



Request for Proposal for Parking Garage Evaluation & Maintenance Program

Project No. 09227

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

City of Rochester, New York

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

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1.0 General Information

➤ *PROJECT TITLE:*

Parking Garage Evaluation and Maintenance Program Engineering Services

➤ *PROJECT LOCATION(S):*

<u>No.</u>	<u>Garage</u>	<u>Address</u>
502	Genesee Crossroads Garage	69 Andrews St., Rochester NY 14614
504	Mortimer Garage	83 Mortimer St., Rochester NY 14604
505	High Falls Garage	240 State St., Rochester NY 14614
506	South Avenue Garage	39 Stone St., Rochester NY 14604
507	Metro Center Garage (East End)	475 East Main St., Rochester NY 14604
508	Washington Square Garage	111 Woodbury Blvd., Rochester NY 14607
509	Sister Cities Garage	28 N. Fitzhugh St., Rochester NY 14614
510	Bausch & Lomb Garage (Court St.)	194 Court St., Rochester NY 14604

➤ *PROPOSAL DUE DATE:*

September 4, 2009

➤ *CONTACT INFORMATION:*

For more information, contact:

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2.0 Evaluation & Maintenance Program Overview

Introduction

The City of Rochester owns and operates nine (9) public parking garages containing over 9,700 centrally located parking spaces that serve the downtown business, hotel/convention, cultural and entertainment districts. Their safe and efficient operation and maintenance are vital to the economic development of downtown and the City at-large.

The following is a listing of the eight (8) City garages covered within this program:

<u>No.</u>	<u>Garage</u>	<u>Address</u>
502	Genesee Crossroads Garage	69 Andrews St., Rochester NY 14614
504	Mortimer Garage	83 Mortimer St., Rochester NY 14604
505	High Falls Garage	240 State St., Rochester NY 14614
506	South Avenue Garage	39 Stone St., Rochester NY 14604
507	Metro Center Garage (East End)	475 East Main St., Rochester NY 14604
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510	Bausch & Lomb Garage (Court St.)	194 Court St., Rochester NY 14604

Note (1): The Midtown Garage is currently under independent evaluation and is not included in this project.

Note (2): The Genesee Crossroads Garage is currently undergoing extensive repairs and will be under construction from November 2009 to December 2010. Consequently, preliminary investigations and evaluation of this garage will be limited in nature.

The goal of the City's Parking Garage Maintenance and Evaluation Program is to ensure public safety through an aggressive program of structural inspections, maintenance activities and capital improvements to maintain the City's parking garages in good to excellent condition.

Additionally, prudent facilities management dictates that the City maintain these assets in good to excellent condition to assure that their full service life is attained and the full value of the significant capital investment they represent is realized.

Project Scope Summary

The City desires to undertake a Parking Garage Evaluation and Maintenance Program. The program initiates a comprehensive approach by looking at the condition of the major systems in all of the garages, identifying safety and maintenance issues, establishing a baseline of condition and conducting an assessment of needs to bring all elements to good to excellent condition.

The Parking Garage Evaluation & Maintenance Program will be an on-going process and procedure to conduct regular inspections, carry out routine maintenance activities, and identify, program and implement the necessary structural repairs and other capital improvements to accomplish the objective of maintaining the parking garages in good to excellent condition.

Additionally, an important element of the Parking Garage Evaluation and Maintenance Program is the development of an annual maintenance plan for each garage detailing needed repairs, routine annual maintenance items and activities that are recommended to keep the garages in good to excellent condition.

The City's intent is to retain a consulting engineering firm with the qualifications and staff resources necessary to perform the comprehensive inspections and evaluations, develop the long term improvement programs and annual repair and maintenance programs, and assist in administration of the Parking Garage Evaluation and Maintenance Program. The engineering services agreement will have an initial term of one year with provision for four yearly renewals for a maximum total of five years.

3.0 Draft Scope of Services

At this time, it is envisioned that the following scope of services will be required. The tasks outlined below are considered to be a draft scope of services. The final scope of services may differ from the draft scope of services as fee and scope negotiations proceed.

Inspection and Evaluation

➤ ***Existing Data***

The Consultant shall become familiar with the project before starting any other work. This shall include a thorough review of all City project information and site visits as necessary to investigate field conditions. The Consultant shall meet with the City and Garage Operators to discuss their concerns in detail. The consultant shall make maximum use of existing plans, data, and condition surveys as available from the City.

