

# Request for Proposals



**Rochester Public Library**

**Request for Proposals**

**Northeast Branch Library**

**Date Issued: August 23, 2024**



**Rochester  
Public Library**

**New Construction Buildout**

**Design Services**

**&**

**Construction Administration**

**for Long-Term**

**Branch Library Lease**

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*Fernwood Site Plan, PLAN Architectural Studio, June 2024*

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*Fernwood Schematic Cost Estimate, Home Leasing Construction, May 2024*

*Draft Professional Services Agreement*

*City of Rochester MWBE Participation and Workplace Staffing Plan Forms*

## GENERAL INFORMATION

### Project Title / Location

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Rochester Public Library (RPL), Northeast Branch Library Site Buildout & Finishes  
Part of Rochester Housing Authority's Fernwood Estates Apartments  
100 Fernwood Avenue, Rochester NY 14621

### Proposal Due Date

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Proposals submitted electronically no later than **2:00pm, Friday, September 20, 2024** to:

Brie Harrison, Library Capital Projects Manager ([brie.harrison@libraryweb.org](mailto:brie.harrison@libraryweb.org))  
Rochester Public Library, 115 South Avenue Rochester, New York 14604

### Project Schedule

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It is anticipated that services will commence by late September; based on this projection, schedule as follows:

- RFP Release August 23, 2024
- **Site Walkthrough** **9:30am, Wednesday, September 4<sup>th</sup>**
  - **Meet at 35 Rosemary Drive, park on-street**
- Deadline for submitting questions September 6, 2024
- Award notification by October 4, 2024
- RPL Board Authorization October 30, 2024
- Contract Execution & Kickoff by November 8, 2024
- Design Development November 2024-January 2025
- Contract Documents February-March 2025
- Construction Pricing Review April 2025
- *Construction* *late spring 2025-winter 2026*

### Questions

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Please submit any questions regarding this opportunity via email by 4:00pm Friday, September 6<sup>th</sup> to Brie Harrison ([brie.harrison@libraryweb.org](mailto:brie.harrison@libraryweb.org)). All questions and RPL/City responses will be shared with all who have indicated intent to submit a proposal and have provided an e-mail address.

## PROJECT OVERVIEW

### Project Background

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Rochester Housing Authority (RHA) with project manager Edgemere Development are nearing final financing approvals for the Fernwood Avenue Estates project in the northeast quadrant of the City. The development will create 65 units of multifamily housing for up to

30%, 50% and 60% of AMI. The YWCA of Rochester & Monroe County will provide supportive services and rental assistance to 17 units set aside for households with a history of homelessness and survivors of domestic violence. Home Leasing Construction will be the General Contractor for the project.

Edgemere and Home Leasing reached out to the RPL in 2022 to determine interest in a public library at the location, given the closure of the Pulaski Library and prior studies and requests to reestablish a branch in the northeast. The RPL worked with Edgemere and PLAN Architectural Studio to provide preliminary design for an 8,000 square foot branch library on the first floor of the apartment complex. Preliminary program summary and proposed staffing will be available for the selected firm.

The Fernwood Avenue site plan by BME Associates (attachment) is laid out to promote walkability and fit with the existing neighborhood street pattern. The site plan includes a playground with benches and seating, EV Charging stations, pedestrian access from Rosemary Drive through the site and parking areas at the entrance to both the multi-family as well as visitor parking to the library. The site plans also include possible future access considerations to Fernwood Avenue to the south.

RHA is requesting the City's support to rezone the site to R-3 High-Density Residential District to allow multifamily dwellings. All documentation pertaining to the Brownfield Cleanup is on file with the City. A portion of 100 Fernwood Avenue and 31, 35, and 41 Rosemary Drive will make up the Fernwood Avenue Apartments site. RHA will enter a long-term ground lease with the to-be-formed LLC & HDFC at construction finance closing.

Phase I and II Environmental Site Assessments revealed an Environmental Easement on-file as well as subsurface contamination. A geotechnical investigation was conducted in 2021, and a second Phase I ESA was commissioned in December 2022. No further investigation or remediation appears warranted at this time. Based on the presence of petroleum impacts in the soil and groundwater at the Site, the evaluation and/or mitigation of potential soil vapor intrusion (SVI) in any building on the Site is required and planned. The project was submitted to NYS SHPO, which issued a Negative Declaration in February 2022. Site Plan Review is in process. Zoning Change/Variance is being sought in parallel with the City of Rochester's Zoning Alignment Project.

