

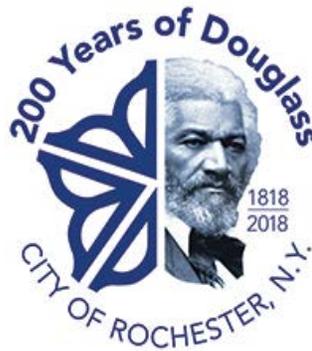
REQUEST FOR PROPOSALS FOR:

Blue Cross Arena Upgrades

City Bldg. ID No. 9.39

City Project No. 17042

Issued: April 23, 2018



City of Rochester

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

**Kamal L. Crues, P.E.
City Engineer**

**Architectural Services
414 Andrews Street
Rochester, New York 14604**

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Appendix A: BCA floor plans with lavatory locations highlighted.

1.0 GENERAL INFORMATION

PROJECT TITLE: Blue Cross Arena Upgrades
LOCATION: Blue Cross Arena at the War Memorial
100 Exchange Street, Rochester, N.Y. 14614
OWNER: City of Rochester, N.Y.
Bldg. ID No. 9.39

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

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

PROJECT TIMETABLE*:

Draft Consultant procurement timetable

- RFP Release April 23, 2018
- Deadline for questions May 11, 2018
- Response to questions submitted May 15, 2018
- Proposals due May 18, 2018
- Internal consultant selection process May – June 2018
- Consultant Selection & Award Notification June - July 2018
- City Council Approval to enter Professional Services Agreement (PSA) with Consultant July 24, 2018
- Agreement Routing and Notice to Proceed August 2018

Draft Design and construction timetable:

- Facility Evaluation & Programming September 2018
- Schematic Design Oct. - Nov. 2018
- Design Development Dec. - Jan. 2019
- Contract Documents Feb. - March, 2019
- Permits June 2019
- Bid Phase & Selection of Construction Contractor April - June 2019
- Construction Phase Services: CA and/or RPR July - July 2020
- Commissioning August 2020

*All dates shown may be subject to change within the City of Rochester's sole discretion and upon written notification as set forth herein.

A Professional Services Agreement resulting from this RFP shall commence on the agreement start date for a term that shall extend until three (3) months after the completion of a two (2) year guarantee inspection of the project.

SUBMISSION DELIVERY INFORMATION:

One (1) electronic proposal and six (6) proposal hard-copies are to be submitted no later than **Friday May 18, 2018 at 4:00 p.m.** to:

Chris Mc Manus, R.A.

Project Manager

City of Rochester

Department of Environmental Services

Bureau of Architecture and Engineering,

Architectural Services,

414 Andrews Street

Rochester, New York 14604

COMMUNICATIONS:

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following City staff person(s):

Chris Mc Manus, R.A.

Christopher.mcmanus@cityofrochester.gov

585-428-6846

No contact is permitted with any other City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will respond to all timely questions submitted via e-mail to the City Contact by the question deadline stated above. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the city contact and will be posted on the City’s web page for this RFP. The City’s failure to timely respond or provide responses to any questions shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

The City will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about timeline date changes, amendments to the RFP and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the city contact and will be posted on the City’s website for this RFP. The City’s failure to provide such information shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

PRE-PROPOSAL SITE WALK-THRU:

In order to provide the City with an opportunity to discuss the RFP and Respondents with an opportunity to ask questions and clarify the RFP, a pre-proposal site visit will be held as follows:

Date: **Wednesday, May 2, 2018**
Time: **11:00 a.m.**
Location: **Blue Cross Arena main lobby at 100 Exchange Street**

There is no requirement to attend the pre-proposal conference and no obligation by the City to provide information from the conference to parties who fail to attend.

PROJECT BUDGET:

The project budget is \$3,500,000, inclusive of design, construction, fees, utility charges, testing, contingency, and construction management. The design and construction of this project is being funded with a DASNY NYS Capital Assistance Program Grant.

GENERAL

- 1) The City reserves the right to amend or withdraw this RFP in the City's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the City shall have no liability for any costs incurred by any Respondent.
- 2) The City may request additional information from any Respondent to assist the City in making its evaluation.
- 3) The proposal and all materials submitted with the proposal shall become property of the City and will be subject to NYS Freedom of Information Law. 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.
- 4) The selection of a Consultant is within the City's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. The City reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The City further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the City's best interest.
- 5) Questions must be submitted in writing (preferably e-mail) to the project contacts, listed below. 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.

