



August 11, 2016

Mr. Michael Kresse
Director, General Services
Fauquier County Government
Procurement Division
91 Manor Court, Suite 25
Warrenton, Virginia 20186

Re: Land Planning & Engineering Services
Stafford Property Development Plan
Whitman, Requardt and Associates, LLP
Proposal for Additional Phase 1 Planning Services

Dear Mr. Kresse:

Whitman, Requardt and Associates, LLP (WRA) is pleased to submit our proposal to provide additional site investigative and land planning services for Phase 1 of the Stafford Property Development Plan project. Our proposal is based on the County's response to the Memo of Findings issued by our office on July 5, 2016, and the direction to further investigate the following:

1. Septic Analysis - Obtain a Percolation Certificate from the Fauquier County Health Department and further analyze the Septic Pre-treatment facilities.
2. Electrical Analysis - Determine location and availability for the Electrical service.
3. Bridge Analysis - Re-evaluate the Bridge Connection to the Farm Complex across Turkey Run.
4. Meetze Road Entrance Analysis - Analyze the impact of a new primary entrance along Meetze Road.
5. Cost Estimate - Update the current Construction Cost Estimate.
6. Memo of Findings - Provide a Memo of Findings detailing the above.

The services outlined in our proposal will be performed by WRA's Team (Planning Team), which includes our in-house staff and those of our subconsultant, Greenway Engineering.

1.0 BACKGROUND

- 1.1 It is our understanding that the project will include the phased development of a 200 acre parcel known as the Stafford Property into a new multi-use facility for the County. The parcel is located in Warrenton, Virginia, adjacent to the County Landfill (Landfill) and Lord Fairfax Community College (College), and its eastern boundary fronts Meetze Road. Our previous scope of work for the project included providing land planning and conceptual

design of scenarios that will allow the County to maximize the developable site area while respecting the environmental and aesthetic constraints associated with the property.

- 1.2 The approved Development Plan, entitled *Preferred Alternative, Stafford Property Development Plan*, was prepared by WRA on November 17, 2011 under the previous proposal for services. The plan will be used as the basis for our additional analyses.
- 1.3 There are multiple stakeholders involved with this project and we understand that it is critical to the success of this project that all stakeholders work together so that duplication of future effort is minimized and that all ideas are given thoughtful consideration.

We propose the following **Scope of Services** for this phase of the project:

2.0 SCOPE OF SERVICES

2.1 Septic System Analysis

This Task is comprised of several sub-tasks. It includes not only field work but also further coordination and analysis, as all of these sub-tasks are dependent on each other and will need to be analyzed concurrently. WRA will manage this phase of the project, which will include the following elements:

- Obtain Percolation Certification from the Health Department
- Septic Pre-treatment Facilities Analysis
- Associated revisions to the Development Plan
- Preparation of a Perc/Drainage Field Location Plan

These elements and the project approach are discussed below:

2.1.1 Obtain Percolation Certification from the Health Department

2.1.1.1 Greenway Engineering will provide Soil and Site Evaluation for Mass Drainfield and Hydraulic Conductivity Tests per their proposal dated August 1, 2016, copy attached.

2.1.1.2 WRA and Greenway Engineering will compile, submit, and track the Percolation Certification package for the Health Department.

2.1.2 Septic System Pre-treatment Facilities Analysis

Review the previously proposed pre-treatment facility and capabilities and coordinate with task 2.1.1 above to determine the most efficient and cost effective pre-treatment system with respect to overall drainfield size while meeting or exceeding pollutant load removal requirements.

2.1.3 Development Plan Update

Make the necessary revisions to the approved Development Plan to provide the required area for the drainfields while maintaining the current program requirements. This will be coordinated with task 2.1.1 above to find the optimum location of the drainfields.

2.1.4 Percolation/Drainfield Location Plan

Preparation of the Location Plan to accompany the Percolation Certification Package to the Health Department. This plan will be based on the boundary survey for the property. It is assumed that the County can provide WRA with and electronic copy of the boundary survey.

