



Department of Environmental Services
10 Felix Street
Rochester, New York 14608
www.cityofrochester.gov

PRE-PROPOSAL MEETING MINUTES

Project: Bipartisan Infrastructure Law (BIL) Lead Service Line Replacement (LSLR) FFY 2022, DWSRF #19277
Project No. DWSRF #19277
Location: Zoom Video Conference
Date: Thursday, April 25, 2024 at 10:00 A.M.

CITY ATTENDEES:

G. Gugel
D. Fekete
N. Wynne
M. Bushart
P. O'Connor

Numerous attendees from outside City

PROJECT DESCRIPTION AND INTRODUCTIONS:

This Lead Service Line Replacement (LSLR) project consists of the replacement of 3,269 lead water services. This project is being managed by the Rochester Water Bureau.

Water Bureau and Architecture & Engineering staff were introduced.

The Water Service Detail Card was reviewed to help explain the inside water service and the outside water service. The Water Bureau has very good information on the outside water services. Available information on the inside water service is not complete. Typical Water Service Line Replacement plans were reviewed. It was noted that past LSLR projects have used the Water Bureau's GIS mapping to create the drawings for the LSLR Plans. Precise survey is not needed for this portion of the work. Details and Water Service Tables from a previous project was reviewed.

- **WATER SCOPE:** The City is seeking an engineering consultant to provide design, bidding, construction administration, and resident project representation for three separate public works projects that will replace a total of 3,269 existing lead water services on various streets within the City.
 - Inside versus outside services. Nearly complete information on outside services. Inside service information is about 65% complete. Replacing inside services only when the outside service is replaced. From experience, we have found that about 18-20% of the inside services are lead containing thus requiring replacement.

- PAVEMENT RESTORATION SCOPE:
 - The City intends to enter into a separate professional services agreement(s) with a selected Consultant, which will include design and RPR services related to the final pavement restoration work (Chip Seal and Milling & Resurfacing) on the streets that will have lead services replaced. Therefore, the proposer should highlight experience with urban street design, ADA curb ramp design, and construction inspection in urban settings. Design services for the final pavement restoration is anticipated to begin in 2025 with construction anticipated to begin in 2027 after LSLR construction project is substantially complete.
 - An addendum to the RFP will be issued to further describe this additional scope not described in the original RFP.
- FUNDING: Bipartisan Infrastructure Law (BIL) funding through the Drinking Water State Revolving Fund (DWSRF) includes up to \$10 million grant and \$14 million interest-free financing. Consultant will be required to comply with the New York State Environmental Facilities Corporation (NYSEFC) Mandatory State Revolving Fund Terms and Conditions for Non-Construction projects. Incorporated into the draft PSA in Appendix B. The DWSRF funding will be used for replacement of lead containing water services including trench restoration associated with the LSLR work. View the draft PSA for more information on the scope and contract requirements.
- The design and RPR for the final pavement improvements (chip seal treatment and milling & resurfacing) will have a separate City of Rochester funding source. This work will not be funded from DWSRF funds. For the final pavement restoration design and RPR related work the consultant must meet the City's MWBE requirements.
- OVERALL LOCATION MAP, The 5 general areas included with this project were reviewed.
- INDIVIDUAL LOCATION MAPS, The 5 individual location maps were reviewed
- The project schedule was reviewed. A summary of the project schedule is shown below. This project has been broken down into three construction project. The dates shown for the three construction projects are suggested dates and may change due to contract approvals taking longer than anticipated.
 - Proposals due May 17, 2024
 - Design Phase 1: Sept. 2024 – Dec. 2024
 - Construction Phase 1: April 2025 – June 2026
 - Design Phase 2: Jan. 2025 – April 2025
 - Construction Phase 2: Aug. 2025 – October 2026
 - Design Phase 3: May 2025 – Aug. 2025
 - Construction Phase 3: Dec. 2025 – May 2027
 - Additional schedule information is included in the RFP
- The scope of services as noted in Section 5.0 in the RFP was reviewed:
 - Preliminary and final design
 - Previous LSLR projects have been designed using the Water Bureau's GIS mapping. Typical plans were reviewed.
 - Contract documents

