

**Allegheny County Sanitary Authority (ALCOSAN)**  
**REQUEST FOR QUALIFICATIONS**  
**For**  
**Construction Management Services, As Needed**  
**Various Small to Mid-Size Capital Projects**

**November 8, 2019**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Construction Management or Engineering firms who wish to be considered for providing the following construction management services on an as-needed basis during a two-year period. These projects are typically administered by the ALCOSAN staff in the Division of Engineering and Construction and the Division of Regional Conveyance.

The intent of the advertisement is to establish a shortlist of acceptable Construction Management firm candidates for each of the categories. The number of firms shortlisted will be dependent on the response. Typically ALCOSAN shortlists up to five firms for each category.

As the need for professional services is realized for a specific project and depending on the responses received, ALCOSAN will solicit a number of the shortlisted firms from the applicable category list to obtain proposals (both technical and cost proposals) specific to that particular project. ALCOSAN reserves the right to consider the cost component in selecting the Construction Manager for a specific project depending on the complexity of the project. ALCOSAN reserves the right to re-solicit requests for professional services qualifications for specific projects that may require a more significant effort than what is portrayed in the project information provided herein. Various categories of projects within the current ALCOSAN Capital and Operations Program will be bid: 1) renovations or improvements to the existing treatment plant facilities, remote pumping facilities and access shafts, and 2) rehabilitation/lining and upgrades of the interceptor system pipes and regulator chambers (and flap gates) 3) Heavy cleaning and ongoing maintenance contracts. Some projects may have multiple prime contracts. Possible work at the plant, remote pumping stations and access shafts may include replacement of process equipment and instrumentation, underground utility work, roof replacement and building renovations. Possible types of construction on the interceptor system include sewer reconstruction, sewer cleaning and inspection, flap gate reconstruction, cured in place sewer lining and underground vault and manhole construction.

The projects will vary in content, duration and value. The projects should require relatively small staffing to manage with estimated construction costs likely to range between one hundred thousand dollars and one million dollars. The length of the construction projects will likely vary between six months and two years.

This document is intended to assist firms in preparing their Submittals for this project. **All Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN. Please review the entire RFQ when submitting.**

## **2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS**

Questions and requests for clarification regarding this Request for Qualification Statement and Technical Approach must be directed, in writing, to:

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
3300 Preble Avenue  
Pittsburgh, PA 15233-1092  
Email: [suzanne.thomas@alcosan.org](mailto:suzanne.thomas@alcosan.org)

Questions received after December 6, 2019 will not be considered.

Responses to all general questions and requests for clarification will be posted on ALCOSAN's website. ALCOSAN will provide, in writing, any clarifications, changes, and/or other information deemed to be necessary as addenda to this submittal.

## **3.0 OBJECTIVE**

The intent of the Request for Qualifications is to establish potential construction management (CM) firm candidates for the Interceptor System. As the need for professional services is realized for a project and depending on the responses received, ALCOSAN may shortlist from the list of accepted qualified candidates to obtain proposals (both technical and cost proposals) specific to a particular project. ALCOSAN reserves the right to consider the cost component in selecting the CM firm for a specific project depending on the complexity of the project. ALCOSAN reserves the right to solicit separate requests for professional services qualifications for specific projects that may require a more significant effort or level of difficulty than what is portrayed in the project information provided herein.

## **4.0 SCOPE OF SERVICES**

The purpose of this solicitation is to support two categories of capital projects within the current ALCOSAN Capital Program that will be bid during the next twenty-four months. These projects are typically administered by the ALCOSAN staff in the Division of Engineering and Construction and the Division of Regional Conveyance.

The two project categories are: 1) renovations or improvements to the existing treatment plant facilities, remote pumping facilities and access shafts, and 2) rehabilitation and upgrades of the interceptor system. Some projects may have multiple prime contracts. Possible work at the plant, remote pumping stations and access shafts may include replacement of process equipment and instrumentation, underground utility work, roof replacement, and building renovations. Examples of possible types of construction on the interceptor system include sewer reconstruction, sewer cleaning and inspection, flap gate reconstruction, cured in place sewer lining and underground vault and manhole construction.

