

REQUEST FOR PROPOSAL

City of Dublin, Ohio

Division of Engineering

17-018-CIP

Smart Parking Lot Design for Cardinal Health Economic Development Agreement

January 27, 2017

The City of Dublin is requesting proposals to perform detail design for a parking lot that will accommodate approximately 767 new parking spaces. This parking lot will be located on a 9.5 acre site located near the intersection of Rings Road and Frantz Road in Dublin, Ohio. This project is being undertaken to fulfill the obligations of an economic development agreement between the City of Dublin and Cardinal Health.

As such, the City would like to hire the professional services of a consulting engineering firm to prepare detailed construction drawings for the construction of a new parking lot. The City of Dublin, Division of Engineering, is hereby requesting a proposal from selected, multi-disciplined, professional engineering consulting firms. The selected firm will provide the professional engineering services for this project in accordance with the Project Description and Scope of Services described below.

Cardinal Health Parking Lot Project



PROJECT DESCRIPTION

The project will design a parking lot that will provide the following items:

1. At least 767 parking spaces, of which a certain portion will be designed as ADA compliant spaces to meet applicable codes.
2. Provide for site lighting to meet all City of Dublin and other applicable codes. Photometric analysis will also be required to be submitted.
3. Bicycle parking facilities
4. Perimeter and internal landscaping will be designed to meet all City of Dublin codes.
5. Stormsewer infrastructure and stormwater management facilities shall be included in the design to meet all City of Dublin Stormwater Management regulations and other applicable EPA regulations. It will be highly encouraged that the stormwater management solution selected be one that utilizes vegetation and also considers smaller treatment applications in a "treatment chain".
6. Sidewalk and shared use paths shall be designed to connect the parking lot to the public right of way and the adjacent buildings. All paths shall include ADA compliant ramps and crossings.
7. All parking spaces and perimeter parking areas shall be curbed.
8. The design will incorporate "smart features" or the ability to include these features in the future as described in the "Smart Features" section below.

Smart Features

The City of Dublin also desires to integrate as many smart features into the parking lot design as possible. Although the project may not install all of the proposed smart elements during the initial phase of construction, the parking lot design should take into consideration providing a design that will allow for upgrades later in time. The following are a list of elements that the City would like to be considered in the design:

- 1.) Parking Spaces and infrastructure to allow future electric vehicle charging stations to be installed.
- 2.) The design of infrastructure that will permit easy connection to the City of Dublin internet fiber. This could also be expanded to provide a wifi connection for the area.
- 3.) Planning for the installation of intelligent dynamic wayfinding, such as variable message signs.
- 4.) Intelligent features such as smart irrigation controllers.
- 5.) Smart street lighting.

The City also requests that the consultant provide other suggestions of elements in their proposal that could be integrated into the parking lot to make it more intelligent and/or sustainable.

1.0 DESIGN CRITERIA/TECHNICAL REQUIREMENTS

- 1.1 Provide construction plans and specifications to be a complete and biddable set of construction documents.
- 1.2 The following specifications and guidelines shall be followed as applicable:
 - City of Dublin Stormwater Management Design Manual
 - City of Dublin Standard Drawings; Standards for Title Sheet, General Notes, Driveway Standards, AutoCAD example, and Electronic Submission Standards will be provided to The Consultant
 - City of Columbus 2012 Construction and Material Specifications
 - ODOT's 2013 Construction and Material Specifications,
 - ODOT's "Location and Design Manual,"
 - City of Dublin – City Code
 - Landscaping requirements of the EAZ Innovation Districts
- 1.3 Plans will be in a format similar to plans previously prepared for City Site Improvement Projects. The City of Dublin will prepare all additional bidding documents and bid the construction project. The Consultant will assist the City with answering questions during the bidding and construction period and if requested attend the pre-construction meeting.
- 1.4 Lighting per ODOT CMS (Current Edition) & Dublin SCD SL-01 through SL-08. (Unless modified as approved by the City of Dublin) meeting required of City Code.
- 1.5 If any water lines or hydrants are impacted, the consultant will submit plans along with application and fee check to City of Columbus, Division of Water for review. City of Dublin will reimburse any Columbus review fees. The Consultant will meet as necessary with City of Dublin staff to report progress and review details.
- 1.6 Permits. Consultant will prepare any permit applications necessary and provide the permit check. The City of Dublin will **NOT** reimburse the Consultant for the permit fees.
 - If greater than 1 acre is disturbed, The Consultant will prepare NOI permit application and associated map.
 - Water PTI – if necessary

2.0 PRELIMINARY DESIGN (30%)

- 2.1 Prior to beginning design the consultant will be required to hold a kick off meeting with City Staff to discuss design goals and objectives.

