



FAIRFAX COUNTY WATER AUTHORITY

8570 Executive Park Avenue, Fairfax, Virginia 22031-2218 www.fairfaxwater.org

REQUEST FOR PROPOSAL

Number: **24-107**

Title: **Occupational Health, Wellness, LTD & Related Services**

Date Issued: **July 15, 2024**

Preproposal Conference: **July 18, 2024 @ 11:30 AM**

Deadline for Questions: **July 23, 2024**

Deadline for Submitting Proposals: **2:00 P.M. ET, August 9, 2024**

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

Procurement Contact: **Paula Martinez
Senior Procurement Specialist
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INTRODUCTION & BACKGROUND

1.1 INTRODUCTION TO FAIRFAX WATER

Chartered in 1957 by the Virginia State Corporation Commission as a public, not-for-profit water utility, Fairfax Water (FW) is governed by a 10-member Board of Directors composed of Fairfax County citizens appointed by the elected Fairfax County Board of Supervisors. A general manager, supported by a staff of 485 water professionals, manages the day-to-day operations of FW.

FW's mission is to provide its customers with reliable and abundant water of exceptional quality at a reasonable price. FW aspires to remain a respected industry leader, upholding its customers' trust by providing water of exceptional quality and reliability, at a reasonable price, while supporting the high quality of life and economic vitality of the region.

FW is Virginia's largest water utility and one of the 25 largest water utilities in the country serving over two million people in Northern Virginia. FW provides retail water service to Fairfax County and the Cities of Falls Church and Fairfax, and wholesale service to the Counties of Loudoun and Prince William, the City of Alexandria, the Towns of Herndon and Vienna, Fort Belvoir, and Dulles International Airport.

FW has one of the lowest commodity rates in the Washington metropolitan region and is one of only a handful of water utilities in the country to receive a triple-A rating from the top three financial rating services.

FW owns and operates two of the largest water treatment facilities in Virginia with an average daily water production of 166 million gallons in 2023 and combined maximum production capacity of 345 million gallons per day. The James J. Corbalis Jr. treatment plant is at the northern tip of Fairfax County and the Frederick P. Griffith Jr. treatment plant is on the southern border of Fairfax County. FW draws raw water from two primary sources: the Potomac River and the Occoquan Reservoir, which is fed by the Occoquan River. FW also purchases water from the Washington Aqueduct, owned and operated by the U.S. Army Corps of Engineers. Treated water from FW's treatment plants and the Washington Aqueduct is fed to an interconnected transmission and distribution system that includes over 4,000 miles of water mains, 29,000 fire hydrants, and 118,000 valves. FW's infrastructure also includes 30 water tanks and 24 pumping stations.

1.2 BACKGROUND

FW requires the provision of a full range of laboratory testing services and employment medical fit for duty testing services for employees, as well as occupational health, wellness and well-being program services for all employees, and other related professional medical services to all its employees.

PROJECT SCOPE OF SERVICES

The purpose of this Request for Proposal (RFP) is to solicit proposals for: A) Occupational Health, B) Wellness, C) Health Fair, D) Flu-shots and E) Long Term Disability Medical Review and Administration Services for FW's employees at its multiple locations in Northern Virginia. The contractor shall furnish all labor, supervision, equipment, tools, parts and materials, as necessary, to provide FW with Occupational Health, Wellness, LTD and other related services as outlined below.

2.1 SCOPE OF SERVICES

This is the Scope of Services for the pertinent RFP; each of the five services listed below may be awarded individually, collectively or any combination thereof, as FW determines is in our best interest:

- A. Occupational Health & Employment Screening
- B. Occupational Wellness
- C. Flu Vaccination Clinic
- D. Health and Wellness Fair
- E. Long Term Disability Medical Review Services

A. Occupational Health Monitoring & Employment Screening

Fairfax Water has regulatory requirements to provide certified occupational medical services to its employees as described below. These services include employment physical evaluations, fitness for duty determinations, specialized health evaluations for duty requirements (e.g. Occupational Safety & Health Administration (OSHA) respiratory protection physicals and Department Of Transportation (DOT) physicals), controlled substance and alcohol testing, pool administration of random DOT controlled substance testing in accordance with the Federal Motor Carrier regulations, perform on-site random Commercial Drivers License (CDL) drug and alcohol testing.

To ensure ready access to quality care providers, FW needs to rely on a local healthcare network capable of meeting its demand for these services. FW currently relies upon a single access provider of Occupational Health Medical services for its employees.

Offerors must have the capability to perform solicited services in county wide facilities, capable of providing the spectrum of medical related needs required by Fairfax Water and its employees, 8 hours per day, 5 days per week, Monday through Friday, excluding federal holidays.

Offerors must have the capability to administer post-accident controlled substance and alcohol breath testing (DOT and non-DOT) services in county wide facilities within 8 hours following an incident, requested by Fairfax Water.

