

**REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSAL**

for

**STRUCTURAL AND MECHANICAL ENGINEERING  
SERVICES**

for

**HIGH FALLS HERITAGE AREA/  
BROWNS RACE  
HISTORIC DISTRICT IMPROVEMENTS**

Project No. 10009

CITY OF ROCHESTER, NY

December 2009

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## GENERAL INFORMATION DATA SHEET

### PROJECT TITLE

High Falls Heritage Area/ Brown's Race Historic District Improvements

### LOCATION

High Falls District and Festival Site  
60 – 78 Browns Race &  
40 Commercial Street  
Rochester, NY 14614

### OWNER

City of Rochester, 30 Church Street, Rochester, NY 14614

### PROPOSAL DUE DATE

**Friday, January 22, 2010 at 2:00pm**

### PROJECT TIMETABLE

(Tentative – To be determined with consultant)

Consultant Procurement: January 2010 - March 2010\*

Pre-Design/ Schematic Design/ Design Development: April 2010 - June 2010

Contract Documents: July 2010 - August 2010

Bid/Award: September 2010 - November 2010

Construction: April 2011 - June 2011

*\*Professional Service Agreements are subject to approval of City Council-February 2010*

### CONSTRUCTION BUDGET

\$170,000 (including contingency)

## SITE VISIT

A walk-through is scheduled for **Friday, January 8, 2010** at **2:00pm**. Meet at the Center of High Falls-Visitor Center located at 60 Brown's Race.

## EMPLOYMENT OF LOCAL LABOR

Pursuant to City Council Resolution No. 91-25, the City shall when awarding professional services agreements, give preference to organizations located within the City of Rochester or Monroe County. The use of local individuals or companies as subcontractors is also encouraged.

## AFFIRMATIVE ACTION

City Council Ordinance No. 94-213 establishes M/WBE utilization goal for City architectural and engineering professional service agreements. The M/WBE utilization goal for this contract is 2.1% for African-American, 0.6% for Hispanic, and 3.5% for Women Business Enterprises of the total dollar amount of the Professional Services fees. During the course of completing work under this agreement, the consultant will attempt to achieve these goals through use of M/WBE's.

The City of Rochester has a policy of Affirmative Action regarding consultants who perform professional services for public works projects. You are encouraged to employ sub-consultants who are Minority or Woman-owned Business Enterprises to the greatest extent possible. See "Proposal Requirements" below, regarding inclusion of an M/WBE Plan in your Proposal.

## LIVING WAGE REQUIREMENTS WITH RESPECT TO APPLICATIONS OR PROPOSALS FOR SERVICE CONTRACTS:

Rochester City Council adopted the Rochester Living Wage Ordinance (8A-18), effective July 1, 2001, which requires covered employers who are awarded City service contracts of \$50,000 or more to pay a Living Wage, as defined in the Ordinance, to their employees who perform work under the contract. As set forth in 8A-18D(1) of the Ordinance, if the total amount of the proposal is \$50,000 or more during the period of one year, a written commitment to pay all covered employees a Living Wage and a list of job titles and wage levels of all covered employees in each of the years for which this agreement is sought shall be submitted with the proposal. A copy of the ordinance can be found through the web link at:  
<http://www.cityofrochester.gov/index.cfm?id=571>

## **PROJECT DESCRIPTION**

### **HISTORY**

Brown's Race/High Falls Historic District is the City's festival site, visitor center and State Heritage Area connecting historic industrial resources along the Genesee River way and Erie Canal way National Heritage Corridor. Situated within the Center City and adjacent to the central business district, the District consists of approximately 5 acres. Brown's Race is listed on the national Register of Historic Places, is designated as a New York State Urban Cultural Park, and is identified as its own local Preservation District. Since the early 1990's High Falls has been the focus of revitalization efforts from both the public and private sectors.

Investigation, design, and maintenance repairs are needed for several areas within the District including the Raceway at Brown's Race, the Festival Site Wheel Pit, and the Festival Site Gorge Wall. Access to the Festival Site cliff face is along the access road owned by RG&E (Bee Bee Plant) located below Brown's Race.

### **PROJECT SCOPE**

Structural engineering services with incidental mechanical engineering (plumbing) expertise will be needed for this project. The Consultant is to provide full engineering services from Pre-design to construction administration for areas identified above with the exception of the Gorge which involves investigation for a written study with recommendations and probable project costs only. The remainder of the project includes identifying the scope of work and their related costs, design, construction drawings and specifications, along with construction administration with field inspections.

