



REQUEST FOR PROPOSAL

Professional Engineering Services
Water Treatment Plant & Finished Water Transmission
Preliminary Engineering Report

April 4, 2011

Proposal Due Date: Monday, May 2, 2011
and Time: 3:00 p.m. (Eastern Time)

RFP Number: 2011-003-200
Mailing Address: P.O. Box 4000
Ashburn, VA 20146

Delivery Address: 44865 Loudoun Water Way
Ashburn, VA 20147

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

Pre-proposal Conference: Wednesday, April 13, 2011
and Time: 10:30 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.

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1. PURPOSE

Loudoun Water is requesting proposals for professional engineering services for the preparation of a Preliminary Engineering Report (PER) for the Water Treatment Plant (WTP) and Finished Water Transmission (FWT) System related to the Potomac Water Supply Program. The PER will focus on the technical aspects of the design, constructability and operability of the WTP and FWT System, as well as, environmental and permitting considerations.

A description of the scope of services is described in Section 4 of this document.

At Loudoun Water's sole discretion, the engineering firm selected may be utilized in the program management, final engineering design, and construction functions related to the delivery of the entire Water Treatment Plant & Finished Water Transmission project or any portion of the project.

Schedule of Events (Tentative)

April 4, 2011	RFP Issued
April 13, 2011	Pre-Proposal Conference and Site Tour** <i>Conference Time: 10:30 a.m. – 11:00 a.m.</i> <i>Location: Loudoun Water ASF Board Room</i> <i>Site Tour: 11:00 a.m. – 1:00 p.m.</i>
April 19, 2011	Questions due (in writing)
April 21, 2011	Answers to questions distributed to all firms that received the RFP
May 2, 2011	Responses to RFP due
May 13, 2011	Short list notification
May 23, 2011 – June 3, 2011	Short list firm interviews/demos

** Persons interested in taking the tour MUST notify Loudoun Water Purchasing by April 8, 2011. Each firm will be limited to no more than 2 attendees.

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.

2. COMPETITION INTENDED

It is Loudoun Water's intent that this RFP permit competition. It shall be the firm's responsibility to advise the Purchasing Technician 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 Technician by April 19, 2011 in accordance with the Schedule of Events shown above.

3. BACKGROUND INFORMATION

Loudoun Water currently provides public water to residential and non-residential customers within an area of eastern Loudoun County identified as the Loudoun Water Central Service Area. Planned growth in Loudoun County will require a maximum day demand estimated at 90 mgd by 2040. Loudoun Water currently has the ability to reliably supply approximately 53 mgd through contractual agreements with other local utilities (50 mgd from Fairfax Water and 3 mgd from the City of Fairfax). In response to the planned water needs of the community, Loudoun Water began the implementation of the Potomac River Water Supply and Raw Water Storage Program (known herein as the Potomac Water Supply Program or PWSP). The PWSP is a two-phased program to meet current and projected needs for the next 30 years. The first phase secures 20 mgd by 2016 and the second phase will secure another 20 mgd when demand requires it. These demands will be met by withdrawing raw, non-potable water directly from the Potomac River and conveying it to the new water treatment plant for processing and/or conveying it to the retired rock quarries for storage (and eventually processed at the new water treatment plant).

A significant effort has been expended by Loudoun Water for the development of the general design concepts and applying/securing permits and agreements required for the program. Much of this information is provided as part of the supplemental information available online as part of this RFP. If proposers have difficulty finding or accessing this supplemental information, contact Bessie Nelson (bnelson@loudounwater.org). Additional background information is also presented for each Program Element under Section 4.

The entire PWSP consists of six major Program Elements:

- Program Element No. 1 - Raw Water Intake
- Program Element No. 2 - Raw Water Pumping Station (RWPS)
- Program Element No. 3 - Raw Water Transmission Mains between RWPS, quarries and the Water Treatment Plant (WTP)
- Program Element No. 4 - Raw Water Storage Quarries, including Quarry Pumping Stations
- Program Element No. 5 - Water Treatment Plant (WTP)
- Program Element No. 6 - Finished Water Transmission (FWT)

The scope of work included in this Request for Proposal includes only the following Program Elements:

- Program Element No. 5 - Water Treatment Plant (WTP)
- Program Element No. 6 - Finished Water Transmission (FWT)

Note: Program Elements Nos. 1 through 4 are included in a separate Request for Proposal (not included in this RFP).