Below is the list of the tests often used by FW:

Testing	Historical Utilization (2023)
Non-DOT Physical Exam (height, weight, BP, vision, hearing, urine dip, medical history review and complete exam by a Medical Doctor licensed in the Commonwealth of Virginia)	150
DOT Physical Exam (height, weight, BP, vision, hearing, urine dip, medical history review and complete exam by a Medical Doctor licensed in the Commonwealth of Virginia)	50
Rapid 5 panel - Controlled Substance Testing	0 (estimated 90 to be conducted in 2024)
DOT/Non-DOT Breath Alcohol	50
DOT/Non-DOT Urine Drug Screen w/MRO 5-panel	75
Non-DOT Hair Substance Testing	0
OSHA Audiometry Testing	150
OSHA Audiometry Comparison	125
OSHA Respirator Clearance - Questionnaire Review and Physical Examination	60
<i>Lung Function Testing (Spirometry)</i>	60

<i>EKG if Medically Indicated</i>	40
<i>Chest X-Ray 1 View</i>	0
<i>Chest X-Ray 2 View</i>	0
Complete Blood Count (CBC) with differential	0
Chemistry Profile	0
Blood-Lead / ZPP - zinc protoporphyrin	0
Fitness for Duty Evaluations (per hour)	0
Transcription of Medical Notes (if applicable)	0
Otoscopic Exam if Medically Indicated	0
DOT Random Pool Annual Administration	1
On-site DOT Drug Collection/Breath Alcohol Test	150

B. Occupational Wellness

FW personnel have experienced several soft tissue injuries associated with hand and power tools and manual material handling activities. FW is seeking assistance in developing a site-specific program aimed at reducing soft tissue injuries (sprains and strains) through employee education, stretching/yoga, biometric screening, exercise and fitness classes, wellness seminars and workshops, and health coaching.

FW operates two water treatment plants and three utility maintenance facilities. The type of work is vastly different from the water treatment plant to the utility maintenance facilities. The goal would be to create a job-specific program aimed at our more physically demanding positions to include electricians, protective coatings personnel, plant mechanics, instrumentation staff, distribution maintenance water utility workers, meter service technicians, meter shop technicians, and mechanical maintenance personnel.

Location	Job Position	Number of Personnel
Griffith Water Treatment Plant 9600 Ox Road, Lorton, VA 22079	Electrical / HVAC Technician	6
	Plant Mechanic	8
	Instrumentation Technicians	5
Corbalis Water Treatment Plant 1295 Fred Morin Road, Herndon, VA 20170	Electrical / HVAC Technician	10
	Plant Mechanic	9
	Instrumentation Technicians	5
	Industrial Painter	3
Murray Maintenance Facility 2930 Industry Lane Merrifield, VA 22031	Water Utility Worker	28
	Auto Mechanic	2
	Warehouse Worker	2
Newington Maintenance Facility 8001 Cinder Bed Road, Lorton, VA 22079	Water Utility Worker	28
	Auto Mechanic	2
	Warehouse Worker	2
	Maintenance Mechanic	9
Chantilly Maintenance Facility 4400 Henninger Court, Chantilly, VA 20151	Water Utility Worker	28
	Auto Mechanic	3
	Warehouse Worker	4
	Meter Technician	11
Merrifield Field Services 8570 Executive Park Avenue, Fairfax, VA 22031	Service Worker	19
	Meter Reader	20
	Transmission Technician	11

C. Flu Vaccination Clinic

FW recognizes that the best way to prevent influenza is a flu vaccination. FW offers an annual flu vaccine clinic each autumn for employees, retirees, and Board Members. The vaccinations are conducted on seven different

dates and at six work locations. Two vaccination dates are offered at the Morin Office Building. Below is a list of work locations, the number of employees at each location, and the number of personnel participating in the offered vaccination in 2023.

Locations with address (Six locations)	2023: 126 Participants	2023: 466 Employees
Chantilly Maintenance Facility 4400 Henninger Court, Chantilly, VA 20151	8	45
Newington Maintenance Facility 8001 Cinder Bed Road, Lorton, VA 22079	11	44
Murray Maintenance Facility 2930 Industry Lane. Merrifield, VA 22031	11	30
Morin & P/E Buildings (2 dates to be offered) 8570 Executive Park Avenue, Fairfax, VA 22031	76	233
Griffith Water Treatment Plant 9600 Ox Road, Lorton, VA 22079	4	41
Corbalis Water Treatment Plant 1295 Fred Morin Road, Herndon, VA 20170	16	73

D. [Health and Wellness Fair](#)

FW recognizes the need to engage employees through an annual Health and Wellness fair, which leads to improved Employee health and positive lifestyle changes. FW currently uses a third-party contractor to offer health risk assessment and biometric screening. The fair also includes fun, engaging events to promote healthier habits, educate staff, and empower them to take control of their health. The event is open to FW employees, retirees, and Board Members and is held at our Morin & P/E buildings at 8570 Executive Park Avenue, Fairfax, Virginia 22031.

2023 Health and Wellness Fair, Screening and	
Events	Participants
A1C	100
Non-Fasting Biometric Screening	100
DermaView Facial Screening	50
Bone Density Screening	50
Vision Screening	50
Inbody	40
Seated Massage	75
Chair Yoga / Restorative Stretch	50
Zen Den	50
15 Minute Meditation	50
1 Wellness Stop by Booth	100
Virtual Reality Bar	100

E. [Long Term Disability \(LTD\) Medical Review Services](#)

FW recognizes the need to administer medical services for Fairfax Water’s LTD plan. Offeror(s) shall provide professional advice and have the ability to leverage other value-added services to benefit FW. These

services include, but are not limited to, the initial review process, yearly recertification, and every other year thereafter.

FW Long Term Disability Plan (LTD) provides 66 and 2/3 (66.66%) percent of the employee base salary if an employee becomes totally disabled due to illness or injury. The current LTD coverage is self-funded and administered by FW and is 100% employer paid. FW is exploring two options:

1. Remain self-funded and retain a contractor to administer the medical service under an advice-to-pay arrangement, or
2. Insure the benefit under a traditional fully insured arrangement.