### **PROJECT DETAILS**

#### **Brown's Race Raceway Repairs**

The Raceway at Brown's Race is an artificial, closed loop water recirculation system and is leaking a significant amount of water. Investigation as to the cause of the water leakage and solutions to prevent this wasteful and potentially damaging water loss to adjacent foundations is required. In addition, the pumping, piping and raceway system needs to be fully inspected and evaluated by an engineer with recommendations of repairs needed. Other work may include perimeter edging to be recaulked and masonry may need minor repointing. The Consultant shall quantify the needs and create and design a plan of repairs for public bid including an opinion of probable costs and a preliminary construction schedule.

#### **Festival Site Wheel Pit Structural Improvements**

The Festival Site is an open-air structure formerly part of a building section that was previously demolished along with its wheel. Within its boundary exists a man-made water raceway, running the full length of the open-air structure. At its termination point, a vertical shaft drops to the bottom of the Falls Gorge to disperse the raceway water. Running water at the race dispersion point is in direct contact with a structural steel member, which supports a portion of the raceway walls.

Deterioration of the steel member is evident and raises concern as to the long-term structural adequacy of the steel and wall assembly. Additionally, there are stone headers and sills located in the freestanding wall section that are damaged. Identified issues to date includes brick arch repair, bracing of cast iron columns, and steel beam supporting stone removal.

The Consultant is to conduct a thorough investigation inside the Pit area, prepare a plan for repair, along with maintenance requirements and recommendations to prevent further deterioration. Any structural issues are to be resolved by a licensed structural engineer and as always, an opinion of probable costs and preliminary schedule shall be included.

A previous Consultant's visual assessment documented in a preliminary survey and dated December 19, 2007 by Jensen Engineering is attached as a reference.

### **Festival Site Gorge Wall Anchoring Inspection Study**

Wall anchoring was performed to stabilize the gorge wall in order to allow for the development of the Festival Site Building. The condition of each anchor shall be inspected and tested by a geotechnical engineer. Access to the anchors is the responsibility of the Consultant including the procurement of a lift (or other means) capable for allowing the geotechnical engineer to examine and test each anchor. The entire anchoring system is to be included in the condition survey report, as well as any deficiencies reported, recommendations and corrective action to be quantified and schematic designs concepts to be established with probable cost estimates.

## **SCOPE OF SERVICES**

### **General**

The Department of Environmental Services, Bureau of Architecture and Engineering, Architectural Services Division will be administering the Agreement with the Consultant.

The Consultant will enter into an agreement with the City of Rochester for complete professional services for Brown's Race Raceway Repair and Festival Site Wheel Pit Structural Improvements to include the following:

1. Condition Survey/ Pre-Design Report
2. Schematic Design
3. Design Development
4. Contract Documents
5. Bidding & Award
6. Construction Administration

The Festival Site Gorge Wall Anchoring Inspection Study to include only the Condition Survey/Pre-Design Report.

## **1. Condition Survey/ Pre-Design Report**

Upon receipt of written approval from the City, investigate issues, review existing conditions and indicate deficiencies, develop programs, schedules, identify special equipment, design objectives, limitations and criteria in a written report with preliminary designs for review and approval by the City. A preliminary cost estimate or square foot costs shall accompany the multiple preliminary drawings/sketches in the report. Meet with the City's representative to review progress midway through this phase.

## **2. Schematic Design**

Upon receipt of written approval from the City, prepare two schematic designs for review and approval by the City from the previous phase investigations. The schematic drawings shall show the design features of the Project. A cost estimate shall accompany the schematic drawings for each of the two design options developed. Meet with the City's representative to review progress midway through this phase.

## **3. Design Development**

After the approval of the final schematic design submission, the City shall issue a written order to proceed with the Design Development phase for the Schematic Design chosen. Submit detailed architectural and engineering design drawings and details showing the general design, outline specifications, revised cost estimates indicating materials, equipment and labor costs, material/product cut sheets and material selection. Meet with the City's representative to review progress midway through this phase.

If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

## **4. Contract Documents**

Prepare the final design for preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including contextual architectural and engineering plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the City and other authorities as required. Provide progress prints, specifications and revised vendor supplied costs estimates at 50% and 95% intervals for the City's review and approval.

