



REQUEST FOR PROPOSAL

RFP Number:2017-017-1400004

Professional Engineering Services Planning, Design, Permitting and Construction Administration for the Development of Beaverdam Reservoir Park

Issuance Date: **June 19, 2017**

Proposal Due Date: **June 30, 2017**
and Time: **10:00 a.m. (Eastern Time)**

Delivery and Mailing Address: **44865 Loudoun Water Way
Ashburn, VA 20147**

Procurement Contact: **Amy Bevins, Procurement Technician**
Phone: **571.291.7719**
Fax: **571.223.2513**
E-mail: procurement@loudounwater.org

Inquiries: Questions and inquiries are to be submitted in writing and will be accepted from any and all Offerors. The Procurement Department is the sole point of contact for this solicitation. Unauthorized contact with other Loudoun Water staff regarding the RFP may result in the disqualification of the Offeror. Inquiries pertaining to the Request for Proposal must give the RFP number, title and proposal due date. Material questions will be answered in writing with an Addendum provided, however, that all questions are received not later than June 26, 2017, at 10:00 a.m. It is the responsibility of all Offerors to ensure that they have received all Addenda. Addenda can be downloaded from www.loudounwater.org. All questions regarding this RFP should be directed to the Procurement Department through e-mail at procurement@loudounwater.org.

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

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1. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms that will allow Loudoun Water to determine the most qualified firm that can provide comprehensive planning, design, permitting and construction administration services for the Beaverdam Reservoir Park (BRP) project. At a minimum, the firm shall be able to provide the following services: Landscape Architecture, Civil Engineering, Structural Engineering, Electrical Engineering, Geotechnical Engineering, and Cost Estimating.

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

The contents of the proposal submitted by the successful Offeror, this RFP (including general and special terms and conditions available online at Loudoun Water's website) and all modifications made thereof, will become part of the contract awarded as a result of this solicitation. The successful Offeror will be required to sign a contract with Loudoun Water.

This RFP, plus the resulting contract, shall be consistent with, and governed by the code of Virginia, including but not limited to the Virginia Public Procurement Act (VPPA) and Loudoun Water's Procurement Policy.

It is Loudoun Water's intent that this RFP encourage competition. It shall be the Offeror's responsibility to advise the Procurement Department, in writing, at procurement@loudounwater.org, 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 June 26, 2017, 10:00 a.m.**

Any significant changes to the solicitation as a result of the questions submitted by June 26, 2017 will be issued by Addendum and posted on Loudoun Water web site at: <http://www.loudounwater.org>. It is the Offeror's responsibility to review and incorporate all Addenda as part of the proposal submission.

2. PROCUREMENT SCHEDULE

The proposed schedule for procurement of these professional services is as follows:

Date	Milestone
June 19, 2017	RFP Issued
June 23, 2017	Pre-proposal conference 9:00 a.m. (optional)
June 26, 2017	Questions due (in writing) to the Procurement Department by 10:00 a.m.
June 26, 2017	Issue Addendum addressing questions received

June 30, 2017	Responses to RFP Due
July 10, 2017	Short list notification
Week of July 10th	Short list vendor interviews (if needed)

This schedule is subject to change. The Question Due Date and Response to RFP Due Date are firm, unless an Addendum is issued.

3. BACKGROUND INFORMATION

The Offeror is encouraged to become familiar with all background information listed in Appendix A.6.

Loudoun Water

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, Chapter 28, Title 15.1, Code of Virginia of 1950, as amended (the "Act"). Loudoun Water was created by the 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.

Loudoun Water provides drinking water and wastewater services to over 75,000 households in Loudoun County. Our drinking water comes from the Potomac River and Goose Creek. Drinking water from the Potomac River is fully treated by our wholesaler, Fairfax Water, and drinking water from Goose Creek is fully treated by Loudoun Water at our Goose Creek Water Treatment Facility.

Loudoun County is a dynamic and fast growing-county. As its population and businesses grow, so does the demand for safe, clean-drinking water. By 2040, Loudoun Water's customers may require up to 90 million gallons of drinking water everyday. This represents a 40 million gallon per day increase from today's customer demand. To meet our customer's needs, we've developed the Potomac Water Supply Program to develop the assets and infrastructure to withdraw water directly from the Potomac River. Drinking Water storage in Beaverdam Reservoir is a component of the program.

