



**Appomattox River Water Authority (ARWA)  
S. Chesterfield, Virginia**

Request for Proposal #LAB 2025

Laboratory Testing Services  
(Analysis of Drinking Water & Groundwater Samples)

Due Date: Friday, May 09, 2025  
Time: 3:00 P.M.

Receipt Location:  
21300 Chesdin Road  
S. Chesterfield, VA 23803  
Administration Building

**Request for Proposal Prepared by:**

Anya K. Hiatt  
Laboratory Supervisor  
Telephone (804) 590-1145  
Email: [hiatt@arwava.org](mailto:hiatt@arwava.org)

Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature warrants that I have not employed or retained any firm or person other than a bona fide employee working solely for the firm to solicit or secure this contract and have not paid or agreed to pay any firm or person other than a bonafide employee working solely for the firm any fee, commission, percentage, brokerage fee, gifts or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the ARWA shall have the right to annul or void this Contract without liability or, in its sole discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Authority, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Authority, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Authority.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm:

Order from Address:

Remit to Address

Fed ID No.:

Signature:

Name (type/print):

Title:

Telephone: (     )

Fax: (     )

Email:

Date:

To receive consideration for award, this signature sheet should be returned to the Authority as it shall be a part of your response.

## **PART 1**

### **1.1 PURPOSE**

The Authority desires to receive proposals from firms qualified to provide chemical/biological analysis of drinking water and environmental samples to determine the presence and concentration of specific analyses in drinking water, surface water and groundwater samples.

### **1.2 BACKGROUND**

The Authority is required, as directed by Regulation and permits, to conduct a full array of environmental analysis on the treatment plant's lagoon effluent and monitoring well network.

### **1.3 SCOPE OF WORK**

The Contractor shall provide chemical/biological laboratory and related services required to meet the analytical requirements of the Authority's VPDES permits, Safe Drinking Water Act, Clean Water Act (CWA) and other Federal/State regulations. The Contractor shall be responsible for the following:

- A. All analyses must conform to current USEPA (40 CFR 141 and/or 40 CFR Part 136) for sampling and analysis of chemical, physical, and biological samples with required Quality Assurance and Quality Control (QA/QC). Analysis must follow the protocol submitted to the Virginia Department of Environmental Quality/Department of Health.
- B. The ability to analyze:
  - 1. Drinking water primary and secondary contaminants under Virginia certification.
  - 2. Priority and non-priority pollutants (EPA approved: 40 CFR part 136). Testing will include but not limited to: Total and Dissolved Metals, Diesel Range Organics, Ammonia, Nitrate, Sulfate, Fluoride, Total Dissolved Solids, Total Suspended Solids, THMs, HAAs . [Series: SW846, USEPA 200/300, Standard Methods, and other approved methods as designated in 40 CFR 136.]
  - 3. Analysis to include all sampling and handling requirements.
  - 4. Special studies may include River Monitoring (chlorophyll, algae identification and enumeration, algal toxin analysis).
- C. All analysis must be conducted "in-house." Subcontracting or joint ventures are permitted only with prior written approval of the Authority. The contractor will be responsible for any lost or damaged samples and will also be responsible for any re-sampling, re-analysis, etc. and associated costs.
- D. Contractor must be certified by the Commonwealth of Virginia and/or USEPA for all sample parameters within the scope of this RFP (see Price Per Analysis Form). Last audit results must indicate an "acceptable" rating for all constituents to be analyzed for the Authority. (Parameters not currently being certified under the Safe Drinking Water Act or the Clean Water Act are excluded from this requirement.)
- E. The Contractor must be capable of reporting compliance sample results to VDH electronically (via CMDP, .csv file format), when required.
- F. The Contractor must arrange for sample pickup Weekly/Monthly/Quarterly, or as needed, at the laboratory. Cost of pickup service shall be reflected in proposed analytical costs.
- G. New sample containers prepared with trace grade preservative, as required, shall be supplied by the proposer at no additional charge to the Authority. Cost of disposal, if additional, shall be reflected in proposed analytical costs (please notate if occurs).
- H. All analytical results must be delivered electronically to the Authority within **5 business days**, by email. Hard Copy shall be provided upon request. A 10% daily penalty will be charged for all late reports (deducted from unit rates). Special turn-around times may be required. Cost of accelerated reporting and analysis must be submitted by the proposer.