- 2.2 The existing roadway alignments, topography and rights-of-way have not been surveyed. The selected Consultant will use field topography they determine appropriate, Franklin County Auditor's mapping and existing plans of improvements in the area that will be provided by the City of Dublin to prepare initial base plans.
- 2.3 Project shall be designed in 2012 AutoCAD Civil 3D or newer.
- 2.4 Preliminary design of drainage layouts, including BMP mitigation approach and possible locations will be performed with the preliminary design.
- 2.5 A map showing an overview of permanent and/or temporary takes with acreages must be developed.
- 2.6 Determine the locations to perform non-destructive testing (include up to twelve (12) locations in the proposal) to verify the depth of existing utilities. Non-destructive testing should be performed to verify the depth of existing utilities at critical locations to determine possible conflicts.
- 2.7 The Consultant shall evaluate the existing storm sewers to determine their ability to convey the revised flow.
- 2.8 Public Meetings: If requested, the selected Consultant will attend up to two (2) public information meetings with exhibits to present the plans.
- 2.9 Exhibits: The selected Consultant will generate up to three (3) exhibits for the project showing the proposed improvements rendered over actual site photographs.

3.0 FINAL DESIGN (60%, 90% & Final Plans)

- 3.1 The Consultant will prepare construction drawings including:
 - Title sheet
 - Schematic Plan
 - Typical Sections: Typical sections shall include locations of existing and proposed utilities, existing and proposed right-of-way, existing and proposed pavement and sidewalk.
 - General Notes
 - Maintenance of Traffic (Notes and Plan Details)
 - General Summary & Sub Summaries
 - Plan and Profile (1"=20' horizontal and 1"=5' vertical scales)
 - Grading plan: Proposed Grading will be shown using one-foot interval contour lines on the plan and profile sheets for the entire project.
 - Intersection Details / Curb Ramp Details: Pedestrian facilities will be designed in compliance with applicable Americans with Disabilities Act Accessibility Guidelines (ADAAG) and City of Dublin guidelines
 - Drive Details

- Storm Sewer Profiles
 - Storm water BMP details and calculations: Post Construction BMP's will likely be needed for the project. This is to be provided to meet the requirements of the Dublin Stormwater Design Manual and the OEPA General Construction Permit. Post construction BMP narrative and calculations will be submitted to the City and included in the construction drawings.
 - Other plan sheet including but limited to: electrical plans, conduit plan and profile sheets, and any required specifications.
 - Stormwater management design including: tributary area maps, pipe design, pavement spread, inlet spacing and ten-year hydraulic grade computations. Use of ODOT CDSS is acceptable.
 - Traffic Control: Signing and pavement markings (Item 644 and Item 647 thermoplastic pavement markings) shall be in accordance with Ohio Manual of Uniform Traffic Control Devices and the ODOT C&MS, current edition.
 - Water Work (If necessary)
 - Landscaping plan & details: The landscaping details and layout will be coordinated with input from City of Dublin Staff.
 - Tree Preservation Plan - A tree survey to determine size, type, and condition of all trees great than 6-inch diameter in accordance with City Ordinance No. 95-96 shall be completed. Plan sheets shall clearly show where tree removal is unavoidable
 - Erosion and sedimentation control notes and details
 - A preliminary construction cost estimate will be completed. The Consultant will prepare and send a letter to all affected property owners informing them of survey work before the beginning of any field work.
- 3.3** Field survey information will be obtained as necessary for design and plan preparation. Survey information will supplement Franklin County Auditor's mapping and will include:
- Establish a survey baseline for horizontal control. Horizontal datum will be State Plane Coordinates, Ohio South Zone.
 - Establish benchmarks for vertical control based on existing control monumentation in the area. The vertical control datum will be NAVD 1988.
 - Obtain property corner information by field survey and property research to establish property boundaries for plan preparation. Easements that are needed for this project will then need to be obtained, if necessary.
 - Locate front corners of all permanent residences.
 - Prior to and during the field survey work and data collection, gather existing utility information from: The Ohio Utilities Protection Service (OUPS), public utilities and City of Dublin, including but not limited to the locations of existing water mains,

water taps per tap cards if not visible in the field, sanitary sewers, sanitary sewer taps, and storm sewers.

- In addition to the above, obtain topographic information to supplement mapping: including the collected utility information; roadway centerline; and detailed topographic information. Obtain cross sections and roadway centerline elevations at 50-foot intervals.
- Landscaping Plans
- Lighting Plans – including photometrics
- Sediment and Erosion Control Plan
- Any other plan sheet needed to show compliance with applicable codes.

4.0 SUBMISSIONS

- 4.1** The Consultant will prepare legal descriptions and exhibits for easements as needed for the project. Descriptions and exhibits will be formatted to 8.5"x14". The consultant is responsible for gaining pre-approvals from the appropriate County when applicable.
- 4.2** The City of Dublin will provide comments within two (2) weeks of the submission date.
- 4.3** The Consultant shall submit plans to the City of Columbus (if water work is involved) and all private utility companies at the same time plans are submitted to the City of Dublin.
- 4.4** Interactive plan review with the City is anticipated with a maximum of 2 meetings with the City to obtain the 30% plan set. After the 30% plan set has been submitted, an additional 2 meetings are expected after each submission to discuss review comments until the final plan set has been submitted. At a minimum, Consultant will be required to meet with City staff at a kick-off meeting and at 30% design, 60% design and 90% design completion.
- 4.5** All review submissions shall include two (2) full-size plan sets, one (1) half-size plan set along with a CD containing a PDF of the previous Dublin review comments, the current plans and the current CAD files. The following items are to be included in the 30% plan set: Title sheet, schematic plan, line grade & typical, preliminary grading plan, curb ramp locations, preliminary storm drainage layout and preliminary cost estimate.
- 4.7** Along with requirements of section 3.1, the following items are to be included in the 60% plan set: Refined 30% plan set, initial maintenance of traffic plan, utilities (private and public), preliminary lighting, preliminary drainage calculations, refined drainage layout, post construction BMP mitigation, erosion and sediment control plans, initial landscape plans, and easements and right-of-way plans. Along with requirements of section 3.1, the following items are to be included in the 90% plan

