

COUNTY OF FAIRFAX
DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES
Professional Cost Estimating Services
Basic Ordering Agreement

Request for Qualifications (RFQ)

The County of Fairfax, Virginia, Department of Public Works and Environmental Services (DPWES) is soliciting Statements of Qualifications from vendors to provide professional engineering services for cost estimating and schedule review for new facilities and the rehabilitation or replacement of existing facilities within the Fairfax County Integrated Sewer System on a basic ordering agreement basis. These services will be requested and authorized on a task order basis and the initial agreement will be established for one twelve (12) month period and may be renewable for three (3) additional twelve (12) month periods at the County's option.

This Basic Ordering Agreement (BOA) will have a maximum upset limit of \$2.0 million per year, with no single project exceeding \$500,000 in cumulative task order fees. Task orders will be negotiated for individual projects as the need arises. Any uncommitted authorization in a BOA at the end of each twelve-month period will not roll over to the next term. DPWES anticipates awarding up to three (3) BOA contracts in response to this RFQ advertisement.

The Fairfax County Integrated Sewer System is operated by the Wastewater Management Program (WWM) and is governed by the County of Fairfax Board of Supervisors. The sewer service area covers approximately 234 square miles in the Potomac River Watershed, a tributary of the Chesapeake Bay, and includes adjacent municipalities. The County's sewer system consists of over 3,300 miles of gravity sewer lines and force mains ranging in size from 8 inches to 72 inches, over 100,000 associated structures, 63 pump stations ranging in capacity from 0.1 to 37 million gallons per day (MGD), 60 metering stations, over 150 grinder pumps and the Noman M. Cole, Jr. Pollution Control Plant (NMCPCP), which is designed to treat up to 67 MGD of raw wastewater.

These BOAs are primarily to be utilized for projects related to wastewater treatment and collection systems but may be also utilized for other types of projects as needed. The scope of projects may include, but may not be limited to the following types of work:

1. Review of project plans and specifications: The estimator will need to review the civil, architectural, structural, and MEP plans and specifications to understand the scope of the project.
2. Site visits: Site visit may be necessary for the estimator to assess the project site's conditions and constraints, such as access to the site, soil conditions, and other factors that may affect the construction process.
3. Quantity takeoff: The estimator will need to be able to conduct a detailed quantity takeoff of all materials, labor, equipment, and other resources needed to complete the project.
4. Pricing: The estimator will need to be able to determine the current market pricing for materials, labor, and equipment to ensure that the estimated costs are accurate and reasonable.
5. Estimating software: The estimator will need to be able to use cost estimating software such as RS Means or similar.
6. Review of construction change order proposals
7. Schedule analysis: The estimator may need to analyze the project schedule to ensure that the estimated costs align with the proposed project timeline.

8. Cost breakdown: The estimator may need to specify how the estimated costs should be broken down, such as by phase, category, or cost code, to enable the project team to track and manage costs effectively.
9. Earned value management: The estimator may need to provide tracking of the value of the work completed on a project and comparing it to the planned value.
10. Cost estimating forecasting: to include but not limited to, analogous, parametric and three-point estimating.
11. Reserve cost analysis: The estimator may need to provide and predict contingency reserve to cover unexpected costs or changes in the project.
12. Trend analysis: The estimator may need to provide trending techniques that involve analyzing historical cost data to identify patterns and trends which will be used to develop forecasts for future project costs.
13. Reporting: The estimator may need to be able to provide frequency and format of cost reporting, such as weekly or monthly reports, to ensure that the project team has timely and accurate information on project costs.

When assigning task orders under the BOAs, the County may consider some or all the following factors:

- Number and value of previously authorized task orders,
- Specialized services or expertise required for the project,
- Previous experience and performance with similar projects,
- Current and projected workload capacity, and
- Location of firm in relation to project.

All submissions must be complete and clearly demonstrate capability to provide the required services. The SOQ will be evaluated based on the following criteria using a 1 to 5 scale. The top-ranked firms will be invited to interviews currently scheduled for Summer 2023.

Criteria Description	Weight
<u>Experience and expertise</u> : The statement should specify the experience and qualifications of the estimating team, such as relevant industry experience, training, and certifications.	30%
<u>Understanding of project scope</u> : The statement should demonstrate a clear understanding of the project scope, objectives, and requirements, as well as any specific challenges or constraints that may affect the cost estimation.	20%
<u>Methodology and approach</u> : The statement should describe the methodology and approach that the estimator plans to use, including the tools and software used for estimating, as well as any value engineering or cost-saving strategies.	20%
<u>Responsiveness and communication</u> : The statement should demonstrate the estimator's responsiveness and communication skills, such as timely response to questions and concerns and proactive communication regarding any issues or changes that may affect the cost estimate.	15%
<u>References and past performance</u> : The statement will provide references and information on past performance on similar projects to assess the vendors track record and quality of work.	15%

Consultants who wish to be considered for this work must submit ten (10) hard copies of their SOQ to:

Sylvia McLain, EIT, Assistant Project Manager / Construction Manager
Wastewater Design and Construction Division
12000 Government Center Parkway, Suite 463
Fairfax, Virginia 22035-0056

Firms must also submit an electronic copy in addition to the printed copies of the SOQ, to DPWESCAPWastewaterCollectionInquiry@fairfaxcounty.gov. Please note each email cannot have an attachment over 20MB, multiple emails may be sent. Once the submission is received, an email will be sent to the firm confirming receipt.

Both the paper and electronic versions of the SOQ shall be delivered no later than 2:00 p.m., local prevailing time on Thursday May 18, 2023. Submissions received after this time or incomplete submissions will not be considered. Submission receipt will be confirmed by email response to the offeror. The statements of qualifications shall not exceed 60 pages of content, including the required GSA 330 Forms. Once a statement of qualifications has been submitted, the submitting firm may not engage in any discussions with County staff regarding this procurement.

The qualifications submitted shall include:

- Statement of Interest,
- GSA Standard Form 330 Part I and Part II for the primary firm and all major sub-consultants, and
- List of references with current e-mail addresses and telephone numbers for projects of a similar nature that is current or completed within the last three (3) years.

All questions and inquiries pertaining to this solicitation should be directed to Sylvia McLain, Wastewater Design and Construction Division, by email at DPWESCAPWastewaterCollectionInquiry@fairfaxcounty.gov.

Fairfax County is committed to the “One Fairfax Policy” and its vision of equity in the delivery of programs and services to the community. The County is committed to paying a living wage to all qualified County employees and encourages contractors and subcontractors involved in all County programs, services, and activities to pay a living wage to their employees.

Unless noted otherwise, the selected firms shall be required to use the County’s Capital Project Management Information System (CPMIS) on all task orders.

The County will conduct negotiations for these services with the top-rated firm that is selected for this project. If a satisfactory fee, schedule, and terms can be negotiated with the top-rated firm, a contract will be awarded. If not, negotiations with the top-rated firm will be terminated in writing and negotiations will begin with the firm ranked next highest, and so on.



To request this information in an alternate format, please call Susan Bausch, Wastewater Design and Construction Division, Department of Public Works, and Environmental Services, at 703-324-2475, TTY 711 or email susan.bausch@fairfaxcounty.gov.