



8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031

REQUEST FOR PROPOSALS

Number: 20-051

Title: General Engineering Services

Date Issued: December 22nd, 2020

Pre-Proposal Conference: 10:00 a.m. EST, January 12th, 2020

Microsoft Teams meeting
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[+1 571-348-5786](#) United States, Arlington
Phone Conference ID: 914 554 206#

Deadline for Questions: 5:00 p.m. EST, January 14th, 2020

Addendum 1 Issued: January 18th, 2020

Deadline for Submitting Proposals: 2:00 p.m. EST, January 28th, 2020

Proposals to Be Delivered to: Procurement Department
Fairfax Water
8570 Executive Park Avenue
Fairfax, Virginia 22031

Procurement Contact: Torry R. Huff, CPPO, VCO, VCCO
Senior Procurement Specialist
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1. SUMMARY INFORMATION

1.1 Introduction and Objective

The Fairfax County Water Authority, doing business as Fairfax Water (FW) was created under the Virginia Water and Waste Authorities Act pursuant to resolutions adopted by Fairfax County on September 26, 1957. FW is managed by a ten-member Board of Directors appointed for three-year terms by the Fairfax County Board of Supervisors.

The objective of this Request for Proposals (RFP) is to award a Basic Ordering Agreement (BOA) for professional engineering services related to design of new facilities, modifications to existing facilities, engineering studies, reports, and other miscellaneous duties associated with drinking water supply, treatment, transmission, distribution, and related support services.

1.2 Contract Award

A Contract will be awarded, if at all, to the Offeror(s) whose proposal is determined to be the most advantageous to FW. The successful Offeror(s) will be notified by issuance of a notice of award. Fairfax Water reserves the right to award to multiple contracts. Public notice of award(s) will be posted on the official FW web site at:

<http://www.fairfaxwater.org/procurement/index.htm>

1.3 Definitions

Whenever used in this RFP or in the other Contract Documents, the following terms have the following meanings, which are applicable to both the singular and plural and the male and female gender thereof:

- A. **Acceptance** – FW’s acceptance of the project from the Consultant upon confirmation from the Project Officer and the Consultant that the project is totally complete in accordance with the contract requirements and that all defects have been eliminated. Final acceptance is confirmed by the making of final payment of the Contract Sum, as adjusted by any change orders.
- B. **Award** – means the decision by FW to award a Contract after all necessary approvals have been obtained.
- C. **Contract** – means the written agreement which, following conclusion of negotiations and any Award hereunder, will be executed by FW and the successful Offeror. Upon execution, the Contract will memorialize the terms and conditions pursuant to which the services described herein will be performed (including the negotiated fees and any modifications to the Standard Terms and Conditions, among other matters) and will incorporate by reference the remaining Contract Documents. The form of Contract is attached as Attachment A to this RFP.
- D. **Consultant** – the person, firm, partnership, corporation, or other legal entity with whom FW enters into a Contract to perform the services contemplated by this RFP and includes the

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plural number and the feminine gender when such are named in the contract as the Consultant.

- E. **Contract Documents** – means the documents referred to in Attachment A of this RFP. The Contract Documents are deemed to constitute a Basic Ordering Agreement.
- F. **Contract Term** – means the period of time described in Attachment A of this RFP.
- G. **Default** – means that the Consultant has failed to fulfill one or more of its obligations in accordance with the Contract Documents.
- H. **Evaluation Committee** – means the group of individuals appointed by FW to review, evaluate, and rank each Proposal and to make a recommendation for award.
- I. **Notice** – the term “Notice” or the requirement to notify means all communications, notices, demands, instructions, claims, approvals, and disapprovals required or permitted under the Contract Documents. To be effective, Notices must be in writing and will be effective if delivered by U.S. Mail, hand delivery, or facsimile transmission to the business address or fax number of the Consultant as stated on its Proposal; or if delivered in person to the Consultant, or any officer or principal of the Consultant. Unless otherwise specified herein, Notices will be deemed to have been duly served on FW if delivered by U.S. Mail, hand delivery, or facsimile transmission to both: (i) the Director of Planning & Engineering, Fairfax Water, 8560 Arlington Blvd, Fairfax, Virginia 22031, fax number (703) 289-6382; and (ii) the Procurement Contact whose name, address and fax number are set forth on the cover page of this RFP. Any Notice that is sent by fax to a party hereunder will be effective, and will be deemed to have been received, only upon delivery of a duplicate copy by another means of delivery authorized herein. Either party may, by written notice delivered in the manner prescribed herein, change its address for receipt of Notices hereunder.
- J. **Offeror** – means any person, firm, corporation, or other legal entity who submits a proposal in response to this RFP.
- K. **Project Officer** – means the FW employee assigned to this Project for purposes of oversight of the project. The Project Officer will be responsible for all aspects of the Contract (excluding contract modifications) after contract award, including but not limited to approving design changes, and authorizing payment for completed work, etc.
- L. **Proposal** – means the response by an Offeror to this Request for Proposals issued by FW. The response may include but is not limited to a description of technical expertise, work experience, and other information requested in the solicitation.
- M. **RFP** – means this Request for Proposals and includes any document, whether attached or incorporated by reference, and any Addenda.
- N. **Specifications** – the term “Specifications” refers to the written technical description of materials, equipment, construction systems, standards, and workmanship to be applied to the Work and certain administrative details applicable thereto.

