



**Request for Proposal for:
War Memorial Terrace
Improvements**

City Project No. 13232

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

City of Rochester, New York

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

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1.0 GENERAL INFORMATION

Project Title and Location

Title: War Memorial Terrace Improvements

Location: Rochester Community War Memorial, located on the west side of the Genesee River and bounded by the Blue Cross Arena, Court Street and Broad Street, in greater downtown, Rochester, New York

RFP Schedule and Delivery Information

Submit the bound original and four (4) bound copies of the proposal by:

5:00 p.m. on Friday, July 26, 2013 to the following location:

Holly E. Barrett, P.E., Project Manager
Bureau of Architectural & Engineering Services
City of Rochester
City Hall, 30 Church Street, Room 300B
Rochester, N.Y. 14614
(585) 428-6384
Barretth@cityofrochester.gov

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

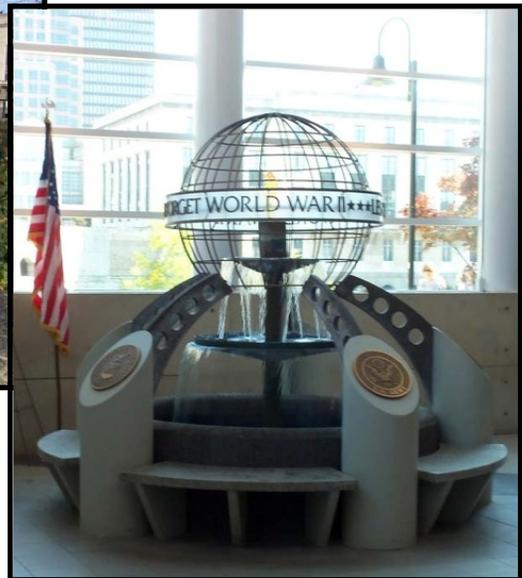
<http://www.cityofrochester.gov/bidandrfp/>

2.0 PROJECT OVERVIEW & SUMMARY

Project Overview

The City proposes to obtain a professional engineering consultant with experience on City Projects to provide engineering and landscape architectural consulting services for the War Memorial Terrace at the Blue Cross Arena that runs north-south from Court Street to Broad Street. The project scope includes site reconnaissance and survey, preliminary planning (conceptual design), final design, bid, construction phase, and resident project representation (RPR) services.

This public terrace is a key link within the downtown segment of the Genesee Riverway Trail and serves to connect pedestrian traffic along the river edge between Broad Street and Court Street. It is heavily used throughout the day and night, serving as a public gathering space during hockey games, concerts, downtown festivals, fireworks, recreation events, and daily activities. The terrace is a key component in the overall walkability plan for the downtown core.



The City would like to utilize this project to better showcase the actual intent of site: to be a community War Memorial. Special emphasis should be placed on the north end of the terrace. The Veterans Memorial is housed within the northeast corner of the Rochester Community War Memorial at the Blue Cross Arena. Features of the memorial include plaques, inscribed marble, and a monument housing a fountain and eternal flame. See www.rochesterveteransmemorial.org/about.asp for more information. Every effort should be made to draw visitor's attention to this Veterans Memorial. Components that may be utilized to this affect include interpretive kiosks, signage, banners, special pavers, and/or other concrete pavement treatments.

Physical alterations within this project shall include river wall railing replacement and repairs, modifications to the adjacent terrace, and alteration to the existing site furnishings. The pedestrian river wall railing at this site is in poor condition and is at the end of its useful life. Numerous post bases have rusted through and the cap stones have heaved and shifted due to impact and many years of freeze-thaw cycles. Temporary repairs have been performed over the years, with the most recent work for rail post stabilization, occurring in October 2012.

