

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

1. DATE: May 20, 2015
2. COMMODITY NAME: Open-Ended A/E Services – Mechanical, Electrical, Plumbing, & Commissioning
3. CONTRACT NUMBERS: B2E52-11C; SWSG52-11C; OWPR52-11C; BA52-11C; SB52-11C; BE52-11C; MBP52-11C
4. CONTRACT PERIOD: June 1, 2015 through May 31, 2016
5. CONTRACTORS:
B2E Consulting Engineers, PC
116-E Edwards Ferry Rd., NE
Leesburg, VA 20176
PH (703) 737-0400 X19 FX (703) 737-0400

(V/N 639701) SWSG PC
555 Herndon Parkway, Suite 260
Herndon, VA 20170
PH (703) 471-6803 x303 FX (703) 742-3975

(V/N 636308) OWPR, PC.
200 Country Club Drive
Plaza One, Building E
Blacksburg, VA 24060
PH (540) 552-2151 FX (540) 951-0219

(V/N 637129) Blitz Associates, PA
4300 Montgomery Avenue, Suite #203
Bethesda, MD 20814-4458
PH (301) 656-8665 FX (301) 656-5250

(V/N 644019) Sebesta Blomberg & Associates, Inc.
2231 Crystal Dr., Suite 400
Arlington, VA 22202
PH (703) 522-3800 FX (703) 522-8070

(V/N 642470) Brinjac Engineering, Inc.
8618 Westwood Center Dr., Suite 305
Vienna, VA 22182-2222
PH (877) 274-6526 FX (888) 893-2883

(V/N 637032) McDonough Bolyard Peck (MBP), Inc.
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: Jessica L. Wagler, Senior Buyer
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: No renewal options remain on this contract.
 6. 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 # SWSG52-11khc

Shaffer, Wilson, Sarver & Gray P.C. (SWSG)
 555 Herndon Parkway, Suite 260
 Herndon, VA 20170
 E-mail: ray.shaffer@swsgpc.com

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

Principal in Charge: Ray Shaffer
 Program Manager: Dave Sarver

Mechanical, Electrical, Plumbing – Engineering Services

Classification	Hourly Rate
Principal	\$ 150.00
Division Manager/Director – Construction Manager	\$ 145.00
Director of Architecture	\$ 120.00
Project Manager	\$ 135.00
Director – Architecture/Discipline Leader/Manger – Engineering	\$ 120.00
Senior Architecture/Senior Engineer	\$ 115.00
Senior Construction Manager	\$ 110.00
CADD Manager	\$ 105.00
Architect/Engineer	\$ 110.00
Construction Manager	\$ 100.00
Senior Designer	\$ 90.00
Designer	\$ 85.00
Intern Architect/Intern Engineer	\$ 70.00
Intern Designer	\$ 50.00
Administration	\$ 65.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE
Contract # OWPR52-11khc

OWPR, PC
 200 Country Club Drive
 Plaza One, Build. E
 Blacksburg, VA 24060
 E-mail: rlawrence@owpr.com

Phone: (540) 522-2151
 Fax: (540) 951.0219

Project Manager: Ricky L. Lawrence, RA

Mechanical, Electrical, Plumbing Engineering Services

Classification	Hourly Rate
Project Manager	\$ 170.00
Architect (Licensed RA)	\$ 159.00
Structural/Mechanical/Electrical/Civil Engineer (PE)	\$ 159.00
Architectural Designer	\$ 89.00
Plumbing Designer	\$ 99.00
Sprinkler System Designer	\$ 99.00
Engineering Designer	\$ 89.00
CADD Technician	\$ 79.00
Architectural/Engineering Drafter	\$ 79.00
Spec/Report Writer	\$ 119.00
Typist/Clerical	\$ 70.00
Estimators	\$ 108.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE
Contract # BA52-11khc

Blitz Associates, PA
4300 Montgomery Ave, Suite 203
Bethesda, MD 20814-4458
E-mail: blitz@ergoplan.com
President: Constantine P. Kalpaxis, PE

