

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES
CONTRACT 1763: ACCESS SHAFTS NEAR A-40 AND THE M-49 INTERCEPTOR
JUNCTION
CAPITAL PROJECT S-474**

December 7, 2022

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 Construction Management Services for the Contract 1763: Access Shafts Near A-40 and the M-49 Interceptor Junction. The proposed access shafts are between 60 and 70 feet deep with a minimum support of excavation of 16 feet with a finished inside diameter of 10 feet.

The selected firm will provide CM Services including, but not limited to, resident inspection and construction administration for the upcoming project.

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.

This Submittal is due no later than 2:00 p.m. (EST) on January 6, 2022.

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

Please do not contact other ALCOSAN staff about this procurement. Responses to all general questions and requests for clarification will be posted as an addendum 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 less than 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 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: Access Shafts Near A-40 and the M-49 Interceptor Junction
No.: Project S-474
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: February 2023 – December 2024

The Scope of Services for the Professional Construction Management Consultant includes, but is not limited to, the following tasks and services:

- Provide a Resident Inspector for all construction activities within the Contract Documents
- Monitor the contractor(s) progress, ensuring compliance with the Contract Documents for a specific project(s).
- Coordinate with local stakeholders such as Redevelopment Authority of Allegheny County, Rivers of Steel, Army Corps of Engineers & Carload Express.
- Facilitate all Pay Applications, RFIs, Proposed Change Orders and Change Orders and all relevant contract documentation in e-Builder.
- Ensure that the project(s) is/are completed on-time and on-budget while meeting all the requirements of the plans and specifications.
- Assist the Contractor(s) in completing a critical path method (CPM) schedule (or other ALCOSAN approved schedule) and update that schedule on a regular basis.
- Run and maintain meetings, keeping meeting minutes and all other project documentation.
- Generate Submittal Log, Review all Submittals, Requests for Information, Change Order Requests and Payment Applications
- Maintain Work Records and Facilitate As-built Records
- Prepare Punch Lists and Certificate of Substantial Completion
- Progress Reports will be required on a monthly basis.

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.

• RFQ Release	December 7, 2022
• RFQ Submittal Due	January 6, 2022
• Shortlist/RFP Release	January 2023
• RFP Due	February 2023
• Award	February 2023
• Notice to Proceed	February/March 2023
• Advertise for Construction Documents	February 2023
• Award Construction Contract	March 2023
• Construction Completed	October 2024

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:

- 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 presence 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.

Request for Proposals: Shortlisted firms will be emailed a Request for Proposal (“RFP”). Unsuccessful offerors will also be notified of ALCOSAN’s decision. All proposals will be individually evaluated 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 (EST) on January 6, 2022. 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 addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
ACCESS SHAFTS NEAR A-40 AND THE M-49 INTERCEPTOR JUNCTION
CONSTRUCTION MANAGEMENT
CAPITAL PROJECT S-474
Allegheny County Sanitary Authority
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.

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. – 2 pages
- 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 provide case histories of 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. Part II is not required).

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 show sufficient detail, including integrating the subconsultants' employees into the team.

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.

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.

ALCOSAN does not accept self-certification for MBE/WBE. ALCOSAN will only accept VA certification of a small, service-disabled veteran-owned business. 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. 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