



REQUEST FOR PROPOSAL

Arc Flash Study and Training

October 14, 2009

Proposal Due Date: Friday, November 20, 2009
and Time: 3:00 p.m. (eastern time)

RFP Number: 2009-005-100R

Mailing Address: P.O. Box 4000
Ashburn, VA 20146

Delivery Address: 44865 Loudoun Water Way
Ashburn, VA 20147

Procurement Contact: Bessie Nelson, Purchasing Supervisor
Phone: 571.291.7948
Fax: 571.223.2513
E-mail: bnelson@loudounwater.org

Pre-proposal Conference: Wednesday, October 28, 2009
And Time: 10:00 a.m. (eastern time)

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT PURCHASING AS SOON AS POSSIBLE.

TABLE OF CONTENTS

<u>SECTION/TITLE</u>	<u>PAGE</u>
1. PURPOSE	1
2. COMPETITION INTENDED	2
3. BACKGROUND INFORMATION.....	2
4. SCOPE OF SERVICES	2
5. SPECIFIC PROJECT REQUIREMENTS.....	4
6. CONTRACT CONDITIONS.....	7
7. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS	10
8. EVALUATIONS OF PROPOSALS.....	14

1. PURPOSE

Loudoun Water is requesting proposals to provide all labor and materials to complete the following services:

- Perform and document Arc Flash and Short Circuit Analyses for all equipment and electrical panels.
- Perform and document Protective Device coordination and Evaluation.
- Perform associated training for Loudoun Water personnel.
- Create a generic Standard Operating Procedure (SOP) for electrical safety, to be delivered in hard copy and electronic formats both of which become the property of Loudoun Water.
- Label all motor control centers, switch gear, breaker boxes, electrical buckets, transformers and panels with any and all additional informational labels (i.e., hazard/risk categories) as may be appropriate to satisfy the standard of the National Fire Protection Association (NFPA 70E). Label each electrical bucket unless the entire bank is the same. If the same, attach an appropriate sign indicating such.
- Make recommendations on Personal Protective Equipment (PPE) requirements.
- Identify all required boundaries and indicate such on the labels necessary for compliance with all applicable National Electric Code (NEC) and NFPA 70E requirements.

This RFP, plus the resulting agreement(s), shall be consistent with, and governed by the Virginia Water and Waste Authorities Act (VWWA), the Virginia Public Procurement Act (VPPA) and the Loudoun County Sanitation Authority (Loudoun Water) Purchasing Regulations.

Schedule of Events (tentative):

- Date Issued: Wednesday, October 14, 2009
- Pre-proposal Conference: Wednesday, October 28, 2009
- Deadline for Questions: Monday, November 2, 2009
- Submission of Proposals: Friday, November 20, 2009
- Shortlist Notice (if necessary): Wednesday, December 2, 2009
- Selection Interviews (if necessary): Wednesday, December 16, 2010

The pre-proposal conference will be held in Loudoun Water's ASF Board Room located at 44865 Loudoun Water Way, Ashburn, VA 20147. Visit our website

(<http://www.loudounwater.org/about/locations.cfm>) for directions. **Attendance is strongly advised.** A tour of the BRWRF will be conducted immediately following the pre-proposal conference.

2. COMPETITION INTENDED

It is Loudoun Water's intent that this RFP permit competition. It shall be the vendor's responsibility to advise the Purchasing Supervisor 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. Such notification must be received by the Purchasing Supervisor not later than ten (10) days prior to the date set for acceptance of proposals.

