

**April 13, 2026**  
**REQUEST FOR QUALIFICATION (RFQ)**  
**PROFESSIONAL SERVICES**  
**ON-CALL ENGINEERING SERVICES**

**ADDENDUM NO. #2**

All Consultants submitting under the Request for Qualification (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.

Tawanda Stamps  
Director of Procurement  
ALCOSAN

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Consultant Acknowledgement

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Date

**April 13, 2026**  
**REQUEST FOR QUALIFICATION (RFQ)**  
**PROFESSIONAL SERVICES**  
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**ADDENDUM NO. #2**

**DRAWINGS/FORMS**

NONE

**QUESTIONS**

The following questions were submitted under this procurement.

1. Are there guidelines/expectations on what ALCOSAN would like to see included as SF 330 Section H? Is there a page limit to Section H?
  - a. **SF 330 Section H shall not be included in the Qualification Submittals. The only SF 330 sections to be included are those specifically described in Section 6.0 (Subsections A through I) of the RFQ.**
2. Please confirm Tabbed Section 5 maps to (H) Conflict of Interest as summarized on page 8 of RFQ.
  - a. **Yes. Change to read: H. Conflict of Interest (Tabbed Section 5):**
3. The RFQ references Tabbed Sections and also an electronic copy. Please confirm that hard copies are not required? Please also confirm Rate Schedule is required under same cover, or should this be submitted separately?
  - a. **Hard copies are not required. Yes, the Rate Schedule shall be submitted under same cover, not in a separate envelope.**
4. Will ALCOSAN request interview(s) after the submittal of the Statement of Qualifications?
  - a. **ALCOSAN does not anticipate scheduling interviews.**
5. The RFQ requests submission of five (5) projects and eight (8) resumes. Please confirm whether this limitation applies in total across the entire proposal, or separately for each Scope of Services item, specifically: Scope 4.1 – Regional Conveyance and Scope 4.2 – Wastewater Treatment Plant (WWTP)
  - a. **This applies across the entire proposal. Submit five (5) Projects and eight (8) resumes.**

6. The RFQ references a rate schedule template in Attachment A with a link to the standard ALCOSAN forms; Currently there is no template for provided, is there a standard template for the rate schedule that ALCSAN can provide?
  - a. **The Rate Schedule was issued with Addendum No. 1 and is posted on our webpage. [On-Call Engineering Services Planned & Active Bids](#).**
7. There is conflicting information in the RFQ on whether subconsultants should be identified in the Qualifications. If subconsultants are permitted to be identified, should they also provide signed conflict of interest statements, rate schedules, and overhead information for the Quals package?
  - a. **See response in Addendum No. 1, Question 8.**
8. To maintain compliance with the RFQ, please confirm whether an 11 x 17 page is acceptable for the organizational chart?
  - a. **Yes, acceptable.**
9. For the five (5) similar projects requirement (page 7 of RFQ), does ALCOSAN require that all projects be fully completed through construction at the time of submittal, or is it acceptable for projects to have completed design and be currently under construction?
  - a. **It is acceptable for projects to have completed design and be currently under construction.**
10. Please clarify whether subconsultants are to be identified as part of the RFQ response. Paragraph F of the RFQ states “As a part of this RFQ, ALCOSAN is not requesting that each Proposer identify their subconsultants as the scope is too broad. When task order RFPs are released, the Proposers will be required to submit their subconsultants at that time.” However, under Section 5 lists “Subconsultants and Team Experience” as an evaluation criterion, and page 7 the RFQ states to include under the team’s experience “Key Personnel involved in the Project, including Subconsultants”.
  - a. **See response in Addendum No. 1, Question 8.**
11. Please clarify the specific documentation required to support the On-Call Services Rate Sheet (page 8 of RFQ). Is the “Cost Proposal” excel file referenced on the ALCOSAN website the correct document to submit for this section?
  - a. **No, do not submit the Cost Proposal Form. Consultants shall submit a completed Rate Schedule. The Rate Schedule was issued with Addendum No. 1 and is posted on our webpage. [On-Call Engineering Services Planned & Active Bids](#).**

