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Request for Proposals (RFP) for:
Construction Management Services

RFP 25-002

July 23, 2024

Proposals shall only be submitted electronically via e-mail to Igor Scherbakov, Procurement Manager, at CMServices-25-002@alexrenew.com on or before 2:00 PM ET, September 10, 2024. Paper copies will not be accepted. AlexRenew will conduct an Information Session and Site Tour for this solicitation on July 30, 2024, from 10:00 AM to 12:00 PM ET at AlexRenew's Environmental Center, Conference Room 600.

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1 INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority d/b/a AlexRenew submits this Request for Proposals (RFP) to solicit Proposals from those entities (Respondents) interested in providing construction management (CM) services in support of AlexRenew's capital improvement program (CIP) projects, resident engineering and inspection (RE&I) services related to selected CIP projects, and job order contract (JOC) support and oversight. It is anticipated that the successful Respondent will enter into a professional services contract (Contract) with AlexRenew. This solicitation is being conducted as a competitive negotiation for professional services, in accordance with Virginia Code § 2.2-4302.2. AlexRenew may decide to include additional services in the Contract by amendment.

Respondent's Proposal must meet all requirements established by this RFP. Requirements of this RFP 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 Proposal. Failure to meet any RFP requirement may render a Respondent's Proposal non-responsive. The extent to which a Respondent meets or exceeds evaluation factors will be rated by AlexRenew and be reflective of AlexRenew's scoring (in its sole discretion) of a Respondent's Proposal.

The successful Respondent will be precluded from providing services, in any other capacity, to contractors or design-builders, directly or indirectly, related to the Tertiary Systems Upgrade Project Progressive Design-Build. Respondents are also on notice that the CM Services Team may be precluded from participating in future AlexRenew procurements for design services on future capital projects bid during this Contract if AlexRenew determines, in its sole discretion, that the CM Services Team's participation would create an unacceptable conflict of interest.

1.1 Definitions

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

- A. **Business Day:** Any day on which the Owner is open for business.
- B. **Contract:** The contract resulting from this solicitation.
- C. **CM Services Team:** The successful Respondent selected to perform the services associated with this solicitation.
- D. **Key Personnel:** For the purposes of this RFP, those individuals identified by a Respondent under Section 3.4.
- E. **Owner:** AlexRenew.
- F. **Procurement:** The Owner's process for selecting the CM Services Team to provide services.
- G. **Proposal:** The document submitted by a Respondent in response to this RFP, including any completed forms, attachments, and exhibits.
- H. **Respondent:** The entity that submits a Proposal in response to this RFP.
- I. **Request for Proposals (RFP):** This Procurement document.

2 BACKGROUND INFORMATION

2.1 Overview of AlexRenew

Established in 1952 by the Alexandria City Council, AlexRenew’s mission is to clean wastewater to protect public health and Alexandria’s waterways. 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 \$1.2 billion and treats approximately 38 MGD (up to 116 MGD during wet weather) of wastewater at its water resource recovery facility (WRRF), located in Alexandria, Virginia.

The WRRF treats wastewater through preliminary, primary, and secondary treatment processes followed by chemical addition for phosphorus removal, sedimentation, filtration, ultraviolet (UV) disinfection, and post aeration. Solids processing includes gravity thickening of primary and tertiary sludge, mechanical thickening of waste-activated sludge, centrifuge dewatering, lime addition, and landfill disposal.

2.2 Overview of AlexRenew’s Major Capital Projects and IRR Program

AlexRenew is implementing major capital projects through its CIP to improve the reliability and performance of its solids, preliminary and primary, and tertiary processes. Table 2.1 highlights further details on the four major capital projects including anticipated construction schedules.

