

**REQUEST FOR QUALIFICATIONS**  
**for**  
**Professional Services**  
**for**  
**Program Management for**  
**municipal activities related to wastewater and stormwater**  
**wet weather planning for regional water quality**

**August 2018**

**3 Rivers Wet Weather, Inc.**  
**3901 Penn Avenue, Building #3**  
**Pittsburgh, PA 15224**

## TABLE OF CONTENTS

### PART I GENERAL INFORMATION

1.1 DEFINITIONS.....	1
1.2 PURPOSE .....	1
1.3 ISSUING OFFICE AND LOCATION OF QUALIFICATIONS OPENING .....	1
1.4 INVITATION TO PROPOSE.....	1
1.5 CONTRACT AWARDS .....	1
1.6 DEVELOPMENT COSTS .....	2
1.7 INQUIRIES.....	2
1.8 TIMETABLES .....	2
1.9 DELAYS .....	3
1.10 QUALIFICATION SUBMISSION AND WITHDRAWAL.....	3
1.11 ADDENDA .....	4
1.12 EQUAL OPPORTUNITY .....	4

### PART II STATEMENT OF WORK

2.1 SCOPE OF WORK .....	4
A. Introduction .....	4
B. Scope of Services .....	4

### PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS

3.1 RULES FOR SUBMISSIONS .....	7
3.2 SUBMISSION FORMAT .....	7
A. Letter of Transmittal .....	7
B. The Location of the Office .....	7
C. Organization Profile and Qualifications.....	7
D. References .....	7
E. Other Information.....	7

### PART IV EVALUATION OF SUBMISSIONS

4.1 EVALUATION METHOD AND CRITERIA.....	8
A. General .....	8
B. Selection .....	8

## PART I - GENERAL INFORMATION

### 1.1 DEFINITIONS

For the purposes of this Request for Qualifications (RFQ), the Respondent shall mean contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this RFQ.

### 1.2 PURPOSE

This RFQ provides guidelines for the submission of qualifications in response to 3 Rivers Wet Weather, Inc.'s (3RWW) solicitation for firms and individuals to provide **Professional Services for Program Management of municipal activities related to wastewater and stormwater wet weather planning for regional water quality**.

### 1.3 ISSUING OFFICE AND DELIVERY LOCATION

3 Rivers Wet Weather, Inc.  
Attention: Mark Wolinsky  
3901 Penn Avenue, Bldg. 3  
Pittsburgh, PA 15224

### 1.4 INVITATION TO PROPOSE

3RWW is soliciting qualifications from Respondents for **Professional Services for Program Management for municipal activities related to wastewater and stormwater wet weather planning for regional water quality**. Upon receipt of these submittals, 3RWW will evaluate according to the terms of this RFQ and develop a shortlist of firms to receive a Request for Proposal (RFP).

### 1.5 CONTRACT AWARDS

3RWW anticipates entering into a contract for continuing services with the Respondent(s) who submit(s) the qualifications evaluated by 3RWW to be the most technically qualified. 3RWW anticipates awarding a single or multiple contracts to the Respondent(s) chosen, but reserves the right, in its sole determination, to award a contract which is in the best interest of 3RWW.

The Respondent understands that this RFQ does not constitute a guarantee of an agreement or a contract with 3RWW.

3RWW reserves the right to reject all qualifications, to waive any informality, and to solicit and advertise for other qualifications.

A standard 3RWW consultant contract document will form the basis of the contract between the successful Respondent(s) and 3RWW. Additional terms and conditions may be added to the contract through negotiations with the successful qualifier(s).

### **1.6 DEVELOPMENT COSTS**

Neither 3RWW nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFQ. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the Respondent's ability to meet the requirements of the RFQ.