- I. Ability to evaluate complex matrices to determine MDLs, MQLs, and PQLs.
- J. A fully established QA/QC system. Data will be such quality that it can be used in litigation proceedings or enforcement actions. All QA/QC costs are to be incurred by the contractor with data made available upon request at no additional cost.
- K. If data is reported to the Authority after the deadline date as delineated in the VPDES permit which causes the Authority to be in violation of any permit or deviate from the aforementioned requirement, the Authority reserves the right to revoke its contract with the contract laboratory. All data must be retained for five years.
- L. The contractor must maintain an acceptable level of technological and management capabilities (e.g. personnel, facilities, equipment, etc.) to satisfy all requirements herein.
- M. In addition to parameter concentrations values for analysis samples or other samples the deliverables requested by the Authority may include: data for all field samples, duplicates, spikes, blanks, serial dilutions, digestion spikes, standards, other. In addition, the Authority may require the above data to be submitted in electronic form.
- N. The contractor will be responsible for proper disposal of all remaining samples using approved USEPA/OSHA procedures.

#### **1.4 INCORPORATION OF POLICIES AND PROCEDURES**

This solicitation is subject to the provisions of the Virginia Public Procurement Act and any revisions thereof, which are hereby incorporated into this contract by reference.

#### **1.5 QUALIFICATION/REQUIREMENTS**

The following items must be included in all submittals in conjunction with section 1.8:

- A. List of staff and associated credentials of those individuals that will conduct handling and analysis of Authority samples.
- B. Experience and references of staff and laboratory (included number of years for each required method).
- C. Evidence of Virginia Drinking Water certification. Attach copy of current DGS-DCLS Drinking Water Certificate
- D. Evidence of Virginia VELAP Certification. Attach copy of current VELAP Certificate of Accreditation with 1VAC30-46
- E. Description of: data handling capabilities, analytical equipment, QA/QC system, GC/MS library, LIMS.
- F. Description of sample transport and scheduling process: how do we request sample bottles for projects, schedule sample pickups and amount of notification required
- G. Any other pertinent information that will assist the Authority in evaluating your laboratory. Please include summary/description of any additional fees that could be applied that have not been already reflected in proposed analytical cost per analysis.
- H. Verification (signature and statement) that all items listed under “Scope of Services” can be met and that all equipment and O&M manuals are up to date and properly maintained and utilized.
- I. Written documentation stating that all analytical work can be reasonably conducted in-house.
- J. Duplicate/back-up instrumentation should be available (i.e. GC/MS for VOCs; duplicated system for A/B/Ns).

## 1.6 **INTERCHANGEABILITY OF TERMS**

Where used in these solicitations the terms “bid” and “proposal” should be interpreted to have the same meaning unless the intent is clearly defined otherwise.

## 1.7 **FORMAT REQUIRED**

The proposal should be presented in tabs as described in the paragraphs that follow. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by the contractor to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the selections committee. Proposals not providing this reference will be considered to have no reference included in the additional documents.

- A. Statement of the Scope - State in concise terms, your understanding of the scope of work presented by the RFP.
- B. Qualification Statement - Include a narrative description of the proposed offer and a detailed list of services that will be rendered. This section should also include resumes' of key staff members. It should specifically state the employees assigned to this task. Experience and qualifications of respondent's personnel, including a list of specific personnel who will be committed to this work and their respective qualifications.
- C. Project Approach - Describe in narrative form your proposal.
- D. References - Provide a list of contracts of a similar nature and scale that your firm has completed and/or currently working on. Provide references for all listed projects to include: entity name, types of project (brief description), email address, telephone number & physical address. (A minimum of five).
- E. Cost of Proposed Services. A completed “Price per Analysis form” shall be completed and provided with the proposal. 5 day TAT pricing must be provided, at minimum, additional pricing may be provided based on alternate TAT options. If pricing varies by method for any listed analyte, please add additional lines and include all methods for which you hold certification and cost.

## 1.8 **SUBMISSION**

Offerors should **submit one (1) original (so marked) and one (1) digital copy** of their proposal, signed by the offeror's contractually binding authority.