2.0 PROJECT OVERVIEW

The City of Rochester, through its Architectural Services department, is soliciting proposals for architecture, mechanical, electrical, plumbing and audio/visual system design services. **The consultant team shall include staff and/or sub consultants with expertise in all areas of arena and public assembly space design. The proposal should showcase team experience directly related to sport arenas and large public venues.** The team shall include all necessary expertise to design and implement specialty arena systems projects (audio/visual systems, communication technology coordination). This expertise should be documented in the personnel/sub-consultant resume section of the proposal.

Overview of the project as follows:

Provide services for all phases of site investigation, design, construction documents, estimating, public bidding phase and construction oversight for the following scope of work at the Blue Cross Arena:

- **Public lavatory upgrades:** All fixtures and finishes are original to the 1990's arena renovation. The scope of work shall include but not be limited to: flush valve replacements with auto-flush and/or manual devices, privacy partition replacements (parts availability is problematic for the existing partitions), wall hung sink/faucet assessment and review of replacement options that may include counter mounted sinks, wall finish upgrades, floor tile replacement as budget allows.

A 2014 ADA compliance review of the facility noted minor lavatory issues that shall be incorporated into the design.

- **Visual system upgrades:** Upgrade of visual systems and supporting infrastructure. Upgrades may include, but are not limited to, assessment of existing systems and components (system is a mix of older equipment with some periodic upgrades), upgrades to the video production capability to current standards of the industry, install cabling and digital infrastructure to meet current industry standards and to accommodate future upgrades and technological advances for decades to come. Supporting infrastructure shall be compatible with existing and/or proposed arena scoreboard control and operating systems.
- **Audio system upgrades:** Upgrades shall include, but are not limited to, the following: assessment and testing of existing PA system and components, design of recommended repairs and/or replacements of sound system components, microphones, speakers, etc. Provide cost comparisons for various repair vs replace options, upgrade analog sound console to digital format, and replace digital signal processor (DSP) with current industry standard.

The work will occur in a civic arena space that is a mix of original (1950's) and expanded/renovated (1990's) construction. During construction the arena will be open and hosting its regular schedule of sports as well as special events. As a result it is expected that

most construction will occur in the summer months when the sports seasons are off and the special event schedule is lighter, or work will be phased to impact smaller areas for a shorter time. The selected consultant shall need to manage construction scheduling closely with the city, the sports teams and arena management staff to ensure event schedules and obligations are met.

Existing Drawings: The city has floor plans in Auto Cadd format (similar to the attached pdf plans). Existing facility drawings are on site in paper format and 1990's renovation & expansion drawings are available in paper format and scanned as tiff files. Various condition studies and investigations have also been completed in recent years.

The City of Rochester Department of Environmental Services (DES), Division of Architectural Services will manage the project, in partnership with stake holders that include, but are not limited to, various arena sports teams, and the arena management entity.

The city is expecting creative design solutions that will address the needed improvements within budget, are implementable within a busy event facility and will serve to enhance the visitor experience at the Blue Cross Arena.

Typical Lavatory Photos:



3.0 DRAFT SCOPE OF SERVICES

The Consultant will enter into an agreement with the City of Rochester for the following professional services tasks that may include, at a minimum, the following:

- **General Administration**
- **Facility Evaluation and Programming**
- **Schematic Design**
- **Design Development**
- **Contract Documents**
- **Permits**
- **Bidding Phase and Selection of Construction Contractor**
- **Construction Phase Services: Construction Admin. (CA) and RPR**
- **Commissioning**

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 businesses, utilities, agencies, and 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: City DES administration, architectural services division, SMG and tenant sports teams. This is especially important for the assessment of deficiencies in the existing fixtures & systems, creation of the detailed construction schedule and arena event coordination plans.

No public meetings are anticipated for this project, however graphic materials may be requested to periodically update arena patrons on the status, scope, or progress of the project.