### **1.7 INQUIRIES**

3RWW will not respond to oral inquiries. Respondents may submit written or email inquiries for interpretations of this RFQ to:

3 Rivers Wet Weather, Inc.  
Attention: Mark Wolinsky  
3901 Penn Avenue, Bldg. 3  
Pittsburgh, PA 15224  
or  
mwolinsky@3rww.org

3RWW will respond to written or email inquiries received up to and including August 29, 2018. Any questions submitted after that date will not be addressed. 3RWW will record all responses to inquiries and any supplemental instructions in the form of written addenda. 3RWW will send any written addenda by U.S. mail or e-mail to all Respondents who received the RFQ.

### **1.8 TIMETABLES**

3RWW and Respondents shall adhere to the following schedule in all actions concerning this RFQ:

- A. On August 1, 2018 3RWW issues the RFQ.
- B. From August 1, 2018 to August 29, 2018, 3RWW answer all inquiries received by U.S. mail or email.
- C. All responses to the RFQ must be received no later than 3:00 p.m. on Friday, September 7, 2018. Late submissions will be returned unopened to the Respondent. If having a third-party courier deliver the submittal, the Respondent is responsible for ensuring the document has been delivered within the prescribed time.
- D. 3RWW will review and evaluate the qualifications by Friday, October 5, 2018. 3RWW will notify unsuccessful Respondents upon completion of the evaluations and issue an RFP to the shortlisted firms.

- E. Selected firms/individuals will be invited to submit a formal proposal through RFP for the Program Management Services no later than 3:00 p.m. on Friday, November 2, 2018.
- F. Interviews for shortlisted firms will be conducted on or about November 20, 2018.
- G. 3RWW will evaluate the shortlisted firms' proposals and make a selection of the most technically qualified firm.
- H. 3RWW may enter into a contract after conducting negotiations and obtaining appropriate approvals. 3RWW will notify unsuccessful Respondents at this time.
- I. A contract for Program Management Services with 3RWW will have an effective date of January 1, 2019.

### **1.9 DELAYS**

3RWW may delay scheduled due dates and will notify Respondents of all changes in the scheduled due dates by written addenda.

### **1.10 QUALIFICATION SUBMISSION AND WITHDRAWAL**

3RWW will receive qualifications at the following address:

3 Rivers Wet Weather, Inc.  
Attention: Mark Wolinsky  
3901 Penn Avenue, Bldg. 3  
Pittsburgh, PA 15224

**To facilitate processing, please mark the outside of the envelope in the lower left corner as follows:  
"RFQ Response - Professional Services for Program Management."**

The envelope shall also include the Respondent's return address in the upper left corner.

Respondents shall submit four (4) paper copies of the response to the RFQ in a sealed envelope marked as noted above; one marked "Original Copy." The Respondent may submit the qualifications by mail, parcel delivery service, or in person. Late submissions will be returned unopened to the Respondent. If having a third-party courier deliver the submittal, the Respondent is responsible for ensuring the document has been delivered within the prescribed time.

**3RWW MUST RECEIVE ALL QUALIFICATIONS BY 3:00 P.M. ON FRIDAY, SEPTEMBER 7, 2018.**

Due to the irregularity of mail and delivery services, 3RWW recommends that Respondents confirm delivery of qualifications prior to the RFQ response deadline. Telephone confirmation may be made by calling (412) 578-7966 at least four (4) hours prior to RFQ response deadline. Qualifications received after the established deadline shall not be opened or considered and, provided that the Respondent has provided a valid and legible return address as instructed herein, shall be returned in their unopened

state to the Respondent. Respondents may withdraw their submissions by notifying 3RWW in writing or in person by an authorized representative at any time prior to the opening.

Qualifications, once opened become the property of 3RWW and will not be returned to the Respondent.

The response to the RFQ submitted by your company may contain content designated "confidential" or "exempt from disclosure." If your response contains such information, you are required to identify such information by marking the pages as such and advising 3RWW with specificity the applicable law making such information exempt from disclosure. The whole qualifications package cannot be marked "confidential;" a blanket statement that the entire submission is exempt from disclosure is not acceptable.

### **1.11 ADDENDA**

If revisions become necessary, 3RWW will mail or email written addenda to all Respondents who received the Request for Qualifications.

### **1.12 EQUAL OPPORTUNITY**

3RWW recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises. There is a 10%-25% MBE/WBE and 3% Service Disabled Veteran-Owned Business (SDV) participation requirement under the submission. All MBE/WBE/SDV firms must be certified by a third party. 3RWW does not accept self-certification.

## **PART II - STATEMENT OF WORK**

### **2.1 SCOPE OF WORK**

**A. INTRODUCTION:** With this Request for Qualifications, 3RWW is soliciting qualifications for **Professional Services for Program Management** on a continuing basis.

**B. SCOPE OF WORK:** The exact scope of work under this contract will be determined during the life of the contract on an as-needed basis. Individual tasks will be identified and payment schedules will be negotiated at that time. These work tasks may involve, but are not limited to the following:

#### **1. Source Flow Reduction and Regulatory Compliance**

Assisting municipalities by coordinating activities to reduce source flow to separate and combined sewer systems while meeting the requirements and schedule of regulatory orders and in implementing ALCOSAN's Clean Water Plan, and other related work as directed by 3RWW. Such municipal activities to decrease wastewater flow and reduce or eliminate sewer overflows may include, but are not limited to the following:

- Assessing the municipality's collection system in comparison to proposed flow thresholds;

- Analyzing the municipality's collection system for areas requiring more detailed flow monitoring, site investigation, and economic analysis to determine cost effectiveness of source reduction projects;
- Implementing flow reduction where cost-effective and affordable, or providing a phased implementation schedule.
- Measuring post-construction performance using flow monitoring and H & H modeling.
- Submitting various reports required by regulatory agencies.

Some municipalities may have implemented many of the required activities and/or will be capable of implementing them with minimal assistance. Other municipalities may require varying degrees of assistance with some or all of the work to be accomplished. A principal component of the Program Manager's work will be assisting 3RWW in determining which individual municipalities require and/or desire assistance with the various required activities and developing the program accordingly.

The Program Manager shall provide assistance, as directed by 3RWW, in such services as:

- Providing technical support to working committees, including the Wet Weather Working Group and Source Flow Reduction and Flow Target Subcommittee;
- Working with municipalities, ALCOSAN, and PWSA to develop a conceptual regional flow monitor/meter/model plan for measuring future source reduction compliance. This may include selection of measurement locations, municipal coordination, implementation of flow isolation studies, reviewing QA/QC protocols, normalizing historical flow data for comparison, assessing flow target compliance;
- Assisting in evaluating the impact of regionalization on flow metrics;
- Refining and expanding source reduction cost effectiveness analyses;
- Collecting, compiling and indexing pertinent maps, reports, project documents, and other data and information;
- Developing working papers, reporting formats, protocols and assisting, as necessary, to help municipalities implement source reduction studies; develop source control projects; complete consent-order-required reports; and other activities. This may include standard technical protocols, data analysis, feasibility, and cost effectiveness analysis;

- Maintaining a liaison with the Basin Groups, ALCOSAN, PWSA, PaDEP, ACHD and other stakeholders as appropriate;
- Developing and updating a master schedule of activities to include tracking of resources and identification of issues, which could impact compliance with regulatory requirements. The Program Manager shall provide schedule update information on program activities such as task durations and inter-relationships, deliverables, and milestones;
- Scheduling, leading, and preparing agenda and minutes for project meetings;
- Providing oversight of the program and quality assurance of data collected;
- Assisting with intermunicipal initiatives, multi-municipality work-plans and standard agreements for participation by the municipalities such as MOUs and cost-sharing plans, as needed.

## 2. Water Quality

3RWW engages in other initiatives, as needed, to assist municipalities and ALCOSAN to help meet water quality standards and improve the quality of our region's waterways. This requires an agile, multi-disciplinary, multi-municipal and stakeholder approach, informed by successful integrated watershed planning models in other regions. Coordination with ALCOSAN, watersheds with water quality protocols, and municipalities for potential implementation of existing protocols is essential.