3. BACKGROUND INFORMATION

- A. Loudoun Water is a public body politic and corporate and an instrumentality of the Commonwealth of Virginia, organized under the Virginia Water and Waste Authorities Act, being Chapter 28, Title 15.1, Code of Virginia of 1950, as amended (the "Act"). Loudoun Water was created by action of the Board of Supervisors of Loudoun County, Virginia and was chartered by the State Corporation Commission on May 27, 1959. As an authority, Loudoun Water makes no profit and our operations and finances are independent of the County's tax-supported services.
- B. Loudoun Water has approximately 57,000 connections serving more than 175,000 people. Its service area is predominantly in eastern Loudoun County, and is composed of more than 1,500 miles of water and sewer pipelines. Water supply is provided through agreements with the City of Fairfax and Fairfax Water. Water sources include The Potomac River and Goose Creek. Wastewater treatment is currently provided through an agreement with the District of Columbia Water and Sewer Authority and Loudoun Water's Broad Run Water Reclamation Facility (BRWRF.) This plant discharges high quality effluent into Broad Run, which feeds the Potomac River and ultimately, the Chesapeake Bay. Loudoun Water also operates several small community water and wastewater treatment plants.

4. SCOPE OF SERVICES

The Contractor shall provide specialized services to perform Arc Flash Analysis, short circuit and protective service coordination and evaluation of all the locations listed.

The Contractor shall provide electronic copies of all software input data to Loudoun Water and the appropriate license(s) for the maintenance and use of the system. A single user license for the software used to perform this work shall be provided. AutoCad Single-line diagrams shall be provided for all studied facilities.

The Contractor shall perform field investigations to determine electrical safety compliance, evaluations of the electrical facilities at Loudoun Water main campus and remote sites. The safety compliance shall be in accordance with NEC, NESC, IEEE, OSHA, NFPA 70E and all other applicable local and state codes and regulations. The Contractor shall perform all of the requirements.

The Contractor will provide training to approximately 75 Loudoun Water employees. This may change due to vendor recommendations.

PHASE I

The Contractor shall perform comprehensive Arc Flash Analysis of the electrical distribution system of all high, medium and low voltage equipment, including 208, 277, 240 and 480 volt equipment served by 125kVA or larger transformers installed at the identified facilities.

The Contractor shall perform an incident energy study in accordance with the IEEE 1584-2004a IEEE Guide for Performing Arc Flash Calculations" and NFPA 70E. The study shall determine arc flash protection boundary, hazard risk category and personal protection equipment (PPE) required by each Motor Control Centers (MCC) and Switch Gear. Tables that assume fault current levels and clearing time for proper PPE selection are not acceptable. Each MCC bucket shall be labeled per NFPA-70E requirements.

PHASE II

The Contractor shall provide electrical safety guidelines for Loudoun Water to include working space clearance boundaries, certifications, clothing policy, PPE test equipment, standard operation procedures, tracking and administration of procedures and identification of safe distance requirements for high, medium and low voltage equipment. These guidelines shall be used as a quick reference by the employees and would reference the SOP when more detail is required.

The Contractor shall make and affix to appropriate equipment any and all informational labels as may be appropriate and/or required for all equipment identified and studied for incident energy and PPE requirements to satisfy NFPA 70E. Labels shall be in conformance therewith.

The Contractor shall create an appropriate electrical safety SOP, to be delivered in hard copy and electronic formats which become the property of Loudoun Water.

The Contractor shall make recommendations on PPE requirements to satisfy NFPA 70E standards, differentiating between applicability of equipment. Supply Loudoun Water with an electronic copy of the PPE requirements, separated by identifying designation of each Switchgear and Motor Control Center.

PHASE III

The contractor shall provide training in electrical safe work practices, equipment operations and the required PPE for each area. Training shall consist of classroom and field training. Loudoun Water shall identify all employees requiring training which includes but is not limited to electrical and maintenance workers, community systems staff and operator staff.

Create or compile appropriate training materials necessary for complete and effective training approved by Loudoun Water. The Contractor shall provide each trainee a Training Handbook that includes copies of all materials used in the training process.

The training shall be sufficient to render each employee who successfully completes same capable of designation as a "Qualified Person" as set forth by OSHA 1910.303. It shall include demonstrations of required PPE and new controls as well as the new electrical safety SOP's.

