

Allegheny County Sanitary Authority (ALCOSAN)
REQUEST FOR QUALIFICATIONS
For
PROFESSIONAL SERVICES
SCULLY YARD RELIEF SEWER DESIGN

April 10, 2026

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Engineering firms who wish to be considered for providing design services to support the Scully Yard Relief Sewer project administered by the division of Regional Conveyance.

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 Qualification Statement and Technical Approach must be directed, in writing, to:

Tawanda Stamps
Director of Procurement
Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Email: tawanda.stamps@alcosan.org

Please do not contact other ALCOSAN employees regarding this procurement; this may result in your submittal being rejected. 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. May 6, 2026.

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 Request for Qualifications is to establish potential Professional Engineering firm candidates to support a future capital project administered by the Division of Regional Conveyance. 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 Request for Qualification (RFQ) process will be referred to as “Proposers.” “Proposer” and its Subconsultants shall be referred to collectively as the “Team.” The successful team(s) shall be referred to as the “Consultant”.

4.0 SCOPE OF SERVICES

Project Name: Scully Yard Relief Sewer Design
Capital Account: S509
Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: December 2026 – December 2027 for design

ALCOSAN anticipates the following, but is not limited to, these tasks and services:

Work will be performed focused on the segment of the ALCOSAN Chartiers Creek Interceptor between the Scully Yard Interceptor Relief CSO (C-13A) and the downstream interceptor manhole C-13-08. There are two single-barrel inverted siphons between C-13A and C-13-08, each with a diameter of thirty-six inches (36”). ALCOSAN initiated a study in 2019 identifying potential benefits to capacity expansion in this area. A summary of this study will be included in the Request for Proposals. Work may include the following:

- Manage the design schedule to ensure milestones are achieved, notify Owner of any deviations, and supply the Owner with remedies to prevent missed milestones.
- Assess various options to reduce sewer overflows in the ALCOSAN Conveyance and Treatment System based on past analysis of the Chartiers Creek interceptor
- Proposer will incorporate existing and planned Clean Water Plan upgrades when assessing various options to reduce sewer overflows to the ALCOSAN Conveyance and Treatment System
- Prepare and submit for review an alternatives analysis with estimated cost estimates and construction schedules
- Based on the alternatives analysis, Proposer will prepare 30%, 60%, and 90% designs and supply detailed cost estimates at 90% design stage. Proposers will note the Scope of Work **does not include** 100% design.
- Optimize interceptor alignment and layouts of near surface facilities including diversion chambers and manholes. Attention will need to be given to sites C-13A, C-13-10, and C-13-08. Proposers should be aware the project will contain site constraints.

- Perform a geotechnical investigation to ascertain the regulatory classification of the soils in the vicinity of the work area.
- Collect environmental samples.
- Provide survey services for proposed alignment.
- Evaluate and recommend construction methods/technologies.
- Perform detailed hydraulic analysis, using ALCOSAN-provided models of relevant hydraulic structures, surge conditions; and other necessary modeling.
- Identify all necessary permits and prepare technical memo detailing specific requirements for each permit.
- Identify required construction and permanent easements and work with the Property Acquisition Consultants to prepare any necessary property documentation, including the development of all necessary survey exhibits.
- When directed by ALCOSAN, coordinate with internal and external stakeholders.

The following is an outline of the anticipated procurement schedule based on the information available at this time. **The schedule is subject to change.** The official project schedule will be included in the Service Authorization for this project.

- April 10, 2026 – Issue Request for Qualifications
- May 13, 2026 – Qualifications Due
- Week of June 8, 2026 – Shortlist / RFP Release
- June 17, 2026 – Pre-proposal Meeting
- July 15, 2026 – Proposal submission due
- Week of July 27, 2026 – Interviews
- September 24, 2026 – Contract Award
- October - December 2026 – Negotiate, Award Fee, Issue Notice to Proceed

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 history and resource capability to perform required services
- Evaluation of potential key personnel
- Ability to relate to project requirements
- Related experience (as appropriate) and technical competence

- Local office. Local is defined as having an office within the 10-county Pittsburgh Region (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland).
- Related previous team relationships
- Evaluation of subconsultants
- References
- MBE/WBE/SDV participation

Based upon the evaluations of the Submittals, the Procurement Committee will develop a shortlist of firms which will be presented to the ALCOSAN Professional Services Committee for approval. Only information provided in this Submittal regarding this RFQ will count toward the Proposer's score.

