

**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 EXTENSION**

1. DATE: September 30, 2017
2. COMMODITY NAME: Open-End A/E for Environmental Services
3. CONTRACT NUMBERS: 22-13khc
4. CONTRACT PERIOD: October 1, 2012 – September 30, 2013  
Renewal #1 October 1, 2013 – September 30, 2014  
Renewal #2 October 1, 2014 – September 30, 2015  
Renewal #3 October 1, 2015 – September 30, 2016  
Renewal #4 October 1, 2016 – September 30, 2017  
Extension: October 1, 2017 – November 30, 2017
5. RENEWAL OPTIONS: Four (4) additional one (1) year periods
6. CONTRACTORS:  
(V/N 633350) Draper Aden Associates, Inc.  
2206 South Main Street  
Blacksburg, VA 24060  
PH (540) 557-1319 FX (540) 552-0291  
  
(V/N 631720) Joyce Engineering  
1604 Ownby Lane  
Richmond, VA 23220  
PH (804) 355-4520 FX (804) 355-4282  
  
(V/N 639166) SCS Engineers  
11260 Roger Bacon Drive  
Reston, VA 20190  
PH (703) 471-6150 FX (703) 471-6676  
  
~~(V/N 647175)~~ ~~Solid Waste Services, LLC (SWS)~~ **DID NOT EXTEND**  
~~11706 Bowman Green Drive~~  
~~Reston, VA 20190~~  
~~PH (703) 834-0711 FX (703) 834-6181~~
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer  
PH (540) 422-8354, [Kathy.stanley@fauquiercounty.gov](mailto: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 Order 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 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.

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, approximately sixty (60) days 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**  
**Contract #22-13khc**

**Draper Aden Associates, Inc.**

2206 South Main Street

Blacksburg, VA 24060

E-mail: [mLawless@daa.com](mailto:mLawless@daa.com)

Managing Principal: Michael Lawless, CPG, PG

***Landfill Engineering Services***

Classification	Hourly Rate
Senior Principal	\$ 254.75
Principal	\$ 203.80
Technical Principal	\$ 183.42
Senior Program Manager	\$ 168.14
Senior Technical Program Manager	\$ 163.04
Program Manager/Technical Program Manager	\$ 152.85
Senior Project Manager/Technical Project Manager	\$ 147.75
Technical Project Manager/ Project Manager	\$ 127.38
Project Task Manager	\$ 117.19
Senior Project Engineer	\$ 112.09
Project Engineer II	\$ 101.90
Project Engineer	\$ 96.81
Staff Engineer	\$ 91.71
Engineer	\$ 81.52
Structural Program Manager	\$ 157.95
Senior Structural Engineer	\$ 142.66
Structural Engineer	\$ 101.90
Senior Project Geologist	\$ 107.00
Project Geologist	\$ 96.81
Staff Geologist	\$ 86.62
Senior Environmental Scientist	\$ 91.71
Environmental Scientist	\$ 76.43
Staff Environmental Scientist	\$ 71.33
Senior Landscape Architect	\$107.00
Landscape Architect	\$ 96.81
Landscape Designer	\$ 76.43
Senior Project Designer	\$ 101.90
Project Designer	\$ 96.81

**Draper Aden Fees, Continued**

Classification	Hourly Rate
Senior CAD Designer	\$ 91.71
CAD Designer	\$ 81.52
Survey Program Manager	\$ 152.83
Senior Survey Project Manager/Senior Technical Survey Project Manager	\$ 137.57
Survey Project Manager	\$ 117.18
Technical Survey Project Manager	\$ 122.28
Survey Project Task Manager	\$ 117.18
Senior Project Surveyor	\$ 112.09
Project Surveyor	\$ 91.71
S.U.E. Project Mgr/S.U.E Technical Project Mgr	\$ 101.90
S.U.E. Technician	\$ 76.43
Senior Survey Technician	\$ 81.52
Survey Technician	\$ 76.43
Survey Crew	\$ 122.28
Senior Construction Manager	\$ 107.00
Construction Manager	\$ 91.71
Field Engineer/Project Representative	\$ 66.24
Laboratory Manager	\$ 91.71
GIS Administrator	\$ 96.81
GIS Technician/ Senior Technician	\$ 76.43
Project Technician	\$ 66.24
Staff Technician	\$ 56.05
Senior Community Resource Specialist	\$ 112.09
Community Resource Specialist	\$ 101.90
Community Resource Assistant	\$ 66.24
Senior Project Administrator	\$ 91.71
Project Administrator	\$ 81.52
Staff Project Administrator	\$ 71.33
Office Administrator	\$ 81.52
Senior Administrative Assistant	\$ 76.43
Administrative Assistant	\$ 66.24
Clerical	\$ 56.05

**Joyce Engineering, Inc**

1604 Ownby Lane  
 Richmond, VA 23220

Project Manager: Jerry McGraner

***Environmental Engineering Services***

Classification	Engineering Hourly Rate	Environmental Hourly Rate
Senior Technical Consultant	\$ 165.81	\$ 145.08
Technical Consultant	\$ 129.54	\$ 124.36
Senior Project Consultant	\$ 111.92	\$ 103.63
Project Consultant	\$ 93.27	\$ 82.90
Staff Consultant	\$ 80.83	\$ 67.36
Field Consultant	\$ 57.00	\$ 57.00
Senior CADD Designer	\$ 88.09	
CADD Designer	\$ 82.90	
CADD Operator	\$ 67.37	
Technical Assistant	\$ 55.96	
Principal	\$ 264.26	
Administrative Fees		5% will be added to the total invoice in lieu of postage, phone, plotting, photocopying and CADD expenses
<i>Reimbursable Expenses</i>		<i>At Cost plus 5%</i>
<i>Operational Sub-Consultants</i>		<i>At Cost plus 5%</i>
<i>Capital Project Sub-Consultants</i>		<i>At Cost plus 7%</i>
Vehicle Expenses		
Per half-day		\$ 100.00
Per day		\$ 150.00
Per week		\$ 450.00
Per month		\$ 1,350.00

\*Engineering Services/Environmental Services/Construction Services

**Reimbursables**

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

**SCS Engineers**

11260 Roger Bacon Drive  
Reston, VA 20190

PE in Charge: Michael Kalish, PE  
[mkalish@scsengineers.com](mailto:mkalish@scsengineers.com) or [bisenberg@scsengineers.com](mailto:bisenberg@scsengineers.com)

***Landfill Engineering Services***

CLASSIFICATION	HOURLY RATE
Project Director	\$ 202.87
Project Manager	\$ 166.42
Senior Project Professional	\$ 140.39
Project Professional	\$ 119.56
Designer	\$ 109.14
Staff Professional	\$ 98.83
Drafter/CADD	\$ 88.42
Associate Staff Professional	\$ 88.42
Administrative	\$ 62.38
Technician	\$ 78.00
Mileage Rate	\$ 0.56 per mile
Subsistence, computer & administrative fee	\$ 4.00 per billable hour for non-field work
Equipment, supplies, etc.	Actual cost + 15%