4. SCOPE OF SERVICES

PROJECT DESCRIPTION AND PROPOSAL REQUIREMENTS

Services include the provision of a Preliminary Engineering Report (PER) for the Program Elements listed for this RFP. Proposers shall provide their approach to developing the PER. It is anticipated that the PER will represent an approximate 25% complete design. Proposers shall provide a general listing/description of the anticipated contents of the PER, including, but not limited to, design criteria, water quality evaluations, process flow schematics / P&IDs, design concept alternatives, cost estimates, permit requirements and geotechnical studies.

The WTP and FWT are considered portions of the overall PWSP and are separated into Program Elements as described in Section 3. It shall be understood that while this portion of the Program is separated into Program Elements, each element may be directly or indirectly related to other elements within the overall PWSP.

At Loudoun Water's sole discretion, the engineering firm selected may also be utilized in the program management, final engineering design, and construction functions related to the delivery of the entire Raw Water Supply System project or any portion of the project.

Program Element No. 5 – Water Treatment Plant

The WTP is proposed to be located on a 50 acre parcel (owned by Loudoun Water) west and adjacent to Goose Creek and adjacent to the north side of the Dulles Greenway. The design of the WTP shall accommodate an initial treatment capacity of 20 mgd and expandable to an ultimate treatment capacity of 40 mgd. It is the intent of Loudoun Water to have the WTP constructed and in operation by approximately June 1, 2011 (Phase I – 20 mgd capacity).

Proposers should demonstrate experience and capabilities in the following areas:

1. Treatment Process Selection. Proposers should demonstrate capabilities and provide an approach to: 1) Evaluate the potential ranges of source water quality (from both the Potomac River and the quarries); 2) Evaluate the finished water quality goals; 3) Identify potential design constraints and; 3) Recommend the most appropriate treatment process. A significant effort has been expended by Loudoun Water to determine the most appropriate treatment process. While the

preferred treatment process has been determined to be conventional treatment with ozone and biologically active filtration, proposers will be responsible for the engineering evaluation and final recommendation of the treatment process during the PER development.

2. Plant Hydraulics. Proposers should demonstrate capabilities and provide an approach to the hydraulic design of a treatment plant that balances construction cost, energy efficiency and operational flexibility.
3. Process Support Facilities. Proposers should demonstrate capabilities and an approach to the selection and preliminary design of process support facilities. These facilities include, but are not limited to, chemical storage and feed systems, filter backwash supply and recycle, residuals handling and process control and automation.
4. Design Support Disciplines. Proposers should demonstrate knowledge and approach to applying support discipline design criteria to include, but not limited to, architectural design, structural design, electrical, instrumentation/control, HVAC systems, and plumbing.
5. Building Layouts, Site Utilization Plan and Ultimate Build-out Conceptual Design. Proposers should demonstrate capabilities and approach to the development of the preliminary design concepts for building/process train layouts, the initial site layout and the concept designs for incremental expansion and improvements. Include an approach to the preliminary design of a well-planned traffic access plan (to/from and on the site).
6. Electrical Service. Services will include a preliminary design of electrical service configuration, including an electrical reliability study and the development of preliminary service agreements with Dominion Virginia Power.

Program Element No. 6 – Finished Water Transmission System

The Finished Water Pumping Station (FWPS) is proposed to be located on the WTP site with a new finished water transmission main (approximately 5,000 LF) constructed to convey finished water from the new WTP to the existing distribution system. The current proposed alignment requires constructing a portion of the transmission main under Goose Creek.

Proposers should demonstrate experience and capabilities in the following areas:

1. Pumping Station Site Evaluation and Building Layout. Services will include the development of pumping station configuration and building layout options and evaluations of such options for site accessibility, operability, maintainability, constructability, energy efficiency and life-cycle costs. Proposers should include an approach to providing a pumping station site evaluation, developing a pumping

station building layout and the ability to incrementally expand the pumping station.

