

Request for Proposal for:
Charles Carroll Plaza &
Genesee Crossroads Parking Garage
Roof Slab Reconstruction

City Project No. 15004



City of Rochester, New York

Department of Environmental Services
Bureau of Architecture and Engineering Services

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City Engineer

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1.0 GENERAL INFORMATION

Project Title and Information

Title: Charles Carroll Plaza & Genesee Crossroads Parking Garage Roof Slab Reconstruction

Address: 69 Andrews St., Rochester NY 14614

Project Location: The Charles Carroll Plaza (often referred to as Genesee Crossroads Park) and the multistoried Genesee Crossroads Parking Garage that lies underneath are located on a prime waterfront parcel on the west side of the Genesee River in the City of Rochester's Central Business District, between Andrews Street and Main Street. The Charles Carroll Plaza sits atop of, and is supported by, the reinforced concrete parking garage below.

Project Objective: The primary objective of this project is to remove portions of Charles Carroll Plaza, perform structural repairs to the reinforced concrete garage roof slab that is underneath, replace the slab waterproofing system, and to reconstruct a new plaza that meets the current needs of the City's urban core.

Project Budget: The current budget for construction of this project is approximately four million dollars.

The City of Rochester, through this RFP, seeks to procure a consultant with experience in parking garage renovation and repairs, landscape architecture, public park design and waterfront public space design, to provide planning, landscape architectural and engineering services for this project.

RFP Schedule and Delivery Information

A pre-proposal meeting for interested consultants will be held at **10:00 a.m. on Friday, December 5, 2014**, at the project site. Please meet in front of the manager's office inside the Andrews Street entrance of the Crossroads Garage.

Submit **seven (7)** hard copies and **one (1)** CD containing an electronic PDF file of the entire proposal by **4:00 p.m. on Monday, December 22, 2014** to the following location:

Holly E. Barrett, P.E., Assistant City Engineer
City of Rochester
Bureau of Architecture & Engineering
414 Andrews Street
Rochester, N.Y. 14604

For an electronic version of this RFP package including additional materials and background information please go to the following web site:

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

Interviews

The top three (3) “short listed” firms may be asked to give a presentation related to the depth and experience of their team, understanding of the project, creativity and knowledge of the issues. If requested by the City, the presentation would be given to a selection committee and limited to 1 hour.

General Information

1. Deadlines or timeframes may be altered by the City as necessary. This RFP may be withdrawn by the City for any reason. The City shall have no liability for any costs incurred in preparing a proposal.
2. Materials submitted with the proposal shall become the property of the City. If any proprietary information is submitted with the proposal it must be clearly identified and a request to keep such information confidential must be submitted.
3. The selection of a consultant is within the City’s sole discretion, no reasons for rejection or acceptance of proposals are required to be given.
4. Questions must be submitted in writing (preferably e-mail) to the project contacts, listed below. All questions and City responses will be shared with all who have indicated intent to submit a proposal and have provided an e-mail address.
5. City contact person(s) for this RFP are as shown below. Only the named person(s) below should be contacted in regards to this proposal:

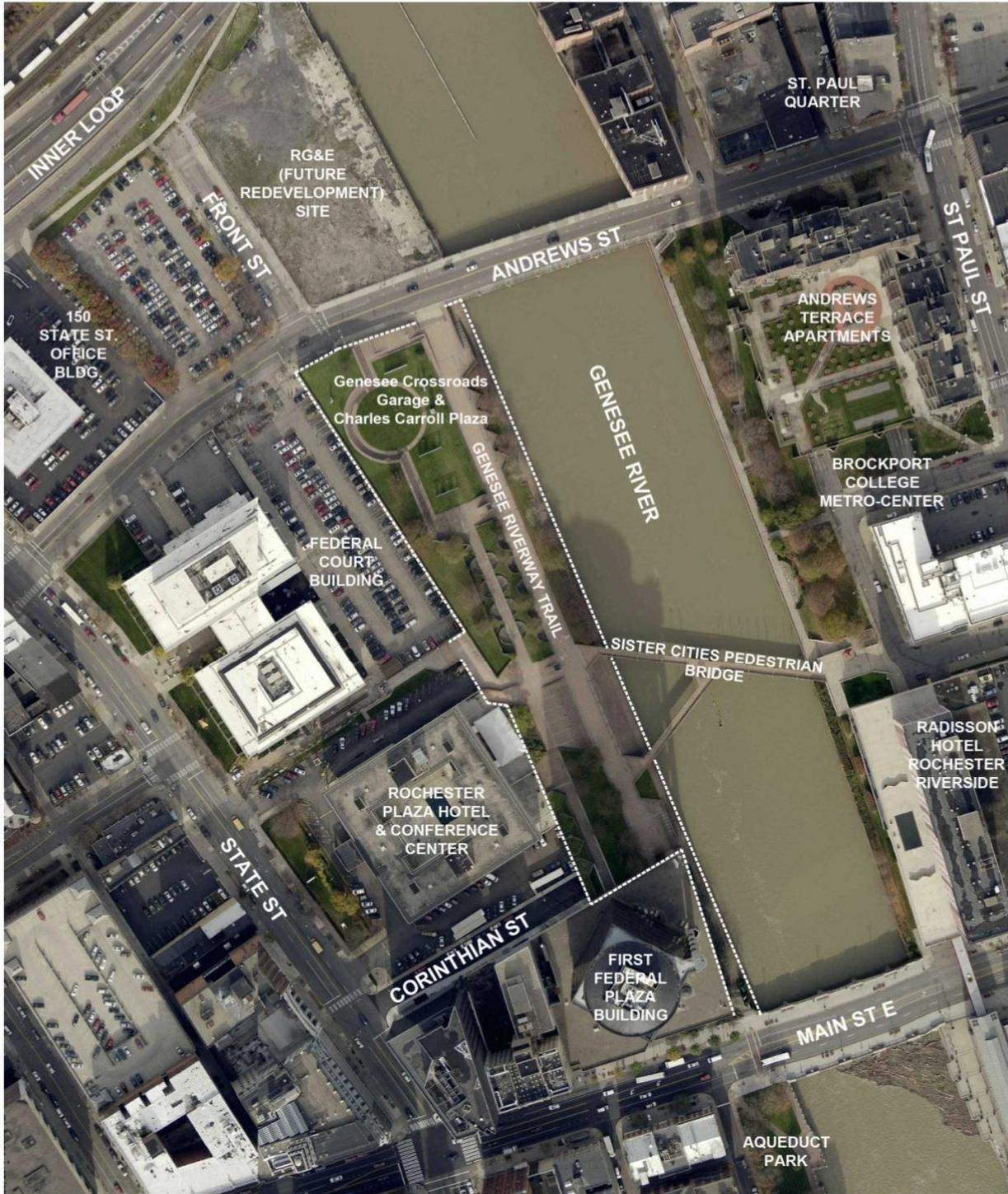
Project Contacts:

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2.0 PROJECT OVERVIEW

Aerial Location Map



 **Charles Carroll Plaza & Genesee Crossroads Garage
Roof Slab Reconstruction Project**
Project Area - Aerial Map 

Project Area

The Plaza: The Charles Carroll Plaza (often referred to as Genesee Crossroads Park) is a public river front urban space that provides river front views, park seating, a public promenade, landscaping, and green park space. The plaza is tiered with multiple levels that directly reflect the shape of the multi-storied parking garage below. The plaza is approximately 127,000 square feet and provides essential connections to the surrounding area:

- The plaza is in the heart of the downtown business district and links businesses on Main Street, State Street, Andrews Street, and St. Paul.
- The plaza serves as a pedestrian link to the St. Paul Quarter, High Falls District, Corn Hill Landing, and a number of development-ready sites in downtown.
- The plaza is bordered on the west side of the River by the Rochester Plaza Hotel & Conference Center, the First Federal Plaza Building, and the Federal Court Building.
- The plaza connects to the east side of the river with the Sister Cities Pedestrian Bridge to Brockport College, the Radisson Hotel and numerous residential buildings and small shops.

The plaza is also an essential link in the Genesee Riverway Trail, a designated National Recreation Trail that provides pedestrian access along the Genesee River with connections to points of interest, historic districts, and parks in downtown Rochester and surrounding neighborhoods, extending from the Erie Canal to downtown Rochester and Lake Ontario. Retention of this important link in the trail system is consistent with the City's Local Waterfront Revitalization Plan.



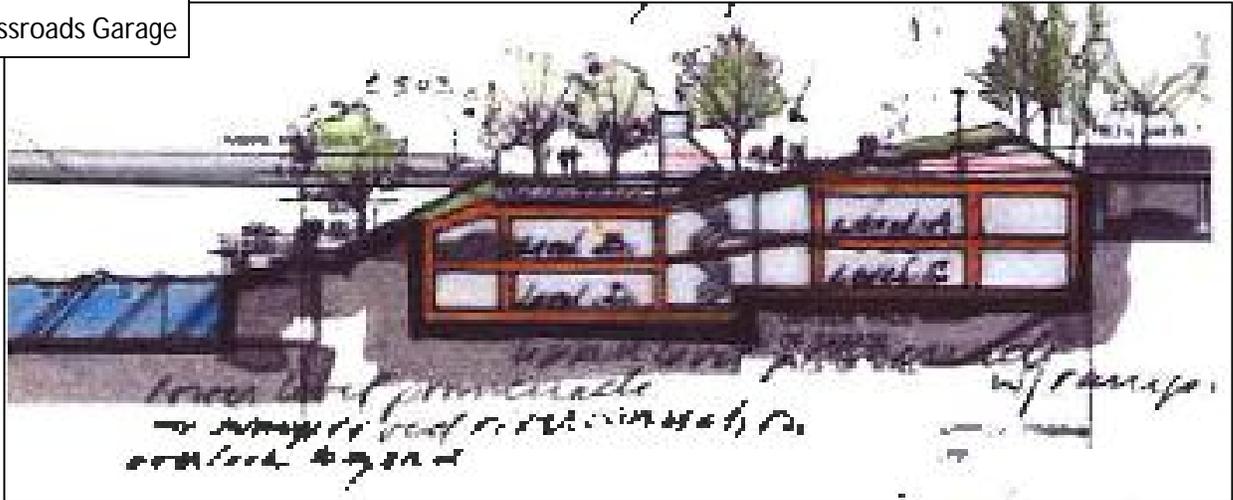
The Plaza as viewed from
Andrew Street



The Plaza as viewed from the
Sister Cities Pedestrian Bridge

The Garage: The Genesee Crossroads Parking Garage is a conventionally reinforced cast-in-place concrete structure, built in 1967. The garage is a two story underground structure. Each story is tiered to create a total of four parking levels. The garage interior square footage is approximately 383,700 square feet, provides around 658 parking spaces, and has entrance/exit points from both Andrews and Corinthian Street. The garage is vital to the City's downtown parking needs and is filled to capacity much of the time. As such, care of the facility to ensure a long life is essential.

