

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS  
for  
PROFESSIONAL SERVICES  
ASSESSMENT OF REGIONALIZED REGULATOR STRUCTURES  
CAPITAL PROJECT S498**

**February 2025**

**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 Assessment of Regionalized Regulators.

ALCOSAN’s Regionalization program is a pillar of the Clean Water Plan focused on realizing the benefits of economies of scale, system integration, improved water quality, and lower compliance costs. Regionalization involves the voluntary transfer of certain multi-municipal trunk sewers and associated facilities from municipalities to ALCOSAN. Included for transfer are regulator structures and their associated outfalls, located along and immediately adjacent to intermunicipal trunk sewers.

The Modified Consent Decree (CD) requires ALCOSAN to complete a capacity evaluation of newly transferred regulator structures within one year following the year of ownership transfer. Therefore, ALCOSAN desires to complete assessments of these structures of sufficient detail to fulfill these compliance requirements.

Information gathered during the assessment will be used to/by:

- ALCOSAN GIS to update Asset Management and GIS
- ALCOSAN Interceptor Systems to properly perform O&M activities
- ALCOSAN Wet Weather Programs to install flow monitoring equipment
- ALCOSAN's Program Director to complete regulator capacity assessments
- ALCOSAN’s Hydrologic and Hydraulic Analyst to update ALCOSAN’s models

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 directed, in writing via email, to:

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
Email: Procurement@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. (EST) seven (7) days prior to the submittal date.

An informational meeting will be held on-line via Microsoft Teams on March 3, 2025, at 10:00 a.m. (EST). All parties interested in attending the informational meeting shall send an email to the Procurement Officer no later than 12:00pm (EST) Friday, February 28, 2025. Please only register one person for each company; companies may forward the invitation to their teams upon receipt. Once the list is compiled, ALCOSAN will email the Microsoft Teams meeting invite by 4:00 p.m. (EST) the business day before the meeting. This meeting is not mandatory, but all interested parties are strongly encouraged to attend.

## 3.0 OBJECTIVE

ALCOSAN proposes to retain a highly qualified firm/team to provide the services described herein. Firms and teams with significant experience in projects with similar characteristics will be given prime consideration for this project in accordance with Section 5.0 of this RFQ. Those firms/teams 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

Project Name:	Assessment of Regionalized Regulator Structures
No.:	Project S498
Existing Location:	3300 Preble Avenue, Pittsburgh, PA 15233
Schedule:	2025 - 2027

ALCOSAN anticipates the following minimum tasks and services:

### **Task 1. Project Management**

The Consultant shall perform project management tasks through the duration of the contract. They will be responsible for coordination across their team, maintenance of project budget, and schedule. The Consultant will report directly to ALCOSAN's Manager of Regionalization. The Consultant may coordinate with the Manager of Wet Weather Programs, the Manager of Interceptor Systems, and other Clean Water Plan (CWP) Program teams, as required and directed. The following project management tasks shall be provided, at a minimum:

- a. Manage project
- b. Manage Team
- c. Maintain project schedule in compliance with ALCOSAN's consent decree
- d. Manage budget
- e. Schedule, attend, and prepare meeting minutes
- f. Invoicing and billing
- g. Coordination with ALCOSAN's CWP program participants

Deliverables: Project work plan, project schedule, project budget, meeting agenda and minutes, invoices.

### **Task 2. Field Data Collection**

This project requires a combination of field inspection and engineering services. Field services include acquiring detailed measurements of sewer conveyance system pipes and structures. There are approximately 80 regulator structures included in the project scope. Field inspection services will include CCTV of sewers connected to each regulator, manhole surveys, topographic surveys, and detailed measurements of each regulator structure and any components therein. The following general tasks are included in the project scope:

- a. Obtain detailed measurements of the regulator structures and any components therein using LIDAR, 3D scanning or other comparable methods.
- b. Identify components of the regulator such overflow control device, flow control, solids and floatable controls, outfall backflow preventer, and all other critical components of the structure.
- c. Perform a topographic survey of the regulator structures.
- d. Locate utilities within proximity to the regulator structures.
- e. Obtain GPS coordinates of structures.
- f. Provide a field sketch of the interior of the structure with detailed measurements.
- g. Provide daily field inspection reports.
- h. Complete NASSCO MACP Level 2 condition assessment at structures and manholes.
- i. Complete NASSCO PACP compliant inspection of sewers immediately connected to the regulator structures (2<sup>nd</sup> upstream MH). All cleaning needed to complete the inspection will be performed by ALCOSAN and will not be the responsibility of the selected Team.

Deliverables: A Condition Assessment and Summary Report to include field sketches, field map markups with connectivity changes, photos, regulator structure condition assessment and measurements.

Data in the report appendices may include LIDAR, 3D scans, or other comparable methods, GPS coordinates, and NASSCO compliant MACP and PACP submissions which include a database, photos, videos, and inspection reports.

### **Task 3. Engineering and Condition Assessment**

Field data obtained shall be used by the Consultant to create detailed drawings. The Consultant shall:

- a. Review all collected data, measurements of the regulator structures.
- b. Review all NASSCO PACP and MACP defect coding.
- c. Prepare drawing(s) for each regulator structure using ALCOSAN standard format. Create Drawings including a plan view with topography and utilities identified and create a profile view of the influent and outfalls sewers through the regulator structure, detail the rim of the structure as well as any weir elevations and other relevant elevations.
- d. Perform a condition assessment of the structure and prepare recommendations of needed repairs.
- e. Notify ALCOSAN of any immediate operation and maintenance needs.
- f. Notify ALCOSAN of any immediate capital improvements needed at the structure.
- g. The Consultant will not perform hydraulic modeling. However, the Consultant is expected to work with ALCOSAN's Hydrologic and Hydraulic Analyst to provide updates to model inputs at inspected regulator structures.

Deliverables: record drawings of each structure, condition assessment report, and updates to ALCOSAN's Regionalization regulator inventory Excel file.

### **Task 4. Modified Consent Decree Compliance**

The Consultant shall perform work in compliance with the Modified Consent Decree timelines. The timeline of deliverables shall accommodate the needs of other ALCOSAN departments and programs assigned tasks based on the submission of the inspection data.

- a. Complete assessment of the priority regulator structures by the end of 2025. This includes approximately 20 regulator structures.
- b. Complete assessment of the remaining regulator structures by the end of 2026. This includes approximately 60 regulator structures.

## Project Schedule

The following is an outline of the anticipated project schedule based on the information available at this time. The project schedule is subject to change. The official schedule will be included in the contract for professional services. Please note that the base period of this contract will be for two years with two two-year option periods.

Project Task	Item	Schedule
Task 1	Notice to Proceed	August 2025
Task 2	Field Data Collection	August 2025 – August 2026
Task 3	Engineering and Condition Assessment	October 2025 – October 2026
Task 4	Provide regulator assessment final deliverables	beginning December 2025

### 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 resources and ability to perform required tasks and services
- Team’s approach to obtaining detailed dimensions of sewer conveyance system structures including regulators and manholes
- Team’s experience performing CCTV of sewer conveyance systems
- Team’s experience performing topographic surveys
- Team’s demonstrated knowledge of sewer regulator structures and the ability to identify components of those structures
- Program Manager and Task Leads
- Evaluation of assigned personnel and their geographic location(s) – resumes and experience of key staff and subconsultants
- Familiarity with ALCOSAN and our municipal customer sewer systems
- References and team experience
- 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 firm's score.

**Request for Proposals:** Upon approval by ALCOSAN's Professional Services Committee, shortlisted firms will be emailed a Request for Proposal ("RFP").

All proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

## 6.0 QUALIFICATIONS SUBMITTALS

An electronic copy must be received by the Procurement Officer no later than 2:00 p.m. on March 19, 2025. It is Consultant's responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS  
ASSESSMENT OF REGIONALIZED REGULATOR STRUCTURES**

Capital Project S498  
Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
Email: [Procurement@alcosan.org](mailto:Procurement@alcosan.org)

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 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 or other appropriate electronic document format.

The Proposer will submit a completed Form SF 330 Part I. (Part II is not required.)

Each Submittal shall be organized in the following order:

- A. Letter of Commitment** Provide a cover letter and company profile introducing the team. This letter shall commit the firm to the terms of this RFQ and shall be signed by an authorized signatory of the company. This letter shall also count as an Executive Summary – 2 pages.
- 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 (direct 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 Personnel involved in the Project, including Subconsultants
- Year Completed
- Total Fees

**E. Team's Experience (Tabbed Section 2):** The Proposer shall attach an Organizational Chart (SF 330, Part I, Section D) of the proposed Team, not to exceed one (1) page. The organizational chart should have enough detail for ALCOSAN to understand roles and responsibilities of each person and company.

The Proposer may provide no more than five (5) 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. MBE/WBE/SDV Participation (Tabbed Section 3):** ALCOSAN encourages businesses owned and operated by minorities (MBE), women (WBE), and service-disabled veteran (SDVOSB) small business enterprises to submit Submittals or to participate as subconsultants or suppliers. The Proposer shall be required to utilize MBE/WBE/SDVOSB 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 SDVOSB participation goals are 3% of this same total value. 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/SDVOSB 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.

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):** 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. 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 \*\*\*\*\*