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- O. **Task Order** – means the written order issued to the Consultant by FW from time to time during the Contract Term, as described in Section 2.1 of this RFP.

1.4 Cancellation

FW may cancel this RFP at any time and for any reason prior to award.

1.5 Price Firm Period

Proposal Prices: Pricing will be firm and fixed as originally offered and accepted for the first 12 months of any resulting Contract.

1.6 Compliance With Laws

The Offeror hereby represents, warrants, covenants, and agrees as follows:

- A. It is qualified to do business in the Commonwealth of Virginia and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- B. It is not in arrears with respect to the payment of any monies due and owing FW, the Commonwealth of Virginia, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it will not become in arrears to any such entity during the term of this Contract;
- C. It will comply with all federal, state and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
- D. It will obtain at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary for the lawful performance of its obligations under this Contract.
- E. The parties hereby acknowledge and agree that all provisions required by any Applicable Law to be set forth in this Request for Proposals will be deemed to have been included herein as if, and to the same extent as though, such provisions were to have been set forth in the Request for Proposals in their entirety.

1.7 Familiarity With Specifications

- A. Each Offeror will bear responsibility for thoroughly examining this RFP in its entirety. In the event that an Offeror has any questions or comments regarding the proper meaning or intent of any aspect of this solicitation, then such Offeror will submit all such questions and comments in writing to the Procurement Contact identified on the cover sheet of this solicitation in accordance with the provisions of Paragraph 3.3 (Questions and Communications) hereof.
- B. The submission by an Offeror of a Proposal in response to this RFP will be deemed to constitute a representation on the part of such Offeror that it has thoroughly examined this RFP and has submitted any and all questions and comments it may have regarding the meaning or interpretation of this solicitation to FW in the manner prescribed herein.

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1.8 Debarment Status

Neither the Consultant nor any officer or employee thereof has been debarred or suspended, or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFP. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in a public procurement activity and will include in each of its subcontracts and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision.

1.9 Ethics In Public Contracting *

The Offeror hereby certifies that it has familiarized itself with Sections 2.2-4367 through 4377 of the Act (“Ethics in Public Contracting”), and that all amounts received by it and all actions by or on behalf of the Consultant, pursuant to a contract resulting from this solicitation, will be proper and in accordance therewith.

1.10 Incorporation By Reference

- A. This solicitation is issued in accordance with, and controlled by, the Virginia Public Procurement Act (VPPA), which may be accessed at the following website:

www.fairfaxwater.org

- B. The terms, conditions and specifications contained herein including any attachments or addenda are incorporated into any contract issued as a result of this solicitation.

1.11 Precedence Of Terms

By submitting a proposal in response to this solicitation, the Offeror agrees that the terms and conditions contained in this RFP will control any contract arising from this solicitation. To the extent that a conflict arises or is found to exist between the Offerors’ proposal and this solicitation, including any addenda thereto, the terms, conditions and specifications contained in this solicitation and any addenda thereto will in all cases prevail.

1.12 Hours of Operation and Holidays

The normal hours of operation are 8:00 a.m. through 4:30 p.m. EST; Monday through Friday excluding FW holidays. FW normally observes Virginia bank holidays. The Project Officer will provide the then current list of holidays after contract award.

