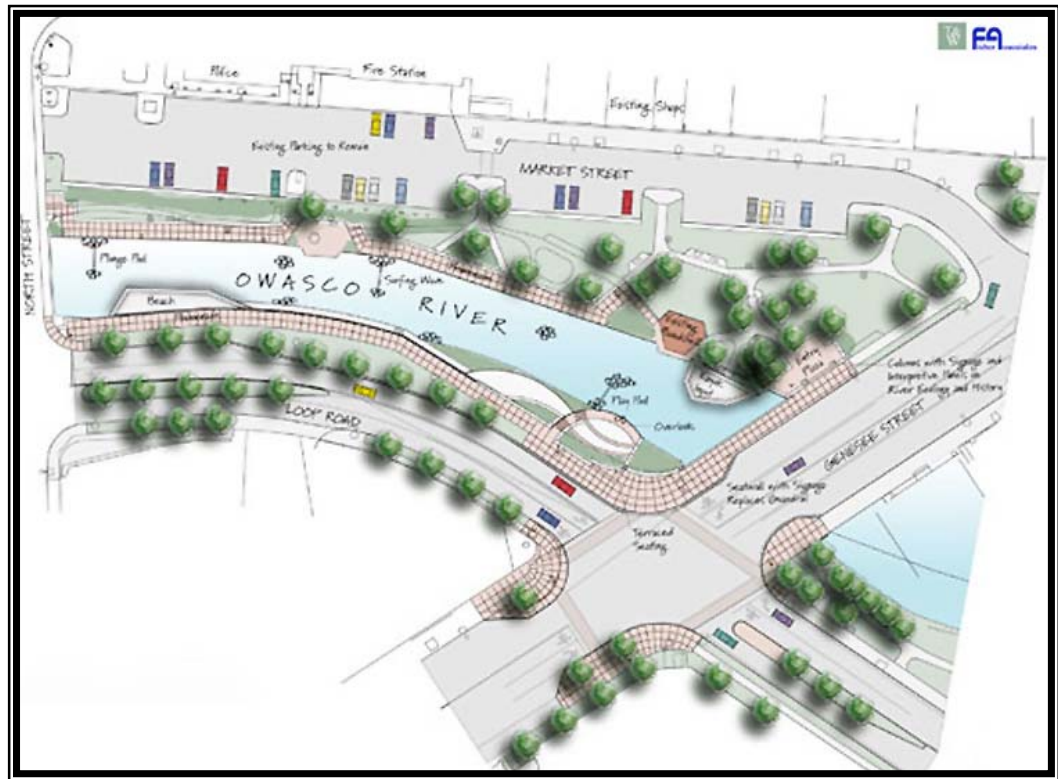


# Request for Qualifications

For Design and Construction Document Services



City of Auburn, New York

Michael D. Quill, Mayor

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Prepared by the City of Auburn Office of Planning & Economic Development  
For the New York State DOS with funds provided under Title 11 of the Environment Protection Fund

# Request for Qualifications

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## Introduction

The City of Auburn Office of Planning and Economic Development (OPED) is circulating this Request for Qualifications (RFQ) to select a qualified consulting firm (or team) for the preparation of final design and construction documents for Owasco Riverfront Park, a community recreation facility that will occupy up to 15 acres along a ½ mile stretch of the Owasco River waterfront in the center of downtown Auburn, New York. The architectural and engineering work is being funded under Title 11 of the Environmental Protection Fund (through the New York State Department of State).

To select a consultant, the OPED will assemble a qualifications review team that will consider all submissions of qualifications and subsequently interview a short list of selected consultants. Following interviews, the review team will identify a preferred consultant and negotiate a fee for services for consideration by the Auburn City Council. The New York State Department of State (DOS) and the City Council of Auburn, New York, have final determination and approval of the preferred consultant and subsequent award of a consultant contract.

## Background

### Project Contracts

The Department of State (DOS) requires that the City and selected consultant prepare a draft contract for services that the DOS will review. The contract must contain a detailed work plan that incorporates adequate opportunity for DOS review of the project components as they are developed. A payment schedule will be included in the contract that ties progress payments to receipt of work products as they are completed, and a not-to-exceed cost for the entire project. The draft contract must be submitted to the DOS for review and comment. A copy of the final contract, incorporating the DOS's comments on the draft, must be provided to the DOS when complete.

### Conceptual Plans

When completing the original grant application to the Department of State, the City provided a set of conceptual plans, prepared in 2000 as part of the Downtown Plan for Physical Improvements that illustrated an overall design scheme for the central component of the Riverfront Park. The full scope of the project area has since been expanded downstream from this portion. Although the conceptual plan as revised to reflect the comments of community members and elected officials, new constraints require that the plan be updated. The project scope will require that the final plans be updated and presented to the public and City Council. This work is included in the scope under Task 3.

## Scope of Work

The following is a general project work scope for review purposes:

### Task 1. Project Scoping Session

- a. The City of Auburn, the DOS and the consultant will hold an initial meeting to review project requirements; site conditions; transfer project information; and determine local responsibility for project oversight – including public participation. The Consultant will prepare a meeting summary that clearly indicates the agreements/understandings reached at the meeting.

### Task 2. Site Reconnaissance

- a. The consultant shall review previously completed site reconnaissance / detailed survey, which includes a project base map and supporting documentation that addresses the following:
  - i. Site Survey showing extent of project boundary (the specifics of the survey will be worked out at the scoping session with all parties in consensus)
  - ii. Identification of ownership status of any lands incorporated into the design
  - iii. Soil and, as appropriate, core samplings to determine soil stability
  - iv. Topography and hydrology of the project site
  - v. Natural resources, including the location of mature trees
  - vi. Manmade structures or facilities on or adjacent to the site
  - vii. Above and below ground infrastructure
  - viii. View corridors; and
  - ix. Historic and archeological resources

### Task 3. Public Input Session

- a. The consultant shall, with the assistance of the City staff, prepare for and schedule a public meeting where:
  - i. The project site (basemap, etc.) and scope will be presented and reviewed;
  - ii. Draft concept plans (already approved by DOS, but updated for public presentation - see Conceptual Plans, above) will be presented and reviewed, with opportunity for input and comment from the public. These plans will be based from concept plans completed in 2006 by previous consultant.

