

**REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES**



ISSUE DATE: July 21, 2022
RFP#: 2023001-ENG-P
TITLE: Surveying Services Term Contract
ISSUING AGENCY: Albemarle County Service Authority
 168 Spotnap Road
 Charlottesville, VA 22911

CONTRACT PERIOD: One (1) year beginning on the date of award with Three (3) additional One (1) year renewal periods.

Sealed proposals for the services described herein will be received until Thursday, August 18, 2022, 3:00 PM EST. Proposals received after the announced time and date for receipt remain unopened. **No telephoned, faxed, or emailed proposals will be considered.**

The face of the envelope or shipping container shall be clearly marked in the lower left-hand corner as follows:

RFP#:	2023001-ENG-P
TITLE:	Surveying Services Term Contract
PROPOSAL DUE:	August 18, 2022, 3:00 PM EST

All Inquiries for information should be submitted in writing and be directed to: Jeremy Lynn at jlynn@serviceauthority.org

PROPOSALS MUST BE SHIPPED/MAILED OR HAND DELIVERED TO THE ADDRESS SHOWN ABOVE.

PREPROPOSAL CONFERENCE: No preproposal conference will be held.

In compliance with this request for proposal and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services herein.

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Name And Address Of Firm:

 _____ Zip Code: _____

Telephone Number: () _____

Fax Number: () _____

E-mail Address: _____

Date: _____

By: _____

(Signature In Ink)

Name: _____

(Please Print)

Title: _____

I have the authority to bind the corporation.

SMALL, WOMAN, MINORITY AND SERVICE-DISABLED VETERAN-OWNED BUSINESS: YES; NO
 IF YES =>> SMALL; WOMAN; MINORITY; SERVICE-DISABLED VETERAN-OWNED

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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1) **PURPOSE:**

The Albemarle County Service Authority (ACSA) is seeking qualifications from consulting surveying firms to provide professional surveying services on an "as needed" basis. The ACSA will select one or more firms to provide the services requested using the Competitive Negotiation Procedure for Professional Services as outlined in the Virginia Procurement Act. The ACSA shall enter into a one-year term contract with the selected surveying firm(s). The contract may be renewed, at the discretion of the ACSA, for up to three additional one-year terms.

2) **SCOPE OF SERVICES:**

Projects may be any tasks that require surveying or related work but are anticipated to be primarily preparation of easement plats, easement staking, construction staking, preparation of base surveys and preparation of as-built plans.

3) **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

A. **GENERAL INSTRUCTIONS:**

1. **RFP Response:** To be considered for selection, offerors must submit a complete response to this RFP. One (1) original and five (5) copies of each proposal along with an electronic copy of the proposal on CD or USB drive, either in Microsoft Word or PDF format must be submitted to the ACSA as a complete sealed proposal. No other distribution of the proposal shall be made by the offeror.
2. **Proposal Preparation:**
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the ACSA requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the ACSA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.
 - e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials, and documentation originated and prepared for the ACSA pursuant to the RFP shall belong exclusively to the ACSA 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 *Virginia Code* § 2.2-4342(F), 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 is not acceptable. See attachment D.

- g. All costs of proposal preparation and presentation shall be borne by each offeror. The ACSA is not liable for any cost incurred by the offeror prior to issuance of a contract.

3. **Oral Presentation:** Offerors who submit a proposal in response to this RFP may be asked to give an oral presentation of their proposal to the ACSA. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The ACSA will schedule the time and location of these presentations. Oral presentations are an option of the ACSA and may or may not be conducted.

4. **Proposal shall include the following:** The proposal verbiage must describe the firm’s qualifications to provide the requested products and/or services, and include the following:

- a. Description of the firm’s business; include a description of experience, competencies, office locations, and overall organizational capabilities.
- b. Corporate organization chart indicating key management team members.
- c. Description of the project staff structure. Include the background, qualifications, length of time at the firm, and relevant experience of all staff involved in the project. Include the responsibilities that each staff member will have during the execution of projects.
- d. Overview of approach and description of methodology to be used to successfully complete tasks.
- e. References: The proposer must provide five (5) independent references from five (5) different projects of similar scope, nature, and complexity to that requested by the ACSA. Each of the references must include the following information:
 - Entity Name
 - Address, City, Province/State/Country
 - Contact Name, Title, Phone Number, and Email address
 - Description of services provided
- f. Complete and return with your proposal the first page of this RFP and attachments A-D.

4. **EVALUATION AND AWARD CRITERIA:** This section is in two parts. The first part, “Evaluation Criteria,” explains how the proposals will be evaluated. The second part is the “Award of Contract” clause that states how the award will be made.

A. **EVALUATION CRITERIA:** Proposals shall be evaluated by the ACSA using the following criteria:

<u>Criteria</u>	<u>Point Value</u>
Overall Qualifications of the Firm	30
Team Member Qualifications and Experience	30
References	15
Geographic Location of Personnel Working on Projects	15
Overall Strength of Proposal	10

AWARD OF CONTRACT: The selection process shall be as per *Virginia Code* § 2.2-4302(A)(4) for the procurement of professional services. The ACSA shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise. At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in this Request for Proposals and all information developed in the selection process to this point, the ACSA shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations for hourly rates shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the ACSA can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror(s). Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract, or contracts, can be negotiated at a fair and reasonable price or prices.

