

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: April 9, 2018
2. COMMODITY NAME: Transportation Planning, Engineering & Consulting Services
3. CONTRACT NUMBER: 55-15smc
4. CONTRACT PERIOD: July 1, 2015 through June 30, 2017  
Renewal #1: July 1, 2017 through June 30, 2018  
Renewal #2: July 1, 2018 through June 30, 2019
5. RENEWAL OPTIONS: Three (3) one-year renewal options
6. FIRM: EPR P.C.  
(V/N 648819) 637 Berkmar Circle  
Charlottesville, VA 22901  
PH (434) 202-5082 FX (866) 233-8801  
[lwuensch@epr-pc.com](mailto:lwuensch@epr-pc.com) or [w.wuensch@epr-corp.com](mailto:w.wuensch@epr-corp.com)
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB  
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 TRANSPORTATION PLANNING, ENGINEERING & CONSULTING 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 Owner or authorized representative will request a lump sum fee or hourly rate proposal for each project. At its own expense, the Firm shall visit the site and prepare a detailed lump sum or hourly rate (as applicable) proposal outlining the essential tasks with pricing based on the Firms contract rates, for accomplishing the work. Each proposal prepared by the Firm shall include an acceptable description of the nature, extent and character of the work required, as well as performance and delivery schedules.

Each Project Order will be reviewed and approved in writing by the Owner prior to Firm initiating any work. If any Project Order appears indefinite, unclear or contradictory, the Firm shall consult with the Owner's representative for interpretation and clarification prior to the Firm's commencement of work on that Project Order. The Firm shall be responsible for conveying the interpretation and/or clarification of any Project Order to its employees, agents or subcontractors or sub-consultants. Firm shall be responsible for any work not expressly set out in any Project Order but which may be reasonably implied for proper completion of the Project Order. If the Owner requires the Firm's attendance at multiple meetings on site, the Owner will convey this with their project order.

Following successful negotiations, the Owner will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of the resulting contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Owner may authorize the Firm to proceed with the work.

The Firm shall not commence any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division and without a written Notice to Proceed from the Owner's representative. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

Should additional services be requested beyond the scope of any executed Project Order/Purchase Order, adjustments to the contract amounts shall be negotiated and a change order issued authorizing the additional work. The Firm's services shall be considered complete upon satisfactory completion and acceptance by the Owner's Representative of the services outlined in the Project Order.

Purchase Order Restriction: No individual purchase order fee shall exceed \$100,000.00 and the aggregate of total of fees for all purchase orders issued shall not exceed \$500,000.00 annually.

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: There are three (3) one-year renewals on this contract as stated on the face of this notice. Request for renewal will be issued by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
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 change from the Procurement office as official notification of such changes, if approved.

**Contract Billing Rates, Revised Effective 7/1/2018**

**EPR, P.C.**

<u>Job Title</u>	<u>Hourly Rate</u>
Principal/Project Manager	\$143.08
Senior Engineer	\$132.86
Engineer	\$117.53
Senior Planner/Designer	\$ 97.09
Planner/Designer	\$ 86.87
Clerical	\$ 56.21

**Renaissance Planning Group**

<u>Job Title</u>	<u>Hourly Rate</u>
Principal Planner	\$178.85
Project Manager/Lead Planner	\$127.75
Senior Planner	\$112.42
Planner/Designer	\$91.98
Administrative Assistant	\$71.54

**Herd Planning**

<u>Job Title</u>	<u>Hourly Rate</u>
Principal Planner	\$122.64

**WP Moore and Associates**

<u>Job Title</u>	<u>Hourly Rate</u>
Senior Modeler	\$168.63

**Clark Nexsen**

<u>Job Title</u>	<u>Hourly Rate</u>
Administrative Support	\$71.54
CADD Technician	\$76.65
Transportation Engineer EIT/Graduate	\$91.98
Transportation/Bridge Engineer	\$117.53
Senior Transportation Engineer	\$158.41
Landscape Architect	\$91.98
Senior Landscape Architect	\$132.86
Project Manager	\$137.97
Senior Project Manager	\$178.85
Bridge Inspection Eng EIT/Graduate	\$76.65
Bridge Inspector	\$102.20
Bridge Designer	\$127.75
Senior Bridge Engineer	\$178.85

**Direct Expenses (Team-wide)**

8.5x11 b/w	\$0.50 ea.	8.5x11 color	\$0.75 ea.
11x17 b/w	\$0.50 ea.	11x17 color	\$1.00 ea.
Black and white plotting (large format)	\$1.00/s.f.		
Color plotting (large format)	\$5.50/s.f.		
Mileage rate as noted in most current GSA schedule			
Other (vendor costs or expenses):	Actual cost		