Employees become eligible for the current long-term disability benefit thirty-six (36) months from their date of hire. FW does not offer short-term disability coverage.

FW will not guarantee a minimum number of participants on the LTD Plan.

2.3 TERM OF CONTRACT AND CONTRACT RENEWAL

- A. **Term:** The initial term of the contract will be for one (1) year, covering the period from Nov 1, 2024, through October 31, 2025.
- B. **Renewal:** FW may elect to renew the contract for up to four (4) additional, successive periods of [one] year each, provided that the initial term and any renewals exercised by FW will in no event extend beyond October 31, 2029. Fees payable during any renewal period will be determined in accordance with the contract, which includes a process for requesting price adjustments from Fairfax Water no more than once during any contract year. Such requests may or may not be approved by Fairfax Water depending on past performance of the contractor and the then-current market conditions.

INSTRUCTIONS TO OFFERORS

3.1 ADDITIONAL INFORMATION

All questions relating to this solicitation shall be submitted in writing to Paula Martinez, Senior Procurement Specialist, in the Procurement Department via email to pmartinez@fairfaxwater.org. For a question to be considered, the subject line of the email should state the following: *RFP 24-107 Occupational Health & Services – Questions*. Questions should be succinct and must include the submitter’s name, title, company name, company address, and telephone number. Prior to the award of a contract resulting from this solicitation, offerors and prospective offerors are prohibited from contacting any FW staff other than those assigned to the Procurement Department.

RFP 24-107 – TENTATIVE SCHEDULE

RFP ISSUANCE	7/15/24
PRE-PROPOSAL CONFERENCE	7/18/24 email pmartinez@fairfaxwater.org for details
QUESTION DEADLINE	7/23/24 @ pmartinez@fairfaxwater.org
ADDENDUM 1 ISSUANCE	7/29/24
PROPOSALS DUE	8/9/24 prior to 2PM ET.
ORAL PRESENTATIONS	Week of 8/26/24 (shortlisted firms)
NEGOTIATIONS	TBD
AWARD	TBD

If any questions or responses require revisions to this solicitation as it was originally published, such revisions will be by formal Addendum only. If this solicitation includes a separate FW contact for technical information, offerors are cautioned that any written, electronic, or oral representations made by any FW representative or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written addendum to this solicitation issued by the Procurement Department.

3.2 TRADE SECRETS OR PROPRIETARY INFORMATION

Offerors may obtain protection from public disclosure under the Virginia Freedom of Information Act (“VFOIA”) for any trade secret and/or proprietary information that will be submitted to FW in connection with a procurement transaction. To obtain such protection, the offeror must properly invoke the protection of § 2.2-4342(F) of the Virginia Public Procurement Act prior to or upon submission of the trade secrets and/or proprietary information for which it seeks protection by (a) identifying clearly and in writing the data or other materials sought to be protected and (b) stating the reasons why protection is necessary. Spaces are included on the Proposal Form for this purpose. An offeror may not designate as trade secrets or proprietary information (a) an entire proposal; (b) any portion of proposal that does not contain trade secrets or proprietary information; or (c) proposal prices. It is the offeror’s sole responsibility to defend the proprietary or trade secret status of information identified as such if offeror’s designation challenged in a court of competent jurisdiction.

3.3 DEBARMENT STATUS

The offeror shall indicate, in the space provided on the Proposal Form, whether or not it, or any of its principals, is/are currently debarred from submitting proposals for the types of services described in this RFP to FW or to the Federal Government, the Commonwealth of Virginia, any other state or local public body or political subdivision, and whether or not it is an agent of any person or entity that is so debarred. An affirmative response may be considered grounds for rejection of the proposal.

3.4 CONFLICT OF INTEREST STATEMENT

The offeror must provide a statement regarding potential conflict of interest. The certification shall be in the form provided in this solicitation, signed by an authorized agent and principal of the offeror and notarized.

3.5 QUALIFICATION OF OFFERORS

Each offeror may be required, before the award of any contract, to show to the complete satisfaction of the Sr. Procurement Specialist that it has the necessary experience, resources, financial capacity, licensure and other skills necessary to perform fully all services described herein in a satisfactory manner. Each offeror may also be required to provide history and references which will enable the Sr. Procurement Specialist to be satisfied as to the offeror's qualifications. Failure to qualify according to the foregoing requirements will justify rejection by FW of a proposal and its respective offeror.

3.6 OFFEROR INVESTIGATIONS

Before submitting a proposal, each offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the services contemplated by this RFP in accordance with the terms hereof and any contract documents included herein, and to verify any representations made by FW that the offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful offeror.

3.7 COMPETITIVE NEGOTIATION FOR PROFESSIONAL SERVICES

This solicitation is let under the Virginia Public Procurement Act (VPPA) procedure, "Process for professional services competitive negotiation". Under this procedure, the identity of the offerors is not a matter of public record until an award determination has been made. Because of this restriction, the opening of proposals is not conducted in public.

3.8 AUTHORITY TO TRANSACT BUSINESS

Any offeror organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so, required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper and full legal name of the firm or entity and the identification number issued to the offeror by the Virginia State Corporation Commission must be written in the space provided on the Proposal Form. Any offeror that is not required to be authorized to transact business in the Commonwealth shall include in its proposal a statement describing why the offeror is not required to be so authorized. FW may require a firm to provide documentation prior to award which: 1) clearly identifies the complete name and legal form of the firm or entity (i.e. corporation, limited partnership, etc.), and 2) establishes that the firm or entity is authorized by the State Corporation Commission to transact business in Virginia. Failure of a prospective and/or successful offeror to provide such documentation shall be grounds for rejection of the proposal or cancellation of the award. For further information refer to the Commonwealth of Virginia State Corporation Commission website at: <https://scc.virginia.gov/pages/Foreign-Business-Entities>.

