

# **Allegheny County Sanitary Authority**

## **ALCOSAN**

### **REQUEST FOR QUALIFICATIONS**

**For**

**Tunnel Program Management Services**

**Project S-475**

**July 1, 2020**

**Due August 14, 2020 at 2:00 p.m.**

#### **1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (ALCOSAN) is soliciting Letters of Interest and Statements of Qualifications from Professional Engineering firms for a Tunnel Program Manager (PM) for the upcoming Interim Clean Water Plan design contracts. The program will advance the work performed by the Preliminary Planning team over the last three years through the design phase and continue to coordinate with our customer municipalities to incorporate adaptive management provisions of the Consent Decree.

The Tunnel PM will provide overall programmatic support including coordination with the yet-to-be-selected final design consultants for the Ohio River Tunnel (ORT), Allegheny River Tunnel (ART), Monongahela River Tunnel (MRT) and the associated conveyance systems. The Tunnel PM will also provide technical feedback on selected aspects of the Tunnel Dewatering Pump Station to be designed by a separate final design consultant.

The starting point for the Tunnel PM will be the review of several Preliminary Planning reports and memoranda. The primary report is the Preliminary Basis of Design Report and drawings which represent the 20% design stage, as submitted for agency review and approval. Another is the Wet Weather Facilities Plan which was a precursor document. All related Preliminary Planning documents will be made available to the selected consultant. Information on municipal flow reduction studies and plans will also be made available.

The following is an outline of the anticipated procurement schedule based on the information available at this time. The schedule is subject to change. The official project schedule will be included in the Service Authorization for this project.

Anticipated Procurement Schedule

July 1, 2020 - Issue Request for Qualifications  
July 15, 2020 – Informational Meeting  
August 14, 2020 - Qualifications Due  
September 2020 – RFP Release  
October/November 2020 - Proposal submission and interviews  
December 2020 - Contract Award  
January 2021 - Negotiate, Award Fee, Issue Notice to Proceed

The shortlisted Tunnel PM Proposers will be provided the Preliminary Planning basis of design (BOD) report with the Request for Proposal. This information will be at the 20% design stage.

This document is intended to assist firms in preparing their Qualifications Submittals for this project. **All Qualification Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN. Please review the entire RFQ when submitting.**

**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 via email, to:

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
Email: [suzanne.thomas@alcosan.org](mailto:suzanne.thomas@alcosan.org)

An informational meeting will be held on-line via Microsoft Teams on July 15, 2020 at 2:00 p.m. All parties interested in attending the informational meeting shall send an email to Suzanne Thomas. Please only register one person for each company. Companies may forward the invitation upon receipt. Once the emails are compiled, ALCOSAN will email a Microsoft Teams meeting invite. This meeting is not mandatory but all interested parties are encouraged to attend.

Questions received after **August 5, 2020 at 2 p.m. (EST)** will not be considered.

Responses to all general 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 submittal.

### **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: Tunnel Program Management Services  
No.: Project S-475  
Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Schedule: February 2021 –2024, optional 2 one-year extensions

ALCOSAN anticipates the following minimum tasks and services:

- Overall Programmatic Support, maintenance and review of tunnel program budget and schedule.
- Ensuring Compliance Dates are achieved, notify owner of any deviations.
- Coordination with the final design consultants for the ORT, ART, MRT and associated Conveyance System.
- Permitting Package Reviews and Assistance
- Coordination with Program Director, the Green Infrastructure Program Manager (PM) for the GROW Program and overall source control efforts, coordination with the Plant Expansion PM, Regionalization PM and Property Acquisition PM to optimize design solutions and implement adaptive management provisions.
- Review of Select Municipal Source Reduction Studies and Plans, working with the final designer to incorporate adaptive management approaches where feasible.
- Tunnel and conveyance system proposal and contract support.
- Providing technical review of design deliverables to included specifications and drawings.

