

Procurement Department  
T: (703) 335-8925



BNP RFP

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## REQUEST FOR PROPOSALS (RFP)

Date: February 11, 2026

**SOLICITATION NUMBER:** SA 2619  
**TITLE:** Employee Benefits and Total Compensation Consulting Services  
**RFP CLOSING DATE/TIME:** March 17, 2026, at 10:00 A.M. (EST)  
**PRE-PROPOSAL CONFERENCE:** February 18, 2026, at 10:00 A.M. (EST)  
**QUESTION DEADLINE:** February 25, 2026, at 12:00 Noon (EST)  
**SUBMIT 1 ORIGINAL, 2 COPIES & 1 USB THUMB DRIVE OF YOUR PROPOSAL TO:**

**STREET ADDRESS:**  
Prince William Water  
Procurement Department  
Attn.: Aziza Kamal, Procurement Officer II  
4 County Complex Court  
Woodbridge, VA 22192

In compliance with this Request for Proposals (RFP) and all the conditions imposed in this RFP and hereby incorporated by reference, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed Proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title Printed

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

**Note:** Prince William Water does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## RFP SUBMISSION FORM

Name of RFP: **Employee Benefits and Total Compensation Consulting Services**

RFP Number: **SA 2619**

Closing Date/Time: **March 17, 2026, at 10:00 A.M. (EST)**

### SECTION I - COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

\_\_\_\_\_ FAX No: \_\_\_\_\_

Remittance Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Indicate Which: Corporation ☐ Partnership ☐ Sole Prop. ☐

Minority Owned/Controlled Bus.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Small Bus.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Women Owned/Controlled Bus.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Disabled Veteran:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your firm is certified by any of the business types listed above, provide your certification number, the date issued and the name of the organization that issued the certification.					
Certification No. _____ Certification Date: _____ Issuing Organization: _____					

Organized under the laws of the State of \_\_\_\_\_

Principal place of business at \_\_\_\_\_

Parent Company if any \_\_\_\_\_

Subsidiaries or Affiliated Entities

Performing Work if any: \_\_\_\_\_

SCC: \_\_\_\_\_

FEIN: \_\_\_\_\_

Following are the names and address of all persons having an ownership interest of 3% or more in the Company: (Attach more sheets if necessary)

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Name

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Address

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#### SECTION II - CONFLICT OF INTERESTS

This solicitation is subject to the provisions of Section 2.2-3100 et. seq., Virginia Code Annotated and the State and Local Government Conflict of Interests Act.

The Offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

#### SECTION III – COLLUSION

I certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and may result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for the Offeror.

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Signature

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Date

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Name (Printed)

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Title

**OFFEROR MUST COMPLETE AND RETURN THIS FORM WITH ITS PROPOSAL PACKAGE**

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**Request For Proposals (RFP) - SA 2619**  
**Employee Benefits and Total Compensation Consulting Services**

**SECTION 1 INTRODUCTION**

Prince William Water is a public utility chartered by the Prince William Board of County Supervisors. Prince William Water is an independent body responsible for providing comprehensive water and sewer services in Prince William County. Prince William Water has approximately 98,000 customers and owns and operates wastewater treatment facilities for the eastern portion of the county.

Prince William Water's population is among the most rapidly growing in the region. In addition, Prince William Water's racially and ethnically diverse population makes it one of the most globally represented communities in the region. The County's workforce is highly skilled and well educated, including a higher than average number of multi-lingual workers. According to one national daily newspaper, "Prince William Water is at the leading edge of a diversity explosion that is currently sweeping the USA". More than half of the County's population is either African American, Hispanic, Asian or some other racial/ethnic minority background.

Prince William Water is dedicated to excellence in providing safe, reliable water service to our customers and returning clean water to the environment, and is guided in all its actions by our vision and values below:

Vision:

Prince William Water is a trusted public steward and nationally recognized model for performance excellence. We reflect the diverse and vibrant community we serve and nurture diversity, equity and inclusion in relationships with our community, customers, businesses and industry colleagues. We create value for our community through our Areas of Excellence.

Values:

Prince William Water is responsible for serving the public and maintaining their trust on a daily basis. Our success is predicated on our job performance, our actions, and our behaviors. The following core values support our vision and culture:

Safety Always  
Customer-First Focus  
Ownership & Integrity  
Respect & Inclusion  
Excellence

The commitment to these values by our employees and by extension, by our service providers, suppliers and contractors, helps us to achieve organizational excellence in our delivery of water, wastewater and public services.

An important part of our procurement program involves a commitment to doing business with Small (including employment service organizations), Minority-owned, Women-owned, and Service-disabled Veteran-owned Business Enterprises (SWaM). The most competitive suppliers will have SWaM utilization plans and will support Prince William Water's supplier-diversity commitment. (Reference Attachment D)

## **SECTION 2 BACKGROUND INFORMATION**

Prince William County Service Authority doing business as Prince William Water (hereinafter referred to as "Prince William Water") seeks qualified consulting firm(s) to assist with various Employee Benefits and Total Compensation Consulting Services on an as-needed basis. The objective of these consulting services is to ensure that Prince William Water remains a highly competitive employer in the Washington, D.C. Metro area and continues to recognize its workforce in the context of a high performing organization. Prince William Water provides a work environment that values employees through outstanding orientation, training, excellent benefits, and a work environment that promotes professional growth in a climate that is conducive to high morale. We strive to make every employee successful in his or her work and career to best serve our customers.

Consulting services requested are intended to ensure that Prince William Water's Total Compensation program remains competitive as measured against the stated goals and objectives of our Compensation philosophy and among identified peer employers and the relevant labor market.

The firm(s) retained will be required to provide advice and assistance on employee benefit programs, compensation programs, and wellness programs including: "best practices", changes in laws and regulations, new and alternative benefit forms, cost-benefit analyses, financing alternatives, administrative practices, and benefit, compensation, and wellness survey and employee/retiree communications to ensure Prince William Water benefits and compensation programs are competitive, cost-effective, and understood and valued by employees.

Services requested may also apply to Prince William Water retirees.

Compensation philosophy and relevant market:

Our compensation philosophy serves as a Total Compensation Program guide for Prince William Water's staff and the Board. The compensation philosophy also identifies peer companies from the labor market, which consists of a variety of comparable public sector and wastewater companies, surrounding governments, and private sector organizations.

The compensation philosophy defines Prince William Water's labor market as:

- I. Surrounding public sector water and wastewater authorities (Fairfax Water, Loudoun Water, Alexandria Renew and DC Water);

- II. Surrounding government employers (Prince William County, Fairfax County and Arlington County); and
- III. Private sector organizations such as Dominion Energy, and other data compiled from applicable private sector organizations in the National Capital Region. Data compiled from applicable private sector organizations is available from published compensation surveys. Examples of these surveys include but are not limited to those conducted by American Water Works Association (AWWA), Economic Research Institute (ERI), National Capital Area Compensation Survey, Pearl Meyer, Western Management Group, and Willis Towers Watson.

### **SECTION 3 PROCUREMENT RULES AND RFP DEFINITIONS**

This RFP, the resulting Proposal document and Contract document shall be consistent with and governed by Prince William Water's Procurement and Contract Management Regulations. In the event of an inconsistency between the solicitation and selection requirements set forth in this RFP versus those set forth in the Procurement and Contract Management Regulations, the inconsistency shall be resolved by giving precedence to the solicitation and selection requirements of the Procurement and Contract Management Regulations.

- A. **IMPORTANT NOTICE TO POTENTIAL OFFERORS:** Receipt of this document does not indicate that Prince William Water has pre-determined Your organization's qualifications to receive a contract or be selected for any work or project. Such determination will be made after the opening and will be based on Prince William Water's evaluation of Your Proposal Package compared to the specific requirements and qualifications contained in this RFP.
- B. Prince William Water has established for purposes of this RFP that the words "shall", "must", or "will" are equivalent in this RFP and indicate a mandatory requirement or condition. Prince William Water may disqualify a Proposal package for failure to comply with any mandatory requirements.
- C. Prince William Water has established for purposes of this RFP that the words "should" or "may" are equivalent in this RFP and indicate very desirable conditions or requirements that are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not cause rejection of a Proposal Package but will be considered in the evaluation process.
- D. **ACCEPTANCE PERIOD:** Unless otherwise specified in the RFP, all formal Proposals submitted shall be binding for one hundred twenty (120) calendar days following Proposal submission date, unless extended by mutual consent of all parties.
- E. General RFP Definitions:



1. **Addendum:** A written or graphic instrument issued prior to the due date and time of Proposals that clarifies, corrects or changes the proposal documents.
2. **Administrative Contracting Officer (ACO) also referred to as Prince William Water Contract Administrator:** Prince William Water representative who manages actions that must be taken to assure full compliance with all of the terms and conditions contained within the resulting Contract Document, including price.
3. **Basic Ordering Agreement (BOA):** A written instrument of understanding negotiated between Prince William Water and the Contractor that contains (1) terms and clauses applying to anticipatory agreements between the parties during its term, (2) a description of the commodities and /or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement. A Basic Ordering Agreement is not a contract.
4. **Change Order:** A written order to the Contractor or executed by Prince William Water, issued after execution of a Contract or purchase order (PO), authorizing and directing an addition, deletion or revision of any nature or an adjustment in the price, schedule, quality or quantity of the Work. Any positive or negative change in the Contract constitutes a Change Order.
5. **Contract:** When used as a proper noun and capitalized the term “Contract” shall mean: The solicitation’s ensuing agreement obligating the Contractor to furnish the goods and/or services promised in exchange for payment from Prince William Water. (When used as a common noun with lower case the term “contract” shall mean: a mutually binding legal agreement between two (2) or more parties.).
6. **Contract Document(s):** Documents which establish the rights and obligations of the and Prince William Water and include: The signed Contract, Addenda (which pertain to the resulting Contract Documents), the Notice to Proceed, together with all written amendments, Change Orders, work change directives, field orders, and engineer’s written interpretations and clarifications issued on or after the effective date of the resulting contract.
7. **Contracting Officer Representative (COR) also referred to as Prince William Water Project Manager:** the representative of the ACO responsible for the inspection and approval or disapproval of all deliverables and payment of invoices under Prince William Water’s Contracts. Designation as a COR does not convey authority to execute Contracts or Change Orders.
8. **Contractor:** The successful Offeror with whom a contract is executed pursuant to this RFP.
9. **Contractor’s Project Manager:** The Contractor’s person responsible for the project.
10. **Day(s):** Calendar Days, unless otherwise specified.
11. **Dollar “\$”:** United States of America dollars.
12. **Key Person (Key Personnel):** Any person or persons whose individual action or inaction can impact the timely accomplishment of the performance objective(s).
13. **Notice to Proceed:** A written notice issued by the Owner to the Contractor fixing the date on which the resulting contract times will commence to run and on which shall start to perform the Work under the resulting Contract Documents.

14. **Offeror:** The professional entity submitting a Proposal Package to Prince William Water in response to this RFP. The term Offeror in some cases refers to the successful Offeror with whom a contract is executed pursuant to this RFP.
15. **Prince William Water: Prince William County Service Authority**
16. **Procurement Officer:** A delegate of the Procurement Manager.
17. **Work Order Agreement or (Work Order):** The Contract Document that Prince William Water will use to place orders for services with the Contractor for services under the BOA.
18. **Proposal or Proposal Package:** The complete submittal from an Offeror.
19. **Procurement Manager:** Prince William Water person that has been legally authorized and responsible to enter into, administer, terminate and otherwise manage contracts subject to any approval thresholds that may be established by Prince William Water's General Manager and Board of Directors.
20. **Responsible Offeror:** An Offeror who has the capability in all respects to perform fully the Contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.
21. **Request for Proposal (RFP):** Request For Proposals; This competitive process whereby Prince William Water is seeking competitive offers to resolve PW Water's need or requirement.
22. **Selection or Evaluation Committee:** any team, committee or other group that evaluates Proposals.
23. **Specifications:** That part of the resulting Contract Documents consisting of written technical descriptions of materials, equipment, systems, standards and workmanship as applied to the Work and certain administrative details applicable thereto.
24. **Subcontractor:** An entity having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the work.
25. **Using Division or Department:** HROD
26. **Work:** The entire project or the various separately identifiable parts thereof required to be performed or furnished under the Contract Documents.
27. The terms "**in writing**" and "**written**" mean documents permanently inscribed or printed on paper, submitted by facsimile (fax), or submitted by e-mail, unless otherwise specified.
28. **You, Your:** Same as Offeror.

## **SECTION 4 SCOPE OF WORK / PROJECT OBJECTIVES AND DELIVERABLES**

### **4.1 Scope of Work / Project Objectives**

See **Attachment A – Scope of Work** for Scope of Work and/ Project Objectives.

## **4.2 Project Deliverables**

Every Work Order Agreement shall list the deliverables to be provided by the Contractor along with the associated timeline and schedule which includes but is not limited to: studies, preliminary engineering reports, design and predetermined milestones, final design, bid documents, etc. Monthly progress reports to be provided for each task in the attached format, capturing at a minimum:

- A. Tasks and description.
- B. List of deliverables and baseline schedule.
- C. Status and schedule update of deliverables.
- D. Key issues requiring resolution.
- E. Identification of regulatory permit requirements and status of such permits.
- F. Name of Prince William Water and Contractor Project Managers.

## **4.3 Non-Exclusive Agreement**

Prince William Water reserves the right to contract the services outlined in this RFP with other firms. Nothing in this RFP, or the resulting agreement, alters or cancels the terms and conditions or prior agreements between Prince William Water and any other firms. The selection of one (1) or more firms should not be interpreted as an exclusive or contractual obligation on the part of Prince William Water to have the selected firms perform all or any of these services. Prince William Water reserves the right to provide any of these services with its own personnel, which in its sole judgment it deems appropriate.

# **SECTION 5 RFP ADMINISTRATIVE REQUIREMENTS AND INSTRUCTIONS**

## **5.1 Proposed Schedule**

The following dates are proposed by Prince William Water; however, the dates and times may be changed as the needs of Prince William Water change. It is solely Your responsibility to stay informed on the dates and times.

- A. RFP release date – February 11, 2026
- B. Pre-Proposal conference – February 18, 2026 at 10:00 A.M. (EST)
- C. Final date to receive written questions – February 25, 2026 at 12:00 Noon (EST)
- D. RFP closing date – March 17, 2026 at 10:00 A.M. (EST)

- E. Offeror interviews/presentations/demonstrations, if requested –TBD or Not Applicable
- F. Anticipated selection of Contractor (s) –TBD or Not Applicable

## **5.2 Delivery of Sealed Proposal Package**

### **DELIVER 1 ORIGINAL, 2 COPIES, AND 1 USB THUMB DRIVE OF PROPOSAL PACKAGE TO:**

Prince William Water  
Procurement Department, Ref: RFP SA 2619  
Attn: Aziza Kamal, Procurement Officer  
4 County Complex Court  
Woodbridge, VA 22192

### **MARK EACH PACKAGE: RFP SA–2619 Employee Benefits and Total Compensation Consulting Services.**

- A. Failure to clearly mark each Proposal Package with this information may cause Prince William Water to inadvertently open the Proposal Package before the closing date and time. If the Proposal Package is inadvertently opened due to lack of markings, Prince William Water staff shall reseal the package, and the package will be opened after the official RFP closing date and time.
- B. To be considered for selection, the complete **sealed** Proposal Package must be *Received and Accepted* in the Procurement Department prior to the closing date and time. An Offeror will not be considered for selection if its Proposal Package is received in the Procurement Department after the closing date and time regardless of when or how it was received by Prince William Water.
- C. Allow sufficient time for transportation and inspection. If You use a third-party carrier (USPS, FedEx, Airborne, UPS, etc.) ensure that the carrier is properly instructed to deliver Your Proposal Package only to the address above.
- D. Prince William Water will **NOT** consider facsimile (fax) or electronic submission of a Proposal Package.

## **5.3 Late Proposal Packages**

- A. Prince William Water will judge any Proposal Package received in the Procurement department after the closing date and time as late and Prince William Water will not open it nor consider it for selection.
- B. Upon receipt at the location specified above, Prince William Water will mark each timely received Proposal Package with the date and time of receipt. Prince William Water will

safeguard Proposal Packages from unauthorized disclosure from the time of receipt, throughout the source selection process, and until selection.

- C. If Prince William Water declares administrative or liberal leave, all scheduled closing dates for that day will be extended until the next business day.

#### **5.4 Pre-Proposal Conference – Non-Mandatory**

Date and Time: February 18, 2026, at 10:00 A.M. (EST)

Prince William Water will hold a Pre-Proposal Conference using MS Teams Meeting. While attendance is not mandatory, prospective Offerors are strongly encouraged to attend. Potential Offerors interested in attending the Pre-Proposal Conference may download the application and join the meeting via the MS Teams application by audio, video or both. If an Offeror plans to join the Pre-Proposal Conference, the Offeror must inform the Procurement Department at [procurement@pwwater.org](mailto:procurement@pwwater.org) with the following information: vendor name, business address and contact person. Prince William Water will provide the MS Teams link to requestors only. Upon completion of the meeting, Prince William Water will post an attendance list on Prince William Water website.

#### **5.5 Questions Concerning RFP**

- A. Questions, inquiries, suggestions, or requests concerning interpretation, clarification or additional information in regard to any portion of this RFP or the selection process, must be made in writing (e-mail is acceptable), and sent to the below named individual who will be the point of contact for this RFP.
- B. Questions should be submitted by the following deadline: **February 25, 2026 at 12:00 Noon (EST).**
- C. Mark subject line or cover page: **“Questions on RFP SA 2619 – Employee Benefits and Total Compensation Consulting Services”.**
- D. RFP Point of Contact for Questions:

Aziza Kamal, Ref RFP SA 2619 Employee Benefits and Total Compensation Consulting Services

E-mail: [procurement@pwwater.org](mailto:procurement@pwwater.org)

All questions must be received in writing.

- E. Failure by an Offeror to ask questions, request changes, or submit objections by the date indicated above shall constitute the Offeror’s acceptance of all of the terms, conditions and requirements set forth in this RFP.

- F. No answers given in response to questions submitted shall be binding upon this RFP unless released in writing as an Addendum to this RFP by Prince William Water.

## **5.6 Offeror's Representative**

If You intend to respond to this RFP, You may provide the name, mailing address, telephone number, and e-mail address of Your liaison person to the point of contact in order for Prince William Water to ensure that You receive any communications regarding this RFP. You should submit this information via email at [procurement@pwwater.org](mailto:procurement@pwwater.org).

## **5.7 Offeror's Responsibility / Clarification and Addenda**

- A. By submitting a Proposal Package, You represent:
1. You have read and understand this RFP, and;
  2. Your Proposal Package is made in accordance with the requirements of this RFP, and;
  3. You are familiar with the local conditions under which the proposed services must be performed.
  4. You will not make any claim for or have the right to cancellation of or relief from the resulting contract because of any misunderstanding or lack of information.
- B. The issuance of a written Addendum by Prince William Water's Procurement Department is the only official method by which interpretation, clarification or additional information can be given. Prince William Water will not be responsible for any oral representation given by any employees, representatives, or agents.
- C. If Prince William Water revises (amends) this RFP, Prince William Water's Procurement Department will post a notice on Prince William Water Internet site: [Solicitations | Prince William Water](#). You should acknowledge each Addendum in Your Proposal Package. Failure to acknowledge each Addendum may prevent Your Proposal Package from being considered for selection. It is solely Your responsibility as an Offeror to ensure that You have received all addenda and incorporated the changes into Your Proposal before submitting Your Proposal Package.

## **5.8 Restricted Discussions**

- A. From the date of issuance of the RFP until final contract selection, You are prohibited from discussing the RFP, or any part thereof, with any employee, agent, or representative of Prince William Water except as expressly authorized by PW Water's Procurement Officer. Prince William Water may reject Your Proposal Package for violation of this restriction.

Any negotiation, decision, or action initiated or executed by You as a result of any oral or written discussions with any Prince William Water employee or agent, except as authorized by the Procurement Department, is void and will not be binding upon Prince William

Water. You shall only consider those communications that are in writing from the Procurement Department issued through addenda.

