



Request for Proposals for:

Northern Virginia Regional Biosolids Feasibility Study

RFP-25-012

January 7, 2025

Proposals shall only be submitted electronically via e-mail to Igor Scherbakov, Procurement Manager, to Biosolids-25-012@alexrenew.com on or before 2:00 PM ET, February 28, 2025. Paper copies will not be accepted. There will be an optional Preproposal Meeting for this solicitation on January 14, 2025 from 10:00 AM to 12:00 PM ET at AlexRenew's Environmental Center (1800 Limerick St., Alexandria, VA 22314), Conference Room 300.

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1 INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority d/b/a AlexRenew, Fauquier County Water and Sanitation Authority (WSA), Loudoun County Sanitation Authority d/b/a Loudoun Water, Prince William County Service Authority d/b/a Prince William Water, and Upper Occoquan Service Authority (UOSA), collectively known as the Authorities, have jointly signed a Memorandum of Understanding (MOU) to investigate regional alternatives to the land application of biosolids.

The Authorities submit this Request for Proposals (RFP) to solicit Proposals from those entities (Respondents) interested in providing Professional Engineering Services in support of a feasibility study to identify and evaluate alternatives for long-term regional alternatives to the land application of biosolids. It is anticipated that the successful Respondent will enter into a professional services contract (Contract) with AlexRenew. This solicitation is being conducted as a competitive negotiation for professional services, in accordance with Virginia Code § 2.2-4302.2.

Respondent's Proposal must meet all requirements established by this RFP. Requirements of this RFP generally will use the words "shall", "will", or "must" (or equivalent terms) to identify a required item that must be submitted with a Respondent's Proposal. Failure to meet any RFP requirement may render a Respondent's Proposal non-responsive. The extent to which a Respondent meets or exceeds evaluation factors will be rated by the Authorities and be reflective of scoring (in its sole discretion) of a Respondent's Proposal.

1.1 Definitions

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

- A. **The Authorities:** Collectively, AlexRenew, WSA, Loudoun Water, Prince William Water, and UOSA, who are created and operating pursuant to the Virginia Water and Waste Authorities Act. (§§ 15.2-5100 through 15.2-5159 of the Code of Virginia).
- B. **Business Day:** Any day on which AlexRenew is open for business.
- C. **Contract:** The contract resulting from this solicitation.
- D. **Engineer:** The successful Respondent selected to perform the services associated with this solicitation.
- E. **Key Personnel:** For the purposes of this RFP, those individuals identified by a Respondent under Section 3.4.
- F. **Procurement:** The process for selecting the Engineer to provide services.
- G. **Proposal:** The document submitted by a Respondent in response to this RFP, including any completed forms, attachments, and exhibits.
- H. **Respondent:** The entity that submits a Proposal in response to this RFP.
- I. **Request for Proposals (RFP):** This Procurement document.

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2 BACKGROUND INFORMATION

In November 2024, the Authorities jointly signed an MOU to investigate long-term regional alternatives to the land application of biosolids. Altogether, the Authorities provide wastewater services to more than one million people in Fairfax, Fauquier, Loudoun, and Prince William Counties and the cities of Alexandria, Manassas, and Manassas Park. Currently, the Authorities produce more than 65,000 wet tons of biosolids per year, the majority of which are land applied as Class B in Virginia. The following sections provide additional detail on each of the Authorities.

2.1 Overview of AlexRenew

Established in 1952 by the Alexandria City Council, AlexRenew's mission is to clean wastewater to protect public health and Alexandria's waterways. AlexRenew is governed by an Alexandria City Council-appointed five-member citizen Board of Directors (Board) and is a political subdivision of the Commonwealth of Virginia created under the Virginia Water and Waste Authorities Act. AlexRenew is an independent, special-purpose government unit with administrative and fiscal independence from the City of Alexandria. AlexRenew serves more than 300,000 people in Alexandria and parts of Fairfax County, Virginia. It currently maintains capital assets valued at approximately \$1.2 billion and treats approximately 38 MGD (up to 116 MGD during wet weather) of wastewater at its Water Resource Recovery Facility (WRRF), located in Alexandria, Virginia.

