

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: January 19, 2016
2. COMMODITY NAME: Open-Ended A/E Services – Construction Management (CM), Value Engineering (VE), Cost Estimating-Constructability/Plan Review (CE)
3. CONTRACT NUMBER: 29-12C
4. CONTRACT PERIOD: December 1, 2015 through November 30, 2016
5. RENEWAL OPTIONS: There are no remaining renewals
6. FIRMS:
(V/N 645176) Complete Professional Civil Engineering Services (CM)
7041 Ivy Hill Drive
Warrenton, VA 20187
PH (540) 878-5282 FX (540) 878-5282

(V/N 646593) Downey & Scott, LLC (CM, VE, CE)
6799 Kennedy Road, Unit F
Warrenton, VA 20187
PH (540) 347-5001 FX (540) 347-5021

(V/N) Jacobs Project Management Company (VE)
1100 N. Glebe Road, Suite 500
Arlington, VA 22201
PH (571) 218-1372 FX (571) 218-1300

(V/N 641173) KCI Technologies, Incorporated (CM)
122 C Street, NW, Suite 820
Washington, DC 20001
PH (202) 470-6379 FX (202) 204-8632

(V/N 646605) Kohnen-Starkey, Inc. (CE)
560 Broadview Ave., Suite 250
Warrenton, VA 20186
(540) 364-3333 FX (540) 364-9037

(V/N 637032) McDonough Bolyard Peck (CM, CE)
3040 Williams Drive, Suite 300
Fairfax, VA 22031
PH (703) 641-9088 FX (703) 641-8965
7. TERMS: Net 45

8. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPB, CPPO
PH (540) 422-8348

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).

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 no remaining renewals on this contract.
 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 changes from the Procurement Division 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# CPC 29-12C

No rate adjustment with 2015-2016 renewal

Complete Professional Civil Engineering Services
7041 Ivy Hill Drive
Warrenton, VA 20187

Phone: (540) 878-5282
Fax: (540) 878-5282
E-Mail: christer@cpcengs.com

Principal in Charge: Christer Carshult

Construction Management

Classification	Hourly Rate
Principal/Engineer in-charge	\$ 95.00
Project Manager/Senior Engineer	\$ 75.00
Draftsman/CADD Technician	\$ 65.00
Engineers Associate	\$ 55.00
Clerical	\$ 45.00
Reimbursable Expenses	
Xeroxing (Reports, etc.)	\$ 0.20/sheet
Blackline Prints	\$ 0.65/S.F.
Mileage	\$ 0.60/Mile
Other reimbursables not covered above	Cost + 15%

FEE SCHEDULE, Contract# DS29-12C

No rate adjustment with 2015-2016 renewal

Downey & Scott, LLC
6799 Kennedy Road, Unit F
Warrenton, VA 20187

Phone: (540) 347-5001
Fax: (540) 347-5021
E-Mail: billd@downeyscott.com

Principal in Charge: William Downey

Construction Management, Value Engineering, Cost Estimating/Constr.-Plan Review

Classification	Hourly Rate
Construction Administration/Management	
Senior Project Manager	\$ 134.50
Project Manager	\$ 120.30
Senior Utility Consultant	\$ 112.60
Field Engineer	\$ 109.65
Onsite Representative/Inspector	\$ 95.80
Field Technician	\$ 81.50
Construction Administrator	\$ 78.40
Administrative Support	\$ 72.75
Value Engineering	
Certified Value Specialist, PE, Facilitator	\$ 159.80
Associate Value Specialist, Senior Cost Engineer	\$ 133.55
Architect Team Member	\$ 152.50
Civil Engineer Team Member	\$ 150.70
Mechanical Engineer Team Member	\$ 150.70
Electrical Engineer Team Member	\$ 150.70
Plumbing Engineer Team Member	\$ 150.70
Administrative Support	\$ 72.75
Cost Estimating/Constructability-Plan Review	
Architect	\$ 152.50
Professional Engineer	\$ 150.70
Senior Cost Engineer	\$ 134.50
Senior Utility Consultant	\$ 112.60
Cost Engineer	\$ 102.60
Estimator Technician	\$ 88.30
Administrative Support	\$ 72.75

Reimbursables

Description	Cost per Unit
In-House Plots (unit of measure changed 2013-2014 renewal)	\$ 1.53 page
In-House Plots, Color (added with 2013-2014 renewal)	\$ 2.55 page
In House Black and White Copies	\$.10 per copy
In House Color Copies	\$.51 per copy
Mileage (current IRS business standard mileage rate)	\$.565 per mile
There is a 10% handling fee added to all purchased services	

FEE SCHEDULE, Contract# JPM29-12C

No rate adjustment with 2015-2016 renewal

Jacobs Project Management Company
 1100 N. Glebe Rd., Suite 500
 Arlington, VA 22201

