

REQUEST FOR PROPOSAL



Allegheny County Sanitary Authority (ALCOSAN)

REQUEST FOR PROPOSALS

for

PROFESSIONAL SERVICES UNDERGROUND UTILITY LOCATING SERVICES

Proposal Due Date – January 6, 2021

ALCOSAN
3300 Preble Avenue
Pittsburgh, PA 15233-1092

December 9, 2020

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* All other forms mentioned in this RFP are located on the ALCOSAN website
<https://www.alcosan.org/work-with-us/standard-forms>

1. INTRODUCTION

The Allegheny County Sewer Authority (ALCOSAN) is seeking proposals, through this Request for Proposal (RFP), from qualified utility locating companies to provide underground utility locating services for our sewer infrastructure and provide expertise when and where required. This RFP is not for a specific project or location, but for the servicing of ongoing daily requests received from the PA One Call system, as required by Pennsylvania Act 50 of 2017, the “Underground Utility Line Protection Act”.

The purpose of this RFP is to define the duties and responsibilities of the Consultant, to specify the requirements for proposal submission, and to delineate the selection procedure. Various supporting and informational documents are attached to this RFP under Appendices. Any future addenda related to this RFP will be posted on the ALCOSAN website.

An Informational Meeting will be held via Microsoft Teams on December 16, 2020, at **2:00 pm**. All interested parties must register to attend. Registration requests should be emailed to Ms. Suzanne Thomas @suzanne.thomas@alcosan.org before the meeting date.

For purposes of this RFP, firms that participate in this RFP 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 “Consultant”.

2. PROJECT BACKGROUND

The purpose of the contract will be to provide professional utility locating services to ALCOSAN and provide expertise when and where needed. This RFP is not for a specific project, but for the service of ongoing daily requests received from the PA One Call system, as required by Pennsylvania Act 50 of 2017, the “Underground Utility Line Protection Act”. This legislation was created in order to protect the public health and safety by preventing excavation or demolition work from damaging underground utility lines. Any person or entity that is performing excavation or demolition within the Commonwealth of Pennsylvania is required to notify the PA One Call system. Utility owners are notified of the requests and required to perform their duties as outlined in PA Act 50 of 2017, to include locating and marking the location of sewer utilities at the requested location.

3. PROJECT REQUIREMENTS

ALCOSAN will only consider proposals from Respondents that have at least five (5) years of experience providing utility locating services to other clients on a similar scale and capacity. Respondents must demonstrate that they are familiar with the requirements under the PA Act 50 of 2017 and have provided utility locating services as the prime contractor in an urban environment for a municipal or private utility company.

3.1. LOCAL OFFICE

ALCOSAN may require the Consultant selected for this Project have an office located within Allegheny County, PA. Incidental consulting by Consultant staff in other offices will be permitted.

3.2. PROJECT SCHEDULE

Contractor is expected to handle standard and emergency mark requests on an ongoing daily basis throughout the term of the contract. Each request for a standard locating mark must be completed within 48 hours of its receipt by the Contractor or within 3 days of the locate request. The Contractor will also be responsible for emergency locating services. The Contractor shall respond to an emergency notice as soon as possible but no later than four hours from the notification, 24 hours 7 days a week.

This contract will have a 2-year base period with a one-year option year to be executed as appropriate for a total contract period of performance not to exceed three (3) years.

3.3. MBE/WBE/SDV PARTICIPATION

A condition in awarding this contract is that the Consultant shall strive to expend from ten to twenty-five percent (10-25%) of the total agreed price of the Consultant's services throughout the life of the contract for MBE and WBE participation and 3% SDVOSB participation. The Proposer must complete the "Certificate of Minority and Women's Business Enterprise Participation" (See Appendices) and include it in the Cost and Technical Proposal. In addition, the Consultant must show evidence of commitment to the MBE/WBE/SDVOSB Participation through, but not limited to, the following:

1. Letter(s) of commitment from MBE/WBE/SDVOSB on company letterhead and signed by an authorized signatory.
2. Copies of the MBE/WBE/SDVOSB third party socioeconomic certifications. ALCOSAN does not accept self-certification. SDVOSB must be certified by the Veterans Administration (VA)
3. Resumes of key MBE/WBE/SDVOSB staff.
4. Other information as necessary, detailing the MBE/WBE/SDVOSB participation in the proposal preparation process and integration into the team.

These items shall be submitted in the Technical Proposal, either as an attachment or integrated into the proposal.

ALCOSAN's policy is as follows:

Minority and Women's Business Enterprise, and Service-Disabled Veteran-Owned Small Business Policy

It is the policy of the Allegheny County Sanitary Authority to award a fair share of contracts to minority and women's businesses. This policy supports the "Policy for Increased Use of Minority Consultants and Construction Contractors" published in the December 26, 1978 issue of the Federal Register and Title 40, Part 33.240 of the Code of Federal Regulations concerning "Minority, Women's, and Labor Surplus Area Businesses."

In addition, the Veterans Benefit Act of 2003 (15 U.S.C. 657f) created the procurement program for small business concerns owned and controlled by service-disabled veterans (commonly referred to as the "Service-Disabled Veteran-owned Small Business (SDVOSB) Procurement Program"). The purpose of the Service-Disabled Veteran-Owned Small Business Program is to provide federal contracting assistance to service-disabled veteran-owned small business concerns. It is the policy of ALCOSAN to award a fair share of contracts to Service-Disabled Veteran-owned Small Businesses. To be considered an SDVOSB, the company must be certified by the VA.

The Authority's goal is that 10-25 percent of all service authorizations be awarded to Minority or Women's small business enterprises. ALCOSAN has made a goal of 3 percent of all service authorizations be awarded to Service-Disabled Veteran-owned Small Businesses. ALCOSAN will make every effort to meet that goal and encourage that goal among consultants.

3.4. RIGHT TO KNOW

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.

4. SCOPE OF WORK

4.1. PURPOSE

The purpose of this contract is to provide professional utility locating services to ALCOSAN and provide expertise when and where needed. ALCOSAN requires at least the services listed below, including the specific tasks and work activities described.

- Contractor will be required to provide sufficient qualified staff, vehicles, paint, flagging, and all other locating equipment to fulfill the duties outlined in this RFP in a timely manner.
- For each locate request received, locate ALCOSAN's relevant facilities as required by Pennsylvania Act 50, the "Underground Utility Line Protection Act."

- Safely manage ALCOSAN's location maps and records. This information shall not be disclosed to or made available to persons not approved by the Authority. Additionally, the Contractor shall utilize all information transmitted by ALCOSAN solely for the purpose of performing locates on behalf of ALCOSAN.
- Provide notification to the excavator of the presence of any identifiable, but unlocatable facilities and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy.
- Submit a photograph of the work performed including all markings for all work performed on each ticket that includes Utility Field Locate work. Each photo will be labeled with the ticket number and date.
- Provide a daily report of the day's activities (see Appendix A for an example). This daily report lists the location of all completed markings and relevant data.
- Maintain records of all requests for a period of three (3) years from the date of receipt.

ALCOSAN receives approximately 250 - 350 PA One Call requests per month, with an average of 5 emergency/off-hour requests.

4.2. SCOPE OF WORK

A. Technology Capabilities

Contractor will be responsible for having and using the appropriate technology capabilities and resources in performing the work including pipe locators, magnetic locators, tape measures, GPS and survey equipment. ALCOSAN will provide the Contractor with access to ALCOSAN's GIS records.

B. Project Area Overview

ALCOSAN maintains approximately 90 miles of interceptor sewers that convey wastewater from municipal sewer systems to ALCOSAN's wastewater treatment plant. The service area extends over 310 square miles and provides wastewater treatment to 83 municipalities, including the City of Pittsburgh. Mapping of the service area can be viewed on the ALCOSAN website. <https://www.alcosan.org/about-us/service-area-facilities>

The current ALCOSAN interceptor system encompasses 90 miles of assets mostly following the rivers and streams. Over the next several years ALCOSAN may be taking ownership of some the largest municipal sewers in the service area through a process known as regionalization. Ultimately ALCOSAN may own an additional 200 miles of sewers. Any sewers that are regionalized would be added to the GIS mapping by ALCOSAN personnel.

C. Progress Reports

Contractor to provide a daily report of each day's activities (see Appendix A for an example). This daily report lists the location of all completed markings and relevant data.

D. Available Information

Applicant must be familiar with the following:

- Pennsylvania Act 50 of 2017
- PA One Call (www.pa1call.org)
- Common Ground Alliance Best Practices Guide (<http://commongroundalliance.com/programs/best-practices>)
- ANSI Standard Z535.1 Safety Color Codes

E. Definitions

For purposes of this RFP, the following terminology is defined.

Regular Hours refers to 7:00 a.m. to 4:00 p.m.; Monday through Friday; requires customer pre-approval

Field Locate - Describes locating units that meet the following criteria:

- Each transmission that is received from the One-Call Center requiring a site visit during normal service hours with a minimum of 48-hour notice for up to 400 linear feet per utility located and marked.
- Additional field locates (extended locates) require locating and marking beyond the 400 linear feet. One (1) field locate unit will be earned per utility for each 400 linear feet for which underground facilities are located and marked.

