

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 24, 2018

COMMODITY NAME: Open End As Needed Landfill Gas and Leachate Operations.

CONTRACT NUMBER: 23-18ksc

CONTRACT PERIOD: Date of Award Date of Award through November 30, 2018
Renewal #1: December 1, 2018 through November 30, 2019

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

CONTRACTORS: Stearns, Conrad and Schmidt Consulting Engineers, Inc.
(V/N 639166) dba SCS
11260 Roger Bacon Drive
Suite 300

Reston, VA 20190
PH (571) 353-2014
mkalish@scsengineers.com

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 ARCHITECTURAL 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 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.

General Rate Sheet		
	Billing Rates	
Position/Title	1st Year	
Project Director	215	\$/hour
Senior Project Manager	190	\$/hour
Project Manager	170	\$/hour
Senior Project Professional	145	\$/hour
Project Professional	120	\$/hour
Staff Professional	105	\$/hour
Associate Staff Professional	90	\$/hour
Designer	115	\$/hour
Superintendent	110	\$/hour
Technician	78	\$/hour
Administrative	65	\$/hour
Expenses		
Markup on Expenses	0	%
Markup on Subconsultants	15	%
Mileage *	0.535	\$/mile
Project Consumables	4	\$/hour
Equipment		
See Attached sheet		

* Current and future mileage reimbursement rates shall be in accordance with the Standard Mileage Rates for Business Miles traveled published by the Internal Revenue Service

Additional Rate Sheet		
Position/Title	Billing Rates	
	1st Year	
Laborer	54	\$/hour
Fusion Technician	70	\$/hour
Equipment Operator	80	\$/hour
Systems Specialist	80	\$/hour
Foreman	90	\$/hour
Plant Operator	90	\$/hour
Mechanic	115	\$/hour
Controls Specialist	135	\$/hour
Senior Superintendent	135	\$/hour
Project Administrator	72	\$/hour
Field Data Analyst	77	\$/hour
Senior Project Administrator	85	\$/hour
Project Coordinator/Accountant	100	\$/hour
Field Project Coordinator	135	\$/hour
Health & Safety Specialist	125	\$/hour
Senior H&S Advisor	152	\$/hour
Regional Field Compliance Auditor	162	\$/hour
Controls & Instrument Engineer	165	\$/hour
System Integrator	180	\$/hour
Product Development Manager	180	\$/hour

EQUIPMENT RATES

April 1, 2017

Daily Rate

Air/ Gas Equipment

Air Sampling Pump.....	\$30
Altair 4-Gas Meter (CH ₄ , O ₂ , CO ₂ , H ₂ S).....	\$50
Blower – Lamson 2-hp single phase centrifugal.....	\$500/ month
Blower – Rotron 5-hp single phase regenerative.....	\$1,000/ month
Combustible Gas Detector – Gas-Trac	\$45
Digital Manometer	\$10
Drager Tube Hand Pump	\$10
• Drager Detector Tubes (H ₂ S, CO).....	\$8 each
Flame Ionization Detector.....	\$150
Flow Measurement Devices (orifice plates, pitot tubes, etc.).....	\$20
Hydrogen Sulfide Meter (Industrial Scientific)	\$35
Hydrogen Sulfide Meter (Jerome)	\$200
LFG Analyzer – Landtec GEM-500	\$115
LFG Analyzer – Landtec GEM-2000	\$185
Methane Sensor Calibration Kit (interior)	\$10
Photo Ionization Detector	\$75
Pressure Measurement Devices (magnehelics, manometers, etc.)	\$10
Soil Gas Survey System.....	\$20
• Tips	\$10 each
• PE Tubing	\$1/ foot
Tedlar Bags – 6”x6”.....	\$27 each
Tedlar Bags – 9”x9”.....	\$33 each
Temperature Measurement Device	\$10
Tier 2 Sampling Train.....	\$100
Thermal Anemometer/ Velocity Meter.....	\$20