## **5.9 Proposal Correction or Withdrawal**

No proposal may be withdrawn after opening unless the proposal is the subject of a clerical error as defined in Section 2.2-4330 (A) of the Code of Virginia. Offerors shall give notice, in writing, of their request to withdraw their proposal within two (2) business days after the opening of the proposal.

## **5.10 No Obligation to Make Selection**

- A. Prince William Water intends to issue one (1) or more Basic Ordering Agreements (BOA) after evaluation of submittals and negotiations as described in Section 5.13 Anticipated Selection Process. Prince William Water is not obligated to make any selection or award as a result of this RFP.
- B. Prince William Water has the sole discretion and reserves the right to cancel this RFP, and to reject any and all Proposal Packages, to waive any and all informalities and/or minor irregularities, or to re-advertise with either the identical or revised scope of work, if it is judged to be in Prince William Water's best interests to do so.

## **5.11 Offeror's Key Personnel**

- A. Prince William Water will be making its decisions on selecting the best qualified Offeror(s) based upon the information submitted in the Offeror's Proposal Package. This includes the resume and experience of the Offeror's Key Personnel. By submitting a Proposal Package, You are representing that each person listed or referenced in Your Proposal Package will be available to perform the services described by Prince William Water, throughout the duration of the resulting BOA, barring illness, accident, or other unforeseeable events of a similar nature in which case You must promptly provide a qualified replacement.

## **5.12 Minimum Offeror Requirements**

- A. To be considered for selection, an Offeror shall meet or exceed each of the following minimum requirements. Failure to meet a requirement will result in a negative evaluation rating.
- B. Qualification requirements for the Contract shall include the following:
  - 1. The Procurement Officer and/or the Selection Committee will determine responsibility based upon the following factors:
    - a) *Experience*: determined by examining internal and readily available public files, which indicate how the Offeror performed in the past;

- b) *Integrity, Perseverance, and Reliability*: determined by conducting an in-depth evaluation of the management of the Offeror's organization, the organization's philosophies, ethics standards and policies, reputation in the industry, and the organization's quality control programs;
  - c) *Capacity, Facilities, and Equipment*: determined by information submitted by the Offeror and/or by plant or facility visits, if judged appropriate;
  - d) *Financial Capacity*: determined by an investigation of the Offeror's financial statements, readily available public files, and/or credit reports as well as bonding capabilities; and,
  - e) *Eligibility*: determined by whether the Offeror is qualified and eligible to be selected under applicable laws and regulations or not.
2. The Procurement Officer may request additional information, other than that already in the Proposal Package, or may request additional or clarifying information to determine the Offeror's responsibility under this section. If the Offeror fails to supply the information requested within the time required, the Procurement Officer shall make the determination of responsibility or non-responsibility based solely upon available information. If the available information is insufficient to make a determination of responsibility, the Procurement Officer shall determine the Offeror to be non-responsible. If Your organization is listed as an exclusion record in the federal System for Award Management (SAM) <https://www.sam.gov/> at the time of the RFP closing date or becomes an exclusion record at any time prior to award, the Procurement Manager shall immediately determine Your organization as non-responsible.

### **5.13 Anticipated Selection Process**

#### **A. Initial Evaluation Process:**

- 1. The Procurement Officer will provide a copy of each Proposal to the Selection Committee members for their evaluations.
- 2. The Selection Committee members will evaluate each Proposal in accordance with the Evaluation Criteria.
- 3. In addition to the materials provided by the Offeror, the Selection Committee may utilize site visits and/or may request and evaluate additional material, information, and/or references from other sources.
- 4. The Procurement Officer may invite any Offeror(s) to make an in-person (oral) presentation and/or demonstration to the Selection Committee. The Procurement Officer may require that specific individuals identified in the Proposal Package participate in the oral presentation and/or demonstration.
- 5. The Procurement Officer may request written clarifications from any Offeror to clarify any ambiguity and/or minor irregularity.
- 6. The Selection Committee members will evaluate and score all Proposals.
- 7. The score will be provided to the Procurement Officer.

#### **B. Price Proposal Evaluation:**



1. Sometime after the closing date and time the Procurement Officer will open the price Proposals for all Offerors. Only the Procurement Officer and the authorized Prince William Water personnel will see the price Proposals at that time.
2. Price Reasonableness and Price Realism Reviews:
  - a) The Procurement Officer will have all price Proposals analyzed against Prince William Water's initial price estimate for price reasonableness (price too high) and price realism (price too low);
  - b) The Procurement Officer may have additional confidential price analysis(s) conducted on any price Proposal;
  - c) If based upon the price analysis, the Procurement Officer determines that the price proposed appears unreasonable or unrealistic, the Procurement Officer will request that the Offeror submit documentation justifying the price. If the Procurement Officer continues to question the reasonableness or realism of the price proposed, the Procurement Officer may only award a percentage of the calculated price points to the Proposal.
3. The Procurement Officer will apply a scoring formula to determine the price points for each Proposal.
4. The Procurement Officer will sum the initial evaluation score and computed price points for each Proposal to determine the total initial evaluated score of each Proposal.
5. Based upon the total initial evaluated scores, the Procurement Officer will determine which Proposals will be considered in the competitive range. The competitive range shall include all Proposals that have a reasonable chance of being selected for award.
6. After the Procurement Officer establishes the competitive range, the Procurement Officer may provide the Selection Committee members with information on the price Proposals.
7. The Procurement Officer will notify, in writing, an Offeror(s) at the earliest practicable time when its Proposal is no longer being considered for award.

C. Evaluation of Competitive Range Proposals:

1. The Procurement Officer may invite any Offeror(s) in the competitive range to make an in-person (oral) presentation and/or demonstration to the Selection Committee. The Procurement Officer may require that specific individuals identified in the Proposal participate in the oral presentation and/or demonstration.
2. The Procurement Officer may provide a list of individuals, Proposal-specific questions to be discussed at the oral presentation and/or demonstration to the invited Offeror(s).
3. During and after the in-person presentation and/or demonstration, the Selection Committee may ask questions and the Offeror's team shall provide answers.
4. The Selection Committee will evaluate and weigh the oral presentation and/or demonstration and responses in accordance with the criteria for each Offeror that makes an oral presentation and/or demonstration to the Selection Committee.
5. After the oral presentation and/or demonstration, the Selection Committee may request that the Procurement Officer requires an Offeror to cure any noted technical deficiencies/discrepancies, provide additional information, and/or perform another oral presentation and/or demonstration to the Selection Committee. If the Offeror does not

- promptly comply with the Procurement Officer's requirements, the Procurement Officer will remove the Proposal from the competitive range and it will not be considered for award.
6. Based upon the total evaluated scores after the in-person presentation and/or demonstration, the Procurement Officer will determine the final score of the Offerors.

D. Negotiations:

1. The Procurement Officer will invite the highest scored Offerors for negotiations. Prince William Water reserves the right to negotiate any and all elements, except legal requirements, of any Proposal received.

E. Best and Final Offers:

1. At any time prior to requesting for Best and Final Offers, the Procurement Officer may request additional information, samples, or other evidence of the Offeror's performance capabilities from any Offeror in the competitive range in order to better understand and evaluate the Offeror's Proposal.
2. At any point during the evaluation process, the Procurement Officer may request a written Best and Final Offer from all Offerors that have a reasonable chance to be selected for award. This is the only time an Offeror will be provided with the opportunity to make revisions to its Proposal, including its price Proposal, to improve its offer to Prince William Water.
3. To be considered for award, a complete written and signed final offer must be received in Procurement Department's office by the time specified in the request for Best and Final Offers.

F. Award:

1. If Prince William Water makes an award(s), the award(s) will be made to the responsible Offeror(s) whose offer is most advantageous to Prince William Water, based upon the evaluation process specified in the selection process, results of the negotiations, and the final offer by the Offeror. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide Prince William Water in making an intelligent award decision based upon Prince William Water's requirements and the best value Proposal(s)/offer(s) received.
2. Award Notices will be posted online at the following address: [Solicitations | Prince William Water](#)

#### **5.14 Evaluation Criteria**

A. The Selection Committee will base the initial and final evaluation on the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points per Evaluation Criteria</b>
Staffing Plan and Experience of Key Personnel (Refer to Section 6.4, Tab 2. A)	20
Qualifications and Experience of the Firm in the Public Utilities Sector (Refer to Section 6.4, Tab 2. B)	20
Availability of the Firm (Refer to Section 6.4, Tab 2. C)	15
Approach to the Employee Benefits and Total Compensation Consulting Services (Refer to Section 6.4, Tab 2. D)	20
Proposed Price (Refer to Section 6.4, Tab 2. E)	25
<b>Maximum Evaluation Points</b>	<b>100</b>

#### **5.15 Minor Irregularities**

Prince William Water reserves the right to waive minor irregularities in submitted Proposal Packages if such action is in the best interest of Prince William Water. A minor irregularity is defined as an issue that does not have an adverse effect on Prince William Water's best interests and will not affect the outcome of the selection process by giving any Offeror an advantage or benefit not enjoyed by other Offerors.

#### **5.16 Incurred Expenses**

This RFP does not commit Prince William Water to select an Offeror nor will Prince William Water be responsible for any cost or expense which may be incurred by any Offeror in preparing and submitting a Proposal Package. By submitting a Proposal Package, You agree that Prince William Water bears no responsibility or obligation for any of Your costs associated with the preparation of Your Proposal Package, preparing and delivering presentations, preparing Proposals for anticipated Work Orders, and/or any administrative or judicial proceedings resulting from this RFP process.

### **5.17 Exceptions**

If You take exception to any requirements in this RFP, including any contract terms in Attachment E Contract Agreement, You shall clearly identify the item(s) that exception is taken to, succinctly state the reason for the exception, and include these item(s) in Your Proposal Package in Tab 7. Exceptions and Other Information.

### **5.18 Pre-Award Submittals**

- A. Within ten (10) calendar days after Prince William Water provides written notification of selection, the Offeror shall furnish the below deliverables to the Procurement Officer.
  - 1. Required Pre-award Submittals:
    - a) Insurance certificate(s);
    - b) Copies of Commonwealth required licenses and/or certifications.
  - 2. If a selected Offeror fails to furnish the required submittals within the required time frame, Prince William Water may withdraw the selection from the Offeror and begin negotiations with the next ranked Offeror.

### **5.19 Conflict of Interest Disclosure**

- A. This RFP is subject to the provisions of §2.2-3100, et seq. No member of the Board of Directors, or any employee of Prince William Water, or the spouse or any other relative who reside in the same household as any of the foregoing, may be a Contractor or Subcontractor in connection with any proposal, or have a personal interest therein.
- B. Each Offeror shall complete and sign the specified section of the RFP Cover Page dealing with conflicts of interest.
- C. Each proposed Subcontractor shall also complete the attached **Form C – Subcontractor No-Conflict of Interest Form**.

### **5.20 Contract Type**

- A. Prince William Water will be issuing a Basic Ordering Agreement(s) to establish terms and conditions, and pricing for work to be performed.
- B. Prince William Water will issue Work Order(s) as the Contract Document for services to be provided by the successful Offeror.

### **5.21 Term of Basic Ordering Agreement (BOA)**

- A. The term of any BOA issued from this RFP shall be for one (1) year subject to Prince William Water's option to extend the term of the BOA in accordance with 5.21 B and C below.

- B. Option Period: If Prince William Water determines it to be advantageous, it may extend the term of the BOA for a period of four (4) additional one (1) year periods.
- C. Option to Extend the Term of the BOA:
  - 1. Prince William Water may extend the term of the BOA by written notice to the Contractor before the expiration of the BOA, provided that Prince William Water shall give the Contractor a preliminary written notice of its intent to extend at least ninety (90) Days before the BOA expires. The preliminary notice does not commit Prince William Water to an extension.
  - 2. The terms for rate(s) adjustments for the optional periods shall be as specified in the BOA.

## **5.22 Limited Confidentiality of Information**

- A. Except as provided in the Virginia Public Procurement Act, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.
- B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to inspection.
- A. Trade secrets or proprietary information submitted by an Offeror in connection with this RFP shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the Offeror shall (i) invoke the protections of this section of the RFP and Virginia Code Section 2.2-4342.F prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. An Offeror shall not designate as trade secrets or proprietary information (a) the entire Proposal; (b) any portion of the Proposal that does not contain trade secrets or proprietary information; or (c) line item prices or total Proposal prices. (Reference Form G) Upon termination or completion of services, at either Party's request, the receiving party will promptly return or destroy any confidential information of the other Party and, in the case of destruction, provide proof of the same.
- B. All material submitted becomes the property of Prince William Water and may be returned only at Prince William Water's option.

## **5.23 Competency of Offeror**

- A. As part of its evaluation process, Prince William Water may make investigations to determine Your abilities to perform under this RFP. Such investigations may include requests for information such as Dun & Bradstreet reports, financial statements, bank, project or other references, information regarding other work under contract and bonding where applicable. Prince William Water reserves the right to REJECT Your Proposal

Package if You fail to satisfy Prince William Water that You are properly qualified to carry out the obligations under this RFP.

- B. Prince William Water will not consider a Proposal Package or select a contract to any person, company or corporation that is in arrears, or is in default to Prince William Water upon any debt or contract, or that has defaulted as surety or otherwise upon any obligation to Prince William Water. The Offeror, if requested, must present within forty-eight (48) hours evidence satisfactory to the Procurement Officer of performance ability, and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of these Specifications and Contract Documents.

#### **5.24 Protest**

- A. Any Offeror or Offerors may protest the award of, or the decision to award, a contract to any other Offeror or Offerors in accordance with in accordance with §2.2-4364 of the Code of Virginia, by submitting a written protest to the Procurement Manager at the address at the beginning of this RFP, within ten (10) days after the award of the contract or the decision to award a contract is made, whichever occurs first.
- B. Any protest shall state in detail the basis therefore, and the specific relief requested.
- C. Written Submission:
  - 1. The protester shall present its protest in a concise and logical written format to facilitate review. Failure to substantially comply with any of the requirements of this subsection may be grounds for dismissal of the protest.
  - 2. The protest shall include at least the following information:
    - a) Name, address, email address, and fax and telephone numbers of the protester;
    - b) Solicitation number;
    - c) Detailed statement of the legal and factual grounds for the protest, including a description of resulting harm to the protester;
    - d) Copies of supporting documents, if any;
    - e) Statement of relief requested;
    - f) All information establishing that the protester is an interested party for the purpose of filing a protest on an award decision; and,
    - g) All information establishing the timeliness of the protest.
- D. The Director of Management and Budget shall decide all protests within ten (10) days of receipt and shall issue a written finding. This decision shall be final unless the protester institutes legal action in accordance with §2.2-4364 of the Code of Virginia.

## **SECTION 6 SUBMITTAL REQUIREMENTS**

### **6.1 Submittal Requirements**

Firms, organizations, or individuals (hereafter “Offerors”) interested in submitting a Proposal Package (offer) in response to this RFP should submit 1 original, marked “ORIGINAL,” and 2 copies, each marked “COPY” and 1 USB Thumb Drive of their Proposal Package for review and evaluation by Prince William Water. Prince William Water will consider Your failure to follow these instructions during the evaluation process.

### **6.2 Economy of Presentation**

You should prepare Your Proposal Package simply and economically, providing a straightforward, concise description of Your solution and capabilities to satisfy the conditions and requirements of this RFP. Prince William Water does not desire fancy bindings, colored displays, or promotional material unless it specifically enhances Prince William Water’s understanding of Your offer. Your emphasis should be on completeness and clarity of content.

### **6.3 Proposal Package Guidelines**

- A. To facilitate analysis of Your Proposal Package, You should prepare Your Proposal Package in accordance with the instructions outlined in this section. Prince William Water will consider Your failure to follow these instructions during the evaluation process.
- B. Prince William Water emphasizes that You should concentrate on accuracy, completeness, and clarity of content. Do not assume that You will have any opportunity to make a presentation or explain any item or detail.
- C. **Cross Referencing:** To the greatest extent possible, You should compose each section on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the Proposal Package. Unless otherwise clearly noted in a section, the Selection Committee will assume that information requested for Proposal Package evaluation which is not found in its designated section has not been included in the Proposal Package.
- D. **Indexing:** You should include a table of contents to delineate the topics and subsections for each Tab with more than five (5) pages.
- E. **Glossary of Definitions, Abbreviations and Acronyms:**
  - 1. You should include a glossary of all key words or phrases that if misinterpreted by Prince William Water would impact the success of this project.
  - 2. You should identify and spell out any abbreviation or acronym used, with an explanation for each.
  - 3. Glossaries do not count against the page limitations for their respective sections.

**F. Page Size and Format:**

1. A “page” is defined as all information that can be legibly printed within one piece of 8.5 x 11 inch piece of paper in accordance with the requirements 2-6 below;
2. Text should be single-spaced;
3. Text should be left justified;
4. Text should be printed in a “portrait” layout.
5. The text size should be not less than 11 point or more than 14 point;
6. Margins should be one (1) inch on all four (4) sides;
7. Pages should be numbered sequentially by Tab and Section; and,
8. Printed materials should be duplexed / double-sided printing on sustainable materials as long as it does not prevent a reader from clearly understanding the Proposal Package.

G. You should submit legible tables, charts, graphs, figures, and pictures wherever practical to depict Your organizations, systems and layouts, implementation schedules, plans, etc. These displays should be uncomplicated, legible and should be printed on 8.5 x 11 inch paper.

**H. Binding and Labeling:**

1. You should submit the original paper Proposal Package in a three-ring loose leaf binder(s), with section tabs, which should permit the Proposal Package to lie flat when opened.
2. You should not staple pages together.
3. You should include a cover sheet in each binder, clearly marked with “SA 2619 – Employee Benefits and Total Compensation Consulting Services” and the Offeror's name. You should place the same identifying information on the spine of each binder.

**I. Proposal Package:**

1. You shall provide 1 original and 1 copy of the Proposal Package for this RFP in the required paper format described above with all the original signatures in a pen ink color other than black. Digital or electronic signatures are not acceptable.
2. You should submit 1 complete copy of the entire Proposal Package on USB Thumb Drive.
3. You should include on the USB Thumb Drive, in addition to all of the required Proposal Package submittal information, a text “INDEX” file that lists all files on the USB Thumb Drive with the complete file name (filename plus extension) and a concise written description of what is included in the file.
  - a) You should submit all text files in the PDF format.
  - b) You should submit spreadsheets in a Microsoft Excel format.
  - c) You should scan and submit manufacturers’ specifications pages in the PDF format, or, in an HTML format.
  - d) You should submit pictures, photos, and/or drawings in JPG, BMP or GIF formats.



- e) You should clearly print: “SA 2619 – Employee Benefits and Total Compensation Consulting Services” and the Offeror’s name directly on the top surface of each USB Thumb Drive with an indelible marker.
- f) Electronic or facsimile (FAX) submission of Proposal Packages is not permitted for this RFP.

#### **6.4 Proposal Package Sections**

You should organize Your Proposal Package into the following major sections:

##### **Tab 1 – Introduction, Profile & Required Information**

- A. **RFP Cover Page and RFP Submission Form.** The RFP cover page and RFP Submission Form completed and signed.
- B. **Statement of Interest (not more than one (1) page).** To be submitted on letterhead expressing why You are interested in this project.
- C. **Understanding of Services to be Provided (not more than 3 pages).** Succinctly describe in Your own terms, what You think this solicitation is about. Succinctly describe Your understanding of Prince William Water’s challenge. Succinctly describe in Your own terms, what You think are Prince William Water’s anticipated outcomes.
- D. **Service Delivery Plan.** Describe succinctly how You plan to accomplish each of the objectives of these services.
- E. **SWaM Subcontracting Plan:** Consultants are encouraged to offer subcontracting opportunities to SWaM businesses to the greatest extent possible. If applicable, please provide a subcontracting plan with SWaM (Small, Women-owned, Minority-Owned and Service-Disabled Veteran-Owned Enterprises). (Reference Form D)
- F. **Firm Profile / Firm History (not more than three (3) pages).** Submit a brief profile of the firm describing its history, capabilities and recent successes.
- G. **Negotiation Team.** List the full names and functional titles of each person that will be part of Your negotiation team.
- H. **Acknowledgement of Addenda,** (if any).
- I. **Licenses & Permits.** Documentation showing any licenses and/or permits required and applicable to this requirement. Virginia licenses are required for all key staff; Professional Engineer (PE) and Land Surveyor (LS) from prime Contractor and Subcontractor.

