City of Rochester
Bureau of
Architecture and Engineering

Term
Resident Project Representation
Services for Parks Projects
(RPR)

Request for Proposal
(RFP)

May, 2012

The City of Rochester Architecture and Engineering Bureau is requesting proposals from engineering firms with interest in providing Term Resident Project Representation (RPR) services on various City Park construction projects.

Services would involve providing a NICET III or IV level or equivalent resident engineer and NICET II or III level inspector during project construction. Most services would be on a part time, as needed basis. The resident engineer and/or inspector would work under the supervision of a City project manager and perform technical duties associated with the project. These duties would include observation of: asphalt paving; concrete placement; backfill and utility operations; recreation facility construction; installation of park play equipment; preparation of daily construction and quantity reports; and coordination between the contractor and the City project manager.

The professional services agreement that would be used for services performed under this request can be found on the City website at: **Draft Professional Services Agreement for Term RPR Services for Parks Projects.**

Agreement Amount and Duration:

Agreement amount is expected to be approximately $60,000. Agreement duration would be for a term of 2 years.

Project Description:

The project(s) are normally designed by the Department of Environmental Services, Bureau of Architecture and Engineering. Projects include but are not limited to maintenance work at various park facilities; installation of new park play equipment; grading; and concrete, asphalt, and landscaping construction at various parks.

Contract Type:

All projects will be unit price contracts.

Contract Documents:

A. NYSDOT Standard Specifications: Construction and Materials January 2, 1990, and Addendums

B. NYSDOT Standard Specifications (US Customary Units) May 1, 2008, and Addendums – only specific specifications as referenced

C. City of Rochester Standard Construction Contract Documents, November 1, 1991, Edition

D. Contract Proposal Book for various Park Projects

E. Contract Proposal Forms for various Park Projects

F. Contract Drawings for various Park Projects

Project Information:

Projects are designed, bid and constructed at various times during the year. Projects include sealing of existing tennis courts; installation of play equipment; and construction or maintenance of play fields and courts.

Proposal Requirements:

Proposals are due 5:00 p.m. Wednesday, May 30, 2012.

Your proposal should furnish the following information:

1. Staff names and resumes.
2. Company and personnel background and experience with similar work.
3. Staff salaries, detailing title, hourly rate, and whether benefits are paid for each.
4. A statement that the prime consultant commits to pay all covered employees a living wage, pursuant to Section 8A-18 of the Rochester Municipal Code, “Rochester Living Wage Ordinance.”
5. Proposed multiplier.
6. Estimated direct expenses by specific item.
7. Please limit proposal size to 8 pages excluding resumes.

Submission should include 1 paper copy of the proposal and a digital copy (PDF) of the proposal.

Paper copy of the Proposal and any questions should be directed to:

Bill Kiselycznyk
Managing Engineer, Construction
Department of Environmental Services
Architecture and Engineering Bureau
City Hall Room 300B
30 Church Street
Rochester, NY 14614-1290
Phone: 585.428.6704

Digital copy (PDF) of the Proposal should be directed to:

bkisel@cityofrochester.gov

M/WBE Requirements:

The City of Rochester has adopted M/WBE Enterprise goals for professional services. The following goals have been established for architectural and engineering services:

African-American - 2.1%, Hispanic - 0.6%, Woman - 3.5%

Firms are encouraged to try to meet the City of Rochester Minority and Women's Business Enterprise (M/WBE) policy goals. They require a good faith effort to solicit and utilize interested, eligible firms in providing engineering (architectural) services. Eligible M/WBE firms are African-American, Hispanic, or Woman-owned business enterprises which possess current M/WBE certifications issued by the New York State Department of Commerce; they must be located within the Rochester Metropolitan Statistical Area. You are not required to strictly meet each of the above goals. Participation in one or more of the goals will be acceptable. Levels of M/WBE goal achievement will not be evaluated as part of the consultant selection process. We will, however, evaluate the qualifications and structure of the proposed project team.

Your proposal should furnish the information listed in item numbers 1- 7 for any M/WBE firms that you plan to utilize.

Proposal Evaluation:

The qualifications of firms will be evaluated and ranked. The evaluation criteria and weighting are as follows: Personnel experience on City of Rochester and urban construction projects and Parks projects, 60%; Company experience on City of Rochester and urban construction projects and Parks projects 30%; and City location of business, 10%.

Rochester Living Wage Ordinance:

This agreement will contain a requirement that the covered consultant and any covered sub consultants 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://roc-webdev-citymain.cityofrochester.gov/article.aspx?id=8589937003