FREDERICK COUNTY SANITATION AUTHORITY

REQUEST FOR PROPOSAL
RFP Number: 16-04

Professional Environmental Engineering and Related Services

Environmental Basic Ordering Agreement (Environmental BOA)

Issuance Date: May 6, 2016

Proposal Due Date: May 23, 2016
and Time: 4:00 p.m. (Eastern Time)

Delivery and Mailing Address: 315 Tasker Road
Stephens City, VA 22655

Procurement Contact: Connie Morrison-Henry Purchasing Agent
Phone: 540.868.2726 ext. 21
Fax: 540.868.1429
E-mail: chenry@fcsa-water.com

Inquiries: Questions and inquiries are to be submitted in writing and will be accepted from any and all Offerors. The Purchasing Department is the sole point of contact for this solicitation. Unauthorized contact with other Frederick County Sanitation Authority 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 acceptance date. Material questions will be answered in writing with an Addendum provided, however, that all questions are received not later than May 13, 2016, 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.fcsa-water.com. All questions regarding this RFP should be directed to the Purchasing Department through e-mail at chenry@fcsa-water.com.

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 obtain the services of qualified firms to establish one or more open-end Agreements (Environmental Basic Ordering Agreement, “Environmental BOA” or “Agreement”) on an as needed basis for professional environmental engineering and related services described herein. These services will be provided under separate Task Orders for each project identified by the Frederick County Sanitation Authority (FCSA) throughout the duration of the Agreement.

A basic ordering agreement (BOA) is used to expedite contracting for certain professional environmental engineering and related services. The Environmental BOA allows FCSA to address specific engineering needs as they arise in an expeditious manner. The use of these procedures can result in reduced administrative lead-time and subsequent cost savings. The selection of firms to sign an Agreement will be based solely on qualifications as outlined in this RFP.

It is anticipated that approximately two or three engineering firms will be selected to sign Agreements. Each resulting Agreement will be a one-year Agreement with optional annual renewals for up to a maximum of five years (inclusive of the original year). Annual renewals will be at the sole discretion of FCSA, should conditions be such that extension is in the best interest of FCSA. When developing Task Orders, it is the intention of FCSA to distribute work by best matching a firm’s qualifications to the work needed. In addition, those firms that perform well will be best suited for additional work. Work will not be necessarily evenly distributed among those firms that have the Environmental BOA.

2. PROCUREMENT ADMINISTRATION

FCSA intends for this RFP to encourage competition. Offeror should advise the Purchasing Agent, in writing, at chenery@fcsa-water.com, 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 May 13, 2016 at 10:00 a.m.

Any requests for clarifications or additional information regarding this RFP shall be directed to the Purchasing Department – refer to Section 6.7 of this RFP.
The proposed schedule for evaluation of proposals and award of an Agreement is as follows:

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<th>Date</th>
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<tr>
<td>May 6, 2016</td>
<td>RFP Issued</td>
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<tr>
<td><strong>May 13, 2016</strong></td>
<td><strong>Questions due (in writing) to the Purchasing Department</strong></td>
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<tr>
<td>May 16, 2016</td>
<td>Issue Addendum addressing questions received</td>
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<td><strong>May 23, 2016</strong></td>
<td><strong>Responses to RFP (Proposal) due</strong></td>
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<td>May 27, 2016</td>
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<tr>
<td>June 6, 2016</td>
<td>Recommendation to FCSA Planning Committee</td>
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<tr>
<td>June 21, 2016</td>
<td>Recommendation to FCSA Board</td>
</tr>
<tr>
<td>June 27, 2016</td>
<td>Execute Agreement</td>
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This schedule is subject to change. The Questions Due Date and Response to RFP Due Date are FIRM, unless changed by an issued Addendum.

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 hereinafter be referred to as “Consultant” or “Firm”.

The contents of the proposal submitted by the successful Offeror, this RFP and all modifications made thereof, will become part of any Agreement signed as a result of this solicitation. The successful Consultant will be required to sign an Agreement with FCSA.

