

Allegheny County Sanitary Authority (ALCOSAN)

REQUEST FOR QUALIFICATIONS

For

Engineering Design Services for the North End Facilities

New Outfall and Disinfection Facility (S-461)

New Secondary Clarifiers (S-465)

May 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 expansion of the North End Facilities at its wastewater treatment plant.

This plant expansion design package is comprised of these two general tasks:

1) New Secondary Clarifiers S-465

Two new final clarifiers will be constructed to increase secondary treatment capacity to 295 MGD. A new return sludge (RAS) pumping station will be constructed to pump RAS from the new clarifiers back to the aeration basins. The secondary effluent conduit & pipe and personnel gallery will need to be extended northward. A new river wall will be constructed to allow the placement of the new western clarifier along the river. The mixed liquor channel will also need to be extended.

2) New Outfall and Disinfection Facility S-461

With the increase of dry weather flow capacity to 295 MGD, the plant will not have the hydraulic capacity to continue to discharge flow through the existing outfall. The hydraulics dictate that the flow must be redirected to a new outfall at the north end of the

plant. The project will require demolition of the existing sodium hypochlorite facility, construction of a new chlorine contact tank and outfall, as well as sodium bisulfite facility to remove excess chlorine. New chemical buildings and storage tanks, as well as a new electrical substation, will be required. Also, an existing ALCOSAN CSO will need to be relocated north of the new dry weather outfall.

ALCOSAN intends to award the services to one lead firm to perform all of the services in this RFQ. All interested firms shall demonstrate their qualifications for both capital projects.

The tentative schedule for this North End Facilities expansion work is as follows:

- Design phase: November 2018 –December2019
- Bid phase: January 2020 – April 2020
- Construction phase: May 2020 – August 2025
- Operational demonstration phase: September 2025 – November 2025

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 each of these two design projects. This information will be at the 20% design stage. The BOD reports will be submitted by ALCOSAN to the PA DEP to obtain the Part 2 WQM permit.

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 May 31, 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

Questions received after June 7, 2018 at 4:30 p.m. 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 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, geotechnical subsurface borings, material testing, structural analysis and design, 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
- Answer Contractor Requests for Information.

5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

Shortlisted Firms will be selected based on the following process:

Shortlist: 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 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 (1) electronic copy, on a CD, are required. Submittals must be received by ALCOSAN Contracts Office no later than 2:00 PM on June 14, 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 North End Facilities**

**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. 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.

- B. Table of Contents**

- C. 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.

- D. 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.

- E. 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.

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.