

Contractor Certification Process

What is the Waterworks' Contractor Certification Process?

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

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 (T/F, multiple choice, fill-in-the-blank) with a passing grade of 80% or better to be certified.

Testing is free of charge and available Tuesdays, Wednesdays and Thursdays between the hours of 8:00 a.m. and 10:30 a.m.

To take the test the applicant must obtain *either* a hard copy of the current Distribution Standards Manual for \$10.00 (cash, or check payable to "City of Newport News") at either one of two NNWD's locations:

- 425 Industrial Park Drive, Newport News, Virginia
- 700 Town Center Drive, Newport News, Virginia, 4th floor

Or download for free from the NNWD website...

<https://www.nnva.gov/228/Developers-Contractors>

Please call (757) 234-4881 at least 48 hours in advance to schedule a testing date and to receive further information regarding test procedures.

Step # 2 – Company Approval Process

What is the process for a contractors' firm to become approved?

After at least one individual from the contractors' firm has been certified, then the contracting firms chief contact person may seek approval to perform work for NNWD.

A résumé from the firm must be submitted via e-mail to NNWD's Distribution Manager (see contact information below).

On a company letterhead the firm's résumé is to include the following:

- Name, address, and contact number(s) for the contracting firm
- Name and contact number(s) of principal contact person(s)
- A summary of subsurface utility projects for the past 5 years (identifying locality and contract administrator's name and contact number for each project)
- A summary of construction equipment and vehicles owned by the firm or leased

An interview w/the primary contact person will be scheduled once the firm's résumé has been reviewed.

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