

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES**

Construction Manager Laboratory/Industrial Waste Facility and Parking Garage

PROJECT S464

November 4, 2019

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualification (collectively, “Submittals”) from firms interested in qualifying to provide Professional Services for the New Laboratory/Industrial Waste Facility and Parking Garage.

The selected firm will provide Construction Management services during design and construction for two structures: the New Laboratory/Industrial Waste (Lab/IW) Facility and an adjacent Parking Garage.

The Lab/IW Facility and Parking Garage will be located in Pittsburgh’s Riverfront Zoning District with building heights capped at 60 feet. The Parking Garage is anticipated to contain 300-400 stalls and be classified as an open structure not requiring fire sprinklers or ventilation. The Lab/IW Facility is expected to be a two-story building on a 20,000 ft² footprint.

These buildings will be sited on ALCOSAN’s current Union Parking Lot and can potentially have extensive overlap in construction schedules and laydown areas. Underground utilities beneath the parking lot will have to be relocated to accommodate both structures. During the design process, the Construction Manager will collaborate with the project’s Architect/Engineer (A/E) to create an integrated construction schedule which will meet the deadlines set by the Plant Expansion schedule. This may require simultaneous construction of the buildings for part or all of the project duration. The Lab/IW Facility and Parking Garage will be bid as separate Multiple Prime Contracts to two teams of contractors, both of which will report to the Construction Manager. All contracts shall be held by ALCOSAN. At the conclusion of the project, the Construction Manager will be responsible for Startup and Commissioning of both structures.

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 Qualifications (“RFQ”) 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

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 RFQ. ALCOSAN cannot guarantee responses to any questions received after 2:00 p.m. December 6, 2019.

An informational meeting will be held November 19, 2019 at 10:00 a.m. in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications.

3.0 OBJECTIVE

ALCOSAN proposes to retain a highly qualified firm to provide the services described herein. Firms and team members with significant experience in 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 team shall be referred to as the Consultant.

4.0 SCOPE OF SERVICES

Project Name: New Laboratory/Industrial Waste Facility and Parking Garage
No.: Project S-464
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: May 2020 – September 2023

The Scope of Services for the Lab/IW Facility and Parking Garage Construction Manager shall include the following:

- Collaborate with the Architect/Engineer to create an Integrated Construction Schedule for the Project.
- Provide Constructability Reviews at the 50% and 95% milestones for the Parking Garage.

- Provide Constructability Reviews at the 30%, 70%, and 95% milestones for the Lab/IW Facility.
- Provide Value Engineering Reviews at the 30% milestone for the Lab/IW Facility and 50% milestone for the Parking Garage.
- Provide bid-ability reviews for the Parking Garage and Lab/IW Facility prior to their bid advertisements.
- Validate Cost Estimates submitted at each design milestone for both projects.
- Provide Construction Management services during the construction of the Lab/IW Facility and Parking Garage.
- Provide startup and commissioning services for the Lab/IW Facility and Parking Garage.

The following is an outline of the anticipated procurement schedule based on the information available at this time. The project schedule is subject to change. The official schedule will be included in the contract for professional services.

Anticipated Procurement Schedule:

November 4, 2019	Request for Qualifications Issued
November 19, 2019	Informational Meeting
December 6, 2019	Last Day for Questions
December 13, 2019	Statement of Qualifications Due
January 2020 (tentative)	Request for Proposals Issued
February 2020 (tentative)	Proposal submission and interviews
March 2020 (tentative)	Contract Award
April 2020 (tentative)	Negotiate, Award, Issue Notice to Proceed

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 rank all Submittals. The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Firm’s history and resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Ability to meet schedule and project budget
- Familiarity with local area geography and facilities
- Local office within Allegheny County
- Ability to relate to project requirements
- MBE/WBE/SDV Participation

Based upon the evaluations of the Submittals, the Procurement Committee will develop a shortlist of firms which will be presented to the ALCOSAN Professional Services Committee (PSC) 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 emailed a Request for Proposal ("RFP"). Following proposal submission, Proposers will be interviewed by ALCOSAN's Project Procurement Team. The Project Procurement Team will consider Proposer's performance in the interview when evaluating the proposals.

After completion of the interviews, all proposals will be individually evaluated utilizing criteria clearly set forth in the RFP. The Procurement Committee will present a recommendation to the ALCOSAN PSC for approval and the PSC shall present the recommendation to the Board of Directors.

6.0 QUALIFICATIONS SUBMITTALS

Eight (8) hard copies of sealed Submittals and one (1) electronic copy (Compact Disc or Flash Drive) are required. Submittals sent via email will NOT be accepted. Submittals must be received by the ALCOSAN Contracts Department (Admin Annex - Room 105) no later than 2:00 p.m. on Friday, December 13th, 2019. Please allow time to be processed by security. If the documents are sent via courier, it is Consultant's responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
Construction Manager Laboratory/Industrial Waste Facility and Parking Garage
Project S-464
Allegheny County Sanitary Authority
Office of Procurement
3300 Preble Avenue
Admin Annex, Room 105
Pittsburgh, PA 15233
Attention: Suzanne Thomas, Procurement Officer**

Late and/or noncompliant Submittals will not be accepted for any reason. To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their 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. Proposers are encouraged to submit on double-sided paper. 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.

Each Submittal 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 a person authorized to bind the company.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of the Proposer, a point-of-contact, contact information (telephone and email) and the submittal date.
- C. Table of Contents**
- D. Team's Experience/References (Tabbed Section 1):** The Proposer shall select 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/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 for the project
- E. Team's Experience (Tabbed Section 2):**
The Proposer shall attach an 11x17 Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page, folded to accommodate an 8 ½ x 11 formatted booklet.

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/SDV 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 SDV 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. 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/SDV team structure where the team members are integrated into the program will impact a submittal's evaluation.

- G. Potential Conflict of Interest (Tabbed Section 4):** Each Proposer shall submit a Certificate of Conflict of Interest (**See Appendix 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 5):** 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