



## FAUQUIER COUNTY WATER AND SANITATION AUTHORITY

### REQUEST FOR PROPOSAL

RFP Number: 25-P-99-0257

Title: Basic Ordering Agreement  
Civil and Environmental Engineering Services

Issuance Date: September 23, 2024

Pre-Proposal Conference: 2:00 PM EDT, October 2, 2024  
Via - Teams Meeting  
Meeting ID: 237 174 198 898  
Passcode: HUXBEu

Deadline for Questions: 2:00 PM EDT, October 14, 2024

Deadline for Submitting Proposals: 2:00 PM EDT, October 21, 2024

Proposals to Be Delivered to: Procurement Department  
7172 Kennedy Road  
Warrenton, VA 20187-3907

Procurement Contact: Tiffany Montacute  
Procurement Technician  
Phone: (540) 349-2092 x 101  
Email: [procurement@fcwsa.org](mailto:procurement@fcwsa.org)

**RFP Point of Contact.** The Procurement Department is the sole point of contact for this solicitation. Unauthorized contact with other FCWSA staff regarding the RFP may result in the disqualification of the Offeror. Inquiries pertaining to the Request for Proposal must give the RFP number, title, and acceptance date.

**Questions.** All questions regarding this RFP shall be directed to the attention of the Procurement Contact listed above. Questions are to be submitted in writing and will be accepted from any and all Offerors prior to the deadline set forth above. Material questions received by FCWSA not later than the date and time specified above will be answered in writing with an Addendum. It is the responsibility of all Offerors to ensure that they have received all Addenda, which, if issued, will be posted on, and available for download from, [www.fcwsa.org](http://www.fcwsa.org).

**Reasonable Accommodations.** If you need any reasonable accommodation for any type of disability to participate in this procurement, please notify the Procurement Contact immediately.

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## 1. PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain the services of qualified firms to establish one or more agreements (each, a “Basic Ordering Agreement,” “BOA,” or “Agreement”) relating to multiple projects on an as-needed basis for professional civil and environmental engineering and related services described herein (the “BOA Services”). BOA Services will be provided by one or more selected firms under separate Task Orders issued by FCWSA from time to time during the term of the Agreement for projects requiring similar experience and expertise.

BOAs are used to expedite contracting for the professional engineering services described in this RFP. The BOA allows FCWSA to address specific engineering needs as they arise in an efficient and expeditious manner. The use of these procedures can result in reduced administrative lead-time and subsequent cost savings. The selection of firms to sign an Agreement will be based solely on their qualifications and experience, as outlined in this RFP.

Pursuant to Section 2.2-4303.1 of the Code of Virginia, Virginia Public Procurement Act, the total of all Task Orders issued during any a contract term will not exceed \$10,000,000 (the “Annual Cap”); and individual Task Orders under this Agreement will not exceed \$2,500,000 per Task Order.

FCWSA anticipates awarding Agreements hereunder, if at all, to no more than five engineering firms. Each resulting Agreement will provide for a term of one-year or when the cumulative total Task Orders issued with respect to the BOA Services reaches the Annual Cap whichever occurs first. Such Agreement(s) may be renewed at the option of FCWSA for up to three additional one-year terms, each of which will be subject to the Annual Cap. Annual renewals will be at the sole discretion of FCWSA, should conditions be such that extension is in the best interest of FCWSA. When assigning Task Orders among multiple firms, it is the intention of FCWSA to distribute work by best matching a firm’s qualifications to the work needed. In addition, those firms that perform well will be best suited for additional work. Work will not be necessarily evenly distributed among those firms that have a BOA.

## 2. PROCUREMENT ADMINISTRATION

FCWSA intends for this RFP to encourage competition. Offerors shall advise the Procurement Contact, in writing, if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

Any requests for clarifications or additional information regarding this RFP shall be directed to the Procurement Contact – refer to Section 6.7 of this RFP.

A non-mandatory pre-proposal conference for this RFP will be held – refer to Section 10 of this RFP.

The proposed schedule for evaluation of proposals and award of an Agreement is as follows:

October 23, 2024	Short list notification
October 24 & 25, 2024	Short list vendor interviews (if needed)
October 29, 2024	Recommendation of Consultant(s) to FCWSA Board
October 30, 2024	Execute Agreement

This evaluation schedule is subject to change. The Deadline for Questions and the Deadline for Submitting Proposals listed on the cover of this RFP are FIRM, unless changed by an issued Addendum.

