

**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: November 14, 2024

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: Three (1), one-year renewal options  
**Renewal 1** **December 12, 2024, through December 11, 2025**

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](mailto: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](mailto: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.

**FAUQUIER COUNTY GOVERNMENT AND SCHOOL BOARD**  
**Contract #02-24jcc**  
**Airport Engineering Consulting Services**  
**and Airport Capital Improvement**  
**Projects**

This Agreement is made and entered into this 7th day of December 2023, by Fauquier County and the Fauquier County School Board, political subdivisions of the Commonwealth of Virginia, collectively referred to as "Owner" (such reference is for the matter of convenience only) and **Reynolds, Smith and Hills, Inc.**, having its principal place of business at **2600 Park Tower Drive, Suite 101 Vienna, VA 22180**, hereinafter referred to as "Contractor".

**WITNESSETH** that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide engineering services including general architectural, civil, geotechnical, structural, mechanical, electrical engineering related to preliminary designs, bidding, construction administration and project closeout of a variety of Airport Capital Improvement projects as described in RFP 02-24jc. Design, review and other professional services including being On-Call for Airport Capital Improvement Projects which may be funded by Local, State or Federal levels shall be provided.

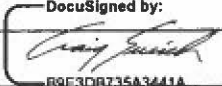

**COMPENSATION:** The Owner will pay and the Contractor will accept fees for monthly progress invoices based on work completed toward each deliverable.

**CONTRACT PERIOD:** The contract term shall be for a period of one (1) year from date of award. This Contract may be renewed for three (3) additional one (1) year periods at the end of the current expiration date.



The contract documents shall consist of and in the event of conflict or ambiguity, shall be interpreted in the following order of priority:

- (1) This signed form;
- (2) RFP 02-24jc dated August 15, 2023;
- (3) Fauquier County General Conditions and Instructions for Professional A/E Service Contracts dated 8/30/2012;
- (4) Contractors response to RFP 02-24jc dated September 29, 2023

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

	<b>Reynolds, Smith and Hills, Inc.</b>		<b>Fauquier County and Fauquier County School Board, political subdivisions of the Commonwealth of Virginia</b>
<b>By:</b>	<small>DocuSigned by:</small>  <small>89E3DB735A3441A</small>	<b>By:</b>	
<b>Title:</b>	<b>Craig S. Sueich, PE, VP, Aviation</b>	<b>Title:</b>	<b>Procurement Manager</b>
<b>Date:</b>	12/12/2023	<b>Date:</b>	12/12/2023

**APPROVED AS TO FORM**

   
**COUNTY ATTORNEY**      **12/11/23**  
**DATE**