

Request For Proposals – SA 0714
Project Construction & Program Management Services

SECTION 1 INTRODUCTION

The Prince William County Service Authority (“Service Authority”) is a public utility created in 1983 under the Virginia Water and Sewer Authorities Act and chartered by the Prince William Board of County Supervisors. The Service Authority is an independent body responsible for providing comprehensive water and sewer services in Prince William County. The Service Authority has approximately 85,000 customers and provides wastewater treatment for the eastern portion of the county via the H. L. Mooney Advanced Water Reclamation Facility, a 24.0 mgd facility. Wastewater service for the western portion of the county is provided by the Upper Occoquan Service Authority, a 54.0 mgd regional facility that is jointly owned by Fairfax County, Prince William County, the City of Manassas, and the City of Manassas Park. Water is supplied via wholesale water purchase agreements with Fairfax Water and the City of Manassas, as well as Service Authority-owned wells. The water and sewer system is composed of approximately 1,160 miles of water main and 1,080 miles of sewer mains.

SECTION 2 BACKGROUND INFORMATION

The Prince William County Service Authority is seeking multiple qualified firms to provide professional construction, project and program management services in the capacity of the Owner’s agent (Construction Manager) with duties and responsibilities as defined by the Construction Management Association of America standards of practice. The selected Offeror shall have proven experience and track record in the following areas as embodied in the Construction Management Association of America (CMAA) Body of Knowledge as well as Construction Industry Institute (CII) Best Practices:

1. CM Standards of Practice
2. CMAA Contract Administration
3. CMAA Cost Management Procedures
4. CMAA Quality Management Guidelines
5. CMAA Sustainability Guide
6. CMAA Time Management Procedures
7. CII’s Best Practices

In the capacity of the Owner’s agent, the selected Offeror will provide the professional construction, project and program management services, to include field inspection services, to manage the design and construction contracts as detailed in the standards of practice listed above to insure quality and compliance with technical, financial, time, contractual and programmatic elements of the project(s).

Particular Requirement:

The successful Offeror shall be an active member of the CMAA. At the time of selection, at a minimum, the successful Offeror's nominated project manager level staff must have a valid Certified Construction Manager (CCM) designation by CMAA with professional engineer registration in the Commonwealth of Virginia being preferred as well. CCM certification of the Offeror's principal is preferred.

Inspectors utilized for work under this contract shall prove certification in one or more of the following programs: National Institute for Certification in Engineering Technologies (NICET), Virginia Department of Transportation (VDOT), American Concrete Institute (ACI). Furthermore, inspectors will be required to demonstrate knowledge of the Service Authority's Utility Standards Manual and perform at a Service Authority Inspector 2 level.

SECTION 3 PROCUREMENT RULES AND RFP DEFINITIONS

- A. IMPORTANT NOTICE TO POTENTIAL OFFERORS: Receipt of this document does not indicate that the Service Authority has pre-determined your organization's qualifications to receive a contract or be selected for any work or project. Such determination will be made after the opening and will be based on the Service Authority's evaluation of your Proposal Package compared to the specific requirements and qualifications contained in this Request For Proposals (RFP).
- B. The Service Authority has established for purposes of this RFP that the words "shall", "must", or "will" are equivalent in this RFP and indicate a mandatory requirement or condition which will not be waived by the Service Authority. Failure to comply with any mandatory requirement will render the Proposal Package non-responsive, and therefore it will not be considered for selection. To be considered for selection, the Offeror must agree to abide by each mandatory requirement included in this RFP.
- C. The Service Authority has established for purposes of this RFP (RFP) that the words "should" or "may" are equivalent in this RFP and indicate very desirable conditions or requirements that are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not cause rejection of a Proposal Package, but will be considered in the evaluation process.
- D. RFP Definitions:
 - 1. **Addendum**: A written or graphic instrument issued prior to the due date and time of proposals that clarify, correct or change the bidding documents.
 - 2. **Basic Ordering Agreement (BOA)**: A written instrument of understanding negotiated between the Service Authority and the Consultant that contains (1) terms and clauses applying to anticipatory contracts (orders) between the parties during its term, (2) a description of the commodities and /or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement. A BOA is not a contract.
 - 3. **Change Order**: A written order to the Consultant or executed by the Service Authority, issued after execution of a Contract or PO, authorizing and directing an

Qualification Requirements for the contract shall include the following:

- A. Registered to practice engineering in the Commonwealth of Virginia.
- B. Reasonable geographical availability to the Service Authority's main office facility.
- C. Shall be an active member of the CMAA.
- D. Project Manager must have a valid CCM designation by CMAA and professional engineer registration in the Commonwealth of Virginia is preferred.
- E. CCM certification preferred of the Offeror's principal.
- F. Inspectors utilized for work under this Contract shall:
 - 1. Prove certification in one or more of the following programs: NICET, VDOT, ACI.
 - 2. Demonstrate knowledge of the Service Authority's Utility Standards Manual and perform a Service Authority Inspector 2 level.
- G. The successful Offeror(s) shall be required to have specific experience in the following construction management areas of practice:
 - 1. Schedule preparation and analysis
 - 2. Claims analysis and resolution
 - 3. Constructability Review
 - 4. Project administration and submittal review
 - 5. Value Engineering
 - 6. Project Risk Allocation
 - 7. Public Participation and Outreach

To be considered for selection, the Service Authority must determine in addition to the above requirements that an Offeror is "Responsible."

- 1. The Procurement Officer and/or the Selection Committee will determine responsibility based upon the following factors:
 - a. *Experience*: determined by examining internal and readily available public files, which indicate how the Offeror performed in the past;
 - b. *Integrity, Perseverance, and Reliability*: determined by conducting an in-depth evaluation of the management of the Offeror's organization, the organization's philosophies, ethics standards and policies, reputation in the industry, and the organization's quality control programs including any International Organization of Standards (ISO) certifications;
 - c. *Capacity, Facilities, and Equipment*: determined by information submitted by the Offeror and/or by plant or facility visits, if judged appropriate;
 - d. *Financial Capacity*: determined by an investigation of the Offeror's financial statements, readily available public files, and/or credit reports as well as bonding capabilities, and;