Phone: (301) 656-8665
Fax: (301) 656-5250

Mechanical, Electrical & Plumbing – Engineering Services

Classification	Hourly Rate
Principal	\$ 125.00
Project Manager	\$ 110.00
Architect	\$ 95.00
Engineer (Mechanical, Plumbing, Electrical)	\$ 95.00
Designer (Architectural, Mechanical, Plumbing, Electrical)(\$ 75.00
CADD Operator	\$ 65.00
Specification Writer	\$ 95.00
Cost Estimator	\$ 95.00
Administrative	\$ 45.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE
Contract # SB52-11khc

Sebesta Blomberg & Associates, Inc.
 2231 Crystal Drive, Suite 400
 Arlington, VA 22202
 E-mail: cwendt@sebesta.com

Phone: (703) 516-2903
 Fax: (703) 522-8070

Principal In Charge: Charles Wendt, PE
 Project Manager: Randolph L. Thompson

Commissioning – Engineering Services

Classification	Hourly Rate
Engineer Tech	\$ 53.00
Assistant Project Coordinator/Drafter	\$ 69.00
Project Coordinator/Senior Drafter	\$ 82.00
Staff Environmental Specialist/Staff Engineer/ Commissioning Technician/Designer	\$ 102.00
Engineer/Commissioning Specialist/Sustainability Specialist/Lead Designer	\$ 123.00
Project Sustainability Specialist/Project Environmental Specialist/Project Commissioning Specialist/Project Engineer/Senior Designer/Project Manager I/Architect	\$ 133.00
Project Manager II/ Lead Engineer/Lead Commissioning Specialist/Lead Sustainability Specialist	\$ 144.00
Senior Project Manager/Senior Engineer/Senior Commissioning Specialist	\$ 160.00
Program Manager	\$ 178.00
Principal in Charge	\$ 195.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE
Contract # BE52-11khc

Brinjac Engineering
8618 Westwood Center Dr., Suite 305
Vienna, VA 22182-2222
E-mail: jbrinjac@brinjac.com

Phone: (877) 274-6526
Fax: (888) 893-2883

President: John Brinjac, PE

Commissioning Services

Classification	Hourly Rate
Principal/Commissioning Director	\$ 230.00
Senior Engineering Management	\$ 200.00
Senior Commissioning Agent	\$ 175.00
Commissioning Agent	\$ 160.00
Commissioning Technician	\$ 140.00
Technician	\$ 75.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE
Contract # MBP52-11khc

McDonough Bolyard Peck (MBP)
3040 Williams Dr., Suite 300
Fairfax, VA 22031
E-mail: cbolyard@mbpce.com

PH: (703) 641-9088
FX: (703) 641-8965

Principal: Charles E. Bolyard

Commissioning Services

CLASSIFICATION	HOURLY RATE
Commissioning Authority	\$ 169.65
Commissioning Engineer	\$ 122.35
Commissioning Agent	\$ 99.73
Commissioning Administrative Assistant	\$ 56.55
Program Manager	\$ 169.65
Project Manager	\$ 149.09
Senior Project Manager	\$ 154.23
Senior Engineer	\$ 128.52
Engineer	\$ 92.54
Commissioning Technician	\$ 67.53
Administrative Assistant	\$ 56.55

Reimbursables:

Mileage - \$.52/mile
Copying, printing and postage – at cost
Public transportation – at cost

FEE SCHEDULE
Contract # B2E52-11khc

B2E Consulting Engineers, PC
116-N Edwards Ferry Rd., NE
Leesburg, VA 20176
E-mail: b2@b2epc.com

PH: (703) 737-0400 x 19
FX: (703) 737-0400

Principal: Bruce Beddow

Mechanical, Electrical & Plumbing Engineering Services

CLASSIFICATION	HOURLY RATE
Principal	\$ 171.00
Project Manager	\$ 156.74
Professional Engineer	\$ 142.50
Senior Engineer	\$ 128.25
Junior Engineer	\$ 106.88
Technician (Auto CADD)	\$ 85.50
Administrative	\$ 71.25

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

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 #52-11C, Open-End A/E – MEP/Commissioning Services. 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