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# Alexandria Renew Enterprises



**Request for Qualifications for:**

**Tunnel System Project (Design-Build)**

**RFQ-19-079**

**June 7, 2019**

Statement of Qualifications will be received by AlexRenew at 1800 Limerick Street, Alexandria, VA 22314, Attn: Caitlin Feehan, RiverRenew Program Manager, on or before 2:00 PM EDT, August 20, 2019. AlexRenew will conduct an Information Session and Site Tour for this solicitation on June 27, 2019 from 1:00 PM to 4:00 PM EDT at AlexRenew's Environmental Center, Conference Room 600.

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**List of Attachments**

- ATTACHMENT A. RFQ-19-079 CHECKLIST
- ATTACHMENT B. VIRGINIA SCC FORM

## 1 INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority dba Alexandria Renew Enterprises (AlexRenew) submits this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQs) from those entities (Respondents) interested in contracting to serve as the Design-Builder for the RiverRenew Tunnel System Project. The purpose of this RFQ is to solicit information that will enable AlexRenew to determine which Respondents: (a) are best suited and qualified to successfully execute the design and construction of the Project; and (b) will be invited to submit Proposals in response to AlexRenew's Request for Proposals (RFP).

Respondent's SOQ must meet all requirements established by this RFQ. Requirements of this RFQ generally will use the words "shall", "will", or "must" (or equivalent terms) to identify a required item that must be submitted with a Respondent's SOQ. Failure to meet any RFQ requirement may render a Respondent's SOQ non-responsive. The extent to which a Respondent meets or exceeds evaluation criteria will be rated by AlexRenew and be reflective of AlexRenew's scoring (in its sole discretion) of Respondent's SOQ.

### 1.1 Definitions

General and specific terms of reference used in this RFQ include, but are not limited to:

- A. **Business Day:** Any day on which the Owner is open for regularly conducted business.
- B. **Design-Builder:** The entity entering into the Design-Build Contract with the Owner.
- C. **Key Personnel:** For purposes of this RFQ, those individuals identified by Respondent under Section 3.7.
- D. **Lead Contractor(s):** The entity or entities responsible for constructing the Waterfront Tunnel, Hooffs Run Interceptor, and Tunnel Dewatering/Wet Weather Pumping Station.
- E. **Lead Designer(s):** The entity or entities responsible for the design of the Waterfront Tunnel, Hooffs Run Interceptor, and Tunnel Dewatering/Wet Weather Pumping Station.
- F. **Owner:** Alexandria Renew Enterprises (AlexRenew).
- G. **Owner's Advisor:** Brown and Caldwell, Inc.
- H. **Procurement:** The Owner's process for selecting the Design-Builder.
- I. **Respondent:** The entity that submits an SOQ in response to this RFQ.
- J. **Request for Proposals (RFP):** The Owner's Request for Proposals, which will be issued to the Shortlisted Respondents who are selected to proceed to the next phase of this Procurement.
- K. **Request for Qualifications (RFQ):** This Procurement Document.
- L. **RiverRenew (Program):** The program owned and managed by AlexRenew in response to a 2017 Virginia Law and subsequent Long Term Control Plan Update for Alexandria, Virginia's combined sewer system. RiverRenew includes the following projects: Tunnel System, Water Resource Recovery Facility (WRRF) Site Security and Access, 108 to 116 million gallons per day (MGD) Expansion, and Building J Facilities Relocation and Decommissioning. Also referred to as "Program."

- M. **Shortlist:** The list of Respondents the Owner determines to be the best suited and qualified based on an evaluation of the SOQs.
- N. **Statement of Qualifications (SOQ):** The document submitted by a Respondent in response to this RFQ, including any completed forms, attachments, and exhibits.
- O. **Tunnel System Project (Project):** The Waterfront Tunnel, Hooffs Run Interceptor, Tunnel Dewatering/Wet Weather Pumping Station, and other associated facilities.
- P. **Water Resource Recovery Facility (WRRF):** AlexRenew's wastewater treatment plant designed to treat an average daily flow of 54 MGD and located in Alexandria, Virginia's Southwest Quadrant.

## 2 BACKGROUND INFORMATION

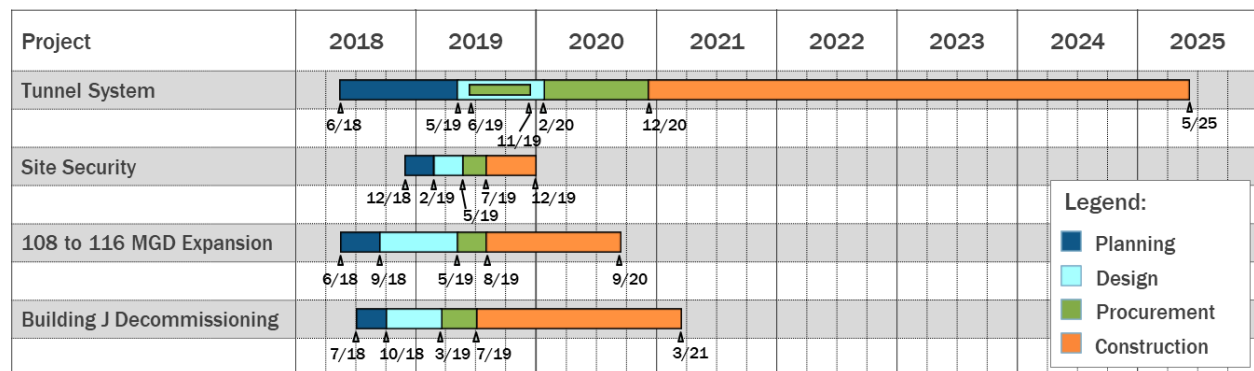
### 2.1 Overview of AlexRenew and RiverRenew

Established in 1952 by the Alexandria City Council, AlexRenew’s chartered mission is to clean wastewater and protect public health and the environment. AlexRenew is governed by an Alexandria City Council-appointed five-member citizen Board of Directors and is a political subdivision of the Commonwealth of Virginia created under the Virginia Water and Waste Authorities Act. AlexRenew is an independent, special-purpose government unit with administrative and fiscal independence from the City of Alexandria. AlexRenew serves more than 300,000 people in the City of Alexandria and parts of Fairfax County, Virginia. It currently maintains capital assets valued at approximately \$750 million and treats approximately 35 MGD of wastewater at its WRRF, located in Alexandria, Virginia.

Over the next six years, AlexRenew will implement a major construction program in response to a 2017 Virginia law to address the discharge of combined sewage to Alexandria, Virginia’s waterways. RiverRenew consists of four major projects totaling approximately \$370 million that include:

- A. **Tunnel System Project:** a storage and conveyance tunnel system, pumping stations, and wet weather treatment
- B. **WRRF Site Security and Access Project:** upgrades to AlexRenew’s existing access points (gates) and site security system
- C. **108 to 116 MGD Expansion Project:** upgrades to AlexRenew’s primary pumping capacity at the WRRF
- D. **Building J Facilities Relocation and Decommissioning Project:** relocation of facilities and decommissioning of AlexRenew’s former administrative building

The schedule stipulated by the 2017 Virginia legislative mandate requires the combined sewer controls be in place by July 1, 2025, and an implementation schedule for each project is included as Figure 2.1.



**Figure 2.1. RiverRenew Implementation Schedule**

## 2.2 Tunnel System Project



Figure 2.2. Tunnel System Project Major Components

The Tunnel System is the largest of the proposed RiverRenew projects. Upon its completion, the Project will reduce the average volume of overflows to Alexandria’s receiving waters from 140 million gallons to less than 17 million gallons and reduce the frequency of overflows from 70 events to less than 4 on an annual average basis. Additionally, the Project will provide a systemwide percent capture of 98 percent and significantly mitigate the frequency, magnitude, and duration of sewer flooding and basement backups along the Commonwealth Interceptor and Holmes Run Trunk Sewer.

The Project includes three (3) main components: Waterfront Tunnel, Hooffs Run Interceptor, and Tunnel Dewatering and Wet Weather Pumping Station. These components are illustrated in Figure 2.2 and discussed in further detail in this Section.

The Project is located within residential and commercial areas containing significant community and natural resources. Considerable planning and careful execution will be essential to prevent or mitigate impacts to neighborhoods, public activities, historic structures, archaeological resources and the environment.

The scope of facilities listed below is provided to assist Respondents in the preparation of SOQs. The scope will be subject to modification prior to distribution of the RFP.