## Tab 2 – Evaluation Criteria

### A. **Staffing Plan and Experience of Key Personnel:**

1. Provide a staffing plan and list the full names and functional titles of all Key Personnel that will be part of the project. (Key Personnel - Any person or persons whose individual action or inaction can impact the timely accomplishment of the performance objective(s).) Describe the role each will perform in successfully accomplishing this project. (Reference Tab 1.E and Form D, SWaM Subcontracting Plan)
2. Program / Project Manager. List the full name, business address, office telephone, cell phone, and e-mail address of the individual that will act as the program / project manager for the project. Provide a resume of the individual's background and skills in managing similar projects. List the following information:
  - a) Years of experience within the area of specialty;
  - b) Length of and type of service with firm; and,
  - c) Education and formal training, including copies of any pertinent and required licenses / certifications.
3. Provide resumes of all other Key Personnel on the project team.

### B. **Qualifications and Experience of the Firm in the Public Utilities Sector:** Include example projects which best illustrate the team's qualifications for this requirement.

1. Example Projects: Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this solicitation. Submit the following minimum information for each project. Present at least five (5) projects.
  - a) Title and location of project.
  - b) Year Completed. Enter the year completed of the professional services. If any of the services are not complete, leave blank and indicate the status in Brief Description of Project and Relevance to this Project below.
  - c) Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
  - d) Point of Contact: Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance. List telephone number and e-mail.
  - e) Brief Description of Project and Relevance to this Project. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this project.
  - f) List which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles.
2. Outside Professionals. List the name, full mailing address, telephone numbers, e-mail, web address, and contractual relationship with the Offeror of all outside professionals (not directly employed by the proposing firm), Contractors, or Subcontractors that will

- be part of the project. Describe the role each will perform in successfully accomplishing this project.
3. Include a proposed Project Organization Chart for all personnel, Subcontractors, and outside personnel to be used on this project.
  4. Prince William Water reserves the right to conduct or have conducted background checks (professional, criminal, financial) on any person or organization proposed for this project).
  5. **Provide the organization's diversity policies and/or plans. Information may include EEO Reports, minority owned business information, or other diversity plans or practices. Please include any progress and results.**
- C. **Availability of the Firm:** Provide the firms current and anticipated workload and available resources during the course of this requirement.
- D. **Approach to the Service:** Provide a brief summary to emphasize Your approach to Employee Benefits and Total Compensation Consulting Services.
- E. **Proposed Price:** : The Offeror shall submit a cost proposal fully supported by data adequate to establish the reasonableness of the proposed fee. Hourly rates shall be fully-burdened, and include all administrative fees.

### **Tab 3 – Proof of Insurability**

Provide either a completed Accord form or a signed letter from Your insurance agency on its letterhead stating that You have or can get the required insurance coverage. See Attachment C – Required Insurance Limits for minimum requirements.

### **Tab 4 – References**

- A. Provide at least five (5) recent references where the proposed product /service has been successfully used within the past five (5) years. Please use the attached **Form A – Offeror Reference Form**.
- B. Prince William Water cannot be used as a reference, however all past performance with Prince William Water will be considered during the evaluation process.

### **Tab 5 – Litigation**

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous five (5) years where a court or administrative agency has ruled for or against You or Your organization in any matter related to You or Your organization's professional activities.

#### **Tab 6 – Subcontractors**

- A. Provide a list of any proposed Subcontractors that You may use on this project. Provide the same information required in Tab 1 Sections E and F, Tab 2 Section A, and complete Tabs 3, 4, 5, and 6 for each Subcontractor.
- B. Include a completed Reference Form for each Subcontractor proposed. Please use the attached **Form B – Subcontractor Reference Form**.
- C. Include a completed Subcontractor No Conflict of Interest Form for each Subcontractor proposed. Please use the attached **Form C – Subcontractor No-Conflict of Interest Form**.

#### **Tab 7 – Exceptions and Other Information**

- A. Describe any exceptions You take with the requirements of this RFP.
- B. Provide any information that will provide insight to Prince William Water about Your qualifications, fitness and abilities. This information should be succinct.

#### **Tab 8 – Financial Stability**

**Please note that the information requested under this Tab is not a requirement at the time of Proposal submission. You may note under this Tab that the information will be provided upon request.**

You shall certify and provide a statement that You are financially stable and have the necessary resources, human and financial, to provide the services at the level required by Prince William Water. You should attach a copy of Your latest audited financial statement and Your latest Dun & Bradstreet (D & B) report. If You do not have an audited financial statement, provide Your latest financial statements and Your latest Dun & Bradstreet (D & B) report. Prince William Water reserves the right to use a third-party to verify financial information provided in any Proposal Package.

You shall be prepared to supply Your latest financial statement upon request, preferably a certified audit; however, Prince William Water will accept a third party prepared financial statement and the latest Dun & Bradstreet (D & B) report.

#### **SECTION 7 INSURANCE REQUIREMENTS**

- A. Each Offeror shall include in its Proposal Package proof of insurance capabilities, including but not limited to, the following requirements: *(Coverage must be purchased and in place prior to a purchase order or contract being executed by Prince William Water.)*

- B. The Contractor shall maintain insurance in the amounts and forms set forth below and shall provide a Certificate of Insurance to Prince William Water.
- C. The Contractor shall comply with the insurance requirements set forth in the following numbered paragraphs, plus the coverages and limits indicated in the solicitation. Proposal Packages must note any desired exceptions to the insurance coverage which may include the submission of proposed alternatives.
- D. The Contractor shall be responsible for its Work and every part thereof, and for all Materials, equipment, and property of any and all description used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the Contract, or in connection in any way whatsoever with the contracted Work.
- E. The Contractor shall, during the continuance of all Work under the Contract provide and agree to maintain the following:
  - 1. Worker's Compensation and employer's liability insurance under the Commonwealth of Virginia statutory requirements, to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or Subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
  - 2. General liability insurance in the amount prescribed by Prince William Water, to protect the Contractor, its Subcontractors, and the interest of Prince William Water, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted Work. The general liability insurance shall also include the "Broad Form General Liability Endorsement", in addition to coverages for explosion, collapse, and underground hazards, where required. Completed operations liability coverage shall continue in force for one (1) year after completion of Work.
  - 3. Automobile liability insurance, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted Work, will be insured under either a standard automobile liability policy, or a commercial general liability policy.
- F. Liability insurance may be arranged by general liability and automobile liability policies for the full limits required, or by a combination of underlying liability policies for lesser limits with the remaining limits provided by an excess or umbrella liability policy.
- G. The Contractor shall provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A-:VII.

- H. The Contractor shall provide an original, signed certificate of insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the Procurement Manager before any work is started.
- I. The Contractor will secure and maintain all insurance policies of its Subcontractors which shall be made available to Prince William Water on demand.
- J. The Contractor will provide on demand, certified copies of all insurance coverage on behalf of the Contract within ten (10) Days of demand by Prince William Water. These certified copies will be sent to Prince William Water from the Contractor's insurance agent or representative.
- K. No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty (30) Day written notice to the Procurement Manager. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the Procurement Manager.
- L. Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within thirty (30) Days of written notice at time during the contract term, Prince William Water shall have the absolute right to terminate the Contract without any further obligation to the Contractor, and the Contractor shall be liable to Prince William Water for the entire additional cost of procuring the incomplete portion of the Contract at time of termination.
- M. Compliance by the Contractor and all Subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liabilities and obligations under this section or under any other section or provisions of the Contract.
- N. Contractual and other liability insurance provided under the Contract shall not contain a supervision, inspection, or services exclusion that would preclude Prince William Water from supervising and/or inspecting project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the Subcontractors and any person employed by the Subcontractors.
- O. Nothing contained herein shall be construed as creating any contractual relationship between any Subcontractor and Prince William Water. The Contractor shall be as fully responsible to Prince William Water for the acts and omissions of the Subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.
- P. Precaution shall be exercised at all times for the protection of persons (including employees) and property.

- Q. The Contractor and all s shall comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to the Contract.
- R. If the Contractor does not meet the specifications of these insurance requirements, alternate insurance coverage, satisfactory to the Procurement Manager, may be considered.
- S. Prince William Water shall be named additional insured in the general liability policies and stated so on the certificate of insurance.
- T. Coverages and Limits – For specific Coverages and Limits required for this project, see **Attachment C Required Insurance Limits**.

## **SECTION 8 FORMS**

Included on the subsequent pages are the following forms:

Form A – Offeror Reference Form

Form B – Subcontractor Reference Form

Form C – Subcontractor No Conflict of Interest Form

Form D – SWaM Subcontracting Plan

Form E – Proposal Package Checklist

Form F – State Corporation Commission (SCC) Form

Form G – Proprietary Information



## **Form A – Offeror Reference Form**

(Prince William Water cannot be used as a reference.)

The Offeror shall be a competent and experienced organization with an established reputation within the community performing the type of work required for this contract. The Offeror shall have performed similar work for a minimum period of five (5) years. Indicate below a listing of at least five (5) recent projects completed by Your firm that can substantiate past work performance and experience in the type of work required for this contract. Prince William Water may make such investigations as it deems necessary to determine the ability of the Offeror to perform the work, and the Offeror shall furnish to Prince William Water all such information and data for this purpose as Prince William Water may request.

1. Firm Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_  
Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_  
Percent of work by own forces: \_\_\_\_\_ Actual completion date: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

2. Firm Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_  
Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_  
Percent of work by own forces: \_\_\_\_\_ Actual completion date: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

3. Firm Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_  
Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_  
Percent of work by own forces: \_\_\_\_\_ Actual completion date: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

4. Firm Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_  
Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_  
Percent of work by own forces: \_\_\_\_\_ Actual completion date: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

5. Firm Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_  
Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_  
Percent of work by own forces: \_\_\_\_\_ Actual completion date: \_\_\_\_\_  
Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

## **Form B – Subcontractor Reference Form**

**(Submit a separate reference form for each proposed Subcontractor)**

Prince William Water reserves the right to reject offers from any firm not meeting the minimum qualifications. If any proposed 's experience is not deemed acceptable to Prince William Water, Prince William Water shall inform the Contractor and the Contractor must identify an acceptable substitute prior to award without effecting the prices proposed. Subcontractor shall be a competent and experienced firm with an established reputation within the community. Each Subcontractor shall have performed similar work for a minimum period of **five (5)** years. Furnish a representative list of at least three (3) projects.

SUBCONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DESCRIPTION OF ITEM(S) TO BE SUBCONTRACTED: \_\_\_\_\_

1. Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_

Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_

Description: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_

Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_

Description: \_\_\_\_\_

3. Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Current phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Name of Your project supervisor: \_\_\_\_\_

Scheduled completion date: \_\_\_\_\_ Percent complete: \_\_\_\_\_

Description: \_\_\_\_\_

**Form C – Subcontractor No-Conflict of Interest Form**

I HEREBY CERTIFY that

1. I (*printed name*) \_\_\_\_\_ am the  
(*title*) \_\_\_\_\_ and the duly authorized representative of the firm of  
(*Firm Name*) \_\_\_\_\_ whose address is  
\_\_\_\_\_, and that I  
possess the legal authority to make this affidavit on behalf of myself and the firm for which I am  
acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest,  
real or apparent, due to ownership, other clients, contracts, or interests associated with this  
project; and,
3. This Proposal Package is made without prior understanding, agreement, or connection with any  
corporation, firm, or person submitting a Proposal Package for the same services, and is in all  
respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Personally Known \_\_\_\_\_  
or Produced Identification \_\_\_\_\_, Type of Identification \_\_\_\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary)

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL  
PACKAGE FOR EACH PROPOSED**

### **Form D - SWaM Subcontracting Plan**

In reference to Section 1 and Attachment D in the solicitation, the Bidder/Offeror should provide its SWaM Subcontracting Plan by completing the following:

**Bidder/Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Who will be doing the work:** ☐ **I plan to use SWaM certified Subcontractors.**  
☐ **I am a certified SWaM business and plan to complete all work.**  
☐ **I am not a certified SWaM business and I have no plan to use SWaM certified Subcontractors.**

#### **Instructions**

- A. If you are a certified SWaM business, complete only Section A of this form.
- B. If you are not a certified SWaM business, complete Section B of this form.
- C. If you are not a certified SWaM business and do not have a plan to use certified SWaM subcontractors, please provide your subcontractors' information by completing Form B.

#### **Section A**

If your firm is certified SWaM business provide your certification number and name of the certifying organization and the date of certification.

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

Name of Certifying Origination: \_\_\_\_\_

#### **Section B**

If the "I plan to use certified SWaM subcontractors' box is checked," populate the requested information below, per subcontractor to show your firm's plans for utilization of certified SWaM businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified SWaM businesses include but are not limited to certified women-owned and minority-owned businesses and businesses with service-disabled veteran-owned status that have a SWaM business certification.

#### **B. Plans for Utilization of SWaM for this Procurement**

##### **Subcontract #1**

Company Name: \_\_\_\_\_ SWaM Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SWaM Certification: \_\_\_\_\_

Certifying Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #2**

Company Name: \_\_\_\_\_ SWaM Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SWaM Certification: \_\_\_\_\_

Certifying Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #3**

Company Name: \_\_\_\_\_ SWaM Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SWaM Certification: \_\_\_\_\_

Certifying Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Subcontract #4**

Company Name: \_\_\_\_\_ SWaM Cert #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ SWaM Certification: \_\_\_\_\_

Certifying Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

### **Form E-Proposal Package Checklist**

Before submitting Your Proposal Package, review the submittal requirements and ensure each section is included. Failure to include the required materials may preclude the Selection Committee from considering Your Proposal Package.

RFP Reference	Description	N/A (x)	✓	By (initial)	<i>Princ e Willi am Wate r Use</i>
Sect. 5.2	Delivery of Proposal Package				
Sect. 6.3 E	Glossary of Definitions, Abbreviations and Acronyms				
Sect. 6.3 H	Binding and Labeling				
Sect. 6.4 Tab 1 Sec A	RFP Cover Page and RFP Submission Form				
Sect. 6.4 Tab 1 Sec B	Statement of Interest				
Sect. 6.4 Tab 1 Sec C	Understanding of Services to be Provided				
Sect. 6.4 Tab 1 Sec D	Service Delivery Plan				
Sect. 6.4 Tab 1 Sec E	Firm Profile/Firm History				
Sect. 6.4 Tab 1 Sec F	Negotiation Team				
Sect. 6.4 Tab 1 Sec G	Acknowledgement of Addenda				
Sect. 6.4 Tab 1 Sec H	Licenses & Permits				
Sect. 6.4 Tab 2 Sec A	Staffing Plan and Experience of Key Personnel				
Sect. 6.4 Tab 2 Sec B	Qualifications and Experience of the Firm				
Sect. 6.4 Tab 2 Sec C	Availability of the Firm				
Sect. 6.4 Tab 2 Sec D	Approach to Employee Benefits and Total Compensation Consulting Services				
Sect. 6.4 Tab 2 Sec E	Proposed Price				
Sect. 6.4 Tab 3 & Attachment C	Proof of Insurability				
Sect. 6.4 Tab 4	References				
Sect. 6.4 Tab 5	Litigation				
Sect. 6.4 Tab 6	Subcontractors				
Sect. 6.4 Tab 7	Exceptions and Other Information				
Sect. 6.4 Tab 8	Financial Stability				
Form A	Offeror Reference Form				
Form B	Subcontractor Reference Form				
Form C	Subcontractor No-Conflict of Interest Form				
Form D	SWaM Subcontracting Plan				
Form E	Proposal Package Checklist				
Form F	State Corporation Commission Form (SCC)				
Form G	Proprietary Information				

### **Form F-State Corporation Commission Form**

Under Section 5.6 of the General Provisions of Contract Agreement, the Bidder/Offeror agrees, if this bid is accepted by Prince William Water, for such services and/or items, that the Bidder/Offeror has met the requirements of the Virginia Public Procurement Act (VPPA) § 2.2-4311.2. Any falsification or misrepresentation contained in the statement submitted by Bidder/Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for termination by Prince William Water.

Bidders/Offerors shall complete the following by checking the appropriate line that applies and provide the required information. Bidders/Offerors:

☐ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

☐ is pending before the SCC **an application that was submitted prior to the due date and** time **of this solicitation** for authority to transact business in the Commonwealth of Virginia and seeks consideration for a waiver to allow the submission of the SCC identification number after the due date for bids/proposals. (*Prince William Water reserves the right to determine in its sole discretion whether to allow such waiver.*)

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

\_\_\_\_\_  
Legal Name of Bidder /Offeror

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title



### **From G-Proprietary Information**

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal may be rejected.

### **NOTICE OF PROPRIETARY INFORMATION**

#### **Confidentiality References Protection in Accordance with the Code of Virginia Section 2.2-4342F**

<b>Section Title</b>	<b>Page Number</b>	<b>Reason(s) for Withholding from Disclosure</b>

**RETURN THIS PAGE, IF APPLICABLE**

## **ATTACHMENT A SCOPE OF WORK**

### **Purpose:**

The Consultant(s) shall work with designated staff to review and recommend options for Prince William Water benefits offerings, compensation structure, job classification structure and guidelines, tools and documentation, policies, and processes. The Consultant(s) shall make specific recommendations related to all aspects of this project to ensure Prince William Water compensation, benefits, and total rewards offerings are internally equitable and competitive with the identified labor market and larger external market to attract, motivate and retain employees.

### **Benefit Consulting Services**

1. The Consultant shall provide benefit consulting services, as needed, on a variety of employee benefits and employee wellness and population health management programs including, but not limited to:
  - Audits and actuarial analysis for self-insured plans.
  - Health Care Insurance including High Deductible Health Plan (HDHP).
  - Pharmacy and prescription plans.
  - Dental Insurance.
  - Vision Insurance.
  - Group Term Life Insurance.
  - Flexible Spending Accounts.
  - Variety of defined benefit plans including hybrid.
  - Variety of voluntary benefits such as accidental or cancer insurance.
  - Deferred Compensation [Sections 457 and 401(a)].
  - Short-term Disability.
  - Long-term Disability Insurance.
  - Health Savings Account (HSA).
  - Long Term Care.
  - Employee Assistance Program (EAP).
  - COBRA.
  - Screening programs such as biometric screenings.
  - Health Risk Assessments.
  - Incentive Plans.
  - High Risk and Disease Management Programs.
  - Self-care Programs.
  - Health Education Programs.

- Employee wellness programs in general include physical fitness/activity, nutrition, mental health, preventative screenings, immunizations, financial, and social health.
  - Employee/Retiree Communications; and
  - To the degree permitted by law, coordination, analyses, and administration of the procurement of services for all programs as listed above.
2. The Consultant is required to maintain, direct, and guide, during the term of the contract, Prince William Water benefit and employee wellness & population health management programs including strategies, plan designs, financing and administrative practices, marketing and communications, and individual plan enrollment and performance.
  3. The Consultant is required to meet with the Director of People & Talent or their designees as needed to advise on legal and regulatory changes; market conditions; new and alternative benefit and population health management programs; trends and practices in plan design, financing, administration, marketing and communications, support technologies, and other conditions and issues relevant to Prince William Water employee benefit and employee wellness & population health management programs. These meetings are intended to ensure that Prince William Water senior management, executives, and Board of Directors have current, predictive information and professional advice.
  4. The Consultant shall assist Prince William Water in the preparation of RFPs for benefits, benefit administrative services, employee wellness services and programs. As permitted by law, the Consultant shall analyze and assist Prince William Water in evaluating offeror responses, negotiating with top-rated offerors, and developing recommendations for contract award.
  5. The Consultant shall assist management in the development and implementation of presentations to enhance understanding of benefit issues, changes, and their legal, financial, and employee (or retiree) relations impacts.
  6. The Consultant shall perform surveys, analyses, and other tasks related to employee benefits issues by preparing written reports and making oral presentations that reflect knowledge of the subject matter and its relevance to Prince William Water benefits program.
  7. Examples of additional “as needed” tasks that may be assigned include, but are not limited to:

- a. Assisting Prince William Water in evaluating the current health, dental and pharmacy benefits offered to employees and retirees regarding availability of options at multiple levels of service and cost.
- b. Performing actuarial studies and other analyses of Prince William Water membership demographics and service utilization in managed health care plans, health maintenance organizations, and high deductible health plans to assist Prince William Water in negotiating rates with these organizations and setting employee premiums.
- c. Performing in-depth analysis of claim trends, renewal projections, and renewal negotiation including a comprehensive underwriting analysis for mid-year and fiscal year budget process and development.
- d. Analyzing health care provider organizations considered for inclusion in Prince William Water benefit and health benefits program. Making oral presentations and preparing written Reports on these organizations, their accessibility and comprehensiveness of services, ability to pay claims, efficiency and timeliness of claims processing, and fee structure in relation to benefits provided.
- e. Analyzing all benefit plan designs on an on-going basis and advising on less costly and more attractive plan designs.
- f. Financial tracking and reporting monthly of plan performance to budget and contract.
- g. Facilitating updates as required with carrier partners to monitor claims utilization and program progress. This includes being a liaison between Prince William Water and vendors for problem resolution and member advocate for claim resolution.
- h. Reviewing of emerging trends in national, regional and local healthcare, pharmacy, financial impact, payer contracts, employee benefit plans, risk financing strategies, and benchmarking to peers. Providing timely notification and education on impending or new regulatory changes affecting the benefits marketplace to the Director of HR and/or designees.
- i. Assisting in the development of the Operating Plan for the benefit program.
- j. Assisting Prince William Water in developing an effective marketing and communication program to create awareness of programs, help employees, and where applicable, retirees, understand program changes, and foster appreciation of costs.
- k. Assisting annually with Open Enrollment and onboarding, employee communication and education (via web, presentations and written materials) including customized design of enrollment materials.

