

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT, PROCUREMENT DIVISION
320 Hospital Drive Ste. 23
Warrenton, Virginia 20186
Phone: (540) 422-8354 Fax: (540) 422-8355

NOTICE OF CONTRACT AWARD

1. DATE: November 17, 2016
2. COMMODITY NAME: Open-End A/E As Required Leachate and Waste Water Management Services
3. CONTRACT NUMBERS: 10-17ksc
4. CONTRACT PERIOD: November 17,2016 - November 30, 2017
5. RENEWAL OPTIONS: Four (4) additional one (1) year periods
First renewal November 17, 2017 – November 30, 2018
6. CONTRACTORS: Resource International, LTD
(V/N) 9560 Kings Charter Drive,
Ashland, VA 22902
PH (804) 550-9200 FX (804) 550-9259
Contact: Charles Riedlinger, President

(V/N) Waste Water Management, Inc.
2820 Dorr Ave., Suite 200
Fairfax, VA 22031
PH (703) 846-0098, FX (703)846-0357
Contact: David Rigby, President
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer
PH (540) 422-8354,
Kathy.stanley@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 LANDFILL ENGINEERING AND CONSULTING 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 written authorization prior to the execution of services or changes.

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.

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 terms are available 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 department, in advance of the expiration date of the current term.
 6. Price Adjustments: Contract prices shall remain firm for the award term. Prices may be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Notification of contract change will be sent to the using department 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
RI 10-17ksc**

**Resource International, LTD.,
9560 Kings Charter Drive
Ashland, VA 22902**

Charles Riedlinger, Senior Vice President
criedlinger@resourceintl.com

Compensation for Direct Cost incurred on Projects for sub consultants/subcontractors, reproductions, photographs, travel and other cost shall be based on Actual Cost incurred. No Mark Ups allowed.

CLASSIFICATIONS	HOURLY RATES	CLASSIFICATIONS	HOURLY RATES
ADMINISTRATIVE PERSONNEL		ENVIRONMENTAL PERSONNEL (CONTINUED):	
Principal	\$130.00	Senior Project Manager	\$91.00
Program Manager/Project Director	\$101.00	Senior Scientist, Senior Geologist	\$91.00
Financial Analyst	\$52.00	Project Manager	\$81.00
Executive Administrator	\$47.00	Project Scientist I	\$81.00
Administrative Assistant I	\$42.00	Project Scientist	\$70.00
Administrative Assistant	\$31.00	Project Scientist	\$65.00
ENGINEERING PERSONNEL		Staff Scientist	\$60.00
Principal Engineer/Senior Manager	\$102.00	Project Geologist I	\$81.00
Senior Project Manager	\$91.00	Project Geologist II	\$70.00
Senior Engineer	\$91.00	LAND PLANNING PERSONNEL	
Project Manager	\$81.00	Project Manager	\$81.00
Project Engineer I	\$79.00	Municipal Planner	\$70.00
Project Engineer	\$68.00	Project Planner	\$70.00
Staff Engineer	\$63.00	Staff Planner	\$63.00
Designer	\$63.00	Planning Designer I	\$63.00
Engineering Designer I	\$63.00	Planning Designer II	\$55.00
Engineering Designer II	\$60.00	Planning Assistant	\$50.00
Resident Project Representative	\$50.00	EXPENSES -DIRECT COST - Actual Receipt or appropriate paper work must be attached to invoice.	UNIT PRICES
SURVEYING PERSONNEL		Black and white copies (any size)	\$0.20 ea
2 Man Survey Crew	\$125.00	Color Copies 8.5 x 11 in	\$0.99 ea
Principal Surveyor	\$100.00	Color Copies 8.5 x 14 in	\$1.27 ea
Senior Surveyor	\$78.00	Color Copies 11 x 17 in	\$1.98 ea
Survey Technician I	\$63.00	D size prints	\$1.50 ea
Survey Technician II	\$56.00	E size prints	\$2.00 ea
Field Surveyor	\$47.00	Vellum (any size)	\$ 6.00 ea
GPS Surveyor Crew	\$141.00	Mylar (any size)	\$12.00 ea
ENVIRONMENTAL PERSONNEL		Fax - Local/ Incoming (appropriate identifying paper work must accompany invoice)	\$0.40 pg
Principal Scientist/Principal Geologist	\$120.00	Fax - Long Distance (appropriate identifying paper work must accompany invoice)	\$0.50 pg
Senior Manager	\$102.00	Easement Plats	\$270.00 ea
		MILAGE NOT TO EXCEED CURRENT FAUQUIER COUNTY (IRS) MILAGE RATES	

**FEE SCHEDULE
WWM10-17ksc**

**Waste Water Management Inc.,
2820 Dorr Ave. Suite 200
Fairfax, VA 22031**

David Rigby, President
david.rigby@wwmi.net

Revised Hourly Rate Schedule

Category	Rate	Unit
Principal Engineer	\$270.00	Hour
Chief Operating Officer	\$170.00	Hour
Director of Engineering	\$160.00	Hour
Senior Engineer	\$135.00	Hour
Project Engineer I	\$125.00	Hour
Out-of-Pocket Printing Expense (Plans, Specifications, Reports)	1.05 times	Receipts
Sub-Consultant Markup	1.05 times	Invoices