2. **Electrical Service.** Services will include a preliminary design of electrical service configuration, including an electrical reliability study and the development of preliminary service agreements with Dominion Virginia Power.
3. **Pipeline Alignment Evaluation.** Services will include review and evaluation of the current preliminary alignment. The evaluation will include such aspects as constructability, permitting issues, operability, maintainability, access and cost. Recommendations for changes will also include options and impacts of such changes to current and future permitting activities. Proposer should provide their approach to these services, as well as, an approach to the design of the transmission main under Goose Creek.
4. **Pipeline Sizing and Material.** Services will include sizing of the transmission mains to accommodate initial design flows through ultimate design flows and the selection of pipe material and specifications.
5. **Hydraulic Modeling and Surge Analysis.** Services will include preliminary analysis of system hydraulics and recommendations for surge and transient control. Proposers should demonstrate their approach to selecting pumps to meet distribution system pressure service and flow over the life of the pumping station.

General Tasks

In addition, firms should demonstrate experience and capabilities for each of the following:

1. **Water Treatment Plant and Finished Water Transmission Master Plan.** Services will include the development of a master plan document to establish the water treatment and transmission requirements and infrastructure for the next 40 years. The Master Plan will include, but is not limited to, determining the conceptual plan for sizing of initial infrastructure to accommodate both current and future supply requirements and developing concepts for future infrastructure to meet proposed demands. Proposers should demonstrate capabilities and approach to coordinating and integrating design decisions with the Raw Water Supply Master Plan (developed by others).
2. **Design Technology.** Proposers should indicate whether they intend to use advanced design modeling software, such as 3D/4D technology and/or BIM. If so, proposers should describe their cost-effective approach to utilizing this type of design tool.

3. System communication, automation and data management. Proposers should provide a general approach to incorporating system communication, automation and data management into the design concepts.
4. Permit Gap Analysis. Services will include a review of all existing permits, permits in review and future potential permits. Proposers should demonstrate knowledge of all anticipated permit processes and provide a preliminary plan/approach to obtaining necessary permits (including a preliminary schedule). It is noted that Loudoun Water has submitted a Joint Permit Application (JPA) and anticipates approval in the 4th quarter of 2011. Proposers should also note that a significant effort has already been expended on applying for and/or obtaining land entitlement permits (see supplemental information for a general list of permits). Compliance with permits and permit conditions will be required. Proposers should demonstrate their approach to providing cost-effective, innovative solutions while working within the constraints of the permit conditions.
5. Cost Estimation. Services will include the development of program element cost estimates, including final design costs and an engineer's opinion probable construction costs. Proposers should also demonstrate an ability and approach to including life-cycle costs into the design decision process.
6. Scheduling. Proposers should provide an initial proposed schedule showing activities associated with the development of the Preliminary Engineering Report and other preliminary engineering activities described herein. The initial schedule should also include anticipated final design activities and a preliminary construction schedule. It is the intention of Loudoun Water to have the Preliminary Engineering Report complete by the end of the 4th quarter of 2011 and the Water Treatment Plant & Finished Water Transmission constructed and in operation by approximately June 1, 2016.
7. Principals of Operation. Proposers should demonstrate knowledge of the proposed principals of operation of the treatment plant and finished water transmission system by including their understanding of how the proposed approaches will work together as a complete system and meet the operational requirements of Loudoun Water and regional stakeholders.
8. Geotechnical Report. Proposers should provide an approach to performing geotechnical evaluations and reports for each Program Element.
9. Environmental Stewardship. Loudoun Water considers itself a caretaker and advocate of the environment. Proposers should demonstrate innovative approaches to provide cost effective, environmentally sustainable solutions in all aspects of their design and operations. Proposers should demonstrate knowledge of LEED certification process and the ability to do a benefit analysis to determine

whether LEED certification or LEED concepts should be included in the design of the infrastructure.

10. Community Outreach. Proposers should demonstrate experience, capabilities and approach to developing a stakeholder outreach plan and supporting Loudoun Water in administering the plan. This task includes the ability to develop newsletters and facility renderings for public distribution.
11. Integrated Team. Proposers should demonstrate experience and approach to integrating Loudoun Water staff into the design development process. The approach shall include plans for communication, meetings and workshops (as part of the proposed project management plan described in Section 6 below). It is also noted that the selected firm will also be required to coordinate, where appropriate, with Loudoun Water's legal counsel.

