

AlexRenew
1800 Limerick Street
Alexandria, VA 22314
alexrenew.com

Board of Directors
John Hill, Chair
James Beall, Vice Chair
Adriana Caldarelli, Sec'y-Treas
Mark Jinks
Rebecca Hammer

Chief Executive Officer
Justin Carl, PE

General Counsel
Amanda Waters



Request for Proposals for:

**Basic Ordering Agreement (BOA) for Professional
Engineering Services**

RFP-25-001

August 13, 2024

Proposals shall only be submitted electronically via e-mail to Igor Scherbakov, Procurement Manager, at BOA-25-001@alexrenew.com on or before 2:00 PM ET, October 1, 2024. Paper copies will not be accepted. AlexRenew will conduct a Preproposal Meeting and Site Tour for this solicitation on August 20, 2024 from 10:00 AM to 12:00 PM ET at AlexRenew's Environmental Center (1800 Limerick St., Alexandria, VA 22314), Conference Room 600.

THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

1 INTRODUCTION 3
2 BACKGROUND INFORMATION 5
3 PROPOSAL CONTENTS 10
4 EVALUATION OF PROPOSALS 16
5 PROPOSAL SUBMITTAL REQUIREMENTS 18
6 QUESTIONS AND ADDENDA 20
7 RIGHTS AND RESERVATIONS OF ALEXRENEW 21
8 MISCELLANEOUS 23

LIST OF ATTACHMENTS

- ATTACHMENT A. OVERVIEW OF ALEXRENEW WRRF TREATMENT PROCESSES
- ATTACHMENT B. SAMPLE PROFESSIONAL SERVICES AGREEMENT
- ATTACHMENT C. RFP-25-001 COVER SHEET
- ATTACHMENT D. RFP-25-001 CHECKLIST
- ATTACHMENT E. SCC REGISTRATION FORM

THIS PAGE INTENTIONALLY LEFT BLANK

1 INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority d/b/a AlexRenew presents this Request for Proposals (RFP) to solicit Proposals from qualified entities (Respondents) interested in providing Professional Engineering Services in support of AlexRenew's Capital Improvement Program (CIP) and Improvement, Renewal, and Replacement (IRR) Program. It is the intent of this RFP to establish one or more open ended time and material contracts for Professional Engineering services on an "as needed" basis for a one-year base period with three additional option years, in accordance with Virginia Code § 2.2-4303.1. The number of awarded contracts will depend on the number and quality of the proposals received. This solicitation is being conducted as a competitive negotiation for professional services, in accordance with Virginia Code § 2.2-4302.2.

The successful Respondent(s) must demonstrate proven portfolio and project management skills as well as technical competence in wastewater facilities engineering. These skills are required to support the development and implementation of AlexRenew's CIP and IRR Program and to meet a variety of related engineering and/or operations and maintenance (O&M) needs that may arise during the period of service for this Contract. Further, the successful Respondent(s) must be knowledgeable in performance evaluations and troubleshooting, planning, alternative evaluations, design, construction, and commissioning of wastewater treatment facilities; and have the capability to provide business process support, regulatory services support, interceptor and pumping station support, and staff augmentation support as needed.

A 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 providing services as the Tertiary Systems Upgrade Project Owner's Advisor 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.

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. **Engineer:** 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 Engineer 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 (Board) 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 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, and land application disposal.

The City of Alexandria owns the majority of the collection system throughout Alexandria. AlexRenew owns and operates approximately 20 miles of large interceptors and trunk sewers to convey wastewater flows from the collection system to AlexRenew’s WRRF. AlexRenew also operates and maintains five pump stations throughout Alexandria.

See Attachment A for an overview of AlexRenew WRRF treatment processes.

