

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS  
for  
PROPERTY AND RIGHT OF WAY ACQUISITION SERVICES  
CLEAN WATER PLAN  
CAPITAL PROJECT S-451**

**March 20, 2024**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (ALCOSAN) entered into a Consent Decree on January 24, 2008, with the U.S. EPA, Pennsylvania DEP and the Allegheny County Health Department to address Combined Sewer Overflows. A Modified Consent Decree was approved on May 14, 2020, to replace the 2008 Consent Decree. Copies of these documents are available via ALCOSAN's Website at the following location: <https://www.alcosan.org/our-plan/plan-documents>. In order to accomplish its goals under this improvement program, known as the Clean Water Plan (CWP), ALCOSAN must secure either ownership of or the rights to use certain properties where the planned improvements will be constructed.

ALCOSAN is soliciting Statements of Qualification ("Qualification Submittals") from firms interested in providing property and right of way acquisition services for the CWP.

The ALCOSAN Board has retained and will continue to retain separate consultants to implement the Tunnel, Green Revitalization of Our Waterways (GROW) and Regionalization components of the CWP. These consultants include program management consultants as well as final design consultants (FDCs).

The scope of services for the program management consultants and FDCs have been developed and will continue to be developed with the assumption that ALCOSAN will procure a Property Acquisition firm to support or perform certain tasks related to researching, negotiating, and acquiring or securing properties and rights-of-way.

Typically, the program manager consultants, and/or FDCs will take the lead in identifying specific properties and easement needs, including performing preliminary research and risk assessments.

The selected Property Acquisition Consultant will provide services necessary to assist in research and acquisition of properties and/or rights-of-way identified by ALCOSAN as required for the CWP implementation. These tasks shall include, but are not limited to, determining the state of title of such properties, due diligence, soliciting and procuring appraisal and closing services, researching the history of property owners, previous land uses, mineral rights, existing easements, land use zoning and building restrictions, type of construction of existing buildings

on property or adjoining properties, conducting surveys, environmental investigations, negotiating acquisition or assisting in the condemnation of such properties, post-acquisition services and land management activities.

This document is intended to assist firms in preparing their Qualification Submittals for this project. Any Qualification Submittals that fail to conform to the 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  
Email: [procurement@alcosan.org](mailto:procurement@alcosan.org)

**Proposers should not contact other ALCOSAN employees regarding this procurement.**

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) business days prior to the submittal date.

An informational meeting will be held on-line via Microsoft Teams at 9:00 a.m., April 3, 2024, to clarify the goals and purpose of the Request for Qualifications. All parties interested in attending the informational meeting shall send an email to the Procurement Officer no later than 4:00 p.m. (EST) the day prior to the meeting. Please only register one person for each company. Companies may forward the invitation to their teams upon receipt. Once the list is compiled, ALCOSAN will email a Microsoft Teams meeting invite by COB (EST) the day before the meeting. This meeting is not mandatory, but all interested parties are strongly encouraged to attend.

## **3.0 OBJECTIVE**

ALCOSAN proposes to retain a highly qualified professional firm to provide the services described herein. Firms and team members with significant experience in planning and executing projects with similar characteristics will be given prime consideration for this project. Those firms that participate in this RFQ process will be referred to herein as “Proposers.” “Proposer” and its Sub-consultants shall be referred to collectively herein as the “Team.” The successful firm shall be referred to herein as the “Property Acquisition Consultant”.

#### 4.0 SCOPE OF SERVICES

Project: Property and Right of Way Acquisition Services for Clean Water Plan  
No.: Capital Project No. S-451  
Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Term: 3 Year base period with 2 one-year option periods

The Property and Right of Way Acquisition Services will consist of all steps necessary for the acquisition of real properties and/or real property rights needed for the construction, operation, maintenance, and replacement of the improvements required for implementation of the Clean Water Plan. There are established guidelines set forth in the Property and Right-of-Way Project Execution Plan. The Property Acquisition Consultant shall revise or update these guidelines as necessary during their contract. The Property and Right-of-Way Execution Plan will be shared during the RFP phase of this procurement.

