

**FAIRFAX COUNTY  
DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES**

**PRE-QUALIFICATION APPLICATION INSTRUCTIONS FOR**

**REHABILITATION OF THE ACTIVATED SLUDGE EFFLUENT (ASE) PUMP STATION  
PROJECT No. WW-000017-015**

**1. GENERAL**

Fairfax County ("County") is soliciting pre-qualifications of bidders for the Rehabilitation of the Activated Sludge Effluent (ASE) Pump Station.

**Only firms that have been pre-qualified in accordance with the procedures set forth herein will be allowed to submit bids for these projects. Bids received from those who have not been pre-qualified will not be considered.**

**The decision to pre-qualify an Applicant shall not constitute a determination that the Applicant is responsible, and such Applicant may be subsequently rejected as non-responsible based on subsequently discovered information. All bidders will be required to meet the Fairfax County Safety Resolution at the time of bid. See Attachment G for the current Fairfax County Safety Resolution.**

The County shall not be responsible for any costs incurred by Applicants as a result of their participation in this procurement process. Each Applicant shall bear its own expenses in connection with such participation including the provision of any supplemental information, which may be requested. The County shall have no liability for costs incurred by Applicants in connection with the preparation and evaluation of pre-qualification materials and any findings and determinations made therefrom.

All material submitted by the applicant shall become the property of the County and will not be returned. Applications will be treated as confidential documents.

The County reserves the right to extend the Application submission deadline, by way of an addendum, should such action be deemed in the best interest of Fairfax County.

Termination of the Pre-qualification process can occur, and the County reserves the right to do so when necessary. Applicants will be so notified in writing. If the process is terminated, no compensation will be made to any applicants regardless of the stage of completion of the process.

**2. DESCRIPTION OF WORK**

The General Contract for this project is anticipated to be advertised for bid in **November 2021** with bid opening in **January 2022**. The Contract Award is projected for **March 2022** and the construction start date is projected for **April 2022**. The overall construction

duration is planned to be approximately **44 months**. These are estimated dates and durations and are subject to change. The construction cost for this project is estimated to be between \$8 to 12 million.

The project is located at the Noman M. Cole, Jr. Pollution Control Plant (NCPCP) in Fairfax County's Mount Vernon District at 9399 Richmond Highway, Lorton, VA 22079, a 67 MGD Advanced Wastewater Treatment Plant with peak flows up to 120 MGD that runs 24 hours a day, 7 days a week. With multiple other construction work taking place at the Plant, all work will have to be completed in phases to maintain the Plant's continuous operational needs.

The existing pumping system is designed to pump secondary treated wastewater flow. The overall scope of work for the project consists of: Construction of improvements to the Activated Sludge Effluent (ASE) pump system consisting of replacement of the six existing pumps and other ancillary work. The demolition and installation work required for the project requires coordination with the treatment plant staff. Major elements of the Work include:

1. Removal and replacement of 6 vertical turbine pumps at the Activated Sludge Effluent Pump Station (ASE PS; Building BB).
2. Removal and replacement of 7 cast-iron sluice gates at the ASE PS.
3. Coordination of all Work necessary to make the gate and pumping systems complete and functioning for all intended purposes.
4. Electrical and Instrumentation (E&I): Removal of existing E&I wiring and terminations as required, and completion of other necessary elements of the Work including:
  - a. Installation of all required conduit and wiring for the pumping system, associated instrumentation and controls, and other electrical distribution modifications needed to make a fully functional pumping system at the ASE PS.
  - b. Coordination with the manufacturer of recently installed adjustable frequency drives (AFDs) at electrical distribution center DC-106 to ensure compatibility between the AFD equipment and the pumps to be provided under this Contract. Coordination is required through all stages of the Contract, including submittal preparation, pump and motor design, factory testing, pump and drive installation, functional and performance testing, and final commissioning.
5. Structural: Provide concrete repairs, replacement of anchor bolts, and other structural modifications and work associated with the new equipment and process improvements, as required.

