



Request for Proposal for:

**Erie-Lackawanna
Rails-to-Trails Pedestrian Bridge**

Project No. 07426

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

City of Rochester, New York

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

This document was prepared for the New York State Department of State Division of Coastal Resources with funds provided under Title 11 of the Environmental Protection Fund

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1.0 GENERAL INFORMATION

Project Title & Location

Erie-Lackawanna Rails-to-Trails Pedestrian Bridge

The abandoned historic Erie-Lackawanna Railroad Bridge spans the Genesee River connecting the Genesee Riverway Trail and the Plymouth/Exchange neighborhood on the west bank to the Genesee Riverway Trail, Bausch & Lomb Park, and the University of Rochester River Campus on the east bank. The Genesee River generally bisects the City in north-south direction, but the bridge occurs at a bend in the river and is oriented north-northeast/south-southwest.



Proposal Schedule and Delivery Information

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

5:00 p.m. on Monday, May 10, 2010 to the following location:

Thomas Hack, P.E., Senior Structural Engineer
Bureau of Architectural & Engineering Services
City Hall, Room 300 B
30 Church Street
Rochester, N.Y. 14614

Contact Information

Thomas Hack, P.E., Senior Structural Engineer
Bureau of Architectural & Engineering Services
City Hall, Room 300 B
30 Church Street
Rochester, N.Y. 14614
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Hackt@cityofrochester.gov

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

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

Project Attribution

This document was prepared for the New York State Department of State Division of Coastal Resources with funds provided under Title 11 of the Environmental Protection Fund.

2.0 PEDESTRIAN BRIDGE OVERVIEW

Project Objective

The consultant shall provide design and engineering services for the conversion of the abandoned, City-owned Erie-Lackawanna Railroad Bridge over the Genesee River into a pedestrian bridge. The project incorporates 1600 linear feet of multi-use trail to and across the existing Railroad Bridge, connecting the Genesee Riverway Trail and the Plymouth-Exchange neighborhood (PLEX) Brownfield Opportunity Area. The preparation of final construction documents will be undertaken through consultant engineering and architectural services with experience in bridge conversions, re-adaptive use and trail planning and design. The project includes design, bid and award phases, construction, and construction inspection services. Schematic/concept designs were prepared under a previous contract and conceptual design for this project shall be partially based on these schematic plans. Construction and installation of all improvements will be undertaken through contractor services procured by the City.

In general, project components may include, at a minimum, the following: Replacement of existing timber bridge deck ties with a new structural deck system, partial bridge repainting, design and construction of ADA compliant access, approach features and amenities such as railing, lighting, benches, bike racks, and landscaping.

This project is being funded, in part, with a grant under Title 11 of the New York State Environmental Protection Fund Local Waterfront Revitalization Program. As such, all products prepared for the project (documents, reports, maps, etc.) must include the following acknowledgement:

“This document was prepared for the New York State Department of State Division of Coastal Resources with funds provided under Title 11 of the Environmental Protection Fund.”

Project Area and Trails

The converted Erie-Lackawanna Railroad Bridge over the Genesee River will connect the east and west bank Genesee Riverway Trails. The Genesee Riverway Trail is an urban multi-use trail adjacent to the Genesee River, used primarily by bicyclists, pedestrians, and cross-country skiers. South of downtown, the trail is paved and continues along both sides of the river within the South River Corridor. The main trail within the corridor has been completed, which has allowed the City to put its efforts towards strengthening the trail's presence by providing direct linkages to the various adjacent neighborhoods and business districts, and by enhancing existing and providing new river crossings, where possible. This project will further those efforts by linking the University of Rochester and Strong Memorial Hospital, the City's largest employer, on the east bank with its westside neighbors.

Background

In 2006 the Genesee Transportation Council (GTC) contracted with Environmental Design and Research (EDR) to conduct site analysis and concept-level planning and design for conversion of the abandoned historic Erie-Lackawanna Railroad Bridge. Based upon these studies, a feasibility assessment with design recommendations was prepared. This included guidelines for design development, construction, and maintenance of the bridge conversion, access features and trail system.