Property and Right-of-Way Acquisition services shall include, but not be limited to, the following:

- Gathering title information for properties identified by ALCOSAN, and performing an update of title as necessary prior to closing of any property acquisition or condemnation;
- Providing surveying services, as needed to include ALTA surveys where appropriate;
- Providing input on acquisition strategy and securing property needs through fee simple acquisitions, permanent easements (both surface subterranean facilities), leases, temporary construction easements and/or access easements;
- Review existing parcel descriptions and boundaries;
- Prepare real property legal descriptions and exhibits for acquisition;
- Preparing a property history report including prior uses, subsurface information, potential archaeological or historic site designation, local zoning and land use requirements, special neighborhood designations, utility easements, flood insurance map determinations, potential land development or redevelopment;
- Performing Environmental Site Assessments;
- Performing lead and asbestos testing services on buildings that have been acquired and are to be demolished;
- Evaluating and estimating property encumbrances;
- Soliciting and procuring an independent fee appraiser from a list of approved providers to determine the market value of property through appraisal reports, clearly revealing the appraisal evaluation process, and being consistent with the uniform standards of appraisal practice;
- Preparing and maintaining all property acquisition documents and all property related files and records;
- Negotiating with owners of record for the acquisition of property to include review of surveys and right of ways, coordination with authority engineers and consultants, reviewing

- appraisals, preparing offers, preparing all correspondence, contacting owner, and then meeting and/or coordinating with the owner and their legal representatives;
- Providing public and municipal coordination support, including municipal coordination support, including attendance at Community Meetings to be organized by others;
  - Calculating estimated acquisition and closing costs;
  - Taking the lead on condemnation procedures, and testifying as needed for such condemnations;
  - Providing relocation services, including utility transfer, determination of relocation expenses, negotiation of rents and leases, advisory services, and overall coordination;
  - Soliciting and procuring a closing agent for closing real property acquisitions upon receipt of ALCOSAN's approval to include title updates, closing statements, drafting deeds, clearing title problems, and discharging of mortgages, taxes, and liens;
  - Preparing documents needed by ALCOSANs solicitors in recording of deeds and easements;
  - Providing post-closing property management services;
  - Holding regular bi-monthly status update meetings, including development of agendas and meeting summaries; and
  - Other services as may be required by ALCOSAN.

The selected firm will provide regular updates to ALCOSAN to include prospective timeframes and costs associated with the acquisition of each property. At this time, it is anticipated that ALCOSAN's solicitor will be responsible for any legal services required under this program.

A three-year base period with two one-year option years will be exercised at ALCOSAN's discretion.

The selected Consultant shall utilize the Program Management Information System (PMIS) that has been set up for this program. ALCOSAN is using e-Builder® as the project management collaborative software tool for this project. Project documentation will be posted to this system. The Consultant is required to utilize e-Builder® for the duration of this project, including project closeout, and shall provide all project information via this program. This includes, but is not limited to contracts, invoices, reports, project deliverables, meeting minutes, requests for information, submittals, daily reports, etc. ALCOSAN will provide guest access or license and will provide user training to the successful offeror, if necessary.

ALCOSAN plans to follow the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs (the "Uniform Act"), for property acquisitions. The Uniform Act is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property or displace persons from their homes or businesses. At present, this approach will preserve the eligibility of any acquisition work performed if federal funding becomes available.

### Tentative Procurement Schedule

Issue RFQ	March 20, 2024
Information Meeting	April 3, 2024
Receive Qualifications	April 19, 2024
Shortlist	May 2024
Issue RFP	May 2024
Receive Proposals	June 2024
Interviews	Week of June 24, 2024
Award	July 2024
Negotiate	August 2024
Award Fee	September 2024

#### 5.0 EVALUATION OF QUALIFICATION SUBMITTALS/SELECTION PROCESS

The Acquisition Consultant will be selected based upon the following process:

**Shortlist:** Once the deadline for the RFQ has lapsed, ALCOSAN’s Procurement Team shall review, discuss, and independently rank all Qualification Submittals. The Procurement Team will score Qualification Submittals based upon the following criteria:

- Proposer’s history and resource capability to perform required services;
- Evaluation of assigned personnel;
- Certifications, licenses, and credentials to practice in Pennsylvania;
- Knowledge of the Clean Water Plan;
- Representative experience for similar work;
- Ability to meet schedule and project budget with other clients;
- Familiarity with local area geography and facilities;
- Local Office within Allegheny County;
- MBE/WBE/SDV Participation.

