

**Allegheny County Sanitary Authority**

**REQUEST FOR QUALIFICATIONS**

**for**

**PROPERTY AND RIGHT OF WAY ACQUISITION SERVICES**

**CLEAN WATER PLAN**

**CAPITAL PROJECT S-451**

**November 2017**

**1.0 INTRODUCTION**

ALCOSAN has agreed to undertake significant wastewater infrastructure improvements and system upgrades within its service area pursuant to the Consent Decree entered into on January 23, 2008 with the United States Environmental Protection Agency, the Pennsylvania Department of Environmental Protection and the Allegheny County Health Department. In order to accomplish its goals under this improvement program, known as the Clean Water Plan, ALCOSAN must secure either ownership of or the rights to use certain properties where the planned improvements will be constructed.

ALCOSAN is soliciting Statements of Qualifications (“Qualifications Submittals”) from firms interested in providing property and right of way acquisition services for the Clean Water Plan. The property acquisition and rights-of-way services will complement the recent significant advancements in three programs of the Clean Water Plan. In 2017, The ALCOSAN Board has hired or retained consultants to implement the Preliminary Planning, Green Infrastructure and Regionalization programs. The scope of services in each program have been developed with the assumption that there will be a separate “Acquisitions” firm procured by ALCOSAN to support or perform certain tasks related to research, negotiation and execution of acquiring or securing properties and rights-of-way. Typically, the program manager of each of the three respective programs will take the lead in identifying specific properties and easement needs and perform preliminary research and risk assessments. The “Acquisitions” firm will provide support and then be tasked with securing the acquisition need. The selected firm and its team members will provide all services necessary to assist in all stages of research and acquisition of properties and/or rights-of-way identified by ALCOSAN as being required for the implementation of the Clean Water Plan. Such stages shall include, but are not limited to, determining the state of title of such properties, due diligence, performing appraisals, researching the history of property owners, previous land uses, mineral rights, existing easements, land use zoning and building restrictions, type of construction of existing buildings on property or adjoining properties, conducting surveys and negotiating acquisition or assisting in the condemnation of such properties.

This document is intended to assist firms in preparing their Qualifications Submittals for this project. Any Qualifications Submittals that fail to conform to the 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: [suzanne.thomas@alcosan.org](mailto:suzanne.thomas@alcosan.org)

ALCOSAN will provide, in writing, any clarifications, changes, answers to general questions and/or other information deemed to be necessary as addenda to this RFQ and post on ALCOSAN’s website. ALCOSAN will not provide responses to any questions received after COB on December 8, 2017.

An informational meeting will be held at 10:00am, November 20, 2017 at the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of the Request for Qualifications.

## **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.” The successful firm shall be referred to herein as the “Acquisition Consultant”.

## **4.0 SCOPE OF SERVICES**

Project: Property and Right of Way Acquisition Services for Clean Water Plan  
No.: Capital Project No. S-451  
Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Term: 2017 through 2020

The Property and Right of Way Acquisition Services will consist of all steps necessary for the acquisition of real properties and/or real property rights needed for the construction, operation, maintenance and replacement of the improvements required for implementation of the Clean Water Plan. Acquisition services shall include, but not be limited to, the following:

- Title information gathering for properties identified by ALCOSAN, and an update of title as necessary prior to closing of any property acquisition or condemnation;
- Surveying services, as needed to include ALTA surveys where appropriate;
- Securing temporary construction easements and access;
- Review of existing parcel descriptions and boundaries;
- Preparation of real property legal descriptions and exhibits for acquisition;
- Preparing a property history report including prior uses, subsurface information, potential archaeological or historic site designation, local zoning and land use requirements, special neighborhood designations, utility easements, flood insurance map determinations, potential land development or redevelopment;
- Environmental Site Assessments;
- Evaluating and estimating property encumbrances;
- Determining the market value of property through appraisal reports, clearly revealing the appraisal evaluation process, and being consistent with the uniform standards of appraisal practice.
- Preparing and maintaining all property acquisition documents and all property related files and records;
- Negotiating with owners of record for the acquisition of property to include review of surveys and right of ways, coordination with authority engineers and consultants, reviewing appraisals, preparing offers, preparing all correspondence, contacting owner and then meeting and/or coordinating with the owner and their legal representatives;
- Public and Municipal Coordination, to include attendance at Community Meetings;
- Calculating estimated acquisition and closing costs;
- Taking the lead on condemnation procedures, and testifying as needed for such condemnations;
- Relocation Services to include utility transfer, determination of relocation expenses, negotiation of rents and leases, advisory services, and overall coordination;
- Closing real property acquisitions upon receipt of ALCOSAN's approval to include title updates, closing statements, drafting deeds, clearing title problems, and discharging of mortgages, taxes and liens.
- Recording of deeds and easements
- Post-closing property management services
- Such other services as may be required by ALCOSAN.

The selected firm will provide regular updates to ALCOSAN to include prospective timeframes and costs associated with the acquisition of each property. At this time, it is anticipated that ALCOSAN's solicitor will be responsible for any legal services required under this program.

A three-year base period with two one-year option years will be exercised at ALCOSAN's discretion.

The selected Consultant shall utilize the Program Management Information System (PMIS) that has been set up for this program. ALCOSAN is using e-Builder as the project management collaborative software tool for this project. Project documentation will be posted to this system. The Consultant is required to utilize e-Builder for the duration of this project, including project closeout, and shall provide all project information via this program. This includes, but is not limited to contracts, invoices, reports, project deliverables, meeting minutes, requests for information, submittals, daily reports, etc. ALCOSAN will provide guest access or license and will provide user training to the successful offeror, if necessary.

