

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)
REQUEST FOR QUALIFICATIONS**

For

PROFESSIONAL SERVICES

**2019-2020 Wastewater Flow Monitoring
and Flow Isolation Study Program
Capital Project S447**

June 27, 2018

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications (collectively, “Qualifications Submittals”) from firms qualified to provide professional services for ALCOSAN’s Wastewater Flow Monitoring and Flow Isolation Study Program.

ALCOSAN is implementing a Wastewater Flow Monitoring and Flow Isolation Study Program for the quantification of dry and wet weather wastewater flow in select sewer areas. ALCOSAN is seeking experienced professionals to furnish, install, calibrate, and operate area-velocity flow monitoring equipment for sites and durations designated by ALCOSAN. In addition, ALCOSAN is seeking professionals to furnish, install, and operate all equipment necessary to obtain nighttime flow isolation weir readings per the quantity and manhole structures determined by ALCOSAN.

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
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 after 2:00 p.m. on July 12, 2018.

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 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: Wastewater Flow Monitoring and Flow Isolation Study Program
No.: Capital Project S447
Existing Location: 3300 Preble Avenue, Pittsburgh, PA
15233 Schedule: 2019 through 2020

ALCOSAN is seeking a consultant to provide professional services for the Wastewater Flow Monitoring and Flow Isolation Study Program. The Consultant will be responsible for two primary tasks and services, including: (1) Wastewater Flow Monitoring, and (2) Nighttime Flow Isolation Weirings.

Task 1. Wastewater Flow Monitoring

- a. Provide all area-velocity flow monitoring equipment needed for the successful execution of this task;
- b. Provide all needed sensors, mounting bands, batteries, confined space entry equipment, traffic control equipment, and other associated equipment;
- c. Conduct site evaluations at monitoring locations proposed by ALCOSAN to verify that site and hydraulic conditions are conducive of safe and successful monitoring;
- d. Provide documentation for all completed site evaluations;
- e. Identify alternative locations for proposed sites determined to be infeasible for monitoring;
- f. Install area-velocity flow monitoring equipment in the proposed locations that have been verified as being feasible by the Consultant and approved by ALCOSAN. All installations must conform to the flow

monitoring equipment manufacturer's specifications governing installation and setup. The use of redundant level measurements (where feasible) is encouraged;

- g. Provide all labor, materials, equipment, and tools required to support and maintain the network of flow monitors for the duration of the program;
- h. Provide network computers with wireless communication capability to be used by the Consultant for monitor setup and initialization, data interrogation, and on-site data review;
- i. Conduct site visits and data interrogations at a minimum frequency of once every two weeks after the successful completion of the equipment installation and settling-in period;
- j. Obtain field measured levels and velocity measurements (field points) during each required site visit;
- k. Maintain a field log that documents all site visits and associated meter maintenance and support activities including field points, encountered equipment problems, and remediation measures (including all equipment calibration adjustments). The field log will be submitted on a monthly basis to the ALCOSAN project team and updated throughout the monitoring period;
- l. Submit all raw digital monitoring data to the ALCOSAN project team at a minimum frequency of once a month pursuant to the format and schedule determined by ALCOSAN. The use of telemetry and a web hosting site to provide this data is encouraged;
- m. Participate in the program's kickoff meeting as well as periodic coordination meetings as dictated by ALCOSAN; and
- n. Remove all flow monitors and associated equipment upon completion of the program.

Task 2. Nighttime Flow Isolation Weir Readings

- a. Provide standard V-notch and/or compound V-notch in-line weirs needed for the successful execution of this task. The Consultant may propose an alternative approach to supplement or replace the use of standard V-notch and/or compound V-notch in-line weirs as part of their project approach;
- b. Provide all labor, and all other materials, equipment, and tools needed to obtain the flow isolation measurements;
- c. Participate in the advanced planning and coordination that is needed to ensure that instantaneous flow readings are obtained accurately and efficiently at key locations;
- d. Provide all necessary advance notifications related to this work

- including notifying local authorities, utilities, and residents of the nighttime flow isolation work being performed;
- e. Obtain flow isolation measurements in the areas and locations dictated by the ALCOSAN project team. These measurements will be obtained between the hours of midnight and 5:00 a.m. during which time it is presumed that the domestic component of the wastewater flow is minimal. The measurements will be taken during dry weather periods during the months of February through April, as groundwater conditions tend to be elevated during these months; and
 - f. Pursuant to the schedule and format prescribed by the ALCOSAN project team, maintain and submit to ALCOSAN a flow isolation summary that documents all instantaneous flow readings obtained.

While the project schedule is subject to change, it is anticipated that the base period for this contract will be two (2) years ending on September 30, 2020, with two (2) one-year option years to be exercised at the Authority's discretion.

It is anticipated that that the number of area-velocity flow monitors to be installed and maintained by the Consultant will range from 120 to 170, with approximately one half of these meters being deployed during the first contractual year and the other half being deployed during the second contract year. Monitoring durations for each deployment are anticipated to range from 4 to 12 months. The number of monitoring sites and durations are subject to change.

While also subject to change, it is anticipated that the Consultant will be responsible for obtaining nighttime instantaneous flow measurements at approximately 100 to 400 locations. These measurements are expected to be obtained during the Spring of 2019 and Spring of 2020.

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:

- Team's project approach and understanding;
- Availability of resources required to perform services throughout the project term;
- Personnel qualifications and experience – resumes and experience of key staff and sub consultants;

- Corporate qualifications and experience;
- Past performance and references; and,
- MBE/WBE/SDV participation.

Based upon the scores of the Submittals, the Procurement Committee will develop a shortlist of three (3) to five (5) firms.

Request for Proposals: Shortlisted firms will be mailed a Request for Proposals (“RFP”). Following proposal submission, all proposals will be individually evaluated and scored utilizing criteria clearly set forth in the RFP.

6.0 QUALIFICATIONS SUBMITTALS

Six (6) hard copies of sealed Submittals and one (1) electronic copy on a Compact Disc (CD) are required. Submittals must be received by ALCOSAN no later than 2:00 p.m. on July 20, 2018. Hand carried submittals should allow enough time to process through Security. If the documents are sent via courier, it is the Consultant’s responsibility to ensure the documents have been received by ALCOSAN on time.

The Submittals should be addressed as follows:

Statement of Qualifications for
WASTEWATER FLOW MONITORING AND FLOW ISOLATION STUDY
 Capital Project S447
 Allegheny County Sanitary Authority
 Office of Procurement 3300 Preble Avenue
 Pittsburgh, PA 15233
 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 must 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 to preserve paper products. Electronic copies shall be submitted as a PDF document on a CD. Do not include any cost information in the Submittal.

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 e-mail) and the submittal date.

C. Table of Contents

D. Team's Experience/References (Tabbed Section 1): The Proposer shall select three (3) 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
- Brief Description of the Project, highlighting the involvement of the Proposer
- Firm Name and Role
- Key Personnel involved in the Project, including Subconsultants
- Project Description
- 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) 11x17 page, folded to accommodate an 8 ½ x 11 formatted booklet.

The Proposer may provide no more than fifteen (15) resumes of key personnel for Part I, Section E, with each resume not exceeding two (2) pages.

The Proposer shall provide a matrix of the Projects identified in Section 1 and the team members, including subconsultants, participation on each project.

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. A copy of ALCOSAN's Supplier Diversity Business Policy Statement is available on the ALCOSAN website at www.alcosan.org.

ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project. The Proposer shall submit a description of 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, who have teamed with the Proposer under other projects.

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:** 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.