For ease of reference, each organization submitting a response to the RFP will hereinafter be referred to as an “Offeror”. An Offeror whose proposal would result in a formal agreement will hereinafter be referred to as “Consultant” or “Firm”.

The contents of the proposal submitted by the successful Offeror, this RFP and all modifications will become part of any Agreement signed as a result of this solicitation. The successful Consultant will be required to sign an Agreement with FCWSA.

This RFP, plus the resulting Agreement, shall be consistent with, and governed by the Virginia Water and Waste Authorities Act, the Virginia Public Procurement Act (VPPA), and FCWSA’s Procurement Policy.

- 3. Any material changes to the solicitation as a result of the questions submitted by the date posted above will be issued by Addendum and posted on the FCWSA web site at: <http://www.fcwsa.org>. It is the Offeror’s responsibility to review and incorporate all Addenda as part of the proposal submission. Submission of a proposal hereunder will be deemed to constitute the Offeror’s certification that it has accessed FCWSA’s website in order to determine whether any Addenda have been issued under this RFP and incorporated the contents of any Addenda issued hereunder into its proposal.**
- BACKGROUND INFORMATION**

The Fauquier County Water and Sanitation Authority (FCWSA, the "Authority") was created by a resolution of the Fauquier County Board of Supervisors in 1964 for a period of 50 years, and extended to 2025 in 1975. The Authority is chartered by the State Corporation Commission, and is an independent public body responsible for providing comprehensive County-wide water and sewer services.

FCWSA is a public body politic and corporate and a political subdivision of the Commonwealth of Virginia, organized under the Virginia Water and Waste Authorities Act, Virginia Code §§ 15.2-5100 *et seq.* (the "Act"). As an authority, FCWSA makes no profit and our operations and finances are independent of the County’s tax-supported services.

FCWSA owns and operates three wastewater treatment systems, and fourteen water systems supplied by wells classified either as groundwater or groundwater under the direct influence of surface water. Additionally, FCWSA provides contract operation services for two water systems not owned by the Authority. FCWSA owned and operated facilities include the following:

Wastewater Treatment Facility	Permitted Capacity (MGD)	Treatment Employed
Remington WWTP	2.0 MGD	Activated Sludge with Denitrification Filters and UV Disinfection, Aerobic Digestion, Centrifuge, Land Application, non-potable effluent reuse
Vint Hill WWTP	0.95 MGD	Activated Sludge with Denitrification Filters and UV Disinfection, Aerobic Digestion, Belt Press, Land Application

Marshall WWTP	0.64 MGD	Activated Sludge with UV Disinfection, Aerobic Digestion, Belt Press, Land Application
Water System	Permitted Capacity (GPD)	Treatment Employed (in addition to hypochlorination)
New Baltimore Regional	1,147,200	Sequestration, Radium Adsorption
Bealeton	645,840	Membrane Filtration, Sequestration
Marshall	355,920	Greensand Filtration, Sequestration
Opal Regional	88,000	
Waterloo	64,000	
Bethel Academy	63,200	
Catlett	62,000	
The Plains	54,400	
The Meadows (Remington)	47,093	
Green Meadows	40,400	Greensand Filtration
Auburn Crossing	19,600	
Whitewood Forest	19,600	
Paris	16,000	Membrane Filtration
Turnbull	15,200	Arsenic Adsorption

#### 4. SCOPE OF SERVICES

FCWSA seeks one or more qualified Consultant(s) that have the experience and qualifications to perform the specific requirements described herein. Each project will be assigned as a Task Order, complete with detailed scope of work, fee estimate, schedule, and project team organization chart, all as negotiated on a project-by-project basis.

All services shall be performed in compliance with industry standards and all federal, state, and local laws, ordinances and regulations including but not limited to the FCWSA Operating Code and Design Standards, EPA (Environmental Protection Agency), Virginia Department of Environmental Quality, Virginia Department of Health, VOSHA (Virginia Occupational Safety and Health Agency) and OSHA (Occupational Safety and Health Agency) rules and regulations.