The Program Manager shall provide assistance, as directed by 3RWW, by undertaking such services as:

- Evaluating opportunities for implementing integrated watershed management planning in the Pittsburgh region using a watershed-wide approach to water quality;
- Assisting with water quality demonstration projects that are easy to implement and replicable;
- Providing municipalities with information related to stormwater fee programs, MS4 compliance costs, and wet weather planning as it relates to stormwater;
- Assisting in the coordination of water quality subcommittee meetings.



## PART III - INSTRUCTIONS FOR PREPARING SUBMISSIONS

### 3.1 RULES FOR SUBMISSIONS

The submission must name all key personnel or entities (team members) interested in the submission. The response to the RFQ must declare that it is made without collusion with any other person or entity submitting a separate response pursuant to the RFQ. Each Respondent shall provide four (4) copies of its submittal.

### 3.2 SUBMISSION FORMAT

**A. LETTER OF TRANSMITTAL:** This letter will summarize in a brief and concise statement the Respondent's qualifications. An official authorized to negotiate for the Respondent must sign the letter of transmittal. The letter should not exceed one page in length.

**B. THE LOCATION OF THE OFFICE WHERE THE WORK WILL BE PREPARED; AND THE KEY PERSONNEL IN THAT OFFICE:** The Respondent may identify all of its offices, but must, at a minimum, identify the location of the main office that will be responsible for the actual production of the work and the names of key personnel who will be responsible for the completion of the work.

**C. ORGANIZATION PROFILE AND QUALIFICATIONS:** This section of the proposal must describe the Respondent, including the size of the office responsible for the work activities. The Respondent shall provide 3RWW with the resumes of the primary individuals who will be providing contract services to 3RWW. The Respondent must supply all proper Pennsylvania and local business license(s) and list all the engineering disciplines for those personnel described in this section.

**D. REFERENCES:** This section of the submission must include five (5) projects of a similar type the responsible office or individuals have completed within recent years. The list must include:

1. A brief description of the project .
2. Total project budget, contract time limit, final construction cost (as appropriate) and project period of performance.
3. Project owner.
4. The name, email address, and telephone number of a contact person who can speak on behalf of the client for such project.

**E. OTHER INFORMATION:** Respondents may provide any additional information the Respondents feel would be necessary for or relevant to 3RWW's review of their submissions.

## PART IV - EVALUATION OF SUBMISSIONS

### 4.1 EVALUATION METHOD AND CRITERIA

**A. GENERAL:** 3RWW shall be the sole judge of the best interests of 3RWW, the submission and the resulting selection of a shortlist.

3RWW's evaluation criteria shall include, but may not be limited to, consideration of the following, which are listed in no particular order: The Respondent must:

1. Have a local presence and understanding of local conditions and requirements;
2. Have a familiarity with local municipal wet weather regulatory requirements and challenges municipalities face related to implementation;
3. Have the Program Management and scheduling skills to ensure all established milestones and compliance dates are met;
4. Possess experience, competence and technical skills in the investigation of, and providing solutions to, wet weather issues;
5. Have the ability to coordinate and effectively communicate with a variety of stakeholders, including the regulatory community;
6. Possess experience in providing engineering services to municipalities, particularly with respect to wastewater and stormwater planning. In particular, the ability to identify both immediate and longer term needs of municipalities with regard to meeting regulatory and environmental wet weather challenges with limited funding resources will greatly enhance our region's success in improving water quality.

**For those Respondents that currently have agreements with regional municipalities, the Respondents must identify these clients and how any potential or actual conflicts of interest will be mitigated.**

**B. SELECTION:** 3RWW will form an evaluation committee at its discretion. 3RWW shall evaluate and rank submittals for the RFQ and develop a shortlist to submit under the RFP. 3RWW shall select firms deemed to be the most highly qualified to perform the required services. However, 3RWW may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

Grant of a continuing contract pursuant to this RFQ does not guarantee any particular volume, level, or amount of work, nor shall any Respondent who is granted a contract pursuant to this RFQ have an exclusive or sole right to perform the work as described in this RFQ.