



City of Lockport Clerk

LOCKPORT MUNICIPAL BUILDING
ONE LOCKS PLAZA
LOCKPORT, NEW YORK 14094
PH. (716) 439-6676

City of Lockport

Request for Qualifications

For

Professional Architectural/Engineering Services for Rehabilitation of the Spaulding Mill Building and Site Project

The City of Lockport, New York (the "City") is issuing this Request for Qualifications (RFQ) from qualified Professional Architectural/Engineering Firms that are interested in providing engineering assistance to the City for the Rehabilitation of the Spaulding Mill Building and Site Project located at 55 Main Street, Lockport NY 14094. Copies of the detailed RFQ can be obtained from City Clerk Paul K. Oates at 716-439-6776 or poates@lockportny.gov

The successful firm will be determined solely from the Statements of Qualification (SOQ) received and interviews if deemed necessary. The City reserves the right to reject all submissions if it deems in its best interest to do so. The City will not reimburse any costs associated with the preparation of the SOQ.

An **original and six hardcopies** of the SOQ, accompanied by a **.pdf of the SOQ on electronic media**, and a cover letter signed by an Officer of the firm, shall be submitted to **Paul K. Oates, City Clerk**, Lockport Municipal Building, One Locks Plaza, Lockport, New York 14094 on or before **September 24, 2021 at 2:00 p.m.** SOQs must be submitted in a sealed envelope and clearly marked "**Statement of Qualifications – Professional Architectural/Engineering Services for Rehabilitation of the Spaulding Mill Building and Site Project.**" Facsimiles or electronic proposals will not be accepted. All questions should be directed to City Clerk Paul K. Oates at 716-439-6776 or poates@lockportny.gov .



1.0 Introduction

The City of Lockport is currently seeking Statements of Qualifications (SOQ) from qualified firms interested in providing professional engineering services for Rehabilitation of the Spaulding Mill Building and Site Project. Only firms licensed to provide professional architectural/engineering services in New York State are invited to respond to this request. It is the City's intent to retain a single firm to provide the necessary service to complete the Scope of Services required by this RFQ.

The proposed project will implement the initial phase of improvements conceptualized in the Historic Lockport Mill Race's (HLMR) strategic development plan, which was completed in 2018, and available upon request. The plan identifies projects to re-purpose the Spalding Mill building and adjacent publicly owned site to reinvigorate downtown Lockport and interpret the history of the Spalding Mill and Erie Canal and includes enhancements to the surrounding site, providing ADA access from Pine Street to the rooftop of the Spalding Mill building and connection to future trail projects.

Specifically, this SOQ relates to Architectural/Engineer services for implementation of Lockport DRI Project No. 2 detailed at this link and described below:

https://www.ny.gov/sites/default/files/atoms/files/Lockport_DRI_Plan.pdf

- New roof system to prevent water leakage into the building and to accommodate rooftop activities;
- Installation of a glass railing to provide a safety barrier at the roof edge while providing unobstructed views to the Erie Canal;
- Installation of a fabric shade structure to provide cover and install site furnishings to accommodate special events and public gatherings;
- Installation of lighting and security cameras to promote safety;
- Creation of a flexible event space in the existing parking lot off Pine Street, including enhanced pavement treatments, pedestrian level lighting, and site amenities such as benches, bike racks, tables and chairs, and planters. This area will remain a parking area when not in use for public events;
- Installation of a concrete walkway, wood decking, retaining wall system, pedestrian level lighting, and enhanced landscaping from Pine Street to the southwest corner of the Spalding Mill building;
- Installation of an ADA-accessible ramp on the south side of the Spalding Mill building to provide access to a lower terrace area in the footprint of the former Grigg Mill. The installation of this ramp will also set the stage for future connections to the proposed upper trail along the former route of the mill race, and a lower connection to the Erie Canal and the Brookfield Power access road; and
- Creation of an informal hillside amphitheater located adjacent to the Spalding Mill rooftop and the flexible event space/parking lot on Pine Street. The hillside will contain large stone blocks to be used as event seating.

The City has received a New York Downtown Revitalization Initiative (DRI) Grant administered by the New York State Department of State (NYSDOS) for implementation of this project. The project is subject to the conditions of the City agreement with NYSDOS including a 15% Minority Business Enterprise Participation goal and 15% Women's Business Enterprise Participation goal.