This RFP, plus the resulting Agreement, shall be consistent with, and governed by the Virginia Water and Waste Authorities Act (VWWA), the Virginia Public Procurement Act (VPPA), and FCSA’s Procurement Policy.

Any significant changes to the solicitation as a result of the questions submitted by the date posted above will be issued by Addendum and posted on the FCSA web site at: [http://www.fcsa-water.com](http://www.fcsa-water.com). It is the Offeror’s responsibility to review and incorporate all Addenda as part of the proposal submission.

### 3. BACKGROUND INFORMATION

FCSA is a public body politic and corporate and an instrumentality of the Commonwealth of Virginia, organized under the Virginia Water and Waste Authorities Act, being Chapter 28, Title 15.2, Code of Virginia of 1950, as amended (the "Act").
FCSA was created by action of the Board of Supervisors of Frederick County, Virginia and was chartered by the State Corporation Commission on August 1, 1967. As an authority, FCSA makes no profit and our operations and finances are independent of Frederick County’s tax-supported services.

FCSA has approximately 15,000 connections serving more than 40,000 residents. Our service area is predominantly in eastern Frederick County, and is composed of more than 1,000 miles of water and sewer pipelines. Water supply is currently provided through FCSA’s Diehl and Anderson quarries and Water Treatment Plants and agreements with the City of Winchester. Additionally, FCSA recently purchased the Carrol Quarry as a future water resource. Wastewater treatment is currently provided at FCSA’s Parkins Mill Wastewater Treatment Plant, the Opequon Water Reclamation Facility, and FCSA’s Crooked Run Wastewater Treatment Plant.

4. SCOPE OF SERVICES

FCSA seeks a qualified Consultant(s) that has the experience, and qualities to perform the specific requirements described herein. Each project will be assigned as a Task Order, complete with detailed scope of work, fee estimate, schedule, and project team organization chart, negotiated on a project by project basis.

All services shall be performed in compliance with industry standards and all federal, state, and local laws, ordinances and regulations including the FCSA Water and Sewer Standards and Specifications Manual, EPA (Environmental Protection Agency), Virginia Department of Environmental Quality, Virginia Department of Health, VOSHA (Virginia Occupational Safety and Health Agency) and OSHA (Occupational Safety and Health Agency) rules and regulations.

Over the next five years, it is expected that FCSA will require various services such as the following (note that the following tasks are not listed in any particular order of priority, are not proposed, and does not commit FCSA to any of the services):

4.1 Planning

4.1.1 Feasibility/due diligence studies for new and expansion of water facilities

4.1.2 Development and maintenance of hydraulic models for planning and operational analysis of water and, wastewater systems.

4.1.3 Utility systems master and local area planning for water distribution systems and wastewater collection systems

4.1.4 Planning studies for water resources such as land use planning, water resource mapping and well head protection.
4.1.5 Planning studies for wastewater systems such as odor control, flow monitoring and pretreatment program support

4.1.6 General administrative supporting studies such as facility assessments, workforce planning, energy management and laboratory planning

4.1.7 Studies assessing impacts on water and wastewater services in support of initiatives such as demand management, I/I abatement, demographic projections, water use & sewer projections as well as other policy-oriented initiatives

4.2 Design

4.2.1 Design/permitting services for capital projects such as: raw water, water and wastewater pumping stations; large linear (water and sewer) pipe projects;

4.2.2 Design/permitting services for repair and replacement projects such as instrumentation/SCADA upgrades, treatment upgrades

4.2.3 Development of bidding documents to include design drawings and technical specifications and bid phase services

4.2.4 Project cost estimating services (feasibility level through bid level) and project scheduling services

4.2.5 Project constructability reviews, value engineering reviews, and peer reviews

4.2.6 Land surveying, appraisal and easement services

4.2.7 Local site permitting services for site plans, grading permits, storm water, etc.

4.2.8 Environmental permitting services for floodplain studies, wetland studies, environmental assessments, etc.

4.2.9 Geotechnical exploration and geotechnical engineering

4.2.10 Asset management program support

4.3 Construction

4.3.1 General construction administration (e.g. document control, meeting coordination, project close-out, punch-list development, etc.)