5. CONTRACT CONDITIONS

A. 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 Purchasing Technician 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.

B. Ethics in Public Contracting

1. The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by Loudoun Water.
2. The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interest Act (Section 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Section 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia State and Local Government Conflict of Interests Act.

C. Notice of Required Disability Legislation Compliance

1. Loudoun Water is required to comply with state and federal disability legislation: The Rehabilitation Act of 1973 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

2. Specifically, Loudoun Water may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination on the basis of disability by public entities. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

D. Immigration Reform and Control Act of 1986

By entering this Contract, ATL certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

E. 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.

1. Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury and Property Damage per occurrence and aggregate
 - b. Comprehensive General Form
 - c. Extended Business Liability Endorsement
 - d. Independent Contractors Coverage
 - e. Products/Completed Operations (to be provided for minimum of 36 months after completion of work)
 - f. Broad Form Contractual Liability
 - g. Personal Injury Liability
2. Comprehensive Automobile Liability
 - a. \$1,000,000 Combined Single Limits
 - b. Statutory Uninsured Motorist Coverage
 - c. Hired and Non-Owned Coverage
 - d. Motor Carrier Act Endorsement
3. Worker's Compensation and Employer's Liability
 - a. Statutory Coverage for Virginia
 - b. \$1,000,000 Employer's Liability

- c. Broad Form All States Endorsement
 - d. Compliance with all Federal Statutes, including U.S. Longshoreman and Harbor Worker's Act, the Jones Act, and Federal Employees Act
4. Umbrella Liability
- a. Additional \$1,000,000 liability coverage over the primary limits for Comprehensive General Liability, Comprehensive Automobile Liability, and the Employer's Liability
5. Professional Liability Errors and Omissions Insurance – Not less than \$1,000,000 limit. Offeror shall provide limits commensurate with the responsibilities of their work, as determined by Loudoun Water in its reasonable judgement.

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.

F. 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.

G. 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.

H. 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.

I. Substitutions

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

J. Assignment of Contract

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

K. 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.

1. *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.

2. *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.

L. Employment Discrimination by Offerors Prohibited

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

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.
4. 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.

M. 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.

6. Instructions for Preparing and Submitting Proposals

- A. LCSA seeks professional service organizations that have the experience, qualifications and qualities to meet the objectives described herein. Proposals shall be clear and concise, avoiding excessive content and unrelated work samples.
- B. Questions and Inquiries
Questions about this RFP should be directed to Bessie Nelson, Purchasing Technician, at 571-291-7948 or bnelson@loudounwater.org.
- C. Contents of Proposals
The following information is to be submitted as part of the proposal. Proposals are limited to 40 pages double-sided (or 80 pages single-sided), including a cover letter. Individual team member resumes may be included in appendices (as described below) and will not count toward the final page count. No other material may be attached. The proposal is to be organized into the following categories and section tabs:

- Tab 1. Approach to Project – Describe your firm’s understanding and approach to executing this project including any particular challenges and opportunities to be considered, as well as, ideas and suggestions that will likely make the program successful. This section should include a project management plan and a schedule for completion (in accordance with Section 4 - Scope of Services). The firm should also discuss how Loudoun Water staff will be integrated into the delivery of the project.
- Tab 2. Experience – Provide up to five (5) project references describing your firm’s experience delivering similar projects. Include a short description of the project, including the dates of completion, client contact name, and phone number for each reference. Project references shall be for projects completed in the last 5 years. Where appropriate highlight projects in which your firm has provided final design and engineering services during construction subsequent to the PER development.
- Tab 3. Team Qualifications – Include a project organizational chart and summary qualifications of key team members to be assigned to this contract. Describe your team’s organization and qualifications relevant to their responsibility and ability to execute this project. Include office locations for each key team member. Full resumes may be included in Appendix A, but should be limited to one single page (not double sided) each, except for the Project Manager (which may be up to 2 single pages (or one double sided) in length.
- Tab 4. Capacity and Outside Services - Address your firm’s capacity to provide these services in a timely manner. List the outside services to be used. Describe the anticipated scope of work by sub-consultants and how they will be managed to ensure an integrated team is presented to Loudoun Water. Specific names of sub-consultants are not required at this time; the intent is to ascertain what outside services the firm will utilize.
- 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 ensure quality and to track and meet the schedule. Also, describe the approach to monitoring contract expenses and labor to avoid cost overruns.

