

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**  
**REQUEST FOR QUALIFICATIONS**  
**for**  
**PROFESSIONAL SERVICES**  
**CM SERVICES**  
**CIPP REHABILITATION**  
**OF THE**  
**UPPER SAW MILL RUN AND LOWER OHIO INTERCEPTORS**  
**PROJECT S-491**

**May 22, 2024**

**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 Construction Management and Field Inspection Services for a comprehensive cured-in-place lining project (CIPP) for the rehabilitation of the Upper Saw Mill Run and Lower Ohio interceptors, as well as other sites across the ALCOSAN service area.

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.

**This Submittal is due no later than 2:00 p.m. (EST) on June 20, 2024**

**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](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 less than seven (7) business days from the submittal date.

### **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: CM Services for the CIPP Rehabilitation of the Upper Saw Mill Run and Lower Ohio Interceptors  
No.: Project S-491  
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Schedule: November 2024 – December 2025

#### **4.1 PURPOSE**

Provide construction management and field inspection services for a comprehensive cured-in-place lining project for the Upper Saw Mill Run and Lower Ohio interceptors as well as other various project sites across the ALCOSAN service area.

#### **4.2 PROJECT OBJECTIVES**

ALCOSAN is completing the design of CIPP lining sewer rehabilitation for portions of our shallow-cut interceptor system. The project work areas include CIPP rehabilitation of approximately:

- 5,900 linear feet of 15”-30” diameter Upper Saw Mill Run interceptor
- 5,600 linear feet of 10”-24” diameter Lower Ohio interceptor

Additional work locations will include:

- 900 linear feet of 8” connector sewer in River Avenue
- 900 linear feet of 10” connector sewer along Brush Creek
- 150 linear feet of 12” connector sewer along Woodruff Street
- 100 linear feet of 18” connector pipe near the intersection of route 885 and Parkway 376

Ancillary work included in the rehabilitation will include bypass pumping, CCTV inspection, pipeline cleaning, and possibly structural repairs including infiltration sealing, open cut pipe repairs, manhole rehabilitation, or new manhole construction.

### **4.3 SCOPE OF WORK**

The selected Team will provide construction management and field inspection services.

#### **Task 1. Project Management**

The selected firm shall provide a Project Manager agreeable to ALCOSAN to be responsible for all work performed. A Principal shall also be provided to provide high-level assistance if necessary. The Principal shall have the necessary authority within the firm to schedule or reschedule the assignment of the necessary personnel and resources to ensure that the Project Manager can complete the work required.

The Project Manager shall perform or oversee the work tasks listed below as part of the Project effort:

##### **A. General Procedures**

Establish and maintain management, communication, correspondence, and administrative procedures consistent with ALCOSAN requirements and requests.

##### **B. Problem Resolution**

Develop alternative recommendations/solutions for presentation to ALCOSAN to resolve problems that develop during the construction execution of the Project.

##### **C. Monthly Progress Reports**

The Project Manager shall submit monthly progress and cost reports covering activities in a form provided by ALCOSAN. Monthly progress and cost reports shall identify:

- Tasks completed
- Progress on other tasks
- Summary of overall Project progress
- Corrective action that will be taken where task progress is over budget or behind schedule
- Summary of tasks that will begin and/or be completed in the following month
- Status of MBE/WBE participation and utilization
- Monthly logs of major meetings
- Allowable Costs recorded in the period and to date
- Costs reported as a proportion of the project budget
- Relationship of costs to progress and budgets

The supporting documentation for monthly invoices shall be in accordance with the “Agreement for Professional Services.” Labor costs shall be monitored and reported on a work task basis, a summary of which shall be included in the invoice.

