

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

DATE: September 26, 2018

COMMODITY NAME: Open-Ended A/E Landfill Groundwater and Surface Water Management

CONTRACT NUMBER: 21-18ksc

CONTRACT PERIOD: Date of Award through November 30, 2018
1st RENEWAL: December 1, 2018 through November 30, 2019

RENEWAL OPTIONS: Four (4) One (1) year renewal options

CONTRACTORS: Joyce Engineering, Inc.
(V/N 631720) 1604 Ownby Lane
Richmond, VA 23220

TERMS: Net 45

FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer
PH (540) 422-8354; Email: 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 OPEN-END Landfill Groundwater & Surface Water Management 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 and provided as a break out for the lump sum fee)).

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 therefor. 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. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. All price increases must be approved by the contract officer. 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 an Evaluation Form and return it to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

Attachment A

JOYCE ENGINEERING, INC. Professional Rate Schedule

Fees for professional services include time incurred on a specific project by professional, technical, and administrative personnel and administrative fees, reimbursable expenses, consultant fees, vehicle expenses, and field expenses. Personnel charges are portal-to-portal from our office or from overnight accommodations when out of town. Personnel charges are not made for overhead work such as general secretarial services, office management, and accounting. *The following hourly rates and expenses are subject to annual adjustments based on the renewal date of the contract each year.*

Technical Staff

	Engineering	Environmental
Senior Technical Consultant	\$190	\$168
Technical Consultant	\$151	\$139
Senior Project Consultant	\$132	\$118
Project Consultant	\$117	\$ 94
Staff Consultant	\$ 92	\$ 75
Field Consultant	\$ 65	\$ 64

Computer-Aided Design and Drafting Staff

Senior CADD Designer	\$ 100
CADD Designer	\$ 94
CADD Operator	\$ 75

Administrative Staff

Technical Assistant	\$ 59
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Corporate Management

Principal	\$272
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EXPENSES AND FEES

Reimbursable Consultant Fees

When directly related to a project, the reimbursable expenses and consultant fees will be billed at cost plus 5 percent:

Consultant: The fees of consultants to Joyce Engineering, Inc. who may perform surveying, geotechnical, electrical, structural, mechanical, laboratory, drilling or other technical or consulting services.

Vehicle Expenses

When directly related to a project, the following vehicle expenses will be billed at our calculated costs as Units:

Vehicle Expense: Vehicle expense includes the daily costs for the use of company field vehicles and fuel.

	<u>Units</u>	<u>Unit Cost</u>
Vehicle Expense	Per half-day	\$ 100.00
Vehicle Expense	Per day	\$ 150.00
Vehicle Expense	Per week	\$ 450.00
Vehicle Expense	Per month	\$1,350.00

NOTE: *When directly related to a project under this contract Fauquier County shall pay direct + 5%. The 5% shall be a fixed fee for the entire term of the contract. (Vendors invoice to be provided before reimbursement occurs). Vehicles under this section shall include Pickup Trucks or other field equipment needed as related to a project. Vehicles charged under this section shall be defined as anything other than a standard passenger vehicle. A passenger vehicle is a road motor vehicle, other than a motor cycle, intended for the carriage of passengers and designed to seat no more than nine people. If a Joyce "Company Vehicle" is not available rates shall be reimbursed per the current GSA rate as defined above. Travel will only be reimbursed for round trip mileage greater the 50 miles.*

Administrative Fees

~~A five (5) percent administrative fee will be added to the total invoice amount in lieu of postage, phone, plotting, internal photocopying, and CADD expenses.~~

FIELD EXPENSES

When directly related to a project, the following field expenses will be billed at our calculated costs as Units:

<u>Field Equipment Rentals</u>	<u>Units</u>	<u>Unit Cost</u>
Electronic Water Level Meter	Per day	\$ 15.00
Field Meters – Conductivity/Temperature/pH	Per day	\$ 25.00
Field Meters – Redox (ORP)	Per day	\$ 15.00
Field Meters – Turbidity	Per day	\$ 15.00
Field Meters – Dissolved Oxygen/Temperature	Per day	\$ 30.00
Field Meters – Oakton Colorimeter (Chlorine)	Per day	\$ 50.00
Hand Auger	Per day	\$ 10.00
Combustible Gas Monitor (GEM 2000)	Per day	\$ 150.00
Combustible Gas Monitor (RKI Eagle) w/magnehelic gauge	Per day	\$ 100.00
Multi-Gas Monitor (QRAE II)	Per day	\$ 50.00
Photovac Micro-FID	Per day	\$ 100.00
Converter Box – Redi-Flo Grundfos	Per day	\$ 55.00
Pump – 12-v Electrical Submersible	Per day	\$ 15.00
Pump – QED Well Development Pump	Per day	\$ 45.00
Pump – 12-v Stainless Steel Pump w/Converter Box	Per day	\$ 100.00
Pump – QED Bladder Pump	Per day	\$ 45.00
Pump – Geotech Peristaltic	Per day	\$ 40.00
QED MP-15	Per day	\$ 100.00
CO ₂ Tank Refill	Each	\$ 20.00
NO ₂ or O ₂ Tank Refill	Each	\$ 40.00
QED Air Compressor	Per day	\$ 40.00
GEO/QED Flow Cell	Per day	\$ 100.00
QED Control Box	Per day	\$ 40.00
Generator	Per day	\$ 75.00
Composite Sampler	Per day	\$ 75.00
VFD Gas Extraction Unit (7.5 HP)	Per week	\$ 750.00
VFD Gas Extraction Unit (7.5 HP)	Per month	\$2,000.00
VFD Gas Extraction Unit (1.5 HP)	Per day	\$ 250.00
VFD Gas Extraction Unit (1.5 HP)	Per week	\$ 750.00
Digital Manometer	Per day	\$ 35.00
Gas Extraction Unit (≤2 HP)	Per week	\$ 350.00
Gas Extraction Unit (≤2 HP)	Per month	\$1,050.00
Gas Flare Unit	Per month	\$ 400.00
Boutwell Monitor	Each	\$ 200.00

NOTE: When Joyce Engineering, Inc. equipment is not available for a project, equipment charges will be billed at rental cost plus 15 percent.

