

# **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, Wednesday and Thursdays.

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"; price subject to change) at either one of the two NNWD's locations:

- 425 Industrial Park Drive, Newport News, Virginia 23608
- 700 Town Center Drive, Newport News, Virginia 23602, 4<sup>th</sup> floor

*Or* download for free from 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 instructions/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 interviewer (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 contractors administrator's name and contact number for each project)
- A summary of construction equipment and vehicles owned/leased by the firm

An interview w/the NNWD interviewer will be scheduled once the firm's résumé has been reviewed.

NNWD's Interviewer – Kurt Salmon, acting Distribution Superintendent; Office: 757-234-4843;

E-mail: [ksalmon@nnva.gov](mailto:ksalmon@nnva.gov); Mailing address: 425 Industrial Park Drive, Newport News, VA 23608