Should the Executive Director or Purchasing Agent, as appropriate, determine in writing and in their sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The ACSA reserves the right to make multiple awards to multiple Offerors, as determined to be to the best advantage to the ACSA. It is anticipated that at least two (2) contracts will be awarded to the best-qualified firms.

The ACSA shall award a contract, or contracts, in such form, terms and conditions as found in Attachment F. The contract shall be signed by the parties as a requirement to receive an award pursuant to this solicitation. Any Offeror that requires, as policy of the Offeror, certain terms and conditions to be included in the contract shall provide such with the written proposal submission. The ACSA Terms and Conditions shall take precedence over any conflicting Offeror terms and conditions.

5. **GENERAL TERMS AND CONDITIONS:**

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the ACSA will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the ACSA has purchased or uses any of its products or services, and the contractor shall not include the ACSA in any client list in advertising and promotional materials, unless the contractor has been given written permission by an ACSA representative who is authorized to sign on behalf of the ACSA.
- B. **ANNOUNCEMENT OF AWARD:** Public notice of the award of this contract, or the announcement of the decision to award this contract, shall be given in the following manner: posting of a written notice on the ACSA webpage at www.serviceauthority.org.
- C. **NON-DISCRIMINATION:** By submitting their proposals, offers certify to the ACSA that they 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 Virginias with Disabilities Act, the Americans with Disabilities Act and *Virginia Code* § 2.2-4311. If the award is made to 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 recipients 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. (*Virginia Code* § 2.2.4343.1(E)).

Every contract over \$10,000 shall include the provisions:

1. During the performance of this contract, the contractor agrees as follows:

- (a) The Contractor 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 law relating to

discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- (b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that it is an equal opportunity employer.
 - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provision will be binding upon each subcontractor or vendor.
- D. NON-DISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the ACSA has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this 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 objection, access to equivalent goods, services, or disbursements from an alternative provider.
 - E. NON-DISCRIMINATION OF FAITH-BASED ORGANIZATIONS:** The ACSA does not discriminate against faith-based organizations.
 - F. ANTITRUST:** By entering a contract, the contractor conveys, sells, assigns, and transfers to the ACSA all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the ACSA under said contract.
 - G. APPLICABLE LAWS & COURTS:** This procurement transaction, and any resulting contract, shall in all aspects be governed by the laws of the Commonwealth of Virginia, notwithstanding conflicts of laws, provisions and any litigation with respect thereto shall be brought in the Circuit Courts of Albemarle County, Virginia. The ACSA and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using the dispute resolution process contained within the Albemarle County Service Authority Purchasing Manual, Chapter 26-3. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
 - H. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the ACSA.
 - I. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the ACSA shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
 - J. PROPOSAL ACCEPTANCE:** Proposals must be submitted by the date and time stated in this solicitation. Proposals will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the offeror to ensure timely and correct delivery of proposal.
 - K. PROPOSAL ACCEPTANCE PERIOD:** Each proposal submitted must be and remain valid for a period of at least sixty (60) days from opening date.
 - L. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written

agreement to modify the scope of the contract. No fixed price contract may be increased by more than twenty percent (25%) or \$50,000, whichever is greater, of the amount of the contract without the advance approval of the ACSA Finance Director or designee, and under no circumstances may the amount of this contract be increased, without adequate consideration, for any purpose (including, but not limited to, relief of the Contractor from the consequences of an error in its bid or offer).

2. The ACSA may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the ACSA a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the ACSA's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the ACSA with all vouchers and records of expenses incurred and savings realized. The ACSA shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the ACSA within thirty (30) days from the date of receipt of the written order from the ACSA. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the ACSA or with the performance of the contract generally.

M. CLARIFICATION OF TERMS: The ACSA will assume no responsibility for oral instructions, suggestion or interpretation. Any question regarding the proposal documents and/or scope of work/specifications shall be directed to the Finance Department and any material change will be submitted to all offerors through issuance of an addendum. **Any questions related to this RFP MUST be submitted to the jlynn@serviceauthority.org no fewer than seven (7) work days prior to the proposal opening date specified.** Questions should be in writing and electronic transmission is preferred. Questions submitted beyond the time specified above may be left unanswered if sufficient time does not allow a response to all prospective offerors without causing an unacceptable delay in the process. Any contact with any ACSA representative, other than that outlined within this solicitation, concerning this RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the ACSA's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the ACSA of any breach or suspected breach in the security of such information. Contractors shall allow the ACSA to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

O. CONTRACTOR'S FORMS/BOILERPLATE CONTRACTS: All written agreements, contracts, service agreements, account applications, forms, and other documents, of any nature, that the Contractor would require the ACSA to sign in connection with any contract resulting from this procurement transaction, or the performance thereof by the Contractor, must be submitted along with the Contractor's proposal. Under no circumstances shall the ACSA be required to agree to any contractual provision (i) that would materially conflict with any provision

of this request for proposals, (ii) that would affect the price, quality, quantity or delivery schedule for any goods or services, or (iii) that would, in the ACSA's sole discretion, materially alter the overall combination of quality, price and various elements of required services that in total are optimal relative to the ACSA's needs, and the Contractor shall not condition its performance or delivery upon any such agreement by the ACSA.

