

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

FINANCE DEPARTMENT, PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

NOTICE OF CONTRACT EXTENSION

1. DATE: February 1, 2017
2. CONTRACT NAME: Open-End A/E Services – Civil Engineering, Landscape Architecture
3. CONTRACT NUMBER: 05-12C
4. EXPIRATION DATE: April 30, 2017
5. RENEWAL OPTIONS: None
6. GROUPS: Group I: Civil Engineering; Group II: Landscape Architecture; Group III: Engineering & Site Design Evaluation
7. CONTRACTORS:
 - (V/N 646465) A. Morton Thomas & Assoc. – Group I, II & III
14900 Conference Center Dr., Ste 180
Chantilly, VA 20151
Keith Sinclair Ksinclair@amtengineers.com
PH (703) 817-1373 FX (703) 817-1393
 - (V/N 637614) Adtek Engineers – Group I & III
9990 Fairfax Blvd, Suite 300
Fairfax, VA 22030
Rachel Flemming Rflemming@adtekengineers.com
PH (703) 691-4040 FX (703) 691-4056
 - (V/N 646179) Bohler Engineering – Group I & III
28 Blackwell Park Lane, Ste. 201
Warrenton, VA 20186
pkrinke@bohlereng.com
PH (540) 349-4500 FX (540) 349-0321
 - (V/N 644270) Carson Ashley & Associates – Group I & III
410 Rosedale Court, Ste. 200
Warrenton, VA 20186
Paul Bernard Pbernard@carson-ashley.com
PH (540) 347-9191 FX (540) 349-1905
 - (V/N 639869) Land Planning & Design Associates (LPDA) – Group II
310 East Main Street, Suite 200
Charlottesville, VA 22902
Deniece DeLong Deniece@lpda.net
PH (434) 296-2108 PH (434) 296-2109

- (V/N 646496) Mahan Rykiel Associates – Group II
800 Wyman Park Drive, Suite 100
Baltimore, MD 21211
PH (410) 235-6001 FX (410) 235-6002
- (V/N 641933) Timmons Group – Group I & II
1001 Boulders Parkway, Suite 300
Richmond, VA 23225
Steve Hostetler Steve.Hostetler@timmons.com
PH (804) 200-6464 FX (804) 560-7551
- (V/N 644262) Urban, Ltd. – Group II & III
7712 Little River Turnpike
Alexandria, VA 22003
PH (703) 642-8080 FX (703) 642-8256
- (V/N 646466) WW Associates, Inc. – Group I
3040 Avemore Square Place
Charlottesville, VA 22911
PH (434) 984-2700 FX (434) 978-1444

7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Colleen Keener, Senior Buyer
PH (540) 422-8350
colleen.keener@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR OPEN-END ARCHITECTURAL SERVICES:

Types of Project Orders:

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

Procedures for Ordering Services

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$100,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.
 - B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
3. Approval of Firm's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Renewals: As stated on the face of this notice, four (4) one-year term remains on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
7. Evaluation of Services: At the conclusion of any project performed under this contract, or periodically throughout the project, the Using Department is requested to complete the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

FEE SCHEDULE, Contract # AMT 05-12C

A Morton Thomas & Associates
 14900 Conference Center Dr., Ste. 180
 Chantilly, VA 20151

Phone: (703) 817-1373
 Fax: (703) 817-1393

Civil Engineering/Site Design Evaluation & Landscape Architecture

Classification	Hourly Rate
Group I – Civil Engineering	
Principal	\$ 205.00
Project Manager	\$ 150.00
Senior Engineer	\$ 130.00
Engineer	\$ 105.00
Licensed Surveyor	\$ 135.00
3-Person Survey Crew	\$ 160.00
2-Person Survey Crew	\$ 135.00
CADD/Technician	\$ 85.00
Technical Typist	\$ 65.00
Group II – Landscape Architecture	
Principal	\$ 205.00
Project Manager	\$ 150.00
Senior Landscape Architect	\$ 130.00
Landscape Architect	\$ 105.00
CADD/Technician	\$ 85.00
Technical Typist	\$ 65.00
Group III – Engineering & Site Design Evaluation	
Principal	\$ 205.00
Project Manager	\$ 150.00
Senior Engineer	\$ 130.00
Engineer	\$ 105.00
Inspector	\$ 75.00
CADD/Technician	\$ 85.00
Technical Typist	\$ 65.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

