

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**  
**Request For Qualifications**  
**For**  
**Professional Services**

**On-Call Wastewater Flow Monitoring Services**  
**Capital Project S447**  
**July 27, 2022**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications (collectively, “Qualifications Submittals”) from firms qualified to provide professional services for On-Call Wastewater Flow Monitoring.

ALCOSAN is seeking experienced professionals to furnish, install, calibrate, and operate area-velocity flow monitoring equipment for sites and durations designated by ALCOSAN. The scope of services and ALCOSAN’s monitoring related needs in support of its various programs are described in greater detail in this RFQ.

This document is intended to assist firms in preparing their Qualifications Submittals for this project. All Qualifications Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN.

**2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS**

All communications such as 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  
Email: Suzanne.thomas@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 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 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: On-Call Wastewater Flow Monitoring Services  
No.: Capital Project S447  
Existing Location: 3300 Preble Avenue, Pittsburgh, PA  
Schedule: 2023 through 2025

ALCOSAN is seeking a consultant to provide On-Call Wastewater Flow Monitoring Services. The Consultant shall perform the following as needed:

- a. Provide all area-velocity flow monitoring equipment needed to monitor proposed sites identified by ALCOSAN.
- b. Provide all needed sensors, mounting bands, batteries, confined space entry equipment, traffic control equipment, and other associated equipment to successfully perform this monitoring;
- c. Conduct site evaluations at monitoring locations proposed by ALCOSAN to verify that site and hydraulic conditions are conducive of safe and successful monitoring;
- d. Provide documentation for all completed site evaluations;
- e. Identify alternative locations for proposed sites determined to be infeasible for monitoring;
- f. Install area-velocity flow monitoring equipment in the proposed locations that have been verified as being feasible by the Consultant and approved by ALCOSAN. All installations must conform to the flow monitoring equipment manufacturer’s specifications governing installation and setup. The use of redundant level measurements (where feasible) is encouraged;
- g. Provide all labor, materials, equipment, and tools required to support and maintain the flow monitoring equipment for the duration of monitoring as determined by ALCOSAN;
- h. Provide network computers with wireless communication capability to be used by the Consultant for monitor setup and initialization, data interrogation, and on-site data review;
- i. Conduct site visits and data interrogations at a minimum frequency of once every two weeks throughout the monitoring period after the successful completion of the equipment installation and equipment settling-in period;
- j. Obtain field measured levels and velocity measurements (field points) during each required site visit;
- k. Maintain a field log that documents all site visits and associated meter maintenance and support activities including field points, encountered equipment problems, and remediation measures (including all equipment calibration adjustments). The field log will be submitted on a monthly basis to the ALCOSAN project team and updated throughout the monitoring period;
- l. Submit all raw digital monitoring data to the ALCOSAN project team at a minimum

frequency of once per month pursuant to the format and schedule determined by ALCOSAN. The use of telemetry and a web hosting site to provide this data is encouraged but not required;

- m. Participate in a kickoff meeting as well as periodic coordination meetings as determined by ALCOSAN; and
- n. Remove all flow monitors and associated equipment upon completion of the monitoring activities;
- o. Perform as-needed rain gauge installation and maintenance services at locations identified by ALCOSAN; and
- p. Provide all labor, equipment, and other tools and materials needed to obtain as requested nighttime flow isolation measurements. These measurements would be taken during dry weather periods likely during the months of February through April, as groundwater conditions tend to be elevated during these months. Pursuant to the schedule and format prescribed by the ALCOSAN project team, a flow isolation summary that documents all instantaneous flow isolation measurements obtained would be completed by the Consultant and submitted to the ALCOSAN project team. The following additional activities associated with this nighttime flow isolation work may also be needed/requested.
  - 1. Participate in the advanced planning and coordination, including meetings with ALCOSAN and its customer municipalities; and,
  - 2. Provide all necessary advance notifications related to this work including notifying local authorities, utilities, and residents of the nighttime flow isolation work being performed.

The scope of as-needed services as described above will be in support of ALCOSAN's various programs and objectives, as described below.

### **Municipal Source Reduction Project Identification and Performance Monitoring**

ALCOSAN has been providing flow monitoring related resources to its customer municipalities to determine the performance of constructed projects and to identify the potential flow reduction for future project concepts. ALCOSAN is committed to a data-driven process for estimating project performance and intends to continue to conduct pre- and post-construction monitoring for projects implemented through their Green Revitalization of Our Waterways (GROW) program. Created in 2016, the GROW program is a multi-million-dollar grant program that provides funding to our partner communities and authorities for source reduction projects. The Consultant will support this initiative by conducting as requested performance and project identification monitoring.

### **Monitoring in Support of Regionalization**

Regionalization involves the voluntary transfer of some of the larger municipal sewers and sewer facilities in the service area over to ALCOSAN ownership. Currently, ALCOSAN's conveyance system encompasses approximately 90 miles but anticipates taking ownership and maintenance of at least 200 miles of municipal sewers. The Consultant may be asked to

conduct as-needed flow monitoring in support of this program. The data obtained will guide ALCOSAN in identifying future capital projects once transfer of ownership of municipal trunk sewers to ALCOSAN has been completed.

