

## Contractor Certification Process

### **What is the Waterworks' Contractor Certification Process?**

The vast majority of piping installed as extensions of the Newport News Waterworks' distribution system is done by contractors; however, in order to be authorized to do such installation, at least one individual from the contractor firm must be *certified* and the contracting firm must be *approved* to perform the work. The procedure is a two-step process and accomplished in order of certification then followed by the approval step. Both must be completed before a contractor will be allowed to perform work for Newport News Waterworks.

### **Step # 1 - Certification Process**

#### **What must an individual contractor do to become certified?**

The contractor applicant is required to take an open book test consisting of 100 questions with a two-hour time limit. A passing grade of 80% or better is required for certification.

#### **How does an individual contractor applicant prepare for the Certification Test?**

At least one copy of the *Distribution Standards Manual* must be purchased. The manual is available for \$10.00 (cash, or check payable to "City of Newport News") and can be purchased at either one of two Newport News Waterworks' locations:

- 425 Industrial Park Drive, Newport News, Virginia
- 700 Town Center Drive, Newport News, Virginia, 4<sup>th</sup> floor

#### **When and where is the Certification Test Given?**

The test is administered *only* at 425 Industrial Park Drive, Newport News, Virginia, between the hours of 8:00 a.m. and 1:00 p.m., weekdays.

#### **(Optional) Preparation Class Available**

An optional two-hour class intended to aid contractor personnel in preparation for the test is conducted at 8:00 a.m. on the *second Wednesday* of each month. To register for the class, call 757-234-4881 at least 48 hours in advance. The class is held at the Waterworks facility located at 425 Industrial Park Drive, Newport News, Virginia.

### **Step # 2 - Approval Process**

#### **What is the process for a contractor firm to become approved?**

Once at least one individual from the contractor's firm has been certified, then the contact person for the contractor firm may seek approval to perform work for Newport News Waterworks. A résumé of the contracting firm must be submitted (in person, by fax, or by mail) on company letterhead stationery. The résumé must also include the following:

- Name, address, and telephone number(s) for the contracting firm
- Name and telephone number(s) of principal (contact) person(s)
- A summary of recent subsurface utility projects (identifying locality and contract administrator's name and telephone number for each project)
- A summary of construction equipment and vehicles owned or leased

Once the Waterworks staff has reviewed the résumé, Waterworks will schedule an interview with the principal (contact) person.

#### **Newport News Waterworks Contact Information**

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