FEE SCHEDULE, Contract ADTEK 05-12C

Adtek Engineers, Inc.
 3251 Old Lee Highway, Suite 405
 Fairfax, VA 22030

Phone: (703) 691-4040
 Fax: (703) 691-4056

Project Manager: Ashley R. Stafford PE, LEED, AP BD+C

Civil Engineering

CLASSIFICATION	HOURLY RATE
Principal	\$ 221.30
Civil Sr. Project Manager	\$ 137.33
Civil Project Manager	\$ 105.12
Civil Engineer	\$ 81.01
Landscape Architect	\$ 72.55
Senior Designer	\$ 90.68
Designer	\$ 67.87
Sr. CAD Technician	\$ 56.07
CAD Technician	\$ 48.91
Technical Writer	\$ 52.81
Clerical	\$ 45.26
Reimbursables	
Mileage	\$.565/mile
Printing	
8.5"x11	\$.15 bond
24"x36	\$ 1.25 bond
35" x 48	\$ 2.60 bond
24"x 36	\$ 9.00 mylar
36" x 48	\$ 15.00 mylar
Delivery	
UPS Ground (less than 2 pounds)	\$ 8.89
UPS Overnight (less than 2 pounds)	\$ 25.30
First Class Mail	\$.49
Certified Mailings	\$ 6.48

FEE SCHEDULE, Contract BE 05-12C

Bohler Engineering VA, Inc.
 28 Blackwell Park Lane, Ste. 201
 Warrenton, VA 20186

Phone: (540) 349-4500
 Fax: (540) 349-0321

Project Manager: Patricia Krinke

E-mail: pkrinke@bohlereng.com

Civil Engineering & Site Design Evaluation

Classification	Hourly Rate
Professional Engineer/Principal	\$ 190.00
Professional Engineering Manager	\$ 170.00
Project Engineering Manager	\$ 150.00
Assistant Project Manager	\$ 125.00
Project Engineer	\$ 125.00
Senior Design Engineer	\$ 120.00
Design Engineer	\$ 105.00
Junior Design Engineer	\$ 90.00
Professional Landscape Architect Manager	\$ 150.00
Professional Landscape Architect	\$ 115.00
Senior Landscape Designer	\$ 90.00
Landscape Designer	\$ 85.00
Senior Environmental Specialist	\$ 130.00
Environmental Specialist	\$ 85.00
Senior Construction Manager	\$ 130.00
Construction Manager	\$ 105.00
Construction Engineer	\$ 90.00
Senior Permit Expediter	\$ 90.00
Permit Expediter	\$ 75.00
Senior CAD Designer	\$ 97.00
CAD Designer	\$ 90.00
Senior CAD Operator/Drafter	\$ 80.00
CAD Operator	\$ 75.00
Sr. Technical Assistant	\$ 70.00
Technical Assistant	\$ 65.00
Office Administration/Clerical	\$ 50.00

Bohler fee schedule continued

Miscellaneous Reimbursable Expenses	
Postage, Federal Express, Etc.	At cost
Printing Supplies (Binders, Dividers, etc.)	At cost
Mileage Reimbursement (subject to change based on IRS standard mileage rate).	\$.55/mile
Travel (hotel, air fare, meals)	At cost
Printing	\$ 2.50/sheet
Color Plots	\$ 50.00/sheet
Computer Mylars	\$ 20.00/sheet
Outside services or fees	Cost + 10%
Transparencies	\$.60/each
Photo Copies	\$.10/each
Color Photo Copies	\$1.50/each