Note (1): While a comprehensive inventory of record plans is available, the City does not have complete, accurate, floor plans for all of the garages.

Note (2): The Genesee Crossroads Garage is currently undergoing extensive repairs and will be under construction from November 2009 to December 2010. Consequently, preliminary investigations and evaluation of this garage will be limited in nature.

➤ ***Base Mapping***

The Consultant shall make maximum use of existing as-built plans to produce digital base plans of each of the garages. The Consultant shall measure the existing facilities comparing dimensions with the as-built plan information. Where as-built plans are not available or found to be inaccurate, the Consultant shall survey, measure and document the existing facilities. The Consultant shall produce accurate plans of the garages in a digital format that conforms with the City digital standards.

➤ ***Comprehensive Structural Inspection***

The Consultant shall complete a comprehensive inspection of each garage to determine the condition of each structure and its principal elements, and the extent of structural and other deterioration. The consultant shall determine the repair work necessary to bring the garage to good to excellent condition.

The structural inspection shall include a fully detailed visual inspection and shall utilize a combination of sounding, chain drag, and if approved, radar detection of the concrete to determine areas of delamination. Depending upon the condition of the garage,

inspection openings, concrete sampling and testing, and structural analysis may be warranted. The engineering inspection shall be tailored to the structure's general condition and only those tests which are necessary to determine the extent of deterioration of the existing structure shall be undertaken.

The Consultant shall develop and present to the City a testing plan for each garage requiring more than standard visual inspection and non-destructive evaluations. The Consultant shall, with the City's approval, extract concrete cores, order laboratory analyses, and evaluate samples to determine physical conditions. All costs of concrete coring and other removals, along with necessary repair of surfaces to previous condition and laboratory costs shall be included, without mark-up, in expenses reimbursed by the City.

The Consultant shall perform all testing required and record all observations necessary to thoroughly determine current conditions and improvements required to maintain a safe and sound parking facility.

The Consultant shall note the areas of deteriorated concrete on the garage plans and develop quantities for all necessary repair work.

The condition of waterproofing membrane systems shall be ascertained and areas of necessary repairs or total reapplication requirements shall be determined.

Structural inspection photographs: The Consultant shall provide digital photographs of all structural deficiencies and include a logged catalog of the photos within the main body of the condition reports.

Facility Systems Inspection

All of the major building systems shall receive a thorough review of existing facility systems conditions including:

- Architectural: windows, doors, stairs, public areas, roofs, ADA compliance, etc.
- Elevators
- Plumbing
- Electrical (power and lighting)
- Mechanical
- Fire protection
- Traffic control
- Revenue control systems
- Communications (video, intercom, signing)
- Possible hazards or contaminated wastes. However, a detailed analysis of suspected asbestos, if any, is not included in the Scope of Services.

- Other deficiencies observed during the inspection.

The comprehensive facility system inspection shall include all applicable code reviews, and review of the age and maintenance history of each system element. Visual inspections and operational tests of each major building system shall be performed to identify components that need repair, upgrade, or replacement.

Facility system inspection photographs: The Consultant shall provide digital photographs of all facility deficiencies and include a logged catalog of the photos within the main body of the condition reports.

Urgent Action Items

The Consultant shall identify any items that require immediate attention when performing the inspections. Such items shall include safety items and structural, mechanical or electrical systems that require immediate attention. The Consultant shall promptly notify the City of any such conditions.

Improvement Plan Development

The Consultant shall develop a comprehensive improvement plan for each garage based upon the scope of repair, rehabilitation or improvement work determined during the comprehensive inspections. The following shall be considered during evaluation of rehabilitation options: repair, supplementation, and/or replacement of the system elements.

The Consultant shall investigate non-structural renovations that add value and increase customer patronage including increased parking capacity, improved internal flow, traffic and pedestrian accessibility, and wayfinding. The Consultant shall consider emerging trends in garage operation and management when developing the proposed improvement plans for the garages.

The Consultant shall review the revenue control systems with the garage operator and the City's Parking Coordinator and develop recommendations to update parking revenue control equipment to improve ingress and egress from the garages, if warranted.

The Consultant shall prepare an estimate of the probable costs associated with the rehabilitation, reconstruction, improvement or replacement of the elements for each system. Estimates shall be completed using construction cost data for the current year and incorporate anticipated escalation rates for the recommended program year(s).

