

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
MECHANIC TECHNICAL TRAINING PROGRAM
PROJECT NO. M-2022
OCTOBER 12, 2022**

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualifications (collectively, “Qualifications Submittals”) from Technical Training and Development firms interested in providing professional Materials Development & Instructional Delivery Services for a Mechanic Technical Training Program.

The selected firm will provide all services necessary as it relates to Curriculum & Materials Development, Instructional Delivery, Test Assessments, Hands-on laboratory, and Printing.

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

All communications such as 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: Suzanne.thomas@alcosan.org

Proposers should not contact other ALCOSAN employees regarding this procurement.

Responses to all 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 seven (7) days before 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 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: Mechanic Technical Training Program
No.: Project No. M2022
Existing Location: 3300 Preble Ave. Pittsburgh, PA.15233
Schedule: Program Delivery for 2023/2024

The project consists of instructional delivery of course content at the ALCOSAN site, developing course materials, knowledge-based tests, comprehensive lab practice, and instructional aids to facilitate trainee learning. The purpose of the program is to provide the trainee with foundational job task knowledge to perform as a plant mechanic apprentice. The program should be developed with emphasis toward trainees with limited prior mechanical experience. Instructors and course developers to have as a minimum 5 years’ experience as a mechanic/trainer in a similar capacity.

The following courses are representative of the curriculum for this program: Pump Maintenance, Screw Conveyors, Centrifuges, Packing & Gaskets, Bearing Maintenance, Rigging, Mechanical Fasteners and Machinery Alignment & Vibration.

The training delivery to begin in 2023 and conclude eighteen months from notice-to-proceed 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.

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 potential key personnel
- Related experience (as appropriate) and technical competence
- Proposed Potential MBE/WBE/SDV participation
- MBE/WBE/SDV Participation

Based upon the evaluations of the Submittals, the Procurement Project 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 Proposal (“RFP”). Following proposal submission, the Project Procurement Team will evaluate the proposals. All proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

6.0 QUALIFICATIONS SUBMITTALS

Electronic submittals must be received by the ALCOSAN Contracts Department no later than 2:00 p.m. on November 15, 2022. It is the Proposer’s responsibility to ensure the submittal has been received by the Procurement Officer in a timely manner. Proposer should not copy any other ALCOSAN employees on this submittal unless directed in writing by the Procurement Officer.

Submittals should be submitted as follows:

**Qualification Statement and Letter of Interest
for
Mechanic Technical Training Program
Project M2022
Suzanne Thomas, Procurement Officer
Suzanne.thomas@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 five (5) similar projects using Part I, Section F, SF 330 (See <https://www.alcosan.org/work-with-us/standard-forms>), to highlight, as best representing the Team’s project experience. For each project, the Proposer shall prepare a two-page summary of the project including the following information:

- Project Name and Location
- Date(s) of Project
- Project Owner
- Client Contact Name/Telephone Number/Email Address
- Brief Description of the Project, highlighting the involvement of the Proposer

Previous ALCOSAN Projects may be proposed but the Firm should include other similar projects as well.

- E. **Team’s Experience (Tabbed Section 2):** The Proposer will submit a completed Form SF 330 (Part I only; SF 330 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 Proposer may provide no more than ten (10) resumes of key personnel for SF 330 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. Proposers are encouraged to submit resumes of staff providing actual technical work.

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 (MBE) and service-disabled veteran (SDV) 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. The companies must have a certification from a third party. The Service-Disabled Veteran Business must be certified by the Veteran’s Administration.

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 SDVOSB firms must be certified by the Veterans Administration (VA) as a service-disabled veteran-owned small business.

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/SDVOSB 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): There are several Consultants who may be precluded, based upon their role in either the Preliminary Planning and/or the Tunnel Program Management Consultant. Each team member shall submit a Certificate of Conflict of Interest (See <https://www.alcosan.org/work-with-us/standard-forms>). Should a firm be unsure if the scope of work performed could be a potential conflict of interest, said firm shall notify the ALCOSAN Procurement Officer for a decision on the potential conflict. The Proposer should pay particular attention to affiliate activities.

H. 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 ****