

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 AWARD

1. DATE: June 25, 2020
2. COMMODITY NAME: Transportation Planning, Engineering & Consulting Services
3. CONTRACT NUMBER: 41-20smc (Supersedes 55-15smc)
4. CONTRACT PERIOD: July 1, 2020 through June 30, 2022
5. RENEWAL OPTIONS: Three (3) one-year renewal options
6. FIRM: EPR P.C.
(V/N 648819) 902 E. Jefferson Street, Unit 101
Charlottesville, VA 22902
PH (434) 202-5082 FX (866) 233-8801
l.wuensch@epr-pc.com or 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 Order 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 Firm's 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 \$150,000.00 and the aggregate of total of fees for all purchase orders issued shall not exceed \$750,000.00 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 ninety (90) 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.

**Fauquier County On-call Transportation
Engineering Services – 2020
Proposed June 17, 2020, effective July 1, 2020**

EPR, P.C.

| <u>Job Title</u> | <u>Hourly Rate</u> |
|------------------------------|--------------------|
| Principal Engineer / Planner | \$170.00 |
| Senior Engineer | \$145.00 |
| Engineer | \$125.00 |
| Senior Planner/Designer | \$115.00 |
| Planner/Designer | \$ 95.00 |
| Clerical | \$ 55.00 |

ATCS, PLC

| <u>Job Title</u> | <u>Hourly Rate</u> |
|-----------------------------------|--------------------|
| Task Manager | \$225.00 |
| Engineer / Designer - Traffic | \$168.00 |
| Jr. Engineer / Designer – Traffic | \$130.00 |
| Engineering/ Designer - Roadway | \$175.00 |
| Jr. Engineer / Designer - Roadway | \$138.00 |
| Construction Manager | \$175.00 |
| Construction Support Tech | \$195.00 |
| Specialist | \$115.00 |
| CADD | \$ 90.00 |
| Admin | \$ 90.00 |

Tischler Bise

| <u>Job Title</u> | <u>Hourly Rate</u> |
|--------------------------------|--------------------|
| Principal In Charge | \$220.00 |
| Project Manager / Lead Analyst | \$200.00 |
| Analyst | \$185.00 |

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 | \$0.55.mile |

Other (vendor costs or expenses): Actual cost