

REQUEST FOR PROPOSALS FOR:

State Street Basin Street to Inner Loop Reconstruction Project City Project No. 21102

Issued: February 5, 2019

Revised: February 21, 2019



**City of Rochester
Department of Environmental Services
Bureau of Architecture and Engineering**

**Holly Barrett, P.E.
Interim City Engineer**

**Street Design-
City Hall
30 Church Street, Room 300B
Rochester, New York 14614**

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1.0 GENERAL INFORMATION

PROJECT TITLE: State Street Reconstruction

PROJECT LIMITS: Basin Street to Inner Loop

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

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

PROJECT TIMETABLE:

It is anticipated that the design will commence in **June**, based on this projection, schedule as follows:

- | | |
|---|---------------------------------|
| • RFP Release | February 5, 2019 |
| • Pre-Proposal Meeting | February 20, 2019 |
| • Deadline for questions | March 5, 2019 |
| • Response to questions submitted | March 6, 2019 |
| • Proposals due | March 8, 2019 at 4:00 pm |
| • Consultant Selection & Award Notification | Spring 2019 |

Design timetable:

- | | |
|--|----------------------------|
| • Notice to Proceed | Summer 2019 |
| • Final Design Approval | July 2020 |
| • PS&E | September 2021 |
| • Bid Phase & Award | October 2021-February 2022 |
| • Construction Phase Services: CI and/or RPR | April 2022 – October 2023 |

A Professional Services Agreement resulting from this RFP shall commence on the agreement start date for a term that shall extend until three (3) months after the completion of a two (2) year guarantee inspection of the project.

The dates shown above may be subject to change within the City of Rochester's sole discretion and upon written notification as set forth herein.

SUBMISSION DELIVERY INFORMATION:

One (1) electronic proposal and five (5) proposal hard-copies are to be submitted no later than **March 8, 2019 at 4:00 p.m.** to:

Holly E. Barrett, P.E.
Interim City Engineer
City of Rochester
City Hall
30 Church Street Room 300B
Rochester, New York 14614

COMMUNICATIONS:

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following City staff person(s):

Donna L. Clements, P.E.
donna.clements@cityofrochester.gov
(585) 428-6601

No contact is permitted with any other City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will respond to all timely questions submitted via e-mail to the City Contact by the question deadline stated above. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the city contact and will be posted on the City’s web page for this RFP. The City’s failure to timely respond or provide responses to any questions shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

The City will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about timeline date changes, amendments to the RFP and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the city contact and will be posted on the City’s website for this RFP. The City’s failure to provide such information shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

PRE-PROPOSAL MEETING:

In order to provide the City with an opportunity to discuss the RFP and Respondents with an opportunity to ask questions and clarify the RFP, a pre-proposal meeting will be held as follows:

Date: February 20, 2019

Time: 10:00 a.m.

Location: City Hall Room 008A

There is no requirement to attend the pre-proposal meeting and no obligation by the City to provide information from the conference to parties who fail to attend.

PROJECT BUDGET:

The project construction budget is \$8,309,000.

GENERAL

- 1) The City reserves the right to amend or withdraw this RFP in the City's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the City shall have no liability for any costs incurred by any Respondent.
- 2) The City may request additional information from any Respondent to assist the City in making its evaluation.
- 3) The proposal and all materials submitted with the proposal shall become property of the City and will be subject to NYS Freedom of Information Law. 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.
- 4) The selection of a Consultant is within the City's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. The decision will be based on qualifications and compliance with the requirements of this RFP. The City reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The City further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the City's best interest.
- 5) Questions must be submitted in writing (preferably e-mail) to the project contacts, listed above. 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.

2.0 PROJECT OVERVIEW



The project includes, but is not limited to the improvements generally identified below.

Street Improvements

Full depth pavement reconstruction is proposed. Minor pavement widening and curb modifications including bump outs at intersections are to be determined during the planning and preliminary engineering phase.



New sidewalks, driveway aprons, and granite curbing is proposed throughout the length of the project.

Water Improvements

Water main improvements are to be determined during the planning and preliminary engineering phase.

Street Lighting

It is proposed to install a new street lighting system within the project limits. Street lighting improvements are to be determined during the planning and preliminary engineering phase.

Sewer Improvements and Drainage Improvements

Replacement of receiving basins and repair/cleaning of laterals is proposed. The condition of an existing abandoned stone sewer tunnel and potential remediation are to be determined during the planning and preliminary engineering phase.



Traffic Feature Improvements

It is proposed to install new pavement markings and signs within the project limits. Replacement of the entire traffic signal conduit as well as new signal heads, cabinets, fiber optic cable, and back plates are anticipated within the project limits. Specific traffic improvements are to be determined during the planning and preliminary engineering phase.

Areaways

It is proposed that building areaways, vaults and window-wells within the project area be abandoned or rehabilitated.



Streetscape

Landscaping treatments consistent with the Main Street Streetscape project and the ROC the Riverway vision are proposed.

3.0 DRAFT SCOPE OF SERVICES

The Consultant shall provide all engineering services required for the Project including but not limited to topographic survey, preliminary engineering, preparation of the Planning and Preliminary Engineering Report, Final Design, Bid and Award. Refer to Appendix A – Draft Agreement for Professional Services.