- l. Conduct audits and provide actuarial analysis for Prince William Water self-insured plans.
- m. Directing Prince William Water in understanding and implementation of the Affordable Care Act as required by the law. This includes providing Health Care Reform guidance, updates and impact analysis to ensure compliance with new regulatory requirements and providing calculations for submission of Patient-Centered Outcomes Research Institute (PCORI) fees, transitional reinsurance fees and projections of excise taxes.
- n. Completing employee benefits compliance review or audit annually to assist with the interpretation of regulatory issues. This may include regular e-mail updates with any significant changes to trends and regulations in the marketplace and provide annual required compliant notices and disclosures for distribution.
- o. Providing answers from experts on complex benefit and population health management plans that guide fiduciary plan decisions. This may include tools and checklists that assist in compliance to federal and state requirements, to reduce costs, and to improve the attractiveness of programs.
- p. Advocating for high-quality vendor services in the best interest of Prince William Water.
- q. Assisting in the development of and evaluation of any RFP for third party vendors for benefit and/or health management programs as needed. This may include working with the Procurement Officer and Human Resources management staff from pre-planning, development, distribution, processing, summarizing responses and facilitating negotiations to final award.
- r. Assisting Prince William Water in the development of an integrated strategic plan for benefit and population health management programs; evaluating the current direction of Prince William Water; recommending the best direction to meet the goals and financial objectives of Prince William Water including cost projections, factors driving cost and funding analysis.
- s. Assisting in the development of an employee wellness and population health management program for Prince William Water employees. This may include providing resources such as wellness campaigns via e-mail, employee communications, wellness committee guidance, and education on wellness programs available through current carriers.
- t. Analyzing and evaluating employee wellness and population health management programs on an on-going basis. This includes advising on plan improvement, process implementation, and the best use of technology.

- u. Provide guidance and measurement to Prince William Water in the evaluation and measurement of vendor performance
8. For assigned tasks, the Consultant shall provide a plan with completion dates and make periodic progress reports and/or briefings. A final written analysis of each task may be submitted to Prince William Water, Director of Human Resources and Organizational Development or designee as deemed necessary.
  9. The Consultant's staff shall be available for consultation with Prince William Water staff on an as-needed basis between 8:00 AM and 5:00 PM, Monday through Friday Eastern Standard Time (EST).

### **Compensation Consulting Services**

1. The Consultant shall provide compensation consultant services, as needed, on a variety of employee compensation and classification programs including, but not limited to:
  - Total compensation plans and policies.
  - Pay for performance systems and programs.
  - Classification methodologies, policies, tools, and procedures.
  - Total compensation assessment and market surveys.
  - Incentive programs and total rewards for all levels of employees and management including but not limited to hard to fill positions.
  - Compensation philosophy, policies, practices, and procedures.
  - Fair Labor Standards Act exemption audits and reviews.
  - Written compliance reviews, analysis, findings and recommendations with State, Federal, and all applicable laws and regulations.
  - Develop, implement and maintenance of career paths to include program documents.
  - Incentive plan design and alternate pay programs.
  - Skill-based pay programs.
  - Executive compensation review and plan design.
  - Custom salary surveys.
  - Individual position classification and market pricing.
  - Base pay administration; and
  - Living wage practices and policies.
2. Examples of "as needed" tasks that may be assigned include, but are not limited to:

- a. Conduct a total compensation survey of employer-sponsored inclusive of health care plans, leave programs, retirement plans and tangible benefits among the relevant labor market and identified peer employers.

Compare Prince William Water total compensation program (base salaries and benefit offerings) in the relevant labor market and recommend improvements or adjustments to continue to maintain competitiveness as described in previous sections of this document. These recommendations must include best practices and emerging trends for consideration, even when not supported by market results.

- b. Provide and/or conduct surveys to determine Prince William Water competitive standing and present recommendations in written reports, as well as executive summaries, and make presentations of findings and recommendations to Prince William Water Senior Staff, Executive Management Team and Board of Directors.
- c. Complete pay compression analysis to identify and address potential pay compression issues for current employees and future hires and provide recommendations to include costs and detailed implementation plans while maintaining compliance with all federal, state and local laws and regulations.
- d. Provide a comprehensive evaluation of jobs with Prince William Water to determine relative worth within the organization for internal equity and the establishment or updating of pay ranges and classification levels and to include assessment of exempt and non-exempt status of jobs.
- e. Recommend implementation strategies including best practices and emerging trends for consideration, including, but not limited to addressing reclassifications, setting new hire base pay, pay compression, and living wage pay.
- f. Provide a comprehensive review and analysis of Prince William Water Payroll & HR software applications and capabilities and provide a recommendation for consolidation and/or utilization of available features as they relate to pay and performance.
- g. Establish new compensation programs where Prince William Water compensation is below identified peer organizations, or where gaps exist in the current programs and ensure compliance with all applicable state, federal and local laws and regulations.
- h. Recommend compensation plan design that translates salary data to pay structure that aligns with our compensation philosophy, provides internal and external equity, and attracts and retains high performing employees.

- i. Perform analysis and provide recommendations to ensure that Prince William Water pay structure and pay practices align and comply with all relevant equal pay laws and best practices.
- 3. For major assignments, the Consultant shall provide an agreed upon project plan with completion dates and make periodic progress reports and/or briefings. A final written analysis of each task may be submitted to Prince William Water, Director of Human Resources and Organizational Development or designee as deemed necessary.
- 4. The Consultant's staff must be available for consultation with Prince William Water staff on an as-needed basis between 8:00 AM and 5:00 PM, Monday through Friday, Eastern Standard Time (EST).



## ATTACHMENT B PRICING

		Benefits & Compensation Consulting Services RFP SA 26xx		
		<i>The offeror shall provide <b>Labor Category</b> and <b>Burdened Hourly Rate</b> that will be used for the required services</i>		
Item No.	Estimated Quantities	Labor Category	Fully Burdened Hourly Rate	TOTAL
1	100	Principal	\$	
2	200	Senior Consultant	\$	
3	200	Consultant	\$	
4	150	Associate Consultant	\$	
5	150	Analyst	\$	
<b>GRAND TOTAL AMOUNT</b>				<b>\$</b>

The quantities specified are estimates only to be used in the evaluation of proposal responses. These quantity estimates are not necessarily to be purchased under any resulting contract. If requirements do not result in an order in the quantities described as “estimated,” that fact shall not constitute the basis for an equitable price adjustment.

## ATTACHMENT C REQUIRED INSURANCE LIMITS

### Insurance Coverages and Limits:

Coverage Required		Minimum Limits
1.	Workers' Compensation and Employers' Liability:	Statutory Limits of the Commonwealth of VA:
	Admitted in Virginia	Yes
	Employers' Liability	\$500,000
	All State Endorsement	Statutory
2.	General Liability	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
	Contractual Liability	
	Personal Injury	
3.	Automobile Liability	\$2,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
	Owned, Hired & Non-Owned	
	Personal Injury	
4.	Umbrella or Excess Liability	\$5,000,000 Each Occurrence \$5,000,000 Aggregate
5.	Prince William Water named as additional insured on General Liability Policies (This coverage is primary to all other coverage Prince William Water may possess.)	
6.	Cancellation notice in accordance with policy provisions required.	
7.	Best's Guide Rating	A-VII or Better, or Equiv.
8.	The Certificate must state Contract No. SA 2619	

## **ATTACHMENT D      PRINCE WILLIAM WATER SWaM BUSINESS GOAL**

It is an important business objective of Prince William Water to promote the economic enhancement of small, women- owned, or minority-owned and service-disabled veteran-owned small businesses (SDV), collectively known as SWaM. The success of Prince William Water in maximizing participation in contracting or sub-contracting opportunities of SWaM firms (whether as a prime contractor or a subcontractor) is dependent upon Prince William Water bidders/offerors and contractors partnering with us in this important endeavor.

### **A.      Obtaining Certification**

Eligible firms are encouraged to obtain certification as a SWaM business by using the services and assistance of the Department of Small Business and Supplier Diversity of the Commonwealth of Virginia (SBSD) and the Small Business Administration (SBA) or other resources to obtain certification. Prince William Water recognizes several certification sources including:

#### **Primary Certification Entity:**

The Virginia Department of Supplier Diversity (SBSD): <https://www.sbsd.virginia.gov/>

#### **Other Certification Entity Partners of Prince William Water Include:**

- (1) Small Business Administration [www.sba.gov](http://www.sba.gov)
- (2) Women’s Business Enterprise National Council [www.wbenc.org](http://www.wbenc.org)
- (3) National Minority Supplier Development Council [www.nmsdc.org](http://www.nmsdc.org)
- (4) Carolina-Virginia Minority Supplier Diversity [www.cvmsdc.org](http://www.cvmsdc.org)
- (5) Other U.S. State or Local Government Supplier Diversity Programs such as the North Carolina Unified Certification Program, the Maryland Office of Minority Business Enterprise and other State certification programs. Some local government programs are also accepted provided the certification process is other than self-reporting.

### **B. Maximizing Sub-contractor Opportunities**

Bidders/Offerors and Prime Contractors should take affirmative steps prior to submission of bids/proposals and after award of a contract to facilitate participation by SWaM businesses by providing subcontractor or sub-consultant opportunities or by partnering with a SWaM firm. Such efforts may include:

- (1) Establishing and maintaining a current list of small, women-owned, minority-owned and service-disabled veteran sources available to provide goods/services.
- (2) Use the services and assistance of the Department of Small Business and Supplier Diversity of the Commonwealth of Virginia (SBSD) or other similar resources to identify sub-contractors or sub-consultants.

- (3) Encourage existing sub-contractors or sub-consultants to seek certification from one of the certification programs identified above if they are eligible.
- (4) Segment total work requirements to permit maximum SWaM participation through subcontractors or partnerships.
- (5) Assure that SWaM firms are solicited whenever they are potential sources of goods or services. This step may include:

Sending letters or making other personal contact with SWaM firms and SWaM related associations. SWaM firms should be contacted when other potential subcontractors are contacted, within reasonable time prior to bid/proposal submission. Those letters or other contacts should communicate the following:

- (i) Specific description of the work to be contracted;
  - (ii) How and where to obtain a copy of plans, specifications or other detailed information needed to prepare a detailed price quotation;
  - (iii) Date the information is due to the Bidder/Offeror;
  - (iv) Name, address, and phone number of the person in the Bidder/Offeror's firm whom the prospective SWaM subcontractor should contact for additional information.
- (6) Offerors and potential subcontractors are encouraged to communicate and collaborate using the B2B Connect tab on the solicitation webpage on eVA, Virginia's e-procurement portal and to follow projects on Prince William Water's website [www.princewilliamwater.org](http://www.princewilliamwater.org).

**ATTACHMENT E CONTRACT AGREEMENT**

**AGREEMENT NUMBER: 2619**

**SUBJECT: EMPLOYEE BENEFITS AND TOTAL COMPENSATION  
CONSULTING SERVICES**

**BY AND BETWEEN:**

**Prince William Water:**

4 COUNTY COMPLEX COURT  
WOODBIDGE, VIRGINIA 22192  
T: (703) 335-8925 / F: (703) 335-7954

**And the Consultant:**

**XYZ Company**

**Address**

**Address**

Telephone:

Fax:

Email:

Contact Person:

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# **EMPLOYEE BENEFITS AND TOTAL COMPENSATION CONSULTING SERVICES**

## **AGREEMENT SA 2619**

Between

**PRINCE WILLIAM WATER**

And

**XYZ COMPANY**

For

THIS Employee Benefits and Total Compensation Consulting Services Agreement (hereinafter referred to as SA 2619 Agreement” is made between the Prince William County Service Authority, (hereinafter referred to as “Prince William Water”), AND

XYZ Company authorized to do business in the State of Virginia, (hereinafter referred to as “Consultant”), whose place of business is [Insert Address].

WHEREAS, Prince William Water solicited proposals from qualified Consultants on [Insert Date of RFP Release], pursuant to Prince William Water RFP SA 2619. Consultant submitted a response to the RFP dated [Insert Date of Response Submittal]. Based upon the representations of Consultant in the Response to RFP, which representations Prince William Water has relied upon, Prince William Water selected the Consultant to provide said continuing SA 2619 Employee Benefits and Total Compensation Consulting Services for Prince William Water;

WHEREAS, the Consultant is willing and able to perform such Employee Benefits and Total Compensation Consulting Services for Prince William Water within the basic terms and conditions set forth in this Agreement; and

WHEREAS, the purpose of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement is not to authorize a specific project, but to set forth certain terms and conditions which shall be incorporated into subsequent supplemental Work Order Agreements for specific projects or services when required;

NOW THEREFORE, in consideration of the mutual terms, conditions, promises and covenants set forth below, Prince William Water and Consultant agree as follows:

## SECTION 1 DEFINITIONS

The following definitions and references are given for the purpose of interpreting the terms as used in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and apply unless the context indicates a different meaning:

### A. Standard Definitions:

1. **Administrative Contracting Officer (ACO) also referred to as Prince William Water Contract Administrator:** Prince William Water representative who manages actions that must be taken to assure full compliance with all of the terms and conditions contained within the resulting Contract Document, including price.
2. **Basic Ordering Agreement (BOA):** A written instrument of understanding negotiated between Prince William Water and the Consultant that contains (1) terms and clauses applying to anticipatory agreements between the parties during its term, (2) a description of the commodities and /or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement. A Basic Ordering Agreement is not a contract.
3. **Change Order:** A written order to the Consultant or executed by Prince William Water, issued after execution of a Contract or purchase order (PO), authorizing and directing an addition, deletion or revision of any nature or an adjustment in the price, schedule, quality or quantity of the Work. Any positive or negative change in the Contract constitutes a Change Order.
4. **Consultant:** The person or entity, including employees, servants, partners, principals, agents, and assignees that obtained from Prince William Water a contract to provide the services set forth herein.
5. **Consultant's Project Manager:** The Consultant's person responsible for the Project.
6. **Contract/Agreement:** When used as a proper noun and capitalized the terms "Contract" or "Agreement" shall mean: this agreement. (When used as a common noun with lower case the terms "contract" or "agreement" shall mean: a mutually binding legal agreement between two or more parties.).
7. **Contract:** When used as a proper noun and capitalized the term "Contract" shall mean: The solicitation's ensuing agreement obligating the Consultant to furnish the goods and/or services promised in exchange for payment from Prince William Water. (When used as a common noun with lower case the term "contract" shall mean: a mutually binding legal agreement between two (2) or more parties.).
8. **Contract Document(s):** Documents which establish the rights and obligations of the and Prince William Water and include: The signed Contract, Addenda (which pertain to the resulting Contract Documents), the Notice to Proceed, together with all written amendments, Change Orders, work change directives, field orders, and engineer's written interpretations and clarifications issued on or after the effective date of the resulting contract.
9. **Contracting Officer Representative (COR) also referred to as Prince William Water Project Manager:** the representative of the ACO responsible for the inspection and approval or disapproval of all deliverables and payment of invoices under Prince

William Water Contracts. Designation as a COR does not convey authority to execute Contracts or Change Orders.

10. **Day(s):** The word “Day” means a Calendar Day of 24 hours measured from midnight to the next midnight. Days in this Contract shall mean consecutive Calendar Days, unless otherwise specified.
11. **Deliverable(s):** All electronic and/or physical items, products, reports, studies, calculations, plans, drawings, surveys, maps, models, photographs, and specifications, the Consultant must deliver to Prince William Water, at a specified date(s), and meeting the criteria defined in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and/or all other subsequent task and sub-task agreement pursuant to this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
12. **Defective Work:** The word “Defective”, when modifying the word “Work”, refers to work that is unsatisfactory, faulty, or deficient in that it does not conform to the Contract Documents or does not meet the requirements of any inspection, reference standard, test or approval referred to in the Contract Documents, or has been damaged prior to Contracting Officer Representative’s recommendation of final payment (unless responsibility for the protection thereof has been assumed by Prince William Water).
13. **Dollar “\$”:** United States of America dollars.
14. **Field Order:** A written order issued by the Consultant which requires minor changes in the Work but which does not involve a change in the Contract Price or the Contract Times.
15. **Final Payment:** Payment made by Prince William Water for completed services and representing the balance of Prince William Water’s financial obligation for a specified project.
16. **Hourly Rate:** The rate specified in the Agreement for the individual employee and employee category on a specific project. The rates are as specified in the attached EXHIBIT B, Compensation and Labor Costs.
17. **Intellectual Property Rights:** All of Consultant’s right, title, and interest under and to all trademarks, service marks, copyrights, know-how, trade secrets, curricula, text books, reference material, tests, online course material and programming, computer programs, sound files, technology, software, techniques, methods, ideas, and processes incorporated into or delivered in the course of performing the Work and all other forms of intellectual property rights and protections throughout the world, whether delivered via USB, Internet download, or other media, relating to Consultant and the materials and all future modifications, refinements, and improvements thereto, and any divisions, reissues, continuations in part, and extensions of the foregoing now or hereafter owned by Consultant or under which Consultant now has the rights.
18. **Key Person (Key Personnel):** Any person or persons whose individual action or inaction can impact the timely accomplishment of the performance objective(s).
19. **Lump Sum:** A method of payment to the Consultant for a fixed sum amount, which constitutes Total Compensation to the Consultant for the performance by the Consultant of the Work stated in the Agreement.
20. **Materials:** All information, works of authorship, programs, systems, processes, methodologies, techniques, concepts, tools, analytical approaches, data, database

- models and designs, discoveries, inventions, ideas, and materials related thereto (whether patentable or not), including all documentation, technical information or data, specifications and designs and any changes, improvements, or modifications thereto or derivatives of any of the foregoing.
21. **Notice to Proceed (or Notice of Commencement):** A written notice issued by the Owner to the Consultant fixing the date on which the Contract Times will commence to run and on which Consultant shall start to perform the Work under the Contract Documents.
  22. **Prince William Water:** Prince William Service Authority
  23. **Procurement Officer:** A delegate of the Procurement Manager.
  24. **Work Order Agreement (or Work Order):** The Contract Document that Prince William Water will use to place orders for services with the Consultant for services under the BOA.
  25. **Procurement Manager:** Prince William Water person that has been legally authorized and responsible to enter into, administer, terminate and otherwise manage contracts subject to any approval thresholds that may be established by Prince William Water's General Manager and Board of Directors.
  26. **Subconsultant:** An entity having a direct contract with the Consultant or with any other Subconsultant for the performance of a part of the Work.
  27. **Specifications:** That part of the Contract Documents consisting of written technical descriptions of materials, equipment, systems, standards, and workmanship as applied to the Work and certain administrative details applicable thereto.
  28. **Total Compensation:** The total amount of compensation payable to Consultant for work under this Agreement.
  29. **Travel Expenses:** Actual mileage, meals, and lodging expenses incurred directly for the Work for travel to and from the County. No overnight travel or out-of-town travel outside of Prince William County shall be reimbursed unless the Consultant has secured advance written authorization for such travel from Prince William Water's General Manager, or his designee. Reimbursement for travel expenses shall be at actual rates and shall not exceed per diem rates as established by GSA guidelines (<http://www.gsa.gov/portal/category/104715>).
  30. **Work, Work Product or Works Made for Hire:** The entire services or the various separately identifiable parts thereof required to be provided by Consultant under this Agreement. Work Product or Works Made for Hire as provided as a deliverable under this Agreement shall be owned by Prince William Water with the exception of pre-existing Consultant Intellectual Property Rights as defined herein.
  31. The terms "**in writing**" and "**written**" mean documents permanently inscribed or printed on paper, submitted by facsimile (fax), or submitted by e-mail, unless otherwise specified.

