

FAIRFAX COUNTY, VIRGINIA
DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES
Construction Management Division

Request for Qualifications
Construction Contract Administration and Field Inspection & Quality Control

I. Overview

The County of Fairfax, Virginia, Department of Public Works and Environmental Services (DPWES) is soliciting qualifications from engineering firms to provide construction contract administration and construction field inspection & quality control for a variety of public works projects throughout Fairfax County including stormwater management and drainage facilities and other horizontal projects. These services may be required on a task order basis. The initial contracts will be established to run for one calendar year with the option for 2 one-year extensions. The maximum award is \$1 million with a maximum task order of \$200K. The limit is one year or when the \$1 million limit is achieved. The contract can have 1 year extensions; however the unused amount from any year cannot be rolled over. Each contract extension begins new with the dollar limitation of \$1 million and maximum individual task order not to exceed \$200K.

The County will award these contracts under the County's Purchasing Resolution and procurement regulations.

II. Qualification Requirements:

- At least five years experience in construction management and construction supervision/inspection
- Experience in construction contract administration
- Knowledge of local, state and federal construction, health and safety codes
- Possession of VDOT certificate for inspection
- Possession of Erosion & Sediment Control certificate
- Knowledge in Quality Control and material testing

III. Anticipated Scope of Work

A. INSPECTIONS

1. Project Inspectors may be required to report daily to Construction Management Division to coordinate work assignment with the County project engineers or Supervising Inspector
2. Attend meetings & coordinate utilities issues
3. Visit job sites daily
4. Monitor contractor's safety measures
5. Perform quality control inspections

6. Perform substantial completion inspections and develop punch list
7. Assure compliance with all required erosion & sediment controls
8. Coordinate VDOT's inspection, approval and permit release
9. Assure compliance with all applicable permits
10. Check and recommend for approval the contractors' monthly pay requisitions
11. Issue daily field reports with necessary supporting documentation
12. Other duties as assigned

B. CONTRACT ADMINISTRATION SERVICES

1. Provide full time professional engineers for pre construction and construction contract administration services including oversight of all construction activities. Project engineers may be required to report daily to Construction Management Division and perform their duties at this location.
2. Act on behalf of Owner regarding all communications with the construction contractor
3. Coordinate closely with County staff to ensure efficient progress throughout the contract
4. Review and respond to RFIs
5. Review contractor's schedule and monitor performance to ensure compliance with contract requirements and timely completion
6. Review, Approve / Disapprove shop drawings
7. Approve / Reject work performed by the contractor
8. Manage changes in construction, issue RFPs or Field Orders
9. Review, negotiate, and recommend for approval change orders
10. Review and recommend for approval payment requests
11. Coordinate all inspections and testing
12. Prepare contractor's list of items to be completed (punch list)
13. Conduct site observation to verify completion of punch list items
14. Coordinate contract close out and final payment

IV. General Requirements for Submission

Interested firms are required to submit eight (8) copies of Statement of Qualification along with updated GSA Form 330 Part 1 and 2 to Nat Atapoor, Director, Construction Management Division, Suite 463, 12000 Government Center Parkway, Fairfax, Virginia 22035-0052. The statement of qualifications including the Form 330 shall not exceed thirty-five (35) pages (double sided).

All submissions are to be made no later than 4:00 PM, local time, September 30, 2005 and include the following:

- Statement of qualification
- Federal Form 330 for the primary firm and all major sub-consultants, identifying any Fairfax County projects

- A description of the firm's/team's approach to providing the requested services to meet time and budget requirements
- The firm's background including size, capacity and relevant qualifications
- A listing of similar recent contracts and record of performance
- List of references with current addresses and telephone numbers for recent contracts of a similar nature
- Qualifications of the project manager and the members of the project team who will be responsible for the work
- Current and projected workload

It is anticipated that the County will short-list and conduct an interview of the top rated candidates.

V. Evaluation Factors

- The ability and experience of firm/team to deliver work as described;
- Project Team's personnel qualifications;
- Past performance history with specific emphasis on local government services;
- Location; recent, current and projected workload;
- Volume of work previously awarded by the County and
- Ability to meet time and budget requirements

Questions related to this solicitation should be directed to Nat Atapoor, nat.atapoor@fairfaxcounty.gov, of Construction Management Division at 703-324-5111, TTY 711.