

Allegheny County Sanitary Authority (ALCOSAN)
REQUEST FOR QUALIFICATIONS
For
PROFESSIONAL SERVICES
Mechanic Technical Training Program
Project No. M-2019
April 22, 2019

1.0 INTRODUCTION

This is a re-advertisement of a procurement issued in November 2018. The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications (collectively, “Qualifications Submittals”) from Technical Training and Development firms interested in providing professional Materials Development & Instructional Delivery Services for a Mechanic Technical Training Program.

The selected firm will provide all services necessary as it relates to Curriculum & Materials Development, Instructional Delivery, Test Assessments, Hands-on laboratory, and Printing.

This document is intended to assist firms in preparing their Qualifications Submittals for this project. **All Qualification Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN. Please review the entire RFQ when submitting.**

2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS

Questions and requests for clarification regarding this Request for Qualification Statement and Technical Approach 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

Questions received after 4:00 p.m., May 10, 2019 will not be considered. Additional information and instructions may be obtained by visiting www.alcosan.org and selecting “Business Opportunities” then “RFQs/RFPs.”

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 submittal.

3.0 OBJECTIVE

ALCOSAN proposes to retain a highly qualified Technical Training and Development firm to provide the services described herein. Firms and team members with significant experience in planning and designing 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 firm shall be referred to as the “Technical Training and Development Consultant.”

4.0 SCOPE OF SERVICES

ALCOSAN anticipates, at a minimum, the following tasks and services:

Project Name:	Mechanic Technical Training Program
No.:	Project No. M2019
Existing Location:	3300 Preble Ave. Pittsburgh, PA.15233
Schedule:	Program Delivery for 2019/2020

The project consists of Instructional delivery of course content at the ALCOSAN site, Developing course materials, knowledge based tests, comprehensive lab practice, and instructional aids to facilitate trainee learning. The purpose of the program is to provide the trainee with foundational job task knowledge to perform as a plant mechanic apprentice. The program should be developed with emphasis toward trainees with limited prior mechanical experience. Instructors and course developers to have as a minimum 5 years’ experience as a mechanic/trainer in a similar capacity. A mobile onsite lab shall be furnished by the vendor to facilitate hands-on practice of ALCOSAN courses.

The following courses are representative of the curriculum for this program: Pump Maintenance, Screw Conveyors, Centrifuges, Packing & Gaskets, Bearing Maintenance, Rigging, Mechanical Fasteners and Machinery Alignment & Vibration.

The training delivery to begin in 2019 and conclude eighteen months from notice-to-proceed 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.

5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

Shortlist: Shortlisted Firms will be selected based on the following process:

Once the deadline for the submittal has lapsed, ALCOSAN’s Procurement Project Team shall review, discuss, and screen the submitted responses for completeness and level of response to the

RFQ. The Procurement Project Team will recommend a shortlist of three (3) to five (5) firms. ALCOSAN reserves the right to change the number of shortlisted firms, based upon the number of submittals received. Shortlisted firms will be expected to respond to a subsequent Request for Proposals (RFP) seeking technical and cost information under this procurement.

Firms that are deemed responsive and qualified will be notified in writing of their respective eligibility for further consideration. Firms that are not recommended for further consideration will also be notified in writing. The Procurement Project Team will consider the following criteria:

- Firm's history and resource capability to perform required services
- Evaluation of potential key personnel
- Related experience (as appropriate) and technical competence
- Proposed Potential MBE/WBE/SDV participation

6.0 QUALIFICATION STATEMENTS

Eight (8) hard copies of sealed Submittals and one electronic copy (CD or memory stick) are required. Submittals must be received by ALCOSAN Contracts Office no later than **2:00 PM on May 17, 2019**. Those firms hand carrying submittals should allow enough time to process through Security. If the documents are sent via courier, it is Consultant's responsibility to ensure the documents have arrived on time. No Submittals will be allowed by email.

The Qualifications Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest
for**

Mechanic Technical Training Program

Project No. M-2019

Allegheny County Sanitary Authority

3300 Preble Avenue

Admin Annex, Room 105

Pittsburgh, PA 15233-1092

Attention: Suzanne Thomas, Procurement Officer

Late and/or noncompliant Submittals will not be accepted for any reason. **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. ALCOSAN encourages double-sided submittals to preserve paper products. **Do not include any cost information in the**

Submittal. Standard Form SF 330 can be used in response to the RFQ. Electronic copies shall be submitted as a PDF document.

Each Submittal to the RFQ 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 submittal, the name of the Proposer, point-of-contact name and contact information (phone number and email) and the submittal date.
- C. Table of Contents**
- D. Firm's Experience (Tabbed Section 1):** The Proposer shall select up to five (5) similar projects to highlight 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
 - Client Contact Name/Telephone Number/Email Address
 - Brief Description of the Project, highlighting the involvement of the Proposer

Previous ALCOSAN Projects may be proposed but the Firm should include other similar projects as well.

- E. Team's Experience (Tabbed Section 2):** The Firm will submit a listing and composition of local staff and potential proposed subconsultants.

The Firm shall attach an Organizational Chart of the proposed Team. The organizational chart shall not exceed one (1) page and may be printed on an 11 x 17 size, folded to the 8 ½ x 11 format.

The Firm may provide a total of up to ten (10) resumes of key personnel, with each resume not exceeding one (1) page. Do not use a chronological resume format. Form SF 330 is recommended.

- 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 Consultant 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.

At this stage of submitting qualifications, a commitment to the goals of the policy is expected. The Firm shall submit a description of its commitment to the policy, not exceeding one (1) page, highlighting MBE/WBE/SDV participation rates on the Firm's past projects. The Firm should identify potential team members, if any, who have teamed with the Firm under other projects. Please note, to be considered, all MBE/WBE/SDV firms shall be certified by a third party; ALCOSAN does not accept self-certification.

G. Potential Conflict of Interest (Tabbed Section 4): Each Proposer shall provide in its Submittal a Certificate of Conflict of Interest (**See Appendix A**) and show appropriate information to support its belief that its business activities do not and will not create a conflict of interest situation. This information could include detailed descriptions of existing contractual relationships, corporate policy statements related to the conflict of interest issue, and certified statements by authorized corporate officials related to present and future courses of action. The Proposer should pay particular attention to affiliate activities.

H. Non-Collusion Affidavit (Tabbed Section 5): A copy of ALCOSAN's Non-Collusion Affidavit is attached hereto in **Appendix B**. Proposer must execute the Non-Collusion Affidavit and include it in its Submittal for the proposal to be considered responsive.

7.0 RIGHT-TO-KNOW (Tabbed Section 6)

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. In addition, if no exempt work is contained in the submittal, the Proposer shall make a statement to that fact.