### 3. PREPARATION AND SUBMISSION OF PRE-QUALIFICATION APPLICATION

- A. Pre-qualification Applications must be received by the County no later than the date and time indicated in the Invitation to Apply for Pre-qualification. The Applicant shall assume full responsibility for timely delivery of the Application. The sealed Application package must be clearly and legibly marked on the outside lower left corner as follows:

**DO NOT OPEN**

**SEALED PRE-QUALIFICATION APPLICATION  
Wastewater Design and Construction Division  
REHABILITATION OF THE ACTIVATED SLUDGE EFFLUENT PUMP STATION  
PROJECT No. WW-000017-015**

The sealed Application package must be received at the location and time as stated in the Invitation to Apply for Pre-qualification.

**Hardcopy and CD submission of pre-qualification applications are to be addressed to the Office of the Director, Wastewater Design and Construction Division, Department of Public Works & Environmental Services, 12000 Government Center Parkway, Suite 463, Fairfax, Virginia, 22035-0052 and shall be accepted until exactly 1:00 PM on Thursday, September 30, 2021.** Applicants are encouraged to use the services of a postal delivery service provider to ensure entrance can be gained to the building for delivery. **Electronic submissions of Pre-qualification Applications are to be transmitted by 1:00 PM on Thursday, September 30, 2021,** to the following email address: [DPWESCAPWastewaterTreatmentInquiry@fairfaxcounty.gov](mailto:DPWESCAPWastewaterTreatmentInquiry@fairfaxcounty.gov) and **MUST** be 20MB or smaller in file size. Either delivery method may be used, and the applicant is solely responsible for the delivery of their application. Applications received after this time will not be accepted.

- B. If submitted in paper format, the Pre-qualification Application Form must be typed or printed. Submit One (1) original in a suitable binder. For all submittals, all pages should be consecutively numbered.
- C. Applicant shall provide all Supplemental Information including any additional information requested in the Invitation or submitted as part of the Pre-qualification Application Form. This information shall be typed or clearly printed on the Applicant's letterhead in an organized, concise manner and should follow the same sequence as the Pre-qualification Application Form with the item numbers cross-referenced. County or assigned designee may, at their sole discretion, contact one or more Applicants during the evaluation process for clarification of any entries in the Pre-qualification Application and may request additional information. Such additional information must be submitted to the County no later than seven (7) calendar days after the receipt of the request by the Applicant.

- D. The County intends to contact all references listed in the application to establish Applicant's performance in all aspects. The relationship of the reference to the Applicant shall be established and the title of the reference recorded. Applicants must provide functional and **current phone numbers and email addresses** and contact information for every reference.
- E. Applicants must provide prompt notice to the County if the Applicant experiences a substantial change in its financial condition, ownership, corporate structure or personnel after the Pre-qualification Application Form and related information have been submitted and prior to completion of the bidding process.

**Failure to notify the County of any substantial change in financial condition, corporate structure or personnel may constitute grounds for rescinding the Applicant's qualification to bid or for rejection of their bid proposal.**

#### 4. APPLICANT QUESTIONS, ADDENDA, AND INTERPRETATIONS

- A. All requests for interpretation of the meaning of the Pre-qualification Instructions and Application Form must be made in writing addressed as indicated in the Invitation to Apply for Pre-Qualification, and to be given consideration, such requests must be received at least seven (7) calendar days prior to the advertised deadline for submittal of the Pre-qualification Application.
- B. Any and all such interpretations and any supplemental instructions or changes will be in the form of written addenda which, if issued, will be posted on-line not later than (3) three calendar days prior to the deadline for submittal of the Pre-qualification Application. Failure of any Applicant to receive any such addenda shall not relieve the Applicant from any obligation under this Pre-qualification Procedure. All addenda so issued shall become part of the Pre-qualification Application and acknowledgment of receipt must be indicated by all Applicants on the Pre-qualification Application Form on page 1.**

#### 5. EVALUATION OF PRE-QUALIFICATION APPLICATIONS

- A. The County will determine whether applicants are either "qualified" or "not qualified" to bid on this Project. The County will notify all Applicants in writing whether or not they have been determined to be a pre-qualified contractor within thirty (30) calendar days after the deadline for receipt of the Pre-qualification Application. This decision shall be final and conclusive unless the Applicant appeals within ten (10) calendar days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.

