

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES**

INSPECTION OF 300-FT RADIAL BRICK CHIMNEY

February 21, 2024

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (ALCOSAN) is soliciting Letters of Interest and Statements of Qualifications from firms interested in providing Professional Engineering services for the Inspection of 300-Ft Radial Brick Chimney in the Woods Run Wastewater Treatment Plant.

This document is intended to assist firms in preparing their Qualifications Submittals for this project. All Qualification Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN. Please review the entire RFQ when submitting.

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
Chief Procurement Officer
Allegheny County Sanitary Authority
Email: 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 shall be held at the plant on March 6, 2024, at 2:00pm (EST) in the Admin Annex Boardroom. Please note, there will be a site visit; appropriate PPE is required. Due to the construction at the plant, consultants should park in the Prison lots and walk to the plant. Consultants must also provide names of all attendees prior to the meeting as Security requires a 24-hour notice of visitors. This meeting is not mandatory, but all interested parties are strongly encouraged to attend.

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:	Inspection of 300-Ft Radial Brick Chimney
Project No.:	S-492
Existing Location:	3300 Preble Avenue, Pittsburgh, PA 15233
Schedule:	June 2024 – October 2024

The overall scope of work for the Inspection of 300-FT Radial Brick Chimney includes, but is not limited to, the consultant services, expertise, and responsibilities noted herein:

1. Procure or Sub-contract services for chimney inspection from an experienced industrial chimney inspection firm:
 - a. Perform a Class II Inspection of ALCOSAN’s 300-ft Radial Brick Chimney.
 - b. Inspection shall include a thorough, primarily visual, examination of the exterior and interior of the chimney. The chimney will be taken off-line (out of service) for the inspection work.
 - c. Full height inspection of the full exterior circumference and all appurtenances (platform, ladder, support bands, chimney cap, lightning protection system, etc.).
 - d. Full height inspection of the interior of the chimney.
 - e. Chimney inspection firm shall provide supervision, labor, material, and equipment (including furnishing and installing scaffolding and rigging) as necessary to access and perform the work.
 - f. Provide detailed inspection report, signed, and sealed by a P.E. registered in Pennsylvania: Inspection summary, photographs, and recommendations for required repair and maintenance items.
2. Review inspection report and recommendations; review report with ALCOSAN, advise of any recommended or required repair.
3. Coordinate with ALCOSAN Operations & Maintenance for scheduling of the chimney inspection (this chimney inspection could be scheduled to occur during the annual full outage of the incineration system, which typically occurs in the summertime).

4. Site investigation and review of available as-built information and previous chimney inspection reports.
5. ALCOSAN will determine, based on the recommendations in the report and subsequent review, if any repair work is needed. If needed, ALCOSAN will have the option to request the Consultant prepare contract documents (biddable drawings and specifications) for issuance of a construction contract. A separate fee will be negotiated for this work if the option is selected by ALCOSAN.

The tentative schedule for this project is as follows:

Milestone	Date
Inspection of Chimney	August/September 2024
Submit Inspection Report to ALCOSAN	October 2024

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, the 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. (EST), March 27, 2024. It is Consultant’s responsibility to ensure the documents have arrived on time.

Do not include cost information in this submittal.

Submittals should be addressed as follows:

**Statement of Qualifications for
Inspection of 300-Ft Radial Brick Chimney
Capital Project No. S-492**
Suzanne Thomas
Chief 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, 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. 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. 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 the Proposer, a point-of-contact, contact information (telephone and email) and the submittal date.
- C. Table of Contents**
- D. Firm's Experience/References (Tabbed Section 1):** The Proposer shall select three (3) 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’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 four (4) 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. 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.

MBE/WBE/SDV 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 SDV 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 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. 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.
- 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 ***

ATTACHMENTS

Attachments are provided separately as electronic files upon request to the Procurement Officer:

1. Drone Video:
 - a. 01.22.2024 Video Files of ALCOSAN's 300-Ft Radial Brick Chimney

2. Contract Work:
 - a. Contract 1680 – Repairs to 300-Ft Radial Brick Chimney, As-Built drawing – 2018-2019
 - b. Contract 1282 – Rehabilitation of the Incinerator Chimney – As-Built drawings – 2005
 - c. Original Chimney – design and shop drawings – 1953 - 1958

3. Inspections & Reports:
 - a. 2018 Inspection Report
 - b. 2016 Inspection & Structural Integrity Evaluation
 - c. 2010 Inspection Report
 - d. 1996 Inspection Report

4. Non-Contract Work:
 - a. Support Bands and Bulge Repair – Nov/Dec 2016