## SECTION 2 SCOPE OF SERVICES

- A. The Consultant shall provide Employee Benefits and Total Compensation Consulting Services, as specified in each Work Order Agreement, to as described in EXHIBIT A, Scope of Work.

- B. The Consultant hereby represents to Prince William Water, with full knowledge that Prince William Water is relying upon these representations when entering into this Agreement with the Consultant, that the Consultant has the professional expertise, experience and manpower to perform the services in a manner consistent with the standard of care in the industry.
- C. Prince William Water may request changes that would increase, decrease, or otherwise modify the Scope of Work. Such changes must be contained in a written Change Order or Modification executed by the parties authorizing and directing an addition, deletion or revision in the Work or an adjustment in the compensation and/or schedule, in accordance with the provisions outlined in Section 5.20 of this Agreement.
- D. Prince William Water may, at its sole discretion, solicit Proposals from other entities for services for any Project or other work outlined in **Error! Reference source not found.**, Scope of Work, of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- E. Contract Documents: Prince William Water shall use Uniform Contract Documents as binding Contract Documents (Contract Agreements, Exhibits, RFPs/IFBs, etc.), which are under ownership of Prince William Water . No changes to Prince William Water Uniform Contract Documents are permitted without the express written consent of Prince William Water . Any changes made without Prince William Water consent is strictly prohibited and considered null and void.

### **SECTION 3 WORK ORDER AGREEMENT PROCESS / AUTHORIZATION OF SERVICES**

- A. The General Manager or his designee shall be authorized to approve all Work Order Agreements, Work Order or Change Orders in accordance with Prince William Water 's Procurement and Contract Management Regulations.
- B. Prince William Water shall initiate Work Order Agreements by providing the Consultant with a "Scope of Services Request". The Consultant shall provide a proposal for Name / Type services, which shall conform to the requirements of Section C below.
- C. Prince William Water and the Consultant shall utilize a standard form of Work Order Agreement, a copy of which is attached to and incorporated into this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement as EXHIBIT F, Sample Work Order Agreement. At minimum, each Work Order Agreement or Work Order will include the following negotiated terms:
  - 1. The Scope of Services;
  - 2. The deliverables;
  - 3. The time and schedule of performance and term;
  - 4. The method and amount of compensation;
  - 5. The personnel assigned to the Specific Project;

6. Any modifications to the Work Order Agreement form, if mutually agreed upon by the parties; and,
  7. The name of the Consultant's Project Manager.
- D. The Work to be rendered by the Consultant shall commence subsequent to the execution of each Work Order Agreement by both parties. The Consultant's work shall be performed, completed and Work Product submitted to Prince William Water as specified in the Work Order Agreement.
- E. Changes to a Work Order Agreement shall be made by a Change Order which shall mean a written order executed between the Consultant and Prince William Water, issued after execution of a Work Order Agreement, authorizing and directing an addition, deletion or revision in the Work or an adjustment in the Contract Price or Contract Times.

## **SECTION 4 SPECIAL TERMS AND CONDITIONS**

### **4.1 Compensation Billing and Payment**

- A. Prince William Water agrees to pay the Consultant compensation for the Work provided for in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement as outlined in EXHIBIT B, Compensation and Labor Costs.
- B. It is acknowledged and agreed to by Consultant that the dollar limitations set forth in each respective Work Order Agreement or Work Order is a limitation upon, and describes the maximum extent of, Prince William Water's obligation to reimburse Consultant for direct, non-salary expenses, but does not constitute a limitation upon Consultant's obligation to incur such expenses in the performance of services hereunder.
- C. If Prince William Water requests Consultant to incur expenses not contemplated, Consultant shall notify Prince William Water in writing and obtain Prince William Water approval in writing prior to incurring such expenses.
- D. Invoices (or Applications for Payment) must contain sufficient information for Prince William Water to verify that the work was performed in accordance with this Contract. The Consultant shall submit documentation with each invoice as detailed in EXHIBIT D, Invoicing Procedures.

### **4.2 Contract Term Renewal and Price Adjustments**

- A. Term of Agreement: This SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall commence on the date this instrument is fully executed by all parties and shall expire after one (1) year(s), unless and until terminated pursuant to the terms and conditions herein.
- B. Prince William Water reserves the right to renew this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement for four (4) additional one (1)-year

periods under the same terms and conditions, contingent upon successful performance of the Consultant and subject to mutual agreement.

- C. Prince William Water will notify the Consultant in writing ninety (90) days prior to the expiration of the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, or any extension thereof, of Prince William Water 's intention. If Prince William Water elects to extend the Agreement, the Consultant shall immediately respond as to whether the contract extension is acceptable. Such extension shall be executed within thirty (30) Days of Prince William Water 's original notice.
- D. Each Work Order Agreement or Work Order Agreement shall specify the period of service agreed to by Prince William Water and the Consultant for services to be rendered under said Work Order Agreement.
- E. Price Adjustments Negotiated Based on Changes in Consultant's costs:

If Prince William Water elects to exercise the option to renew the contract for an additional one (1)-year period, the contract price(s) for the additional one (1) year shall not exceed the contract price(s) of the original contract increased by more than the percentage increase of the category of Washington-Arlington-Alexandria, DC-VA-MD-WV, all urban consumers, all items section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve (12) months for which statistics are available.

Price adjustments, as approved by Prince William Water, shall become effective on the anniversary (annual renewal) date of each contract year as agreed upon by both parties via a fully executed Contract Modification. The Consultant shall bill on new approved rates from the effective date onwards. Retroactive rate adjustments are not allowed under this Agreement. The adjusted rates shall not be used to adjust previously authorized Work Order Agreements/Work Order.

The Consultant shall, upon expending 75% of the Work Order/Contract Period of Performance, submit a letter to Prince William Water's Administrative Contracting Officer (ACO) stating whether the current schedule in effect will be met in completing the Project. If not, the Consultant shall explain the need and justification for a time extension in order to complete the project. Schedule related Change Orders must be submitted twenty-one (21) Days prior to the Work Order/Contract expiration/completion date.

Prince William Water reserves the right to unilaterally extend an existing contract to allow for continuation of work through completion, even if a new contract has not been placed into effect.

#### **4.3 Availability of Prince William Water's Personnel**

Upon a reasonable request, Prince William Water will make its personnel, including appropriate professional personnel, administrative personnel and other employees, available for consultation in order to perform its obligations under the Contract.

#### **4.4 Stop-Work / Suspension of Work**

- A. Prince William Water may, at its sole option, decide to suspend or stop the Consultant's performance of the services required under the contract. When, and if such action is considered, Prince William Water shall notify the Consultant of its decision in writing. The order shall be specifically identified as a stop-work order under this article. Upon receipt of the stop-work order, the Consultant shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop-work order during the period of suspension.
- B. Upon receipt of any such notice, and unless the stop-work notice directs otherwise, the Consultant shall:
  - 1. Immediately discontinue performing any services on the date and to the extent specified in the stop-work order;
  - 2. Place no further orders, contracts or subcontracts for material, services, or facilities with respect to suspended work other than to the extent required in the stop-work notice;
  - 3. Promptly make every reasonable effort to obtain suspension upon terms satisfactory to Prince William Water, of all orders, subcontracts, and rental agreements to the extent they relate to performance of work suspended; and
  - 4. Continue to protect and maintain the work including those portions on which performance has been suspended.
- C. As full compensation for such suspension, the Consultant shall be reimbursed for the following documented costs, reasonably incurred, without duplication of any item, to the extent that such costs directly result from such suspension of performance:
  - 1. All reasonable costs associated with the mobilization and demobilization of the Consultant's workforce and equipment;
  - 2. An equitable amount to reimburse the Consultant for the cost of maintaining and protecting that portion of the work that has been suspended;
- D. If, as a result of any such suspension, the cost to the Consultant of subsequently performing the service is increased or decreased, Prince William Water may consider making an equitable adjustment in accordance with Section 5.23 Disputes and Claims.
- E. In accordance with EXHIBIT D, Invoicing Procedures the Consultant may suspend the Work or terminate the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and/or applicable Work Order Agreement(s) for Prince William Water's delay in payment, other than payments in dispute, beyond sixty (60) days.
- F. Prince William Water shall notify the Consultant in writing when the stop work has been lifted. Prince William Water shall provide in writing an effective date to resume work.



#### **4.5 Access (Equipment)**

Prince William Water agrees to permit the Consultant's authorized personnel access to Prince William Water's [specify] equipment at such times and for such purposes as reasonably necessary to permit the Consultant to perform its obligations under the Contract.

#### **4.6 Access (Facilities)**

Prince William Water agrees to permit the Consultant's authorized personnel access to Prince William Water's [specify] facility / facilities at such times and for such purposes as reasonably necessary to permit the Consultant to perform its obligations under the Consultant.

#### **4.7 Not Used.**

#### **4.8 Not Used.**

#### **4.9 Consultant's Personnel**

The presence or duties of the Consultant's personnel at a work site, whether as onsite representatives or otherwise, do not make the Consultant or the Consultant's personnel in any way responsible for those duties that belong to Prince William Water and/or the construction Consultants or other entities, and do not relieve the construction Consultants or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the Contract Documents and any health and safety precautions required by such construction work.

The Consultant and the Consultant's personnel have no authority to exercise any control over any construction Consultant or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction Consultant(s) or other entity or any other persons at the site except the Consultant's own personnel.

#### **4.10 Environmental Violations**

For all contracts and subcontracts in excess of \$100,000.00, the Consultant shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11378, and Environmental Protection Agency regulations (40 CFR, Part 15), which prohibit the use under nonexempt Federal contracts, grants, or loans, of facilities included on the EPA List for Violating Facilities.

#### **4.11 Intellectual Property Indemnity**

- A. The Consultant warrants that products and/or services sold to Prince William Water by the Consultant and the use thereof do not infringe or violate any patent, copyright, trademark, mask work, trade secret, or any intellectual property of a third party. The Consultant shall

indemnify, defend, settle on behalf of, and hold harmless Prince William Water from and against any and all demands, claims, proceedings, actions, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees, other expenses for investigation, handling, and litigation, and settlement or judgment amount) asserted against or incurred by Prince William Water, by reason of, resulting from, or arising in connection with any breach of this section.

- B. Prince William Water shall promptly notify the Consultant of any claim regarding indemnification and give information and assistance reasonably requested by the Consultant and the Consultant is given sole authority to defend or settle such claim. If a court or a settlement enjoins the use of such products and/or services, the Consultant shall, at its own expense and at Prince William Water's option, obtain for Prince William Water either the right to continue using such products and/or services, replace same with a non-infringing product and/or service, modify same so it becomes non-infringing, or refund the value of such products and/or services and accept return for same.
- C. The Consultant shall have no liability to Prince William Water with respect to any infringement of patent, copyright, trademark, or other intellectual property rights, resulting from the Consultant's compliance with Prince William Water's proprietary design, specification, or instructions, from Prince William Water's modification of such product without disclosure to the Consultant, or Prince William Water's use of such product with any product and/or service not supplied by the Consultant (except as specified by the Consultant).

#### **4.12 Rider Clause**

The Contract may be extended, with the authorization of the Consultant, to other public bodies, public agencies, or institutions of the United States to permit their use of the Contract at the same prices and/or discounts and terms and conditions of the Contract. The Consultant shall deal directly with public bodies utilizing the Contract concerning issuance of purchase orders, contractual disputes, invoicing and payment. Prince William Water acts only as the "Contracting Agent" for these public bodies.

It is the Consultant's responsibility to notify public bodies of the availability of the Contract. Other public bodies desiring to use the Contract shall make their own legal determination as to whether the use of the Contract is inconsistent with their laws, regulations, and other policies. Other public bodies if mutually agreed may add terms and conditions required by their statute, ordinances, and regulations, to the extent that they do not conflict with the Contract's terms and conditions.

Prince William Water shall not be held liable for any costs or damages incurred by other public bodies as a result of any contract extended to other public bodies by the Consultant.

## **SECTION 5 GENERAL PROVISIONS**

### **5.1 Independent Consultant**

- A. The Consultant shall be acting as an independent Consultant and will not be considered or deemed to be an agent, employee, joint venture, or partner of Prince William Water. The Consultant will have no authority to contract for or bind Prince William Water in any manner and shall not represent itself as an agent of Prince William Water or as otherwise authorized to act for or on behalf of Prince William Water.
- B. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall be those of the Consultant.
- C. The Consultant warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for them to solicit or secure a contract / agreement with Prince William Water and that they have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from this Agreement. In the event the Consultant violates this provision, Prince William Water shall have the right to terminate this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or any Work Order Agreement, without liability, and at its sole discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
- D. Prince William Water may require, in writing, that the Consultant remove from the work site any employee Prince William Water deems incompetent, careless, or otherwise objectionable.
- E. The Consultant will not require any employee to work in unsanitary, hazardous, or dangerous surroundings or working conditions. The Consultant shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner.
- F. Immigration Reform and Control Act of 1986. The Consultant certifies to Prince William Water that they do not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

### **5.2 No Assignment of Contract**

- A. The Consultant shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of Prince William Water's Procurement Manager. All assignments of rights are prohibited whether

they are voluntary or involuntary, by merger, consolidation, dissolution, operation of law, or any other manner. For purposes of this Section:

1. a “change of control” is deemed an assignment of rights; and,
2. “merger” refers to any merger in which a party participates, regardless of whether it is the surviving or disappearing corporation.

- B. Consequences of Purported Assignment or Delegation. Any purported assignment of rights or delegation of performance in violation of this section will be void.

### **5.3 Governing Law and Choice of Forum**

This Contract is binding upon the assigns and successors of each party. Except to the extent Federal law is applicable, the interpretation, effect, and validity of this Contract shall be governed by the laws of the Commonwealth of Virginia.

### **5.4 Permits, Licenses, Certificates, and Taxes**

- A. The Consultant shall be solely responsible for complying with any applicable Federal, State and Municipal laws, codes and regulations that may be required.
- B. Prince William Water reserves the right to require documentation that Consultant is abiding by the ordinances, regulation, and laws of their community and the Commonwealth of Virginia.
- C. If Consultant is required by any regulatory agency to maintain professional license or certification to provide any product and/or service solicited under this agreement, Prince William Water reserves the right to require documentation of the current license and/or certification at any time during the contract period.
- D. Failure to keep required license and/or certification current and in force for the term of the contract and any extension, will result in the Consultant being deemed to be in breach of contract and Prince William Water may take any appropriate actions.
- E. Prince William Water is exempt from state sales tax. A Commonwealth of Virginia Sales and Use Tax Certificate of Exemption will be provided upon request.

### **5.5 Legal Fees (NOT USED)**

### **5.6 Consultant Must Be Authorized To Transact Business In The Commonwealth**

- A. In accordance with the Virginia Public Procurement Act (VPPA) § 2.2-4311.2 a Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Code of Virginia Title 13.1 or Title 50 or as otherwise required by law.

- B. The Consultant shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, or to be revoked or cancelled at any time during the term of the Contract.
- C. Prince William Water may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

## **5.7 Indemnification and Hold Harmless**

- A. To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless Prince William Water, its officials and employees from and against third party liability, suits, actions, damages, costs, losses and expenses, including but not limited to reasonable attorneys' fees, expert witness costs and all other reasonable costs and expenses incurred in preparing, negotiating, or prosecuting through trial and appeal any claim, demands and claims for personal injury, bodily injury, sickness, diseases or death or damage or destruction of tangible property or loss of use resulting there-from, to the proportionate extent caused by, misconduct or negligent acts, errors or omissions of the Consultant, its officials, agents, employees or Subconsultants in the performance of Work under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and any Work Order Agreement.
- B. Prince William Water has agreed in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement to require all designers and Consultants covered by Prince William Water's future contracts related to a Work Order Agreement resulting from the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, to indemnify and hold Consultant harmless to the same extent that the designer or Consultant is obligated to indemnify and hold Prince William Water harmless and also require the designer or Consultant to add Consultant as an additional insured on the designer's or Consultant's Commercial General Liability and Auto Liability insurance policies applicable to the Work.
- C. The Consultant acknowledges that specific consideration has been paid or will be paid under this and each Work Order Agreement for this hold harmless and indemnification provision, and further agrees with the foregoing provisions of indemnity and also agrees with the collateral obligation of insuring said indemnity as set forth in 5.35, Insurance.
- D. The provisions of this Section shall survive termination, cancellation and expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

## **5.8 Disclaimer of Liability**

As a political subdivision of the Commonwealth of Virginia, Prince William Water cannot hold harmless or indemnify any Consultant for any liability whatsoever.

## **5.9 Nondiscrimination of Consultants**

Prince William Water will not discriminate against any Consultant because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, or any other basis prohibited by state law relating to discrimination in employment or because the Consultant employs ex-offenders, unless Prince William Water has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If this Contract is made with a faith-based organization and an individual who applies for or receives goods, services, or disbursements provided pursuant to the Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his/her objection, access to equivalent goods, services, or disbursements from an alternative provider.

## **5.10 Anti-Discrimination**

- A. The Consultant certifies to Prince William Water that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and § 2.2-4311 of the VPPA.
- B. If the Consultant is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds, provided however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (§ 2.2-4343.1E of the VPPA).
- C. In every contract over \$10,000 the provisions below apply.

During the performance of the Contract, the Consultant agrees as follows:

- 1. The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 2. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, will state that such Consultant is an equal opportunity employer.
- 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements for this section.

- D. The Consultant will include the provisions of subsection C above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each Subconsultant or vendor.

### **5.11 Ethics in Public Contracting**

The Consultant hereby certifies that it has familiarized itself with Article 6 of Title 2.2 of the VPPA, Sections 2.2-4367 through 2.2-4377, VA Code An., and that all amounts received by it, pursuant to this procurement, are proper and in accordance therewith.

### **5.12 Drug-Free Workplace To Be Maintained By Consultant For Contracts Over \$10,000**

The Consultant, during the performance of this Contract, agrees to:

- A. Provide a drug-free workplace for its employees.
- B. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Consultant's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- C. State in all solicitations or advertisements for employees placed by or on behalf of the Consultant that the Consultant maintains a drug-free workplace.
- D. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each Subconsultant or Consultant.

For the purpose of this section, "drug-free workplace" means a site for the performance of Work done by the Consultant in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of the Contract.

### **5.13 Terminations**

#### **A. Termination for Default**

Each term and condition is material and any breach or default by the Consultant in the performance of each such term and condition shall be considered a material breach or default of the entire Contract for which Prince William Water shall have the right to terminate the Contract immediately, without penalty or liability.

1. Prince William Water's Administrative Contracting Officer shall notify, in writing, the Consultant of deficiencies or default in the performance of its duties under the Contract and the Consultant shall have fifteen (15) Days to correct same or to request, in writing, a hearing. The Procurement Manager shall hear and act upon same within thirty (30)

Days from receipt of said request and shall notify the Consultant of said action. The action by the Procurement Manager shall be either to confirm, in whole or in part, the specified deficiencies or default, or to relieve the Consultant of responsibilities for said deficiencies or default, or find that there are no deficiencies or default, or such action as deemed necessary in the judgment of the Procurement Manager. Failure of the Consultant to remedy said specified items of deficiency or default in the notice by either Prince William Water's Administrative Contracting Officer or by the decision of the Procurement Manager, whichever is applicable, within fifteen (15) Days of receipt of such notice of such decisions, shall result in the termination of the Contract, and Prince William Water shall be relieved of any and all responsibilities and liabilities under the terms and provisions of the Contract. In such event, the Consultant shall have the right to seek non-binding mediation prior to a judicial review of such action within thirty (30) Days of same. The Consultant shall not be found in default for events arising due to Causes of Delay (see Section **Error! Reference source not found.**).