If, upon appeal, it is determined that the action taken by the County was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or

regulations, the sole relief available to the Applicant shall be restoration of eligibility. The Applicant may not institute legal action until all statutory requirements have been met.

In determining whether an Applicant should be pre-qualified, the County, in its sole and absolute discretion, will decide whether the Applicant is capable of fully performing the contractual requirements for the Project, in all respects. The pre-qualification process is designed to determine the applicant's performance capability as well as its business integrity and reliability.

- B. Any unsatisfactory references may serve as a basis for disqualification of the Applicant. Examples of unsatisfactory references include but are not limited to untimely performance, failure to properly schedule the work, failure to complete the work, defective work not corrected, failure to complete punch list work, lack of proper manpower to meet scheduled activities, poor workmanship, submission of unreasonable claims, failure to make prompt payments, inappropriate staffing, or any other documented evidence of noncompliance with the terms and conditions of prior construction contracts.
- C. In evaluating each Application for Pre-qualification, the County will consider information provided in the Application for Pre-qualification and the following criteria:
  - 1. The Applicant must have been established as a full-time construction contractor for a minimum of ten (10) years holding or eligible to hold a Virginia Class A contracting license.
  - 2. The Applicant shall have acted as a General Contractor and have completed construction of at least three (3) wastewater treatment and/or water treatment projects of similar type and scope, involving phased rehabilitation or new construction within a 24/7 active wastewater treatment facility of similar size, each with an original contract value of \$10,000,000 or more within the past ten (10) years.
  - 3. Satisfactory performance as a general contractor within the past ten (10) years on projects similar in size, complexity, and scope including the ability to meet scheduled completion dates.
  - 4. Ability to obtain Performance and Payment Bonds in the amounts required for this project.
  - 5. Possession of a valid Class A Virginia Contractor's license prior to bid submission.
- D. Applications will be evaluated in accordance with the criteria listed in these Instructions. An unsatisfactory rating in any one category may be considered sufficient cause to determine that an Applicant is "not qualified to bid".

- E. By submitting an Application, the Applicant agrees that the County and/or its representatives may research the information provided and contact entities associated with such information, at its discretion.
- F. The County or its designee may deny pre-qualification to any Applicant if it finds any of the following (in addition to other criteria outlined in this Application):
1. Pre-qualification submittals that fail to conform to the requirements of the Pre-qualification Application may be considered non-responsive and the Applicant determined to be "not qualified to bid".
  2. If any Applicant knowingly makes a misrepresentation in submitting information to the County, such misrepresentation may be sufficient grounds for denying pre-qualification to that Applicant or rescinding the Applicant's pre-qualification. Any such misrepresentation may also result in debarment of the Applicant by the County.
  3. The Applicant does not have sufficient financial ability, including bonding capacity, to perform the contract.
  4. Applicant does not meet minimum experience requirements.
  5. The Applicant does not have the appropriate staff or experience to perform the work.
  6. The Applicant (or any officer, director, or owner thereof) has had judgments entered against him/her within the past ten (10) years for the breach of contract for governmental or non-governmental projects, including but not limited to, construction, design-build or construction management contracts.
  7. The Applicant has been in substantial non-compliance with the terms and conditions of prior construction contracts without good cause.
  8. The Applicant (or any officer, director, owner, project manager, procurement manager, or chief financial official thereof) has been convicted within the past ten years of a crime related to construction or contracting.
  9. The Applicant (or any officer, director, owner thereof) is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency or another state, or agency of the Federal Government.
  10. The Applicant fails to provide to the County any additional information requested by the County within time frames established in this solicitation.