3.9 INSURANCE REQUIREMENTS

Each offeror must review the insurance requirements section (Attachment C) carefully with its insurance agent or broker prior to submitting a proposal to ensure they can provide the specific coverage requirements and limits applicable to this solicitation. If the offeror is not able to meet the insurance requirements of the solicitation, alternate insurance coverage satisfactory to FW may be proposed by the offeror and considered by FW. Written requests for consideration of alternate coverage must be received by the FW Procurement Manager at least ten (10) calendar days prior to the date set for receipt of proposals. If FW denies the request for alternate coverage, the coverage required by the Insurance Requirements section must be provided. If FW permits alternate coverage, an addendum to the Insurance Checklist will be issued prior to the time and date set for receipt of proposals.

3.10 INTEREST IN MORE THAN ONE PROPOSAL, AND COLLUSION

More than one proposal received in response to this solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that an offeror is interested in more than one (1) proposal for a solicitation both as an offeror and as a subcontractor for another offeror, will result in rejection of all proposals in which the offeror is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two (2) or more offerors submitting a proposal for the work. Any or all proposals may be rejected if reasonable grounds exist for believing that collusion exists among any offerors. Offerors rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

3.11 PROPOSAL WITHDRAWAL

Proposals will be deemed to be binding on the offeror for a period of one hundred and twenty (120) days after the date and time set forth for receipt of proposals. No proposal may be withdrawn during that period without the approval of the FW Procurement Manager.

3.12 CANCELLATION OR REJECTION; WAIVER OF INFORMALITIES

FW reserves the right to cancel this RFP, accept or reject proposals, to waive any informalities or irregularities therein and to contract as the best interests of FW may require in order to obtain the goods and/or services that best meet the needs of FW, as described in this RFP. Selection of a proposal does not mean that all aspects of the proposal are acceptable to FW. FW reserves the right to negotiate the modification of terms and conditions with the offeror offering the best value to FW in conjunction with the evaluation criteria contained herein prior to the execution of a contract, to ensure a satisfactory contract.

3.13 NOTICE OF DECISION TO AWARD

In the event that a contract is awarded hereunder, FW will post a written Notice of Decision to Award on our public website, stating the date the decision to award was made, and identifying the name(s) of the awardee(s).

PROPOSAL REQUIREMENTS

4.1 GENERAL

Proposals must be submitted in hard copy and must be fully executed. **FAILURE TO SUBMIT A PROPOSAL WITH A FULLY-COMPLETED PROPOSAL FORM USING THE PROPOSAL FORM PROVIDED IN THIS SOLICITATION MAY BE CAUSE FOR REJECTION OF THE PROPOSAL.** The Proposal Form must be signed by a person authorized to legally bind the offeror.

Modification of or additions to any portion or terms of the solicitation may be cause for rejection of the proposal; however, FW reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive.

Proposals not submitted in the number of copies requested are subject to immediate rejection. Except as otherwise set forth herein with respect to upload of proposals to FW's designated SharePoint site, proposals submitted by facsimile or electronically will **NOT** be accepted.

Proposals and all documents related to this solicitation submitted to FW by an offeror or a prospective offeror shall, upon receipt by FW, become the property of FW.

The offeror's proposal shall address the required information identified under the Proposal Submittal Elements section below, in the order listed, and shall not exceed the stated page limitations, if any. The proposal shall be limited to a page size of 8 ½" x 11", single space and type size shall not be less than 10-point font for each response item. Note: for page-counting purposes, a page equals a one-sided sheet. Proposals shall not exceed more than 25 pages including all attachments.

Each proposal must be and remain valid for a period of at least one hundred and twenty (120) days from the date set by this RFP for receipt of Proposals.

All information requested or required by this RFP must be submitted. Failure to submit all information requested may result in an offeror's proposal being rejected.

4.2 EXPENSES INCURRED IN PREPARING PROPOSAL

FW will in no event be or become responsible for any expense incurred by any offeror in the preparation and presentation of a proposal. All expenses related to an offeror's participation in this RFP process, including but not limited to offeror's preparation and submission of a proposal hereunder and participation in the competitive negotiation process, shall be the sole responsibility of the offeror.

4.3 PROPOSAL FORM SUBMISSION

Offerors can submit a Proposal for one, two, three, four, or five of the scopes indicated below. Offerors should **clearly identify** which scope(s) their Proposal is intended to cover, as well as their references.

- A. Occupational Health Monitoring & Employment Screening
- B. Occupational Wellness
- C. Flu Vaccination Clinic
- D. Health and Wellness Fair
- E. Long Term Disability Medical Review Services

If contracts are awarded as a result of this RFP, FW reserves the right to award a single contract for all scopes instead of awarding multiple contracts.

