

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
ALCOSAN PLANT MODEL
PROJECT S-512**

November 5, 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 Services to develop the ALCOSAN Interactive Plant Display Model / 3D Digital Model.

The firm selected will provide all services necessary to develop and create a new, updated version of the current physical ALCOSAN Plant model

An informational meeting will be held November 17, 2025 at 2:00 p.m. at the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications. The information meeting is not mandatory; however, interested parties are strongly encouraged to attend. Please note that parking is at a premium; all attendees should park at the prison parking lot and walk to the plant. Those with mobility issues will be accommodated at the plant. The ALCOSAN plant is a secure facility. Please notify the Procurement Department at Procurement@alcosan.org of all attendees by 12:00 noon, the day prior to the informational meeting.

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.

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:

Director of 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: ALCOSAN Plant Model
No.: Project S512
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: May 1, 2026 – August 30, 2027*

* The consultant may recommend an alternate schedule. This will not impact evaluation.

The Consultant shall develop and create a new, updated version of the current physical ALCOSAN Plant model, to be housed and displayed at the Administrative Building (Bldg. 110). This model shall incorporate the current and future structures of the plant, as well as updated orthography of the site and surrounding areas. Both the digital model and physical model shall be developed and created, based on all available documentation from ALCOSAN resources. The digital model shall incorporate the same level of realism and detail of the plant, as well as the ability to interact with the model to display information, with audio accompaniment.

Scope of Work:

1. Physical/Static Model Re-creation developed from existing documentation coordinated with ALCOSAN.
2. Model size and scale, based on the current physical model, allowing for the current expansion of the site and all related structures built within it.
3. Model shall be constructed from materials appropriate for creating such physical/static model displays.
4. An interactive, tactile feature shall be installed in the physical model to initiate audio cues for the viewer, that explain the purposes of each plant structure, as well as provide a general audio history of the plant, since inception.
5. LED lighting usage shall be implemented and function in tandem with the interactive module controls to highlight on focused areas by the viewer.

6. Animated and static objects throughout the plant, including ALCOSAN-centric items (ex. ALCOSAN vehicles, summer science camp), trains on the mainline tracks that border the plant and other vehicles in the area for immersion.
7. Once construction is completed and functioning, the model shall be placed within a transparent display case, similarly to the current physical model, to preserve its integrity and structure.
8. New Digital 3D model shall be developed from existing documentation coordinated with ALCOSAN staff.
9. Modeling software shall be determined by the design firm ensuring compatibility with ALCOSAN's ability to make available for presentations and other similar learning tools.
10. Periodic site visits may be required for the design team to accurately portray the structures' current looks, via photographs and other design aids. No interior work will be necessary, only exterior for both the physical and digital models.
11. Digital model shall incorporate interactive feedback for the viewer, such as full control of the plant rotational axis to provide a more immersive experience, as well as audio and visual cues to describe areas and/or structures within the plant. Narration or similar accompaniment desired to aid in the creation of a fully produced presentation.

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.

Anticipated Project Schedule

Notice To Proceed	May 2026
Concept Phase	May 2026 – July 2026
3D Design Phase	July 2026 – March 2027
Physical Modelling Phase	March 2027 – August 2027

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

6.0 QUALIFICATIONS SUBMITTALS

An electronic copy must be received by the Procurement Officer no later than 2:00 p.m. on December 11, 2025. It is Consultant's responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

STATEMENT OF QUALIFICATIONS
ALCOSAN PLANT Model
Project S512
Director of 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 eight (8) 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 on company letterhead with the expected role for the firm. 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.

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