



REQUEST FOR PROPOSAL

Record Drawing Production and GIS Data Capture

March 23, 2010

Proposal Due Date: April 29, 2010
and Time: 3:00 p.m. (Eastern Time)

RFP Number: 2010-003-380

Mailing Address: PO Box 4000
Ashburn, VA 20146

Delivery Address: Administrative Services Facility
44865 Loudoun Water Way
Ashburn, VA 20147

Procurement Contact: Bessie Nelson, Purchasing Supervisor
Phone: 571.291.7700
Fax: 571.223.2513
E-mail: bnelson@loudounwater.org

Pre-proposal Conference: April 6, 2010
and Time: 2:00 p.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.

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1 PURPOSE

The purpose of this Request for Proposal (RFP) is to enter into a professional agreement with a Consultant to produce Record Drawings (commonly called "As-Builts") and capture GIS data for Loudoun Water's potable water, reclaimed (reuse) water, and wastewater (sewer) systems. As part of the scope of this contract, the Consultant will provide finished Record Drawings for infrastructure using plan and profile information provided by the Engineer-of-Record and Loudoun Water's engineers and inspectors. The Consultant will also provide survey-grade positional measurements for this infrastructure and will use those measurements to produce the Record Drawing and to create associated GIS data. A description of the scope of services is provided in Section 4 of this document.

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

Schedule of Events (tentative):

- Date Issued: March 23, 2010
- Pre-proposal Conference: April 6, 2010
- Deadline for Questions: April 8, 2010
- Submission of Proposals: April 29, 2010
- Shortlist Notice (if necessary): May 14, 2010
- Selection Interviews (if necessary): May 24 & 25, 2010

The pre-proposal conference will be held in the Boardroom at Loudoun Water's Administrative Services Facility at 44865 Loudoun Water Way, Ashburn, VA 20147. See our website (<http://www.loudounwater.org/about/locations/>) for directions.

2 COMPETITION INTENDED

It is Loudoun Water's intent that this RFP encourage competition. It shall be the Consultant'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. The Loudoun County Sanitation Authority (doing business and hereafter referred to as "**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 receives revenue from user fees and makes no profit and our operations and finances are independent of the County's tax-supported services.

- B. Loudoun Water manages over 55,000 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, reclaimed water and wastewater 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 supplemented by Loudoun Water's Broad Run Water Reclamation Facility (BRWRF), which came online in 2008. The BRWRF discharges effluent into Broad Run, which feeds the Potomac River and, ultimately, the Chesapeake Bay. In addition, the BRWRF supplies the reclaimed water network. Loudoun Water also operates several small community water and wastewater treatment plants throughout Loudoun County.
- C. As a public utility providing water, reclaimed water and wastewater service to certain portions of Loudoun County, Loudoun Water is responsible for the construction and operation of water, reclaimed water and wastewater infrastructure. Many construction projects, both developer-funded and Loudoun Water-funded, are constructed, inspected, and placed into service each year within Loudoun Water's Central and Community service areas. The majority of these facilities are in Loudoun Water's Central Service Area, located in the suburban part of eastern Loudoun County.
- D. The process of accepting a project as complete and final includes creating an acceptable Record Drawing that can be incorporated as part of Loudoun Water's permanent library. Record Drawings are based on Plan and Profile drawings and reflect vertical and horizontal field conditions after all utility pipeline and appurtenances have been constructed. Loudoun Water has replaced its original paper library with an all-digital library centered on the GIS and complemented with Record Drawings in Adobe Acrobat's Portable Document Format (PDF). This RFP has been issued to improve and streamline the creation and cost efficiency of Record Drawings and GIS data.
- E. Loudoun Water's process for digital Record Drawing creation and GIS data capture is approaching maturity. A contract similar to that described in this RFP was awarded in 2008 which followed on a pilot program from 2007. Using the 2008 contract, 352,941 linear feet from 60 projects were surveyed and documented between September 2008 and September 2009.
- F. Project requirements are fully documented in project plans, one each for Record Drawing creation and GIS data capture (Attachments A and B, respectively; see Section 5.5.b). Project management centers on a database where all project

assignments and results are logged. Related tables are used to manage project communication, work summaries and cost/invoicing data. This database and all digital project files are managed in a secured Microsoft SharePoint website. Our project delivery goals are 30 days from the date the project is assigned for Record Drawings and 45 days for GIS data.