2.2 Electrical Service Analysis

Evaluate and establish the required electrical service for the Phase 1 and build-out condition project facilities, and coordinate with Dominion/Virginia Power to determine the service connection location for the project. The service connection location will be coordinated with and shown on the Development Plan of task 2.1.3 above.

2.3 Bridge Analysis

Evaluate and establish the design requirements for providing a two-lane (one lane each way) bridge and associated roadways that will connect the project site with the existing Farm Complex site across Turkey Run. The preferred location of the bridge will be coordinated with task 2.1.3 above, and task 2.4, Meetze Road Entrance Analysis, below.

2.4 Meetze Road Entrance Analysis

Evaluate and determine the location of a new primary project site entrance along Meetze Road. Our efforts will include the following tasks:

2.4.1 Sight Distance Analysis

Perform a sight distance analysis along Meetze Road, in both directions, for a Passenger and Bus Vehicle, to determine the viability and location of a new project site entrance along Meetze Road.

2.4.2 Accel/Decel Lane Design

This task will be performed in conjunction with task 2.4.1 above to determine the location of a new project site entrance. Acceleration and Deceleration lanes are not always required. However their inclusion in the overall entrance design can make the entrance location work more efficiently, if not optimize its location.

2.4.3 Entrance/Sight Distance Plan

Prepare a plan showing the new project site entrance location and the supporting sight distance and/or acceleration/deceleration lanes that were used to determine the entrance location.

2.5 Cost Estimate

Update the project construction cost estimate dated June 24, 2016. This update will reflect any design changes and considerations as a result of the above tasks. All costs will be based on current 2016 pricing, and will be escalated at the same rate as the current cost estimate.

2.6 Memo of Findings

Prepare an updated Memo of Findings detailing the results of the above tasks. This will include any determinations, assumptions, calculations and a discussion of the cost estimate revisions.

3.0 MEETINGS - PROJECT COORDINATION

3.1 WRA will act as the primary point of contact throughout the duration of our services for the project. As part of our administration of the work, we will coordinate the efforts of our staff and those of Greenway Engineering as well as any other necessary subconsultants to ensure that the goals of the Project Stakeholders are achieved. An important part of the coordination efforts will be to maintain open lines of communication with your office and other designated stakeholders by a means that is mutually agreeable between your staff and the Planning Team. We propose the following scope of services associated with administering the investigative/master planning phase of the project:

3.1.1 In addition to the other meetings described in the proposal, attend/hold progress meetings with the Design Team, your representatives, and any designated project stakeholders to discuss status of our activities. We have included an allowance of one (1) such meeting in our proposal. We will generate meeting minutes outlining the discussions that took place, and include a summary of the upcoming milestone dates for on-going and upcoming activities.

3.1.2 Hold in-house Design Team coordination meetings to ensure project schedule and goals are met. We have included two (2) such meetings in our proposal.

3.1.3 Perform independent, in-house quality assurance/quality control reviews of submission materials.

4.0 SCOPE CLARIFICATIONS

- 4.1 The County will provide electronic format and/or hard copies of all available pertinent information, not already provided, regarding the site for our use in performing our services. Electronic information will be provided in GIS or AutoCAD format.
- 4.2 Our proposal does not include any services associated with electronic locating, test pitting, or other means of confirming locations of existing utilities. Utility locations and sizes will be based on available record drawings. Subsurface Utility Exploration services can be provided upon your request and/or our determination of their necessity.
- 4.3 While we can provide such services, we have not included boundary survey or septic drainage field location services. These may be required in order to develop the septic drainage field plan for inclusion in the Percolation Certification package to the Health Department. If requested by the Health Department, these can be included under a separate proposal once there has been a determination of the size and location of the septic drainage fields.
- 4.4 Subsurface/Geotechnical investigations beyond those discussed under Paragraph 2.1.1 can be performed under the supervision of our in-house staff at a later date once the development plan for the site and supporting infrastructure has been better defined.
- 4.5 Permits and approvals beyond those discussed under Paragraph 2.1.1 are not included in our proposal as they are dependent on the final design and will be acquired at a later date.