Table 2.1. AlexRenew’s Major Capital Projects

Project:	Solids Upgrade Program
Construction Estimate:	\$175M (Class V Estimate)
Notice to Proceed	May 2024
Construction Schedule:	December 2025 – December 2030
Delivery Method:	Construction Management At-Risk
Contractor:	PC Construction
Description:	AlexRenew has identified several upgrades to enhance the reliability of its aging solids processes and equipment. The Solids Upgrade Program includes replacements to our thickening and dewatering equipment, gravity thickeners, and digester heat exchangers and mixers. The Program will decommission our pasteurization system and install a new solids dryer facility. Future technologies, such as pyrolysis, may be piloted with operational support provided throughout the pilot's duration.

Project:	Preliminary and Primary Systems Upgrade (PPSU) Project
Construction Estimate:	\$60M (Class V Estimate)
Notice to Proceed	July 2024
Construction Schedule:	January 2026 - June 2030
Delivery Method:	Construction Management At-Risk
Contractor:	Ulliman Schutte
Description:	The PPSU Project plans to improve and rehabilitate the preliminary and primary processes located in Buildings A, K, and the Primary Settling Tanks (PSTs). The improvements in Building A include coarse screen upgrades, a third coarse screen, raw sewage pump upgrades, and raw sewage conduit rehabilitation. Building K improvements include fine screen upgrades, new screenings and grit conveyance, new truck loading technology, new grit washers, scum concentrator upgrades, and a mix of new vortex grit separators and stacked tray grit separators. Lastly, the improvements around the PSTs include primary sludge pump upgrades, refurbishment of the Primary Weir Observation House, relocation of the existing walkway, repair of the PST effluent channel and control structures, and replacement of the PST influent baffles, slide gates, scum skimmers, and handrails.

Project:	Tertiary Systems Upgrade Project
Construction Estimate:	\$30M (Class V Estimate)
Notice to Proceed:	November 2026
Construction Schedule:	December 2026 – Spring 2029
Delivery Method:	Progressive Design-Build
Contractor:	To be determined
Description:	The Tertiary Systems Upgrade Project will assess, repair, and upgrade the tertiary treatment systems that are reaching the end of their useful life. The project will include improvements to the tertiary effluent filters, tertiary settling tanks, and chemical dosing systems.

Project:	Centrate Pretreatment (CPT) Project
Construction Estimate:	\$10M (rough order of magnitude)
Construction Schedule:	January 2025 – Spring 2026
Delivery Method:	Design-bid-build
Contractor:	To be determined
Description:	The CPT Project will upgrade the CPT system to a modernized continuous flow DEMON system. The work will include new flow-through baffles, parabolic screens, submersible pumps, wedge wire screens, instrumentation, and associated piping and cleaning.

The anticipated construction areas at the WRRF for the projects referenced above are illustrated in Figure 2.1. Other projects already underway or anticipated to be underway at the time of Contract execution are also shown for reference. As is depicted in the figure, the WRRF is a highly constrained

site. The efficient coordination of construction at all these sites while maintaining the safety of all AlexRenew staff and compliance of plant operations is essential to AlexRenew.



Figure 2.1 Construction locations for AlexRenew’s Major Capital Projects

In addition to the projects outlined above, AlexRenew has an improvement, renewal, and replacement (IRR) program to address ongoing construction and maintenance needs to equipment and processes. In July 2023, AlexRenew awarded three Job Order Contracts (JOC) to support the IRR program. As of July 2024, a total of \$1.7 million of work has been completed under the JOCs, with examples of task orders that include:

- A. Valve modifications at the Four Mile Run Pumping Station
- B. Gravity thickener repairs
- C. Primary sludge loop cleaning and valve replacements
- D. Coarse screen repairs
- E. Water line repairs
- F. Heat exchanger cleaning and repairs
- G. Raw activated sludge pump replacements
- H. Roadway repairs

AlexRenew anticipates the continued use of these JOCs to support its IRR program.