4.3.2 Construction inspection services

4.3.3 Construction schedule and schedule update reviews

4.3.4 Submittal review, RFI responses and change order support services

4.3.5 Review of contractor payment applications and claim support

4.3.6 Start-up, commissioning, testing and training
4.3.7 O&M manual and record drawing development

4.4 Operations

4.4.1 Water treatment process/operations troubleshooting and assistance

4.4.2 Water transmission and distribution system operations troubleshooting and assistance

4.4.3 Wastewater treatment process/operations troubleshooting and assistance

4.4.4 Wastewater collections and conveyance system operations troubleshooting and assistance

4.4.5 Water resources operations support and assistance

4.5 Additional environmental engineering and/or related services as directed.

Continuous professional involvement will likely be required throughout most projects and will include, but not be limited to, scope/budget development, regular progress reports/meetings, preparing reports, processing invoices for service, and timely response regarding project issues and correspondence. Moreover, in addition to the technical services listed above, general project support may require participation at project meetings (with internal and external stakeholders); and as requested, represent Owner during interactions with other agencies, communities, and the public.

5. SPECIFIC REQUIREMENTS for RESULTING TASK ORDER(S)

(This section is for informational purposes only to indicate how resulting Task Orders will be administered.)

5.1 The Consultant shall be required to respond to a Task Order request upon communication from FCSA staff within 48 hours upon initial notification. If the Consultant does not respond, FCSA may choose to proceed to another Consultant for services.

5.2 Basic Services Required

The Consultant will provide a draft work plan including a detailed scope of work, level of effort (person-hours-dollars) and schedule. The proposed project shall generally be organized using the following six project phases:

1. Planning Phase
2. Design Phase
3. Permit Phase
4. Bidding Phase
5. Construction Phase
6. Operations Phase
5.3 The Consultant may propose additional sub-Consultants for disciplines not already identified in the Agreement. Such sub-Consultants shall require approval of the FCSA Project Manager.

5.4 FCSA may request that the Consultant first meet to discuss their proposed approach, work plan and cost estimate before proceeding.

5.5 No compensation shall be paid to the Consultant for the preparation and delivery of the project work plans.

5.6 Once FCSA and the Consultant agree on the proposed work plan (scope/budget/schedule), a Task Order will be issued to the Consultant. Execution of the work shall be billed on an hourly basis at rates/multipliers as established in the Agreement.

6 PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

6.1 Responses to this RFP (proposals) should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements in this RFP. Emphasis should be placed on completeness and clarity of content; and avoiding excessive content and unrelated work samples.

6.2 In order 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 FCSA at its discretion.

6.3 By submitting a proposal in response to this 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 Agreement and Task Orders.

6.4 Packaging Of Proposals

Proposals are to be delivered in a sealed envelope or container. Ensure that the proposal container(s) is clearly, completely, and properly identified. The envelope or container shall be sent to the attention of the Procurement Department and indicate the RFP number; the title of the RFP; Name of Offeror; and Offeror complete address.

Each firm shall submit one (1) original, five (5) copies and three (3) electronic copies on individual CD’s of their proposal to FCSA’s Purchasing Department as indicated on the cover sheet of this Request for
Proposal. The “original” proposal shall be clearly marked. The original and each copy of the proposal should be bound or contained in a single volume.

6.5 Delivery of Proposals

Proposals must be delivered to 315 Tasker Road, Stephens City, Virginia, 22655. They may NOT be received in electronic mail or facsimile. Proposals must be received by the Purchasing Department by the date and given in the Procurement Administration Section of this RFP. 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 Purchasing Agent prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by FCSA after the acceptance date will not be considered.

6.6 Inclement Weather/Emergency Situation

In the event that FCSA’s Administrative Facility located at 315 Tasker Road, Stephens City, 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.