Over the next four years, it is expected that FCWSA will require various services such as the following (note that the following tasks are not listed in any particular order of priority, are not proposed, and do not commit FCWSA to any such projects or services):

- Planning
  - Feasibility/due diligence studies for new and expansion of existing water, wastewater, and reclaimed water facilities

- Development and maintenance of hydraulic models for planning and operational analysis of water, wastewater, and reclaimed water systems
- Utility systems master and local area planning for water distribution systems and wastewater collection systems
- Planning studies for water resources such as land use planning, water resource mapping, and well head protection
- Planning studies for wastewater systems such as odor control, flow monitoring, and pretreatment program support
- General administrative supporting studies such as facility assessments, workforce planning, resource management, and laboratory planning
- Studies assessing impacts on water and wastewater services in support of initiatives such as demand management, I/I abatement, demographic projections, water use & sewer projections, as well as other policy-oriented initiatives
- Design
  - Design/permitting services for capital projects such as: large linear (water, sewer and reclaimed water) pipe projects; raw water, water and wastewater pumping stations
  - Design/permitting services for repair and replacement projects such as elevated water tank rehabilitation, pipeline corrosion control, instrumentation/SCADA upgrades, treatment upgrades
  - Development of bidding documents to include design drawings and technical specifications and bid phase services
  - Project cost estimating services (feasibility level through bid level) and project scheduling services
  - Project constructability reviews, value engineering reviews, and peer reviews
  - Land surveying, appraisal, and easement services
  - Local site permitting services for site plans, grading permits, storm water, etc.
  - Environmental permitting services for floodplain studies, wetland studies, environmental assessments, etc.
  - Geotechnical exploration and geotechnical engineering
  - Asset management program development and support
- Construction
  - General construction administration (e.g. document control, meeting coordination, project close-out, punch-list development, etc.)

- Construction inspection services
- Construction schedule and schedule update reviews
- Submittal review, RFI responses and change order support services
- Review of contractor payment applications and claim support
- Start-up, commissioning, testing and training
- O&M manual and record drawing development
- Operations
  - Water treatment process/operations troubleshooting and assistance
  - Water transmission/distribution system operations troubleshooting and assistance
  - Wastewater treatment and reclamation process/operations troubleshooting and assistance
  - Wastewater collections/conveyance system operations troubleshooting and assistance
  - Reclaimed water distribution system operations troubleshooting and assistance
  - Water resources operations support and assistance
- Additional civil and environmental engineering and/or related services as directed.

Continuous professional involvement will likely be required throughout most projects and will include, but not be limited to, scope/budget development, regular progress reports/meetings, preparing reports, processing invoices for service, and timely response regarding project issues and correspondence. Moreover, in addition to the technical services listed above, general project support may require participation at project meetings (with internal and external stakeholders); and as requested, representing FCWSA during interactions with other agencies, communities, and the public.

## **5. SAMPLE REQUIREMENTS FOR RESULTING TASK ORDER(S)**

This section is for informational purposes only to indicate how resulting Task Orders will generally be administered.

- 5.1 The Consultant shall be required to respond to a Task Order request upon communication from FCWSA staff within 48 hours after initial notification. If the Consultant does not respond, FCWSA may choose to proceed to another Consultant for services.
- 5.2 Basic Services Required

The Consultant will provide a draft work plan including a detailed scope of work, level of effort (person-hours-dollars) and schedule. Where applicable to the scope of work, the proposed project shall generally be organized using the following six project phases:

1. Planning Phase
2. Design Phase
3. Permit Phase
4. Bidding Phase
5. Construction Phase
6. Operation Phase

- 5.3 The Consultant may propose additional sub-Consultants for disciplines not already identified in the Agreement. Such sub-Consultants shall require approval of the FCWSA Project Manager.
- 5.4 FCWSA may request that the Consultant first meet to discuss their proposed approach, work plan and cost estimate before proceeding.
- 5.5 No compensation shall be paid to the Consultant for the preparation and delivery of the project work plans.
- 5.6 Once FCWSA and the Consultant agree on the proposed work plan (scope/budget/schedule), a Task Order will be issued to the Consultant. Execution of the work shall be billed on an hourly basis at rates/multipliers as established in the Agreement.

## **6. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

- 6.1 Responses to this RFP (proposals) should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements in this RFP. Emphasis should be placed on completeness and clarity of content; and avoiding excessive content and unrelated work samples.
- 6.2 In order to be considered for selection, Offerors must submit a complete response to this RFP. Proposals which are substantially incomplete or lack key information may be rejected by FCWSA at its discretion.
- 6.3 By submitting a proposal in response to this RFP, the Offeror represents it has read and understands the RFP and has familiarized itself with all federal, state and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the resulting Agreement and Task Orders.
- 6.4 Packaging Of Proposals

Proposals are to be delivered in a sealed envelope or container. Ensure that the proposal container(s) is clearly, completely, and properly identified. The sealed envelope or container shall be sent to the attention of the Procurement Department and indicate the RFP number, the title of the RFP, Name of Offeror, and Offeror's complete address.

