PURSUANT TO PROVISION 7: **CONTRACT PRICE ADJUSTMENT**, RATES ARE HEREBY INCREASED BY 5%.
4. REPLACE EXHIBIT E: BILLING RATE & REIMBURSABLE EXPENSES, IN ITS ENTIRETY WITH THE ATTACHED EXHIBIT E: PRICING, which is incorporated into and made a part of this Amendment.
5. PROVISION 51: **NOTICES**, remove Shirley Diamond, Procurement Officer and replace with:  
Dr. Sharon T Lewis LL.M, CPPB, VCO, MPS  
Purchasing Agent  
2100 Clarendon Boulevard, Suite 500  
Arlington, Virginia 22201  
Telephone: 703.228.3294  
Email: [slewis1@arlingtonva.us](mailto:slewis1@arlingtonva.us)
6. ADD PROVISION 60: **SEXUAL HARRASSMENT POLICY**, which is incorporated into and made part of this Amendment as follows:  
**60. \*SEXUAL HARASSMENT POLICY**  
If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to

complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.

- 7. ADD PROVISION 61: **COVID-19 VACCINATION POLICY FOR CONTRACTORS**, which is incorporated into and made part of this Amendment as follows:

**61. COVID-19 VACCINATION POLICY FOR CONTRACTORS**

Due to the COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings and vaccine mandates. All County Contractors, entering County owned, controlled, or leased facilities or facilities operated by a contractor if the services provided at that location are exclusive to Arlington County Government or contractors with public facing responsibilities must adopt these policies for implementation with their employees and subcontractors working on County contracts.

Contractors are required to obtain and maintain the COVID-19 vaccine status of employees or subcontractors, require any unvaccinated or not fully vaccinated employees to follow a weekly testing protocol established by the Contractor to submit to weekly testing, and provide any accommodations as required by law. Contractor should submit the certification of compliance to the Purchasing Agent at the time of contract execution and within five working days of the end of each quarter (see Exhibits G). In addition, all Contractor and subcontractor employees subject to the requirements of this section must also comply with the County COVID-19 masking and social distancing protocols, as signed at each County location.

It is recognized that the COVID-19 pandemic is an ongoing health crisis. As such, requirements with respect to health and safety, including vaccines and face-coverings may change over time. Contractors are expected to adhere to the County requirements as they evolve in response to the crisis.

For questions, Contractor may email [contractorvaccineinfo@arlingtonva.us](mailto:contractorvaccineinfo@arlingtonva.us)

All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

Toole Design Group, LLC.

AUTHORIZED: DocuSigned by:  
SIGNATURE: Dr. Sharon T Lewis  
89B86B1AD301462...

AUTHORIZED: DocuSigned by:  
SIGNATURE: Jennifer Toole  
7B9329BCEF72449...

NAME: DR. SHARON T LEWIS

TITLE: PURCHASING AGENT

DATE: 10/28/2021

NAME: Jennifer Toole

TITLE: President

DATE: 10/28/2021



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8484 GEORGIA AVENUE  
SUITE 800  
SILVER SPRING, MD 20910

301.927.1900  
TOOLEDESIGN.COM

September 23, 2021

Jason Widstrom, PE  
Transportation Capital Projects Program Manager  
Division of Transportation  
Department of Environmental Services  
Arlington County Government  
2100 Clarendon Boulevard, Suite 900  
Arlington, VA 22201  
Ph. 571-239-5197

**RE: Toole Design Rate Increase Request**

Dear Mr. Widstrom,

I am writing to formally request an annual rate increase for Toole Design Group and our subconsultants as part of the Arlington County *On-Call Multimodal Transportation Planning, Design and Project Management Services* contract (Contract Number 18-105-9).

The updated rate tables are provided on the following pages and per direction and contract terms, reflect a 5% increase over the existing rates. This request updates and replaces the requests previously submitted.

Thank you in advance for your attention to this matter.

Sincerely,

*Daniel W. Goodman*

**Dan Goodman** | Director of Planning, Mid-Atlantic

**TOOLE DESIGN**

8484 Georgia Avenue, Suite 800 | Silver Spring, MD 20910  
dgoodman@tooledesign.com | 301.927.1900 x118

**Toole Design Group**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>QA/QC Manager</b>	\$ 220.10	\$ 231.11
<b>Planning Lead</b>	\$ 199.45	\$ 209.42
<b>Project Manager</b>	\$ 186.10	\$ 195.41
<b>Senior Engineer</b>	\$ 171.66	\$ 180.24
<b>Task Lead</b>	\$ 162.93	\$ 171.08
<b>Senior Traffic Engineer</b>	\$ 154.42	\$ 162.14
<b>Project Engineer</b>	\$ 131.70	\$ 138.28
<b>Engineer</b>	\$ 98.16	\$ 103.07
<b>Designer</b>	\$ 89.37	\$ 93.84
<b>GIS Analyst</b>	\$ 104.09	\$ 109.29
<b>Senior Urban Designer</b>	\$ 136.49	\$ 143.31
<b>Senior Planner</b>	\$ 134.01	\$ 140.72
<b>Project Planner</b>	\$ 115.17	\$ 120.93
<b>Planner II</b>	\$ 104.38	\$ 109.60
<b>Design Engineer</b>	\$ 215.38	\$ 226.15

