

## Notice to Bidders

**SOLICITATION IFB #: SA-2409**  
**Wellington Road Operations Center Expansion**  
**Project Code: 1(2/4)NWCH0001**

Prince William County Service Authority is accepting competitive sealed bids from qualified Contractors for **Wellington Road Operations Center Expansion**. Sealed Bids will be accepted until **10:00 AM EST** on **March 19, 2024** at Prince William County Service Authority at 4 County Complex Court, Woodbridge, Virginia 22192. Bids must be clearly marked on the outside of the envelope “Sealed Bid – IFB #: SA-2409, Title: **Wellington Road Operations Center Expansion**. Bids will then be publicly opened and read aloud. Bids received after the specified time will not be considered.

**PROJECT LOCATION:**

8410 Virginia Meadows Drive, Manassas, VA 20109

**GENERAL DESCRIPTION:** Provide all materials, equipment, and labor necessary to construct Wellington Road Operations Center Expansion. The work includes, but is not limited to, the following:

- Mobilization and Demobilization
- Demolition of existing items scheduled to be removed
- Clearing
- Erosion controls
- Site grading
- Construction of a 37,769 sf pre-engineered metal building with mezzanine
- Construction of a 3,108 sf Aggregate Storage Area
- Construction of a 2,027 sf Pipe Storage Building
- Landscaping
- Drainage improvements, including storm sewer, a Stormtech Chamber stormwater management facility, and a Contech Continuous Deflection Separation (CDS) Best Management Practice (BMP) unit
- Installation of site improvements, including waterline, oil/water separator, and sanitary sewer lateral
- Installation of vertical pivot gate and chain link fence
- Installation of new above-ground fuel storage tank and pumps
- Construction of a new left turn lane and entrance from Virginia Meadows Drive into the site
- Improved site lighting
- Asphalt paving

Bidder shall submit each bid and required accompanying documents using the blank form(s) provided in this Project Manual.

**PRE-BID CONFERENCE:** A non-mandatory Pre-Bid Conference is scheduled for **10:00 AM EST, February 08, 2024**. The Pre-Bid Conference will be conducted via a live stream tool.

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

Interested Bidders and Subcontractors are strongly encouraged to attend. Pleas of ignorance of any conditions existing on the work site, or difficulties encountered in the execution of the Work, or as a result of failure to make necessary investigations and examinations, will not be accepted as an excuse for any failure or omission on the part of any Bidder to properly fulfill the requirements set forth in the Contract Documents.

**SITE VISIT:**

- A site visit will not be required for this project.
- A site visit for interested bidders will be held at **10:00 AM EST, February 13, 2024** at 8410 Virginia Meadows Drive, Manassas, VA 20109

**QUESTIONS DEADLINE:** Submit questions, in written form only, to Procurement Manager at [SAProcurement@pwcsa.org](mailto:SAProcurement@pwcsa.org) no later than **2:00 PM EST, March 07, 2024**. The subject line of the email should read as follows: “Questions- [Solicitation Number-Solicitation Title]”

**BID SUBMISSION:** One (1) original and two (2) copies of the completed Bid shall be submitted before **10:00 AM EST, March 19, 2024** in a sealed envelope and should be addressed and delivered to:

**Mailing Address:** Prince William County Service Authority  
Procurement Department  
Attn: Mike Burke-IFB SA-2409  
PO Box 2266  
Woodbridge, VA 22195-2266

**Street Address:** Prince William County Service Authority  
Procurement Department – IFB SA-2409  
Attn: Mike Burke-IFB SA-2409  
4 County Complex Court  
Woodbridge, VA 22192

**BID OPENING:** Pursuant to the competitive bidding provision of the Service Authority's purchasing regulations and the Code of Virginia, and subject to the terms and conditions listed herein, bids will be opened, then read aloud via MS Teams immediately after close of the bid submission.

Bidders interested in attending the bid opening must contact the Procurement Department at [SAProcurement@pwcsa.org](mailto:SAProcurement@pwcsa.org) to obtain the MS Teams access information.

**BID DOCUMENTS:** Digital copies of the Bid documents are available for no charge and upon request by emailing the Procurement Department at [SAProcurement@pwcsa.org](mailto:SAProcurement@pwcsa.org). Include the solicitation number and title in the subject line of your email request.

Important Note: Neither the Owner nor the Engineer will be responsible for full or partial sets of Contract Documents, including any Addendum, obtained from any other source.