Multi-tiered
Crossroads Garage



Andrews Street Entrance to
Crossroads Garage

Project Details

The Charles Carroll Plaza & Genesee Crossroads Parking Garage Roof Slab Reconstruction is intended to address the garage roof slab structural and waterproofing system deterioration and the plaza deterioration, functionality issues, and safety issues.

The Garage: The reinforced concrete roof slab and waterproofing system of the garage is in increasingly poor condition. While the lower levels of the garage have had numerous repairs over the years, the top slab has received less attention. This is due to the tremendous expense of removing the plaza above to address the aged and failing waterproofing system. The underside of the conventionally reinforced cast-in-place concrete roof slab exhibits varying degrees of leakage, efflorescence, scaling and spalling of concrete. Localized concrete structural repairs have been performed for emergency failures, however, removal and reconstruction of the plaza is required in order to perform comprehensive structural repairs and replacement of the waterproofing and joint systems. **These structural repairs are of the highest priority and are deemed essential in maintaining and extending the functional life of this valuable City asset.**

The Plaza: The plaza requires a renovation for a large host of reasons that include, but are not limited to, the following:

- **Precast Concrete Pavers:** The existing precast concrete walkway pavers and steps are in poor physical and functional condition and require replacement with a durable and aesthetically pleasing upgrade. The upgrade might include a combination of new paver systems, landscaping (green roof solutions), regular or exposed aggregate sidewalks, porous concrete, etc.
- **Precast Vertical Surfaces:** The vertical precast panel and concrete walls exhibit varying degrees of deterioration and require limited repairs and/or replacement. Removal of all vertical surfaces in entirety would be cost prohibitive, however, reducing the heights to expand view sheds and create a feeling of openness and safety should play heavily in the final design.
- **Accessibility:** Non-ADA compliant steps serve the entrances and tiered levels of the plaza. There are no ramps or ADA access from the State Street side at all. Every effort should be made during design to provide ADA access from all directions. Special attention should be given to the user experience when entering from State Street. At this time, the park and river are not visible from that direction and many do not know it is even there.
- **Safety:** Hidden alcoves, and obscured visibility caused by the existing spatial arrangement of the vertical walls, alcoves, large overgrown trees, and enclosed garage access stairwells creates extensive visual barriers throughout the plaza. In many instances the river is not visible at all. The tiered character of the park adds to the challenge of designing a new open and safe feeling public space. There is a lower promenade directly adjacent to the river that is almost entirely obscured from the park above.



- **Function and Use:** Public activity and use of the plaza has diminished as result of the deteriorated conditions, safety concerns, and lack of a strong program of use. The square footage is enormous and special efforts should be put into the careful planning for the future use of this space to add vibrancy and life to the City core and to bring the tremendous asset of the Genesee River back into the limelight.



Like a successful building, a plaza requires a program of use and a strong concept. In the case of Charles Carroll Plaza, the site is so vast that it makes great sense to redefine this space for multiple programs of use. Careful thought should be given to the plaza's potential functions and their relationship with the adjacent public realm, businesses, educational institutions, hotels, and residential structures. Essential design elements should include improved views, linkages, safety, and accessibility. A modernized program for the plaza that includes visions for uses over the next 10-20 years should be included in the design process. **User attractions and activity generators such as concerts, entertainment, exhibitors, retail, vendors, food trucks, and sport park features such as skate parks should all be explored.**

See Draft Scope of Services, Section H for more discussion.

- **Skate Park Feasibility:** The City has received requests to review the option of incorporating a skate park into the programmed space at Charles Carroll Plaza. A study was performed in 2013 on the feasibility of a skate park underneath the Frederick Douglass-Susan B. Anthony Bridge. The study was performed in response to an initiative with the Friends of the Roc City Skate Park and the City of Rochester. The study showcased a creative skate park design for the site, but also outlined numerous challenges such as parking and access issues.



Within the site planning stages of this project, the City would like to review the feasibility of transferring this concept away from the originally proposed location onto the Charles Carroll Plaza space, either as a part of this project or in a future phase. **Final decisions and approvals for the potential inclusion of a skate park concept at this location will be dependent on feedback and support from the project stakeholders and citizens.**

Information on the Friends of Roc City Skate Park can be found at the following site:

<http://www.roccitypark.org/index.html>

- **Existing Public Art:** The Charles Carroll Plaza is currently home to a 6 part site-specific installation of enameled steel structures designed by the nationally renowned artist Richard Fleischner. The installation, known as the “Rochester Project” was installed as part of the Rochester Sesquicentennial. This public art commission was supervised by the Sesquicentennial Arts & Culture Committee and was dedicated in October 1986.