Request for Proposals: Shortlisted firms will be emailed a Request for Proposal ("RFP"). Following proposal submission, Teams will be interviewed by ALCOSAN's Project Procurement Team. Proposers are encouraged to bring Key Project Staff to the interviews. The Project Procurement Team members will consider each Team's performance in the interview when evaluating the proposals.

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

6.0 QUALIFICATION SUBMITTALS

Ten (10) hard copies of sealed Qualifications Submittals and one (1) electronic copy (on a USB) are required. **Submittals must be received by the ALCOSAN Procurement Office no later than 2:00 PM on May 13, 2026.** If you hand deliver the submittal, please allow time to be processed by security. If the documents are sent via courier, it is Proposer's responsibility to ensure the documents have been received. Late submittals will not be considered and will be returned unopened.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
SCULLY YARD RELIEF SEWER DESIGN**

Project S-509

Allegheny County Sanitary Authority

Office of Procurement

3300 Preble Avenue

Admin Annex, Room 105

Pittsburgh, PA 15233

Attention: Tawanda Stamps

Director of Procurement

Late and/or noncompliant Submittals will not be accepted for any reason. Submittals that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive Submittals will not be evaluated. 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. Proposers are encouraged to submit on double-sided paper. Electronic copies shall be submitted as a PDF document on a Flash Drive. E-mails will not be accepted.

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 email) and the submittal date.
- C. **Table of Contents**
- D. **Team’s Experience/References (Tabbed Section 1):** The Proposer shall select five (5) 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/Telephone Number/Email Address
 - Description of the Project, identifying and highlighting the Proposer’s involvement
 - Firm Name and Role
 - Key Personnel involved in the Project, including Subconsultants
 - Year Completed
 - Total Fees
- E. **Team’s Experience (Tabbed Section 2):** The Proposer will submit a completed Form SF 330 (Part I). Part II is not required.

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

The Proposer may provide no more than ten (10) resumes of key personnel for Part I, Section E, with each resume not exceeding two (2) pages. The resumes should be project based and not a chronological listing of employment.

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/SDVOSB Participation Goals (Tabbed Section 3):

ALCOSAN requires all awarded Consultants to commit to utilizing 10-25% of the contract budget for businesses owned and operated by minorities (MBE) and women (WBE), and 3% service-disabled veteran (SDVOSB) small business enterprises, either as subconsultants or suppliers if not as prime. The Proposer shall be required to utilize MBE/WBE/SDVOSB enterprises to the fullest extent possible. The Proposer shall identify potential team members, if any, and integrate the firms into the project in a meaningful capacity. At this stage of submitting qualifications, ALCOSAN is looking for more than a general commitment to the goals of the policy. ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project. The Proposer shall describe its commitment to the policy, highlighting MBE/WBE/SDVOSB participation rates on the Proposer's past projects. The Proposer shall also include Letters of Commitment from each diversity subconsultant/supplier. For more information, refer to ALCOSAN's Supplier Diversity Business Policy Statement available on the ALCOSAN website.

ALCOSAN does not accept self-certification, nor certifications from other agencies who accept self-certification. SDVOSB must be certified by the Small Business Administration.

Failure to provide a clear MBE/WBE/SDVOSB team structure where the team members are integrated into the program will impact a submittal's evaluation.

G. Right to Know (Tabbed Section 4): Right to Know (Tabbed Section 4):

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 the portion(s) of their Submittal considered company proprietary information and, therefore, exempt under the RTKL.** Any pages marked exempt will not be released should ALCOSAN receive a RTKL request. A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If the Submittal contains no information that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal. Please note, unless the page is specifically identified, all parts of the Submittal will be subject to a right-to-know request.

H. **Conflict of Interest (Tabbed Section 5):** Prior to submitting, Proposers and their team members should review current and past projects which may pose a potential or real conflict of interest. If there is a potential and the Proposer would still like to submit, the Proposer shall identify the issue and mitigation efforts. Having different employees from the same company work on conflicting projects is not considered an appropriate mitigation factor as the conflict is with the company and not the individuals.

***** End of RFQ *****

ATTACHMENT - Reference image of the Chartiers Creek Interceptor