Life-Cycle Plans

Additionally, a life-cycle plan of each garage shall be developed that considers the probable remaining life of the garage and the individual system elements. The factors to be considered when developing the life-cycle plans are as follows:

- Present conditions of the garage structure and major facility systems elements
- Life-cycle expectancy of existing structural and facility system elements
- Life-cycle expectancy of all proposed repairs and improvements
- Present worth costs of the various repairs or improvements

The improvement plan shall include recommendations of priority for the work associated with each element. The recommendations shall be consistent with the life-cycle plans, life-cycle benefit to cost ratios, and project scheduling of each component of work in the improvement plan.

The improvement plan in conjunction with the life-cycle plan for each garage shall result in the setting of priorities and serve as a framework for proposed capital improvement projects.

Report and Executive Summary

Comprehensive inspections and evaluations shall be documented in detailed reports. The Consultant shall produce a comprehensive report for each garage which shall include an evaluation of the entire structure and major facility systems.

Plan and photos documenting conditions shall accompany the reports in appendix.

Each Inspection and Evaluation Report shall include an Executive Summary for submission to the City Engineer. Included in the summary shall be a description of the present condition of the structural and major facility systems, repairs required and dates of previous and last inspections.

At the conclusion of each Executive Summary shall be a cross-referenced listing of the recommended repairs and improvements and the cost estimates, categorized into four categories depending on the maintenance responsibility, urgency and extent of repair needs as follows:

- Garage Operator Repairs
- Maintenance Items to be performed by City forces
- Maintenance contract items
- Capital Improvement Program Items (CIP)

5-Year Program Development

Using condition data collected from the comprehensive inspections, the Consultant shall develop a comprehensive five-year garage maintenance program that shall be updated annually. The Five-Year Program will be a guide for preparing the annual maintenance contracts and will be used as a tool for assuring the allocation of funding for the necessary work.

The major facility system elements that require maintenance shall be prioritized based on the type and severity of deficiency, the impact of deferring maintenance on the remaining life of the system element and the cost of the maintenance work. The itemized listing of prioritized work items shall be accompanied by an estimate of probable costs.

The Consultant shall prepare recommendations for the garage maintenance contract based upon the itemized listing of prioritized work noted above. The Consultant shall assist the City in prioritizing and selecting the garages to receive maintenance by considering the following items:

- Urgency of the repairs required
- Impact of deferring maintenance work
- Estimated cost of the repairs
- Economies of scale by grouping major materials together (i.e. fiscally prudent work packaging strategies)

City Building Services Work Program

The Consultant shall prepare and develop a work order request form, and furnish to the City Engineer work order requests for all items of work to be performed by City Building Services.

The Consultant shall develop and maintain a work order request data base and track all work order requests.

Capital Improvement Program Requests Preparation

The Consultant shall assist the City Engineer in preparing the request for funding of the CIP program categories that support capital improvement to City parking garages. In order to allow proper preparation of the CIP requests for funding, the CIP recommendations from the Consultant are due to the City in mid-August.

The Consultant shall perform the following activities in the CIP process:

- Make recommendations of repairs, rehabilitations and improvements for the Parking Garage and Development categories of the CIP.
- Define the scope of construction and prepare a detailed cost estimate for the projects to be requested in the CIP.
- Provide the City Engineer with the construction scope, cost estimate and other information necessary to complete the CIP Project Requests.

Annual Parking Garage Maintenance Contract Preparation

The Consultant shall design and prepare plans, specifications and estimates for the Annual Garage Maintenance Contract.

Upon approval by the City Engineer, the Consultant, at a minimum, shall initiate the following:

- Coordinate with the City Engineering Structural Unit to obtain the project code, planning, bidding and award dates and times, and area prevailing wage rates.
- Schedule any necessary site visit(s) and measure repair quantities, develop repair details, and provide cost estimates.
- Determine what permits, if any, are required.
- Prepare a “Short Environmental Assessment Form” for the Department of Environmental Services (if required).
- Coordination as needed with the City Parking Coordinator and garage operator.
- Coordination and review with all relevant utilities.
- Prepare work phasing and maintenance and protection of traffic (MPoT) plans for internal circulation within the garage to minimize loss of parking, balancing the need for efficient construction and garage patron service and convenience.

Note: Work within the public streets that will require lane closures of more than two (2) weeks must be reviewed by Monroe County Traffic Engineering and final MPoT plans must be reviewed and endorsed by the Traffic Control Board (TCB).