Beaverdam Reservoir

Loudoun Water owns Beaverdam Reservoir and surrounding land in its entirety. It was purchased from the City of Fairfax in 2014. It contains approximately 1.5 billion gallons of water storage and covers approximately 635 acres, including 300 ft of land contiguous to the water surface which completely surrounds the reservoir.

After a brief closure in 2014, Beaverdam Reservoir was re-opened to the public with community access managed by NOVA Parks. Water access was closed once again in 2015 to prepare for a significant dam repair construction project.

Currently underway, the renovation project is designed to improve safety and reliability by bringing the dam into compliance with Virginia dam safety regulations for high hazard dams. The project includes phased excavation, diversion of water, construction of a new concrete spillway, embankment improvements, control tower modifications, a new transfer pump station & electrical building, improved drainage systems, instrumentation and controls improvements, and a permanent stream crossing.

Although water access is prohibited during the dam construction project, the trailway system around the Reservoir remains open under NOVA Parks' management.

Once the dam improvement project is complete, Beaverdam Reservoir will be refilled and water access will open to the public. While the reservoir is first and foremost a drinking water resource, the natural space will be re-imagined so community members can safely enjoy passive activities such as hiking, paddling, fishing, kayaking, rowing, and nature & water appreciation.

From a robust stakeholder engagement process to educate the community on water resource planning, a park concept plan was developed that reflects a shared vision within the context of public works as public space.

The Concept Plan takes into consideration the concepts of embracing ecology by conserving undeveloped areas, understanding development pressures, maintaining the reservoir's positive characteristics, responding to adjacent uses, and developing a water corridor.

Loudoun Water's desire is to develop the resource in a manner that highlights our commitment to sustainability. More information on the stakeholder outreach process and outcomes can be found on the website: <https://www.loudounwater.org/beaverdam-reservoir>.

Though there will be future focus areas within the concept plan, this RFP is focusing on Phase 1, the B. Phase 1 amenities include trails, boardwalks, stream and wetland gardens, picnic shelters, interpretive areas, boat storage and launching facilities (for both crew, canoeing, and kayaking), administrative space, public restrooms and roads and parking. All facilities will be planned and designed to be ADA compliant. Once complete, NOVA Parks will manage the facilities and the public access to the reservoir.

It is Loudoun Water's mission to sustainably manage water resources in advocacy of health, environment and quality of life. Beaverdam Reservoir is natural setting and a logical extension for supporting our efforts toward promoting sustainability, protection and stewardship of source water through constructed shoreline trails, interpretive areas and water education.

Program Statement

The Concept Plan graphic for Phase 1 and background information can be found in Appendix 6.

The Concept Plan includes 18 numbered areas. The following references these areas by number and provides additional information.

(1) Entry Gate

The 120-acre park site currently includes the headquarters of the National Recreation and Park Association and an athletic field facility operated by Loudoun County. The entry gate shall be designed with signage, structures and/or landscaping to convey to the BRP visitor that they are entering a separate area, operated by different parties, and with different activities to experience and places to explore.

(2) Entry Drive and Turnarounds, (3) Parking Areas, and (4) Stormwater Bioretention Gardens

Low Impact Design will be an extremely important element of the BRP project, but shall be carefully balanced with budget considerations.

(5) Parking Paths, (6) Primary Spine, (7) Boating Path, and (8) Reservoir Trails

Careful consideration must be given to pedestrian access with two primary goals. One is to quickly move people away from the more developed areas of BRP and into the natural areas. Two is to separate as much as possible the boating traffic from the casual walker. The scholastic crew operation will involve large numbers of high school students during peak periods.

(9) Reservoir Pavilion

The area is to include an approximately 6,000 square foot multipurpose building that will include shell storage, erg/fitness area, locker space, public restrooms, park office and maintenance space, and a marina sales/concession area. It shall also include an open shelter for interpretive programming and general use.

The Constraints Map indicates that the proposed structures are within a 200 foot proffered reservoir buffer. It was recently determined that modifying the buffer restriction would not be feasible. These buildings shall be relocated to the southeast and outside of this buffer.