2.2 Overview of WSA

WSA was chartered in 1964 and is governed by a five-member board appointed by the Fauquier County Board of Supervisors. WSA serves approximately 8,000 customers through 17 water systems and 3 wastewater treatment plants: Remington Wastewater Treatment Plant (WWTP), 2 MGD; Marshall WWTP, 0.64 MGD; and Vint Hill, 0.94 MGD. WSA's mission focuses on "...providing quality, reliable water and wastewater services in an environmentally responsible and sustainable manner."

2.3 Overview of Loudoun Water

Loudoun Water is a public body politic and corporate and an instrumentality of the Commonwealth of Virginia. Loudoun Water was created by the action of the Board of Supervisors of Loudoun County, Virginia and was chartered by the State Corporation Commission on May 27, 1959. Loudoun Water provides public water and wastewater services to the unincorporated areas of Loudoun County and has approximately 80,000 connections serving more than 400,000 people. Its service area is predominantly in eastern Loudoun County and is comprised of more than 2,700 miles of water and sewer pipelines. Water supply is currently provided through Loudoun Water's Trap Rock Water Treatment Plant and wholesale supply from Fairfax Water. Wastewater treatment is currently provided through an agreement with DC Water with flow being conveyed in the Potomac Interceptor Sewer, and at Loudoun Water's Broad Run Water Reclamation Facility (BRWRF). Loudoun Water also operates several small community water and wastewater treatment plants in western Loudoun County.

2.4 Overview of Prince William Water

Prince William Water was chartered by County and State governments in 1983, combining 13 water service providers into one Authority that serves most residents and businesses in Prince William County, over 380,000 residents. Water is purchased wholesale from Fairfax Water and the City of Manassas with a total capacity of 68 MGD. Prince William Water's water reclamation capacity is 43.8

MGD consisting of 24 MGD at the H.L. Mooney Advanced Water Reclamation Facility to serve the eastern side of the County, and 19.8 MGD capacity in the UOSA Regional Water Reclamation Facility to serve the western side of the County. Prince William Water owns and maintains about \$1.5 billion in assets, including the H.L. Mooney AWRP, 67 wastewater pumping stations, 16 water booster stations, 22 water storage tanks, and about 2,500 miles of water and sewer pipeline. Prince William County is one of the most diverse counties in the United States, and Prince William Water is proud of its Diversity, Equity and Inclusion and SWaM vendor programs.

2.5 Overview of UOSA

UOSA, located in Fairfax, VA, is a public body politic and corporate organized under the Virginia Water and Waste Authorities Act. UOSA was created by the concurrent actions of its member jurisdictions and chartered by the State Corporation Commission of Virginia on April 1, 1971. The member jurisdictions include the Counties of Fairfax and Prince William and the Cities of Manassas and Manassas Park. UOSA currently owns and operates an advanced water reclamation plant with a capacity of 54 MGD and a regional system of interceptor sewer lines, pump stations, and force mains that deliver sewage from the four member jurisdictions to its treatment plant. UOSA's reclaimed water flows via Bull Run to the Occoquan Reservoir, a major water supply source for approximately 2 million people in the Northern Virginia counties of Fairfax, Loudoun, Prince William, and Alexandria served by the Fairfax County Water Authority (Fairfax Water).

2.6 Biosolids Management Across the Authorities

Table 2.1 provides an overview of biosolids management across each of the Authorities with further detail provided in the sections below.

Table 2.1. Regional Biosolids Production and Future End Use

Authority	Current End Use	Current Biosolids Production (Wet Tons Per Year)	Future End Use (10-year)	Future Biosolids Production
AlexRenew	Class B Cake	21,873	Class A Pellets	9,000 dry tons
WSA	Class B Cake	1,800	Class B Cake	2,400 wet tons
	Landfill Disposal	600		
Loudoun Water	Class B Cake	11,778	Class A Pellets	5,400 dry tons
Prince William Water	Total Dewatered Cake Produced	24,625	Total Dewatered Cake Produced	35,000 wet tons
	Dewatered Cake Removed Offsite	1,500 (range 1,000 to 2,200)	Dewatered Cake Removed Offsite	2,100 wet tons
UOSA	Class A Pellets	6,525	Class A Pellets	8,749 dry tons

2.6.1 AlexRenew's Biosolids Management Overview

AlexRenew currently produces an average of 22,000 wet tons of biosolids per year through pre-pasteurization and mesophilic digestion. All of the biosolids produced are land applied as Class B in Virginia. A recently completed solids master plan has resulted in a project that will upgrade current solids infrastructure and install two rotary drum dryers with an expected completion date of 2030. Upon completion, AlexRenew will produce approximately 9,000 dry tons of Class A pellets.

2.6.2 WSA's Biosolids Management Overview

WSA produces, at the 3 wastewater plants, approximately 2,400 wet tons of biosolids per year through anaerobic digestion. Biosolids produced at the Remington and Vint Hill WWTPs are land applied as Class B in Virginia. The remaining biosolids from the Marshall WWTP are currently landfilled; however, in 2025, these biosolids will be converted to land application as a Class B product.

2.6.3 Loudoun Water's Biosolids Management Overview

Loudoun Water currently produces an average of 11,000 wet tons of biosolids per year through anaerobic digestion for Class B land application. Loudoun Water is currently in the process of designing the next expansion of the BRWRF that will include a new thermal drying facility that will not only increase the solids treatment capacity of the BRWRF but will also increase the biosolids quality to Class A pellet. Completion of the new biosolids drying facility is currently planned for early 2030.

2.6.4 Prince William Water's Biosolids Management Overview

Prince William Water operates a fluidized-bed incinerator (FBI) that achieves 85% dry solids reduction and produces an inert, odor-free ash product disposed in the local landfill. The ash is moistened to about 60% TS to eliminate fugitive emissions during transportation. When the FBI is out-of-service, dewatered cake, a blend of co-thickened primary and waste activated sludge, is transported to an off-site landfill or composting facility. From 2020 to 2023, dewatered cake removed from the site averaged 1,500 wet tons per year (415 dry tons per year) and ranged from 1,000 to 2,200 wet tons/year depending on the length of FBI shutdown. The FBI has been in service for almost 30 years and has undergone refurbishment to extend its effective life. Prince William Water is investigating the feasibility of installing solids handling facilities on-site, such as drying, that can be used when the FBI is out-of-service and provide more off-site options and added resiliency to solids management. Current biosolids production in Table 2.1 is based on 2020 to 2023, and future production is in year 2045.

2.6.5 UOSA's Biosolids Management Overview

UOSA currently produces an average of 6,300 dry tons per year through thermal drying. All of the biosolids are land applied as Class A pellets through a contracted distributor. UOSA maintains and operates two rotary drum dryers and lime stabilization, with the second dryer and lime stabilization currently serving in a reserve capacity. UOSA is currently in the planning process for evaluating replacement options for its oldest dryer.

2.7 Proposed Scope of Services

The Authorities are engaging Professional Engineering Services to conduct a feasibility study of regional alternatives to the land application of biosolids. The feasibility study will consider 2040 estimates of the Authorities' biosolids production, include the following elements, and be completed within one (1) year of contract award:

- A. Alternatives evaluation for the regional management of biosolids including the following technologies:
 1. Thermal drying;
 2. Composting;
 3. Incineration including air emissions controls; and

4. Pyrolysis, gasification, supercritical water oxidation, hydrothermal routes, or some other emerging technology that has not yet been brought to market.
- B. Case studies that demonstrate benefits and concerns of each selected technology. In particular, the case studies should address the constructability, sustainability, and operability of similar systems;
- C. Case studies of other regional facilities;
- D. Business case evaluation, including capital cost investment (Class 5 estimate per the Association for the Advancement of Cost Engineering International's Recommended Practice No. 18R-97 Cost Estimate Classification System), life-cycle cost analysis, and alternative end use markets;
- E. Implementation schedule, including design and construction phases for each alternative;
- F. Regulatory review of each alternative including current and pending regulatory concerns such as PFAS;
- G. Siting study, including property and zoning requirements;
- H. Review of incorporating diverse feedstocks (cake, pellets) and other feedstocks (fats, oils, and grease; municipal or high strength food waste; septage; water treatment residuals) into each alternative;
- I. Identification of potential uses for the energy recovered from the regional facility and how these benefits would be realized in a joint venture;
- J. Evaluation of potential storage options;
- K. Identification of potential funding sources for the construction of a regional facility;
- L. Structural and governance alternatives for a new regional entity, including examples of other regional authorities created for a similar purpose and how these may be expanded to include new partners;
- M. Risk analysis and identification of externalities that might become obstacles to success for a joint venture; and
- N. Other research and analysis related to biosolids regulations, production, treatment, and storage as directed by the Authorities.

