

ORDINANCE NO. _____

AN ORDINANCE to amend and reordain Section 3-3-6 (DEFINITIONS), of Article A (GENERAL PROVISIONS); to amend and reordain Section 3-3-52 (PERFORMANCE AND PAYMENT BONDS) and Section 3-3-55 (ALTERNATIVE FORMS OF SECURITY), all of Division 1 (COMPETITIVE SEALED BIDDING), of Article D (CONTRACT FORMATION AND METHODS OF SOURCE SELECTION); to amend and reordain Section 3-3-64 (PUBLIC NOTICE) and Section 3-3-69 (CONTRACTING FOR PROFESSIONAL SERVICES BY COMPETITIVE NEGOTIATION), all of Division 2 (COMPETITIVE NEGOTIATION); and to add Section 3-3-80 (JOB ORDER CONTRACTING), of Division 3 (MISCELLANEOUS PROVISIONS); all of Article D (CONTRACT FORMATION AND METHODS OF SOURCE SELECTION), of Chapter 3 (PURCHASES AND CONTRACTUAL SERVICES), of Title 3 (FINANCE, TAXATION AND PROCUREMENT), of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 3-3-6 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 3-3-6 - Definitions.

(1) Best value: The overall combination of quality, price, and various elements of required services that in total are optimal relative to the city's needs. The best value process is used to select the most advantageous bid or offer by evaluating and comparing pre-established factors, including, but not limited to, quality, technical features, experience and past performance, in addition to cost or price.

(2) Brand name specification: A specification limited to one or more items by manufacturers' names or catalogue numbers.

(3) Brand name or equal specification: A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance and other salient characteristics needed to meet city requirements, and which provides for the submission of equivalent products.

(4) City council: The city council of the City of Alexandria.

(5) City purchasing agent, ~~or agent~~, or purchasing agent: The purchasing agent of the City of Alexandria.

(6) Construction management contract: A contract in which a party is retained by the city to coordinate and administer contracts for the provision of construction services by others, and which also provides for such party to furnish construction services to the city.

(7) Construction: Building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property.

(8) Contract: All types of agreements, regardless of what they may be called, for the procurement of goods, services, insurance or construction.

- 1 (9) Contract modification: Any written alteration in specifications, delivery point, rate of
2 delivery, period of performance, price, quantity or other provision of any contract accomplished
3 by mutual action of the parties to the contract.
- 4 (10) Contractor: Any person having a contract with the city or a using agency thereof.
- 5 (11) Cost analysis: The valuation of cost data for the purpose of arriving at costs actually
6 incurred or estimates of costs to be incurred, prices to be paid and costs to be reimbursed.
- 7 (12) Cost data: Factual information concerning the cost of labor, material, overhead and other
8 cost elements which are expected to be incurred or which have been actually incurred by the
9 contractor in performing the contract.
- 10 (13) Cost reimbursement contract: A contract under which a contractor is reimbursed for costs
11 which are allowable and allocable in accordance with the contract terms and the provisions of
12 this chapter and a fee or profit, if any.
- 13 (14) Design-build contract: A contract in which the contractor agrees to both design and build a
14 structure, roadway or other item specified in the contract.
- 15 (15) Direct or indirect participation: Involvement through decision, approval, disapproval,
16 recommendation, or preparation of any part of a purchase request, influencing the content of any
17 specification or procurement standard, rendering of advice, investigation, auditing or in any other
18 advisory capacity.
- 19 (16) Disadvantaged business: A small business which is owned or controlled by a majority of
20 persons, not limited to members of minority groups, who have been deprived of the opportunity
21 to develop and maintain a competitive position in the economy because of social disadvantages.
- 22 (17) Employee: An individual drawing a salary or wages from the city whether elected or not;
23 any noncompensated individual performing personal services for the city or any department,
24 agency, commission, council, board or any other entity established by law.
- 25 (18) Goods: All material, equipment, supplies, printing and automated data processing hardware
26 and software.
- 27 (19) Informality: A minor defect or variation of a bid or proposal from the exact requirements of
28 the invitation for bids, or the request for proposals, which does not affect the price, quality,
29 quantity or delivery schedule for the goods, services, insurance or construction being procured.
- 30 (20) Insurance: A contract whereby, for a stipulated consideration, one party undertakes to
31 compensate the other for loss on a specified subject by specified perils.
- 32 (21) Invitation for bids: All documents, whether attached or incorporated by reference, utilized
33 for soliciting sealed bids. No confidential or proprietary data shall be solicited in any invitation
34 for bids.
- 35 (22) Job order contracting: A method of procuring construction by establishing a book of unit
36 prices and then obtaining a contractor to perform work as needed using the prices, quantities, and
37 specifications in the book as the basis of its pricing. The contractor may be selected through
38 either competitive sealed bidding or competitive negotiation depending on the needs of the City
39 of Alexandria. A minimum amount of work may be specified in the contract.
- 40 (223) Multiphase professional services contract: A contract for the provision of professional
41 services in multiple phases where the total scope of work in the second or a subsequent phase of
42 the contract cannot be specified without the results of the first or other phase of the contract.
- 43 (234) Nominal value: So small, slight or the like, in comparison to what might properly be
44 expected, as scarcely to be entitled to the name, but in no case to be more than \$10.