For the feasibility assessment, the Erie-Lackawanna Railroad Bridge and the immediate surrounding area were assessed for the suitability of converting the bridge to a trail connector. A preliminary structural assessment of the bridge was performed, as well as an evaluation of the surrounding land uses, accessibility, vegetation, and other environmental features. The project planning process was based on a foundation laid by previous planning studies and initiatives, public meetings, and input provided from the Stakeholder Steering Committee.

The feasibility of the bridge conversion was determined to be favorable, which led to the development of design objectives and schematic alternatives. The preferred design alternative includes new ADA-compliant access and a small pedestrian plaza at the south end of the bridge (adjacent to the parking lot north of Wilson Boulevard), and an overlook at the bridge terminus on the north end. Additional amenities recommended include gateway features, benches, railing and lighting for comfort and safety. Native plantings are recommended for both ends of the bridge, to reduce maintenance, increase survivability, and augment the existing vegetation and wildlife habitat that exists along the river's edge.

The importance of capturing the historical character of the area through the design features is emphasized. The bridge is considered by the NYS Office of Parks, Recreation and Historic Preservation to be a cultural resource eligible for inclusion in the State and National Registers of Historic Places. Except for a few minor recommendations, the NYSOPRHP stated that the proposed improvements will have no adverse impact upon cultural resources in or eligible for inclusion in the State and National Registers of Historic Places. Further consultation with the NYSOPRHP shall be required during this project.

Throughout the development of the feasibility assessment and design recommendations, the City of Rochester has indicated that the possibility of using the ELRR Bridge for alternative transportation such as light rail transit shall not be precluded. Numerous studies exist that assess the feasibility of developing light rail transit in Rochester. While it is not programmed for the near future, the final bridge design should respect and acknowledge the opportunity that alternative transit has within this corridor, and how modifications to the bridge may affect future options.

3.0 DRAFT SCOPE OF SERVICES

Coordination Meeting(s)

In conjunction with the beginning of the project, the City of Rochester will schedule a kick-off meeting. The purpose of the meeting will be to identify issues related to the various design components of the project. The Consultant shall present their approach and schedule to the City for comment.

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

Site Reconnaissance

The Consultant shall conduct site-specific reconnaissance, in preparation for final design and construction drawings. Work shall include, at a minimum, identification and mapping of the following:

- Topographic site survey and location of all site boundaries on a cadastral map
- Ownership/grant/lease/easement status of all lands integral with the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Infrastructure and Utilities: Overhead, at grade and below ground
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources; Historical character and status per the New York State Historic Preservation Office (NYSHPO) and local historical agencies
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of site constraints, needs and opportunities

Products for this task would include, at a minimum: Map(s) and written summaries describing the above information and any other appropriate information identified during project scoping.

Structural Inspection & Assessment

Consultant shall perform a 100% hands-on visual inspection of all structural elements (including primary and secondary members) of the existing bridge in accordance with NYSDOT Bridge Inspection Manual. Confirmation of primary and secondary structural element sizes and dimensions shall be field verified. Photographs of all structural components, including bearings, connections, and specific elements with deterioration and/or section loss shall be included. Consultant shall provide additional sketches and

photographs as required to outline unusual conditions or extensive deterioration/section loss.

Structural assessment shall include a summary of existing conditions, deficiencies and required repairs. A threshold of acceptable section loss shall be ascertained based on the assumption that the original design loads exceed the anticipated design loads for future use. Future design loads shall include an 85 psf pedestrian live load or H10 service vehicle, and a dead load estimate assuming a reinforced concrete bridge deck.

A diving inspection of the river piers shall be performed in accordance with the NYSDOT Bridge Inspection Manual to determine the condition and stability of the foundations and supporting material. The tactile inspection shall determine condition of all exposed foundations below the waterline. Consultant shall perform a fathometric survey and acoustical imaging to determine below water configurations, undermining and scour depressions.

Construction Requirement Analysis

The Consultant shall prepare a written construction requirement analysis of all federal, state and local requirements for the approved schematic/concept design, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. A pre-permitting meeting with federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements.

Alternatives Review, Associated Costs and Final Recommendation

The Consultant shall prepare a minimum of three (3) draft design alternatives based partially on the previous schematic plans, a feasible review of the alternatives and sub-options for the project, including cost estimates for each. The Consultant shall provide and review with the City a matrix of the proposed costs, and pros and cons of each alternative.