- P. CONTRACTUAL CLAIMS:** Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. The ACSA has established an administrative procedure for consideration of contractual claims, and a copy of such procedure is available upon request from the ACSA's Finance Department. Contractual disputes shall also be subject to the provisions of *Virginia Code* §2.2-4363(D) and (E) (exhaustion of administrative remedies) and §2.2-4364 (legal actions).
- Q. DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- R. DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the ACSA, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the ACSA may have.
- S. DESIGNATED PERSONNEL:** The personnel designated in the management summary for key positions shall not be changed except with the permission of the ACSA. Contractor may not substitute other staff or individual(s) without the prior, express written consent of the ACSA. The ACSA shall not be required to consent or accept any substitution(s) if to do so would require an increase in the compensation due the Contractor under this Agreement, or a reduction in the quantity or quality of the Service by this Agreement, as determined in the ACSA's sole discretion.
- T. DRUG-FREE WORKPLACE:** Pursuant to *Virginia Code* § 2.2-4312, during the performance of this contract the contractor agrees as follows: (i) to provide a drug-free workplace for the contractor's employees; (ii) to 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 contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a contractor in accordance with this procurement transaction, where the contractor's employees 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.
- U. ETHICS IN PUBLIC CONTRACTING:** Pursuant to *Virginia Code* § 2.2-4367: By submitting a proposal, the offeror certifies that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- V. HEADINGS:** Section, article and paragraph headings contained within this Request for Proposals have been inserted only as a matter of convenience and for reference, and they in no way define, limit, or describe the scope or intent of any term, condition or provision of this Request for Proposals.
- W. IDLING REDUCTION REQUIREMENT:** For any work performed within the City of Charlottesville, contractors are required to comply with the City of Charlottesville's Idling Reduction Policy for Motor Vehicles and Equipment, policy number 100-12. This policy is available at www.charlottesville.org/purchasing under the Vendor Registration link.
- X. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering a written contract with the ACSA,

the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Y. INCLEMENT WEATHER/CLOSURE OF ACSA OFFICES: If the ACSA is closed for business at the time scheduled for proposal opening, for whatever reason, sealed proposals will be accepted and opened on the next scheduled business day, at the originally scheduled time.

Z. INDEMNIFICATION: Pursuant to Virginia law, the ACSA may not indemnify any party for any purpose. Any provisions in this agreement providing to the contrary are hereby deleted.

AA. OSHA STANDARDS: All contractors and subcontractors performing services for the ACSA are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and ACSA Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

BB. OWNERSHIP OF DOCUMENTS: All information, documents, and electronic media furnished by the ACSA to the Contractor belong to the ACSA, are furnished solely for use in connection with the Contractor's performance of Services required by this Agreement, and shall not be used by the Contractor on any other project or in connection with any other person or entity, unless disclosure or use thereof in connection with any matter other than Services rendered to the ACSA hereunder is specifically authorized in writing by the ACSA in advance. All documents or electronic media prepared by or on behalf of the Contractor for the ACSA are the sole property of the ACSA, free of any retention rights of the Contractor. The Contractor hereby grants to the ACSA an unconditional right of use, for any purpose whatsoever, documents or electronic media prepared by or on behalf of the Contractor pursuant to this Agreement, free of any copyright claims, trade secrets, or any other proprietary rights with respect to such documents.

CC. PAYMENT:

1. To Prime Contractor:

- a. The ACSA shall promptly pay for completed delivered goods or services by the required payment date. The required payment date shall be either: (i) the date on which payment is due under the terms of a contract for the provision of goods or services, or (ii) if a date is not established by contract, not more than 45 days after goods or services are received or not more than 45 days after an invoice is rendered, whichever is later. Separate payment dates may be specified for contracts under which goods or services are provided in a series of partial executions or deliveries to the extent that the contract provides for separate payment for partial execution or delivery. Within 20 days after the receipt of an invoice for goods or services, the ACSA shall notify the supplier of any defect or impropriety that would prevent payment by the required payment date. In the event that the ACSA fails to make payment by the required payment date, the ACSA shall pay any finance charges assessed by the supplier that shall not exceed one percent per month. In cases where payment is made by mail, the date of postmark shall be deemed to be the date payment is made.
- b. Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide the ACSA with a federal employer identification number, prior to receiving any payment from the ACSA.
- c. Invoices for items ordered, delivered, and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the ACSA contract number and/or purchase order number.
- d. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which ACSA department is being billed.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the ACSA shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for

the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the ACSA of its prompt payment obligations with respect to those charges which are not in dispute (*Virginia Code* § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the ACSA for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the ACSA and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the ACSA, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the ACSA.

DD. PAYMENT TERMS: Proposal must clearly state payment terms desired. Such terms as proposed shall be negotiable.

EE. PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the ACSA, the County of Albemarle, or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of Virginia.

FF. PRECEDENCE OF TERMS: The following General Terms and Conditions: APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF ACSA FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

GG. PUBLIC INSPECTION OF CERTAIN RECORDS: Except as otherwise provided, and in accordance with *Virginia Code* §2.2-4342, all proceedings, records, contracts and other public records relating to the ACSA's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the *Virginia Code* §2.2-3700 et seq. Any offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after interviews and negotiations are completed, but prior to award, except in the event the ACSA decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract. Trade secrets or proprietary information submitted by an offeror in connection with this procurement transaction shall not be subject to the Virginia Freedom of Information Act, but only if the offeror (i) invokes the protections of *Virginia Code* §2.2-4342 prior to or upon submission of the data or other materials; (ii) identifies the specific data or other materials to be protected, and (iii) states the reasons why protection is necessary. A general designation of a contractor's entire proposal submission as being "confidential" shall not be sufficient to invoke the protections referenced above.