- 1 (245) Nonprofessional services: Any services not specifically identified as professional services
2 in the following definition.
- 3 (256) Professional services: Work performed by an independent contractor within the scope of
4 the practice of accounting, actuarial services, architecture, land surveying, landscape
5 architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.
- 6 (267) Person: Any business, individual, union, committee, club, other organization or group of
7 individuals.
- 8 (278) Price analysis: The evaluation of pricing data, without analysis of the separate cost
9 components and profit as in cost analysis, which may assist in arriving at prices to be paid and
10 costs to be reimbursed.
- 11 (289) Pricing data: Factual information concerning prices for items substantially similar to those
12 being procured. Prices in this definition refer to offer or proposed selling prices, historical selling
13 prices and current selling prices. The definition refers to data relevant to both prime and
14 subcontract prices.
- 15 (2930) Public body: Any legislative, executive or judicial body, agency, office, department,
16 authority, commission, committee, institution, board, political subdivision or other entity created
17 by law to exercise some sovereign power or to perform some governmental duty.
- 18 (301) Public contract: Any contract between the city and a nongovernmental source that is
19 enforceable in a court of law.
- 20 (312) Qualified products list: An approved list of goods, services or construction items described
21 by model or catalogue number, which prior to competitive solicitation, the city has determined
22 will meet the applicable specification requirements.
- 23 (323) Request for proposals: All documents, whether attached or incorporated by reference,
24 utilized for soliciting proposals.
- 25 (334) Responsible bidder or offeror: A person who has the capability, in all respects, to perform
26 fully the contract requirements and the moral and business integrity and reliability which will
27 assure good faith performance and who has been prequalified, if required.
- 28 (345) Responsive bidder or offeror: A person who has submitted a bid or proposal which
29 conforms in all material respects to the invitation for bids or request for proposals.
- 30 (356) Services: Any work performed by an independent contractor wherein the service rendered
31 does not consist primarily of acquisition of equipment or materials or the rental of equipment,
32 materials and supplies.
- 33 (367) Small business: A United States business which is independently owned and which is not
34 dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field
35 of operation.
- 36 (378) Specification: Any description of the physical or functional characteristics or of the nature
37 of a good, service or construction item. It may include a description of any requirement for
38 inspecting, testing or preparing a good, service or construction item for delivery.
- 39 (389) Using agency: Any department, agency, commission, office, bureau or other unit in the
40 city government requiring goods, services, insurance or construction.

41
42 Section 2. That Section 3-3-52 of The Code of the City of Alexandria, Virginia, 1981, as
43 amended, be, and the same hereby is, amended and reordained to read as follows:
44

1 Sec. 3-3-52 - Performance and payment bonds.

2
3 (a) Except as provided in subsection (h), Upon the award of any (i) public construction contract
4 exceeding \$500,000 to any prime contractor; (ii) construction contract exceeding \$500,000
5 awarded to any prime contractor requiring the performance of labor or the furnishing of materials
6 for buildings, structures or other improvements to real property owned or leased by a public
7 body; (iii) construction contract exceeding \$500,000 in which the performance of labor or the
8 furnishing of materials will be paid with public funds; or (iv) transportation-related projects
9 exceeding \$2350,000 that are partially or wholly funded by the Commonwealth, such contractor
10 shall furnish to the city the following bonds:

11 (1) A performance bond in the sum of the contract amount conditioned upon the faithful
12 performance of the contract in strict conformity with the plans, specifications and conditions of
13 the contract. For transportation-related projects authorized under ~~Section 33.1-1212~~ Article 2 (§
14 33.2-208 et seq.) of Chapter 2 of Title 33.2 of the Code of Virginia, 1950, as amended, such
15 bond shall be in a form and amount satisfactory to the purchasing agent.

