

REQUEST FOR PROPOSAL

City of Dublin, Ohio
Division of Engineering

Sawmill Road & Snouffer Road Intersection Analysis

EXECUTIVE SUMMARY

The City of Dublin is requesting proposals to develop an intersection analysis for the intersection of Sawmill Road and Snouffer Road.

As such, the City is currently in the process of procuring the professional services of a consulting engineering firm to prepare an alternative analyses report exploring the access restrictions and how all movements could be provided this intersection. The City of Dublin, Division of Engineering is hereby requesting a PROPOSAL from selected, multi-disciplined, professional engineering consulting firms. The majority of the design professionals involved with the project must be located in Central Ohio. The selected firm will provide the professional engineering services for this project in accordance with the attached Project Description and Scope of Services.



Bridge Street District Vision Plan
Sawmill Road and Snouffer Road

1.0 PROJECT DESCRIPTION

- 1.1 Project will evaluate the intersection and its restrictions at the Sawmill Road/Snouffer Road intersection and determine if an alternate access arrangement is feasible to allow for all movements. The work will also include analyzing the Sawmill Road corridor extending from the Sawmill Road/Federated Boulevard intersection to the single point urban interchange (SPUI) with I-270. If necessary, the analysis will extend to the south to also include the Sawmill Road/Banker Road intersection. This work will be included on an If Authorized basis.
- 1.2 The successful consultant will work cooperatively with the City of Columbus to research and determine the history of the existing intersection, the basis for its configuration and associated limitations, if any. In addition, the consultant will also need to work cooperatively with the City of Columbus Department of Utilities to determine any impacts to Columbus water, storm or sewer pipes, or street lighting systems for each of the proposed intersection solutions. The City of Columbus has provided preliminary information regarding the public utilities in the area and is provided in the ATTACHMENT to this Request for Proposals.
- 1.3 This project will identify limits of the limited access right-of-way (L/A) and any potential impacts the L/A may have on this project, including development of an IMS, or other related study type, and coordination with ODOT if needed. If needed, an IMS will be incorporated into this work on an If Authorized basis.
- 1.4 This work will include establishing existing traffic volumes, year 2040 volume projections, and existing and future capacity analyses for all intersections included in the project. Horizon year 2040 volume projections will occur by one, or a combination of, the following methods: Dublin Travel Demand Model output modified to reflect the 2040 horizon year, ODOT Certified Traffic and/or MORPC Regional Travel Demand Model output. Preliminary layouts will be prepared if modifications to the intersection(s) are viable; right-of-way impacts, any associated utility impacts, and any environmental concerns will be identified as part of this project.
- 1.5 Preliminary programming level cost estimates shall be prepared for all alternatives developed.
- 1.6 Conclusions and a final recommendation that are supported by the alternatives analysis will be prepared and incorporated into a summary report. The report shall include all documentation for the various stages of the project, including the existing conditions, future conditions, intersection layouts, pros and cons for each alternative, including an alternative evaluation matrix that compares/contrasts each potential solution. An executive summary of the study will be included in the report.

- 1.7 A detailed project schedule is required with submission of proposal. The project schedule must include dates for key tasks and the overall completion date. The consultant must demonstrate the ability to meet their proposed schedule.
- 1.8 Status updates: Consultant will provide written project updates on a weekly basis via e-mail.

2.0 DELIVERABLES

- 2.1 The consultant shall prepare a final report that includes documentation from the various phases of the project to create a cohesive and comprehensive account of the project.
 - At 30% completion, a draft report will be submitted to City staff for review. Milestone date to be presented in the proposal by the consultant.
 - A 90% complete report will be submitted to City staff for review prior to final submittal. All project documentation will be provided in hard copy and electronic (PDF) format. Milestone date to be presented in the proposal by the consultant.
 - The final report will be prepared in 8.5x11 format with graphics not exceeding 11x17. The final report is due **September 30, 2016**.
- 2.2 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals. The consultant must also coordinate and provide copies of all reports to the City of Columbus for their review. All comments from the City of Columbus must be incorporated into project materials and included in the disposition of comments.
- 2.3 The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the city's website.

3.0 TIME OF COMPLETION

- 3.1 The Consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to completion dates listed in Section 2. Therefore, the Consultant commits to work with the City to perform their professional services expeditiously.
- 3.2 Failure of the Consultant to comply with the above-established deadline will jeopardize consideration of the Consultant for providing professional engineering services on future City projects and may be used as cause to reject future proposals submitted by the Consultant to the City.