- G. Table 1 shows the number of projects completed (and therefore requiring Record Drawings) for 2007, 2008, and 2009 and the associated total pipe length. This table may be used by the Consultant to estimate the magnitude of the Record Drawing work associated with this contract. Loudoun Water anticipates that new construction will proceed at a roughly similar pace for the duration of this contract, although Loudoun Water makes no guarantee regarding the amount of work for the Consultant, and reserves the right to self-perform this work in the future.

Table 1 – Projects and Linear Feet of Water and Wastewater Pipe

	2007			2008			2009		
	Projects	Water	Wastewater	Projects	Water	Wastewater	Projects	Water	Wastewater
Total	142	312,050	198,153	129	175,191	166,523	51	68,480	39,422

* Totals on Table 1 are for water and wastewater mains only. Linear feet totals do not include water service lines or wastewater laterals.

4 SCOPE OF SERVICES

The scope of services is broken down into the two Work Elements listed below (Tasks A and B):

A. Record Drawings and GIS Data Production

The focus of this contract is to produce final Record Drawings and associated GIS data for new water, reclaimed water and wastewater construction projects. It is expected that all future Loudoun Water projects involving the construction of water, reclaimed water and wastewater pipelines and/or appurtenances will utilize this process. This business process results in more efficient GIS data capture and improved accuracy and consistency for Record Drawings.

For each construction project, the Consultant shall follow the general process described below. This process is illustrated in Diagram 1, Record Drawing Production Process.