2. In the event the Consultant abandons this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or is terminated for default by Prince William Water, the Consultant shall be liable to Prince William Water against any damages incurred pertaining to such termination.
3. In the event that the Consultant is terminated by Prince William Water for default and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under 5.13.C and the provisions in 5.13.C shall govern.
4. In addition, any of the following shall constitute a default for which Prince William Water shall have the right to terminate the Contract immediately, without penalty or liability:
  - a) Consultant failure to make prompt payment to Subconsultant or Suppliers pursuant to the Contract requirements, including but not limited to any applicable provisions of the VPPA, Va. Code Ann. Section 2.2-4300 et seq.
  - b) The Consultant is dissolved, becomes insolvent, generally fails to pay or admits in writing its inability generally to pay its debts as they become due.
  - c) The Consultant makes a general assignment, arrangement or composition agreement with or for the benefit of its creditors or makes, or sends notice of any intended, bulk sale; the sale, assignment, transfer or delivery of all or substantially all of the assets of Consultant to a third party; or the cessation by Borrower as a going business concern.
  - d) The Consultant files a petition in bankruptcy or institutes any action under federal or state law for the relief of debtors or seeks or consents to the appointment of an administrator, receiver, custodian or similar official for the wind up of its business (or has such a petition or action filed against it and such petition action or appointment is not dismissed or stayed within 45 Days).



- e) The reorganization, merger, consolidation, liquidation, suspension of business operations or dissolution of the Consultant (or the making of any agreement therefor).

B. Termination for Non-Allocation of Funds

If Prince William Water does not allocate funds for any succeeding fiscal year subsequent to the one in which a contract is entered into, then Prince William Water may terminate the Contract upon thirty (30) Days prior written notice to the Consultant. Prince William Water shall be responsible only for work performed through the date of termination.

C. Termination for Convenience of Prince William Water

1. The Consultant and Prince William Water agree that Prince William Water has the sole right to terminate any contract, or any Work or delivery required thereunder, from time to time either in whole or in part, whenever the General Manager of Prince William Water shall determine that such termination is in the best interests of Prince William Water.
2. Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by Prince William Water General Manager or designee, mailed or delivered to the Consultant, and specifically setting forth the effective date and conditions of the termination.
3. Upon receipt of such notice, the Consultant shall:
  - a) Cease any further deliveries or Work due under the Contract, on the date, and to the extent, which shall be specified in the notice; and
  - b) Place no further orders with any Subconsultant except as may be necessary to perform that portion of the Contract not subject to the Notice of Termination; and
  - c) Terminate all subcontracts except those made with respect to contract performance not subject to the notice; and
  - d) Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of Prince William Water's Procurement Manager; and
  - e) Use all reasonable efforts to mitigate any damages which may be sustained by it as a consequence of termination under this clause.
4. After complying with the foregoing provisions, the Consultant shall submit a termination claim within six (6) months after the effective date of its termination, unless an extension is granted by Prince William Water's Procurement Manager.
5. Prince William Water's Procurement Manager, with the approval of Prince William Water's signatory to the Contract, shall pay all reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or completed. In no event shall this amount be greater than the original contract price, reduced by any

- payments made prior to Notice of Termination and further reduced by the price of the supplies not delivered, or the services not provided. The Contract shall be amended accordingly, and the Consultant shall be paid the agreed amount.
6. In the event that the parties cannot agree on the whole amount to be paid to the Consultant by reason of termination under this clause, Prince William Water's Procurement Manager shall pay to the Consultant the amounts in accordance with 5.13.C.7, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause.
  7. For all contract performance prior to the effective date of Notice of Termination, the total of:
    - a) Cost of work performed or goods delivered and accepted by Prince William Water.
    - b) The cost of settling and paying any reasonable claims as provided in subparagraph 5 above.
    - c) A sum as profit on the cost of work performed or goods delivered determined by Prince William Water's Procurement Manager to be fair and reasonable.
    - d) The total sum to be paid shall not exceed the total contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of work or supplies not provided.
  8. In the event that the Consultant is not satisfied with any payments which Prince William Water's Procurement Manager shall determine to be due under this clause, the Consultant may appeal any claim to Prince William Water Board of Directors in accordance with the Dispute / Claim (See Section 5.23) clause of the Contract.
  9. The Consultant shall include similar provisions in any subcontract, and shall specifically include a requirement that Subconsultant (s) make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Consultant from any recovery from Prince William Water whatsoever of loss or damage sustained by a Subconsultant (s) as a consequence of termination for convenience.

#### D. Termination by Mutual Consent

During performance of the Contract, if Prince William Water and the Consultant mutually agree that it would be in the best interests of both parties to agree to terminate the Contract, then fair and reasonable considerations shall be negotiated and the Contract deemed completed.

#### E. Termination for Cause

1. If the Consultant at any time determines Prince William Water to be in material breach of this Agreement, the Consultant shall provide notice of claim to Prince William Water within three (3) Days of such breach. Such notice shall specify the precise occurrence(s) of such breach and the Owner shall have four (4) Days to cure the breach.

2. This SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or a Work Order Agreement may be terminated by either party upon seven (7) calendar Days written notice to the other party should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination.
3. In the event the Consultant abandons this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or a Work Order Agreement or is terminated for cause by Prince William Water, the Consultant shall be liable to Prince William Water against any damages incurred pertaining to such termination.
4. In the event that the Consultant is terminated by Prince William Water for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under paragraph 5.13.C above and the provisions in paragraph 5.13.C shall govern.
5. If the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement is terminated or expires during an effective and ongoing project the terms and conditions of the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall remain in full force and effect and shall continue to be binding.

#### F. Payment Upon Termination

1. In the event of any termination under Section 5.13, Consultant is entitled to invoice Prince William Water and receive full payment for all Work performed through the effective date of termination, subject to the provisions of Section 5.13.E for Termination for Cause by Prince William Water. This payment shall not include any interest, anticipated profit or lost opportunity costs of the Consultant. Prince William Water shall treat this invoice like an application for a progress payment, subject to retainage. Prince William Water shall not be required to release any retainage until the later of the date when the Work is finally completed by Prince William Water or another Consultant, or one (1) year from the date of termination, whichever is later.
2. In the event of termination by Prince William Water for convenience or by Consultant for cause, the Consultant, in addition to its entitlements under paragraphs 5.13.C and 5.13.E, Consultant may invoice Prince William Water for services and expenses directly attributable to termination, including those provided and incurred both before and after the effective date of termination. Such costs shall include terminating contracts with Consultant's Suppliers and Subconsultants that are performing services or Work required by the Contract, and other related close-out costs, however, such expenses shall not include any anticipated profit or lost opportunity costs of the Consultant.

3. Prince William Water shall make payment to the Consultant for reasonable and verifiable sums resulting from expenditures incurred by the Consultant attributable to termination of contract for convenience.
4. These remedies for termination are the Consultant's sole and exclusive remedies for termination, and the Consultant hereby waives any right to other compensation or damages in the event of termination of the Contract.

#### **5.14 Causes of Delay**

- A. Neither party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is actually delayed, hindered or prevented by any cause which is unanticipated and beyond the reasonable control of the party affected thereby. Causes of delay which, if unanticipated and reasonably beyond the control of the party claiming delay may include but are not limited to the following: war (declared or undeclared), fire, riot, storm, hurricane, earthquake, tornado, strike or labor dispute not involving the Consultant's labor force, epidemic or Phase 5 or higher pandemic (as defined by the World Health Organization), act of terrorism or sabotage or any law, proclamation order, regulation, or ordinance of any government agency or any court, or any other cause similar to those enumerated above.
- B. The party affected by any Causes of Delay shall give prompt written notice to the other party advising of the nature and extent of any Causes of Delay and advising of the effects of the Causes of Delay upon the completion and cost of the Work hereunder. The parties shall consult promptly with each other concerning the Causes of Delay and shall endeavor to agree upon mutually acceptable corrective action. In the event of a Causes of Delay which prohibits performance by the Consultant for more than sixty (60) Days, either party may terminate this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement for convenience and shall have no further obligation hereunder. Consultant shall be entitled to request an adjustment to the Work Order Agreement schedule as a result of any such delay.

#### **5.15 Prime Consultant**

- A. The Consultant shall act as the prime Consultant for all products, equipment, services, software or supplies marketed by other suppliers and shall assume full responsibility for the procurement and maintenance of such items or services. The Consultant shall be considered the sole point of contact with regard to all stipulations, including payment of all charges and meeting all requirements of this Contract.
- B. The Consultant shall include the full name, address, and telephone number of every company bearing an interest in the proposed equipment or services. All Subconsultants will be subject to review by Prince William Water in regard to competency and security concerns. After the issuance of this Contract no change in Subconsultants will be made without the prior written consent of the Procurement Manager, or designee.

- C. The Consultant shall be responsible for all insurance, permits, licenses, etc., for any and all Subconsultants. Even if the Subconsultant is self-insured, Prince William Water will require the Consultant to provide the insurance certificates.

#### **5.16 Payments to Subconsultants**

- A. In the event that the Consultant utilizes a Subconsultant for any portion of the Work under this Contract, the Consultant shall take one (1) of the two (2) following actions within seven (7) Days after receipt of amounts paid to the Consultant by Prince William Water for work performed by a Subconsultant under the Consultant:
  - 1. Pay a Subconsultant for the proportionate share of the total payment received from Prince William Water attributable to the work performed by that Subconsultant under the Consultant; or
  - 2. Notify Prince William Water and any Subconsultants, in writing, of its intention to withhold all or a part of the Subconsultant's payment with the reason for nonpayment.
- B. The Consultant shall pay interest to a Subconsultant on all monies owed by the Consultant that remain unpaid after seven (7) Days following receipt by the Consultant of payment from Prince William Water for work performed by a Subconsultant under this Contract, except for amounts withheld under subsection A.2 of this section. The Consultant's obligation to pay an interest charge to a Subconsultant pursuant to the provisions of this section will not be construed to be an obligation by Prince William Water. A contract modification will not be made for the purpose of providing reimbursement for any such interest charge. A cost reimbursement claim will not include any amount for reimbursement for such interest charge.
- C. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of 3% per annum. The Consultant shall include in each of its subcontracts a provision requiring each Subconsultant to otherwise be subject to the same payment and interest requirements set forth in this section with respect to each lower-tier Subconsultant.
- D. Any subcontract with a Subconsultant shall afford to the Consultant rights against the Subconsultant which correspond to those rights afforded to Prince William Water against the Consultant herein, including but not limited to those rights of termination as set forth herein.
- E. No reimbursement shall be made to the Consultant for any Subconsultants that have not been previously approved by Prince William Water for use by the Consultant.

#### **5.17 Acceptance of Deliverables**

All deliverables shall bear the name of Consultant except for deliverables prepared by a Prince William Water authorized Subconsultant, which shall be properly identified as such and submitted by Consultant. Prince William Water shall determine the acceptability of all Deliverables.

### **5.18 Payment Terms**

- A. Prince William Water will remit full payment on all undisputed invoices in accordance with the terms of this Contract.
- B. Prince William Water will pay interest at a rate of 3% per annum, on all undisputed invoices not paid within thirty (30) Days after acceptance of the service(s), AND a properly completed invoice.

### **5.19 Material and Workmanship**

- A. The Consultant is solely responsible for the professional quality, technical accuracy, timely completion and coordination of all the products and/or services furnished under this Contract. The Consultant shall, without additional considerations, correct or revise any errors, omissions or other deficiencies not meeting the applicable standard of care, or the requirements of the Basic Ordering Agreements (BOA) or Work Order in their services and/or products.
- B. All equipment, material, and articles of any kind that the Consultant may incorporate into the Work covered by this Contract shall be new, genuine manufacturer's recommended and most suitable grade for the purpose intended. The term "new" is defined as of original nature, unused, not previously owned, and free of any damages or defects. The use of such used equipment, materials and articles under this Contract is strictly prohibited.
- C. The Consultant shall be responsible for all Materials delivered and work performed until completion and acceptance of the entire Work, except for any completed unit of work which may have been accepted by Prince William Water.

### **5.20 Modifications or Changes to the Contract**

- A. All modifications and changes to this Agreement shall be in writing.
- B. Prince William Water's General Manager or his designee shall have the sole authority to order changes in this Agreement which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order".
- C. Change Orders shall be limited to reasonable alterations in the work to be performed, compensation or the time of performance.
- D. The Consultant shall not perform any work described in any Change Order unless it has received a signed Change Order and Purchase Order from Prince William Water.
- E. Once final payment has been requested and made, the Consultant only has sixty (60) Days to present or file any claims against Prince William Water concerning the Contract. After that period, Prince William Water shall consider that the Consultant has waived any right to claims against Prince William Water concerning the Contract.

## **5.21 Modifications to the Contract Due to Public Welfare, Change in Law or Ordinances**

- A. Prince William Water shall have the power to make changes to this Contract as the result of changes in laws or Ordinances of the Commonwealth of Virginia and/or Prince William County to impose new rules and regulations on the Consultant under the Contract relative to the scope and methods of providing services as shall from time-to-time be necessary and desirable for the public welfare.
- B. Prince William Water shall give the Consultant notice of any proposed change and an opportunity to be heard concerning those matters. The scope and method of providing services as referenced herein shall also be liberally construed to include, but is not limited to the manner, procedures, operations and obligations, financial or otherwise, of the Consultant.
- C. In the event any future change in Federal, Commonwealth of Virginia or Prince William County law or the Ordinances that materially alters the obligations of the Consultant, or the benefits to Prince William Water, then the Contract shall be amended consistent therewith.
- D. Should those amendments materially alter the obligations of the Consultant, then the Consultant or Prince William Water shall be entitled to an adjustment in the rates and charges established under the Contract. Nothing contained in the Contract shall require any party to perform any act or function contrary to law. Prince William Water and the Consultant agree to enter into good faith negotiations regarding modifications to the Contract which may be required in order to implement changes in the interest of the public welfare or due to change in law. When such modifications are made to the Contract, Prince William Water and the Consultant shall negotiate in good faith, a reasonable and appropriate compensation for any additional services or other obligations required of the Consultant directly and demonstrably due to any modification in the Contract under this section.

## **5.22 Waiver of Claims**

Once final payment has been requested and made, the Consultant only has sixty (60) calendar days to present or file any claims against Prince William Water concerning the Contract. After that period, Prince William Water will consider that the Consultant has waived any right to claims against Prince William Water concerning the Contract.

## **5.23 Disputes and Claims**

- A. If the Consultant wishes to make a contractual claim, whether for extra compensation, damages or any other relief, he shall give Prince William Water Administrative Contracting Officer Notice in strict accordance with the Contract Documents. The Consultant's failure to comply strictly with the requirements of the Contract shall result in waiver of the claim. In any event, all contractual claims shall be submitted in writing no later than sixty (60) Days after final payment.

- B. Resolution of any outstanding claims, counterclaims, disputes and other matters in question arising out of or relating to the Contract Documents to the extent not resolved by the parties hereto, shall be resolved exclusively by non-binding mediation if agreed to by both parties, or litigation in either the Circuit Court of Prince William County, Virginia or the United States District Court for the Eastern District of Virginia, Alexandria Division. These two courts shall have exclusive and binding jurisdiction and venue over any and all disputes arising under this Agreement. The parties voluntarily waive any and all rights to a trial by jury. The fact finder shall be the court, sitting without a jury; provided, however, that nothing contained herein shall be construed to invalidate the finality of Prince William Water 's decisions.
- C. No Claims Against Individuals: No claim whatsoever shall be made by the Consultant against any officer, Board Member, Authorized Representative or employee of Prince William Water for, or on account of, anything done or omitted to be done in connection with this Contract, and the Consultant shall be strictly liable for all costs, attorney's fees and expenses incurred by any individual or entity who is sued in violation of this section.
- D. Disputes: In order to: (i) clearly identify the existence of a dispute between the parties and (ii) promote the prompt, efficient and fair resolution of each such dispute, the parties shall adhere strictly to the claims resolution procedure set forth below. Time is of the essence in meeting these requirements.

#### 1. Claims Resolution Procedures

- i. In accordance with section 2.2-4363, VA Code Ann., this provision shall be followed for consideration and handling of all claims by the Consultant under this Contract. Section 2.2-4365, VA Code Ann., is not applicable to this Contract, and under no circumstances is this paragraph to be construed as an administrative appeals procedure governed by section 2.2-4365, VA Code Ann.
- ii. Notice of the intent to submit a claim setting forth the basis for any claim shall be submitted in writing within ten (10) Days after the occurrence of the event giving rise to the claim, or within ten (10) Days of discovering the condition giving rise to the claim, whichever is later.
- iii. Claims by the Consultant with respect to this Contract shall be submitted in writing in the first instance for consideration by the Administrative Contracting Officer.
- iv. The decision of the Administrative Contracting Officer shall be rendered in writing within thirty (30) Days from the receipt of the claim from the Consultant.
- v. If the Consultant is not satisfied with the decision or resolution of the Administrative Contracting Officer, the Consultant may appeal the claim with Prince William Water Deputy General Manager/CAO within thirty (30) Day of the Administrative Contracting Officer's decision.



- vi. Prince William Water Deputy General Manager/CAO's decision on the claim shall be rendered in writing to the Consultant within thirty (30) Days of receipt of the claim from the Consultant.
- vii. If the Consultant is not satisfied with the decision or resolution of the Deputy General Manager/CAO, the Consultant may appeal the claim to Prince William Water General Manager within thirty (30) Day of the Deputy General Manager/CAO's decision. The Consultant may submit the appeal to Prince William Water General Manager by mailing or otherwise furnishing the Deputy General Manager/CAO a copy of the claim and a request for Prince William Water General Manager's determination.
- viii. Prince William Water General Manager's decision on the claim shall be rendered in writing to the Consultant within thirty (30) Day of receipt of the appeal from the Consultant and shall be final and binding on behalf of Prince William Water, unless the Consultant files a lawsuit against Prince William Water.
- ix. Should any decision-maker designated under this procedure fail to make a decision within the time period specified, then the claim is deemed to have been denied by the decision-maker. Pending a final determination of a claim, the Consultant shall proceed diligently with the performance of the Work under the Contract.
- x. In accordance with the provisions of section 2.2-4363, VA Code Ann., full compliance with this procedure set forth in the provision shall be a precondition to the filing of any lawsuit by the Consultant against Prince William Water Board of Directors of Prince William Water arising out of this Contract.

#### **5.24 Compliance with Occupational Safety and Health (OSHA) Requirements**

- A. All services, practices and items furnished shall comply with the Federal Occupational Safety and Health Act of 1970, as amended, as well as any pertinent Federal, Commonwealth of Virginia, and/or local safety or environmental codes. Lack of knowledge of these requirements will not relieve the Consultant of their responsibilities. Failure to comply with this requirement shall be considered a material breach of contract.
- B. Suppliers/providers including dealers, distributors, and/or manufacturers shall be responsible for having complied with all Federal, State, and local standards, regulations, and laws concerning the product or service specified, and the use thereof, applicable and effective on the date of manufacture or use or date in service including safety and environmental standards as apply to both private industry and governmental agencies.
- C. The Consultant certifies that all Materials and equipment used in the performance of and/or delivered under this Contract shall meet all applicable OSHA or Commonwealth of Virginia requirements. If any material or equipment is subsequently found to be non-

compliant with any applicable OSHA or Commonwealth of Virginia requirement, all costs necessary to comply with the requirement shall be borne solely by the Consultant.