High energy efficiency standards are integrated into the 80,000 SF, four-story design by Plan Architectural Studio. The exterior will be a combination of masonry and fiber-cement siding, with warm natural hues; solar panels on the roof of the building will help offset the all-electric systems, including high-efficiency HVAC units. Lighting, landscaping, clear sightlines, and other design forms enhance visibility to reduce crime opportunities. Large windows bring ample natural lighting into the building, while providing enhanced visibility for neighborhood safety and sense of community.

Common spaces include laundry facilities and a community room with kitchen, management and supportive service offices, and storage. The apartments themselves reflect good quality finishes consistent with affordable developments of this nature. Seven units will be adapted

for ADA compliance, and three will be adapted for persons with hearing/visual impairments. Construction is anticipated to be completed within 18 months.

Fernwood Avenue's total development cost is approximately \$38 million. The financing plan includes 9% Low-Income Housing Tax Credits (LIHTC); NYS Low-Income Housing Tax Credits (SLIHTC); soft loans via NYS HCR Housing Trust Fund, Community Investment Fund, and the Federal Housing Trust Fund; Clean Energy Initiative and Solar Incentives; and Homeless Housing Assistance Program (HHAP) funds. The City of Rochester has committed \$500,000 in HOME funds and a 10% shelter rent PILOT agreement. As part of the project financing submission, Edgemere and RHA have calculated the share of Library shell buildout to be \$3.3 million including contingency, which the City will contribute as cash capital.

RHA shall enter into a long-term lease agreement with the RPL/City, with negotiations on shell buildout, building maintenance for shared costs/common space management and insurance agreements ongoing. Rochester City Council shall approve buildout funding and lease terms, with the RPL managing the design services with City Department of Environmental Services support (subject to approval from RPL Board of Trustees).

### **Project Objectives**

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In October 2018 the RPL completed a Branch Facilities and Operations Plan. This consultant report provided the RPL with a roadmap and prioritized building recommendations for its ten branch libraries as well as identifying underserved areas within the city. Top tier priorities included renovation of the Lincoln branch library (construction complete September 2023) and expansion of the Maplewood Community Library (construction underway through 2025). The report noted gaps in service following the 1990s closure of the Pulaski branch library (1151 Hudson Avenue). In reviewing current population trends the RPL identified the Portland and Clifford Avenue area as an optimal location for branch services.

The northeast quadrant of the City of Rochester has one branch library (Lincoln branch at 851 Joseph Avenue in the 14621 neighborhood). This branch and the Sully Branch Library at 530 Webster Avenue, co-located on the Thomas P. Ryan Community Center campus, are the closest branch libraries to the RHA project location. Most library users in the city utilize a branch that is less than one mile from their home.

The RPL has projected, based on attendance at the two existing branches, average visits at a new branch of between 4,200 and 5,000 monthly. RPL administration and Board leadership believe another opportunity to place library services at the ideal location, with an innovative delivery model as an affordable housing partner, will not present itself again. Similar successful projects have opened in Brooklyn (Sunset Park Branch, 5108 Fourth Avenue) and Manhattan (Inwood Branch Library, 4790 Broadway).

The RPL has budgeted \$800,000-\$1,000,000 for project finishes and furnishings, not inclusive of IT-related equipment for staff and public. We seek a design firm that can work rapidly to understand the RPL's program and project needs and integrate finishes that can be integrated into project documents and planned construction.

## **Design Process/Scope of Work**

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The selected consultant will be the RPL's representative for the RHA's project team, which includes its own design (PLAN Architectural Studio) and construction (Home Leasing Construction) partners. The RPL has participated with this team to review, evaluate and establish the RPL's divisional space and functional needs. The consultant shall quickly get up to speed on the RPL's program and RHA's current site plan. The plans as produced shall be the basis for design. The RPL assumes a 40-hour per week public operation and has developed an operating budget and staffing plan. Library collection information will be projected and provided based on a similarly sized branch.

The RPL shall engage the public on feedback for specific services and areas of focus within this branch, coordinated with RHA and with the City's Neighborhood Service Center. While the RPL will lead and coordinate these activities it is desired that the consultant attends for information on buildout design process as well as printing of materials (include in Reimbursable Services). We anticipate 2-3 sessions in fall-winter 2024 and will maintain a website to gather additional feedback.

