

SECTION I - SCOPE OF SERVICES

1.1 PURPOSE

The Rochester Water Bureau is soliciting proposals from qualified providers of surveying services. The Water Bureau invites you to submit a proposal for surveying services required for the design and construction of new water mains which will replace existing pipelines located on various streets within the City of Rochester. There is no guaranteed minimum work per year.

1.2 SCOPE OF REQUEST

Your proposal shall contain the following information:

Resumes of personnel who would be directly involved in this project.

Description of previous projects completed which were similar in nature to this project. Include references. Discuss your firms' approach to the project, timeline and lead time required. A typical project may have 7000 to 8000 feet to survey.

Estimated cost required for surveying services per foot of street surveyed within expected limits and base fee per street for each component of the work. Basic Services Fee - Provide the lump sum not-to-exceed fee for each component of the work.

A statement of hourly rates and multipliers for personnel (note that appropriate New York State Department of Labor prevailing wage rates and supplements will apply for survey crew field work).

The consultant is to include with their proposal a written commitment to pay all "covered employees" a "living wage", as those terms are defined in the *Rochester Living Wage Ordinance* which can be found in Section 8A-18 of the Municipal Code of the City of Rochester.

1.3 CONSULTANT SERVICES

The consultant shall perform the following services in a professional and competent manner:

Part 1 Description of Project

Section 1.11 General Description

This project involves the replacement of City water distribution mains on various streets throughout the City. The Consultant shall provide surveying and base mapping for specified City streets which will assist the City producing the project design drawings. Within the given limits for each street, the survey and base mapping will facilitate locating the proposed water main within the street right of way and new water services and hydrant installations extending from the new water main to the tree lawn area.

Section 1.12 Project Area Definition

The project is generally located in the City of Rochester on the streets within the given limits. This agreement will be performed on a yearly basis for a term of three (3) years commencing on August 1, 2013 and ending July 31, 2016. The contract can be renewed for 2 additional years total in one year increments as directed by the Water Bureau.

2 DESCRIPTION OF PROFESSIONAL SERVICES

Section 1.21 General

- A. The Consultant shall provide planimetric survey and mapping services required for the project.
- B. The Consultant is to have on its staff and to retain during the performance of its services all appropriate professional personnel necessary to completely and accurately perform the services required. Surveying must be performed by or under the direct supervision of a licensed surveyor registered to practice in the State of New York.
- C. The Consultant shall develop and submit to the City, an electronic record in original AutoCAD dwg format. Version to be determined after consulting with the Water Bureau. The record shall include the survey layers and existing features and local objects placed on Water Bureau standard layers for such features and local objects using Water Bureau standard symbols and linetypes. The record will be an accurate and reproducible graphic representation of the project area and its immediate surroundings, including all existing facilities and vegetation. The coordinate system shall be horizontal only, New York State Plane Coordinate System Western Zone NAD 83. The scale shall be 1 unit = 1 foot, to produce 20 scale drawings. An electronic sample drawing will be provided. The consultant shall make maximum utilization of planimetric, topographic, GIS and utility maps and surveys as available from the City, County or private utilities.

Section 1.22 Basic Services

- A. Research
The Consultant shall research appropriate alignments, configuration and widths of roads within the project. The Consultant shall make arrangements to have telephone and cable utilities staked out prior to surveying a particular street.
- B. Public Relations
The Consultant shall distribute notification letters to residents and business owners within the project limits giving information about intended survey.
- C. Field Survey
The Consultant shall perform a planimetric survey of the project area and the area immediately surrounding the project. The limits of the survey will extend at least 50 feet beyond the end limits of a street as defined by the outer limits of the intersecting street's Public Right-of-Way or the limits as defined by the City. The limits laterally along a street shall be defined by the front corners of houses or buildings. The horizontal precision of the survey within the Public Right-of-Way shall be 1:10000. The accuracy standard shall be Third order, Class I. Elevations or vertical data of topographic features are not required. Typical planimetric features would be:
 - 1. Curbs, street gutters and/or edge of pavement - locating points-of-curve, bends, radii and changes in street width. Give material composition of curbing and gutters.
 - 2. Sidewalks within the Public Right of Way and entrance walks leading to houses and buildings. This includes widths, number of steps and material composition of walks.