Offerors shall submit a total of five (5) complete proposal sets, and an electronic copy of the proposal on a secure electronic site which can be accessed by FW, after the due date/time. Paper copies shall be submitted in a sealed envelope no later than the time and date deadline specified in this solicitation addressed as follows:

*Fairfax Water; Attn: Paula Martinez
Procurement Department
8570 Executive Park Avenue
Fairfax, Virginia 22031*

The outside of the envelope or page shall include the following information:

*Offeror's Name
RFP No 24-107 - Occupational Health, Wellness, LTD & Related Services
Submission Due Date and Time*

It is the responsibility of the Offeror to ensure timely and correct delivery of proposal. No consideration will be given to the postmark date or error in delivery to the correct address. Timely submission of the proposal is solely the responsibility of the offeror. Proposals received after the specified date and time will be rejected. Proposals will be date and time stamped by FW upon receipt and retained unopened in a secure location until proposal opening.

4.4 NOTICE OF RFP ERRORS OR OMISSIONS

Each offeror is responsible for having determined the accuracy and/or completeness of the solicitation documents upon which it relied in making its proposal and has an affirmative obligation to notify FW's Sr. Procurement Specialist immediately upon discovery of an apparent or suspected inaccuracy, error in, or omission of any pages, drawings, sections, or addenda whose omission from the documents was apparent from a reference or page numbering or other indication in the solicitation documents.

If a potential offeror downloaded an electronic version of the solicitation documents, that potential offeror is responsible for determining the accuracy and/or completeness of the electronic documents.

If the successful offeror proceeds with any activity that may be affected by an inaccuracy, error in, or omission in the solicitation documents of which it is aware but has not notified FW Procurement Manager, the offeror hereby agrees to perform any work described in such missing or incomplete documents at the offeror's sole expense and at no additional cost to FW.

4.5 PROPOSAL STANDARDS

Proposals submitted in response to this solicitation shall meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be

grammatically correct and not contain spelling errors and shall be submitted in a format outlined herein. Proposals should provide a clear, straightforward, concise description of the offeror's qualifications and suitability to provide the required services, and of the offeror's capabilities, in all respects, to perform fully the requirements of this RFP, and the offeror's integrity and reliability that will assure good faith performance of the project requirements.

Proposals should be organized in the order in which the requirements are presented in the RFP (see order of contents in bulleted list below). All pages of the proposal should be numbered. For each responding section of the proposal, it is helpful to cite the paragraph number, sub-paragraph, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, it is also helpful that the paragraph number and sub-paragraph number should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

Whenever possible, proposals submitted in response to this solicitation shall comply with the following guidelines:

- All copies should be printed on at least thirty percent (30%) recycled-content and/or tree-free paper;
- All copies shall be double-sided;
- Covers or binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of pages (proposals with glued bindings that meet all other requirements are acceptable);
- The use of plastic covers or dividers should be avoided;
- Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided; and
- Numbered tabs and dividers are required for each of the sections listed and in the order below:
 - PROPOSAL FORM (TAB 1)
 - EXECUTIVE SUMMARY (TAB 2)
 - QUALIFICATIONS AND EXPERIENCE (TAB 3)
 - IMPLEMENTATION / APPROACH / TRANSITION (TAB 4)
 - SAMPLE CONTRACT (TAB 5)
 - PERSONNEL (TAB 6)
 - REFERENCES (TAB 7)
 - INSURANCE FORM (TAB 8)

4.6 PROPOSAL SUBMITTAL ELEMENTS

4.6.1 PROPOSAL FORM (TAB 1)

Attachment A – Proposal Form must be fully completed and submitted in Tab 1 or the proposal could be deemed non-responsive. This attachment also includes the Proprietary / Trade Secret Statement.

4.6.2 EXECUTIVE SUMMARY (TAB 2)

The Offeror's proposal shall contain an executive summary that summarizes why their firm is the most qualified for this scope of work, an understanding of the services to be provided, anticipated challenges, innovative approaches, and opportunities for increased returns.

4.6.3 QUALIFICATIONS AND EXPERIENCE (TAB 3)

Offerors shall present related qualifications & experience to the scope of work for this solicitation. (Refer to section II of this document)

4.6.4 IMPLEMENTATION / APPROACH/ TRANSITION (TAB 4)

- Provide an overview of your approach to provide the solicited services to FW
- Provide a conversion plan, including schedule, for transitioning to your organization.
- Who will be responsible for coordinating the transition? What would be the schedule and milestones?

The Proposal for Occupational Health must include:

- The service address(es) and hours of operation for physicals.
- The service address(es) and hours of operation for post-accident DOT controlled substance and alcohol testing.
- The methods to make physical results and controlled substance results available to FW.
- The parameters for respirator clearance evaluations (e.g., pulmonary functions testing, EKG, stress test, blood work, etc.) for SCBA users who respond to chemical emergencies in a Level A fully encapsulating vapor tight suit.

The Proposal for Occupational Wellness must include:

- An approach associated to implement a comprehensive wellness program designed to reduce musculoskeletal disorders and repetitive stress injuries which should include but not limited to the following elements: fitness (yoga, stretching, core strengthening, and dynamic stretching); exercise physiology; health coaching (diet, healthy lifestyle, etc.).
- Include a component for on-site services for each FW sites.

The Proposal for Flu Vaccination Clinic must:

- Provide the role description of the Healthcare professionals that will be facilitating the Clinic.
- Provide the Certifications of these Healthcare Professionals
- Document and provide reporting of all employees attending the clinic. The records must be retrievable online and/or shared electronically with FW.
- If available, provide pictures of similar clinics provided to other customers.

The Proposal for Health & Wellness Fair must:

- Provide the role description of the Healthcare professionals that will be facilitating the Event(s)
- Provide the Certifications of these Healthcare Professionals
- Provide a list of Services and Equipment to be used on the Fair

- If available, provide pictures of similar Health & Wellness Fair(s) provided to other customers/agencies.