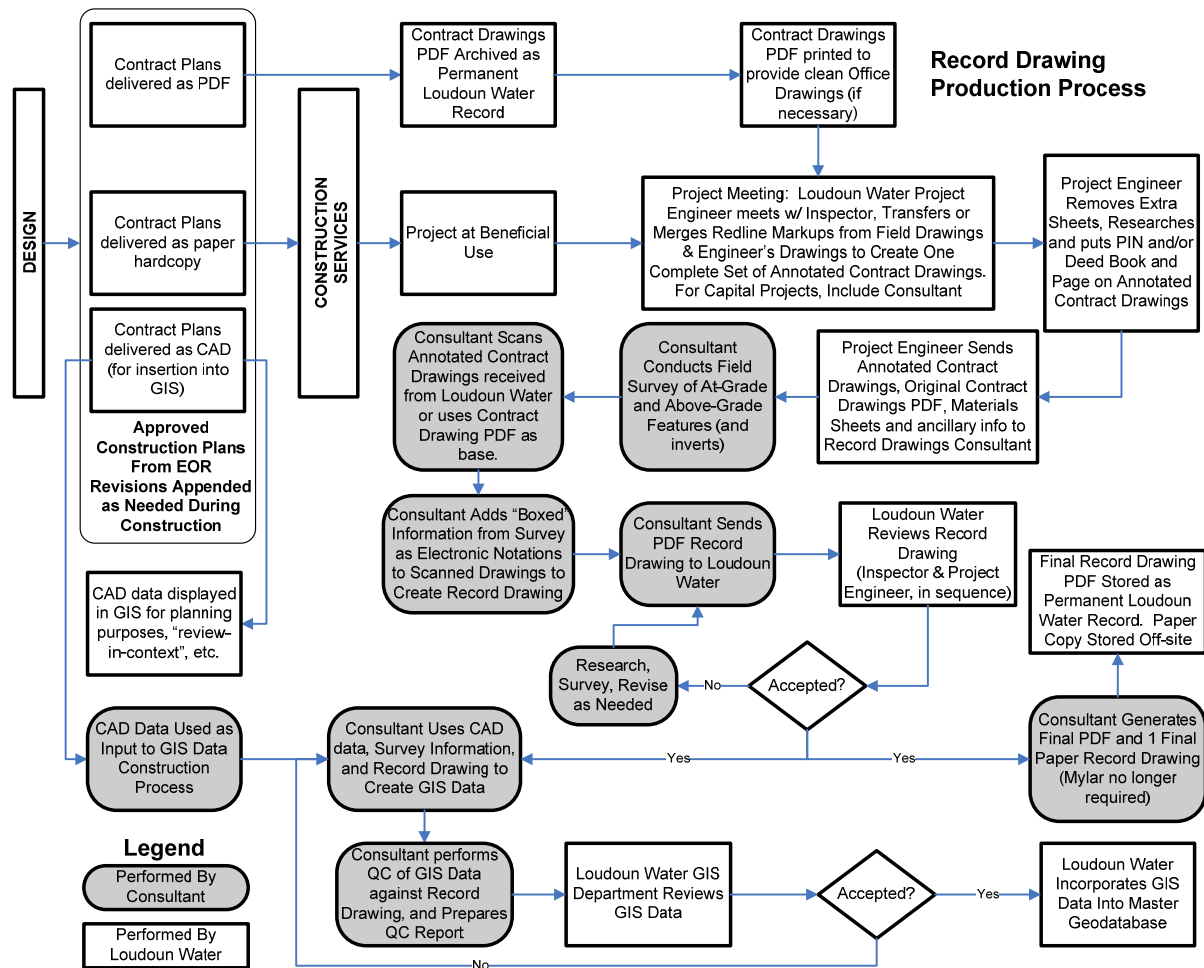
1. **Survey:** Using approved construction plans (including profile drawings) as a guide, conduct a field survey of the constructed infrastructure. All survey work should adhere to the Federal Geographic Data Committee (FGDC), Part 4 Standards which requires a minimum of Second Order Class 2 for horizontal control and a minimum of Third Order for vertical control. Both vertical and horizontal measurements shall be captured at an accuracy of +/- 0.1-foot

- (one tenth of a foot), at the 95% confidence level, using the most suitable and cost-effective field data collection technology and methodology. All horizontal survey measurements will be referenced to US State Plane Virginia (North), NAD 83 HARN. Vertical measurements will be referenced to the North American Vertical Datum of 1988. For projects where the construction plans were created using the National Geodetic Vertical Datum of 1929, the Consultant will convert vertical measurements to this datum and provide both elevation values. All units will be US Survey Feet. Only at-grade or above-grade infrastructure shall be surveyed, with two exceptions; the Consultant will be required to survey wastewater pipe inverts at the manhole, and air release vaults at the top of the pipe. Confined-space entry is not required as part of this contract. All surveying is to be performed by (or under the direct supervision of) a Professional Land Surveyor (PLS) licensed in the Commonwealth of Virginia.
2. **Prepare Record Drawing:** Loudoun Water will provide hardcopy annotated contract drawings (also known as the approved construction drawings) to the Consultant. Loudoun Water's annotated contract drawings will include redline annotations from the construction contractor as well as Loudoun Water's inspectors and engineers. Loudoun Water will also provide the original, clean contract drawings (without annotations, as originally prepared by the Engineer-of-Record) as either hardcopy or PDF (depending upon availability). The Consultant will scan these documents according to the specifications presented in Section 5F below and return them to Loudoun Water. The Consultant will transfer all redline notations from the hardcopy set to the clean contract drawings using electronic markup tools and diagrams. The Consultant will also note differences between the results of the field survey and the original contract drawings. The goal is to create a digitally annotated drawing that represents all redline and field survey inputs. The Consultant will 'box' the notations and highlight them using a different color to call attention to those items that differ from the design. This digitally annotated contract drawing will become the Record Drawing and will be sealed and signed by the project PLS (with a standard limitation statement). The Consultant will not be expected to produce a base map drawing. If available, Loudoun Water will provide a digital computer-aided design drawing (CAD) version of the design plan or construction drawing.
 3. **Quality Control:** Conduct a quality control (QC) review and deliver a draft Record Drawing as a PDF for Loudoun Water's review.
 4. **Finalize:** Incorporate any draft comments and deliver a final Record Drawing as a PDF and one paper hardcopy within 30 days of project assignment.
 5. **Create GIS Data:** Develop GIS data for the project using the field survey measurements, CAD data of the approved construction drawings, and Record Drawings as inputs. CAD data of the approved construction drawings will be