2.8 Anticipated Contract Terms and Conditions

A draft professional services agreement is provided as Attachment A. The total value of the contract resulting from this solicitation will be capped at \$1,000,000.

2.9 Procurement Schedule

The Authorities anticipate conducting the Procurement in accordance with the list of milestones outlined in Table 2.2. These milestones are subject to revision, and the Authorities, at their sole discretion, reserve the right to modify the milestones as they find necessary.

The Authorities will conduct a non-mandatory Information Session at AlexRenew's Environmental Center (1800 Limerick St., Alexandria, VA 22314) in Conference Room 300. Respondents are limited to five (5) participants per team.

Table 2.2. Procurement Schedule

Date	Activity
January 7, 2025	Issue RFP
January 14, 2025	Preproposal Meeting 10:00 AM to 12:00 PM Local Time
February 4, 2025	Last Date to Submit Questions Regarding RFP; 2:00 PM Local Time
February 11, 2025	Last Day for AlexRenew to Issue Addenda
February 18, 2025	Proposals Due; 2:00 PM Local Time
March 25 - 27, 2025	Interviews
April 2025	Notifications to Respondents of Selection
May 2025	Contract Approval by AlexRenew Board
May 2025	Anticipated Notice to Proceed for Contract

2.10 Point of Contact

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

Igor Scherbakov

AlexRenew

Procurement Manager

biosolids-25-012@alexrenew.com

Prior to the award of the Contract resulting from this solicitation, Respondents are prohibited from contacting Authorities' staff other than the POC identified above. Respondents are also prohibited from contacting any member of the Authorities' boards of directors and any other staff or entities contributing to the development of the Project. Any such contact may result in disqualification from participating in this Procurement.

The Authorities disclaim the accuracy of information derived from any source other than the POC, and the use of any such information is at the sole risk of the Respondent.

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3 PROPOSAL CONTENTS

Respondents are advised that the Proposal shall include specific information that will demonstrate the qualifications and experience required by this RFP. The Proposal shall consist of all information required under this Section 3, in the order and format specified in Section 5.

Respondents are advised that the Authorities reserve the right to conduct an independent investigation of any information, including prior experience and performance, identified in the Proposal by contacting project references, accessing public information, contacting independent parties, or any other means. The Authorities further reserve the right to request additional information from a Respondent during the evaluation of that Respondent's Proposal. If the Respondent has concerns about information included in its Proposal that may be deemed confidential, the Respondent shall adhere to the requirements set forth by Section 8.6.

3.1 Cover Page

Include a cover page that contains the following title "Proposal for Contract 25-012: Northern Virginia Regional Biosolids Feasibility Study." The cover shall also include the name of the Respondent. The cover need not identify any other entities other than the Respondent, but may contain other items (photos, logos, etc.) at the discretion of the Respondent.

3.2 Table of Contents

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

3.3 Submittal Letter

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

3.4 Team Organization and Commitment

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

- A. A one-page organizational chart illustrating the Respondent's overall team structure and information on the entities comprising the Respondent's team. Include a narrative describing the chart's structure and how it demonstrates the Respondent's ability and capacity to provide the services described in Section 2.7. The team must include a Project Review Board composed of experts in the biosolids field who would provide technical review of proposed solutions.
- B. Key personnel as follows, with demonstrated experience in their proposed roles:
 - 1. **Project Manager.** A Virginia-licensed professional engineer who will provide project management services and be the day-to-day point of contact for the Authorities on all matters associated with this Contract. This individual shall be an experienced

wastewater treatment professional with strong technical and management skills. This individual shall be responsible for the overall coordination and integration of all work under the Contract and for ensuring a coordinated and consistent approach to the execution of all work, including adherence to safety, quality, budget, schedule, and project delivery standards.