2.2 AlexRenew’s Strategic Plan 2024-2029

In January 2024, AlexRenew’s Board refreshed the vision, mission, and strategic goals for the organization. This refresh culminated in a new strategic plan for 2024-2029 developed by staff. The strategic goals are integrated into AlexRenew’s daily operations, challenging the team to build a more resilient, sustainable, and equitable organization. AlexRenew’s vision is “Every drop of water contributes to a thriving community and healthy environment for all.” Its mission is to “Treat wastewater to protect public health and the waterways that connect us.” Its refreshed strategic goals are:

- **Operational Excellence.** Taking proactive steps to meet current and future challenges
- **Thriving Workforce.** Investing in our staff and fostering a culture of belonging
- **Strategic Partnerships.** Promoting watershed-level thinking through collaboration and advocacy
- **Environmental Sustainability.** Being good stewards of our resources to minimize our impact on the environment
- **Commitment to the Community.** Strengthening connections with the public and providing affordable service

The strategic plan is available on AlexRenew’s website at: <https://alexrenew.com/our-strategic-plan>.

2.3 AlexRenew's Environmental Justice Policy

In December 2023, AlexRenew's Board approved an environmental justice policy. In the policy, AlexRenew affirms and commits to pursuing the goals of environmental justice to prevent and mitigate disproportionate environmental impacts of its activities on the community it serves. An assessment is currently underway to evaluate AlexRenew's progress toward its commitments, identify gaps, and recommend potential short-, medium-, and long-term actions to implement.

AlexRenew's Environmental Justice Policy is available on AlexRenew's website at: <https://alexrenew.com/environmental-justice-policy>.

2.4 AlexRenew's CIP and IRR Program

AlexRenew manages its capital projects through its CIP and IRR Program. The IRR Program addresses smaller capital construction and maintenance needs for equipment and processes. In July 2023, AlexRenew awarded three Job Order Contracts (JOC) to support its IRR Program. As of July 2024, a total of \$1.7 million of work has been completed under the JOCs. For some task orders, engineering design support is needed. Examples of previous task orders that necessitated engineering design support include:

- Valve modifications at the Four Mile Run Pumping Station;
- Methanol system improvements;
- Primary sludge pump replacements;
- Digester flair system repairs;
- Sodium hypochlorite system repairs; and
- Tertiary settling tank valve replacements.

The CIP and IRR Program are summarized in a 10-year plan, updated annually, and is a key element in planning for and managing to future regulatory compliance through small- and large-scale capital investments. AlexRenew's CIP and IRR Program budget for FY2025-2034 is \$878.1 million.

AlexRenew's FY2025-2034 CIP and IRR Program is included in the FY2025 Operating and Capital Budget available at AlexRenew's website: <https://alexrenew.com/who-we-are/budget-and-reports>.

2.5 Overview of Potential Scope of Services

The scope of services for this solicitation is intended to provide AlexRenew with professional engineering services in support of the development and implementation of its CIP and IRR Program. However, AlexRenew reserves the right to solicit separately for professional engineering services for specific projects or programs if it deems to be in the best interest of AlexRenew. Work will be issued on a task order basis. Tasks orders anticipated under this Contract include, but are not limited to:

- **Owner's Advisor for the Tertiary System Upgrade Project.** Act as the Owner's agent over the life of the project. AlexRenew's tertiary treatment system includes plate settlers, settling tanks, mixed-media filters, valving, pumps and complex control networks. The system was constructed in 1975 and upgraded in 1985 and 2004. The system's equipment is reaching the end of its expected useful life and has become difficult to maintain. Assessments performed in recent years have identifying upgrades to address equipment issues and improve the reliability of the system. Owner's Advisor duties may include:

- Procurement assistance (e.g., development of Request for Qualifications and Request for Proposals including technical and performance requirements; managing the procurement process, participating in proprietary meetings, serving as a technical advisor to the Owner, assisting with evaluation, and preparing documents for AlexRenew Board approval);
 - Preconstruction and design phase assistance (e.g., assisting with collaborative development and review of designs, cost, and schedule; supporting the Owner's project manager in coordination with the selected design-builder and Owner's construction manager); and
 - Construction phase assistance (e.g., supporting the Owner's project manager with design-related reviews, including Release for Construction documents, shop drawings, submittals, and changes on the project, and in coordinating with the selected design-builder and Owner's construction manager).
- **Job Order Contract Design Support.** For task orders needing engineering support, develop related design documents and provide engineering services during construction, to support work performed under any of the three (3) JOCs. Refer to section 2.4 for examples of previous task orders.
 - **Four (4) MGD WRRF Expansion Alternative Analysis and Design.** Analyze hydraulic, treatment, and infrastructure options to expand the WRRF's dry weather capacity by four (4) MGD. Prepare related studies or designs as required.
 - **Environmental Justice Policy Implementation Support.** Support the implementation of recommendations from the Environmental Justice Policy assessment that is currently underway as described in Section 2.3.
 - **Sustainability Assistance.** Support AlexRenew's sustainability initiatives, including working with AlexRenew sustainability staff to develop a sustainability plan, developing specifications for capital projects to audit and reduce energy consumptions, updating AlexRenew's sustainable purchasing policy, conducting power monitoring studies, investigating opportunities for onsite renewable energy generation, maximizing reclaimed water usage, and optimizing the use of biogas.
 - **Campus-wide Electrical System Upgrade Support.** Provide evaluation, planning, and design services related to a campus-wide upgrade of AlexRenew's electrical systems.
 - **Campus-wide HVAC System Upgrade Support.** Provide evaluation, planning, and design services related to a campus-wide upgrade of AlexRenew's HVAC systems.
 - **CIP Planning Support.** Support AlexRenew's CIP planning process through the provision of related services, such as project scoping, cost estimating/projecting, template development, and reporting. Assist in the identification and development of process improvements related to the annual planning, budgeting, and tracking of the 10-year CIP;
 - **Pilot Support for Artificial Intelligence, Robotic Process Automation, Machine Learning, and Other Smart Technologies.** Evaluate potential technologies and identify opportunities to leverage them; design/implement/evaluate related pilot programs.

Individual Task Orders may require supervision, manpower, materials, equipment, and supplies necessary to complete any services outlined above and/or identified over the life of this Contract.

All proposals must meet or exceed the requirements contained herein. All Respondents must be able to provide engineering and other professional services to help support AlexRenew's CIP and IRR Program. Specialties may include general civil engineering, mechanical, electrical and plumbing (MEP)

engineering, architectural services, wastewater engineering, land surveying, hydraulics engineering, hydrology, environmental studies, public communications, community engagement and outreach, public utility management, cost estimation, project- and portfolio-management services, operations and maintenance support, process troubleshooting, SCADA programming services, permitting services and other services as needed to fulfill AlexRenew's needs. Other types of professional and non-professional services of a nature consistent with the intent of this RFP may be required as so directed by AlexRenew.

Evaluations, investigations including bench- and/or pilot- studies, alternative analysis, planning reports and recommendations, cost and time estimates, scopes of work to form the basis for future capital and/or IRR projects, feasibility studies, facilities plans and/or master plan reports, design, preparation of bid documents (including drawings in latest AutoCAD version and specifications), bidding services, commissioning, operations and maintenance (O&M) support, and field investigations and/or inspections may be required as so directed by AlexRenew.

Professional involvement throughout all phases of the project delivery including but not limited to development of programs, preparation of reports, preparation for and participation in briefings and presentations to staff groups, citizen groups, AlexRenew Board, and Federal or State agencies as appropriate may be required as so directed by AlexRenew.

All services shall be performed in compliance with industry standards of practice and all federal, state, and local laws, ordinances and regulations including EPA, Virginia Department of Environmental Quality (VDEQ), Virginia State Health Department, VOSHA (Virginia Occupational Safety and Health Agency) and OSHA rules and regulations.

2.6 Anticipated Contract Terms and Conditions

AlexRenew anticipates using a contract based on the most current Engineer Joint Contract Documents Committee (EJCDC) E-505, revised as determined by AlexRenew. The sample contract is provided as Attachment B.

2.7 Procurement Schedule

AlexRenew anticipates conducting the Procurement in accordance with the list of milestones outlined in Table 2.1. 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 a non-mandatory Preproposal Meeting and Site Tour for this RFP at AlexRenew's Environmental Center (1800 Limerick St., Alexandria, VA 22314) in Conference Room 600 (Ed Semonian Board Room). Respondents are limited to five (5) participants per team at the Preproposal Meeting and Site Tour.