The Proposal for LTD Medical Review Services must:

- Provide a description of the Offeror's medical services evaluation process.
- Offer enhancements, including performance measures and/or reporting, to claim processing and reporting that would better serve FW. The Offeror shall indicate which enhancements, if any, are included within the proposal or the amount of an additional charge associated with the enhancement.
- Provide rehabilitative/rehabilitation service based on objective criteria relative to the individual employee's job and medical condition.
- Monitor treatment plan and recovery progress of the disabled claimant to ensure timely and successful rehabilitation.
- Identify potential Social Security disability candidates, and assist with the approval process, including the initial application, reconsideration and appeal.
- Agree that data exchanges containing HIPPA-protected data (file transmission, email, media etc.) between Offeror and FW will be encrypted, and only decrypted by the specified recipient.

4.6.5 SAMPLE CONTRACT (TAB 5)

- a) In this TAB provide a copy of all contracts documents your firm requires to be executed. All such documents are subject to the laws of Virginia. It is a requirement of this solicitation that in order to be awarded a contract, the selected Offeror must execute all required contract documents as may be modified by FW to conform to Virginia law and FW policy.
- b) Any exceptions to the terms and conditions contained herein must be submitted in the TAB 5 of the firm's proposal. Failure to do so may result in rejection of your proposal.
- c) If your firm has contract documents that must be executed, a copy must be included in your proposal.
- d) By submitting an offer in response to this solicitation, the Offeror acknowledges that the laws of the Commonwealth of Virginia govern and control all contractual documents.
- e) By submitting an offer in response to this solicitation, Offeror agrees to promptly and faithfully negotiate any exceptions to either party's terms or conditions before the proposed award is submitted to the Fairfax Water's Board of Directors for approval. Failure to do so will result in rejection of your proposal.

4.6.6 PERSONNEL (TAB 6)

1. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement and whether each such person is currently licensed in the Commonwealth of Virginia to perform the services described in this RFP. Information must also include:
 - a. Contact information including address, phone number, and email
 - b. Proposed role with regard to Fairfax Water's account
 - c. Number of years of experience in this field
 - d. Number of years with your firm

- e. Number of accounts the person is responsible for
2. Provide information on the experience of each person to perform the services described in this RFP, including information on relevant continuing professional education for the past five (5) years and membership in professional organizations relevant to the performance of these services.
3. Provide a resume or curriculum vitae (“CV”) for each person to be assigned to this engagement. The resume / CV should include years of experience, education, licenses/certifications, and professional training. The firm should also indicate how the quality and continuity of staff over the term of the agreement will be assured.
4. If your firm is awarded a contract hereunder, FW expects that the primary contact person and project team members you identify will be remain assigned to perform the services for so long as they are employed by your firm. Describe your firm’s policy on changing the primary contact person or project team members on an account at your firm’s discretion.

4.6.7 REFERENCES (TAB 7)

Using Attachment B, provide at least three (3) references where you have provided Similar Services to other Agencies or customers (Virginia public agency references, if possible), including client name, contact person (including title), address, phone number and email for contact person, and the length of time your firm has worked for the entity. Offerors are encouraged to verify that those listed as references will respond to inquiries from Fairfax Water. Non-responsive references may be deemed a negative reference and scored as such. Fairfax Water reserves the right to require additional references from the Offeror, or to obtain additional references from other sources not provided by the Offeror.

EVALUATION PROCESS

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.

At any time during the review, FW may request additional information from the Offeror. Such information request may be requested from sources other than the submitted proposal to evaluate the Proposer.

Evaluation Criteria:

FW is soliciting proposals from Offerors having experience and qualifications in the area identified in this solicitation. Each proposal shall contain evidence of the Offeror's experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by FW may include the submission of profiles and resumes of the staff to be assigned to the project, references, illustrative examples of similar work performed, and other information that will clearly demonstrate the Offeror's expertise in the area of the services sought by this solicitation. Offerors are encouraged to elaborate on their qualifications and performance data or staff expertise, as well as provide alternative concepts. Pricing and exceptions to the contractual terms and conditions will not be an evaluation consideration for the Qualifications Phase of this RFP.

Evaluation criteria will include, but will not be limited to:

- Strength and stability of the Offeror to provide the requested services,
- Relevant Experience providing the requested Services,
- Overall responsiveness, viability, and completeness of the proposal,
- Demonstrated understanding of and ability to meet or exceed FW's expectations,
- Scope of goods/services being proposed,
- Personnel/subcontractor qualifications,
- Any other facts considered relevant by FW

Evaluation Process:

Qualifications Phase

An Evaluation Committee will review and evaluate all written proposals and identify firms that may be invited to submit more detailed proposals, conduct oral presentations, and/or provide product or service demonstrations. The evaluation of written proposals will be based on the qualifications, experience, project implementation and transition plans, proposed staffing, references, and other information provided in response to the proposal submittal requirements identified in Section 4.6. The Evaluation Committee will rely upon the information provided in the written proposals submitted in order to select finalists.

Short List Phase

Subsequent stages of the process to select firms for oral presentations may include, but are not limited to, review of more detailed proposals, oral presentations, non-binding estimates of cost (pricing), exceptions to the contractual terms and conditions, demonstrations, or other requested information. If such subsequent stages are conducted, they will be evaluated based on the same evaluation criteria used to evaluate written proposals but may also include pricing and exceptions to the contractual terms and conditions for purposes of ranking offerors. FW may consider site visits for those firms selected to participate in the finalist selection.

