

# Request for Proposals

## Central Vehicle Maintenance Facility Buildings 100 & 300 Emergency Generator



Department of Environmental Services,  
Division of Architectural Services  
City of Rochester  
414 Andrews Street  
Rochester, New York 14604

**October 2010**



**City of Rochester, NY**  
*Robert J. Duffy, Mayor*

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*Appendix A, Draft Professional Services Agreement*

*Appendix B, CVMF 100 Generator Condition Survey and Estimate, 2007 Report*

# GENERAL INFORMATION

## **Project Title / Location**

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Central Vehicle Maintenance Facility (CVMF) Building 100 & 300 Emergency Generator

945 Mount Read Boulevard, Rochester 14606

City Building Nos. 3.03 and 3.09

## **Proposal Due Date**

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

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

For an electronic version of this proposal, please go to the following web site:

<http://www.cityofrochester.gov/bidandrfp/>

## **Project Timetable**

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It is anticipated that the design will commence in December 2010; based on this projection, schedule as follows:

- Schematic Design: December 2010 - January 2011
- Design Development: February - March 2011
- Contract Documents: April - June 2011
- Bid and Construction anticipated to begin by August, 2011

Note that Agreement Authorization is required by City Council, slated for November 2010.

## **Project Budget**

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The project budget is \$500,000, inclusive of design, construction, fees, utility charges, testing and contingency.

## **Site Visit**

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A site visit is scheduled for **Friday, October 8, 2010 at 10:30am**; meet in the 945 Mt. Read Boulevard parking lot at the southeast corner of Building 100 (left on Ferrano Street and around corner).

# CITY PROVISIONS

## Employment of Local Labor

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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

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City Council Ordinance No. 94-213 establishes M/WBE utilization goals 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 Woman 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.

## Living Wage Requirements

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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 the job titles and wages 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 at:

<http://www.cityofrochester.gov/app.aspx?id=8589936469>

# PROJECT OVERVIEW

## Background

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Buildings 100 and 300 were built in 1982 as part of the City of Rochester's Central Vehicle Maintenance Facility (CVMF). Building 100 is approximately 96,000 square feet and houses the vehicle repair garage, parts storage, and employee and administration spaces. Building 300 (29,600 square feet) houses the street maintenance garage, administrative offices and the City's snow emergency command center.

The generator currently in Building 100 is old, undersized, and increasingly difficult to locate parts for repair. The size is not adequate to provide back up to priority operations in the facility. Building 300 currently has no emergency power source; primary power to Building 300 is fed underground from the main distribution panel in Building 100.

A study was conducted in 2007 to evaluate current conditions, provide options and cost estimates for upgrading emergency power at Building 100 to a fully redundant generator (Appendix B).

The Department of Environmental Services (DES), Bureau of Architecture and Engineering, Architectural Services Division, will administer the consultant agreement and administer the project.

## Project Scope

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The consultant shall design a fully redundant generator system for Buildings 100 and 300, including all required electrical relocations, circuit arrangement, shut-downs, and generator layout - including intake/exhaust work. Various fuel options and costs shall be analyzed, including a dual-fuel option, with recommendations based on cost, operability and maintenance needs.

A structural verification of the mezzanine area, dependent on location and equipment selection, may be required as part of the project.

Replacement of Building 100's main distribution panel shall be assessed for cost and need of replacement. Subsequent design and construction administration services shall be rendered if the project budget can incorporate MDP replacement.

The project shall require complete engineering design services including: Program Verification and Report/Schematic Design, Design Development, Contract Documents, Bidding Phase Services, Construction Phase Services and Commissioning.

## Of Note

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Building 100 runs 2 shifts in the vehicle repair facility 6 days a week. In snow emergency situations they may run 24 hour shifts. Most construction operations can occur during the day shift if coordinated with the building occupants. Scheduled power outages and other disruptive work must be done overnight or on Sundays.

# SCOPE OF SERVICES

## Overview

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The Department of Environmental Services, Bureau of Architecture and Engineering, Architectural Services Division will be administering the Agreement with the Consultant. Programming involvement will include Department of Environmental Services (DES), Bureau of Operations staffs. The Consultant shall facilitate the programming, cost budgeting and development of schematic designs to inform final decisions.