5.0 DELIVERABLES

- 5.1 We will provide hard copies of our investigative and planning documents to your office during the course of our efforts. We have assumed that four (4) copies or sets of the following documents will be provided with each submission, however, the actual number of sets can be adjusted during our efforts to suit your office's needs.
 - Memo of Findings
 - Updated Construction Cost Estimate
 - Percolation and KSAT Test Results and Report
 - Entrance Location/Sight Distance Plan

6.0 SCHEDULE

We are prepared to begin work on these services within two weeks of receipt of your notice to proceed. The duration of the analysis process will depend on the septic drainage field analysis, field work and percolation tests, and the availability of the County Health Department staff to participate in the percolation location and testing, but we would anticipate that the process could take 2 to 3

months. For proposal purposes, we anticipate that our services will be completed by December of 2016. Our Team will commit the necessary staff and resources to complete the tasks outlined in our proposal.

7.0 COMPENSATION

We will provide our services on a time and material basis up to an estimated fee of **\$66,500** which will not be exceeded without your approval. Our estimated fee breakdowns are as follows:

	<u>Task</u>	<u>Estimated Fee</u>
1.	Septic Analysis	\$ 37,000
2.	Electrical Service Analysis	\$ 3,500
3.	Bridge Analysis	\$ 11,000
4.	Meetze Road Entrance Analysis	\$ 5,500
5.	Construction Cost Estimate	\$ 5,000
6.	Memo of Findings	<u>\$ 4,500</u>
	Total Estimated Fee	\$ 66,500

Our estimated fee is based on technical payroll (direct salary) hours times a factor of 2.50 plus direct costs without mark-up. Direct costs are defined as billings of contractors and expenses for disposable materials used exclusively on this project. Invoices will be submitted every four weeks for work performed during the previous four (4) week period and shall be paid by your office within 30 days following receipt.

We look forward to continuing to provide our services to your office on this important and exciting project. If you have any questions or comments regarding our proposal or the project in general, please contact us, at your convenience to discuss them.

Very truly yours,

Whitman, Requardt and Associates, LLP



for David B. McCormick, AIA
Partner

cc: A. Olsen
Contract File



151 Windy Hill Lane
Winchester, VA 22602

August 1, 2016

Whitman, Requardt & Associates, L.L.P.
801 South Carolina Street
Baltimore, MD 21231

Attn: John Householder

Re: Fauquier County Department of General Services
Stafford Property Development Proposal

Dear Mr. Householder:

Greenway Engineering, Inc. is pleased to offer this proposal for environmental services for the Stafford Property located off of Meetze Road (Rt. 643) in Fauquier County, Virginia. This property, identified as PIN 6983-93-5702-000, consists of approximately 200 ± acres and is currently owned by Fauquier County Board of Supervisors. Our scope of services is as follows:

ITEM 1 – (4ISE) SOIL AND SITE EVALUATION FOR MASS DRAINFIELD

We will perform an AOSE soil evaluation of the subject property to locate suitable septic disposal (drainfields) sites based on the initial estimated flow of 25,000 Gallons Per Day. The evaluation will be in accordance with state and local Health Department regulations. Suitable drainfield areas (primary and reserve sites) will be marked with wooden stakes to subsequently be located by surveyors. Survey services are not included in this proposal. Soil evaluation reports discussing the number, location and soil description of each test pit will be prepared for submission to the Health Department. This fee also includes the backhoe equipment and operator fees necessary to dig the test pits. The test pits will then be backfilled after the evaluation and the review of the Health Department and Fauquier County Soil Scientist.

FEES: \$9,500.00
Lump Sum
Item 1

ITEM 2 – (4ISE) HYDRAULIC CONDUCTIVITY (Ksat) TESTS

We perform hydraulic conductivity (Ksat) tests in the proposed drainfield areas that comply with standard Health Department practices. The Ksat tests will be performed using a Johnson Precision Permeameter. The number of tests are soil and site dependent, but based on the estimated 25,000 Gallons Per Day, it is anticipated that approximately 25 Ksat tests will be needed. The number and location of the tests will be discussed with the Health Department prior to starting. After the tests are completed, a report will be prepared showing the location, depth, and results of each test.