1.13 Minimum Qualifications

In order to be qualified to perform the services described in this RFP, an Offeror shall demonstrate satisfactory prior experience on projects of a nature and scope similar to the services described herein. Specifically, a firm either through in-house or subcontractor listed as part of the project team on the org chart, must have significant engineering experience with drinking water supply, treatment, transmission and distribution, as well as general site/civil and building engineering. To document qualifications the Offeror should provide all requested information described in Section 3.9(B)(5) of this RFP with respect to a minimum of four (4) projects completed within the last five

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(5) years, from the issuance date of this RFP. Specifically, the Offeror must have knowledge of and experience with the following:

- a. The Commonwealth of Virginia's and Federal Regulations on drinking water
- b. Water and Wastewater Engineering
- c. Structural Engineering
- d. Electrical Engineering
- e. Water system hydraulic analysis and modeling
- f. HVAC
- g. Mechanical Engineering
- h. Process Engineering
- i. Water Treatment Plant Residuals Management
- j. Instrumentation and SCADA
- k. Safety/OSHA Requirements
- l. US EPA and Commonwealth of Virginia Environmental Regulations
- m. American Water Works Association Standards
- n. Virginia Uniform Statewide Building Code and Virginia Uniform Statewide Fire Protection Code
- o. Utility and Asset Management
- p. GIS use as it pertains to water and wastewater engineering
- q. Fire Protection Engineering
- r. Geotechnical
- s. Civil/Site Engineering
- t. Dam Engineering
- u. Watershed Management and Source Water Protection
- v. Water Supply Planning
- w. Hazardous Material Mitigation
- x. Metallurgy

END SECTION 1

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SECTION 2

2. SPECIFICATIONS/SCOPE OF WORK

2.1 Description and Summary of Requirements

The intent of this procurement is for FW to contract with an engineering firm or firms (the “Consultant”) to provide professional engineering services, as described further below, relative to drinking water supply, treatment, transmission, distribution and other related infrastructure and operations. Services include, but are not limited to, design of new facilities, modifications of existing facilities, regulatory consulting, surveying, alternatives analysis, studies, reports, and other miscellaneous duties. To be qualified, an Offeror must demonstrate experience with drinking water supply, treatment, transmission and distribution, as well as general site/civil and building engineering. This experience shall be demonstrated through the Offeror’s in-house capabilities or through a subcontractor arrangement. Any subcontractor shall be listed on the organizational chart and consider part of the Offeror’s project team. Experience shall also include an in-depth knowledge of relevant regulations, rules, and guidelines of the Environmental Protection Agency (EPA), Virginia Department of Health (VDH), American Water Works Association (AWWA) Standards, Virginia Statewide Building Code, Safety/Occupational Safety & Health Administration (OSHA), Virginia Department of Environmental Quality (VDEQ), National Fire Protection Association (NFPA) Virginia Department of Conservation and Recreation (VDCR), Fairfax County regulations and permitting requirements, and all other relevant federal, state and local laws and regulations.

All work performed shall be assigned by means of formal Task Orders which will relate to individual projects and be issued in writing by FW from time to time during the Contract term. Each Task Order shall correspond to a clearly defined scope. Task Orders will generally be issued on a rotation basis based on a desire to equitably share workload amongst contractors. An exception may be made if it is determined that one contractor maintains a particular skillset or historical knowledge for a specific project, or other factors for selection beneficial to Fairfax Water. The scope of work on each Task Order shall be negotiated and listed in hours by position (engineer, surveyor, draftsman, etc.), to include direct costs such as subconsultants, travel, reproductions, etc. The successful Offerors will be compensated by multiplying the hours worked for each position with the rates negotiated prior to Award and made part of the Contract Documents. The Consultant(s) are expected to be able to perform work on several large and complicated projects at the same time. FW reserves the right to issue no Task Orders, to perform the work using in-house resources or other contractors, or to otherwise assign work as it deems appropriate in accordance with established procedures, all as determined to be in the best interest of FW. Any Task Order issued hereunder will include the scope of work and fee for each task. Examples of Task Order types include the following:

- A. General, Water System Engineering Design and Studies including but not limited to:
 - 1. Evaluation and analysis of water treatment processes and operations
 - 2. System Planning and Economic Analysis
 - 3. Pump Station Analysis
 - 4. Storage Analysis
 - 5. Demand Projections and Analysis
 - 6. Water Chemistry
 - 7. Hydraulic Analysis
 - 8. Structural Analysis

