

**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: February 22, 2023
2. COMMODITY NAME: Open-Ended A/E Services - Architectural
3. CONTRACT NUMBERS: MTFA31-21ksc, RRMM31-21ksc, SWSG31-21ksc
4. CONTRACT PERIOD: August 13, 2021 through August 12, 2022
with four (4) one (1) year renewal options.

Renewal Option 1

August 13, 2022 through August 12, 2023

5. CONTRACTORS:
(V/N 652165) MTFA Architecture
3200 Lee Highway
Arlington, Va. 22207
PH (703) 524-6616
mtfa@mtfa.net

(V/N 640407) RRMM Architects
1317 Executive Blvd.
Chesapeake, VA 23320
PH (757) 622-2828
धारver@rrmm.com

(V/N 639701) SWSG
607 Herndon Parkway
Suite 100
Herndon, Va. 20170
PH (703) 471-6803
Ray.shaffer@swsgpc.com
6. TERMS: Net 45
7. FOR FURTHER
INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer
PH (540) 422-8354
Kathy.Stanley@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 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. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office 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 an Evaluation Form and return it to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

June 28, 2021



Ms. Kathy Stanley
Mr. Jeff Campbell
Fauquier County Government/Public Schools Procurement Division
320 Hospital Drive, Suite 23
Warrenton, VA 20186

RE: RFP#31-21-ks Selection Notification (Architectural and Engineering Services, Open End as Required Architectural/Engineering Services)

Dear Ms. Stanley and Mr. Campbell:

Thank you for the Selection Notification and the excellent news that MTF A has achieved this milestone. We are very excited about this opportunity to support the meaningful work of this Open-End contract with Fauquier County and Fauquier County Public Schools, and we look forward to a mutually beneficial and productive long-term relationship.

As you requested, we have prepared the attached itemization of hourly billing rates for MTF A and its consultants, including reimbursable expense rates and mark-up information for your review and consideration.

We have reviewed RFP#31-21ks and we take 'No Exception' to contract and scope requirements it contains.

Again, we are truly excited by our selection. Please let us know if you have any questions or if we can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Foster".

Michael T. Foster, FAIA LEED AP
Managing Principal

cc: Dale M. Leidich, RA, AIA
Nikki Topa
File

Attachment: Hourly Rates and Expenses, RFP#31-21ks – A/E Open End Contract

HOURLY RATES AND EXPENSES	
Project Firm: MTF Architecture	
Project: RFP #31-21KS - A/E Open End Contract	Base Year 2021
Architectural Services	
Principal	\$220.00
Project Manager	\$170.00
Senior Project Architect	\$160.00
Project Architect	\$140.00
Specification Writer	\$120.00
Project Designer	\$100.00
CAD/Draftperson	\$90.00
Architectural Intern	\$75.00
Administrative	\$75.00
Structural Engineer	
Principal	\$175.00
Sr. Structural Engineer	\$135.00
Project Manager	\$145.00
Design Engineer	\$120.00
CADD Drafter	\$95.00
Administrative	\$70.00
MEP Engineer	
Principal	\$200.00
Project Manager	\$170.00
Professional Engineer	\$150.00
Sr. Engineer	\$130.00
Jr. Engineer	\$110.00
CADD Drafter	\$85.00
Administrative	\$75.00
Civil/Landscape Engineer and Survey	
Project Manager	\$165.00
Project Engineer	\$125.00
Engineer	\$115.00
Security Engineer	\$150.00
Landscape Architect	\$125.00
Designer	\$115.00
CADD Operator	\$105.00
Project Surveyor	\$120.00
Survey Computer	\$105.00
Survey Crew	\$200.00
Survey Crew GPS	\$230.00
Administrative	\$75.00
Geotechnical Engineer	
Senior Geotechnical Engineer	\$180.00
Project Geotechnical Engineer	\$125.00
Environmental Engineer	
Senior Environmental Scientist/Geologist	\$180.00
Senior Environmental Project Scientist	\$145.00
Environmental Project Scientist	\$115.00
Senior Environmental Technician	\$70.00
Environmental Technician	\$60.00

