

Allegheny County Sanitary Authority (ALCOSAN)

REQUEST FOR QUALIFICATIONS

For

**NEW LABORATORY AND INDUSTRIAL WASTE
FACILITY ASSESSMENT
CAPITAL PROJECT S-464**

May 2018

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications from Professional Architectural or Engineering firms interested in performing a Facility Assessment for a New Laboratory and Industrial Waste Facility.

As ALCOSAN plans for the upcoming Waste Water Treatment Plant (WWTP) Expansion related to the Clean Water Plan, there is a need for an assessment for new Laboratory and Industrial Waste (IW) Facilities. The existing laboratory capabilities and physical condition are outdated or limited to meet current and future needs; and the plant expansion program will require relocation of the two buildings. Both facilities are currently located within the plant site. The existing Laboratory was constructed in 1990, and the existing Industrial Waste building (formerly Engineering Building) was constructed in 1993. Both buildings are single story slab on grade construction. A floor plan of the original lab has been included with this RFQ, for information.

The current laboratory employs a staff of approximately thirteen (13) analysts, plus four (4) managers. The Industrial Waste department employs a staff of approximately eighteen (18) field investigators and associated support staff, with two (2) managers. Parking for the Industrial Waste vans (currently 8 vans), employee and visitor parking with a contingency for future growth must be included in the Facilities Assessment. The location of the future facilities may be off-site in close proximity to the WWTP. The selected firm will work with other ALCOSAN program consultants to coordinate schedule and real estate needs associated with the new facility.

The Facility Assessment should focus on energy efficiency, flexibility to adapt to changing testing protocols and layout that provide the ability for managers to have visual oversight of the lab functions. The selected consultant will prepare a Facility Assessment outlining the future facility needs, a Facility Location Evaluation and Recommendation based on zoning and planning requirements, function, probable construction cost and schedule. The consultant will develop program requirements, footprint requirements, preliminary architectural sketches and renderings.

This document is intended to assist firms in preparing their Submittals for this project. Any Submittals that fail to conform to the requirements set forth herein will not be considered by ALCOSAN.

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
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Email: suzanne.thomas@alcosan.org

ALCOSAN will provide, in writing, any clarifications, changes, answers to general questions and/or other information deemed to be necessary as addenda to this RFQ and post on ALCOSAN's website.

An informational meeting will be held at 2:00pm, May 30, 2018 at the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of the Request for Qualifications.

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 "Lab and IW Facility Assessment Consultant".

4.0 SCOPE OF SERVICES

Project Name:	New Laboratory and Industrial Waste Facility Assessment
No.:	Capital Project No. S464
Existing Location:	Woods Run Treatment Plant
Schedule:	2018

The Scope of Services shall include an assessment of both the current and future needs of the laboratory and industrial waste buildings, including:

- Specific needs related to the existing laboratory facilities including:
 - Specialty metals digestion
 - Organic extraction
 - Toxicity characteristic leaching procedure (TCLP) extraction
 - Instrument laboratories
 - Varying temperature and humidity control for the unique spaces, and
 - Work stations for analysts that are located in a clean environment
- Evaluation of including the Environmental Compliance Administrative and Residuals Management Offices within the new space
- Incorporation of applicable ADA compliance and potential LEED certifications
- Equipment storage and filing needs
 - Certain equipment requires segregated hazardous storage and/or flammable cabinetry
- Sample/Package receiving and cooler storage
- Walk-in Coolers, dishwashing area and ice machines
- Deionized water generation and distribution throughout the laboratories
- Locker Rooms with showers
- Kitchen and lunchroom area
- Conference and meeting rooms
- Outside gas cylinder storage and gas manifold

The Facility Assessment should focus on energy efficiency, flexibility to adapt to changing testing protocols and layout that provide the ability for managers to have visual oversight of the lab functions.

The selected consultant will prepare a Facility Assessment outlining the future facility needs, a Facility Location Evaluation and Recommendation based on zoning and planning requirements, function, probable construction cost and schedule. The consultant will develop program requirements, footprint requirements, preliminary architectural sketches and renderings.

5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Lab and IW Facility Assessment 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 evaluation of the Submittals, the Procurement Committee will develop a shortlist of three (3) to five (5) firms which will be presented to the ALCOSAN Board of Directors for approval.

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 CD, are required. Submittals must be received by ALCOSAN no later than 2:00 PM on June 18, 2018. 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.

The Qualifications Submittals should be addressed as follows:

**Qualification Statement and Letter of Interest for:
New Laboratory and Industrial Waste Facility Assessment
Capital Project Number S-464**

Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Attention: Suzanne Thomas, Procurement Officer

Late and/or noncompliant Submittals will not be accepted for any reason. **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. ALCOSAN encourages double-sided submittals to preserve paper products. **Do not include any cost information in the Submittal.** Standard Form SF 330 can be used in part in response to the RFQ. Electronic copies shall be submitted as a PDF document.

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.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ ("Qualifications Submittals for New Laboratory and Industrial Waste Facility Assessment"), 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, preferably similar to this RFQ's scope of work. For each project, Proposer shall prepare a brief, one-page, single-sided summary of the project including the following information:

- Project Name and Location
- Date(s) of Project
- Project Owner
- Contact Name/Telephone Number/Email Address
- Brief Description of the Project, highlighting the involvement of the Proposer

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

E. Team's Experience (Tabbed Section 2): The Firm will submit a listing and composition of local staff and potential proposed subconsultants.

The Firm shall attach an 11 x 17 Organizational Chart of the proposed Team, not to exceed one (1) page, folded to accommodate and 8 ½ x 11 formatted booklet.

The Firm may provide a total of up to ten (10) resumes of key personnel, with each resume not exceeding one (1) page.

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 Consultant 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 SDV participation goals are 3% of this same total value. A copy of ALCOSAN's Minority and Women Business Policy Statement is available on the website, www.alcosan.org . At this stage of submitting qualifications, we are looking for a general commitment to the goals of the policy.

The Firm shall submit a description of its commitment to the policy, not exceeding one (1) page, highlighting MBE/WBE/SDV participation rates on the

Firm's past projects. The Firm should identify potential team members, if any, who have teamed with the Firm under other projects.

7.0 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.