2. **Biosolids Lead.** A Virginia-licensed professional engineer who will provide expertise related to constructability and operability of established and emerging biosolids technologies.
 3. **Biosolids Regulatory Expert.** A qualified individual who will provide expertise related to the local, state and federal processes for permitting emerging biosolids technologies and a regional biosolids facility.
- C. Provide information that demonstrates the experience of the proposed Key Personnel, including:
1. A narrative that describes the individual's academic and professional qualifications and experience as it relates to this Contract and to the individual's specified role;
 2. Full resumes (up to 1 page in length, up to 2 pages for the Project Manager) in Appendix A highlighting experience in the proposed role and clearly stating their role on this Project; and
 3. Availability including the scheduled final completion date and contact information of the project owner for all current projects.
- D. Provide information that summarizes the experience of the proposed Key Personnel, as well as Key Personnel reference projects and references as described in 1-6 below. Information should be provided in the table format shown in Table 3.1.
1. Role;
 2. Name;
 3. Total years of experience;
 4. Years with current entity;
 5. Reference Projects. Two (2) reference projects with emphasis on project(s) completed while employed with the current entity; and
 6. References. Two (2) project references; one reference tied to each reference project.

Table 3.1. Summary of Key Personnel Experience

Key Personnel Role	Name	Years of Experience	Years with Entity	Reference Project(s)	Reference(s)
Project Manager	Firm/Staff name	Total years of experience	# years with entity	<ul style="list-style-type: none"> Project Name Proj. Owner Proj. Location Role on project One (1) sentence description of work performed 	<ul style="list-style-type: none"> Name Title Address Phone Email
				<ul style="list-style-type: none"> Project Name Proj. Owner Proj. Location Role on project One (1) sentence description of work performed 	<ul style="list-style-type: none"> Name Title Address Phone Email
Biosolids Lead	" "	" "	" "	" "	" "
Biosolids Regulatory Expert	" "	" "	" "	" "	" "

3.5 Related Project Experience

Using the template provided as Table 3.2, provide three (3) example projects demonstrating the Respondent's experience in providing these services associated feasibility studies. The three (3) example projects shall be organized as follows:

- One (1) project that included an evaluation of emerging biosolids technologies;
- One (1) project that included a feasibility analysis, preferably for a regional solution; and
- One (1) project demonstrating an advanced knowledge of biosolids regulations in Virginia.

The three (3) reference projects must have been performed within the ten (10) years prior to the issuance date for this RFP and be of similar size and scope to the Project

The table may be broken out for each project (for example, one project per page) and shall include the following information:

- The name, location, description, and total contract value of the project.
- The name of the client/owner and contact information including the name, address, phone number, and email for a person representing the client/owner who was in responsible charge of the project and knowledgeable of the Respondent's role and work.
- The date the project started and the actual project completion date.
- The Respondent's role and scope performed on the project.
- Roles and responsibilities of Key Personnel.
- Summarize the relevant technical scope elements (see Section 2.2) similar to the Project.
- Identify significant challenges encountered and solutions provided during the project.

Table 3.2. Related Project Experience Summary

Project Name:			
Location:			
Project Description		Total Contract Value	
		Notice to Proceed Date	
		Actual Completion Date	
		Owner/Client Reference	
		Organization	
		Name	
		Role	
		Phone	
		E-mail	
Respondent's Role and Scope		Key Personnel and Role(s)	
Relevant Technical Scope Elements			
Applicability to this Contract's Scope of Services			

3.6 Proposed Approach

Describe the Respondent's methodology to provide a regional biosolids feasibility study, including but not limited to approach for working with multiple authorities, evaluating established and emerging biosolids technologies, alternatives analysis, business case evaluation, regulatory review, cost estimation, sustainability considerations, energy production and use plan, and governance models, Include a draft timeline for how the Respondent will complete the feasibility study within one year of Contract execution.

3.7 Other Forms and Required Documents

- A. **RFP 25-012 Cover Sheet.** Complete the RFP-25-012 Cover Sheet included as Attachment B and include it as the first page of the Proposal.
- B. **RFP 25-012 Checklist.** Respondents shall complete the RFP-25-012 Checklist provided as Attachment C and include it in the Proposal. The purpose of the RFP Checklist is to aid the Respondent in ensuring all submittal requirements have been included and to provide a page reference indicating the location of each submittal requirement in the Respondent's Proposal. The RFP Checklist is provided to assist the Respondent in preparing its Proposal as a guide only – it does not absolve the Respondent from meeting all requirements of the RFP.
- C. **SCC Registration.** Any Respondent organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a limited liability partnership shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper and full legal name of the firm or entity and the identification number issued to the Respondent by the Virginia State Corporation Commission must be written in the space provided on the State Corporation Commission (SCC) Form provided as Attachment D. Any Respondent that is not required to be authorized to transact business in the Commonwealth shall include in its proposal a statement describing why the Respondent is not required to be authorized.

