

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: March 3, 2017
2. COMMODITY NAME: Open-Ended A/E Services – Structural Engineering
3. CONTRACT NUMBERS: ADTEC 39-12C; WDP 39-12C; SWSG 39-12C
4. CONTRACT PERIOD:
Renewal #1 March 1, 2012 through February 28, 2013
Renewal #2 March 1, 2013 through February 28, 2014
Renewal #3 March 1, 2014 through February 28, 2015
Renewal #4 March 1, 2015 through February 28, 2016
**Extension February 29, 2016 through February 28, 2017
March 1, 2017 through June 30, 2017**
5. RENEWAL OPTIONS: Four (4) One-Year periods
6. CONTRACTORS:
(V/N 637614) ADTEK Engineers, Inc.
9990 Fairfax Blvd, Suite 300
Fairfax, VA 22030
PH (703) 691-4040 FX (703) 691-4056

(V/N 630911) Whitlock Dalrymple Poston & Associates, Inc. (WDP)
10621 Gateway Blvd, Suite 200
Manassas, VA 20110
PH (703) 257-9280 FX (703) 257-7589

(V/N 639701) SWSG
555 Herndon Parkway, Suite 260
Herndon, VA 20170
PH (703) 471-6803 FX (703) 742-3975
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer
kathy.stanley@fauquiercounty.gov
PH (540) 422-8354

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 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. 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. 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 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 # WDP39-12C

Whitlock Dalrymple Poston & Associates, Inc.
 10621 Gateway Blvd., Suite 200
 Manassas, VA 20110
adalrymple@wdpa.com

Phone: (703) 257-9280 ext. 118
 Fax: (703) 257-7589

Contact: Gerald A. Dalrymple, P.E.

Structural Engineering Services – No price adjustments for 2016-2017

CLASSIFICATION	RATE
Labor	
Principal	\$227.70/hour
Sr. Associate	\$187.22/hour
Associate	\$151.80/hour
Senior Engineer	\$136.62/hour
Project Engineer	\$116.38/hour
Staff Engineer	\$91.08/hour
Engineering Technician	\$75.90/hour
CADD Operator	\$80.96/hour
Engineering Assistant	\$45.54/hour
Equipment	
Impact-Echo Rental	\$506.00/day
Ground Penetrating Radar Rental	\$506.00/day
Water Penetration Testing Equipment Rental	\$328.90/day
Infrared Thermography Rental	\$506.00/day
Bore/Fiber Scope Rental	\$217.58/day
Core Rig Rental	\$253.00/day
Moisture Meter Rental	\$55.66/day
Pachometer Rental	\$55.66/day
Expenses	
Supplies, Subcontractors, Other	Cost + 15%
Mileage	\$ 0.65/mile

FEE SCHEDULE

Contract # ADTEK 39-12C

ADTEK Engineers, Inc.
 9990 Fairfax Blvd, Suite 300
 Fairfax, VA 22030
lbailey@adtekengineers.com

Phone: (703) 691-4040
 Fax: (703) 691-4056
 Contact: Lisa Bailey

Structural Engineering Services – Labor rates ONLY adjusted for 2016-2017

CLASSIFICATION	HOURLY RATE
<i>Labor</i>	
Principal	\$ 226.61
Structural Sr. Project Manager	\$ 167.28
Structural Project Manager	\$ 137.95
Structural Engineer	\$ 88.12
Senior Designer	\$ 85.62
CAD Technician	\$ 59.64
Clerical	\$ 48.33
<i>Reimbursable</i>	
Mileage	\$0.55/mile
Printing:	
8.5x11	\$0.15/Bond
24x36	\$1.25/Bond
36x48	\$2.60/Bond
24x36	\$9.00/Mylar
36x48	\$15.00/Mylar
Delivery:	
UPS Ground (less than 2lbs.)	\$5.93
UPS Overnight (less than 2lbs.)	\$19.84
First Class Mail	\$0.49
Certified Mailings	\$6.48

FEE SCHEDULE

Contract # SWSG 39-12C

SWSG
555 Herndon Parkway, Suite 260
Herndon, VA 20170
Ray.shaffer@swsgpc.com

Phone: (703) 471-6803
Fax: (703) 742-3975

Contact: Ray Shaffer, PE

Structural Engineering Services – No price adjustments for 2016-2017

CLASSIFICATION	HOURLY RATE
Principal	\$ 151.50
Division Manager	\$ 146.45
Director – Construction Management	\$ 136.35
Project Manager	\$ 136.35
Director – Architecture	\$ 121.50
Senior Engineer	\$ 116.15
Senior Construction Manager	\$ 111.10
CADD Manager	\$ 106.05
Architect	\$ 111.10
Engineer	\$ 111.10
Construction Manager	\$ 101.00
Senior Designer	\$ 90.90
Designer	\$ 85.85
Intern Architect	\$ 70.70
Intern Engineer	\$ 70.70
Intern Designer	\$ 50.50
Administration	\$ 65.65
Reimbursable Expenses	
Standard Bond Paper:	
D' Size (24x36) Plain/Two/Full Color – Per Sheet	\$2.00/2.25/40.00
E' Size (30x42) Plain/Two/Full Color – Per Sheet	\$3.00/3.25/50.00
Half Size of D' or E' Plain/Two/Full Color – Per Sheet	\$1.00/1.50/30.00
D' Size (22x34) Plain/Two/Full Color – Per Sheet	\$2.00/2.25/40.00
Velium:	
D' Size (24 x 36) – Per Sheet	\$8.00
E' Size (30x42) – Per Sheet	\$11.00
LG Packages (8.5x11) ≤45/45 to 90/ <90 pages –per package	\$12.00/17.00/22.00
LG Packages (11x17) ≤45/45 to 90/ <90 pages – per package	\$17.00/22.00/27.00
Electronic Copies – Per Disk	\$ 10.00
Color Copies: 8.5 x 11 – Per Sheet	\$0.25
11 x 17 – Per Sheet	\$0.50
Specifications: Reports (less than 250 pages) – Per Report	\$30.00
(more than 250 pages) – Per Sheet	\$0.12
Long Distance Travel (over 50 miles)	
Personal Automobile	\$0.50/per mile
Other Transportation & Lodging	At Cost
Food	\$35.00/Per Diem
Courier Services: PC & CM Deliveries – Per Package	At Cost
LG (Same/Next/Two/Three Day – Per Package	\$36.00/31.00/26.00/21.00
Manages construction	Cost Plus
Construction Contractors & Purchased Equipment	