

Allegheny County Sanitary Authority (ALCOSAN)
REQUEST FOR QUALIFICATIONS
For
ON-CALL CONSTRUCTION MANAGEMENT SERVICES
REGIONAL CONVEYANCE

March 19, 2025

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 construction management (CM) and construction inspection (CI) services to support various types of projects administered by the Division of Regional Conveyance.

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.**

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: procurement@alcosan.org

Questions received after April 11, 2025, will not be considered.

Please do not contact other ALCOSAN employees regarding this procurement; this may result in your submittal being rejected. 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

ALCOSAN is requesting qualifications statements for On-Call Construction Management Services to establish a pool of qualified firms capable of supporting a variety of ongoing and future projects and activities administered by the Division of Regional Conveyance.

Those firms that participate in this Request for Qualification (RFQ) process will be referred to as “Proposers.” “Proposer” and its Subconsultants shall be referred to collectively as the “Team”. The successful Team(s) shall be referred to as the “Consultant”.

4.0 SCOPE OF SERVICES

ALCOSAN administers projects focused on conveyance system inspection, assessment, maintenance, and improvement. These projects and activities require CM and CI services of various scopes. The selected Consultant will be expected to provide CM and CI services for this work, on an as-needed basis.

Work will be performed on components of the ALCOSAN Regional Conveyance system including interceptors, trunk sewers, manholes, regulator structures, outfalls, and pumping facilities and force mains. Work may include the following:

- Routine and targeted CCTV condition inspection and assessment
- Routine and targeted infrastructure cleaning
- Preventative and corrective maintenance and operation activities
- Repair, rehabilitation, and related sewer improvements
- Temporary and permanent emergency sewer repairs
- Pumping facility and force main improvements

The work at pumping facilities may extend beyond the wastewater process and include, but not be limited to, HVAC, mechanical, electrical, plumbing, instrumentation, 3rd party utility work, grounds, safety, and below and above ground structure and/or building.

The effort required for assigned CM services will vary accordingly.

Service requests may include, but are not limited to:

- 1) Construction Management: The Construction Manager (CM) will be the Owner’s representative during the project’s construction period. The CM shall provide many of the services described herein.
- 2) Construction Inspection: The Construction Inspector (CI) will be the Owner’s designated on-site project representative. Inspection services shall include verifying adherence to contract documents, including health and safety, traffic control, and environmental compliance, assuring quality workmanship, and submitting daily inspection reports/photos.
- 3) Schedule Monitoring: The CM will review and monitor construction schedules, including milestones, phasing/sequencing/logic, efficient and balanced workflow, and critical path. .

- 4) Record Keeping: The CM will maintain appropriate project records using applicable ALCOSAN forms, electronic tools, and standard procedures such as the ALCOSAN Daily Field Inspection form in Trimble Unity Construct.
- 5) Submittal and Request for Information (RFI) Processes: The CM will monitor these processes to support timely turnaround of submissions and responses.
- 6) Claims and Disputes: The CM will assist ALCOSAN in researching and managing potential claims and provide documentation, correspondence, and recommendations to ALCOSAN.
- 7) Progress Meetings, Minutes, and Reports: The CM shall schedule, prepare agendas, and lead progress meetings to review the project's status and issues, as well as create minutes/reports.
- 8) Contractor's Payment Applications: The CM shall verify that the Contractor's payment requests are based on the project's itemized schedule of values and contract terms.
- 9) Change Order Management: The CM shall coordinate, evaluate, and process Potential Change Order and Change Order requests by the Contractor for review and approval by ALCOSAN.
- 10) Project Safety: The Consultant shall comply with the site safety program and ALCOSAN policy as they apply to the Consultant.
- 11) Redline Drawings: The CM shall verify the Contractor is maintaining a marked-up set of redline construction documents and will regularly reconcile any observed differences.
- 12) The CM shall assist the Owner and Engineer in the preliminary and final inspections of the project to verify substantial and final completion.
- 13) Closeout: The CM shall coordinate the completion of all construction-related contract requirements including as-builts, final lien waivers, warranties, and final payment application.
- 14) Other construction-related services as required, including environmental due diligence, startup and commissioning, constructability reviews, GPS services, and ancillary professional services.

5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

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 select a shortlist of up to five (5) firms. 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
- Subconsultants and Team Experience
- MBE/WBE/SDV participation
- Office Location

6.0 QUALIFICATION STATEMENTS

Proposers shall submit an electronic copy via email of their Submittal no later than 2:00pm EST on April 25, 2025. Each Part and Section (as set forth below) shall be separated by tabbed dividers or other appropriate materials. Elaborate graphics and the like are not required or expected. Please focus all information on the procurement scope of work; standard marketing information is not needed or wanted.

Each Submittal is limited to twenty (20) pages, not counting resumes, attachments and tab dividers. It is Consultant's responsibility to ensure the documents have arrived on time. All forms mentioned in this document are available on the ALCOSAN website.

The Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for
Regional Conveyance On-Call Construction Management Service**
Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Attention: Suzanne Thomas, Procurement Officer
procurement@alcosan.org

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 section (as set forth below) shall be separated by a tabbed divider. Elaborate graphics are not required and are discouraged.

Standard Form SF 330 Part I (Part II is not required) must be used response to the RFQ.

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
 - Firm's 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 eight (8) 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. 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 SBA.

G. Potential Conflict of Interest: With each Project, the Consultant shall submit a Certificate of Conflict of Interest 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. Please note, this includes all cost information.

I. Agreement for Professional Services (Tabbed Section 5): A copy of the ALCOSAN "Agreement for Professional Services" is contained on the ALCOSAN website. 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 this 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. ALCOSAN will not entertain any comments to liability and indemnity clauses. Extensive comments may impact the evaluation.

- 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**). All rates shall be identified as either actual or average rate per category. All staff shall be identified by role in the project. 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 ****

Attachment A – Rate Schedule

Note: All documents required under this RFQ are available on the ALCOSAN website:
<https://www.alcosan.org/work-with-us/standard-forms>