2.3 Reference Documents

AlexRenew has included the following reference documents in a SharePoint site:

- A. Preliminary/Primary System Upgrades Schematic Design Report, March 2024
- B. Preliminary/Primary System Upgrades Schematic Design Drawings, March 2024
- C. Solids Upgrade Program (CMAR) 30% Design Package – Memo, May 2024
- D. Solids Upgrade Program (CMAR) 30% Design Package – Drawings, May 2024
- E. AlexRenew WRRF Tertiary Settling Tanks Upgrade Draft Preliminary Engineering Report, February 2024
- F. Effluent Filters Condition Assessment and Proposed Repair Plan Technical Memorandum, April 2024

To request access to the SharePoint site with these reference documents, please submit an e-mail request with the subject “Request for Reference Documents SharePoint Access RFP-25-002” to CMServices-25-002@alexrenew.com. The e-mail should provide the list of individuals who would like access including the following information: individual name, individual title and company, and individual’s e-mail address.

2.4 Scope of Services

The CM Services Team scope will include broad, overall, construction management oversight of, and support of AlexRenew’s major capital projects through (a) management of the resident engineers for the Solids and PPSU projects, (b) RE&I services for the Tertiary and CPT projects, and (c) JOC support and oversight. Table 2.2 provides greater detail on anticipated scope.

Table 2.2. RFP-25-002 Anticipated Scope

CM Oversight	Tertiary and Centrate Pretreatment RE&I	Job Order Contract Support and Oversight
<ul style="list-style-type: none"> • Construction management Information System (CMIS) software implementation and management (including software selection) • Change management • Monthly reporting to Owner on cost and schedule • Coordination across projects (i.e. traffic, safety, space, plant impacts, etc.) • Oversight of resident engineers for the Solids Upgrade Program and PPSU Project 	<ul style="list-style-type: none"> • Progress meetings • Submittal review • Contractor schedule review • Contractor payment application reviews • Risk monitoring • Permit compliance and coordination • Non-conformance notices, requests for information, etc. • Owner training • Commissioning and closeout • Inspection services 	<ul style="list-style-type: none"> • Scope coordination between Owner, contractors, and engineers • Price proposal review and negotiation • Prepare independent cost estimates • Inspection services • Contractor payment application review • Progress meetings • Submittal review • Document control • Commissioning and closeout

The draft scope of services is included in the sample professional services agreement in Attachment A. It is anticipated that the Contract will be managed by AlexRenew as outlined in the organizational chart shown as Figure 2.2.

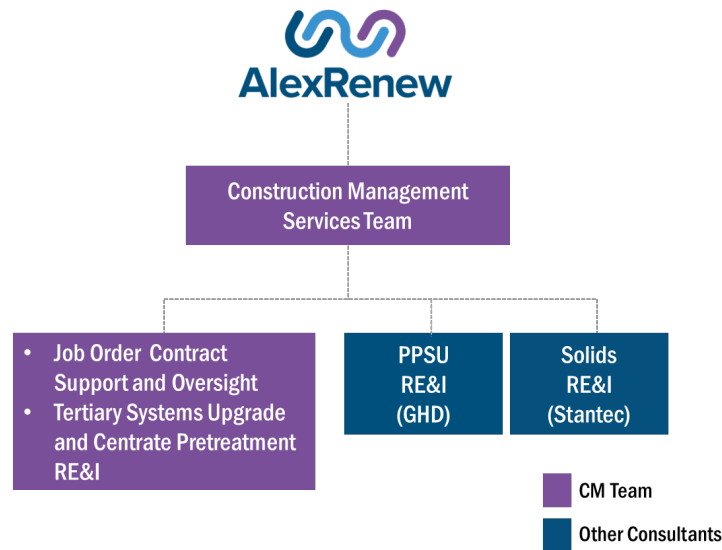


Figure 2.2. CM Services Organizational Chart

During the duration of the Contract, other CIP projects and/or IRR program work may require CM and RE&I services. If AlexRenew determines that CM and/or RE&I services are required for such projects, AlexRenew may elect to add those services as amendments to this Contract.

2.5 Anticipated Contract Terms and Conditions

AlexRenew anticipates using a contract based on the most current Engineer Joint Contract Documents Committee (EJCDC) CMA-501, revised as determined by AlexRenew. The contract is provided as Attachment A.

2.6 Procurement Schedule

AlexRenew anticipates conducting the Procurement in accordance with the list of milestones outlined in Table 2.3. 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 RFP 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.