## 6. APPLICATION REQUIREMENTS

Application Forms and Supplemental Information must be typed or printed clearly. Information presented therein shall be clear, complete and concise. Page 1 of the Application for Pre-qualification shall be the cover page for each copy of the Application submitted. The following forms and attachments comprise the Application for Pre-qualification:

- A. Applicant's Pre-qualification Statement: The Applicant shall provide the information required. The form in Attachment A shall be used.
- B. Project Experience: List construction projects currently being performed or performed during the past ten (10) years as outlined in Attachment B. Provide details on three of those projects which are most similar in size, complexity, and scope to the proposed Project on the enclosed form Attachments B1, B2 and B3 to demonstrate conformance to minimum experience requirements described in Section 5C above.
- C. Key Personnel: Information about the experience of the key personnel (different staff assigned for each role) that the applicant plans to assign to this project. Particularly, the following staff shall have at least 10 years of experience on similar wastewater projects for governmental, institutional or private owners, each with an original contract value of \$10,000,000 or more.
  - 1. Project Executive
  - 2. Project Manager
  - 3. Field Superintendent
- D. Contractor's License: A statement of applicant's ability to acquire a Virginia Class A Contractor's License, if currently unlicensed, prior to bidding; and a commitment to require that all affected subcontractors obtain applicable Virginia licenses.
- E. Surety Statement: Applicant's ability to acquire bid, performance, and payment bonds for this project.
- F. Safety Program and History: Description of Applicant's Safety Program, Safety Record and EMR during the past three (3) years.
- G. Fairfax County Construction Safety Resolution
- H. Quality Control Program: Applicant shall outline its Quality Control Program and its implementation plan.
- I. Affidavit of Accuracy: Certification that the information contained in the Application for Pre-qualification is true and accurate. The form in Attachment K shall be used.

## 7. PROJECT EXPERIENCE

The pre-qualification application shall demonstrate the experience of the Applicant as a general contractor of wastewater treatment facilities. The Applicant shall describe their experience, specifically identifying and describing the following:

### A. Minimum Experience Requirement:

1. The Applicant must have been established as a full-time construction contractor for a minimum of ten (10) years holding or eligible to hold a Virginia Class A contracting license.

### B. Satisfactory experience in the General Contracting of water and/or wastewater construction within the last ten (10) years. Provide the current status of projects in progress, including project duration and anticipated completion of each project. Explanations shall be given for any project that finished or is currently behind schedule.

### C. Accurate and current name, address and telephone number(s) of individual(s) representing owners of each listed construction project who are familiar with the services provided by the Applicant. Fairfax County will contact the individual(s) to verify the experience and satisfactory performance of services by the applicant.

## 8. KEY PERSONNEL / PROJECT TEAM

The Applicant must identify the Applicant's proposed key personnel including project executive, project manager, and field superintendent (no duplicate staff) intended to be assigned to the project in the event award is made to the Applicant's firm. Note minimum experience requirements listed in Item 6/C above.

Such personnel shall be, insofar as practical, assigned to the project for the duration of such project. The applicant must provide a detailed resume for each such individual. The Applicant shall describe in the application the individuals' responsibilities on previous projects and their proposed responsibility on this project. The application must demonstrate that the Applicant has the capability, in terms of both types and quantities of personnel, facilities and equipment required to accomplish the contract goals on schedule.

The Applicant's project management team must reflect at least ten (10) years of relevant experience for each key person on similar type work and in similar capacity as proposed for this Contract. Those key people who do not have ten years of experience will be removed from the proposed organization chart and the chart evaluated. If the Applicant does not propose a project management team meeting the minimum experience and qualification criteria, the Applicant may be considered "not qualified to bid". The successful Applicant must assign the proposed project manager to this project or replace them with individuals having equal or greater relevant construction experience.