- Participating in review teams and attending submittal review meetings for project design deliverables (Basis of Designs, 30%, 60%, 90% and 100% bid documents, reports, estimated opinion of probable construction costs, schedules, etc.)
- Participation in value engineering workshops, providing subject experts for support.
- Assisting in ensuring technical guidelines, standard procedures, standard specifications, and standard details are used.
- Assisting in reviewing designers' risk-based technical decisions ensuring appropriate levels of risk management are employed.
- Field services to support final design packages including dye testing, field inspections and surveying.
- Assistance in advancing the integrated wet weather operating protocols and O&M considerations for the tunnel and the tunnel dewatering pump station.
- Assistance in securing necessary agreements with the City of Pittsburgh and other stakeholders, as required
- Providing in house support staffing if requested.
- Assistance in evaluating and modeling flow reduction and other development projects/proposals that could impact the tunnel or conveyance system designs.
- Review of Computational Fluid Dynamics, Surge and other Modeling Submittals when provided. Use of Authority models to support final design.
- Property Acquisition Survey review and support, property description review and support.
- Coordination with internal and external stakeholders.
- Value engineering support and Technical Feedback on Tunnel Dewatering Pump Station Design.
- Geotechnical Program Support, Maintenance of gINT software and integration of ALCOSAN geotechnical program data, review of the final design geotechnical program, data and baseline reports.
- Maintenance of Vibrating Wire Piezometers and Collection of Ground Water Data.

## 5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Firm's history and resource capability to perform required services
- Evaluation of potential key personnel
- Related experience (as appropriate) and technical competence.
- If Proposer does not have an office in the Allegheny County region, please clarify how the project will be managed
- Proposed Potential MBE/WBE/SDV Team participation

ALCOSAN's Procurement Project Team shall review, discuss, and screen the submitted responses to the package for completeness and level of response to the RFQ. The Procurement Project Team will recommend a shortlist of three to five firms. ALCOSAN reserves the right to change the number of shortlisted firms, based upon the number of submittals received.

Firms that are deemed responsive and qualified will be notified of their eligibility for further consideration. Firms that are not recommended for further consideration will also be notified in writing.

ALCOSAN will select firms from the shortlist of accepted qualified candidates to receive a Request for Proposals (RFP) seeking technical and cost information for this project. 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 evaluation.

**Request for Proposals:** Shortlisted firms will be emailed an RFP. Following proposal submission, Proposers may 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 QUALIFICATION STATEMENTS

The Proposer shall submit an electronic copy of the submittal via email to [suzanne.thomas@alcosan.org](mailto:suzanne.thomas@alcosan.org).

Qualifications submittals must be received by the ALCOSAN Procurement Officer no later than **2:00 PM** on **August 14, 2020**. It is the Proposer's responsibility to ensure the documents are received within the prescribed time.

The Qualifications Submittals should be identified as follows:

**Qualification Statement and Letter of Interest for  
Professional Services for Tunnel Program Management Services**

**Allegheny County Sanitary Authority  
Attention: Suzanne Thomas, Procurement Officer  
suzanne.thomas@alcosan.org**

Late and/or noncompliant Qualifications Submittals will not be accepted for any reason.

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

Each section (as set forth below) shall be separated by a tabbed divider. Electronic copies shall be submitted as a PDF document. Elaborate covers, graphics, and the like are not required especially since this is an electronic submission. Do not include any cost information in the Submittal.

Standard Form (SF) 330 can be used in part in response to the RFQ. The SF 330 and other forms are available on the ALCOSAN website.

Each Qualifications 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 this 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, the name of the Proposer, a point-of-contact, contact information (telephone and email) and the submittal date.
- C. Firm's Experience (Tabbed Section 1):** The Proposer shall select up to five (5) similar projects using Part I, Section F, SF 330, to highlight the Team's project experience. Each project description shall not exceed two pages. For each project, the Proposer shall prepare a 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

Previous ALCOSAN Projects may be proposed but the Firm should include other similar projects as well.

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

The Proposer shall include an 11x17 Organizational Chart of the proposed Team, not to exceed one (1) page. The Organizational Chart should show enough detail so ALCOSAN may understand the MBE/WBE/SDV participation.

The Firm may provide a total of up to fifteen (15) resumes of key personnel, with each resume not exceeding one (1) page. These resumes should be project-based and not a chronological listing of employment.

- E. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 3):** ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service disabled veteran-owned small 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 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.

- F. Potential Conflict of Interest (Tabbed Section 4):** Each Proposer shall submit a Certificate of Conflict of Interest (available on the ALCOSAN website) 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.

- G. 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 in the Submittal.

*End of RFQ*