ALCOSAN plans to follow the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs (the “Uniform Act”), for property acquisitions. The Uniform Act is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property or displace persons from their homes or businesses. At present, this approach will preserve the eligibility of any acquisition work performed if federal funding becomes available.

## **5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS**

The Acquisition 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 score all Qualifications Submittals. The Procurement Project Team will score Qualifications Submittals based upon the following criteria:

- Proposer’s history and resource capability to perform required services;
- Evaluation of assigned personnel;
- Certifications, licenses and credentials to practice in Pennsylvania;
- Knowledge of the Clean Water Plan
- Related experience;
- Ability to meet schedule and project budget with other clients;
- Familiarity with local area geography and facilities
- Local Office within Allegheny County
- Ability to relate to project requirements
- Amount of Professional Liability Insurance carried
- References
- MBE/WBE/SDV Participation

Based upon the scores of the Qualifications Submittals, the Procurement Committee will develop a shortlist of firms.

**Request for Proposals:** Shortlisted firms will be emailed a Request for Proposals (“RFP”). Following proposal submission, Proposers will be interviewed by ALCOSAN’s

Project Procurement Team. The Project Procurement Team will score Proposer's performance in the interview when evaluating the proposals.

After completion of the interviews, all proposals will be individually evaluated and scored utilizing criteria clearly set forth in the RFP.

## **6.0 QUALIFICATIONS SUBMITTALS**

Ten (10) hard copies of sealed Qualifications Submittals and one (1) electronic copy are required. Qualifications submittals must be received by the ALCOSAN Contracts Department no later than 2:00 PM on December 15, 2017. Please allow time to get through security. If the documents are sent via courier, it is Consultant's responsibility to ensure the documents have been received.

The Qualifications Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR  
PROPERTY AND RIGHT OF WAY ACQUISITION SERVICES  
CLEAN WATER PLAN  
CAPITAL PROJECT NO. S-451**

Allegheny County Sanitary Authority  
3300 Preble Avenue  
Pittsburgh, PA 15233-1092  
Attention: Suzanne Thomas

Late and/or noncompliant Qualifications Submittals will not be accepted for any reason. To enable ALCOSAN to efficiently evaluate the Qualifications Submittals, Proposers must strictly follow the required format in preparing their Qualifications Submittals.

Each hard copy of the Qualifications 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 1/2" 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. Electronic copies shall be submitted as a PDF document. ALCOSAN encourages double-sided submittals to preserve paper products.

Each Qualifications Submittal shall be organized in the following order:

- A. **Cover Letter:** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFP 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 ("Qualifications Submittals for Property and Right of Way Acquisition Services for Clean Water Plan"),

the name of Proposer, point of contact information (telephone and email) and the submittal date.

### **C. Table of Contents**

**D. Firm's Experience / Past Performance / References (Tabbed Section 1):** Proposer shall select up to five (5) similar projects to highlight as best representing the Proposer's project experience, preferably similar to this RFQ's scope of work. For each project, Proposer shall prepare a brief, one-page, single-sided summary of the project including the following information:

- Project Name and Location
- Date(s) of Project
- Project Owner
- Client Name and Address
- Client Contact Name/Telephone Number/Email Address
- Firm Name and Role
- Team Roster
- Year Completed
- Total Fees
- Brief Description of the Project, highlighting the involvement of the Proposer

ALCOSAN may use these projects as references for the Firm as part of the past performance review so Proposers should notify the client(s) to let them know they will be contacted.

In a separate two (2) page summary, Proposer shall further identify those stages of the acquisition process, as outlined herein or in drawing from such past experience, it considers most critical to the success of the Clean Water Plan real estate acquisition.

**E. Team's Experience (Tabbed Section 2):**

Proposer may provide up to fifteen (15) resumes of key personnel, with each resume not to exceed two (2) pages.

The Firm shall attach an 11x17 Organizational Chart of the proposed Team, not to exceed one (1) 11x17 page, folded to accommodate an 8 ½ x 11 formatted booklet.

Proposer may provide two (2) page qualifications summaries for each of up to five (5) subcontractors who may provide services for this project, but shall, at a minimum, include any subcontractors identified in Proposer's response to Section F below.

**F. Pricing: (Tabbed Section 3) Do not include cost information with the submittal.**

However, ALCOSAN requires each Proposer to submit a description of pricing structures commonly used in similar projects. In addition, if the Proposer has any novel or innovative pricing structure that may increase the efficiency of this project, please

submit as well. Pricing structure may include, but are not limited to, flat fee arrangements for this project, on a per property basis within this project, or any stage of the acquisition process, or a success fee structure. In forming its pricing structure, Proposer should remain committed to ALCOSAN's goal of cost containment and cost reduction to benefit its rate payers. Responses received by ALCOSAN will be evaluated based on cost efficiency.

**G. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 4):**

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service disabled veteran business enterprises to submit Qualifications 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 Diversity Business Policy Statement is available upon request. At this stage of submitting qualifications, we are looking for a general commitment to the goals of the policy. ALCOSAN understands that the ability to use sub consultants will vary and depend greatly on the size and type of project. The Firm shall submit a statement 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.

**H. 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.