

August 11, 2025

Mr. James "Jay" Morrison, Jr.
Project Manager
Stafford County Transportation Capital Projects
2128 Richmond Highway, Suite 203
Stafford, VA 22554

RE: Request for Professional Services
County of Stafford, Virginia
Staffordboro Sidewalk Change Order #3

Dear Mr. Morrison:

We are pleased to submit this proposal to provide engineering services for the subject project. The scope of work has been prepared based on discussions with the County and follow-up emails. Our detailed scope of services and fee proposal, including man-hour estimates, cost & price summaries, and subconsultant fees are enclosed for your review.

Your prompt review and approval of this proposal is requested. If you have any questions or require additional information, please feel free to contact our Project Manager, Ian Millikan, at 804-366-0169 or imillikan@wallacemontgomery.com.

Sincerely,

WALLACE, MONTGOMERY & ASSOCIATES, LLP

for
Antonio A. Mawry, P.E.
Partner



**ENGINEERING
SCOPE OF SERVICES &
FEE PROPOSAL**

for

**Staffordboro Sidewalk
(Juggins Connector Road to Pike Place)
VDOT Project No. EN20-089-771, UPC# 117937**

Change Order #3

August 11, 2025

Submitted To: Stafford County
Department of Capital Projects
Transportation Engineering Division

Submitted By: Wallace Montgomery, LLP
2920 West Broad Street, Suite 18
Richmond, Virginia 23230
804-366-0169



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CHANGE ORDER DESCRIPTION

The original scope and fee proposal for the Staffordboro Sidewalk project included spot adjustments to the Stafford County water main at the intersection of Staffordboro Boulevard and Foxwood Drive to avoid impacts with the proposed storm sewer. During construction of the project, Stafford County Utilities requested that the 8" water main replacement be extended from the Foxwood Drive intersection to the tee at Grosvenor Lane. After the tee, the existing water main will be abandoned to the blowoff near Sunningdale Drive.

This project is funded with federal funds; however, the water main betterment will be funded by local funds.

BUDGET AND MAJOR MILESTONE SCHEDULE

Unless otherwise stated, Wallace Montgomery, LLP is responsible for providing all information and performing all tasks listed herein for the lump sum price of eight thousand eight hundred and forty-seven dollars and sixty-eight cents (\$8,847.68) and in accordance with the following Major Milestone Schedule:

Complete Water Main Design

Three Weeks After NTP

Water Main Betterment

Final construction plans will be developed to extend the 8" water main replacement from the intersection of Staffordboro Boulevard and Foxwood Drive to the tee at Grosvenor Lane. The existing water main will be abandoned after the tee to the blowoff at Sunningdale Drive. The water main will be designed with four feet of cover.

Deliverables

- Water Main Relocation Plan and Profile
- Summary Quantities
- Estimate

APPENDIX A – CHANGE ORDER SUMMARY

PO # 221028.0001

CHANGE ORDER # 3

PROJECT: Staffordboro Sidewalks
CLIENT: Stafford County
DATE: August 11, 2025

THE FOLLOWING CHANGES TO THE SCOPE OF SERVICES HAVE BECOME NECESSARY

DESCRIPTION OF CHANGE(S)	FEE
1. Waterline Betterment	\$ 8,847.68
2.	\$
3.	\$

TOTAL FEE ADJUSTMENT FOR ABOVE SERVICES:-----

\$ 8,847.68

FEE SUMMARY

	DATE APPROVED	FEE
ORIGINAL FEE	December 21, 2021	\$ 413,356.54
CHANGE ORDER #1	March 28, 2023	\$ 7,628.08
CHANGE ORDER #2	September 26, 2023	\$ 10,405.29
CHANGE ORDER #3		\$ 8,847.68
TOTAL		\$ 440,237.59

FOLLOWING THE PROCESSING OF CO #3, THE CUMULATIVE CO AMOUNT IS

6.5%

OF THE ORIGINAL FEE

APPENDIX B – FEE BREAKDOWN

CLASSIFICATIONS & HOURLY RATES

Project: Staffordboro SW Utility Betterment
Owner: Stafford County
Firm: Wallace Montgomery
Date: 8/11/2025