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

Table 2.3. Procurement Schedule

Date	Activity
July 23, 2024	Issue RFP
July 30, 2024	Pre-proposal Meeting and Site Tour 10:00 AM to 12:00 PM ET
August 23, 2024	Last Date to Submit Questions Regarding RFP; 2:00 PM ET
September 3, 2024	Last Day for AlexRenew to Issue Addenda
September 10, 2024	Proposals Due; 2:00 PM ET
October 21-25	Interviews
October 2024	Notifications to Respondents of Selection
November 2024	Contract Approval by AlexRenew Board of Directors
November 2024	Anticipated Notice to Proceed for Contract

2.7 AlexRenew Point of Contact

AlexRenew’s sole point of contact (POC) for matters related to Procurement shall be Igor Scherbakov. AlexRenew’s POC is the only individual authorized to discuss this Procurement with any interested parties, including Respondents. All communications outside of the Information Meeting and Site Tour and with AlexRenew’s POC about the Project or this Procurement shall be in writing, as required by applicable provisions of this RFP.

Igor Scherbakov
 AlexRenew
 Procurement Manager
CMServices-25-002@alexrenew.com

Prior to the award of the 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 and any other staff or entities contributing to the development of the Project. 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 PROPOSAL CONTENTS

Respondents are advised that the Proposal shall include specific information that will demonstrate the qualifications and experience required by this RFP. The Proposal shall 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 Proposal 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 Proposal. If the Respondent has concerns about information included in its Proposal that may be deemed confidential, the Respondent shall adhere to the requirements set forth by Section 8.6.

3.1 Cover Page

Include a cover page that contains the following title "Proposal for Contract 25-002: Construction Management Services." The cover shall also include the name of the Respondent. The cover need not identify any other entities other than the Respondent, but may contain other items (photos, logos, etc.) at the discretion of the Respondent.

3.2 Table of Contents

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

3.3 Submittal Letter

Each Respondent shall provide a Submittal Letter on the Respondent's letterhead that formally conveys the Proposal to AlexRenew. The letter must be signed by the Respondent's authorized representative who is empowered to sign such material and to commit the Respondent to the representations and obligations contained in the Proposal. If the Respondent is a corporation, an authorized officer shall sign his/her name and indicate his/her title beneath the full corporate name.

3.4 Team Organization and Key Personnel

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

- A. Provide a one-page organization chart illustrating the Respondent's team structure and information on the entities comprising the Respondent's team. The organization chart should illustrate the Respondent's approach to managing all aspects of the Contract.
- B. A narrative describing the organization chart's structure and how it demonstrates the Respondent's ability and capacity to provide the services described in Section 2.4.
- C. Provide Key Personnel as follows, with demonstrated experience within active wastewater treatment facilities, in their proposed roles:

1. **Construction Manager.** Responsible for overseeing all services related to this Contract and be the day-to-day point of contact for AlexRenew. A professional engineer or Certified Construction Manager is preferred.
 2. **CMIS Lead.** Responsible for procurement, development, implementation, training, and management of the construction management information system (CMIS) and administering the CMIS during the Contract
 3. **Change Management Lead.** Responsible for developing necessary procedures and templates to implement and manage the contract change process across all projects.
 4. Two (2) additional individuals that the Respondent wishes to propose as Key Personnel who it deems important to achieving the Contract goals, with the understanding that by naming such individuals, the terms of Section 8.3 will apply. Include the role and function of proposed personnel and the value they add to the projects.
- D. Provide information that demonstrates the experience of the proposed Key Personnel, including:
1. A narrative that describes the individual's academic and professional qualifications and experience as it relates to the Contract and to the individual's specified role; and
 2. Full resumes (up to 2 pages in length for the Construction Manager, up to 1 page in length for all other Key Personnel) in Appendix A highlighting experience in the proposed role and clearly stating their role on this Project, include a small headshot of the individual.
- E. Provide information that summarizes the experience of the proposed Key Personnel, as well as Key Personnel reference projects and references as described in 1-6 below. Information should be provided in the table format shown in Table 3.1.
1. Role;
 2. Name;
 3. Total years of experience;
 4. Years with current firm/entity;
 5. Reference Projects. Two (2) reference projects with emphasis on project(s) completed while employed with the current firm/entity; and
 6. References. Two (2) project references; one reference tied to each reference project.