Each firm shall submit one (1) original, five (5) copies and six (6) electronic copies on individual CD's of their proposal to FCWSA's Procurement Officer as indicated on the cover sheet of this



Request for Proposal. The “original” proposal shall be clearly marked. The original and each copy of the proposal should be bound or contained in a single volume.

#### 6.5 Delivery of Proposals

Proposals must be delivered to 7172 Kennedy Road, Warrenton, VA, 20187-3907. They may NOT be received by electronic mail or facsimile. Proposals must be received by the Procurement Officer by the date and time given in the Procurement Administration Section of this RFP. Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow sufficient mailing time to ensure receipt of their proposals by the Procurement Department prior to the time and date fixed for submission of the proposals. Proposals or unsolicited amendments to proposals received by FCWSA after the specified date and time will not be considered.

#### 6.6 Inclement Weather/Emergency Situation

In the event that FCWSA’s Administrative Office located at 7172 Kennedy Road, Warrenton, Virginia is closed due to inclement weather and/or emergency situations on the day the RFP is due, RFP’s will be received the next “opened” business day at the time stated on the RFP solicitation.

#### 6.7 Questions and Inquiries

Questions and inquiries are to be submitted in writing and will be accepted from any and all Offerors. The Procurement Department is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other FCWSA staff regarding the RFP may result in the disqualification of the Offeror. Written inquiries pertaining to the RFP should include the RFP number, title and acceptance date. FCWSA 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 posted on FCWSA’s website at [www.fcwsa.org](http://www.fcwsa.org). It is the responsibility of all Offerors to ensure that they have received all Addenda. Addenda can be downloaded from the FCWSA web-site at [www.fcwsa.org](http://www.fcwsa.org). All questions regarding this RFP should be directed to the Procurement Department, through e-mail at [jbailey@fcwsa.org](mailto:jbailey@fcwsa.org).

#### 6.8 Contents of Proposals

Proposals are limited to 20 pages double-sided (or 40 pages single-sided) 8½” x 11” paper, not including a single-page cover letter, tab separators, resumes or any forms required by FCWSA. All pages of the proposal shall be numbered consecutively. The pages are restricted to 8 ½” x 11” sheets with limited use of 11” x 17” fold-out sheets. 11” x 17” fold-out sheets should only be used where information cannot adequately be shown on 8 ½” X 11” sheets of paper. Proposals must have a reasonable font size and be visually easy to read. The proposal shall contain a Table of Contents.

#### 6.9 Proposal Response Format

The Offeror is encouraged to provide information they feel will assist FCWSA in determining which firm is the most qualified and best suited to perform the services described herein. The Tabs listed below convey those qualities that are most important to FCWSA.

The Offeror is required to submit the following items as a complete proposal. No information other than the tab items (Tab 1 through 5 and Appendices) should be provided. The proposal is to be organized into the following categories and section tabs:

**Table of Contents** (not included in page limit) – number all subsequent pages of the response consecutively.

**Tab 1. Project Team Qualifications**

Provide a designated Client Manager who will be the point of contact for originating all Task Orders. Provide an organization chart showing the proposed staff for services that illustrates the relationship between FCWSA, key personnel, and anticipated subconsultants. 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. The Offeror shall also include the home office and location of each key team member. Full resumes may be included in the Appendix, but should be limited to one single page (not double-sided) each, except for key members of the proposed project team, which may be up to 2 single sided pages (or one double-sided) in length. Key personnel must be properly licensed to perform professional engineering services in the Commonwealth of Virginia.

Provide brief descriptions of specific experience and capabilities of key team members. Describe your firm's capacity to take on this Basic Ordering Agreement.

**Tab 2. Firm's BOA Experience**

FCWSA is looking for a consultant who has been successful at performing Task Order work and has developed an efficient method for delivering on Task Order work on time and within budget. Provide a description of the project team's past record of performance on at least three (3) basic ordering agreements for which your firm has provided services within the past five (5) years. Include a short description of the client, dollar value of the services performed, duration and dates of completion, Consultant's client manager name, client contact name, and phone number for each reference.

Describe lessons learned from previous Task Order Agreements and how that insight can be applied to this work. In addition, describe your firm's past experience with FCWSA, if any, highlighting the development of a partnering relationship and including examples of obstacles encountered and how they were collaboratively addressed. If your firm has little to no direct experience with FCWSA, describe how you would develop a partnering relationship with FCWSA.