FEES: \$300.00 per Ksat test
Estimated Cost: \$7,500.00 (Assumed 25 Tests)
Item 2

Engineers Surveyors Planners Environmental Scientists Laboratory
Telephone 540-662-4185 Fax 540-722-9528
www.greenwayeng.com

ITEM 3 – (40MC) MEETINGS AND CONSULTATIONS

This will include meetings and site visits with the Health Department and Fauquier County Soil Scientist to discuss the project and to review the soils and proposed drainfield areas. It is expected that two onsite visits and two meetings at the local agencies' office will occur. This also includes one meeting with the client, if requested, to discuss the results of the evaluation.

FEE: \$2,880.00*
Hourly Not to Exceed
Item 3

*This item will be billed on an Hourly Not to Exceed basis at the prevailing hourly rates associated with personnel required (Hourly Rate Schedule is attached). A budget of approximately \$2,880.00 is anticipated for completion of meetings and consultations in accordance with the above specifications. This is not a fixed fee amount. We will bill you hourly for the time that we have in the project. This means that if we have less than the estimated cost in the project, the bill will reflect that. If it is determined that an additional fee will be required, we will contact the client and move forward once we have received written authorization to do so.

ADDITIONS/REVISIONS/EXCLUSIONS

The fees listed above are in effect from the date on this proposal to 60 days thereafter. After this period, Greenway Engineering, Inc. has the right to adjust the fees and will inform the client of any changes.

Greenway Engineering, Inc. also reserves the right to obtain an adjustment in the fee due to changes in the scope of services not provided for herein and outside our control and beyond our view. Our proposal is predicated on the exhibits and information presented to us and the applicable ordinances and regulations in effect as of the date of this proposal. Additionally a percentage increase in fees may be applied for contract durations over 12 months. Any modifications to the scope of the project, (i.e., building footprint changes, utility relocations, etc.) and/or revision or modification to the ordinances and regulations which require Greenway Engineering, Inc. to perform additional work will be performed on an hourly basis or any additional lump sum fee whichever is agreed upon by the owner.

Any other work not specifically stated herein is excluded from the scope of this proposal.

We understand that in the preparation of this scope of services, we will have assistance (if necessary) from the owner(s)/developer's consultants, i.e., architect, mechanical engineer, electrical engineer, structural engineer, soils or geotechnical engineer, soils testing laboratory, underground utility location specialist, and an attorney if necessary. Greenway Engineering, Inc. shall be held harmless from errors or omissions by these consultants

PRINTS, FEDERAL EXPRESS, DELIVERIES, MAILINGS, ETC.

Prints, Federal Express charges, deliveries and mailing costs for plans, exhibits and reports will be billed to you as ordered through the appropriate service item listed above in addition to the quoted fee. If you have an account setup with a local printing company, we can have that company bill you directly for these printing costs.

PAYMENT/COLLECTIONS/INTEREST

Payment is due 30 days from the invoice date unless prior written arrangements have been made. Account balances past 30 days of invoice date are considered "delinquent accounts" and are subject to interest

BILLING INFORMATION

Please provide all applicable information that applies to your company for billing purposes.

The following information is required for execution of the contract.

Verification of Land Ownership

Legal Property Owner: _____

Company: _____

Address: _____

Contact No.: _____

Email: _____

Responsible Billing Party (if different from landowner)

Responsible Individual: _____

Company: _____

Address: _____

Contact No.: _____

Email: _____

The following information is optional if applicable to your company:

Required Documents

Check below, if any, the documents your company requires for billing purposes.

- Purchase Order
- On-site Signed Purchase Order
- Signed Time Tickets
- Certification of Insurance
- W-9
- Waivers
- Accounts Payable Registration
- _____
- _____
- _____

GREENWAY ENGINEERING, INC.

