



# FAIRFAX COUNTY PARK AUTHORITY

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# M E M O R A N D U M



**TO:** Chairman and Members  
Park Authority Board

**VIA:** Timothy K. White, Acting Director

**FROM:** Cindy Walsh, Acting Director  
Resource Management Division

**DATE:** May 22, 2008

A handwritten signature in black ink, appearing to read "Timothy K. White".

## *Agenda*

**Resource Management Committee**  
**Wednesday, May 28, 2008 – 5:30 p.m.**  
**Board Room – Herrity Building**  
**Chairman: Frank Vajda**  
**Vice Chair: Harry Glasgow**

1. Renewal of Contract Award – Open-End Contracts for Cultural Landscape Report Consultant Services – Action\*
2. Renewal of Contract Award – Open-End Contracts for Archaeological Services – Action\*
3. Contract Award – Non-native Invasive Plant Assessment Project – Information\*

\*Enclosures

Note: All three items are also going to the full Board on May 28, 2008.



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

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## **ACTION**

### Renewal of Contract Award – Open-End Contracts for Cultural Landscape Report Consultant Services

#### ISSUE:

Approval of renewal of open-end contract awards to Rhodeside and Harwell, Inc., of Alexandria, Virginia, John Milner Associates of Charlottesville, Virginia, and Versar of Springfield, Virginia and approval to increase the contract limit by \$100,000 to a total amount not to exceed \$500,000 to provide Cultural Landscape reports for various sites in the County.

#### RECOMMENDATION:

The Park Authority Acting Director recommends that the Park Authority Board approve renewal of the contract awards to the firms of Rhodeside and Harwell, Inc., John Milner Associates, and Versar. In addition, recommend approval to increase the contract limit by \$100,000, to a total amount not to exceed \$500,000, for a period of one year. This will be the last year under these open-end contracts.

#### TIMING:

Board action is requested on May 28, 2008, to maintain the existing project schedules.

#### BACKGROUND:

In April 2006, the Park Authority Board approved an open-end contract for consultant services to provide Cultural Landscape Reports. Cultural Landscape Studies have been identified for historic sites owned by the Park Authority.

The services to be provided from the consultants are:

Historical Research – Research the history of the landscape to determine its historic periods of significance and provide a foundation to guide the decision making process regarding management, maintenance, and interpretation of the site's features.

Surveying and Mapping – Provide a record of the landscape as it presently exists, including landforms, structures, vegetation, and other natural and cultural resources. Services may include use of surveying techniques, archaeological techniques, photography, Ground Penetrating Radar systems, and GIS mapping systems.

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Site Analysis – Determine the landscape features that contribute to the landscape's historic character. This may include off-site items such as view shed and surrounding land uses.

Landscape Architectural Services – Provide design services for various purposes including adaptation of historic sites to public use, implementation of preservation and management plans, and interpretation of the historic and culturally significant aspects of the landscape.

Archaeological Services – Provide minor archaeological services to cover unforeseen circumstances relating to the cultural resources under study.

Staff recommends extending these contracts for an additional year. As services are needed on a specific project, a proposal will be requested from one of the open-end firms based on expertise required for the project, availability of the firm, and intention to distribute the work.

Each contract will be terminated when the time frame expires or the maximum amount of the contract has been assigned to projects, whichever occurs first. These contracts do not guarantee any amount to any firm. If no work is contracted, no funds will be expended.

FISCAL IMPACT:

The contract amounts encumbered and contract expiration dates are listed on Attachment 1. Contract expenditures will be charged to individual projects as work is assigned, up to the maximum amount of the contract. This Board action only commits funds through the issuance of Contract Project Assignments.

ENCLOSED DOCUMENTS:

Attachment 1: Summary of Open-End Contracts for Cultural Landscape Services

STAFF:

Timothy K. White, Acting Director  
Cindy Messinger, Deputy Director/COO  
David Bowden, Director, Planning and Development Division  
Michael Baird, Management Analyst, Financial Planning Branch  
Cindy Walsh, Acting Director, Resource Management Division  
Michael Rierson, Manager, Resource Stewardship Branch  
Elizabeth Crowell, Manager, Cultural Resource Management and Protection Section

**Attachment 1****SUMMARY of OPEN-END CONTRACTS  
For  
CULTURAL LANDSCAPE SERVICES**

Cultural Landscape Firm Name	Current Contract Expiration Date	Revised Contract Expiration Date	Change Orders	Current Contract Amount	Contract Amount Encumbered to Date	Revised Contract Balance
John Milner Associates	April 2008	May 2009	\$0	\$400,000	\$212,601	\$500,000
Rhodeside and Harwell	April 2008	May 2009	\$0	\$400,000	\$150,834	\$500,000
Versar	April 2008	May 2009	\$0	\$400,000	\$169,114	\$500,000

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## **ACTION**

### Renewal of Contract Award – Open-End Contracts for Archaeological Services

#### ISSUE:

Approval of renewal of open-end contract awards to Louis Berger Group of Washington, D.C., URS of Gaithersburg, Maryland, and Wetlands Studies and Solutions of Gainesville, Virginia, and approval to increase the contract limit by \$100,000 to a total amount not to exceed \$500,000 to provide for Archaeological Services at various sites in the County.