3. Driveways and drive aprons. This includes driveway width changes from the street to house or building and a brief description of the composition.
4. House or building front corners including porches. Give address of properties.
5. Trees and hedge rows located between the road and houses/buildings. Small shrubbery outside of the Public Right of Way is not necessary. Give size of tree trunks at breast height and width of hedges.
6. Fences (label type of fence, ex.: chain link, wood, picket, stockade, rail, etc.).
7. All utilities that show at the ground surface and identify each: for example: manholes: (sewer, RGE electric, gas, telephone, water, etc.); hand-holes; valve boxes, curb boxes (water; gas); sewer clean-outs; poles (light poles; utility poles or both). Over-head wires are not necessary.
8. All signs (indicate whether parking signs, stop signs, street name signs, etc.)
9. Hydrants, hydrant marking posts, cable TV pedestals; traffic pedestals (and traffic wire loops if visible); gas vents.
10. Existing utility stake-out marks are helpful.
11. Miscellaneous: RCS and USGS monuments; walls and retaining walls (give composition); driveway curbs; tree boxes and garden boxes.

D. Mapping

Mapping shall be prepared in digital form at a scale of 1 unit = 1 foot. A north arrow shall show in proper orientation to the segment of topography. The map shall include Public Right-of-Way lines. Mapping shall contain a certification to the City of Rochester noting the accuracy, map date, date of field survey, signed and sealed by a New York State licensed professional land surveyor.

3 SELECTION OF CONSULTANT

The selection of a consultant is within the City's sole discretion. No reason for rejection or acceptance of a proposal is required to be given. Decisions will not be based solely on price. A consultant who has an office located within the City of Rochester shall be given additional consideration. The City encourages Minority and Women Owned (M/WBE) businesses to participate and are given additional consideration. The firm considered to be most qualified by the committee will be contacted to discuss the extent and negotiate and agree upon scope and compensation for services. If satisfactory agreement is not reached with this firm, negotiations will be terminated and the firm considered next most qualified will be contacted to discuss the scope and negotiate and agree upon compensation for services. The process will be repeated, if necessary, until an agreement is reached.

4 **INQUIRIES AND MISCELLANEOUS INFORMATION**

All questions concerning this solicitation should be directed to:

George Wheatley
Supervising Engineering Technician
Rochester Water Bureau
10 Felix Street
Rochester, NY 14608
Telephone: (585) 428-6133
Fax: (585) 428-7880
E-mail: george.wheatley@cityofrochester.gov

Questions must be submitted in writing and preferably by e-mail. All questions and the City's responses will be shared with all consultants who have indicated an intent to submit a proposal and have provided the City with their e-mail address. There will not be a pre-proposal conference or meeting of interested consultants.

The City may amend this Request for Proposal upon notification to all potential consultants who have indicated an intent to submit a proposal. The City may request additional information from potential consultants as necessary to assist the City in evaluating a proposal. This Request for Proposal may be withdrawn by the City for any reason and the City shall have no liability for any costs incurred in preparing a proposal.

The proposal and all materials submitted with the proposal shall become the property of the City. Any proprietary information submitted with the proposal must be clearly identified and a request to keep such information confidential must be included.

City Council approval is required for all professional service agreements that exceed \$10,000.

SECTION II - PROPOSAL SUBMISSIONS

2.1 Format

All proposals must be submitted in the format set forth below in order to assist a uniform review process.

2.1.1 Title Page

The title page will reflect the Request for Proposal subject, name of the company, address, contact person's name, telephone number and fax number.

2.1.2 Signature

All proposals submitted **MUST** include a signature which has been signed by an individual who is authorized to bind the Service Provider to a service agreement.

2.1.3 Table of Contents

The proposal must contain a Table of Contents which indicates the material included in the proposal and page numbers.

2.1.4 Description of Service Provider

Provide a brief history and description of the Service Provider, including Project team qualifications with descriptions of related project experience of key personnel, their role in the project, and their resumes. Discuss the leadership of your organization, and cite accomplishments of individuals who will provide direct oversight of services to be proposed for this contract.

2.1.5 Staffing

Project Staffing including information on how the Consultant proposes to staff this project. This should include identification of the Consultant's key project team members by name, field of expertise, specific responsibilities on the project and the estimated number of hours they will work on the example project (Figure 1, Page6).

2.1.6 Presentation

All potential Service Providers may be requested to provide on-site presentations in addition to their written proposals, at the discretion of the Rochester Water Bureau.

2.1.7 Fee Proposal

The fee proposal section must include all costs associated with the organization's plan to carry out the requested service.

