

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES**

**NEW ACCESS SHAFT MANHOLES NEAR A-40 AND M-49
CAPITAL PROJECT S-474**

July 13, 2020

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 Design Services for the New Access Shaft Manholes Near A-40 and M-49.

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

- Perform geotechnical borings, reports, and surveys
- Obtain any necessary permits and easements
- Provide a complete package, including engineered plans and specifications
- Assist with contract bidding, and services during 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.

This Submittal is due no later than 2:00pm (EST) on August 14, 2020.

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
Email: Suzanne.thomas@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 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: New Access Shaft Manholes Near A-40 and M-49
No.: Project S-474
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: October 2020 –November 2022

The engineering/design services consist of reviewing record drawings and as-built information of potential sites for the shaft manholes. Conducting a preliminary site visit with ALCOSAN personnel to determine the potential locations for shaft manhole construction. Perform Geotechnical Borings at each location to determine the depth and exact location of the interceptor. Review soil borings, perform laboratory tests and prepare a separate geotechnical report for each location. Obtain any Applicable Permits, easements and conduct a boundary survey of each site selected for the shaft manhole construction. Prepare Contract Documents, hold design review meetings, perform bidding assistance, engineering services during construction and provide record drawings.

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.

The award of the New Access Shaft Manhole Construction to a publicly procured Contractor is a priority for ALCOSAN. For that reason, the following schedule is proposed:

- RFQ Release July 13, 2020
- RFQ Submittal Due August 14, 2020
- Shortlist/RFP Release September 2020
- RFP Due October 2020
- Notice to Proceed November 2020
- Advertise for Construction Documents July 2021

- Award Construction Contract August 2021
- Construction Completed August 2022

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.

6.0 QUALIFICATIONS SUBMITTALS

The Proposer shall submit an electronic copy of the submittal via email to suzanne.thomas@alcosan.org.

Qualifications submittals must be received by the ALCOSAN Procurement Officer no later than 2:00 PM on August 14, 2020. It is the Proposer’s responsibility to ensure the documents are received within the prescribed time.

Late and/or noncompliant Qualifications Submittals will not be accepted for any reason. To enable ALCOSAN to efficiently evaluate the Qualifications Submittals, Proposers must strictly follow the required format in preparing their Qualifications Submittals. Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
NEW ACCESS SHAFT MANHOLES NEAR A-40 AND M-49
CAPITAL PROJECT S-474
Allegheny County Sanitary Authority**

Attention: Suzanne Thomas, Procurement Officer

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. Electronic copies shall be submitted as a PDF document. Elaborate covers, graphics, and the like are not required especially since this is an electronic submission. Do not include any cost information in the Submittal.

Standard Form (SF) 330 can be used in part in response to the RFQ. The SF 330 and other forms are available on the ALCOSAN website.

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 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 (Parts I and II).

The Proposer shall attach an 11x17 Organizational Chart (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 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 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