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

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4 EVALUATION OF PROPOSALS

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

Table 4.1. Evaluation Factors and Weighting

Evaluation Factor	Weighting (percentage)
Team Organization and Key Personnel	45
Related Experience	40
Proposed Approach	15

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

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

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

- A. Contract Terms
- B. Contract start dates and durations
- C. Contract scope of work and deliverables
- D. Staffing levels and hours
- E. Proposed personnel
- F. Contract pricing

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

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

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

5 PROPOSAL SUBMITTAL REQUIREMENTS

5.1 Format

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

Proposals shall be organized as outlined in Table 5.1.

Table 5.1. Proposal Outline

Proposal Section	Contents	Page Limit
–	Cover Page	N/A
–	RFP-25-012 Cover Sheet	N/A
–	Table of Contents	N/A
1	Submittal Letter	1
2	Team Organization and Key Personnel	5
3	Related Experience	5
4	Proposed Approach	5
Appendix A	Resumes	1 page per resume, up to 2 pages for Project Manager's resume
Appendix B	RFP 25-012 Checklist	N/A
Appendix C	SCC Registration Form	N/A

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

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

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

5.2 Submission

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

Igor Scherbakov

Procurement Manager

biosolids-25-012@alexrenew.com

E-Mail Subject for Proposal Submission: RFP 25-012 [RESPONDENT'S NAME]

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

6 QUESTIONS AND ADDENDA

6.1 Questions and Clarifications

All questions and requests for clarification regarding this Procurement shall be submitted to the POC via e-mail only. No requests for additional information, clarification, or any other communication should be directed to any other individual. NO ORAL REQUESTS FOR INFORMATION WILL RECEIVE A RESPONSE.

All e-mail communications from Respondents shall specifically reference the correspondence as being associated with “Northern Virginia Regional Biosolids Feasibility Study RFP-25-012.”

All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.9. Questions or clarifications requested after such date and time will not be answered, unless the Authorities elect, in their sole discretion, to do so.

6.2 Addenda

Changes to the Procurement, in the form of addenda, may be issued between the release and submission dates. Receipt and incorporation of all addenda into the Proposal must be acknowledged in the RFP-25-012 Checklist. Notice of addenda will be posted on eVA at <http://www.eva.virginia.gov> and the AlexRenew website <http://alexrenew.com>. All potential Respondents are encouraged to monitor these web pages for the most current addenda.

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7 RIGHTS AND RESERVATIONS

In connection with this Procurement, the Authorities reserve all rights (which rights shall be exercisable by the Authorities at their sole discretion) available to them under applicable law, including without limitation, the following, with or without cause and with or without notice:

- A. The right to cancel, withdraw, postpone, or extend this RFP in whole or in part at any time prior to the execution of the Contract, without incurring any obligations or liabilities.
- B. The right to issue a new RFP.
- C. The right to reject any and all submittals, responses, and Proposals received at any time.
- D. The right to modify any or all dates set or projected in this RFP.
- E. The right to terminate evaluations of responses received at any time.
- F. The right to suspend and terminate the Procurement process for this Contract, at any time.
- G. The right to revise and modify, at any time prior to the Proposal submittal date, factors they will consider in evaluating responses to this RFP and to otherwise revise their evaluation methodology. Should any modifications occur, Respondents will be notified.
- H. The right to waive or permit corrections to data submitted with any response to this RFP until such time as the Authorities declare in writing that a particular stage or phase of its review of the responses to this RFP has been completed and closed.
- I. The right to issue addenda, supplements, and modifications to this RFP, including but not limited to modifications of evaluation factors or methodology and weighting of evaluation factors.
- J. The right to permit submittal of addenda and supplements to data previously provided with any response to this RFP until such time the Authorities declare in writing that a particular stage or phase of their review of the responses to this RFP has been completed and closed.
- K. The right to hold meetings and conduct discussions and correspondence with one or more of the Respondents responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- L. The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFP, including the right to seek clarifications from Respondents.
- M. The right to permit Respondents to add or delete entities and/or Key Personnel until such time as the Authorities declare in writing that a particular stage or phase of their review has been completed and closed.
- N. The right to add or delete Respondent responsibilities from the information contained in this RFP.
- O. The right to appoint and change appointees of any members of the Authorities' evaluation team.
- P. The right to use assistance of technical and legal experts and consultants in the evaluation process.
- Q. The right to waive deficiencies, informalities and irregularities in a Proposal, accept and review a non-conforming Proposal, or seek clarifications or supplements to a Proposal.