(10) Reservoir Shelters

There will be at least three general use picnic shelters located at BRP. Shelter size may range between 600 and 1200 square feet.

(11) Rental Boat Storage

This area shall include a walkway and launching structure for canoes and kayaks that are compliant with ADA standards. It shall also include a gravel/sand beach area for launching, but not a ramp for trailered boats. An adjacent open area shall be provided to store canoes and kayaks on racks and in small movable storage units provided by NOVA Parks.

(12) Unprogrammed Clearing

Several open areas shall be provided throughout BRP for miscellaneous use and at least one site planned for a future playground.

(13) Reservoir Overlook and (14) Boardwalks

The Concept Plan includes boardwalks to enhance visitor experience and interaction with the water. The boardwalks will be an important feature of the interpretive programming at BRP.

(15) Boating Docks

Consultant shall design in this area a floating launch dock for crew shells, dock space to tie up to the jon boats used by crew coaches, and a small gravel/sand beach launch area.

(16) Alford Road Access

Alford Road is an existing gravel access road that shall be maintained for emergency use only.

(17) Stream Gardens, (18) Wetland Gardens

These areas will be integral to the efforts to interpret Loudoun Water's mission of protecting drinking water supplies and providing clean water to the citizens of Loudoun County.

4. SCOPE OF SERVICES

Final scope of services will be negotiated once the Selection Committee determines the most qualified Offeror. It is expected that the selected Offeror will be actively involved in developing the final scope of services that best supports the needs of Loudoun Water. This list is provided as a generalization of the required scope of work and is not all inclusive. Submittal responses to this RFP should include a complete breakdown of all necessary tasks to complete the project as described. It is anticipated that services rendered under this project include but are not limited to:

1) Preparatory

- a. Review the owners Concept Plan for BRP as the basis for the requested design services and submit questions and/or observations to the owner's representative to be addressed.
- b. Review the owner provided site survey, soils investigation report and project manual and notify the owner's representative of any discrepancies and additional information required.
- c. Develop the CAD base file for use in creating design development and construction documentation throughout the project.
- d. Contact appropriate utility providers to determine service availability, connection points and other requirements.
- e. Contact owner to discuss and document maintenance capabilities, requirements and design implications.

2) Design

- a. Prepare preliminary and design development park design documents including but not limited to the following.
 - i. Demolition and site preparation
 - ii. Layout
 - iii. Grading and drainage
 - iv. Landscape and irrigation
 - v. Architectural design
 - vi. Roadway design and VDOT submittals
- b. Consulting with a qualified construction firm experienced in park construction, prepare preliminary opinion of probable construction costs for review by the owner.

- c. Attend and participate in owner arranged and facilitated community/stakeholder workshops. Document the public input received and assist the owner in preparing sketches and narratives for subsequent follow-up meetings.
- 3) Entitlement and Approvals
- a. Prepare submittal packages including transmittals, graphic images and narratives representing the park design for review by selected boards and commissions.
 - b. Attend required hearings and participate in design presentations in collaboration with owner's representative. Assume Loudoun Water will require a work session and final hearing for approval. Make edits to design documents and resubmit as required to obtain approvals.
- 4) Construction Documentation
- a. Project manual including but not limited to Loudoun Water standard requirements for bidding, construction contracts, bonding, general conditions and technical specifications to describe all required Divisions and tasks. A standard project manual boiler plate will be provided by the owner.
 - b. Construction drawings illustrating in detail all work requirements including but not limited to the following.
 - i. Cover Sheet
 - ii. General and project specific notes
 - iii. Demolition and site preparation
 - iv. Layout
 - v. Grading and drainage
 - vi. Landscape
 - vii. Irrigation
 - viii. Architectural design
 - ix. Structural engineering
 - x. Mechanical engineering and plumbing
 - xi. Roadway design and VDOT submittals
 - xii. Construction detailing as required
 - c. Consulting with a qualified construction firm experienced in park construction, prepare final opinion of probable construction costs for review by the owner.
- 5) Bidding
- a. Prepare bidding documents. Provide an email address for prospective bidders to contact for access to bidding documents.
 - b. Attend and facilitate a mandatory prebid meeting, field questions from prospective bidders and prepare written responses.
 - c. Prepare and issue addenda as required to answer questions from prospective bidders and clarify project bidding requirements.