These works shall be reviewed throughout the plaza planning process to determine whether they shall remain on site in their existing condition, be relocated, or be refurbished for reuse. Any refurbishment should be done with feedback from the original artist if feasible.

“Rochester Project”
By Richard Fleischner, Artist



- **Existing Mechanical, Electrical, and Plumbing Systems:** There is a variety of mechanical equipment associated with the park and housed within a mechanical room inside the garage that will need to be identified. Park irrigation, lighting, fountain equipment, roof and under drains will all need to be addressed and determinations will need to be made on what can be utilized in the renovation and what should be removed or replaced. Park lighting systems will require upgrade to energy efficient lighting that meets current illumination standards. Interior garage lighting and controls shall be maintained and protected.

- **Sister Cities Pedestrian Bridge:** The Sister Cities Pedestrian Bridge crosses the Genesee River and connects the plaza to the east side of the river. The bridge is owned by the City of Rochester and maintained through the City’s Bridge Maintenance Program. The bridge is of similar vintage and materials as the plaza, constructed of precast concrete walkways, precast walls and reinforced concrete. Improvements to the bridge are not in this project scope, however, concepts for the plaza may affect the function or aesthetics of the bridge approaches. Any potential modifications at these touch points will need to be coordinated with the City Bridge Program.

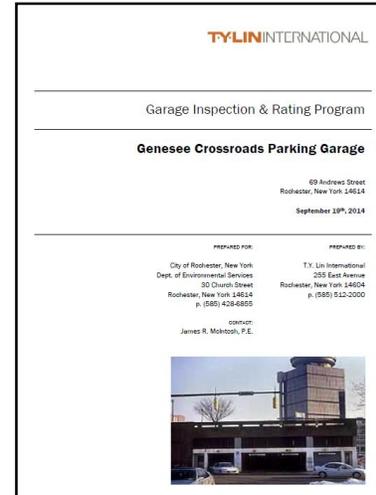


Additional Materials and Background Information

The reconstruction of the plaza has been a long anticipated need in downtown Rochester. Several previous planning studies and initiatives have been performed over the years that have valuable ideas on how to revitalize the riverfront plaza, improve connections and promote economic growth in downtown and the surrounding area. An electronic version of the following information will be available on the City's website for review:

- **2014 Garage Annual Inspection and Repair Program Report**

An annual inspection is performed each year for each City owned parking structure through the City's Garage Maintenance Program. These annual inspections result in condition reports of structural and building systems, development of annual maintenance and repair construction contracts, long-term capital improvement recommendations and accessibility surveys.



- **2013 - Rochester Urban Skate Park, Concept Feasibility Study, Stantec Consulting Services**



This 2013 study concentrates on the feasibility of a skate park underneath the Frederick Douglass-Susan B. Anthony Bridge. The study was performed in response to an initiative with the Friends of the Roc City Skate Park and the City of Rochester to review the feasibility of building an urban skate park in downtown. The study showcased a creative skate park design for the site, but also outlined numerous site challenges such as parking and access issues.

- **2004 - Genesee Crossroads Development Project, Final Report, Bergmann Associates**

This 2004 report presented a concept plan for the Genesee Riverfront from Main Street to High Falls. It included goals, site analysis, program options and a concept plan for the river front plaza and connections to surrounding area, garage conditions analysis and urban and economic analysis. Much of the information is still very relevant today.

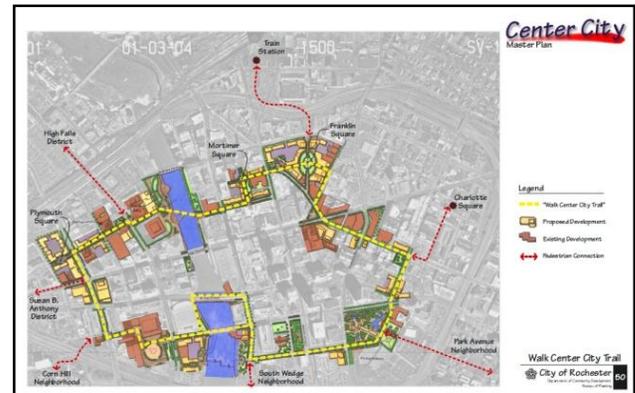
The final concept plan presented in the report reflects the priorities and goals pertinent at the time the study was completed. At that time it was recommended that the top of the garage be lowered in conjunction with potential adjacent future development. Although that option may be an alternative for a future project; at this time, due to the immediate needs of the plaza, structure and the parking contained therein, and the timing of any future development (perhaps many years), that particular option will not be pursued for this reconstruction project.