**Fehr and Peers**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Technical Experts (Bikeway Design, Forecasting, Pedestrian Safety, Land Use/Transportation Interactions, and Big Data Analysis)</b>	\$ 263.76	\$ 276.95
<b>Senior Project Manager</b>	\$ 334.05	\$ 350.75
<b>Senior Associate II</b>	\$ 173.52	\$ 182.20
<b>Senior Associate I</b>	\$ 225.59	\$ 236.87
<b>Associate II</b>	\$ 186.55	\$ 195.87
<b>Associate I</b>	\$ 161.96	\$ 170.06
<b>Senior Engineer/Planner III</b>	\$ 146.04	\$ 153.35
<b>Senior Engineer/Planner II</b>	\$ 134.48	\$ 141.20
<b>Senior Engineer/Planner I</b>	\$ 124.37	\$ 130.59
<b>Engineer/Planner III</b>	\$ 128.70	\$ 135.14
<b>Engineer/Planner II</b>	\$ 105.54	\$ 110.82
<b>Engineer/Planner I</b>	\$ 96.16	\$ 100.97
<b>Senior Engineering Technician</b>	\$ 122.93	\$ 129.08
<b>Engineering Technician</b>	\$ 104.13	\$ 109.34
<b>Senior Project Accountant</b>	\$ 140.25	\$ 147.27
<b>Senior Administrative Assistant</b>	\$ 120.01	\$ 126.01
<b>Administrative Assistant</b>	\$ 93.99	\$ 98.69
<b>Intern</b>	\$ 90.23	\$ 94.75

**Kittelson and Associates**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Transportation Analyst</b>	\$ 106.15	\$ 111.45
<b>Engineer/Planner</b>	\$ 126.14	\$ 132.44
<b>Senior Engineer/Planner</b>	\$ 151.55	\$ 159.12
<b>Associate Engineer/Planner</b>	\$ 195.88	\$ 205.67
<b>QA/QC Manager</b>	\$ 239.98	\$ 251.98
<b>Office Support</b>	\$ 116.45	\$ 122.27
<b>Technician</b>	\$ 110.05	\$ 115.56

**Straughn Environmental**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Planner/Scientist/Engineer I</b>	\$ 67.17	\$ 70.52
<b>Planner/Scientist/Engineer II</b>	\$ 87.05	\$ 91.40
<b>Planner/Scientist/Engineer III</b>	\$ 109.03	\$ 114.48
<b>Planner/Scientist/Engineer IV</b>	\$ 138.76	\$ 145.70
<b>Planner/Scientist/Engineer V</b>	\$ 172.99	\$ 181.64
<b>Planner/Scientist/Engineer VI</b>	\$ 188.52	\$ 197.95



**RRMM Lukmire Architects**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Senior Quality Control Architect</b>	\$ 145.96	\$ 153.26
<b>Project Manager</b>	\$ 92.06	\$ 96.66
<b>Project Architect</b>	\$ 97.69	\$ 102.57
<b>LEED Accredited Profesional</b>	\$ 103.30	\$ 108.46
<b>Specifications Writer</b>	\$ 92.06	\$ 96.66
<b>Designer/CADD</b>	\$ 57.26	\$ 60.13
<b>Clerical</b>	\$ 58.95	\$ 61.89

**Rinker Design Associates**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Land Surveyor/Survey Manager</b>	\$ 151.09	\$ 158.64
<b>Survey Technician</b>	\$ 92.65	\$ 97.28
<b>Lead Civil Eng / Utility Design</b>	\$ 163.69	\$ 171.87
<b>Jr. Civil Eng / Utility Design</b>	\$ 87.31	\$ 91.67
<b>Utility Coordinator</b>	\$ 141.01	\$ 148.06
<b>Lead Structures Engineer</b>	\$ 182.57	\$ 191.70
<b>Jr. Structures Engineer</b>	\$ 85.62	\$ 89.90
<b>Right of Way Appraiser</b>	\$ 107.53	\$ 112.91

**HSA**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Project Manager</b>	\$ 163.48	\$ 171.65
<b>Design Engineer</b>	\$ 121.44	\$ 127.51

**Eluminat**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Engagement Lead</b>	\$ 280.25	\$ 294.26
<b>Engagement Associate</b>	\$ 110.93	\$ 116.48

**Todd Bressi**

<b>Position Classification</b>	<b>Current Billable Rate (Fixed Billable Rate, Home)</b>	<b>New Billable Rate (5% Increase)</b>
<b>Art Consultant</b>	\$ 136.48	\$ 143.31
<b>Researcher / Graphic Designer</b>	\$ 93.42	\$ 98.09