



Request for Proposal

Riverside Drive East Shared-Use Path 16-013-CIP

February 9, 2016

City of Dublin (City) Engineering staff is seeking consultant services for preliminary engineering for the completion of a shared-use path system on the east side of Riverside Drive. The purpose of this project is to develop an alignment for the needed path sections, associated costs, and a phasing plan.

Background

The City has been very proactive in providing a shared-use path system to allow mobility choices to our residents. The City's Community Plan has depicted a path system along Riverside Drive since 1999. This part of the system will link into the regional system shown by both City of Columbus and MORPC along Riverside Drive.

Exhibit A attached depicts the existing location of shared-use paths along Riverside Drive. This project will concentrate on the connections between the existing paths from Emerald Parkway to our northern corporation limit (which corresponds to the Delaware County line). The Bridge Street District projects currently under construction will complete the path connections between Emerald Parkway and our southern corporation limit (near Martin Road).

Scope of Services

General

1. Consultant will attend a kickoff meeting to review the project scope and schedule, including planned milestones and interim deadline dates.
2. Consultant will attend regular progress/design meetings (a minimum of 4 meetings) with City staff.
3. Consultant will provide weekly update emails providing information regarding the budget, schedule, status and questions or information needs from the City.
4. Consultant will attend one City Council workshop to review the findings of the study with City Council and the public.

Project Elements

1. Location:
 - a. South: Emerald Parkway
 - b. North: Corporation Limit/Delaware County Line

- c. Connections at Summit View Road and Hutchins Open Space
2. Evaluation of potential pedestrian-scale bridge locations and types
3. Drainage review
4. Potential pedestrian tunnel to provide access to Scioto Park
5. Shared-use path to be 8-footwide and asphalt meeting current City standards; alternate materials (boardwalk, bridges, etc) will be considered based on the topography and drainage needs

Base map Elements

1. Consultant will review the drawings for the paths that exist and incorporate them.
2. Consultant will research and map the existing rights of way of Riverside Drive.
3. Consultant will research and map existing wells and septic systems.
4. The Franklin County Auditor's topography mapping (or approved equivalent) can be utilized for this project.
5. Consultant will utilize the following information from the City's GIS in the base map:
 - a. 2014 Aerial Photography (2015 if it becomes available during the course of the project)
 - b. Floodplain information
 - c. City property
 - d. Landmark trees
 - e. Parcels
 - f. Public utilities: water lines, sanitary sewers, storm sewers
 - g. Streams
 - h. Street lights
 - i. Signals
 - j. Other information can be made available if identified during the project
6. Consultant will contact the private utility companies and incorporate their facilities into the base map.
7. Consultant will review the soils information available for this area.

Project Elements

1. Consultant will prepare a comprehensive base map.
2. Consultant will develop preliminary alignments for a shared-use path between the locations described above for review by City staff. A minimum of two reviews (45% and 90%) and comment rounds shall be included in the proposal. A disposition of comments is to be provided.
3. Consultant will determine the need, locations and types of pedestrian bridges or boardwalks.
4. Consultant will develop a phasing plan to implement the design and construction of the shared-use path. The criteria will be reviewed during an early project meeting and will include items such as cost, logical termini, other projects in the vicinity, and property needs.
5. Consultant will develop programming level cost estimates associated with the phases developed in Item 4. Costs estimates are to be provided at both the 45% and 90% submissions for review.
6. Consultant will identify right of way and easement needs and include this in the cost estimates. A separate map will be created to depict the right of way or easements needed. The extents of the needs will be clearly shown with either color or clear labels and using 2015 ownership information from the appropriate county auditor files.
7. Consultant will identify any utility conflicts and include resolution costs in the cost estimates.

Deliverables

1. Consultant will provide a Preliminary Engineering Report that includes a cohesive and comprehensive accounting of all of the above project tasks. A draft 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. The final report will be prepared in 8.5"x11" format with graphics not exceeding 11"x17" (except for an overall basemap and property map which may be on 22"x34" plans). After addressing the 90% review comments, three bound hard copies are to be submitted, with the electronic version, for the City's use.
2. The base map shall be developed using AutoCad and an electronic copy is to be submitted with the Preliminary Engineering Report.
3. Consultant will create graphics to be used to present the project to City Council. This is to include plan views and five cross section views.

Project Schedule & Budget

The project is to be completed by *May 20, 2016*. The consultant will provide a proposed schedule with their proposal.

The City has budgeted \$75,000 for this project for development of the shared-use path preliminary engineering. The fee will be based on a fixed fee and costs to perform the work up to a maximum amount.

City Project Manager

The City's Project Manager will be Barbara Cox, PE, Engineering Manager.

Proposal Submittal and Process

Proposal Requirements

1. The proposals must be limited to 25 pages. Proposals longer than the limit may not be considered. Pages may be double-sided and section dividers do not count in the sheet total.
2. Three (3) copies are to be submitted. An electronic submission will be acceptable. If this option is chosen, the proposal shall be in Adobe (v.8 or earlier) format and printable on paper no larger than tabloid (11x17).
3. Please note: All material submitted in accordance with this RFP becomes property of the City and will not be returned.