Project Summary

The Consultant shall develop conceptual plans for a new terrace plan with a revised layout that helps re-energize the space, maximize engagement of public activity, and emphasize the site as a community War Memorial. The new plan shall address all components of the terrace, including park amenities, green space, planting areas, walls, railing, and lighting. View sheds should be optimized wherever possible. Pedestrian paths shall be realigned to improve flow site lines and improve compatibility with adjacent connections. The new terrace plan may include, but is not limited to, the following:

1. Emphasize this site as a Community War Memorial with such features as interpretive kiosks, signage, banners, special pavers, and/or other concrete pavement treatments.
2. Updated path alignments and delineations. Use of pavers, colored concrete, strategic curbs, and/or seating walls should be considered.
3. Reconfigure walled lawn areas, to improve flow for pedestrians and bicyclists, and to improve access and usability of green space.
4. Repair/renovate concrete parged wall along north stair connection to Broad Street.
5. Repair concrete stairs and clean and paint railing at north stair connection to Broad Street.
6. Review drainage improvements along the back side of the river wall
7. Review code compliance/ADA requirements for site and upgrade if feasible
8. Relocate and/or cover existing propane tanks
9. Terrace lights: Add new architectural lighting, refurbish existing (paint poles, replace shrouds, clean globes)
10. Replace outdated park amenities with standard City benches and tables that are code compliant and secured to the pavement.
11. Repair or replacement of the “War Memorial” lettering at Broad Street
12. Refurbish Rochester’s Spanish-American War Memorial: The War Memorial Eagle by Carl Paul Jennewein. Explore possibility of relocation of statue within the terrace area to maximize its visibility. Options for lighting of statue shall be considered.
13. Remove and replace approximately 500 feet of existing, metal river railing with new, standard City River Railing.



14. Remove and reset cap stone safety curb along full length of river wall railing replacement. Explore addition of a 7" curb under or adjacent to new railing.

15. Clean and paint existing exterior hand railing at the aqueduct "overlook"

16. Install new railing within interior of the aqueduct "overlook"

17. Refurbish Washington Square Cannon (currently in storage at the City) and re-install on existing concrete base at Washington Square Park.



The project should show creativity and vision, emphasizing ties between the Community War Memorial, the terrace and the City's historic waterfront. The design should utilize respectful, yet innovative design solutions that combine functionality with artistic waterfront design.

3.0 DRAFT SCOPE OF SERVICES

In general, project design tasks may include, at a minimum, the following:

General Administration

The Consultant shall hold a kick-off meeting and regular review and progress meetings with the City and all other parties designated by the City for the duration of the project design and construction.

The Consultant shall notify and meet with all utilities/agencies/City agencies impacted by this project on an as-needed basis to assure full coordination with all aspects of design and throughout construction.

The Consultant shall notify and meet with various stakeholders associated with this site, including, but not limited to: The Blue Cross Arena, Rundel Library, RG&E, Thomson-Reuters, Dinosaur Barbeque, the Rochester Community Foundation, and the Veterans' Memorial and Executive Council of the City of Rochester (VM&E), an alliance of local veterans groups. No public meetings are anticipated for this project.

Site Reconnaissance

The Consultant shall conduct site reconnaissance to collect all data necessary for preparation for conceptual, preliminary and final design plans, and construction documents. Reconnaissance may include, but is not limited to, the following:

1. Site topographical survey, including location of all site boundaries, structures, curbs, landscape, sidewalks, ramps, railing, walls, stairs, access drives, and special treatments. Natural resources, including location of mature trees
2. Utilities – Identification, mapping and details of overhead, at grade and below ground utilities and drainage.
3. Transportation/circulation systems and use (pedestrian, bicycle, sidewalk plows, maintenance vehicles etc.) that serve or are located near the site
4. Soil and, as appropriate, core sampling to determine site stability
5. View corridors
6. Zoning and other applicable designations
7. Analysis of site constraints, needs and opportunities
8. The Consultant shall meet with representatives from the Blue Cross Arena to gain full understanding of their operational maintenance and programming needs as they relate to this site and incorporate these needs, where feasible, into the conceptual and final designs.

