



September 4, 2015

Request for Proposal  
Train Bridge Overlook Project  
City Project 15322  
NYDOS Contract C1000549

Dear Sir or Madam:

The City of Rochester, through its Architecture and Engineering Bureau, is requesting proposals for professional design and construction supervision services for the above project. Experience with waterfront site and structure design, property survey, 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 December 2015.
6. Basic Services Fee. The not-to-exceed fee should be presented on an hourly basis, by phase.
7. Estimated direct expenses should be identified for copying, testing, and other out-of-pocket expenses.

The project is supported by the New York State Department of State (NYS DOS) with funds provided under Title 11 of the Environmental Protection Fund. The selected consultant must comply with all provisions in the contract between the NYS DOS and the City, including the DOS Minority and Women-Owned Business Enterprises (M/WBE) goals. NYS DOS has established an overall MWBE participation goal of 20% with 10% for Minority-Owned Business Enterprises (MBE) and 10% for Women-Owned Business Enterprises (WBE). Respondents are expected to demonstrate how they expect to achieve these goals.

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 sub-consultants 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/article.aspx?id=8589937003>

A copy of the project description, draft design agreement, location map, and other materials for your review and aid in preparing your proposal, are available on the City website at <http://www.cityofrochester.gov>

An information meeting for this project will be held on site, 4590 Lake Avenue, on September 24, 2015 at 1:00 pm.

Please submit five copies of your proposal, with a CD containing an electronic copy, no later than 4:00 pm October 5, 2015.

Questions regarding the proposals may be directed to Robin Schutte, at 585-428-6959 or [schutter@cityofrochester.gov](mailto:schutter@cityofrochester.gov).

Sincerely,

  
James R. McIntosh, P.E.  
City Engineer

Attachments:

xc: file, J. Beck

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