- **2003 Center City Master Plan, City of Rochester, Bureau of Planning**

The Center City Master Plans is a conceptual master plan for the development of Center City, depicting major concepts, relationships and connections of downtowns streets and public areas

The major design principals of the plan include:

1. Development of an enhanced pedestrian circulation system with new linkages/connections to the Genesee River and to Main Street
2. Creation / enhancement of key public realm features (parks, trails, connections, open space)
3. Development of the Genesee River and Main Street as central spines of the Center City



- **1990 City of Rochester Local Waterfront Revitalization Program Implementation (LWRP) Plan**

The riverfront plaza is a vital link in the larger Genesee Gateway Trail System. Renovation and retention of this important link in the Trail System is consistent with the City's Local Waterfront Revitalization Plan. The LWRP expounds on the Genesee Riverway Trail initiative and benefits. The LWRP recommendations include development of "a continuous linear river trail system, along both sides of the Genesee River within the boundaries of the City of Rochester, to be known as the "Genesee Riverway".

Other Materials Available for Review during the Planning and Design Process

- **Garage Annual Construction Projects (2010 –14):** Annual maintenance and repair construction projects
- **Crossroads Garage HVAC Optimization Projects Phase I and II (2009-10):** HVAC upgrades
- **Crossroads Garage Rehabilitation (2009):** Structural rehabilitation of lower levels of garage
- **Record Construction Drawings:** Limited original record drawings in PDF format are available for the Plaza and the Garage. CAD files of the garage floor plans are available. CAD files of the Plaza are not available.

3.0 DRAFT SCOPE OF SERVICES

A. General Administration / Coordination Meeting(s)

In conjunction with the beginning of the project, the City of Rochester will schedule a kick-off meeting. The purpose of the meeting will be to identify issues related to the various design components of the project. The Consultant shall present their approach and schedule to the City for comment.

The Consultant shall notify and meet with all utilities/agencies impacted by this project on an as-needed basis to assure full coordination throughout design. Consultant shall hold regular review and progress meetings with the City and all other parties designated by the City for the duration of the project design and construction.

Products: Project kick-off meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached. Project schedule finalized. Supply meeting agendas and minutes for all review and progress meetings thereafter.

B. Project Advisory Committee

Consultant in collaboration with the City shall establish and maintain a Project Advisory Committee of various stakeholders including citizens, businesses, City Staff, and technical staff. The Consultant shall conduct and lead a minimum of four (4) Advisory Committee meetings. The Consultant shall prepare and distribute meeting minutes.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee meeting materials, agendas, and minutes.

C. Site Reconnaissance and Data Collection

The Consultant shall conduct site-specific reconnaissance of the study area in preparation for planning, preliminary and final design and construction drawings. Work shall include, at a minimum, identification and mapping of the following:

- 1) Topographic site survey and location of all site boundaries on a cadastral map
- 2) Ownership/grant/lease/easement status of all adjacent land, buildings and walkways
- 3) Manmade structures, buildings, or facilities on or adjacent to the site
- 4) All utilities both within the park and in the garage as they relate to this renovation.
- 5) Infrastructure: Above and Below ground
- 6) Transportation/circulation systems (truck, car, bus, pedestrian, bicycle, etc.) that serve or are located near the site.
- 7) Adjacent land and water uses
- 8) Historic and archeological resources
- 9) Soil and, as appropriate, core sampling to determine material integrity
- 10) Topography and hydrology as applicable
- 11) Natural resources, including location of mature trees
- 12) View corridors

- 13) Zoning and other applicable designations
- 14) Analysis of site constraints, needs and opportunities; other key information necessary to facilitate preliminary and final design and construction drawings.

Note: Site reconnaissance shall include taking full survey of vertical surfaces, walls, river wall parapets, and data on *all entrance points into the plaza*. Reconnaissance shall also include taking a full inventory of existing materials on the site for analysis of their potential for retention and /or reuse in the final renovation as a cost savings measure.

Products: Consultant shall produce map(s) and a written summary describing the above information and any other appropriate information identified during scoping.

D. Structural Inspection & Assessment: Garage Roof

Consultant shall perform a 100% hands-on in-depth visual inspection of all structural elements of the existing garage roof, including the reinforced concrete slab, joints, and beams. Confirmation of primary and secondary structural element sizes and dimensions shall be field verified. Photographs of all structural deterioration and/or section loss shall be included. Areas of delaminated, spalled and hollow sounding concrete should be fully mapped and documented for use in estimating and final design.

Products: Structural assessment shall include a summary of existing conditions, deficiencies and required repairs. Original design loads shall be verified and future design loads shall be assessed including all anticipated pedestrian and service vehicle live loads and dead load for the renovated plaza above. Consultant shall provide additional sketches and photographs as required to outline unusual conditions or extensive deterioration/section loss.

E. Mechanical, Electrical, and Plumbing (M.E.P.) System Inventory and Assessment

There is a variety of mechanical, electrical, and plumbing equipment associated with the plaza that are housed within mechanical rooms inside the garage. The Consultant shall work with the City Municipal Parking and City Building Services crews to take a full inventory of these systems and assess their condition. The equipment may include, but is not limited to, park irrigation systems, lighting systems, fountain equipment, roof drains and under drains. Throughout the planning and design process determinations will need to be made on what equipment can be utilized in the renovation and what should be removed and/or replaced. Park lighting systems may require upgrade to energy efficient lighting that meets current illumination standards. Interior garage lighting and controls are comparatively new and should be maintained and protected.

Products: System Inventory and Assessment with summary tables.