Appendices:

- A. Full resumes (limited to one page except for the Project Manager) of key staff proposed to support the contract. Resumes should exhibit qualifications and

- experience of the individual with emphasis on roles and responsibilities on projects similar in nature.
- B. RFP attachments including; completed Reference Form and RFP Submission Form.

No information other than these tab items (5 + appendices) should be provided. If other information is provided, the Selection Committee will not consider it.

D. Packaging Of Proposals

1. 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, 2011-003-200, time and date of public acceptance, and the title of the RFP, Professional Engineering Services – Water Treatment Plant & Finished Water Transmission – Preliminary Engineering Report.
2. Each firm shall submit **one (1) original, five (5) copies** and an electronic copy on a CD of their proposal to Loudoun Water's Purchasing Division as indicated on the cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

E. Delivery of Proposals

1. 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.
2. Proposals must be received by Purchasing BEFORE the May 2, 2011, 3:00 p.m. (eastern standard time) due date deadline. 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.

F. Withdrawal of Proposals

1. Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation PRIOR to the time of acceptance.
2. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. Miscellaneous Requirements

1. All proposals submitted shall be valid for a minimum period of one hundred and twenty (120) calendar days following the date established for acceptance.
2. Loudoun Water will not be responsible for any expenses incurred by a 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.

3. 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.
4. 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.

N. 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.

7. 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:

<u>Maximum Points</u>	<u>Evaluation Criteria</u>
25	Approach as described in Tab 1 of the proposal
25	Experience as defined in Tab 2 of the proposal
35	Staff Qualifications as defined in Tabs 3 and 4 of the proposal
10	Quality Assurance as described in Tab 5 of submittal
5	Overall quality, completeness, and responsiveness of the proposal
100	TOTAL

After each member of the Review Committee has completed their evaluations, the Review Committee may conduct interviews with one or more Offerors. Upon completion of this selection process the top-ranked firm will be determined and enter into subsequent negotiations. Contingent upon a successful negotiation, a recommendation will be made for the award of the contract.

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

Offeror shall provide references on this form.

1. Firm Name _____
Mailing Address _____

Contact _____ Title _____
Phone No. _____ Fax No. _____
Email Address _____

2. Firm Name _____
Mailing Address _____

Contact _____ Title _____
Phone No. _____ Fax No. _____
Email Address _____

3. Firm Name _____
Mailing Address _____

Contact _____ Title _____
Phone No. _____ Fax No. _____
Email Address _____

4. Firm Name _____
Mailing Address _____

Contact _____ Title _____
Phone No. _____ Fax No. _____
Email Address _____

5. Firm Name _____
Mailing Address _____

Contact _____ Title _____
Phone No. _____ Fax No. _____
Email Address _____

**Professional Engineering Services –
Water Treatment Plant & Finished Water Transmission
Preliminary Engineering Report
(RFP No. 2011-003-200)**

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 2.2-3100 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 _____

Appendix A - List of RFP Supplemental Information

Professional Engineering Services
 Water Treatment Plant & Finished Water Transmission
 Preliminary Engineering Report
 RFP Number: 2011-003-200

