

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD  
ARLINGTON, VIRGINIA 22201

**NOTICE OF CONTRACT RENEWAL**

TO: COX GRAAE + SPACK ARCHITECTS  
2909 M STREET NW  
WASHINGTON, DC 20007

DATE ISSUED: September 10, 2018  
CONTRACT NO: 638-15-2  
CONTRACT TITLE: Multidisciplinary A&E Services

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**THIS IS A NOTICE OF CONTRACT RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

This is your notice that the above referenced contract has been renewed. The "Contract Term" covered by this Notice of Contract Renewal is effective October 1, 2018, and expires September 30, 2019, subject to any modifications as provided for in the Contract Documents.

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 638-15-2, including any exhibits, attachments or amendments thereto.

**CONTRACT PRICING:**

1. REFER TO ARLINGTON COUNTY AGREEMENT NO. 638-15-2
2. SEE ATTACHED RENEWAL TERM PRICE(S)

**ATTACHMENT/S:**

1. AMENDMENT NO. 2, ARLINGTON COUNTY AGREEMENT NO. 638-15-2
2. PRICING EFFECTIVE October 1, 2018

**EMPLOYEES NOT TO BENEFIT:**

NO COUNTY EMPLOYEES SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE PUBLIC.

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**VENDOR CONTACT:** Bill Spack

**TELEPHONE NO:** 202-965-7070

**EMAIL ADDRESS:** [bspack@cgsarchitects.com](mailto:bspack@cgsarchitects.com)

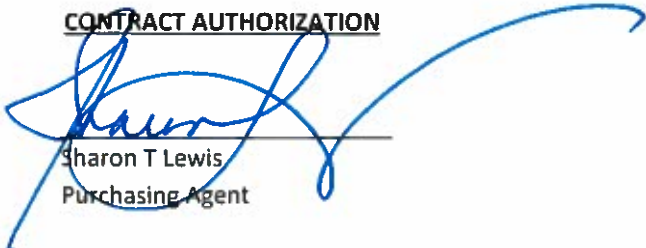
**COUNTY CONTACT:** Cynthia Wilson

**TELEPHONE NO:** 703-228-4438

**EMAIL ADDRESS:** [cwilson@arlingtonva.us](mailto:cwilson@arlingtonva.us)

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**CONTRACT AUTHORIZATION**

  
Sharon T Lewis  
Purchasing Agent



ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 638-15-2

AMENDMENT NUMBER 2

This Amendment Number 2 ("Amendment") is made on the date of execution by the County and amends Arlington County Agreement Number 638-15-2, dated October 5, 2016, ("Main Agreement as Amended") and made between Cox Graae + Spack Architects, P.C., 2909 M Street NW, Washington, D.C. 20007 ("Contractor"), a District of Columbia Corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Contract Term of the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows:

**Contract term:**

County and Contractor both agree to elect the second Subsequent Contract Term effective October 1, 2018 and expiring September 30, 2019.

**Contract Pricing:**

Unit prices are adjusted based on the Agreement clause #5 "Price Adjustments". Revised Attachment B "Contract Pricing", effective October 1, 2018 and expiring September 30, 2019, is attached to this Amendment.

All other terms and conditions of the Main Agreement, as amended, shall remain in full force and effect.

**WITNESS THESE SIGNATURES:**

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

COX GRAAE + SPACK ARCHITECTS, P.C.

AUTHORIZED  
SIGNATURE: \_\_\_\_\_

AUTHORIZED  
SIGNATURE: \_\_\_\_\_

PRINT  
NAME: \_\_\_\_\_

SHARON LEWIS

PRINT  
NAME: \_\_\_\_\_

William Spack, AIA

TITLE: \_\_\_\_\_

PURCHASING AGENT

TITLE: \_\_\_\_\_

President

DATE: \_\_\_\_\_

9-10-2018

DATE: \_\_\_\_\_

07 September, 2018

## John Jefferson

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**From:** Peter Novick <pnovick@cgsarchitects.com>  
**Sent:** Wednesday, September 5, 2018 3:06 PM  
**To:** John Jefferson  
**Subject:** Fwd: Arlington County Contract No. 638-15-2, DES – MULTIDISCIPLINARY A&E SERVICES  
**Attachments:** Arlington County , Virginia.pdf

Hi John,

Cox Graae & Spack Architects is not electing to increase prices at this time. I've attached our most recent COI with Arlington County listed as the certificate holder. Can you let me know if there is anything else needed from us since we are not increasing our prices?