HH. QUALIFICATIONS OF OFFERORS: The ACSA may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the ACSA all such information and data for this purpose as may be requested. The ACSA reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The ACSA further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the ACSA that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- II. CONTRACTOR'S CONDUCT AND PERFORMANCE:** The Contractor's Supervisor shall be responsible for the conduct and performance of the Contractor's employees and compliance with the following rules:
- Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted in the building.
 - No loud or boisterous conduct will be permitted.
 - Contractor's employees will not open desk drawers or cabinets at any time.
 - ACSA buildings are "smoke-free". No use of tobacco products will be allowed except within designated areas outside.
 - No one is permitted in any ACSA building other than the contractor's employees during the performance of this contract.
 - The ACSA reserves the right to request the removal of any of the Contractor's employees from the building at any time for reasonable cause. The Contractor or the Designated Supervisory representative shall have such employees leave the facility premises upon receipt of such request.
- JJ. RIGHT TO ACCEPT OR REJECT OFFERORS:** The ACSA reserves the right to accept or reject any or all proposals in whole or in part.
- KK. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the policy of the ACSA to facilitate the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and service disabled veterans and to encourage their participation in the ACSA's procurement activities. Toward that end the ACSA encourages these firms to compete and encourages other firms to provide for the participation of these firms through partnerships, joint ventures, subcontracts or other contractual opportunities. **Offerors are asked, as part of their submission, to describe any planned use of such business in fulfilling this contract.**
- LL. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to the *Virginia Code* §2.2-4311.2 (B), a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the Virginia State Corporation Commission site: <http://www.scc.virginia.gov/>.
- MM. TAXES:** Include only taxes applicable to the project in this proposal. The ACSA is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the ACSA's tax exempt status will be furnished by the ACSA upon request.
- NN. TESTING AND INSPECTION:** The ACSA reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- OO. TRANSPORTATION AND PACKAGING:** All prices submitted must be FOB Destination - Freight Prepaid and Allowed. By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- PP. USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the ACSA, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to identify the product clearly and specifically being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the ACSA to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Adequate data for evaluation purposes must be provided. Unless the offeror clearly indicates in its proposal that the product offered is an equal product, such proposal will be considered to offer the brand name product referenced in the solicitation.

QQ. The terms and conditions set forth above within this Request for Proposals shall be deemed incorporated into any contract resulting from this procurement transaction, as if set forth therein verbatim.

6. SPECIAL TERMS AND CONDITIONS:

- A. AUDIT:** The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by the ACSA, whichever is sooner. The ACSA and its authorized agents shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT:** The ACSA may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days' advance written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.
- C. FORM W-9 REQUIRED:** Each offeror shall submit a completed W-9 form with their offer. In the event of contract award, this information is required to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

7. METHOD OF PAYMENT: Payment will be made at completion of project, upon receipt of a valid invoice, and for additional services as ordered and agreed at time of order within 45 days of invoice date, unless specified differently in the contract.

8. ATTACHMENTS:

ATTACHMENT A	Offeror Data Sheet
ATTACHMENT B	State Corporation Commission & Registered Agent Form
ATTACHMENT C	Certification of No Collusion
ATTACHMENT D	Proprietary/Confidential Information Identification
ATTACHMENT E	Insurance Requirements
ATTACHMENT F	Term Contract for Professional Surveying Services

ATTACHMENT A

OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation.

- 1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all the contractual requirements.
- 2. Vendor's Primary Contact:
Name: _____ Phone: _____
- 3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
_____ Years _____ Months
- 4. Vendor Information:
FIN or FEI Number: _____ If Company,
Corporation, or Partnership
- 5. References: Indicate below a listing of at least five (5) contracts, that your company is servicing or has serviced recently. Include the length of service and the name, address, and telephone number of the point of contact.

A.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

B.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

C.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

D.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

E.	Company: _____	Contact: _____
	Phone: _____	Email: _____

Dates of Service:	\$ Value:
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I certify the accuracy of this information.

Signed: _____ **Date:** _____ **Title:** _____

ATTACHMENT B

STATE CORPORATION COMMISSION & REGISTERED AGENT FORM

Virginia State Corporation Commission (SCC) registration information.

Code of Virginia § 13.1-757. A foreign corporation may not transact business in the Commonwealth until it obtains a certificate of authority from the Commission.