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9. Industrial HVAC, including boiler and chiller plants and distribution, and compressed air systems, and ventilation of process areas
 10. SCADA Design and Technical Support
 11. Asset Management and Condition Assessments
 12. Capital Improvement Plan development and Project Prioritization
 13. Inventory Management Analysis
 14. Organization, Staffing, and Operating Procedures
 15. Preliminary Cost Estimates
 16. Forensic Engineering and Trouble Shooting
 17. Analysis of Major Critical equipment failures and facilitation of inter-department group Root Cause Failure Analysis (RCFA), Failure Modes & Effects Analysis (FMEA)
 18. Reliability Improvements
 19. Vulnerability Assessments
 20. Computational Fluid Dynamics (CFD) Analysis
- B. Electrical Engineering Studies including but not limited to:
1. Electrical System Analysis
 2. NFPA (National Fire Protection Association) 70E compliance evaluations
 3. Arc Flash Studies and ability to provide Arc Flash Safety Training for FW personnel
 4. Electrical Coordination Studies
 5. Surge Protection Coordination and Transient Network Analysis
 6. Harmonic Evaluation and Mitigation Design
- C. Environmental Planning and Permitting, which FW may request environmental consulting engineering support and/or provided on-call environmental engineering support:
1. Spill Prevention Control & Countermeasure
 2. Aboveground and Underground Storage Tank Management
 3. Air Emissions
 4. Storm Water Pollution Prevention Planning and Permitting
 5. Hazardous Waste Management and Recycling Planning
 6. Hazardous Materials Management Planning
 7. Residuals Management and Permitting
 8. Virginia Pollutant Discharge Elimination System (VPDES) or discharge/water permitting
- D. Study or design of new or modifications to existing facilities, such as water treatment, pumping, office, industrial maintenance, warehouse, dam, etc. including but not limited to:
1. Preliminary engineering
 2. Zoning compliance
 3. Evaluation of site, structural, mechanical, electrical or other components
 4. Preparation of “bid ready” plans and specifications
 5. Cost Estimates
 6. Permitting
 7. Easement Acquisition
 8. Bid Phase Services
- E. Civil/Site Engineering

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1. Site Planning
 2. Storm and Earthwork Grading Work
 3. Land Use Permitting (typically Fairfax County)
 4. Special Exception Amendment/2232
- F. Dam Engineering
1. Routine and as-needed inspections
 2. Operation and Maintenance Plans
 3. Emergency Action Plans
 4. Hydraulic and Hydrologic Expertise
 5. Regulatory Support
 6. Dam Safety Management Practices
 7. Other Dam Engineering
- G. Watershed Management and Water Supply Planning
1. Analysis of Proposed Activity in the Watershed
 2. Support Fairfax Water's Water Supply Planning Efforts
 3. Source Water Protection Efforts
 4. Reservoir Management Efforts
 5. Raw Water and Water Supply Facilities
 6. Watershed Modeling, Water Quality Modeling and Analysis, and Planning
 7. Integrated Pest Management (to include Invasive Species Management)
 8. Other Watershed Engineering
- H. Construction management and inspection/field services
- I. Construction Administration
- J. Special consultation and miscellaneous duties, as directed from time-to-time
- K. Staff Augmentation
- L. Additional Engineering Projects and Studies. Other engineering studies and analyses shall be conducted as deemed appropriate by FW.

2.2 Construction Specifications Format

Bid document format shall comply with current FW practices. FW currently uses the 16-division version of Construction Specifications Institutes MasterFormat published in 1995.

2.3 Computer Compatibility

FW currently uses AutoCAD 2019 and Microsoft Office 2013 and later versions. By submitting a proposal in response to this RFP, the Offeror agrees that if awarded the contract all submittal data will be compatible with the computer software products listed above or more recent versions as may be utilized by FW during the life of the contract. If the Consultant provides data that is or

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becomes incompatible, the Consultant will replace the data with data in a compatible format within three days of notification by FW. The use of alternate products will be considered in evaluating your proposal.

2.4 Safety/OSHA Requirements

In the process of performing work under this RFP, Offerors are advised that it may be necessary for the successful Offeror and/or its employees and subcontractors to enter into permit-required confined spaces or other potentially hazardous environments. Prior to beginning any work under this RFP, the Offeror will be required to attend a mandatory safety plan review meeting to discuss safety-related matters including, but not limited to site access, confined space entry, fall protection, and lockout/tagout. It will be the responsibility of the successful Offeror to ensure that its employees and subcontractors are properly trained and certified to enter and work in these hazardous environments under a formal confined space entry program. Furthermore, it will be the responsibility of the successful Offeror and any subcontractors to provide their own safety-related equipment including, but not limited to monitoring and personal protective equipment and energy isolating locks to be installed in conjunction with FW's lockout/tagout of all energy sources. The successful Offeror will not be permitted to use FW's safety equipment for work under this project nor can they work under FW's confined space entry permit. If awarded a contract hereunder, the Offeror covenants and agrees to fulfill the obligations set forth in this Section.