Conceptual Design Alternatives

The Consultant shall create a minimum of two conceptual terrace plans with estimated costs. The Consultant shall work with the City and all related stakeholders to make final selection of all elements of the plan. These selections shall then be used as the basis for final design. The plan shall include, at a minimum, the following:

1. Modified terrace layout, including reconfigured and/or new walled and curbed lawn areas, green space, landscaping, park amenities, pavers, banners, plaques, refurbished War Memorial Eagle statue and lighting.
2. Renovation options at north stair connection to Broad Street.
3. Options for highlighting all memorials within the site, including the Veterans Memorial that is housed within the northeast corner of the Rochester Community War Memorial at the Blue Cross Arena.
4. Design details for railing and cap stone curb installation options along the top of the existing river wall.

Preliminary and Final Design Plans, Specifications and Estimate

The Consultant shall prepare preliminary and final design documents including preliminary (50%) and final (100%) plan development, specifications and estimates. The design plans, specifications and estimates shall include all required drawings, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during project scoping.

The Consultant shall be responsible for, at a minimum, the following design tasks:

1. Site geometrics - widening or narrowing, alignments, layouts, handicap accessibility, subgrade, walls, curbing, drainage, sidewalks, park amenities, banners, signage, plaques, pavers and special treatments.
2. Utilities – Plans and details of existing and proposed.
3. Design of any temporary or long-term structural protection, fills, structural repairs, renovations, replacements or improvements, etc., for special needs of the project.
4. Layout of any related landscaping, identifying size and species, and provisions for maintenance and protection of existing vegetation.

Permits

The Consultant shall prepare all necessary permit or other approval applications and obtain the required permits or approvals. Potential permitting and approval agencies include but are not limited to agencies of the City of Rochester such as the planning commission and City permits.

Bidding Process and Selection of Construction Contractor

Prior to contract letting and subsequent to final submission, the Consultant shall make necessary revisions and last minute changes to plans, specifications, and estimates that result from the City and other agency reviews.

The City will prepare the advertisement for bids to be placed in the NYS Contract Reporter and other related publications.

The Consultant shall prepare addenda as needed during the bidding phase. Such addenda shall conform to the requirements of the City's Purchasing Agent. The Consultant shall submit 35 copies of the addenda to the City and designated utilities and agencies.

The Consultant is to attend and assist the City in pre-bid meetings and pre-award meetings. Minutes of these meetings will be prepared by the Consultant.

The City will hold the public bid opening (letting).

The Consultant shall analyze the bid results and prepare a letter of recommendation for award. The analysis will include:

1. Verification of the low bidder.
2. Bid tabulation showing bid amounts by each bidder for each item.
3. Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.)
4. Breaking the low bid into fiscal shares.
5. Determining whether the low bid is unbalanced.
6. For pay items bid 15% less than the Engineer's Estimate or more than 25% over the Engineer's Estimate:
 - Checking accuracy of quantity calculations.
 - Determining appropriateness of price bid for work in the item.
7. Determining whether the low bidder is qualified to perform the work.
8. This information shall be returned to the City within five (5) working days. Submit electronic and paper copies of the bid tabulations, share breakdown, bid analysis, and letter of award recommendation.

Construction Phase Engineering Services

The Consultant shall provide the following services:

1. Provide, during the construction contract to be entered into by the City for the construction of this Project, to the satisfaction of the City, periodic engineering consultation services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by City.
2. Check and approve shop drawings for conformance with Project design and compliance with the information given by the Contract Documents. There shall be no change in the scope of the work or in materials specified by the Contract Documents until approval for such change has been given in writing by City.

3. Visit the job whenever requested by the City for the purpose of clarifying or interpreting any phase of the work.
4. Conduct, in company with the City and others designated by the City, a final inspection of the Project for conformance with the design of the Project and compliance with the information given in the Contract Documents.

Construction (Resident Project Representation)

The Consultant shall furnish during the construction period, a Resident Project Representative. All Resident Project Representation work shall be performed under the supervision of a New York State licensed professional engineer of the Consultant. The qualifications of all Consultant personnel doing work under this Agreement shall be subject to the review and approval of the City.

