

**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: June 24, 2009
2. COMMODITY NAME: Open-Ended A/E Services – Civil Engineering,  
Landscape Architecture
3. CONTRACT NUMBER: 64-08C
4. RENEWAL PERIOD: August 1, 2009 through July 31, 2010
5. RENEWAL OPTIONS: One (1) one-year renewals
6. CONTRACTORS:
  - (V/N 640730) DRH Design Group - Civil  
35 Rock Pointe Ln, Suite 200  
Warrenton, VA 20186  
PH (540) 349-8385 FX (540) 349-9588
  - (V/N 644262) Urban, Ltd. – Civil & Landscape  
4200D Technology Court  
Chantilly, VA 20151  
PH (703) 642-2306 FX (540) 378-7888
  - (V/N 644280) Johnson, Mirmiran & Thompson, Inc. –  
Landscape & Civil  
13921 Park Center Rd., Suite 280  
Herndon, VA 20171  
PH (703) 464-7369 FX (703) 464-7390
  - (V/N 637614) ADTEK Engineers – Civil  
3251 Old Lee Highway, Suite 405  
Fairfax, VA 22030  
PH (703) 691-4040 FX (703) 691-4056
  - (V/N 644270) Carson, Ashley & Associates, LLC - Civil  
410 Rosedale Court, Suite 200  
Warrenton, VA 20186  
PH (540) 347-9191 FX (540) 349-1905

- (V/N 630487) Timmons Group – Civil & Landscape  
1001 Boulders Parkway  
Richmond, VA 2322  
PH (804) 200-6500 FX (804) 560-1016
- (V/N 644277) Studio39 Landscape Architecture, P.C. – Landscape  
6416 Grovedale Drive, Suite 100-A  
Alexandria, VA 22310  
PH (703) 719-6500 PH (703) 719-6503
- (V/N 639869) Land Planning & Design Assoc. – Landscape  
310 East Main Street, Suite 200  
Charlottesville, VA 22902  
PH (434) 296-2108 FX (434) 296-2109

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, CPPB  
Senior Buyer

## 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) 428-8717 or 8720.

### **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. 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, only one (1) 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 # DRH 64-08C**

DRH Design Group, Inc.  
 35 Rock Pointe Ln., Suite 200  
 Warrenton, VA 20186

Phone: (540) 349-8385  
 Fax: (540) 349-9588

Contact: David R. Hall, P.E. ,L.S.

**Civil Engineering**

Classification	Hourly Rate
Principal	\$ 168.00
Project Manager (all disciplines)	\$ 135.00
Project Engineer/Surveyor	\$ 105.00
Design Engineer/Surveyor	\$ 90.00
Landscape Architect/Planner	\$ 80.00
Design Technician (all disciplines)	\$ 85.00
Environmental Scientist	\$ 110.00
Environmental Technician	\$ 75.00
CADD Technician	\$ 75.00
Survey Technician	\$ 75.00
Survey Crew 1 (3 man)	\$ 150.00
Survey Crew 2 (2 man)	\$ 125.00
Administrative Assistant	\$ 55.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

Direct costs including sub consultants, courier, postage, printing service, etc. Cost + 10%

Mileage – 50¢ per mile

In house prints:

18"x24" \$2.75/sheet; 24"x36" \$4.00/sheet; 36"x42" \$5.00/sheet

**FEE SCHEDULE, Contract JMT64-08C**

Johnson, Mirmiran & Thompson, Inc.  
 13921 Park Center Rd., Suite 280  
 Herndon, VA 20171

Phone: (703) 464-7369  
 Fax: (703) 464-7390

Principal in Charge: Timothy J. Kelleher, P.E.

***Civil Engineering & Landscape Architecture***

Classification	Hourly Rate
Principal	\$ 73.00
Project Manager	\$ 66.00
Senior Project Engineer	\$ 58.00
Project Engineer	\$ 50.00
Project Surveyor	\$ 57.00
Design Engineer – Structural	\$ 41.00
Design Engineer – Electrical	\$ 41.00
Design Engineer – Mechanical	\$ 41.00
Design Engineer – Civil	\$ 38.00
Draftsperson/Engineering Technician	\$ 30.00
Survey Crew (3-man)	\$ 60.00
Survey Crew3 (4-man)	\$ 75.00
Landscape Architect	\$ 43.00
Utility Designator	\$ 33.00
Administration	\$19.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE, Contract Ubran 64-08C**

