

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
REGIONALIZATION PROGRAM MANAGEMENT
CAPITAL PROJECT S497**

April 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 for the Regionalization Program Management.

ALCOSAN and the 83 municipalities that convey wastewater and stormwater to ALCOSAN’s treatment plant must implement plans to control wet weather discharges to our region’s waterways. A regional approach has been recommended by several independent agencies such as the University of Pittsburgh’s Institute of Politics’ Regional Water Management Task Force (2006-2009), Three Rivers Wet Weather (2011), Congress of Neighboring Communities (CONNECT), the Sewer Regionalization Review Panel (March 2013) chaired by Carnegie Mellon President Emeritus, Dr. Jared Cohon, and the Sewer Regionalization Implementation Committee (2015).

The regional approach has been based on regionalization efforts in other parts of the country that have resulted in economies of scale, systems integration, improved water quality, and lower compliance costs. These objectives are an integral part of ALCOSANs Regionalization Program and reflected through various compliance metrics within ALCOSAN’s consent decree.

ALCOSAN operates approximately 90 miles of sewer that intercept and convey flow from the municipal sewer systems to the ALCOSAN treatment plant. Throughout the region there are large diameter, inter-municipal trunk sewers that convey to the ALCOSAN interceptors, which various municipalities currently maintain and operate. The transfer of these inter-municipal trunk sewers and associated wet weather control infrastructure from the municipalities to ALCOSAN’s jurisdiction is the foundation of the ALCOSAN Regionalization Program. Currently, the program’s framework can be summarized as follows:

- 265-miles of inter-municipal trunk sewer were deemed eligible for transfer. There are also 103 flow regulators, 4 pump stations, and 4 equalization tanks eligible for transfer.

ALCOSAN's Regionalization Program began in 2008 and generally includes infrastructure due diligence, permitting, and capital improvement planning, engineering and construction. The status of this work varies widely across these assets from not started to complete.

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:

Suzanne Thomas
Procurement Officer
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.

An informational meeting will be held May 14, 2025 at 10:00 a.m. in person 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.

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: Regionalization Program Manager
No.: Project S497
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: 2025-2028 (with two, two-year option periods)

ALCOSAN anticipates the following minimum tasks and services.

Task 1. Program Management

- a. Create and maintain Program Management Plan
- b. Develop and maintain Program Schedule
- c. Create and maintain Staffing Plan and Organizational Chart
- d. Develop and adhere to Document Control Plan
- e. Support the Authority's internal needs related to Regionalization

Task 2. Transfer of Regionalized Infrastructure

- a. Municipal coordination
- b. Prepare Transfer Agreement documents and associated mapping using ESRI software
- c. Coordinate with ALCOSAN's Solicitor to execute Transfer Agreement documents

Task 3. Permitting

- a. Review existing municipal permits to determine if they apply to the transferring infrastructure
- b. Complete DEP record search, as needed
- c. Prepare DEP permit transfer applications
 - i. WQM Permit Transfers
 - ii. WQM Permit Amendments
 - iii. New WQM Permit Applications
- d. Prepare maps for DEP permit applications using ESRI software
- e. Prepare infrastructure inventory for each permit application
- f. Pay the DEP permit application fees using the OnBase system; reimbursable by ALCOSAN

Task 4. Asset Management

- a. Coordinate with ALCOSAN internal GIS staff
- b. Maintain accurate inventory of regionalized assets
- c. Perform queries of the database of regionalized infrastructure
- d. Maintain a dashboard accessible and editable by ALCOSAN on infrastructure transfer status
- e. Incorporate inspection records and data into ALCOSAN's asset management database
- f. Maintain an accurate GIS database of regionalized infrastructure, permits, transfer status, and post-transfer operation, maintenance and planning

In addition to routine assignments relating to asset management, the Consultant shall assist ALCOSAN with updating its business process workflows to support operation, maintenance, and planning efforts. These processes include the following:

- Asset Management – condition and capacity related needs
- Work Management – operation and maintenance related needs

The Consultant shall demonstrate they possess the organizational, functional, and technical capabilities to provide guidance for best practices and to assist with the development and implementation of the respective workflows in coordination with ALCOSAN GIS team and asset management software. It is essential these workflows and associated data efficiently support the activities under Task 5.