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

Table 2.1. Procurement Schedule

Date	Activity
August 13, 2024	Issue RFP
August 20, 2024	Preproposal Meeting and Site Tour 10:00 AM to 12:00 PM Local Time
September 17, 2024	Last Date to Submit Questions Regarding RFP; 2:00 PM Local Time
September 24, 2024	Last Day for AlexRenew to Issue Addenda
October 1, 2024	Proposals Due; 2:00 PM Local Time
November 18-20, 2024	Interviews
December 2024	Notifications to Respondents of Selection
December 2024	Contract Approval by AlexRenew Board
January 2025	Anticipated Notice to Proceed for Contract

2.8 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 Preproposal Meeting and Site Tour 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
BOA-25-001@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 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 25-001: Basic Ordering Agreement for Professional Engineering 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 Commitment

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. A one-page organizational chart illustrating the Respondent's overall team structure and information on the entities comprising the Respondent's team. Include a narrative describing the chart's structure and how it demonstrates the Respondent's ability and capacity to provide the services described in Section 2.5.
- B. A one-page organization chart to illustrating the Respondent's team structure *specific* to supporting the Tertiary Systems Upgrade Project as the Owner's Advisor. Include a narrative describing the chart's structure and how it demonstrates the Respondent's ability and capacity to provide the specific Owner's Advisor services related to the Tertiary Systems Upgrade Project as described in Section 2.5.
- C. Key Personnel as follows, with demonstrated experience in their proposed roles:

1. **Project Manager.** A Virginia-licensed professional engineer who will provide project management services and be the day-to-day point of contact for AlexRenew on all matters associated with this Contract. This individual shall be an experienced wastewater treatment professional with strong technical and management skills. This individual shall be responsible for the overall coordination and integration of all work under the Contract and for ensuring a coordinated and consistent approach to the execution of all work, including adherence to safety, quality, budget, schedule, and project delivery standards in alignment with AlexRenew requirements and expectations.
 2. **Lead Wastewater Engineer.** A licensed and qualified individual who will provide knowledge and expertise related to the wastewater process design elements of the work.
 3. **Tertiary Systems Upgrade Project Owner's Advisor Lead.** A licensed and qualified individual who will provide knowledge and expertise to serve in the lead role for Owner's Advisor for the Tertiary Systems Upgrade Project as described in Section 2.5.
 4. **Sustainability Lead.** A competent and experienced individual who will provide knowledge and expertise in response to the anticipated sustainability elements of the work described in Section 2.5.
 5. **CIP Specialist.** A competent and experienced individual who will provide knowledge and expertise in response to the anticipated CIP planning elements of the work described in Section 2.5.
- 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 this Contract and to the individual's specified role; and
 2. Full resumes (up to 2 pages in length for the Project 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 entity;
 5. Reference Projects. Two (2) reference projects with emphasis on project(s) completed while employed with the current 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	Name	Years of Experience	Years with Entity	Reference Project(s)	Reference(s)
Project Manager	Firm/Staff name	Total years of experience	# years with entity	<ul style="list-style-type: none"> • Project Name • Proj. Owner • Proj. Location • Role on project • One (1) sentence description of work performed. 	<ul style="list-style-type: none"> • Name • Title • Address • Phone • Email
				<ul style="list-style-type: none"> • Project Name • Proj. Owner • Proj. Location • Role on project • One (1) sentence description of work performed. 	<ul style="list-style-type: none"> • Name • Title • Address • Phone • Email
Lead Wastewater Engineer	“ ”	“ ”	“ ”	“ ”	“ ”
Tertiary Systems Upgrade Project Owner’s Advisor Lead	“ ”	“ ”	“ ”	“ ”	“ ”
Sustainability Lead	“ ”	“ ”	“ ”	“ ”	“ ”
CIP Specialist	“ ”	“ ”	“ ”	“ ”	“ ”

3.5 Proposed Approach and Related Experience

Provide brief narratives demonstrating the Respondent’s understanding of the services of this Contract and detailed description of tasks and duties required to implement the potential scope of work based on the Respondent’s understanding. For each approach, provide example projects that demonstrate the Respondent’s ability to perform the proposed approach.