Urban, Ltd.  
 4200 D Technology Court  
 Chantilly, VA 20151

Phone: (703) 642-2306  
 Fax: (703) 378-7888

Principal in Charge: Robert Brown

***Civil Engineering***

Classification	Hourly Rate
Principal – Expert Witness	\$ 300.00
Principal	\$ 225.00
Associate	\$ 185.00
Sr. Transportation Engineer	\$ 150.00
Sr. Project Manager	\$ 150.00
Sr. Landscape Architect	\$ 150.00
Sr. Land Planner	\$ 175.00
Project Manager	\$ 135.00
Engineer	\$ 110.00
Engineer Technician	\$ 90.00
Land Planner	\$ 110.00
Landscape Architect	\$ 120.00
Landscape Designer	\$ 100.00
Jr. Landscape Designer	\$ 90.00
Sr. CADD Designer	\$ 120.00
CADD Operator	\$ 100.00
Jr. CADD Operator	\$ 90.00
Field Coordinator	\$ 130.00
Survey Manager	\$ 140.00
Licensed Land Surveyor	\$ 145.00
Field Party	\$ 160.00
Sr. Survey Technician	\$ 120.00
Jr. Survey Technician	\$ 90.00
Clerical	\$ 65.00
<b>Hord Coplan Macht – Landscape Sub-Contractor</b>	
Senior Principal	\$ 205.00
Senior Landscape Principal	\$ 165.00
Principal	\$ 175.00
Landscape Principal	\$ 155.00
Senior Construction Coordinator	\$ 140.00
Senior Project Architect	\$ 140.00

Project Architect	\$ 120.00
Graphic Designer	\$ 120.00
Project Landscape Architect	\$ 115.00
Designer III	\$ 115.00
Architect	\$ 105.00
Landscape Architect	\$ 100.00
Designer II	\$ 100.00
Landscape Designer II	\$ 90.00
Designer I	\$ 90.00
Landscape Designer	\$ 85.00
School Interns	\$ 70.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

**FEE SCHEDULE, Contract # Studio 39 64-08C**

Studio 39 Landscape Architecture, PC  
 6416 Grovedale Dr., Suite 100-A  
 Alexandria, VA 22310

Phone: (703) 719-6500  
 Fax: (703) 719-6503

Principal In Charge: Joseph J. Plumpe

***Landscape Architecture***

Classification	Hourly Rate
Administrative Support	\$ 40.00
Illustrator	\$ 90.00
Graphic Designer	\$ 105.00
Landscape Designer Intern	\$ 50.00
Landscape Designer I	\$ 75.00
Landscape Designer II	\$ 85.00
Landscape Architect/Designer III	\$ 115.00
Senior Landscape Architect	\$ 165.00
Principal Landscape Architect	\$ 275.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

**FEE SCHEDULE, Contract # CA64-08C**

Carson, Ashley & Associates, LLC  
 410 Rosedale Court, Suite 200  
 Warrenton, VA 20186

Phone: (540) 347-9191  
 Fax: (540) 349-1905

Project Manager: Robert Counts

***Civil Engineering***

Classification	Hourly Rate
Principal	\$ 160.00
Senior Project Engineer/Surveyor/Planner	\$ 120.00
Project Engineer/Surveyor/Planner	\$ 96.00
Engineer/Surveyor/Planner/CADD Technician III	\$ 86.00
Engineer/Surveyor/Planner/CADD Technician II	\$ 76.00
Engineer/Surveyor/Planner/CADD Technician I	\$ 66.00
Administrative/Clerical	\$ 50.00
Courier/Intern	\$ 36.00
Field Survey Crew	\$ 130.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE, Contract # ADTEK39-08C**

ADTEK Engineers  
 3251 Old Lee Highway, Suite 405  
 Fairfax, VA 22030

Phone: (703) 691-4040  
 Fax: (703) 691-4056

Principal In Charge: Mahendra Shah, PE

***Civil Engineering***

Classification	Hourly Rate
Principal	\$ 222.65
Civil Sr. Project Manager	\$ 178.17
Civil Project Manager	\$ 128.07
Civil Sr. Engineer/Project Engineer	\$ 100.47
Civil Engineer	\$ 79.88
Sr. Landscape Architect	\$ 120.53
Jr. Landscape Architect	\$ 48.65
Senior Designer	\$ 81.70
Designer	\$ 67.71
Sr. CAD Technician	\$ 56.62
CAD Technician	\$ 44.07
Technical Writer	\$ 53.13
Sr. Administrative Assistant	\$ 53.33
Clerical	\$ 39.85