Table 3.1. Summary of Key Personnel Experience

Key Personnel Role	Firm Name	Years of Experience	Years with Firm	Reference Project(s)	Reference(s)
Construction Manager	Firm name	Total years of experience	# years with Firm	<ul style="list-style-type: none"> Project Name Project Owner Project Location Role on project One (1) sentence description of work performed. 	<ul style="list-style-type: none"> Name Title Address Phone E-mail
				<ul style="list-style-type: none"> Project Name Project Owner Project Location Role on project One (1) sentence description of work performed. 	<ul style="list-style-type: none"> Name Title Address Phone E-mail
CMIS Lead	" "	" "	" "	" "	" "
Change Management Lead	" "	" "	" "	" "	" "
Respondent Identified Key Personnel 1	" "	" "	" "	" "	" "
Respondent Identified Key Personnel 2	" "	" "	" "	" "	" "

3.5 Proposed Approach and Related Experience

Provide brief narratives demonstrating the Respondent’s understanding of the services of this Contract and a detailed description of the tasks and duties required to implement this scope of work from pre-construction through commissioning. Include proposed staffing and level of staffing required for the projects based on Respondent’s understanding. For each approach, provide example projects that demonstrate the Respondent’s ability to perform proposed approach.

- A. **Approach to Delivering Construction Management Services for PPSU and Solids.** Describe Respondent’s methodology to provide CM services for the PPSU and Solids projects as described in Table 2.2. Detail should be provided of how the Respondent intends to integrate with the Owner and coordinate throughout the plant to ensure the success of the Solids and PPSU projects. Using the template provided as Table 3.2, provide two (2) example projects demonstrating the Respondent’s experience in providing these services associated with advanced wastewater treatment plant rehabilitation, upgrade, and expansion projects.
- B. **Approach to Delivering Resident Engineering and Inspection Services.** Describe Respondent’s methodology to provide RE&I services for the Contract as described in Table 2.2. Using the template provided as Table 3.2, provide one (1) example project demonstrating the

Respondent's experience in providing these services associated with advanced wastewater treatment plant rehabilitation, upgrade, and expansion projects.

- C. **Approach to Delivering Job Order Contract Oversight Services.** Describe Respondent's methodology to oversee JOCs as described in Table 2.2. Using the template provided as Table 3.2, provide one (1) example project demonstrating the Respondent's experience in providing these services.
- D. **Approach to Delivering and Managing a CMIS.** Describe Respondent's approach to work with the Owner to select a CMIS software, develop, train users, and configure CMIS software for use, and manage the software for use across all projects identified in Table 2.1. Using the template provided as Table 3.2, provide one (1) example projects demonstrating the Respondent's experience in providing these services.

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

- A. The name, location, service type (CM, RE&I, JOC, or CMIS), description, and total construction value of the project. The delivery method (design-build, construction manager at-risk, design-bid-build, task order based, etc.) under which the project was designed and constructed.
- B. The name of the client/owner and contact information including the name, phone number, and e-mail for a person representing the client/owner who was in responsible charge of the project and knowledgeable of the Respondent's role and work.
- C. The date the project started and the actual project completion date.
- D. The Respondent's role and scope performed on the project.
- E. Roles and responsibilities of Key Personnel.
- F. Summarize the relevant technical scope elements (see Section 2.4)
- G. Describe how the project is applicable to the services in this Contract.

