

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: February 5, 2018
2. COMMODITY NAME: Open-End As Required Architectural/Engineering: Roof Consulting Services
3. CONTRACT NUMBER: 16-18ksc (customized by Firm as noted below)
4. SUPERSEDES: 59-12khc
5. CONTRACT PERIOD: February 9, 2018 - February 28, 2019
6. RENEWAL OPTIONS: Four (4) additional one-year renewals available
7. FIRMS:
(V/N 649314) *Contract WDP 16-18ksc*
WDP & Associates Consulting Engineers, Inc.
10621 Gateway Blvd, Suite 200
Manassas, VA 20110
Contact: adalrymple@wdpa.com
PH (703) 257-9280 FX (571) 292-9842

(V/N 644857) *Contract GAINC 16-18ksc*
Gale Associates, Inc.
800 Corporate Drive, Suite 311
Stafford, VA 22554-4889
Contact: sjb@gainc.com
PH (703) 383-0815 FX (703) 884-4001

(V/N 650482) *Contract ECS 16-18ksc*
ECS Mid-Atlantic LLC
14026 Thunderbolt Place, Suite 100
Chantilly, VA 20151
Contact: mmoon@ecslimited.com
PH (540) 785-6100 FX (540) 785-3577
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer
PH (540) 422-8354

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 ROOF 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 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 under contracts awarded within Open-End A/E contracts, and the sum of all projects during the contract term shall not exceed \$500,000. 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, there are four (4) one-year renewals on this contract; renewals should take place within ninety (90) days prior to the expiration of the stated 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.

FEE SCHEDULE, Contract WDP 16-18ksc

WDP & Associates Consulting Engineers, Inc.
10621 Gateway Blvd., Suite 200
Manassas, VA 20110

Phone: (703) 257-9280
Fax: (703) 257-7589
E-mail: jgrill@wdpa.com
Or aDalrymple@wdpa.com

Contact Person: John Grill, P.E, or Gerald A. Dalrymple, P.E

SCHEDULE OF HOURLY RATES

Date: February 8, 2018

Vendor Information:

FIRM NAME: WDP & Associates Consulting Engineers, Inc.
ADDRESS 10621 Gateway Blvd. Suite 200
CITY/STATE/ZIP Manassas, Virginia 20110

CONTACT PERSON: Gerald A. Dalrymple, P.E.
TITLE: Vice-President
PHONE NUMBER: (703) 257-9280 x 118
FAX NUMBER: (703) 257-7589
EMAIL ADDRESS: adalrymple@wdpa.com

ALTERNATE CONTACT: Eric Peterson, P.E.
TITLE: Principal
PHONE NUMBER: (703) 257-9280 x 103
FAX NUMBER: (703) 257-7589
EMAIL ADDRESS: epeterson@wdpa.com

| Item | Description | Rate |
|-------|------------------------|--------------|
| Labor | Principal | \$225.00 /hr |
| | Associate Principal | \$200.00 /hr |
| | Sr. Associate | \$190.00 /hr |
| | Associate | \$160.00 /hr |
| | Senior Engineer | \$142.50 /hr |
| | Project Engineer | \$125.00 /hr |
| | Staff Engineer | \$110.00 /hr |
| | Engineering Technician | \$75.00 /hr |
| | CADD Operator | \$85.00 /hr |
| | Engineering Assistant | \$55.00 /hr |

| | | |
|-----------|--|---------------|
| Equipment | ASTM D7877 Roof Testing Equipment | \$250.00 /day |
| | Impact-Echo Rental | \$500.00 /day |
| | Ground Penetrating Radar Rental | \$500.00 /day |
| | Water Penetration Testing Equipment Rental | \$325.00 /day |
| | Infrared Thermography Rental | \$500.00 /day |
| | Bore/Fiber Scope Rental | \$215.00 /day |
| | Core Rig Rental | \$250.00 /day |
| | Moisture Meter Rental | \$55.00 /day |
| | Pachometer Rental | \$55.00 /day |

Expenses:

| | |
|----------------------------|------------|
| Expenses, Supplies, Other | Cost + 8% |
| Subcontractors | at Cost |
| Mileage (Current GSA rate) | 0.545 /mi. |

FEE SCHEDULE, Contract GAINC 16-18ksc

Gale Associates, Inc.
800 Corporate Drive, Suite 311
Stafford, VA 22554-4889

Phone: (703) 383-0815
Fax: (703) 884-4001
E-mail: sjb@gainc.com

Principal: Steven J. Bohlen, PE, RRC, RWC, BECxP, Associate/Principal



GALE ASSOCIATES, INC.
SCHEDULE OF FEES
RFP GAIN16-18ksc, Open End As Require A&E Roof Consulting Service
February 9, 2018 – March 31, 2019

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

| | |
|---|----------|
| Principal | \$185/hr |
| Senior Associate | \$200/hr |
| Associate | \$185/hr |
| Sr. Project Manager / Sr. Structural Engineer | \$185/hr |
| Project Manager | \$175/hr |
| Sr. Engineer / Architect / Planner | \$150/hr |
| Project Engineer / Designer / Planner / Architect | \$150/hr |
| Landscape Architect | \$140/hr |
| Sr. Staff Engineer / Designer | \$140/hr |
| Staff Engineer / Staff Designer | \$125/hr |
| Sr. Technician / CADD Designer | \$110/hr |
| Technician / CADD Drafter | \$100/hr |
| Administrative Professional | \$100/hr |
| Clerk / Word Processor / Admin Assistant | \$75/hr |

