

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23  
Warrenton, Virginia 20186

Phone: (540) 422-8348

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**NOTICE OF CONTRACT RENEWAL**

DATE: December 12, 2017

COMMODITY NAME: On Call/As Required Wetlands & Stormwater Engineering & Consulting Services

CONTRACT NUMBER: AMT 39-16shc – A. Morton Thomas & Associates, Inc.  
WSSI 39-16shc – Wetland Studies and Solutions, Inc.

CONTRACT PERIOD: February 26, 2016 – February 25, 2017  
1<sup>st</sup> Renewal: February 26, 2017 – February 25, 2018  
2<sup>nd</sup> Renewal: February 26, 2018 – February 25, 2019

RENEWAL OPTIONS: Four (4) one-year renewal options

CONTRACTOR: A. Morton Thomas & Associates, Inc.  
VN: 646466  
100 Gateway Centre Parkway, Suite 200  
Richmond VA 23235  
PH: 804-276-6231 FX: 804-276-6233  
John Farrell, AICP, CEP  
[jfarrell@amtengineering.com](mailto:jfarrell@amtengineering.com)

Wetland Studies and Solutions, Inc.  
5300 Wellington Branch Road, Suite 100  
Gainesville VA 20155  
PH: 703-679-5600 FX: 703-679-5601  
Mark Headly, PWS, PWD, LEEDAP

TERMS: Net 45

FOR FURTHER INFORMATION CONTACT: Susan Monaco, CPPO, CPPB  
Procurement Manager  
PH (540) 422-8348  
Susan.Monaco@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 FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS 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.

### **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 Consultant 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 Consultant shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Consultant'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 Consultant at the Consultant's expense, the Consultant shall visit the site and prepare a detailed proposal for accomplishing the services. The Consultant shall determine feasibility of the proposed budget at this time. The Consultant shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Consultant's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Consultant. 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 Consultant to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Consultant shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Consultant 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 Consultant based on its evaluation of each Consultant'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 Consultant 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 Consultant's invoice is the responsibility of the receiving using department.
  4. Any complaint as to quality of service or violation of contract provisions by the Consultant shall be reported to the Procurement Division for handling with the Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax, email 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 contract.
  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 and in accordance with the contract (para5.4). Notification of contract change will be sent to the using department 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.

**AMT**  
**A. Morton Thomas and Associates, Inc.**  
**Consulting Engineers**

**AMT-39-16shc – Wetlands & Stormwater Engineering Consulting Services**

**2018 Fee Schedule** *(no changes from 2017 Fee Schedule)*

**GROUP I – WETLANDS**

<b>Classifications</b>	<b>Hourly Rate</b>
Principal	\$190
Project Manager	\$150
Senior Environmental Scientist/Engineer	\$125
Environmental Scientist/Engineer	\$105
Environmental Technician	\$ 80
CADD / Technician	\$ 80
Administrative	\$ 55

**GROUP II – STREAMS**

<b>Classifications</b>	<b>Hourly Rate</b>
Principal	\$190
Project Manager	\$150
Senior Engineer/Landscape Architect	\$125
Engineer	\$105
Landscape Architect	\$105
CADD / Technician	\$ 80
Administrative	\$ 55

**GROUP III – STORMWATER**

<b>Classifications</b>	<b>Hourly Rate</b>
Principal	\$190
Project Manager	\$150
Senior Engineer	\$125
Engineer	\$105
Inspector	\$ 75
CADD / Technician	\$ 80
Administrative	\$ 55

## Wetland Studies and Solutions, Incorporated

### WSSI- 39-16shc – Wetlands & Stormwater Engineering Consulting Services

#### 2018 Fee Schedule

<b>Wetland Studies and Solutions, Inc.</b>	
<b>Job Title</b>	<b>2018 Fee Schedule</b>
President	\$ 278.04
Operations Manager	\$ 254.43
Director III	\$ 215.08
Director I	\$ 139.54
Principal III	\$ 202.18
Principal II	\$ 129.42
Principal I	\$ 105.02
Consultant V	\$ 149.59
Consultant IV	\$ 133.91
Consultant III	\$ 122.96
Consultant II	\$ 105.45
Consultant I	\$ 94.66
Technician III	\$ 76.41
Technician II	\$ 61.40
Technician I	\$ 56.05
Assistant	\$ 50.51
Administrative Assistant	\$ 71.55