Field Screen - Describes a locating unit that requires a site visit to determine that there are no underground facilities. One (1) field screen unit will be earned per ticket for the following transmissions that require a site visit in an underground area:

- Insufficient information or ticket error determined on-site.
- No show (without prior notice) from excavator.
- Excavation completed (insufficient notification by excavator).

One (1) field screen unit will be earned for each utility that require site visits in an underground area requiring no physical or electronic locating to determine no conflict.

Office Screen - Describes a locating unit that meets the following criteria:

- Each transmission that is received from the One-Call Center that requires off-site or in-house analysis, research, phone calls to excavators, documentation

of status, communication to technicians, but does not require a site visit to determine conflict.

- Office screens include cancellations, no marks required (out of area) and updating or correcting ticket information.

5. PROPOSAL CONTENT AND FORMAT

5.1. PURPOSE

Proposers shall submit one electronic copy (memory stick) of their Proposal. Each Part and Section (as set forth below) shall be separated by tabbed dividers or other appropriate materials. Elaborate covers, binding, dividers, and the like are not required. Electronic copies shall be submitted in PDF or other appropriate electronic format on a memory stick. Emails will be accepted. The Technical proposal shall not exceed twenty (20) pages, excluding resumes, attachments and tabbed dividers.

Each Proposal shall consist of the following items, and shall be organized in the following order:

- A. Outside Cover and/or First Page:** Shall contain the name of the RFP, the name of the Proposer, a point of contact, contact information (email address and phone number) and the submittal date.
- B. Table of Contents**
- C. Cover Letter:** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFP and shall be signed by a person authorized to bind the company.
- D. Technical Proposal:** The requirements of the Technical Proposal and Cost Proposal are set forth below in additional detail.
- E. Cost Proposal:** The requirements of the Technical Proposal and Cost Proposal are set forth below in additional detail.

5.2. TECHNICAL PROPOSAL

The Technical Proposal shall consist of multiple sections. Each section shall be separated and utilize the headings set forth below. Proposers should limit their Technical Proposals to twenty (20) typewritten pages. The page limitation does not apply to the Cost Proposal or any forms or attachments the Proposer is required to complete.

- A. Project Understanding:** Proposers shall demonstrate the Proposer's understanding of the Project Requirements.
- B. Project Approach and Scope of Services:** Proposers shall provide a detailed description of their understanding of the scope of the work. This section should include a description of all work products, methodologies and techniques applicable to the Project.

- C. Project Management:** Proposers shall describe the project management approach including items such as technical coordination among activities, staff, contractors, and ALCOSAN; progress meetings and reporting; budget and schedule monitoring and control; and internal and external quality control.

Proposers shall provide an organizational chart showing the proposed Team structure for the Project including firm name, individual name, and project assignment. The chart should show clearly the chain of command and provide enough detail for ALCOSAN to understand roles and responsibilities of the Team members.

Resumes, not exceeding 2 pages (one sheet of paper, double sided printing), of all key Project personnel shall be included in an appendix. Resumes of key staff may be presented in an SF 330 format. Personnel's familiarity with any and all Project requirements should be highlighted. The resumes should be project based and not a chronological listing of employment.

- D. Classification of Personnel in Direct Salary:** Proposer shall use the same labor categories. These labor categories should reflect the company's corporate categories; however, there should also be sufficient information to understand the employee's role in the Proposal. If the categories are unclear as to project role, the Proposer shall clearly identify the roles (in both the technical and cost proposals) for the individuals.
- E. Experience and Qualifications:** Provide a description showing the team's experience in projects similar in size, scope, and technical complexity to this Project. These should be presented as case histories of each project. Include a reference list (including address and phone number) of at least five former and/or current clients who benefited from your work on a project of this type. These firms may be used as references for the Team.
- F. Subconsultants:** Include a list and description of tasks, qualifications, and detailed responsibilities of any Subconsultants that may be utilized, including your firm's previous experience with the Subconsultants. "Subconsultants" means firms or individuals outside of the proposing consultant business entity that may be contracted with by the Proposer on this Project. Any proposed outside technical experts should also be listed in this section.
- G. Potential Conflict of Interest:** The Consultant is required to immediately notify ALCOSAN of potential conflict of interest situations, with ALCOSAN reserving the right of termination of the "Agreement for Professional Services" and any related service authorization if, in ALCOSAN's view, a conflict of interest is possible. Each team member shall submit in the Technical Proposal a Certificate of Conflict of Interest (See Appendices) 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:** ALCOSAN’s Non-Collusion Affidavit is attached hereto on the ALCOSAN website (See Appendices). Each team member must execute the Non-Collusion Affidavit and include it in the Technical Proposal for the proposal to be considered responsive.