F. Asbestos Survey

The Consultant shall conduct a limited asbestos survey and material testing in order to identify suspected hazardous materials that will be disturbed in portions of the facility that are planned for renovations in the project. Inspection, sampling, laboratory testing, and reporting shall be by a qualified firm with licenses and certifications to perform the work. All costs shall be included, without mark-up, in expenses reimbursed by the City.

G. Schematic “Base Construction Scope” and Estimate

After completion of site reconnaissance, structural inspection, M.E.P. assessment, and asbestos survey, the Consultant shall create an ITEMIZED schematic “base construction scope” of work with estimate that includes all items necessary to achieve **the project’s primary objective: Repair top and bottom of entire reinforced concrete garage roof slab and replace waterproofing system to bring this valuable City asset to good to excellent condition and to maximize the service life for many more decades.** This basic scope will include a “no frills” option for performing essential work items in the plaza, including, but not limited to, replacing paver areas with new materials, replacing non-compliant features, addressing critical safety issues, vertical wall and panel repairs, and removing/replacing M.E.P. items.

This “base design” will then be built upon throughout the Plaza master planning process.

H. Plaza Master Plan: Alternatives, Estimates and Final Selection

Historically, plazas have been central to the development of urban centers. In an iterative and interactive fashion the Consultant team shall review the current functional issues of Charles Carroll Plaza and work with the City, stakeholders, and public to create a new “master plan” for the park that meets the most current needs of the Rochester Community. **The design rationale should create an improved open space that will result in a safe and vibrant outdoor space that will increase economic, social, and amenity value to the site.** The plaza’s primary function will be to provide relief and relaxation, expand and reinforce the public realm, and to contribute to the livability and general amenity of the downtown.

Like a successful building, a plaza requires a program of use and a strong concept. In the case of Charles Carroll Plaza, the site is so vast that it makes great sense to have multiple programs of use. Careful thought should be given to the plaza’s potential functions and their relationship with the adjacent public realm, businesses, educational institutions, hotels, and residential structures. Essential design elements might include:

- 1) Visibility and views: Maximize view sheds of the River, street and building landscapes in all directions.
- 2) Linkages: Improve all linkages into and out of the plaza to create a dynamic pedestrian network.
- 3) Safety: Reduce vertical elements to increase perception of safety. The space should include defensible spaces, clear sightlines, exceptional lighting and multiple paths of choice. The plaza should be designed to maximize safety in all aspects.
- 4) Accessibility / ADA should be modernized throughout.
- 5) Environmental factors such as prevailing wind directions, sun paths, noise, and weather protection.
- 6) Sustainable, environmentally sensitive design including “green roof” technology and natural vegetation and trees.
- 7) User attractions and activity generators such as exhibitors, retail, vendors, and sport park features such as skate parks.
- 8) Amenities might include interactive art, sculptures, game tables and kiosks.
- 9) Other factors such as durability, maintenance, spatial variety should be integrated into the end design.

The plaza design shall embody an innovative and creative solution that combines functionality with artistic waterfront design.

Ultimately the Consultant shall prepare three (3) planning and conceptual design alternatives, based partially on the overall vision, goals and objectives for the project developed at the project kick-off meeting, site and concept analysis. The Consultant shall prepare a feasibility review of the alternatives and sub-options for the project, including plans, renderings, estimates, and a matrix of the pros and cons of each alternative.

The Consultant shall conduct a meeting with the City and the Project Advisory Committee, to present the site analysis, and conceptual design alternatives, for the purposes of receiving feedback and input, decision making, and refinements to the alternatives, in preparation for the first public outreach meeting.

The Consultant shall work with the City to review these options, perform public and stakeholder meetings and finalize the alternative that best meets the project objective and budgetary constraints.

Products: Draft design alternatives, renderings, estimates and supporting materials. Master plan with selected alternative.

I. Public Meetings

The Consultant shall work with the City to conduct a minimum of two (2) public information meetings to present the site inventory, alternatives and recommendations for solicitation of public input on the schematic site master plans. Presentation materials shall be provided that promote a comprehensive understanding of the project and encourages public input. Materials may include (but are not limited to) brochures, presentation boards, electronic images and renderings, and power point presentations. It may include presentation by team members from the City and project advisory committee. The Consultant shall prepare written summary of public input obtained at these meetings and submit the summary to the City for review and comment.

Utilizing the input received from the public meetings the Consultant shall work with the City and the Project Advisory Committee to select one of the alternative schematic site plans as the basis for the final schematic design, preliminary and final design.

Products: Public information meetings held. Meeting materials, engineering drawings, renderings, agendas, public feedback documentation and minutes of meeting(s).

J. Environmental Quality Review

The expansive Charles Carroll Plaza extends the distance of a large city block directly along the Genesee River. As such, the project may be considered a Type I Action under SEQR. The consultant shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance.

Products: SEQRA documents

K. Preliminary, Advanced Preliminary, and Final Design Plans, Specifications and Estimates

The Consultant shall prepare preliminary (35%), advanced preliminary (75%), and final design (100%) documents based on the selected design alternative. The design plans, specifications and estimates shall include all required drawings, tables, data, written discussions, and other information identified in the contract and during project scoping.

