

REQUEST FOR PROPOSALS FOR:

**Broadway and South Union Street
Improvement Project**

**(Broadway – South Goodman Street to South Union Street)
(South Union Street – Broadway to Monroe Avenue)**

**City Project No. 21101
(Federally Funded Project)
NYSDOT PIN No. 4CR0.23**

Issued: January 8, 2024



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

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

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

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TABLE OF CONTENTS

1.0 General Information

- Project Location Map
- Project Title, Limits and Information
- Project Timetable
- Submission Delivery Information
- Communications
- Pre-Proposal Meeting
- Preliminary Construction Budget
- General

2.0 Project Overview

3.0 Draft Scope of Services

4.0 Proposal Requirements

- Overview
- Proposal Evaluation Criteria
- Basic Services Fee / Hours
- Eligibility Qualifications and Requirements

5.0 City and Federal Provisions

- Living Wage Requirements
- Workforce Reporting (for Professional Service Agreements)
- DBE Utilization
- Other Criteria

ATTACHMENTS

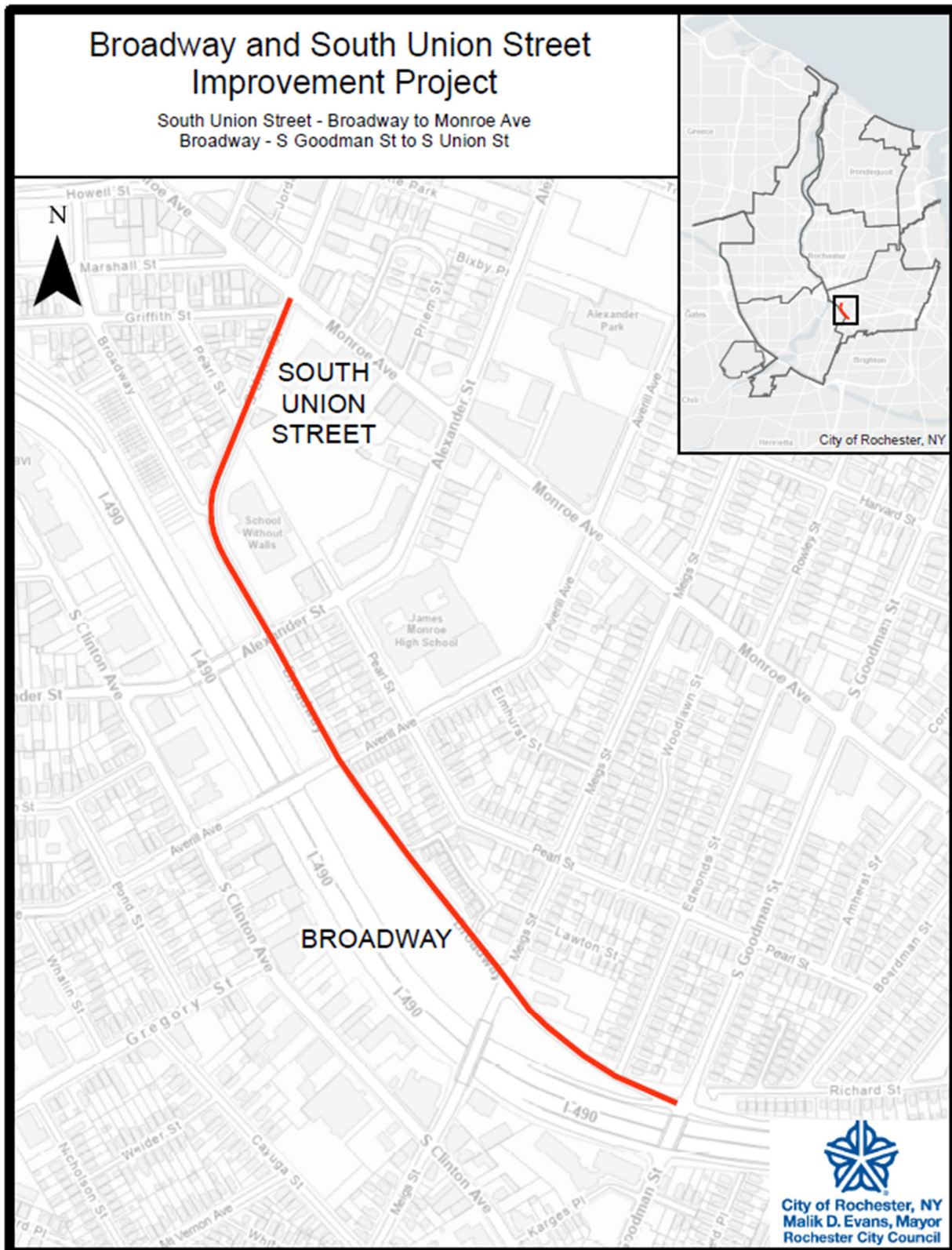
Appendix A: Initial Project Proposal (IPP)