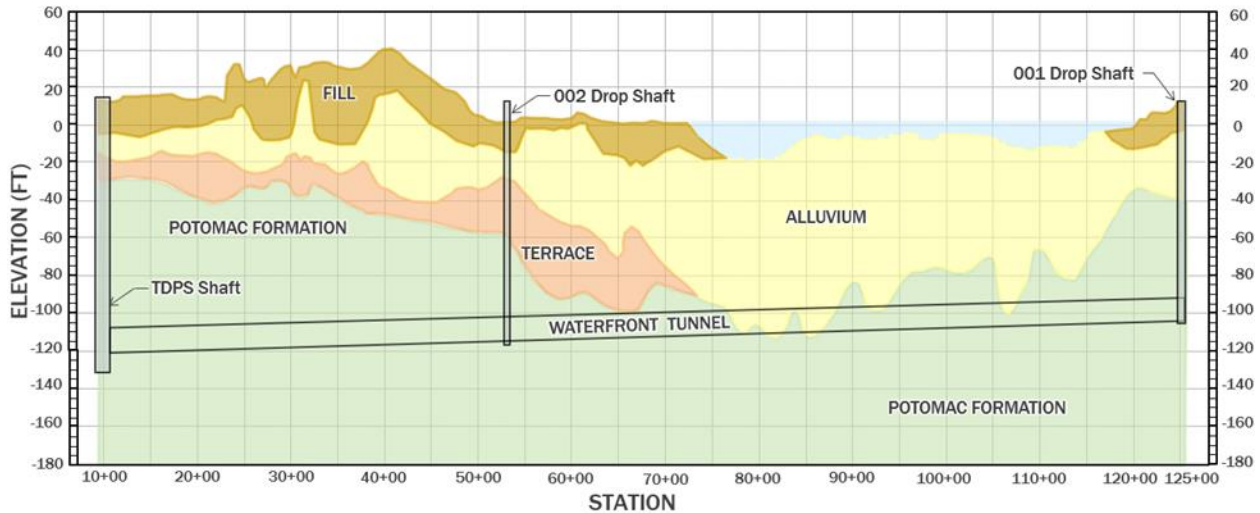
### 2.2.1 Waterfront Tunnel

The Waterfront Tunnel is a soft ground tunnel that will commence at AlexRenew’s WRRF and terminate at Ononoco Bay as illustrated in Figure 2.2. The tunnel includes an east-west alignment largely under Old Town Alexandria that bends to the north under Jones Point Park, and then is mainly aligned under the Potomac River until it reaches Ononoco Bay. The proposed tunnel will have a minimum inside diameter of 12 feet and maximum outside diameter of 19 feet. The 11,500 linear-foot tunnel will be located between 115 to 160 feet below the ground surface.

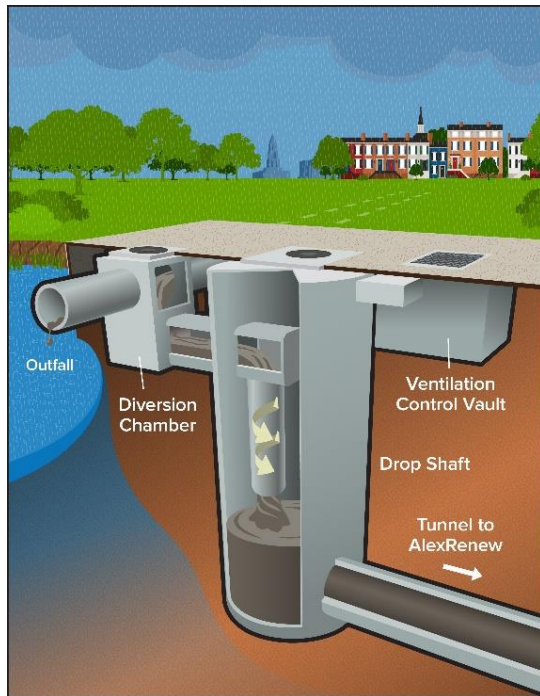
The majority of the Waterfront Tunnel is anticipated to be within the Potomac Group soils consisting predominantly of thick deposits of clay and silt, with sand and gravel interbeds. As the Waterfront Tunnel bends to the north under Jones Point Park and the Potomac River, Terrace and Alluvium is



anticipated to extend down below the crown of the tunnel. The Terrace and Alluvium stratum consists of interbedded sedimentary deposits of clay, silt, sand, and gravel and may contain cobbles and boulders, particularly at the base of the stratum in the vicinity of the Potomac formation interface. Mixed face soil conditions (Terrace/Alluvium and Potomac soils) are expected at the transition from the east-west to north-south alignments and a portion of the alignment under the Potomac River. The entire Waterfront Tunnel sits below the groundwater table. A general geologic profile of the Waterfront Tunnel is provided as Figure 2.3.



**Figure 2.3. Waterfront Tunnel Geologic Profile**



**Figure 2.4. Typical Diversion Facility**

In addition to the tunnel, diversion facilities are proposed near Outfalls 001 and 002. Diversion facilities include a diversion chamber, approach channel, drop shaft, and ventilation control vault, as illustrated in Figure 2.4. The new diversion chamber will direct flow from the existing combined sewer to the approach channel and drop shaft, which will then convey flow vertically into the Waterfront Tunnel. The drop shafts are proposed to dissipate energy associated with the vertical drop and deaerate flow to minimize air entrainment in the tunnel. Ventilation control vaults are proposed to include radial-flow activated carbon systems and ductwork to mitigate the potential for fugitive emissions from the tunnel system. Combined sewage captured by the system will be conveyed to AlexRenew’s WRRF where it will be treated prior to discharge to Hunting Creek, a tributary of the Potomac River. A summary of the Outfall 001 and 002 drop shafts is included in Table 2.1 below.

**Table 2.1. Proposed Drop Shafts Associated with the Waterfront Tunnel**

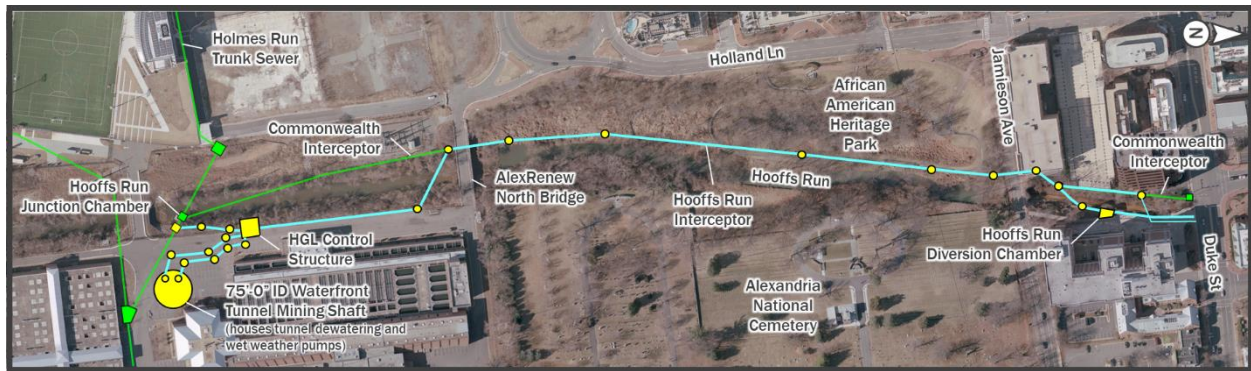
Shaft Location	Shaft Type	Shaft Inside Diameter (feet)	Shaft Depth (feet)
001	In-line	30-40	115
002	In-line	30-40	125

Most of the Waterfront Tunnel and associated diversion facilities are located within historic Old Town Alexandria. Old Town is known for its well-preserved 18th- and 19th-century buildings, brick sidewalks, cobblestone streets, museums, art galleries, landmarks, shops, restaurants, and rich history. The proposed Outfall 001 Diversion Facility is located at the north end of Old Town, adjacent to the heavily utilized Oronoco Bay Park as well as waterfront condominiums, townhomes, and single-family residences. The Outfall 002 Diversion Facility is located at the southern end of Old Town within Jones Point Park, which is owned and operated by the National Park Service. The Outfall 002 Diversion Facility is directly adjacent to the Jones Point Park entrance, historic cemetery, private pre-kindergarten through eighth grade school, and community gardens. Additionally, the Outfall 002 area is bordered to the north by quiet, tree-lined streets of single-family homes and to the south by Interstate 495 (I-495).

**2.2.2 Hooffs Run Interceptor**

The proposed Hooffs Run Interceptor is designed to control overflows from Outfalls 003 and 004 and convey flows to WRRF for treatment. The Hooffs Run Interceptor will also mitigate sewer flooding and basement backups along the Commonwealth Interceptor and Holmes Run Trunk Sewer. Components associated with the Hooffs Run Interceptor are illustrated in Figure 2.5 and summarized as follows:

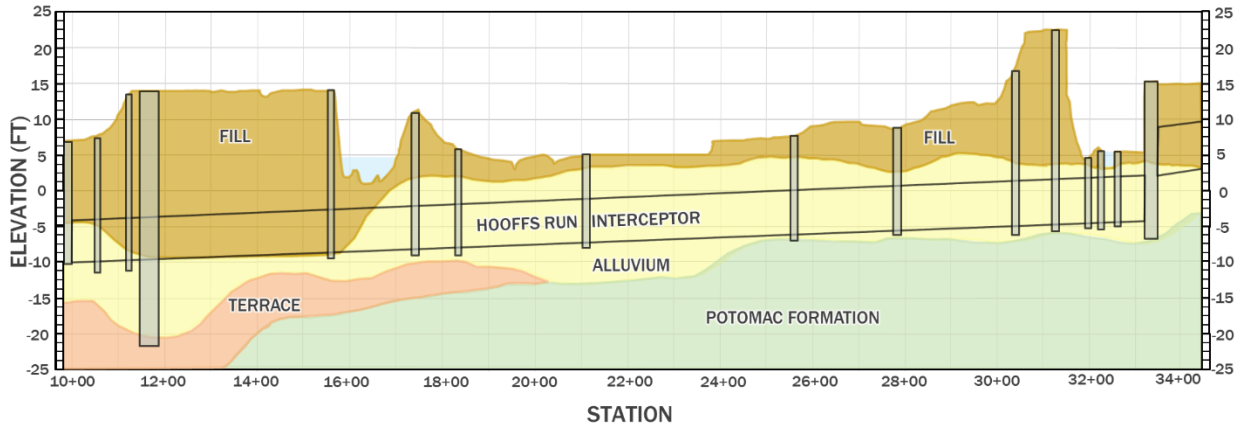
- A. Diversion chamber and tie-in to existing Outfalls 003 and 004 near Duke Street.
- B. 6-foot diameter, 430-foot long interceptor between Duke Street and Jamieson Avenue (10 to 20 feet deep).
- C. Replacement of 1,400-linear feet of an existing 3-foot diameter sanitary sewer with a new 6-foot diameter interceptor between Jamieson Avenue and AlexRenew’s North Bridge (10 to 20 feet deep).
- D. 6-foot diameter, 575-foot long interceptor between AlexRenew’s North Bridge and new Hydraulic Grade Line (HGL) Control Structure (10 to 20 feet deep).
- E. HGL Control Structure.
- F. Decommissioning of AlexRenew’s existing Hooffs Run Junction Chamber (sanitary sewer overflow point) and existing siphons/chambers at Duke Street.



