

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?

The applicant must have a hard copy of the current *Distribution Standards Manual*. An electronic copy can be obtained [online](#) on the Waterworks' internet site. The manual is also 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, 4th 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. Please call (757) 234-4840 at least 24 hours in advance to schedule an appointment for the test.

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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