- 6) Construction Administration
 - a. Attend and facilitate a preconstruction meeting with the owner representative, contractor project manager and appropriate design and utility representatives.
 - b. Review and respond to all contractor uploaded submittals, requests for information and other project communications.
 - c. Attend contractor facilitated weekly Owner, Architect and Contractor project meetings. Make weekly project inspections and document observations.
 - d. Review and comment on Monthly progress payment applications.
 - e. Attend contractor facilitated preliminary and final project walk inspections. Prepare project punch list.
- 7) Additional Services -In addition to the general design services, the firm shall be responsible for the following
 - a. Electrical – Coordinate electrical service installations with local utility and provide all project electrical design and engineering not provided by the utility company.
 - b. Geotechnical Engineering – Provide all soil borings and soil reports necessary to complete project design and obtain all permits.
 - c. Water Service – Design and engineer a connection to public water service and for extending water service as needed to building(s). Water lines, hose bibs and drinking fountains extended to each picnic shelter, launch dock and rental boat launch area.
 - d. Sewer Service – Design and engineer a connection to public sewer service and extend sewer connection to the necessary buildings. Pump and Haul operation may be considered.
 - e. Site Survey – Perform all necessary survey work.
 - f. Zoning Approvals – Prepare all required special exception plats and support Loudoun Water staff during zoning approval process.

5. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

- 5.1. Loudoun Water seeks professional service organizations that have the experience, qualifications, and qualities to meet the objectives described herein. Proposals should be prepared providing straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content, and avoiding excessive content and unrelated work samples.
- 5.2. To be considered for selection, Offerors must submit a complete response to this RFP. Proposals which are substantially incomplete or lack key information may be rejected by Loudoun Water at its discretion.
- 5.3. By submitting a proposal in response to the RFP, the Offeror represents it has read and understands the RFP and has familiarized itself with all federal, state and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the resulting contract.
- 5.4. Packaging of Proposals
 - 5.4.1. Proposals are to be returned in a sealed envelope or container.

Ensure that the proposal container(s) is clearly, completely, and properly identified. The face of the container shall be sent to the attention of the Procurement Department and indicate the RFP number, 2017-017-1400004; the title of the RFP, Professional Engineering Services for Planning, Design, Permitting and Construction Administrative for the Development of Beaverdam Reservoir Park Project; Name of Offeror; and Offeror complete address.

- 5.4.2. Each firm shall submit **one (1) original, five (5) copies and one (1) electronic copy in a single file PDF format of their proposal to Loudoun Water's Procurement Department** as indicated on the cover sheet of this Request for Proposal. The "original" proposal and electronic discs shall be clearly marked.

5.5. Delivery of Proposals

- 5.5.1. Proposals may either be mailed to and delivered or shipped to 44865 Loudoun Water Way, Ashburn, Virginia, 20147. They may NOT be received in electronic mail or facsimile.

- 5.5.2. Proposals must be received by the Procurement Department **by the date given in the Procurement Schedule**. 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 the Procurement Department 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.

5.6. Inclement Weather/Emergency Situation

In the event that Loudoun Water's Administrative Facility located at 44865 Loudoun Water Way, Ashburn, Virginia is closed due to inclement weather and/or emergency situations on the day the RFP is due, RFP's will be received the next "opened" business day at the time stated on the RFP solicitation.

5.7. Questions and Inquiries

Questions and inquiries are to be submitted in writing and will be accepted from any and all Offerors. The Procurement Department is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun Water staff regarding the RFP may result in the disqualification of the Offeror. Inquiries pertaining to the RFP must give the RFP number, title and acceptance date. Material questions will be answered in writing with an Addendum provided, however, that all questions are received **by the date and time given**

in the Procurement Schedule. It is the responsibility of all Offerors to ensure that they have received all Addenda. Addenda can be downloaded from www.loudounwater.org. All questions regarding this RFP should be directed to the Procurement Department, through e-mail at procurement@loudounwater.org.