**Figure 2.5. Hooffs Run Interceptor**

The Hooffs Run Interceptor is largely anticipated to be constructed within Fill and Alluvium strata. The Fill is expected to be highly variable in extent and composition, with soils ranging from fine to coarse-grained. It is anticipated that Fill will contain fragments of construction debris, including wood, concrete, metal, cinders, and trash in varying amounts and in some areas contain inclusions of organic materials. The Alluvium stratum consists of interbedded sedimentary deposits of clay and silt, sand, and gravel, with varying amounts of soft organic material. The Alluvium may also contain cobbles and boulders at the base of the stratum in the vicinity of the Potomac formation interface. Underlying the Alluvium are the Terrace and Potomac formations. A generalized geologic profile of the Hooffs Run Interceptor is provided as Figure 2.6.

The Hooffs Run Interceptor will impact and involve direct interface with the public along a large part of its proposed alignment. Between Duke Street and Jamieson Avenue, the Hooffs Run Interceptor is adjacent to an existing hotel and office buildings. Portions of the work are anticipated along Duke Street, a busy east-west urban thoroughfare used by commuters, pedestrians, and bicyclists. The well-used and historic African American Heritage Park sits between Holland Road and Hooffs Run and stretches along the alignment from Jamieson at the north and the WRRF entrance near the Eisenhower/Holland Road roundabout at the south end of Hooffs Run. The African American Heritage Park has a pedestrian trail that can be accessed from Holland Lane and Jamieson Avenue, which is frequented by residents and those commuting to the Carlyle District. In addition, several daycares are located near the proposed Hooffs Run Interceptor. The various daycare operations access the African American Heritage Park daily and use the park as an outdoor play space for the children throughout the day.



**Figure 2.6. Hooffs Run Interceptor Geologic Profile**

### 2.2.3 Tunnel Dewatering and Wet Weather Pumping Station

The Tunnel Dewatering and Wet Weather Pumping Station (TD/WWPS) is proposed to be housed within the approximately 75-foot diameter, 130-foot deep Waterfront Tunnel Mining Shaft located at AlexRenew’s WRRF. The components at the surface will be housed in a four-story superstructure with dedicated spaces for mechanical, electrical, and instrumentation facilities to support the pumping stations.

The tunnel dewatering pumps are proposed to be installed in a wet well/dry well configuration at the bottom of the Waterfront Tunnel Mining Shaft to deliver tunnel system flows to the AlexRenew WRRF for treatment prior to discharge to Hunting Creek.

The wet weather pumps are proposed to operate in conjunction with the HGL Control Structure to reduce combined sewer discharges from Outfalls 003 and 004 and minimize backwater that contributes to basement backups and sewer flooding along the Commonwealth Interceptor and Holmes Run Trunk Sewer. The wet weather pumps are proposed to be installed within an intermediate floor within the Waterfront Tunnel Mining Shaft (above the tunnel dewatering pumps). Depending on storm event intensity, flows from the wet weather pumps will be directed to Outfall 001 (via the Waterfront Tunnel), wet weather treatment, or Outfall 004 via a gravity control structure (headbox). Major TD/WWPS components are summarized in Table 2.2, and a preliminary layout of the TD/WWPS is illustrated in Figure 2.7.

**Table 2.2. Major TD/WWPS Components**

Structure	Component	Description	Performance Function
Substructure	Tunnel Dewatering Pumps	20 MGD vertical solids-handling dry-pit submersible pumps. One (1) duty, one (1) standby.	Dewatering the tunnel and delivering flows to the WRRF for treatment
	Wet Weather Pumps	44 MGD vertical centrifugal pumps. Three (3) duty, one (1) standby.	Pump and treat flows from Outfalls 003/4 and control HGL in interceptor system
	Solids Pumps	5 MGD horizontal solids-handling dry-pit submersible pumps. Two (2) duty, one (1) standby	Pumping flows and solids during the “first flush” of the tunnel and completing final tunnel dewatering
	Bar Screen and Clamshell	Vertical bar screen and clamshell operated by a bridge crane located at ground level	Removing solids, grit, and other debris before flows enter the wet well
	Crane Systems	Monorail and bridge cranes	Moving pumps and other equipment
	Drop Pipe and Deaeration Chamber	Vortex drop facility and deaeration chamber for Hooffs Run Interceptor flows	Delivering and deaerating Hooffs Run Interceptor flows to TD/WWPS
Superstructure	Crane Systems	Screen Room bridge crane and pump loading jib crane	Bridge: Operating clamshell bucket and screen rake Jib: Removing equipment from the dry well
	Building Ventilation System	Heating, ventilation, and air conditioning equipment	Conditioning the dry well substructure and superstructure rooms
	Odor Control System	Blowers to send odorous air to the AlexRenew’s existing Centralized Odor Control System	Ventilating the wet well and tunnel access shaft



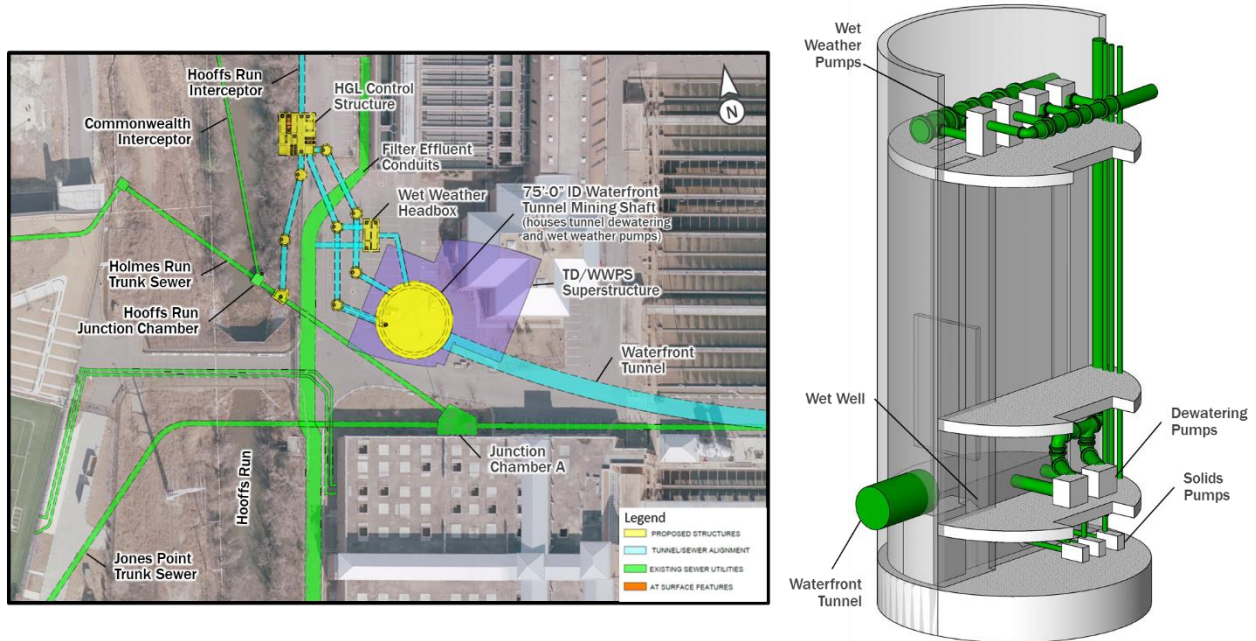


Figure 2.7. Preliminary TD/WWPS Layout and 3D Rendering

## 2.3 Estimated Cost and Schedule

The value of the Design-Build Contract is currently estimated at \$300 million based on a conceptual level of design. It is anticipated that notice to proceed (NTP) will be issued in December 2020, with a final completion date in May 2025.

The estimates of the value of the Design-Build Contract and schedule are approximations and provided to assist interested participants in determining whether to submit an SOQ. Final schedule requirements will be incorporated into the Design-Build Contract.

## 2.4 Owner’s Advisor

AlexRenew engaged Brown and Caldwell, Inc. as the Owner’s Advisor for RiverRenew in November 2017. The Owner’s Advisor reports directly to the RiverRenew Program Manager, RiverRenew Program Director, and AlexRenew’s Chief Executive Officer (CEO). The Owner’s Advisor provides technical services for the procurement, contracting, execution, and oversight associated with RiverRenew. As outlined in Section 9.6, the Owner’s Advisor and its subconsultants are precluded from participating in this Procurement as a member of any Respondent team.

