

# **ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

## **REQUEST FOR QUALIFICATIONS**

for

### **PROFESSIONAL SERVICES**

## **Solids Thickening & Dewatering Improvements Project (S-463)**

**June 15, 2022**

### **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 Engineering Design Services for the **Solids Thickening and Dewatering Improvements Project**.

ALCOSAN has secured the services of Arcadis as Program Manager of the overall Wet Weather Plant Expansion Program. The shortlisted final design consultants will be provided the basis of design (BOD) report with the Request for Proposal. This information will be at the 20% design stage. The BOD reports have been submitted to the PA DEP to obtain the Part 2 WQM permit.

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.**

The selected firm will provide all design services necessary as given here:

- As part of the larger Wet Weather Plant Expansion, it has been deemed necessary that all Waste Activated Sludge (WAS) currently returned to the primary clarification process from the secondary clarification process no longer be co-settled, and that the WAS process be modified in which WAS will instead be piped directly back to the dewatering facility to be thickened prior to dewatering.
- In order for the new process to be achieved, replacement of existing dewatering centrifuges and new thickening centrifuges will be needed.
- Determination of all centrifuge and centrifugal pump equipment based on designed parameters and manufacturer recommendations.
- Review, analysis, and determination of current dewatering facility building structure and necessary modifications to efficiently operate and properly support the replaced dewatering equipment and new thickening equipment.
- Modifications to the dewatering facility structure will be necessary to accommodate the new equipment, pipe routing determined, and adjustment or possible replacement of current peripheral equipment.

- Vibration analysis of the dewatering facility with new thickening parameters included and a fully built extension of the current centrifuge mezzanine platform structure needed, with consideration for the current facility's bridge crane.
- Evaluation of the existing system (pumps, piping, etc.) that currently conveys co-settled primary sludge/WAS to the main pumping station, and its capacity for the conveyance of separated sludge. This will require reconfiguring piping within the pipe galleries and in the dewatering facility where the piping that is currently interconnected. Due to the added head loss from the additional length of pipe that will be required to convey the WAS directly to the dewatering facility, it is anticipated that the existing WAS pumps will have to be replaced.
- Analysis and optimization of direct feed from WAS pumps to thickening centrifuges. Determination of whether the existing thickening feed-wells can be utilized as holding tanks prior to thickening or as post thickening sumps.
- Evaluation of the existing sewage system that conveys dewatering fluid to the main pumping station, and its current capacity for the conveyance of newly thickened fluid.
- A new electrical substation will be required to accommodate the loads related to the thickening system improvements, and improvements to existing electrical rooms made within the building footprint.
- Recommendations of any fine-tuning to the new full general operating procedure.
- Coordinate any new configuration of the plant DCS system, related control strategies, plant preferences and protocols. Assemble functional descriptions for replaced and new equipment.
- Determination of all aspects regarding the working interaction between the new thickening equipment and currently operational plant equipment.
- Determination of polymer use in the process, and location of any subsequent equipment. Optimization of long-term polymer usage.
- Determination of force main piping improvements, layouts, and general piping items such as drains, clean-outs, etc.
- Analysis pertaining to whether it would be beneficial to mix WAS prior to delivery to centrifuges, and any subsequent new mixing chamber & transfer pumps.
- Development of a detailed Maintenance of Plant Operations (MOPO) protocol, defining how the plant continues to operate through construction, and specifically accounts for any planned temporary shutdowns, as well as traffic control, site utilization, and ongoing movement of people, machinery, and supplies, for normal plant operation.
- Analysis of pre-purchasing long-lead items (centrifuges, etc.) to stay on track for Consent Decree schedule. Assemble a procurement contract document package if pre-purchasing is considered the best option.
- Coordination with a multitude of other ongoing plant projects.
- Work closely with the Construction Manager through completion of the project.
- Identify risk factors in the construction process.
- Obtain necessary project & building permits.
- Complete investigation of soil, wildlife nesting, and lead & asbestos risks, as necessary.
- Additional items not listed here that may become necessary as the project develops.

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:

- June 15, 2022 - Request for Qualifications Issued
- June 22, 2022 – Informational Meeting
- August 5, 2022 – Qualifications Due
- September 2022 – RFP Release
- October 2022 - Proposal submission due
- October 2022 – Interviews
- November 2022 – Contract Award
- December 2022 - Negotiate, Award Fee, Issue Notice to Proceed

## 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  
Email: 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.

An informational meeting will be held June 22, 2022, at 11:00 a.m. in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications. This meeting is not mandatory, but all interested parties are encouraged to attend.

**All attendees must wear masks in accordance with COVID protocols. For those interested, a site visit will follow the meeting; appropriate PPE is required.**

## 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: Solids Thickening & Dewatering Improvements  
No.: Project S-463  
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Schedule: October 2022 –December 2025

The overall scope of work includes, but is not limited to, the consultant services, expertise, and responsibilities, noted here. These are the minimum anticipated requirements.

##### Design Phase:

- Preparation of biddable plans and specifications in accordance with Pennsylvania Municipal Authority procurement codes and regulations.
- Preparation of functional descriptions for replaced and new equipment.
- Preparation and submittal of intermediate design products at the 30%, 60% and 90+% stages of completion.
- Participation in the Value Engineering process
- Preparation and submittal of cost estimates, equipment specifications, and construction schedules. Cost estimates shall be provided at 30%, 60%, 90%, and 100% milestones.
- Regular periodic 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, physical modeling, review, and analysis of existing as-built information and building code requirements.

##### Bidding Phase:

- Responding to bidder questions and offering of 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 preparation of change orders
- Assist in the start-up & training
- Preparation of Termination Wiring Diagrams

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.

- Design Phase December 2022 – October 2023
- Bid Phase October 2023 – January 2024
- Construction Phase February 2024 – September 2025
- Operational Demonstration Phase October 2025 – 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:

- 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 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 August 5, 2022.

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  
Solids Thickening and Dewatering Improvements Project**

Project S-463

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 Part I, Section F, SF 330 (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 brief, 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

SF330 "Section H. Additional Information" is limited to two (2) pages. SF 330, Part II is not required under this procurement.

- E. Team's Experience (Tabbed Section 2):** The Proposer will submit a listing and composition of staff and proposed subconsultants.

The Proposer shall attach an 11x17 Organizational Chart (Part I, Section D) 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 six (6) 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. 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.

- 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.

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 Proposer 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 \*\*\*