**Tab 3. Firm's Technical Experience**

FCWSA is looking for a consultant who has a proven record providing civil and environmental engineering and related services for water and wastewater utilities, with a focus on capital projects. Present a description of the firm's technical experience providing the planning, design, construction, and operations services identified in Section 4 for projects completed within the past five (5) years.

**Tab 4. Value-Added Approach to Task Orders**

Value Added Approach to Task Orders – The majority of Task Orders are expected to range in size from \$25,000 to \$100,000. Describe your firm's project management approach to Task Order

contracts and how your firm’s project management approach changes depending on whether it is a \$100,000 Task Order or a \$25,000 Task Order. Describe how your firm will be cost effective on smaller task orders.

Discuss how your firm, and the proposed project team in particular, will add value to FCWSA. Discuss how your team is uniquely qualified to successfully deliver on projects that will serve the needs of FCWSA. Identify key issues that you see as critical to the success of Task Order work. Discuss how you will take a pro-active approach in overall project execution and effectively mitigate or manage identified risks.

**Tab 5. Contract and Change Management**

Provide a discussion of your firm’s abilities in managing contractual aspects of Task Orders. Describe how you manage multiple small Task Orders for a single client.

What are the common contractual issues your firm encounters and how do you manage, mitigate, and overcome them. How will you manage changes in scope, schedule, and budget?

**Appendices (not included in the page limit)**

1. Resumes of team members. Limit resumes to one single-sided page each except for key members of the project team, which may be up to 2 single-sided pages (or one double-sided) in length.
2. Quality Assurance Program. Describe your firm’s quality assurance/quality control program and how it will be applied to projects performed under this RFP. Identify your firm’s QA manager. Describe how your firm performs constructability reviews.

**7. EVALUATION AND AWARD CRITERIA**

Upon receipt of the proposals, FCWSA will review proposals and, on the basis of evaluation factors set forth in this RFP, rank in the order of preference, the Offerors whose qualifications are deemed most meritorious.

FCWSA will evaluate proposals based on the information provided in the proposal submission and/or provided in response to interviews, if interviews are conducted. The following criteria and weighting will be used to evaluate the complete proposal (submission and interview):

<u>Maximum Points</u>	<u>Evaluation Criteria</u>
35	Demonstrated expertise of the proposed personnel of the firm in providing timely general engineering services for municipal clients as outlined above. Demonstrates the Offerors ability to complete work within the public client’s schedule.
25	Demonstrated expertise of the firm in providing timely general engineering services for municipal clients as outlined above.
20	Demonstrated record of accurate cost estimation to final constructed cost for water and wastewater projects.

15	Record of successful project development and acceptance for municipal clients in Northern Virginia.
5	Proximity of the firm to FCWSA.
<b>100</b>	<b>TOTAL</b>

## **8. SELECTION PROCESS**

### 8.1 Interview

Offerors who submit a proposal in response to this RFP may be required to participate in an interview regarding their proposal to FCWSA. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. FCWSA will schedule the time and location of these presentations, if applicable. Interviews are an option of FCWSA and may not be conducted.

### 8.2 Negotiation and Award

Selection shall be made of one or more Offerors deemed to be fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence among those submitting proposals on the basis of the evaluation factors included in this Request for Proposals. Negotiations shall be conducted with individual Offeror(s) so selected. FCWSA may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*See Code of Virginia, § 2.2-4359D*). Should FCWSA determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, an Agreement may be negotiated and awarded to that Offeror. FCWSA reserves the right to make either single or multiple awards under this RFP.

The award document will be an Agreement, incorporating by reference, all of the requirements, terms and conditions of the solicitation and the successful Offeror's proposal as negotiated.

## **9. DURATION OF PROPOSALS**

9.1 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. Proposals will be automatically renewed until such time as either an award is made or proper notice is given to FCWSA of Offeror's intent to withdraw its proposal. Proposals may only be withdrawn by submitting Notice at least 15 days before the expiration of the then current 120-day period.

## **10. PRE-PROPOSAL CONFERENCE - OPTIONAL**

10.1 An optional pre-proposal conference will be held as specified on the coversheet. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

**ATTACHMENT A**

**PROPOSAL SUBMISSION FORM**

**RFP Number: 25-P-99-0257**

Offeror: \_\_\_\_\_ FEIN: \_\_\_\_\_

Offeror's Principal Address \_\_\_\_\_ Mailing Address (if different) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following shall be returned with your proposal. Failure to do so may be cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he/she has received all Addenda and include the requested information as noted within this RFP. Refer to Section 5 for specific proposal preparation and submission instructions.

