

**Allegheny County Sanitary Authority (ALCOSAN)
REQUEST FOR QUALIFICATIONS**

for

**Engineering Design Services
for the Retained Consulting Engineer**

February 27, 2019

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 to ALCOSAN as the Retained Consulting Engineer.

The selected firm will provide all services necessary to fulfill the obligations and duties as the Authority’s Retained Consulting Engineer, which are summarized in Section 4 of this document.

This document is intended to assist firms in preparing their Qualifications Submittals for this project. All Qualifications Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN. 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 March 28, 2019 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 at 10:00 a.m., March 13, 2019 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

ALCOSAN proposes to retain a highly qualified professional engineering firm to provide the services described herein. Firms and team members with significant experience in providing the requested service set forth herein will be given prime consideration. Those firms that participate in this Request for Qualification (RFQ) process will be referred to as "Proposers." The successful firm shall be referred to as the "Retained Consulting Engineer."

4.0 SCOPE OF SERVICES

A. Service Requirements:

1. Prepare and file an annual report in accordance with Section 7.11 of the 1997 Trust Indenture, and as supplemented to date. This report shall contain:
 - a.) Advice and recommendations as to the proper maintenance, repair and operation of the ALCOSAN System during the next Fiscal Year including an estimate of the amounts of money that should be expended for current expenses and the gross revenues of the ALCOSAN System for such Fiscal Year;
 - b.) Advice and recommendations as to the Capital additions that should be made during the next Fiscal Year and an estimate of the amounts of money necessary for such purposes;
 - c.) Advice and recommendations as to the insurance to be carried under provisions of the Trust Indenture and the list of policies and levels of coverage;
 - d.) Recommendations as to any revision of user rates and charges;
 - e.) An opinion whether the properties of the ALCOSAN System have been maintained in good repair and sound operating condition and an estimate of an amount, if any, required to place such properties in such condition, the details of such expenditures and the approximate time required.
2. Attend monthly Board of Directors meetings, present information at the Board meetings as required.

3. Perform quarterly inspections of the ALCOSAN treatment plant facility and report on compliance with the NPDES permits, air quality permits, and solid waste permits.
4. Participate in the preparation of annual operating budgets and capital budgets.
5. Review monthly capital requisitions for submittal to the Authority's Trustee; and, provide any other required certifications regarding capital expenditures to the Trustee as needed.
6. Assist with preparation of the Municipal Wasteload Management Report in accordance with 25 Pa. Code, Chapter 94.
7. Assist with ALCOSAN's NPDES renewal application.
8. Assist with permit applications and permit testing as required, including but not limited to projects conducted "in-house" that may require PA DEP Water Quality Management Part II permits, Emergency Permits, PA DEP Chapters 105 and 106 Water Obstruction and Encroachment Permits and associated US Army Corps of Engineers Section 404 Permits.
9. As part of the permit requirement for the NPDES Discharges of Stormwater at the treatment plant, conduct and document (using PA DEP format) the semi-annual inspections of areas contributing to stormwater discharge.

In addition, other services may be requested on an as-needed basis that may arise during the term of service. These may include design services and construction management services for capital projects that typically have a construction cost less than \$500,000.00. Other services may include user rate studies, services related to the securement of capital funds, and evaluation of process performance or new technologies.

B. Term of Service: This Agreement shall be three years from Notice-to-Proceed. Two additional Option Years may be exercised at the discretion of the Authority.

C. Compensation: The Retained Consulting Engineer will be compensated in two forms:
a.) Payment of a negotiated monthly retainer fee; and
b.) Payment of incurred costs based upon specific tasks identified by ALCOSAN.

The labor rates will be based on the information to be furnished in the subsequent Request for Proposals and supplemented on an as-needed scope of services defined during the term of the retained services. Work performed on an as-needed basis will be authorized after the Retained Consulting Engineer submits an acceptable scope of services that is based on a request by ALCOSAN, with a proposed breakdown of labor hours, schedule and a not-to-exceed cost. Authorization of as-needed services may require approval by the ALCOSAN Board of Directors.

D. Service Limitations: The Retained Consulting Engineer is not precluded from proposing on future separate engineering design or construction management services opportunities for large capital improvement projects as a lead firm or as a sub-consultant unless an actual conflict of interest exists on a specific project. Any question of a potential Conflict of Interest shall be determined by the Procurement Officer.

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.
- 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
- Provide As-built drawings

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 for completeness and level of response to the RFQ. The Procurement Project Team will recommend a shortlist of three (3) 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:

- Office Location – Shall be in Allegheny County
- Firm’s history and resource capability to perform required services
- Evaluation of proposed personnel who will be performing the services
- MBE, WBE and SDVOSB Commitment
- Expertise of firm and potential sub-consultants providing services
- Ability to relate to as-needed requirements in a timely fashion
- References

ALCOSAN may select firms from the shortlist of accepted qualified candidates to receive a Request for Proposals (RFP) that will seek technical and cost information.

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 April 5, 2019. 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
Retained Engineer Consulting Services
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.
- 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 ****