

ROSSLYN STATION ACCESS IMPROVEMENTS PROJECT
 WMATA Scope of Services for Phase Two Design Completion
 By WMATA JDAC as of February 9, 2009

Abbreviations:

- RSAIP - Rosslyn Station Access Improvements Project.
 RCP - Rosslyn Central Place.
 IFB - Invitation for Bids.

WMATA will perform the following tasks for Scenario 2, which is based on two changes of RCP at the RSAIP. First change is the increases in the RCP column loads. The second is the RCP construction sequence, in which JBG would excavate the RCP site but then build the RCP underground parking structure during the RSAIP excavation below the parking structure:

1. Design / Technical
 - a. Project Management.
 - i. Receive and post County funds via wire-transfer; transfer County funds from other WMATA accounts to the WMATA RSAIP account.
 - ii. Host and coordinate bi-weekly coordination meetings; prepare and distribute minutes.
 - iii. Participate in bi-weekly design / technical issues working group meetings; prepare and manage action list.
 - iv. Review and approve monthly invoices of WMATA consultant.
 - v. Review and correct charges of WMATA staff to the RSAIP account.
 - vi. Prepare and submit to County monthly WMATA progress reports.
 - vii. Direct and submit to County monthly WMATA consultant progress reports by task and expenses.
 - viii. Notify County of the WMATA consultant's notification of its expenses at 80 percent of the additional Notice-to-Proceed amount.
 - ix. Share with County materials of RCP.
 - x. Excluded from this WMATA scope of services is the definition of the scope of services and negotiation of costs of WMATA consultant for Scenario 3, in which the County would construct RSAIP prior to RCP.
 - xi. Excluded from this WMATA scope of services is the negotiation of costs of WMATA consultant for services during RSAIP construction,
 - b. Final Design Management.
 - i. Defined additional scope of services; negotiated cost of WMATA consultant.
 - ii. Manage the WMATA consultant under the base scope of services and the additional scope of services, dated January 2008 and February 9, 2009, respectively.
 - iii. Review; compile and resolve review comments of the consultant deliverables; and host design review conference on:
 - (1) Drawings.
 - (2) Technical Specifications.

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- (3) Construction Cost Estimate.
 - (4) Geotechnical Baseline Report.
 - (5) Adjacent Construction Report.
 - (6) Three-dimensional model of RSAIP in AutoCAD.
 - iv. Complete the close out of the base and additional scopes of services.
 - v. Deliver to County the hard copy and electronic copy (CD-ROM) of documents of WMATA consultant.
 - c. Project Cost Estimate.
 - i. Propose an escalation factor to mid-point of construction for County concurrence; apply the escalation factor to the estimate of construction cost in current dollars.
 - d. Project Schedule.
 - i. Maintain composite schedules of RSAIP and RCP in EXCEL.
 - ii. Advise County on special WMATA timeframes in its RSAIP schedule.
 - iii. Identify construction milestones for IFB.
 - e. Safety and Security Plan.
 - i. Prepare and obtain WMATA approvals for a safety and security plan, which will require participation by County construction manager and contractor.
 - f. Preparation of IFB.
 - i. Review with County WMATA Divisions 0 and 1; co-prepare with County those general conditions and special provisions of the IFB that WMATA requires.
 - ii. Obtain WMATA approvals for release of the IFB.
 - g. Technical Support during Procurement.
 - i. Manage WMATA consultant in its last task of technical support (see consultant base scope of services).
 - h. Construction Management.
 - i. Brief and confer with County construction manager; introduce construction manager to WMATA Adjacent Construction Project Manual and other WMATA documents, requirements and procedures.
2. Transportation / Operational.
- a. [This section is not applicable to WMATA scope of services, since WMATA transportation and operational issues stem from RCP, not RSAIP.]
3. Communications.
- a. Participate in County program of communications for vehicular and pedestrian traffic about RSAIP site.
 - b. Prepare IFB general conditions and/or special provisions for communications for Metrorail customers.

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4. Property / Legal.
 - a. Real Estate.
 - i. Review and determine temporary and permanent easements of the Project Agreement pertinent to RSAIP.
 - b. Agreements.
 - i. Obtained WMATA Board approval for the Phase Two Design budget amendment.
 - ii. Review, negotiate and obtain General Manager execution of the amendment of the Phase Two Design Agreement.
 - iii. Prepare and execute a revised Project Management Plan for Phase Two Design.
 - iv. Prepare, negotiate and obtain WMATA Board approval for the Phase Two Construction Agreement.
 - v. Prepare WMATA scope of services and estimate of WMATA staff costs for Phase Two Construction.
 - vi. Prepare P2D scope of services and estimate of the P2D costs for Phase Two Construction.
 - vii. Review, negotiate and obtain WMATA Board approval for the Project Agreement.
 - viii. Prepare agreement for County use of WMATA easement of reconstructed bus alleyway in RCP.