Fees for expedited services will be billed at 1.3 times the hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

FEE SCHEDULE, Contract ECS 16-18ksc

ECS Mid-Atlantic LLC
 14026 Thunderbolt Place Suite 100
 Chantilly, VA 20151

Phone: (703) 471-8400
 Alternate Phone: (540) 785-6100
 Fax: (703) 834-5527
 E-mail: mmoon@ecslimited.com

Principal: Michael R. Moon, RRO, RRC, Principal
Roof Consultation Rates

| Building Envelope Position titles | Rate |
|---|---------------|
| Building Envelope Principal Engineer/Architect | \$175.00/hour |
| Building Envelope Principal | \$150.00/hour |
| Building Envelope Senior Project Manager | \$125.00/hour |
| Building Envelope Project Manager | \$100.00/hour |
| RCI Registered Roof Observer (RRO) | \$ 85.00/hour |
| Building Envelope Senior Field Technician | \$ 75.00/hour |
| Building Envelope Field Technician | \$ 60.00/hour |
| Ground Penetrating Radar (GPR) Technician | \$110.00/hour |
| Building Envelope Field Testing Crew (Moisture Surveys, Leak/Air/Window Testing, etc. | \$200.00/hour |

Environmental Consultation Rates

| Environmental Position Titles | Rate |
|---------------------------------------|---------------|
| Environmental Principal | \$175.00/hour |
| Environmental Senior Project Manager | \$125.00/hour |
| Environmental Project Manager | \$100.00/hour |
| Licensed Asbestos Inspector | \$ 85.00/hour |
| Environmental Senior Field Technician | \$ 75.00/hour |
| Environmental Field Technician | \$ 60.00/hour |

Common Support Rates, Sample Analysis & Equipment/Consumables Rates

| Support Rate Description | Rate |
|---|------------------|
| Administrative/Clerical Support | \$ 50.00/hour |
| CADD Drafting | \$ 85.00/hour |
| Mileage (current IRS rate) – Only Trips over 50 miles | \$ 0.55/mile |
| Window Air-Water Leakage Chamber Construction | Time & Materials |
| Window Air-Water Leakage Equipment Rental | \$ 300.00/day |
| Testing Consumables | \$ Cost |
| Infrared Camera Rental | \$ 150.00/day |
| Nuclear Roof Moisture Gauge Rental | \$ 200.00/day |
| Ground Penetrating Radar Equipment Rental | \$ 300.00/day |
| Whole Building Air Leakage Testing | \$175.00/fan/day |
| Asbestos Bulk Sample (PLM 3 Day TAT) | \$ 9.00/each |
| Asbestos Bulk Sample (PLM 6 Hour TAT) | \$ 20.00/each |
| Asbestos Air – PCM | \$ 6.00/each |
| Asbestos Air – TEM (24 hour TAT) | \$ 70.00/each |
| <u>Authorized Subcontract Services</u> | Time & Cost |

FEE SCHEDULE, Contract ECS 16-18ksc (continued)

ECS Mid-Atlantic LLC
14026 Thunderbolt Place Suite 100
Chantilly, VA 20151

Phone: (703) 471-8400
Alternate Phone: (540) 785-6100
Fax: (703) 834-5527
E-mail: mmoon@ecslimited.com

Principal: Michael R. Moon, RRO, RRC, Principal

Invoice Provisions

ECS building envelope and environmental field services will be rendered portal-to-portal from our Chantilly, Manassas, or Fredericksburg, Virginia offices, as appropriate. There will be no minimum charge for our services. Trips less than 50 miles round-trip will be considered local travel and mileage will not be charged. Our unit rates are based on a normal 8-hour work day, Monday through Friday, between normal business hours of 7:00 a.m. to 4:00 p.m. Overtime beyond 8 hours/day, outside normal hours and on Saturday, Sunday and Holidays will be invoiced at a rate of 1.5 times the normal hourly rate. Scheduling should occur prior to 3:00 p.m. on the day before services are required.

Timeliness of Services Provisions

ECS agrees that responses for review and recommendations of construction shop drawings, specifications and other submittals shall be completed and transmitted within ten (10) calendar days after receipt of request. Recommendations and responses for RFIs shall be completed and transmitted within five (5) calendar days after receipt. Services requesting immediate attention, defined as same-day or within 24 hours will be billed at 1.3 times the hourly rate.

Performance schedules for surveys, sampling, testing, inspection, assessments, design/construction deliverables will be negotiated with the Client Representative on a request by request basis. Generally, ECS requests five (5) business days to schedule and start field work, and ten (10) business days to complete typical testing and assessment report deliverables from the date of completion of the field work. Daily field reports for QA inspection and testing during construction will generally be transmitted within 24 to 48 hours of the departure from the site. Field personnel will be verbally informed of our results and a hand-written summary of observed deficiencies and non-compliances will be given to the contractor's representative prior to departure.