6.7 Questions and Inquiries

Questions and inquiries are to be submitted in writing and will be accepted from any and all Offerors. The FCSA Purchasing Agent is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other FCSA 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 that all questions are received by the date and given in the Procurement Administration Section of this RFP. It is the responsibility of all Offerors to ensure that they have received all Addenda. Addenda can be downloaded from the FCSA web-site at www.fcsa-water.com. All questions regarding this RFP should be directed to the FCSA Purchasing Agent, through e-mail at chenry@fcsa-water.com.

6.8 Contents of Proposals

Proposals are limited to 20 pages double-sided (or 40 pages single-sided) 8 ½” x 11” paper, not including a single-page cover letter, tab separators, resumes or any forms required by FCSA. All pages of the proposal shall be numbered consecutively. 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.
Proposals must have a reasonable font size and be visually easy to read. The proposal shall contain a Table of Contents. If other information is provided, FCSA will not consider it.

6.9 Proposal Response Format

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

The Offeror is required to submit the following items as a complete proposal. No information other than the tab items (Tab 1 through 5 and Appendices) should be provided. The proposal is to be organized into the following categories and section tabs:

**Table of Contents** (not included in page limit) – number all subsequent pages of the response consecutively.

**Tab 1. Project Team Qualifications** – Provide a designated Client Manager who will be the point of contact for originating all Task Orders. Provide an organization chart showing the proposed staff for services that illustrates the relationship between FCSA, key personnel, and anticipated sub-consultants. The Offeror shall also include the home office and location of each key 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.

Provide brief descriptions of specific experience and capabilities of key team members. Describe your firm’s capacity to take on this Basic Ordering Agreement.

**Tab 2. Firm’s BOA Experience** – FCSA is looking for a consultant who has been successful at Task Order work and has developed an efficient method for delivering on Task Order work. Provide a description of the project team’s past record of performance on at least three (3) basic ordering agreements for which your firm has provided services within the past five (5) years. Include a short description of the client, dollar value of the services performed, duration and dates of completion, Consultant’s client manager name, client contact name, and phone number for each reference.

Describe lessons learned from previous Task Order Agreements and how that insight can be applied to this work. In addition, describe your firm’s past experience with FCSA, 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 FCSA, describe how you would develop a partnering relationship with FCSA.

Tab 3. Firm’s Technical Experience – FCSA is looking for a consultant who has a proven record providing environmental engineering and related services for water and wastewater utilities, with a focus on capital projects. Present a description of the firm’s technical experience providing the planning, design, construction and operations services identified in Section 4 for projects within the past five (5) years.

Tab 4. Value Added Approach to Task Orders – The majority of Task Orders range in size from $25,000 to $100,000. Describe your firm’s project management approach to Task Order contracts and how your firm’s project management approach changes depending on whether it is a $100,000 Task Order or a $25,000 Task Order. Describe how you will be cost effective on smaller task orders.

Discuss how your firm, and the proposed project team in particular, will add value to FCSA. Discuss how your team is uniquely qualified to successfully deliver on projects that will serve the needs of FCSA. Identify key issues that you see as critical to the success of Task Order work. Discuss how you will take a pro-active approach in overall project execution and effectively mitigate or manage identified risks.


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 the 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 Agreement and bind your firm.
2. Resumes of 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. Describe how your firm performs constructability reviews.

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’S REFERENCE DATA SHEET
   APPENDIX A.4 – STATE CORPORATION COMMISSION FORM

7 EVALUATION AND AWARD CRITERIA

Upon receipt of the proposals, FCSA 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 are deemed most meritorious.

FCSA will evaluate proposals based on the information provided in the proposal submission and/or provided in response to interviews, if interviews are conducted. The following criteria and weighting will be used to evaluate the complete proposal (submission and interview):

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<tr>
<th>Maximum Points</th>
<th>Evaluation Criteria</th>
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<tbody>
<tr>
<td>20</td>
<td>Project Team Qualifications (including resumes) as described in Tab 1</td>
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<td>30</td>
<td>Firm’s BOA Experience as described in Tab 2</td>
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<tr>
<td>25</td>
<td>Firm’s Technical Experience as described in Tab 3</td>
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<td>15</td>
<td>Value Added Approach to Task Orders as described in Tab 4</td>
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<td>10</td>
<td>Change Management as described in Tab 5</td>
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<td>100</td>
<td>TOTAL</td>
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8 SELECTION PROCESS

8.1 Interview

Offerors who submit a proposal in response to this RFP may be required to participate in an interview regarding their proposal to FCSA. 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. FCSA will schedule the time and location of these presentations, if applicable. Interviews are an option of FCSA and may not be conducted.