## 2.5 Respondent’s Scope of Work

The Design-Builder will establish a collaborative relationship with AlexRenew and the Owner’s Advisor to deliver quality design and construction on time and within budget. The required services undertaken by the Design-Builder and final technical details will be identified in the RFP and Design-Build Contract. These services are anticipated to include, but not limited to the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>A. Tunnels, shafts, diversion structures, associated facilities and connections;</li> <li>B. Excavation by pressurized-face tunnel boring machine (TBM);</li> <li>C. Fabrication and installation of pre-cast concrete tunnel liner segments and sewer pipes;</li> <li>D. Excavation support systems and groundwater control;</li> <li>E. Handling and disposing of excavated material;</li> <li>F. Protection of structures and pre-construction inspections;</li> <li>G. Installation of geotechnical instrumentation and monitoring;</li> <li>H. Ground improvement;</li> <li>I. Sewer installation by open-cut methods;</li> <li>J. Maintenance of plant operations impacted by the Project;</li> <li>K. Maintenance of sewer flows;</li> </ul> | <ul style="list-style-type: none"> <li>L. Pumping stations;</li> <li>M. Process mechanical systems, electrical, instrumentation, plumbing, and fire suppression systems;</li> <li>N. Architectural detail and finishes;</li> <li>O. Stormwater management and erosion and sediment control;</li> <li>P. Utility relocations;</li> <li>Q. Maintenance of traffic;</li> <li>R. Site restoration and landscaping;</li> <li>S. Commissioning and start-up of tunnel system;</li> <li>T. Comprehensive safety program;</li> <li>U. Quality control program;</li> <li>V. Permitting;</li> <li>W. Managing quality of life issues and noise reduction; and</li> <li>X. Providing one (1) year of operational support for continued testing and a full structural inspection.</li> </ul> |
|--|--|

This work will occur in a historic, urban environment with an engaged citizenry. As part of the scope, the Design-Builder will need to address issues as they arise during activities in the field and communicate efficiently and effectively with AlexRenew. AlexRenew expects that those personnel of the Design-Builder and its subcontractors working in the field shall be able to effectively manage public-facing interactions.

Anticipated responsibilities between AlexRenew and the Design-Builder are further summarized in Table 2.3.

**Table 2.3. Responsibilities of AlexRenew and Design-Builder**

Project Element	AlexRenew	Design-Builder
Open Channel Hydraulics	✓	
Tunnel Dewatering and Wet Weather Pumping Station		✓
Permanent Structures		✓
Mechanical, Electrical, and Instrumentation		✓
Support of Excavation		✓
Tunnel Excavation		✓
Ground Improvement		✓

Project Element	AlexRenew	Design-Builder
Geotechnical Instrumentation		✓
Protection of Structures		✓
Utility Relocations		✓
Maintenance of Traffic		✓
Civil Design and Landscaping		✓
Stakeholder and Community Engagement	✓	
Major Federal and State Permits	✓	
Property Easements and Agreements	✓	
City of Alexandria Development Special Use Permit	✓	
City of Alexandria Construction Permits		✓

## 2.6 Anticipated Contract Terms and Conditions

The Design-Build Contract will be included with the RFP. It is anticipated that the Design-Build Contract Terms and Conditions will be based upon the Engineers Joint Contract Documents Committee (EJCDC) D520 (Agreement between Owner and Design-Builder on the Basis of a Stipulated Price, 2016 Edition) and D-700 (General Conditions of Contract between Owner and Design-Builder, 2016 Edition), each modified as appropriate for the Project. Some of the key terms and conditions of the Design-Build Contract include the following subjects:

- A. Schedule Milestones and Liquidated Damages.
- B. Mutual Waivers of Consequential Damages.
- C. Differing Site Conditions and the use of Geotechnical and Environmental Baseline Reports.
- D. Dispute Resolution Board.
- E. Escrow Bid Documents.
- F. Design-Builder Provided Insurance.
- G. Allowance Payment Items.
- H. Mobilization Payment Items.
- I. Facilitated Partnering.
- J. Retainage at 5 percent.
- K. Requirements related to Virginia Clean Water Revolving Loan Fund (VCWRLF) and associated Affirmative Action and Nondiscrimination Provisions, including, but not limited to, Minority Business Enterprise and Women Business Enterprise (MBE/WBE) fair share objectives, and Davis Bacon Act and American Iron and Steel provisions.



## 2.7 Procurement Overview

Selection of the Design-Builder will be undertaken using a two-step process as authorized by Virginia Code § 2.2-4378 et seq., Construction Management and Design-Build Contracting. This RFQ and the subsequent SOQs submitted in response, represent the first step in the selection process. The SOQs will be used by AlexRenew to determine the Shortlist. AlexRenew anticipates that the Shortlist will consist of the three (3) highest ranked Respondents (Shortlisted Respondents). The Shortlisted Respondents will be invited to participate in the second step of the process and submit Proposals in response to the RFP.

The second step of the procurement process will entail the submission of a Technical/Management Proposal and a Sealed Price Proposal from each Shortlisted Respondent. It is anticipated that the evaluation process for the RFP will result in the Sealed Price Proposal having a relative weight of fifty percent (50%) and the Technical/Management Proposal having a relative weight of fifty percent (50%). During this step, it is anticipated that AlexRenew will conduct three (3) confidential meetings with each Shortlisted Respondent to discuss approaches, design and construction innovations, and relevant issues in a confidential setting. Confidential meetings will be conducted pursuant to the requirements of the RFP. Additional details regarding the second step of the procurement process will be provided in the RFP.

## 2.8 Procurement Schedule

AlexRenew anticipates conducting the procurement process in accordance with the list of milestones outlined in Table 2.4. These milestones are subject to revision, and AlexRenew, at its sole discretion, reserves the right to modify the milestones as it finds necessary.

AlexRenew will conduct an Information Session and Site Tour for this RFQ at AlexRenew's Environmental Center, Conference Room 600 (Ed Semonian Board Room). Respondents are limited to five (5) participants per team at the Information Session and Site Tour. If not part of a team, one (1) person per entity may attend. All attendees are required to pre-register at <https://riverrenew.com/RFQ-Information-Session>.

**BRING YOUR OWN PERSONAL PROTECTIVE EQUIPMENT INCLUDING A HARD HAT, SAFETY VEST,  
AND CLOSED SHOES FOR THE SITE TOUR.**

Table 2.4. Procurement Schedule

Date	Activity
June 7, 2019	Issue RFQ
June 20, 2019	Last Day to Register for Information Session and Site Tour
June 27, 2019	Information Session and Site Tour from 1:00 PM – 4:00 PM EDT
August 1, 2019	Last Date to Submit Questions Regarding the RFQ, 2:00 PM EDT
August 13, 2019	Last Date for Addenda
August 20, 2019	SOQ Submitted to AlexRenew by 2:00PM EDT

Date	Activity
September 24, 2019	Notification of Shortlisted Respondents
February 11, 2020	Issue RFP
March 2020-June 2020	Confidential Meetings
August 2020	Proposals Submitted to AlexRenew
November 2020	Contract Approval by AlexRenew Board of Directors
December 2020	Notice to Proceed for Design-Build Contract

## 2.9 AlexRenew Point of Contact

AlexRenew's sole point of contact (POC) for matters related to the RFQ shall be Caitlin Feehan, PE. AlexRenew's POC is the only individual authorized to discuss this RFQ with any interested parties, including Respondents. All communications with AlexRenew's POC about the Project or this RFQ shall be in writing, as required by applicable provisions of this RFQ.

**Caitlin Feehan, PE**  
RiverRenew Program Manager  
Alexandria Renew Enterprises  
1800 Limerick Street  
Alexandria, VA 22314  
tunnelsystem@alexrenew.com

Prior to the award of a contract resulting from this solicitation, Respondents are prohibited from contacting AlexRenew staff other than the AlexRenew POC identified above. Respondents are also prohibited from contacting any member of the AlexRenew Board of Directors, Owner's Advisor staff, and any other staff or entities contributing to the development of RiverRenew. Any such contact may result in disqualification from participating in this procurement.

AlexRenew disclaims the accuracy of information derived from any source other than AlexRenew's POC, and the use of any such information is at the sole risk of the Respondent.

### **3 STATEMENT OF QUALIFICATIONS CONTENTS**

This Section describes specific information that must be included in the SOQ. The structure and format for the presentation of SOQ information is described in Section 5.

#### **3.1 General**

The RFQ step of the procurement process is intended to enable Respondents to demonstrate their qualifications to perform the Project and to enable AlexRenew to evaluate those qualifications in arriving at a Shortlist. Respondents are advised that the SOQ should include specific information that will demonstrate the qualifications and experience required by this RFQ.

The SOQ will consist of all information required under this Section 3, in the order and format specified in Section 5.

Respondents are advised that AlexRenew reserves the right to conduct an independent investigation of any information, including prior experience and performance, identified in the SOQ by contacting project references, accessing public information, contacting independent parties, or any other means. AlexRenew further reserves the right to request additional information from a Respondent during the evaluation of that Respondent's SOQ.

If the Respondent has concerns about information included in its SOQ that may be deemed confidential, the Respondent shall adhere to the requirements set forth by Section 9.8.

#### **3.2 Cover Page**

Include an SOQ cover that contains the Project title "Statement of Qualifications for Contract 19-079: RiverRenew Tunnel System Project." The cover shall also include the name of the Lead Contractor(s) and Lead Designer(s) which make up the Respondent's team. The cover need not identify any other entities other than those identified in the preceding sentence, but may contain other items (photos, logos, etc.) at the discretion of the Respondent.

#### **3.3 RFQ Checklist**

Respondents shall complete the RFQ-19-079 Checklist provided as Attachment A and include it in the SOQ. The purpose of the RFQ Checklist is to aid the Respondent in ensuring all submittal requirements have been included in the Respondent's SOQ and to provide a page reference indicating the location of each submittal requirement in the SOQ. The RFQ Checklist is provided to assist the Respondent in preparing its SOQ as a guide only, it does not absolve the Respondent from meeting all requirements of the RFQ.

#### **3.4 Flash Drive and Certification Letter**

Respondents shall include a flash drive containing the entirety of the SOQ in digital form, along with a signed letter certifying the materials included on the flash drive represent a true and complete copy of the original SOQ submitted in hard copy form. The electronic version must be in a single Adobe Acrobat (PDF) format.