The design shall contain or address (at a minimum) the Plaza and Garage Roof Slab Demolitions, repairs, and reconstructions with all related MEP and site work based on inspections and the finalized plaza master plan. Design may include, but is not limited to, the following:

- 1) Garage Roof Slab: Structural design of roof slab repairs, joint replacements, and replacement of waterproofing system. Maintenance and Protection of Traffic Plans (MPOT) for maintaining garage flow through all stages of construction should be included.
- 2) Plaza: Demolition and replacement design for plaza and plaza amenities including park features, geometrics, sidewalk and drive area design, drainage, lighting, landscaping, art relocation/protection.
- 3) Layout of curb cuts, sidewalks, sidewalk ramps, access drives, and special treatments.
- 4) Layout of landscaping, identifying size and species, and provisions for maintenance and protection of existing vegetation.
- 5) Mechanical, Electrical, Plumbing demolitions and replacements.
- 6) Utilities – Plan and details of existing and proposed utilities.
- 7) Design of any temporary or long-term structural protection, fills, structural repairs, renovations, replacements or improvements, etc., for special needs of the Project, including details of railings, parapets, ramps, retaining walls, and miscellaneous items.
- 8) Preliminary design of repairs or improvements to security

The preliminary design drawings and supporting material shall be submitted to the City for review at least three weeks prior to the due date for comments. City comments shall be addressed to the satisfaction of the City.

Products: Preliminary (35%), advanced preliminary (75%), and final design (100%) design plans, specifications, and estimates.

L. Permits

The Consultant shall prepare all necessary permit or other approval applications and obtain the required permits or approvals. Potential permitting and approval agencies include but are not limited to agencies of the City of Rochester such as the planning commission and City permits. The Consultant shall meet the City permitting department to review the design drawings and specifications and address all department comments prior to advertising for bids.

M. Bidding Process and Selection of Construction Contractor

Prior to contract letting and subsequent to final submission, the Consultant shall make necessary revisions and last minute changes to plans, specifications, and estimates that result from the City and other agency reviews.

The City will prepare the advertisement for bids.

The Consultant shall prepare addenda as needed during the bidding phase. Such addenda shall conform to the requirements of the City's Purchasing Agent.

The Consultant is to attend and assist the City in pre-bid meetings and pre-award meetings. Minutes of these meetings will be prepared by the Consultant.

The City will conduct the public bid opening (letting).

The Consultant shall analyze the bid results and prepare a letter of recommendation for award. The analysis will include:

1. Verification of the low bidder.
2. Bid tabulation showing bid amounts by each bidder for each item.
3. Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.)
4. Breaking the low bid into fiscal shares.
5. Determining whether the low bid is unbalanced.
6. For pay items bid 15% less than the Engineer's Estimate or more than 25% over the Engineer's Estimate:
 - Checking accuracy of quantity calculations.
 - Determining appropriateness of price bid for work in the item.
7. Determining whether the low bidder is qualified to perform the work.
8. This information shall be returned to the City within five (5) working days. Submit electronic and paper copies of the bid tabulations, share breakdown, bid analysis, and letter of award recommendation.

N. Construction Phase Services

The Consultant shall provide the following services:

1. Provide, during the construction contract to be entered into by the City for the construction of this Project, to the satisfaction of the City, periodic engineering consultation services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by City.
2. Check and approve shop drawings for conformance with Project design and compliance with the information given by the Contract Documents. There shall be no change in the scope of the work or in materials specified by the Contract Documents until approval for such change has been given in writing by City.
3. Visit the job whenever requested by the City for the purpose of clarifying or interpreting any phase of the work.
4. Conduct, in company with the City and others designated by the City, a final inspection of the Project for conformance with the design of the Project and compliance with the information given in the Contract Documents.

NOTE: Construction RPR (Resident Project Representation) services are purposely not included in this request for proposals and will be solicited for at a later date.

4.0 PROJECT SCHEDULE

Schedule

• City Council Authorization of PSA	February 2015
• PSA Routing/Processing	February 2015
• Notice to Proceed	March 2015
• Site Reconnaissance and Survey, public and private Outreach, conceptual base design, master plan	March – Nov. 2015
• Preliminary Design	Dec. – April 2016
• Final Design	May – Aug. 2016
• Public Bid Process	Fall 2016
• Construction Phase	Winter 2016 – Winter 2017

Note: Project schedules and timeframes may be altered by the City as necessary.

5.0 PROPOSAL REQUIREMENTS

Technical Proposal

Proposals must be succinct and all pages must be numbered. ***In no case shall specified page maximums in any section be exceeded.*** Boilerplate and glossy promotional materials are discouraged; any such materials deemed necessary should be included as a separate appendix and may or may not be considered as part of the evaluation. Consultant selection will be based on a rating of consultant proposals. The criteria will be as follows: Project Team (50% score), Proposal (40% score), and Firm (10% Score).

