

Allegheny County Sanitary Authority (ALCOSAN)

REQUEST FOR QUALIFICATIONS

for

Engineering Design Services for the New East Headworks (S-430)

October 16, 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 design and construction of the new East Headworks facility at its Woods Run wastewater treatment plant.

This plant expansion design package is anticipated to include:

- ALCOSAN had previously determined that the existing Headworks facility (West Headworks) is an asset worth saving and that it should remain operational. The Wet Weather Plan recommended that a new Headworks (East Headworks) be added to operate in conjunction with the existing Headworks as required to achieve the ultimate peak wet weather capacity of 600 MGD.
- The East Headworks will serve the plant during normal dry weather conditions and the West Headworks will be brought online only after plant influent flow reaches approximately 360 MGD. The East Headworks will be located at the site of the demolished Old Operations & Maintenance Building.
- The East Headworks will receive flow from the Main Pumping Station (MPS) and the Wet Weather Pumping Station via an influent conduit routed parallel to the existing east-west plant road located between the West Headworks and the Headworks Odor Control Facility (420).
- A new flow chamber will be constructed to receive flow from the existing pump station as well as the future Wet Weather pump station. The FDC shall provide a physical model of the proposed MPS flow chambers between the western and eastern Headworks to verify the hydraulics of the station.
- The new bar rack equipment will match the existing racks located in the West Headworks. The existing bar racks are chain and rake type with 3/4-inch clear bar spacing.
- A screenings trash compactor with crushing and dewatering capabilities will be provided.

- The new grit removal system will match existing Grit Tanks 5 and 6 configurations at the West Headworks. This consists of aerated grit tanks with a screw-type grit collector. Grit transfer pumps will be used to pump the grit slurry for dewatering at the grit classifiers. Cyclone concentrators will be incorporated upstream of the grit classifiers to facilitate more equipment vendors in the equipment selection process and to improve the necessary grit removal efficiency.
- A truck garage to house a tri-axle dump truck in order to collect the grit for landfill disposal shall be included.
- Two primary influent conduits will be provided to convey flow from the East Headworks to the primary sedimentation tanks – one conduit will exit the west side of the facility and another will exit the east side.
- A new primary influent conduit will be constructed from the West Headworks facility to convey primary influent directly to the West Primary Sedimentation Tanks.
- The existing 60-inch diameter venturi flow meter and vault will be removed, and a new center primary influent conduit will be constructed to convey flow from the East and West Headworks to the primary sedimentation tanks.
- Modification to the existing Main Pump Station discharge lines to allow flexibility to divert wet weather flow into the desired Headworks shall be included.
- A new control room for the Main Pump Station, Preliminary Treatment, and Primary Treatment will be controlled from this room. The DCS hardware required for the new control room will be provided by the Owner and installed by the Contractor. All programming and software development will be provided by the Plant PM.
- A portion of the existing pipe gallery will need to be relocated to accommodate construction of the new wastewater conveyance conduits.

The tentative schedule for new East Headworks Facility expansion work is as follows:

- Design phase:March 2019 – March 2020
- Bid phase:.....April 2020 – July 2020
- Construction phase:.....August 2020 – December 2021
- Operational demonstration phase:.....January 2022 – April 2022

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. This information will be at the 20% design stage. The BOD reports were submitted to the PA DEP to obtain the Part 2 WQM permit. They are currently under review.

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 November 1, 2018 at 2:00 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.”

An informational meeting will be held October 24, 2018 at 2:00 p.m. in the Operations and Maintenance building Auditorium at the ALCOSAN plant site. This meeting is not mandatory but all interested parties are encouraged to attend.

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

The intent of the advertisement is to establish potential design firm candidates for this design package. Depending on the responses received, ALCOSAN may shortlist from the list of accepted qualified candidates to obtain proposals (both technical and cost proposals) specific to these particular projects.

4.0 SCOPE OF SERVICES

The scope of design services will vary depending on the type of project. ALCOSAN anticipates the following minimum tasks and services:

Design Phase:

- Preparation of biddable plans and specifications in accordance with Pennsylvania Municipal Authority 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, physical modeling, 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 & training

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 up to five (5) firms. ALCOSAN reserves the right to change the number of shortlisted firms, based upon the number of submittals received.

Firms that are deemed responsive and qualified will be notified of their respective eligibility for further consideration. Firms that are not recommended for further consideration will also be notified. 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

ALCOSAN may select firms from the shortlist of accepted qualified candidates to receive a Request for Proposals (RFP) seeking technical and cost information for each particular project. Although this will be a qualification-based selection, ALCOSAN reserves the

right to consider the cost component in selecting the design firm for a specific project depending on the complexity of the project.

6.0 QUALIFICATION STATEMENTS

Eight (8) hard copies of sealed Qualifications Submittals and one (1) electronic copy, on a Compact Disk or memory stick, are required. Qualifications submittals must be received by ALCOSAN Contracts Office no later than 2:00 PM on November 13, 2018. Please 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 on time.

The Qualifications Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for
Engineering Design Services for the New East Headworks (S-430)**

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

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 8½" 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 part in response to the RFQ.

Electronic copies shall be submitted as a PDF document on a Compact Disk or memory stick. ALCOSAN will not accept email submittals.

Each Qualifications 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, phone number, email and the submittal date. The firm should indicate in its letter of interest and the first page of the Qualifications Submittal the name of the design project for which they are submitting.

C. Table of Contents

D. Firm's Experience (Tabbed Section 1): The Proposer shall select up to five (5) similar projects to highlight the Lead Firm'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/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. Each 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 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 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. ALCOSAN understands that the ability to use subconsultants 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. Please note to be considered all MBE/WBE/SDV firms shall be certified by a third party; ALCOSAN does not accept self-certification.

- G.** 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.

**** END OF RFQ ****