Task 5. Post-Transfer Support

ALCOSAN is responsible for all operation, maintenance, repair and future improvements to the regionalized infrastructure. To comply with these requirements the Consultant shall be required to provide engineering services by reviewing the cost of repair obligation for outstanding defects, completing assessment and inspection of infrastructure (as needed), preparing a Capital Improvement Plan (CIP) for the regionalized infrastructure, and advising ALCOSAN of needed capital improvement projects.

Infrastructure Condition Inspection

- a. The Consultant will be responsible for reviewing existing and newly acquired infrastructure inspection records for compliance with NASSCO standards and/or quality of the inspection.
- b. The Consultant shall be responsible for identifying locations missing acceptable inspection records and facilitating the acquisition of acceptable records. This may be done through coordination with ALCOSAN internal operations, issuing work orders to obtain records, or developing contracts to complete the inspection.
- c. Perform inspection and condition assessment of manholes, sewers, and other regionalized infrastructure, as needed. This may include acquiring PACP, MACP, or other detailed inspection records.
- d. Survey
 - i. Site surveys to include topographic, boundary, and utility locations
 - ii. GPS locate infrastructure
 - iii. Manhole survey, as needed
 - iv. Internal measurement of structures using LIDAR, 3-D scanning or other approved method

Engineering Services

- a. Develop a Capital Improvement Plan (CIP) for regionalized infrastructure.
- b. Develop regionalized infrastructure sewer rehabilitation contracts to include, at a minimum:
 - i. Manhole improvements
 - ii. Sewer inspection
 - iii. Sewer lining
 - iv. Structural repair to brick sewers and/or stream culverts
 - v. Emergency repairs
- c. Identify and prioritize capital needs based on existing and newly obtained inspection records
- d. Participate in the review of Interim Municipal Consent Order and Agreement (COA) compliance projects submitted by the municipalities
- e. Develop record drawings of regionalized infrastructure, as directed
- f. Identify missing easements not provided to ALCOSAN through transfer
- g. Update ALCOSAN's Developer Manual
- h. Review tap-in requests, as needed
- i. Review Post-Closing Repair and Reimbursement cost estimates, as needed

Construction Inspection Services

- a. Provide field inspection services during construction activities by others along regionalized infrastructure, as needed
- b. Create public notification documents for regionalized sewer rehabilitation contracts
- c. Complete daily field inspection reports
- d. Schedule and lead construction progress meetings and prepare minutes
- e. Produce redlines and review contractor's as-builts

ALCOSAN Operations Support

- a. Produce inventory of needed replacement parts and materials, such as manhole castings and lids
- b. Preparation of inspection mapbooks and manhole asset tables
- c. Support the creation and development of tools to support efficient operation, maintenance, and reporting of activities along regionalized infrastructure.

Task 6. Modified Consent Decree Compliance

- a. Provide information or support, as directed, to update the following Regional Conveyance documents to account for Regionalization
 - i. O&M manual
 - ii. Revise Nine Minimum Control Plan
 - iii. Regulator capacity evaluation
 - iv. Solids and floatable control plan
 - v. Elimination of dry weather discharges
 - vi. CSO and SSO monitoring plan

5.0 PROJECT SCHEDULE

The official schedule will be included in the contract for professional services. The base period of this contract will be for three (3) years with two (2) two-year option periods. The anticipated Notice to Proceed date is December 2025.

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:

- Demonstrated understanding of the Regionalization program
- Team's resource capability to perform required tasks and services
- Team's structure and utilization of local subconsultants
- Team's experience with DEP permits and preparation of permit applications
- Team's experience with Capital Improvement Planning (CIP)
- Team's experience designing and preparing sewer rehabilitation contracts
- Team's experience supporting sewer conveyance system operations
- Program Manager and Task Leads
- Evaluation of assigned personnel and their geographic location(s) – resumes and experience of key staff and subconsultants
- Familiarity with ALCOSAN customer municipal sewer systems
- References and team's experience
- 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.

7.0 QUALIFICATIONS SUBMITTALS

An electronic copy must be received by the Procurement Officer no later than 2:00 p.m. on June 20, 2025. It is Consultant's responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS
PROGRAM MANAGER
REGIONALIZATION IMPLEMENTATION**

Project S497
Suzanne Thomas
Procurement Officer
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.

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. This letter shall also count as an Executive Summary – 2 pages)
- 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 will submit a completed Form SF 330 Part I. (Part II is not required).

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 encourages businesses owned and operated by minorities (MBE), women (WBE), and service-disabled veteran (SDVOSB) 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 small 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 SDVOSB 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.

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 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. 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 *****