## **5.25 Records and Right to Audit**

- A. The Consultant shall maintain and require Subconsultants to maintain complete and correct records, books, documents, papers and accounts pertaining to the Work performed in connection with this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement including without limitation, reasonable substantiation of all incurred invoice costs pre-approved by Prince William Water.
- B. Such records, books, documents, papers and accounts shall be available at all reasonable times for examination and audit by Prince William Water or any authorized Prince William Water representative with reasonable notice and shall be kept for a period of three (3) years after the completion of each project to be performed pursuant to this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement. Incomplete or incorrect entries in such records, books, documents, papers or accounts will be grounds for disallowance by or reimbursement to Prince William Water of any fees or expenses based upon such entries.
- C. Audit under this provision is to be according to conditions applicable, including, but not limited to, the Section entitled “Termination for Cause”, the Section entitled “Termination for Convenience”, and EXHIBIT D “Invoicing Procedures”, plus all other SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement provisions, including quantities billed, excepting that specified lump sum, fixed percentage, and unit prices are not subject to audit.
- D. Audit access to the Consultant’s records in lump sum or unit price areas when applicable shall be sufficient to satisfy Prince William Water that all quantities meet the specifications and terms under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement including verification of the Consultant’s payments to its suppliers and Subconsultants. The Consultant shall remit promptly to Prince William Water the amount of any adjustment resulting from audit.
- E. Refusal of the Consultant to comply with the provisions in this Section shall be grounds for immediate termination for cause by Prince William Water of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or any Work Order Agreement.
- F. Records pertaining to Hourly Rates and Consultant’s personnel information shall be made available to Prince William Water to allow audit of the Work, provided that Prince William Water shall take all steps necessary to ensure such information is maintained as Confidential Information as defined herein.
- G. The provisions of this Section shall survive termination, cancellation and expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

## **5.26 Strikes or Lockouts**

Prince William Water will not compensate the Consultant for any expense or delay caused to the Consultant by a strike, slowdown, lockout, or other concerted employee work interrupting activity by employees of the Consultant or Subconsultant except adjustment of the Contract time where warranted, which shall be solely at Prince William Water's discretion.

## **5.27 Ownership of Documents/Deliverables**

- A. All contracts and subcontracts for the preparation of reports, studies, plans, Drawings, Specifications, or other data entered into by the Consultant for a project shall provide that all such documents, in electronic form, facsimile or hard-copy and the respective rights obtained by virtue of such subcontracts shall be considered Work Product and become the property of Prince William Water upon payment for services performed, as they are performed.
- B. All finished or unfinished documents, including, but not limited to, detailed reports, studies, calculations, plans, Drawings, surveys, maps, models, photographs, Specifications, and all other data pertaining to or prepared for Prince William Water or furnished by the Consultant pursuant to this Agreement or any Work shall be and shall remain at all times, throughout the life of the Contract and thereafter, the property of Prince William Water, whether the project for which they are made is completed or not, and shall be delivered by the Consultant to Prince William Water within ten (10) calendar days after receipt of written notice requesting delivery of said documents.
- C. The Consultant shall have the right to keep one (1) record set of any such documents that it has produced, but in no event shall the Consultant use or disclose, or permit to be used or disclosed, any such documents without the Owner's prior written authorization, which may be given or withheld in the Owner's sole and unfettered discretion. This requirement shall survive the termination or expiration of this Agreement.
- D. Any reuse of such documents by Prince William Water without the written verification or adaptation by the Consultant for the specific purpose intended will be at Prince William Water's sole risk.
- E. At the conclusion of its Work and before final payment, or from time to time as may be required by Prince William Water, the Consultant shall release and deliver to Prince William Water any and all such originals, provided, however, that the Consultant may, with Prince William Water's approval, reproduce such originals for the purpose of the Consultant's record file of the Work. The Consultant shall not sell, copy, or reuse any Drawings in total or in part for any other project, except with the prior written permission of Prince William Water.
- F. Except as otherwise agreed and documented with respect to Prince William Water's Materials and Work Product or Works Made for Hire, Consultant shall retain all right, title and interest, including all Consultant Intellectual Property Rights, in and to the Consultant Material.

- G. Any of the Consultant's Intellectual Property incorporated into or delivered to Prince William Water as Work Product or Works Made for Hire shall be licensed to Prince William Water without additional cost for reasonable use in the course of its business.

#### **5.28 Authorized Workforce Documentation (E-Verify)**

Within five (5) Days from notice of award of the Contract, the Consultant may be required to submit to Prince William Water documentation that each employee, worker, and all Subconsultants or employees and workers are authorized to work within the United States. This documentation must include appropriate eligibility information from the U. S. Citizenship and Immigration Services E-Verify website.

#### **5.29 Material Breach**

If the Consultant at any time determines Prince William Water to be in material breach of this Agreement, the Consultant shall follow provisions outlined in Section 5.13.E.1.

#### **5.30 Right to Require Performance**

The failure of Prince William Water at any time to require performance by the Consultant of any provision of this Agreement shall in no way affect the right of Prince William Water thereafter to enforce same nor shall waiver by either Party of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.

#### **5.31 Waiver**

- A. No Oral Waivers. The parties may waive this Agreement only by writing executed by the party or parties against whom the waiver is sought to be enforced.
- B. Effect of Failure, Delay or Course of Dealing. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition, under this Agreement, and no act, omission or course of dealing between the parties operates as a waiver or estoppel of any right, remedy or condition.
- C. Each Waiver for a Specific Purpose. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion or against any other person.

#### **5.32 Prince William Water's Responsibilities**

- A. Assist the Consultant by placing at its disposal all reasonably available information as may be requested in writing by the Consultant and allow reasonable access to all pertinent information relating to the services to be performed by the Consultant. Consultant shall use and rely on such information for informational purposes only and shall carefully review, analyze, and verify the contents and suitability of the information before proceeding with the Work.

- B. Furnish to the Consultant, at the Consultant's request, all existing studies, reports and other reasonably available data pertinent to the services to be provided by the Consultant.
- C. Arrange for access to and make all reasonable provisions for the Consultant to enter upon Prince William Water's public property as required for the Consultant to perform services.
- D. In the event that Consultant believes Prince William Water is not reasonably complying with the requirements of the sections above, Consultant shall immediately provide written notice of such non-compliance to Prince William Water.
- E. Prince William Water reserves the right to use either directly, or through assignment to another entity, any Subconsultant of the Consultant to perform work outside of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, as required and as deemed appropriate by Prince William Water.

### **5.33 Avoidance of Conflicts of Interest**

- A. The Consultant agrees not to accept employment during the time this Agreement is in effect which might be construed as a conflict of interest with the Consultant's Work for Prince William Water. The Consultant shall conscientiously avoid a conflict of interest with regard to work for Prince William Water, but when unavoidable, the Consultant shall take the following action:
  - 1. Disclose in writing to Prince William Water the full circumstances as to possible conflict of interest;
  - 2. Assure in writing that the conflict will in no manner influence its judgment or the quality of its services to Prince William Water; and
  - 3. Decline to accept financial or other forms of compensation from more than one employer or client for services on the same project or services pertaining to the same project without the prior written consent of Prince William Water.
- B. The Consultant shall promptly inform Prince William Water of any business associations, interest or circumstances which may be influencing its judgment or the quality of its services to Prince William Water.
- C. The Consultant shall not solicit or accept financial or other valuable considerations from material or equipment suppliers for specifying their products.
- D. The Consultant shall not solicit or accept gratuities directly or indirectly from Consultants, their agents or other parties dealing with Prince William Water in connection with Work for which they are responsible.
- E. The Consultant and its employees shall be bound by the provisions of Prince William Water Code of Ethics provided in Prince William Water's Procurement and Contract

Management Regulations, as may be amended from time to time, which standards shall by this reference be made a part of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement as though set forth in full.

- F. The Consultant agrees to incorporate the provisions of this Section into any subcontract.

#### **5.34 Deleted**

#### **5.35 Insurance**

- A. The Consultant shall maintain insurance in the amounts and forms set forth below and shall provide a Certificate of Insurance to Prince William Water.
- B. The Consultant shall comply with the insurance requirements set forth in Section 5.36 below.
- C. The Consultant shall be responsible for its work and every part thereof, and for all materials, equipment, and property of any and all description used in connection therewith.
- D. The Consultant assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from Consultant's action, omission, commission, or operation of the Consultant under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, or in connection in any way whatsoever with the contracted work.

#### **5.36 Insurance Limits of Liability**

A Certificate of Insurance with limits as specified below shall be required at the time of award. The limits of liability for the insurance required shall provide coverage for not less than the amounts shown in EXHIBIT C or greater where required by law.

#### **5.37 Additional Insurance Terms and Conditions**

- A. Liability insurance may be arranged by general liability and automobile liability policies for the full limits required, or by a combination of underlying liability policies for lesser limits with the remaining limits provided by an excess or umbrella liability policy.
- B. The Consultant shall provide insurance issued by companies admitted or authorized to do business within the Commonwealth of Virginia, with the Best's Key Rating of at least A-: VII.
- C. The Consultant shall provide an original, signed certificate of insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the Procurement Manager before any work is started.
- D. The Consultant shall obtain and retain copies of insurance policies of its Subconsultant, which Consultant shall make available to Prince William Water on demand. The

Consultant may redact certain confidential information, provided such redaction will not impact Prince William Water's ability to understand the insurance coverage terms. The Consultant shall remain responsible under this Agreement for acts and omissions of its Subconsultants. The Consultant shall ensure the same terms and conditions are conveyed to all Subconsultants, to include all insurance requirements and limits described in this Agreement.

- E. In the event of a claim the Consultant will provide on demand, copies of all insurance coverage on behalf of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement within ten (10) days of demand by Prince William Water. The Consultant may redact certain provisions that it deems to contain confidential information, provided such redaction will not impact Prince William Water's ability to understand the coverage terms.
- F. The Consultant shall furnish a new certificate prior to any expiration or cancellation date. The failure of the Consultant to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to Prince William Water's Procurement Department.
- G. Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Consultant fail to provide acceptable evidence of current insurance within thirty (30) days of written notice at time during the contract term, Prince William Water shall have the absolute right to terminate this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement without any further obligation to the Consultant, and the Consultant shall be liable to Prince William Water for the entire additional cost of procuring the incomplete portion of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement at time of termination.
- H. Compliance by the Consultant and all Subconsultants with the foregoing requirements as to carrying insurance shall not relieve the Consultant and all Subconsultants of their liabilities and obligations under this Section or under any other section or provisions of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- I. Contractual and other liability insurance provided under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall not contain a supervision, inspection, or services exclusion that would preclude Prince William Water from supervising and/or inspecting the project as to the end result. The Consultant shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the Subconsultants and any person employed by the Subconsultant.
- J. Nothing contained herein shall be construed as creating any contractual relationship between any Subconsultant and Prince William Water. The Consultant shall be as fully responsible to Prince William Water for the acts and omissions of its Subconsultant and of person employed by them as it is for acts and omissions of persons directly employed by it.

- K. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- L. The Consultant and all Subconsultants shall comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- M. If the Consultant does not meet the specifications of these insurance requirements, alternate insurance coverage, satisfactory to Prince William Water's Procurement Department, may be considered.
- N. The provisions of this Section shall survive termination, cancellation and expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

#### **5.38 Representative of Prince William Water and Consultant**

- A. Prince William Water's Administrative Contracting Officer (ACO) designates Prince William Water's Contracting Officer Representative (COR), as the person to whom all communications pertaining to the day-to-day conduct of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall be addressed.
- B. The Consultant appoints the Consultant's Project Manager, as specified in this Agreement, as the Consultant's Representative to whom all communications pertaining to the Day-to-Day action of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall be addressed.

#### **5.39 All Prior Agreements Superseded**

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms of the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall be predicated upon any prior representations or agreements whether oral or written.

#### **5.40 Consultant's Responsibilities**

- A. The Consultant shall comply with all laws, ordinances and governmental rules, regulations and orders now or at any time during the term of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement which as a matter of law are applicable to or which affect the procedures of the Consultant.
- B. The obligation of the Consultant to comply with governmental requirements is provided for the purpose of assuring proper safeguards for the protection of person and property.



- C. The Consultant shall employ fully qualified, skilled and properly trained personnel capable of performing the required Work as identified herein. The Consultant is responsible for the conduct of all personnel, including Subconsultants, while on the jobsite. The Consultant is responsible for the actions and interactions of its employees and Subconsultants with Prince William Water staff, its customers, suppliers and Consultants. The Consultant shall ensure that its employees and Subconsultants behave professionally and consistent with Prince William Water's vision and values in all Work performed on its behalf. Prince William Water reserves the right to reject Consultant's personnel that Prince William Water determines, in its sole discretion, to be unqualified to perform the Work or for improper behavior during Work performance. Prince William Water further reserves the right to request that Consultant replace any worker deemed unsuitable by Prince William Water.
- D. The Consultant shall exercise the same degree of care, skill and diligence in the performance of the Work as exercised by members of the same profession currently practicing under similar circumstances.
- E. If at any time during the term of any contract for which the Consultant has provided work, it is determined that the Consultant's Deliverables, Work Products or services fail to conform to the above standard of care for the Work, upon written notice from Prince William Water, the Consultant shall immediately proceed to correct the Work, re-perform the Work which fail to satisfy the foregoing standard of care, and shall pay all costs and expenses associated with correcting said work.
- F. Prince William Water's rights and remedies under this Section are in addition to, and are cumulative of, any and all other rights and remedies provided by this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, equity or otherwise.
- G. The Consultant's obligations under this Section shall survive termination, cancellation or expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- H. Any and all Drawings, plans, Specifications, or other construction documents or Deliverables prepared by the Consultant shall conform to the standard of care above in Section C above. Products, equipment and material specified for use shall be readily available unless written authorization to the contrary is given by Prince William Water.
- I. The Consultant shall utilize available Prince William Water data and shall evaluate the same data quality using professional judgement before using the data in accordance with the Project. If the Consultant finds errors or omissions in the data, the Consultant shall report such findings to Prince William Water and omit it from the evaluation, if agreed to by Prince William Water or identify additional data or field evaluation, as necessary. When documenting in reports or technical memorandums, the Consultant shall identify additional data requirements that would improve the accuracy of recommendations and cost estimates.

- J. Consultant shall provide seven (7) copies of any written studies furnished under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement in a format acceptable to Prince William Water
- K. Prior to the execution of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, and prior to the commencement of any work under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, the Consultant shall submit a listing of all Key Personnel expected to be assigned to Work under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, for Prince William Water approval.
- L. The Consultant shall not add, remove or reassign the Consultant's Key Personnel, as defined herein, from performance or positions in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement without written approval from Prince William Water.
- M. In addition, the Consultant shall submit a formal written request to Prince William Water prior to adding, removing and/or re-assigning Consultant personnel as specified below.
- N. Consultant shall submit a formal written request to Prince William Water no later than fifteen (15) days prior to the addition, the removal or reassignment of the Key Personnel. The Consultant shall remove such Key Personnel only after receiving written approval from Prince William Water. Replacement Personnel shall have equal professional experience and expertise to perform the services, subject to Prince William Water approval.
- O. Key Personnel are defined, as those individuals assigned as follows:

<b>Name</b>	<b>Function/Title</b>

- P. The Consultant shall designate a Consultant's Project Manager acceptable to Prince William Water. The Consultant's Project Manager is subject to Prince William Water approval. So long as the Consultant's Project Manager performs in a manner acceptable to Prince William Water and remains in Consultant's employ, the Consultant shall comply with the requirements above.
- Q. Project Team: Prior to the execution of this Agreement, and prior to the commencement of any Consultant Services under this Agreement, the Consultant shall submit a list of all Project Team personnel expected to be assigned to perform Consultant Services under this Agreement for Prince William Water's review and approval. All employees of the

Consultant performing Work under this Agreement must be legally documented employees of the Consultant and paid under the Consultant's Federal tax identification number. The Consultant shall not add, remove, or reassign the Project Team personnel, as defined herein, from performance or positions in this Agreement without approval of Prince William Water. The replacement of Project Team members that are not Key Personnel does not require prior approval by Prince William Water. The Consultant shall provide Project Team members who are fully qualified for their work and shall only replace them with equally qualified people.

- R. All Consultant personnel assigned to the Work are subject to approval by Prince William Water prior to performing any Work. The Consultant shall immediately replace any proposed Consultant personnel not approved by Prince William Water with personnel acceptable to Prince William Water and Prince William Water will not be responsible for any payment for work performed by Consultant personnel not approved by Prince William Water prior to commencement of such performance. The Consultant shall remove any Consultant personnel from performing any Work if requested by Prince William Water which notice shall be at Prince William Water's sole discretion. The Consultant shall provide resumes and other supporting documentation, if requested by Prince William Water, for any Consultant personnel proposed to do Work or currently working on Prince William Water Work. All subsequent Work Orders shall use only Prince William Water approved Authorized Personnel listed in this Agreement.
- S. In performance of Work (including labor work of Consultant employees and/or Subconsultants) under this Agreement outside of the United States is strictly prohibited unless requested in writing by the Consultant and approved in advance in writing by Prince William Water General Manager or his designee.
  - 1. Upon approval, Prince William Water and Consultant shall negotiate and agree upon applicable compensation (labor rate limits and Multiplier factor) prior to any Work being performed outside the United States under this Contract.
  - 2. The Consultant shall provide to Prince William Water for its approval, any and all security measures proposed to preserve Prince William Water's assets in performance of the Work.
- T. The Consultant shall perform the required services in fulfilling the Work requirements and shall notify Prince William Water in advance of performing any Work activities beyond the scope of the work requirements.
- U. The Consultant is responsible for reviewing all tasks to ensure best available technology is being utilized for best results/outcomes.
- V. The Consultant covenants that the services provided by it hereunder will be of the highest professional quality and conform to all generally accepted practices governing the design and development of software of the same general nature and complexity.

- W. The Consultant further covenants that Consultant shall not knowingly introduce through any means, any virus, worm, malware ransomware, trap, trap door, back door, or any contaminant or disabling devices, including, but not limited to, timer, clock, counter, or other limiting codes, commands, or instructions intended to damage or disable (“Harmful Code”) the software or any Prince William Water data or other intellectual property used by Prince William Water. In the event Consultant introduces such Harmful Code, Consultant shall immediately, and at Consultant’s sole expense, replace and install all copies of the software containing the Harmful Code.
- X. Notwithstanding anything else contained in this Agreement, the covenants and warranties in paragraph 5.40.U and 5.40.V shall be deemed to be a warranty for current and future performance and shall continue until and for so long as Consultant is engaged to provide services to Prince William Water with respect to the software developed hereunder, including the maintenance and enhancement thereof.
- Y. The Consultant has access to all materials, equipment and labor necessary to complete the Work within the Contract Times.

#### **5.41 Certifications of Wage Rates**

Signature of this Agreement by the Consultant certifies that the wage rates and other costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

The said rates and costs shall be adjusted to exclude any significant sums should Prince William Water determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate presentation of fees paid to outside Consultants. Prince William Water shall exercise its rights under this clause within three (3) years following final payment.

#### 5.42 Notices

Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

<u>For Consultant</u>	<u>With Copy to</u>
<u>For Prince William Water</u> Attn: Procurement Department 4 County Complex Court Woodbridge, VA 22192	<u>With Copy to</u> Bean Kinney & Korman PC Attn: Mr. Mark Viani 2311 Wilson Blvd., Suite 500 Arlington, VA 22201

#### 5.43 Confidentiality

- A. Prince William Water is a public entity and, as such is subject to and supports the provisions of the Virginia Freedom of Information Act ("Virginia FOIA") and VPPA Section 2.2-4342, Public Inspection of Certain Records.
- B. Except as provided in the VPPA Section 2.2-4300 et seq., all proceedings, records, contracts and other public records relating to Prince William Water's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with Virginia FOIA.
- C. The Consultant may seek protection from disclosure of its trade secrets or proprietary information submitted to Prince William Water in connection with this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, the procurement of the same, and its services hereunder; provided, however, that the Consultant must:
  1. Invoke the protections of VPPA Section 2.2-4342(F) prior to or upon submission of the data or other materials,
  2. Identify the data or other materials to be protected, and
  3. State the reasons why the protection is necessary.
- D. If Consultant, when submitting materials to Prince William Water, requests that those materials not be disclosed under applicable law, Prince William Water consequently denies a request for the disclosure of such materials based on the Consultant's request, and Prince William Water's denial of the request for disclosure is challenged in court, the Consultant shall indemnify, hold harmless and defend Prince William Water, its officers, directors and

employees from any and all costs, damages, fees and penalties (including but not limited to any attorneys' fees and other costs related to the litigation) relating thereto.