ITEM NO.	DESCRIPTION	FILE NAME
1	Potomac River Water Supply Project – Joint Permit Application (Updated March 18, 2011)	**see note JPA Electronic Submittal-v3.docx
2	Water Supply Augmentation Study – Technical Memorandum No. 1 – Safe Yield Analysis for Surface Water Supplies (CH2MHill, March 2008)	TM1 Safe Yield Analysis for Surface Water Supplies.pdf
3	Water Supply Augmentation Study – Technical Memorandum No. 2 – Evaluation of Quarry Storage Options (CH2MHill, February 2002)	TM2 Evaluation of Quarry Storage Options.pdf
4	Water Supply Augmentation Study – Technical Memorandum No. 3 – Evaluation of Intake Design Configurations (CH2MHill, March 2002)	TM3 Evaluation of Intake Design Configurations.pdf
5	Water Supply Augmentation Study – Technical Memorandum No. 4 – Evaluation of Raw Water Transmission Options (CH2MHill, March 2002)	TM4 Evaluation of Raw Water Transmission Options.pdf
6	Water Supply Augmentation Study – Technical Memorandum No. 5 – Path Forward for LCSA Water Supply Augmentation (CH2MHill, June 2002)	TM5 Path Forward for LCSA Water Supply Augmentation.pdf
7	Water Supply Augmentation Study – Technical Memorandum No. 6 – Comparison of Quarry Studies (CH2MHill, January 2003)	TM6 Comparison of Quarry Studies.pdf
8	Water Supply Augmentation Study – Technical Memorandum No. 7 – Jennings Randolph Lake’s Water Supply Costs and Cost Allocation Compared with Luck Stone Quarries’ (CH2MHill, January 2003)	TM7 Jennings Randolph Lake's Water Supply Costs.pdf
9	Water Supply Augmentation Study – Technical Memorandum No. 8 –Riverbank Infiltration at LCSA Potomac River Property (CH2MHill, August 2003)	TM8 Riverbank Infiltration at LCSA.pdf
10	Water Supply Augmentation Study – Technical Memorandum No. 9 – Conceptual Design Development of Potomac River Intake and Pump Station (CH2MHill, August 2003)	TM9 Conceptual Design Development.pdf
11	Water Supply Augmentation Study – Technical Memorandum No. 10 – Quarry Storage Needs with 57-mgd Total Available Supply from Others (CH2MHill, January 2003)	TM10 Final--Quarry Storage Needs with Revised Available Supply.pdf

12	Water Supply Augmentation Study – Technical Memorandum No. 11 – Nutrient Credit Potential from LCSA Operations (CH2MHill, February 2006)	TM11 LCSA Credit final.pdf
13	Water Supply Augmentation Study – Technical Memorandum No. 12 – Summary of Available Data for Water Quality Modeling of Loudoun Water Offline Reservoirs (CH2MHill, September 2008)	TM12 WaterQualityDataSummary_022607_CLS_final_ad.pdf
14	Water Supply Augmentation Study – Technical Memorandum No. 13 – Results for the Loudoun Water Quarry Model Sensitivity Runs (CH2MHill, August 2007)	TM13 Sensitivity Runs Results Memo v7.pdf
15	Water Supply Augmentation Study – Technical Memorandum No. 14 – Water Quality Analysis of Proposed Quarry Reservoirs (CH2MHill, September 2008)	TM14 Scenario Runs Results Memo v11.pdf
16	Water Supply Augmentation Study – Technical Memorandum No. 15 – Quarry Storage Needs with Revised Demand and Supply Assumptions (CH2MHill, June 2009)	TM15 Quarry Storage Needs with Revised Available Supply v5_Final.pdf
17	Central Water Supply Plan – Treatment Process Evaluations and Piloting Recommendations (Black & Veatch, Draft dated September 2010)	Water Treatment and Pilot Tech Memo 2009 Sept 28.pdf
18	Loudoun Water Treatment Plant – Desired Features (Black & Veatch, Draft dated September 2010)	Desired FeaturesSept.21,2010.pdf.pdf
19	Summary of Permits, Approvals and Easements related to the Potomac water Supply Program	Summary of Permits Approvals Easements for the Potomac Water Supply Program.pdf
20	Drawings – Special Exception / Commission Permit – Water Treatment Plant	Approved SPEX2009-0021.pdf
21	Drawings - Special Exception / Commission Permit – Quarry A Water Storage Facility	Approved SPEX-QuarryA.pdf
22	Drawings – Rezoning Permit – Water Treatment Plant	Approved ZMAP 2009-0004.pdf
23	Drawings – Commission Permit – Raw Water Transmission through Town of Leesburg	TLCP 2010-0001.pdf

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