Exhibit A: Consultant Information Form (To be completed and returned)

Exhibit B: Draft Agreement for Professional Services

1.0 GENERAL INFORMATION

PROJECT LOCATION MAP:



<u>PROJECT TITLE:</u>	Broadway and South Union Street Improvement Project
<u>PROJECT LIMITS:</u>	Broadway (South Goodman Street to South Union Street) South Union Street (Broadway to Monroe Avenue)
<u>PROJECT INFORMATION:</u>	This is a street improvement project that includes the design and preparation of engineering reports and construction contract documents for improvements to two arterial streets in the City's southeast quadrant. The project is currently federally funded for design and right-of-way. Construction and RPR is currently funded with County 131K funds, which may be replaced with federal funds if they become available.

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 July 2024, based on this projection, schedule is as follows:

- | | |
|--|------------------------------------|
| • RFP Release | January 8, 2024 |
| • Pre-Proposal Meeting | N/A |
| • Deadline for Questions | January 25, 2024 at 1:00 pm |
| • Proposals Due | February 2, 2024 at 4:00 pm |
| • Consultant Selection & Award Notification | February 2024 – June 2024 |
| • City Council Approval of Agreement with Consultant | June 2024 |
| • Agreement Start Date/Notice to Proceed | July 2024 |

Design and construction timetable:

- | | |
|--|----------------------------|
| • Draft Design Report and 30% Plans | Spring 2025 |
| • Final Design Approval | Summer 2025 |
| • 50% Plans | Winter 2025/2026 |
| • 90% Plans (ADP) | Spring 2026 |
| • 100% Plans (PS&E) | Summer 2026 |
| • Bid Phase & Award | October 2026 – March 2027 |
| • Construction Phase Services:
(excluding as-built preparation) | April 2027 – November 2028 |

A Professional Services Agreement (PSA) resulting from this RFP shall commence on the agreement start date. The term of the agreement shall extend until six (6) months after final completion 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:

Five (5) proposal hard-copies and one (1) electronic proposal (preferably via USB storage device). Proposals must be postmarked or received no later than the **Proposal Due Date and Time** listed above to:

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

City of Rochester, Department of Environmental Services
Bureau of Architecture & Engineering
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, otherwise known as “Respondents”, shall be sent, in writing, to the listed City staff person(s) below. This shall include 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:

Primary Contact/Project Manager:

Tim Hubbard

tim.hubbard@cityofrochester.gov

Secondary Contact:

Dominic Fekete, P.E.

dominic.fekete@cityofrochester.gov

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 email to the City Contact(s) by the question deadline stated above. Questions and the responding answers will be sent via email to all Respondents who have provided an email address to the City Contact and will be posted on the City’s web page for 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 email to Respondents who have provided an email address to the City Contact(s) and will be posted on the City’s website for this RFP.

The City’s failure to provide timely responses to RFP questions and updated 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:

A Pre-Proposal Meeting will not be held for this project. Respondents are encouraged to visit the project site and may submit questions as needed following the communication guidelines outlined herein.