### **3.5 Table of Contents**

Include a Table of Contents outlining the contents of the SOQ that allows for at least three (3) levels of content to address the level of detail provided in the document.

### **3.6 Submittal Letter**

Each Respondent shall provide a Submittal Letter on Respondent's letterhead that formally conveys the SOQ to AlexRenew. The letter must be signed by the Respondent's authorized representative who is empowered to sign such material and to commit Respondent to the representations and obligations contained in the SOQ. If the Respondent is a corporation, an authorized officer shall sign his/her name and indicate his/her title beneath the full corporate name. If the Respondent is any form of a joint venture (JV), each member of the JV shall sign the letter. If the Respondent is a limited liability company (LLC), the party authorized to bind the LLC must sign the letter. All signatures on the original Submittal Letter shall be original and signed in ink.

The Submittal Letter, which shall not exceed four (4) pages, may include any information deemed relevant by the Respondent but must include: (a) the name(s) of, address(es), phone number(s), and e-mail address(es) of Respondent's authorized representative(s); (b) the name of all Lead Contractor(s) and Lead Designer(s); and (c) the identity of the individual(s) who will be the signatory(ies) to the Design-Build Contract, if awarded to Respondent, including title(s), address(es), phone number(s), and e-mail address(es).

If the Respondent is any form of JV, the Submittal Letter shall include an affirmative statement acknowledging that each member of the JV will be jointly and severally liable to AlexRenew for all of Respondent's obligations under the Design-Build Contract. If the Respondent is an LLC, the Submittal Letter shall include an affirmative statement acknowledging that each member of the LLC will provide to AlexRenew an irrevocable absolute and unconditional guarantee of all the Respondent's obligations under the Design-Build Contract.

### **3.7 Team Organization and Commitment**

The Respondent shall provide sufficient information to enable AlexRenew to understand and evaluate the Respondent's team. The Respondent shall provide the following:

- A. A detailed narrative of the Respondent's ability and capacity to deliver this work within the established timeframe and how the Respondent's team organization functions to achieve that goal.
- B. A one-page organization chart illustrating the Respondent's team structure and information on the entities comprising the Respondent's team (chart may be 11-inch by 17-inch if necessary), their function and details of "chain of command" responsibilities. Include design subconsultants, specialty subconsultants and major subcontractors. If the Respondent intends to use a specific subconsultant or major subcontractor, then it may identify such entity by name in the organization chart; however, the requirements of Section 9.5 shall apply for such identified entities.
- C. A summary of the following Key Personnel. Key Personnel shall have demonstrated experience in their proposed roles.

- **Project Manager.** Responsible for managing all aspects of the Project.
  - **Construction Manager.** Responsible for the implementation of designs associated with all project components.
  - **Design Manager.** Responsible for managing the Design-Builder's design activities and ensuring coordination across all design disciplines and between design packages. The individual proposed for this position shall be registered as a licensed professional engineer.
  - **Design Coordinator.** Responsible for coordinating design and construction activities to ensure approaches are compatible and overall project schedule is maintained.
  - Up to three (3) additional individuals that the Respondent wishes to propose as Key Personnel who it deems important to achieving the Project goals, with the understanding that by naming such individual, the terms of Section 9.5 will apply. Include the role and function of proposed personnel and the value they add to the Project. Respondents are advised that AlexRenew does not view, for purposes of this RFQ, that Key Personnel will include either a permit coordinator/expediter or a community outreach/engagement specialist.
- D. Information that demonstrates Project-related experience for each proposed Key Personnel, including:
- Reference project(s) with emphasis on project(s) completed while employed with the submitting entity;
  - Total years of experience and years with current entity;
  - A minimum of two (2) project references including name, title, address, email, and phone number;
  - A narrative that describes the individual's academic and professional qualifications and experience as it relates to the Project and to the individual's specified role; and
  - Full resumes (up to 3 pages in length) in Appendix A highlighting experience in the proposed role and clearly stating their role on this Project.
- E. Indicate Virginia license numbers and list current registrations in other US States for personnel required to be licensed professional engineers. Where proposed Key Personnel are not currently licensed in the Commonwealth of Virginia, Respondents shall demonstrate that such personnel have applied for registration with the Virginia Department of Professional and Occupational Regulation (DPOR) and will be registered at least one month before the issuance of the RFP. Upon completion of registration, Shortlisted Respondents shall provide license numbers to AlexRenew. Failure to comply with this condition may result in the elimination of a Shortlisted Respondent.
- F. The Key Personnel indicated in the SOQ shall be located at the Project site on a full-time basis (five days per week, minimum of one shift each day) for the duration of their designated responsibilities on the Project. Provide information regarding the availability of the proposed Key Personnel. Information shall include scheduled final completion date and contact information of the project owner for all current projects.

**Table 3.1. Summary of Key Personnel Experience**

Key Personnel	Name	Entity	Years' Experience	Years with Entity	Reference Projects	
					Project	Reference
Project Manager	Staff name	Entity name	Total # of years	Total # of years with entity	<ul style="list-style-type: none"> <li>• <b>Project Name</b></li> <li>• Owner</li> <li>• Location</li> <li>• One (1) sentence description of work performed</li> <li>• Role on project</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Owner Name</b></li> <li>• Title</li> <li>• Address</li> <li>• Phone</li> <li>• Email</li> </ul>
					<ul style="list-style-type: none"> <li>• <b>Project Name</b></li> <li>• Owner</li> <li>• Location</li> <li>• One (1) sentence description of work performed</li> <li>• Role on project</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Owner name</b></li> <li>• Title</li> <li>• Address</li> <li>• Phone</li> <li>• Email</li> </ul>
Construction Manager	" "	" "	" "	" "	" "	" "
					" "	" "
Design Manager	" "	" "	" "	" "	" "	" "
					" "	" "
Design Coordinator	" "	" "	" "	" "	" "	" "
					" "	" "
Design-Builder Identified Key Personnel	" "	" "	" "	" "	" "	" "
					" "	" "
Design-Builder Identified Key Personnel	" "	" "	" "	" "	" "	" "
					" "	" "
Design-Builder Identified Key Personnel					" "	" "
					" "	" "
					" "	" "

### 3.8 Related Project Experience

Provide sufficient information to enable AlexRenew to understand and evaluate the experience of the Respondent's team on projects of similar scope and complexity. AlexRenew intends to evaluate Respondents based upon previous experience with the following:

- A. Team members working together.
- B. Design-build.
- C. Tunnel and shaft construction of similar diameter and depth in similar ground conditions.
- D. Pumping stations and wet weather facilities of similar function, capacity and depth.

- E. Pipelines installed by open-cut methods with connections to live sewers.
- F. Constructing similar facilities and mitigating community impacts in congested residential and commercial urban environments.

Provide a summary matrix table of the combined construction, design, or design-build projects highlighting the Respondent's alignment with key scope of work items (listed in Section 2.5) and the key general areas listed in Section 3.8, A-F above.

### **3.8.1 Construction**

Provide five (5) reference projects by the Lead Contractor(s) that the Respondent considers most relevant for demonstrating the team's qualifications reflecting the listed elements Sections 2.5 and 3.8 A-F. These may be the same as design reference projects if they are design-build delivery or demonstrate team members working together. Reference projects related to construction shall be organized as follows:

- A. Two (2) projects by the Lead Contractor responsible for constructing the Waterfront Tunnel and shafts
- B. Two (2) projects by the Lead Contractor responsible for building the Tunnel Dewatering and Wet Weather Pumping Station
- C. One (1) project by the Lead Contractor performing open-cut and diversion facility work

Complete Table 3.2 and include the items listed in A-K below, in the table or similar structure to encompass the required content. The table may be broken out for each project (for example, a project per page).

- A. Identify the Lead Contractor.
- B. The name, location, and description of the project.
- C. The name of the client/owner, including the name and phone number and email contact information for a person representing the client/owner who was in responsible charge of the project and knowledgeable of your entity's/personnel's/team's role and work.
- D. The project's awarded cost, and final completed cost. Describe any claims or significant change orders that delayed the schedule and/or increased the project cost.
- E. The date the project started, the planned completion date at the time of award, and the actual project completion date.
- F. The delivery method (design-build, CM-at-risk, design-bid-build, etc.) under which the project was designed and constructed.
- G. Indicate the Lead Contractor's role and scope performed on the project.
- H. Identify roles and responsibilities of Key Personnel.
- I. Summarize the relevant technical scope elements (see Section 2.5) similar to the Project.
- J. Identify significant challenges encountered and solutions provided during the project.
- K. Identify any added value/significant benefits to the Owner on the project.

**Table 3.2. Project Experience Summary - Construction**

Item	Details	Projects and Type				
		<u>1</u> Tunnel	<u>2</u> Tunnel	<u>3</u> Pumping Station	<u>4</u> Pumping Station	<u>5</u> Open-cut
Project Information	Lead Contractor					
	Project Name					
	Project Location					
	Project Description					
Owner/Client Information	Name					
	Address					
	Phone					
	Email					
Total Contract Value	Initial					
	Final					
	Difference and Reason					
Schedule	NTP Date					
	Original Completion Date					
	Actual Completion Date					
Other Information	Delivery Method					
	Lead Contractor Role/Scope					
	Key Personnel and Role(s)					
	Relevant Technical Scope Elements					
	Significant Challenges and Solutions					
	Added Benefits/Value to Owner					



### 3.8.2 Design

Provide three (3) design reference projects by the Lead Designer(s) that the Respondent considers most relevant for demonstrating the team's qualifications reflecting the listed elements in Sections 2.5 and 3.8 A-F. These may be the same as construction reference projects if they are design-build delivery or demonstrate team members working together.

Complete Table 3.3 and include the items listed in A-K below, in the table or similar structure to encompass the required content.