12. I am looking for clarification on whether proposers are expected to include any indication of potential subconsultants anywhere within the RFQ submission for evaluation purposes, or if subconsultant identification should be omitted entirely, including completion of the MBE/WBE/SDV Participation form?
- a. **See response in Addendum No. 1, Question 8.**
13. We understand that the SOQ we submit is to include our qualifications for potential assignments for both the Regional Conveyance System and the Wastewater Treatment Plant. Are the five (5) similar projects, up to eight (8) resumes, and one (1) Organizational Chart to illustrate our qualifications for potential conveyance system **and** wastewater treatment plant projects?
- a. **“Proposers are not required to show expertise for every scope item listed in the “Scope of Services”. ALCOSAN’s intent is to shortlist a broad pool of up to eight (8) qualified firms that will collectively support the various scope items.” Proposers can choose to highlight qualifications for conveyance projects, plant projects, or both. However, regardless of approach, the SOQ cannot exceed five (5) similar projects, eight (8) resumes, and one (1) organizational chart in total.**
- Task Order RFPs will be issued to selected firms based on their qualifications in relation to the RFP Scope of Services.**
14. The RFQ refers to an “On-Call Services Rate Sheet” (6.0 I). After clicking on the link in Section 7.0, we do not see a form with this name. Are we to adapt the Cost Proposal form from the Standard Forms list for this purpose and include an audited overhead statement for us and each of our subs?
- a. **See response to Question 11 in this addendum.**
15. Is 330 Part I Section H allowed? If so, is it page limited?
- a. **See response to Question 1 in this addendum.**
16. Do we need to include the Conflict-of-Interest Certification from the ALCOSAN Standard Forms for ourselves and subconsultants?
- a. **Yes, the Consultant must submit. It is not necessary for subconsultants at this time.**
17. Can you provide the Rate Schedule for Tabbed Section 6?
- a. **The Rate Schedule was issued with Addendum No. 1 and is posted on our webpage. [On-Call Engineering Services](#) Planned & Active Bids.**

18. Is an 11x17 sheet permitted for the organizational chart?

**a. See response to Question 8 in this addendum.**

19. In the RFQ, on page 8 under section F, it says "*As a part of this RFQ, ALCOSAN is not requesting that each Proposer identify their subconsultants as the scope is too broad. When task order RFPs are released, the Proposers will be required to submit their subconsultants at that time.*" Is this suggesting that we do not need to include subconsultants' resumes and projects at this stage? We are trying to determine if the subconsultants are required to be added in the 8 resumes and 5 projects, or if those resumes/projects should only be prime contractor focused.

**a. See response in Addendum No. 1, Question 8.**

20. Please confirm what sections of SF330 Part I are to be included in the submittal and in what tabs. From the pre-bid call, we should include Sections A-G. However, in the RFP, the only sections listed are:

- D. Teams Experience/Reference (Tab 1): SF330, Part 1, Section F
- E. Teams Experience (Tab 2); SF330, Part 1, Section D (Org Chart), Section E? (resumes)

**a. Consultants shall complete/submit the following SF330 Sections A, B, C, D, E, F and G. Format submission as follows:**

- **Outside Cover and/or First Page**
- **Letter of Commitment**
- **Table of Contents**
- **Tab Section 1**
  - **Team's Experience/References**
    - **Sections A-C: Contract Info, Point of Contact, Proposed Team**
    - **Section F: Example Projects**
- **Tab Section 2**
  - **Team's Experience**
    - **Section D: Org Chart**
    - **Part E: Resumes**
    - **Part G: Key Personnel Participation in Example Projects Matrix**
- **Tab Section 3**
  - **MBE/WBE/SDV Participation on Past Projects**
- **Tab Section 4**
  - **Right-To-Know**

- **Tab Section 5**
  - **Conflict of Interest**
- **Tab Section 6**
  - **Rate Schedule**

21. Please confirm how many years the on-call is intended for?

- a. **The term of the agreement shall be for a period of three (3) years, with an option for two, one-year extensions.**

22. In Section F and Addendum 1 question 8, subconsultants should not be included in the RFQ submission. Please confirm we should not show subconsultants on our team. Please confirm if Part 1 SF330, Section C should be included with our submittal and if we should list subconsultants.

- a. **Do not include subconsultants in this submission.**
- b. **Yes, include Section C.**

23. Is the use of SF330 Part 1, Section H (Additional Information) permitted? If so, how many pages are allowed?

- a. **See response to Question 1 in this addendum.**

24. On-call Eng Svs Infor Mtg Final PPT Slide 8 Selection Criteria states the following:

- Firm's history and resource capability to perform required services
- Familiarity with local area geography and facilities
- Local office within 10-county region (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)

Where in our submittal should we include the above information?

- a. **Include this information in the Letter of Commitment.**