

THE PITTSBURGH WATER AND SEWER AUTHORITY

REQUEST FOR PROPOSALS FOR A REVIEW OF PWSA CLAIMS PROCESS PWSA PROJECT NO. PWSA37

- 1. BACKGROUND AND INTENT:** The Pittsburgh Water and Sewer Authority (PWSA) currently serves 83,000 drinking water connections and 113,000 sewage service connections. In addition, the PWSA also provides bulk water sales to municipalities including Reserve Township, Fox Chapel Borough, Sharpsburg Borough, and Aspinwall Borough, along with being interconnected to several other regional water systems. The Authority's drinking water system consists of five reservoirs, two water treatment plants, 11 pump stations, 11 tanks, and approximately 1000 miles of water lines. In addition, the Authority's sewer system is comprised of four booster pumping stations and approximately 1,200 miles of sewer lines.

Through the issuance of this Request for Proposals (RFP), the PWSA is interested in soliciting proposals (Proposals) from firms that are financially and technically qualified to review the PWSA's claims process, identify available products and approaches related to such claims, and assess the pros and cons of each approach.

- 2. PROPOSAL SUBMISSION REQUIREMENTS/EVALUATION CRITERIA:** Each Offeror shall submit the information described herein and Proposals will be evaluated based on the following criteria:
 - A. Letter of Transmittal:** Include the name of the project "Request for Proposals for PWSA Project No. PWSA36 for Recruiting Services," Offeror's name, and date of submittal. The letter shall be signed by a duly authorized representative of the Offeror submitting the Proposal.
 - B. Approach and Methodology**
 1. Describe proposed approach for executing the project. Each step of the proposed services shall be clearly outlined and explained.
 2. Provide any additional information that may not have been specifically requested but deemed essential to your proposal.
 - C. Offeror's Experience and Project Team Qualifications and Experience**
 1. Provide three references with client contact information including contact names, phone numbers, and e-mail addresses.
 2. Provide a list of similar projects performed in the past three years including a brief description of the project, agency name, and contract value.
 3. Provide resumes of staff to be assigned to work on project, including education and experience.
 - D. Location of Firm-Firms with an office located in Pittsburgh will be given preference.**
 - E. MBE/WBE Participation-Meeting the PWSA's Minority and Woman-owned Business Enterprise goals of 18% and 7% respectively will be given preference.**
 - F. Total Cost-Offerors shall provide a flexible pricing structure.**
- 3. SUBMISSION REQUIREMENTS:** Proposals shall not exceed 10 pages. All proposals shall be submitted via e-mail to: abarna@pgh2o.com. Feel free to contact Autumn Barna, Contract Specialist, at 412-255-8891 with any questions. Proposals are due no later Wednesday, December 3, 2014 at 12:00 p.m. EST.