Negotiations Phase

FW may award a contract or initiate negotiations with the top ranked offeror without further contact with any other Offerors. If FW is unable to successfully negotiate a contract with the top ranked offeror, they will move to the next highest ranked offeror and commence negotiations. Once negotiations have been severed with an offeror, FW will not return to that offeror for further consideration.

RFP ATTACHMENTS

**FAIRFAX WATER
ATTACHMENT A – PROPOSAL FORM
REQUEST FOR PROPOSALS NO. 24-107**

Submitted by (Legal Name of Offeror):	
Offeror’s Authorized Point of Contact (POC) Name:	
Offeror’s Principal Office Address: _____ _____ _____	
POC TELEPHONE NO:	POC EMAIL:
<p>Offeror is a:</p> <p><input type="checkbox"/> CORPORATION, <input type="checkbox"/> GENERAL PARTNERSHIP, <input type="checkbox"/> LIMITED PARTNERSHIP, <input type="checkbox"/> UNINCORPORATED ASSOCIATION, <input type="checkbox"/> LIMITED LIABILITY COMPANY, <input type="checkbox"/> SOLE PROPRIETORSHIP</p> <p>Offeror’s State of Organization: _____</p>	

The undersigned offeror (the “Offeror”) hereby submits its Proposal in response to RFP No 24-107 and makes the agreements, acknowledgements, and certifications set forth on this Proposal Form with the understanding that Fairfax Water may rely upon them in making a decision to award a contract under this solicitation.

1. **Receipt of RFP; Questions.** The Offeror has received and reviewed the above-referenced RFP in its entirety (including all addenda thereto posted on Fairfax Water’s website at http://www.fairfaxwater.org/procurement/current_bids.htm) and had an opportunity to submit to Fairfax Water any questions it may have regarding this solicitation. The Offeror acknowledges that: (a) it is responsible for determining the accuracy and completeness of all solicitation documents they receive, including documents obtained from Fairfax Water, and documents obtained from all other sources; and (b) the complete, official version of this RFP (including any and all addenda) will in all events be deemed to be the version posted on Fairfax Water’s website.

2. **Proposal.** The Offeror’s Proposal consists of the following, completed copies of which Offeror hereby submits to Fairfax Water in the form, format and number specified in the RFP:

- a. This Proposal Form (Attachment A);
- b. Offeror’s Proposal document;
- c. Offeror’s References (Attachment B); and

d. Offeror’s Insurance Checklist (Attachment C).

The Offeror acknowledges that its Proposal will remain valid for a period of at least one hundred and twenty (120) days from the date set by this RFP for receipt of proposals.

3. **Certification of Non-No Collusion or Fraud.** The Offeror certifies that this proposal is not the result of, or affected by, any act of collusion or conspiracy to rig, alter, or manipulate any bid in violation of Va. Code § 59.1-68.7; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 *et seq.*).

4. **Certification Regarding Debarment.** The Offeror certifies that, to the best of its knowledge and belief, neither the Offeror nor any of its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts by the federal government, the Commonwealth of Virginia or any agency or political subdivision thereof. As employed herein, the term “Principal” means any officer, director, owner, partner, and/or person having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

5. **Protection of Trade Secrets and Proprietary Information.** The Offeror is advised that trade secrets or proprietary information submitted to Fairfax Water in connection with this procurement transaction will be subject to public disclosure under the Virginia Freedom of Information Act, Va. Code § 2.2-3700 *et seq.*, unless the Offeror invokes the protection from public disclosure set forth in Va. Code § 2.2-4342(F) (Public inspection of certain records). In order to invoke such protection, the Offeror must, prior to or upon submission of its trade secrets or proprietary information to Fairfax Water: (i) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

Please mark one:

No, the Proposal I have submitted **does not** contain any trade secrets and/or proprietary information.

Yes, the Proposal I have submitted **does** contain trade secrets and/or proprietary information.

If the Offeror responded ‘Yes’ to the preceding question, the Offeror must clearly identify below the exact data or other materials to be protected, list corresponding page numbers of the proposal containing such trade secrets and/or proprietary information, and state the reasons why protection from disclosure is necessary (attach additional pages, if needed):

Brief Description of Trade Secret/Proprietary Information:	Page and Section Number:	Reason(s) Protection from Disclosure is Necessary:

The Offeror acknowledges that its failure to identify any data or other information submitted to Fairfax Water as a trade secret or proprietary information and to state the reasons why protection is necessary in the spaces provided

above, will mean that it has not invoked the protection from public disclosure provided by Virginia Code § 2.2-4342(F) (Public inspection of certain records) and that, as a result, the Offeror’s proposal (including any such data or other information included therein or submitted to Fairfax Water in connection with this solicitation) will be open for public inspection consistent with applicable law.

6. **Authority to Transact Business in Virginia.** Pursuant to Virginia Code §2.2-4311.2, an offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission (the “SCC”). Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the offeror is not required to be so authorized. Any offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by Fairfax Water.

Please complete the following information, noting that the SCC number is NOT your federal ID number or business license number.

The Offeror is (check one and provide requested information):

Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and the Offeror’s SCC Identification Number is _____.

Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and the Offeror’s SCC Identification Number is _____.

Offeror is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.

Offeror does not have an Identification Number issued to it by the SCC and Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Acknowledged and agreed by the undersigned duly authorized representative of the Offeror on the date set forth below.