The above description is our suggested minimum for mandatory training. Bidders are encouraged to suggest for future Loudoun Water approval any additional training as deemed appropriate to satisfy the intent of this specification. Any such additional material and training shall be negotiated after award, but notation in the bid of any suggestions of additional needs would be appreciated. Such suggestions shall not be included in the pricing and execution times provided in the bid response.

5. SPECIFIC PROJECT REQUIREMENTS**FACILITIES TO BE INCLUDED**

The contents contained in the attachments only indicate an approximation of the equipment at 63 facilities located on the following sites. These facilities include:

Main Campus

Administrative Service Facility (ASF) – 3 Load Centers

Operations and Maintenance Building (O&M) – 2 Load Centers

Broad Run Reclamation Facility (BRWRF) – 14 Load Centers. Diagrams for BRWRF will be distributed at the pre-bid conference on a Compact Disk (CD).

Community Systems Facilities (23)

Facility	# Of Motors	Motor HP	Gen. Size	Utility
Aldie WWTP	2	5	N/A	Dominion
	2	1.5		
	1	3		
Beacon Hill WTP	2	5	50 KW	Dominion
	2	15		
	2	.5		

Facility	# Of Motors	Motor HP	Gen. Size	Utility
Beacon Hill WTP	2	5	50 KW	Dominion
	2	15		
	2	.5		
Courtland	1	15	150 KW	Dominion
	4	10		
	2	7.5		
	2	5		
Elysian Heights WWTP	3	6	Shared with WTP	Dominion
	4	15		
	2	.4		
	1	1.5		
	2	15		
Elysian Heights WTP	2	15	300 KW	Dominion
	1	10		
	1	7.5		
	2	30		
Goose Creek WWTP	2	3	N/A	Dominion
	2	1		
	1	5		
Lenah Run WWTP	5	10	150 KW	Dominion
	2	20		
	2	15		
	1	8		
	1	25		
	2	.5		
	1	7.5		
	2	44		
	3	5		
Lenah Run WTP	1	7.5	87 KW	Dominion
	2	15		
	2	5		
Lovettsville WWTP			125 KW	Dominion
Lovettsville WTP	3	40	300 KW & 400 KW	Dominion
	1	7.5		
	1	2		
	3	60		
	1	5		
Meadowkirk	3	15	125 KW	Dominion
	1	5		
Middleburg WWTP				Dominion
Middleburg WTP				Dominion
North Spring Behavior Center WWTP	2	5	35 KW	Dominion
	2	3		
North Spring Behavior Center WTP	3	7.5	N/A	Dominion

Facility	# Of Motors	Motor HP	Gen. Size	Utility
Raspberry Falls WWTP	3 2 4 4 2	5 7.5 3 5 2	125 KW	Dominion
Raspberry Falls WTP	2 2	15 5	50 KW	Dominion
Raspberry Falls SPS	2	3	35 KW	Dominion
Rokeyby	4 1 2	5 7.5 2	35 KW	Dominion
Selma	3 1 2 1	40 10 15 20	125 KW	Dominion
St. Louis WWTP	2 2	7.5 1.5	180 KW	Dominion
VICA WWTP	1 1 1	3 1 5	N/A	Dominion
Waterford WWTP	2 2	7.5 3.9	90 KW	Dominion

Operations and Maintenance Remote Facilities (24)

Facility	# Of Motors	Motor HP	Gen. Size	Utility
Belmont Glen	2	27	100 KW	Dominion
Belmont SPS	2	32	125 KW	Dominion
Brambleton Tank 1	7	(3) 150 (2) 75 (2) 20	450	Dominion
Brambleton Tank 2	N/A	-	-	Dominion
Brambleton Temp. SPS	2	25	100 KW	NOVEC
Broadlands Tank 1	N/A	-	-	Dominion
Broadlands Tank 2	2	10	N/A	Dominion
Cedar Crest SPS1	2	32	100 KW	NOVEC
Cedar Crest SPS2	2	10	115 KW	NOVEC
Dulles Trade Center SPS	2	32	115 KW	Dominion
Ellick SPS	4	(2) 150 (2) 300	450 KW	Dominion
Evergreen SPS	3	70	250 KW	NOVEC