available for most projects; however, there may be some older projects where CAD data is not available. Loudoun Water will make CAD data available whenever practical to facilitate the surveying and GIS data creation efforts.

6. **Capture Easements:** Capture water, reclaimed water and wastewater easements dedicated to Loudoun Water as polygons in GIS format based on the construction plan. The Consultant will use either "heads-up" or coordinate geometry (COGO) digitizing techniques to accomplish polygon creation, depending on source data. Loudoun Water will provide deed book and page references for easements shown on construction plans. The Consultant will verify the easement configuration using Loudoun County's court records to ensure that the recorded easement is correctly represented. Field survey or verification of easements is not required as part of this contract.
7. **QC GIS:** Conduct final QC review and deliver preliminary GIS data to Loudoun Water for review within 45 days of project assignment.
8. **Finalize GIS:** Incorporate any comments and deliver final GIS data.

Diagram 1 – Record Drawing Production Process



B. Project Management

Strong communication will be a key reason for the continued success of this project. In order to meet deadlines and manage costs, the Consultant will need a well connected and coordinated team. Quality deliverables and thorough documentation are the reason internal stakeholders can readily support this project as one that will continue for the foreseeable future. In order to assure this, the Consultant will need to document projects and costs carefully and establish a robust QC process for ensuring the project team delivers a consistent product.

A custom Microsoft SharePoint website has been the focal point for project communication, coordination and documentation. As part of this contract, the Consultant will be required to provide hosting services for a secure web-based collaboration portal or similar. Any software, database, source code, and/or website developed as part of this requirement shall become the property of Loudoun Water at the conclusion of the contract, with the exception of those software components that are owned and licensed by a third party.

Procedure Manuals are provided as Attachments A and B and include project process and technical details. See Section 5E.2 below for information on how to obtain a copy of these attachments. These are living documents that are continually updated as new situations are encountered and workflows are refined. The Consultant will be required to understand the contents of these documents and make changes to them as the project progresses.

The Consultant will endeavor to meet the 30-day goal for delivering final Record Drawings and the 45-day goal for GIS data and communicate any anticipated delays in advance of the deadline. The Consultant will be required to prepare monthly invoices with supplemental details including a per project breakdown of percent complete, pipe footage, and total cost. The Consultant's key staff (for example, Project Manager, Survey lead, Record Drawing lead and GIS lead) will be required to participate (remotely is acceptable) in project meetings to occur on a quarterly or as-needed basis.

5 Technical Requirements

Loudoun Water has noted the following requirements with regards to this contract.

A. Quality:

The Consultant will develop a checklist of QC checks for each type of deliverable and will be responsible for ensuring that these QC checks are performed. The Consultant is required to assign a Quality Officer to manage the quality review process. This individual should be objective and independent of the daily data capture and production teams.

B. Survey:

1. The Consultant will survey the three-dimensional position (x,y,z) of all at-grade (visible) assets. This will include for example water valves, meters, hydrants and manholes.
2. Invert elevations for wastewater gravity mains will be established at each manhole, and air release vault elevations will be established at the top of the pipe.
3. Survey data will be used to verify the construction plans and prepare the annotated Record Drawings.