PRELIMINARY CONSTRUCTION BUDGET:

The preliminary construction budget (including RPR) is approximately **\$8,500,000**.

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 email) 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 email address.

2.0 PROJECT OVERVIEW

This is a Locally Administered Federal Aid Project (LAFAP). The project includes street reconstruction, milling and resurfacing, a change in direction of traffic from one-way northbound to two-way, and related improvements. The project includes, but is not limited to the work items, requirements and improvements generally identified below.

Survey and Topographic Map

The Consultant will provide the terrain data required for the design by means of a topographic field survey. The topographic survey shall locate all prominent features within the project limits and locate all above ground infrastructure and utilities.

Software Requirements

All project CAD files shall be completed using MicroStation and InRoads Software.

ROW Acquisitions

There is a need to acquire additional property to construct the proposed improvements. The NYSDOT Office of Right of Way will perform ROW incidental and acquisition tasks for the project. The Consultant will provide support to the NYSDOT and the City. Consultant tasks will include, but not be limited to, establishing proposed ROW lines, preparation of the Acquisition Request Map (ARM) and survey maps and descriptions that meet the requirements of the NYSDOT LPM, preparation of acquisitions table, evaluating the need for grading releases, and preparation of a grading release table.

Street Improvements

This project includes street reconstruction on Broadway and milling and resurfacing on South Union Street. The project also includes a change in direction of traffic from one-way northbound to two-way. Street improvements typically consist of the following at a minimum:

- New full-depth pavement
- Milling and resurfacing with spot deep milling and pavement base repair
- New granite stone curbs with underdrain
- New driveway aprons
- New sidewalks
- Spot curb and sidewalk replacement
- Pavement width changes
- Sidewalk extensions for RTS bus stops
- Potential for curb modifications including bump outs
- Upgrades to curb ramps to meet current ADA standards
- Driveway curb cut closures to vacant lots (coordinated with DES Permits and Zoning)

Street Lighting

Street lighting upgrades or improvements are to be determined during the preliminary engineering and final design phases and coordinated with City Street Lighting Division.

City Fiber Optic Conduit

City-owned fiber conduit and hand holes may be installed within the project limits for future fiber optic communication and will be determined during the preliminary engineering and final design phases.

Traffic Feature Improvements

It is anticipated that new traffic signals, pavement markings, signs (if necessary) and traffic signal loops and/or cameras will be installed and/or replaced within the project limits. Additional traffic safety improvements are to be determined during the preliminary design phase and coordinated with Monroe County Department of Transportation (through close coordination with the City's Project Manager).

Complete Streets Improvements

The City of Rochester Complete Streets Policy shall be evaluated where appropriate. The evaluation shall include, but not be limited to, extending or adding bicycle facilities where feasible, improving pedestrian transit stops and installation of curb bump outs to improve street crossing distances and pedestrian safety.

Streetscape

Streetscape improvements are to be determined during the preliminary and final design phases.

Railroads

Railroad coordination is not anticipated as there are no railroad crossings within the project limits.

Water Improvements

Water improvements are anticipated for these streets and will include:

- The replacement of an existing water main (may also include water main abandonment)
- Replacement of lead and galvanized water services (including service abandonments)
- Installation of anodes and cathodic protection test stations
- Hydrant upgrades
- Adjustments of existing water valve box covers and appurtenances

No other water work is anticipated in advance of this project.

Coordination with the Rochester Water Bureau is required.

Sewer Improvements

Adjustment and/or replacement of catch basin frame and grates and manhole frame and covers are anticipated and will require concrete collars. Coordination with Monroe County Pure Waters (MCPW) is required. MCPW shall evaluate all existing capstone catch basins for replacement. Any other sewer upgrades are to be determined during the preliminary and final design phases based on coordination with MCPW.

Areaways

There is a greater potential of areaway and window well conflicts in Center City. Initial evaluation will be required of the City's consultant representative in accordance with the City's Areaway Policy and Procedures established by City Council in 1981 before proceeding with sidewalk, curb replacement or other excavation during construction. Early detection of potential conflicts will be necessary.

