

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS  
for  
PROFESSIONAL SERVICES**

**Laboratory/Industrial Waste Facility and Parking Garage**

**PROJECT S464**

**June 24, 2019**

**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 Architect/Engineer Services for the New Laboratory/Industrial Waste Facility and Parking Garage.

The selected firm will provide all services necessary to produce bid ready construction documents for two structures: the New Laboratory/Industrial Waste Facility (Lab/IW) and an adjacent Parking Garage. These buildings will be co-located on ALCOSAN’s current Union Parking Lot and will have extensive overlap in their construction schedules, laydown areas and underground utilities requiring relocation. Therefore, in addition to providing design services for the New Lab/IW Facility and Parking Garage, the Final Design Consultant will also be responsible for creating an integrated construction schedule which will allow both projects to proceed in a timely manner with minimal interference. It is anticipated that construction work for the garage and the lab will be performed by separate contractors under a single Construction Manager.

The Lab/IW Facility and Parking Garage will be located in Pittsburgh’s Riverfront Zoning District with building heights capped at 75 feet. The Parking Garage is anticipated to contain 300-400 stalls and be classified as an open structure not requiring fire sprinklers or ventilation. The Lab/IW Facility is anticipated to be a two story building on a 20,000 s.f. footprint. Because the structure will be a mixed use office and laboratory building, the FDC must ensure adequate separation between administrative and lab functions in the design to protect the lab’s functionality.

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, to:

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
3300 Preble Avenue  
Pittsburgh, PA 15233-1092  
Email: Suzanne.thomas@alcosan.org

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. July 26th, 2019.

An informational meeting will be held Tuesday, July 2nd, 2019 at 10:00 am in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233 to clarify the goals and purpose of this Request for Qualifications.

## **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: New Laboratory/Industrial Waste Facility and Parking Garage  
No.: Project S-464  
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Schedule: December 2019 – March 2021

The Scope of Services shall include the following:

- Produce Bid-Ready design documents for the New Lab/IW Facility. The Consultant shall have past experience in Laboratory Design including laboratory HVAC, casework, Furniture, Fixtures and Equipment (FFE), safety systems, utilities and applicable codes and standards such as OSHA, IBC and NFPA. Bid Documents shall conform to Pennsylvania's Separations Act.

- Produce Bid-Ready design documents for the Parking Garage. The Consultant or a Subconsultant on the Team shall have past experience in the design of multistory parking facilities. Because employee parking will be displaced during construction, ALCOSAN prefers that completion of the Parking Garage is fast-tracked. The Team may use prefabricated or pre-engineered garage designs to accelerate the construction schedule. Bid Documents shall conform to Pennsylvania’s Separations Act.
- Produce Bid Ready Documents for the relocation of underground utilities which will be disrupted by the Lab/IW Facility and Parking Garage.
- Produce a Construction Schedule for the entirety of the project. The Consultant shall coordinate construction activities for the Lab/IW Facility and Parking Garage to bring the garage into service as soon as possible.
- Produce a Cost Estimate for the entirety of the project.

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:

Request for Qualifications	June 24, 2019
Proposals for the RFQ due	August 2, 2019
Evaluation and Shortlist ( <i>tentative</i> )	August 2019
Request for Proposal release ( <i>tentative</i> )	September 2019
Proposal submission and interviews ( <i>tentative</i> )	October 2019
Contract Award ( <i>tentative</i> )	November 2019
Negotiate, Award Fee, Issue Notice to Proceed ( <i>tentative</i> )	December 2019

**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, 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.

After completion of the interviews, all proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

## **6.0 QUALIFICATIONS SUBMITTALS**

Eight (8) hard copies of sealed Submittals and one (1) electronic copy (Compact Disc or Flash Drive) are required. Submittals must be received by the ALCOSAN Contracts Department (Admin Annex - Room 105) no later than 2:00 PM on Friday, August 2, 2019. Please allow time to be processed by security. If the documents are sent via courier, it is Consultant's responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR  
Laboratory/Industrial Waste Facility and Parking Garage**

Project S-464

Allegheny County Sanitary Authority

Office of Procurement

3300 Preble Avenue

Admin Annex, Room 105

Pittsburgh, PA 15233

Attention: Suzanne Thomas, Procurement Officer

Late and/or noncompliant Submittals will not be accepted for any reason. To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals.