Table 3.2. Related Project Experience Summary

Project Name: Location:		Service Type: (CM, RE&I, JOC, or CMIS)	
Project Description		Total Construction Value	
		Notice to Proceed Date	
		Actual Completion Date	
		Delivery Method	
		Owner/Client Reference	
		Organization	
		Name	
		Role	
		Phone	
		E-mail	
Respondent's Role and Scope		Key Personnel and Role(s)	
Relevant Technical Scope Elements			
Applicability to this Contract's Scope of Services			

3.6 Respondent's Commitment to Safety

Provide an outline of the Respondent's corporate safety program and a narrative of the proposed approach for coordinating the safety programs across all entities included in the services in this Contract. Include a description of safety programs or procedures that would be applicable to the services in the Contract, including but not limited to worker safety, owner safety, community safety, and visitor safety. Submittals of complete safety manuals are not required nor desired.

3.7 Other Forms and Required Documents

3.7.1 RFP-25-002 Cover Sheet

Complete the RFP-25-002 Cover Sheet included as Attachment B and include it as the first page of the Proposal.

3.7.2 RFP-25-002 Checklist

Respondents shall complete the RFP-25-002 Checklist provided as Attachment C and include it in the Proposal. The purpose of the RFP Checklist is to aid the Respondent in ensuring all submittal requirements have been included and to provide a page reference indicating the location of each submittal requirement in the Respondent's Proposal. The RFP Checklist is provided to assist the Respondent in preparing its Proposal as a guide only – it does not absolve the Respondent from meeting all requirements of the RFP.

3.7.3 SCC Registration

Any Respondent organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a limited liability partnership shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper and full legal name of the firm or entity and the identification number issued to the Respondent by the Virginia State Corporation Commission must be written in the space provided on the State Corporation Commission (SCC) Form provided as Attachment D. Any Respondent that is not required to be authorized to transact business in the Commonwealth shall include in its proposal a statement describing why the Respondent is not required to be authorized.

4 EVALUATION OF PROPOSALS

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

Table 4.1. Evaluation Factors and Weighting

Evaluation Factor	Weighting (percentage)
Team Organization and Key Personnel	65
Approach and Related Experience	30
Commitment to Safety	5

Each evaluation factor has an assigned maximum weight as indicated above. The Submittal Letter and all additional requirements and submittals from Section 3.7 are considered pass/fail submissions.

AlexRenew may identify two (2) or more proposals deemed fully qualified, responsible, and suitable. These Respondents may be invited to individual discussions to demonstrate their ability to provide the services required under this Contract. Respondents selected for individual discussions will be encouraged to elaborate on their approach, Key Personnel, experience, and qualifications. Details will be provided when individual discussions are scheduled.

At the conclusion of the individual discussions, AlexRenew will enter into negotiations with the highest ranked Respondent. The parties may negotiate changes in the proposal if deemed in the best interest of AlexRenew. Negotiations may include, but are not limited to:

- A. Contract Terms (example Professional Services Agreement to be provided as an addendum).
- B. Contract start dates and durations.
- C. Contract scope of work and deliverables.
- D. Staffing levels and hours.
- E. Proposed personnel.
- F. Contract pricing.
- G. Contract start date.

If a contract can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to AlexRenew, the award shall be made to that Respondent. Otherwise, negotiations with the Respondent ranked first shall be formally terminated and negotiations conducted with the Respondent ranked second, and so on through those Respondents deemed fully qualified, responsible, and suitable until such a contract can be negotiated at a fair and reasonable price.

Should AlexRenew determine, at its sole discretion, that only one Respondent is fully qualified, or that one Respondent is clearly more highly qualified and suitable than the others under consideration following receipt and evaluations of proposals, AlexRenew may enter into negotiations with that Respondent without creating a shortlist or having further individual discussions.

When AlexRenew has decided to award the Contract and successfully completed negotiation of the Contract with such Respondent, the result of such decision will be posted on the AlexRenew website.

5 PROPOSAL SUBMITTAL REQUIREMENTS

5.1 Format

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

Proposals shall be organized as outlined in Table 5.1.