- 1. This Form (Attachment A Proposal Submission Form)
- 2. Proposal Following RFP Section 6.9 - Proposal Response Format
- 3. Appendices (not included in the page limit)
- 4. Addenda, if applicable

Proposals are to be returned in a sealed envelope or container. Ensure that the proposal container(s) is clearly, completely, and properly identified. The face of the envelope or container shall indicate the **RFP Number, time and date of public acceptance, and be directed to the attention of the Procurement Department.**

**Each firm shall submit one (1) original, five (5) copies and six (6) electronic copies on compact discs**

Delivery of Proposals

Proposals may either be mailed or delivered to 7172 Kennedy Road, Warrenton, VA 20187-3907. They may **NOT** be received in electronic mail or facsimile. Proposals must be received by the Procurement Department **BEFORE October 21, 2024, 2:00PM (Eastern Time).**

Name of Offeror: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENT B**

**IDENTIFICATION, OWNERSHIP DISCLOSURE, CERTIFICATIONS**

**RFP Number: 25-P-99-0257**

Offeror: \_\_\_\_\_ FEIN: \_\_\_\_\_

Organized Under the Laws of State of \_\_\_\_\_ DUNS: \_\_\_\_\_

Years in Business Providing This Type of Good and/or Service \_\_\_\_\_ Years \_\_\_\_\_ Months

Persons Having Ownership of 3% or More in the Company (Attach More Sheets if Necessary):

Name

Address

Name	Address
_____	_____
_____	_____
_____	_____

**CERTIFICATIONS**

I (we) hereby certify that if the Agreement is awarded to our firm, partnership, or corporation, that no employee of FCWSA, or member of his/her immediate family, including spouse, parents or children, has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing such Agreement.

This solicitation is subject to the provisions of VA Code Ann. Section 2.2-3100 *et seq.*, the State and Local Government Conflict of Interests Act. Except as disclosed in writing and attached to this Certification, the Offeror is not aware of any information bearing on the existence of any potential conflict of interest arising from participation in this solicitation process or award of an Agreement to the Offeror hereunder.

The Offeror hereby certifies that it has familiarized itself with §§ 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 Offeror, pursuant to an Agreement resulting from this RFP, will be proper and in accordance those provisions.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my firm.

Offeror’s Full Legal Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax: \_\_\_\_\_



ATTACHMENT C

STATE CORPORATION COMMISSION FORM

RFP Number: 25-P-99-0257

**Virginia State Corporation Commission (SCC) registration information. The Offeror:**

- is a corporation or other business with the following SCC identification number: \_\_\_\_\_ **-OR-**
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become Agreements, and not counting any incidental presence of the offeror in Virginia that is need in order to assemble, maintain, and repair goods in accordance with the Agreements by which such goods were sold and shipped into Virginia from offerors out-of-state location) **-OR-**
- is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1 or 757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposal (FCWSA reserves the right to determine in its sole discretion whether to allow such waiver):

Offeror Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENT D**

**REFERENCES**

**RFP Number: 25-P-99-0257**

Offeror shall be a competent and experienced organization with an established reputation within the community performing the type of services described in this RFP. Offeror shall have performed similar services for a minimum period of five (5) years. Provide below a listing of at least five (5) recent projects completed by Offeror that can substantiate past work performance and experience in the type of services described in this RFP.

1. Firm Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Agreement Amount: \$ \_\_\_\_\_ Agreement Dates: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

2. Firm Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Agreement Amount: \$ \_\_\_\_\_ Agreement Dates: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

3. Firm Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Amount: \$ \_\_\_\_\_ Agreement Dates: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

4. Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agreement Amount: \$ \_\_\_\_\_ Agreement Dates: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

5. Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agreement Amount: \$ \_\_\_\_\_ Agreement Dates: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

Offeror agrees FCWSA has the right to make such research, investigations, and verification with regard to references and information set forth in Offeror's proposal and attachments as it deems necessary and appropriate under the circumstances, including contacting project owners and other involved parties for references with respect to the Offeror's prior performance. Offeror further agrees to furnish to FCWSA all such information and data for this purpose as FCWSA may reasonably request.

Offeror Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENT E**

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

**RFP Number: 25-P-99-0257**

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.

<b>Section</b>	<b>Page No.</b>	<b>Description</b>	<b>Justification</b>

Note: If this Attachment 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.

Offeror Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENT F**

**AGREEMENT**

**RFP Number: 25-P-99-0257**

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