4.0 PROPOSAL CONTENT

Evaluation of the Proposals and ultimate selection of the consultant shall be based on the following criteria:

4.1 Firm and Individual Qualifications

- The competence of the firm to perform the required services as indicated by its background and experience on similar projects. Consultant should list and describe no more than five (5) projects that best demonstrate their experience on similar projects and additionally provide the Estimated Construction Cost and the Final Construction Cost of each project.
- Technical qualification, training, education, and experience of the offerer's principals and key technical personnel who would be assigned to perform the work. Resumes shall only be included in the Proposal for those individuals who will actually be involved in the project and assisting in the performance of the work. No other resumes shall be included.
- Name and experience of principal responsible for the work.
- Name and experience of project engineer who would be responsible for managing the project for the Consultant and would be the primary contact with the City during the progress of the work.
- Name and experience of engineers and/or technicians who would be assisting in the performance of the work.
- Name and experience of key personnel from all subconsultants who would be assisting in the design and completion of this project.

4.2 Capacity to Perform the Work

- Consultant's statement of understanding of and approach to the Scope of Services and other requirements relating to performance of their work. The project understanding and approach needs to cover all elements through final design.
- The capacity of the firm to perform the required services competently and expeditiously to meet proposed schedules as indicated by the firm's size and availability of necessary personnel, subconsultant(s) availability, current workload, and equipment and facilities.

4.3 Time of Completion

- The demonstrated commitment of the firm to perform the work expeditiously and without delay.

- The ability of the firm to meet the Time of Completion as outlined in Sections 2 and 3.

4.4 Compensation

- All professional services will be provided on a cost plus fixed fee basis. Fees for additional items, as requested and authorized, will be established separately. The proposed fee will be based on completion of the report no later than **September 30, 2016**. Failure to submit fee proposal may cause the City to reject Proposal for this project.

4.5 References

- Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City or other municipalities.
- Completeness of thoroughness of work performed. Accuracy of previous estimates of professional fees and estimated construction costs relative to final construction costs.
- Capabilities of key technical personnel who were assigned to perform and complete the work.
- Capabilities of key technical personnel from all subconsultants who were assigned to perform and complete the work.
- The ability of the consulting firm to meet schedules and deadlines.
- The ability of the consulting firm to control costs and meets budgets.
- Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

5.0 PROPOSAL REQUIREMENTS

- 5.1** Responding firms shall include in their Proposals all the information that is requested in Section 4, Proposal Content. Firms are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications and abilities to acceptably complete this project but are hereby instructed to limit such additional information to that which is directly relevant to the services being requested.
- 5.2** The Proposal shall not exceed twenty-five (25) pages. Any superfluous information included not relevant to the services being requested only lengthens the review of a Proposal and could certainly detract from the true merits of the Proposal. Three (3) copies shall be submitted.
- 5.3** Electronic submissions will be accepted. The submission must be compatible with Adobe Acrobat, in a single file, and be formatted to print on standard office paper sizes. No pages shall be larger than 11x17. Fax submissions will not be accepted.



- 5.4** All material submitted in accordance with this RFP becomes property of the City and will not be returned.

If you have any questions regarding this RFP, please contact Jeannie Willis, PE, (614) 410-4633; jwillis@dublin.oh.us. Any other contact with City personnel related to this RFP, prior to the formal selection of the consultant, is expressly prohibited without the consent of the City's Project Manager.

The Proposal should be submitted to the following address no later than 4:00 PM on [October 23, 2015](#). Proposals received after this deadline will NOT be considered.

Consultants should submit their Proposal to:

Tina Wawzkiewicz, P.E.
City of Dublin, Ohio
Division of Engineering
5800 Shier Rings Road
Dublin, OH 43016



ATTACHMENT
City of Columbus Preliminary Utility Information

Department of Public Utilities – Division of Sewerage and Drainage

DOSD has storm infrastructure that drains east to west into Dublin under Sawmill Road in the vicinity of the Snouffer/Sawmill intersection. The project will need to ensure that flow from this storm sewer is maintained. Also, please ensure the requirements of the stormwater drainage manual (i.e. quantity and quality) are met for any work within the City of Columbus right-of-way, as necessary. The Drainage Manual can be found at the link below:

<http://columbus.gov/Templates/Detail.aspx?id=66553>

Department of Public Utilities – Division of Water

The City of Columbus has a 24 inch Pre-stressed Concrete Cylinder Pipe in both Sawmill and Snouffer. The Division of Water's preference would be to not relocate the mains due to utility conflicts. If any relocation is needed, the consultant would need to coordinate with the Division of Water.

Department of Public Utilities – Division of Power

Concerning the Primary Facilities, the Division of Power has no primary utilities within the improvement area and no plans to install any.

Concerning the Street Light Facilities, the Division of Power has existing underground street light circuits on both sides of Sawmill Road from the entrance and exit ramps of I-270 to Dublin Center Drive. Depending on the disposition of the consultant's analysis, the lighting circuit can be extended to the Federated/Banker Road Intersection.