5.8. Contents of Proposals

Proposals are limited to 20 pages double-sided (or 40 pages single-sided), not including a single-page cover letter, Table of Contents, tab separators, response to Appendices, or any forms required by Loudoun Water. All pages of the proposal shall be numbered consecutively. Proposals that are not organized in this manner risk elimination from consideration. The pages are restricted to 8 ½" x 11" sheets with limited use of 11" x 17" fold-out sheets. 11" x 17" fold-out sheets should only be used where information cannot adequately be shown on 8 ½" X 11" sheets of paper. The proposal shall contain a Table of Contents. If other information is provided, Loudoun Water will not consider it.

5.9. Proposal Response Format

The Offeror is encouraged to provide information they feel will assist Loudoun Water in determining which firm is the most qualified and best suited for this project. The Tabs listed below convey those qualities that are most important to Loudoun Water.

The Offeror is required to submit the following items as a complete proposal. No information other than the tab items (Tab 1 through 7 and Appendices) should be provided. The proposal is to be organized into the following categories and section tabs:

Table of Contents – number all pages of the response consecutively.

Tab 1. Project Team Qualifications – Provide brief descriptions of specific experience and capabilities of designated project manager, project engineer, and key support staff for the project. Indicate the percentage of time each team member will contribute to the project. Key personnel assigned to the project shall not be reassigned without prior Loudoun Water written approval. Provide an organization chart showing the proposed staff for these services that illustrates the relationship between Loudoun Water, the proposed project manager, key personnel, and sub-consultants. The Offeror shall also include the home office and location of each project team member. Full resumes may be included in the Appendix, but should be limited to one single page (not double sided) each, except for key members of the proposed project team, which may be up to 2 single sided pages (or one double sided) in length.

Tab 2. Firm's Experience – Provide a description of the project team's past record of performance on at least 3 similar projects for which your firm has provided services. Include a short description of the project, dollar value of the services,

main challenges faced on the project and how they were addressed, duration and dates of completion, client contact name, contractor contact name, and phone number for each reference. Describe lessons learned from previous relevant projects and how that insight can be applied to this project. Project references shall be of recent and relevant projects.

In addition, describe your firm's experience with Loudoun Water, highlighting the development of a partnering relationship and including examples of obstacles encountered and how they were collaboratively addressed. If your firm has little to no direct experience with Loudoun Water, describe how you would develop a partnering relationship with Loudoun Water.

- Tab 3. Project Context – Describe your firm's understanding of the project purpose, and key issues that are critical to the successful implementation of the project. Describe your firm's understanding of any particular challenges and opportunities to be considered, as well as, ideas and suggestions that will likely make the project successful. Describe your firm's understanding of external factors, risks, and opportunities that need to be considered in implementing the project.
- Tab 4. Technical Approach – Describe your firm's technical approach to scope development and project execution.
- Tab 5. Value Added Approach – Discuss how your firm, and the proposed project team in particular, will add value to this project. Identify key issues that you see as critical to the success of this project and explain how your firm is best suited to deliver the solutions. Discuss how you will take a pro-active approach in identifying potential project risks and effectively mitigate or manage those risks for successful project completion.
- Tab 6. Emerging Technologies/Innovative Design – Describe your firm's approach to evaluating and considering emerging technologies that would apply to this project (if any), and innovative design tools and techniques that could be utilized to enhance the project process or outcome. Provide examples of innovative approaches on previous projects that provided cost effective, environmentally sustainable solutions. Indicate whether you intend to use advanced design software, such as 3D/4D technology, GIS, etc. If so, describe your cost-effective approach to utilizing these types of design tools and the benefits to Loudoun Water.
- Tab 7. Contract Management– Provide a discussion of your firm's abilities in managing contractual aspects of projects. What are the common contractual issues your firm encounters and how do you manage, mitigate, and overcome them. How will you manage changes in scope, schedule, and budget?