#### RECOMMENDATION:

The Park Authority Acting Director recommends that the Park Authority Board approve renewal of the contract awards to the firms of Louis Berger Group, URS, and Wetlands Studies and Solutions. In addition, recommend approval to increase the contract limit by \$100,000, to a total amount not to exceed \$500,000, for a period of one year. This will be the last year under these open-end contracts.

#### TIMING:

Board action is requested on May 28, 2008, to maintain the project schedules.

#### BACKGROUND:

In April 2006, the Park Authority Board approved an open-end contract for consultant services to provide archaeological services. Archaeological studies will be needed to support the Master Planning process. At least four parks owned by the Park Authority, including Langley Forks, Sully Historic Site (barns and second slave quarter), Mount Gilead, and Laurel Hill, as well as other park master plans, have been identified as needing archaeological studies in the near future. The services that may be provided by the consultants include:

Documentary Research – Research land use history, previous archaeological investigations, and environmental setting and consult historic maps and photographs to develop a historic context and provide a foundation to guide the decision making process regarding management, maintenance and interpretation of the site's features.

Surveying and Mapping – Provide a record of the site, including landforms, structures, vegetation, and other natural and cultural resources. Services may include use of

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surveying techniques, archaeological techniques, photography, ground penetrating radar systems, and GIS mapping systems.

Phase I Archaeological Survey – A testing program to determine the presence or absence of potentially significant archaeological resources in a project area. Methods may include shovel testing, surface collection, or use of remote sensing techniques.

Phase II Archaeological Testing – Systematic testing to determine site integrity, site boundaries, cultural affiliation and eligibility for inclusion in the National Register of Historic Places. A combination of shovel testing and the excavation of units may be used to examine the site. Findings would be evaluated with reference to a historic context.

Phase III Archaeological Data Recovery Excavation – Excavation of a significant site so that it can address research questions. Findings of such a study may be used in combination with other studies to provide site interpretation.

Analysis and Report Preparation – Analysis of artifacts and features recovered or documented from a site to interpret what occurred there. A report would be prepared documenting the findings.

A Contract renewal will be approved for the above firms for a period of one (1). As services are needed on a specific project, a proposal will be requested from one of the open-firms based on (1) expertise required for the project, (2) availability of the firm, and (3) intention to distribute the work.

Each contract will be terminated when the time frame expires or the maximum amount of the contract has been assigned to projects, whichever occurs first. These contracts do not guarantee any amount to any firm. If no work is contracted, no funds will be spent.

FISCAL IMPACT:

~~Proffer funds will be used in the amount of \$100 per consultant to open and establish the contracts for open-end professional services, for a total of \$300. Funds will be charged to each project as work is assigned up to the maximum amount of the contract. This Board action does not commit funds if work is not contracted.~~ ***The contract amount encumbered and contract expiration dates are listed on Attachment 1. Contract expenditures will be charged to individual projects as work is assigned, up to the maximum amount of the contract. This Board action only commits funds through the issuance of Contract Project Assignments.***

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ENCLOSED DOCUMENTS:

Attachment 1: Summary of Open-End Contacts for Archaeological Services.

STAFF:

Timothy K. White, Acting Director

Cindy Messinger, Deputy Director and Chief Operating Officer

David Bowden, Director, Planning and Development Division

Michael Baird, Management Analyst Financial Planning Branch

Cindy Walsh, Acting Director, Resource Management Division

Michael Rierson, Manager, Resource Stewardship Branch

Elizabeth Crowell, Manager, Cultural Resource Management and Protection Section

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SUMMARY of OPEN-END CONTRACTS  
For  
ARCHAEOLOGICAL SERVICES

Cultural Landscape Firm Name	Current Contract Expiration Date	Revised Contract Expiration Date	Change Orders	Current Contract Amount	Contract Amount Encumbered to Date	Revised Contract Balance
Louis Berger Group	April 2008	May 2009	\$0	\$400,000	\$89,335	<del>\$400,000</del> <b>\$500,000</b>
URS	April 2008	May 2009	\$0	\$400,000	\$60,644	<del>\$400,000</del> <b>\$500,000</b>
Wetlands Studies and Solutions	April 2008	May 2009	\$0	\$400,000	\$58,600	<del>\$400,000</del> <b>\$500,000</b>

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## **INFORMATION**

### Contract Award – Non-native Invasive Plants Assessment Project

In support of the Environmental Agenda, the Board of Supervisors designated \$200,000 to the Park Authority for invasive plant control efforts at FY 2007 carryover. This consultant project is an independent assessment of the occurrence and threat of non-native invasive plants in park land. A plan will be developed to include prioritization (species and locations) and a control program. Finally, the consultant will make recommendations on a control program including best practices given existing resources, as well as an optimal set up with additional resources.

The intent of this assessment is to create a holistic understanding of the extent and magnitude of the effect of non-native invasive species on parkland, a prioritization of non-native invasive plants and a management plan based upon the best available methodologies customized to Fairfax County Park Authority needs and business practices. Specifically, the report will provide an understanding and documentation of non-native invasive plants on parkland that achieves the following objectives:

- describes the magnitude and extent of non-native invasive plants on parkland to include the loss of ecosystem services and the cost (maintenance, long-term services) to the Park Authority if non-native invasive plants remain unchecked;
- prioritizes species (e.g. kudzu, garlic mustard or bamboo) or resource types (e.g. stream valleys, globally rare ecosystems or diabase soil habitats) for "immediate," "soon" and "long-term" action;
- identifies which methods are appropriate for efficient management action for the Fairfax County Park Authority.

Based on the project scope the Park Authority Board approved on June 13, 2007, staff worked with the County Department of Purchasing and Supply Management to conduct a fair and open bid process, with a bid submission deadline of February 5, 2008.

The selected qualified bidder is Biohabitats. Their total bid of \$128,724.30 is \$21,285.70, or 14% below the Park Authority's pre-bid estimate of \$150,000. The work is to be completed within 365 calendar days of the Notice to Proceed.

**Staff will proceed with the award to Biohabitats unless directed otherwise by the Park Authority Board.**

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FISCAL IMPACT:

Based on the quote, funding in the amount of \$128,724.30 is necessary to complete the Non-Native Invasive assessment project. Funding is currently available in the amount of \$200,000 in Project 009700 00020, Invasives, Fund 303, Environmental Improvement Project.

ENCLOSED DOCUMENTS:

Attachment 1: Award Cost Estimate

Attachment 2: Project Schedule

STAFF:

