

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
**FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

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**NOTICE OF CONTRACT RENEWAL**

1. DATE: August 29, 2022
2. COMMODITY NAME: Radio Engineering & Telecommunications, A/E  
Professional Consulting Services
3. CONTRACT NUMBER: 32-19smc
4. SUPERCEDES: 25-14smc
5. CONTRACT PERIOD: January 30, 2019 through January 31, 2020  
*Renewal #1* January 30, 2020 through January 31, 2021  
*Renewal #2* January 30, 2021 through January 31, 2022  
*Renewal #3* January 30, 2022 through January 31, 2023
6. RENEWAL OPTIONS: Four (4) one year renewal options
7. CONTRACTOR: Columbia Telecommunications Corporation  
(V/N 651075) d/b/a CTC Technology & Energy  
10613 Concord Street  
Kensington, MD 20895  
PH (301) 933-1488 FX (301) 933-3340  
Contact: Mr. James Crane, [jcrane@ctcnet.us](mailto:jcrane@ctcnet.us)
8. PAYMENT TERMS: Net 45
9. 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) 422-8350 or 8351.
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 Consultant's invoice is the responsibility of the Using Department.
4. Any complaint as to quality of services or violation of contract provisions by the Consultant shall be reported to the Procurement Division for handling with the Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Method of Ordering: As specified in the original RFP and resulting contract, the Consultant shall accept Owner purchase orders as the approved method of ordering. Each Owner purchase order will cite a specific period of time and will indicate an authorized representative allowed to make releases against the purchase order and/or to be contacted with any correspondence or questions relative to the purchase order.
6. Renewals: As stated on the face of this notice, there are four (4) renewal options remaining on this contract. The decision as to whether to renew these services will be made by the contract officer, with input requested from the Using Departments, approximately sixty days in advance of the expiration date of the contract term.
7. 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.

## Application Review Project Fees

CTC will provide wireless facility siting application review services on a fixed-fee basis, inclusive of all travel and other expenses. The fees, which will be paid by the applicants through the County's application process, are as follows:

Type of Review	Fixed Fee
Application for new facility with two visits (e.g., site visit, attendance at public hearing)	\$6,500
Application for new facility with one site visit (e.g., site visit, attendance at public hearing)	\$5,000
Application for new facility with no site visits	\$4,000
Application for colocation with no site visits	\$2,000
Application for minor modification with no site visits	\$2,000

These fees assume that the applications we are asked to review are technically complete, or that they are made technically complete following our submittal of a request for information (RFI) to the applicant. "Technically complete" is understood to mean that the application includes all data and attachments required by the County's application. If an application is rejected or withdrawn and is subsequently resubmitted by the applicant, a new fee will be charged according to the table above.

CTC will provide additional, related services on a fixed-fee basis, inclusive of all travel and other expenses. At the County's request, we will perform the following tasks:

Task	Fixed Fee
Prepare estimated propagation mapping of towers at varying heights	\$2,640
Perform a structural analysis review of a proposed tower and subsequent colocations of equipment on the tower	\$660

For the structural analysis task, we assume that we would be performing a desk review using available documents and imagery (i.e., not a site visit) and that we would be reviewing a

### Columbia Telecommunications Corporation

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structural analysis provided by the applicant. Our task would include reviewing the provided structural analysis to verify, if possible, that it was appropriately prepared and that it accounts for known attachments. We will not independently perform a structural analysis for this fee.

For any additional services requested, we will bill the County at the following hourly rates:

<b>Labor Category</b>	<b>Rate</b>
Subject Matter Expert	\$300
Director of Business Consulting/Engineering	\$200
Principal Analyst/Engineer	\$180
Senior Project Analyst/Engineer	\$160
Senior Analyst/Engineer	\$145
Staff Analyst/Engineer	\$135
Communications/Engineer Aide	\$80

Local travel is billed at current standard mileage rates. Long-distance travel is recovered at direct cost with no mark-up.