

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 RENEWAL**

DATE: September 18, 2018

COMMODITY NAME: Open-Ended Engineering: Landfill Operations, Expansion and Improvements

CONTRACT NUMBER: 22-18ksc

CONTRACT PERIOD: Date of Award Date of Award through November 30, 2018  
1<sup>st</sup> renewal; December 1, 2018 through November 30, 2019

Renewal Options: Four (4) One (1) year renewal options

CONTRACTORS: Draper Aden Associates  
8090 Villa Park Drive  
Richmond, VA 23220  
Michael Lawless - [mlawless@daa.com](mailto:mlawless@daa.com).

TERMS: Net 45

FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer  
PH (540) 422-8354; Email: [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 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.

Draper Aden Associates 2018 Hourly Bill Rate Schedule					
Senior Managing Principal	\$285	Senior Principal Geologist	\$284	Senior Construction Manager	\$122
Managing Principal	\$257	Principal Geologist	\$257	Project Construction Specialist	\$114
Senior Program Manager	\$229	Senior Program Geologist	\$218	Construction Specialist	\$104
Program Manager II	\$202	Program Geologist II	\$202	Staff Construction Specialist	\$93
Program Manager I	\$186	Program Geologist I	\$186	Field Engineer/Project Representative	\$71
Senior Project Manager	\$175	Senior Geologist	\$165	Laboratory Manager	\$104
Project Manager	\$153	Senior Project Geologist	\$117		
		Project Geologist	\$110	Senior GIS Administrator	\$115
Senior Principal Engineer	\$284	Geologist I	\$99	GIS Administrator	\$109
Principal Engineer	\$269	Staff Geologist	\$94	GIS Technician	\$99
Senior Program Engineer	\$230			GIS Staff Technician	\$87
Program Engineer II	\$202	Senior Principal Surveyor	\$284		
Program Engineer I	\$186	Principal Surveyor	\$257	Senior Project Designer	\$131
Senior Engineer	\$175	Senior Program Surveyor	\$218	Project Designer	\$120
Senior Project Engineer	\$153	Program Surveyor II	\$202	Designer	\$99
Project Engineer	\$138	Program Surveyor I	\$170	Staff Designer	\$87
Senior Design Engineer	\$132	Senior Survey Project Leader	\$160		
Design Engineer	\$120	Survey Project Leader	\$158	Senior Technician	\$87
Engineer	\$109	Senior Project Surveyor	\$125	Project Technician	\$77
Staff Engineer	\$99	Project Surveyor	\$99	Technician	\$70
		Senior Survey Technician	\$90	Staff Technician	\$56
Senior Principal Environmental Scientist	\$284	Survey Technician	\$85		
Principal Environmental Scientist	\$257	Survey Crew	\$140	Senior Community Resource Specialist	\$153
Senior Program Environmental Scientist	\$218	GPS Robotic Crew	\$140	Community Resource Specialist	\$137
Program Environmental Scientist II	\$204			Staff Community Resource Specialist	\$99
Program Environmental Scientist I	\$186	Senior S.U.E. Program Leader	\$175		
Senior Environmental Scientist	\$131	S.U.E. Program Leader	\$164	Senior Project Administrator	\$104
Senior Project Environmental Scientist	\$114	Senior S.U.E. Project Leader	\$158	Project Administrator	\$93
Project Environmental Scientist	\$104	S.U.E. Project Leader	\$131	Staff Project Administrator	\$82
Environmental Scientist	\$87	Staff S.U.E. Surveyor	\$93		
Staff Environmental Scientist	\$82	Senior S.U.E. Technician	\$115	Senior Office Administrator	\$99
		S.U.E. Technician	\$80	Office Administrator	\$93
Senior Land Planner	\$165	S.U.E. Crew	\$160	Senior Administrative Assistant	\$87
Senior Landscape Architect	\$120	Vacuum Services (2 person)	\$275	Administrative Assistant	\$77
Project Landscape Architect	\$114	Vacuum Services (3 person)	\$330	Clerical	\$66
Landscape Architect	\$109				
Staff Landscape Architect	\$98				