The Consultant shall report regularly to the City on the progress and quality of the work. The Consultant shall conduct on-site observations of the general progress of the work and shall consult with the City and the contractor giving opinions, suggestions, and recommendations, based on the Consultant's observations, as to any defects or deficiencies in the contractor's work.

The Consultant shall perform technical inspection as directed by the supervising engineer in general furtherance of the duties set forth below.

The specific duties of the Resident Project Representative shall include, but not be limited to, the following:

1. Record Assembly
 - a. A list of the Contractor's suppliers and subcontractors.
 - b. A record of field samples and field samples
 - c. A complete set of contract documents with all revisions and agenda.
 - d. Shop drawing and submittal logs and a complete set of approved shop drawings.
 - e. A complete set of all correspondence and written records regarding the project.
 - f. Copies of all guarantees, certifications and operation manuals for the project.
 - g. A copy of all project schedules of all contractors as amended.
 - h. A filed and labeled set of preconstruction and construction photographs.
2. Observation
 - a. On-site observations of the work in progress.
 - b. Attend and chair pre-construction conferences and job meetings.
 - c. Consult with the City prior to and observe all on-site tests.
 - d. Observe such off-site operations as directed by the City.
 - e. Observe that all permits and licenses which are necessary have been obtained.
 - f. Conduct a final inspection of the project

3. Liaison
 - a. Transmit to the contractor the Designer's interpretation of the contract.
 - b. Transmit all modifications to drawings for creation of a set of as-built drawings.
 - c. Coordinate and monitor all material testing
 - d. Coordinate work with construction that is occurring on other adjacent projects
 - e. Receive from the Contractor weekly certified payroll records.

4. Construction Review
 - a. Construction schedules from each contractor.
 - b. Payment requisitions from each contractor for each fiscal share of the project.
 - c. Requests of the Contractor for interpretation of the Contract Documents.
 - d. Claims by each contractor.
 - e. Contractor requests regarding proposed changes to the contract documents.
 - f. Change orders including recommendations
 - g. Construction schedules and proposed work locations of any contractor.

5. Record Creation

The Consultant shall create and maintain the project records. Upon completion of the project the Consultant shall deliver a bound, categorized set of these records which shall include the following:

- a. A list of all required permits, licenses, reviews and approvals
- b. A daily diary or log book
- c. Weekly and monthly reports
- d. Monthly progress payments (and final payment
- e. Change Orders as required on forms approved by the City.
- f. All modifications to construction schedules for the project.
- g. Minutes of all meetings.
- h. A final punch list of all items which remain incomplete
- i. A guarantee punch list
- j. Marked up prints, drawings and other data indicating all modifications
- k. Labeled pre-construction and construction photographs.
- l. Project unit quantities apportioned by final share
- m. Water service and sewer lateral tap cards
- n. All permits of any contractor doing work within the Project limits

Unless otherwise specified during project scoping, the Consultant shall submit three sets of As-Built Plans, certified by a licensed professional engineer and/or landscape architect as applicable.

4.0 PROJECT SCHEDULE

Schedule

- City Council Authorization of PSA August 13, 2013
- Start Work September 2013
- Site Reconnaissance Sept./Oct. 2013
- Conceptual Design Alternatives Nov./Dec. 2013
- Preliminary Design January 2014
- Final Design February 2014
- Public Bid Process March - May 2014
- Construction Phase May – July 2014

5.0 PROPOSAL REQUIREMENTS

Technical Proposal

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: Project Team (50% score), Proposal (40% score), and Firm (10% Score).