- A. **Approach to Delivering Wastewater Treatment Plant Design Services.** Describe the Respondent’s methodology to providing design and support services related to wastewater treatment plant processes (liquids, solids, gasses) and related elements, such as hydraulic analysis, system modeling, technology evaluations, and the provision of mechanical, HVAC, and electrical components/services. Using the template provided as Table 3.2, provide three (3) example projects demonstrating the Respondent’s experience in providing services associated with advanced wastewater treatment plant rehabilitations, upgrades, and expansion projects. The three (3) example projects shall be organized as follows:
- One (1) project that included a HVAC system upgrade;
 - One (1) project that included an electrical system upgrade; and
 - One (1) project highlighting general experience with wastewater treatment plant design services.

- B. **Approach to Delivering Owner’s Advisor Services.** Describe the Respondent’s methodology to provide Owner’s Advisor services for the Tertiary Systems Upgrade Project. 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 Sustainability Assistance.** Describe the Respondent’s methodology to provide Sustainability Assistance services. 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.
- D. **Approach to Delivering CIP Planning Support.** Describe the Respondent’s methodology to provide CIP planning, reporting, and cost estimating services. 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.

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 (Wastewater Treatment Plant Design, Owner’s Advisor Services, Sustainability Assistance, or CIP Planning Support), 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 performed, designed, and/or 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 2.5succ)
- 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: (See Section 3.5)			
Project Description		Total Contract 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 Experience with Environmental Justice Implementation

AlexRenew anticipates selecting and implementing actions identified through the environmental justice assessment described in Section 2.3, with potential implementation support from the successful Respondent. Provide a narrative of the Respondent's experience in supporting a utility,

community, or organization in implementing strategies, policies, programs, etc. related to environmental justice. Using one (1) project/program example, describe the project (including drivers/goals/challenges), stakeholders, associated environmental justice elements/actions, and results as well as the Respondent's role, scope of work, and approach.

3.7 Other Forms and Required Documents

3.7.1 RFP 25-001 Cover Sheet

Complete the RFP-25-001 Cover Sheet included as Attachment C and include it as the first page of the Proposal.

3.7.2 RFP 25-001 Checklist

Respondents shall complete the RFP-25-001 Checklist provided as Attachment D 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 E. 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.

Execute and return the SCC Registration Form for each Respondent business entity. Provide the name, registration number, type of corporation, and status.

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	60
Proposed Approach and Related Experience	35
Experience with Environmental Justice Implementation	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 Respondents. 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.
- B. Contract start dates and durations.
- C. Contract scope of work and deliverables.
- D. Staffing levels and hours.
- E. Proposed personnel.
- F. Contract pricing.

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. Notwithstanding the foregoing, because the terms and conditions for multiple awards are included in this RFP, AlexRenew may award contracts to more than one Respondent.

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-25-001 Cover Sheet	N/A
--	Table of Contents	N/A
1	Submittal Letter	1
2	Team Organization and Key Personnel	14
3	Proposed Approach and Related Experience	10
4	Experience with Environmental Justice Implementation	1
Appendix A	Resumes	1 page per resume, up to 2 pages for Project Manager's resume
Appendix B	RFP 25-001 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 Proposal 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
BOA-25-001@alexrenew.com

E-Mail Subject for Proposal Submission: RFP 25-001 [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 email 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 "BOA for Professional Engineering Services RFP-25-001."

All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.7. 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-25-001 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.

THIS PAGE INTENTIONALLY LEFT BLANK

Attachment A
Overview of AlexRenew WRRF Treatment Processes

THIS PAGE INTENTIONALLY LEFT BLANK

The following figures illustrate the liquids and solids treatment processes at AlexRenew's WRRF.