Thank you

Peter Novick  
Controller

cox graae + spack architects  
[2909 M Street NW, Washington DC 20007](http://2909 M Street NW, Washington DC 20007)  
[202.965.7070](tel:202.965.7070) main  
[cgsarchitects.com](http://cgsarchitects.com)

**CONFIDENTIALITY NOTICE:** The preceding e-mail message, including any and all attachments, contains information that may be confidential, copyrighted, or constitute non-public information. It is intended to be conveyed only to the designated recipients. If you are not an intended recipient of this message, please notify me by replying to this message and delete it from your system. Any use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

----- Forwarded message -----

**From:** Bill Spack <[bspack@cgsarchitects.com](mailto:bspack@cgsarchitects.com)>  
**Date:** Sun, Aug 26, 2018 at 9:24 PM  
**Subject:** Fwd: Arlington County Contract No. 638-15-2, DES – MULTIDISCIPLINARY A&E SERVICES  
**To:** Peter Novick <[pnovick@cgsarchitects.com](mailto:pnovick@cgsarchitects.com)>, Kimberly Kunz <[kkunz@cgsarchitects.com](mailto:kkunz@cgsarchitects.com)>

----- Forwarded message -----

**From:** John Jefferson <[jjefferson@arlingtonva.us](mailto:jjefferson@arlingtonva.us)>  
**Date:** Fri, Aug 24, 2018 at 4:12 PM  
**Subject:** Arlington County Contract No. 638-15-2, DES – MULTIDISCIPLINARY A&E SERVICES  
**To:** "[bspack@cgsarchitects.com](mailto:bspack@cgsarchitects.com)" <[bspack@cgsarchitects.com](mailto:bspack@cgsarchitects.com)>  
**Cc:** Cynthia Wilson <[Cwilson@arlingtonva.us](mailto:Cwilson@arlingtonva.us)>

Dear Mr. Spack:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: CBIZ Insurance Services, Inc. 9755 Patuxent Woods Drive Suite 200 Columbia, MD 21046
CONTACT NAME:
PHONE (A/C, No, Ext): 443-259-3237 FAX (A/C, No):
E-MAIL ADDRESS: aecert@cbiz.com
INSURER(S) AFFORDING COVERAGE: INSURER A: Hartford Casualty Insurance Co. NAIC #: 29424
INSURER B: Hartford Casualty Insurance Co. NAIC #: 29424
INSURER C: XL Specialty Insurance Co. NAIC #: 37885
INSURER D:
INSURER E:
INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Contract 638-15-2 DES-Multidisciplinary A&E Services
The following are added as Additional Insured to the General and Automobile Liability policies (Umbrella policy follows form): Arlington County, its officers, elected and appointed officials, and employees, as respects their interest in work performed and services provided by the Named Insured in accordance with the terms of the policy. Coverage is Primary and NonContributory (except WC and Professional) and a Waiver of Subrogation applies on all policies if required by written contract, as allowed by statute.

CERTIFICATE HOLDER: Arlington County, Virginia Office of Purchasing Agent 2100 Clarendon Blvd Suite 500 Arlington, VA 22201
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

**Attachment B**

**CONTRACT PRICING**

The services under this Contract will be paid for using fully loaded hourly rates for the positions listed below. Those rates shall include all costs and expenses of providing to the County the services described in this Contract.

No reimbursable expenses are permitted under this Contract, including, but not limited to, travel, parking, mileage, meals or office supplies. Only time spent by the Contractor's employees at the work site will qualify for payment.

No overtime pay will be allowed under this Contract.

The County will pay (or reimburse the Contractor at Contractor's cost, as required) for all required permit and inspection fees.

**Architectural Services**

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Principal-in-Charge	\$ 78.20	\$ 131.38	\$ 20.96	\$ 230.53
Project Manager (LEED)	\$ 46.00	\$ 77.28	\$ 12.33	\$ 135.61
Project Architect (LEED)	\$ 38.00	\$ 63.84	\$ 10.18	\$ 112.02

**Structural Engineering**

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 57.92	\$ 71.24	\$ 12.92	\$ 142.08
Associate Structural Engineer	\$ 52.88	\$ 65.05	\$ 11.79	\$ 129.72
Structural Engineer	\$ 32.51	\$ 39.99	\$ 7.25	\$ 79.75
Senior Structural Technician	\$ 31.25	\$ 38.44	\$ 6.97	\$ 76.66
Structural Technician	\$ 25.24	\$ 31.05	\$ 5.63	\$ 61.92

**MEP Engineering**

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 61.25	\$ 97.80	\$ 15.91	\$ 174.96
Senior Mechanical Engineer (LEED)	\$ 69.21	\$ 110.51	\$ 17.97	\$ 197.69
Project Mechanical Engineer	\$ 56.74	\$ 90.60	\$ 14.73	\$ 162.07
Mechanical Engineer	\$ 38.46	\$ 61.41	\$ 9.99	\$ 109.86
Mechanical Designer	\$ 36.06	\$ 57.58	\$ 9.36	\$ 103.00

