

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
TRIMBLE UNITY MAINTAIN IMPLEMENTATION
PROJECT S-497**

MAY 20, 2026

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 implementation of Trimble Unity Maintain.

The selected firm shall provide comprehensive implementation services for Trimble Unity Maintain, including requirements development, system configuration, asset hierarchy and workflow setup, data migration, integration with ALCOSAN’s GIS and adjacent systems, testing, training, and go-live support. The implemented system shall support ALCOSAN’s conveyance operations, maintenance, regulatory compliance, performance monitoring, and long-term capital improvement planning.

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:

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 RFQ. ALCOSAN cannot guarantee responses to any questions received after 2:00 p.m. June 3, 2026.

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: Trimble Unity Maintain Implementation
No.: Project S-497
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: Begin January 2027 – end June 2029

The project aims to implement Trimble Unity Maintain, an enterprise asset management (EAM) solution, to enhance maintenance operations, optimize asset performance, and improve lifecycle management for ALCOSAN’s regional conveyance system. The implementation will streamline and standardize maintenance workflows, support consistent work order and inspection practices, ensure documentation aligned with ALCOSAN’s Modified Consent Decree and permitting requirements, and improve visibility into asset condition, performance, and risk.

The solution shall integrate with ArcGIS Enterprise as the authoritative system of record for spatial asset data and shall avoid duplication of asset intelligence across systems.

Scope of Services

- Implement Trimble Unity Maintain for the regional conveyance system to centralize maintenance activities, work management, and asset-related documentation.
- Interview key management and operational staff; review ALCOSAN’s asset inventories, maintenance procedures, and operational protocols; and develop implementation approach options for ALCOSAN’s review.
- Conduct workflow and process mapping to document current practices, identify gaps, and design standardized maintenance, inspection, and work management processes for the future system.

- Define and document system boundaries, including clear delineation of responsibilities between Unity Maintain and ArcGIS Enterprise (e.g., asset registry vs. maintenance records), and establish a sustainable integration strategy.
- Perform data cleanup, normalization, and preparation to ensure accuracy, consistency, and readiness for migration into the new system, including reconciliation of asset identifiers across systems.
- Migrate asset data, maintenance histories, inspection records, and related information from existing maintenance systems, inspection tools, and spreadsheets, ensuring traceability and data integrity.
- Configure the system's asset hierarchy (aligned to GIS where applicable), preventive maintenance schedules, inspection templates, work order workflows, user roles, permissions, and governance structures.
- Establish and implement a consistent asset identification strategy (e.g., unique identifiers) to ensure alignment across Unity Maintain, GIS, and other enterprise systems.
- Define and document long-term data governance and ownership responsibilities for asset, maintenance, and inspection data, including roles, stewardship, and update workflows.
- Improve and standardize inspection, preventive maintenance, corrective maintenance, and emergency maintenance planning and execution processes.
- Configure and validate reports, dashboards, and analytics that support regulatory compliance, operational performance monitoring, maintenance compliance tracking, and capital improvement planning.
- Configure mobile field workflows using Trimble Unity Field, including offline capabilities, inspection data capture, and work order execution.
- Conduct system testing, including configuration validation, workflow testing, data verification, integration testing (particularly with ArcGIS), and user acceptance testing to ensure a successful deployment.
- Ensure the system supports compliance with regulatory requirements, including documentation, audit trails, and reporting obligations associated with ALCOSAN's Modified Consent Decree.
- Provide role-based training for administrators, supervisors, maintenance staff, and field personnel, along with documentation and knowledge transfer to support long-term system ownership.
- Support change-management and user-adoption activities to ensure a smooth transition to Trimble Unity Maintain.

The following is an outline of the anticipated project 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.

| Milestone | Start | End |
|----------------------------------|--------------|--------------|
| Issue Notice to Proceed | January 2027 | |
| Implement Trimble Unity Maintain | January 2027 | March 2028 |
| Production Rollout | March 2028 | October 2028 |
| Full Rollout | October 2028 | May 2029 |
| Training and Close Out | January 2029 | June 2029 |

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:

- **Relevant experience:** Firm’s experience implementing Trimble Unity Maintain for similar wastewater conveyance systems.
- **Project understanding:** Demonstrated approach for implementing full lifecycle use of Trimble Unity Maintain (work orders, field operations, documentation, and future planning).
- **Technical approach:** Experience integrating ESRI, Trimble Unity Maintain, and ITpipes to support operation and maintenance of a wastewater conveyance system.
- **Proposed team:** Resource capability and qualifications of assigned personnel.
- **Schedule and budget:** Ability to meet the project schedule and budget.
- **MBE/WBE/SDV participation:** Commitment to and level of minority-, women-, and service-disabled-veteran-owned business 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 may be interviewed by ALCOSAN’s Project Procurement Team. The Project Procurement Team will evaluate Proposer’s performance in the interview when evaluating the proposals.

All proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

6.0 QUALIFICATIONS SUBMITTALS

Ten (10) hard copies of sealed Submittals and one (1) electronic copy (Flash Drive) are required. Submittals sent via email will NOT be accepted. Submittals must be received by the ALCOSAN Contracts Department (Administration Annex - Room 105) no later than 2:00 p.m. on June 17, 2026. If you hand deliver the submittal, 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 TRIMBLE UNITY MAINTAIN IMPLEMENTATION

Project S497
Allegheny County Sanitary Authority
Office of Procurement
3300 Preble Avenue
Admin Annex, Room 105
Pittsburgh, PA 15233
Attention: Tawanda Stamps
Director of Procurement

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 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 Flash Drive. E-mails will not be accepted.

Proposers shall use Standard Form 330, Part I for Tabbed Sections 1 and 2 for this submittal. Part II of the SF 330 is not required.

Each Submittal shall be organized in the following order:

- A. 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.

- 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 a person authorized to bind the company.
- C. Table of Contents**
- D. Team's Experience/References (Tabbed Section 1):** The Proposer will submit a completed Form SF 330 (Part I). Part II is not required. The Proposer shall complete contact information in Sections A-C.

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 shall attach an 11x17 Organizational Chart (SF 330 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 the procurement and the team members, including subconsultants, participation on each project.

- F. MBE/WBE/SDVOSB 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. The Proposer shall identify potential team members, if any, and integrate the firms into the project in a meaningful capacity. 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/SDVOSB participation rates on the Proposer's past projects. The Proposer shall also include Letters of Commitment from each diversity subconsultant/supplier. For more information, refer to ALCOSAN's Supplier Diversity Business Policy Statement available on the ALCOSAN website.

ALCOSAN does not accept self-certification, nor certifications from other agencies who accept self-certification. SDVOSB must be certified by the Small Business Administration.

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 the portion(s) of their Submittal considered company proprietary information and, therefore, exempt under the RTKL.** Any pages marked exempt will not be released should ALCOSAN receive a RTKL request. A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If the Submittal contains no information that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal. Please note, unless the page is specifically identified, all parts of the Submittal will be subject to a right-to-know request.
- 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 *****