16 (2) A payment bond in the sum of the contract amount. Such bond shall be for the protection of
17 claimants who have and fulfill contracts to supply labor or materials to the prime contractor to
18 whom the contract was awarded or to any subcontractors in the prosecution of the work provided
19 for in such contract, and shall be conditioned upon the prompt payment for all such material
20 furnished or labor supplied or performed in the prosecution of the work. For transportation-
21 related projects authorized under ~~Section 33.1-1212~~ Article 2 (§ 33.2-208 et seq.) of Chapter 2 of
22 Title 33.2 of the Code of Virginia, 1950, as amended, such bond shall be in a form and amount
23 satisfactory to the purchasing agent. Labor or materials shall include public utility services and
24 reasonable rentals of equipment, but only for periods when the equipment rented is actually used
25 at the site.

26 (b) For transportation-related construction contracts in excess of \$100,000 but less than
27 \$500,000, where the bid bond requirements are waived, prospective bidders or offerors shall be
28 prequalified for each individual project in accordance with section 3-3-35.

29 (c) Each of such bonds shall be executed by one or more surety companies selected by the
30 contractor which are legally authorized to do business in Virginia.

31 (d) The bonds shall be made payable to the city.

32 (e) Each of the bonds shall be filed with the purchasing agent.

33 (f) Nothing in this section shall preclude the purchasing agent from requiring payment or
34 performance bonds for construction contracts below \$500,000 for nontransportation-related
35 projects or \$2350,000 for transportation-related projects authorized under ~~Section 33.1-~~
36 ~~1212~~ Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2 of the Code of Virginia, 1950, as
37 amended, and partially or wholly funded by the Commonwealth.

38 (g) Nothing in this section shall preclude such contractor from requiring each subcontractor to
39 furnish a payment bond with surety thereon in the sum of the full amount of the contract with
40 such subcontractor conditioned upon the payment to all persons who have and fulfill contracts
41 which are directly with the subcontractor for performing labor and furnishing materials in the
42 prosecution of the work provided for in the subcontract.

43 (h) The performance and payment bond requirements of subsection (a) for transportation-related
44 projects that are valued in excess of \$250,000 but less than \$350,000 may only be waived by the

1 purchasing agent if the bidder provides evidence, satisfactory to the purchasing agent, that a
2 surety company has declined an application from the contractor for a performance or payment
3 bond.
4

5 Section 3. That Section 3-3-55 of The Code of the City of Alexandria, Virginia, 1981, as
6 amended, be, and the same hereby is, amended and reordained to read as follows:
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8 Sec. 3-3-55 – Alternative forms of security.
9

10 (a) In lieu of a bid, payment or performance bond, a bidder may furnish a certified check,
11 cashier's check, or cash escrow in the face amount required for the bond.

12 (b) If approved by the city attorney, a bidder may furnish a personal bond, property bond, or
13 bank or savings institution's letter of credit on certain designated funds in the face amount
14 required for the bid, payment or performance bond. Approval shall be granted only upon a
15 determination that the alternative form of security proffered affords protection to the city
16 equivalent to the corporate surety's bond.

17 (c) Purchase of owner-controlled insurance in construction projects.

18 (1) Notwithstanding any other provision of law to the contrary, the city may purchase at its
19 expense an owner-controlled insurance program in connection with any public construction
20 contract where the amount of the contract or combination of contracts is more than \$100 million,
21 provided that no single contract valued at less than \$50 million shall be combined pursuant to
22 this section. The city shall provide notice if it intends to use an owner-controlled insurance
23 program, including the specific coverages of such program, in any request for proposal,
24 invitation to bid, or other applicable procurement documents.

25 (2) The city shall not require a provider of architecture or professional engineering services to
26 participate in the owner-controlled insurance program, except to the extent that the city may elect
27 to secure excess coverage. No contractor or subcontractor shall be required to provide insurance
28 coverage for a construction project if that specified coverage is included in an owner-controlled
29 insurance program in which the contractor or subcontractor is enrolled.