The Consultant shall work with the City of Rochester, the public (see “Public Meetings” section below), and various stakeholders including, but not limited to, the University of Rochester, local neighborhood associations and recreational groups, and any other City designated entities to select one of the draft design alternatives as the basis for the final design.

Products for this task would include: Draft design alternatives, estimates and supporting materials.

Public Meetings

The Consultant shall work with the City to conduct a minimum of two (2) public information meetings to present the site inventory and alternatives for solicitation of public input. The Consultant shall prepare written summary of public input obtained at these meetings and submit the summary to the City for review and comment.

Utilizing the input received during the public meeting(s) the Consultant shall work with the City to select one of the alternative schematic site plans as the basis for the preliminary design and final design.

Environmental Quality Review

The Consultant shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. The Consultant shall review the Genesee River South Corridor Plan Draft Generic Environmental Impact Statement (DGEIS – 1986) and assess the consistency and applicable impact of this project to the DGEIS. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products for this task would include: SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

Preliminary Design Plans, Specifications and Estimate

The Consultant shall prepare preliminary design documents based on the selected design alternative including 75% preliminary plan development, specifications and estimates. The preliminary design plans, specifications and estimate 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:

- Trail geometrics - widening or narrowing, alignment, and intersection layout.
- Trail and Bridge sections - subgrade, pavement, shoulders, curbing, gutters, curb park, sidewalks, requirements for right-of-way, etc.
- Utilities – Preliminary plan and details of existing and proposed, including incorporation of a City of Rochester Duct Bank.
- Layout of curb cuts, sidewalks, sidewalk ramps, access drives, and special treatments.
- Preliminary design of any temporary or long-term structural protection, fills, structural repairs, renovations, replacements or improvements, etc., for special needs of the Project, including details of railings, retaining walls, concrete median barriers, and miscellaneous items.
- Preliminary design of repairs or improvements to security, drainage, or other systems required for rehabilitation of the structure.
- Layout of landscaping, identifying size and species, and provisions for maintenance and protection of existing vegetation.

Products for this task would include: Preliminary design plans, specifications, estimates and supporting materials.

Final Design Plans, Specifications and Estimate

The Consultant shall prepare, based on comments to the preliminary design, final design documents including 100% final plans, specifications and estimates. The final design plans, specifications and estimate 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:

- Final Trail geometrics - widening or narrowing, alignment, and intersection layout.
- Trail and Bridge sections - subgrade, pavement, shoulders, curbing, gutters, curb park, sidewalks, requirements for right-of-way, etc.
- Utilities – Final plan and details of existing and proposed, including incorporation of a City of Rochester Duct Bank.
- Layout of curb cuts, sidewalks, sidewalk ramps, access drives, and special treatments.
- Final design of any temporary or long-term structural protection, fills, structural repairs, renovations, replacements or improvements, etc., for special needs of the Project, including details of railings, retaining walls, concrete median barriers, and miscellaneous items.
- Final design of repairs or improvements to security, drainage, or other systems required for rehabilitation of the structure.
- Final layout of landscaping, identification of size and species, and provisions for maintenance and protection of existing vegetation.

Products would include: Final design plans, specifications, estimates and supporting materials, certified by an engineer, architect or landscape architect as applicable.

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:

- Federal agencies such as the United States Army Corps of Engineers
- New York State Department of State Division of Coastal Resources (DCR), pursuant to the consistency provisions of the federal Coastal Zone Management Act
- Other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization from the Power Authority (in certain areas of the St. Lawrence Seaway) or Canal Authority (in the State Canal System), in order to use or occupy certain State-owned lands or waters overlying those lands; and the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Office
- Agencies of the City of Rochester, including but not limited to: planning commission, preservation board, environmental commission and City permits.

Products for this task would include: All required permits and approvals received.

Bid Process and Selection of Construction Contractor

The Consultant shall prepare and distribute a bid invitation to select a construction contractor and draft advertisements to bid to be placed in the NYS Contract Reporter and other related publications.

The City will prepare the advertisement for bids to be placed in the local newspaper of the City of Rochester.