Groundwater/ Water Equipment

Bailers – disposable, 0.75 inch	\$10 each
Bailers – disposable, 1.5 inch	\$15 each
Bailers – disposable, 3.0 inch	\$20 each
Datalogger – In-Situ Hermit 3000	\$30
Filter – Disposable Groundwater – 0.45 um	\$20 each
Meter – pH/Cond/Temp.....	\$25
Meter – Horiba/QED Multi-Meter/Flow Cell.....	\$90
Meter – Turbidity	\$40
Meter – WTW High-Level Dissolved Oxygen.....	\$50
Meter – WTW pH/Cond/Temp.....	\$40
Meter – WTW pH/ORP	\$40
Meter – YSI Normal Dissolved Oxygen.....	\$40
Pump – Grundfos 3”	\$20

Pump – portable 12v, single stage submersible	\$25
Pump – portable 12v, double stage submersible.....	\$35
Pump – portable 12v, triple stage submersible	\$45
Pump – portable 12v, quadruple stage submersible.....	\$55
Pump – portable peristaltic (Masterflex or similar).....	\$50
Pump – QED SamplePro Portable Bladder	\$60
Pump – Redi-Flo 2” submersible (50’, 100’, or 150’)	\$60
Pump – Solinst Double Valve.....	\$25
Pump Bladder – QED SamplePro.....	\$12 each
Pump Controller – Grundfos 110 volt	\$100
Pump Controller – Grundfos 220 volt	\$100
Pump Controller – QED Digital, Backpack	\$100
Pump Controller – QED Digital, Suitcase	\$90
PVC Slug – 2-inch well	\$10
PVC Slug – 4-inch well	\$35
Slug Test Device – pneumatic (2” or 4”).....	\$25
Solinst Level Logger Jr	\$30
Surge Block – 1-inch PVC w/ 40’ pipe	\$20
Surge Block – 2-inch PVC w/ 50’ pipe	\$25
Transducer – cable, reel and pressure (20, 30, or 40 psi)	\$30
Transducer – Mini Troll.....	\$100
Oil/Water Interface Probe	\$50
Water Level Indicator – 50’, 100’ or 150’	\$25
Water Level Indicator – 300’	\$40

Industrial Hygiene Equipment

37-mm MCE Cassettes (pre-weighed or matched).....	\$8 each
Respirable Dust Cyclone.....	\$5
Rotameter.....	\$3
Rotameter (with pump rental).....	NC
Universal “Low Flow” Pump.....	\$20
Universal “Low Flow” Pumps – (5) with charger (kit)	\$80
Variable Speed “High Flow” Pump.....	\$25

General Equipment

Core Sampler	\$10
Field Laptop.....	\$20
Generator – 1.6 kW (rental fee does not include fuel).....	\$50
Generator – 2.4 kW (rental fee does not include fuel).....	\$50
GPS Handheld Device	\$10
Hand Auger – 2”, 3”, or 4”	\$25
Hand Auger Core Sampler – 2” dia., 2” long	\$10
Ice	\$3/ bag
Jumper Box.....	\$15
Measuring Wheel (small).....	\$5

Measuring Wheel (large)	\$8
Metal Detector	\$25
Padlock.....	\$15 each
Power Inverter.....	\$5
Sampling Fee (to cover gloves, decon., etc.)	\$5 each
Scales	\$15
Slide Hammer/Bar Punch	\$10
Surveyor's Level/Rod/Tripod.....	\$50
Surveyor's Total Station.....	\$120
Surveyor's Transit	\$30
Tubing (per 20').....	\$6
Vacuum Box	\$25
Ventilator Unit	\$20

Pickup Trucks

Half-day	\$35 plus \$0.40 per mile
Full-day	\$65 plus \$0.40 per mile

General Terms:

1. Equipment usage rates are exclusive of freight charges to and from project site. Freight is an additional expense chargeable to the client.

EXCEPTIONS TO RFP

Name of Offeror:

Stearns, Conrad & Schmidt Consulting Engineers (dba SCS Engineers)

RFP Title: Open-End as Required Engineering Services for: Landfill Gas & Leachate Operations (RFP 23-18ks)

Please list any deviations to RFP specifications below:

Section Title	Page Number	Explanation of exception and any proposed language
No Exceptions		