Facility Evaluation and Programming

Perform reconnaissance of the site to collect all physical and anecdotal information required to solidify design parameters for the project. Reconnaissance should include collection of data on existing conditions, document current audio/visual equipment, review of previous reports, studies, record drawings, operations, processes, issues and needs, code requirements, utility capacity, etc. Consultant shall work with City and all stakeholders to identify special needs of the project that may include, but is not limited to, granting agency requirements, scheduling and utility coordination, phased construction, temporary facilities, environmental remediation, commissioning needs, etc.

This phase shall culminate in a Program Verification Report. The report will include a summary of findings, a proposed design approach and any other appropriate information identified during reconnaissance. The report should include a list of all basic design parameters of the project. If multiple design options are identified, the consultant shall outline in detail and/or in table format the options, estimates, pros and cons and any other pertinent information. Multiple options will be vetted during this and the schematic design phase.

Schematic Design

Upon receipt of written approval from the City for the Program Verification Report, the consultant shall prepare three (3) schematic design options with estimates of probable cost for review and selection by the City. Each option shall meet the design parameters identified during the programming phase. Options shall be listed in a presentable format (Matrix) to review with various stakeholders. Consultant shall work with the City and stakeholders to select the preferred option, and to develop the selected schematic design to progress to the next phase.

Design Development

After the selection and City approval of the schematic design option to be progressed, the City shall issue a written order to proceed with the Design Development Phase. This phase shall include a Design Development report including drawings showing the general design and appearance of all multi-disciplinary drawings for architectural, mechanical, electrical, plumbing, audio/visual etc. Outline specifications, labor & material cost estimates, fixture cuts, material selections, a/v equipment options, detailed plans and details for all disciplines shall be included.

Vetting detailed layouts options, designs, technical, detailed work items and materials choices shall be considered part of the design development phase.

Contract Documents

After City approval of design development documents, the City shall issue a written order to proceed with finalizing the design documents and preparation of detailed contract bid documents in accordance with applicable City, County, State, and Federal regulations as applicable, for all elements of work including architectural and engineering plans, details, specifications and estimates.

Contract Documents shall include bidding forms, the Contract Agreement, General Conditions, using standard City Contract boilerplates, project specifications and working drawings for the project. The bid documents are to conform with City Standards wherever applicable.

The City will provide the specifications Division One's "front end" sections along with the City's other non-technical pages standard "front end". Information on the City of Rochester's construction documents and initiatives such as incentive programs, M/WBE, living wage, etc. can also be found at the following website: <http://www.cityofrochester.gov/bidandrfp/>

Permits / Environmental Quality Review

The Consultant shall prepare all necessary permit or other approval applications and obtain the required permits or approvals as applicable. Potential permitting and approval agencies include but are not limited to agencies of the City of Rochester such as the city water bureau or city building permit office. **The Consultant shall meet the City permitting department to review the design drawings and specifications and address all department comments prior to advertising for bids.**

Bidding Phase 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 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 (as applicable).
5. Determining whether the low bid is unbalanced.
6. For pay items or overall bid 15% less than the Engineer's Estimate or more than 25% over the Engineer's Estimate:
 - a. Checking accuracy of quantity calculations.
 - b. 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.

Product Deliverables Electronic Submission Requirements

For all phases noted above, in addition to hard copies of requested materials, at each phase of the project, the Consultant shall provide a PDF file of all deliverables for that phase. At bidding phase, the Consultant shall provide 1 (one) PDF file of all bid drawings, 1 (one) PDF file of all specifications, 1 (one) PDF file of the final estimate, and 1 (one) PDF file of the Contract Book front end (as applicable). Drawings and specifications shall be consistent in format and headings, and shall include a table of contents, with all pages numbered.

All final bid documents shall be combined into one pdf file for on line publishing of bid documents.

Commissioning

The commissioning agent will develop and coordinate the execution of the testing plan, observe and document performance of the Project improvements in accordance with the Contract Documents.

1. Develop and coordinate the execution of the testing plan, observe and document performance of the Project improvements, system integration and functionality in accordance with the documented design intent of the Contract Documents.
2. Set up and conduct scoping meeting (s) with commissioning team members.
3. Review submittals and startup procedures.
4. Develop and implement specific equipment and system functional performance testing to

ensure new work is properly integrated.

5. Witness testing of selected pieces and/or systems in the presences of City personnel, and coordinate re-testing, if required.
6. Pre-approve and oversee staff training and system documentation.
7. Work with contractor to compile, organize, and index the commissioning data by equipment into three (3) sets of labeled, indexed, and tabbed three ring binders and deliver to the City.
8. Prepare Final Commissioning Report to be submitted in writing to the City.
9. Review and approve Operation and Maintenance Manuals from the Contractor for completeness.

Construction Administration (CA) Phase Services

The Consultant shall provide Engineering and Architectural services for the following:

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. The Consultant shall attend and assist the City in a City held pre-construction conference. The City will hold the pre-construction meeting in conjunction with the Contractor's notice-to-proceed notice for the project. Minutes of these meetings will be prepared by the Consultant.
3. 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.
4. Visit the job whenever requested by the City for the purpose of clarifying or interpreting any phase of the work.
5. 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 (RPR)

If requested, 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 **and the Architect/Engineer of Record**. 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 **and the Architect/Engineer of Record** 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 **Engineer of Record** 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. Quality Control
 - a. Execute quality control and inspection measures in accordance with project specifications, and coordinate special inspection and testing agencies activities.
 - b. Coordinate quality control with Architect/Engineer of Record.
2. 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.
3. 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
4. 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.
5. 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.
6. 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
- o. Unless otherwise specified during project scoping, the Consultant shall submit one set of **mylar** As-Built Plans, certified by a licensed professional engineer and/or architect licensed in the State of New York, as applicable. Submission shall include three CDs with electronic versions of the As-Built Plans in both **CAD** and **PDF** formats.

The CA or RPR representative is hereby authorized to stop work on all or part of the Project for up to twenty-four hours, without prior consultation with the City and for any reason which the professional judgment of the Consultant requires such stoppage. Upon issuing such stop work order, the Consultant shall immediately consult with the City to resolve the problem(s) which lead to the stop work order.

4.0 PROPOSAL REQUIREMENTS

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the City to contact Respondent's references. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposals and on such other available information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

The Respondent selected by the City will be required to enter into a Professional Services Agreement (PSA) with the City (see Attachment A, the City's standard PSA form). The establishment of a PSA is contingent upon approval by City Council for all Agreements in excess of \$10,000 or for a period of more than one year and upon the availability of funds for such an agreement. Unless otherwise stated in the proposal, the Respondent's response to this RFP shall be deemed its acceptance of the terms of this PSA. (Note: Attention is directed to the City's Living Wage requirements, MWBE goals and minority workforce goals).

Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor. The City reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the responding Respondents or to conduct the Project described herein. The City may amend or withdraw the RFP at any time, within its sole discretion. The City shall have no liability for any costs incurred in preparing a proposal or responding to the City's requests with respect to the proposal.

The selection of a Consultant is within the City's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. The City reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The City further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the City's best interest.

Proposal Evaluation Criteria

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: 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 Firm, an additional 10% as a MWBE firm, an additional 5-10% for MWBE sub consultant utilization, and an additional 10% for internal minority workforce utilization. Refer to Section 5.0 City Provisions for details.**

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

Firm Qualifications (10% Score):

- 1) Firm and Sub-Consultant Identification & Qualifications (8-10 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 the number of years the firm has been in business of conducting the described services.
- 2) Rochester presence: Information about Respondent's presence in the City of Rochester and/or any collaborative relationships with local firms that are to be formed for this Project.
- 3) M/WBE: Statement as to whether respondent and/or specified sub-consultants are on the New York State Certified M/WBE list
- 4) Relevant Firm and Sub-Consultant Experience, Recent Clients, & Relevant Projects for this type of work (10 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. The proposal should showcase relevant firm experience for each area of expertise the City is requesting within RFP.

Technical Proposal (50% score):

- 1) Project Understanding and Approach (15 pages max): A demonstration that the Consultant understands the proposed project and its various tasks shall be included. Provide a detailed description of the consultant's proposed unique approach. This portion of the proposal should communicate a complete in-depth understanding and approach for all services to be provided, including all multi-disciplinary architectural, engineering services, etc. as applicable. This portion should communicate the team's knowledge and experience with the City's general project policies and procedures as applicable.
- 2) Technical Approach, Scope of Work, and Schedule (15 pages max): Provide a summary of scope of services for the completion of the tasks identified in this RFP. Provide a proposed MWBE Utilization Plan. 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.