It is anticipated that the consultant will receive CAD files from the project team to design and specify building finish selections, associated millwork (circulation desk, public and staff workspaces, meeting room cabinetry, storage, etc.) and interior/exterior signage. The consultant will review and verify project electrical plan(s) and submit any modifications needed for RPL services (IT/data, security and access control, building controls, HVAC post-City review). MEP coordination with RHA project team is required meet the needs of the RPL. Coordination with RHA project team is assumed for all systems design including utilities and service requirements.

The consultant will support specifications and coordination with NYS Contract furnishings vendor(s) for the separate purchase and installation of furniture (shelving, tables, chairs, desks, seating) under City Purchase Order. The consultant's design files and documents will be incorporated into the project plan with a cost estimate/Change Order for additional buildout to be priced by Home Leasing Construction.

The Draft Professional Services Agreement (attached) provides detail on desired Design Development, Construction Document preparation, cost proposal review and Construction Administration Services.

## **ROCHESTER PUBLIC LIBRARY**

### **Organizational Overview**

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The Rochester Public Library (RPL) has a sustained presence and broad footprint in the Rochester community since its founding in 1911. Annually the RPL sees approximately 500,000 visitors at its Central Library and nearly one million visits at 10 branch locations



within the City of Rochester. Over 300 full and part-time staff support direct services to the City's population of 211,000 residents; in addition, the RPL provides all operations of the Monroe County Library System's services under contract with its members. The Central Library of Rochester and Monroe County, also under RPL operation, serves the broader community of Monroe County, with a service population of 738,000. The RPL is governed by an 11-member Board of Trustees, appointed by Rochester City Council.

The RPL has an annual operating budget of approximately \$17 million dollars; of this, approximately \$5.5 million is allocated for branch library operations. Branch library support is primarily funded through City of Rochester property tax levy, offset by library grants, sales and revenues, as well as support from the Friends and Foundation of the Rochester Public Library, a separate charitable 501c3 organization.

The RPL's **Mission** is *to engage the community in life-long learning for all through equal access to information, technology, gathering spaces and expert staff*. The RPL considers public libraries to be community anchors that address economic, education, and health disparities in the communities they serve. To that end, the RPL proactively addresses Rochester's needs through various initiatives, including: high-school equivalency coursework, job seeking programs, small business training, grant seeking and writing workshops, health education and access services, financial literacy and tax preparation services, early childhood enrichment and literacy services, after-school tutoring, English as a New Language (ENL) tutoring, citizenship preparation, youth summer learning programs, and more.

Services and information by site are detailed on the RPL's website [www.roccitylibrary.org](http://www.roccitylibrary.org) and City website <https://www.cityofrochester.gov/departments/library>.

### **Branch Library Services**

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RPL branch services are delivered from ten physical structures and one satellite operation (The Strong National Museum of Play) offering a range of services, collections, programs and community meeting spaces. Branch facilities are owned by the City of Rochester and vary substantially in age, size, layout and access. Two branch facilities are co-located with Rochester City School District elementary school campuses and City Recreation Centers (Sully Branch Library and Frederick Douglass Community Library). One location subleases to a local food pantry operation adjacent to the RPL's toy lending library (Lincoln Branch Library).

The RPL will provide an internal team representative of primary services (adult, teen, children, circulation, IT, facilities maintenance) to address questions and support Design Development. A broad overview of branch size, staffing, collections, and general usage statistics (computers, programs, services) are available to support furnishings planning. In addition it is recommended for consultant(s) to familiarize themselves with the 2018 RPL Branch Facilities and Operations Plan: <https://roccitylibrary.org/spotlight/rpl-branch-facilities-operations-plan/>

## SUBMISSION & SELECTION PROCESS

### Required Submission Materials

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Please provide the following in digital format only:

1. A description of the firm and sub-consultants, including the number of employees and their disciplines, their philosophy on serving clients, location, and the number of years the firm has been in business of conducting the described services.
2. A description of how the project will be organized and managed; who will do the work and the role various members will play in the design process, their resumes and area of expertise. This includes any sub-consultants.
3. Include a list of key personnel to be assigned to the project by task and identify the project manager, for each phase of design and construction, including sub-consultants. An organizational chart is preferred.
4. Technical proposal defining proposed work tasks and potential solutions *specific to this project*.
5. Include three (3) recent clients for whom the consultant has provided services relevant to those required herein, with emphasis on prior municipal and State Agency projects. Include client name and contact information, specific dates when work was performed and the type of work services performed.
6. Where the design of architectural, structural, mechanical, electrical, civil or other engineering features of the work is included in the Project, such must be performed under oversight of an engineer registered to practice in the State of New York.
7. Provide a statement as to whether respondent and/or specified sub-consultants are on the New York State Certified MWBE list.
8. Include a proposed project schedule and itemized breakdown of estimated staff hours by phase/task for prime consultant and any sub-consultants. The table/summary should be detailed such that a reviewer can understand the tasks involved and the individuals who will be performing each specific work item.
9. Include project fees, including salary schedules, subcontractor costs and proposed reimbursable expenses, in a separate fee envelope.

### Selection Criteria

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The selection committee includes RPL administration and City of Rochester, Department of Environmental Services staff. **The RPL seeks regional firms with Affordable Housing and Higher Education experience. Experience with Municipal and State Agency Projects is a prerequisite for the primary consultant firm.** Prior Library design and construction experience is preferred, as is mixed-use development project experience.

The criteria will be as follows: Firm Qualifications (10% Score), Technical Proposal (40% score), and Project Team Qualifications (50% score). In addition to this, respondents can also qualify for an additional 10% as a City-located Firm (local preference per City Council



Resolution No. 91-25). Additional weighting for Minority and Women Business Enterprises (MWBE) goals is outlined in City Provisions below.

The City/RPL require that all bidders and sub-consultants, at the time of entrance into an agreement, present information that includes insurance certificate(s) that prove both professional and general liability, and Worker's Compensation coverage. The certificates must list the City of Rochester as an additional insured.

### **City Provisions**

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The selected consultant will be required to comply with Rochester Living Wage requirements. Rochester City Council adopted the Rochester Living Wage Ordinance (8A-18) 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.

City Council Ordinance No. 2018-54 establishes **MWBE utilization goals** for City professional service agreements, including the RPL. The MWBE utilization goal for is 30% in aggregate, with sub goals of 15% Minority and 15% Woman-owned, based on the total dollar amount of the Professional Services fees paid for this agreement. The consultant is expected to attempt to achieve these goals through use of state certified MWBE subcontractors if the consultant itself is not a state certified MWBE. Firms who submit proposals to this RFP shall receive additional evaluation weighting points as follows:

- Lead MWBE firms on the New York State Certified MWBE list – 10%
- Utilization of 10-20% sub-consultants on NYS Certified MWBE list – 5%
- Utilization of greater than 20% sub-consultants on NYS Certified MWBE list – 10%

If your firm is not a state certified MWBE, you are encouraged to employ sub-consultants who are NYS-certified MWBE's to the greatest extent possible. NYS-certified MWBE firms are included in the City's MWBE Directory: <http://www.cityofrochester.gov/mwbe/> and will receive preference. Only the use of New York State-certified MWBEs will count towards meeting the MWBE goals for this project. The NYS MWBE Directory is located here: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

In your proposal, be sure to indicate if your firm is an MWBE, and if your firm will be utilizing any MWBE sub-consultants. List the name and category for your firm and each proposed sub-consultant, and the amount or percent the total proposal fee that will be subcontracted to each sub-consultant.

MWBE forms for Public Works and Professional Services Consulting Contracts shown on the City's web site referenced above shall be required and incorporated into the agreement by reference. The MWBE Utilization Plan – Professional Services is an attachment to this RFP and will be required to be completed by the selected consultant as part of the contract review and approval process and shall be incorporated into the Agreement.

In addition, City Council Ordinance No. 2018-54 establishes **minority workforce utilization goals** for City professional service agreements. The aggregate workforce goals shall be 20% minorities and 6.9% women. For professional services consulting contracts, responding firms who demonstrate that they meet or exceed both aggregate goals shall receive additional evaluation weighting points of 10%. The goals apply to consultant and/or sub-consultant staff who work on this contract.

In your proposal, indicate the total number of hours that your proposal is based on, and the number of hours that are projected to be worked by minority and female employees, as well as the percentage of total hours worked. If sub-consultants will be used, similar workforce participation information should be provided for each sub-consultant. The aggregate workforce goals for this contract may be met by any combination of prime and sub-consultant employees.

Workforce forms for Public Works and Professional Services Consulting Contracts are on the City's MWBE web site and shall be required and incorporated into the agreement by reference. The Professional Consultant Services Workforce Staffing Plan form is an attachment to the RFP and shall be incorporated into the executed Agreement.