- Bidding/Award
- Construction Administration Services
- President Project Representation
- Additional information on the scope of work is included in the RFP and draft PSA
 - There will be two (2) separate professional services agreements. One for the LSLR work funded by DWSRF funds and a second professional services agreement for the pavement restoration (chip seal and M&R) services funded by City of Rochester funds.
- Proposal Requirements; *see RFP Section 6.0, Page 12*
 - All pages should be numbered.
 - Proposals should contain a table of contents
 - Proposals should be limited to 45 pages
 - Refer to the RFP for additional proposal requirements
- Proposal Evaluation Criteria:
 - Firm & Sub-Consultant Qualifications, relevant experience, DBE (20%) goal (10% score),
 - Technical Proposal consist of the understanding of the project and the services requested and also the consultant's technical approach (40% score),
 - Project team consists of the key team members, an organizational chart, and team resumes (50% score),
 - Include table of itemized estimated personnel hours for all staff for LSLR scope only. (IN A SEALED ENVELOPE). Do not include any fee information. Do not include personnel hour estimates for pavement restoration scope of work. This will be negotiated by A&E after proposals are received.
- Required Forms
 - Consultant Information Form (included in RFP).
 - City of Rochester Professional Consultant Services Workforce Staffing Plan (included in RFP).
 - NYSEFC Certification Regarding Lobbying (Exhibit C).
 - NYSEFC BABA Contractor's Certification (Exhibit D).
 - NYSEFC AIS Contractor's Certification (Exhibit E).
 - Do not include or submit proposed design fees. Please provide (in a separate sealed envelope) proposed staffing and staff assignments. A summary page must be included to summarize the total hours of the prime consultant and all sub-consultants. Also include direct reimbursable expenses.
- City Provisions
 - Living Wage Requirement.
 - Workforce Reporting.

- EFC Requirements (Water Scope of Work Only)
 - The LSLR scope of work is funded by EFC.
 - EFC has determined that this project is an Equivalency Project:
 - A/E Procurement Requirements must be followed.
 - NEPA Environmental and EPA Cross Cutter review.
 - Disadvantaged Business Goal:
 - 20% DBE goal
 - No MWBE goal
 - No SDVOB goal
 - Single Audit Reporting
 - Build America, Buy America and American Iron and Steel requirements.
 - The City of Rochester Workforce Reporting form should reflect persons working on or assigned to the LSLR project. Do not provide information for “Company-wide” employment information.
- Questions & Answers
 - An Addendum will be issued to describe the Pavement Restoration scope of work. A draft scope will not be provided for the chip seal and M&R work. Please provide a brief write-up of your relevant work experience with chip seal and M&R projects in an urban environment. The City will negotiate a fee for services for the Pavement Restoration PSA separate from the LSLR PSA. Proposal should focus on LSLR work, Pavements improvements will include the following improvements:
 - Spot sidewalk replacement/repairs
 - Curb ramp improvements to comply with ADA requirements
 - Spot pavement repairs
 - Pavement milling & resurfacing
 - Some curbing repairs
 - This LSLR project will involve work exclusively on residential-type streets. Therefore the pavement and surface restoration related improvements will be performed exclusively on residential-type streets.
 - Staff hours provided should only be provided for LSLR related work. A&E will perform a separate negotiation for the pavement improvement related work after the PSA has been awarded for the LSLR project.
 - It was noted that approximately 18-20% of inside services will require replacement. Identification of the inside service material type is determined during the construction phase by the contractor. In the past we estimated the number of inside services that will require replacement and used the estimate in the Contract Proposals. We are not asking consultant to independently verify the inside service material type. The contractor will dig at the curb box and identify both the outside service material type and the inside service material type.
 - For the Pavement Restoration scope of work there will be some areas of pavement repair, spot sidewalk and curb repairs.

- The streets included in this LSLR project will either be Chip Sealed or Milled and Resurfaced. However, the scope of work for the design and RPR involved in the Pavement Restoration scope will be performed under a separate PSA managed by A&E.

The above is the writer's interpretation of the presentation and discussions that occurred at this Zoom video conference. Please contact the writer with any corrections or additions.

Sincerely,



Michael Bushart, P.E.
Managing Engineer Water Design

Cc: G. Gugel
D. Fekete
N. Wynne
P. O'Connor