



Allegheny County Sanitary Authority (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
FOR
ON-CALL ENGINEERING SERVICES**

March 18, 2026

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1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Engineering firms who wish to be considered for providing engineering services as needed to support various types of projects administered by the Division of Engineering and Construction.

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:

Tawanda Stamps
Director of Procurement
Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Email: procurement@alcosan.org

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. ALCOSAN cannot guarantee responses to any questions received after 2:00 p.m. April 24, 2026.

An informational meeting will be held via Microsoft Teams on March 30, 2026 at 1:00 p.m. (EST). All parties interested in attending the informational meeting shall notify the Procurement Department procurement@alcosan.org. Once notifications are compiled, ALCOSAN will email a Microsoft Teams meeting invite to participants. This meeting is not mandatory, but all interested parties are strongly encouraged to attend.

3.0 OBJECTIVE

ALCOSAN is requesting qualifications statements for On-Call Engineering 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 Engineering and Construction both at the ALCOSAN plant and in the ALCOSAN conveyance system, as described further below in “Scope of Services”.

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”.

Please note that 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.

Task order Requests for Proposals (RFPs) will be issued to up to four (4) selected firms based on their qualifications, to propose on each individual task order.

A Consultant that was not selected to receive a task order RFP does not preclude that Consultant from being a subconsultant on the Team of one of the selected firms.

4.0 SCOPE OF SERVICES

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

The effort required for assigned engineering services will vary accordingly. Engineering services may involve civil, environmental, geotechnical, mechanical, structural, architectural, and electrical/instrumentation disciplines depending on assigned work.

Service requests may include, but are not limited to:

- Project Management and Coordination
- Preliminary Design and Alternatives Development
- Final Design and Preparation of Contract Bid Documents
- Construction Phase Engineering Support (Design Services During Construction)
- Condition Assessment and Closed-Circuit Television and Visual Inspections
- Hydraulic Capacity Analysis, and Hydrologic and Hydraulic Modeling
- Geotechnical Investigations and Analyses
- Environmental Due Diligence, Material Testing, and Hazardous Materials Surveys

- Topographic and Utility Surveys
- Underground Utility Locating
- Property/Easement Mapping and Legal Descriptions
- Permitting Support

4.1 REGIONAL CONVEYANCE SYSTEM

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:

- Combined sewer collection system piping and appurtenances in an urban setting
- Sanitary sewer collection system piping and appurtenances in an urban setting
- Open-cut and trenchless sewer extension, replacement, and rehabilitation in an urban setting
- Manhole, junction structure and flow divider construction, assessment and rehabilitation
- Flow regulator and outfall assessment and rehabilitation
- Pump station and force main assessment, rehabilitation, and replacement

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.

4.2 WASTEWATER TREATMENT PLANT

Work will be performed at the ALCOSAN Wastewater Treatment Plant for annual plant and safety required upgrades. Example potential projects at the plant include:

- Main Pump Station pump platform fabrication
- Main Pump Station architectural crack repairs
- Assessment of plant air needs and technology alternative analysis for future of aging compressors
- Effluent Flushing Water (EFW) pipe replacement of aging infrastructure
- Replacement of aging fluidized bed incinerators
- Assessment of converting various onsite spaces into storage
- Replacement of aging sludge cake bins

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 eight (8) for the pool of qualified firms. ALCOSAN reserves the right to change the number of qualified 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/SDVOSB participation on past project(s)
- Familiarity with local area geography and facilities
- Local office. Local is defined as having an office within the 10-county Pittsburgh Region (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)

6.0 QUALIFICATION SUBMITTALS

An electronic copy must be received by the Procurement Office no later than 2:00 pm EST on May 8, 2026. 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.

Submittals should be addressed as follows:

**Statement of Qualifications
On-Call Engineering Services
Allegheny County Sanitary Authority
Office of Procurement
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Attention: Tawanda Stamps, Director of Procurement
procurement@alcosan.org**

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.

Proposers shall use Standard Form 330, Part I (Part II is not required) for the submittal. Excluding sections 3, 4, and 5 of this submittal, the SF 330 should be the submittal.

Each section (as set forth below) shall be separated by a tabbed divider. Electronic copies shall be submitted as a PDF document or other appropriate electronic document format.

Elaborate graphics are not required and are discouraged.

The Submittal to the RFQ shall be organized in the following order:

- A. Outside Cover and/or First Page:** Shall contain the name of the submittal, the name of the Proposer, a point-of-contact, contact information (email address and phone number) and the submittal date.
- B. 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 (2 pages maximum).
- C. Table of Contents**
- D. Team's Experience/References (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 one-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 Proposer should include other similar projects as well.

- E. Team's Experience (Tabbed Section 2):** The Proposer will submit a listing and composition of local staff.

The Proposer shall attach an Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page. 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. MBE/WBE/SDV Participation (Tabbed Section 3):** ALCOSAN requires all awarded Consultants to commit to utilizing 10-25% of the contract budget for businesses owned and operated by minorities (MBE) and women (WBE), and 3% service-disabled veteran (SDVOSB) small business enterprises, either as subconsultants or suppliers if not as prime. The Proposer shall be required to utilize MBE/WBE/SDVOSB enterprises to the fullest extent possible. ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project. 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.

The Proposer 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. Please note to be considered all MBE/WBE firms must be certified by a third party; ALCOSAN does not accept self-certification. All SDVOSB firms must be certified through the SBA.

For more information, refer to ALCOSAN's Supplier Diversity Business Policy Statement available on the ALCOSAN website.

- 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. 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.

- H. Conflict of Interest:** Prior to submitting, Proposers and their team members should review current and past projects which may pose a potential or real conflict of interest. If there is a potential and the Proposer would still like to submit, the Proposer shall identify the issue and mitigation efforts. Having different employees from the same company work on conflicting projects is not considered an appropriate mitigation factor as the conflict is with the company and not the individuals.

- I. 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.

7.0 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>

**** End of RFQ ***