30 (3) For the purposes of this subsection, "owner-controlled insurance program" means a
31 consolidated insurance program or series of insurance policies issued to the city that may provide
32 for some or all of the following types of insurance coverage for any contractor or subcontractor
33 working on or at a public construction contract or combination of such contracts: general
34 liability, property damage, workers' compensation, employer's liability, pollution or
35 environmental liability, excess or umbrella liability, builder's risk, and excess or contingent
36 professional liability.
37

38 Section 4. That Section 3-3-64 of The Code of the City of Alexandria, Virginia, 1981, as
39 amended, be, and the same hereby is, amended and reordained to read as follows:
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41 Sec. 3-3-64 – Public notice.
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43 A reasonable time prior to the date set for receipt of proposals, public notice shall be given by
44 posting on the Commonwealth of Virginia's Department of General Services' central electronic

1 procurement website or other appropriate websites and by publication in a newspaper of general
2 circulation in the area in which the contract is to be performed. In addition, proposals may be
3 solicited directly from potential contractors.
4

5 Section 5. That Section 3-3-69 of The Code of the City of Alexandria, Virginia, 1981, as
6 amended, be, and the same hereby is, amended and reordained to read as follows:
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8 Sec. 3-3-69 - Contracting for professional services by competitive negotiation.
9

10 (a) Professional services shall be procured by competitive negotiation. The purchasing agent may
11 establish purchase procedures, if adopted in writing, not requiring competitive negotiation for
12 single or term contracts for professional services if the aggregate or the sum of all phases is not
13 expected to exceed \$50,000; however, such small purchase procedures shall provide for
14 competition wherever practicable.

15 (b) The purchasing agent shall engage in individual discussions with two or more offerors
16 deemed fully qualified, responsible and suitable on the basis of initial responses and with
17 emphasis on professional competence to provide the required services. Repetitive informal
18 interviews shall be permissible. Such offerors shall be encouraged to elaborate on their
19 qualifications and performance data or staff expertise pertinent to the proposed project and to
20 explore alternative concepts of performance of the contract. In addition, offerors shall be
21 informed of any ranking criteria that will be used by the purchasing agent in addition to the
22 review of professional competence of the offeror. The request for proposals shall not seek
23 estimates of person hours or costs for services. However, these discussions may encompass
24 nonbinding estimates of total project costs, including, but not limited to, where appropriate
25 design, construction, life cycle costs and nonbinding estimates of price for services. Proprietary
26 information from competitive offerors shall not be disclosed to the public or to competitors. At
27 the conclusion of the discussions and on the basis of evaluation factors published in the request
28 for proposals and all information developed in the selection process to this point, the purchasing
29 agent shall select in the order of preference two or more offerors whose professional
30 qualifications and proposed services are deemed most meritorious. Negotiations shall then be
31 conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to
32 the city can be negotiated at a price considered fair and reasonable, the award shall be made to
33 that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated
34 and negotiations shall be conducted with the offeror ranked second, and so on until such a
35 contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the
36 terms and conditions for multiple awards are included in the request for proposal, the city may
37 award contracts to more than one offeror. If, at the conclusion of the discussions, the purchasing
38 agent determines in writing and in his sole discretion that only one offeror is fully qualified or
39 that one offeror is clearly more highly qualified and suitable than the others under consideration,
40 a contract may be negotiated and awarded to that offeror. Once formally terminated, negotiations
41 may not be reopened with any offeror.

42 (c) With respect to the procurement of legal services, the duties and responsibilities imposed
43 upon the purchasing agent in subsection (b) above shall devolve upon the city attorney.