Environmental Reviews

Assess and provide a final determination of the state (SEQR) and federal (NEPA) (if applicable) environmental classifications and perform any other environmental evaluations needed to meet the requirements of the NYSDOT PDM Chapter 7 and any other required references.

Public Involvement

Public meeting(s), including stakeholder meetings and project advisory meetings if necessary, will be required for projects that include, but not limited to, the following: street rehabilitation projects, street reconstruction projects, new street construction, alignment changes, pavement width changes, addition of curb bump outs, lane reductions (road diet), changes in the direction of traffic flow, removal/introduction of parking, parking regulation changes, installation of bike lanes, etc.

3.0 DRAFT SCOPE OF SERVICES

The Consultant being selected through this Request for Proposals process will enter into an agreement with the City to provide civil engineering design services related to all phases of the Project. The Consultant shall meet all standards and codes used in engineering design services as required, including but not limited to the following:

- Preliminary and Final Design
- Environmental Reviews
- Community/Public Outreach
- Engineers' Design Report
- Contract Documents
- Bidding/Award
- Construction Administration

Resident Project Representation (RPR) services are not included. RPR staffing needs and resumes should not be included in the Respondents proposal.

A Draft Professional Services Agreement (PSA) has been included within Exhibit B of this document.

4.0 PROPOSAL REQUIREMENTS

OVERVIEW:

Proposals must be postmarked or received by the City no later than the **“Proposals Due date and time”** listed in the Project Timetable above. 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 the proposal shall be deemed authorization for the City to contact Respondent’s references. Evaluation of the proposal will be conducted by the City based on information provided in the Respondent’s proposal 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 \$20,000 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).

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 Respondents, or to execute a Professional Services Agreement 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.

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. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. 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 proposal and negotiate with Consultants to serve the City’s best interest.

PROPOSAL EVALUATION CRITERIA:

The RFP is designed to facilitate the evaluation and selection of a Consultant that is best able to achieve the City’s objectives. The response to each section shall be clearly indicated and addressed or an explanation provided for why the Respondent is not submitting a proposal for a specific section or requirement of the RFP. Proposals must be succinct, contain a table of contents and all pages must be numbered. ***In no case shall specified page maximums in any***

section be exceeded. All Sections of the proposal must contain tabs. 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 Goals and the City's Workforce Reporting apply to and will be incorporated into any agreement resulting from proposals submitted for this RFP.

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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:**

A brief description of the firm including the local office location, number of local employees, and disciplines that are available locally relevant to this project. Provide a statement indicating that the firm is qualified to perform the services identified in this RFP. Identify the sub-consultants that will be utilized on the project, including primary tasks they will be responsible for. Include a statement of the firm's ability to meet the proposed project schedule as it relates to the firm's workload over the life of the project.

2) **Relevant Firm and Sub-Consultant(s) Experience:** Include three (3) recent projects the Consultant and the sub-consultant(s) has provided services **relevant** to those required herein. The list should include project name, project type, client name, the specific dates when work was performed and the type of work services performed.

3) **DBE Utilization Goal:** Respondents shall provide a statement of how they intend to meet the NYSDOT 20% DBE goal for this project.

4) **Consultant Information Form (CIF):** This form must be filled out by the prime consultant only to verify that the prime consultant information listed on New York State Department of State database is correct and provide local contact information. Sub-consultants do not need to complete this form. This form can be found in **Exhibit A** of this RFP and shall be **included in an appendix** in the respondent's proposal.

Technical Proposal (40% score – 3 pages max., excluding Project Map(s))

- 1) Project Understanding and Technical Approach: Communicate an in-depth understanding of the project scope and unique technical approach for all services to be provided, including all multi-disciplinary engineering (e.g. transportation, traffic, landscape architecture, lighting, drainage, utilities, geotechnical, environmental, etc.) as applicable. Highlight experience with urban street design, 3D roadway modeling, ADA compliance, LAFAP, Complete Streets and the City's general project policies and procedures.
- 2) Project Map: Provide up to two (2) individual single page 11"x17" maps of the project corridor showcasing your understanding of the project.