The bidder:

<input type="checkbox"/>	is a corporation or other business entity with the following Virginia SCC identification number: _____ -OR-
<input type="checkbox"/>	is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-
<input type="checkbox"/>	is not required to obtain a certificate of authority from the Virginia SCC, pursuant to <i>Virginia Code</i> § 13.1-757(B) because its sole contact(s) with the Commonwealth consist(s) of: <ol style="list-style-type: none"> 1. <input type="checkbox"/> Maintaining, defending, or settling any proceeding; 2. <input type="checkbox"/> Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs; 3. <input type="checkbox"/> Maintaining bank accounts; 4. <input type="checkbox"/> Maintaining offices or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities; 5. <input type="checkbox"/> Selling through independent contractors; 6. <input type="checkbox"/> Soliciting or obtaining orders, whether by mail or through employees or agents or otherwise, if the orders require acceptance outside this Commonwealth before they become contracts; 7. <input type="checkbox"/> Creating or acquiring indebtedness, deeds of trust, and security interests in real or personal property; 8. <input type="checkbox"/> Securing or collecting debts or enforcing deeds of trust and security interests in property securing the debts; 9. <input type="checkbox"/> Owning, without more, real or personal property; 10. <input type="checkbox"/> Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature; 11. <input type="checkbox"/> For a period of less than 90 consecutive days, producing, directing, filming, crewing or acting in motion picture feature films, television series or commercials, or promotional films which are sent outside of the Commonwealth for processing, editing, marketing and distribution. The term "transacting business" as used in this subsection shall have no effect on personal jurisdiction under § 8.01-328.1; or 12. <input type="checkbox"/> Serving, without more, as a general partner of, or as a partner in a partnership which is a general partner of, a domestic or foreign limited partnership that does not otherwise transact business in the Commonwealth. <p>-OR-</p>
<input type="checkbox"/>	is an out-of-state business entity that is including with this bid <u>an opinion of legal counsel</u> 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. Attach opinion of legal counsel to this form.

Registered Agent Information

Please specify the Registered Agent who will accept service of process on your behalf.

Agent Name: _____

Physical Address (no Post Office Boxes):

I certify the accuracy of this information.

Signed: _____ Date: _____ Title: _____

ATTACHMENT C

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and proposal to which this Certification of No Collusion is attached that:

This proposal is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this proposal the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 atseq.)

Signature of Company Representative

Name of Company

Date

ACKNOWLEDGEMENT

STATE OF VIRGINIA

Albemarle County Service Authority, to wit: The foregoing Certification of No Collusion bearing the signature of _____ and dated _____ was subscribed and sworn to before the undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____

CODE OF VIRGINIA

&18.2-498.4. Duty to provide certified statement. A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

ATTACHMENT D

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

Name of Firm/Offeror: _____
RFP#: _____

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 § 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 including the section of the proposal in which it is contained and the page numbers, and state 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 secrets or proprietary information. In addition, a summary of proprietary information shall be submitted on this form. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.

SECTION/TITLE	PAGE NUMBER (S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

INSURANCE REQUIREMENTS

- A. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the following types of coverages and minimum limits, protecting from claims which may arise out of or result from the Offeror's performance or non-performance of services under this Contract, or the performance or non-performance of services under this Contract by anyone directly or indirectly employed by the Offeror or for whose acts it may be liable:
1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the ACSA of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. This policy shall specifically list Virginia as a covered state.
 2. Employer's Liability - \$100,000. This policy shall specifically list Virginia as a covered state.
 3. Commercial General Liability - \$1,000,000 per occurrence/\$2,000,000 aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury, advertising injury, contractual liability, and products and completed operations coverage. The ACSA of Albemarle and its officers, employees, agents and volunteers must be named as additional insureds and be so endorsed on the policy.
 4. Automobile Liability - \$1,000,000 per occurrence. Coverage is to include hired, owned, non-owned, temporary and leased vehicles.
 5. Umbrella or Excess Liability Coverage may be used to achieve higher liability limits. See below.
 6. Professional (E&O) Liability Insurance: \$1,000,000 per claim/\$2,000,000 aggregate.

All insurance coverage:

1. shall be issued by an insurance carrier authorized to do business within the Commonwealth of Virginia and rated A – VIII or better, by A. M. Best Company or equivalent rating from an alternate recognized ratings agency, and otherwise acceptable to the ACSA;
2. shall be kept in force throughout performance of services;
3. shall be an occurrence based policy;
4. shall include completed operations coverage;
5. shall contain a cross liability or severability of interest clause or endorsement. Insurance covering the specified additional insured shall be primary and non-contributory, and all other insurance carried by the additional insureds shall be excess insurance;
6. where additional insured required, such policy shall not have a restriction on the limits of coverage provided to the ACSA as an additional insured. The ACSA shall be entitled to protection up to the full limits of the offeror's policy regardless of the minimum requirements specified in the Contract.

Proof Of Insurance: Prior to performance of any services or delivery of goods, the Offeror shall (i) have all required insurance coverage in effect; (ii) the Offeror shall deliver to the ACSA certificates of insurance for all lines of coverage. The Offeror shall be responsible that such coverage evidenced thereby shall not be substantially modified or canceled without 30 days prior written notice to the ACSA; and (iii) the Offeror shall deliver to the ACSA endorsements to the policies which require the ACSA and its officials, officers, employees, agents and volunteers be named as "additional insured". Policies which require this endorsement include Commercial General Liability, Automobile Liability and Umbrella or Excess Liability Coverage as detailed below. Such endorsements must be approved by the ACSA, and (iv) upon the request of the ACSA, provide any other documentation satisfactory to the ACSA in its sole discretion, evidencing the required insurance coverage, including but not limited to a copy of the insurance policy and evidence of payment of policy premiums. The Offeror shall require each of its subcontractors and suppliers to have coverage per the requirements herein in effect, prior to the performance of any services by such subcontractors and suppliers. Further, the Offeror shall ensure that all Required Insurance coverages of its subcontractors and suppliers is and remains in effect during performance of their services on the Project and certifies by commencement of the Work that this insurance and that of subcontractors is in effect and meets the requirements set forth herein. The ACSA shall have no responsibility to verify compliance by the Offeror or its subcontractors and suppliers.