Figure A.1. Overview of WRRF Liquids Treatment

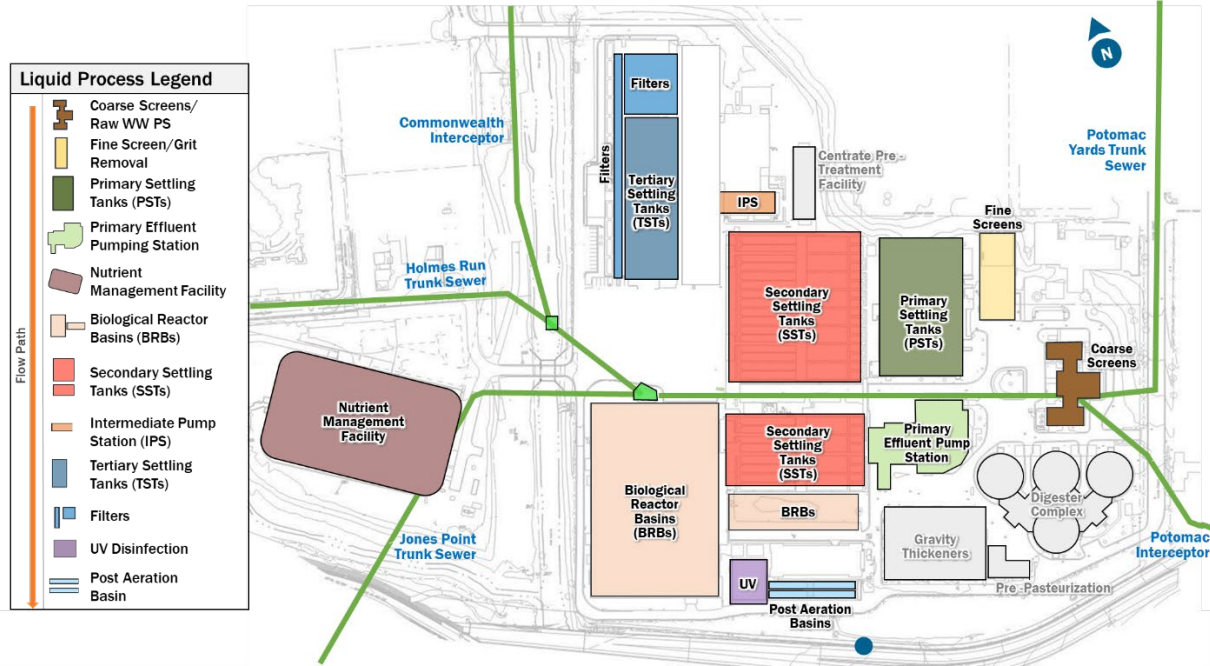


Figure A.2. Overview of WRRF Liquids Treatment Flow Schematic