- A. All proposals must be sealed and labeled (on the outside of sealed container) to show the following:
  - 1. Proposal for **Laboratory Services (Chemical and Biological Analysis of Drinking Water & Wastewater Samples)**
  - 2. Name of Offeror
  - 3. Address of Offeror
  - 4. RFP Number #01-22
  - 5. Receipt and Closing Date: **Friday, May 09, 2025 at 3:00 P.M.**
- B. All proposals are to be addressed and delivered by the date and time specified on the cover to:  
  
Anya K. Hiatt  
Laboratory Supervisor  
Appomattox River Water Authority  
21300 Chesdin Road  
S. Chesterfield, VA 23803
- C. The Proposal should include a transmittal letter that lists the following:  
  
Firm's Name  
Firm's Address  
Contact Name & Telephone Number  
Contact E-mail Address

## **1.9 CLOSING DATE**

To be considered, a proposal must arrive at the issuing office on or before **Friday, May 09, 2025 at 3:00 P.M.** The Authority does not accept a proposal that is late. Proposers mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. Contractors are requested to submit a complete response to this Request for Proposal (RFP) using the format outlined. No other distribution of proposals will be made by the contractor. Materials or information received from a prospective contractor as result of a request by the Authority shall not be considered a violation of this paragraph.

## **1.10 INQUIRIES**

All inquiries concerning clarification of this RFP must be made to Anya K. Hiatt, in writing (hiatt@arwava.org), **no later than two days prior to closing date.** As it is expected that each firm may have different needs for information, it is incumbent on each firm to make whatever inquiries it deems necessary in order to respond to the RFP. Inquiries, which the Authority determines to be pertinent to all solicited contractors, will be answered by addenda to all solicited contractors.

## **1.11 CONTRACTUAL OBLIGATION**

The proposal submitted by the selected contractor and this RFP shall become an attachment to the contract or agreement signed by the Authority and the selected firm. Price quotations and other time dependent information contained in proposals should be valid for a minimum of ninety (90) days from the closing date of this RFP. Negotiation may be undertaken with offerors whose proposals show them to be qualified, responsible and capable of performing the work in accordance with stated criteria. The Authority is not liable for any cost incurred by contractors prior to issuance of a contract.

## **1.12 SUBSTANTIVE NATURE OF PROPOSALS**

Proposals that are not substantive may be considered non-responsive. It is not sufficient for the offeror to address the proposal in general terms or in terms other than those outlined in the proposal. Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP.

## **1.13 CONTRACTOR ACCESSIBILITY**

It is understood and agreed that in the event of equally qualified (and responsive) proposals, the award shall be granted to the proposer with the greatest degree of accessibility to the Authority officials responsible for administering the contract. (This policy shall not apply if specifically prohibited.)

## **1.14 AUTHORIZED SIGNATURE**

All proposals must be signed in order to be considered. If the submitter is a firm or corporation, they must show the title of the individual submitting the proposal and a resolution authorizing the individual to sign the proposal and subsequent contract.

## **1.15 SUBMISSION OF PROPOSALS**

Unless otherwise specified in the solicitation, the below provisions apply. Packages containing proposals should be sealed and marked with the title of the RFP being responded. Failure to do so may cause the proposal not to be considered.

The Authority is not responsible for the mishandling of any proposal not properly identified on the outside of the package.

The Authority is not responsible for proposals delivered to places other than as indicated in the proposal package.

## **1.16 RETURN OF PROPOSAL**

The Authority advises that all proposals submitted under this RFP will become the property of the Authority and will not be returned. However, if any portion of the proposal is marked "proprietary" and is highlighted, this portion can be returned after award of contract if requested, at the vendor's expense. Budgets and price quotations are considered public information in proposals submitted to the Authority. Classifying budgets and price quotations as "proprietary" or "confidential" may render the proposal non-responsive. Classifying aspects of the proposal that are not trade secrets or proprietary may render the proposal non-responsive.