C. Record Drawings:

1. The Consultant will produce Record Drawings that are compliant with Loudoun Water's existing "As-Built Requirements". These requirements are available on Loudoun Water's website:
 - www.loudounwater.org
 - Developers/New Construction→

- Downloads & Documentation→
 - As-Built Requirements
2. Loudoun Water has adopted a standardized markup process so that the Record Drawing information can be more readily consumed by the Consultant. The Consultant will be required to adhere to the same markup standards whenever additional markups are made to a Record Drawing.
 3. The Consultant's PLS shall certify all Record Drawings and include an appropriate statement to clearly distinguish information that was generated and/or checked by the Consultant.
 4. The final Record Drawing deliverables shall include one paper copy and a to-scale (1:1) PDF comprising all the drawings in the plan set.
 5. Loudoun Water may supply additional pages of supplemental construction information in hardcopy or electronic format, at our discretion. These should be scanned (as needed), appended to the final Record Drawing, and included in the final PDF. These will typically include information such as Construction Cut Sheets, Materials Installed forms and Inspector's Lateral Tables forms.
 6. Attachment A includes a detailed Procedure Manual for creation of a Record Drawing. See Section 5E.2 below for information on how to obtain a copy of this attachment.

D. GIS Data:

The Consultant will create GIS data representing a complete and accurate representation of the water, reclaimed water and wastewater plan and profile and appurtenances for each assigned project as described in Attachment B. See Section 5E.2 below for information on how to obtain a copy of this attachment. These data will be compiled using same methods and resources used to create the Record Drawing PDF.

E. Technical:

1. GIS data for each project will be delivered in an ESRI ArcGIS 9.3-compliant file geodatabase (subject to change as Loudoun Water upgrades to future releases). This geodatabase will be a check-out replica from Loudoun Water's master SDE geodatabase and provided to the Consultant upon assignation of each project.
2. Attachment A and B and a sample deliverable are available as a supplement to this RFP and may be downloaded from our FTP server. Contact Bessie Nelson, Loudoun Water Purchasing Supervisor, at 571-291-7948 or bnelson@loudounwater.org for instructions on how to access the FTP server.

3. The Consultant will produce GIS data using the schema provided in the supplement and to the specification described in this document. Upon contract award, the Consultant will receive a complete copy of Loudoun Water's GIS data and relevant base map data for use in support of execution of this contract.
4. The Consultant will not be required to integrate GIS deliverables with Loudoun Water's existing pipeline network data. However, the Consultant will ensure that any surveyed project that connects directly with another surveyed project will connect properly.
5. Loudoun Water is currently running the following ESRI solutions:
 - a. ArcGIS 9.3.1
 - b. ArcSDE 9.3 on SQL Server 2005
 - c. ArcGIS Server
 - d. ArcReader

F. Scanning and PDF Creation:

1. All scanning that is required shall be performed at 400 dots per inch (dpi) and be a black and white (bi-tonal) image.
2. All Record Drawings will be delivered as multi-page PDF documents. One PDF document will equal one Loudoun Water project). When projects are phased, the Consultant will update the same Record Drawing as phases are completed.
3. All scans must be generated so that they may be plotted at the scale and dimensions of the original drawing. The scanning and conversion to PDF process shall introduce no significant warping or scaling of the media so that this requirement is met.

6 CONTRACT CONDITIONS

Key Terms

Loudoun Water intends to award contracts to as many as three different Consultants. These contracts shall be awarded with one (1) base year, with two additional one year options (for a total of three potential years), with option years to be exercised solely at Loudoun Water's discretion. Salary costs will be based on cost of labor without benefits multiplied by a negotiated overhead factor and net fee. Task orders will be awarded based on Not to Exceed fees that will be negotiated with the Consultant.

Procedures

The extent and character of the services to be performed by the Offeror (Consultant) shall be subject to the general control and approval of Loudoun Water's General Manager or his authorized representative. Any change to the

approved Agreement must be approved in writing by Loudoun Water and the Consultant. 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 an Agreement 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
 - 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 60 day notice of cancellation, non-renewal, or change in the insurance coverage must be provided.