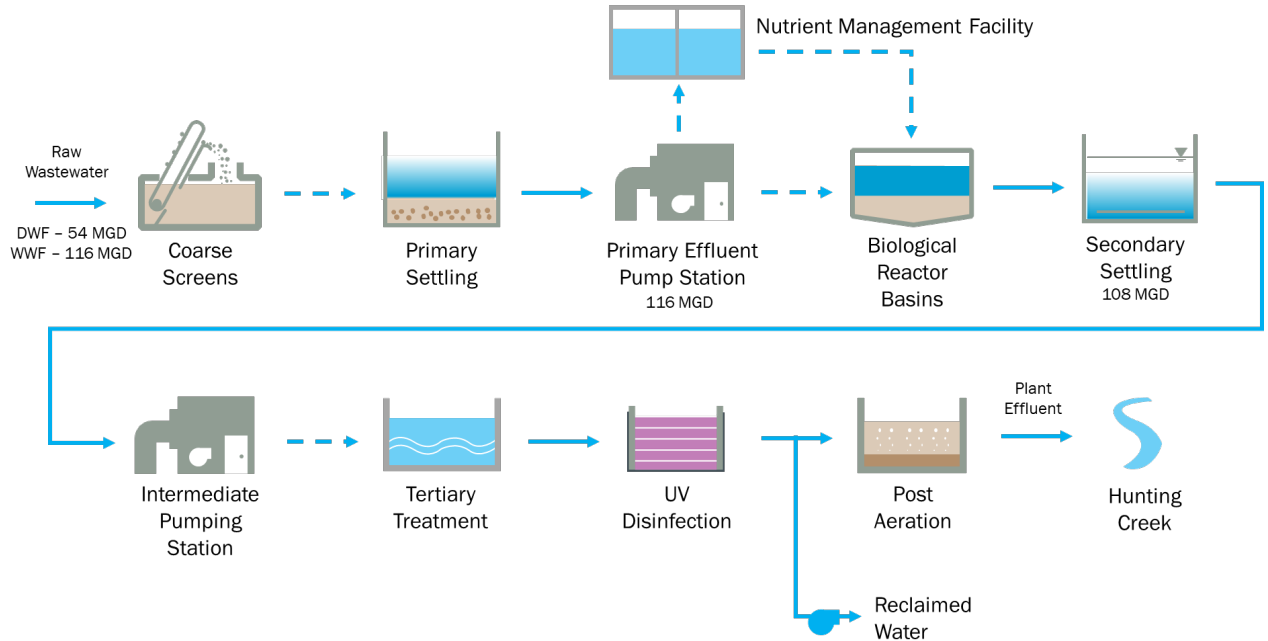


Figure A.3. Overview of WRRF Solids Treatment

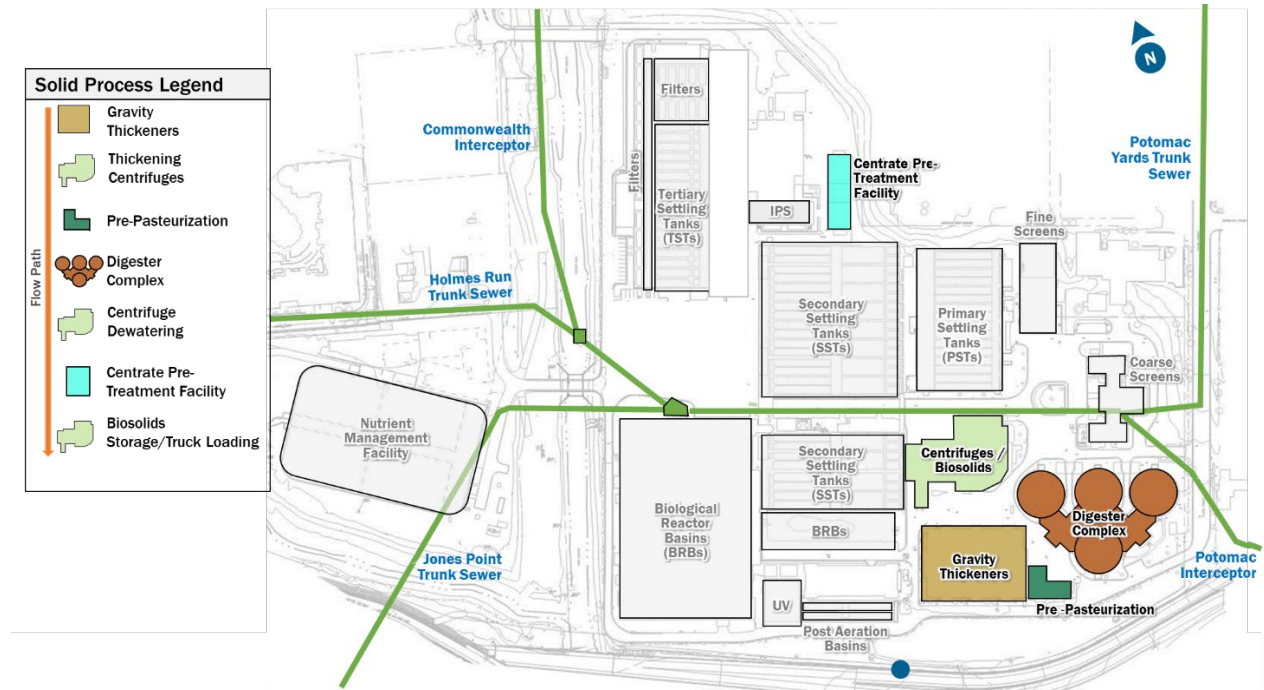
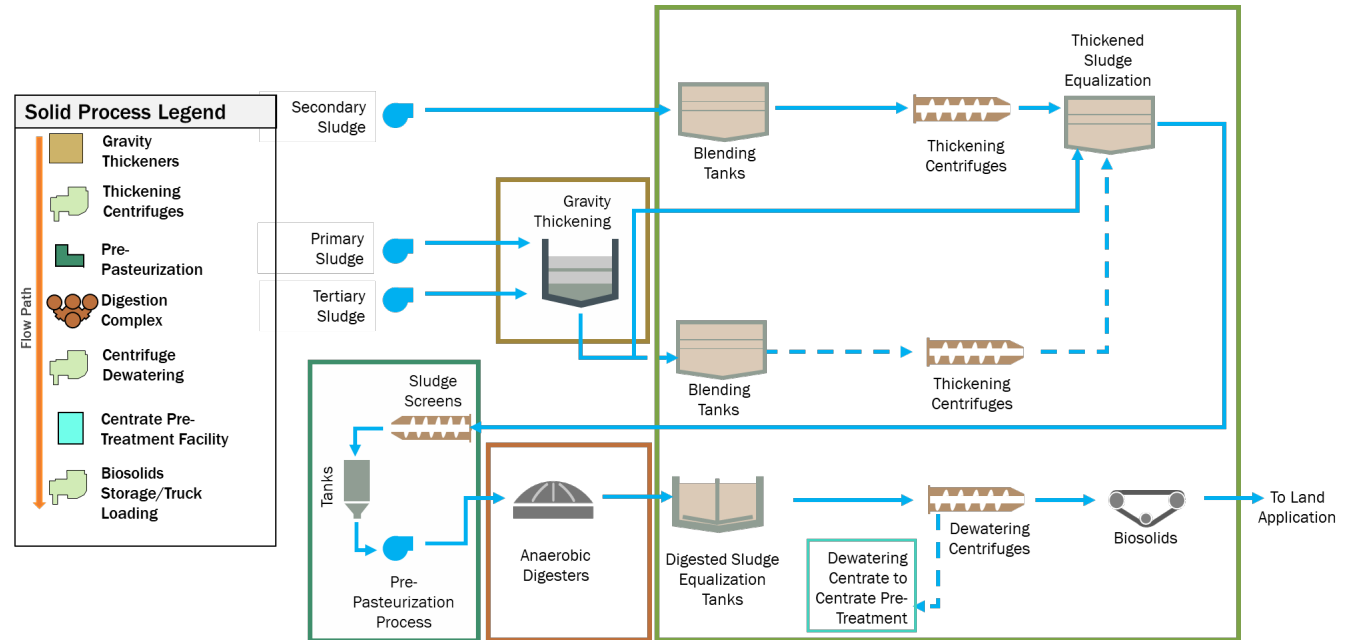