- Assist the City Engineer and City Parking Coordinator in conducting a public informational meeting targeting garage users and stakeholders.
- Develop and submit thirty (30) sets of plans and contract books for bidding purposes.
- Provide detailed structural analysis where applicable
- Detailed plans shall include the submission of 30% and 95% review sets. Review sets shall include plans, details, sections, notes, estimates, maintenance and protection of traffic (MPoT), and specifications.

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 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

Coordination and Administration

➤ *Budget Monitoring and Reporting*

The Consultant shall monitor the budget for the Engineering Services Agreement of the program and prepare monthly budget reports for review by the City Engineer. The City's Parking Garage Evaluation and Maintenance Program operating budget is monitored periodically at the regular parking garage program progress meetings.

➤ *Preparation and Tracking of Work Orders*

The Consultant shall assist the City by preparing repair and maintenance work requests for items of work that are to be performed by the City Building Services Department crews. The Consultant shall prepare necessary sketches and specifications, and provide technical consultation prior to and while the work is being performed, if requested to do so by the City.

The Consultant shall assist with the quality assurance of the maintenance of the garages by tracking the requested work to assure satisfactory performance and completion. The status of work orders is monitored at the regular parking garage program progress meetings.

➤ *Monthly Progress Meetings*

Monthly progress meetings are held to update the City Parking Coordinator and the City Engineer on the various aspects of the garage program, coordinate future activities and review the budget. The content and format of the meetings are detailed in the Parking Garage Maintenance and Evaluation Program Manual.

The consultant shall prepare the agenda for the meetings, including old and new business, and record the minutes. The meeting minutes shall be distributed to all attendees and others as requested by the City Engineer.

Supplemental meeting may also be scheduled to address a specific garage or aspects of garages.

Records Maintenance

➤ *Garage Inventory*

The Consultant shall develop and maintain accurate and up-to-date records of all garages for which the City has ownership and/or maintenance responsibility. Information shall include all data relevant to the operation and maintenance of the

garages. The garage inventory system will provide the means for keeping basic data relating to the garages readily available. The Consultant is responsible for maintaining the authoritative inventory for the City.

➤ ***Garage Inventory Software Enhancements***

The Consultant shall review, assess, and evaluate the City's current parking garage records and inventory information and make recommendations for areas of automation.

The Consultant shall review and assess the City's current inventory of computer hardware, software, and geographic data for capturing, managing, analyzing, and displaying all forms of geographically referenced information, and offer recommendations for upgrades to the system to support the parking garage information management needs.

The Consultant shall consider the strategic purposes of the Parking Garage Information Management System and through discussions with the City and a review of facilities information management software systems, determine the following:

- Plan of activities required and final end products
- Technology requirements
- Scope of the system, model, and data design system requirements
- Implementation plan

The Consultant shall recommend and implement both the IT infrastructure that provides all the capabilities necessary to support the City's Garage Inventory System. At a minimum, the following desktop and server applications shall be implemented:

- Data management
- Information query
- Cartographic production
- Image visualization and production
- Photo management

➤ ***Files***

The Consultant shall assemble and maintain files and records relating to the City parking garages. The files and records shall include original construction specifications if available, repair records, improvement contracts, inspections records, studies and reports relating to the structural and facility system conditions.

➤ ***Record Drawings***

The Consultant shall assemble and maintain record drawings for all the garages. Record drawings for the initial original construction and any subsequent additions, repairs and rehabilitations shall be inventoried and cataloged.

The Consultant shall maintain the record drawings in suitable files cabinets manufactured for such purpose.

Parking Garage Maintenance Program

Project No. 09227

Program Schedule

ANNUAL INSPECTION PROGRAM

Consultant Proposals Due:	September 4, 2009
Consultant selection	Sept. 4 – Sept. 18, 2009
Scope and Fee negotiations:	Sept. 18, 2009 to Nov. 2, 2008
City Council Approval of Consultant	Nov. 9, 2009 or Dec.15 alternate
Professional Services Agreement	December 2009
Notice to Proceed	December 2009
Survey, Data, Field Investigations	Jan 4, 2010 to May 14, 2010
Draft Sample Report(s) due	March 12, 2010
Final Inspection Reports due	June 4, 2010

5 YEAR CONTRACT PROGRAM DEVELOPMENT

Garage Evaluations & Prioritization	June 2010
Life Cycle Data Update	July 1 – July 15, 2010
Cost Estimates	July 15 – Aug. 6, 2010
Improvement Plan	Aug. 9 – Sept. 1, 2010
Finalize 5 year plan	Sept. 1 – 17, 2010
CIP recommendations	Sept. 17 – Oct. 1, 2010

ANNUAL MAINTENANCE CONTRACT

Garage Selections for Contract	Sept. 2010
Preliminary Design Phase	Fall 2010
Submission of Prelim. Design Document	Fall 2010
Final Design Phase	Fall 2010
Submission for Final Design Review	Nov. 15, 2010
Advertise, Bid and Award Phase	Dec. 2010 – March 1, 2011
Construction Phase	March 1 – July 1, 2011

Project Schedule – To be inserted here.