2.0 Scope of Services

1. Project Initiation

- Meet with City-officials and key stakeholders (i.e. HLMR, NYDOS) as required.
- Meet with internal Consultant team to discuss project scope, budget and schedule.
- Perform planimetric and topographic survey of the project area within the City's right-of-way limits. Survey will obtain information regarding existing structures, and utilities (i.e. aboveground and underground). Develop base maps of the survey and utilities as required for the design.

2. Preparation of Design Drawings and Specifications

- Prepare plans, specifications, and contract documents in conformance with City standards, for review by the City and NYDOS; and upon approval, finalize the documents.
- Meet with the City and NYDOS to review the 50%, 90%, and final designs; and key stakeholders as required.
- Prepare a detailed engineer's cost estimate.
- Utility coordination as required.
- Completion of New York SEQR requirements.

3. Bid Phase Services

- Architect/Engineer shall prepare the bid documents to include in the front end of the proposal book, an itemized proposal, and technical specifications for bidding.
- Assist the City with the bidding process by attending the pre-bid conference, addressing any questions that contractors may have, and issuing addenda, if necessary.
- Attend the bid opening, review the bids received, and provide bid tabulation and recommendation.

4. Construction Administration

- Architect/Engineer shall conduct a pre-construction meeting including the City and the Contractor and provide meeting minutes.
- Review and advise Contractor submittals and pay requests.
- Conduct monthly progress meetings during construction.
- Utilize an email notification system to keep interested individuals informed of the project. Provide information such as emergency contact information, schedule, anticipated temporary road closures or loss of service, etc.
- Periodic site visits by Construction Manager during construction to ensure that construction is being completed safely, and in accordance with the plans, specifications, and contract documents.



5. Construction Observation

- Architect/Engineer shall provide full-time construction observation.

6. Closeout and Record Drawings

- Architect/Engineer shall provide as-built record drawings upon project completion.

3.0 Statement of Qualifications Format and Requirements

Statements of Qualification shall be submitted in the format described below and prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ. Expensive bindings and promotional materials, etc. are neither necessary nor desired.

1. A cover letter signed by an Officer of the firm authorized to offer said services.
2. General Capabilities - firm stability, financial strength, and service depth
Identify overall size, capabilities, and financial strength of the firm. The qualifications should demonstrate stability, longevity, and include a description of major disciplines and breadth of expertise.
3. Key Staff Qualifications
Please include a list of designated staff to be utilized in performing the services referenced herein, including job title, professional experience, and professional registration/certification. Please include resumes for key staff demonstrating their professional qualifications and experience.
4. Firm Experience
Include a listing of relevant projects within the last three years with a brief description of the services provided. Please include a reference for each project with a phone number at which the individual can be reached. Specific work/projects completed for the City or in the Western New York region are preferable.
5. Location of Firm and Staff
Indicate the location of the office(s) where work on this project will be performed. Relevant project staff must be accessible and available to attend meetings in the City on relatively short notice.
6. Engineering Fees
Provide an itemized manhour and fee breakdown by task.



4.0 The Selection Process

The following outlines the anticipated schedule for selection of firms, criteria the City will use to base their selection and the interview process.

4.1 Schedule

- SOQ Release Date: August 27, 2021
- SOQ Submission Deadline: September 24, 2021
- Shortlisted Interviews: As needed
- Selection of Firm: October 20, 2021

4.2 Selection Criteria

The SOQ will be evaluated on the basis of firm/staff qualifications, relevant project experience, and the intended location of work. All SOQs received at or before the required time will be evaluated and scored based on the weighted scoring indicated below. Final selection will be based on the SOQ scoring and interviews.

General Capabilities of the Firm

Maximum 20 Points

Points will be awarded based on a firm's expertise and depth in providing the requested Scope of Services.

Key Staff Qualifications

Maximum 30 Points

Qualifications and experience of key staff members will be evaluated relative to education, professional registration/certification, and relevant experience.

Past Firm Experience

Maximum 30 Points

Points will be awarded based on a listing of recently completed projects or services of a similar nature and experience working with municipal governments.

Location of Firm

Maximum 10 Points

Points will be awarded based on the firm's general proximity to the City and with respect to staff accessibility and travel-related expenses.

Architectural/Engineering Fees

Maximum 10 Points

Points will be awarded based on the value provided to the City.

4.3 Selection Process

A Committee will be appointed by the Mayor that will evaluate and rank each submission. The City plans to retain a single firm based on the SOQs received.

Please note that this RFQ does not obligate the City to select a consultant or award a contract at this time or any time in the future. The City can at its sole discretion revise the requirements, schedule, guidelines and selection process for this RFQ at any time.