

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
UNDERGROUND UTILITY LOCATING SERVICES**

May 24, 2023

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 Underground Utility Locating Services.

The Allegheny County Sewer Authority (ALCOSAN) is seeking proposals, through this solicitation (RFQ), from qualified utility locating companies to provide underground utility locating services for our sewer infrastructure and provide expertise when and where required. This RFQ is not for a specific project or location, but for the servicing of ongoing daily requests received from the PA One Call system, as required by Pennsylvania Act 50 of 2017, the “Underground Utility Line Protection Act”.

The selected firm will provide all services necessary to conduct the following:

- Contractor will be required to provide sufficient qualified staff, vehicles, paint, flagging, and all other locating equipment to fulfill the duties outlined in this RFP in a timely manner.
- Provide for management of the tickets in Utilisphere which ALCOSAN currently uses of some other compatible software program.
- For each locate request received, locate ALCOSAN’s relevant facilities as required by Pennsylvania Act 50, the “Underground Utility Line Protection Act.”
- Safely manage ALCOSAN’s location maps and records. This information shall not be disclosed to or made available to persons not approved by the Authority. Additionally, the Contractor shall utilize all information transmitted by ALCOSAN solely for the purpose of performing locates on behalf of ALCOSAN.
- Provide notification to the excavator of the presence of any identifiable, but unlocatable facilities and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy.

- Submit a photograph of the work performed including all markings for all work performed on each ticket that includes Utility Field Locate work. Each photo will be labeled with the ticket number and date.
- Provide a daily report of the day’s activities (see Appendix A for an example). This daily report lists the location of all completed markings and relevant data.
- Maintain records of all requests for a period of three (3) years from the date of receipt.

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 via email, to:

Suzanne Thomas
Procurement Officer
Allegheny County Sanitary Authority
Email: Procurement@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 seven (7) days prior to the due 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 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:	Underground Utility Locating
Existing Location:	3300 Preble Avenue, Pittsburgh, PA 15233
Schedule:	Begin 2024 – End 2028

The purpose of this contract is to provide professional utility locating services to ALCOSAN and provide expertise when and where needed. ALCOSAN requires at least the services listed below, including the specific tasks and work activities described.

- Contractor will be required to provide sufficient qualified staff, vehicles, paint, flagging, and all other locating equipment to fulfill the duties outlined in this RFP in a timely manner.
- Provide for management of the tickets in Utilisphere which ALCOSAN currently uses of some other compatible software program.
- For each locate request received, locate ALCOSAN's relevant facilities as required by Pennsylvania Act 50, the "Underground Utility Line Protection Act."
- Safely manage ALCOSAN's location maps and records. This information shall not be disclosed to or made available to persons not approved by the Authority. Additionally, the Contractor shall utilize all information transmitted by ALCOSAN solely for the purpose of performing locates on behalf of ALCOSAN.
- Provide notification to the excavator of the presence of any identifiable, but unlocatable facilities and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy.
- Submit a photograph of the work performed including all markings for all work performed on each ticket that includes Utility Field Locate work. Each photo will be labeled with the ticket number and date.
- Provide a daily report of the day's activities (see Appendix A for an example). This daily report lists the location of all completed markings and relevant data.
- Maintain records of all requests for a period of three (3) years from the date of receipt.

Each year, ALCOSAN receives approximately 3000 notifications from PA One Call of utilities, contractors or developers doing work near our interceptor lines. With the Regionalization Program acquiring municipal transferred sewers, this number will only increase. ALCOSAN needs to respond and clear these tickets, usually within 48 hours. About 10% of these tickets require a field mark. ALCOSAN also needs to respond to design and emergency one calls as the need arises.

Please note that the base period of this contract will be for two years with two one-year option periods; however, the contract may be modified to accommodate the Clean Water Plan schedule.

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 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 evaluate 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.

6.0 QUALIFICATIONS SUBMITTALS

An electronic copy must be received by the Procurement Officer no later than 2:00 p.m. (EST) on June 28, 2023. It is Consultant’s responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

STATEMENT OF QUALIFICATIONS FOR UNDERGROUND UTILITY LOCATING SERVICES

Suzanne Thomas
Procurement Officer
Allegheny County Sanitary Authority
Email: 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.

Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Electronic copies shall be submitted as a PDF document or other appropriate electronic document format.

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, 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
 - 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
- E. Team's Experience (Tabbed Section 2):** The Proposer will submit a completed Form SF 330 (Part I only).

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/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.

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 SDV firms must be certified by the Veterans Administration (VA) as a service-disabled veteran-owned small business. With the VA turning over certification to the SBA, ALCOSAN will accept outdated VA certifications or new SBA certifications.

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. 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.

H. Conflict of Interest (Tabbed Section 5): 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.

*** End of RFQ ***