The Technical Proposal (with Transmittal letter) shall address the following at a minimum:

- 1) Firm and Sub-Consultant Identification & Qualifications (6 pg. max): A description of the firm and sub-consultants, including the number of employees and their disciplines, their philosophy on serving clients, location, and number of years the firm has been in business of conducting the described services.
- 2) Relevant Firm and Sub-Consultant Experience, Recent Clients, & Relevant Projects for this type of work (8-10 pg. max): Include three (3) recent clients for whom the consultant has provided services *relevant* to those required herein. The list should include name, address, and contact information of the client contact person. Include a list of *relevant* projects including client name and contact information, ***specific dates*** when work was performed and the type of work services performed. The proposal should showcase relevant firm experience in structural design, inspection and design of parking garage rehabilitation projects, experience in inspecting and designing garage and plaza building facility systems (MEP), urban waterfront public space planning and design, waterfront and landscape design and familiarity with the City's general project policies.
- 3) Project Understanding and Approach (6 pages max): A demonstration that the Consultant understands the proposed project and its various tasks must be included as part of the Proposal. This portion of the proposal should communicate a complete in-depth understanding and approach for all services to be provided, including all multi-disciplinary engineering &

landscape architectural, and site planning services. **The Consultant should showcase creative and innovative ideas for the modernization of the plaza space. Emphasis should be placed on solutions that combine functionality with artistic waterfront design.**

- 4) Technical Approach, Scope of Work, and Schedule (6 pages max): Provide a detailed description of the consultant's proposed unique approach and a summary of scope of services, including MWBE Utilization Plan, for the completion of the tasks identified in this RFP. The consultant may propose alternate tasks that will meet the project objectives. A detailed Gantt chart schedule for completing the tasks outlined in the RFP along with key study tasks should be included.
- 5) Team Organization: Makeup of the project team, including sub-consultants, with a detailed organizational chart. Include a description of how the project will be organized, identification of the **key** project team members by name, field of expertise, specific responsibilities on the project and the **estimated number of hours** each specific individual will work on the project. This section and the resumes below should showcase, as applicable, team member's relevant experience in structural design, inspection and design of parking garage rehabilitation projects, experience in inspecting and designing garage and plaza building facility systems (MEP), urban waterfront public space planning and design, waterfront and landscape design and familiarity with the City's general project policies and procedures.
- 6) No fees or wages shall be submitted with this proposal.
- 7) Team Resumes (1 page per team member): Include for all **key** project team members that are shown on organizational chart, including a list of *relevant* projects only, with summaries of work and **dates** when work was performed. Team resumes should showcase relevant experience as it relates to this project and with the City's general project policies and procedures.
- 8) Any other factors that would be helpful to the Selection Committee in evaluating the consultant for this project.

Selection

A selection committee will review all proposals using the above criteria. The committee will then select the firm whose proposal that, in their judgment, indicates the best opportunity for a completely successful project.

After selection of a consultant based on qualifications only, the committee will review 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 the fee negotiation is initiated and a satisfactory resolution of the fee cannot be reached within a reasonable time, the committee reserves the right to proceed to 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 the consultants at any time for further clarification of the Proposal.

The City will enter into a Professional Service Agreement with the selected consultant.

Eligibility Qualifications, Requirements, and Preferences

The City of Rochester requires that all bidders and subcontractors present evidence of experience, ability, and financial standing. Designated firm(s) must submit proof of authority to practice engineering/surveying in New York State immediately upon designation.

Basic Services Fee

Provide direct technical and professional personnel hour subtotals for each of the following tasks as identified in the draft scope of services for this project:

- A. General Administration / Coordination Meeting(s)
- B. Project Advisory Committee
- C. Site Reconnaissance and Data Collection
- D. Structural Inspection & Assessment: Garage Roof
- E. Mechanical, Electrical, and Plumbing (M.E.P.) System Inventory and Assessment
- F. Asbestos Survey
- G. Schematic "Base Construction Scope" and Estimate
- H. Plaza "Master Plan" Alternatives, Estimates and Final Selection
- I. Public Meetings
- J. Environmental Quality Review
- K. Preliminary, Advanced Preliminary, and Final Design Plans, Specifications and Estimates
- L. Permits
- M. Bidding Process and Selection of Construction Contractor
- N. Construction Phase Services

The proposal SHALL NOT include any proposed design fees, however the City does require that the proposal include the proposed staff, specific staff assignments and M/WBE utilization plan. The table/summary should be detailed such that a reviewer can get a good feel for the tasks involved and the individuals who will be performing each specific work item. The firm deemed to be the best qualified overall for this project by evaluation committee will be asked, at a later date, to submit salary schedules, staffing tables, non-direct costs, subcontractor costs, total project cost summaries and technical assumptions.

Direct Reimbursable Expenses

The draft list of expenses (with no costs or fees) shall be identified for the following expenses:

- 1. Reproduction of drawings, photographs, and printing
- 2. Sub-consultants
- 3. Laboratory tests
- 4. Rental equipment (if required)

6.0 City Provisions

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 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 through the web link at: <http://www.cityofrochester.gov/index.cfm?id=571>

Local Preference

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 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.

M/WBE firms who respond directly to this proposal and are on the New York State Certified M/WBE list will be awarded an additional 10% weighting as part of the evaluation process.

City Funded Projects

Firms who respond directly to this proposal and are located within the City of Rochester limits will be awarded an additional 10% weighting as part of the evaluation process.

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