Rider Clause

The Offeror shall, during the term of the contract, extend to any authority, department, agency or institution of the Commonwealth of Virginia the ability to acquire goods and services, other than professional services, at contract prices in accordance with contract terms.

Hold Harmless Clause

The Offeror shall, during the term of the Agreement 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 Consultant.

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 Agreement

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

Termination

Subject to the provisions below, the contract may be terminated by Loudoun Water upon 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 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 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. No other material may be attached. Tabs shall be used to separate sections of the proposal response. The proposal response is limited to no more than **25 single-sided pages**, not including a cover letter, tab separators, or any forms required by Loudoun Water. A cover letter, if included, shall be no more than one page. The proposal is to be organized into the following sections:

- A. **Approach to Project** – Propose a project team and describe your approach to meeting the requirements of the scope of services. Include a discussion of how work will flow through your project team and you will meet project deadlines. Describe the work capacity of your team and how this project will fit in with current work demands. You are encouraged to include any suggestions or alternative approaches that may facilitate the execution of the project.
- B. **Experience of the Firm** – Provide up to five project descriptions demonstrating relevant project experience. Include a discussion of the services provided and how those services align with the services sought in this RFP. Also provide the start and completion dates, contract value (potential and total dollars awarded), as well as the client contact name, title, address, email, and phone number for each project. Include a matrix showing which of the proposed team members worked on these projects and their role.
- C. **Qualifications of Individuals** – Include a project organizational chart and resumes of key team members to be assigned to this project. Identify when any outside (sub-consultant) services will be used and include the names and lists of services to be provided by each sub-consultant. Loudoun Water reserves the right to procure services of a sub-consultant directly.

- D. Quality Review Process – Describe your approach for ensuring high-quality deliverables. Include details regarding where in your process quality checks will be performed, how they will be conducted, and who will be responsible for the final product.
- E. RFP Attachments – All attachments to the RFP requiring execution by the firm are to be returned with the proposal. Include in this section the References form for the three formal references required by Loudoun Water.
- F. Signatures – All proposal originals must be signed in ink by the individual or authorized principals of the firm.

Packaging Of Proposals

Proposals are to be returned in a sealed container. Ensure that the proposal container is completely and properly identified. The face of the container shall indicate the RFP number, 2010-003-380, time and date of public acceptance, and the title of the RFP, "Record Drawing Production and GIS Data Capture".

Each Offeror shall submit one original and six 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 the Administrative Services Facility at P.O. Box 4000, Ashburn, VA 20146 or hand delivered or shipped to 44865 Loudoun Water Way, Ashburn, VA 20147. They may not be emailed.
- B. Proposals must be received by Purchasing before the **April 29, 2010, 3:00 p.m. (Eastern Time)** deadline. Requests for extensions of this time and date will not be granted. Consultants 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

Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

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 Loudoun Water

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

Miscellaneous Requirements

- A. All proposals submitted shall be valid for a minimum period of 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(s) 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 an Agreement 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 Review Committee consisting of Loudoun Water employees, who will independently read, review, and evaluate each proposal. Scoring will be based on the following criteria:

- A. Approach to Project (35 points)
- B. Experience of the Firm and Sub-consultants (30 points)
- C. Qualifications of Individuals (20 points)
- D. Quality Review Process (15 points)

After each member of the Review Committee has completed an evaluation rating form for each proposal solution, composite ratings will be developed to rank the proposals. At this point, the Review Committee may conduct interviews with multiple Offerors. Representatives of the Review Committee will conduct all subsequent negotiations and will make a recommendation for the contract award(s). Loudoun Water reserves the right to waive the interview process and proceed with negotiation of award.

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 _____

**Record Drawing Production and GIS Data Capture
(RFP No. 2010-003-380)**

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
_____	_____
_____	_____
_____	_____

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 _____