

FAUQUIER COUNTY GOVERNMENT
PROCUREMENT DIVISION
320 Hospital Drive Ste. 23
Warrenton, Virginia 20186
Phone: (540) 422-8350 Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

DATE: September 10, 2025

COMMODITY NAME: Airport Engineering Consulting Services-Airport Capital Improvement Projects

CONTRACT NUMBER: 02-24jcc

CONTRACT PERIOD: December 12, 2023, through December 11, 2024

RENEWAL OPTIONS: Two (1), one-year renewal options
Renewal 1 December 12, 2024, through December 11, 2025
Renewal 2 December 12, 2025, through December 11, 2026

CONTRACTOR: Reynolds, Smith, and Hills, Inc.
VN: 653279 2600 Park Tower Drive
Suite 101
Vienna, VA 22180
Attn: Craig Sucich, PE, Vice President
PH: 403-893-5853
Craig.sucich@rsandh.com

TERMS: Net 45 days

FOR FURTHER INFORMATION CONTACT: Jeff Campbell, Procurement Officer III
PH (540) 422-8350
jeffrey.campbell@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT USING DEPARTMENTS: This contract is the result of a competitive bid program, and its use must follow the FCG 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 Using Departments must order services listed by issuing FCG Purchase Orders per FCG Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection of services provided, and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of service, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
5. Renewals: As stated on the face of this notice, two (1) one-year renewals exist on this contract. The decision as to whether to exercise the renewal option will be made by the Contract Officer, with input requested from FCG Using Departments, before the expiration of the current term, but after Loudoun County has exercised their renewal option.