## 1.17 EVALUATION AND SELECTION PROCESS

- A. Opening of Proposals - At the designated time and date, the Authority will open and list the proposals for the record. This is not a public opening. The proposals, if responsive, will then be evaluated. Responses received after **Friday, May 09, 2025 at 3:00 P.M.** will be deemed non-responsive and will be returned un-opened.
- B. Evaluation - During the evaluation phase, proposals are reviewed by the Evaluation Committee to ascertain which proposals address all the requirements of the RFP, and to conduct an analysis to document the adequacy of the proposals. Proposals determined to be technically non-responsive or not as responsive as other proposals, are eliminated at this point. Once the qualified offerors have been determined, the Evaluation Committee may interview selected offerors to clarify specific matters presented in the proposals. The Evaluation Committee will use information gained during these discussions, and information presented in the proposal, to rank contractors in accordance with criteria stated in the RFP. The selected offeror will be required to assume responsibility for all services offered in their proposal. NOTE: The Evaluation Committee reserves the right to conduct presentations and/or visit the premises of the proposer. Further, the Authority will consider the selected offeror to be the sole point of contact with regard to contractual matters.
- C. After evaluation of proposals, a Selection Committee will use the following criteria in selecting the firm(s) for negotiation and recommendation for award of the contract (s):

| <u>Criteria</u>   | <u>Weight %</u> |
|---|-----------------|
| 1. In-house Experience using Required Methods & Instrumentation   | 20              |
| 2. Drinking Water Certification (Safe Drinking Water Act)         | 20              |
| 3. VELAP Certification (Clean Water Act)                          | 20              |
| 4. Cost   | 20              |
| 5. Accessibility (Proximity to Authority via delivery or Courier) | 20              |
| <b>Total</b>  | <b>100 %</b>    |

- D. Proposed Timeline-

|                    |                                 |
|--------------------|---------------------------------|
| 4-11-2025          | RFP issued                      |
| 5-7-2025           | RFP Inquiries Deadline          |
| 5-9-2025, by 3p.m. | Due Date for Proposals          |
| 5-23-2025          | Selection finalized and Awarded |
| 6-1-2025           | New Contract Start Date         |

## 1.18 REJECTION OF PROPOSALS

The Authority reserves the right to reject any and all proposals. The Authority reserves the right to negotiate with the selected offeror in order to best serve the needs of the Authority, in respect to both cost effectiveness as well as comprehensive program design.

## 1.19 CONTRACTOR MISREPRESENTATION

If any applicant knowingly makes a material misrepresentation in submitting information to the Authority, such misrepresentation will be sufficient grounds for rejecting their proposal without further consideration.

Any contractor or firm falsely representing proposed MBE participation, or fails to comply with proposed participation, may be in **breach of contract**. Upon determination of a breach, the Authority shall have all available remedies for breach of contract and may include the following: (a) forfeiture, (b) investigation, and/or (c) debarment.

## 1.20 DEFAULT

In case of default of the successful offeror, or it fails to deliver services ordered by the time specified, the Authority, after due notice (verbal or in writing), may procure them from other sources and hold it the offeror responsible for any excess cost occasioned thereby. This remedy shall be in addition to any other remedies available to the Authority.

**1.21 CANCELLATION**

Any resulting contract shall be subject to cancellation by either party upon ninety (90) days written notice, one to the other.

The Authority may cancel any resulting contract immediately at any time for the **Vendor's** failure to perform its obligations under such contract or to otherwise adhere to the terms and conditions of such contract by delivering written notice of such cancellation to the **Vendor**.

**1.22 ETHICS IN PUBLIC CONTRACTING**

By signing this solicitation, the offeror certifies that he has not violated any provisions of Federal law or the Code of Virginia. The offeror certifies that his proposal is made without collusion or fraud and that he has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with his proposal and that he has 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. The offeror agrees that if such warranty is in any respect breached, he will pay to the Authority the full price agreed by the Authority to be paid for the supplies, materials, equipment or services to be furnished under his proposal.

**1.23 TERM OF CONTRACT**

The term of the contract shall be for a three year period. If appropriate to the services required, the Authority reserves the right to renew the contract at one-year increments up to but not to exceed two (2) consecutive renewal periods.