5.3. COST PROPOSAL AND CONTRACT ACCEPTANCE

The Cost Proposals shall be submitted as a section of the Technical Proposal. The Cost Proposal shall include the following and be presented using the appropriate sections:

- A. Summary Cost Sheet:** Submit a detailed cost proposal and schedule of costs for the work to be performed. Proposer shall structure their cost proposal to bill by until cost (per locate request). Cost proposals include the specific rates of compensation shown in the Unit Cost Schedule and clearly depict all direct and indirect costs.

Unit Cost Schedule

Item	Unit	Cost
Utility Field Locate	Per Unit	\$
Utility Field Screen	Per Unit	\$
Utility Office Screen	Per Unit	\$
Call Out / Emergency Response*	Per Hour	\$
Investigation and Testimonial Support	Per Hour	\$

**Call Out refers to all ticket responses performed outside of regular hours, including weekends and holidays*

- B. Assumptions:** On a separate sheet, present a list of assumptions made while developing the Cost Proposal
- C.** A copy of the ALCOSAN "Agreement for Professional Services" is provided on the ALCOSAN website. The Proposer should provide a statement in the Proposal that, if awarded the contract, it will execute a professional service contract substantially in the form of ALCOSAN's "Agreement for Professional Services." Attention is called to the requirements for insurance set forth in the standard agreement and their applicability to Subconsultants. Exceptions to the terms of the Agreement or other special contract conditions that are not listed in the Proposal by the Proposer will not be considered by ALCOSAN. If the proposer currently has an agreement signed within the past two (2) years, the Proposal may recommend using those terms and conditions.

6. EVALUATION AND SELECTION PROCESS

6.1. PROJECT PROCUREMENT TEAM

The evaluation of Proposals will be undertaken on behalf of ALCOSAN by the Project Procurement Team. The objective of the Project Procurement Team is to provide its

recommendation of the best qualified firm to the ALCOSAN’s Board of Directors utilizing a transparent, uniform and objective selection process.

6.2. EVALUATION OF PROPOSALS AND SELECTION CRITERIA

All Proposals will be individually evaluated and scored by each Project Procurement Team member. The following criteria will be used in evaluating the Consultants’ Proposals:

Criteria	Points
Length and range of experience in underground utilities	15
Familiarity with underground utilities in ALCOSAN Service Area	10
References (particularly municipal agencies) and relevant work performed for those references	10
Experience and availability of technologies for locating utilities	15
Demonstrated competence in reading maps and locating utilities	20
Demonstrated understanding of work to be done	10
Cost Proposal	20
Total	100

Based upon the scoring results, the Project Procurement Team will make a recommendation to the Professional Services Committee. The Professional Services Committee shall review this recommendation and present it to the Board of Directors for approval. The Board of Directors may then authorize ALCOSAN to begin negotiations with the top ranked firm to develop a final and contractually agreed-upon scope of services and a corresponding price for the services to be performed. If ALCOSAN cannot reach an agreement with the highest ranked firm, ALCOSAN may initiate negotiations with the next highest ranked firm.

Once an agreement is reached, the contract will be awarded, and all Proposers will be notified of the selection process results.

6.3. SCHEDULE OF RFP EVENTS

The following is an estimate of the procurement schedule:

Release Request for Proposal	December 9, 2020
Informational Meeting	December 16, 2020
Last Day to Submit Questions	December 30, 2020
Proposal Submission	January 6, 2021
Consultant Selection (<i>tentative</i>)	January 28, 2021
Notice to Proceed (<i>tentative</i>)	February 2021

7. SUBMISSION OF PROPOSALS

Proposals for providing these services must be received by ALCOSAN no later than 2:00 p.m. on Wednesday, January 6, 2021. One electronic submission (memory stick) will be accepted either by delivery or via email to suzanne.thomas@alcosan.org.

It is the Proposer's responsibility to verify that the proposal has been received by the ALCOSAN Procurement Officer within the time requirement. If the package is being hand delivered, please allow time to process through security. Late and/or noncompliant Proposals will not be accepted for any reason. A noncompliant proposal is one which fails to adhere to the requirements of the RFP.

Proposals are to be delivered to the following address:

Request for Proposal for Underground Utility Locating Services
Allegheny County Sanitary Authority
Attention: Suzanne Thomas, Procurement Officer
Suzanne.thomas@alcosan.org

All inquiries related to this RFP must be presented at the informational meeting or in writing, to Ms. Thomas.

ALCOSAN reserves the right not to respond to inquiries made within seven (7) days of the Proposal deadline. Responses to all inquiries will be emailed to all proposers. If ALCOSAN determines that an amendment is required to this RFP, ALCOSAN will send via email, a written addendum and upon sending, it will be deemed to form part of this RFP.

* * * END OF RFP * * *