- A. Identify the Lead Designer.
- B. The name, location, and description of the project.
- C. The name of the client/owner, including the name and phone number and email contact information for a person representing the client/owner who was in responsible charge of the project. Indicate the contracting parties for the design work.
- D. The project's awarded design fee, construction cost, and final completed cost. Describe any claims or significant change orders that delayed the schedule and/or increased the project cost.
- E. The date the project started, the planned completion date at the time of award and the actual project completion date.
- F. The delivery method (design-build, CM-at-risk, design-bid-build, etc.) under which the project was designed and constructed.
- G. Indicate the Lead Designer's role and scope on the project.
- H. Identify roles and responsibilities of proposed Key Personnel.
- I. Summarize the relevant technical scope elements (see Section 2.5) similar to the Project.
- J. Identify significant challenges encountered and solutions provided during the project.
- K. Identify any added value/significant benefits to the Owner on the project.

**Table 3.3. Project Experience Summary - Design**

Item	Details	Projects		
		1	2	3
Project Information	Lead Designer			
	Project Name			
	Project Location			
	Project Description			
Owner/Client Information	Name			
	Address			
	Phone			
	Email			
Design Contract Value	Initial			
	Final			
	Difference and Reason			
Total Contract Value	Initial			
	Final			
	Construction Contractor			
Schedule	NTP Date			
	Original Completion Date			
	Actual Completion Date			
Other Information	Delivery Method			
	Lead Designer Role/Scope			
	Key Personnel and Role(s)			
	Relevant Technical Scope Elements			
	Significant Challenges and Solutions			
	Added Benefits/Value to Owner			

### **3.9 Project Risks and Mitigation**

Provide sufficient information to enable AlexRenew to understand and evaluate the Respondent's understanding of the Project risks.

Identify and discuss three (3) unique risks for this Project, focusing on what the Respondent considers the most relevant and critical to the success of this Project. Provide a narrative for each risk that describes why the risk is critical, indicates the impact the risk will have on the Project and discusses the mitigation strategies the Respondent may implement to address the risk. Describe the role that the Respondent expects AlexRenew or other agencies may have in addressing these Project risks. Each risk identified should be a unique, singular risk and should not include multiple subsets under a risk category. If subsets of a critical risk are provided, only the first risk subset will be evaluated.

### **3.10 Safety Program and Record**

Submit a summary description of the corporate safety program that has been established by the Respondent, Lead Contractor(s), and the sponsor if a JV. Include a description of safety programs or procedures that would be applicable to the Project, including but not limited to worker safety, owner safety, community safety, and visitor safety. Submittals of complete safety manuals are not required nor desired.

Provide the following safety information and records for the Lead Contractor(s). If a JV is proposed, provide the following for each member of the JV.

- A. The current Workers' Compensation Experience Modification Ratio ("EMR") or Experience Modification Factor ("EMF"). The EMR or EMF is the workers' compensation insurance premium adjustment factor that has been calculated by the National Council on Compensation Insurance (NCCI) or other similar advisory organization or rating bureau. The EMR or EMF is calculated by comparing a company's actual workers' compensation loss data against average loss data for other employers in the same state who share the same industry classification code.
- B. The completed OSHA Form 300A "Summary of Work-Related Injuries and Illnesses" for the three (3) most recent years (include in SOQ as Appendix B).
- C. For entities without substantial experience working in the United States, provide comparable safety performance statistics reported to applicable governmental agencies which will offer AlexRenew the opportunity to compare the Respondent's safety records to entities having worked in the United States.

### **3.11 Other Forms and Required Documents**

#### **3.11.1 SCC Registration**

Execute and return the State Corporation Commission (SCC) Registration Form (provided as Attachment B) for each business entity on the Respondent's proposed team. Provide the name, registration number, type of corporation and status.

### **3.11.2 Surety Letter**

Include a letter from a surety company (with a Best's Financial Strength Rating of A-minus and Financial Size Category VIII or better by AM Best Company) in Appendix C stating that the Respondent can obtain a performance and payment bond based on the current estimated Design-Build Contract value referenced in Section 2.3, which bonds will cover the Project and any warranty periods. The letter shall clearly state the rating categorization noted above and reference the estimated Design-Build Contract value.

### **3.11.3 Audited Financial Reports and Net Worth**

The Respondent must provide financial statements for Respondent for the three (3) most recent fiscal years, audited by a certified public accountant in accordance with generally accepted accounting principles (GAAP). Audited financial statements shall be provided in a separate sealed envelope attached as Appendix D to the Respondent's SOQ. If Respondent is any form of JV, financial statements for all members of the JV shall be provided. If Respondent is a limited liability corporation, financial statements for all members of the limited liability corporation shall be provided. Financial statements must be provided in U.S. dollars where practicable, but financial statements in other currencies will be considered, provided that the Respondent provides a letter from a certified public accountant of the applicable entity, stating the rates of conversion as of the date of the statements, as well as current rates of conversion, and providing U.S. dollar values and descriptions in U.S. terminology for significant line items in the financial statements based on the rate of conversion as of the statement date.

Required financial statements include:

- A. Opinion letter (auditor's report);
- B. Balance sheet;
- C. Income statement;
- D. Statement of changes in cash flow; and
- E. Footnotes.

If any entity for which financial information is submitted as required hereby files reports with the Securities and Exchange Commission, then these financial statements must be provided through a copy of its annual report on Form 10-K. For all subsequent quarters, provide a copy of any report filed on Form 10-Q or Form 8-K which has been filed since the latest filed Form 10-K.

Information regarding any material changes in the financial condition of the entity submitting a financial statement for the past three years and anticipated for the next reporting period. If no material change has occurred and none is pending, the entity, as applicable, must provide a letter from its chief financial officer or treasurer so certifying.

If any entity providing a financial statement as required above, or if any Lead Contractor or Lead Designer, has experienced one or more of the following incidences over the past five (5) years, Respondent shall provide a narrative (3 pages or less) to describe and/or explain the circumstances associated with such incidence:

- A. Any contract has been terminated for default.
- B. Any criminal conviction, and any violation of any federal, state, or local statute or regulation, or of any court order addressing or governing antitrust, public contracting, employment discrimination, false claims, or prevailing wages.
- C. Any debarment, or any consideration for debarment, on public contracts by the federal, state, or local government, or by any agency of such government.

Any entity providing a financial statement as required above, and all Lead Contractors or Lead Designers, shall disclose any outstanding or threatened litigation or regulatory action or investigation that could adversely impact such entity's financial condition or ability to carry out and complete the obligations of the Design-Builder under the Design-Build Contract.

If financial statements are prepared in accordance with principles other than U.S. GAAP, provide a letter from the certified public accountant of the applicable entity discussing the areas of the financial statements that would be affected by a conversion to U.S. GAAP.

AlexRenew in its sole discretion will reject any Respondent that does not possess the financial strength and capacity to undertake this project and the obligations and liabilities thereof.

Respondents must demonstrate that they have a net worth of at least \$30 million. In the event Respondent is a JV or an LLC, the members shall demonstrate an aggregate net worth among all members of the JV or LLC of at least \$30 million.

## 4 EVALUATION OF THE STATEMENT OF QUALIFICATIONS

AlexRenew will review the SOQ for responsiveness to the requirements of this RFQ and evaluate all responsive SOQs according to factors and weightings outlined in Table 4.1.

**Table 4.1. Evaluation Factors and Weighting**

<b>Factor</b>	<b>Weighting (percentage)</b>
Team Organization and Commitment	40
Related Project Experience	40
Project Risks and Mitigation	10
Safety Program and Record	10

Each evaluation factor has an assigned maximum weight as indicated above. The Submittal Letter, Surety Letter, Audited Financial Reports and Net Worth, and all additional requirements and submittals from Section 3.11 are considered pass/fail submissions. Respondents will be ranked from the highest to the lowest based on their final scores to determine the three (3) Shortlisted Respondents.

## 5 STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

This Section describes the submittal and format requirements that all Respondents must satisfy in submitting an SOQ. Failure of any Respondent to submit its SOQ in accordance with this RFQ may result in rejection.

### 5.1 Format

SOQ shall be organized as outlined in Table 5.1 and shall not exceed 30 page-equivalents.

**Table 5.1. Statement of Qualifications Outline**

SOQ Section	Contents	Does Section Count Toward Page Limit?
--	Cover Page	No
--	RFQ-19-079 Checklist	No
--	Flash Drive and Certification Letter	No
--	Table of Contents	No
1	Submittal Letter	Yes
2	Team Organization and Commitment	Yes
3	Related Project Experience	Yes
4	Project Risks and Mitigation	Yes
5	Safety Program and Record	Yes
Appendix A	Resumes	No
Appendix B	OSHA Form 300A	No
Appendix C	Other Forms and Required Documents	No
Appendix D	Audited Financial Reports and Net Worth (separate sealed envelope)	No

Pages shall be 8.5-inch by 11-inch with minimum of 0.5-inch margins. Minimum font size shall be 11 point. AlexRenew encourages the use of recycled products, therefore, it is urged that SOQs be submitted on paper made from or with recycled content and printed on both sides.

Any 11-inch by 17-inch pages will count as two (2) page equivalents and must be folded to 8.5-inch by 11-inch size. 11-inch by 17-inch pages should only be printed single-sided.

All content shall be in English.

Unnecessarily elaborate materials beyond that sufficient to present a complete and effective SOQ are not desired. Elaborate artwork, expensive paper, bindings, visuals, and other presentation aids are not required.

## 5.2 Submission

SOQ must be delivered to the following physical address in a sealed box marked with the Respondent's name no later than the time and date deadline specified in this RFQ:

**Attn: Caitlin Feehan**  
RiverRenew Program Manager  
Alexandria Renew Enterprises  
1800 Limerick Street  
Alexandria, VA 22314  
Ref: RFQ-19-079

Submit five (5) hard copies of the SOQ with one SOQ marked "original" and four (4) copies of the SOQ. Respondents should submit their SOQs in binders.

Submit one (1) electronic version of the SOQ on a flash drive along with a signed letter certifying the materials included on the flash drive represent a true and complete copy of the original SOQ submitted in hard copy form. The electronic version must be in a single Adobe Acrobat (PDF) format. Appendix D may be provided in a separate file on the flash drive.

SOQs received after the submission date and time prescribed herein will not be considered and will be returned to the Respondent.



## **6 QUESTIONS AND ADDENDA**

### **6.1 Questions and Clarifications**

All questions and requests for clarification regarding this RFQ shall be submitted to AlexRenew's POC via email only. No requests for additional information, clarification, or any other communication should be directed to any other individual.

#### **NO ORAL REQUESTS FOR INFORMATION WILL RECEIVE A RESPONSE.**

All email communications to AlexRenew from Respondents shall specifically reference the correspondence as being associated with "RiverRenew Tunnel System Project RFQ-19-079."

All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.8. Questions or clarifications requested after such date and time will not be answered, unless AlexRenew elects, in its sole discretion, to do so.

### **6.2 Addenda**

Changes to the RFQ, in the form of addenda, may be issued between the release and submission dates. Receipt and incorporation of all addenda into the SOQ must be acknowledged in the RFQ-19-079 Checklist. Notice of addenda will be posted on eVA at <http://www.eva.virginia.gov> and the AlexRenew Website <http://alexrenew.com>. All potential Respondents are encouraged to monitor these web pages for the most current addenda.

## 7 RIGHTS AND RESERVATIONS OF ALEXRENEW

In connection with this procurement, AlexRenew reserves to itself all rights (which rights shall be exercisable by AlexRenew at its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:

- A. The right to cancel, withdraw, postpone or extend this RFQ or the subsequent RFP in whole or in part at any time prior to the execution by AlexRenew of a design-build contract, without incurring any obligations or liabilities.
- B. The right to issue a new RFQ.
- C. The right to reject any and all submittals, responses, SOQs, and Proposals received at any time.
- D. The right to modify all dates set or projected in this RFQ.
- E. The right to terminate evaluations of responses received at any time.
- F. The right to suspend and terminate the procurement process for the Project, at any time.
- G. The right to revise and modify, at any time prior to the respective SOQ and Proposal submittal dates, factors it will consider in evaluating responses to this RFQ and the subsequent RFP and to otherwise revise its evaluation methodology. Should any modifications occur, Respondents will be notified.
- H. The right to waive or permit corrections to data submitted with any response to this RFQ until such time as AlexRenew declares in writing that a particular stage or phase of its review of the responses to this RFQ has been completed and closed.
- I. The right to issue addenda, supplements, and modifications to this RFQ, including but not limited to modifications of evaluation criteria or methodology and weighting of evaluation criteria.
- J. The right to permit submittal of addenda and supplements to data previously provided with any response to this RFQ until such time as AlexRenew declares in writing that a particular stage or phase of its review of the responses to this RFQ has been completed and closed.
- K. The right to hold meetings and conduct discussions and correspondence with one or more of the Respondents responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
- L. The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFQ, including the right to seek clarifications from Respondents.
- M. The right to permit Respondents to add or delete entities and/or Key Personnel until such time as AlexRenew declares in writing that a particular stage or phase of its review has been completed and closed.
- N. The right to add or delete Respondent responsibilities from the information contained in this RFQ or the subsequent RFP.
- O. The right to appoint and change appointees of any members of AlexRenew's evaluation team.

- P. The right to use assistance of technical and legal experts and consultants in the evaluation process.
- Q. The right to waive deficiencies, informalities and irregularities in an SOQ, accept and review a non-conforming SOQ, or seek clarifications or supplements to an SOQ.
- R. The right to disqualify any Respondent that changes its submittal without AlexRenew approval.
- S. The right to change the method of award between the advertisement of the RFQ and the advertisement of the RFP.
- T. The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to the RFQ.
- U. The right to use all or part of an unsuccessful Shortlisted Respondent's Proposal that accepts a Proposal Payment.

## 8 PROTESTS

Protests shall be concise and logically presented to facilitate review. Failure to substantially comply with any of the requirements of this Section may be grounds for dismissal of the protest. Protests shall include at least the following information:

- A. Name, address, email address, and fax and telephone numbers of the protester;
- B. Solicitation or contract number;
- C. A detailed statement of the legal and factual grounds for the protest, including a description of resulting harm to the protester;
- D. Copies of supporting documents, if any;
- E. A statement as to the form of relief requested;
- F. All information establishing that the protester is an interested party for the purpose of filing a protest; and
- G. All information establishing the timeliness of the protest.

Protests must be received by the applicable deadline. Grounds for protest not timely raised shall be deemed waived and may not be raised in a subsequent protest.

Protests must be typewritten and hand-delivered or mailed (registered or certified, with return receipt requested) to AlexRenew's designated representative at the following address:

**Attn: CEO – Karen Pallansch (ref: RFQ-19-079)**  
Alexandria Renew Enterprises  
1800 Limerick Street  
Alexandria, VA 22314

### 8.1 Consideration of Protests

AlexRenew's CEO will acknowledge receipt of a protest, following the parameters set forth in Sections 8.2 and 8.3 below, by any party that has standing to do so ("Protestor"), and the written comments of other potentially interested parties ("Interested Parties"), where applicable. The CEO may hold a hearing, request additional submissions or information, or take any other actions he/she deems useful or necessary in making a decision.

The Protestor shall prepare a redacted version of the protest and submit it to the CEO no later than two (2) business days after the filing of the protest. The CEO shall distribute copies of the redacted version of the protest to any Interested Parties within two (2) business days of receiving the redacted version of the protest. Such Interested Parties must file any comments or response in writing with the CEO within three (3) business days of receiving the redacted version of the protest. The CEO will promptly forward copies of any such comments and responses to the Protestor.

The CEO will attempt to respond to a protest within ten (10) calendar days from receipt of the protest. If the CEO determines that additional time will be required to respond to the protest, the CEO will, within such ten (10) calendar day period, notify the Protestor of the time period within which a response will be made.

If the protest is sustained, the CEO shall take the appropriate action to correct the procurement action and protect the rights of the Protester. If the protest is denied, the CEO will notify the Protestor and the Interested Parties, if any, to the extent they were previously informed.

The decision of the CEO shall be final and conclusive.

## **8.2 Protests Regarding the Structure or Contents of the RFQ**

Protests regarding the structure or contents (including the terms, requirements, or form) of this RFQ shall be received by the CEO in writing on the earlier of the following two dates: (a) the fourteenth (14th) calendar day after the issuance date of the RFQ or, if applicable, the date of an amendment to the RFQ containing the terms, requirements, or form that are the subject of the protest; or (b) the tenth (10th) calendar day before the due date for the submission of Respondent's SOQ. Protests on the RFQ will not be received after the 10th calendar day before the due date for submission of Respondent's SOQ.

During the pendency of a protest, the procurement process shall continue unless the CEO issues a written finding that it is in the best interests of AlexRenew to suspend or delay all or part of the procurement process.

## **8.3 Protest of the Shortlist Decision**

Only Respondents who submitted SOQs may protest the Shortlist decision. Respondents shall do so by filing a protest with the CEO within 14 calendar days after the receipt of AlexRenew's official letter notifying the Respondent that it was not selected to the Shortlist. Shortlisted Respondents shall have no right to protest any Shortlist decision.

AlexRenew will continue the procurement process notwithstanding the filing of a protest regarding the Shortlist decision, unless the CEO, in his/her sole discretion, finds that continuation of the procurement process for the Shortlisted Respondents would be not be in AlexRenew's best interests.

For any protest of the Shortlist decision, the term "Interested Parties" shall be limited to the Shortlisted Respondents.

## **9 MISCELLANEOUS**

### **9.1 Minority and Women’s Business Enterprises (MBE/WBE) Goals**

Respondents are on notice that the Design-Build Contract resulting from this procurement will be subject to the Virginia Department of Environmental Quality’s (VDEQ) VCWRLF and the U.S. Environmental Protection Agency’s Water Infrastructure Finance and Innovation Act (WIFIA) goals for Disadvantaged (DBE), Minority and Women’s Business Enterprises.

Should WIFIA and/or VCWRLF funding contribute to this Project, the Design-Build Contract will be subject to the EPA’s DBE rule program requirements. To that end, AlexRenew encourages the involvement of MBEs, WBEs and other DBEs as partners, subconsultants, and subcontractors:

- A. Fair Share Objectives (MBE/WBE goals);
- B. Good Faith Efforts;
- C. Recordkeeping and Reporting (including MBE/WBE utilization reporting);
- D. New Contract Administration Requirements and Forms; and
- E. New Bidders List Requirements.

Respondents are encouraged to utilize small, minority-owned, local metro area and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Business Assistance <http://www.dba.state.va.us>; the Virginia Department of Minority Business Enterprise <http://www.dmbes.state.va.us/>; local chambers of commerce and other business organizations.

### **9.2 No Obligations for Proposal Costs**

AlexRenew assumes no obligations, responsibilities, nor liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ, or the subsequent RFP. All such costs shall be borne solely by each Respondent and its team members. Notwithstanding the above, AlexRenew intends to provide those Shortlisted Respondents who submit a responsive Proposal to the RFP, but who are not awarded the Design-Build Contract, a Proposal Payment in consideration for ownership of the information provided in the Proposal. AlexRenew anticipates the value of the Proposal Payment will be between Three Hundred Thousand and Five Hundred Thousand dollars (\$300,000 and \$500,000). The terms for attaining such Proposal Payment will be identified in the RFP.