- iii. The Consultant shall prepare a meeting summary detailing the public input received and the consensus reached with regard to design and programming of the public space)

#### Task 4. Council Review of Updated Conceptual Plans

- a. The Consultant will prepare final concept plans, incorporating where appropriate the input of the public and staff, for review by the Auburn City Council and the DOS. The consultant will attend a work session meeting of the Auburn City Council to review the conceptual plans.

#### Task 5. Draft Construction Plans

- a. Following review of the updated conceptual plans by Council and the DOS (staff will coordinate DOS review of the updated conceptual plans), the consultant will prepare Draft Plans for review by the City and the DOS. The draft plans will be based on the updated conceptual plans previously completed and reviewed by the DOS and conceptual plans completed by a previous consultant. The DOS comments will be addressed in subsequent revisions of the product as the consultant moves from draft to final plans.

#### Task 6. Construction Requirement Analysis

- a. The consultant shall prepare a Construction Analysis Report on all federal, state and local requirements for the selected plan, including necessary permits, and descriptions of how the requirements will be satisfied or mitigated by the design. This report will be submitted to the City of Auburn and the Department of State. After the City and the DOS acknowledge acceptance of the report, the consultant will be authorized to continue on to Task 7.

#### Task 7. Final Construction Drawings

- a. The consultant will prepare the final construction plans, specifications and cost estimates, which shall reflect comments previously provided by the DOS on the draft designs. The DOS shall review and approve the final drawings, plans, specifications and cost estimates. The construction documents shall be certified by a professional engineer, landscape architect, or architect licensed in New York State and the appropriate licensure seal shall be affixed to pertinent design documents. A final copy of the plans, including all maps, tables, data, written discussions, electronic information and other inclusions will be provided to the City of Auburn and to the Department of State upon completion of the work.

#### Task 8. State Environmental Quality Review and Permits

- a. Once the final construction drawings are approved by both the City of Auburn and the DOS, the consultant shall prepare all materials necessary to comply with the State Environmental Quality Review Act (SEQRA). Utilizing this material and the Construction Analysis Report, the Consultant shall prepare and file permit applications and obtain permits. Potential permitting jurisdictions include, but may not be limited to:
  - i. Federal agencies such as the U.S. Army Corp of Engineers;
  - ii. Other State agencies such as the NYS Department of Environmental Conservation; the NYS Office of General Services; the NYS Department of Transportation; or the NYS Office of Parks, Recreation and Historic Preservation;
  - iii. The City of Auburn Planning Board or the County Board of Health.

Task 9. Implementation Strategy

- a. The Consultant shall prepare an implementation strategy for the project that shall include potential funding sources, project phasing if appropriate, and recommended means of site managements and operation.

**Selection Timeline**

- **March 24, 2008** Issue Request for Qualifications
- **April 21, 2008** SOQ Due to City of Auburn
- **April 22-25, 2008** Staff Review of Qualifications
- **Week of April 28, 2008** Interview Top 3 Consultants
- **May 2, 2008** Selection of preferred Consultant
- **Week of May 5, 2008** Negotiate scope of work and fee
- **May 22, 2008** Council Authorization of Contract
- **May 23, 2008** Execute Contract

The proposed schedule is tentative. Final schedules will be adjusted to accommodate review by City staff and the Department of State, and availability of selected consultants for interviews.

## **Submission of Qualifications**

Consultant firms and teams wishing to be considered for this project must submit the following items for consideration:

- Letter of Interest by prime consultant;
- Identification of project team
- Qualifications of consultant team, including list of projects of similar scope and complexity either completed or currently underway

**The deadline for receipt of these materials is 4:00 PM, Monday, April 21, 2008. Materials should be delivered with attention to:**

Jennifer L. Haines, Director  
Office of Planning and Economic Development  
Memorial City Hall  
24 South Street  
Auburn, New York 13021

## **Selection Criteria**

Selecting a preferred consultant through a qualifications-based review process is to some degree a subjective endeavor, however, the following selection criteria will be used as consultant teams are reviewed and a selected consultant identified:

1. Knowledge of, and familiarity with, the project area
2. Depth of project staff and their knowledge with specific project components, such as coordination with the Department of State, experience with NYSDEC (waterway issues) and NYSDOT (traffic issues) permitting procedures
3. Experience on similar projects: scale, scope and also funding source
4. Ability to meet project schedule – current workload of project team and availability of project team for meetings, work sessions, and project consultation
5. Quality of built design work as evidenced by representative materials submitted
6. Expertise in developing construction documents and related cost estimates that result in projects coming in at estimated costs when bids are opened.

## **Contact Information**

For questions regarding this RFP or the Owasco Riverfront Project, please contact Jennifer Haines, Director. Ms. Haines can be contacted by email at [jhaines@ci.auburn.ny.us](mailto:jhaines@ci.auburn.ny.us) or by telephone at (315) 255-4115.

## **Conditions**

The City reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. Expenses incurred in the preparation of submittals, presentations, and other incidentals related to this solicitation, are solely the responsibility of the respondent, nor does the City commit to pay for costs incurred prior to execution of a final contract. The City reserves the right to reject all material and/or to approach any individuals or firm regarding additional information relevant to this solicitation.