HOURLY RATES AND EXPENSES	
Project Firm: MTFA Architecture	
Project: RFP #31-21KS - A/E Open End Contract	Base Year 2021
Telecommunications/Security	
Project Manager	\$205.00
Senior Associate	\$185.00
Senior Consultant	\$175.00
Associate Principal	\$130.00
Consultant	\$90.00
Associate Consultant	\$80.00
CADD Operator	\$95.00
Cost Estimating	
Principal	\$130.00
Project Manager	\$120.00
Architect/Engineer 1-3	\$110.00
CADD Tech 1-2	\$90.00
Administrative	\$70.00
Unit Pricing for Expenses	
8.5 x 11 color copy	\$1.00
8.5 x 11 B/W copy	\$0.05
11 x 17 color copy	\$2.00
11 x 17 B/W copy	\$0.10
Drawings, 24 x 36	\$1.25
Drawings, 30 x 40	\$2.10
CD, per copy	\$10.00
Flash Drive, by copy	\$10.00
Outside services	Cost + 10%
Mileage	IRS Rate per Mile
Mark-Up Rates for Expenses	10%



**RRMM ARCHITECTS, P.C.
HOURLY BILLING RATES
Date of Contract Award
through June 30, 2022**

Senior Principal.....	\$ 200
Senior Project Manager.....	\$ 175.00
Project Mgr./Sr. Project Architect	\$ 145.00
Asst. PM/Project Architect	\$ 125.00
Cost Estimator.....	\$ 145.00
BIM Scanner I.....	\$ 125.00
BIM Scanner II	\$ 150.00
Senior Technician	\$ 95.00
Technician.....	\$ 80.00
Administrative.....	\$ 70.00
Senior Interior Designer.....	\$ 125.00
Interior Designer	\$ 100.00
Interior Design Technician	\$ 80.00
Graphic Designer	\$ 130.00
Senior Construction Admin	\$ 145.00
Construction Admin.....	\$ 120.00
IT/CAD Trainer	\$ 150.00

2021 SWSG Hourly Fee & Reimbursable Schedules
 For Fauquier County RFP # 31-21KS Architecture & Engineering Services

Hourly Fee Schedule

Position	Hourly Rates
Principal	\$180.00
Director - Architecture	170.00
Discipline Leader/Manager - Engineering	170.00
Director - Construction Management	170.00
Project Manager	160.00
Supervisor-Architecture	160.00
Senior Architecture	155.00
Senior Engineer	155.00
Senior Construction Manager	150.00
CADD / BIM Manager	150.00
Architect	135.00
Engineer	135.00
Construction Manager	135.00
Senior Designer	100.00
Designer	90.00
Intern Architect	75.00
Intern Engineer	75.00
Intern Designer	55.00
Administration	70.00

Reimbursable Expenses Rate Schedule

Item	Quantity	Cost
Standard Bond Paper: D' Size (24 x 36) Plain/Two/Full Color	Per Sheet	\$2.00/2.25/40.00
E' Size (30 x 42) Plain/Two/Full Color	Per Sheet	\$3.00/3.25/50.00
Half Size of D' or E' Plain/Two/Full Color	Per Sheet	\$1.00/1.50/30.00
D' Size (22 x 34) Plain/Two/Full Color	Per Sheet	\$2.00/2.25/40.00
Vellum: D' Size (24 x 36)	Per Sheet	\$8.00
E' Size (30 x 42)	Per Sheet	\$11.00
LG Packages (8.5 x 11) ≤45 /45 to 90/ >90 Pages	Per Package	\$12.00 /17.00/22.00
LG Packages (11 x 17) ≤45 / 45 to 90 / >90 Pages	Per Package	\$17.00/22.00/27.00
Electronic Copies	Per Disc	\$10.00
Color Copies: 8.5 x 11	Per Sheet	\$0.25
11 x 17	Per Sheet	\$0.50
Specifications: Reports (less than 250 pages)	Per Report	\$30.00
Reports (greater than 250 pages)	Per Sheet	\$0.12
Long Distance Travel (over 50 miles)		
Personal Automobile	Per Mile	\$0.55
Other Transportation & Lodging		At Cost
Food	Per Diem	\$45.00
Courier Services: PC & CM Deliveries		At Cost
LG (Same/Next/Two/Three Day)	Per Package	At Cost
Managed Construction		
Construction Contractors & Purchased Equipment		Cost Plus

Note: All reimbursables Expenses shall have a 10% overhead & administration cost added to the total.

