

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS  
for  
CONSTRUCTION MANAGEMENT SERVICES  
ANNUAL INTERCEPTOR CLEANING CONTRACT  
O&M PROJECT 690.7473**

**January 27, 2023**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Engineering firms interested in performing construction management/resident inspection (CM/RI) services for ALCOSAN Contract 1779 – Annual Interceptor Cleaning Contract.

ALCOSAN Contract 1779 is a comprehensive interceptor inspection contract along approximately 20 miles of shallow cut interceptor and trunk sewer in the Turtle Creek basin. Diameter of sewers inspected under this scope range from 10-inches to 54-inches. Various inspection approaches shall be used including sonar, CCTV inspection and split screen multi-sensor inspection. Additionally, cleaning may be required for locations where debris is found to exceed 25 percent of the pipe diameter.

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.

This Submittal is due no later than 2:00 p.m. (EST) on February 24, 2023.

**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:

Candace Coston, Procurement Specialist  
Allegheny County Sanitary Authority  
Email: [candace.coston@alcosan.org](mailto:candace.coston@alcosan.org)

Proposers should not contact other ALCOSAN employees regarding this procurement. Responses to all 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 RFQ. ALCOSAN cannot guarantee responses to any questions received seven (7) days before the Submittal Date.

### 3.0 OBJECTIVE

ALCOSAN proposes to retain a highly qualified professional firm to provide the services described herein. Firms and team members with significant experience in planning and executing projects with similar characteristics will be given prime consideration for this project. 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 firm shall be referred to as the “Consultant”.

### 4.0 SCOPE OF SERVICES

Project Name: Annual Interceptor Cleaning Project  
No.: Project No. 690.7473  
Existing Location: Turtle Creek  
Schedule: June 2023 – May 2024

The Scope of Services shall include the construction management/resident inspection services for ALCOSAN Contract 1779. Contract 1779 is a comprehensive interceptor inspection contract along approximately 20 miles of shallow cut interceptor and trunk sewer ranging in diameters of 10-inches to 54-inches. Various inspection approaches shall be used including sonar, CCTV inspection and split screen multi-sensor inspection. Additionally, cleaning may be required for locations where debris is found to exceed 25 percent of the pipe diameter.

### 5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Consultant will be selected based upon the following process:

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

- Team’s history and resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Local office within Allegheny County
- Related previous team relationships
- Evaluation of Subconsultants
- References
- MBE/WBE/SDV Participation

Based upon the evaluations of the Submittals, the Procurement Project Team will develop a shortlist of firms which will be presented to the ALCOSAN Professional Services Committee for approval. Only information provided in this Submittal regarding this RFQ will count toward the firm’s score.

**Request for Proposals:** Shortlisted firms will be provided a Request for Proposals (“RFP”), by email. After receipt of proposals under the RFP, all proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

## **6.0 QUALIFICATION SUBMITTALS**

One (1) electronic copy shall be emailed and must be received at the ALCOSAN Contracts Department no later than 2:00 (EST) on February 24, 2023. It is the Consultant’s responsibility to ensure the documents have been received by ALCOSAN on time.

Late and/or noncompliant Submittals will not be accepted for any reason. Submittals that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive Submittals will not be evaluated. To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals.

Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Do not include any cost information in the Submittal. Standard Form (SF) 330 Part I may be used in part in response to the RFQ; SF 330 Part II is not required. Electronic copies shall be submitted as a PDF document.

The Qualifications Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for:  
Construction Management/Resident Inspection (CM/RI) Services  
ALCOSAN Contract 1779 – Annual Interceptor Cleaning Contract  
Allegheny County Sanitary Authority  
Attention: Candace Coston, Procurement Specialist**

To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals. Submittals that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive Submittals will not be evaluated. Each 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 the RFQ and shall be signed by a person authorized to bind the company. This document shall not exceed two (2) pages.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of Proposer, point of contact name and contact information (telephone and email) and the submittal date.
- C. Table of Contents**

**D. Firm's Experience / Past Performance / References (Tabbed Section 1):** Proposer shall select up to five (5) similar projects to highlight as best representing the Proposer's project experience. For each project, 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/Address/Telephone Number/Email Address
- Description of the Project, identifying and highlighting the Proposer's involvement.
- Firm Name and Role
- Key Personnel involved in the Project, including Subconsultants
- Year Completed
- Total Fees

ALCOSAN may use these projects as references for the Firm as part of the past performance review so Proposers should notify the client(s) that they may be contacted.

**E. Team's Experience (Tabbed Section 2):** The Proposer will submit a completed Form SF 330 Part I. Part II is not required under this procurement. The Firm will submit a listing and composition of local staff and potential proposed subconsultants.

The Proposer shall attach an Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page. The organizational chart should have enough detail for ALCOSAN to understand roles and responsibilities of each person and company.

The Proposer may provide no more than ten (10) resumes of key personnel for Part I, Section E, with each resume not exceeding two (2) pages. The resumes should be project based and not a chronological listing of employment.

The Proposer shall provide a matrix of the Projects identified in Section 1 and the team members, including subconsultants, participation on each project.

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

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service-disabled veteran business enterprises to submit Submittals or to participate as subconsultants or suppliers. The Proposer 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 SDVOSB participation goals are 3% of this same total value. A copy of ALCOSAN's Supplier Diversity Business Policy Statement is available on the ALCOSAN website.

MBE/WBE/SDV firms shall present their certification on this submittal. ALCOSAN does not accept self-certification, including a certification from another agency that accepts self-certification. All SDVOSB firms must be certified by the Veterans Administration (VA) or the Small Business Administration as a service-disabled veteran-owned small business.

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 Proposer shall describe its commitment to the policy, highlighting MBE/WBE/SDV participation rates on the Proposer's past projects. The Proposer should identify potential team members, if any, proposed under this project and integrate the firms into the project.

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

#### **G. 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. If there is no information contained in the submittal that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal.

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