The Consultant will enter into an agreement with the City of Rochester for complete professional services to include the following:

- Program Verification and Report/Schematic Design
- Design Development
- Contract Documents
- Bidding Phase Services
- Construction Administration Services
- Commissioning

*(Refer to draft professional services agreement, Appendix A, for full basic service listing)*

## Program Verification and Report/Schematic Design

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The Consultant shall review the attached report and give a written assessment (report) agreeing with initial findings and overall project approach. If differences occur, the consultant shall outline in detail these differences along with describing the reasons for these conflicts. In addition, various fuel options and costs shall be analyzed including dual-fuel options with recommendations. Upon receipt of written approval from the City for the Program Verification Report, prepare two (2) schematic design options for review and approval by the City. Each option should reflect the proposed design characteristics and features of the project. Each option should also include a budget cost estimate broken down by labor and materials to assist the City in making the best selection. Schematic design options will be presented in an AutoCad format acceptable to the City.

## Design Development

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After the approval of the schematic design option, the City shall issue a written order to proceed with the Design Development Phase. Prepare a detailed Design Development report including drawings showing the general design and appearance of all structures, facilities, utility upgrades, electrical panels, intake and exhaust louver locations. Outline specification, cost estimates, fixture cuts, basis of design generator, and material selection together with the detailed site plan.

- a. The Consultant is to issue a preliminary submission.
- b. Meet with the City to review the submission and verify the project is within budget.
- c. Make necessary changes agreed upon with the City.
- d. Issue the final submission to the City.

## **Contract Documents**

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Upon written approval of City of the design, the Consultant will proceed with Contract Documents. These will include all drawings and specifications including commissioning plan and checklist needed for competitive bidding except that the City normally provides the “boilerplate.” The boilerplate includes the Instructions to Bidders, Proposal Form, Agreement, and General Conditions. City will assist in certain Division 1 Specifications sections.

Provide the City Contract Documents and Specifications in both paper and electronic format. Provide progress drawings, specifications, proposed construction schedule, and cost estimates, all at both 50% and 95% completion of the phase of service for the City’s review and approval.

Prepare a list of all permits, licenses, reviews, and approvals required by Contract Documents. The City will do all drawing and specifications bid set duplicating.

## **Bidding Phase**

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Assist the City during the bidding process by attending a pre-bid meeting. Answer questions and provide clarification during bidding. Prepare addenda if necessary. Review and evaluate bids and alternates.

## **Construction Administration**

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Administer the Project during the Construction Phase. Attend a preconstruction meeting. Attend weekly construction meetings. Issue and evaluate supplementary instructions, proposal requests, proposals, and application for payments. Issue field reports to the City and submit on a weekly basis. Review and evaluate all submittals and shop drawings.

Conduct regular site visits, a minimum of one site visit per week other than meeting days, and be present for power outages, switchover and start up events. Make additional field visits as required to clarify or interpret any phase of work. Where field condition differs from contract documents or disputes arise, resolve issues satisfactorily to the City. Issue punch list and reinspect as necessary. Assist with closing out the project and review record drawings for completeness from contractor. Update electronically the record drawings and provide a CD to the City.

## **Commissioning**

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The Commissioning agent will develop and coordinate the execution of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the documented design intent of the Contract documents, review submittals and start up procedures, and develop and implement equipment and system functional performance testing. The commissioning agent will observe testing, oversee staff training and system documentation and compile, organize, and index the commissioning data.

# PROPOSAL REQUIREMENTS

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

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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.

**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

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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.



## Qualifications

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

- a. Experience and strength of the consultant team as it demonstrated ability to perform the tasks required for this project.
- b. Consultant's understanding of the project and program requirements.
- c. Proven ability to administer projects within budget and program requirements.
- d. Consultant's ability for phasing and scheduling.
- e. Experience on projects of similar scope.
- f. Demonstrated knowledge of City of Rochester facilities and procedures.
- g. 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 Pamela Marcotte, Managing Architect at 585-428-7415.