#### **Task 2. Construction Management Services**

The Construction Manager will assist ALCOSAN during construction and will provide the following services:

- Lead bi-weekly progress meetings with the Contractor, Engineer and ALCOSAN. Agendas are to be distributed to meeting participants no less than two days before any meeting.
- Prepare meeting minutes of progress meetings to include coordination, progress, safety, and other special meetings as may be required. Minutes are due within seven calendar days of any meeting.
- Review and approve Contractor's application for payments.
- Coordinate submittal reviews with Engineer to provide technical review of shop drawings, diagrams, illustrations, permits, catalogue data, schedules, and safety plan. Recommendations for approval will be submitted to ALCOSAN for approval within ten working days after receiving the submittals.
- Provide technical interpretations of the drawings, specifications, and contract documents and evaluate requests for deviations from the approved Engineer/Construction Manager or specifications. Provide responses to the Contractor's written requests for clarifications, RFIs, and deviations.
- Prepare drawing revisions and cost estimates necessary for change orders during construction.
- Review and recommend to ALCOSAN pending change order requests initiated during construction.
- Coordinate with the contractor to complete PennDOT roadwork notification and approval forms.
- Coordinate with the contractor to complete final railroad right of entry authorization forms, insurance requirements, and scheduling of railroad flaggers during construction as needed.
- Attend meetings with railroads, Pittsburgh Regional Transit (PRT), PennDOT and the other entities as needed throughout the project.
- Ensure segments of Interceptor are cleaned, rehabilitated and inspected based upon ALCOSAN's criteria.
- Conduct Agency, municipal and public coordination as required.

### **Task 3. Field Inspection Services**

- Observe all work activities while they are progress.
- Provide a computerized daily report to ALCOSAN summarizing observations and the general compliance of the Contractor with the contract documents. Attach photos to daily logs to illustrate work progress and identify field coordination issues.
- Inspect the work at substantial and final completion with ALCOSAN and assist in developing punch lists. Prepare a written recommendation for issuing a Certificate of Substantial Completion and submit to ALCOSAN.
- Assist in redlining drawings prepared by the construction contractors or certified vendor drawings.

### Ancillary Requirements

E-BUILDER RECORD MANAGEMENT. The Engineer/Construction Manager will be required to utilize and help facilitate Contractor usage throughout the project.

PERMITTING. The Engineer/Construction Manager may be required to facilitate the final acquisition of regulatory and railroad permits as part of the project scope. Final permit plans and documents will be provided by the Engineer / ALCOSAN for use in issuing to the Contractor.

RIGHT OF WAY (ROW). No right-of-way acquisition is anticipated for this project. However, in some circumstances license agreements with property owners and railroad permits will be necessary.

SAFETY. Any work within existing manholes, diversion structures, and access shafts will be classified as “Confined Space” and will require complete compliance with current OSHA and ALCOSAN standards. The Contractor will be obligated to adopt a Permit Required Confined Space Entry Program. The Construction will need to be Confined Space Certified. Both the Contractor and the Construction Manager will be required to become familiar with ALCOSAN’s policy on Compliance with Health and Safety Regulations prior to starting work. Additional safety requirements and training may be required by the railroads and PRT.

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 contract for professional services.

<b>Milestone</b>	<b>Date</b>
RFQ Release	May 22, 2024
RFQ Submittal Due	June 20, 2024
Shortlist/RFP Release	July 2024
RFP Due	August 2024
Award	October 2024
Notice to Proceed	November 2024
Pre-Construction Meeting	TBD
Contract Closeout	December 2025

Note: This project may be subject to H2O PA funding requirements. The Professional Services Consultant is required to adhere to applicable portions of Section III – Program Requirements in the following guide attached and made available with this RFQ: [COVID-19 ARPA H2O PA WATER SUPPLY, SANITARY SEWER AND STORM WATER PROJECTS](#).

## **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”).

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 Procurement Officer no later than 2:00 p.m. on June 20, 2024. It is the Consultant’s responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR  
CM Services CIPP Rehabilitation  
of the  
Upper Saw Mill Run and Lower Ohio Interceptors  
Project S-491  
Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
Email: [procurement@alcosan.org](mailto: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.
- 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 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 1 (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. 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. A copy of ALCOSAN's Supplier Diversity Business Policy Statement is available on the ALCOSAN website.

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 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 \*\*\*\*