Timothy K. White, Acting Director

Cindy Messinger, Deputy Director/COO

Charles Bittenbring, Director, Park Services Division

David R. Bowden, Director, Planning and Development Division

Todd Johnson, Director, Park Operations Division

Cindy Walsh, Acting Director, Resource Management Division

Michael Rierson, Manager, Resource Stewardship Branch

Heather Schinkel, Manager, Natural Resource Management and Protection

Thu-Thuy Ha, Buyer, Purchasing Branch, Administration Division

Fairfax County Invasives Assessment  
**Fee Estimate**

4/28/2008

TJB

Biohabitats Inc. Proposal ISM P07010.01

TASK	DESCRIPTION	Principal QA/QC \$147.62	Project Coordinator \$95.63	Senior Env Scientist \$86.41	CADD/GIS Coordinator \$71.17	Graphics Coordinator \$87.22	TOTAL HOURS COST	TOTAL LABOR
<b>Phase 1 Background Analysis &amp; Field Inspection</b>								
<b>LABOR COSTS</b>								
1.1	Kick-off Meeting	1	6	8	0	0	17	
1.2	Analysis of Existing Data	2	16	36	36	0	90	
1.3	Field Inspections	1	88	188	48	0	325	
1.4	PowerPoint Presentation	1	12	16	16	16	61	
	<b>TOTAL HOURS</b>	<b>5</b>	<b>124</b>	<b>248</b>	<b>100</b>	<b>16</b>	<b>432</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ 738.10</b>	<b>\$ 11,858.12</b>	<b>\$ 21,429.68</b>	<b>\$ 7,117.00</b>	<b>\$ 1,075.52</b>		<b>\$42,218.42</b>
	<b>REIMBURSABLES</b>							<b>\$ 3,032.00</b>
	<b>SUBCONSULTANTS</b>							<b>\$ 22,464.00</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ 25,496.00</b>
<b>TOTAL FEE PHASE 1</b>								<b>\$67,714.42</b>
<b>Phase 2 Work Prioritization Model / Operational Review</b>								
<b>LABOR COSTS</b>								
2.1	Model Development	1	40	24	0	0	65	
2.2	Operational Review / Invasive Budget	1	32	16	0	0	49	
2.3	Control Strategies	1	16	8	0	8	33	
2.4	Review Meeting and Model Methodology Memorandum	1	12	20	0	12	45	
	<b>TOTAL HOURS</b>	<b>4</b>	<b>100</b>	<b>68</b>	<b>0</b>	<b>20</b>	<b>147</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ 590.48</b>	<b>\$ 9,563.00</b>	<b>\$ 5,875.88</b>	<b>\$ -</b>	<b>\$ 1,344.40</b>		<b>\$17,373.76</b>
	<b>REIMBURSABLES</b>							<b>\$ 342.80</b>
	<b>SUBCONSULTANTS</b>							<b>\$ 10,560.00</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ 10,902.80</b>
<b>TOTAL FEE PHASE 2</b>								<b>\$28,619.36</b>
<b>Phase 3 Invasive Outreach Recommendations</b>								
<b>LABOR COSTS</b>								
		0	0	0	0	0	0	
	<b>TOTAL HOURS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$0.00</b>
	<b>REIMBURSABLES</b>							<b>\$ -</b>
	<b>SUBCONSULTANTS</b>							<b>\$ -</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ -</b>
<b>TOTAL FEE PHASE 3</b>								<b>\$0.00</b>
<b>Phase 4 Park Authority Presentations</b>								
<b>LABOR COSTS</b>								
4.1	Key Contact Meetings	1	32	16	8	8	65	
	<b>TOTAL HOURS</b>	<b>1</b>	<b>32</b>	<b>16</b>	<b>8</b>	<b>8</b>	<b>65</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ 147.62</b>	<b>\$ 3,060.16</b>	<b>\$ 1,382.56</b>	<b>\$ 589.36</b>	<b>\$ 537.76</b>		<b>\$5,697.46</b>
	<b>REIMBURSABLES</b>							<b>\$ 748.70</b>
	<b>SUBCONSULTANTS</b>							<b>\$ 2,112.00</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ 2,860.70</b>
<b>TOTAL FEE PHASE 4</b>								<b>\$8,558.16</b>
<b>Phase 5 Theshold Protocols</b>								
<b>LABOR COSTS</b>								
5.1	Protocol Development	1	16	8	0	8	33	
5.2	Park Authority Division Meetings	1	32	8	4	8	53	
	<b>TOTAL HOURS</b>	<b>2</b>	<b>48</b>	<b>16</b>	<b>4</b>	<b>16</b>	<b>86</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ 295.24</b>	<b>\$ 4,590.24</b>	<b>\$ 1,382.56</b>	<b>\$ 284.68</b>	<b>\$ 1,075.52</b>		<b>\$7,628.24</b>
	<b>REIMBURSABLES</b>							<b>\$ 794.20</b>
	<b>SUBCONSULTANTS</b>							<b>\$ 4,224.00</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ 5,018.20</b>
<b>TOTAL FEE PHASE 5</b>								<b>\$12,646.44</b>
<b>Phase 6 First Draft Final Report</b>								
<b>LABOR COSTS</b>								
6.1	Prepare First Draft Final Report	2	32	26	8	16	84	
	<b>TOTAL HOURS</b>	<b>2</b>	<b>32</b>	<b>26</b>	<b>8</b>	<b>16</b>	<b>84</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ 295.24</b>	<b>\$ 3,060.16</b>	<b>\$ 2,246.66</b>	<b>\$ 589.36</b>	<b>\$ 1,075.52</b>		<b>\$7,248.94</b>
	<b>REIMBURSABLES</b>							<b>\$ 25.00</b>
	<b>SUBCONSULTANTS</b>							<b>\$ 1,056.00</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ 1,081.00</b>
<b>TOTAL FEE PHASE 6</b>								<b>\$8,327.94</b>
<b>Phase 7 Final Report</b>								
<b>LABOR COSTS</b>								
7.1	Prepare Final Report	1	8	8	8	8	33	
	<b>TOTAL HOURS</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>33</b>	
	<b>TOTAL LABOR COSTS</b>	<b>\$ 147.62</b>	<b>\$ 765.04</b>	<b>\$ 691.28</b>	<b>\$ 691.28</b>	<b>\$ 537.76</b>		<b>\$2,832.98</b>
	<b>REIMBURSABLES</b>							<b>\$ 25.00</b>
	<b>SUBCONSULTANTS</b>							<b>\$ -</b>
	<b>TOTAL DIRECT COSTS</b>							<b>\$ 25.00</b>
<b>TOTAL FEE PHASE 7</b>								<b>\$2,857.98</b>

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**PROJECT SCHEDULE**

Non-native Invasive Plants Assessment Project

**Project Timeline:**

<u>Phase</u>	<u>Planned Completion</u>
Scope Development	Complete
Contracting	Complete
Contract Award	4 <sup>th</sup> Quarter FY 2008
Project Kickoff Meeting	4 <sup>th</sup> Quarter FY 2008
Field work	1 <sup>st</sup> Quarter FY 2009
75% Draft Report	3 <sup>rd</sup> Quarter FY 2009
Project Completion	4 <sup>th</sup> Quarter FY 2009
Presentation to Park Authority Board	4 <sup>th</sup> Quarter FY 2009

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