### **9.3 Competing Statement of Qualifications**

A Respondent and its Affiliates, or a member of the Respondent's team and any Affiliates of such member, shall not be allowed to submit a competing SOQ as another Respondent, or as a member of another Respondent’s team. The following definitions apply:

- A. “Respondent” is the entity that will enter into the Agreement with AlexRenew and does not include subcontractors and subconsultants that do not directly execute the Agreement with AlexRenew.

- B. “Affiliate” means with respect to any particular company or entity, a company or entity that: (a) owns and controls, directly or indirectly, such company or entity; (b) is owned and controlled, directly or indirectly, by such company or entity; or (c) is owned and controlled, directly or indirectly, by the same company or entity that owns and controls such company or entity. The term “control” for purposes of this definition means ownership, directly or indirectly, of fifty percent (50%) or more of the issued voting shares of a company or entity or ownership of equivalent rights to determine the decisions of such company or entity or having the right to appoint at least fifty percent (50%) of the members of the board of directors of such company or entity.

#### **9.4 Licenses and Registrations**

Each Respondent must include in its team a Virginia-licensed Class A Contractor and a Virginia registered architect or engineer, all licensures and registrations effective as of the date of receipt of the SOQ. Additional team members may require Class A and professional engineer licensing in Virginia at the RFP step of this two-step procurement process, depending upon the level of involvement either by percentage or value of work performed.

#### **9.5 Obligation to Keep the Team Intact**

The team proposed by Respondent, including but not limited to the Respondent’s organizational structure, Lead Contractor(s) and Lead Designer(s), Key Personnel, subcontractor(s) and/or subconsultant(s) and other individuals identified pursuant to Section 3.7, shall remain on the Respondent’s team for the duration of the procurement process and, if the Respondent is awarded the Design-Build Contract, the duration of the Design-Build Contract. The Respondent shall not change or substitute any Key Personnel except due to voluntary or involuntary termination of employment, retirement, death, disability, incapacity, or as otherwise approved by AlexRenew. Any proposed change of Key Personnel must be submitted in writing to AlexRenew’s POC, who, in his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Respondent’s team at any time during the procurement process may result in the elimination of the Respondent from further consideration. Job duties and responsibilities of Key Personnel shall not be delegated to others for the duration of the Design-Build Contract.

#### **9.6 Conflict of Interest**

Each Respondent shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this procurement. Respondents are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Respondent shall submit in writing the pertinent information to AlexRenew’s POC.

AlexRenew, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this procurement that cannot be mitigated, shall not be allowed to participate as a Design-Builder for the

Project. Failure to abide by AlexRenew's determination in this matter may result in an SOQ or Proposal being declared non-responsive.

Any entities currently participating in the capacity of Owner's Advisor for RiverRenew are precluded from participating in this procurement. Due to engagements with AlexRenew related to RiverRenew, the following entities are deemed to have a conflict, which prevents such entities from submitting SOQs in response to this solicitation or subsequent Proposals in response to the RFP: Brown and Caldwell, Inc., JCK Underground, GEI Consultants, Aldea Services LLC, InterAgency, Inc., West Cary Group, IPS, Applied Science, Wetland Studies and Solutions, Inc./Davey, R20 Consulting, Capital Project Strategies, Sylvesters, LLC, Wirthlin Consulting Group, LLC, and Dewberry.

### **9.7 Ethics in Public Contracting Act**

AlexRenew may, in its sole discretion, disqualify the Respondent from further consideration for the award of the Design-Build Contract if it is found after due notice and examination by AlexRenew that there is a violation of the Ethics in Public Contracting Act, § 2.2-4367 of the Virginia Code, or any similar statute involving the Respondent in the procurement of the contract.

### **9.8 Virginia Freedom of Information Act**

All SOQs submitted to AlexRenew become the property of AlexRenew and are subject to the disclosure requirements of § 2.2-4342 of the Virginia Public Procurement Act and the Virginia Freedom of Information Act (FOIA) (§ 2.2-3700 et seq. of the Code of Virginia). Respondents are advised to familiarize themselves with the provisions of each Act referenced herein to ensure that documents identified as confidential will not be subject to disclosure under FOIA. In no event shall the AlexRenew be liable to a Respondent for the disclosure of all or a portion of an SOQ submitted pursuant to this request not properly identified as confidential.

If a Respondent has special concerns about information which it desires to make available to AlexRenew but which it believes constitutes a trade secret, proprietary information, or other confidential information exempted from disclosure, such Respondent should specifically and conspicuously designate that information as such in its SOQ and state in writing why protection of that information is needed. The Respondent should make a written request to AlexRenew's POC. The written request shall:

- A. Invoke such exemption upon the submission of the materials for which protection is sought;
- B. Identify the specific data or other materials for which the protection is sought;
- C. State the reasons why the protection is necessary; and
- D. Failure to take such precautions prior to submission of an SOQ may subject confidential information to disclosure under the Virginia FOIA.

Respondents shall not designate as trade secrets or proprietary information (a) the Respondent's entire SOQ; (b) any portion of the SOQ that does not contain trade secrets or proprietary information; or (c) any line item or total prices. Nothing contained in this provision shall modify or amend requirements and obligations imposed on AlexRenew by applicable law, and the applicable law(s) shall control in the event of a conflict between the procedures described above and any applicable law(s).



In the event AlexRenew receives a request for public disclosure of all or any portion of an SOQ identified as confidential, AlexRenew will attempt to notify the Respondent of the request, providing an opportunity for such Respondent to assert, in writing, claimed exemptions under the FOIA or other Virginia law. AlexRenew will come to its own determination whether or not the requested materials are exempt from disclosure. In the event AlexRenew elects to disclose the requested materials, it will provide the Respondent advance notice of its intent.

Because of the confidential nature of the evaluation and negotiation process associated with this Project, and to preserve the propriety of each Respondent's SOQ, it is AlexRenew's intention, subject to applicable law, not to consider a request for disclosure until after AlexRenew's issuance of a Notice of Intent to Award. Respondents are on notice that once a Design-Build Contract is executed, some or all of the information submitted in the SOQ may lose its protection under the applicable Virginia law.

### **9.9 Compliance with the Law in Virginia**

Failure to comply with the law with regard to those legal requirements in Virginia (whether federal or state) regarding a Respondent's ability to lawfully offer and perform any services proposed or related to the Project may render an SOQ submittal or RFP submittal, in the sole and reasonable discretion of AlexRenew, non-responsive and/or non-responsible, and in that event such SOQ submittal or RFP submittal may be returned without any consideration or evaluation for selection of contract award.

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**Attachment A**  
**RFQ-19-079 Checklist**

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## RFQ-19-079 Checklist

**RESPONDENT NAME:** Click or tap here to enter text.

The purpose of the RFQ Checklist is to aid the Respondent to ensure all submittal requirements have been included in the Respondent’s SOQ and to provide a page reference indicating the location of each submittal requirement in the SOQ.

Section	Contents	Checklist	SOQ Page Reference
–	Cover Page	<input type="checkbox"/>	
–	RFQ-19-079 Checklist	<input type="checkbox"/>	
–	Flash Drive and Certification Letter	<input type="checkbox"/>	
–	Table of Contents	<input type="checkbox"/>	
1	Submittal Letter	<input type="checkbox"/>	
2	Team Organization and Commitment	<input type="checkbox"/>	
3	Related Project Experience	<input type="checkbox"/>	
4	Project Risks and Mitigation	<input type="checkbox"/>	
5	Safety Program and Record	<input type="checkbox"/>	
Appendix A	Resumes	<input type="checkbox"/>	
Appendix B	OSHA Form 300A	<input type="checkbox"/>	
Appendix C	Other Forms and Required Documents	<input type="checkbox"/>	
Appendix D	Audited Financial Reports and Net Worth (in a separate sealed envelope)	<input type="checkbox"/>	

**ADDENDA ACKNOWLEDGEMENT.** Your signature below serves as your acknowledgment that all addenda have been received and incorporated into the SOQ submission. Check all that apply.

- Addendum No. 1  
  Addendum No. 2  
  Addendum No. 3  
  Addendum No. 4  
 Addendum No. 5  
  Addendum No. 6  
  Addendum No. 7  
  Addendum No. 8

Click or tap here to enter text.

Name and Title (Respondent’s authorized representative)

\_\_\_\_\_

**Authorized Signature**

Click or tap here to enter text.

**Date**

**RETURN THIS FORM WITH SOQ.**

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**Attachment B**  
**SCC Form**

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## Compliance with Virginia Law for Transacting Business in Virginia

The undersigned hereby agrees that, if AlexRenew accepts your SOQ for professional services in conjunction with this RFQ, you meet the requirements of Virginia Code § 2.2-4311.2.

Please complete the following by checking the appropriate line that applies and providing the requested information:

- A.  Respondent is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Respondent's Identification Number issued to it by the SCC is or tap here to enter text.. (The SCC number is NOT your federal ID number).
- B.  Respondent is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Respondent's Identification Number issued to it by the SCC is or tap here to enter text..
- C.  Respondent does not have an Identification Number issued to it by the SCC and such Respondent does not require authorization to transact business in Virginia by the SCC for the following reason or reasons. (Please add additional pages if necessary).

Click or tap here to enter text.

**Legal Name of Company (as listed on W-9)**

Click or tap here to enter text.

**Legal Name of Respondent**

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**Authorized Signature**

Click or tap here to enter text.

**Date**

**RETURN THIS FORM WITH SOQ.**

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