### **New Regional Tunnel Design/Construction Monitoring**

As part of its Clean Water Plan, ALCOSAN will construct a new conveyance system consisting of deep tunnel interceptors and related infrastructure. This new regional tunnel system will consist of three major tunnel projects along the Ohio, Allegheny, and Monongahela rivers. This new regional tunnel system, paired with the WWTP expansion and other components of the Clean Water Plan, is expected to reduce wet weather overflows by approximately 7 billion gallons per year by the end of 2036. The Consultant may be asked to perform flow monitoring in support of the new regional tunnel design and construction.

### **CSO/SSO Monitoring**

ALCOSAN has, and will continue to, maintain a network of monitoring devices to quantify and characterize CSO and SSO discharges from regulator structures located along the ALCOSAN interceptor system. The monitoring data and overflow analysis results are used to validate hydrologic and hydraulic (H&H) model simulations and assess the benefits of collection systems improvements. The Consultant may be asked to assume maintenance and data interrogation responsibilities associated with ALCOSAN's existing network of CSO/SSO monitors and/or install CSO/SSO monitoring devices at new sites as directed by ALCOSAN.

### **Emergency Monitoring Needs**

ALCOSAN may call upon the Consultant for emergent monitoring needs. An example may be immediate monitoring needed to address identified problem areas of surcharging and overflow. The data collected would be used to locate the causes and sources of these issues and provide guidance for addressing these problem areas. This monitoring would be as needed and would likely require immediate mobilization and equipment installation turnaround.

### **Shallow-Cut Interceptor Monitoring**

ALCOSAN personnel has, and will continue to, maintain a network of flow monitors at key locations along its shallow-cut interceptor system. The monitoring data collected from this network of monitors is used for the distribution of dry weather flows and calibration and validation of ALCOSAN's H&H models. The monitoring data is also used in conjunction with the H&H models to establish the hydraulic capacity along the interceptor system. Under extraordinary circumstances, the Consultant may be asked to assume maintenance and data interrogation responsibilities associated with ALCOSAN's existing network of shallow-cut monitors and/or install meters at new locations as directed by ALCOSAN. The project schedule is subject to change, it is anticipated that the base period for this contract will be three (3) years starting on January 1, 2023 and ending on December 31, 2025, with one (1) two-year option year to be exercised at the Authority's discretion.

## 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. Only information provided in this Submittal regarding this RFQ will count toward the firm's score. The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Team's project approach and understanding;
- Availability of resources required to perform services throughout the project term;
- Personnel qualifications and experience – resumes and experience of key staff and sub consultants;
- Corporate qualifications and experience;
- Past performance and references; and,
- MBE/WBE/SDV participation.

Based upon the evaluations of the Submittals, the Procurement Project Team will develop a shortlist of three (3) to five (5) firms which will be presented to the ALCOSAN Professional Services Committee for approval.

**Request for Proposals:** Shortlisted firms will be emailed a Request for Proposals ("RFP"). Following proposal submission, all proposals will be individually evaluated and scored utilizing criteria clearly set forth in the RFP.

## 6.0 QUALIFICATIONS SUBMITTALS

Electronic submittals must be emailed and received by the ALCOSAN Procurement Officer no later than 2:00 PM on August 23. It is the Proposer's responsibility to ensure the submittal has been received in a timely manner. Proposer should not copy any other ALCOSAN employees on this submittal unless directed in writing by the Procurement Officer.

Submittals should be submitted as follows:

Statement of Qualifications for  
**ON-CALL WASTEWATER FLOW MONITORING SERVICES**  
Capital Project S447  
Allegheny County Sanitary Authority  
Attention: Suzanne Thomas, Procurement Officer  
Email: [Suzanne.thomas@alcosan.org](mailto:Suzanne.thomas@alcosan.org)

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.

The 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 three (3) similar projects using Part I, Section F, SF 330 (See <https://www.alcosan.org/work-with-us/standard-forms>), to highlight, as best representing the Team's project experience. For each project, the Proposer shall prepare a brief, 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
- Brief Description of the Project, highlighting the Proposer's involvement.
- Firm Name and Role
- Key Personnel involved in the Project, including Subconsultants
- Project Description
- Year Completed
- Total Fees

**E. Team's Experience (Tabbed Section 2):**

The Proposer will submit a completed Form SF 330 (Part I only).

The Proposer shall attach an 11x17 Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page.

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 resumes must be in the SF 330 format. Proposers are encouraged to submit resumes of staff providing actual technical work.

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 (MBE) and service-disabled veteran (SDV) 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. The companies must have a certification from a third party. The Service-Disabled Veteran Business must be certified by the Veteran's Administration.

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. 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 \*\*\*