Project Team Qualifications (50% score)

- 1) Project Team (1 page max.): Identify the **key** project team members by name and specific responsibilities on the project. This section should showcase, as applicable, **key** project team members' relevant experience with urban street design, 3D roadway modeling, ADA compliance, LAFAP and Complete Streets as well as familiarity with the City's general project policies and procedures.
- 2) Organizational Chart (1 page max.): Provide a single page 8.5"x11" detailed Organizational Chart identifying the key project team members, including sub-consultant(s), and their specific responsibilities on the project.
- 3) Team Resumes (1 page per team member): Include for all **key** project team members 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.

BASIC SERVICES FEE / HOURS:

The proposal SHALL NOT include any proposed design fees, however the City does require that the proposal include the proposed staff and specific staff assignments. **The information provided shall 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.**

A table/spreadsheet shall be provided with an itemized breakdown of estimated personnel hours for all staff assigned to the project (including both the prime consultant and all sub-consultants) for each task included in the following design phases:

- A. Preliminary Design
- B. Final Design
- C. Advertising, Bid Opening and Award
- D. Construction Support

A summary page shall be included to summarize the total hours of the prime consultant and any proposed subcontractors. This table/spreadsheet and summary page as well as a list of direct reimbursable expenses shall be provided in a sealed envelope as part of the Respondent's proposal.

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, sub-consultant costs, total project cost summaries and technical assumptions.

ELIGIBILITY QUALIFICATIONS AND REQUIREMENTS:

The City of Rochester requires that all firms 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 firms, 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.

Firms must be listed on the current NYSDOT Region 4 Local Design Service Agreement (LDSA) to be eligible to submit on this proposal.

5.0 CITY AND FEDERAL PROVISIONS

LIVING WAGE REQUIREMENTS:

The **selected consultant** will be required to comply with Rochester Living Wage requirements. 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.

WORKFORCE REPORTING (for Professional Services Agreements):

The **selected Consultant** will be required to submit a workforce utilization staffing plan on forms designated by the City under Professional Service Agreement. The consultant may be required to file City provided forms quarterly, or as otherwise required by the City. Examples of all forms are on the City's web site at: <http://www.cityofrochester.gov/mwbe/>

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.

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
INITIAL PROJECT PROPOSAL (IPP)

