

Department of Environmental Services
City Hall Room 300B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov



May 15, 2013

Re:

Riverside Cemetery Expansion & Site Improvement Project

Project ID# 11111

Dear Sir or Madam,

The City of Rochester, through its Architecture and Engineering Bureau, is requesting proposals for professional design services for the expansion and site improvements for Riverside Cemetery. Experience with site design within an historic, ecologically sensitive context, cemetery design, economic feasibility analysis of interment options, and public participation is required. Your proposal should indicate how you intend to conduct the work to achieve the purposes outlined in the Project Description, and to provide the scope of professional services outlined in the Draft Agreement.

Your proposal should furnish the following information for the prime and all sub-consultants:

- 1. The project team, including the firms, their roles in the project and their qualifications
- 2. Key personnel, their role in the project, qualifications and experience with similar work
- 3. The proposed approach to providing the scope of services presented in the draft design agreement. Proposed additions or modifications to the scope should be noted as such.
- 4. Project staffing, presented by title and person-hour distribution per phase of the project.
- 5. A project design schedule, assuming a notice to proceed in July 2013 with Preliminary Design due in October, 2013.
- 6. Basic Services Fee. The not-to-exceed fee should be presented on a lump sum basis, by phase.
- 7. Estimated direct expenses should be identified for copying, testing, and other out-of-pocket expenses.

The City of Rochester recently 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%

Women - 3.5%

You are encouraged 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 design services.

Phone: 585.428.6828 Fax: 585.428.6253 TTY: 585.428.6054 EEO/ADA Employer

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 be evaluated as part of the consultant selection process, along with 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 or any other sub-consultant firms that you plan to utilize.

Your proposal should include 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."

This agreement will contain a requirement that the covered consultant and any covered subconsultants and sub-contractors 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

A copy of the draft design agreement, site survey maps, and other materials for your review and aid in preparing your proposal, are available on the City website at: http://www.cityofrochester.gov/riversidecemeteryexpansion/

An information meeting for this project will be held at 12:00 p.m. on Thursday May 23, 2013 at Riverside Cemetery Office at 2650 Lake Avenue, Rochester, NY 14612.

Please submit five copies of your proposal no later than 5:00 pm on June 7, 2013. Questions regarding the proposals may be directed to Al Giglio, P.E., at 428-7164.

Sincerely,

James R. McIntosh, P.E. City Engineer

Attachments:

XC:

P. M. Holahan

M. Gaudioso

A. Giglio

L. Reyes