FEE SCHEDULE, Contract # CA 05-12C

Carson, Ashley & Associates
 410 Rosedale Court
 Warrenton, VA 20186

Phone: (540) 347-9191
 Fax: (540) 1905

Project Manager: Paul Bernard E-Mail: pbernard@carson-ashley.com

Civil Engineering/Site Design Evaluation

Classification	Hourly Rate
Principal	\$ 160.00
Senior Project Engineer/Surveyor/Planner	\$ 122.00
Project Engineer/Surveyor/Planner	\$ 97.00
Engineer/Surveyor/Planner/CADD Technician III	\$ 87.00
Engineer/Surveyor/Planner/CADD Technician II	\$ 77.00
Engineer/Surveyor/Planner/CADD Technician I	\$ 67.00
Administrative/Clerical	\$ 51.00
Courier/Intern	\$ 36.00
Field Survey Crew	\$ 132.00
Miscellaneous Expenses	
Sub-Contracted Services	Cost + 15%
Deliveries, Courier & Mail Services	Cost + 15%
Printing Services (outside)	Cost + 15%
Printing Services (in-house)	
Blueprints	
Incidental	\$ 0.50/s.f.
Over 500 sq. ft.	\$ 0.24.s.f.
Photocopies	\$ 0.10/each
Facsimiles	\$ 0.50/each
Miscellaneous (Meals, Lodging, Etc.)	Cost + 15%
Mileage	Federal Rate
Additional Insurance Coverage	Cost + 15%
Other Reimbursable Expenses	Cost + 15%

FEE SCHEDULE
Contract # LPDA05-12C

Land Planning & Design Assoc., Inc.
310 East Main Street, Suite 200
Charlottesville, VA 22902

Phone: (434) 296-2108
Fax: (434) 296-2109

President: William R. Mechnick, ASLA

Landscape Architecture Services

Classification	Hourly Rate
Senior Landscape Architect	\$ 153.00
Staff Landscape Architect 1	\$ 102.00
Staff Landscape Architect 2	\$ 87.00
Project Design 2	\$ 66.00
Clerical	\$ 66.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE, Contract # MR 05-12C

Mahan Rykiel Associates, Inc.
800 Wyman Park Dr., Suite 100
Baltimore, MD 21211

Phone: (410) 235-6001
Fax: (410) 235-6002

Principal: Scott Rykiel

Landscape Architecture

Classification	Hourly Rate
Landscape Designer	\$ 60.00-75.00
Staff Landscape Architect	\$ 75.00-95.00
Senior Landscape Architect/Associate	\$ 95.00-135.00
Associate Principal	\$ 135.00-165.00
Principal	\$ 165.00-195.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE, Contract # TG05-12C

Timmons Group
 1001 Boulders Parkway
 Richmond, VA 23225
 Principal: Stephen D. Hostetler, PE

Phone: (804) 200-6500
 Fax: (804) 560-1016

Civil Engineering & Landscape Architecture

CLASSIFICATION	HOURLY RATE
Engineering	
Engineer Technician	\$ 65.00
Project Engineer I	\$ 75.00
Project Engineer II/Designer	\$ 85.00
Project Engineer III/Sr. Designer	\$ 95.00
Project Manager/Sr. Project Engineer	\$ 125.00
Sr. Project Manager	\$ 150.00
Principal	\$ 170.00
Senior Principal	\$ 190.00
Environmental	
Environmental Technician	\$ 50.00
Environmental Scientist	\$ 75.00
Sr. Environmental Scientist	\$ 95.00
Environmental Project Manager	\$ 125.00
Landscape Architecture	
Landscape Technician	\$ 65.00
Landscape Architect/Land Planner	\$ 85.00
Sr. Landscape Architect/Land Planner	\$ 110.00
LA/LP Manager	\$ 125.00
LA/PP Sr. Manager	\$ 150.00
Construction Services	
Construction Inspector	\$ 65.00
Sr. Construction Inspector	\$ 75.00
Construction Manager	\$ 125.00
Sr. Construction Manager	\$ 150.00
Survey	
Survey Field Technician	\$ 50.00
Survey Technician	\$ 65.00
Party Chief	\$ 75.00
Survey Project Manager	\$ 85.00
Licensed Land Surveyor	\$ 125.00
2 Man Crew	\$ 125.00
3 Man Crew	\$ 165.00
Technology	
GIS Field Technician	\$ 25.00
GIS Technician	\$ 60.00
GIS Analyst	\$ 90.00
GIS Programmer/Analyst	\$ 110.00