2.2 Submission of Proposals

Six (6) copies of a written proposal are to be submitted to:

Enrique Maisch
City of Rochester DES/ Water
Managing Engineer / Water
10 Felix St
Rochester, New York 14608

All proposals must be received by, or postmarked by 5:00 PM on Monday, June 17, 2013.

2.3 Anticipated Schedule

Deadline for submission of proposals: June 17, 2013

Selection of Service Provider: June 25, 2013

Start date for service provision: August 1, 2013

SECTION III - REVIEW OF PROPOSALS

3.1 All proposals will be reviewed by a committee comprised of Water Bureau staff selected by the Bureau. All responding Service Providers will be notified of the outcome of the review.

3.2 Criteria for Selection of a successful proposal will be:

Experience with surveying .

References from other agencies that have used services provided by vendor.

Qualifications and skills of service manager and staff that will be providing services

A proposal that is complete, covering all points mentioned in the scope of services and proposal submission sections of the Request for Proposal.

A cost proposal that is reasonable and realistic.

Approach to completing the work.

The selection of the consultant is within the City of Rochester's sole discretion, and that no reasons for rejection or acceptance of proposal are required to be given and the decision will not be based solely on price.

All Public Service Agreements that exceed \$10,000 dollars require City Council approval. Preference will be given to a consultant located in the City of Rochester through additional weighting. The City encourages Minority and Women Owned (M/WBE) businesses to participate and are given additional weighting.

An example of a main to be replaced and involving survey work is Dorchester Rd, from N Winton Rd east to the corporate limit, depicted in the map below (Figure 1).

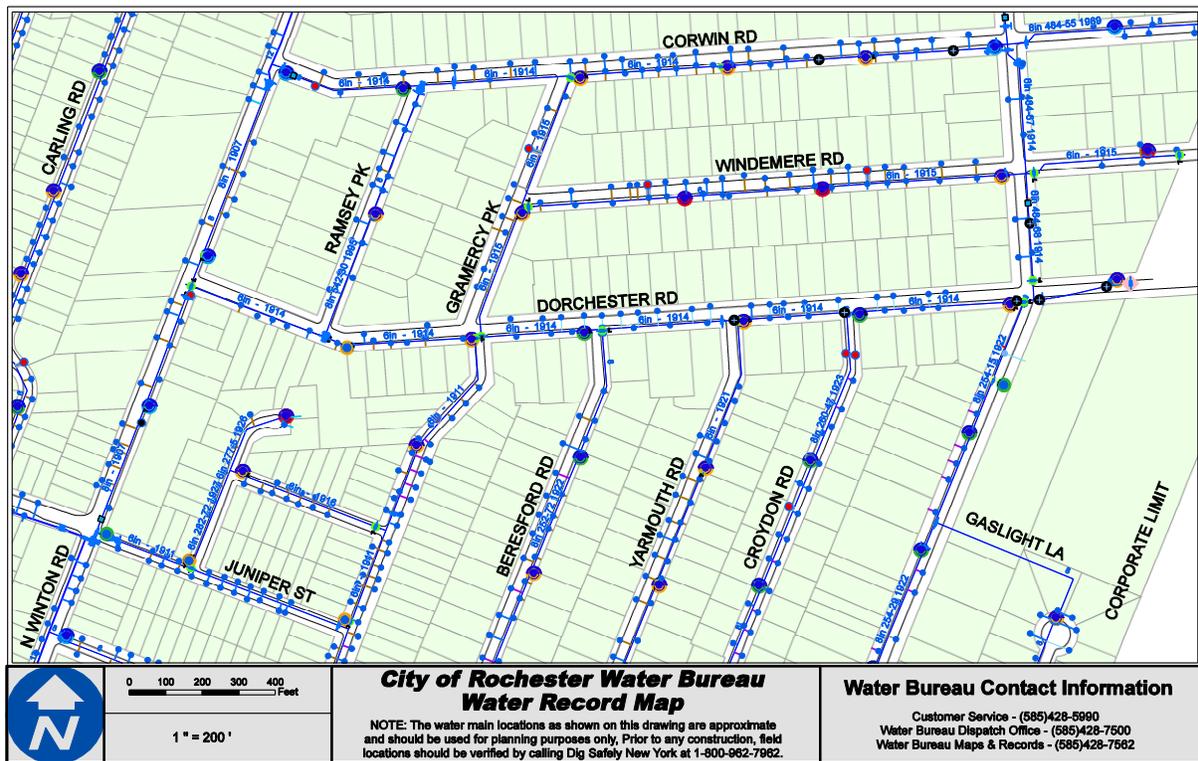


Figure 1