Project Team Qualifications (50% score):

Project team qualifications shall showcase architecture, mechanical, electrical, plumbing and audio/visual system design expertise. **The consultant team shall include staff and/or sub consultants with expertise in all areas of arena and public assembly space design. The proposal should showcase team experience directly related to sport arenas and large public venues.** The team shall include all necessary expertise to design and implement specialty arena systems projects (audio/visual systems, communication technology coordination).

- 1) 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.*** This section and the resumes below should showcase, as applicable, team member's relevant experience in civic arenas, audio/visual system design & upgrading, and familiarity with the City's general project policies and procedures.

- 2) **Team Resumes (1 page per team member):** Include for all **key** project team members that are shown on organizational chart, including a list of *relevant* projects only, with summaries of the work they specifically performed and approximate **dates** when work was performed. Team resumes should showcase relevant experience as it relates to this project and with the City's general project policies and procedures.
- 3) Any other factors that would be helpful to the Selection Committee in evaluating the consultant for this project.

Basic Services Fee/hours

No fees or wages shall be submitted with this proposal. An itemized breakdown including staff hours and billing rates which addresses each of the tasks identified in the Scope of Services shall be included. **An itemized breakdown of projected FTE (full time equivalent) estimated staff hours for the prime consultant and all sub-consultants must be clearly defined. All sub-consultants that are on the New York State Certified MWBE list should be clearly showcased. This will be used in evaluating additional weightings as outlined in Section 5.0 City Provisions.**

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:

- A. Facility Evaluation and Programming
- B. Schematic Design
- C. Design Development
- D. Contract Documents
- E. Bidding Phase Services
- F. Construction Phase Services: Construction Administration and/or RPR
- G. Commissioning
- H. Permits

The proposal SHALL NOT include any proposed design fees, however the City does require that the proposal 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 each specific work item.** 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. Sub-consultants
2. Environmental/Laboratory testing

3. Supplies
4. Travel
5. Rental equipment (if required)
6. Printing/Duplication:

The Consultant shall provide duplication services for bid documents and any addenda as a reimbursable expense.

Eligibility Qualifications and Requirements

The City of Rochester requires that all bidders and subcontractors present evidence of experience, ability, and financial standing. Designated firm(s) must be able to submit proof of authority to practice engineering/surveying in New York State immediately upon designation. The City requires that all bidders and subconsultants, at the time of entrance into agreements with the City, 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.

5.0 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. Non-local firms may wish to consider partnerships or other collaborative arrangements with local firms as a strategy to address this criterion.

City Funded Projects

Firms who respond directly to this proposal and are located within the City of Rochester limits will be awarded an additional 10% weighting as part of the evaluation process.

Affirmative Action

City Council Ordinance No. 2018-54 establishes Minority and Women Business Enterprises (MWBE) utilization goals for City professional service agreements. The M/WBE utilization goal for this contract is 15% minorities and 15% 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.

Professional firms shall receive additional evaluation weighting points as follows:

Responding Company	Weight Awarded
MWBE firms who respond directly to this proposal and are on the New York State Certified MWBE list	10%
Firms who utilize 10-20% MWBE sub-consultants that are on the New York State Certified MWBE list	5%
Firms who utilize more than 20% MWBE sub-consultants that are on the New York State Certified MWBE list	10%

The City of Rochester has a policy of Affirmative Action regarding consultants who performs 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. State certified MWBE firms in the Finger Lakes region will receive preference, however, other state certified MWBE firms may be submitted for meeting these goals.

Minority Workforce Goals

City Council Ordinance No. 2018-54 establishes minority workforce utilization goals for City professional service agreements. The goals shall be 20% minorities and 6.9% women. For professional services consulting contracts, responding companies who demonstrate that they meet or exceed both these goals shall receive additional evaluation weighting points of 10%.

Affirmative Action Reporting

The selected consultant will be required to submit periodic reports on City forms to verify that MWBE goals and minority workforce goals submitted in the proposal are achieved during the term of the agreement.

Other Criteria

Other criteria may be considered and evaluated by the City if it is determined to be in the best interest of the City and the success of the Project to do so.