On these projects, the Construction Managers will provide a resident inspector for all construction activities that fulfill the obligation of the Contract Documents. The Construction Manager's role will likely include monitoring the contractor(s) progress to ensure compliance with the Contract Documents applicable to the specific project(s). This could include, but not be limited to, using best efforts to ensure that the contractor(s) complete the project on-time and on-budget while meeting all requirements of the plans and specifications. The Construction Manager maybe expected to work with the contractor(s) to create a critical path method ("CPM") schedule (or other ALCOSAN-approved) schedule for the project(s) and update the schedule on a regular basis. In addition, the Construction Manager may be expected to run and maintain minutes for project meetings and process all necessary documentation for the project(s), including submittals, change order requests, payment applications, etc.

The projects will vary in content, duration and value. The projects should require relatively small staffing to manage with estimated construction costs that will likely range between one hundred thousand dollars and one million dollars. The length of the construction projects will also likely vary between six months and 24 months. The scope of construction management services will vary depending on the type of project. ALCOSAN anticipates the following minimum tasks and services:

- Provide a Resident Inspector for all construction activities within the Contract Documents
- Monitor the contractor(s) progress, ensuring compliance with the Contract Documents for a specific project(s).
- Facilitate all Pay Applications, RFIs, Proposed Change Orders and Change Orders and all relevant contract documentation in e-Builder.
- Ensure that the project(s) is/are completed on-time and on-budget while meeting all the requirements of the plans and specifications.
- Assist the Contractor(s) in completing a critical path method (CPM) schedule (or other ALCOSAN approved schedule) and update that schedule on a regular basis.
- Run and maintain meetings, keeping meeting minutes and all other project documentation.
- Review all Submittals, Requests for Information, Change Order Requests and Payment Applications

- Maintain Work Records and Facilitate As-built Records
- Prepare Punch Lists and Certificate of Substantial Completion
- Progress Reports will be required on a monthly basis.

Other probable related services that may be required include design reviews, site investigation, field survey, review and analysis of existing as-built information and building code requirements.

## **5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS**

Shortlisted Firms for each category will be selected based on the following process:

**Shortlist:** Once the deadline for the submittal has lapsed, ALCOSAN's Procurement Project Team shall review, discuss, and screen the submitted responses for completeness and level of response to the RFQ. The Procurement Project Team will submit a shortlist of up to five (5) firms for this category of work. ALCOSAN reserves the right to change the number of shortlisted firms, based upon the number of submittals received.

Firms that are deemed responsive and qualified will be notified of their respective eligibility for further consideration. Firms that are not recommended for further consideration will also be notified. The Procurement Project Team will consider the following criteria:

- Firm's history and resource capability to perform required services
- Evaluation of potential key personnel
- Related experience (as appropriate) and technical competence
- Ability to relate to on-call requirements
- References
- Proposed Potential MBE/WBE/SDV participation
- Office Location

As a specific need for professional services is realized for a project in a category, ALCOSAN may select firms from the shortlist of accepted qualified candidates in that category to receive a Request for Proposals (RFP) seeking technical and cost information for that particular project. ALCOSAN reserves the right to consider the cost component in selecting the design firm for a specific project depending on the complexity of the project.

## **6.0 QUALIFICATION STATEMENTS**

Ten (10) hard copies of sealed Qualifications Submittals and one (1) electronic copy, on a CD/memory stick, are required. Submittals must be received by ALCOSAN Procurement Office no later than 2:00 PM on December 16, 2019. Please allow enough time to process through Security. It is the Offeror's responsibility to ensure that all courier-delivered submittals arrive within the allotted time.

The Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for  
Construction Management Services, As Needed  
Various Small to Mid-Size Capital Projects**  
Allegheny County Sanitary Authority  
3300 Preble Avenue  
Pittsburgh, PA 15233-1092  
Attention: Suzanne Thomas, Procurement Officer

Late and/or noncompliant Submittals will not be accepted for any reason. **To enable ALCOSAN to efficiently evaluate the Qualifications Submittals, Proposers must strictly follow the required format in preparing their Qualifications Submittals.**

Each hard copy of the Submittals shall be bound using GBC or other semi-permanent binding to ensure that pages are not lost. Pages shall be no larger than standard letter size 8 ½” x 11” or folded to that dimension. Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. ALCOSAN encourages double-sided submittals to preserve paper products.

Standard Form SF 330 can be used in part in response to the RFQ. Electronic copies shall be submitted as a PDF document or other appropriate electronic document format on a CD or flash drive. Emails will not be accepted.