Figure A.4. Overview of WRRF Solids Treatment Flow Schematic



Attachment B
Sample Professional Services Agreement

To be issued via addendum.

THIS PAGE INTENTIONALLY LEFT BLANK

Attachment C
RFP 25-001 Cover Sheet

THIS PAGE INTENTIONALLY LEFT BLANK

RFP 25-001 Cover Sheet

Issue Date:

RFP #: 25-001

Proposals submitted to AlexRenew: No later than 2:00 PM ET, October 1, 2024

Location of Submission: Electronically via e-mail

Contract Administrator: Igor Scherbakov
Procurement Manager
BOA-25-001@alexrenew.com

Proposal Submitted by:

Name: _____

Address: _____

Telephone: _____

Email: _____

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

THIS PAGE INTENTIONALLY LEFT BLANK

Attachment D
RFP-25-001 Checklist

THIS PAGE INTENTIONALLY LEFT BLANK

RFP 25-001 Checklist

RESPONDENT NAME: Click or tap here to enter text.

The purpose of the RFP 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"/>	
Approach to Support AlexRenew's Environmental Justice Policy	<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.

THIS PAGE INTENTIONALLY LEFT BLANK

Attachment E
SCC Registration Form

THIS PAGE INTENTIONALLY LEFT BLANK

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.

THIS PAGE INTENTIONALLY LEFT BLANK