



ELMWOOD AVENUE BRIDGE OVER THE GENESEE RIVER PREVENTATIVE MAINTENANCE PROJECT

**Elmwood Avenue Bridge over the Genesee River - BIN 4025890
CITY OF ROCHESTER, MONROE COUNTY
PIN 4755.32**

Proposal Provisions

June 12, 2012

The City of Rochester, through its Bureau of Architecture and Engineering, seeks to retain a professional design firm to provide engineering, design and construction phase services for a Federal-Aid local bridge project that the City of Rochester is administrating: Elmwood Avenue Bridge over the Genesee River - BIN 4025890 (NYS PIN 4755.32). To aid in the development of a proposal, the following material is attached to this solicitation: Scope of Services, Schedule, Location Map, and the Approved Final Design Report (IPP/FDR).

Your proposal shall be limited to 20 pages (max) and contain the following items:

1. PROPOSAL REQUIREMENTS

- * Transmittal Letter (1 pg)
- * Work Proposal (4 pages)
- * Gannt Chart for overall Schedule (1 pg)
- * Organizational chart depicting team interaction and assignments (1 pg)
- * Resumes for Proposed Team (6 pgs)
- * Brief description of similar bridge projects (3 pgs)
- * Description and Interaction of Project Team (2 pgs)
- * Experience with preventative maintenance projects (2 pgs)
- * 5 bound copies of entire proposal

2. RFP SCHEDULE

Submit proposals by **5:00 p.m., June 29, 2012**, to

Thomas Hack, P.E., Project Manager
Bureau of Architecture & Engineering Services
City of Rochester
30 Church Street, Room 300B
Rochester, N.Y. 14614

3. PRE-PROPOSAL MEETING: Not Applicable - NO pre proposal meeting scheduled

4. **CONSULTANT FEE**

The Consultant shall **NOT** submit staffing tables, hours, and/or their proposed design fees with this proposal.

The firm deemed to be the best qualified by the Evaluation Committee shall be notified in writing , at which time they will be asked to submit their salary schedules, staffing tables, non-direct costs, subcontractor costs, total project cost summaries and technical assumptions (NYSDOT Analysis – Shell iii).

5. **CONSULTANT SELECTION**

a. Selection Schedule:

1	Consultant Proposals Due:	June 29, 2012
	Selection Team Reviews	July 2 to July 13, 2012
	Scope and Fee negotiations:	July 16 to July 30, 2012
	City Council Approval of Consultant Selection:	August 21, 2012
	Professional Services Agreement Execution:	August 22, 2012 to Sept 14, 2012
	Notice to Proceed:	Sept 17, 2012

b. Evaluation Committee:

Selected personnel from the City of Rochester and other designated organizations will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted responses to the RFP and make a recommendation to enter into a Professional Service Agreement (PSA) with the most qualified firm.

c. Consultant Selection Criteria:

Consultant selection will be based on a rating of consultant proposals. The following criteria will be used to evaluate them.

1. Project Team (50% of score):

Experience of the proposed project team with the various phases of the proposed project, design of comparable bridge rehabilitation, including comparable locally- and Region 4 NYSDOT-administered Federal Aid projects and City of Rochester projects; knowledge and experience with environmental/SEQR/SHPO procedures; maintenance and protection of traffic and coordination with NYSDOT projects; mitigation of construction impacts; ability to advocate for City issues; knowledge of the project area; public presentation skills; Experience and knowledge related to the preparation, assembly, context and content of contract documents and reports; Overall vision and creativity; Skill set and experience related to detailed and final design, contract document preparation, bid and award phases, construction phase services; Conducting , leading, managing and diffusing public process; Depth of knowledge, experience and creativity in structural engineering; Experience related to cost estimating and Implementation phasing.

2. Proposal (40% of score):

Quality and appropriateness of the proposal to the project scope. The Proposals will be reviewed on a basis of knowledge, creativity, experience, understanding of the following aspects of the project (not all inclusive – the Consultant can and should elaborate): Maintenance costs and issues; Traffic and Parking Analysis; Cost Estimate and Implementation Phasing; Project Permitting; Public Process and Input; Detailed and Final Design (Design Phases V-VI); Creative Structural Solutions, Project Estimates; Community Coordination; Approvals from various regulatory agencies; Contract Documents; Construction Phase Services

3. Firm (10% of score):

Experience and prior performance with urban/City and NYSDOT design and construction projects, knowledge and experience with environmental/SEQR/SHPO procedures; maintenance and protection of traffic and coordination with NYSDOT projects; mitigation of construction impacts.

4. Interviews: Not applicable - No Interviews will be conducted.

d. 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.

e. Subcontracting Provisions

Subcontracting is encouraged and desirable. This contract contains utilization goals pursuant to Federal Disadvantaged Business Enterprise (NYSDOT certification) with a Disadvantaged Business Enterprise sub-contracting goal of 18%.

There is no requirement for participation in the City of Rochester Minority and Women's Business Enterprise (NYS certification, Rochester MSA) programs,

f. Living Wage Requirements

The study agreement will contain a requirement that the covered consultant and any covered subconsultants and subcontractors pay their employees who directly work on the project a living wage. Rochester City Council adopted the Rochester Living Wage Ordinance (Section 8A-18 of the Rochester Code), 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 job titles and wage levels of all covered employees in each of the years for which this agreement is sought shall be submitted with the proposal. The current Living Wage rates and a link to the Rochester Living Wage Ordinance can be found on the City website at:

<http://www.cityofrochester.gov/index.cfm?id=571>

6. General Information

- a. Deadlines or timeframes may be altered by the City as necessary. This RFP may be withdrawn by the City for any reason and that the City shall have no liability for any costs incurred in preparing a proposal
- b. Materials submitted with the proposal shall become the property of the City and that 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
- c. 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.
- d. There are no pre-proposal conferences or meetings scheduled for interested consultants
- e. Questions must be submitted in writing (preferably e-mail). All questions and our responses will be shared with all who have indicated an intent to submit a proposal and have provided an e-mail address
- f. City contact person for this RFP is as shown below. Only the named person below should be contacted in regards to this proposal

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James R. McIntosh, P.E.,
City Engineer