Software Engineer	\$ 130.00
Sr. Software Engineer	\$ 145.00
Program Manager	\$ 180.00
Support Staff	
Field Intern	\$ 30.00
Engineering Intern	\$ 45.00
Clerical	\$ 65.00

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE, Contract # Urban 05-12C

Urban, Ltd
 7712 Little River Turnpike
 Annandale, VA 22003

Phone: (703) 642-8080
 Fax: (703) 642-8256

Associate (civil): Robert Brown, PE Landscape Director: Sara Sinclair

Landscape Architecture/Engineering & Site Design Evaluation

CLASSIFICATION	HOURLY RATE
Principal-Expert Witness	\$ 300.00
Principal	\$ 225.00
Associate	\$ 185.00
Sr. Transportation Engineer	\$ 175.00
Sr. Project Manager	\$ 150.00
Sr. Landscape Architect	\$ 150.00
Sr. Land Planner	\$ 175.00
Project Manager	\$ 135.00
Engineer	\$ 110.00
Engineer Technician	\$ 90.00
Land Planner	\$ 110.00
Landscape Architect	\$ 120.00
Landscape Designer	\$ 100.00
Jr. Landscape Designer	\$ 90.00
Sr. CADD Designer	\$ 120.00
CADD Operator	\$ 100.00
Jr. CADD Operator	\$ 90.00
Field Coordinator	\$ 130.00
Survey Manager	\$ 140.00
Licensed Land Surveyor	\$ 145.00
Field Party	\$ 160.00
Sr. Survey Technician	\$ 120.00
Jr. Survey Technician	\$ 90.00
Sustainability Associate	\$ 85.00
Clerical	\$ 65.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE, Contract # WW 05-12C

WW Associates, Inc.
PO Box 4119
Lynchburg, VA 24502

Phone: (434) 984-2700
Fax: (434) 978-1444

Project Manager: Herbert F. White, III

Civil Engineering

CLASSIFICATION	HOURLY RATE
Project Manager	\$ 115.00
Senior Engineer	\$ 100.00
Civil Engineer I	\$ 95.00
Civil Engineer II	\$ 90.00
Civil Engineer III	\$ 85.00
Licensed Surveyor	\$ 90.00
Survey Crew (2 man)	\$ 100.00
CADD Technician	\$ 55.00
Senior Designer	\$ 65.00
Clerical	\$ 40.00
Miscellaneous Reimbursable Expenses	
Reimbursibles	At Cost
Mileage	Applicable Federal Rate
Printing 24" x 36"	\$ 1.50/sheet
Printing 8.5 x 11	\$.10/sheet

CONTRACT EVALUATION

Date: _____

Return To: **Colleen Keener, Procurement Division, 540-422-8350**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #05-12C, Open-End A/E Services – Civil Engineering, Landscape Architecture. Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: _____

Project Description: _____

RATE CONTRACTOR'S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- | | | | | | | |
|---|---|---|---|---|---|----------------------------|
| 1. Overall Evaluation: (Unsatisfactory) | 1 | 2 | 3 | 4 | 5 | (Satisfactory) |
| 2. Performance (Late/Early) | 1 | 2 | 3 | 4 | 5 | (On Time) |
| 3. Quality of Services (Unacceptable) | 1 | 2 | 3 | 4 | 5 | (Acceptable) |
| 4. Number of Complaints (High) | 1 | 2 | 3 | 4 | 5 | (Low) |
| 5. Firm's Responsiveness to requests to correct deficiencies:
(Non-responsive) | 1 | 2 | 3 | 4 | 5 | (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation):

Return to: Colleen Keener, Senior Buyer
Procurement Division
320 Hospital Dr., Suite 23
Warrenton, VA 20186
Fax: (540) 422-8355
E-mail:
colleen.keener@fauquiercounty.gov

Form completed by:

Name_____
Title_____
Department_____
Date_____
Phone Number