Contract Documents consist of working drawings showing design elements in their context without break marks (when applicable) and in relation to existing elements along with specifications to bid the work designed along with any addendums drawings as

required. Consultant shall also to draw and issue any drawings or sketches needed by the Contractor for pricing requests or clarifications or to any City's or outside agencies for securing of zoning requirements, approvals, code enforcement and grants.

Prepare for approval by the City, the Contract Documents including bidding forms, the Contract Agreement, and General Conditions, using standard City Contract Conditions, project specifications and 24"x36" working drawings for the Project. The bid documents are to conform with City Standards wherever applicable. Prepare a schedule and list of all permits, licenses, reviews, and approvals by priority required by the various outside agencies and internal departments. The City will provide the specifications Division One's "front end" sections along with the City's other non-technical pages which includes M/WBE and Apprenticeship Program information. The City will reproduce the Contract Documents for bidding purposes.

## **5. Bidding Phase**

The Consultant is to assist the City in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommending awards, evaluating alternate bids, and preparing a construction contract, as well as:

- Assist in the evaluation of product or systems substitutions.
- Prepare addenda for City advertisement / issuance.

## **6. Construction Administration**

Conduct a preconstruction conference after receipt of a written request to do so from the City. Such preconstruction conference shall include at least the Consultant, or its authorized representative, the contractor(s), authorized representatives of the City, as well as representatives of any other public or private agencies which the City determines should be in attendance. Construction Management Services shall begin at the Pre-bid Conference. At the preconstruction conference, the Consultant shall:

- a. Observe that all necessary permits and licenses have been obtained prior to work commencement.
- b. Raise for discussion and decision, the manner in which the construction will be administered by itself and the City, the scheduling of construction, and any and all other problems or questions which in the opinion of the Consultant or the City must be settled before the start of construction. Before convening the preconstruction conference, the Consultant shall confer with an authorized representative of the City concerning the agenda and who is to attend.
- c. Prepare and distribute minutes within 48 hours of the meeting.

Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an Estimate of Construction Cost consistent with the City's funding requirements in a format



acceptable to the City. The Estimate of Construction Costs shall document approved change orders and request for pricing to the Contractor, and any and all anticipated changes to the construction cost on an individual prime contract basis and indicate contingency balance.

Maintain cost accounting records on authorized Work performed under unit costs, additional work performed on the basis of actual costs of labor and materials (e.g. Time and Materials), or other work requiring accounting records. Cost accounting procedures shall be consistent with established City methods and policies.

Recommend necessary or desirable changes (adds and credits) to the Architect and to the City, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the City. Prepare change orders for the City's authorization. There shall be no change in the scope of the work or in materials specified by the Consultant until approval for such change has been given in writing by the City. The Consultant to approve all submittals before forwarding submittals to the City's Project Architect, the City is to approve all submittals before work commences.

Provide, during the construction contract to be entered into by the City for the construction of the project, to the satisfaction of the City, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the City.

Determine, based on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the City that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents and the schedule. Review and make recommendations to the City on any claims received from contractors.

Make daily visits to the job site for monitoring job progress or lack thereof, with field reports issued by the end of the day, field reports to include photos. Make visits to the job site for the purpose of clarifying or interpreting any phase of the work requested by the Contractor, Conduct and attend weekly on-the-job field meetings to review procedures, progress, scheduling, contractor compliance, safety and other issues. Provide and distribute minutes of these meetings to the City and to parties designated by the City within two (2) business days. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the City. The Consultant is to hold the Contractor to the schedule by all possible means.

The Consultant is to verify adherence to the design, construction schedule, budget and the administration of the construction until final completion and acceptance by the City. The City anticipates full time representation during the construction process with the Consultant to utilize additional staff as necessary.

Scheduling Control to be consistent with the construction schedule issued during design, and utilizing the Prime Contractors schedules including activity sequence and durations, allocation of labor and materials, processing of shop drawings, product data and samples and delivery of products requiring long lead time for procurement. Consultant to advocate for the City in the prompt return of materials for credit. The Consultant to make recommendations to the City as necessary to enforce and maintain the completion of the work with the established schedule, inclement weather events to be documented by time and date with the Contractors labor and work tasks for determining any time change orders.

Advocate testing as required, coordinate and direct activities of testing agencies employed by the Owner and shall monitor testing agency expenditures relative to the project budget.

Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the Prime Contractor's completion of the punch list, conduct final inspections in conjunction with the City. The Consultant shall create a "closeout" checklist for each Prime Contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. Consultant is to use the Specifications as a template for the final punch list for substantial completion. The approval of the City, or other Agency approvals, shall be required as a condition for the acceptance of the work by the City.

Furnish to the City of Rochester, based on marked up prints, drawings and other data furnished by the contractor to the Consultant at Closeout; Consultant to create a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the City with AutoCAD files in a format acceptable to the City and one set of reproducible 24"x36" drawings. Secure and transmit to the City all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

This proposal is to be included in the Agreement as an attachment.

## PROPOSAL REQUIREMENTS

Four (4) copies of the proposal are to be submitted no later than **2:00pm, Friday, January 22, 2010** to:

Pamela J. Marcotte, R.A., Managing Architect  
City of Rochester, Department of Environmental Services  
414 Andrews Street  
Rochester, New York 14604

At least one (1) copy of the proposal will be signed by an officer of the corporation empowered to contractually obligate the firm or consortium. Each proposal must include, at a minimum, the following:

### COSTS

Include an hourly not-to-exceed fee for the basic services **itemized by each phase of services broken down by work element**. See special instructions for estimated hours and fee below. Include billing rates for the various personnel who will be involved in the project. Include the costs of all review meetings with the City outlined in your approach.

The Consultant may suggest modifications to the scope of services for consideration by the City if the firm believes there are opportunities for improving the project overall.

Provide an estimate for the cost of reimbursable to be included in the agreement. Indicate what is included as reimbursable. Provide an itemized list of reimbursable to be included in the project.

**The not-to-exceed fee information will be placed in a sealed envelope separate from the rest of the Proposal.** The separate sealed envelope will be placed inside the same larger envelope, which contains the rest of the Proposal.

Note that the estimate of hours to be spent on each phase of services is NOT to be placed in the separate envelope with the fee information, but in the outer envelope with the rest of the Proposal.

See “Consultant Selection Criteria” regarding the method the City will use to evaluate the proposals independent of the fees.

### QUALIFICATIONS

State the following:

- a. Name, address, telephone number of each participating firm.
- b. Names and addresses of each firm’s principal officers.

- c. A description of each firm's technical capabilities and areas of expertise.
- d. A description of similar projects completed by each member firm of the team, and the name, address and telephone number of a reference person from the contracting organization who can be contacted for reference.
- e. A description of how the project will be organized and managed; who will do the work and the role various members of a multi-disciplinary consortium will play in the design process, including any sub-consultant work by a City recognized M/WBE firm.
- f. Include a list of key personnel to be assigned to the project by task and identify the project manager. In particular, indicate the qualifications of the person who will do on-site observation.
- g. Include a proposed project schedule.

## **CONSULTANT SELECTION CRITERIA**

The proposals will be evaluated by a committee using the criteria listed below in order of priority.

1. The Firm's physical location-firms located within the City of Rochester.
2. Experience and strength of the consultant team as it demonstrated ability to perform the tasks required for this project.
3. Consultant's understanding of the project and program requirements.
4. Proven ability to administer projects within budget and program requirements.
5. Consultant's ability for phasing and scheduling.
6. Experience on projects of similar scope.
7. Demonstrated knowledge of City of Rochester facilities and procedures.
8. M/WBE participation within the consultant team.

The selection committee will review all Proposals without opening the separate envelopes containing the fee information. The committee will then select the engineering firm whose proposal in their judgment indicates the best opportunity for a completely successful project.

After selecting a consultant based on qualifications only, the committee will open the envelope containing the fee information for that firm. The committee may decide to recommend

proceeding with the project for the fee proposed, or it may decide that negotiation of the fee is required. If fee negotiation is instituted and a resolution cannot be reached within a reasonable time, the committee reserves the right to open the fee envelope of another firm and proceed as above. The City also reserves the right to postpone or cancel the project.

The City may request to meet with consultants at any time for further clarification of the Proposal.

Questions regarding the Request for Proposal may be directed to:

Martin Pettibone, Project Architect at 585-428-7352 or Pamela Marcotte, Managing Architect at 585-428-7415.

Site Plan – High Falls Heritage Area/ Browns Race Historic District Improvements



Browns Race Raceway

Festival Site Gorge Wall

Festival Site Wheel Pit