

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING DESIGN SERVICES  
for  
SOLAR POWER GENERATION  
for  
THE OPERATIONS AND MAINTENANCE BUILDING**

**May 1, 2024**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (ALCOSAN) is soliciting Letters of Interest and Statements of Qualifications (“Submittals”) from Professional Engineering firms interested in providing Professional Engineering Design services for the design of solar energy generation as an alternative power source for the Operations and Maintenance Building (O&M Building) at the Woods Run Wastewater Treatment Facility.

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](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.

### 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 solar generation 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:	Solar Power Generation for the Operations and Maintenance Building
Project	S-423
Existing Location:	3300 Preble Avenue, Pittsburgh, PA 15233
Schedule:	November 2024 through December 2025

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

The O&M building is currently energized by the power purchased from the local power generation utility, Duquesne Light Company. ALCOSAN is interested in installing an alternative solar power generation source to the facility’s O&M Building. The purpose of the alternative power source is to provide a clean and environmentally friendly source of energization. The hope is to reduce ALCOSAN’s carbon footprint while reducing the building’s operating costs.

The final design team will be expected to complete an analysis of the energy consumption of the O&M Building and design a solar power generation system to include:

- The design options available for the solar power generation system and determine the maximum available energy available by installing solar panels on the roof of the O&M Building and the associated electrical equipment and necessary infrastructure required for solar power generation.
- Provide the results of the solar power options and design feasibility to ALCOSAN along with any professional recommendations for solar generation of the O&M Building.
- Create an engineering and installation schedule for the entire project from conception through energization.
- Complete the final detailed engineering design and deliverables.
- Provide all supplemental design specialties as a result of the additional solar generation equipment installation, including, but not limited to, structural analysis of the existing building roof and design of required structural improvements to ensure proper support and installation for the new solar generation equipment.
- Finalize project and equipment specifications, procurement requirements, and installation scope of the solar generating system.

- Develop contract documents for bidding.
- Provide design support during bid phase.
- Provide and present recommendations of the vendors and contractors to ALCOSAN.
- Lead and submit all necessary permitting and regulatory activities.
- Support installation and construction of the solar power generating system.
- Lead commissioning, testing, and reporting activities.
- Support bi-weekly project update meetings through the life of the project.
- Provide all native drawings, record drawings, and associated files of record.
- Provide O&M manuals, Training manuals, and conduct training.

ALCOSAN anticipates the following minimum tasks and services:

**Planning Phase:**

Complete an energy consumption analysis of the O&M Building to include:

- The design options available for the solar power generation system and determine the maximum available energy available by installing solar panels on the O&M Building roof and the associated electrical equipment and necessary infrastructure required for solar power generation.
- Provide the results of the solar power options and design feasibility to ALCOSAN along with any professional recommendations for solar generation of the O&M Building.

**Design Phase:**

- Prepare biddable engineering packages and specifications in accordance with Pennsylvania Municipal Authority procurement codes and regulations.
- Preparation and submittal of intermediate design packages at the 30%, 60% and 90+% stages of completion and lead associated design workshops to review each stage with ALCOSAN staff.
- Preparation and submittal of cost estimates and construction schedules to ALCOSAN. Cost estimates shall be provided at each milestone deliverable.
- Other probable related services that may be required include design reviews, site investigation, field survey, geotechnical subsurface borings, material testing, structural analysis and design, physical modeling, review, and analysis of existing as-built information and building code requirements.

**Bidding Phase:**

- Attend the pre-bid meeting.
- Respond to bidder questions.
- Assist in writing any addenda.
- Evaluation of or-equal requests from the bidders.
- Assist in the bid evaluations.

**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 Service Authorization for this project.

The tentative schedule for the Solar Power Generation of the O&M work is as follows:

- Design phase: .....November 2024 – April 2025
- Bid phase:.....April 2025 – June 2025
- Construction phase:.....July 2025 – December 2025
- Operational demonstration phase:.....January 2026

**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

Only information provided in this Submittal regarding this RFQ will count toward the firm’s score.

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.

**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), June 6, 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  
SOLAR POWER GENERATION OF THE O&M BUILDING**

Suzanne Thomas  
Chief 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, 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 brief, one (1) page, summary of each 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 the 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 \*\*\*