2.5 Insurance Claims Against Offeror

In addition to the mandatory insurance requirements listed in Attachment A (Insurance) and at the request of FW, any Offeror may be required to submit a list of all insurance claims made against it within the past 12 months. FW reserves the right to reject any offer or proposal if in FW's opinion the amount or number of claims is deemed to be excessive. Failure to provide this information may result in rejection of a proposal.

2.6 FW's Responsibilities

- A. FW will designate in writing a person to act as FW's representative with respect to the services to be rendered under the Contract. In the event a representative is not so designated within 30 days after the date of the Contract, such representative will be deemed to be FW's Director of Planning & Engineering. Such person will have complete authority to issue Task Orders, transmit instructions, and receive information with respect to the successful Offeror's services on the Project.
- B. FW will, in a timely manner, make available to the selected Offeror, to the extent it is in the possession of FW, all information pertinent to the Project or Task Order, including previous reports and any other data relative to design and/or construction of the Project, including, as may be applicable and without limitation, the following:
 - 1. For existing facilities; drawings, equipment specifications, reports, construction documents, operations data, maintenance logs and other pertinent data.

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2. Data prepared by or services of others, including without limitation, borings, probing and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment;
 3. Environment assessments;
 4. Property, boundary, easement, right-of-way, topographic and utility surveys;
 5. Property descriptions; and
 6. Zoning, deed and other land use restrictions.
- C. In providing the foregoing information, FW makes no representation or warranty about its accuracy or completeness. The successful Offeror(s) will make such investigations and inquiries as it deems necessary in order to verify the accuracy and sufficiency of any such information.

END SECTION 2

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3. SUBMISSION OF PROPOSALS AND METHOD OF EVALUATION

3.1 General

The following general information is provided and will be carefully followed by all Offerors to ensure that proposals are properly prepared.

- D. A Transmittal Form (see Attachment C to this RFP) or a transmittal letter prepared on the Offeror's business stationery must accompany the proposal. A transmittal letter may be substituted for the attached form. The Transmittal Form or transmittal letter, as the case may be, must be signed by a duly authorized representative of the Offeror.
- E. Each Offeror must furnish all information required by this RFP.
- F. FW reserves the right to conduct discussions with qualified Offerors in any manner necessary to serve the best interest of FW and consistent with the Virginia Public Procurement Act (Va. Code Ann. §2.2-4300 et seq., the "Act").

3.2 Proprietary Information

- A. Except as provided herein or as otherwise set forth in §2.2-4342 of the Virginia Public Procurement Act (Va. Code Ann. §2.2-4300 et seq., the "Act"), all proceedings, records, contracts and other public records relating to procurement transactions will be open to inspection in accordance with the Virginia Freedom of Information Act (Va. Code Ann. §2.2-3700 et seq., the "Virginia FOIA").
- B. Each Offeror has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to either §2.2-4342 of the Act or the Virginia FOIA, by completing and submitting Attachment D to FW prior to or at the time of submission of its proposal.

3.3 Questions and Communications

- A. All contact between prospective Offerors and FW with respect to this solicitation will be formally held at scheduled meetings or in writing through the Issuing Office. Questions and comments regarding the meaning or interpretation of any aspect of this solicitation must be submitted in writing to the Procurement Contact identified on the cover page to this solicitation and must be received by the Procurement Contact on or before the deadline for submitting questions that is specified on such cover page. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth on the cover page to this solicitation will not be answered.
- B. FW will respond to all timely questions and comments that are properly submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Offerors at the addresses furnished to FW for such purpose. Oral communications between FW and any Offeror regarding the interpretation or meaning of any aspect of this RFP are not authorized and may not be relied upon for any purpose.

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3.4 Addenda to the RFP

- A. FW reserves the right to amend this solicitation at any time prior to the deadline for submitting Bids or Proposals. If it becomes necessary to revise any part of this RFP, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Offerors who are on record with FW as having received this solicitation. If, in the opinion of FW, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of FW.
- B. It will be the responsibility of each Offeror to contact the Purchasing Contact identified on the cover page to this solicitation prior to submission of a proposal hereunder in order to determine whether any Addenda have been issued in connection with this procurement. Notwithstanding any provision to the contrary, the failure of any Offeror to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Offeror from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by FW, Addenda will be deemed to have become a part of this RFP to the same extent as if set forth fully herein.

