

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
Process Area Upgrades
CAPITAL PROJECT S-492**

October 15, 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 Design Services for the Process Area Upgrades Project.

The selected firm will provide all services necessary to:

- Create contract documents to replace two truck scales in the Sludge Processing Building with newer models that support the Weighmaster software platform.
- Create contract documents to modernize or replace freight elevators in the Sludge Processing Building, Dewatering Building, and Energy Recovery Facility.
- Create contract documents to repurpose existing space in the Dewatering Building as a Women’s Locker Room.
- Create contract documents to repurpose existing space in the Energy Recovery Facility as a Women’s Locker Room.

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:

Tawanda Stamps
Contract Administrator
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.

A mandatory informational meeting will be held October 23rd, 2025 at 10:00 a.m. in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications. A site visit will follow the informational meeting so that Proposers can see the relevant locations in person. PPE is required for the site visit.

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:	Process Area Upgrades
No.:	Project S-492
Existing Location:	3300 Preble Avenue, Pittsburgh, PA 15233
Schedule:	April 1, 2026 – December 31, 2027

The consultant will perform three separate design services which will be bid as separate contracts:

- Create contract documents to replace two truck scales in the Sludge Processing Building. The scope shall include integration with ALCOSAN’s Distributed Control System (DCS) and support for the Weighmaster software platform. The Consultant shall also provide Services During Construction, which will include standard Construction Administration activities (RFI review, Shop Drawing Review, Start-up and Training Assistance, etc.). Services During Construction is **not** Construction Management.

- Create contract documents to modernize or replace freight elevators in the Sludge Processing Building, Dewatering Building, and Energy Recovery Facility. These elevators are approximately 25 years old and frequently break down. The consultant shall determine whether these elevators can be modernized with updated electrical equipment or if replacing some or all the elevators is warranted. The Consultant shall also provide Services During Construction, which will include standard Construction Administration activities (RFI review, Shop Drawing Review, Start-up and Training Assistance, etc.). Services During Construction is **not** Construction Management.
- Create contract documents to repurpose existing spaces in the Dewatering Building and Energy Recovery Facility as Women's Locker Rooms. The consultant will evaluate these spaces to develop alternatives which may include downsizing the existing Men's Locker Rooms if necessary. The Consultant will evaluate furnishing/fixture upgrades for the existing Men's Locker Rooms. The Consultant shall also provide Services During Construction, which will include standard Construction Administration activities (RFI review, Shop Drawing Review, Start-up and Training Assistance, etc.). Services During Construction is **not** Construction Management.

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 service authorization.

Anticipated Project Schedule

Notice to Proceed	April 2026
Design Phase	April 2026 – October 2026
Bid Phase	October 2026 – December 2026
Construction Phase	January 2027 – December 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"). Following proposal submission, 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 Contract Administrator no later than 2:00 p.m. on November 18, 2025. It is Consultant's responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

STATEMENT OF QUALIFICATIONS

Process Area Upgrades

Project S-492

Tawanda Stamps

Contract Administrator

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 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
- 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 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. 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 *****