The Submittal to the RFQ shall be organized in the following order:

- A. Letter of Commitment:** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFQ and shall be signed by an authorized signatory of the company.
- B. Outside Cover and/or First Page:** Shall contain the name of the submittal, the name of the Proposer, point-of-contact (including direct phone number and email) and the submittal date.
- C. Table of Contents**
- D. Firm’s Experience (Tabbed Section 1):** The Proposer shall select up to five (5) similar projects using Part I, Section F, SF 330, to highlight, as best representing the Team’s project experience. For each project, in the SF 330 format, the Proposer shall prepare a two-page summary of the project including the following information:
  - Project Name and Location
  - Date(s) of Project
  - Project Owner

- Contact Name/Telephone Number/Email Address
- Description of the Project, highlighting the Proposer's involvement.
- Firm Name and Role
- Key Personnel involved in the Project, including Subconsultants
- Year Completed
- Total fees for the project.

Previous ALCOSAN Projects may be proposed but the Firm should include other similar projects as well.

**E. Team's Experience (Tabbed Section 2):** The Firm will submit a listing and composition of local staff and potential proposed subconsultants.

The Firm shall attach an Organizational Chart of the proposed Team. The organizational chart shall not exceed one (1) page. It may be folded to meet the 8-1/2 x 11-page size requirement. The organizational chart shall show the roles and responsibilities of the persons proposed, and not a different box for each firm.

The Firm may provide a total of up to fifteen (15) resumes of key personnel, with each resume not exceeding one (1) page. These resumes should be project-related and not a chronological listing of employment.

**F. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 3):**

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service-disabled veteran business enterprises to submit Qualifications Submittals or to participate as Subconsultants or suppliers. The Consultant shall be required to utilize minority, disadvantaged, women and service disabled veteran business enterprises to the fullest extent possible. The MBE/WBE participation goals are 10-25% of the total value of the Consultant's proposed services. The SDV participation goals are 3% of this same total value. A copy of ALCOSAN's Supplier Diversity Business Policy Statement is available on the website, [www.alcosan.org](http://www.alcosan.org). At this stage of submitting qualifications, ALCOSAN is looking for more than a general commitment to the goals of the policy. ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project.

The Firm shall submit a description of its commitment to the policy, not exceeding one (1) page, highlighting MBE/WBE/SDV participation rates on the Firm's past projects. The Firm should identify potential team members, if any, who have teamed with the Firm under other projects. Please note to be considered all MBE/WBE firms must be certified by a third party; ALCOSAN does not accept self-certification. All SDV firms must be certified through the VA.

- G. Potential Conflict of Interest (Tabbed Section 4):** Each Proposer shall submit a Certificate of Conflict of Interest (**See Attachment A**) and show appropriate information to support its belief that its business activities do not and will not create a conflict of interest situation. This information could include detailed descriptions of existing contractual relationships, corporate policy statements related to the conflict of interest issue, and certified statements by authorized corporate officials related to present and future courses of action. The Proposer should pay particular attention to affiliate activities.
- H. Right-To-Know (Tabbed Section 4):** ALCOSAN is a municipal authority and is therefore subject to requests through the Pennsylvania Right-To-Know Law (RTKL). Submittals may become part of a RTKL request during and after the subsequent contract. **All Proposers shall clearly identify only that portion of the proposal which is considered company proprietary information and, therefore, exempt under the RTKL.** A legend at the beginning of the proposal and/or on every page will not be considered sufficient. In addition, if no exempt work is contained in the submittal, the Proposer shall make a statement to that fact.
- I. Agreement for Professional Services (Tabbed Section 5):** A copy of the ALCOSAN "Agreement for Professional Services" is contained in (**See Attachment B**). The Proposer should provide a statement in the Submittal that, if awarded the contract, it will execute a professional service contract presented herein as ALCOSAN's "Agreement for Professional Services." Attention is called to the requirements for insurance set forth in the standard agreement and their applicability to Subconsultants. Any exceptions to the terms of the Agreement shall be included in a separate section of the Submittal. Exceptions to the terms of the Agreement or other special contract conditions that are not listed in the Submittal will not be considered by ALCOSAN after notice of award. If the proposer currently has an agreement signed within the past two (2) years, the proposer may recommend using those terms and conditions. This is not a guarantee that ALCOSAN will accept these terms.
- J. Rate Schedule (Tabbed Section 6):** The Firm will submit a completed On-Call Services Rate Sheet, which is attached to this RFQ. (**See Attachment C**). All rates shall be identified as either actual or average rate per category. All staff shall be identified by labor category. Proposers shall provide appropriate documentation for the overhead rate(s) provided for each team member. Team members shall provide the same information as the Prime in the same format.

\*\*\* End of RFQ \*\*\*