3.5 Duration of Proposals

Proposals will be valid for a minimum of 120 days following the deadline for submitting offers. If an award is not made during that period, all offers will be automatically extended for another 120 days. Offers will be automatically renewed until such time as either an award is made or proper notice is given to FW of Offeror's intent to withdraw its offer. Offers may only be withdrawn by submitting Notice at least 15 days before the expiration of the then current 120-day period.

3.6 Arrearage

By submitting an offer in response to this solicitation, the Offeror will be deemed to represent that it is not in arrears in the payment of any obligation due and owing FW, the Commonwealth of Virginia, or any other public body in Virginia. This representation will be deemed to include the payment of taxes and employee benefits. The Offeror further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract.

3.7 Instructions for Submitting Proposals

- A. The deadline for submitting Proposals is shown on the cover sheet. Proposals will be opened in accordance with the provisions of the Virginia Public Procurement Act. There will be no public proposal opening. The list of prospective Offerors will be available for public inspection only after Contract award or upon cancellation of the solicitation.
- B. Except as set forth below, the attached Transmittal Form (Attachment C) must accompany the proposal. The purpose of the Transmittal Form is to formally submit the Proposal to FW and to bind the Offeror to the terms, conditions and specifications contained in the solicitation. The Transmittal Form must be signed by an individual who is authorized to bind the Offeror to all matters set forth in the proposal. A transmittal letter may be substituted for the attached Transmittal Form. If used, the transmittal letter must include an affirmative statement that binds the firm to the terms, conditions and specifications contained in the RFP and must be signed by

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a duly-authorized representative of the Offeror. The letter must include all of the information contained on the Transmittal Form.

- C. Submit Seven (7) sets of your Proposal. Identify one volume as “ORIGINAL” and include all originally signed documents in it.
- D. Proposals must be submitted in a sealed package(s). No other form of submission will be accepted (i.e., E-mail, Facsimile, etc.). Proposal packages must be identified on the outside as follows:

<i>From:</i> _____	
_____ <i>Name of Offeror</i>	_____ <i>Due Date</i>
_____ <i>Street</i>	_____ <i>RFP No.</i>
_____ <i>City, State, Zip Code</i>	_____ <i>RFP Title</i>

3.8 Late Proposals

Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be considered. Proposals received after the proposal submission deadline will be returned to the Offeror unopened providing that sufficient proposal identification information is shown on the outside of the proposal envelope.

3.9 Proposal Organization

- A. Proposals will address the following general topics and also emphasize the Offeror’s qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Offeror and the evaluation criteria set forth in this RFP.
- B. Offerors will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Offeror’s proposal. All proposal elements shall be included in the Technical Proposal and shall include at a minimum the following:
 - 1. Transmittal Form or Transmittal Letter
 - 2. Written Narrative: Each Offeror must provide a written narrative that includes, at a minimum, the following:
 - a. brief history of the firm and its organization,
 - b. the name and contact information of the principal or officer who will serve as the primary point of contact for the Offeror and who will have authority to negotiate on behalf of the Offeror, and
 - c. general description of the Offeror’s experience in providing the services described in this RFP, including any special qualifications, experience, awards, etc. At the election of the Offeror, the written narrative may be included in the Offeror’s transmittal letter.

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3. Proposal Section 1 – Project Approach: The purpose of this section is to present the Offeror’s understanding of future project requirements. This section shall include a preliminary proposed management plan based on a generic scope of services outlined in this RFP, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. A discussion of the Offeror’s approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Offeror should address how FW staff will be integrated into the services to be provided under this RFP.

4. Proposal Section 2 – Project Personnel: This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these generic services. An organizational chart showing duties, responsibilities and the lines of communication will be included in this section. Résumés that demonstrate experience on similar projects and specify the individual’s duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Offeror, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a Contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by FW.