	Classification	Fully Loaded Hourly Rate
1.	Project Manager	\$ 291.10
2.	Engineer V	\$ 264.87
3.	Engineer IV	\$ 210.47
4.	Engineer III	\$ 173.97
5.	Engineer II	\$ 137.81
6.	Engineer I	\$ 99.15
7.	Technical Specialist V	\$ 257.94
8.	Technical Specialist IV	\$ 184.10
9.	Technical Specialist III	\$ 151.15
10.	Technical Specialist II	\$ 96.25
11.	Technical Specialist I	\$ 69.62
12.		
13.		
14.		

8/11/2025

Total	4	2	15	0	29	0	0	0	0	0	0	50
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Distribution of Hours By Classification and Task

Project: Staffordboro SW Utility Betterment
Owner: Stafford County
Firm: Wallace Montgomery
Date: 8/11/2025

		Project Manager	Engineer V	Engineer IV	Engineer III	Engineer II	Engineer I	Technical Specialist V	Technical Specialist IV	Technical Specialist III	Technical Specialist II	Technical Specialist I	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Task 1 - Public Utility (Water and Sanitary Sewer) Design	0	2	11	0	29	0	0	0	0	0	0	42
	Task 2 - General Project Management	4	0	4	0	0	0	0	0	0	0	0	8
Total		4	2	15	0	29	0	0	0	0	0	0	50

Project: Staffordboro SW Utility Betterment
Owner: Stafford County
Firm: Wallace Montgomery
Date: 8/11/2025

	DESCRIPTION OF TASK	Wallace Montgomery	Hassan Water Resources	ECS Mid- Atlantic	CES	ERM	Accumark	OnPoint	Total
	Task 1 - Public Utility (Water and Sanitary Sewer) Design	\$ 6,841.40							\$ 6,841.40
	Task 2 - General Project Management	\$ 2,006.28							\$ 2,006.28
Sub-Total (Labor Only)		\$ 8,847.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,847.68
Direct Expenses		\$ -							\$ -
Total		\$ 8,847.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,847.68

NON-SALARY DIRECT COSTS

Project: Staffordboro SW Utility Betterment
 Owner: Stafford County
 Firm: Wallace Montgomery
 Date: 8/11/2025

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
TRAVEL (per current VDOT guidelines)				
Round Trip Mileage from Fairfax Office to Project Site	72	Mile		
Environmental - Round Trips	0	EA		
Traffic Engineering - Round Trips	0	EA		
Roadway Engineering - Round Trips	0	EA		
Hydraulic Engineering - Round Trips	0	EA		
In-Plan Utility Design - Round Trips	0	EA		
Utility Coordination - Round Trips	0	EA		
Right of Way Acquisition - Round Trips	0	EA		
Public Involvement - Round Trips	0	EA		
Pre-Construction Administration - Round Trips	0	EA		
Construction Administration - Round Trips	0	EA		
Project Management - Round Trips	0	EA		
Total Mileage	0	Mile	\$ 0.700	\$ -
Lodging (per current VDOT guidelines)	0	EA	\$ 96.00	\$ -
Meals (Travel Day - per current VDOT guidelines)	0	EA	\$ 44.25	\$ -
Meals (Full Day - per current VDOT guidelines)	0	EA	\$ 59.00	\$ -
SUBTOTAL				\$ -
MATERIALS AND SUPPLIES				
			\$ -	\$ -
SUBTOTAL				\$ -
PRINTING AND REPRODUCTION				
	0	LS	\$ -	\$ -
SUBTOTAL				\$ -
TECHNOLOGY				
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ -
POSTAGE / MAIL				
	0	EA	\$80	\$ -
SUBTOTAL				\$ -
OTHER				
				\$ -
SUBTOTAL				\$ -
TOTAL NON-SALARY DIRECT EXPENSES				\$ -