

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES**

MISCELLANEOUS HVAC IMPROVEMENTS PROJECT

March 13, 2024

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (ALCOSAN) is soliciting Letters of Interest and Statements of Qualification from Professional Engineering firms interested in providing Professional Engineering Design services for design and construction of the HVAC improvements at the Administration Building, Administration Annex and Main Sewage Pump Station facility in the Woods Run Wastewater Treatment Plant.

This document is intended to assist firms in preparing their Qualification 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
Procurement Officer
Allegheny County Sanitary Authority
Email: procurement@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., seven (7) business days prior to 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 Qualifications (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: Miscellaneous HVAC Improvements
Project No.: S-492
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: September 2024 through December 2025

The scope of services includes, but is not limited to:

- The steam heat at the Administration and Administration Annex buildings is reaching end of life due to ongoing construction activities and needs to be replaced. The Consultant shall:
 - Evaluate HVAC needs of the two buildings for size and locations of new equipment.
 - Current equipment preferences would be:
 - DVM S Mini Split System for first and half of second floor of admin annex building and half of admin building.
 - Natural gas furnace and air handler system for admin annex basement.
 - Prepare contract documents for demolition of existing steam heating system and furnishing of the new natural gas heating system identified as a result of the evaluations above.
- The main pump station HVAC system will need to be upsized to handle the additional heating loads of running additional pumps for extended periods of time. The Consultant shall:
 - Evaluate cooling requirements.
 - Current equipment preference would be a 100% redundant, two stage Barrel Chiller system.
 - Evaluate reuse of existing air handlers and glycol system – repair/upgrade/replace as necessary.
 - Determine location of equipment
 - Evaluate structural capacity of existing platforms for supporting new system.
 - Control strategy and system.
 - Evaluate adding a vent to room.
 - Investigate possibility of adding a double door from interior to elevated platform.
 - Prepare contract documents for demolition of existing cooling system and completion of the scope of work identified as a result of the evaluations above.
- Determine construction requirements to optimize installation (off hours for office, need for temporary HVAC, etc.).
- Maintain continuous communication with ALCOSAN personnel regarding progress, milestones, and cost considerations.
- Coordinate with a multitude of other ongoing plant projects.

ALCOSAN anticipates the following minimum tasks and services:

Design Phase:

- Preparation of biddable plans and specifications in accordance with Pennsylvania Municipal Authority procurement codes and regulations.
- Preparation and submittal of intermediate design products at the 30% and 90+% stages of completion.
- Preparation and submittal of cost estimates and construction schedules. Cost estimates shall be provided at 30%, 90%, and 100% milestones.
- Provide progress updates and reviews in collaboration with ALCOSAN representatives.
- Other probable related services that may be required include design reviews, site investigation, field survey, geotechnical subsurface borings, material testing, structural analysis and design, review and analysis of existing as-built information and building code requirements.

Bidding Phase:

- Attend the pre-bid meeting
- Responding to bidder questions
- Assist in the writing of addenda
- Evaluation of or-equal requests from the bidders
- Assist in the evaluation of bids

Construction Phase:

- Provide submittal evaluation/review
- Attend construction meetings
- Perform site visits to monitor the quality of the work
- Assist in the response to Requests for Information
- Assist in the preparation of change orders
- Assist in the start-up & training
- Assemble Record Drawings

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.

The tentative schedule for Miscellaneous HVAC Improvements work is as follows:

- Design phase:September 2024 – February 2025
- Bid phase:.....February 2025 – April 2025
- Construction phase:.....May 2025 – November 2025
- Operational demonstration phase:.....November 2025 – December 2025

5.0 EVALUATION OF QUALIFICATION 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 QUALIFICATION SUBMITTALS

An electronic copy must be received by the Procurement Officer no later than 2:00 p.m. (EST), April 24, 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
MISCELLANEOUS HVAC IMPROVEMENTS**

Capital Project S-492

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, 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; and
 - 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. Miscellaneous HVAC Improvements RFQ Virtual Walkthrough slides