# Price Per Analysis Form

Parameters listed in RED are our most routinely performed analyses

ARWA  
RFP Laboratory Testing Services #LAB 2025

| Parameter   | Qty Per year | Matrix | Analytical Method | MRL (ppm) | Cost Per Analysis |             |             |              |              |           |
|---|--------------|--------|-------------------|-----------|-------------------|-------------|-------------|--------------|--------------|-----------|
|   |              |        |                   |           | (1 Day TaT)       | (3 Day TaT) | (5 Day TaT) | (10 Day TaT) | (14 Day TaT) | (21 Day T |
| Chlorite, mg/l                                    | 12           | DW     |                   |           |                   |             |             |              |              |           |
| Geosmin<br>1,2,7,7-tetramethyl-2-norborneol, ug/l |              | DW     |                   |           |                   |             |             |              |              |           |
| HAA <sub>5</sub> , Total Haloacetic Acids, ug/l   | 12           | DW     |                   |           |                   |             |             |              |              |           |
| MIB, 2-methylisoborneol, mg/l                     |              | DW     |                   |           |                   |             |             |              |              |           |
| THM, Total Trihalomethanes, ug/l                  | 12           | DW     |                   |           |                   |             |             |              |              |           |
| Cryptosporidium, oocyst/L                         |              | DW     | EPA1623           |           |                   |             |             |              |              |           |
| Taste and Odor Compounds                          |              | DW     |                   |           |                   |             |             |              |              |           |
| Ammonia (as N), mg/l                              | 20           | GW     | 350.1             |           |                   |             |             |              |              |           |
| Aluminum, Total mg/l                              | 28           | GW     | SW6010 or SW6020  | 0.1       |                   |             |             |              |              |           |
| Arsenic, Total mg/l                               | 28           | GW     | SW6010 or SW6020  | .001      |                   |             |             |              |              |           |
| Chromium, Total, mg/l                             | 28           | GW     | SW6010 or SW6020  | .001      |                   |             |             |              |              |           |
| Copper, Total, mg/l                               | 28           | GW     | SW6010 or SW6020  | .005      |                   |             |             |              |              |           |
| Fluoride, Total, mg/l                             | 20           | GW     | 300.0             | 0.1       |                   |             |             |              |              |           |
| Iron, Total, mg/l                                 | 28           | GW     | SW6010 or SW6020  | .05       |                   |             |             |              |              |           |
| Lead, Total, mg/l                                 | 28           | GW     | SW6010 or SW6020  | .001      |                   |             |             |              |              |           |
| Manganese, Total, mg/l                            | 28           | GW     | SW6010 or SW6020  | .002      |                   |             |             |              |              |           |
| Molybdenum, Total, mg/l                           | 28           | GW     | SW6010 or SW6020  | .001      |                   |             |             |              |              |           |

## Price Per Analysis Form

Parameters listed in RED are our most routinely performed analyses

ARWA  
RFP Laboratory Testing Services #LAB 2025

| Parameter                                   | Qty Per year | Matrix | Analytical Method    | MRL (ppm) | Cost Per Analysis |             |             |              |              |              |
|---|--------------|--------|----------------------|-----------|-------------------|-------------|-------------|--------------|--------------|--------------|
|   |              |        |                      |           | (1 Day TaT)       | (3 Day TaT) | (5 Day TaT) | (10 Day TaT) | (14 Day TaT) | (21 Day TaT) |
| Nickel, Total, mg/l                         | 24           | GW     | SW6010 or SW6020     | .005      |                   |             |             |              |              |              |
| Nitrate (as N), mg/l                        | 20           | GW     | 353.2/353.3 or 300.0 | .02       |                   |             |             |              |              |              |
| Diesel Range Organics (DRO), mg/l           | 28           | GW     | EPA8015C             | 0.5       |                   |             |             |              |              |              |
| Residue, Total Dissolved Solids (TDS), mg/l | 26           | GW     | SM2540               | 25        |                   |             |             |              |              |              |
| Residue, Total Suspended Solids (TSS), mg/l | 2            | GW     | SM2540               |           |                   |             |             |              |              |              |
| Selenium, Total, mg/l                       | 28           | GW     | SW6010 or SW6020     | .002      |                   |             |             |              |              |              |
| Sulfate (as SO <sub>4</sub> ), mg/l         | 20           | GW     | EPA 300.0            | 1.0       |                   |             |             |              |              |              |
| Zinc, Total, mg/l                           | 28           | GW     | SW6010 or SW6020     | .01       |                   |             |             |              |              |              |