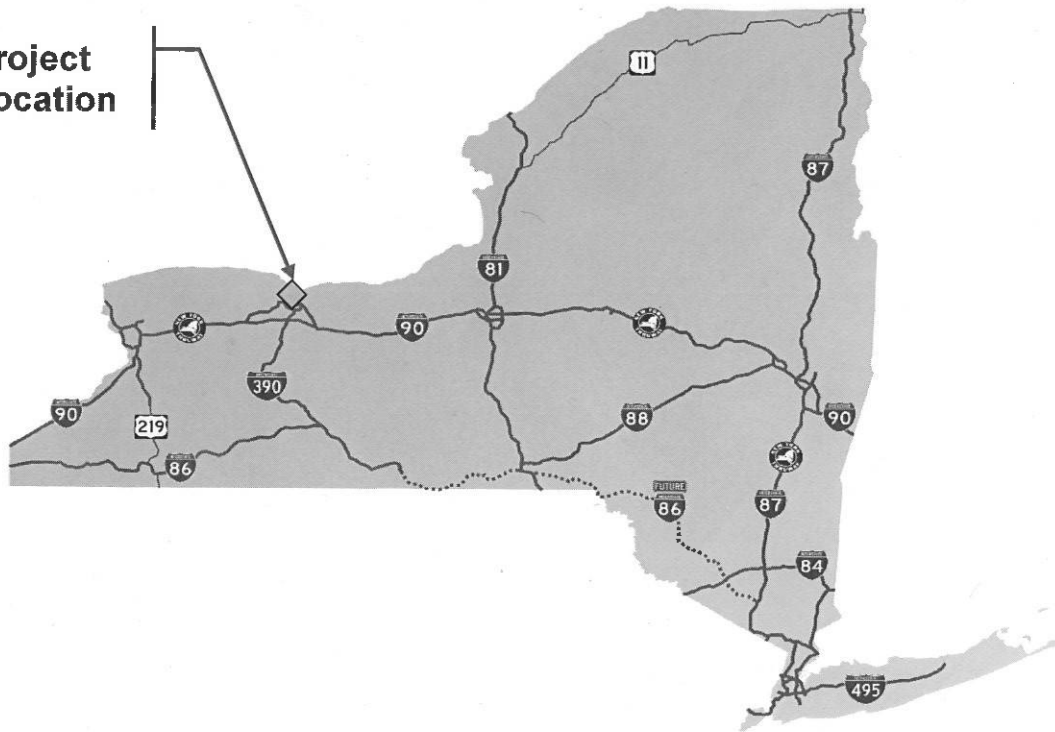


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November 2023

Project Location



**U.S. Department of Transportation
Federal Highway Administration**

Initial Project Proposal Form / 4CR0.23 – Broadway and South Union Street Improvement Project

PROPOSED PROJECT DETAIL

PIN

4CR0.23

TIP Number

H23-11-MN1

Proposed Project Title

Broadway and South Union Street Improvement Project

County

Monroe

Municipality

City of Rochester

Project Type

Reconstruction and New Construction

Consultant Involvement

Yes

Target Letting Date

November 2026

Project Description

This is a street improvement project on Broadway and South Union Street between South Goodman Street and Monroe Avenue in the City of Rochester, Monroe County. Work includes full depth reconstruction on Broadway from South Goodman Street to S. Union Street and a pavement PM on South Union between Broadway and Monroe Ave. The stretch of Broadway and South Union Street between Meigs Street and Monroe Ave will include a two-way conversion to provide for better connectivity and will transform the street to a more context appropriate urban street in the City of Rochester.

Public Friendly Description

This project is a full reconstruction and pavement rehabilitation project of Broadway and South Union Street between South Goodman Street and Monroe Ave. The project includes a two-way conversion of Broadway and South Union Street between Meigs Street and Monroe Ave to provide better connectivity and transforms the street to a more context appropriate urban street in the City of Rochester, Monroe County.

Regional Local Project Liaison

Karlee Danek

Responsible Organization

Responsible Organization: City of Rochester

Scope of Work				
#	Scope of Work	Scope of Work Percentage	Asset Team-Specific Cost Share \$	FMIS Improvement Types
1	Pavement: Reconstruction, Asphalt/Overlay	100	\$3,838,000	04 – 4R – No added capacity

Cost Categories		
#	Cost Category	Planned Level Budget Estimated
1	SCOPING	\$72,800
2	PRELIMINARY DESIGN	\$291,300
3	DETAILED DESIGN	\$541,100
4	RIGHT-OF-WAY INCIDENTALS	\$36,400
5	RIGHT-OF-WAY ACQUISITIONS*	\$33,700
6	CONSTRUCTION*	\$6,126,300
7	CONSTRUCTION INSPECTION*	\$1,103,600

Total Planned Level Budget Estimated

\$8,205,200

*Project is "Seed Funded" for Scoping, Preliminary Engineering, Detailed Design and Right-of-Way Incidentals phases only. ROWA phase funding anticipated to be discussed at future GTC TDC meeting but is not currently funded. Construction and Construction Inspection is anticipated to be partially funded using Monroe County Capital Improvement Program 131K funds.

Accomplishments - Current Planned			
#	Description	Unit Description	Qty
1	Pavement: Construction and Reconstruction	LN MI	1.36

Project Specific Issues

The State has approved an official order to abandon the State-owned land on the west side of Broadway between Meigs Street and Averill Avenue. A Phase I and Phase II ESA has been completed for this property in the late 1990's. These reports will need to be reviewed to determine if any necessary updates are required. It is anticipated that a subsurface hazardous waste/contaminated materials detailed site investigation report will need to be completed to determine subsurface environmental and geotechnical conditions and necessary remediation. NYSDOST Region 4 Real Estate Group will acquire the necessary RoW on behalf of the City of Rochester.