Reimbursable Rate Schedule 2016

PRINT TYPE

8 ½ x 11 Black and White	\$0.10
8 ½ x 14 Black and White	\$0.15
11 x 17 Black and White	\$0.20
18 x 24 Black and White	\$2.00
24 x 36 Black and White	\$3.00
30 x 42 Black and White	\$4.00
36 x 48 Black and White	\$5.00
8 ½ x 11 Color	\$0.35
8 ½ x 14 Color	\$0.70
11 x 17 Color	\$1.00
24 x 36 Color	\$15.00
30 x 42 Color	\$25.00
18 x 24 Mylar	\$7.00
24 x 36 Mylar	\$12.00
30 x 42 Mylar	\$16.00

COMPILATIONS

Computer Disk	\$10.00
Spiral Bound Binder	\$5.00
<i>This price is strictly for the binder and does not include the price of the individual prints.</i>	
3-Hole Binder	\$10.00
<i>This price is strictly for the binder and does not include the price of the individual prints.</i>	

COURIER SERVICE

Frederick County & Winchester City Areas	\$20.00
Berkeley, Clarke & Warren County Areas	\$25.00
Jefferson, Loudon & Shenandoah County Areas	\$30.00

Overnight and other area deliveries are available and billed on a per usage basis.

Prints, Federal Express charges, deliveries and mailing costs for plans, exhibits and reports will be billed to you as ordered in addition to any contracted or quoted fees. Large submittals will be sent out to our printing company and will be billed with an additional 15% to you as needed. If you have an account setup with a local printing company, we can have that company bill you directly for these printing costs.

All travel costs (mileage, lodging, meals, etc.) are on a per diem basis.

Subcontractual services are billed with a 15% markup

The rates appearing in this Schedule are accurate and effective as of January 1, 2015. Service charges are subject to change at any time and upon occurrence, notification will be given at time of new work request from client.

If you have any questions or require current rate and fee information on your account(s), please contact our accounting department at (540) 662-4185

GREENWAY ENGINEERING, INC.

Hourly Rate Schedule 2016

ENGINEER	
Professional Engineer V	\$180.00
Professional Engineer IV	\$170.00
Professional Engineer III	\$160.00
Professional Engineer II	\$150.00
Professional Engineer I	\$140.00
Engineer VIII	\$130.00
Engineer VII	\$120.00
Engineer VI	\$110.00
Engineer V	\$100.00
Engineer IV	\$90.00
Engineer III	\$80.00
Engineer II	\$70.00
Engineer I	\$60.00
PLANNING	
Senior Certified Planner III	\$160.00
Senior Certified Planner II	\$150.00
Senior Certified Planner I	\$140.00
Planner III	\$130.00
Planner II	\$110.00
Planner I	\$100.00
ENVIRONMENTAL	
Certified Environmental Scientist III, AOSE	\$140.00
Certified Environmental Scientist II, AOSE	\$130.00
Certified Environmental Scientist I, AOSE	\$120.00
Environmental Scientist III	\$110.00
Environmental Scientist II	\$100.00
Environmental Scientist I	\$90.00
SURVEY	
Certified Land Surveyor, LS - III	\$140.00
Certified Land Surveyor, LS - II	\$130.00
Certified Land Surveyor, LS - I	\$120.00
Land Surveyor V	\$120.00
Land Surveyor IV	\$110.00
Land Surveyor III	\$100.00
Land Surveyor II	\$90.00
Land Surveyor I	\$80.00
Surveyor IV	\$70.00
Surveyor III	\$60.00
Surveyor II	\$50.00
Surveyor I	\$40.00

Expert Witness will be provided at 1.5 times the regular billing rate

The rates appearing in this Schedule are accurate and effective as of January 1, 2015. Service charges are subject to change at any time and upon occurrence, notification will be given at time of new work request from client.

If you have any questions or require current rate and fee information on your account(s), please contact our accounting department at (540) 662-4185