Table 5.1. Proposal Outline

Proposal Section	Contents	Page Limit
--	Cover Page	N/A
--	RFP-25-002 Cover Sheet	N/A
--	Table of Contents	N/A
1	Submittal Letter	1
2	Team Organization and Key Personnel	6
4	Proposed Approach and Related Experience	9
5	Commitment to Safety	1
Appendix A	Resumes	2 pages for CM 1 page for others
Appendix B	RFP 25-002 Checklist	N/A
Appendix C	SCC Registration Form	N/A

Pages shall be 8.5-inch by 11-inch with minimum of 0.5-inch margins. Minimum font size shall be 11 point. Figures and tables may use a minimum font size of 9 point. All content shall be in English.

Any 11-inch by 17-inch pages will count as two (2) page-equivalents and shall be formatted to print single sided.

Unnecessarily elaborate materials beyond that sufficient to present a complete and effective SOQ are not desired.

5.2 Submission

Proposals must be delivered electronically **via e-mail ONLY** to the following contact, marked with the Respondent's name no later than the time and date deadline specified in this RFP:

Igor Scherbakov
 Procurement Manager
CMServices-25-002@alexrenew.com

E-Mail Subject for Proposal Submission: RFP-25-002 [RESPONDENT'S NAME]

Proposals received after the submission date and time prescribed herein will not be considered and will be returned to the Respondent. If confirmation of Proposal receipt is needed, please use the "Request Delivery Receipt" or similar e-mail option when submitting the Proposal. Paper copies of Proposals will not be accepted.

6 QUESTIONS AND ADDENDA

6.1 Questions and Clarifications

All questions and requests for clarification regarding this Procurement shall be submitted to AlexRenew's POC via e-mail 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 e-mail communications to AlexRenew from Respondents shall specifically reference the correspondence as being associated with "CM Services RFP-25-002."

All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.6 . 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 Procurement, in the form of addenda, may be issued between the release and submission dates. Receipt and incorporation of all addenda into the Proposal must be acknowledged in the RFP-25-002 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 RFP in whole or in part at any time prior to the execution by AlexRenew of a contract, without incurring any obligations or liabilities.
- B. The right to issue a new RFP.
- C. The right to reject any and all submittals, responses, and Proposals received at any time.
- D. The right to modify any or all dates set or projected in this RFP.
- E. The right to terminate evaluations of responses received at any time.
- F. The right to suspend and terminate the Procurement process for this Contract, at any time.
- G. The right to revise and modify, at any time prior to the Proposal submittal date, factors it will consider in evaluating responses to this 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 RFP until such time as AlexRenew declares in writing that a particular stage or phase of its review of the responses to this RFP has been completed and closed.
- I. The right to issue addenda, supplements, and modifications to this RFP, including but not limited to modifications of evaluation factors or methodology and weighting of evaluation factors.
- J. The right to permit submittal of addenda and supplements to data previously provided with any response to this RFP until such time AlexRenew declares in writing that a particular stage or phase of its review of the responses to this RFP 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 RFP to seek an improved understanding and evaluation of the responses to this RFP.
- 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 RFP, 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 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 a Proposal, accept and review a non-conforming Proposal, or seek clarifications or supplements to a Proposal.

- R. The right to disqualify any Respondent that changes its submittal without AlexRenew approval.
- S. The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to the RFP.

8 MISCELLANEOUS

8.1 Remedies

Respondents may refer to Sections 2.2-4357 through 2.2-4366 of the Code of Virginia to determine their remedies concerning this competitive process.

8.2 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 Procurement. All such costs shall be borne solely by each Respondent.

8.3 Obligation to Keep the Team Intact

The team proposed by Respondent, including but not limited to the Respondent's organizational structure and other individuals identified pursuant to Sections 3.4 and 3.5, shall remain intact for the duration of the Procurement and, if the Respondent is awarded the Contract, the duration of the 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 organizational structure and/or Key Personnel at any time during Procurement 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 Contract.

8.4 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 provide the pertinent information in a separate letter addressed to AlexRenew's POC along with its Proposal.

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 in this Procurement. Failure to abide by AlexRenew's determination in this matter may result in a Proposal being declared non-responsive.