5. Proposal Section 3 – Experience and Qualifications:
 - a) This section should discuss the experience and qualifications of the Offeror and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of both firms as it relates to this project must be discussed. In order for an Offeror to be deemed qualified to perform the services described in this RFP, the experience listed in this section of the proposal must contain detailed descriptions of a minimum four (4) projects completed within the last five (5) years, from the issuance date of the RFP, of a scope similar to that outlined in this RFP; identify the role of the Project Manager and other key team members’ participation in the referenced projects. The following types of projects must be included in the references and must satisfy each of the following requirements:
 - i. At least two projects shall demonstrate design and construction support services for rehabilitation of a pumping station, treatment plant, or other utility infrastructure, including structural, mechanical and electrical components.
 - ii. At least one project shall demonstrate water system modeling and analysis, including evaluation of additional transmission mains, distribution storage facilities and/or new sources of supply.
 - iii. At least one project shall include a multi-discipline basic ordering agreement that has been awarded to the Offeror within the last five years from the RFP issuance date.

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- iv. Offerors shall provide at least one example that demonstrates experience in Dam Engineering as listed in Section 2.1(F) of this RFP.
 - v. Offerors shall provide at least one example that demonstrates experience in Watershed Engineering as listed in Section 2.1(G) of this RFP.
- b. Using Attachment B (“References”), provide at least one contact for each reference project or basic ordering agreement listed above, and no less than 4 total reference contacts. Each of the project references in this Section should include the title of the project, contact name, telephone number, email address, and mailing address of an individual employed by the project. This contact shall be a person having direct knowledge of the scope of work and the Offeror’s performance during the contract. The Offeror shall be responsible for providing current and accurate contact information regarding each of its listed references. FW reserves the right to require additional references from the Offeror, or to obtain additional references from other sources not provided by the Offeror.
6. Proposal Section 4 - Financial Responsibility: The Offeror will provide evidence of financial responsibility including a certified copy of the Offeror’s most recent audited financial statement. In the absence of a recent audited financial statement, the Offeror may submit for consideration by FW a certified copy of its most recent unaudited financial statement, provided that it was prepared by an independent accounting firm in accordance with generally accepted accounting principles. Unless such information is included in the Offeror’s Written Narrative (see item B, above), the Offeror additionally will provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the approximate number of clients and the current number of full-time employees.

3.10 Evaluation Committee and Criteria

- A. Evaluation Committee: FW will establish an Evaluation Committee (the “Committee”) to review, evaluate, and rank each proposal. The Committee will be composed of the Purchasing Contact identified on the cover page and other individuals designated by FW. The Committee may request additional technical assistance from other sources.
- B. Evaluation Criteria: Each proposal will be reviewed for compliance with the requirements of this RFP. The Offeror assumes responsibility for addressing all necessary technical and operational issues in order to meet the objectives of the RFP. Each proposal will be evaluated and ranked according to the criteria set forth below:
- 1. **Technical Competence:** The projects in the proposal which demonstrate similar services described in this RFP.
 - 2. **Project Approach:** Evaluation of the Offeror’s understanding of the Work, as well as an evaluation of the project management plan and proposed scope of services.
 - 3. **Quality of Work:** Demonstrates practices of the Offeror assure that high quality work is delivered to the client.

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4. **Cost Control:** Demonstrates the firm's practices and ability to perform work within the budget established for a project.
5. **Professional Registration:** Review of the Offeror and/or sub-consultants employees proposed to work on this contract that are registered as professional engineers and licensed in the Commonwealth of Virginia. The submittal will be reviewed for current registration for the Project Manager and senior designers who will be conducting or as required sealing the work.
6. **Timeliness:** Demonstrates the Offerors ability to complete work within the client's schedule. Review of Offeror's current BOA contracts including current and anticipated.
7. **Proposed Contract Staff:** Review of Offeror's proposed contract staff including their resume, other assigned projects or contracts, and percentage of availability for this BOA. Review of the Offeror plans to keep the project team together during the course of the project.
8. **Financial Responsibility:** Review of Offeror's financial responsibility based on the certified audited financial statement and related information for its most recently completed fiscal year.
9. **Communication:** Review of the Offeror's approach, tools and methods it uses in order to present projects to governing bodies, regulators and the general public. Understanding of the Offeror's ability to successfully communicate the benefits of controversial projects and approach to internal communication with the project team.
10. **Principal Participation:** Review of the résumé for the Principal or Officer of the firm who will have responsibility for oversight of the work to be performed for FW and the role of the Principal or Officer in overseeing and ensuring the quality of the work.

3.11 Acceptable and Unacceptable Proposals and Rejection of Offers

FW reserves the right to: (a) reject any or all proposals received; (b) cancel this RFP at any time prior to award; and/or (c) waive informalities in the event that FW determines such action is in its best interests. Proposals must meet or exceed the mandatory requirements of this RFP. If an Offeror does not meet a mandatory requirement it will be rejected.