Effect Of Insurance: Compliance with insurance requirements shall not relieve the Offeror of any responsibility to indemnify the ACSA for any liability to the ACSA, as specified in any other provision of this contract, and the ACSA shall be entitled to pursue any remedy in law or equity if the Offeror fails to comply with the contractual provisions of this contract. Indemnity obligations specified elsewhere in this Contract shall not be negated or reduced by virtue of any insurance carrier's denial of insurance coverage for the occurrence or event which is the subject matter of the claim, or by any insurance carrier's refusal to defend any named insured.

Waiver Of Subrogation: The Offeror agrees to release and discharge the ACSA of and from all liability to the Offeror, and to anyone claiming by, through or under the Offeror, by subrogation or otherwise, on account of any loss or damage to tools, machinery, equipment or other property, however caused.

Sovereign Immunity: Nothing contained herein shall affect, or shall be deemed to affect, a waiver of the ACSA's sovereign immunity under law.

Right to Revise or Reject: The ACSA reserves the right, but not the obligation, to revise any insurance requirement not limited to limits, coverages, and endorsements, or reject any insurance policies which fail to meet the criteria stated herein. Additionally, the ACSA reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

Umbrella or Excess Liability Coverage which (i) includes premises/operations, product/completed operations, contractual liability, independent contractors, broad-form property and contents damage for (100%) of the replacement cost, underground, explosion and collapse hazard, and personal/advertising injury, (ii) includes contractual liability coverage and coverage for all owned, hired and non-owned vehicles, (iii) fire (with extended coverage), theft, vandalism, malicious mischief, collapse, earthquake, flood, water, windstorm, falsework, testing and startup, temporary buildings, contents, debris removal, and which provides coverage for one hundred percent (100%) of the replacement cost of the loss experienced and the Offeror's scope of the Work, and (iv) has per-occurrence limits of not less than One Million Dollars (\$1,000,000). This insurance shall name the ACSA and its officials, officers, and employees and agents as "additional insureds" by **endorsement** to the Umbrella or Excess Liability policy. Such policy shall not have a restriction on the limits of coverage provided to the ACSA as an additional insured. The ACSA shall be entitled to protection up to the full limits of the Offeror's policy regardless of the minimum requirements specified in this contract.

Professional Liability Insurance: At its sole expense, and prior to commencing any activities under this Agreement, Offeror shall secure professional liability insurance, covering any damages caused by the negligent or wrongful acts or omissions of the Offeror, its employees and agents in the performance of this Agreement, with coverage in an amount not less than \$1,000,000/\$2,000,000 aggregate ("Required Insurance"). Offeror shall maintain the Required Insurance in effect throughout the Term of this Agreement and for a period of three (3) years following final acceptance of the Project by the ACSA. Upon execution of this Agreement, Offeror shall provide the ACSA with a certificate of insurance, or other written documentation satisfactory to the ACSA in its sole discretion, issued by Offeror's insurance company(ies), confirming the Required Insurance and the beginning and ending date(s) of Contractor's policy(ies). Upon receipt of any notice, verbal or written, that the Required Insurance is subject to cancellation, Offeror shall immediately (within one business day) notify the ACSA. Offeror's failure to comply with any of the requirements of this Section shall constitute a material breach of this Agreement entitling the ACSA to terminate this Agreement without notice to Offeror and without penalty to the ACSA.

B. FIDELITY BOND OR DISHONESTY INSURANCE POLICY: The contractor shall provide and maintain during the initial term and any additional terms of this contract one of the following coverages:

- 1) An employee dishonesty insurance policy to cover any loss by the ACSA or ACSA's employees occurring due to theft, forgery, larceny, or embezzlement.
- 2) A fidelity bond or similar bond acceptable to the ACSA that protects the ACSA and its employees from any loss due to theft, forgery, larceny, or embezzlement by anyone providing services under the contract at our facility.
- 3) Any bonds or insurance required by this section shall be issued by a surety or insurance company licensed in Virginia that is acceptable to the ACSA. At the ACSA's request, the Contractor shall promptly provide copies of insurance policies or bonds above and proof that such bonds or insurance are being mandated.
- 4) The insurance policy or fidelity bond shall be at least fifty thousand dollars (\$50,000) per employee/occurrence at our facility.

ATTACHMENT F – SAMPLE CONTRACT

**ALBEMARLE COUNTY SERVICE AUTHORITY
AGREEMENT FOR SURVEYING SERVICES**

THIS AGREEMENT, made the 10th day of September 2022 by and between the ALBEMARLE COUNTY SERVICE AUTHORITY, hereinafter referred to as “ACSA”, and _____, a corporation, sole proprietor, LLC, etc., hereinafter referred to as “SURVEYOR”.

WHEREAS, the ACSA requires professional surveying services for the planning, evaluation, and design of water and waste-water projects; and,

WHEREAS, the SURVEYOR desires to provide the Surveying Services as determined by the ACSA; and,

WHEREAS, this Agreement shall be in effect for one year from the date of Agreement noted herein, and the Agreement may be renewed for an additional period of service, at the discretion of the ACSA, for up to three additional one year periods; and

WHEREAS, this Agreement states the duties and responsibilities of the ACSA and of the SURVEYOR related to providing such professional services to the ACSA.

WITNESSETH:

In consideration of the mutual promises contained herein and other valuable consideration, the ACSA and the SURVEYOR agree as follows:

ARTICLE I

SURVEYOR’S RESPONSIBILITIES

1.1 The SURVEYOR shall:

- a. Furnish all labor, materials, equipment, technical and professional services required to perform surveying services as may be described in the Letter of Agreement for each specific project.
- b. Perform all services described in the Letters of Agreement and in accordance with generally accepted professional standards. The SURVEYOR shall comply with the requirements, as related to the project, of the County of Albemarle, State of Virginia and Federal governmental agencies and authorities.
- c. Provide additional services within the scope of the Letters of Agreement as requested by the ACSA. The cost of the additional services shall be submitted to the ACSA by the SURVEYOR for review and approval. Additional fees shall be based on either a lump sum or hourly not to exceed format. Additional services shall be authorized only if approved in writing by the ACSA.

ARTICLE II

ACSA’s RESPONSIBILITIES

2.1 The ACSA shall:

- a. Provide to the SURVEYOR all information in possession of the ACSA which relates to the ACSA's requirements for the specific project or which, in the opinion of the ACSA, is relevant to the design of the project.
- b. Make all reasonable efforts to provide access for the SURVEYOR to enter upon public and private property as required for the SURVEYOR to perform the services required under this Agreement.
- c. Designate a person to act as the ACSA's representative with the SURVEYOR with respect to the services to be performed. Such person shall have the authority to transmit instructions, receive information, interpret and define the ACSA's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the SURVEYOR's services.

ARTICLE III COMPENSATION

3.1 Compensation for each project assigned to the SURVEYOR shall be negotiated individually on a lump sum or hourly basis, as determined by the defined scope of services in the Letter of Agreement for each specific project. Current monthly labor rates shall be those in effect at the time of the specific Letter of Agreement.

The Surveyor's standard billing rate schedule shall be included with each Letter of Agreement.

3.2 Additional reimbursable expenses shall be as defined in the Letters of Agreement. Specialized consultants, as defined in the Letters of Agreement, shall be charged at cost plus 8% to cover administrative costs and taxes.

3.3 The SURVEYOR shall submit invoices to the ACSA on a monthly basis for cost incurred, for each individual project, accompanied by a brief narrative outlining the services provided and justifying the invoiced amount. After acceptance by the ACSA of that portion of the services to which the invoice charges relate, the ACSA shall pay the amount of invoice within thirty (30) days. Prior to being required to accept any invoice, the ACSA shall have the right to expend a reasonable time to verify information contained on any invoice and to correct any errors found. Invoices shall be mailed or delivered to:

Director of Engineering
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Virginia 22911

3.4 Payments made to the SURVEYOR shall not be considered as evidence of satisfactory performance, either in whole or in part, of the services by the SURVEYOR.

ARTICLE IV PERFORMANCE SCHEDULE

4.1 The SURVEYOR shall perform the services with such qualified personnel in sufficient numbers to complete the services according to the performance schedule included in the Letter of Agreement for each specific project.

ARTICLE V
GENERAL PROVISIONS

- 5.1** In the event that the SURVEYOR fails to perform the services within the time provided and within the terms of the Letter of Agreement, the ACSA may, at its sole option, terminate the services of the SURVEYOR. The ACSA shall send a written termination notice either by hand delivery or certified mail to SURVEYOR of such termination. Termination shall be effective ten (10) days after the date of mailing or when received by the SURVEYOR, whichever is sooner. The ACSA shall not be required to honor requests for payment submitted for services initiated after the effective date of written termination. Upon written application by the SURVEYOR prior to the actual date of termination, the ACSA may, at its discretion, expressly grant an extension of time to the SURVEYOR to perform the services or cure any breach of the terms of the Letter of Agreement.
- 5.2** The ACSA and the SURVEYOR bind themselves and any successors and assigns to this Agreement. The SURVEYOR shall not assign, sublet, or transfer its obligations pursuant to this Agreement to any third party without the prior written consent of the ACSA. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the ACSA. This Agreement shall not be construed as conferring benefits upon any person or entity other than to the ACSA and the SURVEYOR.
- 5.3** The SURVEYOR agrees to indemnify and hold harmless the ACSA, its elected officials, officers, agents, and employees from losses and damages occurring or resulting to any and all persons, firms, or corporations furnishing work, services, materials or supplies, including all costs incurred by the ACSA as a result thereof, including, but not limited to, reasonable attorney's fees, due to SURVEYOR's negligence, failure to perform in accordance with the standard of care set forth in Article 1.1.b, or intentional wrong doing by the SURVEYOR or any of its agents. This indemnification and hold harmless provision applies to all claims and losses resulting to any person, firm, or corporation who may be injured or damaged by negligent acts of the SURVEYOR in the performance of this Agreement.
- 5.4** The parties hereto agree that the SURVEYOR and any agents, or employees of the SURVEYOR, in the performance of this Agreement, act in an independent capacity and not as officers, employees or agents of the ACSA.
- 5.5** During the performance of this Agreement, the SURVEYOR agrees as follows:
- a. The SURVEYOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The SURVEYOR agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The SURVEYOR shall provide a drug-free workplace for their employees. The SURVEYOR agrees to:
 - (1) 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 SURVEYOR's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - (2) State in all solicitations or advertisements for employees placed by or on behalf of the SURVEYOR that the SURVEYOR maintains a drug-free workplace;
 - and (3) Include the provisions of the foregoing clauses in every

subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a SURVEYOR 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 Agreement.