Phone: (571) 218-1372
 Fax: (571) 218-1300
 E-Mail: brian.koches@jacobs.com

Regional Manager/VP: Brian Koches

Value Engineering

Classification	Hourly Rate
Principal	\$ 212.02
Senior Cost Estimator	\$ 174.96
Senior Commissioning Authority	\$ 158.49
Schedule Analyst	\$ 155.41
Senior Project Manager	\$ 143.06
Senior Electrical Engineer	\$ 143.06
Senior Mechanical Engineer	\$ 135.85
Senior LEED Professional	\$ 135.85
Senior Structural Engineer	\$ 129.68
Project Manager	\$ 128.65
Commissioning Authority	\$ 124.53
Junior LEED Professional	\$ 116.30
Geotechnical Engineer	\$ 114.24
Mechanical/Electrical Inspector	\$ 108.07
Cost Estimator	\$ 108.07
Mechanical Engineer	\$ 103.95
Electrical Engineer	\$ 103.95
Civil Inspector	\$ 103.95
Architectural Inspector	\$ 102.92
Structural Engineer	\$ 98.81
Junior Electrical Engineer	\$ 90.57
Junior Mechanical Engineer	\$ 88.52
Junior Structural Engineer	\$ 86.45
Field Engineer	\$ 85.42
Technical Support	\$ 84.39
Junior Cost Estimator	\$ 81.31
Clerical Support	\$ 63.81

FEE SCHEDULE, Contract # KCI29-12C

No rate adjustment with 2015-2016 renewal

KCI, Technologies, Incorporated
122 C Street, NW, Suite 500
Washington, DC 20001

Phone: (202) 470-6379
Fax: (202) 204-8632
E-Mail: mary.wiederfer@kci.com

Contact: Mary Wiederfer

Construction Management

Classification	Hourly Rate
Sr. Project Manager	\$ 144.25
Project Manager	\$ 120.20
Project Engineer	\$ 105.00
Office Engineer	\$ 90.00
Sr. Construction Inspector	\$ 78.00
Construction Inspector	\$ 68.75
Mechanical/Electrical Specialty Inspector	\$ 86.50
Cost Estimator	\$ 132.50
Scheduler	\$ 141.50
Mileage	\$ 0.55/mile

FEE SCHEDULE, Contract # KS29-12C

No rate adjustment with 2015-2016 renewal

Kohnen-Starkey, Inc.
 560 Broadview Ave. Suite 250
 Warrenton, VA 20186

Phone: (540) 364-3333
 Fax: (540) 964-9037
 E-Mail: mstarkey@kohnen-starkey.com

Principal in Charge: Mark Starkey

Cost Estimating/Constructability-Plan Review

Classification	Hourly Rate
Principal Senior Estimator	\$ 162.01
Project Manager	\$ 144.12
Lead Estimator	\$ 135.54
Mechanical Estimator	\$ 123.73
Lead Electrical Estimator	\$ 135.54
Electrical Estimator	\$ 123.73
Estimator	\$ 100.07
Reimbursable Expenses	
Mileage	\$.565/mile
Printing	Cost
Shipping	Cost
Other transportation	Cost

FEE SCHEDULE, Contract# MBP29-12C

No rate adjustment with 2015-2016 renewal

McDonough Bolyard Peck
3040 Williams Drive, Suite 300
Fairfax, VA 22031

Phone: (703) 641-9088
Fax: (703) 641-8965
E-Mail: kbocock@mbpce.com

Project Executive: Kevin Bocock

Construction Management, Value Engineering, Cost Estimating/Constructability-Plan Review

Classification	Hourly Rate
Executive	\$ 193.42
Project Manager	\$ 147.61
Senior Architect	\$ 142.52
Senior Engineer	\$ 127.25
Engineer	\$ 91.62
Senior Cost Estimator	\$ 111.98
Cost Estimator	\$ 91.62
Construction Manager	\$ 127.25
Senior Field Engineer	\$ 106.89
Lead Field Engineer	\$ 91.62
Field Engineer	\$ 76.35
Engineer Aide	\$ 45.81
Clerical	\$ 55.99

Reimbursables

Description	Cost per Unit
Telephone Calls, Telegrams and Cables	Cost
Transportation by Automobile	\$.565/mile
Transportation by Public Conveyance	Cost
Shipping	Cost

CONTRACT EVALUATION

Date:

Return To: **Procurement Division, FAX 540-422-8355**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #29-12C, Open-End A/E Services –Construction Management, Value Engineering, Cost Estimating-Constructability/Plan Review. Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: _____

Project Description: _____

RATE CONTRACTOR’S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- | | | | | | | |
|---|---|---|---|---|---|----------------------------|
| 1. Overall Evaluation: (Unsatisfactory) | 1 | 2 | 3 | 4 | 5 | (Satisfactory) |
| 2. Performance (Late/Early) | 1 | 2 | 3 | 4 | 5 | (On Time) |
| 3. Quality of Services (Unacceptable) | 1 | 2 | 3 | 4 | 5 | (Acceptable) |
| 4. Number of Complaints (High) | 1 | 2 | 3 | 4 | 5 | (Low) |
| 5. Firm’s Responsiveness to requests to correct deficiencies:
(Non-responsive) | 1 | 2 | 3 | 4 | 5 | (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation):

Return to:
 Procurement Division
 320 Hospital Dr., Suite 23
 Warrenton, VA 20186
 Fax: (540) 422-8355

Form completed by:

 Name

 Title

 Agency Name

 Date

 Phone Number