

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

FINANCE DEPARTMENT, PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 428-8713

Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: May 5, 2009
2. COMMODITY NAME: Roof Consulting Services
3. CONTRACT NUMBERS: 32-09C
4. CONTRACT PERIOD: May 1, 2009 – April 30, 2010
5. RENEWAL OPTIONS: Two (2) One-Year Renewals
6. FIRMS:
(V/N 630911) Whitlock Dalrymple Poston & Associates, P.C.
8832 Rixlew Lane
Manassas, VA 20109
PH (703) 257-9280 FX (571) 257-7589

(V/N 644857) Gale Associates, Inc.
11781 Lee Jackson Highway
Fairfax, VA 22033
7. TERMS: Net 45
8. FOR FURTHER
INFORMATION CONTACT: Kathie Haggerty, CPPB
PH (540) 428-8714

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.

By: Kathie Haggerty
Kathie Haggerty, CPPB
Senior Buyer

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) 428-8717 or 8720.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR ROOF 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 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. 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.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

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 therefore. 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. Renewals: As stated on the face of this notice, two (2) one-year term remains on this contract. The decision as to whether to exercise the renewal option 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 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.
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 the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

FEE SCHEDULE, Contract #32-09C

Whitlock Dalrymple Poston & Assoc. P.C.
 10621 Gateway Blvd., Suite 200
 Manassas, VA 20110

Phone: (703) 257-9280
 Fax: (571) 292-9842
 E-mail: minnocenzi@wdpa.com

Associate: Matthew J. Innocenzi, P.E.

Classification	Hourly Rate
Principal Engineer	\$ 225.00
Senior Associate	\$ 185.00
Associate	\$ 150.00
Senior Engineer	\$ 135.00
Project Engineer	\$ 115.00
Staff Engineer	\$ 90.00
Engineering Technician	\$ 75.00
CADD Operator	\$ 80.00
Engineering Assistant	\$ 45.00
Clerical Assistant	\$ 40.00
Equipment	
Impact-Echo Rental	\$ 500.00/day
Ground Penetrating Radar Rental	\$ 500.00/day
Water Penetration Testing Equipment Rental	\$ 325.00/day
Infrared Thermography Rental	\$ 500.00/day
Bore/Fiber Scope Rental	\$ 215.00/day
Core Rig Rental	\$ 250.00/day
Moisture Meter Rental	\$ 55.00/day
Pachometer Rental	\$ 55.00/day
Expenses	
Supplies, Subcontractors, Other	Cost +15%
Mileage	\$ 0.65/mile

FEE SCHEDULE, Contract #32-09C

Gale Associates, Inc.
11781 Lee Jackson Highway
Fairfax, VA 22033

Phone: (703) 383-0815
Fax: (703) 383-0818
E-mail: ejm@gainc.com

Principal: Edward J. Madden

Classification	Hourly Rate
Principal	\$ 180.00
Associate	\$ 165.00
Project Manager	\$ 155.00
Sr. Engineer/Designer	\$ 135.00
Staff Engineer/Designer	\$ 115.00
Sr. Technician/CADD	\$ 100.00
Office Administrator	\$ 90.00
Technician/CADD	\$ 85.00
Clerical/Word Processor	\$ 65.00