3.12 Oral Presentations

Finalists may be required to make individual presentations to the Committee as part of the technical evaluation process. If so notified by FW, the Offeror must provide a presentation within two calendar weeks of notification or as may be arranged by FW. Failure to provide a satisfactory presentation will be grounds for a declaration that the offer is non-responsive. Presentations will be conducted only at FW's offices.

3.13 Final Ranking and Selection

Each proposal will be ranked by the Evaluation Committee based upon the evaluation criteria set forth in this RFP. Selection will be based upon the Evaluation Committee's judgment of the Offeror's ability to perform the scope of services in a responsible manner using the highest standards of quality. FW will be the sole judge of the Offeror's responsiveness and responsibility.

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3.14 Negotiation

FW staff will engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. At the conclusion of discussions, on the basis of evaluation factors set forth in the RFP and all information developed in the selection process, FW will select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. FW reserves the right to make either single or multiple awards based on the qualifications and experience of the Offerors.

In the event that FW determines in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. FW reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best serves the needs of FW and is within the scope of this RFP. FW is under no obligation to award, but may do so based upon an analysis of submitted proposals and subsequent interviews and negotiations.

END SECTION 3

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ATTACHMENT B
REFERENCES

OFFERORS' NAME: _____

1. COMPANY NAME: _____

PROJECT TITLE: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

2. COMPANY NAME: _____

PROJECT TITLE: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

3. COMPANY NAME: _____

PROJECT TITLE: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

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OFFERORS' NAME: _____

4. **COMPANY NAME:** _____

PROJECT TITLE: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

E-MAIL: _____

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**ATTACHMENT C
TRANSMITTAL FORM**

By submitting this Transmittal Form in response to the above-referenced RFP, the Offeror hereby acknowledges and agrees that: (a) Fairfax Water has the right to conduct such research and verification with regard to the information set forth in the Offeror's proposal and attachments as it deems reasonably necessary and appropriate under the circumstances, including contacting project owners and other involved parties for references with respect to the Offeror's prior performance; and (b) in the event that the Offeror is awarded a contract hereunder, the Offeror agrees to execute a contract with Fairfax Water in substantially the form of Attachment A pursuant to which the Offeror will agree to perform the services described in the RFP in accordance with the terms and conditions set forth in Attachment A of the RFP (subject to any agreed-upon :”modifications) and the fee schedule agreed upon by Fairfax Water and the Offeror.

Applicant must provide all information requested herein.

Please type or print clearly in black ink.

Offeror's Full Legal Name	Type of Entity and State of Organization or Incorporation
Offeror's Principal Address	Offeror's Mailing Address (if different)
Name and Title of Offeror's Principal Contact for Purposes of this RFP	Telephone No. and E-Mail Address of Principal Contact
	Offeror's SSN or Federal Employer ID No.

In accordance with Section 2.2-4311.2 of the Virginia Code, provide the identification number issued to the Offeror by the Virginia State Corporation Commission (VSCC) in the space provided below. If the Offeror is not required to be authorized to transact business in Virginia under Title 12.1 or Title 50, or any other law; provide a statement as to why your firm is not required to be so authorized **Offeror's VSCC ID Number:** _____

~~-or-~~
Offeror's Statement as to why it is not required to be authorized to transact business in Virginia (attach additional sheets, as necessary):

Name of Applicant

Signature of Authorized Representative

Name of Representative

Title

Date

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ATTACHMENT D

**PUBLIC DISCLOSURE OF
TRADE SECRETS AND/OR PROPRIETARY INFORMATION**

Under the Virginia Public Procurement Act, an Offeror may elect to designate portions of its proposal as trade secrets or proprietary information. In order to obtain protection from mandatory public disclosure laws, an Offeror must complete the chart below by identifying with specificity each item of information for which protection is sought and providing an explanation as to why protection from public disclosure is necessary. In order to be effective, an Offeror must identify any trade secrets or proprietary information set forth herein at or prior to submission of its proposal.

OFFERORS' NAME: _____

SECTION:	DESCRIPTION OF INFORMATION	JUSTIFICATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: If this Attachment D is left blank, the Applicant's Qualification Statement will be deemed *not* to contain any trade secrets or proprietary information and will result in your firm's proposal being subject to public inspection. Requests for protection after the deadline for submission of proposals will not be eligible for consideration.