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

- 1) **Firm and Sub-Consultant Identification & Qualifications (3 pg. max):** A description of the firm and sub-consultants, including the number of employees and their disciplines, their philosophy on serving clients, location, and number of years the firm has been in business of conducting the described services.
- 2) **Relevant Firm Experience, Recent Clients, & Relevant Projects for this type of work (8 pg. max):** 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.
- 3) **Project Understanding and Approach (6 pages max):** A demonstration that the Consultant understands the proposed project and its various tasks must be included as part of the Proposal. 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 & architectural services, and site exploration. **The project should show creativity and vision emphasizing the site as a gateway to the Community War Memorial. The design should utilize respectful, yet innovative design solutions that combine functionality with artistic waterfront design.**

- 4) Technical Approach, Scope of Work, and Schedule (6 pages max): Provide a detailed description of the consultant's proposed unique approach and a summary of scope of services, including MWBE Utilization Plan, for the completion of the tasks identified in this RFP. 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.
- 5) Team Organization: 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, specific responsibilities on the project and the **estimated number of hours** each specific individual will work on the project. No fees or wages shall be submitted with this proposal. Resumes: Include for all **key** project team members, including a list of *relevant* projects only, with summaries of work and **dates** when work was performed.
- 6) Any other factors that would be helpful to the Selection Committee in evaluating the consultant for this project.

Selection

A selection committee will review all proposals using the above criteria. The committee will then select the firm whose proposal that, in their judgment, indicates the best opportunity for a completely successful project.

After selection of a consultant based on qualifications only, the committee will review the fee information for that firm. The committee may decide to recommend proceeding with the project for the fee proposed, or it may decide that negotiation of the fee is required. If the fee negotiation is initiated and a satisfactory resolution of the fee cannot be reached within a reasonable time, the committee reserves the right to proceed to another firm and proceed as above. The City also reserves the right to postpone or cancel the project. The City may request to meet with the consultants at any time for further clarification of the Proposal.

The City will enter into a Professional Service Agreement with the selected consultant.

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.

Basic Services Fee

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:

1. General Administration
2. Site Reconnaissance
3. Conceptual Design
4. Preliminary Design, Specifications and Estimates
5. Final Design, Specifications and Estimates
6. Permits and Utility Coordination
7. Bid Phase Services
8. Construction Phase Services
9. Construction (Resident Project Representation)

Your proposal SHALL NOT include any proposed design fees, however we do require that in the proposal you include the proposed staff, specific staff assignments and M/WBE 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 the individual work items. 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. Reproduction of drawings, photographs, and printing
2. Sub-consultants
3. Laboratory tests
4. Rental equipment (if required)

General Information

1. 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.
2. 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.
3. 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.

4. There are no pre-proposal conferences or meetings scheduled for interested consultants.
5. Questions must be submitted in writing (preferably e-mail). 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.
6. City contact person(s) for this RFP are as shown below. Only the named person(s) below should be contacted in regards to this proposal:

Primary Contact:

Holly E. Barrett, P.E., Project Manager
Bureau of Architectural & Engineering Services
City of Rochester
City Hall, 30 Church Street, Room 300B
Rochester, N.Y. 14614
(585) 428-6384
Barretth@cityofrochester.gov

Secondary Contact:

Thomas C. Hack, P.E., Senior Structural Engineer
Bureau of Architectural & Engineering Services
City of Rochester
City Hall, 30 Church Street, Room 300B
Rochester, N.Y. 14614
(585) 428-6852
hacktg@cityofrochester.gov

6.0 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 for the 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>

Local Preference

Pursuant to City Council Resolution No. 91-25, the City shall, when awarding professional services agreements, give preference to organizations located within the City of Rochester or Monroe County. The use of local individuals or companies as subcontractors is also encouraged.

Affirmative Action

City Council Ordinance No. 94-213 establishes M/WBE utilization goals for City architectural and engineering professional service agreements. The M/WBE utilization goal for this contract is 2.1% for African-American, 0.6% for Hispanic, and 3.5% for Woman Business Enterprises of the total dollar amount of the Professional Services fees. During the course of completing work under this agreement, the consultant will attempt to achieve these goals through use of M/WBE's.

The City of Rochester has a policy of Affirmative Action regarding consultants who perform professional services for public works projects. You are encouraged to employ sub-consultants who are Minority or Woman-owned Business Enterprises to the greatest extent possible.

M/WBE firms who respond directly to this proposal and are on the New York State Certified M/WBE list will be awarded an additional 10% weighting as part of the evaluation process.