Facility	# Of Motors	Motor HP	Gen. Size	Utility
Goose Creek Bend SPS	2	26.8	125 KW	Dominion
Goose Creek Village	2	10.7	40 KW	Dominion
Landfill Rt. 64 BPS	4	(2) 15 (2) 5	16.8 KW	NOVEC
Lansdowne SPS	2	100	450 KW	Dominion
Red Cedar SPS1	2	6	100 KW	NOVEC
Red Crest SPS2	2	30	150 KW	NOVEC
Red Cedar SPS3	2	6	50 KW	NOVEC
Route 50 BPS	4	200	668 KW	Dominion
Sterling Standpipe	2	30	N/A	Dominion
Upper Foley SPS	2	160	510 KW	NOVEC
Waxpool SPS	2	47	150 KW	Dominion
Woodlands SPS	2	6	35 KW	NOVEC

These locations shall be required to field verify the existence of the equipment in order to satisfy the scope of work contained herein prior to bid submittal.

Loudoun Water shall make available to the winner bidder, copies of contract drawings, single-line diagrams, as-built drawings of electrical facilities and O & M Manuals providing that these are available. Older facilities do not have current manuals or drawings.

6. CONTRACT CONDITIONS

Procedures

The extent and character of the services to be performed by the Offeror shall be subject to the general control and approval of Loudoun Water's General Manager or his authorized representative. Any change to the contract must be approved in writing by the Project Manager and the Offeror. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by Loudoun Water.

Insurance

The successful Offeror shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under a contract resulting from this RFP.

A. Comprehensive General Liability

1. \$1,000,000 Bodily Injury and Property Damage per occurrence and aggregate
2. Comprehensive General Form

3. Extended Business Liability Endorsement
 4. Independent Contractors Coverage
 5. Products/Completed Operations (to be provided for minimum of 36 months after completion of work)
 6. Broad Form Contractual Liability
 7. Personal Injury Liability
- B. Comprehensive Automobile Liability
1. \$1,000,000 Combined Single Limits
 2. Statutory Uninsured Motorist Coverage
 3. Hired and Non-Owned Coverage
 4. Motor Carrier Act Endorsement
- C. Worker's Compensation and Employer's Liability
1. Statutory Coverage for Virginia
 2. \$1,000,000 Employer's Liability
 3. Broad Form All States Endorsement
 4. Compliance with all Federal Statutes, including U.S. Longshoreman and Harbor Worker's Act, the Jones Act, and Federal Employees Act
- D. Umbrella Liability
1. Additional \$1,000,000 liability coverage over the primary limits for Comprehensive General Liability, Comprehensive Automobile Liability, and the Employer's Liability

Prior to commencing work under a resultant contract, the successful Offeror shall furnish Loudoun Water with a Certificate of Insurance naming Loudoun Water as an additional insured. A sixty (60) day notice of cancellation, non-renewal, or change in the insurance coverage must be provided.

Hold Harmless Clause

The Offeror shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless Loudoun Water, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Offeror or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The Offeror agrees that this clause shall include claims involving infringement of patent or copyright.

Not To Benefit

As a prerequisite for payment pursuant to the terms of this contract, there shall be furnished to Loudoun Water a statement, that no employee of Loudoun Water, or members of his immediate family, including spouse, parents or children has received or has been promised, directly or indirectly, any financial benefit, by way of fee,

commission, finder's fee or in any other manner, remuneration arising from or directly or indirectly related to a contract resulting from this RFP.