4.0 Proposal Requirements

Proposal Submittal

➤ *Qualifications*

The proposal shall address the following at a minimum:

- Transmittal letter (1 page).
- A description of the firm, including the number of employees and their disciplines, their philosophy on serving clients, location, years in business
- The firm's relevant experience in inspecting and designing rehabilitation projects of pre-cast and cast-in-place, conventional and post tensioned concrete parking garages.
- The firm's relevant experience in inspecting and evaluating building facility systems including architectural elements, elevators, plumbing, mechanical, electrical (power and lighting), fire protection, traffic control, revenue control systems and communications (video, intercom, signing).
- 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.
- The makeup of the proposed team with an organizational chart. A description of how the project will be organized, who will do the work and the roles the various members of the multi-disciplinary team will play in the project, including any sub-consultants. Resumes of the key personnel who shall be assigned to this project, including qualifications and relevant experience.
- The firm's current and projected workload and its ability to meet the schedule outlined in this RFP.
- The firm's approach to this type of work showing a general understanding of the City of Rochester's Parking Garage Evaluation and Maintenance Program, the program schedule and the required procedures.
- Qualifications and relevant experience of proposed sub-consultants similar to that described above.

- 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 hours subtotals for each of the following task as identified in the scope of services:

- Inspection and Evaluation

For the purpose of this proposal assume that eight City parking garages will receive comprehensive inspections with reports, development of life-cycle based improvement plans, executive summaries, 5-Year Program, miscellaneous reports and preparation of work orders and Capital Improvement Program requests.

- Parking Garage Maintenance Contract Preparation

Preparation of the Annual Garage Maintenance Contract will be required for a project construction budget of approximately \$400,000.

- Coordination and Administration

For the purpose of this proposal assume twelve (12) monthly meetings and four (4) supplemental meetings.

- Record Maintenance

For the purpose of this proposal assume that records and data will need to be assembled, cataloged and inventoried with limited database management.

Include the inventory software enhancements.

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 2009-2010 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 (for reports and maintenance contract documents)
- Sub-consultants
- Laboratory tests
- Rental equipment (if required)

➤ *Proposal Schedule and Delivery Information*

Submit the bound original and four (4) bound copies of the proposal by 4:00 p.m. September 4, 2009, 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**

5.0 Consultant Selection Criteria

Proposal Evaluation

The proposals will be evaluated by a selection committee using the criteria listed below:

1. Experience and strength of the consultant team as to demonstrated ability to perform the tasks required for this project.
2. Consultant's understanding of the project and program requirements.
3. Consultant's proven ability to administer projects of similar scope within budget and program requirements.
4. Consultant's proven ability to maintain project phasing and scheduling.
5. Demonstrated knowledge of City of Rochester facilities and procedures.
6. M/WBE participation within the consultant's team.
7. Demonstrated Quality Control process within the consultant's firm.

The selection committee will review all proposals using the above criteria. The committee will then select the engineering firm whose proposal in their judgment indicates the best opportunity for a completely successful project.

After selection of a consultant based on qualifications only, the committee will review the fee information for that firm. The committee may decide to recommend proceeding with the project for the fee proposed, or it may decide that negotiation of the fee is required. If the fee negotiation is initiated and a satisfactory resolution of the fee cannot be reached within a reasonable time, the committee reserves the right to proceed to another firm and proceed as above. The City also reserves the right to postpone or cancel the project. The City may request to meet with the consultants at any time for further clarification of the Proposal.

Interviews

The top three (3) "short listed" firms may be asked to give presentations related to the depth and experience of their team, understanding of the project, creativity and knowledge of the issues. Presentations may be given to a selection committee and will be limited to 1 hour.

6.0 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 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.

CITY OF ROCHESTER

PARKING GARAGE PROGRAM SCHEDULE TIMELINE

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