- E. Prince William Water shall determine whether materials submitted by the Consultant are subject to disclosure in Prince William Water's sole discretion, and Prince William Water shall have no obligation to withhold disclosure of any materials it believes are subject to disclosure.
- F. Prince William Water, its officers, directors and employees shall have no liability to the Consultant for such disclosure of materials provided by the Consultant.
- G. Prince William Water reserves the right to seek an opinion of the Attorney General of Virginia as guidance on matters regarding the disclosure of materials submitted by the Consultant and the applicability of Virginia FOIA, VPPA and this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, with all such costs and expenses of doing so being at the sole expense of the Consultant.
- H. Confidential Information means with respect to Prince William Water, all business and technical information of Prince William Water provided to Consultant in performance of the Work which are not subject to disclosure under Virginia FOIA or the VPPA, and with respect to Consultant, all business and technical information of Consultant provided to Prince William Water in connection with the performance of the Work including the Intellectual Property Rights which are designated as Confidential Information and are not subject to disclosure under Virginia FOIA or the VPPA.
- I. The parties shall:
  - 1. Keep confidential, and not disclose to any third parties, any Confidential Information of the other party;
  - 2. Maintain and use the Confidential Information of one another only for the purposes of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and only as permitted herein;
  - 3. Only make copies of the Confidential Information as specifically authorized by the disclosing party and with the same confidential or proprietary notices as are on the original;
  - 4. Restrict access and disclosure of Confidential Information to their employees or agents who have a "need to know," and
  - 5. Use commercially reasonable efforts, which shall be no less stringent than those efforts that each party uses to protect its own Confidential Information, to prevent the other's Confidential Information from being disclosed or used in violation of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement; provided, however, that Consultant may disclose Prince William Water's Confidential Information to its Subconsultants who are involved in performing any Services on behalf of Consultant, have a need to know such Confidential Information in order to carry out their responsibilities and have included this confidentiality clause in their contract with the Consultant.

- J. The parties shall return or destroy all Confidential Information of the other party upon termination of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or upon written request of the other party.
- K. Notwithstanding the forgoing, if a receiving party becomes legally compelled to disclose any of the Confidential Information of the disclosing party, the receiving party shall provide the disclosing party with prompt written notice thereof so that the disclosing party may seek a protective order or other appropriate remedy or, if appropriate, waive compliance with the provisions of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- L. If such protective order or other remedy is not obtained, or the disclosing party waives compliance with the provisions of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, the receiving party shall:
1. Furnish only that portion of the Confidential Information of the disclosing party that, upon the advice of legal counsel, is legally required to disclose, and
  2. Exercise reasonable efforts to obtain assurance that confidential treatment will be afforded such Confidential Information.
- M. In the event of a breach or threatened breach of this Section the parties recognize that money damages shall not be an adequate remedy, and therefore, in addition to any other legal or equitable remedies, the parties shall be entitled to seek an injunction, or other equitable relief or remedies, against such breach without necessity of posting bond or security, which is waived.
- N. The Consultant shall not divulge any confidential, proprietary, draft or for official use only information (including portions of materials) concerning the Project(s) or provided to it by the Owner or any of the Owner's employees, consultants, Consultants or agents, to anyone (including, for example, information on applications for permits, variances, and so forth) without the Owner's written consent, which may be given or withheld in the Owner's sole and unfettered discretion. The Owner shall designate such information as "Confidential", "Proprietary", "Draft", or "For Official Use Only". The Consultant shall obtain similar assurances from all those persons (including its employees or independent Consultants) or firms retained by the Consultant pursuant to this Agreement. The Consultant further acknowledges and agrees that substantial damage will accrue to the Owner if this nondisclosure provision is breached by the Consultant or anyone for whom it is responsible, and therefore the Consultant agrees to pay any and all actual damages, costs or losses suffered by the Owner in the event there is a breach of this provision of this Agreement and to be subject to an injunction to enforce this provision. The Owner reserves the right to release any and all information relative to the Project, including, but not limited to, the time of release and the form and content hereof. This requirement shall survive the termination or expiration of this Agreement.

- O. The Consultant shall not include or disclose, or permit to be disclosed, any photographic, artistic, text, recorded or written testimonials or names or contact information for any of the Owner's personnel, or other reference to the Project or the Owner, or any materials received in connection with the Project, in any of its promotional marketing materials, studies, research, advocacy proposals, publications or social media. This requirement shall survive the termination or expiration of this Agreement.
- P. In its performance of Work under this Agreement and any applicable Work Order, if the Consultant is required to offer comments, opinions or testimonials on a specific subject matter related to the Work under this Agreement, under no circumstance shall the Consultant offer unsolicited written comments, opinions or testimonials other than what is specifically requested, or without the express written consent of Prince William Water. This requirement shall survive the termination or expiration of this Agreement.

#### **5.44 Headings**

Headings are for convenience of reference only and shall not be considered in any interpretation of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

#### **5.45 Exhibits**

Each Exhibit referred to in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement forms an essential part of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement. The Exhibits, if not physically attached, should be treated as part of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement and are incorporated by reference.

#### **5.46 Counterparts**

This SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement may be executed in several counterparts, each of which shall be deemed an original and shall constitute one and the same instrument.

#### **5.47 Words and Phrases**

Where the words "required", "approved", "approval", "satisfactory", "determined", "acceptable", or words of like import are used in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, action by Prince William Water is indicated unless the context clearly indicates otherwise, and all work shall be in accordance therewith. Such action, or failure to act, shall not relieve the Consultant of its contractual responsibilities for performance of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

Wherever it is provided in the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement that the Consultant shall perform certain work "at its own expense", or "without charge", or that certain work will not be paid for separately, such words mean that the Consultant shall not be entitled to any additional compensation from Prince William Water for such work.



#### **5.48 Notice of Commencement/Notice to Proceed**

Consultant shall not commence the Work until:

- A. All insurance to be furnished hereunder has been approved by Prince William Water;
- B. Consultant has received a Prince William Water Purchase Order and written Notice to Proceed or Notice of Commencement from the duly authorized representative of Prince William Water for Work under the Agreement; and,
- C. Both parties have executed a Work Order Agreement for a specific project and Prince William Water shall not be responsible to pay for or reimburse the Consultant for any work that does not comply with this paragraph.

#### **5.49 Nonwaiver of Defaults (NOT USED)**

#### **5.50 Patent Indemnity**

Subject to the limitations set forth in this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, the Consultant shall indemnify, save harmless and defend Prince William Water and Prince William Water officers, agents and employees (collectively “Prince William Water Indemnified Party”) from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys’ fees incident to any infringement of any patent or patents related in any manner to the subject matter of the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement documents prepared by the Consultant; provided, however, that any Prince William Water Indemnified Party may, at its option, be represented in any such suits, actions or legal proceedings by attorneys of either party’s own selection at its own expense.

In case any deliverable, document or other Work Product produced by or recommended by Consultant as part of its services provided under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, is held to constitute infringement of any patent or patents and its use on or for Prince William Water’s project is enjoined, the Consultant shall, at its sole expense, either procure for Prince William Water the right to continue using the equipment, material, or facility that contains the infringement, replace the same with non-infringing equipment, material or facilities, or modify it so it becomes non-infringing.

The provisions of this Section shall survive termination, cancellation and expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

#### **5.51 Consultant’s Equipment and Facilities**

- A. The Consultant’s and all Subconsultants’ equipment shall be maintained in safe and good working order for the particular operating conditions. Use of equipment not meeting these requirements shall be discontinued until repaired. Prince William Water reserves the right

to immediately direct the Consultant to discontinue the use of any substandard and/or unsafe equipment.

- B. As requested by Prince William Water, the Consultant shall, at its own expense, repair or replace any substandard equipment used in performance of the work under the Agreement.
- C. All commercial motor vehicles shall meet all U.S. Department of Transportation (DOT) and Virginia Department of Transportation (VDOT) requirements.

#### **5.52 Use of Prince William Water's Equipment or Facilities**

- A. Circumstances may arise where the Consultant requests Prince William Water to make available to the Consultant certain equipment or facilities belonging to Prince William Water for the performance of the Consultant's work under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- B. If Prince William Water agrees to such request, the equipment or facilities will be charged to the Consultant at agreed rental rates. Under such circumstances, the Consultant shall assure itself of the safety of such equipment before use and shall assume all risks and responsibilities in its use of the equipment.
- C. The Consultant hereby agrees to indemnify Prince William Water from any liabilities that may arise from the Consultant's use and upon its return to Prince William Water to establish its condition and substantiate whether or not any part of the equipment used by the Consultant has been overstressed or damaged in any way as a result of its use, other than ordinary wear and tear. The cost of repairs or replacement to correct such overstress damage resulting from such use shall be at the Consultant's expense.
- D. The provisions of this sub section shall survive termination, cancellation and expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

#### **5.53 Consultant's Security Responsibilities**

- A. The Consultant shall at all times conduct its operations under the SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement in a manner to avoid the risk of loss, theft, or damage by vandalism, sabotage, or other means to any property and/or documents. The Consultant shall promptly take all reasonable precautions which are necessary and adequate against any conditions which involve a risk of a loss, theft, or damage of its property or that of Prince William Water.
- B. The Consultant shall comply with all applicable laws and regulations. The Consultant shall cooperate with Prince William Water on all security matters and shall promptly comply with any project security requirements established by Prince William Water.
- C. Such compliance with these security requirements shall not relieve the Consultant of its responsibility for maintaining proper security for the above noted items, nor shall it be

construed as limiting in any manner the Consultant's obligation to undertake reasonable action as required to establish and maintain secure conditions at the site.

- D. The Consultant shall prepare and maintain accurate reports of incidents of loss, theft, or vandalism and shall furnish these reports to Prince William Water within six (6) hours of becoming aware of the incident.
- E. Representatives and employees of the Consultant must enter Prince William Water property through an entrance designated by Prince William Water, and must adhere to all security rules and regulations, and Consultant agrees to comply and cause compliance by its Subconsultants therewith.
- F. The Consultant may obtain authorization for trucks and other vehicles to enter Prince William Water's property subject to compliance with Prince William Water's rules and regulations.
- G. Prince William Water will accept no responsibility for replacement of, protection to, or policing of, the Consultant's equipment, tools or materials which are furnished or used in its work at Prince William Water's property.
- H. The Consultant shall conduct, or has conducted, a criminal background check at its own expense on each of its employees engaged in performing Work under this Contract prior to the commencement of such services. No Consultant employee shall be eligible to perform Work for Prince William Water if he or she, to the Consultant's knowledge, (1) has been convicted of or was placed in a pre-trial diversion program for any crime involving dishonesty or breach of trust including, but not limited to, check kiting or passing bad checks; embezzlement, drug trafficking, forgery, burglary, robbery, theft, perjury; possession of stolen property, identity theft, fraud, money laundering, shoplifting, larceny, falsification of documents; and/or (2) has been convicted of any sex, weapons or violent crime including but not limited to homicide, attempted homicide, rape, child molestation, extortion, terrorism or terrorist threats, kidnapping, assault, battery, and illegal weapon possession, sale or use.
- I. The Consultant also agrees that all of its contracts or other agreements with Subconsultants and vendors shall prohibit the Subconsultants and vendors from assigning any employee providing services for the performance of Work for this Agreement without first performing or obtaining a criminal background check on such employee.
- J. In addition, the Consultant shall not tolerate any inappropriate behavior on Prince William Water's public property and shall immediately remove from the property any Consultant personnel who is found to be engaging in any inappropriate behavior.

#### **5.54 Damage of Property**

The Consultant shall replace any lost or stolen property, repair any damage of whatever kind or character, whether publicly or privately owned, including the property of Prince William Water, to the extent caused by its operations (including its Subconsultants).

The provisions of this Section shall survive termination, cancellation and expiration of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

#### **5.55 Inspection of Work**

Prince William Water shall at any and all times have access to the Work being performed under this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, and all aspects thereof and to the premises affected thereby, for inspection purposes including the utilization at Prince William Water's expense of third-party inspectors, and the Consultant shall provide proper facilities for such access and inspection.

#### **5.56 Cooperation**

Prince William Water or other parties may perform work, including the normal operations of Prince William Water, in the vicinity of or on the premises affected by this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, and the Consultant's work or use of certain facilities may be interfered with as a result of such concurrent activities. Prince William Water reserves the right to require the Consultant to schedule the order of performance of its work in such a manner as will minimize interference with the work of any of the parties involved and the Consultant acknowledges that such interferences will not constitute cause for additional compensation to the Consultant.

#### **5.57 Progress**

- A. If requested by Prince William Water's Contracting Officer Representative (COR), prior to commencement of the Work, the Consultant shall prepare and submit to Prince William Water for approval, a progress schedule indicating the proposed dates for the starting of and completion of the various parts of the Work outlined herein.
- B. The Consultant shall give Prince William Water full information in advance as to its plans for performing each part of its work. If at any time the Consultant's progress is inadequate to meet the requirements of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, Prince William Water may so notify the Consultant who shall thereupon take such steps as may be necessary to improve its progress. If, within a reasonable period as determined by Prince William Water, the Consultant does not improve performance to meet the currently approved SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement Schedule, Prince William Water may require an increase in the Consultant's labor force, the number of shifts, overtime operations or additional days of work per week. Neither such notice by Prince William Water nor Prince William Water's failure to issue such notice shall relieve the Consultant of its obligations to achieve the quality of work and rate of progress required by this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.
- C. Failure of the Consultant to comply with Prince William Water's instructions may be grounds for termination, in accordance with the applicable provisions of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement.

### **5.58 Assignment Upon Termination**

The Consultant Work Product shall become the property of Prince William Water upon payment for services performed, as they are performed and the Consultant shall within ten (10) working days of receipt of written direction from Prince William Water, delivery to either Prince William Water or its authorized designee, all Work Product in its possession, including but not limited to, designs, Specifications, Drawings, studies, reports and all other documents and data in the possession of the Consultant pertaining to such Work Order Agreement. Upon Prince William Water's request, the Consultant shall additionally assign its rights, title and interest under any Subconsultant's agreements to Prince William Water.

Consultant shall not be responsible for any Work Product not yet complete in the event of termination or assignment of the Work Product prior to Consultant's completion of its services.

### **5.59 Order of Precedence**

In the event of an inconsistency between provisions of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, the inconsistency shall be resolved in the following order:

- |                     |                         |                       |
|---------------------|-------------------------|-----------------------|
| A. Change Order     | B. Work Order Agreement | C. Contract Agreement |
| D. Addendum/Addenda | E. Solicitation         | F.                    |

### **5.60 Severability**

If any term or provision of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement, or the application of such terms or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement shall be deemed valid and enforceable to the extent permitted by law.

IN WITNESS WHEREOF, the parties hereto have made and executed this SA 2619 Employee Benefits and Total Compensation Consulting Services Agreement on the respective dates under each signature: Prince William Water, signing by and through its General Manager, attested to by its Prince William Water Notary, duly authorized to execute same and by Consultant by and through its duly authorized officer(s) to execute same.

**Prince William Water**

Prince William Water

By: \_\_\_\_\_  
NAME TITLE

By: \_\_\_\_\_  
SIGNATURE DATE

**Consultant**

XYZ Company

By: \_\_\_\_\_  
NAME TITLE

By: \_\_\_\_\_  
SIGNATURE DATE

## **EXHIBIT A SCOPE OF WORK**

## **EXHIBIT B   COMPENSATION AND LABOR COSTS**



## EXHIBIT C REQUIRED INSURANCE LIMITS

### Insurance Coverages and Limits:

Coverage Required		Minimum Limits
1.	Workers' Compensation and Employers' Liability:	Statutory Limits of the Commonwealth of VA:
	Admitted in Virginia	Yes
	Employers' Liability	\$500,000
	All State Endorsement	Statutory
2.	General Liability	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
	Contractual Liability	
	Personal Injury	
3.	Automobile Liability	\$2,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
	Owned, Hired & Non-Owned	
	Personal Injury	
4.	Umbrella or excess liability	\$5,000,000 Each Occurrence \$5,000,000 Aggregate
5.	Prince William Water named as additional insured on General Liability Policies (This coverage is primary to all other coverage Prince William Water may possess.)	
6.	Cancellation notice in accordance with policy provisions required.	
7.	Best's Guide Rating	A-:VII or Better, or Equiv.
8.	The Certificate must state Contract No. SA 2619	

## EXHIBIT D INVOICING PROCEDURES

- A. Invoices (or Applications for Payment) must contain sufficient information for Prince William Water to verify that the work was performed in accordance with this Contract. Prince William Water requires that the following information be included in the invoice (or must be in the form of a report which must accompany the invoice) and contain the following information:
1. Contract Title and Contract Number, Purchase Order Number;
  2. Dates services were provided;
  3. Summary of deliverables or work achieved during the specified billing period including, for unit price work, details of quantities and prices, for lump sum work, details of the work performed in accordance with the schedule of values;
  4. Proper documentation to support payment of non-schedule work/items not included in the Contract to include payroll records, and invoices for all materials, supplies, and services, purchased or leased, in performance of the work; and,
  5. Written Proof of acceptance of the work and/or deliverable by Prince William Water.
- B. Prior to work performed under this Contract, Consultant shall submit for Prince William Water's approval a sample invoice and/or Contract Status Report. Prince William Water reserves the right to withhold invoice payment until sufficient documentation is provided.
- C. All invoices will be paid within the time specified by the Contract unless any items thereon are questioned, in which event payment will be withheld for those items pending verification of the amount and the validity of the claim.

### Invoices shall be forwarded to:

By Mail	Physical Delivery
Prince William Water Attn: Accounts Payable P.O. Box 2266 Woodbridge, VA 22195	Prince William Water Attn: Accounts Payable 4 County Complex Court Woodbridge, VA 22192
Or (Electronically, via email): <a href="mailto:accountspayable@pwwater.org">accountspayable@pwwater.org</a>	

- D. Monthly Status Reporting for Projects Exceeding 90 Days Duration: In addition to and separate from the Invoice/Application for Payment documentation, the Consultant shall provide Prince William Water's General Manager or his designee, with a written Monthly Report detailing the status of ALL ongoing work tasked to and performed by the Consultant and the Consultant's Subconsultant. At a minimum the Monthly Report shall include the following information:
1. Contract or Work Order number.
  2. Name and title of Project.
  3. A description of each Project/Work Order.

4. Budget of hours and dollars for hourly rate work (if applicable).
  5. Budget of dollars for Lump Sum (if applicable).
  6. Notice of any issues that could affect project completion schedule, quality or price (if applicable).
  7. Cost and hours incurred to date for hourly rate work (if applicable).
  8. Percent/deliverable completion to date for Lump Sum (if applicable).
  9. Estimated cost and hours to complete for hourly work (if applicable).
  10. Estimated percent/deliverables to complete for Lump Sum (if applicable).
  11. Total of all previous Invoices.
  12. Budget and schedule analysis.
  13. Projected completion date.
- E. The Status Report may accompany the Invoice or Application for Payment, as supporting documentation.

## **EXHIBIT E SUBCONSULTANTS LIST**

## EXHIBIT F SAMPLE WORK ORDER AGREEMENT

Project Title

**Contract #: SA 2619**

**Work Order #:** \_\_\_\_\_

This Work Order (“WO”) is prepared for Prince William Water, \_\_\_\_\_ Division and is entered into pursuant to the agreement by and between the Consultant and Prince William Water.

This Work Order defines and specifies the services to be performed and delivered by the Consultant as well as compensation to be paid for such services, all in accordance with the terms and conditions of the Contract. In case of failure to deliver services in accordance with the contract terms and conditions, Prince William Water, after due oral or written notice, may procure the service from other sources.

Section 1:	Description of Services to be Provided

## Section 2: Deliverables

Section 2:	Deliverables

### Section 3: Project Schedule

<b>Section 3:</b>	<b>Project Schedule</b>

**Section 4: Fees**

**Consultant**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Prince William Water**

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature

Printed Name: \_\_\_\_\_

## **EXHIBIT G OTHER**