Senior Electrical Engineer (LEED)	\$ 68.61	\$ 109.56	\$ 17.82	\$ 195.99
Project Electrical Engineer	\$ 52.89	\$ 84.45	\$ 13.73	\$ 151.07
Electrical Engineer	\$ 43.66	\$ 69.72	\$ 11.34	\$ 124.72
Electrical Designer	\$ 35.88	\$ 57.29	\$ 9.32	\$ 102.49
Senior Plumbing Engineer	\$ 58.90	\$ 94.05	\$ 15.30	\$ 168.25
Plumbing Engineer	\$ 39.65	\$ 63.31	\$ 10.30	\$ 113.26
Senior Fire Protection Engineer	\$ 61.35	\$ 97.96	\$ 15.93	\$ 175.24
Fire Protection Engineer	\$ 41.11	\$ 65.64	\$ 10.68	\$ 117.43
Technical Support CADD	\$ 27.98	\$ 44.68	\$ 7.27	\$ 79.93
Clerical Support	\$ 22.92	\$ 36.30	\$ 5.95	\$ 65.17
Specification Writer	\$ 61.20	\$ 97.72	\$ 15.89	\$ 174.81

**Civil Engineering**

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 73.95	\$ 98.79	\$ 17.27	\$ 190.01
Task Manager	\$ 64.22	\$ 85.79	\$ 15.00	\$ 165.01
Senior Engineer	\$ 52.54	\$ 70.19	\$ 12.27	\$ 135.00
Engineer	\$ 42.81	\$ 57.19	\$ 10.00	\$ 110.00
Senior Landscape Architect	\$ 42.81	\$ 57.19	\$ 10.00	\$ 110.00
Landscape Architect	\$ 33.08	\$ 44.19	\$ 7.73	\$ 85.00
Arborist	\$ 42.81	\$ 57.19	\$ 10.00	\$ 110.00
Environmental Planner	\$ 42.81	\$ 57.19	\$ 10.00	\$ 110.00
Surveyor	\$ 48.65	\$ 64.99	\$ 11.36	\$ 125.00
3-Person Survey Crew	\$ 72.00	\$ 96.19	\$ 16.82	\$ 185.01
2-Person Survey Crew	\$ 56.43	\$ 75.39	\$ 13.18	\$ 145.00
Construction Manager	\$ 44.76	\$ 59.79	\$ 10.45	\$ 115.00
Construction Inspector	\$ 35.03	\$ 46.79	\$ 8.18	\$ 90.00
CADD Technician	\$ 33.08	\$ 44.19	\$ 7.73	\$ 85.00
Technical Writer	\$ 27.25	\$ 36.40	\$ 6.36	\$ 70.01

**Landscape Architecture**

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 58.23	\$ 93.74	\$ 15.20	\$ 167.17

Senior Landscape Architect (LEED)	\$ 46.15	\$ 74.30	\$ 12.05	\$ 132.50
Staff Landscape Architect	\$ 34.62	\$ 55.74	\$ 9.04	\$ 99.40

AV/IT/Security

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 64.35	\$ 135.37	\$ 19.97	\$ 219.69
Senior AV Consultant	\$ 47.81	\$ 100.58	\$ 14.83	\$ 163.22
Staff AV	\$ 31.61	\$ 66.50	\$ 9.81	\$ 107.92
Associate AV	\$ 23.74	\$ 49.94	\$ 7.36	\$ 81.04
Senior Acoustical Consultant	\$ 47.81	\$ 100.58	\$ 14.83	\$ 163.22
Staff Acoustical Consultant	\$ 31.61	\$ 66.50	\$ 9.81	\$ 107.92
Associate Acoustical Consultant (LEED)	\$ 23.74	\$ 49.94	\$ 7.36	\$ 81.04
Senior RCDD Consultant	\$ 47.81	\$ 100.58	\$ 14.83	\$ 163.22
Telecommunications Engineer	\$ 31.61	\$ 66.50	\$ 9.81	\$ 107.92
Technical Assistant	\$ 22.58	\$ 47.50	\$ 7.00	\$ 77.08
CADD Designer	\$ 12.50	\$ 26.29	\$ 3.87	\$ 42.66
Word Processor	\$ 14.43	\$ 30.34	\$ 23.83	\$ 68.60

LEED

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
LEED Consultant	\$ 75.00	n/a	n/a	\$ 75.00

Geotechnical Engineering

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 64.25	\$ 135.20	\$ 29.40	\$ 228.85
Senior Project Manager	\$ 50.00	\$ 105.22	\$ 15.52	\$ 170.74
Senior Engineer / Geologist	\$ 47.29	\$ 99.51	\$ 14.68	\$ 161.48
Project Engineer / Geologist	\$ 38.70	\$ 81.44	\$ 12.01	\$ 132.15
Senior Staff Engineer / Geologist	\$ 25.18	\$ 52.99	\$ 7.82	\$ 85.99
Staff Engineer / Geologist	\$ 21.00	\$ 44.19	\$ 6.52	\$ 71.71
Contract Administrator	\$ 43.75	\$ 92.07	\$ 13.58	\$ 149.40
Clerical	\$ 16.43	\$ 34.57	\$ 5.10	\$ 56.10

Specification Writing

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Specification Writer	\$ 74.25	\$ 59.40	\$ 13.37	\$ 147.02

Cost Estimating

Labor Categories	Base Rate	Overhead	Profit	Fully Loaded
Project Manager	\$ 53.55	\$ 122.56	\$ 17.61	\$ 193.72
Cost Estimator	\$ 40.00	\$ 91.55	\$ 13.16	\$ 144.71