

December 11, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES
ALCOSAN DIVERSITY INCLUSION PROGRAM**

ADDENDUM NO. # 03

All Consultants submitting under the Request for Qualifications (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFQ Addendum: The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas
Procurement Officer
ALCOSAN

Consultant Acknowledgement

Date

December 11, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES
ALCOSAN DIVERSITY INCLUSION PROGRAM
ADDENDUM NO. # 03**

DRAWINGS/FORMS

1.

INFORMATIONAL MEETING

An Informational meeting was held at the ALCOSAN plant for the above project on December 6, 2018 at 10:00 A.M. (EST) in the O&M Auditorium. Any questions raised at this meeting were answered in a separate addendum.

Additional questions have been submitted.

“An informational meeting will be held December 6, 2018 at 10:00 am in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications.”

1. Was attendance at the informational meeting mandatory?
 - a. No
2. Will a transcript be available to potential bidders?
 - a. Addendum 2 has the Q&A for the meeting.

QUALIFICATIONS SUBMITTALS

Ten (10) hard copies of sealed Submittals and one (1) electronic copy (Compact Disc or Memory Stick – emails will not be accepted) are required. Ten Hard copies seems unusually high. Since this Request for Qualifications is an initial step to be followed by formal Request for Proposals. In addition, an electronic version of the RFQ response is to be submitted.

3. Will the ALCOSAN consider lowering the amount of copies?
 - a. No.
4. Is this a new initiative?
 - a. Yes
5. Does ALCOSAN have an identified approved budget for these services?
 - a. Not at this time but the project has been approved for funding.
6. If so how much is that budget?
 - a. See response to Question 5.

Shortlist: Once the deadline for the RFQ has lapsed, ALCOSAN's Procurement Project Team shall review, discuss and independently rank all Submittals. The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Firm's history and experience in providing similar programs
- Evaluation of assigned personnel
- Familiarity with local area demographics
- Ability to relate to project requirements
- MBE/WBE/SDV Participation"

7. Please provide the values/ points that will be assigned to each of the criteria.
 - a. We do not have a set of values under an RFQ.
8. What is the total possible value/points?
 - a. Please see response to Question 7

Failure to provide a clear MBE/WBE/SDV team structure where the team members are integrated into the program will impact a submittal's evaluation.

9. Does SDV mean Services Disabled Veteran Owned Firms?
 - a. Yes. We only accept VA certification of a Service Disabled Veteran Owned Business.
10. If the potential bidder is an MBE and/or WBE and/or SDV, and it is their intention to continue to provide these services with no/minimum use of subcontractors, will that potential bidder still have to provide a clear MBE/WBE/SDV team structure where the team members are integrated into the program?
 - a. If the work is entirely self-performed – No.
 - b. If there is work subbed out, we would prefer to see proposers provide opportunity to other MBE/WBE/SDV firms.