

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
DIVERSITY INCLUSION PROGRAM
PROJECT D-2019**

November 20, 2018

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualification (collectively, “Submittals”) from firms interested in qualifying to provide Professional Services for the development of an authority-wide diversity inclusion program.

ALCOSAN was built in 1959 and has continued to grow with the region. Over the past eight years, the staff, both union and management, have grown by approximately 15% over the past five years. It is expected to continue with this growth pattern as ALCOSAN embarks on the Clean Water Program. ALCOSAN has a very diverse work population demographically from education levels to social standing to race. This program is being implemented to ensure that, going forward as ALCOSAN grows, the staff continue to evolve and work together.

The selected Consultant will facilitate project meetings, project manage the various stages of development and implementation, provide program options and analysis of the pros and cons of each option, client priority to ensure project progresses, consistent feedback and communication to senior management relating to the program’s status, challenges encountered, and, as needed, levels of support. This includes a post implementation follow-up at 6- and 12-month milestone dates.

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 Qualifications (“RFQ”) must be in writing, to:

Suzanne Thomas
Procurement Officer
Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Email: Suzanne.thomas@alcosan.org

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. December 27, 2018.

An informational meeting will be held December 6, 2018 at 10:00 am in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications.

3.0 OBJECTIVE

ALCOSAN proposes to retain a highly qualified firm to provide the services described herein. 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 shall be referred to as the Consultant.

4.0 SCOPE OF SERVICES

ALCOSAN anticipates, at a minimum, the following tasks and services:

Project Name: Diversity Inclusion Program
No.: Project No. D2019
Existing Location: 3300 Preble Ave. Pittsburgh, PA.15233
Schedule: Program Delivery for 2019/2020

The project will address an organizational wide cultural initiative to Diversity and Inclusion as one of several key components of ALCOSAN'S mission. The consultant must demonstrate the expertise to conduct assessments, develop plans and provide support for implementation. The following are representative of the provision of service required:

- Readiness assessments
- Plan development

- Program implementation
- Demographic review
- Engagement methods
- Organization support roles
- Leadership skills identification
- Evaluation criteria to determine ongoing success
- Employee education and program sustainability
- Post-implementation follow-up at six and 12 months

The program to begin the first quarter of 2019 and conclude in 2020. The project schedule is subject to change. The official schedule will be included in the contract for professional services.

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:

- Firm’s history and experience in providing similar programs
- Evaluation of assigned personnel
- Familiarity with local area demographics
- Ability to relate to project requirements
- 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 Board of Directors for approval. Only information provided in this Submittal regarding this RFQ will count toward the firm’s score.

Request for Proposals: Shortlisted firms will be emailed a Request for Proposals (“RFP”). Following proposal submission, ALCOSAN’s Project Procurement Team will interview Proposers. The Project Procurement Team will evaluate Proposer’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 QUALIFICATIONS SUBMITTALS

Ten (10) hard copies of sealed Submittals and one (1) electronic copy (Compact Disc or Memory Stick – emails will not be accepted) are required. Submittals must be received by the ALCOSAN Contracts Department (Admin Annex - Room 105) no later than 2:00 PM

on January 4, 2019. Please allow time to be processed by security. If the documents are sent via courier, it is Consultant's responsibility to ensure the documents have been received on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
DIVERSITY INCLUSION PROGRAM
PROJECT D-2019**

Allegheny County Sanitary Authority
Office of Procurement
3300 Preble Avenue
Admin Annex, Room 105
Pittsburgh, PA 15233
Attention: Suzanne Thomas, Procurement Officer

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 or other appropriate electronic document format on a CD or memory stick. Emails 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/Address/Telephone Number/Email Address
- Description of the Project, identifying and highlighting the Proposer's involvement;
- Firm Name and Role
- Key Team 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 (Parts I and II).

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 fifteen (15) 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/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 Proposer 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 Supplier Diversity Business Policy Statement is available on the ALCOSAN website. 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/SDV participation rates on the Proposer's past projects. The Proposer should identify potential team

members, if any, proposed under this project and integrate the firms into the project.

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

- G. Potential Conflict of Interest (Tabbed Section 4):** Each Proposer shall submit in its Submittal a Certificate of Conflict of Interest (**See Appendix A**) and show appropriate information to support its belief that its business activities do not and will not create a conflict of interest situation. This information could include detailed descriptions of existing contractual relationships, corporate policy statements related to the conflict of interest issue, and certified statements by authorized corporate officials related to present and future courses of action. The Proposer should pay particular attention to affiliate activities.
- H. Non-Collusion Affidavit (Tabbed Section 5):** A copy of ALCOSAN's Non-Collusion Affidavit is attached hereto in **Appendix B**. Proposer must execute the Non-Collusion Affidavit and include it in its Submittal for the proposal to be considered responsive.
- I. Right to Know (Tabbed Section 6):** 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. If there is no information contained in the submittal that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal.