

Request for Proposals

Architectural and Engineering for Rochester Public Library Central Library Master Space Plan Phases 2 & 3



Department of Environmental Services,
Division of Architectural Services
City of Rochester
414 Andrews Street
Rochester, New York 14604



July 2014

13056

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Prepared by Bostwick Design Partnership)*

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GENERAL INFORMATION

Project Title / Location

Rochester Public Library, Central Library Master Space Plan Phases 2 and 3

115 South Avenue Rochester, New York 14604

City Building No. 7.11, 7.14

Proposal Due Date

Four copies of the proposal are to be submitted no later than 2:00pm on Friday, July 25, 2014 to:

Vincenzo Giordano, R.A., Managing Architect
City of Rochester, Department of Environmental Services
Division of Architectural Services
414 Andrews Street
Rochester, New York 14604

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

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

Project Timetable

It is anticipated that the design will commence in October; based on this projection, schedule as follows:

- Program Verification: October 2014 - November 2014
- Schematic Design: December 2014 - February 2015
- Design Development: March 2015 - April 2015
- Contract Documents: May 2015 - July 2015
- Bid / Award: July 2015 - October 2015
- Construction: November 2015 - March 2016

Note that Agreement Authorization is required by City Council, slated for September 2014.

Project Budget

Phase 2 Construction budget is \$900,000 inclusive of Construction, FF&E and Construction Contingency.

Phase 3 Construction Budget is \$450,000 inclusive of Construction and Construction Contingency.

Site Visit

A site visit is scheduled for 10:00 AM, Thursday, July 17, 2014; meet at Rundel Library Hacker Hall, 115 South Avenue.

CITY PROVISIONS

Employment of Local Labor

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.

Living Wage Requirements

Rochester City Council adopted the Rochester Living Wage Ordinance (2001-36, and Resolution 2001-3) in July 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 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 at:

<http://www.cityofrochester.gov/app.aspx?id=8589936469>

PROJECT OVERVIEW

Background

Since 1930, Central Library has served the residents of Rochester and Monroe County. It has functioned as the hub of the Monroe County Library System since 1956. Central Library is made up two buildings, the original 1936 structure, Rundel Library, and the Bausch and Lomb Library, built in 1997, located across the street.

In 2011, the Rochester Public Library Administration began an examination of Central Library operations to address planning needs as a result of reductions to operational staff and service. In 2012, a request for proposal was issued and it hired Bostwick Design Partnership to produce facility programming recommendations and a Master Space Plan for Central Library.

In 2013, Bostwick's report was completed. Its recommendations were a multi-year phased sequence of renovations and construction to incrementally develop Central Library to support the needs of its patrons, stakeholders and the broader community. (See Appendix B for full report.)

A brief summary of the phases are as follows:

- | | |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phase 1 - Showcase Media - | This phase relocates Media from the north wing of the Rundel building to the first floor of the Bausch and Lomb Building. This project was initiated and is currently about to begin construction in summer/fall of 2014. <i>(no work for this phase is required under this contract)</i> |
| Phase 2 - Rejuvenate Rundel - | This phase relocates Art, Music and Recreation from Bausch and Lomb second floor to the newly vacated north wing of Rundel's first floor. It also includes lighting signage and finishes throughout Rundel as illustrated in the report and a new gallery space in Hacker Hall. |
| Phase 3 - Transform Teen Central- | This phase relocates Teen Central from the lower level of the Bausch and Lomb Building to the north side second floor of Bausch and Lomb vacated by Arts, Music and Recreation. |
| Phase 4 - Centralize Technology - | This phase creates a high-tech computer center and learning lab in the lower level of the Bausch and Lomb building. <i>(no work for this phase is required under this contract)</i> |

The Department of Environmental Services (DES), Bureau of Architecture and Engineering, Architectural Services Division, will administer the consultant agreement and project with the assistance of the Rochester Public Library.

Project Scope

The consultant shall provide Architectural and Engineering design services for Phase 2- Rejuvenate Rundel and Phase 3- Transform Teen Central, as described in the above background and in the attached reports.

The project shall require complete Architectural and Engineering design services including: Program Verification, Schematic Design, Design Development, Contract Document, Bidding Phase and Construction Administration Phase Services. The project also requires Hazardous Material Abatement Design and Management. The proposal shall include two (2) separate fee schedules for Bidding Phase and Construction Administration Phase Services: one as a combined and jointly bid project for Phases 2 and 3, and one for separate bids, with bids approximately 6-9 months apart. The determination for separation of bids is dependent on outcomes of a capital fundraising campaign by the Friends and Foundation of the RPL, as well as estimates of probable cost from the consultant. The City and RPL may choose to recommend services as combined phase work, or may opt to amend the agreement with the consultant for Phase 3 Bid and Construction phase work as Phase 2 construction is underway.

Furniture Fixtures and Equipment (FF&E) shall be included in the consultants scope of work for Phase 2 only. Phase 3 FF&E will be designed and administered by the Rochester Public Library Foundation.

SCOPE OF SERVICES

Overview

The Department of Environmental Services, Bureau of Architecture and Engineering, Architectural Services Division will be administering the Agreement with the Consultant. Design involvement will include Rochester Public Library staff. The Consultant shall facilitate the programming, cost budgeting and development of schematic designs to inform final decisions.

The Consultant will enter into an agreement with the City of Rochester for complete professional services to include the following:

- Program Verification
- Schematic Design
- Design Development
- Contract Documents
- Bidding Phase Services
- Construction Administration Services
- Hazardous Material Abatement Design and Management

(Refer to draft professional services agreement, Appendix A, for full basic service listing)

Program Verification

The Consultant shall review the attached report, cost estimates and program summaries with Rochester Public Library Representative and give a written assessment (report) verifying initial findings and overall project approach and making adjustments as required. If differences occur, the consultant shall outline in detail these differences along with describing the reasons for these conflicts. Provide the City with a Program Verification Report.

Schematic Design

Upon receipt of written approval from the City for the Program Verification report, prepare three (3) schematic design options for review and approval by the City. Each option should reflect the proposed design characteristics and features of the project. Each option should also include a detailed cost estimate broken down by labor and materials to assist the City in making the best selection. Schematic design options will be presented in an AutoCad format acceptable to the City. Options shall also be listed in a presentable format (Matrix) to review with various stakeholders.

Design Development

After the approval of the schematic design option, the City shall issue a written order to proceed with the Design Development Phase. Prepare a detailed Design Development report including drawings showing the general design and appearance of all structures, facilities, and utilities to be provided. Outline specification, cost estimates, fixture cuts, and material selection are to be provided.

- a. The Consultant is to issue a preliminary Design Development submission.
- b. Meet with the City to review the submission and verify the project is within budget.
- c. Make necessary changes agreed upon with the City.
- d. Issue the final submission to the City.

Contract Documents

Upon written approval of the City for the design, the Consultant will proceed with Contract Documents. These will include all drawings and specifications needed for competitive bidding except that the City normally provides the "boilerplate." The boilerplate includes the Instructions to Bidders, Proposal Form, Agreement, and General Conditions. City will assist in certain Division 1 Specifications sections.

Provide the City Contract Documents and Specifications in both paper and electronic format. Provide progress drawings, specifications, proposed construction schedule, and cost estimates, all at both 50% and 95% completion of the phase of service for the City's review and approval.

Prepare a list of all permits, licenses, reviews, and approvals required by Contract Documents. The City will do all drawing and specifications bid set duplicating.

Bidding Phase

Assist the City during the bidding process by attending a pre-bid meeting. Answer questions and provide clarification during bidding. Prepare addenda if necessary. Review and evaluate bids and alternates and make recommendations for award.

Construction Administration

Administer the Project during the Construction Phase. Attend preconstruction meeting. Conduct weekly construction and coordination meetings. Issue and update Project Construction Schedule. Issue and evaluate supplementary instructions, proposal requests, proposals, and application for payments. Issue field reports to the City and submit on a weekly basis. Review and evaluate all submittals and shop drawings.

Conduct regular site visits, a minimum of two site visit per week other than meeting days, and be present for power outages, switchover and start up events. Make additional field visits as required to clarify or interpret any phase of work. Where field condition differs from contract documents or disputes arise, resolve issues satisfactorily to the City. Issue punch list and reinspect as necessary. Assist with closing out the project and review record drawings for completeness by the contractor. Update electronically the as-built record drawings and provide Autocad and PDF files to the City.