Proposal Content and Evaluation Criteria - Evaluation of the proposals, and selection of the firm to provide these professional consulting services, will be based on the following criteria:

1. Firm and Individual Qualifications: Consultant shall submit information sufficient to inform the City of Dublin of the firm's and individual project team member's qualifications sufficient to complete the project to industry standard of care.

2. Capacity to Perform the Work
 - a. Consultant shall submit a statement of understanding for the work to be performed, as well as Consultant's planned approach to the Scope of Services.
 - b. Consultant shall submit a statement of understanding for successfully completing this project within the established timeframe.
3. Time of Completion
 - a. Consultant shall demonstrate their commitment to perform the work expeditiously and without delay.
 - b. Consultant shall demonstrate their ability to adhere to the project schedule and complete all professional consulting services by the project deadline.
4. Project Approach: Consultant shall demonstrate their understanding of the project and their approach to performing each project task in accordance with industry standard of care. Relevant example projects should be included.
5. Compensation
 - a. All professional services will be provided on a time and material basis with a not to exceed maximum and a fixed fee. Consultant shall submit a detailed Fee Schedule to be used for this project based on the deadlines specified in this RFP.
 - b. The Fee Schedule shall detail the effort necessary to perform each task.
 - c. The fee schedule shall include the labor classification, hourly rate, hours to complete each task, total labor costs, expenses and subtotal for each task.
 - d. The Fee Schedule shall also include the total professional consulting services cost.
 - e. The fee schedule shall include an hourly rate schedule that will be used for changes in scope.
6. References: Consultant shall provide references to demonstrate the following:
 - a. Quality, responsiveness, timeliness and cost of work previously performed for other municipalities.
 - b. Completeness and thoroughness of past work performed.
 - c. Accuracy of previous estimates for professional marketing services.
 - d. Capabilities of key technical personnel who were assigned to perform and complete the work.
 - e. Capabilities of key technical personnel from any sub-consultants who will be assigned to perform any work on this project.
 - f. Ability of the consulting firm to meet schedules and deadlines.
 - g. Ability of the consulting firm to control costs and meet budgets.
 - h. Ability of the consulting firm, its principals and key technical personnel to communicate and cooperate with clients.

Proposal Deadline - Proposals are due *Tuesday, February 23, 2016 at 4:00 p.m.*
Proposals delivered after this deadline will not be considered.

Interested firms should submit their proposals to:

Barbara Cox, PE, Engineering Manager
City of Dublin
5800 Shier Rings Road
Dublin, OH 43016
Phone: 614.410.4641
Email: bcox@dublin.oh.us

Proposal Selection - The City of Dublin will use a Selection Committee to review and evaluate the proposals. From this process, the City may select the winning proposal. If a clear decision cannot be made, or if the Selection Committee needs further clarification, the City reserves the right to shortlist the proposals. The shortlisted firms will be contacted to provide additional information to participate in a meeting or interview. The Selection Committee plans to make the final selection by ***March 4, 2016***.

Legal Considerations

Acceptance or Rejection of RFP - The City reserves the right to accept or reject any or all RFPs received as a result of this request. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any RFP. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP. The City reserves the right to cancel this RFP. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the RFP.

Addenda and Interpretation – No Consultant will be allowed to modify the content of the proposal at any time after the submission deadline, except in direct response to a request from the City for clarification or for an oral interview, provided that the modification will not result in a substantive amendment to the proposal.

The City shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, you may request clarification via written request to:

Barbara Cox, PE, Engineering Manager
City of Dublin
5800 Shier Rings Road
Dublin, OH 43016
Email: bcox@dublin.oh.us

Requests for clarification shall be received by the City at least *four business days* prior to the due date for responses. Any response by the City of Dublin to a request for clarification will be made in the form of an addendum to this RFP and will be publicized on the City of Dublin website at www.dublin.oh.us/business/bids. All addenda shall become part of this RFP and shall be attached as an exhibit to your proposal. This additional information will not count in the sheet total allowed.

Any contact with other 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.

Non-Responsive RFP - The RFP shall be prepared and submitted in accordance these instructions. Any omission or limitation to the RFP may be sufficient grounds for non-acceptance of the response, at the sole discretion of City.

The submission of a response to this RFP shall be deemed a representation and certification by the Consultant that the Consultant has investigated all aspects of the RFP, is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and has read

and understood the RFP. No request for modification of a RFP shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

Public Nature of Proposal Material - Responses to this RFP become the exclusive property of the City. All responses to the RFP when received become a matter of public record and shall be regarded as public records. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Disqualification - Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of this proposal;
- Any attempt to improperly influence any member of the selection staff;
- Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City;
- Evidence of incorrect information deliberately submitted as part of the RFP;
- Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- Consultant's default under any agreement, which resulted in termination of the Agreement.

Non-Discrimination/Non-Preferential Treatment - The successful Consultant shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Dublin contracts.



Legend

Dublin Bikeways

Path Type

- Bikepath
- Pedestrian Connector
- - - Pedestrian Trail
- Sharrow

Dublin Parks

Park Type

- Park
- Open Space
- Counties



Location of Existing Shared Use Paths along Riverside Drive