State Wide Significance?

No

Anticipated State Environmental Classification

SEQR Type II

Anticipated Federal Environmental Classification

NEPA Class II, CE

Governor Program**LOCATION****GIS Landing**

Road Name	Begin Milepoint	End Milepoint	Total Lane Miles	Total Centerline Miles
Union St S	0.000	0.157	0.31	0.16
Broadway	0.000	0.525	1.05	0.53

Structures

#	Structure Type	Structure ID Number	On National Highway System?	On State Highway System?	On Federal Aid System
1	Bridge	1048790	No	No	Yes
2	Bridge	1048780	No	No	Yes
3	Bridge	1048770	No	No	Yes
4	Bridge	1048760	No	No	Yes

County**County**

055 - Monroe

Congressional District**Congressional District**

25 – Joseph Morelle

State Senate District**State Senate District**

55 – Samra Brouk

State Assembly District**State Assembly District**

138 – Harry Bronson

PROJECT SCHEDULE

P6 Activity ID	P6 Activity Name	P6 Approved Baseline (BL)
099	IPP APPROVED	November 2023
289	DESIGN APPROVAL GRANTED	August 2025
359	ADP COMPLETED	May 2026
589	ROW CLEARANCE CERT	September 2026
379	PS&E SUBMITTED	September 2026
386	ADVERTISEMENT	October 2026
389	LETTING HELD	November 2026
719	CONTRACT AWARDED	March 2027
739	CONTRACTOR'S FIRST DAY OF WORK	April 2027
749	SUBSTANTIAL COMPLETION	November 2028
779	CONTRACT COMPLETION DATE	April 2029
Project Delivery Method:		Design-Bid-Build Low Bid

ATTACHMENTS

The following Checklist(s) will be completed during preliminary design:

- ☒ Federal Environmental Approvals Worksheet (FEAW)
- ☒ Social, Economic and Environmental Resources Checklist
- ☒ Capital Projects Complete Streets Checklist
- ☒ Smart Growth Checklist

PROJECT APPROVAL

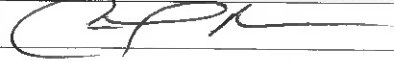
RPPM Approval By



Date RPPM Approval

11/01/23

Regional Director Approval



Date of Regional Director Approval

11/1/2023

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EXHIBIT A
CONSULTANT INFORMATION FORM
(TO BE COMPLETED AND RETURNED)



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City of Rochester
Department of Environmental Services
Bureau of Architecture and Engineering
Revised: September 23, 2021

Consultant/Contractor Information Form

Project Name: _____

(Please Note: Consultant/Contractor to verify and submit form for each new project)

Part A: Department of State Verification

Please supply the following information and verify that it matches the information shown on following website:

<https://apps.dos.ny.gov/publicInquiry/>

Current Entity Name:	
DOS ID #:	
Initial DOS Filing Date:	
County:	
Jurisdiction:	
Entity Type:	
Current Entity Status:	

Chief Executive Officer Information:

Name:	
Address:	

Principal Executive Office Information:

Name:	
Address:	

☐

The information provided and located on the DOS website matches.

☐

The information on the DOS website is out of date. The information provided is the corrected information.

☐

Check box if your firm is certified and listed on the New York State Directory of Certified Minority and Women-Owned Business Enterprises (MWBE).

Part B: Local Office Information

Please supply the name of the person who will be administering the project. Also identify the local address of where the project will be administered.

Name:	
Title:	
Address:	

Part C: Executed Agreement Information

Please supply the name of the person who will be administering the executed agreement.

Name:	
Title:	

EXHIBIT B
DRAFT AGREEMENT FOR PROFESSIONAL SERVICES



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