Each hard copy of the Submittals shall be bound using GBC or other semi-permanent binding to ensure that pages are not lost. Pages shall be no larger than standard letter size 8 ½" x 11" or folded to that dimension. Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Proposers are encouraged to submit on double-sided paper to conserve paper. Electronic copies shall be submitted as a PDF document or other appropriate electronic document format on a CD or flash drive. Email submittals will not be accepted.

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 11x17 Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page, folded to accommodate an 8 ½ x 11 formatted booklet.
- The Proposer may provide no more than ten (10) resumes of key personnel for Part I, Section E, SF 330, 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. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 3):** ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service disabled veteran 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.

- G. Potential Conflict of Interest (Tabbed Section 4):** Each Proposer shall submit a Certificate of Conflict of Interest (**See Appendix A**) 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.
- H. Non-Collusion Affidavit (Tabbed Section 4):** A copy of ALCOSAN's Non-Collusion Affidavit is attached hereto in **Appendix B**. Proposer must execute the Non-Collusion Affidavit and include it in its Submittal for the proposal to be considered responsive.
- I. 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 \*\*\*\*

## APPENDIX A

# CONFLICT OF INTEREST CERTIFICATION



ALCOSAN RFQ/RFP NUMBER/TITLE: \_\_\_\_\_

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I state that I am           (Title)           of           (Company Name)           and that I am authorized to make this affidavit on behalf of my company, and its owners, directors, and officers. I am fully informed of the preparation and contents of the attached proposal.

I hereby certify that relevant personnel from           (Company)           have reviewed the scope of work of the referenced ALCOSAN RFQ/RFP and understand its contents. I also certify that no real or potential, Personal or Corporate conflict of interest exists with (Company) under this procurement.

I understand that a conflict of interest may arise over the period of this procurement.           (Company)           shall notify ALCOSAN in writing of any financial interest, personal activity, or relationship that could impair the Company's ability to act impartially and in the best interest of ALCOSAN when performing under the contract.

          (Company)           its affiliates, subsidiaries, officers, directors or employees do not currently perform any work which may result in a potential or real conflict. Nor is           (Company)           or any of its employees under the investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving a conflict of interest with respect to proposing and/or bidding on any public contract, except as follows:

I state that           (Company)           understands and acknowledges the above representations are material and important, and will be relied on by the Allegheny County Sanitary Authority in awarding the contract(s) for which this proposal is submitted. I understand and           (Company)           understands that any misstatements in this Certification is and shall be treated as fraudulent concealment from the Allegheny County Sanitary Authority of true facts relating to the submission of proposals for this contract.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

# INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to the Request for Proposal (RFP). According to the Pennsylvania Antirigging Act, 62 Pa.C.S.A. § 4501, *et seq.*, governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.

This Non-Collusion Affidavit must be executed by a manager, member, officer, director, owner or employee of the Proposer who is authorized to legally bind the Proposer.

Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids, are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Proposer with responsibilities for the preparation, approval or submission of the proposal.

The term “complementary proposal” as used in the Affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

**Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.**

# NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

Company Name: \_\_\_\_\_

Being duly sworn or affirmed according to law, I, \_\_\_\_\_ depose and  
(Name of Affiant)

say that:

(1) I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Company)

and that I am authorized to make this Affidavit on behalf of my company, and its managers, members, officers, directors, and/or owners. I am fully informed of the preparation and contents of the attached proposal.

(2) The price(s) and amounts contained in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.

(3) Neither the price(s) nor the amounts contained in this proposal, and neither the approximate price(s) nor approximate amounts contained in this proposal, have been disclosed to any other company or person who is a proposer or potential proposer, and they will not be disclosed before the proposal submission date.

(4) No attempt has been made or will be made to induce any company or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.

(5) The proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any company or person to submit a complementary or other non-competitive proposal.

(6) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors  
(Name of Company)

and employees are not currently under the investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing and/or bidding on any public contract, except as follows:

(7) \_\_\_\_\_ understands and acknowledges that  
(Name of Company)  
the above representations are material and important, and will be relied on by the Allegheny County Sanitary Authority in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatements in this Affidavit is and shall be treated as fraudulent concealment from the Allegheny County Sanitary Authority of true facts relating to the submission of proposals for this contract.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: