

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
ALCOSAN A/V MEDIA ROOM/STUDIO DESIGN**

July 16, 2025

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 design, consultation, equipment procurement and installation services for ALCOSAN’s A/V media room.

We are seeking proposals for the design, with specifications, of a fully equipped media room that will support a variety of production and post-production needs. The space should be designed to include a professional-grade video set, equipped with flexible backdrop options and integrated lighting systems to accommodate different shooting scenarios. The room must include advanced video shoot capabilities, with high-quality cameras, lighting rigs, and sound equipment. Additionally, the room should feature space for an editing suite, along with a production booth for live directing, sound mixing, and live broadcast monitoring.

Comprehensive soundproofing and acoustic treatments are essential to ensure clear audio capture and reduce external noise interference. The overall design must allow for smooth workflow integration between all areas, ensuring an efficient and professional environment for media production.

The selected designer will oversee the construction and installation process and will therefore be precluded from bidding the construction phase of this project. ALCOSAN maintenance staff will be responsible for general contracting and electrical tasks, while each piece of equipment (or its equivalent) recommended by the selected designer will go out for bid. The designer shall provide at least one recommendation for each piece of equipment. Equipment bidders will complete the installation under the supervision of the designer and ALCOSAN project management.

ALCOSAN serves 83 municipalities in Allegheny County and frequently engages multimedia production to communicate with our ratepayers, public, news media, and scholastic audiences.

Use of the media room includes but is not limited to:

Scholastic Outreach Programming

- **Educational Broadcasts and Virtual Learning:** The media room can be used for live-streaming educational sessions, virtual classroom setups, or interactive webinars for students, teachers, and parents. This could include online workshops, tutorials, and lesson plans that can be accessed remotely.
- **Content Creation:** Develop instructional videos, educational podcasts, or digital learning materials aimed at supporting students and teachers in different learning environments. The media room can also be used for producing digital newsletters, teaching resources, or study guides that can be distributed to a wide audience.

Internal Communications

- **Intranet Broadcasts:** The media room can be utilized for creating and broadcasting internal video content such as updates from the leadership team, company announcements, or employee spotlights.
- **Training and Development:** Record and produce training sessions, employee orientation videos, and internal skill-building content. The media room can support the creation of interactive and dynamic training videos that help employees learn and grow within the company.

Social Media Content Production

- **Video Production:** The media room can be equipped with cameras, lighting, and sound equipment to create high-quality video content for social media platforms like Instagram, Facebook, YouTube, and TikTok. This could include product launches, behind-the-scenes looks at operations, or live-streaming events.
- **Content Editing and Management:** The media room can be outfitted with the necessary equipment and software to manage and edit social media content. The space could house video editing stations, sound mixing tools, and post-production software to create polished, shareable media.

News-Style Programming for Multimedia Channels

- **Production of News Segments:** The media room can be used to create news-style programming such as reports, interviews, or feature stories that can be broadcast on multimedia channels, such as YouTube, internal networks, or even local TV stations.
- **Newsroom Setup for Broadcasts:** Simulate a newsroom environment with anchor desks, teleprompters, and live feeds to create professional-quality news segments. This could

include creating corporate or community news updates, special reports, or crisis communication broadcasts.

The selected firm will provide all the services necessary to design and implement a studio from start to finish.

A mandatory informational meeting will be held at the ALCOSAN plant, ECF building third floor conference room on July 23, 2025, at 10:00 a.m. (EST). A site visit will take place at this time. Due to plant construction, parking is limited. Proposers are encouraged to park in the prison parking lot south of the plant. Those with mobility concerns will be accommodated at the plant. You must pre-register by 12:00pm the day before the informational meeting by submitting an attendance list to procurement@alcosan.org. The Authority is a secure facility; those who are not on the attendee list will not be allowed in plant.

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:

Suzanne Thomas
Procurement Officer
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. seven business 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: ALCOSAN Media Room
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: TBD

1. The Proposer shall demonstrate how they will work collaboratively with ALCOSAN on content. The Proposer should demonstrate expertise in the development and design of a media facility.
2. The Proposer shall demonstrate the ability to design a media room that includes all the assets needed for the above outlined productions. Assets should include, but not be limited to:
 1. Interview/news set
 - i. Three shot, minimum
 2. Backdrops/ability to switch backdrop, including greenscreen capabilities
 3. Multi-camera setup
 4. Teleprompter
 5. Soundproofing
 6. Production booth (secondary space)
 7. Editing space
 8. Lighting

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:

- Familiarity with, or demonstrated understanding of the procurement;
- Proposer's history and resource capability to perform required services;
- Evaluation of assigned personnel;
- Related experience, including samples of previous media room project management and implementation;
- Ability to meet schedule and project budget;
- Ability to relate to project requirements;
- References, and;
- 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”). The Project Procurement Team will evaluate the proposals after all submittals have been received. 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 August 20, 2025. It is Consultant’s responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

STATEMENT OF QUALIFICATIONS ALCOSAN WEBSITE UPDATE

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.

The Proposer will submit a completed Form SF 330 Part I. (Part II is not required.)

Each Submittal shall be organized in the following order:

- A. Letter of Commitment** Provide a cover letter and company profile introducing the team. This letter shall commit the firm to the terms of this RFQ and shall be signed by an authorized signatory of the company. This letter shall also count as an Executive Summary – 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 (direct 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 shall attach an Organizational Chart (SF 330, 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 five (5) 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. MBE/WBE/SDV 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% for 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 identification. 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.

***** End of RFQ *****