LEGAL NAME OF OFFEROR: _____

AUTHORIZED REPRESENTATIVE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

**FAIRFAX WATER
REQUEST FOR PROPOSALS NO. 24-107
ATTACHMENT B – REFERENCES**

OFFEROR'S NAME: _____

1. Client Name: _____

Address: _____

Contact Person: _____

Telephone: _____

E-Mail: _____

General Description of Services Performed: _____

Dates of Service: _____ Total Contract Value: _____

2. Client Name: _____

Address: _____

Contact Person: _____

Telephone: - _____

E-Mail: _____

General Description of Services Performed: _____

Dates of Service: _____ Total Contract Value: _____

3. Client Name: _____

Address: _____

Contact Person: _____

Telephone: _____

E-Mail: _____

General Description of Services Performed: _____

Dates of Service: _____ Total Contract Value: _____

**FAIRFAX WATER
REQUEST FOR PROPOSALS NO. 24-107
ATTACHMENT C – Insurance Checklist**

INSURANCE CHECKLIST

COVERAGES REQUIRED		LIMITS (FIGURES DENOTE MINIMUMS)
X	1	WORKERS' COMPENSATION STATUTORY LIMITS OF VIRGINIA
X	2	EMPLOYER'S LIABILITY \$100,000 ACCIDENT, \$100,000 DISEASE, \$500,000 DISEASE POLICY LIMIT
X	3	COMMERCIAL GENERAL LIABILITY(CGL) \$1,000,000 CSL BI/PD EACH OCCURRENCE, \$2 MILLION ANNUAL AGGREGATE
X	4	PREMISES/OPERATIONS \$500,000 CSL BI/PD EACH OCCURRENCE MILLION ANNUAL AGGREGATE
X	5	AUTOMOBILE LIABILITY \$1 MILLION BI/PD EACH ACCIDENT, UNINSURED MOTORIST
X	6	OWNED/HIRED/NON-OWNED VEHICLES \$1 MILLION BI/PD EACH ACCIDENT, UNINSURED MOTORIST
X	7	INDEPENDENT CONTRACTORS \$500,000 CSL BI/PD EACH OCCURRENCE, \$1 MILLION ANNUAL AGGREGATE
	8	PRODUCTS LIABILITY \$500,000 CSL BI/PD EACH OCCURRENCE, \$1 MILLION ANNUAL AGGREGATE
X	9	COMPLETED OPERATIONS \$500,000 CSL BI/PD EACH OCCURRENCE, \$1 MILLION ANNUAL AGGREGATE
X	10	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE) \$500,000 CSL BI/PD EACH OCCURRENCE
	11	PERSONAL AND ADVERTISING INJURY LIABILITY \$1 MILLION EA. OFFENSE, \$1 MILLION ANNUAL AGGREGATE
	12	UMBRELLA LIABILITY \$1 MILLION BODILY INJURY, PROPERTY DAMAGE AND PERSONAL INJURY
	13	PER PROJECT AGGREGATE \$1 MILLION PER OCCURRENCE/CLAIM
	14	PROFESSIONAL LIABILITY
	A	ARCHITECTS AND ENGINEERS \$1 MILLION PER OCCURRENCE/CLAIM
	B	ASBESTOS REMOVAL LIABILITY \$2 MILLION PER OCCURRENCE/CLAIM
	C	MEDICAL MALPRACTICE \$1 MILLION PER OCCURRENCE/CLAIM
	D	MEDICAL PROFESSIONAL LIABILITY \$1 MILLION PER OCCURRENCE/CLAIM
X	15	MISCELLANEOUS E&O \$1 MILLION PER OCCURRENCE/CLAIM
	16	MOTOR CARRIER ACT END. (MCS-90) \$1 MILLION BI/PD EACH ACCIDENT, UNINSURED MOTORIST
	17	MOTOR CARGO INSURANCE
	18	GARAGE LIABILITY \$1 MILLION BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE
	19	GARAGE KEEPERS LIABILITY \$500,000 COMPREHENSIVE, \$500,000 COLLISION
	20	INLAND MARINE-BAILLIE'S INSURANCE \$
	21	MOVING AND RIGGING FLOATER ENDORSEMENT TO CGL
	22	DISHONESTY BOND \$
	23	BUILDER'S RISK PROVIDE COVERAGE IN THE FULL AMOUNT OF CONTRACT
X	24	XCU COVERAGE ENDORSEMENT TO CGL
	25	USL&H FEDERAL STATUTORY LIMITS
X	26	CARRIER RATING SHALL BE BEST'S RATING OF A-VII OR BETTER OR ITS EQUIVALENT
X	27	NOTICE OF CANCELLATION, NONRENEWAL OR MATERIAL CHANGE IN COVERAGE SHALL BE PROVIDED TO FAIRFAX WATER AT LEAST 30 DAYS PRIOR TO ACTION
X	28	FAIRFAX WATER SHALL BE AN ADDITIONAL INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION, PROFESSIONAL LIABILITY, AND AUTOMOBILE LIABILITY
X	29	CERTIFICATE OF INSURANCE SHALL SHOW SOLICITATION NUMBER AND TITLE

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS INDICATED BY "X"

INSURANCE AGENT'S STATEMENT:

I have reviewed the above requirements with the offeror named below and have advised the offeror of required coverages not provided through this agency.

AGENCY NAME: _____ AUTH. SIGNATURE: _____

OFFEROR'S STATEMENT:

If awarded the Contract, I will comply with contract insurance requirements.

OFFEROR NAME: _____ AUTH. SIGNATURE: _____