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE, Contract # TG39-08C**

Timmons Group  
 1001 Boulders Parkway  
 Richmond, VA 23225  
 Principal: Stephen D. Hostetler, PE

Phone: (804) 200-6500  
 Fax: (804) 560-1016

***Civil Engineering & Landscape Architecture Services***

Classification	Hourly Rate
Engineer Technician	\$ 65.00
Project Engineer	\$ 75.00
Designer	\$ 80.00
Senior Project Engineer	\$ 110.00
Project Manager	\$ 120.00
Senior Project Manager	\$ 140.00
Principal	\$ 190.00
Environmental Technician	\$ 65.00
Environmental Scientist	\$ 95.00
Senior Geotechnical Engineer	\$ 125.00
GIS Technician	\$ 60.00
GIS Analyst	\$ 90.00
GIS Programmer/Analyst	\$ 110.00
Senior Software Engineer	\$ 145.00
Program Manager	\$ 180.00
Landscape Architect/Land Planner	\$ 80.00
Landscape Architect/Land Planner Project Manager	\$ 130.00
Survey Technician	\$ 75.00
Survey Project Manager	\$ 90.00
Licensed Land Surveyor	\$ 120.00
2 Man Crew	\$ 135.00
3 Man Crew	\$ 165.00
1 Man Robotic Crew	\$ 105.00
Construction Inspector	\$ 65.00
Senior Construction Inspector	\$ 75.00
Construction Manager	\$ 110.00
Senior Construction Manager	\$ 130.00
Clerical	\$ 60.00

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

**FEE SCHEDULE**  
Contract # LPDA64-08C

Land Planning & Design Assoc., Inc.  
310 East Main Street, Suite 200  
Warrenton, VA 20186

Phone: (434) 296-2108  
Fax: (434) 296-2109

President: William R. Mechnick, ASLA

Landscape Architecture Services

Classification	Hourly Rate
President/Principal In Charge – Landscape Architect	\$ 135.00
Vice President/Priniccpal – Landscape Architect	\$ 115.00
Principal – Landscape Architect	\$ 115.00
Associate – Landscape Architect	\$ 90.00
Project Manager – Landscape Architect	\$ 80.00
Landscape Architect	\$ 75.00
Project Designer	\$ 75.00
Project Designer	\$ 65.00
Clerical	\$ 55.00
<b>Expenses</b>	
Automobile Travel (excludes tolls & parking)	\$0.485/mile
CADD Plots (24"x36")	
Mylar	\$ 15.00
Bond	\$ 1.25
Vellum	\$ 13.50
Color Plots	\$ 50.00
Larger than 24" x 36"	\$ 65.00
(1/2 size)	
Mylar	\$ 7.50
Bone	\$ 0.65
Vellum	\$ 6.75
Color plots	\$ 25.00
Copies	
Letter Size	\$ 0.15/sheet
Color Ink	\$ 0.95
Legal Size	\$ 0.20/sheet
Color Ink	\$ 1.15
11"x17"	\$ 0.30/sheet
Color Ink	\$ 1.17

CONTRACT EVALUATION

Date:

Return To: **Kathie Haggerty, Procurement Division, 428-8714**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #02-05C, Open-End A/E Services – Civil Engineering, Landscape Architecture. Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

RATE CONTRACTOR’S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- |                                                                                   |   |   |   |   |   |                            |
|-----------------------------------------------------------------------------------|---|---|---|---|---|----------------------------|
| 1. Overall Evaluation: (Unsatisfactory)                                           | 1 | 2 | 3 | 4 | 5 | (Satisfactory)             |
| 2. Performance (Late/Early)                                                       | 1 | 2 | 3 | 4 | 5 | (On Time)                  |
| 3. Quality of Services (Unacceptable)                                             | 1 | 2 | 3 | 4 | 5 | (Acceptable)               |
| 4. Number of Complaints (High)                                                    | 1 | 2 | 3 | 4 | 5 | (Low)                      |
| 5. Firm’s Responsiveness to requests to correct deficiencies:<br>(Non-responsive) | 1 | 2 | 3 | 4 | 5 | (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation):

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Return to: Susan R. Monaco, CPPB  
 Procurement Division  
 320 Hospital Dr., Suite 23  
 Warrenton, VA 20186  
 Fax: (540) 347-5753  
 E-mail:  
 Susan.monaco@fauquiercounty.gov

Form completed by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number