Hazardous Material Abatement Design and Management

Consultant shall identify the hazardous material within the work area and prepare the construction documents for its abatement and removal and management of these materials associated with the construction project. The consultant shall break down the fees of Hazardous Material Abatement Design and Management by phase. In the event that testing is completed and no hazardous materials are encountered as part of the work area, subsequent phases of design and construction will be amended. Updated Hazardous Material Abatement estimates are to be included in each phase cost estimates.

All material testing for hazardous materials and construction air monitoring services will be performed by the City's term contractors under the consultant's direction and management.

PROPOSAL REQUIREMENTS

Four (4) copies of the proposal are to be submitted no later than 2:00pm on Friday, July 25, 2014 to:

Vincenzo Giordano, R.A., Managing Architect
City of Rochester, Department of Environmental Services
414 Andrews Street
Rochester, New York 14604

At least one (1) copy of the proposal will be signed by an officer of the corporation empowered to contractually obligate the firm or consortium. Each proposal must include, at a minimum, the following:

Costs

Include an hourly not-to-exceed fee for the basic services **itemized by each phase of services broken down by work element**. Also provide a breakdown (%) of M/WBE utilization on the project. See Affirmative Action on Page 2. See special instructions for estimated hours and fee below. Include billing rates for the various personnel who will be involved in the project. Include the costs of all review meetings with the City outlined in your approach.

The Consultant may suggest modifications to the scope of services for consideration by the City if the firm believes there are opportunities for improving the project overall. Provide an estimate for the cost of reimbursable to be included in the agreement. Indicate what is included as reimbursable.

The not-to-exceed fee information will be placed in a sealed envelope separate from the rest of the Proposal. The separate sealed envelope will be placed inside the same larger envelope, which contains the rest of the Proposal. Note that the estimate of hours to be spent on each phase of services is NOT to be placed in the separate envelope with the fee information, but in the outer envelope with the rest of the Proposal.

See "Consultant Selection Criteria" regarding the method the City will use to evaluate the proposals independent of the fees.

Qualifications

State the following:

- a. Name, address, telephone number of each participating firm.
- b. Names and addresses of each firm's principal officers.
- c. A description of each firm's technical capabilities and areas of expertise.
- d. A description of similar projects completed by each member firm of the team, and the name, address and telephone number of a reference person from the contracting organization who can be contacted for reference.

- e. A description of how the project will be organized and managed; who will do the work and the role various members of a multi-disciplinary consortium will play in the design process, including any sub-consultant work by a City recognized M/WBE firm.
- f. Include a list of key personnel to be assigned to the project by task and identify the project manager. In particular, indicate the qualifications of the person who will do on-site observation.
- g. Include a proposed project schedule.

Consultant Selection Criteria

The proposals will be evaluated by a committee using the criteria listed below in order of priority.

- a. Experience and strength of the consultant team as it demonstrated ability to perform the tasks required for this project.
- b. Consultant's understanding of the project and program requirements.
- c. Proven ability to administer projects within budget and program requirements.
- d. Consultant's ability for phasing and scheduling.
- e. Experience on projects of similar scope.
- f. Demonstrated knowledge of City of Rochester facilities and procedures.
- g. M/WBE participation within the consultant team.

The selection committee will review all Proposals without opening the separate envelopes containing the fee information. The committee will then select the engineering firm whose proposal in their judgment indicates the best opportunity for a complete and successful project. After selecting a consultant based on qualifications only, the committee will open the envelope containing 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 fee negotiation is instituted and a resolution cannot be reached within a reasonable time, the committee reserves the right to open the fee envelope of 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 consultants at any time for further clarification of the Proposal.

Questions regarding the Request for Proposal may be directed to Vincenzo Giordano, Managing Architect at 585-428-7357.

Appendix A, Draft Professional Services Agreement

Appendix B
Rochester Public Library Central Library Master Space Plan (June 2013,
Prepared by Bostwick Design Partnership)

Appendix C
Rundel Library Asbestos Survey 2001