

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR PROPOSAL
for
PROFESSIONAL APPRAISAL SERVICES**

March 1, 2023

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“the Authority”) is soliciting Letters of Interest and Statements of Qualification (collectively, “Submittals”) from firms interested in qualifying to provide professional appraisal services for a wastewater treatment plant and certain facilities outside the plant. In addition to the main wastewater treatment plant, ALCOSAN maintains six (6) pump stations outside the plant that send the wastewater to the main plant for treatment. These pump stations are included in this appraisal.

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 the Authority.

ALCOSAN maintains approximately 90 miles of interceptor sewers that convey wastewater from municipal sewer systems to ALCOSAN’s 59-acre treatment plant on Pittsburgh’s North Side. The service area extends over 310 square miles and provides wastewater treatment to 83 municipalities, including the city of Pittsburgh.

Please view our website for more details and service maps at www.alcosan.org

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: Suzanne.thomas@alcosan.org

Proposers should not contact other ALCOSAN employees regarding this procurement. Responses to all general questions and requests for clarification will be posted on ALCOSAN’s website. The Authority will provide, in writing, any clarifications, changes and/or other information deemed to be necessary as addenda to this RFQ. The Authority cannot guarantee responses to any questions received seven (7) days prior to submittal.

3.0 OBJECTIVE

The Authority proposes to retain a highly qualified firm to provide the services described herein. Firms and team members with significant experience in cost appraisals for insurance/financial purposes 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: Wastewater Treatment Plant Appraisal
Existing Locations: 3300 Preble Avenue, Pittsburgh, PA 15233
3126 Preble Avenue, Pittsburgh, PA 15233
3101 Preble Avenue, Pittsburgh, PA 15233
Squaw Run - 1306 Old Freeport Road, Pittsburgh, PA 15238
Montrose - 2 River Road, Pittsburgh, PA 15238
Verona - 128 Arch Street, Verona, PA 15147
Corliss - 2430 W Corliss Street, Pittsburgh, PA 15220
Sandy Creek - 5 Sandy Creek, Verona, PA 15147
Ella Street - 947 Ella Street, McKees Rocks, PA 15136
To include the 90 miles of interceptor lines.

The Authority is looking to have a detailed appraisal of all water treatment assets including, but not limited to, buildings and equipment throughout the plant and interceptor system, including the 11 access shafts, additional property such as Doerr Street and the sewer regulator structures. This appraisal shall be used to determine the total cost of all the Authority’s physical assets for both financial and future insurance purposes. The appraisal will include a breakdown by building asset and equipment throughout the plant. It shall include total replacement cost in the event of a catastrophic incident. ALCOSAN will also require a cost for the replacement of any structure. This appraisal will be used for future financial/insurance purposes. In addition to the appraisal, the Authority shall require an annual report revised with any additions or disposals provided by ALCOSAN to maintain a current updated appraisal. The Authority understands that the annual reports shall only be used as a benchmark.

The following is an outline of the anticipated procurement schedule based on the information available at this time. This schedule is subject to change.

- RFQ Release March 1, 2023
- RFQ Submittal Due March 29, 2023
- Shortlist/RFP Release April 2023
- RFP Due May 2023
- Award June 2023
- Notice to Proceed June 2023

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, the Authority'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
- 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 firms which will be presented to the Authority's 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 the Authority'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

Electronic submittals must be emailed and received by the ALCOSAN Procurement Officer no later than 2:00 PM (EST) on March 29, 2023. It is the Proposer's responsibility to ensure the submittal has been received in a timely manner. Proposer should not copy any other ALCOSAN employees on this submittal unless directed in writing by the Procurement Officer.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
PROFESSIONAL APPRAISAL SERVICES**

Allegheny County Sanitary Authority
Suzanne.thomas@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.

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 (not to exceed two 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 (telephone and email) and the submittal date.
- C. **Table of Contents**
- D. **Team's References (Tabbed Section 1):**
- E. **Team's Experience/References (Tabbed Section 1):** The Proposer shall provide case histories of 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
- F. **Team's Experience (Tabbed Section 2):**

The Proposer shall attach an Organizational Chart of the proposed Team, not to exceed one (1) page. The Organizational chart should show sufficient detail, including integrating the subconsultants' employees into the team.

The Proposer may provide no more than ten (10) 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.

Describe additional information on the team's experience that is relevant to this proposal and have not been previously described. This shall not exceed two (2) pages.

G. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 3):

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women (M/WBE), and service-disabled veteran business (SDVOSB) enterprises to submit Submittals or to participate as subconsultants or suppliers. The Proposer shall be required to fully utilize M/WBE and SDVOSB firms. The M/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/SDVOSB 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) or Small Business Administration (SBA) 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.

H. 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 submittal, 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.

I. 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 ***