

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
PLANT MASTER DRAIN STUDY
PROJECT S-505
October 1, 2025**

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 Services to develop a plant-wide master drain study. The selected firm will provide all services necessary to survey existing drain systems, summarize issues and produce GIS model.

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.

An informational meeting will be held via Microsoft Teams on October 15, 2025, at 1:00p.m. (EST). You must pre-register by 1:00p.m. October 14, 2025. The meeting link will be sent by COB October 14.

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:

Attn: Director, Procurement
Allegheny County Sanitary Authority
Email: Procurement@alcosan.org

Please do not contact other ALCOSAN employees regarding this procurement; this may result in your submittal being rejected. 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 RFQ. ALCOSAN cannot guarantee responses to any questions received after 2:00 p.m. seven (7) days prior to the submittal date.

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: Plant Master Drain Study
No.: Project S505
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: Eighteen (18) months from Notice-to-Proceed

This project’s goal is to have a consultant prepare mapping and an assessment of the conditions and capacities of the drain systems throughout the Woods Run Wastewater Treatment Plant (WWTP) site. Drain systems include site stormwater, building, garage and treatment processes that terminate at either the WWTP Main Pump Station or outfalls to adjacent waterways. The consultant will research existing ALCOSAN records and drawings, conduct site surveys and prepare a georeferenced three-dimensional CAD model of the drains systems. The consultant will also perform physical condition assessments in accordance with NASSCO standards, which may require pre-inspection pipe cleaning, and prepare hydrologic and hydraulic modeling capacity assessments, and provide recommendations for improvements based on physical and operational conditions and current and future capacity needs.

While the full extents of the existing drain system(s) at the WWTP are to be confirmed under this project, the following metrics generally reflect the extents of the drain system(s).

	Sanitary MH	Storm MH	Catch Basin	Feet of Pipe
Approx. Quantity:	80	60	120	15,000

5.0 QUALIFICATIONS SUBMITTALS

An electronic copy must be received by Procurement **no later than 2:00 p.m. on November 12, 2025**. It is Consultant’s responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

STATEMENT OF QUALIFICATIONS

Plant Master Drain Study

Project S-505

Attn: Director, Procurement

Allegheny County Sanitary Authority

Email: Procurement@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.

Proposers shall use Standard Form 330, Part I (Part II is not required) for the submittal. Excluding sections 3, 4, and 5 of this submittal, the SF 330 should be the submittal.

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.

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.
- 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 Experience/References (Tabbed Section 1):** The Proposer shall select 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

E. Team's Experience (Tabbed Section 2):

The Proposer shall attach an Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page. The organizational chart should have enough detail for ALCOSAN to understand roles and responsibilities of each person and company.

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

The Proposer shall provide a matrix of the Projects identified in Section 1 and the team members, including subconsultants, participation on each project.

- F. MBE/WBE/SDV Participation (Tabbed Section 3):** ALCOSAN requires all awarded Consultants to commit to utilizing 10-25% of the contract budget for businesses owned and operated by minorities (MBE) and women (WBE), and 3% service-disabled veteran (SDVOSB) small business enterprises, either as subconsultants or suppliers if not as prime. The Proposer shall be required to utilize MBE/WBE/SDVOSB enterprises to the fullest extent possible. The Proposer shall identify potential team members, if any, and integrate the firms into the project in a meaningful capacity. 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/SDVOSB participation rates on the Proposer's past projects. The Proposer shall also include Letters of Commitment from each diversity subconsultant/supplier. For more information, refer to ALCOSAN's Supplier Diversity Business Policy Statement available on the ALCOSAN website.

ALCOSAN does not accept self-certification, nor certifications from other agencies who accept self-certification. SDVOSB must be certified by the Small Business Administration.

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.

- G. 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 the portion(s) of their Submittal considered company proprietary information and, therefore, exempt under the RTKL.** Any pages marked exempt will not be released should ALCOSAN receive a RTKL request. A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If the Submittal contains no information that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal. Please note, unless the page is specifically identified, all parts of the Submittal will be subject to a right-to-know request.
- H. 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.

- I. Procurement Schedule** The following is an outline of the anticipated procurement schedule based on the information available at this time. The schedule is subject to change.

Milestone	Date
Issue Request for Qualifications (RFQ)	October 1, 2025
Informational Meeting	October 15, 2025
Qualifications Due	November 3, 2025
Shortlist / RFP Release	December 2025 *
Proposal Submission Due	February 2026 *
Interviews	TBD 2026 *
Contract Award	March 2026 *
Notice to Proceed	April 2026 *

* - tentative dates

6.0 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 geography and facilities
- 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.

All proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

***** End of RFQ *****