8.5 Ethics in Public Contracting Act

AlexRenew may, in its sole discretion, disqualify the Respondent from further consideration for the award of the 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 et seq. of the Virginia Code, or any similar statute involving the Respondent in the procurement of the Contract.

8.6 Virginia Freedom of Information Act

All Proposals 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 AlexRenew be liable to a Respondent for the disclosure of all or a portion of a Proposal 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 Proposal 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 a Proposal 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 PROPOSAL OR (B) ANY PORTION OF THE PROPOSAL THAT DOES NOT CONTAIN TRADE SECRETS OR PROPRIETARY INFORMATION.

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 a Proposal 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 with advance notice of its intent.

8.7 Compliance with the Law in Virginia

Failure to comply with the law regarding those legal requirements in Virginia (whether federal or state) about a Respondent's ability to lawfully offer and perform any services proposed or related to the Project may result in AlexRenew determining that the Respondent is non-responsible, and/or that the Respondent should be disqualified from participation in the Procurement.

8.8 Debarment and Other Adverse Contract Actions

If any Respondent entity or individual serving as an officer, director, owner, project manager, procurement manager or chief financial officer of the Respondent entity has experienced one or more of the following incidences over the past five (5) years, the 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 due to its 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 any federal, state, or local government, or by any agency of such government.

8.9 Non-Discrimination

AlexRenew does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a Respondent because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

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Attachment A
Sample Professional Services Agreement

To be issued via addendum.

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Attachment B
RFP-25-002 Cover Sheet

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RFP-25-002 Cover Sheet

Issue Date:

RFP #: 25-002

Proposals submitted to AlexRenew: No later than 2:00 PM ET, September 10, 2024

Location of Submission: Electronically via e-mail

Contract Administrator: Igor Scherbakov
Procurement Manager
CMServices-25-002@alexrenew.com

Proposal Submitted by:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

TIN or SSN: _____

Alexandria Professional &
Occupational License Tax #: _____

License # and Specialty: _____

Business Classification (check all that apply):

- | | | | |
|---|--------------------------------------|--|---|
| <input type="checkbox"/> Minority Owned | <input type="checkbox"/> Woman Owned | <input type="checkbox"/> Veteran Owned | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> State Incorporated |
| <input type="checkbox"/> Small | <input type="checkbox"/> Large | | |

Attestation:

The undersigned offers and agrees that the terms, conditions and detailed information provided herein, including all appendices attached hereto, will serve as the basis for a professional services contract, if awarded thereto.

Name and Title (Respondent's authorized representative)

Authorized Signature

Date

SUBMIT THIS FORM WITH YOUR PROPOSAL

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Attachment C
RFP-25-002 Checklist

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RFP-25-002 Checklist

Respondent Name: Click or tap here to enter text.

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

Contents	Checklist	Proposal Page Reference
Cover Page	<input type="checkbox"/>	
Cover Sheet	<input type="checkbox"/>	
This Checklist	<input type="checkbox"/>	
Table of Contents	<input type="checkbox"/>	
Submittal Letter	<input type="checkbox"/>	
Team Organization and Key Personnel	<input type="checkbox"/>	
Proposed Approach and Related Experience	<input type="checkbox"/>	
Commitment to Safety	<input type="checkbox"/>	
Resumes	<input type="checkbox"/>	
SCC Registration Form	<input type="checkbox"/>	

ADDENDA ACKNOWLEDGEMENT. Your signature below serves as your acknowledgment that all addenda have been received and incorporated into the Proposal 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

Name and Title (Respondent's authorized representative)

Authorized Signature

Date

RETURN THIS FORM WITH YOUR PROPOSAL.

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Attachment D
SCC Registration Form

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Compliance with Virginia Law for Transacting Business in Virginia

The undersigned hereby agrees that, if AlexRenew accepts your Proposal for services in conjunction with this RFP, 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 [Click 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 [Click 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).

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

Name and Title (Respondent's authorized representative)

Authorized Signature

Date

RETURN THIS FORM WITH YOUR PROPOSAL.

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