1 (d) ~~A contract for architectural or professional engineering services relating to construction~~
2 ~~projects may be negotiated by the purchasing agent, for multiple projects provided (i) the~~
3 ~~projects require similar experience and expertise, (ii) the nature of the projects is clearly~~
4 ~~identified in the request for proposals, and (iii) the contract term is limited to one year or when~~
5 ~~the cumulative total project fees reach the maximum cost authorized in this subsection (d),~~
6 ~~whichever occurs first. Such contract may be renewable for four additional one-year terms at the~~
7 ~~option of the city, as exercised by the purchasing agent. Under such contract, (a) the fair and~~
8 ~~reasonable prices, as negotiated, shall be used in determining the cost of each project performed;~~
9 ~~(b) the sum of all projects performed in one contract term shall not exceed one million dollars;~~
10 ~~and (c) the project fee of any single project shall not exceed \$500,000. Any unused amounts~~
11 ~~from one contract term shall not be carried forward to a successive term. Competitive~~
12 ~~negotiations for such contracts may result in awards to more than one offeror provided (1) the~~
13 ~~request for proposals so states, and (2) the purchasing agent has established procedures for~~
14 ~~distributing multiple projects among the selected contractors during the contract term. A~~
15 ~~contract for architectural or professional engineering services relating to multiple construction~~
16 ~~projects may be awarded by the purchasing agent, provided (i) the projects require similar~~
17 ~~experience and expertise, (ii) the nature of the projects is clearly identified in the request for~~
18 ~~proposal, and (iii) the contract is limited to a term of one year or when the cumulative total~~
19 ~~project fees reach the maximum cost authorized in this subsection, whichever occurs first.~~
20 ~~(1) Such contracts may be renewable for four additional one-year terms at the option of the~~
21 ~~purchasing agent. The fair and reasonable prices as negotiated shall be used in determining the~~
22 ~~cost of each project performed.~~
23 ~~(2) The sum of all projects performed in a one-year contract term shall not exceed \$6 million.~~
24 ~~(3) Competitive negotiations for such contracts may result in awards to more than one offeror~~
25 ~~provided (i) the request for proposal so states and (ii) the purchasing agent has established~~
26 ~~procedures for distributing multiple projects among the selected contractors during the contract~~
27 ~~term.~~
28 ~~(4) The fee for any single project shall not exceed \$2.5 million.~~
29 ~~(5) Any unused amounts from one contract term shall not be carried forward to any additional~~
30 ~~term.~~
31 ~~(e) Multiphase professional services contracts for environmental, location, design and inspection~~
32 ~~work regarding construction of infrastructure projects satisfactory and advantageous to the~~
33 ~~completion of large, phased, or long-term projects may be negotiated and awarded based on~~
34 ~~qualifications at a fair and reasonable price for the first phase only, when completion of the~~
35 ~~earlier phases is necessary to provide information critical to the negotiation of a fair and~~
36 ~~reasonable price for succeeding phases. Prior to the ~~procurement~~ entering into of any such~~
37 ~~contract, the purchasing agent shall state the anticipated intended total scope of the project and~~
38 ~~determine in writing that the nature of the work is such that the best interests of the city require~~
39 ~~awarding the contract.~~
40

41 Section 6. That Division 3, of Article D, of Chapter 3, of Title 3 of The Code of the
42 City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended by adding
43 Section 3-3-80 titled Job Order Contracting with the following new language:
44

1 Sec. 3-3-80 Job Order Contracting

2
3 (a) A job order contract may be awarded by the purchasing agent for multiple jobs, provided (i)
4 the jobs require similar experience and expertise, (ii) the nature of the jobs is clearly identified in
5 the solicitation, and (iii) the contract is limited to a term of one year or when the cumulative total
6 project fees reach the maximum authorized in this section, whichever occurs first. Contractors
7 may be selected through either competitive sealed bidding or competitive negotiation.

8 (b) Such contracts may be renewable for two additional one-year terms at the option of the
9 purchasing agent. The fair and reasonable prices as negotiated shall be used in determining the
10 cost of each job performed, and the sum of all jobs performed in a one-year contract term shall
11 not exceed \$5 million. Individual job orders shall not exceed \$500,000.

12 (c) Any unused amounts from one contract term shall not be carried forward to any additional
13 term.

14 (d) Order splitting with the intent of keeping a job order under the maximum dollar amounts
15 prescribed in subsection (b) is prohibited.

16 (e) No job order shall be issued or used, under a job order contract, solely for the purpose of
17 receiving professional architectural or engineering services that constitute the practice of
18 architecture or the practice of engineering as those terms are defined in § 54.1-400 of the Code of
19 Virginia, 1950, as amended. However, professional architectural or engineering services may be
20 included on a job order where such professional services (i) are incidental and directly related to
21 the job, (ii) do not exceed \$25,000 per job order, and (iii) do not exceed \$75,000 per contract
22 term.

23 (f) Job order contracting shall not be used for construction, maintenance, or asset management
24 services for a highway, bridge, tunnel, or overpass.

25
26 Section 7. That this ordinance shall become effective upon the date and at the time of
27 its final passage.

28
29 WILLIAM D. EUILLE
30 Mayor

31
32 Introduction:
33 First Reading:
34 Publication:
35 Public Hearing:
36 Second Reading:
37 Final Passage:
38