4.0 PROPOSAL REQUIREMENTS

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the City to contact Respondent's references. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposals and on such other available information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

The Respondent selected by the City will be required to enter into a Professional Services Agreement (PSA) with the City. The establishment of a PSA is contingent upon approval by City Council for all Agreements in excess of \$10,000 or for a period of more than one year and upon the availability of funds for such an agreement. Unless otherwise stated in the proposal, the Respondent's response to this RFP shall be deemed its acceptance of the terms of this PSA. (Note: Attention is directed to the City's Living Wage requirements, and minority workforce goal).

Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor. The City reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the responding Respondents or to conduct the Project described herein. The City may amend or withdraw the RFP at any time, within its sole discretion. The City shall have no liability for any costs incurred in preparing a proposal or responding to the City's requests with respect to the proposal.

Proposal Evaluation Criteria

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: Firm Qualifications (10% Score), Technical Proposal (40% score), and Project Team Qualifications (50% score).** **Proposers should understand that the NYSDOT DBE Utilization and the City's Workforce Goals apply to and will be incorporated into any agreement resulting from proposals submitted for**

this RFP. Please note that all consultants shall submit as part of the proposal a workforce utilization plan regardless of percentage or whether goals are met. Refer to Section 5.0 City Provisions for details.

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

Firm Qualifications (10% Score – 1 page max.)

- 1) Firm and Sub-Consultant Identification & Qualifications: N/A - LAFAP project
- 2) Rochester presence: Information about Respondent's presence in the City of Rochester and/or any collaborative relationships with local firms that are to be formed for this Project.
- 3) DBE: Statement as to whether the respondent and/or specified sub-consultants are on the New York State Certified DBE list (<https://nysucp.newnycontracts.com>).
- 4) Relevant Firm and Sub-Consultant Experience, Recent Clients, & Relevant Projects for this type of work: 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 for each area of expertise the City is requesting within RFP.

Technical Proposal (40% score – 4 pages max.)

- 1) Project Understanding and Approach: A demonstration that the Consultant understands the proposed project and its various tasks shall be included. Provide a detailed description of the consultant's proposed unique approach. 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 e.g. geotechnical, traffic, and transportation, landscape architecture, etc. as applicable. The proposal should highlight your experience with areaways, subsidence in urban areas and streetscape design in a central business district. This portion should communicate the team's knowledge and experience with the City's general project policies and procedures as applicable.
- 2) Technical Approach, Scope of Work, and Schedule: Provide a summary of scope of services for the completion of the tasks identified in this RFP. Provide a proposed DBE Utilization Plan. 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.

Project Team Qualifications (50% score)

- 1) Team Organization (3 pages max): 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, and specific responsibilities on the project. This section should showcase, as applicable, team member's relevant experience in with urban design, areaways, subsidence in urban areas

and streetscape design in a central business district and familiarity with the City's general project policies and procedures.

- 2) Team Resumes (1 page per team member): Include for all **key** project team members that are not included as part of the LDSA Qualification submittal, including a list of *relevant* projects only, with summaries of the work they specifically performed and approximate **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.

Basic Services Fee/hours

No fees or wages shall be submitted with this proposal. ~~An itemized budget including staff hours and billing rates which addresses each of the tasks identified in the Scope of Services.~~

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. Planning and Preliminary Engineering
- B. Final Design
- C. PS&E, Bidding and Award
- D. Construction Phase Services: Construction Administration ~~and/or RPR~~

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 DBE 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. Sub-consultants
2. Subsurface/Laboratory testing
3. Printing/Duplication

The Consultant shall provide duplication services for bid documents and any addenda as a reimbursable expense.

Eligibility Qualifications and Requirements

The City of Rochester requires that all bidders and sub-contractors present evidence of experience, ability, and financial standing. Designated firm(s) must be able to submit proof of authority to practice engineering/surveying in New York State immediately upon designation. The City requires that all bidders and sub-consultants, at the time of entrance into agreements with the City, present information that includes insurance certificate(s) that prove both professional and general liability, and Worker's Compensation coverage. The certificates must list the City of Rochester as an additional insured.

5.0 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>

DBE Utilization

This project has a NYSDOT 20% DBE goal. DBE forms can be found on the City of Rochester web site at: <http://www.cityofrochester.gov/mwbe>. In the proposal please mention which firms you will utilize to meet the 20% goal. Once the selection process is completed the Awardee will be expected to provide a DBE plan to the MWBE Officer within 10 days of request.

Workforce Reporting

The selected consultant will be required to submit a workforce staffing plan for meeting the workforce goals on forms designated by the City. The DBE plan and the workforce staffing plan will be incorporated into the agreement. The consultant shall also file City provided reporting forms quarterly, or as otherwise required by the City, to verify that DBE goals and minority workforce goals incorporated into the agreement are achieved during the term of the agreement. This form can be found on the City's web site at: <http://www.cityofrochester.gov/mwbe/>

Other Criteria

Other criteria may be considered and evaluated by the City if it is determined to be in the best interest of the City and the success of the Project to do so.

APPENDIX A

DRAFT

PROFESSIONAL SERVICES AGREEMENT

EXHIBIT A

DBE PARTICIPATION FORMS

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