

NOTICE OF REQUEST FOR PROPOSALS
Owner's Consultant Services for H.L. Mooney Advanced Water Reclamation Facility-Wide Improvements Design Build ("Owner's Consultant Services")

RFP Issue Date: 10/16/2020

RFP Number: RFP SA- 2104

Commodity/Service: Professional Services

Service Authority: Prince William County Service Authority
Attention: Purchasing Department, Mikyong Rodgers, Procurement Officer

Issuing Agency & Address: 4 County Complex Ct.
Woodbridge, VA 22195

Project Name: Owner's Consultant Services for H.L. Mooney Advanced Water Reclamation Facility-Wide Improvements Design Build ("Owner's Consultant Services")

Proposal Submission Due Date and Time: **10:00 A.M. on 12/14/2020. (EST)**

Sealed Proposals must be received in hand by the Service Authority Purchasing Department until **10:00 A.M. on 12/14/2020 (EST)**. Offerors are responsible for ensuring that the Purchasing Department receives their Proposals prior to the submission due date. The time a proposal is received in hand shall be determined by the time stamped on the Proposal receipt by the time clock at the address listed in the solicitation. The Offeror assumes all risk of delivery to the correct office.

PROPOSALS RECEIVED AFTER THE SUBMISSION DUE DATE SHALL NOT BE CONSIDERED. If the Service Authority is closed for any reason on the Proposal due date, the Proposal due date will be extended to 2:00 P.M. on the next business day the Service Authority is open.

PREPROPOSAL CONFERENCE (NON-MANDATORY):

Date and Time: October 28, 2020 at 11:00 A.M. (EST)

Non-Mandatory (Optional) Pre-Proposal Conference: The Service Authority will hold a Pre-Proposal Conference using MS Team 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 Team application by audio, video, or both. If an Offeror plans to join the optional Pre-Proposal Conference, the Offeror must inform the Procurement Department at purchasinggroupemail@pwcsa.org with the following information: vendor name, business address, and contact person. The Service Authority will provide the MS Team link to requestors

only. Upon completion of the meeting, the Service Authority will post an attendance list on the Service Authority website.

SITE VISIT (NON-MANDATORY):

The Service Authority will provide Site Visits to potential Offerors. The Site Visits are scheduled for **10:00 A.M. and 1:00 P.M. on October 30, 2020** for one and a half hours per visit at the following location:

H.L. Mooney Advanced Water Reclamation Facility located at 1851 Rippon Boulevard, Woodbridge, VA 22191 in the first floor of the Durward E. Grubbs, Jr. Building.

In order to comply with CDCs current guidelines on social distancing, the Service Authority will limit attendance to two (2) representatives per firm. Please submit a site visit request via email at purchasinggroupemail@pwcsa.org. The email request should be received no later than October 29, 2020 at 4:00 P.M. (EST). The email should include the following information: preferred site visit time (either 10:00 AM or 1:00 PM), vendor name, business address and name(s) of attendee(s).

A copy of the RFP documents may be obtained by contacting the Purchasing Department at purchasinggroupemail@pwcsa.org. Offerors interested in obtaining the reference documents (which is part of the RFP) must first sign a Non-Disclosure (NDA) Form. Upon request, the Purchasing Department will provide a copy of the RFP and a Non-Disclosure form. Once a signed NDA form is received, the reference documents will be released.