Employment Discrimination by Offerors Prohibited

Every contract over \$10,000 shall include the following provisions:

- A. During the performance of this contract, the Offeror agrees as follows:
 - 1. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an equal opportunity employer.
 - 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

- B. The Offeror will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

Drug-free Workplace

Every contract of over \$10,000 shall include the following provisions:

During the performance of this contract, the Offeror agrees to (i) provide a drug-free workplace for the Offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance including marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Offeror that the Offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to an Offeror in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession,

or use of a controlled substance including marijuana during the performance of the contract.

Exemption from Taxes

Loudoun Water is exempt from State and Federal Taxes. Tax Exemption Certificate indicating Loudoun Water's tax exempt status will be furnished by Loudoun Water on request.

Substitutions

NO substitutions, including key personnel, or cancellations permitted after award without written approval by the Purchasing Supervisor and Loudoun Water's General Manager.

Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Supervisor.

Termination

Subject to the provisions below, the contract may be terminated by Loudoun Water upon sixty (60) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of Loudoun Water until said work or services are completed and accepted.

Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of Loudoun Water, without the required sixty (60) days advance written notice, then Loudoun Water shall negotiate reasonable termination costs, if applicable.

Termination for Cause

Termination by Loudoun Water for cause, default or negligence on the part of the Firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The sixty (60) days advance notice requirement is waived in the event of Termination for Cause.

7. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

Questions and Inquiries

Questions about this RFP should be directed to Bessie Nelson, Loudoun Water Purchasing Supervisor, at 571-291-7948 or bnelson@loudounwater.org.

Contents of Proposals

The following information is to be submitted as part of the proposal. A cover letter may be attached (**Not included in the 40-page limit**). No other material may be attached. The proposal is to be organized into the following categories:

- A. **Tab 1: Experience**:- Provide the three (3) most relevant projects of a similar size and scope completed in the past two (2) years. A list giving locations, brief description of project, contact information and dates shall be provided with bid documentations for review. Contact information shall include at a minimum: name of entity or installation, name of individual familiar with the project, individual's title and phone number.
- B. **Tab 2: Staff Qualifications** - Summary qualifications of key individuals (and office location for each) to be assigned to the work. The Principal-in-Charge and the Program Manager must be assigned. Full resumes may be attached under Appendix A. Resumes must exhibit qualifications and experience of the individual in the type of work to be conducted with emphasis on roles and responsibilities on projects similar in nature to those expected under this agreement.
- C. **Tab 3: Approach** - Describe your approach to this project including any Particular challenges and opportunities to be considered as well as ideas and suggestions that will likely make the program successful.
- D. **Tab 4: Price Estimate** - Provide an not to exceed price on the Scope of Work per phase and the Project Requirementws as outlined in this RFP.
- E. **Tab 5: Quality Assurance** - Describe the quality assurance procedures that will be implemented for the project. Identify who will be responsible for the quality assurance program; who will be checking and coordinating the documents; how often the documents will be checked; and, the proposed method of documenting quality assurance. Discuss the ability of the firm to track and meet the schedule. Also, describe the approach to monitoring contract expenses and man-hours to avoid contract cost overruns.
- F. **Tab 6: Appendices - (not included in the 40-page limit)**
- a. Full resumes of key individuals proposed to support this project
 - b. RFP attachments including; completed Reference Form and RFP Submission Form.

Packaging of Proposals

Proposals shall be submitted in a sealed container. Ensure that the proposal container is completely and properly identified. The face of the container shall indicate:

**RFP #2009-005-100R
3:00 pm, November 20, 2009
Arc Flash Study and Training**

Each Offeror shall submit **one (1) original and six (6) hard copies, as well as an electronic copy in PDF format on a CD** of their proposal to Loudoun Water's

Purchasing Division as indicated on the cover sheet of this RFP. The original proposal shall be clearly marked.

Delivery of Proposals

- A. Proposals may either be mailed to P.O. Box 4000, Ashburn, Virginia, 20146 or hand delivered or shipped to 44865 Loudoun Water Way, Ashburn, Virginia 20147. They may NOT be emailed.
- B. Proposals must be received by Purchasing BEFORE November 20, 2009, 3:00 p.m. (eastern time). Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by Purchasing prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by Loudoun Water after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.

