

ATTACHMENT A

Scope of Work

May 5, 2025



SCOPE OF WORK

1. **OVERVIEW**

- A. The intent of this solicitation and resulting Contract is to obtain a qualified Contractor to mill, resurface and restripe the VRE Commuter Parking Lot located at 9300 Manassas Dr., Manassas Park, VA 20111.
- B. The Contractor shall provide all labor, supervision, equipment, material, permits and transportation necessary to perform all work in accordance with the Scope of Work specified herein and per the Virginia Department of Transportation (VDOT) 2020 Road and Bridge Specifications Handbook, as amended to date.
- C. The Contractor shall have current licenses for both the Commonwealth of Virginia and the governing municipality to perform the work as described in the Scope of Work. All work shall comply with current County, City, State, and/or Federal codes and standards, whichever may apply. The Contractor shall maintain the job site in a clean, safe, orderly working condition and shall leave the premises completely clean each day.
- D. The Contractor's work shall be managed through VRE's Headquarters Office of Facilities Maintenance. A Project Manager (PM) will be designated by VRE for this Contract to coordinate all tasks.
- E. A representative of the Contractor, with the authority to make binding decisions, must be present on site whenever work is being performed throughout the duration of the project. This individual shall maintain full control over the actions of all employees and Subcontractors involved in the performance of the work.

2. **SERVICE REQUIREMENTS**

The scope of the project consists of the following on-site improvements that shall be performed by the Contractor:

- A. Milling of existing asphalt paved areas as identified on the Project Overview Plan to remove distressed asphalt and dispose of materials off-site in accordance with all applicable County, City, State and Federal requirements and guidelines.
 - i. Milling and removal of pavement as necessary to tie-in to existing entrances, concrete, utility structures, sidewalks, and other existing features, as well as to provide a smooth transition along the proposed work and maintain existing drainage patterns. The Contractor shall ensure that all areas drain appropriately and that there are no low areas that will hold water.



- ii. Ensure a smooth transition between new pavement and all existing surfaces.
- B. Replacement of all existing pavement markings. Pavement marking shall match the color, location, and designation of the existing markings.
- C. Removal of existing wheel stops and installation of new car stops per locations set forth in the Project Overview Plan following the completion of paving operations.
- D. The Contractor shall be responsible for all Maintenance of Traffic (MOT) during construction and shall submit MOT plans to the VRE Project Manager for approval at least seven (7) calendar days prior to the Preconstruction Conference.
- E. The Contractor shall confirm the schedule with the VRE Project Manager before starting work.
- F. The Contractor shall conform to all applicable prevailing safety standards, including Personal Protection Equipment (PPE).
- G. The Contractor shall be responsible for all applicable permitting and resulting inspections necessary as well as contacting Virginia 811 (formerly MISS Utility) prior to commencement of milling and paving activities.

3. SITE CONDITIONS

The Contractor is expected to have become familiar with, and taken into consideration, site conditions which may affect the work and to have checked all dimensions at the site. No plea of ignorance of conditions that exist or may hereafter exist on the work site, or difficulties that may be encountered during the execution of the work as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for the Contractor not to fulfill all of the requirements of the contract documents and to complete the work as described therein or as a basis for any claim whatsoever.

4. EQUIPMENT

- A. The Contractor shall provide all equipment necessary to complete the project. All equipment used shall be in good condition and proper state of repair. VRE's Project Manager shall have authority to deem any equipment non-conforming to this section. No Change Orders shall be considered for equipment needed to complete the project that was not included in the Contractor's bid.
 - i. 2020 VDOT Road and Bridge Specifications, as amended to date, Section 315.03 shall be a guide for workers, work methods and equipment, including haulers, pavers and rollers.



- ii. All equipment shall be operated by experienced operators to ensure the safe and effective operation of the equipment. Operators shall possess all valid and applicable Driver's/Operator's License(s).
 - iii. The Contractor shall ensure all personnel wear all required safety equipment to ensure a safe and reliable operation.
 - iv. Operators shall obey all safety rules and regulations and not create any hazardous or unsafe conditions with the equipment used.
 - v. VRE shall have the authority to suspend work fully or in part due to the failure of the Contractor to correct unsafe work conditions for operators and/or the general public.
- B. The Contractor shall provide all water necessary to complete the project. The Contractor may use available sources as long as the necessary connections are provided by the Contractor (i.e. using fire hydrants for water). The Contractor shall be responsible for ensuring compliance with all local regulations involving use of fire hydrants. VRE makes no representations regarding the availability of water. If no water source exists, the Contractor shall be responsible for bringing all necessary water to the job.
- C. Equipment may be staged on site provided the staging area is included in the Contractor's MOT plan. The Contractor is responsible for the equipment while it is stored on VRE/Municipal property, to include properly securing the equipment and taking all necessary steps to safeguard the equipment. The Staging Area shall be carefully selected by the Contractor to ensure that the area does not impede traffic flow, impede concurrent work by others, or remove from service more than 10% of the total available parking spaces during normal VRE operational service hours. The Contractor's proposed staging area must be approved by VRE.