set: Refined 60% plan set, final drainage layout, signing and pavement marking plans, general summary with preliminary quantities, final lighting plans, final maintenance of traffic plans, final drainage calculations and final landscape plans. Submission to the Board of Zoning Appeals may be needed if there are variances that are required. The proposal should include cost to provide this submittal along with attending one (1) public meeting and producing associated graphics as requested.

- 4.10 Provide a Mylar title sheet (four-mil, double mat) for signature and one set of electronic files on compact disc in both Auto Desk's AutoCAD Civil 3D Release 2012 or higher DWG format and PDF format to the City for record purposes. All AutoCAD files shall be provided for both basemaps and individual plan sheets.
- 4.11 Provide one, half-sized set of paper originals to the City for reproduction purposes, Three additional half-sized sets (three-hole punched), and two full-size sets of plans on standard paper. Up to four additional full-size copies to be provided at the request of the contractor.
- 4.12 The Consultant will prepare and submit one (1) set of all final detailed engineering plans and technical specifications, quantity estimates and final construction cost estimate prepared in Excel format.
- 4.13 The consultant will also be required to submit the site drawings to the City of Dublin, Building Standards for a Site Permit. The consultant shall be prepared to submit the drawings electronically through the ePlan system.

5.0 TIME OF COMPLETION

- 5.1 The Consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to have completed the Preliminary Design by **Friday, March 10, 2017**. Final Design shall be completed by **April 24, 2017**
- 5.2 Field Survey and Data Collection shall be completed no later than thirty (30) calendar days after the receipt of a fully executed (signed) consulting contract.
- 5.3 The project construction is to be completed by **October 15, 2017**. Completion of the Final Design shall be defined as delivery to the City of Dublin, Division of Engineering of all final detailed plans and technical specifications, estimate of quantities, and estimate of construction costs.
- 5.4 Status Reports. Consultant will provide project updates in writing bi-weekly during the project. Reports shall include status of ongoing tasks, action items, issues or problems to be addressed, impacts to the project schedule and a revised schedule.
- 5.5 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.

6.0 PROPOSAL CONTENT & EVALUATION CRITERIA

Evaluation of the Proposals, and selection of the consultant to provide these professional consulting services, shall be based on the following criteria:

6.1 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 three (3) projects that best demonstrate their experience on similar projects and provide the Estimated Construction Cost and the Final Construction Cost of each project.
- Technical qualification, training, education, and experience of the consultants' 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 that 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 that would be assisting in the performance of the work.
- Name and experience of key personnel from all subconsultants that would be assisting in the design and completion of this project.

6.2 Capacity to Perform the Work

- 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.
- Consultant shall submit a statement of understanding for successfully completing this project within the established timeframe.

6.3 Time of Completion

- Consultant shall demonstrate their commitment to perform the work expeditiously and without delay.
- Consultant shall provide a project schedule outlining the critical path.
- Consultant shall demonstrate their ability to adhere to the project schedule and complete all professional consulting services by the project deadline.

6.4 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.

6.5 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. Failure to submit fee proposal may cause the City to reject Proposal for this project.

6.6 Budget

- This project has a budget for design and surveying services of **\$330,000**

6.7 References

- Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City of Dublin or other similarly sized 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 meet budgets.
- Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

7.0 PROPOSAL REQUIREMENTS

- 7.1** Responding firms shall include in their Proposals all the information that is requested in Section 6, Proposal Content & Evaluation Criteria. 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.
- 7.2** The Proposal shall not exceed forty-five (45) 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, if submitting hard copies.
- 7.3** Electronic submission will be accepted for the Proposal. The submission must be compatible with Adobe v 10.0, in a single file, and be formatted to print on standard office paper sizes. No pages shall be larger than 11"x17". Fax submissions will not be accepted.
- 7.4** All material submitted in accordance with this RFP becomes property of the City and will not be returned.

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 **February 17, 2017**.

Proposal Deadline - Proposals are due **Friday, February 10, 2017 at 4:00 p.m.** Proposals delivered after this deadline will not be considered.

If you have any questions regarding this RFP, please contact C. Aaron Stanford, PE at (614) 410-4676 or astanford@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.

Consultants should submit their Proposal to:

C. Aaron Stanford, PE
City of Dublin, Ohio
Division of Engineering
5800 Shier-Rings Road
Dublin, OH 43016

Or astanford@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.

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.