- c. The SURVEYOR, in all solicitations or advertisements for employees, placed by or on behalf of the contractor, shall state that such SURVEYOR is an Equal Opportunity Employer.
- d. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

5.6 The SURVEYOR shall carry Public Liability Insurance in the amounts specified, including the contractual liability assumed by the SURVEYOR:

a. Workman's Compensation and Employer's Liability

- Coverage A - Statutory Requirements
- Coverage B - \$100,000 Per Occurrence
- Coverage C - \$100,000/\$100,000 Accident and/or Disease

b. Automobile Liability, including Owned, Non-Owned, and Hired Car Coverage Limits of Liability:

- Bodily Injury \$1,000,000 each occurrence
- Property Damage \$1,000,000 each occurrence
- OR
- Single Limit \$2,000,000 each occurrence
- Bodily Injury
- Property Damage

c. Comprehensive General Liability

- Limits of Liability:
- Bodily Injury \$1,000,000 each occurrence
- Property Damage \$1,000,000 each occurrence
- OR
- Single Limit \$2,000,000 each occurrence
- Bodily Injury
- Property Damage
- 1. Completed Operation/Products
- 2. Contractual Liability for Specified Agreement
- 3. Personal Injury
- 4. Medical Malpractice

d. Professional Liability

- Aggregate \$1,000,000

e. Excess Liability Umbrella Form

- Bodily Injury and (See Note 1)
- Property Damage Combined

Note 1 – The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Automobile Liability and Comprehensive General Liability, the total amount of coverage can be accomplished through any combination of primary and excess umbrella insurance. However, the total insurance protection provided for Comprehensive General Liability protection or for Automobile Liability protection, either individually or in combination with Excess Liability Umbrella must total \$2,000,000 per occurrence.

Prior to commencing services under this Agreement, the SURVEYOR shall furnish the ACSA with certificates of insurance which indicate the required coverage and that the ACSA has been named as an additional insured with regard to the automobile and comprehensive general liability insurance policies. No change, non-renewal, or cancellation of the insurance coverage mentioned herein shall be made without thirty (30) days prior written notice to the ACSA.

5.7 The ACSA reserves the right to terminate this Agreement in whole or in part at any time, for any reason and without penalty, by ten (10) days prior written notice delivered either by hand or certified mail to the SURVEYOR. At the end of such period, the SURVEYOR shall have discontinued all work and services and shall have delivered to the ACSA all records, drawings, field notes, plans, or other data completed or partially completed. These documents shall become and remain the property of the ACSA upon receipt of payment to the surveyor. Upon such termination, the Surveyor shall be entitled to compensation only per the terms of its written agreement with the ACSA, and only through the date of termination or date of receipt of notice, whichever is sooner.

5.8 The parties agree that all survey notebooks, reports, plans, drawings, studies, specifications, memoranda, estimates, and computations prepared by and for the SURVEYOR in the performance under this Agreement, shall be and remain the property of the ACSA. Upon termination of this Agreement or completion of the services, the ACSA shall have the right to such documents without compensation to the SURVEYOR. Such documents shall be promptly delivered by the SURVEYOR to the ACSA upon demand. The SURVEYOR shall not be responsible to the ACSA for liabilities resulting from the reuse of such documents for other sites, projects, or applications not related to this specific site.

5.9 All notifications made by the parties pursuant to this Agreement, except in those instances where certified mail is required, shall be sent by first class mail, postage prepaid or hand delivered. All notifications, whether by certified mail or registered U.S. Mail, shall be sent, as the case may be, to the following:

Albemarle County Service Authority

Surveyor

Gary B. O'Connell

Executive Director

Albemarle County Service Authority

168 Spotnap Road

Charlottesville, Virginia 22911

5.10 This Agreement and all Letters of Agreement constitute the entire agreement and understanding between the ACSA and the SURVEYOR. This Agreement shall not be modified or altered, changed, or amended in any respect unless in writing and signed by the parties hereto.

- 5.11 Services contracted during any part of a term will continue through completion of the services without regard to the end of the term and without obligation by the ACSA to renew this Agreement.
- 5.12 Contractual claims and dispute resolution shall be conducted in accordance with the ACSA's Purchasing Manual's procedures.
- 5.13 This Agreement is made and entered into in Albemarle County, Virginia, and shall be governed by the law of the Commonwealth of Virginia and all disputes shall be initiated and litigated only in the Circuit Court of Albemarle County, Virginia.

IN WITNESS THEREOF, duly authorized representatives of the ACSA and the SURVEYOR executed this Agreement on the date set forth above.

Albemarle County Service Authority:

Surveyor:

By: _____
Chairman

By: _____

Attest: _____
Secretary/Treasurer

Title: _____

Attest: _____