8.2 Award

Selection shall be made of one or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Agreement negotiations shall be conducted with the Offeror(s) so selected. FCSA 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). Should FCSA determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, an Agreement may be negotiated and awarded to that Offeror.

The award document will be an Agreement, incorporating by reference, all of the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.
APPENDIX A.1 – PROPRIETARY INFORMATION

RFP Number: 16-04

Professional Environmental Engineering and Related Services

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the Frederick County Sanitation Authority (FCSA) 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

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INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the 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 Offerors in the 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: 16-04

Professional Environmental Engineering and Related Services

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 __________________________________________________________

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

SECTION II - EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the Agreement is awarded to our firm, partnership, or corporation, that no employee of FCSA, 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 Agreement.

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

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 RFP 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 five (5) current or recent accounts, describing your firm’s experience delivering similar projects. Project references shall be for projects completed in the last 5 years. Preferable water/wastewater accounts, that your company is servicing, has serviced, or has provided similar services. Include the length of service and the name, address, and telephone number of the point of contact and a brief description of the reference:

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<tr>
<th>Firm Name</th>
<th>Mailing Address</th>
<th>Contact</th>
<th>Title</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Email Address</th>
<th>Agreement Amount</th>
<th>Agreement Dates</th>
<th>Description of Work Performed</th>
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<tbody>
<tr>
<td>1. Firm Name: __________________________ Mailing Address: __________________________________________ Contact: __________________________ Title: __________________________ Phone #: __________________________ Fax #: __________________________ Email: __________________________ Agreement Amount: $ ________________ Agreement Dates: ________________ Description of Work Performed: __________________________________________</td>
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<td>2. Firm Name: __________________________ Mailing Address: __________________________________________ Contact: __________________________ Title: __________________________ Phone #: __________________________ Fax #: __________________________ Email: __________________________ Agreement Amount: $ ________________ Agreement Dates: ________________ Description of Work Performed: __________________________________________</td>
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<td>3. Firm Name: __________________________ Mailing Address: __________________________________________ Contact: __________________________ Title: __________________________ Phone #: __________________________ Fax #: __________________________ Email: __________________________ Agreement Amount: $ ________________ Agreement Dates: ________________ Description of Work Performed: __________________________________________</td>
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</table>
APPENDIX A.3 – OFFEROR’S REFERENCE DATA SHEET (continued)

RFP Number: 16-04
Professional Environmental Engineering and Related Services

4. Firm Name: __________________________________________
Mailing Address: __________________________________________
Contact: __________________________________________ Title: ______________________
Phone #: ______________________ Fax #: ______________________
Email Address: __________________________________________
Agreement Amount: $ ______________________ Agreement Dates: ______________________
Description of Work Performed: __________________________________________

5. Firm Name: __________________________________________
Mailing Address: __________________________________________
Contact: __________________________________________ Title: ______________________
Phone #: ______________________ Fax #: ______________________
Email Address: __________________________________________
Agreement Amount: $ ______________________ Agreement Dates: ______________________
Description of Work Performed: __________________________________________

Offeror’s Primary Contact:

FIRM NAME: __________________________________________

Signature: __________________________________________ Date: ______________________
Name: __________________________________________ Phone No: ______________________
Title: __________________________________________
Email: __________________________________________ Fax No: ______________________

Frederick County Sanitation Authority
May 6, 2016
APPENDIX A.4 - STATE CORPORATION COMMISSION FORM
RFP Number: 16-04
Professional Environmental Engineering and Related Services

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 Agreements, 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 Agreements 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 (FCSA 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 ___________________________