Appendices (not included in the page limit)

1. Business Identification – a one page sheet listing the name of individual or business, address of home and branch offices, nature of the organization (individual partnership, or corporation; private or public; profit or non-profit) and the number of employees. Identify the state in which the firm is incorporated or chiefly located. Include name, title, and telephone number of person(s) in your organization authorized to negotiate the proposed contract and bind your firm.
2. Resumes of key team members. Limit resumes to one single sided page each except for key members of the project team, which may be up to 2 single sided pages (or one double sided) in length.
3. Quality Assurance Program. Describe your firm’s quality assurance/quality control program and how it will be applied to the project. Identify your firm’s QA manager for the project.
4. Addenda, if applicable.
5. RFP Attachments – All attachments to the RFP requiring execution by the firm are to be completed and returned with the proposal. The following forms must be included:

APPENDIX A.1 – PROPRIETARY INFORMATION

APPENDIX A.2 – OFFEROR IDENTIFICATION AND OWNERSHIP
DISCLOSURE

APPENDIX A.3 – OFFEROR DATA SHEET

APPENDIX A.4 – STATE CORPORATION COMMISSION FORM

APPENDIX A.5 – PROPOSAL SUBMISSION FORM

6. EVALUATION AND AWARD CRITERIA

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

Loudoun Water shall evaluate proposals based on the following criteria and weighting:

<u>Maximum Points</u>	<u>Evaluation Criteria</u>
15	Project Team Qualifications as described in Tab 1
15	Firm’s Experience as described in Tab 2
10	Project Context as described in Tab 3

15	Technical Approach as described in Tab 4
20	Value Added Approach as described in Tab 5
10	Emerging Technologies and Innovative Design as described in Tab 6
15	Contract Management as described in Tab 7
100	TOTAL

7. PROPOSAL EVALUATION AND SELECTION PROCESS

7.1. Oral Presentation

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

7.2. Award

- 7.2.1. Negotiations shall be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to Loudoun Water can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until the contract can be negotiated at a fair and reasonable price. Loudoun Water may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).
- 7.2.2. The award document will be a contract, incorporating by reference, all of the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

APPENDIX A.1 – PROPRIETARY INFORMATION

RFP Number: 2017-017-1400004

Professional Engineering Services

Planning, Design, Permitting and Construction Administration
for the Development of Beaverdam Reservoir Park

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to Loudoun Water and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

NOTICE OF PROPRIETARY INFORMATION

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342F

Section Title	Page Number	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate die specific words, figures, or paragraphs that constitute trade secrets or proprietary materials.

- A- This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus, identify confidential statistical data, amount or source of any income... of any person (or) partnership. "See Virginia Public Procurement Act. Section 2.2-4342F. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B- This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily be released to the public. See Virginia Public Procurement Act, Section 2.2-4342F; 5 U.S.C. 552(b)(4); 12 C.F.R. 309.5(c)(4).
- C- This page contains proprietary information including confidential, commercial or financial information. This disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in die future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342F; 552(b)(4); 12 C. F. R 309.5(c)(4).

FIRM NAME: _____ Date _____

Signature _____ Title _____

Name (Printed) _____

APPENDIX A.2 - OFFEROR IDENTIFICATION AND OWNERSHIP DISCLOSURE

RFP Number: 2017-017-1400004

Professional Engineering Services
Planning, Design, Permitting and Construction Administration
for the Development of Beaverdam Reservoir Park

SECTION I – OFFEROR IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____
 Address _____
 Contact Person _____ Title _____
 Telephone # _____ Fax # _____
 Email _____
 Organized _____ under the laws of State _____ of
 Principal place of business _____ at
 Years in Business providing this type of good and/or service _____ years _____ months
 Federal Tax ID Number: _____ DUNS Number: _____

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

Name	Address
_____	_____
_____	_____
_____	_____

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.3 – OFFEROR’S REFERENCE DATA SHEET**RFP Number: 2017-017-1400004**

Professional Engineering Services
 Planning, Design, Permitting and Construction Administration
 for the Development of Beaverdam Reservoir Park

Note: The following information is required as part of your response to this solicitation. The Offeror **MUST** have the capability and capacity in all respects to satisfy fully all of the contractual requirements. Failure to complete and provide this sheet may result in finding your proposal nonresponsive.