Prior to contract letting and subsequent to P.S.& E. 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 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 up to 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:

- Verification of the low bidder.
- Bid tabulation showing bid amounts by each bidder for each item.
- Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.)
- Breaking the low bid into fiscal shares.
- Determining whether the low bid is unbalanced.
- 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.
- Determining whether the low bidder is qualified to perform the work.
- This information shall be returned to the City within five (5) working days. Submit 10 copies of the bid tabulations, share breakdown, bid analysis, and recommendation.

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

Products for this task would include: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable

Project Completion

Following satisfaction of punch list items, the Consultant shall submit a statement that the work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect or landscape architect. Unless otherwise specified during project scoping, the Consultant shall submit three sets of As-Built Plans, certified by a licensed professional engineer, architect or landscape architect as applicable.

Products for this task would include: Statement of completion, certified As-Built Plans, and final project report including photo-documentation

Erie-Lackawanna Rails-to-Trails Pedestrian Bridge

Project Schedule

- | | |
|--|-------------------------------|
| • Start Work | June 2010 |
| • Site Reconnaissance & Survey | June 2010 – July 2010 |
| • Draft Alternatives Prepared | July 2010 – August 2010 |
| • Host Citizen Advisory Meetings | August 2010 – October 2010 |
| • Finalize Alternatives | September 2010 – October 2010 |
| • Host Public Meeting(s) | August 2010 – October 2010 |
| • Preliminary Design of Selected Alternative | October 2010 - November 2010 |
| • Final Design & Construction Documents | December 2010 – January 2011 |
| • Bid Process/Issuance of Construction Contracts | February 2011 – April 2011 |
| • Construction Phase | May 2011 |
| • Open Bridge | October 2011 |

4.0 PROPOSAL REQUIREMENTS

Technical Proposal

Proposals must be succinct and all pages must be numbered. ***In no case shall requirements #1 through #5 (below) exceed 25 pages.*** 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.

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

1. **Firm Identification & Qualifications:** A description of the firm, 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** for this type of work to include (but not limited to):
 - a. Firm experience in inspecting and designing steel bridge rehabilitation projects.
 - b. Firm experience in planning and design services for multi-use trails.
 - c. Firm experience related to “Rails-to-Trails” projects.
3. **Sub-Consultant(s):** Qualifications and relevant experience of sub-consultants.
4. **Recent Clients** of this type of work: The proposal must include a list of three (3) most recent clients for whom the consultant has provided services *relevant* to those required herein. The list should include name, address, and phone number of the client contact person. Identify when work was performed and the type of work services performed.
5. **Relevant Projects:** A list of *relevant* projects the firm has completed with the name, address, telephone number and email address of a contact person knowledgeable of the consultant’s performance to check references.
6. **Project Understanding:** A demonstration that the Consultant understands the proposed project and its various tasks must be included as part of the Proposal.
7. **Technical Approach, Scope of Work, and Schedule:** Provide a detailed description of the consultant's proposed technical approach and scope of services for the completion of the tasks identified in this RFP. The consultant may propose alternate tasks that will meet the project objectives. A preliminary schedule for completing the tasks outlined in the RFP along with key study tasks should be included.
8. **Team Organization:** Makeup of the project team, including sub-consultants, with an 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*** they will work on the project.
9. Other factors that would be helpful to the Selection Committee in evaluating the consultant for this project.

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:

- Structural Inspection and Evaluation
- Site Reconnaissance
- Construction Requirement Analysis
- Environmental Quality Review
- Preliminary Design and Estimates
- Final Design and Estimates
- Permits, Coordination and Administration
- Construction (Resident Project Representation)

The task subtotals shall be totaled to provide a not-to-exceed fee.

The not-to-exceed fee shall be presented on a “cost times multiplier” basis, indicating the multiplier. The consultant shall supply a 2010-2011 salary rate structure and the proposed multiplier.

Direct Reimbursable Expenses

The direct expenses only with no markup allowed shall be identified in the not-to-exceed fee for the following expenses:

- Reproduction of drawings, photographs, and printing
- Sub-consultants
- Laboratory tests
- Rental equipment (if required)

5.0 CITY PROVISIONS

Living Wage Requirements

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 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 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.