5. PROJECT PHASING

- A. The Contractor shall submit a Phasing Plan describing the methodology and sequence of operations for the execution of the work.
- i. The Phasing Plan shall be submitted to the VRE Project Manager no later than seven (7) calendar days prior to the preconstruction conference so that necessary communication can be made to VRE ridership and other concerned parties.
- B. All work must be completed within three (3) consecutive business days. VRE will ensure uninterrupted access to the site for those three (3) consecutive business days. The parking surface must be fully restored to its final condition before VRE train service operations resume on the fourth business day – this shall include all asphalt paving, striping activities, curb replacements, and car stop installation.
- i. If three consecutive business days are interrupted by a weekend, the Contractor may work during the weekend, with prior VRE approval.



However, the parking surface must be fully restored to its final condition before VRE train services resume on the fourth business day.

- ii. In the event asphalt paving, pavement markings, curb replacements and car stops are not complete, temporary pavement markings must be installed before the commencement of VRE train service operations the following day.
 - iii. The Contractor shall ensure that a “milled” surface is paved within 48 hours of completion of the milling process.
- C. Access to the site is expected to be available between August 15, 2025 and October 15, 2025.
- D. No change orders or additional compensation/charges will be accepted for work performed on weekends or at night.
- E. Any and all work performed during both daytime and nighttime hours must comply with the City of Manassas Park Code of Ordinances Chapter 15- Noise.
- i. The Contractor may not perform work outside the times specified in Chapter 15 of the City of Manassas Park Code of Ordinances (Noise), unless the Contractor obtains the necessary permission from the governing municipality.
- F. Additionally, work shall **not** take place during normal VRE operating hours, except during the three (3) consecutive business days of uninterrupted site access, unless the following conditions are met:
- i. VRE’s Project Manager is alerted to such plans at least five (5) business days prior to the planned work.
 - ii. The Contractor provides and maintains at least two (2) traffic lanes, one (1) for ingress and one (1) for egress, to all parking lot patrons, emergency vehicles, etc.
 - iii. The Contractor provides for all MOT measures including, but not limited to signage, traffic controls, flaggers, cones, etc.

Sections ii and iii above are not required if the adjacent parking garage can be used during VRE’s scheduled consecutive three-day shutdown. A decision regarding the availability of the parking garage shall be made at VRE’s discretion.

- G. The Contractor shall be responsible for all traffic controls including MOT, signage (such as “No Parking” and otherwise), “roping off” or any other means used to close areas. These measures must remain in place until all work is completed and the parking lot is reopened for public use.
- H. VRE shall provide all towing services. The Contractor shall provide area for vehicles to be relocated in which the vehicles will be safely away from



construction activities. Any vehicles needing to be relocated outside of the Phasing Plan's scheduled window shall be the responsibility of the Contractor.

- I. The Final Parking Surface must be fully restored to its final condition before VRE train service operations resume on the fourth business day – this shall include all asphalt paving, striping activities, curb replacements, and car stop installation.
 - i. The Contractor shall be responsible for ensuring the parking surface has cured to a level of satisfaction by the Contractor such that the surface will not be damaged by typical commuter use. Damages resulting from opening the surface before proper curing has occurred shall be the responsibility of the Contractor.
- J. Striping activities may be postponed, provided temporary striping is completed before the start of VRE's normal operational hours.

6. SUBMITTALS AND DELIVERY SCHEDULE

- A. The Contractor shall deliver to VRE at the time of bid:
 - i. Bid Sheet
 - ii. Preliminary Phasing Plan
- B. The Contractor shall complete all work within **75 (seventy-five) consecutive calendar days** from the date set forth in the written NTP, but shall be completed no later than October 31, 2025.



Manassas Park Station Surface Lot Milling & Paving - Project Overview Plan