Based upon the evaluations of the Submittals, the Procurement Team 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 Proposals (“RFP”). Following proposal submission, Proposers will be interviewed by ALCOSAN’s Procurement Team. After the interviews, all proposals will be individually evaluated and scored utilizing criteria clearly set forth in the RFP. The Procurement Team will consider the Proposer’s performance in the interview when evaluating the proposals.

## 6.0 QUALIFICATION SUBMITTALS

Proposals for providing these services must be received by ALCOSAN no later than 2:00 p.m. April 19, 2024. Five hard copy submissions and one electronic submission (Flash Drive) will be accepted via hand delivery, regular mail, and overnight delivery. If the package is being hand delivered, please allow time to process through security. If the documents are sent via courier, it is the Proposer's responsibility to verify that the proposal has been received by ALCOSAN within the time requirement.

The Qualifications should be submitted as follows:

**STATEMENT OF QUALIFICATIONS FOR  
PROPERTY AND RIGHT OF WAY ACQUISITION SERVICES  
CLEAN WATER PLAN  
CAPITAL PROJECT NO. S-451**

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
3300 Preble Avenue  
Admin Annex Building, Room 106  
Pittsburgh PA 15233

Late Qualification Submittals will not be accepted for any reason.

To enable ALCOSAN to efficiently evaluate the Qualification Submittals, Proposers must strictly follow the required format in preparing their Qualification Submittals. 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.

Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, graphics, 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. Cover Letter:** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFP and shall be signed by a person authorized to bind the company. Cover letter shall not exceed two (2) pages. This shall also serve as the Executive Summary.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of Proposer, point of contact information (telephone and email) and the submittal date.

## **C. Table of Contents**

**D. Firm's Experience / Past Performance / References (Tabbed Section 1):** Proposer shall select up to five (5) similar projects to highlight as best representing the Proposer's project experience, similar to this RFQ's scope of work. For each project, Proposer shall prepare a brief, one-page, single-sided summary of the project including the following information:

- Project Name and Location
- Date(s) of Project
- Project Owner
- Client Name and Address
- Client Contact Name/Telephone Number/Email Address
- Firm Name and Role
- Team Roster (Including Subconsultants)
- Year Completed
- Total Fees
- Brief Description of the Project, highlighting the involvement of the Proposer

ALCOSAN may use these projects as references for the Firm as part of the past performance review so Proposers should notify the client(s) to let them know they may be contacted.

In a separate two (2) page summary, Proposer shall further identify those stages of the acquisition process, as outlined herein or in drawing from such past experience, it considers most critical to the success of the Clean Water Plan real estate acquisition.

**E. Team's Experience (Tabbed Section 2):** Proposer may provide up to five (5) resumes of key personnel, with each resume not to exceed two (2) pages. The resumes should be project based and not a chronological listing of employment.

The Firm shall attach an Organizational Chart of the proposed Team, not to exceed one page.

Proposer may provide two (2) page Qualification summaries for each of up to five (5) subconsultants who may provide services for this project, but shall, at a minimum, include any subconsultants identified in Proposer's response to Section F below.

**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 SDVOSB participation goals are 3% of this same total value.

MBE/WBE/SDVOSB firms shall present their certification on this submittal. ALCOSAN does not accept self-certification, including a certification from another agency that accepts self-certification. All SDVOSB firms must be certified by the Veterans Administration (VA) as a service-disabled veteran-owned small business. With the VA turning over certification to the SBA, ALCOSAN will accept outdated VA certifications or new SBA certifications.

At this stage of submitting Qualification, 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 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/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.

**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 \*\*\*