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

8 MISCELLANEOUS

8.1 Remedies

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

8.2 No Obligations for Proposal Costs

The Authorities assume no obligations, responsibilities, nor liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this Procurement. All such costs shall be borne solely by each Respondent.

8.3 Obligation to Keep the Team Intact

The team proposed by Respondent, including but not limited to the Respondent's organizational structure and other individuals identified pursuant to Sections 3.4, shall remain intact for the duration of the Procurement and, if the Respondent is awarded the Contract, the duration of the Contract. The Respondent shall not change or substitute any Key Personnel except due to voluntary or involuntary termination of employment, retirement, death, disability, incapacity, or as otherwise approved by the Authorities. Any proposed change of Key Personnel must be submitted in writing to the POC, who, in his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Respondent's organizational structure and/or Key Personnel at any time during Procurement may result in the elimination of the Respondent from further consideration. Job duties and responsibilities of Key Personnel shall not be delegated to others for the duration of the Contract.

8.4 Conflict of Interest

Each Respondent shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this Procurement. Respondents are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Respondent shall provide the pertinent information in a separate letter addressed to the POC along with its Proposal.

The Authorities, in their sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this Procurement that cannot be mitigated, shall not be allowed to participate in this Procurement. Failure to abide by the Authorities' determination in this matter may result in a Proposal being declared non-responsive.

8.5 Ethics in Public Contracting Act

The Authorities may, in their sole discretion, disqualify the Respondent from further consideration for the award of the Contract if it is found after due notice and examination by the Authorities that there is a violation of the Ethics in Public Contracting Act, § 2.2-4367 et seq. of the Virginia Code, or any similar statute involving the Respondent in the procurement of the Contract.

8.6 Virginia Freedom of Information Act

All Proposals submitted to AlexRenew become the property of AlexRenew and are subject to the disclosure requirements of § 2.2-4342 of the Virginia Public Procurement Act and the Virginia Freedom of Information Act (FOIA) (§ 2.2—3700 et seq. of the Code of Virginia). Respondents are advised to familiarize themselves with the provisions of each Act referenced herein to ensure that documents identified as confidential will not be subject to disclosure under FOIA. In no event shall AlexRenew be liable to a Respondent for the disclosure of all or a portion of a Proposal submitted pursuant to this request not properly identified as confidential.

If a Respondent has special concerns about information which it desires to make available to AlexRenew but which it believes constitutes a trade secret, proprietary information, or other confidential information exempted from disclosure, such Respondent should specifically and conspicuously designate that information as such in its Proposal and state in writing why protection of that information is needed. The Respondent should make a written request to the POC. The written request shall:

- A. Invoke such exemption upon the submission of the materials for which protection is sought;
- B. Identify the specific data or other materials for which the protection is sought;
- C. State the reasons why the protection is necessary; and
- D. Failure to take such precautions prior to submission of a Proposal may subject confidential information to disclosure under the Virginia FOIA.

Respondents shall not designate as trade secrets or proprietary information (a) the Respondent's entire Proposal OR (B) any portion of the Proposal that does not contain trade secrets or proprietary information.

Nothing contained in this provision shall modify or amend requirements and obligations imposed on AlexRenew or any of the Authorities by applicable law, and the applicable law(s) shall control in the event of a conflict between the procedures described above and any applicable law(s).

In the event AlexRenew receives a request for public disclosure of all or any portion of a Proposal identified as confidential, AlexRenew will attempt to notify the Respondent of the request, providing an opportunity for such Respondent to assert, in writing, claimed exemptions under the FOIA or other Virginia law. AlexRenew will come to its own determination whether or not the requested materials are exempt from disclosure. In the event AlexRenew elects to disclose the requested materials, it will provide the Respondent with advance notice of its intent.

8.7 Compliance with the Law in Virginia

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

8.8 Debarment and Other Adverse Contract Actions

If any Respondent entity or individual serving as an officer, director, owner, project manager, procurement manager or chief financial officer of the Respondent entity has experienced one or more

of the following incidences over the past five (5) years, the Respondent shall provide a narrative (3 pages or less) to describe and/or explain the circumstances associated with such incidence:

- A. Any contract has been terminated due to its default.
- B. Any criminal conviction, and any violation of any federal, state, or local statute or regulation, or of any court order addressing or governing antitrust, public contracting, employment discrimination, false claims, or prevailing wages.
- C. Any debarment, or any consideration for debarment, on public contracts by any federal, state, or local government, or by any agency of such government.

8.9 Non-Discrimination

Neither AlexRenew nor the Authorities discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a Respondent because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

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Attachment A
Draft Professional Services Agreement

To Be Issued Via Addendum

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Attachment B
RFP-25-012 Cover Sheet

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RFP-25-012 Cover Sheet

Issue Date: January 7, 2025
RFP No.: 25-012
Proposals submitted to AlexRenew: No later than 2:00 PM ET, February 18, 2025
Location of Submission: Electronically via e-mail
Contract Administrator: Igor Scherbakov
Procurement Manager
Biosolids-25-012@alexrenew.com

Proposal Submitted by:

Name:

Address:

Telephone:

Email:

TIN or SSN:

Alexandria Professional &
Occupational License Tax No.:
License # and Specialty:

Business Classification (check all that apply):

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

Attestation:

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

.....
Name and Title (Respondent's authorized Representative)

.....
Authorized Signature

.....
Date

INCLUDE THIS FORM WITH YOUR PROPOSAL

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Attachment C
RFP-25-012 Checklist

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RFP-25-012 Checklist

RESPONDENT NAME: Click or tap here to enter text.

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

Contents	Checklist	Proposal Page Reference
Cover Page	<input type="checkbox"/>	
Cover Sheet	<input type="checkbox"/>	
This Checklist	<input type="checkbox"/>	
Table of Contents	<input type="checkbox"/>	
Submittal Letter	<input type="checkbox"/>	
Team Organization and Key Personnel	<input type="checkbox"/>	
Proposed Approach and Related Experience	<input type="checkbox"/>	
Approach to Support AlexRenew's Environmental Justice Policy	<input type="checkbox"/>	
Resumes	<input type="checkbox"/>	
SCC Registration Form	<input type="checkbox"/>	

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

☐ Addendum No. 1 ☐ Addendum No. 2 ☐ Addendum No. 3 ☐ Addendum No. 4

☐ Addendum No. 5 ☐ Addendum No. 6 ☐ Addendum No. 7 ☐ Addendum No. 8

.....
Name and Title (Respondent's authorized Representative)

.....
Authorized Signature

.....
Date

INCLUDE THIS FORM WITH YOUR PROPOSAL

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Attachment D
SCC Registration Form

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Compliance with Virginia Law for Transacting Business in Virginia

The undersigned hereby agrees that, if the Authorities accept your Proposal for services in conjunction with this RFP, you meet the requirements of Virginia Code § 2.2-4311.2.

Please complete the following by checking the appropriate line that applies and providing the requested information:

- A. ☐ Respondent is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Respondent's Identification Number issued to it by the SCC is Click or tap here to enter text. (The SCC number is NOT your federal ID number).
- B. ☐ Respondent is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Respondent's Identification Number issued to it by the SCC is Click or tap here to enter text.
- C. ☐ Respondent does not have an Identification Number issued to it by the SCC and such Respondent does not require authorization to transact business in Virginia by the SCC for the following reason or reasons. (Please add additional pages if necessary).

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

.....
Name and Title (Respondent's authorized Representative)

.....
Authorized Signature

.....
Date

INCLUDE THIS FORM WITH YOUR PROPOSAL

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