Withdrawal of Proposals

- A. Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation PRIOR to the time of acceptance.
- B. Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

Late Proposals

LATE proposals will be returned to the Offeror UNOPENED, if RFP number, acceptance date and Offeror's return address is shown on the container.

Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional information is necessary to enable an exact interpretation of provisions of this request, an addendum will be issued to the same distribution list as the original RFP. It is the responsibility of the Offeror to ensure that he has received all addendums prior to submitting a proposal.

Proprietary Information

It is the responsibility of each Offeror to clearly mark any part of his proposal considered to be of PROPRIETARY OR CONFIDENTIAL NATURE. Offerors shall not mark sections of their proposal as PROPRIETARY OR CONFIDENTIAL if they are to be part of the award of the contract and are of a "Material" nature.

Authority to Bind Offeror in Contract

Proposals MUST give full legal name and address of Firm. Failure to manually sign proposal may disqualify it. Person signing the proposal should show TITLE or AUTHORITY TO BIND SAID FIRM IN A CONTRACT.

Rights of the Loudoun Water

Loudoun Water reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of Loudoun Water.

Prohibition as Subcontractors

No Offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

Deviations from Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. Loudoun Water reserves the right to determine the responsiveness of any deviation.

Miscellaneous Requirements

- A. All proposals submitted shall be valid for a minimum period of one hundred and twenty (120) calendar days following the date established for acceptance.
- B. Loudoun Water will not be responsible for any expenses incurred by an Offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- C. The contents of the proposal submitted by the successful Offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful Offeror will be expected to execute a contract with Loudoun Water.
- D. Loudoun Water reserves the right to reject any and all proposals by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of Loudoun Water. Offerors whose proposals are not accepted will be notified in writing.

Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

8. Evaluations of Proposals

Proposals will be evaluated by a committee of Loudoun Water employees, who will independently read, review, and evaluate each proposal. Scoring will be based on the following criteria:

- A. Experience as defined in Tab 1 of submittal (25 points)
- B. Staff Qualifications as defined in Tab 2 of submittal (15 points)
- C. Approach as described in Tab 3 of submittal (20 points)
- D. Price Estimate as described in Tab 4 of submittal (25 points)
- E. Quality Assurance as described in Tab 5 of submittal (15 points)

After each member of the Review Committee has completed an evaluation rating form for each proposal solution, composite ratings will be developed which indicate the Review Committee's collective ranking of the highest rated proposal solutions. Representatives of the Review Committee will conduct all subsequent negotiations and will make a recommendation for the contract awards.

**References
(Must be completed by Offeror)**

Offeror shall provide references on this form.

1. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
Email Address _____

2. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
Email Address _____

3. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
Email Address _____

**Arc Flash Analysis and Training
(RFP No. 2009-005-100R)**

SECTION I – OFFEROR IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____
Address _____
Contact Person _____ Title _____
Telephone No. _____ Fax No. _____
Email _____
Organized under the laws of State of _____
Principal place of business at _____

Following list includes persons having ownership of 3% or more in the company (attach more sheets if necessary):

Name	Address
_____	_____
_____	_____
_____	_____

The Loudoun County Sanitation Authority (Loudoun Water) requests, as a matter of policy, that any consultant or firm receiving a contract of award resulting from an RFP issued by Loudoun Water shall make certification as specified below. Receipt of such certification, shall be a prerequisite to the award of contract and payment thereof.

SECTION II - EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of Loudoun Water, or members 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 this contract.

SECTION III – CONFLICTS OF INTEREST

This solicitation is subject to the provisions of VA Code Ann. Section 2.1-639.2 et. seq., the State and Local Government Conflict of Interests Act. The Offeror [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION IV – COLLUSION

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.

Signature _____ Date _____

Name (Printed) _____ Title _____