

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS**

**for**

**PROFESSIONAL SERVICES**

**SPRING GARDEN GRIT MANAGEMENT PROJECT**

**CAPITAL PROJECT S-480**

**September 28, 2022**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Engineering firms interested in performing a Design for a grit management facility along Spring Garden Road in Reserve Township and the City of Pittsburgh. A former natural stream once flowed from the present-day Reserve Township, through the City of Pittsburgh, and connected to the Allegheny River. This direct stream inflow (DSI) was buried via pipe conveyance and redirected into the City of Pittsburgh’s combined sewers. There is a significant opportunity in this area to manage stream flow, prevent grit corrosion of the sewer infrastructure, and reduce combined sewer overflow.

As ALCOSAN implements the Clean Water Plan, there remains a need to address streams entering the regional collection systems. These streams transport debris into the regional collection system and ALCOSAN interceptors, consume valuable flow capacity in those sewers, and contribute greatly to overflow volumes at combined sewer overflow structures. It has been ALCOSAN’s goal to mitigate the influence of these stream inflows wherever, and as cost-effectively, as possible. ALCOSAN therefore desires to obtain the services of a highly qualified design consultant to advance detention alternatives considered by PWSA to manage the Spring Garden Stream Inflow.

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.

An informational meeting will be held at 2:00 p.m. (EST), October 6, 2022, at the ALCOSAN Operations and Maintenance Building, Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of the Request for Qualifications. All parties interested in attending the informational meeting shall send an email to Suzanne Thomas. This meeting is not mandatory, but all interested parties are strongly encouraged to attend.

This Submittal is due no later than 2:00 p.m. (EST) on October 28, 2022.

## **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  
Email: [suzanne.thomas@alcosan.org](mailto:suzanne.thomas@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.

## **3.0 OBJECTIVE**

ALCOSAN proposes to retain a highly qualified professional firm to provide the services described herein. Firms and team members with significant experience in planning and executing 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 firm shall be referred to as the "Spring Garden Consultant".

## **4.0 SCOPE OF SERVICES**

Project Name:	Spring Garden Grit Management Project
No.:	Capital Project No. S480
Existing Location:	City of Pittsburgh
Schedule:	January 2023 – March 2024

The Scope of Services shall include the design, analysis, and implementation of grit chamber in the Spring Garden watershed near the intersection of Spring Garden Avenue and Wilson Road where the current DSI enters the combined sewer system prior to entering the deep tunnel at POC A-60, the criteria for design include:

- Review existing flow monitoring data and develop a monitoring plan to sufficiently understand the characteristics and quantity of flow entering the grit chamber
- Develop a grit and sediment sampling plan in coordination with ALCOSAN's preliminary planner for the grit chamber design to properly size for stream bed material capture
- Develop a routing plan for stream flow and storm water flows through the grit chamber that makes use of gravity flow and avoids the use of pumping;

- Prepare all documentation to obtain all regulatory approvals and permits necessary to build and operate the facilities designed under the project;
- Generate legally defensible descriptions, metes and bounds, for temporary and permanent easements and exhibits for the project;
- Identify early in the design process all utility involvements and conflicts and provide alternatives to mitigate for impacts.
- Develop a construction approach that will minimize impacts, including traffic control and phasing, to the local municipalities;
- Provide a complete package, including stamped engineered plans and specifications that can be bid competitively and will result in a minimum number of changes during construction and start-up;
- Develop an operations and maintenance manual for all constructed facilities of the project;
- Complete project on schedule and within budget;
- The Final Design Consultant should consider alternatives that may be advantageous to the project or ALCOSAN;

The grit chamber is being utilized to alleviate the stream flows and discharge into the interceptor without attenuation. A full separation has been deemed unaffordable and building of a grit chamber has been chosen as the preferred alternative.

## 5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Spring Garden 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 evaluate all Submittals. The Procurement Project Team will evaluate Submittals based upon the following list of criteria:

- Team's history and resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Local office within Allegheny County
- Related previous team relationships
- Evaluation of Subconsultants
- References
- MBE/WBE/SDV Participation

Based upon the evaluations of the Submittals, the Procurement Project Team 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:** Shortlisted firms will be provided a Request for Proposals (“RFP”), by email. Following proposal submission, Teams will be interviewed by ALCOSAN’s Project Procurement Team. The Project Procurement Team members will consider each Team’s performance in the interview when scoring the proposals. Proposers are encouraged to bring Key Project Staff to the interviews.

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

## **6.0 QUALIFICATION SUBMITTALS**

Eight (8) hard copies of sealed Submittals and one (1) electronic copy, on a flash drive, are required. Submittals must be received at the ALCOSAN Contracts Department no later than 2:00 (EST) on October 28, 2022. Hand carried submittals should 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 by ALCOSAN on time.

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; each side shall count as one page. Do not include any cost information in the Submittal. Standard Form SF 330 Part I may be used in part in response to the RFQ. Electronic copies shall be submitted as a PDF document.

The Qualifications Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for:**

**Spring Garden Grit Management Project**

**Capital Project Number S-480**

Allegheny County Sanitary Authority

3300 Preble Avenue

Admin Annex Bldg., Room 106

Pittsburgh, PA 15233-1092

Attention: Suzanne Thomas, Procurement Officer

To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals. 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.

Each 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 the RFQ and shall be signed by a person authorized to bind the company. This document shall not exceed two (2) pages.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of Proposer, point of contact name and contact information (telephone and email) and the submittal date.
- C. Table of Contents**
- D. Firm's Experience / Past Performance / References (Tabbed Section 1):** Proposer shall select up to five (5) similar projects to highlight as best representing the Proposer's project experience. For each project, Proposer shall prepare a 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

ALCOSAN may use these projects as references for the Firm as part of the past performance review so Proposers should notify the client(s) that they may be contacted.

- E. Team's Experience (Tabbed Section 2):** The Proposer will submit a completed Form SF 330 Part I. Part II is not required under this procurement. The Firm will submit a listing and composition of local staff and potential proposed subconsultants.

The Proposer shall attach an Organizational Chart (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 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 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 SDVOSB 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.

MBE/WBE/SDV firms shall present their certification on this submittal. ALCOSAN does not accept self-certification, including a certification from another agency that accepts self-certification. All SDVOSB firms must be certified by the Veterans Administration (VA) as a service-disabled veteran-owned small business.

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/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.

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