Offeror’s Primary Contact: FIRM NAME: _____

Name: _____ Phone #: _____

Email: _____ Fax #: _____

Indicate below a listing of at least three (3) current or recent accounts, describing your firm’s experience delivering similar projects. Project references shall be for projects completed in the last 5 years. Include the name, address, and telephone number of the point of contact and a brief description of the project:

1. Firm Name: _____
 Mailing Address: _____

Contact: _____ Title: _____

Phone #: _____

Email Address: _____

Contract Amount: \$ _____ Contract Dates: _____

Description of Work Performed: _____

2. Firm Name: _____
 Mailing Address: _____

Contact: _____ Title: _____

Phone #: _____

Email Address: _____

Contract Amount: \$ _____ Contract Dates: _____

Description of Work Performed: _____

3. Firm Name: _____
 Mailing Address: _____

Contact: _____ Title: _____

Phone #: _____

Email Address: _____

Contract Amount: \$ _____ Contract Dates: _____

Description of Work Performed: _____

APPENDIX A.3 – OFFEROR’S REFERENCE DATA SHEET (continued)

RFP Number: 2017-017-1400004

Professional Engineering Services

Planning, Design, Permitting and Construction Administration
for the Development of Beaverdam Reservoir Park

4. Firm Name: _____
Mailing Address: _____

Contact: _____ Title: _____
Phone #: _____
Email Address: _____
Contract Amount: \$ _____ Contract Dates: _____
Description of Work Performed: _____

5. Firm Name: _____
Mailing Address: _____

Contact: _____ Title: _____
Phone #: _____
Email Address: _____
Contract Amount: \$ _____ Contract Dates: _____
Description of Work Performed: _____

Offeror’s Primary Contact:

FIRM NAME: _____

Signature: _____ Date: _____

Name: _____ Phone No _____

Title: _____

Email: _____ Fax No _____

APPENDIX A.4 - STATE CORPORATION COMMISSION FORM

RFP Number: 2017-017-1400004

Professional Engineering Services
Planning, Design, Permitting and Construction Administration
for the Development of Beaverdam Reservoir Park

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

is a corporation or other business with the following SCC identification number:
_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is need in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offerors out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offerors current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1 or 757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

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

FIRM NAME: _____

Signature: _____ Date: _____

Name: _____ Phone No _____

Title: _____

Email: _____ Fax No _____

APPENDIX A.5 – PROPOSAL SUBMISSION FORM

RFP Number: 2017-017-1400004

Professional Engineering Services
Planning, Design, Permitting and Construction Administration
for the Development of Beaverdam Reservoir Park

THE FIRM OF: _____

Address: _____

FEIN: _____

Hereby agrees to provide the requested services as defined in Request for Proposal No. RFP 2017-017-140004.

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

- 1. SECTION 5.9 - Proposal Response Format, as outlined within the RFP
- 2. Appendices (not included in the page limit):**
 - A. Addenda, if applicable.
 - B. RFP attachments including; completed RFP Submission Forms.
 - i. APPENDIX A.1 - PROPRIETARY INFORMATION
 - ii. APPENDIX A.2 - OFFEROR IDENTIFICATION AND OWNERSHIP DISCLOSURE
 - iii. APPENDIX A.3 - OFFEROR DATA SHEET
 - iv. APPENDIX A.4 - STATE CORPORATION COMMISSION FORM
 - v. APPENDIX A.5 – PROPOSAL SUBMISSION FORM

Proposals are to be returned in a sealed envelope or container. Ensure that the proposal container(s) is clearly, completely, and properly identified. The face of the container shall indicate the RFP number, 2017-017-1400004; time and date of public acceptance, June 30, 2017, 10:00 a.m.; the title of the RFP, Professional Engineering Services Goose Creek Dam and Beaverdam Creek Dam Maintenance & Modifications Project, to the attention of the Procurement Department.

Each firm shall submit one (1) original, five (5) copies and one (1) electronic copy in single file pdf of their proposal to Loudoun Water's Procurement Department.

Delivery of Proposals

Proposals may either be mailed to and delivered or shipped to 44865 Loudoun Water Way, Ashburn, Virginia 20147. They may NOT be received in electronic mail or facsimile.

Proposals must be received by the Procurement Department **BEFORE June 30, 2017, 10:00 a.m. (Eastern Time).**

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail _____

Signature: _____ Date: _____

APPENDIX A.6 – SUPPLEMENTAL INFORMATION

RFP Number: 2017-017-1400004

Professional Engineering Services

Planning, Design, Permitting and Construction Administration
for the Development of Beaverdam Reservoir Park

Attachment A - Concept Plan – Reservoir Park: Phase 1 Access and Amenities

Attachment B – Constraints Map

Attachment C - PowerPoint Presentation – Public Meeting