

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

REQUEST FOR QUALIFICATIONS

for

PROFESSIONAL SERVICES

Primary Sedimentation Tanks E-4 and E-5 Project (S-467)

May 24, 2023

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 Final Design Consulting Services for the **Primary Sedimentation Tanks E-4 and E-5 Project**. The Final Design Consultant (FDC) will advance the work performed by the Wet Weather Plant Expansion Program Manager.

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.**

ALCOSAN has secured the services of Arcadis as Program Manager of the overall Wet Weather Plant Expansion Program. The deliverable from the Program Manager was a Wet Weather Plant Expansion Program Basis of Design Report (BODR). The Primary Treatment chapter of the BODR is available upon request from the Procurement Officer. This information will be at the 20% design stage. The BODR has been submitted to the PA DEP to obtain the Part 2 WQM permit.

The construction of two additional Primary Sedimentation Tanks is necessary to increase the plant’s primary treatment peak capacity to 600 million gallons per day (MGD) during wet weather events, which will increase the total number of Primary Sedimentation Tanks from nine to eleven. The dimensions of the two new tanks will match the dimensions of the most recently constructed tank, which is W-4. The FDC will be responsible for designing the new tanks and operationally integrating them with the existing tanks to achieve 600 MGD of primary treatment. This design and integration will include the tanks’ accessory structures such as their respective primary sludge pump station, influent/effluent superstructure expansion, scum building superstructure expansion, and tank covers. Like the tanks, these accessory structures will be expansions of existing systems. The FDC will also be responsible for design and integration of primary tank accessories associated with the new tanks, including, but not limited to, chain and flight mechanisms, cross collectors, scum collection systems, and primary odor control system expansion.

The FDC will also be responsible for preparing the Contract Documents for demolition of the existing Laboratory and Industrial Waste buildings, which currently stand where the two new Primary Sedimentation Tanks will be constructed. ALCOSAN currently anticipates that this demolition work will be a part of the Primary Sedimentation Tanks E-4 and E-5 construction contract (and not a standalone separate demolition contract).

2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS

All communications, including questions and requests for clarification regarding this Request for Qualifications (“RFQ”) must be directed, in writing, to:

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

Proposers should not contact other ALCOSAN employees regarding this procurement.

Responses to all 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 seven (7) days before the submittal date.

An informational meeting will be held on June 7, 2023, at 1:00 p.m. in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233. All parties interested in attending the informational meeting shall send an email to Suzanne Thomas no later than June 6, 2023, at 4:00 p.m. This meeting is not mandatory, but all interested parties are strongly encouraged to attend. For those interested, a site visit will follow the meeting; **appropriate PPE is required.** With the plant construction, parking is limited. Please carpool, park in the prison parking lot, and walk to the plant.

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

Project Name:	Primary Sedimentation Tanks E-4 and E-5
No.:	Project S-467
Existing Location:	3300 Preble Avenue, Pittsburgh, PA 15233
Schedule:	December 2023 – May 2029

The overall scope of work for the Primary Sedimentation Tanks E-4 and E-5 Project includes, but is not limited to, the consultant services, expertise, and responsibilities noted here:

- Design of two additional Primary Sedimentation Tanks which are 280’ long, 70’ wide and 15’ deep. Like existing tanks, the new Primary Tanks will have a PVC lined concrete cover.

- Reconfiguration of the E-2 Primary Sludge Pump Station to accept two additional sludge pumps to serve the new Primary Tanks. This work must be sequenced to keep E-2 online while the pumps are added.
- Design of extension of the existing East Mechanism Drive, East Skimmer Drive and East Effluent Weir superstructures. Associated equipment (collector drives, chain & flight drives, v-notch weirs) is to match existing tanks.
- Design of extension of the existing East Primary Influent channel to provide flow to the new Primary Tanks. This will include the extension of Coarse Bubble Diffusers that supply air.
- Design of extension of the existing East Primary Effluent channel to receive flow from the new Primary Tanks. This will include the extension of Coarse Bubble Diffusers that supply air.
- Design of expansion of the Primary Odor Control System to add foul air treatment capacity for the new Primary Tanks.
- Engage with Original Equipment Manufacturers (OEMs) for design input on chain/flights, collector drive mechanisms, odor control equipment and any other item that will be integrated alongside existing equipment.
- Provide power for the Primary Tanks from the existing East Primary Sludge Pumping Station Electrical Building.
- Create a startup and commissioning plan to validate the performance of the new Sedimentation Tanks.
- Design necessary electrical, HVAC, plumbing, and fire protection systems.
- Using the Plant Expansion Program plant-wide hydraulic model as a starting point, perform hydraulic modeling through the ALCOSAN primary tanks to ensure that the design of this project will achieve the expansion goals in line with the rest of the plant expansion.
- Develop a Demolition Plan for existing structures in the Primary Tanks' footprint, including ALCOSAN's Laboratory and Industrial Waste buildings and their foundations.
- Assemble a Geotechnical Data Report (GDR) for excavation of the Sedimentation Tanks and their foundations.
- Design excavation support and dewatering systems to support the construction of the Sedimentation Tanks.
- Miscellaneous sitework, including minor demolition and neighboring structure support/integrity verification.
- Relocate utilities that will be interrupted by the Primary Sedimentation Tank Construction.
- Assess whether to continue using steam to heat the Administration Building and Administration Annex, whose steam lines will be disrupted by the construction of Primary Sedimentation Tanks E-4 and E-5, or to replace with natural gas heat. If steam heat is to be retained, create a temporary heating plan for these buildings while steam is offline during construction.
- Develop a detailed Maintenance of Plant Operations (MOPO) plan to ensure continual

operation of ALCOSAN's plant during construction activities. This will include provisions for keeping utilities online, traffic control, and sequencing of work/planned shutdowns to ensure wastewater treatment continues uninterrupted for the duration of construction.

