

**Allegheny County Sanitary Authority (ALCOSAN)**  
**REQUEST FOR QUALIFICATIONS**  
**For**  
**Engineering Design Services**  
**for the**  
**Plant Electrical Distribution System Upgrade**

**June 2018**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Engineering firms interested in providing Professional Engineering Design services for an Electrical Distribution System Upgrade at its wastewater treatment plant. The upgrade is part of a major capital improvement program to increase the treatment capacity to 600 MGD with completion anticipated by the end of 2027. The plant expansion is part of the ALCOSAN Clean Water Plan and is required under a Consent Decree.

Currently, this electrical distribution system upgrade work is anticipated to include:

**1) Compressor Building #810 - Existing Switchgear and Substation Replacement**

- Existing 5KV Switchgear #3 lineup shall be disconnected and removed.
- New 5KV switchgear with sections containing four solid state starters, two feeder breakers and main-tie-main breakers and sections containing meters and protective relays shall be installed in the original location.
- Existing 5KV dual service feeder shall be replaced with new.
- Existing two 480V motor control center shall be disconnected and removed.
- Two new 480V motor control centers shall be installed in the original location.
- Two existing 500KVA, 5KV dry type transformers shall be disconnected and removed.
- Two new 500KVA, 5KV dry type transformer shall be installed in the original location.

**2) Energy Recovery Facility (ERF Building #410) - Existing Switchgear and Substation Replacement**

- Existing 5KV Switchgear #4 lineup shall be disconnected and removed.
- New 5KV switchgear with sections containing four solid state starters, two feeder breakers and main-tie-main breakers and sections containing meters and protective relays shall be installed in the original location.

- Existing 5KV dual service feeder shall be replaced with new.
- Existing 1500KVA, 5KV double ended unit substation #7 shall be disconnected and removed.
- New 1500KVA, 5KV double ended unit substation with dry transformers and three feeder sections shall be installed in the original location.
- Existing incoming dual feeders shall be replaced with new between the new switchgear and the new substation.
- The existing 5KV feeder between CoGen switchgear and the existing 5KV main substation switchgear shall be disconnected and removed.
- New 5KV feeder shall be installed between existing Cogen Switchgear and New Switchgear #4.

### **3) EFW Building #900 - Existing Substation and Motor Control Center Replacement**

- Existing 750KVA, 5KV double ended unit substation #12 shall be disconnected and removed.
- New 1000KVA, 13.8KV double ended unit substation with dry transformers and switchboard shall be installed in the original location.
- Existing 5KV cable shall be replaced with new 13.8KV cable.
- Existing two 480V motor control centers #38 & #39 shall be disconnected and removed.
- New two 480V motor control centers shall be installed in original location.

### **4) Rack & Chlorination Building #510 - Existing Transformers Removal**

- The two existing 5KV, 750KVA dry transformers serving MCC #3 shall be disconnected and removed.
- New dual feed 480V cable shall be provided for the existing MCC #3 in duct bank from existing unit sub 004.

### **5) Administration Annex Building #110 - Existing Transformers Removal**

- The existing 5KV, 500KVA dry transformer shall be disconnected and removed.
- A new 480V feeder shall be provided for the existing switchboard from unit substation USS005.

### **6) Existing 5KV Main Outdoor Substation Switchgear Replacement**

- The existing 5KV outdoor switchgear lineup shall be completely disconnected and removed.

- New 5KV outdoor switchgear lineup shall be installed in a different location. Two (2) incoming 5KV secondary service feeders shall be furnished and installed between the switchgear and two Duquesne Light service transformers.
- The existing Bench Board for remote control of 5KV breakers shall be replaced with new.
- 5KV Duct Bank Installation – A system of new duct banks shall be installed from location of the new main substation switchgear and extended to connect to existing duct banks.

## 7) Power Distribution System Study

- A system study shall be performed using computer software. The study shall involve new equipment and circuits and provide reports on short circuit, device coordination, load flow and arch flash.

All interested firms shall demonstrate their qualifications based on the information herein. Several drawings are also attached to this RFQ to assist firms in developing their submittals.

The tentative schedule for this Plant Electrical Upgrade work is as follows:

- Design phase: January 2019 – December 2019
- Bid phase: January 2020 – April 2020
- Construction phase\*: May 2020 – August 2022
- Operational demonstration phase\*: September 2022 – November 2022

\*Dates are tentative and subject to change with the design schedule.

ALCOSAN has secured the services of Arcadis as Program Manager of the overall wet weather plant expansion program. Arcadis will provide the selected final design consultants with a basis of design (BOD) report for the design project. Also, ALCOSAN is currently securing the services of a Construction Manager that will be reviewing design products and performing value engineering and reviews during various stages of the design phase.

This document is intended to assist firms in preparing their 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

An informational meeting will be held June 11, 2018 at 10:00 a.m. in the Operations and Maintenance Auditorium at the ALCOSAN plant site. This meeting is not mandatory but all interested parties are encouraged to attend.

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](mailto:suzanne.thomas@alcosan.org)

Questions received after 4:30 p.m., June 20, 2018 will not be considered. Additional information and instructions may be obtained by visiting [www.alcosan.org](http://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 professional firm to provide the services described herein. Firms and team members with significant experience in planning and executing projects with similar characteristics will be given prime consideration for this project. Those firms that participate in this RFQ process will be referred to herein as “Proposers.” “Proposer” and its Sub-consultants shall be referred to collectively herein as the “Team.”

### **4.0 SCOPE OF SERVICES**

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

#### Design Phase:

- Preparation of biddable plans and specifications in accordance with Pennsylvania procurement codes and regulations.
- Preparation and submittal of intermediate design products at the 30%, 60% and 90% stages of completion.
- Participation in the Value Engineering process.
- Preparation and submittal of cost estimates and construction schedules
- Other probable related services that may be required include design reviews, site investigation, field survey, review and analysis of existing as-built information and building code requirements.

Bidding Phase:

- Responding to bidder questions
- Assist in the writing of addenda
- Evaluation of or-equal requests from the bidders
- Assist in the evaluation of bids

Construction Phase:

- Provide submittal evaluation/review.
- Attend construction meetings
- Perform site visits to monitor the quality of the work
- Assist in the preparation of change orders
- Assist in the start-up & commissioning
- Assist in training ALCOSAN Operations staff

## **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 to the design package 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, on a CD, are required. Submittals must be received by ALCOSAN Contracts Office no later than **2:00 PM on June 28,**

**2018.** Those firms hand carrying submittals should allow enough time to process through Security.

The Qualifications Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for  
Engineering Design Services for the Plant Electrical Upgrade  
Allegheny County Sanitary Authority  
3300 Preble Avenue  
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 on a CD.

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.

The Firm may provide a total of up to fifteen (15) resumes of key personnel, with each resume not exceeding one (1) page.

- 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. A copy of ALCOSAN's Minority and Women Business Policy Statement is available on the website, [www.alcosan.org](http://www.alcosan.org).

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.

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