- Identify and mitigate risk factors in both the design and construction processes.
- Obtain necessary project & building permits. Important to note: for Pittsburgh zoning, the Primary Tanks are located in the GI-RIV zone, which has specific requirements that will need to be followed.
- Complete investigation of soil and lead/asbestos risks, as necessary.
- Complete all necessary 3D CADD modeling and design per ALCOSAN's CADD Standards.
- All aspects of design shall follow typical good engineering practices and applicable standards.
- Maintain continuous communication with ALCOSAN personnel regarding progress, milestones, and cost considerations.
- Work closely with the Program Manager and Construction Manager through completion of the project.
- Coordinate with a multitude of other ongoing plant projects.

Design Phase:

- Prepare biddable plans and specifications in accordance with Pennsylvania Municipal Authority procurement codes and regulations.
- Coordinate any new configuration of the plant DCS system, related control strategies, plant preferences and protocols. Assemble functional descriptions for the new and existing equipment as it is affected by the new operating philosophy.
- Prepare and submit intermediate design products at the 30%, 60% and 90+% stages of completion.
- Participate in the Value Engineering process
- Prepare and submit cost estimates, equipment specifications, and construction schedules. Cost estimates shall be provided at 30%, 60%, 90%, and 100% milestones.
- Provide progress updates and reviews in collaboration with ALCOSAN representatives
- Other probable related services that may be required include design reviews, site investigation, field survey, geotechnical subsurface borings, material testing, structural analysis and design, modeling, review, and analysis of existing as-built information and building code requirements.

Bidding Phase:

- Attend the pre-bid meeting
- Respond to bidder questions and offer corresponding specification data
- 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 and provide supporting technical data as needed
- Perform site visits to monitor the quality of the work
- Assist in the response to Requests for Information
- Assist in the preparation of change orders
- Assist in the start-up & training
- Prepare Termination Wiring Diagrams based on accepted, installed equipment
- Assemble Record Drawings

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

Anticipated Procurement Schedule:

Task	Date
Request for Qualifications Issued	May 24, 2023
Informational Meeting	June 7, 2023
Qualifications Due	June 23, 2023
RFP Issued*	July 17, 2023
Technical/Cost Proposals Due*	September 15, 2023
Interviews*	Week of October 2, 2023
Contracts Award*	October 2023
Negotiate, Award Fee*	November 2023
Notice to Proceed*	December 1, 2023

* Tentative Dates

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 resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Ability to meet schedule and project budget
- Familiarity with local area facilities and authorities having jurisdiction
- Local office within Allegheny County
- 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 three (3) to four (4) 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: Shortlisted firms will be emailed a Request for Proposal ("RFP"). Following proposal submission, Proposers will be interviewed by ALCOSAN's Project Procurement Team. 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

Eight (8) hard copies of sealed Submittals and one (1) electronic copy (Flash Drive) are required. Submittals sent via email will not be accepted. Submittals must be received by the ALCOSAN Contracts Department (Admin Annex - Room 106) no later than 2:00 p.m. on June 23, 2023. 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 arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
Primary Sedimentation Tank E-4 and E-5 Project**
Project S-467
Allegheny County Sanitary Authority
Office of Procurement
3300 Preble Avenue
Admin Annex, Room 106
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. Electronic copies shall be submitted as a PDF document or other appropriate electronic document format on Flash Drive. Emails will not be accepted. Proposers are encouraged to submit on double-sided paper; each side shall count as one page.

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. Cover letter shall not exceed two (2) pages. This shall also serve as the Executive Summary.
- 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. Firm's Experience/References (Tabbed Section 1):** The Proposer shall select five (5) similar projects using SF 330, Part I, Section F (See <https://www.alcosan.org/work-with-us/standard-forms>) to highlight, as best representing the Team's project experience. For each project, the Proposer shall prepare a one (1) 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
 - Project Description, identifying & 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 SF 330, Part I, Section A-E and G. SF 330, Part II is not required under this procurement.

The Proposer shall attach an 11x17 Organizational Chart 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 eight (8) resumes of key personnel for SF 330 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. Proposers are encouraged to submit resumes of staff providing actual technical work.

The Proposer shall provide a matrix of the Projects identified in Section 1 and the team members, including subconsultants, participation on each project (SF 330 Part I, Section G).

- 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 a minimum 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. The companies must have a certification from a third party. With the VA turning over certification to the Small Business Administration (SBA), ALCOSAN will accept outdated VA certifications or new SBA certifications.

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 Team member (Prime and Sub) shall submit a Certificate of Conflict of Interest (See <https://www.alcosan.org/work-with-us/standard-forms>) 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. Right to Know (Tabbed Section 5):** 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.

*** End of RFQ ***